

**REPORT TO:** ENVIRONMENT COMMITTEE – 21st APRIL 2014

**REPORT ON:** IMPROVEMENT AND EXPANSION OF DOMESTIC RECYCLING SERVICES

**REPORT BY:** DIRECTOR OF ENVIRONMENT

**REPORT NO:** 199-2014

## **1. PURPOSE OF REPORT**

- 1.1 To seek approval for the improvement and expansion of domestic recycling services within the city to ensure compliance with the Waste (Scotland) Regulations 2012 and the recycling targets set out in the Scottish Government's Zero Waste Plan.

## **2. RECOMMENDATIONS**

Committee is asked to:

- 2.1 Note the contents of this report.
- 2.2 Approve the adoption of the improvements and expansion of the council's domestic recycling services as detailed in Option 1, which includes the:
- introduction of weekly food waste collections across the city;
  - changes to and significant extension of the dry mixed recyclate (DMR) collection service across the city; and
  - increased frequency of DMR collections and corresponding changes to the residual waste collection.
- 2.3 Note the significant improvement in the Council's household waste recycling performance projected from the current levels to 52.7% by 2017;
- 2.4 Authorise the capital expenditure of £400,000 on the purchase of the required containers and associated materials in 2014/15; and
- 2.5 Remit the Director of Environment to implement the strategy as set out in the action plan at section 12 of this report.

## **3. FINANCIAL IMPLICATIONS**

- 3.1 The Director of Corporate Services advises that the total additional net cost on completion of the roll out will be approximately £350,000 per annum and can be met from the Department's Revenue budgets 2014/15 to 2016/17 – Zero Waste Fund allocation. The additional cost for 2014/15 is estimated at £75,000.
- 3.2 The overall capital costs for the project are estimated at £1,400,000. The capital costs for phase 1 in 2014/2015 are approximately £400,000. The expenditure will be the subject to additional reports to authorise the capital spend. The Director of Corporate Services advises that the additional Capital required for this project is included in the Capital Plan 2014-18.

## **4. BACKGROUND**

- 4.1 Reference is made to article IV of the minute of the Environment Committee of 10 June 2013 which updated committee on the development of the proposed new domestic collection

strategy to ensure compliance with the Waste (Scotland) Regulations 2012 and Scotland's Zero Waste Plan.

- 4.2 The regulations require that Local Authorities collect a number of prescribed commodities separately from residual waste where practicable. These commodities include glass, plastics, metals, paper and card, and food waste.
- 4.3 Local Authorities are also being encouraged to meet new stretch targets for recycling of household waste of 60% by 2020 and 70% of all waste by 2025. Dundee City Council, like many other similar authorities, requires to introduce a step change in its collection strategy to achieve these targets.
- 4.4 Dundee City Council currently provides the following waste and recycling services:
- Weekly residual waste collection to 73,821 properties
  - 4-weekly paper & card collections to 56,000 properties
  - 2-weekly garden waste collections to 43,000 properties
  - Weekly/fortnightly food waste collections to 2,900 properties (trial)
  - 2-weekly Dry Recyclate (Box) collections to 16,000 properties
  - 4-weekly Dry Recyclate (Bin) collections to 3,400 properties (trial)
- 4.5 Flatted properties including multi storey developments (MSD), which make up some 51% of properties in the city, currently receive only limited recycling provision. The predominant form of recycling service provided for such properties are "bring-to" facilities through a network of 119 Recycling Points and Neighbourhood Recycling Points. Currently, residual waste collection frequencies in some flatted areas are more frequent than weekly, depending on local characteristics.

## **5. OPERATIONAL METHODOLOGY - OPTION APPRAISAL**

- 5.1 In order to identify how best to ensure regulatory compliance and achieve significant progress towards the associated targets, a Detailed Options Appraisal for the Council's future recycling and waste service provision was commissioned, funded by Zero Waste Scotland. Specialist consultants LRS worked with officers from the Council's Environment Department and Zero Waste Scotland staff. The main objectives for any proposed changes in service provision were identified as:
- Ensuring regulatory compliance;
  - Ensuring optimum service efficiency;
  - Increasing the recycling rate;
  - Improving the quality of the collected materials;
  - Providing a range of services which are easily communicable to residents in all housing types;
  - Implementing a flexible service to maximise efficiencies; and
  - Providing an individual collection service for as wide a range of commodities as possible across all housing types.
- 5.2 A comprehensive process of research and planning was undertaken and identified the possible options for major service change. These options considered a wide range of potential combinations of collection methodologies, recyclate combinations, collection container, vehicle type and collection frequency. An option considered was the "do nothing" option of continuing with the current service provision, but this was not progressed as it was not regulatory compliant and offered no realistic chance of progression towards the recycling targets. Options were analysed against the above key criteria and a shortlist was compiled of the top three options.
- 5.3 The in-house project group then undertook a programme of work to examine the feasibility of implementation of the three options to assess their practicality for implementation as long-term strategies for Dundee, involving:

- A practicality assessment of the options;
- A trial of fully co-mingled Dry Mixed Recyclate – DMR – (comprising cans, plastics & glass) collected in a 240 litre bin & sent to a material recovery facility for commodity sorting & onward sale;
- A market-testing exercise to identify potential reprocessing options for this mixed material;
- A feasibility study at the Council's own Baldovie transfer station to determine whether it could operate as the material recovery facility for this material; and
- A survey of the physical characteristics and most suitable waste service provision which could be provided at the city's flatted and tenemental housing stock.

5.4 In addition, the project group then undertook a programme of research into other Councils' approaches to meeting the regulations to gain a better understanding of national best practice. A summary of the findings are detailed in Appendix 1.

5.5 Drawing on a combination of all of the above work, the overall top-scoring three options were identified and are outlined below:

#### OPTION 1

Material	Frequency	Container
Residual Waste	Fortnightly	240 litre Wheeled Bin
Paper/Cardboard/Plastics/ Metals	Fortnightly	240 litre Wheeled Bin
Mixed Glass	4-Weekly	140 litre Wheeled Bin
Food	Weekly	23 litre Caddy
Garden Waste	Seasonal – fortnightly and 4-weekly	240 litre Wheeled Bin
Flatted properties to receive all services appropriate to housing type with varied collection methodologies. Existing bring-to site profile will be redeveloped to better service properties where kerbside provision is not feasible.		

#### OPTION 2

Material	Frequency	Container
Residual Waste	Fortnightly	240 litre Wheeled Bin
Paper/Cardboard	Fortnightly	240 litre Wheeled Bin
Plastic/Cans/Glass Kerbside Sort	Fortnightly	55 litre Box
Food	Weekly	23 litre Caddy
Garden Waste	Seasonal – fortnightly and 4-weekly	240 litre Wheeled Bin
Flatted properties to receive all services appropriate to housing type with varied collection methodologies. Existing bring-to site profile will be redeveloped to better service properties where kerbside provision is not feasible.		

#### OPTION 3

Material	Frequency	Container
Residual Waste	Fortnightly	240 litre Wheeled Bin
Paper/Cardboard	Fortnightly	240 litre Wheeled Bin
Plastic/Cans/Glass Co-mingled	Fortnightly	240 litre Wheeled Bin
Food	Weekly	23 litre Caddy
Garden Waste	Seasonal – fortnightly and 4-weekly	240 litre Wheeled Bin
Flatted properties to receive all services appropriate to housing type with varied collection methodologies. Existing bring-to site profile will be redeveloped to better service properties		

where kerbside provision is not feasible.
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- 5.6 The above options were scored against the original objectives with the addition of a further two identified at a later workshop of:
- Minimise the number of containers per household; and
  - Minimise the number of trips (vehicles passing) per household.
- 5.7 Appendix 2 provides a summary of the scoring for each of the above options against all of the final agreed objectives and the preferred option was identified as Option 1.
- 5.8 Appendix 3 provides an illustrative summary of what the collection methodology would look like from the public's perspective.
- 5.9 Under the service profile detailed within this option, it is anticipated that projected recycling rates for household waste will be:
- |             |     |
|-------------|-----|
| • 2014-2015 | 34% |
| • 2015-2016 | 45% |
| • 2016-2017 | 53% |

In order to work towards achieving the government target of 60% recycling by 2020, it is intended to continue with an on-going programme of public education and awareness, and to seek improvements to the front end treatment of residual waste at the current energy from waste plant at Baldovie.

- 5.10 Following the publication of the Thermal Treatment of Waste Guidelines 2013, the Council have been involved in ongoing engagement with SEPA. This engagement has related to the level of treatment applied to waste prior to recovery via the DERL Energy from Waste plant. This has indicated that the introduction of the proposed collection methodology, supported by a robust public education and awareness programme will assist with evidencing that sufficient recyclate is being collected at kerbside. As a consequence, it is unlikely that front-end treatment will require to be as extensive at the DERL Energy from Waste plant prior to incineration of residual waste.

## **6. TENEMENTAL AND FLATTED PROPERTIES**

- 6.1 Although 51% of Dundee's housing stock is classed as flatted, a proportion of these are very suitable for inclusion within the kerbside collection service methodology. The majority of the remainder (excluding multi-storey developments) are currently served by several refuse and recycling collection systems which involve the collection of poly bins, wheeled bins and communal eurobins. In order to develop an understanding of how to improve services to tenements and flats, a systematic review of each location was conducted which considered the current infrastructure, waste provision, capacity and operational restrictions. The information gathered enabled a recommendation to be made for the preferred option for waste and recycling provision for each location.
- 6.2 The review also highlighted the variety of properties with individual characteristics, which identified the requirement of a tailored approach to each location. However, although the proposed strategy for tenements and flats is varied, where practical, it is proposed to mirror the kerbside collection in terms of service provision and commodities collected.
- 6.3 The three main options identified as suitable collection systems for tenements and flats are:
- Eurobins - Kerbside collections of residual waste and recyclates from on-street communal eurobins
  - Wheelie Bins - Kerbside collections of residual waste and recyclates from either communal or individual wheelie bins sited in storage areas/rear yard.
  - Bring-To Sites - Where properties are entirely unsuitable for kerbside provision residents can bring their recyclate materials to a network of bring-to facilities.

In some flatted areas where particular spatial constraints are evident, the current residual waste methods and collection frequencies may require to be retained, which may mean collection frequencies on a more frequent than weekly basis will be continued, depending on local characteristics.

- 6.4 Multi-storey development (MSD) properties constitute approximately 1% of the City's property profile. It is recognised that a tailored solution for these sites is required. Officers from the Housing Department and Environment Department are currently working on a collaborative programme of work relating to waste disposal service provision at MSD sites.
- 6.5 This programme has involved an assessment of bin liner dimensions with the intention of encouraging greater use of recycling facilities and preventing blockages in chute fed systems by limiting residual waste capacity through bin liner size. In conjunction, an assessment of MSD specific recycling facilities is being conducted to establish the most suitable size, type and positioning of recycling containers in order to maximise convenience and usability for residents whilst also being operationally practicable.
- 6.6 Finally, an education and awareness campaign is being coordinated by Environment and Housing Department Officers to encourage MSD residents to recycle more using existing facilities as well as providing detailed information on what facilities are currently available in specific areas.

## **7. BRING-TO FACILITIES**

- 7.1 At present there is a network of 77 Neighbourhood Recycling Points (NRP's), 42 Recycling Points (RP's) and 2 Recycling Centres spread across the city. As part of the roll out of the new strategy it is intended to undertake a review of the current 77 Neighbourhood Recycling Points to ensure that these are relocated according to need and to adapt these to make them fit for purpose under the new collection methodology. A detailed review shall be undertaken and where necessary, additional NRP's shall be provided.
- 7.2 The Council currently operates two Recycling Centres in the east and west of the city. Householders can recycle a wide range of materials at these sites and larger items can also be taken there for recycling. The two sites are located at Baldovie and Riverside and the site at Baldovie provides excellent facilities for service users. Improvements are on-going at the Riverside site to encourage and facilitate greater recycling provision at this location.

## **8. PRESENTATION OF SIDE WASTE**

- 8.1 A number of households currently present additional bags of residual waste ("side waste") alongside their grey wheelie bin. Waste compositional analysis shows that the side waste contains material that could easily be recycled. Research into other Councils' approach to this has indicated that offering householders the full range of recycling containers and encouraging better segregation of material will lead to an increase in recycling rates and a reduction in the presentation of residual waste by householders. The vast majority of householders will have enough capacity to recycle or dispose of their waste within the range of containers provided under the proposed methodology.
- 8.2 It is proposed to collect these additional bags during the initial implementation period while householders are becoming accustomed to the new system, but to fully engage with householders during this time to ensure that this practice is discontinued. It is recognised that in a few cases, an increase in residual container provision may be required for very large families or residents with specific medical conditions, and additional containers will be provided in such cases, subject to qualifying criteria being met.

## **9. ASSISTED COLLECTIONS**

- 9.1 Assisted collections are currently in place for residual waste for elderly or disabled residents. The assisted wheeled bin collection service for householders was introduced in 1995 with the

qualification parameters reviewed in 2001 (report no. 622-2001). The provision of a scheme was deemed necessary to ensure that those householders who are incapable of taking out the wheeled bin for collection by virtue of age or infirmity are adequately provided for. At the time of introducing the policy only residual waste bins were included as recycling was viewed as a voluntary service, and provision for this service was therefore restricted.

- 9.2 Under the proposed changes to service provision, in order to ensure as many householders as possible can participate in the new collection systems it is proposed that all householders who are currently eligible for an assisted collection for their residual bin be provided with an assisted collection for their wheeled bins for both the paper/card/plastics/metals (mixed recyclables) and glass services. Existing procedures for the assessment of entitlement to this service will remain unchanged.

## **10. PUBLIC ENGAGEMENT AND EDUCATION**

- 10.1 It is recognised that influencing behavioural change will be an essential element in determining the success of the proposed changes to waste and recycle collections in Dundee. An intensive and far-reaching education and awareness campaign is proposed.
- 10.2 An extensive programme of public engagement at each implementation phase will be built into proposed project timescales, to include grassroots consultation (via public meetings, community groups etc.) as well as advertising campaigns in local press, targeted leaflet drops and one-to-one engagement via house-to-house visits & community hub information sessions.
- 10.3 Funding has recently been obtained to provide formalised training, accredited by the Chartered Institute of Wastes Management in the form of briefings on the new waste regulations to staff members throughout key departments within the council and it is expected that these messages will then be passed on to colleagues via departmental briefings etc.
- 10.4 It is proposed that a social media presence is created to promote the new services and encourage behavioural change, offering advice and contact information. In addition, householder information leaflets would be produced to include collection calendar dates, usage guides and signposting users to the Environment Dept. for further information.

## **11. IMPLEMENTATION PROGRAMME**

- 11.1 It is proposed to implement the project city wide in six phases with the initial phase of approximately 12,000 properties being introduced later in 2014. Later phases will follow during an approximate 2 year implementation programme to complete city wide coverage.
- 11.2 Appendix 4 provides a high level plan of the city which provides an overview of the programme for implementation. It should be recognised that at this stage this plan is illustrative and will vary as more detailed implementation planning is commenced.
- 11.3 All of the existing collection routes require to be reconfigured and redesigned to meet the new collection methodology. This exercise will be undertaken using the "Routesmart" software to ensure that all routes are optimised to improve operational efficiency. This is a major body of work and early planning for this has already commenced.
- 11.4 As part of the proposed programme, capital outlay of £1,400,000 will be required on minor capital works and to purchase the required containers, bins, housings and associated materials from the Scotland Excel Framework. £400,000 of this cost will be for phase 1 in 2014/2015. Due in part to the significant lead-in times for containers and associated materials, it is anticipated that waste collections under the proposed new methodology will commence in phase 1 areas late in 2014.

## **12. PROPOSED ACTION PLAN**

- 12.1 In order to promote the new services and encourage behavioural change, the following activities will be carried out at commencement of the implementation programme:
- Community engagement in all areas;
  - Press/media release re overall scheme;
  - Road shows in key locations citywide; and
  - Representation at LCPP meetings citywide.
- 12.2 Immediately prior to the service being rolled out, more detailed consultation will be carried out at a local level. The following activities will be undertaken as part of the targeted education and awareness-raising programme, with a uniform message being given out:
- Member information provision in each phase area;
  - Community Council and other Neighbourhood Representative body presentations in each phase area;
  - Road shows in key locations in each phase area;
  - Housing Department consultation where applicable; and
  - Targeted leaflet drops as required.
- 12.3 During the service introduction, further engagement will be undertaken as detailed:
- Community hub information sessions;
  - One-to-one engagement via household visits; and
  - Provision of householder information leaflets including collection calendar dates, usage guides and signposting users to the Environment Department for further information.
- 12.4 Finally, following introduction and roll out, an on-going education and awareness raising programme will be undertaken to reinforce the key messages to householders regarding recycling and the services being provided. Performance will be monitored closely and any low performing areas will be targeted for further education and awareness raising.

### **13. POLICY IMPLICATIONS**

- 13.1 This Report has been screened for any policy implications in respect of Sustainability, Strategic Environmental Assessment, Anti-Poverty, Equality Impact Assessment and Risk Management. There are no major issues.
- 13.2 An Equality Impact Assessment has been carried out and will be made available on the Council website <http://www.dundee.gov.uk/equanddiv/equimpact/>

### **14. CONSULTATIONS**

- 14.1 The Chief Executive, the Director of Corporate Services and Head of Democratic and Legal Services have been consulted in relation to this report.

### **15. BACKGROUND PAPERS**

None.

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Ken Laing  
**Director of Environment**

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Andy Malcolm  
**Head of Policy and Performance**

24<sup>th</sup> March 2014

## **Appendix 1 – Local Authority Waste Service Profile across Scotland**

<b>Local Authority</b>	<b>Residual Waste Frequency</b>	<b>DMR Commodity Recycling*</b>	<b>2012 Recycling Performance %</b>	<b>Position</b>
Clackmannanshire Council	Fortnightly	Twin stream	58.9	1
Stirling Council	Fortnightly	Kerbside sort	55.7	2
Falkirk Council	Fortnightly	Twin stream	55.2	3
Perth & Kinross Council	Fortnightly	Co-mingled	55.1	4
East Renfrewshire Council	Fortnightly	Kerbside sort	54.2	5
Fife Council	Fortnightly	Twin stream	52.8	6
Moray Council	Fortnightly	Twin stream	51.9	7
North Ayrshire Council	Fortnightly	Co-mingled incl. glass	51.9	8
Inverclyde Council	Fortnightly	Co-mingled	50.7	9
South Ayrshire Council	Fortnightly	Co-mingled incl. glass	47.7	10
Midlothian Council	Fortnightly	Co-mingled	45.4	11
East Lothian Council	Weekly	Kerbside sort	45.1	12
East Ayrshire Council	Fortnightly	Kerbside sort	44.7	13
Highland Council	Fortnightly	Co-mingled	44.3	14
West Dunbartonshire Council	Fortnightly	Co-mingled	44.2	15
Scottish Borders Council	Fortnightly	Co-mingled	43.9	16
West Lothian Council	Fortnightly	Co-mingled	43.3	17
Angus Council	Fortnightly	Co-mingled incl. glass	40.1	18
North Lanarkshire Council	Fortnightly	Co-mingled	39.8	19
Renfrewshire Council	Fortnightly	Co-mingled incl. glass	38.9	20
East Dunbartonshire Council	Fortnightly	Twin stream	38.7	21
City of Edinburgh	Fortnightly	Kerbside sort	37.8	22
South Lanarkshire Council	Fortnightly	Co-mingled	37.4	23
Aberdeen City Council	Fortnightly	Twin stream	37.2	24
Aberdeenshire Council	Fortnightly	Co-mingled	35.7	25
Argyle & Bute Council	Weekly	Mostly co-mingled	31.4	26
Comhairle nan Eilean Siar	Fortnightly	Co-mingled	29.6	27
Dundee City Council	Weekly	Mostly twin stream	29.6	28
Glasgow	Fortnightly	Co-mingled	29.5	29
Orkney Islands Council	Fortnightly	Kerbside sort	22.9	30
Dumfries & Galloway Council	Weekly	No collection	22.2	31
Shetland Islands Council	Weekly	No collection	14.1	32

**\*Twin Stream** – DMR with glass collected in two separate containers in various commodity mixes.

**\*Co-Mingled** – DMR without glass collected mixed in a single container and sent to a recovery facility to be sorted.

**\*Co-Mingled Including Glass** – As above but with the inclusion of glass into the mix

**\*Kerbside Sort** –DMR with glass in a single container but sorted by hand at the kerbside into the separate commodities.



## Appendix 2 – Scoring of Options

### Final Scoring Table

Option	OBJ 1	OBJ 2	OBJ 3	OBJ 4	OBJ 5	OBJ 6	OBJ 7	TOTAL	Additional Annual Revenue Cost (+ /- £ million)*
Option 1 – non-glass DMR mix, mixed glass wheeled bin collected 4-weekly. HD to follow similar approach. All standard RCV	8	6	10	8	5	4	5	46	+ 0.35
Option 2 – separate paper & card bin, kerbside box for glass, plastic & cans. HD to follow similar approach. Standard RCV/Kerbsider	8	6	8	8	2	4	5	41	+ 0.73
Option 3 – separate paper/card, co-mingled DMR in WB, eurobin provision across board for HD. Split back RCVs with food pod required	4	7.5	10	8	3	4	5	41.5	+ 0.24

**\*Comparison with 2013/14 baseline cost**

Objective 1: Ensuring regulatory compliance;

Objective 2: Ensuring optimum service efficiency;

Objective 3: Increasing the recycling rate;

Objective 4: Providing a range of services which are easily communicable to residents in all housing types;

Objective 5: Implementing a flexible service to maximise efficiencies; and

Objective 6: Providing an individual collection service for as wide a range of commodities as possible across all housing types.

Objective 7: Minimising the number of containers

### Appendix 3 – Proposed Option Diagram

#### Kerbside Recycling Provision

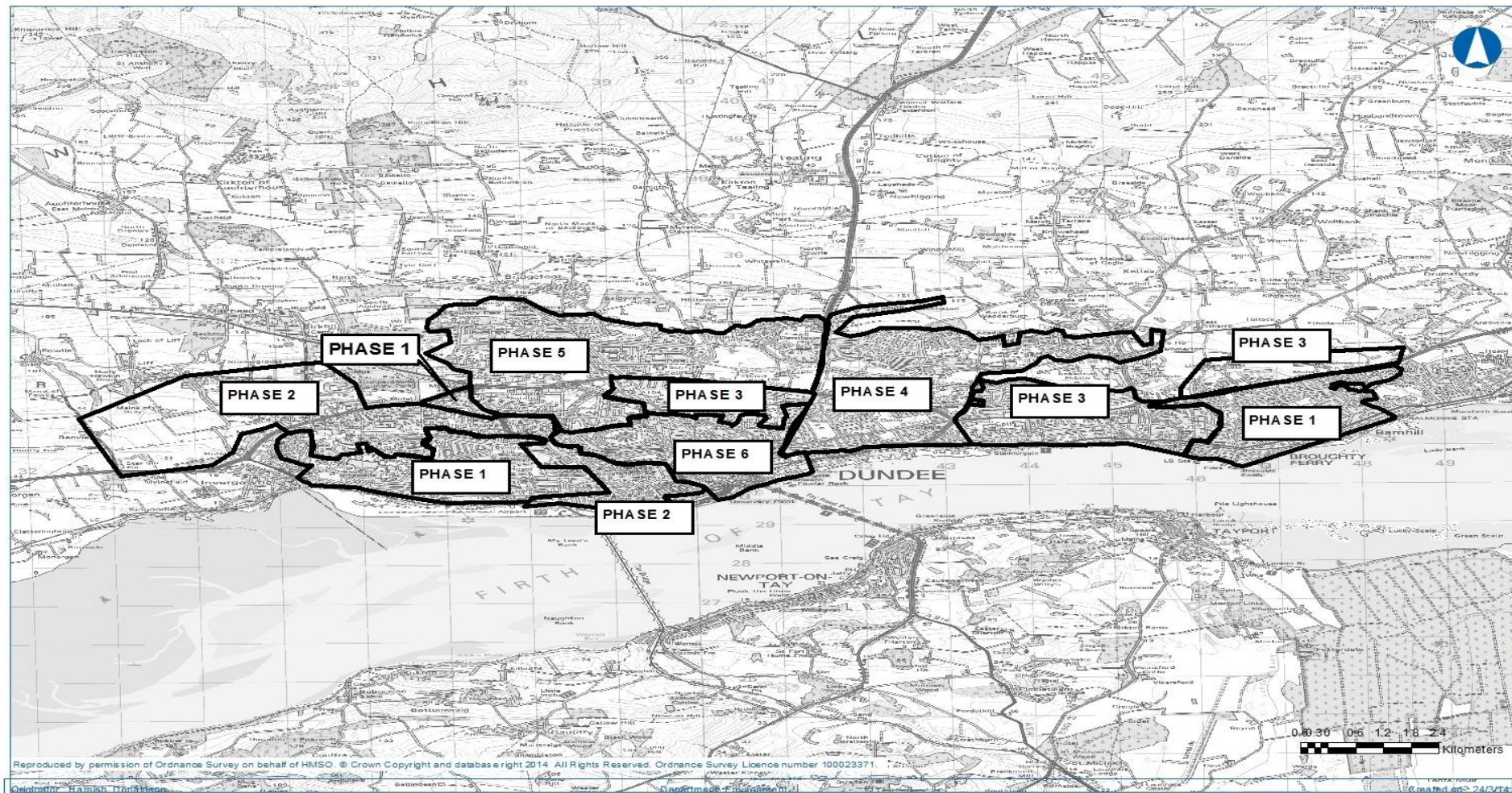


#### Flatted Property Provision



## Appendix 4 – Map of Proposed Implementation Phases

### Major Service Review - Phased Areas



**Equality and Diversity Rapid Impact Assessment Tool**

**Part 1**

Date of assessment	Title of document being assessed
1) This is a new policy, procedure, strategy or practice being assessed (If yes please tick box) ✓	This is an existing policy, procedure, strategy or practice being assessed? (If yes please tick box) <input type="checkbox"/>
2) Please give a brief description of the policy, procedure, strategy or practice being assessed.	<b>Improvement &amp; expansion of domestic recycling services to provide enhanced recycling services to households across the city.</b>
3) What is the intended outcome of this policy, procedure, strategy or practice?	<b>To ensure full compliance with the stipulated service provisions outlined in the Waste (Scotland) Regulations 2012 and to offer an increased range of services to householders in order to enable the achievement of national recycling targets.</b>
4) Please list any existing documents which have been used to inform this Equality and Diversity Impact Assessment.	<b>N/A</b>
5) Has any consultation, involvement or research with protected characteristic communities informed this assessment? If yes please give details.	<b>Regulatory changes require services to be amended by 1<sup>st</sup> January 2016 &amp; national targets are set for 2020 &amp; 2025 - Dundee City Council Equality and Diversity Co-ordinator has been consulted on the planned involvement with protected characteristic communities to best assess how we can assist them in utilising the amended services. Various steps will be taken to engage with all protected community groups to ensure that all are aware of changes &amp; the support which is available to them. Engagement will take the form of community group meetings, targeted communications to non-english speakers &amp; those with reading issues.</b>
6) Please give details of council officer involvement in this assessment. (E.g. names of officers consulted, dates of meetings etc)	<b>Andy Malcolm, Head of Policy &amp; Performance (Project Lead) Janet Wade, Waste &amp; Environment Projects Team Leader (Project Manager) Scott Mands, Equality and Diversity Co-ordinator</b>
7) Is there a need to collect further evidence or to involve or consult protected characteristics communities on the impact of the proposed policy?  (Example: if the impact on a community is not known what will you do to gather the information needed and when will you do this?)	<b>Feedback will be sought from protected characteristics groups during community council meetings etc as part of our communications strategy &amp; this will be used to inform our methods of future resident engagement</b>



## **Part 2**

Which protected characteristics communities will be positively or negatively affected by this policy, procedure or strategy?

NB Please place an X in the box which best describes the "overall" impact. It is possible for an assessment to identify that a positive policy can have some negative impacts and visa versa. When this is the case please identify both positive and negative impacts in Part 3 of this form.

If the impact on a protected characteristic communities are not known please state how you will gather evidence of any potential negative impacts in box Part 1 section 7 above.

	Positively	Negatively	No Impact	Not Known
Ethnic Minority Communities including Gypsies and Travellers	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gender	<input type="checkbox"/>	<input type="checkbox"/>	✓	<input type="checkbox"/>
Gender Reassignment	<input type="checkbox"/>	<input type="checkbox"/>	✓	<input type="checkbox"/>
Religion or Belief	<input type="checkbox"/>	<input type="checkbox"/>	✓	<input type="checkbox"/>
People with a disability	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Age	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lesbian, Gay and Bisexual	<input type="checkbox"/>	<input type="checkbox"/>	✓	<input type="checkbox"/>
Socio-economic	<input type="checkbox"/>	<input type="checkbox"/>	✓	<input type="checkbox"/>
Pregnancy & Maternity	<input type="checkbox"/>	<input type="checkbox"/>	✓	<input type="checkbox"/>
Other (please state) - Non-English speakers	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Part 3

1) <b>Have any positive impacts been identified?</b> (We must ensure at this stage that we are not achieving equality for one strand of equality at the expense of another)	If yes please give further details <b>Yes</b> - the introduction of the improved collection framework, including increased assisted collection services for recycling commodities will support vulnerable groups & positively impact people with a disability and aged groups. Protected characteristics communities can continue to utilise the existing bulk "special collection" service from households to dispose of larger items for recycling. Overall improved engagement with protected groups is anticipated, following the launch of integrated communications strategy which supports the amended collection framework
2) <b>Have any negative impacts been identified?</b> (Based on direct knowledge, published research, community involvement, customer feedback etc. If unsure seek advice from your departmental Equality Champion.)	If yes please give further details <b>No</b>
3) <b>What action is proposed to overcome any negative impacts?</b> E.g. involving community groups in the development or delivery of the policy or practice, providing information in community languages etc. see Good Practice on DCC equalities web page	Please give further details <b>N/A</b>
4) <b>Is there a justification for continuing with this policy even if it cannot be amended or changed to end or reduce inequality without compromising its intended outcome?</b> (If the policy that shows actual or potential unlawful discrimination you must stop and seek legal advice)	If yes please give further details <b>N/A</b>
5) <b>Has a 'Full' Equality Impact Assessment been recommended?</b> (If the policy is a major one or is likely to have a major impact on protected characteristics communities a Full Equality Impact Assessment may be required) Seek advice from your departmental Equality Champion.	If yes please give further details <b>No</b>

6) <b>How will the policy be monitored?</b> (How will you know it is doing what it is intended to do? e.g. data collection, customer survey etc.	Please give details <b>Ongoing monitoring by in-house team will gauge overall impacts.</b>
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#### Part 4

**Name of Department or Partnership:** Environment Department



#### Type of Document

Human Resource Policy	<input type="checkbox"/>
General Policy	<input type="checkbox"/>
Strategy/Service	✓
Change Papers/Local Procedure	<input type="checkbox"/>
Guidelines and Protocols	<input type="checkbox"/>
Other	<input type="checkbox"/>

2

#### 3Contact Information

Manager Responsible	Author Responsible
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Designation   Head of Policy & Performance	Designation   Waste & Environment Project Team Leader
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Email andy.malcolm@dundeecity.gov.uk	Email janet.wade@dundeecity.gov.uk

Signature of author of the policy:		Date 10/04/14
Signature of Director		Date 10/04/14
Name of Director: Ken Laing		
Date of next policy review: following implementation	Review dates to be confirmed	