



# Equality Impact Assessment (EqIA)

Template reviewed Nov 2021

The Public Sector Equality Duty (PSED) was introduced as part of the Equality Act 2010, which protects people from discrimination in the workplace, in the provision of services and in wider society.

The duty requires all public bodies to have due regard to the need to:

- Eliminate discrimination
- Advance equality of opportunity
- Foster good relations between different people

Public bodies demonstrate this due regard in different ways, including producing robust equality impact assessments when considering changes to policies and services.

An EqIA enables us to check the potential impacts on residents and employees of our policies, services and projects. It's an opportunity to challenge how we currently do things.

Carrying out an EqIA should not create extra work; it should be part of your normal service planning process. Most of the information required should already be available to you through other work already undertaken e.g. service user monitoring, analysis of complaints and national research.

The purpose of an EqIA is to *take account* of equality as plans develop, to promote and assist the consideration of equalities issues arising in plans and proposals and to ensure that where possible adverse or disproportionate impacts are minimised and positive impacts are maximised. As such where possible an EqIA should be started at the outset of a project/proposal and continually be developed and reviewed until a final proposal is adopted. An EqIA should be used to ensure decision makers have all the information they need regarding potential impacts to ensure they have due regard to the Public Sector Equality Duty when making judgements.

Carrying out EqIAs should be an integral part of policy or service development/change and larger projects may need more than one EqIA if different areas are impacted by the change.

Any project that requires consultation will automatically require an EqIA.

All approved and signed EqIAs are recorded in a central register. Please email your completed draft EqIA to [equalities@buckinghamshire.gov.uk](mailto:equalities@buckinghamshire.gov.uk). Previous EqIAs can be made available for information upon request. For any questions or if you require support in completing your EqIA please contact Maria Damigos and Natalie Donhou Morley directly.



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## Part A (Initial assessment) - Section 1 - Background

Proposal/Brief Title: **Aligning charges and harmonising operational arrangements for garden waste collections in Buckinghamshire**

OneDrive link to report/policy: <https://www.chiltern.gov.uk/wycombe-gardenwaste>

Related policies: None

Date: 1 March 2022

Type of strategy, policy, project or service: Waste Service, charging for Garden Waste Collections.

Please tick one of the following:

- Existing
- New or proposed
- Changing, update or revision
- Other (please explain)

This assessment was created by:

**Name:** Martin Dickman

**Job Title:** Director of Neighbourhood Services

**Email address:** Martin.Dickman@buckinghamshire.gov.uk

### **Briefly describe the aims and objectives of the proposal below:**

To align charges for the garden waste collection service in Buckinghamshire by introducing a chargeable opt-in garden waste collection service in the area formerly administered by Wycombe District Council.

The cessation of existing chargeable opt-in garden waste collection services in Buckinghamshire to align charges is considered in the report to Cabinet, but this option is unlikely to have negative impacts upon residents, so is not considered further within this EqIA.

In addition to harmonisation of charges across Buckinghamshire this paper recommends harmonisation of operational arrangements processes to provide the same standard of service to Buckinghamshire residents where possible. The report recommends

- Introduction of stickers in the former South Bucks District area to determine which residents are eligible for their garden container(s) to be emptied.



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- Additional subscriptions to be charged at the same rate and expire at the same time as first subscriptions regardless of when payment is made for any additional subscription(s).
- Residents allowed up to 5 additional subscriptions per property.
- The period in which garden waste collection services are suspended across Buckinghamshire is aligned.

## **What outcomes do we want to achieve?**

All residents who use the free garden waste collection service are able to opt-in for a chargeable garden waste collection.

All residents receive the same garden waste service in terms of use of stickers, limits on additional subscriptions and winter suspension periods.

## **Does this proposal plan to withdraw a service, activity or presence? No**

Please explain your answer:

The only material changes are the introduction of a charge and a harmonisation of winter shutdown period. The frequency of collections, size of containers and materials collected remain the same.

Please note the winter shutdown period represents an increased service in the former Aylesbury area; moving from 10 weeks shutdown to 6, and a slight reduction in the South from 2 weeks to 6.

## **Does this proposal plan to reduce a service, activity or presence? Yes**

Please explain your answer:

Garden waste collections in the South move from 50 to 46 collections per year.

This reduction is during the lowest demand time of year for Garden Waste – between Mid-December and January.

## **Does this proposal plan to introduce, review or change a policy, strategy or procedure? Yes**

Please explain your answer:

The introduction of a charge in the area formerly administered by Wycombe District Council represents a change to policy.

## **Does this proposal affect service users and/or customers, or the wider community? Yes**

Please explain your answer:



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Residents in the area formerly administered by Wycombe District Council will no longer receive a free garden waste collection service.

Residents in the areas formerly administered by Aylesbury District Council, Chiltern District Council and South Bucks District Council will receive the same service as those living in the area formerly administered by Wycombe District Council, making it fairer for all Buckinghamshire residents.

## Does this proposal affect employees? Yes

Please explain your answer:

Employee resource is required to introduce and manage a chargeable garden waste collection service.

## Will employees require training to deliver this proposal? No

Please explain your answer:

Employees already manage a chargeable garden waste collection service for residents in the other areas of Buckinghamshire. The introduction of a charge in the Wycombe area will create additional work but will not require additional training.

There will be no impact on training regarding operational arrangement harmonisation.

## Has any engagement /consultation been carried out, or is planned in the future? Yes

Please explain your answer:

Finance leads, Legal leads, Member Portfolio Holder (s) have been consulted.

Local Member(s), Community Board(s), the Section 151 officer and the Monitoring officer will be consulted.

## Section 2 - Impacts

Please highlight potential impacts (including unintended impacts or consequences) for each protected characteristic\*/equality groups below. Where there are negative or positive impacts please give more details of the impact. Where the impacts are unclear please explain why.

### Age\* YES

Positive

Negative

Unclear

None

Details:

Frailer older residents may not be able to use alternative ways of recycling their garden waste (e.g. taking their garden waste to a household recycling centre) if they choose not to pay for this service.

Older residents may find it more difficult to pay for the service online

### Disability\* Yes



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Positive	Negative	Unclear	None
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Details:

Residents with disabilities may not be able to use alternative ways of recycling their garden waste (e.g. taking their garden waste to a household recycling centre) if they choose not to pay for this service.

Residents with disabilities may find it more difficult to pay for the service online

## **Pregnancy & maternity\* No**

Positive	Negative	Unclear	None
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Details:

## **Race & Ethnicity\* No**

Positive	Negative	Unclear	None
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Details:

## **Marriage & Civil Partnership\* No**

Positive	Negative	Unclear	None
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Details:

## **Religion & Belief\* No**

Positive	Negative	Unclear	None
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Details:

## **Sex\* No**

Positive	Negative	Unclear	None
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Details:

## **Sexual Orientation\* No**

Positive	Negative	Unclear	None
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Details:

## **Gender Reassignment\* No**

Positive	Negative	Unclear	None
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Details:



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## Gender identity No

Positive Negative Unclear None

Details:

## Carers No

Positive Negative Unclear None

Details:

## Rural isolation No

Positive Negative Unclear None

Details:

## Single parent families No

Positive Negative Unclear None

Details:

## Poverty (social & economic deprivation) Yes

Positive Negative Unclear None

Details:

Some households may not be able to afford to pay for this service.

## Military families / veterans No

Positive Negative Unclear None

Details:

## Section 3 – Is a full assessment required?

If you have answered yes to any of the initial assessment questions in section 1 of this EqIA, or have indicated a negative or unclear impact in section 2, it is likely you will need to complete part B of the EqIA form. Should you need guidance as to whether a full EqIA is needed at this time please contact Maria Damigos or Natalie Donhou Morley before continuing.

Following completion of part A, is part B completion required?

- Yes
- No
- Not required at this time



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Explain your answer:

The screening questions highlight potential impacts to the following groups: Age, Disability, Poverty and also in households where no adults speak English as their main or preferred language

## Have you completed an DPIA for this project/change? No

(As you are completing an EqIA, you may also require a DPIA - for more information please contact [dataprotection@buckinghamshire.gov.uk](mailto:dataprotection@buckinghamshire.gov.uk))

## Section 4 – Sign off (Only complete when NOT completing Part B)

Officer completing this assessment: (Please insert Name) Date: (Please insert Date)

Equality advice sought from: (Please insert name) Date: (Please insert Date)

Service Director sign off: (Please insert name) Date: (Please insert Date)

CMT sign off (*if deemed necessary by Service Director*) sign off: (Please insert name) Date: (Please insert Date)

Next review Date: (Please insert Date)

**If required please complete part B (full assessment)**

## Part B (Full assessment) - Section 5 – Further information

Will there be an impact on any other functions, services or policies? **Yes**

If so, please provide more detail:

Change to Policy and service. in terms of garden waste will become a charged for service in Wycombe.

Policy and service change in all areas relating to 6 week winter shutdown.

Are there any potential barriers to implementing changes to your service/strategy/policy/project?

No

## Section 6 - Information gathering – what do you need to know about your customers and making a judgement about potential impacts on them?

What data do you already have about your service users, or the people your policy or strategy will have an impact on, that is broken down by protected characteristics\* and equality groups (non-statutory)?



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We do not keep data about service users for data protection reasons. The garden waste service is offered to all residents in Buckinghamshire, any protected characteristics, or similar will be reflective of Buckinghamshire as a whole.

Age\*:

- 20% of households have pensioners living in them, 11 % (7,547) of all households have pensioners living alone (Data from the 2011 census)
- 13% (22,526) of residents have a long-term limiting illness or disability (Data from the 2011 census)

Disability\*: N/A

Pregnancy and maternity\*: N/A

Race\*: N/A

Marriage & Civil Partnership\*: N/A

Religion or belief\*: N/A

Sex\*: N/A

Sexual orientation\*: N/A

Gender re-assignment\*: N/A

Gender identity: N/A

Carers: N/A

Rural isolation: N/A

Single parent families: N/A

Poverty (social & economic deprivation): N/A

Military families / veterans: N/A

Do you need any further information broken down by protected characteristic or equality group to inform this EqIA?

Yes

If yes, list here to help you gather data for the action plan in Section 11

Poverty (social & economic deprivation):

The latest available deprivation data is taken from 2015 and refers to the former County and District local government structure:



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- Buckinghamshire is the least deprived Local Enterprise Partnership (LEP) and the second least deprived county council in England according to the 2015 index of multiple deprivation. At the district level, Chiltern is the third least deprived local authority in England (behind Hart in Hampshire and Wokingham) and the least deprived in Buckinghamshire, ahead of South Bucks (25th least deprived), Wycombe (34th) and Aylesbury Vale (44th).

- However, there is a disparity of deprivation across the Wycombe area, with urban town centre areas, notably High Wycombe, being more deprived.

## Households where no adults speak English as their main or preferred language.

- In 3.4% (2,312) of all households no adults speak English as their main or preferred language (Data from the 2011 census)

## **Section 7 – Negative effects, impacts or consequences**

Is there any potential for or actual direct or indirect discrimination or a disproportionate effect on a protected group or equality group?

Yes

No

Not sure at this time

What are the potential negative effects, impacts or consequences and how have, or may, they arise:

### Age/Disability:

- Advice on alternative ways to recycle garden waste will include encouraging neighbours to share trips to the household recycling centre or to share garden waste bins
- Assisted collections will continue to be provided for those who need it and subscribe to the service
- Customer services will be able to take payments over the phone by card

### Poverty (social & economic deprivation):

- Advice on alternative ways to recycle garden waste will include encouraging neighbours to share trips to the household recycling centre or to share garden waste bins
- Residents will be able to purchase subsidised (50% off) home compost bins as an alternative way to recycle garden waste from [www.getcomposting.com](http://www.getcomposting.com), with prices from £10 for a home compost bin

## Households where no adults speak English as their main or preferred language.

- If it is identified that language is a barrier to communicating the changes, we will work with the community boards in the Wycombe area to find solutions.



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## **Section 8 – Proposals to remove or minimise negative effects, impacts or consequences**

How is it proposed to mitigate or minimise the negative effects, impacts or consequences identified in Section 7?

Age/Disability:

Advice on alternative ways to recycle garden waste will include encouraging neighbours to share trips to the household recycling centre or to share garden waste bins

Assisted collections will continue to be provided for those who need it and subscribe to the service

Customer services will be able to take payments over the phone by card

Poverty (social & economic deprivation):

Advice on alternative ways to recycle garden waste will include encouraging neighbours to share trips to the household recycling centre or to share garden waste bins

Residents will be able to purchase subsidised (50% off) home compost bins as an alternative way to recycle garden waste from [www.getcomposting.com](http://www.getcomposting.com), with prices from £10 for a home compost bin

Households where no adults speak English as their main or preferred language.

If it is identified that language is a barrier to communicating the changes, we will work with the community boards in the Wycombe area to find solutions.

### **Section 9 - Other factors to take into consideration:**

None

### **Section 10 - Conclusion:**

The proposals to introduce a chargeable garden waste collection service in the area formerly administered by Wycombe District Council is fairer for all Buckinghamshire residents. However, there are specific groups more likely to be impacted by the introduction of a charge, namely older residents, residents with disabilities, residents in poverty and households where no adults speak English as their main or preferred language. A variety of plans are proposed to minimise or eliminate the negative impacts that the introduction of a chargeable garden waste collection service may cause.

Policy and service changes

### **Section 11 - Action Planning**



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Actions to be taken to address negative effects, impacts or consequences and maximise positive impacts	Potential Outcomes	Lead	Timescales
Assisted Collections	Improve access to service for those with mobility challenges	Simon Anthony	Already in place
Payments made using phone or IT	Improve access to service for those with IT access barriers	Simon Anthony	Already in place

## Section 12 - Monitoring Arrangements

What are the plans to monitor the actual and/or final impact? (The EqIA will help anticipate likely effect but final impact may only be known after implementation)

Contract managers will monitor offering of services to residents / customers to ensure accessibility to all waste services is achieved.

All current service offerings which promote accessibility, for example assisted collections, are contractual obligations.

What are the proposals for reviewing and reporting actual impact?

Annual review of all waste services to promote inclusivity and accessibility.

## Section 13 - Part A and B Sign off – (If Part B has not been completed please complete Section 4)

Officer completing Part A and B assessment: Simon Anthony. Date: 21 Jan 2022

Equality advice sought from: Hannah Clements. Date: 14 Dec 2021

Service Director sign off: Martin Dickman Date: 11 February 2022

CMT sign off (if deemed necessary by Service Director) sign off: Martin Dickman. Date: 10 February 2022.

Next review date: 21 Jan 2023