

ARMAGH CITY, BANBRIDGE AND CRAIGAVON BOROUGH COUNCIL

Policy Number:	GRSC/P24/V2.0
Title of Policy:	Civic Recognition Policy
No of Pages (including appendices):	16
Version:	2
Issue Date:	June 2019
Policy Nominated Officer:	Dawn McDowell
Equality screened/Rural Impact Assessed by	Dawn McDowell
Equality screening/Rural Impact Assessment date:	25/09/2025
Amendment Version Issue Date:	28/10/2025
Approved by:	Full Council 27th October 2025 GRSC 8th October 2025
Review Date:	2029

AMENDMENT RECORD SHEET

Remove and destroy old pages. Insert new pages as indicated.

Revision Number	Page Number	Date Revised	Description of Revision
1	3	22.09.25	Raise the criteria for Civic Receptions to the highest level of competition at County level and above
2	3	22.09.25	Amendment to type of anniversaries eligible for recognition
3	3	22.09.25	Clarification provided on 'Repeat Achievements' – removing the onus placed on the Lord Mayor to make decisions
4	3	22.09.25	New Section added on 'Joint Receptions'
5	4	22.09.25	New Section added on 'The Types of Reception and Hospitality provided'
6	5	22.09.25	Revised Equality Screening Form
7	13	22.09.25	Revised Rural Needs Impact Assessment (RNIA)

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CIVIC RECOGNITION POLICY

Introduction

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

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, businesses, sporting organisations, national and international guests bring to the promotion and enhancement of the Borough.

Purpose

The purpose of this policy 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 assessed against the criteria agreed within this policy.

It should be noted that the Council also has a 'Protocol for Granting Freedom of the Borough' which sits alongside this policy and was adopted by Council in March 2022.

Policy Detail

1. Levels of Recognition

The level of recognition will be commensurate with the level of achievement and will be considered as follows:

(a) Letter of Congratulations:

For local schools/clubs/individuals who have been successful at local level. In addition those who receive National/International awards and have attended a National Award Ceremony, should also be included in this category eg Employee of the Year Awards, Food Awards.

(b) Civic Reception:

To recognise success at County Level and above, for teams and individuals competing at the very highest level of competition. E.g. Championship, League or Division 1.

All Members of Council will be invited to attend a Civic Reception.

In addition:

- sporting achievements to be forwarded to the Sports Development Team for consideration through the ABC Sports Awards process and
- community achievements to be forwarded to the Community Development Department for consideration through the ABC Community Awards process

Note: *Where possible receptions will be grouped together.*

(c) Anniversary Receptions:

- Recognition in the form of a Civic Reception will be given for organisations celebrating 50th, 100th, 150th and 200th anniversaries (with a cap on anniversaries to be celebrated at 200th)
- Upon request, 25th anniversaries to be recognised via a letter of congratulations from the Lord Mayor

(d) Repeat Achievements:

Reception requests for individuals/organisations who have achieved the same or similar success annually will only be considered once every 4 years for recognition in the form of a Civic Reception, with a letter or certificate of congratulations being sent in the intervening years.

(e) Joint Receptions:

Very occasionally the Council may be asked to consider hosting a joint reception eg in partnership with another local authority. All such requests to be considered in line with the criteria for Civic Receptions, bearing in mind that compromise may be required as the other host(s) may also have policy/criteria to be taken into consideration.

(f) Hospitality Receptions:

Provided to host international guests visiting the Borough.

2. Types of Reception and Hospitality Provided:

STANDARD CIVIC RECEPTION:

Hospitality:	Drinks Reception and Finger Buffet Supper
Location:	The Palace Demesne/other Council facility/local venue if numbers cannot be accommodated within Council facilities eg joint receptions
Guests:	Elected Members

ENHANCED CIVIC RECEPTION:

In exceptional circumstances there may be a requirement to upgrade our Standard Civic Reception format/hospitality e.g. Olympian recognition.

Hospitality:	Drinks Reception and Hot Fork Buffet
Location:	The Palace Demesne/other Council facility/local venue if numbers cannot be accommodated within Council facilities eg joint receptions
Entertainment:	Yes - appropriate entertainment provided
Gifts:	Yes - appropriate gift provided
Guests:	Elected Members, MP, MLAs, Chief Executive/ Deputy Chief Executive/ Directors and appropriate officers/visitors

Of course, compromise on this section of the procedures may be required for joint receptions as mentioned in section (e) above.

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.

This is an amended policy (original dated June 2019) to give appropriate civic recognition to outstanding achievements of individuals, groups or organisations based within the Borough of Armagh City, Banbridge and Craigavon

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

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.

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;

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 policy has been developed in response to the demand from both Elected Members and the public for appropriate levels of civic recognition in order to ensure a consistent approach to civic recognition and treat all requests equally.

The policy was also required as the level of demand for civic recognition is increasing and review is required as the level of demand is now outweighing the Council's ability to meet that demand.

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

The policy will benefit all Section 75 categories as setting agreed criteria will ensure everyone is treated equally

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?	Request from Council
Who is responsible for implementation?	The 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 a finite budget set by Council each year

Main stakeholders in relation to the policy

Please list main stakeholders affected by the policy (Tick all that apply)

- Staff
- Customers
- Other Statutory Bodies
- Community or Voluntary Sector
- Private sector
- Other *Click or tap here to enter text.*

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

The Council also has a 'Protocol for Granting Freedom of the Borough' which sits alongside this policy and was adopted by Council in March 2022. The process for granting Freedom of the Borough is therefore not included in this review of Civic Recognition.

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	95,868 (43.8%) of residents in the borough on Census Day 2021 belong to or were brought up in the Catholic religion and 102,063 (46.7%) belong to or were brought up in a Protestant and Other Christian (including Christian related) religion. A further 2,697 (1.2%) belonged to or had been brought up in other religions while 18,028 (8.2%) neither belonged to, nor had been brought up in a religion. <i>Census 2021, NISRA</i>
Political opinion	Armagh City, Banbridge and Craigavon Borough Council has 41 Elected Members. A breakdown of results of the Local Government Election in May 2023 for the borough are as follows: <ul style="list-style-type: none"> • Democratic Unionist Party – 13 • Ulster Unionist Party – 6

	<ul style="list-style-type: none"> • Sinn Fein – 15 • Social Democratic and Labour Party – 1 • Alliance – 4 • Independent – 1 • TUV – 1 <p>A total of 87,684 votes were polled in the Borough from an eligible electorate of 155,625 giving an overall turnout of 56.34%. This breakdown is taken as an approximate representation of the political opinion of people within the borough</p>
Racial group	<p>Results from the 2021 Census showed that 96.7% of the usually resident population of the Borough were white and 3.3% were from minority ethnic groups. The main ethnic minorities were Mixed (1,652 individuals), Black African (1,132 individuals) and Chinese (683 individuals).</p> <p><i>Census 2021, NISRA</i></p>
Age	<p>The population of the Borough was estimated to be 218,656 on Census Day 2021, the profile of which is shown below</p> <p>0-15 yrs 48,243 (22%) 16-24 yrs 21,774 (10%) 25-49 yrs 72,023 (33%) 50-64 yrs 41,626 (19%)</p> <p><i>Census 2021, NISRA</i></p>
Marital status	<p>The 2021 Census provides information on the marital and civil partnership status of those aged 16 and over. Almost half of residents aged 16+ in the Borough were married 83,523 (49.0%), 60,075 (35%) single, 307 (0.2%) in a civil partnership, 5,833 (3.4%) separated but still legally married or in a civil partnership, 10,253 (6%) divorced or formerly in a civil partnership now legally dissolved, 10,420 (6%) widowed or surviving partner from a civil partnership.</p> <p><i>Census 2021, NISRA</i></p>
Sexual orientation	<p>The question on sexual orientation was new for the 2021 Census and was asked of all people aged 16 and over. However, while completing the census is a legal obligation, there was no statutory penalty for those people who failed to provide an answer to the question on sexual orientation.</p> <p>There were 170,413 residents aged over 16yrs and 154,259 (90.5%) identified as straight or heterosexual, 2,497 (1.5%) identified as lesbian, gay, bisexual or other and 13,657 (8%) did not state sexual orientation.</p> <p><i>Census 2021, NISRA</i></p>
Men and women generally	<p>The 2021 Census showed that in Armagh City, Banbridge and Craigavon Borough (108,268) 49.5% of usual residents were male and (110,388) 50.5% were female.</p> <p><i>Census 2021, NISRA</i></p>

Disability	<p>According to the 2021 Census, more than one in five people in the Borough (22% or 48,726 individuals) had a limiting long-term health problem or disability.</p> <p>Census 2021 results are disaggregated by broad age bands and the results show the prevalence of a limiting long-term health problem or disability is related to age.</p> <p>0-14 yrs 2,759 (6%) 15-39 yrs 7,367 (11%) 40-64 yrs 18,715 (26.5%) 65+ yrs 19,885 (56.8%)</p> <p><i>Census 2021, NISRA</i></p>
Dependants	<p>The 2021 Census showed that 32% or 27,192 households in the Borough contained dependent children.</p> <p>Results from the 2021 Census also show that 12% of the Borough's population aged 5 years old and over (or 24,741 individuals) provided unpaid care. Of those who provided unpaid support:</p> <ul style="list-style-type: none"> • 46% provided 1 – 19 hours per week • 24% provided 20 – 49 hours per week • 30% provided 50+ hours per week. <p><i>Census 2021, NISRA</i></p>

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	The policy will benefit all Section 75 categories as setting agreed criteria will ensure everyone is treated equally
Political opinion	
Racial group	
Age	
Marital status	
Sexual orientation	
Men and women generally	
Disability	Events organised will take into account appropriate access and adaptations required
Dependants	The policy will benefit all Section 75 categories as setting agreed criteria will ensure everyone is treated equally

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 will likely be positive impacts on a wide range of Section 75 categories	Positive minor
Political opinion		
Racial group		
Age		
Marital status		
Sexual orientation		
Men and women generally		
Disability		
Dependants		

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 All Groups will be considered equally in line with the policy criteria
Political opinion		
Racial group		
Age		
Marital status		
Sexual orientation		
Men and women generally		
Disability		
Dependants		

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		Major <input type="checkbox"/> Minor <input type="checkbox"/> None <input checked="" type="checkbox"/>
Political opinion		Major <input type="checkbox"/> Minor <input type="checkbox"/> None <input checked="" type="checkbox"/>
Racial group		Major <input type="checkbox"/> Minor <input type="checkbox"/> None <input checked="" type="checkbox"/>

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

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 on people with multiple identities. The policy will affect all citizens irrespective of what Section 75 category they identify with.

Disability Discrimination (NI) Order 2006

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

N/A – all Section 75 categories will be assessed under the same criteria within the policy.

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

Yes No

Please explain

The policy provides recognition for achievements and treats everyone equally.

Screening Decision

A: NO IMPACT IDENTIFIED ON ANY CATEGORY – EQIA UNNECESSARY

Please identify reasons for this below

The policy is intended to benefit everyone by ensuring that everyone is treated equally on civic recognition based on the agreed criteria. It is likely that there will be a positive impact on a wide range of section 75 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.

Click or tap here to enter text.

C: MAJOR IMPACT IDENTIFIED – EQIA REQUIRED

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

Click or tap here to enter text.

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

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.

Yes If yes give details *Click or tap here to enter text.*

No

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 2029

However, the numbers recognised under each section of the policy will be monitored annually to ensure the level of demand does not outweigh the Council's ability to meet that demand. If the level of demand does begin to outweigh the Council's ability to meet the demand then the policy will be reviewed earlier than scheduled.

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
Dawn McDowell	Executive Assistant	25/09/2025
Approved by	Position/Job Title	Date
Jonathan Hayes	Director of Environment and Sustainability	25/09/2025

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

Equality@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.

Review of the Council's Civic Recognition Policy (first developed in June 2019)

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

Developing a	<input type="checkbox"/> Policy	<input type="checkbox"/> Strategy	<input type="checkbox"/> Plan/Procedure	<input type="checkbox"/> Activity
Adopting a	<input type="checkbox"/> Policy	<input type="checkbox"/> Strategy	<input type="checkbox"/> Plan/Procedure	<input type="checkbox"/> Activity
Implementing a	<input type="checkbox"/> Policy	<input type="checkbox"/> Strategy	<input type="checkbox"/> Plan/Procedure	<input type="checkbox"/> Activity
Revising a	<input checked="" type="checkbox"/> Policy	<input type="checkbox"/> Strategy	<input type="checkbox"/> Plan/Procedure	<input type="checkbox"/> Activity

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

Civic Recognition Policy

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

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.

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;

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 equally whether they are from a rural or urban area

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.

Click or tap here to enter text.

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.

Click or tap here to enter text.

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
- Rural Tourism
- Rural Housing
- Jobs or Employment in Rural Areas
- Education or Training in Rural Areas
- Broadband or Mobile Communications in Rural Areas
- Transport Services or Infrastructure in Rural Areas
- Health or Social Care Services in Rural Areas
- Poverty in Rural Areas
- Deprivation in Rural Areas
- Rural Crime or Community Safety
- Rural Development
- Agri-Environment
- Other (Please state)

Click or tap here to enter 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 equally whether they are from a rural or urban area

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
- Consultation with Other organisations
- Published Statistics
- Research Papers
- Surveys or Questionnaires
- Other Publications
- Other Methods or Information Sources (include details in Question 3C below)

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.

Click or tap here to enter text.

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

Click or tap here to enter text.

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 equally whether they are from a rural or urban area

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.

Click or tap here to enter text.

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 Policy treats all citizens equally whether they are from a rural or urban area

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:

Date: 25/09/2025
Rural Needs Impact Assessment approved by:
Position:
Department / Directorate:

Signature:

Date: 25/09/2025