



January 4th, 2017

Notice Of Meeting

You are requested to attend the Council meeting to be held on **Monday, 9th January 2017** at **6:00 pm** in **Mourne Room, Downshire Civic Centre, Downpatrick.**

Agenda

1 Apologies and Chairperson's Remarks

2 Declarations of Interest

Council Minutes For Adoption and Signing

3 Minutes of Council Meeting held on 5 December 2016

Council Minutes 05-12-2016.pdf

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3a Action Sheet arising from Council Meeting held on 5 December 2016

Council-05122016.pdf

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4 Minutes of Special Council Meeting held on 28 November 2016

Special Council Meeting Minutes 28-11-2016.pdf

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Committee Minutes for Consideration and Adoption

5 Minutes of Enterprise, Regeneration and Tourism Committee Meeting held on 12 December 2016

ERT Minutes - Monday 12 December 2016.pdf

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6 Minutes of Strategy, Policy and Resources Committee Meeting held on 15 December 2016

SPR/276/2016: draft Constitution, previously circulated with SPR agenda, is attached for ease of reference

SPR/286/2016: Council's draft response to Consultation on the future delivery of Electoral Services in Northern Ireland, is attached for consideration.

SPR15122016.pdf

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constitution 2 December 2016.pdf

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INDEX-APPENDIX.pdf

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7 Minutes of Active and Healthy Communities Committee Meeting held on 19 December 2016

[AHC19122016.pdf](#)

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8 Minutes of Audit Committee Meeting held on 8 December 2016

[Audit Mins Dec 2016.pdf](#)

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For Discussion/Decision

9 To consider the amendment of Council's Standing Orders (proposed amended copy attached)

[Standing Orders - tracked 21 December 2016 S Taggart.pdf](#)

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Consultation Documents

10 DfC Consultation: Review of the Northern Ireland Local Government Code of Conduct for Councillors

[21-12-16 Letter to Consultees -Revised Code of Conduct.pdf](#)

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[DfC Consultation Document_Review of the Councillors Code.pdf](#)

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[Local Government Code of Conduct Review Working Group Report.pdf](#)

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11 To consider Council's up-dated draft response to the Consultation on Criteria for Reconfiguring Health and Social Care Services

[Report on Consultation on Criteria for Reconfiguration of Health and Social Care Services.pdf](#)

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[hsc-reconfiguration questionnaire final draft.pdf](#)

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12 Conference - Planning Reform in Northern Ireland: Progress, Economic Development and Forward Strategy

Thursday 23rd March 2017

Belfast

£210 +VAT

Briefing Document - £95 +VAT

[planning-NI-2017-agenda.pdf](#)

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Notices of Motion

13 Notice of Motion received from Councillor Enright

"Council notes that Councillors have never voted for the unofficial policy currently holding sway in Newry Mourne and Down Council on not using the word 'Christmas' ('Nollaig' in Gaelic).

Similarly Councillors have not authorised the use of 'Kris Kringle' As a replacement for 'Saint or Santa Claus' or its Gaelic version of Daddaí na Nollag'. Council notes that Down Councillors repeated voiced complaints that council staff were using Kris Kringle rather than the English or Gaelic versions and that this practice has now spread into the new council.

Council notes there are no section 75 reasons that require discontinuing traditional names or mis-naming of traditional festivals on the basis they have the word 'Christ' or 'Saint' in their names.

Council therefore directs management to cease politically correct banalities like 'seasonal reception' or 'Kris Kringle', 'Winterval' or 'season's greetings' or 'happy holidays' in Council business and events for Christmas or involving Santa Claus and bring forward a section 75 consultation on how we can properly recognise Christmas and all the traditional elements of this celebration."

14 Notice of Motion received from Councillor Enright

"Council notes that many small community organisations do not have the cash flow to fund large projects that have been agreed for grant-aiding by Council. Council's policy of releasing 50% of grants to assist cash flow does not resolve this situation sufficiently for projects that involve several thousand pounds.

Management are required to bring forward practical proposals to enable such projects to proceed without cash-flow issues."

15 Notice of Motion received from Councillors Brown and Tinnelly

'This Council is concerned by the proposed closure of 3 outdoor education centres in the District; Ardnabannon, Killowen and Delamont. We recognise the huge importance of these centres in promoting the growth and development of children and young people and the disproportionate negative impact their closure would have on our District. We oppose any changes made by the Department of Education to limit outdoor activity opportunities in this District, and request an urgent meeting with the Education Minister and representatives from the Education Authority to discuss their proposals.'

16 Notice of Motion received from Councillors Hyland and K McAteer

"The British Secretary of State, in conjunction with other unaccountable agencies, has ordered the incarceration of Derry Republican Tony Taylor without charge or trial. This Council calls for Tony's immediate release from prison."

Invitees

Cllr Terry Andrews	terry.andrews@downdc.gov.uk
Cllr Naomi Bailie	naomi.bailie@nmandd.org
Cllr Patrick Brown	patrick.brown@nmandd.org
Cllr Robert Burgess	robert.burgess@nmandd.org
Cllr Stephen Burns	stephen.burns@downdc.gov.uk
Lorraine Burns	lorraine.burns@newryandmourne.gov.uk
Cllr Pete Byrne	pete.byrne@nmandd.org
Cllr Michael Carr	michael.carr@newryandmourne.gov.uk
Mrs Dorinnia Carville	dorinnia.carville@nmandd.org
Cllr charlie casey	charlie.casey@newryandmourne.gov.uk
Cllr William Clarke	william.clarke@downdc.gov.uk
Cllr Garth Craig	garth.craig@downdc.gov.uk
Cllr Dermot Curran	dermot.curran@downdc.gov.uk
Ms Alice Curran	alice.curran@nmandd.org
Mr Eddy Curtis	eddy.curtis@newryandmourne.gov.uk
Cllr Laura Devlin	laura.devlin@downdc.gov.uk
Ms Louise Dillon	louise.dillon@newryandmourne.gov.uk
Cllr Sean Doran	sean.doran@newryandmourne.gov.uk
Cllr Sinead Ennis	sinead.ennis@nmandd.org
Cllr Cadogan Enright	cadogan.enright@downdc.gov.uk
Cllr Gillian Fitzpatrick	gillian.fitzpatrick@newryandmourne.gov.uk
Cllr Glyn Hanna	glyn.hanna@nmandd.org
Mr Liam Hannaway	liam.hannaway@nmandd.org
Cllr Valerie Harte	valerie.harte@newryandmourne.gov.uk
Cllr Harry Harvey	harry.harvey@newryandmourne.gov.uk
Cllr Terry Hearty	terry.hearty@newryandmourne.gov.uk
Cllr David Hyland	david.hyland@newryandmourne.gov.uk
Miss Veronica Keegan	veronica.keegan@downdc.gov.uk
Cllr Liz Kimmins	liz.kimmins@nmandd.org
Cllr Mickey Larkin	micky.larkin@nmandd.org
Mr Michael Lipsett	michael.lipsett@downdc.gov.uk
Cllr Kate Loughran	kate.loughran@newryandmourne.gov.uk
Cllr Jill Macauley	jill.macauley@nmandd.org
Mrs Regina Mackin	regina.mackin@newryandmourne.gov.uk
Cllr Kevin Mc Ateer	kevin.mcateer@nmandd.org
Colette McAteer	collette.mcateer@newryandmourne.gov.uk
Cllr Declan McAteer	declan.mcateer@newryandmourne.gov.uk
Cllr Andrew McMurray	andrew.mcmurray@nmandd.org
Eileen McParland	eileen.mcparland@newryandmourne.gov.uk
Cllr Roisin Mulgrew	roisin.mulgrew@nmandd.org
Cllr Mark Murnin	mark.murnin@nmandd.org

Mrs Aisling Murray	aisling.murray@newryandmourne.gov.uk
Cllr Barra O Muiri	barra.omuiri@nmandd.org
Cllr Pol O'Gribin	pol.ogribin@nmandd.org
Mr Canice O'Rourke	canice.orourke@downdc.gov.uk
Ms Patricia Oakes	patricia.oakes@downdc.gov.uk
Cllr Brian Quinn	brian.quinn@newryandmourne.gov.uk
Cllr Henry Reilly	henry.reilly@newryandmourne.gov.uk
Cllr Michael Ruane	michael.ruane@newryandmourne.gov.uk
Democratic Services	democratic.services@nmandd.org
Cllr Gareth Sharvin	gareth.sharvin@downdc.gov.uk
Cllr Gary Stokes	gary.stokes@nmandd.org
Sarah Taggart	sarah-louise.taggart@downdc.gov.uk
Cllr David Taylor	david.taylor@newryandmourne.gov.uk
Caroline Taylor	Caroline.Taylor@downdc.gov.uk
Cllr Jarlath Tinnelly	jarlath.tinnelly@nmandd.org
Cllr John Trainor	john.trainor@nmandd.org
Central Support Unit	central.support@nmandd.org
Cllr William Walker	william.walker@nmandd.org
Mrs Marie Ward	marie.ward@downdc.gov.uk

NEWRY, MOURNE & DOWN DISTRICT COUNCIL

NMD/C/

Minutes of Council Meeting held on Monday 5 December 2016 at 6pm in the Mourne Room, Downshire Civic Centre, Downpatrick

In the Chair: Councillor G Fitzpatrick**In attendance: (Councillors)**

Councillor T Andrews	Councillor N Bailie
Councillor P Brown	Councillor R Burgess
Councillor S Burns	Councillor P Byrne
Councillor M Carr	Councillor C Casey
Councillor W Clarke	Councillor G Craig
Councillor D Curran	Councillor S Doran
Councillor S Ennis	Councillor C Enright
Councillor G Hanna	Councillor V Harte
Councillor H Harvey	Councillor T Hearty
Councillor D Hyland	Councillor L Kimmins
Councillor M Larkin	Councillor K Loughran
Councillor J Macauley	Councillor D McAteer
Councillor A McMurray	Councillor R Mulgrew
Councillor M Murnin	Councillor B O'Múiri
Councillor B Quinn	Councillor H Reilly
Councillor M Ruane	Councillor G Sharvin
Councillor G Stokes	Councillor D Taylor
Councillor JJ Tinnelly	Councillor J Trainor
Councillor B Walker	

(Officials)

Mr L Hannaway, Chief Executive
 Mrs D Carville, Director of Corporate Services
 Mr E Curtis, Director of Strategic Planning and Policy
 Mr M Lipsett, Director of Active and Healthy Communities
 Mr C O'Rourke, Director of Regulatory and Technical Services
 Mrs M Ward, Director of Enterprise, Regeneration and Tourism
 Mrs E McParland, Democratic Services Manager
 Miss S Taggart, Democratic Services Officer
 Mrs C Taylor, Democratic Services Officer

C/215/2016

APOLOGIES AND CHAIRPERSON'S REMARKS

Apologies were received from Councillor Devlin.

- With the permission of the Chairperson, Councillor Bailie organised a Mannequin Challenge within the Chamber for the Declan McMullan fund.
- The Chairperson advised it had been 3 years since Newry, Mourne and Down Council became the first Council in Northern Ireland to be awarded the Charter for Elected Members Development and re-accreditation had been attained last week. She thanked everyone involved including Members and Officers.

C/216/2016 DECLARATIONS OF INTEREST

There were no Declarations of Interest.

COUNCIL MINUTES FOR ADOPTION AND SIGNING

C/217/2016 MINUTES OF COUNCIL MEETING HELD ON 7 NOVEMBER 2016

Read: Minutes of Council Meeting held on 7 November 2016 (copy circulated)

AGREED: **The minutes were agreed as an accurate record and adopted on the proposal of Councillor Hearty, seconded by Councillor Harvey.**

C/218/2016 ACTION SHEET ARISING FROM COUNCIL MEETING HELD ON 7 NOVEMBER 2016

Read: Action Sheet from Council Meeting held on 7 November 2016 (copy circulated)

AGREED: **The Action Sheet from Council Meeting held on 7 November 2016 was agreed.**

COMMITTEE MINUTES FOR CONSIDERATION AND ADOPTION

C/219/2016 MINUTES OF ENTERPRISE, REGENERATION AND TOURISM COMMITTEE MEETING HELD ON 14 NOVEMBER 2016

Read: Minutes of Enterprise, Regeneration and Tourism Committee Meeting held on 14 November 2016 (copy circulated)

ERT/171/2016 – Newry River Clean Up DFC Funding

Councillor Hyland welcomed the clean-up of Newry's Clanrye River and said he was, however perplexed as to why Council would transfer £25,000 to Rivers Agency for the clean-up of Clanrye River as they had never shown any willingness to help clean-up the river in the past.

Councillor Casey agreed with Councillor Hyland stating Rivers Agency had been lacking historically with cleaning up the rivers.

Mrs Ward advised the funding for the clean-up of the river was from the Department for Communities and was required to be expended within this financial year. Therefore officials had met with Rivers Agency who had measured term contracts with people involved in clean-ups. She advised that this was the most cost-effective and timely method of ensuring the work was completed in order to be able to draw down the funding.

ERT/178/2016 – Caravan and Campsite Management

Councillor Tinnelly expressed his concerns about the possible privatisation of Kilbroney Forest Park. He proposed that the provision of caravan and camping facilities at Kilbroney Park should remain under the total control and operation of the Council and any external reports being sought in regard to agreeing a joint process between Council and Forest Service to appoint external expertise to prepare the Business Rationale and Specification to seek competent providers should only relate to the management of Tollymore and Castlewellaan Forest Parks.

This was seconded by Councillor D McAteer who stated that the regime in Kilbroney Park was working well and should be left under the control of the Council.

Members discussed the issue at length with the following points being raised:

- Members were scaremongering and creating fear among the workforce and local community by using language such as privatisation.
- It had only been agreed to conduct a study to improve the camping and caravanning facilities within the three local forest parks.
- The original recommendation was a reasonable way forward to improve all parks.

Mrs Ward stated the objective of the study was to achieve the best solution for the provision of caravan services across Council and Forest Service Forest Parks. The study would provide options to enhance the tourism and recreational services within the parks.

Councillor Tinnelly summed up the debate stating Kilbroney Park was distinct as it was currently operated by Council employees and he stressed he was opposed to any attempts by Council to privatise it. He asked for a recorded vote on his proposal (copy attached).

The Chairperson put the proposal to a recorded vote, the results of which were as follows:

FOR: 17
AGAINST: 21
ABSTENTIONS: 0

The proposal was declared LOST.

ERT/180/2016 – 2017 Events

Councillor Sharvin advised he was concerned that the organisation of St Patrick's Festivals in Newry and Down were being contracted out to a third party and this would affect the community aspect of the festivals. He asked whether it was just the schedule for events and not the budget that was being approved under the minutes.

Mrs Ward advised the budget was indicative and challenges existed with being able to plan events, however the budgets would be approved as part of the rates process.

ERT/179/2016 – Slieve Croob Walking Trails

Councillor Murnin expressed his gratitude to Dromara Cycling Club in coercing the PSNI on upgrading the path at Slieve Croob.

AGREED: The minutes were agreed as an accurate record and adopted on the proposal of Councillor Ruane, seconded by Councillor Burgess.

C/220/2016 MINUTES OF STRATEGY, POLICY AND RESOURCES COMMITTEE MEETING HELD ON 17 NOVEMBER 2016

Read: Minutes of Strategy, Policy and Resources Committee Meeting held on 17 November 2016 (copy circulated)

SPR/254/2016 – Big Screen – Newry

Councillor Taylor advised concerns had been raised on social media as to whether the big screen had been dealt with appropriately and through the proper channels.

Councillor Sharvin proposed that the matter be referred to the Audit Committee for review to ensure that Council's policies and procedures had been duly followed.

Councillor Walker seconded the proposal stating the matter needed to be finalised and the witch hunt around this matter, needed to stop.

The Chief Executive summarised that the Audit Committee would look at the process for the procurement of the erection of the big screen. He stated however that if the Council approved the recommendations within the minute of SPR Committee Meeting, these recommendations would be acted upon and the Audit Committee review of process would take place at the Meeting of Audit Committee in April 2017.

Councillor Murnin asked whether, by agreeing the minute, Council would be agreeing to hire the screen off Destination Newry for £10,000 per annum. He said if this was the case, there were other mobile screens, such as the one at Downpatrick racecourse, which could be hired at a cost of £1500 per day.

Mr Curtis stated a report would be brought to the ERT Committee highlighting the number of events that the screen was guaranteed to be at, and how to maximise the screen's full potential. He stated that if it was shown to be more expensive, cheaper options could be investigated.

Councillor Murnin stated he did not support the proposed way forward.

AGREED: It was agreed, on the proposal of Councillor Sharvin, seconded by Councillor Walker, that the matter of the Big Screen in Newry be referred to the Audit Committee for review to ensure that Council's policies and procedures had been duly followed.

AGREED: The minutes were agreed as an accurate record and adopted on the proposal of Councillor Ó'Muirí, seconded by Councillor Walker.

C/221/2016 **MINUTES OF ACTIVE AND HEALTHY COMMUNITIES COMMITTEE MEETING HELD ON 21 NOVEMBER 2016**

Read: Minutes of Active and Healthy Communities Committee Meeting held on 21 November 2016 (copy circulated)

The Chairperson advised the Magnet Centre and Killyleagh Youth Drop-in Centre nominations for Pride of Place Awards in the Waterfront Hall. She stated the Magnet Centre received runner-up and Killyleagh Youth Drop-in Centre had been shortlisted and something would be organised to recognise this success, in due course.

AHC/156/2016 – Fitness Suite Operations for Indoor Leisure Centres

Councillor Reilly asked if a copy of the report that had been circulated could be forwarded to him.

AGREED: It was agreed to send a copy of the report of Fitness Suite Operations for Indoor Leisure Centres to Councillor Reilly.

AHC/150/2016 – Community Access to Dan Rice Hall, Drumaness

Councillor Murnin welcomed the usage of the reading room at Dan Rice Hall, however he queried whether any consultation had been undertaken with local people regarding the unused land to the rear of the community centre.

Mr Lipsett advised he was unaware of any consultation having taken place, however he would investigate and advise the Member accordingly.

AGREED: It was agreed that the Director would investigate whether consultation had taken place with local people regarding the unused land to the rear of Dan Rice Hall, Drumaness and advise Councillor Murnin accordingly.

AHC/158/2016 – Proposed Change of Name for SAND

Councillor Sharvin proposed the name of the Sports Association, being SAND, be amended to South Armagh, Newry and Down Sports Association (SANDSA). This was seconded by Councillor Burns.

AGREED: It was agreed on the proposal of Councillor Sharvin, seconded by Councillor Burns that the name of SAND be amended to South Armagh, Newry and Down Sports Association (SANDSA).

AHC/157/2016 – Council Representation on Sports Association

Mr Lipsett advised the number of Councillors on the Executive Committee needed to be reduced from 8 to 5 in order that the Association could achieve charitable status thereby enabling them to draw down funding.

Following discussions, Sinn Fein, SDLP, UUP and DUP proposed their existing members to remain on the Executive Committee, with the Alliance/Independent Grouping proposing Councillor Hyland.

As these nominations exceeded the number of seats available, the Chief Executive advised a ballot of the members present at the meeting would be conducted, in which each Member would vote for candidates and the vacancies would be filled using the single transferable vote. He suggested this could be referred to the January meeting of Council as it would take some time to organise.

Members queried whether d'Hondt system could be used to facilitate the matter. The Chief Executive advised if d'Hondt was used, the appointments would be filled by Sinn Fein and SDLP only.

Councillor Clarke proposed a 10 minute adjournment for Parties to discuss the matter. This was seconded by Councillor Fitzpatrick and agreed.

The meeting was adjourned for 10 minutes at this stage – 7.40pm

The meeting resumed at this stage – 7.50pm

On the proposal of Councillor Ruane, seconded by Councillor Clarke it was agreed to use d'Hondt as the method of making these appointments.

The Chief Executive ran d'Hondt with the following results:

- Pick No 1 – Sinn Fein – Councillor Ó'Muirí
- Pick No 2 – SDLP – Councillor Sharvin
- Pick No 3 – Sinn Fein – Councillor Burns
- Pick No 4 – SDLP – Councillor D McAteer

Pick No 5 – Sinn Fein – Deferred
 Pick No 6 – SDLP – Deferred
 Pick No 7 – DUP – Councillor Walker

AGREED: It was agreed, following allocation of appointments using d'Hondt, that the following Councillors sit on the Executive Committee of the Sports Association:
 Councillors Burns, D McAteer, Ó'Muirí, Sharvin and Walker.

AGREED: The minutes were agreed as an accurate record and adopted on the proposal of Councillor Trainor, seconded by Councillor Doran.

C/222/2016 **MINUTES OF REGULATORY AND TECHNICAL SERVICES COMMITTEE MEETING HELD ON 23 NOVEMBER 2016**

Read: Minutes of Regulatory and Technical Services Committee Meeting held on 23 November 2016 (copy circulated)

AGREED: The minutes were agreed as an accurate record and adopted on the proposal of Councillor Craig, seconded by Councillor Trainor.

FOR DISCUSSION/DECISION

C/223/2016 **STANDING ORDERS**

Read: Report dated 5 December 2016 from Mrs E McParland, Democratic Services Manager regarding proposed amendment to Council's Standing Orders in accordance with Council's Standing Order 27.2 (Copy circulated).

AGREED: It was agreed on the proposal of Councillor Curran, seconded by Councillor Craig to accept the officer's recommendation to amend Standing Orders and adjourn, without discussion, to Council Meeting on Monday 9 January 2017.

CORRESPONDENCE AND CONFERENCES

C/224/2016 **CORRESPONDENCE RECEIVED FROM LISBURN AND CASTLEREAGH CITY COUNCIL**

Read: Correspondence dated 9 November 2016, received from Lisburn and Castlereagh City Council regarding Notice of Motion in support of ME and Fibromyalgia (Copy circulated)

AGREED: It was agreed on the proposal of Councillor Enright, seconded by Councillor Ruane to support motion adopted by Lisburn and Castlereagh City Council.

C/225/2016 **CORRESPONDENCE RECEIVED FROM JESSE NORMAN MP RE: SELLAFIELD**

Read: Correspondence dated 23 November 2016 received from Jesse Norman, MP regarding Sellafield (copy circulated)

Councillor Trainor proposed that Council be given yearly updates from Sellafield and the progress that was being made.

Councillor Burns seconded the proposal and asked that, in the letter to Jesse Norman MP Council should state, in the strongest possible terms, that costs should not come into the clean-up of Sellafield as this was a health and safety issue.

AGREED: It was agreed on the proposal of Councillor Trainor, seconded by Councillor Burns that Council write to Jesse Norman MP regarding Sellafield asking for yearly updates and stating that costs should not be a consideration when considering the clean-up of Sellafield.

C/226/2016 **SOCIAL VALUE CONFERENCE – SHAPING YOUR FUTURE – MAKING YOUR MARK**

NOTED: The conference on Shaping Your Future – Making Your Mark being held on Thursday 26th January 2017 in Girdwood Community Hub, Belfast was noted.

CONSULTATION DOCUMENTS

C/227/2016 **HEALTH AND SOCIAL CARE TRANSFORMATION – CONSULTATION ON CRITERIA FOR RECONFIGURING HEALTH AND SOCIAL CARE SERVICES**

Read: Report dated 5 December 2016 from Ms A Rennick, Investing for Health Officer regarding Consultation on Criteria for Reconfiguring Health and Social Care Services (Copy circulated)

The Chief Executive advised that meetings of the two Health Forums had been convened for Wednesday 14th December at 3pm in Downpatrick and Friday 16th December at 2pm in Newry to discuss the consultation response.

AGREED: It was agreed that the two Health Forums be convened to discuss the consultation response.

SEALING DOCUMENTS

C/228/2016 **SEALING DOCUMENTS**

AGREED: It was agreed to sign and seal the following documents on the proposal of Councillor Hanna, seconded by Councillor Curran:

1. R/S/233 – McShanes – SELB – Grant of Easement in connection with Newry Youth Resource Centre
2. AD/LEG/101 – Deed of Charge – St Patrick Visitor Centre Limited and Newry, Mourne and Down District Council.

NOTICES OF MOTION

C/229/2016 **NOTICE OF MOTION RECEIVED FROM COUNCILLOR CLARKE**

The following Notice of Motion came forward for consideration in the name of Councillor Clarke:

"This Council supports the call to implement the recommendation by the Constitutional Convention to extend the franchise to include all Irish citizens, regardless of their place of residency, to vote in the next & all future Presidential elections"

In proposing the motion, Councillor Clarke stated the motion was based on the Irish citizens of the north of Ireland and the Irish diaspora being entitled to vote in all Irish presidential elections. The Good Friday Agreement had enshrined in law the rights and entitlements of all Irish citizens across all of Irelands 32 counties and had given Irish citizens in the north full Irish citizenship as a birth right.

Councillor Clarke went on to say that all Irish citizens of voting age should be able to vote in the Irish presidential election wherever they should live. He said he understood that many people in the north of Ireland had a British identity and allegiance to the British monarch, and this would not change, but many people also had an allegiance with an Irish identity.

Councillor O'Múiri seconded the motion stating that this was an important issue for the people of the north and for the Irish diaspora and how Irish people were being discriminated against by being born in the north of the country and many being forced to make a living aboard.

Councillor O'Múiri asked Council to support the Constitutional Convention's recommendation that the Government hold a referendum and extend the vote for the

President to the people in the north and the Irish diaspora, and said this was an opportunity to send a message out when the political and social stability of the entire country was being jeopardised by a vote taken in England to remove part of Ireland from the EU against people's will.

Councillor O' Múiri said the passing of this motion would be welcomed by thousands of people in the north and abroad with open arms.

Councillors Stokes, Brown, Enright and D McAteer spoke in support of the motion.

Councillors Harvey, Taylor and Reilly spoke against the motion. Councillor Taylor said this issue had been discussed before, the Constitutional position of Northern Ireland was clear – that it was a member of the UK and any attempt to offer residents of Northern Ireland a vote in the Irish presidential elections would be an attempt to undermine the constitutional position.

Councillor Tinnelly suggested amending the motion to ask for this to be addressed at MLA, TD and Senator level, demanding implementation of the Convention recommendation to extend voting rights to non-resident people of the state.

The Chairperson put the motion to a vote, the results of which were as follows:

FOR: 30
AGAINST: 8

The PROPOSAL was declared CARRIED.

AGREED: It was agreed on the proposal of Councillor Clarke, seconded by Councillor O'Múiri, that Council supports the call to implement the recommendation by the Constitutional Convention to extend the franchise to include all Irish citizens, regardless of their place of residency, to vote in the next and all future Presidential elections.

C/230/2016 NOTICE OF MOTION RECEIVED FROM COUNCILLOR ENRIGHT

The following Notice of Motion came forward for consideration in the name of Councillor Enright:

“Council notes that towns and villages heavily dependent on tourism need to plan ahead to be able to publish a schedule of events with the media, Tourism NI and to be able to book events, locations and shows, to mobilise community volunteers, and hire requisites.

Council further notes that

1. **‘Active and Healthy’ funding for festivals and community events is organised on very short timeframes, often only weeks before the actual event making organisation difficult. EG ‘Carol Ships Festival’ this December or community festivals last summer – even where these have a strong tourism element as in most coastal villages**
2. **Major tourism event funding is organised by ‘Economic Development ‘. They organise around ‘events’ and do not view the organisation of events in a given DEA, town or village as a ‘joined up’ calendar of events in conjunction with Active and Healthy.**
3. **Coordination and planning of events between the two departments around major tourism centres, looking 12 to 14 months ahead, is non-existent.**

Council therefore resolves that villages and towns like Strangford with a large number of successful tourism-related events throughout the year be identified – and a 14 month rolling calendar of events be created for each village and be maintained across both departments.

Where several villages cooperate together to create a season of festivals – this also to be reflected in the schedule for the leading tourism centre – for instance the Lecale Coast Villages from Killough, Ardglass, Dunfort, Ballyhornan, Kilclief and the major tourism village of Strangford. To ensure synergy and sharing of resources.”

Councillor Bailie seconded the motion.

Councillor Fitzpatrick advised that the motion would be referred to the Enterprise, Regeneration and Tourism Committee under Standing Order 16.1 (6) for discussion. She added that Councillor Enright would be invited to the Enterprise, Regeneration and Tourism Committee to speak about the motion.

AGREED: It was agreed that the Motion proposed by Councillor Enright and seconded by Councillor Bailie, be referred to the Enterprise, Regeneration and Tourism Committee for discussion, with Councillor Enright being invited to attend the meeting.

C/231/2016 NOTICE OF MOTION RECEIVED FROM COUNCILLOR ANDREWS

The following Notice of Motion came forward for consideration in the name of Councillor Andrews:

"Newry, Mourne and Down District Council calls upon the Government to make fair transitional state pension arrangements for all women born on, or after 6th April 1951, who have unfairly borne the burden of the increase to the State Pension Age (SPA) with lack of appropriate notification."

In proposing the motion, Councillor Andrews stated that many women born in the 1950s were living in hardship as their retirement plans had been changed with

devastating consequences. He advised many of them struggled to find employment and had worked hard, raised their families and paid their taxes with an expectation that they would be financially secure at the age of 60.

Councillor Andrews stated the pension age was not the dispute in this case, it was the fact that many of these women were given little notification of the changes and therefore had been unable to prepare financially for this increase in their pension age.

Councillor Brown seconded the motion stating this was a very important issue and that a significant burden was being placed on women of a certain age without any transitional arrangements having been put in place. He advised there had been minimal media coverage and a lack of government awareness of the new scheme.

Members spoke unanimously in support of the motion.

AGREED: **It was agreed on the proposal of Councillor Andrews, seconded by Councillor Brown that the Council call upon the Government to make fair, transitional state pension arrangements for all women born on, or after 6th April 1951, who have unfairly borne the burden of the increase to the State Pension Age (SPA) with lack of appropriate notification.**

There being no further business, the meeting concluded at 8.40pm

Signed:

Chairperson

Chief Executive

NEWRY, MOURNE & DOWN DISTRICT COUNCIL
RECORDED VOTE

DATE: 05/12/16 VENUE: Downshire Civic Centre MEETING: Council Meeting

SUBJECT OF VOTE: ERT/178/2016 – Caravan and Campsite Management – Proposal from Councillor Tinnelly, seconded by Councillor D McAteer - provision of caravan and camping facilities at Kilbroney Park

COUNCILLOR	FOR	AGAINST	ABSTAIN	ABSENT
T Andrews	√			
N Bailie		√		
P Brown	√			
R Burgess		√		
S Burns		√		
P Byrne	√			
M Carr	√			
C Casey		√		
W Clarke		√		
G Craig		√		
D Curran	√			
L Devlin				√
S Doran		√		
S Ennis		√		
C Enright	√			
G Fitzpatrick	√			
G Hanna		√		
V Harte		√		
H Harvey		√		
T Hearty		√		
D Hyland	√			
L Kimmins		√		
M Larkin		√		
K Loughran	√			
J Macauley		√		
D McAteer	√			
K McAteer				√
A McMurray	√			
R Mulgrew		√		
M Murnin	√			
P Ó Gribín				√
B Ó Muirí		√		
B Quinn	√			
H Reilly		√		
M Ruane		√		
G Sharvin	√			
G Stokes	√			
D Taylor		√		
JJ Tinnelly	√			
J Trainor	√			
B Walker		√		
TOTALS	17	21	0	3

ACTION SHEET – COUNCIL MEETING – MONDAY 5 DECEMBER 2016

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
C/219/2016	Minutes of ERT – 14 November 2016	The Minutes were agreed as an accurate record and adopted.	M Ward/ L Dillon	Actioned	Y
C/220/2016	Minutes of SPR – 17 November 2016	SPR/254/2016 – Big Screen – Newry It was agreed that the matter of the Big Screen in Newry be referred to the Audit Committee for review to ensure that Council's policies and procedures had been duly followed. The Minutes were agreed as an accurate record and adopted.	D Carville/ E Curtis C Taylor	Actioned	Y
C/221/2016	Minutes of AHC Committee Meeting – 21 November 2016	AHC/156/2016 – Fitness Suite Operations for Indoor Leisure Centres A copy of the report of Fitness Suite Operations to be forwarded to Councillor Reilly. AHC/150/2016 – Community Access to Dan Rice Hall, Drumaness It was agreed that the Director would investigate whether consultation had taken place with local people regarding the unused land to the rear of Dan Rice Hall, Drumaness and advise Councillor Murnin accordingly. AHC/158/2016 – Proposed Change of Name for SAND It was agreed that the name of SAND be amended to South Armagh, Newry and Down Sports Association (SANDSA) AHC/157/2016 – Council Representation on Sports Association It was agreed, following allocation of appointments using d'Hondt, that the following Councillors sit on the Executive Committee of the Sports Association: Councillors Burns, D McAteer, Ó'Muirí, Sharvin and	C Toman M Lipsett M Lipsett/ P Power M Lipsett/ P Power	Completed Completed Actioned Completed	Y Y Y Y

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		Walker The minutes were agreed as an accurate record and adopted.	S Taggart	Actioned	Y
C/222/2016	Minutes of RTS Committee Meeting – 19 October 2016	The minutes were agreed as an accurate record and adopted.	C O'Rourke/ S Taggart	Actioned	Y
C/223/2016	Standing Order	It was agreed to accept the officer's recommendation to amend Standing Orders and adjourn, without discussion, to Council Meeting on Monday 9 January 2017.	E McParland	To be tabled at Council Meeting 09/01/17	Y
C/224/2016	Correspondence received from Lisburn and Castlereagh City Council	It was agreed to support motion adopted by Lisburn and Castlereagh City Council.	L Hannaway/ S Taggart	Letter sent to Health Minister Lisburn and Castlereagh City Council notified of action	Y
C/225/2016	Correspondence received from Jesse Norman MP re: Sellafeld	It was agreed that Council write to Jesse Norman MP regarding Sellafeld asking for yearly updates and stating that costs should not be a consideration when considering the clean-up of Sellafeld.	L Hannaway/ S Taggart	Letter sent – 19/12/16	Y
C/226/2016	Social Value Conference – Shaping your Future Making Your Mark	The conference was noted.	S Taggart	Noted	Y
C/227/2016	Health and Social Transformation – Consultation on Criteria for Reconfiguring Health and Social Care Services	It was agreed that the two Health Forums be convened to discuss the consultation response.	E Devlin/ A Rennick	Meeting held on 3rd January – report on Agenda 9th January 2017	
C/228/2016	Sealing Documents	It was agreed to sign and seal the documents listed.	A Robb/ S Taggart	Signed and sealed	Y
C/229/2016	Notice of Motion received from Councillor Clarke	It was agreed that Council supports the call to implement the recommendation by the Constitutional Convention to extend the franchise to include all Irish	L Hannaway/ E McParland	Letter sent - 19/12/16	

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		citizens, regardless of their place of residency, to vote in the next and all future Presidential elections.			
C/230/2016	Notice of Motion received from Councillor Enright	It was agreed that the motion be referred to the Enterprise, Regeneration and Tourism Committee for discussion, with Councillor Enright being invited to attend the meeting.	M Ward/ L Dillon	To be tabled at ERT Meeting in January	Y
C/231/2016	Notice of Motion received from Councillor Andrews	It was agreed that the Council call upon the Government to make fair, transitional state pension arrangements for all women born on, or after 6 th April 1951, who have unfairly borne the burden of the increase to the State Pension Age (SPA) with lack of appropriate notification.	L Hannaway/ S Taggart	Letter sent - 19/12/16	

NEWRY, MOURNE & DOWN DISTRICT COUNCIL**NMD/SC/**

**Minutes of Special Council Meeting held on Monday 28 November 2016 at 6pm
in the Mourne Room, Downshire Civic Centre, Downpatrick**

In the Chair: Councillor G Fitzpatrick**In attendance:****(Councillors)**

Councillor T Andrews	Councillor P Brown
Councillor R Burgess	Councillor S Burns
Councillor P Byrne	Councillor M Carr
Councillor C Casey	Councillor W Clarke
Councillor G Craig	Councillor D Curran
Councillor C Enright	Councillor G Hanna
Councillor V Harte	Councillor H Harvey
Councillor T Hearty	Councillor M Larkin
Councillor K Loughran	Councillor J Macauley
Councillor D McAteer	Councillor A McMurray
Councillor R Mulgrew	Councillor M Murnin
Councillor B O'Muiri	Councillor B Quinn
Councillor H Reilly	Councillor M Ruane
Councillor G Stokes	Councillor J J Tinnelly
Councillor B Walker	

(Officials)

Mr L Hannaway, Chief Executive
 Mrs E McParland, Democratic Services Manager
 Mrs C Taylor, Democratic Services Officer

Also in attendance: Mr R Larkin, Director of Finance and Regulation, NI Water
 Ms D Gallagher, Head of Safety & Asset Management, NI Water
 Ms A Halpenny, Head of Environmental Compliance, NI Water
 Ms L Hughes, Senior Project Sponsor, NI Water
 Mr K Henderson, Wastewater Assets Area Manager, NI Water

SC/58/2016**APOLOGIES AND CHAIRPERSON'S REMARKS**

There were no apologies.

The Chairperson welcomed Councillor McMurray to his first Council meeting.

SC/59/2015**DECLARATIONS OF INTEREST**

There were no declarations of interest.

SC/60/2015 PRESENTATION BY NI WATER

The Chairperson welcomed Mr Ronan Larkin, Ms D Gallagher, Ms A Halpenny, Ms L Hughes and Mr K Henderson, from NI Water and invited them to make their presentation.

Mr Larkin thanked the Chairperson for the opportunity to present to Council and said he had appreciated the support from Council since the meeting last year.

Mr Larkin highlighted NI Water's 8 customer promises and NI Water's capital investments, including the top investments under construction and those projects about to start. He explained to Members how NI Water was measured independently by the Utilities Regulator and benchmarked against England, Scotland and Wales. Mr Larkin raised the issue of the recovery of the Ballybannon River, Annsborough after the recent pollution incident, saying NI Water would work closely with the regulator and the Environment Agency NI to monitor discharges in this area. He explained how education was rolled out throughout the District and the benefits of the education programme.

The Chairperson thanked the delegation for their presentation and invited questions from the Members by DEA.

Rowallane DEA

Members asked the following questions:

- There were issues with sewage leaks at Alder Grange and Darragh Cross – when would this be cleared up as there had been several site meetings.

Councillor Harvey praised NI Water for all their response at emergency call outs. Mr Larkin undertook to pass this feedback back to staff in the area.

Councillor Andrews thanked NI Water for their help in the sludge incident last summer and praised NI Water and their staff for the clean-up.

Downpatrick DEA

Members asked the following questions:

- The waste water treatment plant at Ardtole, Ardglass had been downgraded from a level 3 to a level 2. When would the waste water treatment plant Ardtole, Ardglass be upgraded as the sewage was not being piped away from the coastal villages of Killough, Coney Island and Ballyhornan, resulting in the inability to develop any significant housing along the coast? The Gold Coast's towns and villages sewage was piped to a level 3 plant in Donaghadee. This area was a prime tourism area and could not afford dirty water on beaches.

- There had been investment in sewage works in Downpatrick, but there were still problems with sewage leaking into the river Quoile, especially at the Saul drain and the plank drain, McDonalds and Asda in Downpatrick. This problem had been reported on many occasions and was supposed to have been diverted to the new sewage works.
- The 5 sewage works at the Quoile River had collected together to turn the bottom of the Quoile estuary into a dead zone. The barrier was not fit for purpose as it opened at the top rather than the bottom and did not allow any scouring of the river. When would the barrier be made fit for purpose and could it be done to allow navigation up the river again to Downpatrick, the way it was originally?
- Was the discharge at Ardtole what it was supposed to be?
- There were problems with the pumping station causing flooding at Strangford Road and Downpatrick Road, Ardglass, opposite the school.
- Raw sewage was flowing into the sea at North Dock, Ardglass.
- There had been a downgrade of Ardtole from a level 2 to a level 3 and the sewage was not being piped away from the beaches. If beaches had EU bathing status, they may qualify to be piped to Ardtole.

Representatives from NI Water responded to Members queries as follows:

- The Ardglass waste water treatment plant had been upgraded to secondary treatment which was agreed with the environmental regulator, the NIA. It did not discharge to a designated water and therefore did not require tertiary treatment.
- The NIA only stipulated that tertiary treatment was required when the bathing water had a designation.
- Further marine remodelling to ascertain bathing water quality would drive the solution regarding NI Water meeting the revised bathing water standards.
- Discharge into the North Dock, Ardglass could not be confirmed, but there were discharge standards for the treatment works at Ardglass.

Councillor Enright referred to the waste water treatment plant at Donaghadee which was a level 3. He said that the Lecale coast was dependent upon the tourist trade, whereby the Gold Coast was not and the level 3 had been promised at Ardtole, but it was a level 2.

Councillor Curran asked NI Water officials to examine the discharge at the rocks at the North Dock, Ardglass regarding raw sewage in that area and revert to him.

Slieve Croob

Members asked the following questions:

- Was there an update on the start date of the waste water treatment plant at Dundrum?

- Water quality in Dundrum Bay had been greatly affected by discharge from the current site and the business that operated at the oyster beds could not sell their products on a regular basis.
- Was there the opportunity for Phoenix Natural Gas to use any of the redundant water pipes to save digging up the roads?
- Would NI Water work with Transport NI to alleviate flooding issues on the Carnreagh Road?
- How was NI Water bringing the Ballybannon river back to health?
- There had been a number of pollution incidents in the Annsborough area due to overriding capacity and overflowing into the river. At times of heavy rainfall how was this monitored? How many incidents had occurred over the past 12 months where had the system been overridden?
- There were 3 housing developments in Annsborough/Castlewellan area of over 400 houses - was there sufficient capacity to take the extra load.
- There had been odour complaints between Annsborough and Castlewellan, especially in dry weather. Sealed manhole covers had been requested, but had not been changed. Would the pipes between Castlewellan and Annsborough be due for upgrade?

Representatives from NI Water responded to Members queries as follows:

- NI Water officials would consider using redundant pipes for Phoenix Natural Gas – it was a possibility if the pipe was fully redundant. NI Water officials would approach Phoenix Natural Gas regarding their plans for the area.
- There had been a downtrend in water quality in Dundrum Bay over the last few years. NI Water had undertaken a catchment study of the 5 rivers flowing into the bay and would be meeting with the operator of the shellfish factory this week to discuss the findings. The survey was extensive – over 650 water samples taken over winter and summer phases, all of which had been tested for microbiology for contamination. DNA had been tested from the samples to determine whether it was human or ruminant source.
- The survey had identified that upgrade works would be required within the Dundrum treatment works and the plan was to go out to tender in January 2017 with a view to completing the upgrade in March 2018.
- Two pumping stations were to be replaced in Dundrum which would mean buying additional land. The sewer would run down the main street and NI Water officials would work with Transport NI regarding this.
- NI Water would be working with Transport NI to alleviate flooding issues on the Carnreagh Road.
- Officials from NI Water had met with the local angling community and within the first week of the pollution incident, a manual clean-up was undertaken to remove all signs of the incident. The NIEA had now taken the lead and NI Water would be guided by them on what they recommended regarding allowing habitat to recover. NI Water had undertaken microbiology surveys, the outcome of which were awaited.
- Many of NI Water's systems at the waste water treatment plants were combined – they took both rain water and foul sewage, and high influent loads were received into the treatment plant in wet weather events, which were standard industry designed to take a flow forward and the excess would

discharge through the storm tanks and screened and settled and spilled to the environment. Environmental dilution was high in times of wet weather.

- At the Annsborough waste water treatment plant there was a high level of infiltration arriving - 2 days after a wet weather event cease, flows still come in which is an issue and NI Water had embarked on a drainage area study which will investigate with a camera and flow survey all points in the network and a solution will be designed to resolve this.
- The issue was sourcing where the infiltration was coming from in Annsborough.
- In new housing developments, storm and foul pipes were separated.

Councillor Burns referred to the drainage area study and requested Slieve Croob DEA Councillors feed into this study.

Mournes DEA

Members asked the following questions:

- There was a problem with on-going problem with sewage treatment at Killowen village – was there an update?
- Old Killowen Road – during times of heavy rain the road flooded very badly and a new pipe was needed, as did most of the rural roads.
- Had a camera survey been undertaken on some of the pipes?
- Hilltown Road and Kilkeel Road had problems with water running off the mountains onto the roads and the ditches were not being maintained or cleaned out.
- Greencastle Pier Road – on-going problem with flooding and drains were not being maintained. Could NI Water and Rivers Agency liaise over the sluice gates.
- From Ballymartin to Annalong sub-contractors were installing new pipelines, which needed to be properly inspected, as loose quarry run stone had been left at the edge of the roads and the tarmac had broken up.
- When sub-contractors were disposing of the spoil, it should be monitored where they are disposing it and if it was on the beaches, it should be properly levelled and top soiled over.
- Could NI Water and Transport NI focus on forward planning as when the sewage main from Ballymartin to Annalong and the one into Kilkeel were installed– there were consultations done on trying to get a footpath, if the NI Water and Transport NI had worked together they could have installed a footpath, instead of wasting money on topsoil and re-seeding.
- Rooney Road, Kilkeel –there was a bad odour particularly in summer months from the sewage treatment plant.
- Annalong footbridge – the lid has been coming off the manhole and sewage was flooding out onto the footway from Cornmill Quay housing development into the main street of Annalong.
- Marine Park – sewage pipes run down side of jetty and people use that area for swimming and there was a foul smell, particularly in the summer months.

- At top of Annalong where treatment plant was – screening was being overcome in exceptionally bad weather and at other sites also.
- Treatment plant at Dundrum – being overcome and affecting Murlough Nature Reserve and Newcastle beach.
- Was the Ballymartin sewage project now fully operational?
- Mourne DEA Councillors had been waiting for 5 months for a meeting with NI Water regarding Cornmill Bridge and the footbridge over to the centre of Annalong village.
- What type of improvements had been made in the Silent Valley? Paths were overgrown and this was a substantial tourist attraction.
- The road to the upper dam needed improvements in places to make it safer.
- There was an odour at the sewage plant at Newcastle Harbour.
- At Cornmill, Annalong, storm drains must run into the sewage system.
- Would NI Water be prepared to make a contribution to the community group who clean up the Kilkeel river?
- Could the Mourne DEA Councillors meet regarding pollution of bathing quality of the water.
- Newcastle treatment works was not completed – could the painting of the outside be looked at to bring out the mosaic.
- Mourne DEA Councillors would like to become involved in the Silent valley discussions and host the DEA meeting at the Silent Valley and involve the community also.
- Mourneview estate flooding was a continual issue for many years.
- Were NI Water looking at hydro power to cut back on energy costs?

Representatives from NI Water responded to Members queries as follows:

- The issue of sewage at Killowen and Old Killowen Road was probably a Transport NI issue. Officials were not aware of a camera survey being undertaken, but would raise the concern.
- The issue on the Old Killowen Road could be a surface water problem and also Hilltown Road.
- Sub-contractors and forward planning to improve footpath – concerns will be fed into the teams.
- Quality of road – resurfacing and spoil issue – any contractors had to be accredited and a programme was in place with Transport NI whereby they sample survey the stretch of road which has been re-instated. If NI Water failed the re-instatement test, NI Water would be fined heavily and the track record in this area had been strong.
- Rooney Road, Kilkeel – there had been issues with the local industries and NI Water had cleaned some treatment facilities in Kilkeel.
- There was a drainage area plan for the whole of Kilkeel which would be commenced shortly as there was a lack of capacity in the system.
- The Ballymartin sewage project was now fully operational and the road could be resurfaced and NI Water officials would remind Transport NI that the road could be resurfaced.
- NI Water officials would continue to look at what improvements they could make in the Silent Valley.

- NI water officials had undertaken works over the past years and had used the footpaths. Access areas had been put in for less able people, footpaths had been repaired and footbridges replaced and upgraded. Picnic areas had been improved in co-operation with Mourne Heritage Trust, RSPB and the Department of Agriculture and NI Water were looking at what further enhancements could be made.
- Even the best of modern sewage plants had some form of odour.
- NI Water had a corporate social responsibility programme (CSR) and would look at hosting a CSR day with the community group to clean the Kilkeel river.
- An appraisal to address storage problems at Murlough to address flooding issues in the Mourneview Estate was on-going. CCTV of the catchment would be starting as infiltration was suspected.
- NI Water were looking at hydro renewables particularly in larger mains to generate energy. Solar panels have also been looked at and there were solar panels on the roof of the building at Greenbank. Planning applications were in for a number of schemes but the cost to connect to the grid was prohibitive.

Mr Larkin advised some of the concerns from Councillor Quinn were roads and rivers linked and he would raise concerns in those areas with Rivers Agency and officials would get back to Councillor Quinn directly.

Councillor Reilly thanked NI Water for the septic tank emptying was quick, corrosion of copper pipes had diminished and water pressure everywhere in Mourne was good.

Councillor Clarke said the response from NI Water staff and communication was good.

Crotlieve DEA

Members asked the following questions:

- What form did the Carlingford Lough Sustainable Water Quality Project take?
- Could Love Your Lough and other local groups become involved with the Carlingford Lough Sustainable Water Quality Project?
- Drumsesk Header Tank – what was this project?
- There was a collapsed road culvert on the B8 between Mayobridge and Newry – and the adjacent landowner was experiencing issues.
- There was a lot of surface water coming off the slope on the Kilbroney Road, Rostrevor 2-3 times per year and a number of properties were being damaged repeatedly. Could the ground water be diverted into a storm pipe? A meeting had been requested through the DEA Manager, NI Water and Rivers Agency on this issue.
- Are some of the top investment projects about to start or was it NI Water's intention to apply for planning permission for the projects?
- Burren pumping station at Bridge Road was not capable of doing the job it was intended for, with the result that sewage was backing up to some of the houses in Carrick Close, Burren.

- There was a billing problem – the bill was sent to a farm with no residents. Water had been turned off on the farm.
- Newpoint project – did this involve work on the Ballinacraig way at Greenbank Industrial Estate which had constant flooding?

Representatives from NI Water responded to Members queries as follows:

- The Carlingford Lough Sustainable Water Quality Project was an application made jointly between NI Water and the Irish Water Authorities to clean the Lough and discharge standards to meet shellfish standards, but it was early days in relation to the project.
- Local groups will be consulted and asked for their input and local knowledge regarding the Carlingford Lough Sustainable Water Quality Project.
- Drumsesk Header Tank – was still at feasibility stage. Screens had been put in, but it was still spilling and the flows at Drumsesk were much greater than the current tank had been designed for, and it was a bigger scheme than originally anticipated. Remedial works had been completed, but it was looking like a bigger tank would be required.
- NI Water had been in touch with a contractor regarding the issue on the B8 with the collapsed road culvert and this issue should be fixed over the next few weeks.
- NI Water would also invite Transport NI to the meeting regarding the surface water on the Kilbroney Road, Rostrevor, but part of the problem could be that the ditches need to be cleaned out and this could be a Rivers Agency issue.
- Feasibility studies were the forerunner to some of the top investment projects, whereby ground modelling was undertaken and this phase is a big stage.
- The Newpoint project was behind the abattoir. The issue further down in the vicinity of PWS at Greenbank was an issue of tidal waters coming in and as it is low lying, there is a drainage issue particularly at high tide, but it was more of a surface water issue. NI Water needed to ensure they kept the waste water treatment plant running in times of heavy rain.

Councillor Tinnelly praised the Flood Incident line, saying he had used it a number of times since last year and it was a very efficient service.

Mr Larkin undertook to obtain details from the farmer who had billing issues from Councillor D McAteer after the meeting.

Newry DEA

Members asked the following questions:

- There had been a malodour across Newry at the time of the pollution incident at Greenbank. Could Councillors receive information on pollution incidents so that they can inform and update constituents?

Representatives from NI Water responded to Members queries as follows:

- NI Water would feedback suggestions on Councillors receiving information on pollution incidents.

Councillor Casey referred to the Efficiency Graphs and complimented Colin Murphy on the downward trend.

Slieve Gullion DEA

Members asked the following questions:

- Lough Ross had received bad publicity over the past few years due to unacceptable drinking water through the dumping of toxins. Was the water from Lough Ross of a high standard? Could NI Water do more to assure local people that the water was of an acceptable standard?
- There was a sewage issue/blockage at the junction of the road at Cullaville in wet weather near to the shop/pub. A meeting would be held the following week with John Kelly but could NI Water officials liaise with him beforehand.
- Was it the case that if oil was detected in water at Lough Ross, the facility would shut down?

Representatives from NI Water responded to Members queries as follows:

- Officials from NI Water would pick up on the issues raised at Lough Ross and get the message out to people that the water was safe.
- Officials from NI Water would liaise with John Kelly prior to next week's meeting regarding the sewage issue at Cullaville.
- NI Water officials would revert to Councillor Byrne regarding if levels of oil were found in water, whether the treatment plant would shut down or not.

There being no further business, the meeting concluded at 7.46pm.

For adoption at Meeting of Newry, Mourne and Down District Council to be held on Monday 9 January 2017.

Signed:

Chairperson

Chief Executive

NEWRY MOURNE AND DOWN DISTRICT COUNCIL

Minutes of the Enterprise Regeneration & Tourism Committee Meeting held on Monday 12 December 2016 at 3.00pm in the Boardroom, District Council Offices, Monaghan Row, Newry

Chairperson: Councillor R Burgess

Vice Chairperson: Councillor D Curran

In Attendance: **(Committee Members)**
 Councillor W Clarke
 Councillor G Hanna
 Councillor H Harvey
 Councillor T Hearty
 Councillor B Quinn
 Councillor J Tinnelly
 Councillor M Ruane

Officials in Attendance:

Ms M Ward	Director Enterprise Regeneration & Tourism
Mr J McGilly	Assistant Director Enterprise Regeneration & Tourism
Ms M Boyle	Tourism Development Officer
Mr M Mohan	Senior Tourism Initiatives Manager
Mr A Patterson	Tourism NI
Ms L Dillon	Democratic Services Officer

ERT/188/2016: APOLOGIES AND CHAIRPERSON'S REMARKS

The following apology was received:

- Councillor G Stokes
- Councillor S Ennis
- Councillor N Bailie
- Councillor D McAteer
- Councillor P Brown
- Councillor T Andrews

The Chairperson, Councillor Burgess, on behalf of the Committee, requested that a message of best wishes be sent to Councillor Naomi Bailie.

ERT/189/2016: DECLARATIONS OF INTEREST

No Declarations of Interest were received:

**ERT/190/2016: ACTION SHEET
MINUTES OF ENTERPRISE, REGENERATION & TOURISM
COMMITTEE MEETING
MONDAY 14 NOVEMBER 2016**

Read: Action Sheet arising out of the Minutes of the Enterprise, Regeneration & Tourism Committee Meeting held on Monday 14 November 2016.
(Copy circulated)

AGREED: It was unanimously agreed to note the Action Sheet arising out of the Minutes of the Enterprise, Regeneration & Tourism Committee Meeting held on Monday 14 November 2016.

TOURISM, CULTURE & EVENTS**ERT/191/2016: COASTAL COMMUNITIES FUND**

Read: Report dated 12 December 2016 from Mr M Mohan, Senior Tourism Initiatives Manager regarding Coastal Communities Fund.
(Copy circulated)

AGREED: On the proposal of Councillor Curran seconded by Councillor Tinnelly it was agreed as follows as per Report dated 12 December 2016 from Mr M Mohan Senior Tourism Initiatives Manager regarding Coastal Communities Fund:

- (a) Advance the Coastal Communities Fund application to Stage 2 of the process.
- (b) The Council to go to tender for the appointment of a delivery agent, if successful at Stage 2 of the process.

ERT/192/2016: ST PATRICK'S FESTIVAL PARADE 2017

Read: Report dated 12 December 2016 from Mr M Mahon, Senior Tourism Initiatives Manager regarding permission to go to Tender regarding St Patrick's Festival Parades in Downpatrick and Newry. **(Copy circulated)**

Councillor Curran referred to the fact no figures had been provided for the production development and delivery of the St Patrick's Festival Parades and he felt this matter

should be referred back to the St Patrick's Festival Parade Working Group for further discussion

Ms Ward explained costs would be in the region of £20,000 and this amount had already been included in the existing St Patrick's Festival budget.

Councillor Quinn said he was disappointed the Council would consider going to tender for the production, development and delivery of the St Patrick's Day Parades and asked why this work could not be provided 'in house'.

Councillor Hearty suggested that rather than spending the monies on contracting out for services regarding the production/development and delivery of the St Patrick's Day parades that the Council could consider using the monies towards the employment of a full time member of staff.

Ms Ward explained it was not proposed to contract out the entire organising of the St Patrick's Day Festival but to provide assistance regarding the production aspect of both parades.

With regard to Councillor Hearty's suggestion to consider employing a member of staff on a full time basis, Ms Ward said this was something which could be considered as part of the restructuring of the Council organisation.

AGREED: It was unanimously agreed Council Officials to examine the possibility of providing assistance for the production, development and delivery of the St Patrick's Festival Parades within the Enterprise Regeneration & Tourism Departmental structure and establish if the necessary assistance can be provided 'in-house'.

A report to be tabled at the Enterprise Regeneration & Tourism Committee Meeting in January 2017, if required, should any issues arise.

ERT/193/2016

POLICIES

DOWN COUNTY MUSEUM ACCREDITATION

Read: Report dated 12 December 2016 from Mr M King, Museum Curator regarding Policies regarding Down County Museum Accreditation application. **(Copy circulated)**

AGREED: On the proposal of Councillor Harvey seconded by Councillor Ruane it was agreed to approve the following policies for the Down County Museum to meet the requirements of Museum Accreditation application February 2017, as per Report dated 12 December 2016 from Mr M King Museum Curator:

- **Collection Development Policy**
- **Documentation Policy**
- **Collections Care and Conservations Policy**
- **Access Policy**
- **Environmental Sustainability Policy**

**ERT/194/2016: ARMSTRONG HUT FROM BALLYKINLER CAMP
DOWN COUNTY MUSEUM**

Read: Report dated 12 December 2016 from Mr M King, Museum Curator regarding the reconstruction of an Armstrong Hut from Ballykinler Camp at Down County Museum. **(Copy circulated)**

AGREED: **On the proposal of Councillor Burgess seconded by Councillor Ruane it was agreed as follows, as per Report dated 12 December 2016 from Mr M King Museum Curator, regarding the reconstruction of an Armstrong Hut from Ballykinler Camp at Down County Museum:**

- (a) **To approve the development of initial plans and to seek costs for the project to reconstruct an Armstrong Hut from Ballykinler Camp at Down County Museum in order that should funding become available from Peace IV, or an alternative source, the project can process.**
- (b) **Progress reports regarding the project to reconstruct an Armstrong Hut from Ballykinler Camp at Down County Museum, be tabled at the Enterprise Regeneration & Tourism Committee in due course.**

ERT/195/2016: TOURISM TRAVEL TRADE OPPORTUNITIES

Read: Report dated 10 October 2016 from Ms M Ward, Director of Enterprise, Regeneration & Tourism regarding details of travel trade opportunities for on-going work plan with Tourism NI and the Council. **(Copy circulated)**

AGREED: **On the proposal of Councillor Quinn seconded by Councillor Curran it was agreed to note Report dated 10 October 2016 from Ms M Ward, Director of Enterprise, Regeneration & Tourism regarding details of travel trade opportunities for on-going work plan with Tourism NI and the Council, and the Council to host part of a drinks reception for ITOA in January 2017 at a cost in the region of £4,000.**

ERT/196/2016: TOURISM STRATEGY 2017-2021

Read: Report dated 6 December 2016 from Ms M Boyle, Tourism Development Officer regarding the Draft Tourism Strategy 2017-2021. **(Copy circulated)**

Councillor Hanna said he welcomed the Tourism Strategy but expressed concerns that two mainly unionist areas, ie, Mournes and Ballynahinch, were not included in the plan.

Ms Ward said that although some areas were not specifically mentioned in the Strategy, Officials were actively working with towns and villages across the District and she said the Mournes was of particular importance within the Strategy.

(3.10pm – Councillor W Clarke joined the meeting)

Councillor Curran said he would like to see more emphasis made on how to go forward with the strategy.

Ms Ward said details will be brought back in terms of moving forward with tourism via business planning details.

Councillor Quinn suggested the Council should create an events calendar which should also highlight those events being held in smaller areas across the District as lot of the smaller events were not promoted. He said the Council should be making contact with the organisers of these small events to obtain the necessary details.

Ms Ward said an events calendar for Council's main events would be published in January 2017 and that ERT would work with AHC to encourage community groups to provide details of community events so that these could be included with a calendar.

AGREED: On the proposal of Councillor Ruane seconded by Councillor Hearty it was agreed as follows, as per Report from Ms M Boyle, Tourism Development Officer regarding the Draft Tourism Strategy 2017-2021:

- (a) To adopt the Tourism Strategy 2017-2021.**
- (b) To consider the Summary Action Plan for 2017/2018 and agree the review of the ERT Directorate Business Plan in early 2017.**
- (c) To arrange an official launch of the Tourism Strategy in early 2017.**

ENTERPRISE, EMPLOYMENT & REGENERATION ITEMS**ERT/197/2016: LAND AT SLIEVE CROOB
WALKING TRAILS**

Read: Report dated 12 December 2016 from Ms H Wilson, Countryside Access Officer regarding the possible acquisition of land at Slieve Croob for development of walking trails and environmental protection of this area. **(Copy circulated)**

AGREED: On the proposal of Councillor Hanna seconded by Councillor Ruane it was agreed as per Report dated 12 December 2016 from Ms H Wilson, Countryside Access Officer, that no further action be taken by Council regarding the development of walking trails and acquisition of land in Slieve Croob, until such times as the study being carried out by ORNI regarding a community trails plan for Slieve Croob and Mournes DEA, is completed.

An update report regarding the development of walking trails in Slieve Croob to be tabled at a future meeting of the Enterprise Regeneration & Tourism Committee.

**ERT/198/2016: DOE ENVIRONMENT FUND
RING OF GULLION**

Read: Report dated 30 November 2016 from Mr D Rice, Ring of Gullion/LPS Manager regarding application for funding to DOE for Strangford Lough, Lecale & Down Coast AONB, Ring of Gullion LPS and Ring of Gullion AONB. **(Copy circulated)**

AGREED: On the proposal of Councillor Hearty seconded by Councillor Ruane it was agreed, as per Report dated 30 November 2016 from Mr D Rice, Ring of Gullion/LPS Manager, to accept and return the Letter of Acceptance form from NIEA in respect of an offer of funding from the Environment Fund for 2017/18 for Strangford Lough, Lecale & Down Coast AONB, Ring of Gullion LPS and Ring of Gullion AONB.

ERT/199/2016: NI CHAMBER MEMBERSHIP

Read: Report dated 12 December 2016 from Mr J McGilly, Assistant Director of Enterprise, Regeneration & Tourism regarding Northern Ireland Chamber Corporate Membership. **(Copy circulated)**

AGREED: On the proposal of Councillor Curran seconded by Councillor Quinn it was agreed as per Report dated 12 December 2016 from Mr J McGilly, Assistant Director of Enterprise, Regeneration & Tourism, that the Council join NI Chamber of Commerce for an initial 12 month period with review thereafter.

ERT/200/2016: OVERSEAS RESULTS FOR NEWRY, MOURNE & DOWN DISTRICT COUNCIL AREA

Read: Report dated 12 December 2016 from Mr J McGilly, Assistant Director of Enterprise, Regeneration & Tourism regarding Overseas Results for Newry, Mourne & Down District Council area. **(Copy circulated)**

AGREED: On the proposal of Councillor Harvey seconded by Councillor Hanna it was agreed as per Report dated 12 December 2016 from Mr J McGilly, Assistant Director of Enterprise, Regeneration & Tourism, that the Council enter into an agreement with Overseas Results Ltd to run a programme of export sourcing for 20 companies in the Newry Mourne & Down District Council area, to be completed within the current financial year.

FOR NOTING

ERT/201/2016: ST PATRICK'S CROSS

Read: Report dated 12 December 2016 from Mr M King, Museum Curator regarding granite replica of St Patrick's Grave. **(Copy circulated)**

AGREED: It was agreed to note Report dated 12 December 2016 from Mr M King, Museum Curator regarding granite replica of St Patrick's Grave.

ERT/202/2016: CAMLOUGH LAKE PROJECT

Read: Report dated 12 December 2016 from Ms M Boyle, Tourism Development Officer regarding Camlough Lake Task & Finish Working Group Meeting held on 10 March 2016. **(Copy circulated)**

AGREED: It was agreed to note the following Recommendations arising from the Camlough Lake Task & Finish Working Group Meeting held on 10 March 2016:

- (a) **To appoint Councillor R Mulgrew as Chairperson and to appoint MrStephen Boyle as Vice Chairperson of the Camlough Lake Task & Finish Working Group.**
- (b) **A site meeting to view works to be programmed for February 2017.**

**ERT/203/2016: PERFORMANCE ARTS PROJECT
NEWRY & MOURNE MUSEUM**

Read: Report dated 12 December 2016 from Ms N Cunningham, Museum Curator regarding a progress Report on the Performing Arts Project at Newry & Mourne Museum. **(Copy circulated)**

AGREED: **It was agreed to note progress regarding the Performance Arts Project for Newry & Mourne Museum, as per Report dated 12 December 2016 from Ms N Cunningham, Museum Curator.**

The Chairman of the Committee, Councillor Burgess, wished everyone a happy Christmas and a peaceful new year.

The Meeting concluded at 3.35pm.

For consideration at the Council Meeting to be held on Monday 9 January 2017.

Signed: **Councillor R Burgess**
Chairperson of Enterprise Regeneration & Tourism Committee

Signed: **Ms M Ward**
Director Enterprise Regeneration & Tourism Committee

NEWRY MOURNE AND DOWN DISTRICT COUNCIL

**Minutes of Strategy Policy & Resources Committee Meeting held on Thursday
15 December 2016 at 5.00pm in the Mourne Room, Downshire Civic Centre,
Downpatrick.**

In the Chair:	Councillor P Brown	
In Attendance:	Councillor T Andrews	Councillor R Burgess
	Councillor P Byrne	Councillor M Carr
	Councillor W Clarke	Councillor S Doran
	Councillor C Enright	Councillor B Ó'Múiri
	Councillor B Quinn	Councillor M Ruane
	Councillor G Sharvin	Councillor W Walker
Also in attendance	Councillor G Craig	Councillor G Hanna
	Councillor J Macauley	Councillor D McAteer
Officials in Attendance:	Mr L Hannaway, Chief Executive	
	Mr E Curtis, Director of Strategic Policy and Performance	
	Mrs D Carville, Director of Corporate Services	
	Mr C O'Rourke, Director of Regulatory & Technical Services	
	Mrs R Mackin, Assistant Director, Corporate Planning and Policy	
	Mrs C Miskelly, Assistant Director, Human Resources	
	Mr J McBride, Assistant Director, Transformation, Innovation & Performance	
	Mr A McKay, Chief Planning Officer	
	Mrs S Burns, Programmes Manager	
	Mr P Preen, HR & Projects Manager	
	Mr E McManus, Capital Projects	
	Mrs N Doran, Health Inequalities Officer	
	Mrs J McCabe, Diversity & Inclusion Projects Co-ordinator	
	Mrs E McParland, Democratic Services Manager	
	Mrs C Taylor, Democratic Services Officer	
	Miss S Taggart, Democratic Services Officer	

SPR/264/2016 APOLOGIES AND CHAIRPERSON'S REMARKS

Apologies were received from Councillors N Bailie, L Devlin and K Loughran.

SPR/265/2016 DECLARATIONS OF INTEREST

Councillors Andrews and Ruane declared interests in SPR/279/2016 – Correspondence received from East Border Region.

SPR/266/2016:- ACTION SHEET OF THE STRATEGY, POLICY AND RESOURCES COMMITTEE MEETING HELD ON 17 NOVEMBER 2016

Read: Action Sheet of the Strategy, Policy and Resources (SPR) Committee Meeting held on 17 November 2016 (circulated).

In response to a query from Councillor Sharvin, Mr Curtis explained that Mr Lipsett, Director of Active & Healthy Communities, had contacted the Department of Education to request the transfer of the site of the former Kindle Primary School to Council under the Community Transfer Scheme. The response, when received would be tabled at the Active & Healthy Communities Committee Meeting.

Agreed: **The Action Sheet of the Strategy, Policy and Resources Committee held on 17 November 2016, was agreed.**

It was agreed to take the Proposed Changes to Planning Committee Operations as the next item of business.

SPR/267/2016 PROPOSED CHANGES TO PLANNING COMMITTEE OPERATIONS

Read: Report of from Mr C O'Rourke, Director of Regulatory and Technical Services, dated 15 December 2016, regarding Proposed Changes to the Planning Committee Scheme of Delegation and Operating Protocol (copy circulated).

Mr O'Rourke explained that the Planning Committee had held a workshop on 22 November 2016, aimed at identifying issues that were impacting on the performance measures for the Planning Department and the operational effectiveness of the Planning Committee.

Mr O'Rourke explained the key issues which were identified and discussed at the workshop under the following headings:

1. The Performance Measures and the backlog
2. Operational Effectiveness of Committee:
 - a. Speaking Rights
 - b. All Refusals going to Committee

Councillor Clarke welcomed the proposed changes, saying the idea was to improve streamlining of the planning process for the public. He said the 20 minute speaking rights time had

improved the flow of the business, especially for single dwellings and rural dwellings.

Councillor Clarke referred to enforcement, saying if an application had an enforcement on it, it would not come before Committee, and he asked for clarification on this. He said that the main obstacle was all of the refusals were currently coming to Committee and there was currently a 5 month waiting list of these.

Councillor Clarke placed on record his thanks to the administrative staff for all their hard work in the administrative side of the committee, which was a huge task.

Councillor Clarke proposed the recommendations set out in the report.

Councillor D McAteer said he had no issue with proposed change to the operating protocol relating to applications that had significant cross border, environmental, economic or social reason impact, or the 20 minutes speaking rights. However, he did not agree with the delegation of all local development applications to officers. He said the agents and applicants were getting used to the process and this would be the second fundamental change of protocol in 12 months.

Councillor D McAteer also said he did not agree with the proposed establishment of a panel consisting of Chair, Vice-Chair and 3 officers to discuss material planning grounds and said it was a mistake to delegate powers to officers as decisions would be taken out of the Councillors' hands. He also referred to a Councillor only being able to speak on an application within their DEA, saying this was very disappointing and he thought that the Planning Committee had been working well.

Councillor Hanna concurred with Councillor D McAteer's comments, saying he did not agree with the panel of Chair, Vice Chair and 3 officers to consider material planning grounds. He also said the speaking rights of Councillors not on the Planning Committee should be retained.

Councillor Hanna also suggested once the submission had been made for speaking rights, no further refusal reasons could be added to an application.

Councillor Craig concurred with Councillors D McAteer and Hanna's comments, in particular the consideration by the panel of 5 of the material planning reason.

Councillor Carr referred to the DEA speaking rights, saying it was a right that most Councillors expected and it should be retained.

Councillor MacAuley concurred with Councillors D McAteer and Hanna.

Councillor Andrews also suggested leaving the process the way it was.

Mr O'Rourke suggested that due to the levels of concern expressed by Members, a working group be set up to look at alternative proposals.

In response to comments from Members, Mr O'Rourke explained that planning staff could not prepare application cases for more than 2 Planning Committees per month. He said there were currently more than 100 applications waiting to come to Committee and on average the Committee was processing 19 per meeting. He further advised that it would take 5 months to process the applications currently waiting. He said there were on average 32 new applications per month.

Councillor Ruane seconded Councillor Clarke's proposal that, that the recommendations within the report be approved.

As an amendment proposal, Councillor Brown proposed and Councillor Enright seconded that the proposals be referred back to a Planning Committee Working Group to review the process.

A vote was taken on Councillor Brown's amendment the results of which were as follows:

FOR:	9
AGAINST:	0
ABSTENTIONS:	4

The vote was declared CARRIED.

The Chairperson put the substantive motion proposed by Councillor Brown and seconded by Councillor Enright to a vote, the results of which were as follows:

FOR:	9
AGAINST:	0
ABSTENTIONS:	4

The substantive motion was CARRIED.

AGREED: It was agreed on the proposal of Councillor Brown, seconded by Councillor Enright, that proposals for the proposed changes to the Planning Committee be referred back to a sub-committee of the Planning Committee for further discussion.

SPR/268/2016 **COUNCIL'S RESPONSE TO CONSULTATION ON THE FUTURE DELIVERY OF ELECTORAL SERVICES IN NORTHERN IRELAND**

Read: Future Delivery of Electoral Services in Northern Ireland – NMDDC Response

The Chairperson welcomed Mr G Shields, Chief Electoral Officer, Electoral Office Northern Ireland, to the meeting.

Mr Shields thanked Council for the invitation to speak about the proposals for electoral reform and advised the consultation process would close on 9 January 2017, after which an announcement would be made regarding the future delivery of elections in Northern Ireland.

Mr Shields advised Council there were 3 main drivers for change which would shape how electoral services were delivered in Northern Ireland in the years ahead. These were:

1. Digitalisation and the use of new technology and how an online election registration system for Northern Ireland was being developed.
2. Normalisation – there were proposals for a greater role for local Councils in the electoral process.
3. Financial sustainability of the Electoral Office, which had been subject to budget cuts.

Questions from Members were answered by Mr Shields as follows:

- Election ID Cards could still be used to vote once their 10 year lifespan had expired, as long as the photo still looked like the person.
- Applications to the electoral register could be made by post and there would also be a helpline number.
- Registration surgeries would be running prior to any elections.
- The consultation paper had set out 2 options: complete centralisation of the electoral office in Belfast with provision for a range of registration services at key council locations or the electoral office head-quarters would be retained in Belfast with 3 outer offices which would be located within Council accommodation.
- The staff would still be employed by the Electoral Office, but would work at council premises.

- A limited range of services could be provided by Council staff including taking photos, checking identification, handing out registration forms and sending on information to the Electoral Office in Belfast.
- Electoral Office staff would not be transferred into the Councils' responsibility and would still be independent of Council.
- Approximately 10 Electoral Office jobs were to be lost through the voluntary exit programme.
- An internet connection was not required to register to vote; a 3g or 4g signal on a mobile phone would be sufficient.
- There were 1650 polling stations in Northern Ireland, which were reviewed by law every 5 years. This number would not change substantially prior to the election in 2019.
- Election counts had been constrained by the size of the venues in previous elections, but this could be addressed by engaging larger count sites which could hold up to 12 counts at a time.
- There were problems at elections with postal and proxy votes, but there was a set process which staff were required to go through by law to process the votes.

In response to Councillor Walker's concerns regarding Crossgar polling station, Mr Shields undertook to flag up the issue to his successor.

In response to Councillor Quinn's query regarding the number of postal applications a Councillor could verify, it was agreed that this issue would be raised with the Northern Ireland Office.

Agreed: It was agreed that correspondence be sent to the Northern Ireland Office requesting the number of postal applications that a Councillor could verify to be extended from 10.

The Chairperson thanked Mr Shields and he departed from the meeting.

Mrs McParland advised that Dooley Harte from NIPSA had also been invited to the meeting. She said that the consultation date submission could be extended to 12 January 2017, and a draft response would now be drawn up, which would include points made by Members, and this would be tabled for consideration at the Council meeting on 9 January 2017.

COMMUNITY PLANNING AND WELL-BEING

SPR/269/2016 RESPONSE TO THE CONSULTATION ON THE PROGRAMME FOR GOVERNMENT

Read: Report from Ms N Doran, Health Inequalities Officer, dated 15 December 2016, regarding the Programme for Government (copy circulated) enclosing comments on the outcomes, indicators and their delivery plans from the Councils perspective.

Councillor Enright confirmed his support for the consultation document and comments, saying more local regeneration powers should be delegated to Councils and he asked that Council address infrastructure projects.

Agreed: It was agreed on the proposal of Councillor Brown, seconded by Councillor Doran, that the response to the Consultation on the Programme for Government be approved subject to the amendment suggested by Councillor Enright.

PERFORMANCE

SPR/270/2016 PERFORMANCE IMPROVEMENT – FINAL REPORT FROM THE LOCAL GOVERNMENT AUDITOR

Read: Report from Mr J McBride, Assistant Director: Transformation, Innovation & Performance, dated 15 December 2016, regarding Performance Improvement – Audit & Assessment report for 2016-17 (copy circulated).

Agreed: It was agreed on the proposal of Councillor Clarke, seconded by Councillor Doran, that agreement be given to accept the findings of the Local Government Auditor concerning the audit and assessment of the Council's compliance with the Duty of Performance Improvement in 2016-17.

CORPORATE SERVICES – DEMOCRATIC SERVICES

SPR/275/2016 TO AGREE ITEMS FOR DISCUSSION AT THE NEXT PARTNERSHIP PANEL

Read: Report by Mr L Hannaway, Chief Executive, dated 15 December 2016, regarding Meeting of the Partnership Panel – 31 January 2017 (copy circulated).

Agreed: It was agreed on the proposal of Councillor Sharvin, seconded by Councillor Doran, that the following agenda items from NMDDC be raised at the Partnership Panel on 31 January 2017:

1. Joint Working between education authorities and Councils on community/recreation provision.
2. Contribution from Transport NI towards grass cutting/maintenance carried out by Councils.
3. Community asset transfer scheme.
4. Planning process – response times by statutory consultees.

SPR/276/2016 COUNCIL CONSTITUTION

Read: Report by Mr L Hannaway, Chief Executive, dated 15 December 2016, regarding the Council Constitution (copy circulated).

Agreed: **It was agreed on the proposal of Councillor Ruane, seconded by Councillor Andrews, that the draft of Council's Constitution be approved and tabled at the Council meeting on 9 January 2017 for consideration.**

SPR/277/2016 REVIEW DATE – COMMITTEE TERMS OF REFERENCE

Read: Report by Mr L Hannaway, Chief Executive, dated 15 December 2016, regarding review arrangements for Terms of Reference (copy circulated).

Agreed: **It was agreed on the proposal of Councillor Ó'Múiri, seconded by Councillor Doran, that Terms of Reference for Council's Committee structures, and the corresponding Terms of Reference be undertaken within the first 3 months of the new Council and a review of Terms of Reference be undertaken by the Council.**

CORPORATE SERVICES – FINANCE**SPR/278/2016 RATES SUPPORT GRANT**

Read: Copy correspondence sent to the Minister for the Department for Communities from Derry City & Strabane District Council dated 7 December 2016 regarding the Council Delegation re Rates Support Grant (copy circulated).

Agreed: **It was agreed on the proposal of Councillor Clarke, seconded by Councillor Andrews, that Council jointly lobby the Minister for the Department for Communities regarding the importance of future Rates Support Grant allocations to Councils with Derry City & Strabane District Council.**

Councillors Andrews and Ruane declared interests in the next item of business, being a member of East Border Region.

FOR CONSIDERATION/DECISION**SPR/279/2016 CORRESPONDENCE RECEIVED FROM EAST BORDER REGION**

Read: Copy correspondence received from Ms P Arthurs, CEO, East Border Region, dated 7 November 2016, requesting that Council allocate £20,000 within its budgets towards the running cost of

the East Border Region Ltd for the period 1 April 2017 – 31 March 2018 (copy circulated).

Agreed: It was agreed on the proposal of Councillor Doran, seconded by Councillor Byrne, that the request received from East Border Region be referred to the Rates Estimates Process.

SPR/280/2016 **INTERNATIONAL RELATIONS POLICY & REFERENCE GROUP**

Read: Report by Mr E Curtis, Director of Strategic Planning & Performance, dated 15 December 2016, regarding the International Relations Policy and Reference Group (copy circulated).

Agreed: It was agreed on the proposal of Councillor Ruane, seconded by Councillor Carr, that a reference group is established as a partnership between Council and external agencies to approve the Terms of Reference and Framework outlined in the report.

SPR/281/2016 **BELFAST CITY REGION GROWTH DEAL BRIEFING SESSION**

Read: Report by Mr L Hannaway, Chief Executive, dated 15 December 2016, regarding Belfast Growth Region (copy circulated).

Mr Hannaway advised of the importance of the Growth Deal in relation to Newry being a city on the Dublin/Belfast economic corridor. He said it would be important to partner into the growth deal for connectivity into the corridor and a collective approach from the Councils on the east coast regarding the impact of Brexit.

Councillor Andrews highlighted the poor roads infrastructure in the District, saying the roads needed to be upgraded.

Councillor Sharvin said it was important that it was not just Belfast that saw the benefits of the Growth Deal, but that it would be for the betterment of all of the Councils.

Councillor Quinn concurred with Councillor Andrews and Sharvin's comments.

Agreed: It was agreed on the proposal of Councillor Andrews, seconded by Councillor Quinn, that:

1. Newry, Mourne and Down Council agree to collaborate with Belfast City Council and Neighbouring Councils to advocate a City deal for the Eastern Region.
2. Senior Management and Party Group Leaders meet with their counterparts in the other Councils to discuss how the authorities can begin to work together in a wider partnership with a shared agenda.
3. Begin conversation with Louth County Council on linking into this initiative on a Cross Border basis. This may include revisiting the Twin City region arrangement developed in 2006.

SPR/282/2016 CORRESPONDENCE FROM THE DEPARTMENT FOR COMMUNITIES RE REGENERATION BILL

Read: Correspondence from Mr D Mulholland, Regional Development Office, Department for Communities, dated 22 November 2016 regarding Regeneration Bill (copy circulated).

Agreed: It was agreed on the proposal of Councillor Clarke, seconded by Councillor Doran, that Council write to the Minister for Communities asking him to reconsider the decision not to progress the Regeneration Bill.

SPR/283/2016 CARLINGFORD LOUGH GREENWAY – FROM WEIR ON MIDDLEBANK TO VICTORIA LOCK

Read: Report by Mr E Curtis, Director of Strategic Planning and Performance, dated 15 December 2016, regarding Carlingford Lough Greenway – from Weir on Middlebank to Victoria Lock (copy circulated).

Agreed: It was agreed on the proposal of Councillor Andrews, seconded by Councillor Clarke, that Council proceed to seek tenders for the second phase of the Greenway from the Weir on Middlebank to Victoria Lock and to carry out this scheme during 2017. The tender process project management and contract supervision to be carried out by the Phase 1 Consultant who was appointed to deal with the development of the Greenway from Newry to Victoria Lock with Consultancy costs to be funded by Council through the Landfill Communities Fund administered by Ulster Wildlife.

GRANT AIDED PROGRAMMES

SPR/284/2016 PEACE IV UPDATE

Read: Report by Mrs S Burns, Programmes Manager, dated 15 December 2016, regarding the Peace IV Local Action Plan (copy circulated).

Councillor Walker commended Mrs Burns and her team for their work on the application for the Peace IV local action plan.

Agreed: It was agreed on the proposal of Councillor Walker, seconded by Councillor Ruane, that Council accept the Letter of Offer as issued by SEUPB for the Councils local action plan and proceed with implementation of non-risk aspects of the letter of offer, such as staff.

SPR/285/2016 **CAPITAL PROGRAMME**

Read: Report by Mr E Curtis, Director of Strategic Planning & Performance, dated 15 December 2016, regarding Capital Project Update (copy circulated).

Noted: The Capital Project Update report was noted.

SPR/286/2016 **CORRESPONDENCE TO G COUGHLIN RE NEWRY SOUTHERN RELIEF ROAD – STAGE 1 ENVIRONMENTAL ASSESSMENT**

Read: Correspondence sent from Mr L Hannaway, Chief Executive to G Coughlin, Environmental Team Leader, AECOM Infrastructure & Environment UK Ltd re Newry Southern Relief Road – Stage 1 Environmental Assessment (copy circulated).

Noted: The correspondence sent from Mr L Hannaway, Chief Executive to G Coughlin re Newry Southern Relief Road – Stage 1 Environmental Assessment, was noted.

SPR/287/2016 **NEWCASTLE HARBOUR/PRINCESS DEVELOPMENT – UPDATE**

Mr Curtis advised this item would be discussed at the Strategic Projects Working Group on 20 December 2016.

ITEMS RESTRICTED IN ACCORDANCE WITH PART 1 OF SCHEDULE 6 OF THE LOCAL GOVERNMENT ACT (NI) 2015

CORPORATE SERVICES - HR

SPR/288/2016 **ORDINARY PARENTAL LEAVE POLICY**

Agreed: On the proposal of Councillor Ruane, seconded by Councillor Doran, it was agreed to exclude the public and press from the meeting during discussion on this matter

which related to exempt information by virtue of Paragraph 4 of Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014 - Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the Council or a Government Department and employees of, or office holders under, the Council and the public may, by resolution, be excluded during this item of business.

Read: Report from Ms C Miskelly, Assistant Director Corporate Services (Human Resources), dated 15 December 2016, recommending approval of a new Ordinary Parental Leave Policy for Council.(copy circulated).

Agreed: On the proposal of Councillor Byrne, seconded by Councillor Ruane, it was agreed the Committee come out of closed session.

Agreed: When the Committee came out of closed session, the Chairperson advised that it had been agreed on the proposal of Councillor Ó'Múiri, seconded by Councillor Walker that the Ordinary Parental Leave Policy be approved.

SPR/289/2016 **CAR PURCHASE ASSISTANCE SCHEME POLICY**

Agreed: On the proposal of Councillor Ruane, seconded by Councillor Doran, it was agreed to exclude the public and press from the meeting during discussion on this matter which related to exempt information by virtue of Paragraph 4 of Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014 - Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the Council or a Government Department and employees of, or office holders under, the Council and the public may, by resolution, be excluded during this item of business.

Read: Report from Ms C Miskelly, Assistant Director Corporate Services (Human Resources), dated 15 December 2016, recommending approval of a revised Car Purchase Assistance Scheme (copy circulated).

Agreed: On the proposal of Councillor Byrne, seconded by Councillor Ruane, it was agreed the Committee come out of closed session.

Agreed: When the Committee came out of closed session, the Chairperson advised that it had been agreed on the proposal of Councillor Andrews, seconded by Councillor Clarke, that the Car Purchase Assistance Scheme Policy, be approved.

SPR/290/2016 **TRAVELLING & EXPENSES AND SUBSISTENCE POLICY AND PROCEDURES**

Agreed: On the proposal of Councillor Ruane, seconded by Councillor Doran, it was agreed to exclude the public and press from the meeting during discussion on this matter which related to exempt information by virtue of Paragraph 4 of Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014 - Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the Council or a Government Department and employees of, or office holders under, the Council and the public may, by resolution, be excluded during this item of business.

Read: Report from Ms C Miskelly, Assistant Director Corporate Services (Human Resources), dated 15 December 2016, recommending approval of a new Travelling Expenses and Subsistence Policy and Procedures (copy circulated).

Agreed: On the proposal of Councillor Byrne, seconded by Councillor Ruane, it was agreed the Committee come out of closed session.

Agreed: When the Committee came out of closed session, the Chairperson advised that it had been agreed on the proposal of Councillor Clarke, seconded by Councillor Doran, that the Mileage & Expenses Policy, be approved.

SPR/291/2016 **RECOMMENDATIONS FOR COLLABORATIVE WORKING ARISING FROM THE DISSOLUTION OF THE LOCAL GOVERNMENT STAFF COMMISSION**

Agreed: On the proposal of Councillor Ruane, seconded by Councillor Doran, it was agreed to exclude the public and press from the meeting during discussion on this matter which related to exempt information by virtue of Paragraph 4 of Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014 - Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the Council or a Government Department and employees of, or office

holders under, the Council and the public may, by resolution, be excluded during this item of business.

Read: Report from Mr L Hannaway dated 15 December 2016, regarding Recommendations for Collaborative Working Arising from the Dissolution of the Local Government Staff Commission (copy circulated).

Agreed: On the proposal of Councillor Byrne, seconded by Councillor Ruane, it was agreed the Committee come out of closed session.

Agreed: When the Committee came out of closed session, the Chairperson advised that it had been agreed on the proposal of Councillor Walker, seconded by Councillor Ó'Múiri, that the recommendations for collaborative working arising from the dissolution of the Local Government Staff Commission, be approved and noted the potential impact on Councils on the dissolution of the Staff Commission.

SPR/292/2016 **MINUTES OF EFFICIENCIES WORKING GROUP HELD ON 18 NOVEMBER 2016**

Agreed: On the proposal of Councillor Ruane, seconded by Councillor Doran, it was agreed to exclude the public and press from the meeting during discussion on this matter which related to exempt information by virtue of Paragraph 3 of Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014 - Information relating to the financial or business affairs of any particular person (including the Council holding that information) and the public may, by resolution, be excluded during this item of business.

Read: Report of Efficiencies Working Group held on 18 November 2016 (copy circulated).

Agreed: On the proposal of Councillor Byrne, seconded by Councillor Ruane, it was agreed the Committee come out of closed session.

Agreed: When the Committee came out of closed session, the Chairperson advised that it had been agreed on the proposal of Councillor Doran, seconded by Councillor Sharvin to approve the report of the Efficiencies Working Group held on 18 November 2016.

SPR/293/2016 **MINUTES OF EFFICIENCIES WORKING GROUP HELD ON 30 NOVEMBER 2016**

Agreed: On the proposal of Councillor Ruane, seconded by Councillor Doran, it was agreed to exclude the public and press from the meeting during discussion on this matter which related to exempt information by virtue of Paragraph 3 of Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014 - Information relating to the financial or business affairs of any particular person (including the Council holding that information) and the public may, by resolution, be excluded during this item of business.

Read: Report of Efficiencies Working Group held on 30 November 2016 (copy circulated).

Agreed: On the proposal of Councillor Byrne, seconded by Councillor Ruane, it was agreed the Committee come out of closed session.

Agreed: When the Committee came out of closed session, the Chairperson advised that it had been agreed on the proposal of Councillor Andrews, seconded by Councillor Ruane to accept the report of the Efficiencies Working Group held on 30 November 2016.

SPR/294/2016
Agreed: COUNCIL LANDS AT ALTNAVEIGH, DORANS HILL, NEWRY
On the proposal of Councillor Ruane, seconded by Councillor Doran, it was agreed to exclude the public and press from the meeting during discussion on this matter which related to exempt information by virtue of Paragraph 3 of Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014 - Information relating to the financial or business affairs of any particular person (including the Council holding that information) and the public may, by resolution, be excluded during this item of business.

Read: Report from Mrs D Carville, Director of Corporate Services dated 15 December 2016, regarding Council Land at Altnaveigh, Dorans Hill, Newry (copy circulated).

Agreed: On the proposal of Councillor Byrne, seconded by Councillor Ruane, it was agreed the Committee come out of closed session.

Agreed: When the Committee came out of closed session, the Chairperson advised that it had been agreed on the proposal of Councillor Ó'Múiri, seconded by Councillor Clarke to approve the recommendation to proceed with the sale of the land to Thomas Davis GFC restricted to recreational use, subject to the conditions set out in the report.

SPR/295/2016 TENDER FOR THE PROVISION OF CORPORATE GRAPHIC DESIGN SERVICES

Agreed: On the proposal of Councillor Ruane, seconded by Councillor Doran, it was agreed to exclude the public and press from the meeting during discussion on this matter which related to exempt information by virtue of Paragraph 3 of Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014 - Information relating to the financial or business affairs of any particular person (including the Council holding that information) and the public may, by resolution, be excluded during this item of business.

Read: Report from Mrs R Mackin, Assistant Director of Corporate Planning and Policy dated 15 December 2016, regarding the Tender for the Provision of Corporate Graphic Design Services (copy circulated).

Agreed: On the proposal of Councillor Byrne, seconded by Councillor Ruane, it was agreed the Committee come out of closed session.

Agreed: When the Committee came out of closed session, the Chairperson advised that it had been agreed on the proposal of Councillor Ó'Múiri, seconded by Councillor Byrne that a tender for the provision of Corporate Graphic Design be approved for a 6 month period, with the option to extend for a further period if required, compliant with the Council's Financial Policy and Procedures Regulations.

SPR/296/2016 DISABLED ANGLING FACILITY - WHITEWATER, KILKEEL

Agreed: On the proposal of Councillor Ruane, seconded by Councillor Doran, it was agreed to exclude the public and press from the meeting during discussion on this matter which related to exempt information by virtue of Paragraph 3 of Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014 - Information relating to the financial or business affairs of any particular person (including the Council holding that information) and the public may, by resolution, be excluded during this item of business.

Read: Report from Mrs A Robb, Assistant Director of Corporate Services (Administration), dated 15 December 2016, regarding the Disabled Angling Facility at Whitewater, Kilkeel (copy circulated).

Agreed: On the proposal of Councillor Byrne, seconded by Councillor Ruane, it was agreed the Committee come out of closed session.

Agreed: When the Committee came out of closed session, the Chairperson advised that it had been agreed on the proposal of Councillor Doran, seconded by Councillor Quinn to approve the recommendation relating to rental of land currently maintained by the Council subject to the completion of a suitable Legal Agreement and to the terms and conditions being agreed by the Council's legal advisor.

SPR/297/2016 **PROPOSALS TO INCREASE PERMANENT HEADCOUNT IN THE PLANNING DEPARTMENT**

Agreed: On the proposal of Councillor Ruane, seconded by Councillor Doran, it was agreed to exclude the public and press from the meeting during discussion on this matter which related to exempt information by virtue of Paragraph 3 of Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014 - Information relating to the financial or business affairs of any particular person (including the Council holding that information) and the public may, by resolution, be excluded during this item of business.

Read: Report from Mr C O'Rourke, Director of Regulatory and Technical Services, dated 15 December 2016, regarding the Proposal to Increase Permanent Professional Headcount in the Planning Department (copy circulated).

Agreed: On the proposal of Councillor Byrne, seconded by Councillor Ruane, it was agreed the Committee come out of closed session.

Agreed: When the Committee came out of closed session, the Chairperson advised that it had been agreed on the proposal of Councillor Carr, seconded by Councillor Clarke that the decision to increase the permanent headcount in the Planning Department be taken after the Efficiencies Working Group to be held on 22 December 2016.

The meeting concluded at 8:20pm.

For consideration at the Council Meeting to be held on 9 January 2017.

Signed: **Councillor Patrick Brown**
Chairperson

Signed: **Eddy Curtis**
Director of Strategic Policy and Performance

Appendix 1

The Council's Constitution

Newry, Mourne and Down District Council is required, under Section 2 of the Local Government Act (NI) 2014, to prepare and keep up to date a Constitution. This Constitution sets out how the Council operates, how decisions are made and the procedures the Council follows to ensure that these are efficient, transparent and accountable to local people.

The Constitution is divided into 13 Articles and these set out the basic rules governing the Council's business. More detailed procedures and codes of practice are set out in the appendices of the Constitution.

What's in the Constitution?

Article 1 sets out the powers of the Council and the purpose of the Constitution. Articles 2 to 13 explain how the key parts of the Council operate, and the rights of our citizens.

These Articles are:

- Members of the Council (Article 2)
- Citizens and the Council (Article 3)
- The Council (Article 4)
- Chairing the Council (Article 5)
- Decision making structures (Article 6)
- Regulatory and other Committees (Article 7)
- Joint arrangements (Article 8)
- Officers (Article 9)
- Procedures for decision making (Article 10)
- Finance contracts and legal matters (Article 11)
- Review and revision of the Constitution (Article 12)
- Suspension, interpretation and publication of the Constitution (Article 13)

Our Mission, Vision and Values

The Council has a population of around 171,500 and it is the third largest Council area in Northern Ireland. Following Local Government reorganisation in Northern Ireland, the Council formally assumed its full powers and statutory responsibilities on 1 April 2015 and its mission is to lead and serve a District that is prosperous, healthy and sustainable.

The Council aims to create opportunities for local people and local communities to thrive by supporting sustainable economic growth over time and helping people to lead fulfilling lifestyles. The Council has adopted 5 core values, which are;

- We will be citizen focused and actively encourage citizen and community engagement, as well as being a listening and responsive Council.
- We will be accountable and make decisions based on an objective assessment of need and operate in a transparent way as well as openly reporting on our performance.
- We will be collaborative and actively encourage and pursue working in partnership, and at all levels, to deliver for our district.
- We will be sustainable and will take into account the social, economic and environmental impacts of our decisions on current and future generations.

- We will be fair at all times and will proactively target actions at those who are marginalised within our community.

How the Council operates

The Council is made up of 41 Councillors who are elected every 4 years and the current Councillors will serve until May 2019.

Councillors have to agree to follow the Northern Ireland Local Government Code of Conduct for Councillors to ensure high standards in the way they undertake their duties and role as a Councillor.

All Councillors meet together as the Council. Meetings of the Council, its Committees and sub Committees are open to the public, except where confidential or exempt information is likely to be disclosed, and it is here that decisions are made on the Council's overall policies.

How decisions are made

The full Council, which is a meeting of the 41 Councillors, is held every month, although the Council, may if it so determines, decide not to hold a meeting on a summer month.

Planning Committee meetings are held on a 4 weekly basis and this Committee has its own decision making powers.

The Council has a further 5 Standing Committees – these are:

1. Active and Healthy Communities – meets every month, except July.
2. Enterprise Regeneration and Tourism – meets every month, except July.
3. Regulatory and Technical Services – meets every month, except July.
4. Strategy Policy and Resources – meets every month, except July.
5. Audit Committee – meets 4 times each year. The Audit Committee is Chaired by an independent member who has been recruited following a public recruitment exercise.

These Committees do not have their own decision making powers - they make recommendations which must be considered and agreed by full Council before being acted upon.

The Council's Employees

The Council employees, "Officers", give advice to the Councillors, implement decisions and manage the day to day delivery of its services. All Officers must ensure that they act within the law when carrying out the Council's work. The Councillor/Employee Code of Conduct is set out in **Part 4** of this Constitution and this governs the relationships between employees and Councillors.

Citizen's Rights

Citizens have a number of rights in their dealings with the Council and in particular in terms of participation, rights to information and complaints. These are set out in more detail in Article 3 and include the right to:

- Vote at local elections if they are registered;
- Contact their local Councillors about matters of concern to them;

- Obtain a copy of the Constitution;
- Attend meetings of the Council and its Committees;
- See reports, background papers and records of decisions made by the Council and its Committees;
- Complain to the Council about service delivery;
- Complain to the Northern Ireland Commission for Complaints if they think the Council has not followed its procedures properly. However they should do this only after using the Council's own complaints process;
- Exercise their rights under the Data Protection Act 1998 to request their own personal data/information held by the Council;
- Exercise their rights under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004 to obtain information held by the Council;
- Inspect the Council's accounts and make their views known to the external auditor during a statutory period;

The Council always welcomes participation by citizens in our work.

Article 1

The Constitution

1.1 Powers of the Council

The Council will exercise all its powers and duties in accordance with the law and this Constitution. This Constitution complies with the requirements of the Local Government Act (NI) 2014, related Regulations and Government Guidance on constitutional matters.

1.2 The Constitution

This Constitution and all its appendices is the Constitution of Newry, Mourne and Down District Council.

1.3 Purpose of the Constitution

The purpose of the Constitution is to:

- a) Enable the Council to provide clear political and managerial leadership to the community, in partnership with citizens, businesses and other organisations;
- b) Support the act of involvement of citizens in the process of Council decision making;
- c) Help Councillors to efficiently and effectively represent and support their constituents;
- d) Enable decisions to be taken efficiently and effectively;
- e) Create a powerful and effective means of holding decision makers to public account;
- f) Ensure that no-one will review or scrutinise a decision in which they were directly involved;
- g) Ensure that those responsible for decision making are clearly identifiable to local people and that the decision makers explain the reasons for decisions;
- h) Provide a means of improving the delivery of services to the community.

1.4 Interpretation and Review of the Constitution

Where the Constitution permits the Council to choose between different courses of action, the Council will always choose that option which it thinks is closest to the statements of purpose in paragraph 1.3 above.

The Council will monitor and evaluate the operation of the Constitution.

Article 2

Members of the Council (Councillors)

2.1 Composition and Eligibility

The Council comprises 41 members, called Councillors. Councillors are elected by the voters of each of the district electoral areas which make up Newry, Mourne and Down District Council in accordance with a scheme drawn up by the Electoral Office of Northern Ireland.

Where an individual ceases to be a Councillor, whether by resignation or through other circumstances, the vacancy on the Council will be filled by the co-option of an individual nominated by the political party in whose name the previous individual stood, at the last local general election. In the case of Councillors who are Independent Members and not Members of any political party, their vacancy will be filled by the co-option of an individual nominated by them when they stood at the last local general election.

Only registered voters of the district or those living or working there, will be eligible to hold the Office of Councillor.

2.2 Election and terms of Councillors

The regular election of Councillors will be held on the first Thursday in May every 4 years. The next Local Government election is scheduled to be held in 2019. The term of office of Councillors will start on the fourth day after being elected and will finish on the fourth day after the date of the next regular election.

2.3 Role and duties of all Councillors

Key roles

- a) All Councillors will have the following key roles:
 - i. Councillors will collectively be the ultimate policy makers and carry out a number of strategic and corporate management functions for the Council;
 - ii. Councillors will represent their communities and bring their views into the Council's decision making process;
 - iii. Councillors will deal with individual issues and act as an advocate for constituents in resolving particular concerns or grievances;
 - iv. Councillors will balance different interests identified within the district electoral area and represent that area as a whole;
 - v. Councillors will be involved in decision making;
 - vi. Councillors will be available to represent the Council on other bodies;
 - vii. Councillors will maintain the highest standards of conduct and ethics.

Rights and Duties;

- b) All Councillors will have the following rights and duties:
 - i. Councillors will have such rights of access to such documents, information, lands and buildings of the Council as are necessary for the proper discharge of their functions and in accordance with the law;

- ii. Councillors will not make public, information which is confidential or exempt (as defined in the Access to Information Rules in **Part 3** of this Constitution), without the consent of the Council or divulge information given in confidence to anyone other than a Councillor or Officer entitled to know it;

2.4 Conduct

Councillors will at all times adopt high standards of conduct and abide by the NI Local Government Code of Conduct for Councillors issued under Section 53 of the Local Government Act (NI) 2014 and the Local Government Employee and Councillor Working Relationship protocol.

2.5 Allowances

Councillors will be entitled to receive allowances in accordance with the Members' Scheme of Allowances set out in **Part 5** of this Constitution.

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Article 3

Citizens and the Council

3.1 Citizens' Rights

Residents and others who avail of the Council's services have the following rights in relation to the operation of the Council. Their rights to information and to attend meetings of the Council or its Committees are explained in more detail in the Access to Information Rules in **Part 3** of this Constitution.

Information

- a) Citizens have the right to:
 - i. Attend meetings of the Council and its Committees except where confidential or exempt information is likely to be disclosed, and the meeting is therefore held in private;
 - ii. See reports and background papers, and any records of decisions made by the Council.

Complaints

- b) Citizens have the right to complain to:
 - i. The Council itself under its Complaints Scheme; or
 - ii. The NI Commissioner for Complaints in respect of an allegation that a Councillor (or former Councillor) has failed, or may have failed, to comply with the NI Local Government Code of Conduct for Councillors. Guidance on making a complaint to the Northern Ireland Commissioner for Complaints is available on the website of the Office of the Northern Ireland Commissioner for Complaints.

3.2 Citizens' Responsibilities

Citizens must not be violent, abusive or threatening to Councillors or Officers and must not wilfully harm things owned by the Council, Councillors or Officers.

Article 4 **The Council**

4.1 Meanings

Policy Framework

- a) The policy framework means the following plans and strategies:
- i. Those prescribed in legislation to be adopted by the Council:
 - Community Plan
 - Area Development Plan
 - Performance Improvement Plan
 - Equality Scheme
 - Disability Action Plan
 - ii. Those other plans and strategies which the Council may decide, should be adopted by the Council as a matter of local choice:
 - Corporate Plan
 - Scheme of Delegation

Budget

- b) The budget includes the allocation of financial resources to different services and projects, proposed contingency funds, the Council rate base, setting the district rate and decisions relating to the control of the Council's borrowing requirement, the control of its capital expenditure and the vetting of virement limits.

4.2 Functions of the Council

Council operates a traditional Committee system where business is considered by a Committee and recommendations made to Council for approval, except for those circumstances where Council has delegated authority to a Committee. Details of the authority delegated to Committees is contained in the Council's Terms of Reference for Committees at **Part 2** of this Constitution. There are circumstances in which Council has delegated its authority to exercise decisions to an Officer of Council, referenced in the Council's Scheme of Delegation for Officers contained within **Part 2** of this Constitution.

There are however some matters which cannot be delegated to any Committee and must be considered by Council. Section 7(3) of the Local Government Act (Northern Ireland) 2014 states that the following must be discharged by the Council itself:

- a) Making a District Rate under the Rates (NI) Order 1977;
- b) Making a determination under Section 13 (1) of the Local Government Finance Act (NI) 2011 (affordable borrowing limit) and monitoring an amount determined under that subsection;
- c) Borrowing money; and
- d) Acquiring or disposing of land.

4.3 Council Meetings

There are three types of Council meeting:

- a) the annual meeting
- b) ordinary meetings
- c) extraordinary meetings

and they will be conducted in accordance with the Council's Standing Orders set out in **Part 3** of this Constitution.

4.4 Responsibility for functions

The Council operates a traditional Committee structure as its form of governance.

The Terms of Reference for each Committee and the Council's decision making processes are set out in **Part 2** of this Constitution.

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Article 5 **Chairing the Council**

5.1 Title of the person chairing the Council meetings

The Chairperson of the Council will chair Council meetings.

5.2 Role and Function of the Chairperson

The Chairperson and, in their absence, the Deputy Chairperson will have the following roles and functions:

Ceremonial role

- a) The Chairperson, as the “first citizen of Newry, Mourne and Down” will uphold and preserve the dignity and honour of the Office. In particular the Chairperson will remain apolitical and attend civic and ceremonial functions as the Council and he/she determines appropriate.

The Chairperson will:

- i. Encourage and support all aspects of life in Newry, Mourne and Down by attending civic and public events;
- ii. Receive distinguished visitors to the district;
- iii. Act as host on behalf of the Council and the citizens of Newry, Mourne and Down at civic functions;
- iv. Act as a spokesperson to the local, national and international media;
- v. Support and encourage charitable and other appeals;
- vi. Promote Newry, Mourne and Down’s business, commercial, cultural and social life;
- vii. Promote Newry, Mourne and Down as a place of excellence in which to live, invest and create new jobs;
- viii. Promote Newry, Mourne and Down as a premier tourist destination.

Chairing the Council Meeting

- b) The Chairperson will be the person presiding over Council meetings.

The Chairperson will have the following responsibilities:

- i. To uphold and promote Newry, Mourne and Down, the Council’s Constitution, and to give rulings on the Constitution and Standing Orders during Council meetings;
- ii. To preside over meetings of the Council so that its business can be carried out in an effective, orderly and efficient manner and in the interests of the citizens of Newry, Mourne and Down;
- iii. To promote public awareness, knowledge and participation in the business of the Council.

Article 6

Decision making structures

The full Council, which is a meeting of the 41 elected members, takes place monthly, with the exception of one summer month if Council so determines.

The Council also holds an Annual General Meeting every year.

The Council operates a traditional Committee structure.

6.1 Role

The Council has selected a traditional Committee structure as its form of governance and organises its business through 6 Committees. Four of these Committees sit monthly, with the exception of July and they each consist of 15 Councillors. Officers advise Councillors on issues addressed by Committees. These Committees do not have any decision making powers but they review, scrutinize and make recommendations which are then considered by the full Council.

The Council's Audit Committee meets at least 4 times per year, the Chairperson of which is an independent person who is not a Councillor. The Audit Committee consists of 10 elected members. It does not have decision making powers and makes recommendations which are then considered by the full Council.

The Council also has a Planning Committee which meets on a 4 weekly basis and consists of 12 Councillors. Unlike the other Committees, the Planning Committee has full decision making powers on the matters that fall within its remit.

6.2 Form

The Council's six standing Committees are:

Planning Committee - a 12 member Committee that has full decision making powers in relation to the planning matters that fall within its remit;

Enterprise, Regeneration and Tourism Committee – a 15 member Committee that makes recommendations to the full Council;

Active and Healthy Communities Committee – a 15 member Committee that makes recommendations to the full Council;

Regulatory and Technical Services Committee – a 15 member Committee that makes recommendations to the full Council;

Strategy Policy and Resources Committee – a 15 member Committee that makes recommendations to the full Council;

Audit Committee – a 10 member Committee that makes recommendations to full Council

6.3 Proceedings of the Committees

Proceedings of the Committees shall take place in accordance with the Council's Standing Orders set out in **Part 3** of this Constitution.

The Council also has the power to establish sub Committees and working groups.

6.4 Functions of the Council which are discharged by an Officer of the Council

The functions of the Council which are discharged by an Officer of the Council are set out in the Scheme of Delegation which is attached at **Part 2** of the Constitution.

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Article 7 Policy and other Committees

7.1 Policy and other Committees

The Council will appoint the Committees set out in **Part 2** of this Constitution to make recommendations for the functions listed in each Committees Terms of Reference.

7.2 Regulatory and other Committees

The Council will appoint a Planning Committee to discharge the functions listed in the Committee's Terms of Reference.

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Article 8 Joint arrangements

8.1 Joint arrangements

The Council may establish joint arrangements with one or more local authorities to exercise functions, or to advise the Council. Such arrangements may involve the appointment of a joint committee with these other local authorities.

Appointment of Members to joint Committees will be made by the Council in accordance with any relevant legislation and in line with the Council's Standing Orders.

8.2 Access to information

The Access to Information Rules in [Part 3](#) of this Constitution apply.

8.3 Delegation to and from other Councils

The Council may delegate the discharge of functions to another Council or, in certain circumstances, the executive of another Council.

8.4 Contracting out

Currently no services are contracted out in their entirety.

Article 9 **Officers**

9.1 Management structure

The management structure of the Council is set out in **Part 6** of this Constitution.

9.2 Functions of the Clerk and the Chief Executive of the Council

The Clerk and Chief Executive is the Council's Head of the paid service and principal adviser on policy issues.

The Clerk and Chief Executive has responsibility for implementing the Council's strategic objectives and ensuring the efficient, effective and equitable discharge of responsibilities of the Council as detailed in legislation.

Key Roles:

- To provide the leadership, vision and strategic direction necessary to manage the interface between elected members and officers and work in partnership with them to create the Council's Strategic Plan and develop policies and relationships which will fulfil the Council's objectives.
- To work in partnership with elected members to define the corporate culture of the Council and promote its core values.
- To ensure the Council meets its statutory obligations and that the highest standards of probity and good conduct are maintained at all times.
- To ensure that appropriate governance arrangements, including risk management measures, are in place.
- To actively promote both the Council and its area locally, regionally, nationally and internationally, taking account of the various communities within the area.
- To provide support to the democratic decision making processes at all levels and to promote the active participation of local people and communities in the Council's affairs.
- To lead in ensuring that the Council's strategic plans and policies are matched to a common purpose across the organisation and the area.
- To take overall responsibility for ensuring that the Council's decisions and policies are implemented.
- To promote equality of opportunity and access in service delivery and in the employment of staff.
- To ensure that service planning and delivery reflect the Council's priorities and take account of the views of citizens, communities and all other stakeholders.

- To lead on partnership working through the Community Planning process, ensuring that through this the Council maximises opportunities for the area so that its citizens attain their full potential.
- To actively foster and enhance positive relationships with all local communities, agencies and partners, including the voluntary sector and local business, as well as with other statutory bodies at regional and national levels.

9.3 Functions of the Chief Financial Officer

The Clerk and Chief Executive of the Council also holds the role of Chief Financial Officer and is responsible for leading and directing a finance function that is resourced and fit for purpose.

Key Roles:

1. To make arrangements for the proper administration of the Council's financial affairs.
2. To lead the Council in fulfilling its duty to strike a district rate on an annual basis to meet the costs of local services.
3. To keep the Council advised on a regular basis on the robustness of its rate estimates.
4. To develop and implement strategy and to resource and deliver the Council's strategic objectives sustainably and in the public's interest.
5. To ensure immediate and longer term implications, opportunities and risks are fully considered, and aligned with the Council's Corporate Financial Plan
6. To lead the promotion and delivery by the Council of good financial management so that public money is safeguarded at all times and used appropriately, economically, efficiently and effectively.

9.4 Duty to provide sufficient resources to the Chief Financial Officer

The Council will provide the Chief Financial Officer with such Officers, accommodation and other resources which are, in its opinion, sufficient to allow their duties to be performed.

9.5 Conduct

Officers will comply with the Officer's Code of Conduct and the Local Government Employee and Councillor Working Relationship Protocol set out in **Part 4** of this Constitution.

Article 10

Decision making

10.1 Responsibility for decision making

- a) The Council will issue and keep up to date a record of what part of the Council or which individual has responsibility for particular types of decisions or decisions relating to particular areas or functions. This record is set out in **Part 2** of this Constitution.

10.2 Principles of decision making

Decisions of the Council will be based upon the Council's 5 core values;

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

10.3 Decisions to be taken by a qualified majority

The decisions of a Council that must be taken by a qualified majority – i.e. by 80% of the votes of the members present and voting, are set out in the Council's Standing Orders in **Part 3** of this Constitution.

10.4 Decision making by the Council

The Council meeting will follow the Council's Standing Orders set out in **Part 3** of this Constitution when considering any matter.

10.5 Decision making by other Committees and sub Committees established by the Council

Council Committees and sub Committees will follow those parts of the Council's Standing Orders set out in **Part 3** of this Constitution as applied to them.

10.6 Reconsideration of decisions

Decisions of the Council or a Committee of the Council will be subject to reconsideration if 15% of the Members of the Council present to the Clerk of the Council a requisition on either or both of the grounds specified in section 41 (1) of the Local Government Act (Northern Ireland) 2014. These are:

- that the decision was not arrived at after a proper consideration of the relevant facts and issues;
- That the decision would disproportionately affect adversely any section of the inhabitants of the district.

The procedures to be followed in relation to a requisition for the reconsideration of a decision are set out in the Council's Standing Orders (standing order number 21) in **Part 3** of this Constitution.

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Article 11

Finance, Contracts and Legal Matters

11.1 Financial and Contract management

The management of the Council's financial affairs will be conducted in accordance with the Financial Regulations Procedure Rules set out in **Part 3** of this Constitution.

11.2 Contracts

Every contract made by the Council will comply with the Contracts Procedure Rules set out in **Part 3** of this Constitution.

11.3 Legal proceedings by and against the Council

The Council's Scheme of Delegation contained within this Constitution at **Part 2** confirms those officers of Council authorised to institute, defend or participate in legal proceedings on behalf of Council.

11.4 Authentication of documents

Where any document is necessary to any legal procedure or proceedings on behalf of the Council, it will be signed by the Clerk and Chief Executive of the Council or some other person duly authorised by the Council unless any enactment otherwise authorises or requires.

11.5 Common Seal of the Council

In compliance with Section 120(1) to (4) of the Local Government (Northern Ireland) Act 1972 the Council shall provide for the safe custody of its Common Seal which shall be used under authority of a resolution of Council and in accordance with Council's Standing Orders, contained within this Constitution at **Part 3**.

Every instrument to which the Common Seal is affixed shall be signed by the Chairperson/Vice-Chairperson and Chief Executive of Council.

Article 12

Review and Revision of the Constitution

12.1 Duty to keep the Constitution up to date

The Clerk and Chief Executive will monitor and review the operation of the Constitution to ensure that the aims and principles of the Constitution are given full effect. The Council will perform this role with support of such Officers as the Council considers necessary.

12.2 Changes to the Constitution

All proposed changes to the Constitution will be debated and agreed by a majority of the Council.

DRAFT

Article 13

Publication of the Constitution

13.1 Suspension of the Constitution

Limit to suspension

- a) The Articles of this Constitution may be not be suspended. The Procedure Rules specified below may be suspended by the full Council to the extent permitted within those Procedure Rules and the law.

Procedure to suspend

- b) A motion to suspend any Procedure Rules will not be moved without notice unless it least one half of the total number of Councillors are present. The extent and duration of suspension will be proportionate to the result to be achieved, taking account of the statements of purpose of the Constitution set out in Article 1.

Procedure Rules capable of suspension

- c) The following Procedure Rules may be suspended in accordance with Article 12.1.
- All of Standing Orders with the exception of the following:
Standing Order 20.3; 21; 22 and 23. Suspension must have the support of a qualified majority vote within the meaning of Section 40 of the Local Government Act (NI) 2014.

13.2 Interpretation

The ruling of the Chairperson in relation to the interpretation or application of this Constitution, or as to any proceedings of the Council, shall not be challenged at any meeting of the Council. Such interpretation will have regard to the purpose of this Constitution contained in Article 1.

13.3 Publication

A printed copy of this Constitution will be given to each Member of the Council upon delivery to the Clerk and Chief Executive of the Council of that individual's declaration of acceptance of Office on the Member first being elected to the Council. Copies of the Constitution will be made available at the Council's Headquarters in Downpatrick and Newry and will be published on the Council's website.

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**FUTURE DELIVERY OF ELECTORAL SERVICES IN NORTHERN IRELAND
RESPONSE TEMPLATE**

RESPONDENT INFORMATION

Please Note this form **must** be returned with your response to ensure that we handle your response appropriately.

1. Name / Organisation Liam Hannaway, Chief Executive

Organisation Name (If applicable):

Newry, Mourne & Down District Council

Title: Mr Ms Mrs Miss Dr **Please tick as appropriate**

Surname:

Hannaway

Forename

Liam

2. Postal Address

Newry, Mourne & Down District Council		
O'Hagan House		
Monaghan Row		
Newry		
Postcode BT35 8WE	Phone 028 3031 3031	Email liam.hannaway@nmandd.org

RESPONSES TO CONSULTATION QUESTIONS

Please provide below any comments you may have on the consultation r 2.3 of the consultation document. Please use additional pages as necessary.

Q.1 *Do you see benefit in having all district councils providing advice and support to local residents on electoral matters, particularly those who do not wish to use online registration?*

Yes No

Newry, Mourne and Down District Council (NMDDC) views this as an opportunity to enhance local interest in the democratic process and to improve on accessibility to electoral services for all groups, particularly the hard to reach categories. Online registration is particularly welcomed and equally the ability to put in place locally based services for those who do not wish to use online registration is a measure that will allow for increased participation in the electoral process. This will enhance our civic leadership role and responsibilities as a public sector organisation. Our Council's commitment to this is outlined within chapter 6 of the Council's approved Equality Scheme which sets out arrangements for ensuring and assessing public access to the information and services we provide. However for NMDDC to deliver these new functions effectively and efficiently, the necessary financial and human resources must be transferred or made available to Local Government on an ongoing basis. Council supports the co-location of EONI staff with Councils as a preferred option. However there will still be a significant increased burden on the workload of Council staff and clarification on whether funding will be made available to recruit additional staff to deliver services, should this be required, is sought in order to ensure Councils continue to provide high quality services to our citizens.

Q1 *Do you see benefit in having all district councils providing advice and support to local*

Q.2 *Are there other electoral services that you would like to see district councils providing locally?*

Yes No

NMDDC is content to consider the provision of further electoral services provided there is no resource disadvantage to our Council. Any such enhanced role must be adequately financed on an ongoing basis, and adequate training and resourcing will be integral to successful delivery of, and access to, the democratic process for all our citizens. Council therefore requests that a robust and comprehensive business case on how the services will be transferred and resourced, both now and in the future, is provided for our consideration.

Q.3 *With EONI's routine work more focussed on maintaining the accuracy and comprehensiveness of the electoral register, and district councils providing advice to the public at local level, would you see a role for regional electoral offices?*

Yes No

Q.3 *With EONI's routine work more focused on maintaining the accuracy and comprehensiveness of the electoral register, and district councils providing advice to the public at local level, would you see a role for regional electoral offices?*

Yes No

As NMDDC does not presently have a regional Electoral Office located within our District we are neutral in our view on this question. However if the EONI are minded to locate some regional Electoral Offices, we would request the establishment of at least one of these offices within our District which has a population of 171,500.

Q.4 *Should district councils have a role in delivering all elections and referendums in Northern Ireland, including Parliamentary and NI Assembly elections and referendums?*

Yes No

NMDDC has concerns regarding resources and capacity to deliver all elections and referendums. Resource availability and the impact such a commitment would have on the core work of Councils, which are still in the early stages of delivery of new corporate plans and structures are a matter of concern. Many senior staff involved in elections have now left the employment of Councils and others have taken up new and additional workloads – all of this will impact on staff availability to undertake election duties. Therefore to fulfill this role effectively, support in terms of physical and financial resources including training of staff, must be put in place at an early stage to accommodate the adequate delivery of services which are fit for purpose, robust and have public confidence.

Q.5 *Should councils take on the functions set out in paragraph 2.5.3 (and Annex C) at all elections and referendums?*

Yes No

NMDDC welcomes these functions in principle as they represent a further step along the pathway to normalisation within our society, bringing arrangements in line with those existing in England, Scotland, Wales and the Republic of Ireland. In our area, where rurality is a key issue and bearing in mind the potential for a new statutory duty in relation to this, rurality must be considered when transferring these functions to Councils. This will ensure Councils can meet any new statutory requirements in this area. Additionally there are issues around the current level of capacity, expertise and experience to deliver these enhanced functions at a local level and around the financial implications for Councils.

Q.6 *Are the safeguards set out in paragraph 2.5.5 & 2.5.6 sufficient to protect council employees undertaking electoral functions from the risk of political interference?*

Yes No

NMDDC is content that Council employees will be in a position to undertake electoral functions in an environment free from political interference and this will be underpinned by the Code of Conduct for Local Government employees which requires political neutrality. The mandatory Northern Ireland Code of Conduct for Councillors will further assist with such assurance.

DRAFT

NEWRY, MOURNE & DOWN DISTRICT COUNCIL

Ref: AHC/2016

**Minutes of Active and Healthy Communities Committee Meeting held on
Monday 19 December 2016 at 6.00pm in the Mourne Room,
Downshire Civic Centre, Downpatrick**

Chairperson: Councillor M Carr

In attendance: **(Councillors)**

Councillor Byrne	Councillor Fitzpatrick
Councillor Harte	Councillor Harvey
Councillor Kimmins	Councillor Loughran
Councillor McMurray	Councillor Ó'Muirí
Councillor Trainor	Councillor Walker

Non-Committee Members: Councillor Andrews Councillor Enright

Officials in attendance: Mr L Hannaway, Chief Executive
 Mr E Devlin, Assistant Director of Active and Healthy Communities (Health and Wellbeing)
 Mr R Moore, Assistant Director of Active and Healthy Communities (Leisure and Sport)
 Ms J Hillen, Assistant Director of Community Engagement
 Mr C Haughey, Parks and Grounds Officer
 Miss S Taggart, Democratic Services Officer

AHC/163/2016: APOLOGIES AND CHAIRPERSON'S REMARKS

Apologies were received from Councillor Burns and Mr Lipsett, Director of Active and Healthy Communities.

The Chairperson congratulated Mr C Haughey on his recent appointment as Head of Outdoor Leisure and wished him luck in his new role, which he will take up in January.

The Chairperson advised a message had been received from a member of the public who praised the staff and facilities at Down Leisure Centre. He asked that this be passed onto the staff at the leisure centre.

The Chairperson stated Councillor Bailie was still battling in hospital and his thoughts and prayers were with her with best wishes for a speedy recovery.

The Chairperson thanked all of the Committee Members and officers for their attendance and support at the Committee throughout the year and wished them a very Happy Christmas.

AHC/164/2016: DECLARATIONS OF INTEREST

Councillor McMurray declared an interest in item 12 on the agenda – Education Authority Review of Residential and Outdoor Centres, as he was an employee of the Education Authority in one of the centre earmarked for closure.

AHC/165/2016: ACTION SHEET OF THE ACTIVE AND HEALTHY COMMUNITIES COMMITTEE MEETING HELD ON 21 NOVEMBER 2016

Read: Action Sheet of the Active & Healthy Communities Committee Meeting held on Monday 21 November 2016. **(Copy circulated)**

Agreed: It was agreed to note the Action Sheet arising from the Active & Healthy Communities Committee Meeting held on Monday 21 November 2016.

COMMUNITY ENGAGEMENT

AHC/166/2016 DRUMALANE COMMUNITY CENTRE CAPITAL BUILD

Read: Report from Ms J McCann, Head of Service Community Services and Mr S McKeivitt, NHR Manager regarding Drumalane Community Centre Capital Build (copy circulated)

Ms Hillen advised that Department for Communities had agreed to provide funding of up to £335k for a community building in Drumalane, Newry and a project Letter of Offer had been received which contained a number of pre-conditions to the funding. She recommended that the Committee implement the project in line with the conditions contained within the document and write to Department for Communities reaffirming Council's support for the project and request some flexibility around timescales outlined.

Agreed: It was agreed on the proposal of Councillor Harte, seconded by Councillor Fitzpatrick that Council implement the project in line with the following conditions:

- 1. Ensure that procurement for the project is followed in line with Central Procurement Directorate guidance;**
- 2. Provide a copy of the relevant planning approval for the Modular Build Option; and**
- 3. Provide a written undertaking that Newry, Mourne and Down District Council will meet the running costs of the new building for the first 3 financial years in the event of the community group being unable to do so.**

It was also agreed that Council write to the Department for Communities reaffirming its support for the project and requesting some flexibility around timescales outlined.

AHC/167/2016 POLICING AND COMMUNITY SAFETY PARTNERSHIP

Read: Report from Mr D Brannigan, Head of Engagement and Ms S Fearon, PCSP Manager dated 19 December 2016 regarding Policing and Community Safety Partnership (Copy circulated).

Agreed: **It was agreed on the proposal of Councillor Harvey, seconded by Councillor Ó'Muirí to note the Minutes and Officer Report to PCSP.**

AHC/168/2016 DEA FORA UPDATE

Read: Report from Mr D Brannigan, Head of Engagement and Ms S Rice, DEA Coordinator (Crotlieve) dated 19 December 2016 regarding DEA Fora Update (Copy circulated).

Councillor Ó'Muirí queried an item under Slieve Gullion DEA Update regarding the opening of community centres for school children and families to be able to use wifi provision.

Ms Hillen advised that officers were working on the issue and would be seeking a meeting with IT consultants in the New Year to work out the best way to move forward. She stated that the Slieve Gullion DEA Coordinator was currently trying to identify wifi hotspots within the Slieve Gullion area that could be utilised.

Councillor Walker wished to express his gratitude to the DEA coordinators on the excellent work they have undertaken so far.

Agreed: **It was agreed on the proposal of Councillor Kimmins, seconded by Councillor Ó'Muirí to note the report and approve the actions outlined in the action sheets from the DEA forum meetings held in October and November 2016.**

LEISURE AND SPORTS

AHC/169/2016 CRECHE SPACE OPERATING MODEL FOR NEWRY LEISURE CENTRE – PHASE 2

Read: Report from Mr K Gordon, Head of Indoor Leisure, dated 19 December 2016 regarding Crèche Space Operating Model for Newry Leisure Centre Phase 2 (Copy circulated).

Mr Moore advised provision had been set aside in Newry Leisure Centre for a drop-in baby minding room however it was recommended that officers do not proceed with making arrangements to operate a drop-in baby minding service at this stage and

research alternate operating models and use for the space and bring back a report at a later date detailing proposed options for consideration.

Agreed: **It was agreed on the proposal of Councillor Harvey, seconded by Councillor Ó'Muirí to accept the officer's recommendation not to proceed with making arrangements to operate a drop-in baby minding service and research alternate operating models and use for the space. It was agreed that a report would be brought to Committee at a later date detailing proposed options for consideration.**

AHC/170/2016 **SUN SAFE BEHAVIOURS SUB-GROUP, REGIONAL SKIN CANCER PREVENTION STRATEGY**

Read: Report from Mr C Haughey, Parks and Grounds Officer dated 19 December 2016 regarding Sun Safe Behaviours Sub-Group, Regional Skin Cancer Prevention Strategy (Copy circulated).

Agreed: **It was agreed on the proposal of Councillor Harte, seconded by Councillor Byrne to accept the officer's recommendation to agree, in principle, to support the Department of Health in the provision and planning for shaded areas within any future outdoor developments.**

AHC/171/2016 **THE PROVISION OF STRETCHERS AT OUTDOOR SPORTS FACILITIES**

Read: Report from Mr C Haughey, Parks and Grounds Officer dated 19 December 2016 regarding the provision of stretchers at outdoor sports facilities (Copy circulated).

Mr Moore advised following a recent incident at a football pitch, a footballer had to be carried off the pitch after sustaining a bad injury and as there was no stretcher available he had to remain lying on the ground until a medical ambulance crew arrived. He stated it would cost approx. £7000 to locate stretchers at the 35 outdoor sports fields and as there were not be storage containers these would need to be purchased also.

Mr Moore stated the recommendation was that Council should not provide the stretchers due to possible high risk to patients and stretcher bearers, however, Council should ensure all its outdoor facilities had easy access for ambulance crews to park as close as possible to pitches.

Councillor Walker advised he had asked the Director to bring this matter to the Committee as the incident had occurred recently in Killyleagh. He proposed that the matter be taken back by officers to look at the provision of stretchers in manned centres that have sporting pitches beside them.

Councillor Ó'Muirí seconded the proposal stating that clubs should also be written to asking that they become proactive in purchasing stretchers in a similar way to having purchased defibrillators with Council assisting them if possible.

Agreed: It was agreed on the proposal of Councillor Walker, seconded by Councillor Ó'Muirí that the matter be referred back to officers to investigate other options for the provision of stretchers, in consultation with the Health and Safety Department, taking into account Health and Safety and insurance issues. A report would be brought back to the Committee with the options outlined.

HEALTH AND WELL-BEING

AHC/172/2016 SERVICE LEVEL AGREEMENT BETWEEN COUNCIL AND NIHE TO PROVIDE HOUSING FITNESS INSPECTIONS ON BEHALF OF NIHE

Read: Report from Mr J Campbell, Senior Environmental Health Officer dated 19 December 2016 regarding SLA between Council and NIHE to provide Housing Fitness Inspections on behalf of NIHE (Copy circulated).

Agreed: It was agreed on the proposal of Councillor Ó'Muirí, seconded by Councillor Byrne to note the contents of the report and agree that the Assistant Director, Health and Wellbeing sign the Service Level Agreement between Council and NIHE to provide Housing Fitness Inspections on behalf of NIHE.

AHC/173/2016 RED KITE – RAPTORS, PEOPLE AND PLACE PROJECT

Read: Report from Ms D Begley, Biodiversity Officer dated 19 December 2016 regarding Red Kite – Raptors, People and Place Project (Copy circulated).

Mr Devlin advised RSPB had contacted the Health and Wellbeing Department regarding a project focusing on Red Kites. He stated the total projects costs would be approx. £266,000 and an application to the Heritage Lottery Fund would be submitted along with £12,000 cash and in kind contributions from RSPB.

Mr Devlin advised the recommendation was that Council partner RSPB in this project at a cost of £6,667 per year over three years and requested the matter be submitted into the estimates process.

Agreed: It was agreed on the proposal of Councillor Ó'Muirí, seconded by Councillor Byrne that the Red Kite project proposal for Council to partner RSPB at a cost of £6,667 per

year over three years be submitted into the estimates process.

HAVING PREVIOUSLY DECLARED AN INTEREST IN THE NEXT ITEM, COUNCILLOR MCMURRAY LEFT THE CHAMBER AT THIS STAGE – 6.20PM

COUNCILLOR ENRIGHT ENTERED THE MEETING AT THIS STAGE – 6.20PM

AHC/174/2016 EDUCATION AUTHORITY REVIEW OF RESIDENTIAL AND OUTDOOR CENTRES

Read: Report from Mr E Devlin, Assistant Director, Health and Wellbeing dated 19 December 2016 regarding Education Authority Review of Residential and Outdoor Centres (Copy circulated).

Councillor Walker proposed that Council seek an urgent meeting with the Minister in relation to the proposed closure of Delamont, Kilowen and Ardnabannon and move to self-catering of Killyleagh. He stated he was sick of being turned down by Ministers and this cannot continue to keep happening as people will lose their jobs and the young people of the District will be affected.

Councillor Trainor seconded the proposal and added that a letter be sent to the Minister seeking the urgent halt of the process as consultation should not be carried out on a half review. He stated the Priority for Youth Document was to review OEC provision as well as the full statutory youth estate however the Minister had only consulted on the OEC provision and until such time as the full review is carried out, the process should be halted.

Councillor Walker accepted the amendment to his proposal.

Agreed: It was agreed on the proposal of Councillor Walker, seconded by Councillor Trainor that a letter be sent to the Minister asking for the halt of the consultation until such time as the full review could be carried out and that an urgent meeting be sought with the Minister in relation to the matter.

There being no further business the meeting ended at 6.30pm.

For consideration at Meeting of Newry, Mourne and Down District Council to be held on Monday 9 January 2016.

Signed: Councillor M Carr
Chairperson

Signed: Mr M Lipsett
Director of Active and Healthy Communities

NEWRY MOURNE AND DOWN DISTRICT COUNCIL

**Minutes of Audit Committee Meeting held on Thursday 8 December 2016 at
2.00pm in the Mourne Room, Downshire Estate, Downpatrick**

Chairperson: Mr J Campbell Independent Chairperson

In Attendance: **(Committee Members)**

Councillor P Brown
Councillor T Hearty
Councillor M Murnin
Councillor M Ruane

Officials in Attendance:

Mr L Hannaway	Chief Executive
Ms D Carville	Director Corporate Services
Ms B Phillips	Finance Manager
Mr G Byrne	Audit Services Manager
Mr J McBride	Assistant Director Transformation Innovation & Performance
Ms L Dillon	Democratic Services Officer

Also in Attendance:

Ms C Hagan	ASM (Internal Auditors)
Ms C Kane	Northern Ireland Audit Office

AC/91/2016: APOLOGIES AND CHAIRPERSON'S REMARKS

The following apologies were received:

Councillor J Trainor
Councillor L Devlin
Councillor C Enright
Councillor P O Gribbin
Councillor G Sharvin
Councillor C Casey
Ms M Ward Director Enterprise Regeneration & Tourism
Mr E Curtis Director Strategic Planning and Performance

AC/92/2016: DECLARATIONS OF INTEREST

Ms C Hagan ASM Limited declared an interest in Item 10 on the agenda regarding the Internal Audit Contract.

Mr J Campbell Chairperson declared an interest in Item 17 on the agenda regarding the Assessment of Performance of Chairperson of Audit Committee.

AC/93/2016: ACTION SHEET
MINUTES AUDIT COMMITTEE MEETING
THURSDAY 22 SEPTEMBER 2016

Read: Action Sheet arising out of Minutes of Special Audit Committee Meeting held on Thursday 22 September 2016. (Copy circulated)

AGREED: It was unanimously agreed to note the Action Sheet arising from the Minutes of the Audit Committee Meeting held on Thursday 22 September 2016.

CHAIRPERSON OF AUDIT COMMITTEE

AC/94/2016: AUDIT COMMITTEE
SELF ASSESSMENT CHECKLIST

Read: Audit Committee Self Assessment Checklist.
 (Copy circulated)

Mr Campbell explained that arising from the previous meeting of the Audit Committee it had been agreed the Independent Chairperson would complete a self assessment exercise for the Audit Committee using the NAO Checklist.

He explained the Self Assessment Checklist was circulated to Members of the Audit Committee on 1 November 2016 and a completed checklist has since been provided for consideration by the Committee at today's meeting.

Mr Campbell presented the Audit Committee Self Assessment Checklist and made specific reference to the following points:

- Importance of providing induction training to new members of the Committee on a one to one basis.
- Political parties to consider where possible, a term greater than one year when making nominations to the Audit Committee as this will assist in building up skills and experience within the Committee.
- Assurances from Chairperson that Audit Committee Terms of Reference adequately encompasses the work of the Audit Committee.
- Management should provide assurances to the Audit Committee regarding the process for the preparation of financial statements to show this process is robust.
- The Audit Committee should satisfy itself that the resources allocated to Internal Audit adequately addresses risk to the Council.
- External Audit fee should be kept under review.
- A report should be tabled at a future Audit Committee Meeting regarding Code of Conduct for employees.

Mr Campbell thanked Democratic Services Officers for their support to the Audit Committee noting that Management should endeavour to ensure all papers relating to the Audit Committee Agenda are provided on a timely basis to ensure Members receive their agenda in line with Standing Orders.

AGREED: It was unanimously agreed to approve the Audit Committee Self Assessment Checklist and the recommendations contained therein.

CORPORATE SERVICES

AC/95/2016: CORPORATE RISK REGISTER

Read: Report dated 8 December 2016 from Ms D Carville Director of Corporate Services regarding the Corporate Risk Register. (Copy circulated)

NOTED: The Corporate Risk Register will be a standing item on the Audit Committee Agenda.

Ms Carville presented the Corporate Risk Register and explained that Directors and Assistant Directors would be introducing Assurance Statements which will be completed on a quarterly basis.

Councillor Murnin referred to potential risk to Council when officers make recommendations following inspections of business premises etc, which then subsequently change.

Mr Campbell thanked Ms Carville and the Officers for the good progress made regarding the Council's Corporate Risk Register.

AGREED: It was agreed to note the Corporate Risk Register as per Report dated 8 December 2016 from Ms D Carville Director of Corporate Services.

AGREED: It was also agreed Ms D Carville Director Corporate Services to Obtain the relevant details from Councillor Murnin regarding an issue raised where there may be potential risk to Council when Council Officers make recommendations following inspections of business premises which then subsequently change, and follow this up with the relevant Directorate and update Councillor Murnin in due course.

AC/96/2016: UPDATE INTERNAL AUDIT RECOMMENDATIONS

Read: Report dated 8 December 2016 from Mr G Byrne Audit Services Manager regarding implementation of Internal Audit Recommendations. (Copy circulated)

Mr Byrne presented details regarding implementation of the Internal Audit recommendations.

He pointed out that since the report had been circulated the status of two Priority One recommendations reported as 'not implemented', have now been 'implemented'.

Mr Campbell thanked Mr Byrne for the update on implementation of Internal Audit Recommendations and stressed the importance that recommendations made by Internal Audit are implemented in a timely manner.

AGREED: It was agreed to note the Report from Mr G Byrne Audit Services Manager regarding implementation of Internal Audit Recommendations and that an independent review of progress and status will be undertaken by Internal Audit later in the 2016-17 programme.

AC/97/2016: PROMPT PAYMENTS

Read: Report dated 8 December 2016 from Mr K Montgomery Council Officer regarding Prompt Payments. (Copy circulated)

Ms Carville presented the report on Prompt Payments. She said progress had been made regarding payment within 30 days but there were still difficulties regarding making the 10 day target and Officers were continuing to work on this to improve the efficiency of the process but ensuring this will not impact in terms of risk to the Council and it's control environment.

AGREED: It was agreed to note Report dated 8 December 2016 from Mr K Montgomery Council Officer regarding Prompt Payments.

AGREED: It was agreed a Report on Prompt Payments be included at the Audit Committee Meetings as a standing item.

AGREED: Ms D Carville Director Corporate Services to discuss with Councillor Hearty matters regarding payment to a community group.

The following items are deemed restricted in accordance with Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014.

AGREED: On the proposal of Councillor Ruane seconded by Councillor Hearty it was agreed to exclude the public and press from the Meeting during discussion on the following matters which related to exempt information by virtue of Paragraph 3 of Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014 – information relating to the financial or business affairs of any particular person (including the Council holding that information).

AC/98/2016: FRAUD & WHISTLEBLOWING

Read: Report dated 8 December 2016 from Mr G Byrne Audit Services Manager regarding Fraud & Whistleblowing. (Copy circulated)

**AC/99/2016: MANAGEMENT ACCOUNTS
REVIEW OF FORMAT**

Read: Report dated 8 December 2016 from Ms D Carville Director of Corporate Services regarding a review of the format of the Management Accounts. (Copy circulated)

(2.50pm – Ms C Hagan ASM Limited left the meeting)

AC/100/2016: INTERNAL AUDIT CONTRACT

Read: Report dated 8 December 2016 from Mr G Byrne Audit Services Manager regarding the Internal Audit Contract. (Copy circulated)

**AC/101/2016: GOVERNANCE INVESTIGATION
MEDIA SCREEN NEWRY**

Read: Report dated 8 December 2016 from Mr G Byrne Audit Services Manager regarding a Terms of Reference for a governance investigation into the large Media Screen in Newry. (Copy circulated)

INTERNAL AUDIT**AC/102/2016: INTERNAL AUDIT - SUMMARY REPORT**

Read: Summary Report from ASM Limited (Internal Audit). (Copy circulated)

AC/103/2016: FLEET MANAGEMENT (DRAFT)

NOTED: Internal Audit Report on Fleet Management will be tabled at the Audit Committee Meeting to be held on Thursday 27 April 2016.

AC/104/2016: INTERNAL AUDIT PLAN 2016/2017 (DRAFT)

Read: Report from ASM Limited regarding Internal Audit Plan 2016/2017. (Copy circulated)

NIAO**AC/105/2016: REPORT TO THOSE CHARGED WITH GOVERNANCE**

Read: Letter dated 2 December 2016 from NIAO enclosing the Newry Mourne & Down District Council 2015-16 Report to Those Charged with Governance. (Copy circulated)

AGREED: On the proposal of Councillor Ruane seconded by Councillor Hearty it was agreed to come out of Closed Session.

When the Committee came out of Closed Session the Chairman reported the following:

Fraud & Whistleblowing

AGREED: It was agreed to note Report dated 8 December 2016 from Mr G Byrne Audit Services Manager regarding Fraud & Whistleblowing.

Management Accounts – Review of Format

AGREED: It was agreed to note Report dated 8 December 2016 from Ms D Carville Director of Corporate Services regarding a review of the format of the Management Accounts.

Internal Audit Contract

AGREED: On the proposal of Councillor Murnin seconded by Councillor Hearty it was agreed to extend the contract with ASM Limited for the provision of the Council's internal audit services, for a further one year period via Direct Award Contract, subject to satisfactory completion of annual work . This extension will allow for the completion of 4 Year Internal Audit Plan.

Governance Investigation Media Screen Newry

AGREED: It was unanimously agreed to refer the Terms of Reference for a governance investigation into the Media Screen Newry, to the Strategy Policy & Resources Committee Meeting in January 2017 for consideration and the findings of the governance investigation to be tabled at the Audit Committee in April 2017.

(3.00pm – Ms C Hagan ASM Limited re-joined the meeting)

Internal Audit Summary Report

AGREED: It was unanimously agreed to note the Internal Audit Summary Report from ASM Limited.

Fleet Management (Draft)

NOTED: Internal Audit Report on Fleet Management will be tabled at the Audit Committee Meeting to be held on Thursday 27 April 2016.

Internal Audit Plan 2016/2017 (Draft)

AGREED: It was unanimously agreed to note the Internal Audit Plan 2016/17 which has now been aligned to the Corporate Risk Register and the Internal Audit Plan 2017/18 will be tabled at the Audit Committee Meeting in April 2017.

Report to Those Charged with Governance

AGREED: It was unanimously agreed to note the Newry Mourne and Down District Council 2015 – 16 Report to Those Charged with Governance.

AC/106/2016: PERFORMANCE IMPROVEMENT PLAN

Read: Report dated 8 December 2016 from Mr J McBride Assistant Director Transformation Innovation & Performance regarding a summary of key findings from a recent audit and assessment of the Council's performance improvement arrangements. (Copy circulated)

Mr McBride presented a summary on the findings of an audit and assessment carried out by NIAO for 2016-17 in respect of performance and improvement. He said the new Duty of Performance placed on Councils arising from the Local Government Act (Northern Ireland) 2014 placed significant burden on Council resources and he said there was a role for both the Council's External Audit and the Department for Communities to provide clarity on some of the areas regarding this duty.

Ms Kane NIAO said it was important to note the unqualified opinion of the Local Government Auditor dated 29 November 2016 regarding the audit and assessment of Newry Mourne & Down District Councils Performance Improvement Arrangements and she added that the points made regarding this Council were similar across all the other Councils.

Mr Campbell thanked Mr McBride and Ms Kane for presenting details regarding performance improvement arrangements for the Council and said he welcomed that the NIAO Audit and Assessment Report had been certified by a standard unqualified opinion. He referred to Section 3, Part 2 – Governance Arrangements whereby it stated that "the Audit Committee should actively assist the Council with monitoring the activity of any committee charged with the scrutiny of performance improvement", and said the Audit Committee should reflect on how best this can be done.

AGREED: It was agreed as follows:

- (a) **To note Report dated 8 December 2016 from Mr J McBride Assistant Director Transformation Innovation & Performance, regarding a summary of key findings from a recent NIAO audit and assessment of the Council's performance improvement arrangements.**
- (b) **Members of the Audit Committee be invited to Strategy Policy & Resources Committee Meetings for discussion on the NIAO Audit and Assessment Report 2016-17.**

- (c) **A paper be tabled at a future Meeting of the Audit Committee regarding the role of the Audit Committee in assisting with monitoring the activity of any Committee charged with the scrutiny of performance improvement.**

AC/107/2016: DECISION MAKING PROCESS

Read: Report dated 8 December 2016 from Mr J McBride Assistant Director Transformation Innovation & Performance regarding the Council decision making process and process maps. (Copy circulated)

It was noted a paper regarding the Council Decision Making Process was tabled at the Audit Committee Meeting in September 2016 at which it was agreed to defer the matter to the Audit Committee Meeting in December 2016.

It was further noted Councillor Enright had submitted a requested for this report to be deferred once more to the next meeting of the Audit Committee in April 2017.

AGREED: On the proposal of Councillor Murnin seconded by Councillor Ruane it was agreed to consider Report dated 8 December 2016 from Mr J McBride Assistant Director Transformation Innovation & Performance regarding the Council decision making process and process maps, as opposed to deferring to the next Audit Committee Meeting.

Mr McBride presented a report regarding the Council's decision making process:

- (i) Decisions which are reserved to Full Council
- (ii) Decisions which are a result of new legislative developments, new policy development and the initiation of new programmes/projects to support the implementation of the Corporate Plan (2015-19)
- (iii) Decisions which are a result of Notices of Motions.

AGREED: It was agreed to note Report dated 8 December 2016 from Mr J McBride Assistant Director Transformation Innovation & Performance regarding the Council decision making process and process maps.

AC/108/2016: ANNUAL AUDIT LETTER

NOTED: The NIAO Annual Audit Letter will be tabled at the next meeting of the Audit Committee to be held on Thursday 27 April 2016.

FOR NOTING**AC/109/2016: ASSESSMENT OF PERFORMANCE OF CHAIRPERSON OF AUDIT COMMITTEE**

Read: Report dated 8 December 2016 from Ms D Carville Director Corporate Services regarding the Assessment of the Performance of the Chairperson of the Audit Committee. (Copy circulated)

AGREED: It was agreed to note the Assessment of the Performance of the Chairperson of the Audit Committee as per Report dated 8 December 2016 from Ms D Carville Director Corporate Services.

AC/110/2016: AUDIT COMMITTEE TERMS OF REFERENCE

Read: Report dated 8 December 2016 from Ms D Carville Director of Corporate Services regarding the Audit Committee Terms of Reference. (Copy circulated)

Mr Campbell said as Independent Chairperson of the Audit Committee, he was satisfied the Audit Committee Terms of Reference covered the scope of the work of the Audit Committee and encompassed all the assurance needs required.

AGREED: It was agreed to note the Audit Committee Terms of Reference as per Report dated 8 December 2016 from Ms D Carville Director of Corporate Services.

AC/111/2016: CIRCULAR: DEPARTMENT FOR COMMUNITIES GUIDANCE ON PROMPT PAYMENTS

Read: Correspondence dated 7 November 2016 (Circular: LG19/16) – Guidance on Prompt Payments. (Copy circulated)

AGREED: It was agreed to note Correspondence dated 7 November 2016 (Circular: LG19/16) regarding Guidance on Prompt Payments.

Mr Campbell thanked everyone for their attendance and contribution at the meeting and wished everyone a merry Christmas and a happy new year.

The meeting concluded at 3.30pm.

For consideration at the Council Meeting to be held on Monday 9 January 2017.

**Signed: Ms D Carville
Director of Corporate Services**

Signed: **Mr J Campbell**
 Independent Chairperson