

September 14th, 2018

Notice Of Meeting

You are invited to attend the Active and Healthy Communities Committee meeting to be held on **Monday, 17th September 2018 at 6:00 pm in Mourne Room, Downshire Civic Centre.**

Chair: Cllr G Sharvin

Vice: Cllr T Andrews

Members:

Cllr. S Doran	Cllr. C Enright
Cllr. G Fitzpatrick	Cllr. V Harte
Cllr. R Howell	Cllr. D Hyland
Cllr. L Kimmins	Cllr. K Loughran
Cllr. A McMurray	Cllr. B O Muiir
Cllr. B Quinn	Cllr. D Taylor
Cllr. W Walker	

Agenda

1.0 Apologies and Chairperson's Remarks

2.0 Declarations of Interest

3.0 Action Sheet arising from AHC Meeting held on 20 August 2018. (Attached).

 *AHC Action Sheet -20-08-18.docx*

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Community Engagement

4.0 DEA Fora Update report. (Attached).

 *DEA Report AHC Sept 18.pdf*

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5.0 No. 16 The Square, Rostrevor. (To follow).

6.0 Peace IV Local Action Plan. (Attached).

 *PEACE IV Report AHC Sept 2018.pdf*

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Leisure and Sports

7.0 Kiltybane Amenity Toilets. (Attached).

 *kiltybane amenity.pdf*

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8.0 Play Park proposals for Killough, Newtownhamilton and Ballyholland. (Attached).

 *play park upgrade recommendation.pdf*

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9.0 Langley Road Capital Scheme. (Attached).

 *Langley Road Pitch Upgrade.pdf*

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10.0 Newry City AFC. (Attached).

 *Newry City AFC.pdf*

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Health & Wellbeing

11.0 Food Service Plan. (Attached).

12.0 Consultation on Food Law Code of Practice. (Attached).

 *Food Law Code of Practice.pdf*

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13.0 Electric Vehicle Project Fundiing Call. (Attached).

 *Electric Vehicle Funding Call.pdf*

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14.0 Nuclear Free Local Authorities AGM. (Attached).

 *Nuclear Free Local authorities.pdf*

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15.0 World Mental Health Day. (Attached).

 *World Mental Health day.pdf*

Page 126

For Noting - Director

16.0 Scheme of Delegation Schedule. (Attached).

 *Scheme of Delegation Report.pdf*

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For Noting - Community Engagement

17.0 Downpatrick Neighbourhood Renewal Partnership Report/Minutes. (Attached).

 *NRP Report September 2018.pdf*

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18.0 Social Investment Fund - update. (Attached).

 *SIF Report September 2018.pdf*

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For Noting - Leisure & Sports

19.0 SANDSA Update. (Attached).

 *SANDSA - REPORT 2018.pdf*

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20.0 Indoor Leisure Customer Satisfaction Survey results. (Attached).

 *Indoor Leisure Customer Satisfaction Survey Results AHCSep18v2.pdf*

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21.0 Independent survey for current heating system at Ballyholland Community Centre. (Attached).

This item is deemed to be restricted by virtue of para. 3 of part 1 of schedule 6 of the Local Government Act (NI) 2014 - information relating to the financial or business affairs of any particular person. The public may, by resolution, be excluded during this item of business.

 *Heating system at Ballyholland Community Centre.pdf*

Not included

ACTIONS OUTSTANDING FROM PREVIOUS ACTIVE & HEALTHY COMMUNITIES MEETINGS

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
AHC/56/2017	Action Sheet of AHC Committee held on 20 March 2017	AHC/38/2017 - Presentation – ORNI It was agreed to proceed to develop an SLA with ORNI which would be brought back to the next Committee Meeting providing Members with more detail, including the level of cost required.	C Haughey	In progress	N
AHC/57/2017	Community Trails SLA with Outdoor Recreation	As above, it was agreed to proceed to develop an SLA with ORNI which would be brought back to the next Committee Meeting providing Members with more detail, including the level of cost required.	C Haughey	In progress	N
AHC/181/2017	Photovoltaic Installation at new Down Leisure Centre	It was agreed that Council accept option B as recommended in the report to request for costings to include 40kWp of Photovoltaic Panels to Leisure Centre contract with these costings being assessed for value for money and investigate the possibility of installing additional panels to power heat pumps.	C Mussen	Referred to Estates and Capital Projects	Y
AHC/040/2018	Willie Maley Statue	It was agreed to allow officers to develop proposals including potential costs, sources of funding and any likely capital commitment from Council and to	C Haughey	Meeting to be arranged with the sports dev officers and the Willy Malley committee	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		contact all potential partners in relation to location and funding options.			
AHC/043/2018	Lease of Land to St John Bosco	It was agreed to proceed with a 25 year lease at a peppercorn rent, with an option for St John Bosco GAC to renew for a further 25 years, subject to Department for Communities approval.	L Moore	Ongoing. Due to the current inability to dispose of land for less than best rent or terms the Council is unable to proceed at present. The matter is to be sent to Legal Services for advice on whether any alternative route forward can be found in the absence of a Minister.	N
AHC/052/2018	Apologies & Chairperson's Remarks	It was agreed that officers investigate potential ways of recognising the contribution made by carers in the District and bring a paper with proposals back to a future Committee Meeting.	E Devlin	To future meeting	N
AHC/063/2018	Kitty's Road Business Case	It was agreed to recommend the procurement and subsequent appointment of contractors for construction of a new community centre at Kitty's Road, Kilkeel and amendment of the Capital Programme as below: <ul style="list-style-type: none"> • Officer time – Community Engagement section and Estates Department; • Funding of £350,000 for the scheme had previously been agreed as part of the Council's Capital Programme; • Use savings in the Capital Programme to fund the additional £100,000 cost of the scheme. 	J McCann	Ongoing Site surveys submitted and returned. Planning permission has been granted.	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
AHC/069/2018	Multi-Sports Facility Sports Hub	It was agreed to submit expressions of interest applications for the 3 Sports Hubs (Newry Leisure Centre, St Peter's GAA, Warrenpoint and Tollymore FC, Newcastle), recommended within the study to Sport NI Multi-Sports Funding Stream.	P Power	Ongoing	N
AHC/105/2018	Indoor Leisure Capital Schemes	It was agreed to approve officers progressing works to upgrade and refurbish Kilkeel Leisure Centre reception and dry side changing areas.	K Gordon	In progress via Estates	N
AHC/121/2018	Expression of Interest for Land at Bessbrook Community Centre	It was agreed to approve Council officials to draw up a suitable lease between Council and Sure Start South Armagh in relation to land at Bessbrook Community Centre.	J Hillen	Council legal Dept seeking a valuation from LPS for this location. Surestart South Armagh confirmed that their requirement for 25 year lease. Council legal Dept progressing a valuation from LPS for this location.	N
AHC/128/2018	Affordable Warmth Scheme	It was agreed to write to the Department expressing the need for the scheme that exists within the District as opposed to other areas and asking that the level of referrals be increased to, at least, what was in existence previously. It was also agreed to sign the SLA.	E Devlin	SLA signed and letter sent to DfC Update at meeting	Y

ACTION SHEET ARISING FROM AHC MEETING HELD ON 20 AUGUST 2018

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
AHC/144/2018	Action Sheet of Active & Healthy Communities Committee Meeting held on 18 June 2018	It was agreed to note the action sheet.	D Services	Actioned	Y
AHC/146/2018	DEA Fora Update Report	<p><u>It was agreed to note the report and agree the action sheets from the following DEA Forum Private Meetings:</u></p> <ul style="list-style-type: none"> • Newry DEA Forum Private Meeting held on 6 June 2018; • Slieve Gullion DEA Forum Private Meeting held on 12 June 2018; • Crotlieve DEA Forum Private Meeting held on 26 June 2018; • Rowallane DEA Forum Private Meeting held on 3 July 2018; • Slieve Croob DEA Forum Private Meeting held on 24 July 2018. 	D Brannigan	Actioned	Y
AHC/147/2018	Wi-Fi in Community Centres	It was agreed to approve Council Officials to complete a business case for the provision of Wi-Fi at 7 Council owned Community Centres and to proceed to work with the IT Department to procure, appoint and implement the Wi-Fi Project.	J Hillen	Progressing	N
AHC/148/2018	Community Centre	It was agreed to approve the	J Hillen	Progressing	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
	Review and Strategy	appointment of a consultant using the NEBRO framework to develop a Community Centre Strategy to identify gaps in provision and make recommendations on how Council addressed current and future needs			
AHC/149/2018	Financial Assistance Approval for Call 4	It was agreed to open a financial assistance call in September 2018 under Sports Active and any other themes as required.	J Hillen	Progressing	Y
AHC/150/2018	Additional Funding from Department for Communities (DfC) for Citizens Advice Newry, Mourne and Down	It was agreed to award the additional funding of £135,925.84 from the Department for Communities (DfC) to Citizens Advice Newry, Mourne and Down	J Hillen	Actioned	Y
AHC/151/2018	Review of Lease Arrangements with the Card Shop, Margaret Street, Newry and Kidzone at Cloughreagh	<p>It was agreed:</p> <ul style="list-style-type: none"> To approve the issuing of a Deed of Surrender for the current lease with the Card Shop, Margaret Street, Newry. A new lease would commence immediately upon the termination of the existing lease for a period of 9 years; Increase the rent based in line with RPI guidance to Kidszone at Cloughreagh Community Centre from £943 per year excluding rates, taxes, assessments 	J Hillen	Progressing	Y

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		and building insurance – to £966 per annum excluding rates etc. beginning 01/07/2018			
AHC/152/2018	Peace IV Local Action Plan	<p>It was agreed to approve the following recommendations of the PEACE IV Partnership:</p> <ul style="list-style-type: none"> • <u>The Shared Space and Services</u> – Ballyhornan: Procure and appoint relevant consultants and contractors to complete the planning permission and construction of the pathways project. Estimated cost: £50,937 • <u>Building Positive Relations</u> – Capacity Building Programme for Groups: Procure and appoint relevant training providers/suppliers to deliver a training programme regarding caring for trauma victims (including a residential). Estimated cost: £6,000 • <u>Shared History and Culture Programme</u> – Procure and appoint a facilitator to deliver The Bigger Picture cross-community project relating to the pioneering work of the scholar Francis Joseph Bigger in rescuing and restoring Early Christian and medieval buildings and artefacts in the Lecale area in the period 1890-1920. Estimated cost: £18,000. 	J Hillen	Actioned	Y

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AHC/153/2018	Derryleckagh Complex Upgrade	It was agreed to approve, as a result of recent ground inspection with the IFA, team dugouts and new goal posts were required at an additional cost of £13,500, the total expenditure of £49,500 from the capital budget of £150,000 being brought forward from 2020/21 to 2018/19 financial year.	C Haughey	Complete and site open	Y
AHC/154/2018	Priority Recommendations for Play Strategy 2017-2022	It was agreed to re-align capital priority schemes at 16 play parks prior to the March 2019 funding deadline and reduce community consultation to a single stage process.	C Haughey	Works ongoing	N
AHC/155/2018	Play Strategy 2017-2022 – Value Categorisation	It was agreed that PlayBoard NI fixed play value categorisation and those parks with low play value of 89 or less, not identified as part of community consolidations, to be listed as a Council site within the surplus assets register.	C Haughey	Complete and referred to SP&R Department	Y
AHC/156/2018	Play Strategy Upgrades/ Transformation Schemes	It was agreed to approve the findings of the consultation process; agree the capital spend budget; commence work to the following parks: <ul style="list-style-type: none"> • Oliver Plunkett, Camlough – upgrade - £50,960 • Bridge Centre, Killyleagh – upgrade - £67,679 • Lislane, Saintfield – upgrade - £58,995 	C Haughey	Ongoing	N

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		<ul style="list-style-type: none"> • Jonesborough, Newry – upgrade - £61,452 • Burren Village, Warrenpoint – upgrade - £60,040 • Drumaness, Ballynahinch – upgrade - £66,260 • Westlands, Crossgar – upgrade - £65,050 • Lurganare, Newry – upgrade - £72,198 • Cullyhanna – upgrade - £65,000 • Drumintee – upgrade - £63,000 • Ballymaderphy, Kilkeel – transformation - £6,856 • 			
AHC/157/2018	Forkhill Play Park	It was agreed to approve the findings of the PlayBoard NI consultation report with regard to investigating option for siting one play area on the former military site to serve the village of Forkhill.	C Haughey	Ongoing	N
AHC/158/2018	Saintfield Hockey Pitch Development	It was agreed to grant Saintfield Sports Club permission to carry out upgrade works to the strip of land on the east side of Council's new 2G hockey pitch at 40 Comber Street, Lisdalgan, Saintfield.	C Haughey	Complete	Y
AHC/159/2018	New Down Leisure Centre Opening	It was agreed to allow officers to proceed to refine and implement	K Gordon	Actioned	Y

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	Sales Promotions	commercial sales options such as direct debit, annual paid-in-advance memberships, member referrals and existing customer loyalty scheme which would be made available for a specific period of time to help maximise potential commercial income opportunities during the forthcoming period of excitement and intrigue with the new Down Leisure Centre facility.			
AHC/160/2018	New Down Leisure Centre Pricing and Programming	<p>It was agreed to allow officers to proceed to refine and implement pricing and programming options as follows:</p> <ul style="list-style-type: none"> • Work closely with Council's learning and development team to source and deliver training to enable Council staff to upskill to deliver in-house group exercise classes in the new Down Leisure Centre to match the offerings currently in Kilkeel and Newry Leisure Centres; • Engage with current DLC outsourced private coaches to determine implications and seek to promote future recruitment opportunities; • Introduce revised membership category for new DLC that aligns with Newry and Kilkeel price point of £29.95 and associated concessionary discount to include future in-house coached group 	K Gordon	In progress	N

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		<p>exercise class timetable for DLC customers use as part of one consolidated fee;</p> <ul style="list-style-type: none"> To maintain the existing £24.75 per month membership category for unlimited use of Ballymote and Newcastle fitness suites pending any future review of its fitness equipment and in-house coached exercise classes. 			
AHC/161/2018	Indoor Leisure Centre Capital Budget	It was agreed to allow officers to re-allocate the anticipated capital underspend of £190k which had been allocated for various maintenance works associated with the Newcastle area to include Tropicana and Rock Pool, to meet the needs of the required works, projects and requirements within the Indoor Leisure Section to include fleet (vans) replacement and the provision of future public Wi-Fi within the Council's indoor leisure facilities, which was not currently included in the Council's managed solution.	K Gordon	In progress	N
AHC/162/2018	ORNI – Community Trails	It was agreed to approve funding of £8000 to complete survey work, detailed drawings and planning for new car park at Tievenadarragh Forest and to approve, in principle, to contribute	C Haughey	Ongoing/ORNI looking additional funding of £30k	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		capital funding of up to £30,000 for the development of only trails which ORNI can secure funding through TRPSI and RDP.			
AHC/163/2018	Kilbroney Park Sports Hub	It was agreed that officers be permitted to develop the project to a point where funding could be sought.	C Haughey	Ongoing – feasibility study to be carried out and estates to work on costs	N
AHC/164/2018	Proposal for the Introduction of Breastfeeding Welcome Here Scheme to NMDDC Public Buildings (Phase 1)	It was agreed to approve the introduction of the Breastfeeding Welcome Here Scheme to NMDDC Public Buildings with phase 1 to include: <ul style="list-style-type: none"> • Monaghan Row, Downshire Civic Centre, Newry Leisure Centre, Down Leisure Centre, Killeel Leisure Centre, Newcastle Centre, Newry Town Hall, Bagenals Castle Newry, Warrenpoint Town Hall, Down Arts Centre, Ballymote Sports and Wellbeing Centre, Down County Museum, Saint Patrick Centre, Greenbank Council Offices, Newry Market and Newry Art Centre. 	E Devlin	Approved	Y
AHC/165/2018	Proposal for the Introduction of Dementia Friendly Initiative to NMDDC Public Buildings (Phase 1)	It was agreed to approve the introduction of the Dementia Friendly Initiative to Newry, Mourne and Down District Council Public Buildings and staff with phase 1 to recruit 2 volunteers from each department to become	E Devlin	Approved	Y

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		Dementia Champions and 2 more to be Dementia Friends who in turn would deliver training to frontline and officer staff within their directorate.			
AHC/166/2018	Integrated Care Partnerships Memorandum of Understandign	It was agreed to sign the Integrated Care Partnerships Memorandum of Understanding which set out the framework for a working relationship between the members of the partnership in order to achieve their joint and separate objectives.	E Devlin	MoU signed	Y
AHC/167/2018	NI Strategic Migration Partnership (NISMP) request for Nominations to Sustainable Communities and Demographics Working Group	It was agreed to send the request to the Party Representatives Meeting in order that nominations could be made.	Democratic Services	Actioned	Y
AHC/168/2018	Scheme of Delegation Schedule	It was agreed to defer the Scheme of Delegation Schedule to the September meeting as schedule missing from agenda.	M Lipsett		
AHC/176/2018	Meadowlands Play Park	It was agreed to approve the officer's recommendation as at para. 3.1 contained within the report.	C Haughey	Ongoing	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N

Report to:	Active and Healthy Communities
Date of Meeting:	17 September 2018
Subject:	District Electoral Area (DEA) Fora Update Report
Reporting Officer (Including Job Title):	Janine Hillen, Assistant Director Community Engagement
Contact Officer (Including Job Title):	Damien Brannigan, Head of Engagement

Confirm how this Report should be treated by placing an x in either:-

For decision	<input checked="" type="checkbox"/>	For noting only	<input type="checkbox"/>
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1.0	Purpose and Background
1.1	<p>To provide the Committee with an update on the on-going work of the DEA Forums and to consider and agree the actions outlined in the attached action sheets from the DEA Forum Private Meetings listed in 3.1 below.</p> <p>DEA Coordinators continue to implement actions detailed in their respective local action plans as follows:</p> <p>Level of Civic Participation:</p> <ul style="list-style-type: none"> > On 17 August Crotlieve DEA hosted the Cooperation Ireland Pride of Place Competition judges at Rostrevor Men's Shed and Newry DEA hosted the judges at SPACE (Supporting People and Communities Everyday) in Newry. The results of the competition will be announced at a formal event in Cork later this year. The judges were very positive in their feedback following the visits. > Rowallane DEA Elected Members and DEA Coordinator were delighted to attend a recent photo call for the launch of Delamont Country Park Master Plan which will ensure the Park's future and maximise its potential. > Downpatrick DEA Coordinator in partnership with the Public Health Authority Health & Wellbeing Officer organised a Fun Day in Meadowlands in Downpatrick with the long term view of setting up a new community group within the Estate. > Slieve Gullion DEA in partnership with the Children & Young Peoples Strategic Partnership Locality Planning Group delivered a week long summer scheme for children in the Bessbrook area in July, attended by over 60 children. The PEACE IV funded scheme was delivered in response to high levels of social deprivation and addressed issues of social inclusion, good relations, and health and well-being. > Slieve Gullion DEA also organised a number of community engagement activities to help address on going good relations issues within the Newtownhamilton community. The DEA will be working with TIDES and community representatives to help address on going issues and identify possible ways forward for better community cohesion. > Newry, Crotlieve, Slieve Gullion and the Mourne DEAs brought together over 120 people from across the DEAs to attend and participate in the multi-cultural Festival MELA in Belfast in August 2018. <p>Level of Educational Wellbeing:</p> <ul style="list-style-type: none"> > Downpatrick, Slieve Croob and Rowallane DEAs in partnership with the Children & Young People's Strategic Partnership, local community groups, County Down Rural Community Network and local primary and secondary schools held "Back to School" Uniform Fairs offering free pre-owned uniforms to parents. Stock for the fairs was collected by the schools from their leavers. These events helped combat poverty and ensure that children were able to return to school with a full uniform. > Slieve Gullion DEA in partnership with Newtownhamilton Community Association

	<p>and the Southern Health and Social Care Trust delivered a pre-owned school uniform drive to help families to access affordable school uniforms for the new school year. The Children & Young People's Strategic Partnership Locality Planning Group highlighted the need and the DEA supported agencies to deliver the drive.</p> <p>Level of Health Status:</p> <ul style="list-style-type: none"> > Slieve Croob DEA held a very successful and well attended Health and Fun Day in Ballykinler that included the Action Cancer Big Bus which provided breast screening and health checks and which was fully booked. > Rowallane DEA recently held a photo call to launch the All Lives Are Precious (ALPS) 5/10K run and family fun day taking place on 9 September in Delamont Country Park. The event is being organised in partnership with ALPS, Atlas Running, Downpatrick Boxing Academy and the Rowallane DEA to raise awareness of World Suicide Prevention Day on 10 September. > Rowallane DEA Elected Members and DEA Coordinator recently attended the official opening of the new Multi Use Games Area located at Ballynahinch Centre. > Crotlieve DEA facilitated the provision of the 'Be Brilliant Relax Kids' workshop at the Maiden of Mournes Festival which took place recently in Warrenpoint. > Newry and Slieve Gullion DEAs organised a Men's Health and Fitness programme delivered over 8 weeks during July and August. This cross community engagement programme worked with hard to reach men from ethnic minority groups and focused on health inequalities and reducing barriers to participation. <p>Level of Community Safety:</p> <ul style="list-style-type: none"> > Newry DEA organised a Community Intervention Project which involved a Summer Youth Diversionary Football programme in Raymond McCreesh Park and Threeways Ropewalk Park to tackle emerging antisocial behaviour issues in the city centre. Over 4 weeks 75 young people across both sites participated in a programme developed with the PSNI and local community representatives.
2.0	Key issues
2.1	None.
3.0	Recommendations
3.1	<p>That the Committee:-</p> <ul style="list-style-type: none"> • Note the report. • Agree to approve the DEA Forum Private Meeting action sheets for: <ul style="list-style-type: none"> ➤ Downpatrick DEA Forum Private Meeting held on 6 June 2018 ➤ Mournes DEA Forum Private Meeting held on 26 June 2018 ➤ Newry DEA Forum Private Meeting held on 26 July 2018
4.0	Resource implications
4.1	Support and assistance from partners to deliver actions in the DEA action plans.
5.0	Equality and good relations implications
5.1	The actions detailed have been developed to meet Council's statutory duty to promote Equality and Good Relations and therefore it is not anticipated that the actions will have an adverse impact on Equality of Opportunity or Good Relations.
6.0	Rural Proofing implications
6.1	The actions detailed have been developed to meet Council's statutory duty to have due regard to rural needs.
7.0	Appendices
7.1	<p>Appendix I: DEA Forum Private Meeting action sheets for:</p> <ul style="list-style-type: none"> ➤ Downpatrick DEA Forum Private Meeting held on 6 June 2018 ➤ Mournes DEA Forum Private Meeting held on 26 June 2018 ➤ Newry DEA Forum Private Meeting held on 26 July 2018
8.0	Background Documents
8.1	None.

ACTION SHEET – DOWNPATRICK District Electoral Area Meeting – 6th June 2018

ITEM	SUBJECT	DECISION	FOR COMPLETION (including Actions taken/date completed or progress to date if not yet completed)
3.0	Action Sheets Appointment of Vice-Chair	Requested that Incoming Chair, Councillor Bailie, assume the position of Vice-Chair until taking up Chair in October	Proposal sent to Councillor Bailie
4.0	Presentation by Positive Aging Officer	Postposed to October Meeting	Referred to October DEA
5.0	Peace IV Funding – Culture Event	Recommended that Downpatrick Community Collective be offered Peace IV Funding for Culture Event. Peace IV Officer to be invited to next DCC meeting	Peace IV Officer and DEA Co-Ordinator to attend Meeting on 4 September 2018
6.0	Downpatrick Chamber of Commerce	Request and consider:- <ul style="list-style-type: none"> • appointing a Town Centre Manager to take on responsibility of setting up a Chamber of Commerce. • Look at alternative methods of establishing new group eg Set up group to head hunt new businesses & develop relationships with them 	Recommendation referred to ERT
7.0	St Patrick's Day Parade	Ad Hoc meeting to be organised with Forum following Working Group Meeting	To be organised in early September
8.0	Flooding Issues in Downpatrick Town Centre	Contact TNI to seek clarification on what processes have been put in place to alleviate the flooding, what issues are still outstanding and when will they be addressed.	DEA Co-Ordinator to write to TNI
9.0	Litter Bins – Kilclief	Request Cleansing install more litter bins on the beaches and that they are collected more frequently, in particular during high season	DEA Co-Ordinator to contact Cleansing re proposals
10.0	Traffic Issues in Strangford when queuing for Ferry	Invite TNI along to a Downpatrick DEA Meeting to discuss. Clarification from Emergency Services on their concerns regarding traffic congestions.	DEA Co-Ordinator to invite TNI along to Forum Meeting Councillor Enright to provide letter of concern from the NIFRS

12.0	Good Relations Initiatives	Approval of Committee for proposed initiatives	DEA Co-Ordinator to proceed
13.0	Request to install SeaGen Blade as Seating in Lower Green Strangford – Strangford Community Association	Members agreed that a public consultation is required before repositioning/removing 2 existing benches on the Lower Green and replacing them with one of the SeaGen Blades to be used as alternative seating. The consultation would be subject to ERT approval for the proposed project, clarification regarding Planning and Building Control Approval and subject to the Community Association providing an artist's impression. In addition, clarification would need to be sought regarding the guidelines and associated procedure in relation to the offer and acceptance of gifts to Council and other relevant requirements.	DEA Co-Ordinator to contact Officer in ERT and seek clarification on Planning, Building Control & Health & Safety. ERT to contact Strangford Community Association regarding provision of the relevant business case.

ACTION SHEET – MOURNES DEA Private Forum Meeting 26/06/2018

ITEM	SUBJECT	DECISION	FOR COMPLETION – including actions taken/date completed or progress date if not yet completed.
<u>DEA/M/1/2018</u>	The Newcastle Yacht club representatives made a presentation.	A report on this issue to be forwarded to ERT for attention	Coordinator to progress action
<u>DEA/M/2/2018</u>	Parking at the “Bloody Bridge.” “Cats eyes” along the Annalong Road.	Request a meeting with DfI in relation to parking at Bloody Bridge and “cats eyes” on the Annalong Road.	Awaiting dates from DfI for meeting

<p><u>DEA/M/3/2018</u></p>	<p>Newcastle Harbour</p>	<p>ERT to action their report on Newcastle Harbour. The report addressed the following issues Funding, Consultation with stakeholders, Inclusion of historical background Consideration of the scheduled monument status of the watch tower.</p>	<p>Forward to J McGilly to progress</p>
<p><u>DEA/M/4/2018</u></p>	<p>Annalong Community Centre</p>	<p>Community Services to discuss with relevant parties issues relating to energy efficiency at Annalong Community Centre</p>	<p>Forward to J Deegan to progress</p>
<p><u>DEA/M/5/2018</u></p>	<p>Lisnacree Community Centre</p>	<p>Community Services to discuss with relevant parties issues relating to energy efficiency at Lisnacree Community Centre</p>	<p>Forward to J Deegan to progress</p>

DEA/M/6/2018	Election of Chair	Councillor H Reilly appointed Chair Councillor S Doran Vice Chair	
DEA/M/7/2018	Kitty's Road Community Centre.	In progress	Forward to J Deegan to progress
DEA/M/8/2018	Closure of Rathfriland Health Centre	Recommend the DEA Forum express concern with the relevant authorities.	Coordinator to progress.
DEA/M/9/2018	Proposed New Year Event	Recommend: a draft programme of events be developed to support an application to Big Lottery Fund	Coordinator to progress
DEA/M/10/2018	Anti Social Behaviour and speeding in the Burrendale housing estate.	Recommend: Request a Traffic Assessment be carried out at this location	Coordinator to contact Transport NI

NT/MIN/1

ACTION SHEET- NEWRY DEA MEETING – 26 July 2018

21

ITEM	SUBJECT	DECISION	<i>FOR COMPLETION – including actions taken/date completed or progress to date if not yet completed</i>
DEA/NT/1/2018	Community Festivals Support	To provide resources/support to cultural elements of local community festivals <ul style="list-style-type: none"> - Pride in Newry Event - Barcroft CA Arts Project - Ballybot CA Community Festival - St Marys Youth Group Community Festival - Ballybot/Barcroft Residents Study Visit 	Coordinator to progress item
DEA/NT/2/2018	RAPID BINS	Recommendation to support the installation of a RAPID Bin on a Council facility in Newry City Centre (NLC)	Coordinator to report to relevant officials
		Letter of support from Meadow Armagh Road Community Association regarding installation at NLC	Noreen rice Independent Member to progress
DEA/NT/3/2018	Intercommunity Project	Develop and deliver a capacity building Programme for Barcroft, Ballybot, Drumalane, Martins Lane area.	Coordinator to work with relevant officers and community representatives to progress.
DEA/NT/4/2018	Overflow Car park Clanrye Ave	Request that site be resurfaced and maintained to ensure safety on site due to large potholes	Forward to G McCurry and C Haughey for follow up.
DEA/NT/5/2018	Newry Leisure Centre Gate at Clanrye Avenue	Recommendation that Council consider opening this gate during peak times to reduce congested traffic and poor parking on Clanrye Avenue	Forward to C Haughey to follow up.
DEA/NT/6/2018	PSNI Community Engagement	Recommend that Neighbourhood Policing Teams reintroduce themselves to local community representatives given the numerous changes in staff over the past several weeks and months	Coordinator to report to relevant PSNI Officials

NT/MIN/1

DEA/NT/7/2018	Hog weed at Martins Lane/Springfarm Site	Recommend a letter be sent land owners to address the issue of overgrow hogweed.	Coordinator to send letter to local parish (landowners)
DEA/NT/8/2018	Barge Licence	Request update from Licensing regarding the issues around this request	Contact F Quinn to follow up
DEA/NT/9/2018	Pathways Monaghan Street	Request Council arrange for a deep cleanse of the pathways at Monaghan Street	S McCann to progress
DEA/NT/10/2018	Council Car park Needham Bridge/Mary Street	Request that the car park at Needham Bridge be maintained and trees to be cut back	S McCann to progress
DEA/NT/11/2018	Tree Maintenance	Request that grounds maintenance trim trees along the Mall	K McCann to progress
DEA/NT/12/2018	Homelessness Sit Out	Request that Coordinator work with Magnet YAC to resource a homelessness awareness event in September 2018	Coordinator to progress
DEA/NT/13/2018	Old Warrenpoint Road	Request update from Transport NI regarding the works still to be completed at Old Warrenpoint Road Newry.	Coordinator to contact Transport NI
DEA/NT/14/2018	Transport NI	Meeting request	Coordinator to follow up
DEA/NT/15/2018	Ravensdale Villas Newry	Request adjustments to road boundaries be made to accommodate large vehicle access	Report to NIHE

Report to:	Active & Healthy Communities Committee	
Date of Meeting:	17 September 2018	
Subject:	Peace IV Local Action Plan	
Reporting Officer (Including Job Title):	Janine Hillen, Assistant Director: Community Engagement	
Contact Officer (Including Job Title):	Justyna McCabe, Programmes Manager	

For decision	<input checked="" type="checkbox"/>	For noting only	<input type="checkbox"/>
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To consider and agree to:

- The recommendations of the PEACE IV Partnership.

1.0	Purpose and Background
1.1	The Peace IV Partnership met on 6 September 2018. A new Chair (Social Partner) and Vice Chair (Elected member) were elected. Recommendations arising from this meeting require AHC Committee approval.
2.0	Key issues
2.1	<p>The following recommendations were agreed by the Partnership on 21 June and require AHC Committee approval:</p> <p>Theme: Building Positive Relations</p> <p>Capacity Building Programme for Groups:</p> <ul style="list-style-type: none"> • Procure and appoint relevant facilitator to deliver a cross community capacity building programme to Men's Shed Groups across the District. Estimated cost: £50,000 <p>Shared History and Culture Programme:</p> <ul style="list-style-type: none"> • Procure and appoint a facilitator to deliver: Impact of the 1798 rebellion. To increase awareness of the roots, course and impact of the 1798 rebellion and the foundation/impact of the Society of United Irishmen in County Down. Estimated cost: £10,000 • Procure and appoint a facilitator to deliver: Embroidering History Together: Making a Cross Community History Embroidery for Newry, Mourne and Down. Estimated cost: £30,000 <p>Ethnic Minority Cultural and Integration Programme</p> <ul style="list-style-type: none"> • 4 Cross-border Intercultural Events to include venue, catering, transport and facilitators. Estimated cost: £5,100 per event. Total: £20,400

3.0	Recommendations
3.1	That the Committee agree to the recommendations of the PEACE IV Partnership as set out at a total cost of £110,400.
4.0	Resource implications
4.1	Project 85% funded by the EU and 15% by the two Governments.
5.0	Equality and good relations implications
5.1	The project ensures equal opportunity and non-discrimination and the principles of equality and good relations have been incorporated into all stages of the Action Plan.
6.0	Rural Proofing implications
6.1	Due regard to rural needs has been considered.
7.0	Appendices
	Minutes of PEACE IV Partnership (June 2018)
8.0	Background Documents
	<i>N/A</i>

Peace IV Partnership Meeting
Board Room, Council Offices, Monaghan Row, Newry
Thursday 21st June 2018 – 6pm

In attendance:

Cllr Michael Ruane (Newry, Mourne and Down District Council)
Cllr William Walker (Newry, Mourne and Down District Council)
Cllr Terry Andrews (Newry, Mourne and Down District Council)
Cllr Henry Reilly (Newry, Mourne and Down District Council)
Declan Murphy (Social Partner)
Helen Honeyman (Social Partner)
Andrew King (Case Officer, SEUPB)
Helen McNamee (Community Development and Health Network [CDHN])

Officials in attendance:

Justyna McCabe (Programmes Manager)
Claire Loughran (PEACE IV Officer)
Catherine Dynes (PEACE IV Officer)

Apologies

Apologies were noted from:

Kelly Gibson (PSNI)
Seamus Camplisson (Social Partner)
Kytrina Mullan (Newry, Mourne and Down District Council)
Janine Hillen (Newry, Mourne and Down District Council)
Michael Lipsett (Newry, Mourne and Down District Council)

1. Welcome

Cllr. Michael Ruane welcomed members of the PEACE IV Partnership, as well as introducing and welcoming Andrew King, the new case officer from SEUPB. Cllr. Ruane suggested that as not enough members were in attendance to achieve quorum, that the agenda be amended slightly to allow Helen McNamee from CDHN to present first, and hopefully more members would arrive during the presentation. Members in attendance agreed.

2. Presentation from Community Development and Health Network (CDHN)

Helen McNamee from CDHN presented about the work which CDHN were appointed to carry out as part of the Needs Analysis for the DEA Fora, including some of the preliminary findings of the study.

Cllr. Terry Andrews and Cllr. William Walker arrived during the presentation, and made apologies once the presentation was complete for not being there for the meeting commencing.

Cllr. Terry Andrews complimented Helen McNamee for delivering a very interesting report.

Claire Loughran thanked all those who had taken part in the needs analysis session.

Helen Honeyman queried whether the findings of the report would be issued to those not in the DEA Fora. Claire Loughran and Justyna McCabe confirmed that the final report would be issued to all PEACE IV Partnership members.

Cllr. William Walker stated that the needs analysis had been a very worthwhile exercise, and commended the facilitators who had carried out the work.

Cllr. Michael Ruane thanked Helen McNamee for her presentation, and Helen left the meeting at this point.

3. Conflict of Interest

No conflicts of interest were declared.

4. Minutes from Previous Meeting (Thursday 16th May 2018)

Cllr. Terry Andrews highlighted that on the previous minutes that Cllr Terry Hearty was listed as both being in attendance and as sending apologies.

5. Management Report

Justyna McCabe presented the management report. No approvals were required.

Justyna McCabe noted that the PEACE IV Management team are looking towards replacing partners who are no longer able to commit to the Partnership, and highlighted that in September 2018 a new Partnership chairperson would have to be elected.

Justyna McCabe also noted that there may be another fieldtrip for the Partnership, to somewhere like Ballykinler or Ballyhoran, during the summer but that the details were still being finalised and an email would be sent to all partners.

Justyna McCabe welcomed Andrew King to the PEACE IV programme. Cllr Michael Ruane invited Andrew King to say a few word. Andrew King thanked everyone for the warm welcome, and stated his excitement at being involved in the local action plan.

6. Partner Delivery Agent Reports

Cllr. Michael Ruane noted that due to staff absences that there would be no one presenting the PCSP report, and for partners to take note of the update provided via email.

Catherine Dynes presented an update of the CYP report, and had no delegated authority to request.

Claire Loughran presented an update of the SSS and BPR reports, and requested delegated authority for the following:

- SSS 2.4 – Ex Military Sites legacy programme: To procure and appoint relevant consults and contractors to complete the planning permission and construction of the pathways project – Estimated Cost = £50,957.00.
- BPR 3.1 – Capacity Building and Engagement Programme for Groups across the District: To procure and appoint relevant training providers/suppliers to deliver a training programme regarding caring for trauma victims (including a residential – Estimated Cost = £6,000.00.
- BPR 3.7 – Shared History and Culture Programme: To procure and appoint a facilitator to deliver “The Bigger Picture” cross-community project relating to Francis Joseph Bigger – Estimated Cost = £18,000.00.

Approval was proposed by Cllr William Walker and seconded by Cllr Terry Andrews.

Claire Loughran also asked the Partnership to note the change in format of the report, which now includes the committed spend as well as the spend to date and the overall theme budget, which will give partners a much clearer picture of the monies which have still to be spent.

7. Dates of Next Meetings

Cllr William Walker expressed his thanks to the PEACE IV staff and facilitators for the good ongoing work. Cllr Terry Andrews also commended staff on the progress to date.

Cllr. Michael Ruane reminded the Partnership that the next meeting would be on Thursday 6th September at 6pm in Downpatrick, and closed the meeting at 7pm.

Report to:	Active and Healthy Communities
Date of Meeting:	17 th September 2018
Subject:	Kiltybane Amenity Area, Toilet Facility
Reporting Officer (Including Job Title):	Conor Haughey, Head of Outdoor Leisure
Contact Officer (Including Job Title):	Declan Crilly, Outdoor Leisure Officer

Confirm how this Report should be treated by placing an x in either:-

For decision	<input checked="" type="checkbox"/>	For noting only	<input type="checkbox"/>
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1.0	Purpose and Background
1.1	<p>Kiltybane amenity area provides a tourist picnic attraction as well as a local car parking facility for the local Fane Fishing Club.</p> <p>The site is used regularly by various groups e.g., active aging group holding outdoor yoga classes.</p> <p>Their fishing club placed a portacabin toilet on site, which they purchased and maintained on the site that council currently lease approximately 20 years ago for public access and usage.</p> <p>The toilet unit is now in a poor and unsafe condition for public usage. The local fishing club do not have the resources to either carry out or pay for works; therefore, they have now closed this facility.</p> <p>The closure of this toilet facility at this remote location is a disadvantage to Council, as the site is a high profile area used by locals as a sporting facility and it is also an important tourist destination.</p> <p>It is estimated a new toilet unit and installation will cost in the region of £15/20k which could be resourced form re-aligning current capital budget for other amenity areas.</p> <p>The toilet unit once replaced can be opened/closed, maintained and cleaned by the local fishing club under a SLA.</p>
2.0	Key issues
2.1	<ul style="list-style-type: none"> Utilise and re-align the amenity area budget for Clanyre park £25k 2019/2020 in order to replace the Kiltybane toilet unit this financial year. The club agreeing to a SLA in order to open/close and clean this facility.
3.0	Recommendations
3.1	<p>That the Committee agree:-</p> <p>To purchase and install a new toilet unit and the realignment of the overall capital budgets of £20k for this facility.</p>
4.0	Resource implications
4.1	<ul style="list-style-type: none"> Budget cost of £20,000, Officers time.
5.0	Equality and good relations implications
5.1	No equality or good relations adverse impact is anticipated.
6.0	Rural Proofing implications

6.1	Officers confirm due regard to rural needs has been considered and this report has not been subject to a rural needs impact assessment.
7.0	Appendices
	N/A
8.0	Background Documents
	N/A

Report to:	Active and Healthy Communities
Date of Meeting:	17 th September 2018
Subject:	Play Strategy Upgrade Schemes
Reporting Officer (Including Job Title):	Conor Haughey, Head of Outdoor Leisure
Contact Officer (Including Job Title):	Declan Crilly, Outdoor Leisure Officer

Confirm how this Report should be treated by placing an x in either:-

For decision	<input checked="" type="checkbox"/>	For noting only	<input type="checkbox"/>
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1.0	Purpose and Background
1.1	<p>Council have been successful in securing additional funding of £500,000 from Rural Development Project (RDP), for the upgrade of 16 no. play parks within the Play Strategy 2017-2022. This funding along with Council's capital budget will be used to design and upgrade low value play parks as identified in the strategy.</p> <p>4 No, play parks as part of the Community Consultation have been identified as not being the preferred locations within Killough, Newtownhamilton, Ballyholland and Forkhill.</p> <p>Play Board NI carried out further Community Consultation and using the Field in Trust standards have made recommendations for re-location of these play parks (see reports attached from Play Board NI).</p> <p>Killough – existing Council car park, Ballyholland – GAA ground to the rear of Community Centre, Forkhill – Old Army Base (amalgamating Fairview and Bog Road parks), Newtownhamilton – Jim Steen Park.</p> <p>Funders require all works to be completed by March 2019, therefore in order to deliver this large capital programme, planning permission is required for all 4 no. parks and land transfer is required at Ballyholland.</p>
2.0	Key issues
2.1	<ul style="list-style-type: none"> • Council capital scheme to the value of £1.12 million on 16 no. play parks, • Planning permission required for 4 no. play parks, • Land transfer from the GAA Club at Ballyholland to Council.
3.0	Recommendations
3.1	<p>That the Committee agree:-</p> <p>To the recommendations from Play Board NI with regard the 4 no new sites, design, and cost as per details from Wicksteed.</p>

4.0	Resource implications
4.1	<ul style="list-style-type: none"> • Positive impact on Council budgets • Officer's time.
5.0	Equality and good relations implications
5.1	The Council will have due regard to the need to promote equality of opportunity between the nine equality categories. Council will also seek to promote Good Relations between people of different Religious Belief, Political opinion and Ethnic Origin.
6.0	Rural Proofing implications
6.1	Due regard to rural needs has been considered.
7.0	Appendices
	Appendix 1: Play Board NI Reports Appendix 2: Wicksteed design drawings and costings.
8.0	Background Documents
	N/A

Appendix 1



Newry, Mourne and Down District Council
 Ballyholland Community Consultation Report



PlayBoard NI
 Hewlett-Packard Company
 August 2018

Ballyholland

A public consultation was held on Tuesday 31st July 2018 at Ballyholland Community Centre.

Overall 30 participants were involved in the consultation process:

- Parents, Carers and Community (23 responses)
- Children and Young People (7 responses)

At the consultation, PlayBoard staff explored a range of issues with the community regarding the current play area and its location. Some issues included:

- Some Anti social behaviour on the current site, partially due to the location which has limited oversight and poor lighting.
- Some in the community feel that the current location puts some off from using it – feels like it is exclusively of the children in Innisfree – moving it would encourage more to use it.
- If moved it would be important to retain the existing site for recreation and leisure purposes.
- There was broad support for moving the play area to the proposed new location which it was felt would be more open (with improved oversight reducing potential ASB) and more accessible.
- There was however overall consensus that it would be important to retain access to the new site from the existing play area site, thus ensuring the children did not have to walk along the main roads to get to the community centre. This was seen as critical by the community and would need to be considered as part of the overall site design process.
- View that the play area should incorporate if possible a kick about area or space for children to run around, play ball games etc.
- There was a strong lobby for the inclusion of activities for older children and teenagers – usual issue of there being nothing for them to do in the area. It was referenced that this may be beyond the scope of the play area development but could be considered separately by council through the MUGA strategy which is currently under review.

- Strong feeling that the design for the play area should incorporate adequate seating and picnic benches to encourage parents to use the facility and provide space for families, friends to get together etc.
- Community keen to have a further consultation session once design is drafted.

Questionnaire Findings

Location

Respondents were asked to indicate in which site location they would like to see the play park.

- 7 respondents (23%) stated that they would prefer the play park to remain in its current location.
- 23 respondents (77%) stated that they would prefer the play park to be relocated to beside the Community Centre.

Style of Play Area

Respondents were asked if the play area was to be upgraded or renewed what style they would prefer. The options were:

- Traditional Play Equipment (e.g. swings, slides, see-saws)
- Modern Play Equipment (e.g. climbing frames and zip-wires)
- Natural Play Equipment (e.g. climbing boulders and log balance trails)
- Combination of the above

The majority of respondents (83%) indicated that they would prefer a combination of traditional, modern and natural play equipment; 0% said that they would like traditional equipment; 10% said that they would like to see modern equipment and 7% said they would like more natural play equipment.

What type of equipment would you like to see in your Play Area?

Respondents were asked to identify the types of play equipment they would most like to see within the play area.

Respondents highlighted in particular (multiple response questions):

- Normal swings, slides, seesaws and roundabouts (50%)
- Different types of play equipment e.g. climbing walls (83%)
- Space to run and play (63%)
- Natural play like logs, boulders, small mounds (66%)
- Inclusive Play Equipment (77%)
- Places to sit (87%)

- Shelter from the rain and sun (60%)

Recommendations

Based on the consultation approach adopted it is recommended that council proceed to the upgrade and relocation of the play area at the side of The Community Centre.

In considering responses to the consultation it is recommended that the final design should seek to:

- Incorporate a range of fixed play equipment for a variety of ages, up to and including early teens;
- Incorporate a range of accessible play opportunities for children with disabilities;
- Seek to provide a level of progressive, controlled challenge in play activities, enabling children to develop their skills base as they grow and develop;
- Incorporate an element of free (unallocated) space within the confines of the play area to allow for free (non-equipment) play;
- Incorporate seating and shelter to meet the needs of parents/carers and the children and young people making use of the site;
- Incorporate a nautical theme into designs to keep in line with the local views and environment;

In developing a play area, location is always a key issue for the community and during the consultation a number of respondents highlighted concerns or reservations about the recommended location. These were primarily on the grounds of:

- The issue of road safety was raised by a high percentage of parents who were concerned that parents and children walking to the proposed location would have to negotiate crossing a main road.

Whilst the issue of location was raised by a number of respondents, it is suggested that, having considered the factors noted above, the recommended site (beside the Community Centre) offers the optimum location for the play area. Council should

however seek to address concerns by addressing the issue of road safety, including retaining access to the new site from the existing play area site.

Beyond the play area, parents identified a lack of provision for the older age group. Suggestions to meet this need included the development of a Multi-Use Games Area (MUGA) and the provision of a teen shelter not at the new location of the play area but the current location of the play area (Innisfree). Whilst not directly related to the play strategy such issues should be noted by council for further consideration.

Killough

A public consultation was held on Wednesday 1st August 2018 at Killough Community Hall, followed by a second consultation aimed at Children and Young People held on Tuesday 7th August.

Overall 160 participants were involved in the consultation process:

- Parents, Carers and Community (124 responses)
- Children and Young People (36 responses)

At the consultation, PlayBoard staff explored a range of issues with the community regarding the current play area and its location. Some issues included:

- The proposed location of one of the new sites: The site at The Rope Walk is prone to flooding and should not be a viable option.
- Placing the Play Park at The Rope Walk could destroy the natural view of the bay, especially if lighting structures are in place.
- Comments were made the parents would feel more comfortable and could keep an eye on their children if the play park were to be located at the car park.
- One attending councillor referred to the provision of public toilets facilities located in the car park. He commented that the funds had already been secured for these toilet facilities. It was also highlighted that if the play park were to be placed in the car park, then the building of the toilet would happen sooner as building work could take place at one time.
- There was an issue regarding the security of the play park. It was made clear to the attending individuals that if the community wanted to secure the gates of the play park, then that would have to be a further conversation with council and the community regarding responsibility.
- There was broad support for moving the play area which could potentially reduce the high rate of antisocial behaviour that currently exists at the current location.
- There was a strong lobby for the inclusion of activities for older children and teenagers – usual issue of there being nothing for them to do in the area.

- Strong feeling that the design for the play area should be inclusive of all ages and abilities, accommodating the needs of children and young people within the community.
- Community keen to have a further consultation session once design is drafted.

Questionnaire Findings

Location

Respondents were asked to indicate in which site location they would like to see the play park.

- 39 respondents (24%) stated that they would prefer the play park to remain in its current location at Seaview.
- 13 respondents (8%) stated that they would prefer the play park to be relocated to The Rope Walk.
- 108 respondents (67%) stated that they would prefer the play park to be relocated to The Car Park.

Style of Play Area

Respondents were asked if the play area was to be upgraded or renewed what style they would prefer. The options were:

- Traditional Play Equipment (e.g. swings, slides, see-saws)
- Modern Play Equipment (e.g. climbing frames and zip-wires)
- Natural Play Equipment (e.g. climbing boulders and log balance trails)
- Combination of the above

The majority of respondents (47.5%) indicated that they would prefer a combination of traditional, modern and natural play equipment; 2.5% said that they would like traditional equipment; 34% said that they would like to see modern equipment and 5% said they would like more natural play equipment.

What type of equipment would you like to see in your Play Area?

Respondents were asked to identify the types of play equipment they would most like to see within the play area.

Respondents highlighted in particular (multiple response questions):

- Normal swings, slides, seesaws and roundabouts (56%)
- Different types of play equipment e.g. climbing walls (50%)
- Space to run and play (36%)
- Natural play like logs, boulders, small mounds (21%)
- Inclusive Play Equipment (49%)

- Places to sit (51%)
- Shelter from the rain and sun (42%)

Recommendations

Based on the consultation approach adopted it is recommended that council proceed to the upgrade and relocation of the play area at the Car Park Site.

In considering responses to the consultation it is recommended that the final design should seek to:

- Incorporate a range of fixed play equipment for a variety of ages, up to and including early teens;
- Incorporate a range of accessible play opportunities for children with disabilities;
- Seek to provide a level of progressive, controlled challenge in play activities, enabling children to develop their skills base as they grow and develop;
- Incorporate an element of free (unallocated) space within the confines of the play area to allow for free (non-equipment) play;
- Incorporate seating and shelter to meet the needs of parents/carers and the children and young people making use of the site;
- Incorporate a nautical theme into designs to keep in line with the local views and environment;

In developing a play area, location is always a key issue for the community and during the consultation a number of respondents highlighted concerns or reservations about the recommended location. These were primarily on the grounds of:

- The issue of road safety was raised by a high percentage of parents .
- The distribution of play equipment within the proposed site, baring in mind that toilet facilities and car parking spaces had to be allocated

Whilst the issue of location was raised by a number of respondents, it is suggested that, having considered the factors noted above, the recommended site (Car Park Site) offers the optimum location for the play area for the Community. Council

should however seek to address concerns by addressing the issue of road safety, installation of "Single Self-Closing Gate", installation of road crossings, allocating a number of car parking spaces (including disabled parking spaces), location of toilet facilities etc.

Appendix 1



**Newry, Mourne and Down District Council
Newtownhamilton Community Consultation Report**



**PlayBoard NI
Hewlett-Packard Company
August 2018**

Newtownhamilton

A public consultation was held on Thursday 2nd August 2018 at Newtownhamilton Community Centre, followed by a second consultation aimed at Children and Young People held on Monday 6th August.

Overall 99 participants were involved in the consultation process:

- Parents, Carers and Community (72 responses)
- Children and Young People (27 responses)

At the consultation, PlayBoard staff explored a range of issues with the community regarding the current play area and its location. Some issues included:

- The location of the two newly proposed sites regarding vehicle access, safety of children & young people and lighting.
- There was a level of concern regarding the potential traffic congestion when entering either of the two newly proposed sites. Comments were made that the road to Jim Steen Park has more potential to be less dangerous.
- Comments were made that the site at St. Michael's GAA Club would be more inviting and has potential regarding land.
- Some in the community feel that the current location puts some off from using it – feels like it is exclusive to the children of one side of the community – moving it would encourage more to use it.
- It was voiced that placing the play park in Jim Steen Park would be more inclusive to everyone in the community, therefore providing another, more accessible play area within the community.
- There was broad support for moving the play area which could potentially reduce the high rate of antisocial behaviour that currently exists.
- There was a strong lobby for the investment of public toilets at the potential site. .
- Strong feeling that the design for the play area should be inclusive of all ages and abilities, accommodating the needs of children and young people (1 wheelchair bound) within the community.

- Community keen to have a further consultation session once design is drafted.

Questionnaire Findings

Location

Respondents were asked to indicate in which site location they would like to see the play park.

- 3 respondents (3%) stated that they would prefer the play park to remain in its current location (9 Dungormley Estate, Newtownhamilton)
- 57 respondents (57%) stated that they would prefer the play park to be relocated to Jim Steen Park (44 Dungormley Estate).
- 39 respondents (39%) stated that they would prefer the play park to be relocated to St. Michael's Playing Fields (86 Dundalk Road).

Style of Play Area

Respondents were asked if the play area was to be upgraded or renewed what style they would prefer. The options were:

- Traditional Play Equipment (e.g. swings, slides, see-saws)
- Modern Play Equipment (e.g. climbing frames and zip-wires)
- Natural Play Equipment (e.g. climbing boulders and log balance trails)
- Combination of the above

The majority of respondents (80%) indicated that they would prefer a combination of traditional, modern and natural play equipment; 1% said that they would like traditional equipment; 14% said that they would like to see modern equipment and 4% said they would like more natural play equipment.

What type of equipment would you like to see in your Play Area?

Respondents were asked to identify the types of play equipment they would most like to see within the play area.

Respondents highlighted in particular (multiple response questions):

- Normal swings, slides, seesaws and roundabouts (71%)
- Different types of play equipment e.g. climbing walls (78%)
- Space to run and play (59%)
- Natural play like logs, boulders, small mounds (50%)
- Inclusive Play Equipment (74%)
- Places to sit (70%)
- Shelter from the rain and sun (42%)

Recommendations

Based on the consultation approach adopted it is recommended that council proceed to the upgrade and relocation of the play area at Jim Steen Park.

In considering responses to the consultation it is recommended that the final design should seek to:

- Incorporate a range of fixed play equipment for a variety of ages, up to and including early teens;
- Incorporate a range of accessible play opportunities for children with disabilities;
- Seek to provide a level of progressive, controlled challenge in play activities, enabling children to develop their skills base as they grow and develop;
- Incorporate an element of free (unallocated) space within the confines of the play area to allow for free (non-equipment) play;
- Incorporate some natural elements to provide children with opportunities to explore the natural environment through play;
- Incorporate seating and shelter to meet the needs of parents/carers and the children and young people making use of the site;

In developing a play area, location is always a key issue for the community and during the consultation a number of respondents highlighted concerns or reservations about the proposed locations. These were primarily on the grounds of:

- The issue of road safety was raised by a high percentage of respondents (with regards to both potential new sites) who were concerned that parents and children walking to the proposed location would have to negotiate hazardous traffic conditions.

Whilst the issue of location was raised by a number of respondents, it is suggested that, having considered the factors noted above, the recommended site (Jim Steen Park) offers the optimum location for the play area. Council should however seek to address concerns by addressing the issue of road safety, installation of road crossings, through dual site access (both pedestrian and non pedestrian) etc.

Appendix 1



Newry, Mourne and Down District Council
 Forkhill play Area Community Consultation Report



PlayBoard NI
 Hewlett-Packard Company
 August 2018

1.0 Introduction

With a view to guiding the development of fixed play facilities within the Forkhill area, Newry, Mourne and Down District Council commissioned PlayBoard to undertake a local community survey.

The aim of the consultation was to gather information on a range of issues including:

- Community views on existing fixed play provision within the area
- Community views on the potential development of a new high value play area at the site of the former army barracks with the phasing out of the existing play areas at Bog Road Picnic area and Fairview.

This report outlines the key findings of the consultation process.

2.0 Responses

Surveys were undertaken of both community organisation within the Forkhill area alongside a number of parents/carers. In total 12 responses were received, 5 from community organisations and 7 from parents/carers.

3.0 Survey Findings: Community Groups

In total 5 groups participated within the survey.

3.1 Quality of Existing Play Areas

Respondents were asked to provide a rating for a number of key aspects of the existing play areas located at Fairview and Bog Road Picnic Area. Each play area was rated against a number of key criteria. The ratings scale used ran from 1 to 5 with (1 = very poor, 2 = poor, 3 = fair, 4 = good and 5 = very good).

Fairview Play Area

Fairview play area scored relatively poorly within the survey with the majority rating the play area as being Fair or below across most categories.

- *Range of Equipment*
In terms of the range of equipment available, the majority (80%) scored the site as being poor with the remaining 20% scoring it as fair.
- *Condition of Equipment*
The majority (60%) scored the site as poor with the remaining 40% scoring it as fair.
- *Cleanliness*
Majority (60%) rated the site as fair, 20% rated it as poor with 20% rating it as very poor.

- *Safety/Security*
40% rated the site as fair, 40% rated it as poor with 20% rating it as very poor.
- *Accessibility*
40% rated the site as good, 40% rated it as fair with 20% rating it as poor.
- *General Appearance*
40% rated the site as fair, 40% rated it as poor with 20% rating it as very poor.

Bog Road Picnic Area Play Area

Bog Road play area scored relatively poorly within the survey with the majority rating the play area as being Fair or below across most categories.

- *Range of Equipment*
In terms of the range of equipment available, 100% rated the range of equipment as being very poor.
- *Condition of Equipment*
All respondents scored the condition of the equipment on site as being very poor.
- *Cleanliness*
Majority (60%) rated the site as very poor, with the remaining 40% rating it as fair.
- *Safety/Security*
60% rated the site as very poor with the remaining 40% rating it as poor.
- *Accessibility*
All respondents rated the site as being very poor in terms of its accessibility.
- *General Appearance*
60% rated the site as very poor, 20% rated it as poor with 20% rating it as fair.

3.2 Development of a New Play Area for Forkhill

With regards to the potential development of a new high value play area within the grounds of the former army base, respondents were asked if they would support the development of a new play area and subsequent phasing out of both existing play areas at Fairview and Bog Road.

All respondents (100%) supported the development of a new high value play area and phasing out of the two existing sites.

4.0 Survey Findings: Parents and Carers

In total 7 responses were received.

4.1 Quality of Existing Play Areas

Respondents were asked to provide a rating for a number of key aspects of the existing play areas located at Fairview and Bog Road Picnic Area. Each play area was rated against a number of key criteria. The ratings scale used ran from 1 to 5 with (1 = very poor, 2 = poor, 3 = fair, 4 = good and 5 = very good).

Fairview Play Area

Fairview play area scored relatively poorly within the survey with the majority rating the play area as being Fair or below across most categories.

- *Range of Equipment*
In terms of the range of equipment available, 33% rated the site as being very poor, 33% rated the site as being poor with the remaining 33% scoring it as fair.
- *Condition of Equipment*
50% scored the site as poor with 50% scoring it as fair.
- *Cleanliness*
50% rated the site as fair with 50% rating it as poor.
- *Safety/Security*
67% rated the site as fair with 33% rating it as poor.
- *Accessibility*
33% rated accessibility as being good, 50% rated it as fair whilst 16% rated accessibility as poor.
- *General Appearance*
50% rated the site as fair whilst 50% rated it as very poor.

Bog Road Picnic Area Play Area

Bog Road play area scored relatively poorly within the survey with the majority rating the play area as being Fair or below across most categories.

- *Range of Equipment*
In terms of the range of equipment available, 100% rated the range of equipment as being very poor.
- *Condition of Equipment*
All respondents scored the condition of the equipment on site as being very poor.
- *Cleanliness*
Majority (67%) rated the site as very poor, with the remaining 33%

rating it as fair.

- *Safety/Security*
67% rated the site as very poor with the remaining 33% rating it as poor.
- *Accessibility*
All respondents rated the site as being very poor in terms of its accessibility.
- *General Appearance*
67% rated the site as very poor with 33% rating it as fair.

4.2 **Development of a New Play Area for Forkhill**

With regards to the potential development of a new high value play area within the grounds of the former army base, respondents were asked if they would support the development of a new play area and subsequent phasing out of both existing play areas at Fairview and Bog Road.

All respondents (100%) supported the development of a new high value play area and phasing out of the two existing sites.

Appendix 2

Forkhill Play Area
WICKSTEED

PRODUCT LIST

- A. Twister Towers Multi-Play Unit
- B. Crusader Rope-End Swing
- C. 2.4m High Two-Bay Viking Swing w/w x1 Bucket Seat & 12 Flat Seats
- D. Seated Roundabout
- E. Garden Galleon Multi-Play Unit
- F. 2.4m High Two-Bay Viking Swing w/w w/ Memory Seat & 12 Cushy Seats
- G. Kites Sun-Seat
- H. Photo Finish Fantasy Funnet
- I. Beta Fitness & Agility Trail
- J. Sit-On-Roller Rabbit & Shik Inverte Hoop Springs
- K. Pair of Talking Plates
- L. Curious Creek & Spooky Pines Interactive Play Panels
- M. Slow Long Slow Zip Wire

Note: Please refer to 3D visualisation for details of Furniture & Fencing

SAFETY SURFACING

Blue Soft Fall	Green Soft Fall	Black Soft Fall	Grey Soft Fall
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HDPE Panel Colour Options

Blue	Green	Yellow	Red	Orange	Black
------	-------	--------	-----	--------	-------

Metal Colour Options

Black	Grey	White	Blue	Green	Yellow	Red	Orange
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CUSTOMER - Nenny, Mourne & Down District Council
SITE - Forkhill Play Area
DATE - 11 AUGUST 2018
Issue No 1 - 15, 16/2018 - 03

Artist Illustration Only - Refer to Masterplans for exact scale and location of proposed play items.

Wicksteed Leisure Ltd T: +44(0)1536 512028
 Digby Street, Kettering P: +44(0)1536 410633
 Northants NN16 9YJ sales@wicksteed.co.uk

Quotation of £170k

3 designs and costs to follow for :

Ballyholland

Killough

Newtownhamilton

Report to:	Active and Healthy Communities
Date of Meeting:	17 th September 2018
Subject:	Langley Road Upgrade
Reporting Officer (Including Job Title):	Conor Haughey, Head of Outdoor Leisure
Contact Officer (Including Job Title):	Declan Crilly, Outdoor Leisure Officer

Confirm how this Report should be treated by placing an x in either:-

For decision	<input checked="" type="checkbox"/>	For noting only	<input type="checkbox"/>
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1.0	Purpose and Background
1.1	<p>Council approved in Jan 2018 to capital works for the value of £40k at Langley Road Playing Fields, Ballynahinch.</p> <p>Works have commenced on new pitch drainage and contractors have submitted quotations for new ballstops and goalposts. Additional capital monies of £22,446 is required to complete proposed planned works at this site with spend off set against underspend on other capital projects.</p>
2.0	Key issues
2.1	<ul style="list-style-type: none"> Timeframe to have upgrading works carried out at this facility for the start of October for local teams.
3.0	Recommendations
3.1	<p>That the Committee agree:-</p> <p>To the new overall capital budget of £62,446 for these essential works at Langley Road.</p>
4.0	Resource implications
4.1	<ul style="list-style-type: none"> Additional capital expenditure of £22,446 which can be accommodated through underspends in the rest of the Capital budgets.
5.0	Equality and good relations implications
5.1	No equality or good relations adverse impact is anticipated.
6.0	Rural Proofing implications
6.1	Officers confirm due regard to rural needs has been considered and this report has not been subject to a rural needs impact assessment.
7.0	Appendices
	None
8.0	Background Documents
	None

Report to:	Active and Healthy Communities
Date of Meeting:	17 th September 2018
Subject:	Newry City Back Field
Reporting Officer (Including Job Title):	Conor Haughey, Head of Outdoor Leisure
Contact Officer (Including Job Title):	Pat Power, Sports Development Manager

Confirm how this Report should be treated by placing an x in either:-

For decision	<input checked="" type="checkbox"/>	For noting only	<input type="checkbox"/>
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1.0	Purpose and Background
1.1	<p>Newry City AFC are currently in the process of a long term lease from Council for the pitch known as Newry Back Field. Newry AFC have submitted initial planning application to upgrade this Council pitch to 3G with additional drainage, fencing and car parking.</p> <p>As part of the planning application various studies and risk assessments are required to meet planners initial requests. Newry City AFC have sought quotations from their own various consultants to deliver these assessments as highlighted in their correspondence to Head of Outdoor Leisure to the value of £9130.00.</p> <p>Newry City AFC have requested Council's assistance with these financial outlays as the Back Field is Council owned and any enhancement works delivered by external funders would be an advantage to Council's overall asset value.</p> <p>Both the Flood Risk Assessment and Topographical Survey would be advantageous to Council if any development works were to be carried out in the future by Council themselves. These works are estimated to cost £3450.00.</p>
2.0	Key issues
2.1	<ul style="list-style-type: none"> £10k Capital budget for sports hub feasibility was underspent within this financial year and monies could be utilised for this scoping.
3.0	Recommendations
3.1	<p>That the Committee agree:-</p> <p>A capital spend of £3450.00 for Newry Back Field to carry out the necessary studies.</p>
4.0	Resource implications
4.1	<ul style="list-style-type: none"> £3450.00 capital spend.
5.0	Equality and good relations implications
5.1	This proposal should have a positive impact on Equality and Good Relations.
6.0	Rural Proofing implications

6.1	N/A
7.0	Appendices
	Appendix 1: Letter from Newry City AFC to Head of Outdoor Leisure
8.0	Background Documents
	N/A

APPENDIX 1

Dear Conor,

Thank you for making time to meet yesterday morning ref: Newry City 'Rear Field' – Planning Application.

As per discussion, Newry City planning application has been submitted and is proceeding through the departmental process. To date Newry City AFC have invested £15,000+ in terms of feasibility work, concept planning, architect fees, planning application etc.

As you are aware, the club have submitted a business case to secure the 'Rear Field' on a long-term lease from Newry, Mourne and Down District Council. The club are committed to improving the Council asset, therefore, enhancing recreational and community facility provision in the city and to benefit the wider district.

At this point in the process, and the club having already significantly invested in the project, planners have requested the following for the 'rear field' application:

- 1) **Flood Risk Assessment - Cost £1750** (with potential of an additional **£500** if an initial FRA has to be prepared. All costs noted exclude VAT.
- 2) **Land Contamination Assessment – £5300.**
- 3) **Odour Model – Cost Unknown** (Development Encroachment Application to be lodged at cost of **£244**)
- 4) **Sewers Application – Cost £136**
- 5) **Topographical Survey – Cost £1200 (inclusive of VAT)**

The total cost as outlined above may reach **£9130**.

The club would ask NMDDC to consider financial support for the outlined actions above that are required to progress the planning application for the 'rear field', mindful, the 'rear field' is a Council asset and the project being proposed will convey public benefit for the Council area, Newry City AFC, Windmill Stars, other clubs, charities and organisations.

The club are willing to continue to invest in the project at this stage, however, Newry City AFC would be grateful if Council can assist with these costs?

I look forward to hearing from you at your earliest convenience.

Many thanks
Richard

On behalf of Newry City AFC.

Report to:	Active and Healthy Communities
Date of Meeting:	17 September 2018
Subject:	Food Service Plan
Reporting Officer (Including Job Title):	Eoin Devlin Assistant Director Health and Wellbeing
Contact Officer (Including Job Title):	Sinead Murphy Head of Environmental Health (Commercial)

Confirm how this Report should be treated by placing an x in either:-

For decision	<input checked="" type="checkbox"/>	For noting only	<input type="checkbox"/>
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1.0	Purpose and Background
1.1	The Food Standards Agency requires Newry Mourne and Down District Council to have an up-to-date, documented food service plan which is readily available to food business operators and consumers. The plan must be subject to regular review and clearly state the period of time during which the plan has effect.
2.0	Key issues
2.1	<p>The plan covers all areas of food law that the council has a duty to enforce and sets out how it intends to deliver official controls within its area. The plan includes imported food responsibilities and the control arrangements in place. The plan also includes reference to the council's approach to enforcement as including its alternative enforcement strategy for dealing with those establishments rated as low risk under the food establishment intervention rating scheme set out at in the Food law Code of Practice.</p> <p>Advice issued by FSA in NI and work identified in conjunction with the other councils in Northern Ireland (NI) to consistently fulfil our statutory obligations and duties in relation to food safety and through the NI Food Managers group and the various subgroups was considered when drafting this food service plan. It remains to be seen how the onset of EU exit will place additional demands on our food service</p> <p>The Food Standards Agency provides grant funding to the council for the purpose of enabling us to fulfil our duties across the range of responsibilities within the local authority food service in Northern Ireland as directed by EC Regulations and national legislation. The grant funding, which has increased this year, is allocated in proportion to the number and type of food establishments in the district. The grant allocation for Newry, Mourne and Down District Council for 2018/19 is approximately £135000 .</p>
3.0	Recommendations
3.1	That Committee agrees to adopt the attached Food Service Plan 2018/19
4.0	Resource implications
4.1	None

5.0	Equality and good relations implications
5.1	No equality or opportunity or good relations adverse impact is anticipated.
6.0	Rural Proofing implications
6.1	Officers confirm due regard to rural needs has been considered and this report has not been subject to a rural needs impact assessment.
7.0	Appendices
	Food Service Plan 2018/19
8.0	Background Documents
8.1	None

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



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

NEWRY, MOURNE & DOWN DISTRICT COUNCIL

Food Service Plan

2018-2019

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INTRODUCTION AND PRIORITIES FOR 2018-2019.

There are 2092 food businesses registered with Newry, Mourne and Down District Council. These businesses include primary producers, manufacturers, transporters and distributors, restaurants and caterers, retailers, hotels and hospitals. We have 43 EC approved premises, the highest number in Northern Ireland, and a large number of those are fishery premises.

Warrenpoint is home to a busy harbour where, although there is currently no food currently imported into Warrenpoint, we issue Ship Sanitation certificates and provide other services as necessary. There is a thriving fishing industry in the council area. We provide advice and support to this industry, in addition to being responsible for carrying out Food Hygiene and Food Standards Official Controls. This includes the issuing of Third Country Export and Health Certificates.

We are entering a period of unknown in terms of trade arrangements post the UK's exit from the EU. We are working with businesses who are currently exporting and trading within the EU to gather information and explore the potential support needed from our department for the sale of safe food to seamlessly transition into the new arrangements.

Over the last number of years we have had various food fraud and illegal food issues such as illicit alcohol, substitution of meat ingredients with offal and misdescription of foods as Halal. We continue to work with our colleagues in the Food Standards Agency to gather intelligence around these and other issues and to take appropriate action to protect the public.

We work in conjunction with the other councils in Northern Ireland (NI) to consistently fulfil our statutory obligations and duties in relation to food safety and through the NI Food Managers group and the various subgroups, we aim to address the following NI wide priority issues in the coming year:

- 1 Take part in the NI Allergens Compliance Strategy
- 2 Identify and record details of businesses selling food online
- 3 Participation in national FHRS consistency exercises and 'Week of Action' checks
- 4 Participate in 'Caloriewise' scheme to encourage the voluntary display of Calories on menus in catering premises in the area.
- 5 Participate in Part 2 of the review of EC Approved premises within the district. (Inter Authority Audit).
- 6 Prepare for the potential impact on the service in relation to food imports and exports when the UK leaves the European Union.

SECTION 1 - SERVICE AIMS & OBJECTIVES

1.1 Aims & Objectives

Newry, Mourne and Down District Council recognises the important role it plays in securing the safety of food produced and consumed in the District. This plan's key focus is to demonstrate how the Council will fulfil its statutory obligations and duties in relation to food safety.

The stated aim of the Food Standards Agency is to ensure that food law enforcement is undertaken by the various agencies in a more effective, comprehensive and collaborative manner. This Food Safety Service Plan sets out to achieve these objectives.

1.1.1 Aims

The Food Service Plan forms part of the wider planning process within the Council. The Corporate mission, vision and values of the Council are translated into operational objectives through this service plan, which will be implemented by the food control team within the Health and Wellbeing Service.

The Food Service delivered on behalf of Council aims to:

- Reduce the risk to consumers by striving to ensure that all food produced, imported or sold within the district is fit for human consumption, is of genuine quality and composition, is correctly labelled and is free from contamination.
- Actively contribute to the Food Standards Agency's Strategic Plan 2015 –2020: 'Food we can trust' and assist in meeting the key aims where our service could have a positive impact in: ensuring food is safe and what it says it is, and we have access to an affordable healthy diet, and can make informed choices about what we eat, now and in the future.

1.1.2 Objectives

In order to deliver the aims of the Food Control Service the following objectives and targets have been drawn up.

- To carry out all food hygiene interventions, in accordance with the Food Law Code of Practice and the recommended frequencies based on risk assessment, assess food handling practices, identify hazards and take appropriate action to remedy problems identified.
- To implement the statutory Food Hygiene Rating Scheme throughout the District in line with the FSA Guidance.

- To provide advice and assistance to food businesses to enable them to comply with Food Standards Agency guidance "E Coli 0157 Control of Cross Contamination" which was introduced in 2011 and reviewed in 2014.
- To carry out all food standards interventions in food premises, in accordance with the Food Law Code of Practice and the recommended frequencies based on risk assessment, to ensure that legal requirements are met in relation to the quality, composition, labelling and advertising of food.
- To assist businesses with and monitor their compliance with the Food Information (NI) Regulations 2014, in particular the requirement to provide information in relation to allergens in the food they supply and for butchers, advice and guidance on the requirements for the labelling of minced beef and country of origin requirements.
- The Council will act as Home Authority to food manufacturing and distribution companies located within the District, providing advice and responding to requests for "Home Authority" reports from other Local Authorities throughout the country thus helping businesses maintain their competitive edge in the wider market.
- To carry out a proactive and reactive food sampling programme for microbiological examination and chemical analysis in order to provide independent assurances that products manufactured and sold in the District are safe to eat, not adulterated by undeclared ingredients and correctly labelled.
- To investigate complaints relating to food, food premises and practices in accordance with the approved procedure with a view to raising standards in all food businesses.
- To investigate all incidences of food borne illnesses as notified by PHA or members of the public.
- To respond to all National food safety alerts in accordance with agreed Codes of Practice.
- To ensure as far as reasonably practicable, that imported food used or sold in premises within the District complies with UK and European Food Law.
- To provide informed and helpful advice to businesses and the public alike on matters relating to food safety.
- To facilitate the provision of food safety training to local businesses to assist them in meeting their legal obligations.
- To work in partnership with other organisations and agencies to provide health improvement programmes to the benefit of the health and wellbeing of those who live, work in and visit the District.

1.2 Links to Corporate Objectives and Plans

The Council's Environmental Health Service plays a key role in delivering the Council's strategic objectives of supporting improved health and wellbeing outcomes. The Corporate objectives are detailed in the Corporate Plan 2015-19 which shows how the objectives will be achieved and how success will be measured. The food control service plan forms part of this wider planning process to be adopted by the Council. The strategic objectives of the Council, outlined below, will be translated into operational objectives and in turn into this service plan, which will be implemented by the Health & Wellbeing Service.

Eight Strategic Objectives:

By 2019, we will have:

1. Become one of the premier tourism destinations on the island of Ireland;
2. Attracted investment and supported the creation of new jobs;
3. Supported improved health and wellbeing outcomes;
4. Protected our natural and built environment;
5. Led the regeneration of our urban and rural areas;
6. Advocated on your behalf specifically in relation to those issues which really matter to you;
7. Empowered and improved the capacity of our communities; and
8. Transformed and modernised the Council, providing accessible as well as value for money services.

1.3 Corporate Mission, Vision and Values

Our mission as a Council is **"to lead and serve a District that is prosperous, healthy and sustainable"**.

Our vision is to create opportunities for local people and local communities to thrive by supporting sustainable economic growth over time and helping them to lead fulfilling lifestyles. Our vision is that our District is, or grows to be a place:

- That is attractive to visit and do business;
- Where people and communities can unlock their enterprising spirit as well as play their part in contributing to its social and economic development;
- That facilitates and encourages healthy lifestyles;
- That offers a good quality of life for young and old, especially for those groups who may need more support than others;
- Where our communities are cohesive, actively engaged in civic life and where people live safe from crime and disorder;
- With a protected natural environment that can be enjoyed today, but in a way that is also sustained for future generations;

- That offers access to a range of modern, affordable services that make use of new technologies and are delivered to recognised quality standards;
- Where we work collaboratively and in partnership with a range of stakeholder and partner organisations to secure better outcomes for all; and
- That is proud of its Council, what it stands for and what it represents.

In pursuing our mission we have adopted five core values which will be fundamental to everything we do:

- Citizen focussed
- Accountable
- Collaborative
- Sustainable
- Fairness

SECTION 2 - BACKGROUND

2.1 District Profile

With a population of around 171,500 and a coast line of approximately 100miles, Newry Mourne & Down District Council is the third largest Council area in Northern Ireland. The council area includes the city of Newry and the towns of Downpatrick, Ballynahinch, Newcastle, Warrenpoint and Kilkeel.



Newry is located on the main A1 road linking Belfast to Dublin, and has a busy rail connection link between the two cities also. Newry City Centre has a large, modern bus station servicing both local, intra provincial and all Ireland bus networks. 2.6

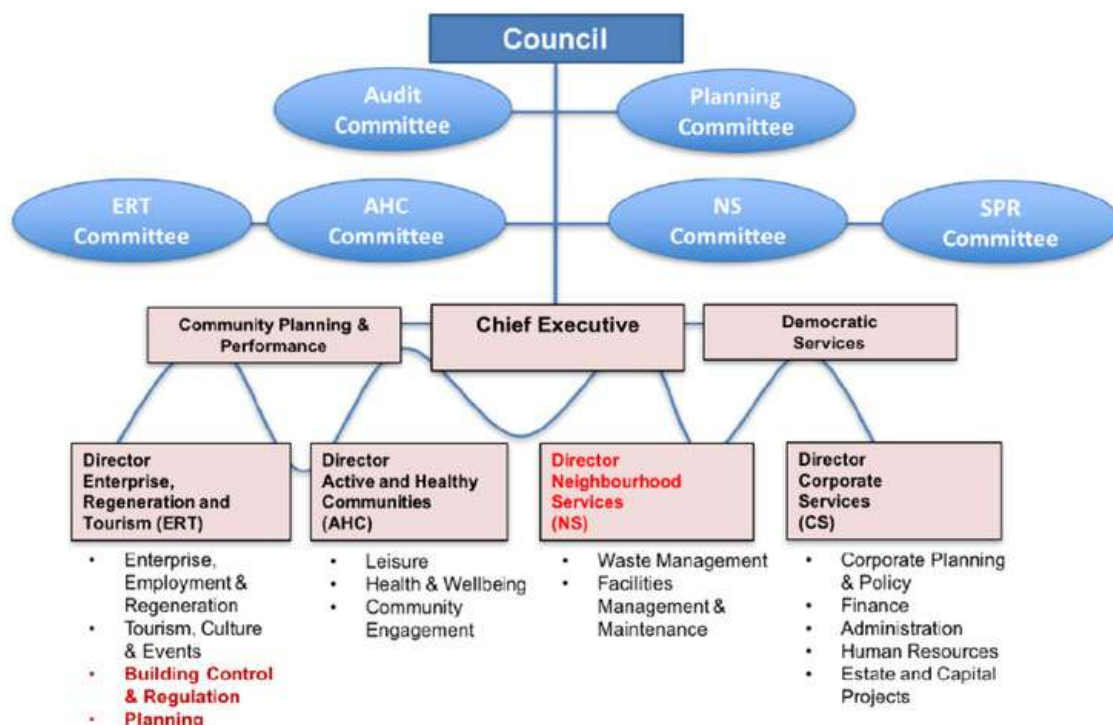
million people, almost half the population of Ireland live within a 70 mile radius of Newry City. The positioning and ease of access to the City has facilitated and encouraged a considerable retail trade particularly with shoppers from the Irish Republic.

The District has a well-developed transport infrastructure to support industry including the modern port of Warrenpoint, the third largest port in Northern Ireland. The port plays a pivotal role in the District by developing trade to and from the North and South of Ireland. It has a diverse range of scheduled services to Great Britain and Continental Europe and is achieving consistent growth in tonnage handled year on year.

The District also has a long standing, well established fishing industry. Based on 2015 figures¹, Ardglass and Kilkeel are within the UK’s top 20 ports in terms of the tonnage of fish landed by UK vessels. In 2015, 9,600 tonnes of fish and shellfish were landed in the ports of Ardglass and Kilkeel with a value of £14.3 million. These landings supply an extensive land-based fish processing industry in the council area.

2.2 Organisational Structure

The organisational structure of Newry, Mourne & Down District Council is as follows:



¹ Northern Ireland Assembly Research and Information Service Briefing Paper on Northern Ireland’s fisheries sectors – background and possible ‘Brexit’ considerations.

Food Control is one of the functions of the Health and Well Being section of the Active and Health Communities Department and staff are based both in Newry and Downpatrick offices.

The organisational structure of the Health and Well Being section has recently been established. Currently, the Food Service Team is managed by Head of Environmental Health (Commercial) who reports to the Assistant Director of Health & Wellbeing.

The Food Service Team comprises of 6.6 full time equivalent District Environmental Health Officers and a Technical Officer. These officers report to the Senior Environmental Health Officer who reports to the Head of Environmental Health Commercial. Both offices are supported by one full time administrative officer. Work is prioritised for each activity, in each core function on the basis of risk assessment and in compliance with the FSA's Food Law Code of Practice and Practice Guidance where appropriate.

The Director of Active and Healthy Communities reports to the Council through the Active and Healthy Communities Committee on a monthly basis and has delegated powers to act on the Council's behalf.

Specialist services are provided by a number of external agencies including:

- Public Analyst Scientific Services Ltd (PASS) (the Council appointed Public Analyst),
- the Public Health Laboratory Service (Belfast City Hospital),
- DEARA Aquatic Sciences Research Division,
- White Young Green (Environmental Consultants)
- DAERA (Pesticides and Antibiotics)
- Public Health Agency
- Food Standards Agency (NI)
- DEARA (Meat Hygiene Services)
- AFBI.

Access to specialist advice is also available from Campden, LGR and the Council's Legal Representatives.

Assistance from other Departments within the Local Authority may also be utilised as and when required.

2.3 Scope of the Food Safety Service

The Department is responsible for the enforcement of The Food Hygiene Regulations (Northern Ireland) 2006 and The Food Safety (NI) Order 1991, Food Law Code of Practice, EU Regulations and ancillary legislation made thereunder. This will be achieved by the following planned and reactive activities:

1. Planned Work:
 - Planned food hygiene inspections
 - Planned food standards inspections
 - HACCP visits
 - Food Hygiene Rating Scheme assessments
 - Revisits to monitor compliance
 - Alternative enforcement programme
2. Response Work:
 - Advice, telephone queries and other visits
 - New premises advice visits and inspections
 - Revisit requests and Appeals for the Food Hygiene Rating Scheme
 - Food complaints investigations
 - Food poisoning investigations and outbreak control
 - Infectious disease notification investigations
 - Responding to Food Alerts
 - Examination of and provision of health certificates for foods exported to third countries
 - Port health and imported food
3. Sampling:
 - Bacteriological food and water
 - Chemical food and water
 - Shellfish sampling
 - Radiation
4. Service Management:
 - Service monitoring and supervision
 - Court proceedings
 - Co-ordination and uniform enforcement
 - Reporting to Council
 - Forward planning
 - Quality systems implementation
 - Stakeholder consultation
5. Health & Wellbeing Promotion:
 - Training seminars

Health education
 Research
 Community Advice
 EH Student training

2.4 Demands on the Food Safety Service

As a premier tourism destination, there is an increased weekend and seasonal trade, which increases the customer base and, therefore, the number of complaints, food poisoning allegations and the need for reactive sampling and interim inspections. These premises are inspected by district Environmental Health Officers on the basis of risk assessment which is used to form a schedule of programmed inspections for both food hygiene and food standards, in accordance with current FSA Codes of Practice. Increased and focussed sampling initiatives are planned for this time of year. The World Health Organisation recommendations are that there should be provision for the sampling of foodstuffs at a rate of 2.5 samples per 1,000 population. Tourism increases this population in the summer months and as such the sampling commitment is an essential element of the continued public health protection.

The Council has **2092** food premises currently registered as trading for which the authority has food enforcement responsibility. They fall into the following usage categories:

Premises Type	No. of Premises	Percentage (%)
Primary Producers A & B	36	1.72%
Manufacturers and Packers	131	6.3%
Importers/Exporters	44	2.1%
Distributors/Transporters	44	2.1%
Retailers	394	18.8%
Restaurants and Caterers	1416	67.7%
TOTAL	2063	45%

Premises Requiring EC Approval

There are 43 premises approved to operate under the EC Regulations. These premises are inspected in accordance with our risk-rating programme.

Establishment Type	Approval	Number of Premises Approved
Meat Products		6
Meat Preparations		4
Shellfish and Fishery Products		31
Coldstore		3
Collection centre		1

It should be noted that Newry, Mourne & Down has the highest number of approved premises in Northern Ireland and the highest number approved for handling fish and shellfish. This is a constantly changing industry as the processes change and varies according to quotas and availability of fish and shellfish. This subsequently puts further demands on the department as the industry need constant support and advice and the associated workload of new, changing and updating approvals. This demand is reflected in the additional time allocated for specialist/complex premises in Appendix 3.

Specialist Premises

The following types of premises require specialist expertise and additional time spend due to the nature of the food produced or the vulnerability of the consumers:

Type of Premises	Number
Manufacturing including EC Approved premises	118
Hospitals	4
Residential and Nursing Homes	48

The food service acts as Home Authority for approximately 30 food manufacturers in the district on an informal basis. These manufacturers produce a range of foods including spring and bottled water, bakery products, confectionary, meat products, meat preparations, fishery products, sandwiches, salads and desserts, nutritional supplements, spirits, beer, cider and oils. Having such a large and varied manufacturing base places additional demands on the food section and has significant resource implications for the department. Referrals from other local authorities into the activities of these companies form a significant part of the work generated by these premises. In addition the service works in partnership with the

South East and Southern Health & Social Services Board to inspect, and offer guidance in relation to Daisy Hill Hospital and The Down Hospital, associated day centres and nursing homes on food related issues.

Fish and Shellfish Premises

Newry Mourne and Down District Council has the highest number of fishery premises in Northern Ireland. Within this there is a large variety of activities taking place including processing, freezing, depuration, manufacturing vessels, shellfish beds, fishing boats and a fish landing port and a fish market within the area, all which require specialist knowledge and skills to regulate.

The requirement for inspection of fish landings involves an officer attendance at Kilkeel Fish Market from 7.00 am most mornings. Tidal movement frequently necessitates sampling of shellfish and water early in the morning or late in the evening. It is our intention to prioritise inspection of the fishing fleet of approximately 120 vessels which will increase the need for surveillance at Kilkeel and Ardglass. This aligns with priorities of The Food Standards Agency with regard to fish and shellfish premises.

Food Standards

The Council is committed to providing information and advice to businesses and the public on a range of food related issues including for example nutrition, allergies , GM products, salt and fat contents etc. The introduction of the Food Information Regulations (Northern Ireland) 2014 has placed additional requirements on Food Business Operators to provide information to consumers at the point of sale in relation to 14 specific allergens that are present in the food. These regulations also introduce new requirements in relation to minced meat and bring the responsibility for the enforcement of voluntary meat claims to District Councils.

Access to the Food Service Section

The Food Service of the Health and Wellbeing department is located at the administrative offices in Newry and in the Downpatrick Office with contact details as outlined below. The Service also has permanent use of an office at Kilkeel Harbour.

Newry Office:

O'Hagan House, Monaghan Row, Newry BT35 8DJ

Downpatrick Office:

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

Service users may contact either site or leave a message, in the following ways:

- In person at the either office: Monday – Friday 9am – 5pm

- By telephone, 0300 013 2233 during office hours outlined above. When officers are out of the office a message will be taken by admin staff and calls will be returned as soon as possible
- By e-mail : ehealth@nmandd.org

Arrangements are also in place within the Council to respond to communicable disease matters and food incidents notified outside normal working hours from the Public Health Agency and the Food Standards Agency. A team comprising of experienced food officers from the Armagh City, Banbridge and Craigavon Borough Council and Newry, Mourne and Down District Council was set up on 1 April 2015. The on call officer may be contacted by mobile telephone, the number has been made available to all relevant authorities and agencies. This service operates outside normal working hours, at weekends and on statutory holidays.

2.5 Enforcement Policy

In carrying out the activities listed above officers will apply a variety of measures to ensure that individuals and organisations meet their responsibilities. These will include education, negotiation, advice, guidance, the issue of warning letters, formal notices, formal cautions and prosecutions. The Council is committed to the Central/Local Government Concordat on Good Enforcement which encourages and promotes best practice in enforcement. The food service has a food safety and a food standard enforcement policy, which embraces the principles of the Enforcement Concordat. The Council's overall aim is to work in collaboration with businesses avoiding where possible excessive bureaucracy in the way it works. The Council's Enforcement Policy is included in Appendix 2.

SECTION 3 – SERVICE DELIVERY

3.1 Food premises inspections

A total of 2092 food premises are subject to programmed food hygiene and food standards inspection. The risk category of premises as defined by Annex 5 of the Food Law Code of Practice (Northern Ireland) determines the interval between inspections. The following diagram shows a breakdown of premises numbers by risk categories for both food hygiene and food standards.

Figure 1: Percentage of premises by risk category for Food Hygiene

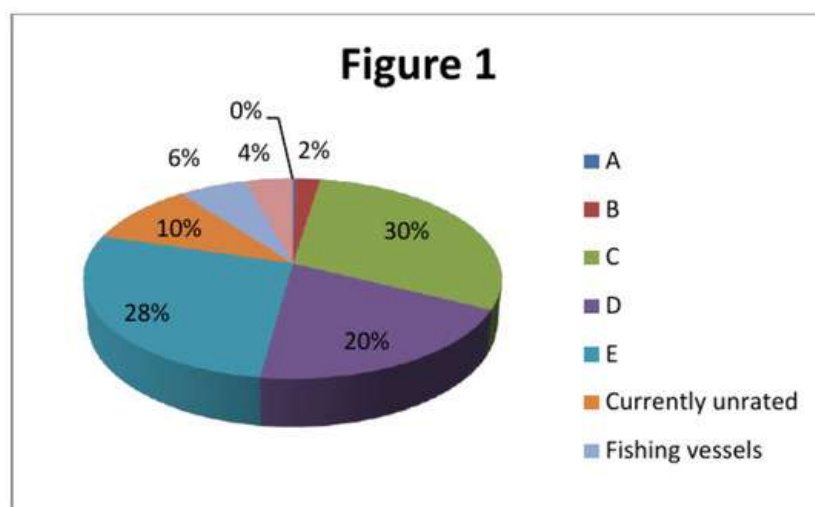
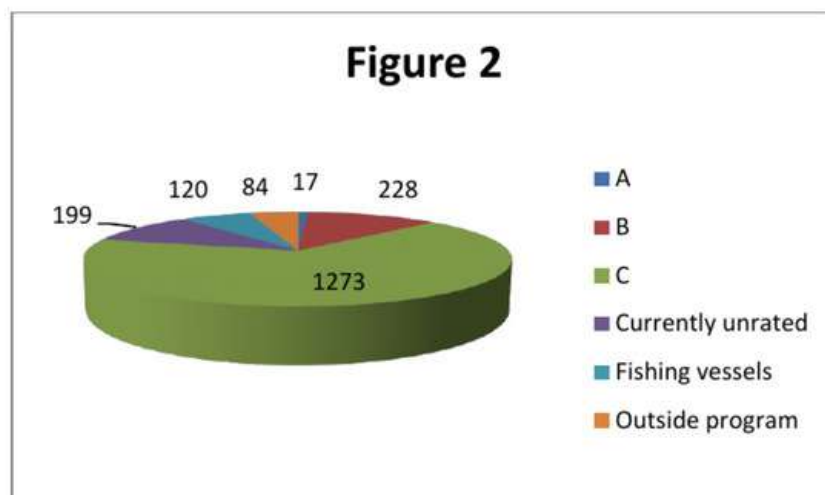


Figure 2: Percentage of premises by risk category for Food Standards



Inspections are carried out in accordance with the Food Safety (NI) Order 1991 at a minimum frequency as determined by the risk assessment-scoring scheme contained in the Food Law Code of Practice (Northern Ireland), taking into consideration the alternative enforcement strategy and the broadly compliant issues mentioned above. In addition to the proactive work other visits may be made to food premises

following complaints from the public, food poisoning incidents or requests from businesses for information or advice and food hazard warnings.

In response to the contamination of foodstuffs with horsemeat, it is envisaged that greater emphasis will be placed on the Service to carry out more in depth inspections of manufacturers, cold stores and retailer's traceability system for meat and the meat supply chain in general. This may require additional inspection time and will be given priority over the 2018/19 inspection programme.

3.1.1 Food Hygiene

The Council intends to inspect food premises for compliance with relevant legislation according to risk as set out in the FSA approved Code of Practice and, as a result, assess food hygiene and food standards compliance. Appropriate action within the terms of the Council's Enforcement Policies will be taken to remedy any non-compliance discovered. Education and advice will continue to be given on the principles of recently introduced standards concerning hazard analysis.

The introduction of the Food Hygiene Rating Scheme has impacted on the use of alternative methods of enforcement for lower risk premises as premises included in the scheme can only be given a rating following a full inspection.

In order to prioritise resources and to work more efficiently, food hygiene interventions will be completed in premises according to their risk as follows:

Risk Rating	Type of intervention (Official Control)
A or B	Inspection, Partial Inspection or Audit within 28 days
Non-broadly compliant C	Inspection, Partial Inspection or Audit
Broadly compliant C, D or E (included in FHS)	Inspection, Partial Inspection, Audit or Verification Visit*
E (not included in FHS)	Alternate between Inspection, Partial Inspection, Audit or Verification Visit and AES

* Verification visit is only appropriate where the business has achieved a FHS of 5. The next intervention must be an Inspection, Partial Inspection or Audit

3.1.2 Food Standards

In order to prioritise resources and to work more efficiently, food standards interventions will be completed in premises according to their risk as follows:

Risk Rating	Type of intervention (Official Control)
A	Inspection, Partial Inspection or Audit within 28 days
Non-broadly compliant B	Inspection, Partial Inspection or Audit

Broadly compliant B	Appropriate Official Control including Inspection, Partial Inspection, Audit, *Sampling Visit, *Monitoring Visit, *Surveillance Visit or *Verification Visit.
C	Alternate between AES and Inspection, Partial Inspection, Audit, *Sampling Visit, *Monitoring Visit, *Surveillance Visit or *Verification Visit.

* A new risk rating can only be completed following an Inspection, Partial Inspection or Audit. One of these should be completed alternately with other Official Controls.

3.2 Food Service Work Plan 2018-19

The total time (in hours) to complete the number of tasks required to meet the demands of the food service are outlined in the following table. The details of the number of interventions and actions required to complete the work are detailed in Appendix 3, including a breakdown of required tasks necessary to complete planned work, response work, sampling, service management and health and wellbeing promotion. Individual task times based on previous research are also outlined in Appendix 3 which when multiplied by number of tasks can give an indication on the number of hours, including administration required to meet the demands of the food service. This includes the planned work for 2018-19 and any backlog of inspections outstanding from the previous year.

Planned Work

Activity	Total Hours
Planned Food Hygiene inspections	3682
Outstanding Planned Food Hygiene inspections	451
Planned Food Standards inspections	1997
Outstanding Planned Food Standards inspections	217
FHRS Sticker Display Checks	30
EC approved Premises	1720
Home authority Premises work (additional to planned inspections)	300
Hospitals	40
Fish Market	100
Export certificates	240
Port Health	40
TOTAL	8817

Responsive Work

Revisits (food hygiene)	192.5
Revisits (food standards)	100
FHRS (Revisits, Appeals, Right to Reply)	87
Food Complaints	1050
Food Premises Complaints	64
Home Authority Complaints	50
Advice to businesses	1450
Food related Infectious Disease	420
Food Safety Incidents	390
Food Alerts	30
Formal Action	354
FHRS Enforcement	18
TOTAL	4205.5

Sampling

Microbiological Sampling	763
Chemical Sampling	396
Shellfish Sampling	472
TOTAL	1631

Health & Wellbeing Promotion

Food Safety Training	24
Food Safety & Standards Promotion	320
Nutrition advice	200
TOTAL	544

Service Management

Food Service Planning, Monitoring & Review	476
Food meetings & procedures/policy development	1266
Trust and Education Board Meetings	36
Food Safety & Standards Research, Personal Development & Competency Assessment	672
TOTAL	2350

3.3 Summary of Time spend required for Food Service Plan:

Tasks	Time (Hours)
Planned Work	8817
Responsive work	4205
Sampling	1631
Health & Wellbeing Promotion	544
Service Management	2350
TOTAL TIME REQUIRED	17,547

SECTION 4. RESOURCES

4.1 Financial Allocation

A generic costs framework for food safety provides a methodology to determine attributable overheads to the food function and a multiplier for employee costs based on the English Eleven Cities system of cost centres.

4.2 Staffing Allocation

The structure of the food service and information on officers' roles was detailed in Section 3.2 of this plan. Detailed below is a list of officers working in Food Law enforcement and related matters.

Food Service Delivery Staff	% Time
Head of EH (Commercial)	50
Senior EHO	90
District EHO	90
District EHO	90
District EHO	90
District EHO	90
District EHO	90
District EHO	90
District EHO	60
District EHO	45
District EHO	45
Technical Support Officer	90
Administrative Assistant	60
Administrative Assistant	60

The current staff are suitably qualified, experienced and competent to carry out the range of tasks and duties they are authorised to perform as required by of Food Law Code of Practice (Northern Ireland). Each officer is empowered to carry out all Council functions under the Order. **The full time equivalent of staff delivering the Service Plan is 10.3.**

With 1606 hours being the accepted annual hours available per officer, **11 Full time equivalent officers are required to complete work.**

SECTION 5 – QUALITY ASSESSMENT

Quality Assessment has been undertaken for all Environmental Health functions. To ensure a consistent approach by staff the Head of Environmental Health (Commercial) and Senior EHO carry out monitoring and management checks on food examination/analysis results, food complaints, food inspection and reports, food poisoning investigations, examines workload distribution and sampling programmes and institution of formal enforcement action and will carry out accompanied inspections as outlined in the Council's internal monitoring procedure. The Assistant Director reviews performance at Management meetings.

SECTION 6 REVIEW

6.1 Review against Service plan

The process of review will include the following:

6 weekly review at team meetings

Quarterly management review in association with Food Standards Agency returns

Annual report to Council against plan.

6.2 Identification of any variation from the Service Plan

The aim of the review will be to identify any variance from the Service Plan and where appropriate the reasons for the variance.

6.3 Areas of Improvement

The Assistant Director of Health and Wellbeing will set in a report for actions to the Council any relevant improvement plan or service development identified as necessary by the review or the quality assessment.

6.4 Measuring Objectives

The objectives set out above will be measured and evaluated in accordance with the following table of targets. Where deviations from the anticipated target levels are found to be developing, the work of the Food Service will be analysed in more detail and changes put in place to ensure that the priorities of economic improvement are delivered.

ACTIVITY	TARGET
Inspection of Food Premises to assess compliance with food hygiene legislation	100% of A and B risk rated premises inspected. 100% of non-broadly complaint C risk rated premises inspected 70% of C risk rated premises inspected.
Inspection of Food Premises to assess compliance with Food Standards legislation	100% of risk A and non-broadly complaint B premises inspected annually.
Implement the Food Hygiene Rating Scheme	Issue Food Hygiene Rating Scheme certificates in accordance with the FSA's FHRS Guidance.

Issue of statutory Notices, with the exception of emergency notices.	90% of notices issued within 5 working days of premises inspections
Issue of emergency notices	100% of notices within 1 working day of premises inspections
Complaints, requests for service, responses to queries, and food alerts for information	100% responded to within 3 working days
Food Alerts for action	100% responded to within 3 working days.
Chemical sampling	29 samples per month
Microbiological samples	56 samples per month

Appendix 1

The Council liaises with the following range of organisations:

- Public Health Laboratories
- Public Analyst
- Eurofins Scientific (Ireland)
- SHSST
- DAERA
- NRPB
- FSA
- FSA (NI)
- PSNI
- Loughs Agency
- Public Health Agency
- SESCT
- NIEA
- Trading Standards
- HMRC
- Home Office – Immigration Services
- AFBI
- EA
- APHA

Access to specialist advice is also available from:

- Seafish
- Collindale (PHLS)
- Campden & Chorley
- Lacors
- FSPB
- Belfast City Council Legal Serv.
- CIEH
- FSAI
- Various Web-Sites

APPENDIX 2**Council's Enforcement Policy**

Enforcement policy Newry, Mourne and Down

Policy Title Generic Enforcement policy - Environmental Health Functions

Policy Summary This is a generic policy designed to allow the most appropriate enforcement option to be chosen based on principles that promote consistency and fairness. The appendices to this policy provide topic specific information which will assist in its application.

Requirement for policy The policy is required to determine the most appropriate action from a stated range of options in relation to breaches of legislation across the range of Environmental Health functions

Contents

Topic	See Page
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General Principles	2
Criteria to determine most appropriate choice of enforcement action	3
Enforcement Actions	3
Application to Juveniles	3
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Who/What does this policy apply to

All staff who make enforcement decisions or recommendations on legislation that the Council enforces across all services and all departments.

What are the key controls

1. Enforcement principles from the European Enforcement Concordat, which are,
 - Proportionality
 - Consistency
 - Targeting
 - Transparency
 2. Regulators Compliance Code and
 3. The Code for Crown Prosecutors.
 4. The council recognises the role of Primary Authorities established under the Regulatory Enforcement and Sanctions Act 2008 and will adhere to the arrangements within the memorandum of understanding agreed between CEHOG and the Better Regulation Delivery Office (BRDO).
-

General Principles

1. Council officers will assist businesses and individuals to understand their legal requirements and the obligations these impose
2. The Council (via its authorised officers) will endeavour to secure compliance with the law within its remit. This will entail officers using a range of enforcement actions, both formal and informal.
3. Enforcement actions will be informed by -
 - **Proportionality** in applying the law and securing compliance, (Proportionality means relating enforcement action to the risks and costs).
 - **Consistency of approach**, (Consistency means taking a similar approach in similar circumstances to achieve similar ends).
 - **Targeting of enforcement action**, (Targeting means that actions are directed primarily to need - activities which give rise to the most serious risks or where hazards are least well controlled).
 - **Transparency** about how the Council operates and what its customers may expect. (Transparency means helping duty holders and others to understand what is expected of them and of the Council. It also means making clear why an officer intends to, or has taken enforcement action.

Criteria to determine choice of enforcement action

- All the circumstances of an alleged offence will be taken into consideration when deciding the choice of enforcement action including -
- the seriousness of the alleged offence,
 - whether the alleged offence is fraudulent, intentional, negligent or persistent,
 - the threat posed,
 - the probable public benefit,
 - the strength of evidence,
 - the strength of any statutory defences,
 - the previous history of the party concerned,
 - the willingness of the party to prevent a recurrence of the problem, and
 - the appropriateness of alternative actions.
-

- Enforcement Actions** Enforcement actions, if any, will be determined in accordance with the above principles, from the following informal and, where statute permits, formal options -
- oral advice
 - advisory or warning letter
 - enforcement notice
 - sampling/test purchase; seizure; rendering harmless;
 - formal caution
 - fixed penalty
 - prosecution
-

***Juveniles
(persons
under the
age of
eighteen)***

The rights and welfare of the child will always be of paramount importance when considering any course of action. This approach reflects the paramountcy principle enshrined in the Children (NI) Order 1995. Where an offence as detailed within the legislation contained in appendix one, has been committed by a person under the age of eighteen the taking of formal enforcement action (enforcement notice, seizure, rendering harmless, formal caution, fixed penalty and prosecution) shall only be undertaken in exceptional circumstances, namely:-
The offender has committed similar previous offences

The offender acts in an abusive, aggressive and/or obstructive manner when approached by an officer of the council.

Where a person under eighteen is believed to have committed an offence under the relevant legislation (see appendix one) but formal enforcement action is not to be taken then the following steps shall be employed, where possible -
formally write to the young person outlining details of their actions, that an offence appears to have been committed and that further offences committed may result in action including, depending on the seriousness of the offence, the following:

Formal written warnings/caution
Acceptable Behaviour contracts
Anti-social Behaviour Orders
Fixed Penalty Notice
Prosecution

or a combination of two or more of the above, write, where the information is available, to the young person's parents or guardians outlining details of the officer's contact with the young person and providing a copy of any correspondence sent to that young person in relation to the matter.

An officer when approaching a person but in particular when approaching a juvenile shall have regard to relevant operational arrangements and procedures.

**Appendix 1.
Additional
information
relating to
enforcement
of Food
Safety and
Food
Standards.**

In deciding whether to prosecute, the Council accepts that it will be guided by the Food Law Code of Practice (Northern Ireland).

To achieve and maintain consistency, the Council will follow the guidance in statutory Codes of Practice, LACORS Circulars and advice offered in relation to BRDO principles in respect of Primary Authorities where appropriate.

Informal Action

The Council recognises informal action as one means to secure compliance with Food Law. In this context, informal action includes offering advice, verbal warnings and requests for action, the use of letters and the issue of food hygiene inspection reports, including those generated on a premises following an inspection. Informal action should be considered in any of the following circumstances:

the act or omission is not serious enough to warrant formal action

from the Food Business Operator's past history, it can be reasonably expected that informal action will achieve compliance

confidence in the Food Business Operator's management involved is high

the consequences of non-compliance will not pose a significant risk to public health

in all circumstances where the Food Law Code of Practice NI suggest that informal action may be an appropriate action.

The authorised officer will ensure that inspection reports will be issued following all programmed inspections even in those circumstances where conditions at the time of inspection are satisfactory. The content of such reports will be as directed in the Food Law Code of Practice NI.

The Council recognises the importance of clear differentiation between legal requirements and matters which are recommended as good hygiene practice in all written or verbal advice given to food businesses.

Hygiene Improvement Notices

The Council recognises that authorised officers of the Council may serve Hygiene Improvement Notices. The Council considers that Hygiene Improvement Notices are appropriate where one or more of the following criteria apply:

there are significant contraventions of legislation

there is a lack of confidence in the proprietor or enterprise to respond to an informal approach

there is a history of non-compliance with informal action

standards are generally poor with little management awareness of statutory

requirements

the consequences of non-compliance could be potentially serious to public health although it is intended to prosecute, effective action also needs to be taken as quickly as possible to remedy conditions that are serious or deteriorating.

Hygiene Improvement Notices issued by officers of the Council should, in general, be related to risk to health. It is not, for example, appropriate to issue Improvement Notices for minor technical contraventions.

Only officers specifically authorised to do so may serve Hygiene Improvement Notices on behalf of the Council. A/FC/POL/001/02

The Council accepts all relevant guidance in statutory Codes of Practice and LACORS Guidance Notes on the use of statutory notices.

The Council accepts that a Hygiene Improvement Notice is a legal document and as such it confirms that failure to comply with a Hygiene Improvement Notice will in general result in court proceedings. The Council accepts that other bodies such as primary, home and originating authorities will be advised of formal action taken by the Council and its outcome.

Hygiene Emergency Prohibition Notices

The Council accepts that from time to time the service of Hygiene Emergency Prohibition Notices may be necessary but only in one or more of the following circumstances:

the consequences of not taking immediate and decisive action to protect public health would be unacceptable

an imminent risk to injury to health can be demonstrated. This might include evidence from relevant experts, including a food analyst or food examiner

the guidance criteria, specified in the relevant statutory Code of Practice, concerning the conditions where prohibition may be appropriate, are fulfilled

there is no confidence in the integrity of an offer made by a proprietor voluntarily to close premises or cease the use of any equipment, process or treatment associated with the imminent risk

a proprietor is unwilling to confirm in writing his/her offer of a voluntary prohibition

Only officers specifically authorised to do so may serve Hygiene Emergency Prohibition Notices for the Council. The Council further recognises the need for such officers to have considerable experience in a variety of food safety enforcement situations. A/FC/POL/001/02

The Council accepts the guidance on Hygiene Emergency Prohibition Notices contained in the Food Law Code of Practice NI.

The Council recognises that other bodies such as home and originating

authorities will require to be advised of formal action taken by the Council and its outcome.

Expert Advice will be sought where the process or treatment requires specialist knowledge or qualifications to establish that the health risk conditions above are met.

Remedial Action Notices.

The use of Remedial Action Notices in Northern Ireland was extended to all types of food businesses on 6th April 2012. Prior to that date they could only be used in respect of product specific establishments subject to approval under regulation 853/2004.

In addition to the other enforcement options available, the service of a Remedial Action Notice allows for prohibition of the use of equipment or any part of the establishment, the cessation or reduction of activities, or the detention of food of animal origin for the purposes of examination.

Only a specifically authorised officer with detailed knowledge of enforcement will sign a Remedial Action Notice.

Circumstances which might lead to the issue of a Remedial Action Notice include:

the failure of any equipment or part of an establishment to comply with the requirements of the "Hygiene Regulations"

the need to impose conditions upon, or the prohibition of the carrying on of, any process breaching the requirements of the regulations or hampering adequate health inspection in accordance with the Regulations;

where the rate of operation of the business is detrimental to its ability to comply with the Regulations.

As soon as an officer is satisfied that the matters specified in the Remedial Action Notice have been complied with, they will issue a notice of withdrawal. A/FC/POL/001/02

Voluntary Closure.

There may be occasions where, although an authorised officer is satisfied that conditions within a premises merit the use of emergency prohibition procedures, the proprietor of the food business offers to close voluntarily until the health risk is removed.

These offers can be accepted in the following circumstances:

the authorised officer is satisfied that there is no likelihood of the premises being used as a food business, or of the use of equipment, or of a process without the express agreement of this authority during the time of voluntary closure;

the offer to close and its acceptance must be fully documented and signed by

the proprietor of the food business and by specifically authorised officers;

in respect of a Hygiene Emergency Prohibition Notice, the person making the offer of closure is aware that in closing voluntarily they are giving up their right to compensation for unjustified action contained in formal emergency prohibition notice procedure.

Revocation of Approvals under EC Reg. 853 and 854.

Food businesses that produce, process or export foods containing meat, poultry, dairy and egg products, which are not takeaway foods, for sale in a retail shop have to be officially approved before they can trade.

These premises are subject to the same enforcement procedures as outlined in this Policy but in addition will have their approval to trade withdrawn if they have been made the subject of a prohibition order or hygiene emergency prohibition order and have effectively ceased to trade.

Seizure or Detention of Food.

Circumstances which might lead to the issue of a Detention Notice include those where there are indications or suspicions that food is unsafe because of breaches of the requirements of the Hygiene Regulations.

If upon inspection of any food intended for human consumption an officer has reasonable grounds for suspecting that food does not satisfy food safety requirements for reasons of hygiene, or can certify that it has not been produced, processed or distributed in compliance with the relevant regulations, they may detain and/or seize the food. Only specifically authorised environmental health officers will be able to seize or detain food and this will only happen, unless circumstances require immediate action, after discussion with the owner or person in charge of the food and if appropriate with the manufacturer.

As soon as the officer is satisfied that the food has been found not to be unsafe, they will issue a notice of withdrawal.

Voluntary Surrender

In certain circumstances it may be appropriate in order to remove unsound, unfit or poor quality food from circulation to facilitate the use of voluntary surrender of food from a food business operator. In these cases an authorised officer from the Service will supervise the removal and destruction of the food and will issue a certificate confirming its disposal, subject to an administrative fee.

Prosecution

In general, the Council will restrict prosecution to those persons who blatantly disregard the law, refuse to achieve even the basic minimum legal requirements, often following previous contact with the Council, and who put the public at serious risk.

The circumstances which are likely to warrant prosecution may be characterised by one of the following:

where the alleged offence involves a flagrant breach of the law such that public health, safety or well-being is or has been put at risk

where the alleged offence involves a failure by the suspected offender to correct an identified serious potential risk to food safety having been given a reasonable opportunity to comply with the lawful requirements of an authorised officer where the offence involves a failure to comply in full or in part with the requirements of a statutory notice

where there is a history of similar offences relating to risk to public health

where the previous use of informal action in relation to similar offences has not secured compliance.

Before proceeding with a prosecution, the Council must be satisfied that there is relevant, admissible, substantial and reliable evidence that an offence has been committed by an identifiable person or company. The Council must be satisfied that there is sufficient evidence to provide a realistic prospect of conviction. The Council must also be satisfied that it is in the public's interest to prosecute and in this context it will consider guidance contained in the Code for Crown Prosecutors.

In deciding on whether to prosecute, the Council will take into account all the factors in the Food Law Code of Practice NI.

The Council notes that a court must impose a Hygiene Prohibition Order following certain convictions if it is satisfied that there is a risk of injury to health. The authorised officers of the Council will be required to make available to the court all information necessary for the court to come to an appropriate decision regarding the existence of a risk of injury to health.

The Council recognises that other bodies such as primary, home and originating authorities will require to be advised of prosecutions taken by the Council and their outcome.

Formal Cautions

The Council notes that the Food Law Code of Practice NI advises that Councils should consider issuing a formal caution as an alternative to prosecution.

The Council notes the current Home Office advice which states that the purpose of the formal caution is
to deal quickly and simply with less serious offences

to divert less serious offences away from the courts

to reduce the chances of repeat offences

In relation to food offences, the cautioning officers for the Council will be the Director, the Head of Health and Wellbeing, the Senior Food Officer and any other senior officer who may be so authorised by the Council on the recommendation of the Director.

The Council accepts that the following conditions should be fulfilled before a caution is administered:

there must be evidence of the suspected offender's guilt sufficient to give a realistic prospect of conviction

the suspected offender must admit the offence

the suspected offender must understand the significance of a formal caution and give an informed consent to being cautioned

Where a person declines the offer of a formal caution, the Council will consider taking alternative enforcement action. This will usually take the form of prosecution.

The Council recognises that other bodies such as primary, home and originating authorities will require to be advised of formal cautions taken by the Council and their outcome.

In relation to Food Standards Offences, the Office of Fair Trading shall be notified of any formal cautions issued as soon as possible using the notification procedure as detailed by the Home Office.

Council Owned Premises

Whilst it is not usually the case for enforcement agencies to inspect their own outlets, this could be the case in respect of food enforcement within Council owned premises. Inspection is undertaken by the Council's food safety officers and Council owned premises are required to be registered and meet the same standards as other premises. Where serious contraventions of the regulations are found relevant Director will be advised in writing without undue delay.

**Appendix 2.
Additional
information
relating to
enforcement
of the Health
& Safety at
Work (NI)
Order 1978**

- (a) an **improvement notice** may be served in any or all of the following cases:-
- where there is a serious contravention which can be improved
 - where an enforcement letter or other previous advice has not been complied with
 - where the previous record of the company or the attitude of the employer would indicate that informal methods are not likely to be effective.
- (b) a **prohibition notice** may be served where there is a risk of serious personal injury. Where the risk is imminent the prohibition notice can have immediate effect or in other cases a prohibition notice can specify a date after which the activity in question must cease.

Prosecution is warranted when, for example:-

- there is serious and blatant disregard for the law which exposes persons to a risk of serious personal injury
- there is failure to comply with an improvement or prohibition notice
- an accident has resulted from a serious contravention of the law which was foreseeable
- there are grounds for believing that the offence is likely to be continued or repeated.
- the company has repeatedly breached legal requirements and it appears that management is not willing to deal adequately with these.
- there is a contravention and the company has received previous warnings about similar offences
- where a particular type of offence is prevalent in an activity or an area

Prosecution on Indictment - A recommendation for prosecution on indictment will only be made after taking legal advice, in cases where:-

- the gravity of the offence would warrant it
- there was blatant disregard for the law
- the powers of the summary court to punish the offence are inadequate
- the offender has a previous record of health and safety convictions
- the offender has not responded to previous warnings
- where there is great public alarm

Manslaughter- where there has been a work-related death, officers will liaise with the PSNI and if necessary the Coroner and Public Prosecution Service (PPS) to establish whether or not the PSNI is considering pursuing a case of manslaughter. It is however recognised that a manslaughter charge is only likely to be considered where the death appears to have resulted from reckless disregard for health and safety.

***Appendix 3.
Additional
information
relating to
enforcement
of Consumer
Protection.***

Council officers will liaise with the home authority of a business where it has sites across a number of Council areas, and consider the opinion of that authority in making any decision about enforcement action that may be a formal caution or prosecution.

**Appendix 4.
Additional
information
relating to
enforcement
of
Environmental Protection
including
Noise**

Working with other Regulators

Where the council and another enforcement body both have the power to prosecute, the council will liaise with that other body to ensure effective co-ordination, to avoid inconsistencies, and to ensure that any proceedings instituted are for the most appropriate offence. Other regulators will include the Department of the Environment, the Northern Ireland Housing Executive.

**Appendix 5
Additional
information
in relation to
other areas
of
enforcement**

A determination shall be made of what, if any, enforcement action is appropriate, in accordance with the general principles and taking into consideration the operational arrangements of the Council in relation to specific type offences. The type of enforcement action that may be taken shall either be from the following informal and formal options noted below:

Informal Action - informal action includes offering advice, verbal warnings and requests for action, the use of letters and the issue of inspection reports.

Informal action is appropriate in the following circumstances:

- The act or omission is not serious enough to warrant formal action;
- From the individual's/enterprise's past history, it can be reasonably expected that informal action will achieve compliance within a reasonable time;
- Confidence in the individual/enterprise's management involved is high;
- The consequences of non-compliance will not pose a significant risk to the community or individuals.

Formal Action –includes

- Verbal warning.
- Warning/enforcement letter.
- Relevant notice
- Seizure
- Fixed penalty
- Formal Caution
- Prosecution (including prosecution of individuals).

Formal Action may be taken in cases where informal action has failed to achieve the necessary outcome or where the breach is serious enough (taking into consideration operational guidance in relation to specific type offences) to warrant formal action in its own right.

The Council recognises that the initiation of a prosecution is a serious matter that should only be taken after full consideration of the implications and consequences. The Council will normally prosecute in any of the following circumstances (the list below is not exhaustive):-

- Where a fixed penalty has been issued, the period for which the notice may be paid has expired and the notice remains unpaid.
- Where the offence involves a failure to comply in full or in part with the requirement of a statutory notice; or there has

been a repetition of a breach that was subject to a Formal Caution.

- Where there is a history of similar offences in relation to non-compliance with Notices.
- Excessive or persistent breaches of regulatory requirements.
- Obstruction of Council staff in carrying out their powers (*).
- The gravity of the alleged offence. Where the gravity of the alleged offence, taken together with the seriousness of any actual or potential harm, or the general record and or approach of the offender warrants it.

** Where an officer is assaulted, threatened or abused the Council will seek police assistance, with a view to seeking prosecution of offenders.*

APPENDIX 3

During the year 2018/2019 the planned number of inspections is as follows:-

Food Hygiene

The work activity in respect to food hygiene inspections and an estimate of the time spend on inspections and associated administration is shown in the following table. Please note an additional one hour time spend is added to task time for category A-D premises to account for time taken to complete the allergen strategy.

Risk Category	Frequency	No of premises in this category	No. of Tasks due in 2018/19	Task Time	Total Hours
A	6 Mths	2	4	8	32
B	1 Yr	35	35	7	245
C	18 Mths	327	209	5	1045
D	2 Yrs	675	277	4	1108
E	3 Yrs	653	226	2	452
Currently unrated	as arising	180	180	4	720
Fishing vessels	3 yrs	120	40	2	80
Outside Program	–	84	–	–	–
TOTAL		1976			3682

Outstanding Food Hygiene Inspections

The number of outstanding inspections has reduced from the last financial year as these were prioritised to ensure businesses had a valid rating as required by the mandatory Food Hygiene Rating Scheme.

Risk Category	Frequency	No. of Tasks due in 2018/19	Task Time	Total Hours
A	6 Months	0	8	0

B	1 Year	1	7	7
C	18 Months	8	5	40
D	2 Years	70	4	280
E	3 Years	36	2	72
Currently unrated	as arising	13	4	52
TOTAL		128		451

Food Standards

The work activity in respect to food standards inspections and an estimate of the time spend on inspections and associated administration is shown in the table below. Please note an additional one hour time spend is added to task time for category A-C premises to account for time taken to complete the allergen strategy.

Risk Category	Frequency	No of premises in this category	No. of Tasks due in 2018/19	Task Time	Total Hours
A	1 Year	13	21	8.5	178.5
B	2 Years	224	113	4.5	508.5
C	5 Years	1414	232	3.5	812
Currently unrated	As arising	180	180	2.5	450
Fishing vessels	5 years	120	24	2	48
Outside program	-	355	-	-	-
TOTAL		2362	602		1977

Outstanding Food Standards Inspections

Risk Category	Frequency	No. of Tasks due in 2018/19	Task Time	Total Hours
A	1 Year	3	8.5	25.5
B	2 Years	8	4.5	36
C	5 Years	33	3.5	115.5
Currently unrated	As arising	16	2.5	40
TOTAL		60		217

Estimated Revisits

Premises which are not 'Broadly Compliant' will be subject to follow-up action including a revisit to secure compliance with the requirements. The work activity in respect to food hygiene inspections and an estimate of the time spend on re-visits and associated administration is shown in the following table

No. of expected Re-inspections	Task Time	Total Time
190	1.5	192.5

Revisits and Appeals for FHRS

There are 1499 premises included in Food Hygiene Rating Scheme.

	No of Tasks	Task (Hrs) Visit	Time Per	Total Hours
REQUESTED REVISIT	25	3		75
APPEAL	5	2		10
RIGHT TO REPLY	4	0.5		2
TOTAL				87

The work activity in respect to food standards inspections and an estimate of the time spend on re-visits and associated administration is shown in the table below.

No. of expected Re-visits	Task (Hrs)	Time	Total Time
50	2		100

Since the introduction of the mandatory Food Hygiene Rating Scheme, there have been a number of Northern Ireland wide 'Week of Action' to monitor compliance with the requirement for businesses to display their rating. It is anticipated that there will be further similar compliance checks in this financial year, with the associated time spend outlined in the table below.

No. of planned exercises	No. of visits per exercise	Task Time(Hrs)	Total Time
3	40	0.25	30

Non-compliance with the requirement to accurately display a valid rating, can, following a graduated enforcement approach, lead to the issuing of a warning letter and/or a Fixed Penalty Notice (FPN), the anticipated time spend including revisit for compliance checks for these tasks is outlined in the table below.

Task	No. of expected tasks	Task (Hrs)	Time	Total Time
Warning letter	10	1		10
Fixed penalty notice	8	1		8

Specialist/Complex Premises

Additional time spend for both hygiene and standards visits for more specialist/complex premises is detailed below.

Specialist Area	No. of Premises/ Tasks	Expected Time Spend	Total Hours
EC Approved premises	43	40hrs each	1720
Other Manufacturer (Home Authority)	30	10hrs each	300
Hospital	4	10hrs each	40
Fish Market Inspection	50	2hrs each	100
Issuing Export Certificates	160	1.5hrs each	240
Port Health including Manifest checks	40	1hrs per week	40
Total			2497

Food complaints

Authorised officers assess all food complaints upon receipt and in circumstances where a need has been identified commence investigations in accordance with the NIFLG Food Complaints Investigation Procedure. Where appropriate, food complaints are referred to the Originating/Home Authority for investigation. The likely demands on the service are based on trends in the past two years as detailed below.

No. of Food Complaints	Task Time	Total Hours
105	10.0	1050

Officers will also investigate referrals or complaints from members of the public concerning observed alleged poor hygienic practices or standards within food premises. If necessary, appropriate action will be taken in accordance with the Council's enforcement policy. Again, based on the last two years the likely demand will be as set out below.

No of Food Premises Complaints	Task time	Total hours
32	2.0	64

Home Authority Principle

The Council implement the approved Home Authority Policy and Procedure. It is estimated that for these premises additional resources will be required as set out below.

No. of Home Authority Premises (Informal)	Task Time (hrs)	Total Hrs
10	5.0	50

Formal Action

Legal actions including court proceedings can be initiated following both routine inspection based activities and reactive visits following complaints or food incidents.

Task	No of Tasks	Task Time (hrs)	Total Hours
Improvement Notices	10	2	20
Remedial Action Notices	5	2	10
Detention/Seizure of food	10	4	40
Voluntary Surrender of food	10	6	60
Emergency Closure	2	14	28
Voluntary Closure	2	2	4
Formal Caution	4	10	40
PACE interview	4	8	32
Prosecution	3	40	120
TOTAL			354

Sampling

We have implemented the approved chemical and microbiological sampling policies and programmes in accordance with NIFLG document – Food Sampling Policies and Associated Guidance and are in the process of developing food sampling plans for the new Council.

The Public Health Laboratory Service at Belfast City Hospital carries out the microbiological examination of food and water samples submitted on behalf of the Council. Public Analyst Scientific Services Ltd is the appointed Public Analyst to carry out chemical analysis of food samples procured by our officers.

Water samples are collected from commercial and domestic public and private water supplies in addition to recreational water supplies such as swimming and spa pools.

Microbiological Sampling Programme

Task	No of Tasks	Task Time (hrs)	Total Hours
Food sampling	718	0.75	538
Water sampling (drinking & recreational)	300	0.75	225
TOTAL			763

It should be noted that the Loughs Agency are contracted by the FSA to uplift shellfish and seawater samples in the former Newry & Mourne District Council area. While in the former Down District Council area shellfish samples are collected by the Council's Technical Officers.

However, as a result of an incident affecting a shellfish bed in the Newry area additional samples, funded by the Food Standards Agency, are being collected by the Environmental Health Officers. This will require an additional time spend.

Task	No of Tasks	Task Time (hrs)	Total Hours
Coordinating and participating in shellfish sampling	1	100	100
Down Office Shellfish Sampling	132	3.5	462
TOTAL			610

Chemical sampling programme

Task	No of Tasks	Task Time (hrs)	Total Hours
Formal sampling	48	2.0	96
Informal sampling	300	1.0	300
TOTAL			396

Actions are taken as detailed in the enforcement policies where sampling results are not considered satisfactory.

Control and investigation of outbreaks of food related infectious disease.

The Council will investigate all outbreaks, sporadic incidents and alleged cases of food and water related infectious diseases in accordance with Public Health Agency's (PHA) procedures using the guidelines for the investigation of food and water borne diseases.

The aim of any investigation is to assist the PHA to:

- Contain the spread of infection
- Trace the source of infection
- Identify the causative organism/chemical
- Trace carriers and cases
- Identify the focus in infection
- Recommend practices to prevent recurrence of disease.

Whilst it is difficult to predict the demand on resources arising trends over the past two years would indicate a time spend of 60 hrs per outbreak investigation and 3hrs for each sporadic case This may increase appreciably depending on the scale of any outbreak or need for enforcement action arising from investigation.

Task	No of Tasks	Task Time (hrs)	Total Hours
Potential Outbreaks	2	60	120
Sporadic cases	100	3	300
TOTAL			420

Food safety incidents

The number of food safety incidents arising within the District area has increased significantly over the last number of years. Some of these incidents are related to wider global issues, for examples the Belgium Dioxin scare in 2006 or more recently from potential food fraud such as the Horse Meat Scandal in 2013, while others are more local such as a food contamination incident isolated to a manufacturer or producer or local food fraud such as illicit alcohol or illegal slaughtered and processed meat.

The key priorities for the FSA's newly formed Food Crime Unit include:

- Building a picture of issues in NI through sharing intelligence

- Recruiting a NI food fraud liaison officer
- Working with other enforcement partners to co-ordinate operational activity
- Linking with other groups in NI

Over the last two years the District has uncovered a large amount of food fraud and as it is predicted that criminality is turning towards food fraud we need to be resourced to react to such incidents either immediately or through a pre-planned multi-agency approach. Predicted time spend for dealing with incidents is:

Task	No of Tasks	Task Time (hrs)	Total Hours
Major incidents	4	60	240
Minor Incidents	15	10	150
TOTAL			390

Food Alerts for Action

Task	No of Tasks	Task Time (hrs)	Total Hours
FAFA	5	6	30
TOTAL			30

Advice to businesses

We are committed to working with businesses to ensure that technical advice is available to help them comply with the law and to encourage the use of best practice. We achieve this using a number of measures including:

- Targeted Food Safety update seminars for food businesses.
- Advice given through the course of inspections and other visits.
- Responding to requests and enquires.
- Distribution of literature to businesses giving guidance on specific and topical issues.

The likely demand on the service is based on trends in the past two years and is detailed below:

Task	No of Tasks	Task Time (hrs)	Total Hours
Advisory visits	350	2	700
Advisory Telephone Calls	3000	0.25	750
TOTAL			1450

Food Safety Training

The Department has a long-standing partnership with the Southern Regional College and the South Eastern Regional College in the provision of training in food safety. Whilst this has diminished over the last year in terms of providing staff to deliver accredited food hygiene training, Environmental Health Officers still provide training for Catering Students at both Colleges on the Food Safety Management tool, 'Safe Catering'.

In addition, on a yearly basis training is provided for Education Board staff prior to the commencement of the new school year on specific topics agreed with the Boards.

Task	No of Tasks	Task Time (hrs)	Total Hours
Catering Students training	2	6	12
Education Board training	4	3	12
TOTAL			24

Food Safety & Standards Promotion

The Council recognises the importance of promoting food safety and food standards. The following promotional activities will be undertaken:-

Potential nutrition advice	200 hrs
Council Web Site	20 hrs
Targeted Seminars	300 hrs
TOTAL	520 hrs

It is anticipated that in line with Corporate Objectives there will be a renewed focus on some of the work completed with businesses in the past looking at the nutritional value of foods provided to consumers. Officers trained in nutrition are qualified to analyse menus and discuss the provision of healthier, more nutritious options from interested businesses.

Food Service Planning and Review

The food service provision is planned for through the development of this plan and by measuring the actual performance against planned work while taking into account priority work which is not planned for such as food incidents. The FSA require Councils to make a yearly LAEMS return and to complete the Best Value Matrix.

Food sampling plans also are required and need to be kept updated and reviewed taking into account emerging issues.

Internal monitoring is necessary to achieve consistency in approach both during inspections and when applying the risk rating scores as outlined in the Food Law Code of Practice and Practice Guidance documents. This necessitates accompanied monitoring visits and file reviews, the frequency of which depends on the Officers experience and the type of premises being inspected. Authorisations of Environmental Health Officers are competency based and internal monitoring is used as a tool for measuring levels of competency.

The accuracy of data needs to be checked to ensure the yearly return is meaningful and time is also required to complete and check the accuracy of the fortnightly upload of data to the FHRS web based portal.

Frequently Freedom of Information requests are made and have to be responded to in line with Council policy.

Task	No of Tasks	Task Time (hrs)	Total Hours
Food Service plan	1	60	60
Food sampling plan	2	10	20
LAEMS return	1	60	60
Internal Monitoring File reviews	192	0.5	96
Internal Monitoring Accompanied visits	16	4	64
FHRS Upload	26	1	26
FOI Requests	15	10	150
TOTAL			476

Liaison with other organisations

To ensure that food enforcement actions are in line with The FSA's Framework Agreement, Code of Practice and Practice Guidance and the FHRS Implementation Practice Guidance and that we are consistent with those of neighbouring Councils.

The Northern Ireland Food Managers Group (NIFMG) comprises of Senior or Principal Officers from each council area and a representative from the FSA (NI). Other UK wide consistency is evident when for example FSA (NI) and CDSC (NI) representatives from PHL etc address this group on common issues within the food function. Sub-groups from NIFMG look at specific issues such as Food Standards, FHRS, FSS (web based sampling database) and Shellfish.

Cooperation also exists on an all Ireland basis, examples of this include

- a) Safefood - the Food Safety Promotion Board and
- b) addressing Communicable Disease Control involving amongst others PHA, SHSCT, SEHSCT, other district councils and appropriate bodies in the Republic of Ireland.

It is anticipated that to achieve consistency across the new council area the Senior Environmental Health Officers from both offices will meet on a regular basis and will continue to hold monthly team meetings, alongside Food Officer Group meetings which will look at specific issues including consistency checks on a bi-monthly basis. Management team meetings will also continue on a regular basis with the Assistant Director of Health & Well-being.

A large undertaking of work is required to achieve consistency in approach between the two offices to our work program. This will require a review of our policies, procedures and work plans alongside our numerous forms, letters and notices required to carry out the food function. The predicted time spend for this work is noted under 'convergence work' and will involve both Senior and District Environmental Health Officers and Administration.

Task	No of Tasks	Task Time (hrs)	Total Hours
Senior Officers Meeting	12	4 (2 Officers to attend)	96
Office Team Meetings	2	3 (15 Officers to attend)	90
Food Officer Group	12	4 (15 Officers to attend)	720
Northern Ireland Food managers' meetings and subgroup meetings	24	10	240
Management Team Meetings	12	3 (2 Officers to attend)	36
Policy & Procedure Development	12	7	84
TOTAL			1266

Other meetings that are regularly attended by the food safety team are consistency meetings held with both Trusts and Education boards.

Task	No of Tasks	Task Time (hrs)	Total Hours
Trust meetings	8	3	24
Education Board meetings	4	3	12
TOTAL			36

Food Safety & Standards Research & Personal Development

Officers are required to keep abreast of current developments and to be familiar with the specific processes that they are inspecting/auditing in order to be deemed

competent and to maintain their level of authorisation. This will also require the attendance of various relevant courses throughout the year. In addition each officer is required to complete a Competency Assessment in line with the FSA’s Food Law Code of Practice and Practice Guidance and to have this assessment evaluated by their line manager.

Task	No of Tasks	Task Time (hrs)	Total Hours
Food safety & standards research	16	10	160
Food safety training	16	20	320
Competency Assessments	16	12	192
TOTAL			672

Report to:	Active and Healthy Communities
Date of Meeting:	17 September 2018
Subject:	Consultation on the review of the Food Standard's Agency's Food Law Code of Practice (Northern Ireland)
Reporting Officer (Including Job Title):	Eoin Devlin, Assistant Director Health and Wellbeing
Contact Officer (Including Job Title):	Sinead Murphy, Head of Environmental Health (Commercial)

Confirm how this Report should be treated by placing an x in either:-

For decision	<input checked="" type="checkbox"/>	For noting only	<input type="checkbox"/>
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1.0	Purpose and Background
1.1	In carrying out our duties in relation to Food Law Enforcement we are required to follow the Code of Practice laid down by the Food Standards Agency(FSA) The FSA are currently engaged in a major review of how the food industry is regulated.
2.0	Key issues
2.1	<p>The Regulating Our Future (ROF) Programme aims to modernise how food business in Northern Ireland, England and Wales are regulated to ensure that our food is safe and what it says. This consultation seeks to:</p> <ul style="list-style-type: none"> • Reflect that a new online service for the registration of new food businesses is being developed for implementation at the end of March 2019; • Make a number of changes to the Food Hygiene risk assessment process for targeting resources to maximise the impact on non-compliant food businesses • Introduce definitions for the terms "full compliance" and "sustained compliance" in relation to food businesses; <p>It is proposed to do this by;</p> <ul style="list-style-type: none"> • Recognising the reduced risk presented by food establishment who have demonstrated they can maintain the highest levels of compliance over time. • Linking the application of the additional score for the vulnerable risk group to the assessment of confidence in management at food businesses. • Removing the additional score for significant risk and including the significant risk element in the confidence in management assessment. • Amending the 'method of processing' element of the food hygiene intervention scheme to include a situation where an establishment fails to undertake a process, which results in the potential to increase the risk to

	<p>public health.</p> <ul style="list-style-type: none"> Consider, when assessing confidence in management, whether the food business operator proactively registered the new establishment under their control before the business started trading or when food operations commenced. <p>There is the potential that high performing businesses will receive fewer inspections in the future.</p>
3.0	Recommendations
3.1	That Committee agree to return the attached Consultation response to the Food Standards Agency.
4.0	Resource implications
4.1	None at present
5.0	Equality and good relations implications
5.1	No equality or opportunity or good relations adverse impact is anticipated.
6.0	Rural Proofing implications
6.1	Officers confirm due regard to rural needs has been considered and this report has not been subject to a rural needs impact assessment.
7.0	Appendices
	Consultation response on Food Law Code of Practice
8.0	Background Documents
8.1	None



Regulating Our Future

Amendments to the Food Law Code of Practice (NI) 2018

Newry, Mourne & Down District Council Consultation Response

Newry, Mourne and Down District Council welcomes the opportunity to comment on the revised Food Law Code of Practice for Northern Ireland.

Q1 The FSA would like to obtain your views on any perceived barriers that could hinder the effective implementation and administration of the online registration service?

Newry, Mourne and Down District Council agree with FSANI that there is a need to create a better and consistent way in order to register new food businesses in Northern Ireland.

As FSA is aware two Councils in Northern Ireland (Mid and East Antrim BC and Antrim and Newtownabbey BC) have agreed to pilot the online registration process on behalf of Northern Ireland Councils. This pilot has not yet commenced and therefore it is difficult to determine the problems, benefits and outcomes associated with online registration at this early stage. The timing of this pilot limits providing a comprehensive and informed response to FSA.

Business users should be able to provide the necessary information (including who they are, what the business does and its location) for them to register as a food business with the appropriate Local Council and enable inspection prioritisation.

Newry, Mourne and Down District Council agrees that modernisation using electronic means of registration should be an option for businesses, however this should not be the only option nor should businesses be forced onto the preferred online registration path.

Northern Ireland Councils have experienced problems with registration of food businesses and the main barriers perceived include:-

- English not as a first language
- Illiteracy issues
- Computer Illiteracy

- Wrong or incomplete information provided - Newry, Mourne and Down District Council understand that Councils will have an opportunity to validate some of the information before accepting the registration. Rejecting the registration form online may lead to a delayed registration for the business, resulting in the Council having to follow up on the registration either in person or by telephone. This may take up additional officer time.

It is noted from a recent demonstration of the online registration system at the FSA offices that there is a significant increase in the amount of information required from an FBO to complete the online registration. This will increase significantly the time taken to register a business.

While the online version streamlines the fields required to be completed depending on the answers given when completing an application online, for FBOs completing the application on paper, the paper version will be extremely lengthy and onerous to complete.

Q2 The FSA would like your opinion on whether you consider that enhancing registration through the online service will have the desired effect of increasing the effectiveness and efficiency of the registration process?

As FSA is aware two Councils in Northern Ireland have agreed to pilot online registration for the FSA. That pilot has not yet commenced it is not possible to comment on the effectiveness and efficiency of the registration process on an evidence base.

It is envisaged that online registration will have a significant impact on the timing of Registration. The process of completing the registration forms online by the Food Business Operator may take longer than the completion of a hard copy form, which is done often at the time of an intervention. This may result in delays of the first intervention being carried out on the establishment or require a visit to the establishment.

Newry, Mourne and Down District Council recognise that the FSA will launch a media campaign to inform new food business owners of the requirement to register online and would highlight the importance of ensuring that businesses are informed that the requirement is to register with their local council and not the FSA.

Newry, Mourne and Down District Council believe that communicating to businesses that the online registration exists will be problematic and any suggestion of a media campaign at a one point in time approach will not address how future food business operator will become aware of the registration process. A method of advising potential Food Business Operators of the requirement of online registration would need to be developed and have ongoing resources to ensure its success. Newry, Mourne and Down District Council believe that licensing of food businesses should be further considered.

Newry, Mourne and Down District council is aware of a similar online process that has been developed for the registration of tobacco retailers in Northern Ireland as part tobacco control legislation. An online process was developed and it was envisaged that businesses could log onto a site and provide the necessary information about their business. The concept was designed and aimed to reduce manual inputting of data however a large number of tobacco retailers opted for the completion of a manual form, avoiding the information technology route of registration.

Newry, Mourne and Down District council is not aware of any studies done to discover why businesses preferred the manual route.

FSA have indicated that existing businesses would not complete an online registration and that EHOs would gather information relevant to the registration process at the next routine intervention which would be transferred between the Council's MIS and the FSA's MIS. Newry, Mourne and Down District Council are concerned about the length of time (up to 3 years for next visit to be undertaken) it will take for all food businesses to migrate to the new database to form a fully complete dataset.

Q3 No question in the consultation

Q4 No question in the consultation

Q5 The FSA would like stakeholders to consider the proposed description of full compliance and give their opinion as to whether food businesses that achieve this level of compliance should be considered as fully compliant?

Newry, Mourne and Down District Council agree with the proposal of the descriptor of *Full Compliance* being 555 or 000 or a combination of this i.e. 505.

Newry, Mourne and Down District Council agrees that businesses meeting this level of compliance should be considered as *Fully Compliant*.

Q6 Do you think food businesses should be recognised for sustained compliance if they are assessed to be fully compliant at the last 2 interventions and over a minimum period of 3 years?

Newry, Mourne and Down District Council agrees in principle with the proposal, however we are unsure how this approach will merge with the application of alternative enforcement strategies already provided for in the Food Law Code of Practice.

Newry, Mourne and Down District Council would seek to confirm what FSA mean by "interventions" but assume the meaning to relate to two interventions during which the establishment would be risk assessed i.e. an inspection, partial inspection or audit. Newry, Mourne and Down District Council would not agree to two interventions that are not an inspection, partial inspection or audit in any other case e.g. a food hygiene revisit.

Having reviewed the proposed new Code of Practice the wording contained within the table 5.6.1 Part 3 Section C refers to "*Establishments that have demonstrated full compliance at the last 2 interventions and have maintained this for 3 years*". The wording in the question refers to a "*minimum period of 3 years*". Newry, Mourne and Down District Council seeks clarity from the FSA on the correct wording that will be used.

The sustained compliance recognition raises some concerns about maintaining the integrity of the statutory Food Hygiene Rating Scheme which is key to the success of the scheme. The Food Hygiene Rating System has become more and more recognised and understood by consumers throughout Northern Ireland. The information provided by the scheme is seen as current and displays a current reflection of the hygiene standards within the establishment. Newry, Mourne and Down District Council do not want the scheme undermined nor discredited by any changes in the Food Law Code of Practice.

Q7 What scale of recognition do you think food businesses should receive to their total risk rating score if they are assessed as fully compliant? Should it be -5, -10 or -20?

Newry, Mourne and Down District Council believes that a score of minus 5 should be applied. NIFMG has reviewed the revised proposed document and notes that section 5.6.1 part 3c does not make any provision for a minus 5 score. This may be an error with the document.

The FSA has provided some figures within the content of the consultation. It was initially unclear what these figures related to, but after consultation with FSANI, it is understood the figures relate to England, Wales and Northern Ireland combined. Newry, Mourne and Down District Council is disappointed that the FSA are unable to provide figures solely for Northern Ireland but can understand some of the restraints in examining statistical information based on a specific data set.

It is envisaged that minus scoring will have an impact on the number of interventions carried out in food establishments. Newry, Mourne and Down District Council believe that the enforcement function carried out in Northern Ireland is robust and that Councils are able to maintain the current levels of inspection programme. Any changes to the scoring of premises may have a negative impact of future resource allocations to the food safety service and in turn may impact negatively upon the hygiene standards in food establishments and consumer

confidence. It is also important to maintain resources at a level that will ensure competent trained staff are available to deal with complex premises, incidents and investigations as they arise.

Newry, Mourne and Down District Council would like FSA to be mindful of the current standards in Northern Ireland, reflected by the food hygiene rating scheme scores and LAEMS returns. The group would also point out that Northern Ireland is in a different position to the rest of the UK when delivering upon its statutory obligations under the current code of practice. Any future changes to the code should not serve to undermine the future performance of Northern Ireland Councils in the delivery of its statutory food safety obligations.

Consideration should be given to EC approved establishments to avoid applying minus scoring in these types of establishments. Newry, Mourne and Down District Council recommends that the changes to the code do not impact upon the number of interventions carried out in approved establishments and if necessary that separate scoring criteria be applied or a capping process be introduced and the EC approved establishment under Local Authority control receive the same level of supervision as those under FSA/DAERA supervision.

Q8 The FSA would invite views on whether the respondent agrees with treating fully compliant businesses differently in these circumstances, and the likely positives and negatives of the effects of this proposal?

Newry, Mourne and Down District Council have identified the positives and negatives below:

Positives

- Reduction of burden on the food businesses and Environmental Health Departments.
- Recognition for those business who are in sustained compliance.

Negatives

- In the case of care establishments, less frequent interventions carried out on businesses who look after those most vulnerable in the community.
- General public confidence maybe affected by the knowledge that the enforcing authority is not visiting establishments as often.
- Standards may fall due to the lack of presence of an enforcement authority.
- In Northern Ireland the mandatory Food Hygiene Rating Scheme has gained great recognition from the public and is a tool designed to provide consumer confidence and choice. Information on the date of the last intervention is displayed with the score on the FSA ratings website. The perception of the general public is that businesses are frequently visited by Councils to ensure compliance and scores are updated regularly and these are an accurate

reflection of the standards within the business. The introduction of minus scores and previous changes to the code of practice have and will further reduce the number of interventions carried out on businesses. This may serve to undermine consumer confidence in the Food Hygiene Rating scheme.

Q9 The FSA would welcome any documented evidence that would substantiate the view that there has been any decline in compliance levels within health care establishments.

Newry, Mourne and Down District Council would acknowledge the improvements made within health care establishments over the last 15 years in relation to food safety and would attribute these improvements to frequent inspections, advice, support and where necessary enforcement action. Newry, Mourne and Down District Council has none of its own documentary evidence to demonstrate a decline in compliance, however it is known and published that several high profile outbreaks of listeria have occurred in Northern Ireland Health Trusts' care establishments within the last 10 years. This is mainly due to the vulnerable nature of the patients/residents in such establishments.

<http://www.publichealth.hscni.net/sites/default/files/ListeriaReport.pdf>

http://www.publichealth.hscni.net/sites/default/files/Gastro%20report%202012%20revised%2024122013_0.pdf

Published reports from The Regulation and Quality Improvement Authority (RQIA) have shown a decrease in care standards within some nursing homes in Northern Ireland. This decrease has been attributed to management of these establishments and has resulted in actions being taken by regulators to introduce measures to address the decline in standards. Details of the reports can be found at <https://www.rqia.org.uk/inspections/view-inspections-as/map/>

Q10 Given the issues that exist with the application of this scoring factor, what are your views on retaining this in the food hygiene risk assessment scheme?

Newry, Mourne and Down District Council would recommend the 'significant risk' score is retained.

FSA has indicated that the use of the score has been incorrect, but there is no evidence to suggest that this is the case for Northern Ireland.

Without this additional scoring factor it will be difficult to calculate a premises to attain an "A" risk category. The retention of the additional score is therefore seen as important for premises where significant risk has been identified and more frequent inspections required.

The correct application of the score can be achieved through additional training for officers and clearer wording around its application in the Code of Practice.

Q 11 If the additional score is applied for reasons other than a risk factor, what are the perceived benefits and what alternative, measures could be used to capture this instead?

See question 10 answer.

Newry, Mourne and Down District Council believes the application of the additional score in Northern has been consistent and appropriate.

Q12 The FSA believes that officers will already be interpreting the risk assessment approach to apply this risk factor to food businesses that lack a necessary process and this revision of the text will not result in any substantial change in inspection frequencies for business. The FSA would welcome any evidence to the contrary.

Newry, Mourne and Down District Council has no evidence to the contrary.

Q13 The FSA would welcome any documentary evidence to support the use of a minimum score for the non-registration of a food business.

Newry, Mourne and Down District Council cannot offer documentary evidence and does not view that non-registration is a risk factor to consider as part of the overall scoring of the premises. The introduction of a score against new business for failing to register may have detrimental impact upon the business and could affect the future economic development of that business.

The non-registration offence is not widely enforced due to the costs and time associated with the complex legal processes for what could be perceived a minor offence (not passing the 'public interest test').

Q14 The FSA would welcome your views as to whether you think the use of a minimum score for non-registration would have enough impact, and if so, which score would you consider most appropriate?

The introduction of a minimum score is likely to have an impact on the establishment's food hygiene rating scheme score. This could have a negative impact on new start-up businesses. The reasons for non-registration would need to be explored. Often new food businesses are not aware of the legal responsibilities placed upon them.

Newry, Mourne and Down District Council would note that a score cannot be applied to a food business until they have registered as they will technically not be on the council's MIS system. However, interventions are still undertaken in the unregistered premises and appropriate follow up action, if standards found in the premises do not meet with requirements. By the time they do register, a retrospective score penalising for not registering would not reflect the current standards in the premises.

Any changes to scoring for registration would require amendment to the food hygiene rating scheme brand standard guidance.

Q15 If the additional score is applied to the CIM score for non-registration, what are the perceived benefits and what alternative measures could be used to increase proactive registration and to improve initial FHRs ratings?

Newry, Mourne and Down District Council would consider the possible benefits to be an increase in registrations however this is unknown or quantifiable without some research or trials.

However, the application of a score for a non risk-based breach of food law may result in a lower food hygiene rating scheme score in a scheme that was designed to provide the public with information about "hygiene standards", not an administrative oversight. Newry, Mourne and Down District Council would welcome discussions and considerations of other ways of dealing with such offences such as by way of a fixed penalty notice, thereby removing the complex and costly processes of taking the case to court.

Q16 The FSA would welcome views on the most suitable measures that could be introduced to achieve the desired effect of driving up proactive registrations.

Newry, Mourne and Down District Council has considered several proposed options including:-

- Licensing food businesses - the introduction of a licensing type scheme could give more credibility to the need to register. It may also assist with the problems associated with businesses/food business operators re-registering to avoid poor food hygiene ratings.
- As mentioned in question 15 the introduction of a fixed penalty notice to quickly deal with potential offences.
- A prolonged information strategy would need to be developed to ensure that future food business are aware of the responsibilities around registration.
- Data sharing – HMRC, landlords, letting agents, solicitors to place a requirement to provide information about new food businesses or changes to food business operators.

- Include recognition of registration as part of public liability insurance – seek confirmation before insurance can be attained.

Q17 The FSA would welcome your views on any likely barriers to its implementation or any unintended consequences this data standard may have for a DC's delivery of its official control programme.

Without knowing the full detail of the proposed data standard Newry, Mourne and Down District Council is unable to provide an informed opinion. Newry, Mourne and Down District Council would remind the FSA that the food business operator is required to register with their council as their Competent Authority and not the Central Competent Authority, i.e. FSA. Consideration must be given to the General Data Protection Regulation (GDPR) and information sharing agreements between FSA and Local Authorities.

Newry, Mourne and Down District Council would welcome further engagement from FSA on what information they will require from District Councils in the future and what this data will be used for.

Q18 Are there any other publicly available data sets, apart from LAEMS and FHRS, that could be readily accessed and usefully added to the BSC to improve its scope and potential?

Nine of the eleven Councils in Northern Ireland work with APSE (Association for Public Service Excellence) which is a not for profit local government body. APSE aims to promote excellence in public services using bespoke indicators to benchmark the service delivered by local councils. It provides a mix of cost, quality and performance data.

Details can be accessed at:-

<http://apse.org.uk/apse/index.cfm/members-area/regions/northern-ireland/performance-networks-in-northern-ireland/>

Q19 Are there any other measurable (or at least assessable) indicators of DC performance besides LAEMS and FHRS that could be developed and used to contribute to the assessment of the effectiveness of DCs? These could be direct or indirect indicators and either quantitative and/or qualitative in nature.

Newry, Mourne and Down District Council cannot offer any other suggestions at this stage.

General Comments

In reviewing the Code of Practice, Newry, Mourne and Down District Council would also like to make comment on some of the additional changes not formally consulted upon.

- The revised Code page numbers need to be in numerical order (currently every page is page number 35).
- Newry, Mourne and Down District Council seeks clarification if any proposed changes to scores allocated to establishments will be done retrospectively or on a "going forward" basis.
- Newry, Mourne and Down District Council seek to clarify if FSA will be engaging with MIS service providers about changes in the code. In particular, any changes to the scoring of food establishments and introduction of minus scores and the associated cost of any necessary changes.
- Newry, Mourne and Down District Council would suggest that any changes in the code should be reviewed in conjunction with application of scores under Food Standards.
- Newry, Mourne and Down District Council would suggest that changes to the risk scoring system would be reflected in the FHRS guidance document and the Food Law Practice Guidance document simultaneously.
- Newry, Mourne and Down District Council would request that a training or consistency exercise for risk scoring is provided to ensure consistency in approach across councils.

Report to:	AHC Committee
Date of Meeting:	17 th September 2018
Subject:	Funding Call for Electric Vehicles
Reporting Officer (Including Job Title):	Eoin Devlin, Assistant Director Health and Wellbeing
Contact Officer (Including Job Title):	Sheena McEldowney, Head of Sustainability

Confirm how this Report should be treated by placing an x in either:-

For decision	<input checked="" type="checkbox"/>	For noting only	<input type="checkbox"/>
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1.0	Purpose and Background
1.1	The INTERREG VA Programme opened a funding call for the creation of a cross-border Electric Vehicle (EV) network on the 24 August 2018. The objective of the call is to promote cross border, intermodal and sustainable transport in the eligible region.
2.0	Key issues
2.1	<p>The specific outputs of the programme are:</p> <p>Creation of one cross-border, multi modal public transport hub encompassing integrated services.</p> <p>Creation of 80km of new cross-border greenways.</p> <p>Creation of a cross-border EV network including 73 new/upgraded rapid chargers.</p> <p>The cross border region is characterised by a predominance of the car as the preferred mode of transport, with corresponding high carbon emissions. In 2016, only 8.5% of cross-border commuting journeys utilised public transport with the share of electric vehicles very low. These figures show that there is a need for cross-border collaboration in order to jointly contribute to more sustainable travel in the cross-border region.</p> <p>The programme will assist the further development of a cross-jurisdictional network of charging points and associated infrastructure which is essential to support and promote increased use of electric vehicles.</p> <p>Actions that will be supported will include:</p> <ul style="list-style-type: none"> • establishing and enhancing new networks, • installation of rapid chargers, • use of innovative technology to charge electric vehicles using renewable energy

	<ul style="list-style-type: none"> • Research into more sustainable approaches to charging. <p>All actions supported will include promotion and the raising of public awareness to facilitate behavioral change in relation to the increased usage of cycling, public transport and electric vehicles.</p> <p>The date for project submissions is 31st October 2018. The application process is a one stage application with notification of successful projects mid February 2019. This funding stream is 85% funded with match funding of up to 15%, however this may be made available through Central Government.</p>
3.0	Recommendations
3.1	The department would like approval to seek suitable project partners and develop a project application under the above funding programme.
4.0	Resource implications
4.1	<p>At this stage resource implications would be Officer time in preparatory work with possible stakeholders and partners, completion of application and attending meetings.</p> <p>Should a project application be made and match funding required Committee approval will be sought.</p>
5.0	Equality and good relations implications
5.1	No equality or opportunity or good relations adverse impact is anticipated.
6.0	Rural Proofing implications
6.1	Officers confirm due regard to rural needs has been considered and this report has not been subject to a rural needs impact assessment.
7.0	Appendices
	N/A
8.0	Background Documents
	<p>For further information:</p> <p>https://seupb.eu/iva-sustainable-transport</p>

Report to:	Active and Healthy Communities
Date of Meeting:	17 September 2018
Subject:	Nuclear Free Local Authorities AGM December 2018
Reporting Officer (Including Job Title):	Eoin Devlin Assistant Director Health and Wellbeing
Contact Officer (Including Job Title):	Sinead Trainor Senior Environmental Health Officer - Health Improvement

Confirm how this Report should be treated by placing an x in either:-

For decision	<input checked="" type="checkbox"/>	For noting only	<input type="checkbox"/>
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1.0	Purpose and Background
1.1	<p>Nuclear Free Local Authorities tackle in practical ways, and within their powers, the problems posed by civil and military nuclear hazards. As the local government voice on nuclear issues, the NFLA are keen to encourage local authorities to adopt anti-nuclear policies and join our network – particularly as the Government plan for nuclear power to be part of the mix of energy supply for the UK over the next 40 years, and are spending billions of pounds each year on replacement nuclear weaponry.</p> <p>The NFLA aims to:</p> <ul style="list-style-type: none"> • Increase local accountability over national nuclear policy; • Identify the impact of national nuclear policy on local communities; • Work to minimise nuclear hazards and increase public safety. <p>Newry, Mourne and Down District Council are a NFLA member Council of which Councillor John Trainor is Co-Chair of the NFLA All Ireland Forum.</p>
2.0	Key issues
2.1	<p>The Nuclear Free Local Authorities AGM rotates around the four NFLA National Forums each year and this year NFLA are proposing to hold the Annual General meeting in Newry, Mourne and Down District Council on 7th December 2018. Newry is relatively easy to get to from Belfast and Dublin Airports and has attracted a lot of interest from Irish councillors in the past.</p> <p>On the 7th December 2018 it is proposed that three meetings will be held in the Boardroom of O'Hagan House Monaghan Row Newry over the day, which are open for attendance to all NFLA member authorities in Northern Ireland, the Republic of Ireland, England, Scotland and Wales.</p> <p>The business meetings are also opened out to observe for non-member authorities. The afternoon seminar is open to all councillors, council officers and interested environmental and nuclear concerned groups.</p>

	<p>The meetings are proposed as follows: 10am - 11am NFLA Scotland and possibly NFLA Ireland business meetings 11am - 12.30pm NFLA UK & Ireland Steering Committee 12.30pm - 1pm NFLA UK & Ireland AGM 1pm - 1.30pm Lunch 1.30pm - 3.30pm NFLA Annual Policy Seminar</p> <p>It is estimated that 15 - 20 people will attend that morning meeting, and 20 - 30 will attend that the afternoon seminar.</p>
3.0	Recommendations
3.1	The recommendation is that the committee approve the proposal of the NFLA AGM being held in the Boardroom of Monaghan Row Newry on Friday 7 th December 2018.
4.0	Resource implications
4.1	Refreshments to be provided for the NFLA AGM at an estimated cost of £350.
5.0	Equality and good relations implications
5.1	No equality or opportunity or good relations adverse impact is anticipated.
6.0	Rural Proofing implications
6.1	Officers confirm due regard to rural needs has been considered and this report has not been subject to a rural needs impact assessment.
7.0	Appendices
	None
8.0	Background Documents
8.1	None

Report to:	Active and Healthy Communities
Date of Meeting:	17 September 2018
Subject:	World Mental Health Day 2018
Reporting Officer (Including Job Title):	Eoin Devlin Assistant Director Health and Wellbeing
Contact Officer (Including Job Title):	Sinead Trainor Senior Environmental Health Officer - Health Improvement

Confirm how this Report should be treated by placing an x in either:-

For decision	X	For noting only	
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1.0	Purpose and Background
1.1	<p>World Mental Health Day is observed on the 10th October every year. This year's theme is 'Young People and Mental Health in a Changing World'.</p> <p>The overall objective of World Mental Health day is to raise awareness of mental health issues around the world. The day provides an opportunity for all to discuss mental health and spread key messages which could help people in need.</p>
2.0	Key issues
2.1	<p>Everyone's Mental Health is equally as important as their physical health. The World Health Organisation defines Mental Health as "a state of well-being in which every individual realises his or her own potential, can cope with the normal stresses of life, can work productively and fruitfully, and is able to make a contribution to her or his community.</p> <p>According to the Northern Ireland Assembly research paper Mental Health in Northern Ireland "NI has higher levels of mental ill health than any other region in the UK - 1 in 5 adults and around 45,000 of children here have a mental health problem at any one time" (Dr Jennifer Betts& Dr Jennifer Thompson).</p> <p>The Public Health Agency and the Southern Trust has encouraged Council to participate in raising awareness of this day internally and externally through the Health Improvement section using the tool of Coffee and Connect which encourages the Health and Social Care Trust Take 5 steps to wellbeing message of Connect, Be Active, Take Notice, Keep Learning and Give.</p>

Staff of Newry, Mourne and Down District Council through internal Health and Wellbeing group will be encouraged to have coffee and connect events on World Mental Health Day during tea break time and also to encourage friends and families to follow this example.

To raise awareness of World Mental Health Day across the District it is proposed Newry Town Hall and the Saint Patricks Centre in Downpatrick be lit up purple on the 10th of October.

We also wish to host two Coffee and Connect events for the Post Primary Schools of Newry and Downpatrick. The focus on young people is due to the theme of World Mental Health day 2018 and that young people face many pressures in modern life. Bullying, exam stress, peer pressure, social media burdens and family breakdown are common place. As a result, they may secretly struggle emotionally, engaging in unhealthy behaviours as a result.

The Council's Health Improvement Section has been working in partnership with the Southern Health and Social Care Trust and the South Eastern Health and Social Care Trust to develop these events.

It is proposed that the first event to take place on the 27th of September in Newry Council Offices Monaghan Row and the second event in Downpatrick Council Offices Downshire on the 2nd of October.

It was decided that Post Primary Schools only from Newry and Downpatrick (walking distance) be invited to these events as there was no budget for transportation. The following schools will be invited via letter.

Newry	Downpatrick
Our Lady Grammar School	St Patricks Grammar School
St Colman's College	Down High School
Abbey Christian Brothers Grammar School	De La Salle High School
Newry High School	Blackwater Integrated school
St Joseph's Boys High School	St Marys High school
St Marys High School	
Sacred Heart Grammar School	

Representatives from the Schools Senior School Committee (maximum 5 per school) will be invited to participate. The representatives will be tasked to take all of the information that they have received and communicate back to the school community.

The Take 5 message also has been redeveloped for the needs of the Children and Young People age group (0-24 years) and has been named Gimme 5. Officers from the Health Improvement Section are attending training on this topic and will communicate this message at the World Mental Health Day Events in Newry and Downpatrick.

A representative from the PSNI will also deliver a short internet safety

	session to the young people present since the theme is Young People and Mental Health in a Changing World, the theme lends itself well to the new online life that all Children and Young people live.
3.0	Recommendations
3.1	That the committee give approval for the hosting of the two school events
4.0	Resource implications
4.1	For the Coffee and Connect events in Newry and Downpatrick refreshments will be available to the participants. It is estimated that this cost of refreshments would be £300.00.
5.0	Equality and good relations implications
5.1	No equality or opportunity or good relations adverse impact is anticipated.
6.0	Rural Proofing implications
6.1	Due regard to rural needs has been considered.
7.0	Appendices
	Take 5 Leaflet https://www.mindingyourhead.info/take-5-steps-wellbeing
8.0	Background Documents
8.1	None

Report to:	Active and Healthy Communities
Subject:	Scheme of Delegation Report
Date:	17 September 2018
Reporting Officer:	Michael Lipsett, Director of Active and Healthy Communities
Contact Officer:	Michael Lipsett, Director of Active and Healthy Communities

Decisions Required				
<table border="1"> <tr> <td>For decision</td> <td>For noting only</td> <td>X</td> </tr> </table>		For decision	For noting only	X
For decision	For noting only	X		
1.0	Purpose & Background			
1.1	<p>Attached is a schedule of decisions and authorisations delegated to Michael Lipsett, Director of Active and Health Communities under the following categories:-</p> <ol style="list-style-type: none"> 1. Engaging consultancy assistance below the delegated level of £2,000; 2. Decision to commence formal restructuring within a Department or Departments; 3. Consultation responses other than technical responses where officers asked for Members' views: 4. Decisions arising from external report on significant Health and Safety at Work; 5. In cases of emergency, the allocation or awarding of Financial Assistance to external groups or organisations below the delegated level of £300; and 6. Other decisions such as those with political media or industrial relations implications that Directors consider Members should be aware of. 			
2.0	Recommendation			
2.1	That the Committee note the report.			
3.0	Resource Implications			
3.1	Not applicable			
5.0	Equality and good relations implications:			
5.1	The Council will have due regard to the need to promote equality of opportunity between the nine equality categories. Council will also seek to promote Good Relations between people of different Religious Belief, Political opinion and Ethnic Origin.			

6.0	Rural proofing implications
6.1	Officers confirm due regard to rural needs has been considered and this report has not been subject to a rural needs impact assessment.
7.0	Appendices
7.1	Appendix I: Schedules

SCHEME OF DELEGATION [CHANGE TO FACILITIES/CHARGES]

131

Details	Date of Event	Comments
St Colman's Sports Complex	Closure of complex due to school open day at St Colman's College	30/01/2018
Jimmy's 10K Race	Request to use the Dunleath Pavilion for sowers and parking outside hours	18/03/2018
St Colman's Sports Complex	Discounted track membership for entrants to Riverrock Belfast City Marathon	Jan - May 2018
Newry LC	2 x adult 20 swim card and 2 x child 20 swim for prize draw	12/12/2017
Newry Street Unite Community Association	Permission for the building contractor to work Saturdays building the new Community Centre at Newry Street, Kilkeel	20/02/2018
Indoor Leisure	2 x Adult 20 Swim Card Vouchers & 2 x child 20 swim card Vouchers for Parkinsons Charity Event	

SCHEME OF DELEGATION [ENFORCEMENT & LICENCING]

132

Applicant	Details	Additional Comments
Fishing Trawlers LTD MFV Maracestina	Grant of approval of a Food Business Establishment	Granted from 09/01/2018
Ms Rachel Morgan, Glamorous, Newcastle	Registration of person to carry on Business of Ear Piercing	13/12/2017
Ciara Thornton, 20 Tollymore Brae, Newcastle	Registration of person to carry on Business of Microblading	15/01/2018
	Alleged Offences: H & S at Work and Consumer Protection Act	21/05/2017
Finnebrogue	Notification of Grant of Conditional Approval of a Food Business Establishment subject to approval under Regulation	14/12/2017
	Delegate specific Functions to the Assistant Director of H&W and Head of Environmental Health (Commercial) concerning legislation in Appendix 1	27/02/2018
	Appointment of 14 no Officers to carry out duties under specific legislation relating to	27/02/18
	Alleged Eviction under the contravention of Article 54 of Rent (NI) Order 1978	10/04/18
GiGi McQueen, 9 Main Street, Newcastle	Issue a registration certificate/licence for tattooing and body piercing	27/06/2018

SCHEME OF DELEGATION (Funding/Contract/Tenders/Claims/LOOS)

133

Details of Funding/Applicant etc	Amount/Details	Additional Details
Teconnaught GAC - LoO	Permission to issue an extension to Teconnaught GAC - LoO from 31/03/18 - 30/12/18	From 31/03/18 - 30/12/18
Neighbourhood Renewal Technical Assistance	Claim for payment of revenue costs £21740	14/06/2017
Loughinisland GAC	Permission to issue an extension to Loughinisland GAC - from 31/03/18 - 30/07/18	17/01/2018
Crossmaglen Community Training Programme 17/18	Claim for payment of revenue costs £30000	14/06/2017
Warrenpoint Town FC	Availability of Ground Contract/Lease Agreement	02/12/13 - 01/12/34
Newry Outdoor Activity	Claim for Funding of £39,450	14/06/2017
FA - Eoghan Rua Kilcoo GAA	Claim for funding £27367.19	15/01/2018
FA - Ballyvea FC	The total value of LoO is £33,989 to seek approval to withhold 20% of the allocated amount pending LoO conditions being met and reduced to 5% if approved by legal advisors	01/02/2018
Downpatrick LC	Service Work Quotation	05/02/2018
Arbour House	Request of slippage funding from EBA Strand 4-small Grants Programme	03/2018
FA - Ballynagross changing pavilion project	Permission to issue a revised LOO increasing amount from £27,161 to £30,593	05/02/2018
FA - Forkhill Peadar O'Doirnin GAA Project	Permission to issue an extension letter to Forkhill Peadar O'Doirnin GAC from end dated 31/03/18 to 30/09/18	17/01/2018
Pulse Loan Equipment	Fixed Term Hire Contract	
Saintfield CC	Expression of Interest form for funding from the NIRDP 2014-2020	
NMDCC	Match Funding Commitment under the Northern Periphery and Artic Programme-	22958 Euro
Kilkeel Royal British Legion	Request by Kilkeel Royal British Legion for an extension to their capital grant project	from 31/03/18 to 30/05/18

SCHEME OF DELEGATION (Funding/Contract/Tenders/Claims/LOOS)

134

Warrenpoint Pantomine Club Sports & Leisure	Request by Warrenpoint Pantomine Club Project for an extension to their capital grant project Every Body Active 2020 Strand 4 - Actual Claim	from 31/03/18 to 27/04/18 Total Claimed £12,773
Newry Rugby Club	Request by Newry Rugby Football Club for an extension to their capital grant project	from 31/03/18 to 30/10/18
Drumaness CC	Request for Programmes Unit to release £1,200 (80%) to Drumaness CC to pay invoices (Christmas Illuminations Grant)	14/05/2018
Warrenpoint Pantomine Club	Request to extend their FA Capital programme	from 31/03/18 to 31/05/18
Newry Street Unite	Permission to Newry St Unite to draw down 100% payment against their project invoices in the amount of £86,501	from 31/07/18 to 31/08/18
Burren Vision	To draw down 75% payment against their project invoices.	18/06/2018
Paedar O'Doirnin GAC	Paedar O'Doirnin to receive payments up to 80% pending completion of site visits, statutory approvals and adherence to LOO conditions - a reduction from 20% to 50% to be released pending completion of Deed of Charge	20/06/2018
Liatroim Fontenoys GAC	Seek permission for an extension of project to 31/10/18 to allow for completion of the playing field surface	25/06/2018
Burren Vision	Permission to issue direct payment based on invoice and works completed to date and release funding to pay the contractor £300,000	27/06/2018
Burren Vision	Permission to issue a direct payment based on invoice and works completed in the amount of £80,000	09/07/2018

SCHEME OF DELEGATION [SLAs MoUs Licence Agreements]

135

Details	Date	Comments
Wendy Mallon	Aughlisnafin GAC	SLA
EBR	Legal Status Assessment	06/02/2018
Wendy Mallon	Carnbane Football League	SLA
Wendy Mallon	Saval GAC	SLA
IFA - Warrenpoint Town	Lease Agreement	24/01/2018
Lyndsey Moore	Bell's Traditional Funfair	SLA
Briege Magill	Fiddlers Green Festival Committee	Licence Agreement
Lyndsey Moore	Bell's Traditional Funfair	SLA

SCHEME OF DELEGATION (Use of Council Land)

136

Applicant	Council Land Requested/Details of Event	Dates	Fee Waived/Paid/Discounted/NA
The following were approved:-			
Fiddlers Green Festival Committee	Request to use a room at 16 the Square, Rostrevor	20/07/18 - 30/07/18	Paid
Dizzyland Funfair (Amanda Goss)	Request to operate a funfair at the Car park at Dunleath Park	17/03/2018	Paid
Pony Club Tetrathlon	Request to use the main hall and swimming pool at DLC outside of hours	29/04/2018	Waived
St Colman's Sports Complex	Closure of complex due to school open day at St Colman's College	30/01/2018	N/A
Jimmy's 10K Race	Request to use the Dunleath Pavilion for sowers and parking outside hours	18/03/2018	Waived
Downe Old Car Club	Request to use the DLC Car Park to park and display cars	17/03/2018	Waived
St Colman's Sports Complex	Discounted track membership for entrants to Riverrock Belfast City Marathon	Jan - May 2018	Discounted
26 extreme	Request to use Upstairs Café, showers and Plaza area in Newcastle Centre for Coast 2 Coast Event	20/05/18 & 23/06/18	Paid
Dogs Trust Ballymena	Request to set up stand at Down LC Reception for A Dog is for Life campaign	22/-2/18 & 1/03/18	Waived
Newry Mitchells	Request to host a Blitz at Derryleckagh Playing Fields	02/06/2018	Waived
Newcastle Chamber of Commerce and Charles Hurst Motorbikes	Request to erect displays and bikes for a charity event in Newcastle Centre - Plaza area (front of building) and car park at Visitor Information Centre	17/06/2018	Paid

SCHEME OF DELEGATION (Use of Council Land)

137

William Savage Memorial Flute Band	Request to use the Bridge Centre, Killyleagh for a fundraiser for the flute band	24/02/2018	Waived
Margaret Quinn	Use of Newcastle Centre Plaza for the Council's Artisan Market	05/05/2018	Paid
Aecom	Boreholes and site investigation works in relation to SFA at Islands Park, Newcastle	26/02/18 - 12/03/18	n/a
Eari-Wig Festival Committee	Use of Kilmorey Park	27/07/18 to 29/07/18	Paid
Classic Autotest Motor Club Ltd	Display of motor vehicles in preparation for judging an annual classic car event at Donard Park - Pitch 1 and the Paddock Area	06/05/2018	Paid
NI Mountain Running Association	Use of Donard Park - Pitch 1 and the Paddock Area for annual mountain running events	14/04/18 & 20/10/18	Paid
PCSP	Use of Donard Park - Pitch 1 and the Paddock Area for registration and set off for Mourne Mountain Adventure	20 & 21/09/18	Waived
Newcastle Centre Auditorium	Use of the Newcastle Centre out of hours to host part of his season of Live Music	24/07/18 & 18/08/18	Paid
Phoenix Gas	Permission for one Borehold on Council land adjacent to the Tennis at Islands Park	1/03/18 - 14/03/18	n/a
Tesco	Use of Donard Park for a charity "It's a Knockout Event"	02/07/2018	Paid
Meigh CC	Use of Centre and Front Car Park	17/03/2018	Paid
Lynne Denner, the Edge Youth & CC	Use of Market Square, Ballynahinch for an Easter Community Event	07/04/2018	Waived
Swim Ulster	Use of Newry LC	25/03/2018	Paid

SCHEME OF DELEGATION (Use of Council Land)

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The Maiden of the Mournes International Festival	Ringmackilroy Playing Fields	13/08/18 - 17/08/18	Paid
Barcroft/Ballybot Residents Association	Barcroft Football Pitch for Family Fun Day	31/03/2018	Waived
Phoenix Gas	Service Work Quotation to lay pipes at 114 Market Street, Downpatrick	01/03/2018	n/a
Newry Agricultural Society	Derryleckagh Pitch and Car Park for an Agricultural Show event	30/06/2018	Waived
Strangford Lough Lecale Partnership	Shore Road Recreation Area, Killough and Boat Park Recreation Area, Dundrum - installation of interpretation panels	n/a	n/a
ABBA Sensation	Use of Newcastle Centre out of hours to host a live performance for a maximum of 250 ticket holders	28/07/2018	Paid
Kilmore Parish Church	Use of The Green, Lislea Drive, Crossgar for an ecumenical service	20/05/2018	Waived
Michaela Curran, USPCA	Request to use Football Pitch, Scrogg Road, Kilkeel	10/06/2018	Waived
Fiddlers Green Festival Committee	Use of no 16 the Square Rostrevor	20-30 July 2018	Waived
Down GAA	Newry Tennis Courts Car Park for the Ulster Football Quarter Final	26/05/2018	Waived
Head Injury Support	Newry Leisure Centre for the Mournes' Coastal Circuit Tour	19/08/2018	Waived
Kilkeel Development Association	Use of Open Grass area on Mourne Esplanade behind tennis courts	27 - 28/07/18	Waived
Unit T/Model Farm CA/NIHE	Green Field at Model Farm Estate, Downpatrick	30/06/2018	Waived
Schomberg Society	Use of Open Grass area on Mourne Esplanade behind tennis courts	20/07/18 - 02/08/18	Waived

SCHEME OF DELEGATION (Use of Council Land)

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St John's Parish Church, Killyleagh	Killyleagh Playing Fields	09/06/2018	Waived
Alfie Bell, Bells Funfair	Newcastle Castle Park grass area adjacent to play park/crazy golf to situate their mechanical carousel	from 01/07/18 - 31/08/18 - site not available on 2nd weekend in August for the FoF	Paid
Ulster Bank Ballynahinch	Ballynahinch Square for Ulster Bank staff to do a charity cycle on a spin	14/06/2018	waived
Ballybot Community Association	Raymond McCreesh Park for placement of pots	Summer 2018	Waived
Paddy Duffy - Special Olympics	Green Area, College Square, Bessbrook for starting point for Duathlon Event	03/08/2018	n/a
Bessbrook Pond Field and Community Centre Car Park to hold an Iron Age Village with flying falconry and battle re-enactment displays	18/08/2018	25/06/2018	waived
Donard Park Playing Fields -to enable children to gather before U14 Feile Parade in Newcastle	30/06/2018	25/06/2018	waived
Donard Park Playing Fields for the Ulster Pipe Band and Drum Major Championships	21/07/2018	27/06/2018	Fee waived
The Green, Killough for their Community Festival	13-15 July 2018	29/06/2018	Fee waived
St Colman's Sports Complex	Full 3 G Pitch for under Category 6 Campa Chormaic games	2 July 2018 to 6 July 2018	Fee waived
Phoenix Gas	Playing Fields at Dundrum - to lay a gas pipe	04/07/2018	n/a

SCHEME OF DELEGATION (Use of Council Land)

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Michelle McKeown	Wayleave Agreement for Internet facility at Meigh CC	10/07/2018	n/a
Donna Mulholland	Clonallan Park, Warrenpoint for the Wake the Giant	18 & 19 August 2018	Fee waived
Events - NMD	Castle Park, Newcastle for the Festival of Flight 2018	6 - 14 August 2018	n/a
Aughlisnafin GAC	Annsborough Pitches and Pavilion to celebrate World Family Day	24/08/2018	Fee waived
Midway FC	Jennings Park Pitches and Changing Rooms to host a Community Youth Sports Festival	20-24 August 2018	Fee waived
St Colman's Sports Complex	Full 3 G Pitch for under Category 6 Campa Chormaic games	2 July 2018 to 6 July 2018	Fee waived

Report to:	Active and Healthy Communities
Date of Meeting:	17 September 2018
Subject:	Downpatrick Neighbourhood Renewal Partnership (NRP) Report
Reporting Officer (Including Job Title):	Janine Hillen, Assistant Director Community Engagement
Contact Officer (Including Job Title):	Damien Brannigan, Head of Engagement

<table border="1"> <tr> <td>For decision</td> <td>For noting only</td> <td>X</td> </tr> </table>		For decision	For noting only	X
For decision	For noting only	X		
1.0	Purpose and Background			
1.1	<p>To note the attached Minutes of the Downpatrick Neighbourhood Renewal Partnership (NRP) Meeting held on Tuesday 29 May 2018 which were approved at the Downpatrick NRP Meeting on Tuesday 21 August 2018.</p> <p>To update the Committee on the on-going work of the Downpatrick NRP as follows:</p> <p>Speech & Language Therapy Programme (delivered by South Eastern Health & Social Care Trust)</p> <ul style="list-style-type: none"> • Waiting time for referrals for Speech & Language Therapy is 3 days compared to local clinics. • 80 children attended between April 2017 and March 2018. • 80 parents have availed of the service during April 2017 and March 2018. • 20 children have availed of the Talk Boost Programme. <p>Driving to Success Programme (delivered by South Eastern Regional College)</p> <ul style="list-style-type: none"> • During year 2017/2018 25 students enrolled in the programme. However, due to varying circumstances this reduced to 16. • Some students went on to complete qualifications in Health & Social Care, Hospitality and IT. <p>Family Health & Wellbeing Programme (delivered by Surestart)</p> <ul style="list-style-type: none"> • During April 2017 and March 2018 20 families engaged in the New Parent Programme. • Various initiatives throughout the year included vaccinations uptake, dental registrations, healthy lifestyle programmes, and fitness programmes. • 44 Mobile Creche initiatives have been delivered. • 35 families accessed the Family Support Home Visiting service. <p>Health & Community Engagement Programme (delivered by County Down Rural Community Network)</p> <ul style="list-style-type: none"> • During 2017/2018 a total of 155 projects were organised with a total of 1046 people attending. • 14 new volunteers have joined existing groups. 			

	<ul style="list-style-type: none"> • 7 voluntary groups are supported through the programme. • 115 individuals attended health lifestyle initiatives.
2.0	Key issues
2.1	None.
3.0	Recommendations
3.1	That the Committee:- <ul style="list-style-type: none"> • Note the report. • Note the attached Minutes of the Downpatrick NRP Meeting held on 29 May 2018.
4.0	Resource implications
4.1	Support and assistance from partners to deliver actions in the Minutes attached.
5.0	Equality and Good Relations implications
5.1	The actions detailed have been developed to meet Council's statutory duty to promote Equality and Good Relations and therefore it is not anticipated that the actions will have an adverse impact on Equality of Opportunity or Good Relations.
6.0	Rural Proofing implications
6.1	The work of Downpatrick NRP is statutorily restricted to the Downpatrick Neighbourhood Renewal area.
7.0	Appendices
7.1	Appendix I: Minutes of Downpatrick NRP Meeting held on Tuesday 29 May 2018.
8.0	Background Documents
8.1	None.

Downpatrick Neighbourhood Renewal Partnership (DNRP)
Minutes of the Meeting held on Tuesday 29th May 2018 at 4:00 pm
Downshire Civic Centre, Downpatrick

Present:**Members**

Nicholas McCrickard CDRCN (County Down Rural Community Network) - *Chair*

RubyJade McMahon CDRCN/Meadowlands/Placement
 Jenny Laverty CDRCN/ FHWCF (Flying Horse Ward Community Forum)
 Dan McEvoy Downpatrick Community Collective (DCC)
 Anthony Trainor Stream Street Community Association (SSCA)
 Cadogan Enright Stream Street Community Association (SSCA)
 Narene Skeffington Education Authority – Youth Service (EA)

Katrina Hynds NMDDC - DEA/NHR Coordinator
 Laura Higgins NMDDC - Clerical Officer
 Aisling Rennick NMDDC - Engagement and Development Manager

Promoters

Maria Kelly Surestart, South Eastern Health & Social Care Trust (SEHSCT)
 Anne McKeever South Eastern Health & Social Care Trust (SEHSCT)
 Tatiana Seed South Eastern Regional College (SERC)

ITEM	ACTION
<p>1. <u>Apologies</u></p> <p>Nicholas welcomed the partnership to the meeting and thanked everyone for attending. He paid a special welcome to RubyJade McMahon who is on a six week university placement with CDRCN.</p> <p>Nicholas also welcomed Aisling Rennick who explained to the partnership that her new role gives her responsibility for the seven DEA's and Neighbourhood Renewal.</p> <p>Apologies were received from the following: -</p> <p>Damien Brannigan – NMDDC, Head of Engagement Raphael Crummy – Department for Communities (DfC) Macartán Digney – Marian Park Community Association Alison McCarthy – Tosú Úr Eamonn MacConMidhe - Tosú Úr / Fresh Start (TÚ) Lorraine Coulter – South Eastern Health & Social Care Trust (SEHSCT)</p>	

2.	<p><u>Minutes of meeting held on 24th January 2018</u></p> <p>It was agreed that the minutes of the last meeting held on 24th January 2018 were a true reflection of the meeting.</p> <p>Minutes from the meeting on 24th January 2018 were adopted on the proposal of Dan McEvoy and seconded by Anthony Trainor.</p>	
3.	<p><u>Promoter's Reports (January-March 2018)</u></p> <ul style="list-style-type: none"> • Speech and Language Therapy (SLT)– Anne McKeever <p><u>Anne reported on project objectives:</u></p> <ul style="list-style-type: none"> • This quarter seen a caseload for SLT of 38 (P1 & P2 children) and the number of children receiving Talk Boost was 20. • There were 4 new referrals this quarter (all coming from teachers) and the average waiting time between referral and assessment was 3 days compared to 13 weeks at the local clinic. • There are current no children waiting assessment. • 3 children were discharged this quarter (2 children's speech and language skills were within normal limits and 1 child was transferred to a learning Support Unit). • There were 2 EAL children (Czech) and 5 children from Irish medium. • 364 child contact sessions were carried out across 4 primary schools. • A total of 80 children have availed of SLT services from April 2017- March 2018. Teachers have identified further children who will need referral to SLT in the next quarter. • 20 children availed of Talk Boost, teachers and classroom assistants will continue to select appropriate children. • 80 parents have availed of SLT Service over the past 12 months. • At the end of March 2018 38 parents have participated in SLT Services. • All objectives have been achieved for 2017/2018 and plans are in place for achieving targets in 2018/2019. • Anne is continuing to supervise SLTA. • School support is ongoing. • Meetings and training are also ongoing. <p>Nicholas thanked Anne for her report and said that he was delighted to see the project continue as it is one of the highlights of the partnership.</p>	

- **Driving to Success – Tatiana Seed (SERC)**

Tatiana reported on project objectives/outputs:

- In Q4 David Blair continued provision of driving lessons on 1x1 hour once a week basis.
- 20 students participated in the driving programme, 16 of them undertook the allowance of the lessons in full.
- 3 students continued practicing to prepare for another attempt of driving theory test, 2 students passed theory in this reporting period.
- 9 participants passed practical driving tests.
- Over the full year 16 students passed driving theory test, 19 participants obtained a provisional license at the start of the project and 16 students have acquired a provisional license before they joined the project.
- In conclusion 25 students enrolled on the Driving to Success project in the reporting period, 16 students participated in driving in the reporting period – the number in the driving group reduced due to 3 students not passing theory before March 2018, 1 student had problems gaining a provisional license due to previous disqualification and 5 left the project at the final stage (2 gained full time employment, 1 moved house, 1 was pregnant and 1 had no childcare for their new born baby)
- Tatiana also stated that 30 people will achieve at least 2 nationally accredited qualifications across Health and Social Care, Hospitality and IT.
- David Blair motoring will continue to provide driving lessons.
- Tatiana welcomed any questions.

Nicholas thanked Tatiana and asked her about the Driving to Success ceremony that had taken place recently, Tatiana responded by saying it was a great success and interviews with students were shown on the day. Nicholas asked Tatiana to share these with DEA Co-Ordinator who would circulate to the DNR partnership.

ACTION: Tatiana to send interviews to DEA Co-Ordinator to circulate to members of the partnership.

TS

Cllr Enright said that he had no questions for Tatiana or Anne because their promoter's reports were very positive.

Nicholas asked Tatiana what the target was for this year as 30 is quite a difficult target to hit, Tatiana said that they would aim for 30 again, 15 in Spring and 15 in Autumn.

- **Family Health & Wellbeing – Maria Kelly (SureStart)**

Maria reported on project objectives/outputs:

- Maria advised the partnership that she is the new project Co-Ordinator for Surestart.
- She said that she would be reporting on 3 elements: (1) **New Parent Visitor Programme**. (2) **Family Support Home Visiting Service** and (3) **Mobile Crèche Provision**.

During this reporting period

- 20 families have engaged in the **New Parent Programme** this financial year, 13 were carried over from Q3 to Q4 and there is 1 new referral and no discharges within this quarter therefore there are 14 active on the case load.
- There have been continued monitoring of the outcomes over the year and they have been collated as per below:
 - 100% vaccinations uptake
 - 100% dental health registration
 - 80% smoke free home (99% smoked in antenatal period)
 - 100% onwards referrals to other services
 - 35 individuals attended healthy lifestyle programmes in Q3 which included Infant Massage (21 adults), Baby Yoga (21 attended), Adult fitness (12), Breastfeeding support group (13 attended), Weaning groups (8 attended), Antenatal Yoga (9 attended), Postnatal Pilates (10 attended), Cook It (5 attended) and First Aid (8 attended).
 - Parenting Programmes this quarter, Drop-In Health Visiting Clinic (16 attended), New mums groups (19 attended) and Solihull Ante natal (9 attended).
 - Across reporting period 2017/2018 the target of 160 people attending healthy lifestyle programmes was achieved.
 - 8 families requested the **Family Support Home Visiting**

Service in Q4, 15 children have had access to this service. Out of these 8 families 5 have children with a disability, 1 family is on the Child Protection register, 1 family have experienced domestic violence and 2 families were referred by Gateway pre assessment as they were on a waiting list.

- Across reporting period 2017/2018 the target of 35 families accessing the Family Support Home visiting Service has been achieved.
- There were 44 **Mobile Crèche** initiatives delivered across 2017/2018 with the full year target of 150 being achieved.

Nicholas thanked Maria for her report and congratulated Surestart on their excellent numbers; he expressed the need in Downpatrick for the vital service that Surestart continues to provide.

- **Health and Community Engagement – Jenny Laverty (CDRCN)**
- Jenny reported on project, activity and event participation across six community associations.
- This quarter the following took place: HOPE project meeting 11.1.18 attended by 15, Bee-Keeping 15, NR meeting 7, DCC meeting 25.1.18 13, Financial Assistance workshop 9, HOPE project 27.2.18 9, Interagency meeting 15, International Women's Day event 7, Volunteer evaluation and celebration 53 and DCC meeting 29.3.18 12.
- In total in Q4 155 attended projects, activities and events. The full year target of 900 people was exceeded with 1046 attending.
- In Q4 7 new volunteers joined community associations, 1 new volunteer joined FHWCF and 6 new volunteers joined Cumman Bhaile An Mhóta.
- In total 14 new volunteers have joined 2017/2018, exceeding target of 12. There are currently 53 active volunteers engaging in projects.
- There is ongoing support from NR to 7 community/voluntary groups. In Q4 this included facilitating and chairing Interagency meeting, ongoing support and admin, support to FHWCF senior programme, training developed and delivered, support to groups for funding and application made to DfC small grants for Tosú ÚR and St. Michaels snooker club.
- In total 7 groups are being supported which has exceeded the original target of 6.
- In conclusion Jenny stated that in 2017/2018 115 individuals have attendee healthy lifestyle initiatives

	<p>which has exceeded target of 90</p> <p>Nicholas thanked Jenny and commented that it was great to see Bee-Keeping as it is an unusual programme, he also said that it was great to see all targets had been achieved. £20k programme costs have been secured for 2018/2019 and Jenny will oversee these projects.</p> <ul style="list-style-type: none"> • NR Technical Assistance – Katrina Hynds (NMDDC) • Katrina explained that an underspend for 2017/2018 had occurred as there had been funding for a trip which did not happen and no newsletter had been produced so funding was lost for that. • She added that community engagement will be ongoing and Interagency meetings continue to be attended. • Katrina said funding had been successful for 2018/2019, however, the budget is reduced. • Action Plans have been reviewed and projects identified, however no funding became available. • A discussion followed regarding the recent ASB in the Model Farm where a pensioner's house caught fire. Dan added that Alley Gates are crucial and that in partnership with PCSP and CDRCN some funding may be available to help towards them (approx. £1k in total). Dan said he would speak to Raphael as Alley Gates are also part on the PCSP Action Plan and would bring great relief to the local community. NIHE have put in temporary measures but complaints have been made. The proposed Alley Gates would require approx. £6-£7k of investment. Dan concluded that it was very lucky that there was not a fatality in the recent incident. • Cllr Enright added that some residents had contacted him ref concerns around Alley Gate keys getting into the wrong hands. Jenny added that a survey was completed 2 years ago and 24/25 respondents agreed to Alley Gates but did have concerns about the keys. Jenny said she would speak to residents again. <p>ACTION: Jenny to speak to residents regarding Alley Gate proposal.</p> <ul style="list-style-type: none"> • Nicholas stated that he would like to congratulate all people who helped on the night of the fire. 	JL
4.	<p><u>Matters Arising</u></p> <ul style="list-style-type: none"> • Nicholas asked the partnership if any matters were arising. • Dan asked for clarification on the exact role of the Neighbourhood Renewal Partnership, Aisling responded that Katrina and Aisling will continue to meet with Raphael and Anita from DfC and the partnership should keep going with what they 	

	<p>have got as no direction had been indicated. Nicholas added that lack of direction from top leadership had been difficult. He also said that it was very appreciated that Anthony and community representatives attend these meetings and that their voice is very important. Community reps will continue to be invited to these meetings.</p>	
<p>5.</p>	<p><u>Date and Venue of Next Meeting:</u></p> <p>It was agreed that the next NR meeting would be Wednesday 29th August 2018, 4.00pm. Katrina will communicate venue to the partnership closer to the time.</p> <p>ACTION: Katrina to communicate the venue for next meeting closer to the time.</p>	<p>KH</p>

Nicholas thanked everyone for their input to the meeting.

The Meeting closed at 4:50pm

Report to:	Active & Healthy Communities Committee	
Date of Meeting:	17 September 2018	
Subject:	Social Investment Fund - Update	
Reporting Officer (Including Job Title):	Janine Hillen, Assistant Director: Community Engagement	
Contact Officer (Including Job Title):	Justyna McCabe, Programmes Manager	

For decision	For noting only	x
1.0	Purpose and Background	
1.1	<p>The Council is covered by two Social Investment Zones – Southern (legacy Newry and Mourne) and South Eastern (legacy Down). The Council is delivering the 'Work It' programme in the Southern Zone and a number of capital projects in the South Eastern Zone.</p> <p>Update on projects: <u>'Work It'</u> Project completed. <u>Castlewellan Community Centre:</u> The contractors have commenced works on the site and an amended Letter of Offer has been received. <u>Community Operated Sports Facilities:</u> Updated business cases have been completed and all information has been provided to the Executive Office who should make a decision in relation to the projects at the start of October.</p>	
2.0	Key issues	
2.1	The Executive Office is considering options and associated additional costs in respect of the Community Operated Sports Facilities.	
3.0	Recommendations	
3.1	That the Committee note the report and Capital Project Board minutes.	
4.0	Resource implications	
4.1	Current Council contribution Downpatrick £95K, Ballyhornan £125K	
5.0	Equality and good relations implications	
5.1	The Economic Appraisals include a commitment to balanced interventions, equal opportunities and Section 75.	
6.0	Rural Proofing implications	
6.1	Due regard to rural needs has been considered.	
7.0	Appendices	
	Minutes of SIF Capital Project Board Meeting (July 2018).	
8.0	Background Documents	
	N/A	

NEWRY, MOURNE & DOWN DISTRICT COUNCIL

MINUTES OF SIF CAPITAL PROJECT BOARD MEETING
Monday 23rd July 2018 @ 10.15am, Conference Room, Monaghan Row

CHAIRPERSON: Conor Mallon

IN ATTENDANCE:

Conor Mallon
Anita Waite
Sarah McClory
Justyna McCabe
Ciara Burns
Janine Hillen
Paul Brannigan
Raphael Crummy
Francesca Dowler
Jan Nixie
Kytrina Mullan
Kenny Knox
Debbie Murphy

APOLOGIES:

Tom McClean

1. INTRODUCTIONS:

Conor welcomed all the members of the project board and thanked all those in attendance. Apologies were noted as above.

2. CONFLICT OF INTEREST:

No conflicts of interest were raised.

3. MINUTES:

The minutes of the previous meeting were approved. It was highlighted that Ards and North Down Council have not agree to assume the asset at the Kilcooley site on completion of the construction.

Action: Minutes to be updated for the SIF Capital Project Board meeting 5th June 2018.

4. ACTION SHEET:

The Castlewellan Community Centre tender report with the preferred bidder has been forwarded to RQS, Debbie Murphy and Conor Mallon.

Kenny Knox confirmed CPD requirements.

Kenny Knox has updated the Castlewellan Community Centre risk register and Log.

The LPS value for the Community Operated Sports facilities has been revalued. All the LPS values have increased.

The PPQ update for the Community Operated sports facility in Downpatrick have been passed to the ITT design team.

5. Castlewellan: Community Centre

Construction has commenced on the Castlewellan Community Centre site.

5.1 The update from the contractors is that the roof trusses may be reusable. The contractor will be advised to liaise with a construction engineer to confirm if the roof trusses can be reused. If confirmed then the contractor will advise on the saving to the contract.

It was confirmed that this would reduce the risk to the stability of the walls if the roof was not to be removed.

5.2 The Risk Register will be reviewed

5.3 The issue Log will be unchanged.

Debbie Murphy confirmed a revised letter of offer is to be issued.

Kenny Knox referenced the papers "Change Control Procedure – Castlewellan Community Centre" and requested project member's feedback any comments to Kenny Knox.

Conor Mallon noted flexibility is required for contingency estimates as delays for waiting for approvals can drive up costs. The £98,000 contingency will be held until the end of the project.

6. Community Operated Sports Facilities

Ballyhornan:

Planning permission has been approved for the Ballyhornan project. The team are progressing with the ITT documentation.

The risk for Ballyhornan is the land transfer.

The current land value is based on LPS value. The LPS value has been revised upwards.

Downpatrick

Debbie Murphy updated the group that the Executive Office is likely to report back a decision on the Downpatrick project in the next month.

The Downpatrick planning approval has been approved for the car parking and drainage.

Conor Mallon referenced the letter from the Ulster wildlife. The letter confirmed that the grant of £153,114.15 offered to the Landfill Communities fund project – Community Sports Facility at Downpatrick Racecourse has now been withdrawn and it has been re-pooled and reallocated to an alternative project.

Kilcooley

Planning will be submitted for Kilcooley on the 8th August 2018.
The Building control application is ready for submission.

Ards and North Down Council have confirmed that they currently have not agreed to assume ownership of the Kilcooley facility once construction has been completed.

Jan Nixon confirmed that Ards and North Down Council should reach a decision on asset ownership in August.

The executive office NI will consult with Janine Nixie from Ards and North Down Council to determine the way forward. If there is no resolution to the Asset ownership of the project this will result in the project being stalled.

Action: The Executive Office NI will consult with Janine Nixie from Ards and North Down Council to determine the way forward in relation to asset ownership.

Action: The group need to add in a risk to the Risk register in relation to land and asset ownership of Kilcooley.

Debbie confirmed that the income projection for the completed Kilcooley project is good. Sports NI have revised costs. Carpet pitch maintenance costs had been £10,000 per year over 10 years and have now been revised to £25,000 per year. These costs are allocated to a sink fund for 10 years post project completion. The sink fund is financed through annual income of the facility.

Debbie advised the Group to progress with the Design work and to make sure all paperwork current.

The Risk Register currently contains a risk in relation to Land transfer for Kilcooley. The land is currently owned by the executive and will be leased by council. (No. 23)

7. Update from Department for Communities

Raphael Crummy confirmed that they will re-profile all financials to next year 2019/2020. Raphael highlighted that the SIF letter of offers run out in March 2020.

Anita Waite had declared easements for next year and requested they be profiled for next year. There are no guarantees that this will be approved.

8. Finance

Sarah McClory had provided updated financial profiles and will continue to liaise with Debbie Murphy.

Castlewellan - Contractor will provide a schedule of works this week. The schedule of works to be provided to Sarah McClory and Debbie Murphy.

The Ballyhornan financial profile has been updated and pushed back a few months.

9. OBA NISRA report cards

No update on the Report card.

Signed: Conor Mallon
 Chairperson

Signed: Justyna McCabe

Next Project Board Meeting:

Monday 03rd September 2018

Location: Conference room, Downpatrick Civic Centre.

Time 11.30am

Report to:	Active and Healthy Communities
Date of Meeting:	17 September 2018
Subject:	SANDSA Report
Reporting Officer (Including Job Title):	Conor Haughey – Head of Outdoor Leisure
Contact Officer (Including Job Title):	Pat Power - Sports Development Manager

Confirm how this Report should be treated by placing an x in either:-

For decision	For noting only	X
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1.0	Purpose and Background
1.1	<p>The approval for the establishment of Sports Association Newry, Down and South Armagh (SANDSA) was agreed at the AHC committee on January 2017.</p> <p>The SANDSA Executive will endeavour to secure equal opportunity and seek fair representation from each of the seven district electoral areas sports forums within the environs of Newry, Mourne and Down District Council: The sport forums will nominate a candidate who will represent all member sports/activities from their district on the SANDSA Executive with the intent to develop the capacity of their communities by managing programmes, events, facilities and funding opportunities. In addition, five Councillors sit on the SANDSA Executive.</p>
2.0	Key issues
2.1	<p>Over the next 12 months SANDSA in association with Council will deliver:</p> <ul style="list-style-type: none"> • A generic training programme • An awards evening
3.0	Recommendations
3.1	<p><i>That the Committee agree to:</i></p> <ul style="list-style-type: none"> • Note the contents of the report
4.0	Resource implications
4.1	<ul style="list-style-type: none"> • Officer's time, • Approx £10,000 revenue budget.
5.0	Equality and good relations implications
5.1	Subject to equality screening or impact assessment
6.0	Rural Proofing implications
6.1	There are no negative implications identified
7.0	Appendices
	Appendix I: SANDSA Executive Committee

	Appendix 2: Generic Training Programme Appendix 3: Draft Sports Awards Programme
8.0	Background Documents N/A

Appendix I



SANDSA
Sports Association Newry,
Down and South Armagh

(12 Executive Committee Members)

Club Representation (District Sports Forum)

Seven Individual Sports Representatives - Representing all Clubs in their District Electoral Area

Michael O'Neill Newry Sports Forum	Declan Reilly Crotlieve Sports Forum	Andy Hall The Mournes Sports Forum	Elena Martin Slieve Gullion Sports Forum	Oonagh Murray Downpatrick Sports Forum	Lawrence Murphy Rowallane Sports Forum	James Kirk Slieve CroobSports Forum
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Council Representation

Councillor Declan McAteer	Councillor Gareth Sharvin	Councillor William Walker	Councillor Barra Ó'Muirí	Councillor John Rice
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Three Council staff - assigned (support only – no voting rights, but one officer to be appointed treasurer)

APPENDIX 2

Generic Training Programme

October 2018-March 2019

		Date	Time	Venue	
Safeguarding Children & Young People in Sport	@10:00 per person	Thursday 4 October 2018	6:30 – 9:30	Market House, The Square, Ballynahinch, BT24 8AE	
First Aid & Defibrillator	@30:00 per person	Wednesday 10 & 17 October 2018	6:30 – 9:30	Rowallane Community Hub, 35 Main Street, Saintfield, BT24 7AB	
Safeguarding Children & Young People in Sport	@10:00 per person	Tuesday 23 October 2018	6:30 – 9:30	The Great Hall, Downshire Estate, Ardglass Road, Downpatrick, BT30 6RA	
First Aid & Defibrillator	@30:00 per person	Wednesday 24 & Tue 30 October 2018	6:30 – 9:30	St. John's GAC, 2 Ballywillwill Rd, Castlewellan, BT31 9NR	
Safeguarding Children & Young People in Sport	@ £10:00 per person	Tuesday 6 November 2018	6:30 – 9:30	Milltown Playing Fields, 88 upper Dromore rd., Warrenpoint, BT34 3PN	
Public initiative Prevention of Suicide : Safe Talk Awareness	@ £5 per person	Tuesday 13 November 2018	6:30 – 9:30	AV Room, Newcastle Centre, Central Promenade, Newcastle, BT33 ODY	
Coaching Children 5-12	@ £7:50 per person	Wednesday 14 November 2018	6:30 – 9:30	AV Room, Newcastle Centre, Central Promenade, Newcastle, BT33 ODY	
How to write a Business Case for your Sports Club	@ £10:00 per person	Tuesday 27 November 2018	6:30 – 9:30	AV Room, Newcastle Centre, Central Promenade, Newcastle, BT33 ODY	
Generating Club Income	@Free	Tuesday 4 December 2018	6:30 – 9:30	Maccartan Park, 7 Teconnaught Rd, Loughinisland, BT30 8QE	Free
Introduction to Understanding your Clubs Finances	@Free	Tuesday 11 December 2018	6:30 – 9:30	Meeting Room, Newcastle Centre, Central Promenade, Newcastle, BT33 ODY	Free
Business Planning	@Free	Wednesday 19 December 2018	6:30 – 9:30	AV Room, Newcastle Centre, Central Promenade, Newcastle, BT33 ODY	Free
Growing your Club	@Free	Tuesday 22 January 2019	6:30 – 9:30	AV Room, Newcastle Centre, Central Promenade, Newcastle, BT33 ODY	Free
First Aid & Defibrillator	@£30:00 per person	Wednesday 23 & 30 January 2019	6:30 – 9:30	Milltown Playing Fields, 88 upper Dromore rd., Warrenpoint, BT34 3PN	
Delivering Engaging Sessions for Young People	@£7.50	Wednesday 6 February 2019	6:30 – 9:30	Rowallane Community Hub, 35 Main Street, Saintfield, BT24 7AB	
Safeguarding Children Children's Officer	@ £10:00 per person	Tuesday 12 February 2019	6:30 – 9:30	The Great Hall, Downshire Estate, Ardglass Road, Downpatrick, BT30 6RA	
First Aid & Defibrillator	@30:00 per person	Wednesday 20 & 27 February 2019	6:30 – 9:30	AV Room 1 st Night/ Upstairs Cafe 2 nd Night, Newcastle Centre, Central Promenade, Newcastle, BT33 ODY	
Good Club Governance	@ Free	Wednesday 6 March 2019	6:30 – 9:30	Training room 1, Downshire Estate, Ardglass Road, Downpatrick, BT30 6RA	Free
NSPCC Cyber Safety	@ Free	Wednesday 20 March 2019	6:30 – 9:30	Training room 1, Downshire Estate, Ardglass Road, Downpatrick, BT30 6RA	Free

TOTAL FEES:					
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161

All Cheques to be Made Payable to: Sports Association Newry, Down and South Armagh

No later than 17th September 2018

APPENDIX 3**SANDSA Sports Awards: Thursday 7 March '19**

SANDSA Young Sport Volunteer of the Year

SANDSA Young Club Coach of the Year

SANDSA Junior Club Team of the Year

SANDSA Young Technical Official of the Year

Slieve Croob Junior Sportsperson of the Year

Rowallane Junior Sportsperson of the Year

Downpatrick Junior Sportsperson of the Year

Crotlieve Junior Sportsperson of the Year

Slieve Gullion Junior Sportsperson of the Year

Newry Junior Sportsperson of the Year

The Mournes Junior Sportsperson of the Year

SANDSA Junior Sportsperson of the Year

SANDSA Disability Coach of the Year
 SANDSA Sportsperson of the Year with a Disability
 SANDSA Life-Time Services to Club Sport
 SANDSA Senior Sport Volunteer of the Year
 SANDSA Senior Performance Pathway Coach of the Year
 SANDSA Senior Club Team of the Year
 SANDSA Technical Official of the Year
 SANDSA Macmillan Move More Inspirational Participant of the Year
 Slieve Croob Senior Sportsperson of the Year
 Rowallane Senior Sportsperson of the Year
 Downpatrick Senior Sportsperson of the Year
 Crotlieve Senior Sportsperson of the Year
 Slieve Gullion Senior Sportsperson of the Year
 Newry Senior Sportsperson of the Year
 The Mournes Senior Sportsperson of the Year
 SANDSA Senior Sportsperson of the Year

Categories

Junior: 9

Young: 3

Senior: 14

Disability Coach of the Year: Young or Senior: 1

Sportsperson of the Year with a Disability: Young or Senior: 1

Total: 28

Report to:	Active and Healthy Communities
Date of Meeting:	17 th September 2018
Subject:	Indoor Leisure Customer Satisfaction Survey Results
Reporting Officer (Including Job Title):	Kieran Gordon, Head of Indoor Leisure
Contact Officer (Including Job Title):	Kerri McConnell, Commercial Development Officer

For decision	For noting only	X
1.0	Purpose and Background	
1.1	In February 2018, Members were asked to note the launch of the Indoor Leisure Customer Satisfaction Survey. The Local Government Act (NI) 2014 sets out a General Duty of Improvement, whereby all District Councils must put in place arrangements to secure continuous improvement in the exercise of their functions and set performance improvement objectives for each financial year.	
1.2	<p>The Council set the following performance improvement objective for 2017-18:</p> <ul style="list-style-type: none"> Encourage healthy lifestyles through increased participation in leisure, sport and recreational activities <p>The following 'measure of success' was developed to help monitor progress in achieving this performance improvement objective:</p> <ul style="list-style-type: none"> Level of satisfaction with indoor leisure facilities 	
2.0	Key issues	
2.1	Through APSE Performance Networks (Association of Public Service Excellence), the Council carried out customer satisfaction surveys across six indoor leisure facilities between March-April 2018. This survey had been developed specifically for sport and leisure facilities, and has successfully been used by local authorities in neighbouring jurisdictions.	
2.2	The survey was available to complete online and was publicised through the Council's social media channels. Hard copies were also available at the public receptions of each facility. Designated staff were on site at selected facilities over a number of days to encourage customers to complete the survey, providing assistance where required.	
2.3	<p>A total of 657 completed surveys were received, with Newry and Downpatrick Leisure Centres receiving the majority of completed surveys, with 71.4% of the total response rate. In terms of the profile of respondents:</p> <ul style="list-style-type: none"> There was a fairly even split between 'members' and 'pay as you go' customers, with 41.4% and 41.2% respectively. 55.5% of respondents were female and 30.7% were male. 6.8% of respondents stated they had a disability. The majority of respondents (34.6%) were aged 40-60 years, followed by those aged 25-39 years (30.6%) and those aged 60 years and above (13.2%). 	
2.4	Overall, the satisfaction levels for each leisure facility compare favourably with the current UK average of 73.19%. A summary of the results is outlined below and has also been reported to the Strategy, Policy and Resources Committee through	

	<p>the Council's Assessment of Performance 2017-18. The results will be benchmarked and analysed further through APSE Performance Networks during Q3 2018-19.</p>																		
	<table border="1"> <tr> <td data-bbox="336 300 504 398"> <p>Measure of Success</p> </td> <td data-bbox="504 300 1209 853"> <p style="text-align: center;">Level of Customer Satisfaction with Leisure Facilities 2017-18</p> </td> <td data-bbox="1209 300 1430 398"> <p style="text-align: center;">2017-18</p> </td> </tr> <tr> <td data-bbox="336 398 504 853"> <p>Level of user satisfaction with selected indoor leisure facilities</p> </td> <td data-bbox="504 398 1209 853"></td> <td data-bbox="1209 398 1430 853"> <table border="1"> <tr> <td>Newry Leisure Centre</td> <td>70%</td> </tr> <tr> <td>St Colman's</td> <td>74.8%</td> </tr> <tr> <td>Newcastle Centre</td> <td>71.2%</td> </tr> <tr> <td>Ballymote Centre</td> <td>84.8%</td> </tr> <tr> <td>Down Leisure Centre</td> <td>64.3%</td> </tr> <tr> <td>Kilkeel Leisure Centre</td> <td>76.1%</td> </tr> </table> </td> </tr> </table>	<p>Measure of Success</p>	<p style="text-align: center;">Level of Customer Satisfaction with Leisure Facilities 2017-18</p>	<p style="text-align: center;">2017-18</p>	<p>Level of user satisfaction with selected indoor leisure facilities</p>		<table border="1"> <tr> <td>Newry Leisure Centre</td> <td>70%</td> </tr> <tr> <td>St Colman's</td> <td>74.8%</td> </tr> <tr> <td>Newcastle Centre</td> <td>71.2%</td> </tr> <tr> <td>Ballymote Centre</td> <td>84.8%</td> </tr> <tr> <td>Down Leisure Centre</td> <td>64.3%</td> </tr> <tr> <td>Kilkeel Leisure Centre</td> <td>76.1%</td> </tr> </table>	Newry Leisure Centre	70%	St Colman's	74.8%	Newcastle Centre	71.2%	Ballymote Centre	84.8%	Down Leisure Centre	64.3%	Kilkeel Leisure Centre	76.1%
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<p>3.0</p>	<p>Recommendations</p>																		
<p>3.1</p>	<p>Members are asked to note the initial survey results as detailed in section 2.4 and Officers will revert at a later date with a more detailed analysis and subsequent improvement plan to address any key issues identified.</p>																		
<p>4.0</p>	<p>Resource implications</p>																		
<p>4.1</p>	<p>Officer time – to analyse the results and develop and implement an improvement plan, in collaboration with frontline staff across the six leisure facilities.</p>																		
<p>5.0</p>	<p>Equality and good relations implications</p>																		
<p>5.1</p>	<p>There are no equality and good relations implications arising from this report. The proposal was consistent with the Council's equality scheme commitments to effective consultation, engagement and monitoring. It is likely that by undertaking this survey and using the results to influence service improvements will have a positive impact on Council's relations with customers.</p> <p>The Council also included demographic questions around the following Section 75 categories in order to analyse the profile of respondents in terms of:</p> <ul style="list-style-type: none"> • Gender • Age • Disability 																		
<p>6.0</p>	<p>Rural Proofing implications</p>																		
<p>6.1</p>	<p>Officers confirm due regard to rural needs has been considered, and this report has not been subject to a rural needs impact assessment.</p>																		
<p>7.0</p>	<p>Appendices</p>																		
<p></p>	<p>N/A</p>																		
<p>8.0</p>	<p>Background Documents</p>																		
<p></p>	<p>N/A</p>																		