

EQUALITY IMPACT ASSESSMENT (EIA) FORM

Name of Policy:	Doorstep Recycling Survey
Lead Officer (responsible for assessment):	Dave White, Waste Services Team Leader
Department:	Regulatory Services
Others Involved in the Assessment (i.e. peer review, external challenge):	None
Date EIA Completed:	31 May 2016

What is an Equality Impact Assessment (EIA)?

As part of any effective policy development process, it is important to consider any potential risks to those who will be affected by the policy's aims or by its implementation. The Equality Impact Assessment (EIA) process helps us to assess the implications of our decisions on the whole community, to eliminate discrimination, tackle inequality, develop a better understanding of the community we serve, target resources efficiently, and adhere to the transparency and accountability element of the Public Sector Equality Duty.

The word 'policy', in this context, includes the different things that the Council does. It includes any policy, procedure or practice - both in employment and service delivery. It also includes proposals for restructuring, redundancies and changes to service provision.

(a) **What is the policy trying to achieve?** i.e. What is the aim/purpose of the policy? Is it affected by external drivers for change? What outcomes do we want to achieve from the policy? How will the policy be put into practice?

The aim is to engage with residents to achieve a better understanding of:

- use of recycling collection services;
- impressions of services provided;
- the effectiveness of promotional options used, and;
- priorities for future service provision.

Responses will be considered when planning for future service provision beyond the current contract term.

(b) **Who are its main beneficiaries?** i.e. who will be affected by the policy?

Recycling services are provided to all residents, so outcomes will affect all.

(c) **Is the EIA informed by any information or background data (quantitative or qualitative)?** i.e. consultations, complaints, applications received, allocations/take-up, satisfaction rates, performance indicators, access audits, census data, benchmarking, workforce profile etc.

No

(d) Does this policy have the potential to cause a positive or negative impact on different groups in the community, on the grounds of any of the protected characteristics? (please tick all that apply)

Ethnicity	<input type="checkbox"/>	Age	<input checked="" type="checkbox"/>
Gender	<input type="checkbox"/>	Religion and Belief	<input type="checkbox"/>
Disability	<input checked="" type="checkbox"/>	Sexual Orientation	<input type="checkbox"/>
Gender Reassignment	<input type="checkbox"/>	Marriage & Civil Partnership	<input type="checkbox"/>
Pregnancy & Maternity	<input type="checkbox"/>	Caring Responsibilities	<input type="checkbox"/>

Please explain any impact identified: i.e. What do you already know about equality impact or need? Is there any evidence that there is a higher or lower take-up by particular groups? Have there been any demographic changes or trends locally? Are there any barriers to accessing the policy or service?

Disability/Age – Consideration needs to be given to people that have hearing or sight impairment that might make it difficult to answer questions on the doorstep. Also, the need to avoid calling on residents during hours of darkness, when they might be afraid to answer their door.

General - The need to carry out questionnaire’s during daylight hours will mean that many working residents will not be at home to respond.

(e) Does the policy have a differential impact on different groups?	NO
(f) Is the impact <i>adverse</i> (i.e. less favourable)?	NO
(g) Does it have the potential to disadvantage or discriminate unfairly against any of the groups in a way that is unlawful?	NO

(h) How have you engaged stakeholders in gathering evidence or testing the policy proposals? Who was involved, how and when where they engaged? Does the evidence show potential for differential impact? How will you mitigate any negative impacts? Where there is the potential for an adverse impact that cannot be addressed immediately, these should be highlighted in your recommendations and objectives at the end of the EIA.

There has been no stakeholder engagement in preparation of this assessment. Issues identified & mitigation measures are as follows:

Disability/Age

- **Issue** – Consideration needs to be given to people that have hearing or sight impairment that might make it difficult to answer questions on the doorstep. Also, the need to avoid calling on residents during hours of darkness, when they might be afraid to answer their door.
- **Mitigation** – Surveys to be carried out during normal working hours, and not after dark. Questionnaire to be completed by Surveyor, so assisting if visually impaired. Residents with hearing difficulties can be allowed to complete the form themselves. Large print forms to be made available in case both poor eyesight & hearing apply.

General

- **Issue** - The need to carry out questionnaire's during daylight hours will mean that many working residents will not be at home to respond.
- **Mitigation** – Questionnaire to be publicised & made available in other forms. To be included on Council's web site, with hard copies available through Customer Services,

* The Consultation Register is available to assist staff in consulting with the Council's stakeholders.

(i) Summarise the findings of your research and/or consultation (please use a separate sheet if necessary).

There are no reasons that would prevent the survey from being carried out, but consideration should be given to the issues & mitigations shown above. It is in the Council's interest to get as many & as broad a range of views as possible, which means making the survey available in a variety of forms & via different access routes.

(j) What are the risks associated with the policy in relation to differential impact and unmet needs/requirements? i.e. reputation, financial, breach of legislation, service exclusion, lack of resources, lack of cooperation, insufficient budget etc.

Reputation – Avoidance of the risk that the Council is seen as targeting the views of a particular section of the community.

(k) Use the information gathered in the earlier stages of your EIA to make a judgement on whether there is the potential for the policy to result in unlawful discrimination or a less favourable impact on any group in the community, and what changes (if any) need to be made to the policy.

Option 1:	No major change - the evidence shows that the policy is robust and no potential for discrimination.	✓
Option 2:	Adjust the policy - to remove barriers or to better promote equality.	
Option 3:	Continue the policy - despite potential for adverse impact or missed opportunity to promote equality, provided you have satisfied yourself that it does not unlawfully discriminate.	
Option 4:	Stop and remove the policy – if the policy shows adverse effects that cannot be justified.	

(I) Where you have identified the potential for adverse impact, what action can be taken to remove or mitigate against the potential for the policy to unlawfully discriminate or impact less favourably on one or more communities in a way that cannot be justified? Include key activities that are likely to have the greatest impact (max. 6). Identified actions should be specified in detail for the first year but there may be further longer term actions which need to be considered. To ensure that your actions are more than just a list of good intentions, include for each: the person responsible for its completion, a timescale for completion, any cost implications and how these will be addressed. It is essential that you incorporate these actions into your service plans.

Issue	Person responsible	Timescale to complete	Cost implications
Surveys to be carried out during normal working hours & daylight	Dave White	From outset	Nil
Publicity to make residents aware of opportunity to complete survey in other forms	Dave White	June/July 2016	Press ads. £1000 from existing budgets
Survey available in a variety of formats	Dave White	From outset	Nil

This completed EIA will need to be countersigned by your Head of Service. **Please forward completed and signed forms to the Principal HR Officer.**

All completed EIAs will need to be scrutinised and verified by the Council’s Equal Opportunities Working Group (EOWG) and published on the Council’s Intranet to demonstrate to local people that the Council is actively engaged in tackling potential discrimination and improving its practices in relation to equalities. Please be aware that you may be asked to attend a half-an-hour session to summarise the findings of the EIA to the Scrutiny and Verification panel.

Signatures:

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at 5/20
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