

## 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> Update to the Council's policies for Fire, Asbestos & Legionella	
<b>Directorate: Finance &amp; Customer Services</b>	<b>Service area: Facilities Management</b>
<b>Lead person:</b> Heather Philips	<b>Contact:</b> 07386699877
Is this a:	
<input checked="" type="checkbox"/> <b>Strategy / Policy</b>	<input 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
This report seeks approval from Cabinet to update the existing Council policies on Fire Safety, Asbestos Management & Legionella and adopt the revised policy together with a suite of supporting documents.

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

The policies put forward are to ensure the councils practices are in line with current legislation and requirements, there are already contracts in place to deliver these services in which equality & Diversity was reviewed/ considered at the time of procurement. There are no significant changes at this time that would require an additional review.

When completing a business case, we have a section that asks if there are equality implications, and where required an equality screening and or analyse would be completed.

Equalities, if applicable, are a requirement of the new contract arrangements. This would be reviewed at tender stage in the procurement process by asking suppliers to provide their policies, procedures, training matrix etc.

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?**

The following is considered when procuring and providing services. Our contractors' policies and procedures developed in line with legislation and guidance including:

- The Equality Act 2010
- The Sex Discrimination Act 1975
- The Race Relations Act 1976
- The Disability Discrimination Act 1995
- The Employment Equality Regulations 2003

Stability of employment and hours of work and avoiding exploitative employment practices; including for example no inappropriate use of zero-hour contracts.

Disability – Identifying and implementing changes to processes – for example communication, vulnerability of service users etc.

Communication – service user/ customer contact to be clear and transparent for all.

- **Key findings**

The policies should not have a significant impact on equality and diversity, as screening has already taken place upon procuring the contracts which are currently in place.

- **Actions**

**Working within the Care Homes** –ensure the contractors follow the expectations– be aware of the type of residents within the home and follow all site protocols. Supporting Engineer work at premises with vulnerable residents, follow robust safeguarding training within their induction. Safeguarding Vulnerable Groups Act 2006. Identify and respond to potential concerns effectively, training programme includes definitions of abuse, how to identify abuse, and reporting procedures. Ensuring engineers training is up to date, all training is refreshed every 12 months, or more frequently in line with changes to legislation or best practice.

**Customer Communications** – provide clear comms in relation to customer contacts including but not limited to brail, letters, email, translation services etc.

**Training** – contractor is providing training matrix; this is on the monthly agenda for contract meetings.

In addition, an equality Assessment will be completed upon review of a new contract.

Date to scope and plan your Equality Analysis:	Upon renewal of contract
Date to complete your Equality Analysis:	Upon renewal of contract
Lead person for your Equality Analysis (Include name and job title):	Heather Philips – Compliance Monitoring & Contracts Manager

### 5. Governance, ownership and approval

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

Name	Job title	Date
Tanya Lound	Corporate Improvement & Risk Officer	26/11/2024

### 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>	19/11/2024
<b>Report title and date</b>	Property Facilities Management Policy Report
<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>	19/11/2024
<b>Date screening sent to Performance, Intelligence and Improvement</b> <a href="mailto:equality@rotherham.gov.uk">equality@rotherham.gov.uk</a>	26/11/2024