

## EQUALITY ANALYSIS QUALITY ASSURANCE CHECKLIST

<b>Name of 'proposal' and how has it been implemented</b> (proposal can be a policy, service, function, strategy, project, procedure, restructure/savings proposal)	<b>Re-procurement of Waste Management Services Contracts</b>
<b>Directorate / Service</b>	<b>CLC</b>
<b>Lead Officer</b>	<b>Simon Baxter, Interim Service Head, Public Realm</b>
<b>Signed Off By (inc date)</b>	<b>Stephen Halsey, Head of Paid Service and Corporate Director CLC</b>
<b>Summary – to be completed at the end of completing the QA (using Appendix A)</b> (Please provide a summary of the findings of the Quality Assurance checklist. What has happened as a result of the QA? For example, based on the QA a Full EA will be undertaken or, based on the QA a Full EA will not be undertaken as due regard to the nine protected groups is embedded in the proposal and the proposal has low relevance to equalities)	<div style="display: flex; align-items: center; margin-bottom: 10px;"> <div style="width: 20px; height: 20px; background-color: #00b050; margin-right: 10px;"></div> <p><b>Proceed with implementation</b></p> </div> <p>As a result of performing the QA checklist, the policy, project or function does not appear to have any adverse effects on people who share <i>Protected Characteristics</i> and no further actions are recommended at this stage.</p>

Stage	Checklist Area / Question	Yes / No / Unsure	Comment (If the answer is no/unsure, please ask the question to the SPP Service Manager or nominated equality lead to clarify)
<b>1</b>	<b>Overview of Proposal</b>		
a	Are the outcomes of the proposals clear?	Yes	This report sets out the proposed contracting approach for the re-procurement of the waste management services contracts to serve the Borough. This report presents a series

of recommendations to the Mayor in Cabinet that seek to optimise the outcomes and minimise the risks for the Council as contractor and service users. The recommendations include:

- Agree that Blackwall Depot is designated as the Council's operational depot for the delivery of refuse, recycling and street cleansing services, within the Council's Asset Management Strategy.
- Approve a 16 month extension of the Municipal Waste (Cleansing) Contract to extend the contract term through until 30<sup>th</sup> September 2018.
- Approve the procurement of a short term Integrated Recycling Contract to run from 1<sup>st</sup> June 2017 to 30<sup>th</sup> September 2018.
- Agree that a review of the Council's policies and services standards in relation to recycling and residual waste services be undertaken and be reported back to Cabinet.
- Approve the procurement of a waste disposal contract for a contract term of 9 years 6 months initial term plus option to extend for 8 years.
- Agree that Northumberland Wharf Waste Transfer Station is offered to the contractor, through a commercial lease that will be co-terminus with the term of the contract to support the delivery of waste treatment and disposal services.
- Approve the procurement of Materials Sorting (MRF) Services on a rolling basis of 2+1 years.
- Agree that a review of the opportunity for shared service provision with other local authorities for refuse and recycling collections and street cleansing or the opportunity to bring some of the services in-house be undertaken and reported back to Cabinet prior to the procurement of a long term Refuse, Recycling and

			<p>Street Cleansing Contract.</p> <ul style="list-style-type: none"> <li>• Approve the commencement of the procurement of these services in line with the recommendations included in this report.</li> </ul>
b	Is it clear who will be or is likely to be affected by what is being proposed (inc service users and staff)? Is there information about the equality profile of those affected?	Yes	<p>The report sets out the proposed contracting approach for the future delivery of waste management services. Key proposals of this report are to ensure continued waste management service provision to the residents and businesses of the Borough. All who live, work and study in the Borough will be positively affected.</p> <p>The recommendations include undertaking reviews on:</p> <ul style="list-style-type: none"> <li>• Alternative service delivery options that may provide more efficient and effective services</li> <li>• The Council's waste management in relation to recycling and residual waste services.</li> </ul> <p>These reviews will be presented to the Cabinet. There is no equalities implication from these recommendations at this stage.</p>
<b>2</b>	<b>Monitoring / Collecting Evidence / Data and Consultation</b>		
a	Is there reliable qualitative and quantitative data to support claims made about impacts?	Yes	The service have extensive waste data. The Council also access data on the residents and businesses in the Borough, including the 2011 Census data.
	Is there sufficient evidence of local/regional/national research that can inform the analysis?	Yes	<p>To aid the Council's understanding of the risk implications of the contract structure options, the service have undertaken a Soft Market Testing exercise with 12 key suppliers within the waste management service market sector. The responses from the market testing have helped to inform the development of the contracting options being proposed, which are set out in the report.</p> <p>The service monitor and analyse the waste data, which</p>

			<p>inform them about the amount and type of the waste and cost implications.</p> <p>It is recommended that reviews on alternative service delivery options and the Council's policies and services standards in relation to recycling and residual waste services will be undertaken and presented to Cabinet.</p>
b	Has a reasonable attempt been made to ensure relevant knowledge and expertise (people, teams and partners) have been involved in the analysis?	Yes	See above.
c	Is there clear evidence of consultation with stakeholders and users from groups affected by the proposal?	Yes	<p>Key aim of this report is to ensure continuity of the waste management service provision.</p> <p>If the recommended reviews find adverse impact on any groups, the service will conduct consultation and explore ways to mitigate the impact.</p>
<b>3</b>	<b>Assessing Impact and Analysis</b>		
a	Are there clear links between the sources of evidence (information, data etc) and the interpretation of impact amongst the nine protected characteristics?	Yes	The service continuity, which will be ensured by the outcome of this report, will positively affect all residents and businesses that have waste management contracts with the Council. This also has wider environmental health and protection of the environment implications for the Borough.
b	Is there a clear understanding of the way in which proposals applied in the same way can have unequal impact on different groups?	Yes	See above.
<b>4</b>	<b>Mitigation and Improvement Action Plan</b>		
a	Is there an agreed action plan?	Yes	The report sets out next steps of each contract and recommends undertaking reviews of alternative delivery options and the Council's policies and service standards in relation to recycling and residual waste services.
b	Have alternative options been explored	Yes	The report includes alternative options for the contracting approach.
<b>5</b>	<b>Quality Assurance and Monitoring</b>		
a	Are there arrangements in place to review or audit the	Yes	It is recommended that reviews on alternative service delivery

	implementation of the proposal?		options and the Council's policies and service standards in relation to recycling and residual waste services will be undertaken.
b	Is it clear how the progress will be monitored to track impact across the protected characteristics??	N/A	
<b>6</b>	<b>Reporting Outcomes and Action Plan</b>		
a	Does the executive summary contain sufficient information on the key findings arising from the assessment?	Yes	