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?	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 • Legislative changes from Central Government • Partnership targets and policies	
1.6	Who implements the policy/function?	• Waste Services Team • Environmental Inspection Team • Contractors • 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.	
1.8	What factors or forces are at play that could contribute **or** detract from the outcomes identified earlier?	Consultation results. 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 :- • AGE: Services provided across all age ranges • DISABILITY: compliance with DDA • RACE: n/a • RELIGION: Cultural preferences • 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?		
1.11	How does the local authority interface with other bodies in relation to the implementation of these functions?	• Hertfordshire Waste Partnership • Heads of Waste Group • Regular meetings with HCC	

2	**Consideration of available data, research and information**		
	Key questions	**Answers / Notes**	**Actions required**
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 across the country.	
2.2	What additional information is needed to ensure that all equality groups' needs are taken into account?	None.	
2.3	How are you going to go about getting the extra		

	information that is required		
3	**Formal consultation**		
	Key questions	**Answers / Notes**	**Actions required**
3.1	Who do we need to consult with?	• Residents • Councillors	Consultation already underway as part of the joint waste contract consultation.
3.2	What method/form of consultation can be used?	See 3.1	
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 community?	No.	None
4.2	If there is an adverse impact can it be avoided, can we make changes, can we lessen it etc?	No.	None
4.3	If there is nothing you can do, can the reasons be fairly justified?		None
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?	There is no evidence to suggest any adverse impacts.	None

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	• Decision will be taken by the Executive following member consideration at Overview and Scrutiny. Full results of the consultation will be available in time for the Executive decision.	None
7	**Monitor in the future and publication of results of such monitoring**		
	Key questions	**Answers / Notes**	**Actions required**
7.1	What have we found out in completing this EqIA? What can we learn for the future?		None
7.2	Who will carry out monitoring?		
7.3	What needs to be monitored?		
7.4	What method(s) of monitoring?		
7.5	How will the monitoring information be published?		
8	**Publication of results of the impact assessment**		