

Newry, Mourne and Down District Council Policy Screening Form

Policy Information

Name of the policy	Procurement Policy
Is this an existing, revised or new policy?	A revised Policy.
What is it trying to achieve (aims/outcomes)	The Policy has been updated to reflect the new Procurement Act 2023 & 2024 Regulations that came into effect on 24 February 2025. The procedures are now in a separate internal document for staff.
Are there any Section 75 categories which might be expected to benefit from the intended policy?	None
If so, explain how.	
Who initiated or wrote the policy?	Shona McConville Acting Procurement Manager & Josephine Kelly Director of Corporate Services
Who owns and who implements the policy?	Director of Corporate Services

Implementation factors

	Yes	No
Are there any factors which could contribute to/detract from the intended aim/outcome of the policy/decision?		No
If yes, are they Financial		No
If yes, are they Legislative	Yes	
If yes, and they are Other please specify:		

Main stakeholders affected

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

	Yes	No
Staff	Yes	
Service users	Yes	
Other public sector organisations	Yes	
Voluntary/community/trade	Yes	

unions		
Other, please specify:		

Other policies with a bearing on this policy

What are they	<ul style="list-style-type: none"> • Code of Conduct for Local Government employees; • The Northern Ireland Local Government Code of Conduct for Councillors; • Anti-Fraud Policy; • Fraud Response Plan; • Gifts and Hospitality Policy; • Freedom of Information Policy; • Data Protection Policy; • Conflicts of Interest Policy; and • Complaints Policy and Procedure
Who owns them	Newry Mourne & Down District Council – Corporate Policy

Available evidence

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

Section 75 Category	Details of needs/experiences/priorities					
Religious belief	LGD	All usual residents	Catholic	Protestant and other Christian	Other religions	None
	Northern Ireland	1,903,178	869,753 (45.7%)	827,545 (43.5%)	28,514 (1.5%)	177,360 (9.3%)
	Newry, Mourne & Down	182,074	131,300 (72.1%)	39,970 (22.0%)	1,327 (0.7%)	9,477 (5.2%)
	(Source: Census Data 2021).					
Political opinion	<p>Elected political party representation is an approximate barometer of political opinion of people within the Council area.</p> <p>The party breakdown of the Council's elected members is as follows:</p>					

	<div><div><div>Sinn Féin20 seats</div><div>SDLP8 seats</div><div>Independents2 seats</div><div>Democratic Unionist5 seats</div><div>Ulster Unionist1 seats</div><div>Alliance5 seats</div></div><div>Councillors are elected within seven District Electoral Areas (DEAs) across the Council area. With respect to party political representation, democratic deficits exist within particular DEAs i.e three DEAs have no PUL Councillor representation (Newry, Crotlieve and Downpatrick), two DEAs have one PUL (Slieve Croob and Slieve Gullion) Councillor and, one DEA has one CNR (Rowallane).</div></div>																																																									
Racial group	<div><div>According to the 2021 Census, 3.4% (65,604) of the usually resident population of Northern Ireland belongs to minority ethnic groups. This is almost double the proportion in 2011 (1.8%).</div><div>The minority ethnic language profile within the area serves as a possible indicator of the BME community profile. The composition of language groups in the Newry, Mourne and Down District Council area is noted by NISRA (2021) as follows:</div><div><div>Minority Ethnic Language Profile of the Newry, Mourne and Down LGD Area</div><table><tr><th>Main language of residents in Newry, Mourne and Down District LGD</th><th>Number</th><th>Percentage %</th></tr><tr><td>English</td><td>168,408</td><td>96.1</td></tr><tr><td>Polish</td><td>2,143</td><td>1.22</td></tr><tr><td>Lithuanian</td><td>1,149</td><td>0.66</td></tr><tr><td>Irish</td><td>553</td><td>0.32</td></tr><tr><td>Romanian</td><td>347</td><td>0.2</td></tr><tr><td>Portuguese</td><td>119</td><td>0.06</td></tr><tr><td>Arabic</td><td>170</td><td>0.09</td></tr><tr><td>Bulgarian</td><td>677</td><td>0.39</td></tr><tr><td>Chinese (not otherwise specified)</td><td>70</td><td>0.04</td></tr><tr><td>Slovak</td><td>98</td><td>0.05</td></tr><tr><td>Hungarian</td><td>106</td><td>0.06</td></tr><tr><td>Spanish</td><td>77</td><td>0.04</td></tr><tr><td>Latvian</td><td>279</td><td>0.15</td></tr><tr><td>Russian</td><td>180</td><td>0.10</td></tr><tr><td>Tetun</td><td>22</td><td>0.01</td></tr><tr><td>Malayalam</td><td>51</td><td>0.03</td></tr><tr><td>Tagalog/Filipino</td><td>44</td><td>0.03</td></tr><tr><td>Cantonese</td><td>38</td><td>0.02</td></tr></table></div></div>	Main language of residents in Newry, Mourne and Down District LGD	Number	Percentage %	English	168,408	96.1	Polish	2,143	1.22	Lithuanian	1,149	0.66	Irish	553	0.32	Romanian	347	0.2	Portuguese	119	0.06	Arabic	170	0.09	Bulgarian	677	0.39	Chinese (not otherwise specified)	70	0.04	Slovak	98	0.05	Hungarian	106	0.06	Spanish	77	0.04	Latvian	279	0.15	Russian	180	0.10	Tetun	22	0.01	Malayalam	51	0.03	Tagalog/Filipino	44	0.03	Cantonese	38	0.02
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	Other languages	711	0.41
Age	According to the 2021 Census, the age profile of the Newry, Mourne and Down LGD is as follows:		
	Age Profile	NI	Newry, Mourne & Down
	0-4	113,825	11,722
	5-7	73,456	7,693
	8-9	51,020	5,259
	10-14	126,919	13,151
	15	23,220	2,254
	16-17	46,641	4,923
	18-19	43,343	4,024
	20-24	111,383	10,022
	25-29	116,407	10,354
	30-44	375,518	34,970
	45-59	381,910	36,612
	60-64	113,043	10,755
	65-74	176,934	16,922
	75-84	110,149	9,872
	85-89	25,877	2,344
	90+	13,517	1,191
Marital status	The table below provides an overview of the marital status profile of the Newry, Mourne and Down area:		
	Marital Status	Newry, Mourne and Down LGD	NI
	All usual residents: Aged 16+ years	141,996	1,514,743
	Single (never married or never registered a same-sex civil partnership) Aged 16+ years	52,128 (36.7%)	576,708 (38.1%)
	Married: Aged 16+ years	68,076 (47.9%)	690,509 (45.6%)
	In a registered same-sex civil partnership: Aged 16+ years	201 (0.14%)	2,742 (0.19%)
	Separated (but still legally married or still legally in a same-sex civil partnership): Aged 16+ years	4,975 (3.5%)	57,272 (3.8%)
	Divorced or formerly in a same-sex civil	7,704 (5.4%)	91,128 (6.0%)

	partnership which is now legally dissolved																	
	Widowed or surviving partner from a same-sex civil partnership: Aged 16+ years	8,912 (6.3%)	96,384 (6.4%)															
	Census 2021																	
Sexual orientation	<p>Analysis of the Census 2021 indicates that between 2% and 10% of the population may be lesbian, gay or bisexual.</p> <p>There are no official statistics in relation to the number of gay, lesbian or bisexual people in Northern Ireland. However, research conducted by the HM Treasury shows that between 5% - 7% of the UK population identify themselves as gay, lesbian, bisexual or 'trans' (transsexual, transgendered and transvestite) (LGBT). This is a sizeable proportion of the population here in Northern Ireland.</p>																	
Men and women generally	<p>The gender profile for the Newry, Mourne and Down LGD is as follows:</p> <table><tr><td>LGD</td><td>Male</td><td>Female</td></tr><tr><td>Northern Ireland</td><td>936,132</td><td>967,043</td></tr><tr><td>Newry, Mourne and Down LGD</td><td>90,063</td><td>92,011</td></tr></table> <p>Census 2021</p>			LGD	Male	Female	Northern Ireland	936,132	967,043	Newry, Mourne and Down LGD	90,063	92,011						
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Disability	<p>According to the 2021 Census 22.88% of people in the Newry, Mourne and Down District Council area has a long-term health problem or disability that limits their day-to-day activities.</p> <table><tr><td>LGD</td><td>All usual residents</td><td>Long-term health problem or disability: Day-to-day activities limited a lot</td><td>Long-term health problem or disability: Day-to-day activities limited a little</td><td>Long-term health problem or disability: Day-to-day activities not limited</td></tr><tr><td>Northern Ireland</td><td>1,903,179</td><td>217,964 (11.45%)</td><td>245,057 (12.88%)</td><td>1,440,158 (75.67%)</td></tr><tr><td>Newry, Mourne and Down</td><td>182,074</td><td>19,789 (10.87%)</td><td>21,868 (12.01%)</td><td>140,417 (77.13%)</td></tr></table> <p>In Northern Ireland the profile of people with a disability is cited as follows:</p>			LGD	All usual residents	Long-term health problem or disability: Day-to-day activities limited a lot	Long-term health problem or disability: Day-to-day activities limited a little	Long-term health problem or disability: Day-to-day activities not limited	Northern Ireland	1,903,179	217,964 (11.45%)	245,057 (12.88%)	1,440,158 (75.67%)	Newry, Mourne and Down	182,074	19,789 (10.87%)	21,868 (12.01%)	140,417 (77.13%)
LGD	All usual residents	Long-term health problem or disability: Day-to-day activities limited a lot	Long-term health problem or disability: Day-to-day activities limited a little	Long-term health problem or disability: Day-to-day activities not limited														
Northern Ireland	1,903,179	217,964 (11.45%)	245,057 (12.88%)	1,440,158 (75.67%)														
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	<ul style="list-style-type: none"> • More than 1 in 5 or 21% of the population in Northern Ireland has a disability The incidence of disability is higher in Northern Ireland than any other part of the UK • 1 in 7 people in Northern Ireland have some form of hearing loss • 5,000 sign language users who use British Sign Language (BSL) and/or Irish Sign Language (ISL) • In Northern Ireland there are 57,000 blind people or people with significant visual impairment • 52,000 people with learning disabilities <p>(Source: Disability Action)</p>
Dependants	<p>Persons with dependents may be people who have personal responsibility for the care of a child (or children), a person with a disability, and / or a dependent older person.</p> <p>According to the Census 2021, there are 68,396 households in Newry, Mourne and Down, 33.9% of which have dependent children. With regard to these figures, dependents are defined as those aged 0-15 years or those aged 16-18 years who are in full-time education and living with their parents or grandparents. Similar to the regional trend, the proportion of households with dependents in the District has declined from 50% in 1981 to 33.9% in 2021.</p> <p>There are 5,639 lone parent households with dependent children in Newry, Mourne and Down which equates to just over 8% of number of total households in the District and is the fourth highest in Northern Ireland, after Belfast (17,292), Derry and Strabane (7,639) and Armagh, Banbridge and Craigavon (6,556). Half of the parents in lone parent households in Newry, Mourne and Down are unemployed, almost a quarter are in full time employment and over a quarter are in part time employment. 93% of the parents in lone parent households in the District are female compared to 11% who are male.</p> <p>In 2019-21, the teenage birth rate (under 20 years old) was 6.5 per 1,000 mothers, which is the fourth highest in Northern Ireland after Belfast (11.4); Antrim & Newtownabbey (6.9) and Mid and East Antrim (6.8) but below the regional average of 6.8 per 1,000 births.</p>

Needs, experiences and priorities

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

Section 75 Category	Details of needs/experiences/priorities
Religious belief	No needs, experiences and priorities have been identified.
Political opinion	No needs, experiences and priorities have been identified.
Racial group	No needs, experiences and priorities have been identified.
Age	No needs, experiences and priorities have been identified.
Marital status	No needs, experiences and priorities have been identified.
Sexual orientation	No needs, experiences and priorities have been identified.
Men and women generally	No needs, experiences and priorities have been identified.
Disability	No needs, experiences and priorities have been identified.
Dependants	No needs, experiences and priorities have been identified.

Screening Questions

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

Section 75 category	Details of policy impact	Level of impact? Major/minor/none
Religious belief		None
Political opinion		None
Racial group		None
Age		None
Marital status		None
Sexual orientation		None
Men and women		None

generally		
Disability		None
Dependants		None

2. 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
Political opinion		No
Racial group		No
Age		No
Marital status		No
Sexual orientation		No
Men and women generally		No
Disability		No
Dependants		No

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

Good relations category	Details of policy impact	Level of impact? Major/minor/none
Religious belief		None
Political opinion		None
Racial group		None

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

Good relations category	If Yes, provide details	If No, provide details
Religious belief		No
Political opinion		No
Racial group		No

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).

None

Screening Decision

In light of your answers to the previous questions, do you feel that the policy should (please underline one):

1. **Not be subject to an EQIA (with no mitigating measures required)**
2. Not be subject to an EQIA (with mitigating measures /alternative policies)
3. Be subject to an EQIA

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

1. Not to be subject to an EQIA.

The revised policy and underpinning procedures in relation to public procurement are underpinned by principles of:

Procurement Act 2023 Objectives

For procurements covered by the 2023 Act (covered procurements), the Council must have regard to the importance of

- (a) delivering value for money;
- (b) maximising public benefit;
- (c) sharing information for the purpose of allowing suppliers and others to understand the Council's procurement policies and decisions;
- (d) acting, and being seen to act, with integrity.

In carrying out a covered procurement, the Council must treat suppliers the same unless a difference between the suppliers justifies different treatment. If the Council considers that different treatment is justified in a particular case, the Council must take all reasonable steps to ensure it does not put a supplier at an unfair advantage or disadvantage.

In carrying out a covered procurement, the Council must have regard to the fact that small and medium-sized enterprises may face particular barriers to participation, and consider whether such barriers can be removed or reduced.

In addition to these objectives, some general principles of law have emerged from the case law. The most important of these general principles of case law to be aware of in the procurement context are:

- Equal treatment (non-discrimination/fairness): Contracting Authorities are obliged to treat both potential and actual suppliers in the same way, without favour or prejudice. When specifying requirements avoid brand names and other references which would favour or eliminate

particular providers, products or services and accept equivalence. Contracting Authorities must accept equivalent certificates or standards to those specified in tender documents.

- Transparency (openness): Advertising (appropriate to the size of the contract) is necessary to demonstrate transparency. Contracting Authorities must be upfront with Suppliers about the conditions for participation, clearly specified requirements, contract details, award criteria and the reasons why they were or (more importantly) were not successful.
- Proportionality: Contracting Authorities must ensure that tender requirements and procedures are both relevant to the contract being procured and proportionate to the contract.
- Confidentiality: Contracting Authorities are obliged to respect the confidentiality of the information received from suppliers during the procurement process, subject to the Freedom of Information Act and other legislation requiring disclosure of such information.

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

In light of these revisions, is there a need to re-screen the revised/alternative policy? Yes / No. If No, please explain why

If 3. (i.e. to conduct an EQIA), please provide details of the reasons:

Timetabling and prioritising EQIA

If 3. is the policy affected by timetables established by other relevant public authorities? NO

If YES, please provide details:

Please answer the following questions to determine priority for timetabling the EQIA. 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 EQIA.

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 EQIA. This list of priorities will assist you in timetabling the EQIA. Details of your EQIA timetable should be included in the quarterly Section 75 report.

Proposed date for commencing EQIA: _____

Monitoring

Effective monitoring will help identify any future adverse impacts arising from the policy which may lead you to conduct an EQIA, as well as help with future planning and policy development.

Please detail proposed monitoring arrangements below:

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Approval and Authorisation

Screened by:	Position/Job Title	Date
Approved by:	Josephine Kelly	9 June 2025

Note: The completed policy screening template, signed off by the appropriate policy lead within the Council, and approved by the senior manager responsible for the policy, should be forwarded to the Head of Corporate Policy who will arrange for it to be included in the Council's Quarterly Report on Screening and made available on the Council's website.