

## PART A - Initial Equality Screening Assessment

As a public authority we need to ensure that all our strategies, policies, service and functions, both current and proposed have given proper consideration to equality and diversity.

A **screening** process can help judge relevance and provide a record of both the process and decision. Screening should be a short, sharp exercise that determines relevance for all new and revised strategies, policies, services and functions.

Completed at the earliest opportunity it will help to determine:

- the relevance of proposals and decisions to equality and diversity
- whether or not equality and diversity is being/has already been considered, and
- whether or not it is necessary to carry out an Equality Analysis (Part B).

Further information is available in the Equality Screening and Analysis Guidance – see page 9.

### 1. Title

**Title: Waste Policies – Refresh Cabinet Report**

**Directorate:**  
Regeneration and Environment

**Service area:**  
Community Safety and Street Scene

**Lead person:**  
Barry Connolly

**Contact:**  
[Barry.Connolly@rotherham.Gov.uk](mailto:Barry.Connolly@rotherham.Gov.uk)

Is this a:

**Y Strategy / Policy**
     
  **Service / Function**
     
  **Other**

**If other, please specify**

### 2. Please provide a brief description of what you are screening

Rotherham Metropolitan Borough Council (RMBC) collect waste from over 121,000 residential properties, 750 businesses and manage 4 household waste recycling centres (HWRCs) for its residents take additional waste above standard collection streams.

These operations are covered by 30+ policies which define from how we work to what we expect from residents and businesses.

These policies have not been refreshed in many years and require updating to meet current operations, legislation, and an ever-changing culture towards recycling.

The screening will include, merging the policies to 3 policies that cover household waste collections, business waste and household waste recycling centres.

The screen will also cover any relevant changes that are being proposed to these policies as well as just updating them into the 3-policy format. The only main change to be screened is around the proposed new contamination process which will be included within the household waste collection policy.

### 3. Relevance to equality and diversity

All the Council's strategies/policies, services/functions affect service users, employees or the wider community – borough wide or more local. These will also have a greater/lesser relevance to equality and diversity.

The following questions will help you to identify how relevant your proposals are.

When considering these questions think about age, disability, sex, gender reassignment, race, religion or belief, sexual orientation, civil partnerships and marriage, pregnancy and maternity and other socio-economic groups e.g. parents, single parents and guardians, carers, looked after children, unemployed and people on low incomes, ex-offenders, victims of domestic violence, homeless people etc.

Questions	Yes	No
Could the proposal have implications regarding the accessibility of services to the whole or wider community? <i>(Be mindful that this is not just about numbers. A potential to affect a small number of people in a significant way is as important)</i>		No
Could the proposal affect service users? <i>(Be mindful that this is not just about numbers. A potential to affect a small number of people in a significant way is as important)</i>		No
Has there been or is there likely to be an impact on an individual or group with protected characteristics? <i>(Consider potential discrimination, harassment or victimisation of individuals with protected characteristics)</i>		No
Have there been or likely to be any public concerns regarding the proposal? <i>(It is important that the Council is transparent and consultation is carried out with members of the public to help mitigate future challenge)</i>	Yes	
Could the proposal affect how the Council's services, commissioning or procurement activities are organised, provided, located and by whom? <i>(If the answer is yes you may wish to seek advice from commissioning or procurement)</i>		No
Could the proposal affect the Council's workforce or employment practices? <i>(If the answer is yes you may wish to seek advice from your HR business partner)</i>		No

If you have answered no to all the questions above, please explain the reason

If you have answered **no** to all the questions above please complete **sections 5 and 6**.

If you have answered **yes** to any of the above please complete **section 4**.

#### 4. Considering the impact on equality and diversity

If you have not already done so, the impact on equality and diversity should be considered within your proposals before decisions are made.

Considering equality and diversity will help to eliminate unlawful discrimination, harassment and victimisation and take active steps to create a discrimination free society by meeting a group or individual's needs and encouraging participation.

Please provide specific details for all three areas below using the prompts for guidance and complete an Equality Analysis (Part B).

- **How have you considered equality and diversity?**

Yes

- **Key findings**

The proposed change to the contamination policy is to potential issue residents with a fixed penalty notice for continued failings in presenting the correct recyclable material in their bins. Which costs the Council a loss of tonnage and % in recyclable material and potential loss of income from these materials. If bins are contaminated, the Council receives fines from recycling agents, and there has been a need to collect the contaminated bins to ensure public health and safety.

The impact to residents in the borough which might cause concern is the that tagging system and the potential for it to lead to fix penalty notices being issued from colleagues in enforcement.

The reality is the tags are placed are bins when they are contaminated with the incorrect materials, the operations staff do not meet give the tag to the resident it is attached to the bin, so the staff are assessing the content and not the individual or group.

- **Actions**

The bin tagging system has been designed to:

1. Give positive feedback to residents/groups who are doing it right. (green tag)
2. Give information to residents who are doing it wrong (amber) and putting the responsibility on the resident to remove contamination.
3. Potential issuing of fixed penalty notices for residents who continue to fail to present bins with the correct materials (right bin right day, right materials)

## Appendix 2

Stage 2/3 is also supported by letters being sent to properties explaining in more detail what should go in what bin and why and possible outcomes if failure continues.

At all stages the process is generic and does not discriminate as we are assessing the contents.

Date to scope and plan your Equality Analysis:	06/11/2024
Date to complete your Equality Analysis:	07/11/2024
Lead person for your Equality Analysis (Include name and job title):	

### 5. Governance, ownership and approval

Please state here who has approved the actions and outcomes of the screening:

Name	Job title	Date
Barry Connolly(Lead)	Head of Environmental Services	07/11/2024

### 6. Publishing

This screening document will act as evidence that due regard to equality and diversity has been given.

If this screening relates to a **Cabinet, key delegated officer decision, Council, other committee or a significant operational decision** a copy of the completed document should be attached as an appendix and published alongside the relevant report.

A copy of **all** screenings should also be sent to [equality@rotherham.gov.uk](mailto:equality@rotherham.gov.uk) For record keeping purposes it will be kept on file and also published on the Council's Equality and Diversity Internet page.

<b>Date screening completed</b>	07/11/2024
<b>Report title and date</b>	Waste Policies – Refresh Cabinet Report – 09/11/2024
<b>If relates to a Cabinet, key delegated officer decision, Council, other committee or a significant operational decision – report date and date sent for publication</b>	
<b>Date screening sent to Performance, Intelligence and Improvement</b> <a href="mailto:equality@rotherham.gov.uk">equality@rotherham.gov.uk</a>	07/11/2024