



# Equality Impact Assessment (EqIA) Screening Template

April 2020

**Proposal/Brief Title:** Household Recycling Centre (HRC) Service – Procurement Project

**Date:** 20th March 2020

**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 report was created by**

**Name** Gurbaksh Badhan

**Job Title** Head of Waste Management

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

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

The proposal is to commission the new Household Recycling Centre (HRC) service contract in readiness for the current contract ending in March 2022. Using existing waste commissioning practices it will:

- Define scope of service from April 2022 onwards (including existing variations)
- Review current contract to identify any further changes needed
- Complete risks, issues and options appraisals
- Produce recommendations and gain political approval
- Implement approved option(s)

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

For the commissioning process to be completed efficiently and to deliver the Council a HRC service that delivers value for money.

In addition to ensure that sustainable options for residents to manage their waste are available whilst upholding the Council's statutory duties.

**1) Screening Questions**

**1.1 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 this service.



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

Please explain your answer:

**No** - No specific changes are being planned.

## 1.3 Does this proposal plan to introduce, review or change a policy, strategy or procedure? Yes/No

Please explain your answer:

**No** - The service has a Waste Access and Acceptance policy in place. No specific changes are being planned.

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

Please explain your answer:

**No** - Currently in pre-procurement phase of commissioning, no specific changes are being planned.

## 1.5 Does this proposal affect employees? Yes/No

Please explain your answer:

**No** - Currently in pre-procurement phase of commissioning, no specific changes are being planned.

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

Please explain your answer:

**No** - Employees working on this proposal are trained and able to complete it.

## 1.7 Has any engagement /consultation been carried out? Yes/No

Please explain your answer:

**No** -The service has access to significant data regarding service users opinions on the service and how they interact with it. A formal public consultation to implement current service changes was undertaken summer 2018. The project is in the early stages and no specific changes are being planned.

## 2) Are there any concerns at this stage which indicate that this proposal could have negative or unclear impacts on any of the group (s) below? (\*protected characteristics). Please include any additional comments.

- A) Age\* - No
- B) Disability\* - No
- C) Gender Reassignment\* - No
- D) Pregnancy & maternity\* - No
- E) Race & Ethnicity\* - No
- F) Religion & Belief\* - No
- G) Sex\* - No
- H) Sexual Orientation\* - No
- I) Marriage & Civil Partnership\* - No
- J) Carers -No



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- K) Rural isolation - No
- L) Single parent families - No
- M) Poverty (social & economic deprivation) - No
- N) Military families / veterans - No
- O) Gender identity - No

**Additional comments (please indicate which of the protected groups you are commenting on):**

None

**As a result of this screening, is an EqIA required?**

**(If you have answered yes to any of the screening questions or any of the group (above), a full EqIA should be undertaken)**

Yes

No

**Briefly explain your answer:**

The project is in the early stages and no specific changes are being planned. It will be considered at key phases of the project. This will not be known until the procurement phase has been completed and detailed market solutions are considered from the preferred bidder during late summer 2021. If changes are considered appropriate a full EqIA may be required. This would be due to any changes affecting service users and/or customers and any changes to the waste access and acceptance policy.

The Council will ensure suitable assessment questions are asked as part of the procurement process to ensure any future contract would be compliant with equality legislation.

## EqIA Screening Sign off

**Officer completing this Screening Template: Gurbaksh Badhan** Date: 20<sup>th</sup> March 2020

**Equality Lead: Natalie Donhou Morley** Date: 20<sup>th</sup> March 2020

**Cabinet sign off (Please insert name)** Date: (Please insert Date)

**Please continue to the next page to complete a full EqIA.**

N/A at this stage



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## EqIA – Full Equality Impact Assessment

### Step 1: Introduction

Policy or Service to be assessed:

Service and lead officer:

Officers involved in the EqIA:

What are you impact assessing?

- Existing
- New/proposed
- Changing/Update revision

Other, please list:

- 
- 

### Step 2: Scoping – what are you assessing?

What is the title of your service/strategy/policy/project?

What is the aim of your service/strategy/policy/project?

Who does/will it have an impact on? E.g. public, visitors, staff, members, partners?

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?

### Step 3: Information gathering – what do you need to know about your customers and making a judgement about impacts

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 equality strand?

Age/Disability:

Gender re-assignment:

Race:

Religion or belief:



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Sex:

Sexual orientation:

Pregnancy and maternity:

Marriage & Civil Partnership:

**Do you need any further information broken down by equality strand to inform this EqIA?**

- Yes
- No

If yes, list here with actions to help you gather data for the improvement plan in Step 5

**Is there any potential for direct or indirect discrimination?**

- Yes
- No

If yes, please provide more detail on how you will monitor/overcome this

**Conclusion:**

## Step 4: Improvement plan – what are you going to change?

Issue	Action	Performance target (what difference will it make)	Lead Officer	Achieved
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**EqIA approved by:**

**Date:**

**Next review date:**