

Appendix 2

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 given proper consideration to 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	
Equality Analysis title: Future Delivery of Tenant Engagement	
Date of Equality Analysis (EA): 24 August 2026	
Directorate: Adult Care, Housing and Public Health	Service area: Housing Services
Lead Manager: Wendy G Foster Governance and Involvement Manager	Contact number: Wendy-regen.foster@rotherham.gov.uk 01709 255047
Is this a: ☐ Strategy / Policy ☐ Service / Function ☒ Other	
If other, please specify	

A proposal to deliver tenant engagement directly by the Council and externally procure the tenant scrutiny function.

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)
Louise Young	RMBC	Officer
Claire Hellier	RMBC	Manager
Wendy G Foster	RMBC	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, others groups or stakeholder/s e.g. service users, employees, partners, members, suppliers etc.)

Tenants of the Council's homes and possibly residents of the borough.

The proposal to deliver the bulk of tenant engagement directly will give the Council greater control to monitor and address the EDI characteristics/diverse needs of panels, groups or individuals where they do reflect the borough's demographic.

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

As of 1 July 2026, the following EDI/diverse needs data is known:

%	Language	%	Nationality	%	Diverse Needs	No. of individuals
0.4	English	97.2	British	80.6	Mental Health	734
34.5	Arabic	0.4	English	8.6	Learning Difficulties	242
1.6	Slovakia	0.3	Prefer Not To Say	3.9	Physical Sensory Sight	80
32.8	Urdu	0.3	Other	1.0	Physical Mobility	465
15.1	Polish	0.2	Slovak	0.8	Other Vulnerabilities	192
9.5	Other	0.2	Pakistani	0.5	Alcohol & Substance Misuse	51
1.8	Tigrinya	0.2	Polish	0.4	Communication	107
2.0	Kurdish	0.2	Afghan	0.4	Physical Respiratory	115
0.6	Farsi	0.1	Iranian	0.4	Physical Sensory Hearing	62
1.5	Afghani	0.1	Iraqi	0.4	Physical Compromised Immune System	26
0.1	Czech	0.1	Sudanese	0.3	Life Events	135

	Pashto	0.1	Czech	0.3	Support Services	19
100	British Sign Language	0.1	Eritrean	0.3	Neuro Diversity	25
	Lithuanian	0.1	Ukrainian	0.2	Consent Declined Do Not Ask	53
	Punjabi	0.1	Lithuanian	0.1		
	Hungarian	0.1	Zimbabwean	0.1		
	French	0.1	Nigerian	0.1		
	Spanish	0.0	Chinese	0.1		
	Chinese	0.0	Latvian	0.1		
	Russian	0.0	Irish	0.1		
	Pakistani	0.0	Romanian	0.1		
	Sorani	0.0	Hungarian	0.1		
	Albanian	0.0	Syrian	0.1		
	Amharic	0.0	Albanian	0.1		
	Romanian	0.0	Dutch	0.1		
	Persian	0.0	South African	0.1		
	Vietnamese	0.0	Sri Lankan	0.1		

All EDI information is known for all engaged tenants.

Housing Services introduced programme of data gathering in the Autumn of 2025, through the Customer Contact Centre and online. Once a critical mass of data is collected, it will be analysed and used across Housing to tailor services and encourage tenants to share their views and shape how we deliver services.

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

Collation is still underway.

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

We currently encourage greater participation from underrepresented groups. This will be easier once the Council is able to deliver the services directly as GDPR limited the information we can share under the existing contract.

Monitoring of engaged tenants is ongoing.

Engagement undertaken with customers. (date and group(s) consulted and key findings)

The issue of bringing the externalised contract in-house is very sensitive hence, only managers have been consulted so far.

An area of concern is that many engaged tenants are also on the Board of the external contract partner. In the short term, it is envisaged that we will lose some engaged tenants, at least in the short term.

	Should this occur, it may present an opportunity to further diversify engaged tenants.
Engagement undertaken with staff (date and group(s) consulted and key findings)	For the reasons stated above, consultation with tenants has not yet taken place. • Briefing and presentation to the Council's Senior Leadership Team, 4 August 2026 • Briefing to Adult Care, Housing and Public Health Directorate Leadership Team, 16 June 2026 • Briefing with Options Appraisal, Housing Senior Management Team, 27 May 2026 SMT, DLT, SLT, Cabinet Member and the Leader supported the proposal not to retender the bulk of tenant engagement work in Rotherham and only engage external partners to deliver the independent Tenant Scrutiny function. The following actions were agreed. 'Subject to Cabinet agreement on the recommended option, the next phase will focus on developing a project plan to ensure managed engagement and clear communication to support a smooth transition. Engagement with the current provider Initial discussions with Rotherfed will take place from August 2026. This will avoid disruption to the accreditation work. Engagement will focus on explaining the decision, managing expectations for the remainder of the contract period, and setting out the approach to transition. Engagement with tenants Tenant communication and engagement will begin alongside discussions with the provider, consistent and transparent engagement will focus on explaining the reasons for the proposed changes, what it means for tenants, and how the range of opportunities to be involved will continue. While engagement with tenants closely connected to Rotherfed is expected to be challenging, opportunities to re-engage will remain open throughout the transition and implementation period. Communication and expectation management Clear and coordinated communication will be planned to manage expectations with tenants, the provider, and

	internal teams. Messaging will focus on continuity, timescales, and what will and will not change during the transition period, recognising that some short-term disruption and disengagement of tenants and the provider is likely. High-level timeline • Spring 2026: SMT consideration and decision • August 2026: Initial engagement with provider and tenants • Summer - autumn 2026: Transition planning and mobilisation • Late 2026: TUPE and recruitment activity (where required), onboarding and preparation • April 2027: the Council start to deliver tenant engagement directly.'
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4. The Analysis - of the actual or likely effect of the Policy or Service (Identify by protected characteristics)

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)

If agreed, the proposal will give the Council greater control to reach tenants from underrepresented group.

The Tenant Engagement Team reports biannually to Housing Regulatory Assurance Board; the report includes the breadth of engagement opportunities and EDI information.

The Council currently has full EDI and diverse needs data for all its regularly engaged tenants. Should Cabinet agree to deliver the bulk of tenant engagement directly, it will be easier to identify and reach out to tenants who belong to an underrepresented group. who have also expressed an interest in sharing feedback on Council's policies and procedures relating to Housing Services. How this is done will depend on the tenant's diverse need.

Does your Policy/Service present any problems or barriers to communities or Groups?

No.

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

The Council will be able to pro-actively target tenants with protected characteristics and gather their views on services and give them the opportunity to shape Housing's policies and processes.

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)

We will focus on retaining a positive relationship with the existing provider, and the wider voluntary sector. This is not an EDI related issue.

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.

- The tenant engagement will continue to monitor the protected characteristics of engaged tenants.
- We will reach out to the pool of tenants who have given us permission to contact them regarding tenant engagement and target those from underrepresented groups.
- We will work closely with the external provider of the Scrutiny Service and offer guidance on the need for tenants on the Scrutiny Panel to reflect the borough's wider community.

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

Title of analysis: Future Delivery of Tenant Involvement
Directorate and service area: Adult Care, Housing, and Public Health, Housing Services
Lead Manager: Wendy G Foster, Governance and Involvement Manager
Summary of findings:
If the proposal is accepted, it will be easier for the Council to approach tenants who are interested in sharing their views, who are underrepresented.

Action/Target	State Protected Characteristics as listed below	Target date (MM/YY)
Share an update on the collection of tenant EDI data with Housing Regulatory Assurance Board	A/D/S/GR/RE/RoB/SO/PM/CPM/O	December 2026
Continue to monitor the protected characteristics of engaged tenants	A/C/S/GR/RE/RoB/SO/C/OG	October 2027
Approach underrepresented groups so engaged tenants reflect the wider demographic of Council tenants	A/C/S/GR/RE/RoB/SO/C/OG	December 2027

***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
Councillor Beresford	Cabinet Member for Housing	24.08.26
Ian Spicer	Executive Director, Adult Care, Housing, and Public Health	28.08.26

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 For record keeping purposes it will be kept on file and also published on the Council's Equality and Diversity Internet page.

Date Equality Analysis completed	24 August 2026
Report title and date	Future Delivery of Tenant Engagement
Date report sent for publication	28 August 2026
Date Equality Analysis sent to Performance, Intelligence and Improvement equality@rotherham.gov.uk	24.08.26