

1 Identify the aims of the policy/service/function and how it is implemented.			
	Key questions	Answers / Notes	Actions required
1.1	Is this an existing or a new policy function?	New	To agree a change in service to charge for a green waste disposal service and introduce a weekly food waste service.
1.2	What is the aim, objective or purpose of the policy/service/function?	<ul style="list-style-type: none"> To make substantial savings whilst reducing waste sent to landfill. 	
1.3	What outcomes do you want to achieve with this policy and for whom?	To enable residents to help improve the environment through direct action from their home.	
1.4	Who is the policy/function being aimed at?	East Herts residents who present waste at the kerbside.	
1.5	Who defines or defined the policy/function?	Members in consultation with officers considering: <ul style="list-style-type: none"> Legislative changes from Central Government Partnership targets and policies 	
1.6	Who implements the policy/function?	<ul style="list-style-type: none"> Waste Services Team Environmental Inspection Team Contractors With support from Herts County Council 	
1.7	How do these outcomes meet or hinder other policies, values or objectives of the public authority	Substantial service costs will be reduced ensuring we safeguard the ability to delivery such a service whilst supporting the medium term financial plan.	
1.8	What factors or forces are at play that could	Consultation results.	

Essential Reference Paper D East Herts Council
 Equalities Impact Assessment : ENVIRONMENTAL SERVICE (Waste Services)

	contribute or detract from the outcomes identified earlier?	Tender price.	
1.9	Taking the six strands of equalities is there anything in the function that could discriminate or disadvantage any of these groups?	In performing the functions, the service will consider :- <ul style="list-style-type: none"> • AGE: Services provided across all age ranges • DISABILITY: compliance with DDA assisted collections service will continue • RACE: N/A • RELIGION: N/A • GENDER: N/A • SEXUAL ORIENTATION N/A 	No
1.10	From your perspective, how are the functions actually working in practice for each equalities group?	For each group we do not envisage any concerns. Affordability needs consideration for those on low income. A concession pricing scheme will help mitigate this. In addition, this is a service that people do not need to opt in for and could take green waste to the local household recycling centres.	
1.11	How does the local authority interface with other bodies in relation to the implementation of these functions?	Discussions with: <ul style="list-style-type: none"> • HWP • HoWG • Meetings with HCC 	
2	Consideration of available data, research and information		
	Key questions	Answers / Notes	Actions required

Essential Reference Paper D East Herts Council
 Equalities Impact Assessment : ENVIRONMENTAL SERVICE (Waste Services)

2.1	What do you already know about who users of the services?	This will be a service change for the residents of East Herts who present waste at the kerbside. This service change has been implemented in other districts, both inside the county as well as elsewhere. Currently we do not have exact figures on the number of people that use the organic collection service.	
2.2	What additional information is needed to ensure that all equality groups' needs are taken into account?	No additional information was provided in the public consultation however a well-planned communications strategy will be essential to executed this service.	
2.3	How are you going to go about getting the extra information that is required	Continue to discuss implementation with those Authorities who have delivered the service in this way.	
3	Formal consultation		
	Key questions	Answers / Notes	Actions required
3.1	Who do we need to consult with?	<ul style="list-style-type: none"> • Residents • Councillors 	Public consultation completed Overview and Scrutiny Committee consulted
3.2	What method/form of consultation can be used?	Survey and meetings	
4	Assessment of impact		
	Key questions	Answers / Notes	Actions required
4.1	Have you identified any differential impact and does this adversely affect any groups in the	As per 1.10 those on low or no income.	A concessions pricing scheme should be introduced.

	community?		
4.2	If there is an adverse impact can it be avoided, can we make changes, can we lessen it etc?	A concessions scheme.	None
4.3	If there is nothing you can do, can the reasons be fairly justified?		
5	Consideration of the effect of proposed changes on other groups.		
	Key questions	Answers / Notes	Actions required
5.1	Do any of the changes in relation to the adverse impact have a further adverse affect on any other group?	As per 1.10 those in no or low income.	Concession scheme to be introduced.
INTERNAL PROCESSES FOR THE ORGANISATION			
6	Making a decision in the light of data, alternatives and consultations		
	Key questions	Answers / Notes	Actions required
6.1	The organisations decision making process	Considered by Overview and Scrutiny and to be considered at Executive for a recommendation to Full Council for a final decision	None
7	Monitor in the future and publication of results of such monitoring		

Essential Reference Paper D East Herts Council
 Equalities Impact Assessment : ENVIRONMENTAL SERVICE (Waste Services)

	Key questions	Answers / Notes	Actions required
7.1	What have we found out in completing this EqIA? What can we learn for the future?	Affordability is the key consideration moving forward.	None
7.2	Who will carry out monitoring?	Shared Waste Service	
7.3	What needs to be monitored?	Uptake and feedback from customers	
7.4	What method(s) of monitoring?	Review of customer complaints and queries.	
7.5	How will the monitoring information be published?	Service performance is published through covalent and quarterly report to the Executive. Members will need to recommend whether a performance indicator specifically for green waste should be introduced.	
8	Publication of results of the impact assessment		