

**Supporting Good Decisions**

**Promoting Equality and Human Rights;**

**Reducing Poverty; and**

**Protecting the Environment**

**Integrated Impact Assessment Form**

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**Promoting Equality and Human Rights;**

**Reducing Poverty; and Protecting the Environment**

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| --- | --- |
| **Title of Policy/ Proposal** | Introduction of chargeable garden waste service |
| **Timescale for Implementation** | July 2024 |
| **IIA Completion Date** | 21st  February 2024 |
| **Completed by** | Ross Largue – Team Manager – Waste |
| **Lead officer** |  |

**Section 1: Screening**

**1.1 Briefly describe the policy/proposal/activity you are assessing.**

Set out a clear understanding of the purpose of the policy/ proposal/ activity being developed or reviewed (e.g. objectives, aims) including the context within which it will operate.

Introduction of chargeable fortnightly garden waste collection service to replace current free four weekly collection service.

* 1. **What will change as a result of this policy?**

Residents will be required to subscribe to the non-statutory service rather than receiving the collection service automatically and at no cost.

Residents who wish to participate will be required to pay an annual subscription (currently £35 per year). Assisted collections are already in place for numerous residents and these will continue if the resident subscribes to the new collection service.

This charge will apply to all service users, there are no concessions. It should also be noted that the council still provides a garden aid service for eligible residents. This would remove the requirement for a brown bin and the associated charge.

Residents who do not subscribe will be responsible for disposing of any garden waste they generate. Recycling Centres are still free to use for all domestic residents.

**Deciding if a full Impact Assessment is needed.**

Please answer the following questions:

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|  | **Yes** | **No** |
| 1. The policy/ proposal has consequences for or affects people e.g. how they can access a service? | √ |  |
| 1. The policy/proposal has potential to make a significant impact on equality and human rights, socio-economic disadvantage, the council’s role as a corporate parent, or the council’s commitment to tackling climate change? | √ |  |
| 1. The policy/proposal is likely to have a significant environmental impact as defined by the Environmental Impact Assessment (Scotland) Act 2005? |  | √ |
| 1. The policy/ proposal involves a data processing activity (storage / collection of personal data) that is likely to result in a high risk to individuals as determined by Article 35 of the General Data Protection Regulation? | √ |  |

* If you have answered yes to questions 1 and 2 above, please proceed to complete the Integrated Impact Assessment. If you have answered No then an IIA does not need to be completed. Please keep a copy of the screening paperwork.
* If you have answered yes to question 3, you will need to consider whether you need to complete a Strategic Environmental Assessment.
* If you have answered yes to question 4, you will need to consider whether you need to complete a Data Protection Impact Assessment. Please seek further advice from the Team Manager Information Governance.

**Section 2: Integrated Impact Assessment**

* 1. **Have those who are directly affected by the policy had the opportunity to comment on new proposals?**

No. This information was published by local press and Social Media channels after the decision taken at full Council meeting in February 2023.

Since this date we have responded to residents’ queries as individual circumstances vary so no single communication would cover all queries.

* 1. **What information/data have you used to inform the development of the policy to date?**

This change will bring East Lothian Council into line with most other Local Authorities who have implemented a charge for this non-statutory collection.

This service is not universally accessed as many residents do not have gardens or have gardens that are hard landscaped and do not produce garden waste.

The charge, subject to uptake by residents, will partially meet the cost of providing the service to residents.

* 1. **What does the evidence/ research suggest about the policy’s actual or likely impact on equality groups and those vulnerable/ or experiencing socio-economic disadvantage?**

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| --- | --- |
| **Evidence** | **Comment** |
| Which groups are in particular need of this service? | No specific group as use of service is dependent on resident having garden that requires maintenance. Some disabled residents may require the service depending on ability and/or access to a car |
| What level of service uptake/ access is there from protected and vulnerable groups? | No data has previously been recorded as this service is currently available to all groups.  Assisted collections are already in place for residents who need support, and these will continue if the resident subscribes to the new collection service.  At present residents can subscribe online or through the Contact Centre. |
| Can you identify positive outcomes for service users | Re-introduction of a fortnightly collection for service users which has been a frequent request since the service moved to a four-weekly collection.  More efficient use of Council financial resources to ensure support and sustained services to those most in need across all council services. |
| What is the service user experience of those from protected or vulnerable groups? | Service users currently can apply for an assisted collection (collection from inside the boundaries of their property) if physically unable to present bin at kerbside.  This will continue if the resident subscribes to the new chargeable service. |
| What opportunity have those from protected groups had to co-produce or comment on the service/ plans? | We have responded to individual comments and questions raised by all residents as well as Councillor enquiries. |

* 1. **How does the policy meet the different needs of groups in the community?**

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| --- | --- |
| **Equality Groups** | **Comments** |
| Older people, people in the middle years | This service will be available to all residents.  Assisted collections for those unable to present bins at kerbside will be available to residents who are eligible for this service.  Assisted collections can be requested through the Council website or by contacting the department through the Contact Centre. |
| Children and young people children | Not applicable |
| Women, men and transgender people (includes issues relating to pregnancy and maternity) | This service will be available to all residents.  Assisted collections will be available to residents who are eligible for this service. |
| Disabled people (includes physical disability, learning disability, sensory impairment, long-term medical conditions, mental health problems) | This service will be available to all residents.  Assisted collections will be available to residents who are eligible for this service. |
| Minority ethnic people (includes Gypsy/Travellers, migrant workers) | This service will be available to all residents.  Assisted collections will be available to residents who are eligible for this service. |
| Refugees and asylum seekers | This service will be available to all residents.  Assisted collections will be available to residents who are eligible for this service. |
| People with different religions or beliefs (includes people with no religion or belief) | This service will be available to all residents.  Assisted collections will be available to residents who are eligible for this service. |
| Lesbian, gay, bisexual and heterosexual people | This service will be available to all residents.  Assisted collections will be available to residents who are eligible for this service. |
| People who are unmarried, married or in a civil partnership | This service will be available to all residents.  Assisted collections will be available to residents who are eligible for this service. |
| **Those vulnerable to falling into poverty**   * Unemployed * People on benefits * Lone Parents * Care experienced children and young people * Carers (including young carers) * Homeless people * Those involved in the community justice system * People with low literacy/numeracy * Families with 3 or more children * Those with a child/ children under 1 | It is acknowledged that residents experiencing financial hardship may require support to manage their expenditure to ensure they can pay for a collection if required.  The impact is being mitigated by setting a reasonable charge and continuing to provide free access to Recycling Centres.  Due to the service being part funded by subscribers the overall cost to East Lothian Council will be reduced. This may provide an opportunity to allow additional resources to become available for this group. |
| **Geographical communities**   * Rural/ semi rural communities * Urban Communities * Coastal communities * Those living in the most deprived communities (bottom 20% SIMD areas) | This service will be available to all residents.  Assisted collections will be available to residents who are eligible for this service. |
| **People with communication needs:**   * Gaelic Language Speakers {refer if necessary to the Council’s Gaelic Language Plan} * British Sign Language (BSL) users {refer if necessary to the Council’s BSL Plan} * English as a Second Language * Other e.g. Deafblind, Plain English, Large Print | This service will be available to all residents.  Assisted collections will be available to residents who are eligible for this service.  If requested information can be supplied in appropriate format.  We will ensure that a BSL version of these changes is available on the website |

* 1. **Are there any other factors which will affect the way this policy impacts on the community or staff groups?**

Currently we are not aware of any, however stakeholders within the Council have been fully briefed and are aware of the changes. They will provide feedback to inform this change and any adverse impact. FAQ’s have been provided for Contact Centre staff.

* 1. **Is any part of this policy/ service to be carried out wholly or partly by contractors?**

If yes, how have you included equality and human rights considerations into the contract?

No

* 1. **Have you considered how you will communicate information about this policy or policy change to those affected e.g. to those with hearing loss, speech impairment or English as a second language?**

Information is available on the council’s website with the Recite me function enabling information in different languages and formats.If the initial, or additional information is requested in the persons main communication format, this will be responded to.

* 1. **Please consider how your policy will impact on each of the following?**

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| **Equality and Human rights**   * Promotes / advances equality of opportunity e.g. improves access to and quality of services * Promotes good relations within and between people with protected characteristics and tackles harassment * Promotes participation, is inclusive and gives people control over decisions which affect them * Preserves dignity and self-respect of individuals (does not lead to degrading treatment or stigma) * Builds support networks, resilience, community capacity |
| Comments:  The same level of service and the associated cost will apply to each resident who subscribes to the service. In its implementation we aim to uphold the dignity and self-respect of our customers Mitigations are in place to take account of protected characteristics that apply, namely age and disability. |
| **Socio-Economic Disadvantage / reducing poverty**   * Maximises income and/or reduces income inequality * Helps young people into positive destinations * Aids those returning to and those progressing within the labour market * Improves employability skills, including literacy and numeracy * Reduces the costs of taking part in activities and opportunities * Reduces the cost of living |
| Comments :  The council needs to charge for this service to help to sustain services which maximise income to both prevent inequality and tackle poverty.  The same level of service and the associated cost will apply to each resident who subscribes to the service. Mitigations are in place to take account of protected characteristics that apply, namely age and disability. |
| **Tackling Climate Change**   * Reduces the need to travel or increases access to sustainable forms of transport * Minimises waste / encourages resource efficiency / contributes to the circular economy * Ensures goods / services are from ethical, responsible and sustainable sources * Improves energy efficiency / uses low carbon energy sources * Protects and/or enhances natural environments / habitats / biodiversity * Promotes the transition to a low carbon economy * Prepares and/or adapts communities for climate change impacts |
| Comments:  By knowing the exact number and location of participating properties our collection vehicles can be routed more efficiently saving resources whilst reducing the emissions created by the collection vehicles. Residents with smaller amounts of garden waste may opt to dispose of garden waste within their non-recyclable waste bin which will remove the requirement to travel to a Recycling Centre. |
| **Corporate Parenting and Care Experienced Young People**   * Impacts on care experienced young people * Provides opportunities or reduces opportunities to participate in activities which are designed to promote the wellbeing of young people * Adversely affects the wellbeing of young people * Adversely impacts on outcomes for care experienced young people |
| Comments:  The same level of service and the associated cost will apply to each resident who subscribes to the service. Mitigations are in place to take account of protected characteristics that apply, namely age and disability. We anticipate that young people are not the main recipients of this service, however where applicable we will ensure impacts are minimised by working with relevant colleagues. |

**Section 3. Action Plan**

What, if any changes will be made to the proposal/ policy as a result of the assessment?

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| **Changes to be made** | **Expected outcome of the change** | **Resources Required** | **Timeline** | **Responsible person** |
| Eligibility criteria to be tested | To ensure it is not a barrier to an assisted uplift and/or charging erroneously | Staff review | July 2024 | R Largue |
| Enquiries and feedback monitoring developed | To check that the introduction of a charge does not adversely impact vulnerable or disabled people | Nil, System already in place that will allow this. | Ongoing | R Largue |
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**For consideration of the Head of Service**

Can you identify any cumulative impacts on equality groups or vulnerable people arising from this policy, when considered alongside other changes across other services?

**Sign off by Head of Service**

Name: Thomas Reid

Date: 26/2/24