



Revised (draft) **Policy on Room Hire**

Document Control			
Policy Owner	Head of Democratic Services		
Policy Author	Head of Democratic Services		
Version	Draft (1.0)		
Consultation	Senior Management Team	Yes / No	
	Trade Unions	Yes / No	
Equality Screened by	Yes/ No	Date	
Equality Impact Assessment	Yes/No/ N/A	Date	
Good Relations	Yes/No/N/A		
Approved By	Policy & Resources	Date	
Adopted By	Council	Date	
Review Date		By Whom	Policy Owner
Circulation	Councillors, Staff		
Document Linkages	Mid Ulster DC Scheme of Delegation		

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1.0 INTRODUCTION

- 1.1 The provision of meeting and function rooms for hire permits Mid Ulster District Council to provide areas designated for a range of council service related meetings, activities and events.
- 1.2 The Council has agreed that arrangements be implemented to facilitate the provision of room hire within its buildings and facilities to organisations or individuals external to the Council and those requiring access to same for the delivery of Council services, as outlined in this policy.

2.0 POLICY AIM & OBJECTIVES

- 2.1 **Policy Aim:** To set out the permission, circumstances and criteria in which rooms may be hired for use.
- 2.2 **Policy Objectives:**
 - To provide a mechanism that enables Council to designate facilities for hire and availability for meeting reservation;
 - To outline the process on how to access the facilities available and the general conditions under which they are made available by Council;
 - To set the criteria for room hire and availability of Council facilities for use by internal and external users;
 - To support and facilitate meetings, activities or events through the provision of facilities for hire and use; and
 - To manage financial resources in terms of the cost to hire council facilities within departmental budgets and the recoupment of income from the hire of facilities.

3.0 POLICY SCOPE

- 3.1 This policy relates specifically to room hire and availability of Council Civic buildings and facilities, as those outlined in Appendices A and B. Council Civic buildings extend to Council buildings at Burn Road, Cookstown; Circular Road, Dungannon; and Ballyronan Road, Magherafelt as detailed in Appendix A. Council facilities refers to all other buildings under the Council's management.

- 3.2 This policy does not deal with the specific terms and conditions of hire for rooms within Council Civic buildings and other buildings under the management of Council. Terms and conditions will be subject to each venue and must be adhered to by internal and external users, as defined below. A consistent approach will be developed around which civic buildings and facilities will be hired. The process will require a completed booking form being completed and provided to the relevant member of staff by all internal and external hirers

4.0 LINKAGE TO CORPORATE PLAN

- 4.1 Referring to Mid Ulster District Council's Corporate Plan 2020-2024, this policy contributes toward the delivery of corporate Theme 2 on *Service Delivery* where the council has a focus on its resources (people and finances) and priorities to ensure the Council is a high-performing organisation, where excellence is standard.

5.0 PROCEDURE & IMPLEMENTATION

- 5.1 This section confirms the framework for considering requests received for room hire and subsequent reservation of council facilities with adherence to general principles and criteria, which must be met to be considered eligible.

5.2 Hire & Availability

5.2.1. In the application of this policy the Council will apply the following:

(i) Council Civic Buildings

	Internal (Council) Hirers	Elected Members	External Hirers
Eligibility to Hire	Yes	Yes ¹	No ²
Hire Charge Levied	No	No	Yes ³

¹ Elected members shall be permitted to book a room during normal opening hours for the purposes of council business and must be in attendance at those meetings

² Except where the organisation requesting the hire has a direct linkage with the delivery of council business or local government sector

³ No charge shall apply where the council has Elected Member representation from the council on the body hiring

(ii) Council Facilities

	Internal (Council) Hirers	Elected Members	External Hirers
Eligibility to Hire	Yes	Yes	Yes
Hire Charge Levied	Yes ⁴	Yes ⁵	Yes ⁶

(iii) Catering

Catering for meetings and events within either of the Council's Civic buildings and Facilities shall be provided by those organisations, as advised by the relevant facility and Civic Building. Those making bookings shall not be permitted to bring catering from providers other than those advised.

(iv) Procedure for Booking

Bookings must be in writing and observe the general principles as detailed at Appendix C to this policy

5.3 Limitations as to Hire

5.3.1 As a local government body, the Council is cognisant that from time to time its civic offices and facilities will be sought for hire for political purposes.

5.3.2 The hire of council owned premises for events, activities or otherwise which could be viewed as promoting the profile and interests of a political party over other political parties shall be permitted i.e. for political purposes. This refers to all political parties and independent representatives irrespective if they have representation on Mid Ulster Council or not. Hires identified as such shall be limited to the following, as detailed:

(i) That such hires be restricted to council facilities only and not extend to the hire of rooms in either of its three civic offices

(ii) That such hires of a room within a council facility are restricted to rooms that are available to the public generally and paid for at the same hire rate levied on any other member of the public

⁴ Council services shall be levied the relevant hire charge. Internal (council) hirers should give priority to booking council facilities before consideration is given to the hire of non-council facilities

⁵ Elected members will be levied the facility hire charge, except when a room in one of the Civic Buildings was sought but not available.

⁶ Shall be levied the relevant hire charge except in instances where the council has Elected Member representation on the outside body hiring

(iii) That any banners, posters, leaflets or any other paraphernalia forming part of the event be displayed and made available within the room only under hire within the facility

(iv) Block bookings shall not be permitted for such hires

(v) Hiring of a room within any of the council facilities shall be accepted and permitted except for events, activities or otherwise which are linked to elections and political party campaigning

5.3.3 This section (5.3) will not preclude an elected member of the council or group of elected representatives from booking a room during normal opening hours for the purpose of progressing council business in their representative role, as referred at 5.2.1 above.

5.3.4. Decisions on the use of all premises, except for the three civic buildings, shall be delegated to any Director of Council as referenced within Council's *Scheme of Delegation for Senior Officers*. The Chief Executive has ultimate responsibility for the civic buildings.

5.3.3 When it is felt that requests for the use of rooms within either of the civic buildings or facilities require council consideration, for events deemed as controversial these will be reported to Council. Where there is not sufficient time for Council to be consulted approval shall only be given following consultation with the Chair of the relevant Committee and Council.

5.4 Charging for Hire

5.4.1 Charges for the use of Council facilities and civic buildings, where applicable, shall be set and reviewed by Council.

5.4.2 Charges, where set, for the use of Council facilities and civic buildings shall apply in all circumstances except when used for the provision of civic hospitality hosted by the Chairperson or Deputy Chairperson of Council. In such circumstances, the hire charge will be capped at £100, or less where the charge levied is of a lesser amount.

6.0 ROLES AND RESPONSIBILITIES

6.1 **Chief Executive:** has authority with regard to the hire of facilities in line with the Council's Scheme of Delegation for Senior Officers on approving holding

of non-controversial events, conferences or promotions and applying any necessary hire charges

- 6.2 **Departments:** are responsible for; day to day managerial accountability for hire within Council Civic Offices and facilities; adherence to this policy and the associated terms and conditions within facilities; and adequate provision of training for members of staff involved in the delivery and associated administration of room hire and reservations to provide a high quality service.
- 6.3 **Elected Members:** consider requests for room hire brought to Council, where it is deemed necessary that Council consider whether or not to permit hire on the basis that they are deemed as controversial events.

7.0 IMPACT ASSESSMENTS

7.1 Equality Screening

This policy has been equality screened with no adverse impacts identified requiring mitigating action.

7.2 Rural Needs

A rural needs impacted assessment has been undertaken in line with the Rural Needs Act (NI) 2016. The council has a plethora of facilities and offices across the district council area available for hire, with all its civic offices located within the three urban centres of Cookstown, Dungannon and Magherafelt.

7.2 Staff & Financial Resources

No issues have been identified which will impact on the delivery of Council business as a result of this policy being implemented.

8.0 SUPPORT AND ADVICE

- 8.1 Advice and guidance on the implementation of this should be sought from Democratic Services, Chief Executive's Section.

9.0 COMMUNICATION

- 9.1 This policy shall be communicated to all elected members and relevant staff internally using a range of appropriate internal communication methods.

10.0 MONITORING & REVIEW ARRANGEMENTS

- 10.1 Implementation of this policy will be routinely monitored and a formal review undertaken 24 months from its effective date.

Appendix A

- Mid Ulster District Council Civic Offices**

Location	Room	Indicative Seating Capacity
Council Offices, Dungannon	Glass Pod	4
	Committee Room	20 boardroom style
Council Offices, Cookstown	Room 4	8
Council Offices, Magherafelt	Committee 1	10-12 boardroom style
	Committee 2	10-12 boardroom style
	Committee 3	24 Boardroom style

- Mid Ulster District Council Meeting Rooms & Facilities**

Location	Room	Seating Capacity (indicative)
Ranfurly House Arts and Visitor Centre, Dungannon	Tower Room	60
	Square Box	98
	Art Studio	40
	Gardner's Hall (book via Ranfurly)	Large Rm: 60 Small Rm: 30
	Ranfurly Events Space	Indoor: 200 Outdoor: 500
Leisure Centre, Dungannon	Meeting Room	40
	Minor Hall	100
Burnavon, Cookstown	Exhibition Area	60
	Studio	50
	Auditorium	350
Leisure Centre, Cookstown	Dance studio	60
	Committee Room	30
	Conference Room	50
Mid Ulster Sports Arena	Committee Room	15
	Mobile Unit	20
Bridewell, Magherafelt	Small meeting room	7
	Main Hall	150
Meadowbank, Magherafelt	Meeting Room	30
	Pavilion	60
	Cafeteria Area	120
Recreation Centre, Maghera	Conference Room	70
Northland Row, Dungannon	Interview Room	8
HomePlace, Bellaghy	The Helicon	180

Appendix C

Booking Procedures & Requirements

The following principles shall form the basis for the booking process.

- Bookings must be made in writing on the prescribed form
- Receipt of a booking request does not constitute acceptance of the booking
- Confirmation must be received from the Council to constitute a booking
- The Council reserves the right to cancel or amend any room hire or hire of council facility provided that adequate notice has been given to the hirer
- Notice of cancellation by the hirer and any charges levied will be as agreed
- Booking periods must be stated on the application and must include any time needed to install or remove equipment
- Booking procedures will require prospective hirers to confirm the nature and reason of the event



Introduction

Mid Ulster District Council has a statutory duty to screen its policies, procedures, practices/decisions. This Policy Screening Form and Report assists Council Departments to consider the likely equality and good relations impacts of the aforementioned, if any, placed upon our ratepayers, citizens, service users, staff and visitors to the district.

Section 1 – Policy scoping

This asks the Policy Author to provide details on the policy, procedure, practice and/or decision being screened and what available evidence you have gathered to help make an assessment of the likely impact on equality of opportunity and good relations. Reference to policy within this document refers to either of the aforementioned (policy, procedure, practice, and/ or decision).

Section 2 – Screening questions

This asks about the extent of the likely impact of the policy on groups of people within each of the Section 75 categories. Details of the groups consulted and the level of assessment of the likely impact. This includes consideration of multiple identity and issues.

Section 3 – Screening decision

This guides the Council to reach a screening decision as to whether or not there is a need to carry out an equality impact assessment (EQIA), or introduce measures to mitigate the likely impact, or the introduction of an alternative policy to better promote equality of opportunity.

Section 4 – Monitoring

This provides guidance to the Council on monitoring for adverse impact and broader monitoring.

Section 5 – Approval and authorisation

This verifies the Council's approval of a screening decision by a senior manager responsible for the policy.

Appendix A Screening Process

Section 1 Policy Scoping & Information

The first stage of the screening process involves scoping the policy under consideration which sets the context and confirms the aims and objectives for the policy being screened. Scoping the policy helps to identify constraints as well as opportunities and will help the policy author to work through the screening process on a step by step basis.

1. Policy Name		
Room on Room Hire (revised draft)		
2. Is this an existing, revised or a new policy?		
This is a revised policy previously reviewed in May 2018.		
3. What is it trying to achieve? (aims/outcomes)		
The policy assists officers of council with managing and administering the hire of rooms for the progression of business internal and external to the Council. The policy provides areas designated for a range of council service related meetings, activities and events. The policy details and develops the permission, circumstances and criteria in which rooms may be hire for use by those deemed as internal hirers and external hirers. The policy relates specifically to room hire and availability of civic buildings and facilities operated and under the control of Mid Ulster District Council. The entire policy has been revised with specific attention to room hire for political purposes across the council's offices and facilities.		
4. Are there any Section 75 categories which might be expected to benefit from the intended policy?	Yes	x
	No	
If so, please explain		
It has been identified that those falling within the Sec. 75 category of Political Opinion will be positively impacted by the policy.		
5. Who initiated or wrote the policy?		
Mid Ulster District Council		
6. Who owns and who implements the policy?		
Mid Ulster District Council		

Implementation factors

		Yes	No
Are there any factors which could contribute to/ detract from intended aim/ outcome of the policy?			
• If yes, are they financial?			X
• If yes, are they legislative?			X
• If yes, Please specify	<p>Financial:</p> <p>Not applicable please refer to above.</p> <p>Legislative:</p> <p>Not applicable, please refer to above.</p>		
• Other, Please specify			

Stakeholders

The internal and external (actual or potential) that the policy will be impacted upon

	Yes	No
Staff	X	
Service Users	X	
Other public sector organisations	X	
Voluntary/community/ trade unions	X	
Other, please specify		

Others policies with a bearing on this policy

Policies	Owners
All Mid Ulster District Council Policies	Mid Ulster District Council

Available evidence

Information and available evidence (qualitative and quantitative) gathered to inform the policy under each of the Section 75 groups as identified within the Northern Ireland Act 1998.

Section 75 category	Details of evidence/information																																								
Religious belief	<p>63.77% of the population in Mid Ulster were brought up in the Catholic religion and 33.46% belong or were brought up in a Protestant and Other Christian (including Christian related) religion. Other religions comprised 690 (0.5%) and None 3,153 (2.28%) of the population (Source: 2011 Census).</p> <table><tr><th>Religion or Religion brought up in</th><th>No.</th><th>%</th></tr><tr><td>Catholic</td><td>88,375</td><td>63.77</td></tr><tr><td>Protestant and Other Christian (including Christian related)</td><td>46,372</td><td>33.46</td></tr><tr><td>Other religions</td><td>690</td><td>0.5</td></tr><tr><td>None</td><td>3,153</td><td>2.28</td></tr><tr><td>Total</td><td>138,590</td><td>100</td></tr></table>	Religion or Religion brought up in	No.	%	Catholic	88,375	63.77	Protestant and Other Christian (including Christian related)	46,372	33.46	Other religions	690	0.5	None	3,153	2.28	Total	138,590	100																						
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Political opinion	<p>Political party representation can be used as an approximate barometer of political opinion of people within Mid Ulster council area. The table below shows the results from the May 2019 local government/council elections - percentage 1st preference vote share for each political party and current representation (seats) on Council. (Source: Electoral Office):</p> <table><tr><th>Party</th><th>Votes</th><th>Percentage</th><th>Council Seats</th></tr><tr><td>SF</td><td>23,553</td><td>39.8%</td><td>17</td></tr><tr><td>DUP</td><td>13,700</td><td>23.2%</td><td>9</td></tr><tr><td>SDLP</td><td>8,512</td><td>14.4%</td><td>5</td></tr><tr><td>UUP</td><td>8,021</td><td>13.6%</td><td>6</td></tr><tr><td>Independent</td><td>3,422</td><td>5.8%</td><td>2</td></tr><tr><td>Aontu*</td><td>846</td><td>1.4%</td><td>1</td></tr><tr><td>Alliance</td><td>729</td><td>1.2%</td><td></td></tr><tr><td>TUV</td><td>230</td><td>0.4%</td><td></td></tr><tr><td>Workers' Party</td><td>95</td><td>0.2%</td><td></td></tr></table> <p>*A councillor who was elected as a representative of the SDLP resigned from that party and aligned with Aontu shortly after the 2019 local government elections</p>	Party	Votes	Percentage	Council Seats	SF	23,553	39.8%	17	DUP	13,700	23.2%	9	SDLP	8,512	14.4%	5	UUP	8,021	13.6%	6	Independent	3,422	5.8%	2	Aontu*	846	1.4%	1	Alliance	729	1.2%		TUV	230	0.4%		Workers' Party	95	0.2%	
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Racial group	<p>According to the 2011 Census the overwhelming majority of the population 136,485 (98.48%) were classified as ‘white’. Within this total will be migrant communities, such as Polish, Lithuanian and so forth. Statistics indicate that the number of people in Mid Ulster Local Government District (LGD) born outside Northern Ireland is:</p>																																								

	<table><tr><th>Place of Birth</th><th>No.</th></tr><tr><td>Great Britain</td><td>4,053</td></tr><tr><td>Republic of Ireland</td><td>2,250</td></tr><tr><td>EU Countries (Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Slovakia and Slovenia)</td><td>6,795</td></tr><tr><td>Other</td><td>2,280</td></tr></table>	Place of Birth	No.	Great Britain	4,053	Republic of Ireland	2,250	EU Countries (Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Slovakia and Slovenia)	6,795	Other	2,280																		
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	The minority ethnic language profile within the area can serve as a possible indicator of the Black & Minority Ethnic (BME) community profile within the district. The composition of language groups in Mid Ulster LGD area is also noted from the 2011 census by NISRA as:																												
	<table><tr><th>Main Languages of residents in Mid Ulster Council area</th><th>No.</th></tr><tr><td>English</td><td>125,715</td></tr><tr><td>Polish</td><td>2,008</td></tr><tr><td>Lithuanian</td><td>2,039</td></tr><tr><td>Portuguese</td><td>903</td></tr><tr><td>Irish (Gaelic)</td><td>404</td></tr><tr><td>Slovak</td><td>477</td></tr><tr><td>Russian</td><td>297</td></tr><tr><td>Latvia</td><td>261</td></tr><tr><td>Hungarian</td><td>117</td></tr><tr><td>Chinese</td><td>64</td></tr><tr><td>Tagalog/Filipino</td><td>38</td></tr><tr><td>Malaysian</td><td>33</td></tr><tr><td>Other</td><td>922</td></tr></table>	Main Languages of residents in Mid Ulster Council area	No.	English	125,715	Polish	2,008	Lithuanian	2,039	Portuguese	903	Irish (Gaelic)	404	Slovak	477	Russian	297	Latvia	261	Hungarian	117	Chinese	64	Tagalog/Filipino	38	Malaysian	33	Other	922
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Age	<p>The age profile of Mid Ulster Local Government District area as at 2015 (Source, NISRA)</p> <table><tr><th></th><th>Mid Ulster</th><th>Northern Ireland</th></tr><tr><td>Total Population</td><td>144,002</td><td>1,851,621</td></tr><tr><td></td><td></td><td></td></tr><tr><td>0-15 years</td><td>33,123</td><td>385,200</td></tr><tr><td>16-39 years</td><td>47,646</td><td>583,116</td></tr><tr><td>40-64 years</td><td>43,621</td><td>591,481</td></tr><tr><td>65+ years</td><td>19,612</td><td>291,824</td></tr><tr><td></td><td></td><td></td></tr><tr><td>Population Change % (2005-2015)</td><td>15.3%</td><td>7.2%</td></tr></table>		Mid Ulster	Northern Ireland	Total Population	144,002	1,851,621				0-15 years	33,123	385,200	16-39 years	47,646	583,116	40-64 years	43,621	591,481	65+ years	19,612	291,824				Population Change % (2005-2015)	15.3%	7.2%	
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Marital status	The below table sets out the marital status profile for Mid Ulster District Council area as extracted from results of the 2011 Census																																																					
		Mid Ulster		Northern Ireland																																																		
		No.	%	No	%																																																	
	Single (never married or never registered a same sex civil partnership) (Aged 16+)	38,353	35.97	517,393	36.14																																																	
	Married (Aged 16+)	54,192	50.82	680,831	47.56																																																	
	In a registered same sex civil partnership (Aged 16+)	62	0.06	1,243	0.09																																																	
	Separated (but is still legally married or still legally in a same sex civil partnership) (Aged 16+)	3,369	3.16	56,911	3.98																																																	
	Divorced or formerly in a same sex civil partnership which is now legally dissolved (Aged 16+)	4,139	3.88	78,074	5.45																																																	
	Widowed or surviving partner from a same sex civil partnership (Aged 16+)	6,523	6.12	97,088	6.78																																																	
Sexual orientation	No specific statistics are available from the 2011 government census for this Category and there are therefore no official statistics available in relation to persons of different sexual orientation. However, the Integrated Household Survey would include between 3% and 4% would be either gay, lesbian and/or bisexual. However, due to the nature of 'disclosure' in this area, umbrella organisations often state that the figure may be closer to 10%.																																																					
	<table><tr><td>Region</td><td>Heterosexual / Straight</td><td>Gay/ Lesbian</td><td>Bisexual</td><td>Gay/ Lesbian/ Bisexual</td><td>Other</td><td>Don't know /refuse</td><td>No response</td></tr><tr><td>England</td><td>92.54%</td><td>1.10%</td><td>0.51%</td><td>1.61%</td><td>0.33%</td><td>4.07%</td><td>1.45%</td></tr><tr><td>Wales</td><td>93.93%</td><td>1.04%</td><td>0.48%</td><td>1.52%</td><td>0.45%</td><td>2.99%</td><td>1.11%</td></tr><tr><td>Scotland</td><td>94.65%</td><td>0.82%</td><td>0.33%</td><td>1.14%</td><td>0.26%</td><td>2.59%</td><td>1.37%</td></tr><tr><td>N Ireland</td><td>93.00%</td><td>0.64%</td><td>0.96%</td><td>1.60%</td><td>0.26%</td><td>3.98%</td><td>1.17%</td></tr><tr><td>Total</td><td>92.80%</td><td>1.06%</td><td>0.51%</td><td>1.57%</td><td>0.32%</td><td>3.89%</td><td>1.42%</td></tr></table>							Region	Heterosexual / Straight	Gay/ Lesbian	Bisexual	Gay/ Lesbian/ Bisexual	Other	Don't know /refuse	No response	England	92.54%	1.10%	0.51%	1.61%	0.33%	4.07%	1.45%	Wales	93.93%	1.04%	0.48%	1.52%	0.45%	2.99%	1.11%	Scotland	94.65%	0.82%	0.33%	1.14%	0.26%	2.59%	1.37%	N Ireland	93.00%	0.64%	0.96%	1.60%	0.26%	3.98%	1.17%	Total	92.80%	1.06%	0.51%	1.57%	0.32%	3.89%
Region	Heterosexual / Straight	Gay/ Lesbian	Bisexual	Gay/ Lesbian/ Bisexual	Other	Don't know /refuse	No response																																															
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N Ireland	93.00%	0.64%	0.96%	1.60%	0.26%	3.98%	1.17%																																															
Total	92.80%	1.06%	0.51%	1.57%	0.32%	3.89%	1.42%																																															
Research also conducted by the HM Treasury shows that between 5%-7% of the UK population identify themselves as gay, lesbian, bisexual or 'trans' (transsexual, transgender and transvestite) (LGBT).																																																						

Men & women generally	<p>The gender profile of Mid Ulster LGD is detailed as;</p> <table><tr><th></th><th colspan="2">Mid Ulster</th><th colspan="2">Northern Ireland</th></tr><tr><th></th><th>No.</th><th>%</th><th>No.</th><th>%</th></tr><tr><td>Male</td><td>69,362</td><td>50.05</td><td>887,323</td><td>49.00</td></tr><tr><td>Female</td><td>69,228</td><td>49.95</td><td>923,540</td><td>51.00</td></tr></table>		Mid Ulster		Northern Ireland			No.	%	No.	%	Male	69,362	50.05	887,323	49.00	Female	69,228	49.95	923,540	51.00					
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	No.	%	No.	%																						
Male	69,362	50.05	887,323	49.00																						
Female	69,228	49.95	923,540	51.00																						
Disability	<p>According to the 2011 NISRA census statistics 19.39% of people had a long-term health problem or disability that limited their day-to-day activities whilst 80.43% of people within the district stated their general health was either good or very good</p> <table><tr><th></th><th colspan="2">Mid Ulster</th><th colspan="2">Northern Ireland</th></tr><tr><th></th><th>No.</th><th>%</th><th>No.</th><th>%</th></tr><tr><td>Disability / long term health</td><td>26,870</td><td>19.39</td><td>374,646</td><td>20.69</td></tr><tr><td>No disability / long term health problem</td><td>111,720</td><td>80.61</td><td>1,436,217</td><td>79.31</td></tr></table> <p>In Northern Ireland the profile of persons with a disability has been reported by Disability Action as;</p> <ul style="list-style-type: none">• More than 1 in 5 or 21% of the population have a disability• 1 in 7 people have some form of hearing loss• 5,000 persons use sign language - British Sign Language and/or Irish Sign Language• There are 57,000 blind persons or persons with significant impairment• 52,000 persons with learning difficulties		Mid Ulster		Northern Ireland			No.	%	No.	%	Disability / long term health	26,870	19.39	374,646	20.69	No disability / long term health problem	111,720	80.61	1,436,217	79.31					
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Disability / long term health	26,870	19.39	374,646	20.69																						
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Dependants	<p>Persons with dependents may be people who have personal responsibility for the care of a child (or children), a person with a disability, and/ or a dependent older person. The below table provides a summary with respect Mid Ulster LGD.</p> <table><tr><th></th><th colspan="2">Mid Ulster</th><th colspan="2">Northern Ireland</th></tr><tr><th></th><th>No.</th><th>%</th><th>No.</th><th>%</th></tr><tr><td>Households with dependent children</td><td>18,626</td><td>38.99</td><td>238,094</td><td>33.86</td></tr><tr><td>Lone parent households with dependents</td><td>3,485</td><td>7.30</td><td>63,921</td><td>9.09</td></tr><tr><td>People providing unpaid care</td><td>12,821</td><td>10.69</td><td>231,980</td><td>11.82</td></tr></table> <p>Of the households in Mid Ulster Local Government District with dependent children, they can be summarised as;</p> <ul style="list-style-type: none">• 7,407 families in households have 1 dependent child• 6,394 families in households with two dependent children• 5,014 families in households with three dependent children <p>There are 37,306 dependent children within families.</p>		Mid Ulster		Northern Ireland			No.	%	No.	%	Households with dependent children	18,626	38.99	238,094	33.86	Lone parent households with dependents	3,485	7.30	63,921	9.09	People providing unpaid care	12,821	10.69	231,980	11.82
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Needs, experiences and priorities

Taking into account the information referred to above, what are the different needs, experiences and priorities of each of the following categories, in relation to the particular policy/decision? Specify details for each of the Section 75 categories

Section 75 category	Details of needs/experiences/priorities
Religious belief	It is anticipated that there will be no adverse impacts as an outworking from the revised policy
Political opinion	It is anticipated that there will be no adverse impacts when reflecting back on the Room Hire Policy in place from May 2018, which excluded council facilities and civic buildings from hire for political purposes.
Racial group	It is anticipated that there will be no adverse impacts
Age	It is anticipated that there will be no adverse impacts
Marital status	It is anticipated that there will be no adverse impacts
Sexual orientation	It is anticipated that there will be no adverse impacts
Men and women generally	It is anticipated that there will be no adverse impacts
Disability	It is anticipated that there will be no adverse impacts
Dependants	It is anticipated that there will be no adverse impacts

Section 2 – Screening Questions

In making a decision as to carry out an Equality Impact Assessment (EQIA), the Council should consider its answers to the questions 1- 3 detailed below.

If the Council's conclusion is **none** in respect of all of the Section 75 equality of opportunity categories, then the Council may decide to screen the policy out. If a

policy is 'screened out' as having no relevance to equality of opportunity, the Council should give details of the reasons for the decision taken.

If the Council's conclusion is **major** in respect of one or more of the Section 75 equality of opportunity, then consideration should be given to subjecting the policy to the equality impact assessment procedure.

If the Council's conclusion is **minor** in respect of one or more of the Section 75 equality categories, then consideration should still be given to proceeding with an equality impact assessment, or to:

- measures to mitigate the adverse impact; or
- the introduction of an alternative policy to better promote equality of opportunity.

In favour of a 'major' impact

- a) The policy is significant in terms of its strategic importance;
- b) Potential equality impacts are unknown, because, for example, there is insufficient data upon which to make an assessment or because they are complex, and it would be appropriate to conduct an equality impact assessment in order to better assess them;
- c) Potential equality impacts are likely to be adverse or are likely to be experienced disproportionately by groups of people including those who are marginalised or disadvantaged;
- d) Further assessment offers a valuable way to examine the evidence and develop recommendations in respect of a policy about which there are concerns amongst affected individuals and representative groups, for example in respect of multiple identities;
- e) The policy is likely to be challenged by way of judicial review;
- f) The policy is significant in terms of expenditure.

In favour of 'minor' impact

- a) The policy is not unlawfully discriminatory and any residual potential impacts on people are judged to be negligible;
- b) The policy, or certain proposals within it, are potentially unlawfully discriminatory, but this possibility can readily and easily be eliminated by making appropriate changes to the policy or by adopting appropriate mitigating measures;
- c) Any asymmetrical equality impacts caused by the policy are intentional because they are specifically designed to promote equality of opportunity for particular groups of disadvantaged people;
- d) By amending the policy there are better opportunities to better promote equality of opportunity.

In favour of none

- a) The policy has no relevance to equality of opportunity.
- b) The policy is purely technical in nature and will have no bearing in terms of its likely impact on equality of opportunity for people within the equality categories.

Screening questions

1. What is the likely impact on equality of opportunity for those affected by this policy, for each of the Section 75 equality categories (minor/ major/ none)		
Section 75 category	Details of policy impact	Level of impact? minor/major/none
Religious belief	No adverse impacts anticipated as the room hire of civic offices and council facilities are available to those irrespective of religious belief	None
Political opinion	The revised policy places limitations on the hire rooms within council offices and facilities for political purposes but does not exclude persons with differing political opinions (political parties or other) from hire of same. The policy positively impacts upon persons with differing political opinions	Minor (positive) It has been determined that there would be a minor impact on persons with differing political opinions but the policy has been amended to ensure equality of opportunity across all those with differing political opinion.
Racial group	No adverse impacts anticipated as the room hire of civic offices and council facilities are available to those irrespective of racial group	None

Age	No adverse impacts anticipated as the room hire of civic offices and council facilities are available to those irrespective of age	None
Marital status	No adverse impacts anticipated as the room hire of civic offices and council facilities are available to those irrespective of marital status	None
Sexual orientation	No adverse impacts anticipated as the room hire of civic offices and council facilities are available to those irrespective of sexual orientation	None
Men and women generally	No adverse impacts anticipated as the room hire of civic offices and council facilities are available to those irrespective of gender	None
Disability	No adverse impacts anticipated as the room hire of civic offices and council facilities are available to those irrespective of persons with disabilities	None
Dependants	No adverse impacts anticipated as the room hire of civic offices and council facilities are available to those irrespective of persons having dependents	None

2. Are there opportunities to better promote equality of opportunity for people within Section 75 equality categories? (Yes/ No)

Section 75 category	If Yes , provide details	If No , provide reasons
Religious belief		The Council has assessed the potential impact of the policy and has determined it does not unlawfully directly discriminate in any way with respect to any Section 75 groups.

Political opinion		The Council has assessed the potential impact and has been determined that the changes within it will positively impact those of varying different political opinions in providing accessibility to hire rooms in council facilities for political purposes.
Racial group		The Council has assessed the potential impact of the policy and has determined it does not unlawfully directly discriminate in any way with respect to any Section 75 groups.
Age		The Council has assessed the potential impact of the policy and has determined it does not unlawfully directly discriminate in any way with respect to any Section 75 groups.
Marital status		The Council has assessed the potential impact of the policy and has determined it does not unlawfully directly discriminate in any way with respect to any Section 75 groups.
Sexual orientation		The Council has assessed the potential impact of the policy and has determined it does not unlawfully directly discriminate in any way with respect to any Section 75 groups.
Men and women generally		The Council has assessed the potential impact of the policy and has determined it does not unlawfully directly discriminate in any way with respect to any Section 75 groups.
Disability	.	The Council has assessed the potential impact of the policy and has determined it does not unlawfully directly discriminate in any way with

		respect to any Section 75 groups.
Dependants		The Council has assessed the potential impact of the policy and has determined it does not unlawfully directly discriminate in any way with respect to any Section 75 groups.

3. Are there opportunities without prejudice, to the equality of opportunity duty, to better promote good relations between Section 75 equality categories, through tackling prejudice and/ or promoting understanding? (Yes/ No)

	No	x
	Yes	
If yes, please detail the opportunities below:		

If yes is concluded to Question 3, then the policy will be referred to the Council's Good Relations Working Group for consideration. The Group will consider the potential opportunities and assess if and how the overall impact of a decision/policy can better promote good relations.

Additional Considerations - Multiple identity

Generally speaking, people can fall into more than one Section 75 category. Taking this into consideration, are there any potential impacts of the policy/decision on people with multiple identities? *(For example; disabled minority ethnic people; disabled women; young Protestant men; and young lesbians, gay and bisexual people).*

All section 75 groups, including those with multiple identities will be impacted and benefit from the bringing forward of this policy. The policy makes available room hire opportunities for all persons from the Section 75 categories. There are some limitations to hire for those of a political opinion from across the section 75 groupings but no exclusions to hire are in place. It has been determined that the limitations identified are justified as a proportionate way of equal opportunity for all persons of differing political opinion.

Provide details of data on the impact of the policy on people with multiple identities. Specify relevant Section 75 categories concerned.

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Section 3 – Screening Decision

In light of answers provided to the questions within Section 3 select one of the following with regards the policy:

		Select One
1	Shall not be subject to an EQIA - <i>with no mitigating measures required</i>	1
2	Shall not be subject to an EQIA - <i>mitigating measures/ alternative policies introduced</i>	
3	Shall be subject to an EQIA	

If 1 or 2 above (i.e. not to be subject to an EQIA) please provide details of reasons why.

This is a review of an existing policy undertaken 24 months from the conclusion of the previous policy. A review has been undertaken on the entire policy with a focus on the section of hire for political purposes. The review has amended the policy to facilitate the hire of rooms within council facilities for political purposes with some limitations in place. No mitigations are required with the policy in the current proposed form.

If 2 above (i.e. not to subject to an EQIA) in what ways can adverse impacts attaching to the policy be mitigated or an alternative policy be introduced.

Not applicable refer to above

If 3 above (i.e. shall be subject to an EQIA), please provide details of the reasons.

Not applicable refer to above

Mitigation

When it is concluded that the likely impact is 'minor' and an equality impact assessment is not to be conducted, you may consider mitigation to lessen the severity of any equality impact, or the introduction of an alternative policy to better promote equality of opportunity.

Can the policy/decision be amended or changed or an alternative policy introduced to better promote equality of opportunity?

If so, give the **reasons** to support your decision, together with the proposed changes/amendments or alternative policy:

- It is not determined that this would be the case the. The revised policy in itself allows for the promotion of equality of opportunity, particularly of those with differing political opinions.

Timetabling and prioritising

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

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

Priority criterion	Rating (1-3)
Effect on equality of opportunity	N/A
Social need	N/A
Effect on people's daily lives	N/A
Relevance to a Council's functions	N/A

Note: 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. Details of the Council's Equality Impact Assessment Timetable should be included in the Screening Reports.

- **Is the policy affected by timetables established by other relevant public authorities?**

Yes	N/A
No	N/A

Section 5 – Monitoring

Effective monitoring will help identify any future adverse impact arising from the policy which may lead the Council to conduct an equality impact assessment, as well as help with future planning and policy development. Please detail proposed monitoring arrangements below:

Corporate and departmental monitoring on the application and implementation of the policy will be undertaken to identify any negative impacts to be addressed in a future review.

Section 6 – Approval and Authorisation

Screened by:	Position/ Job Title	Date
Ann McAleer	Corporate Policy& Equality Officer	05-01-21
Approved by:	Position/ Job Title	Date
Philip Moffett	Head of Democratic Services	06-01-21

Note: A copy of the Screening Template, for each policy screened should be 'signed off' and approved by a senior manager responsible for the policy; made easily accessible on the council website as soon as possible following completion and be available on request.

