

ARDS AND NORTH DOWN BOROUGH COUNCIL

Policy Screening Form

1.	Policy Reference (Equality use only)	E 148
2.	Policy Name	Gun Salutes at the Town Hall, Bangor
3.	Existing / Revised / New Policy	Revised policy
4.	Responsible Officer	Director of Organisational Development and Administration
5.	Description of policy to be screened	<p>In June 2017, the Council agreed to accept a request from the 38th Irish Brigade to host the Royal Salute at Bangor Castle on 14 November 2017 as a Civic Event to mark the 69th birthday of HRH The Prince of Wales. In the request it was stated that Hillsborough Castle would be closed for restoration from Autumn 2017 until Summer 2018.</p> <p>The Gun Salute was duly held and the 38th Irish Brigade has since suggested that, given the success of the Salute and the 206 (Ulster) Battery Royal Artillery's ease of operation in firing guns from this venue, the Council may wish to allow further Gun Salutes at Bangor Castle either on an "engagement" or "Firing only" basis. The Brigade has further asked whether the Council would charge for the use of the Castle as a Salute venue. (There is a charge applied for the use of Hillsborough Castle for Gun Salutes).</p> <p>The following Gun Salutes are scheduled to take place in 2018:-</p> <ul style="list-style-type: none"> • Accession Day – Tuesday, 6 February 2018 • The Queen's Birthday – Saturday, 21 April 2018 (It is likely that this Salute will be held in Antrim) • Coronation Day – Saturday, 2 June 2018 (It has already been agreed that this Salute will be held at Castle Archdale, Fermanagh as part of events to mark the RAF 100) • The Queen's Official Birthday – Saturday, 9 June 2018 (Date TBC) (This coincides with the date of Sea Bangor) • The Duke of Edinburgh's Birthday – Monday, 11 June 2018

		<ul style="list-style-type: none"> • Prince of Wales' Birthday – Wednesday, 14 November 2018 <p>The Council agreed to permit Royal Gun Salutes on Tuesday, 6 February 2018, Saturday, 9 June 2018 and Wednesday, 14 November 2018. As two of these are weekdays, the Town Hall will be open for normal business at these times and must remain publicly accessible. On Saturday 9 June 2018, the Town Hall will be open to facilitate a wedding and the Sea Bangor event.</p>
	<p>Aims and Expected Outcomes – what is the Policy expected to achieve?</p>	<p>The Council agreed, in principle, to allow three of the 2018 Royal Gun Salutes in Castle Park, Bangor on;</p> <ul style="list-style-type: none"> • a “Firing Only” basis on Tuesday, 6 February 2018 and on Saturday, 9 June 2018, which coincides with “Sea Bangor”. • on Wednesday 14 November 2018, potentially on an “engagement” basis which may either benefit the Mayor’s Charities, the Council or the wider community. <p>All of the above arrangements will be reviewed later in 2018 before a decision is taken in relation to 2019 and beyond.</p> <p>This decision will require consideration to ensure the Council complies with the Equality Commission for Northern Ireland’s Good and Harmonious Working Environment policy and that all employees and service users are considered in relation to how these events would affect their day to day business with the Town Hall on these dates/times.</p> <p>Representatives from 38th Irish Brigade have suggested that future Royal Gun Salutes could be used as a backdrop for further engagement between the Council and the community, as deemed appropriate. For example, a Salute could be used to raise the profile of the Mayor’s Charities.</p> <p>The Council is applying a ‘cost recovery’ charge to the 38th Irish Brigade for use of the facilities.</p>

	<p>Section 75 categories which might be expected to benefit and how they may benefit.</p>	<p>All Section 75 categories have the potential to benefit, although some dimensions may consider the event in a place of work, and particularly on working days, to be adverse to a good and harmonious working environment. Thus the arrangements have been put together to ensure timely communication with employees based in the Town Hall, Bangor, residents, ratepayers and potential visitors to the Town Hall including Council employees based outside the Town Hall, Bangor on the dates identified. Any suggestions and proposals put forward by employees who identify an adverse impact or potential adverse impact will be considered and reasons provided if suggestions are not appropriate. Any concerns identified by residents, ratepayers and potential visitors to the Town Hall will also be addressed and identified for future events.</p>
7.	<p>Factors which could contribute to / detract from the intended aims / outcomes of the Policy when being implemented</p>	<p>If the employees or the residents and ratepayers of the Borough consider these gun salutes to be an inappropriate location and time for this event; that it has the potential to disrupt a normal working day and also could cause concern or offense to employees or the public accessing services or working in or attending meetings in the building whilst the event is being prepared for, being carried out and after the event in the tidy up operation. It has the potential to offend individuals as they may consider it has breached the Council's commitment to the promotion of good and harmonious working relationships. Some individuals may see this as not a proper use of local government monies and an expense that is not appropriate for their rates. It is acknowledged that others will be pleased to see the Council acting to promote and raise the profile of the area and paying tribute to the Royal family.</p>
8.	<p>The main stakeholders on whom the policy will impact. For example, Employees, Potential Service Users and Community Groups Consider the internal and external impacts (either actual or potential) and comment, or list, information where appropriate</p>	<p>The Council, Elected Members, employees of the council, residents, ratepayers, businesses, local schools, visitors to the Borough, local schools and SERC, council invitees, Local Reserve Units, Lord Lieutenant, MLA's, Local MP's, PSNI, those providing catering for the event, security personnel, serving officers attending and not attending.</p>

9.	<p>Please provide details of other policies which have a bearing on this one.</p> <p>Policies:</p> <p>E 15 Ards and North Down Borough Council - Corporate Plan</p> <p>E 16 Good Relations Strategy and Action Plan</p> <p>E 27 Lands and Property Policy</p> <p>E 28 Corporate Complaints policy and procedure</p> <p>E 29 Freedom of the Borough Policy</p> <p>E 38 Dignity at Work Policy and Procedure</p> <p>E 54 206 (Ulster) Battery Royal Artillery - 300th Anniversary and 25th Anniversary of Conferral of Freedom of the Borough</p> <p>E 57 ANDBC Armed Forces Covenant</p> <p>E 71 Street parties to celebrate HRM the Queens 90th Birthday</p> <p>E 73 Commemorative events for Somme centenary</p> <p>E 74 Blair Mayne Bursary and arrangements to administer the bursary</p> <p>E 75 Investors in People Accreditation</p> <p>E 78 Request to light Ards Town Hall in national or recognised colours in memory of Orlando Shooting June 2016</p> <p>E 79 Request from Seafarers UK to fly the Red Ensign on 3 September 2016</p> <p>E 80 Request to support a range of commemorative events on Council land for the centenary of the Battle of the Somme in July 2016 E</p> <p>E 93 Criteria for Civic Receptions</p> <p>E 107 Memorial Plaque - J S Dunville VC</p> <p>Policy Number Policy Name</p> <p>E 108 Flying of Additional Armed Forces Day Flag on 24 June 2017, Armed Forces Day</p> <p>E 113 Requests to Light Up Buildings - Policy Review</p> <p>E 125 Gun Salute at the Town Hall Bangor</p> <p>A Guide for Employers and Employees – Promoting a Good and Harmonious Working Environment</p>	<p>Owned by:</p> <p>Ards and North Down Borough Council</p> <p>Equality Commission for Northern Ireland</p>
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10.	Available evidence (quantitative and qualitative) considered as important to encourage completion in relation to:					
	Religious Belief	The ANDBC employee profile shows that				
		<u>Males</u>	<u>Protestant</u>	<u>Roman Catholic</u>	<u>Other</u>	<u>Total</u>
		<u>Full Time</u>	358 (84%)	33(8%)	34(8%)	425 (100%)

Part Time	*(63%)	*(25%)	*(13%)	*8 (100%)
Totals	363(84%)	35(8%)	35(8%)	433(100%)

Females	Protestant	Roman Catholic	Other	Total
Full Time	223(78%)	58(20%)	6(2%)	287(100%)
Part Time	20(54%)	12(32%)	5(14%)	37(100%)
Totals	243(75%)	70(22%)	11(3%)	324(100%)

Total Emp	606(80%)	105(14%)	46(60%)	757(100%)
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The makeup of the council in relation to employee religious belief is 80% Protestant, 14% Roman Catholic and 6% Other.

* No figures have been given as low figures may serve to identify individuals

The profile of residents of the Borough indicates:

Religion or Religion Brought up in (Numbers with % in brackets)

	All usual residents	Catholic	Protestant and Other Christian (including Christian related)	Other Religions	None
Northern Ireland	1,810,863 (100%)	817,385 (45%)	875,717 (48%)	16,592 (1%)	101,169 (6%)
Ards and North Down Borough Council	156,672 (100%)	20,550 (13%)	117,589 (75%)	1,729 (1%)	16,804 (11%)

Source:

[Religion or religion brought up in. Census 2011, NISRA](#)

Political Opinion	Electoral Office data from recent Local Government elections detail the political representation on Ards and North Down Council, The Stormont Executive for this electoral area and Westminster election. This data is an approximate measure of political opinion of the voting electorate within the Borough. Turnout to vote in North Down and Strangford constituencies tend to be lower than the rest of NI suggesting less strong political opinions. Of those who do turn out, the results show preferences for voting Unionist parties.
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See table below

Data:

Council Election results

The most recent local council election (22nd May 2015) showed:

	Eligible Electorate	Votes Polled (% Turnout)	Elected Candidate							
			DUP	Sinn Féin	UUP	SDLP	Alliance	Independent	TUV	Green
Northern Ireland	1,243,649	638,332 (51.3%)	130	105	88	66	32	15	13	4
Ards and North Down Borough Council	112,077	47,161 (42.1%)	17		9	1	7	2	1	3
Ards Peninsula (DEA)	16,656	7,369 (44.2%)	3		1	1	1			
Bangor Central (DEA)	17,194	6,678 (38.8%)	2		2		1			1
Bangor East and Donaghadee (DEA)	16,956	6,915 (40.8%)	3		1		1	1		
Bangor West (DEA)	13,479	5,448 (40.4%)	2		1		1			1
Comber (DEA)	13,681	6,272 (45.8%)	2		1		1		1	
Holywood and Clondeboye (DEA)	14,158	6,229 (44.0%)	2		1		1			1

Newtownards (DEA)	19,953	8,250 (41.4%)	3		2		1	1		
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Source:

[The Electoral Office, NI](#)

Since the election in 2014 for local Councillors a number of changes to the political make-up of the Council have taken place. The current makeup of the Council as at December 2017 is:

18 DUP, 8 UUP, 3 independents, 2 Greens with 7 Alliance, 1 SDLP and 1 TUV.

Thus employees are working in this environment and political decisions are being taken based on this data.

Racial Group

The ANDBC employee profile shows that less than 2% of our employees are from an ethnic minority background. Accurate figures are not currently available although an employee monitoring exercise is to be carried out in October 2017. In relation to the resident population NISRA, NINIS and Northern Ireland Strategic Migration Partnership data provide up to date data. The 2011 census showed that 32,000 (1.8%) of the usually resident population in Northern Ireland is from a minority ethnic background. Within the borough, the 2011 Census showed that 1.5% (2,300) were from a minority ethnic background. Across the borough this ranged from 5.2% in Loughview ward to 0.3% in Lisbane ward.

See table below

Data:

Ethnic Group (Numbers with % in brackets)

	All usual residents	White	Chinese	Indian	Bangladeshi	Other Asian	Black African	Black Other	Mixed	Other
Northern Ireland	1,810,863 (100%)	1,778,449 (98%)	6,303 (0%)	6,198 (0%)	540 (0%)	6,089 (0%)	2,345 (0%)	1271 (0%)	6,014 (0%)	3,654 (0%)
Ards and North Down Borough Council	156,672 (100%)	154,365 (99%)	406 (0%)	283 (0%)	177 (0%)	415 (0%)	139 (0%)	132 (0%)	556 (0%)	199 (0%)
Ards Peninsula	156,672 (100%)	23,367 (99%)	26 (0%)	19 (0%)	5 (0%)	19 (0%)	6 (0%)	2 (0%)	51 (0%)	29 (0%)
Bangor Central	23,524 (100%)	24,469 (98%)	105 (0%)	43 (0%)	17 (0%)	43 (0%)	26 (0%)	32 (0%)	119 (0%)	38 (0%)
Bangor East and Donaghadee	24,892 (100%)	22,648 (99%)	56 (0%)	27 (0%)	10 (0%)	91 (0%)	11 (0%)	2 (0%)	82 (0%)	19 (0%)
Bangor West	22,946 (100%)	17,763 (98%)	19 (0%)	135 (0%)	2 (0%)	116 (0%)	3 (0%)	26 (0%)	73 (0%)	15 (0%)
Comber	18,152 (100%)	18,216 (99%)	30 (0%)	8 (0%)	9 (0%)	35 (0%)	4 (0%)	8 (0%)	55 (0%)	17 (0%)
Holywood	18,382	20,061	65	31	23	81	81	56	101	61

and Clandeboye	(100%)	(98%)	(0%)	(0%)	(0%)	(0%)	(0%)	(0%)	(0%)	(0%)	(0%)
Newtownards	20,560 (100%)	27,841 (99%)	105 (0%)	20 (0%)	111 (0%)	30 (0%)	8 (0%)	6 (0%)	75 (0%)	20 (0%)	

Source:
[Ethnic Group, Census 2011, NISRA](#)

Age	<p>NISRA have published population projections for the Borough which show that the proportion of those aged 85 and over are expected to more than double within the next 25 years. ANDBC has the highest % population of older people in Northern Ireland. See table below Data: Age Groups (Numbers with % in brackets)</p> <table border="1"> <thead> <tr> <th></th> <th>0-15</th> <th>16-39</th> <th>40-64</th> <th>65+</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Northern Ireland</td> <td>385,200 (21%)</td> <td>583,116 (31%)</td> <td>591,481 (32%)</td> <td>291,824 (16%)</td> <td>1,851,621 (100%)</td> </tr> <tr> <td>Ards and North Down Borough Council</td> <td>29,801 (19%)</td> <td>43,239 (27%)</td> <td>54,094 (34%)</td> <td>31,663 (20%)</td> <td>158,797 (100%)</td> </tr> </tbody> </table> <p>Sources: Demography and Methodology Branch, NISRA World Health Organization</p> <p>The council has an older age profile of employees as only a small number of new recruitment exercises have been carried out from 2014. The younger population may not identify with such an event as the older population would. In relation to the profile of employees the following identifies them in age bands and gender:</p> <table border="1"> <tbody> <tr> <td>Female</td> <td></td> <td></td> </tr> <tr> <td></td> <td>16 - 29</td> <td>Total 20(6%)</td> </tr> <tr> <td></td> <td>30 - 39</td> <td>Total 75(23%)</td> </tr> <tr> <td></td> <td>40 - 49</td> <td>Total 105 (33%)</td> </tr> <tr> <td></td> <td>50 - 59</td> <td>Total 80 (25%)</td> </tr> <tr> <td></td> <td>60 – 70+</td> <td>Total 42 (13%)</td> </tr> <tr> <td></td> <td></td> <td>322 (100%)</td> </tr> <tr> <td>Male</td> <td></td> <td></td> </tr> <tr> <td></td> <td>16 - 29</td> <td>Total 26 (6%)</td> </tr> <tr> <td></td> <td>30 - 39</td> <td>Total 83(19%)</td> </tr> <tr> <td></td> <td>40 - 49</td> <td>Total 121(27%)</td> </tr> <tr> <td></td> <td>50 - 59</td> <td>Total 176 (39%)</td> </tr> <tr> <td></td> <td>60 – 70+</td> <td>Total 41 (9%)</td> </tr> <tr> <td></td> <td></td> <td>447 (100%)</td> </tr> </tbody> </table>		0-15	16-39	40-64	65+	Total	Northern Ireland	385,200 (21%)	583,116 (31%)	591,481 (32%)	291,824 (16%)	1,851,621 (100%)	Ards and North Down Borough Council	29,801 (19%)	43,239 (27%)	54,094 (34%)	31,663 (20%)	158,797 (100%)	Female				16 - 29	Total 20(6%)		30 - 39	Total 75(23%)		40 - 49	Total 105 (33%)		50 - 59	Total 80 (25%)		60 – 70+	Total 42 (13%)			322 (100%)	Male				16 - 29	Total 26 (6%)		30 - 39	Total 83(19%)		40 - 49	Total 121(27%)		50 - 59	Total 176 (39%)		60 – 70+	Total 41 (9%)			447 (100%)
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Marital Status	Accurate figures are not currently available although an employee monitoring exercise is to be carried out in January 2018
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Sexual orientation	Accurate figures are not currently available although an employee monitoring exercise is to be carried out in January 2018
Men & Women generally	ANDBC employee profile for ECNI Monitoring returns identifies the breakdown for employees and this is demonstrated in the table located at the age category.
Disability	Accurate figures are not currently available although an employee monitoring exercise is to be carried out in January 2018. A small percentage of employees have declared they have a long term disability as defined in the DDA, however many have chosen not to record. The current employee data shows Employees with hearing impairment or with any autism may find the event and preparation unsettling and not conducive to a good working environment.
Dependents	Accurate figures are not currently available although an employee monitoring exercise is to be carried out in January 2018. It is hoped that employees will provide data on the range of age groups of their dependents and how this may have an influence on their working hours and arrangements. The number of employees that will declare they have dependents will be a snap shot as this responsibility changes over time.

11.	Based on data previously provided what are the needs, experiences and priorities for each of the following categories, in relation to this policy/decision?	
	Religious Belief	Some individuals may not support the cost and or disruption of such an event or the use of a public building that offers services to a range of individuals based on their religious belief, political opinion and/or racial group. Some may be indifferent and some may like the event being within their workplace or Borough. Some may consider such an event to not promote a harmonious environment and may find the noise of the gun salutes to be unacceptable in the proximity to a work environment. This may be based on issues around sovereignty and identity.
	Political Opinion	
	Racial Group	
	Age	Some individuals may not be supportive of this event due to the role of the armed forces or Royal family in relation to a spouse, civil partner, a family member or friend. They may also feel it is inappropriate for such an event to be held in a public facing workplace. Some may consider such an event to not promote a harmonious environment and may find the noise of the gun salutes to be unacceptable in the proximity to a work environment.
	Marital Status	
	Sexual orientation	
	Men & Women generally	
	Disability	Some employees may identify the disruption or increased noise of the gun salutes as unacceptable due to their disability or hidden disability that they may feel required to disclose.
	Dependents	Some individuals may not be supportive of this event due to the role of the armed forces or the Royal family in relation to a spouse, civil partner, a family member or friend.

Does this Policy require an Equality Impact Assessment?

1.	What is the likely impact on equality of opportunity for each of the Section 75 categories?		
		Detail of Impact	Level of Impact Minor/Major/None
	Religious Belief	Issues around identity and sovereignty see this as an inappropriate use of local government monies in that it has the potential to support the Protestant/Unionist community significantly more than the Roman Catholic/Nationalist community.	Major
	Political Opinion		
	Racial Group	Issues around identity and sovereignty	
	Age	Issues around identity and age related concerns. Younger people in particular and all ages, may not support this type of event in a workplace as they wish to work in a shared environment.	
	Marital Status	Issues around the impact or potential impact on a spouse or civil partner	
	Sexual orientation	Issues around the impact or potential impact on themselves, a spouse or civil partner	
	Men & Women generally	Issues around the impact or potential impact on themselves, a spouse or civil partner	
	Disability	Issues around noise levels and access to and from the building as well as the disruption to their working arrangements and the need for some to declare a hidden disability. Those whom for personal reasons do not support or feel comfortable in an environment where the change in routine or noise may affect them for a range of reasons.	
	Dependents	Issues around family members serving, or previously served in the armed forces as well as issues around access to the building and area or based on sovereignty and ceremony for this event in the province.	

2.	Are there opportunities to better promote equality of opportunity for people within the Section 75 equality categories?		
		If "Yes", provide details	If "No", provide details
	Religious Belief	Yes	
	Political Opinion	It is essential that there is a meaningful two way prior to	

Racial Group	<p>each event to enable them to express their concerns confidentially if requested and for management to clarify any concerns and confirm the arrangements to ensure there is no opportunity for misunderstandings or individuals to feel uncomfortable.</p> <p>Management must engage meaningfully and have a transparent process to ensure all queries and concerns are dealt with equitably, both from employees and the public.</p> <p>Good communication internally and externally must be undertaken in a timely manner for each event.</p>
Age	
Marital Status	
Sexual orientation	
Men & Women generally	
Disability	
Dependents	

3.	To what extent is the Policy likely to impact on Good Relations between people of different religious belief, political opinion or racial group?	
	Details of Impact	Level of Impact Minor/Major/None
	Religious Belief	<p>Major</p> <p>This arrangement is taking place in a workplace where individuals may feel uncomfortable because of their identity or previous experiences with the arrangements or the reason for the event, and thus may consider the policy in breach of the council's commitment to encourage and promote a good and harmonious workplace. Some individuals may see this as an improper use of local government monies and an expense that is not appropriate for their rates as it may be deemed to support one community background over any other.</p>
	Political Opinion	
	Racial Group	

4.	Are there opportunities to better promote Good Relations between people of different religious belief, political opinion or racial group?	
	If "Yes" provide details	If "No" provide details
	Religious Belief	<p>Yes. It is essential that there is a meaningful two way conversation with employees at the earliest opportunity to enable them to express concerns and for management to clarify any concerns and confirm the arrangements to ensure there is no opportunity for misunderstandings or any individuals to feel uncomfortable.</p>
	Political Opinion	
	Racial Group	

Additional Considerations

Multiple Identity Considerations	Details of Impact or potential impact (Positive/Negative)
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<p>Are there any potential impacts of the policy decision on people with multiple identities? (e.g. disabled minority ethnic persons) Where appropriate provide details of data on the impact of the policy on people with multiple identities. Specify relevant Section 75 categories concerned.</p>	<p>This policy will adversely impact on employees and may impact on residents and ratepayers as well as visitors to the Borough. Each individual will have a unique identity and the reason for the impact will be unique in each event. It may be based on identity or previous experiences, or alternatively due to a disability, obvious or hidden.</p>
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Disability Discrimination Order (NI) 2006

Does this proposed policy provide an opportunity to:	Yes / No	Explain your reasoning:
<ul style="list-style-type: none"> - <u>better promote positive attitudes</u> towards disabled people - <u>increase participation</u> by disabled people in public life 	Yes	<p>The policy will be delivered following consultation to ensure that any concerns are mitigated against and alternative arrangements put in place for employees, invitees, the public spectating at the event and those using the facilities as a public building. A debriefing will be carried out following each event and lessons identified will be acted upon before the next event.</p>

Monitoring Arrangements

Section 75 places a requirement on the Council to have equality monitoring arrangements in place in order to assess the impact of policies and services, help identify barriers to fair participation and to better promote equality of opportunity.

<p>Outline what data you could collect in the future in order to monitor the impact of this policy / decision on <u>equality, good relations and disability duties</u></p>	<p>Comments and complaints received prior to the event in the planning stages. Alternative arrangements put in place prior to and during the event to mitigate against adverse impact. Comments and complaints received during and after the event.</p>
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I can confirm that the proposed policy / decision have been screened for:-

x	Equality of opportunity and good relations
x	Disabilities duties

On the basis of the answers to the screening questions, I recommend that this policy / decision is:-

<input type="checkbox"/>	Screened Out – No EQIA necessary (no impacts)
x	<p>Screened Out – Mitigating Actions (minor impacts)</p> <p>A range of mitigating measures will be put in place: All employees based in the Town Hall, Bangor will be informed of this report and the dates of the events. Each event will be highlighted for employees at least two weeks before it takes place. All employees will be encouraged to forward any comments to their Line Manager in relation to their or others concerns about the use of the Civic building for these events and their regularity. Issuing of ear defenders to all employees, invitees and visitors to the event Communication strategy for employees. Communication strategy for external engagement and information source.</p>
<input type="checkbox"/>	Screened In – Necessary to conduct a full EQIA
	Please detail actions to be taken:

Screening assessment completed by:-

Name: Amanda Martin
Title: Head of Administration
Date: 19 January 2018
Signature:

Director/Head of Service decision approved by:

Name: Wendy Monson
Title: Director of Organisational Development and Administration
Date: 19 January 2018
Signature:

If an Equality Impact Assessment is required

	Priority Rating for Timetabling an Equality Impact Assessment. (1-3)	Priority Criterion	Rating
		Effect on equality of opportunity and good relations	
		Social need	
		Effect on people's daily lives	
		Relevance to a public authority's functions	

	Is this Policy Affected by Timetables established by other relevant Public Authorities?	
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	Monitoring Recommendation	
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	Approval and Authorisation Screened by :	Position/Job Title:	Date:
		Head of Administration	19 January 2018
	Approved by:	Director of Organisational Development and Administration	19 January 2018