



## Equality Screening Template

Introduction of a new kerbside recycling scheme for the collection of glass from households in outer Belfast.

## 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:-**

Introduction of a new kerbside recycling scheme for the collection of glass from households in outer Belfast.

**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 new, additional, service for the collection and recycling of glass in 88,000 households in the outer city (incorporating 67,000 households within the existing Council structure and 21,000 moving to Belfast under Local Government Reform).

- The existing standard waste collection service in the outer city consists of fortnightly collections of grey bins (general waste), brown bins (kitchen and garden waste) and blue recycling bins.
- These are currently collected by the Council's Cleansing Services.
- It is proposed that the new service will include a 44-litre purple box at each household in the outer city for the collection of glass bottles and jars.
- This service follows a trial scheme that was conducted in 22,000 households in outer Belfast to explore its feasibility.
- The service is being introduced in order to help the Council meet statutory recycling targets and those set out in its own Towards Zero Waste Plan.
- Funding has been included in the Revenue Estimates.
- The European Waste Framework Directive encourages Member States to make use of separate collection of waste to facilitate or improve recovery. This applies to all waste streams and the separate collection should be 'technically, environmentally and economically practicable'.

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

*(What is the policy trying to achieve?)*

- The new glass kerbside recycling scheme aims to increase the household recycling rate in Belfast.
- Under the new scheme, all 88,000 households in the new 'outer city' will receive a 44 litre container for glass bottles and jars. This will complement the existing kerbside recycling scheme in the area which includes a blue wheelie bin for dry recyclables and a brown bin for the collection of food and garden waste (in addition to the residual waste bin).
- The new enhanced service will:
  - make it easier for residents to recycle at home
  - encourage residents to recycle more
  - provide an effective and consistent waste and recyclables collection service across Belfast
  - Increase the recycling capacity for every household in the area by an extra 22 litres each week
  - help the Council meet statutory European targets
    - 50% recycling by 2020
    - Reduce landfill to 35% of 1995 levels by 2020
  - help the Council meet its own target of 50% recycling by 2015, as adopted in the *Towards Zero Waste Plan*
- By collecting glass separately to the rest of the dry recyclable waste stream
  - Contamination of the other recyclable materials will be reduced
  - Health & Safety issues will be addressed (e.g. by reducing the need to manually separate broken glass from other materials)
  - European Legislative requirements will be addressed by separate collection of the waste streams
- Council Approval was granted in February 2014, for the Waste Management Service to commence a procurement exercise for the kerbside collection of glass from all households in the blue bin and LGR area. This procurement exercise is now underway.

**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

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

The scheme will contribute to the 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.

## Section B

### 1. Outline consultation process achieved or planned

- Implementing this revised scheme for all 88,000 outer-city households 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*” and “*Collect glass from households...*”

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.
  
- The TZWAP predicted an expected yield of around 2500 tonnes of glass if the kerbside collection scheme was introduced. If this yield was achieved, this would contribute to around 2.5% recycling rate.
- The kerbside glass recycling scheme was presented to the Council’s Equality Consultative Forum on 12/11/13 and also at the Council’s disability focus group meeting held in the City Hall on 26/06/14. Feedback on the scheme was positive with no issues being highlighted around equality or ease of use of the scheme.

- Extensive consultation was also carried out through the EQIA of the arc21 Eastern Region Waste Management Plan. Where appropriate and relevant, information on assessments of impacts and mitigations have been extracted from the EQIA to inform this service.

## 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	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.
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. Boxes left untidily on the footpath could be obstacles to mobility.</p> <p>The Council will extend its Assisted Lift Scheme to the glass recycling boxes. Staff involved in the collection scheme will be trained in the</p>

	appropriate return and presentation of boxes to the household curtilage.
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 containers may also present an obstacle on the footpath, or they may have difficulty finding and retrieving their own containers after collection.</p> <p>The Council will extend its Assisted Lift Scheme to the glass recycling boxes. Staff involved in the collection scheme will be trained in the appropriate return and presentation of boxes 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>Where extra boxes are requested, the Council will conduct an assessment and issue extra boxes as required.</p>

**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 using the new scheme. (Negative impact.)	Minor
Age	Older / infirm may have difficulty sorting the materials fully, or transporting the containers 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 will extend its Assisted Lift Scheme to the glass recycling boxes.	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	Minor

	(Negative impact.)  The Council will extend its Assisted Lift Scheme to the glass recycling boxes.	
Dependants	The standard capacity may be inadequate to accommodate the amount of waste generated by large families. (Negative impact.)	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	Trained Resource Advisors will visit each household to explain the scheme and request that receptacles 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.  Operatives will be trained to return containers neatly	

	<p>to the point where they were presented.</p> <p>The Council will extend its Assisted Lift Scheme to the glass recycling boxes.</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 receptacles.</p>	
Disability	<p>Trained Resource Advisors will visit each household to explain the scheme and request that receptacles are presented neatly and do not present a trip hazard. Operatives will be trained to return containers 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 suggest posting of the information and tactile box plaques to all households in the new box area.</p>	
Dependants	The Council will provide extra recycling bins and containers to householders as required. As assessment will be conducted in the first instance.	

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?

Good relations category	Likely impact?	Level of impact? Minor/Major/None
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 receptacles 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 containers 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 will be recorded and monitored on an ongoing basis	Monitoring and complaints	Monitoring and complaints

<p>for any relevant impact and specifically at end of March 2015 when the new scheme has been operating for a significant period. Under the new scheme, all calls and complaints relating to the scheme will be taken and handled by the Waste Management Service directly In this way the Service will be fully aware of all feedback and any issues arising.</p>		
<p>We will carry out an annual customer satisfaction survey and all relevant information used to monitor any Equality impacts arising from the scheme.</p>		

## Section D

### Formal Record of Screening Decision

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

Introduction of a Household Kerbside Glass 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>*<u>Screened In</u></b> – Necessary to conduct a full EQIA
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<input type="checkbox"/>	<p><b>*<u>Screened Out</u></b> – No EQIA necessary (no impacts)</p> <p>Provide a brief note here to explain how this decision was reached:</p>
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<input checked="" type="checkbox"/>	<p><b>* <u>Screened Out - Mitigating Actions</u> (minor impacts)</b></p> <ul style="list-style-type: none"> <li>Provide a brief note here to explain how this decision was reached:</li> </ul> <p>The Council has a statutory duty to provide a waste and recycling collection service for all households and to achieve statutory targets. The new variant of the scheme is an enhanced service with increased capacity for recyclable materials.</p> <p>This new Service had also been implemented on a trial basis for around 22,000 households in Belfast. Feedback from this trial, the Councils Consultative Forum and the Communications Working Group informed the decision to screen out this service as mitigations were identified in all cases.</p> <ul style="list-style-type: none"> <li>Explain what mitigating actions and / or policy changes will now be introduced:</li> </ul>
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**Racial Group**

- Information will be largely visual/ illustrative to minimise language difficulties;
- Trained Resource Advisors will visit each 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 will visit each household to explain the scheme and request that receptacles 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.
- Operatives will be trained to return containers 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 and containers for collection.

**Disability**

- Leaflets will be published to explain the scheme and highlight that receptacles 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.
- Operatives will be trained to return containers 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 or containers for collection.
- We will provide extra bins/ containers where they are legitimately needed.
- Some of our educational staff are also trained in sign language.
- The RNIB approved tactile plaques can be fitted to the glass recycling box 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 recycling issues alternative formats and tactile box plaques
- We will 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;
- An extra glass recycling box can be issued to households where required

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

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

Name: Jennifer Stephens

Date: 26 – 01 -15

Department : Health & Environmental Services

Signature:

Name: Tim Walker

Date: 26/01/15

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**

**BT1 5GS**

**Telephone: 028 90270511**

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