

## 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	
<b>Title:</b> Scrutiny Panel Review – Supporting New Tenants	
<b>Directorate:</b> Adult Care, Housing and Public Health	<b>Service area:</b> Housing Options
<b>Lead person:</b> Sandra Wardle	<b>Contact:</b> Sandra.wardle@rotherham.gov.uk
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
This is a screening of the Tenant Scrutiny Panel review of how the Council supports new tenants and if this is improving sustainability of tenancies.

### 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>	✓	
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>	✓	
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>	✓	
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>		✓
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>		✓
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>		✓
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?**

The Tenant Scrutiny Review has highlighted positive additional ways to support new tenants. We accept that there are areas where some improvements could be made following discussions with officers and new tenants.

Considering equality and diversity will help to eliminate unlawful discrimination. We do recognise that any suggested changes to service delivery may affect a circa of 7000 applicants on the housing register, some of which have protected characteristics.

- **Key findings**

The system used for new tenancies collates customer data and information. We can therefore demonstrate a transparent approach to making decisions on who is eligible for new tenancies. We can also make any reasonable adjustments in relation to the services offered for new tenants, for example offering support from the Learning and Disabilities Officer.

- **Actions**

The review of the Virtual Viewings will ensure that there is engagement with new and existing tenants including under-represented groups. Tenant feedback will be analysed to ensure a consistency of service across all tenants.

Housing Options will continue to engage with, and seek the opinions of, tenants before agreeing and publishing of the Furnished Homes Policy. As part of the policy development the Council will ensure the needs of applicants are at the heart of the process through public consultation.

Additionally, we will undertake a review of best practice, updated guidance and equivalent policies of other local authorities who deliver furnished homes. Understanding the demographics of the customer group will need to be better understood to help to identify any key factors to consider in the development of the Policy and associated communication of the new policy. Data, information and analysis will be from a range of local sources and any identified needs will be addressed in the Policy.

Sustainability of tenure will be monitored in Housing Quality, Improvement and Performance Board meetings to identify trends in terminations, either from a specific group of tenants, or reasons.	
Date to scope and plan your Equality Analysis:	N/A
Date to complete your Equality Analysis:	N/A
Lead person for your Equality Analysis (Include name and job title):	N/A

### 5. Governance, ownership and approval

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

Name	Job title	Date
Sandra Wardle	Housing Options Service Manager	31/01/2025
Sandra Tolley	Head of Housing Options	31/01/2025

### 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>	31/01/2024
<b>Report title and date</b>	Tenants Scrutiny Panel Review – Supporting New Tenants. IPSC 18 <sup>th</sup> March 2025
<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>	
<b>Date screening sent to Performance, Intelligence and Improvement</b> <a href="mailto:equality@rotherham.gov.uk">equality@rotherham.gov.uk</a>	31/1/2025