

Appendix 4- RMBC - Equality Analysis Form for Commissioning, Decommissioning, Decision making, Projects, Policies, Services, Strategies or Functions (CDDPPSSF)

Under the Equality Act 2010 Protected characteristics are age, disability, gender, gender identity, race, religion or belief, sexuality, civil partnerships and marriage, pregnancy and maternity. Page 6 of guidance. Other areas to note see guidance appendix 1

Name of policy, service or function. If a policy, list any associated policies:	Waste Options appraisal - Consultation
Name of service and Directorate	Environment and Development Service Waste Management
Lead manager	Damion Wilson – EDS Director
Date of Equality Analysis (EA)	February 2018
Names of those involved in the EA (Should include at least two other people)	Ajman Ali – EDS Interim Assistant Director Martin Raper – Streetscene Manager Paul Hutchinson - Waste Officer Zaidah Ahmed, MBE - Corporate Equalities and Diversity Officer

Aim/Scope (who the Policy /Service affects and intended outcomes if known) See page 7 of guidance step 1

Rotherham Council will be affected budget cuts, which in the next two years will see the Council having to find significant savings. Whilst the mandate for savings has instigated a review of the waste collection service, the Council wants to ensure that the waste collections continue to give value for money, strives to increase recycling and improve the service to our residents.

Local Authorities have a statutory duty to collect and dispose of household Waste generated within their district. The Councils waste management services provide kerbside residual waste and recycling collections, Household Waste Recycling Centres (HWRCs), recycling bring banks, and clinical waste collections.

The primary legislation detailing what services local authorities should provide in relation to household waste collection is the Environmental Protection 1990. This is supported by various regulations and in this context the most pertinent are The Controlled Waste Regulations 2012 and the Household Waste Recycling Act 2003. As a metropolitan borough, RMBC is both a waste collection authority and waste disposal authority.

Type of waste	Statutory or discretionary provision	Any powers to levy charges
Household residual waste	Residual waste collections are STATUTORY . Councils can specify the type and size of container used, and frequency of collection.	Only for waste that does not fit into the container specified by the WCA provided the volume provided is "reasonable".
Household recycling	Recycling waste collections is STATUTORY . Councils can specify the type and size of container used, and frequency of collection.	Only for waste that does not fit into the container specified by the WCA provided the volume provided is "reasonable".

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Household garden waste	The provision of a garden waste collection is DISCRETIONARY .	Can levy charges for the collection of garden waste.
Household waste recycling centre provision	The provision of places where resident may deposit their household waste is STATUTORY .	Councils can levy charges for the deposit of non-household waste such as 'DIY' waste (e.g. rubble, soil, plasterboard etc.)
Provision of receptacles for the collection of household waste	The provision of receptacles for the collection of household waste is DISCRETIONARY .	Charges can be levied for the provision of waste collection receptacles.

Waste Review

In the spring 2017 members and portfolio holder requested a review of the service. Senior managers approached an external consultancy firm, to review the current waste service and make recommendations for changes to the service to meet the aims of the review.

Various options were considered and these were reviewed and shortlisted with Cabinet to decide which of the options they wished to pursue.

With collecting waste from every household, there is the potential for residents to be affected should change to the service be introduced. The Council will still continue to meet its statutory obligation as set down in waste legislation whilst at the same time ensuring that the new changes to the waste management service does not discriminated against our residents when using the service.

A report was submitted to Cabinet on the 13th November requesting approval to consult with residents on the proposed changes (please see below) and this request was granted.

- Paid/charge for green waste collection, with year-round collections
- Introduction of bins for recycling (replacement of the box/bag approach)
- Bin swap – re-using the current bins for future recycling
- Smaller domestic waste bin, with additional capacity for recycling
- Domestic waste and green waste continues on fortnightly collections
- Paper/cardboard and tin/bottle recycling collections reverting to monthly collections
- Extension of collection times (earlier start and finishing times)

These proposals will also ensure parity with what the majority of English councils do, for example, many councils in the UK already charge for a garden waste collection; and Barnsley, Doncaster and Sheffield have both moved to wheeled bin for recycling.

The proposals will see no change to the policies that supply additional bins to large families and residents whose medical needs requires additional waste capacity. The existing arrangements for assisted collection service for all kerbside collected waste will be retained.

The changes will also ensure that the waste service provided is fair for all residents, for instance offering an improved garden waste service which is not subsidised by those who do not use the service. It will only be funded by those that require the service.

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Consultation on the proposed service changes

A consultation with the residents Rotherham ran from Monday 27th November 2017 and close Friday 26th January 2018.

Cabinet agreed to receive a further report outlining the results of the consultation and recommendations of which service changes should go for approval. The report has now been drafted and will be submitted to cabinet on 16th April 2018

The key stakeholders affected by these proposed changes are; the public and all residents of Rotherham, council officers, elected Members and the Council’s contractors that deliver the services on the council’s behalf.

What equality information is available? Include any engagement undertaken and identify any information gaps you are aware of. What monitoring arrangements have you made to monitor the impact of the policy or service on communities/groups according to their protected characteristics? See page 7 of guidance step 2

Rotherham MBC population 2016

Number of Households	Population	Area Size (km²)
Circa 115,000	257,280	286.5

The front line services provided by the Waste Management Departments to residents include:

- Kerbside waste and recycling collection for every household
- Provision of the HWRCs and recycling bring banks
- Clinical waste collections
- Bulky Item collection

The departments is also responsible for communicating information to residents such as collection timetables (e.g. bin calendars), materials accepted at kerbside recycling services, reporting missed bins and how to replace bins, boxes or bags.

Access to the service is available to all households within Rotherham on a face to face basis, or the telephone or online.

The public consultation on the proposed changes and findings has re-shaped the recommendations and set the direction of travel for the service. The consultation itself did not affect any communities of interest or individuals. The additional changes of service resulting from the finding from the consultation are the subject of this EA.

Engagement undertaken with

The Engagement objectives will align with the service objectives (and ultimately the organisational objectives), and should focus on any or

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<p><i>customers. (date and group(s) consulted and key findings) See page 7 of guidance step 3</i></p>	<p>all of the following areas: raising awareness, changing perceptions and behavioural change.</p> <ul style="list-style-type: none"> • Raise awareness of the proposed changes, ensure key target audiences understand the reasons for proposing service changes and how they can contribute to this process (awareness raising) • Encourage all Rotherham’s stakeholders to contribute to the proposals for changes to the policy (behavioural change) • Ensure stakeholders have an understanding of the changes, the impact they will have and any benefits. This will include the benefits to residents undergoing the service changes.
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The consultation was hosted on-line, but paper and verbal submission of the consultations were also accepted. The consultation was promoted and publicised through the following engagement tools.

- Events/drop-in sessions
- Contact Centre and customer facing staff
- Pop-up display/office.
- Media
- Direct mail
- Members Seminar
- Focus groups
- Videos
- Social media
- Friday Briefing
- Intranet
- Marketing materials
- Online advertising.
- Email bulletins
- Internal briefings

Officers directly contacted over 40 community groups via e-mail or letter asking for details of the consultation and potential service changes to be disseminated to their members in the appropriate format or media avenue. Extra information or personal visits to discuss the proposals was offered to all of these groups. Engagement took place with groups whose members may have difficulty interacting with the consultation via conventional means, such as disabled, deaf and blind residents, to offer them options better suited to their needs and requirements, to enable them to partake in the consultation.

In total there were 9 open events where residents could discuss the consultation and proposed changes. They were able to ask questions and where invited to provide their feedback to the proposals.

Events were publicised in: press release, print media, website pages, twitter, Facebook coverage and letters are included in with the 2017/18 waste calendars to all 116,500 properties across the borough.

The consultation received 6,998 responses, equating 6.01% of our households

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participating. In addition 718 residents attended our 9 consultation drop in sessions and 1,293 individuals and groups contacting us by letter and e-mail. We also received 180,798 social media hits and comments.

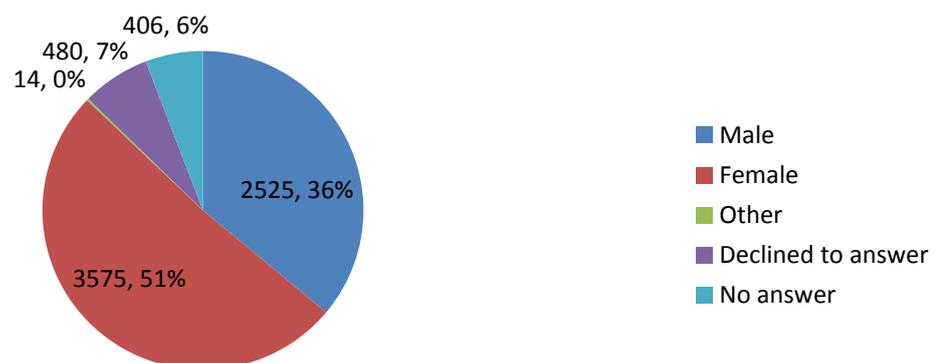
Consideration has been given to the responses and the impact of the proposed changes on the residents of Rotherham. The opinions and thoughts of our residents have been instrumental in helping develop the recommendations.

Key Findings

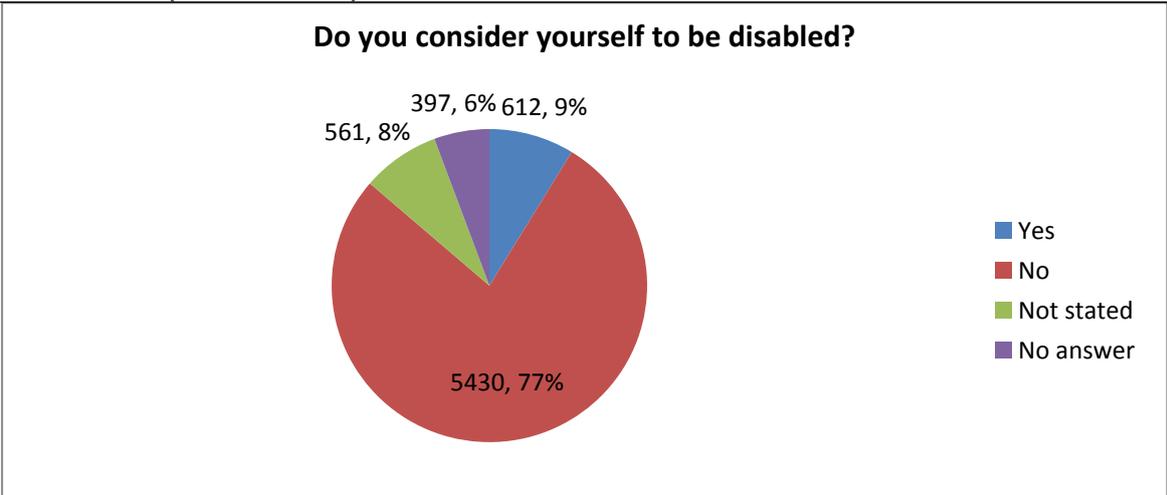
As part of the consultation, equality's monitoring questions were included to provided equality information for the strategy.

Ethnic Origin	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Total Overall	%
British	1921	1951	543	411	208	348	292	229	441	6115	87%
Irish	9	12	6	0	0	0	3	0	441	471	7%
Any other white background	18	31	12	6	2	5	2	1	441	517	7%
White and Black Caribbean	3	4	3	0	0	0	0	0	441	451	6%
White and Black African	1	4	1	0	1	1	0	0	441	449	6%
White and Asian	2	9	1	1	1	0	1	2	441	456	7%
Any other mixed background	3	6	2	1	0	0	1	0	441	454	6%
Indian	4	4	2	0	0	1	0	0	441	452	6%
Pakistani	4	12	1	1	1	2	1	0	441	463	7%
Bangladeshi	2	4	1	0	0	0	0	0	441	448	6%
Any other Asian background	4	3	1	0	0	0	0	0	441	449	6%
Caribbean	1	4	1	0	0	1	0	0	441	448	6%
African	2	4	1	0	0	0	0	0	441	448	6%
Any other Black background	2	3	1	1	0	0	1	0	441	449	6%
Chinese	2	4	1	1	0	0	0	0	441	449	6%
Any other ethnic group	2	8	2	0	1	0	1	0	441	455	7%
Not stated	151	165	52	25	15	35	14	17	441	898	13%
No answer	28	34	9	1	2	8	5	5	441	528	8%

What gender do you identify as?



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The data from the consultation will be quantitatively and thematically analysed to highlight specific opinions, issues and options that resident’s desire.

The following keywords/phrases have been highlighted as the key themes throughout the consultation period and they include the total number of comments received on this key theme.

- Plastic –6088
- Fly tipping - 1334
- Smaller bin - 1785
- Garden waste - 2619
- Reducing bin - 2268
- Charge - 1525
- Council Tax - 1177
- Storage - 367

Full information about the consultation, methodology and its results and outcomes is to be published on the Councils website.

Engagement undertaken with staff about the implications on service users (date and group(s) consulted and key findings) See page 7 of guidance step 3

Engagement has been undertaken with staff, management and Councillors about the implications on service users in regards to the public consultation and potential subsequent service changes.

Collaborative work between all parties have shortlisted the options to be proposed and were selected in line with the council’s corporate plan, budget saving requirements and waste management strategies.

Changes adopted after f the consultation results have been analysed will be subject to approval through the Councils governance arrangements.

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The Analysis

How do you think the Policy/Service meets the needs of different communities and groups? Protected characteristics of age, disability, gender, gender identity, race, religion or belief, sexuality, Civil Partnerships and Marriage, Pregnancy and Maternity. Rotherham also includes Carers as a specific group. Other areas to note are Financial Inclusion, Fuel Poverty, and other social economic factors. This list is not exhaustive - see guidance appendix 1 and page 8 of guidance step 4.

The public consultation on the proposed changes and findings has re-shaped the recommendations and set the direction of travel for the service. The consultation itself did not affect any communities of interest or individuals. The additional changes of service resulting from the finding from the consultation are the subject of this EA.

The recommendations for change after the consultation are.

1. The cessation of the free garden waste collection service with effect from 26th October 2018 and replace with an optional chargeable garden waste collection service from 29th October 2018;
2. The operating policies in paragraph 6.2 and 6.12 of this report;
3. That the fee for the garden waste collection service be set at £39 per annum from 29th October 2018 for an initial period of 15 months;
4. The introduction of a two-stream recycling service that includes the collection of plastic materials at the kerbside from early 2019 (procurement timelines permitting);
5. That new 180 litre residual bins are provided to all households in time for the launch of the two-stream recycling service to enable the existing 240 litre residual bins to be used for recycling plastic, tin cans and glass;
6. That the capital costs of the vehicles and bins are estimated at £5.54m and need to be included in the Council's capital programme;
7. That the Assistant Director of Community Safety and Street Scene is delegated to make all necessary arrangements for the smooth introduction of the new waste collection service, including the purchase of bins, refuse vehicles and that these costs be included in the Council's Capital Programme.
8. That a comprehensive Communications Plan is developed to sit alongside the Implementation Plan and that approving this plan is delegated to the Assistant Director for Community Safety and Street Scene in conjunction with the Cabinet Member for Waste, Roads and Community Safety.

The changes introduced should have a positive impact on all communities within the borough in increasing recycling and providing an enhanced service, but will not discriminate positively or negatively on any areas, communities or individuals.

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Policies will be reviewed and introduced where possible to lower the impact of the changes to families or residents with specific needs, or issues over the changes to the service

- Additional capacity needs large family or medical)
- Difficulties with mobility or ability to present their bins kerbside
- Storage need
- Assessments of individual requirements where appropriate

Analysis of the actual or likely effect of the Policy or Service:

See page 8 of guidance step 4 and 5

Does your Policy/Service present any problems or barriers to communities or Group? Identify by protected characteristics Does the Service/Policy provide any improvements/remove barriers? Identify by protected characteristics

The overarching aim and priorities of the waste options appraisal will not present any problems or barriers to communities or groups. The waste service is available to all residents.

What affect will the Policy/Service have on community relations? Identify by protected characteristics

There should be no direct impact on community relations once changes to the service have been agreed. All areas of Rotherham will receive the same service and no community will be discriminated against. There may be impact on ability for people to pay for a chargeable service but this service will be an opt in service and only payable by those who want it. However a dependable reliable service will increase customer satisfaction.

Please list any **actions and targets** by Protected Characteristic that need to be taken as a consequence of this assessment and ensure that they are added into your service plan.

Website Key Findings Summary: To meet legislative requirements a summary of the Equality Analysis needs to be completed and published.

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Equality Analysis Action Plan - See page 9 of guidance step 6 and 7

Time Period

Manager:..... Service Area:..... Tel:.....

Title of Equality Analysis:

If the analysis is done at the right time, i.e. early before decisions are made, changes should be built in before the policy or change is signed off. This will remove the need for remedial actions. Where this is achieved, the only action required will be to monitor the impact of the policy/service/change on communities or groups according to their protected characteristic.

List all the Actions and Equality Targets identified

Action/Target	State Protected Characteristics (A,D,RE,RoB,G,GI O, SO, PM,CPM, C or All)*	Target date (MM/YY)
The report includes details of the policies that will ensure vulnerable groups needs are met including provision being made for those who are on low income to facilitate take up of the subscription based garden waste collection service.	D, RE, O	April 2108
Name Of Director who approved Plan		Date

*A = Age, C= Carers D= Disability, G = Gender, GI Gender Identity, O= other groups, RE= Race/ Ethnicity, RoB= Religion or Belief, SO= Sexual Orientation, PM= Pregnancy/Maternity, CPM = Civil Partnership or Marriage.

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Website Summary – Please complete for publishing on our website and append to any reports to Elected Members, SLT or Directorate Management Teams

Completed equality analysis	Key findings	Future actions
<p>Directorate: Regeneration and Environment</p> <p>Function, policy or proposal name: Waste management</p> <p>Function or policy status: New</p> <p>Name of lead officer completing the assessment: Paul Hutchinson</p> <p>Date of assessment: 09/02/2018</p>	<p>The consultation itself will not directly affect or be affected by the characteristics of any communities or individuals.</p> <p>Any changes of service resulting from the finding from the consultation will be subject to their own EA</p>	<p>After the consultation has been completed any service changes that are adopted to be introduced will be subject to their own individual EA's</p>