

## 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>Jamie Blake, 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: #008000; 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> <p>Further equalities consideration will be given when a further report for approval to award the contract is submitted to the decision-making body.</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 contracting approach to be undertaken for the new waste management services contract

			<p>and makes a number of recommendations. If the approach set out in the report is approved, the service will commence the re-procurement process so that relevant waste management contracts will be in place in time for the expiry of the existing four waste management contracts in 2017.</p> <p>The recommended approach includes the adoption of the following policy changes:</p> <ul style="list-style-type: none"> <li>- Compulsory recycling of dry materials and food waste for houses</li> <li>- Set limits on the waste quantity/volumes collected from houses and multi-occupancy properties</li> <li>- Set specific requirements for internal and external waste storage facilities at new developments.</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>Once this report is approved, the service will commence the re-procurement process of the waste management contracts. This will not adversely affect service users and the Council staff.</p> <p>Under the new contracts, the statutory duties of the waste collection and disposal will continue to be provided for the service users universally. The assisted collections will also continue being offered to residents, including disabled residents.</p> <p>If the report is approved, the equalities implications of any policy changes will be examined in a further report for approval to award the contract.</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	<p>See above.</p> <p>To further understand the risk implications of the contract structure options, the service undertook a Soft Market Testing exercise with twelve key suppliers within the waste management service market sector.</p>

			Once details of the policy change options are finalised, the service will undertake equalities consideration of the changes.
	Is there sufficient evidence of local/regional/national research that can inform the analysis?	Yes	<p>The service conducted a Soft Market Testing exercise with twelve key suppliers within the waste management service market sector. The responses from the market testing have informed the development of the contracting options.</p> <p>The study undertaken by LWaRB (an efficiency review) demonstrates that the Council is over-providing residual waste capacity, which supports the proposed policy change to set limits on waste volumes collected from houses and multi-occupancy properties.</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>A Soft Market Testing exercise was undertaken.</p> <p>The stakeholders have been involved in the re-procurement project. Landlords are represented on the Waste Management Contracts Re-procurement Project Steering Group through the Chair of the Tower Hamlets Housing Forum.</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 need of assisted collections has been identified and offered to residents. The service specifications for the new contracts will continue including the requirement for such assisted collections to be provided to residents on a needs basis.
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	Once the contracting approach is agreed, the service will

			commence the re-procurement process so that relevant waste management contracts will be in place in time for the expiry of the existing four waste management contracts in 2017.
b	Have alternative options been explored	Yes	The report includes detailed 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 implementation of the proposal?	Yes	The contracting process will be conducted according to the Council's procurement procedure. A report for approval to award the contracts will be submitted to the decision-making body.
b	Is it clear how the progress will be monitored to track impact across the protected characteristics??	n/a	Once details of the policy change options are finalised, the service will undertake equalities consideration of the changes.
<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	