

## Worcestershire County Council Equality Impact Assessment Simplified Desktop Screening

This exercise is not an Equality Impact Assessment. It is a simplified desktop exercise designed to establish if there is a need to carry out a full assessment.

<b>Part One:</b> basic information needed to identify the policy/function and to prepare for the screening.		
1.1	Directorate and Section/Unit.	Environmental Services Dept/Waste Management Unit.
1.2	Title or brief description of the policy/function being screened.	Management of the Integrated Waste Management PFI Contract, including Household Waste Sites, which are services for the public to dispose of and recycle their household waste.
1.3	To which section of the Directorate or Corporate "business/service plan" does this relate?	Environmental Services Performance Plan <ul style="list-style-type: none"> <li>• Promoting sustainability, inclusive communities and protecting the County's cherished environment</li> <li>• Improving customer access to our services and facilities</li> <li>• Safeguarding the County's communities and businesses.</li> </ul>
1.4	Are there any related policies/ functions? If so what are they?	Worcestershire Community Strategy <ul style="list-style-type: none"> <li>• A better environment for today and for our children</li> </ul> Joint Municipal Waste Management Strategy.
1.5	Screening carried out by.	Ashley Collins.
1.6	Date of screening.	1 August 2007.
1.7	What is the policy or function trying to achieve?	To manage the processing of waste as required under Section 51(1)(b) of the Environmental Protection Act 1990, including waste delivered by Waste Collection Authorities (District Councils) and the provision of Household Waste Sites.

1.8	What are the specific outcome measurers?	Excellent service provided to the public and BVPI and Waste Strategy targets achieved.
1.9	Who is formally responsible for ensuring the delivery of this policy/function?	Steve Birch (Head of Service).
1.10	Who is responsible for leading the delivery if different from 1.9?	Richard Woodward (Waste Services Manager).
1.11	Are there any priorities within this policy/function? If so what are they?	In terms of EIA, the interface with the public is at Household Waste Sites.
1.12	Has any consultation, explicitly on the policy/function, taken place? If so who was consulted and when?	There was consultation before and after the signing of the PFI Contract involving all stakeholder groups. Similarly there was consultation on the Joint Municipal Waste Management Strategy.
1.13	Is equality monitoring in place for this policy/function?	As part of our contract monitoring of the Household Waste sites. What has this revealed in terms of uptake amongst people with disabilities/ethnic minorities?

**Part two:** the test to see if further action is required. For the purpose of this exercise concentrate on the impact on people of differing race, sex, disability, age, religion or belief and sexual orientation.

		Yes	No	Details
2.1	Is there any way in which the policy/function is directly discriminatory or in breach of the Council's Equality and Diversity Policy?		√	Sites monitored for equality. All leaflets provided in alternative languages on request. Signage is pictorial and colour coded using simple colours in accordance with national guidelines as set out by WRAP. Site staff available on site to assist disadvantaged people.
2.2	Are there any barriers to people from minority groups getting the full benefit of this policy/function which have not been resolved as part of the policy/function?		√	Sites monitored for equality. All leaflets provided in alternative languages on request. Signage is pictorial and colour code. Site staff available to assist disadvantaged people.
2.3	Are there any other ways the policy/function could unintentionally deliver poorer quality outcomes for individuals because they were members of a minority group?		√	The issues here will be around awareness and access.  Sites monitored for equality. All leaflets provided in alternative languages on request. Signage is pictorial and colour code. Site staff available to assist disadvantaged people.  There may be some groups that have been unable to access the information. Consultation has been carried out, but this has not specifically covered ethnic minorities. Although assistance is available for people at the sites, what equivalent level of service is available for people who cannot access the sites i.e. those who cannot drive because of a disability? Do they have to pay to have waste removed etc?
2.4	Could people from minority groups reasonably believe that they would be likely to get poorer benefits from the policy/function?		√	Sites monitored for equality. All leaflets provided in alternative languages on request. Signage is pictorial and colour code. Site staff available to assist disadvantaged people.
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→ If the answer to any of these questions is yes or “could be yes” then you **must** take action. If the issue is straightforward remedy it **now** so the answer changes to no. If it cannot be remedied now or there are outstanding issues you should go on to a full EIA.

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<b>Part One:</b> basic information needed to identify the policy/function and to prepare for the screening.		
1.1	Directorate and Section/Unit.	Environmental Services Dept/Waste Management – Waste Prevention.
1.2	Title or brief description of the policy/function being screened.	Waste Prevention Initiatives.
1.3	To which section of the Directorate or Corporate “business/service plan” does this relate?	Environmental Services Performance Plan <ul style="list-style-type: none"> <li>• Promoting sustainability, inclusive communities and protecting the County's cherished environment</li> <li>• Improving customer access to our services and facilities</li> <li>• Safeguarding the County's communities and businesses.</li> </ul>
1.4	Are there any related policies/ functions? If so what are they?	Worcestershire Community Strategy <ul style="list-style-type: none"> <li>• A better environment for today and for our children</li> </ul> Joint Municipal Waste Management Strategy (under review). Composting Re-use e.g. voluntary sector/freecycle/charity shops Love food/hate waste Jilt the junk mail EnviroSORT
1.5	Screening carried out by.	Initial screening by Jeremy Howell-Thomas and Jane Orme 24/7/07

		Follow up screening to be carried out by Viktoria Salisbury and Chris Atkinson.
1.6	Date of screening.	28 July 2009.
1.7	What is the policy or function trying to achieve?	To produce information which raises awareness of waste production and waste prevention, waste reuse and recycling opportunities.  To provide services and advice which reduce production of household waste and give the opportunity for waste to be reused or recycled.
1.8	What are the specific outcome measurers?	Reduction of household waste disposed and increased retention/reuse of waste measured by change in tonnage of household waste collected per person.  Increased recycling rates across Herefordshire and Worcestershire measured by percentage of waste recycled.
1.9	Who is formally responsible for ensuring the delivery of this policy/function?	Steve Birch (Head of Service).
1.10	Who is responsible for leading the delivery if different from 1.9?	Richard Woodward (Waste Services Manager).
1.11	Are there any priorities within this policy/function? If so what are they?	Targets: Reducing biodegradable waste going to landfill LAA targets National performance indicators
1.12	Has any consultation, explicitly on the policy/function, taken place? If so who was consulted and when?	Joint Waste Strategy consultation. There have been the following focus groups:  Disability groups (Malvern Hills DC)

		<p>Young Families (Herefordshire Council)          Young Families (Redditch BC)          Rural area low participation (Bromsgrove DC)          Rural area Golden Valley (Herefordshire Council)          Rural area (Malvern Hills DC)          Urban area (Worcester City)          Urban area (Herefordshire Council)</p> <p>There has been no specific consultation with ethnic minorities, other than feedback at Community Fairs, although people were reluctant to complete questionnaires (check with Rukhsana Koser whether this is still available).</p>		
1.13	Is equality monitoring in place for this policy/function?	Yes, indirectly through customer questionnaires. Also, on an ad hoc basis, discussion of equality issues in team meetings.		
<b>Part two:</b> the test to see if further action is required. For the purpose of this exercise concentrate on the impact on people of differing race, sex, disability, age, religion or belief and sexual orientation.				
		Yes	No	Details
2.1	Is there any way in which the policy/function is directly discriminatory or in breach of the Council's Equality and Diversity Policy?	√		<p>It is beyond current resources to provide information about waste prevention initiatives in languages and formats which meets the needs of all members of the community, but all information is available through the Hubs who will communicate appropriately and in accordance with Equality Policy. However, standard County Council ethnic access statement is published on literature.</p> <p>Most service users have access to the corporate representation procedure via Hubs and via the internet.</p> <p>Service take up for services such as Shredderman are not monitored/evaluated in relation to age, disability, gender or race.</p>

2.2	Are there any barriers to people from minority groups getting the full benefit of this policy/function which have not been resolved as part of the policy/function?		√	<p>Worked with District councils to produce literature which adopted WRAP iconography to tell messages in pictures.</p> <p>Literature availability statements included in other languages.</p> <p>Recycling bus has disabled access.</p> <p>Younger people communicated with in an alternative style to encourage composting.</p> <p>Funded stickers for 'bring banks' in the Districts with icons so language not an issue.</p>
2.3	Are there any other ways the policy/function could unintentionally deliver poorer quality outcomes for individuals because they were members of a minority group?		√	<p>Images, language and format of communications may not be fully representative or inclusive.</p> <p>Communications e.g. leaflets. Are informally assessed as far as practicable within constraints mentioned above.</p> <p>ACTION: Instigate a formal check for leaflets to ensure equality.</p>
2.4	Could people from minority groups reasonably believe that they would be likely to get poorer benefits from the policy/function?		√	<p>Evidence will be necessary from communicating with members of the public at events.</p> <p>The issues here will be around communication and letting people know that the service is available. There is currently a lack of data to determine whether the different groups know about the various schemes and projects. Action at this stage would be consultation to determine levels of awareness amongst ethnic minorities and people with disabilities that inhibit communication.</p>



If the answer to any of these questions is yes or “could be yes” then you **must** take action. If the issue is straightforward remedy it **now** so the answer changes to no. If it cannot be remedied now or there are outstanding issues you should go on to a full EIA.

## Appendix 1 – Overview of Focus Groups

### Staff Focus group meeting early March

Staff to test the process (Wychavon DC)

### Groups meeting during March and April

**DRAFT QUESTIONNAIRE TO GROUPS FOR QUALITATIVE FEEDBACK AND FEEDBACK ON CONTENT AND APPROACH**

Disability Groups (Malvern Hills DC)

Young Families (Herefordshire Council)

Young Families (Redditch BC)

Rural area low participation (Bromsgrove DC)

Rural area Golden Valley (Herefordshire Council)

Rural area (Malvern Hills DC)

Urban area (Worcester City)

Urban area (Herefordshire Council)

Feedback on questionnaire approach and content

Qualitative feedback on the Strategy as a whole

Improve questionnaire ready for posting on web/to sample group

Questionnaire posted on line and to sample residents (13 April)

Feedback into final strategy document