

## CARDIFF COUNCIL

**Equality Impact Assessment  
Corporate Assessment Template**



|   |
|---|
| <b>Policy Title:</b> Transforming Collections in Recycling Services |
| <b>New</b>  |

|   |   |
|---|---|
| <b>Who is responsible for developing and implementing the Policy/Strategy/Project/Procedure/Service/Function?</b> |   |
| Name: Graham Harris   | Job Title: Head of Recycling and Neighbourhood Services |
| Service Team: Waste Collections   | Service Area: Recycling Services                        |
| Assessment Date: 12/08/20   |   |

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

Cardiff Council operates a free kerbside waste and recycling collection service for all householders. A variety of waste streams are collected as follows:

- Green Bag Recycling (Mixed): Weekly
- Food Waste Caddy: Weekly
- General Waste: Fortnightly
- Garden Waste: Fortnightly in Summer, Monthly in Winter
- Hygiene Waste: OPT IN Fortnightly (opposite week to general)

Collections currently operate as follows:

- 5 days a week Monday to Friday.
- a day late following a bank holiday, which can cause confusion.
- Over 2 shifts 6am to 2pm and 2pm to 10pm, meaning waste can be on the street for a very long period of time, and there is not resilience for collections to continue beyond the end of the shift should operational issues arise.
- Vehicles are double shifted, meaning very little time for defect repairs and maintenance, causing disruption to service.

In addition, due to demographic growth and other factors, collection days have become imbalanced, meaning teams can struggle to collect all waste on a Monday and Friday in particular.

In order to address the above, the following changes are proposed:

- Collect waste Tuesday to Friday
- Re-zone the city into 4 areas ensuring rounds are more evenly balanced
- Amend working pattern to a single shift operating from 6am to 3.45pm

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

The service change does not relate to a policy decision.

No Local Authority in wales operate a 5 day 2-shift collection model.

### 3 Assess Impact on the Protected Characteristics

#### 3.1 Age

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative/]** 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.**

These changes will impact people of all ages including public and staff.

In terms of workforce, the industry as a whole has an aging workforce, particularly with drivers. The changes could have a positive differential impact, by providing additional rest days to recuperate. This positive impact is spread across the entire workforce, but may prove beneficial to older years who may feel increased strain from the heavy workload and fast pace of the role.

The additional rest day will also provide increased opportunity for work life balance, which may prove beneficial for those with young families.

From a customer perspective, there are also positive impacts. There will be no change to collection days following bank holidays. Those of an older age may not be familiar with digital systems, which automatically update collection schedules. They are therefore more likely to incorrectly present waste following bank holidays.

There will be a wide variety of communication methods employed surrounding this change, to ensure that no age is negatively impacted. For example, there will be door to door letters for all properties, to ensure those who cannot or do not access digital

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services will receive information.

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

Staff will be offered options regarding their new shift patterns. They can choose to work on domestic or trade Tuesday to Friday or on Trade Saturday to Monday. Where none of these options is suitable, we will consider each case individually to identify the best solution – such as internal redeployment, council wide redeployment or VS.

### 3.2 Disability

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

|   | Yes | No | N/A |
|---|-----|----|-----|
| Hearing Impairment                        | X   |    |     |
| Physical Impairment                       | X   |    |     |
| Visual Impairment                         | X   |    |     |
| Learning Disability                       | X   |    |     |
| Long-Standing Illness or Health Condition | X   |    |     |
| Mental Health                             | X   |    |     |
| Substance Misuse                          |     | x  |     |
| Other                                     |     |    |     |

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

There is a positive differential impact for those who are visually and physically impaired. The presence of bins/bags/sacks on a highway can provide an obstruction. The reduced timeframe for collection will reduce the amount of time/days these objects are on the highway, therefore removing barriers for those who may be visually impaired, or those who may need to access the highway with a wheelchair or similar aid.

A clean, attractive and safe environment is shown to positively influence people's mental health and wellbeing. The reduced collection window, and subsequent improved cleansing of the area could help to support people's mental wellbeing.

Those with a learning disability/Hearing or visual impairment may be at an increased disadvantage of not understanding that the way we collect waste has changed.

In terms of staff, the increased shift time may impact on those with a long standing

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illness or health condition.

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

It is essential that the changes are communicated via a wide range of media. Information needs to be available in a variety of formats and languages. We must also ensure a wide range of stakeholders and support services are informed of the collection changes. For example, Dementia Café, support workers, Independent Living etc

We will seek advice from our corporate equality officers

Where concerns are raised from any of our workforce, in relation to a negative differential impact, individual discussions will be arranged. Staff will be offered options regarding their new shift patterns. They can choose to work on domestic or trade Tuesday to Friday or on Trade Saturday to Monday. Where none of these options is suitable, we will consider each case individually to identify the best solution – such as internal redeployment, council wide redeployment or VS.

### 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 |
|---|-----|----|-----|
| <b>Transgender People</b><br>(People who are proposing to undergo, are undergoing, or have undergone a process [or part of a process] to reassign their sex by changing physiological or other attributes of sex) |     |    | X   |

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

There are no for seen impacts on this group

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

### 3.4. Marriage and Civil Partnership

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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.**

There is no foreseen impact on this group from a public perspective.

In terms of staff consultation, there may be increased lifestyle impacts on those who are married/in a civil partnership or in any other form of relationship. The changes will impact on their partner too, so there may be further considerations.

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

Where concerns are raised from any of our workforce, in relation to a negative differential impact, individual discussions will be arranged. Staff will be offered options regarding their new shift patterns. They can choose to work on domestic or trade Tuesday to Friday or on Trade Saturday to Monday. Where none of these options is suitable, we will consider each case individually to identify the best solution – such as internal redeployment, council wide redeployment or VS.

### 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.**

There are no foreseen impacts for members of the public with this characteristic.

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Any member of our workforce, impacted by the changes could be pregnant or in the maternity stage, and will therefore need to be considered separately.

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

Pregnancy- review pregnant and expectant mother risk assessment, to ensure the new proposed working changes and consultation period are reflected.

Maternity- ensure that any member of staff who is absent from work due to maternity is not negatively impacted. They need to have full sight of all information, at the same time as those who are in work, to ensure their feedback can be considered via regular management contact.

### 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.**

Language barriers may be identified

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

Where a language barrier is identified, either through members of the public or staff, ensure that every step is taken to give them equal access to information. This may include written translation of information, or using interpreters (seek advice from WITS)

### 3.7 Religion, Belief or Non-Belief

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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   |

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

There are no foreseen impacts on race as the changes impact everyone regardless of their personal beliefs.

**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.**

There are no foreseen impacts on sex as a result of this change.

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|  |
| <b>What action(s) can you take to address the differential impact?</b> |
| 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.**

There are no foreseen impacts based on sexual orientation.

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

N/A

**3.10 Socio-economic Duty**

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on the Socio-economic Duty?

|  | Yes | No | N/A |
|--|-----|----|-----|
|  |     |    | X   |

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



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|---|
| The changes will apply to all and there is no foreseen impact to this group |
| <b>What action(s) can you take to address the differential impact?</b>      |
|   |

**3.11 Welsh Language**

Will this Policy/ Strategy/Project/Procedure/Service/Function have a **differential impact (positive/negative)** on the Welsh Language?

|  | Yes | No | N/A |
|--|-----|----|-----|
|  |     |    | x   |

|  |
|--|
| <b>Please give details/ consequences of the differential impact, and provide supporting evidence, if any.</b>  |
| There are no foreseen impacts based on the Welsh Language. All literature will be bilingual.<br>There are welsh speakers available within the waste department for both staff, and public engagement |
| <b>What action(s) can you take to address the differential impact?</b>   |

**4. Consultation and Engagement**

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

|      |
|------|
| None |
|------|

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

| Groups  | Actions   |
|---|---|
| Age   | Will work with impacted staff to identify best outcome  |
| Disability  |   |
| Gender Reassignment                                       |   |
| Marriage & Civil Partnership                              |   |
| Pregnancy & Maternity                                     |   |
| Race  |   |
| Religion/Belief   |   |
| Sex   |   |
| Sexual Orientation  |   |
| Socio-economic Duty                                       |   |
| Welsh Language  | Ensure all literature bilingual   |
| Generic Over-Arching [applicable to all the above groups] | Promote the changes to service across multiple platforms so that everyone is aware. Use variety of formats to overcome language and other barriers. |

**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 : Claire Cutforth               | Date: 10/08/20 |
| Designation: OM Recycling Services           |                |
| Approved By: Matthew Wakelam                 |                |
| Designation: Assistant Director Street Scene |                |
| Service Area: Recycling 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.

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For further information or assistance, please contact the Citizen Focus Team on 029 2087 2536 / 3262 or email [equalityteam@cardiff.gov.uk](mailto:equalityteam@cardiff.gov.uk)