



# EQUALITY IMPACT ASSESSMENT

## Partial Assessment Form

<b>Policy, practice, function or project assessed</b>	<b>Integrated Waste Management Service</b>
<b>Lead Officer</b>	<b>Stuart Harwood-Clark</b>
<b>Team</b>	<b>Representing Environment Operations and Services: Paul Quigley Stuart Harwood-Clark Kylie Kavanagh</b>
<b>Start date of assessment</b>	<b>20 August 2009</b>
<b>Completion of assessment</b>	<b>20 August 2009</b>

Please use this form to record your findings in relation to the assessment of an existing policy, function, service or practice.

<b>A. POLICY, PRACTICE, FUNCTION OR PROJECT TO BE ASSESSED</b>
<p><b>A1. Please describe what are the main aims, objectives, purpose and intended outcomes of the policy or function?</b></p> <p>To comply with the duty to collect municipal waste and recycling for domestic and commercial properties</p>
<p><b>A2. Is this policy or function associated with any other Council policy or priority?</b></p> <p>Yes – most elements of the service provided are statutory functions</p>
<p><b>A3. Who are the intended beneficiaries/stakeholders of the policy or function? How many people are affected and from what sections of the community?</b></p> <p>All people who live and/or work within South Cambridgeshire</p>
<p><b>A4. Is the policy/function corporate and far-reaching?</b></p> <p>Yes – district wide</p>
<p><b>A5. Are you expecting to make any significant change to the policy or service in the near future? If so, please give details.</b></p> <p>The services currently offered to residents, is under review, with possible changes and/or improvements to be introduced</p>
<p><b>A6. Is this a new or existing policy or function?</b></p> <p>Existing function</p>

## **B. EVIDENCE/ DATA and CONSULTATION**

It is important to consider all information that is available in determining whether the policy or function could have a differential impact. Please attach examples of monitoring information, research or consultation reports.

### **B1. What monitoring or other information do you have about relevant target groups, which will show the impact of the policy or function?**

Social Demographic Profiling has been carried out, using a classification system. Complainant data, missed collection information and participation rates are continuously reviewed, as well as assisted collection, clinical waste collections and additional bin data. Customer Satisfaction Surveys have been conducted and Focus Groups have been formed.

### **B2. Have you compared the data you have with the equality profile of the local population? What does it show?**

Using Social Demographic Profiling and GIS programmes has enabled us to monitor refuse rounds and ensure that sufficient structures are in place. In addition to this, the data has assisted in identifying poor performing areas, hard to reach groups and to predict the participation levels for the assisted collection service. Each area or group identified has been surveyed with regard to collecting baseline data, in order to determine the current level of access to the services currently offered.

### **B3. Have you identified any improvements or other changes that could be made from monitoring the data?**

Yes – the service has been altered accordingly; for those residents who reside in flats, provision of communal bins. Targeted campaigns have taken place, as a result of the data analysis. Improved communications with migrant workers' and Eastern European communities are now in place. Last year 700 properties on a sack service were removed to bins, due to provision of a specialist vehicle at an additional cost of £7000 per annum. Social Landlords engaged to fund bin delivery charges.

Plastic recycling is now more accessible, following the introduction of kerbside collections. 'Touch' markers are on all black and green bins, in order to assist residents who are visually impaired, in order for them to differentiate between the two bins. Following public feedback, changes have been made to the Scams Magazine and the collection calendar.

### **B4. Have you consulted or involved external stakeholders about the policy or function? If so, what were their views?**

The Recap Partnership (Cambridgeshire & Peterborough) has been consulted. The Director of Public Health has been consulted, with regard to weekly collections. Public Meetings have been held and local businesses have been consulted, regarding trade waste.

**B5. Have you undertaken any consultation with staff to assess their perception of any impacts of the policy or function? If so, what has been learnt from them?**

Staff were asked invited to attend briefings; following which further Q&A sessions were held. The Customer Contact Centre was also approached during the consultation process.

**B6. Please provide information about any other consultation, research, or involvement undertaken in relation to this impact assessment.**

Monthly workforce meetings are held and service issues are discussed, such as Christmas collection arrangements.

<b>C1. IMPACT OF THE POLICY OR FUNCTION</b>		
Assess the potential impact on each of the equality strands/groups. The impact could be negative, positive or neutral. If you assess a negative impact for any of the groups then you will need to assess whether that impact is low, medium or high. Refer to the evidence you use.		
<b>DESCRIPTION OF IMPACT</b>	<b>Nature of Impact</b> (Positive, Neutral, Adverse)	<b>Extent of Impact</b> (Low, Medium, High)
<b>GENDER: Identify the potential impact of the policy or function on men and women</b>		
It was suggested that females may not be able to manoeuvre the bin with ease, this was subsequently monitored with no complaints or concerns received	<b>Neutral</b>	
<b>RACE: Identify the potential impact of the policy or function on different race/ethnic groups</b>		
Translation of the collection calendar and illustrated recycling guidance has been introduced, inline with the DDA	<b>Positive</b>	
Comply with statutory duty for collection of household waste, in respect of the Gypsy/Travellers community to be able to access recycling and regular refuse collections.	<b>Negative</b>	<b>High</b>
<b>DISABILITY: Identify the potential impact of the policy or function on disabled people</b>		
The Assisted Collection service is provided free of charge. The criteria for this service is to be reviewed and consulted on with regard to disability and medical identification	<b>Neutral</b>	
<b>AGE: Identify the potential impact of the policy or function on different age groups</b>		
No impact identified	<b>Neutral</b>	
<b>SEXUAL ORIENTATION: potential impact of the policy on lesbian, gay men, bisexual or heterosexual people</b>		
No impact identified	<b>Neutral</b>	
<b>RELIGION/FAITH: Identify the potential impact the policy on different religious/faith groups</b>		
No impact identified	<b>Neutral</b>	
<b>OTHER</b>		
Rural Isolation – equity of services offered regardless of location	<b>Positive</b>	

**PLEASE NOTE:** Following completion of the section above, if the nature of the impact is adverse then you may need to proceed to a full equality impact assessment.

**C2. Could you minimise or remove any adverse or potential impact that is high, medium or low significance, in advance of a full impact assessment? Explain how.**

Full Impact Assessment required

**C3. Does the policy or function actively promote equal opportunities and good community relations? Or could changes be made so that it does so?**

We aim to provide equal access for everybody and the operational service offered is by design and goodwill

**C4. Please provide any further information, qualitative or quantitative that does not fit into the questions but you feel has a likely impact on this assessment.**

Charging Policy:

- Charges apply, regardless of circumstances. Payment is usually made by cheque or debit card, due to lack of cash office provisions.
- The delivery fee for refuse and recycling bins is always charged to the landlord/homeowner, with regard to RSL properties.
- Charges for replacement bins and additional bins, represents the cost of delivery not for supply. Where additional bins are requested and supplied, a charge can also apply for an additional collection.

A bulky item collection service is offered by SCDC, however Cambridge County Council have an obligation to provide a disposal site, in addition to our collection service.

<b>D. CONCLUSIONS</b>			
<b>D1. Was there sufficient data to complete the partial assessment?</b>	Yes?	<input checked="" type="checkbox"/>	<b>If “NO”, what arrangements are in place for evidence gathering and continuing with the assessment?</b>
	No?	<input type="checkbox"/>	
<b>D2. Is the outcome of the partial assessment that the policy or function would have an adverse impact (medium or high impact) on one or more target group?</b>	Yes?	<input checked="" type="checkbox"/>	<b>If “YES”, will you proceed to a full assessment? If so, what arrangements are in place to carry out the full assessment?</b>  Yes – Full Impact Assessment to be carried out on 8 September 2009.
	No?	<input type="checkbox"/>	
<b>D3. Is the outcome of the partial assessment that the policy or function would have a neutral or positive impact on equalities?</b>	Yes?	<input type="checkbox"/>	<b>If “YES”, have you included proposals in the Action Plan to further improve the impact of the policy or function on equalities?</b>  <b>Do you plan to review the service or policy again in future to assess whether there has been any change? If so, when?</b>  <b>Has the Equalities Steering Group and the Consultative Forum reviewed the assessment? If so what were their comments?</b>
	No?	<input checked="" type="checkbox"/>	
<b>D4. Do you have any other conclusions/outcomes from the partial assessment?</b>  Moving to a full impact assessment in order to address equality and race.			

### **ACTION PLAN for enhancing existing practice**

<b>Recommendation/ issue to be addressed</b>	<b>Planned Milestone</b>	<b>Planned completion of milestone (date)</b>	<b>Officer Responsible</b>	<b>Progress</b>
Full Impact Assessment – Hard to Reach Groups (Travellers/Gypsies)	8 September 2009			
Assisted Collections – Review Policy	Prior to commencement of new service in October 2010			
Payment Methods	Links to EQIA for Cash Office			

### **RESOURCES**

**Does the above action plan require any additional resources?**

Yes – to be quantified by a full impact assessment

### **ARRANGEMENTS FOR MONITORING**

**Please give your plans for monitoring the achievement of the above actions.**

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**SIGN OFF: The officers below confirm that this partial assessment has been completed in accordance with the Council's guidance**

**Signature of Lead Officer**

**Date:**

**Signature of Corporate Manager or Chief Officer:**

**Date:**

**Please retain the original form on your service area and return a copy of the completed form to the Equality & Diversity Officer.**