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: Inclusion Consultation	
Directorate: Assistant Chief Executive	**Service area: Policy, Performance and Intelligence**
Lead person: Simon Dennis	**Contact:** simon.dennis@rotherham.gov.uk
Is this a:	
[X] **Strategy / Policy** [ ] **Service / Function** [ ] **Other**	
If other, please specify	

2. Please provide a brief description of what you are screening
The Council is currently considering how to refresh its Inclusion Strategy (currently the Equalities Diversity and Inclusion Strategy). As part of this refresh, it is good practice to consult with communities and groups that will be impacted. This screening assesses the consultation strategy and approach for the Inclusion Strategy consultation. As this is the beginning of the consultation period, a full equalities analysis is not required at this stage but will be conducted later in accordance with the Council's corporate guidance.

Public consultation is planned for August to September 2025 in order to meet the overall requirement to submit the refreshed Inclusion Strategy to the Council's Cabinet in November 2025.

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? *(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)*	X	
Could the proposal affect service users? *(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)*	X	
Has there been or is there likely to be an impact on an individual or group with protected characteristics? *(Consider potential discrimination, harassment or victimisation of individuals with protected characteristics)*	X	
Have there been or likely to be any public concerns regarding the proposal? *(It is important that the Council is transparent and consultation is carried out with members of the public to help mitigate future challenge)*	X	
Could the proposal affect how the Council's services, commissioning or procurement activities are organised, provided, located and by whom? *(If the answer is yes you may wish to seek advice from commissioning or procurement)*	X	
Could the proposal affect the Council's workforce or employment practices? *(If the answer is yes you may wish to seek advice from your HR business partner)*	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?** This consultation aims to better understand the views and experiences of, in particular, individuals who may face barriers to inclusion or to accessing services, including advocacy groups or organisations representing such individuals. It also includes engagement with internal staff networks to gain insight into their experience of working at the council and, more broadly, their perspective on issues related to equality, diversity and inclusion. Recent, relevant consultation responses such as to the Council Plan consultation will also be factored in, as well as feedback from the informal equalities peer review with Doncaster Council. The consultation will be accessible and open to everyone and will be promoted via a number of platforms designed to reach a wide audience. This includes emails, website, social media and printed copies of the consultation which will be made available through voluntary and community sector organisations for their members and users. A number of focus groups will be held, both online and in person, with advocacy groups, external organisations and internal staff networks representing individuals who may face barriers to inclusion or accessing services. A combination of general sessions and targeted sessions with individual groups will be held on various dates during the consultation period. Translators and sign language interpreters will be provided when required.
• **Key findings** By working closely with our local voluntary and community sector organisations, we are ensuring that residents' voices are meaningfully reflected in the refresh of the Council's Inclusion Strategy. We will promote the consultation widely across the borough, encouraging active participation and constructive feedback from all stakeholders, with a strong emphasis on equality, diversity and inclusion.

- **Actions**

We will undertake the following actions to ensure the consultation is carried out in a way which promotes equality, diversity and inclusion:

- The consultation will be undertaken in an open and transparent way, encouraging all to express their views and opinions openly and honestly
- To ensure accessibility for all including language, digital access and mobility
- To provide enough time for participants to respond to the consultation
- To provide a Sign Language Interpreter or translator where needed
- Information will be presented clearly in plain English and with jargon free language
- Methods of consultation will be tailored to suit different groups, for example, young people, minority communities and people with visual impairments.
- A Part B Equality Analysis will be completed, evidencing how findings from the consultation have informed the refresh of the Inclusion Strategy, and how people with protected characteristics have been involved throughout the process.

Date to scope and plan your Equality Analysis:	See above
Date to complete your Equality Analysis:	28.07.25
Lead person for your Equality Analysis (Include name and job title):	Simon Dennis, Policy, Improvement and Risk Manager

5. Governance, ownership and approval

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

Name	Job title	Date
Fiona Boden	Head of Policy, Performance and Intelligence	28/07/25

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	28.07.25
Report title and date	Plan for Inclusion Consultation
If relates to a Cabinet, key delegated officer decision, Council, other committee or a significant operational decision – report date and date sent for publication	31.07.25
Date screening sent to Performance, Intelligence and Improvement equality@rotherham.gov.uk	28.07.25