

Lisburn & Castlereagh City Council

Section 75 Equality and Good Relations Screening

Part 1. Information about the activity/policy/project being screened

HR & OD Strategy

Is this activity/policy/project – an existing one, a revised one, a new one?

This is a new strategy document.

What are the intended aims/outcomes the activity/policy/project is trying to achieve?

Lisburn and Castlereagh City Council (LCCC or Council), aims to treat all employees fairly and consistently. This strategy is intended to enable the Council to meet its strategic objectives through effective support and deployment of our staff, and development of Elected Members.

Who is the activity/policy/project targeted at and who will benefit? Are there any expected benefits for specific Section 75 categories/groups from this activity/policy/project? If so, please explain.

This policy will result in projects and actions that impact all staff at LCCC in a variety of ways. Individual projects will be equality screened where appropriate.

There are potential benefits for all section 75 categories, but specifics will depend on individual projects. This includes enhancing data so that we are able to identify section 75 groups that need to be targeted for support through various projects.

Who initiated or developed the activity/policy/project?

Human Resources & Organisation Development.

Who owns and who implements the activity/policy/project?

Human Resources & Organisation Development are the owners, there is a responsibility for implementation with all managers as outlined in any relevant policies or procedures that emanate from the strategy.

Are there any factors which could contribute to/detract from the intended aim/outcome of the activity/policy/project?

Yes

If yes, give brief details of any significant factors.

Legislative changes such as the Good Jobs Bill implementation.

Who are the internal and external stakeholders (actual or potential) that the activity/policy/project will impact upon? Delete if not applicable

Staff

All staff will be impacted by this strategy.

Elected Members

Elected Members may be impacted by any future decisions in relation to their development

Service users

None

Other public sector organisations

None

Voluntary/community/trade unions

Trade Unions will be consulted on projects and receive a copy of the strategy.

Other

Other policies/strategies/plans with a bearing on this activity/policy/project

Corporate plan

Available evidence

The Human Resources & Organisation Development unit routinely review existing policies and procedures.

What evidence/information (qualitative and quantitative) have you gathered or considered to inform this activity/policy? Specify details for each Section 75 category.

Internal employee data.

- Solace (2023) Understanding and Improving Equality, Diversity and Inclusion in the Local Government Workforce across the UK: A Spotlight on Data Collection and Good Practice.
- Local Government Staff Commission (LGSC) – Equality, Diversity and Inclusion Strategy 2024–2027.
- Equality Commission for Northern Ireland (ECNI) Monitoring Guidance for Use by Public Authorities (July 2007)

Section 75 Category	Details of evidence/information*
Religious Belief	<p>Protestant – 63.9%</p> <p>Roman Catholic – 23.5%</p> <p>Non-determined – 12.6%</p> <p>Solace and LGSC emphasise cultural sensitivity and inclusion in workforce practices; ECNI notes the need to assess participation differences.</p>
Political Opinion	<p>No relevant information</p> <p>ECNI guidance recommends assessing whether policies create indirect disadvantages.</p>
Racial Group	<p>Indian – 0.1%</p> <p>Other – 0.4%</p> <p>Unknown – 15.4%</p> <p>White – 84.2%</p> <p>Solace and LGSC highlight underrepresentation of ethnic minorities; ECNI recommends monitoring workforce diversity.</p>
Age	<18 years – 1.3%

	18-25 – 15.8% 26-35 – 14.3% 36-45 – 22.3% 46-55 – 24.7% 56+ - 21.5% Solace and LGSC highlight recruitment, retention, and development trends by age; ECNI encourages age monitoring to identify differential impacts.
Marital Status	Married/Civil Partnership – 39.2% Divorced/Separate 3.2% Single – 41.4% Widow 0.2% Unknown – 16.0% ECNI guidance notes indirect effects (e.g., flexible working, benefits).
Sexual Orientation	LGBTQ – 1.1% Heterosexual – 25.7% Unknown – 73.2% Solace and LGSC highlight inclusion of LGBT+ staff; ECNI guidance stresses confidentiality and monitoring of participation.
Men & Women Generally	Male – 54.6% Female – 45.4% Solace and LGSC reports provide sector-wide insights on gender representation, pay gaps, and barriers to participation; ECNI guidance recommends monitoring by gender.
Disability	Declared disability – 0.66%

	Solace and LGSC provide good practice for inclusive policies; ECNI stresses monitoring and addressing barriers.
People with and without Dependants	<p>Have dependants – 22.1%</p> <p>No dependants – 35.4%</p> <p>Unknown – 42.5 %</p> <p>Solace and LGSC highlight work-life balance; ECNI guidance encourages monitoring impacts on carers.</p>

***NB This information is taken from data supplied by staff when they apply for a post in the Council. It is the intention of Council to have this information updated to reflect the current status of the workforce.**

Needs, experiences and priorities

Taking into account the information referred to above, what are the different needs, experiences and priorities of each of the following categories, in relation to the particular activity/policy/decision? Specify details for each of the Section 75 categories

Section 75 Category	Details of needs/experiences/priorities
Religious Belief	Policies should accommodate religious observance and cultural needs in volunteering, training, and engagement programmes. Certain religions encourage volunteering, and so would benefit from greater access to do so.
Political Opinion	Ensure HR initiatives are neutral, fair, and accessible regardless of political affiliation.

Racial Group	May require additional encouragement to apply for opportunities.
Age	Apprentice and graduate programmes are likely to appeal mainly to a younger age group. In part due to less experience and commitments.
Marital Status	No specific needs identified as a result of this section 75 category.
Sexual Orientation	No specific needs identified as a result of this section 75 category.
Men & Women Generally	No specific needs identified as a result of this section 75 category.
Disability	Ensure accessibility in volunteering, training, and recruitment; provide reasonable adjustments.
People with and without Dependents	. Ensure volunteering, training, and development schemes are accessible (including financially) to staff with dependents.

Part 2. Screening questions

1 What is the likely impact on equality of opportunity for those affected by this activity/policy, for each of the Section 75 equality categories?

Section 75 Category	Details of likely impact – will it be positive or negative? If none anticipated, say none	Level of impact - major or minor* - see guidance below
Religious Belief	Policies may affect staff differently depending on observance needs. Volunteering and training initiatives will be designed to respect cultural and religious requirements.	Minor positive

	Enhanced data will be beneficial in a greater understanding of how to promote equality of opportunities, including this Section 75 group.	
Political Opinion	Enhanced data will be beneficial in a greater understanding of how to promote equality of opportunities, including this Section 75 group. HR Strategy policies and development opportunities will remain impartial and equally accessible to avoid any indirect disadvantage.	Minor positive
Racial Group	Enhanced data will be beneficial in a greater understanding of how to promote equality of opportunities, including this Section 75 group. Recruitment, development schemes, and monitoring will specifically aim to address these gaps.	Minor positive
Age	Younger and older staff may face different access or participation barriers. Apprenticeship and graduate schemes, along with targeted development initiatives, aim to support career progression	Minor positive

	<p>and engagement across age groups.</p> <p>Enhanced data will be beneficial in a greater understanding of how to promote equality of opportunities, including this Section 75 group.</p>	
Marital Status	<p>Policies may have indirect effects on staff with different marital statuses. Flexible working and family-friendly approaches in volunteering, training, and development will mitigate this. Enhanced data will be beneficial in a greater understanding of how to promote equality of opportunities, including this Section 75 group.</p>	Minor positive
Sexual Orientation	<p>Enhanced data will be beneficial in a greater understanding of how to promote equality of opportunities, including this Section 75 group. Initiatives will be inclusive, with confidentiality respected in data collection and engagement.</p>	Minor positive
Men & Women Generally	<p>Enhanced data including gender pay gap analysis will be beneficial in a greater understanding of how to promote equality of opportunities, including this Section 75 group.</p>	Minor positive

Disability	<p>Enhanced data will be beneficial in a greater understanding of how to promote equality of opportunities, including this Section 75 group.</p> <p>Enhanced wellbeing activities may be particularly beneficial for this group.</p> <p>Reasonable adjustments will be considered on a case by case basis.</p>	Minor positive
People with and without Dependants	<p>Caring responsibilities can limit participation. Initiatives will offer flexibility and support to ensure equitable access to development, volunteering, and engagement opportunities.</p> <p>People with dependants are likely to have greater financial responsibilities, and as such may be impacted by potential changes to apprentice/graduate programmes.</p> <p>Enhanced data will be beneficial in a greater understanding of how to promote equality of opportunities, including this Section 75 group.</p>	Minor positive

* See Appendix 1 for details.

2(a) Are there opportunities to better promote equality of opportunity for people within the Section 75 equality categories?

Section 75 Category	IF Yes, provide details	If No, provide details
Religious Belief	This will be dependent on the data gathered and enhanced as part of the overall strategy, and as such this will need to be reviewed on a regular basis. There are opportunities to better promote equality of opportunity for all Section 75 groups through inclusive recruitment, development, volunteering, and wellbeing initiatives, as well as accessible policies and reasonable adjustments. The ability to target and enhance these opportunities will depend on the workforce data gathered and enhanced as part of the overall Strategy. As such, the impact of policies and projects on each Section 75 group will need to be monitored and reviewed regularly.	
Political Opinion		
Racial Group		
Age		
Marital Status		
Sexual Orientation		
Men & Women Generally		
Disability		
People with and without Dependents		

Equality Action Plan 2021-2025

Does the activity/policy/project being screened relate to an action in the Equality Action Plan 2021-2025?

Yes, the enhanced data this strategy results in will directly influence the Equality Action Plan.

2(b) DDA Disability Duties (see Disability Action Plan 2021-2025)

Does this policy/activity present opportunities to contribute to the actions in our Disability Action Plan:

Yes, but this will be dependent on data gathered as the strategy progresses.

3 To what extent is the activity/policy/project likely to impact on good relations between people of different religious belief, political opinion or racial group?

Good Relations Category	Details of likely impact. Will it be positive or negative? [if no specific impact identified, say none]	Level of impact – minor/major*
Religious Belief	None	
Political Opinion		
Racial Group		

*See Appendix 1 for details.

4 Are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group?

Good Relations Category	IF Yes, provide details	If No, provide details
Religious Belief		Currently no, but as the strategy and data progress this will be reviewed.
Political Opinion		
Racial Group		

Multiple identity

Provide details of any data on the impact of the activity/policy/project on people with multiple identities. Specify relevant Section 75 categories concerned.

Current data on the impact of the HR Strategy on staff with multiple Section 75 identities is limited, but enhanced data collection and monitoring will help identify overlapping inequalities.

Part 3. Screening decision/outcome

Equality and good relations screening is used to identify whether there is a need to carry out a **full equality impact assessment** on a proposed policy or project.

There are 3 possible outcomes:

- 1) **Screen out** - no need for a full equality impact assessment and no mitigations required because no relevance to equality, no negative impacts identified or only very minor positive impacts for all groups. This may be the case for a purely technical policy for example.
- 2) **Screen out with mitigation** - no need for a full equality impact assessment but some minor potential impacts or opportunities to better promote equality and/or good relations identified, so mitigations appropriate. Much of our activity will probably fall into this category.
- 3) **Screen in for full equality impact assessment** – potential for significant and/or potentially negative impact identified for one or more groups so proposal requires a more detailed impact assessment. [See Equality Commission guidance on justifying a screening decision.]

Choose only one of these and provide reasons for your decision and ensure evidence is noted/referenced for any decision reached.

Screening Decision/Outcome	Reasons/Evidence
Option 1 Screen out – no equality impact assessment and no mitigation required [go to Monitoring section]	
Option 2 Screen out with mitigation – some potential impacts identified but they can be addressed with appropriate mitigation or some opportunities to better promote equality and/or good relations identified [complete mitigation section below]	Minor impacts, but with the potential for changes as the strategy progresses – particularly enhancing access to data.
Option 3	

<p>Screen in for a full Equality Impact Assessment (EQIA)</p> <p>[If option 3, complete timetabling and prioritising section below]</p>	
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Mitigation (Only relevant to Option 2)

Can the activity/policy/project plan be amended or an alternative activity/policy introduced to better promote equality of opportunity and/or good relations?

If so, give the **reasons** to support your decision, together with the proposed changes/amendments or alternative activity/policy and ensure the mitigations are included in a revised/updated policy or plan.

Mitigation will involve ongoing review of the Strategy, with Section 75 screenings undertaken whenever a decision, policy, or project could impact people, ensuring potential negative effects are addressed and opportunities to promote equality and good relations are maximised.

Monitoring and enhancement of equality data will be undertaken with particular care, recognising that several Section 75 categories involve the processing of special category (sensitive) personal data.

Timetabling and prioritising for full EQIA (only relevant to Option 3)

If the activity/policy has been '**screened in**' for full equality impact assessment, give details of any factors to be considered and the next steps for progressing the EQIA, including a proposed timetable.

Is the activity/policy affected by timetables established by other relevant public authorities? No. If yes, please provide details.

Part 4. Monitoring

Public authorities should consider the guidance contained in the Commission's Monitoring Guidance for Use by Public Authorities (July 2007).

Effective monitoring will help a public authority identify any future adverse impact arising from the activity/policy which may lead the public authority to conduct an equality impact assessment, as well as help with future planning and activity/policy development.

What will be monitored and how? What specific equality monitoring will be done? Who will undertake and sign-off the monitoring of this activity/policy and on what frequency? Please give details:

The strategy will be monitored continuously for compliance with legal and statutory requirements, and to ensure alignment with the organisation's equality objectives. A key focus will be improving staff equality data, including representation, progression, and engagement across protected characteristics. Feedback and lessons learned from cases, and those using the policy is also recorded and considered as part of the normal review process

Part 5 - Approval and authorisation

	Position/Job Title	Date
Screened by: Greg Bowkett	Head of Service	31/10/2025
Reviewed by: Annie Wilson	Equality Officer	05/11/2025
Approved by: Greg Bowkett	Head of Service	31/10/2025

Note: On completion of the screening exercise, a copy of the completed Screening Report should be:

- approved and 'signed off' by a senior manager responsible for the activity/policy
- included with Committee reports, as appropriate
- sent to the Equality Officer for the quarterly screening report to consultees, internal reporting and publishing on the LCCC website
- shared with relevant colleagues
- made available to the public on request.

Evidence and documents referenced in the screening report should also be available if requested.

Appendix 1 – Equality Commission guidance on equality impact

***Major impact:**

- a) The policy/project is significant in terms of its strategic importance;
- b) Potential equality matters are unknown, because, for example, there is insufficient data upon which to make an assessment or because they are complex, and it would be appropriate to conduct an equality impact assessment in order to better assess them;
- c) Potential equality and/or good relations impacts are likely to be adverse or are likely to be experienced disproportionately by groups of people including those who are marginalised or disadvantaged;
- d) Further assessment offers a valuable way to examine the evidence and develop recommendations in respect of a policy about which there are concerns amongst affected individuals and representative groups, for example in respect of multiple identities;
- e) The policy is likely to be challenged by way of judicial review;
- f) The policy is significant in terms of expenditure.

Minor impact

- a) The policy is not unlawfully discriminatory and any residual potential impacts on people are judged to be negligible;
- b) The policy, or certain proposals within it, are potentially unlawfully discriminatory, but this possibility can readily and easily be eliminated by making appropriate changes to the policy or by adopting appropriate mitigating measures;
- c) Any asymmetrical equality impacts caused by the policy are intentional because they are specifically designed to promote equality of opportunity for particular groups of disadvantaged people;
- d) By amending the policy there are better opportunities to better promote equality of opportunity and/or good relations.

No impact (none)

- a) The policy has no relevance to equality of opportunity or good relations;
- b) The policy is purely technical in nature and will have no bearing in terms of its likely impact on equality of opportunity or good relations for people within the equality and good relations categories.