

# **Report to the Cabinet**

**Report reference: C-021-2020/21**

**Date of meeting: 07 November 2022**

**Portfolio: Contracts and Commissioning – Cllr. N Avey**

**Subject: Waste Management Portfolio Holder Advisory Group**

**Responsible Officer: James Warwick (01992 564350).**

**Democratic Services: Adrian Hendry (01992 564246).**



**Epping Forest  
District Council**

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## **Recommendations/Decisions Required:**

**That the establishment of a Waste Management Portfolio Holder Advisory Group, under the terms as set out in the report, be noted.**

## **Executive Summary:**

The purpose of this report is to establish a Waste Management Portfolio Holder Advisory Group to consider the current challenges with the delivery of the waste contract. The group will provide advice in dealing with the current challenges and support the procurement of a new waste and recycling contract. The group will provide feedback on the service specification for the new Waste and Recycling Contract to commence in November 2024.

## **Reasons for Proposed Decision:**

The reason for this decision is due to the high volume of missed collections that have been largely down to staff shortages, vehicle breakdowns and recruitment issues in the waste industry. This has caused widespread disruption and complaints throughout the district. It is felt that this advisory group will help to keep members informed as to the issues and what is being done to resolve the issues.

## **Other Options for Action:**

Do not set up the advisory group.

## **Report:**

1. The Portfolio Holder Advisory Group (PHAG) will consider the current challenges with the delivery of the waste contract, such as the ongoing missed collections and look at any service innovations and improvements that can be made. The group will provide advice in dealing with the current challenges and support the Procurement of a new waste and recycling contract. The group will provide feedback on the service specification for the new Waste and Recycling Contract to commence in November 2024.
2. The PHAG will be made up Councillor Nigel Avey (Contracts and Commissioning Portfolio Holder) as Chairman, one member per political group and any other members that are invited to join. The officer supporting this group will be the Service Director for Contracts and the Waste and Recycling Team Manager. Other officers may be invited to discuss specific issues as and when required.
3. The indicative draft terms of reference will be as follows:

DS/AH (November 2020)

- (a) That the PHAG considers the ongoing missed collections and are kept informed as to what is being done to resolve the issues and how we keep residents informed.
- (b) That the PHAG considers any service innovations and improvements that can be made to the waste and recycling contract.
- (c) That the PHAG provides feedback to service specification to the new waste and recycling/street cleansing contract.
- (d) That the PHAG consider the likely impact of Government's Environment bill on service delivery.
- (e) That the PHAG consider the recommendations of the EFDC Waste Depot feasibility report and make recommendations on the next steps.

**Resource Implications:**

N/A

**Legal and Governance Implications:**

There are no legal implications and the PHAG will be set up and meetings will be held in accordance with Epping Forest District Council's Constitution.

**Safer, Cleaner and Greener Implications:**

The PHAG will look at improving service delivery of the waste contract and aim to reduce household waste tonnage and increase recycling rates.

**Consultation Undertaken:**

N/A

**Background Papers:**

N/A

**Risk Management:**

The PHAG will work towards helping minimising the risks of poor service delivery through service improvements and improving communications with members and residents.

## Equality Impact Assessment

1. Under s.149 of the Equality Act 2010, when making decisions, Epping District Council must have regard to the Public Sector Equality Duty, ie have due regard to:
  - eliminating unlawful discrimination, harassment and victimisation, and other conduct prohibited by the Act,
  - advancing equality of opportunity between people who share a protected characteristic and those who do not,
  - fostering good relations between people who share a protected characteristic and those who do not, including tackling prejudice and promoting understanding.
2. The characteristics protected by the Equality Act are:
  - age
  - disability
  - gender
  - gender reassignment
  - marriage/civil partnership
  - pregnancy/maternity
  - race
  - religion/belief
  - sexual orientation.
3. In addition to the above protected characteristics you should consider the cross-cutting elements of the proposed policy, namely the social, economic and environmental impact (including rurality) as part of this assessment. These cross-cutting elements are not a characteristic protected by law but are regarded as good practice to include.
4. The Equality Impact Assessment (EqIA) document should be used as a tool to test and analyse the nature and impact of either what we do or are planning to do in the future. It can be used flexibly for reviewing existing arrangements but in particular should enable identification where further consultation, engagement and data is required.
5. Use the questions in this document to record your findings. This should include the nature and extent of the impact on those likely to be affected by the proposed policy or change.
6. Where this EqIA relates to a continuing project, it must be reviewed and updated at each stage of the decision.
7. **All Cabinet, Council, and Portfolio Holder reports must be accompanied by an EqIA.** An EqIA should also be completed/reviewed at key stages of projects.
8. To assist you in completing this report, please ensure you read the guidance notes in the Equality Analysis Toolkit and refer to the following Factsheets:
  - Factsheet 1: Equality Profile of the Epping Forest District
  - Factsheet 2: Sources of information about equality protected characteristics
  - Factsheet 3: Glossary of equality related terms
  - Factsheet 4: Common misunderstandings about the Equality Duty
  - Factsheet 5: Frequently asked questions
  - Factsheet 6: Reporting equality analysis to a committee or other decision making body

<b>Section 1: Identifying details</b>
Your function, service area and team: Contracts (Waste Management)
If you are submitting this EqIA on behalf of another function, service area or team, specify the originating function, service area or team: N/A
Title of policy or decision: Waste Management Portfolio Holder Advisory Group
Officer completing the EqIA: James Warwick Tel: 4350 Email: jwarwick@eppingforestdc.gov.uk
Date of completing the assessment: 06/09/22

<b>Section 2: Policy to be analysed</b>	
2.1	Is this a new policy (or decision) or a change to an existing policy, practice or project? New PHAG
2.2	Describe the main aims, objectives and purpose of the policy (or decision): The Waste Management Portfolio Holder Advisory Group will consider the current challenges with the delivery of the waste contract. The group will provide advice in dealing with the current challenges and support the potential procurement of a new waste and recycling contract. The group will be consulted and provide feedback on the service specification for the new Waste and Recycling Contract to commence in November 2024.  What outcome(s) are you hoping to achieve (ie decommissioning or commissioning a service)? Improvement to Service Delivery and commissioning of a new waste contract
2.3	Does or will the policy or decision affect: <ul style="list-style-type: none"> <li>• service users</li> <li>• employees</li> <li>• the wider community or groups of people, particularly where there are areas of known inequalities?</li> </ul> Residents will receive the same services as they currently do from the Waste Contract.  Will the policy or decision influence how organisations operate? The aim is to improve the waste contractors service delivery and how EFDC manage the waste contract.
2.4	Will the policy or decision involve substantial changes in resources? An increase in the contract costs paid to waste contractor are likely.
2.5	Is this policy or decision associated with any of the Council's other policies and how, if applicable, does the proposed policy support corporate outcomes? Supports Corporate Plan in reducing household waste and increasing recycling.

### Section 3: Evidence/data about the user population and consultation<sup>1</sup>

As a minimum you must consider what is known about the population likely to be affected which will support your understanding of the impact of the policy, eg service uptake/usage, customer satisfaction surveys, staffing data, performance data, research information (national, regional and local data sources).

3.1	<p>What does the information tell you about those groups identified? The current contract serves all residents of the District and all residents can access EFDC's waste collection service</p>
3.2	<p>Have you consulted or involved those groups that are likely to be affected by the policy or decision you want to implement? If so, what were their views and how have their views influenced your decision? N/A</p>
3.3	<p>If you have not consulted or engaged with communities that are likely to be affected by the policy or decision, give details about when you intend to carry out consultation or provide reasons for why you feel this is not necessary: N/A</p>

## Section 4: Impact of policy or decision

Use this section to assess any potential impact on equality groups based on what you now know.

Description of impact	Nature of impact Positive, neutral, adverse (explain why)	Extent of impact Low, medium, high (use L, M or H)
Age	Neutral This service is available to all residents regardless of age.	L
Disability	Neutral The service is available to all residents and assisted collections can be arranged	L
Gender	Neutral The service is available to all residents.	L
Gender reassignment	Neutral The service is available to all residents.	L
Marriage/civil partnership	Neutral The service is available to all residents.	L
Pregnancy/maternity	Neutral The service is available to all residents.	L
Race	Neutral The service is available to all residents.	L
Religion/belief	Neutral The service is available to all residents.	L
Sexual orientation	Neutral The service is available to all residents.	L

## Section 5: Conclusion

		Tick Yes/No as appropriate	
5.1	Does the EqIA in Section 4 indicate that the policy or decision would have a medium or high adverse impact on one or more equality groups?	No	
		L	If 'YES', use the action plan at <b>Section 6</b> to describe the adverse impacts and what mitigating actions you could put in place.

## Section 6: Action plan to address and monitor adverse impacts

What are the potential adverse impacts?	What are the mitigating actions?	Date they will be achieved.



**Section 7: Sign off**

**I confirm that this initial analysis has been completed appropriately.  
(A typed signature is sufficient.)**

Signature of Head of Service: JAMES WARWICK

Date: 06/09/22

Signature of person completing the EqIA:



Date: 06/09/22

**Advice**

Keep your director informed of all equality & diversity issues. We recommend that you forward a copy of every EqIA you undertake to the director responsible for the service area. Retain a copy of this EqIA for your records. If this EqIA relates to a continuing project, ensure this document is kept under review and updated, eg after a consultation has been undertaken.