

ARDS AND NORTH DOWN BOROUGH COUNCIL

Policy Screening Form

1.	Policy Reference (Equality use only)	E 93
2.	Policy Name	Criteria for Civic Receptions
3.	Existing / Revised / New Policy	New policy
4.	Responsible Officer	Director of Organisational Development and Administration
5.	Description of policy to be screened	<p>A civic reception is considered the highest accolade the Council can bestow on charities and organisations. As such it is deserving of being guided by a transparent policy.</p> <p>Civic Receptions result from a Member's Notice of Motion or correspondence from an organisation and an officer's report to Council. Civic receptions are hosted by the Mayor and all Elected Members and the Corporate Leadership Team are invited to attend.</p> <p>As there is a fixed budget for hosting such events, it is considered necessary to set out guidelines as to when a request for a civic reception should be recommended for approval.</p> <p>The assessment criterion against which each request will be assessed are as follows :</p> <p>1. Exceptional Service To the Borough/Local Community and a Significant Anniversary This should be in the areas of voluntary or charitable work and the anniversary should be a milestone of 25, 50 or 100 years (or later quarter century anniversaries). OR</p> <p>2. A Very Significant or Unique Achievement This achievement would be recognised throughout Northern Ireland and beyond and the recipient has a strong association with the Borough.</p> <p>The style of meal and refreshments will be agreed with the Mayor, as well as the total number of guests. Members of Parliament and MLAs Local Members of Parliament and Local MLAs would normally be invited to attend Civic Receptions.</p>
	Aims and	To ensure an open and transparent policy is in place that

	Expected Outcomes – what is the Policy expected to achieve?	<p>will provide clarity to the council as to the individuals and/or organisations that will be awarded the invitation to a civic reception.</p> <p>A Civic Reception should be considered a significant honour for the recipient(s) and will only hosted on a limited basis to maintain the prestigious nature of such events.</p> <ul style="list-style-type: none"> • All requests for consideration of a Civic Reception must come through a written request to the Chief Executive, signed by at least three Elected Members which will generate an Officer’s report to the Corporate Services Committee. • The report will assess the request for a Civic Reception against set criteria and will make a clear recommendation to Council to either agree to, or refuse, the request. • The report will also indicate the amount of money left in the annual budget which should have a self-limiting effect on the number of Civic Receptions that can be held in any financial year.
6.	Section 75 categories which might be expected to benefit and how they may benefit.	All Section 75 categories are expected to benefit from this policy as it identifies a transparent and consistent policy for all requests to be considered against.
7.	Factors which could contribute to / detract from the intended aims / outcomes of the Policy when being implemented	If the policy is not implemented as intended or if financial resources are not available to deliver on a reception.
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, MLA’s, MP’s for the area, Borough residents, voluntary and community groups that are based within the Borough or make a contribution to the Borough and individuals who make a contribution to the Borough through charitable or voluntary work or through personal achievement.
9.	Please provide details of other policies which have a bearing on this one.	
	Policies: E 15 Ards and North Down Borough Council - Corporate Plan E 29 Freedom of the Borough Policy	Owned by : Ards and North Down Borough Council

E 54 206 (Ulster) Battery Royal Artillery - 300th Anniversary and 25th Anniversary of Conferral of Freedom of the Borough	
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10.	Available evidence (quantitative and qualitative) considered as important to encourage completion in relation to :	
	Religious Belief	<p>Previous requests to host Civic Reception; Cost of Civic Receptions; Numbers attending Civic Receptions; Reasons why individuals/organisations were put forward for Civic Receptions.</p> <p>Borough profile of residents from NISRA and NINIS statistics.</p>
	Political Opinion	
	Racial Group	
	Age	
	Marital Status	
	Sexual orientation	
	Men & Women generally	
	Disability	
	Dependents	

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>That all requests for a civic reception are considered on the merit of the individual or group or organisation being considered for this recognition and no consideration taken into account of the Section 75 dimensions of any of the proposed recipients.</p> <p>The decision is to be taken on the accolade and not those being considered for the award or receiving it.</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>This policy is to recognise achievements or services and as such should not consider any individuals Section 75 dimensions.</p>	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 the award is in recognition of achievements or services.	
	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	This policy will be available to all whose contribution is to be acknowledged.	
	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 policy is open to all who make and are to be recognised for their achievement or service within the criteria of the award.	
	Political Opinion		
Racial Group			

Additional Considerations

	Multiple Identity Considerations	Details of Impact or potential impact (Positive/Negative)
	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.	This policy will be available to any individual who meets the criteria for recognition of their achievements within the policy.

Disability Discrimination Order (NI) 2006

<p>Does this proposed policy provide an opportunity to:</p> <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 	<p>Yes / No</p> <p style="text-align: center;">Yes</p>	<p>Explain your reasoning:</p> <p>The policy ensures that all will be made aware of the award in a format suitable to their needs and that all reasonable adjustments will be made to accommodate them should they be offered attendance at a reception.</p>
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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>Any Section 75 data collected in relation to those individuals who are invited to a civic reception.</p>
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Consideration of Human Rights

The Human Rights Act 1998 brings the European Convention on Human Rights (ECHR) into UK and, therefore, Northern Ireland. Indicate below any potential adverse impacts that the policy / decision may have in relation to human rights issues

Right to Life	Article 2	<input type="checkbox"/>
Prohibition to torture, inhuman or degrading treatment	Article 3	<input type="checkbox"/>
Prohibition of slavery and forced labour	Article 4	<input type="checkbox"/>
Right to Liberty and Security	Article 5	<input type="checkbox"/>
Right to a Fair and Public Trial	Article 6	<input type="checkbox"/>
Right to no punishment without due legal process	Article 7	<input type="checkbox"/>
Right to respect for private and family life, home and correspondence	Article 8	<input type="checkbox"/>
Right to freedom of thought, conscience and religion	Article 9	<input type="checkbox"/>

Right to freedom of Expression	Article 10	<input type="checkbox"/>
Right to freedom of peaceful assembly and association	Article 11	<input type="checkbox"/>
Right to marry and found a family	Article 12	<input type="checkbox"/>
The prohibition on discrimination	Article 14	<input type="checkbox"/>
Protection of property and enjoyment of possessions	Protocol 1 Article 1	<input type="checkbox"/>
Right to education	Protocol 1 Article 2	<input type="checkbox"/>
Right to free and secret election	Protocol 1 Article 3	<input type="checkbox"/>

	Please explain any adverse impacts on human rights that you have identified?	
	Please indicate any ways in which you consider the policy positively promotes Human Rights	

I can confirm that the proposed policy / decision have been screened for:-

x	Equality of opportunity and good relations
x	Disabilities duties; and
<input type="checkbox"/>	Human rights issues

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: Amanda Martin
Title: Head of Administration
Date: 7 November 2016
Signature:

Director/Head of Service decision approved by:

Name: Wendy Monson

Title: Director of Organisational Development and Administration

Date:

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	7 November 2016	
Approved by:	Director of Organisational Development and Administration	7 November 2016	