

# ARDS AND NORTH DOWN BOROUGH COUNCIL

## Policy Screening Form

1.	Policy Reference (Equality use only)	E 212
2.	Policy Name	Books of Condolence on behalf of Ards and North Down Borough Council
3.	Existing / Revised / New Policy	New policy
4.	Responsible Officer	Director of Organisational Development and Administration
5.	Description of policy to be screened	To have an agreed procedure for officers and Elected Members to follow when a request for the Council to open a book of condolence is requested. To support this with criteria to moderate comments from online books when this method is used. All online comments are uploaded twice daily to enable moderating of comments to be carried out.
	Aims and Expected Outcomes – what is the Policy expected to achieve?	<p>To have an open and transparent protocol to follow when requests are received and how comments online will be managed. To moderate comments on-line that do not meet the standards as agreed by the Council in relation to comments in these circumstances.</p> <p>The Council reserves the right to remove comments, without notification, which:</p> <ul style="list-style-type: none"> <li>• bully, harass or intimidate any individual or organisation</li> <li>• are unlawful, libellous, defamatory, abusive, threatening, harmful, obscene, profane, sexually oriented or racially offensive</li> <li>• infringe or violate someone else's rights</li> <li>• violate the law</li> <li>• discuss on-going legal proceedings</li> <li>• are spam</li> <li>• advertise products or services</li> <li>• are irrelevant or off-topic</li> <li>• are disruptive</li> <li>• are repetitive.</li> </ul> <p>We will also remove or ban any user who:</p> <ul style="list-style-type: none"> <li>• continues to post comments such as those listed above</li> <li>• encourages others to post such comments</li> <li>• has an offensive username.</li> </ul>

6.	Section 75 categories which might be expected to benefit and how they may benefit.	All Section 75 categories should benefit from the clarity the process provides.
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7.	Factors which could contribute-to / detract from the intended aims / outcomes of the Policy when being implemented	If the policy is not carried out consistently.
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8.	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	The Council, Elected Members, residents of the Borough, visitors to the Borough and those who work in the Borough, individuals with access online when a book of condolence is opened in this environment.
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9.	Please provide details of other policies which have a bearing on this one.	
	E 28 Corporate Complaints policy and procedure E 52 Requests to Name Council Facilities E 65 Information, Communications and Technology Policy E 92 Review of Data Protection Act E 153 Customer Care Strategy E 196 Ards and North Down Borough Council Corporate Plan 2020-2024 E 203 Good Relations Strategy and Action Plan 2019 - 2022	Ards and North Down Borough Council

10.	Available evidence (quantitative and qualitative) considered as important to encourage completion in relation to :																	
	Religious Belief	<p><b>Summary:</b> The Northern Ireland Census 2011 (NISRA) statistics for the Borough area showed that 75% are or have been brought up in Protestant and Other Christian (including Christian related) religions. While this varied across the borough from 17% in Portaferry ward to 87% in Carrowdore ward this does not have any relation to this policy. These compared to 48% for Northern Ireland as a whole. See table below</p> <p><b>Data:</b> <b>Religion or Religion Brought up in</b> (Numbers with % in brackets)</p> <table border="1"> <thead> <tr> <th></th> <th>All usual residents</th> <th>Catholic</th> <th>Protestant and Other Christian (including Christian related)</th> <th>Other Religions</th> <th>None</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>						All usual residents	Catholic	Protestant and Other Christian (including Christian related)	Other Religions	None						
	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

**Summary:**

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.

See table below

**Data:**

**Council Election results**

The most recent local council election (2<sup>nd</sup> May 2019) showed:

	Eligible Electorate	Votes Polled (% Turnout)	Elected Candidate										
			DUP	Sinn Féin	UUP	SDLP	Alliance	Independent	TUV	Green	PUP	Aontu	CCJA
Northern Ireland	1,305,553	687,733 (52.7%)	122	105	75	59	53	24	6	8	3	1	1
Ards and North Down Borough Council	112,077	47,161 (42.1%)	14		8	1	10	3	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		1			1	1	1			

		Bangor East and Donagha dee (DEA)	16,956	6,915 (40.8%)	2	2	1	1					
		Bangor West (DEA)	13,479	5,448 (40.4%)	1	1	2			1			
		Comber (DEA)	13,681	6,272 (45.8%)	2	1	1		1				
		Holywood and Clondeboy (DEA)	14,158	6,229 (44.0%)	1	1	2			1			
		Newtownards (DEA)	19,953	8,250 (41.4%)	3	1	2	1					

**Source:** [The Electoral Office, NI](#)

Racial Group	<p><b>Summary:</b>          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</p> <p><b>Data:</b>  <b>Ethnic Group</b> (Numbers with % in brackets)</p>											
		All usual residents	White	Chinese	Indian	Bangladeshi	Other	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	22,797 (100%)	22,641 (99%)	29 (0%)	17 (0%)	5 (0%)	17 (0%)	6 (0%)	2 (0%)	54 (0%)	26 (0%)	
Bangor Central	23,524	24,469	105	43	17	43	26	32	11	38		

		(100%)	(98%)	(0%)	(0%)	(0%)	(0%)	(0%)	(0%)	9	(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	2 (0%)	11 (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%)
	Hollywood and Clondeboye	18,382 (100%)	20,061 (98%)	65 (0%)	31 (0%)	23 (0%)	81 (0%)	81 (0%)	56 (0%)	1 (0%)	61 (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  <b>Data:</b>  <b>Age Groups</b> (Numbers with % in brackets)</p>					
		0-15	16-39	40-64	65+	Total
	Northern Ireland	385,200 (21%)	583,116 (31%)	591,481 (32%)	291,824 (16%)	<b>1,851,621 (100%)</b>
Ards and North Down Borough Council	29,801 (19%)	43,239 (27%)	54,094 (34%)	31,663 (20%)	<b>158,797 (100%)</b>	
<p><b>Sources:</b> <a href="#">Demography and Methodology Branch, NISRA</a>  <a href="#">World Health Organization</a></p>						

Marital Status	<p>The 2011 Northern Ireland Census showed that 48% of adults (those aged over 16 years of age) in Northern Ireland were either married or in a registered same-sex civil partnership. Within the borough, 54% of adults fell into this category. This varies across the borough from 36% in Central (Ards) ward to 64% in Lisbane ward.  See table below  <b>Data:</b>  <b>Marital Status (All aged 16+)</b> (Numbers with % in brackets)</p>
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	All usual residents	Single (never married or never registered a same-sex civil partnership)	Married	In a registered same-sex civil partnership	legally married or still legally in a same-sex civil partnership)	Divorced or formerly in a same-sex civil partnership which is now legally dissolved	Widowed or surviving partner from a same-sex civil partnership
Northern Ireland	1,431,540 (100%)	517,393 (36%)	680,831 (48%)	1,243 (0%)	56,911 (4%)	78,074 (5%)	97,088 (7%)
Ards and North Down Borough Council	126,945 (100%)	36,730 (29%)	67,866 (53%)	123 (0%)	4,328 (3%)	8,548 (7%)	9,350 (7%)

**Source:** [Northern Ireland 2011 Census, Marital Status](#)

Sexual orientation	<p><b>Summary:</b> It should be noted that no reliable data is available on sexual orientation-NISRA are currently examining methodology on how to measure this. However, the 2011 census indicates that less than 1% of the Northern Ireland adult population (those aged 16 years and over) were in a registered same-sex civil partnership. This was similar to the borough as a whole. The Continuous Household Survey in Northern Ireland estimated this figure between 0.9% and 1.9% in 2015-2016. The Office for National Statistics estimates a similar range for the United Kingdom (1.7%).</p> <p><b>Source:</b> <a href="#">Northern Ireland 2011 Census, Marital Status</a> <a href="#">ONS 2015 Sexual Identity</a></p>
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Men & Women generally	<p>According to census (NISRA) almost half of the population of Northern Ireland were male (49%) and this was similar throughout Ards and North Down Borough Council (48%). See table below</p> <p><b>Data:</b></p> <table border="1"> <thead> <tr> <th></th> <th>Males</th> <th>Females</th> <th>All</th> </tr> </thead> <tbody> <tr> <td>Northern Ireland</td> <td>887,323 (49%)</td> <td>923,540 (51%)</td> <td>1,810,863 (100%)</td> </tr> <tr> <td>Ards and North Down Borough Council</td> <td>75,920 (48%)</td> <td>80,752 (52%)</td> <td>156,672(100%)</td> </tr> </tbody> </table> <p><b>Source:</b> <a href="#">Age Structure, Census 2011, NISRA</a> <a href="#">Review of statistical classification and delineation of settlements, NISRA</a></p>		Males	Females	All	Northern Ireland	887,323 (49%)	923,540 (51%)	1,810,863 (100%)	Ards and North Down Borough Council	75,920 (48%)	80,752 (52%)	156,672(100%)
	Males	Females	All										
Northern Ireland	887,323 (49%)	923,540 (51%)	1,810,863 (100%)										
Ards and North Down Borough Council	75,920 (48%)	80,752 (52%)	156,672(100%)										

Disability	<p>The 2011 Census (NISRA) showed that 20% of the population in Ards and North Down area had a health issue or disability (including those related to old age) which has lasted or expected to last at least 12 months. (This was similar to the Northern Ireland figure of 21%.)</p>
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<b>Disability Living Allowances, 2015</b>		
	2015 (Disability Living Allowance Recipients)	2015 (Multiple Disability Benefits) *MDB is aggregated data from Attendance Allowance, Disability Living Allowance, Incapacity Benefit and Severe Disablement Allowance data, and data for Employment and Support allowance
Northern Ireland	209,280	251,490
Ards and North Down Borough Council	13,840	18,080
Ards Peninsula	2,920	n/a
Bangor Central	2,250	n/a
Bangor East and Donaghadee	1,740	n/a
Bangor West	1,650	n/a
Comber	1,270	n/a
Holywood and Clondeboye	1,180	n/a
Newtownards	2,840	n/a
<a href="#">Northern Ireland Census 2011 Long-term health problem or disability by long-term problem or disability</a>		
Dependents	<p><b>Summary:</b> In considering this dimension the following have been included: persons with responsibility for the care of a child, children, a person with a disability and or an older person. According to the Continuous Household Survey, 2013-2016, 37% of Ards and North Down claimed to have a dependent (This did not differentiate on the type of dependent). According to the 2011 Census, 7,474 households in Ards and North Down had a dependent child under the age of 4 (This might give an indication on the numbers who would have buggies or prams). <b>Sources:</b> Continuous Household Survey</p>	

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	The availability of a book of condolence will be decided in line with the policy that is determined by the Mayor and Party Leaders. The book will be available in identified Council buildings and/or on will be opened as an online book. The
	Political Opinion	
	Racial Group	
	Age	

	Marital Status	comments will be monitored by Corporate Communications in line with a moderation policy (which can be viewed <a href="#">online</a> on the Council's website)
	Sexual orientation	
	Men & Women generally	
	Disability	
	Dependents	The availability will be made known through the press and/or social media and any building in which a book is open will be accessible.

### 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	The choice and reason for the selection for each book of condolence being opened will be determined in line with the promotion of equality and good relations and the individual or individuals for whom the book is will have been selected by the Mayor and Party Leaders as a consequence of an event or achievement in an individual's life.	None
	Political Opinion		
	Racial Group		
	Age		
	Marital Status		
	Sexual orientation		
	Men & Women generally		
	Disability		
	Dependents		

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	No as this policy will ensure that the Council's commitment to the promotion of equality and good relations will assist in determining if the opening of a book of condolence is appropriate. Although the Council is not responsible for the comments of individuals, it will monitor and remove where appropriate comments that may bully or harass, are unlawful, defamatory, abusive, threatening, obscene, not relevant etc. as per the moderation policy (available <a href="#">on</a> the Council's website)	
	Political Opinion		
	Racial Group		
	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	Minor as the availability of a book will demonstrate for certain individuals that the council wishes to promote good relations.	
	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	No as the selection for whom the books are to be in memory of will have the decision based on Section 75 duties and responsibilities to ensure good relations are promoted across the Borough.	
	Political Opinion		
Racial Group			

### Additional Considerations

Multiple Identity Considerations	Details of Impact or potential impact (Positive/Negative)
<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>The availability of a book of condolence is to facilitate any individual who wishes to make a comment in relation to that individual and no one will be expected or requested to sign any book.</p> <p>This policy will impact on a breadth of Section 75 dimensions and reasonable adjustments are in place to facilitate a range of needs.</p>

### **Disability Discrimination Order (NI) 2006**

Does this proposed policy provide an opportunity to:	Yes / No	Explain your reasoning:
<ul style="list-style-type: none"> <li>- <u>better promote positive attitudes</u> towards disabled people</li> <li>- <u>increase participation</u> by disabled people in public life</li> </ul>	Yes	<p>The availability of each book will be published widely using a breath of communications to ensure all residents will be made aware of the dates, times and locations each book will be available.</p>

### Monitoring Arrangements

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

Outline what data you could collect in the future to monitor the impact of this policy /	Comments and complaints to the Council in relation to the occasions and individuals for whom a book of condolence is made available.
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	decision on <u>equality, good relations and disability duties</u>	
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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:-

X	Screened Out – No EQIA necessary (no impacts)
<input type="checkbox"/>	Screened Out – Mitigating Actions (minor impacts)
<input type="checkbox"/>	Screened In – Necessary to conduct a full EQIA
	Please detail actions to be taken:

Screening assessment completed by:-

Name: Gillian Robinson  
 Title: Executive Officer  
 Date: 26 August 2020  
 Signature:

Director/Head of Service decision approved by:

Name: Wendy Swanston  
 Title: Director of Organisational Development and Administration  
 Date: 26 August 2020  
 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	Position/Job Title:	Date:
	Screened by:	Executive Officer	26 August 2020
	Approved by:	Director of Organisational Development and Administration	26 August 2020