

# EQUALITY ANALYSIS

Equality Analysis completed by:

Responsible Officer: Colin Curtis

## Name(s)/Job Title

Name	Job Title	Date
Colin Curtis	Assistant Head of Street Scene	18.6.13
Fiona Swinburne	Waste Manager	18.6.13

## Purpose and Scope

### Purpose

The purpose of the project is to seek tenders for the operation of the Councils Household Waste and Recycling Centre (HWRC) to ensure it is as financially efficient and operationally effective as possible.

This covers:

- The day to day operation of the HWRC as currently provided in house with 5 attendants employed on a fixed term basis.
- The fleet of two vehicles and drivers that the Council employs to transport collected waste at the HWRC to its final disposal point

### Scope<sup>1</sup>

The scope of this analysis covers the specific proposed action above which is to seek tenders from external organisations for the operation and transport of wastes from the HWRC to increase efficiency, comply with all necessary regulations and permit conditions and improve recycling performance. The Council operates the service in house. A benchmark cost of the in house service will be used to compare with contractors bids, and a contract awarded if any priced tenders provides better value for money.

Five HWRC attendant posts (1 grade D and 4 at grade C) may be affected by the changes, currently posts all are fixed term. Two drivers posts (Grade F) will also be affected directly if their service is externalised. Options for these posts are being explored, one of which may be a TUPE transfer while the other option may involve employees leaving through the workplace transformation project (severance and / or retirement).

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<sup>1</sup> Extracted from signed off Transport & Fleet Scoping Document

## Intelligence and Information

The sources of information used include the following;

- Initial discussions with OCE Senior Management Team including Deputy Chief Executive, Corporate Procurement and Human Resources;
- Communication and consultation with South of Tyne Waste Management Partnership Procurement Team.
- Communication and consultation with the Trade Unions;
- Professional experience and knowledge from neighbouring council who recently procured the service this way.
- Data relating to spend on the HWRC service analyses by OCE Financial Management Team.

## Analysis of Impact on People

Characteristic	List of Impacts		
	Positive	Neutral	Negative
Age		No Impacts are anticipated	
Disability		No Impacts are anticipated- The physical characteristics of the HWRC functions will not change, and either TUPE or new staff will be trained in equality impact awareness to ensure service users are not disadvantaged.	
Gender/Sex		No Impacts are anticipated- contractors will have to submit their own policies and procedures as part of the EU OJU procurement process.	
Marriage and Civil Partnership		No Impacts are anticipated	
Pregnancy and maternity		No Impacts are anticipated- contractors will have to submit their own policies and procedures as part of the EU OJU procurement process.	
Race/Ethnicity		No Impacts are anticipated- contractors will have to submit their own policies and procedures as part of the EU OJU procurement process.	
Religion/belief		No Impacts are anticipated	

Sexual Orientation		No Impacts are anticipated- contractors will have to submit their own policies and procedures as part of the EU OJU procurement process.	
Trans-gender/ gender identity		No Impacts are anticipated	

**Other individuals or groups impacted on**

Characteristic	List of Impacts		
	Positive	Neutral	Negative
Council Employees	By reducing the HWRC costs and resources employed in the service – this will minimise the impact on human resources. For example the Council will no longer need to retain a specially qualified manager for the HWRC ( known as a technically competent manager or TCM) which is straining resources as the contractor will prove a TCM.	N/A	N/A
Customers/ HWRC site users	N/A	The customers / site users will not experience any change as the specification for carrying out the work is the same for work carried out by the Council.	N/A

**Gaps in intelligence and information:**

N/A

**Summary of Impacts and Response to Analysis**

**Who will the policy/activity impact on and who will benefit?**

- The main beneficiary is the Council in respect of reduce spend.
- The review will not directly result in changes to external service delivery to customers.
- There will positive environmental impact through improving the recycling performance of the HWRC.

**Who doesn't benefit and why not?**

- The impact of the review is intentionally designed to be "invisible" to the public/customers.

**Who should be expected to benefit and why don't they?**

- Council services will be required to deliver their functions with a reduced scale of transport resource which will require those services to work smarter and more efficiently.

**Response to Analysis, Action Plan and Monitoring Arrangements**

- No major changes are considered to be required at this time, specific service changes will be evaluated by the working groups.

**Action Plan and Monitoring**

<b>ACTION</b>	<b>WHO</b>	<b>WHEN</b>	<b>MONITORING ARRANGEMENTS</b>
The Assistant Head of Streetscene will review the Equality Analysis produced in respect of the change to externalise the HRWC function. Assistant Head of Streetscene will lead on consultation through the changes and will monitor the performance of the contract closely to ensure there are no un intended negative impacts.	Assistant Head of Streetscene	Standing agenda item	Quarterly at Contract Review meetings
The Waste Manager will monitor HWRC contract performance to ensure there are no negative impacts on site users in terms of reduction in the quality of service provided over what is currently in place	Waste Manager	Standing agenda item	Quarterly at Contract Review meetings, and review of complaints and feedback received on the service.