

## 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:**

Street Cleansing and Fly Tipping Improvements

**Directorate:**

Regeneration and Environment

**Service area:**

Regulation and Enforcement

**Lead person:**

Barry Connolly

**Contact number:**

07934232720

Is this a:

☐

Strategy / Policy

☒

Service / Function

☐

Other

If other, please specify

### 2. Please provide a brief description of what you are screening

The grounds and streets service are recruiting into a few new posts to a) create a new Rural verge and Gateway cleansing team(Band C and Band D ) b) support the service with two new Band J officer posts.

We want to ensure we are screening the recruitment process which must ensure ( as per policy)

### Job Advertisements

- **Language and Accessibility:** Ensure that job descriptions use inclusive language and are accessible to people with disabilities.
- **Diverse Outreach:** Advertise in a variety of platforms to reach a diverse pool of candidates.

### 2. Application Process

- **Non-Discriminatory Criteria:** Review the criteria to ensure they do not unintentionally exclude candidates from protected groups.
- **Support for Applicants:** Provide clear instructions and support for applicants who may need accommodations.

### 3. Interview Process

- **Bias-Free Interviews:** Train interviewers to recognize and mitigate unconscious bias.
- **Diverse Panels:** Use diverse interview panels to provide different perspectives.

### 4. Selection Criteria

- **Objective Measures:** Use objective criteria to evaluate candidates, ensuring decisions are based on merit.
- **Feedback Mechanism:** Offer feedback to unsuccessful candidates to help them improve.

### 5. Monitoring and Evaluation

- **Data Collection:** Collect data on the diversity of applicants and successful candidates.
- **Continuous Improvement:** Regularly review and update recruitment practices to improve equality and diversity.

## 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>		No
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>		No
Has there been or is there likely to be an impact on an individual or group with protected characteristics?	Yes	

<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>		No
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>		No
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>	Yes	
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**.

<b>4. Considering the impact on equality and diversity</b>
<p>If you have not already done so, the impact on equality and diversity should be considered within your proposals before decisions are made.</p> <p>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.</p> <p>Please provide specific details for all three areas below using the prompts for guidance and complete an Equality Analysis (Part B).</p> <ul style="list-style-type: none"> <li><b>How have you considered equality and diversity?</b></li> </ul> <p>The cleaner streets recruitment process has integrated equality and diversity considerations throughout its planning and implementation phases. The recruitment aims to create a safe and inclusive environment for all applicants.</p> <p>Specific measures include:</p> <ul style="list-style-type: none"> <li>Inclusive Recruitment: The recruitment process seeks to recruit candidates from diverse backgrounds and a range of employments, ensuring a wide range of skills, perspectives and experiences within the team.( as per policy )</li> <li>Training: Officers will receive training on cultural competency, safeguarding, and mental health awareness to handle diverse community needs sensitively and effectively via mandatory training and L&amp;D new manager portal training.</li> </ul>

<ul style="list-style-type: none"> <li>• <b>Community Engagement:</b> The team will engage with various community groups to understand their specific cleansing and maintenance concerns and needs, ensuring that the services provided are inclusive and equitable.</li> <li>• The new cleansing team will provide a boroughwide service.</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Key findings</b></li> </ul> <p>In our recruitment process, we ensure that all candidates are treated equally and fairly. We use inclusive language in our job advertisements and reach out to diverse communities. Our application process is designed to be accessible to all, and we provide support for applicants who need accommodations. We train our interviewers to recognize and mitigate unconscious bias and use diverse panels to ensure a range of perspectives. Our selection criteria are objective and based on merit, and we offer feedback to all candidates. We continuously monitor and evaluate our recruitment practices to promote equality and diversity."</p> <p>This approach helps to identify and address potential barriers in the recruitment process, ensuring that it is fair and inclusive for all candidates</p>	
<ul style="list-style-type: none"> <li>• <b>Actions</b></li> </ul> <ul style="list-style-type: none"> <li>• Follow all the recruitment guidelines to ensure a fully transparent, fair and equally treated recruitment process for all applicants.</li> <li>• Continuous Training: Provide ongoing training for officers and the new cleansing team where applicable on equality, diversity, and inclusion to ensure they remain sensitive to the evolving needs of the community.</li> <li>• Feedback Mechanisms: make sure officers and frontline staff know and understand reporting mechanisms</li> </ul>	
Date to scope and plan your Equality Analysis:	29/4/25
Date to complete your Equality Analysis:	
Lead person for your Equality Analysis (Include name and job title):	Barry Connolly – Head of Environmental Services

5. Governance, ownership and approval		
Please state here who has approved the actions and outcomes of the screening:		
Name	Job title	Date
Barry Connolly	Head of Environmental Services	29/4/25

## 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>	29/4/25
<b>Report title and date</b>	Cleaner Streets – Progress Update
<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>	
<b>Date screening sent to Performance, Intelligence and Improvement</b> <a href="mailto:equality@rotherham.gov.uk">equality@rotherham.gov.uk</a>	29/4/25