

Appendix 7

Equalities Screening Impact Assessment

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: Selective Licensing - Consultation on future designations	
Directorate: Regeneration and Environment	Service area: Regulation and Enforcement
Lead person: Chris Stone	Contact number: 01709 823118
Is this a:	
<input type="checkbox"/>	<input checked="" type="checkbox"/>
Strategy / Policy	Service / Function
	Other

If other, please specify

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

The paper describes the criteria and conditions under which Selective Licensing designations can be made, together with the proposed process to deliver a robust area-based consultation. Cabinet is asked to consider if it wishes to proceed with consultation on new selective licensing declarations and if so, to consider the timing of the Mandatory Consultation period and how that may be influenced by the currently available data. A key consideration is if it is desirable to time any consultation to potentially deliver a new scheme as the current one ends in May 2025, or if a delay in any future declarations is preferable.

This paper only considers if consultation should proceed.

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

<p>Could the proposal affect service users?</p> <p><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></p>		X
<p>Has there been or is there likely to be an impact on an individual or group with protected characteristics?</p> <p><i>(Consider potential discrimination, harassment or victimisation of individuals with protected characteristics)</i></p>		x
<p>Have there been or likely to be any public concerns regarding the proposal?</p> <p><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></p>	X	
<p>Could the proposal affect how the Council's services, commissioning or procurement activities are organised, provided, located and by whom?</p> <p><i>(If the answer is yes you may wish to seek advice from commissioning or procurement)</i></p>		X

<p>Could the proposal affect the Council's workforce or employment practices?</p> <p><i>(If the answer is yes you may wish to seek advice from your HR business partner)</i></p>		X
<p>If you have answered no to all the questions above, please explain the reason</p>		

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**.

<p>4. Considering the impact on equality and diversity</p>
<p>If you have not already done so, the impact on equality and diversity should be considered within your proposals before decisions are made.</p> <p>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.</p> <p>Please provide specific details for all three areas below using the prompts for guidance and complete an Equality Analysis (Part B).</p>
<ul style="list-style-type: none"> • How have you considered equality and diversity <p>Selective Licensing is provided for in legislation and is supported by national guidance, which has been considered at a national government level in respect of equalities and diversity.</p> <p>The Consultation Plan at Appendix 4 of the Cabinet Report describes the breadth of the proposed consultation.</p>
<ul style="list-style-type: none"> • Key Findings <p>The consultation, should it be authorised by Cabinet, will be an opportunity for local communities in the proposed areas to contribute to the design of any future scheme. The consultation will be as inclusive as possible, as required by the legislation. Consideration will be given to stakeholder groups as identified in the paper, with an understanding of the range of individuals within these groups who may have protected characteristic. Efforts will be made to contact the wider stakeholder groups as per the consultation plan.</p>

There are no specific qualities barriers or advantages at this point in the policy development discussed in this paper.	
<ul style="list-style-type: none"> • Actions <p>None</p>	
Date to scope and plan your Equality Analysis: 08/07/24	08/07/24 Further analysis will be undertaken if the consultation goes ahead to ensure the outcome of the consultation is representative.
Date to complete your Equality Analysis:	Before any consultation output report is submitted to Cabinet.
Lead person for your Equality Analysis (Include name and job title):	Chris Stone -Community Protection & Environmental Health Manager

5. Governance, ownership and approval

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

Name	Job title	Date
Chris Stone	Community Protection Manager	05/07/2024

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 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	05/07/24
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Report title and date	Selective Licensing Scheme 1 (Policy)
If relates to a Cabinet, key delegated officer decision, Council, other committee or a significant operational decision – report date and date sent for publication	Cabinet – NBC
Date screening sent to Performance, Intelligence and Improvement equality@rotherham.gov.uk	12/08/24

PART B – Equality Analysis Form

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.

This form:

- Can be used to prompt discussions, ensure that due regard has been given and remove or minimise disadvantage for an individual or group with a protected characteristic
- Involves looking at what steps can be taken to advance and maximise equality as well as eliminate discrimination and negative consequences
- Should be completed before decisions are made, this will remove the need for remedial actions.

Note – An Initial Equality Screening Assessment (Part A) should be completed prior to this form.

When completing this form consider the Equality Act 2010 protected characteristics 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. – see page 11 of Equality Screening and Analysis Guidance.

1. Title	
Equality Analysis title: Selective Licensing Scheme 1 (Policy)	
Date of Equality Analysis (EA): 08/07/24	
Directorate: Regeneration and Environment	Service area: Regulation and Enforcement
Lead Manager: Chris Stone	Contact number: 01709 823118
Is this a:	
<input checked="" type="checkbox"/> Strategy / Policy	<input type="checkbox"/> Service / Function <input type="checkbox"/> Other
If other, please specify	

2. Names of those involved in the Equality Analysis (Should include minimum of three people) - see page 7 of Equality Screening and Analysis Guidance

Name	Organisation	Role (eg service user, managers, service specialist)
Chris Stone	RMBC	Manager
Lewis Coates	RMBC	Manager
Emma Ellis	RMBC	Manager

3. What is already known? - see page 10 of Equality Screening and Analysis Guidance

Aim/Scope (who the Policy/Service affects and intended outcomes if known)

This may include a group/s identified by a protected characteristic, other groups or stakeholder/s e.g. service users, employees, partners, members, suppliers etc.)

The stakeholders who may be affected and included in full consultation should the Council approve this paper's recommendations, include local residents (home owners and tenants), landlords, landlord's associations, managing agents and other members of the community who live or operate businesses or provide services within the proposed designation.

What equality information is available? (Include any engagement undertaken)

The target stakeholders will be representative of Rotherham's wider demographic and may therefore include all protected characteristics. The available data is the same used to support the wider Council's equalities policy.

Are there any gaps in the information that you are aware of?

None.

What monitoring arrangements have you made to monitor the impact of the policy or service on communities/groups according to their protected characteristics?

At this stage the paper only considers the commencement of a consultation process. Monitoring will be in place to ensure the consultation is representative of all stakeholders in any potential area. When the outcome of the consultation is put before Cabinet, a further equalities assessment will be done to consider the impact of the policy if adopted.

Engagement undertaken with customers. (date and group(s) consulted and key findings)

Not appropriate at this stage but if full consultation is authorised by Cabinet, the consultation will be fully inclusive of staff, partners, residents, and businesses. See appendix 5 of the paper for consultation plan.

Engagement undertaken with staff (date and group(s) consulted and key findings)

Not appropriate at this stage at but if full consultation is authorised by Cabinet, the consultation will be fully inclusive of staff, partners, residents, and businesses. See appendix 5 of the paper for consultation plan.

4. The Analysis - of the actual or likely effect of the Policy or Service (Identify by protected characteristics)

How does the Policy/Service meet the needs of different communities and groups? (Protected characteristics of Age, Disability, Sex, Gender Reassignment, Race, Religion or Belief, Sexual Orientation, Civil Partnerships and Marriage, Pregnancy and Maternity) - see glossary on page 14 of the Equality Screening and Analysis Guidance)

Selective Licensing schemes are established in legislation and guidance which is assessed at a national level. This will be determined via the consultation if Cabinet approve the consultation process.

Does your Policy/Service present any problems or barriers to communities or Groups?

None currently identified.

Does the Service/Policy provide any positive impact/s including improvements or remove barriers?

Consultation may lead to the declaration of Selective Licensing areas these could offer a number of positive impacts which will be considered, should the consultation go ahead and a further report to Cabinet be submitted.

What affect will the Policy/Service have on community relations? (may also need to consider activity which may be perceived as benefiting one group at the expense of another)

The Consultation will allow the community to have a voice in any future declarations and would therefore offer a positive impact on community relations.

Please list any **actions and targets** that need to be taken as a consequence of this assessment on the action plan below and ensure that they are added into your service plan for monitoring purposes – see page 12 of the Equality Screening and Analysis Guidance.

5. Summary of findings and Equality Analysis Action Plan

If the analysis is done at the right time, i.e. early before decisions are made, changes should be built in before the policy or change is signed off. This will remove the need for remedial actions. Where this is achieved, the only action required will be to monitor the impact of the policy/service/change on communities or groups according to their protected characteristic - See page 11 of the Equality Screening and Analysis guidance

Title of analysis: Selective Licensing Scheme 1 (Policy)
Directorate and service area: Regeneration and Environment
Lead Manager: Chris Stone
Summary of findings:
<p>The consultation, should it be authorised by Cabinet, will be an opportunity for local communities in the proposed areas to contribute to the design of any future scheme. The consultation will be as inclusive as possible, as required by the legislation. Consideration will be given to stakeholder groups as identified in the paper, with an understanding of the range of individuals within these groups who may have protected characteristic. Efforts will be made to contact the wider stakeholder groups as per the consultation plan (appendix 5).</p>

Action/Target	State Protected Characteristics as listed below	Target date (MM/YY)
Matters arising from the consultation	TBC	TBC

*A = Age, D= Disability, S = Sex, GR Gender Reassignment, RE= Race/ Ethnicity, RoB= Religion or Belief, SO= Sexual Orientation, PM= Pregnancy/Maternity, CPM = Civil Partnership or Marriage. C= Carers, O= other groups

6. Governance, ownership and approval

Please state those that have approved the Equality Analysis. Approval should be obtained by the Director and approval sought from DLT and the relevant Cabinet Member.

Name	Job title	Date
Lewis Coates	Service Manager	12/08/24
Emma Ellis	Head of Service	12/08/24

7. Publishing

The Equality Analysis will act as evidence that due regard to equality and diversity has been given.

If this Equality Analysis 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 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 Equality Analysis completed	8 th July 2024
Report title and date	Selective Licensing - Consultation on future designations
Date report sent for publication	
Date Equality Analysis sent to Performance, Intelligence and Improvement equality@rotherham.gov.uk	8 th July 2024