

Armagh City, Banbridge and Craigavon Civic Reception Policy

Introduction

Council wishes to give appropriate recognition to outstanding achievements of individuals, groups or organisations based within the Borough of Armagh City, Banbridge and Craigavon.

Aim

The aim of this policy is to provide a mechanism that will allow the Council to celebrate the achievements and recognise the importance that local people, communities, business, sporting organisations, national and international guests bring to the promotion and enhancement of the Borough.

Purpose

The Office of the Lord Mayor initiates events and receives significant numbers of requests for various types of functions throughout the year. The purpose of this policy is to provide criteria to assess the number of events and requests for receptions received by Council. This is to ensure that when providing civic hospitality the following objectives are met:

- Enhance the civic leadership role of the Council;
- Increase the civic pride amongst the people of the Council area;
- Recognise the contribution made by individuals and organisations to the Council area;
- Actively promote the Council on the national and international stage;

Scope

This policy applies to anyone who is requesting a Civic Reception or any type of civic recognition.

Members of Council requesting civic recognition must place their requests on Opening Announcements at a meeting of Council. Members of the public can either contact an elected Member to take their request forward through this process, or can contact the Lord Mayor's Office directly.

All requests will then be scored against the criteria agreed within this policy.

Policy Detail

1. Levels of Recognition

The level of recognition will be commensurate with the level of achievement and will be considered on the following sliding scale.

- (a) **Letter of Congratulations** – for local schools/clubs/individuals who have been successful at local level e.g. local challenge cups.
- (b) **Civic Reception** – for individuals/clubs/schools who have achieved success at County Level or above. Civic Receptions to be a joint reception held at the end of the relevant season where appropriate eg sports clubs.

Outstanding success perhaps for example at Olympic or World Level may also be recognised with a gift to be chosen by the Lord Mayor's Office.

All Members of Council will be invited to attend a Civic Reception and costs will be met from the Civic budget.

(c) **Freedom Ceremony**

As the highest honour which Council can bestow, Freedom Ceremonies will be organized by a team of officers as and when agreed by Council.

All requests for granting of the Freedom of the Borough, whether they be from Members of the Council or from other sources, should be discussed with the Chief Executive in the first instance.

The Chief Executive will then consult with Elected Members as deemed appropriate in order to gauge the level of support which the proposal will have, and he will take the proposal forward based on this support.

3. **Anniversary Receptions**

Upon request or via opening announcements, Council will recognise major anniversaries only (those being 25 years, 50 years, 75 years, 100 years 125 years and 150 years etc) with a Civic Reception from the Civic budget.

The Lord Mayor or Deputy Lord Mayor has the discretion to recognise other anniversaries but these would be met from their individual budgets.

4. **Repeat Achievements**

Council will be asked each year to support repeat events or achievements such as book launches or the same team winning the same award.

It is suggested that requests for the same reason be acceded to no more than once every 4 years which would be paid from the Civic budget.

However the Lord Mayor of the day has the discretion to agree to receptions on subsequent years but these would be met from the Lord Mayor's budget.

5. **Hospitality Receptions**

Whereas civic recognition acknowledges achievement, hospitality receptions are provided to host either local groups or to welcome guests to the Borough, particularly international guests.

Similarly with repeat achievements above, some local groups may request visits on an annual basis and it is suggested that visits by local groups be acceded to no more

than once every 4 years which would be paid for by the Civic budget.

Roles and Responsibilities

All requests are to be assessed by the officers within the Lord Mayor's Office who will then implement the decision in accordance with the above criteria.

Related Policies

This policy supersedes any policies previously used by the former Armagh City & District Council and Craigavon Borough Council.

Review

This policy will be reviewed once during every four year term of Council.

Equality Screening Form

See attached at Appendix 1.

Draft Equality Impact Assessment and other Impact Assessments

There is no impact identified on any category.

Policy Scoping

Policy Title: Civic Reception Policy

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

This is a new policy to introduce criteria and levels of recognition to individuals and groups in order to ensure that those who meet the relevant criteria are treated equally.

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

To ensure that civic recognition is based on a set of agreed criteria which ensures everyone is treated equally.

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 Council to amend the policy?

No, the policy has been developed on the basis that demand for receptions is growing and is beginning to reach a level that outstrips the council's ability to meet that demand. Also on the basis that in the absence of a policy, all groups are not being treated equally.

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

This policy will benefit all section 75 categories as setting agreed criteria will ensure everyone is treated equally.

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

Who initiated or wrote policy?

Request from Council

Who is responsible for implementation?

Lord Mayor's Office

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

The policy can only be implemented within budget constraints.

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)

Elected Members, any group or individual within the Borough, staff.

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

No, only legacy policies.

Available Evidence

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.

Section 75 category	Evidence
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

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	There are no specific impacts on any of the equality categories	None
Political opinion		None
Racial group		None
Age		None
Marital status		None
Sexual orientation		None
Men and women generally		None
Disability		None
Dependents		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		No
Political opinion		No
Racial group		No
Age		No
Marital status		No
Sexual orientation		No
Men and women generally		No
Disability		No
Dependents		No

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
Political opinion		None
Racial group		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
Political opinion		No

Racial group		No
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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.

No specific impacts have been identified for people with multiple identities. The policy will affect all citizens 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 policy is intended to benefit all citizens of the Borough by treating everyone the same in relation to civic recognition.

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.

Priority criterion	Rating (1-3)
Effect on equality of opportunity and good relations	
Social need	
Effect on people's daily lives	

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).

Identify how the impact of the policy is to be monitored

The policy will be reviewed in 2023

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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/Council when the policy is submitted for approval.

Screened by	Position/Job title	Date
Dawn McDowell	Executive Officer	May 2019
Approved by	Position/Job Title	Date
Roger Wilson	Chief Executive	May 2019

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

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 1 - Rural Needs Impact Assessment (RNIA) Template

Appendix 2

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 and Craigavon Borough 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.

Writing a Civic Reception Policy for Council

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

Developing a	Policy <input type="checkbox"/>	Strategy <input type="checkbox"/>	Plan <input type="checkbox"/>
Adopting a	Policy <input type="checkbox"/>	Strategy <input type="checkbox"/>	Plan <input type="checkbox"/>
Implementing a	Policy <input checked="" type="checkbox"/>	Strategy <input type="checkbox"/>	Plan <input type="checkbox"/>
Revising a	Policy <input type="checkbox"/>	Strategy <input type="checkbox"/>	Plan <input type="checkbox"/>
Designing a Public Service	<input type="checkbox"/>		
Delivering a Public Service	<input type="checkbox"/>		

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.

Civic Reception Policy

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

The aim of this policy is to provide a mechanism that will allow the Council to celebrate the achievements and recognise the importance that local people, communities, business, sporting organisations, national and international guests bring to the promotion and enhancement of the Borough.

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.

N/A

Rationale for using alternative definition of 'rural'.

N/A

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

This policy treats all citizens of the Borough equally whether urban or rural.

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 the response is **NO** GO TO Section **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)	<input type="text"/>

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 policy treats all citizens of the Borough equally whether urban or rural.

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 the response is **NO GO TO Section 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"/>	Published Statistics	<input type="checkbox"/>
Consultation with Other Organisations	<input type="checkbox"/>	Research Papers	<input type="checkbox"/>
Surveys or Questionnaires	<input type="checkbox"/>	Other Publications	<input type="checkbox"/>
Other Methods or Information Sources (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.

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

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 policy treats all citizens of the Borough equally whether urban or rural.

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 the response is **NO** GO TO Section **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 Section **6A**.


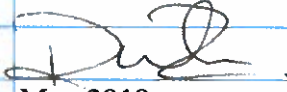
5C. Please explain why the development, adoption, implementation or revising of the Policy, Strategy or Plan, or the design or the delivery of the Public Service, has NOT been influenced by the rural needs identified.

This policy treats all citizens of the Borough equally whether urban or rural.

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:	Dawn McDowell
Position/Grade:	Executive Officer
Division/Branch	Chief Executive's Department
Signature:	
Date:	May 2019
Rural Needs Impact Assessment approved by:	Roger Wilson
Position/Grade:	Chief Executive
Division/Branch:	
Signature:	
Date:	May 2019