

Full Equality, Diversity, Cohesion and Integration Assessment



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 & Neighbourhoods	Service area: Waste Strategy
Lead person: Amanda Pitt	Contact number: 0113 2475609

1. Title: Residual Waste Treatment Project
Is this a:
<input type="checkbox"/> Strategy / Policy <input checked="" type="checkbox"/> Service / Function <input type="checkbox"/> Other
If other, please specify

<p>2. Please provide a brief description of what you are screening</p> <p>The Residual Waste Treatment Project has been developed in response to the need to move away from the current reliance on landfill for residual municipal waste due to its environmental impact and associated financial implications.</p> <p>The Project will deliver the infrastructure to divert the necessary level of waste from landfill, meet our targets for the recovery of value from waste and allow us to ensure that we increase recycling. The development of this infrastructure represents a radical change in terms of how Leeds’ waste is managed and will deliver a major reduction in the impact of this waste on the environment.</p> <p>In July 2008, the Executive Board authorised officers to commence procurement of the Project in accordance with public procurement law and the City Council’s Contract Procedure Rules by advertising in the Official Journal of the European Union (the OJEU notice). The procurement was to be undertaken using the competitive dialogue process.</p>
--

Following a robust procurement process, the outcome of the evaluation of final tenders was noted by the Executive Board in November 2011 and authority was given to proceed to the Preferred Bidder Stage, including formally appointing Veolia as the preferred bidder to deliver an incinerator (with energy recovery) and mechanical pre-treatment of waste.

Veolia propose to use the former wholesale market site in the Cross Green industrial area of the City, which is in the Burmantofts and Richmond Hill ward.

3. Relevance to equality, diversity, cohesion and integration

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)

Equality impact assessment workshop - An equality impact assessment workshop was carried out on the Project in February 2010, involving key members from the council's project team. The purpose of the workshop was to ensure that there is visible development and implementation of best practice in assessing and addressing equality issues within the City Council and that the project embraces and promotes City Council policy objectives in respect of equality, diversity and community cohesion. The workshop identified key issues and actions were assigned accordingly to ensure that requirements were addressed throughout the procurement process and were embedded in the project.

It was considered there could be a more significant impact on local residents and businesses in close proximity to the facility, these stakeholders have been the focus of much of the consultation & engagement work. Key impacts being equality, diversity, cohesion and integration highlighted in the findings section of the report and addressed in the Actions section.

Consultation and engagement activities - Throughout the City Council's PFI procurement for a Facility, community and stakeholder engagement has been an integral element of the project. An extensive programme of public and stakeholder communication and engagement activities has been delivered since the submission of the Outline Business Case in 2008. These are summarised below:

- In May 2008, the City Council undertook a survey to inform the evaluation criteria for the Project. This survey comprised seeking views from both residents city wide and local to the sites, and from over 300 internal and external interest groups (e.g. Elected Members, Town and Parish Councils, and the Environment Agency);
- In December 2009, an information pack about the Project was produced and distributed to approximately 12,000 households within a one mile radius of the two remaining sites. Following this, in January to March 2010, ten dedicated briefing sessions took place in venues convenient for the local communities and one within the city centre. Project officers also attended scheduled community forum meetings at this time, and have continued to attend these forums regularly throughout the process to provide updates on the Project;
- In September 2010, a further leaflet providing an update on the Project and additional information to address concerns raised at earlier events was developed and sent to all Elected Members, local MPs, local businesses and all households within a one mile radius of the sites (approximately 12,000); and
- Following this distribution, three drop-in workshop events were held in the East Leeds area in October 2010. An additional workshop was subsequently held in Rothwell in January 2010. These drop-in sessions provided the opportunity for Members and residents to view display boards about key aspects of the Project and information on concerns

previously raised (design, traffic management, health impacts, site selection, etc). City Council officers were available should a resident have any specific concerns or questions. These workshops were attended by approximately 110 people.

- Officers have routinely attended local community forums and other relevant public meetings throughout this time in order to provide updates and answer questions on the emerging proposals.

As outlined above, prior to the announcement of Preferred Bidder, the communications, consultation and engagement activities were delivered by the City Council. Since the announcement of Preferred Bidder in November 2011, Veolia has led the communications strategy, with support from the City Council's project team. To ensure a seamless transition between the phases, a Communications Working Group was set up comprising members of the City Council's project team and Veolia. This group discussed and agreed Veolia's consultation strategy to support their planning application, and items covered included knowledge sharing, exhibition venues, protocols to agree future consultation materials and the roles of City Council officers at consultation events. Following the announcement of Veolia as the Preferred Bidder in November 2011, Veolia has carried out pre-planning consultation and engagement with residents, principally between January and March 2012. This engagement included:

- The mailing of two publications to approximately 11,500 addresses in the Richmond Hill, Osmondthorpe and Halton Moor areas in January and March including invitations to the drop-in exhibitions;
- The placement of 16 newspaper advertisements to publicise the drop-in exhibitions, in Yorkshire Evening Post, Leeds Weekly News, Leeds Metro, Rothwell Advertiser, and Rothwell and District Record;
- Sending of advertisements on two separate occasions, for the January and March exhibitions, to libraries, One Stop Shops and community centres city wide (99 establishments);
- The delivery of seven day long drop-in exhibitions, delivered in sessions which ran into the evenings and weekend, at a number of locations around the area. A total of 175 visitors attended these exhibitions;
- The receipt and analysis of 65 feedback forms from visitors to the exhibitions;
- Engagement with all 99 Leeds Councillors and 8 Leeds MPs, including briefing sessions to 5 Councillors and 3 MPs, Councillor preview sessions as part of the March drop-in exhibitions and a Councillor visit to the Sheffield Energy Recovery Facility (2 attended although offered more widely);
- Engagement with 85 local community groups and stakeholders, 175 local businesses and 40 Technical Consultees via a minimum of 2 mailings

and email;

- A total of responses to 44 helpline telephone calls and 38 emails;
- A total of 8 presentations to local community forums and other stakeholder groups; and
- A total of 5 community liaison group meetings and a visit to the Sheffield Energy Recovery Facility for the community liaison group, which has attracted 25 members.

A wide variety of media has been used during the communication and consultation process to access hard to reach groups and all communications have been made in Plain English. As outlined above, since Veolia's appointment as Preferred Bidder, the engagement activities have particularly focused on the communities living closest to the proposed site, but measures have been taken to ensure engagement with residents city wide.

The Community Liaison Group that has been established by Veolia comprises representatives from a broad spectrum of the community. Its members have been drawn from people who registered their interest following Veolia publicising the group via press releases, mail-outs and at the public exhibitions. The members of the Group provide independent points of contact for community members to discuss issues and pass on their comments to Veolia. Actions and minutes are agreed and circulated to all members of the group, including the City Council and Veolia. Relevant actions and discussion points are then followed up and monitored by the group.

- **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*)

A number of potential impacts on different equality characteristics have been identified on the Residual Waste Treatment Project. The main issues identified at the February 2010 workshop were as follows;

Access to Grounds and buildings - safe accessibility for pedestrians, staff and visitors to the required / various areas of the facility for example grounds, operational areas, visitor centre etc. is required. Particular consideration needs to be given to the built environment and the physical location of the facility to ensure that it is accessible to all as visitors/potential employees can access external areas, visitor's centre and operational areas.

Perception of Grounds – perception of the facility and the grounds. A negative view of the facility and the grounds could lead to a negative perception of the local environment for local people, for the wider city of Leeds, and for the immediate surrounding areas.

Surrounding land use – clear messages regarding the land take for the facility and plans for any surplus land. Local residents may have concerns that there is little or no further development on the land surrounding the site, or that further development is for

waste use only.

Impact on existing businesses - Fears of negative impacts on local businesses.

Health concerns - Leeds residents, especially those in close proximity to the facility, may fear impacts to their health and that of their families as a result of the location of such a facility.

Equipment and construction – Local residents may fear local environmental impacts for example odour and noise if the facility is not designed and managed appropriately.

Safety - Residents may have concerns about health and safety on site during construction and operations.

Employment Opportunities - Recruitment, training and employment opportunities can be developed to achieve an inclusive demographic profile, including local, black minority ethnic groups, women and other underrepresented groups to promote diversity within the workforce.

Community Engagement – Allowing this facility to be used by the local community will encourage interest and understanding of the facility itself and of the Council's Waste Strategy. The provision of a visitor centre will also provide a venue for use by local community groups, aiding community cohesion and integration.

The main issues raised through the public consultation were broadly consistent with those identified through the workshop. The concerns most frequently raised during the public consultation were regarding traffic impacts, odour and noise, visual impact, and emissions and health impacts.

- **Actions**

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

The information from the impact assessment has informed both the service, design and the contract specification. The impacts identified have been used throughout the tendering process to strengthen the contract specification in relation to equality and diversity, cohesion and integration.

In order to ensure the key findings above were addressed and/ or managed at the appropriate time either during the procurement, through the planning, construction, commissioning and operational phases the actions set out below were highlighted;

During the procurement for the Residual Waste Treatment Facility, Bidders were requested to describe the measures they would take to mitigate against the findings of the equality impact assessment workshop, which in turn formed part of the City Council's contractual requirements as part of the tender process. Their responses were negotiated throughout the process and evaluated at key stages of the procurement and scrutinised to ensure compliance with the City Council's Equality, Diversity and Community Cohesions Policies and relevant legislation. In addition the Council has worked with bidders (and latterly the preferred bidder) to ensure that issues raised through stakeholder consultation have been adequately addressed.

Perception of and access to the grounds and buildings

A dedicated work stream has continually worked with bidders to develop and review the design proposals. The designs were commented and reviewed by the council's design

champion and City Development department, ensuring that the facility will be appropriately accessible, will comply with the relevant building regulations and the Equality Act and include designs that create a positive impact for both the City and immediate surrounding area.

Surrounding land use and impact on existing businesses

The dedicated design and planning work stream also considered the perception of the facility by the wider city, immediate surrounding area and local residents. The facility and layout has regard to the potential future use of the remaining former Wholesale Market land to the north. It has sought to present the community with a strong and inspirational design, which will be a landmark building for East Leeds and provide the community with a building to be proud of as well as pointing to the facility's function.

In response to some initial concerns about the appearance of the main building when viewed from the site entrance, the design has been developed to incorporate additional tree planting in the vicinity of the entrance and the greening of the car park.

Emissions and Health Impacts

Veolia have provided details of the highly efficient emission clean-up process, monitoring processes, legal operating limits, performance of other Veolia facilities including Sheffield, and the regulatory role of the Environment Agency. Also provided links to government and other reports on health impacts.

A detailed Air Quality Assessment and Human Health Risk Assessment have been developed as part of the Environmental Statement (an important component of the planning application). These reports have demonstrated that there will no significant impacts upon the environment or people living in the vicinity of the facility

The City Council required bidders to continually communicate with members of the public throughout the procurement process to ensure that accurate information was distributed, particularly around the technology and processes used. Stringent controls are required by the Environment Agency in relation to emissions and environmental impacts. These are continually monitored and reported on during the contract. The Contractor is also independently regulated by both the Health and Safety Executive and the Environment Agency.

Traffic

These concerns have been addressed by Veolia within their planning application by the development of a Transport Assessment, this document considers the route of approach to the facility avoiding residential & minor routes and keeping to the East Leeds Link Road and other major roads. This covers vehicles delivering waste to the facility and taking materials from the site, as well as staff vehicles and other associated traffic.

When the facility becomes operational a re-routing exercise will have to be undertaken by the City Councils operations department. This is not expected to cause as big an impact on the local community as may initially be perceived as a large percentage of the refuse vehicles currently tip at the Skelton Grange landfill site located further along the East Leeds Link Road near Junction 45 of the M1, and the Council's refuse depot is located on the Cross Green Industrial Estate, so many of the Council's waste vehicle movements are already happening in the area anyway. This message has been relayed to the public

at consultation events and Community Forums. The re-routing exercise when it takes place will comply with road traffic regulations. As always the Council operations department will monitor this and deal with any complaints from the public in the usual manner.

Odour and Noise

Residents' concerns were taken into account in final building design and detailed assessment as part of the Environmental Impact Assessment (conducted by specialists in their subject areas), including the recommendation of any mitigation measures. Design features to mitigate impacts include the enclosure of waste treatment processes, negative pressure on the tipping hall/mechanical pre-treatment process to prevent the release of odours, the use of fast acting doors and other mitigating features.

Site Selection

The consideration of alternative sites and the strengths of the Cross Green site are presented in the planning application (specifically within the 'Alternatives' chapter of the Environmental Statement and associated Appendix). The planning application also includes a detailed assessment of various matters including transport, ground conditions, noise and air quality which confirm there will be no significant impacts associated with the development.

The site already benefits from substantial support from the Waste Planning Authority through the emerging Natural Resources and Waste Development Plan Document and associated evidence base. The "Site Selection Study for Major Waste Facilities" report prepared on behalf of LCC by Jacobs UK in September 2007 and subsequently updated in 2009 included the assessment of over 2000 sites across Leeds and identified a shortlist of 4 potential sites suitable for the development of a strategic waste management facility. The study concluded by recommending that the Aire Valley is the best location for the development of a major waste management facility in Leeds.

Equipment and construction

Bidders have been required by the City Council to submit a proposal that provides a detailed description of how the construction of the Facility will be managed during the Works period to ensure that appropriate procedures are in place to monitor and control potential noise, dust or odour.

Safety

The City Council required bidders to evidence how their proposals will comply with health and safety and environmental legislation, and during the key evaluation stages, internal health and safety and environmental specialists have been consulted to provide assurance that the proposals adhere to the appropriate legislative requirements. These elements whilst being monitored during the contract by the City Council are also independently regulated by both the Health and Safety Executive and the Environment Agency.

Employment Opportunities and Community Engagement

Bidders have been required to demonstrate how local people can engage throughout the life of the contract with regards to employment and training both during the construction and operational phases of the Contract. Consideration was given to elements the Contractor has direct control over at the facility but also wider than this by adopting such

policies and initiatives as using local suppliers where possible. The City Council required bidders to demonstrate how recruitment, training and employment will achieve an inclusive demographic profile and how activities would be targeted through publicity and outreach to engage BME, women and other underrepresented groups to promote diversity within the workforce.

The construction phase in particular can potentially offer huge employment opportunities, Bidders were encouraged by the City Council to promote local employment and ensure that the workforce represents the local population (whilst adhering to EU procurement regulations). The performance against delivering the outcomes of these opportunities will be monitored throughout the delivery of the Contract.

Bidders were asked to provide a 'Visitor Centre' as part of the project, including a Method Statement outlining how they will ensure that the Visitor Centre and related published materials will be accessible to the whole community.

Contract Management

Monitoring performance of the Contract is a key priority. Proposals are included in the Contract to monitor performance against the agreed outputs throughout contract delivery. Breach of any of the individual performance indicators allows the Council to impose immediate financial penalties and also contribute towards wider legal remedies. The Council have put monthly and annual reporting procedures in place to formally record the achievement of targets and compliance with regulations and the Contractor is required to provide the Council with continual access to live performance data to ensure robust and regular monitoring.

Training & Policy Issues

The use of this facility will mean that the vast majority of the Councils refuse fleet will no longer be required to tip on landfill sites. A full induction programme will be undertaken for drivers, crew and any other Council staff requiring access to the site. This will be undertaken by Veolia and has been developed in conjunction with the Council's procurement and operations team. Appropriate provisions will be made for any staff with literacy problems or whose first language is not English to ensure all staff members are able to understand and comply with the site rules.

The City Council has required access to welfare facilities for all Council staff attending site. These facilities will obviously comply with both building regulations and DDA legislation.

Consultation and engagement activities

The City Council and Veolia will continue to ensure that a clear communications strategy is in place throughout the duration of the Contract to provide accurate and clear information to all stakeholders. This will help to avoid any unnecessary concerns that could be caused due to inaccurate, inconsistent or incomplete information being communicated through other channels.

Conclusion

The above section 4 demonstrates that consideration has been given to how the proposals for the Residual Waste Project impact on equality, diversity, cohesion and integration and that an impact assessment has therefore been carried out on the Project.

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:	<i>See previous sections</i>
Date to complete your impact assessment	<i>See sections for findings and actions</i>
Lead person for your impact assessment (Include name and job title)	<i>Amanda Pitt – Project Manager</i>

6. Governance, ownership and approval

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

Name	Job title	Date
<i>Neil Evans</i>	<i>Director of Environments & Neighbourhoods</i>	<i>20th June 2012</i>

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	<i>7th June 2012</i>
Date sent to Equality Team	<i>20th June 2012</i>
Date published (To be completed by the Equality Team)	