

**Equality Impact Assessment
Initial Assessment Form**

Service Area – WASTE SERVICES

1. What is the name of the proposed policy, procedure, project etc to be assessed.	
Assisted Collections	
2. What are the aims or intended outcomes of the policy to be assessed.	
To provide assistance to any households which have difficulties or are unable to present their waste containers on collection day.	
3. Is there any potential public or staff concern that this function, policy or proposal may have a discriminatory impact	
<p>PUBLIC</p> <p>Questions from the general public as to why only disabled or elderly (OAP's) receive assistance.</p>	<p>STAFF</p> <p>Questions from the crews if households receive assistance when there are able bodied people residing at the address.</p>
4. Is there any other evidence (results of consultations, monitoring data etc) to suggest that the proposals could have an adverse/differential impact on the grounds of	
<ul style="list-style-type: none"> a. Race – There is no evidence that the Council's advice centre has received large numbers of requests for translations. All literature produced by Waste Services has a contact number on for those where English is not their first language. b. Religion – There is no evidence. c. Gender – There is no evidence d. Disability – There is no evidence that I am unaware of any issues in this area. This could be further confirmed (by the end of March 2009) by carrying out further work through the Consultation Working Group groups. e. Sexual Orientation – There is no evidence f. Age – Possibly. However, almost all literature has reference to the 	

provision of assistance if required. Literature also has a message on for those residents with poor sight. When calendars were delivered out in 2006 I received only 6 requests for the information to be provided in large print.

The Council's waste officers have carried out a number of door knocking exercises over the past 12 to 24 months and during discussions with these residents we always advise on the services we offer, such as assistance. Similar exercises have been carried out on a multi-agency basis on Neat Streets initiatives.

Currently there are approximately 1,000 households on the assistance list (less than 3% of the Borough).

5. If there is no evidence are there any experts/ relevant groups who you can approach to explore their views on the issues

We can look to consult residents using the Council's C&CRWG contacts i.e. The Council's Advice Centre, HCN, Parasol, Age Concern and other possible partners. However, there is no real evidence to suggest there are any issues with the groups listed above.

6. How will the views of these groups be obtained

The consultation group is pulling together a database of consultation groups that are already in existence i.e. being used by various Council departments or its partners. This should be available sometime during 2008/9. Once the various groups are highlighted their views will be able to be obtained through one of the following mediums.

- Face to face interviews
- Telephone
- Questionnaires

7. Please detail the outcomes of these consultations

Not yet available but the EIA will be reviewed once details from the consultation is known.

8. What are the risks (if any) associated with the policy in relation to the adverse/differential impact on the ETG's

<ul style="list-style-type: none"> • Genuine applicants may not be able to access service due to lack of information or lack of publicity for the service. • Increased number of complaints. • Negative publicity. 			
9. Considering the evidence above how relevant is this proposal to the equality Target Groups. Please provide a rationale for your conclusions			
	High	Medium	Low
Disability	X		
Race			X
Gender			X
Sexual Orientation			X
Age	X		
Religion or Belief			X
10. If in your judgment the proposed service/policy etc does have an adverse impact? Can that impact be justified?			
<p>The assistance can not be offered to every resident due to logistical implications. Able-bodied residents are required to present their waste for collection.</p>			
11. What steps will you take to address any unjustified impact			
<p>During the next financial year we will look into the possibility of producing information leaflets to organisations that have a direct contact with or close dealing with elderly or disabled residents.</p> <p>Recent guidelines from central government seem to move away from translated leaflets, although the CRWG are looking into this in more detail.</p>			
12. Are there any additional resource implications for the steps that need to be taken, both in terms of time and finances			
<p>Barrier to producing leaflets may be down to financial pressures and staff time</p>			

to produce them.	
13. How will you monitor the effect of this function, policy etc on the equality target groups	
Information from application forms in relation to race, age, area within Borough will be reviewed annually by the section to highlight any gaps in the take up from a particular group. We will use any information gathered by the SSCC.	
14. Does this policy need to be fully impact assessed? Please give reasons	
No – There have been no formal complaints about service. All requests are assessed within policy guidelines and if successful are added to service. A full review of the service has recently been completed which is to be repeated every 3 or 4 years to ensure that only genuine recipients are receiving the service.	

Name Service

Signed Dated

Service Manager Signature

Approved by Corporate Equalities Planning and Scrutiny Group

Signed **Date**