

## APPENDIX 3

### 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> How did we do? Adult Social Care Local Account 2023-24	
<b>Directorate:</b> Adult Care, Housing & Public Health	<b>Service area:</b> Adult Care and Integration
<b>Lead person:</b> Dania Pritchard	<b>Contact:</b> dania.pritchard@rotherham.gov.uk
Is this a:	
<input type="checkbox"/> <b>Strategy / Policy</b>	<input type="checkbox"/> <b>Service / Function</b>
	<input checked="" type="checkbox"/> <b>Other</b>
<b>If other, please specify:</b> an annual report that summarises the work of Adult Social Care in Rotherham	

2. Please provide a brief description of what you are screening
The aim of this report is to celebrate the hard work that our staff do to support residents in the borough, showcase positive examples of these and communicate the priorities for the coming 12 months and how we aim to achieve these.

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?

We have considered the audience who are likely to engage with the Local Account and what they may need to be able to access it. We know that there may be a limited understanding of what adult social care is and who the Local Account is pertinent to. We also know that the layout and format need considering to ensure accessibility for all. We have created an easy read version of the Local Account; which has been reviewed by an

Autistic person with lived experience of Adult Social Care services in Rotherham. Her suggestions allowed us to make improvements to the easy read version. In terms of the standard read version we have also had feedback from a member of the ASC co-production board and have made changes, in response, to make the document more accessible.

**Key findings**

We know that:

- The local account needs to be laid out in an accessible way and be understandable to a range of audiences including those with care and support needs.
- Language used needs to be plain and sentence structure easy to follow.
- People may not know what Local Account means.
- The local account needs to be created in a way that AT can be used to support the reading / understanding of it.
- We cannot just have it available online.

**Actions**

To mitigate these possible issues we have done the following:

- Pitched the design so it is less corporate and as engaging as possible with interesting graphics and bullet points to break down more lengthy sections.
- Used lots of plain English and simple, short sentences.
- Changed the title to ‘HOW DID WE DO? Adult Social Care Local Account 2022 – 2023’ instead of just ‘Local Account’. This is so that people will have an idea of what the content may be before opening it / as a way of communicating that it could be of interest to them.
- Designed it to support the use of software for reading text in line with our website standards.
- Arranged that it be available as a paper version in all 15 libraries across the borough for those to access who do not use computers.
- Anticipated that it may be requested in other languages to aid understanding and avoid isolating non-English speakers.
- Taken the existing one (standard and easy read versions) for 2022 / 2023 to the ASC co-production board for feedback to inform changes for the 2023 / 2024 Local Account.

Date to scope and plan your Equality Analysis:	17/06/2024 – 20/06/2024
Date to complete your Equality Analysis:	21/06/2024
Lead person for your Equality Analysis (Include name and job title):	Dania Pritchard, Change Lead

## 5. Governance, ownership and approval

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

Name	Job title	Date
Cllr Baker-Rogers	Cabinet Member for Adult Social Care & Health	03/07/2024
Ian Spicer	Strategic Director, Adult Care, Housing & Public Health	17/07/2024
Kirsty-Louise Littlewood	Assistant Director, Adult Care and Integration	17/07/2024

## 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>	21/06/2024
<b>Report title and date</b>	How did we do? Adult Social Care Local Account 2023-24
<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>	Report Date: 2023 – 2024 Publication Date: September 2024
<b>Date screening sent to Performance, Intelligence and Improvement</b> <a href="mailto:equality@rotherham.gov.uk">equality@rotherham.gov.uk</a>	28/06/2024