



## Equality Screening Template

Households transferred from Castlereagh moving to Belfast City Councils kerbside recycling scheme.

## **Belfast City Council - Equality Screening Template**

The Council has a statutory duty to screen. This includes our strategies, plans, policies, legislative developments; and new ways of working such as – the introduction, change or end of an existing service, grant funding arrangement or facility. This screening template is designed to help departments consider the likely equality impacts of their proposed decisions on different groups of customers, service users, staff and visitors.

Before carrying out an equality screening exercise it is important that you have received the necessary training first. To find out about the training needed, contact – [gilmartins@belfastcity.gov.uk](mailto:gilmartins@belfastcity.gov.uk) or [dennisl@belfastcity.gov.uk](mailto:dennisl@belfastcity.gov.uk)

The accompanying [Screening Guidance](#) note provides straightforward advice on how to carry out equality screening exercises. Detailed information about the Section 75 equality duties<sup>1</sup> and what they mean in practice is available on the Equality Commission's website.

The screening template has 4 sections to complete. These are:

**Section A** - asks you to provide details about the policy / decision that is being screened.

**Section B** - has 4 key questions that require you to outline the likely impacts on equality groups, and all supporting evidence.

**Section C** - has 4 key questions in relation to obligations under the Disability Discrimination Order

**Section D** - is the formal record of the screening decision.

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<sup>1</sup> ECNI 'Section 75 of the NI Act 1998: A Guide for Public Authorities' April 2010. [www.equalityni.org](http://www.equalityni.org)

## Section A

### Details about the policy / decision to be screened

#### Title of policy / decision to be screened:-

For the Castlereagh households transferred to Belfast City Council:

- Moving 2,840 households onto the 240 litre dry recycling bin scheme from their existing kerbside sort 2 box scheme.

#### Brief description of policy / decision to be screened:-

*(Explain - Is this a new, revised or existing policy? Are there financial/legislative/procurement implications?)*

This is a **change in recycling system** for 2,840 of the households that have recently transferred from the Castlereagh area to the new Belfast City Council.

Of the 11,000+ households that have transferred to the new Belfast City Council area from the old Castlereagh Council area, 2,840 of these were on a kerbside sort “two box system”.

The remaining 8,500 households transferring to Belfast from Castlereagh were already on a three bin scheme (consisting of a residual waste bin, a brown bin for food and garden waste and a blue mixed dry recyclables bin). These households were able to be incorporated into Belfast City Council’s existing 3 bin kerbside recycling scheme.

For the 2,840 Castlereagh households on the weekly box recycling scheme, the Council proposes incorporating these into the outer city 3 bin recycling system. This would make more operational, financial and practical sense and the area naturally falls into the “outer city” ring of Belfast City Council.

Householders can keep their old Bryson Recycling boxes and they received a new 240 litre blue recycling bin for mixed dry recyclables, including plastic bottles, cans, cardboard, paper, aluminium foil and Tetrapak.

There is a sticker, already attached to each blue bin, outlining the materials accepted. As well as written instructions on the sticker, there are also images of each type of material.

The 2,840 affected households were already receiving a fortnightly collection as follows;

- Black residual waste bin and brown bins (organic material) collected on alternate weeks.
- Kerbside Recycling boxes collected every week.

This collection system will change slightly;

- The brown garden/food waste bin and the black residual waste bin will now be collected fortnightly on the same day.
- The blue dry recycling bin will also be collected fortnightly on the alternative week.

This new collection regime should be slightly easier in that all bin collections are now conducted on the same day of the week. (Whereas the kerbside sort box was generally collected on a different day of the week to the other bins).

Whilst the new scheme does not provide for the collection of glass, provision of the new 240 litre blue bins will provide a slight increase in capacity for recycling when compared to the box scheme. (240 litres a fortnight compared to 220 litres per fortnight).

For a number of reasons, including Health and Safety, financial and legislative constraints, Belfast City Council does not include the collection of glass within the blue bins provided for mixed dry recyclables.

A procurement exercise to provide a dedicated, kerbside glass collection service in the dry recyclables/blue bin area commenced in 2014 but this ultimately concluded with the non-award of contract. As this glass collection was previously provided under the box recycling scheme, Belfast City Council will seek to mitigate this through a number of actions including:

- Engaging with householders – Where our Resource Advisors conduct a “door knocking “ programme and talk to householders affected by the change, face to face. They inform them of alternative ways to recycle their glass, for example at bring sites, civic amenity sites and household recycling centres.
- Bring sites – residents are provided with details of their nearest glass recycling

point. The Service is also seeking to identify additional locations for the installation of new glass recycling points.

- Communications – During the door knocking programme, every household is called upon. If there is no one in, then a leaflet and accompanying letter are left. The leaflet, designed for the swap also states that glass cannot go into recycling bins, but could still be recycled using bottle banks. The letter outlines the change over and contains the web address for further information.

Belfast City Council's Cleansing Services collect the dry recyclable bins. The new households are being incorporated into their routes and operational plans. The material will continue to go to the Bryson Recycling Material Recovery Facility for sorting and processing, under arc21's existing contract for mixed dry recyclables.

The Bryson Recycling contract for the box scheme with Castlereagh Borough Council ended on 31<sup>st</sup> March 2015. For those households remaining with Lisburn City & Castlereagh Council, in the box scheme, a new contract was put in place with Bryson Recycling from 1<sup>st</sup> April 2015.

**Aims and objectives of the policy / decision to be screened:-**

The change in kerbside collection scheme brings the new households in line with Belfast City Council's current recycling regime for the outer part of the city and ensures the same service provision for all households in that area of Belfast.

**On whom will the policy / decision impact?**

*Consider the internal and external impacts (both actual or potential)*

- Staff
- Service users
- Other public sector organizations
- Voluntary / Community groups / Trade Unions
- Others, please specify commercial enterprises (Bryson Recycling)

**Are there linkages to other Agencies/ Departments?**

The scheme will contribute to the Department of the Environment's (DoE's) *Towards Resource Management* strategy and its *Delivering Resource Efficiency* strategy.

The scheme is in keeping with the plan drawn up by arc21, the regional waste management partnership of which Belfast City Council is part.

The DoE "Rethink Waste" fund has awarded £51,500 for the purchase of new 240 litre blue bins for all of the 2,840 households affected by the change. This has resulted in minimal cost to Belfast City Council (with only a requirement for Belfast City Council to cover the delivery cost of the bins).

## Section B

### 1. Outline consultation process achieved or planned

- Implementing this revised scheme will help us comply with the requirements of European legislation, as well as the commitment set out in the “Towards Zero Waste Action Plan” (TZWAP), which was presented to the Equality Consultative Forum on 23rd February 2012 and adopted by Belfast City Council on 1<sup>st</sup> May 2012.
- Under section 1 of the TZWAP, the council states that it will *“Improve Recycling Collection Services for householders”*
- Incorporating the 2,840 households transferring from Castlereagh into the existing Belfast City Council 3-bin recycling scheme for the outer city provides a uniformity of service across this area.
- The Council has engaged with households affected by the change through its door knocking programme. Where possible every household is informed of the changes through face to face conversations.

Consultation for developing the TZWAP included:

- Internal consultation with staff from Waste Management and other departments, through the Waste Programme Board and other meetings and briefings.
- An officer workshop, on 2nd December 2011, with a range of Council departments and external organisations, including the Department of the Environment and arc21.
- Comments and recommendations from Members at Committee (Dec11) and Council (Jan 12)
- A series of briefings with: Alliance, DUP, PUP, SDLP, Sinn Fein and the UUP.
- Sending the draft Plan for comment to external organisations, including LARAC (Local Authority Recycling Advisory Commission), the Strategic Investment Board and “Zero Waste Scotland”.
- Liaising with a number of benchmarking councils to determine whether similar plans existed.

- Extensive consultation was also carried out through the EQIA of the arc21 Eastern Region Waste Management Plan.

## 2. Available evidence

*What evidence / information (both qualitative and quantitative) have you gathered to inform this policy? Set out all evidence below to help inform your screening assessment. Please note: It is important to record information gathered from a variety of sources such as:*

- *Monitoring information*
- *Complaints*
- *Research /surveys*
- *Consultation exercise and other public authorities*

Section 75 category	Details of evidence / information and engagement
Religious belief	<u>No equality issues</u> have arisen in relation to this category
Political opinion	<u>No equality issues</u> have arisen in relation to this category.
Racial group	<p>Potential issues have been identified in relation to communicating with residents who speak other languages and are not fluent in English and also to cultural differences.</p> <p>Photographs are used within our leaflets to communicate our recycling message and make the information easier to understand.</p>
Age	<p>Potential issues have been identified in relation to older residents, for example, having poor eyesight to read information or educational materials and physical health conditions which could affect their ability to fully sort materials or to present bins or containers for collection. Bins left untidily on the footpath could be obstacles to mobility.</p> <p>The Council extends its Assisted Lift Scheme to the blue recycling bins.</p>

	<p>Cleansing Services staff, involved in the collection scheme, are trained in the appropriate return and presentation of bins to the household curtilage.</p> <p>Photographs are used within our leaflets to communicate our recycling message and make the information easier to understand. Requests to receive our information in alternative format, such as large font and Braille will be considered by the service.</p>
Marital status	<u>No equality issues</u> have arisen in relation to this category.
Sexual orientation	<u>No equality issues</u> have arisen in relation to this category.
Men & women generally	<u>No equality issues</u> have arisen in relation to this category.
Disability	<p>Potential issues have been identified in relation to blind and partially sighted people who are unable to read standard information or educational materials. Multiple bins may also present an obstacle on the footpath, or they may have difficulty finding and retrieving their own bins after collection.</p> <p>The Council extends its Assisted Lift Scheme to the recycling bins. Staff involved in the collection scheme are trained in the appropriate return and presentation of bins to the household curtilage.</p> <p>The Council will continue to work with the RNIB and other disability groups to ensure that communications are made available in alternative formats where required, for example larger print, Braille and audio versions.</p>
Dependants	<p>The standard capacity may be inadequate to accommodate the amount of waste generated by large families.</p> <p>The transfer to the blue bin scheme provides additional recycling capacity over and above the box scheme. Where extra blue recycling bins are</p>

	requested, the Council will issue these as required.
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**3. What is the likely impact (indicate if the policy impact is positive or negative) on equality of opportunity for those affected by this policy, for each of the Section 75 equality categories? What is the level of impact?**

<b>Section 75 category</b>	<b>Likely impact?</b>	<b>Level of impact? Minor/Major/None</b>
Religious belief	None	None
Political opinion	None	None
Racial group	Residents who speak other languages and are not fluent in English reading / writing may be unable to understand instructions about transfer to the Belfast 3 bin scheme the new scheme. (Negative impact.)	Minor
Age	Older / infirm may have difficulty transporting their bins to the collection point. Those with failing eyesight may have difficulty reading the communications materials. Multiple bins left untidily on the footpath present a trip hazard. (Negative impact.)  The Council extends its Assisted Lift Scheme to the recycling bins.	Minor
Marital status	None	None
Sexual orientation	None	None

Men and women generally	None	None
Disability	Blind and partially sighted people may be unable to read standard information or educational materials.  (Negative impact.)  The Council will extend its Assisted Lift Scheme to the recycling bins.	Minor
Dependants	The standard capacity may be inadequate to accommodate the amount of waste generated by large families. (Negative impact.)  However, additional blue bins can be issued upon request.	Minor

**4. Are there opportunities to better promote equality of opportunity for people within the Section 75 equalities categories?**

<b>Section 75 category</b>	<b>If Yes, provide details</b>	<b>If No, provide reasons</b>
Religious belief	None	N/A
Political opinion	None	N/A
Racial group	Information will be largely visual / illustrative to minimise language difficulties; we have the facility to provide information or presentations in various languages, as needed.  Trained Resource Advisors will visit each household	

	to explain the scheme and establish if further information is required in an alternative language.	
Age	<p>Trained Resource Advisors will visit each household to explain the scheme.</p> <p>We will consider requests to provide educational materials in an alternative format, such as large print, where a need is established.</p> <p>Operatives will be trained to return containers neatly to the point where they were presented.</p> <p>The Council will extend its Assisted Lift Scheme to the recycling bins.</p>	
Marital status	None	N/A
Sexual orientation	None	N/A
Men and women generally	<p>Literacy Issues</p> <p>The council will use pictorial advice where possible within its communications and when indicating what should and should not go in the recycling bins.</p> <p>The sticker on the blue bins uses symbols to illustrate what items can go in the bins for recycling. The information leaflet to householders affected by the change reinforces this message with the use of photographs.</p>	
Disability	Trained Resource Advisors will visit each household to explain the scheme. If asked about bin presentation, they request that bins are presented neatly and do not present a trip hazard.	

	<p>Operatives are trained to return bins neatly to the point where they were presented.</p> <p>We provide an assisted lift scheme for households where no resident is fit to present the bins for collection. Some of our educational staff are also trained in sign language, should that be needed.</p> <p>We are also working with RNIB who will use their list of residents who currently receive an alternative format of city matters to inform how we communicate with all people affected by the change in recycling scheme.</p>	
Dependants	The Council will provide extra recycling bins to householders as required.	

**5. To what extent is the policy likely to impact (positive or negatively) on good relations between people of different religious belief, political opinion or racial group? What is the level of impact?**

<b>Good relations category</b>	<b>Likely impact?</b>	<b>Level of impact? Minor/Major/None</b>
Religious belief	None	N/A
Political opinion	None	N/A
Racial group	None	N/A

**6. Are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group?**

Good relations category	If Yes, provide details	If No, provide reasons
Religious belief	None	N/A
Political opinion	None	N/A
Racial group	None	N/A

**7. Multiple identities**

**Provide details of the impact of the policy on people with multiple identities**

*Specify relevant Section 75 categories concerned.*

Minor impacts have been identified in categories where multiple identities exist e.g. older person with a disability. Mitigations have been identified in all cases.

## Section C

Belfast City Council also has legislative obligations to meet under the [Disability Discrimination Order](#) and Questions 5 -6 relate to these two areas.

### Consideration of Disability Duties

**8. Does this proposed policy / decision provide an opportunity for the Council to better promote positive attitudes towards disabled people?**

***Explain your assessment in full***

This decision might promote positive attitudes towards people living with disabilities by promoting easy access to information, raising awareness of the difficulties that people living with disabilities face in everyday tasks such as sorting waste and presenting bins and encouraging everyone to ensure that waste bins do not cause obstructions on pavements.

**9. Does this proposed policy / decision provide an opportunity to actively increase the participation by disabled people in public life?**

***Explain your assessment in full***

People living with disabilities can be better enabled to participate in recycling by availing of the Council's 'assisted lift' scheme, whereby their bins will be collected from and returned to an agreed point on their property.

### Monitoring Arrangements

Section 75 places a requirement the Council to have equality monitoring arrangements in place in order to assess the impact of policies and services etc; and to help identify barriers to fair participation and to better promote equality of opportunity.

Outline what data you will collect in the future in order to monitor the impact of this policy / decision on equality, good relations and disability duties.

<b>Equality</b>	<b>Good Relations</b>	<b>Disability Duties</b>
Complaints and Requests for Service are recorded and monitored on an ongoing basis for any	Monitoring and complaints	Monitoring and complaints

<p>relevant impact. All calls and complaints relating to the scheme are taken and handled by the Waste Management Service directly. In this way the Service is fully aware of all feedback and any issues arising.</p>		
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## Formal Record of Screening Decision

### Title of Proposed Policy / Decision being screened:

Households transferred from Castlereagh moving to Belfast City Councils kerbside recycling scheme.

I can confirm that the proposed policy / decision has been screened for –

<input checked="" type="checkbox"/>	Equality of opportunity and good relations
<input checked="" type="checkbox"/>	Disabilities duties

On the basis of the answers to the screening questions, I recommend that this policy / decision is –

***\*place an X in the appropriate box below***

<input type="checkbox"/>	<b>*Screened In</b> – Necessary to conduct a full EQIA
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<input type="checkbox"/>	<b>*Screened Out</b> – No EQIA necessary (no impacts) Provide a brief note here to explain how this decision was reached:
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<input checked="" type="checkbox"/>	<p><b>* Screened Out - Mitigating Actions (minor impacts)</b></p> <ul style="list-style-type: none"> <li>Provide a brief note here to explain how this decision was reached: The Council has a statutory duty to provide a waste and recycling collection service for all households and to achieve statutory targets. By bringing the transferring Castlereagh households onto the existing 3 bin recycling scheme in Belfast, this provides uniformity of Service across the outer city. For householders using the scheme, the materials do not have to be sorted into different boxes and can all be mixed in the blue bin. There is a slight increase in capacity for recyclable materials within the blue bins (of 20 litres per fortnight).</li> <li>Explain what mitigating actions and / or policy changes will now be introduced:</li> </ul>
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**Racial Group**

- Information (on leaflets and bin stickers) is largely visual / illustrative to minimise language difficulties;
- Trained Resource Advisors visit every household to explain the scheme and establish if further information is required in an alternative language.
- We can provide information or presentations in various languages, on request, where the need is identified.

**Age**

- Trained Resource Advisors visit every household to explain the scheme. If asked about bin presentation, our Advisors request that bins are presented neatly and do not present a trip hazard.
- We will also consider requests to provide educational materials in an alternative format, such as large print, where a need is established.
- Our Cleansing Operatives are trained to return bins neatly to the point where they were presented.
- We provide an assisted lift scheme for households where no resident is able to present the bins for collection.

**Disability**

- Leaflets will be published to explain the scheme and highlight that bins are presented neatly and do not present a trip hazard.
- We will also consider requests to provide educational materials in an alternative format where a need is established.
- Our Cleansing Operatives are trained to return bins neatly to the point where they were presented.
- We provide an assisted lift scheme for households where no resident is able to present the bins for collection.
- We will provide extra bins where they are legitimately needed. Extra recycling bins are issued on request.
- Some of our educational staff are also trained in sign language.
- The RNIB approved tactile plaques can be fitted to the bins if

required

- Tailored home visits can be made from our Resources Advisors to suit individuals' specific needs and requests.
- We will continue to work with a range of disability groups, for example RNIB and/or Access NI to establish a focus group to discuss communications with Belfast City Council.
- We will help disseminate a questionnaire through RNIB and /or Access NI to request information on how people would best like to be kept informed about the services we provide.
- The issues raised in all City Matters specifically requests blind and visually impaired residents to get in touch regarding any service they would like assistance with.

**Dependants**

- Resource Advisors will visit affected homes to help them find ways to reduce their waste;
- Extra recycling bins can be issued to households on request.

**Formal Record of Screening Decision** (cont)

**Screening assessment completed by (Officer level) -**

Name: Jennifer Stephens

Date: 30 – 04 -15

Department : Health & Environmental Services

Signature:

Name: Tim Walker

Date: 30 – 04 – 15

Signature: please insert a scanned image of your signature below

Please save the final version of the completed screening form and forward to the Equality and Diversity Officer – [gilmartins@belfastcity.gov.uk](mailto:gilmartins@belfastcity.gov.uk) or [dennisl@belfastcity.gov.uk](mailto:dennisl@belfastcity.gov.uk) . The screening form will be placed on the BCC website and a link provided to the Council's Section 75 consultees.

For more information about equality screening contact –

**Stella Gilmartin / Lorraine Dennis**

**Equality & Diversity Officer (*job-share*)**

**Belfast City Council**

**City Hall**

**Belfast**

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