

## Appendix 2.

### 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	
<b>Title:</b> Housing Services Fire Safety Cabinet Report	
<b>Directorate:</b> Adult Care, Housing & Public Health	<b>Service area:</b> Housing Property Services
<b>Lead person:</b> Kerry Brentnall	<b>Contact:</b> 01709 334959 <a href="mailto:kerry.brentnall@rotherham.gov.uk">kerry.brentnall@rotherham.gov.uk</a>
Is this a:	
<input checked="" type="checkbox"/> <b>Strategy / Policy</b>	<input type="checkbox"/> <b>Service / Function</b>
<input type="checkbox"/> <b>Other</b>	
<b>If other, please specify Report</b>	

2. Please provide a brief description of what you are screening
The report is seeking approval of the new Housing Services Fire Safety Policy which sets out the Council's approach to dealing with fire safety in Council housing services asset portfolio.

### 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

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?**

Fire presents a risk to life(s). We recognise that residents with some protected characteristics are over-represented in certain blocks that are higher risk in terms of fire safety, e.g. older people or those with disability/long term health conditions in former sheltered blocks. In these blocks, we will ensure that fire risk assessments are undertaken in person more frequently to ensure that communal areas are appropriately equipped with fire protection equipment such as emergency lighting, fire doors, and safety signs, as advised by a fire risk assessment.

A Personal Emergency Evacuation Plan (PEEP) is a plan for a person who may need assistance, for instance, a person with impaired mobility, to evacuate a building or reach a place of safety in the event of an emergency. Information relating to residents who have a PEEP is contained within the fire box and will be made available to the fire service in the event of an emergency who will ensure assistance is provided to the resident if there is a fire within the block.

We will ensure fire safety advice is provided to all residents and is accessible including providing the information in braille, large print, audio or alternative languages.

We will respond appropriately to meet the needs of residents who inform us they have a disability such as a hearing impairment, visual impairment and mobility issue and will provide appropriate equipment or support to ensure that they are alerted in the event of a fire.

Where we identify an individual with a vulnerability who may be at a high risk of causing a fire within their home a referral will be made to the Fire Service for an assessment for fire protection items such as fire-retardant night wear, blankets and personal misting units.

- **Key findings**

There is a need to ensure a robust performance management framework to monitor the completion of fire risk assessments and ensure that actions are completed as set out in the Fire Safety Policy.

- **Actions**

Implement a robust performance management framework to monitor completion of fire risk assessments and actions identified.

Date to scope and plan your Equality Analysis:

07.12.23

Date to complete your Equality Analysis:

07.12.23

Lead person for your Equality Analysis  
(Include name and job title):

Kerry Brentnall

## 5. Governance, ownership and approval

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

Name	Job title	Date
Lynsey Stephenson	Head of Housing Property Services	07.12.23

## 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>	07.12.23
<b>Report title and date</b>	Housing Services Fire Safety Policy
<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- February 2024
<b>Date screening sent to Performance, Intelligence and Improvement</b> <a href="mailto:equality@rotherham.gov.uk">equality@rotherham.gov.uk</a>	18/12/2023