

# Public Document Pack

## Executive Member Decisions

Friday, 1st March, 2019

---

### AGENDA

1. **Signage for Public Space Protection Orders (PSPO)**  
**EMD - Signage for PSPO** 2 - 8  
**PSPO sign - Bastwell & Robinson st V2**  
**PSPO sign - Blackburn Town Centre V2**  
**PSPO sign - Ewood & Bolton Rd V2**  
**EIA Checklist - PSPO signage**
  
2. **Proposal of Traffic Regulation Order - Willow Bank Lane, Darwen**  
**EMD - Proposal of TRO - Willow Bank Lane, Darwen** 9 - 16  
**Appendix 1 Willow Bank Lane Darwen - schedule**  
**Appendix 2 Willow Bank Lane Darwen - plan**  
**EIA checklist - Proposal of TRO**
  
3. **Contracts for the disposal of municipal waste and the collection, sorting and processing of kerbside recyclable from 1st April 2020**  
**EMD - Contracts for the disposal of municipal waste and collection of kerbside** 17 - 20  
**EIA-Checklist**

Date Published: 1<sup>st</sup> March 2019  
Harry Catherall, Chief Executive

## EXECUTIVE MEMBER DECISION



<b>REPORT OF:</b>	Executive Member for Neighbourhood and Prevention Services (Please Select) (Please Select...)
<b>LEAD OFFICERS:</b>	Director of Adult Social Services (DASS) (Please Select)
<b>DATE:</b>	<b>29<sup>th</sup> November 2018</b>

<b>PORTFOLIO/S AFFECTED:</b>	Neighbourhood and Prevention Services Select...)	(Please
<b>WARD/S AFFECTED:</b>	All	(Please Select...)

**SUBJECT: Signage for Public Space Protection Orders (PSPO)**

### 1. EXECUTIVE SUMMARY

Under the Anti-Social Behaviour Crime & Policing Act 2014, Public Space Protection Orders allow the local authority to specify behaviour 'conditions' in a given location where there are persistent complaints of Anti-Social Behaviour making a breach of the conditions an offence. The local authority has a number of orders in place across the borough.

In these areas the local authority and constabulary have the power to issue fixed penalty notices or court summons to individuals who breach the conditions.

In order to increase their use as a means of dealing with anti-social behaviour we have been asked by Lancashire Constabulary to erect signs in areas where the order applies in order to ensure that members of the public are aware an order is in place.

While this is not a requirement of the Act, it increases the likelihood of their use and mitigates circumstance whereby individuals claim a lack of awareness as a means of evading a fixed penalty notice.

The attached is the recommended format to be used for current and future designated PSPO areas. The Map and conditions **will reflect** those approved by the executive member for each individual location.

### 2. RECOMMENDATIONS

That the Executive Member:

Approves the format of signage to advise members of the public that a Public Space Protection Order is in place and details the conditions associated with it and **the** area it applies to.

Approves their use in all current and future PSPO areas.

### 3. BACKGROUND

PSPO's are designed to stop individuals or groups committing anti-social behaviour in a public space. This power forms part of the tools and powers available to the Council by the Anti-social Behaviour, Crime and Policing Act 2014. The new tools and powers have been approved by the Council Executive in August 2015 with the delegated authority **passed** to the Executive Member and Director of Adults, Communities & Prevention.

There are currently 3 PSPOs in the borough which do not simply restrict the public right of way (alley gates) **but also** include multiple conditions to tackle the anti-social behaviour specific to that area.

The 3 existing PSPOs are in:

- Blackburn Town Centre
- Bastwell and Robinson Street, Blackburn
- Bolton Road / Ewood area, Blackburn

Appropriate signage displayed within the area of the PSPO will ensure that the public are notified of the conditions and should assist in strengthening future enforcement without offenders contesting the penalty on the grounds that they were not aware.

PSPOs are valid for up to 3 years from the date of operation and after this time may be revoked, varied or extended. Appropriate signage will assist with the latter two options in ensuring that the public is notified of any continued or amended conditions.

Please note the PSPO for 'Bolton Road / Ewood area Blackburn' will expire in April 2019, therefore, signage for this area will be postponed till after the PSPO is extended. This will also include the new map to reflect the regeneration and changes to the area.

#### 4. KEY ISSUES & RISKS

None

#### 5. POLICY IMPLICATIONS

None

#### 6. FINANCIAL IMPLICATIONS

- The signs have been quoted at £17.40 each which will be funded by the Community Safety Service.
- The signs will be erected by the internal Street Lighting department who have quoted £45 per **sign**. A minimum of 15 signs will be installed at a time given the equipment hire costs are charged at a standard day rate to achieve this cost. **To give an indication of costs if the print, design and installation per sign is £62.40 (£17.40 plus £45.00) and each of the 3 schemes requires a maximum of 15 signs the cost would be £2,808 (this would be contained within community safety's existing budgets).**

#### 7. LEGAL IMPLICATIONS

None

## 8. RESOURCE IMPLICATIONS

None

## 9. EQUALITY AND HEALTH IMPLICATIONS

Please select one of the options below. Where appropriate please include the hyperlink to the EIA.

Option 1  Equality Impact Assessment (EIA) not required – the EIA checklist has been completed.

Option 2  In determining this matter the Executive Member needs to consider the EIA associated with this item in advance of making the decision. *(insert EIA link here)*

Option 3  In determining this matter the Executive Board Members need to consider the EIA associated with this item in advance of making the decision. *(insert EIA attachment)*

## 10. CONSULTATIONS

Consultations are carried out as part of the process for implementing a PSPO and following resident feedback.

## 11. STATEMENT OF COMPLIANCE

The recommendations are made further to advice from the Monitoring Officer and the Section 151 Officer has confirmed that they do not incur unlawful expenditure. They are also compliant with equality legislation and an equality analysis and impact assessment has been considered. The recommendations reflect the core principles of good governance set out in the Council's Code of Corporate Governance.

## 12. DECLARATION OF INTEREST

All Declarations of Interest of any Executive Member consulted and note of any dispensation granted by the Chief Executive will be recorded and published if applicable.

<b>VERSION:</b>	<b>1.0</b>
-----------------	------------

<b>CONTACT OFFICER:</b>	Mariyam Emam / Karen Timperley
-------------------------	--------------------------------

<b>DATE:</b>	29 <sup>th</sup> November 2018
--------------	--------------------------------

<b>BACKGROUND PAPER:</b>	Example PSPO sign designs reflective of the 3 current Orders: <ul style="list-style-type: none"><li>➤ Blackburn Town Centre.</li><li>➤ Bastwell and Robinson Street, Blackburn.</li><li>➤ Bolton Road / Ewood area, Blackburn.</li></ul>
--------------------------	--

# You are in an area controlled by a Public Space Protection Order

The Order prohibits the following behaviour in the designated area:

- The collection and/or lighting of combustible materials including bonfires
- The lighting or discharging of fireworks of any description
- To act or incite others to act in an anti-social manner likely to cause harassment, alarm or distress to any person



**If you do not comply you may receive a £100 fixed penalty notice or face prosecution and a fine of up to £1,000**

The PSPO is in place for a period of 3 years from the date it came into operation. For more information and to view the published Public Spaces Protection Order visit [www.blackburn.gov.uk/Pages/Prevention-and-community-safety](http://www.blackburn.gov.uk/Pages/Prevention-and-community-safety)

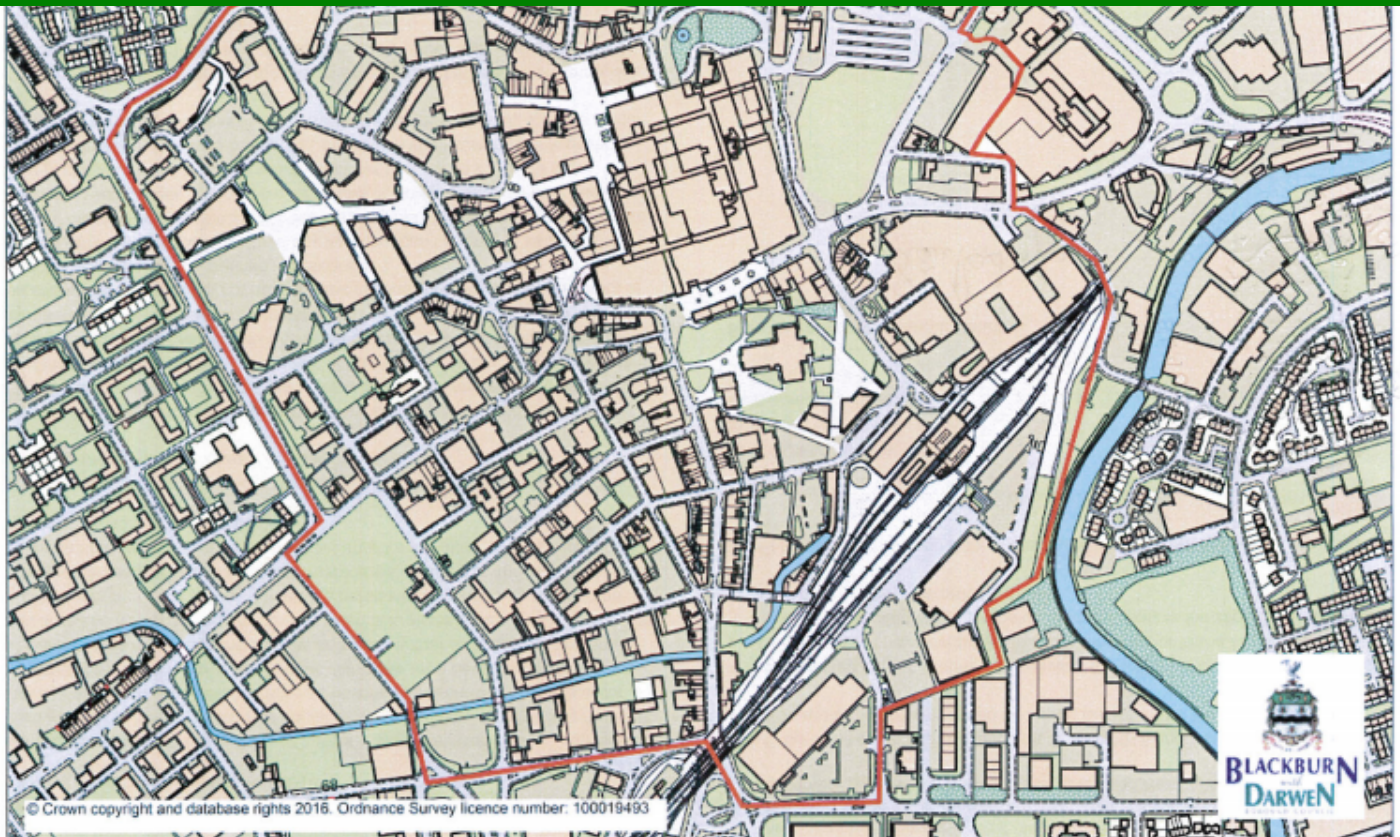
# You are in an area controlled by a Public Space Protection Order

The Order prohibits the following behaviour in the designated area:

- To ingest, inject, smoke or otherwise use intoxicated substance
- The possession of any open containers of intoxicated substances
- The possession of any items that can be used to assist in the taking of intoxicated substances – persons who breach this prohibition shall not be allowed to possess intoxicated substances in his/her possession to an authorised person
- To act or incite others to act in an anti-social manner likely to cause harassment, alarm or distress to any person
- To deposit or leave any litter

THIS ORDER  
COVERS ALL  
PUBLIC PLACES  
WITHIN THE RED  
BOUNDARIES ON  
THE MAPS

If you do not comply you may receive a £100 fixed penalty notice or face prosecution and a fine of up to £1,000

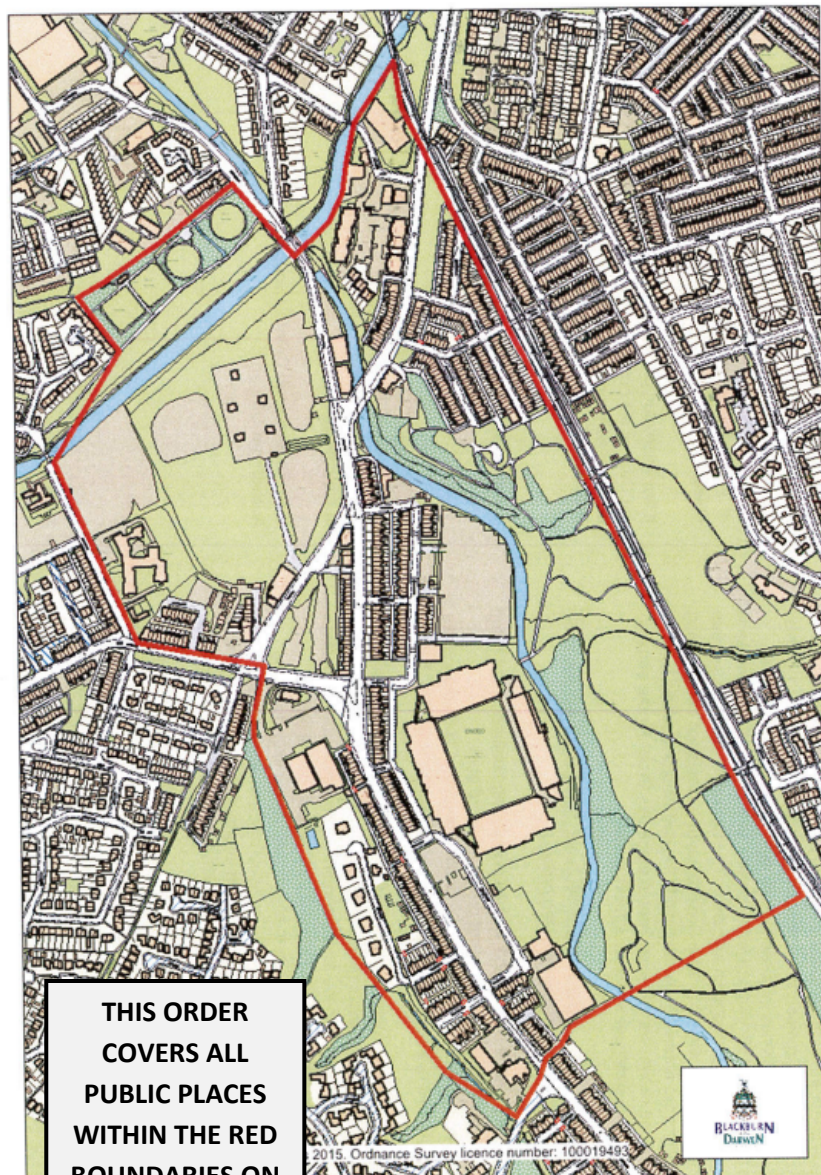


The PSPO is in place for a period of 3 years from the date it came into operation. For more information and to view the published Public Spaces Protection Order visit [www.blackburn.gov.uk/Pages/Crime-prevention-and-community-safety](http://www.blackburn.gov.uk/Pages/Crime-prevention-and-community-safety)



# You are in an area controlled by a Public Space Protection Order

The Order prohibits the following behaviour in the designated area:



**THIS ORDER  
COVERS ALL  
PUBLIC PLACES  
WITHIN THE RED  
BOUNDARIES ON  
THE MAPS**

- The collection and/or lighting of combustible materials including bonfires
- Discharging or throwing of any projectile or other objects in such a manner which is likely to cause damage to property or a nuisance
- To act or incite others to act in an anti-social manner likely to cause harassment, alarm or distress to any person whilst congregating in groups of 3 or more persons
- Urinating or defecating
- To keep horses, poultry, livestock or any other animals
- To ride any motorcycle on any footpath or any other land that is not a highway.
- Unrestrained dogs

A Police Officer in uniform may require any person to surrender immediately any item which the officer believes on reasonable grounds has been used or may be used in a manner likely to cause a nuisance or annoyance to any person. Any person who fails without reasonable excuse to comply with this request will be in breach of this Order.

**If you do not comply you may receive a £100 fixed penalty notice or face prosecution and a fine of up to £1,000**

The PSPO is in place for a period of 3 years from the date it came into operation. For more information and to view the published Public Spaces Protection Order visit [www.blackburn.gov.uk/Pages/Crime-prevention-and-community-safety](http://www.blackburn.gov.uk/Pages/Crime-prevention-and-community-safety)

## EQUALITY IMPACT ASSESSMENT CHECKLIST

***This checklist is to be used when you are uncertain if your activity requires an EIA or not.***

An Equality Impact Assessment (EIA) is a tool for identifying the potential impact of the organisation's policies, services and functions on its residents and staff. EIAs should be actively looking for negative or adverse impacts of policies, services and functions on any of the nine protected characteristics.

The checklist below contains a number of questions/prompts to assist officers and service managers to assess whether or not the activity proposed requires an EIA. Supporting literature and useful questions are supplied within the [EIA Guidance](#) to assist managers and team leaders to complete all EIAs.

<b>Service area &amp; dept.</b>	Localities and Prevention	<b>Date the activity will be implemented</b>	02/04/2019
---------------------------------	---------------------------	--	------------

<b>Brief description of activity</b>	Signage for Public Space Protection Orders (PSPO)
--------------------------------------	---

Answers favouring doing an EIA	Checklist question	Answers favouring not doing an EIA
<input type="checkbox"/> Yes	Does this activity involve any of the following: - Commissioning / decommissioning a service - Change to existing Council policy/strategy - Budget changes	<input checked="" type="checkbox"/> No
<input type="checkbox"/> Yes	Does the activity impact negatively on any of the protected characteristics as stated within the Equality Act (2010)?	<input checked="" type="checkbox"/> No
<input type="checkbox"/> No <input type="checkbox"/> Not sure	Is there a sufficient information / intelligence with regards to service uptake and customer profiles to understand the activity's implications?	<input checked="" type="checkbox"/> Yes
<input type="checkbox"/> Yes <input type="checkbox"/> Not sure	<b>Does this activity:</b> Contribute towards unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act <i>(i.e. the activity creates or increases disadvantages suffered by people due to their protected characteristic)</i>	<input checked="" type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> Not sure	Reduce equality of opportunity between those who share a protected characteristic and those who do not <i>(i.e. the activity fail to meet the needs of people from protected groups where these are different from the needs of other people)</i>	<input checked="" type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> Not sure	Foster poor relations between people who share a protected characteristic and those who do not <i>(i.e. the function prevents people from protected groups to participate in public life or in other activities where their participation is disproportionately low)</i>	<input checked="" type="checkbox"/> No
<b>FOR = 0</b>	<b>TOTAL</b>	<b>AGAINST = 6</b>

**Will you now be completing an EIA?**

Yes

No

The EIA toolkit can be found [here](#)

<b>Assessment Lead Signature</b>	Mariyam Emam
<b>Checked by departmental E&amp;D Lead</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Date</b>	22/01/2019



## EXECUTIVE MEMBER DECISION



**REPORT OF:** Executive Member for Regeneration

**LEAD OFFICERS:** Director of Growth and Development

**DATE:** 10<sup>th</sup> January 2019

**PORTFOLIO/S AFFECTED:** Regeneration

**WARD/S AFFECTED:** Darwen West

**SUBJECT:** Proposal of Traffic Regulation Order – Willow Bank Lane, Darwen.

### 1. EXECUTIVE SUMMARY

To inform the Executive Member for Regeneration of the proposal to introduce a Traffic Regulation Order as detailed below and seek approval to make it:-

**Proposed No Waiting At Any Time..... Willow Bank Lane, Darwen**

### 2. RECOMMENDATIONS

That the Executive Member:

Authorise the Director of HR, Legal & Governance to advertise the proposed Traffic Regulation Order as per the attached schedule and make the order should no objections be made.

### 3. BACKGROUND

A complaint has been received from the cleansing department about the obstruction of access by parked vehicles outside number 12 and 14 Willow Bank Lane Darwen. It is proposed to introduce no waiting at any time on Willow Bank Lane to prevent parked vehicles from restricting access. The cost of making and advertising this TRO will be funded by the traffic budget.

### 4. KEY ISSUES & RISKS

No risks arising from this proposal have been identified. The proposal is of benefit to the social and economic well being of the Borough.

### 5. POLICY IMPLICATIONS

The proposal to make and revoke Traffic Regulation Orders requires delegated approval from the Executive Member for Regeneration and Chief Officer. Traffic Regulation Orders are required to be published in the local press and on site to comply with the Road Traffic Regulations Act 1984. Directly affected properties are consulted in line with current procedure.

### 6. FINANCIAL IMPLICATIONS

The cost of making and advertising this Traffic Regulation Order will be approximately £1500 and will be funded from the Traffic and Transportation element of the Highways Maintenance budget.

## 7. LEGAL IMPLICATIONS

The necessary legal powers to implement this scheme are within the Road Traffic Regulations Act 1984. The advertising of the proposals will provide the public the opportunity to comment/object which will be considered appropriately by officers. Any unresolved objections will be reported to a meeting of the Planning and Highways Committee and then brought back for a decision by the Executive Member.

## 8. RESOURCE IMPLICATIONS

None

## 9. EQUALITY AND HEALTH IMPLICATIONS

Please select one of the options below. Where appropriate please include the hyperlink to the EIA.

Option 1  Equality Impact Assessment (EIA) not required – the EIA checklist has been completed.

Option 2  In determining this matter the Executive Member needs to consider the EIA associated with this item in advance of making the decision. *(insert EIA link here)*

Option 3  In determining this matter the Executive Board Members need to consider the EIA associated with this item in advance of making the decision. *(insert EIA attachment)*

## 10. CONSULTATIONS

Members of the public will be given the opportunity to object to or comment on the proposal following statutory advertising on site and in the local newspaper.

## 11. STATEMENT OF COMPLIANCE

The recommendations are made further to advice from the Monitoring Officer and the Section 151 Officer has confirmed that they do not incur unlawful expenditure. They are also compliant with equality legislation and an equality analysis and impact assessment has been considered. The recommendations reflect the core principles of good governance set out in the Council's Code of Corporate Governance.

## 12. DECLARATION OF INTEREST

All Declarations of Interest of any Executive Member consulted and note of any dispensation granted by the Chief Executive will be recorded and published if applicable.

<b>VERSION:</b>	<b>1</b>
-----------------	----------

<b>CONTACT OFFICER:</b>	Tammy Rehman
-------------------------	--------------

<b>DATE:</b>	10 <sup>th</sup> January 2019
--------------	-------------------------------

**BACKGROUND  
PAPER:**

Appendix 1 - schedule

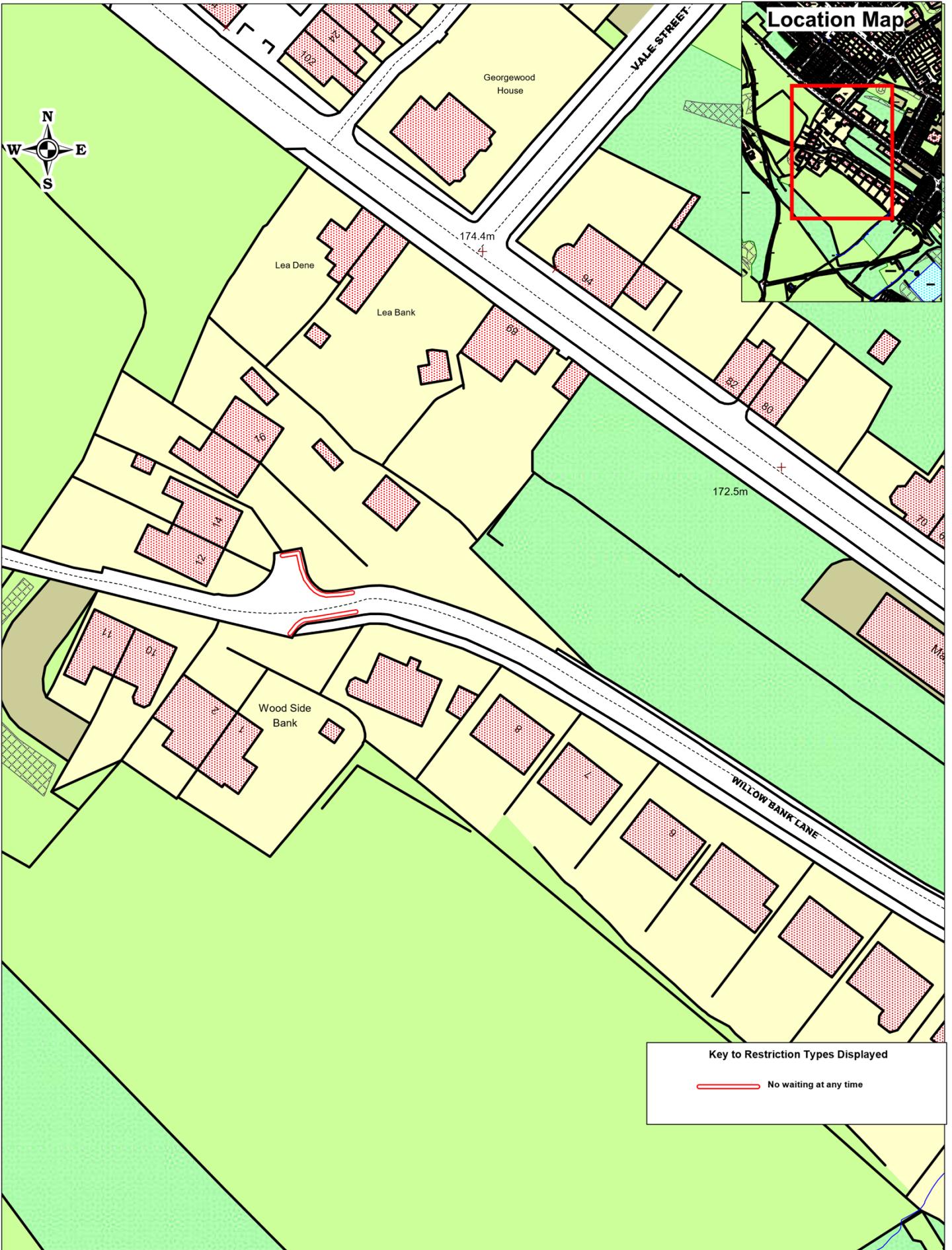
Appendix 2 - plan




## **SCHEDULES**

### **NO WAITING AT ANY TIME**

<b>Street</b>	<b>Side</b>	<b>Location</b>
WILLOW BANK LANE DARWEN,	both	From a point 190 metres north west of its junction with Willow Street for a distance of 14 metres along the centre line in a westerly direction



**Key to Restriction Types Displayed**

 No waiting at any time

SCALE	1 : 910
DATE	10/01/2019
DRAWING No.	
DRAWN BY	

		CHECKED BY	
--	--	------------	--

## EQUALITY IMPACT ASSESSMENT CHECKLIST

***This checklist is to be used when you are uncertain if your activity requires an EIA or not.***

An Equality Impact Assessment (EIA) is a tool for identifying the potential impact of the organisation's policies, services and functions on its residents and staff. EIAs should be actively looking for negative or adverse impacts of policies, services and functions on any of the nine protected characteristics.

The checklist below contains a number of questions/prompts to assist officers and service managers to assess whether or not the activity proposed requires an EIA. Supporting literature and useful questions are supplied within the [EIA Guidance](#) to assist managers and team leaders to complete all EIAs.

<b>Service area &amp; dept.</b>	Traffic	<b>Date the activity will be implemented</b>	10/03/2019
<b>Brief description of activity</b>	Proposed Traffic Regulation Order – Willow Bank Lane, Darwen		


Answers favouring doing an EIA	Checklist question	Answers favouring not doing an EIA
<input type="checkbox"/> Yes	Does this activity involve any of the following: - Commissioning / decommissioning a service - Change to existing Council policy/strategy - Budget changes	<input checked="" type="checkbox"/> No
<input type="checkbox"/> Yes	Does the activity impact negatively on any of the protected characteristics as stated within the Equality Act (2010)?	<input checked="" type="checkbox"/> No
<input type="checkbox"/> No <input type="checkbox"/> Not sure	Is there a sufficient information / intelligence with regards to service uptake and customer profiles to understand the activity's implications?	<input checked="" type="checkbox"/> Yes
<input type="checkbox"/> Yes <input type="checkbox"/> Not sure	<b>Does this activity:</b> Contribute towards unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act <i>(i.e. the activity creates or increases disadvantages suffered by people due to their protected characteristic)</i>	<input checked="" type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> Not sure	Reduce equality of opportunity between those who share a protected characteristic and those who do not <i>(i.e. the activity fail to meet the needs of people from protected groups where these are different from the needs of other people)</i>	<input checked="" type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> Not sure	Foster poor relations between people who share a protected characteristic and those who do not <i>(i.e. the function prevents people from protected groups to participate in public life or in other activities where their participation is disproportionately low)</i>	<input checked="" type="checkbox"/> No
<b>FOR =0</b>	<b>TOTAL</b>	<b>AGAINST =6</b>

**Will you now be completing an EIA?**

Yes

No

The EIA toolkit can be found [here](#)

<b>Assessment Lead Signature</b>	
<b>E&amp;D Lead Signature</b>	
<b>Date</b>	



## EXECUTIVE MEMBER DECISION



**REPORT OF:** Executive Member for Environment

**LEAD OFFICERS:** Director of Environment and Operations

**DATE:** 8 February 2019

**PORTFOLIO/S AFFECTED:** Environment Environment

**WARD/S AFFECTED:** All

**SUBJECT:** Contracts for the disposal of municipal waste and the collection, sorting and processing of kerbside recyclables from 1st April 2020.

### 1. EXECUTIVE SUMMARY

The Council's existing contracts for 2 key services – waste disposal and kerbside collection – are due to expire on 31<sup>st</sup> March 2020. These are core Council services and combined, have an annual spend of over £6.2M per annum, a figure which is rising every year with increases in population, the number of households in the Borough, cost of waste treatment and other cost pressures.

### 2. RECOMMENDATIONS

That the Executive Member approves the tendering of the waste disposal and kerbside collection service for commencement on 1<sup>st</sup> April 2020, to ensure continuity of services across the Borough.

### 3. BACKGROUND

The Council has a statutory duty to provide waste collection and disposal services and facilities.

The Council has an existing contract for the disposal of waste to landfill which expires on 31 March 2020. It also has a contract for the kerbside collection and processing of recyclables which also expires on 31<sup>st</sup> March 2020. Neither of these contracts can be extended (legal advice confirms this), and hence a tender process is required to put in place new contracts for these services, to ensure seamless service delivery.

#### Waste disposal

In common with many English Waste Disposal Authorities, the Council has never and does not own or operate any of its own landfill or waste treatment facilities. As such, the Council needs to contract out this service to the market, as it has done since 2003 (with the exception of the section 101 agreement it held with Greater Manchester Waste Disposal Authority for 2 years).

Following soft market testing, the Council has determined that a contract of 3 years with an annual option to extend for up to another 3 years (2020-2026), offers the best approach at this time since it meets our short term requirement but also allows the option for the Council to jointly procure this service with Lancashire County Council (LCC) from 2025 when their existing waste disposal contract terminates.

### **Kerbside recycling collection and treatment**

In common with all English Waste Collection Authorities, the Council provides for a kerbside collection of 'dry recyclables', in line with UK and EU legislation to increase the amount of municipal solid waste (MSW) that is diverted to recycling and away from landfill or waste treatment.

This service, which commenced in 2001, has been contracted out to several providers over the years, the existing contractor being Biffa Waste Services, who acquired Verdant, the company who was the successful bidder when the service was last contracted out in 2010.

Following soft market testing, the Council has taken the view that an 8 year contract is best, since this falls in line with vehicle replacement programmes (collection is a key component of the service). Following major global moves in recent years in waste treatment and the market for recyclables – especially fibre, plastics and textiles – a tender process which involves negotiation with bidders, seems the most likely route to secure a contract that provides best value.

### **4. KEY ISSUES & RISKS**

The Council, in its capacity as a Waste Disposal Authority (WDA) and a Waste Collection Authority (WCA) has a statutory obligation to provide a waste collection and disposal service. If the Council does not have a waste disposal service available, the Council will have to cease **all** waste collections and close the household waste recycling centres (HWRCs), with immediate effect from 1<sup>st</sup> April 2020.

If the Council does not have a kerbside recycling collection and processing contract in place, this service would also cease with immediate effect on 1<sup>st</sup> April 2020.

### **5. POLICY IMPLICATIONS**

A robust and competitive tendering process is required for both contracts, in order to achieve best value for the Council. For this reason, the Council has undertaken a soft market testing exercise, to ensure the specification of both contracts meets the needs of the Council, but provides for what the market can provide.

The Council has a statutory duty to provide waste collection and disposal services and facilities. The strategy supports all existing Council policies on waste.

### **6. FINANCIAL IMPLICATIONS**

The cash limited budget for waste disposal in 2018/19 is £4.6M and for kerbside recycling is £1.4M.

The total cost for waste disposal will inevitably rise over the life of the contract, taking into account projected rises in population and households. This is compounded further without a step change in waste legislation, since the majority of household waste is not subject to 'producer responsibility' and has few recycling outlets to divert this material away from disposal. The government has also yet to announce the level of landfill tax beyond 2019.

The collection of kerbside recyclables and subsequent sorting of the collected tonnage in a material recycling facility (MRF) is not anticipated to be subject to major cost pressures. However, the end market for the separated materials, is now subject to global trading conditions, as moves by the Chinese government has recently shown: it is for this reason that the tender process needs to involve an element of negotiation for the Council to decide what risk element it is prepared to accept

Bids for both contracts will be subject to an evaluation based on 40% marks for quality and 60% marks for price, to reflect the importance attached to affordability.

## 7. LEGAL IMPLICATIONS

The Council is acting in accordance with its duties as a WDA and WCA. The procurement process for each contract will be conducted in accordance with the Public Contracts Regulations 2015 and the Council's Contract and Procurement Procedure Rules.

All contracts and any variations will be in a form approved by legal officers in the Commissioning and Procurement team.

## 8. RESOURCE IMPLICATIONS

There are no resource implications, aside from those referred to under Financial Implications above.

## 9. EQUALITY AND HEALTH IMPLICATIONS

**Please select one of the options below. Where appropriate please include the hyperlink to the EIA.**

Option 1  Equality Impact Assessment (EIA) not required – the EIA checklist has been completed.

Option 2  In determining this matter the Executive Member needs to consider the EIA associated with this item in advance of making the decision. *(insert EIA link here)*

Option 3  In determining this matter the Executive Board Members need to consider the EIA associated with this item in advance of making the decision. *(insert EIA attachment)*

## 10. CONSULTATIONS

The Council has undertaken soft market testing with interested bidders via the Chest procurement portal.

## 11. STATEMENT OF COMPLIANCE

The recommendations are made further to advice from the Monitoring Officer and the Section 151 Officer has confirmed that they do not incur unlawful expenditure. They are also compliant with equality legislation and an equality analysis and impact assessment has been considered. The recommendations reflect the core principles of good governance set out in the Council's Code of Corporate Governance.

## 12. DECLARATION OF INTEREST

All Declarations of Interest of any Executive Member consulted and note of any dispensation granted by the Chief Executive will be recorded and published if applicable.

<b>VERSION:</b>	<b>1</b>
-----------------	----------

<b>CONTACT OFFICER:</b>	Stuart Hammond, Contracts Policy and Performance Manager
-------------------------	--

<b>DATE:</b>	6 <sup>th</sup> February 2019
--------------	-------------------------------

<b>BACKGROUND PAPER:</b>	None
--------------------------	------

## EQUALITY IMPACT ASSESSMENT CHECKLIST

***This checklist is to be used when you are uncertain if your activity requires an EIA or not.***

An Equality Impact Assessment (EIA) is a tool for identifying the potential impact of the organisation's policies, services and functions on its residents and staff. EIAs should be actively looking for negative or adverse impacts of policies, services and functions on any of the nine protected characteristics.

The checklist below contains a number of questions/prompts to assist officers and service managers to assess whether or not the activity proposed requires an EIA. Supporting literature and useful questions are supplied within the [EIA Guidance](#) to assist managers and team leaders to complete all EIAs.

<b>Service area &amp; dept.</b>	Environment & Leisure	<b>Date the activity will be implemented</b>	07/02/2019
---------------------------------	-----------------------	--	------------

<b>Brief description of activity</b>	Contracts for the disposal of municipal waste and the collection, sorting and processing of kerbside recyclables from 1st April 2020
--------------------------------------	--

<b>Answers favouring doing an EIA</b>	<b>Checklist question</b>	<b>Answers favouring not doing an EIA</b>
<input type="checkbox"/> Yes	Does this activity involve any of the following: - Commissioning / decommissioning a service - Change to existing Council policy/strategy - Budget changes	<input checked="" type="checkbox"/> No
<input type="checkbox"/> Yes	Does the activity impact negatively on any of the protected characteristics as stated within the Equality Act (2010)?	<input checked="" type="checkbox"/> No
<input type="checkbox"/> No <input type="checkbox"/> Not sure	Is there a sufficient information / intelligence with regards to service uptake and customer profiles to understand the activity's implications?	<input checked="" type="checkbox"/> Yes
<input type="checkbox"/> Yes <input type="checkbox"/> Not sure	<b>Does this activity:</b> Contribute towards unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act <i>(i.e. the activity creates or increases disadvantages suffered by people due to their protected characteristic)</i>	<input checked="" type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> Not sure	Reduce equality of opportunity between those who share a protected characteristic and those who do not <i>(i.e. the activity fail to meet the needs of people from protected groups where these are different from the needs of other people)</i>	<input checked="" type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> Not sure	Foster poor relations between people who share a protected characteristic and those who do not <i>(i.e. the function prevents people from protected groups to participate in public life or in other activities where their participation is disproportionately low)</i>	<input checked="" type="checkbox"/> No
<b>FOR =</b>	<b>TOTAL</b>	<b>AGAINST = 6</b>

**Will you now be completing an EIA?**

Yes

No

The EIA toolkit can be found [here](#)

<b>Assessment Lead Signature</b>	Denise Andrews
<b>Checked by departmental E&amp;D Lead</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Date</b>	07/02/2019