

## Initial Equalities Screening Record Form

<b>Date of Screening:</b> 12/12/19	<b>Directorate:</b> Delivery	<b>Section:</b> Contract Services
<b>1. Activity to be assessed</b>	Change to the waste collection service; introduction of a weekly food waste collection service, a change in frequency of the refuse collection from fortnightly to three weekly, the and provision of a weekly absorbent hygiene product (AHP) collection (nappies and incontinence pads) for those who require it.	
<b>2. What is the activity?</b>	<input type="checkbox"/> Policy/strategy <input type="checkbox"/> Function/procedure <input type="checkbox"/> Project <input type="checkbox"/> Review <input checked="" type="checkbox"/> Service <input type="checkbox"/> Organisational change	
<b>3. Is it a new or existing activity?</b>	<input checked="" type="checkbox"/> New <input type="checkbox"/> Existing	
<b>4. Officer responsible for the screening</b>	Claire Pike, Head of Environmental Services	
<b>5. Who are the members of the screening team?</b>	Claire Pike, Head of Environmental Services	
<b>6. What is the purpose of the activity?</b>	To reduce Bracknell Forest's contribution to climate change; enable Bracknell Forest to achieve the government target of a 50% recycling rate by 2020; to meet the likely future requirement of DEFRA for councils to provide a weekly separate food collection and to deliver a financial saving.	
<b>7. Who is the activity designed to benefit/target?</b>	Changes to the council's waste collection service will be introduced to all households (not flats and Houses of Multiple Occupation which will be in a second phase) within the borough and should enable the council to meet statutory targets.	
<b>Protected Characteristics</b>	<b>Please tick yes or no</b>	<b>Is there an impact?</b> What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both? If the impact is neutral please give a reason.
<b>8. Disability Equality – this can include physical, mental health, learning or sensory disabilities and includes conditions such as dementia as well as hearing or sight impairment.</b>	Y	<p>Residents may be unable to take their bins to the kerbside for collection due to a disability.</p> <p>Residents with medical related waste may require additional waste capacity.</p> <p>Residents may be confused over which waste goes in which bin.</p>
<b>9. Racial equality</b>	Y	<p>Some residents who do not speak English as their first language may not be able to understand instructions</p>
		<b>What evidence do you have to support this?</b> E.g equality monitoring data, consultation results, customer satisfaction information etc Please add a narrative to justify your claims around impacts and describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making, include consultation results/satisfaction information/equality monitoring data
		<p>Approximately 1800 residents are already signed up to have an assisted collection of refuse, recycling and garden waste bins</p> <p>Approximately 140 residents have extra capacity for medical related waste</p> <p>Occasional requests received for home visits to explain the service, this includes provision of pictorial guides and large print guides</p>
		<p>Demographic data shows that some Bracknell Forest residents do not speak English as a first language.</p>

			for waste collection.	
<b>10. Gender equality</b>		N		
<b>11. Sexual orientation equality</b>		N		
<b>12. Gender re-assignment</b>		N		
<b>13. Age equality</b>	Y		Elderly residents may not be able to carry their outdoor caddy to the kerbside.	Some elderly residents are signed up to have an assisted waste collection.
<b>14. Religion and belief equality</b>		N		
<b>15. Pregnancy and maternity equality</b>		N		
<b>16. Marriage and civil partnership equality</b>		N		
<b>17. Please give details of any other potential impacts on any other group (e.g. those on lower incomes/carers/ex-offenders, armed forces communities) and on promoting good community relations.</b>	N/A			
<b>18. If an adverse/negative impact has been identified can it be justified on grounds of promoting equality of opportunity for one group or for any other reason?</b>	N/A			
<b>19. If there is any difference in the impact of the activity when considered for each of the equality groups listed in 8 – 14 above; how significant is the difference in terms of its nature and the number of people likely to be affected?</b>	The impacts will be minor due to the actions listed below that will be in place to mitigate against them			

<b>20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?</b>		N	Assistance and support will be offered to all those who require it
<b>21. What further information or data is required to better understand the impact? Where and how can that information be obtained?</b>	No further information required		
<b>22. On the basis of sections 7 – 17 above is a full impact assessment required?</b>		N	All of the potential impacts can be mitigated against by the actions listed below in 23
<b>23. If a full impact assessment is not required; what actions will you take to reduce or remove any potential differential/adverse impact, to further promote equality of opportunity through this activity or to obtain further information or data?</b> Please complete the action plan in full, adding more rows as needed.			
<b>Action</b>	<b>Timescale</b>	<b>Person Responsible</b>	<b>Milestone/Success Criteria</b>
Residents will be able to have their food caddy collected from within their property boundary alongside their other bins as part of the assisted collection service	As soon as service is in place	Donna Cox / Claire Pike	Residents already on the assisted collection register for refuse, recycling and garden waste will automatically be on the register for food waste
Residents will be advised that if they have a concern over capacity in their bin for nappies and/or incontinence pads, then they can contact the council who will support them through face to face visits on an individual basis	Will be communicated as part of the comms / marketing material	Donna Cox / Claire Pike / Alana Razzell	Residents will contact the council for additional support
Residents who require support to understand which waste goes into each bin will be offered face to face visits for support, as part of this visits pictorial information can be provided and also large print versions of information	As soon as communications begin	Donna Cox / Claire Pike / Alana Razzell	Residents will contact the council for additional support
Simple language and pictorial information will be used in the marketing material and residents can request literature in different languages	As soon as communications begin	Donna Cox / Claire Pike / Alana Razzell	There will be no complaints from residents, and we will observe a similar food waste recycling performance across all groups
<b>24. Which service, business or work plan will these actions be included in?</b>	Already included in the work plan of Environmental Services		
<b>25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?</b>	All activities already identified above		

**26. Chief Officers signature.**

Signature: D.W James

Date:20<sup>th</sup> December 2019