

December 16th, 2016

Notice Of Meeting

You are invited to attend the Active and Healthy Communities Committee meeting to be held on **Monday, 19th December 2016 at 6:00 pm in Mourne Room, Downshire Civic Centre, Downpatrick.**

Chair: Cllr M Carr

Vice: Cllr L Kimmins

Members: Cllr P Brown Cllr S Burns
Cllr P Byrne Cllr S Doran
Cllr G Fitzpatrick Cllr V Harte
Cllr H Harvey Cllr D Hyland
Cllr K Loughran Cllr B Ó'Muirí
Cllr D Taylor Cllr J Trainor
Cllr W Walker

Agenda

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2 Declarations of Interest

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Invitees

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Cllr William Walker	william.walker@nmandd.org
Mrs Marie Ward	marie.ward@downdc.gov.uk

ACTIONS OUTSTANDING FROM PREVIOUS ACTIVE & HEALTHY COMMUNITIES MEETINGS

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
AHC/112/2016	Delegation to Minister	It was agreed a pre-meeting be held with relevant Council officials and the Councillors appointed to meet with the Minister for Education, to discuss and agree the issues the Council will raise with the Minister.	M Lipsett	Pre-meeting to be arranged (awaiting on date for meeting)	N
AHC/115/2016		<ul style="list-style-type: none"> • Undertake consultation exercise through each DEA, with communities that Council currently supply to consider a one-off payment to assist with the purchase of trees and/or illuminations from 2017 forward. • Cross-departmental review of post-Christmas 2016, to inform arrangements for 2017 and report back to relevant Committees. 	J Hillen	<p>Ongoing</p> <p>Ongoing</p>	<p>N</p> <p>N</p>
AHC/116/2016	Supporting Communities Projects	It was agreed to approve the recommendations contained in report dated 19 September 2016 from Ms J Hillen, Assistant Director, Community Engagement regarding Supporting Communities Projects, as follows: <ul style="list-style-type: none"> • Council consider Capital and Revenue provision to support Community Associations with facility and/or programme 	J Hillen	In progress	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		<p>development and to satisfy external funding body requirements for match funding</p> <ul style="list-style-type: none"> • Council agree to ring fence funding required to meet design costs associated with Drumalane Community Association build • Officers investigate the introduction of a Community Support Loan Scheme and report back to Committee with an options paper 			
AHC/117/2016	Indoor Leisure Business Plan	<p>It was agreed to approve as follows as per Report dated 19 September 2016 regarding Indoor Leisure Business Plan Update:</p> <p>The Council to progress the recommendations set out in the Report, specifically Table 3 (as per Appendix A), and engage assistance where necessary, in order to achieve this plan by the end of 2020/21 financial year, specifically:</p> <ul style="list-style-type: none"> • ICT – immediate review, enhancement and implementation of modern infrastructure by end of 2016/17 to support Business Plan objectives and reporting. • Marketing and Branding – immediate development and 	R Moore	In progress	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		<p>implementation of a strategy to include sub brand, transparent customer journey, staff training and recruitment of additional resource by end of 2016/17.</p> <ul style="list-style-type: none"> • Pricing – review and simplification of structure with presentation of proposals for Committee decision by end of 2016/17. • Programme and Resource – develop clear linkages with other departments, specifically Sports Development, to begin to increase participation and programmes on offer with additional 2 Officers resource as identified, recruited by end of 2016/17. • Additional income opportunities – develop proposals for consideration for facility enhancements for use of low occupancy space and specifically Kilkeel Leisure Centre Fitness Suite Space by end of 2017/18. 			
AHC/118/2016	Newry Leisure Centre – Phase 2	It was agreed as follows as per recommendation contained in report dated 19 September 2016 from Mr K Gordon, Head of Indoor Leisure, regarding Newry Leisure Centre – Phase 2 – Operating Model:	R Moore	In progress	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		<ul style="list-style-type: none"> • To approve opening arrangements • Officers to commence consultation with staff over proposed hours and shifts and also clubs and user groups in relation to booking provision • On conclusion of consultation process, officers to provide an accurate budget proposal for 2017/18 Rate Estimates process • Officers and staff to further develop the transitional plans and preparations needed for the future opening of Newry Leisure Centre Phase 2. These proposed arrangements should allow an ability to adapt over time as customer focus will be key. 			
AHC/119/2016	Play Strategy Update	It was agreed that the sums identified in the Play Strategy are considered as part of the Rates Estimates process using estimates in Section 4 as a guide until the Strategy is complete, as per Report dated 19 September 2016 from R Moore, Assistant Director, Leisure and Sport.	R Moore	To be considered as part of rates process	N
AHC/120/2016	Sports Facility Strategy – DEA Update	It was agreed to approve the draft Sports Facility Strategy following consideration by the 7 No DEAs and proceed to further	R Moore	In progress	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		<p>public consultation through SAND. A final report on the Strategy will be presented to the AHC Committee as soon as possible thereafter.</p> <p>It was also agreed Mr R Moore, Assistant Director, Leisure & Sport, summarise potential Sports Hubs within each DEA, as part of the recommendations of the Executive Summary.</p>			
AHC/121/2016	Sports Facility Strategy – Financial Provision	It was agreed the funds for financial assistance as detailed in Report dated 19 September 2016 from Mr R Moore, Assistant Director, Leisure and Sport regarding Sports Facility Strategy financial provision, be considered as part of the Rates Estimates process.	R Moore	To be considered as part of the rates process	N
AHC/123/2016	Sustainable Development & Climate Change	<p>It was unanimously agreed to appoint the following Members to the Sustainable Development & Climate Change Forum:</p> <p>Sinn Fein 2 no representatives SDLP 2 no representatives DUP Cllr H Harvey UUP 1 no representative Alliance Cllr P Brown Independent Cllr C Enright</p> <p>It was agreed an email be sent to Party Group Leaders to make</p>	E Devlin	<p>SF Representatives: Councillors Burns and Doran SDLP Representatives: Councillors Andrews and Murnin DUP Representative: Councillor Harvey Alliance Representative: Councillor Brown Independent Representative: Councillor Enright UUP Representative: Still outstanding</p> <p>First Meeting arranged for 17 January 2017 and invites issued.</p>	Y

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		appointments to the Sustainable Development & Climate Change.			
AHC/126/2016	LIFE GIFT Funding – Proposed Green Infrastructure	It was agreed to approve match funding requirement for the LIFE GIFT Project, as outlined in 2.1 in Report dated 19 September 2016 from Ms S McEldowney/Mr J Campbell, Senior Environmental Health Officers, subject to noting this decision will be subject to the forthcoming rates process.	E Devlin	To be entered into Estimates process	N
AHC/138/2016	Play Strategy Update	It was agreed to note the update on the Play Strategy.	R Moore	In progress	N
AHC/139/2016	Sports Facility Strategy Update	It was agreed to note the update on the Sports Facility Strategy.	R Moore	In progress	N
AHC/141/2016	Macmillan Cancer Support Project	It was agreed in principle, to a partnership programme with Macmillan Cancer Support for Newry, Mourne and Down and officers should develop this further reporting back to Committee once the details of the project are known.	R Moore	In progress	N

ACTION SHEET ARISING FROM AHC MEETING HELD ON 21 NOVEMBER 2016

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
AHC/149/2016	Extension of Facility Management Agreement with Castlewellan Community Partnership	<p>It was agreed to accept the officer's recommendation to:</p> <ul style="list-style-type: none"> • The extension of Facilities Management Agreement with Castlewellan Community Partnership until April 2016 (with monthly renewal thereafter until the premises are vacated for redevelopment); • The development of a long-term lease agreement with the Partnership for the future management of the Centre (following valuation, if required and subsequent agreement with Partnership Members and Council). 	J Hillen	In progress	N
AHC/150/2016	Community Access to Dan Rice Hall, Drumaness	<p>It was agreed to accept the officer's recommendation to:</p> <ul style="list-style-type: none"> • Proceed with LPS valuation for a proposed 5-year lease agreement for the use of the reading room by Down Community (3 days per week) and full access to the area of unused land to the rear of the community centre for development as a community allotment. • Development of appropriate 	J Hillen	In progress	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		legal documentation (subject to agreement by both parties).			
AHC/151/2016	Approval for Minor Improvements at Barcroft and Annalong Community Centres	<p>It was agreed to accept the officer's recommendation to:</p> <ul style="list-style-type: none"> • Install CCTV to the exterior of the Barcroft Community Centre (subject to successful funding bid) • Update kitchen units, radiators and install a new dishwasher in Annalong Community Centre (subject to successful funding bid) <p>It was also agreed that officers would investigate the possibility of replacing the green fencing at Barcroft with smaller wooden fencing.</p>	J Hillen	Ongoing	N
AHC/152/2016	PCSP Request for Additional Member Meeting Expenses	<p>It was agreed to accept the officer's recommendation to ringfence additional resource to cover expenses associated with 2 additional PCSP meetings per annum.</p> <p>It was also agreed that a letter be sent to the Department of Justice asking that they fund the additional meetings in the long term.</p>	J Hillen	Actioned	Y

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
AHC/153/2016	DEA Fora Update	It was agreed to note the report and amend the action sheet from Slieve Croob DEA of 24 th October 2016 as follows: Any Other Business: Priscilla to contact Sally Montgomery regarding public consultation on the HLF Application for development of Castlewellan Forest Park at next public meeting.	J Hillen	Actioned	Y
AHC/154/2016	Downpatrick Neighbourhood Renewal: Community Equipment Application	It was agreed to accept the officer's recommendation to submit an application to Department for Communities for needed community equipment for community organisations in the Downpatrick Neighbourhood Renewal Area.	J Hillen	Actioned	Y
AHC/155/2016	DfC Consultation on Proposals to Close Ballynahinch and Newcastle Social Security Offices and Job Centres	It was agreed to approve the draft Consultation response on behalf of the Council.	J Hillen	Actioned	Y
AHC/156/2016	Fitness Suite Operations for Indoor Leisure Centres	The Fitness Suite Operations for Indoor Leisure Centres was agreed.	R Moore	In progress	N
AHC/157/2016	Council Representation on SAND	It was agreed that option 2 be accepted with a reduction in the number of Councillors from 8 to	R Moore	In progress	N

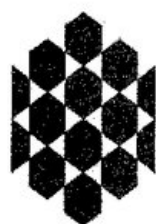
Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		5 in line with NICVA recommendations. It was also agreed that the matter be referred to the Party Reps Committee for discussion on the allocation of recommended reduced numbers.			
AHC/158/2016	Proposed Change of Name for SAND	It was agreed that Parties consider the matter and bring back potential names to a future committee meeting.	R Moore	In progress	N
AHC/159/2016	EBR – Nearly Zero Energy Building Project – Partnership Agreement	It was agreed that Council become a formal Partner in the NZEB's project and Council wish to be considered for additional funding to create a NZE demonstration building within the District.	E Devlin	Actioned	Y
AHC/160/2016	Correspondence received from Minister for Education regarding Delegation from Council to discuss Community Use of School Facilities	It was agreed that Council officers meet with officers of the Education Authority and demand a meeting with the Minister regardless of how long it would take a meeting to be arranged. It was also agreed that Councillor Curran bring the issue to the Partnership Panel highlighting the obligation to work together through	M Lipsett	Ongoing	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		Community Planning.			
AHC/161/2016	Drumalane Community Centre Capital Build	It was agreed to proceed to procurement through tender for Drumalane Community Centre Build.	J Hillen	Ongoing	Y

Report to:	Active & Healthy Communities
Date of Meeting:	19 December 2016
Subject:	Drumalane Community Centre Capital Build
Reporting Officer (Including Job Title):	Janine Hillen, Assistant Director Community Engagement
Contact Officer (Including Job Title):	Julie McCann, Head of Service Community Services Sean McKeivitt, NHR Manager

Decisions required:	
To note the DfC Letter of Offer and agree to: <ul style="list-style-type: none"> • Implement the project in line with the conditions contained within the document • Write to DfC reaffirming Councils support for the project and request some flexibility around timescales outlined 	
1.0	Purpose and Background:
1.1	<p>Department for Communities (DfC) have agreed to provide funding of up to £335k for a community building in Drumalane, Newry.</p> <p>The project Letter of Offer (LoO) (Appendix 1) contains a number of pre-conditions to the funding, specifically:</p> <ol style="list-style-type: none"> 1. ensure that procurement for this project is followed in line with Central Procurement Directorate guidance; 2. provide a copy of the relevant planning approval for the Modular Build Option; and 3. provide a written undertaking that Newry, Mourne & Down District Council will meet the running costs of the new building for the first 3 financial years in the event of the community group being unable to do so.
2.0	Key issues:
2.1	Timescale for the delivery of the project is very ambitious and Council Officers and DfC staffs have been working closely to adhere to all deadlines.
3.0	Recommendations:
3.1	<p>To note the DfC Letter of Offer and agree to:</p> <ul style="list-style-type: none"> • implement the project in line with the conditions contained within the document • write to DfC reaffirming Councils support for the project and request some flexibility around timescales outlined

4.0	Resource implications:
4.1	Officer time and all capital items are budgeted
5.0	Equality and good relations implications:
5.1	None
6.0	Appendices:
	Appendix 1 : DfC Letter of Offer



Department for
Communities

www.communities-ni.gov.uk

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Our Ref: DS1-14-5309

Date: 28/11/16

Project Reference No	DS1-14-5309
Project Applicant	Newry Mourne & Down District Council
Project Title	Drumalane/Quayside Close Community Building
Amount of Grant	£335,000.00
Period of Grant	28/11/16 – 31/07/17
Financial Systems & Controls Assessment rating (If appropriate)	N/A

Dear Mr Hannaway

1. Award Approval

The Department for Communities ("the Department") is pleased to inform you that your application for Grant funding towards the above project/service has been successful. Your application is approved on the basis of the details set out in the application form, which you completed on 23/05/16 and any other detail provided throughout the assessment process prior to the date of this letter.

Specifically, Grant is offered on condition that the project delivers its aims and

produces the agreed performance targets/outputs and pattern of expenditure set out in this Contract for Funding. Approval is subject to your acceptance of all the conditions set out in this letter.

2. Definitions

In this Letter:-

“the organisation” means Newry Mourne & Down District Council – NM&DDC

“the Project” means Drumalane/Quayside Close Community Building and as further defined under (capital) items below.

“the Grant” means a sum up to a maximum of £335,000.00 of which;

“capital items” means:

Capital Costs	Period of Grant 28/11/16 to 31/07/17	Year 1 28/11/16 – 31/03/17	Year 2 01/04/17 – 31/07/17
Capital			
Construction	£265,000.00	£205,000.00	£60,000.00
Prelims	£29,800.00	£29,800.00	£0.00
Site works	£30,200.00	£30,200.00	£0.00
Design development	£10,000.00	£10,000.00	£0.00
GRAND TOTAL	£335,000.00	£275,000.00	£60,000.00

“the project start and completion date” means the day by which the project must start and be completed so as to achieve the performance outputs as specified in paragraph 3 below.

“the performance outputs” means the performance outputs specified in the Schedule hereto (see section 18);

“the equality legislation” means the statutory provisions from time to time in force in Northern Ireland in relation to discrimination on the grounds of race, disability, sexual orientation, gender or political opinion;

3. Funding Period & Termination

Newry Mourne & Down District Council shall not commence the Project before **28/11/16** and shall end the Project no later than **31/07/17**.

Newry Mourne & Down District Council should carry out and complete the Project in order to achieve the Performance Outputs by **31/07/17**. The final claim for payment should be submitted as soon as possible after the project end date.

The Department shall be under no obligation to make payment on foot of any claim received after the expiry of a period of 3 months from the Project completion date in the case of Capital and equipment Grants, or in the case of construction and refurbishment Grants, the expiry of a period of 12 months from the project completion date.

The Department reserves the right to terminate this Contract for Funding at any time by giving 3 months written notice to Newry Mourne & Down District Council of termination. Any liabilities properly incurred or earned before the date of termination will be payable by the Department in accordance with the terms of this Contract for Funding.

4. Preconditions

Prior to the release of the Grant under this Contract for Funding Newry Mourne & Down District Council shall: -

1. ensure that procurement for this project is followed in line with Central Procurement Directorate guidance;

2. provide a copy of the relevant planning approval for the Modular Build Option; and

3. provide a written undertaken that Newry, Mourne & Down District Council will meet the running costs of the new building for the first 3 financial years in the event of the community group being unable to do so.

5. Default

If:-

- (i) any information provided by Newry Mourne & Down District Council or any representative of Newry Mourne & Down District Council in connection with or for the purposes of this contract and whether before or after the date of this letter is misleading or incorrect in any material respect;
- (ii) Newry Mourne & Down District Council is in breach of any obligation on the part of Newry Mourne & Down District Council contained in this letter and such breach is incapable of remedy or if capable of remedy remains unremedied for a period of 30 days after written notice by the Department;
- (iii) an order is made or an effective resolution is passed for the winding up of Newry Mourne & Down District Council or a Receiver is appointed over the undertaking or a material part of the undertaking of Newry Mourne & Down District Council;
- (iv) Newry Mourne & Down District Council is unable to pay its debts within the meaning of Article 103 of the Insolvency (NI) Order 1989;
- (v) an administration order is made in respect of Newry Mourne & Down District Council,

then in any such event or events the Department shall be under no obligation to make any payment or further payments of the Grant and Newry Mourne & Down District Council shall forthwith on written demand by the Department

repay the whole of the amount of the Grant paid under this letter or such lesser amount as the Department may at its sole discretion so determine. Furthermore in the event of Newry Mourne & Down District Council defaulting under section 5 (i) of the contract, criminal proceedings may be instigated against Newry Mourne & Down District Council under Article 4 of the Social Need Order (NI) 1986 as the Department may at its sole discretion so determine.

6. Grant Conditions

- (i) The Grant (a breakdown of which is set out in the Schedule hereto) shall only be made in response to claims in writing using the Department's official claim form.
- (ii) As your Governance Statement Declaration states that the financial, management and governance controls within your Newry Mourne & Down District Council are satisfactory in relation to the administration of grant funding and may be relied on, there will be no requirement to provide original invoices or paid receipts in support of Capital Claims for Payment. Quarterly Claims for Payment should be submitted using the specified format, broken down by category in line with this Contract for Funding. Progress Reports must be provided, within agreed timeframes, in support of such claims.
However, the above arrangement may be voided if future weaknesses are identified in respect of financial, management and governance controls in relation to the administration of grant funding. You must inform the Department immediately upon notification of any such weaknesses.
- (iii) However, the above arrangement may be voided if future weaknesses are identified in respect of financial, management and governance controls in relation to the administration of grant funding. You must inform the Department immediately upon notification of any such weaknesses.
- (iv) Grant shall only be payable in respect of goods or equipment which are new, unless prior written consent from the Department is obtained.

- (v) Grant shall not be payable in respect of VAT recoverable by Newry Mourne & Down District Council.
- (vi) A dedicated current account must be maintained for the disbursement of all project expenditure. Details of the account must be provided on the form provided with this letter. The Grant will be paid directly into this bank account. The bank account should be identified as a Departmental funded project account and must be maintained by Newry Mourne & Down District for the purposes of the Project.
- (vii) Newry Mourne & Down District Councils involved in the delivery of multiple projects may already have a financial system using cost centres rather than multiple bank accounts. Newry Mourne & Down District Council may wish to negotiate with the Department to retain this system for the purposes of managing the project. These negotiations will require the Applicant to demonstrate to the Department's satisfaction that the systems in place guarantee a clear audit trail with regard to all aspects of the project finances. Should subsequent system checks reveal that the Department's requirements are not being met in this respect then the use of a dedicated bank account will become mandatory.
- (viii) The Department will make every effort to pay claims promptly but accepts no liability in respect of loss attributable to delay in the payment of claims or to any suspension, reduction or cancellation of Grant.

7. General Conditions

Newry Mourne & Down District Council shall:-

- (i) **Government Funders Database – Requirements for Government Departments, NDPBs and Councils.** NMDDC will ensure that any award to a Voluntary & Community Sector Newry Mourne & Down District Council made from this funding is recorded on the Government Funders Database no later than 4 weeks from the date the award is made.

- (ii) **Grant use** - apply the Grant solely for the purposes of carrying out and implementing the Project;
- (iii) **changes** - immediately inform the Department in writing of any circumstances which will or may affect the ability of Newry Mourne & Down District Council to carry out the Project; (Examples include: major changes to the project; the potential failure to meet agreed outputs/targets; posts becoming vacant through sickness; and Maternity Leave. This list is not exhaustive)
- (iv) immediately inform the Department in writing of any change to the individual categories of expenditure or profile amounts as set out in the Breakdown of Costs/ Expenditure Schedule; *Newry Mourne & Down District Council should note that the Department will only consider re-profiling in exceptional circumstances and transferring of funds will be restricted between similar categories of expenditure. Generally, only one re-profiling request per financial year will be considered.
- (v) not without the prior written consent of the Department vary or alter the Project; its use, financing or ownership; start and end dates;
- (vi) **constitution** - not alter or vary it's memorandum or articles of association without the prior written consent of the Department;
- (vii) **assignment** - not without the prior written consent of the Department assign or in any way encumber this contract for funding or any benefit derived or to be derived by Newry Mourne & Down District Council under it;
- (viii) **duplicate funding** - not seek, or make any application for or accept any financial assistance from any other Government Department, Agency or other funding body in respect of the expenditure for which Grant is or may be payable under the terms of this letter; provided always that the provision shall not apply to financial assistance which may be payable by another funding body but the Department shall be entitled to reduce the Grant available under this letter by an amount if equal to such financial assistance;

You have confirmed to the Department that:

- Newry Mourne & Down District Council will pay for all professional fees in relation to the project

You must advise the Department immediately if there are any changes.

- (ix) **insurance** - insure any items of an insurable nature which have been obtained with the benefit of the Grant to the full replacement value thereof and furnish the Department with copies of all relevant policies of insurance on demand by the Department;
- (x) insure in the name of Newry Mourne & Down District Council all buildings or premises which are now or may in the future be erected and/or grant aided, against loss or damage by fire or theft, for a sum equal to the cost of their reinstatement or replacement and keep the same so insured;
- (xi) if the buildings or premises so insured, are in any part thereof destroyed or damaged, expend without delay the monies received under such insurance in rebuilding, reinstating or replacing the same;
- (xii) **maintenance** - maintain in good condition all property, equipment, machinery, furniture, fixtures and fittings and assets which the Department has funded or part funded;
- (xiii) **inventory of assets** – establish and maintain an inventory of all fixed assets acquired, built or improved wholly or partly using the Department's Grant, whether owned by the applicant or third parties. An asset is defined as an item that will not be used up within 12 months and which is not intended to be sold before the end of its useful life. The inventory should show the date of purchase; description of the asset; net price paid; location of the title deeds; serial or identification numbers; location of the asset; date of disposal; and sale of proceeds net of VAT.

- (xiv) **disposal of assets** – not dispose of any asset without the prior authorisation of the Department. If any asset obtained with the benefit of the Grant is disposed of within 4 years from the date of acceptance of this letter, Newry Mourne & Down District Council shall, on demand, repay to the Department so much of the Grant as the Department considers is reasonable;
- (xv) **Financial controls** - establish and maintain effective financial control systems in relation to its operations generally but specifically in relation to the Project
- (xvi) Maintain proper and effective accounting records which identify individual financial transactions relating to the Project, including original invoices and receipts;
- (xvii) **provision of records** - from time to time upon request by the Department furnish the Department or the Comptroller and Auditor General for Northern Ireland with all such financial accounting and other information relating directly or indirectly to the Project as the Department or the Comptroller and Auditor General for Northern Ireland may request. Original documents or verified true copies must also be produced upon request. Failure to produce the original documents or satisfactory agreed substitutes could result in requests for repayment of Grant;
- (xviii) **access** - permit the Department, the Departments Agents and the Comptroller and Auditor General for Northern Ireland to enter upon any premises owned or occupied by Newry Mourne & Down District Council for the purpose of inspecting any asset or accounting record relating to the Project.
- (xix) **retention of records** - ensure that all records and information relating to the implementation of the Project and its financing are retained for a period of not less than 7 years following the last payment of Grant under this letter and make any such record available to the Department and the Comptroller and Auditor General for Northern Ireland for inspection upon request by the Department or the Comptroller and Auditor General for Northern Ireland. If you intend to claim Grant on eligible expenditure

made by others acting on your behalf you must ensure that you have a legally binding agreement with them which specifies what information is to be provided and when. You must ensure that those acting for you have original documentary evidence to support all the payments they make for you and for which you wish to claim Grant;

- (xx) **publicity** - include appropriate references to the assistance made available by the Department to Newry Mourne & Down District Council under this letter in any publicity or brochures or other material produced by or on behalf of Newry Mourne & Down District Council and in which the Project is mentioned.

In addition Newry Mourne & Down District Council will provide copies of all publicity material relating to the project including press cuttings, advertisements or other relevant details. Adequate advance warning should also be given of forthcoming events and/or launches etc. The Department shall be entitled to publish details of the assistance referred to in the Contract for Funding at such times and in such a manner as it may decide. Newry Mourne & Down District Council shall provide any further information about the project requested by the Department and shall permit the publication of that and any other related information.

- (xxi) **data protection** - acknowledge that information on applications for Grant assistance is stored on computer and in accordance with the Data Protection Act 1998, and that such information may be subject to the Freedom of Information Act 2000;
- (xxii) **overpayments** - shall repay the Department any overpayment forthwith on first demand or becoming aware that Grant has been overpaid, whichever first occurs;
- (xxiii) **political or religious** - ensure that the Grant shall not be used for the purpose of or in anyway connected with the promoting of any political party or religious viewpoint. No aspect of the activity being funded should be party political in intention, use or presentation or likely to be perceived as discriminatory. Any activities, such as campaigning, by Newry Mourne & Down District Council must be in furtherance of, and ancillary to, its main purpose.

- (xxiv) **training** - attend and participate in such workshops and training sessions as the Department deems appropriate.
- (xxv) **statutory charges (capital projects)** - acknowledge that the conditions of repayment of financial assistance may in accordance with Article 4(8) of the Social Need (Northern Ireland) Order 1986, be a Statutory Charge upon the property;
- (xxvi) **legislation** - comply with the equality legislation to the extent that the same applies to Newry Mourne & Down District Council. No aspect of the activity being funded should be party political in intention, use or presentation or likely to be perceived as discriminatory on the grounds of race, disability, sexual orientation, gender or political opinion. Any activities, such as campaigning, by Newry Mourne & Down District Council must be in furtherance of, and ancillary to, its main purpose;
- (xxvii) **liability** - by accepting this letter acknowledge that the Department accepts no liability to Newry Mourne & Down District Council other than as expressly provided for, in and subject to, the terms and conditions stated in this letter. Further, Newry Mourne & Down District Council shall indemnify the Department against all actions, proceedings, costs, claims, demands and liabilities arising out of, in respect of, or in connection with this letter, caused or contributed to by the negligence or default of Newry Mourne & Down District Council, or by any circumstances within its control.
- (xxviii) **employment** - the Department accepts no responsibility or liability for the staff employed on the Project. The Applicant shall be the employer of staff required for the Project and shall be responsible for all matters in connection with their employment. The Applicant shall comply with the requirements of all EC Directives and legislation from time to time in force relating to working conditions, health and safety at work etc. The Applicant shall comply with the requirements of the Sex Discrimination (NI) Order 1976 and 1988, the Fair Employment and Treatment (NI) Order 1998, the Race Relations (NI) Order 1997, the Disability Discrimination Act 1995 and Section 75 of the Northern Ireland

Act 1998 and any enactments amending, extending or replacing the same.

(xxix) **Conflict of Interest** – declare any actual or potential Conflicts of Interest which could exist as a direct consequence of Newry Mourne & Down District Council's use of the funding to be provided by the Department and record same in a Register of Conflicts.

(xxx) **Charity law** - ensure that Newry Mourne & Down District Council operates within, and meets its obligations under charity law in Northern Ireland and further promotes, where relevant to the project, the charitable sector's obligations under the Charities (Northern Ireland) Act 2008.

8. Fraud

- (i) Newry Mourne & Down District Council (and/or its representatives) may be prosecuted if it fails, without reasonable excuse, to comply with any condition subject to which financial assistance has been given to Newry Mourne & Down District Council requiring it to inform the Department of any event whereby the financial assistance becomes repayable.
- (ii) The Department may by notice require Newry Mourne & Down District Council to furnish to the Department such information, or to produce for examination on behalf of the Department such books, records or other documents, as may be specified in the notice for the purpose of enabling the Department to determine whether any condition subject to which the financial assistance is given is satisfied or is being complied with or whether the financial assistance has become repayable in whole or in part in accordance with any such condition.
- (iii) Newry Mourne & Down District Council (and/or its representatives) may be prosecuted if in purported compliance with a notice issued under paragraph (ii) it knowingly or recklessly makes any statement or produces any document which is false in a material particular.
- (iv) Newry Mourne & Down District Council (and/or its representatives) may be prosecuted under Article 4 of the Social Need Order (NI) 1986, if

without reasonable excuse; it fails to comply with a notice under paragraph (ii).

- (v) It will be the responsibility of Newry Mourne & Down District Council to take whatever action is necessary to minimise the risk of fraud and to notify the Department immediately of any instances of attempted, suspected or proven fraud. Following a Departmental investigation all instances of suspected fraud will be reported to the Police and criminal proceedings may be instigated if deemed appropriate.

9. Sharing of Information

All Government Departments, Agencies and other funding bodies may share information to enable them to prevent and detect fraudulent applications and to co-ordinate the processing of complementary applications. Accordingly, information provided by Newry Mourne & Down District Council during the application and assessment process, monitoring returns and any other information provided by Newry Mourne & Down District Council may be made available to other Departments/Agencies for the purpose of ensuring the accuracy of information and preventing or detecting crime. Such information may also be placed in the public domain.

10. Monitoring & Evaluation

The Department may from time to time monitor and evaluate the Project by reference to the Performance Outputs and Newry Mourne & Down District Council shall provide such information and assistance for these purposes as the Department may request.

The Department may also from time to time require Newry Mourne & Down District Council to provide evidence that Newry Mourne & Down District Council have fulfilled their statutory obligation in relation to the Inland Capital in respect of PAYE and National Insurance contributions.

11. Withholding of Grant

If the Department has instructed an investigation to be carried out in relation to the Project, the Department shall be entitled pending the outcome of any such

investigation to withhold payment of the Grant or any part or parts thereof; provided always that payment of the Grant shall be reinstated as soon as is reasonably practicable after the conclusion of the investigation unless an event of default under paragraph 5 has occurred.

The Department may withhold all or part of the Grant and may require all or part of the Grant to be repaid if it considers that you have not complied with any of the terms and conditions in this Contract for Funding.

12. Notice

Any letter, notice or demand by the Department shall be sufficiently served on Newry Mourne & Down District Council if it is delivered by hand at, or sent by post to, Newry Mourne & Down District Council's last known address.

13. Duration

The obligations of Newry Mourne & Down District Council under this letter shall remain in force for a period of 4 years following the date of acceptance of this letter; with the exception of 7 (xviii), which shall remain in force for a period of 7 years following the date of the last payment of Grant under this letter in line with legislative requirements.

14. Acceptance

This letter is issued in duplicate and accordingly if Newry Mourne & Down District Council is prepared to accept the foregoing offer please return one complete copy of this letter duly signed and dated on behalf of Newry Mourne & Down District Council.

In accepting this offer Newry Mourne & Down District Council is agreeing to comply with the conditions contained in this letter and any guidance that the Department subsequently issues.

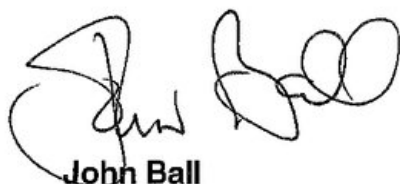
This letter may be made available to other Departments/Agencies and other

funding bodies for the purposes of preventing or detecting fraud.

15. Availability

The foregoing offer shall remain open for a period of 4 weeks from the date of this letter. Failure to return one complete copy of this letter duly signed and dated on behalf of Newry Mourne & Down District Council within this period shall result in the offer being deemed as withdrawn.

Yours sincerely

A handwritten signature in black ink, appearing to read 'John Ball', written over a printed name.

John Ball

Deputy Director

16. OFFICIAL GRANT ACCEPTANCE

Project Reference No	DS1-14-5309
Project Applicant	Newry Mourne & Down District Council
Project Title	Drumlane/Quayside Close Community Building
Amount of Grant	£335,000.00
Period of Grant	28/11/16 – 31/07/17

I, **Liam Hannaway** have authority on behalf of **Newry Mourne and Down District Council**

to accept the offer of Grant set out in the letter dated 28/11/16 and agree to deliver the above project on the terms and conditions therein.

Signed by
(Director of Development)

Witnessed by
(Registered Office Bearer)

Name in Block Capitals

Name in Block Capitals

Date

Date

17. BANK DETAILS

Project Reference No	DS1-14-5309
Project Applicant	Newry Mourne & Down District Council
Project Title	Drumalane/Quayside Close Community Building
Amount of Grant	£335,000.00
Period of Grant	28/11/16 – 31/07/17

Please complete Bank details below.

Name of Newry Mourne & Down District Council: _____

Name of Account: _____

Bank Name: _____

Bank Address: _____

Sort Code: _____ **Account Number:** _____

Signed by
(Director of Development)

Witnessed by
(Registered Office Bearer)

Name in Block Capitals

Name in Block Capitals

Date

Date

18. Project Targets and Output Measures

Indicate the key priorities or targets of the project for the period for which the funding is to be provided.

<p><u>NR Strategy:</u></p> <p><u>Output Measure:</u></p> <p><u>Rationale</u></p> <p><u>Outcome</u></p>	<p>Action Plan: Physical Renewal</p> <p>One new community centre</p> <p>The overall aim of this project is to provide a community centre facility within the Drumlane area of Newry for use by the local community association, local sports clubs and the wider general population of the Drumlane area.</p> <p>All output measures refer to the NRA.</p> <hr/> <p>PR 4 – One new modular building</p> <p>One new building completed by 31/07/17. Council to manage and deliver the scheme in line with the CFF & quality standards and costs estimations.</p> <p>Improved community facilities</p>	
<p><u>NR Strategy:</u></p> <p><u>Output Measure:</u></p> <p><u>Rationale</u></p> <p><u>Outcome</u></p>	<p>Action Plan: Community Renewal</p> <p>Number of people engaged/involved in unpaid voluntary work</p> <hr/> <p>CR 4 – 22 people engaged/involved in unpaid voluntary work</p> <p>Increase the number of people engaged/involved in unpaid voluntary work from 16 in 2016/17 to 20 in 2017/18 and 22 in 2018/19.</p> <ul style="list-style-type: none"> ▶ Increase in community capacity/capital/cohesion ▶ Sustain/increase the percentage of residents involved in volunteering activities ▶ Improvement in community relations ▶ Demographic stability 	

<p><u>NR Strategy:</u></p> <p><u>Output Measure:</u></p> <p><u>Rationale</u></p> <p><u>Outcome</u></p>	<p>Action Plan: Community Renewal</p> <p>Number of people using new or improved community facilities</p> <p>CR 6 – 260 people per week using new or improved community facilities</p> <p>The community association will engage with the wider community to ensure the new centre is fully utilised. Usage will increase from 40 per week in year 1 to 100 per week in year 2 and 120 per week in year 3.</p> <ul style="list-style-type: none"> ▶ Increase in community capacity/capital/cohesion ▶ Sustain/increase the percentage of residents involved in volunteering activities ▶ Improvement in community relations ▶ Demographic stability ▶ Increase in overall life expectancy 	
<p><u>NR Strategy:</u></p> <p><u>Output Measure:</u></p> <p><u>Rationale</u></p> <p><u>Outcome</u></p>	<p>Action Plan: Community Renewal</p> <p>Number of community relations projects supported</p> <p>CR 8 – 22 community relations projects will be supported.</p> <p>Up to 10 community projects will be delivered per year – from community bonding to health and education and sporting initiatives. Four events will be held in year 1, eight events in year 2 & ten in year 3.</p> <ul style="list-style-type: none"> ▶ Increase in community capacity/capital/cohesion ▶ Sustain/increase the percentage of residents involved in volunteering activities ▶ Improvement in community relations ▶ Demographic stability 	

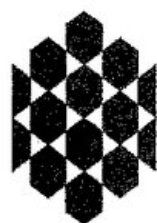
19. Breakdown of Grant Award (by financial year)

Capital Costs	Period of Grant 28/11/16 to 31/07/17	Year 1 28/11/16 – 31/03/17	Year 2 01/04/17 – 31/07/17
Capital			
Construction	£265,000.00	£205,000.00	£60,000.00
Prelims	£29,800.00	£29,800.00	£0.00
Site works	£30,200.00	£30,200.00	£0.00
Design development	£10,000.00	£10,000.00	£0.00
GRAND TOTAL	£335,000.00	£275,000.00	£60,000.00

20. Expenditure Schedule

* These are anticipated amounts and dates and should only be taken as a guide. Normally Grant will be released on receipt of paid invoices/ receipts up to the maximum as detailed on the Breakdown of Grant Award and paid quarterly during the period of the project.

Date(s) Expenditure Due To Be Incurred	*Anticipated Amount	Brief breakdown of Grant amount against eligible expenditure category	*Anticipated Payment dates	Related Terms and Conditions (as per CFF)
31/03/17	£275,000.00	To include all prelims, site works & design development and construction.	30/04/17	Council procurement rules to be followed as overseen by CPD
31/07/17	£60,000.00	Construction.	31/08/17	Council procurement rules to be followed as overseen by CPD



Department for
Communities

www.communities-ni.gov.uk

Mr Liam Hannaway
CEO
Newry Mourne & Down District
Council
24 Strangford Road
Downpatrick
BT30 6SR

DFC Southern Regional Development Office

Banbridge Jobs & Benefits Office
18 Castlewellan Road
BANBRIDGE
BT32 4AZ

Telephone: (028) 4062 21014
E-mail: Raphael.crummy@communities-ni.gov.uk

Our Ref: DS1-14-5309

Date: 28/11/16

Project Reference No	DS1-14-5309
Project Applicant	Newry Mourne & Down District Council
Project Title	Drumalane/Quayside Close Community Building
Amount of Grant	£335,000.00
Period of Grant	28/11/16 – 31/07/17
Financial Systems & Controls Assessment rating (If appropriate)	N/A

Dear Mr Hannaway

1. Award Approval

The Department for Communities (“the Department”) is pleased to inform you that your application for Grant funding towards the above project/service has been successful. Your application is approved on the basis of the details set out in the application form, which you completed on 23/05/16 and any other detail provided throughout the assessment process prior to the date of this letter.

Specifically, Grant is offered on condition that the project delivers its aims and

produces the agreed performance targets/outputs and pattern of expenditure set out in this Contract for Funding. Approval is subject to your acceptance of all the conditions set out in this letter.

2. Definitions

In this Letter:-

“the organisation” means Newry Mourne & Down District Council – NM&DDC

“the Project” means Drumalane/Quayside Close Community Building and as further defined under (capital) items below.

“the Grant” means a sum up to a maximum of £335,000.00 of which;

“capital items” means:

Capital Costs	Period of Grant 28/11/16 to 31/07/17	Year 1 28/11/16 – 31/03/17	Year 2 01/04/17 – 31/07/17
Capital			
Construction	£265,000.00	£205,000.00	£60,000.00
Prelims	£29,800.00	£29,800.00	£0.00
Site works	£30,200.00	£30,200.00	£0.00
Design development	£10,000.00	£10,000.00	£0.00
GRAND TOTAL	£335,000.00	£275,000.00	£60,000.00

“the project start and completion date” means the day by which the project must start and be completed so as to achieve the performance outputs as specified in paragraph 3 below.

“the performance outputs” means the performance outputs specified in the Schedule hereto (see section 18);

“the equality legislation” means the statutory provisions from time to time in force in Northern Ireland in relation to discrimination on the grounds of race, disability, sexual orientation, gender or political opinion;

3. Funding Period & Termination

Newry Mourne & Down District Council shall not commence the Project before **28/11/16** and shall end the Project no later than **31/07/17**.

Newry Mourne & Down District Council should carry out and complete the Project in order to achieve the Performance Outputs by **31/07/17**. The final claim for payment should be submitted as soon as possible after the project end date.

The Department shall be under no obligation to make payment on foot of any claim received after the expiry of a period of 3 months from the Project completion date in the case of Capital and equipment Grants, or in the case of construction and refurbishment Grants, the expiry of a period of 12 months from the project completion date.

The Department reserves the right to terminate this Contract for Funding at any time by giving 3 months written notice to Newry Mourne & Down District Council of termination. Any liabilities properly incurred or earned before the date of termination will be payable by the Department in accordance with the terms of this Contract for Funding.

4. Preconditions

Prior to the release of the Grant under this Contract for Funding Newry Mourne & Down District Council shall: -

1. ensure that procurement for this project is followed in line with Central Procurement Directorate guidance;

2. provide a copy of the relevant planning approval for the Modular Build Option; and

3. provide a written undertaking that Newry, Mourne & Down District Council will meet the running costs of the new building for the first 3 financial years in the event of the community group being unable to do so.

5. Default

If:-

- (i) any information provided by Newry Mourne & Down District Council or any representative of Newry Mourne & Down District Council in connection with or for the purposes of this contract and whether before or after the date of this letter is misleading or incorrect in any material respect;
- (ii) Newry Mourne & Down District Council is in breach of any obligation on the part of Newry Mourne & Down District Council contained in this letter and such breach is incapable of remedy or if capable of remedy remains unremedied for a period of 30 days after written notice by the Department;
- (iii) an order is made or an effective resolution is passed for the winding up of Newry Mourne & Down District Council or a Receiver is appointed over the undertaking or a material part of the undertaking of Newry Mourne & Down District Council;
- (iv) Newry Mourne & Down District Council is unable to pay its debts within the meaning of Article 103 of the Insolvency (NI) Order 1989;
- (v) an administration order is made in respect of Newry Mourne & Down District Council,

then in any such event or events the Department shall be under no obligation to make any payment or further payments of the Grant and Newry Mourne & Down District Council shall forthwith on written demand by the Department

repay the whole of the amount of the Grant paid under this letter or such lesser amount as the Department may at its sole discretion so determine. Furthermore in the event of Newry Mourne & Down District Council defaulting under section 5 (i) of the contract, criminal proceedings may be instigated against Newry Mourne & Down District Council under Article 4 of the Social Need Order (NI) 1986 as the Department may at its sole discretion so determine.

6. Grant Conditions

- (i) The Grant (a breakdown of which is set out in the Schedule hereto) shall only be made in response to claims in writing using the Department's official claim form.
- (ii) As your Governance Statement Declaration states that the financial, management and governance controls within your Newry Mourne & Down District Council are satisfactory in relation to the administration of grant funding and may be relied on, there will be no requirement to provide original invoices or paid receipts in support of Capital Claims for Payment. Quarterly Claims for Payment should be submitted using the specified format, broken down by category in line with this Contract for Funding. Progress Reports must be provided, within agreed timeframes, in support of such claims.
However, the above arrangement may be voided if future weaknesses are identified in respect of financial, management and governance controls in relation to the administration of grant funding. You must inform the Department immediately upon notification of any such weaknesses.
- (iii) However, the above arrangement may be voided if future weaknesses are identified in respect of financial, management and governance controls in relation to the administration of grant funding. You must inform the Department immediately upon notification of any such weaknesses.
- (iv) Grant shall only be payable in respect of goods or equipment which are new, unless prior written consent from the Department is obtained.

- (v) Grant shall not be payable in respect of VAT recoverable by Newry Mourne & Down District Council.
- (vi) A dedicated current account must be maintained for the disbursement of all project expenditure. Details of the account must be provided on the form provided with this letter. The Grant will be paid directly into this bank account. The bank account should be identified as a Departmental funded project account and must be maintained by Newry Mourne & Down District for the purposes of the Project.
- (vii) Newry Mourne & Down District Councils involved in the delivery of multiple projects may already have a financial system using cost centres rather than multiple bank accounts. Newry Mourne & Down District Council may wish to negotiate with the Department to retain this system for the purposes of managing the project. These negotiations will require the Applicant to demonstrate to the Department's satisfaction that the systems in place guarantee a clear audit trail with regard to all aspects of the project finances. Should subsequent system checks reveal that the Department's requirements are not being met in this respect then the use of a dedicated bank account will become mandatory.
- (viii) The Department will make every effort to pay claims promptly but accepts no liability in respect of loss attributable to delay in the payment of claims or to any suspension, reduction or cancellation of Grant.

7. General Conditions

Newry Mourne & Down District Council shall:-

- (i) **Government Funders Database – Requirements for Government Departments, NDPBs and Councils.** NMDDC will ensure that any award to a Voluntary & Community Sector Newry Mourne & Down District Council made from this funding is recorded on the Government Funders Database no later than 4 weeks from the date the award is made.

- (ii) **Grant use** - apply the Grant solely for the purposes of carrying out and implementing the Project;
- (iii) **changes** - immediately inform the Department in writing of any circumstances which will or may affect the ability of Newry Mourne & Down District Council to carry out the Project; (Examples include: major changes to the project; the potential failure to meet agreed outputs/targets; posts becoming vacant through sickness; and Maternity Leave. This list is not exhaustive)
- (iv) immediately inform the Department in writing of any change to the individual categories of expenditure or profile amounts as set out in the Breakdown of Costs/ Expenditure Schedule; *Newry Mourne & Down District Council should note that the Department will only consider re-profiling in exceptional circumstances and transferring of funds will be restricted between similar categories of expenditure. Generally, only one re-profiling request per financial year will be considered.
- (v) not without the prior written consent of the Department vary or alter the Project; its use, financing or ownership; start and end dates;
- (vi) **constitution** - not alter or vary it's memorandum or articles of association without the prior written consent of the Department;
- (vii) **assignment** - not without the prior written consent of the Department assign or in any way encumber this contract for funding or any benefit derived or to be derived by Newry Mourne & Down District Council under it;
- (viii) **duplicate funding** - not seek, or make any application for or accept any financial assistance from any other Government Department, Agency or other funding body in respect of the expenditure for which Grant is or may be payable under the terms of this letter; provided always that the provision shall not apply to financial assistance which may be payable by another funding body but the Department shall be entitled to reduce the Grant available under this letter by an amount if equal to such financial assistance;

You have confirmed to the Department that:

- Newry Mourne & Down District Council will pay for all professional fees in relation to the project

You must advise the Department immediately if there are any changes.

- (ix) **insurance** - insure any items of an insurable nature which have been obtained with the benefit of the Grant to the full replacement value thereof and furnish the Department with copies of all relevant policies of insurance on demand by the Department;
- (x) insure in the name of Newry Mourne & Down District Council all buildings or premises which are now or may in the future be erected and/or grant aided, against loss or damage by fire or theft, for a sum equal to the cost of their reinstatement or replacement and keep the same so insured;
- (xi) if the buildings or premises so insured, are in any part thereof destroyed or damaged, expend without delay the monies received under such insurance in rebuilding, reinstating or replacing the same;
- (xii) **maintenance** - maintain in good condition all property, equipment, machinery, furniture, fixtures and fittings and assets which the Department has funded or part funded;
- (xiii) **inventory of assets** – establish and maintain an inventory of all fixed assets acquired, built or improved wholly or partly using the Department's Grant, whether owned by the applicant or third parties. An asset is defined as an item that will not be used up within 12 months and which is not intended to be sold before the end of its useful life. The inventory should show the date of purchase; description of the asset; net price paid; location of the title deeds; serial or identification numbers; location of the asset; date of disposal; and sale of proceeds net of VAT.

- (xiv) **disposal of assets** – not dispose of any asset without the prior authorisation of the Department. If any asset obtained with the benefit of the Grant is disposed of within 4 years from the date of acceptance of this letter, Newry Mourne & Down District Council shall, on demand, repay to the Department so much of the Grant as the Department considers is reasonable;
- (xv) **Financial controls** - establish and maintain effective financial control systems in relation to its operations generally but specifically in relation to the Project
- (xvi) Maintain proper and effective accounting records which identify individual financial transactions relating to the Project, including original invoices and receipts;
- (xvii) **provision of records** - from time to time upon request by the Department furnish the Department or the Comptroller and Auditor General for Northern Ireland with all such financial accounting and other information relating directly or indirectly to the Project as the Department or the Comptroller and Auditor General for Northern Ireland may request. Original documents or verified true copies must also be produced upon request. Failure to produce the original documents or satisfactory agreed substitutes could result in requests for repayment of Grant;
- (xviii) **access** - permit the Department, the Departments Agents and the Comptroller and Auditor General for Northern Ireland to enter upon any premises owned or occupied by Newry Mourne & Down District Council for the purpose of inspecting any asset or accounting record relating to the Project.
- (xix) **retention of records** - ensure that all records and information relating to the implementation of the Project and its financing are retained for a period of not less than 7 years following the last payment of Grant under this letter and make any such record available to the Department and the Comptroller and Auditor General for Northern Ireland for inspection upon request by the Department or the Comptroller and Auditor General for Northern Ireland. If you intend to claim Grant on eligible expenditure

made by others acting on your behalf you must ensure that you have a legally binding agreement with them which specifies what information is to be provided and when. You must ensure that those acting for you have original documentary evidence to support all the payments they make for you and for which you wish to claim Grant;

- (xx) **publicity** - include appropriate references to the assistance made available by the Department to Newry Mourne & Down District Council under this letter in any publicity or brochures or other material produced by or on behalf of Newry Mourne & Down District Council and in which the Project is mentioned.

In addition Newry Mourne & Down District Council will provide copies of all publicity material relating to the project including press cuttings, advertisements or other relevant details. Adequate advance warning should also be given of forthcoming events and/or launches etc. The Department shall be entitled to publish details of the assistance referred to in the Contract for Funding at such times and in such a manner as it may decide. Newry Mourne & Down District Council shall provide any further information about the project requested by the Department and shall permit the publication of that and any other related information.

- (xxi) **data protection** - acknowledge that information on applications for Grant assistance is stored on computer and in accordance with the Data Protection Act 1998, and that such information may be subject to the Freedom of Information Act 2000;
- (xxii) **overpayments** - shall repay the Department any overpayment forthwith on first demand or becoming aware that Grant has been overpaid, whichever first occurs;
- (xxiii) **political or religious** - ensure that the Grant shall not be used for the purpose of or in anyway connected with the promoting of any political party or religious viewpoint. No aspect of the activity being funded should be party political in intention, use or presentation or likely to be perceived as discriminatory. Any activities, such as campaigning, by Newry Mourne & Down District Council must be in furtherance of, and ancillary to, its main purpose.

- (xxiv) **training** - attend and participate in such workshops and training sessions as the Department deems appropriate.
- (xxv) **statutory charges (capital projects)** - acknowledge that the conditions of repayment of financial assistance may in accordance with Article 4(8) of the Social Need (Northern Ireland) Order 1986, be a Statutory Charge upon the property;
- (xxvi) **legislation** - comply with the equality legislation to the extent that the same applies to Newry Mourne & Down District Council. No aspect of the activity being funded should be party political in intention, use or presentation or likely to be perceived as discriminatory on the grounds of race, disability, sexual orientation, gender or political opinion. Any activities, such as campaigning, by Newry Mourne & Down District Council must be in furtherance of, and ancillary to, its main purpose;
- (xxvii) **liability** - by accepting this letter acknowledge that the Department accepts no liability to Newry Mourne & Down District Council other than as expressly provided for, in and subject to, the terms and conditions stated in this letter. Further, Newry Mourne & Down District Council shall indemnify the Department against all actions, proceedings, costs, claims, demands and liabilities arising out of, in respect of, or in connection with this letter, caused or contributed to by the negligence or default of Newry Mourne & Down District Council, or by any circumstances within its control.
- (xxviii) **employment** - the Department accepts no responsibility or liability for the staff employed on the Project. The Applicant shall be the employer of staff required for the Project and shall be responsible for all matters in connection with their employment. The Applicant shall comply with the requirements of all EC Directives and legislation from time to time in force relating to working conditions, health and safety at work etc. The Applicant shall comply with the requirements of the Sex Discrimination (NI) Order 1976 and 1988, the Fair Employment and Treatment (NI) Order 1998, the Race Relations (NI) Order 1997, the Disability Discrimination Act 1995 and Section 75 of the Northern Ireland

Act 1998 and any enactments amending, extending or replacing the same.

(xxix) **Conflict of Interest** – declare any actual or potential Conflicts of Interest which could exist as a direct consequence of Newry Mourne & Down District Council's use of the funding to be provided by the Department and record same in a Register of Conflicts.

(xxx) **Charity law** - ensure that Newry Mourne & Down District Council operates within, and meets its obligations under charity law in Northern Ireland and further promotes, where relevant to the project, the charitable sector's obligations under the Charities (Northern Ireland) Act 2008.

8. Fraud

- (i) Newry Mourne & Down District Council (and/or its representatives) may be prosecuted if it fails, without reasonable excuse, to comply with any condition subject to which financial assistance has been given to Newry Mourne & Down District Council requiring it to inform the Department of any event whereby the financial assistance becomes repayable.
- (ii) The Department may by notice require Newry Mourne & Down District Council to furnish to the Department such information, or to produce for examination on behalf of the Department such books, records or other documents, as may be specified in the notice for the purpose of enabling the Department to determine whether any condition subject to which the financial assistance is given is satisfied or is being complied with or whether the financial assistance has become repayable in whole or in part in accordance with any such condition.
- (iii) Newry Mourne & Down District Council (and/or its representatives) may be prosecuted if in purported compliance with a notice issued under paragraph (ii) it knowingly or recklessly makes any statement or produces any document which is false in a material particular.
- (iv) Newry Mourne & Down District Council (and/or its representatives) may be prosecuted under Article 4 of the Social Need Order (NI) 1986, if

without reasonable excuse; it fails to comply with a notice under paragraph (ii).

- (v) It will be the responsibility of Newry Mourne & Down District Council to take whatever action is necessary to minimise the risk of fraud and to notify the Department immediately of any instances of attempted, suspected or proven fraud. Following a Departmental investigation all instances of suspected fraud will be reported to the Police and criminal proceedings may be instigated if deemed appropriate.

9. Sharing of Information

All Government Departments, Agencies and other funding bodies may share information to enable them to prevent and detect fraudulent applications and to co-ordinate the processing of complementary applications. Accordingly, information provided by Newry Mourne & Down District Council during the application and assessment process, monitoring returns and any other information provided by Newry Mourne & Down District Council may be made available to other Departments/Agencies for the purpose of ensuring the accuracy of information and preventing or detecting crime. Such information may also be placed in the public domain.

10. Monitoring & Evaluation

The Department may from time to time monitor and evaluate the Project by reference to the Performance Outputs and Newry Mourne & Down District Council shall provide such information and assistance for these purposes as the Department may request.

The Department may also from time to time require Newry Mourne & Down District Council to provide evidence that Newry Mourne & Down District Council have fulfilled their statutory obligation in relation to the Inland Capital in respect of PAYE and National Insurance contributions.

11. Withholding of Grant

If the Department has instructed an investigation to be carried out in relation to the Project, the Department shall be entitled pending the outcome of any such

investigation to withhold payment of the Grant or any part or parts thereof; provided always that payment of the Grant shall be reinstated as soon as is reasonably practicable after the conclusion of the investigation unless an event of default under paragraph 5 has occurred.

The Department may withhold all or part of the Grant and may require all or part of the Grant to be repaid if it considers that you have not complied with any of the terms and conditions in this Contract for Funding.

12. Notice

Any letter, notice or demand by the Department shall be sufficiently served on Newry Mourne & Down District Council if it is delivered by hand at, or sent by post to, Newry Mourne & Down District Council's last known address.

13. Duration

The obligations of Newry Mourne & Down District Council under this letter shall remain in force for a period of 4 years following the date of acceptance of this letter; with the exception of 7 (xviii), which shall remain in force for a period of 7 years following the date of the last payment of Grant under this letter in line with legislative requirements.

14. Acceptance

This letter is issued in duplicate and accordingly if Newry Mourne & Down District Council is prepared to accept the foregoing offer please return one complete copy of this letter duly signed and dated on behalf of Newry Mourne & Down District Council.

In accepting this offer Newry Mourne & Down District Council is agreeing to comply with the conditions contained in this letter and any guidance that the Department subsequently issues.

This letter may be made available to other Departments/Agencies and other

funding bodies for the purposes of preventing or detecting fraud.

15. Availability

The foregoing offer shall remain open for a period of 4 weeks from the date of this letter. Failure to return one complete copy of this letter duly signed and dated on behalf of Newry Mourne & Down District Council within this period shall result in the offer being deemed as withdrawn.

Yours sincerely

A handwritten signature in black ink, appearing to read 'John Ball', written in a cursive style.

John Ball

Deputy Director

16. OFFICIAL GRANT ACCEPTANCE

Project Reference No	DS1-14-5309
Project Applicant	Newry Mourne & Down District Council
Project Title	Drumalane/Quayside Close Community Building
Amount of Grant	£335,000.00
Period of Grant	28/11/16 – 31/07/17

I, **Liam Hannaway** have authority on behalf of **Newry Mourne and Down District Council**

to accept the offer of Grant set out in the letter dated 28/11/16 and agree to deliver the above project on the terms and conditions therein.

Signed by
(Director of Development)

Witnessed by
(Registered Office Bearer)

Name in Block Capitals

Name in Block Capitals

Date

Date

17. BANK DETAILS

Project Reference No	DS1-14-5309
Project Applicant	Newry Mourne & Down District Council
Project Title	Drumalane/Quayside Close Community Building
Amount of Grant	£335,000.00
Period of Grant	28/11/16 – 31/07/17

Please complete Bank details below.

Name of Newry Mourne & Down District Council:

Name of Account:

Bank Name:

Bank Address:

Sort Code: _____ **Account Number:** _____

Signed by
(Director of Development)

Witnessed by
(Registered Office Bearer)

Name in Block Capitals

Name in Block Capitals

Date

Date

18. Project Targets and Output Measures

Indicate the key priorities or targets of the project for the period for which the funding is to be provided.

<p><u>NR Strategy:</u></p> <p><u>Output Measure:</u></p> <p><u>Rationale</u></p> <p><u>Outcome</u></p>	<p>Action Plan: Physical Renewal</p> <p>One new community centre</p> <p>The overall aim of this project is to provide a community centre facility within the Drumalane area of Newry for use by the local community association, local sports clubs and the wider general population of the Drumalane area.</p> <p>All output measures refer to the NRA.</p> <hr/> <p>PR 4 – One new modular building</p> <p>One new building completed by 31/07/17. Council to manage and deliver the scheme in line with the CFF & quality standards and costs estimations.</p> <p>Improved community facilities</p>
<p><u>NR Strategy:</u></p> <p><u>Output Measure:</u></p> <p><u>Rationale</u></p> <p><u>Outcome</u></p>	<p>Action Plan: Community Renewal</p> <p>Number of people engaged/involved in unpaid voluntary work</p> <hr/> <p>CR 4 – 22 people engaged/involved in unpaid voluntary work</p> <p>Increase the number of people engaged/involved in unpaid voluntary work from 16 in 2016/17 to 20 in 2017/18 and 22 in 2018/19.</p> <ul style="list-style-type: none"> ▶ Increase in community capacity/capital/cohesion ▶ Sustain/increase the percentage of residents involved in volunteering activities ▶ Improvement in community relations ▶ Demographic stability

<p><u>NR Strategy:</u></p> <p><u>Output Measure:</u></p> <p><u>Rationale</u></p> <p><u>Outcome</u></p>	<p>Action Plan: Community Renewal</p> <p>Number of people using new or improved community facilities</p> <p>CR 6 – 260 people per week using new or improved community facilities</p> <p>The community association will engage with the wider community to ensure the new centre is fully utilised. Usage will increase from 40 per week in year 1 to 100 per week in year 2 and 120 per week in year 3.</p> <ul style="list-style-type: none"> ▶ Increase in community capacity/capital/cohesion ▶ Sustain/increase the percentage of residents involved in volunteering activities ▶ Improvement in community relations ▶ Demographic stability ▶ Increase in overall life expectancy 	
<p><u>NR Strategy:</u></p> <p><u>Output Measure:</u></p> <p><u>Rationale</u></p> <p><u>Outcome</u></p>	<p>Action Plan: Community Renewal</p> <p>Number of community relations projects supported</p> <p>CR 8 – 22 community relations projects will be supported.</p> <p>Up to 10 community projects will be delivered per year – from community bonding to health and education and sporting initiatives. Four events will be held in year 1, eight events in year 2 & ten in year 3.</p> <ul style="list-style-type: none"> ▶ Increase in community capacity/capital/cohesion ▶ Sustain/increase the percentage of residents involved in volunteering activities ▶ Improvement in community relations ▶ Demographic stability 	

19. Breakdown of Grant Award (by financial year)

Capital Costs	Period of Grant 28/11/16 to 31/07/17	Year 1 28/11/16 – 31/03/17	Year 2 01/04/17 – 31/07/17
Capital			
Construction	£265,000.00	£205,000.00	£60,000.00
Prelims	£29,800.00	£29,800.00	£0.00
Site works	£30,200.00	£30,200.00	£0.00
Design development	£10,000.00	£10,000.00	£0.00
GRAND TOTAL	£335,000.00	£275,000.00	£60,000.00

20. Expenditure Schedule

* These are anticipated amounts and dates and should only be taken as a guide. Normally Grant will be released on receipt of paid invoices/ receipts up to the maximum as detailed on the Breakdown of Grant Award and paid quarterly during the period of the project.

Date(s) Expenditure Due To Be Incurred	*Anticipated Amount	Brief breakdown of Grant amount against eligible expenditure category	*Anticipated Payment dates	Related Terms and Conditions (as per CFF)
31/03/17	£275,000.00	To include all prelims, site works & design development and construction.	30/04/17	Council procurement rules to be followed as overseen by CPD
31/07/17	£60,000.00	Construction.	31/08/17	Council procurement rules to be followed as overseen by CPD

Report to:	Active & Healthy Communities
Date of Meeting:	19 December 2016
Subject:	Policing and Community Safety Partnership
Reporting Officer (Including Job Title):	Janine Hillen, Assistant Director: Community Engagement
Contact Officer (Including Job Title):	Damien Brannigan, Head of Service - Engagement Siobhán Fearon, PCSP Manager

Decisions required:	
To note the Minutes and Officer Report to PCSP	
1.0	Purpose and Background:
1.1	To provide AHC with update of on-going work of PCSP
2.0	Key issues:
2.1	PCSP has agreed establish Bonfire Committee, the first meeting will take place in January 2017.
3.0	Recommendations:
3.1	To note the Minutes and Officer Report to PCSP
4.0	Resource implications
4.1	All items are budgeted for in PCSP Action Plan
5.0	Equality and good relations implications:
5.1	None
6.0	Appendices
	Appendix: PCSP Minutes 20/09/2016 Policing Committee Minutes 20/09/2016 Officer Report 20/09/2016

POLICING & COMMUNITY SAFETY PARTNERSHIP

Minutes of the Policing & Community Safety Partnership Meeting of Newry, Mourne and Down District Council held in the Mourne Room, Downshire on 20 September 2016 at 7:00pm

In attendance: Terry Andrews, Newry, Mourne and Down District Council
 Audrey Byrne, Independent Member
 William Clarke, Newry, Mourne and Down District Council
 Sean Doran, Newry, Mourne and Down District Council
 Sinead Ennis, Newry, Mourne and Down District Council
 Martin Fahy, Education Authority NI
 Harry Harvey, Newry, Mourne and Down District Council
 Michael Heaney, Youth Justice Agency
 Mickey Larkin, Newry, Mourne and Down District Council
 Roisin Leckey, Probation Board
 Daniel McEvoy, Independent Member
 Chief Inspector Joe McMinn
 Grace McQuiston, Independent Member
 Ewan Morgan, Independent Member
 Declan Murphy, Independent Member
 Wendy Osbourne, NI Policing Board
 Fergal O'Brien, Southern Health & Social Care Trust
 Brian Quinn, Newry, Mourne and Down District Council
 (Chair)
 Fiona Stephens, Independent Member
 Chief Inspector Gillian West

Also in attendance: Siobhan Fearon, Partnership Manager
 Katrina Hynds, PCSP Project Officer
 Caroline Taylor, Democratic Services Officer

1. Apologies and Chairman's Remarks

Apologies were received from:-

Jude Cumisky, Laura Devlin, Una Kelly, Andrew Kernaghan, Kate Loughran, Lesley McCombe, Owen McDonnell, Paul Reid, David Taylor,

- The Chairman welcomed Members of the PCSP to the meeting and extended thanks to Ms Amanda Mullholland for the very interesting and comprehensive training on Policing Committee.
- The Chairman welcomed David Patterson DEA coordinator for Downpatrick who would be undertaking a presentation on Neighbourhood Renewal
- The Chairman welcomed Ms Wendy Osbourne from the NIPB to the meeting.
- Sympathies were expressed on behalf of the PCSP to Ms Jude Cumiskey on the recent passing of her mother.

- The next meeting of the Community Safety Network in Newcastle would be 8 November 2016.
- The PCSP meeting in November would commence with the Community Planning Workshop. DDC Harris from the PSNI would also be in attendance at the November meeting.

2. Presentation – Neighbourhood Renewal Partnership

Read: Report by Siobhan Fearon dated 20 September 2016 regarding Neighbourhood Renewal Presentation (Downpatrick)

David Patterson gave an informative presentation on the work of Neighbourhood Renewal in the Downpatrick DEA.

In response to a query from Roisin Leckey, David Patterson undertook to source further information about the Probation Community Services Scheme and how it could link into Neighbourhood Renewal in Downpatrick.

2. Minutes of PCSP Meeting held on 26 July 2016

Read: Minutes of PCSP Meeting held on 26 July 2016.

ACTION: It was AGREED on the PROPOSAL of Dan McEvoy SECONDED by Terry Andrews, that the Minutes be agreed as an accurate record.

4. Matters Arising

Community Safety Wardens

In response to a query from Fiona Stephens, Siobhan Fearon explained that the standard procedure in the any tender process was to advertise widely and to allow a standstill period during which any unsuccessful bidders could put in an appeal. The standstill period was still in place. She confirmed an update would be brought back to the November PCSP meeting.

Criminal Justice Inspectorate ASB Follow up Review

Siobhan Fearon advised it was a decision for the PCSP which sub-group would be the most appropriate to discuss the Operational Recommendations.

ACTION It was AGREED on the PROPOSAL of Terry Andrews, SECONDED by Harry Harvey, that the Operational Recommendations be referred to the ASB Sub-Group for discussion.

Clarity on Claimable Expenses

In response to Dan McEvoy's request for an update, Siobhan Fearon said the letter would now be forwarded to the Joint Committee and to Council requesting consideration to an extension to the current 20 meetings that PCSP members claim mileage for.

ACTION It was **AGREED** on the **PROPOSAL** of Dan McEvoy, **SECONDED** by Audrey Byrne, that Council considers extending the current 20 meetings PCSP members claim mileage for.

5. Declarations of Interest

There were no Declarations of Interest.

6. Youth Justice Agency Update

Michael Heaney made a short presentation on the work of the Youth Justice Agency, making the following points:

- The Youth Justice Agency (YJA) was set up in 2003 and is an agency of the Department of Justice.
- The aim of the YJA was to make communities safer by helping to stop children offending.
- The YJA worked with children between the ages of 10 and 17.
- The 3 main aims of the YJA were: To prevent reoffending, to provide restorative justice, to manage the risk posed to communities.
- A youth conferencing model was used which involved the offender and the victim meeting.
- Solutions to prevent reoffending could be anything from an apology, working with the elderly or monetary repayment.
- Only 5% of offenders went on to persistently reoffend. If a child came to the YJA through the courts they had a 50% chance of not reoffending. If the child was taken into custody, with one year, 90% of those children reoffended.
- The YJA were currently looking at how to better manage the custody interface.
- The YJA contributed to the aims of the PCSP by reducing crime and the fear of crime.
- The YJA worked to keep young children out of the youth justice system. It ran prevention programmes ie. the One Punch programme and raising awareness of drugs and alcohol in schools.

ACTION It was **AGREED** that Fergal O'Brien would make a presentation to the November PCSP meeting on the work of the Southern Health and Social Care Trust.

7. Training Update

Read: Report by Dan McEvoy dated 20 September regarding Training Chair/ Vice Chair.

Dan McEvoy provided Members with an update on the training for the Chair and Vice Chair which had taken place the previous week on Cookstown, . He said the Chair and Vice Chair were aware of the issues that the Independent Members had raised through the Partnership and Amanda would be taking these issues back to the Joint Committee.

Issues included:

- A more advanced induction programme for PCSP members.
- Clear linkages between programmes and outcomes at sub-committee level.
- The PCSP should share good practice.
- The Chair and Vice Chair should work more closely and share meeting duties

The Chair, Brian Quinn said he welcomed input from the Vice Chair.

8. Officer Report

Read: Report by Siobhan Fearon dated 20 September 2016 regarding Officer Report.

Siobhan Fearon referenced report as circulated and requested those Members who had been trained in the delivery One Punch & Without Consent its Rape presentations to get in touch with Katrina Hynds who was co-ordinating with all post primary schools in District .

9. Engagement Sub-Group

Read: Report by Grace McQuiston dated 20 September 2016 regarding Engagement Sub Group.

Grace McQuiston, Chair of the Engagement Sub Group, provided Members with an update on the Engagement Sub Group (ESG) which had met on 16 August 2016 in Newcastle.

She advised that each Member of the ESG had been asked to identify 3 'hard to reach groups' to try to raise their profile.

Andrew Kernaghan would make contact with other PCSP's to ask them to how they carry out their engagement work.

10. Anti-Social Behaviour Group

Read: Report by Terry Andrews dated 20 September 2016 regarding Anti-Social Behaviour Sub Group.

Dan McEvoy said at the Anti-Social Behaviour Sub Group (ASB), 2 action plans had been put in place. A meeting would be taking place this week regarding the Model Farm/Flying Horse Estate areas of Downpatrick to put together an action plan to relieve tensions in the area.

Terry Andrews confirmed that after a meeting on 21 September in Downpatrick, a report would be brought back to the ASB.

In response to a query from Grace McQuiston regarding the walkway in Lower Square, Kilkeel, Katrina Hynds confirmed there were no details as yet regarding ownership. Sean Doran clarified it belonged to Council

11. Bonfire Liaison Committee

Read: Report by Katrina Hynds, PCSP Officer, dated 20 September 2016, regarding the request to establish a Bonfire Liaison Committee.

Katrina Hynds explained she had contacted other PCSP's to ascertain whether they held a Bonfire Liaison Committee, but to date had only 3 responses. She said she hoped to have the rest of them for the November Committee meeting.

Katrina Hynds advised Members of the 3 options set out in the report.

Dan McEvoy suggested the link was closer between the Anti-Social Behaviour Sub Group and a Bonfire Liaison Committee rather than the Engagement Sub Group, although he said forming a separate committee may not achieve the aims required. He suggesting keeping it within the remit of the PCSP.

Terry Andrews referred to the Bonfire Liaison Committee in the Down legacy Council, saying it did excellent work. He suggested a new Bonfire Liaison Committee would be answerable to the PCSP and should allow Independent Members as well as Statutory partners.

It was proposed by Terry Andrews that Option 1 should be adopted.

William Clarke referred to the bonfire in Dundrum, saying officers resolved any issues around this bonfire and a committee was not required. He referred to the responses Katrina had asked the other councils for, saying it would be best to wait for all responses to come in before making an informed decision. He proposed to defer the matter until further information was received.

Sean Doran seconded William Clarke's proposal.

Harry Harvey seconded Terry Andrews' proposal.

Grace McQuiston indicated she would be reluctant to for the remit to be under the ASB Sub group as it could send out the wrong message, it was more about engagement and she proposed it be discussed under the Engagement

Sub Committee umbrella. She also suggested there would be benefits of inviting people who had been involved in running successful bonfires to the meeting.

Fiona Stephens seconded Grace McQuiston's proposal.

Terry Andrews agreed to withdraw his proposal until further information arrived.

AGREED: It was agreed on the proposal of William Clarke, seconded by Sean Doran, that the decision on the establishment of a Bonfire Liaison Committee would be deferred until further information was received from other councils.

Fergal O'Brien suggested it would be worthwhile to make contact and consult with other beneficial stakeholders.

The Chairman said he would like to see a Bonfire Liaison Committee set up especially as some of them were held on public car parks which Council had responsibility for.

12. PBNI Corporate Plan Consultation – Changing Lives for Safer Communities

Read: Report by Roisin Leckey dated 20 September 2016 regarding PBNI Corporate Plan Consultation Changing Lives for Safer Communities.

Roisin Leckey spoke to the development of the Corporate Plan and the work of the PBNI, making the following points:

- The PBNI worked with some of the most serious, high risk adult offenders who were at high risk of harm and reoffending, to keep the community safer and reduce crime.
- The PBNI assisted judges in assessing offenders and making recommendations, although the judges would have the final say.
- The PBNI worked closely with the Youth Justice Agency and the PSNI.
- Drugs and the effect they had on mental health was a major issue.
- The PBNI were involved in restorative practices and had a victims unit.
- The PBNI met people leaving prison and helped them to find accommodation, access benefits and then met them every day for 7 days.

Roisin asked the committee what areas they thought the PBNI should focus on. Siobhan Fearon pointed out members could access the survey via survey monkey.

AGREED: It was agreed that Siobhan Fearon would collate responses from members of the PCSP relating to what areas the PBNI should focus on.

Michael Heaney said one of the focuses of the YJA was understanding from a victims perspective and what was required to stop the offender reoffending. One initiative which was proven to work was getting the offender to meet with the victim.

Ewan Morgan explained how his organisation, Community Restorative Justice, worked in on a pilot project with the PBNI.

William Clarke referred to the issue of providing flat accommodation for people released from prison and he welcomed the 7 day support period. He suggested this period would be extended and asked for all statutory bodies to work together on a warden-like basis and also to help to find employment.

Roisin Leckey confirmed that accommodation, employment and stability were the main drivers in stopping people from reoffending. She confirmed that the 7 day period was extended and could be up to 3 months.

13. Peace IV Update

Read: Report by Siobhan Fearon dated 20 September 2016, regarding Peace IV Update

NOTED: It was agreed on the proposal of Dan McEvoy, seconded by Sean Doran that the report on Peace IV update was noted.

14. Annual Report 2015 – 16

Read: Report by Siobhan Fearon dated 20 September 2016, regarding Annual Report 2015-16

NOTED: It was agreed on the proposal of Dan McEvoy, seconded by Sean Doran that the Annual Report 2015-16 was noted.

15. Home Secure Report

Read: Report by Siobhan Fearon dated 20 September 2016, regarding Home Secure Report

NOTED: It was agreed on the proposal of Dan McEvoy, seconded by Sean Doran that the Home Secure Report was noted.

16. Good Morning Good Neighbour Report

Read: Report by Siobhan Fearon dated 20 September 2016, regarding Good Morning Good Neighbour Report

NOTED: It was agreed on the proposal of Dan McEvoy, seconded by Sean Doran that the Good Morning Good Neighbour report was noted.

17. Any Other Business

Dan McEvoy explained that Una Kelly had advised she wished to join either the Anti-Social Behaviour Sub Group or the Engagement Sub Group.

William Clarke advised the Terms of Reference would have to be changed for the sub groups as currently representation on the sub groups was agreed at 4 members from the political sector and 4 from the independent sector.

AGREED: It was agreed on the proposal of William Clarke, seconded by Sean Doran, that representation on the Anti-Social Behaviour and Engagement Sub Groups would increase to 5 Elected members and 5 Independent members

AGREED: It was further agreed that Una Kelly would be nominated onto the Anti-Social Behaviour Sub Group.

Grace McQuiston requested any future presentations to be kept as short as possible.

17. Date of Next Meeting

Siobhan Fearon advised that the date of the next meeting would be 22 November 2016, preceded by the next Community Planning workshop from 6-7pm

There being no further business, the meeting finished at 8.47pm

Appendix II
PCSP Officer Report
20th September 2016

Strategic Objective 1 – To successfully deliver the functions of the Policing and community Safety Partnership

Partnership Development

ASB & Engagement Sub Groups met

Regular social media updates on Facebook and development of Twitter profile ongoing

Press Releases on following issued to all media outlets:

- Chair & Vice Chair appointments
- Hate Crime
- Domestic Violence seminar
- Article published in Down Recorder

Monthly events schedule circulated

Strategic Objective 2 – to improve community safety by tackling crime and anti-social behaviour

ASB Initiatives

Youth Engagement Programmes

The Youth Diversionary Friday night programme (Bubble football) took place in 5 of the 8 planned areas, with two additional events scheduled in Newry Area. South Armagh and South Down events to be re-scheduled in coming weeks. Safety talks included for the most part drugs and alcohol. Programme rolled out in, Bosco Youth club, Drumaness, Saul, Ballyhornan & Killyleagh

Bessbrook ASB

A public meeting arranged by the PSNI was held in Bessbrook Community Centre 6th September regarding ASB in Bessbrook and particular housing estates. NIHE-Clanmil, PSNI, PCSP and local councillors attended. The meeting was arranged to look for a cohesive community planning and community development approach to the issues in these areas re drugs etc. From the meeting a clinic is planned to be held in conjunction with the Bessbrook Community Association as well as further public meetings to talk about ASB in similar areas that have turned around the issues to positive outcomes

Anti-Social Behaviour Action Plans

The ASB Sub Group held their second meeting on 18 August whereby they agreed to roll out an Action Plan in Carnagat, Castlewellan Road, Newcastle and Ballymote,

Downpatrick. The decision was based on the statistical information gathered from PSNI and NIFRS. The first meeting of the stakeholders and community groups have been organised for the last week in September and first week in October.

Community Safety Wardens

The assessment panel met and appointed preferred bidder. Currently in standstill period responding to queries from unsuccessful bidders.

Seasonal Interventions

All applicants for PSCP small grants have been informed of outcome and successful applicants have received their letter of offer at this stage.

Drugs & Alcohol

PCSP are working in partnership with the PSNI, the Trust and ASCERT to install 5 RAPID bins within the Newry Mourne & Down area. RAPID bins (Remove all Prescription & Illegal Drugs) promote the removal of prescription medication, illegal drugs and psychoactive substances. The premises in which they are placed will be monitored.

A Drugs/Alcohol Roadshow has been organised for October in SERC Downpatrick. Invitations will be sent to the Post Primary Schools in Downpatrick. Meetings have taken place with representatives from Downpatrick High Schools regarding concerns of drug abuse/sales in the Downpatrick bus station. This Roadshow will link in with these issues.

Night time Economy

Newry City Centre were successful in retaining Purple Flag following external overnight assessment on 13th August 2016.

Meetings are being organised with local groups regarding street pastor projects throughout the district

Domestic and Sexual Violence

The PCSP, in partnership with South Eastern Domestic Violence Partnership and County Down Rural Community Network, organised a Domestic Violence Seminar in the Burrendale Hotel, Newcastle on 15 September. The guest speaker was Zoe Lodrick, a registered psychotherapist and experienced trainer/consultant in domestic violence and sexual abuse. Over 170 people throughout the district who deal with these issues on a daily basis attended the seminar.

One staying safe "Without Consent" and "One Punch" presentation is scheduled for schools in Slieve Gullion DEA in November. All post primary schools in district have been contacted to offer same and these will be scheduled in accordingly. Any member who has completed this training and would like to facilitate a session please let Katrina know.

Road Safety

Road Safe NI are in process of re-branding and relaunching and the local branch are extending their geographical area to reflect new council boundaries. Work ongoing to plan for Road Safety Week in November

Neighbourhood Watch

Work on NHW welcome pack nearing completion and will be available for Community Safety Network on 8th November in Newcastle. A joint letter from PCSP and PSNI was issued to all co-ordinators to reassure them of their value and to express our appreciation of their voluntary commitment (attached)

Rural Crime

Work ongoing with NHW coordinators in rural areas to promote Farmwatch and Trailer marking

Hate Crime

PCSP continues to be attend and participate at NM & D Intercultural forum in Newcastle. PCSP members participated in Pride Celebrations in Newry City on 3rd September

Strategic Objective 3 – To support community confidence in policing

Coffee with Cops engagement has been reviewed and now taking place on fortnightly basis. Monthly schedule to be updated and circulated to reflect same.

Linkages with Community Planning process continues, the next workshop is scheduled for November.

PCSP staff are currently collating dates for DEA public fora and liaising with PSNI to carry out consultation on policing to inform both PCSP action planning and Policing Plan for 2017-18.

PCSP working with PSNI LPT teams training sessions to promote the detail of the PCSP action plan. This is a continuance of the work that was carried out with NPT teams across the District last year.



26th August 2016

Dear Neighbourhood Watch Coordinator,

You recently received some correspondence re: the continuance of your Neighbourhood Watch scheme

The objective of this letter was to ascertain the accuracy of existing schemes and attempt much needed updating of the central database on a Northern Ireland wide basis. However having considered locally, and spoken to a number of you who have expresses concern, it was felt that the tone and content of the letter was somewhat misguided and certainly did not place the importance and value of your voluntary contribution to keeping our communities safe at the centre of it.

There were also administrative errors which led to those currently within their accreditation period or just reaching the end of it, and indeed a small number who had already submitted their paperwork for processing receiving the letter.

In light of this confusion and concerns raised, we here in Newry, Mourne and Down, wish to make clear to you all individually, that your voluntary commitment as coordinator is both appreciated and valued by all of us in the PSNI and PCSP and we hope you will continue in your role as coordinator for many years to come.

We have been working, as you will be aware, on ways to address the challenges that working in a much larger district has brought, particularly in the areas of communications. The PCSP and PSNI have worked in partnership locally to develop methods to support all aspects of our collective work; we have revamped and updated the newsletter and established the Community Safety Network as a means to bring you together to discuss community safety and policing in your area. We are about to re-launch the Text Alert scheme and are also working on updating the NHW manual and additional supports for you as you carry out your work.

Ongoing initiatives to protect our communities and support people, especially more vulnerable members of our community to feel safe continue to be funded and promoted. This includes Home Secure Scheme, Good Morning Good Neighbour

scheme, crime prevention seminars as well as general tips and advice on community safety. In short, our Neighbourhood Watch schemes are at the heart of a range of initiatives designed and delivered with the aim of reducing the number of residents who live in fear of crime and indeed preventing crime through your vigilance and community spirit.

We hope you will be able to join us at our next Community Safety Network meeting on 8th November in Newcastle, details of which will be forwarded to you closer to the time.

In the meantime if you have any questions please do not hesitate to contact the PCSP office on 02830313073 or your local PSNI officer on 101

Thank you for your continued contribution to Neighbourhood Watch.

Kind Regards,

Cllr Brian Quinn

Chair

Policing and Community Safety Partnership

Superintendent Paul Reid

District Commander

Newry, Mourne & Down

POLICING COMMITTEE

Minutes of PCSP Policing Partnership of Newry, Mourne and Down District Council held in the Mourne Room, Downshire on 20 September 2016 at 9:00pm

In attendance: Terry Andrews, Newry, Mourne and Down District Council
Audrey Byrne, Independent Member
William Clarke, Newry, Mourne and Down District Council
Sean Doran, Newry, Mourne and Down District Council
Sinead Ennis, Newry, Mourne and Down District Council
Harry Harvey, Newry, Mourne and Down District Council
Mickey Larkin, Newry, Mourne and Down District Council
Daniel McEvoy, Independent Member
Chief Inspector Joe McMinn
Grace McQuiston, Independent Member
Ewan Morgan, Independent Member
Declan Murphy, Independent Member
Brian Quinn, Newry, Mourne and Down District Council
(Chair)
Fiona Stephens, Independent Member
Chief Inspector Gillian West

Also in attendance: Siobhán Fearon, Partnership Manager
Caroline Taylor, Democratic Services Officer
Wendy Osbourne, NI Policing Board

1. Apologies and Chairman's Remarks

Apologies were received from:-

Jude Cumisky, Laura Devlin, Una Kelly, Kate Loughran, Paul Reid, David Taylor

2. Minutes of PCSP Policing Partnership held on 26 July 2016

Read: Minutes of PCSP Policing Partnership held on 26 July 2016.

ACTION: It was **AGREED** on the **PROPOSAL** of Grace McQuiston **SECONDED** by Terry Andrews, that the Minutes of the PCSP Policing Partnership held on 26 July 2016 be agreed as an accurate record.

3. Matters Arising

Consultation on Policing Questionnaire

Dan McEvoy said he recently attended a seminar on domestic violence and had completed the Newry, Mourne and Down PCSP Survey questionnaire and asked whether copies were being given out to Policing Committee members.

In response, Siobhan Fearon undertook to provide Members with questionnaires for circulation.

William Clarke referred to the recent car gatherings in Donard Park and thanked the PSNI for their policing operation.

4. Declarations of Interest

There were no declarations of interest.

5. District Commanders Report

Read: District Commander Report dated 20 September 2016.

Chief Inspector McMinn provided the following information:-

- Domestic burglaries had reduced by 13%, although there was a fear factor of burglaries especially for older people.
- The number of people killed in road collisions had been reduced by 2, but this was still 2 too many. A programme was being rolled out in the Newry area regarding education around driving standards coming into the darker nights.
- The number of people seriously injured in road collisions from 1 April – 30 June 2016 had risen by 3 people. The PSNI had asked for the help of the PCSP with initiatives to reduce this number.
- Efforts were being made to keep victims updated.
- The number of drug seizures were down but amounts seized had increased.
- The number of domestic abuse offences had increased, although there were still many silent victims.
- The number of incidents of anti-social behaviour had increased by 9%. An increase in Officers out on foot had seen improvements.
- The PSNI had its own department for dealing with prolific offenders, but working together on a joint information sharing process between all statutory agencies was required.

Ewan Morgan explained there had been instances of anti-social behaviour in the Camlough Road, Carnagat area including stone throwing. Ewan said young people congregated underneath a huge amount of undergrowth overlooking the Camlough Road, for which other agencies had responsibility and it should be removed which would alleviate the problem.

Dan McEvoy said antisocial behaviour had increased in the Knocknashina area of Downpatrick.

Siobhán Fearon said the issue of antisocial behaviour at the Camlough Road/Carnagat area had been raised at the Anti-Social Behaviour Sub Group and was one of the areas on the Action Plan.

Chief Inspector McMinn undertook to respond to the issues raised above regarding antisocial behaviour.

Sinead Ennis advised there had been issues at the Sheepbridge Park n Ride regarding broken glass and users of the park n ride had contacted her regarding vehicle safety.

Chief Inspector West undertook to ask officers to do a leaflet drop on the vehicles so users were aware of their safety in that area.

Mickey Larkin referred to the play park in St Patrick's Street, Newry, saying there were concerns from parents regarding syringes in the park and it was also being used to consume alcohol during the day.

Chief Inspector McMinn advised that he would raise this issue with the PSNI's engagement crews.

6. DEA Fora Consultations

Read: Report by Siobhan Fearon, PCSP Manager, dated 20 September 2016, regarding DEA Consultation Fora.

Siobhan Fearon advised that the utilisation of the 7 DEAs to roll out more formal consultation was being investigated. She said she had met with the DEA Co-ordinators last week and some DEAs were organising themselves in an informal way.

Dan McEvoy that advised David Patterson, DEA Co-ordinator, Downpatrick, would undertake to host a stand at a Halloween event, where he would encourage people to complete questionnaires to inform the DEA. He suggested handing out PCSP Questionnaires.

In response, Siobhan Fearon confirmed staff could attend existing events and hand out questionnaires within resource limits, but that the consultation process originally envisaged was on a more formal basis involving PSNI and PCSP. The Community Safety Network would of course still go ahead as planned.

In response to questions from Audrey Byrne, Siobhan Fearon informed members that each DEA was evolving differently and not all DEAs wanted a formal approach. Elected members were asked to support the consultation process in whichever format their respective DEAs were hosting.

AGREED: It was agreed to note the DEA Consultation Fora report.

7. Any Other Business

In response to a query from Grace McQuiston, Dan McEvoy advised a report would be brought to the November Policing Committee meeting regarding start time.

The Chairperson advised there had been a number of recommendations arising from the earlier training session, which would be brought back to Committee.

There being no further business, the meeting ended at 9.42pm.

Report to:	Active and Healthy Communities Committee
Date of Meeting:	19 December 2016
Subject:	DEA Fora Update
Reporting Officer (Including Job Title):	Janine Hillen, Assistant Director of Community Engagement
Contact Officer (Including Job Title):	Damien Brannigan, Head of Engagement Suzanne Rice, DEA Coordinator (Crotlieve)

Decisions required:

Members are asked to note the contents of the report, and consider and agree to:

Approve the actions outlined in the attached action sheets from the DEA forum meetings held in October and November 2016 (i.e. Newry and Slieve Gullion) and note the report on the DEA fora below.

1.0	Purpose and Background:
1.1	<p>The third round of DEA Public meetings began in November 2016. Crotlieve, Newry, Downpatrick and Slieve Croob DEA public meetings took place throughout November with Rowallane and The Mournes DEA public meetings scheduled to take place in early December 2016. Crotlieve and Newry DEA forums focused on the theme of safety and gave residents the opportunity to discuss issues with members of the local policing teams. Guidance on Home safety and online safety was also available with expert advice provided by 02, Confederation of Community Groups, Council Officials, PSNI and Future Foundations.</p> <p>Downpatrick DEA Forum concentrated on the themes of Health and Wellbeing, Economic Development, Regeneration and Tourism, Environment and Planning and Safety and Good Relations giving residents the opportunity to prioritise key actions for each.</p> <p>Slieve Croob DEA hosted a 'Safety at Christmas' event which provided advice on staying safe during the Christmas period from a number of support agencies detailed above while also providing fun activities for children including face painting, balloon modelling and a visit from Santa. Representatives from the PCSP attended all events.</p> <p>DEA Coordinators also met in the December 2016 to progress the one year interim action plans. The plans will be brought back to each DEA forum for review and begin implementation in January 2017 for the 12 month period.</p> <p>The Magnet Youth Centre in Newry and Killyleagh Youth Club were both nominated for Pride of Place awards and representatives from both organisations with their DEA Coordinators attended the event in The Waterfront, Belfast on the 26th November 2016.</p>
2.0	Key issues:

2.1	Priority for DEA coordinators will be to finalise draft action plans for delivery from January 2017.
3.0	Recommendations:
3.1	Members are asked to note the above report and approve action sheets from the private DEA meetings for Newry and Slieve Gullion.
4.0	Resource implications
4.1	Not Applicable
5.0	Equality and good relations implications:
5.1	Not Applicable
6.0	Appendices
	Appendix I: DEA Action sheets for Newry and Slieve Gullion Appendix 2: DEA Action Sheet for Downpatrick

Ref: SG/MIN/1

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**ACTION SHEET- Slieve Gullion District Electoral Area Meeting -
14 November 2016**

ITEM	SUBJECT	DECISION	FOR COMPLETION – including actions taken/date completed or progress to date if not yet completed
DEA/SG/15/2016	WiFi in Community Centres	<ul style="list-style-type: none"> • A letter to be sent to the Chief Executive requesting that Councillors have an input into the Council's WiFi policy which is currently being developed. 	Completed- letter sent
DEA/SG/35/2016	Mullaghbawn Community Centre roof	<ul style="list-style-type: none"> • It was recommended that the Estates Section consider carrying out a further inspection of the roof of Mullaghbawn Community Centre in order to ascertain the most cost effective solution to addressing the issue of the leaking roof and report findings back to the Slieve Gullion DEA forum. 	In progress: Works completed, some snagging required
DEA/SG/36/2016	Lease of Council unit at premises formerly known as Camlough Primary School	<ul style="list-style-type: none"> • It was recommended to ask the AA to enter negotiations with the parish. 	<p>Completed: Unit has been transferred to Camlough AA – for a nominal fee of £100 (approved under Scheme of Delegation by E Curtis) £100 fee paid and all rent paid up to date</p> <p>Camlough AA have been in touch with Parish Priest, Father Larkin to enter into their own arrangement with the Trustees of Bessbrook Parish</p>

Ref: SG/MIN/1

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ITEM	SUBJECT	DECISION	FOR COMPLETION – including actions taken/date completed or progress to date if not yet completed
DEA/SG/37/2016	Slieve Gullion DEA Forum – Assessment of External Nominations	<ul style="list-style-type: none"> • Agreed to request Eddie Hughes to contact SAND and discuss membership of GAA on to SAND. • It was suggested that Rural Health Partnership and TADA be accepted onto the Forum and membership be a joint partnership • It was recommended that CRJ be accepted onto the forum. 	<p>T. McDonald to make contact with Eddie Huges and have him contact P. Power regarding SAND membership.</p> <p>Completed: RHP and TADA have agreed to partnership.</p> <p>Completed</p>
DEA/SG/40/2016	Branding of the Slieve Gullion DEA Forum	<ul style="list-style-type: none"> • It was agreed to have the heading bi-lingual. 	Completed. All newsletters have bi-lingual heading.
DEA/SG/41/2016	Alley and Toilets	Meeting to be held with Bessbrook Institute regarding the options for the premises.	Meeting held on 25 November with T. McDonald & Cllr. Taylor. The Institute have no current plans for the premises and communicated there was no appetite for revamping premises for handball. The group stated that there could be interest in a squash court but area would need to be tidied up and possible have a roof installed. T. McDonald to communicate with B. McGill. In relation to the public

Ref: SG/MIN/1

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ITEM	SUBJECT	DECISION	FOR COMPLETION – including actions taken/date completed or progress to date if not yet completed
			toilets, there feeling was that these needed to be kept as they were the only facility in area.
DEA/SG/42/2016	Traffic and Speed issues in SG area	A log of issues throughout the DEA area is to be compiled and Transport NI invited to a private meeting for discussion.	T. McDonald to compile log Awaiting information from members.
DEA SG/43/2016	Rural Broadband	DEA Forum to include need for broadband in SG area in Community Action Plan at the Action planning workshop	Issue is listed as one of the priorities on the Action Plan with actions against it.
DEA SG/44/2016	Meeting with Chief Executive	DEA Forum to meet with Chief Executive regarding their roles, action plan, and budget.	Meeting with Chief Executive has been set up

NT/MIN/1

ACTION SHEET- Newry District Electoral Area Meeting – 27/10/16

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ITEM	SUBJECT	DECISION	FOR COMPLETION – including actions taken/date completed or progress to date if not yet completed
DEA/NT/72/2016	Lighting – Raymond McCreesh Park	On proposal of Cllr Harte seconded by Cllr Kimmins it was agreed to make a recommendation to the relevant committee to source funding for these works.	K Morrow to send recommendation to relevant committee.
DEA/NT/78/2016	Good Relations Budget 2016	Proceed with programmes detailed.	K.Morrow to proceed and make plan for programmes.
DEA/NT/79/2016	SPACE MARA	Chairperson Cllr Kimmins welcomed the opportunity to hear from SPACE MARA and the services they provide.	K.Morrow to invite SPACE MARA to next DEA meeting.

ACTION SHEET- Downpatrick District Electoral Area Meeting – 29 November 2016

ITEM	SUBJECT	DECISION	FOR COMPLETION – including actions taken/date completed or progress to date if not yet completed
DEA/02/2016	Minutes & Action sheet from previous meeting – 16 Sep 16	Minutes & Action Sheet agreed – Minutes to be forwarded to Democratic Services & Action Sheet to be forwarded for AHC Committee	Lisa Reeves
DEA/03/2016	Reply from Heather Bradley, Transport NI	Members to respond to Coordinator who will collate list of comments before discussion at next meeting. Reply then to be sent to Heather Bradley	Members / David Patterson
DEA/04/2016	BRIG	Request to be submitted to Council on behalf of DEA Forum regarding additional dog fouling bins and signage in the Ballyhornan & Ardglass area.	All DEA Forum Members
DEA/08/2016	Kilclief Beach	Set-up of meeting in progress – David Patterson spoke with Kevin Scullion, he is in process of arranging meeting between Council and DAERA.	
DEA/09/2016	Downpatrick Christmas Street Lights	Contact to be made with Kevin Scullion regarding availability of Christmas street lights for Scotch Street. Need to sit down post-Christmas to discuss a more definite arrangement.	
DEA/10/2016	Criteria for Reconfiguration of Health Services Consultation	Clarify who is making a submission on behalf of Council, creating template for others to use.	

ITEM	SUBJECT	DECISION	FOR COMPLETION – including actions taken/date completed or progress to date if not yet completed
DEA/11/2016	Strangford Ferry	Issue to be raised with Transport NI regarding the new Card Scheme. DEA Forum members to put pressure on Transport NI.	

NT/MIN/1

ACTION SHEET- Newry District Electoral Area Meeting – 27/10/16

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ITEM	SUBJECT	DECISION	FOR COMPLETION – including actions taken/date completed or progress to date if not yet completed
DEA/NT/63/2016	Big Blue House Canal Street	Hosing Association SUHA to be invited to the next DEA meeting to discuss plans for this site	K Morrow to invite SUHA to next meeting.
DEA/NT/64/2016	Transport Report	K Morrow gave an update on this report and included additional items discussed. Various Roads issues.	K Morrow to update Cllrs/Transport NI/Housing Executive in relation to any progress on these matters.
DEA/NT/64/2016	Alleyways and cleaning schedule.	Contact E.Grant (NIHE) to get access to map of alleyways & request cleansing schedule	Email E.Grant (NIHE)
DEA/NT/64/2016	Letter of Thanks C.Nobel	Letter of thanks to C.Noble re completion upper Chapel Street clean up.	Send letter of thanks to C.Noble (DOE)
DEA/NT/73-77/2016	Art Centre Cafe	D.Hyland asked if enquiries could be made re restaurant at art centre.	K.Morrow to investigate (J.Turley)
DEA/NT/73-77/2016	Clanrye River	C.Casey requested enquiry re Clanrye River condition and plans. Fishermen concerned lack of opportunities because of mussel farm.	K.Morrow contact river agency Query quote/number of mussel farms.

Report to:	Active and Healthy Communities
Date of Meeting:	19 December 2016
Subject:	Creche Space Operating Model for Newry Leisure Centre Phase 2
Reporting Officer (Including Job Title):	Roland Moore, Assistant Director Leisure and Sport
Contact Officer (Including Job Title):	Kieran Gordon, Head of Indoor Leisure

Decisions required:

Members are asked to note the contents of the report, and consider and agree to:

Creche Space Operating Model for Newry Leisure Centre Phase 2

1.0	Purpose and Background:
1.1	Newry Leisure Centre Phase 2 has now commenced construction. There is provision and space set aside for a drop-in baby minding room. The decision surrounding the operating model and the final specification of that area rests with the Council. The contractor has provided their construction timetable and due to certain deadlines needing to be achieved, a decision is needed on the drop-in baby minding operating model to ensure no project delays are encountered.
2.0	Key issues:
2.1	The drop-in baby minding area rests within Zone 3 of the construction programme, and whilst it is not anticipated that there should be any major changes to the designated area, the contractor needs to be apprised of specific requirements needed for that space as failure to do so could result in delays to the overall project and unnecessary costs to retrofit specific requirements.
2.2	Council currently operate in-house services within the Newcastle Centre (10am-1pm Wednesdays) and Downpatrick Leisure Centre (10am-1pm Tuesday and Thursdays) and employ 2 part time staff for 42 weeks per year to provide this service for toddlers from approx. 4 months up to pre-school age. Max amount of toddlers is set at 8 but this may reduce in some case due to the age mix attending.
2.3	To extend the above service to Newry Leisure Centre Phase 2 would involve the Council directly deciding upon the full operational management of the drop-in baby minding from initial equipment/furniture purchase, staff recruitment, marketing/branding, and adhering to relevant legislation and best practice and the full day to day management process of operating a drop-in baby minding service. This would involve additional recruitment of staff with key knowledge and skills needed in order to run this as a safe, successful and profitable venture.
2.4	From initial research carried out with similar local authorities in nature, it is estimated that after the initial outlay in financial and management/staffing resources to set up, and on-going financial commitment through the rates process, it is estimated that this may turn out to be a net cost for the Council. It is

	envisaged that this is mainly due to the actual floor space that has been made available as there are specific governance requirements on staff numbers, age group ratio restrictions and floor space allocation per child may restrict future potential income thresholds.
3.0	Recommendations:
3.1	It is recommended that Officers do not proceed with making arrangements to operate a drop-in baby minding service at this stage and therefore research alternate operating models and use for this designated space and bring back a report at a later date detailing proposed options for consideration.
4.0	Resource implications
4.1	<p>By adopting a service as detailed within section 2.2, it is estimated that there would be an initial financial outlay required estimated at £15k for the initial drop-in baby minding infrastructure, ie. Tables, chairs, additional play equipment, specialist flooring, etc. There will also be additional Officer's time and support required in terms of staff recruitment and training.</p> <p>It is estimated that by adopting a service as detailed within section 2.2 could result in increased cost to Council within 2017/18 revenue budgets even by taking into account proposed income figures, all of which has not yet been proposed for consideration via the current rates estimates process. This additional net cost would be estimated in the region of £10-£15k per annum.</p>
5.0	Equality and good relations implications:
5.1	To be assessed.
6.0	Appendices
	Not Applicable

Report to:	AHC Committee
Date of Meeting:	19 December 2016
Subject:	Sun Safe Behaviours Sub-Group, Regional Skin Cancer Prevention Strategy
Reporting Officer	Roland Moore – Assistant Director Leisure & Sport
Contact Officer	Conor Haughey – Parks and Grounds Officer

Decisions required:	
Agree in principle to support the Department of Health in the provision & planning for shaded areas within any future outdoor development's	
1.0	Purpose and Background:
1.1	The Department of Health have identified the need to examine the possibility of including more shaded areas in public outdoor facilities, due to the increase of skin cancer of almost around 3,700 new cases each year within N.Ireland
2.0	Key issues:
2.1	The need to identify all our sites and listing those in particular which does not provide any form of shading , either in a building structure or via tree sheltering. Thereafter making further recommendations to Council what works will be required to provide this covering along with an estimated value
3.0	Recommendations:
3.1	The Council agree to consider the provision of shaded areas in any redevelopment or future planning of our outdoor leisure facilities. In the interim work along with the Department sub group and place signage at our sites informing the public to "take care in the sun" and apply sun protection cream or by covering up themselves etc
4.0	Resource implications
4.1	Possible future capital works for future schemes
5.0	Equality and good relations implications:
5.1	N/A
6.0	Appendices
	Appendix A – Correspondence from the Dept. of Health



Rm C4.16
Castle Buildings
Stormont Estate
Belfast BT4 3SQ

Mr Liam Hannaway
Chief Executive
Newry, Mourne and Down District Council
O'Hagan House
Monaghan Row
Newry
BT35 8DJ

18 November 2016

Dear Mr Hannaway

Provision of sun shade in outdoor council leisure areas

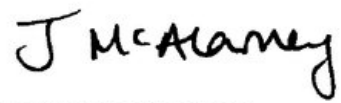
In recent years, the incidence of skin cancer has grown rapidly and it is now the most common form of cancer here with around 3,700 new cases diagnosed each year. We are in the unique position in Northern Ireland in that we are the only jurisdiction in the UK to have a dedicated strategy and action plan in place for the prevention of skin cancer. In order to implement the strategy, a regional group was established in 2011, with a number of sub-groups set up to focus on particular objectives.

One of these objectives is to examine possibilities for including more shade in public areas, either through the planting of trees, or the building of shade structures. Areas over which councils have responsibilities include public parks, play areas and other outdoor venues where people spend their leisure hours, particularly during the summer months. Often these areas have limited options for shade.

I am, therefore, writing to ask your council to actively consider the provision of shaded areas in the redevelopment or planning of your outdoor leisure facilities. I have attached to this letter an example of such shade provision in the Fermanagh and Omagh District Council area and have also included a link to information on the provision of shaded areas in outdoor grounds - <http://www.careinthesun.org/adults/shade-at-outdoor-eventsvenues>.

I would be grateful if you could forward this letter to the relevant staff members in your organisation with responsibility for outdoor facilities/planning/health and well-being. If you require any further information or advice, please do not hesitate to contact me.

Yours sincerely

A handwritten signature in black ink that reads "J McAlarney". The signature is written in a cursive style with a large initial 'J' and a long, sweeping tail on the 'y'.

Jenny McAlarney
Chair of the Sun Safe Behaviours Sub-Group
Regional Skin Cancer Prevention Strategy

Report to:	AHC Committee
Date of Meeting:	19 December 2016
Subject:	The Provision of stretchers at outdoor sports facilities
Reporting Officer	Roland Moore, Assistant Director Leisure & Sport
Contact Officer	Conor Haughey, Parks & Grounds Manager

Decisions required:	
The need to provide stretchers at all our outdoor sports facilities	
1.0	Purpose and Background:
1.1	Due to a recent accident at one of our football pitches, a footballer had to be carried off the pitch after sustaining a bad injury, as there was no stretcher at the site for the spectators or officials couldn't lift the player off the field. The patient had to remain lying on the ground until the Medical ambulance crew arrived and dealt with the situation.
2.0	Key issues:
2.1	The purchase of medical, fold away stretchers to be located at our 35 outdoor sports /football fields would cost approx. £7,000. There are not storage containers at all our outdoor sports facility's to house these stretchers, therefore the provision of safe security containers will also need to be purchased and located at pitch side. The provision of this council owned stretcher will also require training to be provided to all users, re the safe lifting and carrying of patients within each clubs or users of these facilities.
3.0	Recommendations:
3.1	The Council should not provide stretchers at our outdoor sports facility's, due to possible high risk to both patients and stretcher bearers. However the council should ensure all its outdoor facilities has easy access for ambulance crews to park as close as possible to pitches and be able to safely carry injured players to their mobile ambulances, in particular those pitches currently being used by sports clubs at present.
4.0	Resource implications
4.1	Possible future capital works for Ambulance access
5.0	Equality and good relations implications:
5.1	Not Applicable

6.0	Appendices
	Not Applicable

Report to:	Active and Healthy Communities Committee
Date of Meeting:	19 December 2016
Subject:	Service Level Agreement between Council and NIHE to providing Housing Fitness Inspections on behalf of NIHE.
Reporting Officer (Including Job Title):	Eoin Devlin, Assistant Director Health and Wellbeing
Contact Officer (Including Job Title):	James Campbell, Senior Environmental Health Officer

Decisions required:

Members are asked to note the contents of the report and agree that the Assistant Director Health and Wellbeing sign the attached Service level agreement

1.0	Purpose and Background:
1.1	<p>Environmental Health Officers (EHOs) within local Councils will be requested by the Northern Ireland Housing Executive (NIHE) to undertake specific housing inspections to assist in the NIHE's discharge of their statutory housing functions. A fee and travel expenses will be charged by the Council for this service.</p> <p>The objectives of this Service Level agreement are:</p> <ul style="list-style-type: none"> • To establish the roles of the Council and NIHE; • To establish an agreed level of response and performance target; and • To set out the financial arrangements
2.0	Key issues:
2.1	<p>Previously inspection requests from the NIHE outside of Belfast were subject to a Service Level Agreement with the former Group Environmental Health structures on behalf of local Councils. Following the implementation of Local Government Reform it is necessary to update these arrangements. This agreement supersedes and replaces the Service Level Agreement between Eastern and Southern Group Environmental Health Committee and the NIHE.</p> <p>Local Councils also have their own responsibility for certain provisions under the Private Tenancies (NI) Order 2006 as amended and subordinate legislation. These responsibilities are not subject to this agreement.</p>
3.0	Recommendations:
3.1	That the Assistant Director Health and Wellbeing sign the attached Service level agreement
4.0	Resource implications

4.1	None. All inspections will be on a cost recovery basis
5.0	Equality and good relations implications:
5.1	None
6.0	Appendices
	Service Level Agreement

SERVICE LEVEL AGREEMENT

**FOR THE PROVISION OF HOUSING
FITNESS INSPECTIONS ON BEHALF
OF THE NORTHERN IRELAND
HOUSING EXECUTIVE**

BETWEEN

Newry, Mourne and Down District Council

AND

The Northern Ireland Housing Executive

Background

Environmental Health Officers (EHOs) within local Councils may be requested by the Northern Ireland Housing Executive (NIHE) to undertake specific inspections to assist in the NIHE's response to their statutory housing functions.

Requests for service are initiated by NIHE subject to the demands of that authority. These requests are responded to by local Councils utilizing suitably trained and competent staff and a report provided to NIHE. A fee and travel expenses is charged by the local Council.

Previously inspection requests from the NIHE outside of Belfast were subject to a Service Level Agreement with the former Group Environmental Health structures on behalf of local Councils. Following the implementation of Local Government Reform it is necessary to update these arrangements. This agreement supersedes and replaces the Service Level Agreement between Eastern and Southern Group Environmental Health Committee and the NIHE.

Local Councils also have their own responsibility for certain provisions under the Private Tenancies (NI) Order 2006 as amended and subordinate legislation. These responsibilities are not subject to this agreement.

This Service Level Agreement shall be between Newry, Mourne and Down District Council (the Council) and the NIHE.

Objectives

The objectives of this agreement are:

1. To establish the roles of both parties;
2. To establish an agreed level of response and performance target; and
3. To set out the financial arrangements

Roles

The NIHE retain all statutory responsibilities associated with any inspections initiated by that agency but conducted by the Council on its behalf, except where by agreement on a case-by-case basis it is agreed that the conditions found are best addressed by provisions which are the statutory responsibility of the Council.

The Council shall provide suitably competent and trained staff to carry out the inspections required by the NIHE and shall respond to service requests within the agreed timeframe.

Operating Procedures

In order to most efficiently use Council resources and in order to minimise costs to NIHE, a two-stage approach is taken. It is envisaged that the number of inspections requiring a Stage 2 report comprising an additional level of information and hence cost will be relatively low.

Stage 1:

A request for service shall be notified to the Council by *a proforma agreed between both parties*. The request for service shall include:

1. The address of the dwelling to be inspected and reported upon;
2. Contact details for the occupier of the dwelling;
3. Contact details for the owner of the dwelling;
4. Any additional information held by NIHE which may assist the Council in inspecting and assessing the dwelling to meet the requirements of the NIHE; and
5. Any information held by NIHE relevant to the health and safety of officers who may visit the dwelling.

The Council shall contact the occupier (and if necessary the owner) of the dwelling and arrange an appointment to inspect the premises. In the event of an appointment missed by the owner or occupier, the Council shall arrange one further appointment. In the event that access cannot be arranged within **10** working days, the NIHE shall be notified and the service request cancelled.

The Council shall conduct a comprehensive fitness inspection of the premises in accordance with the fitness standard laid down in the Housing (NI) Order 1981 (as amended by the 1992 Order). A report on the fitness inspection shall be provided to NIHE *on the agreed proforma between both parties* within 15 working days from receipt of the service request. The report provided by the Council shall contain:

1. The date of inspection;
2. An individual assessment of fitness against each aspect of the fitness standard relevant to the dwelling;
3. An overall summary of fitness.
4. Additional information, as specified on the template proforma at Appendix 1, which may aid the NIHE and/or the Council in determining the best course of action in relation to the specific case.
5. Any information relevant to the health and safety on site.

Where it is clear to the Council officer conducting the inspection that there are regulatory matters associated with the dwelling for which the Council has enforcement responsibility under the Private Tenancies Order, the Clean Neighbourhoods and Environment Act, or other relevant legislation, the Council will act in accordance with the mandatory duties placed upon the Council and in accordance with the Council's Enforcement Policy. Where discretionary powers exist, and in the opinion of the inspecting officer, the NIHE are better placed to act to resolve the regulatory matters at hand, the Council shall initiate a discussion with the NIHE with a view to agreeing a course of action to avoid duplication of regulatory effort. The date of communication with NIHE shall be noted by the investigating officer on the proforma response together with the agreed course of action if it has been possible to agree same within the 15 day response period.

Where following receipt of a report by NIHE or during discussions with Council officers in order to determine the best course of action, that NIHE decide that detailed costings of works necessary to make the dwelling fit are required, then a Stage 2 report will be prepared by the Council. Council will commence this report upon receipt of an instructing email from NIHE.

The stage 2 report provided by the Council will include the details listed under stage 1 and in addition:

- 1. Detailed costings of works to bring the dwelling back to a fit state. Costings shall be prepared in accordance with the prevailing manual as provided by NIHE to the Council.**

Authorisation

Inspections by the Council which are the subject of this agreement are not being undertaken under the Council's statutory authority. If access to the dwelling is denied the Council shall not seek to require access using the enforcement powers available to them. NIHE will be advised within 10 working days and the service request cancelled. This does not preclude the Council and / or the NIHE on a case-by-case basis, subsequently utilising inspection powers to gain entry and inspect in accordance with the prevailing enforcement and inspection policies within both organisations.

Limited Liability

The Council shall not be held liable for any loss or damage sustained by NIHE or any individual as a result of any actions by NIHE in response to the fitness assessment undertaken by the Council.

The NIHE shall not be held liable for any loss or damage sustained by the Council or any individual as a result of any actions by the Council in response to the fitness assessment initiated by NIHE.

Health and Safety

Environmental Health Officers responding to service requests shall adhere fully to the health and safety policy and procedures of the Council.

The NIHE shall provide along with the service request to the Council, any information held by that agency which is relevant to the health and safety of officers who may visit the subject dwelling.

Billing arrangements

The fee for the completion of a stage 1 fitness inspection and report shall be:

- £150 per inspection and report
- Plus mileage at NJC rates

The fee for a stage 2 report shall be:

- The stage 1 costs plus
- £100 spent in preparation of the stage 2 report.

Where access is denied or for other reasons outside of the Council's control, it has not been possible to undertake the assessment the fee shall be:

- £25 per service request
- Plus mileage at NJC rates

Where the Council deems that additional third party inspections are necessary in order to determine fitness, the costs of these contracted services shall be agreed in advance with NIHE and passed on in full to NIHE.

Invoices shall be generated by the Council as required.

Payment shall be made within 30 days.

Dispute Resolution

A dispute shall be deemed to have arisen when either Party notifies the other Party in writing to that effect.

The Parties shall use all reasonable efforts to resolve any dispute that may arise under this SLA through good faith negotiations. Each party shall nominate a senior representative of its management to meet at any mutually agreed location to resolve the dispute.

Where an attempt to resolve any dispute under this SLA and where initial contact between representatives of management of either Party has failed, the matter will be considered jointly by the signatories to the SLA, or other authorised representative, and their decision will be final.

Termination of SLA

This SLA may be terminated by either party by providing 3 months’ notice in writing to the second party. Either party may request that a meeting is held to agree to updates or amendments to any aspect of the agreement and to prepare a new agreed SLA.

Confidentiality and Data

All information received by the Council or gathered by the Council as a result of responding to the service request shall be held in accordance with the Council’s Retention Policy.

A copy of the fitness inspection report sent to the NIHE shall be retained by the Council for 6 years in accordance with the Council’s Retention Policy.

SignedEoin Devlin (Assistant Director Active and Healthy Communities – Newry, Mourne and Down District Council)

SignedKevin Flannigan (Northern Ireland Housing Executive)

Report to:	Active and Healthy Communities Committee
Date of Meeting:	19 December 2016
Subject:	Red Kite – Raptors, people and place project
Reporting Officer (Including Job Title):	Eoin Devlin, Assistant Director Health and Wellbeing
Contact Officer (Including Job Title):	Danielle Begley, Biodiversity Officer

Decisions required:

Members are asked to approve the match funding request from the RSPB for the Red Kite project

1.0	Purpose and Background:
1.1	<p>The Health and Wellbeing Department have been contacted by the RSPB regarding a project focussing on Red Kites.</p> <p>The vision of the project is that the red kite population in NI will thrive and expand in number and area and local people; children in particular, will understand and feel a connection with these iconic birds. In terms of outcome, by 2020 there will be a flourishing red kite population in Counties Down and Armagh and the local community will champion the red kite as a local species.</p> <p>The project objectives are:</p> <ol style="list-style-type: none"> 1. To roll out a community engagement programme in Counties Down and Armagh. 2. Increased awareness of the persecution of red kites. 3. To monitor the breeding populations of red kites in Counties Down and Armagh during the 2017, 2018 and 2019 seasons. 4. To monitor red kite winter roosts in 2017 and 2018. 5. To ring and tag all young chicks reared in 2017, 2018 and 2019. 6. To explore the potential for, research implications of and, if appropriate, work with the private sector to establish and market at least one red kite feeding station as a visual spectacle and public engagement opportunity. 7. To train and manage a team of 7 volunteers to assist with monitoring and education work. <p>The total project costs will be approximately £266,000, an application for funding will be submitted to Heritage Lottery Fund late December 2016. RSPB will also contribute up to £12,000 cash and 'In kind' contributions will come from RSPB, MHT, NMDDC and ABCDC.</p> <p>RSPB NI is asking Newry, Mourne & Down District Council to be a partner in and contribute £20,000 over three years towards the delivery of the project.</p>
2.0	Key issues:

2.1	<p>Red Kites are iconic to County Down as they were originally re-released back into Castlewellan in 2008. They will also be included as a priority species in the review of the new Council Local Biodiversity Action Plan (LBAP).</p> <p>In anticipation of the RSPB's application to HLF being successful, budget must be planned for to ensure Council can fulfil its obligations for the term of the project if we wish to be a partner.</p>
3.0	Recommendations:
3.1	To approve the request from RSPB to partner them in their Red Kite – Raptors, People and Place project and contribute £20,000 over three years to the project.
4.0	Resource implications
4.1	If the Council wish to partner in this exciting project, they should commit £6,667 per year over three years (2017-2019) to cover its contribution to the project.
5.0	Equality and good relations implications:
5.1	This has no equality and good relations implications.
6.0	Appendices
	Appendix I: Letter from the RSPB requesting match funding from the Council



Mr Eoin Devlin,
Asst Director of Health & Wellbeing,
Newry, Mourne & Down District Council
Oifig an Iúir
Newry Office
O'Hagan House
Monaghan Row
Newry BT35 8DJ

30th November 2016

Ref: redkites/app/NMDDC/301116

Dear Mr Devlin

Red Kites - Raptors, People and Place

RSPB NI is seeking commitment from Newry, Mourne & Down District Council to be a partner in and commit £20,000 over three years towards the delivery of a project within its jurisdiction that will facilitate the expansion of the population and range of red kites and ensure that local people, communities and visitors can appreciate, celebrate and help to ensure its future presence and popularity.

RSPB NI will be a lead partner and will work in close partnership with Newry, Mourne & Down District Council (NMDDC), Armagh, Banbridge & Craigavon Council (ABCDC) and Mourne Heritage Trust (MHT) to deliver a thirty month project from April 2017 to September 2020. A Project Officer will be employed by RSPBNI and will spend most of their time in the red kite range area and will work from the office of MHT.

The vision of the project is that the red kite population in NI will thrive and expand in number and area and local people; children in particular, will understand and feel a connection with these iconic birds. In terms of outcome, by 2020 there will be a flourishing red kite population in Counties Down and Armagh and the local community will champion the red kite as a local species.

The project objectives are:

1. To roll out a community engagement programme in Counties Down and Armagh.
2. Increased awareness of the persecution of red kites.
3. To monitor the breeding populations of red kites in Counties Down and Armagh during the 2017, 2018 and 2019 seasons.
4. To monitor red kite winter roosts in 2017 and 2018.
5. To ring and tag all young chicks reared in 2017, 2018 and 2019.
6. To explore the potential for, research implications of and, if appropriate, work with the private sector to establish and market at least one red kite feeding station as a visual spectacle and public engagement opportunity.

<p>Northern Ireland HQ Belvoir Park Forest Belvoir Drive Belfast BT8 7QT</p>	<p>Tel 02890 491547 Fax 02890 491669</p> <p>rspb.org.uk</p>
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7. To train and manage a team of 7 volunteers to assist with monitoring and education work.

The total project costs will be approximately £266,000. An application is pending to Heritage Lottery Fund for the bulk of the funding. RSPB will contribute up to £12,000 cash. 'In kind' contributions will come from RSPB, MHT, NMDDC and ABCDC. We are seeking a £20,000 contribution from each of the two Councils (NMDDC and ABCDC) over the lifetime of the two and a half year project.

If you have any queries with reference to this red kite project and this request for financial and partnership support, please contact my colleague Caroline Marshall on 028 9069 9090.

I look forward to hear from you in the near future.

Yours sincerely

Joanne Sherwood
Director for Northern Ireland

Northern Ireland HQ
Belvoir Park Forest
Belvoir Drive
Belfast
BT8 7QT

Tel 02890 491547
Fax 02890 491669

rspb.org.uk

Report to:	Active and Healthy Communities
Date of Meeting:	19 December 2016
Subject:	EANI Consultation on Provision of Outdoor Education Centres
Reporting Officer (Including Job Title):	Eoin Devlin Assistant Director Health and Wellbeing
Contact Officer (Including Job Title):	Eoin Devlin Assistant Director Health and Wellbeing

Decisions required:

To agree that the attached Consultation response be returned on behalf of the Council

1.0	Purpose and Background:
1.1	<p>The Department of Education's policy "Priorities for Youth – Improving Young People's Lives Through Youth Work, 2013" stated that Youth Services should be provided through the development of a Regional Youth Development Plan. In addition a key action within the policy stated that a review of the statutory estate, including the provision of outdoor education, should be completed to identify gaps and potential over provision.</p> <p>Within the Regional Youth Development Plan 2015/16, a key action stated that a review of Residential and Outdoor Education would be undertaken to ensure the effective use of Outdoor Education Centres and Youth Service resources.</p> <p>During 2015/16, an extensive review was completed by the Central Management Unit (CMSU) of the Education Authority.</p> <p>The Education Authority is now consulting on the recommendations from the Review of Residential and Outdoor Education. The consultation will close on 06th February 2017, 4pm with all documentation on the review made available through the EA website: http://www.eani.org.uk/consultations/</p>
2.0	Key issues:
2.1	<p>The review as described above has recommended that 3 centres within this District ie Killowen, Ardnabannon and Delamont are earmarked for closure. In addition it has been proposed that Killyleagh be changed to self-catering. The closure of these centres will have implications for this district from an Economic, Environmental and Health and Wellbeing perspective.</p>
3.0	Recommendations:
3.1	That the attached response be returned on behalf of the Council
4.0	Resource implications
4.1	None

5.0	Equality and good relations implications:
5.1	None
6.0	Appendices
	Appendix I: Consultation Response to EANI proposals Appendix II: Introduction to the Implementation of the Education Authority Review of Residential and Outdoor Education

Introduction to the Implementation of the Education Authority Review of Residential and Outdoor Education

Background

The Department of Education's policy "Priorities for Youth – Improving Young People's Lives Through Youth Work, 2013" stated that Youth Services should be provided through the development of a Regional Youth Development Plan. In addition a key action within the policy stated that a review of the statutory estate, including the provision of outdoor education, should be completed to identify gaps and potential over provision.

Within the Regional Youth Development Plan 2015/16, a key action stated that a review of Residential and Outdoor Education would be undertaken to ensure the effective use of Outdoor Education Centres and Youth Service resources.

During 2015/16, an extensive review was completed by the Central Management Unit (CMSU) of the Education Authority, the final report is provided, entitled 'Review of Residential and Outdoor Education'.

Strategic and Operational Recommendations

To achieve the strategic and operational recommendations set out in the 'Review of Residential and Outdoor Education' an implementation plan has been agreed.

The recommendations in this review will not only enable the EA to meet the expectations of the Priorities for Youth Policy, address issues of over provision but ensure that significant Youth Service resources are deployed in areas of need. The savings of approximately £1.3m gained from the review will be directed to front line services within local communities based on assessed need.

Consultation

The Education Authority is now consulting on the recommendations from the Review of Residential and Outdoor Education. The consultation will close on 06th February 2017, 4pm with all documentation on the review made available through the EA website: <http://www.eani.org.uk/consultations/>

REVISED PROPOSED IMPLEMENTATION PLAN OF RECOMMENDATIONS ON THE REVIEW OF OUTDOOR EDUCATION

Key Areas for Action	Strategic Recommendation*	Timeframe	Operational Recommendations*	Timeframe
Rationalisation	Rationalise 4.4.9.1	December 2017	Establish Staffing Levels 4.3.10.2 Harmonise Job Descriptions 4.3.10.3 Establish Staffing (Teachers/Youth Workers) 4.3.10.4 Transfer Ancillary Staff 4.3.10.6 Establish Protection Arrangements 4.4.9.8	February 2017 February 2017 February 2017 March 2017 Immediate
Policy and Model	Develop Strategy 4.2.6.2 Establish Policy 4.2.6.3 Establish Collaborative Framework 4.4.9.3 Magilligan Governance 4.4.9.11	February 17 February 17 March 2017 March 2017	Structure for Delivery 4.3.10.1 Establish Outdoor Learning Centres 4.4.9.5 Centres of Excellence 4.4.9.9	February 2017 April 2017 September 2017
Capital and Maintenance			Maintenance Plan 4.4.9.10	February 2017
Planning and Monitoring	Needs Assessment 4.4.9.4	February 2017	Assessed Needs Criteria (Formal) 4.2.6.1 Develop Learning Outcomes 4.5.10.4 Develop Performance Indicators 4.5.10.5	February 2017 February 2017 September 2017
Developmental Actions	Developmental Links SDS 4.5.10.2	December 2016	Manager appointed 4.1.3.2 Staff Training 4.3.10.5 Develop Training Plans 4.3.10.7 Increase Income 4.4.9.7 External Accreditation 4.5.10.6 Implement Audit Recommendations 4.5.10.7	Immediate April 2017 April 2017 March 2017 March 2017 March 2017
Operations	Retain/self-catered 4.4.9.2	Ongoing	Operational times established 4.4.9.6 Establish Booking Facility 4.5.10.1 Deliver Duke of Edinburgh 4.5.10.3	February 2017 April 2017 Ongoing

* Please refer to 'Review of Residential and Outdoor Education' for noted references.

REVISED PROPOSED RATIONALISATION PLAN FOR EA OUTDOOR EDUCATION CENTRES

CENTRE	OVERALL RANK	PROPOSAL	TIMEFRAME
Woodhall	1	<ul style="list-style-type: none"> Retain centre Review maintenance Capital programme complete as required 	Immediate February 2017 March 2018
Gortatole	2	<ul style="list-style-type: none"> Retain centre Review maintenance Capital programme complete as required 	Immediate February 2017 March 2018
Shannaghmore	3	<ul style="list-style-type: none"> Retain centre Review maintenance Capital programme complete as required 	Immediate February 2017 March 2018
Killyleagh	4	<ul style="list-style-type: none"> Explore self-catering option OR Retain centre Review maintenance Capital programme planned Capital Programme completed as required 	June 2017 February 2017 June 2017 March 2018
Bushmills	5	<ul style="list-style-type: none"> Plan closure Emergency maintenance provided within budget 	August 2017 Ongoing
Ardnabannon	6	<ul style="list-style-type: none"> Plan closure Emergency maintenance provided within budget 	August 2017 Ongoing
Killowen	7	<ul style="list-style-type: none"> Plan closure Emergency maintenance provided within budget 	August 2017 Ongoing
Delamont	8	<ul style="list-style-type: none"> Plan closure Emergency maintenance provided within budget 	March 2017 Ongoing

Consultation on 'Residential and Outdoor Education Centres'. [Education Authority for Northern Ireland]

Consultation Response from Newry Mourne and Down District Council

Newry, Mourne and Down District Council welcomes the opportunity to respond to the Education Authority for Northern Ireland's (EANI) public consultation on the 'Residential and Outdoor Education Centres'.

Consultation Feedback

The Council welcomes this consultation and in general the goal of EANI to provide improved Residential and Outdoor Education Centres going forward.

The Council fully supports the role of adventure and outdoor education as part of a young person's active learning. It is particularly beneficial in helping young people to learn about assessing and managing risk.

Young people can use such centres to learn through new and exciting challenges, assisting them to improve their leadership and team working skills and ultimately providing significant value to their progression towards adulthood.

The Council believes that Outdoor Education Centres have a distinct identity, providing unique teaching and learning opportunities. However, there are, and should be, significant overlaps and synergies between Outdoor Education, Physical Education, and Environmental Education, with each re-enforcing the other.

Outdoor Education can also complement other activities in the broader school curriculum, such as performing arts, which share some of the same outcomes in relation to personal and social education.

The Council believes that, whether teaching the young people new skills or using different activities as a meaningful way of enabling young people to engage with their own learning, the focus of all courses should be the development of the person, which will ultimately create a more rounded individual.

Visits to Residential and/or Outdoor Education Centres are often the most memorable learning experiences in a young person's school career, providing, for many, their first time

away from home and a chance to see/experience the world in a different way and from a different perspective.

Within the District, we have five very well equipped and resourced Residential and Outdoor Activity Centres, namely:

Ardnabannon, Killowen, Delamont, Shannaghmore and Killyleagh

These centres provide a range of programmes including:

- Multi activity outdoor adventure courses, e.g. canoeing, kayaking, hill walking and field studies.
- Subject specific courses,
- Eco Workshops
- Fossil Hunts and Workshops
- Camping and Bushcraft

Outdoor Education Centres can also provide a valuable resource for the local community. They can also contribute to the development of the local economy by attracting visitors to the area to avail of activity events and activity holidays.

The Council believes that the training provided through the Centres for teachers and for youth leaders is extremely valuable and would benefit from further funding and promotion from EANI. This training ultimately allows more people to be accredited to take young people safely into the outdoors, in order to further their learning and development.

Statistics from a Sport NI assessment in 2013, show that 'Residential and Outdoor Education Centres' are part of a growing sector. Across Northern Ireland in 2013 there were approximately 570 people employed on a full-time basis and nearly 520 on a part-time basis by the Residential and Outdoor Education Centres.

The sector also enlists the assistance of over 1,000 volunteers.

In 2013, the approximate annual income associated with this sector was in excess of £25 million. An analysis of this shows that £15 million was generated from domestic consumption, while 12% of total income was generated from sales outside Northern Ireland, corresponding to almost £3 million. Clearly this is a growing sector which can, and does, benefit the local community.

Going forward, it is vital that the Education Authority continues to encourage schools (both primary and secondary) to attend Residential and Outdoor Education Centres. The Council believes that Outdoor Education can make a significant contribution to the educational

curricula, and therefore make an important contribution to physical, personal and social education for students.

The Council believes that there should be more partnership working between the Education Authority and the Residential and Outdoor Education Centres. During partnership meetings, there should be discussions on the feasibility of future joined up approaches - developing Outdoor Education Centres in line with any future curriculum developments. By sharing information on any upcoming changes in curriculum, the Centres may be able to develop workshops and/or activities to complement the learning process of young people.

The Council believes that Residential and Outdoor Education should have a number of outcomes, not all of which revolve around education.

These outcomes for the young people who partake in Outdoor Education should include:

1. **Enjoyment** (of being outdoors, of the activities, of learning new skills and so on).
2. **Building or improving confidence** through taking part in more challenging activities, team working, and so on.
3. **Development of their Social Awareness** by appreciating their own strengths, the strengths of others, trusting others, leadership skills, encouraging others, etc.
4. **Increasing Environmental Awareness** through understanding the impact of actions on the environment and gaining more of an understanding of natural resources, etc.
5. **Improving their skills base** through participation in activities, expeditions and explorations.
6. Increasing initiative, self-reliance, responsibility, perseverance and commitment.
7. **Developing and improving key skills** such as: communication, problem-solving, leadership and teamwork.
8. **Improvement of health, fitness and wellbeing** through the physical activities and learning about healthy lifestyles.
9. **Wider acceptance of those with disabilities.**

The Council believes that Residential and Outdoor Education can, and should, play a huge part in developing young people into more rounded individuals. EANI should provide incentives for schools and youth groups to avail of these resources, either through providing a ring fenced budgetary allocation or by positively promoting the Centres within each locality to local schools, youth groups, and community organisations, with a particular emphasis on the benefits that Residential and Outdoor Education Centres can play in the development of young people.

There is a higher than average youth population in the District and the increase in demand for related services has largely been ignored.

The number of children in Northern Ireland is projected to grow by 18,537 (4.9 per cent), from 382,141 children in 2012 to 400,678 children in 2022, with Newry, Mourne and Down's child population projected to grow by 6.6%, above the NI average and the fourth highest growth rate across all 11 council areas.

Population

Wards	0-15	16-39	40-64	65+	Total
Ballynahinch East	527	757	744	421	2450
Ballymaglave	540	774	949	573	2835
Kilmore	612	832	1154	676	3273
Dunmore	633	813	1087	580	3113

Drumaness	948	1245	1322	492	4007
Murlough	529	783	731	400	2443
Tollymore	795	1126	1156	541	3617
Donard	553	754	1072	714	3093
Dundrum	691	853	936	453	2934
Total	5828	7937	9151	4850	27765

Recommendations from strategy

Of the 4 centres which are recommended for closure, 3 are within the NMD District Council area (Ardnabannon, Killowen, Delamont)

One centre is to explore the option of self catering - (Killyleagh)

Implications for Local Economy

From an Economic perspective implementation of the above recommendations will have a significant impact within the local economy. When considering closer of the centres, the cost of operating the 3 centres needs to be off set against the economic benefit / spin off which is created from their operation:

- The 3 centres recommended for closure, collectively had an annual resident uptake of 15,750. In addition the collective daytime uptake was 3,650. This level of visitors over the 48 weeks of operation would have significant benefits in terms of visitor spend within our rural towns and villages. Rural businesses heavily rely on trade which is generated from other rural operators. The impact of withdrawing these visitors to the District will have an impact on local retailers, other accommodation providers, and other activity providers. The economic cost of withdrawing these centres needs to be considered, in terms of visitor spend, and from a tourism perspective of showcasing our district and creating the potential of repeat visits.
- Employment levels within each of the centres is not referenced, however we are aware that the centres rely on both paid and voluntary positions. Closing 3 Centres with our District will create significant job losses for local families.
- A range of activities are available from the 3 Centres (i.e. orienteering, kayaking, a range of training / development courses) some of which are outsourced to 3rd party suppliers. On this basis, closure of the 3 centres will also have an impact of the performance of other local businesses through the withdrawal of contracts and services.

Closure of the 3 centres will leave 3 buildings and the surrounding grounds derelict. All buildings and their grounds are well equipped for recreational indoor & outdoor activities, and future usage of these buildings needs to be reviewed to ensure that they are utilised.

Implications for Health and Wellbeing

One of the Councils priorities within the Corporate plan is the Health and Wellbeing of its citizens and in particular its young people.

The centres that have been earmarked for closure have provided a major asset to encourage young people both within our Council district and further afield to become active, develop new skills and gain an appreciation of the wonderful environment that this district includes such as Carlingford Lough, the Mourne Mountains, the Ring of Gullion and the Strangford and Lecale Coastline

Closure of these centres will remove these opportunities and restrict the future generations from gaining an appreciation of the Environment that this District offers. It will also make it more difficult for schools within this area to offer this type of experience through the reduction in capacity in the locality.

In summary, the Council values these facilities within our district and believe our location, natural environment and growing young population should ensure that these centre are not only maintained, but also further developed. The Council believes the Education Authority should reverse the plan to close these facilities noting that the majority of which rest within our Council area. This would have an extremely negative impact on our area and ask the the Education Authority reconsider their plan