

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 or any other queries on screening, contact the Equality and Diversity Officers (job-share) Stella Gilmartin or Lorraine Dennis on extension 6026/6027 or by email equality@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 and what they mean in practice is available on the Equality Commission's website¹.

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

Section A - provides details about the policy / decision that is being screened

Section B – gives information on the consultation process, supporting evidence gathered and has 4 key questions outlining the likely impacts on all equality groups.

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.

¹ <http://www.equalityni.org/archive/pdf/S75GuideforPublicAuthoritiesApril2010.pdf>

Section A

Details about the policy / decision to be screened

1. Title of policy / decision to be screened:-

The introduction of a “Wheelie Box” recycling scheme to households in Belfast.

2. 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 approximately 3000 households in the Belfast area. This includes approximately 2000 households in the Grosvenor Road and Clonard areas and approximately 1000 households in the Woodvale and Ainsworth areas of Belfast.

The new box system

- The new “Wheelie Box Scheme” consists of a weekly collection of a stacker box system, designed to capture a wide range of recyclable or reusable materials. These materials include glass bottles and jars, plastic bottles, food and drinks cans, aerosols, paper, cardboard, plastic pots tubs and trays, textiles, aluminium foil, batteries, hand tools and juice cartons.
- The system comprises 3 collection containers (one 40 litre box and two 55 litre boxes), stacked on a metal trolley. The unit is designed for ease of use and a particular range of materials is allocated to each “box” (e.g. the bottom box is for glass bottles and jars and cardboard).

Food waste collections

As well as receiving the Wheelie Box, householders will also be provided with a small (23 litre) food waste bin. This will be for the collection of raw and cooked food waste from each household. A food waste caddy and liners will also be provided for collecting and transporting the food scraps from the kitchen to the bin.

Collection arrangements

- The Wheelie Box and food bin will be collected weekly, on the same day of the week as existing recycling collections. The residual waste bin collection service from each household will continue as normal, on a fortnightly basis.
- The new system will have increased frequency of recycling collections when compared to the existing collection arrangements (weekly as opposed to fortnightly).
- The Wheelie Boxes and food waste bins will be collected by Bryson Recycling as an extension to the current contract with Belfast City Council for the inner city recycling scheme. The material will be transported to Bryson’s Material Recovery Facility and sorted or stored for further processing.

- On the last collection day of the current recycling schemes (2 and 3 bin systems), the blue and brown bins will be taken away, after collection, by a contractor on behalf of the Council.
- Garden waste sacks will be offered to those households where the brown bins are taken away. These can be filled with garden waste and taken by the householder to any of the Councils Household Recycling
- Requests for additional Wheelie Box systems, replacement boxes etc. should be made through the Council, who will organise an assessment and request Bryson to deliver unit if required.

Current recycling schemes

The new scheme replaces two separate recycling schemes in the area:

- The households in the Grosvenor Road and Clonard areas currently have a fortnightly collection of a 240 litre blue bin for mixed dry recyclables (paper, card, food and drinks cans, aerosols, plastic bottles, foil and juice cartons). Their residual waste bins are also collected fortnightly on alternative weeks to the blue recycling bins.
- The households in the Woodvale and Ainsworth areas also currently have a fortnightly collection of a 240 litre blue bin for mixed dry recyclables (paper, card, food and drinks cans, aerosols, plastic bottles, foil and juice cartons). In addition, some of these households also have a 140 litre brown bin (for food and garden waste). These are collected fortnightly, along with residual waste bins, on alternative weeks to the blue recycling bins.

The new system will provide a weekly recycling capacity of 173 litres. The current weekly capacities are 120 litres (2 bin scheme) and 190 litres (3 bin scheme). The residual waste collections will remain unchanged.

Current set-out data

Although the recycling capacity will decrease slightly (by 17 litres per week) for those households currently on a 3 bin system (i.e. including the brown bin), recycling data shows a low participation rate in the brown bin recycling scheme:

- The best set out rate in July 2015 was 68 households (out of 650)
- The best set out rate in January 2015 was 26 households (out of 650)
- A visual inspection of the areas also indicated that most households do not have gardens (to produce green waste to put in the bins) or adequate storage areas to accommodate 3 wheelie bins.

Additional materials

An increased range of materials can be placed in the recycling boxes compared to the 2 or 3 bin schemes. Additional items include textiles, batteries, hand tools, plastic pots, tubs and trays and glass bottles and jars.

Communications

- The items that can be placed in each box are printed either on the lid (top box) or flap (bottom 2 boxes). Pictorial images are also used alongside each item listed.
- Starting in mid September 2015, all households affected by the change in service will be visited by Belfast City Council staff. Staff will outline the new scheme to each household and address any queries or concerns raised. They will also leave a leaflet with each household outlining the materials that can be deposited in each box as well as in the food waste bin.
- For those householders not at home during the initial door-knocking exercise, a follow up visit will be made towards the end of this awareness raising campaign. If the householders are still not at home, a letter will be posted alongside the leaflet.
- A copy of the leaflet and a sample letter are attached for further information.

Residual waste bins will remain unaffected by the change in recycling scheme.

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

(What is the policy trying to achieve?)

The change in kerbside collection scheme provides an opportunity for householders to be the first residents in Belfast to try this innovative approach to kerbside recycling. It provides an enhanced recycling service, including increased collection frequencies, ease of use and a far greater range of materials both of which help make recycling easier for Belfast residents.

The scheme also introduces food waste collections to those households which were previously on the two bin scheme.

4. On whom will the policy / decision impact?

Consider the internal and external impacts (both actual or potential) and explain:-

Staff	YES	(Cleansing Services and Waste Management)
Service users	YES	(Residents of the affected areas)
Other public sector organizations	NO	
Voluntary / community groups / trade unions	NO	
Others, please specify	YES	(Bryson Recycling and River Ridge)

5. Are there linkages to other Agencies/ Departments?

The scheme will contribute to the Department of the Environment's (DoE's) Revised Northern Ireland Waste Management Strategy - *Delivering Resource Efficiency*

http://www.doeni.gov.uk/waste_strategy_review.pdf

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

<http://www.arc21.org.uk/download/1/arc21%20Waste%20Management%20Plan%20Oct%202014.pdf>

The DoE "Rethink Waste" fund has provided funding for the supply and delivery of the new Wheelie Boxes for the households affected by the change.

Section B

Information on the consultation process, supporting evidence gathered and has 4 key questions outlining the likely impacts for equality and good relations

6. Outline consultation process planned or achieved

- Belfast City Council has identified key priorities for the city, which are outlined in its current corporate plan:
<http://frink/sites/interlink/Content/Council/Strategicdocuments/index.aspx>
One of these priorities is to work to create safe attractive and vibrant neighbourhoods with access to the services and facilities that local people need.
- These priorities have been informed by engagement with residents of Belfast and key stakeholders through the Belfast Conversation. (The Council has used its survey of 1500 residents and engagement workshops to consider emerging themes). Residents have indicated that their top two environmental priorities are (1) creating a cleaner and more attractive city and (2) managing waste. Last year, the Council was successful in addressing these priorities by increasing recycling rates to almost 44% (an increase from 22% in 2010).
- Implementing this revised scheme will help us comply with the requirements of European legislation including landfill diversion targets and reaching a 50% recycling rate by 2020.
- The Waste Management Service's "Interim Waste Action Plan" (IWAP) was presented to the People and Communities Committee in June 2015 and was approved and adopted by Council in July 2015. This one year plan outlines ways that the Service plans to investigate the options which will assist in improving the sustainability and management of the city's waste. One of the projects included in this is the introduction of a food waste and wheelie box collection to households in Belfast.
- The innovative Wheelie Box system has been introduced in a relatively small number of Councils across the UK. Antrim and Newtownabbey Borough Council recently introduced the scheme. Their stacker system was designed based on specific feedback from customers of their recycling box service. They have found a range of benefits: it provides extra room for recycling, is more stable in the wind and, because it has a hinged lid and is on wheels, it is easy to use and move.
- In Wales, Conwy County Borough Council introduced a trial across 10,000 households of a wheelie box system. This resulted in a reduction in the tonnage of residual waste collected from households by around 4.8%, while dry recycling increased around 6%. The innovative recycling system proved hugely popular and made a real difference to the amount Conwy recycles - so much so that this year, the Council approved the roll-out of the new recycling container to over 40,000 households in the region.
- The Council plans to engage with households that will be affected by the change through its door knocking programme. Where possible, every household will be informed of the changes through face to face conversations.
- The Head of Waste Management has engaged with Councillors from the affected areas and to date, feedback has been positive. (Letters were sent to each Councillor and this was followed up with a phone call).

7. 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.

It is important to record information gathered from a variety of sources such as: monitoring information; complaints; research surveys; consultation exercises from 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. In addition images are also printed onto the Wheelie Boxes alongside the wording of which materials can be placed in each box.</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 the Wheelie Boxes for collection. Units left untidily on the footpath could also be obstacles to mobility.</p> <p>The Council's Assisted Lift Scheme is extended to all box collections under the current contract with Bryson Recycling. This will include the Wheelie Box system. Bryson Recycling staff involved in the collection scheme are trained in the appropriate return and presentation of Wheelie Boxes 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. The Wheelie Box system 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's Assisted Lift Scheme is extended to all box collections under the current contract with Bryson Recycling. This will include the Wheelie Box system. Bryson Recycling staff involved in the collection scheme are trained in the appropriate return and presentation of Wheelie 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 of the Wheelie Box system may be inadequate to accommodate the amount of waste generated by large families.</p> <p>Where extra units are requested, an assessment will be made and extra boxes can be issued.</p>

8. 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?

Section 75 category	Likely impact?	Level of impact? Minor/Major/None
Religious belief	None	None
Political opinion	None	None
Racial group	<p>Residents who speak other languages and are not fluent in English reading / writing may be unable to understand instructions about the introduction of the new scheme in the area. (Negative impact.)</p> <p>Our leaflets contain photos as well as print. The</p>	Minor

	stacker boxes have images on each unit.	
Age	<p>Older / infirm may have difficulty transporting their Wheelie Box units to the collection point. Those with failing eyesight may have difficulty reading the communications materials. Units left untidily on the footpath present a trip hazard. (Negative impact.)</p> <p>The Council extends its Assisted Lift Scheme to the Wheelie Box scheme. All households will be called to by our Resource Advisors to explain the scheme. Some of our Resource Advisors have undergone dementia awareness training. Leaflets contain photos as well as print and can be made available in larger print. Bryson Recycling staff involved in the collection scheme are trained in the appropriate return and presentation of Wheelie Boxes to the household curtilage.</p>	Minor
Marital status	None	None
Sexual orientation	None	None
Men and women generally	None	None
Disability	<p>Blind and partially sighted people may be unable to read standard information or educational materials.</p> <p>(Negative impact.)</p> <p>The Council will extend its Assisted Lift Scheme to the Wheelie Box scheme. All households will be called to by our Resource Advisors to explain the scheme. Leaflets contain photos as well as print and can be made available in larger print. Bryson Recycling staff involved in the collection scheme are trained in the appropriate return and presentation of Wheelie Boxes to the household curtilage.</p>	Minor
Dependants	The standard capacity may be inadequate to accommodate the amount of waste generated by large families. (Negative impact.)	Minor

	However, additional units can be issued upon request (and following an assessment).	
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9. Are there opportunities to better promote equality of opportunity for people within the Section 75 equalities categories?

Section 75 category	If Yes, provide details	If No, provide reasons
Religious belief	None	N/A
Political opinion	None	N/A
Racial group	<p>Information will be largely visual / illustrative to minimise language difficulties; we have the facility to provide information or presentations in various languages, as needed.</p> <p>Trained Resource Advisors will visit each household to explain the scheme and establish if further information is required in an alternative language.</p>	
Age	<p>Trained Resource Advisors will visit each household to explain about the new scheme.</p> <p>Some of our Resource Advisors have undergone dementia awareness training.</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 Wheelie Box system.</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 each container in the Wheelie Box system.</p> <p>The Wheelie Box system uses images to illustrate what items can be placed in each container. The information leaflet to householders affected by the change reinforces this message with the use of photographs.</p>	
Disability	<p>Trained Resource Advisors will visit each household to explain the scheme. If asked about the presentation of the units, they request that the Wheelie Boxes are presented neatly and do not present a trip hazard.</p> <p>Operatives are trained to return units 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 bins or boxes for collection. Some of our educational staff are also trained in sign language, should that be needed.</p> <p>We also work 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 any changes in council services.</p>	
Dependants	<p>The Council will provide extra Wheelie Boxes to householders as required and following an assessment.</p>	

10. 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
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11. 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

Section C

Belfast City Council also has legislative obligations to meet under the Disability Discrimination Order and Questions 12-13 relate to these two areas.

Consideration of Disability Duties

12. 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 recycling containers and encouraging everyone to ensure that waste receptacles do not cause obstructions on pavements.

13. 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 and Wheelie Box units will be collected from and returned to an agreed point on their property.

14. Multiple Identities

Provide details of data on the impact of the policy with multiple identities

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

15. 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.

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

Section D

Formal Record of Screening Decision

Title of Proposed Policy / Decision being screened

The introduction of a "Wheelie Box" recycling scheme to households in Belfast.

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

x	equality of opportunity and good relations
x	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)*

	* Screened In – Necessary to conduct a full EQIA
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	* Screened Out – No EQIA necessary (no impacts) Provide a brief note here to explain how this decision was reached:
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x	<p>* Screened Out - Mitigating Actions (minor impacts)</p> <ul style="list-style-type: none"> • Provide a brief note here to explain how this decision was reached: • Explain what mitigating actions and / or policy changes will now be introduced: • Provide a brief note here to explain how this decision was reached: <p>The Council has a statutory duty to provide a waste and recycling collection service for all households and to achieve statutory recycling and landfill diversion targets. Evidence shows that the Wheelie Box units provides householders with extra room for recycling, is more stable in the wind and because it has a hinged lid and is on wheels, it is easy to use and move. It also shows that such a scheme could potentially increase the amount of recycling and decrease the amount of residual waste in Belfast thus contributing towards the Councils statutory targets.</p> <p>Racial Group</p> <ul style="list-style-type: none"> • Information (on leaflets and Wheelie Boxes) 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.
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- 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 (by the householder) about unit presentation, our Advisors request that Wheelie Boxes 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.
- Bryson Recycling operatives are trained to return Wheelie Box units and food 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 containers for collection.

Disability

- Leaflets will be published to explain the scheme.
- We will also consider requests to provide educational materials in an alternative format where a need is established.
- Bryson Recycling operatives are trained to return containers neatly to the point where they were presented. Letters to householders indicate specific points of collection.
- We provide an assisted lift scheme for households where no resident is able to present the containers for collection.
- We will provide extra containers where they are legitimately needed.
- Some of our educational staff are also trained in sign language.
- RNIB approved tactile plaques can be fitted to the containers 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.

	<ul style="list-style-type: none"> • City Matters magazine specifically requests blind and visually impaired residents to get in touch regarding any service they would like assistance with. <p>Dependants</p> <ul style="list-style-type: none"> • Resource Advisors will visit affected homes to help them find ways to reduce their waste; <p>Extra recycling units can be issued to households on request, following an assessment.</p>
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Formal Record of Screening Decision (cont)

Screening assessment completed by (Officer level) -

Name: Jennifer Stephens

Date: 21-9-15

Department : Health & Environmental Services

Signature:

Screening decision approved by -

Name: Tim Walker

Date: 21-9-15

Department: Health & Environmental Services

Signature:

Please save the final version of the completed screening form and forward to the Equality and Diversity Officer – equality@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 9027 0511

equality@belfastcity.gov.uk