

# Equality Impact Assessment Screening Form – Appendix A

**Please ensure that you refer to the Screening Form Guidance while completing this form. If you would like further guidance please contact the Access to Services team (see guidance for details).**

## Section 1

Which service area and directorate are you from?

Service Area: Waste, Parks and Cleansing

Directorate: Place

### Q1(a) WHAT ARE YOU SCREENING FOR RELEVANCE?

|                          |                          |                                     |                          |                          |                          |
|--------------------------|--------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|
| Service/<br>Function     | Policy/<br>Procedure     | Project                             | Strategy                 | Plan                     | Proposal                 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**(b) Please name and describe here:** Wood Reuse and Recycling Centre

The Wood Reuse and Recycling Project is to set up a Centre, complete with its own workshop, to maximise the reuse and recycling of waste wood. The Council has a space available for the Centre with secured storage, but needs a covered woodworking area, improvements to waste wood segregation, equipment to both collect waste wood and deliver repaired/manufactured products, and the woodworking equipment to maximise re-use and minimise waste.

The funding would be utilised to erect a covered workshop area, a vehicle and trailer to collect waste wood/wood products and deliver finished products, woodworking equipment, a loading tractor, generator, and storage containers. Orders would be placed for all items, committing the funding by the 19 March 2021 deadline, although some items would not be delivered until early in the new financial year.

Segregation, retrieval, and stockpiling of waste wood/wood products would commence on approval of the grant funding, in readiness for the Centre being up and running in the summer 2021.

### Q2(a) WHAT DOES Q1a RELATE TO?

Direct front line  
service delivery

(H)

Indirect front line  
service delivery

(M)

Indirect back room  
service delivery

(L)

### (b) DO YOUR CUSTOMERS/CLIENTS ACCESS THIS...?

Because they  
need to

(H)

Because they  
want to

(M)

Because it is  
automatically provided to  
everyone in Swansea

(M)

On an internal  
basis  
i.e. Staff

(L)

### Q3 WHAT IS THE POTENTIAL IMPACT ON THE FOLLOWING...

|                                | High Impact<br>(H)       | Medium Impact<br>(M)     | Low Impact<br>(L)                   | Don't know<br>(H)        |
|--------------------------------|--------------------------|--------------------------|-------------------------------------|--------------------------|
| Children/young people (0-18) → | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Older people (50+) →           | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Any other age group →          | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Disability →                   | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Race (including refugees) →    | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Asylum seekers →               | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Gypsies & travellers →         | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Religion or (non-)belief →     | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Sex →                          | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

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|                              |   |                          |                          |                                     |                          |
|------------------------------|---|--------------------------|--------------------------|-------------------------------------|--------------------------|
| Sexual Orientation           | → | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Gender reassignment          | → | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Welsh Language               | → | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Poverty/social exclusion     | → | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Carers (inc. young carers)   | → | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Community cohesion           | → | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Marriage & civil partnership | → | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Pregnancy and maternity      | → | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

**Q4 WHAT ENGAGEMENT / CONSULTATION / CO-PRODUCTIVE APPROACHES WILL YOU UNDERTAKE?**

**Please provide details below – either of your planned activities or your reasons for not undertaking engagement**

To date there has been discussions with Penllergare Valley Woods and the Swansea Environment Centre regarding the project, and this will be expand to other 3<sup>rd</sup> Sector, community, and private organisations

**Q5(a) HOW VISIBLE IS THIS INITIATIVE TO THE GENERAL PUBLIC?**

|   |   |   |
|---|---|---|
| High visibility<br><input type="checkbox"/> (H) | Medium visibility<br><input type="checkbox"/> (M) | Low visibility<br><input checked="" type="checkbox"/> (L) |
|---|---|---|

**(b) WHAT IS THE POTENTIAL RISK TO THE COUNCIL’S REPUTATION? (Consider the following impacts – legal, financial, political, media, public perception etc...)**

|   |   |   |
|---|---|---|
| High risk<br><input type="checkbox"/> (H) | Medium risk<br><input type="checkbox"/> (M) | Low risk<br><input checked="" type="checkbox"/> (L) |
|---|---|---|

**Q6 Will this initiative have an impact (however minor) on any other Council service?**

Yes       No      **If yes, please provide details below**

**Q7 HOW DID YOU SCORE? Please tick the relevant box**

**MOSTLY H and/or M** → **HIGH PRIORITY** →  EIA to be completed  
**Please go to Section 2**

**MOSTLY L** → **LOW PRIORITY / NOT RELEVANT** →  Do not complete EIA  
**Please go to Q8 followed by Section 2**

**Q8 If you determine that this initiative is not relevant for an EIA report, you must provide a full explanation here. Please ensure that you cover all of the relevant protected groups.**

This project seeks to reduce wood waste in the county, The public will not need to change their behaviour in any way.

There will be future element of sale of products which the public can take advantage if they choose to.

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### Section 2

NB: Please email this completed form to the Access to Services Team for agreement before obtaining approval from your Head of Service. Head of Service approval is only required via email – no electronic signatures or paper copies are needed.

|  |
|--|
| Screening completed by:                      |
| Name: Keith Coxon                            |
| Job title: Contracts and Project Manager     |
| Date: 17/07/20                               |
| Approval by Head of Service:                 |
| Name: Chris Howell                           |
| Position: Head of Waste, Parks and Cleansing |
| Date: 17/07/20                               |

Please return the completed form to [accesstoservices@swansea.gov.uk](mailto:accesstoservices@swansea.gov.uk)