



EQUALITY IMPACT ASSESSMENT

Stage 1: Title and aims of the activity (“activity” is an umbrella term covering policies, procedures, guidance and decisions).	
Service	Infrastructure Services
Section	Waste Services
Title of the activity etc.	Waste Management (including Refuse collection and disposal, recyclables collections, provision of household waste and recycling centres (HWRC) and Street Cleansing Budget.
Aims of the activity	<p>Collect and dispose of waste in a cost effective manner whilst minimising risks to the environment.</p> <p>Increase Recycling Rates to help meet Scottish Government targets. Provide Household Waste & Recycling Centres (HWRC) to allow disposal of larger items or quantities and provide opportunity to recycle a wider range of materials than that offered at kerbside.</p> <p>Reduce the amount of waste going to landfill.</p> <p>Manage the local street environment to ensure it is kept clean and LEAMS (Local Environmental Audit and Management System) standards / scores maintained or improved.</p>
Author(s) & Title(s)	Head of Roads and Landscape Services
Stage 2: List the evidence that has been used in this assessment.	
Internal data (customer satisfaction surveys; equality monitoring data; customer complaints).	<p>Customer comments, complaints and feedback e.g. Boxes being unsuitable (blowing away).</p> <p>Council’s recycling rate is plateauing around 34% and to increase beyond this, a new system is needed taking more materials and serving more houses.</p> <p>Street Cleansing Survey (2012/3).</p> <p>Performance Indicators – cost of refuse collection and disposal</p>
Internal consultation with staff and other services affected.	Contact Centre and Customer Feedback Team, Waste Operations Staff.

<p>External consultation (partner organisations, community groups, and councils).</p>	<p>Citizen's Panel Survey</p> <p>Scottish Government recycling targets (including compulsory food waste collections in urban areas). For equality of service, the council has decided to provide a food waste collection to Rural and Urban areas.</p> <p>LEAMS (Local Environmental Audit and Management System) assessments done by our own staff and by other Local Authorities and Keep Scotland Beautiful on our behalf within Aberdeenshire. Councillors.</p>
<p>External data (census, available statistics).</p>	<p>Association of Public Sector Excellence Performance Networks.</p> <p>Council's Recycling rate.</p> <p>We have worked with consultants and Zero Waste Scotland (ZWS) to predict our likely recycling rate when we bring the new mixed recycling service in, and have looked at other local authorities running similar services. We believe the new service will increase our recycling rate.</p> <p>LEAMS (Local Environmental Audit and Management System) Assessment scores.</p>
<p>Other (general information as appropriate).</p>	

<p>Stage 3: Evidence Gaps.</p>	
<p>Are there any gaps in the information you currently hold?</p>	<p>Recycling collection: How many people (who currently have their glass collected at the kerbside) will take their glass to a recycling centre or point in the future, when they no longer have a kerbside collection for glass.</p> <p>Street Cleansing: There is no data on how the street cleansing regime affects people with different protected characteristics, although a number of 'common sense' assumptions can be made.</p> <p>Household Waste & Recycling Centres (HWRC): There is no data on how people with different protected characteristics use the HWRC sites. Assumptions can be made regarding various protected characteristics, eg:</p> <p>Race (in terms of Language barriers) – Pictorial signs are used to avoid confusion in most sites)</p> <p>Disability, Age – Older, Pregnancy / Maternity – Site staff are instructed to help members of the public with any load which they may not be able to manage / lift unaided.</p>

Stage 4: Measures to fill the evidence gaps.		
What measures will be taken to fill the information gaps before the activity is implemented? These should be included in the action plan at the back of this form.	Measures:	Timescale:

Stage 5: Are there potential impacts on protected groups? Please complete for each protected group by inserting "yes" in the applicable box/boxes below.				
	Positive	Negative	Neutral	Unknown
Age – Younger			Yes	
Age – Older			Yes	
Disability			Yes	
Race – (includes Gypsy Travellers)		Yes		
Religion or Belief			Yes	
Gender – male/female		Yes		
Pregnancy and maternity			Yes	
Sexual orientation – (includes Lesbian/ Gay/Bisexual)			Yes	
Gender reassignment – (includes Transgender)			Yes	
Marriage and Civil Partnership			Yes	

Stage 6: What are the positive and negative impacts?		
Impacts.	Positive (describe the impact for each of the protected characteristics affected)	Negative (describe the impact for each of the protected characteristics affected)
Please detail the potential positive and/or negative impacts on those with protected characteristics you have highlighted above. Detail the impacts and describe those affected.		<p>Race</p> <p>The removal of co-mingled bins from mini recycling sites is likely to have a bigger impact on those who do not have a fixed residential address. The scale of the impact is not know at this stage as further work is required to determine the use made of this facility by individual of this protected characteristic.</p>
		<p>Gender</p> <p>Review of staffing levels in Policy/Support functions is likely to have a disproportionate impact as these roles are traditionally filled by female staff.</p>

Stage 7: Have any of the affected groups been consulted?	
If yes, please give details of how this was done and what the results were. If no, how have you ensured that you can make an informed decision about mitigating steps?	No

Stage 8: What mitigating steps will be taken to remove or reduce negative impacts?		
These should be included in any action plan at the back of this form.	Mitigating Steps	Timescale
	Provision of co-mingled bins at larger HWRC sites will continue, offering a disposal service to this protected group.	April 2016
	Update website, CRM & Service Points with information relating to the removal of the co-mingled facility at mini sites	April 2016
	Application of current Policies and Procedures in relation to staffing matters	Ongoing

Stage 9: What steps can be taken to promote good relations between various groups?	
These should be included in the action plan.	Promotion of the service information including so all members of the community can access the services provided by Waste

Stage 10: How does the policy/activity create opportunities for advancing equality of opportunity?

Stage 11: What equality monitoring arrangements will be put in place?	
These should be included in any action plan (for example customer satisfaction questionnaires).	Routine monitoring of the waste streams delivered to HWRC sites as well as close monitoring of fly tipping.

Stage 12: What is the outcome of the Assessment?

Please complete the appropriate box/boxes	1	No negative impacts have been identified –please explain.
	Reductions around the cost of Landfill, and associated Tax, will have no negative impacts on customers.	
	2	Negative Impacts have been identified, these can be mitigated - please explain. * Please fill in Stage 13 if this option is chosen.
	Removal of the co-mingled facility from mini sites may well have a negative impact on protected characteristics, however the service will still be available at large HWRC sites.	
	Review of staffing levels in Policy/Support functions is likely to have a disproportionate impact as these roles are traditionally filled by female staff. These will be mitigated by the application of current approved policies and procedures.	
	3	The activity will have negative impacts which cannot be mitigated fully – please explain. * Please fill in Stage 13 if this option is chosen

* Stage 13: Set out the justification that the activity can and should go ahead despite the negative impact.

Although negative impact it will be slight, and will impact on a small number of staff and service users, the need to produce a balanced budget outweighs the scale of this negative impact.

Stage 14: Sign off and authorisation.

Sign off and authorisation.	1) Service and Team	Waste Services		
	2) Title of Policy/Activity	Waste Management (including Refuse collection and disposal, recyclables collections, provision of household waste and recycling centres (HWRC) and Street Cleansing Budget.		
	3) Authors: I/We have completed the equality impact assessment for this policy/activity.	Name: Position: Head of Roads and Landscape Services Date: 18/12/15 Signature:	Name: Position: Date: Signature:	
		Name: Position: Date: Signature:	Name: Position: Date: Signature:	
	4) Consultation with Service Manager	Name: Date:		
	5) Authorisation by Director or Head of Service	Name: Position: Director of Infrastructure Services Date:	Name: Position: Date:	
	6) If the EIA relates to a matter that has to go before a Committee, Committee report author sends the Committee Report and this form, and any supporting assessment documents, to the Officers responsible for monitoring and the Committee Officer of the relevant Committee. e.g. Social Work and Housing Committee.			Date:
	7) EIA author sends a copy of the finalised form to: eia@abdnshire			Date:
(Equalities team to complete) Has the completed form been published on the website? YES/NO			Date:	

Action Plan					
Action	Start	Complete	Lead Officer	Expected Outcome	Resource Implications
Provision of co-mingled bins at larger HWRC sites will continue, offering a disposal service to this protected group.	Ongoing	Ongoing		Continuation of co-mingled service at HWRC sites.	Accommodated within existing workloads
Update website, CRM & Service Points with information relating to the removal of the co-mingled facility at mini sites	January 2016	April 2016		Better informed Groups	Accommodated within existing workloads.
Application of current Policies and Procedures in relation to staffing matters	Ongoing	Ongoing		Appropriate policy and procedure followed in relation to staffing issues arising from the proposals	Support will be required from HR colleagues