



February 27th, 2025

Chairperson: Councillor P Catney

Vice-Chairperson: Councillor G Hynds

Aldermen: J Baird, O Gawith, A McIntyre, S Skillen, J Tinsley

Councillors: S Burns, A Gowan, P Kennedy, G McCleave, C McCready, M McKeever, R McLernon, N Parker

Ex Officio:

The Right Worshipful the Mayor, Councillor K Dickson

Deputy Mayor, Councillor R Carlin

Notice Of Meeting

A meeting of the Environment and Sustainability Committee will be held on **Wednesday, 5th March 2025 at 6:00 pm** for the transaction of the undernoted Agenda.

David Burns
Chief Executive

Agenda

1.0 Apologies

2.0 Declaration of Interests

- (i) conflict of interest on any matter before the meeting (Members to confirm the specific item)
- (ii) pecuniary or non-pecuniary interest (Member to complete disclosure of interest form)

📎 *Disclosure of Interests form Sept 24.doc*

Page 1

3.0 Report by the Acting Head of Service (Environmental Health, Risk and Emergency Planning)

3.1 Business Continuity Policy Review – January 2025 v 3

For Noting

📎 *Item 3.1 - Report - Business Continuity Policy Revision v3 (1) amended SC (f).pdf*

Page 3

📎 *Item 3.1 - Appendix 1 EH - Business Continuity Policy v3 Jan 25 Tracked.pdf*

Page 5

📎 *Item 3.1 - Appendix 2 EH - Business Continuity Policy v3 Eq Screening.pdf*

Page 15

4.0 Confidential Report from the Acting Director of Environmental Services

4.1 Interim Fleet Replacement Plan

For Decision

Confidential due to information relating to the financial or business affairs of any particular person (including the Council holding that information).

📎 *Item 1 confidential - Fleet Interim Replacement Plan (ff) (002).pdf*

Not included

4.2 Procurement of four (4) new replacement RCV's - APPENDIX TO FOLLOW (BUSINESS CASE)

For Decision

Confidential due to information relating to the financial or business affairs of any particular person (including the Council holding that information).

📄 *Item 2 confidential - Replacement of 4 RCVs (ff).pdf*

Not included

4.3 Project Initiation Request for Repairs at Altona Depot

For Decision

Confidential due to information relating to the financial or business affairs of any particular person (including the Council holding that information).

📄 *Item 3 confidential - Repairs Altona Depot (f).pdf*

Not included

5.0 Any Other Business

LISBURN & CASTLEREAGH CITY COUNCIL

1

MEMBERS DISCLOSURE OF INTERESTS

1. Pecuniary Interests

The Northern Ireland Local Government Code of Conduct for Councillors under Section 6 requires you to declare at the relevant meeting any pecuniary interest that you may have in any matter coming before any meeting of your Council.

Pecuniary (or financial) interests are those where the decision to be taken could financially benefit or financially disadvantage either you or a member of your close family. A member of your close family is defined as at least your spouse, live-in partner, parent, child, brother, sister and the spouses of any of these. Members may wish to be more prudent by extending that list to include grandparents, uncles, aunts, nephews, nieces or even close friends.

This information will be recorded in a Statutory Register. On such matters **you must not speak or vote**. Subject to the provisions of Sections 6.5 to 6.11 of the Code, if such a matter is to be discussed by your Council, **you must withdraw from the meeting whilst that matter is being discussed**.

2. Private or Personal Non-Pecuniary Interests

In addition you must also declare any significant private or personal non-pecuniary interest in a matter arising at a Council meeting (please see also Sections 5.2 and 5.6 and 5.8 of the Code).

Significant private or personal non-pecuniary (membership) interests are those which do not financially benefit or financially disadvantage you or a member of your close family directly, but nonetheless, so significant that could be considered as being likely to influence your decision.

Subject to the provisions of Sections 6.5 to 6.11 of the Code, you must declare this interest as soon as it becomes apparent and **you must withdraw from any Council meeting (including committee or sub-committee meetings) when this matter is being discussed**.

In respect of each of these, please complete the form below as necessary.

Pecuniary Interests

Meeting (Council or Committee - please specify and name):

Date of Meeting: _____

Item(s) in which you must declare an interest (please specify item number from report):

Nature of Pecuniary Interest:

Private or Personal Non-Pecuniary Interests

Meeting (Council or Committee - please specify and name):

Date of Meeting: _____

Item(s) in which you must declare an interest (please specify item number from report):

Nature of Private or Personal Non-Pecuniary Interest:

Name:

Address:

Signed:

Date:

--	--

*If you have any queries please contact David Burns, Chief Executive,
Lisburn & Castlereagh City Council*



Committee:	Environment and Sustainability
Date:	5 March 2025
Report from:	Head of Service (Acting) - Environmental Health, Risk and Emergency Planning

Item for:	Noting
Subject:	Business Continuity Policy Review – January 2025 v 3

1.0	<u>Background and Key Issues</u>
1.1	The Council's Business Continuity Policy was first implemented in 2019 following the appointment of a Risk & Business Continuity Officer and this identified need for a business continuity management system to meet the Council's business and statutory obligations during an incident.
1.2	<p>The Business Continuity Policy provides a structure through which:</p> <ul style="list-style-type: none"> • Critical services and their supporting activities/resources can be identified. • Plans will be developed to ensure continuity of critical service delivery following disruption, which may arise from loss of facilities, personnel, IT and/or communications or failure within the supply and support chains. • Activation of business continuity plans throughout the Council can be managed. • Plans are subject to continuous review and validation through exercising and testing.
1.3	It is therefore essential that this policy is monitored and reviewed to ensure the management system introduced by the Council remains valid and sufficient to continue to meet their obligations to provide critical services to the public and partner agencies during a period of disruption.
1.4	<p>This report outlines the review of the Council's Business Continuity (BC) Policy incorporating the following amendments:</p> <p>Risk and Business Continuity Roles and Responsibilities Amendment:</p> <ul style="list-style-type: none"> • To stipulate responsibility for the maintenance of the corporate business continuity plan. All other service unit business continuity plans are the responsibility of the relevant Head of Service / Director. <p>Directors Roles and Responsibilities Amendment:</p> <ul style="list-style-type: none"> • To include regular review (at least annually) of their service unit BCPs to ensure necessary contingency arrangements are in place for their directorate. • To include chairing of the Emergency Management Team in the absence of the Chief Executive. <p>Heads of Service Roles and Responsibilities Amendment:</p> <ul style="list-style-type: none"> • To include review of their Business Continuity Plan at least annually and following a significant event. • To communicate any significant changes made to the Business Continuity Plan to the relevant Director. • To test and exercise their Service unit Business Continuity Plan annually.

	<p>Inclusion of Line Manager Roles and Responsibilities:</p> <ul style="list-style-type: none"> • To complete a business impact analysis for their function/area within the service unit. • To maintain up to date databases of service providers, customers and staff contact details. • To ensure correct out of hours contact numbers are kept for staff. • Business Continuity Steering Group Roles and Responsibilities Amendment to include the composition of the group and representation requirement. • Council Structure Amendment to reflect current structure with fifth directorate, Organisation Development & Innovation. • Policy Review amended annually to three yearly 	
2.0	<p><u>Recommendation</u></p> <p>It is recommended that Members note the revised Business Continuity Policy.</p>	
3.0	<p><u>Finance and Resource Implications</u></p> <p>Not Applicable.</p>	
4.0	<p><u>Equality/Good Relations and Rural Needs Impact Assessments</u></p>	
4.1	Has an equality and good relations screening been carried out?	Yes
4.2	<p>Brief summary of the key issues identified and proposed mitigating actions <u>or</u> rationale why the screening was not carried out</p> <p>Review of Policy - No key issues identified – screening document attached as Appendix 2 EH.</p>	
4.3	Has a Rural Needs Impact Assessment (RNIA) been completed?	No
4.4	<p>Brief summary of the key issues identified and proposed mitigating actions <u>or</u> rationale why the screening was not carried out.</p> <p>Not applicable – Council Policy review only.</p>	

Appendices:	<p>Appendix 1 EH - Business Continuity Policy v3 Jan 2025</p> <p>Appendix 2 EH - Equality Screening</p>
--------------------	---



Business Continuity Policy

Document Ref.	BCMS-DOC-05-1
Version:	V2V3
Dated:	13 January 2024 01 January 2025
Document Author:	Samantha Rice
Document Owner:	Chief Executive

Business Continuity Policy

Revision History

Version	Date	Revision Author	Summary of Changes
Draft	Mar 19	Samantha Rice	9.0 Include reference to Equality Screening
V1	May 19	Samantha Rice	
V2	Jan 21	Samantha Rice	4.1 Business Continuity Model 5.0 Roles & Responsibilities 6.1 BCP structure 8.2 Review frequencies
V3	Jan 25	Samantha Rice	5.2 Risk & BC Roles & Responsibilities Amendment 5.3 Directors Roles & Responsibilities Amendment 5.5 BC Steering Group Roles & Responsibilities Amendment 6.1 Council Structure Amendment 8.3 Policy Review amended annually to three yearly

Formatted Table

Distribution

Name	Title
All	Elected Members
David Burns	Chief Executive
All	Directors
All	HOS
All	Line Managers
All	Staff

Approval

Name	Position	Signature	Date

Business Continuity Policy

Contents

- 1 INTRODUCTION 3**
- 2 AIMS..... 3**
- 3 OBJECTIVES..... 3**
- 4 SCOPE..... 4**
- 5 ROLES & RESPONSIBILITIES..... 5**
 - 5.1 Chief Executive..... 5
 - 5.2 Risk & Business Continuity Officer..... 5
 - 5.3 Directors..... 6
 - 5.4 Heads of Service..... 6
 - 5.5 Business Continuity Steering Group..... 6
 - 5.6 All Staff..... 7
- 6 BUSINESS CONTINUITY PLANS..... 7**
- 7 COMPLIANCE..... 8**
- 8 MONITORING & REVIEW..... 8**
- 9 EQUALITY.....9**

Business Continuity Policy

1 Introduction

Lisburn & Castlereagh City Council (LCCC) recognises that it provides services to the community and works in partnership with others in order to deliver the corporate priorities that we have identified. It is vital that we, as a Council are able to ensure that our most critical services and functions are maintained and resources protected to at least a reasonable level during incidents and disruptions. This will assist the Council in becoming more resilient and will also help in maintaining our reputation both to the community we serve and to the many people, visitors and businesses that are attracted to LCCC in order to live, work or visit.

The policy requires Directors and Heads of Service to demonstrate that they have considered the need for a business continuity plan for every service within their department. Plans must be written, published and tested for all critical services.

2 Aims

Lisburn & Castlereagh city Council's Business Continuity Policy provides a structure through which:

- Critical services and their supporting activities/resources can be identified.
- Plans will be developed to ensure continuity of critical service delivery following disruption, which may arise from loss of facilities, personnel, IT and/or communications or failure within the supply and support chains.
- Activation of business continuity plans throughout the Council can be managed.
- Plans are subject to continuous review and validation through exercising and testing.

3 Objectives

Business continuity plans must, as a minimum address the following:

- Staff safety, welfare and internal communications.
- Adherence to contractual and statutory obligations.
- Management of risk.
- Maintenance of customer and public confidence and the reputation of the Council.
- The timely resumption of critical functions.

Business Continuity Policy

4 Scope

- 4.1 The Council business continuity plan is based on standards defined by ISO 22301, the Civil Contingencies Act 2004 and the Business Continuity Institute. Each Business Continuity plan will be prepared to meet recognised standards of corporate governance.



Figure 1: Business Continuity Institute Model

- 4.2 All departments within LCCC are required to identify critical services and functions. Business continuity plans will then be developed which will include identifying key activities/business processes and key staff within each service, as well as the minimum resourcing and staffing levels required, should there be an interruption in service.
- 4.3 All officers and those working voluntarily or under contract to the Council must be aware of, and are required to comply with, all relevant Council policies and procedures.
- 4.4 This policy also applies to the management of all supply chains especially outsourced contracts. It requires those responsible for negotiating and managing contracts to ensure appropriate business continuity conditions are included in contracts, in order that the service provider is able to deliver acceptable levels of service following a disruption to the Council or the supplying company.

Business Continuity Policy

- 4.5 LCCC's corporate business continuity plan and service unit plans will include a clear procedure for invoking the plan, identifying key personnel and their roles in conjunction with the Council's Emergency Planning Policy and Procedures.
- 4.6 Performance monitoring will be co-ordinated by the Risk & Business Continuity Officer and will focus on the following components:
- Scope – to ensure that all critical functions are identified.
 - Validation – to verify the plans works and are fit for purpose.
 - Training and exercising – to familiarise key staff with what is expected of them in a crisis and preparing them for crisis conditions.

5 Roles and Responsibilities

5.1 Chief Executive

- Strategic owner of the corporate business continuity plan.
- Participate in tests and exercises.
- Activate the Business Continuity Plan.
- Chair Emergency Management Team (EMT) during an emergency.
- Liaise with appropriate Elected Members.

5.2 Risk & Business Continuity Officer

- Ensure [the Corporate](#) Business Impact Analysis is current.
- Maintain the Corporate Business Continuity Plan.
- Ensure all [relevant](#) employees are aware of the plan.
- Provide advice and assistance on development and testing of plans.
- Assist the Chief Executive in business continuity activities.

5.3 Directors

- Ensure a Business Impact Assessment and Business Continuity Plan is effectively completed by their service units to address the services delivered by their department.
- ~~Ensure the necessary contingency arrangements are appropriately developed to provide back up to normal service delivery.~~
- Regularly review ~~and update~~ their [service unit BCPs \(at least annually\) to ensure the necessary contingency arrangements are appropriately developed in place for their Directorate. to provide back up to normal service delivery.](#)
- [Chair Emergency Management Team in the absence of the Chief Executive and provide appropriate awareness raising and training measures for all staff.](#)
- If required, take on the role of plan owner.

5.4 Heads of Service

Business Continuity Policy

- ~~Complete a business impact analysis and identify critical areas within their service unit.~~
- Develop necessary contingency strategies (business continuity plan) appropriate to their service unit areas of responsibility.
- ~~Compile related databases of service providers, customers and staff contact details.~~
- ~~Ensure correct out of hours contact numbers are kept for staff.~~
- Review Business Continuity Plan at least annually and following a significant event.
- Communicate any significant changes made to the Business Continuity Plan to the relevant Director.
- Test and Exercise their Service unit Business Continuity Plan annually.

5.5 Line Managers

- Complete a business impact analysis for their function/area within the service unit.
- Maintain up to date databases of service providers, customers and staff contact details.
- Ensure correct out of hours contact numbers are kept for staff.

5.6 Business Continuity Steering Group

The Business Continuity Steering Group comprises of senior managers from the Council. ~~where~~ Each department will be represented with the aim to promote and embed Business Continuity Management (BCM) principles throughout Lisburn & Castlereagh City Council. The Group will ~~and~~ oversee the operation of the Business Continuity Management System as a representative of LGCC with overall responsibility for its effectiveness. Their main roles & responsibilities include:

- ~~Communicate~~Communicating the importance of meeting the objectives and the need for continual improvement throughout the organisation.
- Maintaining an awareness of business needs and major changes.
- Ensuring that business continuity requirements are determined and are met with the aim of minimising risk and maintaining effective strategies and plans.
- Communicating progress and outcomes through their Home Departmental Management Team Meetings.

5.76 All Staff

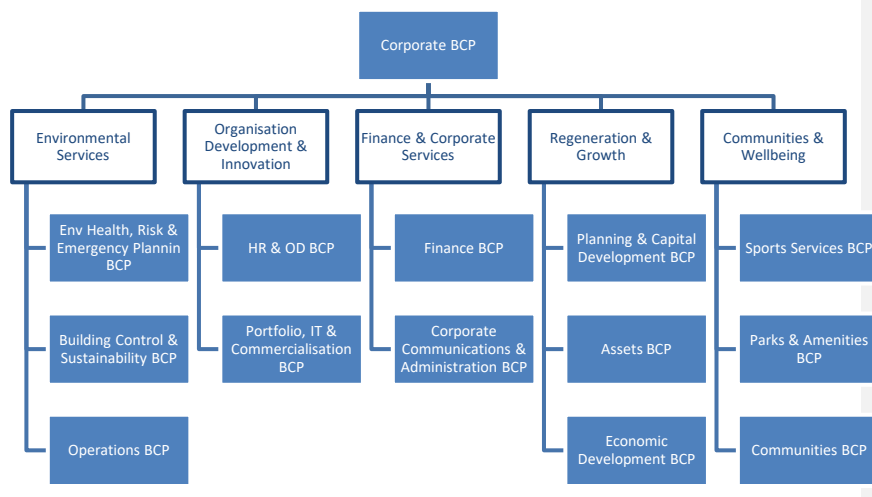
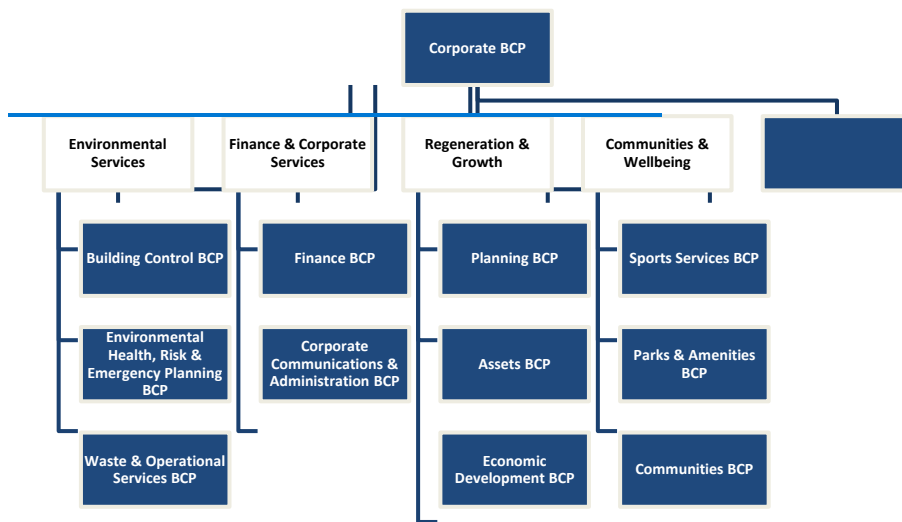
- Be involved in training and awareness training sessions.
- Ensure they are familiar with the contingency arrangements in place relevant to their area of service delivery.

6 Business Continuity Plan¹s

Formatted: Normal (Web), Space After: 10.5 pt

Business Continuity Policy

6.1 There are ~~45~~14 Business Continuity Plans (BCPs) within Lisburn & Castlereagh City Council, which follow the hierarchy of the Council's structure, namely:



Business Continuity Policy

6.2 The Corporate Business Continuity Plan will ensure that all departments identify their key risks and develop effective backup and recovery strategies to mitigate or avoid the impact of disruptive events in order to be able to continue to provide their critical services, whilst responding to an emergency.

6.3 All Business Continuity Plan's will take into consideration risks identified through the risk management strategy.

7 Compliance

7.1 The Civil Contingencies Act 2004 introduced a statutory requirement that essential services to the public be maintained during disruption. The Local Government (Northern Ireland) Order 2005 Article 29 provides powers to the Council to prepare plans for Civil Emergencies.

8 Monitoring and Review

8.1 Business continuity management is essential if the Council is to meet its obligations to provide critical services to the public and partner agencies during a period of disruption.

8.2 All Business Continuity Plan's will be reviewed annually or in the following circumstances:

- Structural, procedural or systems changes within the Council that would significantly affect the management of a major disruption to critical services;
- External changes that would significantly affect the management of major disruption to the Council's identified critical services;
- New Regulations / Guidance;
- Recommended changes following testing/exercises;
- Recommended changes following a major disruption or activation of this plan;
- Any other significant factors.

8.3 This policy will be reviewed ~~annually~~ every 3 years.

9.0 Equality

Business Continuity Policy

- 9.1 This policy has been screened in accordance with the Council's responsibilities under Section 75 of the Northern Ireland Act 1998 to ensure the needs and effects of the policy on people within the Section 75 equality groups have been taken into account.

Lisburn & Castlereagh City Council

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

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

This Policy provides a structure through which the Council's critical services and their supporting activities/resources can be identified. Activation of business continuity plans throughout the Council can be managed and plans will be subject to continuous review and validation through exercising and testing.

Name of the activity/policy/project

Business Continuity Policy

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

Revision

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

The aim of the Policy is to provide a structure through which:

- Critical services and their supporting activities/resources can be identified.
- Plans will be developed to ensure continuity of critical service delivery following disruption, which may arise from loss of facilities, personnel, IT and/or communications or failure within the supply and support chains.
- Activation of business continuity plans throughout the Council can be managed.
- Plans are subject to continuous review and validation through exercising and testing.

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.

All groups will benefit from having a clear, concise and agreed interpretation of requirements, providing:

- Staff safety, welfare and internal communications.
- Adherence to contractual and statutory obligations.
- Management of risk.
- Maintenance of customer and public confidence and the reputation of the Council.
- The timely resumption of critical functions.

Who initiated or developed the activity/policy/project?

The policy was initiated by the Risk & Business Continuity Officer with support from the Head of Service, ARP.

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

The policy is now owned by the HoS Environmental Health, Risk and Emergency Planning Service Unit. It is implemented by the Chief Executive.

Are there any factors which could contribute to/detract from the intended aim/outcome of the activity/policy/project?

No

If yes, give brief details of any significant factors. [Click here to enter text.](#)

N/A

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

Staff [All Staff](#)

Service users [All Users](#)

Other public sector organisations [Suppliers, contractors](#)

Voluntary/community/trade unions [Trade Unions, Community Groups, Local Businesses](#)

Other [N/A](#)

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

Name of policy/strategy/plan	Who owns or implements?
LCCC Risk Management Policy	LCCC
LCCC Emergency Plan	LCCC
ISO 23001	International Standard https://www.bsigroup.com/en-GB/iso-22301-business-continuity
BCI Framework	Business Continuity Institute https://www.thebci.org

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](#)

Section 75 Category	Details of evidence/information																				
Religious Belief	<table border="1"> <thead> <tr> <th data-bbox="331 1402 817 1514">NI Census 2021</th> <th data-bbox="817 1402 970 1514">N. Ireland (%)</th> <th data-bbox="970 1402 1193 1514">LCCC (%)</th> </tr> </thead> <tbody> <tr> <td data-bbox="331 1514 817 1552">Catholic</td> <td data-bbox="817 1514 970 1552">42.3</td> <td data-bbox="970 1514 1193 1552">23.9</td> </tr> <tr> <td data-bbox="331 1552 817 1590">Protestant and Other Christian</td> <td data-bbox="817 1552 970 1590">37.7</td> <td data-bbox="970 1552 1193 1590">48.7</td> </tr> <tr> <td data-bbox="331 1590 817 1628">Other</td> <td data-bbox="817 1590 970 1628">17.3</td> <td data-bbox="970 1590 1193 1628">1.8</td> </tr> <tr> <td data-bbox="331 1628 817 1666">No Religion</td> <td data-bbox="817 1628 970 1666">17.3</td> <td data-bbox="970 1628 1193 1666">24.1</td> </tr> <tr> <td data-bbox="331 1666 817 1704">Not Stated</td> <td data-bbox="817 1666 970 1704">1.6</td> <td data-bbox="970 1666 1193 1704">1.4</td> </tr> </tbody> </table>	NI Census 2021	N. Ireland (%)	LCCC (%)	Catholic	42.3	23.9	Protestant and Other Christian	37.7	48.7	Other	17.3	1.8	No Religion	17.3	24.1	Not Stated	1.6	1.4		
NI Census 2021	N. Ireland (%)	LCCC (%)																			
Catholic	42.3	23.9																			
Protestant and Other Christian	37.7	48.7																			
Other	17.3	1.8																			
No Religion	17.3	24.1																			
Not Stated	1.6	1.4																			

<p>Political Opinion</p>	<p>The Local Government Election in May 2023 demonstrated the following weighting in the Borough's political opinion. Note: only 52% of those eligible submitted a vote.</p> <table border="1" data-bbox="304 302 1145 577"> <thead> <tr> <th>DUP (%)</th> <th>Alliance (%)</th> <th>UUP (%)</th> <th>SF (%)</th> <th>SDLP (%)</th> <th>Ind (%)</th> </tr> </thead> <tbody> <tr> <td>35</td> <td>32.5</td> <td>15</td> <td>10</td> <td>5</td> <td>2.5</td> </tr> </tbody> </table>			DUP (%)	Alliance (%)	UUP (%)	SF (%)	SDLP (%)	Ind (%)	35	32.5	15	10	5	2.5									
DUP (%)	Alliance (%)	UUP (%)	SF (%)	SDLP (%)	Ind (%)																			
35	32.5	15	10	5	2.5																			
<p>Racial Group</p>	<table border="1" data-bbox="304 660 1238 907"> <thead> <tr> <th>NI Census 2021</th> <th>N. Ireland (%)</th> <th>LCCC (%)</th> </tr> </thead> <tbody> <tr> <td>White</td> <td>96.6</td> <td>96.07</td> </tr> <tr> <td>Irish Traveller</td> <td>0.01</td> <td>0.07</td> </tr> <tr> <td>Other/Not Recorded</td> <td>3,39</td> <td>3.86</td> </tr> </tbody> </table>			NI Census 2021	N. Ireland (%)	LCCC (%)	White	96.6	96.07	Irish Traveller	0.01	0.07	Other/Not Recorded	3,39	3.86									
NI Census 2021	N. Ireland (%)	LCCC (%)																						
White	96.6	96.07																						
Irish Traveller	0.01	0.07																						
Other/Not Recorded	3,39	3.86																						
<p>Age</p>	<table border="1" data-bbox="304 929 1238 1236"> <thead> <tr> <th>NI Census 2021</th> <th>N. Ireland (%)</th> <th>LCCC (%)</th> </tr> </thead> <tbody> <tr> <td>0-15</td> <td>19%</td> <td>20.2%</td> </tr> <tr> <td>16-39</td> <td>31%</td> <td>28.9%</td> </tr> <tr> <td>40-64</td> <td>32%</td> <td>33.3%</td> </tr> <tr> <td>65+</td> <td>17%</td> <td>17.6%</td> </tr> </tbody> </table>			NI Census 2021	N. Ireland (%)	LCCC (%)	0-15	19%	20.2%	16-39	31%	28.9%	40-64	32%	33.3%	65+	17%	17.6%						
NI Census 2021	N. Ireland (%)	LCCC (%)																						
0-15	19%	20.2%																						
16-39	31%	28.9%																						
40-64	32%	33.3%																						
65+	17%	17.6%																						
<p>Marital Status</p>	<p>For the 16+ population in relation to marital and civil partnerships: 30.65% single; 53.78% married; 0.10% same sex partnership; 3.27% separated; 5.52% divorced; 6.68% widowed.</p> <table border="1" data-bbox="304 1415 1238 1843"> <thead> <tr> <th>NI Census 2021</th> <th>N. Ireland (%)</th> <th>LCCC (%)</th> </tr> </thead> <tbody> <tr> <td>Single</td> <td>38</td> <td>33.07</td> </tr> <tr> <td>Married</td> <td>43</td> <td>51.4</td> </tr> <tr> <td>Civil Partnership</td> <td>0.3</td> <td>0.19</td> </tr> <tr> <td>Separated</td> <td>4</td> <td>3.1</td> </tr> <tr> <td>Divorced</td> <td>6</td> <td>5.9</td> </tr> <tr> <td>Widowed</td> <td>6</td> <td>6.2</td> </tr> </tbody> </table>			NI Census 2021	N. Ireland (%)	LCCC (%)	Single	38	33.07	Married	43	51.4	Civil Partnership	0.3	0.19	Separated	4	3.1	Divorced	6	5.9	Widowed	6	6.2
NI Census 2021	N. Ireland (%)	LCCC (%)																						
Single	38	33.07																						
Married	43	51.4																						
Civil Partnership	0.3	0.19																						
Separated	4	3.1																						
Divorced	6	5.9																						
Widowed	6	6.2																						

Sexual Orientation	NI Census 2021	N. Ireland (%)	LCCC (%)
	Straight or heterosexual	90.04	91.36
	Gay or lesbian	1.17	1.21
	Bisexual	0.75	0.69
	Other sexual orientation	0.17	0.15
	Prefer not to Say	4.58	3,72
	Not Stated	3.30	2.87
Men & Women Generally	2021 Census Information - The population of the LCCC Council Area is 49% male and 51% female.		
Disability	<p>In the 2021 Census, 50,121 disabilities or residents with 1 or more long-term health conditions were reported within the 149,107 residents' population in the Lisburn & Castlereagh City Council area that are over 16.</p> <p>66.84% of the council area reported they experienced no condition.</p> <p>In 2021, 3% of the eligible population in the council area were claiming Disability Living Allowance, 7% were claiming Personal Independent Payments and 3% were claiming Attendance Allowance.</p>		
People with and without Dependants	<p>2021 Census Information – Lisburn & Castlereagh City Council is just slightly above the mid – point Northern Ireland in relation to dependent children in household between ages of 0 - 4; 5 – 9; 10 – 14 but is in bottom position in relation to children & young adults aged 15 – 19 years.</p> <p>In 2021, of the 60,143 households in the Lisburn & Castlereagh City council area 14.4% (8,661) had dependent children;</p> <p>10.98% of the population on average provide unpaid care, with 3.4% providing in excess of 50 hours per week.</p>		

The following data on staff in some categories is currently limited. This in development through a new HR system.

Age	%
<18 years	1.3
18-25	15.8
26-35	14.3
36-45	22.3
46-55	24.7
56+	21.5

Gender	%
Male	54.6
Female	45.4

Ethnicity	%
Indian	0.1
Other	0.4
Unknown	15.4
White	84.2

Declared disability	0.66%
---------------------	-------

Community Background	%
Protestant	63.9
Roman Catholic	23.5
Non-determined	12.6

Dependants	%
Have dependants	22.1
No dependants	35.4
Unknown	42.5

Marital Status	%
Married/Civil Partnership	39.2
Divorced/Separated	3.2
Single	41.4
Widow	0.2
Unknown	16.0

Sexual Orientation	%
LGBTQ	1.1
Heterosexual	25.7
Unknown	73.2

The existing Business Continuity Policy has been in place for a number of years and the evidence would show, that although there have been a few incidents of disruption, there has been no distinction or significant deviation that would show any bias or impact across any one of the specific Section 75 groupings.

During the period the current policy has been in place, there has never been any instance of complaint or query over a section 75 grouping being impacted as a result of the guidelines.

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	LCCC recognises the needs of the various groups but with the aim of the policy being to ensure that the most critical services and functions of the Council are maintained and resources protected to at least a reasonable level during incidents and disruptions, this will be for all groups and therefore not detrimental to any one group in particular.
Political Opinion	
Racial Group	
Age	
Marital Status	
Sexual Orientation	
Men & Women Generally	
Disability	
People with and without Dependents	

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	Minor positives for all.	N/A
Political Opinion		
Racial Group		
Age		
Marital Status		
Sexual Orientation		
Men & Women Generally		
Disability		
People with and without Dependents		

* 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		Given the above it is considered that there are no better opportunities at this time. Open for benefit of all.
Political Opinion		
Racial Group		
Age		

Marital Status		
Sexual Orientation		
Men & Women Generally		
Disability		
People with and without Dependants		

Equality Action Plan 2021-2025 [new question]

Does the activity/policy/project being screened relate to an action in the Equality Action Plan 2021-2025? No

2(b) DDA Disability Duties (see Disability Action Plan 2021-2025) [new]

Does this policy/activity present opportunities to contribute to the actions in our Disability Action Plan:

- to promote positive attitudes towards disabled people? No
- to encourage the participation of disabled people in public life? 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		None
Political Opinion		None
Racial Group		None

*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		At this time it is considered there are no opportunities to better promote good relations.
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.

No one individual sits exclusively within just one designated group and this is recognised by Council and has been given consideration at this time.

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]	The purpose of this policy is to ensure that the most critical services and functions of the Council are maintained and resources protected to at least a reasonable level during incidents and disruptions, for the benefit of all.
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]	

<p>Option 3</p> <p>Screen in for a full Equality Impact Assessment (EQIA)</p> <p>[If option 3, complete timetabling and prioritising section below]</p>	
--	--

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? N/A

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:

Will be undertaken by: Name & Position/Job Title:	Frequency (eg. Annually):
Samantha Rice, Emergency Planning, Corporate H&S, Risk & BC Manager (Acting)	Three Yearly
Will be signed-off by: Name & HoS Title:	Frequency:
Sally Courtney, HOS Environmental Health, Risk & Emergency Planning (Acting)	Three Yearly

Part 5 - Approval and authorisation

	Position/Job Title	Date
Screened by: Samantha Rice	Environmental Health Manager (Acting) Environmental Health, Risk & Emergency Planning	14/01/2025
Reviewed by: Annie Wilson	Equality Officer	16/01/2025
Approved by: Sally Courtney	Head of Service (Acting) Environmental Health, Risk & Emergency Planning	22/01/2025

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:

- a) The policy/project is significant in terms of its strategic importance;
- b) 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;
- c) 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;
- d) 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;
- e) The policy is likely to be challenged by way of judicial review;
- f) The policy is significant in terms of expenditure.

Minor impact

- a) The policy is not unlawfully discriminatory and any residual potential impacts on people are judged to be negligible;
- b) 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;
- c) 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;
- d) By amending the policy there are better opportunities to better promote equality of opportunity and/or good relations.

No impact (none)

- a) The policy has no relevance to equality of opportunity or good relations;

- b) 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