



East
Northamptonshire
Council

Policy and Resources Committee – 11 April 2011

New Waste & Recycling Collection Service Policies

Purpose of report

This report presents the new policies that have been developed as part of the mobilisation of the new waste and recycling service.

Attachment(s)

Appendix 1: Wheeled Bin Policy
Appendix 2: Equality Impact Assessment

1.0 Background

1.1 With the changes to the method of containment and collections it is necessary to produce a new set of waste management policies concerning the ownership and proper use of the new containers.

2.0 Wheeled Bin Policy Document

2.1 The policy documents attached at appendix 1 contain information on how the new service will be operated with specific policies on the following items;

Policy 1	Standard Service.
Policy 2	Wheeled Bins – General.
Policy 3	Materials allowed in Wheeled Bins.
Policy 4	Requests for larger residual wheeled bins.
Policy 5	Locations Unsuitable for Wheeled Bins.
Policy 6	Requests for Smaller Dry Recycling Bins.
Policy 7	Refusal of a Dry Recyclable Bin.
Policy 8	Multi-Occupied Properties.
Policy 9	Assisted Collections.
Policy 10	Sack Collections.
Policy 11	Bin Collection Times.
Policy 12	Side Waste.
Policy 13	Missing / Stolen Containers.
Policy 14	Contaminated Bins.

3.0 Important issues to consider

3.1 Arrangements for the new service are covered under the contract and, in order to achieve the performance standards set, resources are calculated to ensure a good balance between optimum efficiency and allocating additional time to deal with properties where the non standard arrangement may need to apply. It is important to make note that the waste management team will need to ensure that non standard arrangements are only for those properties that cannot make use of the standard system due to practical constraints. Each household where non standard arrangements cannot be applied will place additional costs on the overall service.

4.0 Equality and Diversity Implications

4.1 An equality impact assessment was completed in December 2010 and is attached at appendix 2. It identified that any resident who may have been adversely affected by the new service due to a disability would be entitled to the assisted collection service

whereby the containers are removed, emptied and replaced in the storage location on collection day.

- 4.2 The equality impact assessment also highlighted the need to ensure that all information around the new scheme was communicated to all residents. This will be done in a pictogram format wherever possible to ensure that the identification of which material can be placed in which container is accessible to all.

5.0 Legal Implications

- 5.1 In line with section 45 of the Environmental Protection Act 1990, the council is obliged to collect waste within its area. Under section 46 of the same act the council may specify the size and type of containers and the frequency of those collections. This policy describes the detail of how the council proposes to discharge this duty.

6.0 Risk Management

- 6.1 The procurement and mobilisation of the new service has been fully captured under the corporate risk register and is reviewed on a monthly basis.
- 6.2 If the council does not design and approve an appropriate framework of standards for wheeled bin use and ownership, there is a risk that the successful operation of the contract could be compromised. The proposed wheeled bin policy document at appendix 1 should assist the council in mitigating this risk.

7.0 Financial Implications

- 7.1 The main financial implications of the new contract have already been captured as part of the final tender evaluation and subsequent approval to award the contract. Each household where non standard arrangements cannot be applied will place additional costs on the overall service, but these costs will be significantly less than the savings identified in the contract.

8.0 Corporate Outcomes

- 8.1 The recommended decision will help deliver the following corporate outcomes:
- Good Quality of Life - Cleaner
 - Good Value for Money
 - Effective Partnership Working
 - Effective Management
 - Good Reputation
 - High Quality Service Delivery
 - Strong Community Leadership

9.0 Other possible issues to consider

- 9.1 Communication – These policies form part of the communications plan of the main project. Educational and promotional activities will take place in the months prior to the start of the new service on 1 August 2011.
- 9.2 Resources – The waste management team will continue to monitor and educate users of the waste service in line with these updated policies.
- 9.3 Environment - Currently around 70% of the total household waste is sent to landfill, we expect levels to fall to under 50%
- 9.4 Performance in delivering the service - Recycling rates are expected to increase from approx 31% to in excess of 53% by 2018

10.0 Recommendation

10.1 The committee is recommended to approve the wheeled bin policy document.

(Reasons -

- (1) *To ensure consistency of approach to all users of the waste management service.*
- (2) *To provide service standards for both users and contractors in the day to day operation of the service.*
- (3) *To ensure the optimum efficiency is gained from the introduction of the new service*
- (4) *To provide a framework within which households unable to use the non standard service will be managed.)*

Legal	Power: Section 45 & 46 of the Environmental Protection Act 1990				
	Other considerations:				
Background Papers:					
Person Originating Report: Charlotte Tompkins, Waste Manager					
Date: 22 March 2011					
CFO		MO		CX	

(Committee Report Normal Rev. 22)



East
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Appendix 1

Wheeled Bin Policy



The use, storage and
presentation of wheeled bins

If you would like to receive this publication in an alternative format (large print, tape format or other languages) please contact us on 01832 742000.

Document Version Control

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NB: Draft versions 0.1 - final published versions 1.0

Consultees

Internal	External
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Cllr Harwood	
Waste Project Board	
Environmental Health	
Customer Services	

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Links to other documents

Document	Link

Additional Comments to note

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Executive Summary

This policy details the approach taken to the use, storage and presentation of wheeled bins on collection day.

1.0 Introduction

- 1.1 To ensure that all residents are fairly treated with regard to the management of the waste and recycling collection service it is necessary to develop a series of policies to give guidance on how non standard issues are to be resolved.

Under Section 46 of the Environmental Protection Act 1990, the Council may specify the container type and frequency of collections with regard to material covered as the statutory duty under this act.

Definition: Residual waste is that waste that cannot be recycled, composted at home or placed in a compostable waste wheeled bin.

Definition: Curtilage means the enclosed area immediately surrounding a property.

2.0 Statement of intent

The intention of this policy is to give clear guidance to both officers and members on factors to be taken into account when determining both the appropriate container type and collection frequency and also when dealing with issues around misuse of the containers and finally under what circumstances containers are to be removed. This policy also describes the circumstances upon which a container with additional capacity may be granted and what arrangements are to be made for replacement containers.

Where residents wish to apply for any non standard arrangements for waste and recycling collections they must make their application in writing to the waste team. All refusal decisions be delegated to officers in line with this policy in the form of a minded to letter. Applicants then have 21 days to appeal to the Head of Environmental Services against the decision. On the expiration of the 21 days if no appeal has been received the decision becomes final.

3.0 Scope

This policy covers the general policies for the standard service and the use of wheeled bins, isolated or inaccessible properties (restricted access), assisted collections, sack collections, materials allowed in wheeled bins, requests for larger residual wheeled bins, locations unsuitable for wheeled bins, multi-occupied properties.

4.0 Policy Statements

4.1 Standard Service Policy 1.

- 4.1.1 The standard service for residual waste (waste that cannot be recycled or composted) will be a fortnightly collection using 180 litre wheeled bins, one bin per household,

where the property is deemed suitable to accommodate the container. Policies allowing exceptions to the standard service are listed below.

- 4.1.2 Those properties covered by the residual wheeled bin service will also receive a separate collection of dry recyclable waste. The standard service for dry recyclable waste will be a fortnightly collection using 240 litre wheeled bins, one bin per household, where the property is deemed suitable to accommodate the container. Policies allowing exceptions to the standard service are listed below.
- 4.1.3 Those properties covered by the residual wheeled bin service will also receive a separate collection of food waste. The standard service for food waste will be a weekly collection using a 25 litre container.
- 4.1.4 Those properties covered by the residual wheeled bin service will also be able to subscribe to a garden waste collection service using a 240 litre bin, one bin per household. N.B This is an opt in service which attracts an additional charge to residents.
- 4.1.5 The standard service requires wheeled bins and sacks to be presented for collection at a suitable location at the edge of the property (curtilage) or at a point designated by the Council. Policies allowing exceptions to the standard edge-of-property collections are listed below.
- 4.1.6 The Council will provide the containers for the standard service storage and collection of household waste and recyclable materials, free of charge to domestic customers.
- 4.1.7 The bin remains the property of East Northamptonshire Council at all times. If the householder moves to another property, the bin must not be taken with them, but should be left for the new householder's use. Only bins supplied by the Council will be emptied.

4.2 Wheeled Bins – General Policy 2.

- 4.2.1 Residual bins will have dark grey bodies and dark grey lids. Dry Recyclable bins will have dark grey bodies and green lids. Garden waste ('Green Waste Club') bins will be brown bases and brown lids. Food Waste containers will be green with the internal kitchen caddy being brown.
- 4.2.2 Only those wheeled bins provided by the Council will be emptied. Council bins will be clearly identified as such.
- 4.2.3 Wheeled bins must be presented on the day of collection by 7.00 am. Apart from assisted collections, wheeled bins that are not presented will not be emptied.
- 4.2.4 Wheeled bins must be presented with closed lids. If a wheeled bin is presented with the lid open but can be safely emptied, it will be emptied but the householder will be notified of the problem and asked to present the bin with the lid closed in future. If a bin is repeatedly presented with the lid open, and the householder has previously been notified of the problem, the bin will not be emptied until the next scheduled collection (assuming the problem has been resolved). Residual waste presented outside a wheeled bin will not be taken.

- 4.2.5 After emptying, with the exception of assisted collections, the refuse collector will return the wheeled bin to the point at which it is presented.
- 4.2.6 The wheeled bins remain in the ownership of the Council. Wheeled bins must remain on the property apart from when they are emptied, or taken away by the Council, e.g. for repair. The householder has responsibility for keeping the wheeled bins safe while they are on the property and to protect them from misuse. The Council will make a reasonable charge for the repair or replacement of any wheeled bin that has been misused. Bins which require replacement as a result of reasonable wear and tear will not attract a charge.
- 4.2.7 At new properties, the initial provision of wheeled bins will be free of charge to the householder.
- 4.2.8 When a householder moves house, the wheeled bins must be left behind for the use of the next occupier.
- 4.2.9 Wheeled bin lids will have an identifying feature to allow the visually impaired to distinguish between residual and compostable waste bins

4.3 Materials allowed in Wheeled Bins Policy 3.

- 4.3.1 The following items are prohibited from wheeled bins: hazardous waste (such as some lightbulbs and batteries), liquids including paint and oil, rubble, stone, soil or heavy metal items. If any bin is too heavy to be lifted by the vehicle, the bin will be left at the point of presentation with an indication as to why the wheeled bin was not emptied.
- 4.3.2 The types of waste allowed in the dry recyclable bin are paper, cardboard, glass, plastics (to include low grade plastic such as yoghurt pots or food trays), cans, cartons (Tetrapak and similar cartons). Textiles and shoes are not to be placed into the dry recyclables bin.
- 4.3.3 The types of waste allowed in the food waste container are kitchen waste includes: vegetable peelings, fruit peel and cores, cooked or uncooked meat, fish and bones, tea bags, coffee grounds and any other food scraps (cooked or uncooked).
- 4.3.4 Green garden waste is not allowed in the residual bin.
- 4.3.5 The types of waste allowed in the subscription based 'Green Waste Club' bin are green garden waste. Green garden waste consists of the following: garden plants, weeds, hedge trimmings, small branches, leaves, grass cuttings, bark, houseplants and compost. Bedding from vegetarian pets, e.g. rabbits, guinea pigs, is also allowed.

4.4 Requests for larger residual wheeled bins Policy 4.

- 4.4.1 Large families of five persons or more permanently residing at a property will be able to apply for a 240 litre **residual** wheeled bin on request. Requests must be made in writing and will be reviewed annually.

4.4.2 A household with a child or children using disposable nappies will be able to apply for a 240 litre residual wheeled bin on request. Requests must be made in writing and will be reviewed annually.

4.4.3 A household with an occupier who has been in receipt of a clinical waste sack collection service will be allowed a 240 litre residual wheeled bin on application. (Low grade clinical waste to be placed into residual waste containers)

4.5 Locations Unsuitable for Wheeled Bins Policy 5.

4.5.1 For operational reasons, certain properties will not receive a wheeled bin service for the following reasons:

- i) The property is physically incapable of storing containers, anywhere within its boundary.
- ii) The property is in multiple occupation (flats), in which case an alternative sized container may be used for shared use (i.e. 1100 litre).
- iii) Exceptional other circumstances
- iv) very steep hills, narrow lanes, remote location, difficult location to access.
- v) Where there is no suitable point at the edge of the property to present wheeled bins for collection, the householder will be offered a sack collection
- vi) Where the wheeled bins must be brought up or down flights of steps or up or down steep paths/drives to be emptied.
- vii) Where in the Council's opinion a property is so isolated or inaccessible (for example, a considerable distance from the public highway along a track or a driveway
- viii) Should a householder wish to have a wheeled bin in such circumstances, the situation at each property will be considered on its own merits. Householders who would like to have a wheeled bin issued for storage purposes will be issued with them.

4.6 Requests for Smaller Dry Recycling Bins Policy 6.

4.6.1 A 180 litre compostable bin will be issued upon request for reasons such as: the 240 litre is too heavy to manoeuvre; narrow entries round the property; bins have to be wheeled through the house; small or no garden.

4.7 Refusal of a Dry Recyclable Bin Policy 7.

4.7.1 A householder may decline to have a recycling bin. However, no additional residual capacity will be offered.

4.8 Multi-Occupied Properties Policy 8.

4.8.1 Multi-occupied properties will be supplied with standard-size wheeled bins, larger wheeled bins or sacks as appropriate. A Council Officer will visit the property to discuss and agree the best arrangement.

4.9 Assisted Collections Policy 9.

4.9.1 An assisted collection will be offered to people with disabilities and people with mobility problems, where there is no one else in the household over 16 able to take the wheeled bin or sack to the edge of the property. A district nurse, health visitor, care-worker, social worker or housing warden will need to validate requests for an assisted collection. Requests must be made in writing and will be reviewed annually.

4.9.2 Where an assisted collection is provided, the refuse collector will collect the refuse (wheeled bin or sack) from the normal point of storage. After emptying the wheeled bin, the refuse collector will return it to the normal point of storage.

4.10 Sack Collections Policy 10.

4.10.1 The standard service for households that remain on sack collections will allow a maximum of two sacks per collection. This will also be a curtilage collection. Large families of five persons or more permanently residing at a property will be allowed four sacks per week on request. Requests must be made in writing and will be reviewed annually.

4.10.2 Households that remain on sack collections will receive new sacks in rolls (52 sacks per roll, two rolls per year per household)

4.11 Bin Collection Times Policy 11.

4.11.1 Wheeled bins should only be put out no earlier than 6pm on the day prior to the day of collection, and not left at the curtilage for any longer than necessary.

4.11.2 Wheeled bins should be put out for collection at the end of the property, at the point nearest to the highway (curtilage) but not on the highway, or at the collection point decided by the Council.

4.11.3 Wheeled bins should be available for collection on the collection day by placing them at the curtilage of the property or a place designated by the Council, by no later than 7.00 am.

4.11.4 If the bin is not at the correct collection point at the time that the collection vehicle arrives the bin will not be emptied, it will be emptied on the next scheduled collection.

4.11.5 Wheeled bins should not be placed on the highway, where they will obstruct cars, pedestrians or refuse collection vehicles. (This provision excludes private drives where it is up to the residents to find a suitable location). Care should be taken not to obstruct access by emergency vehicles.

4.12 Side Waste Policy 12

4.12.1 Any residual waste placed by the side of the residual waste bins will not be collected unless it meets one of the following criteria

- i) Collections have been delayed more than the scheduled number of days (i.e. Bank Holidays / Contractor failures (landfill) / suspension of service due to bad weather)
- ii) The first collection after Christmas/New Year Recyclables

The collectors will leave a note attached to the bin explaining why the side refuse has been left, asking the resident to place all waste in the bin for the next collection. Collectors will not return to collect side refuse left after the scheduled collection.

4.12.2 Any recycling waste placed by the side of the recycling bins will be collected.

4.13 Missing / Stolen Containers Policy 13.

4.13.1 The bins remain the property of ENC and may not be removed. Residents are entrusted to keep and maintain the container in a safe, clean and tidy condition.

4.13.2 The Council will replace any bins that they lose or damage whilst carrying out their normal duties, excluding any damaged as a result of prohibited waste being placed in the container.

4.13.3 Any bins that become faulty through fair wear and tear will be repaired or replaced free of charge by East Northamptonshire Council.

4.13.4 The resident will be responsible for replacing any bins that are damaged by his or her misuse. The Council will replace these on behalf of the resident and an appropriate charge will be made.

4.13.5 The resident will be responsible for keeping the bins safe and replacing any bins that are lost or stolen in line with the following policy:

The Council will replace the first bin reported as lost or stolen free of charge, but will issue a warning letter at the same time saying the next one will be charged for (if within the next 12 months), and will be replaced and an appropriate charge will be made.

4.14 Contaminated Bins

Policy 14.

4.14.1 If you place non-recyclable materials in your green or brown-lidded recycling bins that cannot be recycled the following procedure will be put in place for heavily contaminated bins (of more than 5%):

i) Your collection will be refused and you will be left a note advising you of this fact. If you want the bin emptying you will be required to remove all the contamination before the next scheduled emptying, and place it in your waste bin, so that it can be emptied on your next waste collection day.

ii) Should you not be willing to undertake this you will need to contact the Council to make special arrangements for this to be collected with the refuse for which a charge will be made to reflect the cost of landfill.

4.0 Policy outcomes

4.1 Outcomes and links to the corporate outcomes

- A good quality of life where the district will be; cleaner, healthier, safer, sustainable
- A good reputation with customers
- High quality service delivery
- Strong community leadership
- Effective management
- Knowledge of our customers and communities

4.2 Behaviours

The policy contributes to the following corporate outcomes:

- Good reputation with customers and regulators
- Good quality of life in East Northamptonshire – cleaner, safer, prosperous, healthier and sustainable
- Effective partnership working
- Members and staff with the right knowledge, skills and behaviours



EIA Initial Screening Form

Name of Function: Please select from drop-down list	Waste Contract Assessment
Name of person completing Initial Screening:	Julia Smith
Job title/role of person completing Initial Screening:	Commercial Health Manager
What is the main purpose of the Function ? <i>Please select from the drop-down list</i>	The aim of the waste contract is to deliver the statutory service for the collection of household and, on request and payment, commercial waste for residents and businesses across the District. The contract also covers the street cleansing requirements of the district.
List the main activities of the Function: <i>Please select from the drop-down list</i>	<ul style="list-style-type: none"> - Domestic refuse and recyclables collection - Street Cleansing - Commercial waste service - Clinical Waste collection service - Bulky household waste collection - Operating the recycling centres
Who are the main beneficiaries of the Function? <i>Please select from the drop-down list</i>	The contract will serve all of the residents and businesses in East Northamptonshire. This service is not aimed at specific groups although individuals needs are responded to such as providing a clinical waste service and assisted collections for the elderly or physically impaired.
How is the success of the Function measured? <i>Please select from the drop-down list</i>	The following PI's monitor the provision of this function:- Missed Collections No of complaints - street cleansing NI195 - cleanliness of streets Achieving recycling targets for Northamptonshire Waste Strategy Weekly collection of putrescible waste Achieving waste minimisation targets

Are equality monitoring systems in place ?	No (please select from drop-down) If yes give details :
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Use the following table to indicate:

1. Where you think that the **Function** could have a negative impact on any of the equality groups i.e. it could disadvantage them.
2. Where you think that the **Function** could have a positive impact on any of the groups or contribute to promoting equality of opportunity or improving relations within equality groups.
3. Where you think that the **Function** could have a neutral impact on any of the equality group i.e. no impact

Equality Group	Positive Impact	Negative Impact	Neutral Impact	Reason
Gender:				
Women/Girls	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Men/Boys	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Transgender people	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Sexual Orientation:				
Lesbians, gay men and bisexuals	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Race/Ethnicity:				
White British people	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
White non-British people (including Irish people)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Asian or Asian British people	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Black or Black British people	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
People of mixed heritage	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Chinese people	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Equality Group	Positive Impact	Negative Impact	Neutral Impact	Reason
Travellers (Gypsy/Roma/Irish heritage)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
People from other ethnic groups	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
People who do not have English as their first language	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	All literature is likely to be in English, consultation in English and this is main communication method. The communications material will be in a pictogram style so it is more accessible to all.
Disability:				
Physical impairment, e.g mobility issues which mean using a wheelchair or crutches.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The service as provided for the district as a whole would have a negative impact upon anyone with a physical or sensory impairment or a condition which meant they were unable to take their waste or recycling to the boundary themselves. There will be a requirement to provide an assisted collection service which provides residents a collection from point at which the waste is stored.

Equality Group	Positive Impact	Negative Impact	Neutral Impact	Reason
Sensory impairment, e.g blind/having a serious visual impairment, deaf/having a serious hearing impairment.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The service as provided for the district as a whole would have a negative impact upon anyone with a physical or sensory impairment or a condition which meant they were unable to take their waste or recycling to the boundary themselves. There will be a requirement to provide an assisted collection service which provides residents a collection from point at which the waste is stored
Mental health condition, e.g depression or schizophrenia	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Learning disability/difficulty, e.g. Down's syndrome or dyslexia, or cognitive impairment such as autistic spectrum disorder	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Potential difficulties in understanding literature in standard format The communications material will be in a pictogram style so it is more accessible to all.

Equality Group	Positive Impact	Negative Impact	Neutral Impact	Reason
Long-standing illness or health condition, e.g. cancer, HIV. Diabetes, chronic heart disease or epilepsy	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The service as provided for the district as a whole would have a negative impact upon anyone with a physical or sensory impairment or a condition which meant they were unable to take their waste or recycling to the boundary themselves. There will be a requirement to provide an assisted collection service which provides residents a collection from point at which the waste is stored
Other health problems or impairments	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Age:				
Older People (60+)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Children and Young People (see guidance for definition)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Religion/Belief:				
Christian	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Buddhist	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Hindu	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Jewish	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Equality Group	Positive Impact	Negative Impact	Neutral Impact	Reason
Muslim	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Is an issue with collection of waste on Fridays in the muslim religion, however, not considered to be significant concern in East Northamptonshire as the Muslim population was 0.12% at the last Census
Sikh	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Other religion	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Other Potentially Affected Groups				
Rural Isolation - People who live in rural areas e.g isolated geographically, lack of internet access	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Distance they may have to travel to put waste out if long way from highway. There will be a requirement to provide an assisted collection service which provides residents a collection from point at which the waste is stored in cases of physical impairment. If no internet provision they may miss out on quick messages about collections i.e. due to weather

Equality Group	Positive Impact	Negative Impact	Neutral Impact	Reason
Socio – Economic Exclusion – e.g. people who are on benefits, have low educational attainment, single parents living in poor quality housing, poor access to services, unemployed or any combination of these and the other protected strands.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Potential difficulties in understanding literature in standard format particularly if people cannot read as the majority of information is provided in this way. The communications material will be in a pictogram style so it is more accessible to all.
Any other potentially affected groups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/a
If you have indicated that there is a negative impact on any group, is that impact:				
Legal?	Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>	
Intended?	Yes <input type="checkbox"/>		No <input checked="" type="checkbox"/>	
Level of impact	High <input checked="" type="checkbox"/> non english speakers and those who cannot read and practical difficulties for people who have a physical impairment		Low <input type="checkbox"/>	
Could you minimise or remove any negative impact that is of low significance?	How? N/A			
Could you improve a positive impact of the Function ? <i>Please select from the drop-down list</i>	Complete the Full EIA Action Planning Form			
If there is no evidence that the Function promotes equality of opportunity or improved relations, could it be adapted so that it does?	Complete the Full EIA Action Planning Form			

Equality Group	Positive Impact	Negative Impact	Neutral Impact	Reason
Any other relevant notes you wish to make:	None			
Date of Initial Screening:	29 April 2010			

NOTE

If a negative impact has been highlighted and it is possibly discriminatory and not intended and/or of high impact you must complete a Full EIA.

If not, you should still consider if completing a Full EIA would be helpful in making a thorough assessment.

Conducting a full EIA

Who should be involved in conducting a full EIA?

The person completing the EIA form should be the manager of the service or function, the policy owner or the person writing the Committee report requiring a decision. However, it is always best to involve more than one person in completing the full assessment to broaden the range of perspectives, skills and knowledge involved in the assessment, and to act as critical friend(s).

Additional officers could include:

- **Other relevant and appropriate employees** – which might include employees with specific knowledge of the service area, possibly including a front line employee
- **Critical friend** – It may be useful to involve a critical friend who could be another manager or an external representative to help provide challenge
- **Equalities expertise** – from the Policy & Performance Team
- **Statistical/data/monitoring/performance management expertise** – this will help when identifying data, in future monitoring activity and the identification of

performance based objectives and targets. It will also help in identifying future system and monitoring requirements, including those for identifying the changes arising out of the assessment.

- **Stakeholder involvement** – this could include service users and staff – this would most likely be in the consultation stage of the Full Assessment

Assembling evidence

EIA will require that evidence is gathered and analysed in order to inform action. Some examples of methodologies that might be used to gather evidence are:-

- Census and other population data
- National, regional or local research both quantitative and qualitative
- MOSAIC / Customer Insight information
- Information already collected by the Council
- Staff and service user satisfaction surveys
- Information collected by other authorities
- Knowledge and experience of frontline staff
- Ongoing involvement of people in developing actions (i.e. your responses to the Duties)
- Desk research

NOTE

Any evidence collected should be stored in the Equality Impact Assessments folder on the I drive so that others can use it.

Judging Impact

Judging impact is a critical element of the EIA process. Without making well-informed decisions with regard to impact, it will not be possible to define the actions necessary to improve the function, service, policy or decision.

Judging impact is about:-

- Taking the evidence you have gathered;
- Your knowledge of the function / service / policy / decision concerned; and
- Putting them together to carefully analyse the issues

Use the following table to help guide you when making judgments as a result of the evidence you have collected.

Guidance on Making Judgments

Issue Identified	Judgment to be made
Negative impact has been identified.	<p>How best to make amendments to eliminate/reduce negative impact.</p> <p>Whether to implement a new policy anyway or to continue with a current policy. (Such a decision will need to be justified in relation to the Duties and consideration of relevance and proportionality).</p>
Where there is a negative impact but amendments may not necessarily fully mitigate this.	Whether implementation should be fully rolled-out, or carried out on a pilot basis in order to further assess the situation.
Whether the impact is such that a policy should not be implemented or should be cancelled / stopped	How the objectives that the policy was intended to achieve can be met with less or no negative impact (often requiring a fresh EIA of the new policy).
Where opportunities to improve equality outcomes have been identified.	How best to maximise positive impact.
Where there is difficulty maximizing a positive impact.	Whether to implement a new policy anyway or to continue with a current policy. (Such a decision will need to be justified in relation to the Duties and consideration of relevance and proportionality).
How and when to monitor and review the impact in practice of the policy and/or of any changes made.	Reasonable timescales should be set for improvement activity along with the methods that will be used to monitor effect.

Use the following form to conduct a Full EIA.



Full EIA Assessment Form – December 2010

Name of Function: Please select from the drop-down list	
Looking back at the Initial Screening Form, in what area(s) are there concerns that the Function could have a negative impact? (Tick all that apply)	
Gender:	<input type="checkbox"/>
Sexual orientation:	<input type="checkbox"/>
Race/Ethnicity	<input checked="" type="checkbox"/>
Disability:	<input checked="" type="checkbox"/>
Age	<input type="checkbox"/>
Religion/Belief	<input type="checkbox"/>
Any other affected groups:	<input checked="" type="checkbox"/>
Summarise the likely negative impacts:	<p>Container provision on those with a disability, although mitigated to some extent by the official assist scheme.</p> <p>Ability to read English or read at all as much of the information is given to service users in writing. This will be mitigated by using images and graphics more frequently to clarify the information provided, or provide translations upon request.</p> <p>Living in a rural area could pose problems for people who have a long distance to take their waste / recycling to the curtilage for collection – however, if they are physically unable to do this, they could qualify for support that may be available for disabled people living in non-rural areas. Lack of internet access could prove a problem for flagging up short notice changes e.g. when weather disrupts collections. This could be mitigated by using local radio, bin tagging and flagging up to residents in advance that this would be used as an alternative method to inform people during times of severe weather.</p>

<p>What consultation on this Function has already taken place with groups/individuals from equality target groups? <i>Please select from the drop-down list</i></p>	<p>The residents panel has been consulted and 18.2% of those that responded considered themselves to have a disability. 95% of respondents were white British, others that responded were White Irish (2%), White other (2%), Black or Black British: African 0.13% and Asian or Asian British: Indian 0.51%. This equates to 1% BME.</p> <p>6% BME respondents in focus groups.</p> <p>No information on those that cannot speak or read English.</p>
<p>What does it indicate about the negative impact of this Function? <i>Please select from the drop-down list</i></p>	<p>There were some differences in opinion about what the function should look like from those with disabilities, but no significant difference with those from BME. The number of BME participants is so small that the findings would not be considered to be significant.</p>
<p>What consultation will be conducted/is planned on this Function with equality target groups? <i>Please select from the drop-down list</i></p>	<p>No further consultation is planned, other than the residents panels survey, town and parish council survey, commercial waste survey and youth council survey, which took place in Jan- April 2010.</p>
<p>Once this consultation activity has taken place, indicate the outcomes:</p>	<p>Those with disabilities were more likely to be satisfied with the existing waste service compared with those who did not have a disability.</p> <p>Those with a disability were more likely at 47% compared with 29% of non-disabled residents to state that waste collectors not putting recycling boxes back as problematic. They further stated that this put them off recycling (25%) compared with non disabled respondents(15%).</p> <p>54% of those with a disability preferred a wheeled bin for storage of household waste, similar to the rest of the respondents. 44% wanted one wheeled bin to replace the current three box system compared with 31% who preferred the existing system.</p>

<p>What consultation on this Function has already taken place with staff - including those that have, or will have direct experience of implementing the Function?</p> <p><i>Please select from the drop-down list</i></p>	No formal consultation, but the Waste Management team are actively involved in the procurement process.
<p>What does it indicate about the negative impact of this Function?</p> <p><i>Please select from the drop-down list</i></p>	N/A to date
<p>What consultation will be conducted/is planned on this Function with staff?</p> <p><i>Please select from the drop-down list</i></p>	N/A to date
<p>Once this consultation activity has taken place, indicate the outcomes:</p>	N/A
<p>What relevant research/data/reports concerning the equality target groups have been used in the planning of this Function and what does it tell us about the negative impact?</p> <p><i>Please select from the drop-down list</i></p>	Existing contract information – such as number of households, property types, numbers of litter bins, number of streets etc. The consultation process will inform the project board, team and the bidders with respect to the bids that are being submitted and the evaluation of those bids.
<p>What research concerning the equality target groups needs to be conducted in relation to this Function?</p> <p><i>Please select from the drop-down list</i></p>	No further research at this point. However, best practice communication tools will be used at the implementation stage to reach those people with English as a second language, those with learning difficulties and those who cannot read.
<p>Once this has been carried out, what does it tell us about the negative impact?</p>	
<p>If there are any research gaps, are there any experts/relevant groups that can be contacted to obtain views and evidence on the issues?</p>	Legal and procurement experts are currently advising the project team and board on the process.
<p>Once they have been contacted, what information have we found out?</p>	
<p>Is it important that we conduct/commission specific research on this issue? Explain the research required:</p>	Q & A were utilised to conduct the residents panel survey on our behalf. Internally consulted youth, town and parish councils and commercial businesses.

<p>If we need to conduct /commission research what are the likely timescales involved?</p> <p>Are there any resource implications/costs?</p>	<p>It took 6 months and yes there were resource implications. No further consultation/reasearch is planned at the moment.</p>
<p>If you require further information, what will you do in the interim to address the negative impact?</p>	<p>Members need to make a decision as to whether we have undertaken enough consultation with those with disabilities and BME groups.</p>
<p>List the changes that have been identified which will ensure that the negative impact is addressed:</p>	<p>The consulation results documents will inform the decisions made about the contract award</p>
<p>Have you introduced changes you planned, with any necessary training?</p>	<p>Give details :</p>
<p>Does everyone involved in the Function know and understand what you have done?</p> <p><i>Please select from the drop-down list</i></p>	<p>All on the project board and team.</p>
<p>Now complete the action planning form which will detail the changes that need to be made to this Function.</p>	



Equality Impact Assessment Action Planning Form

Overall Outcome	What overall impact will successful achievement of this outcome have?	What we will do (i.e. actions we will take)	How we will monitor / evaluate / review progress?	Responsibility	Timescale
	A Neutral Impact on Equalities	The communications plan will include the use of pictograms to get key messages across about the new waste collection arrangements	Progress will be monitored through the normal performance process. CSI will be used to monitor effectiveness of the actions.	Waste Manager	August 2011
		An official assist collection service will be provided to those with disabilities.		Waste Manager	Immediate
		The use of bin tags will be used to communicate with hard to reach groups		Waste Manager	As required
		Local Radio will be used in addition to the internet to communicate short notice changes to the collection service i.e. due to weather		Waste Manager	As required
		A translation service will be offered upon request.		Waste Manager	As requested

Planned date for next EIA exercise			Jan 2012		



East
Northamptonshire
Council

Appendix 1

Wheeled Bin Policy



The use, storage and
presentation of wheeled bins

If you would like to receive this publication in an alternative format (large print, tape format or other languages) please contact us on 01832 742000.

Document Version Control

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Change History

Issue	Date	Comments
1.0	March 2011	

NB: Draft versions 0.1 - final published versions 1.0

Consultees

Internal	External
e.g. Individual(s) / Group / Section	e.g. Stakeholders / Partners /Organisation(s)
Cllr Harwood	
Waste Project Board	
Environmental Health	
Customer Services	

Distribution List

Internal	External
e.g. Individual(s) / Group / Section	e.g. Stakeholders / Partners /Organisation(s)

Links to other documents

Document	Link

Additional Comments to note

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Executive Summary

This policy details the approach taken to the use, storage and presentation of wheeled bins on collection day.

1.0 Introduction

- 1.1 To ensure that all residents are fairly treated with regard to the management of the waste and recycling collection service it is necessary to develop a series of policies to give guidance on how non standard issues are to be resolved.

Under Section 46 of the Environmental Protection Act 1990, the Council may specify the container type and frequency of collections with regard to material covered as the statutory duty under this act.

Definition: Residual waste is that waste that cannot be recycled, composted at home or placed in a compostable waste wheeled bin.

Definition: Curtilage means the enclosed area immediately surrounding a property.

2.0 Statement of intent

The intention of this policy is to give clear guidance to both officers and members on factors to be taken into account when determining both the appropriate container type and collection frequency and also when dealing with issues around misuse of the containers and finally under what circumstances containers are to be removed. This policy also describes the circumstances upon which a container with additional capacity may be granted and what arrangements are to be made for replacement containers.

Where residents wish to apply for any non standard arrangements for waste and recycling collections they must make their application in writing to the waste team. All refusal decisions be delegated to officers in line with this policy in the form of a minded to letter. Applicants then have 21 days to appeal to the Head of Environmental Services against the decision. On the expiration of the 21 days if no appeal has been received the decision becomes final.

3.0 Scope

This policy covers the general policies for the standard service and the use of wheeled bins, isolated or inaccessible properties (restricted access), assisted collections, sack collections, materials allowed in wheeled bins, requests for larger residual wheeled bins, locations unsuitable for wheeled bins, multi-occupied properties.

4.0 Policy Statements

4.1 Standard Service Policy 1.

- 4.1.1 The standard service for residual waste (waste that cannot be recycled or composted) will be a fortnightly collection using 180 litre wheeled bins, one bin per household,

where the property is deemed suitable to accommodate the container. Policies allowing exceptions to the standard service are listed below.

- 4.1.2 Those properties covered by the residual wheeled bin service will also receive a separate collection of dry recyclable waste. The standard service for dry recyclable waste will be a fortnightly collection using 240 litre wheeled bins, one bin per household, where the property is deemed suitable to accommodate the container. Policies allowing exceptions to the standard service are listed below.
- 4.1.3 Those properties covered by the residual wheeled bin service will also receive a separate collection of food waste. The standard service for food waste will be a weekly collection using a 25 litre container.
- 4.1.4 Those properties covered by the residual wheeled bin service will also be able to subscribe to a garden waste collection service using a 240 litre bin, one bin per household. N.B This is an opt in service which attracts an additional charge to residents.
- 4.1.5 The standard service requires wheeled bins and sacks to be presented for collection at a suitable location at the edge of the property (curtilage) or at a point designated by the Council. Policies allowing exceptions to the standard edge-of-property collections are listed below.
- 4.1.6 The Council will provide the containers for the standard service storage and collection of household waste and recyclable materials, free of charge to domestic customers.
- 4.1.7 The bin remains the property of East Northamptonshire Council at all times. If the householder moves to another property, the bin must not be taken with them, but should be left for the new householder's use. Only bins supplied by the Council will be emptied.

4.2 Wheeled Bins – General Policy 2.

- 4.2.1 Residual bins will have dark grey bodies and dark grey lids. Dry Recyclable bins will have dark grey bodies and green lids. Garden waste ('Green Waste Club') bins will be brown bases and brown lids. Food Waste containers will be green with the internal kitchen caddy being brown.
- 4.2.2 Only those wheeled bins provided by the Council will be emptied. Council bins will be clearly identified as such.
- 4.2.3 Wheeled bins must be presented on the day of collection by 7.00 am. Apart from assisted collections, wheeled bins that are not presented will not be emptied.
- 4.2.4 Wheeled bins must be presented with closed lids. If a wheeled bin is presented with the lid open but can be safely emptied, it will be emptied but the householder will be notified of the problem and asked to present the bin with the lid closed in future. If a bin is repeatedly presented with the lid open, and the householder has previously been notified of the problem, the bin will not be emptied until the next scheduled collection (assuming the problem has been resolved). Residual waste presented outside a wheeled bin will not be taken.

- 4.2.5 After emptying, with the exception of assisted collections, the refuse collector will return the wheeled bin to the point at which it is presented.
- 4.2.6 The wheeled bins remain in the ownership of the Council. Wheeled bins must remain on the property apart from when they are emptied, or taken away by the Council, e.g. for repair. The householder has responsibility for keeping the wheeled bins safe while they are on the property and to protect them from misuse. The Council will make a reasonable charge for the repair or replacement of any wheeled bin that has been misused. Bins which require replacement as a result of reasonable wear and tear will not attract a charge.
- 4.2.7 At new properties, the initial provision of wheeled bins will be free of charge to the householder.
- 4.2.8 When a householder moves house, the wheeled bins must be left behind for the use of the next occupier.
- 4.2.9 Wheeled bin lids will have an identifying feature to allow the visually impaired to distinguish between residual and compostable waste bins

4.3 Materials allowed in Wheeled Bins Policy 3.

- 4.3.1 The following items are prohibited from wheeled bins: hazardous waste (such as some lightbulbs and batteries), liquids including paint and oil, rubble, stone, soil or heavy metal items. If any bin is too heavy to be lifted by the vehicle, the bin will be left at the point of presentation with an indication as to why the wheeled bin was not emptied.
- 4.3.2 The types of waste allowed in the dry recyclable bin are paper, cardboard, glass, plastics (to include low grade plastic such as yoghurt pots or food trays), cans, cartons (Tetrapak and similar cartons). Textiles and shoes are not to be placed into the dry recyclables bin.
- 4.3.3 The types of waste allowed in the food waste container are kitchen waste includes: vegetable peelings, fruit peel and cores, cooked or uncooked meat, fish and bones, tea bags, coffee grounds and any other food scraps (cooked or uncooked).
- 4.3.4 Green garden waste is not allowed in the residual bin.
- 4.3.5 The types of waste allowed in the subscription based 'Green Waste Club' bin are green garden waste. Green garden waste consists of the following: garden plants, weeds, hedge trimmings, small branches, leaves, grass cuttings, bark, houseplants and compost. Bedding from vegetarian pets, e.g. rabbits, guinea pigs, is also allowed.

4.4 Requests for larger residual wheeled bins Policy 4.

- 4.4.1 Large families of five persons or more permanently residing at a property will be able to apply for a 240 litre **residual** wheeled bin on request. Requests must be made in writing and will be reviewed annually.

4.4.2 A household with a child or children using disposable nappies will be able to apply for a 240 litre residual wheeled bin on request. Requests must be made in writing and will be reviewed annually.

4.4.3 A household with an occupier who has been in receipt of a clinical waste sack collection service will be allowed a 240 litre residual wheeled bin on application. (Low grade clinical waste to be placed into residual waste containers)

4.5 Locations Unsuitable for Wheeled Bins Policy 5.

4.5.1 For operational reasons, certain properties will not receive a wheeled bin service for the following reasons:

- i) The property is physically incapable of storing containers, anywhere within its boundary.
- ii) The property is in multiple occupation (flats), in which case an alternative sized container may be used for shared use (i.e. 1100 litre).
- iii) Exceptional other circumstances
- iv) very steep hills, narrow lanes, remote location, difficult location to access.
- v) Where there is no suitable point at the edge of the property to present wheeled bins for collection, the householder will be offered a sack collection
- vi) Where the wheeled bins must be brought up or down flights of steps or up or down steep paths/drives to be emptied.
- vii) Where in the Council's opinion a property is so isolated or inaccessible (for example, a considerable distance from the public highway along a track or a driveway
- viii) Should a householder wish to have a wheeled bin in such circumstances, the situation at each property will be considered on its own merits. Householders who would like to have a wheeled bin issued for storage purposes will be issued with them.

4.6 Requests for Smaller Dry Recycling Bins Policy 6.

4.6.1 A 180 litre compostable bin will be issued upon request for reasons such as: the 240 litre is too heavy to manoeuvre; narrow entries round the property; bins have to be wheeled through the house; small or no garden.

4.7 Refusal of a Dry Recyclable Bin Policy 7.

4.7.1 A householder may decline to have a recycling bin. However, no additional residual capacity will be offered.

4.8 Multi-Occupied Properties Policy 8.

4.8.1 Multi-occupied properties will be supplied with standard-size wheeled bins, larger wheeled bins or sacks as appropriate. A Council Officer will visit the property to discuss and agree the best arrangement.

4.9 Assisted Collections Policy 9.

4.9.1 An assisted collection will be offered to people with disabilities and people with mobility problems, where there is no one else in the household over 16 able to take the wheeled bin or sack to the edge of the property. A district nurse, health visitor, care-worker, social worker or housing warden will need to validate requests for an assisted collection. Requests must be made in writing and will be reviewed annually.

4.9.2 Where an assisted collection is provided, the refuse collector will collect the refuse (wheeled bin or sack) from the normal point of storage. After emptying the wheeled bin, the refuse collector will return it to the normal point of storage.

4.10 Sack Collections Policy 10.

4.10.1 The standard service for households that remain on sack collections will allow a maximum of two sacks per collection. This will also be a curtilage collection. Large families of five persons or more permanently residing at a property will be allowed four sacks per week on request. Requests must be made in writing and will be reviewed annually.

4.10.2 Households that remain on sack collections will receive new sacks in rolls (52 sacks per roll, two rolls per year per household)

4.11 Bin Collection Times Policy 11.

4.11.1 Wheeled bins should only be put out no earlier than 6pm on the day prior to the day of collection, and not left at the curtilage for any longer than necessary.

4.11.2 Wheeled bins should be put out for collection at the end of the property, at the point nearest to the highway (curtilage) but not on the highway, or at the collection point decided by the Council.

4.11.3 Wheeled bins should be available for collection on the collection day by placing them at the curtilage of the property or a place designated by the Council, by no later than 7.00 am.

4.11.4 If the bin is not at the correct collection point at the time that the collection vehicle arrives the bin will not be emptied, it will be emptied on the next scheduled collection.

4.11.5 Wheeled bins should not be placed on the highway, where they will obstruct cars, pedestrians or refuse collection vehicles. (This provision excludes private drives where it is up to the residents to find a suitable location). Care should be taken not to obstruct access by emergency vehicles.

4.12 Side Waste Policy 12

4.12.1 Any residual waste placed by the side of the residual waste bins will not be collected unless it meets one of the following criteria

- i) Collections have been delayed more than the scheduled number of days (i.e. Bank Holidays / Contractor failures (landfill) / suspension of service due to bad weather)
- ii) The first collection after Christmas/New Year Recyclables

The collectors will leave a note attached to the bin explaining why the side refuse has been left, asking the resident to place all waste in the bin for the next collection. Collectors will not return to collect side refuse left after the scheduled collection.

4.12.2 Any recycling waste placed by the side of the recycling bins will be collected.

4.13 Missing / Stolen Containers Policy 13.

4.13.1 The bins remain the property of ENC and may not be removed. Residents are entrusted to keep and maintain the container in a safe, clean and tidy condition.

4.13.2 The Council will replace any bins that they lose or damage whilst carrying out their normal duties, excluding any damaged as a result of prohibited waste being placed in the container.

4.13.3 Any bins that become faulty through fair wear and tear will be repaired or replaced free of charge by East Northamptonshire Council.

4.13.4 The resident will be responsible for replacing any bins that are damaged by his or her misuse. The Council will replace these on behalf of the resident and an appropriate charge will be made.

4.13.5 The resident will be responsible for keeping the bins safe and replacing any bins that are lost or stolen in line with the following policy:

The Council will replace the first bin reported as lost or stolen free of charge, but will issue a warning letter at the same time saying the next one will be charged for (if within the next 12 months), and will be replaced and an appropriate charge will be made.

4.14 Contaminated Bins

Policy 14.

4.14.1 If you place non-recyclable materials in your green or brown-lidded recycling bins that cannot be recycled the following procedure will be put in place for heavily contaminated bins (of more than 5%):

i) Your collection will be refused and you will be left a note advising you of this fact. If you want the bin emptying you will be required to remove all the contamination before the next scheduled emptying, and place it in your waste bin, so that it can be emptied on your next waste collection day.

ii) Should you not be willing to undertake this you will need to contact the Council to make special arrangements for this to be collected with the refuse for which a charge will be made to reflect the cost of landfill.

4.0 Policy outcomes

4.1 Outcomes and links to the corporate outcomes

- A good quality of life where the district will be; cleaner, healthier, safer, sustainable
- A good reputation with customers
- High quality service delivery
- Strong community leadership
- Effective management
- Knowledge of our customers and communities

4.2 Behaviours

The policy contributes to the following corporate outcomes:

- Good reputation with customers and regulators
- Good quality of life in East Northamptonshire – cleaner, safer, prosperous, healthier and sustainable
- Effective partnership working
- Members and staff with the right knowledge, skills and behaviours



EIA Initial Screening Form

Name of Function: Please select from drop-down list	Waste Contract Assessment
Name of person completing Initial Screening:	Julia Smith
Job title/role of person completing Initial Screening:	Commercial Health Manager
What is the main purpose of the Function ? <i>Please select from the drop-down list</i>	The aim of the waste contract is to deliver the statutory service for the collection of household and, on request and payment, commercial waste for residents and businesses across the District. The contract also covers the street cleansing requirements of the district.
List the main activities of the Function: <i>Please select from the drop-down list</i>	<ul style="list-style-type: none"> - Domestic refuse and recyclables collection - Street Cleansing - Commercial waste service - Clinical Waste collection service - Bulky household waste collection - Operating the recycling centres
Who are the main beneficiaries of the Function? <i>Please select from the drop-down list</i>	The contract will serve all of the residents and businesses in East Northamptonshire. This service is not aimed at specific groups although individuals needs are responded to such as providing a clinical waste service and assisted collections for the elderly or physically impaired.
How is the success of the Function measured? <i>Please select from the drop-down list</i>	The following PI's monitor the provision of this function:- Missed Collections No of complaints - street cleansing NI195 - cleanliness of streets Achieving recycling targets for Northamptonshire Waste Strategy Weekly collection of putrescible waste Achieving waste minimisation targets

Are equality monitoring systems in place ?	No (please select from drop-down) If yes give details :
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Use the following table to indicate:

1. Where you think that the **Function** could have a negative impact on any of the equality groups i.e. it could disadvantage them.
2. Where you think that the **Function** could have a positive impact on any of the groups or contribute to promoting equality of opportunity or improving relations within equality groups.
3. Where you think that the **Function** could have a neutral impact on any of the equality group i.e. no impact

Equality Group	Positive Impact	Negative Impact	Neutral Impact	Reason
Gender:				
Women/Girls	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Men/Boys	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Transgender people	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Sexual Orientation:				
Lesbians, gay men and bisexuals	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Race/Ethnicity:				
White British people	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
White non-British people (including Irish people)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Asian or Asian British people	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Black or Black British people	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
People of mixed heritage	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Chinese people	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Equality Group	Positive Impact	Negative Impact	Neutral Impact	Reason
Travellers (Gypsy/Roma/Irish heritage)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
People from other ethnic groups	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
People who do not have English as their first language	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	All literature is likely to be in English, consultation in English and this is main communication method. The communications material will be in a pictogram style so it is more accessible to all.
Disability:				
Physical impairment, e.g mobility issues which mean using a wheelchair or crutches.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The service as provided for the district as a whole would have a negative impact upon anyone with a physical or sensory impairment or a condition which meant they were unable to take their waste or recycling to the boundary themselves. There will be a requirement to provide an assisted collection service which provides residents a collection from point at which the waste is stored.

Equality Group	Positive Impact	Negative Impact	Neutral Impact	Reason
Sensory impairment, e.g blind/having a serious visual impairment, deaf/having a serious hearing impairment.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The service as provided for the district as a whole would have a negative impact upon anyone with a physical or sensory impairment or a condition which meant they were unable to take their waste or recycling to the boundary themselves. There will be a requirement to provide an assisted collection service which provides residents a collection from point at which the waste is stored
Mental health condition, e.g depression or schizophrenia	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Learning disability/difficulty, e.g. Down's syndrome or dyslexia, or cognitive impairment such as autistic spectrum disorder	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Potential difficulties in understanding literature in standard format The communications material will be in a pictogram style so it is more accessible to all.

Equality Group	Positive Impact	Negative Impact	Neutral Impact	Reason
Long-standing illness or health condition, e.g. cancer, HIV. Diabetes, chronic heart disease or epilepsy	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The service as provided for the district as a whole would have a negative impact upon anyone with a physical or sensory impairment or a condition which meant they were unable to take their waste or recycling to the boundary themselves. There will be a requirement to provide an assisted collection service which provides residents a collection from point at which the waste is stored
Other health problems or impairments	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Age:				
Older People (60+)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Children and Young People (see guidance for definition)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Religion/Belief:				
Christian	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Buddhist	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Hindu	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Jewish	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Equality Group	Positive Impact	Negative Impact	Neutral Impact	Reason
Muslim	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Is an issue with collection of waste on Fridays in the muslim religion, however, not considered to be significant concern in East Northamptonshire as the Muslim population was 0.12% at the last Census
Sikh	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Other religion	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Other Potentially Affected Groups				
Rural Isolation - People who live in rural areas e.g isolated geographically, lack of internet access	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Distance they may have to travel to put waste out if long way from highway. There will be a requirement to provide an assisted collection service which provides residents a collection from point at which the waste is stored in cases of physical impairment. If no internet provision they may miss out on quick messages about collections i.e. due to weather

Equality Group	Positive Impact	Negative Impact	Neutral Impact	Reason
Socio – Economic Exclusion – e.g. people who are on benefits, have low educational attainment, single parents living in poor quality housing, poor access to services, unemployed or any combination of these and the other protected strands.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Potential difficulties in understanding literature in standard format particularly if people cannot read as the majority of information is provided in this way. The communications material will be in a pictogram style so it is more accessible to all.
Any other potentially affected groups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/a
If you have indicated that there is a negative impact on any group, is that impact:				
Legal?	Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>	
Intended?	Yes <input type="checkbox"/>		No <input checked="" type="checkbox"/>	
Level of impact	High <input checked="" type="checkbox"/> non english speakers and those who cannot read and practical difficulties for people who have a physical impairment		Low <input type="checkbox"/>	
Could you minimise or remove any negative impact that is of low significance?	How? N/A			
Could you improve a positive impact of the Function ? <i>Please select from the drop-down list</i>	Complete the Full EIA Action Planning Form			
If there is no evidence that the Function promotes equality of opportunity or improved relations, could it be adapted so that it does?	Complete the Full EIA Action Planning Form			

Equality Group	Positive Impact	Negative Impact	Neutral Impact	Reason
Any other relevant notes you wish to make:	None			
Date of Initial Screening:	29 April 2010			

NOTE

If a negative impact has been highlighted and it is possibly discriminatory and not intended and/or of high impact you must complete a Full EIA.

If not, you should still consider if completing a Full EIA would be helpful in making a thorough assessment.

Conducting a full EIA

Who should be involved in conducting a full EIA?

The person completing the EIA form should be the manager of the service or function, the policy owner or the person writing the Committee report requiring a decision. However, it is always best to involve more than one person in completing the full assessment to broaden the range of perspectives, skills and knowledge involved in the assessment, and to act as critical friend(s).

Additional officers could include:

- **Other relevant and appropriate employees** – which might include employees with specific knowledge of the service area, possibly including a front line employee
- **Critical friend** – It may be useful to involve a critical friend who could be another manager or an external representative to help provide challenge
- **Equalities expertise** – from the Policy & Performance Team
- **Statistical/data/monitoring/performance management expertise** – this will help when identifying data, in future monitoring activity and the identification of

performance based objectives and targets. It will also help in identifying future system and monitoring requirements, including those for identifying the changes arising out of the assessment.

- **Stakeholder involvement** – this could include service users and staff – this would most likely be in the consultation stage of the Full Assessment

Assembling evidence

EIA will require that evidence is gathered and analysed in order to inform action. Some examples of methodologies that might be used to gather evidence are:-

- Census and other population data
- National, regional or local research both quantitative and qualitative
- MOSAIC / Customer Insight information
- Information already collected by the Council
- Staff and service user satisfaction surveys
- Information collected by other authorities
- Knowledge and experience of frontline staff
- Ongoing involvement of people in developing actions (i.e. your responses to the Duties)
- Desk research

NOTE

Any evidence collected should be stored in the Equality Impact Assessments folder on the I drive so that others can use it.

Judging Impact

Judging impact is a critical element of the EIA process. Without making well-informed decisions with regard to impact, it will not be possible to define the actions necessary to improve the function, service, policy or decision.

Judging impact is about:-

- Taking the evidence you have gathered;
- Your knowledge of the function / service / policy / decision concerned; and
- Putting them together to carefully analyse the issues

Use the following table to help guide you when making judgments as a result of the evidence you have collected.

Guidance on Making Judgments

Issue Identified	Judgment to be made
Negative impact has been identified.	<p>How best to make amendments to eliminate/reduce negative impact.</p> <p>Whether to implement a new policy anyway or to continue with a current policy. (Such a decision will need to be justified in relation to the Duties and consideration of relevance and proportionality).</p>
Where there is a negative impact but amendments may not necessarily fully mitigate this.	Whether implementation should be fully rolled-out, or carried out on a pilot basis in order to further assess the situation.
Whether the impact is such that a policy should not be implemented or should be cancelled / stopped	How the objectives that the policy was intended to achieve can be met with less or no negative impact (often requiring a fresh EIA of the new policy).
Where opportunities to improve equality outcomes have been identified.	How best to maximise positive impact.
Where there is difficulty maximizing a positive impact.	Whether to implement a new policy anyway or to continue with a current policy. (Such a decision will need to be justified in relation to the Duties and consideration of relevance and proportionality).
How and when to monitor and review the impact in practice of the policy and/or of any changes made.	Reasonable timescales should be set for improvement activity along with the methods that will be used to monitor effect.

Use the following form to conduct a Full EIA.



Full EIA Assessment Form – December 2010

Name of Function: Please select from the drop-down list	
Looking back at the Initial Screening Form, in what area(s) are there concerns that the Function could have a negative impact? (Tick all that apply)	
Gender:	<input type="checkbox"/>
Sexual orientation:	<input type="checkbox"/>
Race/Ethnicity	<input checked="" type="checkbox"/>
Disability:	<input checked="" type="checkbox"/>
Age	<input type="checkbox"/>
Religion/Belief	<input type="checkbox"/>
Any other affected groups:	<input checked="" type="checkbox"/>
Summarise the likely negative impacts:	<p>Container provision on those with a disability, although mitigated to some extent by the official assist scheme.</p> <p>Ability to read English or read at all as much of the information is given to service users in writing. This will be mitigated by using images and graphics more frequently to clarify the information provided, or provide translations upon request.</p> <p>Living in a rural area could pose problems for people who have a long distance to take their waste / recycling to the curtilage for collection – however, if they are physically unable to do this, they could qualify for support that may be available for disabled people living in non-rural areas. Lack of internet access could prove a problem for flagging up short notice changes e.g. when weather disrupts collections. This could be mitigated by using local radio, bin tagging and flagging up to residents in advance that this would be used as an alternative method to inform people during times of severe weather.</p>

<p>What consultation on this Function has already taken place with groups/individuals from equality target groups? <i>Please select from the drop-down list</i></p>	<p>The residents panel has been consulted and 18.2% of those that responded considered themselves to have a disability. 95% of respondents were white British, others that responded were White Irish (2%), White other (2%), Black or Black British: African 0.13% and Asian or Asian British: Indian 0.51%. This equates to 1% BME.</p> <p>6% BME respondents in focus groups.</p> <p>No information on those that cannot speak or read English.</p>
<p>What does it indicate about the negative impact of this Function? <i>Please select from the drop-down list</i></p>	<p>There were some differences in opinion about what the function should look like from those with disabilities, but no significant difference with those from BME. The number of BME participants is so small that the findings would not be considered to be significant.</p>
<p>What consultation will be conducted/is planned on this Function with equality target groups? <i>Please select from the drop-down list</i></p>	<p>No further consultation is planned, other than the residents panels survey, town and parish council survey, commercial waste survey and youth council survey, which took place in Jan- April 2010.</p>
<p>Once this consultation activity has taken place, indicate the outcomes:</p>	<p>Those with disabilities were more likely to be satisfied with the existing waste service compared with those who did not have a disability.</p> <p>Those with a disability were more likely at 47% compared with 29% of non-disabled residents to state that waste collectors not putting recycling boxes back as problematic. They further stated that this put them off recycling (25%) compared with non disabled respondents(15%).</p> <p>54% of those with a disability preferred a wheeled bin for storage of household waste, similar to the rest of the respondents. 44% wanted one wheeled bin to replace the current three box system compared with 31% who preferred the existing system.</p>

<p>What consultation on this Function has already taken place with staff - including those that have, or will have direct experience of implementing the Function?</p> <p><i>Please select from the drop-down list</i></p>	No formal consultation, but the Waste Management team are actively involved in the procurement process.
<p>What does it indicate about the negative impact of this Function?</p> <p><i>Please select from the drop-down list</i></p>	N/A to date
<p>What consultation will be conducted/is planned on this Function with staff?</p> <p><i>Please select from the drop-down list</i></p>	N/A to date
<p>Once this consultation activity has taken place, indicate the outcomes:</p>	N/A
<p>What relevant research/data/reports concerning the equality target groups have been used in the planning of this Function and what does it tell us about the negative impact?</p> <p><i>Please select from the drop-down list</i></p>	Existing contract information – such as number of households, property types, numbers of litter bins, number of streets etc. The consultation process will inform the project board, team and the bidders with respect to the bids that are being submitted and the evaluation of those bids.
<p>What research concerning the equality target groups needs to be conducted in relation to this Function?</p> <p><i>Please select from the drop-down list</i></p>	No further research at this point. However, best practice communication tools will be used at the implementation stage to reach those people with English as a second language, those with learning difficulties and those who cannot read.
<p>Once this has been carried out, what does it tell us about the negative impact?</p>	
<p>If there are any research gaps, are there any experts/relevant groups that can be contacted to obtain views and evidence on the issues?</p>	Legal and procurement experts are currently advising the project team and board on the process.
<p>Once they have been contacted, what information have we found out?</p>	
<p>Is it important that we conduct/commission specific research on this issue? Explain the research required:</p>	Q & A were utilised to conduct the residents panel survey on our behalf. Internally consulted youth, town and parish councils and commercial businesses.

<p>If we need to conduct /commission research what are the likely timescales involved?</p> <p>Are there any resource implications/costs?</p>	<p>It took 6 months and yes there were resource implications. No further consultation/reasearch is planned at the moment.</p>
<p>If you require further information, what will you do in the interim to address the negative impact?</p>	<p>Members need to make a decision as to whether we have undertaken enough consultation with those with disabilities and BME groups.</p>
<p>List the changes that have been identified which will ensure that the negative impact is addressed:</p>	<p>The consulation results documents will inform the decisions made about the contract award</p>
<p>Have you introduced changes you planned, with any necessary training?</p>	<p>Give details :</p>
<p>Does everyone involved in the Function know and understand what you have done?</p> <p><i>Please select from the drop-down list</i></p>	<p>All on the project board and team.</p>
<p>Now complete the action planning form which will detail the changes that need to be made to this Function.</p>	



Equality Impact Assessment Action Planning Form

Overall Outcome	What overall impact will successful achievement of this outcome have?	What we will do (i.e. actions we will take)	How we will monitor / evaluate / review progress?	Responsibility	Timescale
	A Neutral Impact on Equalities	The communications plan will include the use of pictograms to get key messages across about the new waste collection arrangements	Progress will be monitored through the normal performance process. CSI will be used to monitor effectiveness of the actions.	Waste Manager	August 2011
		An official assist collection service will be provided to those with disabilities.		Waste Manager	Immediate
		The use of bin tags will be used to communicate with hard to reach groups		Waste Manager	As required
		Local Radio will be used in addition to the internet to communicate short notice changes to the collection service i.e. due to weather		Waste Manager	As required
		A translation service will be offered upon request.		Waste Manager	As requested

Planned date for next EIA exercise			Jan 2012		