

Appendix 1: Equality Impact Assessments

Part 1: Equality Impact Screening/Pre-Assessment¹

Name of Policy/Function/Strategy to be assessed: Garden Waste Subscription Service from April 2018.	Section/Directorate: Operational Services
Name of person(s) responsible for assessment: Ady Selby / Steve Leary / Elaine Bilton / Katy Allen David Kirkup, Lyn Marlow	Date of Screening: 10 September 2017

Policy Aims

What is the purpose of the policy/function/strategy? What are its intended outcomes?

The service would replace the free green bin service which has been in place since September 2009.

The implementation of this service would see the Council take up the legal right to charge for the collection of organic garden waste in line with other wastes already charged for, such as Bulky Waste.

The service raises a charge for those who wish to take up the 2 weekly collection of garden waste. Other options are available and will be advertised. Those who use the service will pay for the service and the cost of this service will no longer be borne by those who do not use the service and allows the Council to continue to offer a collection of Garden Waste to customers who choose to use the service.

Who are the main stakeholders in relation to the policy/function/strategy?

- Residents in the district who currently use the service to dispose of their garden waste.
- Residents in the district who currently don't use the service to dispose of garden waste.
- Staff responsible for collection of waste.
- Staff responsible for administration of the service.
- Local compost site operators
- Lincolnshire County Council (as the Waste Disposal Authority.)
- Elected members, district and parish councils (as representatives of West Lindsey residents.)

Do the identified stakeholders stand to be positively or negatively affected by the policy/function/strategy?

It is expected that most residents will be positively affected by the changes in comparison to a scenario where a subscription charge is not introduced. A direct charge so that only those that use the garden waste collection service pay for it will prevent a scenario where a large increase in council tax for all residents is required for the service to continue. The current service is unaffordable and unsustainable within current budgets.

A consultation document and information about the proposed changes will be sent to all properties in West Lindsey along with publicity via press release, social media and the

Council's website. The intention of this is to further examine the impact of a charge on all stakeholders and help inform service design. The consultation runs from 19 September – 19 November. The impact on other stakeholders will be assessed during this time through further research, dialogue and face-to-face

¹ Part 1 should be completed by the Lead Officer and signed by the Service Manager. Refer to the [Internal EIA Guidance](#) for more information on what EIAs are, why they are important, when they should be completed, who should be involved, and how they should be done.

events.

Does this policy/function/strategy support the Council's stated equality objectives? (see overleaf.) Does it serve to impede them? Please explain.

A consultation is taking place which will support the Council's stated equality objective to: "Ensure participation and community engagement from all sectors of society for an accessible and connected district."

A self-garden waste service is designed to ensure the future of the collection service and ensure the shrinking council budget is best used to "improve access to public services and basic amenities for elderly and disabled people through more efficient provision of Council services to sustain and improve their quality of life."

Preliminary Impact Assessment

1. Will this policy or function have an impact on:

a. How services are delivered to the public? Yes

b. Human Resources Policies? No

2. Have any aspects of your policy/strategy already been covered by other EIAs?

Yes

a. If yes, please indicate which ones and the dates. Also indicate which new/additional aspects would be covered under this EIA.

Overarching Waste Service Policies were covered by an EIA when they were introduced in support of the triple bin collection scheme in September 2009. These included such things as an EIA for assisted collections (which will remain unchanged.) Subsequent updates to waste policies such as charges for bulky waste collections have been supported by EIA's. This assessment is specifically to look at potential equality issues stemming from an introduction a chargeable waste collection service.

Due to potential impacts identified in stage 1, part 2 of the EIA, will be completed with a small team of people following the completion of the garden waste consultation period.

Manager's Signature:



This document may be published on the website

Part 2: Equality Impact Assessment²

Identifying Potential Equality Issues

Use the information in Part 1, any other supporting documents, and the questions below to aid the group's discussion on the presence of potential equality issues.

- What do you know already about equality impact or need?
- Is there any indication that particular features of this policy/function will create problems for specific groups?
- Is there any indication that particular features of this policy/function will benefit specific groups or advance equality between different groups of people?

Evidence³

It is difficult to achieve an effective EIA without good evidence. Answer the questions below about the evidence relating to the project/policy/function.

What are the existing sources of evidence and mechanisms for gathering data?

The main source of evidence was the consultation with members of the public, stakeholder groups and other authorities that have previously introduced a charge for garden waste collections.

Consultation:

A consultation document was sent to all 42,350 properties in West Lindsey along with publicity via press releases, social media and the Council's website.

The Council received 4031 responses from customers along with feedback from parish councils, and members.

The analysis of the consultation responses shows that customers above the age of 60 are somewhat over represented compared to the overall demographics of the area, with under 45s under represented.

The consultation feedback has been carefully analysed and a full analysis is published as part of the committee report. Overall, customers understand the reason for a direct charge for garden waste and 71% who responded agree with the principle of the charge "given the circumstances." Many recognise the quality of the current service, but concerns ranged across several themes: 'already pay via Council Tax'; 'fly-tipping will increase'; 'elderly people on pensions cannot afford it' to 'good service, happy to pay'.

Overall the number of customers who responded that they would take up the new service if introduced was 62% (3,111) with a further 10% suggesting they would pay for more than one bin.

Information obtained from a number of other similar authorities where charges have been introduced for existing garden waste schemes, indicates that between 40 - 60% typically sign up. This is reflected in the responses received from West Lindsey customers.

Importantly, other authorities found that these customers are those that are making good use of the

² Part 2 should be completed by the Policy/Project Lead with the help of a team of people invited to assist.

³ See the "Evidence Collection and Data Use" section of the [Internal EIA Guidance](#).

service at present and can be expected to still produce around 70%-80% of the waste that is presently collected.

This also indicates that a significant number of customers were not using the previous scheme to any significant extent, and reflects the 0.8% of customers who have reported that they do not use the service on a regular basis. It should be noted that there are large parts of Gainsborough (around 2000 properties without significant garden space) that do not have access to the scheme. There are many other properties in the district who similarly don't have gardens but currently pay for the garden waste collection service indirectly through their Council Tax.

Feedback from the 4031 people who responded to our Garden Waste Consultation Survey, which was available to complete between 19 September and 19 November 2017 showed 60% of customers responding said that they would take up the service if introduced and pay for the subscription, but concerns were raised about 'costs' from some residents. In a meeting with the disabilities network group as part of the consultation, a view was expressed that those on low incomes who require the service might be disproportionately affected – particularly as they are less likely to have their own transport available.

As a result of customer feedback and the EIA the following key elements of the service are being proposed:

- To ensure only those who pay for the service receive it, bins will be clearly identified as paid for via a subscription sticker. This sticker will last the year and will display the address of the property. Additionally, the Council's collection crews and back office systems will keep a record of valid subscriptions.
- Properties will be able to have more than 1 wheeled bin, providing that an additional annual subscription fee is paid for each bin and that there is a suitable location for collection. No concessions are proposed for 2nd bins as the cost of collecting and disposing of the waste is not significantly different. A universal charge will reduce administration costs and lower the overall charge per bin for all customers.
- Customers will be encouraged to share bins where this is a good solution for properties with small gardens.
- Alongside the offer of the West Lindsey Garden Waste Service we will promote subsidised home composters along with supplying information on home composting to allow customers a choice about what they do with their organic waste in future.
- As the most popular options in the consultation, there will be a focus on electronic payments and telephone payments. Wherever possible, adjustments will be made for customers having particular difficulties with these payment methods.
- Assisted collections will continue to be offered to customers where they are unable to move the bin themselves and there is no one else in the household to do so. This service can also be made available on a short-term basis where this might allow the customer to live more comfortably in their own home whilst recovering from or awaiting treatment or similar.

Is there any evidence that different groups have different needs, experiences, issues and priorities in relation to the particular policy or function?

From the consultation results and from evidence collected from other authorities, there is no evidence to suggest this. There is some suggestion from the consultation comments that low income may find a higher charge difficult to pay in one instalment. To help mitigate this WLDC will advertise other means of free garden waste disposal such as Household Waste Recycling Centres and home composting. Officers have looked at opportunity for customers to prepay for the service using direct debit instalments. It was concluded that this is not a function that can be reliably delivered at this time. To do so would increase the administration cost of the service significantly and potentially increase

Given the alternatives, this is not a service that customers are dependent upon. It is still not available to all customers and prior to 2005 it was not available to any of our residents.

Is there any evidence, or other reason to believe, that there is a higher or lower level of participation or uptake among different groups?

There is no reliable evidence to suggest this.

The consultation responses show that customers above the age of 60 are somewhat over represented compared to the overall demographics of the area, with under 45s under represented.

Does this policy/project impact a particular area of the District? Have there been any demographic changes or trends locally?

As well as home composting, WLDC will promote usage of Household Waste Recycling centres. Lincolnshire County Council as the Waste Disposal Authority are responsible for the provision of Household Waste Recycling Facilities. They have a non-statutory policy of ensuring that 95% of Lincolnshire residents should be within 12 miles distance of an HWRC.

A small part in the north of the district is outside of this limit This affects households mainly in the Keelby area.

Officers have lobbied disposal authorities to find a solution to this apparent anomaly and will continue to do so. This is discussed fully in the main committee report.

Is there any informal feedback from managers, staff or voluntary organisations?

Disability Network Group-The Council hosts regular meetings with this group, officers attended in order to describe the proposed service and understand concerns of the group. The issues raised included the affordability of the service, the ability to pay through a variety of means and the reduction in choice as disabled residents are less able to take garden waste to Household Waste Recycling Centres. The Group was highly complementary of the current level of service received.

Discussions with managers and staff were included as part of the consultation and no new equalities implications were identified

Are there gaps in the data or our knowledge? What further evidence is needed to understand the impact upon equality?

An extensive community consultation was carried out, but we'll continue to monitor take up and impacts at a local level following the introduction of a chargeable garden waste collection scheme.

Impact

Based on the identification of potential equality issues and the supporting evidence, the team can try to determine the impact of the policy/project/service/function on different groups.

Does the data show different impact upon different groups?

Yes No

If yes, which groups are affected?

Group	May particularly benefit	May adversely impact	No impact anticipated
People from different ethnic groups	<input type="checkbox"/>	<input type="checkbox"/>	x
Women	<input type="checkbox"/>	<input type="checkbox"/>	x
Men	<input type="checkbox"/>	<input type="checkbox"/>	x
Maternity/pregnancy impact	<input type="checkbox"/>	<input type="checkbox"/>	x
Disabled people or carers	<input type="checkbox"/>	<input type="checkbox"/>	x
People from different faith groups	<input type="checkbox"/>	<input type="checkbox"/>	x
Lesbian, gay or bisexual people	<input type="checkbox"/>	<input type="checkbox"/>	x
Older or younger people	<input type="checkbox"/>	<input type="checkbox"/>	x
People in rural locations	<input type="checkbox"/>	<input type="checkbox"/>	x
Married people or people in civil partnerships	<input type="checkbox"/>	<input type="checkbox"/>	x
Group cont'd	May particularly benefit	May adversely impact	No impact anticipated
Other	<input type="checkbox"/>	<input type="checkbox"/>	x

Please explain the potential benefits or adverse impacts listed above.

Recommendations

Please select a recommended course of action and, where appropriate, explain your choice.

The suggested policy introduces a charge for those who wish to receive a regular garden waste collection service. Other options are available and will be advertised. Those who use the service will pay for the service and the cost of an expensive service will no longer be borne by those who do not use the service. Details of service design considerations affected by consultation are outlined above as outlined in terms and conditions and the overall waste service standards.

No major change needed x

Adjust the policy

Adverse impact but continue

Stop and remove the policy

Future actions:

Continue to monitor take up and impacts at a local level following the introduction of a chargeable garden waste collection scheme. Look to find a solution to the issue raised during the consultation of inequitable access to Lincolnshire County Council's network of recycling centres.

Monitor the levels of flytipping and amounts of garden waste in the residual waste stream and in resident's black bins. Take proportionate education and enforcement action where appropriate, in line with existing corporate policies.

Lead Signature:



Date⁴:27-11-2017

⁴ What happens next? – See the “Understanding the EIA process” section of the [Internal EIA Guidance](#).