



EQUALITY IMPACT ASSESSMENT

<p>Stage 1: Title and aims of the activity (“activity” is an umbrella term covering policies, procedures, guidance and decisions).</p>	
Service	Infrastructure Services
Section	Waste Services
Title of the activity etc.	Waste Management
Aims of the activity	<p>Includes waste collection, processing and disposal, provision of household waste and recycling centres (HWRC) and Street Cleansing Budget.</p> <p>Collect, process 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 &amp; Recycling Centres (HWRC) to allow recycling of a wider range of materials than that offered at kerbside and recycling/disposal of larger items or quantities.</p> <p>Reduce the amount of waste going to landfill.</p> <p>Manage the local street environment to ensure it is kept clean and safe and measured through LEAMS (Local Environmental Audit and Management System) standards / scores maintained or improved.</p> <p>For the avoidance of doubt this EIA considers the impacts associated with 2017/18 budget proposals:</p> <p>a) Landfill: Continued reduction in volume of waste being sent to landfill through increased recycling and reuse.</p> <p>b) Waste Collection: Redesign of collection routes to improve efficiency, including redesign of bulking and transfer facilities. Removal of bring points, particularly for waste streams where kerbside collection is provided.</p> <p>c) Household Waste Recycling Centres: Rationalisation of estate to focus on site that provide reuse and recycling opportunities. Also consideration operating hours to focus on periods of highest demand.</p> <p>d) Seasonal Garden Waste Collections: Cessation of seasonal garden waste collections with a focus on provision of this service through HWRC sites only.</p>

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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 44% and to increase beyond this, the service has to be maximised and we have to examine alternative delivery models in developing a strategy for the future.</p> <p>Street Cleansing Citizens Panel feedback (2015)</p> <p>Performance Indicators – cost of refuse collection and disposal Recycling rate (household).</p>
Internal consultation with staff and other services affected.	<p>Contact Centre and Customer Feedback Team. Waste Operations Staff. Waste Management Member / Officer Working Group</p>
External consultation (partner organisations, community groups, and councils).	<p>Citizen's Panel Survey 2015</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>
External data (census, available statistics).	<p>Association of Public Sector Excellence Performance Networks.</p> <p>We have worked with consultants and Zero Waste Scotland (ZWS) to predict our likely recycling rate when we brought the new mixed recycling service in, and we are now looking at other service delivery models in authorities with high performance levels .</p> <p>LEAMS (Local Environmental Audit and Management System) Assessment scores.</p>
Other (general information as appropriate).	

Stage 3: Evidence Gaps.	
<p>Are there any gaps in the information you currently hold?</p>	<p>Household Waste &amp; Recycling Centres (HWRC): There is limited data on how people with different protected characteristics use the small HWRC sites which will be closed. However the impacts will be related mainly to the need to travel a slightly greater distance and there is evidence available in relation to transport and accessibility for protected groups.</p> <p>Seasonal Garden Waste Collections: As above there is limited direct data. However the impacts will be related mainly to the need to travel a slightly greater distance and there is evidence available in relation to transport and accessibility for protected groups.</p> <p>Removal of bring points – again limited data about what impact this would have but all materials can be recycled through household collection service and we offer assisted collections to any residents who are unable to manage the standard wheeled bin service.</p>

Stage 4: Measures to fill the evidence gaps.		
<p>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.</p>	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.		The closure of small HWRC sites and the removal of seasonal garden waste collection services will have a disproportionate impact based on Age and Disability. This is related to the increased travel distances that will be required to access alternative sites.
		Redesign of collection services to improve efficiency, will have an impact on the frontline workforce, in terms of reduction in numbers. As the workforce is predominately male this will have a disproportionate impact based on Gender.

Stage 7: Have any of the affected groups been consulted?

<p>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?</p>	<p>No direct consultations have been carried out the protected groups.</p>
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**Stage 8: What mitigating steps will be taken to remove or reduce negative impacts?**

	Mitigating Steps	Timescale
<p>These should be included in any action plan at the back of this form.</p>	<p>Redesign of HWRC provision will be based on nationally agreed standard in terms of travel distances. Customers will be advised of alternative facilities which will offer increased opportunities for recycling. Those customers who are unable to transport items themselves can book a chargeable bulky collection, subsidised home composting bins are available through Wasteline and extra recycling bins can be provided so that waste materials can be collected at homes.</p>	<p>Ongoing</p>
	<p>Current HR&amp;OD policies and procedures will be applied to any resulting workforce reductions</p>	<p>Ongoing</p>
	<p>Publicity and information will be provided to people using HWRCs, seasonal garden waste points and bring points so that people are aware of any changes well in advance and able to plan alternative arrangements.</p>	<p>From mid Feb 2017</p>

**Stage 9: What steps can be taken to promote good relations between various groups?**

<p>These should be included in the action plan.</p>	<p>Promotion of the service information so all members of the community can access the services provided by Waste</p>
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Stage 10: How does the policy/activity create opportunities for advancing equality of opportunity?

A wide programme of citizen engagement is part of the work of the Service. This uses a number of engagement channels, including face to face and social media. This provides the service with opportunities to promote equality and receive user feedback.

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 in the volume of materials sent to landfill, and the associated reduction in Landfill Tax will have, will have no negative impacts.	
	2	Negative Impacts have been identified, these can be mitigated - please explain. * Please fill in Stage 13 if this option is chosen.
	The redesign of collection routes to maximise their efficiency is likely to have an impact on the direct workforce. As this is a male dominated profession this is likely to have a disproportionate impact based on Gender. The application of current HR&OD policies and procedures will mitigate this impact. We will do all we can to avoid redundancy programmes and will be considering recruiting to fixed term contracts to minimise risks of redundancy.	
3	The activity will have negative impacts which cannot be mitigated fully – please explain. * Please fill in Stage 13 if this option is chosen	

	<p>The closure of smaller HWRC sites and removal of seasonal garden waste collections will have an impact on the local communities where these services currently exist. Further consideration will be made to seasonal services offered in the Deeside area due to the impact of travelling to their nearest HWRC for residents in Ballater and Braemar areas. In terms of the EIA the impact is likely to be disproportionate based on Age and Disability.</p> <p>After the changes customers will have to travel slightly further to access equivalent services. However, due to the nature of the items disposed of at via the services under threat customers have to travel to the site by vehicles, and therefore the increased travel will have a minimal impact. In addition the redesign of the service will meet current industry standards in terms of travel distances. Furthermore assisted collection services will continue to be available, such as chargeable Bulky Uplifts and these provide an alternative for those residents unable to travel or lift heavy items.</p>
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* Stage 13: Set out the justification that the activity can and should go ahead despite the negative impact.
<p>Due to the nature of the service the changes will have a minimal impact on any one individual, or protected group. However, the focus on larger HWRC sites will increase recycling and reuse rates which provide a wider benefit overall.</p>

Stage 14: Sign off and authorisation.			
Sign off and authorisation.	1) Service and Team	Waste Services	
	2) Title of Policy/Activity	Waste Management	
	3) <b>Authors:</b> I/We have completed the equality impact assessment for this policy/activity.	Name: Philip D McKay Position: Head of Roads and Landscape Services Date: 16 January 2017 Signature:	Name: Sue Horrobin Position: Waste Services Manager Date: 16 January 2017 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: Stephen Archer Position: Director of Infrastructure Services Date: 16 January 2017	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
Redesign of HWRC provision will be based on nationally agreed standard in terms of travel distances.	Ongoing	Summer 2017	Sue Horrobin	Revised HWRC estate	Existing Resources
Current HR&OD policies and procedures will be applied to any resulting workforce reductions	Ongoing	Ongoing	Sue Horrobin	Procedures followed when considering impacts on workforce numbers	Existing Resources
Promotion of the service information so all members of the community can access the services provided by Waste	Ongoing	Ongoing	Sue Horrobin	Well promoted service, with users fully aware of what is on offer	Existing Resources
Communications Plan – removal of small HWRCs/cessation of garden waste seasonal services/removal of bring banks	Following budget setting in February	October 2017	Sue Horrobin	Closure of 3 small HWRCs at Gardenstown (already completed due to land slide), Whitehills and Hatton. No seasonal garden waste collections provided through spring/summer/autumn. Removal of bring points, leaving only glass and textile banks.	Existing resources