

## Equality Impact Assessment Record

<b>Date of EIA</b>	30 June 2010
<b>Directorate</b>	Environment Culture and Communities
<b>Part One - Initial Screening Record</b>	
<b>1. Activity to be assessed</b>	<b>The procurement process &amp; specification for a waste and recycling collection service</b>
<b>2. What is the activity?</b>	<input type="checkbox"/> Policy/strategy <input type="checkbox"/> Function/procedure <input checked="" type="checkbox"/> Project <input type="checkbox"/> Review <input type="checkbox"/> Service <input type="checkbox"/> Organisational change
<b>3. Is it a new or existing activity?</b>	<input checked="" type="checkbox"/> New <input type="checkbox"/> Existing
<b>4. Who are the members of the EIA team?</b>	Steve Loudoun, Chief Officer: Environment & Public Protection Geoff Reynolds, Programme and Projects Manager Janet Dowlman, Head of Environmental Services Eric Redford, Waste Collections Manager Derek Fitz-Gibbon, Principal Procurement Officer
<b>5. Initial screening assessment.</b>	<p>Does the activity have the potential to cause adverse impact or discriminate against different groups in the Councils workforce or the community?</p> <p><u>Procurement Process</u></p> <p>We will let this contract in accordance under the restricted procedure within the Public Contracts Regulations 2006. This opens the right to express an interest in this contract to organisations throughout Europe but will exclude some organisation at pre-qualification stage. These regulations set out the advertising arrangements, timescales and the main elements of the section process at pre-qualification and full tender stage.</p> <p>We consider the pre-qualification stage to be the stage at which discrimination could most likely occur. Due to the size, importance, financial value and technical complexity of this contract we will exclude organisation at pre-qualification stage who do not meet minimum standards laid out in the OJEU advertisement. These will include:</p> <ul style="list-style-type: none"> <li>• Financial size</li> <li>• Level of insurances</li> <li>• Evidence of suitable business continuity arrangements</li> <li>• Quality assurance equivalent to ISO 9001</li> <li>• Health and safety accreditation equivalent to OHAS 18001</li> <li>• Environmental management accreditation equivalent to ISO14001.</li> <li>• Proof of compliance with British equalities employment law</li> <li>• Evidence of profession and business standing.</li> </ul> <p>All our requirements of British standards state "or equivalent to" so these do not exclude organisations holding alternatives from other European countries.</p> <p>We have reviewed the potential impact of these exclusions and</p>

consider them essential to an organisation being in a position to deliver this contract. Because we only let a contract of this type approximately once every 10-15 years we don't have a body of evidence about the European waste business to tell if the exclusions will have a greater adverse impact on organisations run by minority groups than other organisation. However, we have reviewed our list of criteria prior to advertisement against those of 10 other UK local authorities and proved these exclusions are in line with general practice of UK local authorities.

Other exclusions at pre-qualification and tender stage concern service quality and design and price. These criteria will not close the opportunity to an organisation formed or operated by people from any of the equality strands.

#### Specification

The specification is designed to ensure all people can access our waste services. However, it contains 2 areas where there is the potential for detriment to some minority groups in order to preserve the greater benefit for the whole population.

1. The specification states the Council standard bin size for a family of up to 6 people will be 190 litres for all new households and replacement bins from autumn 2010. This means some households will receive a smaller bin under this specification than the current 240 litre capacity. This detriment to customers with larger families is justified by the Council's environmental aims and financial cost of disposing of higher waste levels. The Council will carefully monitor the response to this change and continue to focus on its educational work to lower waste levels to help families struggling to keep their waste at a lower level.
2. The specification expects collections to take place on Good Friday unless otherwise agreed. A Good Friday collection has potential to cause concern from Christian groups in our community. Evidence from our complaints indicates we have never had a complaint about a Good Friday collection but we will continue to monitor this matter.

The Good Friday collection may also place some restriction on the contractor's Christian employees practicing their faith during the Easter period. The Council believes the "unless otherwise agreed" gives the contractor sufficient scope for negotiating a variation if a large proportion of its workforce have strong Christian beliefs.

The Council's requirement to collect waste Monday to Saturday on all non-public holidays will mean the Council will collect waste on days of religious significance for all other main religions. Again the Council has never received complaints about this but will continue to monitor.

2. Does the activity make a positive contribution to equalities?

#### The Procurement Process

The procurement process makes a positive contribution to equalities at the pre-qualification stage by requiring compliance with all UK

	<p>equalities law in recruiting staff.</p> <p><u>The Specification</u></p> <p>We wrote the specification to ensure all people have the same ability to access waste collection services. This includes assisted waste collections for authorised residential premises where residents are unable for health related reasons to present their waste to the nearest kerbside position and the collection and disposal of clinical waste including syringes from households where one or more householder have conditions creating such waste. When collecting clinical waste the specification requires the contractors to be sensitive to the needs of the users.</p> <p>The specification requires the contractor to adopt the Council's customer care policy that ensures every effort is made to meet their needs and take account of their personal circumstances. There is emphasis in the specification on the elderly, persons with disabilities, and customers where English is not the first language.</p> <p>The specification contains a requirement the contractor place emptied wheeled bins in a way to minimise any potential obstruction of the footpath and to reduce as far as is reasonably practical any hazard to disabled people.</p> <p>The specification places extra responsibilities on the contractor's employment obligations in respect of equality matters not included in the expiring specification for this service.</p>
<p><b>6. Did Part 1: Initial Screening indicate that a full EIA was necessary?</b></p>	<p>If the answer to question one above is 'yes' then it is necessary to go ahead with a full Equality Impact Assessment.</p> <p><input type="checkbox"/> Yes – full EIA completed and recorded below.</p> <p><input checked="" type="checkbox"/> No – full EIA not completed record ends here, please ensure this record is signed by the Chief Officer in box 19 overleaf and then email to <a href="mailto:abby.thomas@bracknell-forest.gov.uk">abby.thomas@bracknell-forest.gov.uk</a></p>
<p><b>7. Chief Officers signature.</b></p>	<p>Steve Loudoun</p>
<p><b>8. Which PMR will this EIA be reported in?</b></p>	<p>Quarter 2, 2010/11</p>