

## Appendix 3 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 properly considered 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: Strategic Director Regeneration and Environment to approve the Highway Repair Programme for 2026 / 2027.</b>	
<b>Date of Equality Analysis (EA): Regeneration and Environment</b>	
<b>Directorate: Regeneration and Environment</b>	<b>Service area: Community Safety and Streetscene</b>
<b>Lead Manager: Richard Jackson</b>	<b>Contact number: 01709 823895</b>
<b>Is this a:</b> <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. 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 (eg service user, managers, service specialist)
Sam Barstow	RMBC	Service Director
Richard Jackson	RMBC	Head of Service
Andy Saxton	RMBC	Highway Asset and Drainage Manager

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

The highway network is available for all residents, businesses, and visitors to the Borough. The Council make positive changes to the highway network to provide any disadvantaged groups with equal opportunity to access all aspects of the network. The indicative Highway Works Programme includes a substantial schedule of works to improve access to the footway network. These measures provide visually impaired and wheelchairs user's equal access to the network.

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

The Highways Communication Strategy details how the Council will liaise with the various media outlets and social media portals, including the Council website, to make the wider community aware of the proposed works, provide a method for interested parties to influence works and allow regular updates during the progress of the schemes.

The Communication Strategy includes the action to hand deliver a letter to all properties affected by the proposed works in the week prior to the commencement. The note contains the details and contact information for the onsite works supervisor.

The onsite works supervisor is available to answer queries relating to the delivery of the scheme and any access issues. The supervisor will make arrangements during the construction of our works to allow vehicle access for ambulances / taxis to allow residents to keep hospital appointments etc. or special requirements relating to weddings, funerals or other exceptional occurrences.

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

Highways Service is aware of areas of Rotherham which are more ethnically diverse. Many schemes have successfully been carried out in these areas. Letters posted are generally in English and we have received good cooperation from residents. The Service has used letters in other languages previously. And this option is considered where deemed useful.

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

A key elements of highway asset management is ensuring a holistic approach to the delivery of services, promoting integration of processes, information, and systems. This is supported by cross service weekly meetings to review programming of works to ensure effective delivery.

Good communication with stakeholders is an essential part of the process for the delivery of highway works:

- Proposed works details are shared with appropriate managers within Council
- Letters are delivered to all residents and businesses fronting the works prior to scheme design completion. The letter informs them of start dates, contact details and a request to undertake a satisfaction survey on completion of the works
- The Highway Service collaborates with stakeholders and partners such as the Transportation Infrastructure Service to support delivery of improvements on the Highway Network
- Ward Members are consulted when the proposed designs are circulated to the residents and their feedback is considered in the final design
- Other stakeholders such as South Yorkshire Mayoral Combined Authority and bus operators are consulted during the design process to minimise disruption to bus services
- Prior to the start of a road or footway repair, pre-start signage is positioned on the roadside, providing road users with information relating to details of the highway works. The signage will confirm the proposed start date and detail any if traffic lights or road closures will be used to deliver the works.
- Proposed works are also posted on the One.network.org website

In addition, any major projects that could cause disruption to road users are detailed on the Council's website for customers to access with the link to the content included on the prestart signage.

This process enables local residents, businesses and Members to inform the scheme design and the method of delivery e.g., night-time or weekend working to minimise disruption and/or inconvenience.

In addition to the monitoring of complaints and compliments, post-construction surveys are delivered to properties affected by highway repair works. The questionnaire asks residents, who have been directly affected by the delivery of a highway scheme, their opinion on all aspects of the work.

The questionnaire includes a range of questions.

- How well residents and businesses were informed about the works before they started
- Did the works start on time?
- Quality of the Works
- Was the site left clean and tidy?
- Professionalism of staff carrying out the works

<p>The current survey results for 2025/26 show very high satisfaction with the Services performance. All questions included in the post-construction survey have achieved an individual satisfaction score in excess of 91%.</p>	
<p><b>Engagement undertaken with customers. (date and group(s) consulted and key findings)</b></p>	<p>All stakeholders (residents and Councillors) are consulted on a scheme-by-scheme basis. Works will commence on 01/04/26 – 31/03/2027 With satisfaction questionnaires sent to 50% of properties.</p>
<p><b>Engagement undertaken with staff (date and group(s) consulted and key findings)</b></p>	<p>27<sup>th</sup> March 26 – Consultees were issued with the preliminary report and asked for their input and feedback. This feedback is incorporated into the final draft for publication on May 2026. At the start of the financial year all residents are sent a letter with details of the scheme, (before its programmed to start) giving them the opportunity to contact the council with any special requirements. Councillors are also contacted for their input. Prior to the scheme starting advance signage is erected on site and then a few days before the actual start frontages are sent a letter giving specific details about the works, traffic management etc which includes the name and phone number of the supervisor on site. Any special requests for access are accommodated during the works.</p>

<p><b>4. The Analysis - of the actual or likely effect of the Policy or Service (Identify by protected characteristics)</b></p>	
<p><b>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)</b></p> <p>The highway network is available for all residents, businesses, and visitors to the Borough. The Council make positive changes to the highway network to provide any disadvantaged groups with equal opportunity to access all aspects of the network. The indicative Highway Works Programme includes a substantial schedule of works to improve access to the footway network. These measures provide visually impaired and wheelchairs user's equal access to the network.</p>	
<p><b>Does your Policy/Service present any problems or barriers to communities or Groups?</b> No, Through advertising the works, informing residents and assisting them on site we have very, few complaints regarding how we consult with the public and carry out the works.</p>	

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

All relevant residents, businesses, local Councillors, and relevant stakeholders are consulted prior to the delivery of schemes detailed in the indicative Highway Works Programme. All queries relating to access to properties or businesses are considered in the provision of the works. Where possible, additional requirements required to meet any specific needs of a group or individual during the delivery of the works will be accommodated to encourage the continue access to the highway network.

**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)

The delivery of works that effect access to schools or places of worship are scheduled at a time to minimise disruption to all user groups. Often works near to or affecting access to a school are carried out during the summer school holidays or at nights.

The Highways Communication Strategy details how the Council will liaise with the various media outlets and social media portals, including the Council website, to make the wider community aware of the proposed works, provide a method for interested parties to influence works and allow regular updates during the progress of the schemes.

The Highways Communication Strategy includes the action to hand deliver a letter to all properties affected by the proposed works in the week prior to the commencement. The note contains the details and contact information for the onsite works supervisor.

The onsite works supervisor is available to answer queries relating to the delivery of the scheme and also any access issues. Each scheme will have site specific issues primarily relating to mobility or visual impairment, but there could be other relevant disability raised by the residents, businesses, or visitors.

The Supervisor will seek to mitigate any impacts on mobility or visually impaired people and the onsite staff will make arrangements during the construction of the works to accommodate vehicle access for ambulances / taxis to allow residents to keep hospital appointments etc. or special requirements relating to weddings, funerals or other exceptional occurrences.

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> <b>Rotherham Roads Programme 2026-27</b>
<b>Directorate and service area:</b>  <b>Regeneration and Environment, Community Safety and Streetscene.</b>
<b>Lead Manager:</b> <b>Richard Jackson</b>
<b>Summary of findings:</b>
Following a review outlined above there are no adverse impacts identified and the impacts of the policy on equalities is likely to have a positive impact in terms of improving accessibility.

Action/Target	State Protected Characteristics as listed below	Target date (MM/YY)
Service will monitor the impact on communities and groups according to their protected characteristic. Questionnaires are sent to 50% of the schemes allowing the opportunity for improvement.	All	March 27

**\*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
Andrew Bramidge	Executive Director	08.04.2026
Councillor John Williams	Cabinet Member	07.04.2026

## 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>	15.03.2026
<b>Report title and date</b>	Executive Director Regeneration and Environment to approve The Rotherham Roads Programme 2026/27.
<b>Date report sent for publication</b>	11 May 2026
<b>Date Equality Analysis sent to Performance, Intelligence and Improvement</b> <a href="mailto:equality@rotherham.gov.uk">equality@rotherham.gov.uk</a>	09.04.2026