

ARMAGH CITY, BANBRIDGE AND CRAIGAVON BOROUGH COUNCIL	
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AMENDMENT RECORD SHEET

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

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1. INTRODUCTION

The purpose of the Council's Acquisition & Disposal Policy is to set out and inform Members, Officers and other interested parties as to the principles and procedures by which the Council will acquire and/or dispose of land and property.

1.1 Acquisition

Councils are empowered to acquire land and property to facilitate functions for which they are responsible. Legislation includes powers under the Local Government Act (Northern Ireland) 1972; The Local Government (Miscellaneous Provisions) (Northern Ireland) Order 2002, appropriate extracts of which are cited at **Appendix 1**; and the Local Government Act (Northern Ireland) 2014.

1.2 Disposal

The disposal of land and property is one of the most sensitive issues which Councils have to deal with. Councils are empowered under The Local Government Act (Northern Ireland) 1972 to dispose of land and property but are subject to various constraints, some enshrined in law, (see **Appendix 2**) whilst others arise due to the expectation and need for Councils to act in a fair and a transparent manner when disposing of such assets.

Evolving requirements and the regular review of the Council's Property Asset portfolio will, from time to time, result in some lands and/or properties becoming surplus to requirement, see **Appendix 3**. In other cases, interest may be expressed from a third party in acquiring an interest in part or all of a particular Council-owned building or area of land. In some such cases, the Council's objectives may be furthered by disposing of an interest in the land or property.

The purpose of this Policy is to provide a framework for the acquisition and disposal of such assets.

2. DEFINITION OF ACQUISITION

For the purposes of the Policy, an acquisition of land or property is considered to be an outright acquisition if it consists of:-

- a) A transfer of the freehold of the asset; or
- b) A transfer of the leasehold of the asset for a period in excess of 21 years.

The acquisition of any interest, e.g. wayleave, easement, or reversionary lease of less than 21 years is still regarded as an acquisition.

3. THE ACQUISITION POLICY

Prior to Council acquiring any land or property and/or any interest in land or property, a Business Case should be prepared setting out the purpose for which the asset is being acquired; the evidence justifying the need; the timescale in which the asset is required; together with a full Option Appraisal. This Appraisal, including a whole of life costing, should involve an appraisal of all the options for delivery of the final objective. Consideration should also be given to all other Council-owned property and its potential suitability to deliver the objective, prior to any acquisition.

Any decision to acquire a land or property asset should be informed by both capital and revenue implications of ownership and the risk associated therewith.

Council should never bid beyond or offer to acquire at a value in excess of the amount recommended by a professional Valuer whom Council is satisfied has the necessary professional indemnity insurance, when seeking to acquire land or property.

In order to avoid Council's position being compromised in the event of specific instructions being given to Officers as to the maximum bid to be offered in respect of the acquisition of land or property, Council should pass a resolution as follows:-

"The Chief Executive is hereby authorised to consult (*name*), a Commercial Valuer, on the market value of the property at (*location*). Having established the said market value, the Chief Executive is hereby authorised to make an offer, Subject to Contract, up to the maximum determined in his/her consultation with the said Valuer. The Chief Executive is required to obtain the advices in writing from the said Valuer and to consult the Valuer at all stages of the transaction and rely upon their professional judgment."

4. PROCEDURES FOR ACQUISITION

4.1 Acquisition of Property

Should Council require land or property to fulfill any of the functions for which it has a responsibility or in the event of property, which has been declared surplus by a Government Department, being offered via the Central Advisory Unit, the following will be undertaken:-

4.1.1 Internal Consultation

- Prior to consideration being given to the acquisition of any land or property it will be necessary to ensure that the ongoing revenue costs are contained within an approved budget which has been confirmed as appropriate by the Financial Services and Audit Manager and/or an appropriate budget is approved by Council;
- The opportunity or need to acquire land or property will be reported to the appropriate Council Committee which, if the land or property is acquired, will have responsibility for its operational use for a decision in principle;
- If the Committee agrees that the property is required, the matter will be referred to the Strategic Asset Management Group for consideration of the Options Appraisal, including whole of life costs, legal, valuation and planning aspects following which a recommendation will be made to the Finance & Resources Committee for consideration;
- If that Committee is satisfied that the property should be acquired, a recommendation to acquire, in principle, subject to a valuation being established which the valuer acting for Council can recommend, will be made to Council.

4.1.2 Legal Consultation

- Council will be advised via a report to the Finance & Resources Committee as to the title to the property together with any rights, obligations or potential hindrances to the acquisition of the property. Where the Third Party intends to include covenants or impose conditions, then legal advice will be sought concerning these prior to the property being acquired.

4.1.3 Ascertain Valuation

- Upon confirmation of the Council decision to acquire, the valuer acting on behalf of Council will be appointed as its agent to act on its behalf in the acquisition of the property, including assessing a valuation;
- The valuer appointed as Council's agent will act within the framework of the Acquisition Policy, namely that Council should never bid beyond the amount recommended by a professional valuer

whom Council is satisfied has the necessary professional indemnity insurance, when bidding for land or property;

- That in order to avoid Council's position being compromised in the event of specific instructions being given to Officers as to the maximum bid to be offered in respect of the acquisition of land or property, Council should pass a resolution as follows:-

"The Chief Executive is hereby authorised to consult (*name*), a Commercial Valuer, on the market value of the property at (*location*). Having established the said market value, the Chief Executive is hereby authorised to make an offer, Subject to Contract, up to the maximum determined in his/her consultation with the said Valuer. The Chief Executive is required to obtain the advices in writing from the said Valuer and to consult the Valuer at all stages of the transaction and rely upon their professional judgment."

Since any offer would be made Subject to Contract, the Council would not be bound to any Contract until the document is actually signed and in the intervening period, it should always be possible to obtain the full sanction of Council to have the document sealed.

4.1.4 General

- The Strategic Director (Position) and/or Head of Estates & Asset Management has responsibility for maintaining records for buildings and land and their acquisition;
- In order to verify the Fixed Assets of the Council, it is necessary to establish which Fixed Assets have been acquired/disposed of during the year;
- Any acquisition of property should be in keeping with the Council's Property Asset Strategy (currently being drafted) and also in keeping with legislation pertaining to the Acquisition of Land/Property;
- Audit trails of all acquisitions will need to be maintained and accessible by internal/external audit to verify actions/values and giving detail as to how Council made the decision to acquire. Any

appointment of a third party consultant must reserve the right of access to their records in relation to the transaction. This will be dealt with by way of appropriate contract conditions.

NB – The acquisition of a Fixed Asset in relation to land and/or property, will have an effect on the value of the Council's Balance Sheet, hence the importance of having Asset Acquisition (AA1) Forms completed and forwarded to the Accountant on the acquisition of such an Asset.

5. DEFINITION OF DISPOSAL

For the purposes of the Policy, a disposal of land or property is considered to be an outright disposal if it consists of:-

- c) A transfer of the freehold of the asset; or
- d) A transfer of the leasehold of the asset for a period in excess of 21 years.

The disposal of any interest, e.g. wayleave, easement, or reversionary lease of less than 21 years is still regarded as a 'disposal' but, as will be noted below, the disposal of such interests are not necessarily subject to the same requirements of public advertisement etc. Examples of such disposals would include wayleaves to NIE or BT, Partnership Companies etc.

6. THE DISPOSAL POLICY

Except with the approval of the Department, any disposal of Council-owned land shall be at the best price or for the best rent or otherwise on the best terms that can be reasonably obtained.

Except in exceptional circumstances, see **Appendix 4**, Council will publicly advertise any land or property deemed surplus to its requirements or which a Third Party seeks to purchase, in such a manner as to ensure that transparency and cross community coverage are achieved.

7. PROCEDURES

7.1 Disposal Procedure

When land or property is declared surplus by a Council department the following stages in the preparation for disposal will be implemented:-

7.1.1 Internal Consultation

- The matter will be reported to the Council Committee responsible for that particular Council department;
- If the Committee agrees that the asset is surplus to the departmental requirement, the matter will be referred to the Strategic Asset Management Group for consideration and advices to the Finance & Resources Committee for consideration;
- If the Finance & Resources Committee is satisfied that the asset is surplus to the

requirements of any other Council departments, then it will make a recommendation to Council, including possible implications and, in keeping with the Council's Asset Management Strategy (currently being developed), prior to a commitment being entered into;

- If the Finance & Resources Committee is satisfied, then it will make a recommendation to Council that the asset be disposed of and by what means;
- No agreements, arrangements or otherwise in respect of land and property, whether acquisition or disposal, sale or lease, permanent or temporary, should be entered into without prior consideration having been given by the Finance & Resources Committee following consideration of all issues by the Strategic Director (Position) and/or Head of Estates & Asset Management.

7.1.2 Legal Consultation

Council will be advised through the Finance & Resources Committee as to the Council's title to the asset together with any rights, obligations or potential hindrances to the sale of the asset. Where it is intended to include covenants or impose conditions, then legal advice will be sought concerning these prior to the property being advertised for sale.

7.1.3 Identify Development Potential

In order to obtain the optimum return to Council from any sale, an appraisal will be carried out as to the development potential of the site. This will be undertaken by checking the zoning of the area, where the land or property is situated, against the Area Plan. (Development Plan/Community Plan)

Where there is any doubt or where Council would wish to have a desired 'development', the services of a Planning Consultant/Valuation Agent and/or Architect could be utilised in preparing and making an application for Planning Approval.

7.1.4 Ascertain Valuation

Upon determination of the potential development uses, the Finance & Resources Committee will decide as to whom should be appointed as its agent to act on its behalf in the sale of the asset, including assessing a valuation and reserve price, i.e. an independent qualified valuer or Land & Property Services (Valuation). In cases where another Public Sector body is involved, an independent qualified valuer will be appointed to negotiate on behalf of Council as opposed to the District Valuer to preclude any potential "Conflict of Interest." The rationale for employing the services of an independent qualified valuer as opposed to the District Valuer are stated at **Appendix 5**.

7.1.5 Costs

In cases where a Third Party has sought to acquire an interest in Council land or property, the legal; valuation; and Council officer administrative fees will be included in the premium.

7.1.6 Method of Disposal

The Formal Tender method of disposal will be used by Council in the disposal of all land and property except where it is recommended by its advisors that an alternative method is more appropriate. The Formal Tender method involves:-

1. Council inviting sealed bids to be accompanied by a 10% deposit, by way of Public Advertisement;
2. Council authorising the Lord Mayor and Party representatives to be present at the opening of Tenders in the presence of the Chief Executive or Strategic Director (Position) and/or Head of Estates & Asset Management (or nominee) and valuer acting for Council to accept the highest tender provided that this exceeds the reserve price as recommended by the Council's valuation agent, prior to the opening of the Tenders;
3. The successful tenderer will be immediately advised by fax and/or post that their Tender has been accepted thereby negating the risk of the tenderer withdrawing their bid ;
4. The date of opening will coincide with that of a Council Meeting to which the results of the Tender exercise can be reported.

Other methods of disposal can include:-

1. Informal or negotiated Tender;
2. Public Auction;
3. Private Treaty; or
4. Central Advisory Unit Clearing House

Council will not participate in the Clearing House method for reasons given in **Appendix 6**.

7.1.7 Conditional Contracts

Council will not enter into any contract to dispose of land or property in which conditions have been imposed by a Third Party.

7.1.8 Lands Restricted in Terms of Use

Restrictions can only be imposed on Council-owned land as to its future use in one of the following circumstances and after the Council has taken cognisance of prevailing legal advice, Departmental guidance and any rulings of the N I Audit Office published on such matters:-

- A Deed of Dedication requested by a Charitable Trust restricting the use of a particular piece of Council property to a use within the Council's statutory powers;
- A Deed of Dedication requested by a Statutory Authority restricting the use of a particular piece of Council property to a use within the Council's statutory powers;
- A Deed of Dedication requested by a legally constituted body whose revenue wholly or mainly arises from monies obtained from the Public Sector restricting the use of a particular piece of Council property to a use within the Council's statutory powers and/or
- As a result of stipulations imposed by DOE Planning.

7.1.9 General

The Strategic Director (Position) and/or Head of Estates & Asset Management has responsibility for maintaining records for buildings and land and their disposal.

In order to verify the Fixed Assets of the Council, it is necessary to establish which Fixed Assets have been acquired/disposed of during the year.

Any disposal of property should be in keeping with the Council's Asset Management Strategy (currently being drafted) and also in keeping with legislation pertaining to the Disposal of Land/Property.

Audit trails of all disposals will need to be maintained and accessible by internal/external audit to verify actions/values and giving detail as to how Council made the decision to dispose. Any appointment of a third party consultant must reserve the right of access to their records in relation to the transaction. This will be dealt with by way of appropriate contract conditions.

NB The disposal of a Fixed Asset in relation to land and/or property will have an effect on the value of the Council's Balance Sheet, hence the importance of having Asset Disposal (AD1) Forms completed and forwarded to the Accountant on the disposal of such an asset.

APPENDIX 1

LEGAL AUTHORITY

Under Sections 95 and 96 of the Local Government Act (Northern Ireland) 1972, Councils have the right to acquire and hold land for a number of purposes as follows:-

“PART VII

MISCELLANEOUS FUNCTIONS

Land

95.-(1) A council may provide and maintain offices, halls or other buildings to be used for the purpose of transacting the business of the council or for public meetings, assemblies or entertainments.

(2) A council may acquire land otherwise than by agreement for the purposes of this section.

96.-(1) The purposes for which a council may acquire and hold land shall include:-

- (a) the benefit of the inhabitants of its district;
- (b) the improvement, development or future development of its district;

and for the purposes of section 19 (1) (s) (iv) of the Interpretation Act (Northern Ireland) 1954 and any other transferred provision those purposes shall be deemed to be included among the purposes for which the council is constituted.

(2) The right of a council to acquire land may be exercised, notwithstanding that the land is not immediately required for any of the purposes for which the council is constituted; but the council shall not exercise that right by virtue of this subsection otherwise than with the approval of the Ministry.

Section 8 of The Local Government (Miscellaneous Provisions) (Northern Ireland) Order 2002 gave additional powers to Councils in relation to economic development:-

8.-(1) A district council may promote the economic development of its district.

- (2) Without prejudice to the generality of paragraph (1), a district council may for the purposes of the economic development of its district:-
 - (a) make payments; and

- (b) acquire, hold and develop land.
- (3) The power to acquire land under paragraph (2)(b) includes power to acquire it otherwise than by agreement.
- (4) In paragraph (2) “develop”, in relation to land includes:
 - (a) erect, alter or extend buildings thereon;
 - (b) carry out works thereon;
 - (c) provide means of access, services and other facilities for persons using the land;
 - (d) facilitate the doing of such things by another person;
 - (e) manage and dispose of the land.
- (5) In exercising its powers under this Article a district council shall have regard to any guidance for the time being issues under paragraph (6).
- (6) The Department of Enterprise, Trade and Investment may, after consultation with district councils and other interested bodies or persons, issue guidance as to the exercise by district councils of their powers under this Article.”

APPENDIX 2

LEGAL AUTHORITY

Under Section 96(5) of the Local Government Act (Northern Ireland) 1972, Councils have the right to dispose of land but are required to seek the approval of the Department if the disposal of land and property is at less than best price or best rent. The full wording of Section 96(5) is as follows:-

“The right of a Council to dispose of land shall be subject to the following restrictions:-

- (a) except with the approval of the Ministry (Department), any disposal of land shall be at the best price or for the best rent or otherwise on the best terms that can be reasonably obtained.;
- (b) any disposal of land which has been acquired otherwise than by agreement shall be subject to the right of pre-emption conferred by Section 128 to 131 of the Lands Clauses Consolidation Act 1845.”

Councils must also bear in mind the guidance contained in the Disposal of Surplus Public Sector Property in Northern Ireland, issued by the Central Advisory Unit of the VLA; Circulars No LG 03/06 dated 1st June 2006 and LG 02/08 dated 11th January 2008, from DOE Local Government Division.

APPENDIX 3

IDENTIFICATION OF SURPLUS AND UNDER-UTILISED PROPERTY

Following a property review and Options Appraisal, it is the responsibility of each Council department to identify any land or property or part thereof:-

1. Which is no longer appropriate for service provision; or
2. Which has no potential for future strategic or regeneration/redevelopment purposes; or
3. Which is not adjacent to a larger area of land or property in the ownership of the Council; or
4. Which is surplus to requirements or under-used in their respective service delivery requirements or those of other Council departments; or
5. When an alternative site has been identified which would achieve a more cost effective service delivery; or
6. Where its disposal would help facilitate the achievement of the objectives of the Council's Corporate Plan; or
7. Where part or all of the property or land is vacant and is likely to remain so for the foreseeable future.

APPENDIX 4

EXCEPTIONS TO THE GENERAL PRINCIPLE

Council will publicly advertise any land or property deemed surplus or which a Third Party seeks to purchase in such a manner as to ensure that transparency and cross community coverage are achieved.

However, there may be exceptional circumstances to the norm and these are listed below:-

1. Where a Northern Ireland Government Department wishes to acquire an interest in all or part of land or property for a purpose for which it has vesting powers, provided it has obtained the requisite Ministerial approval to acquire and Council can obtain similar Ministerial approval for the disposal of same; or where a Government department, e.g. Transport NI or N I Water or service provider, e.g. NIE, BT, has statutory powers to access land to provide services;
2. 'Favoured status' may be granted to companies/clubs promoting joint enterprises with Council or where partnership companies have been formed with Council. In such cases the Third Party may be offered land/property at a consideration determined by a valuer without the land/property necessarily being publicly advertised;
3. Clubs or organisations deemed to be providing activities which are consistent with the Council's Corporate Objectives could be granted land/property whereby grant aid significantly or wholly offsets the land valuation;
4. Economic Development Companies could be granted monies to assist in the purchase of land/property;
5. Adjoining landowners may be granted 'favoured' status where the purpose of the Third Party was in accord with Council policy for that area;
6. In cases where Open Market advertising may not achieve the best consideration, e.g:-
 - a. Sales of small areas of land where there is realistically only one potential purchaser, e.g. an adjoining landowner; and
 - b. Sales of land where there is a 'special purchaser' for whom the land has a higher value than for anyone else, e.g. 'a ransom strip' or 'key value.'

In the cases of 'selected partners' as in 2 and 3 above, all such sales must be in accordance with the procedure outlined in the Council's Policy on Partnership working which states:-

"the transfer of land/property to a partnership will only be considered where the project can be realised on this basis and where the benefits of the additional grant-aid which the partnership can draw in sufficiently outweigh the risk associated with the transfer of the asset;

In assessing this risk the grant-aid drawn in by the partnership shall be at least 50% of the combined value of the Council asset transferred plus Council grant-aid; and

The value of any grant-aid contributed by Council will not exceed £75,000 or 10% of the capital costs of the project, whichever is the lesser."

In all cases where Council proposes to dispose of an interest in land or property at 'less than best price or rent or otherwise on the best terms that can be reasonably obtained' Ministerial approval is required. All applications for such approval must include:-

1. Full details of the proposed disposal;
2. Terms of the sale/disposal;
3. Details of any outstanding loans on the property;
4. A current (i.e. within 6 months) open market valuation of the land from the District Valuer or other independent qualified valuer; and
5. A map of the area for disposal and its position in relation to other Council property within its immediate vicinity.

APPENDIX 5

VALUATION

The rationale for employing the services of an Independent Valuer as opposed to Land & Property Services (Valuation) is as follows:-

1. Land & Property Services (Valuation) (LPS) have advised in the past that the Department of Finance & Personnel had instructed that they should concentrate on work commissioned by Government Departments;
2. The response time from LPS is not as efficient as an independent valuer. This problem has been compounded due to the introduction of a 'Double District', i.e. the combination of Omagh and Craigavon covering Strabane, Omagh, Enniskillen, Cookstown, Newry, Banbridge, Armagh and Craigavon;
3. There is no mechanism for establishing the level of valuer and subsequently the hourly rate which will be charged for any given case whereas fees can be negotiated and indeed capped in advance with an independent valuer;
4. LPS has been received negative publicity in recent reports and press in relation to valuations and advices given;
5. Comparables available to the LPS are generally historical due to the limited number of transactions in which they would be involved while independent valuers are dealing with land and property disposals on a daily basis in the private sector. LPS would contact Council in an endeavour to determine recent comparable valuations;
6. LPS have, on occasion, amended valuations given to Council resulting in Council having to expend additional monies;
7. Using an independent valuer ensures that valuations are clearly impartial especially when Council is dealing with a Third Party which is a Government or other Public Agency.

LPS may be used when dealing with Rent Reviews where they have dealt with the matter historically.

LPS will be used for the five yearly review of Council's assets due to the agreed format for this exercise and given their input historically in this work.

APPENDIX 6

CENTRAL ADVISORY UNIT CLEARING HOUSE

Northern Ireland Government Departments and their Executive Agencies; Non-Departmental Public Bodies and Education & Library boards are required to advise the Central Advisory Unit (CAU) of the Land & Property Services (Valuation) of all lands and property which they declare surplus. The CAU then circulates details of these assets to other Agencies including Councils.

While the DOE Local Government Circular LG03/06 dated 1st June 2006 suggested a reciprocal notification by Councils, this was not made compulsory for Councils to automatically offer surplus land or property to the Public Sector by approaching the “public sector clearing house” through the CAU.

It is not recommended that Council refer surplus assets to the Central Advisory Unit for disposal given that:-

1. Council has not, in the past, been offered every surplus piece of land or property being disposed of by the public sector;
2. The valuation placed on land/property by Land & Property Services (Valuation) would not necessarily be that offered by developers on the Open Market; and
3. Transactions could take considerably longer to complete.

Policy Screening Form

Policy Scoping

Policy Title: Land and Property Acquisition and Disposal Policy

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

The purpose of the Council's Acquisition & Disposal Policy is to set out and inform Members, Officers and other interested parties as to the principles and procedures by which the Council will acquire and/or dispose of land and property

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

The objective of this policy is to ensure that procedures are in place so that due process is followed in the decision making of any acquisition or disposal.

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?

The Acquisition and Disposal policy will ensure the Council fulfils its statutory responsibility so that due process is followed in any acquisition or disposal.

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

No. This policy will have no impact on equality.

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

Who initiated or wrote policy?	Who is responsible for implementation?
Asset Management Group	All relevant service areas Chief Executive, Directors, Managers and Officers.

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

No

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)

Council staff

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

None

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

Needs, experiences and priorities

Taking into account the information gathered above, what are the different needs, experiences and priorities of each of the following categories in relation to this particular policy/decision?

Section 75 category	Needs, experiences and priorities
Religious belief	N/A
Political opinion	N/A
Racial group	N/A
Age	N/A
Marital status	N/A
Sexual orientation	N/A
Men and women generally	N/A
Disability	N/A
Dependants	N/A

Screening Questions

1. What is the likely impact on equality of opportunity for those affected by this policy for each of the Section 75 categories?

Category	Policy Impact	Level of impact (Major/minor/none)
Religious belief	None	None

Political opinion	None	None
Racial group	None	None
Age	None	None
Marital status	None	None
Sexual orientation	None	None
Men and women generally	None	None
Disability	None	None
Dependents	None	None

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

Category	If yes, provide details	If no, provide reasons
Religious belief		No
Political opinion		No
Racial group		No
Age		No
Marital status		No
Sexual orientation		No
Men and women generally		No
Disability		No
Dependents		No

3. To what extent is the policy likely to impact on good relations between people of different religious belief, political opinion, or racial group?		
Category	Details of Policy Impact	Level of impact (major/minor/none)
Religious belief		None
Political opinion		None
Racial group		None

4. Are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group?		
Category	If yes, provide details	If no, provide reasons
Religious belief		No
Political opinion		No
Racial group		No

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.

N/A

Disability Discrimination (NI) Order 2006

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

N/A

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

N/A

Screening Decision

A: NO IMPACT IDENTIFIED ON ANY CATEGORY – EQIA UNNECESSARY

Please identify reasons for this below

This technical policy ensures that procedures are in place so that due process is followed in the decision making of any acquisition or disposal.

It has no bearing in terms of its likely impact on equality of opportunity or good relations for people within the equality and good relations 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, 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.

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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

Identify how the impact of the policy is to be monitored

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Approval and Authorisation

A copy of the screening form for each policy screened should be signed off by the senior manager responsible for that policy. The screening recommendation should be reported to the relevant Committee/Council when the policy is submitted for approval.

Screened by	Position/Job title	Date
Jonathan Hayes /Lewis Porter	Head of Building Control and Estates /Principal Administrative Officer	19 February 2015
Approved by	Position/Job Title	Date
Roger Wilson	Chief Executive	February 2015

Please forward a copy of the completed form with policy attached to XXX Officer who will ensure that screening forms and policies are available on the Council website.

This 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.