

Equality Impact Assessment

Introduction

An Equality Impact Assessment (EqIA) is a method for assessing the effects or impacts of a council policy or function on removing barriers to equality.

The Equality Act 2010 includes a public sector equality duty which requires public authorities to try and eliminate discrimination; advance equality of opportunity between persons who share a relevant protected characteristic and those who do not share it and promote equality and good relations across a range of protected characteristics.

The protected characteristics are:

Age	Disability	Gender Reassignment
Marriage and civil partnership	Pregnancy and maternity	Race
Religion or belief (including lack of belief)	Sex	Sexual orientation

An EqIA should be completed with the full range of protected characteristics considered during the initial stages of developing new strategies, policies, functions or services, prior to starting a procurement exercise and before decisions are made.

Examples of when an EqIA should be completed are:

<ul style="list-style-type: none">Any proposals to introduce or add to a service	<ul style="list-style-type: none">Any proposals to adopt policy priorities, strategies and plans
<ul style="list-style-type: none">Any proposals to remove, reduce or alter a service	<ul style="list-style-type: none">Changes to staffing structure where groups of employees are likely to be negatively affected
<ul style="list-style-type: none">Any new policies or changes to policies	<ul style="list-style-type: none">Any proposals in relation to procured or commissioned services

Stage 1 - Equality Screening

Whenever a policy/service or function is reviewed, changed, developed or removed an initial equality impact assessment stage 1 will need to be undertaken. This is a screening template and will help establish whether a full assessment is needed. This should be done at an early stage of the process so that it is part of policy development.

Stage 2 – Equality Impact Assessment

This is the full EqIA and seeks to identify the equality considerations that have been taken into account including any mitigating actions proposed and ensures decisions are based on evidence. The EqIA will need to be agreed with the appropriate Head of Service or Director and should be included on the decision making report, along with commentary on the assessment in the main body of the report.

STAGE 1 – Equality Screening

1. Identify the policy, project, function or service change

a. Person responsible for this EqIA

Officer responsible: Karen Watson

Service Area: Environmental Services

Title: Environmental Partnerships Manager

Date of assessment: 28 June 2024

Signature: *K Watson*

b. Is this a policy, function, strategy, service change or project?

Choose an item.

If other, please specify:

c. Name of the policy, function, strategy, service change or project

Review of waste and recycling receptacles

Is this new or existing? New

Choose an item.

Please specify reason for change or development of policy, function, strategy, service change or project

d. What are the aims, objectives and intended outcomes and who is likely to benefit from it?

Aims: To generate income to cover the costs of delivering the service; to support the reduction of residual waste by continuing to provide free of charge receptacles to those on benefits;

Objectives: To offset service deliver costs by introducing a delivery charge for waste and recycling receptacles

Outcomes: Reduce budget pressures and better control the supply of waste and recycling receptacles; data available to better support residents on low incomes

Benefits: To generate income to cover the costs of delivery the service; better data capture and control over the provision of waste and recycling receptacles; insights into resident recycling behaviours based on social economic factors.

e. What are the expected impacts?

Are there any aspects, including how it is delivered or accessed, that could have an impact on the lives of people, including employees and customers.

Yes

Do you expect the impacts to be positive or negative?

Unsure

Please provide an explanation for your answer:

The introduction of delivery charges for waste and recycling receptacles may present a financial barrier to participation in recycling, impact the Council's budget and recycling rate. The charge will be reduced for any residents on income related benefits however those residents on low incomes but do not qualify for free delivery will be required to pay and these residents may find this more financially difficult than residents on higher incomes. Insufficient data is available to support a positive or a negative answer.

If your answer to question e identified potential positive or negative impacts, or you are unsure about the impact, then you should carry out a Stage Two Equality Impact Assessment.

f. Identify next steps as appropriate

Stage Two required

Yes

Owner of Stage Two assessment

Karen Watson

Completion date for Stage Two assessment

28 June 2024

Please forward this completed form to [add email address] and move on to Stage 2 if required.

STAGE 2 – Full Equality Impact Assessment

2. Engagement and consultation

The best approach to find out if a policy etc, is likely to impact positively or negatively on equality groups is to look at existing research, previous consultation recommendations, studies or consult with representatives of those equality groups.

a. Research and evidence

List below any data, consultations (previous, relevant, or future planned), or any relevant research, studies or analysis that you have considered to assess the policy, function, strategy, service change or project for its relevance to equality.

Some research has been carried out to understand how many local authorities charge for delivery or the actual receptacles however little information is easily available, particularly on the impact of such initiatives for residents. In Gloucestershire, Stroud District Council have been charging for receptacles for some years. Their service design is different and they have charged £9.99, increasing to £12.99 this year. Feedback from Stroud has been considered by officers as part of this initiative.

b. Consultation

Has any consultation be conducted?

Yes

Describe the consultation or engagement you have conducted or are intending to conduct. Describe who was consulted, what the outcome of the activity was and how these results have influenced the development of the strategy, policy, project, service change or budget option.

If no consultation or engagement is planned, please explain why.

The proposed introduction of delivery charges was included in the budget consultation carried out during December 2023 prior to approval of the 2024/25 budget by full Council.

Environmental Services have not received any negative feedback from this consultation exercise. See above regarding consultation or feedback from other local authorities

3. Assessment

a. Assessment of impacts

For each characteristic, please indicate the type of impact (positive – contributes to promoting equality or improving relations within an equality group, neutral – no impact, negative – could disadvantage them).

Please use the description of impact box to explain how you justify the impact and include any data and evidence that you have collected from surveys, performance data or complaints to support your proposed changes

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Protected Characteristic	Specific Characteristic	Impact	Description of impact	Mitigating Action
AGE	Older people (60+)	Neutral	This age group are likely to be in receipt of a pension and could be in a lower income group	Charge reduced for residents on benefits so less impact
	Younger People (16-25)	Neutral	If this age group are home owners and on a low income they will be negatively impacted.	Charge reduced for residents on benefits so less impact
	Children (0-16)	Neutral	This age group will not be homeowners	None needed
DISABILITY A definition of disability under the Equality Act 2010 is available here . <i>See also carer responsibilities under other considerations.</i>	Physical disability	Neutral	No impact. Residents in receipt of benefits will be charged a reduced amount.	Charge reduced for residents on benefits so less impact
	Sensory Impairment (sight, hearing)	Neutral	No impact. See above.	Charge reduced for residents on benefits so less impact
	Mental health	Neutral	No impact. See above.	Charge reduced for residents on benefits so less impact
	Learning Disability	Neutral	No impact. See above.	Charge reduced for residents on benefits so less impact
GENDER REASSIGNMENT		Neutral	The delivery charge applies to all residents and will be reduced if residents are in receipt of benefits.	Charge reduced for residents on benefits. No impact that is different from other residents not on benefits
MARRIAGE & CIVIL PARTNERSHIP	Women	Neutral	The delivery charge applies to all residents and will be reduced if residents are in receipt of benefits.	Charge reduced for residents on benefits. No impact that is different from other residents not on benefits
	Men	Neutral	The delivery charge applies to all residents and will be reduced if residents are in receipt of benefits.	Charge reduced for residents on benefits. No impact that is different from other residents not on benefits
	Lesbians	Neutral	The delivery charge applies to all residents and will be reduced if residents are in receipt of benefits.	Charge reduced for residents on benefits. No impact that is different from other residents not on benefits
	Gay Men	Neutral	The delivery charge applies to all residents and will be reduced if residents are in receipt of benefits.	Charge reduced for residents on benefits. No impact that is different from other residents not on benefits

PREGNANCY & MATERNITY	Women	Neutral	The delivery charge applies to all residents and will be reduced if residents are in receipt of benefits.	Charge reduced for residents on benefits. No impact that is different from other residents not on benefits
RACE* Further information on the breakdown below each of these headings, is available here . For example Asian, includes Chinese, Pakistani and Indian etc	White	Neutral	The delivery charge applies to all residents and will be reduced if residents are in receipt of benefits.	Charge reduced for residents on benefits. No impact that is different from other residents not on benefits
	Mixed or multiple ethnic groups	Neutral	The delivery charge applies to all residents and will be reduced if residents are in receipt of benefits.	Charge reduced for residents on benefits. No impact that is different from other residents not on benefits
	Asian	Neutral	The delivery charge applies to all residents and will be reduced if residents are in receipt of benefits.	Charge reduced for residents on benefits. No impact that is different from other residents not on benefits
	African	Neutral	The delivery charge applies to all residents and will be reduced if residents are in receipt of benefits.	Charge reduced for residents on benefits. No impact that is different from other residents not on benefits
	Caribbean or Black	Neutral	The delivery charge applies to all residents and will be reduced if residents are in receipt of benefits.	Charge reduced for residents on benefits. No impact that is different from other residents not on benefits
		Neutral	The delivery charge applies to all residents and will be reduced if residents are in receipt of benefits.	Charge reduced for residents on benefits. No impact that is different from other residents not on benefits
RELIGION & BELIEF** A list of religions used in the census is available here	See note	Neutral	The delivery charge applies to all residents and will be reduced if residents are in receipt of benefits.	Charge reduced for residents on benefits. No impact that is different from other residents not on benefits
SEX (GENDER)	Men	Neutral	The delivery charge applies to all residents and will be reduced if residents are in receipt of benefits.	Charge reduced for residents on benefits. No impact that is different from other residents not on benefits
	Women	Neutral	The delivery charge applies to all residents and will be reduced if residents are in receipt of benefits.	Charge reduced for residents on benefits. No impact that is different from other residents not on benefits
	Trans Men	Neutral	The delivery charge applies to all residents and will be reduced if residents are in receipt of benefits.	Charge reduced for residents on benefits. No impact that is different from other residents not on benefits

	Trans Women	Neutral	The delivery charge applies to all residents and will be reduced if residents are in receipt of benefits.	Charge reduced for residents on benefits. No impact that is different from other residents not on benefits
SEXUAL ORIENTATION	Heterosexual	Neutral	The delivery charge applies to all residents and will be reduced if residents are in receipt of benefits.	Charge reduced for residents on benefits. No impact that is different from other residents not on benefits
	Lesbian	Neutral	The delivery charge applies to all residents and will be reduced if residents are in receipt of benefits.	Charge reduced for residents on benefits. No impact that is different from other residents not on benefits
	Gay	Neutral	The delivery charge applies to all residents and will be reduced if residents are in receipt of benefits.	Charge reduced for residents on benefits. No impact that is different from other residents not on benefits
	Bisexual/Pansexual	Neutral	The delivery charge applies to all residents and will be reduced if residents are in receipt of benefits.	Charge reduced for residents on benefits. No impact that is different from other residents not on benefits
Other considerations				
Socio-economic factors (income, education, employment, community safety & social support)		Negative	The delivery charge applies to all residents and will be reduced if residents are in receipt of benefits. Those residents not in receipt of benefits but on lower incomes will be required to pay the delivery charge which is likely to be more financially challenging for this group on lower incomes than the more affluent residents.	Discretion will need to be applied where exceptional circumstances can be demonstrated.
Rurality i.e. access to services; transport; education; employment; broadband		Neutral	The delivery charge applies to all residents and will be reduced if residents are in receipt of benefits. Cheltenham is mainly urban.	Charge reduced for residents in receipt of benefits irrespective of whether they live in our urban or rural areas
Other (e.g. caring responsibilities)		Neutral	The delivery charge applies to all residents and will be reduced if residents are in receipt of benefits.	Charge reduced for residents in receipt of benefits. No impact that is different from other residents not on benefits

* To keep the form concise, race has not been included as an exhaustive list, please augment the list above where appropriate to reflect the complexity of other racial identities.

** There are too many faith groups to provide a list, therefore, please input the faith group e.g. Muslims, Buddhists, Jews, Christians, Hindus, etc. Consider the different faith groups individually when considering positive or negative impacts. A list of religions in the census is available [here](#)

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4. Outcomes, Action and Public Reporting

a. Please list the actions identified through the evidence and the mitigating action to be taken.

Action	Target completion date	Lead Officer
Reduce charges for those in receipt of benefits to £2.99 not £4.99. GDPR issues associated with tick boxes on the online form need to be considered.	5 Augst 2024	Karen Watson/Beth Cordingley/Richard Drinkwater
Discretion will need to be applied where exceptional circumstances can be demonstrated – support customer service staff appropriately	5 August 2024	Karen Watson/Beth Cordingley

b. Public reporting

All completed EqIA's are required to be publicly available on the Council's website once they have been signed off. EqIA's are also published with the papers for committee and full council decisions.

Please send completed EqIA's to [email address]

5. Monitoring outcomes, evaluation and review

The Equalities Impact Assessment is not an end in itself but the start of a continuous monitoring and review process. The relevant Service or Lead Officer responsible for the delivery of the policy, function or service change is also responsible for monitoring and reviewing the EqIA and any actions that may be taken to mitigate impacts.

Individual services are responsible for conducting the impact assessment for their area, staff from Corporate Policy and Governance will be available to provide support and guidance, please email xxxx if you have any questions.

6. Change log

Name	Date	Version	Change