

# WIRRAL COUNCIL

## SUSTAINABLE COMMUNITIES OVERVIEW AND SCRUTINY COMMITTEE

29<sup>TH</sup> JANUARY 2013

<b>SUBJECT:</b>	<b>ENVIRONMENTAL STREETSCENE SERVICES CONTRACT SIXTH ANNUAL REVIEW</b>
<b>WARD/S AFFECTED:</b>	<b>ALL</b>
<b>REPORT OF:</b>	<b>INTERIM DIRECTOR OF TECHNICAL SERVICES</b>
<b>KEY DECISION?</b>	<b>NO</b>

### 1.0 EXECUTIVE SUMMARY

1.1 This report informs Members of the performance of the Environmental Streetscene Services Contract with Biffa over the last twelve months, and updates Members on the status of a number of work streams that were endorsed by Committee on 30 January 2012 (minute 63 refers). This report also highlights the progress made since on realising the savings generated from the 'Biffa Break Clause' buy out offer accepted by the Council at Cabinet on July 19, 2012 (minute 59 refers). A refreshed "Benefits Realisation Plan" has been produced to reflect the new working arrangements and priorities of the Wirral Council/Biffa partnering arrangement to March 2017. As customary, this report will be supplemented by a presentation to Committee by the Biffa Management Team on the night of the 29th January.

### 2.0 BACKGROUND AND KEY ISSUES

#### 2.1 Achievements

The Environmental Streetscene Services Contract was awarded to Biffa Waste Services in May 2006 and came into force on 22<sup>nd</sup> August 2006. The contract runs to 2020, with a new break clause option in March 2017 (to be made no later than March 2016). The current value of the core contract with Biffa has increased from £12.594m in 2011/12 to £12.976m for 2012/13 consisting of £8.036m for waste collection and £4.940m for street cleansing. The increase is due to application of:

- RPI at 3.15% from August 2012
- Annual property uplift (£10K pa)

These figures are net of an in-year saving (£24,485) from the early cessation of the bring site (paper and can bank) service as approved as part of the "Break Clause" contract negotiations.

Members are reminded of the notable achievements within the contract to date:

- A successful Gateway 5 Review within the first contract year;
- The borough wide rollout of the grey and green bin waste collection service to over 145,000 properties, including collections on Bank Holidays;
- The restructuring and expansion of the garden waste service to over 108,000 properties;
- The significant improvement in local environmental quality through better street cleansing and related activities resulting in achievement of the challenging Public Service Agreement (PSA) standard;
- A year on year improvement in service reliability, including response times and missed bin performance;
- Improved service quality highlighted within the last Comprehensive Area Assessment;
- Services given high acclaim in the 2010 “Living in Wirral” consultation exercise.
- Annual Revenue saving through the 11/12 Break Clause Review of £1.2M (from September 2013 onwards).

## 2.2 Contract Management and Governance Arrangements

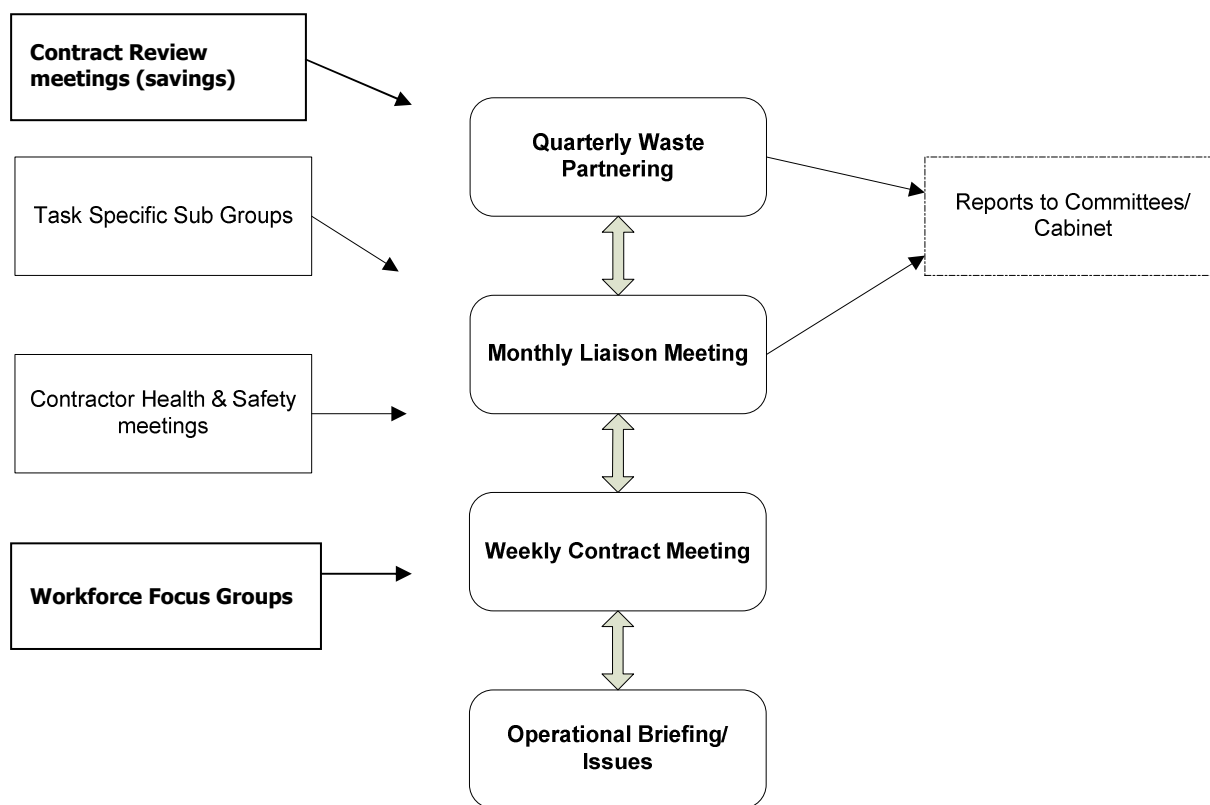
The Environmental Streetscene Services Contract is managed at three levels. This enables operational and strategic decisions to be made at the appropriate hierarchy of management and presents an escalation procedure where contractual matters require resolution. **Figure 1** below illustrates the management structure and how the partnering arrangement feeds into the wider Council business.

Contract meetings are held every two weeks and sometimes weekly in response to the needs of the service. Reports covering that period and any outstanding day-to-day issues are dealt with at this level.

Liaison meetings are scheduled on a monthly basis. The agenda covers the Key Performance Indicators (KPIs) monthly report, operational considerations and any unresolved matters from the contract meetings. Partnering Board meetings are held quarterly. While there is a review of the operations for the last three months, the main discussions are concerned with the overall strategic approach.

Additional strategic meetings have also been scheduled to progress talks around opportunities for further budget savings. The outcomes of these meetings are tracked by the Partnering Board.

**Figure 1: Environmental Streetscene Services Contract Management Framework**



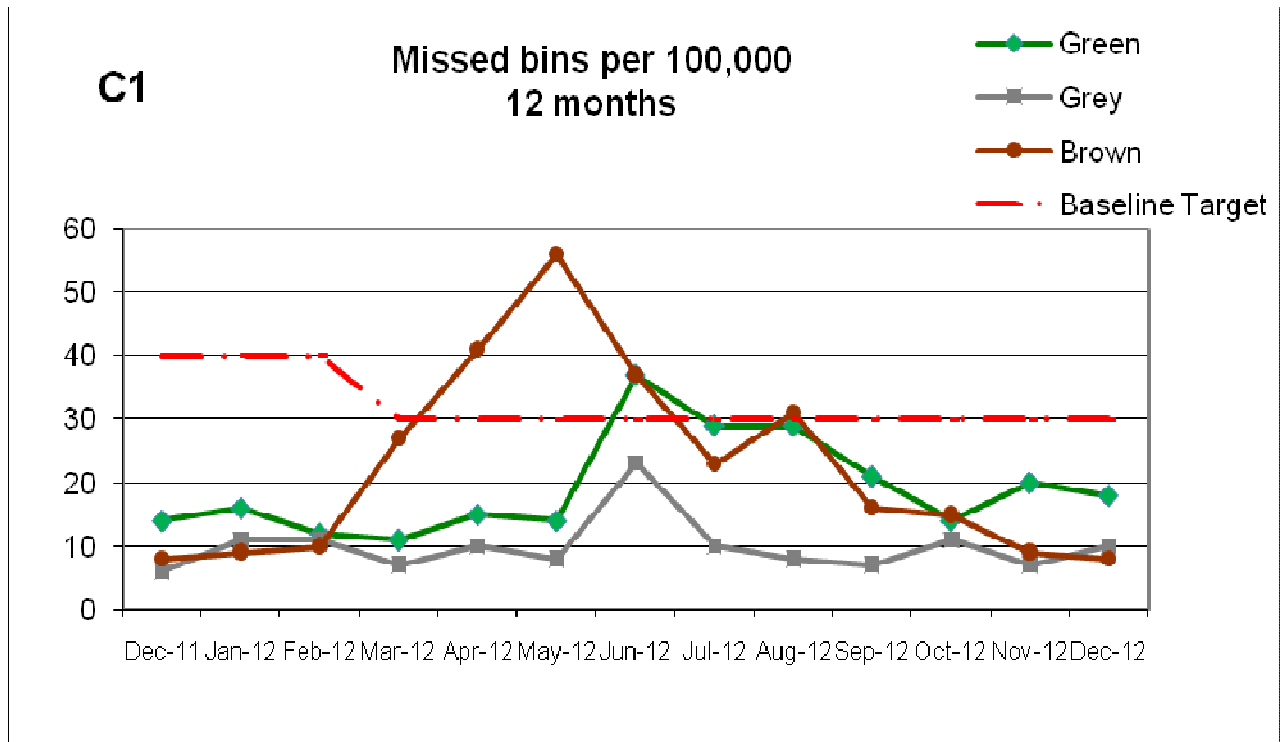
## 2.3 Key Performance Indicators

A comprehensive review of the original KPIs was carried out by Council officers in conjunction with Biffa. This led to a number of new KPIs being produced and implemented from December 2011. The KPI results for the past 12 months (December 2011-December 2012) are located in **Appendix 1**. All indicators show improvements on 2011 performance (or no change if performance is at its maximum).

### 2.3.1 Headline KPI: 'WR1' Bins Missed Per 100,000 Properties

**Chart 1** shows the number of bins missed per 100,000 properties over the last 12 months, broken down into garden waste bins (brown), residual bins (green) and recycling bins (grey). As a result of maintained high contractual performance, The Partnering Board agreed to reduce the KPI target from 40 missed bins per 100,000 collected to 30 missed bins per 100,000 from April 2012 onwards. The average missed bin figure for the year is 20/100,000. Brown bins averaged 24/100,000; green bins average 20/100,000 and grey bins performed the best at only 10 misses in 100,000 collections.

Chart 1



#### Garden Waste (brown) bins

A drop in performance for the collection of brown garden waste bins occurred between April and June this year. This was due to a number of factors:

- **Round Re-structure:** The scheme was expanded to a further 3,500 households requiring a full round re-structure in order to accommodate the properties within existing resources. Whilst every attempt is made to smooth such operational change, residents and crews often take a short time to become familiar with the new schedules.
- **Peak Season:** More tonnage is collected during May to July than any other time of year. Delays at the tipping facilities as tipping bays became full caused a number of rounds having to be completed the next day, or by alternative fleet who were unfamiliar with the rounds. It is the officers' view that Biffa responded well to unreasonable queuing at the Garden Waste delivery point in order to maintain services. They also incurred additional cost for diverting other fleet which they did not pass onto the Council.
- A large proportion of the Garden Waste workforce are agency workers meaning that staff turn around, especially during peak season, is high. More reliability would be achieved if Biffa recruited permanent staff to these rounds. However, at the Council's request, this has been delayed pending the outcome of the Budget Option to charge for the collection of garden waste (to minimise potential redundancy costs).

#### Residual (green) bins

A fall in the performance for the collection of residual bins occurred in June 2012 and is still recovering. This was directly related to the "Two Bin Project", implemented to drive recycling and waste prevention behaviour. This project aimed to ensure that all

households presenting more than one green bin were authorised to do so. Households presenting additional green bins were identified and requested to complete an authorisation form to assess their eligibility for extra capacity. Authorised households were then added to the in-cab computers so the crews know which households are allowed to set out multiple bins. Households that did not fulfil the criteria were written to and asked not to present their additional bins, as they would not be emptied. This project affects the missed bin statistics significantly due to the following reasons:

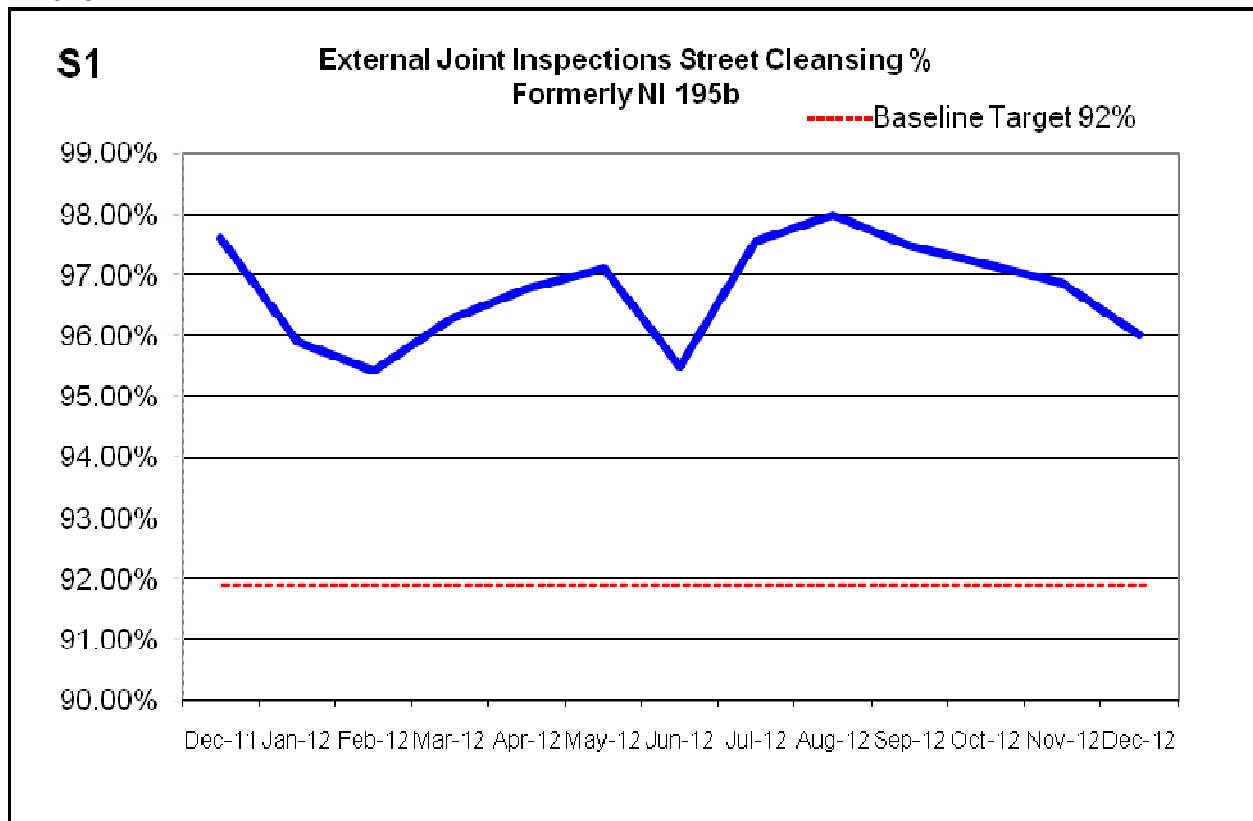
- Not all relevant households had been identified and therefore authorised prior to the launch of the new collection approach
- Crews can not always identify bins belonging to authorised households due to where they have been presented and/or because they are not clearly numbered.

This project is on-going. New households presenting additional bins without authorisation continue to be reported by the waste collection crews. The council back office employees respond to these reports and contact all households concerned.

### 2.3.2 Headline KPI 'SC1' Street Cleansing inspections

Since the review in June 2011, all cleansing inspections have been carried out on the day of cleanse to ensure the quality of the cleanse is monitored. This is a slight variation to the historic NI195 national indicator definition, where the audits can be carried out at any time between cleanses. The "old" indicator calculation was designed to measure the overall cleanliness of the borough at any one time. The new methodology is more appropriate for measuring contractor performance. Biffa have continued to improve standards, with an average of 96.78 % of streets meeting contractual standards over the past 12 months, exceeding the target of 92%.

**Chart 2**



## 2.4 Work Stream Progress

At the Committee of 30 January 2012 (minute 63 refers), four key work stream areas were approved that would aim to drive improvements in all aspects of service delivery. The work stream progress is monitored formally at quarterly Partnering Board meetings and challenges arising from the work streams are discussed at Liaison meeting level.

### 2.4.1 Street Cleansing: Improving environmental quality with particular focus on reducing the levels of dog fouling.

This work stream has been developed in order to drive continuous improvements and ensure that all aspects of the contract management support the delivery of Wirral's Corporate Goals.

2012/13 achievements from this work stream have therefore been reported in detail to this Committee as part of the Technical Services Delivery Plan update for the Corporate Goal, "Have high standards of environmental quality across Wirral".

As a result of the enhanced focus on dog fouling removal regular joint audits have noted a marked decrease in the number of surveyed transects showing signs of dog fouling. These surveys are carried out on the day of cleanse and clearly demonstrate that Biffa have taken the necessary steps to tackle dog fouling as part of the routine cleanse.

Throughout 2012/13 up until the end of December 2012 less than 1% of all transects surveyed have showed 'heavy' levels of dog fouling (only 4 locations out of 1613). Conversely over 90% of transects surveyed have shown no dog fouling present (1454 locations out of 1613). This detailed monitoring began in Jan 2012; as such there is no like for like comparable data available; anecdotally, frontline monitoring staff agree that there has been a distinct improvement in the levels of dog fouling, particularly in the last three months of the 2012 calendar year.

In order to further reduce occurrences of dog fouling across Wirral the locations of any transects found to contain instances of dog fouling are now being shared with the dog fouling enforcement team for their records. The enforcement team will use this data to help target their enforcement visits.

### 2.4.2 Contamination of collected co-mingled material – risk reduction

The Council and Biffa have been taking steps to improve the quality of our kerbside collected co-mingled material since 2009. In response to a Judicial Review to be heard late February 2013, DEFRA are currently reviewing their policies and definitions in relation to co-mingled recycling. This is likely to result in stricter targets being imposed on quality thresholds, meaning it is more important than ever to ensure our recycling is as free from contaminants as possible.

2012/13 achievements from this work stream are being reported in detail to this Committee on 29 January 2013 as part of the Technical Services Delivery Plan update for the Corporate Goal "Minimising waste by encouraging waste reduction and recycling".

Contamination checks by waste collection crews are now part of their everyday duties. As a result of a retraining exercise, in 2013, Biffa crews reported 8336 heavily

contaminated grey bins to the Council for action. By taking steps to contact and educate the associated households, contamination rates (according to the Material Analysis Fraction sampling data provided by the Merseyside Waste and Recycling Authority) have fallen to an average of 7.95% in 2012, which is within the quality threshold prescribed by the MRF acceptance criteria. The average combined contamination rate of the other districts collecting recycling in the same way is 13.87%. Wirral are the only district operating alternate weekly collections across its whole recycling service, including most multi-occupancy properties. Therefore to also be collecting the “cleanest” material is a significant achievement, and testimony to the effective working relationship we have with the waste collection contractor, as well as the tireless work of 6 Council officers who visit residents to help them to recycle properly.

#### 2.4.3 Increasing recycling (to support the Council’s Notion of Motion passed on the 12 December 2011: minute 90 refers)

Members of this Committee have been provided with updates (September 26, 2012; minute 20 refers / January 29, 2013) on how the Council intends to continue to improve its recycling performance. Due to the spending freeze, the proposal to introduce a kerbside collection of small WEEE (Waste Electrical and Electronic Equipment) has been suspended. However, the following projects were successfully undertaken:

- Two bin project: Over 3000 households were identified as having additional green bins. This project ensured that properties meeting criteria for additional bins were recorded on the Biffa in-cab information system so that the Council only empty bins put out legitimately. This project aimed to encourage greater use of recycling bins and drive waste prevention behaviour.
- Expansion of Garden Waste service to 3500 households: The garden waste service was successfully rolled out to new build households and a number of locations previously omitted from the roll-out due to access issues or small garden size. This required a complete round restructure to enable the service to be ran off the existing fleet levels. The Council incurred no additional revenue charges from Biffa for the expansion.

#### 2.4.4 Contract review and associated Benefits Realisation Plan

##### 2.4.4.1 Progress on contract review savings

At Cabinet on July 19 (minute 59 refers), Members approved the delay of the ‘break clause’ decision until April 2016. In doing so the annual contract price would be reduced by £1.2M from September 2013. These procurement savings included a reduction in “profit margin” enjoyed by Biffa, a reduction in whole contract costs through extending the life of the existing fleet vehicles until March 2017 (that would otherwise have been replaced in September 2013), and a rationalisation of existing services to include:

- £60K saving through improvements in Street Cleansing efficiencies. This saving will be taken from September 2013 and is in addition to proposals in the current budget option out to consultation. The Officers have agreed to maintain

the existing Street Cleansing Audit target of 92% (as opposed to contractually obliging Biffa to improve the target) in return for Biffa making the savings.

- £142K saving through the cessation of Bring Site collections (paper and cans). This service has now been removed in order to achieve part-year savings. The full savings will be realised from September 2013. Consultation with bring site users was carried out pre-removal. A total of three enquires were received and dealt with to the satisfaction of the residents.
- £96K saving through removal of the Exclusion Round. This round operates a weekly residual waste collection to 100 locations that were initially deemed unsuitable for Alternate Weekly Collections, primarily due to lack of bin storage. Consultation and surveys are currently in progress with property management companies and housing associations in order to provide a suitable and cost effective waste management solution so that tenants and flat owners can enjoy the same recycling services as the rest of the borough. The Council and Biffa are ahead of schedule and expect to be able to remove the Exclusion Round from April 2013 (as opposed to August 2013), saving an additional £30-40K in 2013/14.
- £200K saving through optimising the existing waste collection fleet. A review of all grey/green bin rounds will be conducted from April to July with the aim of reducing the amount of resource currently used to collect our household waste. It is important to note that this saving is subject to successful negotiations between Biffa and the representative trade unions as new working practices may be required to realise the efficiency saving.

#### 2.4.4.2 Benefits Realisation Review

The Environmental Streetscene Services Benefits Realisation Plan has been reported annually to this Committee as part of the Biffa annual review. The plan has now been refreshed to reflect the variations made to the Contract as a result of the 'break clause' decision. The plan now includes a "Quantitative Benefits Plan" (**Appendix 2a**) as well as a Qualitative Benefits Plan (**Appendix 2b**) to track the achievement of identified efficiencies. In addition, "closed" benefits have been removed from the plan and are recorded on a "Closed Benefits Timeline" (**Appendix 2c**) Officers seek endorsement of this Committee on the 13/14 Benefits Realisation Plan before it is formally approved at the next meeting of the Partnering Board in February 2013.

### 3.0 FUTURE CONSIDERATIONS: PROPSALS FOR 13/14 WORK STREAMS

Officers seek Members' endorsement for the following proposed work streams for 2013/14:

#### 3.1 Cleansing of Entries: Driving contractual performance

The cleansing of alleyways (predominantly adjoining terraced housing) is part of the Street Cleansing function. This part of the service has been recently identified by the Council to have been "underperforming". As a result, the standard of cleanse will be monitored as part of the 'Streets 1' KPI. Approximately 12 entries per week will be randomly inspected through the joint audits under the NI195 methodology. Any



entries falling below a grade b will be considered to be a fail. The contractual payments to Biffa for Street Cleansing are linked to performance measured during the joint audits. Biffa are currently reviewing their operational and supervisory procedures to ensure adequate resources are deployed to these areas. Due to the high volumes of fly tipped waste in entries, new strategic approaches to managing waste in terraced areas will be explored in conjunction with other council functions and strategic partners.

### **3.2 Contamination of Collected Co-mingled Recycling – Risk Reduction**

Officers propose to continue this element of the 2012/13 work stream as contamination is still widespread despite the improvements seen through the application of a number of successful strategies. The Partnering Board work stream will support wider strategies developed by the Council to tackle contamination through a review of the Household Waste Enforcement Policy. This will include developing strategies to optimise the value of the frontline waste collection operatives with regards to delivering accurate recycling messages to the public.

### **3.3 Contract Review and Associated Benefits Realisation**

This work stream will continue to ensure the delivery of the £1.2M contract review savings and associated benefits.

### **3.4 Work streams arising from the proposed budget options**

Three Service areas have been put forward as part of the officer budget options. These are:

- A reduction in Street Cleansing Services
- Charging for Garden Waste
- Bin charging/ Increase to the ERIC charges

Officers have developed Project Initiation Documents for all three options and these will be adopted as new work streams should they be approved by the Council.

## **4.0 RELEVANT RISKS**

4.1 Risks to the quality of delivery of the contract are identified and managed through the contract management and governance procedures as detailed in section 2.2.

4.2 Risks associated with the successful delivery of the Corporate Goal Delivery Plans that this contract is inextricably linked to are managed through the Technical Services Departmental Risk Register. There are currently 8 risks being managed. Three are green, four are amber and one is red. The current status of all risks are summarised in Table 1.

**Table 1: Current Risk Status (Environmental Streetscene Services and associated Corporate Goals)**

<b>Risk Description</b>	<b>Category</b>	<b>RISK STATUS</b>
<b>WASTE COLLECTION</b>		
Contamination of recycling exceeds 8% target set by MRWA.	Operational Financial	GREEN
Recession results in temporary market collapse for recyclable material.	Financial Reputational	GREEN
Inability to agree new Levy Charging Mechanism leads to insufficient investment from all or some Merseyside Districts in waste prevention strategies.	Financial	AMBER
Budget reductions lead to less recycling being captured (e.g. Garden Waste).	Reputation Operational	AMBER
Judicial Review of co-mingled vs. kerbside sorted collections.	Financial Reputation Operational Contractual Performance	AMBER
EU GLASS End of Waste Criteria questions continued inclusion of glass in Waste Dataflow recycling calculations.	Financial Reputation Operational Contractual Performance	AMBER
<b>STREET CLEANSING</b>		
Poor contractor performance under “self monitoring” contractual terms.	Operational Reputation	GREEN
Risk of reduction in resources due to financial pressures of local authority will lower overall standards of cleanliness.	Operational Reputation	RED

## 5.0 OTHER OPTIONS CONSIDERED

5.1 Future work stream proposals have taken into account the current spending freeze and potential resource reductions that may be implemented to help manage the Council’s current financial position. Members are invited to propose further projects for the 2013/14 Partnering Board.

## 6.0 CONSULTATION

6.1 No public consultation was undertaken in the preparation of this report. This report and accompanying presentation have been prepared jointly by the Council and Biffa.

## 7.0 IMPLICATIONS FOR VOLUNTARY, COMMUNITY AND FAITH GROUPS

7.1 There are no implications for the Voluntary, Community and Faith groups arising from this report.

## 8.0 RESOURCE IMPLICATIONS: FINANCIAL; IT; STAFFING; AND ASSETS

8.1 There are no new resource implications arising from this report.

## **9.0 LEGAL IMPLICATIONS**

9.1 There are no legal implications arising from this report.

## **10.0 EQUALITIES IMPLICATIONS**

10.1 Has the potential impact of your proposal(s) been reviewed with regard to equality?

(a) Yes, for the new work stream proposals and impact review is attached – <http://www.wirral.gov.uk/my-services/community-and-living/equality-diversity-cohesion/equality-impact-assessments/eias-2010/technical-services-0>

## **11.0 CARBON REDUCTION IMPLICATIONS**

11.1 There are no specific implications under this heading. The Environmental Streetscene Services Contract has assisted the Council to reduce the carbon emissions of the Borough's waste collection services by around 31,000 tonnes per annum.

## **12.1 PLANNING AND COMMUNITY SAFETY IMPLICATIONS**

12.1 There are no specific implications under this heading.

## **13.0 RECOMMENDATION/S**

13.1 Committee is requested to:

1. Note the Key Performance Indicator information in **Section 2.3** and **Appendix 1** of this report and the continued high levels of service to which they relate.
2. Note and endorse the work streams highlighted for attention in 2013/14 as described in **Section 3**, along with any other areas identified by Members of this meeting to further improve service reliability, customer satisfaction and enhance the environmental quality of Wirral.
3. Endorsed the revised Benefits Realisation Plan produced (**Appendix 2**) to ensure the financial and service quality ambitions for the remaining contract period are achieved.

## **14.0 REASONS FOR RECOMMENDATIONS**

14.1 The annual scrutiny of the Environmental Streetscene Services contractual performance and progress is part of the formal management and governance arrangements for the contract and gives Elected Members of the Committee an opportunity to engage directly with the contractor, in order to raise concerns and highlight areas of good practice. The annual review also ensures Members are well informed to make recommendations over the future delivery and management of waste and street cleansing services.

**REPORT AUTHOR:** **Tara Dumas**  
Waste and Environment Manager  
telephone: (0151) 606 2453  
email: [taradumas@wirral.gov.uk](mailto:taradumas@wirral.gov.uk)

## APPENDICES

Appendix 1: Key Performance Indicator Information (2012)  
Appendix 2a: Quantitative benefits Realisation Plan  
Appendix 2b: Qualitative Benefits Realisation Plan  
Appendix 2c: Closed Benefits "Timeline".

## REFERENCE MATERIAL

None

## SUBJECT HISTORY (last 3 years)

<b>Council Meeting</b>	<b>Date</b>
SUSTAINABLE COMMUNITIES OVERVIEW AND SCRUTINY COMMITTEE: Fifth Annual Review Streetscene Environmental Contract	30 January 2012
SUSTAINABLE COMMUNITIES OVERVIEW AND SCRUTINY COMMITTEE: Minimise Waste by Encouraging Waste Reduction and Recycling – Progress Update	29 January 2013
SUSTAINABLE COMMUNITIES OVERVIEW AND SCRUTINY COMMITTEE: Corporate Goal Progress Update 'To have high standards of Environmental Quality across Wirral'	29 January 2013
CABINET: Environmental Services Contract 'Break Clause' Review	19 July 2012
SUSTAINABLE COMMUNITIES OVERVIEW AND SCRUTINY COMMITTEE: Notice of Motion: Increasing Recycling Update	26 September 2012

## Equality Impact Assessment Toolkit (from May 2012)

### **Section 1: Your details**

**EIA lead Officer:** Tara Dumas

**Email address:** taradumas@wirral.gov.uk

**Head of Section:** Mark Smith

**Chief Officer:** Chris McCarthy

**Department:** Technical Services

**Date:** 11<sup>th</sup> January 2013

### **Section 2: What Council proposal is being assessed?**

New work stream initiatives detailed in section 3 of the “Waste and Environmental Services 6<sup>th</sup> Annual Review” to include:

Review of the Household Waste Enforcement Policy (Section 46 Policy) and a project to tackle waste related environmental quality issues in terraced housing areas

### **Section 2b: Will this EIA be submitted to a Cabinet or Overview & Scrutiny Committee?**

**Yes / No**

**If ‘yes’ please state which meeting and what date**

Sustainable Communities Overview and Scrutiny 29<sup>th</sup> January 2013

**Please add hyperlink to where your EIA is/will be published on the Council’s website (see your Departmental Equality Group Chair for appropriate hyperlink)**

.....<http://www.wirral.gov.uk/my-services/community-and-living/equality-diversity-cohesion/equality-impact-assessments/eias-2010/technical-services-0>.....

**Section 3:** Does the proposal have the potential to affect..... (please tick relevant boxes)

- x **Services**
- The workforce**
- x **Communities**
- x **Other** (please state eg: Partners, Private Sector, Voluntary & Community Sector)

If you have ticked one or more of above, please go to section 4.

- None** (please stop here and email this form to your Chief Officer who needs to email it to [equalitywatch@wirral.gov.uk](mailto:equalitywatch@wirral.gov.uk) for publishing)

**Section 4:** Does the proposal have the potential to maintain or enhance the way the Council ..... (please tick relevant boxes)

- Eliminates unlawful discrimination, harassment and victimisation
- x Advances equality of opportunity
- x Fosters good relations between groups of people

If you have ticked one or more of above, please go to section 5.

- No** (please stop here and email this form to your Chief Officer who needs to email it to [equalitywatch@wirral.gov.uk](mailto:equalitywatch@wirral.gov.uk) for publishing)

**Section 5:**

Could the proposal have a positive or negative impact on any of the protected groups (race, gender, disability, gender reassignment, age, pregnancy and maternity, religion and belief, sexual orientation, marriage and civil partnership)?

You may also want to consider socio-economic status of individuals.

Please list in the table below and include actions required to mitigate any potential negative impact.

Which group(s) of people could be affected	Potential positive or negative impact	Action required to mitigate any potential negative impact	Lead person	Timescale	Resource implications
Age	Positive		Tara Dumas	tbc	tbc
Socio-economic status	Positive / negative		“”	tbc	tbc
race	positive		“”	tbc	tbc

Please note that this EIA will be developed when various strategies for inclusion in the projects are considered. Public consultation WILL be carried out to inform the outcomes of both projects

**Section 5a:** Where and how will the above actions be monitored?  
Through the Biffa Partnering board / via monthly updates to the Environment Portfolio holder / through DMT

**Section 5b:** If you think there is no negative impact, what is your reasoning behind this?  
Both projects aim to improve the access to services to residents, by evaluating and reducing current difficulties residents have in engaging with the waste collection services.

**Section 6:** What research / data / information have you used in support of this process?  
MBA research study: 'How can Wirral Council optimise pro-cycling behaviour of its residents' including resident surveys and resident / staff focus groups.

**Section 7:** Are you intending to carry out any consultation with regard to this Council proposal?

Yes /

If 'yes' please continue to section 8.

If 'no' please state your reason(s) why:

(please stop here and email this form to your Chief Officer who needs to email it to [equalitywatch@wirral.gov.uk](mailto:equalitywatch@wirral.gov.uk) for publishing)



## **Section 8: How will consultation take place and by when?**

To be confirmed. Consultation will take place throughout 2013 with:  
Residents in terraced housing areas via resident groups  
Private Landlords  
RSL's

Before you complete your consultation, please email your preliminary EIA to [equalitywatch@wirral.gov.uk](mailto:equalitywatch@wirral.gov.uk) via your Chief Officer in order for the Council to ensure it is meeting it's legal requirements. The EIA will be published with a note saying we are awaiting outcomes from a consultation exercise.

Once you have completed your consultation, please review your actions in section 5. Then email this form to your Chief Officer who needs to email it to [equalitywatch@wirral.gov.uk](mailto:equalitywatch@wirral.gov.uk) for re-publishing.

## **Section 9: Have you remembered to:**

- a) **Add appropriate departmental hyperlink to where your EIA is/will be published** (section 2b)
- b) **Include any potential positive impacts as well as negative impacts?** (section 5)
- c) **Send this EIA to [equalitywatch@wirral.gov.uk](mailto:equalitywatch@wirral.gov.uk) via your Chief Officer?**
- d) **Review section 5 once consultation has taken place and sent your completed EIA to [equalitywatch@wirral.gov.uk](mailto:equalitywatch@wirral.gov.uk) via your Chief Officer for re-publishing?**