

## 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>Waste Management Services – delivery options</b>
<b>Directorate / Service</b>	<b>CLC</b>
<b>Lead Officer</b>	<b>Will Tuckley</b>
<b>Signed Off By (inc date)</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> <div><b>Proceed with implementation</b></div> </div> <p>As a result of performing the QA checklist, the proposal 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 a revised contracting approach for the re-procurement of waste management and Street Cleansing contracts to serve the borough. The purpose of the report is

for Members to approve the extension of the key contracts to enable Officers time to re-design the services over the next 12 month to ensure they are fit for purpose for the lifetime of any new contract. The report presents a series of recommendations that seek to optimise the outcomes and minimise the risks for the Council in light of the change of administration in London and the outcome of the EU referendum.

The Mayor in Cabinet is recommended to:

1. Approve the revised contracting timetable set out in Table 1 at paragraph 3.7 of this report
2. Authorise the Corporate Director of Communities Localities and Culture to complete negotiations with Veolia to extend the Refuse Collection, and Street Cleansing Contract through until 31<sup>st</sup> March 2020, and to agree and enter into (following consultation with Service Head Legal Services) the necessary contract extension agreement.
3. Agree that the procurement of the Interim Recycling collection Contract, which will expire on 30 September 2018 (and which Cabinet approved in July 2015), be amended to allow for an optional 18 month extension period up to 31 March 2020 and authorise the Corporate Director of Communities, Localities and Culture to agree and enter into (following consultation with Service Head Legal Services) the necessary contract documentation to give effect to this.
4. Authorise the Corporate Director of Communities Localities and Culture to complete negotiations with Veolia to extend the waste disposal contract until 30<sup>th</sup> September 2017, and to agree and enter into (following consultation with Service Head Legal Services), the necessary contract documentation to

			<p>give effect to this</p> <ol style="list-style-type: none"> <li>5. Agree that the Council continues with the procurement process for a new waste disposal contract for an initial period of 9 years and 6 months with a further extension of up to 8 years and authorise the Corporate Director of Communities Localities and Culture to award the contract following consultation with the Service Head Legal Services.</li> <li>6. Authorise the Corporate Director of Development and Renewal (following consultation with the Service Head Legal Services) to agree the terms of and enter into a new short-term excluded lease or tenancy at will for Northumberland Wharf Waste Transfer Station so that it is co-terminus with the expiry of the waste disposal contract on 30<sup>th</sup> September 2017</li> <li>7. Agree that a number of workshops are held with Members, across all parties, to redesign a future service, ensuring the Council provides best value for our residents.</li> </ol>
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>This report sets out a revised contracting approach for the re-procurement of waste management services contracts to serve the borough and presents a series of revised recommendations. If the proposals are enacted and the contracts are extended, all residents will continue receiving the service.</p> <p>Some options included in the report (e.g. bringing elements of the service back 'in-house') are likely to affect the Council staff. Such proposals are at a formative stage, and the service will assess the likely impact on the Council staff if these are pursued.</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?	N/A	If the proposals are enacted and the contracts are extended, all residents will continue receiving the service.
	Is there sufficient evidence of local/regional/national research that can inform the analysis?	N/A	
b	Has a reasonable attempt been made to ensure relevant knowledge and expertise (people, teams and partners) have been involved in the analysis?	Yes	These options have been discussed widely by the relevant Council services and senior managers.
c	Is there clear evidence of consultation with stakeholders and users from groups affected by the proposal?	Yes	It is recommended that a workshop is held with Members, across all parties, to redesign a future service, ensuring the Council provides best value for our residents
<b>3</b>			
a	Are there clear links between the sources of evidence (information, data etc) and the interpretation of impact amongst the nine protected characteristics?	N/A	
b	Is there a clear understanding of the way in which proposals applied in the same way can have unequal impact on different groups?	N/A	This report sets out a revised contracting approach for the re-procurement of waste management services contracts to serve the borough and presents a series of revised recommendations.  It is acknowledged that the change of contract, if not considered carefully, has the potential to negatively affect disabled residents' collections. Therefore the new specifications will continue to include the requirement for "assisted collections" to be provided to residents on a needs basis.
<b>4</b>			
a	Is there an agreed action plan?	Yes	Once the Cabinet agrees the recommendations, a number of actions will be taken by the service, including: <ul style="list-style-type: none"> <li>• Complete negotiations with the contractor to extend the Refuse Collection and Street Cleansing Contract until 31 March 2020</li> <li>• The 16 month Interim Recycling Services Contract, which is currently in procurement, will be extended to run through from 30 September 2018 to 31 March</li> </ul>

			<p>2020.</p> <ul style="list-style-type: none"> <li>• Complete negotiations with the contractor to extend the waste disposal contract until 30 September 2017.</li> </ul>
b	Have alternative options been explored	Yes	The report includes the 'Alternative options' section. 'Do nothing' options was also considered.
<b>5</b>			
a	Are there arrangements in place to review or audit the implementation of the proposal?	Yes	The service will act according to the Cabinet decision.
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	