



April 14th, 2017

Notice Of Meeting

You are invited to attend the Active and Healthy Communities Committee meeting to be held on **Thursday, 20th April 2017 at 6:00 pm** in **Mourne Room, Downshire Civic Centre, Downpatrick.**

Chair: Cllr M Carr

Vice: Cllr L Kimmins

Members:

Cllr S Burns Cllr P Byrne

Cllr S Doran Cllr G Fitzpatrick

Cllr V Harte Cllr H Harvey

Cllr D Hyland Cllr K Loughran

Cllr A McMurray Cllr B Ó'Muirí

Cllr D Taylor Cllr J Trainor

Cllr W Walker

Agenda

1.0 Apologies and Chairperson's Remarks

2.0 Declarations of Interest

3.0 Action Sheet arising from AHC Meeting held on 20 March 2017

3.1 Community Trails SLA with Outdoor Recreation NI

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Community Engagement

4.0 DEA Update

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Leisure and Sports

7.0 Use of Grass Pitches

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8.0 Disability Sports Hub Project

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9.0 Expression of Interest regarding Leasing Council Land

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10.0 Cafe Supplier for Newry Leisure Centre

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11.0 Macmillan Cancer Support Project

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Health & Wellbeing

12.0 Affordable Warmth Scheme Update

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13.0 CANN Project INTERREG VA Programme

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 *Item 13 - MoU.pdf*

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Invitees

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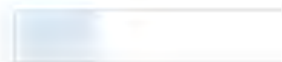
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Cllr William Walker	william.walker@nmandd.org
Mrs Marie Ward	marie.ward@nmandd.org

Report to:	Active and Healthy Communities
Date of Meeting:	20 April 2017
Subject:	Community Trails SLA with Outdoor Recreation NI
Reporting Officer (Including Job Title):	Michael Lipsett, Director of AHC
Contact Officer (Including Job Title):	Conor Haughey, Head of Outdoor Leisure

Decisions required:	
Committee to agree the development of a Service Level Agreement with Outdoor Recreation NI for Community Trail Plans across the 7 DEA's	
1.0	Purpose and Background:
1.1	Following the presentation by ORNI on 20 March 2017, officers were asked to further develop proposals for community trails across the 7 DEA's.
2.0	Key issues:
2.1	- 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 - Identify gaps in provision, issues, barriers, constraints to the existing community trail network - Identify through community consultation potential new community trails that will link communities to green space and communities to each other and record using GIS - Assess the need and public benefit of each community trail project that has been identified - Identify priority community trail projects for capital development in consultation with the community - Outline next steps to progress to funding application stage.
3.0	Recommendations:
3.1	Committee to agree the development of a Service Level Agreement with Outdoor Recreation NI for Community Trail Plans across the 7 DEA's.
4.0	Resource implications

4.1	Option 1 Slieve Croob and the Mourne = £22,500 Slieve Gullion and Newry DEA = £16,500 Rowallane and Downpatrick = £16,500 Crotlieve = <u>£13,500</u> Total for all = £69,000 The cost of which has been included within the current year's budgets.
5.0	Equality and good relations implications:
5.1	None
6.0	Appendices
6.1	DEA Community Trail Plans – Methodology

	STAGE	WORK UNDERTAKEN	METHODS	DAYS
COMMUNITY TRAIL PLAN PRODUCTION	a) Planning	a) Identify and map existing provision b) Round 1 – Local Community Consultation - identify demand and need for community trails within communities c) Identify issues and barriers to development OUTPUTS - Map of current community trail network - Map of potential future community trail network - Report outlining recommendations for future development and priorities	Background research Consultation GIS Mapping Strategic Analysis Report Writing Presentation	5 28 (x2 staff for 6 days) 10 3 7 2
				TOTAL DAYS - 55
	b) Feasibility Assessment	a) Round 2 – Local Community Consultation – request feedback on concept plan and confirm priority trails for development b) Conduct site visits to current and potential community trail networks c) Assess trails to determine feasibility based on set of broad criteria incl. physical feasibility, access, environmental constraints, cost and sustainability d) Identify and consult with landowners for priority trails to be designed and developed OUTPUTS - Landowners identified and those willing engaged prior to trail design - List of priority trails for design	Site visits GIS Mapping Desktop Analysis Consultation (Stakeholder) Consultation (Landowner) Report Writing	25 (2.5 weeks x2 staff) 10 10 5 20 5
				TOTAL DAYS - 75
	c) Design	a) Undertake detailed trail evaluations to produce specification of work to be undertaken to develop trail and associated costs* <i>* This may require specialist engineer to survey trail and advise on major engineering requirements</i> OUTPUTS Construction Prescription Document for each priority trail – to sufficient detail that prospective Contractors can price	Site visits GIS Mapping Consultation Report Writing	TBC Dependent on scale and scope of project
COMMUNITY TRAIL PLAN DELIVERY	d) Development	a) Put in place all necessary arrangements to make the project 'shovel ready' for development, including (but not limited to) – b) Securing funding c) Setting up a delivery mechanism d) Procurement of CPM Team and Contractors, etc. e) Permissions and approvals, e.g. planning, natural and built heritage, landowner, etc. f) Project manage development of trails from start to finish including financial managements, supervision of Contractors, fulfilling conditions of any funding and consents, and ensuring delivery of project to timeframe and budget OUTPUTS - Framework for delivery outlining timescale, budget and personnel involved - Community Trails built and in use	N/A	TBC Dependent on scale and scope of project
MANAGEMENT & PROMOTION	e) Promotion	a) Raise awareness amongst local communities and visitor through a coordinated approach and variety of channels including on-ground waymarking, community trail leaflets and online marketing b) Promote the community trail networks online, e.g. OutmoreNI, Council website, WalkNI.com, etc. c) Utilise local services to increase awareness of trail networks, e.g. libraries, local café, community centre, etc. OUTPUTS Local communities aware of their own trail networks	N/A	TBC
	f) Management & Maintenance	a) Allocate dedicated resources to management and maintenance of path infrastructure that will ensure network which is fit for purpose b) Consider training volunteers to inspect and maintain community trails OUTPUTS	N/A	TBC



- Network managed and maintained

Report to:	Active and Healthy Communities Committee
Date of Meeting:	20 April 2017
Subject:	DEA Fora Update
Reporting Officer (Including Job Title):	Damien Brannigan (Head of Engagement)
Contact Officer (Including Job Title):	Suzanne Rice, DEA Coordinator (Crotlieve)

Decisions required:

- **Members are asked to note the report and action sheets**

1.0	Purpose and Background:
1.1	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: Crotlieve DEA private meeting held on 14th March 2017 Downpatrick DEA private meeting held on 9th March 2017 Slieve Croob DEA private meeting held on 8th March 2017 Slieve Gullion DEA private meeting held on 14th March 2017 The Mournes DEA private meeting held on 5th April 2017
2.0	Key issues:
2.1	DEA coordinators and forum members are implementing actions detailed in each of the seven DEA interim one year action plans. Progress to date during March 2017 include the following: Level of Civic Participation Good Relations activity taking place across the district supported by the Executive Office under the themes of Children and Young People, Safe Community, Shared Community and Cultural Expression. Examples include: Newry and Crotlieve DEA Forums provided first aid training for groups in Partnership with Altnaveigh House. Crotlieve DEA Forum supporting a Cultural awareness art mural programme with Warrenpoint Youth forum. Crotlieve and Newry DEA forums delivered a programme on the role of Women in today's society supported by the Womens Resource and Development Agency. CDRCN delivered Governance and Event planning workshops in 4 locations across the district for local community groups. 40 people in attendance. Approximately 300 people attended the financial assistance workshops across the district. DEA Coordinators provided assistance to approximately 80 community groups during Newry, Mourne and Down District Councils financial assistance programme call. Joint shared history schools initiative between Slieve Gullion and Newry DEA forums. Rowallene and Slieve Croob DEA forum's delivered a multi- sport (GAA and Rugby) programme for two local schools.

	Cultural Awareness sessions for local schools in Slieve Gullion DEA. The Mourne DEA Forum supported and delivered two civic leaders programme in two post primary schools. Level of Personal Safety and Crime Rate DEA Coordinators In partnership with PCSP and PSNI continuing to deliver crime prevention seminars across the district. Level of Health status DEA coordinators continue to in partnership with CDRCN to deliver Action Cancer bus in locations across the District. Applications for funding for supporting communities to host the 'action cancer bus' are currently being developed. Newry DEA Public meeting took place on Thursday 27th March 2017 at SRC. The health themed meeting provided opportunity for members of the SRC to participating in mindfulness programmes, healthy eating and mental health initiatives. Downpatrick DEA forum held a Health Fayre 'healthy communities' public event on the 11th March 2017 with approximately 30 people in attendance.
3.0	Recommendations:
3.1	Members are asked to note the above report and approve the action sheets from the following DEA forum private meetings: Crotlieve DEA private meeting held on 14th March 2017 Downpatrick DEA private meeting held on 9th March 2017 Slieve Croob DEA private meeting held on 8th March 2017 Slieve Gullion DEA private meeting held on 14th March 2017 The Mourne DEA private meeting held on 5th April 2017
4.0	Resource implications
4.1	Not Applicable
5.0	Equality and good relations implications:
5.1	Loss of funding from The Executive office to assist Good Relations activity across the District.
6.0	Appendices
	Appendix I: DEA Forum private meeting action sheets.

ACTION SHEET- Slieve Croob District Electoral Area Meeting – 8th March 2017

ITEM	SUBJECT	DECISION	FOR COMPLETION – including actions taken/date completed or progress to date if not yet completed
DEA/3/2017	Minutes of meeting 17.01.17 and associated action sheet	Minutes and action sheet were proposed as a true record.	Felix Blaney and Councillor Burns
DEA/4/2017	DEA Terms of Reference	Priscilla to report agreed DEA Terms of Reference changes to Janine Hillen. Changes to be made include: Changing the wording under 'Attendance at Private Meetings' to state the forum should hold three 'engagements' rather than 'meetings'. 'Frequency of the meetings will be Bi Monthly' should now be a separate heading and not under 'Ruling of the Chairperson'	Priscilla to liaise with Janine Hillen Completed 08/03/2017
DEA/5/2017	Update on Down Community Group	No additional comments were made on this item however Julie McCann is to be invited back once a valuation of the lease of the committee room has been made.	Priscilla to action
DEA/6/2017	Sports Hub	William Devlin to forward contacts to Priscilla who can assist in capacity building visit to Dungiven and North Coast sports campus Priscilla to liaise with Justyna McCabe regarding funding for the forum to go on a capacity building visit to Dungiven and North Coast Sports Campus.	William to action and Priscilla to follow up Priscilla to action

		Priscilla to get quotes for an overnight stay.	Priscilla to action
DEA/8/2017	Cross Community School Sport Programme	Priscilla to email full details of event to the forum	Priscilla to action Completed 23/03/2017
DEA/9/2017	Drummaroad Play Park	Priscilla to link in with Heather Holland to arrange meeting with Drummaroad group on forming a constituted group so they can apply for funds for proposed Play Park	Priscilla to action Completed 16/03/2017
DEA/10/2017	Safe Place Initiative	Priscilla to invite Eileen Murphy from Women's aid to the next forum meeting to discuss the initiative in full.	Priscilla to action Completed attending meeting on 08/03/2017
DEA/11/2017	Meeting Schedule	Forum agreed that evening meetings are not suitable	Priscilla to note
DEA/12/2017	Public Meeting	Priscilla to work on a proposal of Men's Mental Health as the main focus for the next public meeting and to email the forum with further details once known	Priscilla to action
DEA/13/2017	Update on nomination of new member	Forum agreed that Alan Dumigan should be recommended for forum membership Forum agreed a representative for Domestic Violence to join the forum	Priscilla to forward nomination forms to Sector Matters Completed 31/03/2017 Priscilla to action
DEA/14/2017	Additional items	Priscilla to liaise with Heather Holland to organise a Clough Interagency Meeting to discuss the development of houses at the Clough Amenity Site and to report back to Lyndsey Moore with any comments.	Priscilla to action Meeting to be held on Tuesday 25th April

		Lyndsey Moore will feedback any comments to the Planning Department. David to send criteria specification for Ulster Rugby SONI Community Champions – Recognising volunteers to Priscilla Forum to try and identify land for the Clonvaraghan bus shelter so that the proposal for the shelter can be ratified at the next council meeting	Lyndsey to action David to action Forum to action Priscilla to follow up
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ACTION SHEET- Downpatrick District Electoral Area Meeting – 9 March 2017

ITEM	SUBJECT	DECISION	FOR COMPLETION – including actions taken/date completed or progress to date if not yet completed
DEA/15/2017	Downpatrick Sewerage Infrastructure Rehabilitation Project	Members to forward any further comments for NI Water Service following reply from Mark Sefton. Any additional collated response to be forwarded to NI Water Service	Members / David Patterson
DEA/16/2017	NMDDC Tourism Strategy	DEA Forum to write to NMDDC ERT Committee Chair with copy to NMDDC CEO regarding concern over diminution of St Patrick brand within the Council tourism strategy	Members / David Patterson
DEA/17/2017	St Patrick's Parade 2018	Inclusion of opportunity for community organisations to deliver to be clarified	David Patterson
DEA/18/2017	NMDDC Financial Assistance	Meeting on claims issues to be sought with AHC Director, Michael Lipsett and relevant staff	David Patterson / Dan McEvoy / Macartan Digney / Daniella McCarry
DEA/19/2017	DEA Forum Action Plan	Down Business Connect members' comments / proposals to be collated and forwarded to DEA Forum	Jim Masson
DEA/20/2017	Appointment of new DEA Forum Chair	DEA Councillors to meet prior to next meeting to agree new Forum Chair for April 2017 – December 2017 period	DEA Councillors / David Patterson
DEA/21/2017	Review of DEA Fora Terms of Reference	Any additional comments on Terms of Reference to be submitted by Forum members	Members

ITEM	SUBJECT	DECISION	FOR COMPLETION – including actions taken/date completed or progress to date if not yet completed
DEA/22/2017	DEA Forum Action Plan	Regular updates on progress of Downpatrick MasterPlan to be requested from Jonathan McGilly, ERT Assistant Director	David Patterson / Jonathan McGilly
DEA/23/2017	DEA Forum Action Plan	Regular updates on progress of Down Leisure Centre and relevant DEA capital projects, to be requested from Tom McClean, Assistant Director	David Patterson / Tom McClean

ACTION SHEET- Crotlieve District Electoral Area Meeting 14 March 2017

ITEM	SUBJECT	DECISION	FOR COMPLETION – including actions taken/date completed or progress to date if not yet completed.
DEA/C/3/2017	Land for Sale at Upper Dromore Road, Warrenpoint	Council to investigate lands currently for sale at Upper Dromore Road, Warrenpoint.	Refer this to Michael Lipsett requesting an update and report back to Crotlieve DEA Forum.
DEA/C/4/2017	Warrenpoint Public Realm Scheme	HSE have released the scheme to proceed.	Anticipated date for completion of scheme to be March 2017. Crotlieve DEA Forum to be kept updated.
DEA/C/5/2017	Crotlieve DEA Interim Area Plan	Ongoing working document in line with Community Plan. Actions to be implemented.	Warrenpoint Community Centre and Baths to be forwarded to ED Thematic Groups.
DEA/C/8/2017	Kilbroney Vintage Show	The Committee from Kilbroney Vintage Show requested logistical support from Newry, Mourne and Down District Council.	Members to speak to the relevant department regarding assistance available to the Annual Kilbroney Vintage Show held in Kilbroney Park Rostrevor to include: - Continued insurance for use of Kilbroney Park - Logistical Support where possible, eg litter pick. - Provision of Tourist Information point. - Council representation at Kilbroney Vintage Show Committee Meetings
DEA/C/10/2017	Safe Place Initiative – Eileen Murphy	The 'Safe Place' Initiative is included on all DEA Action Plans and training sessions were available on request.	Safe Place Initiative training to be organised collectively for Mournes, Newry, Slieve Gullion and Crotlieve DEA Forums. Next Public Meeting to take place in April 2017, theme of meeting is Health.

DEA/C/12/2017	Health and Wellbeing	Mental Health Department have created the Wellmind Hub and Recovery College which is a community based initiative to tackle mental health issues and they are interested in making a presentation to raise awareness within the Crotlieve area as approximately 1300 people have been identified with some form of mental health issue in this area.	Representatives from the Mental Health Department to make presentation on the Wellmind Hub and Recovery College at the next public meeting of the Crotlieve DEA Forum.
DEA/C/13/2017	Environmental Issues - Dog Fouling	Dog fouling issues in the Crotlieve area with particular reference to Warrenpoint town.	Dog fouling issue to remain on the Crotlieve DEA Forum agenda.

ACTION SHEET- Slieve Gullion District Electoral Area Meeting -
14 March 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	Forum members to provide roads issues to T. McDonald who will forward as part of quarterly report to Roads NI T. McDonald to invite Roads NI to attend May private meeting	Forum Members T. McDonald
DEA SG/45/2016	Cullyhanna Community Centre Floor	T. Nugent to provide T. McDonald with hall use information T. McDonald to request Council to look again at floor repair options	T. Nugent T. McDonald
DEA SG/46/2016	Insurance requirements for community groups	Paper to AHC proposing to wave the insurance requirements for borrowing equipment for community centres	.Passed. No insurance required for borrowing equipment
DEA SG/50/2017	Public Event	T. McDonald to coordinate education/employment public event for young people in May	T. McDonald
DEA SG/51/2017	Crime Prevention / Safety for older people events	T. McDonald to coordinate with PSNI, PCSP and Home Secure to deliver events in Cross, Bessbrook and Jonesborough	T. McDonald to Coordinate

ITEM	SUBJECT	DECISION	FOR COMPLETION – including actions taken/date completed or progress to date if not yet completed
DEA SG/52/2017	Capacity Building Workshops	T. McDonald to coordinate Event Planning / Risk Management capacity building sessions in SG	T. Mc Donald to coordinate All Forum member to promote
DEA SG/53/2017	Newtownhamilton Intervention	T. McDonald to coordinate cultural awareness session for Newtownhamilton High year 10 students	T. Mc Donald to coordinate All Forum member to promote
DEA SG/52/2017	Health and Wellbeing Session in April	T. McDonald to coordinate health and wellbeing sessions for community groups throughout SG	T. McDonald to coordinate
DEA SG/53/2017	TOR	Forum to feedback and recommendation/changes to TOR to T. McDonald by end of March	Forum Members to submit T.McDonald to forward on
DEA SG/54/2016	Public Event	T. McDonald to coordinate education/employment public event for young people in May	T. McDonald
DEA SG/55/2017	Match Funding for Rural Development Fund Capital Call	Cllr. Byrne to look into issue of match funding for Capital Call for Redevelopment applications and come back to T. Nugent	Cllr. Byrne
DEG SG/56/2017	Bi-Monthly Meetings	Slieve Gullion DEA Forum to meet bi-monthly	All Agreed – Meetings now bi-monthly

ACTION SHEET- Mournes District Electoral Area Meeting 5th April 2017

ITEM	SUBJECT	DECISION	FOR COMPLETION – including actions taken/date completed or progress to date if not yet completed
DEA/3/2016	Translink/ Health Trust	Kathleen to explore with other DEA Coordinators the integration of Translink and the Health Trusts to provide better services.	A data base of all relevant people in the various agencies is now being complied
DEA/4/2016	Minutes 25/01/17	Minutes and action sheet were proposed as a true record.	Councillors Sean Doran and Andy Hall
DEA/6/2016	Meeting Schedule	It was agreed that the DEA Private meeting now be changed to bi-monthly and a Tuesday.	Kathleen to check master diary for a suitable date and time for the next private and feed back to the forum.
DEA/9/2016	Public Meeting	Next Public Meeting to be scheduled for June	It was decided that the next public meeting would take the form of a fun day Forum members to report back to Kathleen with ideas
DEA/10/2017	Update on Newry Street Unite Community Centre	Progress on Newry St Unite and Kilcoo Community Centres	Planning permission has been submitted and is awaiting approval. Building control approval has also been submitted. Financial assistance claim has been submitted and the advert for the contractor has gone into the paper with assessment happening the week of the 10th April. Update on kilcoo. Report in relation to release of legal charge

			went to AHC in March with full approval being given 4th April 17. Financial assistance application has been submitted to the council for match funding. Design team has been appointed and the signing of contracts and first meeting with them is to be held on 5th April.
DEA/11/2017	DRD to be Contacted	DRD Roads are to be contacted with regard to Knockcree Avenue Kilkeel. With a view to having a grass verge removed and replaced with car parking space	Email has been sent to Cindy Noble No response as yet from Cindy Noble A new contact has now been given for DRD Roads
DEA/12/2017	New Forum Member	New member was approved and is to now be included in all correspondence.	Trevor Mc Connell is to be invited to take up his position on the forum.
DEA/13/2017	Revised Car Park Apartments Kilkeel	The Forum decided that a further site meeting is required to progress this matter.	A site meeting to be arranged to coincide with the next DEA Meeting.

DEA/14/2017	Study visit and Team Building for Forum Members	A visit to various parts of the area is to be arranged. As the members have not had the opportunity to get to know each other since the start of the forum. It was decided that a workshop be delivered to focus on the topics of strengths and assets of each member and to begin to build the Mournes Team. Some work is also needed around the terms of reference for the forum.	Kathleen to contact the members with possible dates and itinerary.
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Report to:	Active and Healthy Communities
Date of Meeting:	20 April 2017
Subject:	South Armagh/South Down Peace Centre Stage II Application
Reporting Officer (Including Job Title):	Janine Hillen, Assistant Director: Community Engagement
Contact Officer (Including Job Title):	Justyna McCabe, Programmes Manager (Acting)

Decisions required:

Members are asked to note the contents of the report

- **To seek nominations for the Partnership Board from Party Representatives to include: 1 Councillor from Sinn Féin, 1 Councillor from SDLP, 1 Councillor from DUP, 1 Councillor from UUP and 1 Councillor from Alliance.**

1.0	Purpose and Background:
1.1	Newry, Mourne and Down Council's PEACE IV Stage 1 proposal for the South Armagh/South Down Peace Centre has been successful and we are now required to complete a Stage 2 Application. The project is being developed by the Partnership which currently involves NMDDC as Lead Partner, Camlough Community Association, Bessbrook Youth Group and the Muirhevnamor Community Group in Dundalk. We are still expanding PUL representation. A Partnership Board (Steering Committee) needs to be established to include representatives from all partner organisations.
2.0	Key issues:
2.1	• There is a very tight timeline as the Partnership Board needs to meet before the submission date on 15 May. • Controlling the expectations of the community as there will only be eight iconic projects funded through this programme.
3.0	Recommendations:
3.1	• To seek nominations for the Partnership Board from Party Representatives to include: 1 Councillor from Sinn Féin, 1 Councillor from SDLP, 1 Councillor from DUP, 1 Councillor from UUP and 1 Councillor from Alliance.
4.0	Resource implications
4.1	Project 85% funded by the EU and 15% by the two Governments. Additional resources required to complete application.
5.0	Equality and good relations implications:

5.1	Undertaken as part of the application process.
6.0	Appendices
	None

Report to:	Active & Healthy Communities Committee
Date of Meeting:	20 April 2017
Subject:	Policing and Community Safety Partnership (PCSP)
Reporting Officer (Including Job Title):	Janine Hillen, Assistant Director Community Engagement
Contact Officer (Including Job Title):	Damien Brannigan, Head of Engagement Siobhán Fearon, PCSP Manager

Decisions required:	
Members are asked to note the attached Minutes of and Officer Report to PCSP.	
1.0	Purpose and Background:
1.1	To provide the AHC Committee with an update on on-going work of the PCSP.
2.0	Key issues:
2.1	A Letter of Comfort has been received from the Joint Committee requesting PCSPs work on the basis of indicative budget equal to at least 90% of 2016/17 budget.
3.0	Recommendations:
3.1	To note the attached Minutes and Officer Report.
4.0	Resource implications
4.1	See 2.1 above – Budget Options paper to be tabled at May 2017 PCSP meeting.
5.0	Equality and good relations implications:
5.1	None
6.0	Appendices
6.1	Appendix: > PCSP Minutes 24/01/2017 > Policing Committee Minutes 24/01/2017 > Officer Report 24/01/2017

POLICING COMMITTEE

Minutes of PCSP Policing Partnership of Newry, Mourne and Down District Council held in the Mourne Room, Downshire on 24 January 2017 at 6:00pm

In attendance: Terry Andrews, Newry, Mourne and Down District Council
William Clarke, Newry, Mourne and Down District Council
Jude Cumisky, Independent Member
Sinead Ennis, Newry, Mourne and Down District Council
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
Daniel McEvoy, Independent Member
Grace McQuiston, Independent Member
Ewan Morgan, Independent Member
Brian Quinn, Newry, Mourne and Down District Council
(Chair)
Paul Reid, Superintendent, PSNI

Also in attendance: Siobhán Fearon, Partnership Manager
Sarah Taggart, Democratic Services Officer

Others in attendance: Garry Smith PSNI
Deputy Chief Constable Drew Harris

1. Apologies and Chairman's Remarks

Apologies were received from:-

Audrey Byrne, Laura Devlin and Fiona Stephens.

2. Minutes of PCSP Policing Partnership held on 22 November 2016

Read: Minutes of PCSP Policing Partnership held on 22 November 2016
(copy circulated)

ACTION: The Minutes were agreed as an accurate record on the
proposal of Dan McEvoy, seconded by Grace McQuiston.

3. Matters Arising

There were no matters arising.

4. Declarations of Interest

There were no declarations of interest.

5. District Commander Report (including Presentation on Bodyworn Camera)

Read: District Commander Report dated 24 January 2017 (copy circulated)

Gary Smith delivered a presentation on Bodyworn Cameras outlining what it was, when it might be used, who would use it and where and why police should use it. (copy of the presentation attached to the minutes)

Members asked the following questions:

- If an officer decides to switch the camera either on or off, can this decision be overridden by a Sergeant?
- Does a red light come onto the camera to alert members of the public that they were being filmed?
- If there were 3 members in a police patrol, do the officers have a camera each?
- Was there any way in which the technology could be misused?
- Was there any evidence in relation to the savings to the justice agencies or police generated through the technology?
- Did the technology record quality sound and vision?
- Could the recordings be watched live, was there wifi capability?
- If recordings were edited, does the recording then become irrelevant as evidence against potential perpetrators?

Gary responded to the queries as follows:

- Officers would be asked to use their professional judgement depending on the scenario as to whether to switch the camera on or off. There was no override facility however if the camera was not used in an incident, questions would be asked of that officer.
- There were two flashing red lights to indicate that the camera was recording and a green light on top for officers to be able to ensure the camera was working.
- If there were 3 officers in a patrol, there was sufficient technology for all officers to take a camera and for them to be deployed.
- There would be very little chance for the technology to be misused. Officers must book camera out and dock it back in. If officers make a judgement that footage was evidential it does not go out of the system, if it was decided the evidence was not evidential it was automated after 31 days. If the technology had been misused, officers run a high risk of that being identified within the 31 day period.
- An outline business case was presented to the Department for Justice to buy and deploy the technology. The bid was for £3.4m and to date it has cost £1m. The savings would be in terms of speeding up the processing of

perpetrators as the camera offers visual and audio evidence of a crime having taken place and this can be played back immediately as a suspect was being interviewed.

- There was both good audio and visual capability on the cameras.
- There was no wifi capabilities at present due to the risk of data loss and whether the data would be compromised.
- Officers can edit the recordings to dub out sounds or people's faces if for example a stranger-on-stranger assault occurred, it would not be good to remind either party of the appearance of the other. There were multiple layers of securing built into the technology.

The Chair thanked Gary for his very informative presentation.

Deputy Chief Constable Drew Harris entered the meeting at this stage – 6.45pm

The Chair invited Superintendent Paul Reid to present his Commanders report to the Committee.

Superintendent Paul Reid provided the following information:-

- Over the third quarter, crime had continued to reduce over the same period as last year.
- There should be an increase in drug offences as police targeted street level dealers last month and hope that by the end of the year the targets will be met.
- Road deaths and serious injuries were reflective across all Districts and PSNI were working across Newry, Mourne and Down District to try to raise awareness.
- There have been increased patrols targeting speeding, seatbelts and mobile phone use.

In response to a query from Mickey Larkin, Superintendent Reid stated the data regarding drug seizures did not fully reflect the nature and scale of drug activity. Each incident counts as 1 seizure regardless of the amount. He advised he could provide additional data that shows much better the scale of drug seizures across the District.

Grace McQuiston thanked the PSNI for their high profile within the Mournes area especially Riverwalk area of Kilkeel stating it allayed a lot of fears for the local community to see a higher police presence in the area.

Superintendent Reid thanked Grace for her comments which he would pass onto the officers involved. He stated he was doing his best to target resources to ensure the presence was sustainable and that the increased visibility could be sustained.

LOCAL POLICING PLAN

Superintendent Reid advised he had dovetailed the local policing plan with the community plan and aligned with the NI Policing Plan. He advised many consultation events across the year had produced excellent results, particularly the youth event.

Dan McEvoy queried how the Police were to be held to account when there were no targets or objectives set.

DCC Harris advised the Policing Board would cease to exist on 1st March and would not reform until the Executive reforms. The timescale was ambitious to have the plans published before 1st March. The Policing Plan for this year would be completed however next year's plan was up in the air at present. In order to provide some continuity it was intended that this year's themes be kept.

Siobhan Fearon advised the datahub was due to come on line soon and it would be able to provide information on hotspots, draws on resources etc which would provide a lot more information to Members.

Una Kelly stated she thought a DEA breakdown would have been provided in terms of the plan and felt the partnership was taking a step back.

Superintendent Reid advised the data provided was on a district-wide basis as he was unable to give data the way it used to be provided.

ACTION: **It was agreed on the proposal of Terry Andrews, seconded by Harry Harvey to adopt the Policing Plan.**

6. Correspondence re Approval of 2016 PSNI Estate Strategy

Read: Correspondence dated 2 December 2016 from NIPB formally endorsing the recommendation to approve the 2016 PSNI Estate Strategy (copy circulated)

Terry Andrews stated he would be concerned about the long term sustainability of Newcastle Police Station.

Dan McEvoy asked whether the policy would be implemented immediately as he had an active interest in the former Downpatrick Police Station.

DCC Harris advised the policy would only relate to a number of operational stations, the former Downpatrick station was not included. He stated the PSNI was selling off estate as they had too much office and room space therefore paying a huge rates bill.

7. PCSP Consultation Surveys

Read: Report dated 24 January 2017 from Siobhan Fearon, Partnership Manager regarding PCSP Consultations (copy circulated)

Members stated they were concerned there would be no Policing Plan for next year and asked whether any further clarity would be forthcoming.

DCC Harris advised the best course of action at present would be to extend last year's plan by a couple of months as it was not feasible to be without a plan.

Superintendent Reid advised the PSNI had undertaken to be a partner in the Community Plan and resources would align with the themes arising from the Community Plan. He stated they would roll forward with the existing hard targets and provide data to the PCSP to allow them to hold PSNI to account.

DCC Harris advised he was undertaking to move data onto electoral wards however this would require investment in IT and would take a couple of years to deliver on.

There being no further business, the meeting ended at 7.15pm.

POLICING & COMMUNITY SAFETY PARTNERSHIP

Minutes of the Policing & Community Safety Partnership Meeting of Newry, Mourne and Down District Council held in the Mourne Room, Downshire Civic Centre, Downpatrick on Tuesday 24 January 2017 at 7.15pm

In attendance: Terry Andrews, Newry, Mourne and Down District Council
 William Clarke, Newry, Mourne and Down District Council
 Jude Cumisky, Independent Member
 Sinead Ennis, Newry, Mourne and Down District Council
 Harry Harvey, Newry, Mourne and Down District Council
 Michael Heaney, Youth Justice Agency
 Una Kelly, Independent Member
 Mickey Larkin, Newry, Mourne and Down District Council
 Roisin Leckey
 Kate Loughran, Newry, Mourne and Down District Council
 Owen McDonnell, NIHE
 Daniel McEvoy, Independent Member
 Grace McQuiston, Independent Member
 Ewan Morgan, Independent Member
 Fergal O'Brien, Southern Health & Social Care Trust
 Brian Quinn, Newry, Mourne and Down District Council
 (Chair)
 Paul Reid, Superintendent, PSNI

Also in attendance: Damien Brannigan Head of Service Community Engagement
 Siobhán Fearon, Partnership Manager
 Katrina Hynds, PCSP Project Officer
 Andrew Kernaghan, PCSP Project Officer
 Christine Cartmill, PCSP
 Sarah Taggart, Democratic Services Officer

Others in attendance: Greer Parkinson, Crimestoppers
 Deputy Chief Constable Drew Harris

1. Apologies and Chairman's Remarks

Apologies were received from:-

Audrey Byrne, Laura Devlin and Fiona Stephens.

2. Crimestoppers Presentation

The Chairperson welcomed Mr Greer Parkinson to the meeting and invited him to make his presentation.

Mr Parkinson thanked the Committee for the invitation to present stating he was a voluntary board member of Crimestoppers NI which was the only charity helping to solve crime in Northern Ireland.

He stated that people associate Crimestoppers as being part of the Police service however they were not and it had been decided to remove their number off police vehicles. Once this occurred, it was noticed that there was a decrease in the numbers of calls so it was decided to put the number back onto vehicles along with the word anonymous.

Mr Parkinson advised Crimestoppers initiative began in New Mexico in 1976 and there were currently 1300 operations worldwide with Crimestoppers NI being 20 years old next year.

The Chairperson thanked Mr Parkinson for his presentation (copy can be shared with members) and invited questions from Members.

Members raised the following questions:

- How successful were calls in helping to bring people to justice and were there many vindictive calls made?
- Many people were not aware that Crimestoppers was a charity and had nothing to do with police, would they not advertise on the vehicles that it was a charity?

Mr Parkinson responded to the queries as follows:

- PSNI members analyse statistics and receive feedback on what effect campaigns run by Crimestoppers have on crime levels. The 'Drug Dealers Don't Care' campaign was one of the most successful in Northern Ireland and although it was hard to see full success, the receiving of one call can help Police piece a jigsaw together.
- Most of the vindictive calls would be filtered out by operators. Calls are generally relevant to what was being searched for through social media etc.
- People still think it was the confidential telephone number which was run by Police however generally down to funding there was only so much room on the vehicles and now that anonymous was being added there wouldn't be any additional space.

DCC Harris advised he had previously worked with Crimestoppers and with very serious crimes 1 or 2 calls can be exactly what Police were looking for and lead to convictions. He stated it was easy to make the link with Police however now that the PCSP knew it was a charity they should publicise it.

The Chairperson thanked Mr Parkinson for his presentation.

3. Minutes of PCSP Meeting held on 22 November 2016

Read: Minutes of PCSP Meeting held on 22 November 2016.

Kate Loughran advised she had been in attendance at the meeting and this had not been recorded.

ACTION: It was **AGREED** on the **PROPOSAL** of Kate Loughran, **SECONDED** by Harry Harvey, that the Minutes be agreed as an accurate record, subject to the above amendment.

4. Matters Arising

There were no matters arising.

5. Declarations of Interest

There were no declarations of interest.

6. PCSP Expenses

Read: Report by Siobhan Fearon, dated 24 January 2017, regarding PCSP Expenses (copy circulated)

ACTION: It was **AGREED** to note the report on PCSP Expenses.

7. PCSP Action Plan

Read: Action Plan Template – Newry, Mourne and Down PCSP 2017-18

ACTION: The **Action Plan Template for 2017-18** was agreed on the proposal of Mickey Larkin, seconded by Grace McQuiston.

8. Officer Report

Read: Report by Siobhan Fearon dated 24 January 2017, regarding the Officer Report. (copy circulated)

Terry Andrews referred to anti-social behaviour in the Killyleagh area, particularly arson attacks and asked whether Killyleagh could be one of the areas for a roll out of an action plan.

Siobhan Fearon advised part of the work programme going forward would be to tackle hotspots based on baseline evidence. In meantime Community Safety Wardens covering Killyleagh on their shifts

Mickey Larkin asked whether some support could be given to the local youth worker in Jonesborough as there had been a spike in anti-social behaviour, vandalism and threats. A youth club had been set up in the area under the youth workers were under severe pressure.

The Chairperson advised this could be something that could be raised within the DEA Fora.

Jude Cumiskey asked for an update on the Bonfire Liaison Committee.

Siobhan Fearon advised a meeting would be set up within the next couple of weeks. She stated they were continuing to look at best practice models from other areas.

Willie Clarke asked whether people were engaging with the "Coffee with the Cops" initiative.

Andrew Kernaghan advised the engagement depended largely on where the initiative was taking place, sometimes down to the coffee house it was being held in.

Ewan Morgan stated he had brought a member of the public to one of the 'coffee with the cops' a number of months ago and no one from PSNI had shown up.

Superintendent Reid advised this was addressed at the time and there was rationale for why the Police didn't turn up, however they had given an undertaking to resources these events.

S Fearon repeated the rationale behind coffee with cops was high visibility and engagement opportunity for PSNI with public, not a clinic and not about individual cases. If such an instance arose arrangements would be made with PSNI to speak to individuals in a more private capacity.

9. Engagement Sub Group Report

Read: Report by Grace McQuiston, Chair of Engagement Sub Group dated 24 January 2017, regarding the Engagement Sub Group Report. (copy circulated)

The Chair of the Engagement Sub-Group, Grace McQuiston stated she was hoping to get Kenny Gracey to attend the next meeting to discuss cyber bullying. She also stated the Hi-vis campaign which was organised before Christmas was to be organised again and encouraged Councillor colleagues to attend on the night.

ACTION: It was **AGREED** on the **PROPOSAL** of William Clarke **SECONDED** by David Taylor, that the minutes of the Engagement Sub-Group on 6 December 2016, were noted.

10. Anti-Social Behaviour Sub-Group Report

Read: Report by Harry Harvey, Chair of ASB Sub Group dated 24 January 2017, regarding the Anti-Social Behaviour Sub Group Report. (copy circulated)

ACTION: It was **AGREED** that the minutes of the Anti-Social Behaviour Sub-Group on 7 December 2016, were noted.

11. Home Secure Report

Read: Report by Siobhan Fearon, dated 24 January 2017 regarding Home Secure Report (copy circulated)

ACTION: It was agreed to note the Home Secure Report.

12. Good Morning Good Neighbour Report

Read: Report by Siobhan Fearon, dated 24 January 2017 regarding Good Morning Good Neighbour Report (copy circulated)

ACTION: It was agreed to note the Good Morning Good Neighbour Report

13. Equality Scheme Update

Read: Report by Siobhan Fearon dated 24 January 2017 regarding Equality Scheme Update (copy circulated)

NOTED: The Equality Scheme Update was NOTED.

14. DEA Action Plans

Read: DEA Action Plans (copies circulated)

Fergal O'Brien stated there were members of the Bulgarian community who had been receiving evictions however they had no recourse to funds in order to get back home to Bulgaria and he wondered where they can go when evicted.

Superintendent Reid stated that if individuals for repatriation present themselves to Police, they would work with whichever agencies were responsible for providing the repatriation service to ensure the people in question get back to their own countries.

Fergal O'Brien outlined that all carers were legally entitled to carer's assessment from social workers.

Una Kelly asked for clarification on how her role on PCSP fitted into that of the DEA when there had been a public DEA Meeting held in Strangford and as an independent member of PCSP, she felt she should have been asked to carry out some preparatory work throughout the Strangford area to encourage members of the public to attend the meeting.

Siobhan Fearon stated this was a very new process for everyone however all DEA Forum dates and venues had been circulated to PCSP Members who had been encouraged to attend. She advised each DEA had its own action plan and PCSP officers and the DEA coordinators were working closely to ensure that there was not replication of work being carried out. The relevant parts of DEA action plans were also considered at the review presentation in January in Canal Court.

Grace McQuiston asked whether the 'wishlist' on the DEA action plans was actually realistic and how much of it could be delivered.

Siobhan Fearon advised a model of evaluation and standard would be applied across the action plans and feedback would be collated on what the action plans were doing and why.

NOTED: The DEA Action Plans were noted.

15. Request to Present to PCSP

Read: Report by Siobhan Fearon dated 24 January 2017 regarding requests received to present to PCSP. NIHE due to present at March meeting

ACTION: It was agreed that the Public Protection Branch would be invited to present at the May Committee Meeting with Youth for Peace being accommodated at a future meeting.

16. Date of Next Meeting

Ms Fearon advised that the date of the next meeting would be 21 March 2017 in Newry.

Ms Fearon advised she would circulate the dates for next year in the coming weeks.

There being no further business, the meeting finished at 8.32pm

Appendix III
PCSP Officer Report
24th 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 27th January 2017. Mourne Mountain Adventure will take place on 22nd 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 15th 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 8th 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 26th 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

Report to:	Active and Healthy Communities
Subject:	Football Pitch Training
Date:	20 April 2017
Reporting Officer:	Conor Haughey, Head of Outdoor Leisure
Contact Officer:	Roland Moore, Assistant Director Leisure and Sport

Decisions Required	
To agree for Officers to carry out a consultation process with sports groups in order to establish the impact of stopping formal training on Council lands and to consider recommendations outlined in 3.1.	
1.0	Purpose and Background
1.1	Newry and Down legacy Councils had differing pitch allocation booking methods which are currently still being carried out. Newry legacy did not permit sports groups to train on grass pitches surfaces. Down legacy permitted training and charged clubs a match booking rate. The Leisure and Sports Section intend to standardise procedures across the district and propose to consult with all affected sports clubs that have historically booked training on Council pitches within the Down legacy area with a view to aligning bookings as per Newry legacy procedures (no training on grass facilities).
2.0	Key Issue
2.1	The application of a singular booking procedure and only organised matches to be played upon Council grass pitches. The removal of bookings for formal training on pitches will reduce a current annual income by approximately £3,500. However clubs shall be allowed to book the same facilities for organised matches, which will generate some income and offset the direct loss due to the cancellation of training bookings It should also be noted the cancellation of training on grass pitches will also have a direct saving to Council by means of pitch repairs and contract services to the value of approx. £5,000 - £7,000 per annum.
3.0	Recommendations
3.1	Agree in principle to the standardisation of pitch bookings and consultation with affected sports clubs in order to remove training authorisation on pitches or grass open spaces. Only bookings for organised matches to be played on Council grass pitches.
4.0	Resource Implications

4.1	• Possible reduction on pitch booking income however this should be offset by savings on pitch repair and maintenance. • Staff time to consult with sports clubs.
5.0	Equality and good relations implications.
	Not Applicable
6.0	Appendices
6.1	Current club bookings in Down legacy Council for training on grass pitches.

VENUE	No of using teams for training	NO. OF PITCHES	NUMBER OF TRAINING SESSIONS	
			2015/16	2016/17
Donard Park	2 teams	2 x soccer. 1 NMD and 1 under control of Tollymore FC	40	38
Bann Road	2 teams	2 x soccer. 1 NMD and 1 under control of Castlewellan FC	1	3
Annsborough	4 teams	1 x soccer pitch and 1 x gaelic pitch	105	61
Dundrum	3 teams	1 x soccer pitch and 1 x gaelic pitch	10	4
Ardglass	no data available	1	175	106
Ballykinlar	1 x Team	1		
Killough	no data available	1		
Rosconnor	2 x Teams	1		
Strangford	1 x Team	1		
Dunleath	5 x Teams	1 (all weather pitch)		
Kilmore	3 teams	1	no data available	6
Langley Road	3 teams	1	no data available	8

Report to:	Active and Healthy Communities
Subject:	Disability Sports Hub Project
Date:	20 April 2017
Reporting Officer:	Conor Haughey, Head of Outdoor Leisure
Contact Officer:	Roland Moore, Assistant Director Leisure and Sport

Decisions Required

- **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 recommendations outlined in 3.1**

1.0	Purpose and Background
1.0	Disability Sport NI are in the process of establishing a Disability Sports Hub in each of Northern Ireland's 11 District Council areas, providing a range of sports wheelchairs, inclusive bikes and inclusive sports equipment to enable children and adults with disabilities to participate in at least 14 different sports and activities. Disability Sport NI has agreed to supply this equipment (estimated value of £45,000) to our Council which is to be located within the Newry Leisure Centre. Disability Sport NI shall also work in partnership with the Council in order to create and deliver a 2 year project plan. Depending on the success of the project, it is envisaged that Officers will explore opportunities to roll out further projects within the District.
2.0	Key Issue
2.1	This Partnership and Sports Hub equipment assists in the delivery of Council's Corporate Plan and also allows improved and increased access to sports by less abled participation.
3.0	Recommendations
3.1	To agree the Council sign up to a Memorandum of Understanding with Disability Sport NI in order to accept the new Hub equipment and thereafter develop a 2 Year Development Plan and increase access to sports for less abled.
4.0	Resource Implications
4.1	Officer's time. Insurance cover for equipment stored in Newry Leisure Centre.
5.0	Equality and good relations implications.
5.1	As a positive action, the Sports Hub will improve access to sports for people with disability, and meets the Council's Section 75 statutory duties to have due regard

	towards the promotion of equality of opportunity. In addition, the recommendation reflects Council's statutory disability duties under Section 49A of the Disability Discrimination Act 1995 (as amended by the) Disability Discrimination (NI) Order 2006 which requires the Council, in carrying out its functions, to have due regard to the need to promote positive attitudes towards disabled people; and to encourage participation by disabled people in public life. Accordingly, the recommendation is a strategic fit with Newry, Mourne and Down District Council's Disability Action Plan 2015 - 2019 which sets out how we as a Council intend to improve the quality of life for all people with disabilities who live in, work in or visit our district.
6.0	Appendices
6.1	A. Memorandum of Understanding between Disability Sport NI and Newry, Mourne and Down District Council with respect to the Active Living No Limits 2021 'District Council Disability Sports Hub' Project 2017-2019 B. Newry, Mourne and Down Disability Sports Hub Project Development (draft) Plan 2017-2019 C. Disability Sport Ni Active Living –"No Limits " Booklet

A Memorandum of Understanding between Disability Sport NI and Newry, Mourne and Down District Council with respect to the Active Living No Limits 2021 'District Council Disability Sports Hub' Project 2017-2019

The '**District Council Disability Sports Hub' Project** is a new initiative between Disability Sport NI and Newry, Mourne and Down District Council, which will see the development of a disability sports hub in the area, focused on putting in place the equipment and services required to increase the number of people with disabilities involved in sport and active recreation.

This Memorandum of Understanding outlines the agreement between Disability Sport NI and Newry, Mourne and Down District Council with respect to the development, promotion and delivery of the project for the period from April 2017 – March 2019. Under the terms of this agreement, we agree to implement the following:

Equipment: Disability Sport NI will provide an inclusive sports equipment package (as per Appendix 1) funded by the Department for Communities and will oversee the delivery of the equipment to the site (and satellite sites) specified by the Council. The Council will provide secure storage and ensure that the equipment is insured and maintained.

Development Plan 2017-2019: The Council will develop and implement a two-year project development plan for the project to be agreed between Disability Sport NI, SNI and the Council.

District Council Liaison Officer: The Council will name a relevant member of staff to manage the project, in partnership with Disability Sport NI's Community Sport Manager.

Training: The Council will fund a hub training programme at a cost of £1,900, which will cover training for up to 16 council staff and volunteers. The 2 day training programme will be delivered by Disability Sport NI and will be designed to train staff and volunteers in the appropriate use of the disability sports hub equipment.

Promotion: The Council and Disability Sport NI will jointly promote the use of the hub and related activities through all digital media channels and through local and national news media.

Monitoring & Evaluation: The Council and Disability Sport NI will work in partnership to record the number of people to benefit from the disability sports hub project.

Signed: _____
On behalf of Disability Sport NI

Name: Kevin O'Neill
Date:

Signed: _____
On behalf of Newry, Mourne and Down District Council
Name:
Date:

APPENDIX 1

EQUIPMENT HUB PROJECTS

Each of the 11 Council areas in Northern Ireland will be provided with the following range of specialised equipment for use by a wide range of people with disabilities:

- **12 x RGK Club Sport Generic Multi-Sport Wheelchairs**
- **3 x Top End Eliminator OSR Track/Racing Wheelchairs**
- **2 x Top End Excelerator Hand Cycles (Adults)**
- **3 x Top End L'il Excelerator Hand Cycles (Kids)**
- **4 x Dawes Duet Tandem Cycles**
- **3 x Tomcat Fizz Trike Cycles**

All of the above wheelchairs and adapted cycles include a range of sizes.

- **1 Boccia Starter Pack**
(consists of 3 x Competition Boccia sets, ramp, court tape and referee kits)
- **1 Sensory Activity Pack**
(consists of a Goalball kit, Futsal bell balls, flashing bounce balls, sensory bean bags, low compression Tennis balls & ASC squeeze machine)

**NEWRY, MOURNE AND DOWN DISTRICT COUNCIL
DISABILITY SPORTS HUB PROJECT**

DEVELOPMENT PLAN (DRAFT)

APRIL 1st 2017 – 31st MARCH 2019

AIM: To develop an innovative sports and leisure programme which gives people with disabilities in the Newry, Mourne and Down District Council area an equal opportunity to lead a fit and active lifestyle through programmes initiated via the disability sports hub.

	Actions	Target/Timescale	Responsible
1	Equipment: To provide an inclusive disability sports equipment package at the agreed disability sports 'hub' site and satellite sites.	1.1 Equipment to be delivered to the approved 'hub' site and satellite sites between July and September 2017. 1.2 Arrangements for storage, insurance and maintenance of equipment in place.	Disability Sport NI (DSNI) District Council Liaison Officer (DCLO)
2	Training: To develop a pool of trained coaches and/or sports leaders with the skills and knowledge to deliver a range of hub related activities.	2.1 To develop and deliver a training programme in the use of the new 'hub' equipment, for council staff/volunteers by September 2017 2.2 To have a pool of at least 10 coaches/sports leaders trained in the delivery of 'hub' activities by November 2017. 2.3 To organise 'An introduction to autism and sport coaching course' by March 2019.	DSNI in liaison with the Cedar Foundation & Sustrans. DSNI & DCLO DSNI & DCLO
3	Wheelchair Sports Initiatives: To develop a range of wheelchair sports activities for children and adults with physical disabilities.	3.1 To run a 12wk programme of activity for young people (4-10yr olds) with physical disabilities, with a view to the development of a wheelchair active/ Junior Paralympic Club by March 2018 . 3.2 2 x wheelchair sport taster sessions to be delivered by March 2019 3.3 1 x wheelchair sports competition/event to be held by March 2019.	DCLO in partnership with DSNI DCLO in partnership with DSNI supported by NI Knights WBC & Ulster Barbarians Wheelchair Rugby Club
4	Sensory Sports Programme: Introductory sports programme for people with sight loss organised.	4.1 1 x Goalball taster session to be delivered annually. 4.2 1 x sensory based activity session to be delivered annually.	DCLO in partnership with DSNI Active Clubs Officer supported by RNIB/Angel Eyes
5	Boccia: Taster events organised with the aim of introducing local players to the sport.	5.1 1 x Boccia taster session to be delivered by March 2018. 5.2 1 round of NI Boccia League to be held in the area by March 2019.	DCLO in partnership with DSNI Active Clubs Officer
6	Inclusive Cycling: To offer cycling opportunities for local people with disabilities through the 'hubs' range of adapted bikes.	6.1 To organise an Inclusive Cycling initiative annually.	DCLO in partnership with DSNI supported by Cedar Foundation
7	Volunteering: To develop a pool of local volunteers to assist with the delivery of sustainable hub activities.	7.1 Sustainable Volunteer plan developed by March 2019.	DCLO in partnership with DSNI
8	Promotion: To promote and advertise the project through all available channels.	8.1 'Hub' programmes to be promoted annually in local websites, social media platforms, publications and media.	DCLO in partnership with DSNI



Active Living: No Limits 2021

**District Council
Disability Sports
Hub Project**

Be Active. Be the Best.



**Disability
Sport NI**

www.dsni.co.uk



About the Project

Disability Sport NI is in the process of establishing a Disability Sports Hub in each of Northern Ireland's 11 District Council areas, providing a range of sports wheelchairs, inclusive bikes and inclusive sports equipment to enable children and adults with disabilities

to participate in at least 14 different sports and activities.

Although Disability Sport NI encourages District Councils to continue to provide activities for people with disabilities in all of their sports facilities, the provision of a Disability Sports Hub at

one site will help raise the visibility of disability sport, increasing interest among the whole community and ultimately increasing the number of people with disabilities who live active and healthy lifestyles through sport and active recreation.

Strategic Importance

The development of Disability Sports Hubs in each District Council area directly contributes to key Northern Ireland Strategies and Action Plans concerned with increasing the number of people with disabilities involved in sport and active recreation including:

Active Living: No Limits 2016-2021. A plan to improve health and wellbeing for people with a disability in

Northern Ireland through participation in sport and active recreation

Sport Matters: The Northern Ireland Strategy for Sport and Physical Recreation, 2009-2019 (Target PA10)

Disability Sport NI's 'A Call to Action for District Councils' (Action 2)

Disability Sport NI's Strategic Plan 2016-2020 (Objective 1.2)

Satellite Centres

Although Disability Sport NI encourages District Councils to locate the majority of inclusive equipment at one site if possible, it may be more appropriate that some of the equipment, like the inclusive bikes for example, are stored in 'satellite' sites more suited to a particular sport or activity.

Active Living: No Limits 2021

Active Living: No Limits 2021 is a new action plan launched in October 2016 to improve the health and wellbeing of people with disabilities in Northern Ireland through participation in sport and active recreation.

Following extensive consultation with people with disabilities and organisations representing people with disabilities, the action plan was developed by a project board consisting of representatives of the Department for

Communities, Sport Northern Ireland, Disability Action, Disability Sport NI, the Department for Education, the Department for Health, the Office of the First and Deputy First Minister and the Northern Ireland Sports Forum.

The District Council Disability Sports Hub Project is one of a number of key actions identified as a priority within the Active Living: No Limits 2021 action plan.

The Proposed Partnership

The development of each Disability Sports Hub will require a partnership between Disability Sport NI and each District Council.

Disability Sport NI will:

- Provide an inclusive sports equipment package, with a value of approximately £45,500.
- Deliver the equipment to the Disability Sports Hub site on a mutually agreed date.
- Work in partnership with the District Council to support the development of a range of sport and active recreation programmes for people with disabilities at the Disability Sports Hub site.
- Promote the use of the Disability Sports Hubs to people with disabilities and disability organisations across Northern Ireland.

Each District Council will:

- Specify their preferred site (and satellite sites) for the Disability Sports Hub.
- Name a relevant member of District Council staff to manage the project.
- Insure and maintain the inclusive sports equipment.
- Provide suitable storage for the equipment.
- Develop and implement a two year plan to encourage and support people with disabilities to participate in sport and active recreation through the Disability Sports Hub.
- Record and monitor the number of people to benefit from the Disability Sports Hub.
- Fund a Disability Sport NI course to train staff and volunteers on the best use of the Disability Sports Hub equipment.

Funding

The project is being generously funded by the Department for Communities.



Department for

Communities

www.communities-ni.gov.uk

To enquire about this project please contact Disability Sport NI on 028 9046 9925 or email@dsni.co.uk

Timescale:

Jan - March 2017

Equipment purchased by Disability Sport NI.

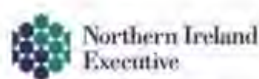
April - June 2017

Development Plans agreed and 'Heads of Agreement' between Disability Sport NI and each District Council signed.

July - Sept 2017

Equipment delivered to each 'Disability Sports Hub' and projects successfully launched.

Supported by:



Report to:	Active and Healthy Communities
Subject:	Expression of Interest regards Leasing Council Land
Date:	20 April 2017
Reporting Officer:	Conor Haughey, Head of Outdoor Leisure
Contact Officer:	Roland Moore, Assistant Director Leisure and Sport

Decisions Required

- **Committee to approve the public adverts for the Expression of Interest in line with NMDDC lease/sale policy and to consider recommendations outlined in 3.1**

1.0	Purpose and Background
1.1	Various individual sports clubs/groups have formally approached the Council wishing to lease or purchase various Council's land, and pitches in order for them to seek funding to improve the lands for their various sports codes and community. Approval is being sought to proceed with the placement of a public advert, to ensure all other local clubs, and community groups have the opportunity to submit their own expression of interests for the same Council land which is currently being sought by the individual clubs and organisations.
2.0	Key Issue
2.1	The Council's Sports Facility Strategy and Play Strategy have not identified any of the clubs/groups requested sites listed in the appendices as an upgrade or development. The exception being Innisfree Park, Ballyholland where the Play Strategy has identified an upgrade to Council's existing Play Park, which is subject to further consultation. However, within the business plans submitted by the GAA Club, they are willing to relocate and build a new play area within their own land in a more suitable location for the Community usage.
3.0	Recommendations
3.1	Committee approve the formal consultation process with all sports and community organisations and agree in principal for Council to advertise the lands listed in Appendix 6.1 for public lease or sale. Thereafter the groups will have 12 weeks to submit their Business Case in order to proceed under the current policy it will be evaluated and Council Officers to report on recommendations to either decline or approve lease or sale.
4.0	Resource Implications
4.1	Cost of public advert. Officers time in the consultation/evaluation process. The cost of which is included in the current year's budget.
5.0	Equality and good relations implications.

	The proposed course of action reflects Council's Section 75 statutory duties, and commitments outlined within Council's Equality Scheme, to ensure effective and appropriate communication, consultation and access to information and services which will contribute to evidence based decision-making.
6.0	Appendices
6.1	List of clubs seeking expression of interest to lease/purchase Council sites.

Appendix 1

Sports Groups Expression of interest to lease/Purchase Council facilities

No of club/groups already formally raised an expression of interest	FACILITY NAME	TYPE OF SPORTS FACILITY	Lease or sale	Legacy issue request y/n
1	Annsborough	Gaelic pitch	Lease	N
3	Rosconnor	Soccer pitch	Lease or sale	N
1	Strangford road	Soccer pitch	Lease	N
1	Innisfree park	Play area	lease	Y
1	Nan sands	Soccer pitch	lease	N
1	Milltown park	Gaelic pitch	lease	Y
1	Ashtree cottages	Open space	lease	N
1	Gerry Brown	Gaelic pitch and pavilions	lease	Y
1	Marine park	Open space	lease	N

Please note legacy requests are also currently being processed, these being;

Forkhill

Carnbane Mini Pitches

Report to:	Active and Healthy Communities
Date of Meeting:	20 April 2017
Subject:	Café Operating Model for Newry Leisure Centre Phase 2
Reporting Officer (Including Job Title):	Kieran Gordon, Head of Indoor Leisure
Contact Officer (Including Job Title):	Roland Moore, Assistant Director Leisure and Sport

Decisions required:

- **Members are asked to note the contents of the report, and consider and agree to: Café Operating Model for Newry Leisure Centre Phase 2**

1.0	Purpose and Background:
1.1	Previously in June 2016, members were asked to consider the operating model for the café that is to be provided for within the construction of Newry Leisure Centre Phase 2. Options were provided and it was agreed to permit Officers to proceed with option 2 as set out within that report and aim to appoint a supplier in line with contractor construction deadlines.
2.0	Key issues:
2.1	The Council invited tenders for provision of a business to operate café facilities at Newry Leisure Centre Phase 2. Following consideration of the tenders received by Council, a decision was reached to award the License for provision of a business to operate café facilities at Newry Leisure Centre to the successful bidder based on tender specification requirements on experience and value for money. In this regard the successful bidder's submission meets pre-tender income expectations as previously reported in June 2016. The Council will receive a rental income, payable in monthly instalments and the provision is for 3 years with option for both parties to mutually agree to extend by two further 1 year periods up to a maximum of 5 years in total subject to satisfactory performance as outlined within the licence agreement and tender specification. A draft licence agreement has been formulated with the expectation on the supplier's behalf to perform the service and all of its responsibilities subject to and in accordance with this Agreement, the Council's Invitation to Tender and the Suppliers Award Questionnaire which was submitted in this regard. It is anticipated that whilst Council staff will have little or no involvement in day to day operations, they would maintain a direction on café strategy via the licence agreement with specific Key Performance Indicators (KPI's) being met and would include clauses that cover termination if KPI's are not met.

3.0	Recommendations:
3.1	It is recommended to permit the successful supplier to operate as set out in section 2.1 subject to legal formalities being completed.
4.0	Resource implications
4.1	Officer time – to make staff aware of arrangements, to co-ordinate implementation plan with successful café supplier Finance – Council will receive a rental income payable in monthly instalments
5.0	Equality and good relations implications:
5.1	Section 6 of the Council's approved Equality Scheme outlines arrangements for ensuring accessibility of public access to services we provide. Previously, both options provided for consideration did address access to services through different means. In relation to the approved option in June 2016 (option 2) i.e. Procurement process to allow a Business Franchise to Operate, a commitment has been made that the customer should suffer no detriment and that this would involve Officers entering into a Management Agreement with a business adopting a specification that reflects the ethos and standards of the Council e.g. operating standards, brand/marketing, general pricing strategies, range of menus on offer, etc. Monitoring the implementation and impact of said policy decision and course of action will ensure Council meets its equality scheme commitments.
6.0	Appendices
6.1	Not Applicable

Report to:	AHC Committee
Date of Meeting:	20 April 2017
Subject:	Macmillan Cancer Support Project
Reporting Officer	Roland Moore – Assistant Director Leisure & Sport
Contact Officer	Conor Haughey, Head of Outdoor Leisure

Decisions required:

- **Agree 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 in 3.1.**

1.0	Purpose and Background:
1.1	Macmillan Cancer Support have developed 'Move More Northern Ireland', a physical activity service designed to provide people affected by cancer with the opportunities, support and motivation that they may require to initiate and sustain an active lifestyle. The Council agreed in October 2016 to develop a new Move More programme along with Macmillan Cancer Support with the view to delivering this programme in our Council Area , within the fixed funded term 2017-2020
2.0	Key issues:
2.1	Officers have completed the Macmillan Move More partnership application in order to receive the funding required for the project coordinator post and to deliver the operation Policy 2017-2020). Officers now seek Council approval to Submit the application and thereafter internally recruit for the project coordinator post, which shall be funded by Macmillan for a 3 year period. The Council to provide a work space for the post holder who will be managed through our existing structures.
3.0	Recommendations:
3.1	• The Council agree to submit the application for the partnership of Move More programme with Macmillan Cancer Support for Newry, Mourne and Down, (Appendix A) • The council to approve the letter of support to Macmillan approving to be the lead partner for this project (Appendix B) • If the application for the 3 year funded programme is successful then

	allow, officers to proceed and internally recruit the coordinator post, to commence the programme from September 2017 to September 20202
4.0	Resource implications
4.1	The Council will be required to provide office accommodation, line management support and access to our facilities.
5.0	Equality and good relations implications:
5.1	As a positive action, the Programme will improve access to sports for people with Cancer, and meets the Council's Section 75 statutory duties to have due regard towards the promotion of equality of opportunity.
6.0	Appendices
	A. Application to Move More Programme B. Letter of Support to Macmillan

Liam Hannaway
Chief Executive



Comhairle Ceantair
an Iúir, Mhúrn
agus an Dúin
**Newry, Mourne
and Down**
District Council

ML/CT

14 April 2017

Mr Diarmaid McAuley
Physical Activity Manager – Move More
Macmillian Cancer Support
Unit 5A Stirling House
Castlereagh Business Park
478 Castlereagh Road
Belfast
BT5 6BQ

Dear Mr McAuley

Re: Macmillian Move More

Newry, Mourne and Down District Council will be pleased to act as the lead partner for the above mentioned project. Council is committed to the successful development and delivery of 'Move More' in the Newry, Mounre and Down District Council region. Council will work to ensure that everyone living with and beyond cancer is aware of the benefits of physical activity and enabled to choose to become and remain active at the level that's right for them.

The ethos of Move More Newry, Mourne and Down to help "more people to become more active, more often" is in harmony with our vision as documented in the Council's Corporate Plan.

Within Council we have had some success in designing bespoke physical activity interventions for those least likely to participate in sport or physical activity and have witnessed the numerous benefits a commitment to being physically active can bring to the quality of peoples' lives.

Council is committed to improving the health and wellbeing of local people and local communities and this project provides an ideal opportunity for us to ensure that we provide a targeted accessible and personalised service to reflect the needs, interests and ability of people living with cancer in Newry, Mourne and Down area.

Council recognises the importance of working towards achieving sustainability of this service and all work rigorously with partners to implement effective monitoring and evaluation processes that ensure we gain in understanding of the impact of 'move more' in our area. Council will endeavour to promote the success and impact of 'Move More' to key stakeholders and work with them to identify opportunities for sustainability.

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

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

Ag treastal as an Dúin
agus Ard Mhacha Theas
Serving Down
and South Armagh

2

14 April 2017

Mr Diarmaid McAuley

Council appreciates the opportunities to work with Macmillian Cancer Support and the key stakeholders to improve the quality of life for people living with cancer in Newry, Mourne and Down District Council area and eagerly awaits the commencement of the project.

Yours sincerely



Michael Lipsett
Director of Active & Healthy Communities



Macmillan Partnership Application

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Sections to be completed where applicable – If a section does not apply please clearly state N/A. Please see separate guidance notes for more details about the type of information required before completing. If the application requires a project management approach, please use project management documentation (e.g. Gant chart – please see guidance notes)

NAME OF SERVICE / PROJECT LOCATION AND CONTACT DETAILS FOR WHICH FUNDING IS REQUESTED.

Name of service / Project: Move More Newry, Mourne & Down	Name of Partner Organisation: Newry Mourne & Down District Council
Name of Clinical Alliance / Strategic Clinical Network / Integrated Cancer Systems (if applicable):	Geographical catchment area: Newry Mourne & Down
Contact details of person submitting the application / leading the service development / project	Name: Conor Haughey Title: Head Of Outdoor Leisure Address: Newry & Mourne DC Rampart Road, Greenbank Ind Estate, Newry BT34 2QU Telephone no: 02830313233 Email: conor.haughey@nmandd.org
Contact details of the senior manager / commissioner sponsoring the service development / project	Name: Michael Lipsett Title: AHC Director Address: Downshire civic centre, Downshire estate , Ardglass rd . Downpatrick bt306gq Telephone no: 03000132233 Email: Micahel.lipsett@nmandd.org
Name and contact details of the member of the Macmillan Service Development Team	Name: Diarmaid McAuley (Physical Activity Manager) Telephone no: 028 9070 8770 Email: dmcauley@macmillan.org.uk
PS@MAC number(s) [compulsory Macmillan use]:	N/A
Is a Cancer Environment build envisaged? *If yes, the Administrator <u>must</u> inform CE of the PS@MAC number.	No

PART ONE – SUSTAINABILITY

1.1 Please indicate whether the post or service is:

Permanent	Yes ☐	No ☐
Project / fixed term	Yes ☒	No ☐
Pilot	Yes ☐	No ☐

■ What is the organisation's level of commitment to this post or service?

Please add letters of support as appendices.

	Comments
Is pick up funding confirmed in writing?	No.
Is pick up funding confirmed pending a successful evaluation – if so what will the evaluation be based on?	No.
Is the business case for sustainability to be submitted through the local funding process	During the first 3 years of Move More Newry Mourne & Down, and utilising data which demonstrates the impact of the project, NMDDC and the Move More Newry, Mourne & Down Steering Group will seek to identify opportunities for sustainability via local funding processes, and will pursue those opportunities to ensure the long term development and sustainability of the project.
No pick up funding anticipated	Give reason: As above
For project / pilot posts – is there a letter of support from the employing organisation / commissioner and evidence to show how the recommendations will be taken forward?	Yes ☒ No ☐ If no give reason:
For project / pilot posts – Explain why this is a project or pilot and not a sustainable service	This project, Move More Newry, Mourne & Down, is among the first projects in Northern Ireland which seeks to implement the Macmillan Physical Activity Behaviour Change Care Pathway (the Pathway). 'The Pathway' is based on the NHS England's 'Let's Get Moving Pathway' which was never adopted in Northern Ireland. As a result, behaviour change for physical activity is an under developed concept in Northern Ireland. Simultaneously, 'physical activity' and / or 'physical

	activity for people living with and beyond cancer' is not prioritised by many of the relevant key stakeholders in Northern Ireland and accordingly, significant influencing work is required to be undertaken to ensure that projects of this nature can become sustainable. Communication with relevant key stakeholders will be initiated from the very outset of the project and will be sustained throughout the duration of its implementation, and potential opportunities for sustainability will be identified and pursued in Year 1 and beyond. Over the first 3 years of the proposed project, Move More Newry Mourne & Down will support the successful implementation of 'The Pathway', and by implementing effective monitoring and evaluation processes, will provide an evidence base to demonstrate impact, support sustainability, and influence the development of similar services in other regions of Northern Ireland.
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PART TWO – BACKGROUND

2.1

Identify the key issues / problems that currently have an impact on people affected by cancer that you are trying to address through the proposed project / service

Every 2 minutes, someone in the UK is diagnosed with cancer. There are currently 2.5 million people living with cancer and it is estimated that this figure will continue to rise by 3% on an annual basis. Accordingly, almost 1 in every 2 people in the UK will develop cancer in their lifetime by 2020, and by 2030, 4 million people in the UK will be living with cancer. 161,000 people die of cancer each year in the UK and in 2012, cancer cost the NHS over £5.8 billion. Over 40% of all cancers in the UK are linked to lifestyle factors including tobacco, alcohol, diet, being overweight and inactivity.

In relation to physical activity, a recent and growing body of evidence has demonstrated the importance of physical activity for people living with and beyond cancer (PLWC) based on its ability to support:

- A reduction in the consequences of treatment;
- A reduction in co-morbidities;
- A reduction in disease progression;
- Decrease in recurrence; and,
- Decrease in cancer-related mortality.

However, despite the eclectic range of benefits associated with physical activity, 77% of people living with and beyond cancer are not active enough to realise these benefits. This is equivalent to 48,510 of the 63,000 people currently living with and beyond cancer in Northern Ireland.

As is the case throughout the UK, there are many barriers that prevent people living with and beyond cancer from initiating and sustaining an active lifestyle. For example:

- **Low Priority** - 72% of GPs & 60% of oncologists speak to a few or none of their patients about physical activity, and only 40% of healthcare professionals believe that physical activity should be at the heart of cancer care;
- **Lack of Time & Information** – 4 in 10 healthcare professionals blame a lack of time, and 3 in 10 blame a lack of signposting information, as reasons for not discussing physical activity with patients;
- **'Rest, Not Run'** - 1 in 10 doctors & nurses still believe it is more important to rest up;
- **Paternalism** – there is often a reluctance among healthcare professionals to recommend physical activity to females & older people; and,
- **Personal Issues** – people living with and beyond cancer attribute high levels of inactivity to a range of issues including physical limitations, time / distance constraints, fear of looking foolish, lack of support and guidance, and other barriers associated with chronic conditions (e.g. Fatigue, Strength, Flexibility, Too Hard, Confidence, Co-Morbidities).

Newry, Mourne & Down is one of 11 district council areas of Northern Ireland and is based within the Southern Health and Social Care Trust. The council area has a population of 175,403 (NISRA, 2014). The council area is not co-terminus with an individual health and social care trust area, and parts of the district are within both the Southern, and South Eastern Trust.

At the end of 2014, around 5,144 people in Newry Mourne & Down district council area were living up to 22 years after a cancer diagnosis and it is estimated that this could rise to 8,500 by 2030. Between 2010-2014, there were an average of 592 new cancer diagnosis in the council area for every 100,000 people per year.

In addition to the aforementioned and generic barriers which inhibit the development and delivery of physical activity opportunities for PLWC, there are more specific issues within Northern Ireland and Newry, Mourne &

Down which have further compounded the situation. For example:

- Behaviour change is central to Macmillan's approach to physical activity and the Macmillan Physical Activity Behaviour Change Care Pathway (The Pathway). 'The Pathway' is based on the NHS England's Let's Get Moving Pathway, however, this approach was not adopted in Northern Ireland and as a result, behaviour change within physical activity is an under-developed concept in Northern Ireland;
- Sport Northern Ireland's investment in 'Active Communities' in communities throughout Northern Ireland, including in Newry, Mourne & Down has recently come to an end. Active Communities is being replaced by a new initiative, 'Everybody Active 2020', however, the programme budget has been reduced significantly which is likely to have an adverse effect on the provision of physical activity opportunities across Northern Ireland. Simultaneously, 'Everybody Active 2020' is designed to deliver a large throughput and as such, does not provide an adequate resource to support long-term behaviour change in respect of physical activity levels;
- One of the primary physical activity programmes to support improved health outcomes in Newry, Mourne & Down is an exercise referral programme (Healthwise) supported by the Public Health Agency. Healthwise provides free access to a 12 week physical activity programme within local leisure facilities for people affected by conditions including obesity, stress and diabetes. However, cancer is not a recognised condition which warrants a referral onto the programme;
- The strategic context relating to physical activity in Northern Ireland is going through a significant period of change and fluctuation. For example:
 - District councils are often recognised as the primary facilitators of physical activity opportunities in Northern Ireland. In April 2015, local government in Northern Ireland was reformed and the previous 26 councils were reduced to 11 new super councils. As a consequence, the structures within the new councils are being reorganised and it is unclear what priority and level of resource will be provided to physical activity in the future;
 - The Public Health Agency is currently conducting a review of the Exercise Referral Programme. While the outcomes of this review are yet to be established, it is highly likely that the project will continue to focus on Level 3 conditions and consequently, cancer will not be added to the eligible referral criteria,;
 - The Health Minister has confirmed that the Health & Social Care Board in Northern Ireland will be abolished in the near future, resulting in the redeployment of 600 staff, new processes and structures for commissioning, and major changes to role, structure and function of the Public Health Agency.
- This is further compounded by the fact that the strategic priorities of many of the other key stakeholders in Northern Ireland are inconsistent with Macmillan's approach to physical activity and cancer, and a lack of effective partnership working between many of the key stakeholders involved in physical activity, sport and health in Northern Ireland.

Accordingly, PLWC in Newry, Mourne & Down are not being fully exposed to the information that they need to become and remain active, or the physical activity opportunities that are accessible and appropriate for them to participate in. Additionally, and due to the underdevelopment of behaviour change within physical activity in Northern Ireland, there is a lack of available support, encouragement and motivation for PLWC to become and remain active. Move More Newry, Mourne & Down will seek to address these issues by supporting the implementation of the Macmillan Physical Activity Behaviour Change Care Pathway. It will provide a coordinated and strategic approach to the development and delivery of physical activity opportunities for PLWC, provide the support and encouragement required to help them to become and remain active, and will stimulate effective partnership working between key stakeholders. By supporting increased levels of physical activity among PLWC in NM&D, the project will support improved health outcomes and an improved quality of life for those accessing the service. Simultaneously, Move More NM&D will highlight the importance and benefits of physical activity for PLWC, will demonstrate the effectiveness of the Macmillan Physical Activity Behaviour Change Care Pathway, and will also provide an opportunity to influence the development of further physical activity services for PLWC throughout Northern Ireland

2.2 How will the proposed project/service/scheme address the issues /problems identified in 2.1

(please refer to guidance notes)

If this is pertaining to a cancer environment/building please outline:

- What justifies the location of the build/area?
- Can the organisation confirm that the site is available at no extra cost and it is part of an agreed Estates Strategy
- Can the organisation confirm that they can meet any staffing or non –staffing revenue costs for the project
- Can the organisation guarantee that the facility/scheme will be used for a minimum of 15 years? If not please outline why
- Is this an improvement/extension to an existing service and/or facility or a new service and/or facility?
- Have any proposals already been developed without Macmillan's input?

Move More NM&D aims to ensure that "everyone living with and beyond cancer in Newry, Mourne & Down is aware of the benefits of physical activity and enabled to choose to become and to stay active at a level that's right for them". The project will realise this vision by supporting the implementation of the Macmillan Physical Activity Behaviour Change Care Pathway in its entirety by:

- Providing **Very Brief Advice** and **Brief Advice** within health and social care, emphasising the benefits of physical activity, and highlighting the support that is available within Move More Newry, Mourne & Down;
- Ensuring that each individual is provided with an **Extended Brief Intervention** to reinforce the importance and benefits of physical activity, to discuss goals / motivations / barriers, to identify suitable and accessible opportunities to become active, and to agree what support the individual may require to remain physically active which also takes account of potential setback;
- Working with key stakeholders to support the provision a diverse range of high quality, accessible and appropriate **Physical Activity Opportunities** (both cancer specific and community based opportunities) delivered by professionals with the relevant knowledge, skills and competencies; and,

Providing and facilitating **Ongoing Behaviour Change Support** for each individual, tailored to the needs of that individual, and for a minimum of 12 months

Figure 1: Macmillan Physical Activity Behaviour Change Care Pathway



In relation to the 5 stages of The Pathway, the following actions will be undertaken to ensure that the project is successful in encouraging people living with and beyond cancer to initiate and sustain an active lifestyle:

Stage of Pathway	Actions to be undertaken
Stage 1 - Very Brief Advice, & Stage 2 - Brief Advice	Move More NM&D will seek to promote and maximise every opportunity to influence healthcare professionals and others to deliver Very Brief & Brief Advice by: - Identifying and addressing the training needs of healthcare professionals and others in relation to a) the benefits of physical activity for PLWC, b) how to deliver Very Brief Advice, c) the opportunities that exist within Move More NM&D, and d) the process for signposting PLWC on to Move More NM&D - Providing ongoing information to healthcare professionals, allied health professionals and others in relation to Move More Newry, Mourne & Down (e.g. Individual Meetings, Team Meetings, Multi Disciplinary Team Meetings, Conferences, Events, Training) - Encouraging healthcare professionals and others to maximise every available opportunity to highlight the importance of physical activity and the opportunities that exist as part of Move More NM&D (e.g. Patient Consultations, Patient Packs, Health & Wellbeing Events, Holistic Needs Assessments, Cancer Support Groups) - Developing effective, concise and succinct marketing materials for dissemination to PLWC at every available opportunity and within relevant facilities (e.g. Hospitals, GP Practices, Leisure Facilities, Community Facilities) - Identifying and supporting health champions to promote the benefits of physical activity for PLWC, and the opportunities that exist within Move More NM&D among peers within health and social care - Identifying and maximising marketing and promotional opportunities to highlight the importance of physical activity and the opportunities that exist as part of Move More NM&D
Stage 3 - Extended Brief Intervention	As part of Move More NM&D, a key responsibility of the Macmillan Move More Coordinator will be to facilitate the Extended Brief Intervention. The coordinator will act as a central point of contact for referrals and will coordinate and facilitate the Extended Brief Intervention to suit the needs of the individual. The coordinator will be provided with the relevant learning & development opportunities required to support the effective delivery of the Extended Brief Intervention (e.g. Behaviour Change, Motivational Interviewing, Level 4 Exercise & Cancer Rehabilitation), and will work closely with external stakeholders to retain an understanding of existing physical activity opportunities.
Stage 4 - Local Physical Activity Opportunities	A diverse menu of physical activity opportunities will be accessible and will include all classes at 5 local leisure facilities managed by NMDDC (e.g. Yoga, Pilates, Aquafit); opportunities to access existing physical activity initiatives where relevant; Group & Individual Cancer Specific Programmes; Walking; Move More DVD; and, other opportunities based on identified needs (e.g. Swimming, Walking Football). Incentives will also be provided including 12 weeks free membership for each participant (at NMDDC managed facilities); free access for a family member / friend / carer; and, discounted membership rates for 3 years (at NMDDC managed facilities). Staff will be provided with relevant training opportunities (e.g. Level 4 Cancer Rehabilitation, Cancer Awareness).
Stage 5 – Ongoing Behaviour Change Support	The Macmillan Move More Coordinator will provide Ongoing Behaviour Change Support to each individual for a minimum of 12 months using a variety of techniques including: - One to one meetings - Telephone calls - Group drop-in sessions - Drop-in sessions at a cafe within a leisure facility - Providing participants with the Macmillan Move More Coordinator's contact details - Producing and distributing a newsletter to participants - Text messaging

- Emails

Subject to the needs identified by PLWC, other options and opportunities to support the provision of Ongoing Behaviour Change Support will be identified and facilitated.

As the Lead Partner, Newry, Mourne & Down District council will report to both the Southern, and South Eastern Move More Steering Groups, which support the representation of the following key stakeholders:

Organisation	Position	Postholder
Macmillan Cancer Support	Physical Activity Manager	Diarmaid McAuley
Southern Health & Social Care Trust	Physical Activity Officer	Clare Drummy
Southern Health & Social Care Trust	Macmillan Health & Wellbeing Manager	Sharon Clarke
Southern Health & Social Care Trust	Head of Cancer Services	Fiona Reddick
Southern Health & Social Care Trust	Macmillan Cancer Service Improvement Manager	Mary Haughey
Southern Health & Social Care Trust	Lead Cancer Physiotherapist	Wendy Brown
Southern Health & Social Care Trust	Acting Head Health Improvement	Lynne Smart
Southern Health & Social Care Trust	Macmillan GP Facilitator	Dr Gerry Millar
Newry Mourne & Down District Council	Head of Outdoor leisure	Conor Haughey
Newry Mourne & Down District Council	Head of Indoor Leisure	Kieran Gordon

Organisation	Position	Postholder
Macmillan Cancer Support	Physical Activity Manager	Diarmaid McAuley
Northern Community Leisure Trust	Sports Development Manager	Jonathan Moffett
South Eastern Health & Social Care Trust	Physical Activity Lead	Trudy Brown
South Eastern Health & Social Care Trust	Macmillan Health & Wellbeing Coordinator	Karen Kelly
South Eastern Health & Social Care Trust	Cancer Services Manager	Wilma Boyd-Carson
South Eastern Health & Social Care Trust	Palliative Care Service Lead	Ray Elder
Ards & North Down Borough Council	Sports Development Officer	Emma Hingston
Newry Mourne & Down District Council	Head of Outdoor leisure	Conor Haughey
Newry Mourne & Down District Council	Head of Indoor leisure	Kieran Gordon
Peninsula Healthy Living Centre	Healthy Living Manager	Sheila Bailie

The Steering Groups will meet as required during the project development phase, and quarterly thereafter. A terms of reference has been developed and agreed by the respective steering groups to determine and define its roles and responsibilities.

A 'Macmillan Move More Coordinator' will be recruited, employed and hosted by NMDDC. Accordingly, a Service Agreement will be developed between Macmillan and NMDDC to set out the expectations of both parties in

relation to the management of the project and its long term success. The Macmillan Move More Coordinator will be based at Newry Leisure Centre in Newry, and will be line managed by Conor Haughey (Head of Outdoor Leisure). The Macmillan Move More Coordinator will have a key role to play in relation to the facilitation of the Extended Brief Intervention and the provision of Ongoing Behaviour Change Support to the PLWC that access Move More NM&D. The Coordinator will also lead on advocating and promoting the project within health and social care. As a member of the Sports & Physical Activity Team within NMDDC, the Coordinator will work both internally and with external partners to ensure that the physical activity offer reflects the needs, aspirations and abilities of those people accessing the project.

As the project lead, NMDDC will provide the following support:

- **Incentives for PLWC** – each PLWC that participates in Move More NM&D will receive 12 weeks free membership covering the 5 NMDDC managed facilities in facilities, free access will be provided for a carer (where required), and discounted membership rates will be offered for a minimum of 3 years
- **Cancer Specific Opportunities** – NMDDC will support the organisation and facilitation of cancer specific physical activity opportunities, based on the needs identified by PLWC. This may include walking groups, circuit classes, 1-2-1 gym based support, swimming classes etc.
- **Extended Access to NMDDC Facilities** – Subject to availability, NMDDC will also provide Macmillan with free access to NMDDC managed facilities for meetings, training and events aimed at supporting PLWC within Newry, Mourne & Down (up to 25 days per annum).

2.3 How does this service / project address inequality? (please refer to guidance notes)

Newry, Mourne & Down is 1 of 11 district council areas of Northern Ireland which is based within the Southern Health and Social Care Trust. The area has a population of 175,403 representing 9.5% of the total population of Northern Ireland.

Figure 2: Map of Newry, Mourne & Down



In relation to cancer prevalence and diagnosis in Newry Mourne and Down:

- At the end of 2014, around 5,144 people were living up to 22 years after a cancer diagnosis and it is estimated that this could rise to 8,500 by 2030
- Between 2010-2014, there was an average of 592 new cases of cancer diagnosed for every 100,000 people per year

Figure 3: 21 Year Cancer Prevalence in Newry, Mourne & Down

22-year prevalence at end of 2014 by time since diagnosis - Newry, Mourne & Down

N. Ireland Cancer Registry (NICR) published 2016

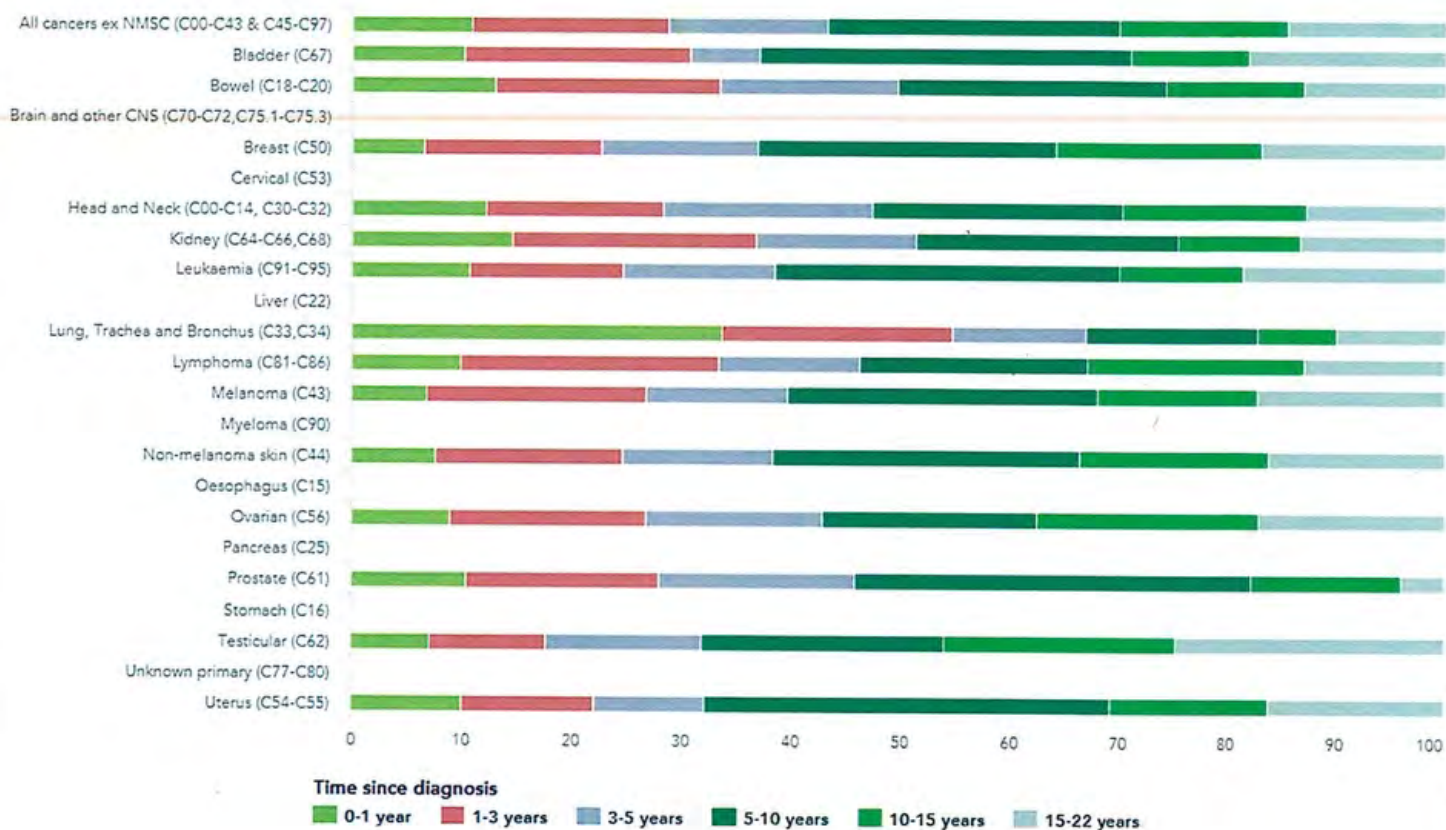
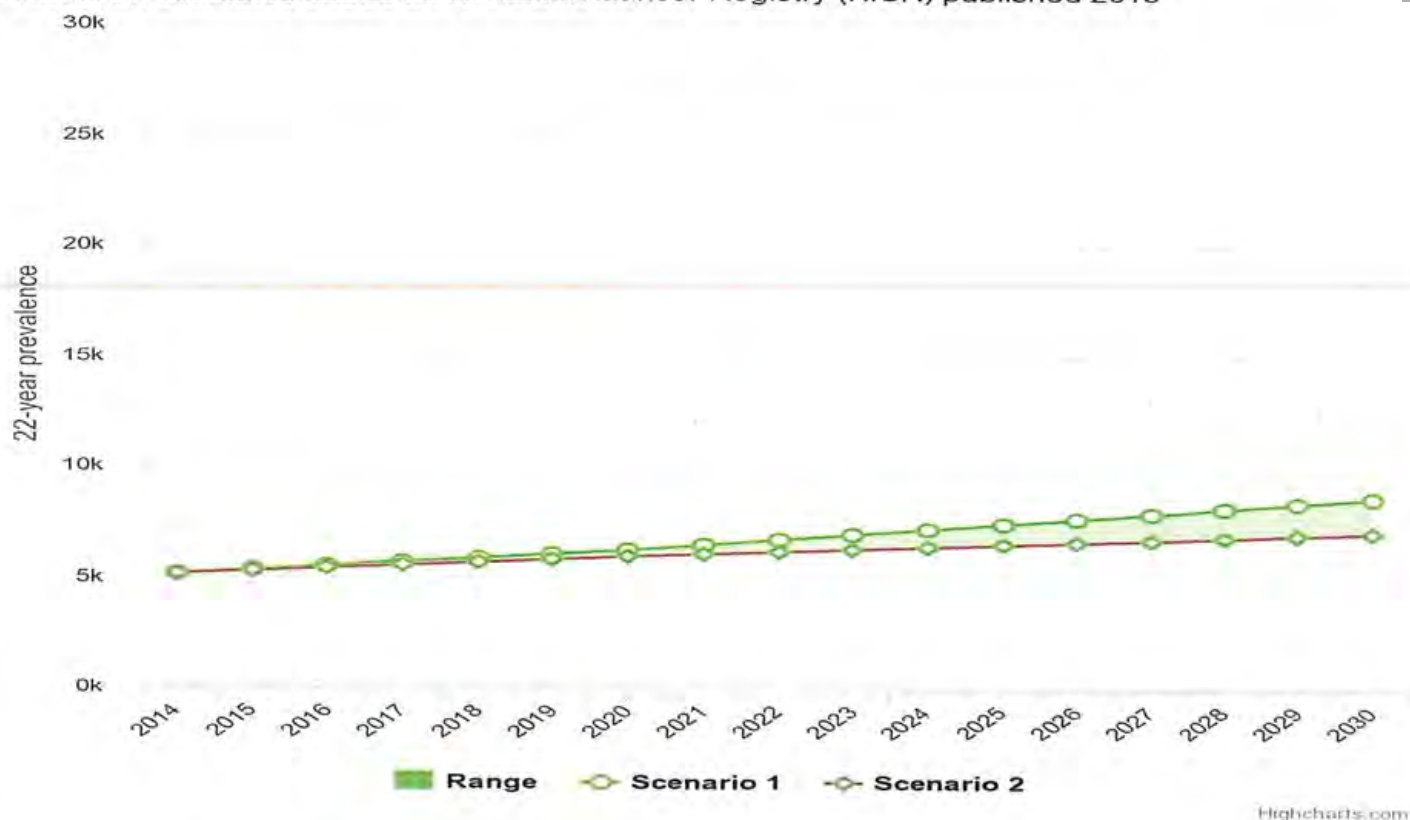


Figure 4: Projected Cancer Prevalence in Newry, Mourne & Down

22-year prevalence and indicative future estimates up to 2030 by scenario - Newry, Mourne & Down

Macmillan estimates based on N. Ireland Cancer Registry (NICR) published 2016



The chart above shows two possible future scenarios:

Scenario 1: assumes that people will continue to get cancer and survive cancer at increasing rates in line with recent trends (except for prostate cancer), and that the general population will continue to grow and age.

Scenario 2: assumes that people will continue to get cancer at the rate they do today, and that survival rates will remain as they are. The estimates are therefore driven by a growing and ageing population only.

Move More NM&D will be accessible for PLWC throughout the NM&D area as follows:

- The service will be accessible by anyone living with and beyond cancer living within, or close to, NM&D;
- Physical activity opportunities provided as part of the project will be accessible at facilities and locations throughout the city;
- The Macmillan Move More Coordinator will facilitate an Extended Brief Intervention at a venue, and in a format, which reflects the individual needs of PLWC;
- The Macmillan Move More Coordinator will provide Ongoing Behaviour Change Support at a venue, in a format, and at a frequency which reflects the individual needs of PLWC;
- Incentives will be provided to reduce the cost of accessing physical activity opportunities (e.g. identifying opportunities which do not incur a cost, providing 12 weeks free membership, providing free access for a family member / friend / carer (if required), and providing discounted membership rates for 3 years at local leisure facilities).

2.4 How have users / people affected by cancer been involved in the proposed service development /project. Outline the plans for longer term user involvement in the service / project development (please refer to guidance notes)

Move More NM&D seeks to embed the Macmillan Physical Activity Behaviour Change Care Pathway. In developing the Macmillan Physical Activity Behaviour Change Care Pathway, there has been considerable engagement with people affected by cancer. For example:

- In the development of "Move More: The Under Rated Wonder Drug" (a report to highlight the importance of physical activity for people affected by cancer) Macmillan carried out an evidence review of over 60 studies in relation to physical activity and cancer (many of which incorporated the views, feedback and experiences of people affected by cancer), interviews with 400 healthcare professionals, and a review of physical activity and cancer pilot projects across the UK;
- To understand the drivers of physical activity in people living with and beyond cancer, a rapid evidence assessment of 56 articles was undertaken, 20 face to face in-depth interviews were conducted with people living with cancer (10 of which included a family member or friend), 26 people living with cancer participated in a mobile ethnographic study (21 of which also participated in an online discussion), and a YouGov Survey was undertaken involving 1,011 people living with cancer; and,
- A National Evaluation is currently being undertaken by Macmillan in relation to physical activity and cancer, involving an in-depth review of 14 projects across the UK, and 500 interviews with people living with cancer;
- 2 focus groups were facilitated with people living with cancer in Northern Ireland.

Move More NM&D has also been designed to address the needs of each individual person living with cancer that accesses the service. For example, each individual will be supported to identify and access the physical activity opportunities that reflect their individual needs, interests and abilities. Simultaneously, each individual will receive behaviour change support in a format and at a frequency and intensity that is tailored to their needs.

Going forward, and in addition to their involvement as participants in Move More NM&D, people living with cancer will also be invited to be represented on the Project Steering Groups where they will have an opportunity to ensure that the views of people living with cancer are considered and reflected in the design and delivery of the project.

IF THIS IS A SERVICE - COMPLETE PART 3

IF THIS IS A PROJECT – COMPLETE PARTS 3 AND 4

IF THIS IS A CANCER ENVIRONMENTS/BUILDING SCHEME COMPLETE PARTS 3 AND 4 AND ALSO COMPLETE PART 5 IF THIS IS A PROJECT - GO TO PART 4

PART THREE - SERVICE SPECIFICATION – please refer to guidance before completion

(NOTE: Macmillan may, if the bid is developed further, ask its partner organisations to create an "Operational Policy" which expands on the information provided in the sections below – a template will be provided).

3.1 Service aim

The aims and anticipated outcomes should clearly reflect the evidence of need for this project /service as identified in Part One? Please see the guidance notes and refer to Macmillan's nine outcomes

- a) Describe the overall aim of the proposed service, outlining who the project / service is for / aimed at
- b) Identify the anticipated outcomes of the project / service (the outcomes you would expect to see during the lifetime of the project / service). Outline the impact we expect the service/project to have – i.e. what we want to achieve through it and how we will achieve it (things that can be quantified and collected through monitoring data)
- c) Outline the anticipated numbers of clients /people affected by cancer that the service/project will allow access to.
- d) Outline how this service /project will be integrated with the wider health and social care services that are providing a service for people affected by cancer
- e) Outline how volunteers will be supporting the service /project, and outline ongoing plans for volunteer support and engagement including how it will achieve Macmillan's Volunteer Quality Standards
- f) What are the Learning & Development requirements to deliver the service / project? Either for the individuals within the service, associated team members or the organisation

- a) **Describe the overall aim of the proposed service, outlining who the project / service is for / aimed at**

The vision of Move More NM&D is to ensure that “everyone living with and beyond cancer in NM&D is aware of the benefits of physical activity and enabled to choose to become and to stay active at a level that's right for them”. To realise this vision, the project will work towards the achievement of the following aims and objectives:

Aim 1	To ensure that PLWC receive information at every available opportunity in relation to the benefits of physical activity, and the opportunities to become and remain active as part of Move More NM&D
Objectives	- To identify and address the training needs of healthcare professionals and others in relation to a) the benefits of physical activity for PLWC, b) how to deliver Very Brief Advice, c) the opportunities that exist within Move More NM&D, and d) the process for signposting PLWC on to Move More NM&D - To provide ongoing information to healthcare professionals and others in relation to the benefits of physical activity, and the opportunities that exist within Move More NM&D (e.g. Individual Meetings, Team Meetings, Multi Disciplinary Team Meetings, Conferences, Events, Training) - To encourage healthcare professionals and others to maximise every available opportunity to highlight the importance of physical activity and the opportunities that exist within Move More NM&D through the delivery of the Recovery Package (e.g. Patient Consultations, Patient Packs, Health & Wellbeing Events, Pre Chemotherapy Talk, Holistic Needs Assessments, Cancer Support Groups) - To develop effective, concise and succinct marketing materials for dissemination to PLWC at every available opportunity and within relevant facilities (e.g. Hospitals, GP Practices, Leisure Facilities, Community Facilities) - To identify and support 'health champions' to promote the benefits of physical activity for PLWC, and the opportunities that exist within Move More NM&D, among peers within health and social care - To identify and maximise marketing and promotional opportunities to highlight the importance of physical activity and the opportunities that exist as part of Move More NM&D

Aim 2	To ensure that PLWC are provided with the opportunity to participate in a diverse range of appropriate and accessible physical activity opportunities
Objectives	To develop and provide a diverse menu of physical activity opportunities, both specialised and non-specialist, that are appropriate and accessible for PLWC

	throughout NM&D - To provide incentives for PLWC to initiate and sustain an active lifestyle (e.g. 12 weeks free membership, free access for family / friends / carers, discounted membership at local leisure facilities) - To provide PLWC with the information, encouragement and motivation required to support them to initiate and sustain an active lifestyle
Aim 3	To ensure that PLWC are supported effectively to change their behaviour in relation to initiating and sustaining an active lifestyle
Objectives	- To provide the Macmillan Move More Coordinator with the skills, knowledge and competencies required to facilitate the an Extended Brief Intervention and Ongoing Behaviour Change Support - To provide each participant with the opportunity to participate in an Extended Brief Intervention - To provide each participant with Ongoing Behaviour Change Support for a minimum of 12 months, in a format and at a frequency that suits their individual needs (e.g. one to one meetings, group drop-in sessions, providing contact information for the Macmillan Move More Coordinator, dissemination of a newsletter, text messaging, emails)
Aim 4	To ensure that Move More NM&D is effectively governed and managed to maximise impact and support sustainability
Objectives	- To ensure that effective partnerships are established with healthcare professionals by ensuring representation on the Southern & South Eastern Move More Steering Groups - To ensure that project performance is effectively monitored and reviewed on an ongoing basis - To support the utilisation of the Cancer & Physical Activity Standard Evaluation Framework to ensure that the appropriate information is obtained to support an effective evaluation of the project - To support the utilisation of the Macmillan Physical Activity Questionnaires to ensure that appropriate information is obtained from participants to support effective monitoring and evaluation - To support the utilisation of VIEWS to record and report quantitative and qualitative information in relation to the project - To implement an evaluation of the project that will provide an an assessment of impact and recommendations to support continuous performance improvement - To identify and pursue opportunities to support the long term development and sustainability of the project

b) Identify the anticipated outcomes and impact of the project / service

The implementation of the aforementioned objectives will help to embed the Macmillan Physical Activity Behaviour Change Care Pathway within NM&D. Accordingly, the following outcomes will be achieved:

1. Increased awareness among healthcare professionals and others in relation to the benefits of physical activity for PLWC and the opportunities that exist within Move More NM&D;
2. Increased awareness among PLWC in relation to the benefits of physical activity and the opportunities that exist within Move More NM&D;
3. Increased levels of physical activity among PLWC in NM&D;
4. Improved quality of life among PLWC in NM&D;
5. New and improved partnerships between the key stakeholders involved in health, physical activity, sport and cancer services within NM&D, supporting the development of effective, efficient and coordinated physical activity services for PLWC.

Simultaneously, the project will also contribute towards the realisation of several of Macmillan's 9 Outcomes. For example:

Macmillan Outcomes	How Move More NM&D will help
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I understand, so I make good decisions	Move More NM&D will provide PLWC with information in relation to the benefits of physical activity, and will identify physical activity opportunities that exist locally, supporting the patient to identify suitable opportunities that reflect their needs, interests and abilities
I get the treatment and care which are best for my cancer, and my life	There is a recent and growing body of evidence which highlights an eclectic range of benefits associated with physical activity for PLWC. The project will support PLWC to initiate and sustain an active lifestyle, to realise the associated benefits and to enjoy improved health outcomes
Those around me are well supported	The project will provide opportunities for friends, family members and / or carers to participate and to provide support and encouragement for PLWC to become and remain active
I know what I can do to help myself and who else can help me	PLWC will become more aware of the benefits of physical activity and the importance of leading an active lifestyle. They will be empowered to incorporate physical activity within daily life and / or to access support from professionals who have the knowledge, skills and competencies to support them
I can enjoy life	By adopting a more active lifestyle, it is anticipated that patients will enjoy increased levels of self efficacy, reduced levels of fatigue, improved health outcomes and an improved quality of life
I feel part of a community and I'm inspired to give something back	Move More NM&D will provide opportunities for people living with and beyond cancer to come together and to develop social relationships. Simultaneously, the project will encourage PLWC to support the development and delivery of the project by contributing to the project steering group and the project evaluation, by becoming volunteers within the project, and / or by sharing their story to encourage more PLWC to become and remain active

c) Outline the anticipated number of clients / people affected by cancer that the service / project will provide access to

It is anticipated that the project will commence in August 2017. Thereafter, it is anticipated that the following numbers of PLWC will be involved in the project:

Year	Number of PLWC
2017	100
2018	175
2019	225
Total	500

The projections take account of the affect that there is currently no service of this nature within NM&D, that the project will take some time to become fully established, and that levels of participation will be progressive. The projections will be reviewed at the end of Year 1 and any adjustments will be made accordingly.

d) Outline how this service / project will be integrated with the wider health and social care services

- Relevant representatives from health and social care will support the development and implementation of the project as members of the Southern & South Eastern Move More Steering Group including the SHSCT & SEHSCT Cancer Service Managers, SHSCT & SEHSCT Macmillan Health & Wellbeing Coordinators, SHSCT & SEHSCT Macmillan Service Improvement Managers, and SHSCT & SEHSCT Physical Activity Coordinators;
- Regular presentations will be made to healthcare professionals within SHSCT & SEHSCT to ensure that they understand the project, and opportunities to refer PLWC;
- Training and development opportunities will be provided to healthcare professionals and others within SHSCT & SEHSCT to ensure that they are aware of the benefits of physical activity and the opportunities that exist within the project (e.g. Ask-Advise-Act Training);
- Effective information in relation to the project will be disseminated among healthcare professionals and

others within SHSCT and SEHSCT

- The project will also seek to identify one or more health champions within the SHSCT/ SEHSCT to lobby and advocate among healthcare professionals on behalf of the project.

e) Outline how volunteers will be supporting the service project

Through this project, and to support both increased capacity and sustainability, attempts will be made to involve volunteers. The Macmillan Physical Activity Manager will work in partnership with the UK Physical Activity Team, the Volunteering Team and the stakeholders involved in Move More NM&D to identify how volunteers can support the delivery of an enhanced and sustainable service as part of the project. This work will include the identification of suitable volunteering roles, the recruitment and training of volunteers to fill the roles identified, and the deployment of the trained volunteers to support the delivery of Move More NM&D. The effectiveness of this approach will be evaluated and the learning will be utilised to influence the long-term development and integration of volunteering within physical activity services supported by Macmillan. Given the personalised approach that is integral to the Macmillan Physical Activity Behaviour Change Care Pathway, volunteer roles will be identified based on the needs of PLWC accessing the service.

f) What are the learning and development requirements to deliver the service / project?

It is anticipated that there will be a varying range of learning and development requirements to support the effective development and delivery of the service including, but not limited to, the following:

MACMILLAN MOVE MORE COORDINATOR	
Learning & Development Needs	Outcome of Learning & Development Opportunities
Macmillan Physical Activity Behaviour Change Care Pathway	Increased understanding of 'the Pathway', the theory and research which has influenced its development, and practical examples of the successful implementation of 'The Pathway'
Level 4 Award in Exercise & Cancer Rehabilitation	Increased understanding in relation to cancer, the impact of cancer, the research in relation to the benefits of physical activity for PLWC, and the prescription of physical activity opportunities for PLWC
Ask-Advise-Act	Increased understanding of the benefits of physical activity, and how healthcare professionals can refer PLWC on to physical activity services effectively and efficiently
Behaviour Change Training	Increased understanding in relation to the importance of behaviour change, and techniques that can be used to support PLWC to initiate and sustain an active lifestyle
Motivational Interviewing	Increased understanding in relation to the use of Motivational Interviewing techniques and how they can be used to support PLWC
We Are Macmillan	Increased understanding of Macmillan, the services provided by Macmillan, and how Macmillan can support the effective development and implementation of Move More NM&D
Communication Skills	Increased ability to communicate effectively with people living with cancer
Emotional Resilience	Increased awareness of the importance of emotional resilience, how to become more resilient, and how to maximise effectiveness when dealing with PLWC
Evaluation Training	Increased understanding of the importance of evaluation and evaluation techniques, and improved capacity to contribute to the effective monitoring and evaluation of Move More NM&D
IEWS Training	Ability to utilise IEWS to record and report data which will demonstrate the impact of Move More NM&D
Project Visits	Increased understanding of the critical success factors in relation to the development and implementation of physical activity projects for PLWC
Knowledge Exchange Workshops	Increased understanding of the critical success factors in relation to the development and implementation of physical activity projects for PLWC

NMDDC (as employer of Macmillan Move More Coordinator)

Learning & Development Needs	Outcome of Learning & Development Opportunities
Cancer Awareness Training	Increased understanding in relation to cancer and the impact of cancer
Macmillan Physical Activity Behaviour Change Care Pathway	Increased understanding of 'the Pathway', the theory and research which has influenced its development, and practical examples of the successful implementation of 'The Pathway'
VIEWES Training	Ability to utilise VIEWES to record and report data which will demonstrate the impact of Move More NM&D
Project Visits	Increased understanding of the critical success factors in relation to the development and implementation of physical activity projects for PLWC
Knowledge Exchange Workshops	Increased understanding of the critical success factors in relation to the development and implementation of physical activity projects for PLWC

HEALTHCARE PROFESSIONALS & ALLIED HEALTHCARE PROFESSIONALS

Learning & Development Needs	Outcome of Learning & Development Opportunities
Ask-Advise-Act	Increased understanding of the benefits of physical activity, and how healthcare professionals can refer PLWC on to physical activity services effectively and efficiently
Macmillan Physical Activity Behaviour Change Care Pathway	Increased understanding of 'the Pathway', the theory and research which has influenced its development, and practical examples of the successful implementation of 'The Pathway'

PHYSICAL ACTIVITY STAFF

Learning & Development Needs	Outcome of Learning & Development Opportunities
Cancer Awareness Training	Increased understanding in relation to cancer and the impact of cancer
Level 4 Award in Exercise & Cancer Rehabilitation	Increased understanding in relation to cancer, the impact of cancer, the research in relation to the benefits of physical activity for PLWC, and the prescription of physical activity opportunities for PLWC

From the very outset of the project, the various learning and development needs of the relevant organisations and individuals involved will be assessed, identified, and addressed as part of an effective learning and development plan

3.2 Service Evaluation / Demonstrating Impact

- What measures / methods will be used to evaluate the project / service.*
- Identify what the longer term impact will be resulting from the outcomes.*
- Is there any baseline data needed now in order to assess impact after the project? – Identify how the basic monitoring data (outputs) will be collected and who will be responsible, and how you intend to capture outcomes and who will be responsible.*
- Identify who the evaluation will be shared with and methods of sharing*

The project will be effectively monitored and evaluated to provide an in-depth understanding of the full range of impacts achieved as a result of the project through the use of:

- The Cancer & Physical Activity Standard Evaluation Framework (CaPASEF)** – CaPASEF is a framework which was commissioned by Macmillan to help to standardise the evaluations being conducted of physical activity interventions for people living with and beyond cancer. The framework has been developed through consultation with a wide variety of stakeholders including cancer experts, project managers and cancer survivors. It sets out agreed outcome measures which are relevant and applicable, well validated, and simplistic to utilise in a practical setting;
- The Macmillan Physical Activity Questionnaires** – The Macmillan Physical Activity Questionnaires have been designed as a practical resource to obtain the information required from PLWC to satisfy the criteria within CaPASEF. The questionnaires will help to establish a baseline position for each individual participating in the programme, and to monitor their progress during and after their participation to provide critical information in respect of the agreed outcome measures;

- **VIEWS** – VIEWS is an online monitoring and evaluation system which will be used to record and report project impact. Data collated from the Macmillan Physical Activity Questionnaires, participant demographics, and data relating to their involvement in the project, will be recorded on VIEWS throughout the duration of the project. The system will provide reports to demonstrate impact in relation to the following:
 1. Number of Referrals received
 2. Number of Referrals by Source – e.g. Clinical Nurse Specialist, GP, Practice Nurse, Leisure, Self Referral
 3. Number of Participants participating in Physical Activity Opportunities
 4. Demographics of Participants participating in Physical Activity Opportunities – including gender, date of birth, age, ethnicity, disability or long-standing illness, post code, housing status, education level, cancer type, cancer status, cancer treatment
 5. Analysis of Physical Activity Participation – including number of activity sessions, duration of activity sessions, frequency of activity sessions, type of activity sessions, analysis of activities by participant numbers, analysis of activities by participant demographics
 6. Number of Participants receiving an Extended Brief Intervention
 7. Demographics of Participants receiving an Extended Brief Intervention - including gender, date of birth, age, ethnicity, disability or long-standing illness, post code, housing status, education level, cancer type, cancer status, cancer treatment
 8. Number of Participants receiving Ongoing Behaviour Change Support
 9. Demographics of Participants receiving Ongoing Behaviour Change Support - including gender, date of birth, age, ethnicity, disability or long-standing illness, post code, housing status, education level, cancer type, cancer status, cancer treatment
 10. Number of Ongoing Behaviour Change Support appointments
 11. Type of Ongoing Behaviour Change Support appointments – e.g. one to one, group, telephone, email, text messaging
 12. Participant Physical Activity Levels – measured at 0, 3, 6 and 12 months
 13. Participant Quality of Life – measured at 0, 3, 6 and 12 months
 14. Participant State of Health – measured at 0, 3, 6 and 12 months
 15. Participant Fatigue Levels – measured at 0, 3, 6 and 12 months
 16. Participant Levels of Self-Efficacy – measured at 0, 3, 6 and 12 months
 17. Participant Levels of Participation in Sport – measured at 0, 3, 6 and 12 months
 18. Number of Training and Development Opportunities provided
 19. Type of Training and Development Opportunities provided
 20. Demographics of participants participating in Training & Development Opportunities

Case studies will also be collated to further enhance the qualitative monitoring and evaluation of project impact.

Additionally, an evaluation will be implemented to provide a comprehensive analysis of project impact, to identify recommendations for continuous improvement, and to provide an evidence base that will support the long term development and sustainability of the project.

3.3 Governance

It is important that services operate within a governance framework to ensure that they are safe, efficient and effective. Good governance will also help provide evidence to support the future sustainability of the service.

Please provide information on the governance arrangements for the service. This should include information about:

- *Standards the service will be working to (e.g. locally developed, professional or national)*

- Staff performance review process
- Achieving Macmillan Volunteer Quality Standards
- Learning and development for the individuals within the service
- Customer satisfaction
- Outline details of the project team, decision making and change management forums
- Project reporting mechanisms.
- Outlining of any risks and how to mitigate against them

As the Lead Partner, Newry, Mourne & Down District council will report to both the Southern, and South Eastern Move More Steering Groups, which support the representation of the following key stakeholders:

Organisation	Position	Postholder
Macmillan Cancer Support	Physical Activity Manager	Diarmaid McAuley
Southern Health & Social Care Trust	Physical Activity Co-ordinator	Clare Drummy
Southern Health & Social Care Trust	Information Manager, Macmillan Information & Support Centre	Sharon Clake
Southern Health & Social Care Trust	Head of Cancer Services	Fiona Reddick
Southern Health & Social Care Trust	Macmillan Cancer Service Improvement Manager	Mary Haughey
Southern Health & Social Care Trust	Lead Cancer Physiotherapist	Wendy Brown
Southern Health & Social Care Trust	Acting Head Health Improvement	Lynne Smart
Southern Health & Social Care Trust	Macmillan GP Facilitator	Dr Gerry Millar
Newry Mourne & Down District Council	Head of Outdoor Leisure	Conor Haughey
Newry Mourne & Down District Council	Head of indoor leisure	Kieran Gordon

Organisation	Position	Postholder
Macmillan Cancer Support	Physical Activity Manager	Diarmaid McAuley
Northern Community Leisure Trust	Sports Development Manager	Jonathan Moffett
South Eastern Health & Social Care Trust	Physical Activity Lead	Trudy Brown
South Eastern Health & Social Care Trust	Macmillan Health & Wellbeing Coordinator	Karen Kelly
South Eastern Health & Social Care Trust	Cancer Services Manager	Wilma Boyd-Carson
South Eastern Health & Social Care Trust	Palliative Care Service Lead	Ray Elder
Ards & North Down Borough Council	Sports Development Officer	Emma Hingston
Newry Mourne & Down District Council	Head of Outdoor leisure	Conor Haughey
Newry Mourne & Down District Council	Head of Indoor leisure	Kieran Gordon
Peninsula Healthy Living Centre	Healthy Living Manager	Sheila Bailie

The Steering Groups will meet as required during the project development phase, and quarterly thereafter. A terms of reference has been developed and agreed by the respective steering groups to determine and define its roles and responsibilities.

A 'Macmillan Move More Coordinator' will be recruited, employed and hosted by NMDDC. Accordingly, a Service Agreement will be developed between Macmillan and NMDDC to set out the expectations of both parties in relation to the management of the project and its long term success. The Macmillan Move More

Coordinator will be based at Newry Leisure Centre in Newry, and will be line managed by Conor Haughey (Head of Outdoor Leisure). The Macmillan Move More Coordinator will have a key role to play in relation to the facilitation of the Extended Brief Intervention and the provision of Ongoing Behaviour Change Support to the PLWC that access Move More NM&D. The Coordinator will also lead on advocating and promoting the project within health and social care. As a member of the Sports & Physical Activity Team within NMDDC, the Coordinator will work both internally and with external partners to ensure that the physical activity offer reflects the needs, aspirations and abilities of those people accessing the project.

The Macmillan Move More Coordinator will participate in regular 1-2-1 line management meetings, quarterly Steering Group meetings, and a monthly meeting with his / her line manager and the Macmillan Services Project Manager.

Effective monitoring and evaluation processes have been developed to provide an insight into the range of impacts achieved by the project. These processes support the utilisation of the Cancer & Physical Activity Standard Evaluation Framework, VIEWS, and the Macmillan Physical Activity Questionnaires. For further information, please refer to section 3.2.

The Macmillan Move More Coordinator and key stakeholders involved in the development and delivery of Move More NM&D will attend and participate in Macmillan Physical Activity Knowledge Exchange Workshops on a quarterly basis to share learning from the work that is being delivered in Northern Ireland, and to learn from existing models of best practice from throughout the UK.

3.4 Macmillan profile and the Macmillan experience

There is an expectation that all services/ developments/builds funded by Macmillan Cancer Support will be sustained following the initial funding period (with the exception of discrete projects) and will carry the name Macmillan and the appropriate agreed levels of branding for as long as the post / service exists. It is vital that those using the service will recognise that they have had a high quality Macmillan experience. Please explain in this section:

- *How the service will be Macmillan-branded?*
- *Will the Partner Organisation agree to the service and facilities carrying the Macmillan name e.g. 'Macmillan Information and Support Centre' and the charity's brand being displayed on and inside the Centre?*
- *How will the post holder / service help raise the profile of Macmillan Cancer Support?*
- *Any possible co-branding issues?*
- *How will patients recognise that Macmillan is a partner in this service through the experience they receive?*
- *How will volunteers receive an optimum experience in line with Macmillan standards?*
- *Please add any other information you feel is relevant*

The proposed project, Move More NM&D, will include the employment and deployment of a Project Coordinator to support the effective management and implementation of the project. The title of that post will be 'Macmillan Move More Coordinator', a title which will be retained for the duration of the project / post. The postholder will be recognised as a Macmillan Professional.

The project itself also carries 'Move More' within the title, Macmillan's brand for physical activity and cancer projects and services. Macmillan's involvement within the project will be highlighted and promoted throughout the project (e.g. publications, resources, press releases, events, etc.) as per the terms and conditions of the service agreement, and in compliance with the Macmillan Physical Activity Toolkit. For example:

- The Macmillan Move More Coordinator will wear a name badge which will include 'Macmillan' / and or branded clothing with the Macmillan logo;
- Macmillan brand guidelines will be implemented, alongside the council's own branding guidelines in relation to marketing activity used, circulated or released in connection with the project; and all stationary, internal publications, patient information, external publications, websites, recruitment advertisements, presentations and interviews which describe or indicate the project;
- Where there is any conflict between the branding guidelines of other organisation, this will be discussed with the Macmillan Physical Activity Manager;
- Project staff will be released to participate in marketing and promotional activities;
- All publicity in relation to the project will be agreed with Macmillan in advance; and,
- Where a media enquiry is received, consultation will be undertaken with the Macmillan Physical Activity

Manager to support the preparation of an appropriate response before answering the enquiry.

3.5 Risks

Identify any risks associated with the project/service and how these can be mitigated

The following risks and mitigations have been identified in respect of Move More NM&D:

Risks	Mitigation
Lack of buy in from key stakeholders	The project will be represented on both the Southern & South Eastern Move More Steering Groups to acquire the input and expertise of diverse and relevant stakeholders.
Lack of referrals to access the service	Effective partnerships have been established with the Cancer Services Team within the SHSCT/SEHSCT. Regular updates, information and training will be provided to healthcare professionals. Simultaneously, knowledge exchange opportunities will be undertaken with other physical activity projects to identify the critical success factors in relation to the establishment of effective referral pathways.
Limited physical activity opportunities for PLWC	The partnerships that have been established with NMDDC and other physical activity providers will ensure that diverse physical activity opportunities are accessible throughout the district. The needs of PLWC will be assessed on an ongoing and individual basis, and where necessary, new physical activity opportunities will be established to reflect those needs. The Macmillan Move More Coordinator will provide ongoing behaviour change support for each individual for a minimum of 12 months.
Lack of sustainability	Given that this is a new service in Northern Ireland which is seeking to implement 'The Pathway', Move More NM&D will provide an opportunity to assess the effectiveness of this approach. In relation to the development, management and governance of the project, and as outlined within this document, every effort has been made to ensure that the project will maximise its potential. Over the proposed 3 year period, the project will be effectively monitored and evaluated to ensure that the associated benefits are understood. In addition to the ongoing work within Macmillan to influence key stakeholders at a national level, the council will seek opportunities to support the long term development and sustainability of the project by articulating and promoting these benefits to other stakeholders (e.g. Local Commissioning Group). Refer to section 4.2 for additional information.

PART FOUR - PROJECT SPECIFICATION – please refer to guidance before completion

4.1 Outline initial project plan including key milestones and timelines

Milestones	Date / Frequency
Submit Macmillan Partnership Application	April 2017
Advertisement for Macmillan Move More Coordinator	May 2017
Short Listing & Interviews	July 2017
Appointment of Macmillan Move More Coordinator	August 2017
Induction Process for Macmillan Move More Coordinator	August 2017 (ongoing)
Development of Year 1 Operational Plan	September 2017
Project Commencement	August 2017
Monthly Review Meeting (involving Macmillan Move More Coordinator, Line Manager & Macmillan Physical Activity Manager)	Monthly
Quarterly Steering Group Meetings	Quarterly
Development of Year 2 Operational Plan	September 2018
Development of Year 3 Operational Plan	September 2019
Final Evaluation	September 2020

4.2 Sustainability

How will the project outputs / outcomes be embedded locally?

Outline what the exit strategy will be.

What is required in order for the benefits to be sustained?

Given the lack of existing provision in Northern Ireland, and the fact that Move More Northern Ireland is in its infancy, there is presently a lack of data and insight to support the success of this approach within the context of Northern Ireland.

During the first 3 years of the proposed project, the associated outputs will be effectively monitored and evaluated to provide an in-depth insight into the impact achieved. This will be achieved via the use and application of effective monitoring and evaluation systems and processes (e.g. Cancer & Physical Activity Standard Evaluation Framework, Macmillan Physical Activity Questionnaires, VIEWS).

Additionally, an evaluation will be commissioned to provide a comprehensive analysis of project impact, to identify recommendations for continuous improvement, and to provide an evidence base that will support the long terms development and sustainability of the project.

As the project lead, NMDDC will invest significant time and resources in the project over the first 3 years and subject to its successful implementation, will seek to a) support the financial sustainability of the project after the initial 3 year period, and b) to ensure that the project is effectively monitored and evaluated over the first 3 years, and that regular reports are submitted to relevant key stakeholders with a view of securing their support to sustain the service, including:

- NM&D Mourne & Down District Council;
- Sport Northern Ireland;
- Southern Health & Social Care Trust;
- South Eastern health & Socal care trust
- Public Health Agency and,
- Local Commissioning Groups.

Communication with relevant key stakeholders will be initiated from the very outset of the project and will be sustained throughout the duration of it's implementation, and potential opportunities for sustainability will be identified and pursued in Year 1 and beyond.

Sustainability has been, and will continue to be, a key consideration in the design and implementation of the project. For example:

- Incentives will be provided (e.g. 12 week free membership, free access for family / friend / carer (if required), discounted membership at local leisure facilities) to ensure that increased physical activity levels among PLWC are sustained;
- We will seek to provide learning and development opportunities for individuals involved in the facilitation of Move More Newry, Mourne & Down, enhancing their skills, knowledge and competencies, and their capacity to support PLWC to become and remain physically active on a long term and sustainable basis;
- We will also seek to establish volunteering roles and subsequently, to recruit and deploy volunteers to enhance the service provided and its sustainability;
- In relation to the physical activity offer, we will seek to maximise the use of existing physical activity opportunities and to avoid the need to create new services in order to minimise the associated costs.

Macmillan Application for Funding: Cost Profile: Complete the number of columns as appropriate according to the proposed funding model.

Basic salary plus on costs for each grade of staff (e.g. employers pension and NI contributions)					
Year One		Year Two		Year Three	
Macmillan	Partners	Macmillan	Partners	Macmillan	Partners
£33,893.24	0	34,571.10	0	35,262.52	0
Travel costs					
Year One		Year Two		Year Three	
Macmillan	Partners	Macmillan	Partners	Macmillan	Partners
2,000	0	2,000	0	2,000	0
Administration					
Year One		Year Two		Year Three	
Macmillan	Partners	Macmillan	Partners	Macmillan	Partners
0	11,400	0	11,400	0	11,400
Capital Costs (please specify)					
Estimated Total Capital Scheme Costs £ Estimated Macmillan Capital Grant required £ For Cancer Environments projects, please outline what contribution (% of Total Scheme Costs) the partner(s) organisation is able to make towards the capital scheme. Please list the names of all partners and their contribution.					
Set up costs – Year One Only (please specify)					
Breakdown of Set Up Costs supported by Macmillan:					
Item		Description	Cost Per Year (£)		
			1	2	3
Laptop Computer		For use by Macmillan Move More Coordinator	800	0	0
iPad		For use by Macmillan Move More Coordinator	700	0	0
iPhone		For use by Macmillan Move More Coordinator	500	0	0
Total Costs			2,000	0	0
Volunteer costs (if appropriate)					
Year One		Year Two		Year Three	
Macmillan	Partners	Macmillan	Partners	Macmillan	Partners
0	0	0	0	0	0
Learning & Development (if appropriate)					
Year One		Year Two		Year Three	
Macmillan	Partners	Macmillan	Partners	Macmillan	Partners
0	0	0	0	0	0
User Engagement or Other – please give breakdown					
Breakdown of Other Costs supported by Partners (specifically in relation to the provision of physical activity opportunities):					
Item		Description	Cost Per Year (£)		
			1	2	3
Free Sessions		All participants x 3 months @ £30	9,000	15,750	20,250
Discounted Membership		20% participants x 12 months @ £10	2,400	6,600	12,000
Cancer Specific Opps		100 sessions per annum @ £70	7,000	7,000	7,000
Total Costs			18,400	29,350	39,250

Year One		Year Two		Year Three	
Macmillan	Partners	Macmillan	Partners	Macmillan	Partners
2,000	18,400	2,000	29,350	2,000	39,250
Totals					
Year One		Year Two		Year Three	
Macmillan	Partners	Macmillan	Partners	Macmillan	Partners
Total contribution requested from Macmillan and the specified period of funding					
The total contribution requested from Macmillan is £139,926.86 over a 3 year period.					

PART FIVE - CAPITAL SCHEME CONDITIONS OF GRANT– please refer to guidance before completion

5.1 Non-negotiable Conditions of Grant for all Capital Schemes

The Partner Organisation has seen the principles set out in Appendix A (the Grant Agreement) setting out the Conditions of Grant for Capital Projects. These (and any other project specific conditions set out in the Schedules to Appendix A) will be discussed and mutually agreed prior to the application for Outline Scheme Approval (Stage 1) from Macmillan's Board of

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Signed

Date

Position in Organisation



Macmillan Partnership Application

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Sections to be completed where applicable – If a section does not apply please clearly state N/A. Please see separate guidance notes for more details about the type of information required before completing. If the application requires a project management approach, please use project management documentation (e.g. Gant chart – please see guidance notes)

NAME OF SERVICE / PROJECT LOCATION AND CONTACT DETAILS FOR WHICH FUNDING IS REQUESTED.

Name of service / Project: Move More Newry, Mourne & Down	Name of Partner Organisation: Newry Mourne & Down District Council
Name of Clinical Alliance / Strategic Clinical Network / Integrated Cancer Systems (if applicable):	Geographical catchment area: Newry Mourne & Down
Contact details of person submitting the application / leading the service development / project	Name: Conor Haughey Title: Head Of Outdoor Leisure Address: Newry & Mourne DC Rampart Road, Greenbank Ind Estate, Newry BT34 2QU Telephone no: 02830313233 Email: conor.haughey@nmandd.org
Contact details of the senior manager / commissioner sponsoring the service development / project	Name: Michael Lipsett Title: AHC Director Address: Downshire civic centre, Downshire estate , Ardglass rd . Downpatrick bt306gq Telephone no: 03000132233 Email: Micahel.lipsett@nmandd.org
Name and contact details of the member of the Macmillan Service Development Team	Name: Diarmaid McAuley (Physical Activity Manager) Telephone no: 028 9070 8770 Email: dmcauley@macmillan.org.uk
PS@MAC number(s) [compulsory Macmillan use]:	N/A
Is a Cancer Environment build envisaged? *If yes, the Administrator <u>must</u> inform CE of the PS@MAC number.	No

PART ONE – SUSTAINABILITY

1.1 Please indicate whether the post or service is:

Permanent	Yes ☐	No ☐
Project / fixed term	Yes ☒	No ☐
Pilot	Yes ☐	No ☐

■ What is the organisation's level of commitment to this post or service?

Please add letters of support as appendices.

	Comments
Is pick up funding confirmed in writing?	No.
Is pick up funding confirmed pending a successful evaluation – if so what will the evaluation be based on?	No.
Is the business case for sustainability to be submitted through the local funding process	During the first 3 years of Move More Newry Mourne & Down, and utilising data which demonstrates the impact of the project, NMDDC and the Move More Newry, Mourne & Down Steering Group will seek to identify opportunities for sustainability via local funding processes, and will pursue those opportunities to ensure the long term development and sustainability of the project.
No pick up funding anticipated	Give reason: As above
For project / pilot posts – is there a letter of support from the employing organisation / commissioner and evidence to show how the recommendations will be taken forward?	Yes ☒ No ☐ If no give reason:
For project / pilot posts – Explain why this is a project or pilot and not a sustainable service	This project, Move More Newry, Mourne & Down, is among the first projects in Northern Ireland which seeks to implement the Macmillan Physical Activity Behaviour Change Care Pathway (the Pathway). 'The Pathway' is based on the NHS England's 'Let's Get Moving Pathway' which was never adopted in Northern Ireland. As a result, behaviour change for physical activity is an under developed concept in Northern Ireland. Simultaneously, 'physical activity' and / or 'physical

	activity for people living with and beyond cancer' is not prioritised by many of the relevant key stakeholders in Northern Ireland and accordingly, significant influencing work is required to be undertaken to ensure that projects of this nature can become sustainable. Communication with relevant key stakeholders will be initiated from the very outset of the project and will be sustained throughout the duration of its implementation, and potential opportunities for sustainability will be identified and pursued in Year 1 and beyond. Over the first 3 years of the proposed project, Move More Newry Mourne & Down will support the successful implementation of 'The Pathway', and by implementing effective monitoring and evaluation processes, will provide an evidence base to demonstrate impact, support sustainability, and influence the development of similar services in other regions of Northern Ireland.
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PART TWO – BACKGROUND

2.1

Identify the key issues / problems that currently have an impact on people affected by cancer that you are trying to address through the proposed project / service

Every 2 minutes, someone in the UK is diagnosed with cancer. There are currently 2.5 million people living with cancer and it is estimated that this figure will continue to rise by 3% on an annual basis. Accordingly, almost 1 in every 2 people in the UK will develop cancer in their lifetime by 2020, and by 2030, 4 million people in the UK will be living with cancer. 161,000 people die of cancer each year in the UK and in 2012, cancer cost the NHS over £5.8 billion. Over 40% of all cancers in the UK are linked to lifestyle factors including tobacco, alcohol, diet, being overweight and inactivity.

In relation to physical activity, a recent and growing body of evidence has demonstrated the importance of physical activity for people living with and beyond cancer (PLWC) based on its ability to support:

- A reduction in the consequences of treatment;
- A reduction in co-morbidities;
- A reduction in disease progression;
- Decrease in recurrence; and,
- Decrease in cancer-related mortality.

However, despite the eclectic range of benefits associated with physical activity, 77% of people living with and beyond cancer are not active enough to realise these benefits. This is equivalent to 48,510 of the 63,000 people currently living with and beyond cancer in Northern Ireland.

As is the case throughout the UK, there are many barriers that prevent people living with and beyond cancer from initiating and sustaining an active lifestyle. For example:

- **Low Priority** - 72% of GPs & 60% of oncologists speak to a few or none of their patients about physical activity, and only 40% of healthcare professionals believe that physical activity should be at the heart of cancer care;
- **Lack of Time & Information** – 4 in 10 healthcare professionals blame a lack of time, and 3 in 10 blame a lack of signposting information, as reasons for not discussing physical activity with patients;
- **'Rest, Not Run'** - 1 in 10 doctors & nurses still believe it is more important to rest up;
- **Paternalism** – there is often a reluctance among healthcare professionals to recommend physical activity to females & older people; and,
- **Personal Issues** – people living with and beyond cancer attribute high levels of inactivity to a range of issues including physical limitations, time / distance constraints, fear of looking foolish, lack of support and guidance, and other barriers associated with chronic conditions (e.g. Fatigue, Strength, Flexibility, Too Hard, Confidence, Co-Morbidities).

Newry, Mourne & Down is one of 11 district council areas of Northern Ireland and is based within the Southern Health and Social Care Trust. The council area has a population of 175,403 (NISRA, 2014). The council area is not co-terminus with an individual health and social care trust area, and parts of the district are within both the Southern, and South Eastern Trust.

At the end of 2014, around 5,144 people in Newry Mourne & Down district council area were living up to 22 years after a cancer diagnosis and it is estimated that this could rise to 8,500 by 2030. Between 2010-2014, there were an average of 592 new cancer diagnosis in the council area for every 100,000 people per year.

In addition to the aforementioned and generic barriers which inhibit the development and delivery of physical activity opportunities for PLWC, there are more specific issues within Northern Ireland and Newry, Mourne &

Down which have further compounded the situation. For example:

- Behaviour change is central to Macmillan's approach to physical activity and the Macmillan Physical Activity Behaviour Change Care Pathway (The Pathway). 'The Pathway' is based on the NHS England's Let's Get Moving Pathway, however, this approach was not adopted in Northern Ireland and as a result, behaviour change within physical activity is an under-developed concept in Northern Ireland;
- Sport Northern Ireland's investment in 'Active Communities' in communities throughout Northern Ireland, including in Newry, Mourne & Down has recently come to an end. Active Communities is being replaced by a new initiative, 'Everybody Active 2020', however, the programme budget has been reduced significantly which is likely to have an adverse effect on the provision of physical activity opportunities across Northern Ireland. Simultaneously, 'Everybody Active 2020' is designed to deliver a large throughput and as such, does not provide an adequate resource to support long-term behaviour change in respect of physical activity levels;
- One of the primary physical activity programmes to support improved health outcomes in Newry, Mourne & Down is an exercise referral programme (Healthwise) supported by the Public Health Agency. Healthwise provides free access to a 12 week physical activity programme within local leisure facilities for people affected by conditions including obesity, stress and diabetes. However, cancer is not a recognised condition which warrants a referral onto the programme;
- The strategic context relating to physical activity in Northern Ireland is going through a significant period of change and fluctuation. For example:
 - District councils are often recognised as the primary facilitators of physical activity opportunities in Northern Ireland. In April 2015, local government in Northern Ireland was reformed and the previous 26 councils were reduced to 11 new super councils. As a consequence, the structures within the new councils are being reorganised and it is unclear what priority and level of resource will be provided to physical activity in the future;
 - The Public Health Agency is currently conducting a review of the Exercise Referral Programme. While the outcomes of this review are yet to be established, it is highly likely that the project will continue to focus on Level 3 conditions and consequently, cancer will not be added to the eligible referral criteria,;
 - The Health Minister has confirmed that the Health & Social Care Board in Northern Ireland will be abolished in the near future, resulting in the redeployment of 600 staff, new processes and structures for commissioning, and major changes to role, structure and function of the Public Health Agency.
- This is further compounded by the fact that the strategic priorities of many of the other key stakeholders in Northern Ireland are inconsistent with Macmillan's approach to physical activity and cancer, and a lack of effective partnership working between many of the key stakeholders involved in physical activity, sport and health in Northern Ireland.

Accordingly, PLWC in Newry, Mourne & Down are not being fully exposed to the information that they need to become and remain active, or the physical activity opportunities that are accessible and appropriate for them to participate in. Additionally, and due to the underdevelopment of behaviour change within physical activity in Northern Ireland, there is a lack of available support, encouragement and motivation for PLWC to become and remain active. Move More Newry, Mourne & Down will seek to address these issues by supporting the implementation of the Macmillan Physical Activity Behaviour Change Care Pathway. It will provide a coordinated and strategic approach to the development and delivery of physical activity opportunities for PLWC, provide the support and encouragement required to help them to become and remain active, and will stimulate effective partnership working between key stakeholders. By supporting increased levels of physical activity among PLWC in NM&D, the project will support improved health outcomes and an improved quality of life for those accessing the service. Simultaneously, Move More NM&D will highlight the importance and benefits of physical activity for PLWC, will demonstrate the effectiveness of the Macmillan Physical Activity Behaviour Change Care Pathway, and will also provide an opportunity to influence the development of further physical activity services for PLWC throughout Northern Ireland

2.2 How will the proposed project/service/scheme address the issues /problems identified in 2.1

(please refer to guidance notes)

If this is pertaining to a cancer environment/building please outline:

- What justifies the location of the build/area?
- Can the organisation confirm that the site is available at no extra cost and it is part of an agreed Estates Strategy
- Can the organisation confirm that they can meet any staffing or non –staffing revenue costs for the project
- Can the organisation guarantee that the facility/scheme will be used for a minimum of 15 years? If not please outline why
- Is this an improvement/extension to an existing service and/or facility or a new service and/or facility?
- Have any proposals already been developed without Macmillan's input?

Move More NM&D aims to ensure that "everyone living with and beyond cancer in Newry, Mourne & Down is aware of the benefits of physical activity and enabled to choose to become and to stay active at a level that's right for them". The project will realise this vision by supporting the implementation of the Macmillan Physical Activity Behaviour Change Care Pathway in its entirety by:

- Providing **Very Brief Advice** and **Brief Advice** within health and social care, emphasising the benefits of physical activity, and highlighting the support that is available within Move More Newry, Mourne & Down;
- Ensuring that each individual is provided with an **Extended Brief Intervention** to reinforce the importance and benefits of physical activity, to discuss goals / motivations / barriers, to identify suitable and accessible opportunities to become active, and to agree what support the individual may require to remain physically active which also takes account of potential setback;
- Working with key stakeholders to support the provision a diverse range of high quality, accessible and appropriate **Physical Activity Opportunities** (both cancer specific and community based opportunities) delivered by professionals with the relevant knowledge, skills and competencies; and,

Providing and facilitating **Ongoing Behaviour Change Support** for each individual, tailored to the needs of that individual, and for a minimum of 12 months

Figure 1: Macmillan Physical Activity Behaviour Change Care Pathway



In relation to the 5 stages of The Pathway, the following actions will be undertaken to ensure that the project is successful in encouraging people living with and beyond cancer to initiate and sustain an active lifestyle:

Stage of Pathway	Actions to be undertaken
Stage 1 - Very Brief Advice, & Stage 2 - Brief Advice	Move More NM&D will seek to promote and maximise every opportunity to influence healthcare professionals and others to deliver Very Brief & Brief Advice by: - Identifying and addressing the training needs of healthcare professionals and others in relation to a) the benefits of physical activity for PLWC, b) how to deliver Very Brief Advice, c) the opportunities that exist within Move More NM&D, and d) the process for signposting PLWC on to Move More NM&D - Providing ongoing information to healthcare professionals, allied health professionals and others in relation to Move More Newry, Mourne & Down (e.g. Individual Meetings, Team Meetings, Multi Disciplinary Team Meetings, Conferences, Events, Training) - Encouraging healthcare professionals and others to maximise every available opportunity to highlight the importance of physical activity and the opportunities that exist as part of Move More NM&D (e.g. Patient Consultations, Patient Packs, Health & Wellbeing Events, Holistic Needs Assessments, Cancer Support Groups) - Developing effective, concise and succinct marketing materials for dissemination to PLWC at every available opportunity and within relevant facilities (e.g. Hospitals, GP Practices, Leisure Facilities, Community Facilities) - Identifying and supporting health champions to promote the benefits of physical activity for PLWC, and the opportunities that exist within Move More NM&D among peers within health and social care - Identifying and maximising marketing and promotional opportunities to highlight the importance of physical activity and the opportunities that exist as part of Move More NM&D
Stage 3 - Extended Brief Intervention	As part of Move More NM&D, a key responsibility of the Macmillan Move More Coordinator will be to facilitate the Extended Brief Intervention. The coordinator will act as a central point of contact for referrals and will coordinate and facilitate the Extended Brief Intervention to suit the needs of the individual. The coordinator will be provided with the relevant learning & development opportunities required to support the effective delivery of the Extended Brief Intervention (e.g. Behaviour Change, Motivational Interviewing, Level 4 Exercise & Cancer Rehabilitation), and will work closely with external stakeholders to retain an understanding of existing physical activity opportunities.
Stage 4 - Local Physical Activity Opportunities	A diverse menu of physical activity opportunities will be accessible and will include all classes at 5 local leisure facilities managed by NMDDC (e.g. Yoga, Pilates, Aquafit); opportunities to access existing physical activity initiatives where relevant; Group & Individual Cancer Specific Programmes; Walking; Move More DVD; and, other opportunities based on identified needs (e.g. Swimming, Walking Football). Incentives will also be provided including 12 weeks free membership for each participant (at NMDDC managed facilities); free access for a family member / friend / carer; and, discounted membership rates for 3 years (at NMDDC managed facilities). Staff will be provided with relevant training opportunities (e.g. Level 4 Cancer Rehabilitation, Cancer Awareness).
Stage 5 – Ongoing Behaviour Change Support	The Macmillan Move More Coordinator will provide Ongoing Behaviour Change Support to each individual for a minimum of 12 months using a variety of techniques including: - One to one meetings - Telephone calls - Group drop-in sessions - Drop-in sessions at a cafe within a leisure facility - Providing participants with the Macmillan Move More Coordinator's contact details - Producing and distributing a newsletter to participants - Text messaging

- Emails

Subject to the needs identified by PLWC, other options and opportunities to support the provision of Ongoing Behaviour Change Support will be identified and facilitated.

As the Lead Partner, Newry, Mourne & Down District council will report to both the Southern, and South Eastern Move More Steering Groups, which support the representation of the following key stakeholders:

Organisation	Position	Postholder
Macmillan Cancer Support	Physical Activity Manager	Diarmaid McAuley
Southern Health & Social Care Trust	Physical Activity Officer	Clare Drummy
Southern Health & Social Care Trust	Macmillan Health & Wellbeing Manager	Sharon Clarke
Southern Health & Social Care Trust	Head of Cancer Services	Fiona Reddick
Southern Health & Social Care Trust	Macmillan Cancer Service Improvement Manager	Mary Haughey
Southern Health & Social Care Trust	Lead Cancer Physiotherapist	Wendy Brown
Southern Health & Social Care Trust	Acting Head Health Improvement	Lynne Smart
Southern Health & Social Care Trust	Macmillan GP Facilitator	Dr Gerry Millar
Newry Mourne & Down District Council	Head of Outdoor leisure	Conor Haughey
Newry Mourne & Down District Council	Head of Indoor Leisure	Kieran Gordon

Organisation	Position	Postholder
Macmillan Cancer Support	Physical Activity Manager	Diarmaid McAuley
Northern Community Leisure Trust	Sports Development Manager	Jonathan Moffett
South Eastern Health & Social Care Trust	Physical Activity Lead	Trudy Brown
South Eastern Health & Social Care Trust	Macmillan Health & Wellbeing Coordinator	Karen Kelly
South Eastern Health & Social Care Trust	Cancer Services Manager	Wilma Boyd-Carson
South Eastern Health & Social Care Trust	Palliative Care Service Lead	Ray Elder
Ards & North Down Borough Council	Sports Development Officer	Emma Hingston
Newry Mourne & Down District Council	Head of Outdoor leisure	Conor Haughey
Newry Mourne & Down District Council	Head of Indoor leisure	Kieran Gordon
Peninsula Healthy Living Centre	Healthy Living Manager	Sheila Bailie

The Steering Groups will meet as required during the project development phase, and quarterly thereafter. A terms of reference has been developed and agreed by the respective steering groups to determine and define its roles and responsibilities.

A 'Macmillan Move More Coordinator' will be recruited, employed and hosted by NMDDC. Accordingly, a Service Agreement will be developed between Macmillan and NMDDC to set out the expectations of both parties in

relation to the management of the project and its long term success. The Macmillan Move More Coordinator will be based at Newry Leisure Centre in Newry, and will be line managed by Conor Haughey (Head of Outdoor Leisure). The Macmillan Move More Coordinator will have a key role to play in relation to the facilitation of the Extended Brief Intervention and the provision of Ongoing Behaviour Change Support to the PLWC that access Move More NM&D. The Coordinator will also lead on advocating and promoting the project within health and social care. As a member of the Sports & Physical Activity Team within NMDDC, the Coordinator will work both internally and with external partners to ensure that the physical activity offer reflects the needs, aspirations and abilities of those people accessing the project.

As the project lead, NMDDC will provide the following support:

- **Incentives for PLWC** – each PLWC that participates in Move More NM&D will receive 12 weeks free membership covering the 5 NMDDC managed facilities in facilities, free access will be provided for a carer (where required), and discounted membership rates will be offered for a minimum of 3 years
- **Cancer Specific Opportunities** – NMDDC will support the organisation and facilitation of cancer specific physical activity opportunities, based on the needs identified by PLWC. This may include walking groups, circuit classes, 1-2-1 gym based support, swimming classes etc.
- **Extended Access to NMDDC Facilities** – Subject to availability, NMDDC will also provide Macmillan with free access to NMDDC managed facilities for meetings, training and events aimed at supporting PLWC within Newry, Mourne & Down (up to 25 days per annum).

2.3 How does this service / project address inequality? (please refer to guidance notes)

Newry, Mourne & Down is 1 of 11 district council areas of Northern Ireland which is based within the Southern Health and Social Care Trust. The area has a population of 175,403 representing 9.5% of the total population of Northern Ireland.

Figure 2: Map of Newry, Mourne & Down



In relation to cancer prevalence and diagnosis in Newry Mourne and Down:

- At the end of 2014, around 5,144 people were living up to 22 years after a cancer diagnosis and it is estimated that this could rise to 8,500 by 2030
- Between 2010-2014, there was an average of 592 new cases of cancer diagnosed for every 100,000 people per year

Figure 3: 21 Year Cancer Prevalence in Newry, Mourne & Down

22-year prevalence at end of 2014 by time since diagnosis - Newry, Mourne & Down

N. Ireland Cancer Registry (NICR) published 2016

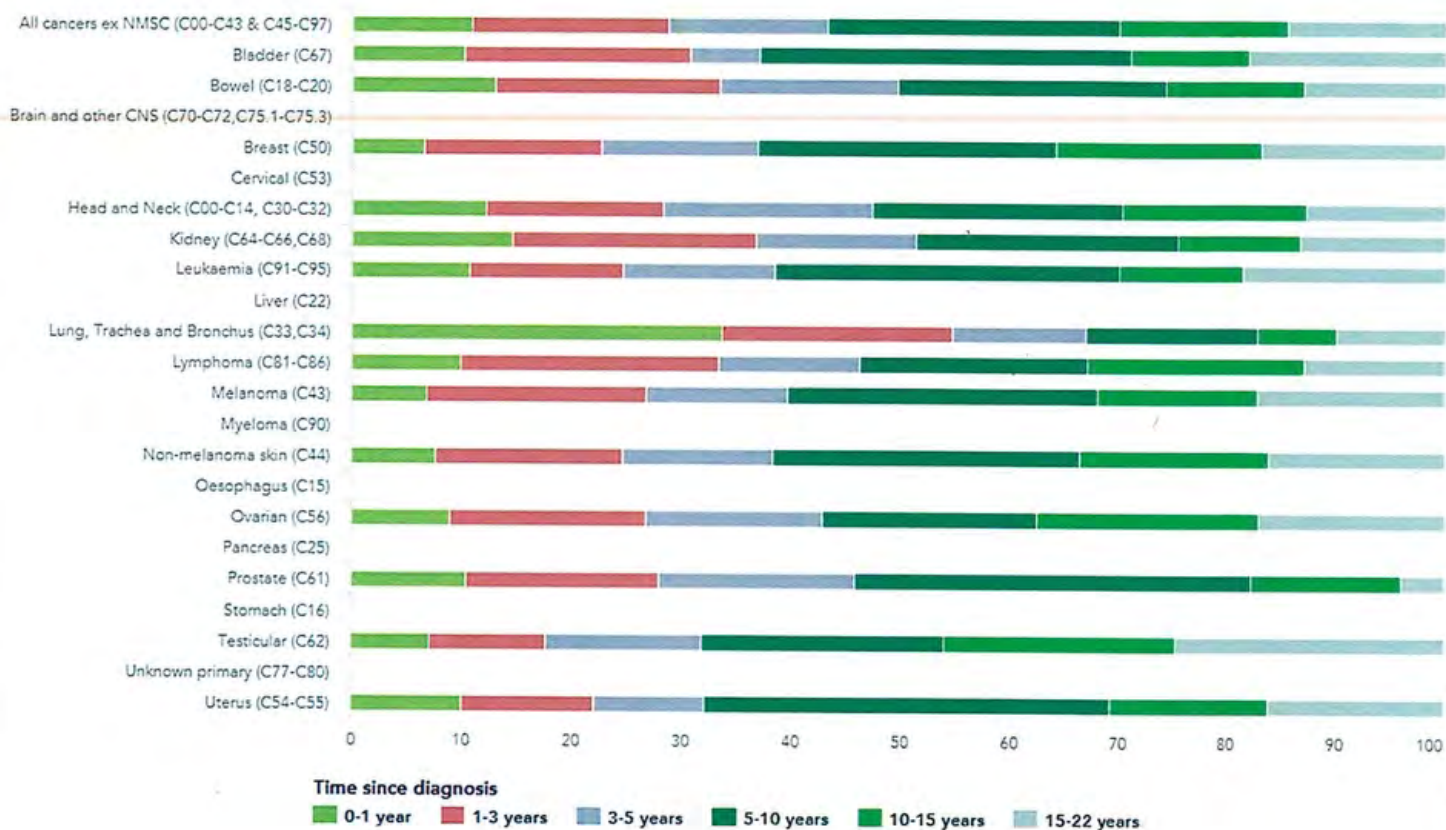
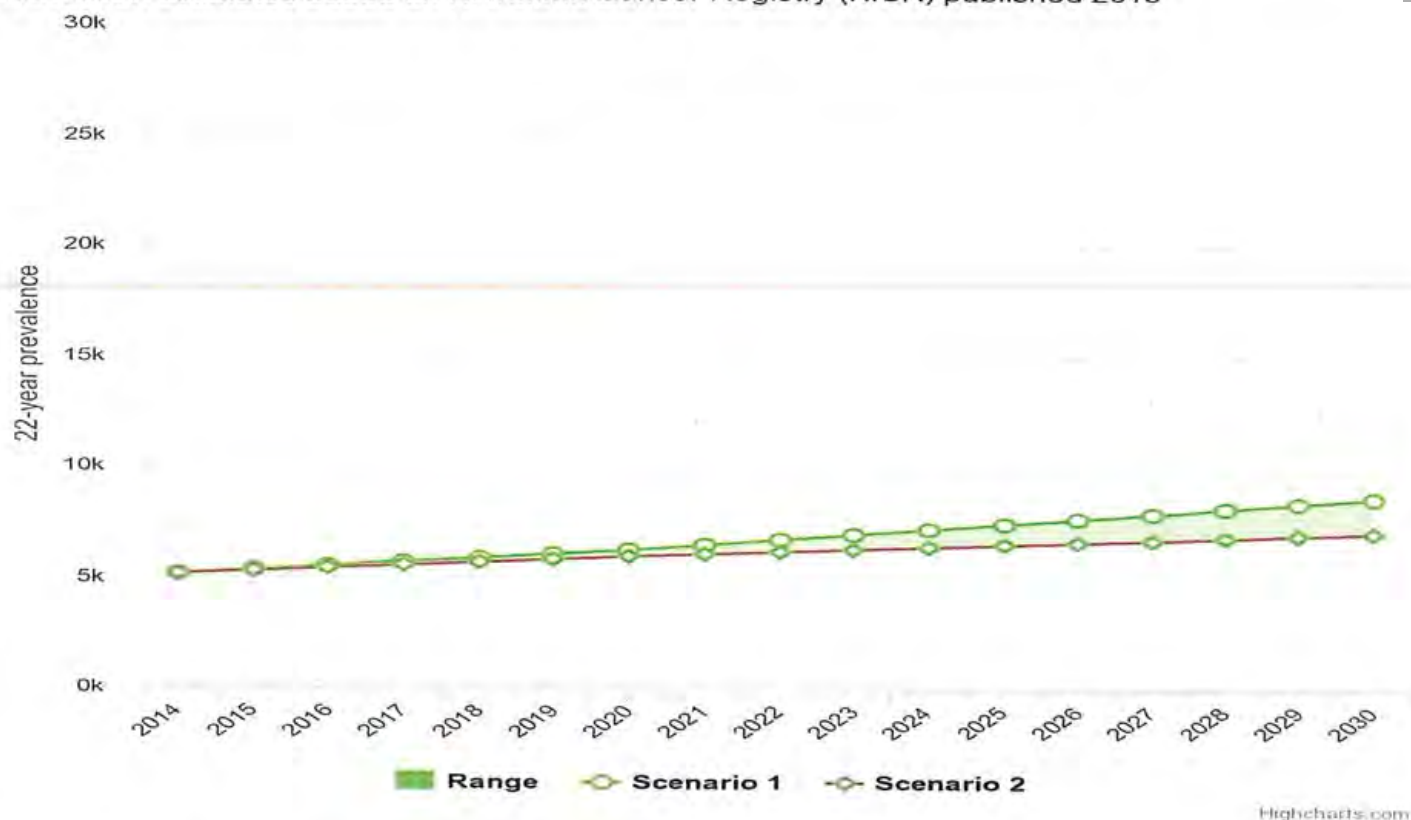


Figure 4: Projected Cancer Prevalence in Newry, Mourne & Down

22-year prevalence and indicative future estimates up to 2030 by scenario - Newry, Mourne & Down

Macmillan estimates based on N. Ireland Cancer Registry (NICR) published 2016



The chart above shows two possible future scenarios:

Scenario 1: assumes that people will continue to get cancer and survive cancer at increasing rates in line with recent trends (except for prostate cancer), and that the general population will continue to grow and age.

Scenario 2: assumes that people will continue to get cancer at the rate they do today, and that survival rates will remain as they are. The estimates are therefore driven by a growing and ageing population only.

Move More NM&D will be accessible for PLWC throughout the NM&D area as follows:

- The service will be accessible by anyone living with and beyond cancer living within, or close to, NM&D;
- Physical activity opportunities provided as part of the project will be accessible at facilities and locations throughout the city;
- The Macmillan Move More Coordinator will facilitate an Extended Brief Intervention at a venue, and in a format, which reflects the individual needs of PLWC;
- The Macmillan Move More Coordinator will provide Ongoing Behaviour Change Support at a venue, in a format, and at a frequency which reflects the individual needs of PLWC;
- Incentives will be provided to reduce the cost of accessing physical activity opportunities (e.g. identifying opportunities which do not incur a cost, providing 12 weeks free membership, providing free access for a family member / friend / carer (if required), and providing discounted membership rates for 3 years at local leisure facilities).

2.4 How have users / people affected by cancer been involved in the proposed service development /project. Outline the plans for longer term user involvement in the service / project development (please refer to guidance notes)

Move More NM&D seeks to embed the Macmillan Physical Activity Behaviour Change Care Pathway. In developing the Macmillan Physical Activity Behaviour Change Care Pathway, there has been considerable engagement with people affected by cancer. For example:

- In the development of "Move More: The Under Rated Wonder Drug" (a report to highlight the importance of physical activity for people affected by cancer) Macmillan carried out an evidence review of over 60 studies in relation to physical activity and cancer (many of which incorporated the views, feedback and experiences of people affected by cancer), interviews with 400 healthcare professionals, and a review of physical activity and cancer pilot projects across the UK;
- To understand the drivers of physical activity in people living with and beyond cancer, a rapid evidence assessment of 56 articles was undertaken, 20 face to face in-depth interviews were conducted with people living with cancer (10 of which included a family member or friend), 26 people living with cancer participated in a mobile ethnographic study (21 of which also participated in an online discussion), and a YouGov Survey was undertaken involving 1,011 people living with cancer; and,
- A National Evaluation is currently being undertaken by Macmillan in relation to physical activity and cancer, involving an in-depth review of 14 projects across the UK, and 500 interviews with people living with cancer;
- 2 focus groups were facilitated with people living with cancer in Northern Ireland.

Move More NM&D has also been designed to address the needs of each individual person living with cancer that accesses the service. For example, each individual will be supported to identify and access the physical activity opportunities that reflect their individual needs, interests and abilities. Simultaneously, each individual will receive behaviour change support in a format and at a frequency and intensity that is tailored to their needs.

Going forward, and in addition to their involvement as participants in Move More NM&D, people living with cancer will also be invited to be represented on the Project Steering Groups where they will have an opportunity to ensure that the views of people living with cancer are considered and reflected in the design and delivery of the project.

IF THIS IS A SERVICE - COMPLETE PART 3

IF THIS IS A PROJECT – COMPLETE PARTS 3 AND 4

IF THIS IS A CANCER ENVIRONMENTS/BUILDING SCHEME COMPLETE PARTS 3 AND 4 AND ALSO COMPLETE PART 5 IF THIS IS A PROJECT - GO TO PART 4

PART THREE - SERVICE SPECIFICATION – please refer to guidance before completion

(NOTE: Macmillan may, if the bid is developed further, ask its partner organisations to create an "Operational Policy" which expands on the information provided in the sections below – a template will be provided).

3.1 Service aim

The aims and anticipated outcomes should clearly reflect the evidence of need for this project /service as identified in Part One? Please see the guidance notes and refer to Macmillan's nine outcomes

- a) Describe the overall aim of the proposed service, outlining who the project / service is for / aimed at
- b) Identify the anticipated outcomes of the project / service (the outcomes you would expect to see during the lifetime of the project / service). Outline the impact we expect the service/project to have – i.e. what we want to achieve through it and how we will achieve it (things that can be quantified and collected through monitoring data)
- c) Outline the anticipated numbers of clients /people affected by cancer that the service/project will allow access to.
- d) Outline how this service /project will be integrated with the wider health and social care services that are providing a service for people affected by cancer
- e) Outline how volunteers will be supporting the service /project, and outline ongoing plans for volunteer support and engagement including how it will achieve Macmillan's Volunteer Quality Standards
- f) What are the Learning & Development requirements to deliver the service / project? Either for the individuals within the service, associated team members or the organisation

- a) **Describe the overall aim of the proposed service, outlining who the project / service is for / aimed at**

The vision of Move More NM&D is to ensure that “everyone living with and beyond cancer in NM&D is aware of the benefits of physical activity and enabled to choose to become and to stay active at a level that's right for them”. To realise this vision, the project will work towards the achievement of the following aims and objectives:

Aim 1	To ensure that PLWC receive information at every available opportunity in relation to the benefits of physical activity, and the opportunities to become and remain active as part of Move More NM&D
Objectives	- To identify and address the training needs of healthcare professionals and others in relation to a) the benefits of physical activity for PLWC, b) how to deliver Very Brief Advice, c) the opportunities that exist within Move More NM&D, and d) the process for signposting PLWC on to Move More NM&D - To provide ongoing information to healthcare professionals and others in relation to the benefits of physical activity, and the opportunities that exist within Move More NM&D (e.g. Individual Meetings, Team Meetings, Multi Disciplinary Team Meetings, Conferences, Events, Training) - To encourage healthcare professionals and others to maximise every available opportunity to highlight the importance of physical activity and the opportunities that exist within Move More NM&D through the delivery of the Recovery Package (e.g. Patient Consultations, Patient Packs, Health & Wellbeing Events, Pre Chemotherapy Talk, Holistic Needs Assessments, Cancer Support Groups) - To develop effective, concise and succinct marketing materials for dissemination to PLWC at every available opportunity and within relevant facilities (e.g. Hospitals, GP Practices, Leisure Facilities, Community Facilities) - To identify and support 'health champions' to promote the benefits of physical activity for PLWC, and the opportunities that exist within Move More NM&D, among peers within health and social care - To identify and maximise marketing and promotional opportunities to highlight the importance of physical activity and the opportunities that exist as part of Move More NM&D

Aim 2	To ensure that PLWC are provided with the opportunity to participate in a diverse range of appropriate and accessible physical activity opportunities
Objectives	To develop and provide a diverse menu of physical activity opportunities, both specialised and non-specialist, that are appropriate and accessible for PLWC

	throughout NM&D - To provide incentives for PLWC to initiate and sustain an active lifestyle (e.g. 12 weeks free membership, free access for family / friends / carers, discounted membership at local leisure facilities) - To provide PLWC with the information, encouragement and motivation required to support them to initiate and sustain an active lifestyle
Aim 3	To ensure that PLWC are supported effectively to change their behaviour in relation to initiating and sustaining an active lifestyle
Objectives	- To provide the Macmillan Move More Coordinator with the skills, knowledge and competencies required to facilitate the an Extended Brief Intervention and Ongoing Behaviour Change Support - To provide each participant with the opportunity to participate in an Extended Brief Intervention - To provide each participant with Ongoing Behaviour Change Support for a minimum of 12 months, in a format and at a frequency that suits their individual needs (e.g. one to one meetings, group drop-in sessions, providing contact information for the Macmillan Move More Coordinator, dissemination of a newsletter, text messaging, emails)
Aim 4	To ensure that Move More NM&D is effectively governed and managed to maximise impact and support sustainability
Objectives	- To ensure that effective partnerships are established with healthcare professionals by ensuring representation on the Southern & South Eastern Move More Steering Groups - To ensure that project performance is effectively monitored and reviewed on an ongoing basis - To support the utilisation of the Cancer & Physical Activity Standard Evaluation Framework to ensure that the appropriate information is obtained to support an effective evaluation of the project - To support the utilisation of the Macmillan Physical Activity Questionnaires to ensure that appropriate information is obtained from participants to support effective monitoring and evaluation - To support the utilisation of VIEWS to record and report quantitative and qualitative information in relation to the project - To implement an evaluation of the project that will provide an an assessment of impact and recommendations to support continuous performance improvement - To identify and pursue opportunities to support the long term development and sustainability of the project

b) Identify the anticipated outcomes and impact of the project / service

The implementation of the aforementioned objectives will help to embed the Macmillan Physical Activity Behaviour Change Care Pathway within NM&D. Accordingly, the following outcomes will be achieved:

1. Increased awareness among healthcare professionals and others in relation to the benefits of physical activity for PLWC and the opportunities that exist within Move More NM&D;
2. Increased awareness among PLWC in relation to the benefits of physical activity and the opportunities that exist within Move More NM&D;
3. Increased levels of physical activity among PLWC in NM&D;
4. Improved quality of life among PLWC in NM&D;
5. New and improved partnerships between the key stakeholders involved in health, physical activity, sport and cancer services within NM&D, supporting the development of effective, efficient and coordinated physical activity services for PLWC.

Simultaneously, the project will also contribute towards the realisation of several of Macmillan's 9 Outcomes. For example:

Macmillan Outcomes	How Move More NM&D will help
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I understand, so I make good decisions	Move More NM&D will provide PLWC with information in relation to the benefits of physical activity, and will identify physical activity opportunities that exist locally, supporting the patient to identify suitable opportunities that reflect their needs, interests and abilities
I get the treatment and care which are best for my cancer, and my life	There is a recent and growing body of evidence which highlights an eclectic range of benefits associated with physical activity for PLWC. The project will support PLWC to initiate and sustain an active lifestyle, to realise the associated benefits and to enjoy improved health outcomes
Those around me are well supported	The project will provide opportunities for friends, family members and / or carers to participate and to provide support and encouragement for PLWC to become and remain active
I know what I can do to help myself and who else can help me	PLWC will become more aware of the benefits of physical activity and the importance of leading an active lifestyle. They will be empowered to incorporate physical activity within daily life and / or to access support from professionals who have the knowledge, skills and competencies to support them
I can enjoy life	By adopting a more active lifestyle, it is anticipated that patients will enjoy increased levels of self efficacy, reduced levels of fatigue, improved health outcomes and an improved quality of life
I feel part of a community and I'm inspired to give something back	Move More NM&D will provide opportunities for people living with and beyond cancer to come together and to develop social relationships. Simultaneously, the project will encourage PLWC to support the development and delivery of the project by contributing to the project steering group and the project evaluation, by becoming volunteers within the project, and / or by sharing their story to encourage more PLWC to become and remain active

c) Outline the anticipated number of clients / people affected by cancer that the service / project will provide access to

It is anticipated that the project will commence in August 2017. Thereafter, it is anticipated that the following numbers of PLWC will be involved in the project:

Year	Number of PLWC
2017	100
2018	175
2019	225
Total	500

The projections take account of the affect that there is currently no service of this nature within NM&D, that the project will take some time to become fully established, and that levels of participation will be progressive. The projections will be reviewed at the end of Year 1 and any adjustments will be made accordingly.

d) Outline how this service / project will be integrated with the wider health and social care services

- Relevant representatives from health and social care will support the development and implementation of the project as members of the Southern & South Eastern Move More Steering Group including the SHSCT & SEHSCT Cancer Service Managers, SHSCT & SEHSCT Macmillan Health & Wellbeing Coordinators, SHSCT & SEHSCT Macmillan Service Improvement Managers, and SHSCT & SEHSCT Physical Activity Coordinators;
- Regular presentations will be made to healthcare professionals within SHSCT & SEHSCT to ensure that they understand the project, and opportunities to refer PLWC;
- Training and development opportunities will be provided to healthcare professionals and others within SHSCT & SEHSCT to ensure that they are aware of the benefits of physical activity and the opportunities that exist within the project (e.g. Ask-Advise-Act Training);
- Effective information in relation to the project will be disseminated among healthcare professionals and

others within SHSCT and SEHSCT

- The project will also seek to identify one or more health champions within the SHSCT/ SEHSCT to lobby and advocate among healthcare professionals on behalf of the project.

e) Outline how volunteers will be supporting the service project

Through this project, and to support both increased capacity and sustainability, attempts will be made to involve volunteers. The Macmillan Physical Activity Manager will work in partnership with the UK Physical Activity Team, the Volunteering Team and the stakeholders involved in Move More NM&D to identify how volunteers can support the delivery of an enhanced and sustainable service as part of the project. This work will include the identification of suitable volunteering roles, the recruitment and training of volunteers to fill the roles identified, and the deployment of the trained volunteers to support the delivery of Move More NM&D. The effectiveness of this approach will be evaluated and the learning will be utilised to influence the long-term development and integration of volunteering within physical activity services supported by Macmillan. Given the personalised approach that is integral to the Macmillan Physical Activity Behaviour Change Care Pathway, volunteer roles will be identified based on the needs of PLWC accessing the service.

f) What are the learning and development requirements to deliver the service / project?

It is anticipated that there will be a varying range of learning and development requirements to support the effective development and delivery of the service including, but not limited to, the following:

MACMILLAN MOVE MORE COORDINATOR	
Learning & Development Needs	Outcome of Learning & Development Opportunities
Macmillan Physical Activity Behaviour Change Care Pathway	Increased understanding of 'the Pathway', the theory and research which has influenced its development, and practical examples of the successful implementation of 'The Pathway'
Level 4 Award in Exercise & Cancer Rehabilitation	Increased understanding in relation to cancer, the impact of cancer, the research in relation to the benefits of physical activity for PLWC, and the prescription of physical activity opportunities for PLWC
Ask-Advise-Act	Increased understanding of the benefits of physical activity, and how healthcare professionals can refer PLWC on to physical activity services effectively and efficiently
Behaviour Change Training	Increased understanding in relation to the importance of behaviour change, and techniques that can be used to support PLWC to initiate and sustain an active lifestyle
Motivational Interviewing	Increased understanding in relation to the use of Motivational Interviewing techniques and how they can be used to support PLWC
We Are Macmillan	Increased understanding of Macmillan, the services provided by Macmillan, and how Macmillan can support the effective development and implementation of Move More NM&D
Communication Skills	Increased ability to communicate effectively with people living with cancer
Emotional Resilience	Increased awareness of the importance of emotional resilience, how to become more resilient, and how to maximise effectiveness when dealing with PLWC
Evaluation Training	Increased understanding of the importance of evaluation and evaluation techniques, and improved capacity to contribute to the effective monitoring and evaluation of Move More NM&D
IEWS Training	Ability to utilise IEWS to record and report data which will demonstrate the impact of Move More NM&D
Project Visits	Increased understanding of the critical success factors in relation to the development and implementation of physical activity projects for PLWC
Knowledge Exchange Workshops	Increased understanding of the critical success factors in relation to the development and implementation of physical activity projects for PLWC

NMDDC (as employer of Macmillan Move More Coordinator)

Learning & Development Needs	Outcome of Learning & Development Opportunities
Cancer Awareness Training	Increased understanding in relation to cancer and the impact of cancer
Macmillan Physical Activity Behaviour Change Care Pathway	Increased understanding of 'the Pathway', the theory and research which has influenced its development, and practical examples of the successful implementation of 'The Pathway'
IEWS Training	Ability to utilise IEVS to record and report data which will demonstrate the impact of Move More NM&D
Project Visits	Increased understanding of the critical success factors in relation to the development and implementation of physical activity projects for PLWC
Knowledge Exchange Workshops	Increased understanding of the critical success factors in relation to the development and implementation of physical activity projects for PLWC

HEALTHCARE PROFESSIONALS & ALLIED HEALTHCARE PROFESSIONALS

Learning & Development Needs	Outcome of Learning & Development Opportunities
Ask-Advise-Act	Increased understanding of the benefits of physical activity, and how healthcare professionals can refer PLWC on to physical activity services effectively and efficiently
Macmillan Physical Activity Behaviour Change Care Pathway	Increased understanding of 'the Pathway', the theory and research which has influenced its development, and practical examples of the successful implementation of 'The Pathway'

PHYSICAL ACTIVITY STAFF

Learning & Development Needs	Outcome of Learning & Development Opportunities
Cancer Awareness Training	Increased understanding in relation to cancer and the impact of cancer
Level 4 Award in Exercise & Cancer Rehabilitation	Increased understanding in relation to cancer, the impact of cancer, the research in relation to the benefits of physical activity for PLWC, and the prescription of physical activity opportunities for PLWC

From the very outset of the project, the various learning and development needs of the relevant organisations and individuals involved will be assessed, identified, and addressed as part of an effective learning and development plan

3.2 Service Evaluation / Demonstrating Impact

- What measures / methods will be used to evaluate the project / service.*
- Identify what the longer term impact will be resulting from the outcomes.*
- Is there any baseline data needed now in order to assess impact after the project? – Identify how the basic monitoring data (outputs) will be collected and who will be responsible, and how you intend to capture outcomes and who will be responsible.*
- Identify who the evaluation will be shared with and methods of sharing*

The project will be effectively monitored and evaluated to provide an in-depth understanding of the full range of impacts achieved as a result of the project through the use of:

- The Cancer & Physical Activity Standard Evaluation Framework (CaPASEF)** – CaPASEF is a framework which was commissioned by Macmillan to help to standardise the evaluations being conducted of physical activity interventions for people living with and beyond cancer. The framework has been developed through consultation with a wide variety of stakeholders including cancer experts, project managers and cancer survivors. It sets out agreed outcome measures which are relevant and applicable, well validated, and simplistic to utilise in a practical setting;
- The Macmillan Physical Activity Questionnaires** – The Macmillan Physical Activity Questionnaires have been designed as a practical resource to obtain the information required from PLWC to satisfy the criteria within CaPASEF. The questionnaires will help to establish a baseline position for each individual participating in the programme, and to monitor their progress during and after their participation to provide critical information in respect of the agreed outcome measures;

- **VIEWS** – VIEWS is an online monitoring and evaluation system which will be used to record and report project impact. Data collated from the Macmillan Physical Activity Questionnaires, participant demographics, and data relating to their involvement in the project, will be recorded on VIEWS throughout the duration of the project. The system will provide reports to demonstrate impact in relation to the following:
 1. Number of Referrals received
 2. Number of Referrals by Source – e.g. Clinical Nurse Specialist, GP, Practice Nurse, Leisure, Self Referral
 3. Number of Participants participating in Physical Activity Opportunities
 4. Demographics of Participants participating in Physical Activity Opportunities – including gender, date of birth, age, ethnicity, disability or long-standing illness, post code, housing status, education level, cancer type, cancer status, cancer treatment
 5. Analysis of Physical Activity Participation – including number of activity sessions, duration of activity sessions, frequency of activity sessions, type of activity sessions, analysis of activities by participant numbers, analysis of activities by participant demographics
 6. Number of Participants receiving an Extended Brief Intervention
 7. Demographics of Participants receiving an Extended Brief Intervention - including gender, date of birth, age, ethnicity, disability or long-standing illness, post code, housing status, education level, cancer type, cancer status, cancer treatment
 8. Number of Participants receiving Ongoing Behaviour Change Support
 9. Demographics of Participants receiving Ongoing Behaviour Change Support - including gender, date of birth, age, ethnicity, disability or long-standing illness, post code, housing status, education level, cancer type, cancer status, cancer treatment
 10. Number of Ongoing Behaviour Change Support appointments
 11. Type of Ongoing Behaviour Change Support appointments – e.g. one to one, group, telephone, email, text messaging
 12. Participant Physical Activity Levels – measured at 0, 3, 6 and 12 months
 13. Participant Quality of Life – measured at 0, 3, 6 and 12 months
 14. Participant State of Health – measured at 0, 3, 6 and 12 months
 15. Participant Fatigue Levels – measured at 0, 3, 6 and 12 months
 16. Participant Levels of Self-Efficacy – measured at 0, 3, 6 and 12 months
 17. Participant Levels of Participation in Sport – measured at 0, 3, 6 and 12 months
 18. Number of Training and Development Opportunities provided
 19. Type of Training and Development Opportunities provided
 20. Demographics of participants participating in Training & Development Opportunities

Case studies will also be collated to further enhance the qualitative monitoring and evaluation of project impact.

Additionally, an evaluation will be implemented to provide a comprehensive analysis of project impact, to identify recommendations for continuous improvement, and to provide an evidence base that will support the long term development and sustainability of the project.

3.3 Governance

It is important that services operate within a governance framework to ensure that they are safe, efficient and effective. Good governance will also help provide evidence to support the future sustainability of the service.

Please provide information on the governance arrangements for the service. This should include information about:

- *Standards the service will be working to (e.g. locally developed, professional or national)*

- *Staff performance review process*
- *Achieving Macmillan Volunteer Quality Standards*
- *Learning and development for the individuals within the service*
- *Customer satisfaction*
- *Outline details of the project team, decision making and change management forums*
- *Project reporting mechanisms.*
- *Outlining of any risks and how to mitigate against them*

As the Lead Partner, Newry, Mourne & Down District Council will report to both the Southern, and South Eastern Move More Steering Groups, which support the representation of the following key stakeholders:

Organisation	Position	Postholder
Macmillan Cancer Support	Physical Activity Manager	Diarmaid McAuley
Southern Health & Social Care Trust	Physical Activity Co-ordinator	Clare Drummy
Southern Health & Social Care Trust	Information Manager, Macmillan Information & Support Centre	Sharon Clake
Southern Health & Social Care Trust	Head of Cancer Services	Fiona Reddick
Southern Health & Social Care Trust	Macmillan Cancer Service Improvement Manager	Mary Haughey
Southern Health & Social Care Trust	Lead Cancer Physiotherapist	Wendy Brown
Southern Health & Social Care Trust	Acting Head Health Improvement	Lynne Smart
Southern Health & Social Care Trust	Macmillan GP Facilitator	Dr Gerry Millar
Newry Mourne & Down District Council	Head of Outdoor Leisure	Conor Haughey
Newry Mourne & Down District Council	Head of indoor leisure	Kieran Gordon

Organisation	Position	Postholder
Macmillan Cancer Support	Physical Activity Manager	Diarmaid McAuley
Northern Community Leisure Trust	Sports Development Manager	Jonathan Moffett
South Eastern Health & Social Care Trust	Physical Activity Lead	Trudy Brown
South Eastern Health & Social Care Trust	Macmillan Health & Wellbeing Coordinator	Karen Kelly
South Eastern Health & Social Care Trust	Cancer Services Manager	Wilma Boyd-Carson
South Eastern Health & Social Care Trust	Palliative Care Service Lead	Ray Elder
Ards & North Down Borough Council	Sports Development Officer	Emma Hingston
Newry Mourne & Down District Council	Head of Outdoor leisure	Conor Haughey
Newry Mourne & Down District Council	Head of Indoor leisure	Kieran Gordon
Peninsula Healthy Living Centre	Healthy Living Manager	Sheila Bailie

The Steering Groups will meet as required during the project development phase, and quarterly thereafter. A terms of reference has been developed and agreed by the respective steering groups to determine and define its roles and responsibilities.

A 'Macmillan Move More Coordinator' will be recruited, employed and hosted by NMDDC. Accordingly, a Service Agreement will be developed between Macmillan and NMDDC to set out the expectations of both parties in relation to the management of the project and its long term success. The Macmillan Move More

Coordinator will be based at Newry Leisure Centre in Newry, and will be line managed by Conor Haughey (Head of Outdoor Leisure). The Macmillan Move More Coordinator will have a key role to play in relation to the facilitation of the Extended Brief Intervention and the provision of Ongoing Behaviour Change Support to the PLWC that access Move More NM&D. The Coordinator will also lead on advocating and promoting the project within health and social care. As a member of the Sports & Physical Activity Team within NMDDC, the Coordinator will work both internally and with external partners to ensure that the physical activity offer reflects the needs, aspirations and abilities of those people accessing the project.

The Macmillan Move More Coordinator will participate in regular 1-2-1 line management meetings, quarterly Steering Group meetings, and a monthly meeting with his / her line manager and the Macmillan Services Project Manager.

Effective monitoring and evaluation processes have been developed to provide an insight into the range of impacts achieved by the project. These processes support the utilisation of the Cancer & Physical Activity Standard Evaluation Framework, VIEWS, and the Macmillan Physical Activity Questionnaires. For further information, please refer to section 3.2.

The Macmillan Move More Coordinator and key stakeholders involved in the development and delivery of Move More NM&D will attend and participate in Macmillan Physical Activity Knowledge Exchange Workshops on a quarterly basis to share learning from the work that is being delivered in Northern Ireland, and to learn from existing models of best practice from throughout the UK.

3.4 Macmillan profile and the Macmillan experience

There is an expectation that all services/ developments/builds funded by Macmillan Cancer Support will be sustained following the initial funding period (with the exception of discrete projects) and will carry the name Macmillan and the appropriate agreed levels of branding for as long as the post / service exists. It is vital that those using the service will recognise that they have had a high quality Macmillan experience. Please explain in this section:

- *How the service will be Macmillan-branded?*
- *Will the Partner Organisation agree to the service and facilities carrying the Macmillan name e.g. 'Macmillan Information and Support Centre' and the charity's brand being displayed on and inside the Centre?*
- *How will the post holder / service help raise the profile of Macmillan Cancer Support?*
- *Any possible co-branding issues?*
- *How will patients recognise that Macmillan is a partner in this service through the experience they receive?*
- *How will volunteers receive an optimum experience in line with Macmillan standards?*
- *Please add any other information you feel is relevant*

The proposed project, Move More NM&D, will include the employment and deployment of a Project Coordinator to support the effective management and implementation of the project. The title of that post will be 'Macmillan Move More Coordinator', a title which will be retained for the duration of the project / post. The postholder will be recognised as a Macmillan Professional.

The project itself also carries 'Move More' within the title, Macmillan's brand for physical activity and cancer projects and services. Macmillan's involvement within the project will be highlighted and promoted throughout the project (e.g. publications, resources, press releases, events, etc.) as per the terms and conditions of the service agreement, and in compliance with the Macmillan Physical Activity Toolkit. For example:

- The Macmillan Move More Coordinator will wear a name badge which will include 'Macmillan' / and or branded clothing with the Macmillan logo;
- Macmillan brand guidelines will be implemented, alongside the council's own branding guidelines in relation to marketing activity used, circulated or released in connection with the project; and all stationary, internal publications, patient information, external publications, websites, recruitment advertisements, presentations and interviews which describe or indicate the project;
- Where there is any conflict between the branding guidelines of other organisation, this will be discussed with the Macmillan Physical Activity Manager;
- Project staff will be released to participate in marketing and promotional activities;
- All publicity in relation to the project will be agreed with Macmillan in advance; and,
- Where a media enquiry is received, consultation will be undertaken with the Macmillan Physical Activity

Manager to support the preparation of an appropriate response before answering the enquiry.

3.5 Risks

Identify any risks associated with the project/service and how these can be mitigated

The following risks and mitigations have been identified in respect of Move More NM&D:

Risks	Mitigation
Lack of buy in from key stakeholders	The project will be represented on both the Southern & South Eastern Move More Steering Groups to acquire the input and expertise of diverse and relevant stakeholders.
Lack of referrals to access the service	Effective partnerships have been established with the Cancer Services Team within the SHSCT/SEHSCT. Regular updates, information and training will be provided to healthcare professionals. Simultaneously, knowledge exchange opportunities will be undertaken with other physical activity projects to identify the critical success factors in relation to the establishment of effective referral pathways.
Limited physical activity opportunities for PLWC	The partnerships that have been established with NMDDC and other physical activity providers will ensure that diverse physical activity opportunities are accessible throughout the district. The needs of PLWC will be assessed on an ongoing and individual basis, and where necessary, new physical activity opportunities will be established to reflect those needs. The Macmillan Move More Coordinator will provide ongoing behaviour change support for each individual for a minimum of 12 months.
Lack of sustainability	Given that this is a new service in Northern Ireland which is seeking to implement 'The Pathway', Move More NM&D will provide an opportunity to assess the effectiveness of this approach. In relation to the development, management and governance of the project, and as outlined within this document, every effort has been made to ensure that the project will maximise its potential. Over the proposed 3 year period, the project will be effectively monitored and evaluated to ensure that the associated benefits are understood. In addition to the ongoing work within Macmillan to influence key stakeholders at a national level, the council will seek opportunities to support the long term development and sustainability of the project by articulating and promoting these benefits to other stakeholders (e.g. Local Commissioning Group). Refer to section 4.2 for additional information.

PART FOUR - PROJECT SPECIFICATION – please refer to guidance before completion

4.1 Outline initial project plan including key milestones and timelines

Milestones	Date / Frequency
Submit Macmillan Partnership Application	April 2017
Advertisement for Macmillan Move More Coordinator	May 2017
Short Listing & Interviews	July 2017
Appointment of Macmillan Move More Coordinator	August 2017
Induction Process for Macmillan Move More Coordinator	August 2017 (ongoing)
Development of Year 1 Operational Plan	September 2017
Project Commencement	August 2017
Monthly Review Meeting (involving Macmillan Move More Coordinator, Line Manager & Macmillan Physical Activity Manager)	Monthly
Quarterly Steering Group Meetings	Quarterly
Development of Year 2 Operational Plan	September 2018
Development of Year 3 Operational Plan	September 2019
Final Evaluation	September 2020

4.2 Sustainability

How will the project outputs / outcomes be embedded locally?

Outline what the exit strategy will be.

What is required in order for the benefits to be sustained?

Given the lack of existing provision in Northern Ireland, and the fact that Move More Northern Ireland is in its infancy, there is presently a lack of data and insight to support the success of this approach within the context of Northern Ireland.

During the first 3 years of the proposed project, the associated outputs will be effectively monitored and evaluated to provide an in-depth insight into the impact achieved. This will be achieved via the use and application of effective monitoring and evaluation systems and processes (e.g. Cancer & Physical Activity Standard Evaluation Framework, Macmillan Physical Activity Questionnaires, VIEWS).

Additionally, an evaluation will be commissioned to provide a comprehensive analysis of project impact, to identify recommendations for continuous improvement, and to provide an evidence base that will support the long terms development and sustainability of the project.

As the project lead, NMDDC will invest significant time and resources in the project over the first 3 years and subject to its successful implementation, will seek to a) support the financial sustainability of the project after the initial 3 year period, and b) to ensure that the project is effectively monitored and evaluated over the first 3 years, and that regular reports are submitted to relevant key stakeholders with a view of securing their support to sustain the service, including:

- NM&D Mourne & Down District Council;
- Sport Northern Ireland;
- Southern Health & Social Care Trust;
- South Eastern health & Socal care trust
- Public Health Agency and,
- Local Commissioning Groups.

Communication with relevant key stakeholders will be initiated from the very outset of the project and will be sustained throughout the duration of it's implementation, and potential opportunities for sustainability will be identified and pursued in Year 1 and beyond.

Sustainability has been, and will continue to be, a key consideration in the design and implementation of the project. For example:

- Incentives will be provided (e.g. 12 week free membership, free access for family / friend / carer (if required), discounted membership at local leisure facilities) to ensure that increased physical activity levels among PLWC are sustained;
- We will seek to provide learning and development opportunities for individuals involved in the facilitation of Move More Newry, Mourne & Down, enhancing their skills, knowledge and competencies, and their capacity to support PLWC to become and remain physically active on a long term and sustainable basis;
- We will also seek to establish volunteering roles and subsequently, to recruit and deploy volunteers to enhance the service provided and its sustainability;
- In relation to the physical activity offer, we will seek to maximise the use of existing physical activity opportunities and to avoid the need to create new services in order to minimise the associated costs.

Macmillan Application for Funding: Cost Profile: Complete the number of columns as appropriate according to the proposed funding model.

Basic salary plus on costs for each grade of staff (e.g. employers pension and NI contributions)					
Year One		Year Two		Year Three	
Macmillan	Partners	Macmillan	Partners	Macmillan	Partners
£33,893.24	0	34,571.10	0	35,262.52	0
Travel costs					
Year One		Year Two		Year Three	
Macmillan	Partners	Macmillan	Partners	Macmillan	Partners
2,000	0	2,000	0	2,000	0
Administration					
Year One		Year Two		Year Three	
Macmillan	Partners	Macmillan	Partners	Macmillan	Partners
0	11,400	0	11,400	0	11,400
Capital Costs (please specify)					
Estimated Total Capital Scheme Costs £ Estimated Macmillan Capital Grant required £ For Cancer Environments projects, please outline what contribution (% of Total Scheme Costs) the partner(s) organisation is able to make towards the capital scheme. Please list the names of all partners and their contribution.					
Set up costs – Year One Only (please specify)					
Breakdown of Set Up Costs supported by Macmillan:					
Item		Description	Cost Per Year (£)		
			1	2	3
Laptop Computer		For use by Macmillan Move More Coordinator	800	0	0
iPad		For use by Macmillan Move More Coordinator	700	0	0
iPhone		For use by Macmillan Move More Coordinator	500	0	0
Total Costs			2,000	0	0
Volunteer costs (if appropriate)					
Year One		Year Two		Year Three	
Macmillan	Partners	Macmillan	Partners	Macmillan	Partners
0	0	0	0	0	0
Learning & Development (if appropriate)					
Year One		Year Two		Year Three	
Macmillan	Partners	Macmillan	Partners	Macmillan	Partners
0	0	0	0	0	0
User Engagement or Other – please give breakdown					
Breakdown of Other Costs supported by Partners (specifically in relation to the provision of physical activity opportunities):					
Item		Description	Cost Per Year (£)		
			1	2	3
Free Sessions		All participants x 3 months @ £30	9,000	15,750	20,250
Discounted Membership		20% participants x 12 months @ £10	2,400	6,600	12,000
Cancer Specific Opps		100 sessions per annum @ £70	7,000	7,000	7,000
Total Costs			18,400	29,350	39,250

Year One		Year Two		Year Three	
Macmillan	Partners	Macmillan	Partners	Macmillan	Partners
2,000	18,400	2,000	29,350	2,000	39,250
Totals					
Year One		Year Two		Year Three	
Macmillan	Partners	Macmillan	Partners	Macmillan	Partners
Total contribution requested from Macmillan and the specified period of funding					
The total contribution requested from Macmillan is £139,926.86 over a 3 year period.					

PART FIVE - CAPITAL SCHEME CONDITIONS OF GRANT– please refer to guidance before completion

5.1 Non-negotiable Conditions of Grant for all Capital Schemes

The Partner Organisation has seen the principles set out in Appendix A (the Grant Agreement) setting out the Conditions of Grant for Capital Projects. These (and any other project specific conditions set out in the Schedules to Appendix A) will be discussed and mutually agreed prior to the application for Outline Scheme Approval (Stage 1) from Macmillan's Board of

Truī®_____

Signed

Date

Position in Organisation

Report to:	Active and Healthy Communities
Date of Meeting:	20 April 2017
Subject:	Affordable Warmth Scheme Update
Reporting Officer (Including Job Title):	Eoin Devlin (Assistant Director Health and Wellbeing)
Contact Officer (Including Job Title):	Sinead Trainor (Senior Environmental Health Officer)

Decisions required:

- **The attached letter be returned to Department for Communities**

1.0	Purpose and Background:
1.1	The Affordable Warmth Scheme has been running for over two years now in partnership with Department for Communities and Northern Ireland Housing Executive and is primarily an area based targeted scheme. To date the scheme has been very successful in identifying and assisting many homes in severe fuel poverty.
2.0	Key issues:
2.1	Members should note a reduction in the number of surveys that the Council can pass to Northern Ireland Housing Executive during 2017/18 Given that the Executive's budget position for 2017/18 has not yet been finalised, the Department of Communities has reduced the number of eligible referrals that this department can make to Northern Ireland Housing Executive by 46% for the months of April to June 2017. In practical terms this means a decrease from 46 to 25 referrals and the funding provided has decreased accordingly. The Council is now awaiting confirmation on the number of referrals that the Department will expect Councils to deliver to the Northern Ireland Housing Executive during 2017/18 along with the associated budget for managing the scheme. There is uncertainty as to what targets will be set for the coming year but members should be aware that there may be a significant reduction. Officials are in discussions with the Department in order to receive clarity as to how the scheme will continue and we wish to have Council approval to forward the attached correspondence
3.0	Recommendations:

3.1	Write to the Permanent Secretary at the Department for Communities to express our concern with the current situation
4.0	Resource implications
4.1	The decrease in budget for 2017/18 may lead to a reduction in the number of staff employed by Council to facilitate the scheme.
5.0	Equality and good relations implications:
5.1	Not Applicable
6.0	Appendices
6.1	Not Applicable

Leo O'Reilly
Permanent Secretary
Department for Communities
Causeway Exchange
1-7 Bedford Street
Belfast
County Antrim
BT2 7EG

4th April 2017

Dear Sir,

Re: 2017/18 Funding for the Affordable Warmth Scheme for Newry Mourne and Down District Council

Further to the "Note to local councils AWS funding 2017/2018" issued by Department for Communities (DfC) on 29th March 2017, I wish to draw the following to your attention.

The exceptional difficulties presented in the current political climate are recognised. Clarification on the funding and referral rates set for the next 3 month is welcomed but there are still concerns regarding the funding, targets and longer term implications for Councils and Affordable Warmth staff in particular.

The proposed level of funding set per referral does not adequately reflect the real cost of delivering the scheme and has been the subject of detailed discussions between Senior Council Officers and DfC representatives for many months. There has been no acceptance on the Council side that this rate is correct and agreeable.

The Department is aware of the real difficulties faced by Councils in delivering the referral numbers due to factors such as:

- the high number of 'door knocks' required to convert to actual successful referrals,
- the advanced role of financial checking now carried out by Councils,
- Inconsistencies in targeted address lists, both number of address and accuracy,
- restriction on number of self-referrals that can be submitted

Newry Mourne and Down District Council currently employ three Affordable Warmth Surveyors and one Part Time Affordable Warmth Administration Officer on temporary contracts, along with paying an Honorarium for a Senior Environmental Health Officer to manage the scheme. These Council employees are fully trained in both the technical and financial aspects of the scheme to deliver an efficient and effective service. We have found it necessary to maintain this level of cover to meet the referral target whilst addressing the needs of the citizens within the geographical area of this Council.

The reduction to 25 referrals a month clearly does not support the existing staffing levels, therefore terminating at least one staff contract is inevitable at the current position. Indeed the proposed £13,575 is insufficient funding to fully cover salary costs for even 2 posts yet it would be impossible to run the scheme, with a 25 referral target, with only 1 staff member. We would therefore dispute that this is the "minimum viable level" suggesting that for us around 40 referrals per month would be more realistic of an interim measure (but ideally the return to 46 per month is required) with the provision of corresponding funding to run the scheme.

A significant delay in indicating an increase in targets may result in staff losses followed by associated recruitment and training costs. An early indication from DfC as to the proposed referral level over the entire year is therefore essential to allow business cases to be made and considered in relation to staff retention at this stage. If no further comfort is received, this Council may have no option but to scale back its support role to the Scheme.

It is also essential that DfC re-engage with the Senior Council representatives to agree and set a more realistic referral and funding rate; and explore the options including the Department's suggested Scheme amendments that may aid the referral conversion rate.

Your prompt attention to the above would be greatly appreciated.

Yours Faithfully

Liam Hannaway

Chief Executive



Local Council Senior Officials

Fuel Poverty and Private Sector Grants
Housing Group
Level 3
Causeway Exchange
1-7 Bedford Street
BELFAST
BT2 7EG

Telephone 028 90515236
E-mail to:
martin.mcdermott@communities-ni.gov.uk

Date: 29 March 2017

Affordable Warmth Scheme Payment to Local Councils 2017/2018

I am sure you are aware of that Executive's budget position for 2017/18 has not yet been finalised and that interim arrangements will be put in place to as far as possible maintain services. You will also understand that pre-existing budget commitments must be met as a priority and that entering into new commitments in the current environment of uncertainty is very difficult. However, the Department is acutely aware of the need to maintain 'business as usual' in the Affordable Warmth Scheme at the minimum viable level for the next three months. Given the level of uncertainty on budgets it has been agreed we will continue to fund local councils for the first three months of the incoming financial year at the same unit cost as that set in this financial year. In the period April to June (inclusive) we will require each local council to make 75 referrals. This will result in a payment of £13575 to each local council.

I hope this is helpful and I will update you when the capital position becomes clearer.

A handwritten signature in black ink, appearing to be 'M McDermott', written over a horizontal line.

Martin McDermott

Report to:	Active and Healthy Communities
Date of Meeting:	20 April 2017
Subject:	CANN Project INTERREG VA Programme
Reporting Officer (Including Job Title):	Eoin Devlin Assistant Director Health and Wellbeing
Contact Officer (Including Job Title):	Sheena McEldowney Senior Environmental Health Officer

Decisions required:	
For noting	
1.0	Purpose and Background:
1.1	The Council are acting as Lead Partner for an INTERREG VA project. The CANN Project 'Collaborative Action For The Natura Network' which relates to the INTERREG VA Programme, Thematic Objective 2 – Environment, Priority 2.1 Recovery of Protected Habitats and Priority Species, is a cross border project with partners in Scotland, Northern Ireland and the Republic of Ireland.
2.0	Key issues:
2.1	The project will run for the next five years and will involve direct conservation action on Natura Sites across the project area as well as a communication and outreach programme to highlight the importance of priority habits and species. The core project staff will be employed by the council and based within the Health and Wellbeing Department. SEUPB have advised the Council that the €8 million project application has been successful and the Project Letter of Offer has been signed by the Council. The Letter of Offer contains the project outputs which must be achieved within the project budget and time frame.
3.0	Recommendations:
3.1	For Noting
4.0	Resource implications:
4.1	None Council resource will be 100% funded
5.0	Equality and good relations implications:
5.1	Not Applicable

6.0	Appendices
	Appendix I: letter of offer

**COPY**

LETTER OF OFFER

21 February 2017

Mr Liam Hannaway
Newry, Mourne & Down District Council
O'Hagan House
Monaghan Row
Newry
Co Down
N. Ireland
BT35 8DJ



Project Name: Collaborative Action for the Natura Network (CANN)

Application Reference Number: INT-VA 032

Dear Mr Hannaway

1. Award and description of project

I am pleased to inform you that the INTERREG VA Steering Committee agreed on 6th September 2016 to offer the project a grant as defined in this Letter of Offer, subject to the written acceptance of this **Letter of Offer** and to the **Standard Conditions of Grant** applicable to the INTERREG VA Programme:

Grant of **up to a maximum of €8,173,689.24 (ERDF + Government Match Funding)** to **be expended and claimed by 31st December 2021**, subject to availability of funding and as per section 5 of this letter. The grant is funded by the European Union (ERDF) with Government of Ireland and the Northern Ireland Executive providing match funding. Additional match funding is provided by partners.

This grant is awarded under Priority Axis 2 - Environment, Specific Objective 1 – Recovery of Protected Habitats & Priority Species (“Grant”) to Newry, Mourne and Down District Council as Lead Partner for the following project and approved output.

Béal Feirste
Múineachán
An Druaigh
7^ú hUirlár
Foirgneamh Clarence Thiar
2 Sráid Clarence Thiar
Béal Feirste
Tuaisceart Éireann
BT2 7GP

Belfast
Monaghan
Ormagh
7th Floor
The Clarence West Building
2 Clarence Street West
Belfast
Northern Ireland
BT2 7GP

Bilfawst
Munichan
Ormagh
7th Flure
The Clarence West Biggin
2 Clarence Street West
Bilfawst
Norlin Airlan
BT2 7GP

PROJECT SUMMARY:

The project which has a 60 month duration has a partnership of 11 drawing from Northern Ireland, Border Region of Ireland and Scotland.

Northern Ireland (6)	Ireland (3)	Scotland (2)
Newry, Mourne & Down District Council (Lead Partner), East Border Region Ltd, Armagh City, Banbridge & Craigavon Borough Council, Agri-Food & Biosciences Institute, Ulster University, Ulster Wildlife.	Monaghan County Council, Institute of Technology Sligo, Golden Eagle Trust.	Argyll and the Isles Coast and Countryside Trust, Scottish Natural Heritage.

The project will be implemented across the eligible region of Northern Ireland, Border Region of Ireland and Western Scotland.

The Collaborative Action for the Natura Network (CANN) consortium will carry out a number of activities across 25 separate sites. This will include the delivery of 25 Conservation Action Plans (CAPs), direct conservation actions will be delivered on 18 of these sites. This involves improving the conservation status of 3,150ha of protected habitats; alkaline fens; blanket bog; active raised bog; hard oligo-mesotrophic waters (marl lakes); calcareous fens; and transition mires/quaking bogs. Site specific species action plans will also be delivered for the following protected species; white-clawed crayfish; hen harrier; breeding waders (curlew, redshank, snipe); golden plover; and red grouse. The project seeks to contribute towards the programme specific result 'to increase the total area of these habitats approaching favourable conservation status from the current baseline of 1% to over 10% of selected protected habitats by 2023.'

The objectives of the project are to achieve:

- The improved condition of blanket bog across the three jurisdiction by managing herbivores; removing invasive species; and controlled burning. Nest protection and other actions will benefit hen harrier, golden plover, red grouse and breeding waders across upland sites.
- The improved condition of active raised bog, alkaline fen, marl lake, calcareous fen, and transition mire by removing invasive species; hydrological management, nutrient limitation trials and fringing habitat maintenance. Specific actions will be targeted at white-clawed crayfish population restoration and breeding waders.

Approved Project Outputs:

Output Code	Name of Output	Target
CO23	Surface area of habitats supported in order to attain a better conservation status	3,150ha
2.111	Conservation Action Plans	25
	Cuilcagh scoping study	1
	Stage 2 application based upon the scoping study	1

2. Budget and Conditions of Funding

In the event that the Lead Partner accepts the Grant offer detailed in this Letter of Offer any payment claim forms shall provide details of Project expenditure based on the grant budget as defined below, and subject to the general conditions outlined in Section 5;

Summary Budget	Total Project Costs (€)
Staff Costs	4,015,019.00
Office and Administration Costs	602,252.85
External Expertise and Services	2,540,410.00
Travel and Accommodation Costs	693,729.00
Equipment Costs	456,277.00
Investment Costs	42,000.00
Total	8,349,687.85

Funding Sources	Total Value (€) (Public)
a) Cash Contribution (Partner Supplied/other grant)	175,998.61
b) In kind Contribution (Partner Supplied)	0.00
c) Revenue Generated (Participant fees/Income)	0.00
Total (a+b+c)	175,998.61
d) Government Match Funding	1,076,454.57
e) ERDF	7,097,234.67
Total Grant Funding (d+e)	8,173,689.24
Total Project Costs	8,349,687.85
Intervention rate (% ERDF)	85%

Budget by Calendar Year	Totals (€)
2017	2,159,891.05
2018	1,961,864.85
2019	1,588,923.30
2020	1,327,586.82
2021	1,311,421.82
Total	8,349,687.85
The budget by calendar year will be subject to amendment during the annual review process	

Partner budgets and associated funding sources are detailed at Annex C.

The following Simplified Cost Options have been agreed and will be used in the implementation of this project:

- Office and Administration Costs – flat rate of 15% of Staff Costs (Article 68(1)(b) of Regulation (EC) 1303/2013 refers);
- Staff Costs - Hourly rate calculated as the latest documented annual gross employment cost divided by 1720 hours (Article 68(2) of Regulation (EC) 1303/2013 refers).*

*The hourly rate can be updated if / when the annual gross employment cost changes.

Project implementation and expenditure must be completed in accordance with this Letter of Offer, the Programme Rules and Standard Conditions of Grant (as amended from time to time).

This Letter of Offer is to be read alongside the Standard Conditions of Grant (Annex D) and Programme Rules (Annex E). Words and expressions defined in the Standard Conditions of Grant and Programme Rules have the same meaning in this Letter of Offer. The Grant can only be used for the approved purposes to achieve the agreed programme outputs, as detailed above. Any change to this Letter of Offer must be agreed in writing with SEUPB prior to expenditure being incurred. If you do not spend all of the funding on the agreed eligible costs, activity and beneficiaries as detailed above, the unspent balance will not be available to the Project to utilise.

3. Project Lifetime

The period of assistance is for 60 months starting on 1st January 2017 and finishing on 31st December 2021 ("Project Lifetime").

The Grant offer expires on **31st December 2021** after which time any remaining costs will be deemed to be ineligible for reimbursement. Your activity should cease in advance of this date (31st October 2021) to ensure the final claim for expenditure is submitted by the final date of the Project Lifetime.

All documentation related to the administration of the Project including but not limited to supporting documents regarding expenditure and audit must be retained and kept available in accordance with the terms of the Programme Rules.

The Project lifetime may be only extended with the prior written agreement of SEUPB.

4. Additional Conditions Specific to the Project

Conditions specified by Steering Committee are as follows:

- a. A suitable mechanism for the delivery of the Incentive Based Scheme should be submitted to SEUPB for assessment and prior approval (including assessment of any State Aid implications);
- b. The Project must conduct a scoping study on the Cuilcagh site to explore cross border interventions. This study's recommendations must then be presented to the Steering Committee as a supplementary stage two application no later than December 2017.
- c. No management agreement to be entered into in respect of land which is in receipt of support under an alternative agri-environmental scheme;
- d. An Environment Impact Register highlighting how the project considers and assesses proposed activities encompassing sustainable practices must be completed and monitored throughout the project lifespan.
- e. The project must ensure that structures are in place for knowledge and best practice sharing with the RSPB Co-operating across Borders for Biodiversity (CABB) project.

5. Letter of Offer - General Conditions

- a. Any payment on this letter of offer is subject to the availability of ERDF funding and national funding as detailed in Section 2 of this letter of offer;

- b. In the event that, as a consequence of the UK leaving the EU, the UK element of ERDF funding is no longer available, this letter of offer is subject to the HM Treasury commitment that projects approved prior to the UK leaving the EU will be fully funded, even when specific projects continue beyond the UK's departure from the EU;
- c. In light of this, a review of funding arrangements set out in Section 2 will take place in the second half of 2018. The outcome of that review will inform the final funding proposals for projects and the nature of the funding streams;
- d. The project and all payments related to it are subject to, and will continue to be subject to, the Programme Rules and the EU Regulations referenced therein, as amended from time to time, for the duration of the Programme, regardless of the source of funding;
- e. If there is a conflict between the terms of the Letter of Offer, Standard Conditions of Grant and/or Programme Rules, the following descending order of priority applies:
 - 1) The terms of this Letter of Offer; and
 - 2) The terms of the Standard Conditions of Grant; and
 - 3) The terms of the Programme Rules.

6. Permission to Start

Within 3 months of the date of issue of this Letter of Offer you are required to submit the following information in respect of the Project:

- A detailed updated cost plan;
- Detailed operational timetable with identified key implementation milestones (which will be utilised by SEUPB to monitor progress and make grant payments)
- A quarterly cashflow forecast;
- An annual forecast of project outputs;
- Evidence of the achievement of any identified pre-commencement conditions;
- Confirmation of cash flow arrangements;
- A signed Partnership Agreement;
- A staff recruitment strategy, job descriptions and grading (where not previously submitted);
- A detailed procurement plan for contracts related to the Project

- A monitoring plan outlining how activities will be monitored, quality assured, recorded and collated in line with procedures described in the Conditions of Grant and Output Indicator Guidance documents (ANNEX F).

Once this information has been received and approved formal written permission to start the Project will be issued to the Lead Partner and claims for grant payment can then be made against the Grant offer as detailed in this Letter of Offer.

Failure to provide the required information within 3 months (or date otherwise agreed with SEUPB) may result in the Grant offer as detailed in this Letter of Offer being withdrawn.

7. Grant Contract

You will find with this Letter of Offer, the following:

ANNEX A	Form of Acceptance
ANNEX B	Request for Bank Details Form
ANNEX C	Partner Budgets and Funding Sources
ANNEX D	Standard Conditions of Grant Aid
ANNEX E	Programme Rules
ANNEX F	Output Indicator Guidance; Environment

This Letter of Offer, the Standard Conditions of Grant and the Programme Rules constitute the Grant Contract. If any of these items are missing, please contact us immediately and before completing the Form of Acceptance.

8. Bank Details

SEUPB will make payments into a dedicated bank account, unless otherwise agreed. Therefore, you need to open a **separate bank** account for the receipt of the Grant. Please **return the attached bank details form**, or else seek authorisation for a cost centre. Please see clause 9.5 of the Standard Conditions of Grant for more detail of this requirement.

9. Accepting the Letter of Offer and Standard Conditions of Grant

The Grant offer is made conditional upon you, the Lead Partner, meeting our Standard Conditions of Grant. If you accept this Letter of Offer, you will also be agreeing to abide by the Standard Conditions of Grant and to abide by the Programme Rules. This Letter of Offer

together with the Standard Conditions of Grant and Programme Rules will (on acceptance as evidenced by your return of the completed Form of Acceptance as set out at ANNEX A) create the legally binding Grant Contract and you should read all documents carefully before accepting the Grant offer.

If you agree to accept our offer you should return the Form of Acceptance to SEUPB at: 7th Floor, The Clarence West Building, 2 Clarence Street West, Belfast, BT2 7GP together with the Bank Details Form which is attached as ANNEX B. Please mark it for the attention of the Head of the Joint Secretariat.

You must sign and return this Letter of Offer within 28 days of the date of issue of the letter otherwise this Offer will expire unless otherwise agreed by SEUPB.

If there is anything you are unsure about after reading this Letter of Offer, the Standard Conditions of Grant or the Programme Rules, please get in touch with John Thompson 028 90 26 6660 at your earliest convenience

10. Communications

The SEUPB reserves the right to co-ordinate all public relations/media announcement activity relating to this letter offer. This includes the content, timing and distribution of any Grant offer made. No Grant offer announcement can be made by the Lead Partner without the prior agreement of the SEUPB.

Yours sincerely


Gina McIntyre
Chief Executive

Enc.

LEAD PARTNER FORM OF ACCEPTANCE

ANNEX A

We confirm that we have received and carefully considered this Letter of Offer, the Standard Conditions of Grant and the Programme Rules. We confirm that it is understood that completion and return of this Form of Acceptance creates the legally binding Grant Contract (incorporating the Letter of Offer, the Standard Conditions of Grant and the Programme Rules) which govern the payment of the Grant.

We confirm that the information provided by the Lead Partner to SEUPB as part of the application process for the Grant remains complete and accurate in all respects.

We confirm that the Letter of Offer, Standard Conditions of Grant and Programme Rules and all other relevant documentation related to the Project has been provided to the Project Partners who have provided written acknowledgement of receipt of same to us.

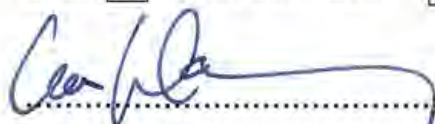
We are pleased to accept the offer of Grant set out specifically at paragraph one above and accept the terms of the Grant Contract.

I confirm that I am duly authorised and empowered to sign this acceptance.

Name **[BLOCK CAPITALS]** LIAM HANNAWAY

Authority Chair ☐ Chief Executive ☐ Director ☒ Company Secretary ☐

Signature

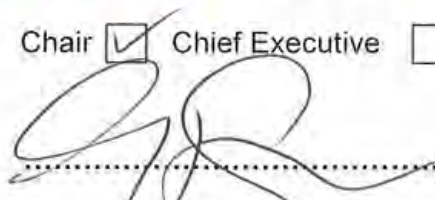


Date 10/3/17

Name **[BLOCK CAPITALS]** GILLIAN FITZPATRICK

Authority Chair ☒ Chief Executive ☐ Director ☐ Company Secretary ☐

Signature



Date 10 March 2017

Please return one signed hard copy of this Form of Acceptance attaching a copy of the relevant Letter of Offer. Please note two signatures are required.

Please also ensure that the completed Bank Details Request Form is returned.

PROJECT BANK DETAILS: SETUP AND AMENDMENTS

ANNEX B

FOR COMPLETION BY PROJECT

Project Reference Number	INT-VA/032
Project Title	Collaborative Action for the Natura Network (CANN)

I certify that a separate bank account has been opened or a separate cost centre established for the Project and the details are as follows:

Organisation	Newry, Mourne and Down District Council
---------------------	--

R BUDGETS

ANNEX C

	SNH	Monaghan	UW	UU	ACT	NMDC	ITS	GET	EBR	AFBI	ABC	Total
	188,505.00	290,705.00	492,652.00	144,007.00	349,822.00	488,382.00	473,570.00	639,070.00	246,946.00	537,264.00	164,096.00	4,015,019.00
Administration	28,275.75	43,605.75	73,897.80	21,601.05	52,473.30	73,257.30	71,035.50	95,860.50	37,041.90	80,589.60	24,614.40	602,252.85
Expertise & Services Accommodation	0.00	380,492.00	842,309.00	47,130.00	428,038.00	225,381.00	214,500.00	211,000.00	0.00	0.00	191,560.00	2,540,410.00
Costs	24,813.00	48,470.00	103,530.00	22,597.00	70,898.00	66,879.00	65,837.00	179,113.00	30,330.00	49,925.00	31,337.00	693,729.00
Investment Costs	14,089.00	45,437.00	128,263.00	36,497.00	16,410.00	4,134.00	8,000.00	105,420.00	0.00	98,027.00	0.00	456,277.00
	0.00	42,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	42,000.00
	255,682.75	850,709.75	1,640,651.80	271,832.05	917,641.30	858,033.30	832,942.50	1,230,463.50	314,317.90	765,805.60	411,607.40	8,349,687.85
Sources												
Share	38,352.41	0.00	0.00	0.00	137,646.20	0.00	0.00	0.00	0.00	0.00	0.00	175,998.61
Grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fees / Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Leasing	38,352.41	0.00	0.00	0.00	137,646.20	0.00	0.00	0.00	0.00	0.00	0.00	175,998.61
Government Match	0.00	127,606.46	246,097.77	40,774.81	0.00	128,705.00	124,941.38	184,569.53	47,147.69	114,870.84	61,741.11	1,076,454.57
	217,330.34	723,103.29	1,394,554.03	231,057.24	779,995.11	729,328.31	708,001.13	1,045,893.98	267,170.22	650,934.76	349,866.29	7,097,234.67
Leasing	217,330.34	850,709.75	1,640,651.80	271,832.05	779,995.11	858,033.30	832,942.50	1,230,463.50	314,317.90	765,805.60	411,607.40	8,173,689.24
	255,682.75	850,709.75	1,640,651.80	271,832.05	917,641.30	858,033.30	832,942.50	1,230,463.50	314,317.90	765,805.60	411,607.40	8,349,687.85

A Memorandum of Understanding between Disability Sport NI and Newry, Mourne and Down District Council with respect to the Active Living No Limits 2021 'District Council Disability Sports Hub' Project 2017-2019

The '**District Council Disability Sports Hub' Project** is a new initiative between Disability Sport NI and Newry, Mourne and Down District Council, which will see the development of a disability sports hub in the area, focused on putting in place the equipment and services required to increase the number of people with disabilities involved in sport and active recreation.

This Memorandum of Understanding outlines the agreement between Disability Sport NI and Newry, Mourne and Down District Council with respect to the development, promotion and delivery of the project for the period from April 2017 – March 2019. Under the terms of this agreement, we agree to implement the following:

Equipment: Disability Sport NI will provide an inclusive sports equipment package (as per Appendix 1) funded by the Department for Communities and will oversee the delivery of the equipment to the site (and satellite sites) specified by the Council. The Council will provide secure storage and ensure that the equipment is insured and maintained.

Development Plan 2017-2019: The Council will develop and implement a two-year project development plan for the project to be agreed between Disability Sport NI, SNI and the Council.

District Council Liaison Officer: The Council will name a relevant member of staff to manage the project, in partnership with Disability Sport NI's Community Sport Manager.

Training: The Council will fund a hub training programme at a cost of £1,900, which will cover training for up to 16 council staff and volunteers. The 2 day training programme will be delivered by Disability Sport NI and will be designed to train staff and volunteers in the appropriate use of the disability sports hub equipment.

Promotion: The Council and Disability Sport NI will jointly promote the use of the hub and related activities through all digital media channels and through local and national news media.

Monitoring & Evaluation: The Council and Disability Sport NI will work in partnership to record the number of people to benefit from the disability sports hub project.

Signed: _____
On behalf of Disability Sport NI

Name: Kevin O'Neill
Date:

Signed: _____
On behalf of Newry, Mourne and Down District Council
Name:
Date:

APPENDIX 1

EQUIPMENT HUB PROJECTS

Each of the 11 Council areas in Northern Ireland will be provided with the following range of specialised equipment for use by a wide range of people with disabilities:

- **12 x RGK Club Sport Generic Multi-Sport Wheelchairs**
- **3 x Top End Eliminator OSR Track/Racing Wheelchairs**
- **2 x Top End Excelerator Hand Cycles (Adults)**
- **3 x Top End L'il Excelerator Hand Cycles (Kids)**
- **4 x Dawes Duet Tandem Cycles**
- **3 x Tomcat Fizz Trike Cycles**

All of the above wheelchairs and adapted cycles include a range of sizes.

- **1 Boccia Starter Pack**
(consists of 3 x Competition Boccia sets, ramp, court tape and referee kits)
- **1 Sensory Activity Pack**
(consists of a Goalball kit, Futsal bell balls, flashing bounce balls, sensory bean bags, low compression Tennis balls & ASC squeeze machine)