

Equality Impact Assessment / Equality Analysis

(updated Dec 2022)

Title of service or policy	Public Reuse and Recycling Centre
Name of directorate and service	Place Management, Waste Services
Name and role of officers completing the EIA	Ian James
Date of assessment	20 th March 2023 Rev2 – 21 st April 2023

Equality Impact Assessment (or ‘Equality Analysis’) is a process of systematically analysing a new or existing policy or service to identify what impact or likely impact it will have on different groups within the community. The main aim is to identify any discriminatory or negative consequences for a particular group or sector of the community, and also to identify areas where equality can be better promoted. Equality impact Assessments (EIAs) can be carried out in relation to services provided to customers and residents as well as employment policies/strategies that relate to staffing matters.

This toolkit has been developed to use as a framework when carrying out an Equality Impact Assessment (EIA) or Equality Analysis. **Not all sections will be relevant – so leave blank any that are not applicable.** It is intended that this is used as a working document throughout the process, and a final version will be published on the Council’s website.

1. Identify the aims of the policy or service and how it is implemented.		
	Key questions	Answers / Notes
1.1	Briefly describe purpose of the service/policy e.g. <ul style="list-style-type: none"> ● How the service/policy is delivered and by whom ● If responsibility for its implementation is shared with other departments or organisations ● Intended outcomes 	The Reuse and Recycling Centre (RRC) provides residents of B&NES with an outlet for recycling, reuse and disposal of a full range of items, mainly as an outlet for the bulky materials that are not collected as part of the Council’s kerbside service eg rubble, metals, large domestic appliances etc. The sites aim to reuse and recycle as much of this waste as possible in line with national and local government waste targets.
1.2	Provide brief details of the scope of the policy or service being reviewed, for example: <ul style="list-style-type: none"> ● Is it a new service/policy or review of an existing one? ● Is it a national requirement?). ● How much room for review is there? 	The provision of a Public Reuse and Recycling Centre (previously knows as a Household Waste Recycling Centre, Civic Amenity Site, or Council Tip) is an existing service and a statutory requirement. However, a new RRC facility is being constructed as part of a wider, new waste and recycling facility in Keynsham and is due to open in April 23 The RRC is part of the first phase of this construction, with the remainder, which includes a Waste Transfer Station, Traders Waste Transfer Station, Materials Recycling Facility and vehicle workshops due to be open some time later
1.3	Do the aims of this policy link to or conflict with any other policies of the Council?	The provision links to Local Authority recycling targets, NES Service Plans8 and the Climate Emergency Strategy.

2. Consideration of available data, research and information

Monitoring data and other information should be used to help you analyse whether you are delivering a fair and equal service. Please consider the availability of the following as potential sources:

- **Demographic** data and other statistics, including census findings
- Recent **research** findings (local and national)
- Results from **consultation or engagement** you have undertaken
- Service user **monitoring data** (including ethnicity, sex, disability, religion/belief, sexual orientation and age)
- Information from **relevant groups** or agencies, for example trade unions and voluntary/community organisations
- Analysis of records of enquiries about your service, or **complaints** or **compliments** about them
- Recommendations of **external inspections** or audit reports


	Key questions	Data, research and information that you can refer to
2.1	What equalities training have staff received to enable them to understand the needs of our diverse community?	Managers and Supervisors receive Equalities and Inclusion Training Front line staff receive training for assisting members of the public when using the site
2.2	What is the equalities profile of service users?	The Public RRC is open to all members of the public who are B&NES residents, largely vehicle users who attend site loaded with materials for recycling or disposal. Cycling is also encouraged.
2.4	Are there any recent customer satisfaction surveys to refer to? What were the results? Are there any gaps? Or differences in experience/outcomes?	The most recent Waste Services surveys can be found here: S:\Waste Services\Surveys - Voicebox, ODPM etc
2.5	What engagement or consultation has been undertaken as part of this EIA and with whom? What were the results?	There is continual engagement with staff and managers on policies and practises on site. This is achieved through all RC staff away days (last held February 22), as part of focus groups held with service managers

		during the design of the Public RRC, and reviewed during quarterly disposal meetings with managers
2.6	If you are planning to undertake any consultation in the future regarding this service or policy, how will you include equalities considerations within this?	Customer feedback via the Council complaint and compliments & suggestion process and / or direct feedback to site staff and Council Connect will take into account any equalities considerations that may arise from the operations of the new facility

3. Assessment of impact: 'Equality analysis'

	Based upon any data you have considered, or the results of consultation or research, use the spaces below to demonstrate you have analysed how the service or policy: <ul style="list-style-type: none"> • Meets any particular needs of equalities groups or could help promote equality in some way. • Could have a negative or adverse impact for any of the equalities groups 		
		Examples of what the service has done to promote equality	Examples of actual or potential negative or adverse impact and what steps have been or could be taken to address this
3.1	Issues relating to all groups and protected characteristics	The Public RRC is available to all members of the public	
3.2	Sex – identify the impact/potential impact of the policy on women and men.	The Public RRC is available to all members of the public and assistance is available to customers who request this.	
3.3	Pregnancy and maternity	The Public RRC is available to all members of the public and assistance is available to customers who request this	The operating procedures allow for providing assistance to pregnant customers on site to ensure all staff are consistent in the appropriate level of assistance being offered
3.4	Gender reassignment – identify the impact/potential impact of the policy on transgender people	The Public RRC is available to all members of the public and assistance is available to customers who request this	

<p>3.5</p>	<p>Disability – identify the impact/potential impact of the policy on disabled people (ensure consideration both physical, sensory and mental impairments and mental health)</p>	<p>The Public RRC is available to all members of the public and assistance is available to customers who request this</p>	<p>Personal Emergency Evacuation Plan (PEEP) is used to document how people will be evacuated when they have difficulty responding to an emergency evacuation situation (eg fire). The facility has an upper and lower deck and PEEPs cover eventualities for disabilities (eg wheelchair users) in an emergency situation</p> <p>The operating procedures allow for providing assistance to customers with disabilities on site to ensure all staff are consistent in the appropriate level of assistance being offered. For unseen disabilities, customers can request assistance if required to the meet and greet member of staff at the main gate, where front line staff are notified via radio communications</p> <p>Staff are on hand to offer guidance for correct destination of materials brought to site for customers with limited literacy skills or literacy learning disabilities</p> <p>Staff recognise blue holders when on display when entering site and are alerted for standby by the meet & greet staff for assistance if required. Customers can request assistance if required to the meet and greet member of staff at the main gate if there is no blue badge on display, where front line staff are notified via radio communications</p>
<p>3.6</p>	<p>Age – identify the impact/potential impact of the policy on different age groups</p>	<p>The Public RRC is available to all members of the public and assistance is available to customers who request this</p>	<p>The operating procedures allow for providing assistance to elderly residents on site to ensure all staff are consistent in the appropriate level of assistance being offered. Children are requested</p>

			to remain in cars, or in quieter times to stay close to parents / adults at all times
3.7	Race – identify the impact/potential impact on across different ethnic groups	The Public RRC is available to all members of the public and assistance is available to customers who request this	
3.8	Sexual orientation – identify the impact/potential impact of the policy on lesbian, gay, bisexual, heterosexual people	The Public RRC is available to all members of the public and assistance is available to customers who request this	
3.9	Marriage and civil partnership – does the policy/strategy treat married and civil partnered people equally?	The Public RRC is available to all members of the public and assistance is available to customers who request this	
3.10	Religion/belief – identify the impact/potential impact of the policy on people of different religious/faith groups and also upon those with no religion.	The Public RRC is available to all members of the public and assistance is available to customers who request this	
3.11	Socio-economically disadvantaged* – identify the impact on people who are disadvantaged due to factors like family background, educational attainment, neighbourhood, employment status can influence life chances (this is not a legal requirement, but is a local priority).	The Public RRC is available to all members of the public and assistance is available to customers who request this	<p>Staff are on hand to offer guidance for correct destination of materials brought to site for customers with limited literacy skills or literacy learning disabilities</p> <p>Materials signage on site is enhanced with graphic depiction of materials eg:</p>  <p>The site is largely designed for car users. However there is also pedestrian and bicycle</p>

			access with walkways and places to lock bicycles on site
3.12	Rural communities* identify the impact / potential impact on people living in rural communities	The Public RRC is available to all members of the public and assistance is available to customers who request this	Other RRC's are available in the B&NES area but all residents of B&NES are able to use the facility. A comprehensive non-chargeable weekly kerbside recycling collection service and fortnightly waste collection service is available to all residents, irrespective of location within the B&NES area. A bulky household waste service is offered at discounted rates for low-income households. A subscription garden waste collection service is also available.
3.13	Armed Forces Community ** serving members; reservists; veterans and their families, including the bereaved. Public services are required by law to pay due regard to the Armed Forces Community when developing policy, procedures and making decisions, particularly in the areas of public housing, education and healthcare (to remove disadvantage and consider special provision).	The Public RRC is available to all members of the public and assistance is available to customers who request this	

*There is no requirement within the public sector duty of the Equality Act to consider groups who may be disadvantaged due to socio economic status, or because of living in a rural area. However, these are significant issues within B&NES and have therefore been included here.

** The Equality Act does not cover armed forces community. However, the Armed Forces Bill (which came in on 22 Nov 2022) introduces a requirement to pay 'due regard' to make sure the Armed Forces Community are not disadvantaged when accessing public services.

4. Bath and North East Somerset Council & NHS B&NES Equality Impact Assessment Improvement Plan

Please list actions that you plan to take as a result of this assessment/analysis. These actions should be based upon the analysis of data and engagement, any gaps in the data you have identified, and any steps you will be taking to address any negative impacts or remove barriers. The actions need to be built into your service planning framework. Actions/targets should be measurable, achievable, realistic and time framed.

Issues identified	Actions required	Progress milestones	Officer responsible	By when
Confirmation of policy and procedures in the level of assistance offered to elderly and disabled residents.	Reiterate to staff via training ie Tool box talks	Signed copies of training	D Bramhall	17-4-23
Potential differences in staff understanding of equalities issues	Equalities training given to all front line staff who deal with members of the public	Signed training records	Service managers	Summer 2023

5. Sign off and publishing

Once you have completed this form, it needs to be 'approved' by your Divisional Director or their nominated officer. Following this sign off, send a copy to the Equalities Team (equality@bathnes.gov.uk), who will publish it on the Council's and/or NHS B&NES'

website. Keep a copy for your own records.

Signed off by:
(Divisional Director or nominated senior officer)

Simon Porter

Date: 25.04.2023