

Appendix 1 Equality Screening Form

Policy Scoping

Policy Title: Commemorative Memorial Licence Application (including Cemeteries)

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

Following a report brought to Committee in September 2020 to site a memorial bench within a cemetery and subsequent debate in the Chamber during the October 2020 meeting, members were asked to consider additional information and consider making a change to the memorial policy to include cemeteries.

This amended Policy covers the licence application for the installation of commemorative memorials for individuals from Borough in Council facilities including cemeteries.

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

The Policy sets out the terms, conditions, and guidance notes to assist applicants in completing the memorial licence application process.

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?

Legal advice was given by the Council's legal officer. The Council has discretion to amend the policy.

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

The Policy could affect all residents of the Borough, therefore all section 75 categories.

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?	Environmental Services Department
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Who is responsible for implementation?	The Council is responsible for implementation
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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)?

None

Main stakeholders in relation to the policy

Please list main stakeholders affected by the policy (e.g. staff, customers, other statutory bodies, community or voluntary sector, private sector)

Residents of the Borough, staff members, elected members

Are there any other policies with a bearing on this policy? If so, please identify them and how they impact on this 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	43.8% of residents in the borough on Census Day 2021 belong to or were brought up in the Catholic religion and 46.7% belong to or were brought up in a Protestant and Other Christian (including Christian related) religion. A further 1.2% belonged to or had been brought up in other religions while 8.2% neither belonged to, nor had been brought up in a religion.
Political opinion	<p>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:</p> <ul style="list-style-type: none"> • Democratic Unionist Party – 13 • Ulster Unionist Party – 6 • Sinn Fein – 15 • Social Democratic and Labour Party – 1 • Alliance – 4 • Independent – 1 • TUV – 1

	<p>A total of 87,684 votes were polled in the borough from an eligible electorate of 155,625 giving an overall turnout of 56.34%. This breakdown is taken as an approximate representation of the political opinion of people within the borough.</p>
Racial group	<p>The 2021 Census showed that:</p> <ul style="list-style-type: none"> • 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). • 85.5% of residents in the Borough were born in Northern Ireland. The Borough had 8.6% of residents or 18,836 individuals who were born outside the United Kingdom or Republic of Ireland. <p>6.8% of residents aged 3+ years or (14,376 individuals) spoke a language other than English–or as their main language. Apart from English, the most common other main languages were Polish (3,551 residents aged 3+ years), Lithuanian (2,611) and Portuguese (1,777).</p>
Age	<p>The population of the Borough was estimated to be 218,656 on 21 March 2021. The profile by age group is:</p> <ul style="list-style-type: none"> • 0-15 years – 22.1% • 16 – 24 years 10% • 25 – 49 years 32.9% • 50 – 64 years 19% • 65 and over 16% <p>This represented a 26.7% increase in the 65+ age group and a 25.62% increase in the 50-64yr age group since the last census in 2011.</p>
Marital status	<p>The 2021 Census provides information on the marital and civil partnership status of those aged 16 and over. Almost half of residents aged 16+ in the borough were married (49.0%)</p> <ul style="list-style-type: none"> • Single (never married or never registered a same-sex civil partnership) – 35.3% • Married - 49% • In a registered same-sex civil partnership - 0.2% • Separated (but still legally married or still legally in a same-sex civil partnership) – 3.4% • Divorced or formerly in a same-sex civil partnership which is now legally dissolved – 6.0% • Widowed or surviving partner from a same-sex civil partnership – 6.1%
Sexual orientation	<p>The question on sexual orientation was new for the 2021 Census and was asked of all people aged 16 and over. However, while completing the census is a legal obligation, there was no statutory penalty for those people who failed to provide an answer to the question on sexual orientation.</p>

	The results from the question on sexual orientation are presented in Table 7. Just 1.5% of the population aged 16 and over in the borough identified as lesbian, gay, bisexual or other (LGB+) while 90.5% identified as straight or heterosexual and 8% did not provide an answer to the question.
Men and women generally	The 2021 Census showed that in Armagh City, Banbridge and Craigavon Borough, 49.5% (108,268) of usual residents were males and 50.5% (110,388) were females.
Disability	<p>2021 Census results identified 22.3% of Borough citizens as having a limiting long term health problem or disability, affecting 36,488 households. Of those citizens in the Borough with a limiting long term health problem or disability, 56.8% are in the 65+ age group.</p> <p>Benefit statistics from the Department for Communities showed as of November 2022 there were:</p> <ul style="list-style-type: none"> • 2,510 or 5.2% of under 16 population and 5,030 or 15.2% of 66 and over population claiming Disability Living Allowance • 5,930 or 17.9% of 66 and over population claiming Attendance Allowance <p>18,540 Personal Independence Payment claims in payment (experimental statistics).</p>
Dependants	<p>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:</p> <ul style="list-style-type: none"> • 46% provided 1 – 19 hours per week • 24% provided 20 – 49 hours per week • 30% provided 50+ hours per week. <p>Benefit statistics from the Department for Communities show that at November 2022 there were 8,120 claimants, or 4.8% of 16 and over population, claiming Carer's Allowance in the borough.</p>

Needs, experiences and priorities

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

Section 75 category	Needs, experiences and priorities
Religious belief	Any decision made by Council on the placement of a memorial bench will be subject to and considered in accordance with the Council's equality and good relations duties.
Political opinion	Any decision made by Council on the placement of a memorial bench will be subject to and considered in accordance with the Council's equality and good relations duties.

Racial group	Any decision made by Council on the placement of a memorial bench will be subject to and considered in accordance with the Council's equality and good relations duties.
Age	We do not anticipate any additional impact for this category.
Marital status	We do not anticipate any additional impact for this category.
Sexual orientation	We do not anticipate any additional impact for this category.
Men and women generally	We do not anticipate any additional impact for this category.
Disability	We do not anticipate any additional impact for this category.
Dependants	We do not anticipate any additional impact for this category.

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	Any decision made by Council on the placement of a memorial bench will be subject to and considered in accordance with the Council's equality and good relations duties.	Minor
Political opinion	Any decision made by Council on the placement of a memorial bench will be subject to and considered in accordance with the Council's equality and good relations duties.	Minor
Racial group	Any decision made by Council on the placement of a memorial bench will be subject to and considered in accordance with the Council's equality and good relations duties.	Minor
Age	We do not anticipate any additional impact for this category	None

Marital status	We do not anticipate any additional impact for this category	None
Sexual orientation	We do not anticipate any additional impact for this category	None
Men and women generally	We do not anticipate any additional impact for this category	None
Disability	We do not anticipate any additional impact for this category	None
Dependants	We do not anticipate any additional impact for this category	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
Dependants		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	Any decision made by Council on the placement of a memorial bench will be subject to and considered in accordance with the Council's equality and good relations duties.	Minor
Political opinion	Any decision made by Council on the placement of a memorial bench will be subject to and considered in accordance with the Council's equality and good relations duties.	Minor
Racial group	Any decision made by Council on the placement of a memorial bench will be subject to and considered in accordance with the	Minor

	Council's equality and good relations duties.	
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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.

None

Disability Discrimination (NI) Order 2006

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

None

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

None

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.

The Policy sets out the terms, conditions, and guidance notes to assist applicants in completing the memorial licence application process. Any decision made by Council on the placement of a memorial bench will be subject to and considered sensitively in accordance with the Council's equality and good relations duties.

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.

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.

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

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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/The Council when the policy is submitted for approval.

Screened by	Position/Job title	Date
Jason Patterson	Technical Officer	30/03/2021
Approved by	Position/Job Title	Date
Barry Patience	Head of Environmental Services	30/03/2021

A copy of the completed screening form should be signed off and approved by the senior manager responsible for that policy. The completed screening form should be attached to the relevant Committee paper when the policy is submitted for approval.

Following approval by Council please forward a copy of the completed approved policy and screening form to:

Equality@armaghbanbridgecraigavon.gov.uk

The policy and completed screening form will be made available on the Council's website.

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

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.

Commemorative Memorial Licence Application (including Cemeteries)

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

Developing a

Adopting a

Implementing a

Revising a

Policy

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

Commemorative Memorial Licence Application (including Cemeteries)

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

This amended policy covers the licence application for the installation of commemorative memorials for individuals from the Borough in Council facilities including cemeteries.

The Policy sets out the terms, conditions, and guidance notes to assist applicants in completing the memorial licence application process.

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 will be applicable to the whole Borough but it will not have any negative impact on those in rural areas

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.

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 policy will be applicable to the whole Borough but it will not have any negative impact on those in rural areas.

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 | <input type="checkbox"/> |
| Consultation with Other organisations | <input type="checkbox"/> |
| Published Statistics | <input type="checkbox"/> |
| Research Papers | <input type="checkbox"/> |
| Surveys or Questionnaires | <input type="checkbox"/> |
| Other Publications | <input type="checkbox"/> |
| Other Methods or Information Sources
(include details in Question 3C below) | <input type="checkbox"/> |

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 policy will be applicable to the whole Borough but it will not have any negative impact on those in rural areas.

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.

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 will be applicable to the whole Borough but it will not have any negative impact on those in rural areas.

SECTION 6

Documenting and Recording

6A. Please tick below to confirm that the RNIA Template will be retained by the Public Authority and relevant information on the Section 1 activity compiled in accordance with paragraph 6.7 of the guidance.

I confirm that the RNIA Template will be retained, and relevant information compiled.

Rural Needs Impact Assessment undertaken by:

Position:

Department / Directorate:

Signature:

Date: 30/03/2021

Rural Needs Impact Assessment approved by:

Position:

Department / Directorate:

Signature:

Date: 30/03/2021