**Lisburn & Castlereagh Council (LCCC) Equality and Good Relations Screening**

**Part 1. Activity/Policy Scoping**

**Information about the activity/policy**

# Name of the activity/policy

|  |
| --- |
| **Tender for the provision of Cleaning Services at designated Lisburn and Castlereagh City Council premises from 1st December 2021 to 31st November 2025**  The current contract with Mount Charles for the Provision of Cleaning Services across designated Lisburn and Castlereagh City Council premises is due to expire on 30th November 2021. The current contract commenced on 1st December 2017, for a period of 1 year. In keeping with the terms of the original agreement, the contract has been extended for three further periods of 1 year.  A new procurement exercise is therefore required to ensure continuity of service beyond this date.  The provision of cleaning services is essential at Council premises to ensure that facilities are cleaned and maintained to an acceptable and safe level for staff /customers / visitors.  The cleaning contract is crucial to ensure that the Council is able to deliver a professional, high-level service and guaranteeing that all customers receive a consistently high level of service irrespective of the service they access. |

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

# Is this activity/policy

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

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

|  |
| --- |
| **Objective(s)** |
| Provide a cleaning service that ensures the highest standards of cleanliness across all of LCCC facilities for the protection of staff and customers. |
| Provide reassurance to elected members, staff and customers that the buildings are hygienically clean and all measures are taken to prevent the spread of Covid 19. |
| Enhance customer service through the provision of safe and clean facilities for the public. |
| Maximise the use of council funds and provide value for money in the procurement of an outsourced service which is monitored and managed closely with agreed KPIs. |
| Provide a service which is accountable and mitigates the risks to the Council. |
| Ensure customer confidence so that as facilities re-open we can increase income as customers have the confidence to return. |
| Protect staff from illness and injury which could impact attendance and service delivery. |

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

|  |
| --- |
| The provision of Cleaning Services at designated Lisburn and Castlereagh City Council premises is essential to ensure the efficient delivery of services and promotion of hygiene and health & safety at these LCCC premises. The patrons/service users are inclusive of all Section 75 designated groups. Certain people with health conditions/certain disabilities will benefit if they are able to use council services/premises with confidence despite Covid-19. |

Who initiated or wrote the activity/policy?

|  |
| --- |
| Facilities Management, Lisburn & Castlereagh City Council |

Who owns and who implements the activity/policy?

|  |
| --- |
| Owned by Lisburn & Castlereagh City Council  To be implemented by Facilities Management Unit, Corporate Communication & Administration Department |

**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? | **x** | Legislative? | **x** | Other? | **x** |

If other, please detail below

|  |
| --- |
| The current contract for the outsourcing of Cleaning Services comes to an end on 30th November 2021. The new contract arrangements must be in place for 1st December 2021 to ensure the continued provision of these important services to LCCC. Should problems or issues arise during the tender/procurement process, management will give due consideration to the matter and deal with it in an appropriate manner at the time. Cleaning contractor to comply with any new/ongoing government guidance re Covid-19. |

**Main stakeholders affected**

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

|  |  |
| --- | --- |
| Staff | Yes |
| Service Users | Yes |
| Other Public Sector Organisations – please list | Yes   * Public Sector Organisations hiring/leasing LCCC facilities |
| Voluntary/Community/Trade Unions – please list | Yes   * Community & Voluntary groups using LCCC facilities * Trade unions will want to ensure cleanliness & hygiene standards are maintained for staff who they represent |
| Other eg. Elected Members | Yes |

If other, please detail below

|  |
| --- |
| Elected Members – the 40 Councillors of Lisburn & Castlereagh City Council may also be impacted upon  General public visiting public sites |

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

|  |  |
| --- | --- |
| **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 GDPR | IT |
| 7 LCCC Equality Scheme & associated equality policies & plans | HR |
|  |  |

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.

|  |  |
| --- | --- |
| Sec 75 Category | Details of evidence/information |
| Religious Belief | LCCC does not have access to information on the religious belief/community background of staff employed by external contractors. |
| Political Opinion | LCCC does not have access to information on the political opinion of staff employed by external contractors. |
| Racial Group | LCCC does not have information on the racial background of staff employed by external contractors. However, experience suggests that a significant number of cleaning and security staff will have an Eastern European nationality and will not have English as a first language. |
| Age | Experience suggests that people likely to be employed under a contract for cleaning services will be a range of ages. |
| Marital Status | LCCC does not have access to information about the marital status of staff employed by external contractors. |
| Sexual Orientation | LCCC does not have access to information about the sexual orientation of staff employed by external contractors. |
| Men & Women Generally | Experience suggests staff employed under contracts for cleaning services are more likely to be women. |
| Disability | LCCC does not have access to information about whether staff employed by external contractors have a disability. |
| Dependants | Experience suggests that staff employed by cleaning contractors often have responsibility for the care of dependants. The part-time nature of the work and varied hours can be very attractive to people who have caring responsibilities. |

*Provision of Cleaning Services at designated LCCC premises will be beneficial to all users of the buildings inclusive of the Section 75 categories*

### 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 | N/A to this policy |
| Political Opinion | N/A to this policy |
| Racial Group | Language barrier for contract staff who do not have English as a first language |
| Age | Older persons can be more vulnerable to illness / infection caused by lack of cleaning / ineffective cleaning |
| Marital Status | N/A to this policy |
| Sexual Orientation | N/A to this policy |
| Men & Women Generally | Experience suggest cleaning staff are more likely to be female ensuring high levels of cleanliness and hygiene in Council premises/facilities. |
| Disability | Disabled persons can be more vulnerable to illness / infection caused by lack of cleaning / ineffective cleaning |
| Dependants | As more cleaning staff are female, they may be more likely to have responsibility for care of dependants. LCCC to ensure that cleaning service contractor has good staff policies that comply with all legislation. |

**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 |  | None |
| Political Opinion |  | None |
| Racial Group | Cleaning contract may provide employment opportunities for migrant workers | Minor (positive) |
| Age | Older persons can be more vulnerable to illness / infection caused by lack of cleaning / ineffective cleaning therefore more likely to feel confident to use council services/premises. Ensuring safety by means of effective cleaning results in the promotion of equality of opportunity | Minor (positive) |
| Marital Status |  | None |
| Sexual Orientation |  | None |
| Men & Women Generally | Cleaning contract will provide more employment opportunities for women | Minor (positive) |
| Disability | Those with a disability can be more vulnerable to illness / infection caused by lack of cleaning / ineffective cleaning. Therefore will benefit from enhanced cleaning and reassurance that it is safe to access services / premises. | Minor (positive) |
| Dependants | Cleaning contract may provide employment opportunities for people with caring responsibilities due to flexible working hours, etc. | Minor (positive) |

\*See Appendix 1 for details.

*It is considered that there is no adverse impact on any of the above groups at this time and that all service users will benefit through the implementation of this policy*

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 | As LCCC will require the appointed contractor to have good equal opportunities policies and comply with all employment and equality legislation, there is the potential to promote equality for a range of groups |  |
| Political Opinion |  |
| Racial Group |  |
| Age |  |
| Marital Status |  |
| Sexual Orientation |  |
| Men & Women Generally |  |
| Disability |  |
| Dependants |  |

*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 policy*

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 |  | None |
| Political Opinion |  | None |
| Racial Group |  | None |

\*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 |
| Political Opinion |  | No |
| Racial Group |  | No |

*At this time it would be considered that there are no further opportunities to better promote good relations across the designated groups in respect of this policy*

**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.

|  |
| --- |
| The Council recognises that no individual is exclusive to just 1 group; and this has been given consideration with respect 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 |  |
| Option 2  Screen out with mitigation | It has been concluded that an equality impact assessment is not required in relation to this contract.  It is considered that there will be no adverse effects from the provision of Cleaning Services at designated LCCC premises. The implementation of the policy will be positive for all Section 75 groups as service users and has the potential to be positive in relation to employment opportunities for some groups.  The main focus of the Cleaning Services is to maintain hygiene standards and enhance safety for all users of relevant council premises and, in doing so, this facilitates and promotes equality of opportunity for all groups. |
| 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.

|  |
| --- |
| To ensure no adverse impact and the promotion of equality of opportunity, the contract will be advertised widely and the contractor appointed will be required to have sound equal opportunities policies and practices in place in relation to both recruitment and management of staff and their service delivery.  Where appropriate, they will be required to provide training or additional briefing for any staff who have language barriers and to accommodate staff who have a disability. |

**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 | N/A |

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

If yes, please provide details

|  |
| --- |
| **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).

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): |
| Sandra Alexander – Duty Officer | Annually  *\*\*specifically, incidents, complaints & feedback will be activity monitored on a monthly basis and this information will form the basis of an annual review* |
|  |  |
|  |  |
| Will be signed-off by: | Stephanie Kelly |
| Name & HoS Title: | Frances Byrne – HoS CC&A |
|  |  |
|  |  |

**Part 5 - Approval and authorisation**

|  |  |  |
| --- | --- | --- |
| **Screened by:** | **Position/Job Title** | **Date** |
| Sandra Alexander | Duty Officer | 07.04.21 |
| Stephanie Kelly | Manager | 07.04.21 |
| Reviewed by Mary McSorley | Equality Officer | 21.04.21 |
| **Approved by:** |  |  |
| Frances Byrne | Head of Service | 28.04.21 |

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;