**Lisburn & Castlereagh City Council**

**Section 75 Equality and Good Relations Screening**

**Please note: Following an open tender exercise, no contractor was appointed to provide this service**

**Part 1. Information about the Activity/Policy being screened**

**Tender for the Provision of Catering Facilities at Lagan Valley Island**

**One Year Contract (plus 1, plus 1, plus 1) Starting December 2022**

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| **Rationale**  Lagan Valley Island has been operating as a Conference and Theatre venue for over 20 years. In order to provide all our customers with a range of catering services for their event(s) a sustainable catering contract is essential to the venue’s operation.  **Background**  The previous contractor was awarded a Concession Agreement for the provision of Catering & Hospitality Services at Lagan Valley Island from 1st June 2017. As part of this contract, they supplied a diverse range of catering products:   * Conference catering to all internal/external meetings/events   + Ranging from Tea/coffee, snacks through to buffet style menus for up to 400 delegates * Bar Facilities for all functions and events * Coffee Cart provision   + Available to staff and callers at LVI   + Offers high quality coffee/tea   + Snacks, sandwiches and daily specials * Banqueting Packages   + Wedding Reception Packages   + Full Banquet Packages   + Drink Packages   + Bar facilities   The contractor’s catering team was based at LVI. The contractor held the alcohol license for Lagan Valley Island which has now been transferred to LCCC.  Due to the pandemic and associated restrictions, the previous contractor continued to incur significant financial loss and decided it was no longer financially viable for them to run the contract and subsequently terminated the contract from September 2020.  **Current situation**  As the previous contractor had terminated the contract and the venue was closed during COVID-19 pandemic, no catering services were on offer for the period up to October 2021. Since the relaxation of COVID-19 regulations from September 2022 and the re-opening of the venue, an interim quotation for the supply of limited conference catering was sought. This interim arrangement was put in place due to allow the venue to re-build the conference/theatre business after two years of closure. The current contractor were appointed catering supplier as from 7th October 2021. The arrangement is in place until October/November 2022.  The current contractor provides the following on a reduced offering:   * Conference catering for meetings and conferences   + Ranging from Tea/coffee, snacks through to buffet style menus for up to 400 delegates   + Catering for Mayoral Receptions and Civic Events   + Catering for Council and Committee meetings   + Catering team are only onsite when catering is required.   **\*\***Banqueting and other large events are currently outsourced via a quotation exercise in line with procurement processes.  **\*\***The Alcohol License has been transferred to LCCC to permit alcohol to be sold onsite. As a temporary solution for smaller Theatre events, LCCC has put arrangements in place to manage a tuck shop to include snacks, confectionary, soft drinks anda limited range of bottled wines and beers. For larger events, a licensed mobile bar operator will be required to be procured to meet the demand.  **Considerations**  The market for catering services is particularly challenging at present and it will be necessary to consider a contract model that will be considered financially viable for the tenderers.  **Is this activity/policy/project – an existing one, a revised one, a new one?**  This is a new tender exercise.  **What are the intended aims/outcomes the activity/policy/project is trying to achieve?**   * To provide a Corporate Hospitality provision for the Council to provide a high quality catering service for Meetings/Conferences/Events and Theatre performances * To enhance customer service to the ratepayer ensuring safety through a service which is reliable, efficient and value for money * To ensure a full range of catering services is available to meet the needs of commercial customers which are essential to remaining competitive in the market   **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/projects? If so, please explain:**  The provision of Catering Services at Lagan Valley Island is essential to ensure the efficient delivery of services and promotion of catering services for Conference and Theatre users. The patrons/service users are inclusive of all Section 75 designated groups but the contract is not specifically targeting any particular group(s).  **Who initiated or developed the activity/policy/project?**  Central Support Team, Corporate Communications & Administration.  **Who owns and who implements the activity/policy/project?**  Owned by Lisburn & Castlereagh City Council. The contract will be managed by the Corporate Communication and Administration Department.  **Are there any factors which could contribute to/detract from the intended aim/outcome of the activity/policy/project?** YES  Financial - Departments within LCCC will hold separate catering budgets – any potential cost increases may need to be taken into consideration by departments when booking catering for events/meetings.  Other – it may be challenging to achieve tenders for this contract given the current market conditions in and for the hospitality industry. Staffing is also a reported issue in the sector.  **Who are the internal and external stakeholders (actual or potential) that the activity/ policy/project will impact upon?**  **Staff:** staff will use the catering service; staff will manage the contract  **Service Users:** visitors and patrons of the various facilities, events, etc  **Other public sector organisations:** those organisations who hire facilities at LVI  **Voluntary/community/trade unions:** community and voluntary groups who use facilities  **Other:** Elected Members; the appointed contractor and their staff  **Other policies/strategies/plans with a bearing on this activity/policy/project**   |  |  | | --- | --- | | **Name of document/activity/policy** | **Who owns or implements document/activity/policy?** | | 1 LCCC Accounting Manual | LCCC Finance Department | | 2 CHaSP No. 1 Health and Safety | LCCC Corporate Health & Safety | | 3 ChaSP No. 2 Risk Assessment | LCCC Corporate Health & Safety | | 4 ChaSP No. 28 Controlling Infection at Work | LCCC Corporate Health & Safety | | 5 ChaSP No 8 CoSHH (Control of Substances Hazardous to Health) | LCCC Corporate Health & Safety | | 6 Equality Scheme and related equality policies | LCCC |   **Available Evidence**  **What evidence/information (qualitative and quantitative) have you gathered or considered to inform this activity/policy? Specify details for each of the Section 75 category.**  A Pre-Market Engagement exercise was undertaken (see summary attached) which indicated that there is an appetite for a concession based contract similar to the previous arrangement for providing Catering and Hospitality as follows:   * Conference catering to all meetings/events * Bar Facilities for all functions and events (LCCC would need to transfer the License to any incumbent contractor) * Coffee Cart provision/Coffee shop provision * Banqueting Packages   + Wedding Reception Packages   + Full Banquet Packages   + Drink Packages   + Bar facilities * Catering team based solely at LVI   A concession based contract or Lease were noted as the preferred models with a preference being to provide the full catering provision rather than separating elements of the catering.  Additionally, prior to the commencement of the previous contract with OC, a consultancy led review was undertaken, which included a pre-market engagement exercise, consultation with members, staff, customers and catering providers.  Outsourcing catering services has a significant impact on budgets in a variety of areas. There is generally an immediate cost saving, in part because an expert catering staff, including management staff, have the relevant training to procure optimal pricing on equipment and supplies. Beyond immediate cost cutting measures there is the elimination of the sizeable costs of recruiting, screening, hiring, training and managing employees. When outsourcing catering services, rotas, annual leave arrangements, employee status verification and other time intensive tasks become the responsibility of the contractor.  A professional catering company can adjust to accommodate changing needs quite easily, including adding more staff for events, additional requirements, etc. A professional catering contractor will work to meet specific requirements. This has been demonstrated during the easing of restrictions further to the COVID 19 pandemic with inconsistencies and less flexibility provided using temporary catering arrangements.  The management of catering operations is the contractor's responsibility. This can include staffing issues, food and hygiene standards, the procurement of supplies, equipment and products and other labour intensive operations. With someone else handling these responsibilities the Council staff can focus on other duties.  In considering a new catering contract, we have taken account of previous service reviews and customer feedback.   |  |  | | --- | --- | | **Section 75 Category** | **Details of evidence/information** | | Religious Belief | We do not have detailed information on the personal characteristics of users of catering services but they are likely to be used by people from all equality categories  In addition we have no information on equality characteristics of potential catering companies who may tender but it is likely that they will also represent all equality 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.**  In general, there is a need for an open and fair tender selection process that ensures all eligible contractors are able to apply and applications will be considered fairly regardless of the equality characteristics of the tenderer and their staff.   |  |  | | --- | --- | | **Section 75** | **Details of needs/experiences/priorities** | | Religious Belief | The appointed contractor will be required to be able to provide catering that meets the needs of different religious groups if requested. | | Political Opinion | No different needs identified by political opinion | | Racial Group | The appointed provider will be expected to be aware of cultural needs of different groups and to provide accordingly when required. | | Age | Need to ensure that catering meets the needs and expectations of people of all ages. | | Marital Status | No different needs identified. | | Sexual Orientation | No different needs identified. | | Men & Women Generally | No different needs identified. | | Disability | The appointed provider needs to understand the potential needs of some disabled service users. | | People with and without Dependants | The appointed provider will need to be able to provide for the needs of families etc | |

**PART 2 Screening Questions**

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| 1. **What is the likely impact on equality of opportunity for those affected by this activity/policy/project, for each of the Section 75 equality categories?**  |  |  |  | | --- | --- | --- | | Sec 75 Category | Details of activity/policy impact-will it be positive or negative? If none anticipated, say none. | Level of impact (minor/major/none\*) | | Religious Belief | The agreement between LCCC and the successful contractor will stipulate that there should be no direct impact on equality of opportunity for any group in relation to service delivery. The appointed service provider will be expected to cater for all groups and to make special provision if required.  In relation to tender process, LCCC procedures will be followed so that all interested contractors will have the opportunity to apply and be considered fairly. | None | | Political Opinion | | Racial Group | | Age | | Marital Status | | Sexual Orientation | | Men & Women Generally | | Disability | | People with and without Dependants |  1. **(a) Are there opportunity to better promote equality of opportunity for people within the Section 75 equality categories?**  |  |  |  | | --- | --- | --- | | Sec 75 Category | IF Yes, provide details | If No, provide details | | Religious Belief |  | At this time it would be considered that there are no further opportunities to better promote equality of opportunity across the designated groups in respect of this service. The successful contractor will be required to be an equal opportunity employer and to comply with all equality legislation in relation to employment of catering staff and delivery of the catering service. The operation of the contract will be kept under review and action taken if any issues or further opportunity 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?**  **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?   Yes/No [delete as appropriate] If yes, give details/specify which action.   1. **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 likely impact. Will it be positive or negative?** | **Level of impact – minor/major\*** | | Religious Belief  Political Opinion  Racial Group | No direct impact on good relations identified. |  |  1. **Are there opportunity 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  Political Opinion  Racial Group |  | No opportunity to better promote good relations identified |   **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.**  Council is aware that users of catering services will have multiple identities and may have related needs e.g. older and disabled. This has been given consideration in developing this policy and undertaking this screening exercise.  **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 Outcomes Options | Reasons/Evidence | |  |  | | Option 1  **Screen out** – no equality impact assessment and no mitigation required (go to Monitoring section) | There is no need to carry out a full equality impact assessment as no significant issues identified that won’t already be provided for in the service contract. The tender process is open and transparent, and all interested companies will have the opportunity to apply.  The successful contractor will be required to have equal opportunities policies and practices in place. | | 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 (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.  **N/A**  **Timetabling and prioritising (Relevant to Option 3) - Not applicable**  If the activity/policy has been **‘screened in’** for 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  **N/A**  **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 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.  **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 operation of the contract will be reviewed annually. Specifically, incidents, complaints and feedback will be actively monitored on a monthly basis and this information will form the basis of an annual review.  Monitoring to be carried out by Elaine Conn, Duty Officer and Stephanie Kelly, Administration Manager.  To be signed off by Frances Byrne, Head of Service  **Part 5 - Approval and authorisation**   |  |  |  | | --- | --- | --- | | **Screened by:** | **Position/Job Title** | **Date** | | Stephanie Kelly | Manager | 06.05.22 | | Reviewed by Mary McSorley | Equality Officer | 12.05.22 | | **Approved by:**  Frances Byrne | Head of Service | 12.05.22 |   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.

Revised Template @ April 2022