

## Appendix 4.

### 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                                                                                                                                                                   |                                                                     |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|
| <b>Equality Analysis title:</b> How did we do? Adult Social Care Local Account 2023-24                                                                                     |                                                                     |
| <b>Date of Equality Analysis (EA):</b> 02/07/2025                                                                                                                          |                                                                     |
| <b>Directorate:</b> Adult Care Adult Care, Housing & Public Health                                                                                                         | <b>Service area:</b> Adult Care and Integration                     |
| <b>Lead Manager:</b> Kirsty Littlewood                                                                                                                                     | <b>Contact number:</b><br>kirsty-louise.littlewood@rotherham.gov.uk |
| <b>Is this a:</b><br><input type="checkbox"/> <b>Strategy / Policy</b> <input type="checkbox"/> <b>Service / Function</b> <input checked="" type="checkbox"/> <b>Other</b> |                                                                     |
| <b>If other, please specify:</b> an annual report that summarises the work of Adult Social Care in Rotherham                                                               |                                                                     |

## 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<br>(eg service user, managers, service specialist) |
|-----------------|-------------------|---------------------------------------------------------|
| Dania Pritchard | Rotherham Council | ASC Assurance Lead                                      |
| Caroline Hine   | Rotherham Council | Change Lead                                             |
| Leah Sibley     | Rotherham Council | Programme Officer                                       |

## 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, others groups or stakeholder/s e.g. service users, employees, partners, members, suppliers etc.)

The Local Account gives an overview of all service areas within Adult Care in Rotherham. It is a document that will be in the public domain and any resident can access it, however, it is expected that those adults who have accessed services – or their families and carers – will be more likely to engage with it.

During the last 12 months we have provided support services for 5,801 residents. At the end of March 2025, there were 3,883 people accessing 4,418 services (meaning some people access multiple services) from Adult Social Care.

### **Age and gender**

32% of people being supported were aged 18-64 and 68% were aged 65+. During the 2024/2025 year, 58% of residents receiving support identified as female and 42% of residents identified as male.

### **Ethnicity**

There is under-representation of residents from ethnic minority communities who access our services; only 5% of residents which remains low compared to the ethnic minority population rate of 9% in Rotherham.

### **Primary Support Reasons**

The below table is broken down by reason and age group –

| Primary Support Reason               | AGE GROUP |       | ALL   |
|--------------------------------------|-----------|-------|-------|
|                                      | 18-64     | 65+   |       |
| Physical Support                     | 424       | 1,697 | 2,121 |
| Learning Disability Support          | 708       | 90    | 798   |
| Mental Health Support                | 290       | 145   | 435   |
| Support with Memory and Cognition    | 19        | 261   | 280   |
| Social Support                       | 74        | 51    | 125   |
| Sensory Support                      | 31        | 25    | 56    |
| Not yet recorded                     | 17        | 51    | 68    |
| Everyone on service at 31 March 2025 | 1,563     | 2,320 | 3,883 |

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

Data regarding people with a care and support need and their carers is captured on the service case management system, Liquid Logic Adult System (LAS). However, people with care and support needs may be accessing this support privately or informally so may not be known to adult social care and, therefore, will not be reflected in the figures and narrative in this report. It is essential that the Local Account be easily accessible and available to all residents to give insight to people about what is available and what functions Adult Social care carry out - so that they can access support if needed.

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

As noted in the previous response, some people with care and support needs or carers may not be known to adult social care. This could be through choice or not being eligible for care and support services due to the level of presenting needs. There are several self-funders in Rotherham (figure unknown which is a national gap in data and not just a local issue). It is therefore important that access to and availability of the Local Account is clear for residents and that it is promoted borough wide.

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

Numbers of 'hits' online documents have had will be monitored so that we can assess whether the documents are being used and are accessible, as is intended. This will done on a quarterly basis to inform how we publish the Local Account in future.

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

Not applicable.

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

Not applicable.

**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)

All services within Adult Care are available to all appropriate groups regardless of their Age, Gender reassignment, Marriage and civil partnership, Pregnancy and maternity, Race, Religion and belief, Sex, Sexual orientation.

Data is available for all people receiving adult social care support and unpaid carers. Data is captured on the Adult Care LAS case management system.

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

There may be a limited understanding of what adult social care is and who the Local Account is pertinent to. To mitigate the design is pitched so it is less corporate and as engaging as possible with interesting graphics and lots of plain English. The title was also changed to 'HOW DID WE DO? Adult Social Care Local Account 2024 – 2025' instead of just 'Local Account' so that people had an idea of what the content may be before opening it / as a way of communicating that it should be of interest to them.

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

The positive impact of this is that the document communicates and promotes, directly to residents, what Adult Social Care is doing and how we are performing. This will promote council activity and increase engagement with between residents and us as the local authority.

**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)

It is hoped that the Local Account will showcase the work Adult Social Care do and that the dedication and progress is evident. In addition it should communicate the awareness we have as a council around what we need to improve – from the complaints section and the priorities, for example.

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

|                                                                                                                                                                                                                                                                                                                                                                                                                    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Title of analysis:</b> How did we do? Adult Social Care Local Account 2024-2025                                                                                                                                                                                                                                                                                                                                 |
| <b>Directorate and service area:</b> Adult Care, Housing & Public Health, Adult Care and Integration                                                                                                                                                                                                                                                                                                               |
| <b>Lead Manager:</b> Kirsty Littlewood                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Summary of findings:</b>                                                                                                                                                                                                                                                                                                                                                                                        |
| The equality analysis has been completed to ensure that residents across the borough including those with care and support needs, their families and unpaid carers, can access the Local Account. Care has been taken in the design of the document, from the images to the language, so that key information and data can be understood meaning that the document is effective, inclusive, and accessible to all. |

| Action/Target                                                                                                       | State Protected Characteristics as listed below | Target date (MM/YY) |
|---------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|---------------------|
| The Local Account will be made available in other formats and languages as requested to ensure accessibility.       | D                                               | Ongoing             |
| The Local Account has been designed to support use of software for reading text in line with our website standards. | D                                               | October 2025        |

**\*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       |
|-------------------------------------------|---------------------------------------------------------|------------|
| Adult Care, Housing and Public Health DLT | Directorate Leadership Team                             | 24/06/2025 |
| SLT                                       | Senior Leadership Team                                  | 15/07/2025 |
| Cllr Baker-Rogers                         | Cabinet Member for Adult Social Care & Health           | 11/07/2025 |
| Ian Spicer                                | Strategic Director, Adult Care, Housing & Public Health | 15/07/2025 |

## 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](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 Equality Analysis completed</b>                                                                                                                     | 02/07/2025                                                                 |
| <b>Report title and date</b>                                                                                                                                | Adult Social Care Local Account – How did we do? Local Account 2024 - 2025 |
| <b>Date report sent for publication</b>                                                                                                                     | TBC                                                                        |
| <b>Date Equality Analysis sent to Performance, Intelligence and Improvement</b><br><a href="mailto:equality@rotherham.gov.uk">equality@rotherham.gov.uk</a> | 04/07/2025                                                                 |