

September 18th, 2020

Notice Of Meeting

You are invited to attend the Active and Healthy Communities Committee meeting to be held on **Monday, 21st September 2020 at 6:00 pm in Microsoft Teams Meeting.**

Chair: Cllr L McEvoy

Vice: Cllr G O'Hare

Members:

Cllr T Andrews

Cllr C Casey

Cllr A Finnegan

Cllr H Gallagher

Cllr M Gibbons

Cllr G Malone

Cllr C Mason

Cllr K McKevitt

Cllr A McMurray

Cllr B Ó'Muirí

Cllr D Taylor

Cllr J Trainor

Cllr W Walker

Agenda

1.0 Apologies and Chairperson's Remarks

2.0 Declarations of Interest

3.0 Action Sheet arising from Active and Healthy Communities Committee Meeting held on 17 August 2020

 [AHC Action Sheet 170820.pdf](#)

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Notices of Motion

4.0 Notice of Motion - Dog Euthanasia

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

“Council welcomes reports from DAERA that incidences of dog euthanasia are down across Northern Ireland in 19/20, but is extremely concerned that in the same period our District has had substantially more dogs put down than any other council area. To address this Council will take the following actions:

- Undertake an investigation into why these figures are so high in the District and bring a report back for consideration on this to the AHC committee.
- Write to the 10 other council areas asking what measures they took to successfully reduce the number of animals killed, particularly Derry & Strabane which has seen an 80% reduction and Ards & North Down which killed zero dogs this year
- Consider ways in which the Council can bring together strategic partners such as the Dog Warden, local kennels, Animal Welfare Officer, PSNI and animal rescue charities, to address the issue, including through tackling illegal and unethical breeding and sale of dogs, particularly online.”

 [Dogs Euthanasia Report - AHC Sept. 2020.pdf](#)

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Business Plans/Governance

5.0 Active and Healthy Communities Emergency Business Plan April - September 2020

 [Mid Year Assessment Review.pdf](#)







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 [AHC Emergency Business Plan and Assessment Apr-Jun 2020.pdf](#)

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Community Engagement




6.0 District Electoral Area (DEA) Forums Update Report

 <i>DEA Fora Update Report..pdf</i>	<i>Page 32</i>
 <i>Appendix 1- DEA Fora Update September 2020 .pdf</i>	<i>Page 35</i>
 <i>Appendix 2 Rowallane Action Sheet 040620.pdf</i>	<i>Page 36</i>
 <i>Appendix 3 Action Sheet Downpatrick DEA Private Forum Meeting.pdf</i>	<i>Page 40</i>
 <i>Appendix 4 Action Sheet Mourne DEA September 2020.pdf</i>	<i>Page 44</i>
 <i>Appendix 5 - Slieve Croob DEA Action Sheet 15th September 2020.pdf</i>	<i>Page 49</i>

7.0 DfC 2nd Tranche COVID-19 Community Support Funding

 <i>DfC 2nd Tranche COVID 19 Community Support Funding - Report for 21.9.2020 AHC Committee Meeting (V3) 4.9.2020.pdf</i>	<i>Page 52</i>
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8.0 DfC Covid Funding – Access to Food Fund and Financial Inclusion Partnership Fund

 <i>DfC COVID 19 Access to Food Fund COVID-19 Financial Inclusion Fund - Report for 21.9.2020 AHC Committee Meeting (V2).pdf</i>	<i>Page 56</i>
 <i>Appendix 1 - COVID 19 Food Partnership Fund briefing for councils.pdf</i>	<i>Page 60</i>
 <i>Appendix 2 - Covid-19 Financial Inclusion Partnership Fund Brief for councils.pdf</i>	<i>Page 64</i>

9.0 Peace IV Local Action Plan

 <i>Peace Report AHC September 2020.pdf</i>	<i>Page 68</i>
 <i>Appendix 1 - PEACE IV Partnership Meeting minutes 02 July 2020.pdf</i>	<i>Page 71</i>

10.0 Financial Assistance Update

 <i>Financial assistance - Sept.pdf</i>	<i>Page 74</i>
 <i>Appendix 1 - FA Report Capital Minor Works Call 1 guidance.pdf</i>	<i>Page 78</i>
 <i>Appendix 2 - FA Report - Community Capital Scheme Call 1 guidance.pdf</i>	<i>Page 94</i>
 <i>Appendix 3 - FA Report Sports Capital Minor Works Call 1 guidance.pdf</i>	<i>Page 110</i>
 <i>Appendix 4 - FA Report Sports Development Minor Capital Items Call 1</i>	<i>Page 126</i>

11.0	<i>Updated report on the Re-opening of Community Facilities guidance.pdf</i>	
	<i>Reopening of Community Facilities.pdf</i>	Page 141
	<i>Appendix 1 Updated Phased Reopening of Community Facilities_.pdf</i>	Page 146

Leisure and Sports

12.0	Expression of Interest - Derryleckagh Field	
	<i>AHC - EOI Leasing Derryleckagh Field Sept 2020.pdf</i>	Page 150
13.0	Expression of Interest - Generator House & Vacant Land Adjacent to Burren Village Green	
	<i>Expression of Interest - Leasing of Generator House and Vacant Land Burren Sept 2020.pdf</i>	Page 153
14.0	Indoor Leisure Reopening Plan - Phase 4	
	<i>Phase 4 Reopening Indoor Leisure Facilities 2020 Final.pdf</i>	Page 158
	<i>Appendix 1 Phase 4 Indoor Leisure Reopening Plan.pdf</i>	Page 162
	<i>Appendix 2 - Reopening Leisure Services Report Standardisation of Pricing.pdf</i>	Page 163

Health & Wellbeing

15.0	Development of a Walking/Cycling Strategy	
	<i>Walking Cycling Strategy.pdf</i>	Page 164
16.0	Consultation Response on the Proposed Guidance on the Supply of Wild Game for Human Consumption	
	<i>Wild Game Report.pdf</i>	Page 167
	<i>Appendix 1 - Wild Game for Human Consumption Consultation Response.pdf</i>	Page 170
17.0	Consultation Response on Amendments to Retained EU Law for Food and Feed Safety and Hygiene for the end of the Transition Period	
	<i>Report on Retained EU Law Amendments.pdf</i>	Page 174
	<i>Appendix 1 - Amendments to Retained EU Law response.pdf</i>	Page 177

For Noting - Leisure & Sports


18.0 Autism Swimming Sessions Update

 *Autism Friendly Swimming Sessions Sept 2020 (003).pdf*

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For Noting - Health & Wellbeing

19.0 Report on work regarding Suicide Prevention

 *Suicide Down to Zero Report .pdf*

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20.0 Update on current position of Affordable Warmth Scheme

 *Affordable Warmth Report.pdf*

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 *Appendix 1 - Affordable Warmth Letter to Council Chief Executives and Senior Officers August 2020 about delivery of AWs (002).pdf*

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 *Appendix 2 - Affordable Warmth Letter from NMDDC - Affordable Warmth 20.08.20.pdf*

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For Noting - Community Engagement

21.0 SIF Update

 *SIF report AHC Sept 2020.pdf*

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 *Appendix 1 - SIF minutes 27 April 2020.pdf*

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Items deemed to be exempt under paragraph 3 of Part 1 of Schedule 6 of the Local Government Act (NI) 2014

22.0 Newtownhamilton Aged Debt

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

 *Newtownhamilton Aged debt sept 2020.pdf*

Not included

23.0 Your School Your Club Update

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

 *Your School Your Club Update Report Sept 2020.pdf*

Not included

24.0 No 16 the Square Rostrevor

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

 **16 The Square - AHC Report 21 Sept 20.pdf**

Not included

 **Appendix 1- No 16 The Square - NMDDC Tender Report.pdf**

Not included

25.0 Castle Park Seasonal Operations – Public Tender

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

 **Castle Park Seasonal Operations - Public Tender Sept 2020.pdf**

Not included

26.0 Proceed to Tender Business Cases

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

 **Public Tenders Report Sept 2020.pdf**

Not included

(i) Pool Plant Equipment Servicing, Repairs and Maintenance

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

 **Appendix 1 Pool Servicing Maintenance and Repairs Business Case.pdf**

Not included

(ii) Pool Chemicals


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

 **Appendix 2 Pool Chemicals Business Case.pdf**

Not included

(iii) Air Conditioning & Ventilation

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

 ***Appendix 3 Air Conditioning and Ventilation Business Case.pdf***

Not included

27.0 Leisure Capital Scheme Approvals

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

 ***Leisure Capital Projects Sept 2020.pdf***

Not included

Invitees

Cllr Terry Andrews

Cllr Patrick Brown

Cllr Robert Burgess

Cllr Pete Byrne

Mr Gerard Byrne

Mrs Dorinnia Carville

Cllr charlie casey

Cllr William Clarke

Cllr Dermot Curran

Ms Alice Curran

Cllr Laura Devlin

Mr Eoin Devlin

Ms Louise Dillon

Cllr Sean Doran

Cllr Cadogan Enright

Cllr Aoife Finnegan

Cllr Hugh Gallagher

Cllr Mark Gibbons

Mr Kieran Gordon

Cllr Oonagh Hanlon

Cllr Glyn Hanna

Cllr Valerie Harte

Mr Conor Haughey

Mrs Janine Hillen

Cllr Roisin Howell

Cllr Mickey Larkin

Cllr Alan Lewis

Mr Michael Lipsett

Cllr Oonagh Magennis

Mr Conor Mallon

Cllr Gavin Malone

Cllr Cathy Mason

Colette McAteer

Cllr Declan McAteer

Cllr Leeanne McEvoy

Cllr Harold McKee

Patricia McKeever

Cllr Karen McKevitt

Cllr Andrew McMurray

Mr Roland Moore

Cllr Roisin Mulgrew

Cllr Declan Murphy

Cllr Barra Ó Muirí
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Linda O'Hare
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Cllr Gerry O'Hare
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Cllr Kathryn Owen
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Cllr Henry Reilly
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Cllr Michael Ruane
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Cllr Michael Savage
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Cllr Gareth Sharvin
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Donna Starkey
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Cllr Gary Stokes
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Sarah Taggart
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Paul Tamati
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Cllr David Taylor
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Cllr Jarlath Tinnelly
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Cllr John Trainor
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Cllr William Walker
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Mrs Marie Ward
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ACTIONS OUTSTANDING FROM PREVIOUS ACTIVE & HEALTHY COMMUNITIES MEETINGS

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
AHC/092/2019	Leasing of Council land known as Rosconnor Playing Fields, Strangford Playing Fields and the back Pitch, Greenbank, Newry	It was agreed subject to Departmental Consent that the following leases be agreed at a peppercorn rent: <ul style="list-style-type: none"> • Lease of Rosconnor Playing Fields, Downpatrick to Teconnaught GAC for the term of 5 years. • Lease of Strangford Playing Fields, Strangford to Strangford FC for the term of 5 years. • Lease of the Back Pitch, Greenbank, Newry to Newry AFC for the term of 25 years. 	C Haughey	Ongoing Teconnaught and Newry have been approved by DFC and legal is sending out the agreed lease docs to clubs. Rosconnor is finalising the lease agreement and Departmental consent being given. All agreed. Land is transferred from 20/07/2020 for 5 years. Strangford have declined the lease option but will enter into a SLA.	N
AHC/120/2019	Application to DFC: New Model Farm Community Centre proposal, Downpatrick	It was agreed to accept the following recommendations: <ul style="list-style-type: none"> • that the Committee agree to proceed with an application to DfC for a replacement facility for the Trojan Horse, Downpatrick. Including the development of a business case, design proposals and submission of a planning application. 	K Hynds	Ongoing. Funding application to be completed by NHR Officer & CDRCN for submission to DfC.	N
AHC/148/2019	Healthy Vending Machines in Leisure Centres	It was agreed to note that when clear guidance on minimum nutritional standards (MNS) for Council Catering Outlets and Vending is established, a future report will be brought back to Active and Healthy Communities Committee regarding the potential implementation of these standards.	P Tamati	Report to future AHC Ongoing, MNS not established yet, anticipated April 2020. Liaising with Food Standards Agency. MNS protocols have been delayed due to COVID-19. Awaiting further update from FSA on MNS.	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
AHC/152/2019	Notice of Motion – Disability Access on to Newcastle Beach (Referred from Council Meeting 2 September 2019)	<p>It was agreed that officers investigate the provision of disability access on to Newcastle beach to enable the facility to be inclusive, which will enhance the visitor experience for all.</p> <p>An update report to be provided to the Active & Health Communities Committee following on from a meeting of Neighbourhood Services department, Enterprise, Regenerations & Tourism department and Corporate Services departments.</p>	<p>M Lipsett</p> <p>M Lipsett</p>	<p>Meetings held with internal officers</p> <p>Mae Murray visited the site and advised that the disabled toilet facilities are not suitable to accommodate a large changing table and therefore would not be suitable for disabled beach access facilities similar to Cranfield</p> <p>Report to future AHC Meeting.</p>	N
AHC/184/2019	Autism Friendly Sessions	<p>It was agreed to introduce Autism Friendly Swim Sessions at Newry and Kilkeel Leisure Centre and Tropicana (subject to closures and holiday arrangements) as a pilot with a 6-monthly review period from 1 April 2020.</p> <ul style="list-style-type: none"> - Newry Leisure Centres: Saturdays from 4.00pm – 5.00pm - Kilkeel Leisure Centre: Mondays from 3.45pm to 4.30pm - Newcastle Tropicana: Fridays from 12noon to 1pm (July and August only) 	P Tamati	<p>Consultation with Autism groups and key stakeholders has been commissioned in relation to identified programme times at each individual centre with update report due back to AHC Committee March 2020 and implementation from 1st April 2020</p> <p>Report went to AHC Committee on 17th Feb outlining dates and times for Autism Friendly Swim Sessions which have been paused due to COVID-19. These sessions will be re-instated once restrictions are lifted.</p>	N
AHC/181/2019	Action Sheet	<p>It was agreed to have the Service Level Agreement with Outdoor Recreational Northern Ireland extended beyond March 2020.</p>	P Tamati	<p>Subject to future Committee Report and budget identification</p> <p>Report went to Committee in August</p>	Y
AHC/199/2019	Summer Activity Programme for 2020	<p>It was agreed to implement an alternative and enhanced Summer Activity Programme for July and August 2020.</p>	P Tamati	<p>Draft Summer Activity Programme was submitted for notification at March Committee meeting</p>	Y

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
				As per AHC Emergency Business Plan all seasonal activities have been delayed due to COVID-19	
AHC/200/2019	Castle Park Seasonal Operations	It was agreed to approve a public tender for a minimum of 5 years for the delivery of alternative and enhanced seasonal (Easter to September) operations and services at Castle Park in Newcastle.	P Tamati	Public tender to be advertised February 2020 Currently ongoing Tender process paused due to COVID-19 as per Committee Meeting June 2020	N
AHC/201/2019	Everybody Active (EBA) 2020 Delivery Contract – New Tender	It was agreed to approve Council to tender of the Everybody Active 2020 Delivery Contract for 12 months from 1 April 2020 – 31 March 2021 with possible extension subject to funding.	P Tamati	Public tender to be advertised February 2020 Currently ongoing Tender process is now complete and Clanrye Group have been appointed to deliver the new programme.	Y
AHC/202/2019	Sport NI Your School Your Club Funding	It was agreed the update on Newry, Mourne and Down District Council Projects that applied for Your School Your Club was agreed and approval given for the commissioning of the Tennis Bubble Project at Our Lady's in Newry.	P Tamati	Ongoing Project commenced but, delayed due to COVID-19. Due to be completed Sept 2020.	N
AHC/206/2019	Adoption of Suicide Down to Zero	It was agreed that: <ul style="list-style-type: none"> • Council formally adopt the approach and aspiration of Suicide Down to Zero. A suitable launch and media statement to be prepared for Council Chairperson. • An amount of £10,000 is allocated to a Mental Health and Suicide Prevention Small Grants Scheme administered through a Financial call subject to the estimates process. • A working group involving the Council, the Southern and South Eastern 	E Devlin	Ongoing	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		Health Trusts and local relevant Voluntary Organisations is created to examine ways of attaining the goal of zero suicides across the District.			
AHC/4/2020	Overflow Car Park at Donard Park	<p>It was agreed to proceed:</p> <ul style="list-style-type: none"> with 'winter arrangements' for the unofficial overflow car park at Donard Park to remain in place until Easter 2020 as per historical arrangement. <p>Winter arrangements – closed from the 1st November to Easter 2020 (10th April)</p> <ul style="list-style-type: none"> If a budget became available in the interim, the opening of the overflow car park could be brought forward on busy days prior to Easter 2020. <p>The proposed establishment of an official and permanent overflow car parking arrangements at Donard Park as per appendix 1, and commit £250k to Council Capital Programme. Following such approval, a detailed capital proposal will be brought back to Committee for further consideration.</p>	P Tamati	Commissioning meeting with the Capital Team to take place. Confirmation of budget to be agreed. Temporary overflow car park now in place. Capital Team to submit planning application for permanent arrangements – ongoing.	N
AHC/6/2020	Annual Licence Agreement with Communities Facilities	It was agreed to replace existing tenancy arrangements within Council Community Facilities to updated Licence Agreements.	J Hillen	Ongoing	N

ITEMS RESTRICTED IN ACCORDANCE WITH PART 1 OF SCHEDULE 6 OF THE LOCAL GOVERNMENT ACT (NI) 2014					
AHC/162/2019	Saintfield Community Centre	<p>It was agreed to note and agree to approve the following:</p> <ul style="list-style-type: none"> • Proceed to Expression of Interest Process in line with Councils Sporting and Community Facilities Leasing Policy for the rear of Unit C and the whole of Unit B. • Providing an additional area to the rear of Unit C to increase the amount of storage space within the Community Centre, approximate cost £15,000. 	J Hillen	<p>Ongoing</p> <p>Completed</p>	N
AHC/174/2019	Castlewellan 3G Pitch	It was agreed to remove the agreement to lease the 3G pitch to Castlewellan Community Partnership as per minute (AHC/071/2019) and replace this with a Facility Management Agreement for the 3G pitch.	J Hillen	Ongoing	N
AHC/13/2020	No 16 The Square, Rostrevor	<p>It was agreed to approve officers proceeding as outlined in the report:</p> <p>Withdraw the original application</p> <p>Complete the procurement process</p> <p>Submit an application to the RDP for up to 75% through the Village Renewal Scheme of the total project costs.</p>	J Hillen	Ongoing	N
AHC/036/2020	Threeways Community Centre – Refurbishment of Ropework Pitch	<p>It was agreed to:</p> <ul style="list-style-type: none"> • Approve the business case and the recommendation contained within same. • Proceed with a procurement exercise to appoint a contractor to carry out the refurbishment works. • Incorporate the legacy Service Level Agreement into the current Facility Management Agreement for Threeways 	J Hillen	Ongoing	N

		<p>Community Association in line with other similar facilities.</p> <ul style="list-style-type: none"> • Review booking over the period detailed in the Facility Management Agreement and present options to Council in order to inform potential future investment in the facility. 			
AHC/053/2020	Lease of Lands at Barcroft Community Centre	<p>It was agreed that Newry, Mourne and Down District Council provide Newry Felons with a lease for the additional lands requested at a Peppercorn rent as agreed by the Department for Communities.</p>	J Hillen	Ongoing	N
AHC/64/2020	Castle Park Seasonal Operations – Public Tender	<p>It was agreed to put on hold the progressing of the Public Tender and entering into a contract with the preferred bidder for the delivery of alternative and enhanced seasonal operations and services at Castle Park in Newcastle.</p> <p>It was further agreed a report come back to Committee for approval on the next steps of this tender where there is further clarity in terms of COVID-19 restrictions.</p>	P Tamati	Tender process paused due to COVID-19 as per Committee Meeting June 2020	N

ACTIONS ARISING FROM ACTIVE AND HEALTHY COMMUNITIES COMMITTEE MEETING – 17 August 2020

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
AHC/68/2020	Notice of Motion – Period Poverty	<p>It was agreed to:</p> <ul style="list-style-type: none"> • Write to Department for Education and Department for Economy to ask for an update on the provision of free sanitary products within schools and other educational facilities. • That the feasibility of providing free sanitary products within all Council public conveniences is examined and a report brought back to the relevant Council committee. • Develop a promotional initiative to highlight the area of Period Poverty and continue to work in partnership with the local Health Trusts to promote free provision across all sectors. • Council continue to participate in the Pink Present project and seek to extend its reach within South Eastern Trust area. 	E Devlin	Ongoing	N
AHC/69/2020	Peace IV Report	<p>It was agreed to:</p> <ul style="list-style-type: none"> • Procure and appoint relevant facilitator to deliver online TV community broadcasts showcasing PEACE IV cross-community activity through Animation Projects and the community response to Covid-19. Estimated cost £20K (programme approved by SEUPB). • Procure and appoint relevant facilitator for Irish Language & Ulster Scots Shared Language and Culture 	J Hillen	<p>Provider appointed through Single Tender Action.</p> <p>Terms of Reference approved by SEUPB, awaiting Full Council meeting to publish tender.</p>	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		<p>Programme. Estimated cost £25k (programme approved by SEUPB).</p> <ul style="list-style-type: none"> Shared History Project – Procure and appoint facilitator to deliver a cross-community project on the life and legacy of John Mitchell. Estimated cost £25k (subject to approval from SEUPB). 			
AHC/70/2020	Financial Assistance – Community Engagement	It was agreed to re-examine the recommendations in relation to the Capital and Minor Works Financial Assistance themes, including the maximum level of funding for each applicant being set up to £100,000, as opposed to a limit of £50,000, and not prohibiting organisations from applying for a 3 year period. It was agreed a report would be brought to the Active and Healthy Communities Committee.	J Hillen	Terms of Reference sent to SEUPB for approval. All capital themes have been removed from Call 3 and a paper is being prepared for the next AHC meeting.	Y
AHC/71/20200	Lisnacree Community Centre – Lease Agreement	It was agreed to contribute the amount of £500 per annum to compensate the Parish for the use of the lands and to cover the legal fees associated with the renewal of the ten-year lease for Lisnacree Community Centre.	J Hillen	Ongoing	N
AHC/72/2020	Community Asset Transfer	It was agreed to act as a Sponsoring Body for the potential development of a Personal and Family Wellbeing Centre at the Ardnabannon OEC site, Castlewellan.	J Hillen	Actioned	Y

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
AHC/73/2020	Outdoor Recreation (NI) Service Level Agreement 2020/21	It was agreed to approve a new Service Level Agreement with Outdoor Recreation NI (ORNI) for the 2020-2021 financial year at the total cost of £40,000 as per appendix 1 contained within the report.	P Tamati	Approved	Y
AHC/74/2020	Safe Cycling Initiatives	It was agreed that Council Officers work with key partners, including DfI Officials, PHA, Schools and Sustrans, to identify appropriate initiatives and funding opportunities to encourage an increase in cycling and promote Safer Cycling across the District.	E Devlin	Ongoing	N
AHC/75/2020	Consultation response to Northern Ireland Housing Executive's Draft Older People's Housing Strategy 2020/1-2025/26	It was agreed to return the consultation response as presented within the report to Northern Ireland Housing Executive.	E Devlin	Response returned	Y
AHC/76/2020	Sustainability and Change Forum	It was agreed to note the report from the Sustainability & Climate Change Forum on Tuesday 30 June 2020 and approve the actions contained within the attached Action Sheet.	E Devlin	Noted	Y
AHC/77/2020	Sports Development Service Recovery Plan	Noted	P Tamati	Noted	Y
AHC/78/2020	Funding opportunity for Community Trails	Noted	P Tamati	Noted	Y
AHC/79/2020	Social Investment Fund	Noted	J Hillen	Noted	Y

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
AHC/80/2020	Policing and Community Safety Partnership	<p>It was agreed to note the following Policing Committee and PCSP Minutes:</p> <ul style="list-style-type: none"> Minutes of the Policing Committee Meeting held on Tuesday 21 January 2020, approved at the Policing Committee Meeting on Tuesday 10 March 2020. Minutes of the PCSP Meeting held on Tuesday 21 January 2020, approved at the Policing Committee Meeting on Tuesday 10 March 2020. Minutes of the Policing Committee Meeting held on Tuesday 10 March 2020, approved at the Policing Committee Meeting on Tuesday 21 July 2020. Minutes of the PCSP Meeting held on Tuesday 10 March 2020, approved at the Policing Committee Meeting on Tuesday 21 July 2020. 	J Hillen	Noted.	Y
AHC/81/2020	Newry Neighbourhood Renewal Partnership	<p>It was agreed by all to note the report and to note the Newry Neighbourhood Renewal Partnership Meeting Minutes:</p> <ul style="list-style-type: none"> Minutes of Newry NRP Meeting held on Wednesday 22 January 2020, approved at Newry NRP Meeting held on Wednesday 3 June 2020. Minutes of Newry NRP Meeting held on Wednesday 3 June 2020, approved at Newry NRP Meeting held on Wednesday 1 July 2020. 		Noted.	Y
AHC/82/2020	Notice of motion on Domestic Violence	Noted	J Hillen	Noted.	Y

ITEMS RESTRICTED IN ACCORDANCE WITH PART 1 OF SCHEDULE 6 OF THE LOCAL GOVERNMENT ACT (NI) 2014					
AHC/83/2020	Reopening of Indoor Leisure Services – Phase 2	It was agreed to note the report which had been agreed at the SPR Committee Meeting held on 13 August 2020 regarding Re-opening of Leisure Facilities Plan – Phase 2.	M Lipsett	Noted	Y
AHC/84/2020	Reopening of Community Facilities	It was agreed to note the report which had been agreed at the SPR Committee Meeting held on 13 August 2020 regarding Re-opening of Community Facilities.	M Lipsett	Ongoing	N
AHC/85/2020	Scheme of Delegation Schedule	It was agreed to note the decisions and authorisations contained within the officer's report	M Lipsett	Noted	Y

Report to:	Active and Healthy Communities Committee
Date of Meeting:	21 Sept 2020.
Subject:	Euthanasia of Dogs
Reporting Officer (Including Job Title):	Colum Jackson, Assistant Director, Building Control
Contact Officer (Including Job Title):	Fintan Quinn, Head of Licensing and Enforcement

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

For decision	<input type="checkbox"/>	For noting only	<input checked="" type="checkbox"/>

To note the content of this report

1.0	Purpose and Background
1.1	<p><u>Purpose</u> To consider the Notice of Motion on Dog Euthanasia agreed at Council Meeting held on 7th September 2020. Item C/ 114/ 2020</p> <p><u>Background</u> The Licensing and Control of Dogs is regulated by Councils under the Dogs(Northern Ireland) Order 1983. The responsibilities of councils under the Order are laid out as follows:</p> <ol style="list-style-type: none"> 1. To ensure any person keeping a dog has a licence to do so, 2. To ensure any person who keeps guard dog kennels is registered, 3. To ensure any person who keeps a breeding establishment is registered, 4. To investigate and control incidents of dogs straying, and dog attacks on persons, and attacks on livestock and certain other animals. 5. Every Council shall establish and maintain dog pounds or make arrangements with any person who keeps kennels which are approved by the Department, for the use of the kennels by the council on such terms and conditions as may be agreed. <p>Newry Mourne and Down District currently have contracted one centre as a Dog Holding facility and one Dog Kennelling facility for dogs impounded or unwanted by owners. All dogs impounded are kept within the Kennelling facility for 6 days to allow owners to reclaim their dog. After the expiry of 6 days, it is for the Kennelling facility owner to determine suitable disposal of unclaimed dogs. Dogs may be resold or passed to Shelters or Animal Charities by the Kennelling facility owner if the dog is deemed suitable to do so.</p>

	<p>If the Kennelling owner is of the opinion that the dog is unsuitable for resale or passing on to a Shelter or Animal Charity, the dog may be euthanised. A dog may be considered unsuitable for resale or passing on if the dog is in;</p> <ul style="list-style-type: none"> a. Poor Health b. Aggressive c. Too old. <p>The Council are not consulted on the final disposal of the dogs. The Council have no authority over shelter or animal charity organisations.</p>
2.0	<p>Key issues</p> <p>To consider the current disposal arrangements for dogs and in particular, the incidences of dog euthanasia within the Newry and Mourne District Council area.</p>
2.1	
3.0	<p>Recommendations</p> <p>Note content of this report</p>
3.1	
4.0	<p>Resource implications</p>
4.1	N/A
5.0	<p>Due regard to equality of opportunity and regard to good relations (complete the relevant sections)</p>
5.1	<p><i>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</i></p> <p>It is not anticipated the proposal will have an adverse impact upon equality of opportunity or good relations <input type="checkbox"/></p>
5.2	<p><i>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</i></p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>The policy (strategy, policy initiative or practice and / or decision) has been equality screened <input type="checkbox"/></p> <p>The policy (strategy, policy initiative or practice and / or decision) will be subject to equality screening prior to implementation <input checked="" type="checkbox"/></p>

5.3	<p>Proposal initiating consultation</p> <p>Consultation will seek the views of those directly affected by the proposal, address barriers for particular Section 75 equality categories to participate and allow adequate time for groups to consult amongst themselves <input type="checkbox"/></p> <p>Consultation period will be 12 weeks <input type="checkbox"/></p> <p>Consultation period will be less than 12 weeks (rationale to be provided) <input type="checkbox"/></p> <p><i>Rationale:</i></p>
6.0	<p>Due regard to Rural Needs (please tick all that apply)</p>
6.1	<p>Proposal relates to developing, adopting, implementing or revising a policy / strategy / plan / designing and/or delivering a public service</p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>Rural Needs Impact Assessment completed <input type="checkbox"/></p>
7.0	<p>Appendices</p>
8.0	<p>Background Documents</p>

Report to:	Active and Healthy Communities
Date of Meeting:	21 September 2020
Subject:	Active and Healthy Communities Directorate Three Month Mid Term Assessment Emergency Business Plan April-September 2020
Reporting Officer (Including Job Title):	Michael Lipsett, Director of Active and Healthy Communities
Contact Officer (Including Job Title):	Eoin Devlin, Assistant Director of Health and Wellbeing Janine Hillen, Assistant Director of Community Engagement Paul Tamati, Assistant Director of Leisure and Sports

<table><tr><td>For decision</td><td>X</td><td>For noting only</td><td></td></tr></table>		For decision	X	For noting only	
For decision	X	For noting only			
1.0	Purpose and Background				
1.1	Directorate Business Plans are an essential part of the Council’s Business Planning and Performance Management Framework, which drives and provides assurance that corporate priorities are being delivered.				
1.2	The Business Plans demonstrate how planned activity during 2020/21 will contribute to the achievement of strategic outcomes in relation to the Community Plan, Corporate Plan, Performance Improvement Plan and other key strategies.				
2.0	Key issues				
2.1	A Mid-Year Assessment of each Business Plan has been undertaken in order to provide an overview of progress between April-September 2020. This exercise is an important part of the Council’s statutory obligations to strengthen the way performance is monitored, reviewed and reported across the organisation.				
2.2	The Mid Year Assessment of the AHC Business Plan is outlined at Appendix 1.				
3.0	Recommendations				
3.1	To consider and agree: <ul style="list-style-type: none">• The Mid Year Assessment of the AHC Business Plan 2020-21				
4.0	Resource implications				
4.1	There are no resource implications contained within this report.				
5.0	Due regard to equality of opportunity and regard to good relations (complete the relevant sections)				
5.1	<p><i>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</i></p> <p>It is not anticipated the proposal will have an adverse impact upon equality of opportunity or good relations</p>				

5.2	<p><i>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</i></p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>The policy (strategy, policy initiative or practice and / or decision) has been equality screened <input type="checkbox"/></p> <p>The policy (strategy, policy initiative or practice and / or decision) will be subject to equality screening prior to implementation <input type="checkbox"/></p>
5.3	<p><i>Proposal initiating consultation</i></p> <p>Consultation will seek the views of those directly affected by the proposal, address barriers for particular Section 75 equality categories to participate and allow adequate time for groups to consult amongst themselves <input type="checkbox"/></p> <p>Consultation period will be 12 weeks <input type="checkbox"/></p> <p>Consultation period will be less than 12 weeks (rationale to be provided) <input type="checkbox"/></p> <p><i>Rationale:</i></p>
6.0	<p>Due regard to Rural Needs (please tick all that apply)</p>
6.1	<p>Proposal relates to developing, adopting, implementing or revising a policy / strategy / plan / designing and/or delivering a public service</p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>Rural Needs Impact Assessment completed <input type="checkbox"/></p>
7.0	<p>Appendices</p>
7.1	<p>Appendix I - Three Month Mid Term Assessment Emergency Business Plan April-September 2020</p>
8.0	<p>Background Documents</p> <ul style="list-style-type: none"> AHC Business Plan for 2020-21

Active and Healthy Communities Directorate

Three Month Mid Term Assessment

Emergency Business Plan April-September 2020




DRAFT

Introduction

This report provides an overview of progress in delivering the Active and Healthy Communities Emergency Business Plan between April-June 2020, across the following service areas, using the legend below.

- Leisure and Sport
- Community Engagement
- Health and Wellbeing

Legend

Status	
	Target or objective achieved / on track to be achieved
	Target or objective partially achieved / likely to be achieved / subject to delay
	Target or objective not achieved / unlikely to be achieved


Human Resources




Department	Employees (Status as at 30 June 2020)					
	Total	On Site	WFH	At Home (not working)	Re-deployed	Furloughed
Leisure and Sport	184	10	16	9	2	147
Community Engagement	68	5	36	3	0	24
Health and Wellbeing	54	43	10	1	0	0
Total Employees	306	58	62	13	2	171




*Given the dynamic nature of Emergency Business Plans, the information contained within this report reflects a specific point in time (30 June 2020) and should therefore be treated as indicative.




* - this figure includes staff that are off due to sickness.







Leisure and Sport

Objective / Activity	Timescale	Status	Progress
New			
Provide logistical support to the Community Hubs: <ul style="list-style-type: none"> • Receive food packs from Central Government • Receive incoming food pack orders from DEA Coordinators 	Q1 (extension to service dependent on DFC guidance)		In April 2020, Newry, Down and Kilkeel Leisure Centres were converted to distribution hubs, receiving food parcels from central government and delivering them to vulnerable residents across the District. During the first nine weeks of the scheme, until 7 June 2020, a total of 12,148 food parcels were delivered from the three hubs as follows:




<ul style="list-style-type: none"> Process food pack orders and prepare for collection Verify collections Manage site access Complete and submit monitoring returns to Central Government 			<ul style="list-style-type: none"> 6,947 from Newry Leisure Centre 2,635 from Down Leisure Centre 2,566 from Kilkeel Leisure Centre
Develop and deliver virtual physical activity programmes and monitor customer feedback:			In response to COVID-19, the Council has been proactive in developing and delivering a broad range of virtual physical activity and wellbeing programmes to citizens and specific groups within the community.
<ul style="list-style-type: none"> Macmillan Move More 	Q1/Q2		<p>4 sessions delivered per week 720 attendances 60 attendances recorded Average attendance of 15 per session.</p> <p>Sessions included weekly challenges set such as the around the world challenge where participants were given the number of steps to virtually climb to the top of famous landmarks at home, signposting to various online courses and information sites regarding nutrition and mental health.</p> <p>From the easing of restrictions, Macmillan Move More have been meeting outdoors for classes including circuits and dance with the group delighted to be back in the class setting, seeing everyone again and looking forward to returning to the leisure centre.</p>
<ul style="list-style-type: none"> Physical Activity Referral Scheme (PARS) 	Q1/Q2		<p>5 sessions delivered per week 30 total participants 180 attendances Average attendance of 4 per session.</p> <p>Throughout lockdown, the Be Active for Health Team continued to encourage and support referred clients through engagement in online physical activity sessions, videos demonstrating exercise</p>

			<p> routines and weekly challenges. Five phone calls a day to support and encourage participants throughout lockdown.</p>
<ul style="list-style-type: none"> Health Co-Ordinator's (Transforming Health) 	Q1/Q2		<p>5 sessions delivered 30 total participants 225 attendances Average attendance of 8 per session.</p> <p>Throughout lockdown, the Be Active for Health Team continued to encourage and support referred clients through engagement in online physical activity sessions, videos demonstrating exercise routines and weekly challenges. Five phone calls a day to support and encourage participants throughout lockdown. A weekly newsletter was also distributed amongst participants and health care professionals.</p>
Through the NMD Be Active and My Wellness Apps, offer virtual classes and scheduled workouts for leisure centre members	Q1/Q2		<p>Through the NMD Be Active and the My Wellness Apps, the Council is offering three home workouts per day for leisure centre members, ranging from 'easy', 'medium' to 'pro' levels to suit all abilities.</p> <p>Facebook stats indicate that reach of daily workout posts vary daily with a reach of 5,759 people on 24 March (start of Lockdown) and in the month of July for example an average reach of 729 for our daily home workouts.</p>
Publish physical activity videos for leisure centre members with disabilities on Council website	Q1/Q2		<p>In partnership with Disability Sport Northern Ireland, Newry Mourne and Down District Council leisure services published Physical Activity videos of the Leisure Centres Disability Hub users through the NMD Be Active Facebook page. Information and support is being provided to our less able service users through our partnership working with DSNI including sharing modified physical activity sessions and sign posting service users, parents, guardians and</p>

			carers to relevant support and material.
Explore options to facilitate the gradual opening of indoor and outdoor leisure facilities, ensuring social distancing measures are adhered to. Identify opportunities to promote and capitalise the use leisure facilities.	Q1		Following the announcement of the NI Executive on 25 June 2020, the Council developed operating procedures and protocols in line with the new COVID-19 regulations and relaxation of restrictions around the phased re-opening of indoor and outdoor facilities. This includes restricted and controlled access to facilities, a reduced programme of activity, the introduction of 60-minute activity slots for customers which must be booked in advance, one way systems, new signage and disinfection protocols, in order to ensure the safety of customers and employees. Employees returning to sites will be required to complete a significant pre-opening staff training regime to ensure they are compliant and competent with the new Normal Operational Procedures, Emergency Action Plans and COVID-19 specific protocols. Outdoor sports facilities have re-opened this includes Tennis Courts, Bowling Greens, Fishing Football and Gaelic pitches with effect from 17 th July for competitive sports and training.
Essential			
Ongoing / Statutory			
Maintain all indoor and outdoor leisure facilities and retain functionality, in line with statutory health and safety requirements.	Q1/Q2		All facilities have maintained in line with health and safety guidelines during the lockdown phase of the pandemic. Newry, Kilkeel and Down Leisure Centres were also used as used to distribute food parcels as part of the Community Coordination Hubs. It was agreed to keep Indoor facilities functional for emergency planning purposes.
Deliver ongoing service requirements around license agreements, planning permissions,	Q1/Q2		License agreements are in place for a range of projects, including the community trails and tennis bubble at Our Lady's GS, Newry. The consultation on the 15 acre Albert

public consultations and legal obligations			Basin Park in Newry took place between 8 June and 17 July 2020, and included an online survey which achieved 546 responses as well as 10 online workshops which involved 48 participants. Feedback from the consultation process is currently being analysed and will be considered by the Council in due course.
Progress the preliminary work around capital programmes	Q1/Q2		Works have been progressing on Bann Road Pavilion, Derryleckagh Car Park, Community Trails, Tennis Bubble, design and preliminary works at Kilkeel Bowling Pavilion, several large play park new builds, on-going play park works as part of the Play Strategy and on-going NEC contract works for other large projects.
Desirable			
Explore options to progress the implementation of equal pay across the service and conditioned overtime at Kilkeel Leisure Centre	Q1/Q2		The implementation of equal pay across the service and conditioned overtime at Kilkeel Leisure Centre is being considered and progressed at a corporate level.
Review and improve the overall operating model for sport and leisure	Q1/Q2		The initial scoping exercise around the operating model for sport and leisure is currently underway.
Delayed / Suspended	Original Timescale		
15 major capital projects delayed, including the tennis bubble, walking trails and 5 parks within the Play Strategy	2020-21		Whilst the major capital projects were paused during the lockdown phase, they have now re-commenced in line with construction industry guidance.
Preliminary works for the Newcastle Centre, Rockpool, Tropicana, Donard Park overflow carpark, Kilkeel Leisure Centre and Newry City Park delayed	2020-21		Preliminary investigatory works for Tropicana will commence in July 2020 and the Donard Park overflow carpark is open in a temporary capacity, with a planning application pending for the permanent car park. The preliminary works at the Newcastle Centre and Kilkeel Leisure Centre have been delayed.
Closure of all indoor and outdoor leisure facilities until national lockdown restrictions are lifted/eased	Ongoing		All indoor and outdoor leisure facilities closed in March, in response to the COVID-19 pandemic. Outdoor facilities re-opened in a restricted capacity from

			the 4 th June and the Council is working with Sports Clubs to ensure the necessary procedures are in place around risk assessments, hygiene standards and track and trace. Play parks re-opened on 10 July and guidance was published online and signage erected to ensure children, parents and guardians adhere to the COVID-19 protocols around social distancing and hygiene standards.
Development of Open Space Strategy and Sports Development Strategy delayed	2020-21		Progression of the strategies was delayed due to the COVID-19 outbreak however, procurement documentation for the Open Spaces Strategy and Sports Development Strategy is currently being prepared.
Everybody Active Programme (EBA)	2020-21		The Clanrye Group has been awarded the tender to deliver the Everybody Active programme, under the management of the Council. The weekly programme commenced on 8 July and includes free online exercise classes, such as yoga, boxercise and tik tok dance for kids, low cost weekly outdoor classes, such as football, walking and circuits and free outdoor family fitness at a range of locations including Newry, Ardglass and Crossgar. To date 388 participants have taken part in the Everybody Active programme.
Summer Activity Programme	2020-21		The Summer Activity Programme had to be significantly amended due to the pandemic and implementation of responsive government guidelines. Adapted activities for children, young people and families are available through the Everybody Active Programme. Street and community-based multi-sport activity sessions have been delivered across the district to provide fun and engaging activities for children and young people whilst maintaining social distancing under current restrictions. This will continue into August with further sessions and events being delivered

			to community groups in outdoor settings.
Seasonal Facilities:- Tropicana Rock Pool Castle Park	2020-21		The seasonal facilities at Tropicana, Rock Pool and Castle Park remain closed for the 2020 season.
Financial Assistance Call 2 delayed (includes sports development theme). Financial assistance from Sport NI towards community sport grants suspended.	2020-21		Due to Sport NI re-locating its own internal budget, Council did not receive the community sports grant and as such Sport Facilities Capital and Sports Active were not included as themes in calls 1 and 2 of the Council's Financial Assistance Scheme.
APSE Customer Satisfaction Surveys across all Indoor Leisure Facilities delayed	Q4 2019-20		The APSE Customer Satisfaction Surveys are delayed until further notice.

Areas of Good Practice / Improvement

Areas of good practice










- All leisure facilities closed at short notice, with three leisure centres being converted to distribution centres for the Community Coordination hubs, adhering to restrictions in relation to COVID-19.
- Ongoing and regular communication and information provision to all employees and customers through the NMD Be Active Facebook page and apps.
- Health and wellbeing programmes swiftly adapted to the virtual environment, with online fitness and activity sessions being offered to customers.
- Improved uptake of remote working and virtual meetings have worked well for the service.








Areas for improvement






- Better forward planning and guidance from the Department for Communities in relation to the Community Coordination Hubs.
- Earlier Government communication and decisions making in relation to the furlough scheme for local government would have assisted with staffing requirements, as lockdown restrictions eased and facilities re-opened.
- Clearer guidance required to accompany Government announcements giving service providers a lead in time before announcements are issued to the public.
- More clarity from Government on who is responsible for implementing guidance i.e. Governing Body.

Areas for Business Transformation

- Remote working and online meetings have worked well and will help transform and modernise ways of working in the future.
- Adhering to the current guidelines and protocols around hygiene and cleaning of indoor leisure facilities will result in reduced access for customers and may potentially have an impact on future income streams.
- Continued uptake of online booking and transactions will generate a more controlled environment in terms of managing and anticipating customer demand and footfall in the future.

Community Engagement			
Objective / Activity	Timescale	Status	Progress
New			
Provide logistical support to the Councils Community hubs.	Q1-Q2		Community services vans delivering food boxes.
Provide administrative and project specific support to Councils Community Coordination Hubs.	Q1-Q2		Admin staff updating database.
Support Council's Covid-19 Community Coordination Hub.	Q1-Q2		Officers providing support by: > attending Hub meetings. > acting as link to DEA Hubs. > acting as link with PCSP.
Operate DEA Hubs for Covid-19 referrals.	Q1-Q2		DEA Coordinators and support staff: > processing referrals for food etc. > ordering food boxes. > arranging food box deliveries. > working with community/voluntary sector teams to operate DEA Hubs. > working with other statutory bodies to address people's other needs.
Essential			
Continue to monitor Community Facilities to ensure compliance with H&S legislation	Q1-Q2		Weekly checks ongoing Some facilities opened to accommodate Libraries and Childcare provision Phased re-opening plan currently being developed
Ongoing / Statutory			
Financial assistance, SLA's & FMA's – ongoing verification of claims, management of queries and liaison with funders.	Q1-Q4		2019-2020 claims have been processed through an agreed online process. SLA's and FMA's for 2020-2021 have been progressed.
Social Inclusion – ongoing advice and support through the Ethnic Minority Support Centre	Q1-Q4		A new remote system has been established mainly through WhatsApp to provide support and advice.
External funding – PEACE IV & SIF.	Q1-Q4		Programmes have progressed where there is scope to do so either through social distancing or online. All claims are up to date and response to queries has been provided.
Financial Assistance funding calls	Q1-Q4		A review of Call one letters of offer has been undertaken to ascertain




			<p>project viability given the Covid-19 restrictions.</p> <p>Call two Covid response and recovery has been issued on a rolling basis until the funds are expended or the pandemic is deemed to be closed.</p> <p>The new EGMS has been launched through this call.</p> <p>Call 3 themes and thresholds currently being finalized.</p>
Manage external funding agreements with TEO, JC and DfC.	Q1-Q4		<p>Funding agreements being managed, subject to Covid-19 restrictions, with:</p> <ul style="list-style-type: none"> > actionable activity in action plans being undertaken. > action plans being monitored. > grant claims and reports being prepared and submitted. > funders requests and queries being responded to.
Desirable			
Work in partnership with IT to deliver WI FI to the seven 100% run Community Facilities.	Q2		<p>All 100% run community centres now Wi-Fi enabled.</p> <p>Planning for connectivity to Community Managed Council owned Community Centres underway</p>
Training and Development Plans for all job roles within the Community Services section	Q1&Q2		<p>On track to be complete by Sept</p>
Complete E-Learning modules/courses.	Q1-Q2		<p>Staff have been completing E-learning modules/courses including:</p> <ul style="list-style-type: none"> > NMD Safeguarding Awareness: Children & Adults at Risk. > NMD Remote Worker Essentials. > NMD Managing Attendance.
Delayed / Suspended			
Bookings within Community Facilities have been suspended until national lockdown restrictions are lifted/eased	Q1 possibly Q2		<p>Some activities in a small number of centres will be permitted in Q2</p>
Delay in the rolling out of the AAR Programme within Crossmaglen and Bessbrook	Q1 possibly Q2		<p>Some activities will be provided in Q2</p>
Delay in the development, finalisation and publishing of NM&DDC Community Facilities Strategy.	Q1&Q2		<p>Delayed until Sept</p>











Refurbishment of 16 The Square Rostrevor	Q1		Drawings being amended works to begin Q3
External funding	Q1-Q2		Work is ongoing with external funders TEO DfC & SEUPB.
Financial Assistance	Q1		Call 2 has been delivered with call 3 planned for August or September depending on Council approvals. Capital claims were suspended but these are now operational again.
Social Inclusion	Q1 Q2		Limited service provision now available through Minority Support Centre. Red Cross Fund criteria confirmed and LoO issued.
Manage external funding agreements with TEO, JC and DfC.	Q1		Where possible actionable activity in the action plans below is being undertaken subject to Covid-19 restrictions: > PCSP Action Plan > GR Action Plan > NR Action Plans > CS Action Plan
Implementation of DEA Action Plans.	Q1		DEA Action Plans currently suspended as DEA Coordinators have been tasked to deal with referrals for/from shielding, self-isolating or vulnerable individuals/families for food boxes and other needs.







Areas of Good Practice / Improvement







The new EGMS (Electronic Grant Management System) has been launch with call 2 and this has proven to be very successful.

Health and Wellbeing

Objective / Activity	Timescale	Status	Progress
New			
Provide logistical support to the Councils Community hubs.	Q1		Staffing of Distribution hubs maintained for duration
Contact Tracing	Q1	N/A	Was not required
Enforcement of Social Distancing	Q1/2		Ongoing
Advice on Social Distancing	Q1/2		Ongoing. Increase as new sectors are allowed to open up

Utilisation of PHA funded staff for Covid 19 related duties	Q1/2		Staff redeployed to advise vulnerable older persons as well as supporting virtual hubs
Essential			
Provide advisory service to Businesses reopening after period of lockdown	Q1/Q2		Ongoing
Work with DAERA and FSANI in relation to the provision of Import controls at Warrenpoint harbour following the end of the Transition period for EU exit	Q1-Q3		Ongoing
Ongoing / Statutory			
Act as Lead Partner for the Collaborative Action for the Natura Network (CANN) INTERREG VA project ensuring the delivery of all areas.	Q1-Q4		Work proceeding within targets
Carry out statutory functions in relation to Food Safety, Health and Safety at Work, Public Health and Housing, Environmental Protection and Consumer Protection	Q1-Q4		Current restrictions on internal visits have restricted complete service. Protocols have been introduced to allow service to be expanded on risk-based approach
Establish Cross Departmental Officer Climate Working Group and commence development of Local Climate Adaptation Plan	Q3		Nominations from all Departments now have been received. Workshop for Working Group postponed due to current restrictions.
Implement the Corporate Single Use Plastics Policy and Strategy	Q2/Q3		Working group established and action plan agreed.
Work with NSD and local Communities to identify and develop rewilding areas across the 7 DEA's.	Q2		In progress. Meetings held with 4 of the DEA Fora to date. Discussions with NSD regarding suitability of proposed sites.
Desirable			
Provision of Home to Hospital schemes in Mourne and Slieve Gullion DEAs	Q1-Q4		Schemes continue to be supported although currently operating on a restricted basis
Provision of Financial assistance call for Suicide prevention and Mental Health	Q2		Call issued in June 2020

Develop a range of services to promote employee Health and Wellbeing	Q1-Q4		Resources have had to be diverted at this time particularly with regard to the Community response
Facilitate Biannual formal engagement between Council, the local Health Trusts and NIAS	Q2/Q4		Ongoing. Meeting dates in Diaries
Deliver a funding programme for Biodiversity Improvement / Enhancement Projects across the District to assist and encourage local people and organisations to play a vital part in enhancing and maintaining the area's biodiversity.	Q2/Q3		Issued as part of Financial Call 1 and applications assessed. 11 Projects awarded funding.
Establish Newry, Mourne and Down District Council as a member of Sustainable Food Cities Network.	Q3/Q4		
Work in Partnership with Federation of City Farms and Community Gardens to Support local Community Groups in the establishment of community gardens and allotments.	Q3/Q4		Local Community Growing Network has been established with a wide range of local groups and individuals signing up. The Network has held 2 workshop meetings to date and Social Farms and Gardens continues to support growing groups with online advice and videos.
Participate in Live Here Love Here initiative with Keep NI Beautiful involves Small grants scheme for local groups and also a regional PR programme			Commitment continuing. Local small grants assessment completed, 24 local projects awarded funding for 2020 / 2021 year.
Develop and publish quarterly staff sustainability newsletter to share advice and information on sustainability with staff e.g. recycling, home	Q3/Q4		Ongoing. Will be produced in second quarter

composting, growing at home, sustainable travel.			
Delayed / Suspended			
Develop a one stop shop to advise SMEs in relation to Food safety, Health and safety and Consumer Protection			Due to current working restrictions and resultant backlog of inspections this will not progress at this time
Increase Councils renewable energy generation through Solar, Photovoltaic and Heat Pump technologies. Investigate and implement battery storage on a trial site with Photovoltaic Panels with a view to roll out to other sites.			All new builds include renewal energies in the design
Develop and deliver 'Cleaner Greener Communities Initiative' alongside the Neighbourhood Services Directorate to include a recognition event for participating groups.			New protocol introduced to facilitate community litter picks
Provision of minimum 15 no internal and 4 no external water fountains across the District.			Procurement exercise completed. Installation on hold until Public Health guidance re public water fountains allows
Affordable Warmth Scheme			Protocol being introduced to allow limited commencement of referrals to NIHE
Home Safety Scheme			Limited work with regard to under 5s being recommenced within social distancing guidelines

Report to:	Active and Healthy Communities Committee
Date of Meeting:	21 September 2020
Subject:	District Electoral Area (DEA) Forums 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>Purpose</p> <ul style="list-style-type: none"> To note the report. To consider and agree to approve the actions in the Action Sheets attached from the DEA Forum Private Meetings listed in 3.1 below. <p>Background</p> <p>The information in Appendix 1 attached is provided to update the Committee on recent DEA activity and on activity planned to be undertaken by the DEAs (subject to COVID-19 restrictions).</p>
2.0	Key issues
2.1	Any activity undertaken by the DEAs must be compliant with COVID-19 guidance and restrictions.
3.0	Recommendations
3.1	<p>That the Committee: -</p> <ul style="list-style-type: none"> Note the report. Agree to approve the actions in the Action Sheets attached for: <ul style="list-style-type: none"> ➤ Rowallane DEA Forum Private Meeting held on Thursday 4 June 2020. ➤ Downpatrick DEA Forum Private Meeting held on Tuesday 11 August 2020. ➤ Mournes DEA Forum Private Meeting held on Wednesday 9 September 2020.
4.0	Resource implications
4.1	Support and assistance from partners to deliver actions in the DEA action plans.
5.0	Due regard to equality of opportunity and regard to good relations (complete the relevant sections)
5.1	<i>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</i>

	<p>It is not anticipated the proposal will have an adverse impact upon equality of opportunity or good relations <input checked="" type="checkbox"/></p>
5.2	<p><i>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</i></p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>The policy (strategy, policy initiative or practice and / or decision) has been equality screened <input type="checkbox"/></p> <p>The policy (strategy, policy initiative or practice and / or decision) will be subject to equality screening prior to implementation <input type="checkbox"/></p>
5.3	<p><i>Proposal initiating consultation</i></p> <p>Consultation will seek the views of those directly affected by the proposal, address barriers for particular Section 75 equality categories to participate and allow adequate time for groups to consult amongst themselves <input type="checkbox"/></p> <p>Consultation period will be 12 weeks <input type="checkbox"/></p> <p>Consultation period will be less than 12 weeks (rationale to be provided) <input type="checkbox"/></p> <p><i>Rationale:</i></p>
6.0	<p>Due regard to Rural Needs (please tick all that apply)</p>
6.1	<p>Proposal relates to developing, adopting, implementing or revising a policy / strategy / plan / designing and/or delivering a public service</p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>Rural Needs Impact Assessment completed <input type="checkbox"/></p>
7.0	<p>Appendices</p>
	<p>Appendix 1: Update on the ongoing work of the DEAs. Appendix 2: Action Sheet Rowallane DEA Forum Private Meeting Thursday 4 June 2020</p>

	<p>Appendix 3: Action Sheet Downpatrick DEA Forum Private Meeting Tuesday 11 August 2020</p> <p>Appendix 4: Action Sheet Mourne DEA Forum Private Meeting Wednesday 9 September 2020</p> <p>Appendix 5: Action Sheet Slieve Croob DEA Forum Private Meeting Wednesday 15 September 2020</p>
8.0	Background Documents
	None.

Appendix 1

The following information is provided to update the Committee on recent DEA activity and on activity planned to be undertaken by the DEAs (subject to COVID-19 restrictions).

All People in Newry, Mourne and Down Enjoy Good Health and Wellbeing:

Level of Health Status:

During the period 6 April to 31 July 2020, the DEAs took on the role of supporting the Council's Community Coordination Hub at a DEA level – managing referrals, overseeing triaging, submitting orders to the distribution hubs and coordinating the delivery to households via community groups and individual volunteers. During the 17-week period a total of 17,728 food parcels were delivered to vulnerable residents spread across the District. In addition, the Coordinators also dealt with 133 non-food referrals on issues such as fuel, medicine, transport and social contact for those shielding or self-isolating.

All People in Newry, Mourne and Down Live in Respectful, Safe and Vibrant Communities:

Level of Civic Participation/Good Relations:

The 7 DEAs are planning to organise 14 cooking and 14 pamper Zoom sessions (4 in each DEA) and to engage 42 participants. The programme aims to develop skills and enhance confidence, reduce rural and social isolation, improve mental health, encourage social interaction safely, and to reduce stress and anxiety. The programme is aimed at young carers enabling re-engagement following the COVID-19 lock down.

The 7 DEAs are planning to deliver a creative arts photography Zoom programme. Following the programme, a 2-hour event will happen where the participants will showcase their work (government COVID-19 guidelines permitting), 1 in legacy Down area and 1 in legacy Newry & Mourne area. The aim of the initiative is to improve emotional and mental well-being of individuals by engaging them in a Zoom creative arts photography programme that encourages social interaction and develops new skills. This initiative provides opportunities for people to re-engage in this new normal following the COVID-19 lock down.

The 7 DEAs are planning to deliver a virtual Shared Schools Programme. Packs will be available to schools across the District to ensure Good Relations work can continue in a school setting given the COVID-19 restrictions in place.

Level of Personal Safety and Crime:

The 7 DEAs are working in partnership with the NI Fire & Rescue Service and PCSP to develop and deliver safety packs to primary schools in their DEAs. The packs are currently in development and are aimed at Primary 5 children. They will include some vital safety information from the NI Fire & Rescue Service along with some child friendly goodies to celebrate Halloween in this new normal.

Newry, Mourne and Down District Council

**Action Sheet of Rowallane District Electoral Area (DEA) Covid-19 Emergency Private Meeting via Skype
held on Thursday 4th June 2020 at 10.00 a.m.**

Chairperson: Councillor Patrick Brown

In Attendance:

Councillor Robert Burgess
Councillor Kathryn Owen
Councillor William Walker
Councillor Robert Burgess

Independent Members:

Brian Gamble, Saintfield Development Association
Lise Curran, CDRCN
Richard Orme, Ballynahinch Community Collective
Roisin Erskine

Council Officials:

Ellen Brennan, Rowallane DEA Co-Ordinator

Apologies:

Lawrence Murphy, SANDSA

ITEM	SUBJECT	DECISION	FOR COMPLETION – including actions taken/date completed or progress to date if not yet completed.
DEA/ROW/3/2020	Declarations of Interest	There were no interests noted.	No declarations made.
DEA/ROW/3/2020	Election of Chairperson and Vice Chairperson	Councillor Walker Proposed Councillor Kathryn Owen for Chairperson which was seconded by Councillor Andrews. In the absence of other nominations Councillor Owen was duly elected. Councillor Walker proposed and Councillor Brown Seconded that Councillor Andrews be elected as Vice Chairperson in the absence of further nominations Councillor Andrews was duly elected.	Chairperson elected as Councillor Owen with Councillor Andrews as Vice Chairperson

DEA/ROW/3/2020	Action sheet from meeting of 21 st February 2020	Councillor Walker proposed the Action Sheet as an accurate record with Councillor Brown seconding the proposal.	Action Sheet adopted as accurate record. DEA Coordinator to contact Heather Bradley DFI to follow up on suggested locations for park and ride in Crossgar and Saintfield.
DEA/ROW/6/2020	Progressing DEA Action Plan during Covid-19 pandemic.	Following discussions it was agreed that the DEA Coordinator would identify what issues could be progressed in light of Covid-19 and report back to members on a plan of action and allocation of the necessary funding. Agreed to request a social media campaign be developed to combat fly tipping, littering such as gloves, dog fouling causing problems with livestock and road safety awareness during this pandemic.	DEA Coordinator to draw up work plan to progress what can be undertaken even in light of Covid-19. DEA Coordinator to raise these issues with the Marketing Department to see if a Council wide campaign could be implemented.
DEA/ROW/7/2020	Recognition of Community Volunteers	Discussion ensued regarding recognising community volunteers and it was agreed that the DEA Coordinator would progress this matter (a commemoration Key Fob or similar was suggested).	DEA Coordinator to request that Council consider a tangible form of recognition for groups who supported the Rowallane DEA Community Hub
DEA/ROW/8/2020	Coordinator Report	Members noted the contents of the report.	Noted

DEA/ROW/9/2020	Saintfield Toilets	Following discussion members agreed that the Assistant Director of Facilities Management and Maintenance should be requested that the current toilets should be repaired once more to an acceptable standard and dummy camera erected.	DEA Coordinator to advise Assistant Director of Facilities Management and Maintenance of Forum decision.
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The meeting ended at: 11.20 p.m.

Newry, Mourne and Down District Council

Action Sheet of Downpatrick District Electoral Area Private Meeting held on 11 August 2020 at 4.00 pm via Microsoft Teams

Chairperson:	Councillor John Trainor
In Attendance:	Councillor Oonagh Hanlon (Vice Chair) Councillor Dermot Curran Councillor Gareth Sharvin
Independent Members:	Dan McEvoy, Downpatrick Community Collective Jenny Laverty, Housing Communities Network Daniella McCarry, CDRCN Macartan Digney, Neighbourhood Renewal
Statutory Partners:	
Others in attendance:	
Council Officials:	Katrina Hynds, Downpatrick DEA Co-Ordinator Aisling Rennick, Engagement & Development Manager Damien Brannigan
Apologies:	Councillor Cadogan Enright Maurice Denvir Jim Masson

ITEM	SUBJECT	DECISION	FOR COMPLETION – including actions taken/date completed or progress to date if not yet completed.
DEA/DPK/20/02	Declaration of Interest	No Declarations of Interest were made.	
DEA/DPK/20/03	Appointment of Chair	It was agreed on the proposal of Councillor Sharvin, seconded by Councillor Hanlon that Councillor Trainor assume the position of Chair	Councillor Trainor appointed Chair
DEA/DPK/20/04	Appointment of Vice Chair	It was agreed on the proposal of Councillor Sharvin, seconded by Councillor Curran that Councillor Hanlon assume the position of Vice Chair	Councillor Hanlon appointed Vice Chair
DEA/DPK/20/03	Actions of Meeting held on 4 February 2020	Following a discussion regarding the recording of the DEA Meetings, some members felt that the meetings	DEA Co-Ordinator to refer to SMT

		should be minuted & requested that SMT give consideration to this	
DEA/DPK/20/06	Update on Downpatrick DEA Community Hub re Covid 19 Response	DEA Co-Ordinator gave an update on the role of the Downpatrick DEA Community Hub during this period and advised members that she sent a thank you email to the community, sports & voluntary groups who supported them. Council are also looking at some form of recognition. Councillors requested that this form of recognition is tangible & beneficial to the groups.	It was agreed on the proposal of Councillor Sharvin, seconded by Councillor Hanlon that the DEA Co-Ordinator request that Council consider a tangible form of recognition for groups who supported the Downpatrick DEA Community Hub
DEA/DPK/20/07	Report on DEA/ Good Relations Programme	The DEA Co-Ordinator presented her initial programme to members. Members agreed with the programme of events.	DEA Co-Ordinator to progress with rolling out of programmes
DEA/DPK/20/08	Update on Irish Street Consultation Process	In the absence of the Regeneration & Business Development Manager, the DEA Co-Ordinator presented an update on the Irish Street Consultation Process. Members	DEA Co-Ordinator to request breakdown of the Expressions of Interest

		requested a breakdown of the 26 Expressions of Interest, who they are, what will the value be to the town and whether they are for the whole site or part thereof	
DEA/19/09	Date of Next Meeting	Next Meeting is scheduled to take place on 6 October at 6.00 pm Some independent members requested that Council consider holding an indoor meeting rather than a virtual meeting	DEA Co-Ordinator to request Council's policy on indoor meetings.

The meeting ended at 5.05 pm

Newry, Mourne and Down District Council

Action Sheet of Mournes District Electoral Area Private Meeting held on Wednesday 9 September 2020 at 10.00am via Zoom

Chairperson:	Councillor Seán Doran Councillor Glyn Hanna
In Attendance:	Councillor Laura Devlin Councillor LEEANNE McEvoy Councillor Willie Clarke
Independent Members:	Paula Nixon, CDRCN Ann Grant, Kilkoo Community Association
Statutory Partners:	Rosie Carey, Education Authority Kieran Taggart, Education Authority Deirdre Magill, Southern Health and Social Care Trust
Council Officials:	Aisling Rennick, Engagement & Development Manager Kevin Scullion, Assistant Director Facilities Management & Maintenance Danielle Begley, Biodiversity Officer
Others in attendance:	Paul Lavery, Newcastle Community Outreach Kieran Brogan, Newcastle Community Outreach
Apologies:	Councillor Harold McKee, Councillor Henry Reilly, Paul Connolly, PSNI Eileen Murphy, WAP, Donna McConnell, KDA, Damien Brannigan, NMDDC

ITEM	SUBJECT	DECISION	FOR COMPLETION – including actions taken/date completed or progress to date if not yet completed
MOU/2020/16	Declaration of Interest	No Declarations of Interest were made.	
MOU/2020/17	Appointment of Chair	On the Proposal of Councillor Devlin, Seconded by Councillor Clarke Councillor G Hanna was appointed as Chair for the 2020/21 year	
MOU/2020/18	Appointment of Vice Chair	On the Proposal of Councillor Doran, seconded by Councillor Clarke Councillor L Devlin was appointed as Vice Chair for the 2020/21 year	
MOU/2020/19	Best Wishes	The Forum expressed best wishes to Councillor H McKee for a speedy recovery	DEA Coordinator to forward letter of best wishes
MOU/2020/20	Newcastle Community Outreach	Mr P Lavery made a presentation regarding Newcastle Community Outreach following which it was agreed to ask Council Management to arrange a meeting with Council and other funders to examine the possibility of a funding package for the Newcastle Community Outreach Centre project	DEA Coordinator to progress

MOU/2020/21	Kilkeel Christmas Illuminations	Mr K Scullion made a presentation regarding proposed Christmas Tree and Illuminations for Kilkeel in 2020. Agreed Mr Scullion investigate issues around the removal of Christmas Lights at Ballymartin	K Scullion to progress
MOU/2020/22	Kilkeel Harbour project	ERT has requested meeting with minister	DEA Coordinator to request ERT to keep the Forum updated on progress
MOU/2020/23	Newcastle Leisure project	Paul Tamati Assistant Director Leisure to be invited to attend next meeting of Mournes DEA forum Agreed to ask that a walk round at the rock pool be arranged for Mournes Councillors	DEA Coordinator to follow up with Assistant Director Leisure.
MOU/2020/24	Ballymartin Play Park	Agreed to request an update on this scheme for the next meeting	DEA Coordinator to progress
MOU/2020/25	Car parking at Tourism Sites/Assets	Agreed to ask Mr C Mallon Director of ERT for an update regarding progress on the issue of carparking at tourism assets and to request the relevant officer to contact a landowner at Bloody Bridge regarding car parking	DEA Coordinator to contact ERT
MOU/2020/26	PEACE Cultural Project	Agreed to request that the Terms of Reference for the PEACE IV Cultural Event Project be forwarded to the Forum for information	DEA Coordinator to contact PEACE Unit.

MOU/2020/27	PEACE IV Training	Agreed to seek information regarding this project	DEA Coordinator to contact PEACE unit
MOU/2020/28	Question and Answer Session for Young People	Agreed to explore possible virtual methods for Newry Street Youth Group to meet with the Forum members to hold a question and answer session	DEA Coordinator to progress
MOU/2020/29	RE-Wilding Programme	<p>Ms D Begley gave a presentation on the Council's Re-wilding Project. Members agreed Islands Park and below the bridge at Mauds Newcastle should be considered as suitable sites</p> <p>Agreed to request that consultation be carried out with residents at Knockcree Avenue, Kilkeel before any further action is taken regarding rewilding at this location</p>	D Begley to progress
MOU/2020/30	Coordinator's Report	<p>Ms A Rennick gave an update on ongoing Coordinator work and on the Food Parcel Scheme in the Mournes</p> <p>Members commended the Community groups and volunteers who took part in the project</p>	DEA Coordinator to progress
MOU/2020/31	Southern Trust Update	Ms D Magill gave an update on work of the Southern Trust including: Extension of M Power Scheme to the Mournes area,	

		<p>A call for people to be involved in the Southern Trust rebuilding plan consultation, Extension of Multidisciplinary Team Scheme to Mournes Area</p> <p>Agreed to invite lead officers from Multidisciplinary Team Scheme and M Power scheme to the next meeting of the Forum</p>	DEA Coordinator to progress
MOU/2020/32	Flooding at Newcastle	<p>Agreed the DEA host an urgent meeting to discuss recent flooding issues at Newcastle, the following to be invited: Minister for Infrastructure Representatives of NI Water Representatives of Rivers Agency Representatives of Roads Service The Consultants on the Flood Protection Scheme NFU Representatives of Local Residents</p>	DEA Coordinator to progress

The meeting ended at: 11.20 am

Newry, Mourne and Down District Council

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Action Sheet of Slieve Croob District Electoral Area Private Meeting held on Tuesday 15th September 2020 at 3.30pm via Microsoft Teams

Chairperson:	Councillor Roisin Howell
In Attendance:	Councillor Alan Lewis Councillor Catherine Mason Councillor Andrew McMurray
Independent Members:	Heather Holland, County Down Rural Community Network Patricia McMurray, South Eastern Domestic and Sexual Violence Partnership
Statutory Partners:	Trevor Maxwell, Department for Infrastructure Hugh Morgan, Department for Infrastructure
Others in attendance:	Thomas McConaghie, Sustrans
Council Officials:	Priscilla McAlinden, Slieve Croob DEA Coordinator
Apologies:	Aisling Rennick, Engagement & Development Manager Councillor Hugh Gallagher Alan Dumigan, Down Senior Forum Catherine Kennedy, Loughinisland Youth Club David Workman, Ballynahinch Rugby Club Felix Blaney, Castlewellan Community Partnership

ITEM	SUBJECT	DECISION	FOR COMPLETION – including actions taken/date completed or progress to date if not yet completed.
DEA/SC/3/2020	Declaration of Interest	Forum members to declare conflict of interest of any item on the agenda at the start of each DEA meeting.	No Declarations of Interest were made
DEA/SC/4/2020	Sustrans Presentation	Sustrans Networks Development Officer to forward school contact officer to DEA Officer	Sustrans Networks Development Officer
DEA/SC/5/2020	Road/Traffic Maintenance Issues	Professional Technical Officer and Section Engineer to liaise with Councillors regarding issues raised	Professional Technical Officer Section Engineer
DEA/SC/6/2020	Appointment of Chair and Vice Chair	<p>It was AGREED on the PROPOSAL of Councillor Andrew McMurray and SECONDED by Councillor Cathy Mason that Councillor Roisin Howell remains as Chairperson.</p> <p>It was AGREED on the PROPOSAL of Councillor Cathy Mason and SECONDED by Councillor Roisin Howell that Councillor Alan Lewis remains as Vice-Chairperson.</p>	Noted

DEA/SC/7/2020	Matters arising from Action Sheet from meeting held on 18th February 2020	Action Sheet from 18 th February 2020 was proposed as a true record.	Proposed by Councillor Cathy Mason Seconded by Councillor Alan Lewis
DEA/SC/8/2020	Covid19 Response	All members thanked DEA Coordinator and CDRCN officer for their input during Covid19.	Noted
DEA/SC/9/2020	Action Plan Update	All Forum members approved good relations projects outlined and associated budget.	DEA Coordinator to action
DEA/SC/10/2020	DEA Forum Code of Conduct	For Noting	Noted

The meeting ended at: 4.40pm

Report to:	Active and Healthy Communities Committee
Date of Meeting:	21 September 2020
Subject:	DfC 2 nd Tranche COVID-19 Community Support Funding
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>Purpose</p> <ul style="list-style-type: none"> To note the report. Agree to allocate the 2nd Tranche of DfC COVID-19 Community Support Funding of £143,674.86 as follows: <i>To be inserted once recommendation in 3.1 below has been agreed.</i> <p>Background</p> <p>Councils have been awarded a 2nd Tranche of COVID-19 Community Support Funding from the Department for Communities (DfC). This funding is provided to assist councils support voluntary and community organisations which are undertaking actions in response to the coronavirus (COVID-19) pandemic. The sum awarded to Newry, Mourne and Down District Council by DfC is £143,674.86. Like the 1st Tranche of COVID-19 Community Support Funding (£98,250.00) awarded in April 2020, the 2nd Tranche of Funding should be distributed by councils to community based organisations to support actions in line with the following interventions:</p> <ul style="list-style-type: none"> Financial - to those on low income and at risk due to financial stress. Food - access to food (whether due to cost or availability) for those most in need. Connectivity - to those living alone or in rural and border areas that are likely to experience greater challenges in accessing services. <p>In order to provide community organisations with funding to enable them to respond as quickly as possible to community need, whilst ensuring there is a due process, the Council approved the following approach to the allocation of the 1st Tranche of COVID-19 Community Support Funding:</p> <ul style="list-style-type: none"> £23,250.00 was allocated to support a 'COVID 19 Community Response and Recovery' theme under Financial Assistance Call 2. £75,000.00 in total was awarded to the Confederation of Community Groups (CCG), Newry, (£37,500.00 awarded) and County Down Rural Community Network (CDRCN) (£37,500.00 awarded) through their current SLAs with Council. This ensured that a due process was adopted in working with these two umbrella voluntary organisations who are well placed to respond to community organisations identifying and seeking funding to address community needs. This approach enabled transpiring community

	needs to be met on an ongoing basis by CCG and CDRCN with the flexibility these times require. CCG and CDRCN assisted community organisations with eligible activity costs such as assistance with food provision, utilities support, fuel provision, transport, emergency staffing costs, volunteer expenses. Working with CCG and CDRCN also ensured that community responses are coordinated not only within areas but also in line with the Council's COVID-19 Community Coordination Hub which CCG and CDRCN are members of (along with Community Advice Newry, Mourne & Down) and who provide the linkage between the Hub, the community and the Newry, Mourne and Down Community Planning Stakeholders Forum of which all three organisations are members. CCG and CDRCN have provided regular update reports for DfC on the funding they have allocated to community organisations.
2.0	Key issues
2.1	<p>The following are issues to be considered:</p> <ul style="list-style-type: none"> ➤ There is a continuing need to support community and voluntary organisations which are undertaking actions in response to the coronavirus (COVID-19) pandemic. ➤ It is important that community responses continue to be coordinated in keeping with the work of the Council's COVID-19 Community Coordination Hub. ➤ Additional support is needed by those community groups with whom the Council has a Community Centre FMA or SLA who are experiencing a funding shortfall due to lack of income as a result of being closed and who are incurring additional costs in addressing COVID-19 Health & Safety guidance/regulations in their efforts to re-open centres. Those groups in need of some additional funding for their centres could, along with any other eligible groups, apply under the second 'COVID-19 Community Response and Recovery' theme under Financial Assistance Call 3. ➤ We need to continue to ensure that all projects adhere to government guidance and regulations related to COVID-19.
3.0	Recommendations
3.1	<p>That the Committee: -</p> <ul style="list-style-type: none"> • Note the report. • Agree to allocate the 2nd Tranche of COVID-19 Community Support Funding of £143,674.86 as follows: <ul style="list-style-type: none"> ➤ £123,674.86 be directed to support a second 'COVID-19 Community Response and Recovery' theme under Financial Assistance Call 3. (Please note that this theme was approved under the Financial Assistance Report that was considered at the AHC Committee Meeting on Monday 17 August 2020 but the amount allocated to the theme was not because DfC's letter of variance advising of the 2nd Tranche of COVID-19 Community Support Funding was not received until Wednesday 19 August 2020). ➤ £10,000.00 be awarded each to Confederation of Community Groups and County Down Rural Community Network through their existing SLA's with Council to support eligible activity and associated costs in response to COVID-19 by community and voluntary organisations. (2 awards of £10,000.00 = £20,000.00). • Grant permission to top up the amount allocated to the Confederation of Community Groups and County Down Rural Community Network should the £10,000.00 allocated to each organisation not be sufficient to help them meet community needs.
4.0	Resource implications

4.1	There is no requirement for Council to match the additional funding of £143,674.86 awarded by DfC.
5.0	Due regard to equality of opportunity and regard to good relations (complete the relevant sections)
5.1	<p><i>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</i></p> <p>It is not anticipated the proposal will have an adverse impact upon equality of opportunity or good relations <input checked="" type="checkbox"/></p>
5.2	<p><i>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</i></p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>The policy (strategy, policy initiative or practice and / or decision) has been equality screened <input type="checkbox"/></p> <p>The policy (strategy, policy initiative or practice and / or decision) will be subject to equality screening prior to implementation <input type="checkbox"/></p>
5.3	<p><i>Proposal initiating consultation</i></p> <p>Consultation will seek the views of those directly affected by the proposal, address barriers for particular Section 75 equality categories to participate and allow adequate time for groups to consult amongst themselves <input type="checkbox"/></p> <p>Consultation period will be 12 weeks <input type="checkbox"/></p> <p>Consultation period will be less than 12 weeks (rationale to be provided) <input type="checkbox"/></p> <p><i>Rationale:</i></p>
6.0	Due regard to Rural Needs (please tick all that apply)
6.1	<p>Proposal relates to developing, adopting, implementing or revising a policy / strategy / plan / designing and/or delivering a public service</p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>Rural Needs Impact Assessment completed <input type="checkbox"/></p>

7.0	Appendices
7.1	None.
8.0	Background Documents
8.1	None.

Report to:	Active and Healthy Communities Committee
Date of Meeting:	21 September 2020
Subject:	DfC COVID-19 Access to Food Fund and DfC COVID-19 Financial Inclusion Fund
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	x	For noting only	
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1.0	Purpose and Background
1.1	<p>Purpose The Committee is being asked to:</p> <ul style="list-style-type: none"> • Give approval to make a draft submission to the Department for Communities (DfC) on behalf of the Council's COVID-19 Community Coordination Hub as to how the amounts awarded to Council under the 'COVID-19 Access to Food Fund' and 'COVID-19 Financial Inclusion Fund' will be utilised. <p>Background In addition to the DfC 2nd Tranche of COVID-19 Community Support Funding that has been awarded to Councils (<i>a separate report on which has also been tabled</i>), DfC has also awarded funding to Councils, through the existing Councils Community Support Programme, to support the response to the COVID-19 pandemic under two other funds - the 'COVID-19 Access to Food Fund' and the 'COVID-19 Financial Inclusion Fund'. The sum awarded to Council under each fund and the purpose of the funding is outlined below (with further information on each fund contained in the two DfC briefing papers attached):</p> <p>➤ £71,837.00 for COVID-19 Access to Food Fund The Access to Food Fund will help to deliver a more strategic response that will shape any future emergency response and for ongoing and future policy development, reflecting how we work in partnership to co-design and co-deliver support. In the context of supporting people experiencing food poverty, the proposed support will:</p> <ul style="list-style-type: none"> • Recognise and maximise the local infrastructure – building capacity, capability and collaboration with stakeholders. • Build on partnerships established, including the Voluntary and Community Sector. • Broker strategic/programme links within and between actions to deliver improved outcomes for citizens. <p>➤ £68,755.00 COVID-19 Financial Inclusion Fund The Financial Inclusion Fund has been enabled by an additional allocation from HM Treasury to target those adversely impacted by the economic fallout during the pandemic, to help build financial resilience and improve overall financial wellbeing through access to money management, low cost/affordable borrowing, promoting savings and linking into holistic debt and income maximisation advice.</p>

	<p>The Director of Active & Healthy Communities and Community Engagement Section Officers have recently met remotely with DfC officials to discuss the two funds. DfC has explained that they are seeking from Councils the submission of high level, headline proposals by the 30 September 2020 as to how each Council plans to utilise the funding awarded.</p> <p>Due to the very short time scale involved, Committee approval is being sought to make a draft submission to DfC by the 30 September 2020 on behalf of the Council's COVID-19 Community Coordination Hub, which the Confederation of Community Groups (CCG) and County Down Rural Community Network (CDRCN) and Community Advice Newry, Mourne & Down are members of and who provide the linkage between the Hub, Newry, Mourne and Down Community Planning Stakeholders Forum and the community and voluntary sector.</p> <p>In submitting the draft submission, DfC will be advised that the draft submission is subject to it being considered and approved at the Council's Active & Healthy Communities Committee Meeting on Monday 19 October 2020.</p>
2.0	Key issues
2.1	<p>The following are matters to be considered:</p> <ul style="list-style-type: none"> ➤ Short time scale in which to make a submission to DfC. ➤ The continuing need to support community and voluntary activity which is being undertaken in response to the COVID-19 pandemic. ➤ That as far as is possible community and voluntary activity in response to the COVID-19 pandemic is coordinated in keeping with the work of the Council's COVID-19 Community Coordination Hub. ➤ The need to ensure that all activities associated with the funds adhere to Government guidance and regulations related to COVID-19.
3.0	Recommendations
3.1	<p>That the Committee: -</p> <ul style="list-style-type: none"> • Note the report. • Give approval to make a draft submission to the Department for Communities (DfC) on behalf of the Council's COVID-19 Community Coordination Hub as to how the amounts awarded to Council under the 'COVID-19 Access to Food Fund' and 'COVID-19 Financial Inclusion Fund' will be utilised.
4.0	Resource implications
4.1	There is no requirement for Council to match fund the £71,837.00 and £68,755.00 (total £140,592.00) awarded by DfC.
5.0	Due regard to equality of opportunity and regard to good relations (complete the relevant sections)
5.1	<i>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</i>

	It is not anticipated the proposal will have an adverse impact upon equality of opportunity or good relations <input checked="" type="checkbox"/>
5.2	<p><i>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</i></p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>The policy (strategy, policy initiative or practice and / or decision) has been equality screened <input type="checkbox"/></p> <p>The policy (strategy, policy initiative or practice and / or decision) will be subject to equality screening prior to implementation <input type="checkbox"/></p>
5.3	<p><i>Proposal initiating consultation</i></p> <p>Consultation will seek the views of those directly affected by the proposal, address barriers for particular Section 75 equality categories to participate and allow adequate time for groups to consult amongst themselves <input type="checkbox"/></p> <p>Consultation period will be 12 weeks <input type="checkbox"/></p> <p>Consultation period will be less than 12 weeks (rationale to be provided) <input type="checkbox"/></p> <p><i>Rationale:</i></p>
6.0	Due regard to Rural Needs (please tick all that apply)
6.1	<p>Proposal relates to developing, adopting, implementing or revising a policy / strategy / plan / designing and/or delivering a public service</p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>Rural Needs Impact Assessment completed <input type="checkbox"/></p>
7.0	Appendices
7.1	<p>Appendix I: DfC Covid-19 Food Partnership Fund Briefing Paper to Councils</p> <p>Appendix II: DfC Covid-19 Financial Inclusion Partnership Fund Briefing Paper to Councils</p>
8.0	Background Documents

8.1	None.
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Covid-19 Food Partnership Fund

Briefing Paper to Councils

August 2020

Introduction/Context

Local council and voluntary and community organisations have been working in partnership with the Department during the COVID-19 pandemic within the emergency programme, and a key element was the Access to Food Programme. This is one part of your contribution and you have also been delivering a range of other services to support your local communities and will continue to do so post 26 June.

The pandemic identified that there were a multitude of agencies, who operated in completely different ways, and highlighted the need for facilitating co-design with Councils and VCS and other stakeholders to enable support and facilitate a collaborative approach to deliver a more effective and efficient and flexible supply of food (and other linked supports) to those in critical need.

With respect to food poverty/food insecurity, the challenge for all of us is to understand better the following:

- Within the economically vulnerable group, is it a poverty issue or a food poverty issue?
- For the short term, how do we build in more robust assurance mechanisms in terms of impacts of support and who is the most appropriate delivery agent?
- What are the characteristics of those seeking help with food (those in receipt of benefits, those in work etc?)
- To what extent did the issues precede the emergency; are due to the emergency; or will emerge due to the overall economic impact of the emergency?
- How do we move from an emergency response towards a longer term food poverty approach, in the context of the Anti-poverty Strategy?

As the social and economic consequences of the pandemic continue to be felt, DFC are keen to work with Councils and their local infrastructures in order to maximise and link efforts to help address the continuing need. Within this, the continuing support to Councils and an investment in our relationships and your role of coordinating multi agency and cross sectoral approaches will be important as we move through the transition phase.

Working with Councils and other partners (including the VCS) we wish to develop a more directed and sustainable approach, reflecting the Councils' coordination role in

meeting local need; their role in community planning and the links to other offerings ensuring maximum social value in support.

Our intention is that the Fund should build on the lessons emerging from the emergency response. For us, these include the following considerations:

- The reliance on existing community assets and infrastructure was both considerable and telling. Local knowledge within the community and voluntary sector has been hugely successful in responding during this crisis. A key lesson for future models is that they need to be influenced by what is achievable in the community. The initiative has given confidence to communities and individuals. Local knowledge within the community and voluntary sector has been hugely successful in responding during this crisis. A key lesson for future models is that they need to be influenced by what is achievable in the community.
- Community development infrastructure not as well developed in rural areas.
- Build sectoral partnerships.

Co-Design

With you and other partners we wish to use a co-design approach to develop local food poverty/food insecurity interventions.

The Covid 19 Food Partnership Fund is one of 3 funds available to Councils to help respond to the Covid 19 pandemic. The other funds are Covid 19 Community Support Fund and Covid 19 Financial Inclusion Partnership Fund. The Covid 19 Community Support Fund was established April 2020, already has agreed outcomes in place and is in the process of releasing the second tranche of funds to Councils.

An introductory meeting will be held early September for officials and councils to discuss approaches on how to co-design the local strategy for both the Financial Inclusion Fund and the Food Fund while incorporating the ongoing review and co design of the formula and outcomes framework for the Community Development element within the Community Support Programme.

It is intended that a series of parallel workshops will closely follow this meeting to enable the design of local proposals to be delivered under both the Covid 19 Financial Inclusion Partnership Fund and the Food strand.

Working alongside the support to Fareshare (ensuring a supply of food to local infrastructures in this recovery phase) and the DFC plans to develop the roll out of the Social Supermarket model, further Community Support Programme – Covid Food Fund allocation of £750k to Councils will support work within the following areas:

- **Recognising and maximising the local infrastructure – building capacity, capability and collaboration:** Local knowledge within the community and voluntary sector has been hugely successful in responding. A key lesson for future models is that they need to be influenced by what is achievable in the community. Adaptability of organisations when needed most was clear and they were able to work around problems working collaboratively. This collaboration is worth sustaining, with Councils linking to their wider work including community planning and community development approaches.
- **Building on partnerships established:** Trust/Councils/DfC/Community and Voluntary. Local capacity varies and support and guidance may be needed to be able to develop those local support mechanisms further to maximise limited resources to meet increasing needs in local communities.
- **Strategic/Programme links:** We are keen that the learning, intelligence and data we have developed in the emergency response stands us in good stead for a future emergency response, and for ongoing / future policy development, understanding the differential needs and impacts of the crisis on the most vulnerable and how we work in partnership to co-design and co-delivery service support.
- **Second wave contingency:** To be in a ready state should and access to food emergency response need to be reinstated later in the year, with improvements made to systems and processes in advance.

Within the themes set out above, we will ask Councils for the following:

- Local strategic fit;
- Their planned model - Determination of what type of support will be funded. Food linked to other supports;
- Their delivery mechanisms – their networks (VCS/Statutory); and
- Outcomes

Monitoring and Review

A Memorandum of Understanding will be agreed with Councils to include monitoring and evaluation arrangements with proportionate outcomes reporting to evaluate the impact for future investment. This will be agreed as part of the co-design workshops.

Outcomes

The outcomes include:

- Improved partnership working.
- A reduction in food poverty/insecurity
- An improvement in measures associated with self-efficacy and locus of control
- An improvement in life satisfaction
- An improvement in impact through additional linked support.

Covid-19 Financial Inclusion Partnership Fund

Briefing Paper to Councils

August 2020

Introduction

As part of the UK Government's response to COVID-19, the Treasury has committed £44million in additional funding for the provision of free-to-consumer debt advice in 2020-2021.

Delivery of debt advice is a devolved matter, and as a result £1.08million has been distributed for debt advice provision in NI. This includes an allocation of £700k to support preventative financial wellbeing measures through the establishment of a Covid-19 Financial Inclusion Partnership Fund, to be delivered through community sector organisations, led by Councils.

Debt Advice Context

The current provision of levy funded free to client debt advice is delivered by a multi-channel personal debt and business debt advice service, managed by Advice NI in partnership with front line advice providers. Responsibility for this was devolved in 2019.

The remaining £383k of the additional £1.08m debt related funding has been ring-fenced for direct debt advice provision. The Department has been engaging with a range of stakeholders, as well as Advice Sector partners, to set out the scope of the additional investment and to exchange and build on our evidence base to determine need and best course of action.

The Strategic Financial Wellbeing Policy Framework

The UK Strategy for Financial Wellbeing (2020 to 2030) was published in January 2020. This Department has taken the lead for the Executive to co-design, with Money and Pensions Service (an ALB of the Department for Work & Pensions (DWP)), other NI Departments and local stakeholders, a local response to the Strategy to be set out in a NI Delivery Plan.

The UK Strategy sets out five key outcome areas:

- **Financial Foundations** - More and better financial education for young people
- **Nation of Savers** - More people will get a habit of regularly saving
- **Credit Counts** – More people will access affordable credit and make informed choices about borrowing
- **Better debt advice** – More people access debt advice when they need it.
- **Future Focus** - People understanding enough to plan for their retirement

Importantly, there are also two “cross-cutting lenses” through which financial wellbeing policy development and interventions will be seen – these are women and people experiencing mental ill health.

It is within this policy framework and the development of a Financial Wellbeing Delivery Plan that the Financial Inclusion Partnership Fund will sit, seeking to support financial wellbeing measures within the preventative themes.

The Rationale for Intervention - COVID-19 Impact on Finances

The COVID-19 pandemic is likely to have a seismic impact on people’s incomes, their ability to work, and how they manage finances. Going into the crisis, many households were already in a precarious financial situation, for example:

- 18.5% of adults (267,000) are already over-indebted;
- 28% of adults (400,000) have less than £100 in savings, and
- 11% of adults (164,000) rely on credit to pay for food and essential bills.

When the current economic and social protections are phased out, increased levels of debt are expected because of the cessation of payment holidays, reduced household incomes due to unemployment and reduced working hours.

The following groups are expected to be particularly adversely affected and this initiative aims to provide a particular focus:

- **Women** (particularly lone parents)
- People from **minority ethnic groups**
- **Younger people** and students (under 25)
- People experiencing **mental ill health**
- Those **renting their home**
- **Self-employed**, variable hours and gig economy workers

Covid-19 Financial Inclusion Partnership Fund

The aim of the Covid-19 Financial Inclusion Partnership Fund will be to target those most likely to be adversely impacted by the economic fallout of the pandemic, help build financial resilience and improve overall financial wellbeing through access to money management, low cost/affordable credit, promoting savings and linking into holistic debt and income maximization advice.

It is intended that the Fund will be allocated through Councils to enable 'debt preventative measures' through partnership working by community level organisations, best placed to support individuals as they seek to improve their financial wellbeing and build resilience in the Covid-19 recovery phase.

Through early targeted support, the Fund aims to:

- Identify those people who would benefit from direct, targeted advice and support;
- Provide access to money management/budgeting advice;
- Ensure early referrals to formal, regulated debt advice services;
- Improve awareness of, and increasing access to, affordable credit from responsible lenders;
- Improve awareness and increase access to income and benefits maximisation;
- Promote a savings culture (for those that can save) to help build resilience to future financial shocks.

The Importance of a Local Community Partnership Model

This fund will promote partnership working through community led organisations with local Councils leading, facilitating, and bringing together local expertise to provide joined-up action to support a wide range of initiatives to help people emerge from the crisis.

A community partnership model would identify those in local communities hardest hit by COVID-19, ensure that they were receiving all of the statutory support available, signpost/refer them to other services that would aim to further improve financial wellbeing. The partnership model encourages local services to promote a joined-up coordinated 'whole person' approach.

Multiple local groups such as credit unions, advice providers, grass root organisations, social supermarkets, and local employers would participate to ensure the holistic model provides a comprehensive menu of support. This will include:

- **Referrals**
(Better-coordinated referral pathways with clear, targeted outcomes).
- **Integration**
(Embedding financial wellbeing support through a coordinated, joined up approach, with for example Family Support Hubs).
- **Consortium**
(Engagement with community, statutory and business organisations to provide a comprehensive package of support to people).
- **Strategic**
(Development of a local financial inclusion action plan).
- **Navigation/Co-ordination**
(Improving co-ordination and navigation of financial inclusion activities, developing effective partnership pathways).
- **Collaborations**

(Local provision to be maximised by collaboration with regional resources e.g. Consumer Council and Money and Pensions Services).

Co-Design

A co-design approach will be used to develop local financial wellbeing interventions for the Covid 19 Financial Inclusion Partnership Fund.

The Covid 19 Financial Inclusion Partnership Fund is one of 3 funds available to Councils to help respond to the Covid 19 pandemic. The other funds are Covid 19 Community Support Fund and Covid 19 Access to Food Fund. The Covid 19 Community Support Fund was established April 2020, already has agreed outcomes in place and is in the process of releasing the second tranche of funds to Councils.

An introductory meeting will be held early September for officials and councils to discuss approaches on how to co-design the local strategy for both the Financial Inclusion Fund and the Access to Food Fund while incorporating the ongoing review and co design of the formula and outcomes framework for the Community Development element within the Community Support Programme.

It is intended that a series of parallel workshops will closely follow this meeting to enable the design of local proposals to be delivered under both the Covid 19 Financial Inclusion Partnership Fund and the Access to Food strand.

Monitoring and Review

A Memorandum of Understanding will be agreed with Councils to include monitoring and evaluation arrangements with proportionate outcomes reporting to evaluate the impact for future investment. This will be agreed as part of the co-design workshops.

Outcomes

The outcomes include:

- Improved partnership working.
- More people benefitting from money management advice.
- More people benefitting from income maximization.
- More people will build resilience through regular savings.
- More people will be aware of and use low cost credit options when debt is unavoidable.
- More people in problem debt will have accessed debt advice.

Report to:	Active and Healthy Communities Committee
Date of Meeting:	21 September 2020
Subject:	Peace IV Local Action Plan
Reporting Officer (Including Job Title):	Janine Hillen, Assistant Director: Community Engagement
Contact Officer (Including Job Title):	Sonya Burns, Head of Programmes Justyna McCabe, Programme Coordinator

<table><tr><td>For decision</td><td>X</td><td>For noting only</td><td></td></tr></table>		For decision	X	For noting only	
For decision	X	For noting only			
1.0	Purpose and Background				
1.1	<p>The Peace IV Partnership met on 10 September via Skype and recommendations arising from this meeting require AHC Committee approval.</p> <p>The purpose of the report is to consider and agree to recommendations of the PEACE IV Partnership contained in 2.1.</p>				
2.0	Key issues				
2.1	<p>The election of a New Chair and Vice Chair was deferred until the next meeting on 5 November 2020.</p> <p>The following recommendations were agreed by the Partnership on 10 September and require AHC Committee approval:</p> <ul style="list-style-type: none">• To extend projects impacted by Covid-19 to March 2022 to ensure all outputs are delivered in line with the Letter of Offer (subject to SEUPB approval);• To re-allocate any identified underspend between projects and to staff costs if required (subject to SEUPB approval).				
3.0	Recommendations				
3.1	<p>That the Committee agree to the recommendations of the PEACE IV Partnership as set out in 2.1.</p>				
4.0	Resource implications				
4.1	<p>No cost to Council. Project 85% funded by the EU and 15% by the two Governments.</p>				
5.0	Due regard to equality of opportunity and regard to good relations (complete the relevant sections)				
5.1	<i>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</i>				

	<p>It is not anticipated the proposal will have an adverse impact upon equality of opportunity or good relations <input checked="" type="checkbox"/></p>
5.2	<p><i>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</i></p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>The policy (strategy, policy initiative or practice and / or decision) has been equality screened <input type="checkbox"/></p> <p>The policy (strategy, policy initiative or practice and / or decision) will be subject to equality screening prior to implementation <input type="checkbox"/></p>
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6.0	<p>Due regard to Rural Needs (please tick all that apply)</p>
6.1	<p>Proposal relates to developing, adopting, implementing or revising a policy / strategy / plan / designing and/or delivering a public service</p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>Rural Needs Impact Assessment completed <input type="checkbox"/></p>
7.0	<p>Appendices</p>
	<p>Minutes of PEACE IV Partnership meeting (July 2020).</p>

8.0	Background Documents
	None

PEACE IV Partnership Meeting**Skype****Thursday 02 July 2020****Present:**

Cllr Michael Ruane (Chair)
 Cllr Sean Doran
 Cllr Declan Murphy
 Cllr Karen McKeivitt
 Cllr Terry Andrews
 Cllr David Taylor
 Cllr William Walker
 Paul Yam, Social Partner (Vice Chair)
 Breige Jennings, Social Partner
 Judith Poucher, Social Partner

Officers Present:

Elaine Carr, NMDDC
 Justyna McCabe, NMDDC
 Theresa McLaverty, NMDDC
 Sonya Burns, NMDDC

In attendance:

Julie-Anne Harte, NMDDC

Apologies noted from:

Ryan Duffy, PSNI
 Martina Flynn, NMDDC
 Michael Lipsett, NMDDC
 Janine Hillen, NMDDC
 Helen Honeyman, Social Partner (unable to connect via Skype during meeting).

1. Welcome and apologies

Cllr Michael Ruane chaired the meeting and welcomed everyone.
 Apologies noted.

2. Conflict of interest

None declared.

3. Minutes from previous meeting 05 March 2020

Proposed: Cllr Terry Andrews
 Seconded: Paul Yam

4. Management Report

Presented by Justyna McCabe; advised they were in constant communication with delivery partners. The PEACE managers meeting was held online on 14 May during which online delivery was discussed and it was agreed screen grabs could be taken as evidence of delivery/participation.
 Recruitment is commencing for Social Partners, advertisement is prepared and will run in local press next week, members are asked to share widely with anyone who may be interested.
 New Chairperson and Vice Chairperson will be elected in our next Partnership meeting in September.

5. Partner Delivery Agent reports

- Elaine Carr presented Children and Young People report.

Programmes are being delivered online and progressing apart from Hands on History and Freeplay project which will start once social distancing restrictions ease.

- Theresa McLaverty presented Building Positive Relations report.

Not all projects are suitable for online delivery and require face to face contact but there are 4 areas that can at this time and they are progressing very well.

Theresa highlighted the Shared History and Culture Programme and recent coverage of the Black Lives Matter campaign and the protest movement; some local issues were raised from that regarding John Mitchell - which the

Equality and Good Relations Working Group in NMDDC had recently discussed. Information had been circulated to the Partnership on the current Hans Sloane Programme, 'Preserving or Plundering' and the ongoing positive work with it so far. There has been great recruitment with this and the project will address slavery and museum collections and addresses issues raised with the BLM protests.

The outcome of the Equality Group had issued a press statement that they would look at an education project on John Mitchel – this is something the Shared History and Culture Programme can contribute to. There has been discussion with the Equality officers and pending SEUPB approval, a PEACE IV project has been designed and they hope to deliver.

Delegated authority sought to bring the John Mitchel project forward -.

Proposed: Cllr Terry Andrews
Seconded: Cllr William Walker

Cllr Walker thanked the PEACE team for the work currently untaken on the Hans Sloane Project and commended the effort made.

Delegated authority requested to procure and appoint a facilitator for Capacity Building groups to deliver an online TV community broadcast.

Proposed: Cllr Terry Andrews
Seconded: Cllr William Walker

Delegated authority requested to move ahead with Ulster Scots and Shared Language programme

Proposed: Cllr Terry Andrews
Seconded: Cllr Sean Doran

- Elaine Carr presented Shared Spaces and Services report.

There will be an on-site meeting Monday 06 July with relation to proposal put forward for the Bessbrook ex-military site.

SEUPB have now approved the delivery of 7 Drive-In Cinemas across each of the DEAs and a tender will be advertised. Delegated authority to procure and appoint providers for the Shared Spaces Engagement Programme was granted at the Partnership meeting in January 2019 and ratified by AHC Committee in February 2019.

Justyna McCabe advised recruitment will be starting soon for the Certificate in Public Administration project and emails will be sent to Partners in the event it is of interest to people within their organisations. Justyna advised construction starting very soon on Ballykinlar Hut.

Cllr Karen McKevitt asked for an update on the Green Space in Forkhill, Elaine advised it was ongoing but no further movement to date.

Action: Elaine will follow up and try move it forward and will update the Partners at the September meeting.

Cllr Declan Murphy asked if possible an email on the proposal for Bessbrook/Derrymore project. Elaine advised it was ongoing at present and no firm decisions made but would forward information once available.

Delegated authority sought regarding the Drive-In cinemas -
Proposed: Cllr Terry Andrews
Seconded: Cllr Karen McKevitt

- Justyna presented PCSP report

Under current restrictions, Todds Leap Project couldn't deliver on the International Exchange part of their project and have been granted approval by SEUPB to deliver locally.

No approvals required at this time.

6. Date of next meeting

10 September 2020

Report to:	Active and Healthy Communities
Date of Meeting:	17 September 2020
Subject:	Financial Assistance
Reporting Officer (Including Job Title):	Janine Hillen Assistant Director
Contact Officer (Including Job Title):	Sonya Burns – Head of Programmes Ciara Burns – Project Coordinator

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>Financial Assistance - 2019-2020 Given the lockdown period was during year end many groups had not submitted their final claims. To assist them we have provided an extension for submission of claims up to the end of September. We will not be able to process claims beyond this point to ensure we have the process finalised in time for the end of year accounts. Continuous reminders are being issued to groups to ensure they are aware of the deadline.</p> <p>Call 1 2020/2021 In November 2019 there was a call for applications across 10 themes for the period 2020/2021. Letters of offer were issued in March 2020 just prior to lockdown. Given the ongoing COVID guidelines groups have been contacted to ascertain if they are proceeding, decommitting or amending their allocation and this process is ongoing.</p> <p>Call 2 2020/2021 In June 2020 through the Electronic Grant Management System a call for applications was issued for the following themes which are all now allocated:</p> <ol style="list-style-type: none"> 1. COVID response and recovery 2. Good Relations 3. PCSP 4. Suicide Prevention <p>A final report will be provided when all themes Letters of Offer are issued and acceptance are received from groups.</p> <p>Call 3 2020-2021 The call opened on 8th September with panels to convene in October. Approvals will be sought at the October AHC meeting and approved in November so Letters of Offer can be issued in a timely manner for Christmas Illuminations.</p> <p>Call 1 2021-2022 Several issues/recommendations have been noted in relation to the Capital and Minor Works Financial Assistance themes, including:</p>

	<p>1. AHC Committee in August recommended that there would be revised thresholds and no veto for applicants. The capital calls will now be included in Call 1 2021-2022.</p> <p>In response, several considerations are outlined below:</p> <p>1. As per AHC recommendation the proposed thresholds will be:</p> <ul style="list-style-type: none"> a. Minor Sports Capital items & Technical Assistance – Threshold max of £500 - £5,000, 100% funded by Council. b. Minor Works – Thresholds between £7,500 - £37,500, 75% match funded by Council (project total value between £10,000 - £50,000) c. Capital Works – Thresholds between £30,000 - £100,000, 50% match funded by Council (project total value between £60,000 - £200,000 or above) <p>2. Guidance notes will be amended as follows:</p> <ul style="list-style-type: none"> a. Minor Sports Capital items – will extend the criterion to enable groups to apply for Technical Assistance in preparation for capital projects. b. Minor Works – amend the guidance notes that it is replacement works and new upgrades within existing structures. <p>3. Budget notes:</p> <ul style="list-style-type: none"> a. This call will incorporate the budgets from 2020-2021 and 2021-2022. b. Based on previous applications the following indicative budgets will be ringfenced depending on the demand of submissions these could be amended: <ul style="list-style-type: none"> • Minor Sports Capital items & Technical Assistance £50,000 • Sport Minor Works - £75,000 • Sport Capital works - £150,000 • Community Minor works - £150,000 • Community Capital works - £125,000 <p>In addition in Call one 2021-2022 it is proposed to include the expression of interest for the delivery of Community Development services across the District. The remaining themes for Call one will be presented to Committee in October for approval.</p>
2.0	Key issues
2.1	<ul style="list-style-type: none"> • Processing claims for the previous financial year was delayed due to COVID which has a resource implication on this year. • EGMS contract due to be reviewed.
3.0	Recommendations
3.1	<ul style="list-style-type: none"> • To agree the proposed revised thresholds for Capital, Minor Works and Minor Capital items funding. • Amendments to the guidance notes.
4.0	Resource implications

4.1	The Financial Assistance process will be managed from existing resources within the Programmes Unit and Letters of Offer from agreed budgets.
5.0	Due regard to equality of opportunity and regard to good relations (complete the relevant sections)
5.1	<p><i>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</i></p> <p>It is not anticipated the proposal will have an adverse impact upon equality of opportunity or good relations <input checked="" type="checkbox"/></p>
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	Rural Needs Impact Assessment completed <input type="checkbox"/>
7.0	Appendices
	Guidance notes – minor items, minor works and community (sport will be amended in line with the community capital guidance note)
8.0	Background Documents



Application form guidance notes

Theme: Minor Works for Community Centres

- 1. Overview**
- 2. Overarching Principles**
- 3. Minor Works for Community Centres Criteria**
- 4. Application Process – Stage 1 Basic Eligibility**
- 5. Completing the Application Form**
- 6. Points to Consider before applying**
- 7. Assessment Criteria, Project Appraisal and Scoring – Stage 2 Scoring**
- 8. What Happens Next**
- 9. Appeals**
- 10. Useful Contacts and Links to Strategies**

1. Overview

This document sets out guidance for applicants applying to Newry Mourne and Down District Council for financial assistance.

Council's purpose in providing financial assistance is to allow it to achieve its objectives in line with clearly identified local needs and within the parameters of Council's powers. Council will seek to ensure that any funding provided is:

- In line with Council's Corporate Strategy, Community Plan and other key strategic and policy documents.
- Consistent with Council's Financial Assistance Policy.
- In line with the specific requirements of the programme being applied for.
- Able to meet a clearly identified need.
- Likely to be used in an effective and efficient manner and to demonstrate value for money.

Funding will only be provided to organisations or individuals who have adequate skill and expertise and can ensure that Council's funding is utilised appropriately.

This manual sets out the process to be used in applying for funding and the processes Council will use in assessing eligibility, suitability and level of funding available and how Council will review and monitor applications. Applicants should ensure that they have a sound understanding of the specific rationale for the programme to which they are applying and that their proposal responds to each of the criteria set out by Council. Council will only seek to obtain the minimum information necessary to assess an application. It remains applicants' responsibility to ensure that this information is provided in full.

2. Overarching Principles and Eligibility

Council's overall vision for Financial Assistance is to maximise the impact of its work across the Council area for the benefit of residents.

Council will use financial assistance in a way which is:

- Strategic and helps Council deliver its objectives in line with its statutory responsibilities
- Transparent and accountable
- Fair and equitable –funding allocation will be based on merit and no other factor.
- Needs based – funding will only be provided where there is a clearly demonstrated need
- Efficient use of funding/value for money
- Able to show tangible outcomes
- Outcomes that can be measured
- Able to engage the community

3. Minor Grants Community Works Scheme Criteria

Minor Grants Community Works Scheme projects must complement the theme aims and objectives as outlined below.

Theme – Minor Grants Community Works Scheme

Threshold - between £7,500 - £37,500, 75% match funded by Council (project total value minimum £10,000 - maximum £50,000)

Aims

Applicants must deliver projects which will support and maintain the capital infrastructure of a community facility; see examples of eligible and ineligible items outlined below. Please note: these lists are not exhaustive.

Objectives

To provide up to 75% match funding to support Capital infrastructure of community facilities in the Newry, Mourne and Down District Council area.

A community facility is a building which is open to the public where the community can gather for a diverse range of social, cultural, educational, recreational, training and information activities. The facility will normally provide a minimum of three of these diverse activities.

A community facility will have independent accounting procedures and will produce its own annual Income and Expenditure accounts separate from any associate or parent organisation. The facility should be managed by a constituted Community Association*. The governing rules of the Facility must not restrict any section of the community from using building-or restrict any type of activity other than for reasons of insurance.

*A Community Association is established to promote for the benefit of the inhabitants area and its immediate environs without distinction of age, sex, race, political or other opinions, by associating with statutory authorities, voluntary organisations, institutions, business and inhabitants in a common effort to advance education and to provide facilities in the interests of social welfare, health, recreation and leisure activities, with the objective of improving conditions of life for the inhabitants.

All project activity must be complete by 31st December 2022

Minor Grants Community Works Scheme Eligible expenditure

- ✓ Repairing and updating existing structures e.g: heating upgrade, replacement flooring, windows, kitchen or energy efficiency upgrades
- ✓ Essential Professional Fees associated with capital building works
- ✓ Other Professional fees
- ✓ Contingency costs (based on actual costs incurred)

Minor Works for Community Centres Ineligible expenditure

- ❖ Rent/Rates
- ❖ Staff Costs
- ❖ Running Costs e.g. heat / electricity
- ❖ Maintenance Costs
- ❖ General Office Equipment e.g. Tables / Chairs / Stationery
- ❖ Retention

As per Council regulations -

In most cases Council will not provide funding for any of the following elements:

- ❖ Any costs which clearly fall within another statutory agency's remit.
- ❖ Projects or activities which are delivered outside the Council area and do not meet needs within the area.
- ❖ Activities which specifically exist to raise funding.
- ❖ The purchase of alcohol.
- ❖ Salaries will not be funded.
- ❖ Costs incurred prior to the funding application and letter of offer from Council.
- ❖ Costs that can be recovered elsewhere, for instance recoverable VAT.
- ❖ Payments to any members of the applicant group for services provided in relation to the project.

Organisations that are uncertain whether they are eligible for funding are advised to discuss this with the relevant Council officers before submitting application forms to minimise unnecessary effort.

4. Application Process

Financial Assistance Programmes will be operated through the online system.

A paper alternative will only be offered in exceptional circumstance when an applicant is unable to use the online system.

Applications must be completed in full and returned along with any documentary evidence required for the funding programme by the closing date stipulated on the application form.

Incomplete or late applications will automatically be deemed ineligible whether online or by paper.

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5. Completing the Application Form

The online application form is the standard approach. However, Council may require specific information and therefore reserve the right to amend accordingly.

Applications will be available online for the full period of the application call, but applicants will not be able to submit applications after the closing date.

Applicants should assume that Council Officers have no prior knowledge of their organisation and should include all information necessary to adequately inform a completely new assessment panel.

The amount of information provided should be commensurate with the scale of funding and the nature of the programme.

The application will be a two-stage process, with Basic Eligibility and stage 2 scoring.

Stage 1 Basic Eligibility

Applicants must adhere to the points below and provide the following information to pass Stage 1 Basic Eligibility:

- ✓ Application forms must be submitted on time.
- ✓ Be a properly constituted community or voluntary organisation and be a not for profit organisation and the appropriate documentation must be included as evidence.
- ✓ Upload a copy of their Safeguarding policy
- ✓ Upload a copy of their most recent bank statement
- ✓ Upload a copy of either their recent annual audited accounts or income and expenditure accounts.
- ✓ **Community Capital and Minor Grants** must upload a copy of their health and safety policy relevant to the management of a community facility.
- ✓ Must be within the allocated funding period for the programme or service area applied for **project activity must be complete by 31st December 2022**
- ✓ **Community Capital and Minor Grants must** attach a timeframe plan and cashflow.
- ✓ Be within the eligible area (Newry, Mourne and Down). The beneficiaries must be from the Newry, Mourne and Down area.
- ✓ Clearly identify how the proposed project will complement the specific programme applied under and the Council's strategic priorities.
- ✓ Apply for amounts as per the relevant theme thresholds (see guidance)
- ✓ Upload evidence to show that match funding is in place or is being processed e.g. confirmation of bank loan, bank statements or letter of offer or intent showing own/other funds available. If being processed full confirmation is required within 12 weeks of Letter of Offer being issued.
- ✓ Demonstrate that they will have secured 100% of the funding required for the project to be completed inclusive of this application.
- ✓ Upload evidence of land ownership and/or legal title or Lease to property confirmed and in place **and** provide the relevant folio maps.
- ✓ Upload evidence that statutory approvals and permissions are in place.
- ✓ Upload a copy of the Business Case/Economic Appraisal completed.

- ✓ Upload evidence of site surveys completed and Risk Assessed.
- ✓ Upload evidence of approved Design Brief.
- ✓ Provide names/details of appropriate authorisers and signees.

6. Points to Consider before applying

- Please note organisations may only apply to: **EITHER COMMUNITY CAPITAL OR MINOR GRANTS FOR COMMUNITY CENTRES**. Please choose **ONE** of the themes most relevant to the project
- **Council funding is paid retrospectively so organisations need to be in a position to fund the project at 100% until the grant aid can be released.**
- Council will pay only the agreed sum up to 75% against each original invoice whenever all relevant conditions have been met and bank statements evidencing expenditure have been submitted.
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- Insurance costs are **not** eligible items of expenditure.
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- The Council will make the final decision on the provision of funding for all/any projects. Where an organisation has been allocated funding, payment will be subject to the organisation adhering to the conditions contained within their letter of offer.
- This is a competitive process and applicants will be awarded in line with their score and the funding available.
- Successful Applicants - Please note that Council will require a 'Deed of Covenant & Charge' over successful applicant's land/property and it will be the responsibility of the applicant to provide the required folio maps needed for this process. ***All associated costs will be the responsibility of the applicant and where a project is holding a lease they will be required to have at least a 15-year lease (minimum) at time of project completion.***
- Council accepts no responsibility whatsoever for any expenditure or liabilities arising out of the applicant's project.
- Council will **not** provide advance payments to any Capital or Minor Community Grant projects.
- The applicant **must** ensure that construction professional oversight is in place throughout all stages of project delivery (procurement, design and implementation and project sign off). The construction professional must have the relevant experience and professional indemnity insurance in place e.g. Architect, Structural Engineer, Quantity surveyor, Civil Engineer.

- The budget **must** include any associated Professional fees, which must be publicly procured (if applicable). Any fees incurred prior to project commencement will **not** be deemed eligible.
- A **Payment Certificate** approved and signed off by the Construction professional will be required to certify the value of works completed in advance of any claims being processed.

7. Application – Section A, Section B and Section C

Section A

Question 1.1 (a) -1.1 (x) Lead Partner and Contact Information

The applicant must ensure the accuracy of the contact details are correct for the contact person as this will be the only person we will contact regarding your applications. In the event that the contact person changes during the period of the application process, please provide alternative contact details.

The e-mail contact details will be used for future correspondence therefore it is vital this is up to date and correct.

1.2-1.4 Legal and Accounting

If an applicant fails to attach annual accounts or an income expenditure report they will not progress to stage 2 scoring. **Please note:** new groups that have not been established for more than a year are exempt from providing this detail but must provide a rationale and outline the reason they are not submitting this information.

As per Basic Eligibility checklist project must also provide their relevant bank statement and list of Officer Bearers. This section forms part of the Basic Eligibility requirements.

1.5 Organisational Information

The applicant must ensure their organisation provided are accurate, these details should be updated as and when required.

1.6 Please describe your organization and provide examples of previous initiatives or projects.

Please provide information and evidence of your previous experience in relation to the work of the Community Centre.

Section B

2.1. Project Title

This will be the project name used in all future correspondence.

2.2 (a)/2.2 (b) Start and end Date

Please review theme guidance to ensure your projects delivery date is as per guidance note. This section forms part of the Basic Eligibility requirements.

2.3 What is the Primary Area of Benefit.

The applicant must ensure the project is delivered within the eligible Council areas. An applicant must ensure they identify an eligible Council area. This section forms part of the Basic Eligibility requirements.

2.4 Give a brief description of your project outlining specific aims and objectives who will manage the project.

This question allows the applicant to provide details on what your project is about and what you will do. This may include:

- Outline of what the project is.
- Details of project delivery and specific actions that will be delivered.
- The target group and numbers involved.
- The duration of the project.
- The location of the project.
- The direct and indirect benefits of the project.

The applicant must ensure that activities link to the budget and is specific to the theme being applied under.

2.5 (a) How the project will complement the specific programme applied under?

This question allows the applicant to provide details on how the project complements the Minor Works for Community Centres theme, the aims and objectives of which are outlined above.

The applicant should provide as much detail as possible on how the project links to the theme applied under and detail the indicators that will help identify how project delivery will achieve this.

2.5 (b) Clearly identify how the proposed project will complement the Council Corporate plan

This question allows the applicant to explain how the project complement the Council Corporate plan, projects that fail to show how the project complements this are unlikely to be funded.

For further details on Council Strategic Plan please download the full document from www.nmandd.org

2.6 Key Activities – Please add detail of works, outcomes and benefits

Please note: This question allows the applicant to provide further details on the project activity. It is important to provide clear information on outcomes and benefits targets that will be involved in the proposed project.

The applicant must also provide information on the outcomes and benefits of the project. These may include direct benefits and indirect benefits.

2.7 What need is being met by this project and how did you establish this need?

This question allows the applicant to outline why the project is needed in the local area, the applicant should outline the specific needs that will be met and clearly link these to the projects activities. There should also be a rationale explaining how the need was identified and why existing provision does not address this.

The applicant should provide as much detail as possible and where possible provide numbers, evaluation reports or research results.

2.8 How will the project improve equality of opportunity and good relations? Please detail what actions will be undertaken which will contribute to improvement of equality of opportunity and good relations?

This question allows the applicant to identify how the project will promote good relations and equality. The applicant should refer to Section 75 of the Northern Ireland Act 1998 and detail what actions the project will undertake to promote equality and accessibility of services to all. The applicant should be specific in outlining the actions that will be taken through project delivery which will ensure the project is open and inclusive to all people.

2.9 How will the project be sustained if necessary beyond the period over which the funding is being sought? Please outline any likely sustainable benefits which will occur through the delivery of this project?

This question allows the applicant to identify how the project will create positive impacts beyond the lifetime of the project and detail any direct and indirect sustainable benefits that have been created through project delivery.

2.10-2.12 Project Budget

The applicant should include 100% of costs associated to the project.

The applicant must indicate the amount of funding required from Council ensuring they do not exceed the lower and upper thresholds as identified in the guidance notes. Applicants must also be aware that Council may fund less than the amount requested.

Costs should be outlined for every item of expenditure even where Council is not providing the funding. Applicants should ensure costs are realistic and should get quotes.

It is vital that the amount requested is within the eligible items of expenditure as highlighted for each theme and does not exceed the upper or lower thresholds and should provide evidence of any additional funding being received for the project and if not requesting 100% of total cost of the project.

The applicant must inform Council if they are planning to charge people to attend the event or take part in an activity. This may include a charge per person, if this is the case Council should know how much is expected to be raised through charging.

The applicant must ensure the Bank Account details are correct and used by the organisation making the application.

The Council must be informed of any changes made to an organisation bank account details during the application process.

Submission – Final Application Submission

- Data Protection

A copy of our privacy notice is available on request or via the following link: http://www.newrymournedown.org/media/uploads/privacy_notice.pdf

- Declaration

Please ensure all relevant sections are complete and signee details are inputted as this section forms part of the Basic Eligibility requirements.

Assessment Criteria, Project Appraisal and Scoring - Stage 2 Scoring

All applications passing Stage 1 Basic Eligibility check, will proceed to a "Full Project Appraisal and Scoring" carried out using the following criteria, process and scoring system. The assessment panel then makes a recommendation to the Council for consideration/approval.

All eligible applications will be assessed against the pre-set criteria agreed by Council. All applications will be scored out of 100 (weighted final score). An application must score a minimum of 50% under Programme and Priority Criteria and Efficiency and Effectiveness criteria as well as under the cross-cutting themes before it can be considered for funding. Projects under 50% will not be recommended for support.

However, a score equivalent to 50% or above will not necessarily guarantee funding as applications will be scored and ranked with funding available awarded to the highest ranked projects. Thereafter a project may be reconsidered, and allocated funding should it become available at a later date.

For consistency and to facilitate efficient assessment the following approach has been adopted to scoring against the following criteria:

Question (as per application)	Criterion	Maximum	Weighting	Weighted Final Score
	Council & Programme or Service Area.			

Clearly identify how the proposed project will complement the specific programme applied under?	Fit with the programme or service area being applied for	5	x 3	15
Clearly identify how the proposed project will complement Newry, Mourne and Down Council Strategic Priorities?	Fit with the Council's overall Strategic priorities	5	x 2	10
Outline the outcomes and benefits of your project for the local community. Provide targets e.g. numbers participating, number of events etc?	Impact on the local community	5	x 3	15
	Efficiency / effectiveness / Need			
Outcomes and Benefit and project budget are considered.	Value for money and	5	x 2	10
What need is being met by this project?	Need	5	x 2	10
How did you establish this need?	Establishment of Need	5	X2	10
	Cross cutting themes			
How will the project improve equality of opportunity and good relations? Please detail what actions will be undertaken which will contribute to improvement of equality of opportunity and good relations?	Equality of opportunity/Good relations	5	x 3	15
How will the project be sustained if necessary beyond the period over which the funding is being sought. Please outline any likely sustainable benefits which will occur through the delivery of this project?	Sustainability	5	x 3	15

In addition the following scoring system will be used by the panel to ascertain the scores for the criteria above:

Link at project level	Link to Criterion	How evident	Score
The project proposal does not demonstrate that it has the capacity to deliver basic project outcomes that would be expected in order to be awarded funding.	The application does not meet the basic standard under this criterion	Not evident	0

The project proposal demonstrates some ability to deliver key outcomes in some areas but overall it is below the standard expected in order to be awarded funding.	The application met some of the basic requirements of this criterion.	Less evident	1
The project proposal demonstrates an ability to deliver project outcomes to an acceptable standard and it may be considered suitable for funding.	The application met the requirements of this criterion.	Evident	2
The project proposal is strong in the manner in which it has been described with a range of activities that will result in good outputs and the achievement of outcomes.	The application is strong in the requirements of this criterion.	Very Evident	3
The project proposal is strong as the activities described will result in good outputs and the achievement of outcomes.	The application was an excellent fit with the requirement of this criterion.	Strongly evident	4
The project proposal fully complies with the outputs and achievement of the outcome	The project fully met the requirements of this criterion.	Highly evident	5

8. What Happens Next?

Once your application is submitted it will enter Council's assessment process. The system will not allow applications to be submitted after the closing time. There will be no right of appeal.

The system will not allow an application to proceed if it does not meet the eligibility criteria. An application not meeting the eligibility criteria at this stage will automatically be rejected and will not be subject to appeal.

The application will then proceed to the assessment process. This will involve the following steps:

- An Assessment Panel consisting of Council officers will be set up to consider applications for each programme. Your application will go to the panel responsible for the programme for which you have applied for.
- The panel will consider the eligibility of the programme against the specific programme criteria. Failure to meet this requirement will result in rejection and will not be subject to appeal.
- Eligible applications will be assessed against the criteria for the programme concerned.
- If the application meets the minimum threshold it will pass to the next stage. If not, it will be rejected.
- Council will consider the scores of all of the applications for the particular programme and will place these in order.

- Depending on the amount of funding available applicants will be funded in order of their score, with higher scoring applications funded first. On occasion, and at its discretion, Council may decide to fund more applications at a lower overall level, spreading the funding across a wider number of applications.
- The assessment process carried out by the Officer Panel will be checked and ratified by senior officers.
- Recommendations will be made to the Active and Healthy Communities Committee who will be responsible for ratifying the overall assessment. Applicants will be recommended for funding based on their score and a Score and Rank system will be implemented.
- The Committee will make recommendations to full Council.
- Applicants will be informed of the outcome of Council's decision.

You will receive one of four outcomes from the application and assessment process:

- **A Rejection** – Your application will automatically be rejected if:
 - It is incomplete.
 - It fails to provide the necessary detail.
 - It has not been signed appropriately/incomplete online declaration.
 - Or it has passed the online eligibility criteria due to incorrect completion but does not meet the Basic Eligibility criteria.
 - An application may also be rejected at the second stage if it fails to meet the eligibility criteria for the individual programme (as outlined above).
- **Unsuccessful** – if your application fails to meet the necessary threshold score for support under the individual programme you will be informed that you have been unsuccessful.
- **Score and Rank** - a score equivalent to 50% or above will not necessarily guarantee funding as applications will be scored and ranked with funding available awarded to the highest ranked projects. Thereafter a project may be reconsidered, and allocated funding should it become available at a later date.
- **A Letter of Offer** – if your application is successful you will receive a Letter of Offer. This will set out the specific requirements associated with financial assistance and any special conditions. It will describe the information you will have to submit with a claim for funding. It will not constitute a formal funding agreement until these conditions have been agreed and the Letter of Offer accepted in full in writing by your organisation.

9. Appeals

Where an application has been rejected for reasons of incomplete information, failure to sign the application/complete the declaration, or ineligibility, there will be no right of appeal. However, where an application is unsuccessful after the full assessment process appeals can be made to Council on the following basis:

- The outcome was a decision that no reasonable person would have made on the basis of information provided to the Financial Assistance Assessment Panel
- That Council's stated policy or procedures had not been followed and led to a materially different decision.

Should you wish to submit an appeal this must be done as follows:

- An appeal must be lodged in writing within 10 working days of the date of the rejection letter.
- The appeal should be submitted to the Programmes Unit and proof of receipt obtained.
- The appeal letter must state:
 - The application details including programme applied for, title of project and contact details for
 - the applicant
 - The grounds on which an appeal is being made
 - Any evidence the applicant believes the review process should consider which supports the
 - view that one of the two bases for an appeal is justified

The appeal will be reviewed by a designated senior officer who will decide on the appeal. This could result in several possible outcomes including:

- Reassessment of the application based on eligibility
- Rescoring of the application
- If the appeal is upheld an appropriate Letter of Offer will be issued as for a successful application.
- If the appeal is not successful, the applicant will be informed and the reasons for the rejection explained.

10. Useful Contacts and Links to Strategies

For Further information please contact:

Programmes Unit

Telephone: 0330 137 4040

E: programmesunit@nmandd.org

Community Engagement

Newry, Mourne and Down District Council

Tel: 0330 137 4008

briege.boyle@nmandd.org

Community Engagement

Newry, Mourne and Down District Council

Tel: 0330 137 4810

Rita.lewis@nmandd.org

- **Newry, Mourne and Down Corporate Plan 2015-2019**

Strategic Priorities (Strategic Objectives)

1. Become one of the premier tourism destinations on the island of Ireland.

2. Attracted investment and supported the creation of new jobs.
3. Protected our natural and built environment.
4. Led the regeneration of our urban and rural areas.
5. Advocate on your behalf specifically in relation to those issues which really matter to you.
6. Empowered and improved the capacity of our communities.
7. Transformed and modernised the Council providing accessible as well as value for money services.

For further details on Council Strategic Plan please download the full document from www.nmandd.org



Application form guidance notes

Theme: Community Capital Grants

- 1. Overview**
- 2. Overarching Principles**
- 3. Community Capital Grants Criteria**
- 4. Application Process – Stage 1 Basic Eligibility**
- 5. Completing the Application Form**
- 6. Points to Consider before applying**
- 7. Assessment Criteria, Project Appraisal and Scoring – Stage 2 Scoring**
- 8. What Happens Next**
- 9. Appeals**
- 10. Useful Contacts and Links to Strategies**

1. Overview

This document sets out guidance for applicants applying to Newry Mourne and Down District Council for financial assistance.

Council's purpose in providing financial assistance is to allow it to achieve its objectives in line with clearly identified local needs and within the parameters of Council's powers. Council will seek to ensure that any funding provided is:

- In line with Council's Corporate Strategy, Community Plan and other key strategic and policy documents.
- Consistent with Council's Financial Assistance Policy.
- In line with the specific requirements of the programme being applied for.
- Able to meet a clearly identified need.
- Likely to be used in an effective and efficient manner and to demonstrate value for money.

Funding will only be provided to organisations or individuals who have adequate skill and expertise and can ensure that Council's funding is utilised appropriately.

This manual sets out the process to be used in applying for funding and the processes Council will use in assessing eligibility, suitability and level of funding available and how Council will review and monitor applications. Applicants should ensure that they have a sound understanding of the specific rationale for the programme to which they are applying and that their proposal responds to each of the criteria set out by Council. Council will only seek to obtain the minimum information necessary to assess an application. It remains applicants' responsibility to ensure that this information is provided in full.

2. Overarching Principles and Eligibility

Council's overall vision for Financial Assistance is to maximise the impact of its work across the Council area for the benefit of residents.

Council will use financial assistance in a way which is:

- Strategic and helps Council deliver its objectives in line with its statutory responsibilities
- Transparent and accountable
- Fair and equitable –funding allocation will be based on merit and no other factor.
- Needs based – funding will only be provided where there is a clearly demonstrated need
- Efficient use of funding/value for money
- Able to show tangible outcomes
- Outcomes that can be measured
- Able to engage the community

3. Community Capital Grants Criteria

Community Capital Grants projects must complement the theme aims and objectives as outlined below.

Theme – Community Capital Grants

Threshold - Thresholds between £30,000 - £100,000, 50% match funded by Council (project value between £60,000-£200,000 or above).

Aims

Applicants must deliver projects which will support and maintain the capital infrastructure of a community facility; see examples of eligible and ineligible items outlined below. Please note: these lists are not exhaustive.

Objectives

To provide 50% match funding to support Capital infrastructure of community facilities in the Newry, Mourne and Down District Council area.

A community facility is a building which is open to the public where the community can gather for a diverse range of social, cultural, educational, recreational, training and information activities. The facility will normally provide a minimum of three of these diverse activities.

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All project activity must be complete by 31st December 2022

Community Capital Grants Eligible expenditure

- ✓ Capital Building Works
- ✓ Building Construction and Landscaping
- ✓ Extensions
- ✓ Essential Professional Fees associated with capital building works
- ✓ Renovations
- ✓ Professional fees
- ✓ Contingency costs (based on actual costs incurred)

Community Capital Grants Ineligible expenditure

- ❖ Rent/Rates
- ❖ Staff Costs
- ❖ Running Costs e.g. heat / electricity
- ❖ Maintenance Costs
- ❖ General Office Equipment E.g. Tables / Chairs / Stationery
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In most cases Council will not provide funding for any of the following elements:

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- ✓ Upload a copy of their Safeguarding policy
- ✓ Upload a copy of their most recent bank statement
- ✓ Upload a copy of either their recent annual audited accounts or income and expenditure accounts.
- ✓ **Community Capital and Minor Grants** must upload a copy of their health and safety policy relevant to the management of a community facility.
- ✓ Must be within the allocated funding period for the programme or service area applied for **project activity must be complete by 31st December 2022.**
- ✓ **Community Capital and Minor Grants must** attach a timeframe plan and cashflow.
- ✓ Be within the eligible area (Newry, Mourne and Down). The beneficiaries must be from the Newry, Mourne and Down area.
- ✓ Clearly identify how the proposed project will complement the specific programme applied under and the Council's strategic priorities.
- ✓ Apply for amounts as per the relevant theme thresholds (see guidance)
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- ✓ Demonstrate that they will have secured 100% of the funding required for the project to be completed inclusive of this application.
- ✓ Upload evidence of land ownership and/or legal title and/or Lease to property confirmed and in place **and** provide the relevant folio maps.
- ✓ Upload evidence that statutory approvals and permissions are in place.
- ✓ Upload a copy of the Business Case/Economic Appraisal completed.

- ✓ Upload evidence of site surveys completed and Risk Assessed.
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- Council will **not** provide advance payments to any Capital or Minor Community Grant projects.
- The applicant **must** ensure that construction professional oversight is in place throughout all stages of project delivery (procurement, design and implementation and project sign off). The construction professional must have the relevant experience and professional indemnity insurance in place e.g. Architect, Structural Engineer, Quantity surveyor, Civil Engineer.

- The budget **must** include any associated Professional fees, which must be publicly procured (if applicable). Any fees incurred prior to project commencement will **not** be deemed eligible.
- A **Payment Certificate** approved and signed off by the Construction professional will be required to certify the value of works completed in advance of any claims being processed.

7. Application – Section A, Section B and Section C

Section A

Question 1.1 (a) -1.1 (x) Lead Partner and Contact Information

The applicant must ensure the accuracy of the contact details are correct for the contact person as this will be the only person we will contact regarding your applications. In the event that the contact person changes during the period of the application process, please provide alternative contact details.

The e-mail contact details will be used for future correspondence therefore it is vital this is up to date and correct.

1.2-1.4 Legal and Accounting

If an applicant fails to attach annual accounts or an income expenditure report they will not progress to stage 2 scoring. **Please note:** new groups that have not been established for more than a year are exempt from providing this detail but must provide a rationale and outline the reason they are not submitting this information.

As per Basic Eligibility checklist project must also provide their relevant bank statement and list of Officer Bearers. This section forms part of the Basic Eligibility requirements.

1.5 Organisational Information

The applicant must ensure their organisation provided are accurate, these details should be updated as and when required.

1.6 Please describe your organization and provide examples of previous initiatives or projects.

Please provide information and evidence of your previous experience in relation to the work of the Community Centre.

Section B

2.1. Project Title

This will be the project name used in all future correspondence.

2.2 (a)/2.2 (b) Start and end Date

Please review theme guidance to ensure your projects delivery date is as per guidance note. This section forms part of the Basic Eligibility requirements.

2.3 What is the Primary Area of Benefit.

The applicant must ensure the project is delivered within the eligible Council areas. An applicant must ensure they identify an eligible Council area. This section forms part of the Basic Eligibility requirements.

2.4 Give a brief description of your project outlining specific aims and objectives who will manage the project.

This question allows the applicant to provide details on what your project is about and what you will do. This may include:

- Outline of what the project is.
- Details of project delivery and specific actions that will be delivered.
- The target group and numbers involved.
- The duration of the project.
- The location of the project.
- The direct and indirect benefits of the project.

The applicant must ensure that activities link to the budget and is specific to the theme being applied under.

2.5 (a) How the project will complement the specific programme applied under?

This question allows the applicant to provide details on how the project complements the Community Capital Grants theme, the aims and objectives of which are outlined above.

The applicant should provide as much detail as possible on how the project links to the theme applied under and detail the indicators that will help identify how project delivery will achieve this.

2.5 (b) Clearly identify how the proposed project will complement the Council Corporate plan

This question allows the applicant to explain how the project complement the Council Corporate plan, projects that fail to show how the project complements this are unlikely to be funded.

For further details on Council Strategic Plan please download the full document from www.nmandd.org

2.6 (a) Key Activities – please add Detail of works, outcomes and benefits

Please note:

This question allows the applicant to provide further details on the project activity. It is important to provide clear information on outcomes and benefits targets that will be involved in the proposed project.

2.7 What need is being met by this project and how did you establish this need?

This question allows the applicant to outline why the project is needed in the local area, the applicant should outline the specific needs that will be met and clearly link these to the projects activities. There should also be a rationale explaining how the need was identified and why existing provision does not address this.
The applicant should provide as much detail as possible and where possible provide numbers, evaluation reports or research results.

2.8 How will the project improve equality of opportunity and good relations? Please detail what actions will be undertaken which will contribute to improvement of equality of opportunity and good relations?

This question allows the applicant to identify how the project will promote good relations and equality. The applicant should refer to Section 75 of the Northern Ireland Act 1998 and detail what actions the project will undertake to promote equality and accessibility of services to all. The applicant should be specific in outlining the actions that will be taken through project delivery which will ensure the project is open and inclusive to all people.

2.9 How will the project be sustained if necessary beyond the period over which the funding is being sought? Please outline any likely sustainable benefits which will occur through the delivery of this project?

This question allows the applicant to identify how the project will create positive impacts beyond the lifetime of the project and detail any direct and indirect sustainable benefits that have been created through project delivery.

2.10-2.12 Project Budget

The applicant should include 100% of costs associated to the project.

The applicant must indicate the amount of funding required from Council ensuring they do not exceed the lower and upper thresholds as identified in the guidance notes. Applicants must also be aware that Council may fund less than the amount requested.

Costs should be outlined for every item of expenditure even where Council is not providing the funding. Applicants should ensure costs are realistic and should get quotes.

It is vital that the amount requested is within the eligible items of expenditure as highlighted for each theme and does not exceed the upper or lower thresholds and should provide evidence of any additional funding being received for the project and if not requesting 100% of total cost of the project.

The applicant must inform Council if they are planning to charge people to attend the event or take part in an activity. This may include a charge per person, if this is the case Council should know how much is expected to be raised through charging.

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Submission – Final Application Submission

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- **Declaration**

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All applications passing Stage 1 Basic Eligibility check, will proceed to a "Full Project Appraisal and Scoring" carried out using the following criteria, process and scoring system. The assessment panel then makes a recommendation to the Council for consideration/approval.

All eligible applications will be assessed against the pre-set criteria agreed by Council. All applications will be scored out of 100 (weighted final score). An application must score a minimum of 50% under Programme and Priority Criteria and Efficiency and Effectiveness criteria as well as under the cross-cutting themes before it can be considered for funding. Projects under 50% will not be recommended for support.

However, a score equivalent to 50% or above will not necessarily guarantee funding as applications will be scored and ranked with funding available awarded to the highest ranked projects. Thereafter a project may be reconsidered, and allocated funding should it become available at a later date.

For consistency and to facilitate efficient assessment the following approach has been adopted to scoring against the following criteria:

Question (as per application)	Criterion	Maximum	Weighting	Weighted Final Score
	Council & Programme or Service Area.			
Clearly identify how the proposed project will complement the specific programme applied under?	Fit with the programme or service area being applied for	5	x 3	15
Clearly identify how the proposed project will complement Newry, Mourne and Down Council Strategic Priorities?	Fit with the Council's overall Strategic priorities	5	x 2	10
Outline the outcomes and benefits of your project for the local community. Provide targets e.g. numbers participating, number of events etc?	Impact on the local community	5	x 3	15
	Efficiency / effectiveness / Need			
Outcomes and Benefit and project budget are considered.	Value for money and	5	x 2	10
What need is being met by this project?	Need	5	x 2	10
How did you establish this need?	Establishment of Need	5	X2	10
	Cross cutting themes			
How will the project improve equality of opportunity and good relations? Please detail what actions will be undertaken which will contribute to improvement of equality of opportunity and good relations?	Equality of opportunity/Good relations	5	x 3	15
How will the project be sustained if necessary beyond the period over which the funding is being sought. Please outline any likely sustainable benefits which will occur through the delivery of this project?	Sustainability	5	x 3	15

In addition, the following scoring system will be used by the panel to ascertain the scores for the criteria above:

Link at project level	Link to Criterion	How evident	Score
The project proposal does not demonstrate that it has the capacity to deliver basic project outcomes that would be expected in order to be awarded funding.	The application does not meet the basic standard under this criterion	Not evident	0
The project proposal demonstrates some ability to deliver key outcomes in some areas but overall it is below the standard expected in order to be awarded funding.	The application met some of the basic requirements of this criterion.	Less evident	1
The project proposal demonstrates an ability to deliver project outcomes to an acceptable standard and it may be considered suitable for funding.	The application met the requirements of this criterion.	Evident	2
The project proposal is strong in the manner in which it has been described with a range of activities that will result in good outputs and the achievement of outcomes.	The application is strong in the requirements of this criterion.	Very Evident	3
The project proposal is strong as the activities described will result in good outputs and the achievement of outcomes.	The application was an excellent fit with the requirement of this criterion.	Strongly evident	4
The project proposal fully complies with the outputs and achievement of the outcome	The project fully met the requirements of this criterion.	Highly evident	5

8. What Happens Next?

Once your application is submitted it will enter Council's assessment process. The system will not allow applications to be submitted after the closing time. There will be no right of appeal.

The system will not allow an application to proceed if it does not meet the eligibility criteria. An application not meeting the eligibility criteria at this stage will automatically be rejected and will not be subject to appeal.

The application will then proceed to the assessment process. This will involve the following steps:

- An Assessment Panel consisting of Council officers will be set up to consider applications for each programme. Your application will go to the panel responsible for the programme for which you have applied for.

- The panel will consider the eligibility of the programme against the specific programme criteria. Failure to meet this requirement will result in rejection and will not be subject to appeal.
- Eligible applications will be assessed against the criteria for the programme concerned.
- If the application meets the minimum threshold it will pass to the next stage. If not, it will be rejected.
- Council will consider the scores of all of the applications for the particular programme and will place these in order.
- Depending on the amount of funding available applicants will be funded in order of their score, with higher scoring applications funded first. On occasion, and at its discretion, Council may decide to fund more applications at a lower overall level, spreading the funding across a wider number of applications.
- The assessment process carried out by the Officer Panel will be checked and ratified by senior officers.
- Recommendations will be made to the Active and Healthy Communities Committee who will be responsible for ratifying the overall assessment. Applicants will be recommended for funding based on their score and a Score and Rank system will be implemented.
- The Committee will make recommendations to full Council.
- Applicants will be informed of the outcome of Council's decision.

You will receive one of four outcomes from the application and assessment process:

- **A Rejection** – Your application will automatically be rejected if:
 - It is incomplete.
 - It fails to provide the necessary detail.
 - It has not been signed appropriately/incomplete online declaration.
 - Or it has passed the online eligibility criteria due to incorrect completion but does not meet the Basic Eligibility criteria.
 - An application may also be rejected at the second stage if it fails to meet the eligibility criteria for the individual programme (as outlined above).
- **Unsuccessful** – if your application fails to meet the necessary threshold score for support under the individual programme you will be informed that you have been unsuccessful.
- **Score and Rank** - a score equivalent to 50% or above will not necessarily guarantee funding as applications will be scored and ranked with funding available awarded to the highest ranked projects. Thereafter a project may be reconsidered, and allocated funding should it become available at a later date.
- **A Letter of Offer** – if your application is successful you will receive a Letter of Offer. This will set out the specific requirements associated with financial assistance and any special conditions. It will describe the information you will have to submit with a claim for funding. It will not constitute a formal funding agreement until these conditions have been agreed and the Letter of Offer accepted in full in writing by your organisation.

9. Appeals

Where an application has been rejected for reasons of incomplete information, failure to sign the application/complete the declaration, or ineligibility, there will be no right of appeal. However, where an application is unsuccessful after the full assessment process appeals can be made to Council on the following basis:

- The outcome was a decision that no reasonable person would have made on the basis of information provided to the Financial Assistance Assessment Panel
- That Council's stated policy or procedures had not been followed and led to a materially different decision.

Should you wish to submit an appeal this must be done as follows:

- An appeal must be lodged in writing within 10 working days of the date of the rejection letter.
- The appeal should be submitted to the Programmes Unit and proof of receipt obtained.
- The appeal letter must state:
 - The application details including programme applied for, title of project and contact details for
 - the applicant
 - The grounds on which an appeal is being made
 - Any evidence the applicant believes the review process should consider which supports the
 - view that one of the two bases for an appeal is justified

The appeal will be reviewed by a designated senior officer who will decide on the appeal. This could result in several possible outcomes including:

- Reassessment of the application based on eligibility
- Rescoring of the application
- If the appeal is upheld an appropriate Letter of Offer will be issued as for a successful application.
- If the appeal is not successful, the applicant will be informed and the reasons for the rejection explained.

10. Useful Contacts and Links to Strategies

For Further information please contact:

Programmes Unit
 Telephone: **0330 137 4040**
 E: programmesunit@nmandd.org
 Community Engagement

Newry, Mourne and Down District Council
 Tel: 0330 137 4008
briege.boyle@nmandd.org

Community Engagement
 Newry, Mourne and Down District Council
 Tel: 0330 137 4810
Rita.lewis@nmandd.org

- **Newry, Mourne and Down Corporate Plan 2015-2019**

Strategic Priorities (Strategic Objectives)

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

For further details on Council Strategic Plan please download the full document from www.nmandd.org



Application form guidance notes

Theme: Minor Works Sports Scheme

- 1. Overview**
- 2. Overarching Principles**
- 3. Minor Works Sports Scheme Criteria**
- 4. Application Process – Stage 1 Basic Eligibility**
- 5. Completing the Application Form**
- 6. Points to Consider before applying**
- 7. Assessment Criteria, Project Appraisal and Scoring – Stage 2 Scoring**
- 8. What Happens Next**
- 9. Appeals**
- 10. Useful Contacts and Links to Strategies**

1. Overview

This document sets out guidance for applicants applying to Newry Mourne and Down District Council for financial assistance.

Council's purpose in providing financial assistance is to allow it to achieve its objectives in line with clearly identified local needs and within the parameters of Council's powers. Council will seek to ensure that any funding provided is:

- In line with Council's Corporate Strategy, Community Plan and other key strategic and policy documents.
- Consistent with Council's Financial Assistance Policy.
- In line with the specific requirements of the programme being applied for.
- Able to meet a clearly identified need.
- Likely to be used in an effective and efficient manner and to demonstrate value for money.

Funding will only be provided to organisations or individuals who have adequate skill and expertise and can ensure that Council's funding is utilised appropriately.

This manual sets out the process to be used in applying for funding and the processes Council will use in assessing eligibility, suitability and level of funding available and how Council will review and monitor applications. Applicants should ensure that they have a sound understanding of the specific rationale for the programme to which they are applying and that their proposal responds to each of the criteria set out by Council. Council will only seek to obtain the minimum information necessary to assess an application. It remains applicants' responsibility to ensure that this information is provided in full.

2. Overarching Principles and Eligibility

Council's overall vision for Financial Assistance is to maximise the impact of its work across the Council area for the benefit of residents.

Council will use financial assistance in a way which is:

- Strategic and helps Council deliver its objectives in line with its statutory responsibilities
- Transparent and accountable
- Fair and equitable –funding allocation will be based on merit and no other factor.
- Needs based – funding will only be provided where there is a clearly demonstrated need
- Efficient use of funding/value for money
- Able to show tangible outcomes
- Outcomes that can be measured
- Able to engage the community

3. Minor Works Sports Scheme Criteria

Minor Works Sports Scheme projects must complement the theme aims and objectives as outlined below.

Theme – Minor Works Sports Scheme

Threshold - between £7,500 - £37,500, 75% match funded by Council (project total value between £10,000 - £50,000)

Aims

Applicants must deliver projects which will support and maintain the capital infrastructure of a Sports and Recreation facility; see examples of eligible and ineligible items outlined below. Please note: these lists are not exhaustive.

Objectives

To provide match funding to support Capital infrastructure of Sports and Receptions facilities in the Newry, Mourne and Down District Council area.

To provide Contributions of up to 75% of the costs, towards match funding of Sporting and Recreation capital infrastructure schemes proposed by the sporting, community and voluntary sector

Projects must deliver Capital Infrastructure Projects that are in line with Council Sport Facility Strategy and Council Play Development Strategy which can be downloaded from www.newrymournedown.org).

All project activity must be complete by 31st December 2022

Minor Works Sports Scheme Eligible expenditure

- ✓ Repairing and updating existing structures e.g: heating upgrade, replacement flooring, windows, kitchen or energy efficiency upgrades
- ✓ Essential Professional and Technical Costs associated with capital building works
- ✓ Other Professional fees
- ✓ Contingency costs (based on actual costs incurred)

Minor Works for Sports Works Scheme Ineligible expenditure

- ❖ Rent/Rates
- ❖ Staff Costs
- ❖ Running Costs e.g. heat / electricity
- ❖ Maintenance Costs
- ❖ General Office Equipment e.g. Tables / Chairs / Stationery
- ❖ Retention

As per Council regulations -

In most cases Council will not provide funding for any of the following elements:

- ❖ Any costs which clearly fall within another statutory agency's remit.
- ❖ Projects or activities which are delivered outside the Council area and do not meet needs within the area.
- ❖ Activities which specifically exist to raise funding.
- ❖ The purchase of alcohol.
- ❖ Salaries will not be funded.
- ❖ Costs incurred prior to the funding application and letter of offer from Council.
- ❖ Costs that can be recovered elsewhere, for instance recoverable VAT.
- ❖ Payments to any members of the applicant group for services provided in relation to the project.

Organisations that are uncertain whether they are eligible for funding are advised to discuss this with the relevant Council officers before submitting application forms to minimise unnecessary effort.

4. Application Process

Financial Assistance Programmes will be operated through the online system.

A paper alternative will only be offered in exceptional circumstance when an applicant is unable to use the online system.

Applications must be completed in full and returned along with any documentary evidence required for the funding programme by the closing date stipulated on the application form.

Incomplete or late applications will automatically be deemed ineligible whether online or by paper.

Any applications returned without the necessary undertakings, signatures or required attachments will also be rejected. There will be no opportunity to submit information at a later stage and therefore it is the applicant's responsibility to ensure that all requirements are met at the initial application stage.

5. Completing the Application Form

The online application form is the standard approach. However, Council may require specific information and therefore reserve the right to amend accordingly.

Applications will be available online for the full period of the application call, but applicants will not be able to submit applications after the closing date.

Applicants should assume that Council Officers have no prior knowledge of their organisation and should include all information necessary to adequately inform a completely new assessment panel.

The amount of information provided should be commensurate with the scale of funding and the nature of the programme.

The application will be a two-stage process, with Basic Eligibility and stage 2 scoring.

Stage 1 Basic Eligibility

Applicants must adhere to the points below and provide the following information to pass Stage 1 Basic Eligibility:

- ✓ Application forms must be submitted on time.
- ✓ Be a properly constituted community or voluntary organisation and be a not for profit organisation and the appropriate documentation must be included as evidence.
- ✓ Upload a copy of their Safeguarding policy
- ✓ Upload a copy of their most recent bank statement
- ✓ Upload a copy of either their recent annual audited accounts or income and expenditure accounts.
- ✓ **Capital and Minor Grants** must upload a copy of their health and safety policy relevant to the management of a community facility.
- ✓ Must be within the allocated funding period for the programme or service area applied for **project activity must be complete by 31st December 2021.**
- ✓ **Capital and Minor Grants must** attach a timeframe plan and cashflow.
- ✓ Be within the eligible area (Newry, Mourne and Down). The beneficiaries must be from the Newry, Mourne and Down area.
- ✓ Clearly identify how the proposed project will complement the specific programme applied under and the Council's strategic priorities.
- ✓ Apply for amounts as per the relevant theme thresholds (see guidance)
- ✓ Upload evidence to show that match funding is in place or is being processed e.g. confirmation of bank loan, bank statements or letter of offer or intent showing own/other funds available. If being processed full confirmation is required within 12 weeks of Letter of Offer being issued.
- ✓ Demonstrate that they will have secured 100% of the funding required for the project to be completed inclusive of this application.
- ✓ Upload evidence of land ownership and/or legal title to property and/or lease confirmed and in place **and** provide the relevant folio maps.
- ✓ Upload evidence that statutory approvals and permissions are in place.
- ✓ Upload a copy of the Business Case/Economic Appraisal completed.
- ✓ Upload evidence of site surveys completed and Risk Assessed.

- ✓ Upload evidence of approved Design Brief.
- ✓ Provide names/details of appropriate authorisers and signees.

6. Points to Consider before applying

- Please note organisations may only apply to: **EITHER CAPITAL OR MINOR GRANTS**. Please choose **ONE** of the themes most relevant to the project
- **Council funding is paid retrospectively so organisations need to be in a position to fund the project at 100% until the grant aid can be released.**
- Council will pay only the agreed sum up to 75% against each original invoice whenever all relevant conditions have been met and bank statements evidencing expenditure have been submitted.
- "Own labour" and hire of "own facilities" are **not** eligible items of expenditure.
- Insurance costs are **not** eligible items of expenditure.
- Where applications are made for projects that are outside of the Council's legal power to provide funds (*ultra vires*), then such applications will not be considered.
- The Council will make the final decision on the provision of funding for all/any projects. Where an organisation has been allocated funding, payment will be subject to the organisation adhering to the conditions contained within their letter of offer.
- This is a competitive process and applicants will be awarded in line with their score and the funding available.
- Successful Applicants - Please note that Council will require a 'Deed of Covenant & Charge' over successful applicant's land/property and it will be the responsibility of the applicant to provide the required folio maps needed for this process. ***All associated costs will be the responsibility of the applicant and where a project is holding a lease they will be required to have at least a 15 year lease (minimum) at time of project completion.***
- Council accepts no responsibility whatsoever for any expenditure or liabilities arising out of the applicant's project.
- Council will **not** provide advance payments to any Capital or Minor Grants projects.
- The applicant **must** ensure that construction professional oversight is in place throughout all stages of project delivery (procurement, design and implementation and project sign off). The construction professional must have the relevant experience and professional indemnity insurance in place e.g. Architect, Structural Engineer, Quantity surveyor, Civil Engineer.
- The budget **must** include any associated Professional fees, which must be publicly procured (if applicable). Any fees incurred prior to project commencement will **not** be deemed eligible.

- A **Payment Certificate** approved and signed off by the Construction professional will be required to certify the value of works completed in advance of any claims being processed.

7. Application – Section A, Section B and Section C

Section A

Question 1.1 (a) -1.1 (x) Lead Partner and Contact Information

The applicant must ensure the accuracy of the contact details are correct for the contact person as this will be the only person we will contact regarding your applications. In the event that the contact person changes during the period of the application process, please provide alternative contact details.

The e-mail contact details will be used for future correspondence therefore it is vital this is up to date and correct.

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If an applicant fails to attach annual accounts or an income expenditure report they will not progress to stage 2 scoring. **Please note:** new groups that have not been established for more than a year are exempt from providing this detail but must provide a rationale and outline the reason they are not submitting this information.

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Please provide information and evidence of your previous experience in relation to the work of the Community Centre.

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2.1. Project Title

This will be the project name used in all future correspondence.

2.2 (a)/2.2 (b) Start and end Date

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The applicant must ensure that activities link to the budget and is specific to the theme being applied under.

2.5 (a) How the project will complement the specific programme applied under?

The applicant should provide as much detail as possible on how the project links to the theme applied under, Capital Infrastructure Projects must complement the Council Sport Facility Strategy and Council Play Development Strategy. Documents available to view on www.newrymournedown.org).

2.5 (b) Clearly identify how the proposed project will complement the Council Corporate plan .

This question allows the applicant to explain how the project complement the Council Corporate plan, projects that fail to show how the project complements this are unlikely to be funded.

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Please note: This question allows the applicant to provide further details on the project activity. It is important to provide clear information on outcomes and benefits targets that will be involved in the proposed project.

The applicant must also provide information on the outcomes and benefits of the project. These may include direct benefits and indirect benefits.

2.7 What need is being met by this project and how did you establish this need?

This question allows the applicant to outline why the project is needed in the local area, the applicant should outline the specific needs that will be met and clearly link these to the projects activities. There should also be a rationale explaining how the need was identified and why existing provision does not address this.

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The applicant must ensure the Bank Account details are correct and used by the organisation making the application.

The Council must be informed of any changes made to an organisation bank account details during the application process.

Section C

Checking it's all there

Projects must ensure all sections below are completed as this section forms part of the Basic Eligibility requirements.

- I enclose a copy of organisation's constitution or other appropriate documentation,
- I enclose a copy of organisation's Safeguarding policy (applicable if project involves children and vulnerable adults)
- I enclose a copy of my organisation's most recent annual audited accounts or income and expenditure accounts
- I confirm that the organisation operates on a not-for-profit basis unless the organisation has charitable status or all profits are reinvested in the organisation, in furtherance of its objectives and are not distributed by way of profit, dividend or otherwise to the organisation's shareholders, members, owners, stakeholders or anybody else connected with the organisation.
- I confirm that sufficient insurance cover has been sought for the project and that Newry, Mourne & Down District Council is not responsible for providing insurance for, or claims which arise from, grant-aided programmes.
- I have completed the Declaration

Submission – Final Application Submission

- Data Protection

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- Declaration

Please ensure all relevant sections are complete and signee details are inputted as this section forms part of the Basic Eligibility requirements.

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projects. Thereafter a project may be reconsidered, and allocated funding should it become available at a later date.

For consistency and to facilitate efficient assessment the following approach has been adopted to scoring against the following criteria:

Question (as per application)	Criterion	Maximum	Weighting	Weighted Final Score
	Council & Programme or Service Area.			
Clearly identify how the proposed project will complement the specific programme applied under?	Fit with the programme or service area being applied for	5	x 3	15
Clearly identify how the proposed project will complement Newry, Mourne and Down Council Strategic Priorities?	Fit with the Council's overall Strategic priorities	5	x 2	10
Outline the outcomes and benefits of your project for the local community. Provide targets e.g. numbers participating, number of events etc?	Impact on the local community	5	x 3	15
	Efficiency / effectiveness / Need			
Outcomes and Benefit and project budget are considered.	Value for money and	5	x 2	10
What need is being met by this project?	Need	5	x 2	10
How did you establish this need?	Establishment of Need	5	X2	10
	Cross cutting themes			
How will the project improve equality of opportunity and good relations? Please detail what actions will be undertaken which will contribute to improvement of equality of opportunity and good relations?	Equality of opportunity/Good relations	5	x 3	15
How will the project be sustained if necessary beyond the period over which the funding is being sought. Please outline any likely sustainable benefits which will occur through the delivery of this project?	Sustainability	5	x 3	15

In addition the following scoring system will be used by the panel to ascertain the scores for the criteria above:

Link at project level	Link to Criterion	How evident	Score
The project proposal does not demonstrate that it has the capacity to deliver basic project outcomes that would be expected in order to be awarded funding.	The application does not meet the basic standard under this criterion	Not evident	0
The project proposal demonstrates some ability to deliver key outcomes in some areas but overall it is below the standard expected in order to be awarded funding.	The application met some of the basic requirements of this criterion.	Less evident	1
The project proposal demonstrates an ability to deliver project outcomes to an acceptable standard and it may be considered suitable for funding.	The application met the requirements of this criterion.	Evident	2
The project proposal is strong in the manner in which it has been described with a range of activities that will result in good outputs and the achievement of outcomes.	The application is strong in the requirements of this criterion.	Very Evident	3
The project proposal is strong as the activities described will result in good outputs and the achievement of outcomes.	The application was an excellent fit with the requirement of this criterion.	Strongly evident	4
The project proposal fully complies with the outputs and achievement of the outcome	The project fully met the requirements of this criterion.	Highly evident	5

8. What Happens Next?

Once your application is submitted it will enter Council's assessment process. The system will not allow applications to be submitted after the closing time. There will be no right of appeal.

The system will not allow an application to proceed if it does not meet the eligibility criteria. An application not meeting the eligibility criteria at this stage will automatically be rejected and will not be subject to appeal.

The application will then proceed to the assessment process. This will involve the following steps:

- An Assessment Panel consisting of Council officers will be set up to consider applications for each programme. Your application will go to the panel responsible for the programme for which you have applied for.

- The panel will consider the eligibility of the programme against the specific programme criteria. Failure to meet this requirement will result in rejection and will not be subject to appeal.
- Eligible applications will be assessed against the criteria for the programme concerned.
- If the application meets the minimum threshold it will pass to the next stage. If not, it will be rejected.
- Council will consider the scores of all of the applications for the particular programme and will place these in order.
- Depending on the amount of funding available applicants will be funded in order of their score, with higher scoring applications funded first. On occasion, and at its discretion, Council may decide to fund more applications at a lower overall level, spreading the funding across a wider number of applications.
- The assessment process carried out by the Officer Panel will be checked and ratified by senior officers.
- Recommendations will be made to the Active and Healthy Communities Committee who will be responsible for ratifying the overall assessment. Applicants will be recommended for funding based on their score and a Score and Rank system will be implemented.
- The Committee will make recommendations to full Council.
- Applicants will be informed of the outcome of Council's decision.

You will receive one of four outcomes from the application and assessment process:

- **A Rejection** – Your application will automatically be rejected if:
 - It is incomplete.
 - It fails to provide the necessary detail.
 - It has not been signed appropriately/incomplete online declaration.
 - Or it has passed the online eligibility criteria due to incorrect completion but does not meet the Basic Eligibility criteria.
 - An application may also be rejected at the second stage if it fails to meet the eligibility criteria for the individual programme (as outlined above).
- **Unsuccessful** – if your application fails to meet the necessary threshold score for support under the individual programme you will be informed that you have been unsuccessful.
- **Score and Rank** - a score equivalent to 50% or above will not necessarily guarantee funding as applications will be scored and ranked with funding available awarded to the highest ranked projects. Thereafter a project may be reconsidered, and allocated funding should it become available at a later date.
- **A Letter of Offer** – if your application is successful you will receive a Letter of Offer. This will set out the specific requirements associated with financial assistance and any special conditions. It will describe the information you will have to submit with a claim for funding. It will not constitute a formal funding agreement until these conditions have been agreed and the Letter of Offer accepted in full in writing by your organisation.

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Where an application has been rejected for reasons of incomplete information, failure to sign the application/complete the declaration, or ineligibility, there will be no right of appeal. However, where an application is unsuccessful after the full assessment process appeals can be made to Council on the following basis:

- The outcome was a decision that no reasonable person would have made on the basis of information provided to the Financial Assistance Assessment Panel
- That Council's stated policy or procedures had not been followed and led to a materially different decision.

Should you wish to submit an appeal this must be done as follows:

- An appeal must be lodged in writing within 10 working days of the date of the rejection letter.
- The appeal should be submitted to the Programmes Unit and proof of receipt obtained.
- The appeal letter must state:
 - The application details including programme applied for, title of project and contact details for
 - the applicant
 - The grounds on which an appeal is being made
 - Any evidence the applicant believes the review process should consider which supports the
 - view that one of the two bases for an appeal is justified

The appeal will be reviewed by a designated senior officer who will decide on the appeal. This could result in several possible outcomes including:

- Reassessment of the application based on eligibility
- Rescoring of the application
- If the appeal is upheld an appropriate Letter of Offer will be issued as for a successful application.
- If the appeal is not successful, the applicant will be informed and the reasons for the rejection explained.

10. Useful Contacts and Links to Strategies

For Further information please contact:

Programmes Unit
 Telephone: 0330 137 4040
 E: programmesunit@nmandd.org

Ryan Flynn
 Sports Development Officer
 Telephone: 03301374826
 E: ryan.flynn@nmnadd.org

Colleen Morrison
 Sports Development Officer
 Newry, Mourne and Down District Council

Telephone: 03301374389

Email: colleen.morrison@nmandd.org

- **Newry, Mourne and Down Corporate Plan 2015-2019**

Strategic Priorities (Strategic Objectives)

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

For further details on Council Strategic Plan please download the full document from www.nmandd.org

- **Council Sport Facility Strategy**

NMDDC Sports Facility Strategy (Documents available to view on www.newrymournedown.org).

- **Council Play Development Strategy**

NMDDC Play Development Strategy. (Documents available to view on www.newrymournedown.org).



Application form guidance notes

Sports Development Minor Capital Items

- 1. Overview**
- 2. Overarching Principles**
- 3. Sports Development Minor Capital Item Criteria**
- 4. Application Process – Stage 1 Basic Eligibility**
- 5. Completing the Application Form**
- 6. Assessment Criteria, Project Appraisal and Scoring – Stage 2 scoring**
- 7. What Happens Next**
- 8. Appeals**
- 9. Useful Contacts and Links to Strategies**

1. Overview

This document sets out guidance for applicants applying to Newry Mourne and Down District Council for financial assistance.

Council's purpose in providing financial assistance is to allow it to achieve its objectives in line with clearly identified local needs and within the parameters of Council's powers. Council will seek to ensure that any funding provided is:

- In line with Council's Corporate Strategy, Community Plan and other key strategic and policy documents.
- Consistent with Council's Financial Assistance Policy.
- In line with the specific requirements of the programme being applied for.
- Able to meet a clearly identified need.
- Likely to be used in an effective and efficient manner and to demonstrate value for money.

Funding will only be provided to organisations or individuals who have adequate skill and expertise and can ensure that Council's funding is utilised appropriately.

This manual sets out the process to be used in applying for funding and the processes Council will use in assessing eligibility, suitability and level of funding available and how Council will review and monitor applications. Applicants should ensure that they have a sound understanding of the specific rationale for the programme to which they are applying and that their proposal responds to each of the criteria set out by Council. Council will only seek to obtain the minimum information necessary to assess an application. It remains applicants' responsibility to ensure that this information is provided in full.

2. Overarching Principles and Eligibility

Council's overall vision for Financial Assistance is to maximise the impact of its work across the Council area for the benefit of residents.

Council will use financial assistance in a way which is:

- Strategic and helps Council deliver its objectives in line with its statutory responsibilities
- Transparent and accountable
- Fair and equitable –funding allocation will be based on merit and no other factor.
- Needs based – funding will only be provided where there is a clearly demonstrated need
- Efficient use of funding/value for money
- Able to show tangible outcomes
- Outcomes that can be measured
- Able to engage the community

3. Sports Development Minor Capital Item Criteria

Threshold - £500-£5,000

Aims:

Contributions of up to 100% of the costs, towards match funding (max £5,000) of Sports Capital Minor Items and Technical Assistance by organisations from the sporting, community and voluntary sector, which complement Council Sports Facility Strategy.

Objectives

To provide contributions of up to 100% of the costs (Maximum £5,000), towards funding of sporting and recreation Minor Capital Items or Technical Assistance proposed by the sporting, community and voluntary sector.

Supported projects must increase and support the number of people adopting and sustaining a sporting lifestyle in particular for:

- Women and girls
- People with disability
- Those living in areas of high social need
- Older people

Applicants must deliver Sporting projects that complement the Council Sports Facility Strategy. **Refer to the NMDDC Sports Facility Strategy (Documents available to view on www.newrymouredown.org).**

All Sports Development Minor Capital Item projects activity **MUST** be completed by **31 March 2022**

Sports Development Minor Capital Items Eligible expenditure.

- **Maintenance equipment** relating to the support and delivery of Sports Programmes and activities e.g. grounds maintenance machinery, cleaning machinery etc.
- **Fixed Sports Equipment** relating to the support and delivery of Sports Programmes – these items should not fall within the remit of requiring statutory approvals, e.g. Ball stop, fencing or other items which would be over 4 metres high etc.
- **Technical Assistance**– Economic Appraisals/Businesses cases to assist in preparation for future capital applications.

Sports Development Minor Capital Items Ineligible expenditure.

The following items are deemed ineligible, please note this list is not exhaustive.

- Rent/Rates/ Staff Costs/ Running Costs e.g. heat / electricity
- Maintenance Costs (not equipment)
- General Office Equipment e.g. Tables / Chairs / Stationary / Retention
- Gym Equipment e.g. treadmills, fixed resistance equipment and free weights
- Capital Building Works
- Building Construction and Landscaping
- Extensions
- Renovations
- Professional fees associated with statutory approvals
- Fixed Sports Equipment's that would require statutory approvals.

As per Council regulations -

- In most cases Council will not provide funding for any of the following elements:
- Any costs which clearly fall within another statutory agency's remit.
- Projects or activities which are delivered outside the Council area and do not meet needs within the area.
- Activities which specifically exist to raise funding.
- The purchase of alcohol.
- Salaries will not be funded.
- Costs incurred prior to the funding application and letter of offer from Council.
- Costs that can be recovered elsewhere, for instance recoverable VAT.
- Payments to any members of the applicant group for services provided in relation to the project.

Organisations that are uncertain whether they are eligible for funding are advised to discuss this with the relevant Council officers before submitting application forms to minimise unnecessary effort.

4. Application process

Financial Assistance Programmes will be operated through the online system.
A paper alternative will only be offered in exceptional circumstance when an applicant is unable to use the online system.

Applications must be completed in full and returned along with any documentary evidence required for the funding programme by the closing date stipulated on the application form.

Incomplete or late applications will automatically be deemed ineligible whether online or by paper.

Any applications returned without the necessary undertakings, signatures or required attachments will also be rejected. There will be no opportunity to submit information at a later stage and therefore it is the applicant's responsibility to ensure that all requirements are met at the initial application stage.

5. Completing the Application Form

The online application form is the standard approach. However, Council may require specific information and therefore reserve the right to amend accordingly.

Applications will be available online for the full period of the application call, but applicants will not be able to submit applications after the closing date.

Applicants should assume that Council Officers have no prior knowledge of their organisation and should include all information necessary to adequately inform a completely new assessment panel.

The amount of information provided should be commensurate with the scale of funding and the nature of the programme.

The application will be a two-stage process, with Basic Eligibility and stage 2 scoring.

Stage 1 Basic Eligibility

- an incomplete application
- failure to provide the application form and all details required by the closing date/time (online will not allow this to be submitted)
- an application which has not been approved by two office bearers
- an application which does not meet the Basic Eligibility criteria as outlined
- Projects must identify the theme for which they are applying and demonstrate that they fit this theme.

Stage 2 scoring will be outlined under item 6 of this document 'Full Project Appraisal and Scoring'.

Application form Section A, B and C

➤ Section A

Question 1.1 (a) -1.1 (x) Lead Partner and Contact Information

The applicant must ensure the accuracy of the contact details are correct for the contact person as this will be the only person we will contact regarding your applications. In the event that the contact person changes during the period of the application process, please provide alternative contact details.

The e-mail contact details will be used for future correspondence therefore it is vital this is up to date and correct.

1.2-1.4 Legal and Accounting

If an applicant fails to attach annual accounts or an income expenditure report they will not progress to stage 2 scoring. **Please note:** new groups that have not been established for more than a year are exempt from providing this detail but must provide a rationale and outline the reason they are not submitting this information.

As per Basic Eligibility checklist project must also provide their relevant bank statement and list of Officer Bearers. This section forms part of the Basic Eligibility requirements.

1.5 Organisational Information

The applicant must ensure their organisation provided are accurate, these details should be updated as and when required.

➤ Section B

2.1. Project Title

This will be the project name used in all future correspondence.

2.2 (a)/2.2 (b) Start and end Date

Please review theme guidance to ensure your projects delivery date is as per guidance note. This section forms part of the Basic Eligibility requirements.

2.3 What is the Primary Area of Benefit.

The applicant must ensure the project is delivered within the eligible Council areas. An applicant must ensure they identify an eligible Council area. This section forms part of the Basic Eligibility requirements.

2.4 Give a brief description of your project outlining specific aims and objectives who will manage the project.

This question allows the applicant to provide details on what your project is about and what you will do. This may include:

- Outline of what the project is.
- Details of project delivery and specific actions that will be delivered.
- The target group and numbers involved.
- The duration of the project.
- The location of the project.
- The direct and indirect benefits of the project.

The applicant must ensure that activities link to the budget and is specific to the theme being applied under.

2.4a) Is your organisation a member of SANDSA?

2.4b) Is your project being delivered in partnership with a member of SANDSA?

The Sports Association Newry, Down and South Armagh (**SANDSA**) Executive aims to secure equal opportunity and seek fair representation from each of the seven district electoral areas within the environs of Newry, Mourne and Down District Council: They 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. Furthermore, they lead and serve sports development and physical activity within the environs of the Council through a structured environment by promoting community ownership and engaging our communities to work collaboratively to attain their common objectives which lead to healthy lifestyles.

2.5 (a) How the project will complement the specific programme applied under?

This question allows the applicant to provide details on how the project complements the Sports Development Minor Capital Items theme, the aims and objectives of which are outlined above.

The applicant should provide as much detail as possible on how the project links to the theme applied under and detail the indicators that will help identify how project delivery will achieve this.

Please refer to **Refer to the NMDDC Sports Facility Strategy (Documents available to view on www.newrymournedown.org)**.

2.5 (b) Clearly identify how the proposed project will complement the Council Corporate Strategy.

This question allows the applicant to describe which priorities the project contributes to and explain how the project assists in delivering these. Please do not just list the Council Priorities, as applicants that fail to show how the project complements the Council priorities are unlikely to be funded.

2.6 (a) Key Activities – please add Detail of Key Activities and Events (include targets)

2.6 (b) – Number of beneficiaries/participants/attendees

Please note: anticipated outcomes and project targets how success will be measured Council will also use this information to evaluate and monitor the project and process claims, for instance, by determining whether the anticipated number of beneficiaries was achieved, description of project beneficiaries, including number and nature of benefit/involvement

This question allows the applicant to provide further details on the project activity. It is important to provide clear information on targets and participants that will benefit.

The applicant must also provide information on the outcomes and benefits of the project. These may include direct and indirect benefits.

2.7 What need is being met by this project and how did you establish this need?

This question allows the applicant to outline why the project is needed in the local area, the applicant should outline the specific needs that will be met and clearly link these to the projects activities. There should also be a rationale explaining how the need was identified and why existing provision does not address this.

The applicant should provide as much detail as possible and where possible provide numbers, evaluation reports or research results.

2.8 How will the project improve equality of opportunity and good relations? Please detail what actions will be undertaken which will contribute to improvement of equality of opportunity and good relations?

This question allows the applicant to identify how the project will promote good relations and equality. The applicant should refer to Section 75 of the Northern Ireland Act 1998 and detail what actions the project will undertake to promote equality and accessibility of services to all. The applicant should be specific in outlining the actions that will be taken through project delivery which will ensure the project is open and inclusive to all people.

2.9 How will the project be sustained if necessary beyond the period over which the funding is being sought? Please outline any likely sustainable benefits which will occur through the delivery of this project?

This question allows the applicant to identify how the project will create positive impacts beyond the lifetime of the project and detail any direct and indirect sustainable benefits that have been created through project delivery.

2.10-2.12 Project Budget

The applicant should include 100% of costs associated to the project.

The applicant must indicate the amount of funding required from Council ensuring they do not exceed the lower and upper thresholds as identified in the guidance notes. Applicants must also be aware that Council may fund less than the amount requested.

Costs should be outlined for every item of expenditure even where Council is not providing the funding. Applicants should ensure costs are realistic and should get quotes.

It is vital that the amount requested is within the eligible items of expenditure as highlighted for each theme and does not exceed the upper or lower thresholds and should provide evidence of any additional funding being received for the project and if not requesting 100% of total cost of the project.

The applicant must inform Council if they are planning to charge people to attend the event or take part in an activity. This may include a charge per person, if this is the case Council should know how much is expected to be raised through charging.

The applicant must ensure the Bank Account details are correct and used by the organisation making the application.

The Council must be informed of any changes made to an organisation bank account details during the application process.

Submission – Final Application Submission

- Data Protection

A copy of our privacy notice is available on request or via the following link: http://www.newrymournedown.org/media/uploads/privacy_notice.pdf

- Declaration

Please ensure all relevant sections are complete and signee details are inputted as this section forms part of the Basic Eligibility requirements.

6. Assessment Criteria, Project Appraisal and Scoring – Stage 2 scoring

All applications passing Stage 1 Basic Eligibility check, will proceed to a "Full Project Appraisal and Scoring" carried out using the following criteria, process and scoring system. The assessment panel then makes a recommendation to the Council for consideration/approval.

All eligible applications will be assessed against the pre-set criteria agreed by Council. All applications will be scored out of 100 (weighted final score). An application must score a minimum of 50% under Programme and Priority Criteria and Efficiency and Effectiveness criteria as well as under the cross-cutting themes before it can be considered for funding. Projects under 50% will not be recommended for support.

However, a score equivalent to 50% or above will not necessarily guarantee funding as applications will be scored and ranked with funding available awarded to the highest ranked projects. Thereafter a project may be reconsidered, and allocated funding should it become available at a later date.

For consistency and to facilitate efficient assessment the following approach has been adopted to scoring against the following criteria:

Question (as per application)	Criterion	Maximum	Weighting	Weighted Final Score
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Outline the outcomes and benefits of your project for the local community. Provide targets e.g. numbers participating, number of events etc?	Impact on the local community	5	x 3	15
	Efficiency / effectiveness / Need			
Outcomes and Benefit and project budget are considered.	Value for money and	5	x 2	10
What need is being met by this project?	Need	5	x 2	10
How did you establish this need?	Establishment of Need	5	X2	10
	Cross cutting themes			
How will the project improve equality of opportunity and good relations? Please detail what actions will be undertaken which will contribute to improvement of equality of opportunity and good relations?	Equality of opportunity/Good relations	5	x 3	15
How will the project be sustained if necessary beyond the period over which the funding is being sought. Please outline any likely sustainable benefits which will occur through the delivery of this project?	Sustainability	5	x 3	15

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In addition the following scoring system will be used by the panel to ascertain the scores for the criteria above:

Link at project level	Link to Criterion	How evident	Score
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- That Council's stated policy or procedures had not been followed and led to a materially different decision.

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- An appeal must be lodged in writing within 10 working days of the date of the rejection letter.
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- The appeal letter must state:
 - The application details including programme applied for, title of project and contact details for
 - the applicant
 - The grounds on which an appeal is being made
 - Any evidence the applicant believes the review process should consider which supports the
 - view that one of the two bases for an appeal is justified

The appeal will be reviewed by a designated senior officer who will decide on the appeal. This could result in several possible outcomes including:

- Reassessment of the application based on eligibility
- Rescoring of the application
- If the appeal is upheld an appropriate Letter of Offer will be issued as for a successful application.
- If the appeal is not successful, the applicant will be informed and the reasons for the rejection explained.

9. Useful Contacts and Links to Strategies

For Further information please contact:

Programmes Unit
 Telephone: 0330 137 4040
 E: programmesunit@nmandd.org

Ryan Flynn
 Sports Development Officer
 Telephone: 03301374826
 E: ryan.flynn@nmnadd.org

Colleen Morrison
Sports Development Officer
Newry, Mourne and Down District Council
Telephone: 03301374389
Email: colleen.morrison@nmandd.org

Relevant Strategies

- **Newry, Mourne and Down Corporate Plan 2015-2019**

Strategic Priorities (Strategic Objectives)

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

For further details on Council Strategic Plan please download the full document from www.nmandd.org

- NMDDC Sports Facility Strategy (Documents available to view on www.newrymournedown.org).

Report to:	Active and Healthy Communities
Date of Meeting:	21 st September 2020
Subject:	Updated report on the Re-opening of Community Facilities
Reporting Officer (Including Job Title):	Janine Hillen, Assistant Director: Community Engagement
Contact Officer (Including Job Title):	Julie McCann, Head of Community Services, Facilities and Events.

For decision		x	For noting only		
1.0	Purpose and Background				
1.1	<p>NI Executive have announced that phased reopening of community facilities can now commence,</p> <p><i>'Community Centres will operate in a new and challenging world when they begin to emerge from COVID-19.</i></p> <p><i>Their communal nature also makes them places that are vulnerable to the spread of coronavirus (COVID-19).</i></p> <p><i>Central to this proposal to relax restrictions, will be the application of social distancing and hygiene practices to help ensure the transmission of the virus is minimised'</i></p> <p>DFC have provided Council with a number of guiding principles to consider when planning the re-opening of facilities, specifically:</p> <ul style="list-style-type: none">• Progress on re-opening will depend on controlling the rate of transmission.• Social distancing measures will be strictly adhered to.• Employers have a duty to assess and manage risks to safety in the workplace, and need to be aware of the concerns of staff returning to work.				
2.0	Key issues				
2.1	<p>DFC have made the decision not to produce NI specific guidance for community centres and have instead provided English guidance previously considered by DOH.</p> <p>Council Officers have used this guidance to produce local procedures for staff/groups/bodies but there remains a lack of clarity and guidance on what specific activities should be restricted or prohibited.</p> <p>The updated phased reopening plans (Appendix 1) details the proposed approach to managing the 28 Council owned community facilities.</p>				

	<p>The reopening plans have been informed following;</p> <ul style="list-style-type: none"> • An analysis of all block bookings in the in the 7 100% Council run facilities • Individual site meetings with Community managed facilities. <p>Current guidance from DFC to Council identifies a number of key mitigations.</p> <ul style="list-style-type: none"> ➤ Arrangements will be in place to ensure that all users and staff in Community Centre's strictly adhere to guidelines on social distancing. ➤ A risk assessment will be completed on each Council owned site to determine maximum capacity in relation to current social distancing guidelines. (Identifying points of high risk in terms of the potential spread of Covid-19/ Making use of multiple exit and entry points: to introduce a one-way flow in and out of the premises and taking into account the need to make reasonable adjustments for those who need them, such as people with disabilities. ➤ Additional measures to help protect staff will be introduced for those who work in the venue, to include the installation of protective screening, and the availability of protective masks ➤ Guidance on Social Distancing and good hygiene will be clearly displayed throughout the venue. ➤ A booking arrangement will be in operation to help control the number of customers in the venue at a given time. ➤ Enhanced cleaning/hygiene measures will be introduced, to include arrangements for cleaning all equipment/ and facilities. The arrangements should include adequate time for cleaning between bookings.
2.2	<p>Officers have reviewed this guidance and current operational data to propose the following restrictions:</p> <ul style="list-style-type: none"> ➤ Events such as concerts or similar events are not permitted to take place in a council run Community Centre as part of this proposed easement. ➤ Birthday party bookings cannot currently be facilitated ➤ A minimum one-hour period between bookings is now required to undertake necessary cleaning processes - back to back bookings are therefore strictly prohibited ➤ Loan of equipment or provision of logistical support for events remains prohibited ➤ All centre users will be required to provide a specific risk assessment prior to each booking ➤ Reopening of gym facilities will be dependent on positive review of current ventilation systems ➤ Changing room/shower facilities are to remain closed ➤ Re-opening of toilet facilities will be site specific and dependent on adequate staffing and cleaning regimes in place ➤ No new/casual bookings will be taken (existing bookings only), therefore Centres opening hours will be severely restricted ➤ Certain aspects of cleaning the room must be the responsibility of the hirer (removal of rubbish etc)

	<ul style="list-style-type: none"> ➤ Track and Trace responsibility must be the responsibility of the hirer ➤ Some activities may not be viable currently and may need to be individually assessed based on risk ➤ Sporting activities will only be permitted by registered sporting organisations and contact sports are currently prohibited at present <p>Any Council led approach should be controlled, measured and risk adverse. The production of detailed guidance/procurement of equipment and scheduling of individual site visits to develop risk assessments and implement physical measures in 28 buildings will be resource intensive and span several weeks.</p> <p>Volunteers managing Council owned buildings require additional support. As asset owners we are obliged to build the capacity of volunteers to manage buildings within the context of a pandemic. Restrictions must be strictly adhered to and detailed guidance will be issued alongside practical tuition.</p> <p>This may be challenging for volunteers, many of whom may have to deal with specific personal matters during Covid 19. Whilst overheads for re-opening of these facilities are minimal, the necessary steps required before reopening are resource intensive and time consuming for both Council officers and volunteers. Council officials are visiting each site individually talking to each community association in advance to determine whether groups wish to reopen and if so what additional support we can provide.</p> <p>Flexible and Reactive Given the recent emergence of localised spikes in Coronavirus cases, Council may need to issue urgent instruction to again close facilities. As a result, all plans/budgets and procedures as detailed in this report will need to be revised again.</p> <p>Staff will also be returned on a flexible furlough basis where possible, to control costs and ensure that emerging needs are met (e.g. utilising van drivers for centre activities whilst logistical support for events is still prohibited).</p> <p>Community centres host a wide and varied range of activities which require assessment on an individual basis. We will continue to work with colleagues internally and externally to remain compliant in relation to the most recent guidance (E.g. Restrictions relating to non-contact sports).</p>
3.0	Recommendations
3.1	<ul style="list-style-type: none"> ➤ To consider and agree the Updated Community Centre Re-opening plan as detailed in Appendix 1. ➤ To consider and agree to officers amending the procedures documents as and when restrictions change.
4.0	Resource implications

4.1	<p>Revenue: There are additional revenue costs associated with the establishment of new signage, cleaning regimes and issuing guidance for COVID 19 restrictions at designated sites.</p> <p>Staff management and frontline employees may be required to be taken off furloughing arrangements to support the operational needs of facilities.</p> <p>An estimated budget to reopen Community Facilities on a restricted basis will require an additional revenue spend (against the Covid 19 revised budget) of approximately £326,225</p>
5.0	<p>Due regard to equality of opportunity and regard to good relations (complete the relevant sections)</p>
5.1	<p><i>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</i></p> <p>It is not anticipated the proposal will have an adverse impact upon equality of opportunity or good relations <input checked="" type="checkbox"/></p>
5.2	<p><i>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</i></p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>The policy (strategy, policy initiative or practice and / or decision) has been equality screened <input type="checkbox"/></p> <p>The policy (strategy, policy initiative or practice and / or decision) will be subject to equality screening prior to implementation <input type="checkbox"/></p>
5.3	<p><i>Proposal initiating consultation</i></p> <p>Consultation will seek the views of those directly affected by the proposal, address barriers for particular Section 75 equality categories to participate and allow adequate time for groups to consult amongst themselves <input type="checkbox"/></p> <p>Consultation period will be 12 weeks <input type="checkbox"/></p> <p>Consultation period will be less than 12 weeks (rationale to be provided) <input type="checkbox"/></p> <p><i>Rationale:</i></p>
6.0	<p>Due regard to Rural Needs (please tick all that apply)</p>
6.1	<p>Proposal relates to developing, adopting, implementing or revising a policy / strategy / plan / designing and/or delivering a public service</p>

	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>Rural Needs Impact Assessment completed <input type="checkbox"/></p> <p>If no, please complete the following:</p> <p>The policy / strategy / plan / public service is not influenced by rural needs <input type="checkbox"/></p>
7.0	Appendices
	Appendix 1: Updated Community Centre Reopening Plan
8.0	Background Documents
	None

Updated Reopening of Community Facilities

Phase 1- 20 th July – 27 th Sept			Phase 2 – 28 th Sept	
Centres	Hours	Services/ Facilities available	Hours	Services/ Facilities available
Crossmaglen CC	As per operational hrs from 20 th July 6 th Aug 9am-6.45pm As per playgroup mid Aug operational hrs	Library Blood transfusion services Playgroup Access to office space.	Restricted Reopen	In addition to the library, playgroup & office staff Mon/Wed/Thurs evenings (Block bookings)
Mc Grath Centre	Adhoc	Access to office space.	Restricted Reopen	Access to office space.
Three ways CC 17 th Aug	As per playgroup operational hrs	Playgroups only	Restricted Reopen	Existing hirers provided they meet new COVID guidelines.
Forkhill CC 17 th Aug	As per playgroup operational hrs	Play group only	Restricted Reopen	Existing hirers provided they meet new COVID guidelines.
Meadow/Armagh Road CC 17 th Aug	As per playgroup operational hrs	Play group only	Restricted Reopen	Playgroup + 1 additional block hirer
Hilltown CC 17 th Aug	As per playgroup operational hrs	Play group only	Restricted Reopen	Playgroup only until Jan 2021
Cloughreagh CC	Completion of risk assessment and any necessary works		Restricted Reopen	Mon & Fri 9am-1pm Mon-Fri evenings

Bessbrook CC	Completion of risk assessment and any necessary works		Restricted Reopen	Open Mon-Fri pm for bookings only.
Dan Rice Hall	Completion of risk assessment and any necessary works		Restricted Reopen	Open Wed/Thurs pm & Sat afternoon subject to bookings.
Ballynahinch CC	Completion of risk assessment and any necessary works		Restricted Reopen	Open Mon-Thurs pm subject to bookings.
Market House	Completion of risk assessment and any necessary works		Restricted Reopen	Open Mon-Sat for block bookings
Bridge Centre	Completion of risk assessment and any necessary works		Restricted Reopen	Mon/Tues/Wed pm Thurs/Fri am & in the evening Sat -am subject to bookings
Annalong CC	Completion of risk assessment and any necessary works.		Restricted Reopen	Existing hirers provided they meet new COVID guidelines.
Saintfield CC	Completion of risk assessment and any necessary works		Restricted Reopen	Community Centre to remain closed until ventilation works are completed. Indoor 3g pitch to open for existing hirers provided they meet new COVID guidelines.
Kittys Road CC	Completion of risk assessment and any necessary works.		Restricted Reopen	Existing hirers provided they meet new COVID guidelines.
Lisnacree CC	Completion of risk assessment and any necessary works		Restricted Reopen	Existing hirers provided they meet new COVID guidelines.

Barnmeen CC	Completion of risk assessment and any necessary works.		Restricted Reopen	No bookings until 1 st Nov 2020 unless the centre is required for use by the school.
Cabra CC	Completion of risk assessment and any necessary works		Restricted Reopen	Remaining closed until at least Jan 2021.
Drumalane CC	Completion of risk assessment and any necessary works.		Restricted Reopen	Existing hirers provided they meet new COVID guidelines.
Barcroft CC	Completion of risk assessment and any necessary works		Restricted Reopen	Existing hirers provided they meet new COVID guidelines.
Derrybeg CC	Completion of risk assessment and any necessary works.		Restricted Reopen	Existing hirers provided they meet new COVID guidelines.
Dorsey CC	Completion of risk assessment and any necessary works		Restricted Reopen	Existing hirers provided they meet new COVID guidelines.
Mullaghbane CC	Completion of risk assessment and any necessary works.		Restricted Reopen	Reopening Monday 9 th November for existing hirers provided they meet new COVID guidelines.
Meigh CC	Completion of risk assessment and any necessary works		Restricted Reopen	Existing hirers provided they meet new COVID guidelines.
Cullyhanna CC	Completion of risk assessment and any necessary works.		Restricted Reopen	Existing hirers provided they meet new COVID guidelines. No bookings confirmed.
Newtownhamilton CC	Completion of risk assessment and any necessary works		Restricted Reopen	Existing hirers provided they meet new COVID guidelines.

Ballykinlar CC	Completion of risk assessment and any necessary works		Restricted Reopen	Opening for limited youth activity.
16 The Square	Closed due to refurbishment			

Report to:	Active Health and Communities Committee (AHC)
Date of Meeting:	21 st September 2020
Subject:	Expression of Interest (EOI) for Leasing of Council Land: Derryleckagh Field, Newry
Reporting Officer (Including Job Title):	Paul Tamati, Assistant Director: Leisure and Sport
Contact Officer (Including Job Title):	Conor Haughey, Head of Service: Outdoor Leisure

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	To consider and agree that Newry Rugby Club business case for Derryleckagh Field, which was evaluated and scored 80%, exceeding the minimum threshold, progresses to a public expression of interest (EOI) in line with the Sports & Community Facility Management & Leasing Policy (2016),
2.0	Key issues
2.1	<p>Councils Efficiencies Working Group identified Derryleckagh Field in Newry as surplus land to be considered for sale.</p> <p>Newry Rugby Club has formally approached Council in relation to lands at Derryleckagh Field.</p> <p>In line with Councils Sports & Community Facility Management & Leasing Policy (2016), Newry Rugby Club was requested to submit a business case for consideration by Council. The business cases has been submitted and evaluated and passed the set criteria to progress to the next stage.</p> <p>Due to Derryleckagh Field being identified on the surplus land register, it is proposed that the EOI for leasing of this land is progressed and the outcome of this process reported back to this committee for further consideration prior to being reported to the Councils Strategic Finance Working Group which is considering the sale of these assets.</p>
3.0	Recommendations
3.1	<p>That AHC Committee consider and agree:</p> <p>The business case submission from Newry Rugby Club for Derryleckagh Field, has been evaluated and meets the minimum threshold under the Sports & Community Facility Management & Leasing Policy (2016).</p>

	That Derryleckagh Field progress to a public EOI process in line with the Sports & Community Facility Management & Leasing Policy (2016)
4.0	Resource implications
4.1	<p>Revenue: There are no identified revenue budget implications associated with this report.</p> <p>Capital: There are no identified capital budget implications associated with this report.</p>
5.0	Due regard to equality of opportunity and regard to good relations (complete the relevant sections)
5.1	<p><i>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</i></p> <p>It is not anticipated the proposal will have an adverse impact upon equality of opportunity or good relations <input checked="" type="checkbox"/></p>
5.2	<p><i>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</i></p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>The policy (strategy, policy initiative or practice and / or decision) has been equality screened <input type="checkbox"/></p> <p>The policy (strategy, policy initiative or practice and / or decision) will be subject to equality screening prior to implementation <input type="checkbox"/></p>
5.3	<p><i>Proposal initiating consultation</i></p> <p>Consultation will seek the views of those directly affected by the proposal, address barriers for particular Section 75 equality categories to participate and allow adequate time for groups to consult amongst themselves <input type="checkbox"/></p> <p>Consultation period will be 12 weeks <input type="checkbox"/></p> <p>Consultation period will be less than 12 weeks (rationale to be provided) <input type="checkbox"/></p> <p><i>Rationale:</i></p>
6.0	Due regard to Rural Needs (please tick all that apply)
6.1	Proposal relates to developing, adopting, implementing or revising a policy / strategy / plan / designing and/or delivering a public service

	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>Rural Needs Impact Assessment completed <input type="checkbox"/></p> <p>If no, please complete the following:</p> <p>The policy / strategy / plan / public service is not influenced by rural needs <input type="checkbox"/></p>
7.0	Appendices
	None
8.0	Background Documents
	None

Report to:	Active Health and Communities Committee (AHC)
Date of Meeting:	21 st September 2020
Subject:	Expression of Interest (EOI) for Leasing of Council Asset and Land: <ol style="list-style-type: none"> 1. Generator House, Newcastle 2. Vacant Land Adjacent to Burren Village Green
Reporting Officer (Including Job Title):	Paul Tamati, Assistant Director: Leisure and Sport
Contact Officer (Including Job Title):	Conor Haughey, Head of Service: Outdoor Leisure

Confirm how this Report should be treated by placing an x in either:-			
For decision	x	For noting only	
1.0	Purpose and Background		
1.1	<p>To consider and agree the progressing of an Expressions of Interest (EOI) Process in line with NMDDC Sports and Community Facility Management and Leasing Policy (2016) for:</p> <ol style="list-style-type: none"> 1. Generator House, Newcastle 2. Vacant Land Adjacent to Burren Village Green <p>Council have recently received two requests for the transfer of Council facilities and lands.</p> <p>Newcastle Harbour Watch have shown an interest in occupying 'The Generator House' in Newcastle (appendix 1) as a community led project with the intention to apply for funding to renovate the facility and use a 'Men's Shed' type facility to teach basic boating skills, safety and rope handling, VHF radio classes and potentially toilet provision.</p> <p>Burren's 'Men's Shed' have shown an interest in 15m² vacant land (appendix 2) next to Burren village green, community centre and play area, with the intention to develop this site as a 'Men's Shed' facility.</p>		
2.0	Key issues		
2.1	<p>The Generator House in Newcastle and vacant land next to Burren Green have not been identified on Councils surplus land register.</p> <p>As per the NMDDC Sports and Community Facility Management and Leasing Policy (2016), it is recommended that a consistent approach to the management and leasing of Council owned land and property to Sporting and Community organisations is to be adhered to. A public invitation for expressions of interest in these facilities is to be completed and next steps in line with the policy undertaken.</p>		
3.0	Recommendations		
3.1			

	That AHC Committee consider and agree that EOI for leasing of the Generator House and Vacant Land Adjacent to Burren Village Green is progressed in line with Councils Sports and Community Facility Management and Leasing Policy (2016).
4.0	Resource implications
4.1	<p>Revenue: There are no identified revenue budget implications associated with this report. A future report to Council once the EOI process is completed will outline any future revenue implications.</p> <p>Capital: There are no identified capital budget implications associated with this report. A future report to Council once the EOI process is completed will outline any future revenue implications.</p>
5.0	Due regard to equality of opportunity and regard to good relations (complete the relevant sections)
5.1	<p><i>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</i></p> <p>It is not anticipated the proposal will have an adverse impact upon equality of opportunity or good relations <input checked="" type="checkbox"/></p>
5.2	<p><i>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</i></p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>The policy (strategy, policy initiative or practice and / or decision) has been equality screened <input type="checkbox"/></p> <p>The policy (strategy, policy initiative or practice and / or decision) will be subject to equality screening prior to implementation <input type="checkbox"/></p>
5.3	<p><i>Proposal initiating consultation</i></p> <p>Consultation will seek the views of those directly affected by the proposal, address barriers for particular Section 75 equality categories to participate and allow adequate time for groups to consult amongst themselves <input type="checkbox"/></p> <p>Consultation period will be 12 weeks <input type="checkbox"/></p> <p>Consultation period will be less than 12 weeks (rationale to be provided) <input type="checkbox"/></p> <p><i>Rationale:</i></p>

6.0	Due regard to Rural Needs (please tick all that apply)
6.1	<p>Proposal relates to developing, adopting, implementing or revising a policy / strategy / plan / designing and/or delivering a public service</p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>Rural Needs Impact Assessment completed <input type="checkbox"/></p> <p>If no, please complete the following:</p> <p>The policy / strategy / plan / public service is not influenced by rural needs <input type="checkbox"/></p>
7.0	Appendices
	<p>Appendix 1: Generator House</p> <p>Appendix 2: Map Identifying Vacant Land Adjacent to Burren Village Green</p>
8.0	Background Documents
	None

Appendix 1: Generator House



Appendix 2: Map Identifying Vacant Land Adjacent to Burren Village Green



Report to:	Active Health and Communities Committee (AHC)
Date of Meeting:	21 st September 2020
Subject:	Re-opening of Indoor Leisure Facilities Plan – Phase 4
Reporting Officer (Including Job Title):	Michael Lipsett, Director: Active and Healthy Communities
Contact Officer (Including Job Title):	Paul Tamati, Assistant Director: Leisure and Sport

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>The purpose of this report is for AHC Committee to consider and agree phase 4 of the reopening plan for Indoor Leisure facilities as per appendix 1</p> <ol style="list-style-type: none"> 1. A phased Indoor Leisure reopening plan was tabled for noting at full Council on the 6th July 2020. 2. This plan included the reopening of gym facilities only at Newry Leisure Centre, Kilkeel Leisure Centre and Downpatrick Leisure Centre from the 20th July 2020, with classes, access to sports halls and swimming pools restricted to clubs only from the 7th August 2020. Public access to swimming pools was not planned until the 7th September 2020. 3. On the 23rd July 2020, the Northern Ireland Executive announced that swimming pools could reopen from the 24th July 2020, superseding previous announcements made on the 25th June 2020 stating leisure centres could reopen from the 7th August 2020. 4. On the 13th August 2020, SP&R Committee agreed to a revised reopening plan for Indoor Leisure facilities, including swimming pools from the 17th August, with an estimated financial impact of £2,084,827 associated with the reopening of Indoor Leisure Facilities.
2.0	Key issues
2.1	<p>A number of key issues relating to the phased reopening of Indoor Leisure facilities under COVID-19 restrictions have been considered prior being able to operate facilities including:</p> <ul style="list-style-type: none"> • New front of house operations and booking systems updated and programming changes uploaded to systems, websites and Apps. • Mobilisation of swimming pools including disinfection and heating systems being recommissioned, microbiological testing, the development and implementation of new operational procedures and training of staff to ensure compliance.

	<ul style="list-style-type: none"> Aligning access to Sports hall and indoor courts with Sport NI's 'Resumption to Sport' and individual governing body guidance which at present restricts access to clubs and non-contact sports. Aligning access to gym facilities with new guidance in relation to ventilation which depending on the dynamics of the specific facility may result in some gyms not being able to reopen or restricted numbers per session. <p>Operating under COVID-19 restrictions has and will continue to negatively impact on the capacity and volume of bookings that can be accommodated and limit the ability to meet demand for access to some facility provision. This is mainly due to the following reasons:</p> <ol style="list-style-type: none"> 1. Introduction of cleaning protocols after each activity session impacting on the number of booking time slots/sessions available. 2. Limited number of occupants in activity and changing areas to ensure social distancing is prioritised and maintained, impacting of the number of customers that can attend an activity at any given time. 3. Structured session times to allow track and trace protocols to be synced with online/contactless bookings, stagger sessions to manage customer flows and ensure social distancing measure on arrival and throughout the centre. <p>Subject to the approval of this report, some activities will now be required to move to online bookings and as a result price standardisation (see appendix 2) will be required to align these activities with front of house systems allowing these activities to operate under COVID-19 restrictions.</p> <p>Newcastle Centre and Ballymote Sports and Wellbeing centre will remain closed until further notice, with the exception of key statutory bodies, child care providers and constituted sports clubs granted limited access if alternative facilities cannot be provided. Gym members will be accommodated at alternative facilities where possible.</p> <p>Although recent announcements by the executive have allowed the return of some children's activities, it is recommended that the Soft Play Area in Newry leisure centre along with health suites district wide remain closed until further notice.</p>
3.0	Recommendations
3.1	<p>That AHC consider and agree the contents of this report and:</p> <p>Phase 4 of the indoor leisure reopening plan as per appendix 1 including the below recommendations.</p> <ol style="list-style-type: none"> 1. Contact Sports Clubs in a block booking capacity can return from the 5th October 2020 in line with governing body guidance and satisfactory submission of an activity risk assessments. 2. Non-Contact Sports can return in a casual capacity from the 5th October 2020. 3. School Swimming Lessons can return from the 5th October 2020 in a restricted capacity.

	<p>4. Council Swimming Lessons can return from the 12th October 2020 in a restricted capacity.</p> <p>5. Private Swimming Tuition by designated 3rd Party Providers can return from the 19th October 2020, in a restricted capacity and via a new online booking process.</p> <p>6. Standardisation of pricing for designated activities is introduced as per appendix 2 to ensure online/contactless bookings can be implemented, track and trace is in place for bookings and to simplify processors.</p> <p>7. Soft play and health suites remain closed until further notice.</p>
4.0	Resource implications
4.1	<p>Revenue: There are significant budget implications associated with the reopening of indoor leisure facilities under COVID-19 restrictions. A report to SP&R Committee on the 13th August 2020 estimated an additional £2,084,827 required to reopen leisure facilities. It is not anticipated that the recommendations associated with this report will further impact this estimate.</p> <p>The true impact of reopening leisure facilities under COVID 19 will not be realised until the end of the financial year and efficiencies Council wide will be a priority to assist with absorbing any realised overspends for indoor leisure at the end of the financial year.</p> <p>Capital: There are no anticipated Capital implications at this time.</p>
5.0	Due regard to equality of opportunity and regard to good relations (complete the relevant sections)
5.1	<p><i>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</i></p> <p>It is not anticipated the proposal will have an adverse impact upon equality of opportunity or good relations <input checked="" type="checkbox"/></p>
5.2	<p><i>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</i></p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>The policy (strategy, policy initiative or practice and / or decision) has been equality screened <input type="checkbox"/></p>

	The policy (strategy, policy initiative or practice and / or decision) will be subject to equality screening prior to implementation	<input type="checkbox"/>
5.3	<p><i>Proposal initiating consultation</i></p> <p>Consultation will seek the views of those directly affected by the proposal, address barriers for particular Section 75 equality categories to participate and allow adequate time for groups to consult amongst themselves</p> <p>Consultation period will be 12 weeks</p> <p>Consultation period will be less than 12 weeks (rationale to be provided)</p> <p><i>Rationale:</i></p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
6.0	Due regard to Rural Needs (please tick all that apply)	
6.1	<p>Proposal relates to developing, adopting, implementing or revising a policy / strategy / plan / designing and/or delivering a public service</p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>Rural Needs Impact Assessment completed</p> <p>If no, please complete the following:</p> <p>The policy / strategy / plan / public service is not influenced by rural needs</p>	<input type="checkbox"/> <input type="checkbox"/>
7.0	Appendices	
	<p>Appendix 1: Phase 4 Indoor Leisure Phased Reopening Plan</p> <p>Appendix 2: Standardisation of Indoor Leisure Pricing</p>	
8.0	Background Documents	
	<p>Council Committee Report 6th July 2020.</p> <p>SP&R Committee Report 13th August 2020</p>	

Phase 1 - 20th July - 6th August			Phase 2 - 7th August - 6th September Swimming Pools open from 17th August		Phase 3 - 7th September - 4th October		Phase 4- 5th October onwards			
Centres	Restricted Hours	Services/Facilities *Subject to industry standards and best practice guidance	Restricted Hours	Services/Facilities *Subject to industry standards and best practice guidance	Restricted Hours	Services/Facilities *Subject to industry standards and best practice guidance	Restricted Hours	Services/Facilities *Subject to industry standards and best practice guidance		
Newry Leisure Centre	Mon – Fri: 9:00am – 9:00pm Saturday: 9:00am – 4:00pm Sunday: Closed *Deep Clean Mon – Fri: 9:00pm – 10:00pm Sat: 4:00pm – 5:00pm Sun: All day	Gyms only	Mon – Fri: 9:00am – 9:00pm Saturday: 9:00am – 4:00pm Sunday: Closed *Deep Clean Mon – Fri: 9:00pm – 10:00pm Sat: 4:00pm – 5:00pm Sun: All day	Gyms Classes Swimming Pools (Club/Lane/Recreational Swimming) Sports Halls/Courts - Dry side block bookings - Non contact sports - No casual bookings - Gov. body affiliation only Restricted hours	Mon Wed Fri: 6:30am – 9:00pm Tue Thurs 8:00am – 9:00pm Saturday: 9:00am – 4:00pm Sunday: 10:00am – 4:00pm *Deep Clean Mon – Fri: 9:00pm – 10:00pm Sat: 4:00pm – 5:00pm Sun: 3:00pm – 5:00pm	Gyms Classes Swimming Pools - Programmed swimming - Pre booked casual swimming Health Suites Sports Halls/Courts - Dry side block bookings - Non Contact Clubs Only Soft Play/Health Suites Closed Restricted hours	Mon Wed Fri: 6:30am – 9:30pm Tue Thurs 8:00am – 9:00pm Saturday: 9:00am – 4:00pm Sunday: 10:00am – 4:00pm *Deep Clean Mon – Fri: 9:30pm – 10:30pm Sat: 4:00pm – 5:00pm Sun: 4:00pm – 5:00pm	Gyms Classes Swimming Pools - Programmed swimming - Pre booked casual swimming Swim Tuition - schools - swim lessons - private swim tuition Sports Halls/Courts - Non Contact/Contact Sports Clubs Block Bookings - Non Contact Sports Casual use only - Restricted hours Other activites such as Soft Play remain closed Health Suites remain closed		
Down Leisure Centre	Mon – Fri: 9:00am – 9:00pm Saturday: 9:00am – 4:00pm Sunday: Closed *Deep Clean Mon – Fri: 9:00pm – 10:00pm Sat: 4:00pm – 5:00pm Sun: All day		Mon – Fri: 9:00am – 9:00pm Saturday: 9:00am – 4:00pm Sunday: Closed *Deep Clean Mon – Fri: 9:00pm – 10:00pm Sat: 4:00pm – 5:00pm Sun: All day		Mon Wed Fri: 6:30am – 9:00pm Tue Thurs 8:00am – 9:00pm Saturday: 9:00am – 4:00pm Sunday: 10:00am – 4:00pm *Deep Clean Mon – Fri: 9:00pm – 10:00pm Sat: 4:00pm – 5:00pm Sun: 3:00pm – 5:00pm		Mon Wed Fri: 6:30am – 9:30pm Tue Thurs 8:00am – 9:00pm Saturday: 9:00am – 4:00pm Sunday: 10:00am – 4:00pm *Deep Clean Mon – Fri: 9:30pm – 10:30pm Sat: 4:00pm – 5:00pm Sun: Closed			
Kilkeel Leisure Centre	Mon – Fri: 9:00am – 9:00pm Saturday: 9:00am – 4:00pm Sunday: Closed *Deep Clean Mon – Fri: 9:00pm – 10:00pm Sat: 4:00pm – 5:00pm Sun: All day		Mon – Fri: 9:00am – 9:00pm Saturday: 9:00am – 4:00pm Sunday: Closed *Deep Clean Mon – Fri: 9:00pm – 10:00pm Sat: 4:00pm – 5:00pm Sun: All day		Mon – Fri: 9:00am – 9:00pm Saturday: 9:00am – 4:00pm Sunday: Closed *Deep Clean Mon – Fri: 9:00pm – 10:00pm Sat: 4:00pm – 5:00pm Sun: Closed		Mon – Fri: 9:00am – 9:00pm Saturday: 9:00am – 4:00pm Sunday: Closed *Deep Clean Mon – Fri: 9:00pm – 10:00pm Sat: 4:00pm – 5:00pm Sun: 12:00pm – 3:00pm			
Newcastle Centre	Closed until further notice				Closed until further notice		Closed until further notice designated block bookings only			
Ballymote Centre	Closed until further notice				Closed until further notice		Closed until further notice designated block bookings only			
SCSC	Restricted Opening		Restricted Opening				Restricted Opening			Restricted Opening

Appendix 2: Standardisation of Indoor Leisure Pricing

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Standardisation Area	Current Pricing	Current Issues	Proposed New Pricing for Approval
New Tennis and Multi Sport Bubble, Our Ladies Grammar, Newry.	No current pricing for indoor tennis courts. Outdoor tennis casual use £5.30 per court per hour. £3.20 Concession Group Use: £2.00	This is a new indoor Tennis facility however can be used for a range of sports. When comparing to an outdoor tennis court there are additional cost associated with this facility including ongoing air generators to keep the bubble erect, lighting costs, staffing costs for opening and closing and weekly brushing.	<p>Casual Tennis: Court Hire per hour: £6.50 (Max 4 people) Concession: 4.50 (Max 4 people)</p> <p>Private Coaching Registration Fee £226.60 per year or £20.60 per month (DD) This fee is for the right to act as a commercial private Coach at this facility during designated times and allows the Coach free access to carry out this specific service.</p> <p>Private Coach Court Hire: £10.00 per hour per court. This is the fee for hiring a Court to delivery private coaching and incorporates the entrance fee for child/children or adults receiving coaching.</p> <p>Multi-Sport Exclusive Use of Bubble Booking £20.00 per hour.</p>
Swimming Sessions in Newry, Downpatrick and Kilkeel Pools	Casual swimming prices in Newry and Downpatrick are based on a per hour price however Kilkeel prices based on 45 minutes.	Historically swimming in Kilkeel has been a 45-minute session although charged at the per hour price as per the scale of charges.	Newry, Downpatrick and Kilkeel prices and times for swimming aligned to per hour sessions and charged as per the scale of charges.
Private Swimming Tuition for 3rd Party Providers - Staff Members	<p>Annual Fee: £59.20 Swim Entrance Fee: Free Lesson Fee:</p> <ol style="list-style-type: none"> Option 1 (20 pre-booked Sessions) Child £5.40 Adult £9.40 + private swim tutors fee (£15 – £30, at tutor's discretion) Option 2 (not pre-booked, above fee + swim entrance fee) Child £6.60 Adult £10.30 + private swim tutors fee (£15 – £30, at tutor's discretion) Disability/Low Confidence – Council Free entrance + private swim tutors fee (£0 – £30, at tutor's discretion). 	<p>Due to COVID-19 there is a requirement to move bookings online and improve track and trace protocols, contactless payments and manage access and customer flows facilities.</p> <p>Under the current booking processors and pricing structures moving to online bookings is not possible due the number of pricing and booking options and system inability to capture this.</p> <p>Council currently has its own learn to swim programme established at all sites with swimming pools and employs swimming teachers to deliver its learn to swim programme, averaging 8 – 20 children per class.</p> <p>Private swim tutors act as a 3rd party providers to deliver low ratio (1:1 or 1:2) swimming tuition and under the current pricing structure have the discretion to charge their own additional fees over and above the council's fees which are different depending on your employee status within the Council or concession eligibility.</p>	<p>Private Swim Tutor Registration Fee: From 1st April 2021, £226.60 per year or £20.60 per month (DD).</p> <p>This fee is for the right to act as a commercial Private Swim Tutor in NMDDC pool facilities during designated times and allows the tutor free access to carry out this specific service.</p> <p>30-minute Pool Hire Fee per person: Adult £6.00, Child/Concession £4.50 This is the fee for hiring the pool to deliver private swimming tuition and also incorporates the entrance fee for the child or adult receiving the tutoring/lesson.</p> <p>Private Swim Tutor Charges Per Lesson: At the discretion of the tutor. The is the fee that the Private Swimming Tutor charges to the child or adult receiving the tutoring/lesson. They may or may not choose to incorporate the pool hire fee in the final cost to the customer and they may or may not also choose to further discount charges at their own discretion.</p>
Private Swimming Tuition for 3rd Party Providers - Concession	<p>Annual Fee: £59.20 Swim Entrance Fee: £3.80 per year. Lesson Fee:</p> <ol style="list-style-type: none"> Option 1 (20 pre-booked Sessions) Child £5.40 Adult £9.40 + private swim tutors fee (£15 – £30, at tutor's discretion). Option 2 (not pre-booked, above fee + swim entrance fee) Child £6.60 Adult £10.30 + private swim tutors fee (£15 – £30, at tutor's discretion) Disability/Low Confidence: No Council entrance fee Council + private swim tutors fee (£0 – £30, at tutor's discretion) 	<p>Private swim tutors act as a 3rd party providers to deliver low ratio (1:1 or 1:2) swimming tuition and under the current pricing structure have the discretion to charge their own additional fees over and above the council's fees which are different depending on your employee status within the Council or concession eligibility.</p>	
Private Swimming Tuition for 3rd Party Providers - Non-Staff/Non-Concession	<p>Annual Fee: £59.20 Swim Entrance Fee: £226.60 per year or £20.60 per month (DD) Lesson Fee:</p> <ol style="list-style-type: none"> Option 1 (20 pre-booked Sessions) Child £5.40/Adult £9.40 + private swim tutors fee (£15 – £30) Option 2 (not pre-booked, above fee + swim entrance fee) Child £6.60 Adult £10.30 private swim tutors fee (£15 – £30) Disability/Low Confidence: No Council entrance fee + private swim tutors fee (£0 – £30) 	<p>Under the current booking processors there are governance risks, lack of clarity and confusion at times for reception staff and increased administration needs associated with managing private swimming tuition.</p> <p>The proposed booking and pricing changes aims to simplify pricing structures and booking processors, align this service to be managed within COVID-19 risks, decrease administration time and treat all Private 3rd Party swim tutors equally in terms of access to facilities.</p>	

Report to:	Active and Healthy Communities
Date of Meeting:	21 September 2020
Subject:	Development of Walking & Cycling Strategy
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	X	For noting only	
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1.0	Purpose and Background
1.1	To consider and agree to Council Officers examining the development of a Walking and Cycling Strategy for the District.
2.0	Key issues
2.1	<ul style="list-style-type: none"> • Council recognises the multiple health, environmental, social and economic benefits of cycling and walking. • The development of a Walking and Cycling Strategy would create a clear vision for promoting and enabling safer walking and cycling opportunities across the District. • DfI have appointed a new Walking and Cycling Champion whose role is to ensure that DfI deliver on their commitment to increase the percentage of journeys made by walking and cycling. • By increasing activity and reducing reliance on the private car, walking and cycling will contribute to sustainability, cultivate better active travel habits, improve air quality and contribute to longer healthier lives. • The Travel Survey for Northern Ireland reveals that on average people make around 900 journeys every year. Of these, around one third are less than two miles in length and many of these are much shorter. These are journeys that could and should be made by walking, cycling and public transport, yet far too many of them are still made by private car. <p>To enable Council to examine the development of such a strategy the following actions will be considered:</p> <ul style="list-style-type: none"> • Invite DfI Walking & Cycling Champion to attend Council Meeting to update on how DfI will deliver on their commitment to increase the percentage of journeys made by walking and cycling.

	<ul style="list-style-type: none"> Establish Cross Departmental Officer Active Travel Working Group to progress the development of Walking & Cycling Strategy. <p>Update on progress to be provided at Sustainability and Climate Change Forum</p>
3.0	Recommendations
3.1	To consider and agree to Council Officers examining the development of a Walking and Cycling Strategy for the District.
4.0	Resource implications
4.1	Within existing estimates and funding opportunities will be sought.
5.0	Due regard to equality of opportunity and regard to good relations (complete the relevant sections)
5.1	<p><i>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</i></p> <p>It is not anticipated the proposal will have an adverse impact upon equality of opportunity or good relations <input checked="" type="checkbox"/></p>
5.2	<p><i>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</i></p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>The policy (strategy, policy initiative or practice and / or decision) has been equality screened <input type="checkbox"/></p> <p>The policy (strategy, policy initiative or practice and / or decision) will be subject to equality screening prior to implementation <input type="checkbox"/></p>
5.3	<p><i>Proposal initiating consultation</i></p> <p>Consultation will seek the views of those directly affected by the proposal, address barriers for particular Section 75 equality categories to participate and allow adequate time for groups to consult amongst themselves <input type="checkbox"/></p> <p>Consultation period will be 12 weeks <input type="checkbox"/></p>

	Consultation period will be less than 12 weeks (rationale to be provided) <input type="checkbox"/> <i>Rationale:</i>
6.0	Due regard to Rural Needs (please tick all that apply)
6.1	Proposal relates to developing, adopting, implementing or revising a policy / strategy / plan / designing and/or delivering a public service Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes, please complete the following: Rural Needs Impact Assessment completed <input checked="" type="checkbox"/>
7.0	Appendices
	None
8.0	Background Documents

Report to:	Active and Healthy Communities Committee
Date of Meeting:	21 September 2020
Subject:	Consultation response on proposed guidance on the Supply of Wild Game for Human Consumption
Reporting Officer (Including Job Title):	Eoin Devlin Assistant Director of 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	X	For noting only	
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1.0	Purpose and Background
1.1	To consider and agree to submitting the attached consultation response to the Food Standards Agency on proposed guidance on the Supply of Wild Game for Human Consumption
2.0	Key issues
2.1	<p>The revised guidance to the Supply of Wild Game for Human Consumption has been updated to primarily improve clarity regarding regulation requirements within the wild game industry; there is no change in policy. The main changes to the guidance are:</p> <ul style="list-style-type: none"> • Clarity in relation to EU Regulations for hunter and retail exemptions. • Change in layout of the original guide to improve readability. • Clarity from current EU regulations within areas such as the game larder, transport, traceability, primary producers and hunter/hunting party. • Intended audience: guide is specifically for the wild game industry (hunters and retailers), not food law enforcement authorities as the previous guide suggests (although it may prove useful when undertaking enforcement checks). • Terminology: term 'shooter' has been removed. Hunter is a single term that covers both hunting and shooting.
3.0	Recommendations
3.1	<p>The committee agrees to the attached response being submitted to the Food Standards Agency on proposed guidance on the Supply of Wild Game for Human Consumption. The response has been returned by the specified date with the condition that it was subject to Council approval</p>
4.0	Resource implications
4.1	None

5.0	Due regard to equality of opportunity and regard to good relations (complete the relevant sections)
5.1	<p><i>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</i></p> <p>It is not anticipated the proposal will have an adverse impact upon equality of opportunity or good relations <input checked="" type="checkbox"/></p>
5.2	<p><i>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</i></p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>The policy (strategy, policy initiative or practice and / or decision) has been equality screened <input type="checkbox"/></p> <p>The policy (strategy, policy initiative or practice and / or decision) will be subject to equality screening prior to implementation <input type="checkbox"/></p>
5.3	<p><i>Proposal initiating consultation</i></p> <p>Consultation will seek the views of those directly affected by the proposal, address barriers for particular Section 75 equality categories to participate and allow adequate time for groups to consult amongst themselves <input type="checkbox"/></p> <p>Consultation period will be 12 weeks <input type="checkbox"/></p> <p>Consultation period will be less than 12 weeks (rationale to be provided) <input type="checkbox"/></p> <p><i>Rationale:</i></p>
6.0	Due regard to Rural Needs (please tick all that apply)
6.1	<p>Proposal relates to developing, adopting, implementing or revising a policy / strategy / plan / designing and/or delivering a public service</p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>Rural Needs Impact Assessment completed <input type="checkbox"/></p>

	<p>If no, please complete the following:</p> <p>The policy / strategy / plan / public service is not influenced by rural needs <input type="checkbox"/></p>
7.0	Appendices
	Appendix 1 – Consultation report on proposed guidance on the Supply of Wild Game for Human Consumption.
8.0	Background Documents
	The consultation document is available on https://www.food.gov.uk/news-alerts/consultations/supply-of-wild-game-for-human-consumption

Food Standards Agency Consultation

Supply of Wild Game for Human Consumption

Newry, Mourne and Down District Council Response

Newry, Mourne and Down District Council (NMDDC) welcomes the opportunity to comment on the proposed guidance on the Supply of Wild Game for Human Consumption.

Question 1

Does the new guide clarify the hunter and retailer exemptions of Regulation (EC) 853/2004 for supply of wild game and wild game meat?

NMDDC is of the opinion that the new guide does provide clarification on the hunter and retailer exemptions of Regulation (EC) 853/2004 but that it does not go far enough in terms of addressing all aspects of supply. For example, the collection and transportation of in-fur/in-feather game is not covered in sufficient detail. NMDDC is also of the opinion that the section on Exemptions is repetitive and that reorganising this section may assist clarification for the intended audience.

Question 2

Does the new guide have improved readability?

NMDDC agrees that in general, the guide has improved readability. However, this could be improved further by considering the following:

Page no	Section Title	Comments
2	Intended audience	The intended audience which includes enforcement officers appears to conflict with the last paragraph of the introduction on page 5 ie "This guide is not intended to provide enforcement advice for local authority enforcement officers though the information provided may prove useful" and could be construed as contradictory to a lay person reading this document.
4	Contents	The sections on the contents page could be numbered to make it more obvious to the reader when one sections finished and another section starts.
5	Intended audience	NMDDC believes that the first sentence should be reworded. For example: "This guidance is intended primarily for industry who hunt and sell wild game for human consumption, and enforcement officers....."
9	Trained Hunter's Declaration	NMDDC believes that to add clarity for the reader the competent authority should be identified, and contact details provided.
10	Acceptance at AGHE	Guidance on what an alternative suitable method to verify that the hunter is trained, would be beneficial in this section.

11	Trained person (hunter) unexpectedly delayed	Guidance on what constitutes the term "unexpectedly delayed" would be helpful in this section as this may be misinterpreted and thus enable this rationale to be used without good reason
11	Small wild Game	For consistency, it would be beneficial to state that it is considered good practice for a trained hunter's declaration to be provided after inspecting small wild game. Also stating the name and contact details of the competent authority would be helpful for the reader.
13	Exemptions	NMDDC would suggest the last sentence be reworded. For example: "You cannot sell or supply this game to anyone else as part of a food business operation".
13	Primary Production for direct or local sale by a hunter (in-fur/in-feather)	NMDDC would suggest that the first sentence should finish after the word "not" and a new sentence should start "Therefore, you must register....." The first bullet point should read AGHE (not AHGE). It would be helpful for the reader if the second bullet referred to the definition of small quantities on page 33.
14	Processing and sale of game meat by hunters	In the first paragraph the use of final consumer and local consumers could cause confusion. It is suggested that the term final consumer only is used. The definition of small quantities is on page 33 (not page 32). It is also suggested that the words "commensurate with the work activity" follow the existing text in the 4 th bullet point.
15		Under the third bullet, further detail on hunter training is on Page 29 (not page 16).
15	Summary	The first bullet point in relation to the exemption extending to online sales directly to the final consumer is not mentioned anywhere else other than in the summary. It is suggested that the second bullet point is reworded to improve readability. It is suggested that the summary is moved to the end of this section.
16	Examples (cont.)	It would be beneficial to include a definition of a caterer in the first bullet point.
16	Exemptions explained	The first sentence after the bullet points is long. It is suggested that it is reworded. For example: "Unless wild game and wild game meat is supplied by an AGHE, a retailer cannot supply wild game meat to another retailer. A retailer can only receive wild game meat from a register hunter and supply to the final consumer." It appears the word "is" requires to be inserted between document and merely.

18	Processing and supply of game meat by retailers	NMDDC considers this section may be confusing to a lay person. Therefore, it is suggested that it is re-worded to improve readability.
18	Separate Area for de-feathering or de-skinning	It is suggested that the word "ideally" is removed, and the wording changed to reflect the guidance under the same heading on page 17.
18	Food safety management documentation	NMDDC would suggest that this section should reflect that a food safety management system needs to be in place that is commensurate with the work activity rather than giving the impression that records are all that is required.
19	Table for the supply of wild game/wild game meat	<p>NMDDC considers that the title does not reflect the purpose of this section. We would welcome the inclusion of a version of the flowchart on page 9 and 10 from the previous guide which helped identify the requirements which applied to a particular situation.</p> <p>In addition, the collection and transportation of wild game meat is not fully addressed in this table or anywhere else in the document. Paragraph 22 on page 14 of the previous guide provided information on this and again, we would welcome the inclusion of this in the new guidance.</p>
24	Traceability	<p>It was noted that:</p> <p>Under the first bullet point, "(EC)" needs to be inserted between "Regulation" and "178/2002"</p> <p>On the next paragraph, "Regulation (EU)" needs to be inserted in front of 931/2011.</p>
25	Traceability	NMDDC would welcome some clarification on what would be considered good practice in terms of recommended timescales for retaining traceability records.
26	Trichinella testing of wild boar	It is suggested that the last sentence in this section is reworded to improve readability.
26	Wild boar for personal consumption	It is suggested that additional information is provided on who should take the sample for trichinella testing. The guide states that the hunter should take the sample, but would it also be appropriate for an AGHE to take the sample? Contact details of who to contact to obtain a sampling kit from, and where to post the samples to, would also be helpful.
33	Hunter/ Hunting Party contd from page 32	It is suggested that the second sentence in the second paragraph is reworded to improve readability. In the first sentence there is reference to the "community market", it may be beneficial to include a definition of this.
33	Small quantities	NMDDC suggest that the first sentence of the second paragraph is reworded. For example: "The supply of small quantities by the producer must also be local to where the hunter is registered with the Local Authority."

Question 3

Does this guide fulfil the needs of its intended audience (hunters, processors and retailers of wild game and wild game meat)?

NMDDC agrees that it does fulfil the needs of its intended audience so long as the comments above and in the next sentence are taken into consideration.

The guide no longer covers the consignment of wild game to other EU member states

As mentioned above, NMDDC considers that the collection and transportation of wild game is not adequately covered in this guide.

Additional Comment

Although it may be beyond the scope of the guidance, NMDDC would welcome some clarification on what obligation hunters, retailers etc have to inform the consumer that wild game may contain shotgun pellets.

Report to:	Active and Healthy Communities Committee
Date of Meeting:	21 September 2020
Subject:	Consultation response on Amendments to Retained EU Law for Food and Feed Safety and Hygiene for the end of the Transition Period
Reporting Officer (Including Job Title):	Eoin Devlin Assistant Director of 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	To consider and agree to submitting the attached consultation response to the Food Standards Agency on Amendments to Retained EU Law for Food and Feed Safety and Hygiene for the end of the Transition Period
2.0	Key issues
2.1	This consultation concerns further amendments to UK food and feed regulations, including those necessitated by the application of the Withdrawal Agreement and the Northern Ireland Protocol, that are, required to ensure retained EU law relating to food and feed safety and hygiene remains effective at the end of the Transition Period.
3.0	Recommendations
3.1	The committee agrees to the attached response being submitted to the Food Standards Agency on Amendments to Retained EU Law for Food and Feed Safety and Hygiene for the end of the Transition Period.
4.0	Resource implications
4.1	None
5.0	Due regard to equality of opportunity and regard to good relations (complete the relevant sections)
5.1	<i>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</i>

	It is not anticipated the proposal will have an adverse impact upon equality of opportunity or good relations	<input checked="" type="checkbox"/>
5.2	<p><i>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</i></p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>The policy (strategy, policy initiative or practice and / or decision) has been equality screened <input type="checkbox"/></p> <p>The policy (strategy, policy initiative or practice and / or decision) will be subject to equality screening prior to implementation <input type="checkbox"/></p>	
5.3	<p><i>Proposal initiating consultation</i></p> <p>Consultation will seek the views of those directly affected by the proposal, address barriers for particular Section 75 equality categories to participate and allow adequate time for groups to consult amongst themselves <input type="checkbox"/></p> <p>Consultation period will be 12 weeks <input type="checkbox"/></p> <p>Consultation period will be less than 12 weeks (rationale to be provided) <input type="checkbox"/></p> <p><i>Rationale:</i></p>	
6.0	Due regard to Rural Needs (please tick all that apply)	
6.1	<p>Proposal relates to developing, adopting, implementing or revising a policy / strategy / plan / designing and/or delivering a public service</p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>Rural Needs Impact Assessment completed <input type="checkbox"/></p> <p>If no, please complete the following:</p> <p>The policy / strategy / plan / public service is not influenced by rural needs <input type="checkbox"/></p>	
7.0	Appendices	

	<p>Appendix 1 – Consultation report on proposed guidance on Amendments to Retained EU Law for Food and Feed Safety and Hygiene for the end of the Transition Period.</p>
8.0	<p>Background Documents</p>
	<p>The consultation document is available on https://www.food.gov.uk/news-alerts/consultations/amendments-to-retained-eu-law-for-food-and-feed-safety-and-hygiene-for-the-end-of-the-transition-period</p>

Food Standards Agency Consultation

Amendments to Retained EU Law for Food and Feed Safety and Hygiene for the end of the Transition Period

Newry Mourne and Down District Council's Response

Newry Mourne and Down District Council (NMDDC) welcomes the opportunity to comment on the consultation to the amendments to retained EU law for food and feed safety and hygiene for the end of the Transition Period.

Question 1

Do you have any comments on the proposed approach to fixing inoperabilities in retained EU Law taking account of the Northern Ireland Protocol for day one of exiting the TP as set out in this consultation?

NMDDC without prejudice to potential future arrangements between the UK and the EU supports the proposals as necessary to ensure retained EU food law is operable taking account of the NI Protocol for day one exiting of the Transition Period.

The wider policy implications of the NIP are not considered in this consultation. This consultation is focused on the necessary legislative amendments to retained EU law in respect of food and feed safety, to ensure the NIP is appropriately reflected in law.

It is acknowledged that as a result of the NI Protocol that certain areas of EU law will continue to apply to the UK in respect of NI and that the amendments made will include restricting the application of retained EU law to Great Britain.

Question 2

Do you identify any concerns or risks regarding the proposed approach to fix inoperabilities in retained EU Law that appear not to have been adequately addressed?

No

Question 3

Are you aware of any impacts of the proposed measures that have not been identified in this consultation?

No

Question 4

Do you agree with the impacts that have been identified within this consultation?

No comment

Question 5

While this consultation addresses what is being done to ensure retained EU law functions on the day the TP ends, do you have any general comments on food and feed safety and hygiene legislation in the UK after the end of the TP?

1. Any future changes to regulatory controls after the Transition Period ends should provide the same, or an improved, level of consumer protection.
2. Any changes to the current legislation should be commensurate with the risk posed by different activities and trades and minimise the regulatory burden on council's and food businesses.
3. It is anticipated that some additional food safety controls/activities will be required by local authorities and port health authorities as a result of the NI Protocol and further ongoing negotiations between the UK Government and the EU. It is important that these should be either on a full cost recovery basis or funded by the UK Government to avoid additional financial burdens on local authorities.
4. Any changes to EU branding requirements should be communicated as soon as possible to minimise the impact on businesses and ensure that trade is not affected.

Report to:	Active Health and Communities Committee (AHC)
Date of Meeting:	21 st September 2020
Subject:	Autism Swimming Sessions - Update
Reporting Officer (Including Job Title):	Paul Tamati, Assistant Director: Leisure and Sport
Contact Officer (Including Job Title):	Paul Tamati, Assistant Director: Leisure and Sport

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

For decision	<input type="checkbox"/>	For noting only	<input checked="" type="checkbox"/>
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1.0	Purpose and Background
1.1	<p>To note the revised timetable for the introduction of Autism Friendly Swimming Sessions in Newry and Kilkeel Leisure Centre and recommencement of these sessions in Downpatrick Leisure Centre from the 5th October 2020.</p> <p>Previously in August 2019, Council agreed the implementation of Autism friendly swim sessions in Down Leisure Centre following a pilot earlier in 2019. (AHC/126/2019)</p> <p>Officers were asked to review and consider implementation in Newry and Kilkeel Leisure Centres along with Newcastle Tropicana and therefore in November 2019, Council agreed to introduce Autism Friendly Swim Sessions at Newry and Kilkeel Leisure Centre along with Tropicana (subject to closures and holiday arrangements) as a pilot with a 6-monthly review period from 1 April 2020. (AHC/183/2019).</p> <p>Officers were also asked to consider the timings of the sessions and to consult with local Autism groups as part of the implementation process.</p> <p>In February 2020, Council agreed to introduce Autism Friendly Swim Sessions from the 1st April 2020 as follows:</p> <ul style="list-style-type: none"> • Newry Leisure Centre: Saturday's 4pm-5pm (close pool to public from 3.30pm) • Kilkeel Leisure Centre: Friday's 5.30pm to 6.15pm (close pool to public from 5pm and re-open at 6.30pm).
2.0	Key issues
2.1	<p>Due to COVID-19, all leisure and sports facilities were closed to the public from the 16th March 2020 and therefore the introduction of sessions in Newry and Kilkeel put on hold.</p>

	<p>Council recently agreed to reopen Swimming pools on a restricted basis from the 17th August 2020.</p> <p>Due to COVID-19 leisure centre operations have changed to ensure COVID 19 risk is managed and ensure the safety of customers and staff at all times. This has significantly impacted the capacity to accommodate both casual and block bookings and subsequently this impacts on centre programming and timetables.</p> <p>As a result, the Autism Friendly Swimming Session timetable has been reviewed, key autism groups have been consulted as part of this process and a new timetable for these sessions outlined in the recommendation.</p>
3.0	Recommendations
3.1	<p>That AHC Committee note that the introduction of the Autism Friendly Swimming Session pilot in Newry and Kilkeel Leisure Centre and recommencement at Downpatrick Leisure Centre week commencing the 5th October 2020 as per the below timetable:</p> <ul style="list-style-type: none"> • Newry Leisure Centre: Sundays 10:30am – 11:30am. • Kilkeel Leisure Centre: Friday's 5.30pm to 6.30pm. • Downpatrick Leisure Centre: Thursdays 5:30pm to 6:30pm.
4.0	Resource implications
4.1	<p>Revenue: It is anticipated there will be revenue budget implications that will need to be absorbed within existing revenue budgets with the introduction of this programme and accounted for in future rates estimates processors.</p> <p>Capital: There are no identified capital budget implications associated with this report.</p>
5.0	Due regard to equality of opportunity and regard to good relations (complete the relevant sections)
5.1	<p><i>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</i></p> <p>It is not anticipated the proposal will have an adverse impact upon equality of opportunity or good relations <input checked="" type="checkbox"/></p>
5.2	<p><i>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</i></p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p>

	<p>The policy (strategy, policy initiative or practice and / or decision) has been equality screened <input type="checkbox"/></p> <p>The policy (strategy, policy initiative or practice and / or decision) will be subject to equality screening prior to implementation <input type="checkbox"/></p>
5.3	<p><i>Proposal initiating consultation</i></p> <p>Consultation will seek the views of those directly affected by the proposal, address barriers for particular Section 75 equality categories to participate and allow adequate time for groups to consult amongst themselves <input type="checkbox"/></p> <p>Consultation period will be 12 weeks <input type="checkbox"/></p> <p>Consultation period will be less than 12 weeks (rationale to be provided) <input type="checkbox"/></p> <p><i>Rationale:</i></p>
6.0	Due regard to Rural Needs (please tick all that apply)
6.1	<p>Proposal relates to developing, adopting, implementing or revising a policy / strategy / plan / designing and/or delivering a public service</p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>Rural Needs Impact Assessment completed <input type="checkbox"/></p> <p>If no, please complete the following:</p> <p>The policy / strategy / plan / public service is not influenced by rural needs <input type="checkbox"/></p>
7.0	Appendices
	None
8.0	Background Documents
	<p>AHC Report - February 2020</p> <p>AHC Report – November 2019</p> <p>AHC Report – August 2019</p>

Report to:	Active and Healthy Communities Committee
Date of Meeting:	16 December 2019
Subject:	Suicide Down to Zero
Reporting Officer (Including Job Title):	Eoin Devlin Assistant Director Health and Wellbeing
Contact Officer (Including Job Title):	Eoin Devlin Assistant Director Health and Wellbeing

<table><tr><td>For decision</td><td>X</td><td>For noting only</td><td></td></tr></table>		For decision	X	For noting only	
For decision	X	For noting only			
1.0	Purpose and Background				
1.1	Purpose To consider and agree to:- The adoption of a Suicide Down to Zero approach for our District, the creation of a Financial assistance strand in relation to Mental Health and Suicide and the creation of a Council led forum in relation to this issue.				
1.2	Background A Notice of Motion was referred from the full Council meeting of Monday 3 June 2019 in relation to 'Suicide Down to Zero' It was agreed on the proposal of Councillor Gibbons, seconded by Councillor Bain that officers investigate the possibility of adopting a 'suicide down to zero' approach to combating the high prevalence of suicide across our district; exploring closer partnership working with local mental health and suicide prevention charities; investigate the establishment of a suicide prevention working group with a dedicated Council officer responsible; explore the possibility of establishing a new small grants scheme within the existing financial assistance programme to fund projects specifically dealing with mental health and suicide in the district. It also asked that Council write to the Permanent Secretary of the Department of Health lamenting the abject failure of the Department to implement the Protect Life 2 strategy, and that this strategy should have been signed off regardless of the absence of an Executive given its vital lifesaving and non-contentious nature				
2.0	Key issues				
2.1	<ul style="list-style-type: none">• This is a serious and unfortunately very prevalent issue within our local communities.• To date the Council has written to the Permanent Secretary as requested and since this correspondence the Protect Life 2 Strategy has been implemented by the Department for Health				

	<ul style="list-style-type: none"> • Preliminary discussions have taken place with Community planning partners regarding the make-up of the Working group as outlined • Provision has been made within estimates for the small grant scheme
3.0	Recommendations
3.1	<p>That the Committee agree;</p> <ul style="list-style-type: none"> • The Council formally adopt the approach and aspiration of Suicide Down to Zero. A suitable launch and media statement to be prepared for Council Chairperson • That an amount of £10000 is allocated to a Mental Health and Suicide Prevention small grants scheme administered through a Financial call subject to the estimates process • A working group involving the Council, the Southern and South Eastern Health Trusts and local relevant voluntary organisations is created to examine ways of attaining the goal of zero suicides across the District
4.0	Resource implications
4.1	£10000 alongside officer time in facilitation of Working Group
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	There are no negative implications identified:
7.0	Appendices
	None
8.0	Background Documents
	None

Report to:	Active and Healthy Communities
Date of Meeting:	21 September 2020
Subject:	Affordable Warmth Scheme Update
Reporting Officer (Including Job Title):	Eoin Devlin Assistant Director Health and Wellbeing
Contact Officer (Including Job Title):	James Campbell Head of Environmental Health-Residential

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

For decision	<input type="checkbox"/>	For noting only	<input checked="" type="checkbox"/>
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1.0	Purpose and Background
1.1	To note the correspondence between the Department for Communities (DfC) and Newry Mourne and Down District Council concerning the operation of the Affordable Warmth Scheme.
1.2	<p>Background</p> <p>Since 2015 the Council has been delivering the Affordable Warmth Scheme ("Scheme") in partnership with the Department for Communities and the Northern Ireland Housing Executive. The Scheme is targeted at those dwellings in greatest need with some allowance for referrals. Council Officers carry out the initial survey work and the Housing Executive then enable the adaptation work to be carried out.</p> <p>Newry Mourne and Down District Council also currently manages the Scheme in Armagh Banbridge and Craigavon Council area.</p>
2.0	Key issues
2.1	<ul style="list-style-type: none"> For the initial three months of this financial year we were unable to carry out any surveys due to Covid 19 restrictions. The current model is funded on a fee per referral basis however staff were maintained as DfC agreed to fund on the same basis as per Q1 2019-20 DfC have now set a target of up to 44 referrals per month Newry Mourne and Down District Council, may not be able to achieve 44 referrals per Council area as requested by DfC in correspondence, for some time due to the current Covid situation. Officers are now having to conduct interviews more remotely, on phones and in gardens to maintain social distancing. This is not easy with some of the most vulnerable and can mean additional engagement with family members, or longer contacts to establish if they meet the Scheme criteria. This means the delivery mechanism is not as straight forward as it once was, an additional challenge faced by Council Officers with no additional Departmental support. The Council will be participating in the Scheme with the understanding that it will endeavour to reach the target set and that no penalty will be levied by the Department for not attaining 44 referrals per month.

	<ul style="list-style-type: none"> It would be realistic that Newry Mourne and Down District Council would refer a minimum of 30 per Council district during 2020 however we will continue to try to maximise the number of surveys submitted .
3.0	Recommendations
3.1	That the Committee note the correspondence sent to DfC setting out Newry Mourne and Down District Council's support for the Affordable Warmth Scheme and the Councils continued involvement in helping the vulnerable in our District.
4.0	Resource implications
4.1	Department for Communities provides 100% funding for the scheme
5.0	Due regard to equality of opportunity and regard to good relations (complete the relevant sections)
5.1	<p><i>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</i></p> <p>It is not anticipated the proposal will have an adverse impact upon equality of opportunity or good relations <input checked="" type="checkbox"/></p>
5.2	<p><i>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</i></p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>The policy (strategy, policy initiative or practice and / or decision) has been equality screened <input type="checkbox"/></p> <p>The policy (strategy, policy initiative or practice and / or decision) will be subject to equality screening prior to implementation <input type="checkbox"/></p>
5.3	<p><i>Proposal initiating consultation</i></p> <p>Consultation will seek the views of those directly affected by the proposal, address barriers for particular Section 75 equality categories to participate and allow adequate time for groups to consult amongst themselves <input type="checkbox"/></p> <p>Consultation period will be 12 weeks <input type="checkbox"/></p>

	<p>Consultation period will be less than 12 weeks (rationale to be provided) <input type="checkbox"/></p> <p><i>Rationale:</i></p>
6.0	Due regard to Rural Needs (please tick all that apply)
6.1	<p>Proposal relates to developing, adopting, implementing or revising a policy / strategy / plan / designing and/or delivering a public service</p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>Rural Needs Impact Assessment completed <input type="checkbox"/></p> <p>If no, please complete the following:</p> <p>The policy / strategy / plan / public service is not influenced by rural needs <input type="checkbox"/></p>
7.0	Appendices
7.1	Letter from DfC concerning Affordable Warmth Scheme, dated 14 August 2020
7.2	Letter from Chief Executive to DfC dated 20 August 2020
8.0	Background Documents
	None



From: David Polley

David.Polley@communities-ni.gov.uk

**Level 3
Causeway Exchange
1-7 Bedford Street
Belfast
BT2 7EG**

Our ref:

Date: 14 August 2020

Chief Executives and
Senior Officials (Affordable Warmth Scheme)

Dear Chief Executive

AFFORDABLE WARMTH SCHEME

You may be aware that I have been engaging extensively with the Council Officers responsible for assisting with the delivery of the Department's Affordable Warmth Scheme. I am conscious of the difficult situation we have all had to cope with during the current health crisis however it is more important than ever that collectively we continue to assist the most vulnerable and in particular those in fuel poverty.

You will recall that in May I set out proposals for temporary arrangements for emergency referrals during the COVID-19 pandemic i.e there would be a flat rate payment for the period April to June of £10.9k per Council. These arrangements were agreed on the condition that Councils would be in a position to meet an agreed monthly target rate of referrals once restrictions were lifted.

In June I wrote again to ask when Councils would expect to be in a position, following your own risk assessments etc. to re-open the Scheme and to send referrals to the Housing Executive as soon as possible (previously set at 39 per month). Furthermore in July the Department emailed all Council Senior officers in an effort to confirm how many referrals could be made. Most Councils responded to say this would depend on the method of payment going forward and would not make any commitment until after a scheduled meeting with the Department on 5 August.

My team confirmed at this meeting that there is now a confirmed budget of at least £12m to spend on the Affordable Warmth Scheme before the end of the financial year. Council officers were also informed that to maximise the budget available that each Council would be required to make 44 referrals to the Housing Executive each month from August. It was our view that this target is achievable should Councils fulfil their agreement to work on emergency referrals during the period when restrictions to the scheme were in place and to process normal referrals as far as possible. As agreed Councils will be paid per referral (£222.92). As far as possible the majority (at least 60%) of these referrals should be from the targeted list however the Department is currently reviewing this requirement.

It is essential that if we are to maximise the available budget Councils need to start delivering immediately in line with the above arrangements and my team have worked closely with Councils and NIHE to make this happen. Whilst some councils have responded more positively than others the level of co-operation has been disappointing. The Department would prefer Councils to continue delivering the scheme in line with the agreed terms and conditions however should this not be possible then the Department reserves the right to review and potentially seek alternatives to the current delivery model

I should therefore be grateful if you would confirm by Friday 21 August 2020 if your Council is in a position to continue to deliver the Affordable Warmth Scheme in your Council area in line with the conditions set out.

If we do not receive a response by 21 August we may assume that you no longer wish to remain in your role as a delivery partner of the Affordable Warmth Scheme. It would also be our intention to have the SLA formally agreed before the end of August and performance against targets will be monitored monthly. I should be grateful if you would copy your response to Avril Hiles, Head of the Fuel Poverty Team.

I look forward to hearing from you.

Yours sincerely



David Polley

Marie Ward
Chief Executive



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

20 August 2020

David Polley
Department for Communities
Level 3
Causeway Exchange
1-7 Bedford Street
Belfast
BT2 7EG

Dear David,

Our ref: Affordable Warmth

I write further to your letter dated 14 August 2020. Newry Mourne and Down District Council notes confirmation of the budget for the Affordable Warmth Scheme of £12 million and a request to make up to 44 referrals per Council to the Housing Executive from August 2020. This number being an increase on previous years' referral numbers. Newry Mourne and Down District Council currently manages the Scheme in Armagh Banbridge and Craigavon Council area as well as our own District. The Council remains supportive of the principles of the Affordable Warmth Scheme and the benefits it delivers to the most vulnerable in our society.

Newry Mourne and Down District Council, will not be able to achieve 44 referrals per Council area for some time due to the current Covid situation as normal working practices have not been possible to recommence yet. The new risk assessments and visit protocols have placed additional burdens on staff and on vulnerable clients which affects the number of referrals a Surveyor is able to process.

However, the Council will be participating in the Scheme with the understanding that it will endeavour to reach the target set and that no penalty will be levied by the Department for not attaining 44 referrals per month. It would be realistic that Newry Mourne and Down District Council would refer 30 per Council district during 2020.

Can I also request when the Service level Agreement is being amended, that Annex 2 to the current SLA is amended to clarify fully all responsibilities for data handling. I understand that the ICO has recently endorsed new Standard Contractual Clauses and I would recommend the Service Level Agreement uses them. Annex C of this ICO document provides the necessary detail which would address Newry Mourne and Down District Council's concerns when handling customer's details and personal documentation.

Thank you and we look forward to working in partnership.

Yours sincerely

Marie Ward
Chief Executive

Oifig an Iúir
Newry Office
O'Hagan House
Monaghan Row
Newry BT35 8DJ

Oifig Dhún Pádraig
Downpatrick Office
Downshire Civic Centre
Downshire Estate, Ardglass Road
Downpatrick BT30 6GQ

0330 137 4000 (Council)
council@nmandd.org
www.newrymournedown.org

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

Report to:	AHC
Date of Meeting:	17 th September 2020
Subject:	Social Investment Fund – Capital
Reporting Officer (Including Job Title):	Janine Hillen - Assistant Director: Community Engagement
Contact Officer (Including Job Title):	Sonya Burns – Head of Programmes Unit Sarah McClory – Programmes Coordinator

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

For decision	<input type="checkbox"/>	For noting only	<input checked="" type="checkbox"/>
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1.0	Purpose and Background
1.1	The Council is covered by two Social Investment Zones – Southern (legacy Newry and Mourne) and South Eastern (legacy Down). The Council has completed the 'Work It' programme in the Southern Zone. The South Eastern Zone includes two programmes: Castlewellan Community Centre and Community Operated Sports Facilities (Ballyhornan and Kilcooley).
2.0	Key issues
2.1	<p>Castlewellan Community Centre The project is fully completed with the group undertaking the OBA data collection and reporting. The centre was launched on Friday 24 January 2020.</p> <p>Ballyhornan The contractor is currently on site and behind schedule due to Covid-19, however the project is due to be completed by early October 2020. A launch will be planned in line with COVID restrictions.</p> <p>Kilcooley Planning permission was not granted so project cannot proceed.</p>
3.0	Recommendations
3.1	That the Committee note the report and minutes.
4.0	Resource implications
4.1	Council contribution: Ballyhornan £125K
5.0	Due regard to equality of opportunity and regard to good relations (complete the relevant sections)

5.1	<p><i>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</i></p> <p>It is not anticipated the proposal will have an adverse impact upon equality of opportunity or good relations <input checked="" type="checkbox"/></p>
5.2	<p><i>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</i></p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>The policy (strategy, policy initiative or practice and / or decision) has been equality screened <input type="checkbox"/></p> <p>The policy (strategy, policy initiative or practice and / or decision) will be subject to equality screening prior to implementation <input type="checkbox"/></p>
5.3	<p><i>Proposal initiating consultation</i></p> <p>Consultation will seek the views of those directly affected by the proposal, address barriers for particular Section 75 equality categories to participate and allow adequate time for groups to consult amongst themselves <input type="checkbox"/></p> <p>Consultation period will be 12 weeks <input type="checkbox"/></p> <p>Consultation period will be less than 12 weeks (rationale to be provided) <input type="checkbox"/></p> <p><i>Rationale:</i></p>
6.0	<p>Due regard to Rural Needs (please tick all that apply)</p>
6.1	<p>Proposal relates to developing, adopting, implementing or revising a policy / strategy / plan / designing and/or delivering a public service</p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>Rural Needs Impact Assessment completed <input type="checkbox"/></p> <p>If no, please complete the following:</p>

	The policy / strategy / plan / public service is not influenced by rural needs	<input type="checkbox"/>
7.0	Appendices	
	Minutes of SIF Board Meeting in April	
8.0	Background Documents	

NEWRY, MOURNE & DOWN DISTRICT COUNCIL

MINUTES OF SIF CAPITAL PROJECT BOARD MEETING Monday 27th April 2020 @ 11am, Telephone Conference

CHAIRPERSON: Colin Quinn - Newry, Mourne and Down District Council

Present:

Janine Hillen - Newry, Mourne and Down District Council
 Kenny Knox – Strategic Investment Board Limited
 Paul Brannigan – Newry, Mourne and Down District Council
 Stephen Courtney – The Executive Office
 Sarah McClory – Newry, Mourne and Down District Council
 Anita Waite – Department for Communities
 Sonya Burns - Newry, Mourne and Down District Council
 Francesca Dowler – Ards and North Down Borough

APOLOGIES:

Michael Lipsett - Newry, Mourne and Down District Council
 Tom McClean - Newry, Mourne and Down District Council
 Colin Bell - Armagh City, Banbridge and Craigavon Borough Council
 Ciara Burns - Newry, Mourne and Down District Council
 Justyna McCabe - Newry, Mourne and Down District Council
 Council
 Raphael Crummy – Department for Communities
 Kirk Marshall - Ards and North Down Borough Council

1. INTRODUCTIONS:

Colin Quinn welcomed all the members of the project board and thanked all those in attendance.

2. CONFLICT OF INTEREST:

No conflicts of interest were raised.

3. MINUTES OF LAST MEETING (9TH MARCH 2020)

Kenny Knox requested that the minutes be updated to include: TEO raised concerns about an outstanding claim for Castlewellan that requires the issue of an up-to-date final Payment Certificate. In addition, a CE from the ICT was awaited before a final claim can be compiled for total project costs. TEO advised that if a final reimbursement claim isn't submitted soon, SIF funds may be at risk.

The minutes of the previous meeting were approved, pending the change above.

4. ACTION SHEETS (9TH MARCH 2020)

- Ballyhornan - Paul Brannigan has passed the additional costs of water trench to TEO.
- Ballyhornan - should read NI Water, not NIE - An internal design team meeting was held regarding options; it was decided that water storage tanks would be more

expensive and therefore the best option would be to obtain water supply from the main road.

5. THOMAS DAVIS PROJECT:

Colin Bell provided email update in his absence.

The progress meeting on 18 March 2020 was postponed due to Covid 19, only the DT attended to inspect works and do a valuation.

An Early Warning notice was received from Contractor at the start of April 2020, advising that all works were being temporary suspended on site from the 3 April 2020 until further notice. The reason given was due to all building suppliers and plant hire firms having all closed as of Thursday March 26th and that it was not be possible for the contractor to comply with the Standard Operating Procedures.

Progress Report attached – Works on site was progressing well, the erection of steelwork was due to be completed by 02 April 2020.

Contractors Programme attached. It was estimated construction works would take 12 months to complete from January 2020, however, delays are now expected due to the Covid 19 outbreak.

It was noted by the TEO that the onus is on the consultant to follow guidance on returning to site amid Covid-19 and they must document their adherence to any guidance issued.

Stephen Courtney to email Colin Bell and cc Kenny Knox and consultant to ensure compliance. Janine Hillen to confirm the £100,000 contribution from Newry, Mourne and Down District Council to the Thomas Davis Project has been made. It was noted that DfC monies were to be claimed first.

Actions:

- **Stephen Courtney to email Colin Bell and cc Kenny Knox and consultant to ensure compliance with Covid-19 guidance.**
- **Janine Hillen to confirm that £100,000 has been transferred to Armagh City, Banbridge and Craigavon Borough Council.**

6. Castlewellan: Community Centre

Kenny Knox has been in discussions with Tom McClean and there is now only one potential outstanding final CE on extra works which has yet to be agreed. Tom has found it difficult in getting quote for this final CE. Three other CE's with early warnings were submitted and have been reviewed with a recommendation allowing these. TEO is waiting for Delivery Manager to approve these CE's. Final accounts have been agreed and documents are to be submitted to allow for final claim to be made. The final certificate from the Consultant to be submitted. The claim must be submitted by the end of this week. Risk register to be updated to reflect this risk.

Actions:

- **Colin Quinn to pursuit the final certificate from the Consultant.**
- **Sarah McClory to submit outstanding claims by Friday 1st May 2020.**
- **Risk Register to be updated to reflect outstanding claim submission.**

7. Community Operated Sports Facilities

Kilcooley:

Francesca Dowler noted that Ards and North Down Borough Council Planning Committee had refused planning permission, and this was based on the revised plans that had been submitted. Planning Department have requested hard copies of the revised plans for them to issue the Refusal Notice. Francesca has shared the outcome with the Community Group however has heard nothing back from them. It is likely they will take the decision to appeal. Francesca will set up a meeting with the Group when it is safe to do so.

TEO is awaiting formal notification of planning permission rejection. They noted that the revised plans were cost prohibitive and inconvenient to residents.

TEO are awaiting Ministerial agreement to withdraw this project.

Actions:

- **Paul Brannigan to send hard copies of the revised plans to Ards and North Down Borough Council Planning Department.**
- **Francesca Dowler to organise meeting with Community Group re planning decision when it is safe to do so.**

Ballyhornan:

Paul Brannigan provided an update via email due to losing signal.

The contractor left site Friday 27 March 2020, which was at the end of week 28 of a 38 week programme.

Valuation 6 has been paid, bringing the total value of works claimed to date: £734,562.72.

The contractor has issued a CE quotation for the C-19 delay which was circulated by Paul on the morning of the meeting.

The contractor has also provided a CE quote (£22,010) for removing the synthetic grass and shockpad off the site, storing and re-delivery in the interests of reducing the site insurance cost.

The design team confirm the material could be removed from site through the contract and covered by the project insurance by 'adding to the working area' under clause 15.1

CE quotes for the following have been issued to TEO for consideration: dugouts (x2); 7 x 7m goals (x2); Boot cleaner (x2); widening of wayleave road; car park reinstatement; increase path width at pavilion; NI Water trench & pipe.

Draft CE costs have been provided by the contractor for maintenance options and supply of machinery for the community group to brush the synthetic grass.

Maintenance Options: the cost to supply a small tractor machine to tow a grass brush is £7,000 - £8,000. However regular bi-annual and annual maintenance is also required to maintain the pitch quality. That work should be carried out by a specialist contractor and would cost approx. £4,400 per year. The group should be advised of this figure to check how it fits with their business case.

The NI Water fee has been paid for the preferred option – approx. 130m trenching & pipe by TPS in main access road (Rourkes Link) to meet the existing NI Water main.

NIE were booked to install their equipment on site 27th and 30th March 2020, however NIE cancelled these works. I will check with NIE to see what their proposals / programme are for installing.

The Project Manager for to carry out an assessment with the contractor whether specific works can re-commence by following current government and industry guidance regarding safe working and social distancing, and the contractor to report on current availability in the supply chain.

Actions:

- **carry out an assessment with the contractor whether these specific works can re-commence by following current government and industry guidance regarding safe working and social distancing, and the contractor to report on current availability in the supply chain.**
- **Update on NIE programme of work.**

8. Update from Department for Communities

Anita Waite reiterated that the Kilcooley Community Forum had been updated of the Planning decision two weeks ago by Francesa Dowler but neither Francesca, Stephen nor Anita have heard from the group since. The £140,000 contribution from DfC to the Thomas Davis Project is still in place. DfC will be holding a Capital Project meeting on Monday 4th May 2020.

9. Finance

Kenny Knox noted that Covid-19 has increased costs for projects and TEO have requested what these additional costs will be for each of their projects. TEO has received the additional costs incurred for the Ballyhoran project and these will be assessed in line with CPD advice regarding potential double claiming of relief. It was noted that the Ballyhornan site has been secured and it noted that the OB budget was under extreme pressure and was likely to need additional funds.

10. OBA NISRA report cards

Sarah McClory noted that due to Castlewella Community Centre closure this quarter will be frozen as no activity will be taking place.

Signed: Colin Quinn
Chairperson

Date: 1st September 2020

Next Project Board Meeting:

Monday 7th September 2020 @ 10am

Location: Teleconference
Time: TBC