

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: Officer Decision for the Council's allocation of the Homelessness Prevention Grant		
Directorate: Adult Care Housing and Public Health	Service area: Housing Options	
Lead person: Sandra Tolley and Lisa Elliott	Contact: Lisa.elliott@rotherham.gov.uk	
Is this a:		
<input type="checkbox"/> Strategy / Policy	<input type="checkbox"/> Service / Function	<input checked="" type="checkbox"/> Other
If other, please specify Resource and needs analysis with a view to future commissioning options		

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

That the Strategic Director approves the annual allocation of the increase to the Council's Homelessness Prevention Grant in line with the three proposals outlined in the report, to a total maximum annual value of £324,000. These are:

£63,000 allocation per annum for a Placement, Move on and Resettlement Support Manager

£52,000 allocation per annum for a Commissioning Support Officer

£208,000 allocation per annum for a commissioned service to alleviate pressure on Rough Sleeper Accommodation and Hotels

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		
Whilst the allocation of funding to a commissioning project is contained within the proposal, this will be subject to a further decision, once options have been assessed and		

subject to an individual equality analysis, for this reason it has been assessed as no impact in the above. Any further decision around this subject will be subject to an individual equality analysis but at this point it is not deemed necessary as the allocation of funding and the establishment of 2 roles will not have any equality impact at this point.

This screening relates to the allocation of funding and the x2 role establishments only, which will be done in line with the Council's policies of equality and diversity being a priority when designing and recruiting into roles. The allocation of the funding is not assessed as having any impact.

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:

Date to complete your Equality Analysis:

Lead person for your Equality Analysis
(Include name and job title):

5. Governance, ownership and approval

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

Name	Job title	Date
Lisa Elliott	Strategic Commissioning Manager	17/11/2025
Matthew McMullen	Commissioning Officer	19/11/2025
Sandra Tolley	Head of Housing Options	20/11/2025

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 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	17/11/25
Report title and date	Officer Decision for the Council's allocation of the Homelessness Prevention Grant
If relates to a Cabinet, key delegated officer decision, Council, other committee or a significant operational decision – report date and date sent for publication	Officer Decision for the Council's allocation of the Homelessness Prevention Grant 9/12/2025
Date screening sent to Performance, Intelligence and Improvement equality@rotherham.gov.uk	04/12/2025