

Appendix 1

EQUALITY, DIVERSITY AND INCLUSION

DONCASTER METROPOLITAN BOROUGH COUNCIL

Due Regard Statement

Changes to Household Waste Recycling
Centre operational procedures as part of a
new contract to commence in October 2023.

Due Regard Statement

A **Due Regard Statement** (DRS) is the tool for capturing the evidence to demonstrate that due regard has been shown when the council plans and delivers its functions. A Due Regard Statement must be completed for all programmes, projects and changes to service delivery.

- A DRS should be initiated at the beginning of the programme, project or change to inform project planning
- The DRS runs adjacent to the programme, project or change and is reviewed and completed at the relevant points
- Any report produced needs to reference “Due Regard” in the main body of the report and the DRS should be attached as an appendix
- The DRS cannot be fully completed until the programme, project or change is delivered.

<p>1 Name of the ‘policy’ and briefly describe the activity being considered including aims and expected outcomes. This will help to determine how relevant the ‘policy’ is to equality.</p>	<h2>Household Waste Recycling Centres (HWRCs).</h2> <p><i>Background</i></p> <p>For over 25 years the Barnsley, Doncaster and Rotherham Councils Waste Partnership (BDR) have jointly awarded the contract for the operation of Household Waste Recycling Centres (HWRCs) across all three boroughs. Over this period, each council has implemented their own operational procedures relating to certain aspects of how the HWRCs operate, for example: vehicle access permits, discretionary one-off tips, and resident permits.</p> <p>In addition to these differences, recent consultation proposals by DEFRA relating to construction-type waste may require BDR to align the current amount of such waste accepted at the HWRCs to those set out in the proposals.</p> <p>The recent consultation by DEFRA states that :</p> <p>The Government’s policy is clear that householders should not be charged to dispose of DIY waste at HWRCs. DEFRA propose that construction waste should be considered DIY Waste and classified as household waste in the 2012 Regulations when it meets certain criteria. DEFRA propose that these criteria are:</p> <ul style="list-style-type: none">• The construction waste is produced by householders whilst carrying out construction works themselves at their home. Construction is defined in the 2012 Regulations as including improvement, repair or alteration.• The construction waste is not produced as a result of commercial activities or by a commercial contractor charging for work in a domestic premises.• The construction waste is of a volume, which is no greater than 300L (based on the approximate boot size of a family car).
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- The construction waste is not produced on a regular basis requiring HWRC visits more frequently than once a week.

The proposed criteria are intended to allow householders to deposit DIY waste for free (as it should be treated as household waste) but for local authorities to still be able to charge for other construction waste, which is classified as industrial waste. For example, if a householder brought more than 300L of construction waste to the HWRC or brought 300L of construction waste to the HWRC on a regular basis, it would not be DIY waste and could be charged for. Equally, if a tradesperson brought any amount of construction waste, it would still be industrial waste.

With a new contract for the operation of the HWRCs due to commence in October 2023, now is the perfect time for BDR to standardise operational procedures for the new contract to ensure that the councils are able to tender an efficient and effective service. In order to do this, all three councils will be required to make changes to various operational procedures.

Changes to Operational Procedures

Vehicle Access Permits

Current operational procedure:

Vans over 6ft/1.83m in height, including smaller vans with roof attachments that put the vehicles height to over 6ft/1.83m, can only have a vehicle access permit for Armthorpe. The following vehicles cannot have a vehicle access permit due to their size, load capacity and the time they take to unload which impacts on the throughput of vehicles:

- Flatbed pickup/tipper type vehicles
- Box type/Luton vans
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The above vehicles will continue to be excluded from applying for a vehicle access permit.

	<p>Such vehicles can continue access Armthorpe once every 6 months through the pre-booked discretionary one-off tip system.</p> <p><i>Changes to operational procedure:</i></p> <ol style="list-style-type: none">1. To allow vans over 6ft/1.83m in height, with a vehicle access to certain HWRCs other than Armthorpe HWRC, which is currently the only site to accept vans over this height. <p>The decision on additional HWRCs will be made after consultation through Soft Market Testing with potential providers, along with looking at the suitability of sites to accept vans over 6ft/1,83m in height and consideration of information obtained on vehicle numbers passing through each HWRC via the on-site traffic counters.</p> <p>It is expected that this change will help reduce Doncaster's carbon footprint and help meet the council's commitment to tackle climate change by reducing the distance residents with such vehicles have to travel to dispose of their waste.</p> <p>It is also expected that by offering residents with such vans more choice, it will encourage more residents to apply for a vehicle access permit.</p> <p><i>Current operational procedure:</i></p> <p>Vehicle access permits last for two years during which time the holder can visit their nominated site as many times as they want.</p> <p><i>Changes to operational procedure:</i></p> <ol style="list-style-type: none">2. To better manage usage and minimise the risk of commercial traders exploiting the Council's free HWRC service, site users registering to use a van or vehicle with trailer will initially be allowed 12 visits within 12 months. Similar schemes operated by our BDR partners have shown that 12 visits in 12 months is sufficient for the
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quantity of waste that the average household would reasonably be expected to generate. It is proposed that 12 visits in 12 months be monitored through use of ANPR.

It is expected that this change will alleviate the current misuse of the HWRCs by unlicensed waste carriers that adds an extra financial burden to the operation of the HWRCs.

Again, by introducing this new system, it is expected that it will help reduce Doncaster's carbon footprint and help meet the council's commitment to tackle climate change. This will be done by residents with such vehicles and vehicle/trailer combinations making fewer visits to the HWRC by making full use of the vehicle or trailers full capacity.

Vehicle access permits will continue to be free of charge.

Discretionary pre-booked One-off Tips

Current operational procedure:

Discretionary, pre-booked "One-off" tips are designed for residents who need to hire a vehicle, or own a vehicle that cannot be granted a permit, to dispose of household waste. Such visits are allowed once every 6 months. However, Waste and Recycling (W&R) can use their own discretion and allow more visits under certain circumstances e.g. where relatives are clearing a property of a deceased family member or where a family member has moved into permanent residential care. Discretionary, pre-booked "One-off" tips take place at Armthorpe site only.

Requests for discretionary One-off Tips must be made by 14:00hrs on the day before a visit is required: by 14:00hrs on a Friday for visits required on Saturday, Sunday or Monday. The only time this requirement changes is in the run-up to a Bank Holiday and is publicised via the council website two weeks before.

	<p><i>Changes to operational procedure:</i></p> <p>To allow residents to pre-book discretionary One-off tips to take place at other HWRCs instead of the current restriction of Armthorpe HWRC only. The decision on additional HWRCs will be made after consultation through Soft Market Testing with potential providers, along with looking at the suitability of sites to accept vans over 6ft/1,83m in height and consideration of information obtained on vehicle numbers passing through each HWRC via the on-site traffic counters.</p> <p>It is expected that this change will help reduce Doncaster's carbon footprint and help meet the council's commitment to tackle climate change by reducing the distance residents have to travel to dispose of their waste.</p> <p><i>Introduction of an On-line Registration Scheme</i></p> <p><i>Current operational procedure:</i></p> <p>The council does not have an On-line Registration Scheme.</p> <p><i>Changes to operational procedure:</i></p> <p>It is proposed to enhance and improve HWRC access across the region via the implementation of an on-line customer registration process, which will log and retain the information of vehicles of residents who make use of any of the HWRCs within the contract boundary. This new system will enable residents from Doncaster to also use HWRC facilities in either Barnsley or Rotherham, improving accessibility, convenience and widening customer's waste disposal options and potentially reduce travelling time for residents.</p> <p>Councils already use a range of digital methods to monitor customer numbers and footfall for example in parks, museums and libraries, and increasingly many HWRC's</p>
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are embracing new technology in order to improve the customer experience and enhance data gathering and customer insight within the waste industry. The new contract proposes to introduce Automatic Number Plate Recognition (ANPR), at all BDR sites.

The use of Digital Technology (including ANPR and a customer registration scheme) will capture key metrics and allow the Council to:

- Better manage waiting times at HWRC sites. An ANPR system will allow vehicle numbers to be tracked, building up an accurate, and real time picture of busy and quieter periods at each individual site. Residents will then have the option to avoid busy periods at their nearest HWRC, or take their waste to a quieter site.
- Use real time data to assist with future service development and respond to customer demand and behaviour. Eg, if we know a particular site is quiet on a Tuesday afternoon, we could feasibly use that quiet time to for a commercial waste disposal offer.
- Use the data gathered to undertake targeted campaigns in specific neighbourhoods and communities to encourage residents to reuse and recycle. Develop an accurate picture of where site users are travelling from and what sites they are using, and identify communities where residents use HWRCs less frequently. This information will again allow us to undertake targeted work, based on the evaluation of data and our knowledge of which sites are being used most frequently and at what times.
- Amend procedures to be able to tighten or relax site access policies
- Automate a number of processes, such as applying online to register or book an appointment to dispose of asbestos.
- Use accurate data to determine any future changes to site opening times based on evidenced customer demand
- Highlight users and restrict access to residents from other authorities outside of the BDR boundary

- Peak periods of demand are likely to be smoothed out across the days and week, as HWRC users have access to information about busy periods at each site, with many arranging their visits for quieter times.

Where residents across all three boroughs live closer to a HWRC outside their own council's boundary, it is expected that this change will help reduce Doncaster's carbon footprint and help meet the council's commitment to tackle climate change by reducing the distance residents have to travel to dispose of their waste.

It is expected that this change will encourage residents to dispose of their own waste, as they will not have so far to travel to their closest HWRC, and deter the use of unlicensed waste disposal outfits who are more likely to fly tip rather than dispose of such waste in a legal and responsible manner.

It is also expected to reduce the disposal costs borne by the council for the disposal of waste brought to the HWRCs from outside both the DMBC boundary and the BDR boundary.

Introduction of Commercial Waste

Current operational procedure:

The councils HWRCs do not accept any type of Commercial waste.

Changes to operational procedure:

The introduction of the acceptance of commercial waste on some HWRCs is being considered; the specific details will be discussed at Soft Market Testing stage to enable the most effective and efficient use on site. Consideration will also be given to responses from the HWRC – Business Consultation Questionnaire that was running between 6 June 2022 and 31 July 2022.

It is expected that the acceptance of commercial waste onto certain HWRCs would provide sole traders and small businesses with a more cost-effective disposal outlet for waste that they produce. In the current economic climate such a move may help support sole traders and small business by reducing the cost to the business for waste disposal. It is hoped that providing such an outlet for commercial waste disposal will discourage fly tipping and help protect the HWRCs from misuse of the HWRCs by unlicensed waste carriers that adds an extra financial burden to the operation of the HWRCs.

Construction Type Waste

Current operational procedure:

The council recognises that residents do have a legitimate need to dispose of limited quantities of these types of materials from small, internal DIY projects they have carried out themselves. DMBC have differentiated between construction type waste that has been generated through small internal DIY projects and that from small external DIY projects and have set separate limits for the amount of waste which can be disposed of from each type of project as below:

- Up to 5 items of DIY waste **OR** 5 sacks (80ltr/25kg) of DIY waste **OR** a mixture of both to a total of 5 items from small internal DIY projects which you have carried out yourself.
- For external/garden projects this is limited to a maximum of 5 sacks (80ltr/25kg) bags of soil/rubble/paving slabs, 5 fence panels, 6 fence posts, 5 gavel boards and 5x2m lengths of decking.

There is currently no time-frame with regards to how often residents can visit the HWRCs with this type of waste, so they can visit as many times as they like.

Changes to operational procedure:

		<p>The DEFRA consultation proposals state that “a volume, which is no greater than 300L” and “not produced on a regular basis requiring HWRC visits more frequently than once a week” should be accepted at HWRCs. These proposals may be subject to change.</p> <p>Whilst the quantity proposed by DEFRA is 100 litres less than DMBC currently allow to be brought to site, DEFRA has included a time-frame into their proposals of visits to site once a week for the disposal of construction type waste.</p> <p>It is intended to introduce DEFRA's proposals across all HWRCs, as it is unlikely that we will be able to ignore their proposals.</p> <p>It is not expected that reducing the amount of construction type waste by 100 litres will impact on residents using the HWRCs to dispose of such waste as they will be able to dispose of that quantity once a week if needed.</p>
2	<p>Service area responsible for completing this statement.</p>	<p>Waste & Recycling</p>
3	<p>Summary of the information considered across the protected groups.</p> <p>Service users/residents</p> <p>Doncaster Workforce</p>	<p>Age It is not anticipated that any of these changes will adversely affect individuals based on their age.</p> <p>Disability It is not anticipated that any of these changes will adversely affect individuals based on their disability.</p> <p>Race It is not anticipated that any of these changes adversely affect individuals based on their race.</p>

		<p>Gender It is not anticipated that any of these changes will adversely affect individuals based on their gender.</p> <p>Sexual orientation It is not anticipated that any of these changes will adversely affect individuals based on their sexual orientation.</p> <p>Religion and Belief It is not anticipated that will any of these changes adversely affect individuals based on their religion and belief.</p> <p>Maternity and Pregnancy It is not anticipated that will any of these changes adversely affect individuals based on their maternity and pregnancy.</p> <p>Gender Reassignment It is not anticipated that any of these changes will adversely affect individuals based on their gender reassignment.</p> <p>Marriage and Civil partnership It is not anticipated that will any of these changes adversely affect individuals based on their marriage and civil partnership.</p>
4	Summary of the consultation/engagement activities	<p>BDR are currently running two consultations which are open for all residents to complete between 6 June 2022 and 31 July 2022:</p> <ul style="list-style-type: none">• HWRC – Residents Consultation and• HWRC – Business Consultation <p>Consultations have also been carried out with:</p>

		<ul style="list-style-type: none"> • The Mayor • The Portfolio Holder for Waste • Directors and Cabinet Members
<p>5</p>	<p>Real Consideration:</p> <p>Summary of what the evidence shows and how has it been used</p>	<p>Vehicle Access Permits</p> <p>Allowing vans over 6ft/1.83m in height, with a vehicle access permit, access to certain HWRCs other than Armthorpe HWRC will increase the convenience for residents who use such vehicles.</p> <p>In the current economic climate, travelling to one specific site can be an expensive undertaking when there are HWRCs closer to the residents' home. Therefore, residents would prefer to be able to use a HWRC without having to travel, in some cases, from the outskirts of the borough to dispose of their waste.</p> <p>Being able to nominate a HWRC closer to home is likely to increase the number of residents, who would usually use the discretionary One-off Tip system, applying for a vehicle access permit.</p> <p>Discretionary pre-booked One-off Tips</p> <p>From 2 January 2022 to 18 June 2022, 281 requests for discretionary One-off tips were authorised, equating to approximately 12 per week. This would suggest that if discretionary One-off Tips were allowed at sites other than Armthorpe, there would no impact significant on normal site operations.</p> <p>The closure of Armthorpe HWRC from 1 November 2021 to 9 November 2021 inclusive for repair work saw 15 discretionary One-off Tip requests granted to access the residents' closest site. No negative feedback was received from either the residents or site staff.</p>

Allowing residents to pre-book discretionary One-off Tips to take place at other HWRCs instead of the current restriction of Armthorpe HWRC only, will increase the convenience for residents.

This would especially be the case for relatives from outside the Borough using the discretionary One-off Tip system clearing a property of a deceased family member or where a family member has moved into permanent residential care who may have limited knowledge of Doncaster and where Armthorpe HWRC is located.

Introduction of an Residents On-line Registration Scheme

BMBC already have a Residents Permit that has successfully deterred cross-boundary use of their HWRCs and, as a result, reduced the costs incurred with the haulage and disposal of waste from their HWRCs.

The introduction by BMBC of Residents Permits led to queries and complaints from DMBC residents living closer to a BMBC HWRCs as to why they could no longer use HWRCs that they had used for many years.

A month long exercise, from 1 April 2022 to 30 April 2022, was carried out at Conisbrough HWRC where staff were tasked with asking all site users for their postcode. The results showed that residents from outside the Borough were using the site to dispose of waste. Based on this, it would be reasonable to assume that this practise is happening on all six HWRCs with DMBC paying for the haulage and disposal of such waste, adding additional pressure to the council's budget.

Introduction of Commercial Waste

Not all correctly licenced waste disposal outlets are open seven day a week, making it difficult for smaller businesses and sole traders to correctly dispose of waste generated as part of their business activities. Many sole traders are also unlikely to generate enough

	<p>waste, or type of waste, to be collected through the councils, or other providers, existing commercial waste service.</p> <p>There have been several instances where a vehicle access permit has been revoked due to commercial waste being disposed of. This has happened where investigation into the permit holder has revealed that they are either small business owners or sole traders and are disposing of waste that relates to their business: for example plumbers disposing of several baths over a short period.</p> <p>Allowing small businesses and, especially sole traders, access to the HWRCs to dispose of commercial waste will help prevent residents breaching waste regulations when they transport waste to the HWRCs that they have not generated themselves.</p> <p>The provision of a low-cost commercial waste disposal facility at selected HWRCs will help small businesses and sole traders financially. It will also provide somewhere for those operating smaller waste removal services to dispose of waste rather than fly tipping said waste due to the high cost of disposal at privately-run correctly licenced waste disposal facilities.</p> <p>Construction Type Waste</p> <p>The restrictions introduced by DMBC in 2018 have done little to reduce the quantity of this type of waste, as there was no time frame imposed concerning how often a resident could bring this type of waste to site. This has been problematic for site staff as they have had no clear guidance on how often a resident can bring this type of waste to site and caused confusion for residents.</p> <p>DEFRA's proposed criteria intends to allow householders to deposit DIY waste for free (as it should be treated as household waste) but for local authorities to still be able to charge for other construction waste, which is classified as industrial waste. For example, if a householder brought more than 300L of construction waste to the HWRC or brought 300L of construction waste to the HWRC on a regular basis, it would not be DIY waste and</p>
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		<p>could be charged for. Equally, if a tradesperson brought any amount of construction waste, it would still be industrial waste.</p>
6	<p>Decision Making</p>	<ul style="list-style-type: none"> • <i>Attaching a due regard statement as an annex to a Cabinet report is not acceptable unless it is also supported with a short summary within the body of the report or is specifically referred to and deliberated within the agenda.</i> • <i>Outline how the decision maker has been made aware of due regard considerations.</i>
7	<p>Monitoring and Review</p>	<p>Vehicle Access</p> <p><i>Allow vans over 6ft/1.83m in height, with a vehicle access permit, access to certain HWRCs other than Armthorpe HWRC.</i></p> <p>Information on the vehicle, including its height, is initially provided at the application stage. The information is then transferred on to Mayrise when the permit is issued. This will allow the council to monitor changes to the number of vehicle access permits issued for sites other than Armthorpe.</p> <p>Periodic use of traffic counters will allow the council to compare site usage data against data already held in order to monitor whether or not the change in operational procedure has been effective or not.</p> <p>Reports back from the successful contractor on any traffic issues, both on site and on the highway, will also enable the council to review the change in operational procedure.</p> <p><i>Introduction of a new On-line Registration Scheme to allow 12 visits within 12 months.</i></p> <p>It is proposed that ANPR be used to monitor the use of the 12 visits in 12 months vehicle access permit.</p>

If the information gathered from ANPR reveals that the majority of vehicle access permit holders are failing to make use of the 12 visits in 12 months, then this will allow DMBC to further review the scheme.

Discretionary pre-booked One-off Tips

All discretionary pre-booked One-off Tips are authorised by a member of W&R who record all requests on to a spreadsheet. This allows W&R to monitor how many discretionary One-off Tips have been authorised throughout the year. This spreadsheet is easily modified to record the HWRC where the visit has been authorised.

It is likely that this change in operational procedures will only require reviewing if there is a sudden and sustained increase in requests for this service.

Introduction of an On-line Registration Scheme

This new system will enable residents from Doncaster to also use HWRC facilities in either Barnsley or Rotherham, improving accessibility, convenience and widening customer's waste disposal options and potentially reduce travelling time for residents.

Having access to real time data will allow the councils to continually monitor & improve service provision (as listed above).

The impact of implementing an On-line Registration Scheme will need to run for at least twelve months before an effective review can be undertaken to assess the impact the scheme has had on haulage and disposal cost, uptake of the scheme and to address any complaints that may come from residents.

Introduction of Commercial Waste

		<p>Closer liaison with Street Scene on the number of fly tipping instances reported to them will enable W&R to monitor the effectiveness of this operational change. It is expected that small businesses and sole traders wishing to take advantage of this new service, will need to pre-pay via the Customer Service Contact Centre. Information relating to the numbers using this service will also allow W&R to monitor the effectiveness of this operational change.</p> <p>If the numbers using the service are low, and / or there is no significant decrease in reported instances of fly tipping then the service will be reviewed.</p> <p>Construction Type Waste</p> <p>Information received from the contractor in respect of the tonnages of Construction Type Waste disposed of will enable W&R to monitor this operational change by comparing this data with historic data.</p> <p>It is proposed that ANPR be used to monitor the frequency of all vehicles accessing the HWRCs and that site staff speak to those residents who are exceeding the once a week limit on visits to dispose of Construction Type Waste.</p> <p>It is unlikely that BDR will be able to review and make changes to any operational change made relating to Construction Waste unless DEFRA change their proposed criteria or chose whether their criteria is to be for guidance only or will be included in changes to existing waste legislation.</p>
8	<p>Sign off and approval for publication</p>	<ul style="list-style-type: none"> • <i>By signing this statement off as complete you are confirming that 'you' have examined sufficient information across all the protected groups and used that information to show due regard to the three aims of the general duty. This has informed the development of the activity.</i> • <i>If this statement accompanies cabinet paper it will be published as part of the cabinet report publication process. Statements accompanying cabinet reports are also</i>

		<p><i>published on our website. If this statement is not to be submitted with a cabinet paper please maintain a copy for your own records that can be retrieved for internal review and also in case of future challenge.</i></p>
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