**Lisburn & Castlereagh City Council**

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

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

NIAO made a recommendation for the council’s Single Tender Actions to be raised as an issue for review. As a result, the Strategic Procurement Working Group agreed that a Policy outlining the processes and the associated governance would be beneficial for all council staff.

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

Draft Single Tender Action Policy

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

This is a new council Policy as a result of an NIAO recommendation.

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

The aim is to provide assurance to the NIAO that appropriate action is being taken, whilst providing council officers with a comprehensive step by step guidance detailing the strict conditions under which a Single Tender Actions can be carried out, including STAs in the case of an emergency.

Objective is to create a standardised approach to STAs across the council and control/ reduce the number of STAs occurring. The policy should highlight to officers the importance of planning ahead for new procurements in order to avoid the need for an STA, where at all possible.

**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 policy will provide council officers with a comprehensive step by step guide detailing the strict conditions under which a Single Tender Actions can be carried out. All officers will be informed of a standard approach to follow when utilising the STA route.

The policy and the activities within it will not be targeting any specific Section 75 categories/groups.

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

The Strategic Procurement Working Group (SPWG) agreed that a Policy would be an effective way to address and resolve the NIAO recommendation. The SPWG is chaired by the Director of Regeneration and Growth.

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

The policy will be owned by LCCC, councils officers will be required to ensure compliance with the policy, which the procurement team will advise on.

**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

Legal

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

Staff: Commissioning Officers

Service users: Each time the STA policy is used it will likely be different parts of the organisation with different users.

Other public sector organisations: Possibly other councils

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

|  |  |
| --- | --- |
| **Name of policy/strategy/plan** | **Who owns or implements?** |
| Accounting Manual | Corporate and Finance Department |

**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**](https://explore.nisra.gov.uk/area-explorer-2021/N09000007/)

|  |  |
| --- | --- |
| **Section 75 Category** | **Details of evidence/information** |
| Religious Belief | Detailed analysis of population data by Section 75 category is not considered relevant to this policy.  We do not have information on Section 75 characteristics of potential contractors and their staff, but they are likely to reflect the wider population, and the principles and thresholds detailed within the policy are in compliance with the Public Contract Regulations 2015 which promotes Equal Treatment, Non-Discrimination, Proportionality, Transparency, Maximising Value for Money, Protection Against Corruption, Compliance with Laws and Regulations. |
| Political Opinion |
| 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 | No evidence of specific needs identified in relation to this policy / procedure. |
| Political Opinion |
| Racial Group |
| Age |
| Marital Status |
| Sexual Orientation |
| Men & Women Generally |
| Disability |
| 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?**

|  |  |  |
| --- | --- | --- |
| **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 | None. There is no evidence to suggest that the policy will lead to an adverse impact on any of the categories. |  |
| 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 |  | No opportunity identified. Procurement processes provide for equality of opportunity. Procurement will be in line with the principals of the Public Contract Regulations 2015. |
| Political Opinion |  |
| Racial Group |  |
| Age |  |
| Marital Status |  |
| Sexual Orientation |  |
| Men & Women Generally |  |
| Disability |  |
| People with and without Dependants |  |

**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/No If yes, specify which action.

No

**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/No [delete as appropriate] If yes, give details/specify which action.

No

**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 | No impact identified in relation to this policy |  |
| 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 opportunities identified in relation to this policy. Procurement will be in line with the principals of the Public Contract Regulations 2015. |
| 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.**  Not applicable

**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] |  |
| 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] | This policy has been screened out with mitigation. Provision is made with the Procurement Legislation which allows for ringfencing contracts for disadvantaged communities thus creating a degree of positive discrimination.  The principle of STA allows for further discriminatory behaviour towards Section 75 groupings. The associated guidance notes create checks and balances in order to prevent inappropriate awarding of contracts and by default discriminatory behaviour. |
| 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?** 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? No. 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).

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:

Each STA will be noted by the Strategic Procurement Working group as well as the individual Directorate ensuring that the correct guidance is followed, and equality monitoring will be ongoing as each process follows.

**Part 5 - Approval and authorisation** [insert names and job title]

|  |  |  |
| --- | --- | --- |
|  | **Position/Job Title** | **Date** |
| Screened by: | Kathryn Cahill / Leeann Vincent | 1st May 2024 |
| Reviewed by: Annie Wilson | Equality Officer | 01.05.2024 |
| **Approved by:** | Donal Rogan, Director of Regeneration and Growth | 1st May 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:

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.

Updated Template @ Oct 2022