

Appendix 1

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: Rotherham Community Equipment Service

Directorate:
Adult Care, Housing and Public Health

Service area:
Strategic Commissioning

Lead person:
Steph Watt, Head of Service
Urgent and Community Care
Rotherham Council and South
Yorkshire Integrated Care Board (SY
ICB)

Contact:
Email: steph.watt@nhs.net

Is this a:

☐

Strategy / Policy

☒

Service / Function

☐

Other

If other, please specify

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

The provision of a Community Equipment Service is a statutory requirement under the Care Act 2014 and the NHS Act 2006. The service supports children, young people and adults by providing equipment that promotes safety, independence, rehabilitation and support for carers.

The current Rotherham Community Equipment Service is jointly commissioned by Rotherham Council and South Yorkshire Integrated Care Board (SY ICB). The existing contract is due to expire in March 2027, and a costed options appraisal has been undertaken to consider future commissioning arrangements.

A preferred commissioning option has been identified, subject to the appropriate governance and approval processes, for a jointly commissioned Community Equipment Service across Rotherham, Doncaster and Sheffield, with Sheffield City Council acting as lead commissioner. The proposed model would seek to improve consistency across the three areas through greater alignment of policies, procedures and equipment provision, whilst maintaining access to equipment based on locally assessed need.

As this proposal represents a change to the future commissioning and governance arrangements for the service, an equality impact assessment has been carried out to understand whether there may be any actual or potential impacts on people and communities with protected characteristics and where opportunities exist to further promote equality of access and outcomes.

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?		X
Could the proposal affect service users?	X	
Has there been or is there likely to be an impact on an individual or group with protected characteristics?		X
Have there been or likely to be any public concerns regarding the proposal?		X
Could the proposal affect how the Council's services, commissioning or procurement activities are organised, provided, located and by whom?	X	

Could the proposal affect the Council's workforce or employment practices?		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?**

Equality, diversity and health inequalities considerations have been included as part of the options appraisal and future service planning process. The Community Equipment Service supports a wide range of residents, including many people who share protected characteristics, particularly people with disabilities, older people, people with long-term conditions and unpaid carers. Children and young people with disabilities, together with their families and carers, particularly benefit from the service as it provides equipment and adaptations which support independence, safety, participation in everyday activities and changing needs as the individual grows and matures.

Consideration has been given to how changes to commissioning arrangements, governance structures, service delivery processes and equipment provision may affect different groups. Existing evidence, service user feedback, stakeholder engagement and a previous impact assessment completed by SY ICB have informed this screening assessment.

As the proposal affects a service that supports vulnerable residents across all age groups, a full Equality Analysis (Part B) has been undertaken to explore potential impacts in greater detail and identify any actions required to promote equality and mitigate risks.

As the current lead commissioner SY ICB have completed a full impact assessment which was reviewed by a cross SY ICB panel in October 2025.

- **Key findings**

Could the proposal affect service users?

Yes. The proposal relates to a service used by a significant number of residents, including people with disabilities, older people, people with long-term health conditions, carers and other groups who may be more likely to rely on community equipment to maintain independence and wellbeing. No evidence has been identified to suggest the proposal would have an adverse impact on any protected characteristic group. It is anticipated that the proposed changes will have either a neutral or positive impact on individuals and groups with protected characteristics due to opportunities to improve consistency of access to equipment, reduce variation across local areas and increase access to specialist equipment through sharing stock across geographic and organisational boundaries.

Could the proposal affect how the Council's services, commissioning or procurement activities are organised, provided, located and by whom?

Yes. Subject to approval, the proposal would introduce a new joint commissioning arrangement involving Rotherham, Doncaster and Sheffield Councils and SY ICB, with Sheffield City Council acting as lead commissioner, in place of SY ICB. It is anticipated that Sheffield City Council will lead on contract management and performance for the partnership. However, Rotherham representatives will form part of this function and Rotherham will retain responsibility for assessment, financial management and overall contract management. The potential implications of these changes, including any impact on accessibility, service experience and equality of access, are further developed in Part B of the process.

- **Actions**

A full Equality Analysis has been considered and approved by SY ICB. The Council's Part B assessment has been completed to assess the potential impact of the proposal on people with protected characteristics and other groups who may experience inequality.

Equality considerations will continue to inform the development of the procurement and commissioning process. Engagement with people who use the service, carers, clinicians and partner organisations will continue throughout the procurement, mobilisation and implementation phases to ensure that the future service remains accessible, equitable and responsive to local needs.

Any equality considerations identified through the procurement process will be incorporated into the service specification, contract requirements and ongoing contract monitoring arrangements.

Date to scope and plan your Equality Analysis:	Oct 2025- July 2026
Date to complete your Equality Analysis:	31 July 2026
Lead person for your Equality Analysis (Include name and job title):	Steph Watt, Head of Service Urgent and Community Care, Rotherham Council and SY ICB

5. Governance, ownership and approval

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

Name	Job title	Date
Scott Matthewman	Service Director, Strategic Commissioning, ACH& PH	27 July 2026
Kirsty Littlewood	Service Director Adult Social Care and Integration, ACH&PH	27 July 2026
Councillor Baker-Rogers	Cabinet Member for Adult Social Care and Health	31 July 2026
Ian Spicer	Executive Director, Adult Care, Housing and Public Health	31 July 2026

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 July 2026
Report title and date	Rotherham Community Equipment Service 28 July 2026
If relates to a Cabinet, key delegated officer decision, Council, other committee or a significant operational decision – report date and date sent for publication	Cabinet 14 September 2026
Date screening sent to Performance, Intelligence and Improvement equality@rotherham.gov.uk	28 July 2026