

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 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

Recognition Proposal

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

Developing a	Policy	X	Strategy			Plan	
Adopting a	Policy		Strategy			Plan	
Implementing a	Policy		Strategy			Plan	
Revising a	Policy		Strategy			Plan	
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

Recognition Proposal

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

This is a recognition proposal that is a one off discretionary reward for staff who worked during the initial covid lockdown period.

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.	x

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 is an internal policy for staff.

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	
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)

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 an internal policy for staff.

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		Published Statistics	
Consultation with Other Organisations		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.

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 is an internal policy for staff.

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 is an internal policy for staff.

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:	Niamh Shannon
Position/Grade:	Acting Head of Human Resources & Organisational Development
Department/Directorate	HR&OD
Signature:	<i>Niamh Shannon</i>
Date:	27 November 2020
Rural Needs Impact Assessment approved by:	
Position/Grade:	
Department/Directorate	
Signature:	
Date:	

Policy Screening Form

Policy Scoping

Policy Title: Recognition Proposal

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

This is a recognition proposal to recognise staff who worked during the initial covid lockdown period.

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

This is a recognition proposal that is a one off discretionary reward for staff who worked during the initial covid lockdown period.

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?

This has been developed following an instruction from Elected Members.
Other councils have also implemented same.

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

Not directly.
This is a one off discretionary award for staff who worked during the initial covid lockdown period. Although it is based on their job function, where they worked and the role they played during the covid lockdown period and is therefore not applicable to all staff members, staff that receive the award will be largely representative of the nine equality categories.

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

Who initiated or wrote policy?

There was a working group established to draw up the proposal which involved

Who is responsible for implementation?

HR&OD Department

management, a cross section of staff and the trade union

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

N/A

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)

Staff

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

N/A

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	The recognition proposal has to be reflective of whole workforce and provide equality of opportunity for all staff. Those that are due to receive the award have performed a range of roles both frontline and support and are largely representative of the nine equality categories.
Political opinion	The recognition proposal has to be reflective of whole workforce and provide equality of opportunity for all staff. Those that are due to receive the award have performed a range of roles both frontline and support and are largely representative of the nine equality categories.
Racial group	The recognition proposal has to be reflective of whole workforce and provide equality of opportunity for all staff. Those that are due to receive the award have performed a range of roles both frontline and support and are largely representative of the nine equality categories.
Age	The recognition proposal has to be reflective of whole workforce and provide equality of opportunity for all staff. Those that are due to receive the award have performed a

	range of roles both frontline and support and are largely representative of the nine equality categories.
Marital status	The recognition proposal has to be reflective of whole workforce and provide equality of opportunity for all staff. Those that are due to receive the award have performed a range of roles both frontline and support and are largely representative of the nine equality categories.
Sexual orientation	The recognition proposal has to be reflective of whole workforce and provide equality of opportunity for all staff. Those that are due to receive the award have performed a range of roles both frontline and support and are largely representative of the nine equality categories.
Men and women generally	The recognition proposal has to be reflective of whole workforce and provide equality of opportunity for all staff. Those that are due to receive the award have performed a range of roles both frontline and support and are largely representative of the nine equality categories.
Disability	The recognition proposal has to be reflective of whole workforce and provide equality of opportunity for all staff. Those that are due to receive the award have performed a range of roles both frontline and support and are largely representative of the nine equality categories.
Dependants	The recognition proposal has to be reflective of whole workforce and provide equality of opportunity for all staff. Those that are due to receive the award have performed a range of roles both frontline and support and are largely representative of the nine equality categories.

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 Council will ensure that the proposal is implemented fairly within the relevant staff groups and that it does not discriminate against any employee because of their age, race, disability, sex, sexual orientation, marriage/civil partnership, gender reassignment, pregnancy or maternity, religion or political opinion.
Political opinion	The Council will ensure that the proposal is implemented fairly within the relevant staff groups and that it does not discriminate against any employee because of their age, race, disability, sex, sexual orientation, marriage/civil partnership, gender reassignment, pregnancy or maternity, religion or political opinion.
Racial group	The Council will ensure that the proposal is implemented fairly within the relevant staff groups and that it does not discriminate against any employee because of their age, race,

	disability, sex, sexual orientation, marriage/civil partnership, gender reassignment, pregnancy or maternity, religion or political opinion.
Age	The Council will ensure that the proposal is implemented fairly within the relevant staff groups and that it does not discriminate against any employee because of their age, race, disability, sex, sexual orientation, marriage/civil partnership, gender reassignment, pregnancy or maternity, religion or political opinion.
Marital status	The Council will ensure that the proposal is implemented fairly within the relevant staff groups and that it does not discriminate against any employee because of their age, race, disability, sex, sexual orientation, marriage/civil partnership, gender reassignment, pregnancy or maternity, religion or political opinion.
Sexual orientation	The Council will ensure that the proposal is implemented fairly within the relevant staff groups and that it does not discriminate against any employee because of their age, race, disability, sex, sexual orientation, marriage/civil partnership, gender reassignment, pregnancy or maternity, religion or political opinion.
Men and women generally	The Council will ensure that the proposal is implemented fairly within the relevant staff groups and that it does not discriminate against any employee because of their age, race, disability, sex, sexual orientation, marriage/civil partnership, gender reassignment, pregnancy or maternity, religion or political opinion.
Disability	<p>The Council will ensure that the proposal is implemented fairly within the relevant staff groups and that it does not discriminate against any employee because of their age, race, disability, sex, sexual orientation, marriage/civil partnership, gender reassignment, pregnancy or maternity, religion or political opinion.</p> <p>Also council has given consideration to those staff who were instructed to shield during the initial lockdown period and unable to work. They continued to receive full pay in this period and were not disadvantaged.</p>
Dependants	<p>The Council will ensure that the proposal is implemented fairly within the relevant staff groups and that it does not discriminate against any employee because of their age, race, disability, sex, sexual orientation, marriage/civil partnership, gender reassignment, pregnancy or maternity, religion or political opinion.</p> <p>Consideration has been given to the staff who had caring responsibilities and were unable to work. However, they</p>

	continued to receive full pay in this period and were not disadvantaged.
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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	The Council will ensure that the proposal is implemented fairly within the relevant staff groups and that it does not discriminate against any employee because of their age, race, disability, sex, sexual orientation, marriage/civil partnership, gender reassignment, pregnancy or maternity, religion or political opinion.	None
Political opinion	The Council will ensure that the proposal is implemented fairly within the relevant staff groups and that it does not discriminate against any employee because of their age, race, disability, sex, sexual orientation, marriage/civil partnership, gender reassignment, pregnancy or maternity, religion or political opinion.	None
Racial group	The Council will ensure that the proposal is implemented fairly within the relevant staff groups and that it does not discriminate against any employee because of their age, race, disability, sex, sexual orientation, marriage/civil partnership, gender reassignment, pregnancy or maternity, religion or political opinion.	None
Age	The Council will ensure that the proposal is implemented fairly within the relevant staff groups and that it does not discriminate against any employee because of their age, race, disability, sex, sexual orientation, marriage/civil partnership, gender reassignment, pregnancy or maternity, religion or political opinion.	None
Marital status	The Council will ensure that the proposal is implemented fairly within the relevant staff groups and that it does not discriminate against any employee because of their age, race, disability, sex, sexual orientation, marriage/civil partnership, gender reassignment, pregnancy or maternity, religion or political opinion.	None

Sexual orientation	The Council will ensure that the proposal is implemented fairly within the relevant staff groups and that it does not discriminate against any employee because of their age, race, disability, sex, sexual orientation, marriage/civil partnership, gender reassignment, pregnancy or maternity, religion or political opinion.	None
Men and women generally	The Council will ensure that the proposal is implemented fairly within the relevant staff groups and that it does not discriminate against any employee because of their age, race, disability, sex, sexual orientation, marriage/civil partnership, gender reassignment, pregnancy or maternity, religion or political opinion.	None
Disability	The Council will ensure that the proposal is implemented fairly within the relevant staff groups and that it does not discriminate against any employee because of their age, race, disability, sex, sexual orientation, marriage/civil partnership, gender reassignment, pregnancy or maternity, religion or political opinion.	Minor. Consideration has been given re those staff who were instructed to shield during the initial lockdown period and unable to work. They continued to receive full pay in this period and were not disadvantaged.
Dependents	The Council will ensure that the proposal is implemented fairly within the relevant staff groups and that it does not discriminate against any employee because of their age, race, disability, sex, sexual orientation, marriage/civil partnership, gender reassignment, pregnancy or maternity, religion or political opinion.	Minor. Consideration has been given to the staff who had caring responsibilities and were unable to work. However, they continued to receive full pay in this period and were not disadvantaged.

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	N/A	N/A
Political opinion	N/A	N/A

Racial group	N/A	N/A
Age	N/A	N/A
Marital status	N/A	N/A
Sexual orientation	N/A	N/A
Men and women generally	N/A	N/A
Disability	N/A	N/A
Dependents	N/A	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	N/A	N/A
Political opinion	N/A	N/A
Racial group	N/A	N/A

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	N/A	N/A
Political opinion	N/A	N/A
Racial group	N/A	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.

The policy applies to staff across a range of Section 75 Categories

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

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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.

This is a recognition proposal that is a one off discretionary reward for staff who worked during the initial covid lockdown period. Not all staff members will receive the award.

Those that are due to receive the award have performed a range of roles both frontline and support and are largely representative of the nine equality categories.

Consideration has been given to the impact of this proposal on those staff who were instructed to shield during the initial lockdown period or had caring responsibilities and were unable to work. However, they continued to receive full pay in this period and were not disadvantaged.

C: MAJOR IMPACT IDENTIFIED – EQIA REQUIRED

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

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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)
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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

This is a one off recognition proposal.

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
Niamh Shannon	Acting Head of HR & OD	27 November 2020
Approved by	Position/Job Title	Date

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.