



September 16th, 2015

Notice Of Meeting

You are invited to attend the Strategy Policy and Resources Committee Meeting to be held on **Thursday, 17th September 2015 at 6:00 pm** in **Downshire Civic Centre**.

The Members of the Strategy Policy and Resources Committee are:-

Chair: Councillor R Burgess

Vice Chair: Councillor H Reilly

Members: Councillor P Brown

Councillor S Burns

Councillor M Carr

Councillor W Clarke

Councillor G Craig

Councillor D Curran

Councillor G Donnelly

Councillor L Kimmins

Councillor C McGrath

Councillor B O'Muirí

Councillor B Quinn

Councillor M Ruane

Councillor W Walker

Agenda

1 **Apologies**

2 **Declarations of Interest**

3 **Action Sheet of the Strategy, Policy and Resources Committee held on 13 August 2015 (Copy attached)**

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Presentations

4 **Presentation on DOE Performance Improvement Guidance and NMD Assessment for 2015/16 by LGA - J McBride**

5 **Report on Senior Officer Group to Management Regime**

Marketing and Communications

6 **Extension to Corporate Graphic Design Contract (Copy attached)**

[4 Sept. 17.09.15 SPRC Agenda Report for the Extension to Graphic Design Services including Tourism v2.pdf](#)

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7 **Councillors Website Reference Group (copy attached)**

[Councillor Website Reference Group Item Sept SPR.pdf](#)

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Community Planning

8 **Governance of Community Planning - Thematic Partnerships**

(report attached)

[Community Planning Thematic Partnerships.pdf](#)

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**9 Facilitators Report from Community Planning Workshop held
25 August 2015**

[CommunityPlanningWorkshop25Aug2015Report.pdf](#)

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For Discussion/Decision

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12 DSD Transferring Functions - SIF Projects (report attached)

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**13 Proposal to purchase portion of land at former Down District
Council site on Strangford Road, Downpatrick for development
of New Down High School (copy attache**

[Acquisition of former Council offices at Strangford Road.pdf](#)

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**14 Draft Policy and Procedures on the Erection of
Commercial/Advertising Signage on Council Land and Property
by Third Parties (report attached)**

[Draft Policy and Procedures on the Erection of Commercial - Advertising Signage
on Council Land and Property by Third Parties.pdf](#)

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**15 Head Foreshore Lease – Issue on foreshore at Ballyedmond,
Carlingford Lough (Copy attached)**

This item is deemed to be restricted of Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014 - Information relating to the financial of 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.

[Report - Ballyedmond.pdf](#)

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Corporate Services - Human Resources

18 Employee Qualification Assistance Scheme (report attached)

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Corporate Services - Finance

19 Application for Credit Cards (report attached)

[Application for Credit Cards.pdf](#)

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Miscellaneous

20 Increased crane costs - removal of sea gates at Victoria Lock (report attached)

[Agenda Item Increased Crane costs Removal of Sea Gates at Victoria Lock.pdf](#)

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21 Planning Permission for Cloughoge Roundabout (copy attached)

[Cloughogue Roundabout.pdf](#)

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22 Proposal for Urban Garden at the rear of the Arts Centre, Newry (report attached)

[Community Garden paper.pdf](#)

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23 Crotlieve DEA Briefing Report (report attached)

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24 Meeting with South Down Community Rescue (Copy attached)

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

25 Off Street Parking

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

[Off-Street Parking - Future.pdf](#)

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26 Tender: 52 - 2014 Leisure Centre, Newry - Phase 2 (report attached)

This item is deemed to be restricted by virtue of Paragraph 3 of Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014 - Information relating to the financial of 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.

[Agenda Item Tender 52 2014 Leisure Centre Newry Phase 2.pdf](#)

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27 Organisational Design - Update (copy attached)

This agenda item involves exempt information as defined in Section 51 of the Local Government Act (NI) 2014, Schedule 6 Part 1, Para 1-4 and the Council may, by resolution, exclude the public during discussion on this matter.

[Update Paper on Org Design SPRC 170915.pdf](#)

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[Org Design Report Appendices SPRC 170915.pdf](#)

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28 Ballynahinch EI Report

This item is deemed to be restricted by virtue of Paragraph 3 of Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014 - Information relating to the financial of 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.

[Ballynahinch EI report for SP&R 13.09.15.pdf](#)

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Invitees

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ACTION SHEET- STRATEGY, POLICY AND RESOURCES COMMITTEE MEETING – THURSDAY 13 AUGUST 2015

AGENDA ITEM	SUBJECT	DECISION	FOR COMPLETION BY DIRECTOR – including actions taken/date completed or progress to date if not yet completed
SPR/96/2015	Presentation re: Great Eastern Greenway – Newry to Carlingford	It was agreed to accept the officer's recommendation to approve to extend the Great Eastern Greenway and proceed to tender as soon as planning permission is in place.	Ongoing.
SPR/98/2015	NICCY Participation Policy Statement of Intent (PPSI)	It was agreed to accept the officer's recommendation and that Council develop an improvement strategy for working with children and young people and integrate this into the community planning process.	This work will be ongoing.
SPR/100/2015	ONUS Safe Place Award Ceremony	It was agreed to grant permission for Council to host the annual ONUS Safe Place Award Ceremony in Newry on Wednesday 4 November 2015 at 6.00pm.	The Awards Ceremony will take place on 4 November.
SPR/102/2015	Report on Revised Terms of Reference for Councillors' Equality and Good Relations Reference Group	The revised Terms of Reference for Councillors' Equality and Good Relations Reference Group were agreed.	Agreed.
SPR/106/2015	Progress Report on Down Leisure Centre	It was agreed to approve the resumption of the process to appoint a contractor-led integrated supply team to deliver construction of Down Leisure Centre.	Agreed.
SPR/107/2015	Progress Report on Newry Leisure Centre	It was agreed to provide a clubhouse for St John Bosco GAC within Phase 2 of Newry Leisure Centre with office accommodation for Council use subject to DSD providing funding towards the cost of the overall project.	Agreed.

AGENDA ITEM	SUBJECT	DECISION	FOR COMPLETION BY DIRECTOR – including actions taken/date completed or progress to date if not yet completed
SPR/109/2015	Elected Member Application for Financial Assistance to Undertake Course of Study	It was agreed to approve the application for financial assistance in accordance with Council policy.	Agreed.
SPR/110/2015	Voluntary Severance Scheme	It was agreed to approve the recommendations as set out in the report regarding the second phase of consideration of applications for voluntary severance.	Agreed.
SPR/112/2015	Review of HSC Commissioning Arrangements	It was agreed to approve the response for submission to Health, Social Services and Public Safety regarding a review of HSC Commissioning arrangements.	Response submitted
SPR/113/2015	Community Planning Baseline Evidence Document	It was agreed to note the report and to use this evidence to support the next phase of engagement towards developing a Community Plan for the area.	Meetings with Partners and community / voluntary representative commenced.
SPR/114/2015	Community Planning Pilot Initiatives – led by Community Voluntary Sector	It was agreed to approve support and linkage with Community Planning Pilot Initiatives led by Community Voluntary Sector Organisations.	Planning meetings commenced.
SPR/115/2015	Datahub and Elected Members Engagement Plan – Phase 2	It was agreed to approve the outline community engagement plan with the proviso that more health issues are taken into consideration such as suicide/mental health issues/homelessness.	Ongoing.

AGENDA ITEM	SUBJECT	DECISION	FOR COMPLETION BY DIRECTOR – including actions taken/date completed or progress to date if not yet completed
SPR/116/2015	Outline Community Planning Engagement Programme	It was agreed to accept the outline community engagement programme and asked that pop-ups and fleeces for officers be sought in order to give Community Planning a brand identity.	Ongoing.
SPR/119/2015	Training for DEA Officers	It was agreed to approve training for DEA and other relevant officers.	Ongoing.
SPR/120/2015	Head Foreshore Lease – Issue at Rostrevor Foreshore	It was agreed that any Councillor who wished to should meet on the site at Rostrevor Foreshore to discuss the outstanding issues.	Site meeting arranged for Tuesday 15 September 2015
SPR/121/2015	Request for 2 No Additional Easements – Annalong Marine Park	The request for 2 no additional easements was agreed.	Agreed.
SPR/122/2015	Sister City Summit April 2016	It was agreed to participate and host part of the Sister City Summit in April 2016. It was also agreed that Council explore all relationships with the different cities that exist across America. It was further agreed that a small reception be hosted for visitors from Albany.	Ongoing.
SPR/123/2015	Streaming/ Broadcasting of Council Meetings – Cost Update	It was agreed to send the matter to the Group Leaders for further discussion and investigation.	Report to PRF on 24.8.2015

AGENDA ITEM	SUBJECT	DECISION	FOR COMPLETION BY DIRECTOR – including actions taken/date completed or progress to date if not yet completed
SPR/124/2015	Newry, Mourne and Down District Council/Louth County Council – Future Proposals re Secretariat	It was agreed to accept future proposals regarding the secretariat.	Accepted.
SPR/125/2015	APSE Awards and Seminar – free delegate place	It was agreed that Councillor Andrews avail of the free delegate place at the APSE Awards and Seminar.	Agreed.
SPR/126/2015	Ambulance Parking – Order of Malta	It was agreed to grant permission for Order of Malta to park their ambulance on Council-owned land.	Agreed.
SPR/127/2015	Progress Report re Southern Relief Road	It was agreed the matter of Southern Relief Road be added to the agenda for the Special Council Meeting with TransportNI officials at the end of August.	Agreed.
SPR/131/2015	Release of Inhibition on Title – Shane O’Neills GFC, Camlough	It was agreed to accept the officer’s recommendation.	Agreed.
SPR/134/2015	Chairperson Internships	It was agreed that Council proceed with the scheme on the proviso that the matter be re-investigated if funding is not forthcoming. It was further agreed that the matter be brought to the group leaders meeting before going to full Council for ratification.	Agreed. Ongoing.

AGENDA ITEM	SUBJECT	DECISION	FOR COMPLETION BY DIRECTOR – including actions taken/date completed or progress to date if not yet completed
SPR/135/2015	Local Government Pension Scheme NMDDC Discretionary Policies for Approval	The report was agreed.	Agreed.
SPR/136/2015	Consultation Document DoE Draft Local Government Reorganisation (Compensation for Diminution of Emoluments) Regulations (Northern Ireland) 2015, Consultation Document, for Noting & Approval	The report was noted and agreed unanimously.	Agreed.
SPR/137/2015	Appointment of IT Partner	It was agreed to accept the officer's recommendation to appoint an IT Partner for the Council via a Central Purchasing Body.	Agreed.
SPR/138/2015	District Electoral Area Fora – DEA Position Paper	It was agreed to accept the officer's recommendation, to work closely with organisations such as County Down Rural Community Network (CDRCN) to identify potential community representatives and that DEAs can choose up to 8 community representatives depending on their requirements.	Agreed.

Report to:	Strategy, Policy & Resources Committee
Subject:	MK/170 Extension to the Contract for the Provision of Corporate Graphic Design Services (to include the provision of service for Tourism)
Date:	17 September 2015
Reporting Officer:	Veronica Keegan, Marketing Manager
Contact Officer:	Veronica Keegan, Marketing Manager

Decisions Required

Members are asked to consider the contents of the report and to approve the Officer's recommendation.

1.0 Purpose & Background

- 1.1 The purpose of this report is to seek approval to extend the existing contract for Graphic Design services.
- 1.2 The Council has a contract with McCadden which was procured under the auspices of the legacy Down District Council and commenced in April 2013.
- 1.3 On Tuesday 31 March 2015, Newry, Mourne and Down District Council ratified the recommendation approved at the Newry, Mourne and Down District Council Finance and Resources Committee meeting on Wednesday 18 March 2015 to extend the contract for the Provision of Graphic Design Services for a period of six months, to be reviewed at the end of September 2015.
- 1.4 Since January 2013 the Tourism section's graphic design needs have been provided by the same economic operator which provides this service for the Council. In order to establish a strong, consistent brand identity all Council graphic design requirements should be managed centrally and it is proposed that the two contracts will be delivered singly for the six month period.

2.0 Key Issues

- 2.1 McCadden designed the corporate identity for the new Council. Since April they have been working closely with the Marketing Manager to provide a range of marketing collateral to include stationery, digital communications items, livery branding etc.
- 2.2 A branding manual and guidelines is currently being developed which seeks to ensure proper and consistent implementation is achieved.
- 2.3 There is much work to be completed during this early stage of introducing a new corporate identity to promote the Council, its services, projects and facilities across the entire district and beyond. Some of the projects which are currently being progressed include:
 - Completion of the Branding Guidelines Manual
 - Development and Design of Directorate Branding - 2015/2016 Project
 - Development and Design of Phase II Signage Project - Boundary Signage, Town/Village Signage, Property Signage - 2015/2016 Project

	<ul style="list-style-type: none"> • Completion of a number of exciting projects eg the design and development of a new brand identity for the Mourne, Lecale and Gullion Rural Development Partnership
2.4	It is vital at this early stage of implementation that the brand identity is applied properly and consistently across multiple platforms. As Services are established it will be vital that they are clearly branded and promoted on behalf of the Council.
2.5	We need to ensure that our public profile is consistently recognisable and to work outside the existing contract would present issues with a lack of a coherent and consistent approach to our visual communications, overall quality and cost inefficiencies. This would present a reputational risk to the new Council.
3.0	Recommendation
3.1	I would recommend that an extension to the existing Graphic Design contract be approved for a 6 month period.
4.0	Resource Implications
4.1	Graphic design expenditure is an integral part of the overall delivery of Council Services and Plans; additional funding is not required.
4.2	An extension to the existing contract with McCadden would further enable Newry, Mourne and Down District Council to develop a strong, consistent corporate brand identity across its literature and marketing collateral.
4.3	Advice has been sought from the Head of Finance on the matter of extending the contract with McCadden Creative. Confirmation has been provided that it is possible to extend the contract as this clause has been included in the contract agreement.
4.4	The fees for graphic design services, which have been fixed for the tenure of the contract will remain until such times the contract is terminated.
5.0	Appendices
	None

Report to:	Strategic Planning & Resources Committee
Subject:	Councillors Website Reference Group
Date:	14 September 2015
Reporting Officer:	Regina Mackin Assistant Director, Corporate Planning and Policy

Decisions Required

Council seeks permission to establish a Councillors Website Reference Group to advise, support and be engaged with on the development of the new Corporate Website.

1.0 **Purpose & Background**

1.1 Newry Mourne and Down District Council has begun the process of developing a new fully functional interactive website which will accommodate all corporate requirements. In order to ensure the website meets both stakeholder needs and end user approval, a detail programme of engagement must take place with all stakeholders including Councillors. Therefore the establishment of a Councillors Website Reference Group to advise, support and be engaged with throughout the development of the new Corporate Website is requested.

Membership

- Council Chairperson
- Council Vice Chairperson
- One Councillor nominated from each of the following parties – Sinn Fein, SDLP, DUP, UUP, UKIP, Alliance and 1 Independent member

Chairperson

Council Chairperson will chair meetings.

In the absence of the Chairperson, the Vice Chairperson will chair the meeting. If both are not present, the meeting will select a Chair from those present.

Meetings

The Councillors Website Reference Group does not have decision making powers, it makes recommendations only. Recommendations arising will be tabled at the Council's Strategic Planning and Resource Committee for consideration

It does not operate to any quorum and meetings proceed regardless of numbers in attendance.

Meetings will be convened by the Director of Strategic Planning and Performance.

Officers

Chief Executive, Director of Strategic Planning and Performance,, Assistant Director of Corporate Planning and Policy, IT Manager, Communications Manager, Communications Officer, Democratic Services Manager.

	<p>Press - Not open to the press.</p> <p>Public – Not open to the public.</p>
2.0	<p><u>Key Issues</u></p>
	<p>For Consideration There is a need to establish a Councillor Website Reference Group to inform the development of the new Corporate Website.</p>
3.0	<p><u>Resource Implications</u></p>
3.1	<p>Resource implications regarding meetings will be addressed through utilising the corporate website budget.</p>
4.0	<p><u>Appendices</u></p>
	<ul style="list-style-type: none">▪ None

Agenda Item:	
Report to:	Strategic Policy & Resources Committee
Subject:	<i>Governance of Community Planning – Thematic Partnerships</i>
Date:	17 September 2015
Reporting Officer:	Heather McKee, Community Planning Manager
Contact Officer:	Heather McKee, Community Planning Manager

<u>Decisions Required</u>	
<i>Approval to establish initial Community Planning Thematic Partnerships</i>	
1.0	<u>Purpose & Background</u>
1.1	<p>The development of the Community Plan requires robust evidence to define the needs of area supported by meaningful engagement with the community to agree priorities and objectives in the plan.</p> <p>A baseline evidence report has been compiled to support the identification of long term priorities. The establishment of thematic partnerships is therefore essential to progress the community planning process and identify priorities and objectives.</p>
2.0	<u>Key Issues</u>
	<p>As agreed at the workshop on 25 August 2015, the Community Planning section need to support Council and Partners to establish Thematic Working Groups/Partnerships to take forward the setting of initial high level, long term, priorities and engage with the residents of the District on their appropriateness.</p> <p>It is essential to link engagement processes being taken forward on Tourism, Rural Development, Sports Facilities etc to the Community Planning process and the establishment of Thematic partnerships will help coordinate and lead on overarching themes to encapsulate this feedback.</p> <p>Thematic Areas include: (these may change as the Community Planning process evolves)</p> <ul style="list-style-type: none"> • Economic Development and Regeneration (including Tourism) • Environment (including sustainability) • Health and Wellbeing • Safety (established as the PCSP)
3.0	<u>Resource Implications</u>
	<p>Facilitator Costs Officer Time Partner Time</p>

4.0	<u>Appendices</u>
	<ul style="list-style-type: none">▪ Report of the Community Planning workshop on 25 August 2015



Report of
Governance of Community Planning Workshop
Newry, Mourne and Down District Council

Bagenal's Castle, Newry
Tuesday 25th August 2015

Designed and facilitated by:
Jennifer McConnell
Facilitator | Coach | Trainer

Tel: 0044 7952 004 089

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6. What we need/not need/amend from the outline ToR
7. The gaps and risks of the outline ToR
8. The enablers of the outline ToR
9. Next steps
10. Agreement with the revised outline ToR, including comments
11. Feedback on workshop from participants

1. Introduction

1.1. Workshop Purpose

The purpose of this workshop was to bring together Community Planning Partners, elected members and staff in Newry, Mourne and Down District Council and to consider the governance structure for community planning in the Council area.

1.2. Desired Outcomes

- A greater awareness of the background to and rationale for the workshop, so that all start from a common point of reference
- Individual and collective contribution to identifying the factors for collaborative success, including gaps, risks, enablers, blockers and next steps for thematic working groups
- Shared understanding of the roles and responsibilities (terms of reference) of the officer/member attendee on thematic partnership/working groups
- Agreement with the outline of terms of reference

1.3. Participants (see table below)

Councillors in attendance	Partners in attendance	Council officials in attendance	Apologies received
Councillor R Burgess Councillor C Casey Councillor H Harvey Councillor K Loughran Councillor R Mulgrew Councillor H McKee	A Fairburn, PSNI T Young, PSNI E Hughes, NIAS D Orr, EA D Smith, SERC D Vint, SRC M Bleakney, Invest NI P Clarke, SHSCT G Rocks, SHSCT A McCombe, PHA E Christie, NIHE	L Hannaway C O'Rourke M Lipsett E Curtis M Ward J Hillen E Devlin J McGilly J McBride H McKee C O'Connor	Councillor G Donnelly Councillor G Fitzpatrick Councillor L Devlin Councillor G Craig Councillor T Andrews Councillor G Stokes Councillor D Curran A Patterson, Tourism NI S Bill, Tourism NI M Cochrane, NIAS H McCaughey, SEHSCT E Campbell, SEHSCT A Hay, NMDDC

Facilitator: Jennifer McConnell

2. Re-cap from the community planning workshop in June

2.1. Liam Hannaway, Chief Executive Office, welcomed everyone and introduced the purpose of the workshop.

2.2. Heather McKee, Community Planning Manager, provided a summary of outcomes and actions from the previous workshop in June.

2.3. Heather also detailed progress to date, including agreement on terms of reference for the Community Planning Partnership and DEA Fora, as circulated to participants in advance.

2.4. Heather shared and discussed with the group diagram (a) below to align shared understanding of the interrelated structure and definitions of the Community Planning Partnership, DEA Fora and Thematic Working Groups. It was noted that education and housing may intersect with more than one thematic working group.

Diagram (a)



3. Setting the scene

3.1. Heather McKee referred to working models of partnership structures from Fife (circulated to workshop participants in advance) and Tower Hamlets by way of example and to stimulate further group discussion within the context of Newry, Mourne and Down.

3.2. Jennifer McConnell, facilitator, reiterated the purpose of today's workshop: To welcome input from all participants on the terms of reference for the thematic working groups and to reach agreement on these.

4. Aims

4.1. Participants identified the following 12 aims for their involvement in the workshop and also as overarching aims for the ongoing process of community planning:

- Clarify how my structure fits into the overall process and delivers
- Identify how to get buy-in
- Enhance mutual understanding
- See the benefits of this engagement
- Maximise the impact of cross-cutting
- Gain clarity on the thematic working groups
- Garner commitment to participate
- Take an evidence-based approach
- Listen to all voices
- Be proactive
- Practise openness and leave assumptions behind
- Be realistic and practical

5. Outline terms of reference (ToR) for thematic working groups

5.1. In small groups and in plenary, participants were invited to generate their own ideas in relation to the terms of reference for thematic working groups.

5.2. To stimulate discussion, participants were asked to critique the following outline of 18 sample roles and responsibilities in relation to the thematic partnerships.

Role of the officer/member attendee on thematic partnership/working group

- i. Provide a point of contact between the partner organisation and the partnership.*
- ii. Support the partnership's work with the partner organisation.*
- iii. Facilitate the partner organisation's input into the partnership.*
- iv. Review performance against agreed activities and targets and submit a formal report to the partner organisation as required.*

- v. Report on an exception basis if any issues arise.
- vi. Alert relevant officers to any issues e.g. legal, internal audit, finance.
- vii. Support an annual evaluation of the partnership's activity and make recommendations about actions required.
- viii. Assist in ensuring equality duties are met and report any risks.

Role of lead officer(s)

- ix. Contribute to the overall assessment of effectiveness of the partnership.
- x. Identify any actions necessary to ensure the Partnership/Working Group is progressing towards achieving the identified outcome.
- xi. Assess the findings of review and evaluation, make formal recommendations, discuss any concerns with the partnership and, if appropriate, brief the relevant management team.
- xii. Action any points arising from the review and/or evaluation.
- xiii. Identify any learning and development requirements.
- xiv. Ensure the partner organisation benefits from learning and development.
- xv. Troubleshoot any problems that arise in the day-to-day operation of the partnership.
- xvi. Produce an annual report summarising the outcome of the reviews and evaluations.
- xvii. Identify learning from the past year and make recommendations as appropriate to ensure that partner organisations benefit.
- xviii. Establish a performance-reporting framework for partnerships linked to the delivery of outcomes.

6. What do we need/not need/amend from the outline ToR?

6.1. In small groups and in plenary, participants agreed that the outline ToR above were useful and covered all main considerations.

6.2. Participants proposed the following edits:

- a) Point ii – it is not possible for everyone to be included in the partnership. Promote the partnership.
- b) Point iv - remove “submit a formal report”. If a report is required, clarify if it is annual or bi-annual. Is this point covered under point v?
- c) Point vi – this may be off-putting to prospective members. Add further clarity and soften the tone. “Support” is a weak verb. Instead, include “active participation” in an annual review.
- d) Point viii - Move to lead officer role.
- e) Point xii – ensure the points are actioned and liaise with partners.
- f) Point xiii is duplication of xv.
- g) Point xiii – add social needs.
- h) Point xv – replace “troubleshoot” with “resolve”
- i) Point xiv and xvii – expand on this and look for the win/win.
- j) Merge point xiv with xv.
- k) Point xvi – combine this with point xvii and include more frequent reporting.

6.3. Participants noted the following considerations:

- a) The role of the officer should include behaviours, relationships and how they do things.
- b) The role of the officer should be to lead, rather than to participate. Can this be agency driven?
- c) Need to address the relationship between partners. E.g. How do elected members, statutory bodies and voluntary/community sectors relate to each other?
- d) Who should be the Lead Officer and at what level? For example, in Health & Wellbeing, the Trust are key bodies. Therefore, should one of them or PHA be the lead?
- e) Who is the decision-maker from the organisation? Is it everybody's role to behave as a lead officer and to have authority?

7. What are the gaps and risks of the outline ToR?

7.1. In small groups and in plenary, participants noted the following 21 factors as being key to success:

- a) Communication: use a variety of media to support internal (between groups) and external engagement (e.g. public meetings).
- b) Participation: need all parties to engage in targets and deadlines.
- c) Operational issues on DEA must be resolved. E.g. DEA groups make a recommendation to a thematic working group. Is this recommendation addressed, actioned or referred on to the CP Partnership?
- d) Housing: where does it fit? Does it get built into Environment?
- e) The community voluntary sector: must be involved in any discussion about roles and responsibilities.
- f) Transparent accountability, ownership and formal commitment: need this to ensure actions are implemented.
- g) Understanding on how this structure works within the partnership.
- h) Clarity on how to achieve outcomes that are cross-sector.
- i) More frequent/continuous evaluation, e.g. at the DEA level and beyond. Review and refine it as needed.
- j) Process facilitation: garner all-party participation and buy-in
- k) Continue to make progress irrespective of the Assembly and its status.
- l) Guidance: currently, there is a lack of guidance.
- m) Budget: constraints are a major factor.
- n) Resource allocation. E.g., Personnel are already stretched. Clarify the level of personnel to be included – e.g. management level plus others?
- o) Transport: must provide facilities for community groups to attend and participate in person. This will help address a parochial mindset, complex structure and large geographical area.

- p) Facilitation of information sharing with other Council areas: need this to learn from others' experience.
- q) Continuity of how to share information across personnel.
- r) Thought-out ideas: need this prior to engaging with community groups to help to launch this initiative from a solid foundation and meet expectations.
- s) Statistical disclosure. Note that there is currently a reluctance to disclose statistics due to the potential for manipulation of statistical data.
- t) A community plan.
- u) Unified thinking and approach. Currently, there is a lack of co-terminosity and common approach.

8. What are the enablers of the outline ToR?

8.1. In small groups and in plenary, participants noted the following things and people that may help support success:

- a) Cuts may force parties to work together more efficiently and better. Get the community to see a self-help role to provide services.
- b) PCSP use a community planning framework and PSNI are a key contributor. This is a model of good practice that could be replicated elsewhere. Identify existing partnerships and build on them.
- c) Combine the Public Health Framework into the community plan.
- d) Partner Strategy must align with the Community Plan.
- e) Goodwill: partners can leverage any goodwill to the community's advantage.

9. Next steps

9.1. In small groups and in plenary, participants identified the following 14 next steps:

- a) Align measurement to ensure that partners are linked to themes.
- b) Engage with the community voluntary sector.
- c) Realign statutory plans with committee plans.
- d) Budget planning: finance the outputs for these plans.
- e) Be realistic about what we can achieve together with the resources available.
- f) Demonstrate early wins to encourage buy-in.
- g) Finalise the terms of reference, roles and responsibilities.
- h) Identify resources/named points of contact within partner organisations.
- i) Agree timescales and timelines as well as timings of meetings and locations.
- j) Make community engagement a priority.
- k) Build relationships within thematic working groups.
- l) Focus on priorities, results and actions.
- m) Focus on the end game to make communities' lives better.
- n) Just do it! Define and refine as part of the process.

10. Agreement with the revised and edited outline ToR

10.1. In small groups and in plenary, participants expressed overwhelming agreement with the ToR that they revised and edited.

10.2. Participants requested that the edited version of the ToR for the thematic groups be circulated for review and used as a tool for wider discussion.

10.3. 10% of participants commented that the ToR read more like a job description than ToR. These participants proposed proceeding as agreed while also enabling further discussion on how the thematic working groups are to be constituted and function.

11. Feedback on workshop from participants

11.1. 82% of participants completed a workshop evaluation form.

11.2. 80% of those who completed the evaluation form agreed or strongly agreed with the following:

- ✓ The aims of the workshop were clear.
- ✓ The format and content of the session were relevant to my situation.
- ✓ The discussions enhanced my understanding of the workshop topic.
- ✓ The workshop was delivered in an appropriate style.
- ✓ The facilitator(s) was helpful and appropriate in their approach.
- ✓ I would recommend this kind of workshop to other groups.
- ✓ Overall, I am satisfied with this workshop.

17% were unsure.

3% disagreed or strongly disagreed.

11.3. Participants found the following most useful:

- ✓ Group discussion.
- ✓ Giving and hearing feedback.
- ✓ Relationship building.
- ✓ Gaining knowledge.
- ✓ Learning other views and experiences.
- ✓ Q&A.
- ✓ Learning how grass roots members would be involved and processed to a higher level.
- ✓ Making linkages around thematic groups.
- ✓ Mixing with other organisations.

11.4. One participant found the following least useful:

- Repetition of feedback.
- Summary at the end.

11.5. Individual participants suggested the following improvements to the workshop:

- Set out likely next steps and timescales.

- Add an afternoon session with outcomes written up and then agreed at afternoon session.
- More time to agree outcomes.
- Consider the themes in making life better and see how the community planning function could be interwoven with the cross-departmental strategy, which would cover all the themes being discussed in the community planning process.
- Need to engage community voluntary sector in collaborative environment at some stage in this planning process.

11.6. Additional comments:

- Good to move the conversation on but still some concerns about the practical day-to-day implementation and impact on SHSCT, particularly where this process of community planning will be required to be supported in another two council areas.
- Suggest also communicating with “Transforming Your Care” leads to provide pros and cons of initiating partnerships and moving forward in complex planning.

Report to:	Strategy, Policy & Resources Committee
Subject:	<i>Twining</i>
Date:	17 September 2015
Reporting Officer:	Eddy Curtis, Director of Strategic Planning and Performance
Contact Officer:	Eddy, Director of Strategic Planning and Performance
<u>Decisions Required</u>	
<ul style="list-style-type: none"> • <i>To decide on which Twining arrangements to continue with during the current Newry, Mourne and Down District Council 2015-2019 period.</i> • <i>To investigate Twining Project funding via:-</i> <ol style="list-style-type: none"> 1. <i>Europe for Citizens</i> 2. <i>Erasmus</i> 3. <i>EU Rights, Equality and Citizen Programme</i> 4. <i>Joseph Rowntree Foundation</i> 	
1.0	<u>Purpose & Background</u>
1.1	<ul style="list-style-type: none"> • Former Newry and Mourne and Down District Councils have been involved in the following Twining Projects:- <ol style="list-style-type: none"> (1) Kirovsk, Russia (2) Clare, Ireland (3) Western Isles, Scotland (4) Bezons, France (5) Listowel, Ireland (6) New Ross, Ireland (7) Lamorlaye, France
2.0	<u>Key Issues</u>
	<ul style="list-style-type: none"> • The number of Twining Agreements needs reviewed with a recommendation to reduce. • A reduced number of Twining Agreements will allow the Council to focus on the development of meaning and successful Twining Agreements. • Consider 3/4 Twining Agreements which will focus on student exchange, tourism, educational, enterprise projects.
3.0	<u>Resource Implications</u>
	<ul style="list-style-type: none"> • 1 Officer part-time to co-ordinate activities.

4.0	<u>Appendices</u> None.
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Report to:	Strategy, Policy & Resources Committee
Subject:	<i>Sister Cities Project</i>
Date:	17 September 2015
Reporting Officer:	Eddy Curtis, Director of Strategic Planning and Performance
Contact Officer:	Eddy, Director of Strategic Planning and Performance
<u>Decisions Required</u>	
<ul style="list-style-type: none"> • <i>Agreement to sign new Sister Cities agreement during forthcoming visit by Newry, Mourne and Down District Council delegation to Southern Pines in October/November 2015.</i> • <i>Delegation from Newry, Mourne and Down District Council to meet a deputation from Pickens and Easley towns from South Carolina to discuss future Sister City link.</i> • <i>Officials be given approval to develop innovative future projects with Southern Pines and surrounding cities to strengthen the Sister City Project, eg student exchange etc</i> • <i>To invite Newry, Mourne and Down District Council Sister City and Twinning Projects to participate in Dublin City Sister City event in Dublin in April 2016.</i> • <i>To investigate a Fringe Sister City Project as part of the 2016 Dublin City Sister City Conference.</i> 	
1.0	<u>Purpose & Background</u>
1.1	<ul style="list-style-type: none"> • Newry, Mourne and Down District Council have agreed to continue with its Sister City arrangement with Southern Pines and surrounding cities and develop their relationships. • Dublin City Council are organising an all Ireland Sister Cities event in Dublin in April 2016. • The towns of Pickens and Easley in South Carolina wish to discuss a possible Sister City Joint Project in the future.
2.0	<u>Key Issues</u>
	<ul style="list-style-type: none"> • To consider expansion of Sister City relationships in USA through the towns of Pickens and Easley in Southern Carolina. • To develop a revised series of activities with Southern Pines in the near future. • To look at long term strategy with the development of Sister City Projects.

3.0	<p><u>Resource Implications</u></p>
	<ul style="list-style-type: none"> • Officials to prepare a report on possible future projects with their Southern Pines City to help strengthen their relationships, eg student placements, economic, educational and cultural activities. • Officials to discuss a possible fringe Sister City Project in April 2016 as part of their 2016 Sister City Conference.
4.0	<p><u>Appendices</u></p> <p>None.</p>



Department for
**Social
Development**

www.dsdni.gov.uk

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Mr Liam Hannaway
Chief Executive,
Newry, Mourne and Down Council,
Monaghan Row,
Newry
BT35 8DJ

4 August 2015

Dear Liam,

NEIGHBOURHOOD RENEWAL FUNDING FOR SOCIAL INVESTMENT FUND PROJECTS

You will recall that in anticipation of next year's transfer of the tackling disadvantage and town centre regeneration responsibilities and budgets to Council under the reform of Local Government, I sent you a copy of the Department's 'Transition Plan'. My email of 12 June 2015 refers. The plan set out details of the pipeline projects and NR Action Plan proposals which Council might want to deliver in the initial period following the transfer. A further copy is attached for your information.

You will note that within the Plan there are 2 Neighbourhood Renewal capital projects which are to be advanced through the Social Investment Fund: - Thomas Davis GFC – Club House Development and Downpatrick Football Club New 3g pitch. DSD had given a commitment that, subject to the usual caveats, it would be minded to contribute £ 240,000 and £350,000 respectively from the Neighbourhood Renewal Investment Fund, towards the cost of the projects.

These schemes are not anticipated to commence until after 1 April 2016 and Office of the First and Deputy First Minister is now seeking clarification as to what the funding position will be going forward. The purpose of this letter, therefore, is to ask if Council is prepared to meet these potential commitments from the budgets that are anticipated to transfer from DSD next year. The indications from OFM/DFM are that unless such a commitment is given there is a real possibility that the projects will fall.

I look forward to your response and would be happy to discuss this with you further should this be necessary.

Yours sincerely,

JEROME BURNS



Transition Plan

2015/16 - 2016/17

**Newry. Mourne & Down District
Council**

Transition Plan

1. From 1 April 2016 Council will take on responsibility for Urban Regeneration and Community Development. This plan sets out DSD role and responsibilities between now and 1 April 2016 and the proposed actions that Council should consider to ensure the smooth transition of powers.
2. This Transition Plan has been prepared by the Department to assist the Council in its budget planning and decision making process for the delivery of urban regeneration and community development activities. It aims to:-
 - i. Ensure those projects currently supported by DSD, with funding ending on 31st March 2016, are given clear indications as early as possible whether they will receive further funding;
 - ii. Provide a pipeline of projects for the new councils to consider to deliver after the RLG transfer date; and
 - iii. Ensure the new councils meet their statutory duty to have regard for the Urban Regeneration and Community Development Policy Framework.
3. The plan sets out the various activities and projects that it currently administers under a range of programmes. It also lists the potential projects which Council may consider funding during 2016-2019.
4. The Departmental budget allocation transferring to Council from 1 April 2016 onwards is £4.178m
5. There are a number of projects which will overlap the transfer date that Council has agreed to complete. Any changes in profiles due to project slippage will result in the Council becoming liable for more costs after the RLG date. It is prudent for both the Department and the Council to carry out regular reviews of the progress on schemes so that any changes are reported in both the Department's and the Council's spending plans.
6. Council has been asked by the Department to consider if DSD staff with the relevant skills and experience to take forward the delivery of Urban Regeneration

and Community Development programmes or projects are required. This offer may facilitate the Council during this transition period to cover any particular skills gap identified in its organisation structure. This offer is to enable Council to build up its own internal capacity and allow skills transfer in running programmes with DSD staff seconded for a period of 2 years normally. A formal full time secondment arrangement will commence on 1 April 2016. If Council requires any specific assistance from DSD staff prior to the transfer date on an informal basis this will be facilitated where possible.

DRAFT

DSD's ROLE AND RESPONSIBILITIES

The Department will be responsible for the approval and administration of projects to tackle disadvantage and addressing dereliction and mitigating problems of market failure. The main programmes delivered by the Department are

Tackling Disadvantage	Physical Regeneration	Community Development
<ul style="list-style-type: none"> • Neighbourhood Renewal • Areas at risk • Small Pockets of Deprivation 	<ul style="list-style-type: none"> • Masterplans • Public Realm and Revitalisation • Comprehensive Development • Urban Development Grant 	<ul style="list-style-type: none"> • Community Investment Fund • Community Support Programme

DSD Responsibilities

- The assessment, appraisal and approval of funding for 23 projects (see Annex 1 for list of all 2015/16 projects)
- The administration and vouching of claims for approximately 92 payments annually.
- The monitoring of project objectives and evaluation of projects to ensure full compliance with all good governance responsibilities
- Support to Neighbourhood Renewal Partnership Boards, Masterplan Implementation Boards
- Review Neighbourhood Renewal Action Plans and publish NR Annual Reports
- Oversee communications Strategy, engagement with key stakeholders and staff. Including agreeing clear messages/lines to take with Council
- Administration of all public liability claims for assets
- Agree system convergence issues such as the transfer of project related documentation including project application, economic appraisal and contract for funding.
- Transfer of assets (see Annex 4)

- Agree staff transfer arrangements

COUNCIL'S ROLE AND RESPONSIBILITIES PRE-RLG

- Deliver Council projects set out in the Transition Plan during 2015/16
- Establish community development and economic regeneration strategy in compliance with the DSD Framework.
- Determine operational structure
- Identify staff capacity building/training requirements
- Agree town centre priorities and projects, including the review of masterplans
- Establish communication strategy for engagement with community groups, interested parties and NRPs
- Make decision on whether to continue to fund DSD projects (see Annex 2 for list of approved and potential Council projects).
- New programme - establish deprivation baseline, indicators and reporting requirements linked to Council strategy/objectives. DSD will provide relevant Outcome Indicator Reports.
- Establish links to other existing Council Programmes
- Consider resource requirements for new/existing programmes
- Public consultation on new programmes
- Establish clear guidelines and criteria for funding
- Determine application process. Open call / Partnership recommendations
- Establish selection process, criteria, complete appraisals and approve/reject funding, issue letters of offer Issue letters of offer
- Agree staff transfer arrangements
- Seek Council approval
- Set out timescales

COUNCIL'S ROLE AND RESPONSIBILITY FROM 1 APRIL 2016

- Deliver Council projects committed to in the Transition Plan for 2016/17
- Compliance with Urban Regeneration and Community Development Policy Framework
- Develop and implement new urban regeneration and community development policy and programmes
- Establish deprivation baseline, indicators and reporting requirements linked to Council strategy/objectives
- The assessment, appraisal and approval of funding for projects and issue of funding contracts
- The administration, vouching of claims for all payments
- The monitoring of project objectives and evaluation of projects to ensure full compliance with all good governance responsibilities
- Support to Tackling Deprivation Boards, Masterplan Implementation Boards
- Review Tackling Deprivation Action
- Oversee communications Strategy, engagement with key stakeholders and staff.
- Maintenance of assets

ANNEX 1

CURRENT LIST OF DSD APPROVED PROJECTS

Only programmes which the Department is delivering prior to 1 April 2016 are shown in the funding profiles. All Tackling Deprivation projects and Community Development projects receiving funding in 2015/16 will end on or before 31 March 2016. All Town centre regeneration schemes receiving funding before 1 April 2016 which complete later show funding profiles made by the Department until 31 March 2016.

The funding profiles reflect the current estimated spend on both revenue and capital projects. It is prudent for both the Department and the Council to carry out regular reviews of the progress on schemes so that any changes are reported in both the Department's and the Council's spending plans.

TACKLING DEPRIVATION PROJECTS

Neighbourhood Renewal Projects (Revenue)	2015/16 £	Funded posts
<p>Downpatrick SERC Driving to Success 2</p> <p>This project was designed to engage individuals who would not normally avail of college services and encourage them to take up personal development and vocational training with a view to trainees obtaining jobs, considering self employment or continuing in study. The driving lessons element was included to aid recruitment and ensure completion of training courses and hopefully result in a driving licence which would be an aid to obtaining employment.</p>	£82,000.00	1
<p>Downpatrick DDC Technical Assistance 2</p> <p>The projects key objective will be the provision of an effective, efficient and professional service to facilitate the Downpatrick Neighbourhood Partnership in undertaking its full role in informing and implementing Action Plans to</p>	£18,740.00	0.3

Neighbourhood Renewal Projects (Revenue)	2015/16 £	Funded posts
deliver the Neighbourhood Renewal Strategy in the area.		
<p>Downpatrick SEH&SCT Family Health & Wellbeing</p> <p>This project has 3 main elements:</p> <ol style="list-style-type: none"> 1. New Parent Visitor Programme; 2. Family Support Home Visiting Service; and 3. Mobile Creche Provision. <p>It will provide parents with help from the antenatal stage to ensure children have a good commencement in life and are sustained into later life by strengthening services at the transition stages of home to pre-school, pre-school to primary and from primary school to post primary.</p>	£63,600.30	2.19
<p>Downpatrick SEH&SCT – Speech & Language Therapy 15/16</p> <ul style="list-style-type: none"> • To improve speech, language and communication skills of identified children within the Downpatrick Neighbourhood Renewal Area • To improve access to Speech and Language Therapy (SLT) • To develop a model of collaborative working between therapist, school staff and parents. • To raise parental awareness and involvement in the therapy process, particularly those parents who are hard to engage. • To increase staff knowledge and skills in identifying and supporting children with speech, language and communication difficulties. • Integration of speech and language therapy and speech and language therapy goals within the curriculum and classroom practice. <p>Improved potential for learning (good oral language being the bridge to literacy skills).</p>	£48,112.00	2.8
<p>Down PHA Health and Community Engagement Community</p> <p>This programme will involve the employment of a Community Development Health Worker within County Down Rural Community Network under a Service Level Agreement with PHA, to deliver a range of targeted Health and Wellbeing and community initiatives to hard to reach groups within Downpatrick NR area. It will help develop the skills and confidence of the local community to enable them to participate in community and health related activities.</p>	£60,675.00	1

Neighbourhood Renewal Projects (Revenue)	2015/16 £	Funded posts
<p>Newry NMDC Community Renewal Programme.</p> <p>This project has been instrumental in building foundations with the local communities in the area. There are two distinct strands to the programme:</p> <ul style="list-style-type: none"> • Running costs for the 9 Community Associations within the NR area – to meet the basic running costs of each association and utility costs for community houses/centres • The Community Development and Support project – to deliver community development support and services to communities within NR and areas of disadvantage 	£96,655.31	1.8
<p>Newry NMDC Technical Assistance 11</p> <p>The project's key objective will be the provision of an effective, efficient and professional service to facilitate the Newry Neighbourhood Partnership in undertaking its full role in informing and implementing Action Plans to deliver the Neighbourhood Renewal Strategy in the area.</p>	£44,254.29	1
<p>Newry SH&SCT Health & Social Wellbeing Project 2</p> <p>The objective of this programme is to address health inequalities and promote the health & wellbeing of the citizens of Newry NRA. Proposals outlined will further improve health & wellbeing of communities living within the NRA.</p>	£71,390.63	1
<p>Newry SELB Social Renewal Education Programme</p> <p>The project seeks to build on the successes and lessons learnt from the last 7 years of development work in Newry.</p> <p>There are 3 strands to the core education programme and a fourth representing the programme design, delivery & review by the Education Authority (Southern Region):</p> <ul style="list-style-type: none"> • DELTA programme targets group of parents who will receive advice, guidance and personal development support around their own learning needs over a 12 week period • Assisting children with homework and helping schools liaise with parents 	£110,575.00	0.3

Neighbourhood Renewal Projects (Revenue)	2015/16 £	Funded posts
<ul style="list-style-type: none"> Youth engagement programme 		
<p>Newry SRC TOPS Project</p> <p>The project has 3 key delivery strands –</p> <ul style="list-style-type: none"> Mentoring element will be delivered through engagement with 100 local school children who attend SRC 2 days per week to undertake a vocational GCSE subject Additional mentoring element through engagement with 30 young people progressing from SPP onto FE and training programmes in SRC for 25 weeks over the 2015/16 academic year Training and Employment Opportunities programme (TOPS) element will provide accredited training opportunities for 60 participants 	£66,051.38	0.3
<p>Newry N&MEQ Education2Employment Programme</p> <p>The primary purpose of this programme is to introduce young people from areas of socio-economic decline to the workings of the modern economy and world and to provide guidance on career paths. Funding also covers the cost of a Programme Co-ordinator and a part-time administrator.</p> <p>The 4 distinctive elements of the programme are:</p> <ul style="list-style-type: none"> Class study visits to schools by NMEA experts and Champions and from schools to various workplace settings; Work placements facilitated by NMEA; Champions sessions in workplace settings, school and at WIN Business park & Down Business centre; and A careers guidance event at schools and annual Careers Opportunities Fair. 	£42,852.16	1.5
<p>Newry/Armagh CRJ Safer Stronger Communities</p> <p>This project is aimed at bringing people together to resolve issues that affected the community at grass roots level living in Newry's nine NR areas. The project provides an early intervention service which supports victims, offenders and the wider community.</p>	£52,471.88	1.5

Neighbourhood Renewal Projects (Revenue)	2015/16 £	Funded posts
<p>Funding will enable communities to deal with socially harmful incidents, to build restorative communities that are tolerant, responsive and inclusive and to build a safe and secure environment throughout the NR areas across the district.</p>		
<p>Newry NMDC Outdoor Educational Programme</p> <p>This programme has been instrumental in helping young people and other residents from NR areas to engage in outdoor activities that they would not normally get the opportunity to take part in.</p> <p>There are 2 distinct strands to the project:</p> <ul style="list-style-type: none"> • Training for local community volunteers in outdoor activities <p>Credits for the local groups in disadvantaged areas to access outdoor sporting and pursuits/education facilities</p>	£39,450.00	0
<p>Newry SELB Count, Read Succeed Plus</p> <p>The object of this programme is to complement the schools' central role in delivering the new Count Read Succeed strategy for literacy and numeracy. The programme design builds on the core work of the school by concentrating on the added value of home-school links and particularly on the parent's ability to support their own child's educational development which the schools need assistance with.</p>	£66,500.00	0.5
<p>SRC - Southern Region-Oceans 14 (delivered across Southern Region)</p> <p>Newry element provides accredited training in essential skills and provides a gateway to employability in the offshore industries.</p>	£10,104.95	0.4
<p>SRC - Southern Region-Care4U (delivered across Southern Region)</p> <p>Newry element provides training for 40 people living in 5 NRAs across the Southern Region, who are unemployed or in low paid employment, to enable them to avail of the opportunities for employment in domiciliary care or</p>	£3,627.81	0

Neighbourhood Renewal Projects (Revenue)	2015/16 £	Funded posts
catering afforded by the drive within the health and Social care system to (a) integrate services at a local level, (b) provide more community based		
SRC - Southern Region-Enterprise Firm (delivered across Southern Region) The Newry element delivers Bespoke entrepreneurial and self employed business management training to 27 economically inactive individuals (NR residents only) across the Brownlow, Portadown, Lurgan and Newry Neighbourhood Renewal areas. It involves the setting up of 3 Enterprise (practice) Firms, 2 of which will operate from Brownlow Business Park and the 3 rd from Greenshoots (part of SRC Campus) in Newry. An Enterprise firm is a framework for training in skills such as accountancy, computer-based skills, personnel management, marketing and sales, purchasing and entrepreneurship.	£32,980.38	0
TOTAL INVESTMENT	£910,041.09	16.59

Neighbourhood Renewal Projects (Capital)	Total estimated cost (all funders) £
None (potential for St John's Bosco Project to deliver subject to funding becoming available – 630k)	
TOTAL INVESTMENT	0

Areas at Risk Projects - Revenue	2015/16	Funded posts
Crossmaglen Community Training Programme 15/16 This programme will deliver a range of training interventions across Crossmaglen including training for business use and community use. 308 people will be trained in total including 30 people who will undertake accredited training in Construction Skills Register, site supervisors and EDCL training.	£30,002.30	0

Bessbrook Community Training Programme 15/16	£30,000.00	0
This programme will deliver a range of training interventions across Bessbrook including training for community and youth use. 909 people will be trained in total.		
TOTAL INVESTMENT	£60,002.30	0

COMMUNITY DEVELOPMENT PROGRAMMES

Community Investment Fund	2015/16	Funded Posts
Confederation Of Community Groups - Newry	£63,212.05	3 (part funded)
Community Investment Fund Total	105,469.95	

Community Support Programme¹	2015/16
To strengthen local communities, increase community participation and promote social inclusion through the stimulation and support of community groups, community activity and local advice services	
<ul style="list-style-type: none"> • Community Support General • Advice Grant 	£152,921.19 £127,804.00
Total CSP Award	£280,725.19

¹ Memorandum of Understanding between Council and DSD – renewed annually

TOWN CENTRE REGENERATION (INCLUDING SCHEMES FOR COMPLETION AFTER 1 APRIL 2016)²

Town Centre Regeneration	2015/16	Council Commitment from resources
Public Realm - Newry Cathedral Corridor	657,596.31	72,000
Public Realm - Warrenpoint	610,000.00	155,000
Totals - TCR	1,267,596.31	227,000

Urban Development Grant	Total	2015/16 £000
None		0
Totals - UDG		0

² Funding excludes the Council's contribution towards Town Centre Regeneration schemes

ANNEX 2

LIST OF PROJECTS THAT COUNCIL HAS APPROVED / MAY WANT TO DELIVER DURING 2016/17

TACKLING DEPRIVATION PROJECTS

	2015/16 £	Funded posts
Neighbourhood Renewal Projects (Revenue)		
Downpatrick SERC Driving to Success 2 This project was designed to engage individuals who would not normally avail of college services and encourage them to take up personal development and vocational training with a view to trainees obtaining jobs, considering self employment or continuing in study. The driving lessons element was included to aid recruitment and ensure completion of training courses and hopefully result in a driving licence which would be an aid to obtaining employment.	£82,000.00	1
Downpatrick DDC Technical Assistance 2 The projects key objective will be the provision of an effective, efficient and professional service to facilitate the Downpatrick Neighbourhood Partnership in undertaking its full role in informing and implementing Action Plans to deliver the Neighbourhood Renewal Strategy in the area.	£18,740.00	0.3
Downpatrick SEH&SCT Family Health & Wellbeing This project has 3 main elements: <ol style="list-style-type: none"> 4. New Parent Visitor Programme; 5. Family Support Home Visiting Service; and 6. Mobile Creche Provision. It will provide parents with help from the antenatal stage to ensure children have a good commencement in life and are sustained into later life by strengthening services at the transition stages of home to pre-school, pre-school to primary and from primary school to post primary.	£63,600.30	2.19
Downpatrick SEH&SCT – Speech & Language Therapy 15/16 <ul style="list-style-type: none"> • To improve speech, language and communication skills of identified children within the Downpatrick Neighbourhood Renewal Area 	£48,112.00	2.8

Neighbourhood Renewal Projects (Revenue)	2015/16 £	Funded posts
<ul style="list-style-type: none"> • To improve access to Speech and Language Therapy (SLT) • To develop a model of collaborative working between therapist, school staff and parents. • To raise parental awareness and involvement in the therapy process, particularly those parents who are hard to engage. • To increase staff knowledge and skills in identifying and supporting children with speech, language and communication difficulties. • Integration of speech and language therapy and speech and language therapy goals within the curriculum and classroom practice. <p>Improved potential for learning (good oral language being the bridge to literacy skills).</p>		
<p>Down PHA Health and Community Engagement Community</p> <p>This programme will involve the employment of a Community Development Health Worker within County Down Rural Community Network under a Service Level Agreement with PHA, to deliver a range of targeted Health and Wellbeing and community initiatives to hard to reach groups within Downpatrick NR area. It will help develop the skills and confidence of the local community to enable them to participate in community and health related activities.</p>	£60,675.00	1
<p>Newry NMDC Community Renewal Programme.</p> <p>This project has been instrumental in building foundations with the local communities in the area. There are two distinct strands to the programme:</p> <ul style="list-style-type: none"> • Running costs for the 9 Community Associations within the NR area – to meet the basic running costs of each association and utility costs for community houses/centres • The Community Development and Support project – to deliver community development support and services to communities within NR and areas of disadvantage 	£96,655.31	1.8
<p>Newry NMDC Technical Assistance 11</p> <p>The project's key objective will be the provision of an effective, efficient and professional service to facilitate the Newry Neighbourhood Partnership in undertaking its full role in informing and implementing Action Plans to deliver the Neighbourhood Renewal Strategy in the area.</p>	£44,254.29	1

	2015/16 £	Funded posts
<p>Neighbourhood Renewal Projects (Revenue)</p> <p>Newry SH&SCT Health & Social Wellbeing Project 2</p> <p>The objective of this programme is to address health inequalities and promote the health & wellbeing of the citizens of Newry NRA. Proposals outlined will further improve health & wellbeing of communities living within the NRA.</p>	£71,390.63	1
<p>Newry SELB Social Renewal Education Programme</p> <p>The project seeks to build on the successes and lessons learnt from the last 7 years of development work in Newry.</p> <p>There are 3 strands to the core education programme and a fourth representing the programme design, delivery & review by the Education Authority (Southern Region):</p> <ul style="list-style-type: none"> • DELTA programme targets group of parents who will receive advice, guidance and personal development support around their own learning needs over a 12 week period • Assisting children with homework and helping schools liaise with parents • Youth engagement programme 	£110,575.00	0.3
<p>Newry SRC TOPS Project</p> <p>The project has 3 key delivery strands –</p> <ul style="list-style-type: none"> • Mentoring element will be delivered through engagement with 100 local school children who attend SRC 2 days per week to undertake a vocational GCSE subject • Additional mentoring element through engagement with 30 young people progressing from SPP onto FE and training programmes in SRC for 25 weeks over the 2015/16 academic year • Training and Employment Opportunities programme (TOPS) element will provide accredited training opportunities for 60 participants 	£66,051.38	0.3
<p>Newry N&MEQ Education2Employment Programme</p> <p>The primary purpose of this programme is to introduce young people from areas of socio-economic decline to the workings of the modern economy and world and to provide guidance on career paths. Funding also covers the cost of a Programme Co-ordinator and a part-time administrator.</p> <p>The 4 distinctive elements of the programme are:</p>	£42,852.16	1.5

Neighbourhood Renewal Projects (Revenue)	2015/16 £	Funded posts
<ul style="list-style-type: none"> • Class study visits to schools by NMEA experts and Champions and from schools to various workplace settings; • Work placements facilitated by NMEA; • Champions sessions in workplace settings, school and at WIN Business park & Down Business centre; and • A careers guidance event at schools and annual Careers Opportunities Fair. 		
<p>Newry/Armagh CRJ Safer Stronger Communities</p> <p>This project is aimed at bringing people together to resolve issues that affected the community at grass roots level living in Newry's nine NR areas. The project provides an early intervention service which supports victims, offenders and the wider community.</p> <p>Funding will enable communities to deal with socially harmful incidents, to build restorative communities that are tolerant, responsive and inclusive and to build a safe and secure environment throughout the NR areas across the district.</p>	£52,471.88	1.5
<p>Newry NMDC Outdoor Educational Programme</p> <p>This programme has been instrumental in helping young people and other residents from NR areas to engage in outdoor activities that they would not normally get the opportunity to take part in.</p> <p>There are 2 distinct strands to the project:</p> <ul style="list-style-type: none"> • Training for local community volunteers in outdoor activities <p>Credits for the local groups in disadvantaged areas to access outdoor sporting and pursuits/education facilities</p>	£39,450.00	0
<p>Newry SELB Count, Read Succeed Plus</p> <p>The object of this programme is to complement the schools' central role in delivering the new Count Read Succeed strategy for literacy and numeracy. The programme design builds on the core work of the school by concentrating on the added value of home-school links and particularly on the parent's ability to support their own child's educational development which the schools need assistance with.</p>	£66,500.00	0.5

Neighbourhood Renewal Projects (Revenue)	2015/16 £	Funded posts
<p>SRC - Southern Region-Care4U (delivered across Southern Region)</p> <p>Newry element provides training for 40 people living in 5 NRAs across the Southern Region, who are unemployed or in low paid employment, to enable them to avail of the opportunities for employment in domiciliary care or catering afforded by the drive within the health and Social care system to (a) integrate services at a local level, (b) provide more community based</p>	£3,627.81	0.4
<p>SRC - Southern Region-Enterprise Firm (delivered across Southern Region)</p> <p>The Newry element delivers Bespoke entrepreneurial and self employed business management training to 9 economically inactive individuals (NR residents only) across the Newry Neighbourhood Renewal area.</p> <p>It involves the setting up of 3 Enterprise (practice) Firms, 2 of which will operate from Brownlow Business Park and the 3rd from Greenshoots (part of SRC Campus) in Newry. An Enterprise firm is a framework for training in skills such as accountancy, computer-based skills, personnel management, marketing and sales, purchasing and entrepreneurship</p>	£32,980.38	0
TOTAL VALUE	£910,041.09	16.59

Neighbourhood Renewal Projects (Capital)	Total estimated cost (all funders) £	2016/17 £ DSD/Council Grant Contribution	2017/18 £ DSD/Council Grant Contribution
Newry - St John Bosco GFC Club Pavilion (DSD contribution - 630k) – project may deliver in 15/16 is budget becomes available)	761,360.00	630,000.00	0
Downpatrick – Meadowlands Muga / Play park Development (2 phases likely - Council led & DSD element not yet agreed)	400,000.00	20,000.00	320,000.00
Newry – BMX Track (Council led – DSD element not yet agreed)	135,000.00		135,000.00
Newry – Drumalane Community Centre Development (Council led & DSD contribution not yet agreed)	349,995.90	100,000.00	249,000.00
Newry - Drumalane Footpath Upgrade (NIHE led)	43,021.65	43,021.65	0
Newry – Thomas Davis GFC – Club House Development (SIF project – DSD element £240,000)	240,000.00	140,000.00	140,000.00
Downpatrick Football Club New 3g pitch (SIF project - DSD contribution - £350,000 & range of other funders including Council)	950,000.00	170,000.00	180,000.00
Newry – Meadow Kickabout (Council led & DSD contribution not yet agreed)	43,874.00	43,874.00	0
Newry – Martins Lane Play Park Enhancement (Council led & DSD contribution not yet agreed)	51,179.00	0	51,179.00
Newry – Raymond McCreesh Park Refurbishment (Council led & DSD contribution not yet agreed)	122,375.00	0	122,375.00
TOTAL (Capital)	3,196,805.55	1,146,895.65	1,197,554.00

³COMMUNITY DEVELOPMENT PROGRAMMES

Community Investment Fund	2016/17	Funded Posts
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³ Tackling deprivation projects shown are those funded in 2015/16 and at the same funding levels

Confederation Of Community Groups	£63,212.05	3 (part funded posts)
COMMUNITY INVESTMENT FUND TOTAL	£63,212.05	

Community Support Programme⁴	2016/17
To strengthen local communities, increase community participation and promote social inclusion through the stimulation and support of community groups, community activity and local advice services	£152,921.19 £127,804.00
COMMUNITY SUPPORT PROGRAMME TOTAL	£280,725.19

Neighbourhood Renewal Projects (Capital) – Longer term proposals	Total estimated cost £
Newry - 3 Ways Community Centre Refurbishment	2,600,000.00
Downpatrick – Refurbishment of Play Parks	200,000.00
Downpatrick – Model Farm (HOPE) project	10,000.00
Newry St John's YC – Relocation of Portable Building	25,000.00
Newry – St Josephs Pitch – New Access Road	195,000.00
Newry St Brigids Boxing Club Replacement Building	250,000.00
Newry – St Marys HS Muga	140,000.00

⁴ Memorandum of Understanding between Council and DSD – renewed annually

Newry MARCA Play Group Minor Works	50,000.00
Newry – Daisy Hill Nursery – Enhancement	30,000.00
Newry – Extension To Carnagat Community House	100,000.00
Newry – St Marys YC Upgrade	75,000.00
TOTAL	3,675,000

DRAFT

TOWN CENTRE REGENERATION (SCHEMES COMPLETED BY COUNCILS AFTER 1 APRIL 2016)⁵

Town Centre Regeneration	2016/17 £	2017/18 £
Public Realm - Newry Cathedral Corridor	0.00	128,000.00
Public Realm - Warrenpoint	1,097,422.00	195,000.00
Revitalisation - Newry Linkages	200,000.00	0
Revitalisation - Newry Cathedral Corridor	250,000.00	0
Town Centre Regeneration Total	1,547,422.00	227,000.00

⁵ Funding includes the Council's contributions towards Town centre regeneration projects

ANNEX 3

TRANSITION PLAN - SUMMARY OF FUNDING (DSD 2015/16 AND COUNCIL 2016/17)

Work Programme	2015/16 Spend DSD £	2016/17 Spend Council £	Funded posts (2015/16)
NR Revenue	£910,041.09	£910,041.09	
NR Capital	0*	£1,146,895.65*	
Areas at Risk	£60,002.30	£60,002.30	
Tackling Deprivation Totals	970,043.39	£2,116,939.04	16.59
VCU CIF	£63,212.05	£63,212.05	3
VCU CSP	£280,725.19	£280,725.19	-
Community Development Totals	343,937.24	343,937.24	
Town Centre Regeneration (TCR)	1,267,596.31	1,547,422.00	-
Urban Development Grant	0	0	-
Physical Regeneration Totals	1,267,596.31	1,547,422.00	-
TOTAL FUNDING	2,581,576.94	£4,008,298.28	19.59

* Position may change subject to capital funding becoming available in 15/16 to deliver St John Bosco GAC Club Pavilion Project, which would reduce the capital financial requirement for 16/17 accordingly.

LIST OF ASSETS TRANSFERRING TO COUNCIL

Urban Regeneration Assets

Forkhill Military Base

DRAFT

Report to:	Strategy, Policy & Resources Committee
Subject:	<i>Former Down District Council Office, Strangford Road, Downpatrick</i>
Date:	17 September 2015
Reporting Officer:	Eddy Curtis, Director of Strategic Planning and Performance
Contact Officer:	Eddy, Director of Strategic Planning and Performance
<u>Decisions Required</u>	
<ul style="list-style-type: none"> • <i>Consider request from the Department of Education to acquire a portion of land at the former Down District Council offices to develop the new High School proposal.</i> • <i>To agree to both parties using LPS to conduct valuations on the above mentioned site</i> • <i>The Department of Education should cover all Council costs for land valuation and all legal costs</i> 	
1.0	<u>Purpose & Background</u>
1.1	<ul style="list-style-type: none"> • The Department of Education has agreed to develop a new High School at the rear of the former Down District Council offices on the Strangford Road, Downpatrick at an approximate cost of £4m. • The Department of Education require a portion of land (3.11 acres) at the above mentioned former Council offices to provide an access to the proposed new school. • There is a small graveyard on the portion of land requested by the Department of Education. If the Council agree to sell this land, the graveyard will be relocated to a site nearby. • The Education Authority will have to buy into the Health Trust's indenture against any further use of the graveyard.
2.0	<u>Possible Future Issues for Consideration</u>
	<ul style="list-style-type: none"> • The former Council offices is located in a very strategic location and the sale of a portion of land will longer term reduce the overall value of the site. • A strategic overview of this site should be conducted and reported back to Council in the near future. • If this portion of land is not sold to the Department of Education, the proposed new school project will be lost and a £4m plus development in Downpatrick would be lost.
3.0	<u>Resource Implications</u>
	None

Report To:	Strategic Policy & Resources Committee
Date:	17 September 2015
File Reference:	AD/GA/1
Reporting Officer:	Alison Robb, Assistant Director Corporate Services (Administration)
Contact Officer:	Alison Robb, Assistant Director Corporate Services (Administration)

Decision Required

Committee is asked to consider the attached draft Policy and Procedures and agree same.

1.0 Purpose and Background

At a Meeting of the Active and Healthy Communities Committee on 18 May 2015, Members approved a request from Warrenpoint Town Football Club to erect commercial signage on Council property.

As part of the approval it was recommended that a policy be drawn up regarding commercial signage on Council Land/Property as no policy guidance was available in this area.

I met with the Directors of Strategic Planning and Performance and Active and Health Communities on 26 June 2015 to identify the main areas for inclusion.

The draft Policy and Procedures were approved by the Senior Management Team at its Meeting on 1 September 2015.

2.0 Key Issues

The implementation of a policy and procedures which ensure consistency in decision-making, maximise the benefits and return for the Council and reduce the potential for challenge by third parties.

3.0 Recommendation

Committee approve the attached draft Policy and Procedures.

4.0 Resource Implications

Officer time in processing applications.

It is not anticipated that there will be a large volume of applications in this area.

5.0 Appendices

Appendix 1 – Draft Policy on the Erection of Commercial/Advertising Signage on Council Land and Property by Third Parties.

Appendix 2 – Draft Procedure on the Erection of Commercial/Advertising Signage on Council Land and Property by Third Parties.

Appendix 1

Draft Policy on the Erection of Commercial/Advertising Signage on Council Land and Property by Third Parties

Newry, Mourne and Down District Council

Policy on the Erection of Commercial/Advertising Signage on Council Land and Property by Third Parties

1. Title

Newry, Mourne and Down District Council Policy on the Erection of Commercial/Advertising signage on Council Land and Property by Third parties.

2. Statement

Council approves the policy as a framework for processing applications by third parties to erect commercial/advertising signage on Council Land and Property.

3. Aim

The aim of this policy is to ensure a consistent and equitable approach in processing applications by third parties who wish to erect commercial/advertising signage on Council Land and Property.

4. Scope

The Council owns and manages Land and Property throughout its District for a range of purposes including for community, leisure and recreational activities.

These assets are recognised for their opportunities to generate other community benefits including:

- promoting community activities, events and other entertainment
- displaying community artwork and project initiatives
- placing commercial advertisements which generate income within the District
- signposting community facilities.

The Council therefore wishes to specify the conditions under which its Land and Property may be used for commercial/advertising purposes in a way that ensures consistency in decision making and ensures that space is shared equitably and public safety and amenity is not comprised.

This policy applies to all applications by third parties to erect commercial/advertising signage on Council Land and Property. Non-compliance with the Council’s Policy and Procedures in relation to the erection of Commercial/Advertising signage on Council Land and Property may expose the Council to a legal challenge by a third party.

In cases where third parties erect unauthorised commercial/advertising signage on Council Land and Property the Council reserves the right to remove same and affix the third parties with the cost of doing so.

5. Related Policies

Third parties engaged in the erection of unauthorised commercial/advertising signage on Council Land and Property may be liable to prosecution or a fine under the general legislation relating to fly-posting, graffiti and planning regulation.

6. Policy Owner

Assistant Director Corporate Services (Administration)

7. Contact details in regard of this policy are:

Assistant Director Corporate Services (Administration)

8. Policy Authorisation

MT Authorised on	1 September 2015
Strategic Policy and Resources Committee Authorised on	_____
Council Authorised on	_____

9. Policy Effective Date _____

10. Policy Review Date

Every 4 years during the lifetime of the Council.

11. Procedures

The Procedures on the Erection of Commercial/Advertising Signage on Council Land and Property by Third Parties attached hereto must be adhered to in the delivery of this Policy.

12. Equality Impact Assessment

This policy has been assessed on xxx under Newry, Mourne and Down District Council's Equality Impact Assessment process and has been screened out as having no impact on any of the groups designated in Section 75 of the Northern Ireland Act 1998.

13. Version Control

Erection of Commercial/Advertising Signage on Council Land and Property by Third Parties Version 1.0.

Appendix 2

Draft Procedure on the Erection of Commercial/Advertising Signage on Council Land and Property by Third Parties

Procedure on the Erection of Commercial/Advertising Signage on Council Land and Property by Third Parties

1 Introduction

Newry, Mourne and Down District Council ("the Council") may receive requests from third parties to erect commercial/advertising signage on Council Land and Property. This procedure together with the corresponding policy sets out the policy and decision-making context in which such requests will be considered.

2 Scope

The purpose of the policy and procedure is to ensure consistency in decision making, maximise the benefits and return for the Council and reduce the potential for challenge by third parties.

3 What is covered

For the purpose of this policy and procedure:-

- (a) **Advertising** means a display for the purposes of promoting a business, event or activity and includes banners; decorations such as flags, bunting and streamers; posters; moveable signs; directional signage; real estate/other advertising boards
- (b) **Commercial Advertising** means advertising for the purpose of promoting a profit generating business (not a community or charitable business)
- (c) **Third party** means any non-Council applicant including community organisations, commercial organisations and private individuals
- (d) **Council/Land Property** means any Land or Property under the ownership or control of the Council
- (e) **Excluded from the policy** advertising of a temporary nature by local community organisations for events and activities that are designed to support a charitable cause, enhance community welfare or promote community pride. A temporary event for this purpose will be taken to mean an annual event and not a regular weekly, fortnightly or monthly event.

4 Roles and responsibilities

Applications will be received and processed by the Assistant Director Corporate Services (Administration) who will undertake all relevant internal consultation prior to seeking approval or otherwise from a Director under Section 2.4 (Management of Land and Facilities) of the Council's Scheme of Delegation for Officers.

Directors will report to the relevant Committee on a bi-annual basis on the exercise of delegated decisions and authorisations in this regard.

5 Criteria to be taken into account

Each application will be considered on its own merits but in reaching a decision the following factors will be applicable:-

- (a) Any successful applicant will be required to enter into an Agreement with the Council which will cover inter alia provisions relating to insurance, liability, installation, maintenance and duration of agreement.
- (b) The proposed location and the suitability of same.
- (c) The content and suitability of the advertising – in particular the Council will not permit advertising promoting matters of a sexual or political nature or advocating illicit drugs or alcohol or tobacco or any other products or services which the Council may deem to be unsuitable.
- (d) Where appropriate applicants will be required to obtain all necessary statutory and other approvals before signage can be erected eg. Planning and Roads Service.
- (e) In the case of commercial advertising the Council reserves the right to receive a fair and proportionate share of the income raised by the applicant and in that regard will consult its Commercial Valuer to determine a suitable figure.

6 Monitoring and Review

The policy and procedure will be reviewed by the Assistant Director Corporate Services (Administration) every 4 years during the lifetime of the Council.

Agenda Item:	
Report to:	Strategy, Policy and Resources Committee
Subject:	<i>Employee Qualification Assistance (EQA) Scheme</i>
Date:	17 th September 2015
Reporting Officer:	Catrina Miskelly, Assistant Director Corporate Services (Human Resources)
Contact Officer:	Aveen Magorrian, Learning & Development Manager

<u>Decisions Required</u>	
Members are asked to note the contents of a proposed Employee Qualification assistance (EQA) Scheme as set out in Appendix 1 and agree to the Scheme being made available to employees of Newry Mourne and Down District Council, with delegated authority to the management team for the operation of this scheme.	
1.0	<u>Purpose & Background</u>
1.1	The purpose of this report is to draw member's attention to a proposed discretionary Scheme which would enable employees to undertake training which leads to the award of a recognised academic/vocational/professional qualification. A copy of the Scheme is contained in Appendix 1
2.0	<u>Key Issues</u>
2.1	Criteria for approval is set out at Section 5 of the Scheme
2.2	In agreeing to the Scheme, management would have delegated authority to consider applications from employees in relation to : 1)Time Off' to attend work related training 2) Partial Funding of associated training costs 3) Full Funding of associated training costs
3.0	<u>Resource Implications</u>
3.1	Financial assistance may include full or part funding (subject to the estimates process).
3.2	Time Off to attend training (where it is not possible to attend the training outside of working hours)
4.0	<u>Appendices</u>
	▪ Appendix 1 – Employee Qualification Assistance Scheme (EQA Scheme)

Report to:	Strategy Policy & Resources Committee
Subject:	Application for Credit Cards to Danske Bank Ltd
Date:	28 August 2015
Reporting Officer:	R Dowey Head of Finance
Contact Officer:	R Dowey Head of Finance

Decisions Required

Members are asked to note the contents of this report.

To sign an Agreement with Danske Bank Ltd to issue Credit Cards as per details supplied below.

1.0 Purpose & Background

- 1.1 Currently there are five current Corporate Card holders. Two of these cards are issued with Danske Bank Ltd and three with First Trust Bank, all based on old legacy Council details.

2.0 Key Issues

- 2.1 Corporate Credit Cards are required for reasons of:
- (1) Efficiency and economy for certain purchases (ie, travel)
 - (2) Practicality
 - (3) These cards need to be in name of Newry Mourne and Down District Council and with a single supplier, ie, Danske Bank Ltd, who are Council's bankers
 - (4) Cards at this stage are only being issued to Directors or other staff who need the card and are willing to have a card. This list can be varied on an 'as required basis'.

3.0 Resource Implications

- 3.1 There are no resource implications.

4.0 Appendices

- **Appendix I – Recommended users and limits. (attached)**



Brenda
Phillips/Newry&Mourne/NI
21/08/2015 09:50

To bryan.deacon@northernbank.co.uk,
cc Robert Dowey/Newry&Mourne/NI@Newry&Mourne
bcc

Subject Corporate Credit Cards

Bryan,

Further to our meeting yesterday, can you please forward Credit Card Application Forms for the following:

<u>Employee Name</u>	<u>Limit (£)</u>	<u>Comment</u>
Robert Dowey	8,000	THIS CARD MOSTLY USED TO BOOK TRAVEL
Eddie Curtis	5,000	CARD OCCASIONALLY USED TO BOOK TRAVEL.
David Barter	4,000	PROCUREMENTS MANAGER/BUYER.
Marie Ward	2,000	OCCASIONAL EXPENSES
Canice O'Rourke	2,000	OCCASIONAL EXPENSES

Thank you

Brenda Phillips
Finance Manager

Newry, Mourne and Down District Council
Tel: 028 3031 3156

APPENDIX 1

Agenda Item:	Increased Crane Costs – Removal of Sea Gates at Victoria Lock
Report to:	Strategy, Policy and Resources Committee
Subject:	Refurbishment of Victoria Lock – Capital Project
Date:	17 September 2015
Reporting Officer:	Eamon McManus – Capital Projects

Decisions Required

Members are asked to note the content of the Report and consider and agree to:

- Payment of additional costs in relation to cost of crane for removal and replacement of Sea Gates at Victoria Lock with authority to be granted to Consultant/Project Manager to discuss extra costs with Contractor and report back to Council with recommendation on any appropriate additional payments.

1.0 Purpose & Background

1.1 The purpose of this Report is to inform Members about additional costs relating to crane hire and associated works for the removal and replacement of the 2 Sea Gates at Victoria Lock.

The Contract for the Refurbishment of the Sea Gates at Victoria Lock commenced on Monday, 17 August 2015. The essential initial works involved the lifting of the 2 Sea Gates from the water at the entrance to the Lock Chamber and placing them flat within the car park for cleaning and repair. Based on information contained within a 1936 technical journal, it was anticipated that the weight of each Sea Gate would be around 48 tonnes. The Contractor provided a crane with sufficient lifting capacity to safely lift out each Sea Gate with an expected weight of 48 tonnes. It was established during the removal of the near side Sea Gate on Sunday, 23 August that its weight was much greater than expected – it was 67 tonnes.

The Contractor advised that in order to safely lift out the far Sea Gate based on a weight of 67 tonnes, it would be necessary to increase the lifting capacity of the crane from 500 tonne to 750 tonne, at an extra cost of 15,000 Euro. In order to safely manage the risks and control costs for lifting out the far Sea Gate, an urgent decision had to be taken on site that day to increase the capacity of the crane up to 750 tonne at additional cost to the Contract. The additional equipment for the crane and extra ballast was mobilised overnight and erected on the crane leaving it ready for operation with an increased capacity of 750 tonnes by 10.00 am on Monday morning, 24 August 2015.

The far Sea Gate was then safely lifted out of the water and set down in the car park by 12

	noon and its recorded weight was again 67 tonnes.
2.0	<u>Key Issues</u>
2.1	<p>The NEC Short Contract applicable to the refurbishment of the Sea Gates Project makes provision for “Early warnings” and “Compensation Events” for unforeseen circumstances that arise during the Contract. The Employer (the Council) and the Contractor are expected to co-operate and work closely together when unforeseen circumstances arise in order to manage/mitigate the risks with compensation to be paid to the Contractor when extra costs have been fully documented and verified by the Project Manager.</p> <p>It would appear that the reason for the substantial increase in weight of the Sea Gates is due mainly to the fact that large quantities of mud filled some of the void spaces within the Gates during the past 25 years of operation.</p> <p>Action has been taken to remove as much of this mud as possible from within the Gates – at extra cost to the Contract but it may not be possible to remove all of the mud.</p> <p>As it is now foreseeable that the Sea Gates, even after refurbishment, will be heavier than originally anticipated, the Contractor will likely have to provide a crane with similar increased lifting capacity and at additional cost in order to safely replace the Gates back into their original position.</p>
3.0	<u>Resource Implications</u>
3.1	Additional costs to the Contract will arise as a result of having to deal with the unforeseen additional weight of the Sea Gates and the removal of mud, as far as practical, from within the voids of the Gates. A Report on these additional costs will be brought back to the next Meeting for consideration and approval.
4.0	<u>Appendices</u>
	<ul style="list-style-type: none"> ▪ Appendix I – Email dated 23 August 2015 re. Increased Crane Costs – Removal of Sea Gates at Victoria Lock.

Report to:	Strategy, Policy & Resources Committee
Subject:	<i>Roundabout Development Cloughogue, Newry</i>
Date:	17 September 2015
Reporting Officer:	Eddy Curtis, Director of Strategic Planning and Performance
Contact Officer:	Eddy, Director of Strategic Planning and Performance
<u>Decisions Required</u>	
<ul style="list-style-type: none"> • <i>To consider proposal for a Community Roundabout feature at Cloughogue Roundabout, Newry.</i> 	
1.0	<u>Purpose & Background</u>
1.1	<ul style="list-style-type: none"> • Former Newry and Mourne District Council received a proposal from the Newry Maritime Association to locate a gate feature at the Cloughogue Roundabout to highlight local iron works expertise. • The Council was to apply for Planning Approval and commit £1800 for the installation of the feature. • The Community to provide all Iron Monger features.
2.0	<u>Key Issues</u>
	<ul style="list-style-type: none"> • Proposal will provide a much needed feature to the Roundabout. • There is no provision for this project in 2015/16 Rates Estimates. • Planning Approval has been granted.
3.0	<u>Resource Implications</u>
	£1800 will be required to complete the proposal.
4.0	<u>Appendices</u>
	None.

LANDS TO THE REAR OF NEWRY / ARTS CENTRE

TEMPORARY USE PROPOSAL

QUAYSIDE COMMUNITY TRUST

1.0 INTRODUCTION

The Quayside Community Trust is a not for profit voluntary organisation established by a number of individuals in Newry want to help lead and deliver 'low cost' projects that will benefit the Newry community in a positive way.

Over recent months we have been developing a proposal to develop a community 'urban' garden on brownfield lands located in Newry for a temporary period of 3 – 5 years during the period when a permanent long term use for the particular site is still to be decided.

The philosophy behind this scheme is that the project is community led, has a wide number of stakeholders, is low cost, and is primarily constructed using locally sourced recycled and upcycled materials.

The current partners / stakeholders that have expressed an interest in developing the urban garden includes:-

- Timebanking NI
- CDHN
- SRC
- The Hub
- Grounded Coffee Bars
- Newry BID
- Newry 2020

The site we have identified to locate the gardens is the Lands to the rear of the town hall and arts centre which is owned by the council.

Following a recent Meeting on Site with Eddie Curtis, Director of Strategic Planning and Performance, we have prepared the enclosed proposal outlining our 'urban garden' concept and how we see it working in practice in more detail.

An overview of the 'urban garden' is included in Section 2.0 and pictures of similar gardens delivered elsewhere are included in Appendix A.

This proposal is a request for a licence to occupy to be granted to the Quayside Community Trust for a period of three years commencing November 2015.

2.0 THE 'URBAN' GARDEN

The 'urban garden' will be an all year round garden project where members of the community can participate in a variety of nature, educational, leisure and cultural led activities which are likely to comprise:-

Nature	Educational	Leisure	Arts
Year round fruit / vegetables / herbs	Nature / Wildlife	Visitor seating area	Live music
Wild Flowers	Beekeeping	BBQ / Campfire area	Outdoor arts
Wildlife	Gardening Workshops	Harvest Festivals	Craft workshops
Insect Hotel	Sustainability	Fundraising events	
Beehive & Honey Club	School visits	Pop up coffee area	

THE 'URBAN' GARDENS OVERVIEW

The final Garden design is still to be developed, but it is anticipated that it will include the following facilities which we intend to source from the local community via voluntary donations and possible grant support with some facilities provided by the council:-

Potential Council Provided:-

<ul style="list-style-type: none"> • Heras fencing • Safe graded surface • Safe walls • Single phase power supply • Public liability insurance (via Newry City Centre Management) • Logistics support e.g. lorries 	<ul style="list-style-type: none"> • Drainage connection (WC) • Water supply • End of life waste skips • End of life sheds, containers, tools etc. • Grant application assistance • Promotional assistance
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Quayside Community Trust provided:-

<ul style="list-style-type: none"> • Promotional signage • Health and safety equipment • Water safety equipment • Tools • Scaffold plank raised beds • Sheds • Polytunnel • Bins • Beehive • Wormary • Compost and soil 	<ul style="list-style-type: none"> • Refuse 'Skip' planting beds • Seated performance areas (Pallet construction) • Covered shelter • Toilet • Storage container • Terraced area for tea / coffee • Composting silos (already on site) • Seeds, plants and trees • Insect hotel • Paint
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3.0 MOVING THE PROJECT FORWARD

If the council would like to support this project, all we require is a three year licence to occupy the lands behind the Town Hall and whatever assistance can be made available with regards with the potential council provided services identified in Section 2.0.

This project will be led by Patrick and Suzanne Murdock who will build a team with all the necessary skills required to successfully plan, manage and deliver this project.

Obviously the grant of a licence will come with conditions and our initial suggestions to give the council the necessary assurances that the project will be delivered in accordance with the project brief includes:-

- We would agree to put structures in place that ensure that the site is used for the intended purpose and that the board members of the Quayside Community Trust have the appropriate skills, experience and meet the approval of the Council.
- It is not intended that the council allocate staff to this project other than to deliver the agreed council provided services, however we appreciate that there is a degree of oversight required to ensure we are delivering the project to the agreed brief and we would invite the Council to be a stakeholder in the project and would welcome their participation at key publicity and promotional events.
- We would propose that monthly meeting minutes are issued to the council allocated 'manager' and they have an open invite to every board meeting should they wish to observe and monitor the performance of the project board.

APPENDIX A: SAMPLE PHOTOS OF SIMILAR URBAN GARDENS

PHOTOS 1 – 3; KINGS CROSS SKIP GARDEN, LONDON



PHOTO 1



PHOTO 3; URBAN CHILDRENS GARDEN, DETROIT



PHOTO 4; POP UP GARDENS, BRISTOL



NEWRY, MOURNE & DOWN DISTRICT COUNCIL

File note of Crotlieve DEA Briefing Meeting held on Monday 10th August 2015, at 11.00 a.m. in the Conference Room, Monaghan Row, Newry, to discuss the following:

- 1. Proposal to provide 2 No. new car parks in Rostrevor**
 - 2. Right of Way at bus stop in Rostrevor**
 - 3. St Bronagh's GFC proposal**
-

In the Chair: Councillor J Tinnelly

**In attendance: Councillor M Ruane
Councillor D McAteer
Councillor M Carr**

**Mr E Curtis, Director of Strategic Planning and
Resources**

Ms B McNally, Notes

Also in attendance: Mr Shane Grant, Transport NI

Apologies: Councillor G Fitzpatrick

Proposal to provide 2 No new car parks in Rostrevor:

Discussion took place on proposal to provide two new car parks in Rostrevor. In order to stop illegal parking at green space on road towards Kilbroney Park (shore side) to provide 20-30 park spaces. Transport NI has advised that this is achievable, but urged caution with regard to proximity of shore.

It was agreed that Paul Brannigan would prepare a preliminary drawing and Mr Curtis would speak with Planners. It was also agreed that the residents and triathlon clubs would be consulted.

Car Parking at Rostrevor Square: Discussion took place regarding car parking behind Sansters Hotel. Transport NI expressed concerns regarding access from proposed car park to main road and advised that a Management Plan would have to be submitted to Transport NI. Mr Curtis advised those present that a Paper is being prepared on all car parks in the near future throughout the Newry, Mourne and Down District and this would be considered by the Council.

It was agreed to draw up an options paper for the use of this area.

Right of Way Bus Stop Rostrevor:

Discussion took place regarding the blocked right of way at the bus stop.

Way Forward: E Curtis advised that the Council have written to the Grant family requesting that following the Court judgement they remove the fence. If this does not happen the Council will be seeking legal advice for action to reinstate the Public Right of Way.

St Bronagh's GFC Proposal:

Councillor Tinnelly declared an interest.

E Curtis advised that he and Michael Lipsett had met the Club recently as he was keen to familiarise himself with Kilbroney Park and user group. He said the Club was made aware that planning permission would not be forthcoming for Drumsesk site if the current proposals were not amended and it was agreed that any further meeting to be held with the Club should include DEA Councillors.

It was agreed to meet the Club following decision by Planners on their revised application.

Signed: E Curtis _____

Date: 8 September 2015

Report to:	Strategy, Policy & Resources Committee
Subject:	<i>South Down Community Rescue</i>
Date:	17 September 2015
Reporting Officer:	Eddy Curtis, Director of Strategic Planning and Performance
Contact Officer:	Eddy, Director of Strategic Planning and Performance
<u>Decisions Required</u>	
<ul style="list-style-type: none"> <i>Licence section of land adjacent to Drumalane (Newry) Playing Fields to establish a base for the South Down Community Rescue Team.</i> 	
1.0	<u>Purpose & Background</u>
1.1	<ul style="list-style-type: none"> The former Newry and Mourne Council had been requested by the South Down Community Rescue Team to investigate a small plot of land to locate a facility for the above mentioned Team. After investigating all property, it was identified that a small plot of land located adjacent to the Drumalane Playing Fields was suitable because it was beside the Council.
2.0	<u>Key Issues</u>
	<ul style="list-style-type: none"> Planning approval will be required (Council officials can assist the group with this application) Agreement to use this land will require consultation with the local Community Group. Group are requesting a Licence at peppercorn rent (This will require DOE approval). South Down Community Rescue will need to fulfil all normal conditions for licence of land, eg Public Liability Insurance etc
3.0	<u>Resource Implications</u>
	<ul style="list-style-type: none"> Estates Section to submit a Planning Application.
4.0	<u>Appendices</u>
	None.