



June 15th, 2017

**Notice Of Meeting**

You are invited to attend the Active and Healthy Communities Committee meeting to be held on **Monday, 19th June 2017 at 6:00 pm** in **Commedagh Room, Downshire Civic Centre, Downpatrick.**

**Chair: Cllr W Walker**

**Vice: Cllr D Taylor**

**Members:**

**Cllr T Andrews Cllr P Brown**

**Cllr S Burns Cllr S Doran**

**Cllr C Enright Cllr G Fitzpatrick**

**Cllr V Harte Cllr L Kimmins**

**Cllr K Loughran Cllr A McMurray**

**Cllr B Ó'Muirí Cllr B Quinn**

**Cllr J Trainor**

# Agenda

## 1.0 Apologies and Chairperson's Remarks

## 2.0 Declarations of Interest

## 3.0 Action Sheet arising from AHC Meeting held on 15 May 2017 (copy attached)

[AHC-15052017.pdf](#)

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## 4.0 To agree a start time for AHC Meetings from June 2017-May 2018. (Suggested timetable attached).

[AHC Dates 2017 2018.pdf](#)

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### *Directors Papers*

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## 5.0 Directorate Business Plan - for noting (copy attached)

[Directorate Business Plan 2017-18 - June 17.pdf](#)

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[AHC Directorate Business Plan 2017 2018.pdf](#)

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### *Community Engagement*

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## 6.0 Financial Assistance Review (copy attached)

[Financial Assistance Review June2017 Report.pdf](#)

Page 36

[Financial Assistance Review Appx 1.pdf](#)

Page 39

[Appendix A Financial Assistance Review Recommendations revised jh.pdf](#)

Page 41

[Business Case for Grant Manager Appx B.pdf](#)

Page 47

## 7.0 The SHSSB use of Crossmaglen Community Centre (copy attached)

[SHSST use of Crossmaglen CC.pdf](#)

Page 50

[SHSCT Appendix.pdf](#)

Page 52

## 8.0 Insurance Requirements for groups Community Centres (copy

**attached)**

 *AHC CC Insurance update amended jh.pdf* *Page 59*

## **9.0 Play Inflatables (copy attached)**

 *Policy and Procedures for the use of play inflatables Report.pdf* *Page 61*

 *Final procedures for use of play inflatables on council property 1.pdf* *Page 63*

 *Policy and framework for use of play inflatables on council property.pdf* *Page 85*

## **10.0 Proposed Community Facility for Ballykinler (copy attached)**

 *Proposed Community Facility for Ballykinlar.pdf* *Page 88*

 *Map - Downpatrick District.pdf* *Page 90*

## **11.0 Update report on Logistical support for events 2016/17 (copy attached)**

 *Logistical support May 17.pdf* *Page 91*


## **12.0 Peace IV Local Action Plan (copy attached)**

 *PEACE IV June 2017.pdf* *Page 93*

 *Peace IV Partnership - Minutes 11.01.17.pdf* *Page 95*

 *Peace IV Partnership - Minutes 08.03.17.pdf* *Page 100*


## **13.0 South Armagh/South Down Peace Centre (copy attached)**

 *South ArmaghSouth Down Peace Centre June 2017.pdf* *Page 103*

## **14.0 European Rural Network for Job Mobility - ERN4mob Project (copy attached)**

 *Report ERN4mob June 2017.pdf* *Page 105*

## **15.0 Social Investment Fund 'Work It' Training and Employment Project (copy attached)**

 *SIF Work It update june 17.pdf* *Page 107*

## **16.0 Saintfield Community Centre Project (copy attached)**

- [!\[\]\(a22ba4e13c745edbf29e51af246c4c12\_img.jpg\) \*Saintfield Community Centre Project.pdf\*](#) *Page 109*
- [!\[\]\(33b18af9a4b997eb52666cfeb3c44157\_img.jpg\) \*Executive Summary Saintfield Community Centre Business Case.pdf\*](#) *Page 111*
- [!\[\]\(262b158440b847a82f89a14cab8644ec\_img.jpg\) \*Executive Summary Saintfield Sports Club Business Case 2017 -Revised.pdf\*](#) *Page 115*
- [!\[\]\(f51929fecf7b0dc947ac13f4c4835e8f\_img.jpg\) \*Executive Summary Saintfield Indoor 3G Business Case.pdf\*](#) *Page 121*

## **17.0 DEA Update (copy attached)**

- [!\[\]\(633dd45d48d71eb51a85c6dd83ee51e9\_img.jpg\) \*DEA update report - June 2017.pdf\*](#) *Page 125*
- [!\[\]\(bdddf9191a284aa0945448444083c5b0\_img.jpg\) \*Action Sheet Slieve Gullion DEA - 16.5.17.pdf\*](#) *Page 127*
- [!\[\]\(944943bcf87a12c5b9337bf7ed1ef546\_img.jpg\) \*Slieve Croob ACTION SHEET 08.05.17.pdf\*](#) *Page 129*
- [!\[\]\(77e1e368d53d3ed6ec2a15bf2432e026\_img.jpg\) \*Newry Action Sheet 11 May 2017.pdf\*](#) *Page 131*
- [!\[\]\(beb4ee3dc3a91926258601f02c4f4582\_img.jpg\) \*ACTION SHEET Downpatrick DEA meeting on 04.05.2017.pdf\*](#) *Page 133*

## **18.0 PCSP Update (copy attached)**

- [!\[\]\(4c660a3c4ce1da3313488b7854f55083\_img.jpg\) \*AHC Report PCSP - JUNE 2017.pdf\*](#) *Page 135*
- [!\[\]\(f01c435bb39e3068a9b4895c9a993158\_img.jpg\) \*Officer Repor March17.pdf\*](#) *Page 136*
- [!\[\]\(c5f009707b314589d498a683120545c5\_img.jpg\) \*Officer Repor Jan 17.pdf\*](#) *Page 140*
- [!\[\]\(8b308e9f1e6682fd04ddef01495a93be\_img.jpg\) \*PCSP 210317.pdf\*](#) *Page 143*
- [!\[\]\(7a2466fab2a9c99ba33ed3fbd8b0c93f\_img.jpg\) \*Policing Cmte 21032017.pdf\*](#) *Page 150*

## **19.0 Lease of Land at 16 The Square, Rostrevor to Mens Shed for further one year period**

- [!\[\]\(13dd0e1ab3baa23f7c1ed52b3eec2756\_img.jpg\) \*Report on Mens Shed - June 2017.pdf\*](#) *Page 154*

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### *Leisure and Sports*

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## **20.0 Play Strategy Update (copy attached)**

- [!\[\]\(9bfa69b6b0f097b09744337d04f22d78\_img.jpg\) \*AHC June - Play Strategy Update v2.pdf\*](#) *Page 156*

## **21.0 Clubmark NI (copy attached)**

 *Clubmark NI v1.pdf* *Page 158*

 *Clubmark NI Online Scheme - June 2017.pdf* *Page 160*

## **22.0 Sport NI Grants (copy attached)**

 *AHC June - Sport NI grants v2.pdf* *Page 186*

 *Appendix A - Sport NI small grant programme.pdf* *Page 187*


## **23.0 Leasing of Sports Facilities (copy attached)**

 *Leasing of Sports Facilities v2.pdf* *Page 200*

## **24.0 Loose FFE for new Downpatrick Leisure Centre (copy attached)**

 *Loose FFE needed for new DLC v1.pdf* *Page 203*

## **25.0 NLC Phase 2 transition arrangements (copy attached)**

 *NLC Phase 2 Transitional Arrangements v2.pdf* *Page 205*

## **26.0 New DLC Operating Arrangements (copy attached)**

 *New DLC Operating Arrangements v2.pdf* *Page 208*

 *Appendix A - DLC operating arrangements.pdf* *Page 211*

## **27.0 Indoor Leisure Marketing Plan (copy attached)**

 *Marketing Plan Appendix - June 2017.pdf* *Page 212*

 *AHC June - Leisure and Sport Marketing Plan v2.pdf* *Page 218*

## **28.0 Fitness Suite Operating Arrangements (copy attached)**

 *Fitness Suite Operating Arrangements - June 17.pdf* *Page 221*


 *Over 60 membership - June 2017.pdf* *Page 225*

 *Appendix B – Selected Indoor Membership charges and access permissions.pdf* *Page 228*

## **29.0 Licence - Fishing Rights at Donaghaguay Reservoir,**

## **Warrenpoint (copy attached)**

 *Licence - Fishing Rights at Donaghaguay Reservoir.pdf* *Page 230*

 *Map - June 17.pdf* *Page 232*

## **30.0 Community Trail SLA ORNI (copy attached)**

 *ORNI SLA - June 2017.pdf* *Page 233*

 *Newry Mourne and Down Community Trails SLA - June 2017.pdf* *Page 235*

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### *Health & Wellbeing*

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## **31.0 Request from keep NI Beautiful for Eco schools post support contribution for period 2017-18 (copy attached)**

 *Report for AHC re EcoSchools support.pdf* *Page 238*

 *App 1 ES Support Request 2017-2018 NMDDC.pdf* *Page 240*

## **32.0 Sustainable Development and Climate Change Standing Forum (copy attached)**

 *AHC June 17 SDCCSF mins.pdf* *Page 243*

 *Meeting of SDCCsf 15 May 2017.pdf* *Page 244*

## **33.0 Consultation Response UK Air Quality Plan - Nitrogen Dioxide (copy attached)**

 *AHC Jun 17 NOx Consultation.pdf* *Page 246*

 *NOX Consultation App 1.pdf* *Page 248*

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### *Correspondence*

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## **34.0 Letter received from the Department for Communities re the Affordable Warmth Scheme (copy attached)**

 *Letter from Dept of Communities ref Affordable Warmth Scheme.pdf* *Page 252*

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*Items Restricted in accordance with Part 1 of Schedule 6 of the Local Government Act (NI) 2014*

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## **35.0 Scheme of Delegation (copy attached)**

This item is deemed to be restricted by virtue of Paragraph 3 of Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014 – information relating to the financial or business affairs of any particular person (including the council holding that information), and the public may, by resolution, be excluded during this item of business.

-  *Scheme of Del Report - June 17.pdf* *Page 254*
-  *Scheme of Delegation (HR) No name List amended - November 2016 - May 2017 part 1.pdf* *Page 256*
-  *Scheme of Delegation (Use of Council LAnd) No Name List amended - November 2016 - May 2017 part 2.pdf* *Page 260*
-  *Scheme of Delegation (Enforcement) No Name List amended - November 2016 - May 2017 part 3.pdf* *Page 263*
-  *Scheme of Delegation (Funding-Contract-Tender) No Name List amended - November 2016 - May 2017 part 4.pdf* *Page 265*
-  *Scheme of Delegation (SLA's) No Name List amended - November 2016 - May 2017 part 5.pdf* *Page 268*

# Invitees

Cllr Terry Andrews	<a href="mailto:terry.andrews@nmandd.org">terry.andrews@nmandd.org</a>
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**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/115/2016		<ul style="list-style-type: none"> <li>• 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.</li> <li>• Cross-departmental review of post-Christmas 2016, to inform arrangements for 2017 and report back to relevant Committees.</li> </ul>	J Hillen	Ongoing	N
AHC/116/2016	Supporting Communities Projects	<p>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:</p> <ul style="list-style-type: none"> <li>• Council consider Capital and Revenue provision to support Community Associations with facility and/or programme development and to satisfy external funding body requirements for match funding</li> <li>• Council agree to ring fence funding required to meet design costs associated with Drumalane Community Association build</li> <li>• Officers investigate the introduction of a Community</li> </ul>	J Hillen	Actioned	Y

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		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: 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"> <li>• ICT – immediate review, enhancement and implementation of modern infrastructure by end of 2016/17 to support Business Plan objectives and reporting.</li> <li>• Marketing and Branding – immediate development and implementation of a strategy to include sub brand, transparent customer journey, staff training and recruitment of additional resource by end of 2016/17.</li> <li>• Pricing – review and simplification of structure with presentation of proposals for Committee decision by end of 2016/17.</li> <li>• Programme and Resource – develop clear linkages with</li> </ul>	R Moore	<p><b>ICT – Phase 1 complete April 17, Phase 2 In progress</b></p> <p><b>Marketing and Branding – in progress</b></p> <p><b>Pricing – complete Feb 17</b></p> <p><b>Programme and resource – in progress</b></p> <p><b>Additional income opportunities – in progress</b></p>	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		<p>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.</p> <ul style="list-style-type: none"> <li>• 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.</li> </ul>			
AHC/118/2016	Newry Leisure Centre – Phase 2	<p>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:</p> <ul style="list-style-type: none"> <li>• To approve opening arrangements</li> <li>• Officers to commence consultation with staff over proposed hours and shifts and also clubs and user groups in relation to booking provision</li> <li>• On conclusion of consultation process, officers to provide an accurate budget proposal for 2017/18 Rate Estimates process</li> <li>• Officers and staff to further</li> </ul>	R Moore	<b>In progress</b>	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		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/149/2016	Extension of Facility Management Agreement with Castlewellan Community Partnership	It was agreed to accept the officer's recommendation to: <ul style="list-style-type: none"> <li>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).</li> </ul>	J Hillen	<b>In progress</b>	Y  N
AHC/169/2016	Creche Space Operating Model for Newry Leisure Centre – Phase 2	It was agreed to accept the officer's recommendation not to proceed with making arrangements to operate a drop-in baby minding service and research alternate operating models and use for the space and bring a report back to Committee at a later date detailing proposed options for consideration.	R Moore	<b>In progress</b>	N
AHC/14/2017	Ballyhornan Coastal Improvement	It was agreed that the use of Down Your Street/Live Here Love Here Funding to erect a fence at Ballyhornan to protect the amenity grass area from further	D Begley	<b>In progress</b>	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		erosion, be approved.  It was agreed that an interpretation panel be included explaining to the public why the fence had been erected.	D Begley		
AHC/19/2017	Proposed Licence Agreement between U3A and NMDDC for use of the Cloughreagh CC	<ol style="list-style-type: none"> <li>1. Approval given to LPS valuation for proposed 5 yr licence for the full use of Cloughreagh Community Centre from 9am-4pm Mon-Fri during school term time.</li> <li>2. If the valuation is agreeable to both parties, documentation in relation to a Licence agreement be drawn up and brought back to Committee for approval.</li> </ol>	J McCann	<b>Ongoing</b>	N
AHC/20/2017	Proposed Licence Agreement between the Down Community and NMDDC for use of Meeting Room in Dan Rice Hall.	<ol style="list-style-type: none"> <li>1. Approval given to the LPS valuation for proposed 5 yr licence for the full use of the meeting room in Dan Rice Hall by the Down Community Group (estimate for both 5 and 7 days).</li> <li>2. If the valuation is agreeable to both parties; documentation in relation to a Licence agreement be drawn up and brought back to Committee for approval.</li> </ol>	J McCann	<b>Ongoing</b>	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
AHC/56/2017	Action Sheet of AHC Committee held on 20 March 2017	AHC/38/2017 - Presentation – ORNI It was agreed to proceed to develop an SLA with ORNI which would be brought back to the next Committee Meeting providing Members with more detail, including the level of cost required.	C Haughey	<b>In progress</b>	N
AHC/57/2017	Community Trails SLA with Outdoor Recreation	As above, it was agreed to proceed to develop an SLA with ORNI which would be brought back to the next Committee Meeting providing Members with more detail, including the level of cost required.	C Haughey	<b>In progress</b>	N
AHC/61/2017	Use of Grass Pitches	It was agreed that this matter be deferred until investigations into the benefits arising out of the Sports Strategy, especially with regard to pitch quality, before any decision would be taken on this issue.	C Haughey	<b>Completed</b>	Y
AHC/62/2017	Disability Sports Hub Project	It was agreed to support the development of a Disability Sports Development Plan 2017-2019 and set up a Disability Sports Hub in partnership with Disability Sport NI and to consider Council signing up to a Memorandum of Understanding with Disability Sport NI in order to accept the new Hub equipment and thereafter develop a 2 year	C Haughey	<b>In progress</b>	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		<p>development plan and increase access to sports for less abled.</p> <p>It was recommended that the training fund for the equipment of £1900 which was to be provided by the Council that should have been noted in the report was agreed.</p> <p>It was also agreed to ensure the Hub equipment was transferable across the District.</p>			
AHC/63/2017	Expression of Interest Regards Leasing Council Land	<p>It was agreed to approve the public adverts for the Expression of Interest in line with NMDDC lease/sale policy and to approve the officer's recommendation.</p> <p>It was agreed that any submissions would be evaluated by the Administration Department to ensure their business case sets out how sports clubs would deliver on the rights of all existing users.</p>	C Haughey	<b>In progress</b>	N
AHC/65/2017	Macmillan Cancer Support Project	<p>It was agreed to submit the application and letter of support to the Macmillan Move More Project 2017-2020, in order to improve the quality of life for people living with cancer in Newry, Mourne and Down District and to consider recommendations as outlined</p>	C Haughey	<b>In progress</b>	N



Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		<p>below:</p> <ul style="list-style-type: none"> <li>• The Council agreed to submit the application for the partnership of Move More programme with Macmillan Cancer Support for Newry, Mourne and Down</li> <li>• The Council to approve the letter of support to Macmillan approving to be the lead partner for this project</li> <li>• If the application for the 3 year funded programme was successful then allow officers to proceed and internally recruit the coordinator post, to commence the programme from September 2017 to September 2020.</li> </ul>			
AHC/66/2017	Affordable Warmth Scheme Update	<p>It was agreed to write to the Permanent Secretary at the Department for Communities to express concerns with the current situation regarding Affordable Warmth Scheme.</p> <p>It was also agreed to amend the letter to make it known to the Permanent Secretary that a cut had been expected however not as severe as what was implemented and asked for the reasons behind this severity.</p>	E Devlin	<b>Complete</b>	Y

**ACTION SHEET ARISING FROM AHC MEETING HELD ON 15 MAY 2017**

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
AHC/71/2017	Community Centre Review	Findings of Stage 2 Community Centre Review approved. Proceed with implementation of Stage 3	J McCann	<b>Actioned</b>	Y
AHC/72/2017	Community Support Loans	Officers recommendations approved.  Investigate whether community organisations could as part of their match funding element of the grant, complete ground works or other aspects of the build.	J McCann	<b>Ongoing</b>	N
AHC/74/2017	Financial Assistance	Fund applications in call one for 2017-18 period approved.  Financial Assistance call 2 (subject to the confirmation of budgets) approved.  Breakdown of the grants by themes and DEA to be provided.	J McCabe  J McCabe  J Hillen	<b>Actioned</b>	Y

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
AHC/75/2017	Mourne Mountain Adventure and Rescue 116	Agreement given to donate the registration fees from Mourne Mountain Adventure 2017 to the Irish Coastguard in memory of Rescue 116.	S Fearon	Ongoing	N
AHC/76/2017	Indoor Leisure Staff Training Days	Agreement given to target known dates throughout the year where customer throughput was lower than average and allow up to 2 closure days per year per facility for staff training.	K Gordon	In progress	N
AHC/77/2017	Press Advertisement for Sandsa – Online Funding	Information sessions approved as follows:  15 June – Newry Arts Centre 12 June – Kilkeel Bowling Pavilion 13 June – Downpatrick Golf Club	P Power	In progress	N
AHC/78/2017	Service Level Agreement with Drinking Water Inspectorate	Signing of the SLA with Drinking Water Inspectorate agreed.	E Devlin	Complete	Y
AHC/79/2017	Funding Request from Sustainable NI	Agreement given to provide funding to Sustainable NI and to sign the SLA.	S McEldowney	Complete	Y

### Active and Healthy Communities Committee

<b>Date</b>	<b>Suggested start time (subject to agreement)</b>	<b>Location</b>
19 June 2017	6.00pm	Commedagh Room, Downshire Civic Centre
21 August 2017	6.00pm	Commedagh Room, Downshire Civic Centre
18 September 2017	6.00pm	Commedagh Room, Downshire Civic Centre
16 October 2017	6.00pm	Commedagh Room, Downshire Civic Centre
20 November 2017	6.00pm	Commedagh Room, Downshire Civic Centre
18 December 2017	6.00pm	Commedagh Room, Downshire Civic Centre
22 January 2018	6.00pm	Commedagh Room, Downshire Civic Centre
19 February 2018	6.00pm	Commedagh Room, Downshire Civic Centre
<b>22 March 2018</b>	<b>6.00pm</b>	<b>Commedagh Room, Downshire Civic Centre</b>
23 April 2018	6.00pm	Commedagh Room, Downshire Civic Centre
21 May 2018	6.00pm	Commedagh Room, Downshire Civic Centre

<b>Report to:</b>	Active and Healthy Communities Committee
<b>Date of Meeting:</b>	19 June 2017
<b>Subject:</b>	Directorate Business Plan 2017 - 2018
<b>Reporting Officer (Including Job Title):</b>	Michael Lipsett Director of Active & Healthy Communities
<b>Contact Officer (Including Job Title):</b>	Michael Lipsett Director of Active & Healthy Communities

**Decisions required:**

Members are asked to note the contents of the report

- **For noting only**

<b>1.0</b>	<b>Purpose and Background:</b>
1.1	Please find attached Directorate Business Plan 2017 – 2018 in Appendix A.
<b>2.0</b>	<b>Key issues:</b>
2.1	Not Applicable
<b>3.0</b>	<b>Recommendations:</b>
3.1	For Noting only
<b>4.0</b>	<b>Resource implications</b>
4.1	Not Applicable
<b>5.0</b>	<b>Equality and good relations implications:</b>
5.1	Not Applicable
<b>6.0</b>	<b>Appendices</b>
	Directorate Business Plan 2017 - 2018

# Active & Healthy Communities

**Directorate Business Plan  
2017-2018**



Comhairle Ceantair  
**an Iúir, Mhúrn  
agus an Dúin**

**Newry, Mourne  
and Down**  
District Council

## Directorate Business Plan 2017-18

14

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## 1.0 Introduction

1.1 The Active and Healthy Communities Directorate is responsible for developing Leisure and Sporting Facilities, Health and Wellbeing Programmes and Community Engagement structures across the district. The Directorate has overall responsibility for the management of Safety and Good Relations and performs a lead role in promoting sustainability within the Council and across the district. It is also responsible for all the statutory functions in relation to the Environmental Health Service. In addition to our specific duties, the directorate will:

- Continue to support the implementation of the Community Plan via input at operational, thematic and strategic levels
- Implement new structure as part of transformation process
- Harmonise policies and procedures to ensure consistency and equality of service for leisure facilities
- Work with local Health Trusts and PHA to support improved Health and Wellbeing outcomes
- Link with other Council Departments with complementing services and events
- Incorporate Ballyward area into departmental workloads
- Respond to consultations as required
- Align processes to ensure more effective targeting of council resources and external funding opportunities
- Oversee the maximisation of funding opportunities

1.2 The directorate is responsible for the delivery of the following:

### 1.2.1 Leisure & Sport

#### **Leisure and Recreation**

- Provide and operate high quality leisure facilities
- Develop policies and services with a common theme of increasing participation in leisure, recreation and sporting activities
- Develop indoor leisure infrastructure

#### **Parks and Open Spaces**

- Develop and manage outdoor leisure facilities including parks, open spaces, playparks and sports facilities
- Promote the use of outdoor leisure facilities
- Develop outdoor leisure infrastructure



### **Sports Development**

- Develop policies and undertake outreach activities to advance the development of sport and in particular to target minority sports
- Establish and develop sports development partnerships
- Develop and participate in regional, sub regional and cross border sports partnerships

## **1.2.2 Health & Well Being**

### **Environmental Health**

- Protect the environment of our district and the health of those people who live, work and visit it by carrying out the following statutory functions:
  - Food Safety
  - Health & Safety at Work
  - Public Health Nuisances
  - Housing
  - Environmental Protection
  - Planning Consultations
  - Local Air Quality Management
  - Consumer Protection

### **Sustainability**

- Promote Sustainability within the organisation and the wider community
- Manage and improve the efficiency of the Council's energy usage and promote the use of renewable energy across the district
- Develop and deliver environmental and sustainability education programmes to the community
- Delivery of the Council's responsibility for Biodiversity
- Facilitate the Council's Sustainable Development and Climate Change Standing Forum

### **Health Improvement**

- Create awareness of healthy lifestyles choices and ill health prevention
- Oversee the Directorate's participation in health promotion and well being through effective partnership working
- Deliver Home Safety and Home Accident prevention programmes
- Organise and deliver health educational programmes
- Deliver programmes to reduce fuel poverty

### 1.2.3 Community Engagement

#### **Engagement and Community Development**

- Enable communities participation in the shaping and designing of policies and services
- Strengthen community cohesion through good relations programmes and activities
- Invest in the skills and knowledge resources that enable Communities to engage with us
- Build community capacity empowering local people to effect change within their communities by directly supporting Neighbourhood Renewal programmes
- Develop community infrastructure through District Electoral Area Forums, engaging with communities on a wide range of local issues. Manage and operate PCSP to address crime, fear of crime and anti-social behaviour across the district
- Consult and engage with the local community on issues that impact on policing and community safety and prepare plans for how these can be tackled
- Enhance community safety through the implementation of safety related programmes and interventions, monitor the performance of the police and work to gain the co-operation of the public in preventing crime
- Build and sustain positive relationships through community dialogue with marginalised groups

#### **Strategic Programmes**

- Enable social inclusion & engage with local groups and stakeholders in the public, private, community and voluntary sectors
- Develop specific policies and programmes on safe/shared spaces, community cohesion, diversity and respect
- Manage and operate a Peace IV partnership to deliver a wide range of projects and support initiatives across the district.
- Maximise opportunities to implement other European funded interventions
- Develop policies to deliver financial assistance and other support to community and voluntary bodies against agreed performance targets
- Develop, manage and implement programmes and projects linked to the Social Investment Fund, as well as proactively maximising all areas of external funding for the District.
- Facilitate the District's regeneration by assisting in the delivery of outcomes-focused programmes and projects such as the Rural Development Programme

#### **Community Services, Facilities & Events**

- Provide and operate high quality community facilities
- Develop policies and services with a common theme of increasing participation in community activities
- Develop community infrastructure and work with local organisations to deliver council funded community capital projects and those which have been externally funded and supported
- Explore partnership opportunities in joint provision to ensure sustainability of community services
- Support community events
- Improve access to council services

## 2.0 Background

- 2.1 The Corporate Plan sets out in strategic terms what the Council intends to achieve over the lifetime of the Council (2015-19). In doing so, it guides our own activities and how we as a department allocate the resources at our disposal.
- 2.2 Whilst the Corporate Plan focuses on issues which cut across the organisation and are strategic in nature, the Directorate Business Plan is more focused on the operational delivery of those issues, as well as associated services which are provided on an on-going and continual basis.
- 2.3 This plan describes how the Active & Healthy Communities Directorate's proposed actions and targets for the year 2017-18 complement those in the Corporate Plan by explicitly linking directorate activity with the desired outcomes of the Corporate Plan. It is also the basis upon which the directorate is managed by the Active & Healthy Communities Committee and the Directorate Management Team.

### 2.4 Review of Performance during 2016/17

#### **2.4.1 OUR COMMUNITY – COMMUNITY DEVELOPMENT, ENGAGEMENT AND SUPPORT**

In 2016 a draft version of the District's first ever Community Plan was published for public consultation. Developed in partnership with a range of key partners, including local community groups, other public service providers and other key stakeholders, this Plan sets out to improve key outcomes for local people in relation to a broad range of health and well-being, environmental, economic and social issues. In early 2017/2018 draft delivery plans will also be published which will set out how everyone can work together towards achieving the same goals.

In 2016 working closely with the community, the department established 7 District Electoral Area (DEA) Fora across the District in Crotlieve, Downpatrick, Mourne, Newry, Rowallane, Slieve Croob and Slieve Gullion. Over this period DEAs held 20 public meetings and developed 7 multi-faceted DEA Action Plans. To support this work, the Council developed a Community Engagement Strategy.

The Department also initiated an audit of Community Centres to examine how Council supports communities through provision of community facilities and a revision of policies and procedures was commenced to ensure equitable service provision across communities. Throughout the year the department proactively engaged with communities on potential changes to programmes such as Neighbourhood Renewal. Logistical support was provided to 187 Community Groups in the period April-December 2016 to assist in running of community events.

53 programmes were delivered through Policing, Community and Safety, Neighbourhood Renewal and Good Relations specifically designed to engage with those most marginalised in our communities. Projects were delivered to make people feel safer in homes, such as the Locks and Bolts Schemes, with over 440 homes visited. A Community Safety Warden Scheme was initiated in main town centres.

Directorate Business Plan 2017-18

The department also formed the Peace IV Partnership and Partner Delivery Agents. They will oversee the implementation of the Peace IV Action Plan.

All actions within the Investment for Health/Health Inequalities Locality Plan were implemented.

### **2.4.2 LEISURE/SPORT**

In delivering on its commitment to develop the health and wellbeing of its citizens the department undertook a review of outdoor leisure services provision.

During this time a new Play Strategy and a new Sports Facilities Strategy were developed for the District. The implementation of the Play Strategy and Sports Facility Strategy will help the Council meet one of its key Corporate Objectives of improving Health and Wellbeing by providing quality facilities for all of our citizens to take part in healthy recreational activities.

### **2.4.3 FINANCIAL ASSISTANCE SUPPORTING OUR COMMUNITIES**

The department provided a wide range of financial assistance to its communities in many ways and through many programmes.

During this period the department drew down over £2 million in external funding for the development and roll out of community engagement programmes. These vital funds assisted in the running of a number of key initiatives including:

- community education programmes
- health promotion initiatives
- youth programmes such as Driving to Success which aims to help our young people drive for career progression
- community outdoor pursuits
- Inter-cultural forums to promote dialogue and discussion
- front line advice services and support.

Under the Council's Financial Assistance Call 1 which addressed the areas of arts and culture, summer schemes, capital, community engagement, sports development and community events the department provided funding of £539,067 to 172 applicants. Under Financial Assistance Call 2 which addressed the areas of PCSP and Good Relations the Department provided funding of £34,500 to 46 applicants.

Under Financial Assistance Call 3 which addressed the areas of Down your Street and Christmas the department provided funding of £78,081.90 to 41 applicants.

In summary, under Financial Assistance 2016/2017 the Council provided £651,648.90 to 259 applicants.

Information demonstrating the financial assistance provided during 2016/2017 is detailed in the Appendices.

The departments allocation of funding grants to communities under its Financial Assistance Call issued February-March 2017 equates to £1.34 million.

Financial assistance was also provided towards the operation of 46 community centres.

The department was appointed as lead partner of a £2.6 million Social Investment Fund Programme.

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#### **2.4.4 CAPITAL SCHEMES**

The department supported an ambitious capital programme during 2016/2017 and delivered on a number of major capital schemes throughout the district.

- 1 The construction of Newry Leisure Centre Phase 2 is ongoing and the old Newry swimming pool is currently being demolished.
- 2 The construction of Down Leisure Centre has commenced. When completed, both these major projects will demonstrate a capital investment of £36 million in this district providing two state of the art leisure facilities for everyone.
- 3 Other Capital Schemes completed include Crossgar Play park replacement equipment Burren Village Green and Carginagh Road Playing Field extension to car park.

#### **2.4.5 CORPORATE INITIATIVES**

- 4 Other initiatives delivered by the Department during 2016 included the implementation across the district of the 100% funded Department of the Communities Affordable Warmth Scheme with the Council completing 409 affordable warmth surveys from April 2016 – January 2017.
- 5 A new mandatory Food Hygiene Rating Scheme was rolled out throughout the area with 1336 establishments included in the scheme.

### **2.5 Key actions from Corporate Plan for 2017/18**

#### **2.5.1 OUR COMMUNITY – COMMUNITY DEVELOPMENT, ENGAGEMENT AND SUPPORT**

The department will continue to work closely with its many stakeholders on delivering the Community Plan, working together towards achieving the same goals.

This year the department will undertake a review through each of the 7 DEAs on the delivery of objectives within each DEA Action Plan. It will continue to support the implementation of the Community Plan via input at operational, thematic and strategic levels.

Department will finalise Stage II of the Community Centre Effectiveness Review and agree the Terms of Reference for Stages III and IV to determine priorities for Year 3 of the Community Engagement Plan.

The department is will assist to develop multi-agency action plans following consultation to support enhanced service delivery with key community stakeholders and design a comprehensive capacity building programme to develop sustainable skills base at community level.

Department will review policies and related procedures to effectively support and build capacity of communities in the delivery of community events and it will continue to support mechanisms to undertake dialogue with identified marginalised groups in the District.

Statutory responsibility in terms of Policing and Community Safety will continue to be implemented.

The department will deliver on the £4.5 million funding under European Union Peace IV Programme available for projects to promote positive relations between people of different communities and backgrounds.

### **2.5.2 LEISURE/SPORT**

The department will undertake the recommendations of the Play Strategy Year 1 and Sports Facilities Strategy Year 1 including capital works. It will audit leisure activities programmes in outdoor facilities. The transition from Newry Sports Centre to the new Newry Leisure Centre will happen with the new Centre opening in 2017. A separate marketing and leisure sub brand will be developed.

Leisure services will be modernised using improved use of information technology and the new sports association for the district will be developed.

The department will develop an Activity Promotion and Development Plan with a range of partnerships to meet corporate objectives. It will deliver activity programmes targeting obesity and diabetes and implement a programme of events to target citizens not engaged in any form of leisure activity.

### **2.53 CAPITAL SCHEMES**

The department will continue to roll out key capital schemes throughout the District in 2017/2018 as follows.-

Department will complete the construction of the Newry Leisure Centre Complex and continue construction of Downpatrick Leisure Centre, both schemes representing a combined investment of £36 million.

Department will develop a play park at Mayobridge and implement upgrades to play parks in Camlough, Castlewellan, Killyleagh, Meigh and Newcastle, bowling pavilions in Newcastle and Warrenpoint, Sports Pavilions at Ardglass, Dunleath and Bann Road, Ardglass football pitch, Carlingford Park kickabout area as well as tennis facilities across the District.

Castle Park Boating Lake in Newcastle will be dredged.

Saintfield Community Hub will be progressed in 2017/2018 with the development of a Community Centre, indoor 3G and a 2G Hockey/Multi Use Pitches

Community facilities will be developed at Ballynahinch.

The Department will develop a Multi Purpose Games Areas (MUGAs) strategy to complement the Council's Sports Facilities and Play Strategies.

The department will implement its lead partner role for the £2.7million Social Investment "Work It" Programme.

Department will lead on a proposed Community Hub for Warrenpoint and Council Officials are meeting with the local Community Association to progress this exciting development.

## 3.0 Purpose & Values

### 3.1 Purpose

- 3.1.1 The Active & Healthy Communities Directorate's primary purpose is to develop, implement and monitor key corporate (strategic) frameworks to support improved leisure, sport, health and well-being outcomes, improve environmental education across the district, and build positive relations to develop communities that deliver improved outcomes within their local areas.
- 3.1.2 The bulk of departmental activity is aligned with three of the Council's strategic objectives: "By 2019, we will have improved and supported health and wellbeing outcomes, protected our natural and built environment, with improved empowerment and capacity within our community".
- 3.1.3 There are other important Council strategic objectives where the department makes a significant contribution. More detailed information is provided in Sections 5.0 (Alignment with the Corporate Plan) and 6.0 (Key Actions) of this Plan.

### 3.2 Values

- 3.2.1 The Department adheres to the Council's values which state:

Citizen Focused	We will actively encourage citizen and community engagement, as well as be a listening and responsive Council.
Accountable	We will make decisions based on an objective assessment of need and operate in a transparent way as well as openly reporting on our performance.
Collaborative	We will actively encourage and pursue working in partnership at all levels to deliver for our District.
Sustainable	We will take into account the social, economic and environmental impacts of our decisions on current and future generations.
Fairness	We will proactively target actions at those who are marginalised in our community.

- 3.2.2 We are also committed to delivering on the promotion of equality and diversity in accordance with our statutory requirements as laid out in Section 75 of The Northern Ireland Act (2008).

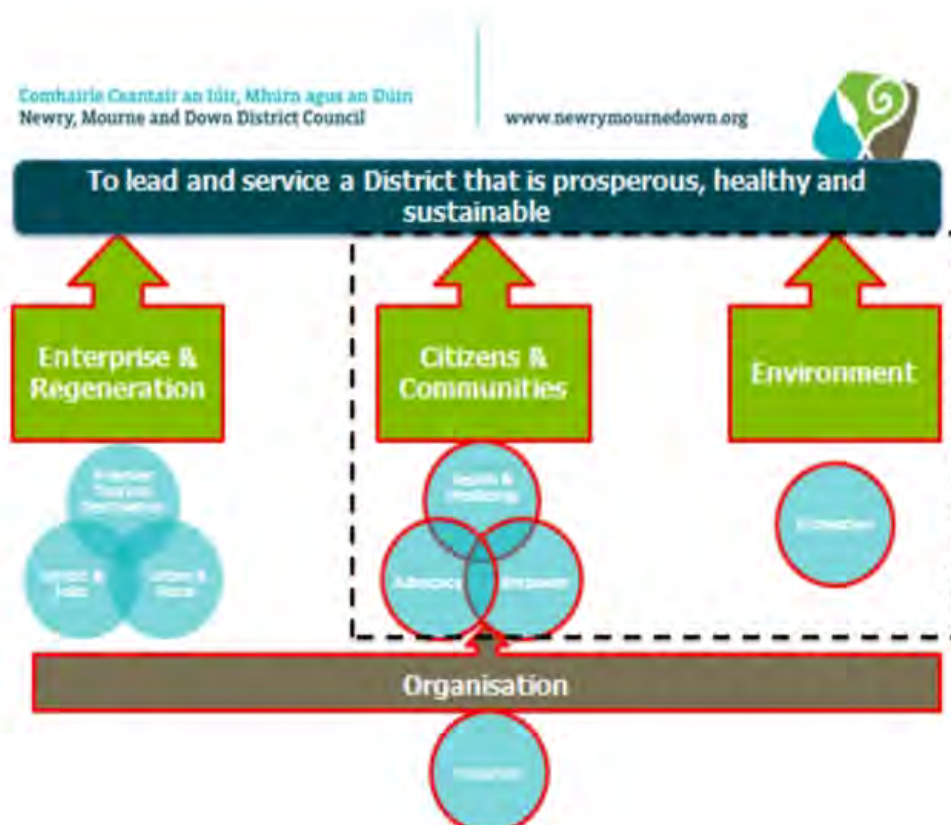
## 4.0 Challenges & Opportunities

- 4.1 The Active & Healthy Communities Directorate was established in December 2014, as part of the organisational design of the new Council, to centralise the management of a number of existing Council functions as well as new powers which were transferred to the Council on the 1 April 2015.
- 4.2 It is still in its developmental stage, however over the course of this financial year, the directorate will continue to develop the necessary structures, policies, processes and systems to deliver strategic improvement across the organisation, specifically in the areas of Leisure & Sport, Health and Wellbeing, Community Engagement, Environmental Health, Safety and Good Relations and the Strategic Programmes Unit. Changes in the internal and external environment will continue to impact upon the operations of the Directorate.
- 4.3 The various (internal and external) challenges and opportunities for the department are summarised as follows:
- **Management** – successfully establishing the new directorate in terms of its structure, governance and internal processes.
  - **Resources** – identifying and securing the financial and non-financial resources needed for the directorate to drive healthy and sustainable communities.
  - **Structure** – implementation of new departmental structure to ensure delivery of the corporate objectives and to meet the challenge of corporate restructuring and transfer of new or emerging services.
  - **Legislation** – ensuring corporate legislative compliance in respect of key statutory obligations, including Equality (Section 75), Performance Improvement as well as Community Planning which augments existing service delivery.
  - **Community Planning** – developing partnerships that will deliver local area based plans to deliver on the Council's Community Plan.
  - **Performance Management** – continually monitoring and reviewing the department's performance, highlighting areas of high performance as well as identifying areas for intervention.
  - **Transformation & Improvement** – successfully developing and implementing a transformational programme of change that drives out the efficiencies and improvements that both members and the public demand.
  - **Property & Land Assets** – successfully developing and implementing the necessary frameworks, policies and processes to support the effective and efficient management of the department's estate.
  - **Safety & Good Relations** – successfully developing programmes and initiatives which provide a good quality of life for young and old, especially for those groups who may need more support than others, and securing better outcomes for all. To deliver more cohesive communities which are actively engaged in civic life and where people live safe from crime and disorder.



## 5.0 Alignment with the Corporate Plan (2015-19)

- 5.1 The Active & Healthy Communities Directorate contributes to the achievement of the following Council strategic objectives (as represented in the strategy map below):



- 5.2 This is reflected in a combination of the management of specific programmes and projects, as well as the delivery of business as usual services. Further alignment is demonstrated by the strategic read-across in Table 1 Objectives, Actions and Indicators which summarises the key directorate actions that will support the realisation of the Council's strategic objectives.
- 5.3 More specific information concerning the key directorate actions during 2017-18 is provided in Section 6.0

5.4 The Directorates Objectives are set out in the table below:-

<b>Corporate Objectives</b>
<p><b><u>We will have:-</u></b></p> <ul style="list-style-type: none"> <li>• Supported improved Health &amp; Wellbeing outcomes</li> <li>• Protected our natural and built environment</li> <li>• Advocated on your behalf specifically in relation to those issues which really matter to you</li> <li>• Transformed and modernised the Council, providing accessible as well as value for money services</li> <li>• Empowered and improved the capacity of our communities</li> </ul>
<b>Directorate Objectives</b>
<ol style="list-style-type: none"> <li>1. Promote increased levels of activity</li> <li>2. Develop targeted programmes to support improved health and wellbeing outcomes</li> <li>3. Promote Sustainability within the organisation and the wider community</li> <li>4. Deliver the Directorate statutory requirements</li> <li>5. Identify efficiencies and increase effectiveness in service delivery</li> <li>6. Improve the accessibility of services, facilities and programmes</li> <li>7. Create a strong community base to improve empowerment and capacity within our communities</li> <li>8. Ensure the views of our community are fully represented</li> </ol>
<b>Performance Indicators – Performance Improvement Plan 2017-2018</b>
<ul style="list-style-type: none"> <li>• 4% increase in the number participants using all indoor leisure facilities by March 2018, reaching a 29% increase by 2020-21</li> </ul>

## Directorate Business Plan 2017-18

- 5-6% year on year increase in the number of participants using Newry Leisure Centre
- 9% increase in the number of participants using Downpatrick Leisure Centre by 2018-19, reaching a 72% increase by 2019-20
- Level of user satisfaction with selected indoor leisure facilities
- Increase in the number of children and young people engaged in Community Play initiatives
  
- Number of meetings, events and capacity building programmes, including attendance levels and participation evaluation
- The effectiveness of Council run community engagement structures in facilitating stakeholder participation
- Increase in the number of Neighbourhood Watch Schemes
- Number of beneficiaries of the 'Good Morning, Good Neighbour' and 'Home Secure' schemes and the percentage who feel safer in their homes
- Number and percentage of financial assistance projects funded and successfully delivered

## Directorate Business Plan 2017-18

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**Leisure & Sport**

<b>Key Actions</b>	<b>Directorate objectives</b>	<b>Measure</b>
Undertake Recommendations of Play Strategy Year 1 including capital works	1,6	Completed by March 2018
Undertake Recommendations of Sports Facilities Strategy Year 1 including capital works	1,6	Completed by March 2018
Develop Activity Promotion and Development Plan to meet corporate objectives with a range of partnerships	1,2,6	Completed by September 2017
Audit of leisure activities programmes in outdoor facilities	2,3,6	Completed by June 2017 Pending (date TBC) Tier 5 resources
Undertake transition from Newry Sports Centre to new Newry Leisure Centre	1,6	Completed by August 2017
Undertake transition at new Down Leisure Centre	1,6	Completed by February 2018
Development of marketing and separate leisure sub brand	5,6	Completed by June 2017
To modernise leisure service using improved use of ICT	5,6	Completed by June 2017
Review of outdoor leisure service provision	1,5,6	Commence by March 2017
Further develop and implement SANDSA	6,7,8	Agree SLA by March 2018

**Health and Wellbeing**

<b>Key Actions</b>	<b>Directorate objectives</b>	<b>Measure</b>
Carry out statutory functions in relation to Food Safety, Health and Safety at Work, Public Health and Housing, Environmental Protection and Consumer Protection	4	Annual Report Sept 2017
Implement all actions within Investing for Health/Health Inequalities Locality Plan	2,6,7	Completed by March 2018
Carry out Home safety visits for over 65s and under 5s as per Plan targets	6	250 per annum
Implement DfC Affordable Warmth scheme across district	3,6	501 surveys by March 2018
Support 'Live Here Love Here/Down Your Street' programme and associated financial assistance scheme	3,6,7	By March 2018
Develop and publish local Biodiversity Action Plan for the new council area.	3,4	Completed by Dec 2017
Promote the creation of Newry, Mourne and Down as a 'Fairtrade' District	3,8	Completed by March 2018

## Directorate Business Plan 2017-18

Represent Council on Newry, Mourne and Down Integrated Care Partnerships	6,8	Attend 6 meetings per annum
Deliver environmental and sustainability education programmes	3,6	150 per annum
Facilitate Sustainability and Climate Change Standing Forum	3,4,5	4 Meetings per annum
Lead and implement the Collaborative Action for the Natura Network (CANN) INTERREG VA project.	3,7	Commenced January 2017
Progress joint funding application with RSPB for Red Kite Project.	3, 7	Commenced January 2017
Develop Newry Mourne and Down Age Friendly Strategic Alliance	2,6,7,8	Quarterly reports.
Develop Newry Mourne and Down Wellbeing Strategy	1,2,6	Completed end of March 2018

**Community Engagement**

Key Actions	Directorate objectives	Measure
Finalise Stage II of Community Centre Effectiveness Review	6,7,8	Stage II completed by March 2018
Identify opportunities to proactively engage with communities on potential changes to programmes such as neighbourhood renewal	2,6,7,8	Quarterly Partnership Meetings
Undertake a review, through each DEA of progress relating to objectives contained within Fora Action Plans	1,2,3,4,5,6,7	Reviewed Action Plans March 2018
Continue to support communities through the provision of grant aid	2,6,7	2 Financial Assistance Calls annually
Undertake a review of Financial Assistance processes	2,6,7,8	Review complete by Sept 2017
Review of policies and procedures to ensure equitable service provision across Community Engagement	6,7,8	2 Policies reviewed per annum
Establish a Peace IV partnership and develop and initiate implementation of a multi-faceted plan for the District	2,6,7,8	Agreed plan by Sept 2017
Develop and implement a good relations programme	2,6,7,8	Delivery of 20 initiatives by March 2018
Design and roll out a comprehensive capacity building programme to develop sustainable skills base at community level	3,7	Agreed programme by September 2017
Full implementation of statutory responsibilities in relation to Policing and Community Safety	4,7,8	Annual Report to Dept of Justice & NI Policing Board

## Directorate Business Plan 2017-18

Continue to support communities in the delivery of community events	6,7	Annual report
To facilitate dialogue with identified marginalised groups in the District	7,8	4 per annum
Implement a programme of events to target citizens not engaged in any form of community activity	2,6,7	4 per annum
Continue to work in partnership to develop and support community capital projects	2,6,7,8	1 per annum
Implementing programmes and capital projects linked to the Social Investment Fund	2,6,7,8	Progression of capital projects Delivery of 'Work It' Programmes
Support the implementation and delivery of the Rural Development Programme across the District	2,6,7,8	Ongoing promotion of RDP

## 6.4 Strategies &amp; Development Plans

	Reporting Period	Status
Department Business Plan		
Community Centre Effectiveness Review	March 2018	
Local Biodiversity action plan	March 2018	
Play Strategy	Annually	
Sports Facilities Strategy	Annually	
Air Quality Management Action Plan	Annually	
PCSP Action Plan	Annually	
Food service plan	Annually	
7 DEA Action Plans	Annually	
Wellbeing Strategy	March 2018	

## 7.0 Directorate Structure

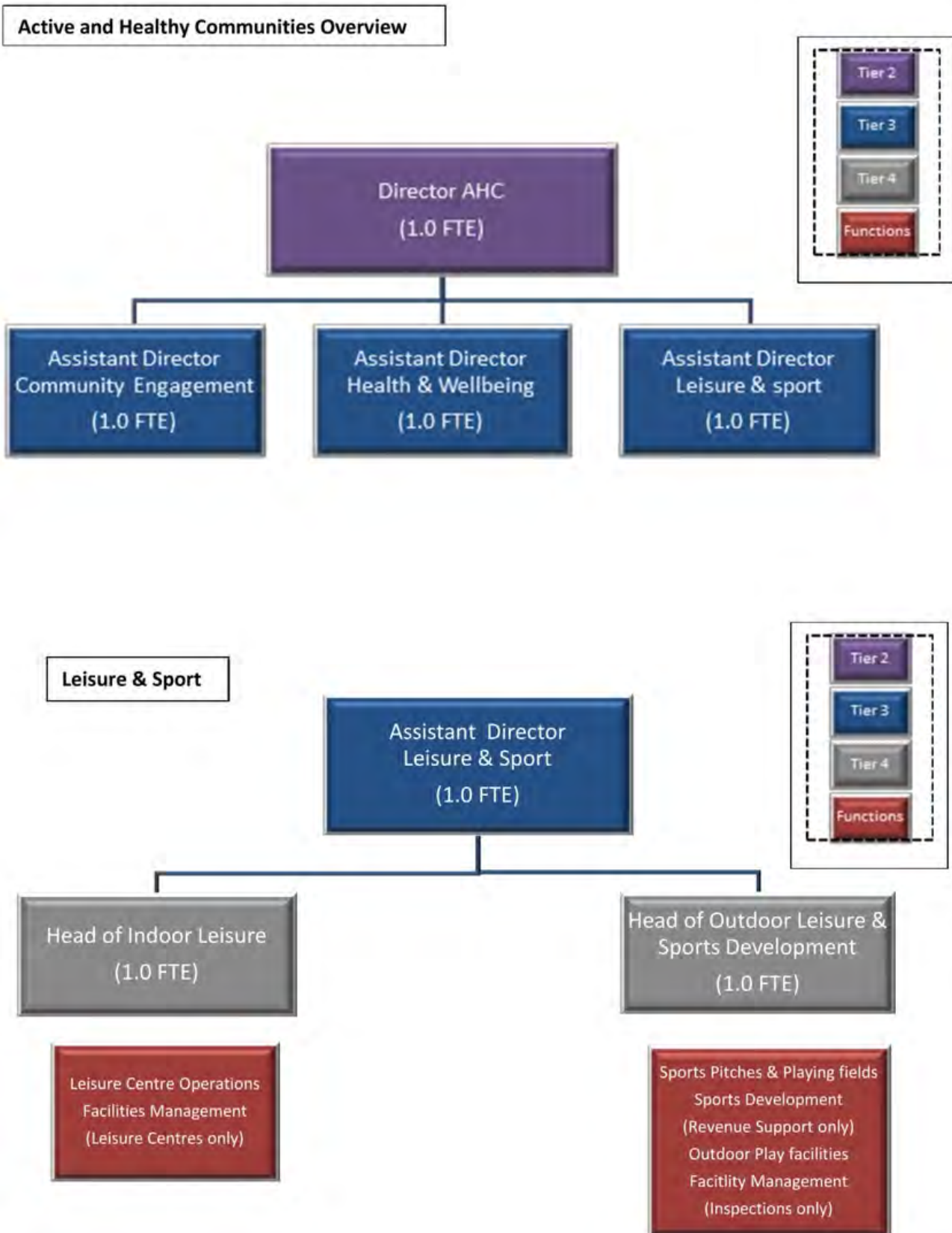
7.1 The Active & Healthy Communities Directorate is one of four service Departments, which together comprise the management structure of the Council. The management structure of the Council is set out in Figure 1 and the Directorate it is set out in figure 2.

7.2 Figure 1 – Council Management Structure



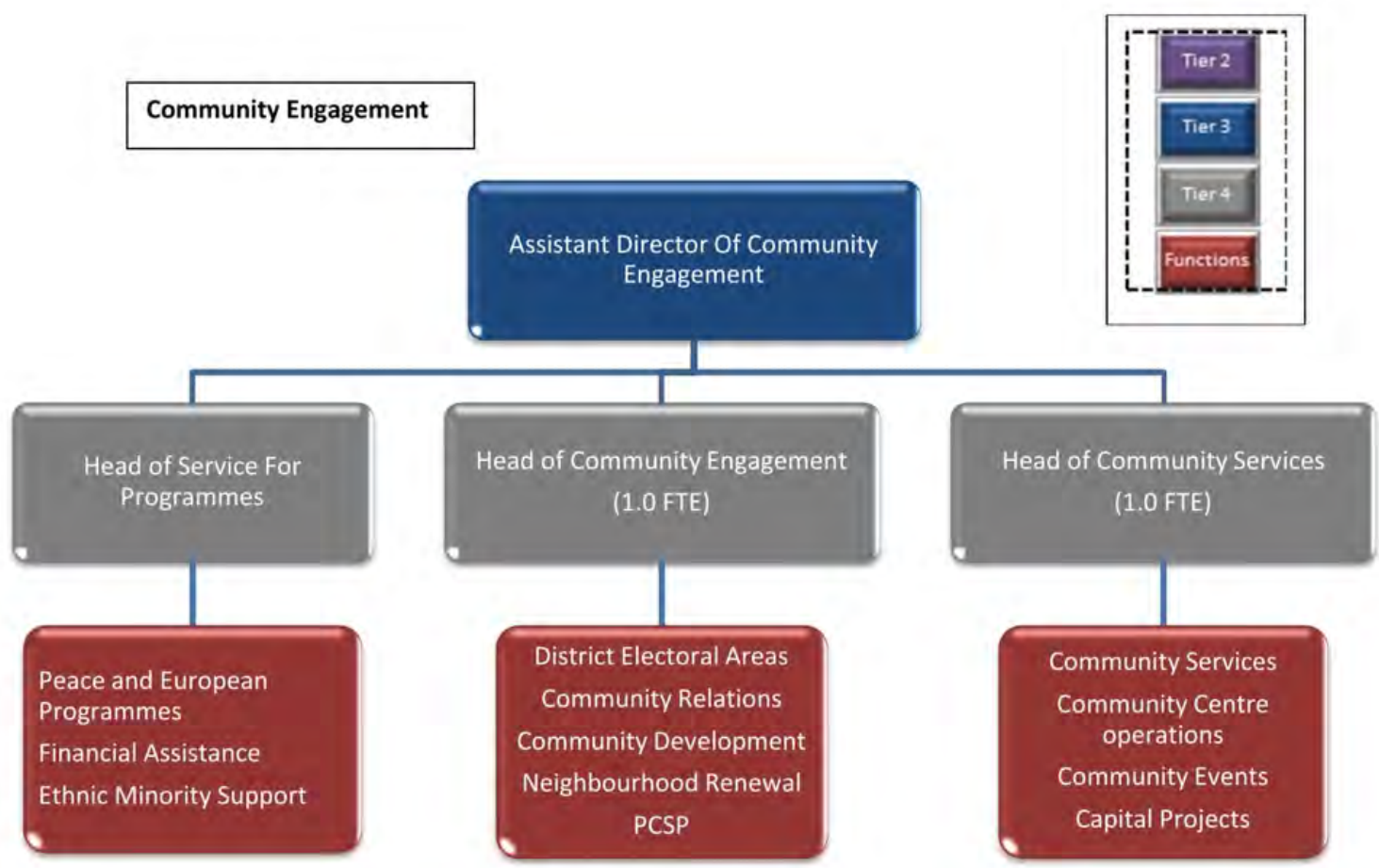
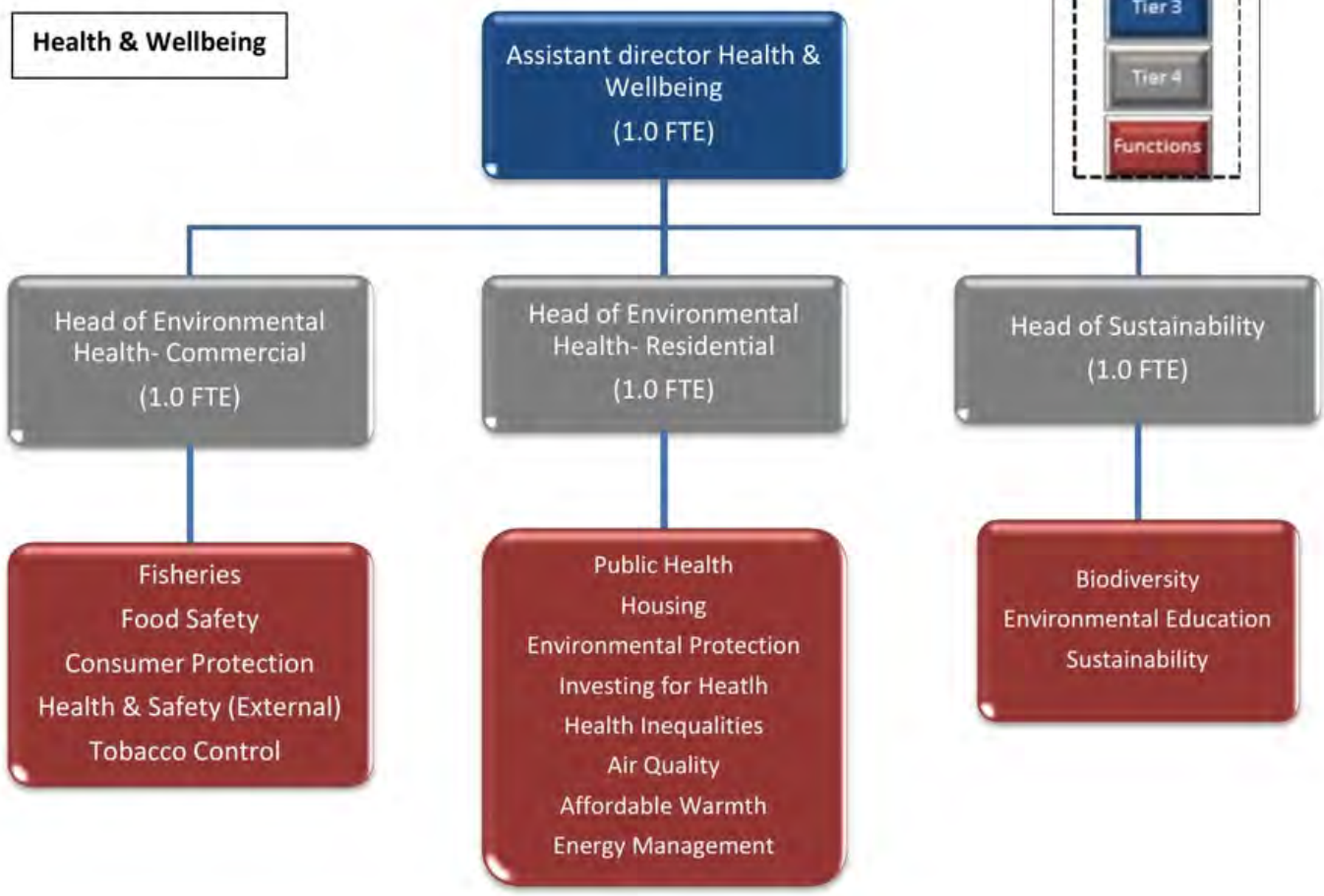
Directorate Business Plan 2017-18

7.3 Figure 2 - Directorate Management Structure





Directorate Business Plan 2017-18



Directorate Business Plan 2017-18

**8.0 Financial Information**

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Entity	2018 Income	Expenditure	Net Cost
Active & Health Communities Director	4,049,242	11,829,588	(7,780,346)
Community Engagment	1,634,145	3,812,925,	(2,177,780)
TBC	1,634,145	3,812,925,	(2,177,780)
Health & Wellbeing	304,400	2,019,337	(1,714,937)
TBC	304,400	2,019,337	(1,714,937)
Leisure & Sport	2,109,697	5,997,327	(3,887,630)
TBC	2,109,697	5,997,327	(3,887,630)

## 9.0 Political Governance

### **Active & Healthy Committee**

Chairman: Councillor William Walker

Vice-Chairman: Councillor David Taylor

Councillors:

- Councillor Patrick Brown
- Councillor Stephen Burns
- Councillor Terry Andrews
- Councillor Sean Doran
- Councillor Cadogan Enright
- Councillor Gillian Fitzpatrick
- Councillor Valeria Harte
- Councillor Liz Kimmins
- Councillor Kate Loughran
- Councillor Andrew McMurray
- Councillor Barra O'Muirí
- Councillor Brian Quinn
- Councillor John Tranior

Directorate Business Plan 2017-18

## Ag freastal ar an Dún agus Ard Mhacha Theas Serving Down and South Armagh

0300 013 2233 (Council)  
0300 200 7830 (Planning)  
council@nmandd.org  
www.newrymournedown.org

### **Oifig an Iúir Newry Office**

O'Hagan House Monaghan Row  
Newry  
BT35 8DJ

### **Oifig Dhún Pádraig Downpatrick Office**

Downshire Civic Centre  
Downshire Estate, Ardglass Road  
Downpatrick  
BT30 6GQ

<b>Report to:</b>	Active & Healthy Communities
<b>Date of Meeting:</b>	19 June 2017
<b>Subject:</b>	Financial Assistance Review
<b>Reporting Officer (Including Job Title):</b>	Janine Hillen Assistant Director: Community Engagement
<b>Contact Officer (Including Job Title):</b>	Justyna McCabe Head of Service: Strategic Programmes Unit

### Decisions required:

- Members to note the recommendations contained with the report and provide:
- Approval to implement interim, short-term and long-term solutions as per Appendix A. The short-term solutions are for immediate implementation in Call 2.
- Approval to introduce the Grant Management System as per the Business Case (Appendix C)
- Approval for Financial Assistance Call 2 (subject to funding).

<b>1.0</b>	<b>Purpose and Background:</b>
1.1	<p><u>Review of Financial Assistance Process</u></p> <p>Council is in the third year of the Financial Assistance process developed after the merger of Legacy Down Council and Newry and Mourne District Council in 2015. A number of issues have been raised by the community, elected members and Council Officers in relation to the current process, and the Programmes Unit have undertaken a review to address these ongoing issues.</p> <p>Appendix 1 gives the background to the review, Appendix A details interim, short- term and long-term recommendations and Appendix B presents a Business Case for the introduction of an online Grants Management System.</p> <p>The recommended changes to the current Financial Assistance process will have impact on the Financial Assistance Policies and Procedures which will be reviewed accordingly.</p> <p><u>Online Grant Management System</u></p> <p>In order to reduce costs, increase efficiencies and improve funding outcomes, it is recommended that the current paper-based system be replaced with an online system.</p> <p>The Online Grant Manager system greatly simplifies the completion;</p>

1.2	<p>submission and processing of grant applications. Intuitive web forms are used to guide and assist applicants. When applications are submitted information is readily available to approvers and facilitates comprehensive reporting showing distribution of funds and financial information. The current status of any grant application can be viewed instantly by both applicants and administrators.</p> <p>To-date 5 of the 11 Councils are utilising this system and some of the benefits are listed in the Business Case.</p> <p><u>Call 2</u></p> <p>It is proposed that Call 2 open on 26 June 2017 and close on 1 August 2017 under the following themes:</p> <ul style="list-style-type: none"> <li>• Christmas Illuminations</li> <li>• Good Relations</li> <li>• PCSP</li> <li>• Sports Development (subject to funding)</li> </ul>
<b>2.0</b>	<b>Key issues:</b>
2.1	<ul style="list-style-type: none"> <li>• The introduction of an online system promotes many benefits for Council in the provision of its grant aid programmes.</li> <li>• The proposal to purchase the online system was tabled at SMT in December 2016 and it was agreed to hold the report and recommendation subject to provision in the rates estimates and the alignment of the grant system with the IT Infrastructure.</li> <li>• Similar to other NI Councils the procurement of this system can be sourced direct without the need to go through a quotation/tender exercise, via Crown Commercial services G-Cloud which has already procurement approved suppliers.</li> </ul>
<b>3.0</b>	<b>Recommendations:</b>
3.1	<ul style="list-style-type: none"> <li>• Approval to implement interim, short-term and long-term solutions as per Appendix A. The short-term solutions are for immediate implementation in Call 2.</li> <li>• Approval to introduce the Grant Management System as per the Business Case (Appendix C)</li> <li>• Approval for Financial Assistance Call 2 (subject to funding).</li> </ul>
<b>4.0</b>	<b>Resource implications:</b>
4.1	<p>Cost of online Grant Management System as per the Business Case (Appendix B) which will be covered within the current FA budget.</p>

<b>5.0</b>	<b>Equality and good relations implications:</b>
5.1	There is an inclusion of equality and good relations within the applications and the process is underpinned by Equality and Good Relations principles.
<b>6.0</b>	<b>Appendices</b>
	Appendix 1 Financial Assistance Review Appendix A Financial Assistance Review Recommendations Appendix B Business Case for Online Grant Management System

## APPENDIX 1: Financial Assistance Review May 2017

**Background**

Legacy Down Council and Legacy Newry and Mourne Council merged in 2015. As part of this merger the newly formed Newry, Mourne and Down District Council developed a new financial assistance process which is currently under review.

The Council have to-date delivered three years of Financial Assistance covering the following themes:

**2015-2016****Call 1 themes:**

- Sports Development
- Community Support Programme (including small scale Environmental Schemes)
- Major/Minor Events and Festivals (including Christmas Illumination Events)
- Economic Development and Tourism
- Culture (inc Arts, Museum, Irish Language and Ulster Scots)
- Summer Play Schemes
- Small Grants
- Good Relations

**Call 2 themes:**

- Capital Community Sports and Recreation
- Community Festivals

**Call 3 themes:**

- Decade of Centenaries

**2016-2017****Call 1 themes:**

- Capital Community Sports and Recreation
- Major/minor events including tourism and community festivals (including potential DCAL funding).
- Summer Schemes
- Active Healthy Communities
- Arts and Culture

**Call 2 themes:**

- PCSP
- Good Relations

**Call 3 themes:**

- Christmas
- Down Your Street – Live Here Love Here



## APPENDIX 1: Financial Assistance Review May 2017

The **2017-2018** Call is currently being processed, themes have been included:

- Capital Community
- Capital Sports
- Down Your Street – Live Here Love Here
- Major/minor events including tourism and community festivals
- Summer Schemes
- Active Healthy Communities – Sports Development
- Active Healthy Communities – Community Engagement
- Arts and Culture
- Sports Facility Feasibility Studies

Call 2 themes will include:

- Good Relations
- PCSP
- Sports Development (Subject to funding)
- Christmas Illumination and events

### **Financial Assistance Aim:**

The aim of the financial assistance is to support organisations and projects for any purpose which in the Council's opinion are in the interests of, and will bring direct benefit to:

- (a) the Council;
- (b) the district or any part of our district;
- (c) the inhabitants of our district or any part of our district.

The Financial Assistance grants assist the Council in its civic leadership role and also enable it to fulfil its strategic objectives through the provision of financial assistance from its rates and through other funding sources streamed through the Council.

### **Financial Assistance review:**

The review process is an opportunity to evaluate ongoing issues arising in the community as well as Council administration.

The following methods have been used to collate the information included in the review process report:

1. Feedback from attendees during three workshops held in March 2017.
2. Ongoing feedback received from groups, DEA Officers and Councillors.
3. In house meeting with Council staff to review and evaluate process.

Attached is a table (Appendix A) outlining existing issues that have arisen with both the Applicants and Administrators of the Grants. Short-term, long-term and interim solutions have been outlined.

A business case for an online grants system (Appendix B) has also been made available for review it highlights additional benefits a grants system would have when administering community grants annually.

## Appendix A Financial Assistance Review Recommendations

Applicants – Issues Arising	Short Term Solution	Interim Solutions (Continue to implement short term solutions)	Long Term Solutions	Additional Resources Required
Attaching information for Basic Eligibility checklist (forgetting information) also requires a large amount of documentation as groups have to attach separate sets for each application.	Keep the process the same, DEA Officers raise and awareness throughout the Summer with local groups once again highlighting the process and addressing how to complete the application form and pass stage 1 and 2.	<p>Review application form and reduce items required at Stage 1 Basic Eligibility and allow one set of supporting documentation with multiple applications.</p> <p>Investigate whether a declaration section which would allow applicants to declare that supporting documentation is in place, without having to submit a hard copy would comply with governance requirements.</p>	Online application through which Documents only need to be uploaded once and reviewed annually.	<p><b>Short term:</b> Groups to attend DEA Officers co-ordination meetings for information.</p> <p><b>Interim:</b> Revise application form to be reviewed by Legal Advisors to ensure it is sufficient and approved by Council.</p> <p><b>Long Term:</b> Grant Management System Training workshops with Community Groups.</p>
Council recognising preliminary works/in kind contributions by groups as potential match funding			To be reviewed on condition that the organisation (or individual) providing the service or product can provide the evidence of the costs.	<p><b>Interim:</b> To be reviewed. Seek advice from other Councils.</p> <p><b>Long Term:</b> To be reviewed</p>
		Plan for Call 1 to be		<b>Interim:</b>

Time frame of Calls are inconsistent and fall late in the financial year.		advertised by Feb 18 and LOO's to be issued by March 2018.		Departments to inform Programmes Unit of themes, budgets by end of December 2017 (at the outset of each year). Application forms must include the inclusion of 'subject to funding available'.
Mistakes being made on the section of dates to-from (mistakes being made which fails the project under Basic Eligibility).	DEA Officers raise and awareness throughout the Summer with local groups Review application form and reduce items required at Stage 1 Basic Eligibility.	As per short term recommendations.	Online system through which applicant cannot progress if outside of required dates.	<b>Short term:</b> Groups to attend DEA co-ordinator meetings for information. Revise application form to be reviewed by Legal Advisors to ensure it is sufficient.  <b>Long Term:</b> Grant Management System Training workshops with Community Groups.
Repetitive questions in particularly in section 2 and 3 of the application form.		Review application forms condense questions under section 2 and section 3.	Incorporate interim measures into online system if approved.	<b>Interim:</b> Revise application form to be reviewed by Legal Advisors to ensure it is sufficient.
Lack of understanding in how to answer the questions appropriately.		Provide a short narrative in the guidance explaining how the applicant should	Incorporate interim measures into online system if approved.	<b>Interim:</b> Revise application form to be reviewed by Legal Advisors to ensure it is

		answer the questions.		sufficient.
Not getting full amount of funding requested.			Implement the guidance noting that all projects will be scored and ranked.	<b>Long Term:</b> Training workshops with Community Groups.
Cashflow issues in relation to project delivery for small scale revenue projects	Revision of the advance policy to allow projects to claim up to 80% of the total amount issued.			<b>Short Term</b> Revise application form to be reviewed by Legal Advisors to ensure it is sufficient and approved by Council.
Confusion regarding eligibility of expenditure under all themes. Limited detail regarding some themes making it difficult to answer the question under 2.5.	Have a standard template for definitions of themes to include the following details: Aim, Objective, Threshold, Eligible/Ineligible expenditure			<b>Short Term:</b> All Departments to review theme detail eligibility of expenditure for inclusion in guidance.
Verification of claims, additional information is required before claims can be processed i.e. evidence of insurance (information not sought at application stage).		Outline all documents that will be required to verify claims, either in the application form or LOO to ensure all groups are aware of the requirements. Investigate options to		<b>Interim:</b> Revise application form to be reviewed by Legal Advisors to ensure it is sufficient and approved by Council.

		allow groups to sign a disclaimer form indicating that all items are in place.		
Term of grant aid being restricted to within the current financial year		To be reviewed	To be reviewed	<p><b>Interim:</b> To be reviewed</p> <p><b>Long Term:</b> To be reviewed</p>
<b>Administration – Issues Arising</b>				
Having to copy/scan applications for assessment panels has severe resource implications no time, personnel and overheads.		Revise application process to allow one set of supporting documents for multiple applications.	Scoring can occur online therefore no paper documentation required.	<p><b>Interim:</b> Revise application form to be reviewed by Legal Advisors to ensure it is sufficient.</p> <p><b>Long Term:</b> Grant Management System Training workshops with Community Groups.</p>
Assessment panels using paper and having to manually transfer to excel documents.			Scoring can occur online therefore can be completed remotely with no additional paper documents required.	<p><b>Long Term:</b> Grant Management System Training workshops with Community Groups.</p>
Issuing Letters of Offer (internal administration)			Online system through which LOO's are issued	<p><b>Long Term:</b> Grant Management System</p>

			via e-mail.	Training workshops with Community Groups.
Insufficient methods to evaluate and monitor project delivery.	Addition of evaluation form to be included in Call 1 LOO's. All groups required to return with their claim form.	Addition of evaluation form to be included in Call 1/Call 2 LOO's. All groups required to return with their claim form.	Online monitoring section developed to allow Council to record actual targets met vs intended.	<p><b>Short term:</b> Inclusion of condition in Call 1 LOO's.</p> <p><b>Long Term:</b> Grant Management System Training workshops with Community Groups.</p>
Financial claiming process - (Time-frame for making claims)	Reminder to groups through DEA co-ordinators meetings, claims must be submitted within 6 weeks of project completion.	Revise application to highlight that claims will must be received no more than 6 weeks after their project takes place and can not be processed after April (end of financial year).	Online system to send monthly e-mails requesting prompt claims.	<p><b>Short term:</b> Groups to attend DEA Officers co-ordination meetings for information.</p> <p><b>Interim:</b> Revise application form to be reviewed by Legal Advisors to ensure it is sufficient.</p> <p><b>Long Term:</b> Grant Management System Training workshops with Community Groups.</p>
Panel member's conflict of interest.	All panel members must sign a conflict of interest form and must	Review make up of panel. Departments to identify 2 panel members and one		<p><b>Short Term:</b> Use of Councils existing Conflict of Interest form.</p>

	leave the room during assessment is an associated group.	person from Programmes Unit,		<b>Interim:</b> Each Department to nominate 2 Officers and agree panel members and dates.
0-12 scoring may be streamlined for ease of assessment.			Revise scoring system in line with other Councils.	<b>Long Term:</b> Seek advice from other Councils, Council Procurement department and Council Legal Department.

## **Appendix B Business Case for Online Grant Manager**

### **Background**

The Council has had several public calls for its Financial Assistance programme using the traditional hard copy paper application process which tends to tie-up significant resources in staff time and file archiving. Having to copy/scan applications for assessment panels and manually transfer information to excel documents has severe resource implications on time, personnel and overheads.

For applicant organisations, the current paper-based system can be complex. It requires a large amount of documentation as groups have to attach separate sets of documents for each application. Mistakes are made which fail the projects under Basic Eligibility.

The process involves huge volumes of paper, resubmission of handwritten data (sometimes illegible) into spreadsheets, locating applications and checking and double checking for mistakes.

### **Common problems and frustrations faced**

- Lack of user friendliness – external
- Lack of user friendliness - internal
- Inefficiency

### **Objective of implementing a new process**

For all of the reasons identified above, organisations that administer grants are increasingly seeking a solution that benefits both the applicants and the awarding organisations.

Organisations want to reduce costs, increase efficiencies and improve funding outcomes through the implementation of Grant Management software which would replace current arrangements for managing grant applications.

With a well-designed and intuitive interface, Grant Manager takes care of much of the work which was previously manual with applicants being prompted and assisted throughout the application process.

### **Benefits**

To date 5 of the 11 Councils are utilising this system and here are some of the benefits found to date:



- For applicants it makes the application process easier as it provides them with prompts and they are assisted throughout the process. This in addition will save on staff resources which are currently taken up assisting applicants with the process.
- Documents only need to be uploaded once and reviewed annually.
- Scoring can occur online therefore no paper documentation required.
- The refined and robust process utilised by Council can easily be mirrored on the system therefore making the transition easier for applicants.
- The online system eases the administrative process especially during times when there is a surge of applications. For example in Call 1 for the period 2016-17 there were 316 applications which is a significant level of paperwork to administer.
- The storage of applications is going to build into a future issue as the volume of paperwork grows each year. Through this system we will be able to store and access applications and related paperwork online therefore physically freeing up office space which can be better utilised.
- The speed of finding information and centralising all the information onto one system will improve efficiencies within the Programmes Unit therefore saving on staff time and being able to access the information more efficiently when queries arise including when staff is off site.
- The system enables staff time to be freed up to do less administrative tasks and undertake monitoring and evaluation which impacts upon our performance improvement indicators.

### **Experience of Other Councils**

The most immediate benefit was the uptake in applications. With a well-designed and intuitive front end, the increase in uptake surpassed most officers' expectations. In many cases groups were empowered to apply for multiple grants, all due to the simplicity and efficiency of Grant Manager.

Belfast City Council reported an uptake of applications on the system of 98% i.e. 98% of applications were completed and submitted online with only 2% submitted as hard copy and this has remained a consistent percentage of the amount of applications they receive online for the last 2 years.

In addition to the uptake of the new digital system the number of submissions also increased, some by as much as 80% from the previous tranche.

From the client's perspective Grant Manager enabled them to process this surge of applications in less time than before. This removed the need for those temporary staff and office spaces

that some clients had reported. Consequently Grant Assistants could focus on grant monitoring and other tasks which required their professional input.

### **Immediate cost benefits delivered by Grant Manager**

Efficiencies around admin tasks were immediate and significant. Applications could now be turned around much quicker - a benefit to all stakeholders including the applicants.

A benefit that can sometimes be overlooked is the impact on physical space. There's often a complete reduction in the required cupboard space (and archiving costs) for paper documents, so clients could make more efficient use of office space. With the improved efficiencies clients could afford to resource the monitoring element of the process much better, meaning that professional staff were getting to do the work they were trained to do, and the applicants and beneficiaries were benefiting from an improved level of service.

### **Cost**

The Grant Manager standard system costs £15,000 per annum.  
Pricing will vary based on:

- Number of users
- Any customisations required or more complex workflows.
- Creating additional grant forms

Any number of users can be created to apply for funding.

A minimum initial contract period of 12 months is required.

Subscription can be paid six monthly or annually in advance as required.

Discounts may be available for longer term contracts.

<b>Report to:</b>	Active and Healthy Communities Committee
<b>Date of Meeting:</b>	19 June 2017
<b>Subject:</b>	The SHSSB use of Crossmaglen Community Centre
<b>Reporting Officer (Including Job Title):</b>	Janine Hillen Assistant director of Community Engagement
<b>Contact Officer (Including Job Title):</b>	Julie Mc Cann Head of Community Services, Facilities and Events.

**Decisions required:**

- Councillors are asked to note the recommendations within this report in particular the reduction in income to Crossmaglen Community Centre.**

<b>1.0</b>	<b>Purpose and Background:</b>									
1.1	<p>The minutes of the meeting of 17/10/83 (below) indicate the partnership arrangements made between NM&amp;DDC, SH&amp;SSB and SELB in relation to the running costs of Crossmaglen CC. Council have continued to invoice both agencies based on the percentage figures agreed but in the last two years the Trust have not paid their proportion. In Oct 2016 the SH&amp;SSB asked for a review of this agreement as they felt that the amount of activities they provide in the centre does not warrant the amount they were paying.</p> <p>P.G.P.466/83 - CROSSMAGLEN COMMUNITY CENTRE: (REF: CC/36):</p> <p>Read: Report of Meeting with Mr. W. R. H. Carson, Chief Librarian, Southern Education and Library Board, regarding running costs etc., for Crossmaglen Community Centre, held in the Boardroom, District Council Offices, on 6th October, 1983.</p> <p>'Noted' that based on the percentages agreed for the total floor area the percentages on the running costs of the centre could be calculated as follows:-</p> <table border="0"> <tr> <td>District Council</td> <td>64%</td> <td>£15,338.80</td> </tr> <tr> <td>Southern Health &amp; Social Services</td> <td>15.77%</td> <td>3,779.58</td> </tr> <tr> <td>Southern Education &amp; Library Board</td> <td>20.23%</td> <td>4,848.50</td> </tr> </table> <p>'Noted' the cost to the Board would be £4,848.50 plus £500 rental charges bringing the grant total to £5,348.50 per annum.</p> <p>'Noted' it was also agreed in principle to have at least one representative appointed by the Board to sit on the Management Committee of the Centre.</p>	District Council	64%	£15,338.80	Southern Health & Social Services	15.77%	3,779.58	Southern Education & Library Board	20.23%	4,848.50
District Council	64%	£15,338.80								
Southern Health & Social Services	15.77%	3,779.58								
Southern Education & Library Board	20.23%	4,848.50								
<b>2.0</b>	<b>Key issues:</b>									
2.1	<p>On 2<sup>nd</sup> March 2017 LPS carried out a valuation on Crossmaglen Community Centre and have recommended a rate of £40 per full day. The SHSSB would like Council to draw up a licence agreement to be back dated to 1<sup>st</sup> April 2016 for use of the ground floor meeting room on a Friday (this recommendation is to be tabled as part of a</p>									

	<p>report for SPR committee).</p> <p>If this recommendation is agreed at SPR it should be noted that there will be a reduction in the income against Crossmaglen CC, based on use of centre for 48 weeks a year the total income would be £1,920.</p>
<b>3.0</b>	<b>Recommendations:</b>
3.1	<ul style="list-style-type: none"> <li>It is recommended to note the contents of the report in particular the reduction in income to Crossmaglen Community Centre.</li> </ul>
<b>4.0</b>	<b>Resource implications</b>
4.1	A reduction in income from the Trust will mean the council contribution towards running costs will be increased.
<b>5.0</b>	<b>Equality and good relations implications:</b>
5.1	N/A
<b>6.0</b>	<b>Appendices</b>
<b>6.1</b>	Appendix I: LPS valuation for room rental

AD/LEG/243

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## Southern Health and Social Care Trust

Estate Management Department

For the attention of Ms Janine Hillen  
Assistant Director of Community Engagement  
Newry & Mourne District Council  
O'Hagan House  
Monaghan Row  
Newry  
BT35 8DJ

2 March 2017

Our Ref: EF/CS

Your Ref:

Dear Ms Hillen

**Re: Licence Agreement Newry & Mourne District Council and  
Southern Health & Social Care Trust**

After meeting with yourselves in 2016 we agreed that the Trust as from 1<sup>st</sup> April 2016 would pay for the rooms used on a monthly basis and we would have a valuation carried out by Land & Property Services.

We are now in receipt of the valuation as follows:

Full Day	£40 (forty pounds)
Half Day	£20 (twenty pounds)
Hourly	£8 (eight pounds)

We would be obliged if you could draw up a licence agreement for use of the ground floor meeting/activity room for Fridays at the rate of £40 per day. The Trust would like to be billed on a monthly basis.

If you require any further information please do not hesitate to contact me.

I have enclosed copy of LPS valuation for ease of reference.

Yours sincerely



C Spiers  
Head of Specialist Services (Northern)  
and Property Management

Estate Management Department, Craigavon Area Hospital  
Tower Block, 68 Lurgan Road, PORTADOWN, BT63 5QQ  
Tel No: 028 3756 3702 E-mail: Colin.Spiers@southerntrust.hscni.net



**Land &  
Property  
Services.**

**Land & Property Services**

Marlborough House  
Central Way  
CRAIGAVON  
BT64 1AD

Tel: 02838320117

E-mail:

[Caroline.mcmullan@dfpni.gov.uk](mailto:Caroline.mcmullan@dfpni.gov.uk)

Colin Spiers  
Head of Estates Services and Property Management  
Estate Services  
Craigavon Area Hospital  
68 Lurgan Rd.  
Portadown  
BT63 5QQ

9<sup>th</sup> January 2017

Our reference: 7074343

Dear Colin

**Re: Rental valuation of Room at Crossmaglen Community Centre**

I refer to your instructing email dated 28<sup>th</sup> October 2016 in respect of the above and would comment as follows.

I would confirm your instructions that you wish Land & Property Services to provide Southern Heath and Social Care Trust with a rental valuation of a room at Crossmaglen Community Centre, Cardinal O'Fiaich Square, Crossmaglen, BT34 2QU

The current LPS Terms of Engagement are applicable to this report with no amendments. The Standard Terms of Engagement may be viewed on our website at this address: [http://www.dfpni.gov.uk/lps/lps\\_terms\\_of\\_engagement\\_2015.pdf](http://www.dfpni.gov.uk/lps/lps_terms_of_engagement_2015.pdf)

I trust the enclosed information meets your requirements but should you require any further clarification please do not hesitate to contact me.

Yours Faithfully

A handwritten signature in black ink, appearing to read 'C. McMullan', written over a light blue horizontal line.

Caroline McMullan MA (Hons) MSC MRICS

**VALUATION REPORT**

**Property:** Room at Crossmaglen Community Centre, Cardinal O'Fiaich Square,  
Crossmaglen, BT34 2QU

**Prepared by:** Caroline McMullan MA(Hons) MSc MRICS  
Craigavon District Office  
Marlborough House  
Central Way  
Craigavon  
BT64 1AD

**Client:** Colin Spiers  
Head of Estates Services and Property Management  
Estate Services  
Craigavon Area Hospital  
68 Lurgan Rd.  
Portadown  
BT63 5QQ

**Date:** 9<sup>th</sup> January 2017

**LPS Case Ref:** 7074343

## **1.0 Instructions and identity of the client**

Instructions have been received from Colin Spiers of Southern Health and Social Care Trust by way of letter correspondence dated 28<sup>th</sup> October 2016. The instructions stated that two rooms which are highlighted red on the floor plan provided were to be valued. The map provided had only one room highlighted, I contacted Colin Spiers who confirmed that the only area to be valued is that highlighted red on the map. The room is currently used one day a week between the hours 9.30am and 3.00pm.

## **2.0 Privacy/ Limitation on Disclosure**

This report is provided for the purposes and use of the Client. It is confidential to the Client and the Client's representatives. Land & Property Services accepts responsibility to the Client that the report has been prepared with the skill, care and diligence reasonably expected of a competent Chartered Surveyor but accepts no responsibility whatsoever to any party other than the client. Any other party who relies on the report does so at their own risk.

Neither the whole, nor any part of this report or valuation, nor any reference thereto, may be included in any published document, circular or statement, nor published in any way, nor disclosed to any third party without the prior written consent of Land & Property Services.

## **3.0 Inspection**

The property was inspected on 25<sup>th</sup> November 2016.

## **4.0 Extent of investigation**

Site inspection notes and photographs have been relied upon.

## **5.0 Nature and source of information relied on.**

Information has been provided by Southern Health and Social Care Board Trust and internal Land & Property Services records.



## 6.0 Compliance with appraisal and valuation standards

I confirm that the valuation has been prepared with the appropriate sections of the Practice Statements and United Kingdom Practice Statements contained within the RICS Valuation – Professional Standards 2014.

## 7.0 Purpose of the valuation

Southern Health and Social Trust require a rental valuation of one room at Crossmaglen Community Centre, Cardinal O'Fiaich Square, Crossmaglen, BT34 2QU

The figures provided within this report should not be used for any purpose, other than that which has been stated above, without prior written approval of Land & Property Services.

## 8.0 Property Description

The subject property is a ground floor meeting / activity room of c. 42m<sup>2</sup> located within Crossmaglen Community Centre, Cardinal O'Fiaich Square, Crossmaglen. At the time of inspection the room was set up for a capacity of c16 people. Use of the room includes all utilities and use of communal toilet facilities in the community centre

## 9.0 Basis of Valuation

The valuation has been carried out in accordance with the RICS Valuation – Professional Standards 2014 on the basis of Market Rent.

**Market Rent:** The estimated amount for which an interest in *real property* should be leased on the *valuation date* between a willing lessor and willing lessee on appropriate lease terms in an arm's length transaction, after proper marketing and where the parties had each acted knowledgeably, prudently and without compulsion.

## 10.0 Assumptions

An assumption is stated in the Glossary to the Red Book to be a 'supposition taken to be true'. Assumptions are facts, conditions or situations affecting the subject of, or approach to, a valuation that, by agreement, need not be verified by a valuer as part

of the valuation process. In undertaking our valuation I have made a number of assumptions and have relied on certain sources of information. In the event that any of these assumptions prove to be incorrect then our valuations should be reviewed. The assumptions I have made for the purposes of my valuation are referred to below.

- Service / facilities charges are included in the rent payment (i.e for heat, light, use of toilet facilities etc)

### **Repair and Condition**

In the absence of any information to the contrary, and unless otherwise stated, I have assumed that there are no abnormal ground conditions, nor archaeological remains, present which may adversely affect the current or future occupation, development or value of the property.

### **11.0 Date of Valuation**

The date of valuation is the date of inspection 25<sup>th</sup> November 2016.

The valuation reflects opinion of value as at this date. Property values are subject to fluctuation over time as market conditions may change and a valuation given on the above date may not be valid on an earlier or later date.

### **12.0 Valuation approach and reasoning**

Rents of comparable properties within Newry and Armagh have been considered when determining value.

### **13.0 Valuation**

On the basis of the foregoing, I consider that the following rates would be reasonable for the subject room;

Full day - £40 (Forty pounds)

Half day - £20 (Twenty pounds)

Hourly - £8 (Eight pounds)

#### **14.0 Status of the valuer**

This report has been prepared by Caroline McMullan MA (Hons) MSC MRICS, a registered external valuer as defined by RICS, who has the relevant skills, experience, knowledge and understanding to undertake the valuation competently.

#### **15.0 Conflict of Interest**

The undersigned has not previously had professional involvement in connection with the subject and has not previously provided valuation advice for the same client in respect of the subject property.



**Caroline McMullan MA (Hons) MSC MRICS**  
**Prepared on behalf of Land & Property Services**

<b>Report to:</b>	Active and Healthy Communities Committee
<b>Date of Meeting:</b>	19 June 2017
<b>Subject:</b>	Insurance requirements for groups using Community Centres
<b>Reporting Officer (Including Job Title):</b>	Janine Hillen Assistant Director for Community Engagement
<b>Contact Officer (Including Job Title):</b>	Julie McCann Head of Community Services, Facilities & Events

#### Decisions required:

- 1) **Members to decide whether to remove the requirement for user groups to produce evidence of £5million insurance when booking Council owned community facilities (exceptions include: educational classes/training or coaching sessions/advice services i.e. Slimming World etc)**
- 2) **Members to decide whether a minimum of £5m Public Liability & Employers Liability Insurance will be required by Community Associations managing Community Centres on Council's behalf (exceptions include Centres who plan to run activities considered High Hazard i.e. Bouncy castles/crèches/nurseries – all of which require a minimum of £10m cover)**

<b>1.0</b>	<b>Purpose and Background:</b>
1.1	<p>A number of different insurance requirements are still in place because of legacy arrangements in community centres across the District.</p> <p>Specifically; users of legacy Newry centres were asked to produce evidence of up to £5m public liability insurance and Down legacy users were not subject to this requirement.</p> <p>A number of concerns have been raised by Elected Members and community representatives, who claim this requirement is:</p> <ul style="list-style-type: none"> <li>• placing an unnecessary burden on groups booking facilities</li> <li>• additional work for Council staff making the bookings for groups</li> <li>• not equitable for legacy Newry &amp; Mourne centres</li> </ul>
<b>2.0</b>	<b>Key issues:</b>
2.1	<p>Any proposals to reduce checks on the indemnity levels of user groups will naturally result in an increased risk for Council.</p> <p>Council insurers have provided guidance on what indemnity limits should be in place for activities currently undertaken in community centres. Specifically:</p> <ul style="list-style-type: none"> <li>• <i>Employers Liability - £10,000,000 as standard</i></li> </ul>

	<ul style="list-style-type: none"> <li>• <i>Public/Products Liability – depends on the contact/nature of activities through ideally should be</i></li> <li>• <i>Low hazard – min £2,000,000 – eg meeting rooms, community/volunteer groups, market stalls, lease of shot units etc</i></li> <li>• <i>Medium hazard – min £5,000,000 – eg activities involving hot food, physical activity, minor contracts etc</i></li> <li>• <i>High hazard – min £10,000,000 – eg fairground operators, bouncy castles/inflatables/trampolines, motorised sports, water based sports, contact sports or dangerous activities, large contracts involving heat, fireworks displays etc</i></li> <li>• <i>The above limits and examples of types of activities are guidelines only – insurers would expect you take a common sense approach in order to protect the Council's interests.</i></li> </ul> <p>Following a meeting between Council Officers and Insurers it has been acknowledged that:</p> <ul style="list-style-type: none"> <li>➤ The majority of activities employed within community centres would be considered low level.</li> <li>➤ For certain, user groups it will always remain necessary for Council to ensure that adequate insurance is in place for the activities they will be undertaking on Council owned community premises. This mainly relates to advice or training services, specifically: (Educational classes, Training/coaching sessions, Advice services including weight watchers/slimming world)</li> <li>➤ Community Associations managing community centres on the council's behalf should still be required to have a minimum of £5 million public and employer's liability. A higher level of cover should be recommended for Centres running high hazard activities.</li> <li>➤ Ultimately, Council can decide the level of cover that is required for users of community centres.</li> </ul>
<b>4.0</b>	<b>Resource implications</b>
4.1	None
<b>5.0</b>	<b>Equality and good relations implications:</b>
5.1	This will ensure a more equitable approach for user groups accessing community centres across the District.
<b>6.0</b>	<b>Appendices</b>
6.1	

<b>Report to:</b>	Active and Healthy Communities Committee
<b>Date of Meeting:</b>	19 June 2017
<b>Subject:</b>	Policy and procedures for the use of play inflatables in/on council premises
<b>Reporting Officer (Including Job Title):</b>	Janine Hillen Assistant director of Community Engagement
<b>Contact Officer (Including Job Title):</b>	Julie Mc Cann Head of Community Services, Facilities and Events.

**Members note the contents of the paper and agree to:**

- **Adopt the draft Play Inflatables Policy and Procedures (Appendix 1&2)**
- **Approve the roll out of training for relevant Council staff and community/voluntary sector representatives**

<b>1.0</b>	<b>Purpose and Background:</b>
1.1	<p>The Community Engagement Section of Council established a cross departmental working group to look at the provision and use of play inflatables in Council owned premises /land and through funded events.</p> <p>Inflatable play equipment, including bouncy castles, is regularly used across Newry, Mourne and Down District Council, both indoors and outdoors. Inflatable play equipment can make a significant contribution to both the success and enjoyment of many different events and activities, but also pose potential risks to health and safety, and can expose the Council to claims liability. Thus, whilst their use is not to be deterred, it does need to be managed to ensure, so far as is reasonably practicable, that risks are minimised.</p>
<b>2.0</b>	<b>Key issues:</b>
2.1	<p>In legacy Newry play inflatables were not permitted in Council owned community centres or Town halls etc. However, a number of community centres (legacy Down) and leisure sites (both sides of the District) own bouncy castles and hire them out as part of a birthday party packages. It was further identified that no two centres were carrying out the same checks to ensure that all health and safety requirements were being met.</p> <p>This draft Policy recommends that bouncy castles should be permitted providing that all users adhere to all the health and safety guidance contained within.</p> <p>The purpose of these draft Procedures is to ensure a consistent approach in supporting council staff as well as community and voluntary</p>

	<p>organisations in the management and safe use of play inflatables.</p> <p>They have been produced to provide best practice advice on the considerations and control measures in relation to the safe use of all inflatable play equipment, whether Council owned, hired in and/or provided under contract, and are applicable to all relevant Newry, Mourne and Down DC employees and establishments (including ones owned by Council but managed by community associations).</p>
<b>3.0</b>	<b>Recommendations:</b>
3.1	<p><b>Members note the contents of the paper and agree to:</b></p> <ul style="list-style-type: none"> <li>• <b>Adopt the draft Play Inflatables Policy and Procedures (Appendix 1&amp;2)</b></li> <li>• <b>Approve the roll out of training for relevant Council staff and community/voluntary sector representatives</b></li> </ul>
<b>4.0</b>	<b>Resource implications</b>
4.1	Staff/ administration costs in relation to rolling out the training sessions.
<b>5.0</b>	<b>Equality and good relations implications:</b>
5.1	<p>The Policy for the use of play inflatables on/in Council owned properties has been screened and there is no requirement to carry out an EQIA (with no mitigating measures required).</p> <p>Council is satisfied the necessary mitigating actions are addressed within the associated procedures, and as per Council's Equality Scheme and commitment to ensure public access to information and services, appropriate and relevant documentation will be provided in alternative formats on request, where reasonably practicable.</p>
<b>6.0</b>	<b>Appendices</b>
	<p>Appendix I: Policy for the use of play inflatables in/on council properties.</p> <p>Appendix 2: Procedures for the use of play inflatables in/on council properties.</p>

## **Newry, Mourne and Down District Council**

### **PROCEDURES FOR THE SAFE USE OF PLAY INFLATABLES IN/ON COUNCIL PROPERTIES.**

#### **1.0 PURPOSE OF THE PROCEDURES**

The purpose of these procedures is to ensure a consistent approach in supporting council staff as well as community and voluntary organisations in the management and safe use of play inflatables on council properties.

Inflatable play equipment, including bouncy castles, is regularly used across Newry, Mourne and Down District Council, both indoors and outdoors. Inflatable play equipment can make a significant contribution to both the success and enjoyment of many different events and activities, but also pose potential risks to health and safety, and can expose the Council to claims liability. Thus, whilst their use is not to be deterred, it does need to be managed to ensure, so far as is reasonably practicable, that risks are minimised.

#### **2.0 AIMS OF THE PROCEDURES**

This procedure has been produced to provide best practice advice on the considerations and control measures in relation to the safe use of all inflatable play equipment, whether Council owned, hired in and/or provided under contract, and is applicable to all relevant Newry, Mourne and Down DC employees and establishments (including those which are run by local communities on the councils behalf).

The primary guidance on the safe use of inflatable play equipment is contained in the British Standard BS EN 14960:2006 Inflatable play equipment safety requirements and test methods, which came into effect in May 2007 and which, whilst not imposing a statutory duty, represents best practice.

In addition the following Health and Safety legislation also applies to the use of inflatable play equipment:

- The Health and Safety at Work (NI) Order 1978
- The Management of Health and Safety at Work Regulations (NI) 2000
- Provision and Use of Work Equipment Regulations (NI) 1993
- Fire Precautions (Workplace) Regulations (NI) 2001
- Electricity at Work Regulations (NI) 1991
- Control of Substances Hazardous to Health Regulations (NI) 2003
- Confined Spaces Regulations (NI) 1999
- Manual Handling Operations Regulations (NI) 1992.



## 3.0 SCOPE

### 3.1 Types of Inflatable:

The types of inflatable devices that will come within the scope of this guidance note will include dry inflatables for internal and/or external use, including:

- a. open-sided, often referred to as flatbeds (distinguished by their lack of walls);
- b. open-fronted, often referred to as 'castles' (these have walls on all sides except one);
- c. totally enclosed e.g. disco bouncers (all sides enclosed by an inflatable dome)

### 3.2 Applicability:

The guidance provided is to be consulted by any NM&DDC employees or community association who manage premises on the council's behalf with responsibilities for:

- a. purchasing/hiring of inflatable equipment;
- b. erecting and dismantling inflatable equipment;
- c. supervising the users of inflatable equipment; and
- d. ensuring the safe use of inflatable equipment.

## 4.0 DEFINITIONS.

- a. **Inflatable Devices:** Equipment consisting of air-filled structures designed to allow users to bounce, slide or climb on them. They are made from flexible fabric, inflated by air, and rely on air pressure to maintain shape.
- b. **Controller** – The person, organisation, responsible staff member or hirer having the overall control, including responsibility for maintenance, of the inflatable device
- c. **Operator** -The person, who must be over the age of 18, appointed by the controller to be in charge of the operation of the inflatable at any time when it is intended to be available for public use.
- d. **Attendant** - Any person, who must be over the age of 16, appointed to work under the control and direction of an operator to assist in the operation of the inflatable device. Please note where the attendant is a NM&DDC Council employee they must be aged 18 or over.

## 5.0 DUTIES OF CONTROLLERS AND OPERATORS

### 5.1 Risk Assessment:

Where any inflatable devices are to be deployed and/or used then a suitable and sufficient risk assessment must be carried out, and appropriate control measures identified and implemented to minimise risks, so far as is reasonably practicable.

A Generic Risk Assessment (GRA) for bouncy castles is attached at Appendix 1, which provides a ready template and guide, but it must be made site specific for it to be valid. Any manufacturer's information, instructions, manuals, etc. should be referred to, and applied as appropriate, when carrying out such assessments.

## 5.2 Responsibility for Risk Assessments:

Where an inflatable device is to be used and operated by NM&DDC staff then they must carry out the risk assessment, ensuring it is suitable and sufficient, and such must be reviewed if there is any reason to suspect it is no longer valid i.e. any change in circumstances.

Where non NM&DDC staff are to use/operate an inflatable device, but will do so on NM&DDC property, or on behalf of NM&DDC at an event, then it is reasonable to require that they carry out the risk assessment, but the relevant NM&DDC staff or community association who manage a council owned community facility i.e. those responsible for organising and/or controlling the event, have a duty to ensure that it is completed, that it is suitable and sufficient, that the relevant control measures are implemented, and that it is reviewed as required.

## 5.3 Checks when purchasing or hiring:

Where any inflatable play devices are to be purchased and/or hired in, including renting them as part of a package, then only reputable manufacturers/suppliers should be used (they should be registered with their local council), and you must ensure, so far as is reasonably practicable, that the inflatable device(s) comply with the current BS/EN standards for design and fire safety.

For devices manufactured after January 5th 2002, a declaration by the manufacturer that the inflatable has been manufactured to the appropriate design and in an appropriate manner must be obtained on purchase.

Before contacting potential suppliers gather all required user information to hand i.e. indoor or outdoor event, size of site, floor surface, anchor points, estimated number of users including age and heights, duration of use, etc. This should ensure the supplier can advise on the most suitable equipment. (See Appendix 2 for checklist of questions to ask suppliers)

## 6.0 INSPECTION, MAINTENANCE AND MODIFICATION

The Provision and Use of Work Equipment Regulations (NI) 1993 and BS EN 14960:2006 require that inflatable devices to be inspected at suitable intervals to ensure that safe conditions are maintained, any deterioration in the device is detected, and any appropriate remedial action is taken in good time. Details of all inspections and daily checks carried out should be recorded (this may be done in the operators manual and/or can comprise an inspection certificate).

### 6.1 Annual inspection:

Each inflatable should be thoroughly inspected at least once in every 12 months. This procedure needs to be carried out by a competent person e.g. a member of a registered inspecting body.

### 6.2 Pre- operational check sheet:

Checks should be carried out before each individual event, using the advice provided by the manufacturer in the operations manual. These should include checking that:

- The site remains suitable, with crowd control measures in place if appropriate;
- Anchorages are intact, protected where necessary, and ropes are not worn or chafed;

- The anchor system secures the inflatable device to the ground;
- There are no significant holes or rips in the fabric or seams;
- The correct blower specified for the device is being used and the air pressure is sufficient to give a reliable and firm footing;
- There are no exposed electrical contacts, there is no wear on electric cables, and plugs, sockets and switches are not damaged;
- If an internal combustion engine is used, that the fuel cap is placed firmly on the fuel tank and any reserve fuel container is suitable and remains in a safe position;
- Bolts and screws of the blower are properly secured and that robust guards are secured over the air inlet and outlet;
- The blower/inflation tube connection is in good condition and is firmly fixed to the blower; and
- The blower is positioned correctly, adequately protected or guarded and is not causing a tripping hazard. The public must not be allowed to use an inflatable until any defects identified in the daily check have been rectified.

A pre operational check sheet and annual checksheet is attached in Appendix 3 for reference. However, this list is not exhaustive and, due to potential variation between events, use and/or sites, it is imperative that the risk assessment process, as described in this guidance, is carried before the event as this should ensure that any specific risks are identified and adequately controlled.

### 6.3 Standards:

As of 30th March 2007 The European standard EN 14960:2006 has the status of a British Standard, referred to as BS EN 14960:2006 Inflatable play equipment- Safety requirements and test methods and so represents the standards (best practice) that should be met.

All inflatable play devices should have been modified, as and if required, to conform to the draft CEN 136 standard by 1st January 2005 and/ or to comply with the BS EN 14960:2006.

### 6.4 Inspection schemes:

There are 2 voluntary inspections and tagging schemes currently recognised by the Health and Safety Executive in relation to inflatable play devices, which both use the CEN 136 standard as their benchmark, these being:

**A. PIPA** Performance Inflatable Play Accreditation scheme, who inspect and tag inflatable play devices and allocate a unique reference number that stays with that piece of equipment. PIPA mainly deal with inflatables that would be found at galas, fetes, hired for use at domestic parties, etc. and they populate a website that provides details of registered suppliers, checked equipment, which can be accessed at [www.pipa.org.uk](http://www.pipa.org.uk)

**b. ADIPS**, Amusement Device Inspection Procedure Scheme, is very similar, but in the main deals more with inflatables found at traditional fairgrounds, theme parks, etc. They also have a website which can be accessed at [www.adips.co.uk](http://www.adips.co.uk)

### 6.5 Modifications:

Safety-critical modifications are those where failure of the modified component or system would lead to a significant risk of injury to public or employees. They could include changes in the operating

parameters of a device, such as changing the height restriction of users. If in doubt, take advice from a competent person. Where a safety-critical modification is made (including the replacement of a component which departs from the original design specification), the modification needs to be carefully considered. The conclusions and justifications should be recorded in the operations manual before the change is made. If a device is CE marked, alteration may invalidate the declaration of conformity and the device may need to be reassessed against the relevant standard.

## **7.0 SAFE OPERATION**

### **7.1 Anchoring/ Weighting:**

Manufacturers and Health and safety executive instructions regarding the use of anchorage points and weighting must be followed paying particular attention to applications for indoor and outdoor use.

#### **7.1.1 Outdoor Considerations Anchoring/ Weighting**

- The device is to be secured to the ground with ground stakes, where the ground is suitable.
- Some equally effective alternative methods can be used on hard standing, e.g. attaching the anchor ropes to fittings already in the ground, or to sandbags/other weights – providing they are capable of taking the load (each anchor point should have the equivalent of 163kg as per H&S guidance).
- An inflatable can be tied to a vehicle or other movable machinery, providing the vehicle or machinery is immobilised and under the control of the operator.

#### **7.1.2 Indoor Considerations for Anchoring/ Weighting**

The inflatable will not blow away when indoors, but it could move across the floor and it could overturn. An inflatable with a small base and high sidewalls is particularly prone to overturn if there are tall users and they make a concerted effort to run from side to side throwing themselves against the walls. This type of action on any small inflatable will at least cause the inflatable to move sideways of position and threatening to pull the blow-tube off of the blower. This propensity can be combated by the use of weights tied to the anchor-points, or by attaching the anchor-points to gym bars. Sideways movement can be counteracted by placing rubber mats under the inflatable. Likewise, a rubber mat must be placed under the blower to keep it still.

### **7.2 Blower Units:**

- Users of inflatables should not be able to make contact with the blower unit. A safe distance can be achieved by use of an inflation tube of at least 1.2m when positioned on a wall side and 2.5m on any open side.
- A blower unit must never be placed internally unless designed to do so.
- Special care should be taken when using operating blowers. For instruction on the safe use of Electrical and Petrol Blower refer to Appendix 4.
- Be aware of the deflation time of the structure as this will impact on the evacuation procedures in the event of a problem with the air supply, there are certain devices that can considerably increase this time, contact the manufactures for more information.
- Fitting of an auditory alarm to the blower unit should be considered to alert the operator of any failure in the fans electric (or other) power supply.

- Indoor blower units should not be used outdoors and vice versa.

### 7.3 Siting:

- The controller or operator should ensure that the inflatable device is sited well away from possible hazards such as overhead power lines or other obstacles with hazardous projections (e.g. fences). Consideration should also be given to the height of ceilings and/or ceiling protrusions.
- If the ground surface is abrasive, oily or dirty, a ground sheet should be used to prevent wear and tear of the base material.
- An inflatable should not be used when the winds, or gusts of wind, are in excess of the maximum safe wind speed specified by the manufacturer.
- The industry recommends a maximum wind speed of Force 5 on the Beaufort scale of 30-38 kph / 19-24 mph (a fresh breeze when small trees in leaf begin to sway).
- Hard landing surfaces should be adequately covered by soft landing material such as dense gym mats, or equivalent of at least 25mm thickness but not more than 125mm, for a recommended distance of at least 1.2m from the open side.
- Safety mats should be flame resistant especially when used indoors.

### 7.4 Supervision:

- The controller (person, organisation or hirer with overall control) should determine the minimum number of attendants and their positions in relation to the inflatable in order to ensure the device can be operated safely, this can be achieved through risk assessment and manufacturer's guidelines
- At least this number of attendants must be on duty at all times when the device is in operation.
- Attendants must be aged 16 or over, whilst the operator must be 18 or over. Please note where the attendant is a Newry, Mourne and Down District Council employee they must be aged 18 or over.
- The entrance/exit areas should be kept clear of onlookers so that the operator or attendant has a clear view and can ensure that users enter/exit safely;
- Operators must ensure users are kept off the device when it is being inflated or deflated.
- The device should be deflated when not in use.
- The operator and attendants should watch the activity on the inflatable constantly.
- A whistle or other signal should be used to discourage horse play and action should be taken at the first sign of any misbehaviour.
- Somersaults and rough play should not be allowed.
- It is the operator's responsibility to ensure that the equipment is not overloaded with users.
- Larger, more boisterous users should be separated from smaller ones e.g. consideration must be given to the separation of age groups.
- The number of users at any one time should be limited to allow each user enough room to play. Manufacturer's guidance should be consulted for recommended numbers and there should be separation of age groups. Numbers may need to be further restricted e.g. when being used by people with disabilities.
- Operators must ensure that people cannot gain access to the back and sides of the inflatable to grab at users through the sides, or throw objects in. Barriers may be used to prevent access to these areas.
- Unless specifically procured for their use, adults should not be allowed on the inflatable, except when the risk assessment (carried out prior to the event) identifies a need e.g. to assist an injured child or to assist an individual with a disability.  
(See appendix 5 for guidance for staff supervision)

## 7.5 Crowd Control:

- If large crowds are expected in the immediate vicinity of the inflatable, then crowd control barriers should be provided by the controller.
- Barriers should be at least 1m high and be capable of withstanding people leaning on them, or being pushed against them.

The perimeter fence should be 1.8 to 2.5 m from closed sides and 3.5 to 4.0m from the open side. The gateway should be 1.0 m wide. The method of operation drawn up by the controller should ensure that users are admitted to the inflatable in a controlled and safe manner.

- Where the public does not have access to the sides or back of the inflatable, or crowd pressures are not anticipated, then a lower standard is acceptable.

## 7.6 Rules for Users:

As a general rule, the height of the users should not exceed the height of the inflatables outside walls when the user stands on the bouncing surface. Walls of 1.8m or higher (measured from the bouncing surface) are sufficient for users of any height.

### **Operators and attendants should ensure:**

- That users remove footwear (except socks) and any other hard, sharp or dangerous objects (such as buckles, pens, purses, badges etc.);
  - Glasses are best removed;
  - Users do not consume food or drink or chew gum on the device;
  - Users do not obstruct the entrance or exit of any inflatable device;
  - Nobody plays on the step or front apron of a bouncy castle;
  - Users do not climb or hang on the walls; and
  - Users who do not conform to height restrictions are not permitted to use the device.
- (See appendix 6 for hire agreement)

## 8.0 TRAINING

The controller should ensure that all operators receive effective training in the working of the device including:

- The method of operating the device;
- Safe methods of assembly/dismantling, where applicable; and
- How to make a daily check;

The controller should ensure that all operators and attendants receive effective training in the operation of the device including:

- Safe entry/exit for users;
- Safe anchoring of the inflatable;
- Crowd control measures, and barriers;
- Measures to be taken in the event of power failure; and
- Procedures for reporting accidents, defects or breakdowns.

## 9.0 WHAT TO DO IF DEFECTS ARE FOUND

- If at any time a defect is found which could possibly lead to danger the public must not be allowed to use the device until the cause has been identified and defect remedied. This may include checking all similar components. These should be reported to centre manager if council owned or to the operator.
- If there is any doubt about continued safety, the device should not be used until a competent person has confirmed that it is safe to do so.
- Keep records of all incidents and significant defects in the operations manual, and of any action taken, which may be useful if you need to:
  - give details to HSE, your trade association, insurers, the designer, manufacturer, importer or supplier;
  - discuss the safety implications with a competent person; or
  - provide a detailed accident history to a buyer; or
  - Defend any alleged negligence, claims, etc.

## 10.0 CONSIDERATIONS FOR TOTALLY ENCLOSED BOUNCERS

**In totally enclosed structures the following additional requirements should be satisfied:**

- Signs should indicate exits, meeting the requirements of the Health and Safety (Safety Signs and Signals) Regulations 1996;
- An independent support system should be provided for any lighting, emergency lighting and loudspeaker systems;
- The electrical installation should, as a minimum, conform to the requirements of BS 7671, IEE Wiring Regulations (16th Edition);
- Structures designed to accommodate more than 15 people should have more than one exit so that the inflatable can be evacuated quickly. Deflation time should be sufficient to allow the structure to be safely evacuated;
- Emergency lights should be provided as a back-up if a lighting system is installed. The discharge period for the lighting, following supply failure should be sufficient to allow for the complete evacuation of the structure.
- Systems should be fully charged prior to use of the inflatable. Lighting should be proved each day before a totally enclosed inflatable is put into use;
- Electrical cables should be kept adequately secured away from any users or spectators; and
- Electrical equipment exposed to the weather should be protected to BS EN 60529 or be located inside a weather-proof hut or cabin.

## 11.0 SUMMARY:

Inflatable play equipment can contribute to both the development and enjoyment of users, especially children, and the use of such should be encouraged where appropriate. However, such equipment does also carry inherent risks and these should be managed, using a risk assessment approach, to ensure that they are minimised so far as is reasonably practicable.

If any controllers, operators and/or assistants, have any doubts regarding the safe use of such equipment they should contact their line manager or the Health and Safety Department without delay.

**APPENDIX 1: GENERIC RISK ASSESSMENT**

<b>ACTIVITY COVERED:</b>	<b>BOUNCY CASTLES – GENERAL</b>		
<b>Reference No:</b>	104	<b>Version:</b>	2.0

GENERAL HAZARDS	Risk Rating			Who at Risk	
	Low	Med	High	Emp	MoP
Changeable weather conditions					
Loss of pressure – failure of fabric, power to blower					
Slips, trips, falls					
Inappropriate behaviour					
Inadequate separation – age and size					
Manual handling					
Fire					
Inappropriate clothing and footwear					
Entrapment					
-----					
Electric					

<b>PRIMARY LEGISLATION/REFERENCES:</b>
Health and Safety at Work (NI) Order 1978
Management of Health and Safety at Work Regulations (NI) 2000
Puwer Regulations, Manual Handling Regs
HSE Info Sheet – Safe use and operation of Play Inflatables, including Bouncy Castles



CONTROL MEASURES	Check
<b>PLANNING:</b>	
For equipment post Jan 2002 – Declaration of Operational Compliance issued	
Number and maximum size of users to be determined from manual	
Where there are large crowds (over 50) crowd barriers to be used	
Identify and supply suitable landing mats i.e. suitable impact absorbency	
If external contractors being used ensure all relevant checks are carried out	
<b>PHYSICAL:</b>	
Ensure castle is properly anchored.	
Ensure any hard landing is covered by mats extending 1.2 metres from open side, which are adequately secured	
Blowers to be sited out of any possible contact by user and guarded if necessary	
Castle to be only used outside when wind is less than Force 5 – fresh breeze	
Ensure users remove footwear except socks and any other hard objects (pens, badges)	
Do not allow users to obstruct entrance or exits or play on step or apron.	
Keep entrance and exit areas clear of onlookers	
No climbing or hanging on to walls	
No food or drink to be consumed	
<b>MANAGERIAL/SUPERVISORY:</b>	
Ensure that correct number of attendants are supervising at all times (at least one) and/or an adult that will present throughout the period of use has responsibility for safe use	
Ensure that bouncy castle is not overloaded with users and that there is size separation	
Ensure that the castle is inspected pre use and maintained to operations manual	
Ensure defect, accident and incident reporting system is in place, including relevant remedial action	
<b>TRAINING:</b>	
General Health, Safety and Fire Induction and Refresher Training	
Effective training on assembly and dismantling, method of operation, entry and exits etc.	

Appropriate manual handling training	
First aid training as applicable	
Provide basic health and safety instruction to adults where they alone will be supervising the activity i.e. during children's birthday parties, etc.	

**SITE/TASK SPECIFIC RISK ASSESSMENT**

On each site the generic risk assessment must be validated by reviewing the specific aspects/circumstances

<b>SITE LOCATION/SPECIFIC TASK:</b>	
<b>Max number of people involved in activity:</b>	
<b>Frequency and duration of activity:</b>	

<b>Additional hazards identified (whether site or activity orientated):</b>			
<b>Additional control measures required:</b>		<b>Who to action and by when:</b>	
<b>Assessment of Remaining Risks:</b>	<b>Low</b>	<b>Medium</b>	<b>High</b>

<b>Circumstances which may require additional information:</b>

<b>Circulation of risk assessment:</b>					
Operative:		Manager / supervisor:		Dept H&S Notice Board:	
				H&S Advisor:	

<b>Assessment completed by:</b>					
Name:		Date:		Signature:	
<b>Review record:</b>					
Next review due:		Reviewed by:		Date:	

## APPENDIX 2: CONDITIONS TO BE MET WHEN HIRING A PLAY INFLATABLE.

**When enquiring about play inflatables ensure you give the potential supplier as much information as you can e.g. if it is to be an indoor/outdoor event, the size of the site, the scale of the event and the likely age of the users. This information will help the supplier to determine the appropriate play inflatable to suit your needs.**

**In addition to giving information you should ask the right questions to ensure that the supplier is providing you with equipment that is up to standard. The following questions should enable you to hire a quality product. If the hirer answers no to any of the essential criteria then they should not be hired for your event.**

Questions	Essential criteria
Is the equipment certified under PIPA, ADIPS or RPII schemes with test certificates/tags available? (within last 12 months)	
If not certified under the above scheme, when it was last subjected to a full inspection by a competent person who is recognised by an accredited third party. Documents to be provided	
If not certified under the above scheme, what interim inspections are carried out, by whom, and what evidence is available?	
Does it come with full instructions on its safe operation and/or a manufacturer's manual?	
When fully set up (including the safe distance required for the blower unit) will the inflatable still fit on my site?	
Are the inflatables and generators PATT tested	
Is the equipment clearly marked regarding limitations if use i.e. maximum number of users, user heights, etc.?	
What fault reporting procedures are in place, and what action is then taken?	
What insurance arrangements are in place (do they have public liability insurance)?	
Questions	Desirable criteria
Is the potential supplier registered with a recognised association i.e. Association of Inflatable Manufacturers, Operators, Designers, Suppliers (AIMODS) <a href="http://www.performancetextiles.org.uk">www.performancetextiles.org.uk</a> ; National association of Inflatable Hirers (NAIH) <a href="http://www.niah.co.uk">www.niah.co.uk</a> ; British Inflatable Hirers Association (BIHA) <a href="http://www.biha.co.uk">www.biha.co.uk</a> ? Note that such can usually be verified using the websites	

Note: Obtain copies of certification in advance, especially with regards to testing.

**APPENDIX 3: Pre operational check sheet**

**PLAY INFLATABLE TYPE /NAME:** - .....

**DATE OF HIRE:** - .... / .... / .....

**CUSTOMER NAME:-**.....

<b>SAFE OPERATION - SET UP CHECKS</b>			
<b>Pressure</b>	Yes	No	Action taken
Is the correct blower specified for the device being used?			
Is the air pressure sufficient to give a reliable and firm footing?			
Are bolts and screws to the blower properly secured?			
Are guards secured over the air inlet and outlet?			
Is blower inflation tube connection in good condition and firmly fixed to the blower?			
Has casing been provided over plug and socket connections to prevent accidental power loss? (Recommended)			
<b>Siting and location</b>	Yes	No	Action taken
Has structure been placed on clear area of ground e.g. free of debris/stones etc.?			
Have checks been carried out on the proximity of overhead cables, fences and trees etc.?			
Has structure been placed on flat ground? (No more than 5% gradient)			
Has maximum wind speed been checked for structure? (As per manufacturers advice)			
<b>Anchorage</b>			

Is inflatable adequately secured to the ground?	Ground stakes <input type="checkbox"/> Anchor ropes <input type="checkbox"/> Sandbags <input type="checkbox"/> Other weights <input type="checkbox"/> Other <input type="checkbox"/>		
Do anchor points pose a tripping hazard to users?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Action taken
<b>Electrical checks</b>	Yes	No	Action taken
Have electrical cables been secured away from users?			
Has a residual current device (RCD) been supplied? (Recommended)			
Are cables protected from water damage?  <i>Equipment exposed to the weather should be protected to BS EN 60529</i>			
<b>Access /egress</b>	Yes	No	Action taken
Have safety mats been provided at exits?  Hard landing surface such as grass, dense gym mats or equivalent material at least 25 mm thickness but not >125 mm, extending at least 1.2 m from the open side.			
<b>Customer safety advice</b>			
Have written safety instructions been provided to the customer including advice on supervision? Recommended	Y/N	If no has verbal advice been given? Y/N	
Has the following information been supplied to customer?  -Age of users permitted  -Maximum number of people permitted on the inflatable  Manufacturer operations manual should specify this information.	Y/N  Y/N		

Has customer been offered a demonstration? Recommended	Y/N
<b>Staff Training</b>	
Details of any staff training e.g. Safe set up and operation/Post use checks /Safety advice to customer	

<b>POST USE CHECKS</b>			
<b>Visual</b>	Yes	No	Details/Any action taken
Physical Damage e.g. to seams?			
Signs of Wear & Tear?			
Plugs, sockets and switches intact?			
Extension Leads/cabling damage free?			
Blowers and tubing damage free?			
Any exposed electrical contacts found?			

Operator :- \_\_\_\_\_

Date:- \_\_\_\_\_

Hirer- \_\_\_\_\_

Date- \_\_\_\_\_

**SAFETY AND MAINTENANCE RECORD**

**PLAY INFLATABLE NAME :-**

<b>MAINTENANCE RECORDS</b>	
<b>Repairs</b>	
Details of Repairs Required	
Details of action taken	Date inflatable deemed safe for hire .... / .... / .....
<b>Modifications or alterations</b>	
Details of modifications/alterations required.	
Are any modifications/alterations to be carried out safety critical?	Y/N  <i>If Yes Consult BS EN14960:2006 and seek advice from competent person</i>
Post modification/alteration	Date inflatable deemed safe for hire.... / .... / .....
	By Whom :- Operator <input type="checkbox"/> RPII <input type="checkbox"/> Other <input type="checkbox"/> .....
<b>Annual checks</b>	



Inflatables inspected annually by an inspector from Register of Play Inspectors (RPII)? Last inspection date ...../...../..... Certification details.....	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does the hirer conform to the PIPA Scheme? (Recommended) Tag and certificate available? ..... Details .....	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Details of Annual PAT testing carried out? .....		

Operator :-

Date:-

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**APPENDIX 4: THE SAFE USE OF ELECTRICAL AND PETROL BLOWERS**

**Safe Use of Electrical Blowers**

1. Do not use wet hands when operating electrical equipment. Make sure that your hands and the area are completely dry.
2. If you are on a hard surface the blower must stand on a mat to absorb vibrations.
3. Electric blowers cannot over-inflate a unit. They must be kept blowing all the time the inflatable is being used.
4. Electric cables must be safely routed out of children's way. Cables must be safely taped down.
5. Protect cables and electric blower by use of a circuit breaking device.
6. If using an extension cables ensure that they are fully unwound otherwise overheating may occur and melt through the cable.
7. Again, always route cables safely away from children and tape down.
8. Keep children and pets away from the electric blower when in operation.

### Safe Use of Petrol Blowers

1. Before use make a visual check to ensure the blower is undamaged i.e. there are no exposed wires or loose bolts, screws etc. and the mesh guards over the air inlet and outlet are secure and intact. Do not use if damaged.
2. Place the blower at least 1m (3ft) away from buildings or other equipment while operating it.
3. If the blower is being used on hard ground it must be placed on a mat to absorb the vibrations.
4. NEVER run the blower in an enclosed area as the exhaust gases contains poisonous carbon monoxide.
5. Operate on a level surface as spillage may result if it is tilted.
6. Do not operate with wet hands.
7. The Petrol Blower should always be surrounded by a barrier during use and not left unattended whilst children are in the area.
8. Keep children and pets away from the blower when in operation. Parts of the blower become hot during operation and there is a possibility of burns.
9. Know how to stop the blower in an emergency and understand all the controls before operation.
10. Never permit anyone to operate the blower without proper instructions.
11. The petrol level must always be checked before use, as the blower must never be refuelled when it is running or when it is hot.
12. If refuelling is required after you have started using it, leave the blower at least half an hour to cool down. A service area should be provided for the blower.
13. Refuel the cool blower in a well-ventilated area with the engine stopped.
14. Do not overfill the tank as there should be no fuel in the filler neck.
15. Ensure that the cap is replaced tightly.
16. If any fuel is spilled clean it up completely and allow the vapours to disperse before re-starting the engine.
17. Make sure that any petrol for refuelling is stored away from the blower in a secure place out of the reach of children and where it will not constitute a fire hazard.
18. The silencer becomes very hot during operation and for a while after stopping the engine. Be careful to avoid touching it at these times and leave to cool for at least 15 minutes before transporting it or packing away.
19. Do not smoke near the engine or the petrol.
20. Do not place anything on the engine as this may constitute a fire hazard.
21. Do not place flammable objects such as petrol or matches close to the engine.
22. A fire extinguisher should be available in case of fire. This must be an extinguisher suitable for petrol/engine fires i.e. Dry powder, Foam or CO<sub>2</sub>.

**APPENDIX 5: Guidance for Staff Supervision of Bouncy Castles**

Regulations for Staff supervising the Bouncy Castle.

- 1. Staff needs to be proactive and ensure that they enforce the regulations as stated on the original Bouncy Castle Guidelines. Ensure you know these regulations – copies are available from the Duty Officer in the Centre.
- 2. Staff need to make sure that those using/hiring the Bouncy Castle know that you are in the Hall to supervise the Bouncy Castle. It should be seen as good practice to do the following:-
  - (i) Introduce yourself to those hosting the Birthday Party/Event
  - (ii) Let the host know that you are there **only** to supervise the Bouncy Castle and are **not** responsible for the other activities in the hall. They need to provide supervision for other activities.
- 3. Ensure that you remain close enough to the Bouncy Castle to take evasive action quickly to prevent any dangerous situations arising. **At no time should supervising staff be more than two metres away from the front of the Bouncy Castle while the Bouncy Castle is in use.**
- 4. Always remain vigilant to potential or real dangers e.g. a small child on the Bouncy Castle with number of larger children.
- 5. Be ready to shout instructions to those using the Bouncy Castle if you notice they are doing anything potentially dangerous to themselves or others.
- 6. Ensure that you have clear and complete vision of the whole of the Bouncy Castle floor at all times. **Always remain standing** when there are four or more people on the Bouncy Castle **or** if adults are standing at the Bouncy Castle.
- 7. Ensure that the area in front of the Bouncy Castle is free of obstacles and trip hazards which may be a danger to those going on to, **or,** coming off the Bouncy Castle.
- 8. Ensure that safety mats remain in place at the front of the Bouncy Castle to protect those coming off the Bouncy Castle. Also ensure that the mats are kept clear of shoes, balls and toys etc. which are trip hazards.
- 9. Remove the fan blower’s plug when there is no one on the castle. i.e. when the children are getting food and when the activity is finished.
- 10. NEVER USE YOUR MOBILE -** As with all other times during your shift, ensure you are **not** carrying a mobile phone **or** anything else which may cause you to be distracted while carrying out your duties.

**Attendant Sign..... Date.....**

**Officer Sign..... Date.....**

## APPENDIX 6

### HIRE AGREEMENT FOR \_\_\_\_\_ CENTRE:

#### *PARTY AND BOUNCY CASTLE OPERATION/SUPERVISION*

It shall be the responsibility of the hirer (customer) in so far as is reasonably practicable, to ensure the safety of users. The hirer must convey the information contained in this document to their agent's (Helpers) prior to commencement of the booking. Council shall not accept responsibility for injury caused to any person(s) or damage caused, as a result of activities undertaken by persons attending the party. The hirer must be over 18 years of age, whilst any agent must be over 16 years of age.

Whilst a member of council staff shall be present at all times, to ensure supervision / enforce the rules of the bouncy castle, the hirer shall remain responsible for the activity, and shall ensure that a responsible member of their party supervises the castle at all times and whom should be in a position to assist the children and enforce discipline.

The following instructions should be followed as a means of minimizing the risk of injury:

#### **Operation/Supervision of bouncy castle**

Limited to a maximum of 8 children at any one time.

Children to be of similar age/size.

Children under 10 years only to use the castle.

Kids: Remove footwear (But not socks).

Remove jewellery/other sharp objects from their person.

Keep off the front apron.

Keep off side/back walls.

No horseplay/acrobatics.

5 minutes per session with a 5 minute rest period

Not lie down on the castle bed

Supervisor: Use whistle (optional)

Constant supervision required while in use

Ensure kids keep away from the compressor – (Situating at the rear of the castle)

Remove children immediately and advise a member of staff

if the castle deflates or moves away from the front matting area.

The main hall, with bouncy castle will be available for 1 hour and further to, a party eating room for 45 Minutes.

Please check availability of the party eating room if you wish to prepare the room earlier

The consumption of food and drink must be restricted to the allocated party eating room. Tables and chairs will be supplied along with bin bags for rubbish disposal. Catering facilities are not supplied.

### HIRE AGREEMENT FOR \_\_\_\_\_ CENTRE:

#### PARTY AND BOUNCY CASTLE OPERATION/SUPERVISION

**Note:** where customers wish to engage an outside agency to provide additional entertainment, i.e. clowns, face painters etc. the customer must seek permission from centre management. Said entertainers must also supply evidence of public liability insurance and a written child protection policy.

**Photography** within the centre is permitted: only where the organiser signs the relevant form (See reception to obtain same), must be within the sports hall or party room and additionally customers must have the permission of relevant parent(s)/guardian(s) to capture images of children.

**(The section below is to completed by the hirer and will be retained by reception)**

I have read and understand the information and instructions contained, and agree to abide by their requirements.

Name of Hirer \_\_\_\_\_

Tel no(s) \_\_\_\_\_ / \_\_\_\_\_

Party Time: \_\_\_\_\_ Party Date \_\_\_\_\_

Approximate number of children attending: \_\_\_\_\_

Age of children attending party, from \_\_\_\_\_ to \_\_\_\_\_

Signed (Hirer) \_\_\_\_\_ Dated \_\_\_\_\_

**NEWRY MOURNE AND DOWN DISTRICT COUNCIL  
POLICY FOR THE USE OF PLAY INFLATABLES  
ON/IN COUNCIL OWNED PROPERTIES.**

**1. Title**

The policy acknowledges that play inflatables are an important aspect of community festivals and are a source of income generation for council buildings as well as to communities running council owned community facilities.

**2. Statement**

Council approves this policy and any associated implementation as a commitment to assist communities with the safe use of play inflatables, through the provision of equipment (in some council buildings) and signposting to relevant support services including risk assessments.

**3. Aim**

The aim of this policy is to build on the Council's civic leadership role and give appropriate consideration and recognition to communities use of play inflatables as an important aspect of community engagement and capacity building within the Newry, Mourne and Down District Council area.

**4. Scope**

- 4.1 The policy applies to the use of play inflatables by council staff and by the community and voluntary sector on council property.
- 4.2 While this is a corporate policy, implementation of the policy will be primarily delivered Active and Healthy Communities Department.
- 4.3 The scope of the policy will extend to providing advice, training and equipment in some instances.

**5. Policy Owner(s)**

Director of Active and Healthy Communities  
Liam Hannaway, Chief Executive

**6. Contact details in regard of this policy are:**

Director of Active and Healthy Communities

**7. Policy Authorisation**

Committee / Council considered on \_\_\_\_\_

Committee / Council authorised on \_\_\_\_\_

### **8. Policy Effective Date**

### **9. Policy Review Date**

The policy will be reviewed in line with the Council's agreed policy review cycle i.e. every 4 years (as per Council's Equality Scheme commitment 4.31).

### **10. Implementation**

The associated implementation will be guided as per the scope of the policy and the associated procedures for the use of play inflatables in/on council premises

### **11. Equality screening**

The policy has been equality screened and it is recommended it not be subject to an equality impact assessment.





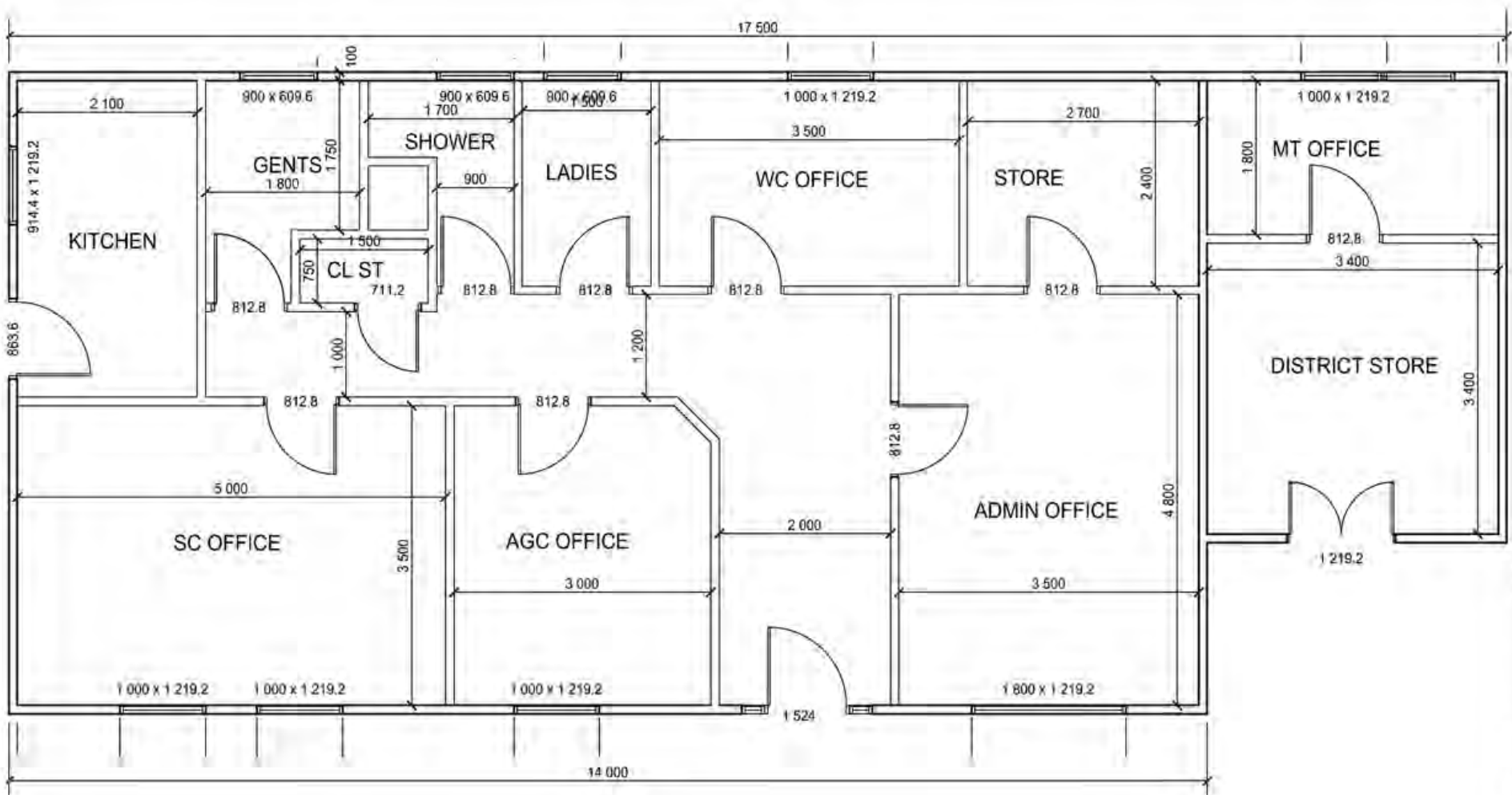
<b>Report to:</b>	Active Healthy Communities
<b>Date of Meeting:</b>	19 June 2017
<b>Subject:</b>	Proposed Community Facility for Ballykinlar
<b>Reporting Officer (Including Job Title):</b>	Michael Lipsett, Director of Active & Healthy Communities
<b>Contact Officer (Including Job Title):</b>	Aisling Rennick, Investing for Health Officer

**Decisions required:**

- **Proposed purchase of NIFRS Sectional building at a nominal fee for relocation as community facility at Ballykinlar**

<b>1.0</b>	<b>Purpose and Background:</b>
1.1	<p>The Council recognises the need to address under-provision of facilities and services in Ballykinlar. This recognition has prompted discussion around the potential to bring the redundant Kindle Primary School site back into operation as a facility that offer a level of community facility provision for the local population. The local community is represented by Ballykinlar and Tyrella Cross Community Association (established in June 2008) whose aim is <i>"to support, help and improve the lifestyle of our village and hinterlands and to help in any way all groups or individuals in the community."</i> The Association is run by volunteers who bring community issues to the attention of statutory bodies and seek to make improvements to the village.</p> <p>The association have been working with Co Down Community Network on developing capacity but have been hindered by the lack of facilities for meeting/community events/projects in the village.</p>
<b>2.0</b>	<b>Provision of Community Facility Ballykinlar</b>
2.1	<p>The Council is in the process of purchasing the site of the former Kindle Primary School from the Education Authority which would be suitable for the location of a community facility.</p> <p>The Council has the opportunity to purchase a sectional building, currently located at Strangford Road, Downpatrick from NIFRS at a nominal fee. The Building is of size 13 x 7 m along with an attached store 3m x 5.5m, overall 16 x 7m, (approximately the size of a 3 bedroom bungalow. The building is in good structural condition, has suitable kitchen and toilet provision. With some internal reconfiguration of non-structural walls along with cosmetic updating the building would be suitable for the purposes required by Ballykinlar and Tyrella CA.</p> <p>Relocation of the building would require some dismantling and reassembly works but this gives a opportunity for the Council to provide suitable community facilities in Ballykinlar at a cost which would be significantly lower than the provision of a</p>

	new build and in a much shorter timeframe.
<b>3.0</b>	<b>Recommendations:</b>
3.1	<p>Recommend: The Council proceed to purchase the NIFRS building at Stranford Road, Downpatrick at a nominal fee, subject to a structural survey and confirmation that the building is suitable for transport to Ballykinlar.</p> <p>The Council seek costings for the relocation of the building to the former Kindle Primary School site to include any necessary reassembly works, ground preparation and services provision.</p>
<b>4.0</b>	<b>Resource implications</b>
4.1	Purchase of the building at a nominal fee ie £1. The cost of relocation and enabling and reassembly works can be covered from the current Capital budget.
<b>5.0</b>	<b>Equality and good relations implications:</b>
5.1	N/A
<b>6.0</b>	<b>Appendices</b>
	Appendix I: Copy of Floor Plan of NIFRS building



DOWNPATRICK DISTRICT OFFICES

A	
DATE	REVISIONS

Estates Department  
1 Seymour Street  
Lisburn, Co Antrim  
BT27 4SX  
TEL (028)9266422  
FAX (028)9266895

STATION:  
@SD/DOWNPATRICK/DISTRICT OFFICES

ADDRESS:  
STRANGFORD ROAD,  
DOWNPATRICK,  
Co. DOWN

PROJECT:  
N/A  
N/A  
N/A

DRAWING NAME:  
GROUND FLOOR PLANS

SCALE: 1:50

DATE: July 2013 | Drawn by: *Enzo Mery*

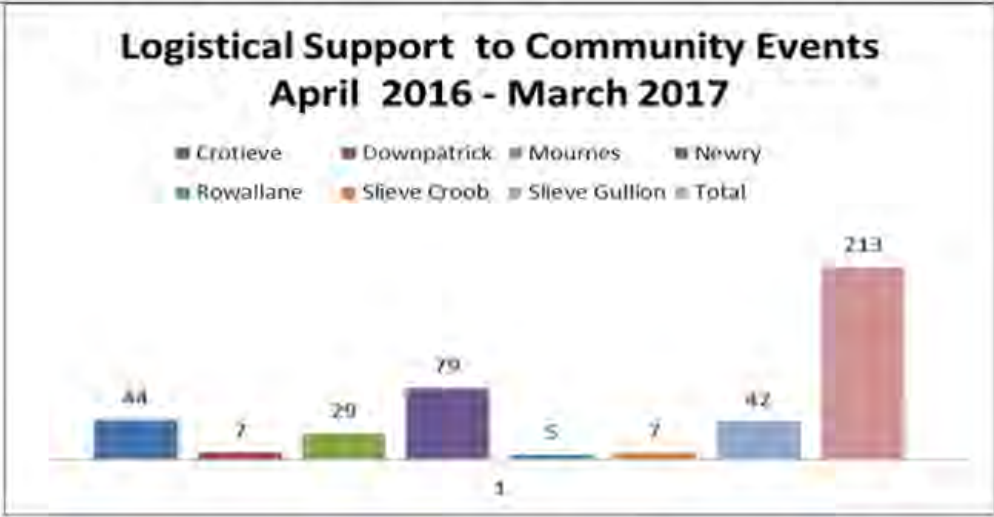
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<b>Report to:</b>	Active and Healthy Communities Committee
<b>Date of Meeting:</b>	19 June 2017
<b>Subject:</b>	Update report on logistical support for events 16/17
<b>Reporting Officer (Including Job Title):</b>	Janine Hillen Assistant director of Community Engagement
<b>Contact Officer (Including Job Title):</b>	Julie Mc Cann Head of Community Services, Facilities and Events.

**Decisions required:**

- **Members are asked to note the report.**

<b>1.0</b>	<b>Purpose and Background:</b>
1.1	<p>The Council provides logistical support to constituted community/ voluntary organisations who manage community run events throughout the District. This includes the provision of marquees, gazebos, tables, chairs and barriers.</p> <p>The Community Engagement Section oversees this provision and also chairs a cross-departmental working group that reports through the Corporate Management Team.</p> <p>This report highlights the levels of activity and current geographical spread of resources.</p>
<b>2.0</b>	<b>Key issues:</b>
2.1	<p><b>Community Events</b></p> <p>In the financial year of 2016/17 the Community Engagement Section provided the following Logistical support to Community Events;</p> <p>Total number of events supported: 213</p>



In addition, Council Officers developed a new Events Guide for use within the community and voluntary sector and rolled out three capacity building workshops with volunteers across the District.

<b>3.0</b>	<b>Recommendations:</b>
3.1	Council Officers continue to work with Community organisations to provide logistical support to community/voluntary managed events.
<b>4.0</b>	<b>Resource implications</b>
4.1	Council officers time in relation to processing requests by community/voluntary organisations and driver hours to deliver requests.
<b>5.0</b>	<b>Equality and good relations implications:</b>
5.1	The Supporting Community Events Policy and Procedures have previously been subject to an Equality Screening.
<b>6.0</b>	<b>Appendices</b>
	None

<b>Report to:</b>	Active & Healthy Communities Committee
<b>Date of Meeting:</b>	19 June 2017
<b>Subject:</b>	Peace IV Local Action Plan
<b>Reporting Officer (Including Job Title):</b>	Janine Hillen, Assistant Director
<b>Contact Officer (Including Job Title):</b>	Justyna McCabe, Programmes Unit

### Decisions required:

- Approve the recommendations of the PEACE IV Partnership to formally appoint PCSP and the Education Authority as Partner Delivery Agents.
- Minutes of Partnership meeting (January 17 and March 17) for noting.

### 1.0

#### Purpose and Background:

The Council has received a grant of £4,241,556 for its 'Beyond Tolerance' Local Action Plan. The Letter of Offer has been signed and returned and all pre-commencement conditions have been addressed. The SEUPB have not yet issued permission to start as all information in relation to all local action plans is inputted into a new on-line eMS system. Once this is completed and reviewed, permission to start will be issued and the Council will commence the delivery of the programme under three themes: Children and Young People, Shared Spaces and Services and Building Positive Relations.

Council has still an under-allocation of £537,016 and SEUPB will inform when the proposals for the under-allocated money should be re-submitted.

At the SP&R meeting in April 2016 permission was given to proceed with the appointment of the Partner Delivery Agents in line with action plan requirements.

The Partner Delivery Agents PCSP and the Education Authority submitted their proposals which were scored and approved at the last Partnership meeting on 18 May 2017.

Due to the delay with the start of the programme, a 6-month extension has been requested and approved by SEUPB until December 2020.

Three Peace Officers have been appointed (1 full-time and 2 part-time) in line with the Letter of Offer and Committee approval in December 2016.

The next Partnership meeting is scheduled for Thursday 29<sup>th</sup> June and a

	press launch of the programme is planned to coincide with the meeting.
<b>2.0</b>	<b>Key issues:</b>
2.1	Delays with the commencement of the programme and with the re-submission of proposals for the under-allocated funds may cause concern within the community.
<b>3.0</b>	<b>Recommendations:</b>
3.1	<ul style="list-style-type: none"> <li>• Approve the recommendations of the PEACE IV Partnership to formally appoint PCSP and the Education Authority as Partner Delivery Agents.</li> <li>• Minutes of Partnership meeting (January 17 and March 17) for noting.</li> </ul>
<b>4.0</b>	<b>Resource implications:</b>
4.1	Project 85% funded by the EU and 15% by the two Governments.
<b>5.0</b>	<b>Equality and good relations implications:</b>
5.1	This was undertaken as part of the application process.
<b>6.0</b>	<b>Appendices</b>
	Minutes of PEACE IV Partnership (January 2017 and March 2017)

**PEACE IV Partnership Meeting**  
**Boardroom, Monaghan Row, Newry**  
**11 January 2017**

In attendance:

- Aimee Boyd, Social Partner
- Aideen McCormicl, Education Authority
- Breige Jennings, Social Partner
- Declan Murphy, Social Partner
- Fergal O'Brien, Southern Health Service Care Trust
- Gavin Booth, Social Partner
- Helen Honeyman, Social Partner
- Martin Fahy, Education Authority
- Paul Reid, Police Service of Northern Ireland
- Cllr David Taylor, Newry, Mourne and Down District Council
- Cllr Michael Ruane, Newry, Mourne and Down District Council
- Cllr Terry Andrews, Newry, Mourne and Down District Council
- Cllr Terry Hearty, Newry, Mourne and Down District Council
- Cllr William Walker, Newry, Mourne and Down District Council

Officials in Attendance:

- Justyna McCabe, Newry, Mourne and Down District Council
- Aisling Smith, Newry, Mourne and Down District Council

**Welcome and Introductions**

Apologies were received from:

- Cllr Gillian Fitzpatrick, Newry, Mourne and Down District Council
- Eddy Curtis, Newry, Mourne and Down District Council
- Gerard Rocks, Southern Health & Social Care Trust
- Liam Hannaway, Newry, Mourne and Down District Council
- Martin McMullan, Social Partner
- Siobhan Fearon, PCSP
- Seamus Camplisson, Social Partner

Chair Cllr Michael Ruane commenced the meeting at 6:00pm and welcomed the members of the Peace IV Partnership. Cllr Ruane explained that the Programmes Manager Sonya Burns has a new job within the Department for Communities and that



Justyna McCabe would now be the lead on Peace IV. Cllr William Walker proposed that a letter be sent to Sonya commending her for all her work within the Peace Programmes and wishing her all the best for the future. This was seconded by Cllr Terry Andrews

### **Minutes of previous meeting (Copy enclosed)**

On the proposal of Cllr Terry Andrews, seconded by Cllr William Walker, it was agreed that the above minutes be adopted as a true and accurate record. All agreed.

### **Letter of Offer – Pre-commencement conditions**

Cllr Ruane introduced Justyna McCabe to give an update on the Peace IV submission. Justyna explained that the Letter of Offer was currently still in draft format and that it was with the Chief Executive of SEUPB for final approval. She noted that it should be with us soon and that she was confident there would be no major changes from the draft already received. Justyna explained the funding that had been disallowed. This included funding for the Peace garden, 2 Peace officers and 3 major events. Justyna also explained that by the 14<sup>th</sup> February 2017 Council had to fulfil the pre-commencement conditions and also submit a plan to reapply for the £537,000 that had been disallowed. The pre-commencement conditions from SEUPB were noted as follows:

1. You should submit a revised 'contact plan' to the SEUPB for approval, which should demonstrate, *inter alia*, the following:
  - a. Sustained, purposeful and meaningful contact between persons of different backgrounds in line with the objectives of the PEACE IV Programme.
  - b. The nature, duration and intensity of the cross-community activity being proposed for each of the individual initiatives/ programmes e.g. number of hours.
  - c. The minimum level of contact should be circa 6 months/ 26 hours duration for all of the activities being proposed.
  - d. The Partnership should provide the SEUPB (for approval) with finalised cross-community targets for each of the individual initiatives/ programmes.
  - e. A 'recruitment plan' to illustrate how the Partnership and/ or any appointed delivery agent(s) will meet your stipulated cross-community targets (as set out in your contact plan).

2. The cross community targets presented in the application should be viewed as a minimum and every effort should be made by the lead partner and project partners to achieve where appropriate a more equal representation from the PUL community. A revised target plan should be submitted for approval.
3. The Partnership should be aware that members of the partnership can deliver elements of the PEACE IV programme as delivery partners on a "real cost" basis. Should the Council opt for tender delivery, the relative flexibility of the programme rules would be replaced by the more rigid public procurement regulations, including the issue of managing potential conflicts of interest. If the Partnership wish to proceed with a public procurement process which may include tender bids from Partner organisations or other associated interests, the SEUPB would wish to be advised and consider the management arrangements for the potential conflict of interest.
4. For those programmes/ initiatives that involve cross-border activities, the Lead Partner should provide the SEUPB with full details on, for example, precisely what will be delivered under each, and when and where they will take place..
5. The Cross-Community and Intercultural Events Programme under Building Positive Relations has reduced from 21 to 7. The remaining budget should be utilised on more sustained and meaningful cross-community engagement. A plan detailing this activity to be submitted to SEUPB for approval.
6. A number of programmes include International Study Visits, these trips should only be funded when the project has established a real impact and need for each trip. A proposal to support these visits should be submitted, detailing need, activity, impact and cost.
7. Terms of Reference for any activity that will be delivered by external delivery agents should be forwarded to SEUPB for approval. These should contain the stipulated outputs, results, milestones and timeframes.

### **Workshop to generate project ideas for reallocation of remaining funds**

Cllr Ruane explained to the partnership that due to time constraints Justyna and other Peace IV staff had compiled a plan for the reallocation of the funds. It was noted that after approval from the Peace partnership this plan would need to go to the Committee for approval and then onto full Council meeting for further approval and therefore there this plan needed to be approved at this meeting. Justyna explained to the partnership that the plan was made up of projects that were suggested at the consultations that had been held prior to the first submission of the Peace IV Plan.

Kerri Morrow was invited to explain the action under Children and Young People addressing the issues of mental health in young men. Kerri explained that this would be a district wide action engaging with up to 500 participants. Kerri further explained that the participants would be primarily recruited through schools in the district. Cllr Hearty enquired if this would include all schools. Kerri confirmed that all schools with male pupils in the 12 – 15 year old age group would be invited to participate. Cllr Andrews asked if youth clubs and other such clubs would also be included. Kerri explained that the project would primarily focus on schools but that yes youth clubs could also be considered.

Aideen McCormick suggested that it may be beneficial under this action to liaise with the Education Authority in order to complement other projects already being run in schools.

Cllr Raune confirmed to the partnership that even though the plans were to be approved at this meeting there would still be some scope for changing certain aspects in line with recommendations from the partnership.

The reallocation of funds under the other themes were explained to the partnership. These were as follows:

- Project with Young Men – legacy of the Troubles
- Peace Garden
- Memorialisation of Tom Dunn
- Saintfield Community Centre
- Warrenpoint Active Community Garden
- Capacity Building for DEA (existing)

- Older People Good Relations Programme(existing)

Justyna confirmed that the amount of funding originally approved for the DEA forum was £5,000 but with the reallocation of funds it is proposed that there is an increase to this. Justyna also explains that this funding is for the training etc of the members of the DEA fora.

### **Approval of Projects**

On the proposal of Cllr William Walker, seconded by Cllr Terry Andrews, it was agreed that the above project ideas be submitted to SEUPB for the reallocation of the remaining funds. All agreed.

### **Any other business**

None.

### **Date of Next meeting**

Cllr Ruane thanked all the partnership members for attending and explained that a date for the next meeting would be arranged after the 14<sup>th</sup> February submission.

Councillor Michael Ruane closed the meeting at 6:40pm

**PEACE IV Partnership Meeting**  
**Boardroom, Monaghan Row, Newry**  
**Thursday 8<sup>th</sup> March 2017**

In attendance:

- Breige Jennings, Social Partner
- Martin McMullan, Social Partner
- Helen Honeyman, Social Partner
- Martin Fahy, Education Authority
- Siobhan Fearon, PCSP
- Gordon McDade, Social Partner
- Paul Yam, Social Partner
- Seamus Camplisson, Social Partner
- Cllr Michael Ruane, Newry, Mourne and Down District Council
- Cllr Patrick Brown, Newry, Mourne and Down District Council
- Cllr Terry Andrews, Newry, Mourne and Down District Council
- Cllr Terry Hearty, Newry, Mourne and Down District Council
- Cllr William Walker, Newry, Mourne and Down District Council
- Joe McMinn, Police Service of Northern Ireland

Officials in Attendance:

- Justyna McCabe, Newry, Mourne and Down District Council
- Aisling Smith, Newry, Mourne and Down District Council

**Welcome and Introductions**

Apologies were received from:

- Cllr Gillian Fitzpatrick, Newry, Mourne and Down District Council
- Eddy Curtis, Newry, Mourne and Down District Council
- Gerard Rocks, Southern Health & Social Care Trust
- Liam Hannaway, Newry, Mourne and Down District Council
- Aimee Boyd, Social Partner
- Declan Murphy, Social Partner
- Gavin Booth, Social Partner
- Paul Reid, Police Service of Northern Ireland
- Gillian West, Police Service of Northern Ireland

Chair Cllr Michael Ruane commenced the meeting at 6:00pm and welcomed the members of the Peace IV Partnership.

### **Minutes of previous meeting (Copy enclosed)**

It was noted that date of the meeting be amended to reflect the correct date and also that Seamus Camplisson is to be added to the apology list. It was agreed that the above minutes be adopted as a true and accurate record. All agreed.

### **Update on Letter of Offer and Action Plan**

Justyna McCabe present an update on the Programme. It was noted to the partnership that the Letter of Offer was received on the 17<sup>th</sup> January 2017 and that there were no changes from the draft Letter of Offer that have previously been received. Justyna explained that the Letter of Offer had been signed and returned. She also noted that all the pre-commencement conditions had been fulfilled. It was explained that the reallocation of funds proposal had not been submitted because SEUPB had not provided a template or a submission date. Justyna also explained that one of the pre-commencement conditions was the signed Partnership Agreement.

### **Partner Delivery Proposals**

Justyna explained that in this Peace IV Programme there are two Delivery Partners – PCSP and the Education Authority. She further explained that SEUPB required the Delivery Partners to complete a document outlining how they would be delivering their actions. Justyna noted that these would need to be approved before the next Partnership meeting by 2 Social Partners, 2 Elected Members, the Chair and a Council Officer. Cllr Ruane invited the members to nominate themselves to sit on this panel. It was agreed that Helen Honeyman and Martin McMullan represent the Social Partners and Cllr Andrews and Cllr Brown represent the Elected Members.

### **Partnership Development Programme**

Cllr Ruane explained that a similar programme had been run under the Peace III Programme and had proved very beneficial. Justyna clarified that the programme had been approved by SEUPB and that the programme delivery would be put out for tender. She also explained that a local and international trip for the Partnership Members had been approved by SEUPB. It was agreed that a local residential take place before the summer and an international residential organised for later in the year. It was agreed that the Management Support team chose the locations for the trips after completing a best value exercise. Justyna noted that the local trip was already approved by SEUPB but that the international trip would need the final details approved at a later date.

**Signing of Partnership Agreement**

Cllr Ruane explained to the members that the signing of the Partnership Agreement is a requirement from SEUPB in order to secure a permission to start the programme.

**Date of Next meeting**

Cllr Ruane thanked all the partnership members for attending and explained that the next meeting of the Peace IV Partnership will take place on Thursday 6<sup>th</sup> April 2017 in Newry.

Councillor Michael Ruane closed the meeting at 6:45pm and invited the members to sign the Partnership Agreement

<b>Report to:</b>	Active & Healthy Communities
<b>Date of Meeting:</b>	19 June 2017
<b>Subject:</b>	South Armagh/South Down Peace Centre
<b>Reporting Officer (Including Job Title):</b>	Janine Hillen, Assistant Director: Community Engagement
<b>Contact Officer (Including Job Title):</b>	Justyna McCabe, Programmes Unit

### Decisions required:

- Report is to inform members about the submission of the application for the South Armagh/South Down Peace Centre.

<b>1.0</b>	<b>Purpose and Background:</b>
	<p><b><u>Submission:</u></b> The Peace IV submission to SEUPB for Shared Spaces and Services capital projects was due in on Monday 15<sup>th</sup> May. The application was submitted on time including all required documentation. The assessment process has commenced and the Steering Committee is scheduled to meet in October 2017 with Letters of Offer being issued in November 2017.</p> <p><b><u>Partnership:</u></b> The Partnership held their inaugural meeting on 8 May in Newry and approved the submission of the application. The Partnership currently involves NMDDC as Lead Partner, Camlough Community Association, Bessbrook Youth Group, Muirhevnamor Community Group and Altnaveigh House.</p>
<b>2.0</b>	<b>Key issues:</b>
2.1	Controlling the expectations of the community as there will only be eight iconic projects funded through this programme.
<b>3.0</b>	<b>Recommendations:</b>
3.1	None – report and minutes for noting.
<b>4.0</b>	<b>Resource implications:</b>
4.1	Project 85% funded by the EU and 15% by the two Governments.
<b>5.0</b>	<b>Equality and good relations implications:</b>



5.1	This was undertaken as part of the application process.
<b>6.0</b>	<b>Appendices</b>
6.1	None

<b>Report to:</b>	<b>Active &amp; Healthy Communities Committee</b>
<b>Date of Meeting:</b>	19 June 2017
<b>Subject:</b>	European Rural Network for Job Mobility – ERN4mob Project
<b>Reporting Officer (Including Job Title):</b>	Janine Hillen Assistant Director: Community Engagement
<b>Contact Officer (Including Job Title):</b>	Justyna McCabe Head of Service: Strategic Programmes Unit

**Decisions required:**

- **Members are asked to note the contents of the report**

<b>1.0</b>	<b>Purpose and Background:</b>
	<p>The project aims to connect rural municipalities from 6 different EU countries in order to lay down the foundations for the European Rural Network for Job Mobility, particularly in the field of social inclusion with reference to ethnic minorities.</p> <p><b>Specific Objectives:</b></p> <ul style="list-style-type: none"> <li>• To develop sustainable co-operation among different European rural municipalities and its citizens</li> <li>• To improve mutual understanding and learning about EU diversity and EU policies and to promote opportunities for social and intercultural engagement.</li> <li>• To promote European citizenship and increase participation of migrants in civic life of the host country.</li> </ul> <p>Project start date: 1 January 2016, end date: 31 December 2017</p> <p>Since January 2016, 5 project meetings have taken place and were attended by NM&amp;DD Council representatives.</p> <p>Newry, Mourne and Down District Council hosted the 4<sup>th</sup> project meeting/conference in December 2016.</p> <p>The next meeting/conference is scheduled for July 2017 and will be hosted by the Slovakian partner.</p>
	<b>Key issues:</b>
2.1	<p>The project was approved at SP&amp;R Committee meetings in December 2015, April and June 2016.</p> <p>Newry, Mourne and Down District Council is one of the 6 European partners. Our involvement and experience in previous European projects in the area of social inclusion is highlighted as being of particular benefit to the partnership.</p>

	At the SP&R Committee meeting in June 2016, it was agreed that the same Council representatives attend future project meetings to ensure consistency in project delivery.
<b>3.0</b>	<b>Recommendations:</b>
3.1	Members are asked to note the contents of the report
<b>4.0</b>	<b>Resource implications</b>
4.1	Project 100% funded by the EU.
<b>5.0</b>	<b>Equality and good relations implications:</b>
5.1	The project has a positive impact on equality and good relations issues in the District with reference to minority ethnic communities.
<b>6.0</b>	<b>Appendices</b>
	None

<b>Report to:</b>	<b>Active and Healthy Communities</b>
<b>Date of Meeting:</b>	19 June 2017
<b>Subject:</b>	Social Investment Fund 'Work It' Training and Employment Project
<b>Reporting Officer (Including Job Title):</b>	Janine Hillen Assistant Director: Community Engagement
<b>Contact Officer (Including Job Title):</b>	Justyna McCabe Head of Service: Strategic Programmes Unit

**Decisions required:**

- **Members are asked to note the contents of the report**

<b>1.0</b>	<b>Purpose and Background:</b>
1.1	<p>The aim of the Southern Zone 'Work It' Programme is to give those who are most removed from the labour market, a bridge to the world of work by improving participant's skills and general employability through the provision of 48 weeks training and employment. (160 participants)</p> <p>The Programme aims to provide accredited training opportunities, team building and personal development sessions for participants of the programme while also adopting a partnership approach to delivering 500 community projects.</p> <p>The Social Investment Fund is targeted at those areas that are within the top 20% most deprived Super Output Areas and this programme will specifically target areas within Lurgan, Newry City, Coalisland and Portadown with Newry, Mourne and Down District Council as the Lead Partner. The Project is due to conclude June 2018.</p>
<b>2.0</b>	<b>Key issues:</b>
2.1	<p><b>To date:</b></p> <p>196 participants have been supported of which 83% are under 25 years of age. (whole programme target of 160)</p> <p>Of the 86 that have completed the programme, 49 (57%) have moved into employment.</p> <p>349 accredited qualifications obtained (whole programme target of 160)</p> <p>173 development sessions (whole programme target 160)</p> <p>28 team building sessions (whole programme target 48)</p> <p>40 improving employability courses (whole programme target 60)</p> <p>320 Community Projects (whole programme target 500)</p> <p>Accredited qualifications include: IBAT Diploma in Computer Programming, Level 2 Business Studies, Level 2 Diploma in Barbering, Level 2 Childcare,</p>

	SAGE Level 1 & 2, and Forklift Training. According to the NISRA data returns, participant satisfaction with the programme is very high.
<b>3.0</b>	<b>Recommendations:</b>
3.1	Members are asked to note the contents of the report
<b>4.0</b>	<b>Resource implications</b>
4.1	All eligible expenditure is claimable from OFMDFM.
<b>5.0</b>	<b>Equality and good relations implications:</b>
5.1	There is an inclusion of equality and good relations within the project.
<b>6.0</b>	<b>Appendices</b>
	None

<b>Report to:</b>	Active & Healthy Communities Committee
<b>Date of Meeting:</b>	19 January 2017
<b>Subject:</b>	Saintfield Community Centre Project
<b>Reporting Officer (Including Job Title):</b>	Michael Lipsett, Director of Active & Healthy Communities
<b>Contact Officer (Including Job Title):</b>	Justyna McCabe, Programmes Unit

**Decisions required:**

- **To agree the recommendations in Section 3.**

<b>1.0</b>	<b>Purpose and Background:</b>
	<p>Newry, Mourne and Down District Council propose to refurbish its property at 29 Belfast Road in Saintfield to provide the community and the wider district with a modern day, fit for purpose community &amp; leisure facility. Additionally, at the SPR Committee meeting in January 2017 it was agreed to include a 2G outdoor pitch in Saintfield.</p> <p>At the SPR meeting in February 2017 a number of options for the investment were presented and it was agreed that Council officials hold a meeting with Saintfield Development Association and representatives from Darragh Cross GAA, Saintfield Hockey Club and Saintfield Football Club in order to go through the options and allow officials to concentrate on the feasible options that suited the community needs.</p> <p>A meeting was held on 27 March with the above representatives and it was agreed that business cases for each of the following options be completed to help Council consider the viability of each of the three initiatives and their ability to meet the needs of Saintfield:</p> <ul style="list-style-type: none"> <li>• Community Centre at 29 Belfast Road</li> <li>• Indoor 3G Facility at 29 Belfast Road</li> <li>• Outdoor 2G surface</li> </ul> <p>The business cases have now been completed and the proposed facilities are forecast to be viable initiatives with positive financial and social impact for the Saintfield and wider district council area.</p>
<b>2.0</b>	<b>Key issues:</b>
	<ul style="list-style-type: none"> <li>• There is potential for additional funding through the Rural Development Programme and PEACE IV however timeframes and requirements of the programmes may not be in line with the proposed investment.</li> </ul>

<b>3.0</b>	<b>Recommendations:</b>
3.1	To approve business cases for Saintfield Community Centre, Indoor 3G Facility and Outdoor 2G surface and proceed with the delivery of the projects.
<b>4.0</b>	<b>Resource implications:</b>
4.1	Council's own budget will be utilised (£1.5m).
<b>5.0</b>	<b>Equality and good relations implications:</b>
5.1	The project will have a positive impact on equality and good relations within the district.
<b>6.0</b>	<b>Appendices</b>
	<p>Saintfield Community Centre Business Case (Executive Summary)</p> <p>Saintfield 3 G Business Case (Executive Summary)</p> <p>New Astro-Turf Playing Surface Business Case (Executive Summary)</p>

# **Saintfield Community Centre Business Case May 2017**



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## 1. Executive Summary

Newry & Mourne Cooperative and Enterprise Agency has been commissioned by Newry, Mourne and Down District Council (NMD) to assist Saintfield Development Association (SDA) in the production of a business case for a new Community Centre in Saintfield. This business case is examining the viability of operating a centre with 25m x 10m main hall, studio, meeting room, kitchen, toilets and reception and break out area/coffee area on the site at Belfast Road in Saintfield. This is part of a proposal to develop three separate interrelated facilities, including a 4G Indoor facility on the Belfast Road site and an upgraded outdoor AstroTurf facility at Saintfield Sports Club located on the Comber Road.

The need for the for community, sports and leisure facilities has been established in seven separate studies produced by a range of leading consultancy firms over the last nine years, the latest of these was produced for SDA and Newry, Mourne and Down District Council in January 2016.

Successive reports indicate a high potential usage for the proposed development from Saintfield's growing population, the 13,712 residents in its immediate environs and those customers who would travel the 20 minutes from Belfast or Downpatrick to use these state of the art facilities.

The enterprise will be supported by capital funding from Newry Mourne and Down District Council and managed and operated by a new development trust set up by

Saintfield Development Association (SDA). SDA is a not for profit company limited by guarantee with charitable status with a board of volunteer directors which a broad range of business, professional and community sector skills and experience.

The Community Centre will operate on the social enterprise model (creating profit and recycling that profit into doing more social good) as such it will measure its positive social impact on the well being of the community. This business case will also demonstrate that the proposed Community Centre can be a financially sustainable enterprise.

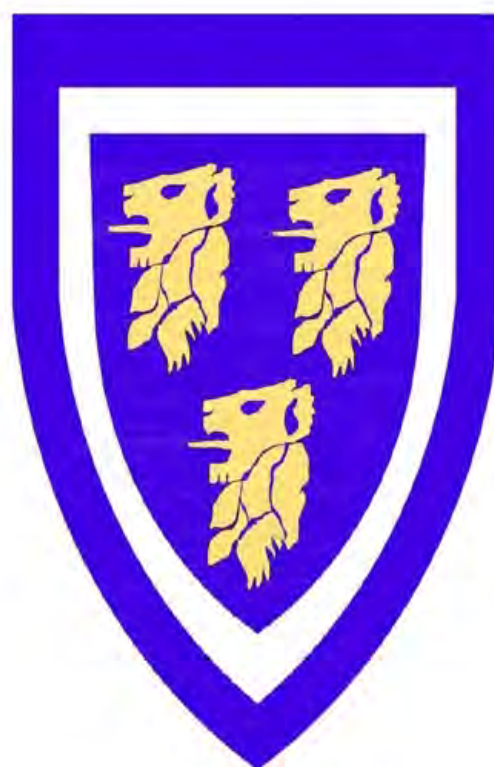
Forecast usage has been prudent and pricing is in line with other similar facilities in Ballyholland, Newry and Moneyreagh and will help contribute to the long term sustainability of the enterprise. Trading is generating a surplus of £1,936 in year 1 and research has identified that there enough different customers to continue the growth in profits forecast in years 2 – 3 of £2,541 and £4,094. There is a requirement for a working capital loan of £20,000 from UCIT and some small annual programme grants typical for this type of centre. There is no dependence on funding other than the significant capital investment from Newry, Mourne and Down District Council.

Saintfield Community Centre is forecast to be a self-sustaining and viable enterprise with positive financial and social impact for the Saintfield and wider district council area.

# Saintfield Sports Club

In partnership with Newry Mourne & Down Council

**Business Case 2017 – 2020**  
**New Astro-Turf Playing**  
**Surface**



## Saintfield Sports Club – Business Case for New Astro-turf playing surface 2017-2020

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## **1. Executive Summary**

### **1.1 Background and Introduction**

Founded in 1866 as Saintfield Cricket Club, Saintfield Sports Club has developed and evolved as a multi-sports club serving the local community in Saintfield.

It is a club with a significant record of achievement over the years.

The principal sports of Cricket and Hockey have been expanded upon by introducing opportunities in both at non-competitive level, a walking club, expansion of its social club and a wider engagement right across the community.

The financial history of the Club is sound with a positive surplus through the Bar and Membership revenues.

Consistency, particularly in management of gross margins, point to good and careful management overall reflected in a Committee with a wide range of personal attributes and a common interest in the furtherance of sport as a positive contributor to the local community.

### **1.2 Outline of Social Enterprise**

The club currently have the use of a “shale” all-weather playing surface on land owned by Newry, Mourne & Down Council. The facility has served the club well but with the increasing use of synthetic surfaces for competitive hockey particularly, as well for other activities the club have seen a drift of potential player-members to other clubs.

The club are seeking replacement of the “shale” pitch with an Astro-Turf playing surface. The estimated capital cost of the project including associated earth-moving works is in the order of £335,000. Currently N,M&D Council have submitted a planning application to the appropriate authorities.

The club view this development as critical to the future of competitive sport in Saintfield as well as for the long-term sustainability of the club. In addition the club have made successful efforts to engage with the local community as evidenced by a 76% increase in the Sports Social Club since 2012. The development is seen as essential to retain and build upon this trend.

### **1.3 Governance**

The club is ruled by a formal constitution by way of association and is managed by a committee made up of two representatives from each of the sporting clubs. A list of the committee and officers is found at Appendix I.

The committees and sub-committees are aware of all statutory requirements in relation to good governance including matters such as Health & Safety and Child and Vulnerable Persons Protection Measures. Belonging to several sporting umbrella groups for each sport

Saintfield Sports Club – Business Case for New Astro-turf playing surface 2017-2020

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and affiliated with Sport NI the committee keeps abreast of all new requirements and guidelines.

#### **1.4 Needs Analysis**

The club has undertaken significant work to substantiate need and its in-depth report is included at Appendix II.

By undertaking this process the Club have sought to present a strategic fit for the project proposed, which includes the following;

- 1. Statistical need and government information in the locality**
- 2. Perceived need based on consultation with stakeholders and residents**
- 3. An audit of provision in the locality**
- 4. An overview of demand placed on the current facility and need identified by the organisation for upgraded facilities.**

The work indicates:

- A drift in player membership opposite to the trend in population growth substantiating the claims made by the club in relation to the existing facilities
- A growth in social membership relative to population growth
- Community support by way of extensive consultation
- Identification of "Proximity of Services Deprivation"
- A fit with SportNI and DCAL strategic planning.
- Potential partnerships with schools and other sports clubs.

#### **1.5 Strategy**

The club in a Vision for the Future Document have developed a short-term strategic plan in relation to the capital project outlined in section 6 which has been fulfilled apart from the consideration stage by Council.

A longer-term plan has been established in outline form as 20 KPI's, which envisions an expansion of the clubs range of provision and potential users.

#### **1.6 Operations**

Currently the sports facility is administered by Ballynahinch Leisure centre who are responsible for bookings and payment of fees. This is expected to continue.

The club in return for opening and closing of the grounds and for security aspects have not been subject to fees.

Saintfield Sports Club – Business Case for New Astro-turf playing surface 2017-2020

Given the level of potential investment the Council may wish to review its policy.

Projections have been benchmarked against St Colmans school in Newry and potential user bookings have been projected in consultation with the club.

Issues which the Council will wish to bear in mind will include:

- 1.6.1 The optimum charging rate for the facility
- 1.6.2 The discount to be afforded to the Club
- 1.6.3 The discount to be afforded to other users particularly schools and juvenile sports groups.

**1.7 Measuring What Matters**

As indicated in para 1.5 Strategy, the club have drafted detailed KPI’s in relation to future sporting and related activities. The club is committed to contributing to the well-being of the community by the promotion of exercise both competitive and recreational as a positive component. The KPI’s could be expanded to incorporate the Councils own strategic outcomes and indicators as contained in Councils Community Plan-Living well –Together document.

**1.8 Financial Projections**

Detailed financial forecasts are at Appendix III. The following table summarises the potential income streams from projected bookings.

Income Summary				
Year 1	Hrs	£		
		Disc 100%	Disc 90%	Disc 65%
Club		0	2135	7473
Other Users		14595	14595	14595
<b>Total</b>	<b>568</b>	<b>14595</b>	<b>16730</b>	<b>22068</b>
Third Party Electricity Fees		1470	1470	1470
Year 2				
Year 2	Hrs	£		
		Disc 100%	Disc 90%	Disc 65%
Club		0	2135	7573
Other Users		18845	18845	18845
<b>Total</b>	<b>668</b>	<b>18845</b>	<b>20980</b>	<b>26318</b>
Third Party Electricity Fees		2220	2220	2220
Year 3				
Year 3	Hrs	£		
		Disc 100%	Disc 90%	Disc 65%
Club		0	2401	8404
Other Users		18845	18845	18845
<b>Total</b>	<b>706</b>	<b>18845</b>	<b>21246</b>	<b>27249</b>
Third Party Electricity Fees		2220	2220	2220

On the basis of the assumptions made in relation to future demand for bookings the provision for a sinking fund at £10500pa to replace the playing surface at the end of its useful life (10 Years) is affordable.



### 1.9 Risk Analysis

The main areas of risk are twofold:

- a) **Sustainability of Saintfield Sports Club** – with a long history in the community since 1866 and a record of good management both in terms of governance and finance any risk is viewed as negligible.
- b) **Demand for bookings from third party users** - the club have undertaken an extensive needs analysis for the facility including discussions with a range of potential users, some of whom existing relationships are in place, on a cross-community basis. Potential users include two local schools and Darragh GAC. On the basis of these and written letters of support provided to the club the projected levels of demand appear realistic. The critical matter for the Council will be in striking the optimum discount rate particularly in relation to schools and youth groups.

### 1.10 Conclusion

This is potentially an exciting development for both Saintfield Sports Club and the local community. The club has a long established history and displays evidence of prudent financial management as per the historical Financial Statements.

The club has successfully engaged with the community as evidenced by the increase in its social membership by some 76% since 2012 and have undertaken significant consultation to show need.

In terms of the investment by the council and based on the assumptions in this plan the notional recovery of the investment can potentially be achieved within a relatively short time frame. The return, however, is not limited to simply numbers and money and the development offers the Council a significant opportunity to achieve the Outputs contained in its own Community Plan- Living Well – Together.

The project is worthy of support.

# Saintfield 3G Business Case

## May 2017



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## 1. Executive Summary

Newry & Mourne Cooperative and Enterprise Agency has been commissioned by Newry, Mourne and Down District Council (NMD) to assist Saintfield Development Association (SDA) in the production of a business case for a new 3G indoor facility in Saintfield. This business case is examining the viability of operating a 60m x 30m indoor 3G facility and small fitness suite on the site at Belfast Road in Saintfield. This is part of a proposal to develop three separate interrelated facilities, including a Community Centre on the Belfast Road site and an upgraded outdoor AstroTurf facility at Saintfield Sports Club located on the Comber Road.

The need for the for community, sports and leisure facilities has been established in seven separate studies produced by a range of leading consultancy firms over the last nine years, the latest of these was produced for SDA and Newry, Mourne and Down District Council in January 2016.

Successive reports indicate a high potential usage for the proposed development from Saintfield's growing population, the 13,712 residents in its immediate environs and those customers who would travel the 20 minutes from Belfast or Downpatrick to use these state of the art facilities.

The enterprise will be supported by capital funding from Newry Mourne and Down District Council and managed and operated by a new development trust set up by Saintfield Development Association (SDA). SDA is a not for profit company limited by

guarantee with charitable status with a board of volunteer directors which a broad range of business, professional and community sector skills and experience.

The 4G facility will operate on the social enterprise model (creating profit and recycling that profit into doing more social good) as such it will measure its positive social impact on the well being of the community.

This business case demonstrates that the proposed 3G facility can be a financially sustainable enterprise.

Forecast usage has been prudent and pricing is just below the Northern Ireland average for such facilities and will help contribute to the long term sustainability of the enterprise. Trading is generating a surplus of £3,850 in year 1 and research has identified that there enough different customers to continue the growth in profits forecast in years 2 – 3 of £16,321 and £31,501. Other than the significant capital investment from Newry, Mourne and Down District Council there is no dependence on funding.

Saintfield 3G facility is forecast to be a self-sustaining and viable enterprise with positive financial and social impact for the Saintfield and wider district council area.

<b>Report to:</b>	Active and Healthy Communities Committee
<b>Date of Meeting:</b>	19 June 2017
<b>Subject:</b>	DEA Fora Update
<b>Reporting Officer (Including Job Title):</b>	Janine Hillen, Assistant Director Community Engagement
<b>Contact Officer (Including Job Title):</b>	Damien Brannigan, Head of Engagement Suzanne Rice, DEA Coordinator (Crotlieve)

**Decisions required:**

Members are asked to note the contents of the report below, and consider and agree to approve the actions outlined in the following attached action sheets:

- > Downpatrick DEA Private Meeting held on the 4<sup>th</sup> May 2017
- > Slieve Croob DEA Private Meeting held on the 8<sup>th</sup> May 2017
- > Slieve Gullion DEA Private Meeting held on the 16<sup>th</sup> May 2017

<b>1.0</b>	<b>Purpose and Background:</b>
1.1	<p>DEA Coordinators and Forum Members continue to implement actions detailed in each of the seven DEA action plans. DEA Forums are now 6 months into delivery of their action plans. Examples of programmes and activities delivered in recent weeks include:</p> <p><b>Level of Personal Safety and Crime Rate</b></p> <ul style="list-style-type: none"> <li>&gt; DEA Coordinators in partnership with the PCSP and PSNI are continuing to deliver crime prevention seminars across the district.</li> <li>&gt; Crotlieve DEA Forum delivered a 'Dangers of Drug and Alcohol' workshop to 140 year 9 students from St Mark's High School, Warrenpoint. The event was facilitated by 'Start 360' and supported by the PSNI, PCSP and the Education Authority. Workshops to be rolled out to community groups across the DEA with the PSNI delivering workshops to year 8 and 10 students in St Mark's high School, Warrenpoint.</li> <li>&gt; Slieve Croob DEA Forum hosted a drugs trafficking play in the Arts Centre, Downpatrick, which 138 pupils from St Malachy's High attended.</li> <li>&gt; Newry DEA Forum in partnership with PCSP is delivering an anti-social diversionary programme.</li> </ul> <p><b>Level of Inward Investment</b></p> <ul style="list-style-type: none"> <li>&gt; DEA Coordinators are assisting Council ERT Department officials with the delivery of the village plan consultations.</li> </ul> <p><b>Level of Health Status</b></p> <ul style="list-style-type: none"> <li>&gt; Slieve Gullion, Newry, Crotlieve and The Mournes DEA Forums are supporting a Men's Health conference for post primary schools across the 4 DEAs which will take place in October 2017. Coordinators are represented on a mental health subgroup working in partnership with statutory and</li> </ul>

	<p>voluntary organisations to deliver the conference.</p> <p>&gt; Slieve Gullion DEA Forum is working in partnership with PIPS to deliver mental health talks and training to a local women's group.</p> <p><b>Level of Tourism Revenue</b></p> <p>&gt; DEA Coordinators are working in partnership with Council Tourism officials to determine the role of DEA Forums in the delivery of the Council's Tourism strategy.</p> <p><b>Level of Civic Participation</b></p> <p>&gt; Working in partnership with the Education Authority, Slieve Gullion DEA Forum delivered a cultural diversity programme exploring Bulgarian culture and traditions with year 10 students from Newtownhamilton High School.</p> <p>&gt; The Mournes DEA Forum held a networking event for elected members and independent members which included a tour of The Mournes DEA taking in a number of community facilities across the DEA.</p>
<b>2.0</b>	<b>Key issues:</b>
2.1	None
<b>3.0</b>	<b>Recommendations:</b>
3.1	<p>Members are asked to note the above report and approve the action sheets from the following DEA Forum Private Meetings:</p> <p>&gt; Downpatrick DEA Private Meeting held on the 4<sup>th</sup> May 2017</p> <p>&gt; Slieve Croob DEA private Meeting held on the 8<sup>th</sup> May 2017</p> <p>&gt; Slieve Gullion DEA private Meeting held on the 16<sup>th</sup> May 2017</p>
<b>4.0</b>	<b>Resource implications</b>
4.1	Awaiting Letter of Offer from The Executive Office detailing Good Relations financial support for 2017-2018.
<b>5.0</b>	<b>Equality and good relations implications:</b>
5.1	The actions detailed have been developed to meet Council's statutory duty to promote Good Relations.
<b>6.0</b>	<b>Appendices</b>
6.1	<p>Appendix I: DEA Forum Private Meeting action sheets for:</p> <p>&gt; Downpatrick DEA Private Meeting held on the 4<sup>th</sup> May 2017</p> <p>&gt; Slieve Croob DEA private Meeting held on the 8<sup>th</sup> May 2017</p> <p>&gt; Slieve Gullion DEA private Meeting held on the 16<sup>th</sup> May 2017</p>

**ACTION SHEET- Slieve Gullion District Electoral Area Meeting -  
16 May 2017**

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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	Council to continue progressing	Council looking at business case which will then be presented to SMT
DEA/SG/42/2016	Traffic and Speed issues in SG area	A list of traffic management issued in the Slieve Gullion area is to be compiled and sent to T. McDonald who will send it on to traffic management	Members to send list of issues to T. McDonald
DEA SG/45/2016	Cullyhanna Community Centre Floor	Quotes to be obtained for the replacement of the floor	T. McDonald to inquire and feed back to Forum
DEA SG/50/2017	Public Event	T. McDonald to coordinate education/employment public event for young people in May	Event to be held in June. T. McDonald working with Education Authority and local youth groups to develop event structure.
DEA SG/57/2017	Cloughreah Bus Shelter	T. McDonald to inquire into the status of bus shelter in cloughrea	T. McDonald to inquire and feed back to Forum





**ACTION SHEET- Slieve Croob District Electoral Area Meeting – 8<sup>th</sup> May 2017**

<b>ITEM</b>	<b>SUBJECT</b>	<b>DECISION</b>	<b>FOR COMPLETION – including actions taken/date completed or progress to date if not yet completed</b>
DEA/3/2017	Minutes of meeting 08.03.17 and associated action sheet	Minutes and action sheet were proposed as a true record	David Workman and Felix Blaney
DEA/4/2017	Village Plans	Priscilla and Forum members to encourage residents in Slieve Croob to attend village plan consultations.	Priscilla McAlinden Forum Members
DEA/5/2017	Action Plan Update	Priscilla and Heather to explore possibility of linking in with Volunteer Now for the Slieve Croob volunteer recognition event.	Priscilla McAlinden to liaise with Heather Holland and Volunteer Now
DEA/6/2017	Clanvaraghan Bus Shelter	Priscilla to report back to RTS committee, that the forum strongly would like a bus shelter in place however a suitable location cannot be identified at present.	Priscilla McAlinden to action
DEA/7/2017	Public Meeting Update	Forum to notify Priscilla of any men's groups that would benefit from attending the public meeting and organise appropriate transport if required.  Priscilla to contact churches with full details of public event.  Felix to speak to senior men's group and liaise	Forum to action and Priscilla McAlinden to follow up  Priscilla McAlinden to action

		with Priscilla to arrange transport to the event.  Priscilla to ensure promotional material include CDRCN number for booking health check.	Felix Blaney to action and Priscilla  Priscilla McAlinden to action
DEA/8/2017	Update on nomination of new Forum Members	Priscilla and Stephen Burns to carry out induction with new members.	Priscilla McAlinden and Stephen Burns
DEA/9/2017	Pride of Place	Priscilla to meet with Castlewellan Community Partnership and inform of nomination and judging process.	Priscilla McAlinden
DEA/11/2017	Draft Performance Improvement Objectives 2017/18	Kate to speak to Joe Parkes regarding objective 4, encouraging the community to be environmental friendly and provision of more advice on recycling to the community.	Kate to action
DEA/12/2017	Tourism Update	Mark to send planned events programme for 2017/2018.	Mark Mohan to action and Priscilla to follow up.

NT/MIN/1

**ACTION SHEET- NEWRY DEA MEETING – 11 May 2017**

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<b>ITEM</b>	<b>SUBJECT</b>	<b>DECISION</b>	<b>FOR COMPLETION – including actions taken/date completed or progress to date if not yet completed</b>
<b>DEA/NT/94/2017</b>	<b>Recreation Site Mary Street</b>	<ul style="list-style-type: none"> <li>- Recommendation to confirm whether or not this site may be included in plans as part of upcoming public realm schemes.</li> <li>- Recommendation that relevant Council officials investigate costs for sale of lease of this property to O'Hagan Madden Group.</li> <li>- Report to be written to AHC</li> </ul>	<p><b>Seamus Crossey</b></p> <p><b>Briege Magill</b></p>
<b>DEA/NT/100/2016</b>	Public Realm Scheme – Street Cleansing	Cllrs requested clarification on the schedule for pathway cleansing of Monaghan Street as included in the Public Realm Scheme plans,	Seamus Crossey to update
<b>DEA/NT/101/2016</b>	Ocktoberfest	Members request Graham Finnegan be contacted with details of points of contact and potential support available within Council	Coordinator to progress

NT/MIN/1

<b>DEA/NT/99/2017</b>	<b>DEA/NT/100/2016</b>	Public Realm Scheme – Street Cleansing	Cllrs requested clarification on the schedule for pathway cleansing of Monaghan Street as included in the Public Realm Scheme plans,	Search 132
<b>DEA/NT/99/2017</b>	Overflow Car park Clanrye Ave	Update of plans for overflow car park at Clanrye Avenue - NIHE	Coordinator to contact NIHE	
<b>DEA/NT/99/2017</b>	Walkway Feasibility Mary Street	Members asked that an update be requested from Neighbourhood Renewal regarding the walkway feasibility study carried out at Mary Street	Sean McKeivitt to update	
<b>DEA/NT/97/2017</b>	Traveller Partnership Meeting	Request representative from the Newry, Mourne and Down Traveller Forum be asked to attend the Regional Traveller Partnership Meetings	Justyna McCabe to progress.	
<b>DEA/NT/64/2017</b>	Letter to Transport NI	Letter of disappointment to Transport NI regarding lack of representation at DEA Meetings	Coordinator to progress	
<b>DEA/NT/96/2017</b>	River Cleansing	Letter to Rivers Agency regarding the current state of Newry River in particular at the Ballybot Bridge area.	Coordinator to contact Rivers Agency	
<b>DEA/NT/96/2017</b>	Car park (Mary Street/Buttercrane)	Maintenance works to be review including lighting and tree cutting.	Item to be progressed by relevant Department.	

## ACTION SHEET – DOWNPATRICK District Electoral Area Meeting - 4 May 2017

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ITEM	SUBJECT	DECISION	FOR COMPLETION – including actions taken/date completed or progress to date if not yet completed
DEA/24/2017	Minutes of Last Meeting on 09/03/2017	<p><u>Amendments:</u></p> <p>4.iv) NMDDC Tourism Strategy - Minute should also stress the importance and relevance of the Lecale Coast in the NMDDC Tourism Strategy.</p> <p>8. Action Plan - Minute should be amended from request for regular updates on the Downpatrick Master Plan to members wishing to establish a Downpatrick Master Plan Implementation Group facilitated by the DEA Coordinator to which relevant ERT staff would report.</p>	
DEA/25/2017	Health & Wellbeing – Ardglass and Ballymote Health Events in March 2017	Agreed that future community engagement events to be tied in with other/existing events and festivals to maximise engagement contact.	DEA Coordinator
DEA/26/2017	Enterprise, Regeneration & Tourism	<p>POINT 1. Tourism Strategy – reply to letter to ERT Chair yet to be received. Coordinator to forward additional letter from Maurice Denvir to Councillor Curran (Vice-Chair of ERT Committee).</p> <p>POINT 2. St Patrick's Day Parade – Coordinator to email Councillor Curran to raise at ERT Committee issue of ensuring any tenders to deliver future St Patrick's Day Parade is open to community organisations.</p>	DEA Coordinator / Cllr Curran
DEA/27/2017	Environmental & Spatial	Issues not reported on by consultants at 13 April 2017 Thematic Group to be forwarded to community planning	DEA Coordinator
DEA/28/2017	Capital Projects	Down Leisure Centre report not received. DEA Coordinator to request from Tom McClean.	DEA Coordinator
DEA/29/2017	Downpatrick Master Plan	Re former PSNI Station, Dan McEvoy to contact ERT staff to reiterate interest of Downpatrick Community Collective. Consultant Peter Quinn's feasibility study for hotel /site assessment and Business Plan to be shared with DEA Forum when available.	- Dan McEvoy

ITEM	SUBJECT	DECISION	FOR COMPLETION – including actions taken/date completed or progress to date if not yet completed
DEA/29/2017	Downpatrick Master Plan	Master Plan potential projects: Asda Walkway and Church Street/English Street – possible public realm scheme being discussed with DfC. Future updates to be received from M.Quinn, ERT. DEA Cllrs to draft letter seeking these to be actioned and overseen by a Downpatrick Master Plan Implementation Group.	- Margaret Quinn  - DEA Councillors
DEA/30/2017	Village Plans	Coney Island residents to be contacted to ascertain their preferred inclusion in either Ardglass or Killough Village Plans.	Daniella McCarry
DEA/31/2017	Killough Bus Stop	Forward a request for new bus shelter to Kevin Scullion for consideration by Regulatory and Technical Services.	Councillor Enright / DEA Coordinator
DEA/32/2017	BRIG Report	Clarification on 7 April 2017 meeting – if held or not. If minutes available and get date for next meeting. Ensure all members invited.	DEA Coordinator / Aisling Rennick
DEA/33/2017	NMDDC Financial Assistance	POINT 1. DEA Forum to revisit and consider any issues following Financial Assistance awards later this year. POINT 2. To request that NMDDC provide post boxes at both Downpatrick and Newry HQs as currently not possible to deliver applications/claims documentation out of hours.	- DEA Members  - DEA Coordinator
DEA/34/2017	Membership/Nominations	If no nomination from Downpatrick SANDSA following AGM in May 2017, DEA Forum to consider others using NICVA procedure. Dan McEvoy to forward information on potential nominees.	- DEA Members  - Dan McEvoy
DEA/35/2017	NMDDC Draft Performance Improvement Objectives Consultation	Members to submit comment via questionnaire or to Coordinator for collating and forwarding.	DEA Coordinator / Members
DEA/36/2017	NMDDC Play Strategy	DEA Forum fully in support of maintaining both Model Farm and St Dymphna's Play Parks with clear recommendation to AHC Committee to retain. Clarification to be sought from Michael Lipsett as to role DEA plays in decisions.	- DEA Coordinator  - Cllr J. Trainor
DEA/37/2017	NMDDC staff support from May 2017	David Patterson, DEA Coordinator, to move to Head of Community Planning post so will be reduced service. Damien Brannigan confirmed that NMDCC will look at cover.	Damien Brannigan

<b>Report to:</b>	Active & Healthy Communities Committee
<b>Date of Meeting:</b>	19 June 2017
<b>Subject:</b>	Policing and Community Safety Partnership
<b>Reporting Officer (Including Job Title):</b>	Janine Hillen, Assistant Director Community Engagement
<b>Contact Officer (Including Job Title):</b>	Damien Brannigan, Head of Engagement Siobhán Fearon, PCSP Manager

<b>Decisions required:</b>	
<ul style="list-style-type: none"> <li><b>To note the attached Minutes of and Officer Report to the PCSP</b></li> </ul>	
<b>1.0</b>	<b>Purpose and Background:</b>
1.1	To provide the AHC Committee with an update on the on-going work of the PCSP.
<b>2.0</b>	<b>Key issues:</b>
2.1	A budget update from the Joint Committee indicates that 96% of 2016-2017 allocation is being made available in 2017-2018.
<b>3.0</b>	<b>Recommendations:</b>
3.1	To note the attached Minutes and Officer Report.
<b>4.0</b>	<b>Resource implications</b>
4.1	Budget cut as detailed in 2.1 above.
<b>5.0</b>	<b>Equality and good relations implications:</b>
5.1	None.
<b>6.0</b>	<b>Appendices</b>
6.1	Appendix 1: > PCSP Minutes                      21.03.2017 > Policing Committee Minutes    21.03.2017 > Officer Report                     21.03.2017



**Appendix II**  
**PCSP Officer Report**  
**21<sup>st</sup> March 2017**

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

**Partnership Development**

ASB & Engagement Sub Groups met.

Weekly social media updates on Facebook and Twitter profiles, with photographs as well as regular Press Releases issued to all media outlets regarding all public events and launches.

- Get Home Safe Campaign
- Community Safety Wardens
- Coffee with Cops

Monthly events schedule circulated

**Strategic Objective 2: To improve community safety by tackling crime and anti-social behaviour**

**ASB Initiatives**

**Anti-Social Behaviour Action Plans**

The ASB Sub Group held their meeting on 7 February 2017 whereby sub group/ASB Action Plan Meetings with representatives from Carnagat, Ballymote and Castlewellan Road were discussed. Intervention work has commenced in these areas. Community Safety Wardens patrolling all areas.

We continue to work with local agencies and the community to deal with general ASB incidents throughout the district:

**Ballymote:** A public survey is being carried out before the end of March. The Education Authority has recommenced their outreach programme on a Saturday night. They continue to provide a youth facility 6 nights per week in the Ballymote Centre. As part of this the 5 week DJ course has commenced on a Saturday night. It has been agreed that YMCA will work along with community groups & agencies to produce a video of the implications of ASB, etc in the area. A mural is to be completed by the young people in the district. The PSNI & NIFRS are visiting local High Schools to give talks on arson attacks. The Building Resilience Programme is to be rolled out in St Colmcilles Primary School.

*Partnership Working: County Down Rural Community Network, Flying Horse Ward Community Forum, YMCA Drugs & Alcohol Unit, NIHE, NIFRS, Education Authority, Translink, PSNI*

**Castlewellan Road, Newcastle** – A new Newcastle Community Hub (drop in initiative) will open on Wednesday 5 April in the SERC Campus, Castlewellan Road; launch to take place on 25 March. This will involve a group of statutory agencies being available on site 1 day per month. Friday night soccer programme to commence shortly and we are continuing to work alongside the YMCA regarding youth initiatives. Parenting Programme with Homestart to begin before end of March. Road Safety event took place with Newcastle Primary to highlight dangers of speeding on Castlewellan Road. PSNI held internet safety talks with St Mary's Primary School. Also, currently working with the school to roll out the Building Resistance Programme.

*Partnership Working: YMCA Youth Base, Murlough Community Association, Dunwellan Community Association, Burren Meadow Residents Association, Castlewellan Road Community Association, County Down Rural Community Network, NIFRS, NIHE, Homestart, Surestart, Apex Housing Association, Newcastle Training & Employment Agency, Citizens Advice Bureau, Simon Community*

**Carnagat:** The 5 week DJ programme has been scheduled to commence in coming weeks and work continues with NIHE to rollout "Where is your Child Tonight Campaign"

*Partnership Working: NIHE, PSNI.*

### **Mourne Mountain Adventure**

Mourne Mountain Adventure planning continues, members who wish to help out on the day (Saturday 22<sup>nd</sup> April) should email through their availability,

*Partnership Working: PSNI, NMD, NIFRS, RFCA, MoD, EANI*

### **Cuss the Word**

YJA commissioned a play by Spanner in the Works to divert children from the youth justice system at the earliest possible stage. Entitled "Cuss the World", it helps educate children about the dangers of drugs and alcohol and how they can be drawn into the criminal justice system. Targeted a young people on the cusp of contact with criminal justice system it will be performed in both Newry and Downpatrick over March.

*Partnership Working: Youth Justice Agency*

### **Neighbourhood Watch**

Neighbourhood Watch Network event taking place on Monday 13<sup>th</sup> March at Canal Court Newry.

Work is continues on updating the NHW database as more schemes have been set up in the Newry and Slieve Gullion are as well as addressing areas where schemes are no longer running. Communication with the PSNI continues to ensure that each scheme has a co-ordinator and that the correct contact information of each NHW co-ordinator is available. All co-ordinators have received their NHW welcome information pack

NHW is being promoted at the current Crime Prevention talks that are taking place and there is interest by the public in starting new schemes from these events.

*Partnership Working PSNI, Department of Justice*

### **Drugs & Alcohol**

A Drugs and Alcohol Roadshow was organised for students in the local area. This was at Newry Sports Centre and was attended by Newry High School, St. Mark's High School Warrenpoint, St. Colman's College, Our Lady's Grammar School, Sacred Heart Grammar and Southern Regional College. The event included a play by the C21 Theatre Company demonstrating the effects drugs, alcohol and anti-social behaviour have on young people and the dangers of this. Ciara Doris from Start 360 talked about where help can be found if needed for anyone who has experienced drugs and the dangers of drugs. The PSNI talked about anti-social behaviour and how a criminal offence can affect young people for the future. This event was attended by approximately 520 students and was very well received.

Five Rapid Bins are to be installed throughout the Newry Mourne & Down District Council area.

*Partnership Working: Start 360, PSNI, NMD*

### **Domestic and Sexual Violence**

The "One Punch" and "Without Consent" Programme is still continuing to be rolled out to schools within the district.

New flyers on domestic violence for young people have been designed and will be distributed at our events for young people. We are also working in partnership with the SE Trust and other PCSP's to design up to date posters on domestic violence.

The Safe Place initiative will be re-launched throughout the district during the month of April.

*Partnership Working: South Down Domestic Violence Partnership, County Down Rural Community Network, PSNI, Women's Aid Newry and Armagh*

### **Road Safety**

Newry and Mourne (and soon to be Down) Road Safety Committee printed and distributed the 2017 schools Calendar. NM&D element of the NI road safety quiz was in Canal Court Hotel on 17<sup>th</sup> January. Meetings with the Road Safety Committee continue, to meet and are currently putting together an age friendly Road Safety course for PCSP. The PCSP officers continue to meet with NIFRS and PSNI to plan the road safety events for 2017.

We are working in partnership with the All Children's Integrated Primary School and statutory agencies to highlight the dangers of parking around the school. A poster competition was launched and the will be used as banners for the school. The official launch of these will take place on Monday 3 April.

A Road Safety Roadshow took place in St Malachy's High School, Castlewellan on 21<sup>st</sup> February

Road Safety hi-vis campaign is to take place again after the success of January's hi vis campaign.

*Partnership Working: All Children's Integrated Primary School, PSNI, Translink, T Unit, Newcastle, PSNI, Cool FM, NIFRS, NIAS*

### **Rural Crime**

Trailer marking event took place at Newry ABP on 17 February 2017. Trailer marking in Leitrim was successful. PSNI with PCSP have upcoming trailer marking events in Crossmaglen and Newry. There was previously a trailer marking event in Camlough attended by PSNI, Crime Prevention Unit and PCSP. There will be a trailer marking event in next few weeks at Fane Valley, Newtownhamilton. A Rural

Safety event for farming community is being arranged over the summer months for South Armagh, with different farming and health agencies etc attending. This is being documented by the BBC as they film with the PSNI.

*Partnership Working: PSNI*

### **Hate Crime**

PCSP continues to be attend and participate at N,M & D Intercultural forum in Newcastle and sub-committee in Newry. An event was held in Newry in January with Syrian refugee community. Further work planned in this area to support and welcomes refugees.

*Partnership Working: Newry DEA, Diversity & Inclusion, Peace IV, PSNI, NIFRS*

### **Fear of Crime**

A series of Crime Prevention discussions have been held around the district area. These have been in Newtownhamilton, Carnagat, Newry, Cloughreagh, Bessbrook and Kilkeel, with next taking place in Ballynahinch, Hilltown, Warrenpoint and Ballyward.

*Partnership Working: DEA Coordinators*

### **Strategic Objective 3: To support community confidence in policing**

Coffee with Cops engagement continues on fortnightly basis. A new financial year's rota for these events will be rolled out shortly.

More of the PCSP training sessions with PSNI LPT teams to promote the detail of the PCSP action plan have been scheduled.

*Partnership Working: PSNI*

**Appendix III**  
**PCSP Officer Report**  
**24<sup>th</sup> January 2017**

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

**Partnership Development**

ASB & Engagement Sub Groups met,

Weekly social media updates on Facebook and Twitter profiles, with photographs as well as regular Press Releases issued to all media outlets regarding all public events and launches.

Monthly events schedule circulated

**Strategic Objective 2: To improve community safety by tackling crime and anti-social behaviour**

**Anti-Social Behaviour Action Plans**

The ASB Sub Group held their meeting on 7 December 2016 whereby sub group/ASB Action Plan Meetings with representatives from Carnagat, Ballymote and Castlewellan Road were discussed. Intervention work has commenced in these areas.

We continue to work with local agencies and the community to deal with general ASB incidents throughout the district.

**Carnagat ASB**

There has been a stakeholder approach to issues in the Carnagat area, Newry with different statutory agencies such as the Education Authority, Housing Executive, Translink, DOJ, YJA and PSNI regarding ASB in Carnagat. Discussions include the setting up of new youth schemes and crime prevention sessions for safer communities.

**ASB initiatives**

Mourne Mountain Adventure opened for registration with closing date 27<sup>th</sup> January 2017. Mourne Mountain Adventure will take place on 22<sup>nd</sup> April 2017

**Community Safety Wardens**

Elite Security successfully procured the Community Safety Warden tender and were visible in the streets over the Christmas period covering Newry, Downpatrick, Ballynahinch and Newcastle. Saturday Night cover will continue in Newry, Downpatrick, Newcastle and Kilkeel/Warrenpoint. Day/early evening patrols are currently being developed and will be reported on in full.

**Drugs & Alcohol**

PCSP Officers continue to work with the local schools and statutory agencies to help combat the issue of drugs/alcohol in local bus stations.

PCSP Officers worked in partnership with Start 360 to provide an Information Morning on Friday 2 December in the Canal Court. Local Agencies were present to offer advice on their services. A similar event is planned later in 2017.

On 15<sup>th</sup> December the PCSP, in partnership with the NIFRS, PSNI and NIAS held a Drink/Driving Campaign morning in SERC, Downpatrick. This included a car cut out involving the students. Information on alcohol/drugs was available and the 50/50 car was there to inform young drivers which modifications are legal/illegal.

The "One Punch" and "Without Consent" Programme was rolled out throughout the district during November and December. We are continuing to offer this to schools within the district during February/March.

New flyers on domestic violence for young people have been designed and will be distributed at our events for young people. We are also working in partnership with the SE Trust and other PCSP's to design up to date posters on domestic violence

### **Road Safety**

Ongoing work across the district including the promotion of Hi-vis vests has been very successful for engaging with the general public, by the PCSP members as well as officers. PCSP continue to work directly with NIFRS and PSNI for a coherent and strategic approach to road safety events across the district.

We have members with statutory agencies and local community representatives to deal with issues and look at All Children's Integrated Primary School. A programme has been put in place for March 2017.

### **Neighbourhood Watch**

Work continues on updating the NHW database by corresponding with PSNI in each DEA area to ensure that each scheme has a co-ordinator and that the correct contact information of each NHW co-ordinator is available. Also the PSNI are ensuring that we have information on all schemes and that no schemes are left off the database. Each NHW co-ordinator that was not in attendance at the NHW meeting on 8<sup>th</sup> November should have now received their NHW handbook and pack including a hi-vis.

Work is ongoing in relation to NHW schemes that are no longer running and signage is to be removed from those areas where there are no alternative co-ordinators willing to take on the NHW schemes that are already in place.

NHW schemes are currently being set up within Bessbrook, Camlough and Newry in response to burglaries before Christmas. Promotion of NHW continues and there will be an information afternoon for Council staff to promote PCSP and NHW in hope to set up more schemes.

### **Rural Crime**

Trailer marking in Leitrim was successful. PSNI with PCSP have upcoming trailer marking events in January 2017 in Crossmaglen and Newry. There was previously a trailer marking event in Camlough attended by PSNI, Crime Prevention Unit and PCSP.

### **Hate Crime**

PCSP continues to be attended and participate at NM & D Intercultural forum in Newcastle and sub-committee in Newry. Data continues to be collated across the district on BME engagement and participation in local events through consultation and surveys. Work with Diversity and Inclusion Unit in partnership with PSNI continues to support new Syrian refugees, ensuring new members of our community are welcomed and aware of the supports in place

Cross Border Conference in partnership with Good Relations will take place on 26<sup>th</sup> January

PCSP nominated for Pride in Newry award for our work supporting the LGBT Community

### **Fear of Crime**

Similarly to the NHW talks; PCSP along with Police and the Home Secure scheme team have been attending work with groups to allay fears over crime. Some individuals and pensioners have been referrals from PCSP officers for the PSNI call with them to discuss ASB in their area, and learn from their local officers about points of contact for someone to talk to.

### **Strategic Objective 3: To support community confidence in policing**

Coffee with Cops engagement continues on fortnightly basis across the district.

PCSP staff completed consultation with public at DEA Public Meetings throughout the District. Up-to-date survey results are now available and have been shared with PSNI to inform development of local policing plan. PCSP training sessions with PSNI LPT teams to promote the detail of the PCSP action plan have been completed.

Additional merchandise promoting the PCSP has been ordered

## POLICING & COMMUNITY SAFETY PARTNERSHIP

**Minutes of the Policing & Community Safety Partnership Meeting of Newry, Mourne and Down District Council held in the Boardroom, Monaghan Row, Newry on Tuesday 21 March 2017 at 7pm**

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**In attendance:** Terry Andrews, Newry, Mourne and Down District Council  
 William Clarke, Newry, Mourne and Down District Council  
 Jude Cumisky, Independent Member  
 Martin Fahy, EANI  
 Roisín Leckey, Probation Board  
 Harry Harvey, Newry, Mourne and Down District Council  
 Una Kelly, Independent Member  
 Mickey Larkin, Newry, Mourne and Down District Council  
 Kate Loughran, Newry, Mourne and Down District Council  
 Owen McDonnell, NIHE  
 Daniel McEvoy, Independent Member  
 Grace McQuiston, Independent Member  
 Fergal O'Brien, Southern Health & Social Care Trust  
 Brian Quinn, Newry, Mourne and Down District Council  
 (Chair)  
 Chief Inspector Gillian West, PSNI Engagement  
 Sergeant Tom Young, PSNI Community Planning

**Also in attendance:** Siobhán Fearon, Partnership Manager  
 Alan Beggs, Head of Evidence and Research for Community Planning and Performance Department.  
 Andrew Kernaghan, PCSP Project Officer  
 Christine Cartmill, PCSP  
 Sarah Taggart, Democratic Services Officer

### **1. Apologies and Chairman's Remarks**

Apologies were received from:-

Michael Heaney, Ewan Morgan, Rod O'Hare, Brendan Whittle, Mickey Ruane, Laura Devlin, Katrina Hynds and Damien Brannigan

The Chairperson congratulated Sinead Ennis on her recent appointment as an MLA and wished her every success. He welcomed Councillor Mickey Ruane, as her replacement stating he was no stranger to PCSP having served previously.

The Chairperson advised apologies had been received from the District Commander however he sent Engagement Chief Inspector Gillian West. Unfortunately Gillian leaving in next week or so, and he, on behalf of PCSP wished her all the best in the new role and thanked her for her work over the last number of years. He stated he hoped to get the opportunity to work with her again in the future.



The Chairperson stated there had been a log of ongoing work since the PCSP last met with the submission of action plan, attendance at governance meetings with joint committee, ongoing work of PCSP officers and sub-groups, a well attended Neighbourhood Watch meeting and PCSP conference. He advised the conference was an interesting and informative reflection on how PCSP have moved forward since their inception in 2012 and the model and delivery of safety and good relations under community planning process. The Chairperson advised that officers were looking at ways to mainstream community planning obligations and he welcomed Mr A Beggs, Head of Evidence and Research for Community Planning and Performance Department.

## **2. Minutes of PCSP Meeting held on 24 January 2017**

Read: Minutes of PCSP Meeting held on 24 January 2017

Councillor Andrews queried if there was any further progress on the Bonfire Liaison Committee. Ms Fearon advised a meeting had been set for Monday 10<sup>th</sup> April at 10am in the Newcastle Centre and statutory agencies had been contacted to have a representative at that meeting. She was asking for representatives from PCSP to attend also and as was previously decided the number should be 4 independent and 4 elected members.

Jude Cumiskey asked whether options would be looked at as to how the working group would be structured. Siobhan Fearon advised it had been agreed to set the group up in partnership with good relations and internal and external stakeholders to deal with all bonfires and the terms of reference would take on good practice from other Councils. The Bonfire Liaison Committee would be a working group of the PCSP.

Cllr Andrews nominated himself for SDLP to sit on the Bonfire Liaison Committee. Cllr Taylor and Cllr Harvey nominated themselves from UUP and DUP respectively. Cllr Larkin nominated Cllr Clarke on behalf of Sinn Fein. Fiona Stephens, Grace McQuiston and Jude Cumiskey nominated themselves from the independent members.

Siobhan Fearon agreed to write to those members who were nominated this evening and it was agreed that the independent members discuss who they wanted to put in place for their final nomination.

**ACTION: The minutes were agreed as an accurate record.**

**It was agreed that Siobhan Fearon write to those members who were nominated this evening and it was further agreed that the independent members discuss who they wanted to put in place for their final nomination.**

### 3. Matters Arising

Roisin Leckey advised she had tried to print out the papers for the meetings, however was unable to and requested a hard copy in future. Members advised their copies were not very good quality.

**ACTION: It was agreed that Democratic Services would investigate the issue of the printing quality on the hard copies.**

### 4. Declarations of Interest

There were no declarations of interest.

### 5. NIHE PRESENTATION

The Chairperson invited Mr Owen McDonnell from NIHE to make a presentation to the Committee.

Mr O'Donnell advised NIHE was involved with the community on four fronts all of which had a common theme. The Community Involvement Strategy which was at consultation stage currently; The Housing Community Network; Community Cohesion Strategy; Social Enterprise Strategy and Community Safety Strategy.

He went on to define Anti-Social Behaviour and outlined the work undertaken by NIHE to try to address this behaviour.

Mr O'Donnell advised that the NI figures for 2016 were 2760 complaints, which was not huge numbers but can have damaging effects on the person it is happening to. Only have 10% in terms of numbers of houses in South Down area.

He advised that in the South Down area – top 6 listed complaints – 205 out of 271 cases listed under 6 categories. 25 classed as multiple and they were currently dealing with 31 live cases.

Targets are to be met – register 90% within 3 days of receiving it and currently at 98%. Interview in 5 days – 91%. Less than 48 days to deal with complaints – 47 days currently.

NIHE take part in local ASB fora and meet regularly with PSNI, Council and Youth Justice Agency to deal with ASB. He advised they will intervene to avoid an escalation with the ability to end tenancy within a year. Warning letters are used and considered at an early stage and can be moved onto next stage if ignored and this could include court action. Voluntary agreement between ASB perp and one or more of the agencies. Floating support tenancy support schemes were provided to vulnerable tenants to assist.

Roisin Leckey asked whether NIHE held any no responsibility for private houses and whether there were many empty NIHE properties currently within the South Down area that could be utilised.

Mr O'Donnell advised they had no power or responsibility however they did deal with landlords where paying housing benefit etc and work with police on the matter. He advised that there would be very few empty properties as South Down had one of the highest demands for housing in Northern Ireland. Most of the empty properties would be rural cottages which were very difficult to let as people did not want to live in isolation away from services.

Cllr Clarke left the meeting at this stage – 7.45pm

Jude Cumiskey asked for more clarity on the role of the community cohesion team and good relations.

Mr O'Donnell advised there was a division within NIHE who deal with communities and have different sections dealing with different issues. Community Cohesion not have a lot of contact with – Newry mainly in single identity same in Downpatrick – Belfast and peace walls is big thing. It wouldn't be such a huge problem in South Down for interface areas. The TBUC scheme in Ballynahinch would be the closest to working on cohesion issues. There was a BRIC programme in Newry and in Ballymote area also however the NIHE was waiting on funding for Ballymote.

The Chairperson thanked Mr O'Donnell for his very informative presentation.

## **6. Funding 2017-18**

Read: Report by Siobhan Fearon dated 21 March 2017, regarding the PCSP Funding 2017-18

Siobhan Fearon advised the 17/18 funding should be no less than 90% of 2016/17 budget. She asked whether members would like to see an options paper coming forward on underspend areas this year in order to see where the potential £40k deficit could be made up.

Members agreed with the suggestion that an options paper be brought back to Committee on the underspend position and that community groups funding should not be reduced.

Members also agreed to write a letter from the Chair of PCSP to Department of Justice expressing their concerns that year on year the budget cuts enforced on the work of PCSP reduced their effectiveness on the ground.

Siobhan Fearon advised Council had agreed, in principle, to take on the risk of extending existing contracts as it may be summer months before a letter of offer was forthcoming.

**ACTION:** It was agreed that an options paper be prepared and brought back to Committee on the areas of underspend.

It was further agreed to write a letter to DoJ expressing PCSP's concerns that year on year the budget cuts enforced on the work of PCSP reduced their effectiveness on the ground.

## 7. Officer Report

Read: Report by Siobhan Fearon dated 21 March 2017, regarding the Officer Report. (copy circulated)

Dan McEvoy advised the Neighbourhood Watch Network meeting took place with over 70 coordinators in attendance. The meeting heard input from Trading Standards on Scams as well as input from the NIPB. He stated a members only Facebook page had been set up and members should advise any of the coordinators that they were in contact with. He also advised a lot of the coordinators were not registered for the text alert and access to the Facebook page had been given to the PCSP Officer .

Jude Cumiskey advised the resources that were given out at the meeting were excellent and perhaps a pdf copy could be circulated to all neighbourhood watch coordinators.

**ACTION:** The Officer Report was noted.

## 8. Engagement Sub Group Report

Read: Report by Grace McQuiston, Chair of Engagement Sub Group dated 21 March 2017, regarding the Engagement Sub Group Report. (copy circulated)

Grace McQuiston raised the issue of non-attendance at meetings stating the meetings were attended only by a core of members which was not good enough.

Members discussed the issue at length and it was agreed that, as stated in Terms of Reference, any member missing 3 meetings would have to relinquish their place and these people would be written to in due course.

Cllr. Taylor advised he had been nominated onto the committee without being asked and found it very difficult to attend therefore was happy to relinquish his position.

Following further discussion, it was agreed that Siobhan Fearon would prepare a report on the membership of sub-groups and bring this back to the next meeting.

**ACTION:** It was agreed that the minutes of the Engagement Sub-Group on Feb 2017, were noted.

**It was further agreed that Siobhan Fearon would bring a report back to the next meeting on the membership of sub-groups.**

Fiona Stephens left – 8.15pm

#### **9. Anti-Social Behaviour Sub-Group Report**

Read: Report by Cllr Andrews, Chair of ASB Sub Group dated 21 March 2017, regarding the Anti-Social Behaviour Sub Group Report. (copy circulated)

**ACTION: It was agreed on the proposal of Dan McEvoy, seconded by Una Kelly that the minutes of the Anti-Social Behaviour Sub-Group on Feb 2017, were noted.**

#### **10. CCTV Report**

Read: Report by Siobhan Fearon, dated 21 March 2017 regarding CCTV Report (copy circulated)

Chief Inspector West advised she would take away the issues within the Downpatrick area highlighted in the report, as outlined in the Policing Committee Meeting and bring a report back on these.

#### **11. Community Safety Warden**

Read: Report by Siobhan Fearon dated 21 March 2017 regarding Community Safety Warden Report.

Siobhan Fearon advised the work of the Community Safety Wardens was ongoing and directed to hotspots as to where they come up. The scheme was working well and good anecdotal evidence was coming back from the public who were glad to see a reassuring presence on the street. She advised their contract was due to expire on 31 March however AHC and Council were taking the risk in terms of going back out to renew contract to ensure the break would be minimal.

Dan McEvoy advised he had met with the Downpatrick wardens who were working 12-8 Monday to Friday in Downpatrick. He stated the wardens were receiving good feedback on how being received by public as well as shopkeepers, NIHE and Translink as well as SERC. He proposed that some of the wardens be invited to a Anti-Social Behaviour Sub-Committee meeting to provide feedback as to the type of work they are doing.

Cllr. Andrews seconded this stating it was good that the wardens were in place as it provided some reassurance to residents.

Audrey Byrne asked if they were working in conjunction with the Council's enforcement officers and whether it was duplication of work.

Siobhan Fearon advised the job roles were very different as the wardens role was to provide high visibility foot patrols, moving people on and discouraging ASB. Community Safety Wardens have no enforcement powers There was no issue of conflict re overlapping work.

Audrey Byrne asked that the wardens be earmarked for certain hotspot areas as and when required.

Chief Inspector West advised the wardens meet with neighbourhood officers and they feed into where hotspot areas are which means the wardens can be deployed.

Jude Cumiskey asked whether an equivalent to the SOS bus was in place within the District. Siobhan Fearon advised, this had previously been researched and the costs to running the scheme did not represent Value For Money and PCSP support ENTE in other ways such as drugs and alcohol initiatives, street safe schemes and Purple Flag.

The Chairperson stated if members of the public are aware that underage events were taking place on licensed premises, they had a duty to report this to the PSNI.

Cllr Taylor left the meeting at this stage – 8.30pm

## **12. Date of Next Meeting**

Ms Fearon advised that the date of the next meeting would be 23 May 2017 in Downpatrick.

## **13. AOB**

Fergal O'Brien thanked Andrew Kernaghan for providing information to the deaf community regarding scams etc. He stated it was good that those groups were being recognised and being provided with assistance as they were sometimes forgotten.

There being no further business, the meeting finished at 8.30pm

## POLICING COMMITTEE

### Minutes of PCSP Policing Committee of Newry, Mourne and Down District Council held in the Boardroom, Monaghan Row, Newry on 21 March 2017 at 6:20pm

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**In attendance:** Terry Andrews, Newry, Mourne & Down District Council  
David Taylor, Newry, Mourne & Down District Council  
Audrey Byrne, Independent Member  
Kate Loughran, Newry, Mourne & Down District Council  
Fiona Stephens, Independent Member  
Mickey Larkin, Newry, Mourne & Down District Council  
Brian Quinn, Newry, Mourne & Down District Council  
Una Kelly, Independent Member  
William Clarke, Newry, Mourne & Down District Council  
Harry Harvey, Newry, Mourne & Down District Council  
Dan McEvoy, Independent Member  
Mickey Ruane, Newry, Mourne & Down District Council  
Sean Doran, Newry, Mourne & Down District Council  
Declan Murphy, Independent Member  
Grace McQuiston, Independent Member  
Jude Cumiskey, Independent Member  
Inspector Gillian West  
Sergeant Tom Young

**Also in attendance:** Siobhán Fearon, Partnership Manager  
Alan Beggs Head of Evidence and Research for Community  
Planning and Performance Department  
Sarah Taggart, Democratic Services Officer

#### 1. Apologies and Chairman's Remarks

Apologies were received from:-

Ewan Morgan, Cllr Laura Devlin and Damien Brannigan

The Chairperson congratulated Sinead Ennis on her recent appointment as an MLA and wished her every success. He welcomed Councillor Mickey Ruane, as her replacement stating he was no stranger to PCSP having served previously.

The Chairperson advised apologies had been received from the District Commander however he sent Engagement Chief Inspector Gillian West. Unfortunately Gillian leaving in next week or so, and he, on behalf of PCSP wished her all the best in the new role and thanked her for her work over the last number of years. He stated he hoped to get the opportunity to work with her again in the future.

The Chairperson stated there had been a lot of ongoing work since the PCSP last met with the submission of action plan, attendance at governance meetings with joint committee, ongoing work of PCSP officers and sub-groups, a well attended Neighbourhood Watch meeting and PCSP conference. He advised the conference was an interesting and informative reflection on how PCSP have moved forward since their inception in 2012 and the model and delivery of safety and good relations under community planning process. The Chairperson advised that officers were looking at ways to mainstream community planning obligations and he welcomed Mr A Beggs, Head of Evidence and Research for Community Planning and Performance Department.

**2. Minutes of PCSP Policing Partnership held on 24 January 2017**

Read: Minutes of PCSP Policing Partnership held on 24 January 2017 (copy circulated)

**ACTION:** The Minutes were agreed as an accurate record on the proposal of Cllr Terry Andrews, seconded by Dan McEvoy.

**3. Matters Arising**

There were no matters arising.

**4. Declarations of Interest**

There were no declarations of interest.

**5. District Commander Report**

Read: District Commander Report dated 21 March 2017 (copy circulated)

The Chair invited Chief Inspector West to present the Commanders report to the Committee.

Chief Inspector West highlighted the following areas within the report:

Accountability & domestic burglaries – dropped down 25 actual burglaries which equated to a reduction of 2.8%

People killed in RTCs – decreased from 11 to 4 to date – reduction of 7.

People seriously injured in RTCs was slightly up from 46-60 – fatal figures reduced therefore positive. She advised the PSNI was working closely in responding to requests around issues raised from public or PCSP members and had been putting in speed operations and traffic calming in areas which were highlighted as hotspots.



Road safety message going out to schools in the area to capture young drivers in particular.

Trust/confidence in the Police was year on year up to 97.8% which was the highest its ever been at. Well above PSNI average – this was great news and a good boost to on-going building relationships between police and community.

Collaborative decision making & drug seizures – was down therefore reflective on number of arrests however it would be hard to compete with last year's figures as there were large operations targeting drugs offences across the province last year.

Domestic offences up slightly, this was better to have them reported to police – increasing confidence continues to rise will hopefully encourage victims of domestic violence to phone police to get help.

Outcomes relating domestic abuse – same 30% - most do know who the perpetrator is however it was difficult to get people to go the whole way to court at times. Do take number of cases to court even if victim unwilling to prosecute – observations of officers, at the scene on arrival or any injuries sustained have gone to DPP. The PSNI were working with Womens Aid and other organisations.

Incidents of ASB – up slightly and this was the same picture across the province. Has increased slightly, not hugely worrying – working hard to reduce incidents – Carnagat area have had difficulties historically – been able to get into the communities. Issues in Downpatrick – flare up in Flying Horse & Model Farm estates – successful collaborative working and have had some very good relationships built in the area.

Overview on offences report back. Positive outlook – crime is down across the board and the PSNI was working hard to improve outcomes across all crimes. She thanked members of public and continued working in partnership with PCSP Members would hopefully reduce levels further.

Una Kelly stated there seemed to be a lot of reporting done through CCTV regarding drug offences, particularly in the Downpatrick area, however this doesn't seem to be being followed up by PSNI, was there any reason for this.

Chief Inspector West advised that resources were limited and if call signs were tied up at an incident, they wouldn't be able to leave until that incident had been cleared however depending on what they were being told by CCTV operators, if the PSNI arrive and individuals were still on the scene, officers would be as proactive as possible in searching etc.

Sgt Young advised sometimes the reporting from CCTV operators can be misleading and cited on such example at the bus station where there were numerous reports of widescale drug misuse and selling, however every time the PSNI arrived there was only evidence of people rolling their own cigarettes and not drugs. He stated that officers must have reasonable grounds to search someone.

Una Kelly stated the activity was outside the Russell Bar and in Scotch Street and these incidents were report, however nothing was done.

Chief Inspector West advised she had appointed an inspector to follow up on these incidents and would share the report when it was forthcoming with the committee.

Cllr Sean Doran advised a member of the public had approached him regarding the unstaffed Newcastle Police Station as when he stopped to report a crime, the caretaker told him he was not responsible for reporting crime and the member of the public would need to phone 101. He asked should this member of staff not have been able to take details of the crime.

Chief Inspector West advised her advice to any member of the public would be to phone 101 or 999 in an emergency as the unstaffed stations would only have security on to open and close gates, they were not employed as call takers. She advised notices would be erected on the gates of those particular stations giving the new opening hours and times.

Cllr Willie Clarke advised the issue of car crime in Donard Park needs to be addressed, he stated there was CCTV in the carpark and this should be used to identify the cars causing the disturbances.

Chief Inspector West advised she would feedback that there was CCTV within the car park and that neighbourhood teams would be patrolling this area as part of their ongoing patrols. She stated however that incidents may sometimes take them away from this area and perhaps this would be somewhere the wardens could patrol also.

Cllr Willie Clarke stated there had been an increase in anti-social behaviour around Circular Road and Upper Square in Castlewellan which seemed to be linked to underage drinkers in certain establishments at formals and discos within the town.

Chief Inspector West advised the issue of underage discos on licensed premises was being targeted by PSNI and they would attempt to prosecute any licensed premises holding formals or discos with underage people in attendance. She stated it was a grey area at present however it was against the law at minute for children to be on a licensed premises after 9pm. She asked that members provide her with details of the incidents and she would speak with the neighbourhood team to speak with vulnerable people in the area.

Chief Inspector West thanked the members of the PCSP for their help and assistance over the last few years stating they had made her life and job a lot easier.

## **6. Date of Next Meeting**

The next meeting will be held in Downpatrick on 23 May 2017.

There being no further business, the meeting ended at 6.50pm.

<b>Report to:</b>	Active & Health Communities
<b>Date of Meeting:</b>	19 June 2017
<b>Subject:</b>	Lease of Land at 16 The Square, Rostrevor to Mens Shed for further one year period
<b>Reporting Officer (Including Job Title):</b>	Janine Hillen, Assistant Director of Community Engagement
<b>Contact Officer (Including Job Title):</b>	Briege Magill, Administration Officer

### Decisions required:

Members are asked to note the contents of the report, and agree a one year extension to licence agreement to Men's Shed, Rostrevor, at a peppercorn rent. Area of Licence to be extended to include all of ground floor and outdoor storage, subject to Estates Section being satisfied that all is in order.

<b>1.0</b>	<b>Purpose and Background:</b>
1.1	Men's Shed is a very successful concept and aims to improve the health and wellbeing of all its members by organising activities particularly for retired members. They have a one year licence agreement for use of front room and garden area at 16 The Square, Rostrevor. This licence is due to expire on 4 July 2017. They would now like to extend lease and to include ground floor area.
<b>2.0</b>	<b>Key issues:</b>
2.1	Future use of this building still to be agreed
<b>3.0</b>	<b>Recommendations:</b>
3.1	Agree a one year extension to the licence agreement for the Men's Shed, Rostrevor, at a peppercorn rent. Area of Licence to be extended to include all of ground floor and outdoor storage, subject to Estates Section being satisfied that all is in order.
<b>4.0</b>	<b>Resource implications</b>
4.1	Provision of Council property at peppercorn rent. Newry, Mourne and Down District Council previously obtained approval from DfC to charge peppercorn rent.
<b>5.0</b>	<b>Equality and good relations implications:</b>

5.1	Not Applicable
<b>6.0</b>	<b>Appendices</b>
6.1	Provision of Council property at peppercorn rent

<b>Report to:</b>	AHC Committee
<b>Date of Meeting:</b>	19 June 2017
<b>Subject:</b>	Play strategy Update
<b>Reporting Officer</b>	Roland Moore – Assistant Director: Leisure and Sport
<b>Contact Officer</b>	Conor Haughey- Head of Outdoor Leisure

#### Decisions required:

- **Council to note the Play Strategy update**
- **Council to approve tender process for fixed play equipment**
- **Council to approve commencement of Consultation process**
- **Council to commence non-fixed play recommendations within each DEA i.e. free play schemes and community training**

<b>1.0</b>	<b>Purpose and Background:</b>
1.1	<p>The Play Strategy 2017-2022 has identified the need for various actions within our community for the provision of fixed play.</p> <p>These recommendations require further consultation with local communities in order to proceed with all the strategy recommendations and works.</p> <p>The AHC Committee have already approved in February 2017 the stepped process for this community engagement.</p> <p>Council have now appointed a Play consultant (3 year term) to lead in partnership with our Officers, to implement the Strategy recommendations.</p> <p>The Consultant will also assist with the tender process in order to appoint a Design, Supply and Install Contractor and with the managing of the programmed works years 1-3 (initially) thereafter.</p> <p>The Play consultant will also deliver 14 free play schemes (2 in each of the agreed DEA sites) and additional 7 community free play training programmes in order for communities to use play pods (currently now in place and located in each of the 7 DEAs)</p>

<b>2.0</b>	<b>Key issues:</b>
2.1	<p>To undertake the Play Strategy recommendations with respect to fixed play, the Council will need to appoint a Contractor through tender for the Design, Supply and Installation to carry out year 1 - 3 (option to extend for years 4-5) of the strategy recommendations.</p> <p>To rollout the non-fixed play recommendations;  14 Free Play Schemes (2 per DEA)  7 Community Free Play Training programmes</p> <p>This will be done in coordination with each DEA coordinator to identify the most suitable locations for same.</p>
<b>3.0</b>	<b>Recommendations:</b>
3.1	<ul style="list-style-type: none"> <li>• Council to agree to the tender for appointment of a Design, Supply and Installation Contractor for the delivery of the play strategy recommendations year 1-3 (option to extend for years 4-5).</li> <li>• Council to approve the Play Strategy Consultant to commence consultation for the delivery of the strategy recommendations in regards to fixed play.</li> <li>• Council to agree commence with the non-fixed play recommendations and implement same in agreement with each DEA coordinator.</li> </ul>
<b>4.0</b>	<b>Resource implications</b>
4.1	<p>Capital budgets for the 5 year programme (already approved in rates)  Officers time (appointment of tier 5 posts within the section required).  Assistance from a external Play Consultancy on strategy works and free play programme delivery</p>
	<b>Equality and good relations implications:</b>
5.1	<p>The proposal sets out specific consultation will be undertaken regards to implementing recommendations from the Play Strategy. It is therefore not anticipated the recommended actions will have an adverse impact upon the promotion of equality and opportunity and good relations, but will generate opportunity to take positive action.</p>
<b>6.0</b>	<b>Appendices</b>
6.1	Not Applicable

<b>Report to:</b>	AHC Committee
<b>Date of Meeting:</b>	19 June 2017
<b>Subject:</b>	Clubmark NI Online Scheme – Operating Protocols
<b>Reporting Officer</b>	Roland Moore, Assistant Director Leisure and Sport
<b>Contact Officer</b>	Conor Haughey - Head of Outdoor Leisure

#### Decisions required:

- **Members consider approving the Newry, Mourne and Down District Council, Clubmark NI Online Scheme, Operating Protocols and the licensing agreement with Sport Northern Ireland.**

<b>1.0</b>	<b>Purpose and Background:</b>
1.1	<p>Clubmark NI is a new club development and accreditation programme for sports clubs. It is led by Sport Northern Ireland (SNI) in partnership with governing bodies of sport and the eleven District Councils.</p> <p>The accreditation programme aims to improve club(s) performance by helping them meet minimum operating standards in the areas of:</p> <ul style="list-style-type: none"> <li>• Effective Club Management</li> <li>• Community Engagement</li> <li>• Quality Coaching &amp; Competition</li> <li>• Creating a Safe Environment</li> <li>• Safeguarding Members</li> </ul>
<b>2.0</b>	<b>Key issues:</b>
2.1	There is a percentage of Sports Clubs whose Governing Body do not have an accreditation programme in place. Therefore, SNI and the District Councils have established a generic accreditation programme for their benefit.
<b>3.0</b>	<b>Recommendations:</b>
3.1	<p>That the AHC committee recommend to proceed and approve the Newry, Mourne and Down District Council, Clubmark NI Online Scheme, Operating Protocols and the licensing agreement with Sport Northern Ireland.</p> <p>This will become effective once the resources to assess and support applications for clubs are provided through the tier 5 posts within Sport Development.</p>
<b>4.0</b>	<b>Resource implications</b>
4.1	Officer(s) Time.

<b>5.0</b>	<b>Equality and good relations implications:</b>
5.1	It is not anticipated the proposed recommendation will have an adverse impact upon equality of opportunity and good relations.
<b>6.0</b>	<b>Appendices</b>
	Clubmark NI Operating Protocols





## **Newry, Mourne and Down District Council**

### **Clubmark NI Online Scheme**

# **OPERATING PROTOCOLS**

## 1.0 Operating Criteria

### 1.1 Registration for all clubs.

All clubs registering to work towards Clubmark NI accreditation through the **Newry, Mourne and Down District Council** Scheme must register their interest on the Clubmark NI website ([www.sportni.net/clubs-coaching/clubmark-ni/](http://www.sportni.net/clubs-coaching/clubmark-ni/)). On registering **Newry, Mourne and Down District Council** recommends that the club select that they wish to have an introductory meeting. However if the club feels that it does not need an introductory meeting and is already at a state of readiness then they may proceed to the online system and commence.

When a club logs onto the Clubmark NI online system they will be provided with 3 options for the accreditation route that they wish to pursue. These are as follows;

1. **Junior Only Club**
2. **Junior and Senior Club**
3. **Senior Only Club**

#### Definition of Categories

1. The Junior club option is for clubs that only have members under the age of 18.
2. The Junior and Senior Club is for clubs that have both U-18 members/teams and over 18 members/teams and/or junior and senior sections.
3. Senior Only option is for clubs that only have adult teams or all teams are over 18 years of age. **Please note that where a club sees themselves as falling into the Senior only club criteria but they have some U-18 players who play on a senior team or vulnerable adults who play on a senior only team, then are required to have a relevant safeguarding policy and therefore apply for the Junior and Senior Club award.**

### 1.2 Minimum criteria are clear and unambiguous on online system.

The criteria for accreditation within the **Newry, Mourne and Down District Council** Clubmark NI scheme will fully reflect and include the Clubmark NI Core Criteria and Minimum Operating Standards, as outlined by Sport Northern Ireland. It must also comply consistently with the sequence and numbering to reflect the online system. This criteria is listed online within the Clubmark NI portal, to assist clubs to monitor their progress towards accreditation.

### **1.3 The process and procedures for assessing clubs is documented and made clear to applicants.**

The process and procedures for assessment will be explained by the Scheme Manager. During the Introductory Meeting **Newry, Mourne and Down District Council's** appointed Support Officer will also explain the assessment process. The assessment process shall be consistent and robust, with the same procedures applying to all clubs.

The Club Assessor assessing the evidence uploaded to the online system will not have supported the club they are assessing in any way through the accreditation process and, as stated previously, all applications will be subject to internal moderation by the **Newry, Mourne and Down District Council** Clubmark NI Assessment Panel on a quarterly basis. Clubs will only be informed of assessment decisions after internal moderation, at which point (subject to successfully evidencing each criteria within the online submission) a Club Visit will be arranged.

An annual internal Sport NI verification will take place on a sample of clubs across all Clubmark NI schemes and clubs will be made aware of this at the introductory meeting stage, and again when a decision on accreditation is provided to the club. The **Newry, Mourne and Down District Council** Clubmark NI scheme will fully support the Sport NI verification sampling process and will make all required club details and information available to aid this process.

#### ***Club Submission of Documentation Online***

- Online submission should be within a reasonable timeframe as agreed with the club.
- The online submission will generate an e-mail acknowledging receipt of the documentation submitted.
- A further email will be generated upon approval that the documentation meets the requirements.

#### ***Online Submission Assessment***

- Initial assessment of the online submission will be carried out by the appointed Club Assessor prior to a meeting of the Assessment Panel.
- The initial assessment will be internally moderated at an Assessment Panel moderation meeting where the 1<sup>st</sup> stage assessment will either be ratified or amended. At this stage the recommendation for a Club Visit to take place will be made or in the case of a club not passing first stage assessment, the panel will form an action plan to assist the club to address deficiencies in their application.
- The club are then informed of the decision. If successful, a Club Visit shall be arranged by the Club Support Officer and the applicant club. If unsuccessful, the club will be issued with an action plan and supported to address the deficiencies in their application by their appointed Support Officer.

### ***Club Visit Assessment***

- A Club Visit will be arranged by the assessor at a time suitable for the club. The visit will take place during a normal club session. The assessor will also require time to speak to a selection of people involved with the club such as parent/s, coach/es, participants, administrators etc.
- The Club Visit will be carried out by an Assessor who has received Clubmark NI Assessor Training. The club will be informed of who the Assessor will be a minimum of 1 week prior to the visit. If for any reason the assessor has to be changed, between the club being informed and the visit taking place, the club will be informed prior to the assessor arriving to carry out the Club Visit.
- The Assessor will follow a standard Club Visit process (*Appendix IV*), through which the assessor will benchmark the club against the scheme criteria and see the practical evidence to support the policies, processes and evidence compiled within the online submission.

### ***Internal Moderation***

- **Newry, Mourne and Down District Council** will internally moderate applications following the 1<sup>st</sup> stage assessment of the online submission. This internal moderation will be carried out by an assessment panel on a quarterly basis.
- **Newry, Mourne and Down District Council** will carry out at least one additional Club Visit over the three year period of accreditation. This will be in addition to the Club Visit carried out as part of the initial assessment process for accreditation. The additional Club Visit will be informal in structure and act as a development tool to assist the club to develop further, while still ensuring the club is maintaining good standards of policy and practice. Arrangements for the additional visit will be made using the same processes as used for the initial assessment visit.
- **Newry, Mourne and Down District Council** will support the verification process by making all necessary information available to Sport Northern Ireland. Clubs Verification Club Visits will receive a minimum of two weeks' notice from Sport Northern Ireland and consideration of suitable arrangements to the club will be taken during the arrangement process.
- **Newry, Mourne and Down District Council** through their Clubmark NI scheme, will take the required action (if applicable) upon receiving verification reports from Sport Northern Ireland.

### ***Arbitration and Appeals Process***

- Any club who are not satisfied with an assessment decision made by **Newry, Mourne and Down District Council** may exercise the scheme's Arbitration and Appeals Process.
- All appeals should be submitted in writing to the **Newry, Mourne and Down District Council** Clubmark NI Assessment Panel within one month of the club receiving the relevant decision.
- The **Newry, Mourne and Down District Council** Clubmark NI Assessment Panel will then consider the appeal and liaise with the club to attempt to resolve the issue identified by the club.

- In cases where the internal Arbitration and Appeals Process does not resolve the issue, the appeal will be considered by an Appeals Panel independent of **Newry, Mourne and Down District Council** Clubmark NI scheme. The independent appeals panel will be coordinated by Sport Northern Ireland who will ensure that no member of the Appeals Panel has a conflict of interest with the club in question. A representative of the **Newry, Mourne and Down District Council** Clubmark NI Assessment Panel will attend the Independent Appeals Panel to outline the issue/s in question. This representative will not be involved in the decision taken by the Independent Appeals Panel. The decisions taken by the Independent Appeals Panel will be by majority vote.
- **Newry, Mourne and Down District Council**, on behalf of the Independent Appeals Panel, will inform the club in writing of the outcome of the appeal within five working days of the Panel meeting.
- The decision of the Independent Appeals Panel is final.

#### ***Assessor and Support Officer Training***

- All **Newry, Mourne and Down District Council** Clubmark NI Assessors and Support Officers will attend the standard Clubmark NI Assessor/Support Officer Training Workshop.
- All **Newry, Mourne and Down District Council** Clubmark NI Assessors/Support Officers will apply the principles outlined within the Clubmark NI Assessor/Support Officer Training Workshop when supporting and assessing clubs.
- All assessments made by **Newry, Mourne and Down District Council** Clubmark NI Assessors will be subject to the moderation processes as outlined above.

#### **1.4 Length of time for assessment (submission to outcome)**

Clubs applying for accreditation will be informed of the outcome of their application within two months of submission dates. This includes:

- Assessment of the Online Submission
- Internal Moderation of Online Submission
- Club Visit Assessment
- Confirmation of Accreditation or Action Plan to Achieve Accreditation

#### **1.5 Duration of Clubmark NI Accreditation**

##### ***Accreditation Period***

**Newry, Mourne and Down District Council** Clubmark NI accreditation shall be awarded to clubs for a period of three years from the date of accreditation, subject to the club maintaining the Clubmark NI standard.

### ***Annual Health Check Process***

All clubs accredited by the **Newry, Mourne and Down District Council** scheme will be required to complete an annual health check using the **Newry, Mourne and Down District Council** Clubmark NI online system. Although this is primarily a self-assessment process, an Clubmark NI Assessor will approve the health check using the information available through the online system. The Assessor will then mark the health check as approved on the system. Clubs will receive notification one month before the due date of health check. This will be automatically generated by the Clubmark NI Online System. Health checks will be carried out on an annual basis. Health checks will also require the Scheme Manager to sign off that the club continue to maintain standards compliant with the Clubmark NI criteria, a progress report of the clubs development plan and an updated version of the club's annual development plan.

### **1.6 Policy and process for withdrawal of Clubmark NI accreditation**

The policy and process for the withdrawal of Clubmark NI accreditation outlined in will be applied to Clubs accredited through the **Newry, Mourne and Down District Council** Clubmark NI scheme in circumstances when the Clubmark NI standards are not met and action is required to protect the integrity of the scheme and the overall programme. Full information on this is outlined in Appendix V.

## **2.0 Support to Clubs**

### **2.1 Support provided to clubs upon registration for Clubmark NI**

The **Newry, Mourne and Down District Council** Clubmark NI scheme will provide the following support to all clubs registering on the scheme -

#### ***Resources***

- Clubs will receive advice and guidance from **Newry, Mourne and Down District Council** on completing the online submission within 10 working days of registering their interest.

#### ***Staff Support***

- A Support Officer(s) will be appointed to support each club through the accreditation process.
- The Support Officer will facilitate an initial introductory meeting with the club/s to inform them of the accreditation process and to identify the action/s that a club needs to take in order to achieve accreditation. This opportunity will also be used to aid the club's general development.
- On-going telephone and e-mail support from Support Officer will be available as well as meetings upon request where appropriate.

- o The Support Officer(s) for **Newry, Mourne and Down District Council** will be: The Sports Development Officer Downpatrick & The Sports Development Officer Newry.

### ***Education and Development Programme***

- o Clubs will be given the opportunity to attend the following workshops through sign posting to local authority hosted workshops or those arranged **Newry, Mourne and Down District Council**:
  - o Safeguarding Children & Young People in Sport
  - o Child Protection Designated Officer
  - o First Aid

### ***Sport Northern Ireland Club Support***

Sport Northern Ireland have developed a series of generic resources and templates that can be found on the Clubmark NI website [www.sportni.net/clubs-coaching/clubmark-ni](http://www.sportni.net/clubs-coaching/clubmark-ni) or via the online submission website for all clubs to download and amend.

## **2.2 Licensed organisation nominated officer to promote, support and develop Clubmark NI accreditation for Newry, Mourne and Down District Council Staff/volunteers are trained and able to support clubs.**

The Scheme Manager for the **Newry, Mourne and Down District Council** scheme is: The Senior Sports Development Officer/Manager for the Council.

**Newry, Mourne and Down District Council** clubs will be supported by the following Support Officer:

The Sports Development Officer Downpatrick  
The Sports Development Officer Newry

**Newry, Mourne and Down District Council** clubs will be assessed by the following Assessors:

The Sports Development Officer Newry  
The Sports Development Officer Downpatrick

**NB** The Scheme Manager and the Support Officer may be the same person however this person must be different from the Assessor(s) so as to ensure there is no conflict of interest during the application process.

### **2.3 Mandatory workshops needed to achieve Clubmark NI are available to clubs.**

Clubs will be sign posted to the following mandatory workshops operated by local authorities or provided by **Newry, Mourne and Down District Council**:

- Safeguarding Children and Young People in Sport
- Child Protection Designated Officer
- First Aid

Clubs can also view courses available in other areas by accessing the Sport Northern Ireland Coach Education Workshop webpage: [www.sportni.net/clubs-coaching/coaching](http://www.sportni.net/clubs-coaching/coaching)

## **3 Benefits and Recognition**

### **3.1 Clubs are recognised on achieving Clubmark NI accreditation.**

Clubs achieving Clubmark NI accreditation through the **Newry, Mourne and Down District Council** Clubmark NI scheme will receive the following recognition:

- *Presentation of a Clubmark NI framed certificate (supplied by Sport Northern Ireland) at a recognition ceremony during the **Newry, Mourne and Down District Council** awards.*
- *Highlighted on the **Newry, Mourne and Down District Council** website.*
- *Relevant governing body notified of the clubs achievement.*

**Newry, Mourne and Down District Council** will also provide the appropriate information to Sport Northern Ireland to allow the club to be recognised as a quality club on the Clubmark NI webpage. Sport Northern Ireland will include accredited clubs on their database of Northern Ireland Clubmark NI accredited clubs.

### **3.2 The benefits of achieving Clubmark NI are actively promoted and made clear by the licensed organisation.**

Clubs will also receive the following Sport Northern Ireland benefits for accredited clubs:

- One free Sport Northern Ireland Coach Development & Education workshop for a group of up to 20 coaches.
- A large (3m x 1.5m) 'Clubmark NI Accredited Club' will be provided to the club to promote their status as a Clubmark NI accredited club.
- The Clubmark NI logo will be made available to all Clubmark NI accredited clubs in an electronic format to allow clubs to add this to their websites, letter heads or other club materials.
- All accredited clubs will be listed on the Sport Northern Ireland Clubmark NI webpage as a Clubmark NI accredited club.



## 4 Promotion and Publicity

### 4.1 Clubmark NI is promoted to all clubs

**Newry, Mourne and Down District Council** will make all clubs affiliated to their governing body within Northern Ireland aware of the Clubmark NI programme and how they can become accredited using the mechanisms outlined below.

- The programme operators will compile a database with contacts details of all **Newry, Mourne and Down District Council** clubs in Northern Ireland.
- A **Newry, Mourne and Down District Council** Clubmark NI e-mail/electronic communication will be sent to each affiliated club in Northern Ireland with an explanation of how to get involved in the **Newry, Mourne and Down District Council** Clubmark NI scheme.
- The **Newry, Mourne and Down District Council** Clubmark NI scheme will be promoted and launched.
- The **Newry, Mourne and Down District Council** Clubmark NI scheme will be promoted on the **Newry, Mourne and Down District Council** website.

## Appendices



**Appendix I****Clubmark NI Criteria (Junior & Senior Clubs) 2017****SECTION 1: EFFECTIVE CLUB MANAGEMENT**

	<b>Criteria</b> <i>The club must:</i>	<b>Supporting Evidence</b>	<b>Support Available</b>	<b>Assessment Method/s &amp; Evidence</b>
1.1	Be a registered Community Amateur Sports Club (CASC) or Charity or provide information on why they are exempt.	<ul style="list-style-type: none"> <li>Charity Commission NI number or confirmation letter/email</li> <li>CASC – HMRC letter/email</li> </ul>	<ul style="list-style-type: none"> <li>Seek information from NGB or HMRC/Charity Commission</li> <li>Club Leaders workshop</li> </ul>	<i>Online Upload</i> <b>Confirmation letter</b>
1.2	Hold adequate public liability insurance for all activities undertaken.	<ul style="list-style-type: none"> <li>Copy of certificate or explanation of cover if through governing body affiliation.</li> <li>Copies of coaches insurance</li> </ul>	<ul style="list-style-type: none"> <li>Seek information from governing body or a reputable insurance provider</li> </ul>	<i>Online Upload</i> <b>PL certificate</b>
1.3	Be affiliated to the appropriate governing body of sport and adhere to their disciplinary and complaints procedures.	<ul style="list-style-type: none"> <li>Copy of affiliation letter/affiliation number.</li> </ul> Or <ul style="list-style-type: none"> <li>Correspondence confirming affiliation from governing body or receipt for payment of affiliation fees.</li> </ul>	<ul style="list-style-type: none"> <li>SNI website list of governing bodies</li> <li>Governing body</li> </ul>	<i>Online upload</i> <b>Copy of letter</b>
1.4	Have an open and non-discriminatory constitution or appropriate governing documents.	<ul style="list-style-type: none"> <li>Copy of constitution, which must be signed and dated by at least the club Chairperson and Secretary.</li> <li>Copy of committee minutes adopting latest version of constitution.</li> </ul>	<ul style="list-style-type: none"> <li>Clubmark NI Template 1</li> </ul>	<i>Online Upload</i> <b>Club Constitution</b>
1.5	Demonstrate a commitment to ongoing development within a suitable annual Club Development Plan that includes specific reference to the junior club or junior section.	<ul style="list-style-type: none"> <li>Copy of action/development plan, including detailed information on planned actions and review. Development plan should be broken down into sections, e.g. coaches, members,</li> </ul>	<ul style="list-style-type: none"> <li>Clubmark NI Template 7</li> </ul>	<i>Online Upload &amp; Club Visit</i> <b>Club Development</b>

	<b>Criteria</b> <i>The club must:</i>	<b>Supporting Evidence</b>	<b>Support Available</b>	<b>Assessment Method/s &amp; Evidence</b>
		facility, equipment, committee etc.		<b>Plan</b>
1.6	Have adopted and be compliant with an Equal Opportunities/Sports Equity Policy.	<ul style="list-style-type: none"> <li>• Copy of signed and dated equity statement/policy.</li> <li>• Details of how this policy has been implemented.</li> </ul>	<ul style="list-style-type: none"> <li>• Clubmark NI Template 2</li> <li>• Governing body Equity policy</li> </ul>	<i>Online Upload &amp; Club Visit</i> <b>Equity Policy</b>
1.7	Have a specific membership fee and pricing policy specific for children and young people offering reduced rates.	<ul style="list-style-type: none"> <li>• Copy of club's pricing details e.g. pricing policy/membership forms/ membership packages or categories.</li> </ul>		<i>Online Upload &amp; Club Visit</i> <b>Pricing Policy</b>

**SECTION 2: COMMUNITY ENGAGEMENT**

	<b>Criteria</b> <i>The club must:</i>	<b>Supporting Evidence</b>	<b>Support Available</b>	<b>Assessment Method/s</b>
2.1	<p>Have explored how people with disabilities could be included in your sport, taking particular account of the four main disability 'groups':</p> <ul style="list-style-type: none"> <li>• People with physical disabilities</li> <li>• People who are deaf or hard of hearing</li> <li>• Blind and partially sighted people</li> <li>• People with learning disabilities</li> </ul> <p>Include at least two points relating to the inclusion of people with disabilities within the club's development plan.</p>	<p>Provide a copy of a club development plan which investigates how the four main disability groups could be included in your club and highlight the points relating to the inclusion of people with disabilities.</p> <p><b>AND</b></p> <p>Provide certificate of attendance at DSNI's Disability Inclusion Training Course and submit a completed copy of the participant course action plan which should demonstrate how the four main disability groups could be included in your club.</p> <p><b>OR</b></p> <p>Provide meeting notes/email correspondence of discussions with DSNI/governing body/other relevant organisations on the inclusion of the four main disability groups in your club.</p>	<ul style="list-style-type: none"> <li>• Clubmark NI Template 3 &amp; 7</li> <li>• DSNI 'Disability Inclusion Training' Course</li> </ul>	<i>Online Upload &amp; Club Visit</i> <b>Certificate or correspondence</b>

	<b>Criteria</b> <i>The club must:</i>	<b>Supporting Evidence</b>	<b>Support Available</b>	<b>Assessment Method/s</b>
2.2	Provide evidence that they have considered their responsibility under the Disability Discrimination Act to provide 'reasonable' physical access for people with disabilities	Club facility access audit and action plan.	<ul style="list-style-type: none"> <li>• Clubmark NI Template 3</li> </ul>	<i>Online Upload &amp; Club Visit</i> <b>Audit &amp; Action plan</b>
2.3	The club actively engages with members and has an agreed approach regarding engagement to retain existing members and attract new members.	<ul style="list-style-type: none"> <li>• Evidence of ongoing communication with members via appropriate methods eg newsletters, website, social media.</li> <li>• Evidence that the club actively follows up with non-active members and lapsed member to re-engage.</li> <li>• Examples of initiatives or sessions to attract new members through established partnerships eg local schools, colleges, community groups etc.</li> </ul>		<i>Club Visit</i>
2.4	Commit to having contact with at least one local school that encourages pupils to participate in club activities and communicate effectively with this school about the club's activities within one year of becoming accredited.	<ul style="list-style-type: none"> <li>• Details of how the club will do this and which school/s they will target for this.</li> </ul>	<ul style="list-style-type: none"> <li>• Clubmark NI Template 6</li> </ul>	<i>Online upload</i> <b>Correspondence</b>
2.5	Have regular contact with the relevant Local Authority sports development personnel (e.g. membership of the local sports advisory council).	<ul style="list-style-type: none"> <li>• Names and contact details of Local Authority Sports Development Contact.</li> <li>• Copies of correspondence.</li> <li>• Club directories and other documentation produced by these organisations giving details of the club.</li> </ul>	<ul style="list-style-type: none"> <li>• Clubmark NI Template 6</li> </ul>	<i>Online upload &amp; Club visit</i> <b>Correspondence</b>
2.6	Have adopted and implemented a volunteering policy which includes how the club recruits, supports, trains and recognises volunteers.	<ul style="list-style-type: none"> <li>• Copy of the club volunteering policy.</li> <li>• Details of how the club have implemented this policy.</li> </ul>	<ul style="list-style-type: none"> <li>• Clubmark NI Template 8</li> <li>• Volunteer Now website</li> <li>• "Volunteer Champions" workshop</li> </ul>	<i>Online Upload &amp; Club Visit</i> <b>Volunteering Policy</b>

	<b>Criteria</b> <i>The club must:</i>	<b>Supporting Evidence</b>	<b>Support Available</b>	<b>Assessment Method/s</b>
2.7	Ensure that all new staff and volunteers under go an induction process that includes the clubs structure and procedures.	<ul style="list-style-type: none"> <li>Documentation which demonstrates the clubs induction process for new coaches and volunteers.</li> </ul>	<ul style="list-style-type: none"> <li>CPSU/NSPCC website</li> <li>Volunteer Now website</li> <li>'Volunteer Champions' workshop</li> </ul>	<i>Online Upload &amp; Club Visit</i> <b>Induction Pack</b>

### SECTION 3: QUALITY COACHING & COMPETITION

	<b>Criteria</b> <i>The club must:</i>	<b>Supporting Evidence</b>	<b>Support Available</b>	<b>Assessment Method/s</b>
3.1	Employ and/or deploy suitably qualified coaches in accordance with governing body guidelines within the junior club and support coaches to engage in continuous learning.	<ul style="list-style-type: none"> <li>Details of junior coach/es qualification/s.</li> <li>Copy of coach/es qualification/s certificates.</li> <li>Examples of continuous learning that club coaches have engaged in re resources accessed, workshops attended, mentoring etc.</li> </ul>	<ul style="list-style-type: none"> <li>Governing body Coach Education Courses/ Qualifications</li> <li>SNI Coach Education workshops</li> </ul>	<i>Online Upload &amp; Club Visit</i> <b>Certificates</b>
3.2	Have role descriptions for coaches and volunteers outlining roles and responsibilities.	<ul style="list-style-type: none"> <li>Copy of role descriptions for various club roles, signed and dated by each coach or volunteer.</li> </ul>	<ul style="list-style-type: none"> <li>Clubmark NI Templates 9 &amp; 10</li> </ul>	<i>Online Upload &amp; Club Visit</i> <b>Role descriptions</b>
3.3	Ensure that all coaches operating on behalf of the club hold appropriate professional indemnity insurance to cover all activities undertaken.	<ul style="list-style-type: none"> <li>Copy of professional indemnity insurance for each coach for all activities undertaken.</li> <li>In cases were coaching insurance is included as part of membership of an organisation or covered by club/governing body this should be documented and the relevant correspondence/certificates included to evidence this.</li> </ul>	<ul style="list-style-type: none"> <li>Reputable insurance provider</li> <li>Governing body</li> <li>Other reputable coaching insurance provider</li> </ul>	<i>Online Upload &amp; Club Visit</i> <b>Coaches certificates</b>

3.4	Provide a structured coaching programme for children and young people, as determined by the governing body, with progressive and inclusive sessions	<ul style="list-style-type: none"> <li>Documentation detailing the clubs coaching programme for children and young people.</li> </ul>	<ul style="list-style-type: none"> <li>Governing body guidance for coaching programmes for children and young people (if available)</li> </ul>	<i>Online Upload &amp; Club Visit</i> <b>Coaching Plan</b>
3.5	Ensure that coach : participant ratios reflect the governing body guidelines.	<ul style="list-style-type: none"> <li>Documentation detailing the clubs coach : participant ratio's within the junior club/section.</li> </ul>	<ul style="list-style-type: none"> <li>Governing body guidelines</li> </ul>	<i>Online Upload &amp; Club Visit</i> <b>Club Guidelines</b>
3.6	Provide suitable intra and/or inter club competition, in accordance with governing body guidelines.	<ul style="list-style-type: none"> <li>Documentation detailing the intra and/or inter club competitive opportunities that the club make available to members of the various elements of their junior section/club.</li> </ul>	<ul style="list-style-type: none"> <li>Governing body guidelines (if available)</li> </ul>	<i>Online Upload &amp; Club Visit</i> <b>Competition Prog</b>

#### SECTION 4: CREATING A SAFE ENVIRONMENT

Criteria		Supporting Evidence	Support Available	Assessment Method/s
<b>The club must:</b>				
4.1	Ensure that all venues and equipment are safe at all coaching and competition sessions, meeting governing body requirements where they exist.	<ul style="list-style-type: none"> <li>Copy of risk assessments for all club venues.</li> <li>Details on how club facilities and equipment meet governing body guidelines (if applicable).</li> </ul>	<ul style="list-style-type: none"> <li>Clubmark NI Template 18</li> <li>Governing body guidelines (if available)</li> </ul>	<i>Online Upload &amp; Club Visit</i> <b>Risk Assessments</b>
4.2	Provide access to qualified <sub>1</sub> First Aid at all coaching and competition sessions.	<ul style="list-style-type: none"> <li>Detail how club provide qualified<sub>1</sub> First Aid at all coaching and competition sessions including naming club First Aider/s if relevant.</li> <li>Copy of First Aid qualification<sub>2</sub> certificate/s.</li> </ul>	<ul style="list-style-type: none"> <li>St Johns Ambulance</li> <li>British Red Cross</li> <li>Other reputable First Aid training providers</li> </ul>	<i>Online Upload &amp; Club Visit</i> <b>Certificates</b>
4.3	Have adopted clear procedures and have an acceptable pro-forma for managing and recording accidents and incidents.	<ul style="list-style-type: none"> <li>Copy of clubs procedures and pro-forma for managing and recording accidents and incidents.</li> </ul>	<ul style="list-style-type: none"> <li>Clubmark NI Templates 18,19, 20 &amp; 21</li> </ul>	<i>Online Upload &amp; Club Visit</i> <b>Procedures &amp; Proforma</b>

4.4	Hold an attendance register at all coaching and competition sessions.	<ul style="list-style-type: none"> <li>• Copy of the register taking at all coach and competition sessions (this may be a blank version).</li> </ul>	<ul style="list-style-type: none"> <li>• Clubmark NI Template 22</li> </ul>	<i>Online Upload &amp; Club Visit Register</i>
4.5	Hold contact details of parents/guardians and emergency contacts as part of club registration.	<ul style="list-style-type: none"> <li>• Detail how the club holds the contact details of parents/guardians and emergency contacts.</li> <li>• Copy of parents/guardians and emergency contacts form or membership form which records parents/guardians and emergency contacts.</li> </ul>	<ul style="list-style-type: none"> <li>• Clubmark NI Template 23</li> </ul>	<i>Online Upload &amp; Club Visit Register</i>
4.6	Hold information on any medical conditions of children and young people as part of club registration, and communicate the details on a need to know basis.	<ul style="list-style-type: none"> <li>• Detail how the club holds the contact details on any medical conditions of children &amp; young people on a need to know basis.</li> <li>• Copy of medical information form or membership form which records medical information.</li> </ul>	<ul style="list-style-type: none"> <li>• Clubmark NI Template 23</li> </ul>	<i>Online Upload &amp; Club Visit Register &amp; Information form</i>
4.7	Have parental/guardian's written consent for their young person to participate in the activity.	<ul style="list-style-type: none"> <li>• Copy of consent form or membership form which requests written consent.</li> </ul>	<ul style="list-style-type: none"> <li>• Clubmark NI Template 4</li> </ul>	<i>Online Upload Consent form</i>

## SECTION 5: SAFEGUARDING MEMBERS

	<b>Criteria</b> <i>The club must:</i>	<b>Supporting Evidence</b>	<b>Support Available</b>	<b>Assessment Method/s</b>
5.1	Have adopted a suitable Safeguarding Policy and be compliant with the associated procedures, in accordance with governing body requirements.	<ul style="list-style-type: none"> <li>• Copy of the club's policy, signed and dated by Chairperson and other relevant committee members.</li> <li>• Details and evidence of how the policy is being communicated within the club.</li> <li>• Copy of committee minutes adopting the policy.</li> <li>• Other evidence of implementation, i.e. other documents which refer to the policy.</li> </ul>	<ul style="list-style-type: none"> <li>• Governing body Safeguarding policy</li> <li>• CPSU website</li> <li>• Clubmark NI Templates 12 &amp; 13</li> </ul>	<i>Online Upload &amp; Club Visit</i> <b>Policy &amp; Minutes</b>
5.2	Be committed to ensuring that all club coaches and volunteers working with children and young people have attended or will attend Safeguarding Children & Young People in Sport - Awareness Training within six months of taking up their role (or training deemed as equivalent by Sport Northern Ireland).	<ul style="list-style-type: none"> <li>• Copy of recruitment, induction of training procedures which document how all coaching and volunteers working with children and young people undertake Safeguarding training within six month of beginning their role.</li> <li>• Copy of certificate of attendance for Safeguarding in Sport workshop.</li> </ul>	<ul style="list-style-type: none"> <li>• SNI Safeguarding Children &amp; Young People Sport in Sport Awareness Training workshop</li> </ul>	<i>Online Upload &amp; Club Visit</i> <b>Procedures &amp; certificates</b>
5.3	Appoint a designated person for safeguarding/child welfare officer and ensure that at least two club members have attended 'Designated Safeguarding Children's Officer' training at least once every three years (or training deemed equivalent by Sport Northern Ireland) including the appointed person;	<ul style="list-style-type: none"> <li>• Name appointed designated person, demonstrate and submit copies of certificates of attendance for 'Designated Safeguarding Children's Officer' training workshop (x2).</li> </ul>	<ul style="list-style-type: none"> <li>• SNI Designated Safeguarding Children's Officer Training workshop</li> </ul>	<i>Online Upload &amp; Club Visit</i> <b>Certificate</b>
5.4	Ensure that club members and parents/guardians are aware of who the designated person for safeguarding is and their role.	<ul style="list-style-type: none"> <li>• Details of how this is communicated to members and parents/guardians.</li> <li>• Copies of correspondence or other communication materials which demonstrate this.</li> </ul>		<i>Online Upload &amp; Club Visit</i> <b>Correspondence</b>



5.5	Ensure that all coaches and volunteers in contact with children and young people are subject to safe recruiting procedures that include checks via Access NI (or an equivalent system).	<ul style="list-style-type: none"> <li>• Copy of recruitment, induction of training procedures which document how all coaching and volunteers working with children and young people are subject to Enhanced Disclosures via Access NI.</li> <li>• Documentation from clubs Access NI administration body (e.g. governing body) which demonstrate that the club are compliant with this criteria.</li> </ul>	<ul style="list-style-type: none"> <li>• Governing body</li> <li>• Access NI website</li> <li>• CPSU website</li> </ul>	<i>Online Upload &amp; Club Visit</i> <b>Procedures &amp; Document</b>
5.6	Have adopted a Code of Conduct for coaches and volunteers.	<ul style="list-style-type: none"> <li>• Copy of codes of conduct.</li> <li>• Details of how this is communicated to coaches and volunteers.</li> <li>• Copy of committee minutes adopting this Code of Conduct.</li> </ul>	<ul style="list-style-type: none"> <li>• Clubmark NI Template 15</li> </ul>	<i>Online Upload &amp; Club Visit</i> <b>Code of conduct &amp; minutes</b>
5.7	Have adopted a Code of Conduct for children & young people.	<ul style="list-style-type: none"> <li>• Copy of codes of conduct/rules.</li> <li>• Details of how this is communicated to children &amp; young people and parents/guardians.</li> <li>• Copy of committee minutes adopting this Code of Conduct.</li> </ul>	<ul style="list-style-type: none"> <li>• Clubmark NI Template 16</li> </ul>	<i>Online Upload &amp; Club Visit</i> <b>Code of conduct &amp; minutes</b>
5.8	Have adopted a Code of Expectations for parents/guardians.	<ul style="list-style-type: none"> <li>• Copy of codes of expectations.</li> <li>• Details of how this is communicated to parents/guardians.</li> <li>• Copy of committee minutes adopting this Code of Expectations.</li> </ul>	<ul style="list-style-type: none"> <li>• Clubmark NI Template 17</li> </ul>	<i>Online Upload &amp; Club Visit</i> <b>Code of conduct &amp; minutes</b>

1 First Aid qualifications should include training in the following areas: asthma; bleeding; bone, muscle and joint injuries; burns and scalds; chest pains; choking; communication, casualty care and survey; head injuries; temperature extremes; resuscitation; sprains and strains; unconscious casualty. In exceptional circumstances Sport Northern Ireland reserve the right to alter the identified criteria.

1 First Aid qualifications should include training in the following areas: asthma; bleeding; bone, muscle and joint injuries; burns and scalds; chest pains; choking; communication, casualty care and survey; head injuries; temperature extremes; resuscitation; sprains and strains; unconscious casualty.

**Appendix II****Clubmark NI Criteria (Senior Clubs) 2017****SECTION 1: EFFECTIVE CLUB MANAGEMENT**

	<b>Criteria</b> <i>The club must:</i>	<b>Supporting Evidence</b>	<b>Support Available</b>	<b>Assessment Method/s</b>
1.1	Be a registered Community Amateur Sports Club (CASC) or Charity or provide information on why they are exempt.	<ul style="list-style-type: none"> <li>Charity Commission NI number or confirmation letter/email</li> <li>CASC – HMRC letter/email</li> </ul>	<ul style="list-style-type: none"> <li>Seek information from NGB or HMRC/Charity Commission</li> <li>Club Leaders workshop</li> </ul>	<i>Online Upload</i> <b>Confirmation letter</b>
1.2	Hold adequate public liability insurance for all activities undertaken.	<ul style="list-style-type: none"> <li>Copy of certificate or explanation of cover if through governing body affiliation.</li> <li>Copies of coaches insurance</li> </ul>	<ul style="list-style-type: none"> <li>Seek information from governing body or a reputable insurance provider</li> </ul>	<i>Online Upload</i> <b>PL certificate</b>
1.3	Be affiliated to the appropriate governing body of sport and adhere to their disciplinary and complaints procedures.	<ul style="list-style-type: none"> <li>Copy of affiliation letter/affiliation number.</li> </ul> Or <ul style="list-style-type: none"> <li>Correspondence confirming affiliation from governing body or receipt for payment of affiliation fees.</li> </ul>	<ul style="list-style-type: none"> <li>SNI website list of governing bodies</li> <li>Governing body</li> </ul>	<i>Online upload</i> <b>Copy of letter</b>
1.4	Have an open and non-discriminatory constitution or appropriate governing documents.	<ul style="list-style-type: none"> <li>Copy of constitution, which must be signed and dated by at least the club Chairperson and Secretary.</li> <li>Copy of committee minutes adopting latest version of constitution.</li> </ul>	<ul style="list-style-type: none"> <li>Clubmark NI Template 1</li> </ul>	<i>Online Upload</i> <b>Club Constitution</b>
1.5	Demonstrate a commitment to ongoing development within a suitable Annual Club Development Plan in place.	<ul style="list-style-type: none"> <li>Copy of action/development plan, including detailed information on planned actions and review. Development plan should be broken down into sections, e.g. coaches, members, facility, equipment, committee etc.</li> </ul>	<ul style="list-style-type: none"> <li>Clubmark NI Template 7</li> </ul>	<i>Online Upload &amp; Club Visit</i> <b>Club Development Plan</b>

	<b>Criteria</b> <i>The club must:</i>	<b>Supporting Evidence</b>	<b>Support Available</b>	<b>Assessment Method/s</b>
1.6	Have adopted and be compliant with an Equal Opportunities/Sports Equity Policy.	<ul style="list-style-type: none"> <li>• Copy of signed and dated equity statement/policy.</li> <li>• Details of how this policy has been implemented.</li> </ul>	<ul style="list-style-type: none"> <li>• Clubmark NI Template 2</li> <li>• Governing body Equity policy</li> </ul>	<i>Online Upload &amp; Club Visit</i> <b>Equity Policy</b>

## SECTION 2: COMMUNITY ENGAGEMENT

	<b>Criteria</b> <i>The club must:</i>	<b>Supporting Evidence</b>	<b>Support Available</b>	<b>Assessment Method/s</b>
2.1	<p>Have explored how people with disabilities could be included in your sport, taking particular account of the four main disability 'groups':</p> <ul style="list-style-type: none"> <li>- People with physical disabilities</li> <li>- People who are deaf or hard of hearing</li> <li>- Blind and partially sighted people</li> <li>- People with learning disabilities</li> </ul> <p>Include at least two points relating to the inclusion of people with disabilities within the club's development plan.</p>	<p>Provide a copy of a club development plan which investigates how the four main disability groups could be included in your club and highlight the points relating to the inclusion of people with disabilities.</p> <p><b>AND</b></p> <p>Provide certificate of attendance at DSNI's Disability Inclusion Training Course and submit a completed copy of the participant course action plan which should demonstrate how the four main disability groups could be included in your club.</p> <p><b>OR</b></p> <p>Provide meeting notes/email correspondence of discussions with DSNI/governing body/other relevant organisations on the inclusion of the four main disability groups in your club.</p>	<ul style="list-style-type: none"> <li>• Clubmark NI Template 3</li> <li>• DSNI 'Disability Inclusion Training' Course</li> </ul>	<p><i>Online Upload &amp; Club Visit</i></p> <p><b>Certificate or correspondence</b></p>
2.2	<p>Provide evidence that they have considered their responsibility under the Disability Discrimination Act to provide 'reasonable' physical access for people with disabilities.</p>	<ul style="list-style-type: none"> <li>• Club facility access audit and action plan.</li> </ul>	<ul style="list-style-type: none"> <li>• Clubmark NI Template 3</li> </ul>	<p><i>Online Upload &amp; Club Visit</i></p> <p><b>Audit &amp; Action plan</b></p>
2.3	<p>The club actively engages with members and has an agreed approach regarding engagement to retain existing members and attract new members.</p>	<ul style="list-style-type: none"> <li>• Evidence of ongoing communication with members via appropriate methods eg newsletters, website, social media.</li> <li>• Evidence that the club actively follows up with non-active members and lapsed member to re-engage.</li> <li>• Examples of initiatives or sessions to attract new members through established partnerships eg local schools, colleges, community groups etc.</li> </ul>		<p><i>Club Visit</i></p>
2.4	<p>Commit to having contact with at least one local school that encourages pupils to</p>	<ul style="list-style-type: none"> <li>• Details of how the club will do this and which school/s they will target for this.</li> </ul>	<ul style="list-style-type: none"> <li>• Clubmark NI Template 6</li> </ul>	<p><i>Online upload</i></p>

	<b>Criteria</b> <i>The club must:</i>	<b>Supporting Evidence</b>	<b>Support Available</b>	<b>Assessment Method/s</b>
	participate in club activities and communicate effectively with this school about the club's activities within one year of becoming accredited.			<b>Correspondence</b>
2.5	Have regular contact with the relevant Local Authority sports development personnel (e.g. membership of the local sports advisory council).	<ul style="list-style-type: none"> <li>Names and contact details of Local Authority Sports Development Contact.</li> <li>Copies of correspondence.</li> <li>Club directories and other documentation produced by these organisations giving details of the club.</li> </ul>	<ul style="list-style-type: none"> <li>Clubmark NI Template 6</li> </ul>	<i>Online upload &amp; Club visit</i> <b>Correspondence</b>
2.6	Have adopted and implemented a volunteering policy which includes how the club recruits, supports, trains and recognises volunteers.	<ul style="list-style-type: none"> <li>Copy of the club volunteering policy.</li> <li>Details of how the club have implemented this policy.</li> </ul>	<ul style="list-style-type: none"> <li>Clubmark NI Template 8</li> <li>Volunteer Now website</li> <li>'Volunteer Champions' workshop</li> </ul>	<i>Online Upload &amp; Club Visit</i> <b>Volunteering Policy</b>
2.7	Ensure that all new staff and volunteers under go an induction process that includes the clubs structure and procedures.	<ul style="list-style-type: none"> <li>Documentation which demonstrates the clubs induction process for new coaches and volunteers.</li> </ul>	<ul style="list-style-type: none"> <li>CPSU/NSPCC website</li> <li>Volunteer Now website</li> <li>'Volunteer Champions' workshop</li> </ul>	<i>Online Upload &amp; Club Visit</i> <b>Induction Pack</b>

## SECTION 3: QUALITY COACHING &amp; COMPETITION

Criteria		Supporting Evidence	Support Available	Assessment Method/s
<b>The club must:</b>				
3.1	Employ and/or deploy suitably qualified coaches in accordance with governing body guidelines throughout the club.	<ul style="list-style-type: none"> <li>• Details of coach/es qualification/s.</li> <li>• Copy of coach/es qualification/s certificates.</li> </ul>	<ul style="list-style-type: none"> <li>• Governing body Coach Education Courses/ Qualifications</li> <li>• SNI Coach Education workshops</li> </ul>	<i>Online Upload &amp; Club Visit</i> <b>Certificates</b>
3.2	Have role descriptions for coaches and volunteers outlining roles and responsibilities.	<ul style="list-style-type: none"> <li>• Copy of role descriptions for various club roles, signed and dated by each coach or volunteer.</li> </ul>	<ul style="list-style-type: none"> <li>• Clubmark NI Templates 9 &amp; 10</li> </ul>	<i>Online Upload &amp; Club Visit</i> <b>Role descriptions</b>
3.3	Ensure that all coaches operating on behalf of the club hold appropriate professional indemnity insurance to cover all activities undertaken.	<ul style="list-style-type: none"> <li>• Copy of professional indemnity insurance for each coach for all activities undertaken.</li> <li>• In cases where coaching insurance is included as part of membership of an organisation or covered by club/governing body this should be documented and the relevant correspondence/certificates included to evidence this.</li> </ul>	<ul style="list-style-type: none"> <li>• Reputable insurance provider</li> <li>• Governing body</li> <li>• Other reputable coaching insurance provider</li> </ul>	<i>Online Upload &amp; Club Visit</i> <b>Coaches certificates</b>
3.4	Provide a structured coaching programme for all people, as determined by the governing body, with progressive and inclusive sessions.	<ul style="list-style-type: none"> <li>• Documentation detailing the clubs coaching programme for all participants.</li> </ul>	<ul style="list-style-type: none"> <li>• Governing body guidance for coaching programmes for children and young people (if available)</li> </ul>	<i>Online Upload &amp; Club Visit</i> <b>Coaching Plan</b>
3.5	Ensure that coach : participant ratios reflect the governing body guidelines.	<ul style="list-style-type: none"> <li>• Documentation detailing the clubs coach : participant ratio's within the junior club/section.</li> </ul>	<ul style="list-style-type: none"> <li>• Governing body guidelines</li> </ul>	<i>Online Upload &amp; Club Visit</i> <b>Club Guidelines</b>

3.6	Provide suitable intra and/or inter club competition, in accordance with governing body guidelines.	<ul style="list-style-type: none"> <li>Documentation detailing the intra and/or inter club competitive opportunities that the club make available to members of the various elements within the club.</li> </ul>	<ul style="list-style-type: none"> <li>Governing body guidelines (if available)</li> </ul>	<i>Online Upload &amp; Club Visit</i> <b>Competition Prog</b>
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## SECTION 4: CREATING A SAFE ENVIRONMENT

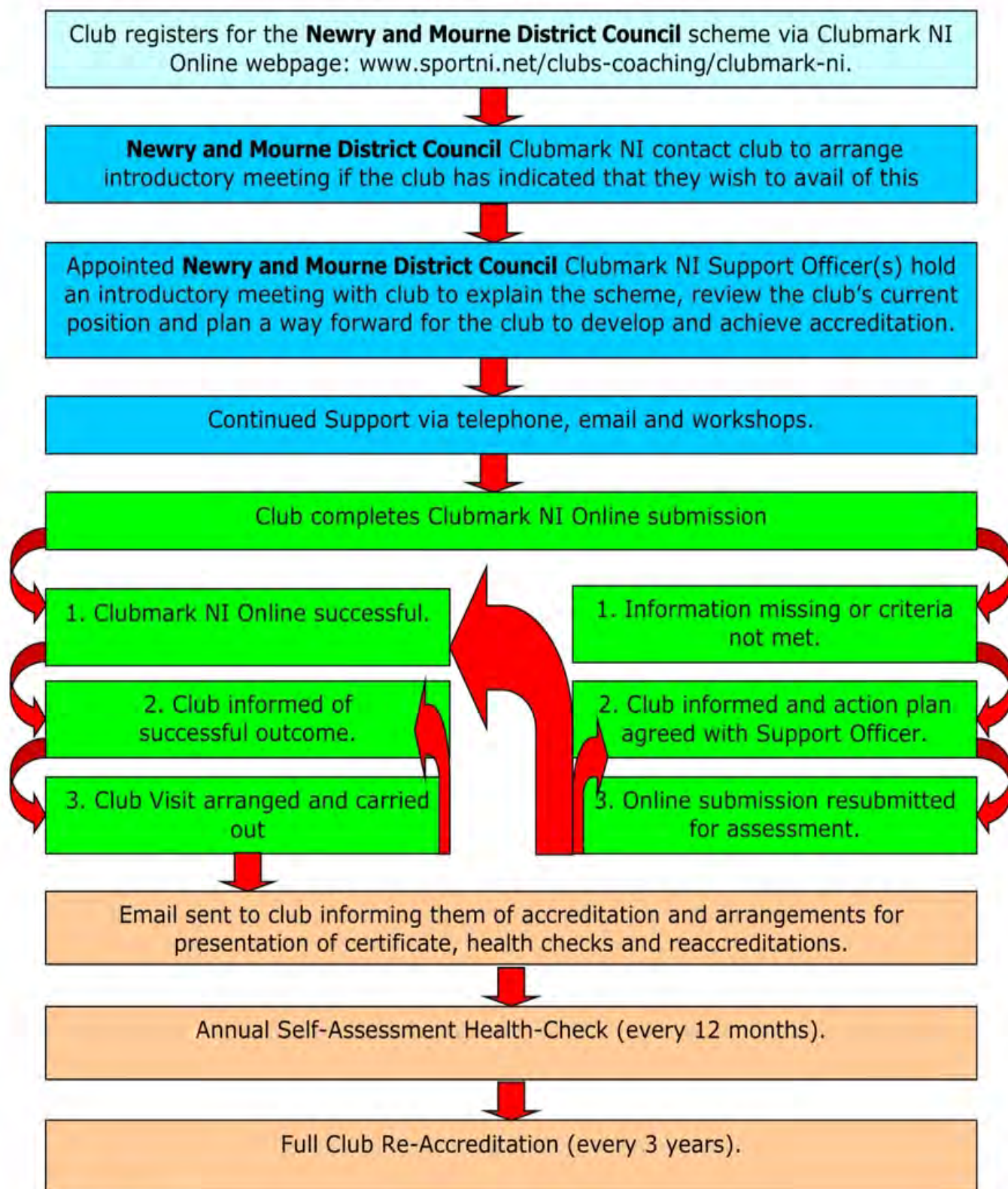
Criteria		Supporting Evidence	Support Available	Assessment Method/s
<i>The club must:</i>				
4.1	Ensure that all venues and equipment are safe at all coaching and competition sessions, meeting governing body requirements where they exist.	<ul style="list-style-type: none"> <li>• Copy of risk assessments for all club venues.</li> <li>• Details on how club facilities and equipment meet governing body guidelines (if applicable).</li> </ul>	<ul style="list-style-type: none"> <li>• Clubmark NI Template 18</li> <li>• Governing body guidelines (if available)</li> </ul>	<i>Online Upload &amp; Club Visit</i> <b>Risk Assessments</b>
4.2	Provide access to qualified <sub>1</sub> First Aid at all coaching and competition sessions.	<ul style="list-style-type: none"> <li>• Detail how club provide qualified<sub>1</sub> First Aid at all coaching and competition sessions including naming club First Aider/s if relevant.</li> <li>• Copy of First Aid qualification<sub>2</sub> certificate/s.</li> </ul>	<ul style="list-style-type: none"> <li>• St Johns Ambulance</li> <li>• British Red Cross</li> <li>• Other reputable First Aid training providers</li> </ul>	<i>Online Upload &amp; Club Visit</i> <b>Certificates</b>
4.3	Have adopted clear procedures and have an acceptable pro-forma for managing and recording accidents and incidents.	<ul style="list-style-type: none"> <li>• Copy of clubs procedures and pro-forma for managing and recording accidents and incidents.</li> </ul>	<ul style="list-style-type: none"> <li>• Clubmark NI Templates 18, 19, 20 &amp; 21</li> </ul>	<i>Online Upload &amp; Club Visit</i> <b>Procedures &amp; Proforma</b>
4.4	Hold an attendance register at all coaching and competition sessions.	<ul style="list-style-type: none"> <li>• Copy of the register taking at all coach and competition sessions (this may be a blank version).</li> </ul>	<ul style="list-style-type: none"> <li>• Clubmark NI Template 22</li> </ul>	<i>Online Upload &amp; Club Visit</i> <b>Register</b>
4.8	Have adopted a Code of Conduct all participants	<ul style="list-style-type: none"> <li>• Copy of codes of conduct/rules.</li> <li>• Details of how this is all participants.</li> <li>• Copy of committee minutes adopting this Code of Conduct.</li> </ul>	<ul style="list-style-type: none"> <li>• Clubmark NI Template 15</li> </ul>	<i>Online Upload &amp; Club Visit</i> <b>Code of Conduct</b>

<sub>1</sub> First Aid qualifications should include training in the following areas: asthma; bleeding; bone, muscle and joint injuries; burns and scalds; chest pains; choking; communication, casualty care and survey; head injuries; temperature extremes; resuscitation; sprains and strains; unconscious casualty. In exceptional circumstances Sport Northern Ireland reserve the right to alter the identified criteria. \*To be regarded as a 'Senior Club' all club members **MUST** be over 18 years of age.



**Appendix III**

**Club Support & Assessment Process**



= Support Phase    =     Assessment Phase

### ***Appendix III***

#### **Club Visit Assessment Process**

All **Newry, Mourne and Down District Council** Clubmark NI Club Visit Assessments will include the following, as a minimum:

- Interview with Club Youth Coordinator
- Interview with Coach/es
- Interview with Parent/s
- Interview with Junior Section Participant/s
- Observation of Junior Coaching Session
- Observation of General Club Operation
- Review of Selected Criteria Evidence, as appropriate

All Club Visit Assessments will be carried out on an informal, constructive, helpful and developmental basis while retaining a robust level of assessment ensuring that applicant clubs are in compliance with all Clubmark NI criteria prior to accreditation and that this has been clearly evidenced. Clubs who are unable to evidence and demonstrate their compliance with the criteria will be presented with an action plan and will be supported by their appointed Support Officer to develop their club to the point at which they can evidence and demonstrate compliance with all Clubmark NI criteria. All clubs will be provided with constructive and developmental feedback (both successful and unsuccessful clubs), which will stretch beyond the criteria of the scheme and include general guidance on their clubs development.

The findings, feedback and outcome of the Club Assessment Visit will be recorded on the brief proforma overleaf before being added to the Clubmark NI electronic management system

<b>Report to:</b>	AHC Committee
<b>Date of Meeting:</b>	19 June 2017
<b>Subject:</b>	Sport NI's small grants letter of offer
<b>Reporting Officer</b>	Roland Moore, Assistant Director Leisure and Sport
<b>Contact Officer</b>	Conor Haughey - Head of Outdoor Leisure

**Decisions required:**

- **Members consider approving the offer from Sport NI small grants scheme to be controlled and managed directly by Council.**

<b>1.0</b>	<b>Purpose and Background:</b>
1.1	Sport NI have decided to allocate the delivery of the Active Awards (small grants) Programme to Councils for 2017 - 2018 (and beyond) these awards can range from £1k to £10k
<b>2.0</b>	<b>Key issues:</b>
2.1	£46,511.05 has been allocated to NMDDC to be awarded to Sporting Projects that satisfy Sport NI's objectives by increasing participation for women and girls, people with disabilities and the over 50's; and by aligning their projects with the aims of the Community Plan.
<b>3.0</b>	<b>Recommendations:</b>
3.1	That the AHC committee recommend to proceed, and approve the delivery by Council of this small grants programme by the Programmes Unit.
<b>4.0</b>	<b>Resource implications</b>
4.1	Officer time, which Sport NI have agreed to build in 10% admin costs to the offer which will be ring fenced and applied to sports development salaries.
<b>5.0</b>	<b>Equality and good relations implications:</b>
5.1	The Council's financial assistance policy and procedure has been equality screened. The allocated grant will be administered through this process. In addition, the grants will make a positive contribution increasing participation for women and girls, people with disabilities and people over 50 in sporting activity.
<b>6.0</b>	<b>Appendices</b>
6.1	Sport NI Small grant scheme programme

# Active Awards



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## Welcome to Active Awards

Active Awards is a small grants programme primarily aimed at grassroots community based sport. The programme aims to prioritise investment in sports clubs, community groups and governing bodies of sport, especially those based in areas of greatest need that will deliver increased sports participation.

In April 2015, the Board of Sport Northern Ireland approved a new policy to increase and sustain participation in sport and physical activity, especially among traditionally under-represented groups, such as women and girls, people with a disability, those living in areas of high social need, and older people, on the basis of their continued under-representation in sport.

The proposed intervention suggested four strands (elements) around a central theme of 'Everybody Active 2020' which are:

- Opportunities;
- Workforce Development;
- Outdoor Spaces, and;
- Small grants.

## Who can apply?

- Governing Bodies of sport (recognised by Sport Northern Ireland)
- Sport clubs (must be affiliated to a Governing Body of Sport recognised by Sport Northern Ireland)
- Charities (must have registered charity number)
- Parent Teacher Associations; and,
- Community/voluntary groups

People living in Northern Ireland must benefit from your project. Applicants can only hold one live award at any given time. Please consult Sport Northern Ireland for further information.

## Funding limits

Eligible groups can apply for grants from £1,000 - £10,000.

**Please note that under this programme Sport Northern Ireland will not fund any building works.**

## Key dates

The current round of funding closes for applications at **12 noon Monday 18 July 2016.**

If you need assistance with the development of your project, you can meet with our small grants team at clinics in venues throughout Northern Ireland. Please consult our website for details of planned funding clinics - [www.sportni.net](http://www.sportni.net).

## Projects must be completed by 31 March 2017.

This is a six month programme therefore all project costs and receipt of equipment must be incurred before 31 March 2017 in order to claim for these costs. Project costs incurred before a successful letter of offer of award will not be eligible.

It is hoped that there will be further rounds of Active Awards Programme subject to available budget

## What are the programme priorities?

Sport Northern Ireland's Active Awards programme seeks to prioritise the development of grass roots sport projects which contribute to addressing the continued under representation in sport amongst the target groups below:

- Women and girls;
- People with a disability, and
- People living in areas of greatest need.

In particular Sport Northern Ireland welcomes applications from projects which will tackle health inequalities and improve health and wellbeing.

Applications are welcomed from projects which are based in areas of greatest need or which will benefit areas of greatest need.\*

*\*Sport Northern Ireland has defined areas of greatest need as Neighbourhood Renewal Areas or the 25% most deprived Super Output Areas using the Northern Ireland Multiple Deprivation Measure 2010.*

*Please visit the NISRA website for further information or consult a member of the small grants team.*

<http://www.ninis2.nisra.gov.uk> (Type your postcode to find statistics for your area)



## Activities and items Active Awards WILL fund

Please note that only one application will be accepted per organisation. The following items/services are eligible in regards to the Active Awards application. Submitting an application is not a guarantee of receiving funding. If you apply for CPD costs you must demonstrate how this will help increase participation.

- ✓ Projects that will support increased participation in sport and physical recreation, especially among under-represented groups.
- ✓ Sport specific coaching courses; provided they can be completed in full within communicated timeframes.
- ✓ CPD courses/training e.g. Disability Awareness, Sport Leadership.
- ✓ Sport specific coaching fees – capped at £20 per hour unless justification can be provided for a higher rate.
- ✓ Project specific venue hire.
- ✓ Project specific travel within Northern Ireland.
- ✓ Project specific equipment – buying equipment shouldn't be the focus of your project. We view equipment as a means to achieving our target of increasing participation in sport. Any application for equipment should explain why it is needed and how it will achieve this. No single item can be valued at more than £1,000 including VAT.
- ✓ Equipment hire to allow you to run your project.

## Activities and items Active Awards WILL NOT fund

The following activities and items are ineligible and will not be funded under Active Awards:

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>✗ Capital works costs or any equipment that would incur cost and resource to install and remove e.g. standalone scoreboard with its own foundations and mains electrics supply.</li> <li>✗ General organisation running costs, multimedia and performance equipment.</li> <li>✗ Office equipment, furniture, maintenance equipment and maintenance costs.</li> <li>✗ Salary costs, loan repayments and endowments and volunteer costs.</li> <li>✗ Entertainment costs, food and beverages.</li> <li>✗ Items which only benefit individuals (e.g. prizes; scholarships; bursaries; personal clothing; personal equipment; event tickets; shin guards; boots, kits; etc.) and non-essential items e.g. water bottles.</li> <li>✗ Secondary, further or higher education e.g. A Levels, Degrees, etc.</li> <li>✗ VAT that can be recovered from HM Revenue and Customs.</li> <li>✗ Activities promoting religious or political beliefs.</li> <li>✗ Retrospective funding or costs that will be incurred after the communicated grant period.</li> <li>✗ Donations/fundraising events or activities.<br/>Costs incurred before successful Letter of Offer issued.</li> </ul> | <ul style="list-style-type: none"> <li>✗ Organisation's own facility hire – groups cannot be paid for use of own venue.</li> <li>✗ Insurance, affiliation, entry fees or membership fees.</li> <li>✗ Sporting activities not recognised by Sport Northern Ireland.</li> <li>✗ Accommodation/hotels.</li> <li>✗ Curriculum time school programmes.</li> <li>✗ Travel outside Northern Ireland.</li> <li>✗ Publications, marketing and websites.</li> <li>✗ Strategic planning/development e.g. consultancy fees.</li> <li>✗ Access NI registration fees.</li> <li>✗ Livestock.</li> <li>✗ First aid kits/medical bags, defibrillators, medical personal costs, e.g. physio, sports therapist, etc.</li> <li>✗ Non-inclusive fitness initiative (IFI) gym equipment e.g. treadmills, rowers, bikes, etc.</li> <li>✗ Costs that are deemed to be unreasonable e.g. excessive goods/services.</li> <li>✗ Existing activities already in place e.g. current training sessions, etc.<br/>Costs incurred after 31st March 2017</li> </ul> |
|---|--|



## How to apply...

### The application process

#### Step 1: Plan your project

- Please read the Programme Guidance Notes. Contact Sport Northern Ireland if you have any questions.
- Obtain accurate project costs. Groups should adhere to best practice guidance in regards to seeking best value and be in a position to show evidence of obtaining best value quotes should Sport Northern Ireland require this evidence.



#### Step 2: Complete your cost section

- Insert costs as per best value quotations.
- List all costs using layout guidelines contained in the application form.
- Applicants must provide a rationale for the need for equipment.
- Remember that there is a maximum cap of £20 per hour for coaches unless justification is provided that the coaching is specialised in nature.



#### Step 3: Complete your project target section

Applicants will be expected to submit the following information within this section:

##### Target

- Total number of participants.
- Total number of young people .
- Total number of women and girls.
- Total number of people with a disability.
- Total number of people from areas of greatest need.
- Total number of people from an ethnic minority.
- Total number of older people .
- Total number of qualified volunteers/coaches.



#### Step 4: Complete your application

- Ensure you have full details of your organisation - names, addresses, phone numbers, email accounts etc.
- Ensure you have details of any partnership funding.
- Complete the application in full. Note you can "SAVE and FINISH" later and use the "Returning Applicant" link to complete your application at a later date.
- Review and submit by stipulated deadline.

## How you are assessed?

Please ensure that your application form represents your project in the best light. We cannot assess your project fully if you do not give us as much detail as possible about your organisation and your plans for the project.

Assessment Criteria	Score
<p><b>Criteria 1: Project</b></p> <p>Tell us about your project. For example:</p> <ul style="list-style-type: none"> <li>• What will you do?</li> <li>• When will you do it?</li> <li>• Where will you do it?</li> <li>• How will you do it?</li> <li>• Who will benefit?</li> </ul>	<p><b>50%</b></p>
<p><b>Criteria 2: Need</b></p> <p>How did you identify the need for this project?</p> <ul style="list-style-type: none"> <li>• Have you consulted with potential participants?</li> <li>• How does your project fit strategically with relevant stake-holders?</li> <li>• Is there evidence of social need?</li> </ul>	<p><b>30%</b></p>
<p><b>Criteria 3: Sustainability</b></p> <p>How will you ensure that your project will assist with sustained participation?</p> <ul style="list-style-type: none"> <li>• Has the project development plans in place to sustain the project? e.g. Financial Sustainability</li> <li>• Has the project coaching in place to help sustain increased participation?</li> </ul>	<p><b>20%</b></p>

## If you are successful...

Sport Northern Ireland will issue you with a Letter of Offer.



You must return required documents to Sport Northern Ireland within 10 working days.



Required documents will be checked:

- Form of Acceptance – signed by two non related group members, one of which is an office bearer. Post the original copy to Sport NI.
- Bank Account Detail Form – signed by two club officials and STAMPED and SIGNED by a bank official. Post the original copy to Sport NI.
- Bank Manager Letter – STAMPED and SIGNED by the bank manager. Post the original copy to Sport Northern Ireland.
- *NOTE - Details of financial accounts may be required.*
- Constitution signed by two committee members (email a copy to Sport NI)
- Safeguarding Children and Young People Policy (email a copy to Sport NI)

For further information please visit [www.sportni.net](http://www.sportni.net) or consult a member of the team.



Sport Northern Ireland will issue a Permission to Proceed Letter.



Sport Northern Ireland will endeavor to pay all claims within 30 days provided that there are no queries with any of the paperwork that is submitted – see Payment Section.



Applicants must submit the End of Grant Report when requested by Sport Northern Ireland. Sport Northern Ireland may require further evidence to support your targeted outcomes e.g. sign in sheets, parental consent forms etc. Sport Northern Ireland will conduct a 10% sample visit on successful projects. Original Bank Statements or STAMPED and SIGNED Bank Transaction Forms showing full settlement of the award, may be requested.

## Payment

Sport Northern Ireland will endeavor to pay all claims within 30 days of receiving receipts/invoices and the claims paperwork, provided that there are no queries with any of the paperwork that is submitted.

Applicants can draw down funding provided they supply valid Pro Forma invoices/receipts followed by a full VAT invoice. Sport Northern Ireland will provide guidance as to what can be paid for in advance e.g. equipment and what can be paid for after expenditure has been incurred e.g. coaching and venue hire.

**Do not pay approved supplier / provider in cash.**

All payments must be made by BACs, cheque or debit/credit card where bank statements can be produced.

Sport Northern Ireland will carry out a sample check of 10% of all grant recipients. This is to ensure best practice has been achieved with regard to value for money\* in the purchases of goods/services. Please ensure all relevant paperwork has been retained.

\* Sport Northern Ireland defines 'value for money' as obtaining two quotes.

## If you are unsuccessful...

Sport Northern Ireland will inform you of our decision.



You can request feedback by emailing [feedback@sportni.net](mailto:feedback@sportni.net)



If you require further feedback, Sport Northern Ireland may facilitate a meeting on request. There is no appeals process.

## General Information

### Funding

Sport Northern Ireland have a limited budget for Active Awards and it is unlikely that we will be able to support all applications. Applicants will be notified when this is the case.

### Suspected Fraud

Applicants are advised that any materially misleading statements (whether deliberate or accidental) given at any stage during the application process or award period could render the application invalid and the applicant liable to return any money already paid out on the project in question. Any cases of suspected fraud may be referred to the PSNI. This includes falsification of information, inappropriate use of funds and misinformation at the application stage.

### Businesses that offer help

Sport Northern Ireland are aware that some businesses promote their services by telling potential customers about Active Awards. They may offer consultancy services or imply that they are acting on behalf of Sport Northern Ireland and will assist you for a fee or deposit. Sport Northern Ireland will review all applications and may contact clubs to ensure they are familiar with the projects that are being presented.

Sport Northern Ireland feel that the Guidance Notes give a clear indication of what Sport Northern Ireland is looking for, Sport Northern Ireland would not advise applicants to pay to have their Active Awards application completed as there is no guarantee that this will result in them being successful. Sports Development advice and guidance is available through district councils, Governing Bodies of Sport and many community sport organisations, throughout Northern Ireland.

### Data Protection Act

Sport Northern Ireland will use the information you give us on the application form during our assessment and for the life of any grant we award you, to administer and analyse grants and for our own research.

Sport Northern Ireland may give copies of this information to individuals and organisations we consult when assessing applications, when monitoring grants and evaluating the way our funding programmes work and the effect they have. These organisations may include accountants, external evaluators and other organisations or groups involved in delivering the project. Sport Northern Ireland may also share information with other Lottery distributors, government departments, organisations providing matched funding and other organisations and individuals with a legitimate interest in applications and grants, or for the prevention or detection of fraud.

Sport Northern Ireland may use the data you provide for our own research. Sport Northern Ireland recognises the need to maintain the confidentiality of vulnerable groups and their details will not be made public in any way, except as required by law.

### Freedom of Information Act

The Freedom of Information Act 2000 gives members of the public the right to request any information that we hold. This includes information received from third parties, such as, although not limited to, grant applicants, grant holders, contractors and people making a complaint. If information is requested under the Freedom of Information Act Sport Northern Ireland will release it, subject to exemptions; although Sport Northern Ireland may consult with you first. If you think that information you are providing may be exempt from release if requested, you should let Sport Northern Ireland know when you apply.

## Success Stories

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### Young People

Holy Cross Play Group received £1,481. This group delivered an Active Play project aimed at 36 young people aged from three to four years to improve their ABCs (Agility, Balance, Coordination). The group promoted key messages about how parents could encourage additional activity at home, as well as running football and GAA taster programmes to inspire young people to become involved in additional sporting activities.

"Holy Cross Active Play has been a great success and thanks to the equipment we can ensure that we deliver this programme to all new children who come to us, thus ensuring the legacy of the programme."

Katrina McGann: Play Group Manager

### People with a Disability

Eglinton Community Association received £2,965 towards a community sports project aimed at people with a disability and those who care for them. In total 41 people with a disability benefited from this project as well as their immediate families and friends and the community which totalled 398. The project introduced participants with a learning disability to a wide variety of sporting activities, which helped them to lose weight and improve their balance and mobility. Activities such as boxing, karate spin, and table tennis were delivered.

"Quite often families of a person with a disability may have to make sacrifices for their loved ones in terms of their fitness; this programme allowed people with a disability to take part in various sports and also provided some respite for their families to enjoy a wide range of sports."

Debbie Caulfield: Development Officer

### Women and Girls

Mid Ulster Ladies FC were funded £6,646 under the Active Awards for Sport Programme for The Raising the bar for girls and women project.

The club worked in partnership with the Active Communities Coach and the IFA Grassroots Development Officer in Cookstown to get more young girls and women playing football. The club offered taster sessions in local primary schools and weekly coaching sessions in the community and also offered coaching courses to recruit more volunteers.

As a small rural club catering for girls and women, who want to play football, we cannot thank Sport NI enough for their support with our Raising the Bar project.

Elaine Junk  
Chairperson Mid Ulster Ladies Football Club



## Women and Girls

Cancer Focus NI were funded £9,448 under the Active Awards for Sport Programme to develop Dragon Boat Racing for women recovering from, or living with, breast cancer.

The project provided dragon boat racing to breast cancer survivors in Northern Ireland for the very first time, with the key aim of promoting better physical and mental health through team-building and exercise.

"The service was such a success that CFNI was able to open it to anyone dealing with a cancer diagnosis and the participants were able to enjoy all kinds of water-based activities, including canoeing and kayaking, together with an option for water sport certification. A total of 67 participants directly benefitted from this therapeutic service, improving both their health and their mood, and numbers continue to grow. Thanks to the benefits and success of the service, CFNI hope to continue to offer the service upon completion of the funding from Sport NI."

Liz Atkinson, Head of Care Services



## Older People

Slievegallion Community Association received £7,680 towards a multi-sport programme. As part of this project the group organised a walking group for people aged 50 and over, and a football tournament for females with two members of each team aged 50 and over. A total of 115 older people benefitted directly from this project.

"We have established ourselves as the leading health and fitness provider in the community thanks to Sport Northern Ireland's help."

Chris Trainor: Centre Manager

## Useful Contacts:

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**This document is available  
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on request, and online at  
[www.sportni.net](http://www.sportni.net)**

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<b>Report to:</b>	Active and Healthy Communities
<b>Subject:</b>	Leasing & Purchasing of Council Land
<b>Date:</b>	19 June 2017
<b>Reporting Officer:</b>	Roland Moore, Assistant Director Leisure and Sport
<b>Contact Officer:</b>	Conor Haughey, Head of Outdoor Leisure

### Decisions Required

- **Committee to agree with the amendment to previous report in April 2017 with regard to leasing/sale of Council lands.**

#### 1.0 Purpose and Background

1.1 The AHC Committee had approved in April 2017 for the engagement and the initial stage of the expression of interests with those various sports clubs/groups which had formally approached the Council wishing to lease or purchase land, sites and pitches in order for them to seek funds and improve the land for their sports codes and community.

Some requests had been a legacy agreement and will be completed in due course. Approval is being sought to continue with the engagement with sports clubs and groups with a view of maximum Lease being fixed no longer than 3-5 years in order to align with the Councils new Asset Management Strategy.

#### 2.0 Key Issue

2.1 Since the formation of the Council in 2015, requests have been received from a number of sporting organisations to lease/buy Council land and sports facilities which they currently utilise.

These requests could not be progressed until the completion of the Sports Facility Strategy, which was completed in February 2017. Thereafter, Officers recommended to Committee in April that these requests should be progressed through relevant Council policy.

In April, the Strategic Projects Working Group agreed to proceed with the development of an Asset Management Strategy, with initial scoping meeting held with AHC Officers during May.

The Asset Management Strategy will also consider those sites which we have received an expression from sports clubs to lease or purchase.

These clubs potentially are seeking long term leases in order to be able to avail of funding opportunities however, until the Asset Management Strategy is

	<p>complete, the Council should only consider leases of more than 3-5 years, if a club or group has obtained a grant funding an external organisation which requires a long term lease, in alignment with the <i>Sports and Community Facility Management and Leasing Policy</i>.</p> <p>There are however legacy lease/sale of facilities which are currently on going e.g. Innisfree Park, Ballyholland, Forkhill GAC purchase of the soccer pitch, Carbane mini pitches to Carbane league.</p>
<b>3.0</b>	<b>Recommendations</b>
3.1	<p>Committee to approve the continued legacy sale/lease of sites as set out in Appendix A.</p> <p>Council to engage with sports clubs and groups that have sought initial lease of facilities recently with a view that a maximum of a 3-5 year lease. The Council should only consider leases of more than 3-5 years, if a club or group has obtained a grant funding an external organisation which requires a long term lease.</p>
<b>4.0</b>	<b>Resource Implications</b>
4.1	Public Expression of Interest for sites as per policy. Officers time in the engagement with all clubs to advise leasing/sale shall be maximum 3-5 year.
<b>5.0</b>	<b>Equality and good relations implications.</b>
	It is not anticipated that taking this approach will have an adverse impact on the promotion of equality of opportunity and good relations.
<b>6.0</b>	<b>Appendices</b>
6.1	List of clubs to be advised their initial expression of interest to lease/purchase Council sites is 3-5 year.

**Appendix A****Sports Groups Expression of interest to lease/Purchase Council facilities**

<b>Sports club</b>	<b>FACILITY NAME</b>	<b>TYPE OF SPORTS FACILITY</b>	<b>Lease or sale</b>	<b>Short Term Lease or Legacy process</b>
Aughsnafin Gac	Annsborough	Gaelic pitch	Lease	Short Term Lease
Techonnacht Gac	Rosconnor	Soccer pitch	Lease/sale	Short Term Lease
Loughinsiland Gac	Rosconnor	Soccer pitch	Lease	Short Term Lease
Downpatrick FC	Rosconnor	Soccer pitch	Lease/sale	Short Term Lease
Strangford fc	Strangford road	Soccer pitch	Lease	Short Term Lease
Ballyholland Gac	Innisfree park	Play area	Lease	Legacy
Saval Gac	Nan sands	Soccer pitch	Lease	Short Term Lease
Carbane league	Carbane mini pitches	Soccer fields	Lease	Legacy
Forkhill Gac	Murdock park	Soccer pitch	Sale	Legacy
Warrenpoint Gac	Milltown park	Gaelic pitch	Lease	Short Term Lease
Newry Sub aqua	Ashtree cottages	Open space	Lease	Short Term Lease
Newry Mitchels Gac	Gerry Brown	Gaelic pitch and pavilions	Lease	Short Term Lease
Annalong community group	Marine park	Open space	Lease	Short Term Lease

<b>Report to:</b>	Active and Healthy Communities
<b>Date of Meeting:</b>	19 June 2017
<b>Subject:</b>	Loose Fixtures, Fittings and Equipment Needed for the new Downpatrick Leisure Centre
<b>Reporting Officer (Including Job Title):</b>	Roland Moore, Assistant Director Leisure and Sport
<b>Contact Officer (Including Job Title):</b>	Kieran Gordon, Head of Indoor Leisure

### Decisions required:

- **Members are asked to note the contents of the report, and consider and agree to: Procurement of loose fixtures, fittings and equipment that are not included within the tender contract award and that are needed for the new Downpatrick Leisure Centre**

<b>1.0</b>	<b>Purpose and Background:</b>
1.1	The new Downpatrick Leisure Centre has now commenced construction. Numerous loose fixtures, fittings and equipment have been identified that are not currently provided for within the tender contract award.
<b>2.0</b>	<b>Key issues:</b>
2.1	<ul style="list-style-type: none"> <li>• As part of the design team specifications within the tender contract award, there are 3 categories of fixtures, fittings and equipment – (1) Contractor Supply and Fit (2) Client Supply, Contractor Fit (3) Client Supply and Fit</li> <li>• Category 1 items as per above have been identified and they will be provided for as part of the tender contract award</li> <li>• This report refers to category 2 and 3 items, for example, group exercise equipment, office furniture, meeting room furniture, IT equipment, cleaning equipment, first aid equipment and general operational items that are necessary for service delivery.</li> </ul> <p>Officers have identified category 2 and 3 items that are required and estimate that the approx. cost will be in the region of approx. £150k</p>
<b>3.0</b>	<b>Recommendations:</b>
3.1	It is recommended to permit Officers to proceed with finalising specification of category 2 and 3 items that are required for the new Downpatrick Leisure Centre but are not included for within the tender contract award. This is subject to the adoption of procurement procedures where applicable whilst also ensuring the Council achieves best value for money.

<b>4.0</b>	<b>Resource implications</b>
4.1	The estimated £150k is not currently provided for in the overall council budget for this project (could vary depending on final procurement processes) This should be coded to new DLC Capital programme and these figures will be reported back to Director of Corporate Services to be included in the capital spend for the project.
<b>5.0</b>	<b>Equality and good relations implications:</b>
5.1	It is not anticipated the proposed recommendation will have an adverse impact upon equality of opportunity and good relations.
<b>6.0</b>	<b>Appendices</b>
6.1	Not Applicable

<b>Report to:</b>	Active and Healthy Communities
<b>Date of Meeting:</b>	19 June 2017
<b>Subject:</b>	NLC Phase 2 Transitional Arrangements
<b>Reporting Officer (Including Job Title):</b>	Roland Moore, Assistant Director Leisure and Sport
<b>Contact Officer (Including Job Title):</b>	Kieran Gordon, Head of Indoor Leisure

#### Decisions required:

- **Members are asked to note the contents of the report, and consider and agree to: Phase 2 Transitional Arrangements**

<b>1.0</b>	<b>Purpose and Background:</b>
1.1	The new Newry Leisure Centre Phase 2 construction project is nearing completion. The contractor has provided their construction timetable which includes their finishing schedule and building/equipment/services familiarisation training and due to certain deadlines needing to be achieved, a decision is required on the closure of the existing Newry Sports Centre and the ensuing programme to achieve the opening of the new Newry Leisure Centre Phase 2.
<b>2.0</b>	<b>Key issues:</b>
2.1	It is anticipated that the Council should achieve practical completion and subsequent building handover of the New Newry Leisure Centre Phase 2 during September 2017.
2.2	A number of key actions have been identified to assist with the opening of the new building, namely: <ul style="list-style-type: none"> <li>• Council led installation of key areas post building handover that were not included within the project – eg. Fitness suite, softplay, café, office accommodation</li> <li>• Council led implementation of loose fixture, fittings and equipment that were not included within the project – eg. Sports hall equipment, group exercise equipment, etc</li> <li>• Transfer of key items from existing Newry Sports Centre to the new Newry Leisure Centre Phase 2 that cannot be achieved whilst Newry Sports Centre is still in use with service provision being maintained – sports hall equipment, group exercise equipment, etc</li> </ul>

	<ul style="list-style-type: none"> <li>• Contractor/supplier familiarisation training demonstrations for staff post hand-over – eg. Plant room, security systems, IT/AV equipment, specialist equipment,etc</li> <li>• Council led training – eg. New fitness equipment, soft play, new building emergency procedural training,etc</li> <li>•</li> </ul>
2.3	Previously when Newry Leisure Centre Phase 1 opened, Council approved a 4 week transitional period to allow Officers and staff to prepare for the new centre opening as many items of work could not be conducted pre-building handover due to the construction timetable and liabilities. During this period, the old Newry Swimming Pool closed and the ensuing items that were covered were pivotal to ensuring the centre was safe and operational for the public.
2.4	Following on from section 2.2 above, officers have now established the key items and associated timelines that need to be covered to ensure that Newry Leisure Centre Phase 2 can open to the public post building handover. In addition this includes a review and procedural sign-off from the Council's leisure specific health and safety consultants along with the development of a marketing launch plan.
<b>3.0</b>	<b>Recommendations:</b>
3.1	<p>In order to achieve successful implementation of the required transitional programme for Newry Leisure Centre Phase 2, Officers are seeking approval for the following:</p> <ol style="list-style-type: none"> <li>(1) Closure of existing Newry Sports Centre immediately following new building handover</li> <li>(2) Allowing a 14 day period to allow for key training, familiarisation and independent consultant health and safety procedural sign off</li> <li>(3) Development of marketing launch plan to include a "soft launch" to test procedures</li> </ol> <p>Customers will be kept updated with regards to the above within a timely matter and impact minimised where possible</p>
<b>4.0</b>	<b>Resource implications</b>
4.1	<p>Officer time – to make staff and customers aware of arrangements, to co-ordinate training plan</p> <p>Customers – no access to sports halls, coached activities, fitness suite within the Newry area for a period of 14 days – customers will be given the opportunity to avail of other leisure facilities where applicable</p> <p>Associated reduction in income were anticipated in this year income budget.</p>

<b>5.0</b>	<b>Equality and good relations implications:</b>
5.1	The Phase 2 transition arrangements take positive actions and it is not anticipated these will have an adverse impact upon the promotion of equality of opportunity and good relations.
<b>6.0</b>	<b>Appendices</b>
6.1	Not Applicable



<b>Report to:</b>	Active and Healthy Communities
<b>Date of Meeting:</b>	19 June 2017
<b>Subject:</b>	New Downpatrick Leisure Centre Operating Arrangements
<b>Reporting Officer (Including Job Title):</b>	Roland Moore, Assistant Director Leisure and Sport
<b>Contact Officer (Including Job Title):</b>	Kieran Gordon, Head of Indoor Leisure

#### Decisions required:

- **Members are asked to note the contents of the report, and consider and agree to: New Downpatrick Leisure Centre Operating Arrangements**

<b>1.0</b>	<b>Purpose and Background:</b>
1.1	The New Downpatrick Leisure Centre has now commenced construction. The contractor has provided their construction timetable and with this in mind, arrangements need to be finalised for the new DLC staffing and operational model to allow sufficient time for preparation and familiarisation prior to opening.
1.2	In September 2016, approval was given to adopt the recommendations contained within the Indoor Leisure Business Plan 2016-2020 which specifically focuses upon a number of actions to ultimately aim to achieve participation growth within its leisure centres from 1.3m visits to 1.9m visits per annum by 2021 and also to reduce net cost of operating its centres from £3.14m to £2.53m per annum by 2021.
<b>2.0</b>	<b>Key issues:</b>
2.1	<p>The current Downpatrick Leisure Centre facility timetable and subsequent staffing requirements are listed within Appendix A. In summary the total weekly hours are as follows:</p> <ul style="list-style-type: none"> <li>• Building Staff Operational Hours – 92.5 hrs per week</li> <li>• Gym Public Opening Hours – 80.75 hrs per week</li> <li>• Pool Public Opening Hours – 54.25 hrs per week</li> <li>• Pool Non-Public Opening Hours – 9.25 hrs per week</li> </ul> <p>The current swimming pool facility does not open to the public as follows:</p> <ul style="list-style-type: none"> <li>• school swim lessons Mon-Fri 9am-2.30pm (with exception of 12.30pm-1.30pm Mon-Fri and 11.30am-12.30pm Tue and Thur)</li> <li>• swim lesson programme Wed 6pm-10pm</li> </ul>

	<ul style="list-style-type: none"> <li>• swim club session Fri 7pm-9.45pm</li> <li>• lifesaving session Sat 8.30am-10am</li> <li>• swim club session Sun 1pm-2pm</li> <li>•</li> </ul>
<p>2.2</p>	<p>Upon practical completion of Newry Leisure Centre Phase 1 in March 2015, legacy NMDC agreed to enhanced opening public arrangements and in September 2016 Officers were granted approval to enhance these hours further for the opening of Newry Leisure Centre Phase 2 later this year:</p> <p><b><u>Public opening hours for NLC Phase 2:</u></b></p> <p>Mon, Wed, Fri: 6.30am-10pm          Tue &amp; Thur: 8am-10pm          Saturday: 9am-5.30pm          Sunday: 10am-5.30pm (Wet side public opening at 10.30pm Sept-June)</p> <p>In summary the total weekly hours are as follows:</p> <ul style="list-style-type: none"> <li>• Building Staff Operational Hours – 100 hrs per week</li> <li>• Gym Public Opening Hours – 89.5 hrs per week</li> <li>• Pool Public Opening Hours – 88 hrs per week</li> </ul> <p>School and public swim lessons take place in conjunction with public swimming access.</p>
<p>2.3</p>	<p>In order to achieve the Indoor Leisure Business Plan participation and income projections as set out within section 1.2, it is proposed that customers within Newry and Downpatrick should have similar public opening access arrangements to the Council's 2 new Leisure Centres, therefore Officers recommend that new Downpatrick Leisure Centre should mirror the opening arrangements of Newry Leisure Centre Phase 2 where possible:</p> <p><b><u>Proposed Public opening hours for the new DLC:</u></b></p> <p>Mon, Wed, Fri: 6.30am-10pm          Tue &amp; Thur: 8am-10pm          Saturday: 9am-5.30pm          Sunday: 10am-5.00pm</p> <p>In summary the total weekly hours are as follows:</p> <ul style="list-style-type: none"> <li>• Building Staff Operational Hours – 99.5 hrs per week (increase of 7hrs per week)</li> <li>• Gym Public Opening Hours – 90 hrs per week (increase of 9.25hrs per week)</li> <li>• Pool Public Opening Hours – 85 hrs per week (increase of 30.75hrs per week)</li> </ul>

	It is proposed to review operational practices via consultation and Officers believe that by implementing increased efficiencies that these proposed opening and operational arrangements can be achieved with a minimal increase to the current 2017/18 staffing budgets for DLC.
<b>3.0</b>	<b>Recommendations:</b>
3.1	<p>(1) It is recommended that approval is given for proposed opening arrangements as set out in Appendix 1 and on the basis of the summary as set out in 2.3.</p> <p>(2) Officers to commence consultation with staff and trade unions over proposed hours and shifts and also clubs and user groups in relation to booking provision.</p> <p>(3) Upon conclusion of consultation process, this will enable Officers the ability to provide an accurate budget proposal for 2018/19 rates estimates process.</p> <p>(4) Officers and staff to then further develop the transitional plans and preparations needed for the future opening of DLC. These proposed arrangements should allow an ability to adapt over time as customer focus will be key.</p>
<b>4.0</b>	<b>Resource implications</b>
4.1	<p>It is anticipated that there will be a minimal increase to the future 2018/19 staffing budgets as set out in 2.3.</p> <p>Proposals will also be reviewed by 3<sup>rd</sup> party Consultant as per NLC Phase 1 and Phase 2 to ensure that proposed operating arrangements are meeting all necessary Health and Safety arrangements. Costs of which should be from the departmental consultancy budget</p>
<b>5.0</b>	<b>Equality and good relations implications:</b>
5.1	The proposal sets out specific consultation and engagement with regards to operational arrangements. It is therefore not anticipated the recommended actions will have an adverse impact upon the promotion of equality and opportunity and good relations, but will generate opportunity to take positive action.
<b>6.0</b>	<b>Appendices</b>
6.1	Appendix A – current and proposed operating arrangements for DLC

## Appendix A

### 1.0 Proposed Operating Arrangements for new DLC

#### Current DLC versus proposed new DLC

The current Downpatrick Leisure Centre facility timetable and subsequent staffing requirements are based on the below public opening hours:

	Mon	Tue	Wed	Thur	Fri	Sat	Sun
<b>Staff Hours</b>	07.30-22.30	07.30-22.30	07.30-22.30	07.30-22.30	07.30-22.30	08.00-18.00	13.00-18.30
<b>Gym Public Opening</b>	07.30-21.45	08.30-21.45	07.30-21.45	08.30-21.45	07.30-21.45	09.30-17.15	14.00-17.45
<b>Pool Public Opening</b>	07.30-09.00	11.30-12.30 (ladies only)	07.30-09.00	11.30-12.30 (ladies only)	11.30-12.30	11.30-17.15	14.00-17.45
	12.30-13.30	12.30-13.30	12.30-13.30	12.30-13.30	12.30-13.30		
	14.30-21.15	14.30-21.15	14.30-17.45	14.30-21.15	14.30-18.45		
<b>Pool Opening – non-public</b>			18.00-22.00 (swim lessons only)		19.00-21.45 (Swim Club only)	08.30-10.00 (lifesaving club only)	13.00-14.00 (swim club only)
						10.00-11.30 (swim lessons only)	

- Building Staff Operational Hours – 92.5 hrs per week
- Gym Public Opening Hours – 80.75 hrs per week
- Pool Public Opening Hours – 54.25 hrs per week
- Pool Non-Public Opening Hours – 9.25 hrs per week

#### Proposed new Downpatrick Leisure Centre facility timetable and staffing requirements:

	Mon	Tue	Wed	Thur	Fri	Sat	Sun
<b>Staff Hours</b>	06.00-22.30	07.30-22.30	06.00-22.30	07.30-22.30	06.00-22.30	08.00-18.00	09.30-17.30
<b>Gym Public Opening</b>	06.30-22.00	08.00-22.00	06.30-22.00	08.00-22.00	06.30-22.00	09.00-17.30	10.00-17.00
<b>Pool Public Opening</b>	06.30-21.30	08.00-21.30	06.30-21.30	08.00-21.30	06.30-21.30	10.00-17.15	11.00-16.45

- With a larger main and learner pool being constructed, it is proposed that school and public lessons should operate in conjunction with public swimming access therefore providing a more simpler and accessible facility timetable to the public
- Building Staff Operational Hours – 99.5 hrs per week (increase of 7 hrs per week)
- Gym Public Opening Hours – 90 hrs per week (increase of 9.25 hrs per week)
- Pool Public Opening Hours – 85 hrs per week (increase of 30.75 hrs per week)

## **Appendix A – Marketing Plan Summary**

A summary of the Marketing Plan focuses on 4 key areas:

1. **Develop an overarching leisure identity for the Newry Mourne and Down Leisure and Sport Section.**
  - ☑ Development of identity concepts for review and sign off
  - ☑ Identity development day with Leisure Team (Vision, Values, Service standards)
  - ☑ Identity guidelines document
  - ☑ Production of identity values and service standards package
  - ☑ Identity and Service training for all sites (4 days with 2x 3 hr session per day)
  
2. **New Newry Leisure Centre and Downpatrick Leisure Centre identity, pre-sale and launch:**
  - ☑ Sales Enquiry handling training day for all staff (2 x 3 hour sessions)
  - ☑ Design of toolkit **for Pre-sale** period, templates included:
    - Flyers
    - Posters
    - External Banners
    - Internal Banners
    - E-zines
    - Landing Page
    - Email
    - Internal Foamex boards
  - ☑ Design of toolkit **for Launch period**, templates included:
    - Flyers
    - Posters
    - External Banners
    - Internal Banners
    - E-zines
    - Landing Page
    - Email
    - Internal Foamex boards
  - ☑ Landing page production for digital data capture
  
3. **Develop an annual marketing plan for driving leisure membership and pay as you go income across all sites, along with a staff training plan to launch the new Newry Mourne and Down Leisure and Sport identity and enquiry sales training for all staff.**
  - ☑ Development of annual marketing planner for all sites
  - ☑ Identity and Service training for all sites (4 days with 2x 3 hr session per day)
  - ☑ Template tool kit for General Membership information, will include:
    - posters
    - internal banners
    - External Banners
    - flyers
    - Timetables
  
4. **Digital marketing support partner**
  - ☑ Mentoring programme for key leisure and sport members
    - Initial 2 days in month one of support

**Below are examples of recent case studies**

**+Marketing**



**Identity**

Help to develop the existing or create a new identity to front the leisure service, individual centres or a specific activity.



*Example of Identity Development – Swimming, Fitness, Climbing, Parties.*



*Identity Development Example for a specific activity area – Group Fitness*

Training workshops are delivered alongside the identity development to ensure that the values of the staff and the service are represented in the new identity feel. This can then be translated across all centre literature, administrative collateral, promotions and campaigns, building signage, advertising channels, social media, etc.

**Lead Generation and Promotions**

Delivery of campaigns to achieve and out-perform set sales and income targets. These promotions will be designed to deliver increased footfall through the centres and ultimately convert these enquiries into sales. Huge library of lead generation tools and promotional campaigns that have been tried and tested across the industry to ensure they deliver maximum results.

**Fitness Sale**

**50% OFF MEMBERSHIP**  
Join Today!

For a limited time only  
Call or text to get started

Curwen Leisure Centre 01499 02200  
Denbigh Leisure Centre 01753 81311  
Llanfyllter Leisure Centre 01978 64183  
Pleasanton Leisure Centre 01745 89520  
Rhyd Leisure Centre 01745 92000  
Ruthin Leisure Centre 01825 20388  
St Asaph Leisure Centre 01754 92344

Short term membership options available

Follow us on Facebook

\*Terms and conditions apply. Offer valid until 31/10/2013. All 16+ joining via www.membership@denbighleisure.co.uk

www.denbighleisure.co.uk

**New Fitness Suite at Ruthin Leisure Centre**  
Opens September 2013

**PRE OPENING OFFERS**  
Open to the first 400 new joiners

3 months **FREE** on an annual membership

Get started for only **£10** on a direct debit membership

Call to get your membership started on **0800 3800012**

Subscribers only. For more details, see page 44, 45 & 46.

www.denbighleisure.co.uk

**Aelodaeth ffitrwydd i bawb**

**Aelodaeth am lai na £1 y dydd\***

**FFONIWCW NEU ANFONWCW NEGES DESTUN I DDECHRAU**

Canolfan Gymreig Cymru	01924 41440
Canolfan Gymreig Debydd	01762 814311
Canolfan Gymreig Gogledd	01978 64183
Canolfan Gymreig Preswyl	01745 89520
Canolfan Gymreig y Betsi	01745 92000
Canolfan Gymreig Rhyl	01825 20388
Canolfan Gymreig Llanfyllter	01978 64183

No contracts, no penalties, no hidden charges, no admin fees

Book of 365, 365 days of fitness, 365 days of fun

Simple to join, simple to cancel

Keep your membership

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\*Members of 16+ only

www.denbighleisure.co.uk

Examples of Campaigns



# 2015 Year Planner

	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
APRIL	KICK START SPRING																																		
MAY	BE QUICK TO CATCH THIS OFFER																																		
JUNE	RETENTION																																		
JULY	YOUR FITNESS JOURNEY STARTS HERE																																		
AUGUST	RETENTION																																		
SEPTEMBER	RETENTION																																		
OCTOBER	STEP BY STEP																																		
NOVEMBER																																			
DECEMBER																																			

**Core Seasonal Promotions**



April



June



September

**Retention promotion**      **Outreach Kits**

August and October Stamp Card



**Example of Annual Promotions Calendar**

**Digital**

Digital team will provide marketing, research, sales and service delivery support across a range of social media platforms and digital tools, including:

E-Marketing

Fully-managed, tailored email and SMS solutions that enhance marketing campaigns. Team of experts deliver effective and successful e-campaigns built to Council requirements which can include e-zine, text message, inbound SMS and data collation. 'Reach' system utilises data from the existing management system to target customers with specific messages.



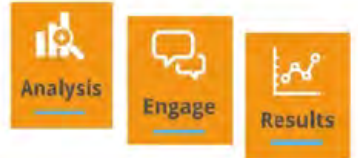
Web and App Design

Deliver exciting and responsive websites for all areas of a leisure operation and can integrate the following functions; CMS, Blogs, Data Capture, Online booking/Joining, Video Production and e-Commerce.



Training Workshops and Staff Development

Range of training workshops to engage with the Council team and enable them to maximise their own use of digital marketing and social media. These will be incorporated within an annual training plan.



Digital team will work closely with the leisure management team to comply with the Council's policies on social media and use of digital technology. Whilst the digital services will primarily be focused on income generation and supporting the developments to achieve the business plan targets, there will also be an emphasis on customer communication and improving the delivery of the leisure service.



**Bus Shelter Posters**



**Outreach Kits**



**Display Stands  
Strut Boards**



**Die-Cut Bespoke Flyers**



+Sales



Sales Systems and Training

Help install proven sales processes that relate to your location, product, staffing mix and budget. 3 stage set of sales systems and techniques to be developed.

Belief that in any leisure centre environment every member of staff should be competent and confident to deal with telephone and walk-in enquiries. FOUNDATION level provides the system, training and supporting tools to ensure this happens. Additional INTERMEDIATE and COMPLETE sales levels courses available.

Staff Development

Customer retention starts with the centre’s management team and staff understanding what retention actually means, how to measure it and how to make an impact on it. Training workshops are provided that educate staff on how to affect a customer’s experience, increase their chances of repeat visits and ultimately lengthen their time as a customer.

Retention Systems

Working with the fitness team, support provided for the implementation of an effective member journey that not only provides some structure to the fitness staff’s roles but delivers an enhanced experience to customers resulting in greater goal achievement.

Improving customer-staff interaction and supporting a clear pathway of communication for all customers is essential when improving client retention.



<b>Report to:</b>	Active and Healthy Communities
<b>Date of Meeting:</b>	19 June 2017
<b>Subject:</b>	Leisure and Sport Marketing Plan
<b>Reporting Officer (Including Job Title):</b>	Roland Moore, Assistant Director Leisure and Sport
<b>Contact Officer (Including Job Title):</b>	Kieran Gordon, Head of Indoor Leisure

#### Decisions required:

- **Members are asked to note the contents of the report, and consider and agree to: Leisure and Sport Marketing Plan**

<b>1.0</b>	<b>Purpose and Background:</b>
1.1	<p>In September 2016, approval was given to adopt the recommendations contained within the Indoor Leisure Business Plan 2016-2020 which specifically focuses upon a number of actions to ultimately aim to achieve participation growth within its leisure centres from 1.3m visits to 1.9m visits per annum by 2021 and also to reduce net cost of operating its centres from £3.14m to £2.53m per annum by 2021. The key recommendations contained within the plan relevant to this report are:</p> <ul style="list-style-type: none"> <li>• Immediate review needed of ICT and the use of modern infrastructure across Indoor Leisure.</li> <li>• Council should be aiming to enhance website offerings and also provide access to online joining, bookings, mobile apps</li> <li>• Leisure Specific Marketing and the wider Council Marketing Plan needed to achieve a consistent service proposition</li> <li>• Development of a specific indoor leisure identity that includes a clear and transparent journey and offering for the customer</li> <li>• Development of a clear and consistent sales process and culture to improve data capture and income conversion</li> <li>• Need for improvements for future performance monitoring and benchmarking that will influence delivery of the business plan action plan.</li> <li>• Further training for staff would improve the level of information available to potential customers and the customer journey from initial contact to visiting the centres.</li> </ul>
1.2	A number of key work streams arising from the Indoor Leisure Business Plan are progressing and Officers now wish to present options that focus on the following recommendation that was approved in September 2016:

	<p>"Marketing and Branding – immediate development and implementation of a strategy to include sub identity, transparent customer journey, staff training and recruitment of additional resource by end of 2016/17"</p>
1.3	<p>As approved in September 2016, a specialist leisure marketing expert has been working with the Leisure and Sport management team and following engagement with the Council's marketing department, proposals have been presented for consideration in relation to the development and implementation of the marketing plan.</p> <p>Therefore to achieve business plan targets as set out in section 1.1, Council should now consider these proposals to ensure a consistent approach is adopted across the district before NLC Phase 2 opens.</p>
2.0	<p><b>Key issues:</b></p>
2.1	<p>The Leisure and Sport marketing plan will be strongly under-pinned by the Councils overall brand and ethos and close engagement with the Councils marketing section will be key in ensuring the leisure plan remains within the guidelines as set out for the Council. Officers therefore now wish to recommend that approval is given to continue to proceed to refine and implement the marketing plan so that potential sales opportunities can be maximised prior to the opening of the new Newry Leisure Centre Phase 2.</p>
2.2	<p>As part of the marketing plan, the Leisure and Sport Service and facilities will have a new identity, which will shape the look and feel within the centres and shape the marketing messages for all elements of the leisure provision, both indoors, outdoors and for sports development.</p> <p>Following development of this identity, Council should aim to drive and manage a successful launch of the new Newry Leisure Centre, including development of marketing messages and campaigns, sales training for all staff, installation of new Leisure and Sport identity and stakeholder communication. A key part of this work stream will be to display the new identity within the new site at Newry and then roll-out this image to its remaining facilities thereafter.</p> <p>The model that will be used for the new Newry Leisure Centre launch should also be adopted for the new Downpatrick Leisure Centre launch during 2018.</p> <p>An annual marketing plan will also be developed for driving leisure memberships and pay as you go income across all sites, along with a staff training plan to launch the new Leisure and Sport identity and enquiry sales training for all staff.</p> <p>Digital marketing support will also be provided and key staff will be mentored within the Leisure and Sport team.</p>

<b>3.0</b>	<b>Recommendations:</b>
3.1	That approval is given to continue to proceed to refine and implement the marketing plan so that potential sales opportunities can be maximised prior to the opening of the new Newry Leisure Centre Phase 2 and then roll-out this plan to its remaining facilities thereafter. Details of the marketing plan are contained within Appendix A.
<b>4.0</b>	<b>Resource implications</b>
4.1	Resource – Officer time and staff training Financial – ability to achieve income and participation targets as set out within the Indoor Leisure Business Plan. On-going engagement with 3rd party, costs of which would be capitalised against the NLC phase 2 contract estimated at £15k.
<b>5.0</b>	<b>Equality and good relations implications:</b>
5.1	Newry, Mourne and Down District Council acknowledges that some people do not have the same access to information as others. In particular people with sensory, learning, communication and mobility disabilities may require printed information in other formats; members of ethnic minority groups, whose first language is not English; and children and young people may not be able to fully access or understand information.  The proposed Leisure and Sport Marketing Plan presents an opportunity for positive action wherein it will be developed taking account of the Council's Equality Scheme commitments and address arrangements for public access to information and services we provide and the statutory disability duties which require Council to have due regard to promote positive attitudes towards disabled people and encourage participation of disabled people in public life.
<b>6.0</b>	<b>Appendices</b>
	Appendix A – Marketing Plan

<b>Report to:</b>	Active and Healthy Communities
<b>Date of Meeting:</b>	19 June 2017
<b>Subject:</b>	Indoor Leisure Fitness Suite Operating Arrangements
<b>Reporting Officer (Including Job Title):</b>	Roland Moore, Assistant Director Leisure and Sport
<b>Contact Officer (Including Job Title):</b>	Kieran Gordon, Head of Indoor Leisure

#### Decisions required:

- **Members are asked to note the contents of the report, and consider and agree to: Indoor Leisure Fitness Suite Operating Arrangements**

<b>1.0</b>	<b>Purpose and Background:</b>
<b>1.1</b>	<p>Currently there are 5 facilities within the Indoor Leisure section that have fitness suite facilities, however there are distinct differences in customer access arrangements. Therefore, Council need to identify a new consistent approach for access arrangements for customers to its fitness suites for September 2017 onwards, namely:</p> <ul style="list-style-type: none"> <li>(1) Multi-site fitness suite membership access – currently not applicable to Newry Sports Centre</li> <li>(2) Over 60's membership category – currently access does not include Newry Sports Centre</li> </ul>
<b>1.2</b>	<p>In September 2016, approval was given to adopt the recommendations contained within the Indoor Leisure Business Plan 2016-2020 which specifically focuses upon a number of actions to ultimately aim to achieve participation growth within its leisure centres from 1.3m visits to 1.9m visits per annum by 2021 and also to reduce net cost of operating its centres from £3.14m to £2.53m per annum by 2021. The key recommendations contained within the plan relevant to this report are:</p> <ul style="list-style-type: none"> <li>• alignment of indoor leisure facility services, procedures and governance</li> <li>• investment in gym equipment to modernise centres and offer continuity of services across sites with same equipment supplier allowing for customer integration across the sites and availability of programmes, health assessments and associated technology being identified as a key retention tool</li> <li>• consider options regarding over 60's and less abled scheme (price, eligibility and access permissions)</li> </ul>

<p><b>1.3</b></p>	<p>The new Newry Leisure Centre Phase 2 construction project is nearing completion and the current Newry Sports Centre is due to close imminently to transition to the new centre. Currently the Council is engaged in an agreement with a 3<sup>rd</sup> party for aspects of its fitness suite operations within Newry Sports Centre and this has been extended in the interim to allow for the construction project to complete.</p> <p>In December 2016, Officers were given approval to appoint a leisure fitness equipment partner for Indoor Leisure facilities which would see the Council procure its own fitness equipment and manage the full fitness suite operations when Newry Leisure Centre Phase 2 opens.</p> <p>Therefore to achieve business plan targets as set out in section 1.2 and due to the different models that exist currently, Council should now consider fitness suite operating arrangements for all its Indoor Leisure facilities and its membership categories to ensure a consistent approach is adopted across the district before NLC Phase 2 opens.</p>
<p><b>2.0</b></p>	<p><b>Key issues:</b></p>
<p><b>2.1</b></p>	<p><b>Multi-site fitness suite membership access – currently not applicable to Newry Sports Centre</b></p> <p>With the exception of Newry Sports Centre due to the 3<sup>rd</sup> party arrangement in place, customers who pay for their membership in advance or via direct debit have access to all Indoor Leisure facilities specific to their relevant membership access permissions.</p> <p>Officers now propose to extend multi-site membership permissions to include the new Newry Leisure Centre fitness suite upon opening. This should result in a positive service improvement meaning all customers within Indoor Leisure facilities who pay for their membership in advance or via direct debit will have access to all Indoor Leisure facilities specific to their relevant membership access permissions. Charges and access permissions are depicted in Appendix B.</p>
<p><b>2.2</b></p>	<p><b>Over 60's membership category – currently access does not include Newry Sports Centre</b></p> <p>Due to the incumbent fitness suite provider, customers who were eligible for the Over 60 membership category in Newry Sports Centre had unlimited access to the swimming pool, sauna/steam room but did not have access to the fitness suite.</p> <p>Currently within the 2017/18 scale of charges, this membership category is a one off payment of £3.60 per year. Officers have identified options for the access arrangements for this membership category for consideration to deliver as consistent service proposition as approved in the Indoor Leisure Business Plan.</p>

	<p>An analysis of options 1-4 below, current over 60 membership categories along with research carried out on other local authorities is contained within Appendix A.</p> <p>Option 1 – Extend Over 60 membership permissions to include the new Newry Leisure Centre fitness suite upon opening at £3.60 per year.</p> <p>Option 2 - Extend Over 60 membership permissions to include the new Newry Leisure Centre fitness suite upon opening at £3.60 per year, however on an off-peak basis (Mon-Fri 9am-11am and 2pm-4pm, last entry 3.30pm), which would also be implemented at the remaining facilities.</p> <p>Option 3 – Maintain Over 60 membership permissions to allow unlimited access to its swimming pools/sauna/steam room and promotion of a new over 60's gym membership category at £15 per month.</p> <p>This would be the cheapest option for gym membership in comparison with all other 10 Councils in NI and Louth County Council.</p> <p>Option 4 – Do not extend over 60 membership permissions to include the new Newry Leisure Centre and amend existing over 60 membership category to remove gym access to ensure parity and a consistent approach across the District.</p>
<b>3.0</b>	<b>Recommendations:</b>
<b>3.1</b>	<ul style="list-style-type: none"> <li>• The committee agree to extend multi-site membership permissions to include the new Newry Leisure Centre fitness suite upon opening specific to customers' relevant membership access permissions.</li> <li>• The committee agree to proceed with <b>Option 3</b> contained within section 2.3 – Maintain Over 60 membership permissions to allow unlimited access to its gyms/swimming pools/saunas/steam room's and promotion of a new over 60's gym membership category at £15/month.</li> </ul>
<b>4.0</b>	<b>Resource implications</b>
<b>4.1</b>	<p>Officer time – to make staff and customers aware of arrangements</p> <p>Financial – potential reduction in income as identified could be balanced via the adoption of option 3 contained with section 2.2</p>
<b>5.0</b>	<b>Equality and good relations implications:</b>
<b>5.1</b>	The proposal has explored options and taken consideration of potential impact of suggested actions. Option 3 which is the preferred option has potential to provide consistent application of membership and pricing



	operating arrangements. It is not anticipated that option 3 would have an adverse impact upon equality of opportunity and good relations.
<b>6.0</b>	<b>Appendices</b>
	Appendix A – Over 60 membership information Appendix B – Selected Indoor Membership charges and access permissions

## **Appendix A**

### **Option 1 – Extend Over 60 membership permissions to include the new Newry Leisure Centre fitness suite upon opening at £3.60 per year**

- This option would have a positive impact on service provision for all customers within the District
- This option could potentially cause capacity issues within its facilities, particularly the new Newry Leisure Centre Phase 2 and this is evidenced within Kilkeel Leisure Centre following the decision to permit the over 60 membership category access to its fitness suite from 2015.
- This could potentially result in an approx. £54k annual reduction in income based on current member numbers as current over 60 members could "down-grade" their payments to £3.60 per year

### **Option 2 - Extend Over 60 membership permissions to include the new Newry Leisure Centre fitness suite upon opening at £3.60 per year, however on an off-peak basis (Mon-Fri 9am-11am and 2pm-4pm, last entry 3.30pm)**

- This option would have a positive impact on service provision for Newry customers however this may be perceived negatively by the 380 customers within its remaining facilities as this would be a restriction on current use, albeit a larger percentage of this membership category tend to avail of the facilities during the above times
- This option could potentially cause capacity issues within its facilities, particularly the new Newry Leisure Centre Phase 2 and this is evidenced within Kilkeel Leisure Centre following the decision to permit the over 60 membership category access to its fitness suite from 2015.
- Proposal for customers to obtain relevant concessionary rates where they wish to avail of facilities outside of specified times.
- Proposal for current membership access permissions to be honoured for existing customers in remainder of the centres, however, upon renewal, this membership category would be on an off-peak basis for the fitness suite but still unlimited access to the swimming pool, sauna/steam room
- This could potentially result in a significant (up to £54k) annual reduction in income based on current member numbers as current over 60 members could "down-grade" their payments to £3.60 per year

### **Option 3 – Maintain Over 60 membership permissions to allow unlimited access to its gyms/swimming pools/sauna/steam room and promotion of a new over 60's gym membership category at £15 per month.**

- This option would have a positive impact on service provision for Newry customers however this may be perceived negatively by the 380 customers within its remaining facilities as this would mean those that wish to avail of the gym would have to pay an additional fee.
- Proposal for current membership access permissions to be honoured for existing customers in remainder of the centres, however, upon renewal this new membership category of £15/month would entitle the user to unlimited access to gym/swimming/sauna/steam room
- Whilst there could be an initial small reduction in income (ie. 154 members within Newry being able to "downgrade" their membership to the concessionary rate, in the medium to long term this should have a positive income effect.)
- Charges and access permissions are depicted in Appendix B.

### **Option 4 – Do not extend over 60 membership permissions to include the new Newry Leisure Centre and amend existing over 60 membership category to remove gym access to ensure parity and a consistent approach across the District.**

- This option would be the same as option 3 without the new over 60's membership rate but rather avail of the concessionary casual/monthly/paid in advance rates for gym access (rates as per 2017/18 scale of charges)
- Charges and access permissions are depicted in Appendix B.

**Neighbouring local authority membership research**

	Newry, Mourne and Down District Council	Armagh, Banbridge and Craigavon District Council	Lisburn and Castlereagh	Ards and North Down
<b>Over 60 rates</b>	£3.60 one off payment per year - swim/sauna/steam access all centres - gym access all centres except Newry Sports Centre	£3.30 a session or £20 per month or £210 12month advance payment gym only centre only £24 for every centre or £250 12month advance payment. Free swimming if over 60	Gym access- £21.50 per month Free swimming only if over 60	Gym and swim access - £24.99 per month. Casual usage for over 60 is at daily concession rates

	Antrim and Newtownabbey	Belfast	Causeway Coast and Glens	Derry and Strabane
<b>Over 60 rates</b>	Resident card £2 then discounted rate of £4.00 for gym, £3.50 for spa and free swimming.  Discounted gym membership £18 per month	Resident card £5 then all activities free before 11am. After 11am daily rate of £1.60 for a swim and £2.10 for the gym. £35.50 per month	65+ £19.99 per month or £2.50 per daily swim or £4.00 per daily gym	65+ £18.75 per month for gym. 65+ free swimming

	Fermanagh and Omagh	Mid and East Antrim	Mid Ulster	Louth County Council
<b>Over 60 rates</b>	£18 per month gym only. Casual daily use £2.50 for gym and £1.50 for swimming	£8 yearly card then £2.65 daily gym rate. Over 60's free swimming Mon, Wed, Fri 7.30am-10am. Over 60's free gym Tue and Thur 2.5pm	£25 initial payment then £2.50 daily gym rate or £29.95 per month. Swimming charged at concession rate	65+ £295 per year or £4.20 daily gym rate

**Current Over 60 membership position**

The below table depicts the current number of customers who are part of the over 60 membership scheme.

Centre	Total No. Of Members	Estimated Fitness Suite Users	Access Permissions	Approx Yearly Income
Ballymote	51	51	Gym, swim, sauna, steam	£183
Downpatrick LC	320	80	Gym, swim, sauna, steam	£1,152
Kilkeel LC	342	85	Gym, swim, sauna, steam	£1,231
Newry LC and Newry SC	958	0	*Swim, sauna, steam only	£3,448
Newry SC – current 3 <sup>rd</sup> party arrangement	154 members paying a monthly/annual membership aged over 60	154	* Gym, swim, sauna, steam	£55,347
Newcastle	164	164	Gym, swim, sauna, steam	£590

\*Currently Newry Sports Centre and the 3<sup>rd</sup> party achieves approx. £55,347 combined in yearly income for its current 154 members that are aged 60 and over who avail of a monthly/yearly membership in order to access the gym due to the 3<sup>rd</sup> party access arrangements in place-. Ie. Gym access to Newry Sports Centre is not permitted for customers on the Council's over 60 membership category (one off payment of £3.60 per year)

**Appendix B – Selected Indoor Membership charges and access permissions**

Pay-as-you-go – casual usage							
Centres	NLC, DLC, KLC	DLC	NLC, DLC, KLC	NLC, KLC, DLC, BMOTE, NEWC	NLC, KLC, DLC	NLC, KLC	NLC, KLC, DLC, BMOTE, NEWC
Activity	Swim	Sauna/Steam Only	Swim+ Health Suite	Gym	Gym, Swim + Health Suite	Group Exercise Class	Handball + Racquet Sports
Adult	£3.00	£3.50	£5.20	£5.20	£10.00	£5.00	£6.60
Concession – to include over 60's	£2.30	£2.60	£3.90	£3.90	£7.50	£3.80	£4.10

Direct Debit Membership - unlimited access to equivalent activity where access permissions specify						
Centres	NLC, DLC, KLC (multi-site usage)	NLC	DLC, BMOTE, NEWC (multi-site usage)	DLC, BMOTE, NEWC (multi-site usage)	NLC, KLC, DLC, BMOTE, NEWC (multi-site usage)	NLC, KLC, DLC, BMOTE, NEWC (multi-site usage)
Activity	Swim	Swim+ Health Suite	Gym, Swim, Sauna, Steam	Off-peak Gym, Swim, Sauna, Steam	Group Exercise Classes, Gym, Swim, Health Suite	Off-Peak Group Exercise Classes, Gym, Swim, Health Suite
Adult	£20.60	£24.75	£24.75	£21.00	£29.95	£24.75
Concession	£15.45	£18.55	£18.55		£22.70	
Proposed Over 60	£3.60 per year	£3.60 per year			£15.00	

<b>Paid in Full Membership - unlimited access to equivalent activity where access permissions specify</b>															
Centres	NLC, DLC, KLC (multi-site usage)			NLC			DLC, BMOTE, NEWC (multi-site usage)			NLC, KLC, DLC, BMOTE, NEWC (multi-site usage)					
Activity	Swim			Swim + Health Suite			Gym, Swim, Sauna, Steam			Group Exercise Classes, Gym, Swim, Health Suite					
	3M	6M	12M	3M	6M	12M	3M	6M	12M	3M	6M	12M	3M	6M	12M
Adult	£72.50	£126.10	£231.20	£87.00	£151.30	£277.40	£87.00	£151.30	£277.40	£107.30	£186.60	£344.50			
Concession	£54.40	£94.60	£173.40	£65.30	£113.50	£208.10	£65.30	£113.50	£208.10	£80.50	£140.00	£258.40			
										Off-peak Gym, Swim, Sauna, Steam			Off-Peak Group Exercise Classes, Gym, Swim, Health Suite		
										3M	6M	12M	3M	6M	12M
Adult							£71.40	£124.00	£227.50	£87.00	£151.30	£279.30			

<b>Multi-Use Card - transferable between centres</b>			
Centres	NLC, DLC, KLC	NLC, KLC, DLC	All Centres
Activity	20 x Swim	10 x Swim+ Health Suite	10 x Handball + Racquet Sports
Adult	£44.20	£44.70	£40.50
Concession	£33.20	£33.50	£30.40

<b>Report to:</b>	Active & Health Communities
<b>Date of Meeting:</b>	19 June 2017
<b>Subject:</b>	Licence – Fishing Rights at Donaghaguy Reservoir, Warrenpoint
<b>Reporting Officer (Including Job Title):</b>	Conor Haughey, Head of Outdoor Leisure
<b>Contact Officer (Including Job Title):</b>	Briege Magil, Administration Manager

### Decisions required:

Members are asked to note the contents of the report

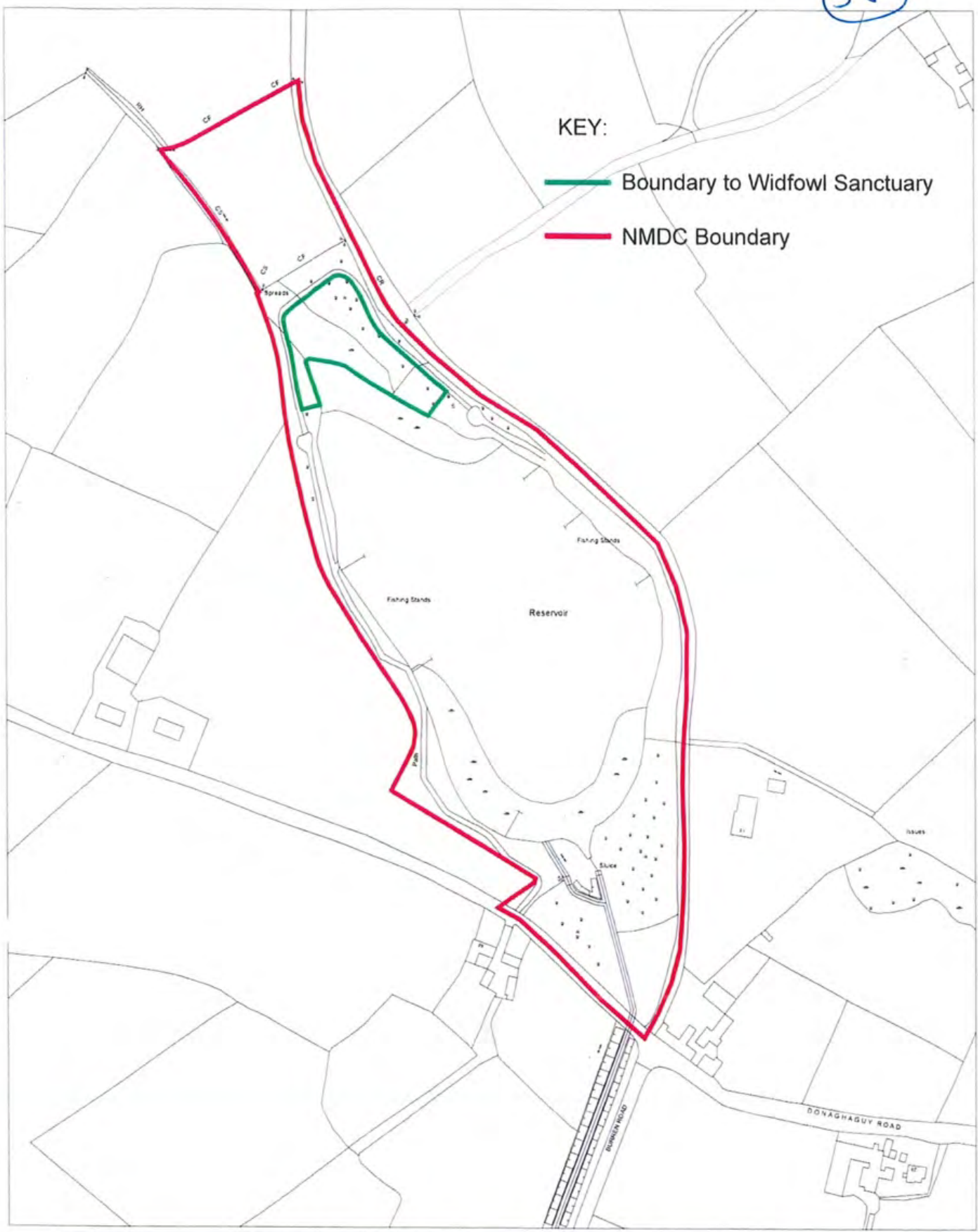
- Members are asked to note the contents of the report, and agree that the Council enter into a 1 year licence agreement with Warrenpoint, Rostrevor and District Angling Club – commencing 1 July 2017 – for fishing rights at Donaghaguy Reservoir.**  
**Conditions to be similar to the previous 5 year licence agreement but with the provision that the Club will be responsible for regular safety inspection of the site and in particular the fishing stands.**  
**Council also to permit use of small Club boat to carry out maintenance works and re-stocking of reservoir with fish.**

<b>1.0</b>	<b>Purpose and Background:</b>
1.1	Newry and Mourne Legacy Council had a five year licence agreement with the Club. Licence has now expired.
<b>2.0</b>	<b>Key issues:</b>
2.1	<ul style="list-style-type: none"> <li>No licence in place.</li> <li>Council has funding for a Capital Scheme to improve the walkway and the fishing stands at this location within this current financial year.</li> <li>Once these works have been carried out Council to seek public expression of interest to allow other Clubs/Organisations the opportunity to avail of use of the same facility.</li> </ul>
<b>3.0</b>	<b>Recommendations:</b>

3.1	<p>Members are asked to note the contents of the report, and agree that the Council enter into a 1 year licence agreement with Warrenpoint, Rostrevor and District Angling Club – commencing 1 July 2017 – for fishing rights at Donaghaguy Reservoir.</p> <p>Conditions to be similar to the previous 5 year licence agreement but with the provision that the Club will be responsible for regular safety inspection of the site and in particular the fishing stands.</p> <p>Council also to permit use of small Club boat to carry out maintenance works and re-stocking of reservoir with fish.</p>
<b>4.0</b>	<b>Resource implications</b>
4.1	No rent from this licence agreement
<b>5.0</b>	<b>Equality and good relations implications:</b>
5.1	N/A
<b>6.0</b>	<b>Appendices</b>
6.1	Appendix – Map of the area




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KEY:

- Boundary to Widfowl Sanctuary
- NMDC Boundary

 <p>NEWRY &amp; MOURNE AN IUR &amp; MURNA NEWRY AND MOURNE DISTRICT COUNCIL</p>	<p>Land: Donaghaguy Reservoir</p>	<p>Drawing Title: Licence of Fishing Rights - Donaghaguy Reservoir. Warrenpoint, Rostrevor and District Angling Club</p>		
	<p>Drawing no: NM263-G-01-00</p>	<p>Scale: 1:2500</p>	<p>Drawn by: GMcV</p>	<p>Date: 24.08.11</p>

<b>Report to:</b>	Active & Health Communities
<b>Date of Meeting:</b>	19 June 2017
<b>Subject:</b>	Community Trail Plans SLA with ORNI
<b>Reporting Officer (Including Job Title):</b>	Michael Lipsett, Director of Active & Health Communities
<b>Contact Officer (Including Job Title):</b>	Michael Lipsett, Director of Active & Health Communities

**Decisions required:**

Members are asked to note the contents of the report

- **That the Committee approve the Service Level Agreement with Outdoor Recreation NI (ORNI) for the 2017-2018 financial year at the total cost of £69,000**

<b>1.0</b>	<b>Purpose and Background:</b>
1.1	Members will recall that the April meeting it was agreed to develop a detail SLA with ORNI for Community Trail Plans accordingly a draft SLA has been included in appendix for members approval.
<b>2.0</b>	<b>Key issues:</b>
2.1	<ul style="list-style-type: none"> <li>• Undertake a strategic review of all existing community trails in the area through extensive consultation with the DEA and community. All data to be recorded using GIS</li> <li>• Identify gaps in provision, issues, barriers, constraints to the existing community trail network</li> <li>• Identify through community consultation potential new community trails that will link communities to green space and communities to each other and record using GIS</li> <li>• Assess the need and public benefit of each community trail project that has been identified</li> <li>• Identify priority community trail projects for capital development in consultation with the community</li> <li>• Outline next steps to progress to funding application stage</li> </ul>
<b>3.0</b>	<b>Recommendations:</b>
3.1	Members will recall that the April meeting it was agreed to develop a detail SLA with ORNI for Community Trail Plans accordingly a draft SLA have been included in 20 <sup>th</sup> April 2017 for members approval.
<b>4.0</b>	<b>Resource implications</b>

4.1	The total cost of £69,000 has been included in the 2017 -2018 budget.
<b>5.0</b>	<b>Equality and good relations implications:</b>
5.1	None
<b>6.0</b>	<b>Appendices</b>
	<b>Appendix 1 - SLA Active &amp; Healthy Communities NMDDC 2017 – 2018</b>



**NEWRY, MOURNE and DOWN DISTRICT COUNCIL**

**SERVICE LEVEL AGREEMENT – ACTIVE AND HEALTHY COMMUNITIES**

**2017 – 2018**

DELIVERING AND MANAGING QUALITY OUTDOOR RECREATION PRODUCTS - COMMUNITY TRAIL PLANS			
PROJECT	WORK TO BE DELIVERED (2017-2018)	Days	Value
<b>Ballynahinch River Path Community Trail</b>	<p>Development of River Pathway in Ballynahinch to link the town to Montalto Estate</p> <ul style="list-style-type: none"> <li>Undertake second round of community consultation on the above Community Path and put in place the necessary land ownership agreements.</li> </ul>	TBC	TBC
<b>Community Trail Plans x 3 for (Stage 1 Planning)</b>	<ul style="list-style-type: none"> <li>Produce a Community Trail Plan for the following 5 DEAs: Slieve Gullion, Newry, Crotlieve, Rowallane and Downpatrick</li> </ul> <p>For each DEA -</p> <ul style="list-style-type: none"> <li>Undertake a strategic review of all existing community trails in the area through extensive consultation with the DEA Forums and community. All data to be recorded using GIS.</li> <li>Identify gaps in provision, issues, barriers, constraints to the existing community trail network</li> <li>Identify through community consultation (Round 1 Consultation) existing provision, local need and demand and potential new community trails that will link communities to green space and communities to each other and record using GIS</li> <li>Assess the need and public benefit of each community trail project that has been identified</li> <li>Identify priorities for future development</li> <li>Outline next steps to progress to funding stage</li> </ul> <p><b>OUTPUTS</b></p> <ol style="list-style-type: none"> <li>Map(s) of current community trail network per village</li> <li>Map(s) of potential future community trail network per village</li> <li>Report outlining recommendations for future development and priorities</li> </ol>	155	£46,500
<b>The Mournes &amp; Slieve Croob Community Trail Plan (Stage 2 Feasibility)</b>	<ul style="list-style-type: none"> <li>Progress The Mournes and Slieve Croob DEA Plans to Stage 2, identifying priority trails and producing Concept Trail Designs for priority trails only</li> </ul> <p>For each DEA -</p> <ul style="list-style-type: none"> <li>Undertake Round 2 Consultation with local communities to identify any gaps in provision, gain feedback on Stage 1 Plan and confirm priorities for future development</li> </ul>	75	£22,500

<p><b>Assessment)</b></p>	<ul style="list-style-type: none"> <li>• Conduct site visits to all current and potential community trail networks</li> <li>• Assess all trails identified in Stage 1 to determine feasibility based on set of criteria including physical feasibility, access, environmental constraints, cost and sustainability</li> <li>• Based on assessment, identify priority trails for development</li> <li>• Identify and consult with landowners for priority trails</li> <li>• Conduct concept trail design for all priority trails (depending on landowner agreements)</li> </ul> <p><b>OUTPUTS</b></p> <ol style="list-style-type: none"> <li>1. Report outlining results of Stage 2 and identified priority trails</li> <li>2. Concept trail design for all priority trails (with landowner agreement)</li> </ol>		
<b>TOTAL</b>		230	£69,000

<b>Report to:</b>	Active and Healthy Communities Committee
<b>Date of Meeting:</b>	19 June 2017
<b>Subject:</b>	Request from Keep Northern Ireland Beautiful for Eco Schools Post Support Contribution for period 2017-18
<b>Reporting Officer (Including Job Title):</b>	Eoin Devlin, Assistant Director Health & Wellbeing
<b>Contact Officer (Including Job Title):</b>	Sheena McEldowney, Senior EHO

### Decisions required:

- **The committee are asked to approve approve the contribution of £1,500 for the period 2017-18.**

<b>1.0</b>	<b>Purpose and Background:</b>
1.1	<p>The Eco Schools programme is an international programme that aims to make environmental awareness and action an intrinsic part of the life and ethos of a school.</p> <p>The programme has three awards – Bronze, Silver and the highest award of the coveted Green Flag. Both Newry and Mourne and Down legacy Councils have been supporters of the programme at local level over the years and this has continued into the new Council.</p> <p>Keep Northern Ireland Beautiful operate the programme in Northern Ireland. As a charity, they rely on financial support to enable them to continue to operate the programme - work that includes administration, running a web site, providing a monthly newsletter, arranging award assessments and attending Eco Schools events organised by Councils such as the "Eco Schools Teacher Information Events" and "Chairman's Green Flag Reception" which are held annually.</p>
<b>2.0</b>	<b>Key issues:</b>
2.1	<ul style="list-style-type: none"> <li>• Keep Northern Ireland Beautiful (see letter appendix 1) is requesting a contribution of £1,500 from the Council for the period 2017-18. They work out that this contribution is at a cost to the Council of 6p per pupil in the District.</li> <li>• The programme in Newry, Mourne and Down has proven highly successful. All schools in the District are registered with the programme.</li> <li>• Currently fifty-six schools have obtained green flag status. Thirty-</li> </ul>

	<p>nine of these are "live" and 17 require renewing (the flag must be renewed every two years).</p> <ul style="list-style-type: none"> <li>• Thirty one schools have silver awards</li> <li>• Seventeen schools have bronze awards.</li> <li>• Schools undertaking the programme work on ten environmental topics - Litter, Energy, Water, Waste, Transport, Healthy Living, Schools Grounds/Outdoor Learning, Biodiversity, Global Perspective and Climate Change. These topics, and the work carried out by schools, are in keeping with the mission statement contained in the corporate plan: "to lead a district that is prosperous healthy and <b>sustainable</b>".</li> <li>• There are one hundred and thirty seven schools in the District in total and so there is still work to be done if all schools are to progress through the programme.</li> </ul>
<b>3.0</b>	<b>Recommendations:</b>
3.1	Council approve the contribution of £1,500 for the period 2017-18.
<b>4.0</b>	<b>Resource implications</b>
4.1	Contribution will come out of existing budgets.
<b>5.0</b>	<b>Equality and good relations implications:</b>
5.1	All schools in the District can take part in the programme.
<b>6.0</b>	<b>Appendices</b>
	Appendix I: Letter dated 24 May 2017 from Keep Northern Ireland Beautiful entitled "REQUEST FOR ECO-SCHOOLS SUPPORT 2017 – 2018"





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13 June 2017

Dear Rebecca McGreevy/Patrick McShane/Colette O'Rourke/Lucinda Scott,

## REQUEST FOR ECO-SCHOOLS SUPPORT 2017 – 2018

I am writing to request your support for the Eco-Schools programme in your council area. Support from local councils has been invaluable and has helped Northern Ireland stand out in a programme that now runs in 64 countries globally.

Your support to date has contributed to:

- Increasing the reach of the programme and helping NI become the **first country in the world to achieve a 100% participation** rate in the international Eco-Schools Programme
- Improving the quality of what is being achieved - in the last financial year **NI awarded a record 156 Green Flags**, marking those schools that have achieved the international standard
- Ensuring a positive experience for our young people – through engaging them in actioned-based and socially-responsible learning.

The money we are asking you to provide is very important to us but is probably relatively small compared to the valuable staff support you give to Eco-Schools and your support of the Green Flag assessment process. **The request is for £1,500 to support the programme during 2017/18.** This equates to an investment of around **6p per pupil.**

We work hard to add value to your investment in our young people. We bring additional support from the Department of Agriculture, Environment and Rural Affairs, grant making bodies and other corporate and charity funders. So although part of a mix, council support remains vital. It has, for example, meant we have not had to consider implementing a charging structure for schools applying for Green Flag Assessments and this is very highly valued.

The Eco-Schools programme provides councils with:

- A ready-made scheme to **assist council delivery of their resource efficiency and litter prevention programmes.**
- **Less litter on the streets** surrounding the school and in the council area.
- Increased awareness and use of council recycling facilities; improved recycling rates.
- Clear linkage of council and their support for our young people's leadership development through this respected internationally-recognised programme.
- Opportunity to be associated with the prestigious environmental education programme for schools in your council area.

Without the support of your council we would regret losing the close relationship that has been built over the years between the Eco-Schools team and the council staff to mutually support and promote each other's environmental work. We would also be unable to provide the many benefits which councils supporting the programme benefit from including:

- Support of Cluster Group meetings for teachers in the Council area which provide valuable support to schools progressing through the Eco-Schools programme.

Bridge House, 2 Paulett Avenue, Belfast, BT5 4HD  
T. 028 9073 6920 E. [enquiries@keepnorthernirelandbeautiful.org](mailto:enquiries@keepnorthernirelandbeautiful.org)

[keepnorthernirelandbeautiful.org](http://keepnorthernirelandbeautiful.org)  



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- Attending and promoting Green Flag award ceremonies hosted by the Council which are important to schools and pupils, re-enforcing the importance of their work and introducing pupils to their local council's involvement and relevance in what they are doing in school.
- Providing reports or statistics on schools in the Council area which are involved in the Eco-Schools programme. Biannual reports are provided to supporting Councils (March and September) highlighting statistics for registered schools and information about initiatives. We can only provide support for council staff and elected representatives such as responding to ad hoc queries on the status of schools in the Council area in supporting council areas.
- Access to the new Keep Northern Ireland Beautiful data hub which places information and statistics from programmes you support at your fingertips. (Under development on the Keep Northern Ireland Beautiful website [www.keepnorthernirelandbeautiful.org](http://www.keepnorthernirelandbeautiful.org))
- Opportunities to promote campaigns and activities through the monthly Eco-Schools Newsletter and signposting schools to relevant council contacts on the Eco-Schools website. Only councils supporting the programme are included in our newsletters and website ([www.eco-schoolsni.org](http://www.eco-schoolsni.org)).
- Giving preference to schools in council areas supporting the programme for promotion through media outlets.
- Schools in council areas not supporting the programme are unable to access funding provided through Eco-Schools for projects such as the international Wrigley Litter Less campaign.

The popularity of Eco-Schools is testament to its value and the positive impact it has on schools and the wider community. We have been delighted to work with most local councils in NI and we hope to move towards seeing all the councils choosing to support the programme.

This contribution towards the programme is required to help offset the growing costs that this popular programme is incurring such as through increased numbers of schools applying for awards or the increase demand from schools for programme assistance. The Eco-Schools programme cost is £1,500 per annum to cover schools in your area.

This council contribution is essential to support the future of the programme in your area and at a cost of around 6p per pupil I hope you will see this represents good value for money. Additional contributions for targeted development in your council area to assist in meeting SD targets may be allocated year on year subject to available additional funding.

I have enclosed the Eco-Schools Support Request Form and look forward to receiving your completed support form as soon as possible. If required, I am very willing to come and discuss this in more detail or to present information to relevant committees so please do just let me know.

I look forward to hearing from you.

Yours sincerely,  
Susann Power

Operations Manager  
Keep Northern Ireland Beautiful

Bridge House, 2 Paulett Avenue, Belfast, BT5 4HD  
T. 028 9073 6920 E. [enquiries@keepnorthernirelandbeautiful.org](mailto:enquiries@keepnorthernirelandbeautiful.org)

[keepnorthernirelandbeautiful.org](http://keepnorthernirelandbeautiful.org)  



**Eco-Schools Support 2017-2018 Request Form**

Eco-Schools Post-Support Cost      £1,500

..... Council

Agrees to support the Eco-Schools Programme

OR

Do not wish to support the Eco-Schools Programme

Council Purchase Order Number (required for invoicing) .....

Signed .....

Name .....

Position/job title.....

Date.....

**Please return to:**

Susann Power  
 Operations Manager  
 Keep Northern Ireland Beautiful  
 Bridge House  
 2 Paulett Avenue  
 Belfast  
 BT5 4HD

[susann.power@keepnorthernirelandbeautiful.org](mailto:susann.power@keepnorthernirelandbeautiful.org)

Bridge House, 2 Paulett Avenue, Belfast, BT5 4HD  
 T. 028 9073 6920 E. [enquiries@keepnorthernirelandbeautiful.org](mailto:enquiries@keepnorthernirelandbeautiful.org)

[keepnorthernirelandbeautiful.org](http://keepnorthernirelandbeautiful.org)  

<b>Report to:</b>	Active and Healthy Communities
<b>Date of Meeting:</b>	19 June 2017
<b>Subject:</b>	Sustainable Development and Climate Change Standing Forum
<b>Reporting Officer (Including Job Title):</b>	Eoin Devlin Assistant Director Health and Wellbeing
<b>Contact Officer (Including Job Title):</b>	Sheena McEldowney Senior Environmental Health Officer

<b>Decisions required:</b>	
<ul style="list-style-type: none"> <li>• <b>The Committee are asked to note the report</b></li> </ul>	
<b>1.0</b>	<b>Purpose and Background:</b>
1.1	The Sustainable Development and Climate Change standing forum meets on a quarterly basis
<b>2.0</b>	<b>Key issues:</b>
2.1	The main business of this meeting involved presentations from Building Control and Planning with regard to Nearly Zero energy construction and renewable energy accommodation within the proposed Area Plan
<b>3.0</b>	<b>Recommendations:</b>
3.1	For noting
<b>4.0</b>	<b>Resource implications</b>
4.1	None
<b>5.0</b>	<b>Equality and good relations implications:</b>
5.1	None
<b>6.0</b>	<b>Appendices</b>
	Appendix I: Minutes of Sustainable Development and Climate Change Standing Forum of 15 May 2017

**Minutes of Sustainability & Climate Change Forum Meeting  
Monday 15th May at 4.00pm**

**Commedagh Room, Downpatrick Civic Centre**

**In attendance:** Councillor Terry Andrews                      Councillor Patrick Brown  
Councillor Cadogan Enright                      Councillor Harry Harvey  
Councillor Sean Doran

Mr Michael Lipsett      Director of Active and Healthy  
Communities  
Mr Eoin Devlin            Assistant Director Active Health &  
Wellbeing  
Ms S McEldowney      Senior Environmental Health Officer  
Mr Eddie Newell  
Mr Andrew Hay

**Apologies:**

Councillor Mark Murnin

Item 2	Action
<p><b><u>Minutes of Meeting held on 20 February 2017</u></b> Minutes were not agreed. Councillor Enright proposed accuracy of minutes at next meeting.</p> <p>Mr Eoin Devlin circulated an Energy Savings Report which detailed cumulative energy savings for the council area over the past four years (Copy attached to minutes). Cllr Enright suggested the report should include actual energy spend per annum. This report to be presented to the Forum on an annual basis.</p>	<p>Ciaran Og Mussen</p>

Item 3	Action
<p><b><u>Presentation from Building Control</u></b> A presentation was given by Mr Eddie Newell Head of Building Control on Nearly Zero Energy Legislation.</p>	

Item 4	Action
<p><b>Presentation from Planning</b></p> <p>A presentation was given by Mr Andrew Hayes, Principal Planning Officer on how UK Renewable Energy targets will be translated into the new Local Development Plan.</p>	
Item 5	Action
<p><b>Request from Sustainable Northern Ireland for Funding</b></p> <p>Mr Eoin Devlin advised that Sustainable Northern Ireland (SNI) have requested funding from the council for the 2017/2018 year. This will include provision of 10 days consultancy support from SNI. A paper on the request is to be taken to AHC on 15<sup>th</sup> May seeking approval.</p>	Eoin Devlin
Item 6	Action
<p><b>AOB</b></p> <p>Agenda for next meeting.</p> <p>Mr Devlin suggested that a representative from Regulatory &amp; Technical Services attend the next Forum to provide an update on future plans for the management of fleet and fuel. Members agreed with this suggestion.</p> <p><b>Date of Next Meeting</b></p> <p>The next meeting will be held at 4pm on Monday 21<sup>st</sup> August 2017 before the AHC Committee Meeting</p> <p>There being no further business, the meeting concluded at 5:30pm</p>	Eoin Devlin

<b>Report to:</b>	Active and Healthy Communities Committee
<b>Date of Meeting:</b>	19 June 2017
<b>Subject:</b>	Consultation Response UK Air Quality Plan – Nitrogen Dioxide
<b>Reporting Officer (Including Job Title):</b>	Eoin Devlin, Assistant Director, Health & Wellbeing
<b>Contact Officer (Including Job Title):</b>	Sheena McEldowney, Senior Environmental Health Officer

**Decisions required:**

- **Members are asked to note the contents of the report, and consider and agree to the submission of the attached consultation response.**

<b>1.0</b>	<b>Purpose and Background:</b>
1.1	<p>The Department for Environment, Food and Rural Affairs in England, the Dept for Transport, the Welsh Government, the Scottish Government and the Department for Environment, Food and Rural Affairs (DAERA) in Northern Ireland are inviting comments on a draft revised UK Air Quality Plan for tackling nitrogen dioxide.</p> <p>The consultation sets out steps the UK Govt, Scottish Govt, the Welsh Govt and DAERA (NI) propose to take to improve air quality in our town and cities. The consultation document acknowledges that over recent decades UK air quality has improved significantly however, poor air quality contributes to be the largest environmental risk to public health in the UK. Investing in cleaner air and doing more to tackle air pollution are priorities for the UK Government. The most immediate air quality challenge is tackling the problem of nitrogen dioxide concentrations around roads. This is the only statutory air quality obligation that the UK is currently failing to meet.</p>
<b>2.0</b>	<b>Key issues:</b>
2.1	<p>The focus of the proposed measures within the Draft UK Air Quality Action Plan are primarily targeted towards Local Authorities in England. Reference to NI includes;</p> <ul style="list-style-type: none"> <li>• Revising NI air quality policy and legislation</li> <li>• Developing NI Air Quality Action Plan</li> <li>• Ensuring Local development Plans and planning decisions consider existing planning and transport policies and guidelines to encourage more sustainable transport.</li> </ul>

	Implementing the above actions in NI as soon as is practicable by DAERA would assist in addressing the nitrogen dioxide problem.
<b>3.0</b>	<b>Recommendations:</b>
3.1	The deadline for receipt of this consultation to DEFRA is 15 June 2017. The attached response was submitted to DEFRA in draft format to DEFRA subject to final council approval at its meeting on 3 July 2017.
<b>4.0</b>	<b>Resource implications</b>
4.1	None
<b>5.0</b>	<b>Equality and good relations implications:</b>
5.1	None
<b>6.0</b>	<b>Appendices</b>
	Appendix I: Consultation Response UK Air Quality Plan – Nitrogen Dioxide



## NMDDC Consultation Response

### Consultation on a draft revised UK Air Quality Plan for tackling nitrogen dioxide, May 2017

The deadline for receipt of this consultation to Defra is 15 June 2017. Accordingly, it is proposed to submit this response in draft format to Defra subject to final council approval at its meeting on 3 July 2017.

#### Questions for consultation

##### **1. How satisfied are you that the proposed measures set out in this consultation will address the problem of nitrogen dioxide as quickly as possible?**

Newry, Mourne and Down District Council (NMDDC) consider that the focus of proposed measures as set out within the May 2017 Draft UK Air Quality Plan for tackling nitrogen dioxide is primarily targeted towards Local Authorities in England. It is noted however, that the actions focussed on Northern Ireland include:

- *Revising Northern Ireland's air quality policy and legislation and devise an Air Quality Action Plan.*
- *Ensuring Local Development Plans and planning decisions take account of existing regional strategic planning and transport policies and guidelines to encourage the use of walking, cycling and public transport.*

We would recommend that these actions in particular are brought forward as soon as practicable by the Department of Agriculture, Environment and Rural Affairs (DAERA), including for example, Northern Ireland specific Air Quality Strategy and Action Plan documents and an update to the various supporting policy guidance documents including Local Air Quality Management Policy Guidance LAQM PGNI (09). The council would wish to assist DAERA in the development of these documents and policies as Part III of the Environment (Northern Ireland) Order 2002 continues to place a duty upon councils to review and assess air quality in their districts, to designate Air Quality Management Areas and to develop actions plans in pursuit of the achievement of the health-based air quality objectives. The documents should be developed in partnership with all NI competent authorities and such bodies or persons representative of the interests of industry. Future documents should have a clear focus on both regional and local issues.

**2. What do you consider to be the most appropriate way for local authorities in England to determine the arrangements for a Clean Air Zone, and the measures that should apply within it?**

**What factors should local authorities consider when assessing impacts on businesses?**

This question relates solely to local authorities within England therefore NMDDC has not provided a response. However, NMDDC would want to be consulted and involved, as soon as practicable, on the development of a Northern Ireland Air Quality Strategy and Action Plan.

**3. How can Government best target any funding to support local communities to cut air pollution? What options should the Government consider further, and what criteria should it use to assess them?**

**Are there other measures which could be implemented at a local level, represent value for money, and that could have a direct and rapid impact on air quality? Examples could include targeted investment in local infrastructure projects.**

**How can Government best target any funding to mitigate the impact of certain measures to improve air quality, on local businesses, residents and those travelling into towns and cities to work? Examples could include targeted scrappage schemes, for both cars and vans, as well as support for retrofitting initiatives.**

**How could mitigation schemes be designed in order to maximise value for money, target support where it is most needed, reduce complexity and minimise scope for fraud?**

Newry, Mourne and Down District Council would welcome government funding support for prioritised and integrated policies and actions to improve ambient air quality within the district and across Northern Ireland as a whole. Actions such as investment in infrastructure for e.g. Southern Relief Road, targeted scrappage schemes, improved public transport and incentives to make public transport the preferred option in terms of cost, journey times and availability may assist in improving air quality.

**4. How best can governments work with local communities to monitor local interventions and evaluate their impact?**

**The Government and the devolved administrations are committed to an evidence-based approach to policy delivery and will closely monitor the implementation of the plan and evaluate the progress on delivering its objective.**

We note that '*actions focused only in NI*' are relevant to delivering improvements in Northern Ireland in accordance with the Northern Ireland Draft Programme for Government (PfG) 2016-2021. The inclusion of an air quality indicator within the Draft PfG is to be welcomed and it is evidence that fostering engagement around, and improving air quality is confirmed as a

Government priority. We do however have some concern about the approach in relation to how the indicator is to be measured and the implication of such an approach for NMDDC. It would appear that the indicator will make use of annual average concentrations across Northern Ireland at urban background and urban roadside NO<sub>2</sub> monitoring sites. For example, the "urban roadside sites mean" is the mean of all roadside or kerbside sites with at least 75% data capture. These mean values will then be assessed against the annual average limit value for NO<sub>2</sub> of 40µg/m<sup>3</sup>. The historical trend data contained within the PfG shows that since 2004, the means of the annual averages for urban roadside and background sites have consistently been below 40µg/m<sup>3</sup>, suggesting that NI is in compliance with the limit value at all locations and that there are no nitrogen dioxide air quality issues. In reality however, there are numerous locations across Northern Ireland, which continue to exceed the nitrogen dioxide annual mean limit value, including Newry City and Downpatrick. As a consequence of the adoption of this air quality indicator, NMDDC is concerned that air quality issues in locations of continued exceedence will be obscured, thereby compromising government and council abilities and actions to deliver the health based air quality limit values for nitrogen dioxide as soon as is possible.

Although a duty exists upon Northern Ireland councils to periodically review and assess air quality, and to develop and manage local air quality action plans, responsibility for regional strategic planning, public transport policy and for managing the road network lies with the Department for Infrastructure. Should the DfI not consider it appropriate to take up actions proposed at local level, councils do not have the legislative powers to compel the Department to implement them.

It is considered that long-term funding within DAERA should be secured on a needs basis to allow Northern Ireland local authorities to plan for air quality requirements, maintain monitoring networks and to carry out their legislative duties put on them relative to successful action evaluation.

**5. Which vehicles should be prioritised for government-funded retrofit schemes? We welcome views from stakeholders as to how a future scheme could support new technologies and innovative solutions for other vehicle types, and would welcome evidence from stakeholders on emerging technologies. We currently anticipate that this funding could support modifications to buses, coaches, HGVs, vans and black cabs.**

Newry, Mourne and Down District Council consider that retrofit schemes on buses, HGVs and private taxis could potentially have direct air quality benefits, although this would require further investigation.

**6. What type of environmental and other information should be made available to help consumers choose which cars to buy?**

The current government policy approach to transport, with a primary emphasis on the reduction of carbon dioxide emissions, has led to a rapid increase in the uptake of diesel-fuelled vehicles across Northern Ireland, which has had a corresponding significant detrimental impact on the actions to deliver National and European air quality standards. It is evident that current government policies need to be updated in order to address this issue, however, although

actions to accelerate the uptake of ULEV may result in a lower environmental impact at their point of use, their overall impact is directly related to the manner in which the electricity to power them is generated. This should be considered appropriately. Consumers should be provided with adequate information to make informed decisions on all aspects of the potential environmental impacts a vehicle may have. Should the accelerated uptake of ULEV be a prioritised action for NI, significant investment will need to be put into the existing electricity generating and distribution networks and infrastructure, as they do not currently have the capacity to accommodate such actions.

#### **7. How could the Government further support innovative technological solutions and localised measures to improve air quality?**

As no Northern Ireland specific actions have been confirmed Newry, Mourne and Down District Council cannot respond to this question.

#### **8. Do you have any other comments on the draft UK Air Quality Plan for tackling nitrogen dioxide?**

It is the council's view that any new air quality action plan for nitrogen dioxide for Northern Ireland should not solely focus upon delivering limit values within existing Air Quality Management Areas but it should also focus upon improving ambient quality for the population as a whole. While legal limits (EU Limits and UK Objectives) are in place to protect human health, evidence suggests that health effects can still occur well below these limits and any improvement in air quality will have positive health consequences. A Northern Ireland Air Quality Strategy should consider not only actions to meet legal limits, but also include assessment and quantification of how wider air quality improvements can benefit public health. This should include research in the relationship between air quality and public health, to establish if a reduction in air pollution will have long-term health benefits and potential savings to the Northern Ireland Health Service.



Department for

**Communities**

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Our ref: SCOR/0213/2017

Mr Liam Hannaway  
Chief Executive  
Newry, Mourne and Down District Council  
Downshire Civic Estate  
Ardglass Road  
DOWNPATRICK  
BT30 6GQ

2 June 2017

Dear Mr Hannaway

Thank you for your letter dated 23 May 2017 to Leo O'Reilly regarding funding for the Affordable Warmth Scheme in 2017/18. He has noted the concerns you have raised regarding staffing levels and the viability and effectiveness of the Scheme and asked me to reply on his behalf.

As you are aware, the outgoing Executive did not agree a Budget for 2017/18, therefore contingency measures were implemented to ensure cash was provided to maintain existing public services. In the light of this, the Department has issued short term offers to organisations which it funds, with consideration on future funding to be taken following clarification of the budget position. With respect to the Affordable Warmth Scheme, local councils will each be receiving a payment of £13,575 for the period April – June 2017. This was communicated to all local council Affordable Warmth Senior Officials on 29 March 2017.

On Monday 24 April the Secretary of State provided a written statement to Parliament that provided high level indicative budgets for all Departments for the current financial year. This provided a basis for Departments to draw up indicative spending plans for this year and provides the basis for Permanent Secretaries to

take action to ensure that their Departments operate within their current spending limits. In light of this, the Department is now in a position to agree funding levels to local councils in respect of the Affordable Warmth Scheme and work is currently undergoing with the NIHE to finalise the referral volumes for the remainder of the financial year. A workshop has been arranged for Thursday 8 June for this information to be conveyed to all the local councils.

I hope you find this information helpful.

Yours sincerely

**Martin McDermott**



cc Leo O'Reilly  
Louise Warde Hunter  
Ian Snowden  
Paul Price  
Arleen Thompson  
Permanent Secretary's  
Support Group

<b>Report to:</b>	Active and Healthy Communities Committee
<b>Date of Meeting:</b>	19 June 2017
<b>Subject:</b>	Scheme of Delegation Report
<b>Reporting Officer (Including Job Title):</b>	Michael Lipsett Director of Active & Healthy Communities
<b>Contact Officer (Including Job Title):</b>	Michael Lipsett Director of Active & Healthy Communities

### Decisions required:

Members are asked to note the contents of the report

- **For noting only**

<b>1.0</b>	<b>Purpose and Background:</b>
1.1	<p>Attached is a schedule of decisions and authorisations delegated to Michael Lipsett, Director of Active and Healthy Communities under the following Categories:-</p> <ol style="list-style-type: none"> <li>1. Engaging consultancy assistance below the delegated level of £2,000;</li> <li>2. Decision to commence formal restructuring within a Department or Departments;</li> <li>3. Consultation responses other than technical responses where officers asked for Member views;</li> <li>4. Decisions arising from external report on significant Health and Safety at Work;</li> <li>5. In cases of emergency, the allocation or awarding of Financial assistance (small grants) to external groups or organisations below the delegated level of £300; and</li> <li>6. Other decisions such as those with political, media or industrial relations implications that Directors consider Members should be aware of.</li> </ol>
<b>2.0</b>	<b>Key issues:</b>
2.1	Not Applicable
<b>3.0</b>	<b>Recommendations:</b>
3.1	For Noting only

<b>4.0</b>	<b>Resource implications</b>
4.1	Not Applicable
<b>5.0</b>	<b>Equality and good relations implications:</b>
5.1	Not Applicable
<b>6.0</b>	<b>Appendices</b>
	Scheme of Delegation List



## SCHEME OF DELEGATION (HR)

256

Details of Event	Date of Event	Category No
Extension of Temporary Employment for DEA Coordinator Slieve Gullion	01.12.16 – 30.04.17	
Caretaker for Market House Temporary for 3 months with possible extension	Immediate effect	
Extension of contract for Director's PA	For 6 months from 01.01.17	
Recruitment Requisition for District Environmental Health Officer	from 01.02.17 – Permanent	
Recruitment Requisition for Environmental Health Officer	Temporary covering Maternity leave from 01.04.17	
Extension of Temporary Employment for Leisure Attendant & Duty Supervisor – Dan Rice Hall	From 01.01.17 to 31.03.17	
Extension of Temporary Employment for Leisure Attendant – Killyleagh	From 01.01.17 to 31.03.17	
Recruitment Requisition - 2017 Seasonal Employees - 63 posts in various locations	Range of dates: 03.07.17 – 25.08.17 03.07.17 – 07.07.17 17.07.17 – 04.08.17 28.06.17 – 03.09.17 19.06.17 – 03.09.17 07.04.17 – 03.09.17 01.07.16 – 31.08.17	

## SCHEME OF DELEGATION (HR)

257

Extension of Temporary Employment for Clerical Officer in Environmental Health as the post holder is taking up a temporary post for 6 months	From 01.02.17 to 31.07.17	
Requisition for Permanent Staff for Fitness Instructor for Bridge Centre, Killyleagh	Immediate Start	
Temporary Employment for Duty Manager – Ballynahinch Community Centre	Immediate start for 12 months with possible extension	
Extension of Temporary Staff for Leisure Attendant – Dan Rice Hall	Further 6 months from April 17 to Sept 17	
Extension of Temporary Staff for Leisure Attendant – Bridge Centre	Further 6 months from April 17 to Sept 17	
Extension of Temporary Staff for Duty Supervisor – Dan Rice Hall	Further 6 months from April 17 to Sept 17	
Extension of Temporary Staff for Director's - 2 x P/T PA's	Further 12 months from 01.04.17 – 31.03.18	
Fitness Instructor - EQA Application to complete a Level 3 Award in Education & Training Course £1,070	To be in a position to tutor any prospective Fitness Instructors in-house, up to Level 2.	
Extension of Temporary Employment for Neighbourhood Renewal Officer	01.04.17 – 31.03.18	
Request for DEA Coordinator to carry annual leave into 2017-2018 Holiday Year	6 days	

## SCHEME OF DELEGATION (HR)

258

Extension of Temporary Employment for PCSP Admin	20 hours p/w for 12 months	
Recruitment Requisition for DEA Admin Asst for Newry and Mourne DEA	36 hours p/w until conditional offer appointment is able to take up post	
Extension of Temporary Employment for Ethnic Minority Support Officer	01.04.17 – 30.06.17	
Recruitment Requisition for Leisure Attendant, Bridge Centre	Temporary for 4 months	
Extension of Temporary Employment for Admin Assistant – temporary positions still in place until structures sorted	01.04.17 – 30.09.17	
Extension of Temporary Employment for Area Manager, Duty Manager and Duty Supervisor	From 01.05.17 – 31.07.17	
Recruitment Requisition for DEA Coordinator, Downpatrick	Permanent 36 hours As soon as possible	
Request for payment of Honorarium	Senior EHO Extra duties and responsibilities since October 2015 to present	
Recruitment Requisition for Caretaker/Driver in Greenbank/Downpatrick	1 year but may be extended – 18 hours – Mon, Thurs, Fri 8.30 am – 3.00 pm	
Technical Officer, Environmental Health - Assistance to purchase a motor car	Second Hand - £8,400 over 4 years	

## SCHEME OF DELEGATION (HR)

259

Recruitment Requisition for DEA Admin Assistant for Newry DEA and The Mournes DEA	36 hours per week as soon as possible as appointed offer is unable to take up post	
Job Description Agreement Form for Safer Communities and Relations Manager		
Job Description Agreement Form for Engagement and Development Manager		
Extension of Temporary Employment x 3 Customer Service Assistant	Market House for a further 3 months 01.05.17 – 31.08.17	
Job Description Agreement Form for Outdoor Leisure Officer		

## SCHEME OF DELEGATION (Use of Council Land)

260

Details of Event	Date of Event	Category No
Hilltown Community Association request to arrange Christmas Tree Light Switch On in The Square car park, Main Street, Hilltown	02.12.16	
Request for use of reception area in DLC for a coffee morning in aid of children's Cancer.	10.12.16 – 9am – 11am	
Ballynahinch Community Collective – Christmas Lights Switch On The Market House & The Square – Drive In Movie – Lisburn St car park	02.12.16	
Down High School to host a 'Squahhathon'	On a Friday afternoon in Jan/Feb 2017	
Funfair request to operate a funfair in the car park at Dunleath (beside pitch 3)	17.03.17	
Request the use of Donard Park, Newcastle	21/22 April 2017	
Seahorse Model Boat Club request for Sailing of remote control model boats and yachts on Bessbrook Lake	13 May 2017	
Action Cancer requests to use of Main Street Car Park, Dundrum	23 March 2017	
Ulster Bank request to use Space in Castle Park, Newcastle for mobile banking unit	2 years from 26.01.17	

## SCHEME OF DELEGATION (Use of Council Land)

261

The Edge Youth and Community Centre To use Ballynahinch Square – Easter Themed Event	Saturday 15.04.17	
Community Centre for Warrenpoint To use Ringmackilroy Playing Fields – Community Day	16.07.17	
The Maiden of the Mournes – Warrenpoint Municipal Park – Teddy Bear’s Picnic & Outdoor cinema	10.08.17 – 2pm – 4pm and 10pm – 12am respectively	
The Maiden of the Mournes – Marina Carpark & Grass Verge Festival Challenge & Carboot/Pet Show	10.08.17 & 12.08.17 respectively	
The Maiden of the Mournes – Ball Wall (Ring McElroy Playing Fields) – Handball Competition	07.08.17 – 12.08.17	
Kitty’s Road Community Association - Playing Field at Kitty’s Road – community Festival	14.07.17 – 27.07.17	
Killaney Construction request to use land at Harmony Way, Ballynahinch	4 week extension to current licence	
Councillor request to use area to front of Market House, Ballynahinch for disabled parking	17.04.17 – 10.30 am – 2.00 pm	
Castlewellan District LOL No.12 request to use Donard Park and Demesne, Newcastle, Causeway Road car park	11.07.18 – 13.07.18	

## SCHEME OF DELEGATION (Use of Council Land)

262

Castlewellan Royal Black District Chapter No.3 County Down request the use of open space above Donard Park, Newcastle	22.06.17 from 5.00 pm – 11.30 pm	
Request the use of 2 car parking spaces, Donard Park (adjacent to Hugh McCann's)	22.04.17	
Funfair request the use of the car park beside playing fields in Drumaness	12 – 19.04.17	
The Herust Seeds request the use of - Rossglass Beach, Glassdrumman Beach, Beach south of Bloody Bridge	Various dates 2017-18 as per DAERA Licence	

## SCHEME OF DELEGATION (Enforcement)

263

Details of Event	Date of Event	Category No
13 x EHO's - Schedule A have been appointed as duly authorised officers to enforce provisions of: The Food Hygiene Ratings Act (NI) 2016 & any other Orders or Regulations made thereunder.		
13 x EHO's Authorisation Document – Powers to carry out the functions of the Council in relation to the Food Hygiene Rating Act (NI) 2016. Schedule A		
Carlisle's Fresh Food - Notification of Grant of Approval of a Food Business Establishment	28.11.16	
Issue Formal Caution for breaches of H & S	09.02.17	
Legal proceedings be instigated – City Tyres	Date of offence 10.02.17	
Licence Agreement for Agricultural Lands at Carginagh Road, Kilkeel, 2.56 Acres	01.04.17 – 31.03.20	
Prosecution – Reasons outlined in part 9 of Departmental Legal Action Assessment		
Static Holiday & Touring Caravan Site Licence – Mourne Campsite, 35 Ballagh Road, Newcastle, BT33 0LA		



## **SCHEME OF DELEGATION (Enforcement)**

264

Licence Agreement	Agricultural Lands at Derryleckagh Road, Newry, 7.9 Acres	
Referral to Legal Services	Non-compliance with 2no, Improvement Notices	
Referral to Legal Services	Non-compliance with a noise abatement notice	

## SCHEME OF DELEGATION (Funding/Contract/Tenders)

265

Details of Event	Date of Event	Category No
Provide 35% of funding for Nearly Zero Energy €38,000 match funding	If project is successful for 2017/18	
Extension of current Pulse contract for client support services at Newry Sports Centre	Until August 2017	
Wicksteed - Non Competitive Action (NCA), Single Tender Action (STA or Direct Contract Award (DCA) to raise orders for the equipment for Bridge Street Play Parks	Finance code 9162 - £34K	
St Colman's GAC, Drumaness Extension request for Financial Assistance St Colman's GAC Drumaness project Ref C/29/2016	For completion on 30.04.17	
Programmes Unit/Financial Assistance - Direct payment of €3,750 for provision of a Bonfire Beacon in Downpatrick	(Halloween 2016)	
St Mary's GFC Burren - Report for Capital Project	Awarded 50k under 16/17 Financial Assistance Programme	
Mournesport Ltd & Kilkeel Hockey Club - Extension request Ref: C/11/2016	From 31.03.17 to 31.05.17	
Non-competitive Action (NCA), Single Tender Award (STA) or Direct Contract Award (DCA) £5,000	Publicity Campaign 'Where is your child tonight?' & materials	

## SCHEME OF DELEGATION (Funding/Contract/Tenders)

266

LoO for Bessbrook Community Training Programme 17/18	Grant amount £7,500	
LoO for Crossmaglen Community Training Programme 17/18	Grant amount £7,500	
Crossmaglen Community Training Programme 17/18	£7500 01.04.17 – 30.06.17	
Bessbrook Community Training Programme 17/18	£7500 01.04.17 – 30.06.17	
Killaney Construction request to use land at Harmony Way, Ballynahinch	4 week extension to current licence	
Every Body Active 2020 Strand 1: Opportunities – 2017/18 Letter of Offer	£144,184 for the period 01.04.17 – 31.03.18	
Single Tender Action (STA) for SPACE and Newry and Mourne Community Transport	Home to Hospital volunteer driver scheme for Mournes area - £3000 for 3 months	
Indoor Leisure - FIBO Trade Show and Conference April 2017	Attendance of 2 officers in relation to suppliers, procurement & operating models for Newry Leisure Centre Phase 2 & Down Leisure Centre	
Ballyhornan Development Association - LoO Ref DYS-11-2016	£3,000	
Capital Claim Dromara GAC - 16/17	Award £22,409 (Total value of works £44,819)	

## **SCHEME OF DELEGATION (Funding/Contract/Tenders)**

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267

St Mary's GFC Burren - Report for Capital Project	Awarded 50k under 16/17 Financial Assistance Programme	

## SCHEME OF DELEGATION (SLA's)

268

Details of Event	Date of Event	Category No
SLA Bessbrook Community Residents Association x 2		
SLA Ardglass Community Association x 2		
SLA Ballyhornan Community Association x 1		
SLA Bright Community Association x 2		
SLA Burren Community Association x 2		
SLA Crossgar War Memorial Hall Committee x 2		
SLA Dunsford Cross Community Association x 2		
SLA Inverbrea Community Association x 2		
SLA Jerrettspass Community Association x 2		
SLA Killough Youth & Community Hall x 2		
SLA Lislea Community Association x 22		
SLA Longstone Community Association x 2		
SLA Mayobridge Community Association x 2		
SLA Newcastle Glee Musical Society x 2		
SLA Annalong Community Association x 2		

## SCHEME OF DELEGATION (SLA's)

269

SLA Barcroft Community Association x 2		
SLA Barmeen Community Association x 2		
SLA Cabra Community Association x 2		
SLA Castlewellan Community Partnership x 2		
SLA Cullyhanna Community Group x 2		
SLA Derrybeg Community Association x 2		
SLA Dorsey Community Association x 2		
SLA Forkhill Community Association x 2		
SLA Hilltown Community Association x 2		
SLA Kitty Road Community association x 2		
SLA Lisnacree Community Association x 2		
SLA Meadow/Armagh Road Community Association x 2		
SLA Meigh Community Association x 2		
SLA Mullaghbawn Community Association x 2		
SLA Newtownhamilton Community Association x 2		
SLA 3 Ways Community Association x 2		

## SCHEME OF DELEGATION (SLA's)

270

SLA Three Ways Community Association x 2		
SLA Meadow/Armagh Road Community Association		
SLA Bessbrook Community Residents Association x 2		
SLA Lisnacree Community Association		
SLA Dunsford Cross Community Resource Centre		