

## Appendix 1

### 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: Household Support Fund April 2025 – March 2026</b>	
<b>Directorate:</b> ACX	<b>Service area:</b> PPI
<b>Lead person:</b> Fiona Boden	<b>Contact number:</b> 01709 255233
Is this a:	
<input type="checkbox"/> <b>Strategy / Policy</b>	<input checked="" type="checkbox"/> <b>Service / Function</b>
<input type="checkbox"/> <b>Other</b>	
<b>If other, please specify</b>	

2. Please provide a brief description of what you are screening
The government is to provide a further allocation of Household Support Fund (HSF) covering the period 1 <sup>st</sup> April 2025 to 31 <sup>st</sup> March 2026.
The report has been produced to align with government guidance and proposals are based on the evidence of what has proved effective in delivering this funding previously in the borough. The use of the grant will support families and households in need in Rotherham.

### 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

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 primary focus of HSF is to support people or families on low incomes. Evidence tells us that some protected characteristic groups, for example disabled people or certain ethnic minority communities, are likely to be over-represented in this overarching target group.

In directly helping to address socio-economic disadvantage and reduce economic inequalities within the borough, the proposals will have a positive impact from an equality perspective.

- **Key findings**

The high cost of energy and other essentials disproportionately impacts low income and vulnerable households as they spend a higher proportion of their income on these essentials. Within this overall target group, there are specific proposals to support care leavers and children living in low-income households.

- **Actions**

The elements of the proposals that are open to applications (i.e. the energy support scheme) will be promoted through our local networks and specific advocacy or representative groups. This will help to ensure that vulnerable households and those protected characteristic groups who are most likely to require support, for example disabled people, are aware of the support that is available.

By utilising the local knowledge and existing client base of voluntary and community sector partners, the Christmas/New Year support for vulnerable families will target those most in need, including households who might be less likely to apply for an open application-based scheme.

Where possible, equalities data will be collected as part of delivering the proposed support packages. This data will be used to inform an equality analysis over the summer (following the compilation of quarter 1 monitoring information), which will inform ongoing and future provision.

Date to scope and plan your Equality Analysis:

July 2025

Date to complete your Equality Analysis:

29th August 2025

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

Fiona Boden  
Head of Policy, Performance and  
Intelligence

## 5. Governance, ownership and approval

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

Name	Job title	Date
Jo Brown	Assistant Chief Executive	27 <sup>th</sup> March 2025

## 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>	18 <sup>th</sup> March 2025
<b>Report title and date</b>	Household Support Fund April 2025 to March 2026, 14 <sup>th</sup> April 2025
<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 – report date 14 <sup>th</sup> April 2024
<b>Date screening sent to <a href="mailto:equality@rotherham.gov.uk">equality@rotherham.gov.uk</a></b>	19 <sup>th</sup> March 2025