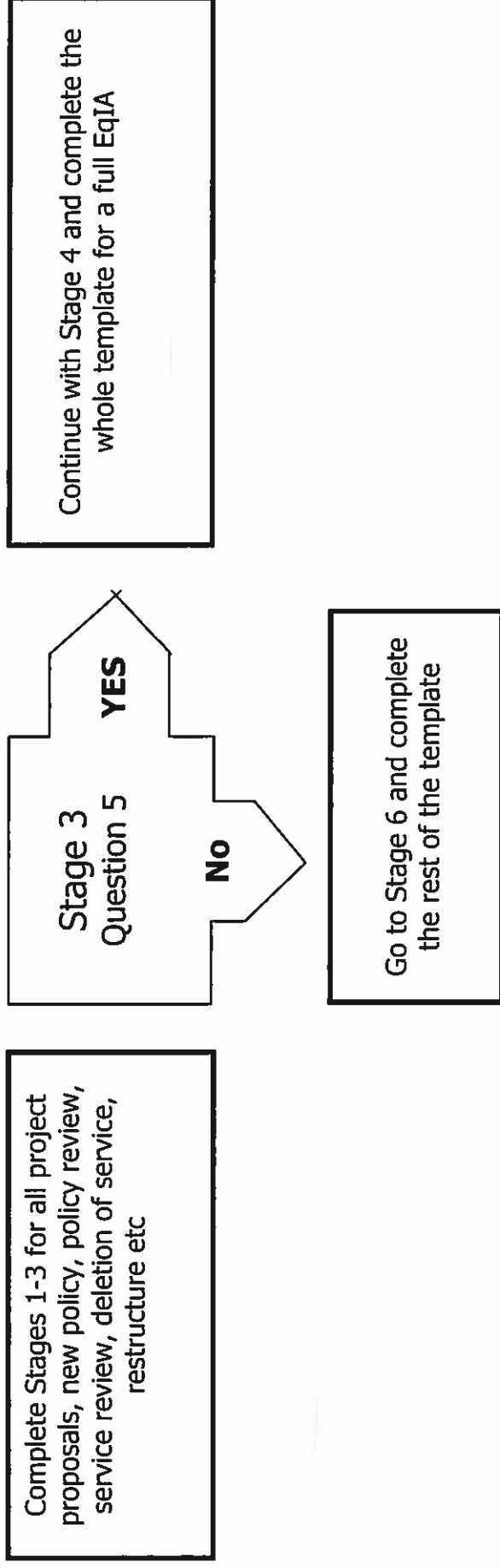


## Equality Impact Assessment Template

The Council has revised and simplified its Equality Impact Assessment process (EqIA). There is now just one Template. Lead Officers will need to complete **Stages 1-3** to determine whether a full EqIA is required and the need to complete the whole template.



- In order to complete this assessment, it is important that you have read the Corporate Guidelines on EqIAs and preferably completed the EqIA E-learning Module.
- You are also encouraged to refer to the EqIA Template with Guidance Notes to assist you in completing this template.
- **SIGN OFF:** All EqIAs need to be signed off by your Directorate Equality Task Groups.
- Legal will **NOT** accept any report without a fully completed, Quality Assured and signed off EqIA.
- The EqIA Guidance, Template and sign off process is available on the Hub under Equality and Diversity

# Equality Impact Assessment (EqIA) Template

<b>Type of Decision: Tick</b> ✓	X	Cabinet	Portfolio Holder	Other (explain)
Date decision to be taken:				
Value of savings to be made (if applicable):	N/A			
Title of Project:	Waste Management Strategy			
Directorate / Service responsible:	Community Directorate			
Name and job title of Lead Officer:	Jackie Barry-Pursell Policy and Funding Office, Environment and Enterprise			
Name & contact details of the other persons involved in the assessment:	Dave Corby – Service Manager			
Date of assessment (including review dates):	18/04/2016			

## Stage 1: Overview

This is a new strategy that provides a framework for sustainable waste management in Harrow. The strategy sets out how municipal waste will be managed between 2016 and 2026. This length gives the council the flexibility to review the strategy frequently in light of the constant changes that occur in the waste and recycling sector. It replaces all current strategies in this area. It has been produced with reference to guidance issued by the Department for Environment, Food and Rural Affairs (Defra) on developing Municipal Waste Management Strategies as well as taking into account regional work in this area.

### 1. What are you trying to do?

(Explain your proposals here e.g. introduction of a new service or policy, policy review, changing criteria, reduction / removal of service, restructure, deletion of posts etc)

		Residents / Service Users	X	Partners		Stakeholders			
		Staff		Age	X	Disability	X		
		Gender Reassignment		Marriage and Civil Partnership		Pregnancy and Maternity			
		Race		Religion or Belief		Sex			
		Sexual Orientation		Other					
		<p><b>2. Who are the main groups / Protected Characteristics that may be affected by your proposals? (✓ all that apply)</b></p> <p><b>3. Is the responsibility shared with another directorate, authority or organisation? If so:</b></p> <ul style="list-style-type: none"> <li>Who are the partners?</li> <li>Who has the overall responsibility?</li> <li>How have they been involved in the assessment?</li> </ul>							

**Stage 2: Evidence & Data Analysis**

4. What evidence is available to assess the potential impact of your proposals? This can include census data, borough profile, profile of service users, workforce profiles, results from consultations and the involvement tracker, customer satisfaction surveys, focus groups, research interviews, staff surveys, press reports, letters from residents and complaints etc. Where possible include data on the nine Protected Characteristics.

(Where you have gaps (data is not available/being collated for any Protected Characteristic), you should include this as an action to address in your Improvement Action Plan at Stage 6)

Protected Characteristic	Evidence	Analysis & Impact
General	2011 Census Data Harrow Borough Profile Results from consultation	

	Age Structure			
	Harrow	2011 Data	2011 %	2011 Rank - National
Age (including carers of young/older people)	All usual residents	239,056		
	0 - 4	15,916	6.7	76
	5 - 7	9,007	3.8	40
	8 - 9	5,414	2.3	87
	10 - 14	14,590	6.1	96
	15	3,131	1.3	83
	16 - 17	6,604	2.8	34
	18 - 19	5,369	2.2	192
	20 - 24	16,066	6.7	89
	25 - 29	19,345	8.1	47
	30 - 44	53,358	22.3	45
	45 - 59	44,579	18.6	277
	60 - 64	12,010	5	301
	65 - 74	17,420	7.3	287
	75 - 84	11,659	4.9	283
85 - 89	2,982	1.2	288	
90 & over	1,606	0.7	252	
	Average Age (Mean)	37.6		287
	Median Age	36		284
Disability (including carers of disabled people)	As above			As above
Gender Reassignment	As above			As above
Marriage / Civil Partnership	As above			As above
Pregnancy and Maternity	As above			As above
Race	As above			As above

There is no data available to suggest that there would be a disproportionate adverse effect on this protected characteristic.

Ethnic Group	2011 Data	2011 %	2011 Rank - National
<b>White:</b>			
British	73,826	30.9	345
Irish	7,336	3.1	6
Gypsy or Irish Traveller	181	0.1	200
Other White	19,648	8.2	33
2001 classification: Other White	19,829	8.3	N/A
<b>Mixed:</b>			
White and Black Caribbean	2,344	1.0	58
White and Black African	1,053	0.4	46
White and Asian	3,417	1.4	11
Other Mixed	2,685	1.1	27
<b>Asian or Asian British:</b>			
Indian	63,051	26.4	2
Pakistani	7,797	3.3	40
Bangladeshi	1,378	0.6	58
Chinese	2,629	1.1	42
Other Asian	26,953	11.3	1
<b>Black or Black British:</b>			
African	8,526	3.6	34
Caribbean	6,812	2.8	23
Other Black	4,370	1.8	16
<b>Other ethnic group:</b>			
Arab	3,708	1.6	8
Any other ethnic group	3,342	1.4	25
<b>Group Totals:</b>			
White total	100,991	42.2	346
Mixed total	9,499	4.0	30
Asian total	101,808	42.6	2
Black total	19,708	8.2	24

		7,050	2.9	18					
Other ethnic group									
As above									
<b>Harrow</b>	<b>2011 Data</b>	<b>2011 %</b>	<b>2011 Rank - National</b>	<b>2011 Rank - London</b>					
All usual residents		239,056							
Christian	89,181	37.3	344	30					
Buddhist	2,700	1.1	16	13					
Hindu	60,407	25.3	1	1					
Jewish	10,538	4.4	6	4					
Muslim	29,881	12.5	24	13					
Sikh	2,752	1.2	38	9					
Other religions	5,945	2.5	1	1					
No religion	22,871	9.6	347	32					
Religion not stated	14,781	6.2	311	33					
As above		As above							
Sex / Gender		As above							
Sexual Orientation		As above							
<b>Stage 3: Assessing Potential Disproportionate Impact</b>									
<b>5. Based on the evidence you have considered so far, is there a risk that your proposals could potentially have a disproportionate adverse impact on any of the Protected Characteristics?</b>									
	Age (including carers)	Disability (including carers)	Gender Reassignment	Marriage and Civil Partnership	Pregnancy and Maternity	Race	Religion and Belief	Sex	Sexual Orientation
Yes									
No	X	X	X	X	X	X	X	X	X

**YES** - If there is a risk of disproportionate adverse Impact on any **ONE** of the Protected Characteristics, complete a FULL EqIA.

- **Best Practice:** You may want to consider setting up a Working Group (including colleagues, partners, stakeholders, voluntary community sector organisations, service users and Unions) to develop the rest of the EqIA
- It will be useful to also collate further evidence (additional data, consultation with the relevant communities, stakeholder groups and service users directly affected by your proposals) to further assess the potential disproportionate impact identified and how this can be mitigated.
- **NO** - If you have ticked 'No' to all of the above, then go to **Stage 6**
- Although the assessment may not have identified potential disproportionate impact, you may have identified actions which can be taken to advance equality of opportunity to make your proposals more inclusive. These actions should form your Improvement Action Plan at Stage 6

**Stage 4: Further Consultation / Additional Evidence**

6. What further consultation have you undertaken on your proposals as a result of your analysis at **Stage 3**?

Who was consulted?	What do the results show about the impact on different groups / Protected Characteristics?	What actions have you taken to address the findings of the consultation? E.g. revising your proposals
What consultation methods were used?		
N/A		

**Stage 5: Assessing Impact**

7. What does your evidence tell you about the impact on the different Protected Characteristics? Consider whether the evidence shows potential for differential impact, if so state whether this is a positive or an adverse impact? If adverse, is it a minor or major impact?

Protected Characteristic	Positive Impact	Adverse Impact	Explain what this impact is, how likely it is to happen and the extent of impact if it was to
			What measures can you take to mitigate the impact or advance equality of opportunity?

	✓	Minor ✓	Major ✓	<p style="text-align: center;">occur.</p> <b>Note – Positive impact can also be used to demonstrate how your proposals meet the aims of the PSED Stage 7</b>	<b>E.g. further consultation, research, implement equality monitoring etc</b> <b>(Also Include these in the Improvement Action Plan at Stage 6)</b>
Age (including carers of young/older people)					
Disability (including carers of disabled people)					
Gender Reassignment					
Marriage and Civil Partnership					
Pregnancy and Maternity					
Race					



Religion or Belief												
Sex												
Sexual orientation												
<p><b>8. Cumulative Impact</b> – Considering what else is happening within the Council and Harrow as a whole, could your proposals have a cumulative impact on a particular Protected Characteristic?</p> <p>If yes, which Protected Characteristics could be affected and what is the potential impact?</p>				Yes	No	✓						
<p><b>9. Any Other Impact</b> – Considering what else is happening within the Council and Harrow as a whole (for example national/local policy, austerity, welfare reform, unemployment levels, community tensions, levels of crime) could your proposals have an impact on individuals/service users socio economic, health or an impact on community cohesion?</p> <p>If yes, what is the potential impact and how likely is it to happen?</p>				Yes	No	✓						
<p><b>Stage 6 – Improvement Action Plan</b></p> <p>List below any actions you plan to take as a result of this Impact Assessment. These should include:</p> <ul style="list-style-type: none"> <li>Proposals to mitigate any adverse impact identified</li> <li>Positive action to advance equality of opportunity</li> <li>Monitoring the impact of the proposals/changes once they have been implemented</li> </ul>												

• Any monitoring measures which need to be introduced to ensure effective monitoring of your proposals? How often will you do this?			
Area of potential adverse impact e.g. Race, Disability	Proposal to mitigate adverse impact	How will you know this has been achieved? E.g. Performance Measure / Target	Lead Officer/Team
Monitoring the impact of this policy	<p>This strategy will be reviewed in light of developing practice, guidance and changing legislation as necessary and in any event every three years. At the time of review consultation will take place with appropriate parties.</p> <p>Delivery of this strategy will also be monitored through National Indicators (NI's). These include waste specific indicators as follows:</p> <ul style="list-style-type: none"> <li>• NI 191: Residual household waste per head – Waste collected, minus material sent for recycling, composting or reuse.</li> <li>• NI 192: Household waste recycled and composted – Material sent for reuse, reprocessing or controlled biological decomposition.</li> <li>• NI 193: Municipal waste land-filled – Collected municipal waste sent to landfill, including recycling rejects will</li> </ul>	<p>Timely Reviews</p> <p>Results of this monitoring will be regularly reviewed by service managers and any gaps identified addressed.</p>	<p>Environmental Service Delivery Team</p> <p>2019</p>

	<p>be reported by WLWA.</p> <p>Harrow's Annual Monitoring Report will also report on the following:</p> <ul style="list-style-type: none"> <li>• Total municipal waste collected</li> <li>• Commercial waste collected</li> <li>• Commercial waste delivered to the Civic Amenity site by traders</li> <li>• Non-household waste delivered to the Civic Amenity site</li> <li>• Municipal waste recycled and composted</li> <li>• Waste to landfill</li> </ul>			
<b>Stage 7: Public Sector Equality Duty</b>				
<p><b>10.</b> How do your proposals meet the Public Sector Equality Duty (PSED) to:</p> <ol style="list-style-type: none"> <li>1. Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010</li> <li>2. Advance equality of opportunity between people from different groups</li> </ol>			<p>Clear waste management strategy supported by robust monitoring arrangements. The objectives of this strategy are to:</p> <ul style="list-style-type: none"> <li>• Reduce the overall amount of waste from households.</li> <li>• Increase participation in waste prevention activities.</li> </ul>	

<p>3. Foster good relations between people from different groups</p>	<ul style="list-style-type: none"> <li>• Increase recycling year on year.</li> <li>• Continue to develop partnerships with organisations (particularly local community groups and others in the third sector) to stimulate higher reduction, reuse and recycling rates.</li> <li>• Continue to take appropriate enforcement action against those businesses, visitors and residents who seek to dispose of their waste irresponsibly.</li> <li>• Prioritise high performing, low emission, modern, sustainable technologies and operations that achieve value for money.</li> <li>• As a community leader, the council to exemplify the activities that it is promoting to its residents.</li> </ul>
<p><b>Stage 8: Recommendation</b></p>	
<p><b>11. Which of the following statements best describes the outcome of your EqIA ( ✓ tick one box only)</b></p>	
<p><b>Outcome 1</b> – No change required: the EqIA has not identified any potential for unlawful conduct or disproportionate impact and all opportunities to advance equality of opportunity are being addressed.</p>	<p>✓</p>
<p><b>Outcome 2</b> – Minor Impact: Minor adjustments to remove / mitigate adverse impact or advance equality of opportunity have been identified by the EqIA and these are included in the Action Plan to be addressed.</p>	
<p><b>Outcome 3</b> – Major Impact: Continue with proposals despite having identified potential for adverse impact or missed opportunities to advance equality of opportunity. In this case, the justification needs to be included in the EqIA and should be in line with the PSED to have 'due regard'. In some cases, compelling reasons will be needed. You should also consider whether there are sufficient plans to reduce the adverse impact and/or plans to monitor the impact. <b>(Explain this in Q12 below)</b></p>	
<p><b>12. If your EqIA is assessed as outcome 3 explain your justification with full reasoning to continue with your proposals.</b></p>	

**Stage 9 - Organisational sign Off**

Directorate Equalities Task Group

<p><b>13. Which group or committee considered, reviewed and agreed the EqIA and the Improvement Action Plan?</b></p>	<p>[Redacted]</p>	
<p><b>Signed: (Lead officer completing EqIA)</b></p>	<p>[Redacted]</p>	<p>Signed: (Chair of DETG)</p>
<p><b>Date:</b></p>	<p>13/04/2016</p>	<p>Date:</p> <p>18/04/2016</p>
<p><b>Date EqIA presented at Cabinet Briefing (if required)</b></p>	<p>Signature of DETG Chair (following Cabinet Briefing if relevant)</p>	

