

Equality analysis report

Use this report template to record your equality analysis. This report is a written record that demonstrates that you have shown *due regard* to the need to **eliminate unlawful discrimination, advance equality of opportunity and foster good relations** with respect to the personal characteristics protected by equality law. Due regard must be paid at formative stages of policy or service development, changes, or withdrawal.

To assist you in completing this report, please ensure you read the guidance notes in the Equality Analysis Toolkit and refer to the following Factsheets:

- Factsheet 1: Equality Profile of the Epping Forest District
- Factsheet 2: Sources of information about equality protected characteristics
- Factsheet 3: Glossary of equality related terms
- Factsheet 4: Common misunderstandings about the Equality Duty
- Factsheet 5: Frequently asked questions
- Factsheet 6: Reporting equality analysis to a committee or other decision making body

If you require further help, please contact the Performance Improvement Unit.

Step 1. About the policy, service change or withdrawal

Name of the policy, service or project: <i>be specific</i>	Amendment of existing and creation of some new waste and recycling policies. These policies enable the delivery of an efficient and cost effective waste management service. The changes proposed are aimed at increasing recycling, reducing contamination of recycling materials.
Revised / new / withdrawal:	Revised and New
Intended aims / outcomes/ changes:	Revision of existing policies to bring them upto date and creation of new policies where a need has been identified
Relationship with other policies / projects:	Existing policies, Local Performance Indicators in relation to waste minimisation and recycling,
Name of senior manager for the policy / project:	Qasim (Kim) Durrani
Name of policy / project manager:	David Marsh

Step 2. Decide if the policy, service change or withdrawal is equality relevant

Does the policy / project / service process involve, or have consequences for employees or other people? If yes, please state who will be affected. If yes, then the policy / project is equality relevant.	Yes, state which protected groups: Council officers will monitor and implement policies, Residents will be affected
If no, state your reasons for this decision. Go to step 7.	If no, state reasons for your decision:
<i>The majority of Council policies and projects are equality relevant because they affect employees or our communities in some way.</i>	

Step 3. Gather evidence to inform the equality analysis

What evidence have you gathered to help you understand the impact of your policy or service change or withdrawal on people? What does your evidence say about the people with the protected characteristics? If there is no evidence available for any of the characteristics, please explain why this is the case, and your plans to obtain relevant evidence. Please refer to Factsheet 2 '*Sources of evidence for the protected characteristics*'

<i>Characteristic</i>	<i>Evidence (name of research, report, guidance, data source etc)</i>	<i>What does this evidence tell you about people with the protected characteristics?</i>
Age	EFDC Equality Scheme 2012-16 Corporate Plan 2011 -15. Themes: Sustainable, Aspiring The Council's commitment to Equality and aspiration to make the District a great place to live, work, study and do business in	Some elderly residents might suffer from reduced cognitive abilities and could be easily overwhelmed by the waste and recycling schemes and/or the number of containers being made available.
Dependents / caring responsibilities	EFDC Equality Scheme 2012-16 Corporate Plan 2011 -15. The overarching theme to make the District a great place to live, work, study and do business in	Those with caring responsibilities may find the waste and recycling collection systems complex to follow.
Disability	EFDC Equality Scheme 2012-16 Corporate Plan 2011 -15. Themes: Safe, Sustainable, Health The overarching theme to make the District a great place to live, work, study and do business in	Residents with disabilities are more likely to experience issues with managing the waste and recycling containers or collection services.
Gender reassignment	EFDC Equality Scheme 2012-16 Corporate Plan 2011 -15. Corporate commitment to Equality	In the case of gender reassignment it may be that they feel uncomfortable to speak with an officer to seek further information or clarification on the service.
Marriage and civil partnership	EFDC Equality Scheme 2012-16 Corporate Plan 2011 -15. The overarching theme to make the District a great place to live, work, study and do business in	There is limited information available to enable an assessment of the impact on this Characteristic.
Pregnancy and maternity	EFDC Equality Scheme 2012-16 Corporate Plan 2011 -15. The overarching theme to make the District a great place to live, work, study and do business in	There is limited information available to enable an assessment of the impact on this Characteristic

Race / ethnicity	EFDC Equality Scheme 2012-16 Corporate Plan 2011 -15. Corporate commitment to Equality The overarching theme to make the District a great place to live, work, study and do business in	In the case of Race/Ethnicity some groups may feel uncomfortable to speak with an officer to seek further information or clarification on the service. Information is available on the Council Website and can also be requested by email.
Religion or belief	EFDC Equality Scheme 2012-16 Corporate Plan 2011 -15. Corporate commitment to Equality The overarching theme to make the District a great place to live, work, study and do business in	In the case of Religion some groups may feel uncomfortable to speak with an officer to seek further information or clarification on the service.
Sex	EFDC Equality Scheme 2012-16 Corporate Plan 2011 -15. Corporate commitment to Equality The overarching theme to make the District a great place to live, work, study and do business in	There is limited information available to enable an assessment of the impact on this Characteristic.
Sexual orientation	EFDC Equality Scheme 2012-16 Corporate Plan 2011 -15. Corporate commitment to Equality The overarching theme to make the District a great place to live, work, study and do business in	There is limited information available to enable an assessment of the impact on this Characteristic.

Steps 4 & 5 Analyse the activity, policy or change (*The duty to eliminate unlawful discrimination*)

Based on the evidence you have analysed, describe any actual or likely adverse impacts that may arise as a result of the policy decision. Where actual or likely adverse impacts have been identified, you should also state what actions will be taken to mitigate that negative impact, ie what can the Council do to minimise the negative consequences of its decision or action.

<i>Characteristic</i>	<i>Actual or likely adverse impacts identified</i>	<i>Actions that are already or will be taken to reduce the negative effects identified</i>
Age	Difficulty in assessing the waste and recycling service by some elderly if they find the publicity information too complex to follow or if they are unable to safely move the wheelie bins and containers	There are mechanisms in place to accommodate such issues, for example adaptation of collections to needs, assisted collections,
Dependents / caring	Those with caring responsibilities may find it difficult to spare the time	To assist there are opportunities to speak with officers of the

responsibilities	to follow the waste and recycling systems or access information.	Council who can make home visits and explain the system.
Disability	Those with disabilities are more likely to experience issues with the waste and recycling system. Wheelie bins and other containers can be difficult to manage/handle.	Medical exemption and assisted collections are offered, in the case of partially sighted or blind special adjustments are made to wheelie bins,
Gender reassignment	Some may feel uncomfortable to speak directly with an officer to seek further information or clarification on the service.	Information is available on the Council Website and can also be requested by email.
Marriage and civil partnership	There is limited information available to suggest the impact on this Characteristic	The Council offers advice and information via the Customer Contact Centre and Area Waste Management Officers.
Pregnancy and maternity	More waste may be generated if there are medical complications or in the case of home care/birth.	If there is the requirement for additional capacity for waste disposal then this can be assessed under existing Exception policy.
Race / ethnicity	Some may feel uncomfortable to speak directly with an officer to seek further information or clarification on the service.	Information is available on the Council Website and can also be requested by email.
Religion or belief	Some may feel uncomfortable to speak directly with an officer to seek further information or clarification on the service.	Information is available on the Council Website and can also be requested by email.
Sex	Some may feel uncomfortable to speak with an officer to seek further information or clarification on the service.	Information is available on the Council Website and can also be requested by email.
Sexual orientation	Some may feel uncomfortable to speak with an officer to seek further information or clarification on the service.	Information is available on the Council Website and can also be requested by email.

Step 6.

The duty to advance equality of opportunity

Can the policy, service or project help to advance equality of opportunity in any way?

If yes, provide details. If no, provide reasons. *(Note: not relevant to marriage and civil partnership)*

<i>Characteristic</i>	<i>Ways that this policy, service or project can advance equality of opportunity</i>	<i>Why this policy, service or project cannot help to advance equality of opportunity:</i>
Age	The provision of Exception policy will enable the elderly and infirm to benefit from an Assisted Collection service, where the Biffa operatives will collect the containers from a designated place within the property.	

Dependents / caring responsibilities		Policies already in place to provide one to one advice and site visits to assist in explaining the service.
Disability	The provision of Exception policy will enable the disabled to benefit from an Assisted Collection service, where the Biffa operatives will collect the containers from a designated place within the property.	
Gender reassignment		Policies already in place to provide one to one advice and site visits to assist in explaining the service.
Pregnancy and maternity	Additional refuse bin capacity can be provided to assist with additional waste generated during the pregnancy.	
Race / ethnicity		Policies already in place to provide one to one advice and site visits to assist in explaining the service.
Religion or belief		Policies already in place to provide one to one advice and site visits to assist in explaining the service.
Sex		Policies already in place to provide one to one advice and site visits to assist in explaining the service.
Sexual orientation		Policies already in place to provide one to one advice and site visits to assist in explaining the service.

The duty to foster good relations

Can the policy, service or project help to foster good relations in any way? If yes, provide details. If no, provide reasons. (*Note: not relevant to marriage and civil partnership*)

<i>Characteristic</i>	<i>How this policy, service or project can foster good relations:</i>	<i>Why this policy, service or project cannot help to foster good relations:</i>
Age	Ability to ask for assisted collections if elderly unable to handle wheelie bins and other containers.	
Dependents / caring responsibilities	Ability to seek advice from the Customer Contact Centre as well as Area Waste Management Officers on any specific issue within the service	
Disability	Ability to ask for assisted collections if disabled person unable to handle wheelie bins and other containers.	
Gender reassignment	Information to be available on the Council Website and can also be	

	requested by email.	
Pregnancy and maternity	Additional waste capacity to be provided if more waste is generated	
Race / ethnicity	By providing more information via officers, website and email more may be able to access information about Council services.	
Religion or belief	By providing more information via officers, website and email more may be able to access information about Council services.	
Sex	By providing more information via officers, website and email more may be able to access information about Council services.	
Sexual orientation	By providing more information via officers, website and email more may be able to access information about Council services.	

Step 7. Documentation and Authorisation

Summary of actions to be taken as a result of this analysis (add additional rows as required):	Name and job title of responsible officer	How and when progress against this action will be reported
<p>1. The subject has potential to affect or discriminate against Disabled or Elderly. The service relates to provision of larger recycling containers, additional wheelie bins for food and garden waste, chargeable collection of contaminated waste at the householders cost.</p> <p>2. Measures taken to address impact on the groups identified above include:</p> <ul style="list-style-type: none"> • Special Assisted Collection service will be offered, subsequent to an officer assessment, for Disabled, elderly or infirm residents who are unable to handle wheelie bins. Such a service will enable the waste containers to be collected from designated locations inside the property, • Exemption policy will enable residents to present waste and recycling in sacks if the property is unable to receive wheelie bin or other containers, <p>1. Larger or multiple containers will be made available, subject to an assessment, to residents where additional</p>	David Marsh	Regular reviews and on going monitoring updates to be provided to Assistant Director

waste is generated due to medical reasons		
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Name and job title of officer completing this analysis:	David Marsh Waste and Recycling Manager
Date of completion:	03/01/2017
Name & job title of responsible officer: (If you have any doubts about the completeness or sufficiency of this equality analysis, advice and support are available from the Performance Improvement Unit)	Qasim (Kim) Durrani Assistant Director (Technical) Neighbourhoods
Date of authorisation:	
Date signed copy and electronic copy forwarded to PIU equality@eppingforestdc.gov.uk	

Step 8. Report your equality analysis to decision makers:

Your findings from this analysis (and any previous analysis) must be made available to a decision making body when it is considering the relevant service or policy.

Therefore you must:

- reflect the findings from this analysis in a 'Due Regard Record' (template available), and attach it as an appendix to your report. The Record can be updated as your policy or service changes develop, and it exists as a log of evidence of due regard;
- Include this equality information in your verbal report to agenda planning groups or directly to portfolio holders and other decision making groups.

Your summary of equality analysis must include the following information:

- if this policy, service change or withdrawal is relevant to equality, and if not, why not;
- the evidence base (information / data / research / feedback / consultation) you used to help you understand the impact of what you are doing or are proposing to do on people with protected characteristics;
- what the evidence base (information / data / research / feedback / consultation) told you about people with protected characteristics;
- what you found when you used that evidence base to assess the impact on people with the protected characteristics;
- whether or not your policy or service changes could help to advance quality of opportunity for people with any of the protected characteristics;
- whether or not your policy or service changes could help to foster good relations between communities.