

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: Response to Recommendations from Scrutiny Review of Building Use	
Directorate: Assistant Chief Executive, Regeneration and Environment	Service area: HR (Lead Area)
Lead person: Lee Mann	Contact number:
Is this a:	
<input checked="" type="checkbox"/> Strategy / Policy	<input type="checkbox"/> Service / Function
	<input type="checkbox"/> Other
If other, please specify	

2. Please provide a brief description of what you are screening
The Council's approach to building usage, including the safe return to office working, the introduction of hybrid working practices and installation of new IT solutions to support hybrid working practices.

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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>		X
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>		X
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>		X
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>		X
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>	X	
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>	X	

If you have answered no to all the questions above, please explain the reason

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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?**

Any return to office working will be subject to current best practice guidance, including from the Health and Safety Executive, latest government guidance and any additional practices adopted by the Council in light of local and national infection rates.

Consultation on proposals have been undertaken on a regular basis with Trade Unions at weekly branch secretary meetings throughout the pandemic on the plans for returning to the office and introduction of hybrid working.

The guiding principle for adoption of hybrid working within Council Services is to maintain the best possible service for residents, service users and internal customers. Impact on service provision will be monitored throughout implementation.

- **Key findings**

Approximately 52% of the Council's workforce has continued to operate as before, with 48% having worked from home. Plans for the safe return to office working will impact on the 48% of employees who have been operating virtually and prior to any return, risk assessments of buildings due to open will be completed supplemented by team risk assessments.

Should a return potentially cause issues due to health reasons and / or a disability these will be assessed on a case by case basis, with the option of reasonable adjustments put in place or continued home working where required.

The introduction of hybrid working will potentially increase flexibility for where and when work is delivered, subject to service requirements. This is likely to have a positive impact on groups with protected characteristics and potentially remove current barriers to work.

- **Actions**

Impact will be analysed throughout the implementation to identify any adverse impacts on those with protected characteristics.

Date to scope and plan your Equality Analysis:	6 th September 2021
Date to complete your Equality Analysis:	30 th September 2021
Lead person for your Equality Analysis (Include name and job title):	Ian Henderson

5. Governance, ownership and approval

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

Name	Job title	Date
Lee Mann	Assistant Director HR & OD	24 th August 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	24 th August 2021
Report title and date	Response to Recommendations from Scrutiny Review of Building Use
If relates to a Cabinet, key delegated officer decision, Council, other committee or a significant operational decision – report date	20 th September 2021

and date sent for publication	
Date screening sent to Performance, Intelligence and Improvement equality@rotherham.gov.uk	24 th August 2021