

Policy Screening Form

1.	Policy Reference (Equality use only)	E 234
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2.	Policy Name	Equality Action Plan 2020-2025 (noting removal of Priority 4 specifically in relation to the Council Buildings becoming shared facilities)
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3.	Existing / Revised / New Policy	Revised policy
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4.	Responsible Officer	Director of Organisational Development and Administration
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5.	Description of policy to be screened.	<p>The Equality Action Plan was agreed by the Council in November 2020 and publicly consulted upon until February 2021 in accordance with the Council’s Equality Scheme commitment. At the Corporate Services Committee meeting 9 March 2021, the Elected Members requested the action to contextualise all memorabilia and photographs in public and circulation areas of Council facilities be removed from within Priority 4. This request was ratified at the Council meeting on Wednesday 30 March 2021.</p> <p>Priority 4 is to: Provide an environment where all are treated with Fairness, Dignity and Respect.</p> <p>These actions are displayed in the Action Plan as:</p> <table border="1" data-bbox="711 1318 1580 1896"> <thead> <tr> <th>Inequality</th> <th>Desired Outcome</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>The display and collection of memorabilia and display of flags in any council building may</td> <td>Ensures all Council facilities and their environs demonstrate a welcoming and shared space for all users.</td> <td>Update the audit that has identified and recorded all items of memorabilia in the range of Council facilities. Agree a policy that</td> </tr> </tbody> </table>	Inequality	Desired Outcome	Actions	The display and collection of memorabilia and display of flags in any council building may	Ensures all Council facilities and their environs demonstrate a welcoming and shared space for all users.	Update the audit that has identified and recorded all items of memorabilia in the range of Council facilities. Agree a policy that
Inequality	Desired Outcome	Actions						
The display and collection of memorabilia and display of flags in any council building may	Ensures all Council facilities and their environs demonstrate a welcoming and shared space for all users.	Update the audit that has identified and recorded all items of memorabilia in the range of Council facilities. Agree a policy that						

		<p>cause a chill factor on employees, ratepayers, residents, customers and visitors.</p> <p>Photographs of previous legacy Councillors and Mayors to be replaced with current Council Members and Mayors.</p> <p>Circulation areas to be shared spaces for all users.</p>	<p>Ensure Council policies are delivered, and anomalies are addressed in an appropriate manner with community consultation.</p>	<p>ensures all displayed items are contextualised with an accompanying explanation where appropriate to identify the historical context of each article.</p> <p>Arrange to remove items of memorabilia that could be offensive to individuals or could be interpreted to represent one community.</p> <p>Ensure all public access areas and employee circulation areas are free from any memorabilia or pictures/photographs of legacy Councils</p>
		<p>All other actions in this priority are to remain.</p>		
	<p>Aims and Expected Outcomes – what is the Policy expected to achieve?</p>	<p>The Elected Members requested all items to remain in situ in all the Council buildings without contextualising them as they considered the action to ‘arrange to remove items that could be offensive to individuals or could be interpreted to represent one community’ has the potential to erode or dilute the identity and history of the Borough. This does not recognise the merging of two councils into Ards and North Down Borough Council in 2015, nor does it allow for a historical review and contextualising of memorabilia to enhance the history of the environment or the circumstances in which they were received. By removing this action in its entirety there is less opportunity to compile an audit of the memorabilia across the Council estate. It also prevents the items located throughout the buildings that have a significant history or interest to Elected Members, visitors or employees to be set in context for their own information.</p>		

6.	Section 75 categories which might be expected to benefit and how they may benefit.	No Section 75 dimensions are expected to benefit as the historical context will not be identified for anyone viewing the items. This leaves the items open to interpretation and this may be misunderstood by some.
7.	Factors which could contribute to / detract from the intended aims / outcomes of the Policy when being implemented	<p>The items may be misunderstood as to their place in history or as gifts to the Borough or the Council as no explanation will be provided for the reader. This action also requests that photographs of Elected Members of the former two Council areas are not updated in each building to include the Mayors of the Ards and North Down Borough Council in one specific location and recognise the new Council of 2015.</p> <p>The removal of this action would place the Council potentially in breach of ECNI Guidance on Promoting a Good and Harmonious Working Environment which will impact on the HR policies (including but not exclusively to the Dignity at Work Policy) for our employees.</p> <p>It will also discourage users to the facilities who may not consider the memorabilia to be relevant and only in support of one community, rather than reading of its relevance to all in the Borough whether living, working or visiting, and outside the Borough. Thus, it will not encourage the Council buildings as shared spaces for all and the promotion of Good Relations.</p> <p>This is in the context of the facilities of the two buildings where Council Chambers host regular Committee and Council meetings and are recognised as the location of democratically elected representatives debate and decision making.</p>
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, employees, visitors to any public Council facilities whatever their purpose.
9.	Please provide details of other policies which have a bearing on this one.	
	E 28 Corporate Complaints policy and procedure E 38 Dignity at Work Policy and Procedure E 196 Ards and North Down Borough Council Corporate Plan 2020-2024	Ards and North Down Borough Council

10. Available evidence (quantitative and qualitative) considered as important to encourage completion in relation to:

Religious
Belief

Summary:

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:

Data:

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](#)

The ANDBC employee profile shows that.

Males	Protestant	Roman Catholic	Other	Total
Full Time	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(6%)	757(100%)
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[*Small numbers removed as individuals could be identifiable.](#)

[Data on agency employees is held by the recruitment agency.**](#)

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 (2nd 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						

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 (100%)	24,469 (98%)	105 (0%)	43 (0%)	17 (0%)	43 (0%)	26 (0%)	32 (0%)	11 (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	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 Clandeboye	18,382 (100%)	20,061 (98%)	65 (0%)	31 (0%)	23 (0%)	81 (0%)	81 (0%)	56 (0%)	10 (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](#)

The ANDBC employee profile shows that:

Ethnic Group	Total	Percentage
White	682	78.66%
Black	*	*
Chinese	*	*
Other	*	*
Did not want to answer	*	*
Left Blank	176	20.3%

* [Small numbers removed as individuals could be identifiable.](#)

Data on agency employees is held by the recruitment agency.**

Age

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)

	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%)

Sources: [Demography and Methodology Branch, NISRA](#)
[World Health Organization](#)

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:

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%)

Data on agency employees is held by the recruitment agency.**

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.</p> <p>See table below: Data: Marital Status (All aged 16+) (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%)	68,081 (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](#)

The ANDBC employee profile shows that:

Marital Status	Total	Percentage
Single	180	20.76%
Married	405	46.71%
Divorced	35	4.04%
Co Habiting	14	1.61%
Separated	25	2.88%
Civil Partnership	*	*
Left Blank	207	23.88%

[*Small numbers removed as individuals could be identifiable.](#)

Data on agency employees is held by the recruitment agency.**

Sexual orientation

Summary:

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%).

Source: [Northern Ireland 2011 Census, Marital Status](#)
[ONS 2015 Sexual Identity](#)

<p>Men & Women generally</p>	<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>Data:</p> <table border="1" data-bbox="467 338 1576 562"> <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>Source: Age Structure, Census 2011, NISRA Review of statistical classification and delineation of settlements, NISRA</p> <p>The ANDBC employment Profile shows that:</p> <table border="1" data-bbox="467 709 1479 829"> <thead> <tr> <th>Gender</th> <th>Total</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>Male</td> <td>511</td> <td>58.94%</td> </tr> <tr> <td>Female</td> <td>356</td> <td>41.06%</td> </tr> </tbody> </table> <p>Data on agency employees is held by the recruitment agency.**</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%)	Gender	Total	Percentage	Male	511	58.94%	Female	356	41.06%
	Males	Females	All																			
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Gender	Total	Percentage																				
Male	511	58.94%																				
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<p>Disability</p>	<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> <p>Disability Living Allowances, 2015</p> <table border="1" data-bbox="467 1123 1539 1875"> <thead> <tr> <th></th> <th>2015 (Disability Living Allowance Recipients)</th> <th>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</th> </tr> </thead> <tbody> <tr> <td>Northern Ireland</td> <td>209,280</td> <td>251,490</td> </tr> <tr> <td>Ards and North Down Borough Council</td> <td>13,840</td> <td>18,080</td> </tr> <tr> <td>Ards Peninsula</td> <td>2,920</td> <td>n/a</td> </tr> <tr> <td>Bangor Central</td> <td>2,250</td> <td>n/a</td> </tr> </tbody> </table>		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						
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Bangor East and Donaghadee	1,740	n/a
Bangor West	1,650	n/a
Comber	1,270	n/a
Hollywood and Clandeboye	1,180	n/a
Newtownards	2,840	n/a

[Northern Ireland Census 2011 Long-term health problem or disability by long-term problem or disability](#)

The ANDBC employment Profile shows:

Disabled	Total	Percentage
Yes	35	4.04%
No	832	95.96%

Data on agency employees is held by the recruitment agency.**

Dependents	<p>Summary: 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). Sources: Continuous Household Survey</p> <p>The ANDBC employment Profile shows that:</p> <table border="1"> <thead> <tr> <th>Family Status</th> <th>Total</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>Child or Children</td> <td>270</td> <td>31.14%</td> </tr> <tr> <td>Dependant Elderly Person</td> <td>19</td> <td>2.19%</td> </tr> <tr> <td>Physical/ Mental/ Ill Health/ Disability</td> <td>5</td> <td>0.58%</td> </tr> <tr> <td>Other</td> <td>5</td> <td>0.58%</td> </tr> <tr> <td>None</td> <td>203</td> <td>23.41%</td> </tr> <tr> <td>Left Blank</td> <td>365</td> <td>42.1%</td> </tr> </tbody> </table> <p>Data on agency employees is held by the recruitment agency.**</p>	Family Status	Total	Percentage	Child or Children	270	31.14%	Dependant Elderly Person	19	2.19%	Physical/ Mental/ Ill Health/ Disability	5	0.58%	Other	5	0.58%	None	203	23.41%	Left Blank	365	42.1%
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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	<p>All visitors and employees as well as Elected Members have a right to feel comfortable in any public space within any Council facility and know it is a shared environment for all users and potential users.</p> <p>This is regardless of their religious belief, or if they have none, their political opinion, should they have one, their racial group, age, marital status, sexual orientation, gender, and whether they have a disability or not or dependents or not.</p> <p>There is a recognition that Council facilities and in particular the Council Chamber is a place of debate and decision making for Elected Members, however they are also workplaces for employees and should be regarded as being a comfortable environment for all. They may be of interest to visitors to the buildings and the contextualizing of memorabilia could engage individuals, including employees, in the knowledge and history of decision making practices.</p>
Political Opinion	
Racial Group	
Age	
Marital Status	
Sexual orientation	
Men & Women generally	
Disability	
Dependents	

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	<p>Individuals – irrespective of whether they are employees, members of the public or Elected Members have a right to feel comfortable in any facility owned or managed by the Council. This must be afforded to all users and potential users in any Council building. The reason to contextualise all the memorabilia was to ensure the record of all items set them in context with the history of the building, area and role of the Council. It would inform all users of its background and reason for display. In so doing it would remove any misunderstanding of their purpose to be on display.</p>	Major
	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	Yes.	

Political Opinion	By retaining or introducing this action in the annual review, and working with Elected Members, employees and historical records to contextualise all items and set them in the context of their reason for display this will demonstrate the Councils commitment to a diverse workplace and desire to engage and educate all employees, visitors and users to the facilities where these items are on display. The contextualisation would offer all users of the buildings the opportunity to understand why each item of memorabilia is on display. The education value would be appropriate for all ages and may encourage a greater interest and engagement in local democracy. It will improve engagement of employees as it recognises the need to have and encourage a diverse workforce.
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	This will have a major detrimental impact on the promotion of good relations with all dimensions whether Elected Members, employees or the public using, or wishing to use the facilities.
	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	Yes. With the introduction of the contextualisation of the memorabilia there is no opportunity for users of the buildings to gain an understanding of how/why the items are on display. Contextualisation gives all users a sense of history and education and could promote improved engagement with the local democracy. It will improve engagement of employees as it recognises the need to have and encourage a diverse workforce.
	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 – as it impacts on all users and potential users of the Council facilities will adversely impact on a breadth of individuals with multiple identities. It is important to be mindful that all Council buildings are places of employment where the Council has a responsibility to ensure a good and harmonious working environment within the context of being the focal point of the local democracy.</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. 	No	<p>As this policy does not wish to contextualise items this may not encourage those with a disability to use the facilities as the building and its artefacts may not be inviting as a shared space.</p> <p>Thus, it may not encourage participation of those with a disability into public life</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.

<p>Outline what data you could collect in the future to monitor the impact of this policy / decision on <u>equality, good relations, and disability duties</u></p>	<p>Complaints and comments in relation to all memorabilia in any Council facility.</p> <p>Mitigation required to review in 12 months or an EQIA may be required to be carried out.</p>
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I can confirm that the proposed policy / decision has 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: -

	Screened Out – No EQIA necessary (no impacts)
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x	<p>Screened Out – Mitigating Actions (minor impacts)</p> <p>If an audit of memorabilia could be agreed to, identifying criteria for items that may remain, it is considered that many items could be contextualised and could remain on this basis. This would mean that buildings would be more welcoming to all users and set memorabilia in historical context which would serve to educate all users of the buildings. This may also encourage a more diverse workforce as some potential employees may feel intimidated by the environment they would be working in.</p> <p>The potential for this is in 12 months time when a review of comments received following this decision and to ensure the Council continues to engage with all users and potential users to demonstrate its ongoing commitment to equality of opportunity and good relations.</p> <p>If this is not undertaken in the foreseeable future it may be necessary to explore the potential to carry out an EQIA.</p>
<input type="checkbox"/>	<p>Screened In – Necessary to conduct a full EQIA.</p> <p>Please detail actions to be taken:</p>

Screening assessment completed by: -

Name: Shirley Poxon
Title: Compliance Officer (Equality and Safeguarding)
Date: 16 April 2021
Signature:

Director/Head of Service decision approved by:

Name: Alison Curtis
Title: Head of Administration
Date: 20 April 2021
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	3
	Social need	1
	Effect on people's daily lives	3(employees)
	Relevance to a public authority's functions	3

	Is this Policy Affected by Timetables established by other relevant Public Authorities?	No
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	Monitoring Recommendation	To monitor comments and complaints in relation to the current arrangements and how this environment encourages an inclusive and shared environment.
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	Approval and Authorisation	Position/Job Title:	Date:
	Screened by:	Compliance Officer (Equality and Safeguarding)	16 April 2021
	Approved by:	Head of Administration	20 April 2021