

Equality, Diversity, Cohesion and Integration Screening



As a public authority we need to ensure that all our strategies, policies, service and functions, both current and proposed have given proper consideration to equality, diversity, cohesion and integration.

A **screening** process can help judge relevance and provides a record of both the **process** and **decision**. Screening should be a short, sharp exercise that determines relevance for all new and revised strategies, policies, services and functions.

Completed at the earliest opportunity it will help to determine:

- the relevance of proposals and decisions to equality, diversity, cohesion and integration.
- whether or not equality, diversity, cohesion and integration is being/has already been considered, and
- whether or not it is necessary to carry out an impact assessment.

Directorate: Environment and Housing	Service area: Waste Management
Lead person: Kate Daly	Contact number: 0113 2475980

1. Title: Kirkstall Road Waste Transfer Station and Recycling Site Redevelopment

Is this a:

Strategy / Policy

Service / Function

Other

If other, please specify The refurbishment of the Council's waste transfer loading station and the only recycling site that has not been previously redeveloped.

2. Please provide a brief description of what you are screening

This screening assessment relates to the key decision being sought from Executive Board for authority to spend £4.3m on the redevelopment of Kirkstall Road Transfer Loading Station (TLS) and Household Waste Sorting Site (HWSS).

3. Relevance to equality, diversity, cohesion and integration

All the council's strategies/policies, services/functions affect service users, employees or the wider community – city wide or more local. These will also have a greater/lesser relevance to equality, diversity, cohesion and integration.

The following questions will help you to identify how relevant your proposals are.

When considering these questions think about age, carers, disability, gender reassignment, race, religion or belief, sex, sexual orientation and any other relevant characteristics (for example socio-economic status, social class, income, unemployment, residential location or family background and education or skills levels).

Questions	Yes	No
Is there an existing or likely differential impact for the different equality characteristics?		X
Have there been or likely to be any public concerns about the policy or proposal?	X	
Could the proposal affect how our services, commissioning or procurement activities are organised, provided, located and by whom?	X	
Could the proposal affect our workforce or employment practices?	X	
Does the proposal involve or will it have an impact on <ul style="list-style-type: none"> • Eliminating unlawful discrimination, victimisation and harassment • Advancing equality of opportunity • Fostering good relations 		X

If you have answered **no** to the questions above please complete **sections 6 and 7**

If you have answered **yes** to any of the above and;

- Believe you have already considered the impact on equality, diversity, cohesion and integration within your proposal please go to **section 4**.
- Are not already considering the impact on equality, diversity, cohesion and integration within your proposal please go to **section 5**.

4. Considering the impact on equality, diversity, cohesion and integration

If you can demonstrate you have considered how your proposals impact on equality, diversity, cohesion and integration you have carried out an impact assessment.

Please provide specific details for all three areas below (use the prompts for guidance).

How have you considered equality, diversity, cohesion and integration?
(think about the scope of the proposal, who is likely to be affected, equality related information, gaps in information and plans to address, consultation and engagement activities (taken place or planned) with those likely to be affected)

There will be no impact for staff or the public in terms of equality, diversity or cohesion and integration. When complete the design ensures that the site and buildings will be provided with level access. The HWSS Logistic Officer, site attendants, HWSS wagon drivers and a weighbridge clerk work at the site. During the temporary closure of the

recycling site, the site attendants will be redeployed to other recycling sites. Some council functions will be continued at the site during the redevelopment works and some site staff will continue to be based at the site.

- **Key findings**

(think about any potential positive and negative impact on different equality characteristics, potential to promote strong and positive relationships between groups, potential to bring groups/communities into increased contact with each other, perception that the proposal could benefit one group at the expense of another)

Local Community

Ward members were keen to progress the redevelopment for the proposed uses and to finally get the fire demolished buildings demolished. On their request, the Service produced a flyer about the outline proposals for distribution to the local community. The Ward members have already presented the outline proposals to the Inner North West Area Committee (Burley Forum) on the 19th November 2013. The Service will continue to support the member's community engagement activities about the project.

Site Users

Following the redevelopment, there will be a large and considerably improved public recycling site, which will enable site users to recycle a wide range of household waste materials. There will be clear separation between the public and operational areas of the recycling area.

There will be designated disability parking spaces on the recycling site and the car park for the re-use shop. There will be clear signage to help all users to recycle their items and use the site correctly. Site operatives will continue to provide assistance to disabled, or infirm users who require help to dispose of their household materials.

Prior to the closure of the recycling site for the main construction works, a communications strategy will be instigated to publicise the closure date and the main alternative sites. Customers generally use a car to visit the recycling site closest to their home, and therefore it is difficult to determine with certainty which site they will use during the temporary closure. Clear signage and information will be provided both on the site and Council's web site to highlight the alternative sites.

The current plan is to continue some council waste transfer functions on the surplus land at the site during the construction works. Whilst planning these interim arrangements, the Service will investigate the feasibility of including public recycling facilities on this land during the construction works to minimise the disruption to site users.

- **Actions**

(think about how you will promote positive impact and remove/ reduce negative impact)

Local Community

The local Ward members will continue to be provided with regular updates about the project, including highlighting key dates and activities (e.g. the start of demolition, start of

the main works).

The Service will continue to support the local Ward members with their community engagement activities about the project by providing information, consultation material and officer resource.

Press statements about key project developments will be released, and the Council's web site updated accordingly.

The Local Planning Authority will undertake statutory consultation with the local community as part of the planning process.

Site Users

In order to publicise the temporary closure of the site as widely as possible, Waste Management is intending to undertake the following actions:

- Install a clearly visible signage around the site highlighting the closure date and the other local sites available.
- Waste Management officers will attend the site in the weeks before the closure to hand out information about alternative sites and answer any questions that the public may have.
- A press release regarding the closure will also be issued in advance of the site closure date.
- The Council's web site will be updated with information about the closure.

Site Operatives and Drivers

Regular updates about the project will continue to be provided to the site operatives and drivers. Discussions with the site staff about redeployment during the temporary closure will be initiated at the appropriate time.

5. If you are *not* already considering the impact on equality, diversity, cohesion and integration you *will need to carry out an impact assessment*.

Date to scope and plan your impact assessment:	
Date to complete your impact assessment	
Lead person for your impact assessment (Include name and job title)	

6. Governance, ownership and approval

Please state here who has approved the actions and outcomes of the screening

Name	Job title	Date
Susan Upton	Chief Officer, Waste Management	

7. Publishing

This screening document will act as evidence that due regard to equality and diversity has been given. If you are not carrying out an independent impact assessment the screening document will need to be published.

If this screening relates to a **Key Delegated Decision, Executive Board, full Council** or a **Significant Operational Decision** a copy should be emailed to Corporate Governance and will be published along with the relevant report.

A copy of **all other** screening's should be sent to equalityteam@leeds.gov.uk. For record keeping purposes it will be kept on file (but not published).

Date screening completed	30 th January 2014
If relates to a Key Decision - date sent to Corporate Governance	
Any other decision – date sent to Equality Team (equalityteam@leeds.gov.uk)	