

APPENDIX 3

PART A - Initial Equality Screening Assessment

As a public authority we need to ensure that all our strategies, policies, service and functions, both current and proposed have given proper consideration to equality and diversity.

A **screening** process can help judge relevance and provide a record of both the process and decision. Screening should be a short, sharp exercise that determines relevance for all new and revised strategies, policies, services and functions.

Completed at the earliest opportunity it will help to determine:

- the relevance of proposals and decisions to equality and diversity
- whether or not equality and diversity is being/has already been considered, and
- whether or not it is necessary to carry out an Equality Analysis (Part B).

Further information is available in the Equality Screening and Analysis Guidance – see page 9.

| 1. Title | |
|--|---|
| Title: Adult Social Care Local Account – How did we do? | |
| Directorate: Adult Care, Housing & Public Health | Service area: Adult Care and Integration |
| Lead person: Dania Pritchard | Contact: dania.pritchard@rotherham.gov.uk |
| Is this a: | |
| <input type="checkbox"/> Strategy / Policy | <input type="checkbox"/> Service / Function |
| | <input checked="" type="checkbox"/> Other |
| If other, please specify: an annual report that summarises the work of Adult Social Care in Rotherham | |

2. Please provide a brief description of what you are screening

The aim of this report is to celebrate the hard work that our staff do to support residents in the borough, showcase positive examples of these and communicate the priorities for the coming 12 months and how we aim to achieve these.

3. Relevance to equality and diversity

All the Council's strategies/policies, services/functions affect service users, employees or the wider community – borough wide or more local. These will also have a greater/lesser relevance to equality and diversity.

The following questions will help you to identify how relevant your proposals are.

When considering these questions think about age, disability, sex, gender reassignment, race, religion or belief, sexual orientation, civil partnerships and marriage, pregnancy and maternity and other socio-economic groups e.g. parents, single parents and guardians, carers, looked after children, unemployed and people on low incomes, ex-offenders, victims of domestic violence, homeless people etc.

| Questions | Yes | No |
|---|-----|----|
| Could the proposal have implications regarding the accessibility of services to the whole or wider community? <i>(Be mindful that this is not just about numbers. A potential to affect a small number of people in a significant way is as important)</i> | | X |
| Could the proposal affect service users? <i>(Be mindful that this is not just about numbers. A potential to affect a small number of people in a significant way is as important)</i> | | X |
| Has there been or is there likely to be an impact on an individual or group with protected characteristics? <i>(Consider potential discrimination, harassment or victimisation of individuals with protected characteristics)</i> | X | |
| Have there been or likely to be any public concerns regarding the proposal? <i>(It is important that the Council is transparent and consultation is carried out with members of the public to help mitigate future challenge)</i> | | X |
| Could the proposal affect how the Council's services, commissioning or procurement activities are organised, provided, located and by whom? <i>(If the answer is yes you may wish to seek advice from commissioning or procurement)</i> | | X |
| Could the proposal affect the Council's workforce or employment practices? <i>(If the answer is yes you may wish to seek advice from your HR business partner)</i> | | X |

If you have answered no to all the questions above, please explain the reason.

If you have answered **no** to all the questions above please complete **sections 5 and 6**.

If you have answered **yes** to any of the above please complete **section 4**.

4. Considering the impact on equality and diversity

If you have not already done so, the impact on equality and diversity should be considered within your proposals before decisions are made.

Considering equality and diversity will help to eliminate unlawful discrimination, harassment and victimisation and take active steps to create a discrimination free society by meeting a group or individual's needs and encouraging participation.

Please provide specific details for all three areas below using the prompts for guidance and complete an Equality Analysis (Part B).

- **How have you considered equality and diversity?**

We have considered the audience who are likely to engage with the Local Account and what they may need to be able to access it. We know that there may be a limited understanding of what adult social care is and who the Local Account is pertinent to. We also know that the layout and format need considering to ensure accessibility for all.

- **Key findings**

We know that –

- The local account needs to be laid out in an accessible way and be understandable to a range of audiences including those with care and support needs.
- People may not know what Local Account means.
- The local account needs to be created in a way that AT can be used to support the reading / understanding of it.
- We cannot just have it available online.

- **Actions**

To mitigate these possible issues we have done the following –

- Pitched the design so it is less corporate and as engaging as possible with interesting graphics and lots of plain English.
- Changed the title to 'HOW DID WE DO? Adult Social Care Local Account 2022 – 2023' instead of just 'Local Account' so that people will have an idea of what the content may be before opening it / as a way of communicating that it should be of interest to them.
- Designed it to support the use of software for reading text in line with our website standards.
- Arranged that it be available as a paper version in all 15 libraries across the borough for those to access who do not use computers.
- Anticipated that it may be requested in other languages to aid understanding and avoid isolating non-English speakers.

| | |
|--|------------------------------|
| Date to scope and plan your Equality Analysis: | 05/07/2023 – 06/07/2023 |
| Date to complete your Equality Analysis: | 11/08/2023 |
| Lead person for your Equality Analysis (Include name and job title): | Dania Pritchard, Change Lead |

5. Governance, ownership and approval

Please state here who has approved the actions and outcomes of the screening:

| Name | Job title | Date |
|--------------------------|---|------------|
| Cllr Roche | Cabinet Member for Adult Social Care & Health | 12/09/2023 |
| Ian Spicer | Strategic Director, Adult Care, Housing & Public Health | 04/09/2023 |
| Kirsty-Louise Littlewood | Assistant Director, Adult Care and Integration | 17/09/2023 |

6. Publishing

This screening document will act as evidence that due regard to equality and diversity has been given.

If this screening relates to a **Cabinet, key delegated officer decision, Council, other committee or a significant operational decision** a copy of the completed document should be attached as an appendix and published alongside the relevant report.

A copy of **all** screenings should also be sent to equality@rotherham.gov.uk For record keeping purposes it will be kept on file and also published on the Council's Equality and Diversity Internet page.

| | |
|--|--|
| Date screening completed | 11/08/2023 |
| Report title and date | Adult Social Care Local Account – How did we do? |
| If relates to a Cabinet, key delegated officer decision, Council, other committee or a significant operational decision – report date and date sent for publication | Report Date: 2022 – 2023 Publication Date: 31/10/2023 |
| Date screening sent to Performance, Intelligence and Improvement equality@rotherham.gov.uk | 16/08/2023 |