

Equality impact assessment (EIA) screening form

Please refer to the [guidance notes](#) when completing this form.

This form has been developed to help you to identify the need for EIA when developing a new policy, strategy, programme, activity, project, procedure, function or decision (hereafter all understood by the term policy). You must also complete this form when reviewing or revising existing policies. It will also help to prioritise existing policies that may need to undergo a full EIA.

Unless they are 'screened out' following this initial prioritisation process, policies **will** be required to undergo full EIA in priority order. Refer to the **above** guidance notes on when an equality screening should happen, and some initial principles to bear in mind when getting started.

No new or revised policy should be approved unless an equality screening and, if required, a full EIA has taken place.

The following sections must be completed for all new policies:

Name of policy being screened:

Provision of Waste Collection and Community Recycling Centre Services.

Brief description of the Policy:

To appoint a contractor to provide the Waste Collection and Community Recycling Centre Services to meet the changing recycling targets imposed by Welsh Government. (Welsh Government's Blueprint for waste "Towards Zero Waste" and its Municipal Sector Plan).

Does this policy relate to any other policies?

This policy is consistent with the Authority (Bridgend County Borough Council) seeking to implement changes to the Waste Collection Services with the improvement priorities detailed in the corporate plan 2016 under Priority 3 – Smarter Use of Resources. A Cabinet Report on Waste Services Provision dated April 2016 sought approval to tender for an external contract). An EIA has been previously undertaken on the Changes to the Residual Waste Collection Service consultation dated February 2016.

A public consultation is taking place on dispensation to the two bag limit covering larger household (6 persons and above occupying one property) and collection of ash from coal fires (where coal is the only source of heat), which will close on 10th October 2016. The results and recommendations will be the subject of a future report.

Reference is also made to the Cabinet Minutes Dated 1st September 2015: Items 762 and 763.

What is the aim or purpose of the policy?

The Authority is looking to appoint a new waste collection service contractor to implement changes to the provision of the Waste collection service to meet the changing recycling targets imposed by Welsh Government.

Who is affected by this policy (e.g. staff, residents, disabled people, women only?)

The service will impact all households and residents in the County Borough.

Who is responsible for delivery of the policy?

Corporate Director Communities.

The following sections must be completed for all policies being reviewed or revised:

Is this a review of an existing policy?

This EIA relates to the renewal of the Waste Collections Service.

If this is a review or amendment of an existing policy, has anything changed since it was last reviewed?

Has an EIA previously been carried out on this policy?

This EIA relates to the renewal of the Waste Collections Service. An EIA has been previously undertaken on the Changes to the Residual Waste Collection Service consultation in February 2016.

If an EIA exists, what new data has been collected on equality groups since its completion?

N/A

Screening questions

1. Is this policy an important or 'large scale' function, and/or is it likely the policy will impact upon a large number of staff, residents and/or contractors?

Yes

2. Is it possible that any aspect of the policy will impact on people from different groups in different ways? (See guidance for list of 'protected characteristics' to consider)

Yes

Characteristic	Yes	No	Unknown	Explanation of impact
Age	X			Some older members of the community will need assistance with placing their waste, recycling and ash from coal fires ready for collection.
Disability	X			Some disabled people will need assistance with placing their waste and recycling ready for collection and will need additional residual waste capacity due to issues around absorbent hygienic product disposal. An allowance has been made within the contract for additional capacity to be provided to those groups requiring this service.
Gender reassignment			X	
Pregnancy and maternity	X			Some members of the community will need additional residual waste capacity due to young children (nappies) and other issues around absorbent hygienic product disposal, an allowance has been made within the contract for additional capacity to be provided to those groups requiring this service.

Race	X			Account has been taken within the communications plans allowing for the translation of information into other languages and distribution of leaflets.
Religion/belief			X	
Sex		X		
Sexual orientation		X		
Civil Partnerships and Marriage		X		

Please expand on your answer:

An assisted waste collection service will be available for those residents and households that require additional support when placing waste and recycling for collection. An assessment process will be used to determine specific need.

What is the risk that any aspect of the policy could in fact lead to discrimination or adverse effects against any group of people? (See guidance for list of protected characteristics?)

A list of residents registered for assisted waste collections will be included in the new contract documents. Collections will then be planned for those registered and will be undertaken by the new contractor.

3. What action has been taken to mitigate this risk?

No negative impact is expected against any protected characteristic group.

4. Could any aspect of the policy help BCBC to meet the main public sector duties? Bear in mind that the duty covers 9 [protected characteristics](#). [Guidance](#)

Duty	YES	NO	Unknown
Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by the Act		X	
Advance equality of opportunity between persons who a relevant protected characteristic and persons who do not share it	X		
Foster good relations between persons who share a relevant protected characteristic and persons who do not share it	X		
<p>Please set out fully your reasoning for the answers given to question 4 including an awareness of how your decisions are justified.</p> <p>All service users will be treated with their specific needs in mind to ensure that full services are available to all residents.</p>			

5. Could any aspect of this “policy” assist Bridgend County Borough Council with its compliance with the Welsh Language Standards and the Welsh Language (Wales) Measure 2011 which are to consider:-

- whether the policy would impact on people’s opportunity to a) use the Welsh language in a positive or negative way and b) treat both languages equally;
- how the policy could be changed to have a positive effect or increase the positive effect on a) people’s opportunity to use the Welsh language and b) treating both languages equally;
- how the policy could be changed to minimise or remove any adverse effects on a) people’s opportunity to use the Welsh language and b) treating both languages equally.

Consultation on the service will be fully bilingual as will information and marketing materials issued to households.

6. Are you aware of any evidence that different groups have different needs, experiences, issues and/or priorities in relation to this policy?

Yes

If 'yes', please expand:

A register exists of those protected characteristic groups in receipt of assisted waste collections. Collections will be undertaken in line with the requirements set out in the new contract documents by the successful contractor. Some disabled people will need additional residual waste capacity due to issues around absorbent hygienic product disposal. An allowance has been made within the contract for additional capacity to be provided to those groups requiring this service. Some households / residents will require additional residual waste capacity due to young children (nappies) and other issues around absorbent hygienic product disposal, an allowance has been made within the contract for additional capacity to be provided to those groups requiring this service.

7. Is this policy likely to impact on Community Cohesion?

No

Conclusions

8. What level of EIA priority would you give to this policy?

HIGH - full EIA within 6 months, or before approval of policy

Please explain fully the reasons for this judgement including an awareness of how your decisions are justified.

Waste collection is very emotive subject and there may be a perception amongst groups that the impact will be greater than it actually is. It is believed this should be high because of the number of service users who will be affected. Consultations and engagement exercises have taken place between December 2015 to February 2016 and August 2016 to Oct 2016 the resulting data will be used to inform a Full Equality Impact Assessment.

9. Will the timescale for EIA be affected by any other influence e.g. Committee deadline, external deadline, part of a wider review process?

The timing of the full EIA will be affected by the communications policy for the implementation for the change to the Waste Collection Service and the implementation of a new waste service collection contract.

10. Who will carry out the full EIA?

This will be undertaken by the Core team for the new waste service collection contract.

EIA screening completed by: RC Price

Date: 20/09/2016

When complete, this initial screening form and, if appropriate, the full EIA form must be sent to [Paul Williams](#).