

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. In all appropriate instances we will need to carry out an equality, diversity, cohesion and integration impact assessment.

This form:

- can be used to prompt discussion when carrying out your impact assessment
- should be completed either during the assessment process or following completion of the assessment
- should include a brief explanation where a section is not applicable

Directorate: Environment and Housing	Service area: Waste Management
Lead person: Susan Upton/ Helen Freeman	Contact number: 74041
Date of the equality, diversity, cohesion and integration impact assessment: 11/05/16	

1. Title: Working together to improve domestic waste collection and recycling
Is this a:
<input checked="checked" type="checkbox"/> Strategy /Policy <input type="checkbox"/> Service / Function <input type="checkbox"/> Other
If other, please specify

2. Members of the assessment team:

Name	Organisation	Role on assessment team e.g. service user, manager of service, specialist
Susan Upton	LCC	Chief Officer
Helen Freeman	LCC	Chief Officer
Alison Gilliland	LCC	Specialist and Manager
Tom Smith	LCC	Head of Service

3. Summary of strategy, policy, service or function that was assessed:

First and foremost the Council aims to educate local residents to understand their role with regard to responsible waste management. Ensuring that waste is properly contained, leads to streets being tidier, with less litter. Similarly reducing the number of

excess bins, abandoned or persistent bins on streets will reduce the obstacles to be navigated by people with prams, people in wheelchairs or those people who are blind or partially sighted

There will be situations where education alone proves insufficient when working with residents who do not properly contain their refuse, do not separate recyclates well and do not routinely put their bin out / bring it back in. In those circumstances, a clear understanding and agreement is required of the Council's use of targeted enforcement to improve the way residents manage their waste.

4. Scope of the equality, diversity, cohesion and integration impact assessment
(complete - 4a. if you are assessing a strategy, policy or plan and 4b. if you are assessing a service, function or event)

4a. Strategy, policy or plan

(please tick the appropriate box below)

The vision and themes, objectives or outcomes	<input checked="" type="checkbox"/>
The vision and themes, objectives or outcomes and the supporting guidance	<input type="checkbox"/>
A specific section within the strategy, policy or plan	<input type="checkbox"/>

Please provide detail:

Although the vast majority of the city uses their waste and recycling services appropriately, the city needs all residents to take responsibility for their domestic waste and manage it well.

Across the diversity of Leeds, there are clearly significant differences in residents understanding of waste and recycling, from the basics of putting waste into the correct bins and presenting bins on time through to the advocacy of high quality recycling and waste minimization.

The principles guiding the approach to securing behaviour change are that, first and foremost, the Council aims to educate residents to understand their role with regard to responsible domestic waste management. The outcomes being tidier, less cluttered streets and higher levels of quality recycling that will save money on treatment and disposal which can then be used for other vital council services.

In circumstances where an educational approach has not been successful, the Council would take an incremental approach from education to informal action through to formal action giving residents several opportunities to change and thus avoid the sanctions and penalties possible

4b. Service, function, event

please tick the appropriate box below	
The whole service (including service provision and employment)	<input type="checkbox"/>
A specific part of the service (including service provision or employment or a specific section of the service)	<input checked="" type="checkbox"/>
Procuring of a service (by contract or grant)	<input type="checkbox"/>
Please provide detail: It is intended that the enforcement principles proposed are available for use across the city and be undertaken with reference to the Council's broader enforcement strategy. Important principles in that strategy are consistency, transparency and proportionality. It is anticipated that the need to undertake formal enforcement action will be the exception and only where residents are choosing to disregard Council policy and persistently act unreasonably in a way which has a detrimental effect on others.	

5. Fact finding – what do we already know Make a note here of all information you will be using to carry out this assessment. This could include: previous consultation, involvement, research, results from perception surveys, equality monitoring and customer/ staff feedback. (priority should be given to equality, diversity, cohesion and integration related information)
<p>The role and responsibility of the householder is key to reduce the environmental impact of poor waste habits, (maintain clean and tidy streets, clear of clutter from abandoned bins and uncontained waste) assist in providing an efficient collection and maximise the amount of quality recycling.</p> <p>The vast majority of the city uses their waste and recycling services appropriately. However the city needs all residents to take responsibility for their domestic waste & manage it well.</p> <p>In January 2014, Executive Board formally adopted a range of waste collection policies aimed at clearly communicating the role and responsibilities of the Council and residents in managing household waste and increasing recycling.</p> <p>In preparing for the Councils 16/17 Revenue budget, a round of public consultation was conducted and the results reported to Executive Board in February 2016. Approx a fifth of respondents who provided a commentary suggested the use of fines for people not presenting their waste well or not recycling as a way to help meet the financial challenges of the Council.</p>

A range of legislation is now in place for Authorities to deal with stubborn issues connected to poor waste management that can blight neighbourhoods.

A programme of co-ordinated communications, marketing and engagement aims to provide the information, tools and services to support good waste management habits and high recycling as a social norm. The back-stop to that is enforcement where the education and support hasn't worked.

Are there any gaps in equality and diversity information
Please provide detail:

As defined by the Equality Improvement Priorities and plans.

1. Clean and Clear pavements, so there is easier access to pavements particularly for the elderly or disabled.
2. Improve recycling rates and the quality of recycling from residents new to Leeds where English may not be the primary language

Action required:

As defined and monitored by the Equality Improvement Priorities and plans.

6. Wider involvement – have you involved groups of people who are most likely to be affected or interested

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Yes

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No

Please provide detail:

The Equality Board.
Pavements are for people.
Migrant Support Network
Targetted local campaigns and communications

Action required:

Ongoing engagement and communications plan

7. Who may be affected by this activity?

please tick all relevant and significant equality characteristics, stakeholders and barriers that apply to your strategy, policy, service or function

Equality characteristics

<input checked="" type="checkbox"/> Age	<input type="checkbox"/> Carers	<input checked="" type="checkbox"/> Disability
<input type="checkbox"/> Gender reassignment	<input checked="" type="checkbox"/> Race	<input type="checkbox"/> Religion or Belief
<input type="checkbox"/> Sex (male or female)	<input type="checkbox"/> Sexual orientation	
<input checked="" type="checkbox"/> Other		

(Other can include – marriage and civil partnership, pregnancy and maternity, and those areas that impact on or relate to equality: tackling poverty and improving health and well-being)

Please specify:

Those parts of the city and residents who are struggling to manage their waste appropriately for a range of reasons. For some, the layout of their neighbourhoods makes it inherently difficult to store waste appropriately before collection. For others, the attempts to communicate and educate residents is particularly challenging such that the impact of that work is short-lived

Stakeholders

<input checked="" type="checkbox"/> Services users	<input checked="" type="checkbox"/> Employees	<input checked="" type="checkbox"/> Trade Unions
<input checked="" type="checkbox"/> Partners	<input checked="" type="checkbox"/> Members	<input type="checkbox"/> Suppliers
<input type="checkbox"/> Other please specify		

Potential barriers.

<input checked="" type="checkbox"/> Built environment	<input checked="" type="checkbox"/> Location of premises and services
<input checked="" type="checkbox"/> Information and communication	<input type="checkbox"/> Customer care
<input type="checkbox"/> Timing	<input type="checkbox"/> Stereotypes and assumptions
<input checked="" type="checkbox"/> Cost	<input checked="" type="checkbox"/> Consultation and involvement
<input type="checkbox"/> Financial exclusion	<input type="checkbox"/> Employment and training

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specific barriers to the strategy, policy, services or function

Please specify

8. Positive and negative impact

Think about what you are assessing (scope), the fact finding information, the potential positive and negative impact on equality characteristics, stakeholders and the effect of the barriers

8a. Positive impact:

Everyone takes responsibility for their waste and recycling, to:

- Maintain clean and tidy streets as waste is properly contained,
- High quality recycling separated for collection
- Pavements are clear of obstructions as bins routinely put out and brought back in after collection and bags of waste are not left beside bins.
- Assist in providing an efficient collection

Action required:

Application of proposals within report

8b. Negative impact:

Perceived as penalising people for innocent mistakes. The enforcement action also carries the risk of disproportionate representation of people whose primary language is not English. Adapting to the new domestic waste practices could take much longer due to communication barriers and poor understanding of the benefit of recycling.

Action required:

A common sense approach to be applied. The principles guiding the approach to securing behaviour change are that, first and foremost, the Council aims to educate residents to understand their role with regard to responsible domestic waste management.

It is anticipated that the need to undertake formal enforcement action will be the exception and only where residents are choosing to disregard Council policy and persistently act unreasonably in a way which has a detrimental effect on others.

9. Will this activity promote strong and positive relationships between the groups/communities identified?	
<input checked="checked" type="checkbox"/> Yes	<input type="checkbox"/> No
Please provide detail: Overall improvement to local environment and amenity.	
Action required:	

10. Does this activity bring groups/communities into increased contact with each other? (e.g. in schools, neighbourhood, workplace)	
<input checked="checked" type="checkbox"/> Yes	<input type="checkbox"/> No
Please provide detail: Where available, support from residents and communities will also be harnessed to reinforce positive waste and recycling behaviours	
Action required:	

11. Could this activity be perceived as benefiting one group at the expense of another? (e.g. where your activity/decision is aimed at adults could it have an impact on children and young people)	
<input type="checkbox"/> Yes	<input checked="checked" type="checkbox"/> No
Please provide detail: 	
Action required:	

12. Equality, diversity, cohesion and integration action plan

(insert all your actions from your assessment here, set timescales, measures and identify a lead person for each action)

Action	Timescale	Measure	Lead person
As defined by the Equality Improvement Priorities and plan for Clean and Clear pavements, so there is easier access to pavements particularly for the elderly or disabled.			
As defined by the Equality Improvement Priorities and plan to improve recycling rates and the quality of recycling from residents new to Leeds where English may not be the primary language			
Ongoing engagement and communications plan			
Common sense application of approach detailed in report			

13. Governance, ownership and approval

State here who has approved the actions and outcomes from the equality, diversity, cohesion and integration impact assessment

Name	Job Title	Date
Susan Upton	Chief Officer Waste Management	11/5/16
Date impact assessment completed		11.5.16

14. Monitoring progress for equality, diversity, cohesion and integration actions (please tick)

- ☒ As part of Service Planning performance monitoring
- ☐ As part of Project monitoring
- ☐ Update report will be agreed and provided to the appropriate board
Please specify which board
- ☐ Other (please specify)

15. Publishing

Though **all** key decisions are required to give due regard to equality the council **only** publishes those related to **Executive Board, Full Council, Key Delegated Decisions** or a **Significant Operational Decision**.

A copy of this equality impact assessment should be attached as an appendix to the decision making report:

- Governance Services will publish those relating to Executive Board and Full Council.
- The appropriate directorate will publish those relating to Delegated Decisions and Significant Operational Decisions.
- A copy of all other equality impact assessments that are not to be published should be sent to equalityteam@leeds.gov.uk for record.

Complete the appropriate section below with the date the report and attached assessment was sent:

For Executive Board or Full Council – sent to Governance Services	Date sent:
For Delegated Decisions or Significant Operational Decisions – sent to appropriate Directorate	Date sent:
All other decisions – sent to equalityteam@leeds.gov.uk	Date sent: