

## Appendix 1 Equality Screening Form

### Policy Scoping

Policy Title:

**Brief Description of Policy (please attach copy if available). Please state if it is a new, existing or amended policy.**

The policy provides guidance and controls for officers across Council regarding financial management.

**Intended aims/outcomes. What is the policy trying to achieve?**

The purpose of this policy is to set out the financial procedure rules of the Council having due regard to the overall regulatory framework pertaining to Local Authorities within Northern Ireland, including the CIPFA Financial Management Code as well as the organisation's own approach to financial management.

### Policy Framework

Has the policy been developed in response to statutory requirements, legal advice or on the basis of any other professional advice? Does this affect the discretion available to The Council to amend the policy?

The Local Government Auditor has encouraged the council to regularly review its arrangements regarding fraud and to ensure they are kept up to date. This policy has not been updated since 2015.

**Are there any Section 75 categories which might be expected to benefit from the policy? If so, please outline.**

This policy will affect all stakeholders equally regardless of what equality group they fall within.

**Who initiated or wrote the policy (if The Council decision, please state). Who is responsible for implementing the policy?**

Who initiated or wrote the policy?	Finance ICT & Procurement Dept
Who is responsible for implementation?	All officers with management and budget and financial responsibilities

**Are there any factors which might contribute to or detract from the implementation of the policy (e.g. financial, legislative, other)?**

None Foreseen

## Main stakeholders in relation to the policy

Please list main stakeholders affected by the policy (e.g. staff, service users, other statutory bodies, community or voluntary sector, private sector)

All Council Staff
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**Are there any other policies with a bearing on this policy? If so, please identify them and how they impact on this policy.**

Code of Conduct for employees Disciplinary Policy and Procedures Whistleblowing Policy Scheme of Delegation Acquisition and Disposal Policy
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## Available Evidence

The Council should ensure that its screening decisions are informed by relevant data. What evidence/information (both qualitative and quantitative) have you gathered to inform this policy? Specify details for each of the Section 75 categories. For up to date [S75 Borough Statistics](#)

Section 75 category	Evidence
Religious belief	N/A
Political opinion	N/A
Racial group	N/A
Age	N/A
Marital status	N/A
Sexual orientation	N/A
Men and women generally	N/A
Disability	N/A
Dependants	N/A

## Needs, experiences and priorities

Taking into account the information gathered above, what are the different needs, experiences and priorities of each of the following categories in relation to this particular policy/decision?

Section 75 category	Needs, experiences and priorities
Religious belief	N/A
Political opinion	N/A
Racial group	N/A
Age	N/A
Marital status	N/A
Sexual orientation	N/A
Men and women generally	N/A
Disability	N/A
Dependants	N/A

## Screening Questions

**1. What is the likely impact on equality of opportunity for those affected by this policy for each of the Section 75 categories?**

Category	Policy Impact	Level of impact (Major/minor/none)
Religious belief	None	
Political opinion	None	
Racial group	None	
Age	None	
Marital status	None	
Sexual orientation	None	
Men and women generally	None	
Disability	None	
Dependants	None	

**2. Are there opportunities to better promote equality of opportunity for people within the Section 75 categories?**

Category	If yes, provide details	If no, provide reasons
Religious belief	None	N/A
Political opinion	None	N/A
Racial group	None	N/A
Age	None	N/A
Marital status	None	N/A
Sexual orientation	None	N/A
Men and women generally	None	N/A
Disability	None	N/A
Dependants	None	N/A

**3. To what extent is the policy likely to impact on good relations between people of different religious belief, political opinion, or racial group?**

Category	Details of Policy Impact	Level of impact (major/minor/none)
Religious belief	None	None
Political opinion	None	None
Racial group	None	None

**4. Are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group?**

Category	If yes, provide details	If no, provide reasons
Religious belief	No	N/A
Political opinion	No	N/A
Racial group	No	N/A

### **Multiple Identity**

Generally speaking, people fall into more than one Section 75 category (for example: disabled minority ethnic people; disabled women; young Protestant men; young lesbian,

gay and bisexual people). Provide details of data on the impact of the policy on people with multiple identities. Specify relevant s75 categories concerned.

This policy will affect all stakeholders equally regardless of what equality category they fall within.

### **Disability Discrimination (NI) Order 2006**

Is there an opportunity for the policy to promote positive attitudes towards disabled people?

N/A

Is there an opportunity for the policy to encourage participation by disabled people in public life?

N/A

### **Screening Decision**

#### **A: NO IMPACT IDENTIFIED ON ANY CATEGORY – EQIA UNNECESSARY**

Please identify reasons for this below

This is a technical policy with no bearing in terms of its likely impact on equality of opportunity or good relations for people within the equality and good relations categories.

#### **B: MINOR IMPACT IDENTIFIED – EQIA NOT CONSIDERED NECESSARY AS IMPACT CAN BE ELIMINATED OR MITIGATED**

Where the impact is likely to be minor, you should consider if the policy can be mitigated, or an alternative policy introduced. If so, an EQIA may not be considered necessary. You must indicate the reasons for this decision below, together with details of measures to mitigate the adverse impact or the alternative policy proposed.

## C: MAJOR IMPACT IDENTIFIED – EQIA REQUIRED

If the decision is to conduct an equality impact assessment, please provide details of the reasons.

### Timetabling and Prioritising

**If the policy has been screened in for equality impact assessment**, please answer the following questions to determine its priority for timetabling the equality impact assessment.

On a scale of 1-3 with 1 being the lowest priority and 3 being the highest, assess the policy in terms of its priority for equality impact assessment.

#### **Policy Criterion**

Effect on equality of opportunity and good relations

Social need

Effect on people's daily lives

#### **Rating (1-3)**

*Choose an item.*

*Choose an item.*

*Choose an item.*

The total rating score should be used to prioritise the policy in rank order with other policies screened in for equality impact assessment. This list of priorities will assist the Council in timetabling its EQIAs.

Is the policy affected by timetables established by other relevant public authorities? If yes, please give details.

### **Monitoring**

Effective monitoring will help the authority identify any future adverse impact arising from the policy. It is recommended that where a policy has been amended or an alternative policy introduced to mitigate adverse impact, monitoring be undertaken on a broader basis to identify any impact (positive or adverse).

Further information on monitoring is available in the Equality Commission's guidance on monitoring ([www.equalityni.org](http://www.equalityni.org)).

Identify how the impact of the policy is to be monitored

The Policy will be reviewed in March 2028

### Approval and Authorisation

A copy of the screening form for each policy screened should be signed off by the senior manager responsible for that policy. The screening recommendation should be reported to the relevant Committee/The Council when the policy is submitted for approval.

Screened by	Position/Job title	Date
Liam McStravick	Financial Services Manager	05/06/2025
Approved by	Position/Job Title	Date
Dominic Donnelly	Head of Finance, ICT & Procurement	05/06/2025

**Please forward a copy of the completed policy and form to:**

[mary.hanna@armaghbanbridgecraigavon.gov.uk](mailto:mary.hanna@armaghbanbridgecraigavon.gov.uk)

**who will ensure these are made available on the Council's website.**

**The above officer is also responsible for issuing reports on a quarterly basis on those policies "screened out for EQIA". This allows stakeholders who disagree with this recommendation to submit their views. In the event of any stakeholder disagreeing with the decision to screen out any policy, the screening exercise will be reviewed.**

## Appendix 2 Rural Needs Impact Assessment (RNIA)

### SECTION 1

#### Defining the activity subject to Section 1(1) of the Rural Needs Act (NI) 2016

**1A. Name of Public Authority:** Armagh City, Banbridge & Craigavon Borough The Council

**1B. Please provide a short title which describes the activity being undertaken by the Public Authority that is subject to Section 1(1) of the Rural Needs Act (NI) 2016.**

Financial Regulations Policy

**1C Please indicate which category the activity specified in Section 1B above relates to:**

**Developing a** [Choose an item.](#)

**Adopting a** [Choose an item.](#)

**Implementing a** [Choose an item.](#)

**Revising a** **Policy**

**Designing a Public Service** ☐

**Delivering a Public Service** ☐

**1D. Please provide the official title (if any) of the Policy, Strategy, Plan or Public Service document or initiative relating to the category indicated in Section 1C above**

Financial Regulations Policy

**1E. Please provide details of the aims and/or objectives of the Policy, Strategy, Plan or Public Service**

The purpose of this of this policy is to set out the financial procedure rules of the Council having due regard to the overall regulatory framework pertaining to local authorities within Northern Ireland including the CIPFA Financial Management Code as well as the organisations own approach to financial management.

**1F. What definition of 'rural' is the Public Authority using in respect of the Policy, Strategy, Plan or Public Service?**

- Population Settlements of less than 5,000 (Default definition) ☐
- Other Definition (Provide details and the rationale below) ☐
- A definition of 'rural' is not applicable ☒

**Details of alternative definition of 'rural' used**

Rationale for using alternative definition of 'rural'.

Reasons why a definition of 'rural' is not applicable.

This is a policy that impacts on Council staff only.

**SECTION 2**

**Understanding the impact of the Policy, Strategy, Plan or Public Service**

**2A. Is the Policy, Strategy, Plan or Public Service likely to impact on people in rural areas?**

Yes ☐ No ☒ If response is No go to 2E

**2B. Please explain how the Policy, Strategy, Plan or Public Service is likely to impact on people in rural areas.**

**2C. If the Policy, Strategy, Plan or Public Service is likely to impact on people in rural areas *differently* from people in urban areas, please explain how it is likely to impact on people in rural areas differently.**

**2D. Please indicate which of the following rural policy areas the Policy, Strategy, Plan or Public Service is likely to primarily impact on.**

- |   |                          |
|---|--------------------------|
| Rural Businesses                                    | <input type="checkbox"/> |
| Rural Tourism                                       | <input type="checkbox"/> |
| Rural Housing                                       | <input type="checkbox"/> |
| Jobs or Employment in Rural Areas                   | <input type="checkbox"/> |
| Education or Training in Rural Areas                | <input type="checkbox"/> |
| Broadband or Mobile Communications in Rural Areas   | <input type="checkbox"/> |
| Transport Services or Infrastructure in Rural Areas | <input type="checkbox"/> |
| Health or Social Care Services in Rural Areas       | <input type="checkbox"/> |
| Poverty in Rural Areas                              | <input type="checkbox"/> |
| Deprivation in Rural Areas                          | <input type="checkbox"/> |
| Rural Crime or Community Safety                     | <input type="checkbox"/> |
| Rural Development                                   | <input type="checkbox"/> |
| Agri-Environment                                    | <input type="checkbox"/> |
| Other (Please state)                                |                          |

**If the response to Section 2A was YES GO TO Section 3A.**

**2E. Please explain why the Policy, Strategy, Plan or Public Service is NOT likely to impact on people in rural areas.**

This is a policy that impacts on Council staff only.

### **SECTION 3**

#### **Identifying the Social and Economic Needs of Persons in Rural Areas**

**3A. Has the Public Authority taken steps to identify the social and economic needs of people in rural areas that are relevant to the Policy, Strategy, Plan or Public Service?**

Yes      ☐      No      ☒      If response is No go to 3E

**3B. Please indicate which of the following methods or information sources were used by the Public Authority to identify the social and economic needs of people in rural areas.**

- |  |                          |
|--|--------------------------|
| Consultation with Rural Stakeholders   | <input type="checkbox"/> |
| Consultation with Other organisations  | <input type="checkbox"/> |
| Published Statistics   | <input type="checkbox"/> |
| Research Papers  | <input type="checkbox"/> |
| Surveys or Questionnaires  | <input type="checkbox"/> |
| Other Publications   | <input type="checkbox"/> |
| Other Methods or Information Sources<br>(include details in Question 3C below) | <input type="checkbox"/> |

**3C. Please provide details of the methods and information sources used to identify the social and economic needs of people in rural areas including relevant dates, names of organisations, titles of publications, website references, details of surveys or consultations undertaken etc.**

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**3D. Please provide details of the social and economic needs of people in rural areas which have been identified by the Public Authority?**

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**If the response to Section 3A was YES GO TO Section 4A.**

**3E. Please explain why no steps were taken by the Public Authority to identify the social and economic needs of people in rural areas?**

This is a policy that impacts on Council staff only.
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**SECTION 4****Considering the Social and Economic Needs of Persons in Rural Areas**

**4A. Please provide details of the issues considered in relation to the social and economic needs of people in rural areas.**

N/A

**SECTION 5****Influencing the Policy, Strategy, Plan or Public Service**

**5A. Has the development, adoption, implementation or revising of the Policy, Strategy or Plan, or the design or delivery of the Public Service, been influenced by the rural needs identified?**

Yes

☐

No

☒

If response is No go to 5C

**5B. Please explain how the development, adoption, implementation or revising of the Policy, Strategy or Plan, or the design or delivery of the Public Service, has been influenced by the rural needs identified.**

**If the response to Section 5A was YES go to 6A.**

**5C. Please explain why the development, adoption, implementation or revising of the Policy, Strategy or Plan, or the design or the delivery of the Public Service, has NOT been influenced by the rural needs identified.**

This is a policy that impacts on Council staff only.

## **SECTION 6**

### **Documenting and Recording**

**6A. Please tick below to confirm that the RNIA Template will be retained by the Public Authority and relevant information on the Section 1 activity compiled in accordance with paragraph 6.7 of the guidance.**

I confirm that the RNIA Template will be retained, and relevant information compiled.



Rural Needs Impact Assessment undertaken by:

Position:

Department / Directorate:

Signature:

*Liam McStravick*

Date:

05/06/2025

Rural Needs Impact Assessment approved by:

Position:

Department / Directorate:

Signature:

*Dominic Donnelly*

Date:

05/06/2025