**Lisburn & Castlereagh City Council**

**Section 75 Equality and Good Relations Screening**

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

**Name of the activity/policy/project**

# **Tender for the provision of Corporate Uniform**

The Council at its meeting held on February 2017 accepted the recommendations from its Corporate Services Committee that a corporate uniform be provided to all employees below Heads of Service, it being noted that other appropriate staff would be covered by PPE.

The Corporate Uniform Policy was reviewed in September 2019 and it was agreed that The Council provides a uniform to all front line staff to be designated by each Directorate.

Front line staff are recognised as those staff who directly interact with customers. Examples may include but are not limited to those in a Customer Service/ Reception role, those in operational roles for example: Registration staff, Duty Officers, Porters, Front of house staff and those working at Civic Events and Council meetings.

**Exclusions:**

The policy does not apply to:

1. Volunteers **\*\***
2. Agency Staff **\*\***
3. The 'outdoor' workforce where it is mandatory to wear specific Personal Protective Equipment Apparel (high visibility work shirts, etc.).
4. Roles that require specific clothing to perform specialist functions (for example, stagehand work, lifeguard duties).
5. Those who are not required to wear Corporate Uniform

**\*\* Heads of Service and Directors will have the discretion, within cost constraints, to provide a uniform to certain volunteer workers and certain agency workers or other designated employees.**

Those who are not required to wear Corporate Uniform are required to adhere to the Corporate Dress Code Policy.

**Current situation**

The current contract is due to expire on 31st August 2022 and it is therefore necessary to consider a new procurement exercise to allow a top-up to be provided to staff in Spring 2023.

The current supplier has notified the Council that due to the pandemic and other worldwide constraints including shipping and inflation costs, the cost of materials and delivery costs for uniform have significantly increased, with an initial 12% increase advised from January 2022. It is anticipated that further increases will need to be taken into consideration for any future procurement of uniform.

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

This is a new tender exercise. The current contract with Tailored Image for the supply of Corporate Uniform is due to expire on 31st August 2022. A new procurement exercise is therefore required to ensure continuity of service beyond this date.

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

The aim of this tender is to appoint a suitable service provider to supply LCCC with quality corporate uniforms to meet the needs of designated staff reliably and cost effectively.

The objectives of this are as follows:

* To portray a professional image of the Council;
* To assist in establishing the “identity” of the Council
* To assist members of the public as first point of contact
* To be cost effective in meeting these aims

**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.**

The tender is not targeting any particular Section 75 group. The opportunity to tender will be promoted through the Council’s public tender process so that the widest possible range of suppliers have the opportunity to apply.

Corporate uniforms are provided to designated staff who provide front line services which may include staff from all designated groups.

**Who initiated or developed the activity/policy/project?**

Central Support, Corporate Communications & Administration

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

Lisburn & Castlereagh City Council owns the project. The tender process and the contract will be managed by the Central Support team.

**Are there any factors which could contribute to/detract from the intended aim/outcome of the activity/policy/project? If yes, give brief details of any significant factors.**

Financial – there is an indicative budget approved for the contract. It is recognised that prices of products and services generally have increased recently and may continue to increase which may put pressure on Council budgets.

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

**Staff**  - staff who are designated to wear corporate uniform; staff who manage the procurement and the contract.

**Service users**  - service users who interact with council staff

**Other public sector organisations** N/A

**Voluntary/community/trade unions** - trade unions consulted when the corporate uniform policy and corporate dress code policy were reviewed in 2019.

**Other** - Elected Members approve proposals to tender for external contracts

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

|  |  |
| --- | --- |
| **Name of policy/strategy/plan** | **Who owns or implements?** |
| LCCC Accounting Manual | LCCC Finance team |
| Corporate Uniform Policy | LCCC Corporate Communications & Administration |
| Corporate Dress Code Policy | LCCC Corporate Communications & Administration |
| LCCC Equality Scheme and related policies | LCCC |

**Available evidence**

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

|  |  |
| --- | --- |
| **Section 75 Category** | **Details of evidence/information** |
| Religious Belief | Only 2 companies tendered for the current contract. The previous tender was quite specific in terms of the uniform requirements (eg bespoke blouses).  The general corporate uniform market could be a lot wider than this. We do not have any information on the Section 75 characteristics of the previous tenderers however we expect to get tender responses from tenderers representing a range of Section 75 categories. |
| Political Opinion |
| Racial Group |
| Age |
| Marital Status |
| Sexual Orientation |
| Men & Women Generally |
| Disability |
| People with and without Dependants |

### 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 | We need to ensure that all those who may be eligible to apply for this tender know about it and have the opportunity to apply.We need to ensure an open/transparent and fair selection process |
| Political Opinion |
| Racial Group |
| Age |
| Marital Status |
| Sexual Orientation |
| Men & Women Generally |
| Disability |
| Dependants |

**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 | No specific or differential impact on any group as the procurement process follows LCCC procurement guidance and is fair and transparent. All eligible suppliers will be able to apply. | None |
| Political Opinion |
| Racial Group |
| Age |
| Marital Status |
| Sexual Orientation |
| Men & Women Generally |
| Disability |
| People with and without Dependants |

\* 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 |  | At this time it is considered that there are no further opportunities to better promote equality of opportunity across the designated groups in respect of this tender exercise. The successful contractor will be required to be an equal opportunities employer and comply with all equality legislation in relation to employment of staff and delivery of the service, etc. The operation of the contract will be kept under review and action taken if any issues or further opportunities arise. |
| Political Opinion |
| Racial Group |
| Age |
| Marital Status |
| Sexual Orientation |
| Men & Women Generally |
| Disability |
| People with and without Dependants |

**Equality Action Plan 2021-2025**

Does the activity/policy/project being screened relate to an action in the [Equality Action Plan 2021-2025](https://www.lisburncastlereagh.gov.uk/council/publications/equality-section-75/action-plans-equality-and-disability)? Yes/No If yes, specify which action.

No

**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](https://www.lisburncastlereagh.gov.uk/council/publications/equality-section-75/action-plans-equality-and-disability):

* to promote positive attitudes towards disabled people?
* to encourage the participation of disabled people in public life?

If yes, give details/specify which action.

No

**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 | This tender exercise and the contract delivery will have no direct impact on good relations  | 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 | No opportunities identified for this tender exercise | None |
| 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.**

Not applicable

**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] | Equality screening has concluded that there is no need for a full equality impact assessment. There are no impacts on equality or good relations and all appropriate steps are already being taken in relation to the tender process. |
| 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] |  |
| Option 3**Screen in** for a full Equality Impact Assessment (EQIA) [If option 3, complete timetabling and prioritising section below] |  |

**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.

**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? Yes/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:

On completion of the tender exercise, there will be a review of the process to identify any issues for future consideration. This will be carried out by the contract manager, the Administration Manager.

The delivery of the contract will be monitored on an ongoing basis by the Central Support team against the contract specification.

**Part 5 - Approval and authorisation**

|  |  |  |
| --- | --- | --- |
|  | **Position/Job Title**  | **Date** |
| Screened by: Stephanie Kelly | Administration Manager | 06.05.22 |
| Reviewed by: Mary McSorley | Equality Officer | 12.05.22 |
| **Approved by:**  | Head of Corporate Communications & Administration | 17.05.22 |

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:

1. The policy/project is significant in terms of its strategic importance;
2. 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;
3. 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;
4. 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;
5. The policy is likely to be challenged by way of judicial review;
6. The policy is significant in terms of expenditure.

Minor impact

1. The policy is not unlawfully discriminatory and any residual potential impacts on people are judged to be negligible;
2. 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;
3. 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;
4. By amending the policy there are better opportunities to better promote equality of opportunity and/or good relations.

No impact (none)

1. The policy has no relevance to equality of opportunity or good relations;
2. 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.

**Appendix**

**Summary of LCCC Corporate Uniform policy**

Uniforms must be procured and branded in accordance with the Council's procedures, via the Council's nominated supplier/s. Service Support will be responsible for the management of the Uniform contract and employees should contact the Central Support team regarding any uniform requirements.

The Council at its meeting held on February 2017 accepted the recommendations from its Corporate Services Committee that a corporate uniform be provided to all employees below Heads of Service, it being noted that other appropriate staff would be covered by PPE.

Further to engagement with staff via a working group, feedback was sought from staff regarding the provision of the Corporate Uniform and further to feedback received, the Corporate Uniform Policy was reviewed in September 2019 and it was agreed that The Council provides a uniform to all front line staff to be designated by each Directorate.

Front line staff are recognised as those staff who directly interact with customers. Examples may include but are not limited to those in a Customer Service/Reception role, those in operational roles for example: Registration staff, Duty Officers, Porters, Front of house staff and those working at Civic Events and Council meetings.

**Exclusions:**

The policy does not apply to:

1. Volunteers **\*\***
2. Agency Staff **\*\***
3. The 'outdoor' workforce where it is mandatory to wear specific Personal Protective Equipment Apparel (high visibility work shirts, etc.).
4. Roles that require specific clothing to perform specialist functions (for example, stagehand work, lifeguard duties).
5. Those who are not required to wear Corporate Uniform

**\*\* Heads of Service and Directors will have the discretion, within cost constraints, to provide a uniform to certain volunteer workers and certain agency workers or other designated employees.**

Those who are not required to wear Corporate Uniform are required to adhere to the Corporate Dress Code Policy.

**Allocations**

Employees are entitled to the following uniform allocations based on a minimum of 4 days per week.

|  |  |
| --- | --- |
| **Female** | **Male** |
| 1 x Jacket | 1 x Jacket |
| 2 pair of Trousers/Skirts | 2 pair of Trousers |
| 3 Blouses l/s or s/s | 3 Shirts l/s or s/s |
| Scarf (Blue & Yellow or Blue & White scarf) | 2 x Ties |

Part time staff will be provided uniform on a proportionate basis dependant on the number of hours worked to ensure that staff receive a proportionate supply of uniform in relation to the full-time allocation. Exceptions will be made for employees who work a minimum of 4 consecutive days in any one working week (Mon Friday) who will receive the same uniform entitlement as those employees working 37 hours per week.

Staff who do not require a ladies or gents jacket can receive a fleece and a blouse or shirt.

The above provision will be issued every 2 years with a refresh of shirts /blouses and trousers / skirts provided on an annual basis.

Dresses are provided to nominated employees who undertake civic and civil ceremonies. Other employees may purchase a dress or can be provided with a dress in lieu of 1 x trouser and 1 x blouse or 1 x skirt and 1 x blouse.

Employees can request a maternity uniform at no additional cost (delivery may take 6-8 weeks). Alternatively staff may prefer to wear a larger size of existing corporate uniform.

Employees can purchase, at their own cost, additional corporate uniform items greater than the allocations listed in the above section. Additional items purchased at the employee’s cost must also be purchased via the nominated Council supplier.