ARMAGH CITY, BANBRIDGE AND CRAIGAVON BOROUGH COUNCIL	
Policy Number:	**GRSC/P49/V1.0**
Title of Policy:	**Lending of Equipment for Community and Voluntary Events via Third-Party Suppliers**
No of Pages (including appendices):	**25**
Version:	**V1**
Issue Date:	**TBC**
Policy Nominated Officer:	**Paul Tamati Director of Development, Community and Wellbeing**
Equality screened/Rural Impact Assessed by:	**Patricia McElduff Performance Manager (PMO)**
Equality screening/Rural Impact Assessment date:	**29 October 2025**
Approved by:	**Governance, Resources & Strategy Committee 12 November 2025 Full Council 24 November 2025**
Review Date:	**1 December 2026**

POLICY CONTENTS

1. Introduction 3

2. Aim/Purpose 3

3. Scope 3

4. General Event Principles 4-5

5. Policy Detail 5- 9

6. Roles and Responsibilities 9-10

7. Monitoring and Review 11

8. Related Policies 11

Appendix 1 – Policy Screening Form 12-20

Appendix 2 – Rural Needs Impact Assessment 21-25

1. Introduction

1.1 Armagh City, Banbridge & Craigavon Borough Council (hereafter referenced as The Council) recognises the vital role that Community & Voluntary Organisations play in enhancing the quality of life for residents across the Borough. The Council supports a wide range of community led events throughout the year. Events are key to the fabric and vibrancy of life of our Borough; marking key times throughout the year, bringing people together in celebration, promoting what our Borough has to offer and enhancing the local communities wellbeing and quality of life.

2. Aim/Purpose

2.1 This document sets out the framework for supporting constituted community and voluntary groups in delivering events through access to event equipment via third-party suppliers. It defines the eligibility, application process, accountability, and funding thresholds, while ensuring alignment with existing Council policies and procedures.

2.2 This policy aims to ensure Council continues to support local communities in relation to community led events while proactively managing the risk and liability associated with the lending of equipment.

2.3 The policy also aims to ensure a robust & streamlined process aligned to best practice and industry standards, while also ensuring applying for support from Council is credible, transparent and coherent.

3. Scope

3.1 This policy & procedure applies to constituted Community & Voluntary Organisations seeking equipment support for the delivery of their Community Events.

3.2 It covers the provision of event equipment through the use of approved third party suppliers, who will be identified and approved through a procurement process undertaken by Council. These third-party suppliers will contract with Community and Voluntary Organisations to lend equipment.
Equipment that may be provided under this policy is eligible equipment set out and listed below.

4. General Event Principles

4.1 The Management & Delivery of Events will embrace the following nine principles, which align with the Council's Financial Assistance Programme (FAP) Policy:

- **Strategic –** Events which Council delivers and supports should align and be consistent with Council's priorities and objectives set out in its Corporate Plan. Inherent within this requirement is a need to take a one Council approach with clear, robust and accountable processes.
- **Good Governance –** Council's processes should be fair and robust, free of any political or partisan influence and open to appropriate challenge and sound control. The processes used for governance arrangements and financial management must be compliant with wider public sector financial and audit practice and must minimise the potential for fraud or mismanagement of funds.
- **Efficiency –** Council recognises the need for the implementation of more cost-effective solutions, in order to demonstrate value for money and financial prudence for ratepayers.
- **Risk –** Minimise exposure to risk for Council, it's Officers, assets and stakeholders by adopting a robust risk-based approach in the delivery and support of events.
- **Openness and Accountability –** Event related support should be easy to understand, well publicised and presented in a way which is accessible to any potential beneficiaries. Processes should be visible, and any decisions widely communicated to ensure adequate accountability and control.
- **Inclusive and Fair –** Fairness and equity should apply across all event related support mechanisms. These should be checked regularly to ensure that there are no differential impacts on specific groups within society, taking into consideration the categories set out in Section 75 of the Northern Ireland Act 1998. Support should seek to include the widest possible cross section including rural communities and processes must be consistent and fair in their application.
- **Supporting Sustainability –** There is a requirement for Council to take a leadership role in supporting and delivering environmentally, economically and socially sustainable events in line with the Borough's commitment to carbon net zero and sustainable practices.

- **Supporting Capacity Building –** Council recognises that it has a role in regard to facilitating knowledge transfer, skills development and networking across event promoters to allow them to sustain their events in the longer term.
- **Locally Relevant –** While Council would wish to deliver and support events which are consistent across the larger Council area, it is recognised that specific opportunities and priorities exist.

5. Policy Detail

5.1 This Policy is linked to a designated application process for the lending of event equipment, designed to support the safe and successful delivery of community & voluntary events led by Community organisations.

5.2 This policy sets out the framework, eligibility criteria, and lending categories for community organisations applying for support towards the hire and/or use of specific event equipment, listed in the eligible equipment section below.

5.3 General Terms/Eligibility**:**

- Applicant organisations must be constituted, not for profit Community & Voluntary Groups based within the Armagh City, Banbridge & Craigavon Borough Council area.
- The Event activity must be delivered within the Council area.
- Applications must be submitted for community events that are open and inclusive, and which demonstrably benefit the local community.
- Equipment is to be used solely and exclusively for community benefit and not for any private or commercial purposes.
- Organisations must provide evidence of appropriate insurance cover specific to the event as part of their application.
- Council-owned equipment does not make up part of this policy and will remain restricted to use for Council-led events only.
- Commercial Organisations are not eligible to apply for equipment support.

5.4 Evidence Required

- Evidence of Event Attendance must be available (for e.g. Registration, Ticketing System, Photographs/Videos, Surveys/Feedback Forms, etc.)
- Event Insurance, Risk Assessments, Event Plans, and further event information must be available as required.
- Facility/Landownership Permissions must be in place.

5.5 Eligible Equipment List

Event equipment that can be supported through this policy is as follows:

- Crowd Control Barriers
- Event Waste Bins
- Tables and Chairs
- Staging
- Generators
- Marquees /Gazebos
- Marquee Lighting
- Portable Toilets

5.6 Exclusions

- Council-owned equipment is **not available** under this scheme and is reserved for Council-run events only.
- Equipment or services not included in the Eligible Equipment List are not eligible for support under this policy.
- Events failing to meet application or evidence requirements will not be funded.
- Business & Commercial Organisations are not eligible to apply for support.

Any breach of the terms and conditions of this scheme by a group or organisation, or use of equipment for purposes other than those contemplated by this scheme, may materially impact future applications by a group or organisation and may lead Council to refuse future applications.

5.7 Equipment Lending Categories & Associated Grant Levels

Type of Event	Event Attendance	Maximum Funding	Evidence Required
Small Community Events	**Up to 1000**	**Up to £1000**	• **Constitution or equivalent** • **Event Insurance** • **Event Risk Assessment** • **Facility/landowner Permission**
Medium Local Events	**1001 – 5000**	**Up to £5000**	• **Constitution or equivalent** • **Event Insurance** • **Event Risk Assessment** • **Facility/landowner Permission** • **Event Plan**
Large Regional Events	**Over 5,000**	**Up to £7500**	• **Constitution or equivalent** • **Event Insurance** • **Event Risk Assessment** • **Facility/landowner Permission** • **Event Plan** • **Attendance at appropriate H&S Meetings**

Table 1. Equipment Lending Categories & Associated Grant Levels

The Equipment Lending Policy is structured around three lending categories, each with a designated maximum grant level and associated criteria:

Level 1: Small Community Grant (Up to £1,000)

- Suitable for small community events (anticipated attendance of up to 1000 people)

Level 2: Medium Local Grant (Up to £5,000)

- Suitable for medium community events (anticipated attendance of 1001–5000 people)

Level 3: Large Regional Grant (Up to £7,500)

- Suitable for large/Regional community events (anticipated attendance of 5001+ people)

5.8 Application Process

- It is intended that applications will be submitted via the Council's online system using the official Equipment Lending Grant Application Form, however in the absence of an online system, paper-based application forms will be available for submission via e-mail.
- The application process will operate on a rolling basis & applications should be submitted a minimum of 8 weeks before the date of the planned Event.
- All eligibility criteria, as appropriate, must be met at the date of application and the applicant should be in a position to supply such evidence of compliance as may be requested by Council either with the application or at any point up to the date of the event.
- The Council financial allocation as outlined in Table 1 will represent the total amount of Council Funds towards equipment lending under this Policy.
- Applications will be assessed against the relevant grant level criteria and will be subject to availability of funds and equipment.
- Suppliers will be paid directly by Council
- Groups will be responsible for engaging supplier, agreeing equipment required, signing all documentation and transport arrangements with the supplier.

5.9 Prioritisation

Applications will be considered under 3 categories aligned to timescales associated with the event and their application submission date**.**

- **Priority Applications** - Received more than 8 weeks from the event:

  Applications will be processed as submitted, with some scope for feedback or resubmission of absent information or documentation.

- **Non-Priority Applications** - Received less than 8 weeks but more than 4 weeks and 1 day ahead of the event:

  Applications will be processed as submitted, with **no** scope for feedback or resubmission of absent information or documentation.

- **Late Applications** - Received 4 weeks or less from the date:
  Applications that are received less than 4 weeks before an event will be rejected and will not be processed unless (i) exceptional circumstances can

be established by the applicant and (ii) there is sufficient time for Council to properly consider and determine the application.

- In this context, exceptional circumstances will require the event to be considered 'Regionally Significant' to the borough.
- As part of this policy, delegated authority will be given to the appropriate Director to consult Party Leaders and make an informed decision on progressing an application under the exceptional circumstances category, restricted to the Equipment Lending Categories & Associated Grant Levels outlined in Table 1.

6. Roles & Responsibilities

6.1 Elected Members

- Consider and approve the Lending of Equipment Policy and any associated reviews
- Endorse & advocate the policy with the local Community and Voluntary Sector
- Adhere to the policy and any procedures associated with the policy

6.2 Directors

- Ensure the policy adheres to all Council policies and procedures.
- Ensure the policy is aligned to the Councils corporate objectives and community plan.
- Ensure the policy adheres to all Council governance procedures.
- Authorise and approve the policy for committee recommendation.
- Present the policy for approval and Council committee.
- Approve the implementation of the policy.

6.3 Heads of Department

- Establish development and review of the policy for Director & subsequent Committee approval.
- Oversee the implementation and communication of the policy.
- Ensure the policy is being adhered to throughout the service.
- Oversee the management & delivery of the policy and associated procedures
- Authorise any discretions associated with the policy.

- Assist the director in their responsibilities.
- Ensure compliance with all other relevant Council policies (e.g. procurement).

6.4 T4 Managers & Other Officers

- Ensure the implementation and communication of the policy to relevant staff as well as community & voluntary organisations.
- Ensure the policy is being adhered to on a day to day basis
- Ensure the appropriate application of the policy
- Maintain and update the list of approved third-party suppliers through regular procurement exercises.
- Scrutinise applications & communicate with Event Organisers to ensure event attendance can be vouched for accurately and proportionately to the Risk Assessment & Event Plans to the equipment request
- Assess and approve applications in line with budget provision and best practice.
- Issue purchase orders and pay supplier invoices (up to the approved threshold).

6.5 Community & Voluntary Organisations

- All legal and logistical liability related to equipment use, transport, installation, and operation rests with the event organiser (the group).
- Any spend above the approved threshold is the full responsibility of the group.
- The Council will only pay invoices submitted by approved suppliers, up to the authorised funding cap.
- Groups must retain documentation and provide post-event evidence if requested.
- Groups may only apply twice per calendar year under this policy, to ensure equitable access.

7. Monitoring and Review

- This policy will be reviewed annually or as required to reflect operational, legal, or budgetary changes.
- Usage and demand will be monitored to ensure fairness, sustainability, and community benefit.

8. Related Policies

This policy complements existing Council policies, including:

- Financial Assistance Policy
- Changing Places Policy
- Procurement Policy

Appendix 1 Equality Screening Form

Policy Scoping

Policy Title: Lending of Equipment for Community and Voluntary Events via Third-Party Suppliers

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, it sets out the framework for supporting constituted community and voluntary groups in delivering events through access to event equipment via third-party suppliers. It defines the eligibility, application process, accountability, and funding thresholds, while ensuring alignment with existing Council policies and procedures.

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

This policy & procedure applies to constituted Community & Voluntary Organisations seeking equipment support for the delivery of their Community Events.
It covers the provision of event equipment through the use of approved third-party suppliers, who will be identified and approved through a procurement process undertaken by Council. These third-party suppliers will contract with Community and Voluntary Organisations to lend equipment.

This policy aims to ensure Council continues to support local communities in relation to community led events while proactively managing the risk and liability associated with the lending of equipment.

The policy also aims to ensure a robust & streamlined process aligned to best practice and industry standards, while also ensuring applying for support from Council is credible, transparent and coherent.

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 Council is currently undertaking a Review of Events. The growing number and size of events means that there is a need to consider the future direction of events in the Borough and a more strategic, coordinated approach to attracting, delivering and supporting Events.

An Internal Audit of Events Management was undertaken in 20/21 which focussed on the Governance Arrangements & Financial Management of Events. There were a number of findings and recommendations which included identifying the need to streamline Event Management and the requirement for a framework to ensure consistency in approach across

Departments, these recommendations have been considered as part of our approach going forward under each of the workstreams identified.

The Events Working Group (EWG) was established in January 2024, it comprises of cross-party elected representatives and Officers & has convened on twelve occasions from January 2024 to September 2025 to determine strategic priorities. A series of workstreams emerged as opportunities for review.

There is a heavy reliance on Council's Building Maintenance Team (BMT) to support Internal and External events. This results in the BMT not having adequate time to focus on the core function for which the staff have been recruited, causing considerable resource pressures.

Organisations and community groups who run events throughout the Borough, have historically been able to request equipment and resources free of charge, which results in both direct & indirect costs to Council. There is no established criteria regarding eligibility of applicants for this support and the scheme is not formally advertised.

Legal advice has been given to Members & Officers relating to Governance, Liability, Health & Safety, Equality and use of Public Funds. The overarching conclusion from this advice was that the current practices in relation to the lending of equipment are untenable and alternative arrangements are required if Council is to continue to provide equipment support to external events.

Members agreed that Council should formulate a Policy in relation to this matter, through the Events Working Group meetings.

In order to draft the agreed policy and limit Council's exposure to risk and liability, a range of alternative delivery model options have been presented and explored with Members through the Events Working Group. Including 26th November 2024, five meetings of the EWG have taken place on the following dates, 6th February 2025, 3rd April 2025, 29th April 2025 and 20th May 2025.

Members at the EWG concluded that the Lending of Equipment through third party providers would be the preferred option and have the least impact on Groups currently availing of Council's equipment, while still significantly reducing the Risk and Liability to Council.

Following a recommendation from the EWG, a report was brought to EDR Committee in June 2025 and it was agreed:

That Officers would develop an Equipment Lending Policy to support Community Events within the ABC Council Area which would include:

- Utilising 3rd Party Suppliers to support Community Events.
- Restrict Council owned Equipment for Council Led Events Only.
- Ensure a robust application and confirmation process is in place aligned to best practice, industry standards and good governance.
- Establishing equipment lending thresholds and budget caps to ensure management of spend.

Work has been completed to expand on the detail of each of these areas and this policy has been developed. A further two EWG Meetings took place on 23rd September and 29th September 2025, Members worked through the details to establish and agree a draft policy for committee approval in November.

As requested by Members, the alternative option presented within this policy has taken cognisance of the Legal advice, liability issues, good governance arrangements, cost

effectiveness and ease of application, deemed proportionate to the scale of support/funding.

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?	Development, Community & Wellbeing Directorate

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.

This policy complements existing Council policies, including:

- Financial Assistance Policy
- Changing Places Policy
- Procurement Policy

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. *Census 2021, NISRA*
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: • Democratic Unionist Party – 13 • Ulster Unionist Party – 6 • Sinn Fein – 15 • Social Democratic and Labour Party – 1 • Alliance – 4 • Independent – 1 • TUV – 1 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
Racial group	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). *Census 2021, NISRA*
Age	The population of the borough was estimated to be 218, 656 on Census Day 2021, the profile of which is shown below 0-15 yrs 48,243 (22%) 16-24 yrs 21,774 (10%) 25-49 yrs 72,023 (33%) 50-64 yrs 41,626 (19%) *Census 2021, NISRA*
Marital status	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. *Census 2021, NISRA*
Sexual orientation	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. 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. *Census 2021, NISRA*
Men and women generally	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. *Census 2021, NISRA*
Disability	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. 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. 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%) *Census 2021, NISRA*
Dependants	The 2021 Census showed that 32% or 27,192 households in the borough contained dependent children. 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: • 46% provided 1 – 19 hours per week • 24% provided 20 – 49 hours per week • 30% provided 50+ hours per week. *Census 2021, NISRA*

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 be responsible for taking 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 ☐ Minor ☐ None ☒
Political opinion		Major ☐ Minor ☐ None ☒
Racial group		Major ☐ Minor ☐ 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

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 benefit a range of community and voluntary sector groups irrespective of what Section 75 categories they represent.

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 is intended to benefit all community and voluntary groups who avail of the opportunity.

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 every application is treated equally based on the agreed criteria. It is likely that there will be a positive impact on a wide range of section 75 categories. Legal advice has been given to Members & Officers relating to Governance, Liability, Health & Safety, Equality and use of Public Funds. The overarching conclusion from this advice was that the current practices in relation to the lending of equipment are untenable and alternative arrangements are required if Council is to continue to provide equipment support to external events.

Members agreed that Council should formulate an Equipment Lending Policy in relation to this matter, through the Events Working Group meetings which would include:

- Utilising 3rd Party Suppliers to support Community Events.
- Restrict Council owned Equipment for Council Led Events Only.
- Ensure a robust application and confirmation process is in place aligned to best practice, industry standards and good governance.
- Establishing equipment lending thresholds and budget caps to ensure management of spend.

The option presented within this policy has taken cognisance of the Legal advice, liability issues, good governance arrangements, cost effectiveness and ease of application, deemed proportionate to the scale of support/funding.

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 implemented on a 2 year pilot basis and will be reviewed annually or as required to reflect operational, legal, or budgetary changes. In the first year it is anticipated that the policy will be reviewed on a 6 monthly basis to ensure the level of demand does not outweigh the Council's ability to meet that demand. Usage and demand will be monitored to ensure fairness, sustainability, and community benefit.

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**
Patricia McElduff	Performance Manager CPMO	29/10/2025
Approved by	**Position/Job Title**	**Date**
Paul Tamati	Director of Development, Community & Wellbeing	03/11/2025

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.

Development of a new policy - Lending of Equipment for Community and Voluntary Events via Third-Party Suppliers. The policy sets out the framework for supporting constituted community and voluntary groups in delivering events through access to event equipment via third-party suppliers. It defines the eligibility, application process, accountability, and funding thresholds, while ensuring alignment with existing Council policies and procedures.

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

Developing a	**☒Policy**	**☐Strategy**	**☐Plan/Procedure**	**☐ Activity**
Adopting a	**☐Policy**	**☐Strategy**	**☐Plan/Procedure**	**☐ Activity**
Implementing a	**☐Policy**	**☐Strategy**	**☐Plan/Procedure**	**☐ Activity**
Revising a	**☐Policy**	**☐Strategy**	**☐Plan/Procedure**	**☐ 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

Lending of Equipment for Community and Voluntary Events via Third-Party Suppliers

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

This policy & procedure applies to constituted Community & Voluntary Organisations seeking equipment support for the delivery of their Community Events.
It covers the provision of event equipment through the use of approved third-party suppliers, who will be identified and approved through a procurement process undertaken by Council. These third-party suppliers will contract with Community and Voluntary Organisations to lend equipment.

This policy aims to ensure Council continues to support local communities in relation to community led events while proactively managing the risk and liability associated with the lending of equipment.

The policy also aims to ensure a robust & streamlined process aligned to best practice and industry standards, while also ensuring applying for support from Council is credible, transparent and coherent.

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 community and voluntary groups 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 community and voluntary groups 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 community and voluntary groups 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 community and voluntary groups 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: (Patricia McElduff)

Position: (Performance Manager CPMO)

Department / Directorate: (Corporate PMO)

Signature:

Date: 29/10/2025

Rural Needs Impact Assessment approved by: (Paul Tamati)

Position: (Director of Development, Community & Wellbeing)

Department / Directorate:	Development, Community & Wellbeing
Signature:	Paul Tamati
Date:	03/11/2025