

# 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](mailto: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 website<sup>1</sup>.

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.

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<sup>1</sup> <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 Stacked Wheelie Box recycling scheme to households in Belfast.*

This will involve:

Moving every household in Belfast from their current waste collection schemes to the new Stacked Wheelie Box recycling scheme. This will consist of a Stacked Wheelie box, a residual waste bin and 23-litre food waste caddy.

#### **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 the recycling scheme for the entire city of Belfast to the new “Stacked Wheelie Box” scheme.

#### **The new box system**

- The new Stacked Wheelie Box 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 receptacle 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).
- The frequency of residual waste collections will not change however; the consultation showed most support for issuing 180 litre black (landfill) bins to all households as part of the behavioural change requirements.

#### **Food waste collections**

As well as receiving the Stacked 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 Stacked Wheelie Box and food bin will be collected weekly. The residual waste bin collection service from each household will continue as normal, on a fortnightly basis though all households will be issues with a 180 litre black bin. A detailed screening for the 180 litre bin was undertaken a number of years ago with mitigations put in place, which will continue.
- On the last collection day of the current 3 bin recycling scheme, the blue and 240 litre black bins (where needed) will be taken away, after collection, by a contractor on behalf of the Council.
- Requests for additional Stacked Wheelie Boxes, replacement boxes etc. will be made through the Council.

### **Current recycling schemes**

The new scheme will replace two separate recycling schemes in the city:

- The households in the Inner city collection area currently have a weekly collection of recycling receptacles (red box and black box- 55l each) for mixed recyclables (paper, card, food and drink cans, aerosols, plastic bottles, foil, juice cartons and glass), in addition to a weekly food waste collection (23l). The residual waste bins (mostly 240 litres) are collected fortnightly.
- The households in the 3 bin scheme collection area currently have a fortnightly collection for a 240 litre blue bin for mixed dry recyclables (paper, card, food and drinks cans, aerosols, plastic bottles, foil and juice cartons) and for a 240 litre brown bin for organic and garden waste which is collected on alternate weeks along with the black residual waste bin.
- Most of the city currently have a 240 litre black, which are currently being replaced by a smaller 180 litre as residents require them.

The new recycling system will provide a weekly capacity of 173 litre for mixed dry recyclables and food waste. In the Outer City area there will continue to avail of their 240l brown bin for garden waste.

### **Additional materials**

An increased range of materials can be placed in the recycling boxes compared to the 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. The Council will also use best practice to ensure individuals who have a sight loss can participate fully via the use of audio version of information leaflets and large print and braille.
- Starting in mid-September 2019 all households 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.

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

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

The aim of the changes in the kerbside collection scheme is to provide all residents with the new Stacked Wheelie Box scheme. This scheme will allow a greater number of materials to be recycled, with the aim of increasing the recycling rate across the city, and helping to meet the current recycling targets of 50% by 2020. In addition to this new target the EU have also adopted a new “Circular Economy Package” which sets a target of 55% of municipal waste recycled by 2025, 60% recycled by 2030 and 65% by 2035.

Additionally, by harmonising household recycling collection across the city (apartments will continue to the best possible bespoke solution) communication should be made easier removing confusion that has arisen from the multiple recycling approaches the system seeks to replace.

### **4. On whom will the policy / decision impact?**

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

**Staff:** YES

The service is already working with Unions to ensure that the changes to collection system have no undesirable impact on existing staff. The scheme will be implemented incrementally to allow issues to be resolved with little impact on both staff and the householder.

**Service users** YES

Service users will be affected as there will be changes to their collection and the materials that are being collected.

**Other public sector organizations** YES

The Service consulted with a range of stakeholders to ascertain their views on the proposed changes. No equality issues were raised.

**Voluntary / community groups / trade unions** YES

As mentioned the Service has already commenced working with the unions to ensure that changes to the collection regime can be implemented without undue impact on existing staff. The consultation sought to engage with as wide an audience via the use of roadshows and publicising via social media and traditional media outlets.

**Others, please specify** YES

#### **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](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://www.belfastcity.gov.uk/council/corporateplan/corporateplan.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 Agenda. (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. The Council was successful in addressing these priorities by increasing recycling rates to almost 44% in 2016 (an increase from 22% in 2010).
- In 2015 the Stacked Wheelie Boxes became the collection scheme in some areas in Belfast including Ainsworth, Clonard, Divis and Woodvale. In summary, the yield per household on the Stacked Wheelie Box was the same as the blue bin. However, when the contamination associated with the blue bin is factored in, there is around 12% uplift in the Stacked Wheelie Boxes
- The success of the Stacked Wheelie Box was used to inform the new Waste Management strategy plan- The Waste Framework Agenda: Optimisation of Waste to 2025 & Beyond. This plan provides a detailed analysis of the options for future methods of waste disposal available to the department. It presents three options one of which is the Stacked Wheelie Box which has also been outlined as the preferred option for the department.
- 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 and with the requirements of TEEP (Technical, Economic, Environmental and Practicable). The change will also help the department to meet the targets outlined in the new European Circular Economy Strategy which aims to for a 55% recycling rate of municipal waste by 2025; 60% by 2030 and 65% by 2035.

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 to 35,000 households. 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.
- Based on this evidence the Waste Management Service would like to implement this new waste collection service to the entire city as all of the evidence suggests that this will help to meet the stated targets and also give a boost to the quality of materials making them more suitable for recycling.
- The new proposals have been put to the public through a consultation process which began on Monday 30<sup>th</sup> July and is available until Sunday the 7 October 2018. Residents have the chance to share their views and concerns on the proposed Stacker Wheelie Boxes and can attend one of the consultation workshops to be held at various locations across the city during this period. Alternatively the consultation can be accessed by residents using the link below, which will be shared on various social media platforms during this time.  
<https://yoursay.belfastcity.gov.uk/environment-and-waste/copy-of-copy-of-template-1-8/>
- The consultation will take into account views of the residents before the scheme is fully implemented, with analysis of the results taking place in October 2018.
- The Council will engage with households that will be affected by the change through a door knocking programme. Where possible, every household will be informed of the changes through face to face conversations.

## 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>The service has access to a translation service offered by the Equality and Diversity Unit and liaises with the Good Relations Section to ensure best practice in accessing all communities is continuously applied. The service currently holds its recycling information in over twenty languages. The harmonisation of the recycling collection scheme should make this process much easier for all residents regardless of background.</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 Stacked Wheelie Boxes alongside the wording of which materials can be placed in each box.</p> <p>The Service held a specific focus group of newer communities to Belfast to assess any consideration that may have affected either race or ethnicity.</p>
Age	<p>The Service works closely with the Age Awareness team within the Belfast Health Development Unit to assess all aspects of our service provision to take account of any issues that can present barriers to participation for older residents.</p> <p>In the UK, disability affects 40% of seniors aged 60 over, and 75% of those aged 80 and above.[1] As such we ensure that all mitigation factors used</p>

	<p>for people with a disability apply, e.g. sight loss considerations, the need for assisted lifts etc., as outlined in the disability section of this EIA.</p> <p>The Waste Education team have under took a number of training sessions in relation to age awareness including Dementia Awareness and regularly consult with elderly residents via the events help by the council for older people e.g. Keeping Safe and Tea Dances.</p> <p>A detailed screening for the 180 litre bin was undertaken a number of years ago with mitigations put in place which will continue.</p> <p>(1) Banks et al, (2010). Financial circumstances, health and well-being of the older population in England. The 2008 English Longitudinal Study of Ageing. London: IFS.</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 and women generally	<u>No equality issues</u> have arisen in relation to this category
Disability	<p>The Service currently has a range of policies and service adaptations to accommodate a range of differing disabilities that can present barriers to effective participation within the schemes offered. This will be replicated in the new collections arrangements and should the consultation highlight any unknown consideration the service will investigation the most effective solution.</p> <p>Assisted collections and additional residual capacity plus a range of services enhancements for people with sight loss will continue to apply and have been used within the previous equality impact assessments.</p> <p>A detailed screening for the 180 litre bin was undertaken a number of years ago with mitigations put in place which will continue.</p>
Dependants	The Council has a policy in place to accommodate family sizes greater or equal to six or where the household can demonstrate the needs of a dependent requires additional support as outlined above within the disability section.

	<p>Households can have additional recycling capacity regardless of family size or dependents though additional residual capacity (black bin volume) can only be accessed should a family have six or more.</p> <p>A detailed screening for the 180 litre bin was undertaken a number of years ago with mitigations put in place which will continue.</p>
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**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 stacker boxes have images on each unit. We have access to a translation service within the Equality and Diversity Unit and when requested we can ensure the prompt supply of literature for the required language, the service has had request for over twenty differing languages to date.</p>	Minor
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. All of our Resource Advisors have undergone dementia</p>	Minor

	<p>awareness training. Leaflets contain photos as well as print and can be made available in larger print.</p> <p>Staff involved in the collection scheme are trained in the appropriate return and presentation of Wheelie Boxes to the household curtilage.</p>	
Marital status	None	None
Sexual orientation	None	None
Men and women generally	None	None
Disability	<p>People with sight loss may be unable to read standard information or educational materials.</p> <p>Mobility related disabilities can be covered via the assisted lift service and we seek to adapt our service to best meet the needs of residents where their disability can be a barrier to participation.</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. Additionally, we use audio leaflets and braille where appropriate. We have a range of leaflet design that reflect the need of residents with Dementia. We also consult with the Council's Section 75 grouping to discuss changes to service in advance to ensure that no obvious consideration is overlooked.</p> <p>Staff also receive basic training in sign language should it be required.</p> <p>Some quotes from the Waste Framework consultation (2018) regarding disability are given below;</p> <ul style="list-style-type: none"> <li>- <i>'If they have a mobility issue or have a lot of steps'</i></li> </ul>	Minor

	<ul style="list-style-type: none"> <li>- <i>'Help for people who can't put out their own bin like elderly people with disabilities'</i></li> <li>- <i>'The confusion with the blue bins'</i></li> <li>- <i>'More help for older people who find putting their own bins'</i></li> </ul>	
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 (and following an assessment).</p> <p>A detailed screening for the 180 litre bin was undertaken a number of years ago with mitigations put in place which will continue.</p>	Minor

**9. 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	<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> <p>We will continue to work with the EDU and Good Relations unit to ensure that best practice is applied in gaining access to hard to reach groupings.</p>	
Age	Trained Resource Advisors will visit each household to explain about the new scheme.	

	<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 Stacked Wheelie Box.</p>	
Marital status	None	N/A
Sexual orientation	None	N/A
Men and women generally	None	
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 Stacked 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 can 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> <p>Wearing Dementia Friends badges will help to raise awareness of the illness and show that Belfast City Council supports those with it.</p>	
Dependants	The Council will provide extra Stacked Wheelie Boxes to householders as required and following an assessment.	

	A detailed screening for the 180 lire bin was undertaken a number of years ago with mitigations put in place which will continue.	
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**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?**

<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

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

<b>Good relations 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	Yes. Belfast is a multicultural city with many overseas residents many of whom speak little or no English. These changes and the communication campaign that will be required will see these residents interact with the council, many for the first time. The Resource Advisors where necessary can have the information translated into minority languages which will help the residents to feel more welcome in our city.	

## **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*

Yes. All of our staff will be trained in all aspects of the new scheme so that they are able to relay this information to all the residents including those with disabilities. The council offers an assisted lift scheme to those with disabilities and/or illness and staff will ensure that the resident are aware of this. Any additional staff required to complete these changes will receive Diversity Training and Disability Awareness training prior to the work taking place. The team of Resource Advisors have already completed Dementia Awareness training and any additional staff will also be encouraged to complete this before the work taking place.

The will also reduce the number of differing recycling collection schemes thus reducing potential confusion for the public in general but possible exacerbated for those with learning disabilities.

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

#### **14. Multiple Identities**

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

**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.*

<b>Equality</b>	<b>Good Relations</b>	<b>Disability Duties</b>
Contact centre complaints statistics.	Contact centre complaints statistics	Contact centre complaints statistics
The consultation process	the consultation process	Residents on the assisted lift scheme. The consultation process

**Section D**

**Formal Record of Screening Decision**

The Waste Framework – Implementation of the Stacked Box recycling system and associated behaviour change model of residual bin volume reduction

**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)**

	<b>*<u>Screened In</u></b> – Necessary to conduct a full EQIA
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X	<b>*<u>Screened Out</u></b> – No EQIA necessary (no impacts)  We have a implemented a series of mitigations measures that allow us to overcome any know barriers to participation but we will use the qualitative feedback from the Consultation to determine if we have overlook any aspects and redesign the service delivery to account for such.
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	<b>* <u>Screened Out -</u> Mitigating Actions (minor impacts)</b>  We have a implemented a series of mitigations measures that allow us to overcome any know barriers to participation but we will use the qualitative feedback from the Consultation to determine if we have overlook any aspects and redesign the service delivery to account for such.  A detailed screening for the 180 lire bin was undertaken a number of years ago with mitigations put in place, which will continue.  Examples of mitigation measures;  Assisted lifts, Translated literature, Sight loss adaptations, Basic sign Language,  Dementia Training for staff.
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**Formal Record of Screening Decision** (cont.)

**Screening assessment completed by (Officer Level) –**

Name: Tim Walker

Date: 16 October 2018

Department: City & Neighbourhood Services

Signature: please insert a scanned image of your signature below

**Screening decision approved by –**

Name:

Date:

Department:

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 – [equality@belfastcity.gov.uk](mailto: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](mailto:equality@belfastcity.gov.uk)**