

# **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 Sports Services Uniform 2022 - 2025**

A uniform supplier is required for Sports Services to allow the ordering of uniform for frontline employees across the Sports Services sites as follows:

#### Sports Services

- Lagan Valley LeisurePlex
- Dundonald International Ice Bowl
- Billy Neill – Vitality Gym
- Lough Moss Leisure Centre
- Kilmakee Activity Centre
- Glenmore Activity Centre
- Grove Activity Centre

The supplier will provide a range of products including polo shirts, fleeces, track pants and hooded sweatshirts. Having a supplier would enable both services to order new or replacement uniform for team members with LCCC and or site branding in various sizes and colours. It would also ensure a consistent dress code with staff easily identifiable by customers.

If a uniform contract is not in place for a supplier, this could cause inconsistencies in uniform both in quality, cost and with regards to what employees wear. Without a supplier facilities may also encounter delivery delays in sourcing uniform. Impact upon uniform could hinder the customer experience through inconsistent uniform and difficulties identifying staff.

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, Leisure Assistants, Swimming Teachers, Health & Fitness Officers those in operational roles for example: Duty Officers and Senior Leisure/Recreation Assistants.

### **Current situation**

The current contract is due to expire on 19<sup>th</sup> September 2022 and it is therefore necessary to undertake a new procurement exercise to allow an allocation to staff in Autumn 2022.

Due to the pandemic and other worldwide constraints including shipping and inflation costs, it is anticipated the cost of materials and delivery costs for uniform will significantly increase. 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, however the policy has not changed. The current contract with Balon Leisure for the supply of Sports Services Uniform is due to expire on 19<sup>th</sup> September 2022. A new procurement exercise is therefore required to ensure continuity of service beyond this date for a contract period of 2 years with the possibility of extension of 1 period of 12 months.

### **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 Sports Services with quality 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.

Sports Service 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?**

Sports Services – Neil Thompson Area Manager

**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 Sports Services.

**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 – 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 the uniform; staff who manage the procurement and the contract.

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

**Other public sector organisations** - Exercise Referral Officer (PHA)

**Voluntary/community/trade unions** N/A

**Other** - Elected Members approve proposals and business cases relating to tenders for external contracts

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

<b>Name of policy/strategy/plan</b>	<b>Who owns or implements?</b>
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.**

<b>Section 75 Category</b>	<b>Details of evidence/information</b>
Religious Belief	<p>Only 3 companies tendered for the current contract. The previous tender was quite specific in terms of the uniform requirements (eg Polo Tops colours). The general uniform market could be a lot wider than this.</p> <p>Information on the Section 75 characteristics of the previous tenderers is not available however it is expected that tender responses will be</p>
Political Opinion	
Racial Group	
Age	
Marital Status	
Sexual Orientation	
Men & Women Generally	

Disability	returned from tenderers representing a range of Section 75 categories.
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	It is important to ensure that all those who may be eligible to apply for this tender know about it and have the opportunity to apply.
Political Opinion	
Racial Group	There must be an open/transparent and fair selection process
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?**

<b>Section 75 Category</b>	<b>Details of likely impact – will it be positive or negative? If none anticipated, say none</b>	<b>Level of impact - major or minor* - see guidance below</b>
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 Dependents		

\* See Appendix 1 for details.

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

<b>Section 75 Category</b>	<b>IF Yes, provide details</b>	<b>If No, provide details</b>
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
Political Opinion		
Racial Group		
Age		
Marital Status		
Sexual Orientation		
Men & Women Generally		
Disability		

People with and without Dependants		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.
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**Equality Action Plan 2021-2025**

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

- 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		None
Political Opinion		

Racial Group	This tender exercise and the contract delivery will have no direct impact on good relations	
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\*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
<p>Option 1</p> <p><b>Screen out</b> – no equality impact assessment and no mitigation required [go to Monitoring section]</p>	<p>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.</p>
<p>Option 2</p> <p><b>Screen out with mitigation</b> – 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]</p>	

<p>Option 3</p> <p><b>Screen in</b> 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.

**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).

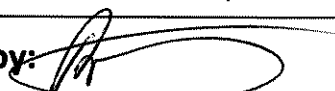
Effective monitoring will help a public authority identify any future adverse impact arising from the activity/policy which may lead the public authority to conduct an equality impact assessment, as well as help with future planning and activity/policy development.

**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 Operations Manager (LVLP).

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

**Part 5 - Approval and authorisation**

	<b>Position/Job Title</b>	<b>Date</b>
Screened by: Neil Thompson	Area Manager	15.06.22
Reviewed by: Mary McSorley	Equality Officer	15.06.22
Approved by: 	Head of Sports Services	16/06/2022

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.

## **Appendix**

### **Summary of LCCC Sports Services Uniform policy**

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

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Further to engagement with staff via a working group, feedback was sought from staff regarding the provision of the Sports Services 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.

Those who are not required to wear Sports Services 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.

<b>Recreation Assistants</b>	<b>HFO's</b>
4 x Polo Tops	4 x Polo Tops
2 pair of Track pants or shorts	2 pair of Track pants or shorts
1 x Hoodie	1 x Hoodie
	2 x Training Tops

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.

The above provision will be issued every 2 years with a refresh on an annual basis.

Employees can purchase, at their own cost, additional 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.