

## Policy Screening Form

### Policy Scoping

#### **Policy Title: Operating Model for Indoor Leisure**

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

Council are building a new indoor leisure facility (South Lake Leisure Centre, SLLC) located in Central Craigavon with a completion date expected to be around Summer/Autumn 2020. In order for the new facility to deliver the benefits contained within the Outline Business Case (OBC), there is a need for Council to approve an appropriate operating model and ancillary matters.

To be successful, the new operating model must transform service provision, ensuring that Council maximises the benefits to both local taxpayers and customers. Corporate transformation will also enable the council to deliver wider benefits across all service areas in the most economic and efficient manner, potentially driving efficiency savings to release funds for capital investments.

Without the transformational aspect of the new operating model, the financial benefits contained within the OBC will fail to be delivered, potentially causing an additional financial burden on the Councils revenue account. In addition, the new facilities would not deliver the full potential benefits, including the aim of getting more people, more active, more often.

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

In 2016, Council approved the OBC for the construction of the new leisure centre (SLLC). Work commenced early in 2017, with completion now expected to be around Summer/Autumn 2020.

Having determined that a new build facility best satisfies the Councils objectives, the OBC compared several alternative approaches to operating SLLC. Further, it considered which of those was likely to provide the lowest cost/ most affordable solution.

Three operating / management options were shortlisted by Project Board at that time:

- In-House (Transformation Direct).
- Establish a Council Owned Company (CoCo).
- Outsource to an established leisure operator (Transformation delivered by specialist leisure operator).

Given the scale and complexity of the SLLC and its capacity for accommodating a massive increase in usage, it was agreed by all involved that transformation in one form or another was essential.

Brief definitions of the options were:

**Option 1:  
In-House (Transformed)**

- Council continues to deliver leisure services directly by owning, operating & maintaining the assets, and employing all staff;
- Changes would be introduced to working practices and a wide range of operating policies to achieve a more cost effective and efficient operation that is capable of achieving the potential.

**Option 2: Establish a  
Council Owned  
Company (CoCo)**

- Involves the creation of a separate organisation (a form of social enterprise) with Council owning all the shares and appointing directors of the company;
- Aims of the company defined to enable VAT exemption & continue to benefit from Rates exemption applicable to NI local authorities;
- Surplus revenues reinvested - in services and staff training for example

**Option 3: Outsource to  
an established leisure  
operator**

- Council managed services are outsourced via competitive tendering process to specialist operator;
- Council staff involved in service delivery would transfer under TUPE to the new operator;
- VAT exemption and Rates exemption also possible.

**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?

We have taken advice from leisure industry experts and looked at best practise models visited by staff and politicians.

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

All section 75 categories will benefit.

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

**Who initiated or wrote policy?**

Strategic Director

**Who is responsible for implementation?**

Council

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

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**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)

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|--|
| <ul style="list-style-type: none"> <li>• Staff.</li> <li>• Service users.</li> <li>• Other public sector organisations.</li> <li>• Voluntary / community groups / trade unions.</li> <li>• Members.</li> </ul> |
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**Are there any other policies with a bearing on this policy? If so, please identify them and how they impact on this policy.**

- |  |
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| <ul style="list-style-type: none"> <li>• Health and Safety.</li> <li>• Safeguarding.</li> <li>• Concessionary pricing policy.</li> </ul> |
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**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.

- A: Public/Customers  
 B: Staff

Section 75 category	Evidence
Religious belief	<p>A: The 2011 Census showed that 43% of the population in the Borough were either Catholic or brought up as Catholic and 52% belonged to or were brought up in Protestant, other Christian or Christian-related denominations. A further 1% belonged to or had been brought up in other religions, while 5% neither belonged to, nor had been brought up in, a religion.</p> <p>B: HR Monitoring information show that :</p>

	Male	%	Female	%	Total	Overall %
Protestant	398	29.11%	280	20.49%	678	49.60%
Roman Catholic	342	25.02%	276	20.19%	618	45.21%
Non Determined	40	2.93%	31	2.27%	71	5.19%
Total	780	57.06%	587	42.94%	1,367	100%

**Political opinion**

A: Armagh City, Banbridge and Craigavon Borough Council has 41 elected members, the breakdown of seats by political party is:

- Democratic Unionist Party – 13
- Ulster Unionist Party - 12
- Sinn Fein - 8
- Social Democratic and Labour Party - 6
- United Kingdom Independence Party - 1
- Independent - 1

This breakdown is taken as an approximate representation of the political opinion of people within the Borough.

B: HR Monitoring information is not available.

**Racial group**

A: The 2011 Census showed that:

- 98.5% of the usually resident population of the Borough were White and 1.5% were from minority ethnic groups. The main ethnic minorities were Mixed (605 individuals), Chinese (528 individuals) and Other Asian (463 individuals).
- 89.0% of residents in the Borough were born in Northern Ireland. The Borough had 5.4% of residents or 10,846 individuals who were born outside the United Kingdom or Republic of Ireland.
- 4.1% of residents aged 3+ years or (7,896 individuals) spoke a language other than English or Irish as their main language. Apart from English and Irish, the most common other main languages were Polish (2,919 residents aged 3+ years), Lithuanian (1,736) and Portuguese (834). Of those whose main language is not English or Irish, 34% cannot speak English or cannot speak it well (based on the three legacy council areas).

B: HR Monitoring information is not available.

**Age**

A: The population of the Borough was estimated to be 210,260 at 30 June 2016. The profile by age group is:

- 0-15 years - 22%
- 16-39 years - 31%
- 40-64 years - 31%
- 65+ years - 15%

	<p>The Borough has a growing and ageing population. The population of the Borough is projected to increase by 10% or just under 20,800 people over the next 10 years to 2026. The population of each of the broad age groups is projected to increase, with the largest percentage increase in the 65 and over age group (29%). Within this age group the number aged 85 and over is projected to increase by an extra 1,920 people (53%).</p> <p>B: HR Monitoring information shows that staff fall into the following age groups:</p> <table border="1" data-bbox="528 600 1002 831"> <tr> <td>Age 16-39</td> <td>434</td> </tr> <tr> <td>Age 40-64</td> <td>896</td> </tr> <tr> <td>Age 65+</td> <td>37</td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td><b>Total</b></td> <td><b>1,367</b></td> </tr> </table>	Age 16-39	434	Age 40-64	896	Age 65+	37			<b>Total</b>	<b>1,367</b>
Age 16-39	434										
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<b>Total</b>	<b>1,367</b>										
<p>Marital status</p>	<p>A: The 2011 Census provides information on the marital status profile of those aged 16 and over in the Borough:</p> <ul style="list-style-type: none"> <li>• Single (never married or never registered a same-sex civil partnership) - 34%</li> <li>• Married - 51%</li> <li>• In a registered same-sex civil partnership - 0.1%</li> <li>• Separated (but still legally married or still legally in a same-sex civil partnership) - 4%</li> <li>• Divorced or formerly in a same-sex civil partnership which is now legally dissolved - 5%</li> <li>• Widowed or surviving partner from a same-sex civil partnership - 7%</li> </ul> <p>B: HR Monitoring information is not available.</p>										
<p>Sexual orientation</p>	<p>A: The 2011 Census did not include a question on sexual identity. The Continuous Household Survey provides results on the sexual identity of persons aged 16 and over. In 2013/14 - 2015/16, 98% of respondents to the survey identified as Heterosexual/Straight and 1% as Gay/Lesbian in the Borough. Results from the 2016 Northern Ireland Life and Times Survey showed for adults aged 18 and over in NI overall:</p> <ul style="list-style-type: none"> <li>• I am 'gay' or 'lesbian' (homosexual) - 1%</li> <li>• I am heterosexual or 'straight' - 89%</li> <li>• I am bi-sexual - 1%</li> <li>• Other - Please specify - 1%</li> <li>• I do not wish to answer this question - 7%</li> </ul> <p>B: HR Monitoring information is not available.</p>										
<p>Men and women generally</p>	<p>A: The 2011 Census showed that in Armagh City, Banbridge and Craigavon Borough 49% (98,713) of usual residents were males and 51% (100,980) were females.</p> <p>B: HR monitoring information shows that 57.06% (780) of the Council workforce is male. 42.94% (587) of the Council workforce is female.</p>										

Disability	<p>A: In 2011, one-fifth (20%) of people (or 39,861 individuals) in the Armagh City, Banbridge and Craigavon Borough had a long-term health problem or disability that limited their day-to-day activities.</p> <p>The Family Resources Survey showed, using data for 2004/05 to 2014/15, 22% of individuals in the Borough were disabled, similar to the level in NI overall (20%).</p> <p>Benefit statistics from the Department of Communities showed as of August 2017 there were:</p> <ul style="list-style-type: none"> <li>• 20,160 people or 9.6% of eligible population claiming Disability Living Allowance</li> <li>• 5,800 or 18.3% of eligible population claiming Attendance Allowance</li> <li>• 3,130 claimants in receipt of Personal Independence Payment (experimental statistics).</li> </ul> <p>B: HR Monitoring information is not available.</p>
Dependants	<p>A: The 2011 Census showed: 36% or 27,287 households in the Borough contained dependent children.</p> <p>12% of the population (or 23,101 individuals) provided unpaid care. Of those who provided unpaid support:</p> <ul style="list-style-type: none"> <li>• 58% provided 1-19 hours per week,</li> <li>• 17% provided 20-49 hours per week, and</li> <li>• 25% provided 50+ hours per week.</li> </ul> <p>Benefit statistics from the Department for Communities show that at August 2017, there were 7,850 people or 4.8% of the eligible population claiming Carer's Allowance in the Borough.</p> <p>B: HR Monitoring information is not available.</p>

### Needs, experiences and priorities

Section 75 category	Needs, experiences and priorities
Religious belief	<p>A: To ensure all users and potential users are able to avail of a wide range of facilities and services. Provide a balanced programme activities for sport and leisure.</p> <p>B: To enable all employees to work in an environment that adheres to the range of duties and responsibilities as identified in Section 75 of The Northern Ireland Act 1998.</p>
Political opinion	As above
Racial group	As above
Age	As above
Marital status	As above
Sexual orientation	As above
Men and women generally	As above
Disability	As above
Dependants	As above

**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	<p>This policy is developed to ensure Council provides efficient, cost effective and equitable provisions within sport and leisure for all residents of the Borough. This will include existing users, potential users, non-users and spectators.</p> <p>It will ensure that all employees are treated fairly within the duties and responsibilities as detailed in Section 75 of the Northern Ireland Act 1998.</p> <p>Service specifications will be written for each operating model to ensure equality for both staff and the public.</p>	None
Political opinion	As above	None
Racial group	As above	None
Age	As above	None
Marital status	As above	None
Sexual orientation	As above	None
Men and women generally	As above	None
Disability	As above	None
Dependents	As above	None

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

Category	If yes, provide details	If no, provide reasons
Religious belief	<p>Within the new facility, there will be more opportunities available for inclusive activities as there will be new and improved equipment and more space for a broader range of activities. The range of identified current needs of potential</p>	

	<p>users has been catered for as best as possible and these needs have been incorporated into the 3 management options that will be considered as part of this policy.</p> <p>Council is committed to ensure that the needs of employees are met with ongoing discussions with staff and Trade Unions in order to develop a transformation plan and these issues can be resolved through discussion and negotiation.</p>	
Political opinion	As above	
Racial group	As above	
Age	As above	
Marital status	As above	
Sexual orientation	As above	
Men and women generally	As above	
Disability	As above	
Dependents	As above	

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

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

**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 / Political opinion / Racial group		No. The current provision ensures for the promotion of good relations between people of different religious belief, political opinion or racial group.

**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.

All to whom this policy applies, have multiple identities and by addressing the needs of disabled people, or any multiple identity they will be improving the service for all. Disabled people from a range of racial backgrounds are one group who will benefit from this policy.

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

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

Yes, this issue will be included in the service specification that is being written for all 3 operating models.

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

No.

#### **Screening Decision**

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

Please identify reasons for this below

In order to ensure that there are no impact on equality of opportunity/good relations and that opportunities to improve the promotion of equality of opportunity / good relations are realised, the following mitigating actions have been (or will be) addressed:

1. The Council is committed to ongoing discussions with staff and Trade Unions in order to develop a transformation plan.
2. A Service specification will be written for each operating model to ensure equality for both staff and the public.

It is therefore not considered necessary to conduct an EQIA.

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

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

**C: MAJOR IMPACT IDENTIFIED – EQIA REQUIRED**

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

**Timetabling and Prioritising**

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

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

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

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

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

### Monitoring

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

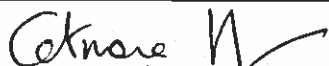
Further information on monitoring is available in the Equality Commission's guidance on monitoring ([www.equalityni.org](http://www.equalityni.org)).

Identify how the impact of the policy is to be monitored

This cannot be identified as Council need to agree an operating model for the new SLLC

### 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
Joanne Grattan/ Mary Hanna	Customer Service Manager Policy and Diversity Officer	14/01/19
Approved by	Position/Job Title	Date
	Head of HR	8/2/19.

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

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

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

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

