**Lisburn & Castlereagh City Council**

**Section 75 Equality and Good Relations Screening template**

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

In order to independently monitor the performance and impact of funded initiatives such as Integrated Marketing Campaign, Christmas programme including the Lisburn Light Festival and DfC Globe Lighting project etc., the council proposes to appoint a consultant to carry out evaluation services which may could include pre and post project surveys.

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

Proposal to appoint a consultant for Evaluation Services

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

New

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

The appointment of an independent consultant to deliver evaluation services will provide objective feedback on projects delivered by Economic Development and this will be used to inform future funding opportunities.

The appointment will enable Economic Development to:

1. build upon existing investment, success and engagement with businesses;
2. complement other events and initiatives;
3. report on success of initiatives which will hopefully lead to further investment;
4. ensures it is delivering the best service;
5. make services more efficient and effective;
6. provide direction and inform strategic decisions;
7. ensure support for future funding opportunities;
8. strengthen and inform communication and marketing efforts; and
9. produce results that can be good news stories.

**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 consultant will provide independent evaluation of Council projects that are intended to increase footfall and improve economic activity of businesses in the council area.

The information gathered by the independent evaluation consultant will be used to inform and improve the performance and impact of funded initiatives and events which may lead to having a positive impact on residents, visitors and section 75 groups of Lisburn Castlereagh.

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

Proposal developed by Economic Development - Service Transformation – Lisburn & Castlereagh City Council.

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

This proposal is owned by Service Transformation and implemented by Economic Development.

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

Yes

**If yes, give brief details of any significant factors.**

Financial – Fixed budget for the service and will be conditional on getting a successful appointment.

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

**Staff**

Chief Executive, Directors, Head of Service and officers of Economic Development.

**Service users**

Residents, Visitors and Business Owners.

**Other public sector organisations**

Funders/Partners include Department for Communities (DfC), Department for Infrastructure (DfI), Department for Agriculture, Environment and Rural Affairs (DAERA) and Department for the Economy (DfE).

**Voluntary/community/trade unions**

Relevant voluntary and communities who are involved in funded initiatives for the next 3 years.

**Other**

Elected members – more specifically the Chair and Vice Chair of Development Committee.

Consultants appointed to deliver Evaluation Services.

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

|  |  |
| --- | --- |
| **Name of policy/strategy/plan** | **Who owns or implements?** |
| Corporate Plan 2021-24 | Lisburn and Castlereagh City Council  https://www.lisburncastlereagh.gov.uk/uploads/general/ICP\_2021\_Final.pdf |
| Local Development Plan | Lisburn and Castlereagh City Council  https://www.lisburncastlereagh.gov.uk/resident/planning/local-development-plan |
| Community Plan 2017 –  2032 | Lisburn and Castlereagh City Council  https://www.lisburncastlereagh.gov.uk/uploads/general/Community\_Plan\_2017-2032\_EMAIL.pdf |
| City Centre Masterplan | https://www.lisburncastlereagh.gov.uk/business/rural-development-and-regeneration/regeneration |
| Tourism Strategy | Lisburn and Castlereagh City Council  https://www.lisburncastlereagh.gov.uk/uploads/planning/SUBDOC-073%20LCCC%20Tourism%20Strategy%202018.pdf |

**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.**

In developing the proposal to appoint an independent consultant to deliver evaluation services we have considered the following options:

**Option 1: Do Nothing**

This option assumes **no** evaluation services will be tendered for in order to monitor the performance and impact of funded initiatives. This option would not meet any of the objectives detailed. Future funding may be impacted. There will be no cost to Council.

**Option 2: Tender for 1 year**

Appoint a consultant for 1 year only to deliver evaluation services in order to monitor the performance and impact of funded initiatives across the council area. Circa £15,000 cost to council. This option is not viable as it would require another procurement exercise to be undertaken in a year’s time which is not a good use of resources. This option represents less value for money than going out for 3 years.

**Option 3: Tender for 3 Years**

Appoint a consultant for 3 years (1 +1 +1) to deliver evaluation services in order to monitor the performance and impact of funded initiatives across the council area. Circa £42,000 - £45,000 cost to council. There may be a cost saving benefit in going out for a 3 year contract. This is the preferred option to the council offering value for money, expertise and extra resources.

**Option 4: Use in house resources to evaluate projects**

This is not a viable option as there would not be the expertise or resource available within Economic Development.

We have considered the procurement process and how we could use external evaluation to look at measuring equality and good relations impacts and/or to identify potential opportunities to promote equality and good relations for any relevant projects.

|  |  |
| --- | --- |
| **Section 75 Category** | **Details of evidence/information** |
| Religious Belief | The proposal to appoint an independent consultant to deliver Evaluation Services is not considered directly relevant to this group although the opportunity to apply will be open to consultants of all community backgrounds. |
| Political Opinion | The proposal to appoint an independent consultant to deliver Evaluation Services is not considered directly relevant to this group although the opportunity to apply will be open to consultants of all political opinions. |
| Racial Group | The proposal to appoint an independent consultant to deliver Evaluation Services is not considered directly relevant to this group although the opportunity to apply will be open to consultants of all backgrounds. |
| Age | The proposal to appoint an independent consultant to deliver Evaluation Services is not considered directly relevant to this group although the opportunity to apply will be open to consultants aged 18+ who meet eligibility criteria. |
| Marital Status | The proposal to appoint an independent consultant to deliver Evaluation Services is not considered directly relevant to this group although the opportunity to apply will be open to consultants of any marital status. |
| Sexual Orientation | The proposal to appoint an independent consultant to deliver Evaluation Services is not considered directly relevant to this group although the opportunity to apply will be open to consultants of all sexual orientations. |
| Men & Women Generally | The proposal to appoint an independent consultant to deliver Evaluation Services is not considered directly relevant to this group although the opportunity to apply will be open to consultants of all genders. |
| Disability | The proposal to appoint an independent consultant to deliver Evaluation Services is not considered directly relevant to this group although the opportunity to apply will be open to consultants regardless of disability. |
| People with and without Dependants | The proposal to appoint an independent consultant to deliver Evaluation Services is not considered directly relevant to this group although the opportunity to apply will be open to consultants with or 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  Political Opinion  Racial Group  Age  Marital Status  Sexual Orientation  Men & Women Generally  Disability  Dependants | The procurement process to appoint an external consultant to deliver evaluation services needs to be open and fair so all eligible consultants have the opportunity to apply, regardless of equality characteristics.  In relation to the programmes/services being evaluated, there is a need to consider, among other criteria, whether we can evaluate how well the projects contribute to or support LCCC’s equality and good relations objectives for different equality groups (where appropriate). |

**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  Political Opinion  Racial Group  Age  Marital Status  Sexual Orientation  Men & Women Generally  Disability  People with and without Dependants | No different impact by equality group as we will be using an open and transparent procurement process and all eligible consultants/service providers will have the opportunity to apply and be considered fairly. | None |

\* 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  Political Opinion  Racial Group  Age  Marital Status  Sexual Orientation  Men & Women Generally  Disability  People with and without Dependants | There may an opportunity to identify ways to better promote equality of opportunity for people in some groups depending on the projects being evaluated. |  |

**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 - If yes, specify which action.**

Theme 2: Access to Information

Action 2.1: Some individuals/ groups may be disadvantaged by not having full access to information provided by Council.

Theme 6: Development of all strategies

Action 6.2 – policy development

**2(b) DDA Disability Duties (see Disability Action Plan 2021-2025) [new]**

**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 - If yes, give details/specify which action.**

Potentially yes, appointed consultants will be made aware of LCCC’s disability duties and encouraged to consult with disabled people where appropriate.

**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  Political Opinion  Racial Group | Appointment of an external consultant won’t particularly impact on good relations | 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  Political Opinion  Racial Group | External evaluation may present an opportunity to identify ways to better promote good relations for people within these groups for some projects being evaluated. |  |

**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.**

No multiple identity issues identified.

**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] | It has been concluded that a detailed equality impact assessment is not necessary as there are no direct impacts and an open and fair process will be undertaken. |
| 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.

**N/A**

**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.

**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 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:

The delivery of each funded initiative and event will be monitored accordingly by the appointed consultant and Economic Development will be monitoring the service provided by the independent consultant and will oversee the contract.

Outputs that will be monitored include:

1. An accurate and evidenced visitor profile for Lisburn City Centre, Carryduff and Dundonald
2. A robust analysis of footfall over time; including actual footfall numbers at agreed intervals and locations and a breakdown of that footfall
3. Trend analysis and appropriate interpretation of data
4. A means to determine the impacts on businesses of particular marketing campaigns, promotions or events (council or third party)
5. Analysis of competing destinations as appropriate
6. Impacts from changes in business profile or new investments
7. Regular reports on consumer opinions and key performance indicators

Other types of information that will be collected for the Integrated Marketing Campaign, Christmas programme including the Lisburn Light Festival and DfC Globe Lighting project etc., may include how and where the funded initiative/event was marketed, how many people took part, how many tickets were sold, how it met the council objectives, feedback from visitors/residents, if there were any complaints/improvements that could be made and if underrepresented groups were targeted, aware of the opportunity and faced no barriers to applying etc.

**Part 5 - Approval and authorisation**

|  |  |  |
| --- | --- | --- |
|  | **Position/Job Title** | **Date** |
| **Screened by:** Becky Colvin | Project Support Officer | 24/10/22 |
| **Reviewed by:** Mary McSorley | Equality Officer | 02/11/22 |
| **Approved by:** Paul McCormick | Head of Economic Development | 02/11/22 |

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

**Appendix 2 –**

**Evaluation Services**

* **Project Description and Background:**

In order to independently monitor the performance and impact of funded initiatives the council are required to appoint a consultant to carry out evaluation services.

Economic Development requires approval for the expenditure of £45,000 (over 3 years) to appoint a consultant to deliver evaluation services in order to monitor the performance and impact of funded initiatives across the council area.

It is usually a requirement of the council to provide evidence to the Department funder that proves that we have achieved the intended outcome of the funding initiative. The ability to achieve future funding could be impacted if we are unable to provide the required information which may result in a risk to future funding.

The consultants are required to take baseline surveys prior to the beginning of an initiative and on completion in order to monitor the impact it had on footfall, sales, civic pride, perception of the area, etc.

Initiatives include Integrated Marketing Campaign delivered through tourism, Annual Christmas Programme and Lisburn Light Festival, Lisburn City Centre Globe Lighting project delivered through Regeneration and any other funding initiatives that may be offered to us throughout the next 3 years.

A consultant for the Integrated Marketing Campaign is about to be appointed and the evaluation services will be required to support this campaign.

# **Aims of the Scheme:**

The appointment of a consultant to deliver evaluation services will enable Economic Development to;

1. build upon existing investment, success and engagement with businesses;
2. complement other events and initiatives;
3. report the success of initiatives which will hopefully lead to further investment;
4. ensures it is delivering the best service;
5. make services more efficient and effective;
6. provide direction and inform strategic decisions;
7. ensure support for future funding opportunities;
8. strengthen and inform communication and marketing efforts;
9. produce results that can be good news stories for members.

* **Contract Duration:**

It is intended that the contract will run for 3 years and commence in November 2022.