

## 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: Consultation on Draft Local Validation List**

**Directorate:**  
Regeneration & Environment Services

**Service area:**  
Development Management  
Planning, Regeneration and Transport

**Lead person:**  
Emma Ottewell  
Development Manager

**Contact number:**  
254752

Is this a:

☒

**Strategy / Policy**

☐

**Service / Function**

☐

**Other**

**If other, please specify**

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

Consultation is to be undertaken on a revised Local Validation List which will provide a comprehensive list of documents required to support planning applications. The Validation List will be used by applicants and agents submitting planning applications across the borough. The outcome will be that planning applications can be validated in a timely manner with the correct documents and also will ensure consistency and certainty for anyone submitting planning applications within Rotherham.

3. Relevance to equality and diversity		
<p>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.</p> <p>The following questions will help you to identify how relevant your proposals are.</p> <p>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.</p>		
Questions	Yes	No
<p>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></p>		✓
<p>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></p>		✓
<p>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></p>		✓
<p>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></p>		✓
<p>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></p>		✓
<p>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></p>		✓
<p>If you have answered no to all the questions above, please explain the reason</p>		
<p>The Validation List is intended to provide further assistance to all applicants applying for planning permission as to what documents will be required before an application can be validated. As such the document will provide assistance to all, regardless of their protected characteristic(s).</p> <p>In terms of the consultation process, the consultation will be undertaken primarily on Objective (an online consultation system). This will be advertised by the Council website and by letters to interested parties which will include regular agents and applicants for planning applications. The consultation will also be advertised in the Press via a notice.</p>		

Memo's will be sent to customer service centres and a hard copy will be placed in Riverside House. The consultation will include instructions about how to access documents in other languages or different formats to ensure that all groups are able to access the document regardless of protected characteristics.

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?**

- **Key findings**

- **Actions**

Date to scope and plan your Equality Analysis:	N/A
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Date to complete your Equality Analysis:	N/A
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Lead person for your Equality Analysis (Include name and job title):	N/A
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#### 5. Governance, ownership and approval

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

Name	Job title	Date
Emma Ottewell	Development Manager	08/07/2025

#### 6. Publishing

This screening document will act as evidence that due regard to equality and diversity has been given.

## Appendix 2

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>	08/07/2025
<b>Report title and date</b>	Consultation on Draft Local Validation List
<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>	Cabinet – September 2025
<b>Date screening sent to Performance, Intelligence and Improvement</b> <a href="mailto:equality@rotherham.gov.uk">equality@rotherham.gov.uk</a>	08/07/2025