

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 & Housing	Service area: Waste Management
Lead person: Liz Behrens	Contact number: 0113 247 5980

1. Title: Waste Collection Service Policies

Is this a:

- Strategy / Policy**

 Service / Function

 Other

If other, please specify

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

The purpose of this report is to formalise the Council’s policies for the kerbside collection of waste and recyclables. The suite of policies is complementary and collectively supports the Best Council objective of, *“Dealing effectively with the city’s waste: minimising waste in a growing city, with a focus on:*

- *ensuring a safe, efficient and reliable waste collection service;*
- *providing a long-term solution for disposing of our waste;*
- *increasing recycling;*
- *reducing landfill tax costs.”*

The Waste Management service has, in the majority of cases, been working to these policies for a significant period of time. The adoption of these policies represents an overall consolidation of operational practices and an opportunity to communicate this information more effectively to residents and other stakeholders.

As a collective, the suite of policies provides the opportunity to communicate to residents their on-going role and responsibilities in managing their household waste, to divert waste from landfill and increase recycling such that the waste service can be provided effectively and efficiently. Working together with residents in this way, aims to further reduce the cost of waste management services and so release funding for other vital Council services.

The non-collection of side waste where alternate weekly collections are provided was approved and signed off at the Executive Board Meeting 09/10/13. This new collection regime is being introduced in a staged approach to up to an estimated 80% of residents over the next two years.

It is proposed that the bulky waste service offered be reduced from up to 13 free collections a year to 3 free collections per year. Only a small minority of Leeds' households use the bulky waste collection service (around 8%), with 97% of users using the service three times or less. Analysis of two years of data (2009-2011) showed there is no statistical relationship between deprivation and bulky waste service demand and take-up.

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?		✓
Have there been or likely to be any public concerns about the policy or proposal?	✓	
Could the proposal affect how our services, commissioning or procurement activities are organised, provided, located and by whom?		✓
Could the proposal affect our workforce or employment practices?	✓	
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 		✓

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)

The wheeled bin service was introduced in 1998 in order to improve manual handling for both residents and waste staff. Prior to this, there were many manual handling issues due to the use of handbins which needed to be carried to the kerbside and to the collection vehicle.

Every resident who receives a waste collection is affected by the policies. The policies consider the impact of the service offered in relation to the above and in particular where residents may have difficulty presenting their waste for collection using the standard service. The core kerbside services are based predominantly on a standard policy whereby residents present their bin at the kerbside by 7am on the day of collection. After emptying on that day the resident is expected to return the bin to their property on the same day.

There are a range of exceptions specifically addressed within the policies, usually relating to property types or the ability of the resident to present their bin. An assisted collection service is provided for residents who are unable to wheel out their bins as they are disabled, frail or otherwise physically incapable of presenting their bin at the kerbside in accordance with the Council's policy. When a resident requires assistance in presenting their wheeled bin for collection, they need to complete a form to demonstrate that they meet the criteria to be entitled to this service. If a householder requests assistance for one type of waste collection, they will automatically receive it for all kerbside waste collection services (not including bulky waste collections). This service is not provided if an able bodied person over 16 years of age lives at the property.

Where a wheeled bin service cannot be provided for a property due to the terrain, alternative collection arrangements can be provided by a variety of methods including, but not limited to, communal, refuse chute and plastic sack collections. Residents are advised how to use their service by means of tailored communications. Further work will be carried out to produce additional policies for these bespoke services and these will be the subject of a future Equality Impact Assessment.

Additional bins are provided for large families (defined as families with 5 or more permanent residents in the household); for families with 2 or more children in nappies; if a householder has a medical problem which results in excess waste but does not qualify for a clinical waste collection (e.g. incontinence wear). These types of requests are considered on an individual basis. Where requests for an additional bin are approved, one will be provided free of charge.

Once the policies have been formally agreed, this will enable additional communications to be made about the policies to the public, in an easy-to-understand format via the council website and a wide range of media so as to reach as many residents as possible. This will ensure that residents receive a consistency of service and fully understand the basis on which the service will be supplied.

Where the new service of alternate week collection is to be implemented, consultation and engagement activities are planned by the alternate week collection project delivery team. This will include specific engagement with Elected Members and households in the areas concerned. Full demographic profiling is being undertaken to inform communication methodology and an independent impact assessment will be undertaken for each stage of the project.

With regard to the changes proposed for the bulky waste service, analysis of service requests have indicated no statistical link between service demand and deprivation. Furthermore, only 8% of Leeds' residents use the bulky waste service, of whom 97% use the service 3 times a year or less. The new proposals will therefore see the Council providing a service that continues to meet the needs of the overwhelming majority of residents. We are also actively encouraging residents to consider the alternatives to using the bulky waste service such as donating items to local re-use organisation, using websites such as Freecycle or eBay or taking items to the local household waste recycling 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)

Using the principles of a social contract, the formal adoption of the policies will allow the Council to work together in partnership with the residents of Leeds to ensure we deliver a safe, efficient and reliable service to meet the needs of all residents. Suitable receptacles will be provided to contain waste and ensure that health and safety risks are controlled for all users. Our approach will be formally documented and therefore transparent and consistent.

We will continue to offer 3 free bulky waste collections per year, which is in line with the historical use of this service by all but a tiny minority of residents. There is no link between these higher level service users and deprivation.

- **Actions**

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

Specialist communications resources are in place to support the delivery of the new collection regime. This includes a communications officer resource which co-ordinates proactive engagement with all stakeholders to improve acceptance of the new service and reduce any negative impacts. Demographic profiling is being undertaken to ensure these communications are effective and on target.

Officers have attended the majority of Environmental Sub Group meetings to outline the key principles of the policies in order to obtain feedback on any concerns Members and other stakeholders may have within their constituency. Any issues arising from the meetings have been considered and/or addressed prior to this report being submitted for Executive Board.

Many items collected by the Council could be collected for reuse by other organisations through the existing network of third sector organisations or through individually made arrangements via websites such as Freecycle or eBay. The Council has been actively working with and supporting the Furniture Reuse Network in Leeds in order to build skills and capacity within this sector. In addition, the current process is being improved through the provision of support from the Council in procuring ICT systems and working towards a single point of contact for all Leeds based furniture reuse organisations. This would be expected to increase the proportion of bulky items such as furniture which are reused (thus also contributing to the Council's own Waste Strategy priority in this regard), and to provide a faster and more bespoke service to customers (most furniture reuse organisations collect within 48 hours and from inside your home), thus also reducing the level of collections which need to be provided by the Council.

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 th January 2014

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.

Please send a copy to the Equality Team for publishing

Date screening completed	20 th December 2013
Date sent to Equality Team	9 th January 2014
Date published (To be completed by the Equality Team)	