Lisburn & Castlereagh City Council

Civic Headquarters
Lagan Valley Island
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June 5th, 2026

Chairperson: Alderman P Porter

Vice-Chairperson: Councillor R McLernon

Aldermen: A Ewart MBE and O Gawith

Councillors: J Bamford, T Beckett, R Carlin, K Dickson, A Ewing, J Harpur, J Laverty BEM, U Mackin, G McCleave,, M McKeever and The Hon N Trimble

Ex Officio: The Right Worshipful the Mayor, Councillor B Higginson

Deputy Mayor, Alderman A McIntyre

Notice of Meeting

A meeting of the **Corporate Services Committee** will be held on **Wednesday, 10th June 2026** at **6:00 pm** for the transaction of the undernoted Agenda. Members are requested to attend.

A hot meal shall be available in **Lighters Restaurant** from 5.15 pm.

David Burns, Chief Executive, Lisburn & Castlereagh City Council

Agenda

APOLOGIES

DECLARATIONS OF MEMBERS' INTERESTS

(i) Conflict of Interest on any matter before the Meeting (Member to confirm the specific item).

(ii) Pecuniary and Non-Pecuniary Interest (Member to complete the Disclosure of Interest form).

REPORT OF DIRECTOR OF FINANCE & CORPORATE SERVICES

Livestreaming of Meetings

For Approval

Attachment: FINAL - CSC Report - Livestream meetings Final 020626.pdf ***Page 1***

Attachment: Appendix 2 - Equality Screening Livestream of Meetings (002)aw.pdf ***Page 4***

Attachment: Appendix 1 - Proposed Adjustments to Standing Orders.pdf ***Page 21***

REPORT OF HEAD OF GOVERNANCE & COMMUNICATIONS

Lagan Valley Island - Building Illumination Request

For Approval

Attachment: FINAL CSC Report Illumination Request - 250 Anniversary Independence Day.pdf ***Page 23***

Attachment: Letter to Council Chief Executives - MARKING THE 250TH ANNIVERSARY OF THE UNITED STATES DECLARATION OF INDEPENDENCE.pdf ***Page 25***

REPORT OF HEAD OF HUMAN RESOURCES AND ORGANISATION DEVELOPMENT

Equality Report

For Decision

Attachment: CSC Report - Annual Progress Report (Equality).pdf ***Page 27***

Attachment: Appendix 1 - Annual Progress Report LCCC 25-26.pdf ***Page 29***

Attachment: Appendix 2 - Equality Action Plan Progress 25-26.pdf ***Page 65***

Attachment: Appendix 3 Disability Action Plan 21-25.pdf ***Page 72***

Attachment: Appendix 4 - Draft EAP 26-30.pdf ***Page 89***

Attachment: Appendix 5 - Draft DAP 26-30.pdf *Page 103*

Attachment: Appendix 6 - EAP Equality Screening.pdf *Page 113*

Attachment: Appendix 7 - DAP Equality Screening.pdf *Page 130*

Attachment: Appendix 8 - Updated Equality Screening Template.pdf *Page 144*

Attachment: Appendix 9 - ECNI_S75_ScreeningTemplate.pdf *Page 154*

Elected Member Development

For Decision

Attachment: CSC Report - Elected Member Development Report.pdf *Page 171*

Attachment: Appendix 1 - Elected Member Development Steering Group Minutes.pdf *Page 173*

Workforce Reports

Attachment: CSC Report - Workforce Report.pdf *Page 177*

Attachment: Attendance Management Report Analysis for Period Ending on 31st March 2025.pdf *Page 179*

Attachment: Recruitment Committee Report - Advert & Selection.pdf *Page 186*

Attachment: Recruitment Committee Report - Appointments.pdf *Page 187*

Attachment: Workforce Profile.pdf *Page 188*

CONFIDENTIAL REPORTS

Confidential due to information relating to the financial or business affairs of any particular person (including the Council holding that information).

Tender Update Report

For Noting

Attachment: CSC Report -Tender Awards for Noting June 2026.pdf *Not included*

Attachment: APPENDIX 1 Tender Award Summary for Noting June 2026.pdf *Not included*

Attachment: APPENDIX 2 Tender Reports June 2026.pdf *Not included*

Outline Business Case - Lighting Schemes at Lough Moss and Carryduff Park

For Decision

Attachment: CS Report for Lighting Scheme FINAL.pdf	***Not included***
Attachment: Appendix 1 - OBC Lighting Scheme FINAL.pdf	***Not included***
Attachment: Appendix 2 -Equality Screening Lighting Scheme.pdf	***Not included***
Attachment: Appendix 3 RNIA - Lighting Scheme.pdf	***Not included***

Period 12 Management Accounts

For Noting

Attachment: FINAL CSC Report - Draft Management Accounts period 12.pdf	***Page 194***
Attachment: Draft period 12 management accounts.pdf	***Page 199***
Attachment: CSC - Building Resilience March 26.pdf	***Not included***

LGTG JAM Card

For Decision

Attachment: CSC Report - JAM Card.pdf	***Not included***
Attachment: Appendix 1 - Equality Screening - JAM Card.pdf	***Not included***

iTrent Renewal

For Decision

Attachment: CSC Report - ITrent Renewal.pdf	***Not included***

Tender for Occupational Health Services

For Decision

Attachment: CSC Report - Tender for Occupational Health Services.pdf	***Not included***
Attachment: Appendix 1 - OH Business Case.pdf	***Not included***
Attachment: Appendix 2 - OH Equality Screening.pdf	***Not included***
Attachment: Appendix 3 - Rural Needs Impact Assessment.pdf	***Not included***

Acting Up and Honaria Policy

For Decision

Attachment: CSC Report - Acting Up & Honoraria Policy Report.pdf	***Not included***

Attachment: Appendix 1 - Proposed Adjustments to Standing Orders.pdf ***Not included***

Attachment: Appendix 2 - Proposed Acting Up & Honoraria Policy (Clean).pdf ***Not included***

Attachment: Appendix 3 - Equality Screening - Acting Up.pdf ***Not included***

Efficiency Review Steering Group (ERSG) ***Page 202***

For Decision

Attachment: Appendix 1 - ERSG Minutes_Action_Notes_April_26.pdf ***Not included***

Attachment: Appendix 2 - ERSG Minutes_Action_Notes_June_26.pdf ***Not included***

Attachment: Appendix 3 - ERSG_April_26_Director_ODI_upate.pdf ***Not included***

Attachment: Appendix 4 - ERSG_HoSS_DIIB_Restructure.pdf ***Not included***

Attachment: Appendix 5 - ERSG_HOA_Assets_June26.pdf ***Not included***

ANY OTHER BUSINESS

Lisburn & Castlereagh City Council

Committee:	Corporate Services Committee
Date:	10th June 2026
Report from:	Director of Finance & Corporate Services

Item for:	Decision
Subject:	Livestream of meetings

1.0 **Background and Key Issues**

1.1 The Council, at its meeting held on 24th February 2025, agreed to consider a Notice of Motion on Transparency recommended by the Corporate Services Committee

1.2 Part of that Notice of Motion was 'to consider and present proposed amendments to standing orders and other associated guidelines in relation to all council, committee and working group discussions and decisions which enables this approach, to ensure maximum transparency while adhering to legislative requirements'.

1.3 Currently, only Full Council Meetings are live streamed, with figures showing an average of 9 viewers per Council meeting for the 10 month period 08/25-05/26. (Note the most recent council meeting on 26/05/26 had a total of 5 viewers).

1.4 As livestreaming all committee meetings would require a resource with specific technical experience to manage the system, the following options are being brought forward to Corporate Services Committee:

1.5 **Option 1- Live streaming facilitated in-house:**
The Arts Technicians currently support live streaming of the Council meetings, but given their current workload supporting art, theatre, community events and civic events and current and upcoming employment legislation (removing option for casual contracts), this option would require an additional full-time technician to be recruited at an approximate cost of £49,700 per annum.

Advantages:
- More control over the quality of the service provision as Arts Technicians are already familiar with the workings of the Chamber
- Ability to service Council and meetings at short notice compared to outsourced option
- More resilience within the Arts Team to service wider technical needs

Challenges:
- No financial resource allocated to such a position within the 26/27 estimates.
- Recruitment process may take up to 6 months
- Members' feedback on prioritisation of this over other potential pressing needs
- Amendments required to Standing Orders

1.6 **Option 2 - Outsource to an AV Contractor:**
A number of Councils outsource their technical support for meetings, with industry engagement indicating an estimated cost of a four-year contract of this nature to be in the region of £100k. To progress with this option there would be a requirement for a business case to be brought forward to Corporate Services Committee, followed by a procurement exercise.

Advantages:
- Service delivery responsibility passes from council to an external provider (also a challenge)

- Costs less than resourcing internally

Challenges
- No current financial provision in the 26/27 estimates
- Potential risk of providers not renewing contracts
- Service disruption if contracts are not honoured
- Additional contract variation costs including uplift in costs and charging additional costs
- Ability to service meetings at short notice
- Amendments required to Standing Orders
- Procurement process could take up to 1 year from Member decision
- Members' feedback on prioritisation of this over other potential pressing needs

1.7 **Option 3 - Status Quo**

This option would continue to see live streaming of Full Council meetings only. A webcast of the monthly Council meeting along with audio recordings of all Committee meetings are published on the Council's website within 3-5 working days.

Advantages:
- Value for Money option - No additional cost
- No amendment to process or Standing Orders required
- Already complies with statutory obligations

Challenges:
- Will not fully meet aspirations of the Notice of Motion

1.8 **Option 4 - Livestream Council Meetings and upload Video Recordings (rather than audio recordings) of Committee Meetings within 1-3 working days**

This option would see continued live streaming of Full Council meetings (and an uploaded video webcast of the Council meeting to the Council's website within 1-3 working days). This is an improvement against the current 3-5 working days in Standing Orders. Furthermore, video recordings (webcast) of Committee meetings would be uploaded in 1-3 working days. This is an improvement against the current 3-5 working days to upload audio only recordings, as per Standing Orders.

The uploading in 1-3 days recognises feedback from Members regarding the timeliness of accessing footage. To allow Members the ability to clip and share footage from meetings on their social media pages, adjustments will be required to Standing Orders through the Council meeting at the end of June. Proposed adjustments to Standing Orders and associated protocols, subject to further checking, are attached at Appendix 1.

Adjustment to Standing Orders could be achieved at the June Council Meeting, thereby allowing this option to be implemented in full after the summer recess.

Advantages:
- Best value solution
- Can be implemented immediately after summer recess
- Meets principles of Notice of Motion
- No additional cost

Challenges:
- Some reprioritisation of central team workload required
- Requires adjustments to Standing Orders 8(1), 8(6) and Appendix A: Access To Council & Committee Meetings, Agenda, Reports, Minutes & Recordings - Protocol (6) and Appendix C Remote Meetings Protocol (4.2).

1.9	**Summary** Of the 4 options outlined above, Option 4 is considered the most appropriate as it will satisfy the proposed Notice of Motion and will not require any additional cost to the Council. Consultation has taken place with Councillor Hynds as the proposer of the Notice of Motion, and Councillor Catney as the seconder. The effectiveness of the changes will be reviewed 6 - 12 months following implementation	
2.0	**Recommendation** It is recommended that the committee agrees to: • Option 4, Livestream Full Council Meetings and upload video recordings of Full Council Meetings and Committee Meetings in 1-3 working days; • Officers tabling a report at Council to adjust Standing Orders and Protocol; and • Review the position after 6 - 12 months.	
3.0	**Finance and Resource Implications** Option 1 – cost to council c£196k over a 4-year period Option 2 – cost to council c£100k over a 4-year period Option 3 – No additional cost to council Option 4 – No additional cost to council	
4.0	**Equality/Good Relations and Rural Needs Impact Assessments**	
4.1	Has an equality and good relations screening been carried out?	Yes ~~/ No~~
4.2	Brief summary of the key issues identified and proposed mitigating actions **or** rationale why the screening was not carried out	
4.3	Has a Rural Needs Impact Assessment (RNIA) been completed?	~~Yes /~~ No
4.4	Brief summary of the key issues identified and proposed mitigating actions **or** rationale why the screening was not carried out. The outcome of this decision will have no bearing on rural needs.	

Appendices:	Appendix 1 – Proposed Adjustments to Standing Orders Appendix 2 - Equality screening

Lisburn & Castlereagh City Council

Section 75 Equality and Good Relations Screening template (Oct 2022)

Part 1. Information about the activity/policy/project being screened

Name of the activity/policy/project

Enhanced transparency through publishing webcast recordings of all committee meetings.

Is this activity/policy/project – an existing one, a revised one, a new one?

The activity is based on the enhancement of existing arrangements to publish webcast recordings of all Committee meetings as part of the Council's commitment to transparency by default.

Background

In October 2022 the Council took the decision to livestream all Full Meetings of Council and publish webcast recordings on its website. Committee meetings are not livestreamed however, audio recordings are made available on the website following ratification of the minutes.

In February 2025, Lisburn & Castlereagh City Council (LCCC) agreed to adopt a Notice of Motion on transparency. The considerations arising from the Motion are:

a. Transparency by default
b. Options to facilitate the livestream of all committee meetings and amendments to relevant policies to reflect this practice
c. Publication of recordings within an appropriate timeframe
d. Amendments to Standing Orders to require a recorded vote where the outcome is not unanimous

What are the intended aims/outcomes the activity/policy/project is trying to achieve?

The intended aims/outcomes of the activity are:

- To provide openness and transparency to the Council's decision-making process by publishing webcast recordings of all Committee meetings.

- To promote public trust and democratic engagement by ensuring that Council and committee meetings are accessible to all members of the public through live broadcast (Council) and timely publication of recordings.
- Amend relevant policies/protocols to incorporate publishing webcast recordings and the voting process where the outcome is not unanimous.

Who is the activity/policy/project targeted at and who will benefit? Are there any expected benefits for specific Section 75 categories/groups from this activity/policy/project? If so, please explain.

All members of the public, including those who may experience barriers to physical attendance such as individuals with disabilities, caring responsibilities, or limited access to transport. Elected Members will also benefit from increased public confidence in decision-making processes.

Who initiated or developed the activity/policy/project?

The proposed changes are the result of a notice of motion adopted by the Council and will be developed by the Member Services Unit within the Finance and Corporate Services Department.

Who owns and who implements the activity/policy/project?

Owned by Lisburn & Castlereagh City Council. Will be implemented by the Members Services Unit.

Are there any factors which could contribute to/detract from the intended aim/outcome of the activity/policy/project?

Yes

If yes, give brief details of any significant factors.

- Financial implications due to budget pressures. This may impact the quality of the arrangements put in place.
- Legal implications e.g. GDPR issues will have to be monitored.
- Technical issues may mean that there are delays in publication on occasion.

Who are the internal and external stakeholders (actual or potential) that the activity/policy/project will impact upon? Delete if not applicable

Staff

- Chief Executive
- Senior Management Team
- Heads of Service
- Member Services Unit
- Technicians
- Corporate Communications Unit
- IT Services
- All Staff

Service users

- Rate payers
- Members of the public
- Media

Other public sector organisations

The following public sector organisations will be impacted as representatives who attend Council and Committee meetings will be captured in the livestream and webcast recordings published on the Council's website:

- DfI – Roads Services
- Northern Ireland Water Services
- Northern Ireland Housing Executive
- Belfast and Lisburn Health Trusts

Other

- Elected Members
- Other stakeholders who have reason to engage with the Council through formal structures
- Members of the public sitting in the public gallery captured in the livestream and recordings.

Other policies/strategies/plans with a bearing on this activity/policy/project [

Name of policy/strategy/plan	Who owns or implements?
Standing Orders	LCCC
Local Government Act (NI) 2014	Northern Ireland Assembly
Local Government (Remote Meetings) Regulations (Northern Ireland) 2024.	Department for the Communities
LCCC Access to Council and Committee Meetings and Agenda Report Minutes Protocol	LCCC
Remote Meetings Protocol	LCCC

Available evidence

What evidence/information (qualitative and quantitative) have you gathered or considered to inform this activity/policy? Specify details for each Section 75 category.

Most up to date NISRA population data from Census 2021 (published 22/09/22)
Lisburn and Castlereagh Census Data

Consideration has been given to the approaches adopted by other councils in relation to the livestreaming of their meetings.

Given that we do not hold information on the categories of people who access recordings of our meetings the following section has been based on the makeup of Elected Members of the council, as well as census data for the Council area

Section 75 Category	Details of evidence/information
Religious Belief	NI Census 2021 data for the Lisburn and Castlereagh area: 58% Protestant (or other Christian) 27% Catholic 2% Other 13% None

<table>
<tr><td></td><td>We do not have information on the religious background of businesses or individuals who may access this programme.
The Council does not hold information on the religious belief of Elected Members.</td></tr>
<tr><td>Political Opinion</td><td>The Local Government Election in May 2023 demonstrated the following weighting in the Borough’s political opinion. Note: only 52% of those eligible submitted a vote.
<table>
<tr><th>DUP (%)</th><th>Alliance (%)</th><th>UUP (%)</th><th>SF (%)</th><th>SDLP (%)</th><th>Ind (%)</th></tr>
<tr><td>35</td><td>32.5</td><td>15</td><td>10</td><td>5</td><td>2.5</td></tr>
</table>

The Council has 40 Elected Members drawn from the following political parties:
DUP - 14
APNI - 13
UUP - 6
SF - 4
SDLP – 2
INDEPENDENT – 1</td></tr>
<tr><td>Racial Group</td><td>Using the same Census/boundary data indicates that just over 4% of the population were from an ethnic minority group.</td></tr>
<tr><td>Age</td><td>The population in 2021 totalled 149,106:
28,331 (0-14)
44,731 (15-39)
49,205 (40-64)
26,839 (65+ years)</td></tr>
<tr><td>Marital Status</td><td>For the 16+ population in relation to marital and civil partnerships:
33% single
52% married or civil partnership
3% separated
6% divorced or formerly in a civil partnership.
6% widowed or surviving partner from a civil partnership</td></tr>
</table>

Sexual Orientation	The Census 2021 data indicates that 91% identified as straight or heterosexual, 2% of the household population identified as gay, lesbian, bisexual or other sexual orientation, while 7% prefer not to say or not stated.
Men & Women Generally	The LCCC population (2021) was 51% female and 49% male. This reflects the overall NI position. LCCC Elected Members: • Female – 22.5% • Male – 77.5%
Disability	Census data 2021 suggests that 21.7% of the LCCC population have a long-term health problem or disability. This is a 3.4% increase on the Census 2011 figure.
People with and without Dependants	2021 Census Information – Lisburn & Castlereagh City Council is just slightly above the mid – point Northern Ireland in relation to dependent children in household between ages of 0 - 4; 5 – 9; 10 – 14, but is in bottom position in relation to children & young adults aged 15 – 19 years. In 2021, of the 60,143 households in the Lisburn & Castlereagh City council area 14.4% (8,661) had dependent children. 10.98% of the population on average provide unpaid care, with 3.4% providing in excess of 50 hours per week.

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 activity/policy/decision? Specify details for each of the Section 75 categories

Section 75 Category	Details of needs/experiences/priorities
Religious Belief	No different needs or experiences identified in relation to religious belief, political opinion.
Political Opinion	
Racial Group	Council meetings and information should be accessible for everyone including people who do not have English as their first language. This may require modification to the Council website, including recordings of meetings, or provision of information in alternative languages if requested.
Age	It is anticipated that some people in this category, for example older people, are more likely to want or need access to the livestream and recordings of meetings.
Marital Status	No different needs or experiences identified for these groups in relation to the proposed changes.
Sexual Orientation	
Men & Women Generally	No different needs or experiences identified for these groups in relation to the proposed changes.
Disability	People with different disabilities have different access needs when it comes to information. For example, the livestream and recordings will be accessible for those with visual impairments but those with hearing impairment will have different needs. This can be met

	through the publication of meeting packs and minutes on the council website, as well as the use of sign language interpreters (via the introduction of remote services which are currently being explored)
Dependants	People who have dependent children or adults, including those with disabilities, may not be able to attend meetings and therefore would benefit from being able to access a recording at a time that suits them. Streamlined minutes will also provide a succinct account of the business. Some people with dependants may prefer the convenience of access to the live stream which will no longer be available for committees.

Part 2. Screening questions

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

Section 75 Category	**Details of likely impact – will it be positive or negative? If none anticipated, say none**	**Level of impact - major or minor*** - see guidance below
Religious Belief **Political Opinion**	No differential impact by religious belief or political opinion as the proposed changes apply equally to all.	None
Racial Group	The publication of recordings could potentially disadvantage those whose first language is not English. However, the Council's website uses software which can translate.	Minor – negative Minor - positive

Age	Some older people may appreciate the opportunity to access recordings in their own time. However, some members of the public may not have the necessary technology or skills to access recordings and may prefer to obtain a hard copy of the minutes. They may also prefer access to the live stream.	Minor – positive Minor - negative
Marital Status	No different impact identified for these groups	None
Sexual Orientation		
Men & Women Generally		
Disability	Anyone who is unable to attend meetings will find it helpful to access recordings in their own time and at their own pace. Recordings may be suitable for some people with certain disabilities but less accessible for some, for example those with hearing impairment.	Minor – positive Minor - negative
Dependants	The ability to access recordings of meetings may facilitate people who have caring responsibilities.	Minor – positive

* See Appendix 1 for details.

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

Section 75 Category	IF Yes, provide details	If No, provide details
Religious Belief		No opportunity identified
Political Opinion		No opportunity identified
Racial Group	Whilst our corporate information on the website can be translated using the assistive software, the Council could possibly do more to make those from racial minorities and newcomers to the area aware of council business, including meetings. People for whom English is not their first language may require translations.	
Age	Older people who cannot access the livestream and recordings can be provided with a hard copy of minutes.	
Marital Status		No opportunity identified
Sexual Orientation		No opportunity identified
Men & Women Generally		No opportunity identified
Disability	The livestream and recordings can be accessed on the Council's website. Anyone who is unable to attend meetings may find it helpful to be able to access	

	this in their own time and at their own pace. LCCC are currently taking steps to procure Video Relay Service (VRS) and Video Remote Interpreting (VRI) services which will assist further with ensuring accessibility for the deaf community. The Department for Communities guidance will inform any further actions that may be taken, and the Equality Screening will be updated to reflect this.	
People with and without Dependants		No opportunity identified

Equality Action Plan 2021-2025

Does the activity/policy/project being screened relate to an action in the Equality Action Plan 2021-2025? Yes/No If yes, specify which action.

Yes – 2.1 Access to Council information

2(b) DDA Disability Duties (see Disability Action Plan 2021-2025)

Does this policy/activity present opportunities to contribute to the actions in our Disability Action Plan:

- to promote positive attitudes towards disabled people?
- to encourage the participation of disabled people in public life?

Yes, action 4.4 – Accessibility of Council website and communications. The publication of recordings will provide access to the Council's decision-making process for those who are unable to attend meetings in person. They can access the Council meeting remotely or the Committee recordings in their own time and at their own pace.

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

Good Relations Category	**Details of likely impact. Will it be positive or negative?** [if no specific impact identified, say none]	**Level of impact – minor/major***
Religious Belief	No direct impact on good relations for any of these groups identified in relation to the proposed changes.	N/A
Political Opinion		
Racial Group		

*See Appendix 1 for details.

4 Are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group?

Good Relations Category	**IF Yes, provide details**	**If No, provide details**
Religious Belief		No specific good relations opportunities identified
Political Opinion		
Racial Group		

Multiple identity

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

Consideration was given to the potential implications of the proposed changes for the different equality categories, for example, older people with disabilities.

Part 3. Screening decision/outcome

Equality and good relations screening is used to identify whether there is a need to carry out a **full equality impact assessment** on a proposed policy or project. There are 3 possible outcomes:

1) **Screen out** - no need for a full equality impact assessment and no mitigations required because no relevance to equality, no negative impacts identified or only very minor positive impacts for all groups. This may be the case for a purely technical policy for example.
2) **Screen out with mitigation** - no need for a full equality impact assessment but some minor potential impacts or opportunities to better promote equality and/or good relations identified, so mitigations appropriate. Much of our activity will probably fall into this category.
3) **Screen in for full equality impact assessment** – potential for significant and/or potentially negative impact identified for one or more groups so proposal requires a more detailed impact assessment. [See Equality Commission guidance on justifying a screening decision.]

Choose only one of these and provide reasons for your decision and ensure evidence is noted/referenced for any decision reached.

Screening Decision/Outcome	**Reasons/Evidence**
Option 1 **Screen out** – no equality impact assessment and no mitigation required [go to Monitoring section]	
Option 2 **Screen out with mitigation** – some potential impacts identified but they can be addressed with appropriate mitigation or some opportunities to better promote equality and/or good relations identified [complete mitigation section below]	It has been concluded that there is no need to carry out a full equality impact assessment on the proposal to publish webcast recordings on the Council website. The proposed changes are fairly minor procedural changes and may be slightly beneficial for a number of groups. However potential for minor negative impact was identified for those whose

	first language isn't English or those with hearing impairments – see Mitigation section below.
Option 3 **Screen in** for a full Equality Impact Assessment (EQIA) [If option 3, complete timetabling and prioritising section below]	

Mitigation (Only relevant to Option 2)

Can the activity/policy/project plan be amended or an alternative activity/policy introduced to better promote equality of opportunity and/or good relations? If so, give the **reasons** to support your decision, together with the proposed changes/amendments or alternative activity/policy and ensure the mitigations are included in a revised/updated policy or plan.

It is recognised that, whilst livestreaming Council meetings and publishing Committee meeting webcast recordings on the Council website will benefit some groups, this may not be accessible to everyone, for example, older people who do not have access to the internet, people with hearing difficulties or people whose first language is not English.
The minutes published on the Council's website can be transcribed into alternative languages using the software which supports the Council's website. This will provide access for those whose first language is not English and those who have hearing impairment. LCCC are currently taking steps to procure Video Relay Service (VRS) and Video Remote Interpreting (VRI) services which will assist further with ensuring accessibility for the deaf community. The Department for Communities guidance on the Sign Language Act will inform any further actions that may be taken, and the Equality Screening will be updated to reflect this.

Timetabling and prioritising for full EQIA (only relevant to Option 3)

If the activity/policy has been **'screened in'** for full equality impact assessment, give details of any factors to be considered and the next steps for progressing the EQIA, including a proposed timetable.

N/A

Is the activity/policy affected by timetables established by other relevant public authorities? Yes/No. If yes, please provide details.
No

Part 4. Monitoring

Public authorities should consider the guidance contained in the Commission's Monitoring Guidance for Use by Public Authorities (July 2007).

Effective monitoring will help a public authority identify any future adverse impact arising from the activity/policy which may lead the public authority to conduct an equality impact assessment, as well as help with future planning and activity/policy development.

What will be monitored and how? What specific equality monitoring will be done? Who will undertake and sign-off the monitoring of this activity/policy and on what frequency? Please give details: This will be updated when policy finalised

Part 5 - Approval and authorisation

	Position/Job Title	**Date**
Screened by: Judith McNamee	Head of Governance & Communications	19.5.26
Reviewed by: Annie Wilson	Equality Officer	02.06.26
Approved by: -		

/

Note: On completion of the screening exercise, a copy of the completed Screening Report should be:

- approved and 'signed off' by a senior manager responsible for the activity/policy
- included with Committee reports, as appropriate
- sent to the Equality Officer for the quarterly screening report to consultees, internal reporting and publishing on the LCCC website
- shared with relevant colleagues
- made available to the public on request.

Evidence and documents referenced in the screening report should also be available if requested.

Appendix 1 – Equality Commission guidance on equality impact

*Major impact:

a) The policy/project is significant in terms of its strategic importance;
b) Potential equality matters 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 and/or good relations 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.

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 and/or good relations.

No impact (none)

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

Updated Template @ Oct 2022

Appendix 1

Proposed Adjustments to Standing Orders (To be reported and agreed separately at Council)

Standing Order 8 (1)

As set out in the Local Government Act 2014 every meeting of the Council and its Standing Committees must be open to the public. The Council will meet this statutory obligation by providing a public gallery in the Council Chamber. In addition to this, the Monthly Council Meeting is livestreamed through the Council's website. A webcast recording of the Monthly Council Meeting and ~~along with audio recordings of~~ all committee meetings are also published on the Council website within 1-3~~3-5~~ working days.

Standing Order 8 (6)

Taking photographs or recording of proceedings or the use of any other means by members of the public to enable persons not present to see or hear any proceedings (whether at that time or later) or making of any oral or digital report of any proceedings as they take place shall be prohibited unless expressly permitted by the Council. Elected Members shall be permitted to record or clip from the livestream or webcast for sharing through their social media channels following termination of the meeting. All members must ensure that any uploaded recordings and communications fully satisfy the Northern Ireland Local Government Code of Conduct for Councillors.

Proposed adjustments to the Access to Council & Committee Meetings, Agenda, Reports, Minutes & Recordings Protocol (to be reported to and agreed at Council)

(6) Audio Recordings and Webcast

The legislation requires a Council to make an audio recording of any meeting of the Council which is open to the public. The recording must be made available at the Council offices for a period of six years from the date of the meeting and published on the Council website for two years.

Whilst this only applies to the monthly meeting of Council it was agreed in ~~October 2022~~ June 2026 to provide the following:

- ~~Audio recordings of standing committee meetings;~~
- Livestream of Council Meetings;
- Webcast recordings of Council meetings and standing committee meetings.

Webcast~~Audio~~ recordings of standing committee meetings

- Where an item is deemed to be confidential and considered "In Committee" the recording will be paused.
- Webcast~~Audio~~ recordings will be uploaded to the Council website within 1-3~~3-5~~ working days of the Committee meeting taking place

- Webcast~~Audio~~ recordings will be available on the Council website for a period of two years and available at the Council offices for a period of six years.

Livestream and webcast recordings of Council meetings

- Council meetings will be livestreamed through the Council's website.
- Where an item is deemed confidential and considered "In Committee" the broadcast and recording will be paused.
- A webcast recording will be published on the Council website within 1-3 working days~~following approval of the minutes by the Mayor and Chief Executive~~.
- Webcast recordings will be available on the Council website for a period of two years and available at the Council offices for a period of six years.

Action – Facilities Management will arrange for a technician to be in attendance at monthly meetings of Council to facilitate the livestream and record these meetings (excluding any items deemed confidential and "In Committee"). After the meeting Member Services will check the recording to ensure that any item "In Committee" has not been recorded and that the audio quality is adequate. Dependent on the items discussed at the meeting, the Chief Executive or relevant Director may also be asked to review this. Members' Services will then forward to Corporate Communications a copy of the linked recording and this will be posted on the website.

Proposed adjustments to Remote Meetings Protocol (To be reported to and agreed at Council)

4.2 Observation of Meetings
Council meetings must be open to the public as set out in the Local Government Act 2014. The Council will meet this statutory obligation by providing a public gallery in the Council Chamber. In addition to this, the Monthly Council meeting is livestreamed through the Council's website. A webcast recording of the Monthly Council Meeting and ~~along with audio recordings~~ of all committee meetings are also published on the Council's website.

5.15 Confidential business
If a resolution is passed for the meeting to go into confidential business, to consider exempt or confidential material, members of the public, whether participating in person or remotely will be asked to leave the meeting. The Chairperson will ensure they have left and may remove their remote access if they have not done so. The livestream and webcast~~audio~~ recording will also be stopped.

7.18 Publication of records
Webcast recordings of Monthly Council meetings and ~~audio recordings~~ of all committee meetings are available on the Council's website.

Lisburn & Castlereagh City Council

Committee:	Corporate Services Committee
Date:	10th June 2026
Report from:	Judith McNamee, Head of Governance & Communications

Item for:	Decision
Subject:	Lagan Valley Island – Building Illumination Request

1.0 **Background and Key Issues**

1.1 New illumination request presented below for Members' consideration:

Marking the 250th Anniversary of the United States Declaration of Independence

1.2 On 4 July 2026, the United States will commemorate the 250th anniversary of the Declaration of Independence - a landmark of global significance and one which carries particular importance for Northern Ireland.

1.3 This anniversary provides a unique opportunity to recognise and promote the enduring links between Northern Ireland and the United States, rooted in shared history, migration, and cultural exchange, and continuing today through strong economic, educational, and diplomatic relationships.

1.4 As part of Northern Ireland's wider contribution to this milestone, Gordon Lyons, Minister for Communities, has invited all councils to consider participating in a civic initiative to mark the occasion in illuminating one of their prominent civic buildings on 4 July 2026.

1.5 This would represent a simple but meaningful contribution to wider US engagement, complementing activity across government, local government and helping to showcase Northern Ireland as globally connected and forward-looking.

1.6 Although the call for illuminations closed in October 2025, this request meets the criteria set out in the policy. Approval would represent a low-cost but high-visibility gesture, aligning the Council with regional and national activity to mark this milestone, and providing an opportunity to promote the area's cultural and economic ties on an international stage

1.7 The date requested is available.

2.0 **Recommendation**

It is recommended that Members consider the light up request as it strengthens the council's commitment to showcasing Lisburn and Castlereagh as a globally connected, outward-looking area with strong international links. Participation in this initiative would demonstrate civic recognition of an event of international historical significance, while also reinforcing the positive and enduring relationship between Northern Ireland and the United States.

3.0 **Finance and Resource Implications**

Within existing resources.

4.0	**Equality/Good Relations and Rural Needs Impact Assessments**	
4.1	Has an equality and good relations screening been carried out?	~~Yes~~ / No
4.2	Brief summary of the key issues identified and proposed mitigating actions **or** rationale why the screening was not carried out This request is in accordance with the Illumination Policy which was Equality Screened in March 2021	
4.3	Has a Rural Needs Impact Assessment (RNIA) been completed?	~~Yes /~~ No
4.4	Brief summary of the key issues identified and proposed mitigating actions **or** rationale why the screening was not carried out.	

Appendices:	Letter to Chief Executives from Gordon Lyons

Department for Communities
www.communities-ni.gov.uk

Level 9
Causeway Exchange
1-7 Bedford Street
Belfast
BT2 7EG

Telephone: (028) 9051 2692
e-mail: private.office@communities-ni.gov.uk
Our ref: SUB-0394-2026
Date: 1 June 2026

From: The Minister

All Council Chief Executives

Via e-mail

Dear Chief Executive

MARKING THE 250TH ANNIVERSARY OF THE UNITED STATES DECLARATION OF INDEPENDENCE

On 4 July 2026, the United States will commemorate the 250th anniversary of the Declaration of Independence - a landmark of global significance and one which carries particular importance for Northern Ireland.

This anniversary provides a unique opportunity to recognise and promote the enduring links between Northern Ireland and the United States, rooted in shared history, migration, and cultural exchange, and continuing today through strong economic, educational, and diplomatic relationships.

As part of Northern Ireland's wider contribution to this milestone and subject to your Council's policies and approval processes, I am inviting you to consider participating in a civic initiative to mark the occasion in illuminating one of your prominent civic buildings (with the necessary infrastructure) on 4 July 2026.

This would represent a simple but meaningful contribution to wider US engagement, complementing activity across government, local government and helping to showcase Northern Ireland as globally connected and forward-looking.

if you wish to progress, my officials at pronibusinesssupport@communities-ni.gov.uk can provide further information on timings, colours, etc.

I would welcome your Council's support in helping to deliver a coordinated and impactful commemoration.

Yours sincerely

Gordon Lyons MLA
Minister for Communities

Lisburn & Castlereagh City Council

Committee:	Corporate Services Committee
Date:	10th June 2026
Report from:	Head of HR & OD

Item for:	Decision
Subject:	Equality Report

1.0 Background

1.1 Under Section 75 of the Northern Ireland Act and Section 49A and 49B of the Disability Discrimination Act, as a designated public body, LCCC must provide the Equality Commission with a report on how it has implemented its equality, good relations and disability duties in the previous year.

1.2 The report follows the Commission's template and summarises key activity across the Council's services during 2024-2025. It is not intended to capture every action but to give a flavour and to highlight where the equality and disability duties have led to changes in how services are delivered and where equality considerations are leading to improved outcomes for service users.

1.3 This progress report is considered against the LCCC Equality Action Plan (EAP) (2021-2025) and Disability Action Plan (DAP) (2021-2025). The EAP will be provided attached to **Appendix 1**, including updates (**Appendix 2**) as required by the Equality Commission. For the purposes of the return to the Equality Commission the DAP (**Appendix 3**) is provided but not required to show updates.

1.4 Attached under **Appendix 1** is a copy of the Annual Progress Report for 2024/25.

1.5 Key examples of good practice are reflected throughout the report, but examples include:

- The Lisburn City Centre Wayfinding Project using inclusive design principles
- Pathways to Succeed and Environmental Youth Speak
- In Their Own Words Exhibition
- Thrive employment initiative
- CMT on the Road events

1.6 Our Present EAP and DAP are for the years 2021 to 2025, and are required to be updated within 2026 to ensure compliance with the Northern Ireland Act. It is necessary to consult with the public on these updated documents.

1.7 The draft documents are included under **Appendix 4** and **Appendix 5**. If approved these will progress to public consultation, with final versions returning to CSC later this year for final approval.

1.8 To support our equality commitments the Equality Screening Template has also been revied and updated (**Appendix 8**). The Council continues align to the requirements of the Equality Commission Northern Ireland's template (**Appendix 9**). However, the LCCC version has moved the key findings and summary to the front of the document, which will improve clarity and focus for anyone reviewing the document.

1.9	We are required to submit this document to the ECNI for review. If they feel it deviates too far from their version, then public consultation may be required. Officer's views are that this remains strongly aligned to the ECNI version, so further consultation is unlikely.	
2.0	**Recommendation** It is recommended that Members approve: 1. The report in **Appendix 1** for onward issue to the ECNI. 2. The draft EAP in **Appendix 4** for progression to public consultation. 3. The draft DAP in **Appendix 5** for progression to public consultation. 4. The Updated Equality Screening Template in **Appendix 8** for onward issue to the ECNI.	
3.0	**Finance and Resource Implications** None.	
4.0	**Equality/Good Relations and Rural Needs Impact Assessments**	
4.1	Has an equality and good relations screening been carried out?	Yes
4.2	Brief summary of the key issues identified and proposed mitigating actions **or** rationale why the screening was not carried out	Documents themselves focus on improving Equality.
4.3	Has a Rural Needs Impact Assessment (RNIA) been completed?	No
4.4	Brief summary of the key issues identified and proposed mitigating actions **or** rationale why the screening was not carried out.	N/A, this is a report on what has already occurred.

Appendices:	**Appendix 1** – Annual Progress Report LCCC 25-26 **Appendix 2** – Equality Action Plan Progress 25-26 **Appendix 3** – Disability Action Plan 21-25 **Appendix 4** - Draft EAP 26-30 **Appendix 5** - Draft DAP 26-30 **Appendix 6** - EAP Equality Screening **Appendix 7** - DAP Equality Screening **Appendix 8** - Updated Equality Screening Template **Appendix 9** - ECNI_S75_ScreeningTemplate

Lisburn & Castlereagh City Council

Public Authority Statutory Equality and Good Relations Duties

Annual Progress Report

Contact details:

• Section 75 of the NI Act 1998 and Equality Scheme	Name: Annie Wilson Telephone: 02892 447485 Email: annie.wilson@lisburncastlereagh.gov.uk
• Section 49A of the Disability Discrimination Act 1995 and Disability Action Plan	As above ☒ Name: Click or tap here to enter text. Telephone: Click or tap here to enter text. Email: Click or tap here to enter text.
Documents published relating to our Equality Scheme can be found at:	Equality - Section 75 - lisburncastlereagh.gov.uk
Signature:	

This report has been prepared using a template circulated by the Equality Commission.

It presents our progress in fulfilling our statutory equality and good relations duties, and implementing Equality Scheme commitments and Disability Action Plans.

This report reflects progress made between April 2025 and March 2026

PART A – Section 75 of the Northern Ireland Act 1998 and Equality Scheme

Section 1: Equality and good relations outcomes, impacts and good practice

1 In 2025-26, please provide **examples** of key policy/service delivery developments made by the public authority in this reporting period to better promote equality of opportunity and good relations; and the outcomes and improvements achieved.

Please relate these to the implementation of your statutory equality and good relations duties and Equality Scheme where appropriate.

Through a wide range of service developments, community initiatives, strategic programmes and partnership working, the Council has continued to promote equality of opportunity and good relations in line with Section 75 of the Northern Ireland Act 1998 and the commitments within the Equality Scheme. These developments have supported increased accessibility, participation, inclusion and engagement for all, with a particular focus on addressing barriers faced by underrepresented groups and ensuring balanced outcomes across all Section 75 categories. Feedback gathered through consultation, equality screening, community engagement and ongoing monitoring has continued to inform service improvements, accessibility enhancements and targeted programme development across the Council area.

Accessible Services, Infrastructure and Inclusive Environments

A number of initiatives have improved physical and social accessibility across the Council area.

Work has progressed to support safe and independent access to public spaces, including greenway enhancements at Drum Bridge Car Park to encourage active travel and increased use of the Lagan Towpath. Improvements included upgraded steps, footways, signage and the installation of a bike repair station to improve accessibility and connectivity for residents and visitors.

In addition, the approval of an over-55s social housing development on Moira Road will support older people and those with mobility needs through accessible accommodation and communal facilities.

The Lisburn City Centre Wayfinding Project has been completed, using inclusive design principles to support residents and visitors of all ages and abilities, improving navigation through clearer signage, walking information and accessible formats.

The Council has also supported the rollout of a Dementia Safeguarding Scheme, providing NFC-enabled wristbands and hang tags to promote safety, independence and reassurance for individuals living with dementia and their families.

Education, Youth Engagement and Skills Development

The Council has continued to invest in youth participation, creativity and employability programmes. Through the Go Succeed initiative, primary schools across the Council area participated in the 'Blast Off' entrepreneurial programme delivered by Young Enterprise NI, supporting children and young people to develop enterprise, teamwork, communication and problem-solving skills.

Further initiatives such as Pathways to Succeed and Environmental Youth Speak have provided young people, including those with additional learning needs, with opportunities to build leadership and communication skills as well as awareness of civic responsibility and environmental issues.

The Annual Schools' Arts Awards also celebrated achievement in visual art, poetry, music, drama and creative writing, supporting creativity, self-expression and participation among young people from across the Council area.

Council funding supported a variety of initiatives for young people, providing safe and inclusive opportunities for engagement. For example, Include Youth commissioned Human Revival Projects to deliver bespoke sessions focused on creativity, connection and self-care, supporting physical and emotional wellbeing, confidence and coping skills.

These initiatives support equality of opportunity by ensuring young people from a range of backgrounds can access skills development, leadership opportunities, creative engagement and wellbeing-focused activities that support their personal growth and resilience.

Culture, Heritage and Inclusive Community Identity

A range of cultural and heritage initiatives have promoted inclusion, representation and intergenerational engagement.

The Irish Linen Centre & Lisburn Museum's participation in the UK-wide "Going Places" programme has supported young people aged 16–24 to contribute to exhibition development, while celebrating local heritage crafts and improving access to cultural content through intergenerational learning and community participation.

The exhibition *In Their Own Words* provided a platform for LGBTQIA+ voices and experiences, contributing to increased visibility and awareness of LGBTQIA+ experiences within the local community.

Other initiatives, including *Veteran Life: Untold Stories*, have supported intergenerational storytelling and inclusive engagement with veterans and their families, ensuring a range of community voices are represented.

International Women's Day included a promotion of gender and cultural equality. This included hearing from "Afghan Girl" regarding her story. The event was well received by all in attendance and furthers inclusivity between cultures and communities.

Health, Wellbeing, Disability and Family Inclusion

The Council has supported a number of initiatives aimed at improving wellbeing and addressing inequalities in health and access to services.

Participation in the Rural Communities Cancer Project, in partnership with Macmillan Cancer Support and the Farming Community Network, has helped improve awareness and access to health information for rural and farming communities who may face barriers to engagement.

The introduction of a new Neonatal Leave Policy has strengthened support for employees with caring responsibilities, including parents and foster carers, promoting equality of opportunity in the workplace.

Community-based programmes such as the Thrive employment initiative, delivered through the Labour Market Partnership in partnership with Stepping Stones, supported 30 graduates with disabilities or health conditions into employment, helping to reduce barriers to labour market participation and promote inclusive employment pathways.

The Council also delivered its first Over 50s Summer Scheme as part of the Age Friendly Strategy and Action Plan, providing inclusive fitness, creative, social and wellbeing activities designed to support older residents to remain active, connected and socially engaged.

The Corporate Management Team (CMT) of the Council have been meeting offsite at a number of different locations, increasing understanding of the communities we operate in. This includes meeting st Navigation House with Stepping Stones, and in Belfast with Mencap. By furthering our understanding and relationship with these organisations we can continue to improve inclusivity.

The Mayor's annual theme, "Inclusivity for Disabilities – A City that Sees Everyone", further reinforced the Council's commitment to promoting accessibility, visibility and inclusion for people with disabilities across Council services and community activity.

Alongside this, the Mayor's fundraising initiatives in support of breast cancer awareness and early detection remain ongoing, with early indications showing substantial fundraising, helping support community access to services including the Action Cancer Big Bus, which provided health screening and early intervention services across the Council area.

Accessible Events and Inclusive Participation

Accessible event design and inclusive participation were further demonstrated through the Castle Gardens Light Trail, which provided a family-friendly experience supported by a range of accessibility features. These included on-site staff presence at entry points, clear advance information regarding sensory considerations such as lighting and sound and accessible pathways throughout the site, alongside provision of appropriate facilities including Changing Places accessibility toilets.

Feedback from attendees highlighted the positive impact of these arrangements, noting that the event was enjoyable and inclusive for families, including those with additional needs and enabled shared participation in a safe and welcoming environment.

Additional accessibility enhancements included the provision of a BSL interpreter during Santa experiences on selected evenings, dedicated BSL performances of "Elf Tours of Lisburn Lights", and the introduction of a bookable sensory Santa experience hosted in the Irish Linen Museum.

These developments demonstrate the Council's continued commitment to inclusive event design, with accessibility features being refined in response to user feedback, participation levels and emerging demand, ensuring that cultural and seasonal events remain open and welcoming to all.

Good Relations, Peacebuilding and Community Cohesion

The Council has continued to deliver a broad programme of good relations and peacebuilding initiatives aimed at promoting understanding, respect, inclusion and shared community identity.

During 2025–26, the Council's Good Relations Programme promoted equality of opportunity and the desirability of good relations through inclusive cultural programming, targeted engagement, community grant support and intergenerational activity aligned to The Executive Office's *Together: Building a United Community (T:BUC)* strategy.

Through the Good Relations Community Grant Programme, 17 local projects were supported across the Council area, promoting cross-community engagement, cultural awareness, shared space, and intergenerational participation. In addition, £59,525 was awarded through the VE Day 80 Small Grants Fund to support 85 community-led commemorative initiatives encouraging shared participation, reflection and community connection.

Inclusive cultural programmes delivered during the year included Good Relations Week, Ulster-Scots Leid Week, Holocaust Memorial Day, and Seachtain na Gaeilge /

Irish Language Week. These initiatives promoted cultural understanding, dialogue and participation through workshops, exhibitions, school engagement and public events. Programme outcomes demonstrated increased understanding of cultural traditions, improved attitudes towards people from different religious and ethnic backgrounds and greater confidence participating in shared spaces and activities.

Targeted inclusion activity included an Arabic Language and Inclusive Identity Programme supporting Syrian and Arab children and families, alongside wellbeing programmes delivered with Include Youth engaging care-experienced and newcomer young people.

Programmes such as Stronger Together and the HEROS cross-community ice hockey initiative also promoted positive engagement among young people from different backgrounds through sport, wellbeing activity, teamwork, and facilitated dialogue.

Intergenerational initiatives, including the Fort Hill Integrated Primary School Intergenerational Memories Project, supported relationship-building between younger and older participants through shared storytelling, heritage, and community activity.

The Co-Designed Local Community PEACE Action Plan has further supported inclusive regeneration, cultural diversity, and peacebuilding through projects developed via extensive community engagement and co-design.

Employment, Inclusion and Tackling Inequality

The Council has continued to promote inclusive employment opportunities through Labour Market Partnership initiatives, including programmes such as the Gamified Learning Programme and Accessible Apprenticeships. These initiatives support individuals facing barriers to employment, particularly those with disabilities or long-term health conditions, by providing alternative and accessible pathways into training and work.

As part of the Labour Market Partnership programme, support was also provided for the delivery of an online ‘Be Inclusive: Diversity and Inclusion at Work’ training module, developed in partnership with Stepping Stones NI. The module promotes disability awareness in the workplace, including legal responsibilities, barriers faced by disabled people and practical approaches to creating more inclusive and supportive working environments.

Outcomes and Impact

The changes made to policies, practices and service delivery during the reporting period have contributed to positive outcomes across a range of Section 75 categories.

For individuals with disabilities, improved accessibility and targeted employability initiatives have supported access to services, skills development and employment

opportunities. Younger people have benefited from increased participation in education, skills development, creative activity, and civic engagement through initiatives such as the 'Blast Off' enterprise programme, Pathways to Succeed, Environmental Youth Speak and a range of Good Relations and wellbeing programmes.

Older people and those with dependants have experienced improved access to services and opportunities for social participation through Age Friendly initiatives, accessible housing developments, wellbeing programmes and community-based activity.

Across religion and political opinion, Good Relations and community planning initiatives have supported inclusive engagement and participation, ensuring that individuals from different backgrounds are involved in shaping local services and priorities. The continued embedding and implementation of the Citizen Engagement Framework has further strengthened inclusive consultation processes and improved opportunities for participation across all Section 75 groups.

Overall, these developments have helped to reduce barriers to participation, improve access to opportunities and services and promote more inclusive and representative engagement, contributing to better outcomes for individuals across all Section 75 categories.

2 Please provide **examples** of outcomes and/or the impact of **equality action plans/** measures in 2025-26 (*or append the plan with progress/examples identified*).

Equality Action Plan Progress 25-26 appended and published Equality Action Plan 2021 – 2025 - lisburncastlereagh.gov.uk

PART A

3 Has the **application of the Equality Scheme** commitments resulted in any **changes** to policy, practice, procedures and/or service delivery areas during the 2025-26 reporting period? *(tick one box only)*

☒ Yes

☐ No (go to Q.4)

☐ Not applicable (go to Q.4)

Please provide any details and examples:

Yes, the application of the Equality Scheme commitments has continued to inform and strengthen policy, practice, procedures, and service delivery during the 2025–26 reporting period. Building on progress from the previous year, there has been a greater emphasis on embedding equality considerations and evidencing their impact. These developments include:

Equality screening and monitoring processes have been applied more consistently across service areas, supported by improved guidance and internal review. Screening outcomes have been incorporated into relevant documentation and considered as part of ongoing policy and service development processes.

Consultation processes have continued to develop, with a stronger focus on demonstrating how feedback has influenced outcomes. Efforts have also been made to further enhance accessibility and promote engagement across a wider range of Section 75 groups.

Equality considerations are now more systematically integrated into service planning and policy development, with earlier and more consistent engagement with the Equality Officer as part of governance and decision-making processes.

Accessibility and inclusion have been further strengthened through ongoing service refinement, including a greater focus on digital accessibility and user experience. Services have continued to adapt in response to identified needs, particularly for disabled people, older people and other Section 75 groups.

These developments reflect a period of consolidation, with equality considerations becoming more routinely embedded within day-to-day processes and service delivery across the Council.

PART A

3a With regard to the change(s) made to policies, practices or procedures and/or service delivery areas, what **difference was made, or will be made, for individuals**, i.e. the impact on those according to Section 75 category?

Please provide any details and examples:

Age and Disability

Improvements to infrastructure, wayfinding and public realm accessibility have made it easier for people with disabilities, older people and individuals with mobility or cognitive impairments to access and use Council services and facilities independently and safely. Initiatives such as the Dementia Safeguarding Scheme have further enhanced personal safety and reassurance, supporting greater independence for individuals living with dementia.

Youth-focused programmes, including enterprise, environmental and wellbeing initiatives, have provided young people with opportunities to develop skills, confidence and resilience. Access to creative and wellbeing-focused activities has supported positive personal development and engagement, including for those who may not traditionally participate in structured programmes.

Employment and skills initiatives, including labour market and apprenticeship programmes, have supported individuals facing barriers to work, including those with disabilities or health conditions, to access training, gain experience and progress towards employment.

Gender and Dependants

Enhanced workplace policies, including neonatal leave provisions, have strengthened support for employees with dependants. This has enabled more equitable access to family-related leave and reduced financial and workplace pressures during critical periods.

Sexual Orientation

Cultural and heritage programming, including LGBTQIA+ focused exhibitions, has increased visibility and representation, helping to create a more inclusive environment where individuals can see their experiences reflected and valued.

Religious Belief and Political Opinion

Good Relations and peacebuilding initiatives, alongside commemorative and cross-community events, have supported shared participation, dialogue and mutual understanding, improving relations between different community perspectives.

Racial Group

Inclusive communication methods, accessible cultural programming and community engagement initiatives have helped improve access for individuals from diverse racial and cultural backgrounds, supporting greater participation in Council services and events.

Overall Impact

The changes made to policies, practices, procedures and service delivery have resulted in improved equality of opportunity and more inclusive outcomes across all Section 75 categories.

Collectively, these developments have improved access to services, increased participation in community and cultural activities, and strengthened inclusion. They have also contributed to more consistent consideration of equality in service design and delivery, ensuring fairer and more accessible outcomes for all groups.

3b What aspect of the Equality Scheme prompted or led to the change(s)? *(tick all that apply)*

☒ As a result of the organisation's screening of a policy *(please give details):*

Equality screening activity continued to inform service development and delivery, ensuring that equality considerations are embedded at an early stage of decision-making. This has supported more inclusive approaches to service design, with particular attention to accessibility, communication and engagement methods across Council services.

☐ As a result of what was identified through the EQIA and consultation exercise *(please give details):*

Click or tap here to enter text.

☒ As a result of analysis from monitoring the impact *(please give details):*

Ongoing monitoring of service delivery and participation has continued to demonstrate positive outcomes in relation to accessibility and inclusion. Feedback and performance data have informed incremental improvements, including further targeted engagement with disabled service users and continued refinement of accessibility provisions. This has supported improved confidence and participation in Council services among underrepresented groups.

☒ As a result of changes to access to information and services *(please specify and give details)*:

Work has continued to enhance access to information and services through a combination of digital and physical accessibility improvements. This includes the ongoing use and refinement of accessible formats such as Easy Read documentation and remote interpreting services, alongside assistive technologies introduced in previous years. These measures have contributed to more equitable access for individuals with varying communication and accessibility needs.

☐ Other *(please specify and give details)*:

Section 2: Progress on Equality Scheme commitments and action plans/measures

Arrangements for assessing compliance (Model Equality Scheme Chapter 2)

4 Were the Section 75 statutory duties integrated within job descriptions during the 2025-26 reporting period? *(tick one box only)*

☐ Yes, organisation wide

☐ Yes, some departments/jobs

☐ No, this is not an Equality Scheme commitment

☒ No, this is scheduled for later in the Equality Scheme, or has already been done

☐ Not applicable

Please provide any details and examples:

This has already been completed

5 Were the Section 75 statutory duties integrated within performance plans during the 2025-26 reporting period? *(tick one box only)*

☒ Yes, organisation wide

☐ Yes, some departments/jobs

☐ No, this is not an Equality Scheme commitment

☐ No, this is scheduled for later in the Equality Scheme, or has already been done

☐ Not applicable

Please provide any details and examples:

Section 75 duties are embedded within the development of the Corporate Plan and Performance Improvement Objectives, which set the Council's strategic direction. These priorities are then cascaded through departmental and service planning processes, ensuring a consistent 'golden thread' of alignment from strategy through to delivery.

6 In the 2025-26 reporting period were **objectives/ targets/ performance measures** relating to the Section 75 statutory duties **integrated** into corporate plans, strategic planning and/or operational business plans? *(tick all that apply)*

☒ Yes, through the work to prepare or develop the new corporate plan

☒ Yes, through organisation wide annual business planning

☐ Yes, in some departments/jobs

☐ No, these are already mainstreamed through the organisation's corporate plan

☐ No, the organisation's planning cycle does not coincide with this 2025-26 report

☐ Not applicable

Please provide any details and examples:

Equality and good relations considerations are embedded within the Council's Corporate Plan and annual Performance Improvement Planning framework, ensuring alignment with Section 75 statutory duties across organisational priorities and service delivery. These commitments are further reflected through organisation-wide annual business planning

processes, supporting a consistent approach to mainstreaming equality and good relations across all services.

In addition, a range of departmental and programme-level plans include specific objectives and actions that support inclusion and address Section 75 considerations in practice. These include, for example, Age Friendly initiatives, Good Relations programming, Community Services (CSAW) delivery, the Policing and Community Safety Partnership (PCSP), and Sports Services, all of which incorporate targeted measures to promote participation, accessibility and positive community relations.

Equality action plans/measures

7 Within the 2025-26 reporting period, please indicate the **number** of:

Actions completed:

15

Actions ongoing:

17

Actions to commence: 0

Please provide any details and examples (*in addition to question 2*):

This reporting period marks the final year of the current Equality Action Plan. All actions have been delivered or progressed to a defined level of completion. Where actions have not been fully completed, they have been carried forward and incorporated into the new draft Equality Action Plan to support ongoing delivery and continuous improvement.

8 Please give details of changes or amendments made to the equality action plan/measures during the 2025-26 reporting period *(points not identified in an appended plan)*:

As 2025–26 represented the final year of the five-year Equality Action Plan, a review of progress was undertaken in line with the Equality Scheme. This review informed the development of a renewed Equality Action Plan, with updated actions and priorities identified. Outstanding or ongoing actions have been transferred into the new draft plan to ensure continuity and alignment with future equality objectives.

9 In reviewing progress on the equality action plan/action measures during the 2025-26 reporting period, the following have been identified: *(tick all that apply)*

☐ Continuing action(s), to progress the next stage addressing the known inequality

☒ Action(s) to address the known inequality in a different way

☐ Action(s) to address newly identified inequalities/recently prioritised inequalities

☐ Measures to address a prioritised inequality have been completed

Arrangements for consulting (Model Equality Scheme Chapter 3)

10 Following the initial notification of consultations, a targeted approach was taken – and consultation with those for whom the issue was of particular relevance: *(tick one box only)*

☐ All the time

☒ Sometimes

☐ Never

11 Please provide any **details and examples of good practice** in consultation during the 2025-26 reporting period, on matters relevant (e.g. the development of a policy that has been screened in) to the need to promote equality of opportunity and/or the desirability of promoting good relations:

During the reporting period, a range of consultation activities were undertaken using accessible and inclusive engagement methods to support participation across Section 75 categories. These consultations included the Community Support & Good Relations Strategy and Action Plan 2026–2029, Carryduff Public Realm proposals, Glenavy pedestrian crossing, and Maghaberry MUGA improvements.

Good practice was demonstrated through a variety of engagement approaches, including face-to-face sessions, community drop-in events and the provision of clear and accessible information to support informed participation. Where appropriate, engagement was tailored to ensure inclusivity and accessibility for a broad range of participants.

Consultation on the Community Support & Good Relations Strategy and Action Plan involved engagement with a wide range of community and voluntary sector organisations, including those representing different religious, political and community backgrounds. This helped ensure balanced representation and supported the inclusion of diverse perspectives in shaping strategic priorities.

The Carryduff Public Realm consultation engaged local residents, businesses and community representatives, including older people and families. Feedback highlighted key considerations around accessibility, safety and ease of movement, particularly for people with mobility difficulties and families with young children.

Consultation on the Annual Performance Improvement Plan included targeted engagement with Section 75 groups, with full consideration of accessibility measures, including sign language interpreters.

The Glenavy pedestrian crossing consultation included participation from residents, local businesses and young people, with engagement highlighting road safety concerns affecting school-aged children, older pedestrians and individuals with mobility needs.

The Maghaberry MUGA consultation engaged local users, including young people, sports groups and community organisations. Feedback reflected the needs of children and young people, including those with disabilities, and informed considerations around improving inclusive and accessible recreational provision.

Overall, consultation activity demonstrated effective engagement across Section 75 groups, with feedback directly informing service design and contributing to more inclusive and responsive decision-making across Council projects. Learning from this area continues to inform the implementation of the newly developed Citizen Engagement Framework, which will standardise consultation practice and evaluation across all services as part of the 2026–2030 planning cycle.

12 In the 2025-26 reporting period, given the consultation methods offered, which consultation methods were **most frequently <u>used</u> by consultees**: *(tick all that apply)*

☒ Face to face meetings

☒ Focus groups

☒ Written documents with the opportunity to comment in writing

☒ Questionnaires

☐ Information by email with an opportunity to opt in/out of the consultation

☐ Internet discussions

☐ Telephone consultations

☐ Other *(please specify)*: Click or tap here to enter text.

Please provide any details or examples of the uptake of these methods of consultation in relation to the consultees' membership of particular Section 75 categories:

Consultation activity during the reporting period demonstrated engagement across a broad range of Section 75 categories, with participation reflecting the use of inclusive and accessible engagement methods.

Engagement on strategic and community-focused consultations, such as the Community Support & Good Relations Strategy and Action Plan, included representation from community and voluntary organisations across different religious and political backgrounds, supporting balanced participation and contribution from a range of community perspectives.

Place-based consultations, including Carryduff Public Realm, Glenavy pedestrian crossing, and Maghaberry MUGA improvements, saw uptake from a mix of local residents, families, older people, young people and local user groups. This ensured that views were gathered from a range of age groups, including both younger and older participants, as well as individuals with mobility needs and other accessibility requirements.

Across consultations, engagement methods such as drop-in sessions, face-to-face engagement and accessible information formats supported participation from individuals with disabilities, including those with mobility-related needs and other access requirements. Family groups and carers were also represented within engagement activity, particularly in relation to public realm and recreational space consultations.

Overall, consultation uptake demonstrated participation across key Section 75 categories, including age, disability, religious belief, political opinion and family status. This helped ensure that feedback was representative and informed more inclusive service and project development.

13 Were any awareness-raising activities for consultees undertaken, on the commitments in the Equality Scheme, during the 2025-26 reporting period? *(tick one box only)*

☐ Yes

☒ No

☐ Not applicable

Please provide any details and examples:

Although formal consultation did not take place during this period (as this is scheduled for the next reporting cycle alongside the draft Equality Action Plan 2026-30 and Disability Action Plan 2026-30), awareness-raising activity was undertaken in relation to the Council's Equality Scheme commitments through the review of the Equality Scheme. The Equality Scheme review provided an opportunity to reinforce understanding of the Council's equality and good relations obligations.

Awareness-raising is not always delivered as a standalone activity but is embedded within the Council's wider consultation and engagement processes.

14 Was the consultation list reviewed during the 2025-26 reporting period? *(tick one box only)*

☒ Yes

☐ No

☐ Not applicable – no commitment to review

Arrangements for assessing and consulting on the likely impact of policies (Model Equality Scheme Chapter 4)

Equality screening reports 2025/26 - Lisburn & Castlereagh (lisburncastlereagh.gov.uk)

15 Please provide the **number** of policies screened during the year (*as recorded in screening reports*):

64 (vs website / reports)

16 Please provide the **number of assessments** that were consulted upon during 2025-26:

4 Policy consultations conducted with **screening** assessment presented.

0 Policy consultations conducted **with an equality impact assessment** (EQIA) presented.

0 Consultations for an **EQIA** alone.

17 Please provide details of the **main consultations** conducted on an assessment (as described above) or other matters relevant to the Section 75 duties:

Performance Improvement Objectives: A targeted consultation was undertaken with Equality screening exercise conducted in advance of running the consultation and the equality screening document was available for review during the consultation period.

Planning Application Validation Checklist: A consultation to set out the information, plans or evidence which must be submitted with planning applications following implementation of the checklist to make an application 'valid'.

Carryduff Public Realm: As part of the Castlereagh Urban Framework, consultation with the Carryduff community on concept designs for the proposed public realm space.

Glenavy Pedestrian Crossing: A consultation with residents and businesses of Glenavy Village to 'have their say' on the provision of a pedestrian crossing on Main Street in Glenavy.

18 Were any screening decisions (or equivalent initial assessments of relevance) reviewed following concerns raised by consultees? *(tick one box only)*

☐ Yes

☒ No concerns were raised

☐ No

☐ Not applicable

Please provide any details and examples:

Click or tap here to enter text.

Arrangements for publishing the results of assessments (Model Equality Scheme Chapter 4)

19 Following decisions on a policy, were the results of any EQIAs published during the 2025-26 reporting period? *(tick one box only)*

☐ Yes

☐ No

☒ Not applicable

Please provide any details and examples:

Where new policies have been developed a screening document is completed and published. However, a full EQIA of a policy has not been required during the period.

Arrangements for monitoring and publishing the results of monitoring (Model Equality Scheme Chapter 4)

20 From the Equality Scheme monitoring arrangements, was there an audit of existing information systems during the 2025-26 reporting period? *(tick one box only)*

☒ Yes

☐ No, already taken place

☐ No, scheduled to take place at a later date

☐ Not applicable

Please provide any details:

Ongoing monitoring of policies, projects and services is undertaken at service level following equality screening. Equality-related information continues to be collected and monitored at departmental level, with further development taking place in how equality data is captured and used to support service improvement and Performance Improvement objectives.

An assessment of our systems is currently in progress, as the Council is undertaking an in depth Cyber Assessment Framework (CAF) exercise as part of our commitment to Cyber Security. This will build on assessments and audits of our information systems that have already taken place.

21 In analysing monitoring information gathered, was any action taken to change/review any policies? *(tick one box only)*

☒ Yes

☐ No

☐ Not applicable

Please provide any details and examples:

This is a consideration for all policies. Monitoring information and feedback gathered through service delivery, consultation activity and equality screening processes is used to inform ongoing review and improvement of Council policies and services. During the reporting period, this included adjustments to how engagement activity is delivered through the Citizen Engagement Framework, informed by feedback on accessibility and participation, to ensure wider and more inclusive involvement across Section 75 groups.

In addition, monitoring and engagement feedback from service delivery informed ongoing refinements to workforce-related policies and practices under the HR & OD Strategy, supporting more inclusive approaches to staff development, engagement and organisational planning.

While many policies are subject to continuous review rather than single formal amendments, monitoring information is actively used to identify improvements and ensure services and policies remain responsive to identified needs.

22 Please provide any details or examples of where the monitoring of policies, during the 2025-26 reporting period, has shown changes to differential/adverse impacts previously assessed:

Through ongoing monitoring and feedback during the 2025–26 reporting period, a number of previously identified accessibility and participation barriers have been further reduced through service adjustments and improved delivery approaches.

Feedback from inclusive events identified a continued need for enhanced sensory accessibility. In response, additional measures were introduced within seasonal programming, including bookable low-sensory Santa experiences and quieter access options during busy festive events, supporting participation for individuals with autism and sensory processing needs.

23 Please provide any details or examples of monitoring that has contributed to the availability of equality and good relations information/data for service delivery planning or policy development:

During the 2025-26 reporting period, increased use of equality-focused monitoring questions within consultation and feedback activity, alongside monitoring of complaints data for equality-related issues has supported improved availability of Section 75 information for service planning and policy development. This information is used to identify participation trends, highlight potential barriers and inform more inclusive service design and delivery.

Staff Training (Model Equality Scheme Chapter 5)

24 Please report on the activities from the training plan/programme (section 5.4 of the Model Equality Scheme) undertaken during 2025-26, and the extent to which they met the training objectives in the Equality Scheme.

Outlined in 5.1, 5.2, 5.3 of the Equality Action Plan

25 Please provide **any examples** of relevant training shown to have worked well, in that participants have achieved the necessary skills and knowledge to achieve the stated objectives:

Staff satisfaction with training provided remains positive, with participants reporting increased knowledge, understanding and improved confidence in applying learning to their roles. Examples include JAM Card training, Neurodiversity Awareness, and Equality and Diversity training, including guidance on equality screening. The Council has also availed of external training and awareness sessions delivered by Employers for Disability and Guide Dogs NI, further strengthening staff understanding of disability inclusion, accessibility requirements and practical approaches to supporting service users with sensory or additional needs.

Public Access to Information and Services (Model Equality Scheme Chapter 6)

26 Please list **any examples** of where monitoring during 2025-26, across all functions, has resulted in action and improvement in relation **to access to information and services**:

Internal monitoring of Council websites during 2025–26 has continued to track user engagement and identify accessibility issues, with corrective actions taken where required to improve access to online information and services. Further detail on monitoring arrangements is provided in response to Question 1.

Complaints (Model Equality Scheme Chapter 8)

27 How many complaints **in relation to the Equality Scheme** have been received during 2025-26?

Insert number here: **0**

Please provide any details of each complaint raised and outcome:

Any complaints which may have an equality impact are highlighted to the Equality Officer and a collaborative approach taken accordingly. None have related to the scheme itself.

Section 3: Looking Forward

28 Please indicate when the Equality Scheme is due for review:

The Equality Scheme review was completed in this reporting year and will be due for review in 2030-2031

29 Are there areas of the Equality Scheme arrangements (screening/consultation/training) your organisation anticipates will be focused upon in the next reporting period? *(please provide details)*

Yes. The draft Equality and Disability Action Plans will set the strategic focus for the next reporting period, with an emphasis on strengthening implementation of existing Equality Scheme arrangements rather than introducing fundamentally new processes.

Key areas of focus are likely to include:

- **Equality screening and EQIA**: strengthening consistency and quality of screening processes across services, supported by updated guidance, strengthened quality assurance processes, and increased use of evidence to inform decision-making.

- **Equality monitoring and data use:** improving the use of equality data and feedback to better identify participation trends, inequalities, and service gaps, including strengthening workforce monitoring data and its use in planning.
- **Consultation and participation:** enhancing the accessibility and inclusiveness of consultation and engagement processes, with a stronger emphasis on reaching underrepresented groups and ensuring feedback is demonstrably considered in decision-making.
- **Training and awareness:** continuing to develop and deliver equality, diversity and inclusion training for staff and elected members, with a focus on improving confidence in applying equality considerations in day-to-day service delivery and decision-making.
- **Accessibility and inclusive practice:** embedding more consistent approaches to accessible communication, information provision and service delivery, supported by guidance, tools and staff development.

Overall, the focus will be on improving the quality, consistency and impact of existing Equality Scheme arrangements, ensuring they are more effectively embedded across corporate and service planning processes.

30 In relation to the advice and services that the Commission offers, what **equality and good relations priorities** are anticipated over the next reporting period? *(please tick any that apply)*

☒ Employment

☒ Goods, facilities and services

☒ Legislative changes

☒ Organisational changes/ new functions

☐ Nothing specific, more of the same

☒ Other (please state):

Over the next reporting period, equality and good relations priorities will continue to focus on the delivery of inclusive and accessible Council services, including improvements to accessibility, participation and digital inclusion across goods, facilities and services.

A continued priority will also be the promotion of inclusive employment practices, including support for individuals facing barriers to work through Labour Market Partnership initiatives and ongoing workforce development activity.

From an organisational perspective, focus will remain on strengthening the use of equality monitoring, consultation feedback and data to support more evidence-based decision-making and improved service outcomes.

Good relations activity will continue to prioritise community cohesion, shared participation and engagement with underrepresented groups, ensuring alignment with statutory duties and relevant equality and good relations frameworks.

PART B - Section 49A of the Disability Discrimination Act 1995 (as amended) and Disability Action Plans

1. Number of action measures for this **reporting period** that have been:

19	5	2
Fully achieved	Partially achieved	Not achieved

Please note that actions in the Disability Action Plan are not presented as discrete actions relating to either promoting positive attitudes or Encouraging participation in public life – they are presented under five themes and may contribute to both duties:

- Policy development and reporting
- Awareness and Understanding
- Promotion and Engagement
- Communication and Accessibility
- Promoting Employability and Employment for disabled people.

*Many actions are continuing actions and will be reported on for each year of the plan.

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2. Please outline below details on all **actions that have been fully achieved** in the reporting period.

2 (a) Please highlight what **public life measures** have been achieved to encourage disabled people to participate in public life at National, Regional and Local levels:

Level	Public Life Action Measures	Outputs[i]	Outcomes / Impact[ii]
National[iii]	N/A	N/A	N/A
Regional[iv]	N/A	N/A	N/A
Local[v]	Action 3.1 Identify relevant opportunities and encourage participation of disabled people through targeted promotion	Public consultation includes specific targeting of disabled groups and individuals.	Increased accessibility for disabled groups.
Local[vi]	3.2 Ensure disabled people and representative groups are targeted proactively in all council consultations and engagement initiatives	Communication methods and channels continue to be made accessible to people with different disabilities – alternative formats provided. Smart Survey is the online consultation system, and the accessible template is used for all council surveys. Corporate Comms also annually provides speech and language software for all council websites to ensure accessibility. Targeted consultations have increased in 2025-26.	Improved participation and engagement with disabled groups.

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Local[vii]	3.3 Continue to work with disabled individuals and their representative groups	Achieved and ongoing.	Improved participation and engagement with disabled groups.
Local[viii]	5.1 Explore employability programmes with key disability support organisations	Achieved and ongoing.	Increased access to work and reduced absence length.

2(b) What **training action measures** were achieved in this reporting period?

	Training Action Measures	Outputs	Outcome / Impact
Action 2.1	Include Disability Duties in all general awareness training for staff and Elected Members	DDA duties covered in all general awareness (and other relevant) training delivered in 2025-26 as well as inclusion in Induction training. Online training also includes DDA duties.	Increased awareness of role, and ability to challenge strategically.
Action 2.2	Council's responsibility in relation to DDA Duties to be referenced in all induction training for new staff and Elected Members	DDA Duties included in Equality training as part of corporate induction.	Improved awareness for staff and elected members.
Action 2.3	Include Disability Duties in equality screening training for relevant staff	DDA duties included in Equality screening training / briefings.	Improved awareness for staff and ensuring compliance with policy.
Action 2.4	Provide targeted awareness training for staff identified as	Targeted training from Employers for Disability and Jam card training, as well	Improved awareness for staff identified as having potential to deliver on DDA Duties.

	having potential to deliver on DDA Duties	as internal training sessions such as EDI and Neurodiversity.	

2(c) What Positive attitudes **action measures** in the area of **Communications** were achieved in this reporting period?

	Communications Action Measures	Outputs	Outcome / Impact
2.5	Share relevant information and promote disability support services to staff	Regular circulations from HR and OD team. Wellbeing Hub to support HR and OD which is responsible for internal comms to staff, Corporate Comms add all messages to the staff Facebook group to allow those without an email address to access them.	Enhanced access and awareness for staff.
3.6	Participate in or mark annual Disability Days/events.	Achieved and ongoing.	Improved awareness, and encouragement of participation.
4.1	Include positive images of individuals with a disability in promotional material and publications.	Corporate Communications work with all teams across the council to ensure inclusive, positive images are taken and used across promotional channels and publications.	Enables those with a disability to relate stronger to communications used.
4.2	Ensure features about disability, case studies, promotion of accessibility provision, etc, in council publications	All material is drafted with inclusion and accessibility in mind when relevant to topic.	Ensures inclusivity for all and demonstrated by minimising complaints raised regarding equality.
4.3	Review council website and communications to ensure that	Achieved and ongoing	Enhanced promotion of duties and accessibility.

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	information about disability duties is well promoted		
4.4	Keep under review the accessibility of the website and communication methods/policies generally	Achieved and ongoing. Business plan for video relay services. Website meets the Accessibility Regulations for public sector bodies. The cross-departmental web group has been advised of how information needs to be created to meet requirements	Ensure appropriate accessibility, with continuous improvement also in this regard.

2 (d) What action measures were achieved to '**encourage others'** to promote the two duties:

	Encourage others Action Measures	Outputs	Outcome / Impact
1	N/A	N/A	N/A
2	N/A	N/A	N/A

2 (e) Please outline **any additional action measures** that were fully achieved other than those listed in the tables above:

	Action Measures fully implemented (other than Training and specific public life measures)	Outputs	Outcomes / Impact
1.1	Ensure disability is included in all equality screening of policies, projects and plans	Disability considered in all screening. Evidence of increased awareness, regular consulting with disabled groups	Consideration fully given at the outset to ensure inclusivity, minimising

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		/ people. Accessibility considered more widely and promoted.	number of issues raised, or complaints received.
1.2	Add Disability Duties to equality screening template	The DDA Duties questions were considered in all equality screening exercises	Ensures appropriate consideration is given, and enhanced understanding of duties.
1.3	Prepare an annual report to the ECNI on implementation of the plan. Progress report publicised on Council website	Annual report submitted to the ECNI on implementation of the plan. Progress report 24-25 published.	Compliance and transparency.
1.4	Include a disability focus in quarterly departmental management team/equality officer meetings.	Achieved and ongoing.	Regular updates, discussions and DMTs ensure a focus on progressing actions in both the EAP and DAP and to discuss and share information.
1.5	Report progress on implementation of action plan to staff	Updated annually as well as more frequent updates to HR team.	Staff awareness on DDA duties and how they can contribute to the plan continues to improve.

3. Please outline what action measures have been **partly achieved** as follows:

	Action Measures partly achieved	Milestones/ Outputs	Outcomes/Impacts	Reasons not fully achieved
3.4	Explore development of a Disability Forum/consultative group – to include representation from relevant council officers and functions	Terms of reference for a Disability Forum/consultative group were developed and considered, however, it was agreed during the reporting period not to	Formal mechanism would demonstrate Council's strategic commitment to consulting with disabled people as well as assisting management and staff in	This work has been incorporated into the development of the Citizen Engagement Framework and wider engagement structures. Engagement on disability and inclusion continues through existing mechanisms, including the

		proceed with formal establishment at this stage.	better meeting disabled citizens' needs.	Community Inclusion Workshop Group with key community representatives, supporting ongoing collaborative input into inclusive events and programmes.
3.5	Explore setting up an internal Disability Forum for Staff	Terms of reference for an internal Disability Staff Forum were developed. The establishment of the Forum was then subject to further consideration through internal governance processes and did not proceed during the reporting period.	Would demonstrate Council's commitment to meeting disabled staff's needs Increased awareness of disabled people's issues. Opportunities for disabled staff to share experience to improve service delivery and to contribute to policy making within Council. Accessibility issues can be identified and addressed. Disabled people more likely to be encouraged to access Council premises and participate in Council business and services.	While an internal Disability Forum for staff was not formally established during the reporting period, the revised draft Disability Action Plan includes broader actions relating to staff engagement, participation, and lived experience to support ongoing development in this area.
4.5	Consider adopting ECNI Every Customer Counts initiative for front line services	Further explored during the reporting period, building on previous engagement with the initiative, but was not	Accessibility issues can be identified and addressed. Disabled people more likely to be encouraged to access Council premises	The principles of the initiative continue to align with the Council's approach to accessible and inclusive service delivery and improvements. These are reflected within the revised draft Disability Action Plan,

		progressed as a standalone initiative.	and participate in Council business and services.	particularly under the accessibility of services theme, with ongoing work to enhance inclusive service delivery in line with recognised good practice approaches such as ECNI's "Every Customer Counts.
5.2	Work Placement or shadow opportunities identified and offered via programmes managed by organisations such as Cedar Foundation, NIUSE	Further explored and ongoing with various organisations	Increased participation and support for individuals once fully implemented.	This has been incorporated into the broader Workforce Accessibility and Inclusion theme within the new Disability Action Plan. Rather than a standalone action, the revised approach focuses on accessible employment pathways and collaborative opportunities with external partners where appropriate.
5.4	Promotion of job opportunities to disabled potential applicants through lawful positive action approved by ECNI, e.g., welcoming statements in job adverts, etc	Engagement with Employers for Disability to promote. New Redeployment Register established, outcome is clearer responsibility to hold roles were applicable and to consider redeployment for disabled people.	Increased engagement from disabled applicants.	While this was not progressed as a standalone initiative in the previous plan period, the principles of lawful positive action and inclusive recruitment messaging have been incorporated into the workforce accessibility and recruitment commitments within the revised draft Disability Action Plan.

4. Please outline what action measures **have <u>not</u> been achieved** and the reasons why.

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	Action Measures not met	Reasons
2.6	Carry out survey of staff and Elected Members to assess knowledge of Disability Duties and to gauge attitudes to disability/disabled people	Implementation of the survey was intended to align with the rollout of online disability awareness training modules, which were not fully progressed during the reporting period. Wider disability awareness and inclusion training activity continued through other initiatives and has been reflected within the revised draft Disability Action Plan to support ongoing development and inclusive practice.
5.3	Work with ECNI to explore ring-fencing of some jobs for people with disabilities	This was explored in the context of discussions around lawful positive action and disability-inclusive recruitment approaches. Rather than progressing a standalone ring-fencing initiative, the revised Disability Action Plan takes a broader approach focused on improving accessibility, inclusive recruitment practices and employment pathways for disabled applicants across the organisation. The publication of the updated statutory code of procedures on recruitment and selection from the Local Government Staff Commission is awaited, once published we will be better placed to assess how this can be taken forwards further. Unfortunately, there have been repeated delays to the publication of this document which has delayed progress.

5. What **monitoring tools** have been put in place to evaluate the degree to which actions have been effective / develop new opportunities for action?

(a) Qualitative

Consultation feedback, stakeholder engagement, complaints monitoring, user experience feedback, equality screening information and community engagement activity were used to help assess the effectiveness of actions and identify areas for improvement or further action.

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(b) Quantitative

Corporate and service-level monitoring arrangements, including KPIs, participation and uptake data, workforce monitoring information, performance reporting and service usage statistics, were used to monitor progress and inform future planning and service development

6. As a result of monitoring progress against actions has your organisation either:

- made any **revisions** to your plan during the reporting period or
- taken any **additional steps** to meet the disability duties which were **not outlined in your original** disability action plan / any other changes?

There were no formal revisions made to the Disability Action Plan 2020-2025 during the reporting period. However, monitoring of progress against actions informed adjustments in delivery and approach, with some actions re-scoped and embedded within wider corporate developments such as the Citizen Engagement Framework and existing engagement structures. In addition, a range of complementary activity was undertaken through service delivery and partnership working which supported the disability duties beyond the original action plan, particularly in relation to accessibility improvements, inclusive engagement and disability awareness. These developments have been further embedded within the draft Disability Action Plan for 2026-30.

7. Do you intend to make any further **revisions to your plan** in light of your organisation's annual review of the plan? If so, please outline proposed changes?

As this is the final year of the current Disability Action Plan, no further revisions are proposed. A revised Disability Action Plan for 2026-30 has been developed and will build upon the actions and commitments within the current plan. The new draft plan adopts a more streamlined, strategic approach, with a reduced number of higher-level actions focused on accessibility, inclusive service delivery, participation and workforce inclusion. This includes continued emphasis on improving accessibility across Council services and facilities, strengthening engagement and participation of disabled people in decision-making, enhancing inclusive communication and information and further developing workforce accessibility and employment pathways for disabled people.

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[i] **Outputs** – defined as act of producing, amount of something produced over a period, processes undertaken to implement the action measure e.g. Undertook 10 training sessions with 100 people at customer service level.
[ii] **Outcome / Impact** – what specifically and tangibly has changed in making progress towards the duties? What impact can directly be attributed to taking this action? Indicate the results of undertaking this action e.g. Evaluation indicating a tangible shift in attitudes before and after training.
[iii] **National** : Situations where people can influence policy at a high impact level e.g. Public Appointments
[iv] **Regional**: Situations where people can influence policy decision making at a middle impact level
[v] **Local :** Situations where people can influence policy decision making at lower impact level e.g. one off consultations, local fora.
[vi] **Local :** Situations where people can influence policy decision making at lower impact level e.g. one off consultations, local fora.
[vii] **Local :** Situations where people can influence policy decision making at lower impact level e.g. one off consultations, local fora.
[viii] **Local :** Situations where people can influence policy decision making at lower impact level e.g. one off consultations, local fora.

LCCC Equality Action Plan 2021-2025 – Departmental Progress April 2025 – March 2026

Theme 1: Service Provision				
Potential Inequality or Key Issue	**Actions**	**Responsible Unit/Department**	**Monitoring and Timescales**	**Progress 2025-2026**
1.1 Not all individuals may be accessing the appropriate level of service they require (Access to waste collection services)	Continue to provide assisted lifts as appropriate and bin upgrade assessment in line with Council policy	Waste Management & Operational Services	No. of assisted lifts and No. of bin upgrades provided Ongoing feedback and annual review	Achieved and ongoing. As of December 2025, there were 62,411 households within the Council area. 5300 (8.5%) households had a bin upgrade (larger/additional bins) 2133 (3.4%) households had an assisted lift.
1.2 Some residents may wish streets or Council property/facilities to be named in a language other than/in addition to English	Apply current policy to requests for street naming Review current policy and/or develop new policy as required	Building Control / Environmental Services Directorate Environmental Services (ES) Committee All relevant services	Ongoing monitoring of requests and annual review	Achieved and ongoing. No requests for a policy review were received during 2025-26.
1.3 Cemetery Provision	To make explicit that all faiths, and none, will be accommodated (as far as practicable). Continue through the development of a corporate cemetery strategy.	Environmental Health/Environmental Services Directorate	Ongoing monitoring of interments, including breakdown by faith, where known. Evidence of consideration given to issues raised	Achieved and ongoing. Monitoring of interments continues through the Plotbox MIS. No issues were raised during 2025-26.

1.4 Some children may not be able to access relevant play facilities that they may require (Inclusive Fixed Play Equipment Provision)	Development of Inclusive Fixed Play Equipment Provision Policy (with input from key stakeholders) Active consideration of needs of different abilities in development and refurbishment of facilities	Parks & Amenities	Evidence of consideration and new facilities developed/provided Feedback from users and key stakeholders Annual review	Achieved and ongoing. Ongoing review of playparks and maintenance/upkeep of equipment and equality screening to support inclusive provision.

Theme 2: Access to Information				
Potential Inequality or Key Issue	**Actions**	**Responsible Unit/Department**	**Monitoring and Timescales**	**Progress 2025-2026**
2.1 Some individuals/ groups may be disadvantaged by not having full access to information provided by Council (Ensure information is accessible to all)	To keep under review requests for information in various formats across Council Monitor all electronic/social media avenues to promote accessibility	All Council Departments & Units, including Communications core services such as: Waste Management Environmental Health Parks & Amenities Sports Services	Ongoing monitoring of requests and feedback Annual review	Achieved and ongoing. Ongoing consideration by all Council Departments and Units and proactive provision of alternative formats provided where possible.

Theme 3: Our Community				
Potential Inequality or Key Issue	**Actions**	**Responsible Unit/Department**	**Monitoring and Timescales**	**Progress 2025-2026**
3.1 Some individuals, children/young people as well as adults with a range of disabilities, may not have access to appropriate toileting/cleaning facilities locally (Adequate provision and distribution of Changing Places Toilets across Council facilities and area)	Carry out public consultation and develop draft Changing Places Policy and Guidance Active consideration of CP facility in all relevant new projects and refurbishments, according to policy Active promotion of CP provision to Council partners as appropriate	Assets Unit/Service Transformation Directorate	Number of projects where a CP facility is considered No of new facilities provided within the Council area Feedback and annual review	Achieved and ongoing. CP Policy in place and consultation feedback considered. Considered through funding applications in 25-26 CP facility included in designs for DIIB. Accessible public toilets added or upgraded. Castle Gardens Light Trail included provision of appropriate facilities including Changing Places accessibility toilets.
3.2 Some individuals/ groups may find the location of Council facilities a deterrent to use or may find certain buildings and premises inaccessible. (Location/provision of facilities including indoor and outdoor leisure; council property and public service sites)	Audit of existing facilities Political feedback Capital investment schedule Review of capital programme GIS mapping Demographic study Estates strategy to be approved and Estates action plan to be developed	Parks & Amenities Sports Services Communities Assets Waste Management & Operational Services	Ongoing Feedback and annual review	Achieved and ongoing. Continue to monitor sites and implement any plan in line with capital programme for improvement schemes. Continue to ensure activities and events that are carried out on council facilities are disability friendly.

	Facilities and services, including accessibility measures, promoted accordingly			
3.3 Some groups may feel that they can't access available grants (Access to grants)	Use all feasible communications media Publicise grant finder Targeted promotion to under-represented groups as appropriate	Sports Services Communities Economic Development	No. of grant applications Feedback and Annual review Monitor applications from different locations within Council and, where feasible, by equality group.	Achieved and ongoing. Range of stakeholders including community and voluntary organisations successful in grant applications. to help build better and more inclusive communities. Targeted promotion to under-represented groups
3.4 Digital Inclusion – No one left behind	Three year Strategy developed, with associated action plan. Planning to recognise that not all citizens will be equally able to access digital services and may require adjustments or alternative provision.	Service Transformation Directorate	Customer engagement survey. Digital exclusion mapping. Digital services review.	Provision is made for those who are not digitally engaged, commitment to 'Digital first, not digital only'. Digital Strategy in development. Monthly reports on council websites through speech and language software provider assists with informing digital services review. The council websites are coded with software that translates them into the chosen language of users, reads the content to them, allows them to increase font size etc. Residents' magazine CityWide is digital and accessible via the website. It is also available in audio and braille formats on request.

Theme 4: Health and Wellbeing				
Potential Inequality or Key Issue	**Actions**	**Responsible Unit/Department**	**Monitoring and Timescales**	**Progress 2025-2026**
4.1 Some individuals/ groups may feel that they can't participate in various leisure activity programmes (Access to physical activity programmes)	Engagement to identify those in need Tailoring of 'inclusive' CSAW programmes Proactive promotion to and targeting of under-represented groups	Parks & Amenities	Review of users Ongoing feedback and annual review	Achieved and ongoing. Continuing to develop a variety of programmes suited for all.
4.2 Some families/ households may feel excluded from various sports activities (Vitality Household Membership)	Equality screened New concession groups GIS mapping Targeted marketing	Sports Services	Membership numbers User categories/numbers Independent survey/ feedback Annual review	Achieved and ongoing. Range of membership options available to attract users Weekly monitoring of membership figures, monthly monitoring of demographics.
4.3 Some individuals/ groups may feel they can't participate in various leisure activities due to costs (Charging policy)	GIS mapping Non user feedback Targeted marketing Comparison with public and private competitors	Parks & Amenities Sports Services Communities	No. of users including concessions Feedback and Annual review	Achieved and ongoing. Range of membership options available to attract users Weekly monitoring of membership figures, monthly monitoring of demographics. Annual review of pricing policy and associated equality screening.

Theme 5: Training				
Potential Inequality or Key Issue	**Actions**	**Responsible Unit/Department**	**Monitoring and Timescales**	**Progress 2025-2026**
5.1 Customer facing staff, and supervisors, may feel that they require (regular) training to deal with the broad range of customers	Identify training needs Deliver annual programme which includes both generic equality awareness training and issue-specific training for identified target groups.	Equality Officer and HR & OD Heads of Service	Ongoing Evaluation of training delivered Feedback from staff and evidence of impact	Achieved and ongoing. Training and awareness activity continued during the reporting period through the Council's corporate training programme and targeted engagement sessions. Evaluation and staff feedback informs ongoing development and assessment of training impact.
5.2 Managers and senior staff require "refresher" training in respect of a strategic and/or emerging issues	Identify training needs and provide training on areas such as: Policy development Equality Screening Cultural awareness Disability awareness Rural Needs	Equality Officer and HR&OD Delivery may include external providers (including Equality Commission)	Ongoing as training needs identified Evaluation of training delivered Feedback from participants and evidence of impact	Achieved and ongoing. Training and refresher activity for managers and senior staff continues through corporate equality training and issue-specific sessions. Work also progressed on updated learning resources and e-learning modules in collaboration with other local councils informed by Equality Commission guidance.
5.3 Given their role as decision makers Elected Members require appropriate training	Identify training needs and provide training as considered necessary	Equality Officer and HR&OD Delivery may include external providers (including the Equality Commission)	Ongoing as training needs identified	Achieved and ongoing. Equality and disability awareness training continued to be offered to Elected Members during the reporting period, with further opportunities for engagement and awareness raising to continue on an ongoing basis.

Theme 6: Policy Development and Business Planning				
Potential Inequality or Key Issue	**Actions**	**Responsible Unit/Department**	**Monitoring and Timescales**	**Progress 2025-2026**
6.1 All relevant activities/policies may not be screened and hence comply with commitments in the Equality Scheme	Policy development and Equality screening to be undertaken as early as possible, supported by targeted consultation and ongoing monitoring as appropriate	Equality Officer, all Council departments and Corporate Management Team	Ongoing, with quarterly Departmental Management Team updates as well as annual review of activities/ Policies.	Achieved and ongoing. Evidence of more equality screening documents accompanying Committee papers. Annual review of policies and activities supported by updated screening documents.
6.2 Potential inequalities or issues not identified in a timely manner and therefore not addressed fully in policy development and business planning	Review of processes and templates to ensure equality considerations built into business planning Regular review and reporting, including to Committee/Council, as appropriate		Review of processes in Year 1 of plan Feedback from service users, consultees, and staff	Achieved and ongoing. Equality considerations continued to be embedded within business planning and policy development processes through ongoing review of templates, guidance, and reporting arrangements to support timely identification of equality issues.

Lisburn & Castlereagh City Council

Disability Action Plan 2021 – 2025

September 2021

Foreword

This Disability Action Plan, the second for Lisburn and Castlereagh City Council, is a statement of our commitment to fulfilling the statutory duties under Section 49A of the Disability Discrimination Act 1995 to:

• promote positive attitudes towards people with disabilities

and

• encourage participation by people with disabilities in public life.

Our Council purpose is “Working together to deliver better lives for all” and our vision is to be “a progressive, dynamic and inclusive council, working in partnership to develop our community and improve the quality of people’s lives”.

We hope that the actions in this Disability Action Plan will go some way to making lives better for people with disabilities.

We look forward to working in partnership with local disability support organisations and with residents and service users to achieve this.

The proposed actions in this plan have our full support as Council leaders and we will ensure that staff across the organisation have the necessary resources to deliver on the plan.

Progress on the plan will be reported annually and we will welcome ongoing feedback and suggestions.

Mayor

Chief Executive

September 2021

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1. Introduction

1.1 Section 49A of the Disability Discrimination Act 1995, as amended by the Disability Discrimination (NI) Order 2006, requires the Council in carrying out its functions to have due regard to the need:

- to promote positive attitudes towards people with disabilities, and
- to encourage participation by people with disabilities in public life

1.2 The Council is committed to the fulfilment of its disability duties in all parts of its organisation and has set out how it intends to do this in this Disability Action Plan, which covers the period 2021-2025.

1.3 The Council will undertake as appropriate a planned programme of communication and training on the above two disability duties.

2. Purpose of the disability action plan

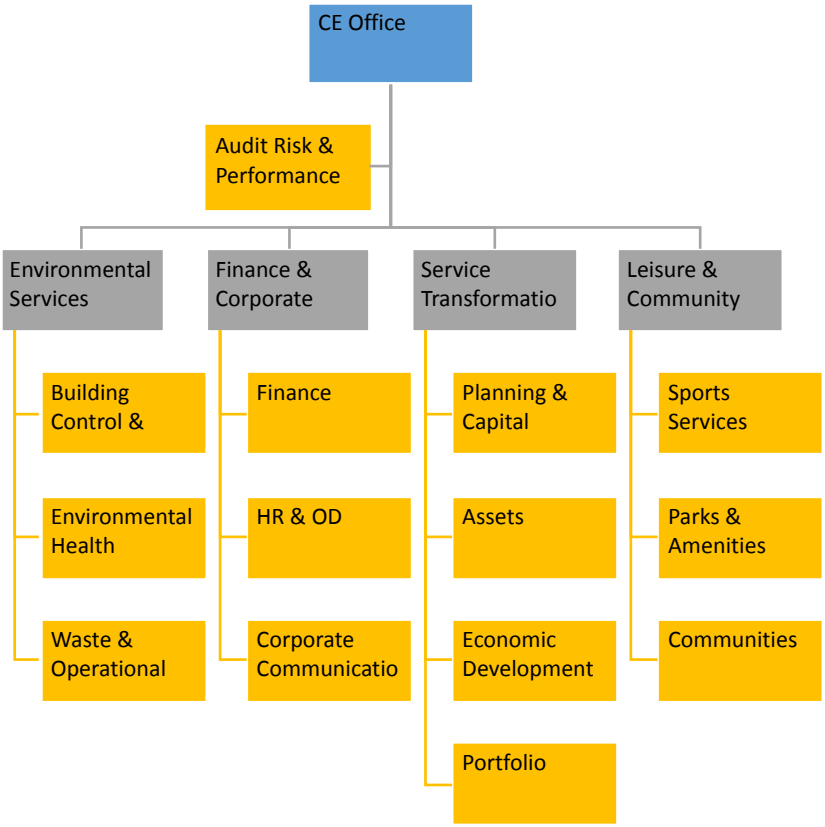
2.1 This Plan sets out how the Council proposes to fulfil the disability duties in relation to its functions.

3. Lisburn & Castlereagh City Council – role and functions

3.1 The roles and functions of Council cover the following:

- the direct provision of services and facilities;
- a representative role on a number of bodies and Boards; and
- a consultative role in relation to functions conducted by other Government bodies and agencies.

3.2 In the performance of the above roles the Council carries out functions across many areas, see organisation chart below with Service Areas listed:



3.3 To enable the Council to provide the above services and perform its functions, it must levy an annual rate and has the power to:

- acquire and dispose of land;
- borrow money;
- employ staff; and
- procure goods and services.

3.4 To support and implement the above statutory functions and provision of services and facilities, the Council has adopted a wide range of policies.

4. Public life positions for which the Council has responsibility

4.1 The Council does not have responsibility for public appointments but has some responsibility regarding other public life positions, for example, in respect of representation on a range of external bodies. Examples of such external bodies include:

- ARC 21
- Belfast Region City Deal Engagement Forum
- Belfast Regional Tourism Partnership
- Lagan Rural Partnership
- Lagan Valley Regional Park
- Lisburn & Castlereagh Housing Liaison Forum

- Peace IV Partnership
- Strategic Community Planning Partnership.

Where Council has an opportunity to influence the make-up of bodies on which it is represented in terms of ensuring representation of disabled people, it will endeavour to do so.

4.2 The Equality Commission has emphasised that 'public life' should be defined as including any group or committee that has a role in influencing public policy or service delivery. It can therefore include any consultative group, focus group, working group, committee, or community group that provides an opportunity for people to give their views to inform public policy or service development. Where Council is setting up or involved in such groups, it will ensure that efforts are made to raise awareness of opportunities for disabled people to participate and that their participation is actively encouraged and facilitated.

4.3 Council will also ensure that any community group we facilitate or fund is encouraged to take steps to involve disabled people in their work and decision making.

5. The commitment of Council to the effective implementation of the Plan

5.1 The Council is committed to the effective implementation of the Plan. Responsibility for determining policy on how this will be achieved lies with the Elected Members.

5.2 Day to day responsibility for carrying out the policy determined by the Elected Members lies with the Chief Executive and he will be responsible for the implementation of administrative arrangements to ensure that the disability duties are complied with by the Council. As part of its strategic corporate planning process, the Council will build objectives and targets relating to the disability duties into corporate and business plans. These will be reflected at all levels of planning including individual employee objectives and in annual plans.

5.3 Progress on meeting objectives, including those relating to the disability Duties, will be monitored and reported on at the most senior level within the organisation. Achievement of objectives will also be monitored annually by the equality officer.

5.4 A formal report of progress on meeting the objectives relating to the disability duties will be included in the Council's annual report to the Equality Commission.

5.5 Council will ensure that adequate resources are allocated to ensure the effective implementation of the actions in the plan.

6. Internal arrangements

6.1 Lisburn & Castlereagh City Council consists of 40 elected representatives who meet monthly in full session. There are also seven standing committees, these are:

- Capital Projects
- Corporate Services
- Development
- Environmental Services
- Governance & Audit
- Leisure and Community Development
- Planning.

7. Effective engagement

7.1 The Council is committed to engaging with people with disabilities in the implementation, monitoring and review of this Plan.

8. Annual report

8.1 The Council will prepare an annual report on the implementation of its Plan. This report will be included as part of the Council's annual report to the Equality Commission on the implementation of the Equality Scheme of Council.

8.2 A copy of the Equality Scheme annual report will be made available on the Council's website and, on request, can also be made available in alternative formats.

9. Five year review

9.1 The Council will carry out a review of its Plan (within five years), following guidance from the Equality Commission for NI.

10. Consultation

10.1 Council is committed to carrying out meaningful consultation and involvement of those with disabilities in both the development and review of its Disability Action Plan. By so doing Council is keen to bring about change for people with disabilities, and their carers, by proactively taking measures in response to the disability duties.

10.2 The Council has sought to ensure the involvement of people with disabilities by consulting with representative groups at both regional and local levels, as

well as talking to, and meeting with individuals with a disability, or carers. Consultation is viewed therefore as an on-going process to facilitate the duties.

10.3 The groups at a local and regional level that we will consult with will include Disability Action, Mencap, Employers for Disability, RNIB, RNID, IMTAC, Cedar Foundation and Disability Sports NI as well as all other relevant organisations.

10.4 The draft plan will be advertised on the council's website and through other relevant media, for example social media, where responses will be sought from both individuals and organisations.

10.5 To help promote equality of opportunity in accessing information, relevant information will be provided in alternative formats on request, where reasonably practicable. Consideration will also be given, as necessary, as to how best to communicate information to certain groups such as young disabled people or disabled people who do not have English as a first language.

10.6 The Council believes it is important that people with disabilities and groups are involved in all stages of the plan and we will continue to seek their views to help ensure that any activity the Council is undertaking continues to promote the two disability duties.

11. Action measures

11.1 The Council already undertakes a number of measures to promote positive attitudes towards people with disabilities and encourage their participation in public life as a result of the duties under Section 75. By way of example these include:

- All policies are screened to assess potential impact on the nine designated groups, including those with a disability.
- Council has in place an Elected Member Diversity Champion and an Officer Diversity Champion.
- Council continues to work with government departments as well as the statutory, voluntary and community sectors, to progress a range of initiatives for various groups locally, inclusive of those with a disability.
- Council is a member of Employers for Disability NI and has utilised them to provide training across a broad range of disabilities for staff.

- Council routinely considers the needs of people with disabilities in our communications and engagement work so that they can access information and services and participate fully in council run activities and initiatives.

11.2 ***Appendix 1*** details the measures which Lisburn & Castlereagh City Council intends to take in order to implement the disability duties for the forthcoming period. Progress against these will be reviewed annually and reported in the annual report to the Equality Commission.

11.3 The actions in this plan are in addition to those that Council undertakes routinely to ensure that it meets the commitments in its Section 75 Equality Scheme and obligations under the Disability Discrimination Act.

12. How the disability action plan will be published

12.1 Once finalised and approved after consultation this Plan will be available by contacting:

Equality Officer
Lisburn & Castlereagh City Council
Civic Headquarters
Lagan Valley Island
Lisburn
BT27 4RL

Tel: 028 9244 7300 (switchboard)
Text phone: 028 9250 9508
E-mail: equality.officer@lisburncastlereagh.gov.uk

12.2 The availability of the Disability Action Plan will be notified through a range of media and can be accessed on the Council's website at:

https://www.lisburncastlereagh.gov.uk/

12.3 The Council will, through ongoing work with people with disabilities, including learning disabilities, find appropriate ways of communicating the Plan. The Plan will be available in alternative formats on request.

12.4 The Plan will be highlighted through all relevant methods including meetings with relevant groups and individuals.

12.5 Employees will be made aware of the Plan and be able to access it through the staff intranet. This will help ensure they know their responsibilities as well as the overall responsibilities of Council regarding the Plan.

Appendix 1 – LCCC Disability Action Plan action measures 2021-2025

1 Policy development and reporting			
Action Measure	***Responsibility***	***Impact***	***Timescale***
1.1 Continue to ensure disability is included in all equality screening of policies/projects/plans.	Heads of Service and all relevant officers.	Disability issues highlighted and mainstreamed at an early stage of policy development.	Ongoing
1.2 Add Disability Duties to equality screening template	Equality officer	Will ensure staff consider whether their policy/project/ plan provides an opportunity to promote positive attitudes or encourage participation	2021-2022
1.3 Prepare an Annual Report to the ECNI on implementation of the Plan. Progress report publicised on Council website	Equality Officer Input from Heads of Service	Achievements/ progress reported and shared Public informed about what Council has done	Annually – according to ECNI timetable, usually 31 August.
1.4 Include a disability focus in quarterly Departmental Management Team/ Equality Officer meetings.	Equality Officer to attend DMT meetings on a rolling basis.	Departments have regular opportunity to consider how they are implementing relevant actions in the DAP and to report achievements or discuss ideas	Meetings held quarterly.
1.5 Report progress on implementation of action plan to staff	Equality Officer	Staff kept up to date. Good practice and achievements shared.	Annually following submission to Equality Commission

2 Awareness & Understanding			
Action Measure	***Responsibility***	***Impact***	***Timescale***
2.1 Include Disability Duties in all general equality awareness training for staff and Elected Members	Equality Officer HR and Organisational Development Unit Member Services	Staff and elected members will understand why we have duties and what they are designed to achieve	Ongoing in annual training programmes
2.2 Council's responsibility in relation to DDA duties to be referenced in all induction training for new staff and elected members	Equality Officer in association with Human Resources & Organisational Development Unit.	New staff will have basic awareness of the duties and know how they might be relevant to their role	Ongoing – in all scheduled induction training
2.3 Include disability duties in equality screening training for relevant staff	Equality Officer in association with Human Resources & Organisational Development Unit. All relevant officers.	Increased awareness of disability issues and potential to deliver on the disability duties across Council functions	A programme of training to be agreed and undertaken annually as required.
2.4 Provide targeted awareness training for staff who are identified as having the potential to deliver on Council's DDA duties, eg, managers, communication staff, those who organise consultations or engage with external groups	Equality Officer in association with Human Resources & Organisational Development Unit. Relevant managers/ officers.	Opportunities identified to promote positive attitudes and encourage participation across the range of Council functions and action implemented accordingly	Training to be identified on an annual basis and delivered as required.

2.5 Share relevant information and promote disability support services to staff, eg, via intranet or social media for both professional and personal use	Equality Officer HR Corporate Communications & Admin	Staff more aware of disability issues and more disability confident and more likely not to have prejudiced attitudes towards disabled people	Ongoing
2.6 Carry out survey of staff/Elected Members to assess knowledge of Disability Duties and to gauge attitudes to disability/disabled people	Equality Officer with Heads of Service support Member services in relation to Elected Members	Assessment of levels of prejudice or misunderstanding gained that can be addressed through training etc	First survey in 2021-2022 Repeat in final year of plan to assess change over time

3 Promotion & Engagement			
Action Measure	***Responsibility***	***Impact***	***Timescale***
3.1 Identify relevant opportunities and encourage participation of disabled people through targeted promotion	Council, senior officers and other relevant officers in relation to their area of work Equality Officer to advise	People with disabilities are provided with more opportunities to participate and influence Council activities and decision making.	Ongoing, as appropriate, as part of business planning.

3.2 Ensure disabled people and representative groups are targeted proactively in all council consultations and engagement events/ initiatives	Heads of Service and Managers with support from Equality Officer	More disabled people have their views reflected in consultation feedback which informs decision making.	Ongoing - in consultation or engagement plans
3.3 Continue to work with disabled individuals and their representative groups.	Relevant staff in relation to their services/Equality Officer	Engagement with disability support groups informs policy and service delivery.	Ongoing
3.4 Explore development of a Disability Forum or formal consultative group – to include representation from relevant Council officers and functions (eg, Age Friendly, Community Planning) If feasible, run as a pilot.	Equality Officer	A formal mechanism would demonstrate Council's strategic commitment to consulting with disabled people as well as assisting management and staff in better meeting disabled citizens' needs.	Feasibility to be considered in year 2 of plan (2022-2023)
3.5 Explore setting up an internal Disability Forum for staff	HR and Organisational Development/ Equality Officer	Would demonstrate Council's commitment to meeting disabled staff's needs Increased awareness of disabled people's issues Opportunities for disabled staff to share experience to improve service delivery and to contribute to policy making within Council	Feasibility to be considered in 2021-2022

3.6 Participate in or mark annual Disability days/events, eg, Mental Health or Autism Awareness, International Day of People with Disabilities	Equality Officer HR and Organisational Development Corporate Communications & Admin	Demonstrates Council commitment Increases staff awareness Opportunities for disability groups and disabled people to contribute to and influence Council activities	Plan developed in 2021-2022 Ongoing for identified days as feasible

4 Communication and Accessibility			
Action Measure	***Responsibility***	***Impact***	***Timescale***
4.1 Include positive images of individuals with a disability in Council promotional material and publications.	Corporate Communications & Admin Relevant officers who have a role in producing materials/ publications Equality officer to advise	Disabled people portrayed in a positive role and the promotion of positive attitudes towards people with disabilities.	Review of potential opportunities in 2021-2022 Ongoing thereafter
4.2 Ensure features or articles about disability, profiles/case studies of disabled people, information on how Council facilitates disabled people, etc, are regularly included in key Council publications, eg, City Matters and on social media	Corporate Communications & Admin. Relevant officers who provide content for publication. Equality officer to advise	Citizens more aware of disability issues and aware of what disabled people can do. Disabled people more encouraged to access Council services and facilities.	Initial plan developed in 2021-2022 Included in annual communications planning thereafter
4.3 Review Council website and communications to ensure that information about the Disability Duties is well promoted	Corporate Communications & Admin in conjunction with Equality Officer	Disabled citizens, visitors and others more likely to respond to consultations or participate in Council activities	Initial review completed by the end of 2022
4.4 Keep under review the accessibility of the Council's website and communication methods/ policies generally.	Corporate Communications & Admin and other relevant officers.	Information (and consequently services) accessible for those with disabilities. Disabled people more likely to be able to respond to consultations and have a say in service development, etc	Annual review or as part of overall communications accessibility review as appropriate

4.5 Consider adopting Equality Commission Every Customer Counts initiative which includes an accessibility self-audit tool and supporting guidance for front line services	Equality Officer to promote to Heads of Service and instigate pilot Heads of Service to consider for front line services	Accessibility issues can be identified and addressed. Disabled people more likely to be encouraged to access Council premises and participate in Council business and services.	ECC initiative to be piloted in year 1 of plan and rolled out if feasible

5 Promoting employability and employment for disabled people			
Action Measure	***Responsibility***	***Impact***	***Timescale***
5.1 Explore employability programmes with key disability support organisations	HR & OD Supported by Equality Officer	Disabled people portrayed in a positive role and the promotion of positive attitudes towards people with disabilities.	Review of potential opportunities in 2021-2022. Plan developed for years 2-5
5.2 Work Placement or shadow opportunities identified and offered to disabled people via programmes managed by organisations such as Cedar Foundation, NIUSE, etc	HR & OD Supported by Equality Officer	Disabled people gain useful skills training which may lead to further job opportunities. Relevant staff more equipped to support disabled applicants for placement and/or employment	Facilitate work placements/ shadow opportunities
5.3 Work with the Equality Commission to explore the ring-fencing of some jobs for people with disabilities in conjunction with relevant support groups as appropriate.	HR & OD	Employment facilitated for disabled people who may experience challenges and barriers to employment in a competitive jobs market	Ensure processes in place to avoid barriers to recruitment opportunities
5.4 Promotion of job opportunities to disabled potential applicants through lawful positive action approved by the Equality Commission, eg, welcoming statements in job advertisements, promotion via disability groups, guaranteed interview scheme, etc	HR & OD Supported by Equality Officer	Increase in number of applications and appointment of people with disabilities LCCC seen as a disability-friendly employer	Positive action taken for all external recruitment exercises

Lisburn and Castlereagh City Council

Draft Equality Action Plan 2026-2030

Lisburn and Castlereagh City Council

Draft Equality Action Plan 2026–2030 *(For Consultation)*

Introduction

Section 75 of the Northern Ireland Act 1998 requires public authorities to comply with two statutory duties:

1. **Equality of Opportunity Duty** – Public authorities must have due regard to the need to promote equality of opportunity between the following categories:
    - Persons of different religious belief
    - Political opinion
    - Racial group
    - Age
    - Marital status
    - Sexual orientation, men and women generally
    - Persons with a disability and persons without
    - Persons with dependants and persons without
2. **Good Relations Duty** – Public authorities must promote good relations between persons of different religious belief, political opinion, and racial group.

To fulfil these duties, all public authorities are required to develop an Equality Scheme, which must be approved by the Equality Commission for Northern Ireland. This document outlines the commitment of the public authority to fulfilling its Section 75

statutory duties. The Commission recommends that public authorities also develop action measures tailored to their specific functions, duties, objectives, and policies.

This action plan, covering the period **2026–2030**, builds upon progress made in the previous plan **(2021–2025)** and is shaped by a detailed review of the Council's Equality Scheme implementation, engagement with stakeholders, analysis of monitoring data, and learning from service delivery. It reflects the Council's ongoing commitment to promoting equality, celebrating diversity, and ensuring that all individuals can access and participate in services, decision-making, and community life. A complementary Disability Action Plan (2026–2030) has been developed to sit alongside this Equality Action Plan, ensuring a joined-up approach to inclusion and accessibility.

Plan Development and Alignment

This plan has been informed by:

- The Council's Five-Year Review of the Equality Scheme (2021–2025)
- Annual Section 75 Progress Reports
- Equality Screenings and EQIA findings
- Staff Feedback and Training Evaluations
- Engagement with community, voluntary, statutory, and equality sector partners
- Internal and External Audits, consultation feedback, and datasets

It aligns with key strategic documents, including:

- The Community Plan (2017–2032)
- The Corporate Plan

- The Performance Improvement Plan (PIP)
- The HR & OD Strategy (2024–2028)

This plan outlines five overarching priorities:

1. **Strategic Integration** - Embed equality and disability inclusion across corporate and departmental planning processes.
2. **Data and Evidence** - Strengthening equality and disability data collection and monitoring, improving intersectional analysis, and enhancing cross-departmental data sharing to better understand barriers and participation gaps.
3. **Accessibility, Communication and Inclusive Services** - Improving physical, digital and communication accessibility across services and strengthening inclusive communication approaches (including consultation), recognising the importance of a consistent corporate approach.
4. **Culture, Learning and Accountability** - Expanding staff and elected-member training, strengthening leadership responsibilities and ensuring equality and disability inclusion are embedded across all teams, services, and decision-making structures.
5. **Collaboration and Innovation** - Strengthening partnerships with academic, statutory, community and voluntary organisations to support evidence-informed policy, innovative programming and continuous improvement.

The actions within this plan are designed to reflect these priorities and ensure compliance with Section 75 of the Northern Ireland Act 1998, as well as other statutory obligations. They focus on practical, measurable steps to embed equality and disability inclusion into the Council's culture, operations and service delivery.

Monitoring, Governance & Reporting

The implementation of the action plan will be overseen by:

- The Corporate Management Team
- The Equality Officer
- Departmental Directors and Heads of Service
- Relevant internal groups and forums

Progress will be tracked and assessed through:

- Departmental Planning Processes
- Performance Improvement Plans (PIPs)
- Corporate Reporting Systems
- Annual Section 75 Progress Reports
- Committee Reporting
- Workforce Dashboards
- Consultation Feedback and Equality Monitoring Data

An **annual review** will evaluate progress, incorporating new evidence, emerging needs and community feedback to ensure the plan remains flexible, responsive and aligned with the Council's broader strategic priorities.

Review and Publication

This draft plan will be:

- Subject to a 12-week public consultation and reviewed in light of responses

- Submitted to Council for approval
- Published on the Council website, including in Easy Read format
- Communicated to staff, stakeholders and equality groups

Theme 1 - **Strategic Integration**

Embed equality and disability inclusion across corporate and departmental planning processes.

Action	Intended Outcome	Responsible Unit	Progress Monitoring
1.1 Embed equality and disability inclusion across corporate and departmental planning processes, with strengthened application of Equality Screening and EQIA processes.	Equality and disability inclusion are consistently reflected in strategic and operational decision-making, with strengthened application of screening and EQIA processes.	Directors / Heads of Service / Equality Officer	Evidence of equality objectives within the Council's suite of Key Performance Indicators and corporate planning processes. Further development of screening and EQIA guidance, annual review.

Theme 2 - **Data and Evidence**

Strengthening equality and disability data collection and monitoring, improving intersectional analysis and enhancing cross-departmental data sharing to better understand barriers and participation gaps.

Action	Intended Outcome	Responsible Unit	Progress Monitoring
2.1 Further improve understanding of available equality data, including gaps and areas for development, to support service planning and identify participation trends.	Increased use of data to inform planning and decision-making and ongoing review of key equality trends.	Heads of Service, with support as appropriate.	Improved understanding of equality data, participation trends and evidence gaps.
2.2 Strengthen the use of feedback and digital approaches to support equality monitoring and better understand community needs.	Enhance understanding of community needs and lived experience. Enhanced use of feedback and monitoring in service planning.	Heads of Service, with support as appropriate.	Use of feedback and digital tools across services, with examples of how information has informed planning or decision-making.

2.3 Strengthen workforce equality monitoring to better understand diversity and inform inclusive employment practices.	Improved understanding of workforce diversity and trends. Identification of inequalities and actions to address them.	HR & OD with support from Heads of Service.	Completeness of workforce equality data and actions to encourage updating of monitoring data. Evidence of analysis and actions taken in response to findings.

Theme 3 - **Accessibility, Communication and Inclusive Services**

Improving physical, digital and communication accessibility across services and strengthening inclusive communication approaches (including consultation), recognising the importance of a consistent corporate approach.

Action	Intended Outcome	Responsible Unit	Progress Monitoring
3.1 Strengthen accessible and inclusive communication approaches across services, including consultation, to support participation and engagement.	Continue to improve accessible communication and consultation practices. Improved staff confidence in delivering inclusive services.	Heads of Service, with support as appropriate.	Evidence of accessible communication approaches, including consultation practices and feedback on accessibility and effectiveness.
3.2 Improve accessibility across Council sites, services and programmes through ongoing assessment and identification of improvement opportunities.	Further improve physical, digital and communication accessibility. Increased consideration of accessibility in service design.	Heads of Service, with support as appropriate.	Evidence of development, testing and rollout of guidance and tools, including best practice review, stakeholder engagement and feedback on usability and impact.

3.3 Strengthen digital accessibility and inclusion to support participation in council services, programmes and civic life.	Reduced barriers to accessing digital and council services.	Heads of Service, with support as appropriate.	Usage and feedback on accessibility of digital services and actions considered or progressed, with examples of improvements or inclusive initiatives.

Theme 4 - **Culture, Learning and Accountability**

Expanding staff and elected-member training, strengthening leadership responsibilities and ensuring equality and disability inclusion are embedded across all teams, services and decision-making structures.

Action	Intended Outcome	Responsible unit	Progress Monitoring
4.1 Deliver and continuously improve equality, diversity and inclusion training to support staff awareness and capability across services.	Increased staff awareness and confidence in equality and inclusion. Training remains relevant and responsive to emerging issues.	HR & OD	Uptake of training and staff feedback, including evidence of training content being reviewed and updated.
4.2 Promote inclusive leadership and organisational awareness of equality and good relations through leadership practice, communications and training.	More consistent and inclusive leadership practices, with increased organisational awareness of equality and good relations.	HR & OD	Evidence of internal communications and leadership engagement activity.

4.3 Explore and support initiatives that promote inclusion, wellbeing and progression for staff across Section 75 groups.	Improved staff experience, with increased awareness of support and development opportunities.	HR & OD	Examples of initiatives or support provided and staff feedback on inclusion and wellbeing.

Theme 5 - **Collaboration and Innovation**

Strengthening partnerships with academic, statutory, community and voluntary organisations to support evidence-informed policy, innovative programming and continuous improvement.

Action	Intended Outcome	Responsible Unit	Progress Monitoring
5.1 Work collaboratively with partners to explore shared learning, improve access to equality data, insights and analysis to support evidence-informed planning.	Improved understanding of community needs and inequalities. More informed and collaborative service planning.	Heads of Service, with support as appropriate.	Evidence of collaborative working with academic, statutory and community organisations supporting data sharing or insight development where appropriate.
5.2 Explore innovative approaches and solutions, in collaboration with partners, to support participation and inclusion in council services.	Exploration of new approaches to improve participation and inclusion. Increased organisational learning and innovation.	Heads of Service, with support as appropriate.	Examples of new or improved approaches being explored or trialled, including feedback where available.

For information, alternative formats or support, contact:

Email: equality@lisburncastlereagh.gov.uk

Tel: 02892447485

Lisburn and Castlereagh City Council

Draft Disability Action Plan 2026-2030

Lisburn & Castlereagh City Council

Draft Disability Action Plan 2026–2030 *(For Consultation)*

Introduction

Designated public authorities are subject to two interrelated duties under Sections 49A and 49B of the Disability Discrimination Act 1995 (as amended by the Disability Discrimination (Northern Ireland) Order 2006).

Section 49A places a duty on designated public authorities to have due regard to the need to:

• promote positive attitudes towards disabled persons; and

• encourage the participation of disabled persons in public life.

Section 49B places a duty on public authorities to prepare and implement a Disability Action Plan outlining how they will fulfil these statutory obligations.

The purpose of these duties is to ensure that public authorities actively consider how their policies, practices, and services can promote positive attitudes and encourage disabled people to participate fully in civic, cultural, political, and public life.

Lisburn & Castlereagh City Council (the Council) is committed to fulfilling these statutory duties, and the Disability Action Plan 2026–2030 sets out the actions the Council will take to support this.

This Plan builds on the findings of the 2021–2025 Review of the Equality Scheme and reflects the Council's ongoing commitment to removing barriers, increasing accessibility and supporting full inclusion for disabled people across all services, facilities and civic life.

The priorities within the Plan align with the Corporate Plan, Community Plan and the Council's wider equality objectives. Actions are organised under the following strategic priority areas, which reflect the core themes required by the Equality Commission for Northern Ireland and areas where the review identified opportunities for improvement:

1. **Training, Awareness and Culture** - strengthening disability awareness, inclusive practice and organisational culture across the Council.
2. **Accessible Information and Communication** - improving accessibility of information, communication and digital services.
3. **Participation and Inclusion** - Supporting participation of disabled people in consultation, decision-making, programmes and community life.
4. **Accessibility of Services and Facilities** - Improving accessibility across Council buildings, facilities, programmes and service delivery.
5. **Employment, Support and Workplace Inclusion** - Supporting disabled employees and improving accessibility within employment practices.

Together, these priority areas set the foundation for delivering meaningful, measurable improvements in accessibility and inclusion for disabled people across Lisburn and Castlereagh.

Plan Development and Monitoring

This Plan has been informed by:

• Consultation with disabled people and representative organisations;

• Feedback from staff, service users and community groups;

• Findings from accessibility audits and workforce data analysis;

• Legislative duties and best practice guidance from the Equality Commission for Northern Ireland (ECNI); and

• Learning from previous Disability Action Plan reviews.

Progress will be monitored through annual reporting to ECNI, internal performance reviews and ongoing engagement with disabled people and stakeholder groups. The Disability Action Plan will be reviewed annually to assess its relevance, effectiveness and responsiveness to the needs of disabled people, with adjustments made based on new data, community feedback and emerging needs.

Disability Action Plan 2026–2030

Theme 1 - Training, Awareness and Culture

Strengthening disability awareness, inclusive practice and organisational culture across the Council.

Action Measure	Intended Outcome	Responsibility	Progress Monitoring
1.1 Review and further develop disability awareness and inclusion training for staff and elected members.	Continue to increase awareness, confidence and understanding of disability inclusion across the organisation. Continue to reduce barriers to accessing training.	HR & OD.	Evidence of training content being reviewed and updated. Uptake of training and feedback from participants.
1.2 Promote disability inclusion through internal communications, awareness campaigns, guidance and staff engagement initiatives.	Continue to increase organisational awareness and visibility of disability inclusion.	HR & OD / Communications.	Evidence of campaigns, guidance and staff engagement activity, including feedback where available.

Theme 2 - Accessible Information and Communication

Improving accessibility of information, communication and digital services.

Action	Intended Outcome	Responsibility	Progress Monitoring
2.1 Strengthen accessible communication and information practices across services, including the provision of accessible formats and accessible digital content.	Continue to improve access to information and services for disabled people through consistent and accessible communication practices.	Heads of Service, with support as appropriate.	Evidence of accessible communication approaches and accessible formats being used across services. Feedback on accessibility and effectiveness where available.
2.2 Develop and implement accessibility guidance and tools to support accessible service delivery across Council services.	Further improve accessibility practice across services. Improved staff confidence in supporting disabled service users.	Equality Officer, with support as appropriate.	Evidence of development, testing and rollout of guidance and tools, including stakeholder engagement and feedback on usability and impact.
2.3 Continue to improve the accessibility of digital services, websites and online content in line with recognised accessibility standards.	Further reduce barriers to accessing online information and services.	Digital / IT/ Communications / Equality Officer.	Evidence of accessibility reviews and improvements to digital services and content. User feedback where available.

Theme 3 - Participation and Inclusion

Supporting participation of disabled people in consultation, decision-making, programmes and community life.

Action	Intended Outcome	Responsibility	Progress Monitoring
3.1 Support the participation of disabled people in consultation, engagement, co-design and decision-making processes.	Further increase involvement of disabled people in shaping services, programmes and policies.	Heads of Service / Equality Officer.	Evidence of participation and engagement activity involving disabled people, including consultation or co-design approaches where appropriate. Feedback from participants where available.
3.2 Continue to support forums, outreach, co-design approaches and community initiatives involving disabled people.	Improved understanding of lived experience and increased inclusion in community and service development activity.	Heads of Service with particular focus on Communities.	Evidence of engagement, co-design, or forum activity involving disabled people and disability organisations.

Theme 4 - Accessibility of Services and Facilities

Improving accessibility across Council buildings, facilities, programmes, and service delivery.

Action	Intended Outcome	Responsibility	Progress Monitoring
4.1 Continue to embed accessibility requirements in the planning, design and delivery of Council infrastructure and services, including new capital projects and major refurbishments, informed by relevant legislation, recognised standards and good practice guidance.	Improved accessibility across Council buildings, infrastructure and services.	Heads of Service with specialist support as appropriate.	Evidence of accessibility considerations through Equality Screening / EQIA processes, supported by qualified access consultants where specialist input is required. Examples of accessibility features or inclusive initiatives.
4.2 Support accessibility planning through reviews, audits and engagement with disabled people and relevant specialists, including consideration of recognised good practice approaches.	Improved understanding of accessibility barriers and opportunities for improvement.	Heads of Service / Equality Officer.	Evidence of accessibility reviews, audits, or engagement activity informing improvement work, including feedback mechanisms such as “you said, we did” updates where appropriate.

Theme 5 - Employment, Support and Workplace Inclusion

Supporting disabled employees and improving accessibility within employment practices.

Action	Intended Outcome	Responsibility	Progress Monitoring
5.1 Review and improve the accessibility of recruitment and employment processes for disabled applicants and employees and continue to work with partners to support inclusive employment pathways and reduced barriers to labour market participation.	Further improved accessibility across recruitment and employment practice and enhanced access to inclusive employment opportunities and pathways for disabled people.	HR & OD Economic Development	Evidence of recruitment and employment processes being reviewed and improved, including recruitment data and exploration of support measures for disabled applicants and employees. Collaborative activity supporting inclusive employment pathways, such as Labour Market Partnership programmes, where appropriate.

5.2 Review and strengthen reasonable adjustments processes for applicants and employees.	Further improve workplace support for disabled staff and applicants.	HR & OD	Evidence of review and improvement of reasonable adjustments processes, including staff and manager feedback where available.
5.3 Explore targeted work experience / apprenticeship opportunities for disabled people.	Continue to improve employment pathways and development opportunities for disabled people.	HR & OD	Examples of opportunities explored or provided, including participant feedback where available.

For information, alternative formats or support, contact:

Email: equality@lisburncastlereagh.gov.uk

Tel: 02892447485

Lisburn & Castlereagh City Council

Section 75 Equality and Good Relations Screening template

Part 1. Information about the activity/policy/project being screened

Name of the activity/policy/project

Equality Action Plan 2026-2030 (EAP)

Is this activity/policy/project – an existing one, a revised one, a new one?

New action plan for 2026-2030

What are the intended aims/outcomes the activity/policy/project is trying to achieve?

- Promote equality of opportunity across all Section 75 categories
- Improve awareness and understanding of equality and good relations responsibilities
- Support inclusive service delivery, engagement, and decision-making across Council services
- Strengthen the use of equality evidence, screening, consultation, and monitoring processes
- Support compliance with the Council's statutory duties under Section 75 of the Northern Ireland Act 1998

Who is the activity/policy/project targeted at and who will benefit? Are there any expected benefits for specific Section 75 categories/groups from this activity/policy/project? If so, please explain.

The Draft Equality Action Plan sets out strategic measures intended to promote equality of opportunity, inclusive practice, and awareness across Council services and functions.

The Plan is intended to benefit people across all Section 75 categories, recognising that some individuals may experience multiple or intersecting barriers or inequalities.

Who initiated or developed the activity/policy/project?

The Draft Equality Action Plan was developed by the Council's Equality Officer in consultation with Council services and senior management. The Plan supports the

implementation of the Council's statutory equality duties and related commitments within the Equality Scheme and forms part of the Council's wider corporate approach to promoting equality and inclusive service delivery.

The Plan will be considered through the Council's approval processes, including the Corporate Management Team, the Corporate Services Committee, and full Council.

Who owns and who implements the activity/policy/project?

The Draft Equality Action Plan is a corporate document and includes measures to be delivered across all Council departments and services. Directors and Heads of Service are responsible for implementation within their respective service areas. Progress will be monitored and coordinated by the Equality Officer, with reporting provided through the Council's governance structures and to the Equality Commission for Northern Ireland as appropriate. Overall responsibility for implementation of the Plan and compliance with the Council's statutory equality duties rests with the Chief Executive.

Are there any factors which could contribute to/detract from the intended aim/outcome of the activity/policy/project?

Yes

If yes, give brief details of any significant factors.

Successful delivery of the Plan is dependent on ongoing organisational commitment, awareness, engagement, and the availability of appropriate resources, training, and support across Council services.

Who are the internal and external stakeholders (actual or potential) that the activity/policy/project will impact upon? Delete if not applicable

Staff and job applicants across all Council services

Service users and local communities across all Section 75 categories

Other public sector organisations and partner organisations

Voluntary/community/trade unions and representative organisations, including equality groups

Other Elected Members

Other policies/strategies/plans with a bearing on this activity/policy/project

Name of document/activity/policy	**Who owns or implements document/activity/policy?**
Section 75 of the Northern Ireland Act 1998	Northern Ireland Executive
Equality Commission guidance relating to Section 75 implementation	Equality Commission for Northern Ireland
LCCC Corporate Plan & Ambitions 2024 - 2028 lccc-corporate-plan-2024-2028-web (lisburncastlereagh.gov.uk)	LCCC
LCCC Community Plan 2017-2032 community_plan_2017-2032_email-pdf	LCCC
LCCC HR policies and activity	LCCC (HR & OD)
4. Equality Scheme and Draft Disability Action Plan	LCCC
5. Citizen Engagement Framework	LCCC

Available evidence

What evidence/information (qualitative and quantitative) have you gathered or considered to inform this activity/policy? Specify details for each Section 75 category.

A range of qualitative and quantitative evidence sources have informed the development of the Draft Equality Action Plan and this screening exercise, including:

• Equality Scheme 5 year review and previous Equality Action Plan monitoring
• Consultation and engagement feedback from internal and external stakeholders
• Equality Screening and EQIA learning and outcomes
• Census and demographic data relating to Section 75 categories
• Complaints, feedback and service issues where relevant
• Equality Commission guidance and best practice materials
• Engagement with Heads of Service, senior management, and internal focus group discussions
• Corporate equality training, awareness and engagement activity

Sec 75 Category	Details of evidence/information
Religious Belief	NI Census 2021 data for the Lisburn and Castlereagh area: 58% Protestant (or other Christian) 27% Catholic 2% Other 13% None
Political Opinion	National identity is often used as an indicator of political opinion – unionist/nationalist. Analysis of Census 2021 data for LCCC showed: 41% identified as British 16% Irish 21% Northern Irish Political party representation on LCCC from local government elections 2023 (40 Members): DUP – 14 UUP – 6 Alliance – 13 Sinn Fein – 4 SDLP – 2 Independent – 1
Racial Group	Census 2021 statistics suggest 87% of the LCCC population were born in N Ireland and the district has a range of nationalities, including a small number of Syrian refugees. 3.6% of residents speak languages other than English as their first language.
Age	Census 2021 population estimates for LCCC area were: 0-14 years – 19% 15-39 years – 30% 40-64 years – 33% 65+ years – 18%
Marital Status	The 2021 census records for people over the age of 16 for the LCCC area: Single (never married or never registered a same-sex civil partnership) – 33% Married – 52% Separated – 3% Divorced or formerly in a civil partnership which is now legally dissolved – 6%

	Widowed or surviving partner from a civil partnership – 6%
Sexual Orientation	Census 2021 data – sexual orientation. Straight or heterosexual 91% Gay, lesbian, bisexual or other sexual orientation 2% Prefer not to say or not stated 7%
Men & Women Generally	The 2021 census population of LCCC local government district was 149,106, of which 49% were male and 51% were female. There is no official statistic on the number of people in N Ireland who identify as Transgender or non-binary but referrals to advice services are increasing year on year which suggests a small but growing minority. Women are significantly under-represented as Elected Members on LCCC with only 17.5% female councillors (NI average - 26.4%).
Disability	Census 2021 data indicates that a significant proportion of the local population experience long-term health conditions or disabilities. Approximately 21% of people reported that a long-term health problem or disability limited their day-to-day activities, with 9% reporting that their activities were limited a lot and 12% limited a little. In addition, 32% of people reported living with one or more long-term health conditions, with 14% reporting multiple conditions. This evidence highlights the prevalence of disability and long-term health conditions within the population and reinforces the importance of accessible, inclusive and responsive Council services, communication, employment practices and facilities.
Dependants	2021 Census data:

	14% of people stated that they provided unpaid care to family, friends, neighbours or others. **31%** of households have one or more dependant children. People with dependants includes parents of young children, parents of older dependant or disabled people, carers of elderly family members and others.

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 activity/policy/decision? Specify details for each of the Section 75 categories

Sec 75 Category	Details of needs/experiences/priorities
Religious Belief	No specific differential needs identified in relation to the Equality Action Plan. The Plan is designed to promote equality of opportunity across all Section 75 categories
Political Opinion	No specific differential needs identified in relation to the Equality Action Plan. The Plan is designed to promote equality of opportunity across all Section 75 categories
Racial Group	People from minority ethnic backgrounds may experience barriers in accessing or engaging with Council information or consultation processes, particularly where English is not their first language. These needs can be addressed through accessible communication,

	translation/interpretation support and engagement with relevant community organisations.
Age	Some older or younger people may experience barriers in accessing or engaging with equality-related information or consultation processes due to digital exclusion, literacy levels, or differing communication preferences. A range of accessible formats and engagement methods will help address these barriers.
Marital Status	No specific differential needs identified in relation to the Equality Action Plan. The Plan is designed to promote equality of opportunity across all Section 75 categories
Sexual Orientation	
Men & Women Generally	
Disability	Some disabled people may experience barriers in accessing, understanding, or engaging with equality-related information and consultation processes without accessible formats, inclusive communication methods and appropriate reasonable adjustments.
Dependants	People with dependants, including carers, may experience barriers to participation in consultation or engagement processes due to time, accessibility, or caring responsibilities. Flexible engagement approaches may help address these barriers.

Part 2. Screening questions

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

No adverse differential impact identified. The Equality Action Plan supports improved equality processes, awareness, and inclusive practice across Council services.

Sec 75 Category	Details of activity/policy impact	Level of impact (minor/major/none*)
Religious Belief	No adverse differential impact identified. The Equality Action Plan is expected to contribute to improved equality processes, awareness and inclusive practice across all Section 75 categories.	Minor positive
Political Opinion		
Racial Group	Improved equality screening, consultation and inclusive communication practices may support better engagement with minority ethnic communities, including where language or communication barriers exist.	Minor positive
Age	Enhanced equality processes, consultation methods and inclusive engagement approaches may support participation across age groups, particularly where digital exclusion or differing	Minor positive

	communication needs exist.	
Marital Status	No adverse differential impact identified. The Equality Action Plan supports improved equality processes, awareness and inclusive practice, which is expected to have positive benefits across all Section 75 categories.	Minor positive
Sexual Orientation		
Men & Women Generally		
Disability	The Equality Action Plan supports strengthened equality processes, including screening, consultation and monitoring, which may improve consideration of disability-related impacts across Council services.	Minor positive
Dependants	Improved consultation methods and flexible engagement approaches may support participation by people with dependants and carers.	Minor positive

*See Appendix 1 for details.

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

Sec 75 Category	IF Yes, provide details	If No, provide details
Religious Belief		No additional opportunities identified at this stage beyond those already embedded within the
Political Opinion		
Racial Group		

Age		Equality Action Plan. The Plan strengthens organisational equality processes including screening, consultation, monitoring and inclusive engagement, which will support equality of opportunity across all Section 75 categories. Individual policies, projects, and service changes arising from implementation of the Plan will be subject to separate Equality Screening/EQIA where appropriate.
Marital Status		
Sexual Orientation		
Men & Women Generally		
Disability		
Dependants		

Equality Action Plan 2021-2025

Does the activity/policy/project being screened relate to an action in the Equality Action Plan 2021-2025?

Yes. The Draft Equality Action Plan 2026-2030 relates to the Council's statutory Equality Scheme and supports the implementation of Section 75 duties. While it does not duplicate specific actions from the previous Equality Action Plan 2021–2025, it builds on and strengthens the Council's approach to equality screening, consultation, monitoring and inclusive practice across all service areas.

2(b) DDA Disability Duties (see Disability Action Plan 2021-2025)

Does this policy/activity present opportunities to contribute to the actions in our Disability Action Plan:

- to promote positive attitudes towards disabled people?
- to encourage the participation of disabled people in public life?

Yes. The Draft Equality Action Plan aligns with the Disability Action Plan and supports it by strengthening equality screening, consultation, monitoring and inclusive engagement processes. The draft EAP will also be subject to

consultation, with targeted consultation with disabled people and accessible formats provided where appropriate.

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

Good Relations Category	Details of activity/policy impact	Level of impact (minor/major/none*)
Religious Belief	No adverse impact on good relations identified. The Equality Action Plan provides a framework for promoting inclusive practice, consultation and engagement, which will support consideration of good relations impacts through associated programmes and projects.	Minor positive
Political Opinion		
Racial Group		

*See Appendix 1 for details.

4 Are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group?

Good Relations Category	IF Yes, provide details	If No, provide details
Religious Belief		No specific opportunities identified at this stage beyond those already embedded within the Equality Action Plan. The position will continue to be kept under review
Political Opinion		
Racial Group		

		during implementation of the Plan.

Multiple identity

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

The Council recognises that individuals may belong to more than one Section 75 category and may therefore experience multiple or intersecting forms of inequality or disadvantage. This may include, for example, people experiencing barriers related to a combination of age, disability, racial group, gender, caring responsibilities etc.

The Equality Action Plan has been developed to strengthen organisational equality processes, including equality screening, consultation, monitoring and inclusive engagement, which will support consideration of multiple identity issues in policy development and service delivery. These considerations will continue to be reflected in the implementation of the Plan and in the screening of individual policies, projects and services.

Part 3. Screening decision/outcome

Equality and good relations screening is used to identify whether there is a need to carry out a **full equality impact assessment** on a proposed policy or project. There are 3 possible outcomes:

1) **Screen out** - no need for a full equality impact assessment and no mitigations required because no relevance to equality, no negative impacts identified or only very minor positive impacts for all groups. This may be the case for a purely technical policy for example.
2) **Screen out with mitigation** - no need for a full equality impact assessment but some minor potential impacts or opportunities to better promote equality and/or good relations identified, so mitigations appropriate. Much of our activity will probably fall into this category.
3) **Screen in for full equality impact assessment** – potential for significant and/or potentially negative impact identified for one or more groups so proposal requires a more detailed impact assessment. [See Equality Commission guidance on justifying a screening decision.]

Choose only one of these and provide reasons for your decision and ensure evidence is noted/referenced for any decision reached.

Screening Decision/Outcome	**Reasons/Evidence**
Option 1 **Screen out** – no equality impact assessment and no mitigation required [go to Monitoring section]	
Option 2 **Screen out with mitigation** – some potential impacts identified but they can be addressed with appropriate mitigation or some opportunities to better promote equality and/or good relations identified [complete mitigation section below]	The Draft Equality Action Plan is a high-level strategic framework intended to support the Council's statutory Section 75 equality duties by strengthening organisational processes including equality screening, consultation, monitoring and inclusive engagement. The Plan is therefore expected to have a positive impact across all Section 75 categories through improved consistency and consideration of equality in decision-making and service delivery. Any potential barriers relating to communication or engagement will be addressed through accessible consultation approaches and reasonable adjustments where required. Individual policies, projects, service changes, or initiatives arising from implementation of the Plan will continue to be subject to Equality Screening and EQIA processes. Consultation feedback will be reviewed for equality implications and the screening updated accordingly.
Option 3	

Screen in for a full Equality Impact Assessment (EQIA) [If option 3, complete timetabling and prioritising section below]	

Mitigation (Only relevant to Option 2)

Can the activity/policy/project plan be amended or an alternative activity/policy introduced to better promote equality of opportunity and/or good relations? If so, give the **reasons** to support your decision, together with the proposed changes/amendments or alternative activity/policy and ensure the mitigations are included in a revised/updated policy or plan.

Accessible communication and inclusive engagement approaches will be applied throughout consultation and implementation of the Draft Equality Action Plan, as appropriate. This may include provision of documents in accessible formats, alternative formats, and interpretation or translation support where required.

Targeted consultation with Section 75 groups and relevant representative organisations will also be undertaken to support inclusive participation in the development and implementation of the Plan.

Consideration will continue to be given to the needs of people who may experience barriers relating to disability, language, literacy, digital access, age, or communication requirements to help ensure equitable participation in consultation and engagement processes.

Individual policies, programmes, and projects arising from implementation of the Equality Action Plan will be subject to separate Equality Screening and, where appropriate, Equality Impact Assessment (EQIA) in line with Council procedures.

Timetabling and prioritising for full EQIA (only relevant to Option 3) - N/A

If the activity/policy has been **'screened in'** for full equality impact assessment, give details of any factors to be considered and the next steps for progressing the EQIA, including a proposed timetable.

Is the activity/policy affected by timetables established by other relevant public authorities? Yes/No. If yes, please provide details.

Part 4. Monitoring

Public authorities should consider the guidance contained in the Commission's Monitoring Guidance for Use by Public Authorities (July 2007).

Effective monitoring will help a public authority identify any future adverse impact arising from the activity/policy which may lead the public authority to conduct an equality impact assessment, as well as help with future planning and activity/policy development.

What will be monitored and how? What specific equality monitoring will be done? Who will undertake and sign-off the monitoring of this activity/policy and on what frequency? Please give details:

Implementation of the Equality Action Plan will be monitored through ongoing corporate reporting arrangements and coordinated by the Equality Officer. Progress will be reported through Corporate Management Team and relevant Committee structures, with annual reporting provided to the Equality Commission for Northern Ireland in line with statutory requirements.

Individual policies, programmes and projects arising from the Plan will continue to be monitored through relevant service areas and will be subject to Equality Screening and, where appropriate, EQIA processes.

Part 5 - Approval and authorisation

	Position/Job Title	**Date**
Screened by: Annie Wilson	Equality Officer	07/05/26
Reviewed by: Annie Wilson	Equality Officer	14/05/26
Approved by: Greg Bowkett	Head of Human Resources & Organisation Development	15/05/2026

Note: On completion of the screening exercise, a copy of the completed Screening Report should be:

- approved and 'signed off' by a senior manager responsible for the activity/policy
- included with Committee reports, as appropriate

- sent to the Equality Officer for the quarterly screening report to consultees, internal reporting and publishing on the LCCC website
- shared with relevant colleagues
- made available to the public on request.

Evidence and documents referenced in the screening report should also be available if requested.

Appendix 1 – Equality Commission guidance on equality impact

*Major impact:

a) The policy/project is significant in terms of its strategic importance;
b) Potential equality matters 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 and/or good relations 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.

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 and/or good relations.

No impact (none)

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

Revised Template @ April 2022

Lisburn & Castlereagh City Council

Section 75 Equality and Good Relations Screening template

Part 1. Information about the activity/policy/project being screened

Name of the activity/policy/project

Disability Action Plan 2026-2030 (DAP)

Is this activity/policy/project – an existing one, a revised one, a new one?

New action plan for 2026-2030

What are the intended aims/outcomes the activity/policy/project is trying to achieve?

- Promote positive attitudes towards disabled people
- Encourage participation by disabled people in public life
- Improve accessibility and inclusion across Council services, employment, communication and decision-making
- Strengthen awareness, engagement, and inclusive practice across the organisation
- Support compliance with the Council's statutory duties under Section 49A of the Disability Discrimination Act 1995

Who is the activity/policy/project targeted at and who will benefit? Are there any expected benefits for specific Section 75 categories/groups from this activity/policy/project? If so, please explain.

The Draft Disability Action Plan sets out measures designed specifically to benefit disabled people. This includes disabled people across all Section 75 categories, recognising that some individuals may experience additional barriers due to multiple identities or intersecting characteristics.
The Draft Disability Action Plan sets out strategic measures designed specifically to benefit disabled people through improved accessibility, participation, inclusive communication, workforce inclusion and engagement across Council services.

This includes disabled people across all Section 75 categories, recognising that some individuals may experience additional barriers due to multiple identities or intersecting characteristics.

Who initiated or developed the activity/policy/project?

The Plan is a statutory requirement on Council and is therefore a corporate document. It was drafted by the Council's equality officer and is approved by the Corporate Management Team, the Corporate Services Committee and eventually adopted by full Council.

Who owns and who implements the activity/policy/project?

The DAP is a corporate document and includes measures that will be delivered across all Council departments. All Directors and Heads of Service are responsible for delivery in relation to their service areas. Progress is monitored and reported on by the Equality Officer and annually to the Equality Commission. Responsibility for overall implementation of the Plan and compliance with the Duties rests with the Chief Executive.

Are there any factors which could contribute to/detract from the intended aim/outcome of the activity/policy/project?

Yes

If yes, give brief details of any significant factors.

Successful delivery of the Plan is dependent on ongoing organisational commitment, awareness, engagement, and the availability of appropriate resources, training, and support across Council services.

Who are the internal and external stakeholders (actual or potential) that the activity/policy/project will impact upon? Delete if not applicable

Staff – particularly disabled staff members / applicants

Service users - specifically disabled people

Other public sector organisations

Voluntary/community/trade unions - Disability groups and trade unions

Other Elected Members

Other policies/strategies/plans with a bearing on this activity/policy/project

Name of document/activity/policy	Who owns or implements document/activity/policy?

1.The Council's Corporate Plan & Ambitions 2024 - 2028 lccc-corporate-plan-2024-2028-web (lisburncastlereagh.gov.uk)	Chief Executive's Office/all services
2. Community Plan 2017-2032 community_plan_2017-2032_email-pdf	Leisure & Community Wellbeing
3. HR policies and activity	HR & OD
4. Equality Scheme and Draft Equality Action Plan	Equality Officer
5. Citizen Engagement Framework	

Available evidence

What evidence/information (qualitative and quantitative) have you gathered or considered to inform this activity/policy? Specify details for each Section 75 category.

A range of qualitative and quantitative evidence sources have informed the development of the Draft Disability Action Plan and this screening exercise, including:

- Equality Scheme 5 year review and previous Disability Action Plan monitoring
- Consultation and engagement feedback
- Accessibility issues and service feedback raised by disabled people
- Census demographic data
- Complaints and customer feedback where relevant
- Equality Commission guidance and best practice materials
- Engagement with Heads of Service and internal focus group discussions

Sec 75 Category	**Details of evidence/information**
Religious Belief	NI Census 2021 data for the Lisburn and Castlereagh area: 58% Protestant (or other Christian) 27% Catholic 2% Other 13% None
Political Opinion	National identity is often used as an indicator of political opinion – unionist/nationalist. Analysis of Census 2021 data for LCCC showed: 41% identified as British

	16% Irish 21% Northern Irish Political party representation on LCCC from local government elections 2023 (40 Members): DUP – 14 UUP – 6 Alliance – 13 Sinn Fein – 4 SDLP – 2 Independent – 1
Racial Group	Census 2021 statistics suggest 87% of the LCCC population were born in N Ireland and the district has a range of nationalities, including a small number of Syrian refugees. 3.6% of residents speak languages other than English as their first language.
Age	Census 2021 population estimates for LCCC area were: 0-14 years – 19% 15-39 years – 30% 40-64 years – 33% 65+ years – 18%
Marital Status	The 2021 census records for people over the age of 16 for the LCCC area: Single (never married or never registered a same-sex civil partnership) – 33% Married – 52% Separated – 3% Divorced or formerly in a civil partnership which is now legally dissolved – 6% Widowed or surviving partner from a civil partnership – 6%
Sexual Orientation	Census 2021 data – sexual orientation. Straight or heterosexual 91% Gay, lesbian, bisexual or other sexual orientation 2% Prefer not to say or not stated 7%
Men & Women Generally	The 2021 census population of LCCC local government district was 149,106, of which 49% were male and 51% were female.

	There is no official statistic on the number of people in N Ireland who identify as Transgender or non-binary but referrals to advice services are increasing year on year which suggests a small but growing minority. Women are significantly under-represented as Elected Members on LCCC with only 17.5% female councillors (NI average - 26.4%). At present (April 2021), women are over-represented in the senior management team (3 of 5 (60%) are female).
Disability	Census 2021 data indicates that a significant proportion of the local population experience long-term health conditions or disabilities. Approximately 21% of people reported that a long-term health problem or disability limited their day-to-day activities, with 9% reporting that their activities were limited a lot and 12% limited a little. In addition, 32% of people reported living with one or more long-term health conditions, with 14% reporting multiple conditions. This evidence highlights the prevalence of disability and long-term health conditions within the population and reinforces the importance of accessible, inclusive and responsive Council services, communication, employment practices and facilities.
Dependants	2021 Census data: **14%** of people stated that they provided unpaid care to family, friends, neighbours or others. People with dependants includes parents of young children, parents of older dependant or disabled people, carers of elderly family members and others.

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 activity/policy/decision? Specify details for each of the Section 75 categories

Sec 75 Category	Details of needs/experiences/priorities
Religious Belief	No different experience/needs identified
Political Opinion	No different experience/needs identified
Racial Group	People from minority ethnic backgrounds may experience barriers in accessing or understanding information about the DAP, particularly where English is not their first language. These needs can be addressed through targeted communication, translation of documents, translators provided as appropriate and engagement with relevant community and support groups.
Age	Some older or younger people may experience barriers in accessing or understanding information about the DAP due to digital exclusion, literacy levels, or differing communication preferences. Consideration of accessible formats, a mix of engagement methods and accessibility of consultation events will help mitigate these issues.
Marital Status	No different experience/needs identified
Sexual Orientation	No different experience/needs identified
Men & Women Generally	No different experience/needs identified

Disability	Some disabled people may need to have information about the objectives or the DAP provided in accessible formats
Dependants	No different experience/needs identified

Part 2. Screening questions

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

Sec 75 Category	**Details of activity/policy impact**	**Level of impact (minor/major/none*)**
Religious Belief	No adverse differential impact identified. The DAP is intended to improve accessibility and inclusion across Council services and may have positive benefits for disabled people across all Section 75 categories.	Minor positive
Political Opinion		
Racial Group		
Age		
Marital Status		
Sexual Orientation		
Men & Women Generally		
Disability	The DAP is specifically intended to promote positive attitudes towards disabled people, encourage participation in public life and improve accessibility and inclusion.	
Dependants	Improved accessibility, inclusive communication, and participation measures may positively benefit people with dependants,	

	including carers supporting disabled family members or others.	

*See Appendix 1 for details.

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

Sec 75 Category	IF Yes, provide details	If No, provide details
Religious Belief		No additional opportunities identified at this stage; will be kept under review. The DAP includes measures intended to improve accessibility, participation, inclusive communication, workforce inclusion, and engagement with disabled people. Ongoing consultation and monitoring may identify further opportunities during implementation.
Political Opinion		
Racial Group		
Age		
Marital Status		
Sexual Orientation		
Men & Women Generally		
Disability		
Dependants		

Equality Action Plan 2021-2025

Does the activity/policy/project being screened relate to an action in the Equality Action Plan 2021-2025? No

2(b) DDA Disability Duties (see Disability Action Plan 2021-2025)

Does this policy/activity present opportunities to contribute to the actions in our Disability Action Plan:

- to promote positive attitudes towards disabled people?
- to encourage the participation of disabled people in public life?

Yes. The Draft Disability Action Plan is specifically intended to promote positive attitudes towards disabled people and encourage their participation in public life through a range of actions focused on accessibility, inclusion, engagement and workforce participation. Disabled people and representative organisations will continue to be engaged through consultation and implementation of the Plan, with accessibility of consultation, communication and information provision prioritised throughout.

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

Good Relations Category	Details of activity/policy impact	Level of impact (minor/major/none*)
Religious Belief		No differential impact on good relations identified.
Political Opinion		
Racial Group		

*See Appendix 1 for details.

4 Are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group?

Good Relations Category	IF Yes, provide details	If No, provide details
Religious Belief		No specific opportunities identified at this stage. The position will continue to be kept under review during implementation of the Plan.
Political Opinion		
Racial Group		

Multiple identity

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

The Council recognises that individuals may belong to more than one Section 75 category and may therefore experience multiple or compounded barriers or disadvantage. This may include, for example, disabled people from minority ethnic communities, older disabled people, disabled carers, or disabled people with differing communication needs.

The Draft Disability Action Plan has been developed with consideration of accessibility, inclusive communication, engagement and participation across different groups and reasonable adjustments and accessible approaches will continue to be considered throughout implementation.

Part 3. Screening decision/outcome

Equality and good relations screening is used to identify whether there is a need to carry out a **full equality impact assessment** on a proposed policy or project. There are 3 possible outcomes:

1) **Screen out** - no need for a full equality impact assessment and no mitigations required because no relevance to equality, no negative impacts identified or only very minor positive impacts for all groups. This may be the case for a purely technical policy for example.
2) **Screen out with mitigation** - no need for a full equality impact assessment but some minor potential impacts or opportunities to better promote equality and/or good relations identified, so mitigations appropriate. Much of our activity will probably fall into this category.
3) **Screen in for full equality impact assessment** – potential for significant and/or potentially negative impact identified for one or more groups so proposal requires a more detailed impact assessment. [See Equality Commission guidance on justifying a screening decision.]

Choose only one of these and provide reasons for your decision and ensure evidence is noted/referenced for any decision reached.

Screening Decision/Outcome	**Reasons/Evidence**
Option 1	

Screen out – no equality impact assessment and no mitigation required [go to Monitoring section]	
Option 2 **Screen out with mitigation** – some potential impacts identified but they can be addressed with appropriate mitigation or some opportunities to better promote equality and/or good relations identified [complete mitigation section below]	The Draft Disability Action Plan is a high-level strategic framework intended to promote positive attitudes towards disabled people, encourage participation in public life, and improve accessibility and inclusion across Council services and employment. The Plan is therefore expected to have a major positive impact for disabled people. Potential accessibility barriers relating to communication or engagement can be mitigated through reasonable adjustments and accessible formats where required. Individual projects, service changes, or initiatives arising from implementation of the Plan will continue to be considered through the Council's Equality Screening and EQIA processes where appropriate. Consultation feedback will be reviewed for equality implications, and the screening updated accordingly.
Option 3 **Screen in** for a full Equality Impact Assessment (EQIA) [If option 3, complete timetabling and prioritising section below]	

Mitigation (Only relevant to Option 2)

Can the activity/policy/project plan be amended or an alternative activity/policy introduced to better promote equality of opportunity and/or good relations? If so, give the **reasons** to support your decision, together with the proposed changes/amendments or alternative activity/policy and ensure the mitigations are included in a revised/updated policy or plan.

Reasonable adjustments and accessible communication measures will be provided where required to support equitable access to the Draft Disability Action Plan and associated consultation processes. This may include provision of documents in accessible formats, including Easy Read, alternative formats, translation, interpretation support, and additional assistance where appropriate.

Consideration will continue to be given to the needs of people who may experience barriers relating to language, literacy, disability, digital access, age, or communication requirements to help ensure they are not disadvantaged.

Timetabling and prioritising for full EQIA (only relevant to Option 3) - N/A

If the activity/policy has been **'screened in'** for full equality impact assessment, give details of any factors to be considered and the next steps for progressing the EQIA, including a proposed timetable.

Is the activity/policy affected by timetables established by other relevant public authorities? Yes/No. If yes, please provide details.

Part 4. Monitoring

Public authorities should consider the guidance contained in the Commission's Monitoring Guidance for Use by Public Authorities (July 2007).

Effective monitoring will help a public authority identify any future adverse impact arising from the activity/policy which may lead the public authority to conduct an equality impact assessment, as well as help with future planning and activity/policy development.

What will be monitored and how? What specific equality monitoring will be done? Who will undertake and sign-off the monitoring of this activity/policy and on what frequency? Please give details:

Implementation of the DAP will be monitored through ongoing service reporting and annual progress updates coordinated by the Equality Officer. Progress will be reported through Corporate Management Team and Committee reporting structures, with annual reporting provided to the Equality Commission for

Northern Ireland. Individual actions and related service developments will continue to be monitored by relevant Council services.

Part 5 - Approval and authorisation

	Position/Job Title	Date
Screened by: Annie Wilson	Equality Officer	07/05/26
Reviewed by: Annie Wilson	Equality Officer	14/05/26
Approved by: Greg Bowkett	Head of Human Resources & Organisation Development	15/05/26

Note: On completion of the screening exercise, a copy of the completed Screening Report should be:

- approved and 'signed off' by a senior manager responsible for the activity/policy
- included with Committee reports, as appropriate
- sent to the Equality Officer for the quarterly screening report to consultees, internal reporting and publishing on the LCCC website
- shared with relevant colleagues
- made available to the public on request.

Evidence and documents referenced in the screening report should also be available if requested.

Appendix 1 – Equality Commission guidance on equality impact

*Major impact:

a) The policy/project is significant in terms of its strategic importance;
b) Potential equality matters 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 and/or good relations 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.

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 and/or good relations.

No impact (none)

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

Revised Template @ April 2022

Lisburn & Castlereagh City Council

Directorate / Service:	
Policy Title:	

Equality Screening – Outcome Summary

(Please complete at the end. Not for publishing) The summary page is designed to reflect the completed screening and should not be filled in at the outset.

Screening Outcome:

☐ Screen out: No Equality Impact Assessment (EQIA) required
☐ Screen out with Mitigation: No EQIA required
☐ Screen in: Equality Impact Assessment (EQIA) required

Mitigation Measures or EQIA timeframe (if applicable) *(Summary only, full detail in screening document)*

Equality of Opportunity Key Findings *(Brief summary of main impacts across Section 75 categories)*

Good Relations Key Findings *(Religious belief, political opinion, racial group)*

Equality Screening Template (April 2026)

Equality screening is a process required under Section 75 of the Northern Ireland Act 1998, as part of our commitment to promoting equality of opportunity and good relations. It helps assess the potential impacts of policies, decisions, and practices on people from different Section 75 categories, ensuring that equality is considered in decision-making.

If a decision or activity is considered a policy, it must be screened for its impact on equality. This involves equality screening, and, if necessary, a full Equality Impact Assessment (EQIA) before the policy is implemented.

In this context, a "policy" is any proposal, decision, strategy, procedure, or practice that triggers the need to check for equality impacts and could affect people, having implications for equality of opportunity or good relations across the Section 75 categories.

This includes new, revised, or existing arrangements, whether written or unwritten, such as planning decisions, service changes, strategies, temporary arrangements, or fees and charges. Screening must be considered before and at the time that a policy is being considered, and not afterwards.

Part One: Policy Scoping

Provides details about the policy being screened and available evidence gathered to help assess any likely impacts on equality of opportunity and good relations.

Name of the policy	
Is this a revised or new policy? delete as appropriate	Revised / New
Brief Description of the policy What is proposed and why? What is it trying to achieve (intended aims/outcomes)?	
Are there any Section 75 groups which are intended to benefit from the policy? If so, please explain.	
Who owns and who implements the policy?	
Who are the stakeholders (actual or potential) that the policy will impact upon? E.g. staff, service users, other public authorities, voluntary /	

community/trade unions other (please specify)	
Are there any factors which could contribute to / detract from the intended delivery of the policy? If yes, please explain	Yes / No

Other policies/strategies/plans with a bearing on this policy

Name of policy	Who owns or implements?

Evidence used to inform the screening

What evidence (qualitative and quantitative) have you gathered or considered to inform this policy?

Examples include consultation data, statistics, research, previous EQIAs, or complaints. The Equality Commission has produced this guide to signpost to S75 data **S75screeningtemplate2010.docx**

Most up to date NISRA population data from Census 2021 **Lisburn and Castlereagh Census Data**

Section 75 Category	Evidence
Religious Belief	
Political Opinion	
Racial Group	
Age	
Marital Status	
Sexual orientation	
Men and women generally	
Disability	
Dependants	

Part Two: Equality Screening Questions:

Assesses the likely impact of the policy on people across the Section 75 categories. Includes details of the groups consulted and the level of assessment of potential impact, taking into account multiple identities and good relations considerations.

2a. Needs, experiences and priorities

Based on the evidence detailed in part one, describe the needs, experiences, and priorities of each Section 75 category and any equality issues that emerge. This section is descriptive only. Do not assess impact here.

Example: Consider whether different groups may have particular barriers to accessing services, different levels of need, or specific priorities that the policy should address.

Section 75 Category	**Details of needs/experiences/priorities**
Religious Belief	
Political Opinion	
Racial Group	
Age	
Marital Status	
Sexual orientation	
Men and women generally	
Disability	
Dependants	

2b. Likely impact on equality of opportunity

Consider whether the policy may positively or negatively affect equality of opportunity for any Section 75 group.
Example: A change in service hours may disadvantage older people or those with caring responsibilities, while a new outreach program may improve access for minority ethnic groups.

Section 75 Category	**Likely Impact** Positive / Negative / None and brief reasoning	**Level of Impact** (None / Major / Minor)
Religious Belief		
Political Opinion		
Racial Group		

Age		
Marital Status		
Sexual orientation		
Men and women generally		
Disability		
Dependants		

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

This is in addition to addressing any impacts already identified.
Example: Offering outreach sessions to underrepresented groups or adapting communications to improve access for people with disabilities.

Section 75 Category	If yes, provide details	If no, provide reasons
Religious Belief		
Political Opinion		
Racial Group		
Age		
Marital Status		
Sexual orientation		
Men and women generally		
Disability		
Dependants		

2d. Equality Action Plan and Disability Action Plan *(link when available)*

	If Yes, provide brief details
Does the policy relate to an action in the Equality Action Plan?	
Does this policy/activity relate to an action in	

the Disability Action Plan? Consider the following: - Does the policy encourage disabled people to participate in public life? - Does the policy promote positive attitudes towards disabled people?	

2e. Likely impact on good relations

Consider whether the policy may affect good relations between people.
Example: A decision on allocating community funding could create tensions between different religious or ethnic communities, while a shared community space initiative may promote positive relations.

Category	**Details of likely impact**	**Level of Impact** (None / Major / Minor)
Religious Belief		
Political Opinion		
Racial Group		

2f. Are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group?

This is in addition to addressing any impacts already identified.
Example: Creating shared community events or initiatives that encourage interaction between different religious or ethnic groups.

Category	**If yes provide details**	**If no provide reasons**
Religious Belief		
Political Opinion		
Racial Group		

2g. Multiple identity

People can fall into more than one Section 75 category (For example; disabled minority ethnic people; disabled women; young Protestant men; and young lesbians, gay and bisexual people).

Taking this into consideration, are there any potential impacts of the policy on people with multiple identities? If yes, please provide details on relevant Section 75 categories concerned and provide details of data on the impact of the policy on people with multiple identities. Specify relevant Section 75 categories concerned:

Part Three: Screening Outcome

Equality and good relations screening is used to identify whether there is a need to carry out a full equality impact assessment on a proposed policy or project. There are 3 possible outcomes:

1) **Screen out** - no need for a full equality impact assessment and no mitigations required because no negative impacts identified (or only positive impacts for all groups). This may be the case for a purely technical policy for example.
2) **Screen out with mitigation** - no need for a full equality impact assessment but some minor impacts identified which can easily be mitigated. Most activity will probably fall into this category.
3) **Screen in for full equality impact assessment** – potential for significant (and potentially negative) impact identified for one or more groups so proposal requires a more detailed impact assessment.

Choose only one of these and provide reasons for your decision and ensure evidence is noted/referenced for any decision reached.

Screening Decision/Outcome	**Reasons/Evidence**
Option 1 **Screen out -** no equality impact assessment and no mitigation required	
Option 2 **Screen out with mitigation** - some potential impacts identified but they	

can be addressed with appropriate mitigation	
Option 3 **Screen in** for a full Equality Impact Assessment (EQIA)	

Mitigation (Only relevant to Option 2)

Please detail mitigation measures (or proposed amendments / alternative policy arrangements) identified to lessen the severity of any equality impact or to better promote equality of opportunity or good relations.

Timetabling and prioritising for EQIA (only relevant to Option 3)

If the policy has been 'screened in' for an Equality Impact Assessment (EQIA), please provide details on the next steps for timetabling the EQIA. This should include whether the policy will be escalated to the Corporate Management Team (CMT) for further review and prioritisation, or details on further action planned.

Part Four: Monitoring arrangements

What equality data will be collected to monitor the impact of the policy on the Section 75 categories, including for equality of opportunity, good relations, and disability duties? Please specify:

- **What** will be monitored (e.g., participation rates, service access, outcomes)?
- **How** will it be monitored (e.g., surveys, feedback forms, service data)?
- **Who** will be responsible for monitoring and reviewing the data (e.g., specific department or individual

Part 5 - Approval and authorisation

	Position /Job Title	Date
Screened by:		
Reviewed by:	Equality Officer	
Approved by:		

Publication and governance

Screenings must be signed off in accordance with internal governance arrangements.

Screenings should not contain confidential information. Completed equality screenings will be:

- Appended to committee reports as appropriate
- Published on the Council website
- Retained as part of the decision audit trail
- Made available to the public on request

Evidence and documents referenced in the screening report should also be available if requested.

Appendix 1 – Equality Commission guidance on equality impact

*Major impact:

a) The policy is significant in terms of its strategic importance;
b) Potential equality matters 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 and/or good relations 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.

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 and/or good relations.

No impact (none)

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

This screening has been completed in accordance with Section 75 of the Northern Ireland Act 1998 and guidance issued by the Equality Commission for Northern Ireland. untitled

Equality Commission
Northern Ireland

Screening flowchart and template (taken from Section 75 of the Northern Ireland Act 1998 – A Guide for public authorities 2010 ***(Appendix 1)).***

Introduction

Part 1. Policy scoping – asks public authorities to provide details about 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.

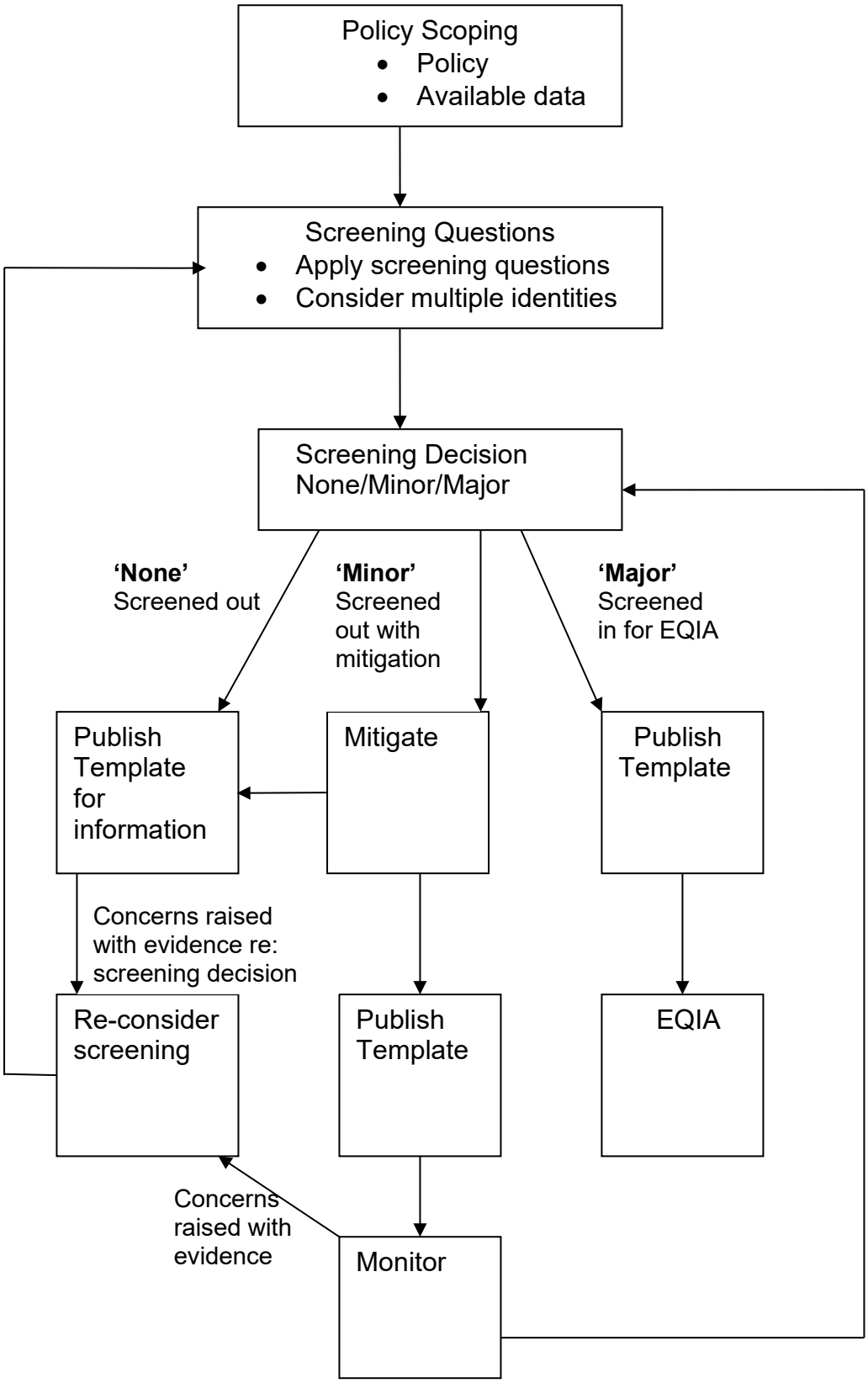
Part 2. Screening questions – asks about the extent of the likely impact of the policy on groups of people within each of the Section 75 categories. Details of the groups consulted and the level of assessment of the likely impact. This includes consideration of multiple identity and good relations issues.

Part 3. Screening decision – guides the public authority to reach a screening decision as to whether or not there is a need to carry out an equality impact assessment (EQIA), or to introduce measures to mitigate the likely impact, or the introduction of an alternative policy to better promote equality of opportunity and/or good relations.

Part 4. Monitoring – provides guidance to public authorities on monitoring for adverse impact and broader monitoring.

Part 5. Approval and authorisation – verifies the public authority's approval of a screening decision by a senior manager responsible for the policy.

A screening flowchart is provided overleaf.


Policy Scoping
• Policy
• Available data
Screening Questions
• Apply screening questions
• Consider multiple identities
Screening Decision
None/Minor/Major
'None'
Screened out
'Minor'
Screened out with mitigation
'Major'
Screened in for EQIA
Publish Template for information
Mitigate
Publish Template
Concerns raised with evidence re: screening decision
Re-consider screening
Publish Template
EQIA
Concerns raised with evidence
Monitor

Part 1. Policy scoping

The first stage of the screening process involves scoping the policy under consideration. The purpose of policy scoping is to help prepare the background and context and set out the aims and objectives for the policy, being screened. At this stage, scoping the policy will help identify potential constraints as well as opportunities and will help the policy maker work through the screening process on a step by step basis.

Public authorities should remember that the Section 75 statutory duties apply to internal policies (relating to people who work for the authority), as well as external policies (relating to those who are, or could be, served by the authority).

Information about the policy

Name of the policy

_____

Is this an existing, revised or a new policy?

_____

What is it trying to achieve? (intended aims/outcomes)

_____

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

_____

Who initiated or wrote the policy?

_____

Who owns and who implements the policy?

_____

Implementation factors

Are there any factors which could contribute to/detract from the intended aim/outcome of the policy/decision?

If yes, are they (please delete as appropriate)

financial

legislative

other, please specify _____

Main stakeholders affected

Who are the internal and external stakeholders (actual or potential) that the policy will impact upon? (please delete as appropriate)

staff

service users

other public sector organisations

voluntary/community/trade unions

other, please specify _____

Other policies with a bearing on this policy

- what are they?

- who owns them?

Available evidence

Evidence to help inform the screening process may take many forms. Public authorities should ensure that their screening decision is informed by relevant data. The Commission has produced this guide to signpost to S75 data.

What evidence/information (both qualitative and quantitative) have you gathered to inform this policy? Specify details for each of the Section 75 categories.

Religious belief evidence / information:

_____

Political Opinion evidence / information:

_____

Racial Group evidence / information:

_____

Age evidence / information:

_____

Marital Status evidence / information:

_____

Sexual Orientation evidence / information:

_____

Men & Women generally evidence / information:

_____

Disability evidence / information:

_____

Dependants evidence / information:

_____

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 of the needs, experiences and priorities for each of the Section 75 categories below:

Religious belief

_____

Political Opinion

_____

Racial Group

_____

Age

_____

Marital status

_____

Sexual orientation

_____

Men and Women Generally

_____

Part 2. Screening questions

Introduction

In making a decision as to whether or not there is a need to carry out an equality impact assessment, the public authority should consider its answers to the questions 1-4 which are given on pages 66-68 of this Guide.

If the public authority's conclusion is **none** in respect of all of the Section 75 equality of opportunity and/or good relations categories, then the public authority may decide to screen the policy out. If a policy is 'screened out' as having no relevance to equality of opportunity or good relations, a public authority should give details of the reasons for the decision taken.

If the public authority's conclusion is **major** in respect of one or more of the Section 75 equality of opportunity and/or good relations categories, then consideration should be given to subjecting the policy to the equality impact assessment procedure.

If the public authority's conclusion is **minor** in respect of one or more of the Section 75 equality categories and/or good relations 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 and/or good relations.

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 and/or good relations 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 and/or good relations.

In favour of none

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

Taking into account the evidence presented above, consider and comment on the likely impact on equality of opportunity and good relations for those affected by this policy, in any way, for each of the equality and good relations categories, by applying the screening questions given overleaf and indicate the level of impact on the group i.e. minor, major or none.

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?**

   Please provide details of the likely policy impacts and determine the level of impact for each S75 categories below i.e. either minor, major or none.

   Details of the likely policy impacts on **Religious belief**: (insert text here)
   What is the level of impact? Minor / Major / None (circle as appropriate)

   Details of the likely policy impacts on **Political Opinion**: (insert text here)
   What is the level of impact? Minor / Major / None (circle as appropriate)

   Details of the likely policy impacts on **Racial Group**: (insert text here)
   What is the level of impact? Minor / Major / None (circle as appropriate)

   Details of the likely policy impacts on **Age**: (insert text here)
   What is the level of impact? Minor / Major / None (circle as appropriate)

   Details of the likely policy impacts on **Marital Status**: (insert text here)
   What is the level of impact? Minor / Major / None (circle as appropriate)

   Details of the likely policy impacts on **Sexual Orientation**:
   What is the level of impact? Minor / Major / None (circle as appropriate)

   Details of the likely policy impacts on **Men and Women**: (insert text here)
   What is the level of impact? Minor / Major / None (circle as appropriate)

   Details of the likely policy impacts on **Disability**: (insert text here)
   What is the level of impact? Minor / Major / None (circle as appropriate)

   Details of the likely policy impacts on **Dependants**:
   What is the level of impact? Minor / Major / None (circle as appropriate)

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

Detail opportunities of how this policy could promote equality of opportunity for people within each of the Section 75 Categories below:

Religious Belief - If Yes, provide details:
If No, provide reasons:

Political Opinion - If Yes, provide details:
If No, provide reasons

Racial Group - If Yes, provide details:
If No, provide reasons

Age - If Yes, provide details:
If No, provide reasons:

Marital Status - If Yes, provide details:
If No, provide reasons

Sexual Orientation - If Yes, provide details:
If No, provide reasons:

Men and Women generally - If Yes, provide details:
If No, provide reasons:

Disability - If Yes, provide details:
If No, provide reasons:

Dependants - If Yes, provide details:
If No, provide reasons:

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

Please provide details of the likely policy impact and determine the level of impact for each of the categories below i.e. either minor, major or none.

Details of the likely policy impacts on **Religious belief**: (insert text here)
What is the level of impact? Minor / Major / None (circle as appropriate)

Details of the likely policy impacts on **Political Opinion**: (insert text here)
What is the level of impact? Minor / Major / None (circle as appropriate)

Details of the likely policy impacts on **Racial Group**: (insert text here)
What is the level of impact? Minor / Major / None (circle as appropriate)

4. **Are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group?**

Detail opportunities of how this policy could better promote good relations for people within each of the Section 75 Categories below:

Religious Belief - If Yes, provide details:
If No, provide reasons:

Political Opinion - If Yes, provide details:
If No, provide reasons

Racial Group - If Yes, provide details:
If No, provide reasons

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).*

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

Part 3. Screening decision

If the decision is not to conduct an equality impact assessment, please provide details of the reasons.

If the decision is not to conduct an equality impact assessment the public authority should consider if the policy should be mitigated or an alternative policy be introduced - please provide details.

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

All public authorities' equality schemes must state the authority's arrangements for assessing and consulting on the likely impact of policies adopted or proposed to be adopted by the authority on the promotion of equality of opportunity. The Commission recommends screening and equality impact assessment as the tools to be utilised for such assessments. Further advice on equality impact assessment may be found in a separate Commission publication: Practical Guidance on Equality Impact Assessment.

Mitigation

When the public authority concludes that the likely impact is ‘minor’ and an equality impact assessment is not to be conducted, the public authority may consider mitigation to lessen the severity of any equality impact, or the introduction of an alternative policy to better promote equality of opportunity or good relations.

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

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

Timetabling and prioritising

Factors to be considered in timetabling and prioritising policies for equality impact assessment.

If the policy has been **'screened in'** for equality impact assessment, then 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	
Relevance to a public authority's functions	

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 public authority in timetabling. Details of the Public Authority's Equality Impact Assessment Timetable should be included in the quarterly Screening Report.

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

If yes, please provide details.

Part 4. Monitoring

Public authorities should consider the guidance contained in the Commission's Monitoring Guidance for Use by Public Authorities (July 2007).

The Commission recommends that where the policy has been amended or an alternative policy introduced, the public authority should monitor more broadly than for adverse impact (See Benefits, P.9-10, paras 2.13 – 2.20 of the Monitoring Guidance).

Effective monitoring will help the public authority identify any future adverse impact arising from the policy which may lead the public authority to conduct an equality impact assessment, as well as help with future planning and policy development.

Part 5 - Approval and authorisation

Screened by:
Position/Job Title:
Date:

Approved by:
Position/Job Title:
Date:

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 public authority's website as soon as possible following completion and made available on request.

Lisburn & Castlereagh City Council

Committee:	Corporate Services Committee
Date:	10th June 2026
Report from:	Head of Human Resources & Organisation Development

Item for:	Decision
Subject:	Elected Member Development

1.0 **Background and Key Issues**

1.1 HR & OD engage with the Elected Member Development Steering Group (EMDSG) to consult on matters relating development of elected members.

1.2 Engagement includes discussion around topics that would be useful for members to receive training on, that are relevant to their roles as elected members, and logistical changes to encourage greater attendance.

1.3 Training outside of induction, or statutory topics, has consistently attracted very low numbers of attendees. Resulting in a low return on investment vs the cost of training sessions.

1.4 This has also resulted in a lower ability to support individual training requests.

1.5 Following feedback from EMDSG, and a workshop open to members more widely, it is proposed that the following operational changes are implemented with immediate effect:

- Cease the publication of the quarterly L&D Programme (group developmental training)
- Start times of sessions to move to 18:30
- Sandwiches, but no hot food, will be served

1.6 Training for newly elected or co-opted Councillors, including training offered in an election year will continue to be arranged.

1.7 Training to support statutory obligations, compliance, or changes in position (e.g. training for committee chairs) will continue.

1.8 Training for elected members outside of the above will be increasingly focused on bespoke requests.

1.9 There is no proposal to change the training policy for Elected Members, but this would represent a practical change to the approach of the policies implementation.

2.0 **Recommendation**

It is recommended that Members approve the proposals.

3.0 **Finance and Resource Implications**

Captured within current budgets.

4.0 **Equality/Good Relations and Rural Needs Impact Assessments**

4.1	Has an equality and good relations screening been carried out?	No

4.2	Brief summary of the key issues identified and proposed mitigating actions **or** rationale why the screening was not carried out	No change to policy, commitment to accessibility remains.
4.3	Has a Rural Needs Impact Assessment (RNIA) been completed?	No
4.4	Brief summary of the key issues identified and proposed mitigating actions **or** rationale why the screening was not carried out.	No impact on rural areas.

Appendices:	Appendix 1 - Elected Member Development Steering Group Minutes

ELECTED MEMBER DEVELOPMENT STEERING GROUP

Wednesday 21st January 2026
Via MS Teams

ACTION NOTES

ELECTED MEMBERS
Ald Hazel Legge – UUP
Cllr Jamie Harpur – AP
Cllr Brian Higginson – DUP
Cllr Declan Lynch - SF
Cllr Gary Hynds - Ind

OFFICERS
Greg Bowkett – Head of Human Resources & Organisation Development (GB)
Michelle Farrell - Human Resources & Organisation Development Manager (MF)
Alison McInnes - Human Resources & Organisation Development Officer (AMcI)

APOLOGIES
Cllr John Gallen – SDLP

No	Report & Actions:	Actioned by:	Target date:
1.	**Welcome and introductions**		
	Ald Legge thanked those present for attending and noted apologies received. The meeting was quorate so was able to proceed.	N/A	N/A
2.	**Matters Arising including updates, from meeting held on 10th September 2025**		
	The group were content the previous minutes were a true reflection of the meeting. No matters were arising that were not tabled on the current agenda.	N/A	N/A
2.1	**Workshop recommendations**		
	MF – gave overview of workshop in mid-October, 3 Councillors attended the workshop and there was collective agreement for the following recommendations: • Low attendance at training needs to improve, • Continue with the 1-1 induction for newly elected or co-opted Councillors, • Cease publication of the quarterly L&D Programme, • Bespoke training requests to continue, • Training to be delivered later in the evening, • All present at the workshop agreed that the training received is invaluable. GB – confirmed that all statutory core training is offered as part of the elected member induction.		

	Ald Legge agreed to try and encourage learning and engagement from members. MF – Asked if starting training at 6.00pm was suitable? Cllr Higginson suggested to possibly start training at 6.30pm, with food served at 6.00pm. He suggested that sandwiches only should be served, no hot food.	Ald Legge MF	On-going Immediate – Future training sessions not yet booked.
3.0	**Elected Member Learning and Development**		
3.1	Elected member learning and development Budget		
	MF – updated the group on the 2025/26 budget spent. She added that the OD team have been closely monitoring the budget. Currently just overspent due to delivering of core and bespoke training. It was asked if the EM budget could be increased. GB – explained that it would not merit increasing the budget to re-run courses that are poorly attended. Some late invoices from 24/25 finance year have also impacted this year's budget. He added that the OD team facilitated training for two co-opted Councillors in 25/26 which was also not budgeted for.	N/A	N/A
3.2	NILGA Leadership Development Programme for Elected Members		
	MF – informed the group that she had been approached by Fiona Douglas from NILGA to confirm that two Councillors had expressed an interest in the Leadership Programme. MF wasn't aware of requests, and the associated costs had not been budgeted for or the necessary approvals sought. MF asked that due to the current budget position could this proceed. GB explained that the NILGA training exact cost is divided by members attending, so cost not known until registration. It was confirmed that NILGA approached Councillors directly. GB added that there would be benefits to Council from having Councillors attend the training, also to the Steering Group and Committees. GB recommended to wait until next year due to budget constraints and the time constraints of getting the necessary approvals through Committees.		

	Cllr Hynds expressed concerns due to tight timeframe as this programme starts on Friday, (23rd January 2026). Ald Legge – declared that she was one of the two Councillors that had expressed an interest in the Programme and was informed by NILGA that the cost of the Programme would be covered by Council funds. MF agreed to contact Fiona Douglas (NILGA) regarding costs and to clarify that if Councillors attend Friday's (23rd January 2026) registration is the Council, then committed to paying for the full cost of the Programme. It was also agreed that MF would establish expected numbers to determine overall cost. MF to report back findings to group members. Cllr Higginson and Cllr Hynds discussed the budget issues, time constraints and the possibility of submitting a paper to Corporate Services Committee for the February meeting. Cllr Higginson stated that this would be outside normal processes, as Chair of Corporate Services Committee, he would be concerned how we would seek approval from Committee members at this late stage. Cllr Harper – stated that we would need more clarity, he explained that the Corporate Services Committee, needed to show financial responsibility. He felt approving the Programme expenditure did not display good governance. Adding that as it was a yearly programme it could be completed next year. Ald Legge – explained that if it was a January 2027 start date the programme runs for a year and that there would be elections in May 2027 so next year would not be viable. Ald Legge – NILGA webinar is recorded, can be requested and viewed.	MF MF	02.02.26 02.02.26
3.3	Cyber Security		
	MF referenced current Cyber Security issues, and the imminent LCCC training programme roll out. Cllr Higginson expressed concern regarding AI and asked if that was being included in the training. GB explained that AI would always be used with an element of risk. Final testing of cyber security training was complete, and it will be rolled out to staff and members w/c 19th January 2026. He explained the different levels of fail, low level and critical and that a phishing campaign would follow the training. Low level phished would amount to a link click and would require completing a shorter cybersecurity course on the LMS,	N/A	N/A

	critical level phished would require data to be entered and or clicking an attachment and would require completing face to face training in LVI. He added that cyber threat is the biggest risk to Council. GB explained Copilot and AI are both being actively pursued by IT. Cllr Hynds explained he had recently attended excellent AI training which explained the changing world of IT and how it could be beneficial.		
4.	**Any Other Notified Business / Any Other Business**		
	MF – provided an update on new training courses that were now available through the online training portal Skillgate. This included CEO appraisal panel member training and Neurodiversity training. Cllr Higginson asked if LCCC was still a Jam friendly organisation and if the training was offered or being looked at it again. Ald Legge explained that she was the elected member that had brought the proposal to Council some years ago. GB explained the licence and membership criteria had recently changed. We reassured the group that the Council would continue to be Jam card friendly organisation. He added that the Licence had increased by £2,500 per year. In addition, the Council is required to pay an upload fee of £900 to move content onto our LCCC Learning Management System. He added that the LGTG is currently exploring the option to possibly amalgamate Councils membership and use Skillgate for all Councils to deliver the programme across NI.	N/A	N/A
5.	**Date of Next Meeting**		
	The date of the next meeting was agreed to be held on Wednesday 1st April 2026 at 5.00 pm. MF to send out diary invitation for the following dates which were agreed. 17th June 2026 23rd September 2026 25th November 2026	MF	30.01.26

Lisburn & Castlereagh City Council

Committee:	Corporate Services Committee
Date:	10th June 2026
Report from:	Head of Human Resources & Organisation Development

Item for:	Noting
Subject:	Workforce Reports

1.0	**Background and Key Issues**	
1.1	Workforce Reports are provided on a quarterly basis to this Committee for review and scrutiny as appropriate and include:	
1.2	**Report on Attendance Management** within the Council for the period up to 31st March 2026 including actions taken by the Council to support attendance and minimise absence levels. This quarter saw a notable reduction in the occurrences of sickness absence, and of stress related absences. However, the days lost to long term sickness has increased.	
1.3	**Workforce** This report details the number of staff employed and agency workers engaged with the Council as of May 2026.	
1.4	**Recruitment** This report provides detail of the current position of recruitment of posts as of May 2026, both internally and externally advertised posts.	
2.0	**Recommendation** It is recommended that Members note the attached reports.	
3.0	**Finance and Resource Implications** Captured within current budgets.	
4.0	**Equality/Good Relations and Rural Needs Impact Assessments**	
4.1	Has an equality and good relations screening been carried out?	No
4.2	Brief summary of the key issues identified and proposed mitigating actions **or** rationale why the screening was not carried out	Report for noting only
4.3	Has a Rural Needs Impact Assessment (RNIA) been completed?	No
4.4	Brief summary of the key issues identified and proposed mitigating actions **or** rationale why the screening was not carried out.	Report for noting only

Appendices:	• Attendance Management Report: Analysis for Period Ending on 31st March 2025 • Recruitment Committee Report - Advert & Selection • Recruitment Committee Report – Appointments • Appendix Workforce Profile

Lisburn & Castlereagh City Council

ATTENDANCE MANAGEMENT:

ANALYSIS FOR PERIOD

ENDING

31 MARCH 2026

1.0 OVERVIEW

This report provides the Council with an overview of sickness absence levels across the organisation and outlines the arrangements in place for the monitoring and management of attendance.

2.0 ROLLING YEAR APRIL 2025 – MARCH 2026

The table below summarises the days lost per employee for the year ending 31 March 2026, compared with the year ending 31 March 2025. Across the Council as a whole, this represents an increase of 0.45 days lost per employee.

The number of days lost per employee varied across directorates during the financial year ending 31 March 2026. Two directorates recorded a reduction in days lost per employee, one directorate recorded no sickness absence in either period, and three directorates recorded an increase in sickness absence.

Directorate	Statistic Category	01.04.24 to 31.03.25	01.04.25 to 31.03.26
Full Council	Days Lost per Employee	15.27	15.72
Chief Executives Office (incl Audit)	Days Lost per Employee	0	0
Environmental Services	Days Lost per Employee	16.29	17.14
Finance & Corporate Services	Days Lost per Employee	8.24	8
Leisure Community & Wellbeing	Days Lost per Employee	18.21	18.34
Organisation Development & Innovation	Days Lost per Employee	6.57	9.62
Regeneration & Growth	Days Lost per Employee	13.02	12.63

2.1 ROLLING YEAR ENDING JANUARY – MARCH 2026

Full Council	01.02.25 to 31.01.26	01.03.25 to 28.02.26	01.04.25 to 31.03.26
Total Possible Days	722.37	723.49	724.57
Days Lost Through Short Term Sickness	2,457.72	2,435.89	2,433.39
Days Lost Through Long Term Sickness	8,231.31	8,545.31	8,959.31
Total Lost Time Rate	6.77%	6.94%	7.20%
Total Days Lost	10,689.03	10,981.20	11,392.70
Days lost per employee	**14.80**	**15.18**	**15.72**

Across quarter 4, the rolling year position indicates a continued upward trend in sickness absence. While the Council achieved its sickness absence KPI in quarters 1, 2 and 3, the year-end KPI of 14 days for quarter 4 was not achieved. The following table provides a directorate breakdown and shows that, although four directorates met the quarter 4 KPI, the two largest directorates did not. Consequently, the Council did not achieve the overall sickness absence KPI for quarter 4.

Directorate	Rolling Year Days Lost Per Employee 01.02.25 to 31.01.26	Rolling Year Days Lost Per Employee 01.03.25 to 28.02.26	Rolling Year Days Lost Per Employee 01.04.25 to 31.03.26
Full Council	14.80	15.18	15.72
Chief Executives Office (incl Audit)	0	0	0
Environmental Services	15.66	16.25	17.14
Finance & Corporate Services	7.29	7.78	8.00
Leisure Community & Wellbeing	17.49	17.82	18.34
Organisation Development & Innovation	9.82	10.01	9.62
Regeneration & Growth	12.21	12.25	12.63

2.2 ACTUAL MONTHS JANUARY 2026 – MARCH 2026

Full Council	JANUARY 2026	FEBRUARY 2026	MARCH 2026	QTR 4
Total Possible Days	725.18	739.42	732.84	2,197.44
Days Lost Through Short Term Sickness	294.78	272.67	229.00	796.45
Days Lost Through Long Term Sickness	859.00	807.00	876.00	2,542.00
Total Lost Time Rate	**8.78%**	**8.09%**	**8.30%**	**8.39%**
Total Days Lost	**1,153.78**	**1,079.67**	**1,105.00**	**3,338.45**
Days Lost Per Employee	**1.59**	**1.46**	**1.51**	**4.56**

Across the quarter, short-term absence decreased, while long-term sickness absence fluctuated. Long-term absence reduced in February before increasing again in March, resulting in a U-shaped pattern across quarter 4.

2.3 ABSENCE REASON ANALYSIS

Days Lost Previous v Current Quarter

Reason	Days Lost Previous Quarter	Days Lost Current Quarter	Variance From Previous Quarter
Stress/Depression/Mental Health	651.00	633.50	-17.5
Other Musculo-Skeletal Problems	572.00	856.00	284.00
Other	423.00	524.00	101
Infections	237.00	352.33	115.33
Stomach/Liver/Kidney/Digestive	216.50	210.00	-6.5
Neurological	119.82	110.45	-9.37
Chest and Respiratory	119.30	98.00	-21.3
Eye/Ear/Nose/Mouth/Dental	13.00	72.50	59.5
Back and Neck Problems	75.00	185.00	110.0
Corona Virus	2.00	9	7.00
Genito-urinary/Gynaecological	54.00	96.00	42.00
Heart/Blood Pressure/Circulation	61.50	66.67	5.17
Workplace Accident	63.00	165.00	102.00

In quarter 4, Other Musculo-Skeletal Problems represented the largest cause of sickness absence across the Council. The majority of employees affected by this category are employed in operational roles, particularly within Environmental Services. Given the increasing age profile of the Council's workforce, this is likely to remain a significant issue. Information gathered through absence interview meetings indicates that delays in NHS waiting lists are contributing to delays in employees receiving, for example MRI scans, diagnosis, and treatment, thereby extending periods of absence.

Stress/Depression/Mental Health, which had consistently been the largest cause of sickness absence during the previous financial year and across quarters 1 to 3 of the current financial year, reduced to second place in quarter 4. This category continued to decrease in quarter 4 when compared with previous quarters.

Absence attributed to personal stress continues to be a significant factor within this category. Personal stress is defined as any event or circumstance in an individual's life that adversely affects their own or their family's health and wellbeing. This may arise directly, for example through serious illness, or indirectly through caring or support responsibilities for a family member.

Information obtained through absence interview meetings also indicates that delays in NHS waiting lists, social care packages for relatives, and the Education Authority's SEN provision have affected the duration of absence and contributed to increased anxiety and stress for some employees.

Key factors influencing absence include:

- Bereavement
- Depression
- Anxiety
- Low Mood
- Work-Related Stress

Absence categorised as 'Other' remained the third highest cause of absence in quarter 4 of the 2025–26 financial year, increasing by 101 days when compared with quarter 3. This

category includes absence related to bereavement and cancer. Unfortunately there has been an increase in the number of employees who have been diagnosed with and are receiving treatment for cancer.

2.4 ABSENCE COMPARISONS BY QUARTER

Absence Instances Previous vs Current Quarter

Reason	Absence Instances in Previous Qtr	Absence Instances in Current Qtr	Variance
Total	271	196	-75

Number of Employees Absent: Previous vs Current Quarter

Reason	Absence Instances in Previous Qtr	Absence Instances in Current Qtr	Variance
Total	239	181	-58

Days Lost Previous vs Current Quarter

Reason	Days Lost Previous Qtr	Days Lost Current Qtr	Variance
Total	2,608.12	3,338.45	730.33

The tables above compare absence levels between the previous and current quarters and set out the overall change in absence instances, the number of employees absent, and total days lost.

The data indicates a reduction in the frequency and spread of sickness absence across the workforce, with fewer absence instances recorded and fewer employees absent in the current quarter. However, the marked increase in total days lost demonstrates that the overall position continues to be adversely affected by the duration of absence, particularly long-term cases. This suggests that the principal attendance management challenge is not the number of employees absent, but the sustained length of absence among a smaller cohort of employees.

3.0 ACTIONS TAKEN

Regular meetings continue to be held with Directors, Heads of Service, individual units and line managers to review absence trends within their respective teams. Meetings were prioritised with Heads of Service and Directors in service areas identified as having the highest levels of sickness absence. As part of this process, detailed absence reports for each service area are considered at management meetings in order to identify areas requiring improvement.

HR & OD has continued to provide Directors and Heads of Service with monthly sickness absence reports. These reports support management in monitoring and analysing attendance trends, enabling informed decision-making and early intervention. They also assist in identifying patterns of absence, supporting employee wellbeing, and ensuring the consistent application of attendance management policies.

HR clinics continue to be delivered in areas with the highest sickness absence rates, providing

managers with targeted support and practical guidance to assist them in addressing attendance issues effectively.

As referenced in previous reports, a comprehensive training programme was developed and delivered to support the implementation of the new Managing Attendance Policy and Procedure. This training has continued in order to ensure that new line managers understand their responsibilities under the revised policy and are equipped with the skills and resources required to manage sickness absence effectively within their teams.

3.1 HEALTH & WELLBEING

Health and wellbeing initiatives continued throughout quarter 4, reflecting the Council's ongoing commitment to supporting the physical and mental wellbeing of employees. A number of targeted interventions were delivered to address key causes of sickness absence and to promote early prevention.

The lunchtime classes introduced in quarter 3 continued throughout quarter 4. These sessions provide a range of benefits, including improved posture, core strength, balance and overall body function. This intervention is particularly relevant given that *Other Musculo-Skeletal Problems* was the highest cause of sickness absence within the Council in quarter 4. By encouraging low-impact exercise, the classes support both injury prevention and rehabilitation and also make a positive contribution to mental wellbeing.

In quarter 4, 80 health check sessions were offered to employees across a range of Council locations, including Lagan Valley Island, Altona Road Depot, 24 Altona Road, LVLP and DIIB. Each session included a basic assessment of blood pressure, oxygen levels, BMI and lifestyle advice, thereby supporting physical health awareness and the early identification of potential issues.

In addition, during quarter 4 a number of sessions were delivered to promote Benenden, a private healthcare scheme. Employees who join the scheme are able to access services such as scans, diagnosis, surgery and treatment. Given the impact of lengthy NHS waiting lists on the Council's sickness absence figures, this continues to represent an important employee benefit and has therefore remained subject to active promotion.

The Council continues to benefit from its network of 21 trained Mental Health First Aiders. These employees provide initial support to colleagues experiencing mental health difficulties in the workplace and are trained to recognise early indicators of poor mental health. Their presence makes an important contribution to maintaining a supportive working environment and helps ensure that employees can access timely guidance and signposting to appropriate support services.

3.2 USEL

The Council continues to work in partnership with USEL, a government-based organisation that supports employers in the management of absences related to physical impairments and mental health challenges. Services such as physiotherapy and counselling are provided at no cost to the Council.

The Employment Services Officer maintains regular contact with participating employees, typically on a fortnightly basis.

During quarter 4, 10 employees participated in the Workable (NI) Programme and the Condition Management Programme. Access to these programmes is available to employees who are either actively at work or committed to returning to work. All employees referred are receiving ongoing support and assistance.

4.0 CONCLUSION

In conclusion, the position for the period ending 31 March 2026 indicates that overall sickness absence across the Council has increased and that the year-end KPI for quarter 4 was not achieved. The data demonstrates that this position continues to be driven largely by long-term absence, with musculo-skeletal conditions, stress-related absence, and serious life threatening illnesses such as cancer remaining the most significant contributory factors. The report also highlights that, while performance varies across directorates, the absence levels within the Council's largest service areas continue to have a significant influence on the overall organisational position.

Notwithstanding this, a range of measures remains in place to support improvement, including regular management review meetings, monthly reporting to senior management, targeted HR clinics, continued training in the Managing Attendance Policy and Procedure, and a programme of health and wellbeing interventions. These actions are intended to support earlier intervention, strengthen management oversight, and assist employees in addressing the underlying causes of absence where appropriate.

Going forward, continued focus will be required on the management of long-term absence, on those service areas where absence levels remain highest, and on the external factors that can prolong absence duration, including delays in access to treatment and support services. Ongoing scrutiny of absence trends, together with targeted interventions and consistent application of the attendance management framework, will be essential in supporting improvement during the next reporting period. Members are therefore asked to note the contents of this report and the actions being taken to address the current absence position.

Recruitment Committee Report - Advert & Selection

	Primary	Status	Post Title	Department	Unit	Total Number of Posts Required	Type of Post
1	JF3856	00_Pre-Advert	Project Officer	Environmental Services	Waste Management & Operations	1	Fixed Term - Full Time
2	JF3862	00_Pre-Advert	Business support Officer	Leisure & Community Wellbeing	Parks & Amenities	1	Fixed Term - Full Time
3	JF3852	00_Pre-Advert	Systems & Resource Manager	Leisure & Community Wellbeing	Sports Services	1	Fixed Term - Full Time
4	JF3853	00_Pre-Advert	HR&OD Co-ordinator	Organisation Development & Innovation	HR & OD	1	Fixed Term - Part Time
5	JF3846	01_Advert Live	Placement Student Building Control	Environmental Services	Building Control & Sustainability	1	Fixed Term - Full Time
6	JF3851	01_Advert Live	Environmental Health Student	Environmental Services	Environmental Health, Risk & Emergency Planning	1	Fixed Term - Full Time
7	JF3859	01_Advert Live	Vehicle Maintenance Fitter	Environmental Services	Waste Management & Operations	1	Permanent - Full Time
8	JF3857	01_Advert Live	Parks Manager - Horticulture	Leisure & Community Wellbeing	Parks & Amenities	1	Permanent - Full Time
9	JF3850	01_Advert Live	Events assistant - placement student	Leisure & Community Wellbeing	Parks & Amenities	1	Fixed Term - Full Time
10	JF3854	01_Advert Live	Plant Engineer	Leisure & Community Wellbeing	Sports Services	2	Fixed Term - Full Time
11	JF3847	01_Advert Live	Assistant Sports Development Officer	Leisure & Community Wellbeing	Sports Services	1	Fixed Term - Full Time
12	JF3844	01_Advert Live	HR & OD Placement Student	Organisation Development & Innovation	HR & OD	1	Fixed Term - Full Time
13	JF3843	01_Advert Live	IT Student Placement	Organisation Development & Innovation	Innovation	1	Fixed Term - Full Time
14	JF3860	01_Advert Live	Digital Tourism Officer	Regeneration & Growth	Economic Development	1	Permanent - Full Time
15	JF3848	01_Advert Live	planning student	Regeneration & Growth	Planning & Capital Development	1	Fixed Term - Full Time
16	JF3849	02_Awaiting Shortlisting	Registrar	Finance & Corporate Services	Governance and Communications	1	Permanent - Full Time
17	JF3855	02_Awaiting Shortlisting	Procurement Officer	Regeneration & Growth	Assets	3	Permanent - Full Time
18	JF3845	02_Awaiting Shortlisting	Visitor Information Advisor	Regeneration & Growth	Economic Development	1	Permanent - Part Time
19	JF3830	04_Awaiting Interview	Receptionist FT & PT	Leisure & Community Wellbeing	Sports Services	1	Permanent - Full Time
20	JF3840	04_Awaiting Interview	HR & OD Advisor	Organisation Development & Innovation	HR & OD	1	Fixed Term - Full Time
21	JF3836	10_On Hold	Health & Safety Partnership Liaison Officer	Environmental Services	Environmental Health, Risk & Emergency Planning	1	Fixed Term - Full Time
22	JF3842	10_On Hold	Sports Events Coordinator	Leisure & Community Wellbeing	Sports Services	1	Permanent - Full Time
23	JF3861	10_On Hold	Operations Coordinator	Leisure & Community Wellbeing	Sports Services	1	Fixed Term - Full Time

Back to Agenda

Recruitment Committee Report 2 - Appointments

	Primary	Status	Post Title	Department	Unit	Total Number of Posts Required	Type of Post
1	JF3828	06_Pre-Employment in Progress	Building Control Surveyor	Environmental Services	Building Control & Sustainability	1	Permanent - Full Time
2	JF3806	06_Pre-Employment in Progress	Environmental health Officer	Environmental Services	Environmental Health, Risk & Emergency Planning	1	Permanent - Full Time
3	JF3808	06_Pre-Employment in Progress	Home Safety Officer	Environmental Services	Environmental Health, Risk & Emergency Planning	1	Permanent - Part Time
4	JF3831	06_Pre-Employment in Progress	Insurance Officer	Environmental Services	Environmental Health, Risk & Emergency Planning	1	Permanent - Full Time
5	JF3826	06_Pre-Employment in Progress	Information Governance Manager	Finance & Corporate Services	Governance and Communications	1	Permanent - Full Time
6	JF3819	06_Pre-Employment in Progress	4 Gs	Leisure & Community Wellbeing	Parks & Amenities	1	Permanent - Full Time
7	JF3819	06_Pre-Employment in Progress	4 Gs	Leisure & Community Wellbeing	Parks & Amenities	1	Permanent - Full Time
8	JF3819	06_Pre-Employment in Progress	4 Gs	Leisure & Community Wellbeing	Parks & Amenities	1	Permanent - Full Time
9	JF3819	06_Pre-Employment in Progress	4 Gs	Leisure & Community Wellbeing	Parks & Amenities	1	Permanent - Full Time
10	JF3819	06_Pre-Employment in Progress	4 Gs	Leisure & Community Wellbeing	Parks & Amenities	1	Permanent - Full Time
11	JF3819	06_Pre-Employment in Progress	4 Gs	Leisure & Community Wellbeing	Parks & Amenities	1	Permanent - Full Time
12	JF3819	06_Pre-Employment in Progress	4 Gs	Leisure & Community Wellbeing	Parks & Amenities	1	Permanent - Full Time
13	JF3837	06_Pre-Employment in Progress	Senior Recreation Assistant	Leisure & Community Wellbeing	Sports Services	1	Permanent - Full Time
14	JF3835	06_Pre-Employment in Progress	Senior Leisure Assistants x 2	Leisure & Community Wellbeing	Sports Services	1	Fixed Term - Full Time
15	JF3835	06_Pre-Employment in Progress	Senior Leisure Assistants x 2	Leisure & Community Wellbeing	Sports Services	1	Fixed Term - Full Time
16	JF3833	06_Pre-Employment in Progress	LGTG Co-ordinator	Organisation Development & Innovation	HR & OD	1	Fixed Term - Full Time
17	JF3825	07_Firm Offer Pending	Civic Officer	Finance & Corporate Services	Governance and Communications	1	Permanent - Full Time
18	JF3822	07_Firm Offer Pending	Community Facility & Resources Officer	Leisure & Community Wellbeing	Communities	1	Fixed Term - Full Time
19	JF3821	07_Firm Offer Pending	Events officer	Leisure & Community Wellbeing	Parks & Amenities	1	Fixed Term - Full Time
20	JF3819	07_Firm Offer Pending	4 Gs	Leisure & Community Wellbeing	Parks & Amenities	1	Permanent - Full Time
21	JF3738	08_Firm Offer Issued	Assistant Accountant	Finance & Corporate Services	Finance	1	Permanent - Full Time
22	JF3839	08_Firm Offer Issued	Deputy Registrar	Finance & Corporate Services	Governance and Communications	1	Fixed Term - Full Time
23	JF3809	08_Firm Offer Issued	Capital Project Manager	Regeneration & Growth	Planning & Capital Development	1	Permanent - Full Time
24	JF3797	09_Terms & Conditions Returned	Regeneration Officer	Regeneration & Growth	Economic Development	1	Permanent - Full Time
25	JF3800	10_Pending Start Date	Insurance Officer	Environmental Services	Environmental Health, Risk & Emergency Planning	1	Fixed Term - Part Time
26	JF3784	10_Pending Start Date	Administration Manager	Finance & Corporate Services	Corporate Communications & Administration	1	Permanent - Full Time
27	JF3787	10_Pending Start Date	Assistant Plant Engineer	Leisure & Community Wellbeing	Sports Services	1	Fixed Term - Full Time
28	JF3555	10_Pending Start Date	Sports, Health & Wellbeing Manager	Leisure & Community Wellbeing	Sports Services	1	Permanent - Full Time
29	JF3779	10_Pending Start Date	Business Programme Marketing Officer	Regeneration & Growth	Economic Development	1	Permanent - Part Time

WORKFORCE PROFILE

Department & Unit	Employees at 1st June 2026						Agency staff as of 30th April 2026					
	FTE			Headcount			Agency FTE			Agency Headcount		
Chief Executive's Office	**FT**	**PT**	**TOTAL**	**FT**	**PT**	**TOTAL**	**F/T**	**P/T**	**TOTAL**	**F/T**	**P/T**	**TOTAL**
Chief Executive's Office	2.0	0	**2.0**	2.0	0.0	**2.0**	0.0	0.0	**0.0**	0.0	0.0	**0.0**
Audit, Risk & Performance	2.0	0	**2.0**	2.0	0.0	**2.0**	0.0	0.0	**0.0**	0.0	0.0	**0.0**
Total CEO	**4.0**	**0**	**4.0**	**4.0**	**0.0**	**4.0**	**0.0**	**0.0**	**0.0**	**0.0**	**0.0**	**0.0**
Finance and Corporate Services												
Corporate Communications & Administration	28.0	5.16	**33.2**	28.0	10.0	**38.0**	1.0	0.4	**1.4**	1.0	1.0	**2.0**
Director - Finance and Corporate Services	2.0	0.41	**2.4**	2.0	1.0	**3.0**	0.0	0.0	**0.0**	0.0	0.0	**0.0**
Finance	12.0	1	**13.0**	12.0	2.0	**14.0**	0.0	0.0	**0.0**	0.0	0.0	**0.0**
Total CS	**42.0**	**6.57**	**48.57**	**42.0**	**13.0**	**55.0**	**1.0**	**0.4**	**1.4**	**1.0**	**1.0**	**2.0**
Environmental Services												
Director - Environmental Services	3.0	0	**3.0**	3.0	0.0	**3.0**	0.0	0.0	**0.0**	0.0	0.0	**0.0**
Environmental Health, Risk & Emergency Planning	39.0	5.9	**44.9**	39.0	10.0	**49.0**	0.0	0.0	**0.0**	0.0	0.0	**0.0**
Waste Management & Operations	156.0	4.5	**160.5**	156.0	9.0	**165.0**	45.0	0.0	**45.0**	45.0	0.0	**45.0**
Building Control	17.0	0	**17.0**	17.0	0.0	**17.0**	5.0	0.0	**5.0**	5.0	0.0	**5.0**
Total ES	**215.0**	**10.4**	**225.4**	**215.0**	**19.0**	**234.0**	**50.0**	**0.0**	**50.0**	**50.0**	**0.0**	**50.0**
Leisure and Community Wellbeing												
Communities	46.0	7.82	**53.8**	46.0	13.0	**59.0**	6.0	0.5	**6.5**	6.0	1.0	**7.0**
Director - Leisure and Community Wellbeing	2.0	0.6	**2.6**	2.0	1.0	**3.0**	0.0	0.0	**0.0**	0.0	0.0	**0.0**
Parks and Amenities	78.0	1.19	**79.2**	78.0	2.0	**80.0**	10.0	0.0	**10.0**	10.0	0.0	**10.0**
Sports Services	112.0	33.25	**145.3**	112.0	71.0	**183.0**	3.0	1.2	**4.2**	3.0	3.0	**6.0**
Total LCW	**238.0**	**42.86**	**280.9**	**238.0**	**87.0**	**325.0**	**19.0**	**1.7**	**20.7**	**19.0**	**4.0**	**23.0**
Regeneration Growth												
Director - Service Transformation and Regeneration Growth	2.0	0	**2.0**	2.0	0.0	**2.0**	0.0	0.0	**0.0**	0.0	0.0	**0.0**
Economic Development	20.0	3.8	**23.8**	20.0	7.0	**27.0**	2.0	0.0	**2.0**	2.0	0.0	**2.0**
Planning & Capital Development	32.0	4	**36.0**	32.0	6.0	**38.0**	1.0	0.0	**1.0**	1.0	0.0	**1.0**
Assets	26.0	2.39	**28.4**	26.0	5.0	**31.0**	0.0	0.8	**0.8**	2.0	0.0	**2.0**
TOTAL R&G	**80.0**	**10.19**	**90.2**	**80.0**	**18.0**	**98.0**	**3.0**	**0.8**	**3.8**	**5.0**	**0.0**	**5.0**
Organisation Development and Innovation												
Director - Organisation Development and Innovation	2.0	0	**2.0**	2.0	0.0	**2.0**	0.0	0.0	**0.0**	0.0	0.0	**0.0**
Innovation	15.0	0.5	**15.5**	15.0	1.0	**16.0**	0.0	0.0	**0.0**	0.0	0.0	**0.0**
Human Resources and Organisation Development	21.0	7.49	**28.5**	21.0	13.0	**34.0**	0.0	0.0	**0.0**	0.0	0.0	**0.0**
TOTAL ODI	**38.0**	**7.99**	**46.0**	**38.0**	**14.0**	**52.0**	**0.0**	**0.0**	**0.0**	**0.0**	**0.0**	**0.0**
Total Employees (FTE / Headcount)	**617.0**	**78.0**	**695.0**	**617.0**	**151.0**	**768.0**	**73.0**	**2.9**	**75.9**	**75.0**	**5.0**	**80.0**

* These figures include all agency workers who may be placed for the following reasons: to cover vacancies, maternity, long term sick, project or seasonal work

Total Headcount May 2026	**Full-time**	**Part-time**	**Total**
Employees	617	151	768
Agency Workers	75	5	80

Total Headcount February 2026	**Full-time**	**Part-time**	**Total**
Employees	636	153	789
Agency Workers	80	6	86

Other Totals

Detail	**Number**
Total fixed term workers	58
Total current secondments/transfers (internal)	26
Total current secondments/transfers (external)	2
Total Apprentices	15
Total students	5

Lisburn & Castlereagh City Council

Committee:	Corporate Services
Date:	11th June 2026
Report from:	Head of Finance

CONFIDENTIAL REPORT

Reason why the report is confidential:	Information relating to the financial or business affairs of any particular person (including the Council holding that information).
When will the report become available:	
When will a redacted report become available:	After Full Council
The report will never become available:	

Item for:	Noting
Subject:	Draft Management Accounts - Period 12 2025/2026

1.0 **Background and Key Issues**

Period 12 - Management Accounts

1.1 Attached is the set of Management Accounts for the period ended 31st March 2026 (Period 12). As the year-end process is ongoing at the time of writing, these accounts remain subject to change.

1.2 This shows a summary of the current position for each Directorate.

1.3 It is to be noted that the net profiled expenditure is (**£2.625m) underspent to approved estimates (3.41% underspent)** for the financial year 2025/2026. This is the position including costs funded from earmarked reserves, which are listed separately in the appendix.

1.4 The year end position is summarised below:

- Payroll Under spent (£1,104k)
- Non-payroll Under spent (£534k)
- Income Overachievement (£987k)

1.5 The utilisation of underspend will be in line with the approach approved by Corporate Services Committee in March 2026. (Building Resilience committee paper attached).

1.6 The table below details the indicative figures included on the building resilience paper and the draft outturn.

1.7

	Building resilience paper (£)	Draft 25/26 outturn (£)
Balance after reserves	2,858,058	2,625,287
Risks	(1,421,063)	(631,666)
Balance for allocation	1,436,995	1,993,621
DEA	225,000	225,000
Election	50,000	50,000
Arts grants	20,189	20,189
Pitches Strategy	800,000	800,000
Capital reserve allocation	341,806	898,432

Analysis of current position

1.8 High level analysis is provided within Appendix 1 for Member's information split by payroll, non-payroll and income for each Directorate. Below are the main variances in more detail.

Payroll

1.9 The underspend within payroll is due to a number of variables. Some vacant posts were being held throughout the year to enable the implementation of previously agreed structures, whilst considering potential redeployment needs. Some senior roles were vacant during the financial year resulting in savings. The pay award built into the 2025/2026 estimates was higher than the final award, resulting in further savings.

1.10 Work has taken place to ensure the salary budgets for 2026/27 are in line with agreed structures.

Non Payroll

Finance & Corporate Services:

1.11 Corporate legal costs were £72k over profiled budget for the year (£257k actual vs £185k budget). Total spend includes the costs in relation to enforcement matters, legal fees relating to planning, in addition to other ongoing procurement, Land & property & HR matters.

Environmental Services:

1.12 Contract Hire of vehicles and plant was overspent by £276k. Four new RCVs came into service in December 2025, three were received at the end of March with one further RCV received in April. The two hired RCVs were returned Mid-April and there are currently no RCVs on hire.

1.13 Reduction in tonnage & cost per tonne has resulted in reduced costs within Waste Management, however there was an overspend associated with a waste contract regarding removal of wood.

Regeneration and Growth:

1.14 Planning legal costs are £39k over the annual profiled budget (£104k actual vs £65k budget).

1.15	Judicial costs correlate with the number of JR's / status of JR's at any point in time. Spend on Judicial reviews in the 2025/26 financial year was £367k. All Judicial Review costs are funded directly from reserves.
1.16	Income from recoupment of legal fees has been received (£227k) which has offset the costs detailed above.
	Income
1.17	In terms of income, there are areas which have over-achieved and are offset by areas that have under achieved. Some of the key income streams and performance are detailed below:
	Finance & Corporate Services:
1.18	Investment income continued to exceed budget with income of £1.736m compared to a budget of £370k. We continue to maximise all cash investments in line with our Treasury Strategy. A large portion (£1.183m) of this has been reallocated to the capital fund.
	Leisure & Community Wellbeing:
1.19	Vitality membership tracked income at 5.29% ahead of budget (actual £2,948k v budget £2,800k).
1.20	Golf Course income tracked 17.6% ahead of budget (£935k actual v £795k budget).
1.21	DIIB Ice Rink was £35k below budgeted income, this is due to the ongoing development of the new Centre. This underachievement reduced significantly from period 11.
1.22	Leisureplex was £54k below budgeted income, due to plant issue within the swimming pool (July & August), which resulted in reduced footfall during July and August. This underachievement has reduced from period 11.
	Environmental Services:
1.23	Trade Waste collection income was 9.03% below budget (£401k actual v budget £444k).
1.24	Recycling income from HRC sites was £62k behind the annual budget.
1.25	Income from off-street car parking, including parking charges and charge notices was behind the annual by 2.32%.
1.26	Income for building control outturn was 7.85% ahead of budget (£1,154k actual v £1,070k budget).
	Regeneration & Growth
1.27	Planning income was 25.1% behind budget with actual income of £843k v budget of £1,125k.

1.28	Property certificates within planning exceeded the profiled budget by 46.6% (£236k actual vs £161k budget).	
1.29	**Penny Product** • The Penny Product is the revenue raised for a District Council by one penny of District rates and is made up of 3 components - District Rates, De Rating Grant and Transferred functions Grant. • LPS provide a forecasted outturn to Finance in relation to the Penny Product. The forecast outturn for Lisburn and Castlereagh City Council is a negative sum of £600k. This is mainly due to a reduction in the valuation list of non-domestic properties for the current year, which has been fed into the estimates process for 2026/27. • De Rating Grant - The forecasted outturn based on quarter 4 figures is a negative outturn of £31.6k. Further information regarding the de-rating position has been fed into the estimates process for 2026/27. • Transferred Function Grant - this is set during the estimates process and does not change throughout the year.	
1.30	[redacted]	
1.31	[redacted]	
1.32	**Closing out 2025/2026** Work is underway in relation to the finalisation of the draft 2025/26 financial statements for the statutory audit.	
2.0	**<u>Recommendation</u>** It is recommended that Members note the information contained in this report.	
3.0	**<u>Finance and Resource Implications</u>** As Above	
4.0	**<u>Equality/Good Relations and Rural Needs Impact Assessments</u>**	
4.1	Has an equality and good relations screening been carried out?	No
4.2	Brief summary of the key issues identified and proposed mitigating actions **<u>or</u>** rationale why the screening was not carried out. This is a financial report for noting only.	

4.3	Has a Rural Needs Impact Assessment (RNIA) been completed?	No
4.4	Brief summary of the key issues identified and proposed mitigating actions **or** rationale why the screening was not carried out. This is a financial report for noting only.	

Appendices:	Draft Management Accounts – Period 12 2025/2026 Building Resilience Corporate Services Paper March 2026

LISBURN AND CASTLEREAGH CITY COUNCIL **Draft 2025/26**
2025/2026 MANAGEMENT ACCOUNTS

SUMMARY BY DIRECTOR	**YTD P12 Act & Comm £**	**YTD P12 Budget £**	**Variance £**	
Organisation Development & Innovation	4,436,651	4,975,929	(539,278)	-10.84%
Finance & Corporate Services	5,204,803	5,749,479	(544,676)	-9.47%
Governance & Audit	442,000	519,127	(77,127)	-14.86%
Community Health & Wellbeing	15,070,216	14,275,878	794,338	5.56%
Environmental Services	23,115,018	24,796,571	(1,681,553)	-6.78%
Regeneration & Growth	7,518,394	8,095,385	(576,991)	-7.13%
Total	**55,787,082**	**58,412,369**	**(2,625,287)**	**-4.49%**
Penny Product actual finalisation (negative outturn)	600,023		600,023	
De-rating grant finalisation (negative outturn)	31,643		31,643	
Available surplus	**56,418,748**	**58,412,369**	**(1,993,621)**	**-3.41%**

Decisions approved by committee to earmark in reserves - not included in use of surplus

[redacted]	[redacted]
Feasability Fund	800,000
Use of surplus as approved by Corporate Services	
DEA	225,000
Election Fund	50,000
Arts grants	20,189
Pitches Capital strategy	800,000
Balance to capital fund	898,432

Costs excluded from above covered by reserves:	
[redacted]	
VE Day	84,534
VJ Day	11,381
Community Investment Fund (CIF)	570,540
Investment interest to Capital Fund	(1,183,496)

Payroll/non Payroll/ Income Summary per Directorate to Period 12

Organisation Development & Innovation	**YTD P12**	**YTD P12**	**Variance**	
	Act & Comm	Budget		
	£	**£**		
Payroll	2,757,233	2,737,776	**19,457**	
Non-Payroll	2,034,955	2,576,653	**(541,698)**	
Income	- 355,537	(338,500)	**(17,037)**	
Total Net - Organisation Development & innovation	**4,436,651**	**4,975,929**	**(539,278)**	**-10.84%**

Finance & Corporate Services	**YTD P12**	**YTD P12**	**Variance**	
	Act & Comm	Budget		
	£	**£**		
Payroll	3,995,104	4,013,747	**(18,643)**	
Non-Payroll	2,829,722	2,887,029	**(57,307)**	
Income	(1,620,023)	(1,151,297)	**(468,726)**	
Total Net - Service Support	**5,204,803**	**5,749,479**	**(544,676)**	**-9.47%**

Governance & Audit	**YTD P12**	**YTD P12**	**Variance**	
	Act & Comm	Budget		
	£	**£**		
Payroll	376,029	441,934	**(65,905)**	
Non-Payroll	66,971	77,193	**(10,222)**	
Income	(1,000)	-	**(1,000)**	
			-	
Total Net - Governance and Audit	**442,000**	**519,127**	**(77,127)**	**-14.86%**

Community Health & Wellbeing	YTD P12	YTD P12	Variance	
	Act & Comm	Budget		
	£	£		
Payroll	15,811,340	15,393,647	**417,693**	
Non-Payroll	11,907,984	11,072,074	**835,910**	
Income	(12,649,108)	(12,189,843)	**(459,265)**	
			-	
Total Net - Community Health & Wellbeing	**15,070,216**	**14,275,878**	**794,338**	**5.56%**

Environmental Services	YTD P12	YTD P12	Variance	
	Act & Comm	Budget		
	£	£		
Payroll	13,156,187	13,919,068	**(762,881)**	
Non-Payroll	15,539,442	16,525,995	**(986,553)**	
Income	(5,580,611)	(5,648,492)	**67,881**	
			-	
Total Net - Environmental Services	**23,115,018**	**24,796,571**	**(1,681,553)**	**-6.78%**

Regeneration & Growth	YTD P12	YTD P12	Variance	
	Act & Comm	Budget		
	£	£		
Payroll	5,723,615	6,416,881	**(693,266)**	
Non-Payroll	4,753,687	4,528,274	**225,413**	
Income	(2,958,908)	(2,849,770)	**(109,138)**	
			-	
Total Net - Regeneration & Growth	**7,518,394**	**8,095,385**	**(576,991)**	**-7.13%**

Lisburn & Castlereagh City Council

Committee:	Corporate Services Committee
Date:	10 June 2026
Report from:	Director of Organisation Development & Innovation

CONFIDENTIAL REPORT

Reason why the report is confidential:	**Local Government Act (Northern Ireland) 2014, Schedule 6, Part 1: Exempt Information, no.4:** Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the council or a government department and employees of, or office holders under, the council.
When will the report become available:	
When will a redacted report become available:	Following ratification
The report will never become available:	

Item for:	Decision
Subject:	Efficiency Review Steering Group (ERSG) meetings

1.0 **Background and Key Issues**

1.1 Meetings of the Efficiency Review Steering Group (ERSG) took place on Thursday, 16 April and Tuesday 2 June 2026. [redacted]

Members noted the recent work of the review, the current implementation stages of associated agreed structures, and the current movements within the Senior Team.

1.2 **Proposed Structure for Dundonald International Ice Bowl (DIIB)**
A detailed business case and presentation was provided to Members on the proposed structure of the new DIIB. Led by the Head of Sports Services and supported by the Director of Leisure and Community Wellbeing, this proposal reflected on the anticipated structure in the agreed business case, and the amends to the proposal taking into account proposed changes in legislation, reflection on operational needs and accountability, and the large increase in membership of Vitality scheme, already surpassing the anticipated numbers on opening of the centre.

Members asked a number of questions regarding the proposed structure and responses were provided in respect of the Good Jobs Bill, Casual Workers, Plant, implementation timescales and similar posts across the sports services function.

Members commended the work that has been undertaken by the Head of Sports Services and the HR&OD unit to bring this structure forward and conveyed appreciation of the detail provided in the presentation.

The proposed structure would result in [redacted]

	It was proposed by Councillor Sharon Lowry, Seconded by Councillor Pat Catney and unanimously agreed to recommend this proposed structure be taken forward to the Corporate Services Committee for agreement.	
1.3	**Assets Unit restructure (remaining posts)** A detailed business case was presented by the Head of Assets, supported by the Director of Regeneration and Growth was provided to Members on the proposed structure of the remaining aspects of the Assets team. The Director provided an outline of the current environment and the need to ensure a structure that is fit for purpose, meets the needs of the Assets strategy, and revised and upcoming legislative requirements. He confirmed that this structure is based on proportionate means and is not utopian. The Head of Assets detailed her proposed structure including the changes in legislation and reflection on operational needs and accountability to meet the strategic objectives of the unit. Members asked a number of questions regarding the proposed structure and responses were provided in respect of apprenticeships, outsourcing of services, the register of assets, admin, lone workers, and the Playparks roles. It was noted that there may be some tweaks to this structure should the playparks roles transfer to Parks and Amenities, but that would be considered as part of that structure and Assets would not need to return to the ERSG. It was proposed in the business case to amend the title of this unit to Assets and Procurement. The proposals would see [redacted]	
2.0	**Recommendation** It is recommended that Members agree: 1. The proposed structure for the new Dundonald International Ice Bowl (DIIB) 2. The proposed Assets Unit Restructure for remaining posts	
3.0	**Finance and Resource Implications** DIIB Unit structure proposal: [redacted] Assets Unit restructure for remaining posts: [redacted]	
4.0	**Equality/Good Relations and Rural Needs Impact Assessments**	
4.1	Has an equality and good relations screening been carried out?	Yes
4.2	Brief summary of the key issues identified and proposed mitigating actions **or** rationale why the screening was not carried out There are no equality and good relations implications at this time. Should the structures be approved, any recruitment will be in accordance with the LGSC code of Procedures on Recruitment and Selection which has been screened.	
4.3	Has a Rural Needs Impact Assessment (RNIA) been completed?	No

4.4	Brief summary of the key issues identified and proposed mitigating actions **or** rationale why the screening was not carried out. Structure only.	

Appendices:	[redacted]