

Equality Impact Assessment
Corporate Assessment Template



Appendix 1

Policy/Strategy/Project/Procedure/Service/Function Title:
New

Who is responsible for developing and implementing the Policy/Strategy/Project/Procedure/Service/Function?	
Name: Matthew Long	Job Title: Projects & Development Officer
Service Team: C & C Services	Service Area: Waste Recycling Services
Assessment Date: 24 th August 2017	

1. What are the objectives of the Policy/Strategy/Project/ Procedure/ Service/Function?

It is recommended that the Council initiate the procurement of a new recycling and refuse collection fleet to replace the existing vehicle fleet. The existing contract is due to end September 2017.

To ensure continued service delivery an extension of the existing recycling and refuse collection fleet contract hire agreement to cover a 12 month interim period whilst the full procurement exercise is completed.

This EIA supports the Waste and Recycling Vehicle Cabinet Paper (September 2017) expressing the need to facilitate the extension period and new procurement exercise.

It is recommended within the report that a full options appraisal take place to evaluate the benefits and cost of the following options;

- Contract hire for supply and maintenance
- Purchase of vehicles by capital funding and in-house maintenance agreement
- Purchase of vehicles by capital funding and external maintenance agreement
- Mixed approach of contract hire with maintenance and purchase of vehicles with in-house maintenance agreement

The target outcomes of carrying out such an analysis allows the Council to satisfy equality requirements by ensuring the procurement strategy provides opportunity to;

- Obtain the most economically adventurous tender for facilitating vehicles to deliver an efficient and effective Recycling and Waste Collection Service whilst ensuring the Councils SSIP procurement requirements are maintained.

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- Maintain the statutory obligation of Recycling and Waste Collection Service for Cardiff residents and the provision of the Commercial Waste Collection Service.
- Support the Council's Sustainable Development Agenda by maximising tender opportunities to local providers, as well as opportunities to provide training and skill development to the local workforce.
- Support the Council's Sustainable Development Agenda including energy management, transport, improving air quality and reducing vehicle emissions. Vehicle emissions is a function of the consumption of fuel, which in the case of RCV's is predominantly diesel in the UK. The procurement exercise will explore the potential to evaluate different vehicle types to support a move within the RCV fleet to the use of more sustainable fuels.
- Reduce accidents and damage costs to the Council through the use of vehicle safety technology.
- Assess the impact of the vehicle procurement on the users (Council employees), consideration will be given to the training provided for operation, maintenance and repair of the vehicles and its ancillary equipment.
- Assess the latest vehicle ergonomics and design ensuring vehicle is accessible and does not restrict its current users.
- Establish any negative impact to those who use the Welsh Language with regards to vehicle signage, operator instructions and safety warnings.

The procurement methodology will also consider the vehicle providers values specifically; Openness and accountability – ability to provide appropriate Management Information and Key Performance Indicators. Leadership and organisational commitment (culture, reflective make up of local population).

In respect of the in-house Central Transport Services Maintenance Team, a service improvement plan has been developed and is being implemented for the development of an effective and efficient Workshop. Once this has been fully completed, the In-house Team would be able to compete with the external market on a range of specialisms and provide potential for partnership working, on both cost and quality of service delivery.

A key improvement from the current arrangements is that the proposed vehicle tender would support the service improvement plan through the re-introduction of LGV vehicles to the workshops and upskilling the existing fitters and opportunity to grow

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the team. This will also assist with increasing social value with potential for vehicle fitter apprenticeships.

- 2. Please provide background information on the Policy/Strategy/Project/Procedure/Service/Function and any research done [e.g. service users data against demographic statistics, similar EIAs done etc.]**

Background

The current waste and recycling collection vehicle contractor has been in place since 2014 and is due to end September 2017. The value of the original contract was £3.4 million over the term of 3 years and the current value of this contract is approximately £3.8m. The above figure includes a lease variation in October 2015 to include 3 additional vehicles. This variation remains within the awarded value of £3.9. Additional vehicles were required for changes in the waste collection model (wheeled bin expansion, introduction of re-usable garden sacks) and the growth of commercial waste services.

The agreement is on a contract hire basis that includes maintenance and support through additional 'service reserve' vehicles and an onsite defect clinic. The key objective for the contractor is to maintain the frontline vehicle requirement between 06:00 – 22:00, 7 days a week including any bank holiday and Christmas working requirements.

Issues

In order to meet statutory obligations and customer expectations in terms of a high quality, reliable and safe service, it is essential the Council operate a modern, reliable and well-maintained fleet of vehicles. Therefore, in the new procurement exercise is required to satisfy statutory waste collection requirements.

Due to the factors explained in the Cabinet Report, the Council needs to facilitate a 12-month extension to allow adequate time to complete a new procurement and satisfy the objectives above.

Should the extension of the current fleet be declined and the Council required to utilise a hired vehicle not built to specification it would place the council at risk with its ability to maintain a satisfactory service.

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3 Assess Impact on the Protected Characteristics

3.1 Age

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive]** on younger/older people?

	Yes	No	N/A
Up to 18 years	x		
18 - 65 years	x		
Over 65 years	x		

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

The continued provision of the waste vehicle fleet is expected to have a positive impact for people of all age groups. It is anticipated that evaluation criteria will give a high priority to quality of user consultation and delivery.

It is proposed that the detailed specification will give significant emphasis to support frontline users and should the procurement involve a maintenance agreement / the need to maintain a frontline fleet at all times that this will be supported by performance indicators that monitor issues that are important to service delivery, for example:

- Vehicle off road indicators
- First time fix
- Quality of work
- Number of vehicle defects and how quickly they are addressed.

This procurement will support the Councils approach to sustainable development, including energy management, transport, improving air quality and reducing vehicle emissions.

What action(s) can you take to address the differential impact?

It will be a requirement that vehicle providers deliver training and awareness to relevant employees.

3.2 Disability

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive]** on disabled people?

	Yes	No	N/A
Hearing Impairment	x		

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Physical Impairment	x		
Visual Impairment	x		
Learning Disability	x		
Long-Standing Illness or Health Condition	x		
Mental Health		x	
Substance Misuse		x	
Other		x	

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

The continued provision of the waste vehicle fleet is expected to have a positive impact for people of all abilities.

The need to maintain a frontline fleet at all times will be supported by performance indicators that monitor issues that are important to service delivery, for example:

- Vehicle off road indicators
- First time fix
- Quality of work
- Number of vehicle defects and how quickly they are addressed.

Thus allowing the council to maintain its ability to accommodate assisted waste collections to those who need it.

This procurement will support the Councils approach to sustainable development, including energy management, transport, improving air quality and reducing vehicle emissions.

What action(s) can you take to address the differential impact?

It is proposed that the detailed specification will give significant emphasis to support service delivery and that this will be supported by performance indicators that monitor contractor commitment.

It will be a requirement that vehicle providers deliver training and awareness to relevant employees.

3.3 Gender Reassignment

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on transgender people?

	Yes	No	N/A
Transgender People (People who are proposing to undergo, are undergoing, or have			x

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undergone a process [or part of a process] to reassign their sex by changing physiological or other attributes of sex)			
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Please give details/consequences of the differential impact, and provide supporting evidence, if any.

N.A.

What action(s) can you take to address the differential impact?

N.A.

3.4. Marriage and Civil Partnership

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on marriage and civil partnership?

	Yes	No	N/A
Marriage			x
Civil Partnership			x

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

N.A.

What action(s) can you take to address the differential impact?

N.A.

3.5 Pregnancy and Maternity

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on pregnancy and maternity?

	Yes	No	N/A
Pregnancy			x
Maternity			x

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

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N.A.
What action(s) can you take to address the differential impact?
N.A.

3.6 Race

Will this Policy/Strategy/Project//Procedure/Service/Function have a **differential impact [positive/negative]** on the following groups?

	Yes	No	N/A
White			x
Mixed / Multiple Ethnic Groups			x
Asian / Asian British			x
Black / African / Caribbean / Black British			x
Other Ethnic Groups			x

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
N.A.
What action(s) can you take to address the differential impact?
N.A.

3.7 Religion, Belief or Non-Belief

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on people with different religions, beliefs or non-beliefs?

	Yes	No	N/A
Buddhist			x
Christian			x
Hindu			x
Humanist			x
Jewish			x
Muslim			x
Sikh			x
Other			x

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Please give details/consequences of the differential impact, and provide supporting evidence, if any.
N.A.
What action(s) can you take to address the differential impact?
N.A.

3.8 Sex

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on men and/or women?

	Yes	No	N/A
Men			x
Women			x

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
N.A.
What action(s) can you take to address the differential impact?
N.A.

3.9 Sexual Orientation

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on the following groups?

	Yes	No	N/A
Bisexual			x
Gay Men			x
Gay Women/Lesbians			x
Heterosexual/Straight			x

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
N.A.

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What action(s) can you take to address the differential impact?

N.A.

3.10 Welsh Language

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive]** on Welsh Language?

	Yes	No	N/A
Welsh Language	x		

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

It is proposed that the detailed vehicle specification will give positive emphasis to support welsh speaking employees and Cardiff residents and will comply with the new Welsh Language standards under the Welsh Language (Wales) Measures 2011.

What action(s) can you take to address the differential impact?

It will be a requirement that vehicle providers deliver training to relevant employees in welsh where required

All vehicle livery & safety information will be in both Welsh & English.

Where possible to facilitate all vehicle audio alarms will be in both Welsh & English.

4. Consultation and Engagement

What arrangements have been made to consult/engage with the various Equalities Groups?

We require all of our contractors or suppliers to agree to abide by Cardiff Council's Equal Opportunities Statement. Where we believe a contractor or supplier fails to comply with our values in relation to equality and diversity, we will cease the issue of the contract.

We will ensure that equalities issues are a common theme across our training and development; in addition, Cardiff Council requires its staff and any contractors to behave in accordance with the values set out in the Equality Act.

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Understand the effect of policies, practices and decisions:-

- Identify key equality issues for Cardiff Council
- Identify where the workforce reflects the community it serves
- Identify any imbalances and where action needs to be taken to reduce them
- Develop evidence based equality objectives and measure progress

All policies and processes are reviewed periodically within the contract time and, should any issues arise that may affect the Protected Characteristics, these are addressed.

All policies and processes are adhered to in respect of Procurement.

5. Summary of Actions [Listed in the Sections above]

Groups	Actions
Age	It will be a requirement that vehicle providers deliver training to relevant employees.
Disability	It is proposed that the detailed specification will give significant emphasis to support service delivery and that this will be supported by performance indicators that monitor contractor commitment.
Gender Reassignment	N.A
Marriage & Civil Partnership	N.A
Pregnancy & Maternity	N.A
Race	N.A
Religion/Belief	N.A
Sex	N.A
Sexual Orientation	N.A
Welsh Language	It will be a requirement that vehicle providers deliver training to relevant employees in Welsh where required. All vehicle livery & safety information will be in both Welsh & English. To facilitate all vehicle audio alarms will be in both Welsh & English.
Generic Over-Arching [applicable to all the above groups]	It is proposed that the detailed specification will give significant emphasis to support service delivery and that this will be supported by performance indicators that monitor contractor commitment. Contractors are subject to the Council's procurement SSIP requirements.

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	<p>It is proposed to involve users (e.g. waste operators) in drawing up of the vehicle specification to ensure that their views and priorities are captured.</p> <p>All policies and processes are reviewed periodically within the contract time and, should any issues arise that may affect the Protected Characteristics, these are addressed.</p> <p>All policies and processes are adhered to in respect of Procurement.</p> <p>This procurement will support the Councils approach to sustainable development, including energy management, transport, improving air quality and reducing vehicle emissions.</p>
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6. Further Action

Any recommendations for action that you plan to take as a result of this Equality Impact Assessment (listed in Summary of Actions) should be included as part of your Service Area's Business Plan to be monitored on a regular basis.

7. Authorisation

The Template should be completed by the Lead Officer of the identified Policy/Strategy/Project/Function and approved by the appropriate Manager in each Service Area.

Completed By : M.Long	Date: 24.08.2017
Designation:	Projects & Development Officer
Approved By:	Jane Cherrington
Designation:	OM Recycling Waste Services
Service Area:	Recycling Waste Services

- 7.1 On completion of this Assessment, please ensure that the Form is posted on your Directorate's Page on CIS - *Council Wide/Management Systems/Equality Impact Assessments* - so that there is a record of all assessments undertaken in the Council (Action completed 24th August 2017)

For further information or assistance, please contact the Citizen Focus Team on 029 2087 3059 or email citizenfocus@cardiff.gov.uk