**Lisburn & Castlereagh City Council**

**Equality and Good Relations Screening**

**Part 1. Activity/Policy Scoping**

**Information about the activity/policy**

# Name of the activity/policy

|  |
| --- |
| **Corporate Credit Card policy** |

Please attach copy of the activity/policy to this document.

# Is this activity/policy

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| An existing policy? |  | A revised policy? | **🗸** | A new policy? |  |

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

|  |
| --- |
| 1 To have a robust procedure for the approval and issue of corporate credit cards. |
| 2 To detail the responsibilities of corporate credit card users. |
| 3 To have in place set procedures for use and authorisation of corporate credit card spend. |

Are there any expected benefits to the Section 75 categories/groups from this activity/policy? If so, please explain

|  |
| --- |
| This is an internal set of procedures therefore not designed to target Section 75 categories. |

Who initiated or wrote the activity/policy?

|  |
| --- |
| Joanne Hewitt – Head of Finance |

Who owns and who implements the activity/policy?

|  |
| --- |
| Finance and Corporate Services – the Finance team. |

**Implementation factors**

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

If yes, are they

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Financial? | **🗸** | Legislative? |  | Other? |  |

If other, please detail below

|  |
| --- |
| N/A |

**Main stakeholders affected**

Who are the internal and external stakeholders (actual or potential) that the activity/policy will impact upon?

|  |  |
| --- | --- |
| Staff | Approved users of corporate credit cards. Authorisers of credit card spend. Finance staff who oversee and administer the credit card process/policy. |
| Service Users | N/A |
| Other Public Sector Organisations – please list | N/A |
| Voluntary/Community/Trade Unions – please list | N/A |
| Other eg. Elected Members | N/A |

If other, please detail below

|  |
| --- |
|  |

**Other documents/activities/polices with a bearing on this activity/policy**

|  |  |
| --- | --- |
| Name of document/activity/policy | Who owns or implements document/activity/policy? |
| 1 Accounting Manual | Finance |

The above would include both internal and external documents/activities/policies.

If there is a web-link/link to any of the above please provide details.

**Available evidence**

What evidence/information (both qualitative and quantitative) have you gathered to inform this activity/policy? Specify details for each of the Section 75 categories.

The corporate credit card policy has been amended due to a review of the accounting manual. I have considered the current make-up of the users of this policy and I do not anticipate any significant impact as a result of the amendments.

|  |  |
| --- | --- |
| Sec 75 Category | Details of evidence/information |
| Religious Belief | N/A in relation to this policy |
| Political Opinion |
| Racial Group |
| Age |
| Marital Status |
| Sexual Orientation |
| Men & Women Generally |
| Disability |
| 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

|  |  |
| --- | --- |
| Sec 75 Category | Details of needs/experiences/priorities |
| Religious Belief | There are no issues identified for any particular categories of staff to whom this policy applies. The new policy will be communicated to relevant staff to ensure it is understood and complied with. |
| 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 Sec 75 equality categories? (minor/major/none\*)

|  |  |  |
| --- | --- | --- |
| Sec 75 Category | Details of activity/policy impact | Level of impact (minor/major/none\*) |
| Religious Belief | No equality impact identified but if any issues arise, they will be addressed. |  |
| Political Opinion |  |
| Racial Group |  |
| Age |  |
| Marital Status |  |
| Sexual Orientation |  |
| Men & Women Generally |  |
| Disability |  |
| Dependants |  |

\*See Appendix 1 for details.

2 Are there opportunities to better promote equality of opportunity for people within the Sec 75 equality categories?

|  |  |  |
| --- | --- | --- |
| Sec 75 Category | IF Yes, provide details | If No, provide details |
| Religious Belief |  | No opportunities have been identified with the amendment to the Corporate Credit Card Policy. |
| Political Opinion |  |
| Racial Group |  |
| Age |  |
| Marital Status |  |
| Sexual Orientation |  |
| Men & Women Generally |  |
| Disability |  |
| Dependants |  |

3 To what extent is the activity/policy likely to impact on good relations between people of different religious belief, political opinion or racial group? (minor/major/none\*)

|  |  |  |
| --- | --- | --- |
| Good Relations Category | Details of activity/policy impact | Level of impact (minor/major/none\*) |
| Religious Belief | No impact identified |  |
| 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 opportunity identified |
| Political Opinion |  |
| Racial Group |  |

**Additional considerations**

**Multiple identity**

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

|  |
| --- |
| No issues relating to multiple identity identified in relation to this policy |

**Part 3. Screening decision**

There are 3 screening decision outcomes, as noted below.

Choose only 1 of these and provide reasons for your decision outcome and ensure evidence is noted/referenced for any decision outcome reached.

|  |  |
| --- | --- |
| Screening Decision Outcomes Options | Reasons/Evidence |
|  |  |
| Option 1  Screen out without mitigation | A further equality impact assessment is not considered necessary as no equality implications have been identified for any S75 group. However, if anything arises in the implementation of the policy, it will be addressed. |
| Option 2  Screen out with mitigation |  |
| Option 3  Screen in for a full EQIA |  |

**Mitigation (Relevant to Option 2)**

When the public authority concludes that the likely impact is ‘minor’ and an equality impact assessment is not to be conducted, the public authority may consider mitigation to lessen the severity of any equality impact, or the introduction of an alternative policy to better promote equality of opportunity or good relations.

Can the activity/policy/decision be amended or changed 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.

|  |
| --- |
| **N/A** |

**Timetabling and prioritising (Relevant to Option 3) - not applicable**

Factors to be considered in timetabling and prioritising activities/policies for equality impact assessment.

If the activity/policy has been **‘screened in’** for equality impact assessment, then please answer the following questions to determine its priority for timetabling the equality impact assessment.

On a scale of 1-3, with 1 being the lowest priority and 3 being the highest, assess the activity/policy in terms of its priority for equality impact assessment.

|  |  |
| --- | --- |
| Priority criterion | Rating (1-3) |
|  |  |
| Effect on equality of opportunity and good relations |  |
| Social need |  |
| Effect on people’s daily lives |  |
| Relevance to a public authority’s functions |  |
|  |  |
| Total Rating Score |  |

Is the activity/policy affected by timetables established by other relevant public authorities?

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).

The Commission recommends that where the activity/policy has been amended or an alternative policy introduced, the public authority should monitor more broadly than for adverse impact (See Benefits, P.9-10, paras 2.13 – 2.20 of the Monitoring Guidance).

Effective monitoring will help the 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.

Who will undertake and sign-off the monitoring of this activity/policy and on what frequency?

Please give details below:

|  |  |
| --- | --- |
| Will be undertaken by:  Name & Position/Job Title: | Frequency (eg. Annually): |
| HOS Finance | There will be ongoing monitoring to ensure the procedures are adequate. |
|  |  |
|  |  |
| Will be signed-off by: | Joanne Hewitt |
| Name & HoS Title: | Head of Finance |
|  |  |

**Part 5 - Approval and authorisation**

|  |  |  |
| --- | --- | --- |
| **Screened by:** | **Position/Job Title** | **Date** |
| Joanne Hewitt | Head of Finance | 01/09/2021 |
| Reviewed by: | Equality Officer | 24/09/2021 |
| **Approved by:** |  |  |
|  | Head of Service |  |

Note: A copy of the Screening Template, for each activity/policy screened should be ‘signed off’ and approved by a senior manager responsible for the activity/policy, made easily accessible on the public authority’s website as soon as possible following completion and made available on request.

Appendix 1

Major impact:

1. The policy 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 (none) impact

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 2

The following documentation (as a minimum) should be available to support the screening outcome decision:

* A written copy of the activity/policy in question;
* The screening template duly completed with the screening decision made explicit;
* All evidence utilised/referenced to support the screening decision to be available;