

Lisburn & Castlereagh City Council

Section 75 Equality and Good Relations Screening

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

Name of the activity/policy/project

Small Settlements Heritage Shop Front Scheme – Royal Hillsborough & Historic Moira Conservation Areas 2022-23

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

New scheme

Introduction and Background to the project:

Small Settlements Heritage Shop Front Scheme - 80% funded by DfC/DAERA

The Heritage Shop Front Scheme is intended to provide financial support to businesses situated within the Moira and Hillsborough Conservation Area to help them to replace or update their shopfronts in line with planning regulations and Conservation Area Design Guidance.

This grant will be offered to small business owners with properties within the eligible area, to enhance the appearance and condition of their shop fronts and signage, making the Conservation Area a more attractive place for both occupiers and visitors.

All businesses within the Moira and Hillsborough Conservation Area are eligible to apply. Businesses must be situated within the eligible boundary of Moira and Hillsborough Conservation Area as outlined on the maps (appendix1).

Applicants must apply by completing an Expression of Interest Form and if they meet the criteria of the scheme they will be invited to complete an Application Form.

Successful applicants will receive a grant of up to 80% - maximum £12,500 (ex VAT). Applicants must demonstrate a contribution of a minimum 20% of the overall costs (ex VAT) has been paid.

This does not preclude applicants from carrying out additional enhancement works, however the extra costs incurred will not be covered by Council. Successful candidates must only carry out the works as agreed in advance of the release of funding from the Council.

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

- To support businesses whose shop fronts currently sit outside of planning regulations, from a heritage perspective, and help the businesses to replace their shop front façade and signage in order to conform to the guidelines as per the Lisburn Conservation area guide.
- To create a more pleasing environment by improving heritage shop fronts, resulting in wider benefits for the public realm and civic pride.

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 Scheme is not targeted at any Section 75 group. It will be open to all businesses that meet eligibility criteria. There may be some minor incidental benefits for some customers if the scheme results in improvements to shop front signage or access.

Who initiated or developed the activity/policy/project?

Economic Development Unit, Lisburn & Castlereagh City Council (LCCC)

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

Lisburn & Castlereagh City Council own the policy. The grants programme is funded through the Department for Communities (DfC) and Department for Agriculture, Environment and Rural Affairs (DAERA) and administered by Economic Development.

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

If yes, give brief details of any significant factors.

Financial – The funding comes from DfC and DAERA – there is a fixed budget

Other – Time – the project is required to be delivered within timeframes agreed between DfC and LCCC. It is anticipated the project will be finished by March 2023.

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

Staff - Staff involved in administering the project

Service users - Residents and visitors of Moira and Hillsborough; local business owners, Department for Communities

Other public sector organisations – DfC, DfI and DAERA are funders

Voluntary/community/trade unions

Other – Elected members and groups who may be consulted

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

Name of policy/strategy/plan	Who owns or implements?
Lisburn Conservation Area booklet (1992)	LCCC
Equality and Disability Action Plans	LCCC
Local Development Plan	LCCC
Regeneration and Investment Action Plan	LCCC
Urban Regeneration Community Development Framework	Department for Communities
Interim Equality Scheme	Department for Communities

Available evidence

The following was considered to inform this scheme:

- 2011 NI Census data for Moira and Hillsborough
- Conservation Area Guidance
- Officers' previous experience administering shopfront schemes
- Stakeholder meetings/conversations (Council officers and Members, business owners and residents)

What evidence/information (qualitative and quantitative) have you gathered or considered to inform this activity/policy? Specify details for each Section 75 category.

Section 75 Category	Details of evidence/information
Religious Belief	<p>The 2011 NI Census:</p> <p>Moira - 19.45% belong to or were brought up in the Catholic religion and 71.55% belong to or were brought up in a 'Protestant and Other Christian (including Christian related)' religion</p> <p>Hillsborough - 9.84% belong to or were brought up in the Catholic religion and 81.58% belong to or were brought up in a 'Protestant and Other Christian (including Christian related)' religion; and</p> <p>LCCC does not hold information on the religious belief of business owners who may be eligible for this scheme. Applicants are likely to have various religious beliefs and none.</p>
Political Opinion	2011 NI Census:

	<p>65.39% indicated that they had a British national identity, 14.83% had an Irish national identity and 30.46% had a Northern Irish national identity.</p> <p>LCCC does not hold information on the political opinion of business owners who may be eligible for this scheme. Applicants are likely to have various political opinions and none.</p>
Racial Group	<p>2011 NI Census:</p> <p>2.36% of the LCCC population were from an ethnic minority population and the remaining 97.64% were white (including Irish Traveller).</p> <p>LCCC does not hold information on the racial background of eligible business owners. Applicant profiles will reflect the wider population.</p>
Age	<p>LCCC does not hold information on the age of business owners who are eligible for this scheme but they are likely to represent a range of ages. Businesses will employ people of different ages and service users will reflect the wider population.</p>
Marital Status	<p>LCCC does not hold information on the marital status of business owners who are eligible for this scheme but they are likely to be representative of a range of marital status groups.</p>
Sexual Orientation	<p>LCCC does not hold information on the sexual orientation of business owners who are eligible for this scheme. However, it is likely that they will reflect the population in general – an estimated 5-10% of the population are estimated to be something other than heterosexual.</p>
Men & Women Generally	<p>Eligible business owners are likely to be both male and female but women are under-represented as business owners and managers.</p>

Disability	Census 2011 data suggested 18.29% of people in the LCCC area had a long-term health problem or disability that limited their day-to-day activities. This is similar to the NI average. It is likely that some business owners who are eligible for this scheme may have a disability and customers and staff will reflect the wider population.
People with and without Dependants	Eligible business owners will likely include those with and without dependants, reflective of the general population. Customers and staff will also reflect the general population.

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 needs identified in relation to business owners other than that the scheme should be open to all, regardless of religious background. No issues identified in relation to customers or staff of eligible businesses.
Political Opinion	No needs identified in relation to business owners other than that the scheme should be open to all regardless of political opinion. No issues identified in relation to customers or staff of eligible businesses.
Racial Group	There is a need to ensure that business owners who may not have English as a first language are aware of the scheme and experience no barriers to applying.

Age	No different needs identified in relation to business owners. In relation to customers and staff, any modifications to businesses, signs, frontage, etc should ensure accessibility for all ages.
Marital Status	No different needs identified in relation to business owners or their customers.
Sexual Orientation	No different needs identified in relation to business owners provided there is a fair and open application and selection process. No issues identified in relation to staff or customers.
Men & Women Generally	No different needs identified for business owners provided there is a fair and open application and selection process. No issues identified in relation to staff or customers.
Disability	Information about the scheme needs to be accessible to potential applicants who have disabilities. Any changes to premises should not impact on accessibility for disabled people – owners, staff or customers.
People with and without Dependents	No different needs identified in relation to business owners, staff or customers.

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 impact anticipated – the scheme will be fair and transparent and open to all	None

	businesses who meet the eligibility criteria	
Political Opinion	No impact anticipated as scheme will be open to all eligible businesses	None
Racial Group	No impact anticipated as the scheme will be promoted to all eligible businesses	None
Age	No impact identified – the scheme will be open to all eligible businesses	None
Marital Status	No impact identified – the scheme will be open to all eligible businesses	None
Sexual Orientation	No impact identified – the scheme will be open to all eligible businesses	None
Men & Women Generally	No impact identified – the scheme will be open to all eligible businesses	None
Disability	No impact identified. The scheme will be open to all eligible businesses and steps will be taken to ensure that information is accessible and that reasonable adjustments are available to any applicant who needs them.	None
People with and without Dependents	No impact identified – the scheme will be open to all eligible businesses.	None

* 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 Political Opinion Racial Group Age Marital Status Sexual Orientation Men & Women Generally Disability People with and without Dependants		All reasonable steps have already been taken to ensure equality of opportunity for potential applicants to the Scheme. It will be promoted widely to all eligible businesses and additional help will be provided to any business owner who needs assistance to apply, for example, because of disability or language barrier.

Equality Action Plan 2021-2025

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)

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

- to promote positive attitudes towards disabled people?
- 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 Political Opinion Racial Group	No impact on good relations identified for any group - the scheme is a financial assistance scheme for businesses and doesn't lend itself to promoting good relations.	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 Political Opinion Racial Group		No opportunity identified for this Scheme

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.

Not applicable

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
<p>Option 1</p> <p>Screen out – no equality impact assessment and no mitigation required [go to Monitoring section]</p>	<p>It has been concluded that a detailed equality impact assessment is not necessary. No potential negative impacts have been identified and any positive benefits are minor and incidental.</p> <p>To ensure equality of opportunity, the scheme will be advertised as widely as possible - on the Council website, social media channels and word of mouth from Council Officers. No additional mitigations are needed as the needs of particular user groups will be taken into account fully throughout the scheme.</p>
<p>Option 2</p>	

<p>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>	
<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) – N/A

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.

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

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:

The Regeneration team will monitor the activity of the scheme generally as part of normal review and evaluation. This will also allow us to improve any future schemes by implementing lessons learned. Monitoring will include how/where the scheme was promoted, how many enquiries were received, how many applications were received, how many were successful, outcomes of the funding and how they contributed to council objectives, feedback from applicants, complaints, etc.

Part 5 - Approval and authorisation

	Position/Job Title	Date
Screened by: Becky Gamble Yvonne Burke	Project Support Officer Regeneration Manager	20.04.22
Reviewed by: Mary McSorley	Equality Officer	15.07.22
Approved by: Paul McCormick	Head of Service	18/10/22

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 Project overview

Small Settlements Heritage Shop Front Scheme (Moira and Hillsborough conservation areas)

Project Description and Background:

Funding has been secured through the Department for Communities (DfC), Department for Infrastructure (DfI) and the Department for Agriculture, Environment and Rural Affairs (DAERA) to deliver a Covid Recovery Small Settlements Regeneration Programme.

For the purpose of the Small Settlements funding allocation DfC/DfI/DAERA defined an eligible small settlement of normally having a population of between 1,000 and 4,999.

There are a number of projects included in the programme, namely the Heritage Shop Front Scheme which is to be delivered in Moira and Hillsborough as they are the only Small Settlements in LCCC area that are classified as a Conservation Area.

Following on from recent City Centre revitalisation schemes and shop front renewal programmes there was a review of heritage business signage and shop front facades across the conservation areas in the Lisburn and Castlereagh City Council areas namely Lisburn City Centre, Moira and Hillsborough. The review was undertaken by City Centre Management and the Councils Planning team in response to a number of queries received from new businesses in the area regarding signage.

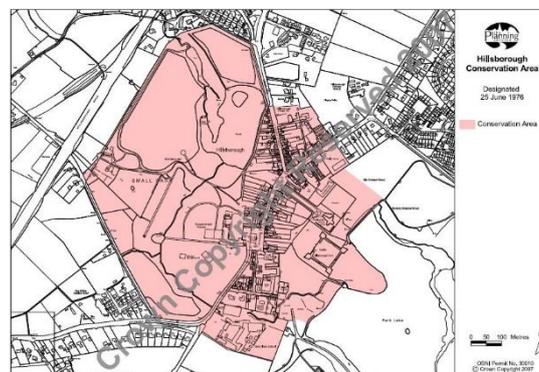
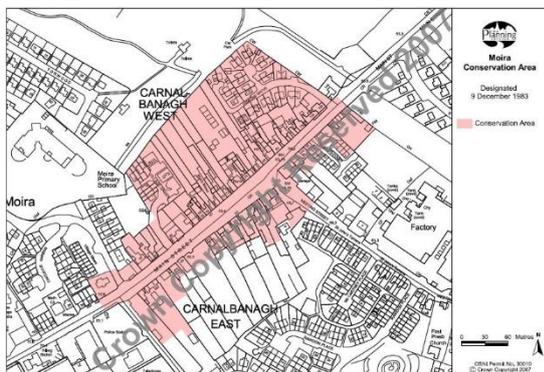
Planning identified a number of businesses which do not conform to the heritage guidelines for shop fronts and signage in a conservation area.

Whether a building is listed or not within a Conservation Area, there will always be a presumption in favour of preservation, retention and refurbishment of those buildings and lands with historic features which are identified as important to preserve. When an opportunity arises special regard must be given to enhancing the area. If the visual quality of our Conservation Areas is to be enhanced, this will require careful consideration of design elements, for example in the design of shop fronts and signage.

The Council recognise the importance of retaining Conservation status and are introducing a Heritage Shop Front Scheme that focuses on enhancing the conservation area and supports businesses operating in the conservation area to retain shop frontages that complement the character and appearance of the Small Settlement.

Some of the businesses operating in the conservation area currently have cluttered shop fronts, plastic signage and or illuminated fascia signage.

All businesses within the Moira and Hillsborough Conservation Area are eligible to apply. See maps for further info below:



This grant will be offered to small business owners with properties within the eligible areas, to enhance the appearance and condition of their shop fronts and signage, making the Conservation Area a more attractive place for both occupiers and visitors.

Successful applicants will receive a grant of up to 80% - maximum £12,500 (ex VAT).

Applicants must demonstrate a contribution of a minimum 20% of the overall costs (ex VAT) has been paid.

This does not preclude applicants from carrying out additional enhancement works, however the extra costs incurred will not be covered by Council. Successful candidates must only carry out the works as agreed in advance of the release of funding from the Council.

Application Process

- **Stage 1 – Expression of Interest**

Applicants are given the opportunity to apply through an expression of interest process and are required to submit an estimated cost to undertake the works. If the submission meets the objective of the scheme they will be invited to submit an application.

- **Stage 2 – Application**

In order to progress this stage, the applicant will be required to provide architectural drawings detailing the proposed works.

Full application will include the provision of:

- Confirmation of engagement with competent architect. Contact details must be provided.
- 3 written quotations for proposed works demonstrating value for money has been achieved.

- Evidence of security of tenure and/or written consent from property owner.

If your application is successful, confirmation will be sent via email, detailing the amount of grant you are eligible for and match funding required. Your letter of offer will be issued to you upon receipt of your planning reference number.

- **Stage 3 – Letter of Offer**

A letter of offer will be provided on provision of the following (provided via email):

- Architectural drawings of the proposed heritage shop front and signage submitted to planning and planning reference number provided. Drawings should be shown to scale e.g. 1:100. *To ensure clarity of shop front detail, include elevation drawings at a scale of 1:20 and section drawings at 1:10 as appropriate.*

We understand that this process can be lengthy so please allow for time to consult with planning and provide final drawings in order to secure planning approval.

Aims of the Scheme:

The scheme aims to support businesses, whose shop fronts currently sit outside of planning regulations, from a heritage perspective, and help the businesses to replace their shop front façade and signage in order to conform to the standards outlined in Conservation area guidelines. The aim of the scheme is to create a more pleasing environment by improving heritage shop fronts, resulting in wider benefits for the public realm and civic pride.

Project Duration

The project is to be completed by March 2023 to meet the deadline for funding.

Note: This scheme was successfully delivered in Lisburn City Centre, therefore it is now being delivered in Moira and Hillsborough Conservation Areas, due to additional funding being made available.

Appendix 2 – 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.