**Lisburn & Castlereagh City Council**

**Section 75 Equality and Good Relations Screening template**

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

**Background**

Council has historically produced two to three editions of CityWide per year. This involves the design, print and delivery of 68,000 copies of a 16 page, A4 magazine to every household and business in the area.

Production of CityWide was paused during the COVID-19 pandemic to allow prioritisation of other communications activities as part of the emergency response.

The latest edition was issued in March 2022 edition and included a range of opportunities for residents to provide feedback to inform future production.

**Name of the activity/policy/project**

CityWide Residents’ Magazine

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

This is a revision of existing procedure in relation to the distribution of the magazine.

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

The intended aims/outcomes of this project are:

* To reduce the production and distribution costs associated with CityWide
* To align with the objective of the Council’s Digital Innovation Strategy
* To increase sustainability and reduce the use of paper
* To continue to meet the needs of residents in relation to information provision

**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.**

The main objectives of the proposed activity are not targeted at any specific Section 75 groups. The magazine is targeted at all households and businesses in the council area. The proposed changes to distribution are intended to reduce costs so may have minor consequential benefits for all ratepayers.

**Who initiated or developed the activity/policy/project?**

Corporate Communications and Administration

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

The project is owned by Lisburn & Castlereagh City Council and will be implemented by the Corporate Communications and Administration Department.

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

Yes

**If yes, give brief details of any significant factors.**

Cost is a significant factor as the cost of print production and distribution is rising. There is also a significant focus on sustainability and environmental impacts of printing. Council is committed to environmental sustainability.

Lack of digital skills and access to technology may negatively impact the desired outcome.

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

**Staff**

* Chief Executive
* Senior Management Team
* Heads of Service
* Corporate Communications Unit

**Service users**

* Rate payers
* Local businesses

**Voluntary/community/trade unions**

* Various community and voluntary groups

**Other**

* Elected Members

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

|  |  |
| --- | --- |
| **Name of policy/strategy/plan** | **Who owns or implements?** |
| Digital Innovation Strategy | Portfolio Office |
| Interim Corporate Plan | HR&OD |

**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.**

The following information has been considered in revising the approach to distribution of CityWide:

* Older People’s Survey carried out by Communities Team
* Financial implications and review of costs
* Feedback from residents following CityWide Spring/Summer 2022
* Review of previous practice
* Review of practices in other organisations
* Customer Experience Survey undertaken by Portfolio Office

|  |  |
| --- | --- |
| **Section 75 Category** | **Details of evidence/information** |
| Religious Belief | We do not hold information on the categories of people who read CityWide however, we have considered the demographics of LCCC residents as reported in Census 2011.  Elected Members, staff and the general public who are likely to be affected by the proposed changes will come from a range of backgrounds. |
| Political Opinion |
| Racial Group |
| Age |
| Marital Status |
| Sexual Orientation |
| Men & Women Generally |
| Disability |
| People with and without Dependants |

### 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 | No different needs or experiences identified in relation to religious belief, political opinion. |
| Political Opinion |
| Racial Group | Council information should be accessible for everyone including people who do not have English as their first language. There is a need to ensure that key corporate information can be made available in other languages where needed and is well promoted to new residents to the area and to those who may not have English as a first language |
| Age | Some older people may prefer a hard copy magazine delivered and/or older people are less likely to have easy access to online channels |
| Marital Status | No different needs or experiences identified for these groups in relation to the proposed changes. |
| Sexual Orientation |
| Men & Women Generally | No different needs or experiences identified for these groups in relation to the proposed changes. |
| Disability | People with different disabilities have different access needs when it comes to information. Online magazines can be more accessible for those with sight impairment through the Browsealoud software on the Council’s website. |
| People with and without Dependants | No different needs or experiences identified for these groups in relation to the proposed changes. |

**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 | No differential impact by religious belief or political opinion as the proposed changes apply equally to all. | None |
| Political Opinion |
| Racial Group | No impact | None |
| Age | Some older members of the public may not have the necessary technology or skills to access an online magazine. | Minor – negative |
| Marital Status | No different impact identified for these groups | None |
| Sexual Orientation |
| Men & Women Generally |
| Disability | For people with certain disabilities, e.g sight impairment online access may be more appropriate than hard copy. Browsealoud software is available on the council website for those with sight impairment. | Minor – positive |
| People with and without Dependants | No different impact identified for these groups |  |

**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 |  | No opportunity identified |
| Political Opinion |  | No opportunity identified |
| Racial Group | Whilst our corporate information on the website can be translated using the Browsealoud assistive software, the Council could possibly do more to make those from racial minorities and newcomers to the area aware of council business, including CityWide Magazine. |  |
| Age | Older people who cannot access online information can be supported by contacting the Council directly to request a hard copy through local distribution. |  |
| Marital Status |  | No opportunity identified |
| Sexual Orientation |  | No opportunity identified |
| Men & Women Generally |  | No opportunity identified |
| Disability | Anyone who is unable to access CityWide online can be encouraged to contact the Council to obtain a hard copy or to collect from a local centre. |  |
| People with and without Dependants |  | No opportunity identified |

**Equality Action Plan 2021-2025**

Does the activity/policy/project being screened relate to an action in the [Equality Action Plan 2021-2025](https://www.lisburncastlereagh.gov.uk/council/publications/equality-section-75/action-plans-equality-and-disability)? Yes/No If yes, specify which action.

Yes, Action 2.1 Access to Information

**2(b) DDA Disability Duties (see Disability Action Plan 2021-2025)**

Does this policy/activity present opportunities to contribute to the actions in our [Disability Action Plan](https://www.lisburncastlereagh.gov.uk/council/publications/equality-section-75/action-plans-equality-and-disability):

* to promote positive attitudes towards disabled people?
* to encourage the participation of disabled people in public life?

Yes

If yes, give details/specify which action.

Online provision generally provides enhanced access as an alternative to hard copy. Hard copy will still be available on request from the Council or on an opt in basis. The magazine itself also presents opportunities to promote positive attitudes through use of images and content.

**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  Political Opinion  Racial Group | No direct impact on good relations for any of these groups identified in relation to the proposed changes. |  |

\*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  Political Opinion  Racial Group |  | No specific good relations opportunities identified |

**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.**

Consideration was given to the potential implications of the proposed changes for the different equality categories.

We do not anticipate any particular impacts on grounds of multiple identity from the proposed project.

**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.

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| --- | --- |
| **Screening Decision/Outcome** | **Reasons/Evidence** |
| Option 1  **Screen out** – no equality impact assessment and no mitigation required [go to Monitoring section] |  |
| 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] | It has been concluded that there is no need to carry out a full equality impact assessment on the proposal to move to a more digitally focussed distribution method for CityWide with alternative distribution methods within the community.  A potential minor negative impact was identified for those who are unable to access online information due to lack of skills and/or lack of access to technology. See Mitigation section below. |
| Option 3  **Screen in** for a full Equality Impact Assessment (EQIA)  [If option 3, complete timetabling and prioritising section below] |  |

**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?** 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.

It is recognised that whilst providing mainly online access to CityWide will yield cost savings that may potentially benefit ratepayers and will be welcomed by many, there will be some who face challenges due to a lack of technical skills and/or access to technology. The Council will therefore be prepared to make alternative arrangements for anyone who cannot access CityWide online. Hard copies will be available on request. Hard copies will also be made available in community locations and actively distributed by Communities colleagues.

We consider that these mitigations should be adequate to ensure that access is available for all, but this will be kept under review.

**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? Yes/No. If yes, please provide details.

**Part 4. Monitoring**

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:

The distribution arrangements will be reviewed following publication of each edition of CityWide. The following will be monitored:

* The number of people accessing the digital magazine
* Complaints and unsolicited feedback
* Comments on social media
* Regular feedback from CityWide surveys
* Hard copy stock levels in community locations
* Feedback from focus groups or consultations.

Monitoring will be carried out by the Communications team, reporting to the Head of Corporate Communications and Administration.

**Part 5 - Approval and authorisation**

|  |  |  |
| --- | --- | --- |
|  | **Position/Job Title** | **Date** |
| Screened by: Frances Byrne | Head of Service, CCA | 10/08/22 |
| Reviewed by: | Equality Officer | 08/09/22 |
| **Approved by:** Frances Byrne | Head of Service, CCA | 10/09/22 |

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:

1. The policy/project is significant in terms of its strategic importance;
2. 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;
3. 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;
4. 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;
5. The policy is likely to be challenged by way of judicial review;
6. The policy is significant in terms of expenditure.

Minor impact

1. The policy is not unlawfully discriminatory and any residual potential impacts on people are judged to be negligible;
2. 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;
3. 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;
4. By amending the policy there are better opportunities to better promote equality of opportunity and/or good relations.

No impact (none)

1. The policy has no relevance to equality of opportunity or good relations;
2. 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.

Revised Template @ April 2022