

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: Strategic Management and Maintenance of Rotherham Highways	
Directorate: Regeneration and Environment	Service area: Community Safety and Streetscene
Lead person: Colin Knight	Contact number: 01709 822828
Is this a:	
<input type="checkbox"/> Strategy / Policy	<input checked="" type="checkbox"/> Service / Function
<input type="checkbox"/> Other	
If other, please specify	

2. Please provide a brief description of what you are screening
The report reviews the current strategy for the Management and Maintenance of Rotherham's Highway and the impact the current funding has had on the highway network.

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? <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>	✓	
Could the proposal affect service users? <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>	✓	
Has there been or is there likely to be an impact on an individual or group with protected characteristics? <i>(Consider potential discrimination, harassment or victimisation of individuals with protected characteristics)</i>		✓
Have there been or likely to be any public concerns regarding the proposal? <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>		✓
Could the proposal affect how the Council's services, commissioning or procurement activities are organised, provided, located and by whom? <i>(If the answer is yes you may wish to seek advice from commissioning or procurement)</i>		✓
Could the proposal affect the Council's workforce or employment practices? <i>(If the answer is yes you may wish to seek advice from your HR business partner)</i>		✓
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?**

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 Repair Programme (Appendix 2) includes a substantial schedule of works to improve access to the footway network. These measures provide visually impaired and wheel chairs user's equal access to the network.

All residents, businesses, local Councillors and relevant stakeholders are consulted prior to the delivery of schemes detailed in the indicative Highway Repair Programme (Appendix 2). All queries relating to access to properties or businesses are consider in the provision of the works. All additional requirements required to meet any specific needs of a group or individual during the delivery of our works will be accommodated to encourage the continue access to the highway network.

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 Rotherham Highways Communication Strategy details how the Council will liaise with the various media out lets and social media portals – including the Council web site - 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 Rotherham Highways Communication Strategy includes the action to hand deliver a note 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 Site Supervisor.

The Site Supervisor is available to answer queries relating to the delivery of the scheme and also any access issues. The Site 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.

Good Highway Asset management provides the most efficient use of resources and minimises the disruption to all road users of the highway.

(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**

The indicative Highway Repair Programme (Appendix 2) includes works to repair the roads and footways across the network. The identification of proposed works contained

in the programme includes gives a priority to works that are requested by residents and if a group or individual will specific needs made representation that would be a key element into the decision making process.

All residents, businesses, local Councillors and relevant stakeholders are consulted prior to the delivery of schemes detailed in the indicative Highway Repair Programme (Appendix 2). All queries relating to access to properties or businesses are consider in the provision of the works. All additional requirements required to meet any specific needs of a group or individual during the delivery of our works will be accommodated to encourage the continue access to the highway network.

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.

(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**

All residents, businesses, local Councillors and relevant stakeholders are consulted prior to the delivery of schemes detailed in the indicative Highway Repair Programme (Appendix 2). All queries relating to access to properties or businesses are consider in the provision of the works. All additional requirements required to meet any specific needs of a group or individual during the delivery of our works will be accommodated to encourage the continue access to the highway network.

The Rotherham Highways Communication Strategy details how the Council will liaise with the various media out lets and social media portals – including the Council web site - 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.

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

Date to scope and plan your Equality Analysis:	8 th January 2021
Date to complete your Equality Analysis:	8 th January 2021
Lead person for your Equality Analysis (Include name and job title):	Colin Knight, Head of Highway Services

5. Governance, ownership and approval

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

Name	Job title	Date
Colin Knight	Head of Highway Services	8th January 2021

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	8th January 2021
Report title and date	Strategic Management and Maintenance of Rotherham Highways, 22 nd March 2021
If relates to a Cabinet, key delegated officer decision, Council, other committee or a significant operational decision – report date and date sent for publication	22 March 2021 2 March 2021
Date screening sent to Performance, Intelligence and Improvement equality@rotherham.gov.uk	11th January 2021

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: Strategic Management and Maintenance of Rotherham Highways	
Date of Equality Analysis (EA): Regeneration and Environment	
Directorate: Regeneration and Environment	Service area: Community Safety and Streetscene
Lead Manager: Colin Knight	Contact number: 01709 822828
Is this a: <input type="checkbox"/> Strategy / Policy <input checked="" type="checkbox"/> Service / Function <input type="checkbox"/> Other If other, please specify	

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)
Tom Smith	RMBC	Assistant Director
Colin Knight	RMBC	Head of Service
Richard Jackson	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, others 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 note 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. 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?

No that we are aware of but all parts of the Council can improve their ability to communicate with the various user groups both Corporately and individual services.

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

In addition, one of the 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
- 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 Passenger Transport Executive 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 Councils 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

The survey results for 2019/20 show very high satisfaction with the Services performance. All eleven questions included in the post-construction survey have achieved an individual satisfaction score in excess of 93%.

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

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)

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.

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?

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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.

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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

Title of analysis: Strategic Management and Maintenance of Rotherham Highways
Directorate and service area: Regeneration and Environment, Community Safety and Streetscene.
Lead Manager: Colin Knight
Summary of findings:

Action/Target	State Protected Characteristics as listed below	Target date (MM/YY)

*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
Tom Smith	Assistant Director Community Safety and Streetscene	11 th January 2021
Councillor Emma Hoddinott	Cabinet Member for Waste, Roads and Community Safety	1 st March 2021

7. Publishing

The Equality Analysis will act as evidence that due regard to equality and diversity has been given.

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Date Equality Analysis completed	8 th January 2021
Report title and date	Strategic Management and Maintenance of Rotherham Highways
Date report sent for publication	8 th March 2021
Date Equality Analysis sent to Performance, Intelligence and Improvement equality@rotherham.gov.uk	11 th January 2021