

# Equality Impact and Needs Assessment Form

## A) Description

**Name of service, function, policy (or other) being assessed**

Waste Management

**Directorate or organisation responsible (and service, if it is a policy)**

Economy, communities and corporate directorate

**Date of assessment**

5/12/13

**Names and/or job titles of people carrying out the assessment**

Kenton Vigus, Waste Disposal Team Leader

**Accountable person**

Richard Wood, Environment and Waste Services Manager

**What are the aims or main purpose of the service, function or policy? What does it provide and how does it provide it?**

To collect and dispose of household waste in the area of Herefordshire Council. And to provide a trade collection when requested.

**Location or any other relevant information**

Waste Services G Drive

**List any key policies or procedures to be reviewed as part of this assessment.**

Assisted collection service (reviewed regularly), waste management services contract, refuse and recycling collection contract.

**Who is intended to benefit from the service, function or policy?**

The public, trade waste customers

**Who are the stakeholders? What is their interest?**

The public, trade waste customers. Herefordshire Council. Ensuring value for money and quality of service.

## B) Partnerships and Procurement

If you contract out services or work in partnership with other organisations, Herefordshire Council remains responsible for ensuring that the quality of provision/delivery meets the requirements of the Equality Act 2010, ie.

- Eliminates unlawful discrimination, harassment and victimisation
- Advance equality of opportunity between different groups
- Fosters good relations between different groups

What information do you give to the partner/contractor in order to ensure that they meet the requirements of the Act? What information do you monitor from the partner/contractor in order to ensure that they meet the requirements of the Act?

On procurement, relevant documents and policies were checked to ensure the contractor adheres to the Equality Act 2010. In our conditions of contract.

**Are there any concerns at this stage that indicate the possibility of inequalities/negative impacts? For example: complaints, comments, research, and outcomes of a scrutiny review. Please describe:**

No

### C) Information

**What information (monitoring or consultation data) have you got and what is it telling you?**

Assisted collection. Customer satisfaction survey.  
Complaints and compliments received from customers.  
Monthly missed collection monitoring.

### D) Assessment/Analysis

**Describe your key findings (eg. negative, positive or neutral impacts - actual or potential). Also your assessment of risk.**

Strand/community	Impact
Assisted collection review	happy customers, many needed removing as it was no longer needed
Different language users	Provide different leaflets, liaison with equality officers to ensure correct information.
Traveller community	Provide tailored collections depending on site size and need.
Public	Providing kerbside collection to as many properties as possible, ensuring equality within the population (all have collection from the boundary of the property unless for welfare reasons).

### E) Consultation

**Did you carry out any consultation?**

YES  NO

**Who was consulted?**

-

**Describe other research, studies or information used to assist with the assessment and your key findings.**

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**Do you use diversity monitoring categories? Yes  No**

*(if No you should use this as an action as we are required by law to monitor diversity categories)*

**If yes, which categories?**

- Race
- Sex
- Sexual Orientation
- Religion & Belief
- Disability
- Age
- Gender Reassignment
- Marriage & Civil Partnership
- Pregnancy & Maternity

**What do you do with the diversity monitoring data you gather? Is this information published? And if so, where?**

Assisted collection review – just ask for name and address, and why service is necessary.  
Information not published.

## F) Conclusions

	<b>Action/objective/target OR Justification</b>	<b>Resources required</b>	<b>Timescale</b>	<b>I/R/S/J</b>
a)	No significant change to the service for many years. Current mechanisms are sufficient.	N/A	N/A	N/A
b)				
c)				
d)				

**(I)** *Taking immediate effect.*

**(R)** *Recommended to Council/Directors through a Committee or other Report\*.*

**(S)** *Added to the Service Plan.*

**(J)** *To be brought to the attention of the Herefordshire Equality & Human Rights Group.*

\*Summarise your findings in the report. Make the full assessment available for further information.

NB: Make sure your final document is suitable for publishing in the public domain.