

## 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	
<b>Title:</b> Children’s Capital of Culture: 2024/25 Traineeship Programme	
<b>Directorate:</b> Regeneration & Environment	<b>Service area:</b> Culture, Sport & Tourism
<b>Lead person:</b> Sarah Christie	<b>Contact number:</b> 01709 334319
Is this a:	
<input type="checkbox"/> <b>Strategy / Policy</b>	<input checked="" type="checkbox"/> <b>Service / Function</b>
	<input type="checkbox"/> <b>Other</b>
<b>If other, please specify</b>	

2. Please provide a brief description of what you are screening
Approval for additional investment from the UK Shared Prosperity Fund to further develop the Children’s Capital of Culture 2025 programme, with particular focus on our traineeship programme, during the 2024/25 financial years.

### 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

#### Have there been or likely to be any public concerns regarding the proposal?

The Children's Capital of Culture programme has been widely consulted on and provides increased activities and events for children and young people to enjoy whilst also building skills, talent and capacity and providing clear pathways to employment and skills for children and young people from a range of backgrounds.

#### Could the proposal affect how the Council's services, commissioning or

**procurement activities are organised, provided, located and by whom?**

All services and activities will be procured in line with the Council's Financial and Procurement Regulations.

**Could the proposal affect the Council's workforce or employment practices?**

Recruitment to the posts created as a result of UK Shared Prosperity Fund investment will be advertised and filled in line with the Council's HR policies and procedures. The Children's Capital of Culture Programme Manager has and continues to work closely with the Council's Recruitment and HR teams to ensure that the innovative and accessible processes we use to recruit trainees to the programme are conducted in line with the above policies.

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?**

*(think about the scope of the proposal, who is likely to be affected, equality related information, gaps in information and plans to address, consultation and engagement activities (taken place or planned) with those likely to be affected)*

The overarching Children's Capital of Culture programme aims to provide a universal offer that is accessible to all children, young people and their families, regardless of background and lived experience. Almost all activities are free at the point of access to ensure that economic disadvantage is limited; however, it is recognised that children and young people from marginalised backgrounds may face other barriers to engagement.

The Equalities Action Plan set out in Part B provides a series of actions that will seek to improve access for marginalised groups and ensure that the Children's Capital of Culture programme has equality, diversity and inclusion at its heart.

This specific proposal is to create and fund traineeship job roles for 17 x 16-to-25-year-olds who live, work or study in Rotherham. The appointed trainees will work with their host organisations to plan and deliver a borough-wide programme of arts, cultural, and physical activity events, festivals and opportunities, which are expected to reach over 50,000 participants. As such, if approved the proposal will increase accessibility of services to the wider community, while also enabling a greater number of young people

in Rotherham into employment and training.

Previous rollouts of the traineeship programme have been heavily oversubscribed, demonstrating a clear need for inclusive employment and training opportunities for the young people who live, work or study in Rotherham. Through using non-traditional, equitable and accessible recruitment processes, we have been able to attract large of candidates, including from groups that have been historically underrepresented in the creative and cultural sectors. We undertake detailed and confidential equality and diversities monitoring with all appointed trainees to gather appropriate equalities-related information, which enables us to better understand our reach and to develop new approaches to attract underrepresented groups. Full details of this can be found in the Equality Analysis Form.

- **Key findings**

*(think about any potential positive and negative impact on different equality characteristics, potential to promote strong and positive relationships between groups, potential to bring groups/communities into increased contact with each other, perception that the proposal could benefit one group at the expense of another)*

Significant work has already been undertaken to ensure that Children’s Capital of Culture maintains and embeds its commitment to ensuring the voice, influence and creativity of children and young people is at the heart of this programme. Wide-ranging consultation and engagement has already taken place across the borough, however there are some known gaps and missing voices within this work which will be addressed in the next stage of the programme development. The funding proposed in this report is vital to ensuring a wider range of access, participation and engagement with particular refence to those from the identified marginalised backgrounds.

- **Actions**

*(think about how you will promote positive impact and remove/reduce negative impact)*

The Equalities Action Plan sets out a series of measures for addressing equality, diversity and inclusion through two key areas:

- Overarching programme activities that are embedded across the programme
- Specific and targeted activities to address the audience gaps identified in the Equalities Assessment

Date to scope and plan your Equality Analysis:

26<sup>th</sup> June 2024

Date to complete your Equality Analysis:

26<sup>th</sup> June 2024

Lead person for your Equality Analysis  
(Include name and job title):

Sarah Christie, Programme  
Manager for Children’s Capital of  
Culture 2025

## 5. Governance, ownership and approval

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

Name	Job title	Date
Leanne Buchan	Head of Creative Programming & Engagement	26/06/2024
Steve Eling	Policy & Equalities Manager	27/06/2024

## 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](mailto: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.

<b>Date screening completed</b>	26 <sup>th</sup> June 2024
<b>Report title and date</b>	Children's Capital of Culture: 2024/25 Traineeship Programme
<b>If relates to a Cabinet, key delegated officer decision, Council, other committee or a significant operational decision – report date and date sent for publication</b>	XXX
<b>Date screening sent to Performance, Intelligence and Improvement</b> <a href="mailto:equality@rotherham.gov.uk">equality@rotherham.gov.uk</a>	26 <sup>th</sup> June 2024