**Lisburn & Castlereagh City Council**

**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 Security, CCTV & Concierge Services at Lagan Valley Island and Security/Receptionist/Caretaker Service at Bradford Court**  The current contract with Bidvest Noonan for the Provision of Security, CCTV & Concierge Services at Lagan Valley Island and Receptionist/Caretaker at Bradford Court is due to expire on 30th November 2021.  A new procurement exercise is therefore required to ensure continuity of service beyond this date.  The Security Service at Lagan Valley Island incorporates Manned Guarding, Concierge Services plus the monitoring of internal and external CCTV cameras 24hrs daily at Lagan Valley Island and for other LCCC premises, including but not limited to Lagan Valley Leisureplex, Wallace Park, Castle Gardens, Moira Demesne and Bradford Court. Pre Covid-19 additional guards were regularly booked at Lagan Valley Island as and when required to facilitate car park management, events, and other ad hoc requirements. A Security/Receptionist/Caretaker Service is also provided at Bradford Court. |

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

# Is this activity/policy

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

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

|  |
| --- |
| Objectives |
| To enhance the safety and well-being of staff and the public (particularly children and vulnerable adults) using Council premises, reducing fear of crime, anti-social behaviour and aggression. |
| To enhance customer service to the ratepayer ensuring safety through a service which is reliable, efficient and value for money. |
| Provide a service which is accountable and mitigates the risks to the Council. |
| To provide a security service to the tenants at Bradford Court & Lagan Valley Island as per lease agreements. |
| To prevent, investigate and detect crime and to assist with the apprehension and prosecution of offenders. |
| To enable a comprehensive security service to be provided for the Lagan Valley Island Conference Centre and the Island Hall events. |
| To provide a security service that is effective and responsive in the context of emergency response. |
| To discourage anti-social behaviour. |
| To protect LCCC property and assets. |

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

|  |
| --- |
| The Policy is intended to benefit all service users / visitors. It may particularly benefit certain groups who may feel more vulnerable in public places e.g. people with disabilities, women/lone women, children, Minority Ethnic people & older people. |

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? |  | Other? | **X** |

If other, please detail below

|  |
| --- |
| The current contract for the outsourcing of these various Security related 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. |

**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   * PSNI * Public Sector Organisations hiring/leasing LCCC facilities |
| Voluntary/Community/Trade Unions – please list | Yes   * Community groups using LCCC facilities * Trade unions |
| Other eg. Elected Members | Yes |

If other, please detail below

|  |
| --- |
| Elected Members  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 LCCC CCTV Policy | LCCC Data Protection Officer |
| 3 Lagan Valley Island & Bradford Court Emergency Evacuation Procedures | Facilities Management Unit |
| 4 ChaSP No. 1 Health and Safety | LCCC Corporate Health & Safety |
| 5 ChaSP No. 2 Risk Assessment | 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 | *Used by all sections of the community and all equality groups* |
| Political Opinion | *Used by all sections of the community and all equality groups* |
| Racial Group | *Used by all sections of the community and all equality groups* |
| Age | The LCCC CCTV policy aims to discourage Anti-Social behaviour  Anti-Social behaviour involving teenagers / young adults is a common problem in LCCC public spaces. Prompt reporting of Anti-Social behaviour is required in order to help to address this issue. From January 2018 – December 2020 there were 113 reports logged of Anti-Social Behaviour on the LVI site. PSNI attended the LVI site on 85 occasions during this time in response to reports from the Security personnel at LVI.  A particular focus of the security remit is to enhance the safety and well-being of the public (particularly children and vulnerable adults, including the elderly) using Council premises |
| Marital Status | *Used by all sections of the community and all equality groups* |
| Sexual Orientation | *Used by all sections of the community and all equality groups* |
| Men & Women Generally | *Used by all sections of the community and all equality groups* |
| Disability | A particular focus of the security remit is the safeguarding of vulnerable adults (including those with disabilities)  Car parking policy – provision of disabled car parking spaces monitored by Security staff at LVI  All contracted staff will be aware of LCCC’s equality and disability policies and trained in the relevant practices. |
| Dependants | A particular focus of the security remit is to enhance the safety and well-being of the public (particularly children and vulnerable adults, including the elderly) using Council premises |

### 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 | Some minority groups may feel more vulnerable in public places and will therefore benefit from security provision or feel more need for good security |
| Age | Older people and children/young people may feel more vulnerable in public places and will therefore benefit from security provision or feel more need for good security |
| Marital Status | *N/A to this policy* |
| Sexual Orientation | Some members of the LGBTQ community may feel more vulnerable in public places and will therefore benefit from security provision or feel more need for good security |
| Men & Women Generally | Security presence contributes to reducing fear of crime, anti-social behaviour and aggression; females may feel more vulnerable in public places and especially at night |
| Disability | Those with a disability have specific needs regarding parking & access. The implementation of Security services will be positive for such individuals/groups both outside and inside LVI providing assistance and ensuring access where required. |
| Dependants | Parents and carers need reassurance regarding their children’s safety |

**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 | No differential impact identified | None |
| Political Opinion | No differential impact identified | None |
| Racial Group | Security has potential to benefit racial minorities if it makes them feel safe and protected | Minor (positive) |
| Age | Older people may be more reassured by good security and therefore more likely to use council facilities | Minor (positive) |
| Marital Status | No differential impact identified | None |
| Sexual Orientation | Security can be reassuring for some minority groups who may experience abuse in public | Minor (positive) |
| Men & Women Generally | Both male and female benefit from security and health and safety but women may feel more reassured and likely to use council facilities if they feel safe and protected. | Minor (positive) |
| Disability | People with disabilities are more likely to require the assistance of security staff in relation to parking, access, etc. | Minor (positive) |
| Dependants | People with dependants, eg, children or older people or disabled may benefit from assistance from security staff and/or a security presence. | Minor (positive) |

\*See Appendix 1 for details.

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 |  | No |
| Political Opinion |  | No |
| Racial Group |  | No |
| Age |  | No |
| Marital Status |  | No |
| Sexual Orientation |  | No |
| Men & Women Generally |  | No |
| Disability |  | No |
| Dependants |  | No |

*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. However, the successful contractor will be required to be an equal opportunities employer and comply with all equality legislation in relation to employment of security staff and delivery of the security service, etc. The operation of the contract will be kept under review and action taken if any issues or further opportunities arise.*

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 | The provision of security encourages people to mix in public places and promotes shared space, eg, for different religions or minority ethnic people | Minor - positive |
| 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 |  | No |
| Political Opinion |  | No |
| Racial Group |  | No |

*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. However, the successful contractor will be required to be an equal opportunities employer and comply with all equality legislation in relation to employment of security staff and delivery of the security service, etc. The operation of the contract will be kept under review and action taken if any issues or further opportunities arise.*

**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.

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| --- |
| The Council recognises that no individual is exclusive to just 1 group; and this has been given consideration with respect to this policy.  Some people with multiple identities will particularly benefit from provision of effective security, eg, older women or disabled people, young minority ethnic females. |

**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 | It is considered that there will be no adverse effects from the provision of Security Services at Lagan Valley Island & Bradford Court. The implementation of the policy will be positive for all groups inclusive of all Section 75 categories.  The main focus of the Security Services is to provide protection and enhance safety for all users of relevant council premises and public spaces, and in doing so, this facilitates and promotes equality of opportunity for all groups. In doing so, a number of groups may benefit in particular.  Staff will be aware of LCCC equality and disability policies and trained as appropriate. |
| Option 2  Screen out with mitigation |  |
| 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.

|  |
| --- |
| **N/A** |

**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

|  |
| --- |
|  |

**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): |
| Uel Preston – 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 - Manager |
| Name & HoS Title: | Frances Byrne – HoS CC&A |

**Part 5 - Approval and authorisation**

|  |  |  |
| --- | --- | --- |
| **Screened by:** | **Position/Job Title** | **Date** |
| Uel Preston | Duty Officer | 07.04.21 |
| Stephanie Kelly | Manager |  |
| Reviewed by Mary McSorley | Equality Officer | 21.04.21 |
| **Approved by:** |  |  |
| Frances Byrne | Head of Service | 27.04.21 |

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;