**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**

**Procurement of new Learning Management System (LMS) on behalf of Local Government Training Group (LGTG)**

The LGTG is a Shared Service with aims to ensure the timely implementation of initiatives which will support the Local Government Reform process, the transformation agenda and contribute to the building of knowledge and skills across all eleven councils. Lisburn and Castlereagh City Council is the current host Council for this shared service.

The Learning & Development service aims to deliver core services to Councils. Its specific functions are:

* To assist in the identification of training needs.
* To provide a forum for the consideration of identified needs.
* To facilitate the planning, implementation and evaluation of training programmes.
* To assist in the determination and allocation of resources.
* Provide access to a learning management system (LMS).

The LGTG commissioned the procurement and provision of a shared Learning Management System which has been available to the staff of all eleven councils.

The Learning Management System is designed to offer Councils an alternative to in house or face to face learning. It enables employees to access a wide range of compliance training, personal development opportunities and health and wellbeing information.

The original contract is due to expire on 25 December 2022 and the Board of the LGTG has taken the decision to procure a new LMS to continue the service.

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

The existing LMS contract expires in December 2022; this screening relates to the business case to allow for a new procurement exercise.

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

The aim of the proposed procurement is to appoint a contractor to deliver a Learning Management System that will provide a cost-effective, quality shared learning resource to support learning and development needs of staff in all councils in Northern Ireland. This project is to procure a new system to continue and further improve existing provision.

**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.**

Provision of learning and development opportunities via the Learning Management System is intended to benefit all staff in the eleven councils. Effective training is ultimately intended to benefit council residents and service users. The system will provide a wide range of training, including training on equality, diversity and good relations, which will enable staff to better meet the needs of different Section 75 groups.

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

This procurement project was initiated by the LGTG Board and SOLACE NI.

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

The procurement and contract will be managed by the LGTG co-ordinator who is part of the HR OD team within LCCC, on behalf of the LGTG and all eleven Councils.

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

Yes - this project is limited by both budget and time.

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

**Stakeholders include:**

Management and staff of all local NI District Councils

Elected Members

Service-users to whom councils deliver services

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

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| --- | --- |
| **Name of policy/strategy/plan** | **Who owns or implements?** |
| LCCC procurement guidance | LCCC |
| Council corporate plans | All councils |
|  |  |
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**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 planning the procurement of a new contractor, a range of information has been considered. This includes feedback from councils and the LGTG on the operation of the previous contract. Consideration has been given to the technical requirements for the contract and the needs of end users – council staff and elected members.

|  |  |
| --- | --- |
| **Section 75 Category** | **Details of evidence/information** |
| Religious Belief  Political Opinion  Racial Group  Age  Marital Status  Sexual Orientation  Men & Women Generally  Disability  People with and without Dependants | We do not have information on the equality characteristics of potential applicants for this contract but it is likely that they will represent a range of groups as the tender will be publicised across the EU.  Those who will use the LMS will be staff and Elected Members of all local councils and will represent all equality 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**

|  |  |
| --- | --- |
| **Section 75 Category** | **Details of needs/experiences/priorities** |
| Religious Belief  Political Opinion  Racial Group  Age  Marital Status  Sexual Orientation  Men & Women Generally  Disability  Dependants | No evidence of specific needs/issues in relation to the procurement of a suitable contractor other than:   * the need to ensure a fair and transparent procurement and selection/appointment process * the appointed contractor will require accessibility knowledge and expertise * the appointed contractor will be required to be an equal opportunities employer and service provider.   In relation to the provision of learning and development resources, there is a need to ensure that materials are representative of and accessible to all groups of user (for example, disabled or older people and those who may not have English as a first language). The Local Government Training Group will be responsible for ensuring that content is 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?**

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| --- | --- | --- |
| **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 differential impact – the procurement exercise will take place via open European tender and should attract applicants from a wide range of backgrounds.  In relation to resources provided by the new LMS, there should be no differential impact as these will be made available to all staff in councils as per each council’s learning and development and other relevant policies. | None  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 | In relation to provision of resources, there is opportunity to provide further equality related content which will be intended to promote equality generally by enhancing staff knowledge and skills. | No opportunity in relation to the appointment of a contractor as the procurement guidelines will be followed to ensure an open and fair procurement. There are clauses in the documentation to ensure that contractors must demonstrate compliance with all relevant legislation, including equality legislation. |

**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, provision of the LMS will contribute to Theme 5: Training – actions 5.1-5.3.

**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, in relation to the eventual content of the LMS which may include learning resources relevant to disability.

**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?**

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| --- | --- | --- |
| **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 | No direct impact in relation to the procurement and contractor appointment.  In relation to provision of resources, potential for indirect positive impact if good relations related content is provided on the LMS. | None  Minor |

\*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?**

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| --- | --- | --- |
| **Good Relations Category** | **IF Yes, provide details** | **If No, provide details** |
| Religious Belief  Political Opinion  Racial Group | There is potential to ensure LMS content is included that will increase staff knowledge and skills around good relations. This may ultimately help to better promote good relations. | Not relevant to the procurement of a contractor. |

**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.**

None 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.

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| --- | --- |
| **Screening Decision/Outcome** | **Reasons/Evidence** |
| Option 1  **Screen out** – no equality impact assessment and no mitigation required [go to Monitoring section] | Equality screening has concluding there is no need to undertake a detailed equality impact assessment on this project as no negative impacts have been identified. Provision of effective learning and development opportunities is likely to be positive for staff and should ultimately benefit council service users. |
| 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.

**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**

**Two elements to monitoring:**

1. **Monitoring the activity generally as part of normal review and evaluation or service improvement**

**2) monitoring by equality category.**

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 procurement process and operation of the contract will be managed and monitored by the LGTG co-ordinator, who reports to the HR&OD Manager in LCCC, the host council, and to the Board of the LGTG.

Individual councils will be responsible for monitoring their own use and feeding this back to the co-ordinator. There will be monitoring of use of the LMS and its effectiveness to ensure value for money. There will also be evaluation of the content of the LMS, with users encouraged to provide feedback.

**Part 5 - Approval and authorisation**

|  |  |  |
| --- | --- | --- |
|  | **Position/Job Title** | **Date** |
| Screened by: Aimee White | Local Government Training Group Co-ordinator | 10.06.22 |
| Reviewed by: | Equality Officer | 10.06.22 |
| **Approved by:** Caroline Magee | Head of HR & OD | 30.06.22 |

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