

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:-

Ban on Food Waste in Black Bins

2. Brief description of policy / decision to be screened:-

Due to a recent change in waste legislation the Waste Management Service is seeking to reduce the amount of food waste placed by householders into their residual waste bins. For all householders within Belfast, this means that food waste should be placed in a separate receptacle for collection and should no longer be placed in their black/residual general waste bin.

Current arrangement

For householders living in the “outer city”, a fortnightly collection system for food waste has been in place since 2009. (Food is collected within the brown bin, along with garden waste).

For householders living in the “inner city”, a separate, weekly collection, system for food waste has been in place since 2014. (Food waste is collected in a 23 litre dedicated “mini bin”).

All householders in Belfast have also been issued with a kitchen caddy and supply of food waste bags for ease of collection of food waste before placing it in either the brown bin (outer city) or mini food bin (inner city).

Apartments in Belfast will have access to food waste collection systems similar to the above, either through communal or individual receptacles. We are in the process of rolling this out to outer city apartments and have completed it for inner city apartments.

Legislation

The Food Waste Regulations (Northern Ireland) 2015 state that councils should take steps to promote the separate collection of food waste (including providing a receptacle for this).

Under the Waste & Contaminated Land (NI) Order 1997, councils can specify the types of waste they can collect, as well as the type and number of receptacles which can be used to present the wastes.

To implement the requirements of the recent legislation, and coordinate roll-out of these

requirements with other councils in NI, the Waste Management Service is proposing to run a campaign for householders and introduce a protocol regarding the collection of food waste from residual waste bins in Belfast.

Proposed Changes

The proposed change to the current system involves:

- Placing a “*No Food Waste*’ sticker on every householder’s residual/black bin (by Waste Management staff)
- The delivery of an explanatory letter, (again by Waste Management staff) to every household, to explain and support this change
- Developing a process to encourage maximum participation in the scheme and to overcome any issues with its implementation

These proposals are designed to encourage householders to place food waste in the correct receptacle and not to place it in the black /residual bin. There are no changes proposed on the current frequency of collection of food waste (weekly in the inner city and fortnightly in the outer city).

We propose to allow six months for the new system to become embedded and for householders to be provided with an opportunity to fully participate in the scheme. We then propose a 3 stage approach to deal with contamination issues:

- (1) The first stage will involve a sticker being placed on the bin indicating that food was present in the wrong bin. This will be accompanied by a visit from one of our Resource Advisers to explain how the process works. At this stage we will also check to whether any other unforeseen issue could be affecting the householder’s ability to participate. At this stage, the contaminated black bin will still be collected and emptied as normal.
- (2) The second stage will involve a further sticker on the bin and a letter informing the householder of their requirement to place food waste in the correct bin for collection. The letter will state that a repeat of food waste in the black bin will result in non-collection the next time. Again, the contaminated black bin will still be collected and emptied as normal.
- (3) At the third stage, the contaminated bin will not be collected and a notification will be placed on the bin by Waste Management staff, informing the householder that the bin will not be collected until the item(s) of food waste is removed and the collection will be on the next scheduled collection day.

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

The main aim of the policy is to allow the council to comply with legislation including the

- Food Waste Regulations (Northern Ireland) 2015 and
- Waste & Contaminated Land (NI) Order 1997

Compositional analysis of the kerbside waste collected by the Council shows that approximately 25% of the weight of a residual/black bin is food waste, despite a food waste collection service being available at the doorstep for every household. This means that each year, the Council is spending an additional £800K sending this material to landfill rather than compost treatment. This has significant detrimental financial and environmental consequences through wasting ratepayers' monies and creating greenhouse gases through landfill disposal.

Diverting food waste from the wrong bin (i.e. residual bin) could therefore save the Council an additional £800K per annum by sending it for recycling rather than landfilling. This could contribute to efficiency savings which could be re-invested elsewhere in the city.

Diverting food waste from landfill could make a positive contribution to the Council's recycling rate (1% approx.). The ban on food waste in the residual/black bin could also help grow the local economy through supporting jobs within the recycling industry in Northern Ireland.

The total project costs of the programme are estimated at around £65K made up of around £10K for stickers and letters, and £55K for temporary staff and vehicles to cover all collection rounds. These costs can be offset by a grant from DAERA for the provision of the stickers (£10K) and remaining monies can be accommodated within existing Departmental budgets.

4. On whom will the policy / decision impact?

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

Staff	YES (BCC waste collection staff)
Service users	YES
Other public sector organizations	NO
Voluntary / community groups / trade unions	NO
Others, please specify	YES (Bryson/contractor collection staff)

5. Are there linkages to other Agencies/ Departments?

- All councils across NI have to implement similar as directed by DEARA, who has agreed funding of £10K, to Belfast City Council, to support this programme.
- The scheme supports DEARA's Waste Management Plan: <https://www.daera-ni.gov.uk/articles/waste-management-strategy>
- arc21 Joint Committee (meeting of 26 January 2017) endorsed a recommendation to introduce a policy requesting that householders put all food waste only into the receptacle provided by the council for that purpose. The arc21 Waste Plan can be found at: <http://www.arc21.org.uk/download/1/arc21%20WMP%20Sep%2015%20wv.pdf>
- In partnership with the other councils, the National Communication Advisory Panel (NCAP), Waste Resources Action Programme (WRAP) and chaired by the Department of Agriculture Environment & Rural Affairs (DAERA), Waste Management has been developing shared communication campaigns. The NCAP was established to review best practice on public recycling habits and behavioural change.
- Over the years, WRAP has tested a range of activities aimed at boosting the capture of food waste and they have demonstrated that operational changes, including frequency, are most promising. Any changes can be beneficially enhanced using a simple sticker along with an explanatory letter and an appropriate encouragement scheme has been recognised as contributing to collection best practice in boosting food waste in a mixed organic (food waste/garden waste) collection scheme. The WRAP Household Food Waste Collection Guide: <http://www.wrap.org.uk/content/household-food-waste-collections-guide>

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

The Department of the Environment (DoE) published a consultation paper, in September 2013, seeking views on policy proposals for restrictions on the landfilling of food waste and the associated draft legislation. The proposal is in support of the key objectives in NI's waste management strategy [Delivering Resource Efficiency](#)

The DoE published a [synopsis of responses](#) to the consultation on the introduction of restrictions on the landfilling of food waste incorporating the draft Food Waste Regulations (Northern Ireland) in 2014

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.

Some neighbouring councils have already introduced stickers and are achieving uplifts in their recycling rates and landfill diversion. It is envisaged that, in line with the legislative requirements to provide a food waste service to households, the remaining councils are either undertaking, or will undertake a similar exercise to broadcast this new development. The proposed scheme, using stickers as a prompt, has shown to provide an uplift of up to 20% and a similar response in Belfast could contribute to the city's recycling rate by around 1%.

For example, Ards & North Down Borough Council (A&NDBC) undertook a similar food waste campaign in the summer 2016, the results of which have proved to be positive with negligible negative feedback. There has been both an increase in compost/brown bin usage, a corresponding increase in the tonnage of food waste collected, along with a decrease in the residual/black bin tonnage.

Section 75 category	Likely impact?	Level of impact? Minor/Major/None
Religious belief	<u>No equality issues</u> have arisen in relation to this category	None
Political opinion	<u>No equality issues</u> have arisen in relation to this category	None
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 the letter to communicate the recycling message and make the information on the food recycling easier to understand (e.g. photographs of different types of food and also on how to use the food caddy).</p> <p>We are working with our Good Relations Unit to promote the scheme through community contacts in the Polish, Chinese and Romanian communities as well as the migrant forum.</p>	Minor
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 food waste bins / brown bins 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 receptacle collections conducted either by BCC staff or by contractors on their behalf (in this case Bryson House for the mini food waste bins in the inner city) Recycling staff involved in the collection scheme are</p>	Minor

	<p>trained in the appropriate return and presentation of receptacles to the household curtilage.</p> <p>Photographs are used within our promotional material, such as leaflets and posters to communicate our recycling message and make the information easier to understand. Requests to receive our information in alternative format, such as large font, Braille and audio versions will be considered by the service.</p>	
Marital status	<u>No equality issues</u> have arisen in relation to this category	None
Sexual orientation	<u>No equality issues</u> have arisen in relation to this category	None
Men and women generally	<u>No equality issues</u> have arisen in relation to this category	None
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.</p> <p>The food waste and brown bins may present an obstacle on the footpath. Also, blind and partially sighted people may have difficulty finding and retrieving their own bins after collection.</p> <p>The Council's Assisted Lift Scheme is extended to all collections under the current contract with Bryson Recycling. This includes the food waste mini bin. Bryson Recycling staff involved in the collection scheme are trained in the appropriate return and presentation of food waste 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</p>	Minor

	required, for example larger print, Braille and audio versions.	
Dependants	<p>The standard capacity of the food waste and brown bin receptacles may be inadequate to accommodate the amount of waste generated by large families.</p> <p>Where extra receptacles are requested, new ones can be issued.</p> <p>We will also be preparing a programme of engagement with carers' association and other suitable outlets to convey the necessary information.</p> <p>This will also take place at social housing organisations as well.</p>	Minor

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	If Yes, provide details	If No, provide reasons
Religious belief	None	
Political opinion	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 letter, leaflets and posters contain photos as well as print.</p> <p>We are promoting the scheme through various community networks such as the Migrant Forum and Chinese and Polish community groups.</p> <p>Our information can be translated and produced in</p>	

	other languages as requested.	
Age	<p>Older / infirm may have difficulty transporting waste collection receptacles (e.g. food waste and brown bins). Those with failing eyesight may have difficulty reading the communications materials. Receptacles left untidily on the footpath present a trip hazard. (Negative impact.)</p> <p>The Council extends its Assisted Lift Scheme to all of its recycling services.</p> <p>Householders can request a visit by our Resource Advisors to explain the scheme. Some of our Resource Advisors have undergone dementia awareness training.</p> <p>Leaflets contain photos as well as print and can be made available in larger print and audio versions.</p> <p>Bryson Recycling staff and BCC waste collection staff involved in the collection scheme are trained in the appropriate return and presentation of bins to the household curtilage.</p>	
Marital status	None	
Sexual orientation	None	
Men and women generally	None	
Disability	<p>Blind and partially sighted people may be unable to read standard information or educational materials. (Negative impact.)</p> <p>The Council extends its Assisted Lift Scheme to the Food waste collection scheme. Householders can</p>	

	<p>request a visit from our Resource Advisors to explain the scheme further. Leaflets contain photos as well as print and can be made available in larger print, Braille or audio versions.</p> <p>BCC waste collection staff and Bryson Recycling staff involved in the collection scheme are trained in the appropriate return and presentation of bins to the household curtilage.</p>	
Dependants	<p>The standard capacity may be inadequate to accommodate the amount of waste generated by large families. (Negative impact.)</p> <p>However, additional units can be issued upon request.</p>	

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	n/a	
Political opinion	n/a	
Racial group	<p>Information can be made 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 can visit householders to explain the scheme and establish if further information is required in an alternative language.</p> <p>We can visit community groups in Belfast to offer further advice and assistance about our food waste recycling scheme and can work with our Good Relations team to promote this service through</p>	

	networks such as the Migrant Forum and the Chinese and Polish communities.	
Age	<p>Trained Resource Advisors can visit householders upon request to explain about the 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, or audio version 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 extends its Assisted Lift Scheme to the food waste mini-bins and brown bins.</p>	
Marital status	n/a	
Sexual orientation	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 to the food waste / brown bins.</p>	
Disability	<p>Trained Resource Advisors can visit householders on request to further explain the scheme.</p> <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 bins for collection.</p> <p>Some of our educational staff are also trained in sign language, should that be needed.</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.	
Dependants	<p>The Council can provide extra recycling receptacles, such as the food waste mini-bins and brown bins upon request.</p> <p>We will also be preparing a programme of engagement with carers' association and other suitable outlets to convey the necessary information. This will also take place at social housing organisations as well.</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

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	The common purpose of a shared environment and its benefit to all	
Political opinion	See above	

Racial group	See above	
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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?

This decision promotes positive attitudes towards disabled people 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?

Disabled people are able to participate in recycling by availing of the Council's 'assisted lift' scheme, whereby their bins 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

Our resource advisors staff are trained to recognize when any member of the public may need additional help accessing our services.

Specify relevant Section 75 categories concerned.

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
<p>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.</p>		<p>We monitor the impact of our policies and redesign the service delivery to best accommodate the needs of individual with additional needs.</p>

Section D

Formal Record of Screening Decision

Title of Proposed Policy / Decision being screened

Ban of food waste in black / residual bins

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)*

<input type="checkbox"/>	*Screened In – Necessary to conduct a full EQIA
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<input checked="" type="checkbox"/>	<p>*Screened Out – No EQIA necessary (no impacts)</p> <ul style="list-style-type: none">• Provide a brief note here to explain how this decision was reached: <p>Minor impacts, such as communications issues, have been mitigated through a number of measures, such as making our communications as accessible as possible. We continuously work towards improving our services, accessing our services and communicating our services. We will consider requests and recommendations for improvement on an ongoing basis and will continue to engage with the wider community of Belfast to improve our city recycling.</p> <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 full participation in the scheme by everyone in Belfast could save the Council up to £800,000 per year and increase the city's recycling rate by 1%</p> <p>Explain what mitigating actions and / or policy changes will now be introduced:</p> <p>Racial Group</p> <ul style="list-style-type: none">• Information (on leaflets and letter) is largely visual / illustrative to minimise language difficulties;
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- Trained Resource Advisors can visit householders, on request, 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 can visit householders on request to explain the scheme. If asked (by any householder) about unit 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 and audio version where a need is established.
- BCC Waste collection staff and Bryson Recycling operatives are trained to return food bins and brown 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 (e.g. Braille, audio and large print).
- BCC Waste collection staff and Bryson Recycling operatives are 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 containers for collection.
- 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 continue to work with RNIB to disseminate information regarding our services
- City Matters magazine specifically requests blind and visually impaired residents to get in touch, through RNIB , regarding information in alternative formats

Dependents

- Resource Advisors can visit households on request, to help people find ways to reduce their waste;
- Extra food waste bins (inner city) or brown bins (outer city) can be issued to households on request, free of charge.
- We will develop a programme of engagement with carers associations.

Formal Record of Screening Decision *(cont)*

Screening assessment completed by (Officer level) -

Name: Jennifer Stephens

Date: 23rd June 2017

Department : Waste Management, C&N Services

Signature:

Screening decision approved by -

Name: Tim Walker

Date:23rd June 2017

Department:

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