

## 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.

|  |   |
|--|---|
| <b>Directorate:</b><br>Assistant Chief Executive's Directorate   | <b>Service area:</b><br>Performance, Intelligence and Improvement |
| <b>Lead person:</b><br>Simon Dennis (Corporate Risk Manager) and Tanya Palmowski (Performance Officer) | <b>Contact number:</b><br>(ext 22764)                             |

### 1. Title:

Is this a:



Strategy / Policy



Service / Function



Other

If other, please specify

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

The 2017-2020 Council Plan is the core document that underpins the Council's overall vision, setting out headline priorities and measures that will demonstrate its delivery.

To ensure that the delivery of actions and their impact is assessed, formal quarterly performance reports are presented in public at Cabinet meetings, with an opportunity for pre-Scrutiny consideration if required. This report is the first report in the 2019-2020 reporting cycle covering quarter one (1st April 2019 to 30<sup>th</sup> June 2019). The report also includes a summary of key achievements and activities which have taken place during the quarter.

The quarterly reports provide an overview of progress and exceptions, highlighting good and improved performance as well as areas of concern. The report also includes wider information, key facts and intelligence such as customer feedback, quality assurance, external regulation and specific case study information to demonstrate what has been achieved to deliver the vision.

At the end of the first quarter (April to June 2019) 31 measures had either met or had exceeded the target set in the Council Plan. This represents 55% of the total number of measures where data is available or where targets have been set. This is the highest percentage of performance measures that the Council has hit for a number of years and represents a significant improvement in performance.

Ensuring that the Council meets its equalities and human rights duties and obligations is central to how it manages its performance, sets its priorities and delivers services across the board. The Council Plan includes two measures to ensure the Council complies with good practice in equalities - % Cabinet reports where an equality screening analysis has been completed and % of Council Staff who have completed the mandatory Equalities Training. Performance reported for quarter one indicates that 44.4% of Cabinet reports have had a screening assessment (against a target of 100%) and 72% of staff have completed the training (against a target of 75%).

### 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, carers, disability, gender reassignment, race, religion or belief, sex, sexual orientation and any other relevant characteristics (for example socio-economic status, social class, income, unemployment, residential location or family background and education or skills levels).

| Questions   | Yes | No |
|---|-----|----|
| Could the proposal have implications regarding the accessibility of services to the whole or wider community?<br><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?<br><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?<br><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?<br><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?<br><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?<br><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   |  |   |
| The quarterly report provides an overview of performance in relation to the Council Plan which is a strategic plan for the whole organisation. The actions and targets within the plan are delivered by council services through various strategies, policies and programmes of work. It is therefore the responsibility of the relevant directorate/service to complete an equality analysis where this is applicable. |  |   |

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 prior to carrying out an **Equality Analysis**.

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 and use the prompts for guidance.

- **How have you considered equality and diversity?**

*(think about the scope of the proposal, who is likely to be affected, equality related information, gaps in information and plans to address, consultation and engagement activities (taken place or planned) with those likely to be affected)*

- **Key findings**

*(think about any potential positive and negative impact on different equality characteristics, potential to promote strong and positive relationships between groups, potential to bring groups/communities into increased contact with each other, perception that the proposal could benefit one group at the expense of another)*

- **Actions**

*(think about how you will promote positive impact and remove/reduce negative impact)*

Date to scope and plan your Equality Analysis:

Date to complete your Equality Analysis:

|   |  |
|---|--|
| Lead person for your Equality Analysis<br>(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                         |
|--------------|---|------------------------------|
| Jackie Mould | Head of Performance, Intelligence and Improvement | 21 <sup>st</sup> August 2019 |
|              |   |                              |
|              |   |                              |

### 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](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 screening completed</b>  | 7 <sup>th</sup> August 2019  |
| <b>If relates to a Cabinet, key delegated officer decision, Council, other committee or a significant operational decision – report date and date sent for publication</b> | Cabinet                      |
| <b>Date screening sent to Performance, Intelligence and Improvement</b><br><a href="mailto:equality@rotherham.gov.uk">equality@rotherham.gov.uk</a>                        | 21 <sup>st</sup> August 2019 |