

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:

Community Governance Review

Directorate:

Corporate Services

Service area:

Electoral Services

Lead person:

Mike Thomas

Contact:

Mike.thomas@rotherham.gov.uk
01709 823 268

Is this a:

☐

Strategy / Policy

☐

Service / Function

☒

Other

If other, please specify: Statutory public consultation

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

The Local Government and Public Involvement in Health Act 2007 devolves the power to take decisions about matters such as the creation, changes and abolishment of parishes to principal councils.

The Council has a duty to keep under review the arrangements of its parishes. The review process is known as a Community Governance Review (CGR).

When carrying out a CGR, regard must be given to the 2010 Communities and Local Government and The Local Government Boundary Commission for England's

Guidance on community governance reviews as set out in section 100 of the Local Government and Public Involvement Health Act 2007.

CGRs are undertaken to ensure that community governance arrangements continue to facilitate effective and convenient local governance and reflect the identities and interests of local communities.

In developing final recommendations for local governance arrangements for parish and town council areas the Council seeks to ensure that proposals:

- reflect the identities and interests of local communities;
- are effective and convenient; and
- take into consideration any other arrangements that might facilitate community representation and engagement.

A Community Governance Review may look at the following in respect of parishes:

- amending existing parishes / parish names
- establishing parish councils
- councillor numbers
- grouping / de-grouping / amalgamating parishes
- creating / abolishing parishes
- recommendations in respect of electoral arrangements (including warding arrangements, name of wards and councillors to be elected to parish wards)

Following the review, the final recommendations must go to Council for approval and resolve to make an Order to bring any approved recommendations into effect at the next scheduled elections on 4 May 2028.

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

A CGR is a statutory process that provides all stakeholders an opportunity to contribute their views about the existing parish council arrangements. The outcome of the review can include the amendment, creation or abolishment of a parish council. The CGR process does not have any specific impact on equality and diversity.

The consultation will be available online and printed copies in all Rotherham libraries. Consultation drop-in events will also be held in different areas of the Borough to provide the opportunity for all residents to take part.

Information can be requested in alternative formats, including large print and different languages.

An Equality Analysis (Part B) is not required at this stage of the CGR processes; however, it may be required depending on the outcome of consultation on the final recommendations, which will be developed following public consultation on the draft recommendations.

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?**

N/A

- **Key findings**

N/A

Actions N/A	
Date to scope and plan your Equality Analysis:	N/A
Date to complete your Equality Analysis:	N/A
Lead person for your Equality Analysis (Include name and job title):	N/A

5. Governance, ownership and approval

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

Name	Job title	Date
Phil Horsfield	Service Director, Legal, Elections and Registration Services	10/09/2026

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	10/09/2026
Report title and date	Community Governance Review Recommendations for consultation, 10/09/2026
If relates to a Cabinet, key delegated officer decision, Council, other committee or a significant operational decision – report date and date sent for publication	Community Governance Review, 2/10/2026 – publication date (Cabinet on 10 October 2026)
Date screening sent to Performance, Intelligence and Improvement equality@rotherham.gov.uk	10/09/2026