Lisburn & Castlereagh City Council

Section 75 Equality and Good Relations Screening template (Oct 2022)

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

This Statement refers to Lisburn and Castlereagh City Council's policy in relation to illumination requests.

The Council receives a number of requests each year to light up the relevant facilities to promote awareness of a charity, highlight a particular cause or mark an event/anniversary of significance. Castle Gardens can also be lit up as part of a civic event or commemoration as agreed by Corporate Services Committee. External requests to light up Castle Gardens will not be accepted.

This policy aims to ensure that an effective procedure is in place for managing requests to light up the Council Chamber at the civic headquarters and to ensure they are considered in a consistent and transparent manner through an application process.

This policy relates to the illumination of:

- Civic Headquarters at Lagan Valley Island
- Union Bridge
- Castle Gardens

Name of the activity/policy/project

Building Illumination Policy for LCCC

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

During the review, the policy was discussed with the Head of Service for Corporate Communications and Administration and the Administration Manager. Engagement with CMT, the Chair and Vice Chair of Corporate Services Committee and designated Members, through a working group and other NI Councils and organisations took place. A review of light up policies and practices developed by other councils and organisations was also completed with consideration given to the challenges some of these organisations have faced.

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

The purpose of the policy is to provide an effective procedure for managing illumination requests and to ensure they are considered in a consistent and transparent manner through an application process.

The aims and objectives of the policy are:

- To outline a transparent procedure for managing requests to illuminate Council assets.
- To outline clearly, the application process and the specific criteria that must be met for illumination requests to be considered.
- To put in place measures that enable effective management of an annual illumination programme.
- To ensure relevant approvals are sought in line with Council's governance procedures.
- To ensure that the light up programme reflects the diversity across the city and is inclusive.
- To set out arrangements for promotion of agreed illuminations and the associated charities or causes.

The Council will issue a public call for applications each year. Charities who have previously requested an illumination will be informed directly when the call for applications opens.

Applications that meet the eligibility criteria will be presented to Corporate Services Committee for consideration. Those approved will form the schedule of illuminations for the year. No other applications will be considered within this 12 month period.

Eligibility Criteria

- Requests must be received within the specified timeframe set out in the open call for applications – late submissions will not be accepted.
- Requests must be submitted by, or on behalf of, a registered charity or formally constituted group or public body.
- Requests must clearly identify the cause/charity, requested date and colour.
- Requests must be submitted via the web form Lighting register - Lisburn & Castlereagh (lisburncastlereagh.gov.uk) Anyone who cannot access this form may contact the Civic Events Officer on Civic Events Officer CivicEvents.Officer@lisburncastlereagh.gov.uk to make their application.

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.

It is not identified that there will be any particular opportunities to promote equality across the Section 75 Groupings as a result of this policy refresh. The amendment of this policy in a more user friendly format aims to assist LCCC Officers managing building illumination requests through a transparent application process.

The policy does not differentiate or identify groupings, therefore there will be no direct adverse impact on any groups.

Who initiated or developed the activity/policy/project?

The policy was written by Corporate Communications and Administration Unit.

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

The policy is owned by the Corporate Communications and Administration Unit of LCCC. It is implemented by the Corporate Communications and Administration HoS, Administration Manager, Civic Events Officer and Marketing and Communications team.

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

No

If yes, give brief details of any significant factors. N/A

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

Staff ⊠ Service Users ⊠ Other Public Sector Organisations ⊠

Voluntary/Community/Trade Unions ⊠ Other e.g. Elected Members ⊠

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

Name of policy/strategy/plan	Who owns or implements?
Corporate Plan	Chief Executive
Photographic & Public Relations Protocol Policy	**HoS Corporate Communications and Administration**

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.

Most up to date NISRA population data from Census 2021 (published 22/09/22) Lisburn and Castlereagh Census Data

Section 75 Category	**Details of evidence/information**
Religious Belief	In implementing the policy there has been no deviation that would show any bias or impact across any one of the specific Section 75 groupings.
Political Opinion	During the period the current policy has been in place, there have been no instances of complaint or query over a section 75 grouping being impacted as a result of the policy terms and conditions. The new policy update does not fundamentally deviate from the original policy. The Policy has been amended to ensure a transparent procedure for managing illumination requests to outline clearly the specific criteria that must be met for illumination requests to be considered, to put in place measures that enable effective management of an illumination programme and to put in place a clear timeframe to enable the relevant approvals to be sought through Corporate Services Committee and Council in line with Council governance procedures which will benefit all applicants. It also provides for requests that do not meet the eligibility to be considered in exceptional circumstances.
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

Section 75 Category	Details of needs/experiences/priorities
Religious Belief Political Opinion Racial Group Age Marital Status Sexual Orientation Men & Women Generally Disability	The policy has a number of terms and conditions in place to manage an open and transparent application process for building illumination requests. These are applicable to all applicants and therefore not detrimental to any one group in particular. The application process will be more user friendly, which may be beneficial to some section 75 groups - for example if English is not their first language. Perhaps application process / forms will be provided in accessible formats if required.
People with and without 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? [This is about trying to identify whether the proposed project, policy or plan will impact on particular groups or impact differently on various groups. It may be ok to say 'no impact identified' or 'no differential impact identified'. Subsequent monitoring should then be used to ensure that any unanticipated impact is identified and addressed.]

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	The policy does not differentiate or identify groupings, therefore there will be no direct adverse impact on any groups.	**None**
Political Opinion		
Racial Group		
Age		
Marital Status		
Sexual Orientation		
Men & Women Generally		
Disability		
People with and without Dependants		

* 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	N/A	Particular opportunities to promote equality across the Section 75 Groupings as a result of this policy have not been identified. The review of this policy aims to implement a transparent procedure for managing Illumination requests. The policy does not differentiate or identify groupings, therefore there will be no direct adverse impact on any groups.
Political Opinion		
Racial Group		
Age		
Marital Status		
Sexual Orientation		
Men & Women Generally		
Disability		

People with and without Dependants		

Equality Action Plan 2021-2025 [new question]

Does the activity/policy/project being screened relate to an action in the Equality Action Plan 2021-2025?   Yes/<mark>No</mark>   If yes, specify which action.

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:

- to promote positive attitudes towards disabled people?
- to encourage the participation of disabled people in public life?

<mark>Yes</mark>/No [delete as appropriate]   If yes, give details/specify which action.

Action 3.1 - Identify relevant opportunities and encourage participation of disabled people through targeted promotion

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	The policy should not impact adversely on Good Relations between the three categories the policy does not differentiate or identify groupings, therefore there will be no direct adverse impact on any groups.	None
Political Opinion		
Racial Group		

*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		The policy does not differentiate or identify groupings, therefore there will be no direct adverse impact on any groups.
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.

Council recognises that no one individual sits exclusively within just one of the nine designated groups and this has been given consideration at this time

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]	The policy provides detailed terms and conditions for registered charities, formally constituted/registered groups and public bodies for council illuminations requests as well as a criteria on how all applications should be assessed. The procedures do not identify specific section 75 groupings and criteria are to be applied to every application request received.
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]	N/A
Option 3 **Screen in** for a full Equality Impact Assessment (EQIA) [If option 3, complete timetabling and prioritising section below]	N/A

Mitigation (Only relevant to Option 2)

n/a

Can the activity/policy/project plan be amended or an alternative activity/policy introduced to better promote equality of opportunity and/or good relations? N/A

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) N/A

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

Monitoring will be undertaken annually by the Civic Events Officer and HoS Corporate Communications and Administration to monitor the effectiveness of the Illuminations for those charities and causes involved.

We will also ensure applications do in fact reflect the diversity across the city / are inclusive.

Part 5 - Approval and authorisation

	Position/Job Title	Date
Screened by: Stephanie Kelly	Administration Manager	01/10/2024
Reviewed by: Annie Wilson	Equality Officer	01/10/2024
Approved by: Frances Byrne	HoS Corporate Communications and Administration	01/10/2024

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.

Updated Template @ Oct 2022