



Equality Impact Assessment (EqIA)

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 equalitys@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.



Equality Impact Assessment (EqIA)

Part A (Initial assessment) - Section 1 - Background

Proposal/Brief Title: **Contract to award the Household Recycling Centre Service (HRC)**

OneDrive link to report/policy:

Related policies:

Date: 22nd September 2021

Type of strategy, policy, project or service:

Please tick one of the following:

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

This assessment was created by:

Name: Gurbaksh Badhan

Job Title: Head of Strategic Waste Management and Enforcement

Email address: Gurbaksh.Badhan@buckinghamshire.gov.uk

Briefly describe the aims and objectives of the proposal below:

Contracting arrangements for the management of the Household Recycling Centre Service includes management of waste materials, haulage, management of associated assets are required to be in place to meet business critical activities which Buckinghamshire Council currently undertakes to discharge its legal compliance duties. To note:

1. The spend value of the service contract means there is a compliance requirement related to Public Contracts Regulations 2015; and
2. The Council has a statutory duty to provide Household Recycling Centres under the Environmental Protection Act (EPA) 1990. These contracting arrangements are required to be in place to meet business critical activities.

There are no changes to the service provisions currently offered to the public.



Equality Impact Assessment (EqIA)

What outcomes do we want to achieve?

The new contracting arrangement needs to be in place for the service commencement date 1st April 2022. The contract consolidates numerous waste materials and service into a single contract.

The contract term will be five years with an option to extend up to a further five years (total term up to ten years). The contract commencement date will be 1st April 2022, with options to extend up to 31st March 2032.

The preferred bidder (Bidder B) will provide a solution which delivers value for money compared to landfill and energy from waste disposal / treatment costs.

The preferred bidder (Bidder B) shall also comply with the Equality Act 2010 Code of Practice on Employment and the Equality Act 2010 Code of Practice on Equal Pay (the “Codes”) (or any replacement guidance and/or publication) issued by the Equality and Human Rights Commission at all times. These requirements form part of the contracting obligations.

The HRC service will be provided in accordance with the Waste Access and Acceptance Policy (WAAP), for further details see <https://www.buckscc.gov.uk/media/4515713/waste-access-and-acceptance-policy-waap-apr-2021.pdf>

There are no changes to the service provisions currently offered to the public.

Does this proposal plan to withdraw a service, activity or presence? Yes/No

Please explain your answer:

No - The Council has a statutory duty to deliver the HRC service and there are no changes to the service provision. Bidder B will provide operational solutions to deliver the service in accordance with their Tender submission. This will include partnering, brokering arrangements, management, transfer and treatment of a range of materials including but not limited to; re-use, paper, cardboard, glass, asbestos, inert waste (soil and hardcore), textiles, metal, household chemicals and plastics from the nine Household Recycling Centres (HRCs) located across the administrative boundary to commence 1st April 2022.

The bidder is required to contribute to the improvement of the economic and social well-being of Buckinghamshire, in line with The Public Services (Social Value) Act 2012. This includes, but not be limited to ensuring employment opportunities are promoted and made available, targeting people living in Buckinghamshire from priority groups for employment opportunities and developing apprenticeships, with a focus on priority groups.



Equality Impact Assessment (EqIA)

Bidder B's proposal identifies specific targets such as school leavers, long term unemployed and local people, and goals are to be finalised during mobilisation. This EqIA will be updated prior to contract commencement.

Does this proposal plan to reduce a service, activity or presence? Yes/No

Please explain your answer:

No - This is a contract award for a statutory service. As agreed by Cabinet in April 2020. Please see link below:

[Report for Household Recycling Centre \(HRC\) Service - Procurement Project](#) PDF 875 KB

[Appendix 1 for Household Recycling Centre \(HRC\) Service - Procurement Project](#) PDF 470 KB

[Appendix 3 for Household Recycling Centre \(HRC\) Service - Procurement Project](#) PDF 570 KB

[Appendix 4 for Household Recycling Centre \(HRC\) Service - Procurement Project](#) PDF 520 KB

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

Yes/No

Please explain your answer:

No - This is a contract award for a statutory service. As agreed by Cabinet in April 2020.

Please see link below:

[Report for Household Recycling Centre \(HRC\) Service - Procurement Project](#) PDF 875 KB

[Appendix 1 for Household Recycling Centre \(HRC\) Service - Procurement Project](#) PDF 470 KB

[Appendix 3 for Household Recycling Centre \(HRC\) Service - Procurement Project](#) PDF 570 KB

[Appendix 4 for Household Recycling Centre \(HRC\) Service - Procurement Project](#) PDF 520 KB

Does this proposal affect service users and/or customers, or the wider community? Yes/No

Please explain your answer:

No - No specific changes are planned, which would affect service users and/or customers or the wider community.

Does this proposal affect employees? Yes/No

Please explain your answer:

No - Not directly for Council employees, there may be indirect implications through contracted services.



Equality Impact Assessment (EqIA)

Will employees require training to deliver this proposal? Yes/No

Please explain your answer:

No – All employees working on this proposal are trained and able to complete any requirement sufficiently.

Has any engagement /consultation been carried out, or is planned in the future? Yes/No

Please explain your answer:

No - No specific changes are planned that would require engagement / consultation. The Council has a statutory duty to deliver this service.

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*

Positive

Negative

Unclear

None

Details:

Disability*

Positive

Negative

Unclear

None

Details:

Pregnancy & maternity*

Positive

Negative

Unclear

None

Details:

Race & Ethnicity*

Positive

Negative

Unclear

None

Details:

Marriage & Civil Partnership*

Positive

Negative

Unclear

None



Equality Impact Assessment (EqIA)

Details:

Religion & Belief*

Positive	Negative	Unclear	None
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Details:

Sex*

Positive	Negative	Unclear	None
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Details:

Sexual Orientation*

Positive	Negative	Unclear	None
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Details:

Gender Reassignment*

Positive	Negative	Unclear	None
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Details:

Gender identity

Positive	Negative	Unclear	None
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Details:

Carers

Positive	Negative	Unclear	None
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Details:

Rural isolation

Positive	Negative	Unclear	None
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Details:

Single parent families

Positive	Negative	Unclear	None
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Equality Impact Assessment (EqIA)

Details:

Poverty (social & economic deprivation)

Positive

Negative

Unclear

None

Details:

Military families / veterans

Positive

Negative

Unclear

None

Details:

The preferred bidder (Bidder B) shall also comply with the Equality Act 2010 Code of Practice on Employment and the Equality Act 2010 Code of Practice on Equal Pay (the “Codes”) (or any replacement guidance and/or publication) issued by the Equality and Human Rights Commission at all times. These requirements form part of the contracting obligations therefore it is expected that there will be no impacts on the groups.

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

Explain your answer:

There are no defined changes. The Council has a statutory duty to deliver the HRC service and there are no changes to the service provision. Bidder B will provide operational solutions to deliver the service in accordance with their Tender submission. This will include partnering, brokering arrangements, management, transfer and treatment of a range of materials including but not limited to; re-use, paper, cardboard, glass, asbestos, inert waste (soil and hardcore), textiles, metal, household chemicals and plastics from the nine Household Recycling Centres (HRCs) located across the administrative boundary to commence 1st April 2022.

The bidder is required to contribute to the improvement of the economic and social well-being of Buckinghamshire, in line with The Public Services (Social Value) Act 2012. This



Equality Impact Assessment (EqIA)

includes, but not be limited to ensuring employment opportunities are promoted and made available, targeting people living in Buckinghamshire from priority groups for employment opportunities and developing apprenticeships, with a focus on priority groups.

The HRC service will provided in accordance with the Waste Access and Acceptance Policy (WAAP), for further details see <https://www.buckscc.gov.uk/media/4515713/waste-access-and-acceptance-policy-waap-apr-2021.pdf>

Contract documents have been prepared by a cross disciplined team including internal and external legal representatives. The contractual requirements are compliant with equality legislation.

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

Officer completing this assessment: Gurbaksh Badhan Date: 21st October 2021

Equality advice sought from: Maria Damingos Date: 23rd July 2021

Service Director sign off: Martin Dickman Date: 21st October 021

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

Next review Date: 1st March 2022 (Prior to service contract commencement 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? If so, please provide more detail:

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

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)?

Guidance note (delete after completion)

This will be more important for negative or unclear impacts identified in Section 2 above.



Equality Impact Assessment (EqIA)

National data and research can be useful in identifying barriers, issues and areas where equality is likely to be a priority. These include Research undertaken by the Equality & Human Rights Commission, research undertaken by trades unions, commissioned research and reports, census data, labour force surveys

Institutional data such as ethnic monitoring data, surveys, consultations, and complaints and grievances can be used to identify local data.

Please also consider 'missing data' as this may be indicative of discriminatory practice.

Once all available data has been gathered, it should be examined to check whether there is evidence of any of the following: lower take up/participation rates by disadvantaged groups generally, lower take up/participation by certain groups, eligibility criteria which disadvantages groups, access to services being reduced or denied to people, people facing increased difficulty as a result of a policy/practice, a policy/practice resulting in reduced benefits for equality groups.

Age*:

Disability*:

Pregnancy and maternity*:

Race*:

Marriage & Civil Partnership*:

Religion or belief*:

Sex*:

Sexual orientation*:

Gender re-assignment*:

Gender identity:

Carers:

Rural isolation:

Single parent families:

Poverty (social & economic deprivation):

Military families / veterans:

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



Equality Impact Assessment (EqIA)

- Yes
- No

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

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:

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?

Section 9 - Other factors to take into consideration:

Section 10 - Conclusion:

Section 11 - Action Planning

Actions to be taken to address negative effects, impacts or consequences and maximise positive impacts	Potential Outcomes	Lead	Timescales

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)



Equality Impact Assessment (EqIA)

What are the proposals for reviewing and reporting actual impact?

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: (Please insert Name(s)) 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: