

December 18th, 2020

Notice Of Meeting

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

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 AHC Meeting held on 16 November 2020

 *16 November 2020.pdf*

Page 1

4.0 Notice of Motion in relation to Sustainability and Community Growing Initiatives

 *Sustainability and Community Growing Initiatives Notice of Motion.pdf*

Page 13

5.0 Notice of Motion – Dunleath Park

 *Notice of Motion Dunleath Park Dec 2020.pdf*

Page 16

Community Engagement

6.0 NM&D Community Coordination Hub

 *CCH Report December 2020.pdf*


Page 19

 *Appendix 1 - ToR for NMDDC Community Hub Revised Nov 2020_.pdf*

Page 22

 *Appendix 2 - CCH meeting 25 Nov 2020.pdf*

Page 24

 *Appendix 3 - CCH Report.pdf*

Page 28

7.0 DfC Additional Funding for Access to Food Support

 *DfC COVID-19 Food Essential Supplies Fund Well Warm Connected Fund and Volunteering Support Fund - Report for 21.12.2020 AHC Committee Meeting.pdf*

Page 114

 *Appendix 1 - Newry Mourne MOU - COVID Food essential items Warm Well and Connected and Volunteer...10 12 20.pdf*

Page 118

 *Appendix 2 - Newry Mourne LoV Food Essential supplies WWC Volunteering Support Fund (Revised Dec. 20).pdf*

Page 133

 *Appendix 3 - Vulnerable households - non negotiated outcome.pdf*

Page 136

8.0 DfC Funding for Community Arts, Culture and Heritage Projects in Newry Neighbourhood Renewal Area

 *DfC Funding for Community Arts Culture and Heritage Projects in Newry Neighbourhood Renewal Area.pdf*

Page 139

9.0 DfC Funding for Community Arts, Culture and Heritage Projects in Downpatrick Neighbourhood Renewal Area

 *DfC Funding for Community Arts Culture and Heritage Projects in Downpatrick Neighbourhood Renewal Area.pdf*

Page 142

10.0 District Electoral Area (DEA) Forums Update Report

 *DEA Fora Update Report for December AHC Committee 2020.pdf*

Page 145

 *Appendix 1- DEA Fora Update December 2020.pdf*

Page 148

 *Appendix 2 - DEA Fora Report - Action Sheet Mourne DEA November 2020 (002).pdf*

Page 149

 *Appendix 3 - DEA Report - Slieve Gullion DEA Nov 6 Action Sheet.pdf*

Page 155

 *Appendix 4 - DEA Fora Report - Newry DEA Action Sheet 2 December 2020.pdf*

Page 160

 *Appendix 5 - DEA Report - Slieve Gullion DEA Dec 8 Action Sheet.pdf*

Page 163

 *Appendix 6 - DEA Report Action Sheet Crotlieve DEA Private Forum Meeting December 2020.pdf*

Page 169

Leisure and Sports

11.0 Everybody Active 2020

 *AHC - Everybody Active Funding Dec 2020.pdf*

Page 174

Health & Wellbeing

12.0 Food Standards Agency Consultation on Review of the Food Law Code of Practice and implementation of the Competency Framework


 *Food Standards Agency Consultation on Review of the Food Law Code of Practice and implementation of the Competency Framework.pdf*

Page 177

 *Appendix 1 - Draft response to FSA COP Consultation A.Final.pdf*

Page 180

13.0 Public Health Agency 'Leading the Way' Programme Pilot

 *PHA 'Leading The Way' Programme Pilot.pdf*

Page 188

For Noting - Community Engagement

14.0 Policing & Community Safety Partnership (PCSP) Report

 *PCSP Report.pdf*

Page 191

 *Appendix 1 - PCSP Report.pdf*

Page 194

15.0 Newry Neighbourhood Renewal Partnership (NRP) Report

 *Newry NRP Report - Dec 2020.pdf*

Page 198

 *Appendix 1 - Newry NRP meeting 1st oct 20 (002).pdf*

Page 200

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

16.0 Leasing of Land – The Links Playing Fields, Strangford

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.

 *Leasing of Land at the Links Playing Field Strangford Dec 2020.pdf*

Not included

 *Appendix 1 AHC Facility and Land Lease Arrangements.pdf*

Not included

17.0 Leisure Public Tenders

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 Dec 2020.pdf*

Not included

 *Appendix 1 Facility Alarms and CCTV Business Case.pdf*

Not included

 *Appendix 2 Washroom Services Business Case.pdf*

Not included

 *Appendix 3 Uniforms Business Case.pdf*




Not included

 *Appendix 4 Pool Moving Floor Business Case.pdf*

Not included

18.0 Warrenpoint Community Centre

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.

 Warrenpoint Community Centre.pdf	Not included
 Appendix 1 - Warrenpoint CC Business Case - professional fees - Dec 2020.pdf	Not included
 Appendix 2 - Final Report on Warrenpoint Community Facility (Community Places - November 2018).pdf	Not included

19.0 Financial Assistance

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.

 Financial assistance december.pdf	Not included
 Appendix 1 - Financial Assistance Report NMDDC Capital Grants DRAFT Report to Council.pdf	Not included

20.0 NI Protocol Preparations for EU Exit

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.

 NI Protocols for EU Exit.pdf	Not included
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FOR NOTING Items deemed to be exempt under paragraph 3 of Part 1 of Schedule 6 of the Local Government Act (NI) 2014

21.0 Short term hire of units B and part of C located at Saintfield Community Centre

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.

 Saintfield CC Short Term Hire.pdf	Not included
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Invitees

Cllr Terry Andrews

Ms Kate Bingham

Cllr Patrick Brown

Cllr Robert Burgess

Cllr Pete Byrne

Mrs Dorinnia Carville

Cllr charlie casey

Cllr William Clarke

Cllr Dermot 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

Cllr Oonagh Hanlon

Cllr Glyn Hanna

Cllr Valerie Harte

Mr Conor Haughey

Mrs Janine Hillen

Cllr Roisin Howell

Mrs Sheila Kieran

Cllr Mickey Larkin

Cllr Alan Lewis

Mr Michael Lipsett

Cllr Oonagh Magennis

Mr Conor Mallon

Cllr Gavin Malone

Cllr Cathy Mason

Mr Johnny Mc Bride

Colette McAteer

Cllr Declan McAteer

Cllr Leeanne McEvoy

Cllr Harold McKee

Patricia McKeever

Cllr Karen McKevitt

Cllr Andrew McMurray

Cllr Roisin Mulgrew

Cllr Declan Murphy

Cllr Barra Ó Muirí

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/120/2019	Application to DfC: New Model Farm Community Centre proposal, Downpatrick	It was agreed to accept the following recommendations: • 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. Tender to be progressed. Ongoing	N
AHC/152/2019	Notice of Motion – Disability Access on to Newcastle Beach (Referred from Council Meeting 2 September 2019)	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. 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.	M Lipsett M Lipsett	Meetings held with internal officers 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 Report to future AHC Meeting.	N
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	P Tamati	Ongoing Project commenced but, delayed due to COVID-19. Due to be completed Sept	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		agreed and approval given for the commissioning of the Tennis Bubble Project at Our Lady's in Newry.		2020. Hand over now due in November 2020 due to COVID-19 delay. Awaiting Building Control Approval.	
AHC/206/2019	Adoption of Suicide Down to Zero	<p>It was agreed that:</p> <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 Health Trusts and local relevant Voluntary Organisations is created to examine ways of attaining the goal of zero suicides across the District. 	E Devlin	Ongoing	N
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</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

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		Capital Programme. Following such approval, a detailed capital proposal will be brought back to Committee for further consideration.			
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
AHC/96/2020	Expression of interest, Derryleckagh Road	It was agreed that the business case submission from Newry Rugby Club for Derryleckagh Field, had been evaluated and met the minimum threshold under the Sports & Community Facility Management & Leasing Policy (2016). It was also agreed to progress to a public expression of interest process in line with the Sports & Community Facility Management & Leasing Policy (2016).	P Tamati	EOI public advert to be commissioned, ongoing. Advert closing date Friday 13 th November 2020. Ongoing – assessments pending.	N
AHC/97/2020	Expression of interest, Generator House, Newcastle and vacant land adjacent to Burren Village Green	It was agreed that the expression of interest for leasing of the Generator House and Vacant Land Adjacent to Burren Village Green was progressed in line with Councils Sports and Community Facility Management and Leasing Policy (2016).	P Tamati	EOI public advert to be commissioned, ongoing. Advert closing date Friday 13 th November 2020. Ongoing – assessments pending.	N
AHC/99/2020	Development of a walking/cycling strategy.	It was agreed to approve Council Officers examining the development of a Walking and Cycling Strategy for the District.	E Devlin	ongoing	N
AHC/114/2020	Action Sheet from 20 September 2020	It was agreed item AHC/102/2020: Autism Friendly Swimming Session to remain on the action sheet. Action sheet was noted.	P Tamati	As per AHC/102/2020 Subject to COVID 19 restrictions. Noted	N

ITEMS RESTRICTED IN ACCORDANCE WITH PART 1 OF SCHEDULE 6 OF THE LOCAL GOVERNMENT ACT (NI) 2014					
AHC/036/2020	Threeways Community Centre – Refurbishment of Ropework Pitch	<p>It was agreed to:</p> <ul style="list-style-type: none"> • Incorporate the legacy Service Level Agreement into the current Facility Management Agreement for Threeways Community Association in line with other similar facilities. • 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. 	J Hillen	Ongoing	N
AHC/102/2020	Autism Swimming Sessions Update	It was agreed to retain this item on the Action Sheet.	P Tamati	Recommended week of 5 th October, suspended until further notice due to Circuit Breaker restrictions. As per AHC/114/2020	

AHC/126/2020	Leasing of Jack Mackin Pitch to St John Bosco	It was agreed on the proposal of Councillor Ó Muirí, seconded by Councillor McKeivitt, to enter into a formal key holding arrangement with St John Bosco GAC to allow vehicular access to the Car Park at Newry Leisure Centre when access is required to Jack Mackin Park and the St John Bosco Club house outside of Newry Leisure Centre opening hours.	P Tamati	Commissioning meeting held with the Club on 5 th November 2020 - Ongoing	
AHC/127/2020	Leasing of land, Ballymartin Play Park	It was agreed to enter into a 25-year lease of Mullagh Close in Ballymartin (appendix 1 of officer's report) to facilitate the establishment of a play park in the Ballymartin area as per the Councils Play Strategy.	P Tamati	Ongoing	
AHC/128/2020	Leasing of land to Saval GAA at Nansands Park	It was agreed to approve the transfer of Council Land to Saval GAA, Nansands Park at the LPS evaluation price as per appendix 1 of the officer's report.	P Tamati	Land transfer being addressed by Legal and SP&R.	
AHC/129/2020	Leasing of land, the Links Playing Fields, Strangford.	It was agreed to approve the adherence to the terms of the lease between Council and Strangford and District Playgroup Association and After Schools Club and the recommencement of ground rent payments.	P Tamati	Follow up report to be tabled at December AHC committee.	

ACTIONS ARISING FROM ACTIVE AND HEALTHY COMMUNITIES COMMITTEE MEETING – 16 November 2020

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
AHC/135/2020	Notice of motion -	<p>It was agreed that "This Council notes with concern figures showing that over a quarter (27.5%) of those who died from covid-19 were people living with dementia and this is the most common underlying health condition associated with deaths from the virus.</p> <p>This Council welcomes the Minister for Health's stated commitment to reforming Adult Social Care and urges his Department to heed Alzheimer's Society's "The Fog of Support: An inquiry into the provision of respite care and carers assessments for people affected by dementia" to ensure those living with dementia are better protected now and into the future, specifically allowing loved ones of care home residents to be given key worker status. This Council will commit to build on the work of Alzheimer's Society of creating Dementia Friendly Communities by hosting a virtual 'Dementia Friendly Workshop' which will increase the awareness and confidence of our staff to better relate to, support and communicate with people with dementia to help tackle stigma, establish best practice and reduce barriers for our ageing population within our Council area."</p> <p>It was further agreed that the Health and Wellbeing department continued the ongoing work in relation to the issue of Dementia and seek to procure a Virtual Dementia Workshop for elected members and employees.</p>	E Devlin	Ongoing	N

AHC/136/2020	Action Sheet from October Meeting	Contact Southern and South Eastern Health Trusts to progress the Suicide Down to Zero Working Group.	E Devlin	Update at December AHC	N
AHC/137/2020	District Electoral Areas Forums Update	<p>It was agreed to note the report provided and approve the actions in the actions sheets for:</p> <ul style="list-style-type: none"> • Rowallane DEA Forum Private Meeting held on Tuesday 20 October 2020 • Slieve Croob DEA Forum Private Meeting held on Thursday 22 October 2020 • Downpatrick DEA Forum Private Meeting held on Tuesday 27 October 2020. • Crotlieve DEA Forum Private Meeting held on Tuesday 27 October 2020. 	J Hillen	Action Sheets bring actioned accordingly	Y
AHC/138/2020	Peace IV Local Action Plan	<p>It was agreed to approve the following recommendations which were agreed by the Peace IV Partnership on 5 November 2020:</p> <ul style="list-style-type: none"> • Procure and appoint relevant facilitator to deliver 1 BME Engagement Mechanism with the Syrian Community. Estimated cost: £9000.00 (subject to SEUPB approval). • When designs and costs have been finalised and approved by CPD/SEUPB, delegated authority to proceed with the implementation of the BMX Track project in line with agreed timeframe and associated costs. • When costs are agreed, approval to progress the Tom Dunn project in line with agreed timeline and associated costs (subject to SEUPB approval). 	J Hillen	All Ongoing	

AHC/139/2020	Tropicana Upgrade Works	<p>It was agreed to approve the following:</p> <ul style="list-style-type: none"> • An additional £150k to be committed to Councils Capital programme split across the 2020/21 and 2021/22 for upgrade works at Tropicana. • To progress with the Appoint of a consultant to develop specification and design for mechanical plant upgrade works. • To appoint contractors to undertake the proposed repair and upgrade works. 	P Tamati	Capital team to progress tendering and commissioning of works.	
AHC/140/2020	Newcastle Centre, repairs to structural steelwork of Newcastle Centre Auditorium extension	<p>It was agreed to approve the following:</p> <ul style="list-style-type: none"> • Immediate erection of scaffolding to the elevations of the steelwork at the Newcastle Centre auditorium extension to secure the area at an estimated cost of 40k per annum. • Appoint consultants to explore options for additional support for the structure or any other possible alternatives along with associated costs at an estimated cost of 10k. 	P Tamati	Capital team to progress tendering and commissioning of works.	
AHC/141/2020	Rockpool Update	<p>It was agreed to approve the following:</p> <ul style="list-style-type: none"> • Appoint specialist consultants to undertake exploratory works at Rockpool and ensure associated cost estimates of £50k are included in Councils Capital Programme for 2020/21 to facilitate this. • Immediately appoint a contractor to remove the upper viewing platform at Rockpool. 	P Tamati	Capital team to progress tendering and commissioning of works.	
AHC/142/2020	Christmas and New Year opening hours for leisure	<p>Officers report and recommendation approved.</p> <p>It was agreed to examine the usage within leisure for 2020 Christmas and New Year period to inform decisions on opening hours for future years.</p>	P Tamati	Ongoing – user consultation on opening hours from the 27 Dec – 02 Jan 21.	

AHC/143/2020	Consultation response to the Food Standards Agency on the proposed guidance on the Food Hygiene Rating Act (Amendment) Regulations (NI) 2020	It was agreed to approve the submission of the consultation response as outlined within the officer's report	E Devlin	Response submitted	Y
AHC/144/2020	Consultation response to the Food Standards Agency on the review of the Guidance on the safety and shelf-life of vacuum and modified atmosphere packed chilled food with respect to non-proteolytic <i>Clostridium botulinum</i> – chilled fresh beef, lamb and pork.	It was agreed to approve the submission of the consultation response as outlined within the officer's report	E Devlin	Response submitted	Y
AHC/145/2020	Update on Live Here Love Here	It was agreed on the proposal of Councillor Andrews, seconded by Councillor Ó Muirí, to continue to support Live Here Love Here for the 2020-2021 period at a cost of £26000, subject to approval within the estimates process.	E Devlin	Ongoing to conclusion of estimates process	N
AHC/146/2020	Update on Walking and Cycling Strategy	Noted	E Devlin	Noted	
AHC/147/2020	All Party Group on reducing harm related to gambling – Inquiry Call for Evidence	Noted	E Devlin	Noted	

ITEMS RESTRICTED IN ACCORDANCE WITH PART 1 OF SCHEDULE 6 OF THE LOCAL GOVERNMENT ACT (NI) 2014					
Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
AHC/148/2020	Single tender action for indoor leisure	It was agreed to approve the single tender actions to be completed as outlined within the officer's report for the following: 1.Pool Plant Servicing, Repairs and Maintenance 2.Pool Chemicals 3.Air Conditioning and Ventilation 4.Building Management Systems 5.Pool Moving Floor Servicing 6.Gas Supply's 7.Royal Lifesaving Society NPLQ 8.Music Licensing PRS PLL 9.Facility Alarms	P Tamati	Ongoing	
AHC/149/2020	Active and Healthy Communities Departmental Emergency Business Plans for October 2020 – March 2021	It was agreed to approve the Active and Healthy Communities Departmental Emergency Business Plans October 2020 - March 2021.	M Lipsett	Actioned	
AHC/150/2020	Expression of Interest – Moorhill Quarry	It was agreed to approve the business case submission from Mountaineering Ireland for Moorhill Quarry which had been evaluated and met the minimum threshold under the Sports & Community Facility Management & Leasing Policy (2016) and that Moorhill Quarry progress to a public EOI process in line with the Sports & Community Facility Management & Leasing Policy (2016).	P Tamati	Ongoing – Mountaineering Ireland Expression of Interest received, awaiting submission of full business case in Council format.	

Report to:	Active and Healthy Communities
Date of Meeting:	21 December 2020
Subject:	Notice of Motion in relation to Sustainability and Community Growing Initiatives
Reporting Officer (Including Job Title):	Eoin Devlin Assistant Director Health and Wellbeing
Contact Officer (Including Job Title):	Sheena McEldowney Head of Sustainability

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

For decision	<input checked="" type="checkbox"/>	For noting only	<input type="checkbox"/>
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1.0	Purpose and Background
1.1	To consider approval to allocate an amount of funding for a Financial Call for Assistance for Community Growing projects in the District – subject to the Rates process.
2.0	Key issues
2.1	<ul style="list-style-type: none"> A Notice of Motion has been proposed by Councillor Lewis as follows: <i>"We note that Newry, Mourne and Down District Council aims to embed the ethos of sustainability throughout its operations. Sustainable development is about meeting the needs of people today and providing them with a good quality of life without compromising the quality of life of future generations. With that in mind this Council commits to producing a report on how we could be making funding available which could be utilised by community groups for the benefit of creating community gardens, encouraging the planting of apple, peach and pear trees, along with other edible fruit and veg plants. Making use of vacant lands which are within our ownership. We also commit to helping community groups engage with other public agencies to identify land which could be used for any such project."</i> The Council's Sustainability team has established a Community Growing Network in the district working with Social Farms and Gardens NI. The network has held meetings and workshops on sharing best practice and training in community growing and grow your own. The network also delivered the Lockdown Gardening programme locally with groups distributing seeds, compost and pots to 190 households across Newry, Mourne and Down to encourage them to grow their own fruit and veg. Currently groups are distributing fruit trees and bushes to householders and community groups to plant community orchards and home growing plots. The Council has recently applied for a development grant to participate in the Sustainable Food Places programme. This programme encourages a shift towards more sustainable and equitable food systems across the entire district working with partners on sustainable food initiatives and encouraging healthier eating and more sustainable local produce.

3.0	Recommendations
3.1	To approve the allocation of funding, the amount of money to be decided on by the committee, for a Financial Assistance Call for Community Growing Projects in the district.
4.0	Resource implications
4.1	Funding level for the Financial Assistance Call needs to be decided on by the committee - subject to the Rates process.
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
	None
8.0	Background Documents
	None

Report to:	Active and Healthy Communities Committee (AHC)
Date of Meeting:	21 st December 2020
Subject:	Notice of Motion – Dunleath Park
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	x	For noting only	
1.0			Purpose and Background
1.1			The purpose of this report is to note and acknowledge the Notice of Motion for Dunleath Park received by Councillors Sharvin and Curran.
2.0			Key issues
2.1			Dunleath Park currently sits within a flood plain which may restrict what can be achieved at the site.
3.0			Recommendations
3.1			That AHC Committee note the Notice of Motion and that officers will now consider the Notice of Motion and table a report at January 2021 AHC Committee outlining the next steps.
4.0			Resource implications
4.1			Revenue: There are no anticipated revenue budget implications associated with this report. Capital: There are no identified capital budget implications associated with this report.
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			<i>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</i>

	<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	<p>Appendices</p>
	<p>None</p>
8.0	<p>Background Documents</p>
	<p>None</p>

Report to:	Active and Healthy Communities Committee
Date of Meeting:	21 December 2020
Subject:	NM&D Community Coordination Hub
Reporting Officer (Including Job Title):	Janine Hillen, Assistant Director Community Engagement
Contact Officer (Including Job Title):	Damien Brannigan, Head of Engagement

For decision		x	For noting only																				
1.0		Purpose and Background																					
1.1		<p>Purpose & Background</p> <ul style="list-style-type: none">To note the report.To note the Action Sheets arising from Community Coordination Hub (CHH) meetingsTo consider and agree to approve the actions in the Action Sheets from November CCH meeting.To consider and approve the amended Terms of Reference (ToR) <p>As a direct response to the Covid 19 pandemic, Council established a local Community Coordination Hub (CCH) to work directly with the Department for Communities (DfC), the two Health and Social Care Trusts and representative bodies of the Voluntary and Community Sector through the Strategic Stakeholder Forum.</p> <p>Initially, the CCH responded to the calls received via the Covid-19 Community Helpline and supported local efforts to, <i>'encourage collective, coordinated, and targeted action by voluntary & community organisations and key statutory agencies across the Newry, Mourne and Down District Council Area, addressing and monitoring local needs because of the current and evolving impact of the COVID-19 (Coronavirus) pandemic'.</i></p> <p>The Hub was responsible for ensuring the overall effectiveness of the Food Parcel Initiative. Progress reports and initial approvals were provided through Councils Party Representatives Forum and Senior Management Team. In summary:</p> <table><tr><td>Total Call Received to referral hub</td><td>2305</td></tr><tr><td>Requests for Food</td><td>2167</td></tr><tr><td>Requests for Medicine</td><td>33</td></tr><tr><td>Other Queries</td><td>105</td></tr><tr><td>Food Parcels Delivered</td><td>18,407</td></tr><tr><td></td><td></td></tr><tr><td>CV groups delivering</td><td>59</td></tr><tr><td></td><td></td></tr><tr><td>Recorded onward referrals/ signposting</td><td>305</td></tr></table>				Total Call Received to referral hub	2305	Requests for Food	2167	Requests for Medicine	33	Other Queries	105	Food Parcels Delivered	18,407			CV groups delivering	59			Recorded onward referrals/ signposting	305
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	<p>Following the cessation of the Food Parcel Initiative, the CCH evolved and worked primarily to distribute funds provided through Department for Communities (DfC), seeking approval on financial assistance and other grass roots funding schemes from AHC. In addition, cooperation on smaller local charitable drives has resulted in providing support for the most vulnerable in our community. (E.g. 1200 meals have been distributed over the last four weeks to vulnerable adults across the District following engagement with a private sector organisation)</p> <p>As a result, Officers have amended the Terms of Reference to reflect this ongoing role (attached) and will present monthly action sheets for ratification at AHC going forward.</p>
2.0	Key issues
2.1	To remain flexible, reactive and effective, some Hub actions may have to be undertake in advance of AHC and full Council approval. This will only be in exceptional circumstances and will require Director sign off before implementation.
3.0	Recommendations <ul style="list-style-type: none"> • To note the report. • To note the Action Sheets arising from Community Coordination Hub (CHH) meetings • To consider and agree to approve the actions in the Action Sheets from November CCH meeting. • To consider and approve the amended Terms of Reference (ToR)
4.0	Resource implications
4.1	Officer Time
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>
7.0	<p>Appendices</p>
	<p>Appendix 1: CCH Terms of Reference Appendix 2: CCH Actions arising November 2020 Appendix 3 - 32: CCH Action Sheets from March – October 2020</p>
8.0	<p>Background Documents</p>
	<p>n/a</p>

Terms of Reference Newry, Mourne and Down District Council Covid-19 Community Coordination Hub Revised November 2020

General

Central and local government recognise the extraordinary efforts of voluntary and community groups in supporting the vulnerable and isolated persons, who are struggling during these unprecedented times.

To further support the vulnerable and isolated persons in Northern Ireland, Council has been working directly with the Department for Communities, the two Health and Social Care Trusts, the Public Health Agency and representative bodies of the Voluntary and Community Sector.

To help identify those vulnerable and isolated persons, Advice NI has launched a Covid 19 Community Helpline.

Council Coordination Hub

To respond to the calls received via the Covid -19 Community Helpline, Council has set up a Covid-19 Co-ordination Hub to coordinate and support the voluntary effort in the District, the role of which is to:

- Receive 'referrals' from both the Health and Social Care Trusts and Advice NI;
- Allocate the 'referral' to a local voluntary community organisation and subsequently coordinate, record and report the volunteer community activities in the District;
- Support and sustain the voluntary community organisations.

Purpose

The specific purpose of this Hub is as follows:

- To encourage collective, coordinated, and targeted action by voluntary & community organisations and key statutory agencies across the Newry, Mourne and Down District Council Area, addressing and monitoring local needs because of the current and evolving impact of the COVID-19 (Coronavirus) pandemic
- To gather, share and assess information on evidenced need
- Based on need help forecast emerging issues over the duration of the emergency
- To work as a collective partnership, where appropriate, undertaking collaborative working in line with community planning principles
- Through engagement endeavour to avoid duplication of support services and develop an integrated COVID-19 response plan for the Council, ensuring as far as possible equitable geographical access to support services across the council area.
- To recognise gaps and present tangible solutions, inviting further partners onto the Hub if required
- To promote sound decision making
- To undertake direct partner delivery
- Encourage effective community action and engagement
- To deliver against key themes including: Hardship, Food, Delivery of essential items, Connectivity/Isolation/Wellbeing/Anti-Poverty
- Volunteering
- To work to provide the most vulnerable across the council area with tailored support, to include groups identified by the PHA as being those most at risk during this pandemic
- To support individuals who may become vulnerable during this pandemic, such as young people up to 26 years, the elderly, people who have recently experienced unemployment, and individuals who are required to isolate for a significant duration.

Roles

The Chair – Council Director / Active and Healthy Communities, responsible for the Covid-19 Co-ordination Hub.

Deputy Chair – Assistant Director /Active & Healthy Communities.

Meeting

All meetings will be by Conference Call, by invitation in accordance with the Membership.

Meeting Frequency

Meetings are to be held monthly or as otherwise agreed to facilitate timely reporting to NMD Active & Healthy Communities Committee

Membership

Newry, Mourne and Down District Council	
Council	Michael Lipsett / Director Active & Healthy Communities
	Janine Hillen/ Assistant Director Community Engagement
	Eoin Devlin/ Assistant Director Health and Wellbeing
	Alan Beggs/ Head of Evidence & Research
	Damien Brannigan/ Head of Engagement
	Sonya Burns/Head of Programmes
	Julie McCann/ Head of Community Services, Facilities & Events
	Paul Tamati/Assistant Director Sport & Leisure
	Martina Flynn / Safer Communities & Good Relations Manager
	Aisling Rennick/Engagement & Development Manager
	Kelly McNiff/ Safety, Health & Emergency Planning Manager
	Aisling Murray/ PA - Coordination & Logistics
	Sinead Trainor / Senior Environmental Health Officer
	Joanne Fleming/ Communications & Marketing Officer
	Sarah McClory / Programmes Coordinator
Community and Voluntary Sector Representatives Strategic Stakeholder Forum	Rosemarie McDonnell/ Community Advice NM&D
	Nicholas McCrickard /County Down Rural Community Network
	Raymond Jackson / Confederation of Community Groups
Other statutory bodies representatives: Health Trust, PHA, CDHN, PSNI.	Jason White/South Eastern Health Trust
	Lynda Vladeanu/South Eastern Health Trust
	Gerard Rocks/Southern Health Trust
	Ruth Allen/Southern Health Trust

NEWRY, MOURNE & DOWN DISTRICT COUNCIL

**Minutes of Community Coordination Hub Meeting
Wednesday 25 November 2020 @ 2:30pm**

In Attendance:

Chair: Janine Hillen (Community Engagement)

Damien Brannigan (DEAs)

David Patterson (Community Planning)

Aisling Murray (Coordination and Logistics)

Sinead Trainor (Health and Wellbeing)

Alan Beggs (GIS Mapping)

Rosemary McDonnell (Community Advice NI & Strategic Stakeholder Forum)

Julie McCann (Community Services)

Sonya Burns (Programmes Unit)

Sarah McClory (Programmes Unit)

Julie-Anne Harte (Programmes Unit Admin)

Aisling Rennick (DEA's)

Raymond Jackson (Confederation of Community Groups & Strategic Forum)

Nicholas McCrickard (County Down Rural Community Network & Strategic Stakeholder Forum)

Martina Flynn (PCSP)

Ruth Allen (SHSCT)

Gerard Rocks (SHSCT)

Lynda Vladeanu (SESCT)

Apologies:

Jason White (SESCT)

Item	Issue Raised	Agreed:	Referred to	Action taken
2.	Actions from last meeting.	<ul style="list-style-type: none"> No issues arising. 		
3.	Agree Revised Terms of Reference for CCH.	<ul style="list-style-type: none"> Minor amendments to membership made, Conor Mallon & Kevin McGarry no longer required to attend. Colleagues from SE & Southern Trust were invited to join and are in attendance today. There was no real impact on Data sharing agreement or operating protocol. Reporting structure to remain as agreed at last meeting. Review can be made in new year. Suggestions made an Anti-Poverty Strategy was considered in a wider context and the guidelines around Advice NI Helpline to be reviewed. JH to amend ToR to reflect comments made today and present to AHC for approval in December. 	JH	
4.	Community Food Project.	<ul style="list-style-type: none"> The group was advised, in confidence, a private organisation has provided 300 meals per week to several charitable organisations and vulnerable adults with the assistance of the Council and Community Vol Groups. The scheme will run 6 weeks up to Christmas and wish for no publicity. JH to meet tomorrow to provide feedback. In addition, Council in partnership with CVS have been asked to assist with distribution of up to 500 toy parcels covering 5 age groups and a further 500 food hampers across the district before Christmas. The group discussed possible ways on how to avoid duplication with other organisations providing a similar service therefore ensuring donations are shared in the best possible way. JH to email details to Trust and Community Voluntary sector partners to review best way to distribute within the district and they will report back. 	JH, LV, GR, RMcD, RJ & NMCC	

5.	DfC Additional Food Support/Funding.	<ul style="list-style-type: none"> JH reported on discussion held with Nichola Creagh prior to DfC meeting regarding funding support, distribution of funding and desire to use the Hub to coordinate and design a response. DfC confirmed budget for this is £196k and timescale predicted to end March 2021. Hub to consider work ongoing in the community and Voluntary sector and inclusion of other delivery partners/schemes e.g. Friday Food deliveries, Neighbourhood Renewal, Carers, Christmas lunch/dinner funding. Also, to ensure provision not just at Christmas but in following winter months and as before, avoid duplication of services provided across other organisations. It is also important to ensure ease of access to the service for those in need. All the group to consider what can be built upon, what schemes could benefit and bring forward to next meeting. 	All	
6.	Council Chairperson Christmas Appeal.	<ul style="list-style-type: none"> Council Chairperson is considering donations towards food banks and the 'toy mountain' in place of selection boxes usually distributed across the district. Council Chair would also like to volunteer her time at foodbanks. Group discussed and agreed foodbanks and SVP are the way forward for both and note it doesn't need to be used for food only but can cover utilities. JH to feedback re supporting food banks, investigate support for providing toys through established networks across the district and advising on foodbanks the Chair can volunteer at. 	JH	
7.	Updates.	<ul style="list-style-type: none"> Community update reiterated importance of coordination for distribution of monies and highlighted the need for funding utilities and not just food. DfC also offering funding to facilitate delivery of 'Winter Resilience programme' – all delivered via Zoom. Everyone in the group to engage with DEA's etc, gather ideas and see how this could be implemented across the district. JMcC reported a home activity programme was operating in Crossmaglen and Bessbrook where arts and crafts packs had been distributed to nursing homes and vulnerable people in these areas. More funding would mean this could be rolled out further. Report for AHC this month to refer working together to develop programmes within existing parameters DfC. 	All	

		<ul style="list-style-type: none"> • Report of Regional Helpline being extended; asked if it worked at a local level. RMcD has asked for a breakdown of postcodes showing use and will follow up, reporting to group when information is received. • LV advised socially isolated and older people groups were being targeted but referrals had dropped as less people were visiting their GP's. A voluntary befriending service was operating via telephone instead of face to face. Also on offer are 6 sessions offering emotional support. Flyer regarding Community Safe and Well Service and information on services to be forwarded to JH for distribution via DEA's and other groups. • RA to investigate if emotional support sessions can also be provided in SHSCT area. • Empower Project is very active in the area and provide excellent support. SH Trust has also linked with Carers Trusts and carers coordinators to provide support and bids for more funding have been placed. • New Phone First initiative starting whereby anyone attending ED will be encouraged to phone ahead to help prevent unnecessary risk waiting. • SMcC advised Access NI have stopped fast tracking checks for volunteers and DfC have updated protocols for Councils. • SB advised members may be contacted by groups in the community who may need help completing risk assessments. • If there is an underspend in Financial Assistance, permission to divert money where needed will be requested. Any extra funds will be added to SLA's. • Welfare Reform Group have asked for a Council Representative to sit on the group. It was suggested as Hub member Gerard Rocks, SHSCT was already on panel and it was recommended that was sufficient. DP to send on email to JH. 	RMcD LV, JH RA DP	
8.	Correspondence.	<ul style="list-style-type: none"> • Advice Pro - recommended to keep Aisling Murray and Alan Beggs on. JH to revert to James McCann with the information. • No other issues arising. 	JH	
9.	Date of next meeting.	<ul style="list-style-type: none"> • Wednesday 16 December 2020 		

Next Meeting: Wednesday 16 December 2020

Actions from Teleconference – Tuesday 24 March 2020 at 10.30 am with Michael Lipsett (ML), Janine Hillen (JH), Nicholas McCrickard (NMCC) re Establishment of Community Coordination Hub

Purpose of Community Hub and how do we do it?

To Co-ordinate the response across the District and to reduce duplication. Council to work in partnership with the key voluntary, community and statutory representatives.

- Trust leading it up and to get people around the table, ie NICVA etc and agreements with Elected Members (Gerard Rocks and Jason White, Trust reps)
- Solace have an issue, they are saying that Councils should be heading this up (Marie to discuss at meeting this morning)
- The Trust were to confirm that they would deal with the voluntary and community sector. NMCC – we are going to need a group at NMD level with regards to who should take the lead and it should be led by Council - input from the community and 3rd sector and details of the strategic stakeholders in NMCC's email. NMCC needs to speak to Rosemary O'Donnell and Raymond Jackson. Authority has been given by DAERA for information gathering at this stage. Responses from bodies such as GAA, IFA over the last few days have been collated. A ready meal company is ready to make meals and there are 17 staff and volunteers. This is about co-ordination and leadership and guidance.
- JH – we are being charged with setting up a community hub and co-ordination and we need to garner goodwill to set these up. Get information of existing activities and feed through the channels.
- NMCC – need to find out what it is the Trusts have done, what they know and what resources they have. If they are doing something, our role is to co-ordinate, feeding into the groups – some sort of system set up to potential take calls from the public – ie food running out etc
- JH – concerns about moving forward without the input of the Trust. A conference call should be made to the Trust to determine what will be available from them, timetable, frequency of meetings, reporting mechanism, what work is already ongoing.
- NMCC – information gathering is the target for the next 3 days – community sector and statutory agencies. He is happy to co-ordinate subject to the

position of the Trust as the reporting mechanisms and plans that they have already in place.

- JH – Council have resource through A Beggs for mapping and profiling to visually see what is happening – Kelly McNiff (Emergency Planning) also to be involved.
- Who should be around the table? Internal Council staff, plus the Trust in conjunction with the Community and Voluntary sector – start small
- **Council Officers:**
 - **Conor Mallon**
 - **Alan Beggs**
 - **Health & Wellbeing Rep – now confirmed as Sinead Trainor**
 - **Damien Brannigan (on behalf DEAs)**
 - **Kelly McNiff**
- **Community Sector:**
 - **Nicholas McCrickard**
 - **Rosemary McDonnell**
 - **Raymond Jackson**
- A paper will be tabled at Party Representatives meeting for this evening (24.03.2020)
- Partnership working to include support for:-
 - Access to Food
 - Access to Medicine
 - Well Being in Social Isolation Access (ie mental and physical health)
 - Communication
 - Benefit and employment advice
 - Access to information
- Show the link between Hub and Strategic Stakeholders – NMCC to send through the list of the stakeholders
- **Convene first meeting tomorrow (25.03.2020) to include as above – Gerard Rocks and Jason White to be invited to future meetings**

NEWRY, MOURNE & DOWN DISTRICT COUNCIL

Minutes of Community Coordination Hub Meeting held on Wednesday 25 March 2020 at 4pm

In Attendance: Chair: Michael Lipsett

Conor Mallon (Logistics)
 Janine Hillen (Community Engagement)
 Damien Brannigan (DEAs)
 David Patterson (Community Planning)
 Alan Beggs (GIS Mapping)
 Eoin Devlin (Health and Wellbeing)
 Kevin McGarry (RDP)
 Aisling Murray (Coordination and Logistics)
 Kelly McNiff (Safety, Health & Emergency Planning)
 Sinead Trainor (Health and Wellbeing)
 Nicholas McCrickard (County Down Rural Community Network &
 Strategic Stakeholder Forum)
 Raymond Jackson (Confederation of Community Groups &
 Strategic Forum)
 Rosemary McDonnell (Community Advice NI & Strategic
 Stakeholder Forum).

Apologies: None

1. Papers for discussion [Report attached] Appendix 1

Michael welcomed everyone to the first Newry, Mourne and Down Community Coordination Hub Meeting. Michael advised members that the Council have been asked to work in partnership with key voluntary, community and statutory sector representatives to establish this group. The group will endeavour to work in partnership to scope the existing work/support streams from all sectors in responding to issues arising because of the Covid-19 outbreak, coordinate local activity to avoid duplication of effort and streamline effectively, assist HSCT teams to identify gaps in local provision and establish community responses to identified gaps and direct resources to essential services.

Michael stated that the group will primarily focus on access to food, access to medicine, pharmacy and utility supplies, welling in social isolation access and communication.

For now, this meeting will take place each day so that the group can stay on top of daily developments as things are moving quickly. The Hub will provide daily updates through, Regional Coordination Group, Council Party Representatives Forum and The Strategic Stakeholder Forum.

Michael advised that the key issues for the group are, the emerging of high level of community response to community issues leading to concerns around duplication of efforts, that community responses must adhere to guidance on social distancing and infection control and to ensure connectivity with external bodies remains consistent.

2. Community action update

Janine advised that coordinated efforts are welcomed. That random community projects have been set up in response to Covid-19, however a big effort is needed to coordinate such to avoid duplication. We must ensure that in the efforts to help people we do not cause bigger problems. We will not need to recreate a large amount in this area, as the community and voluntary sector in place are very knowledgeable.

Janine is communicating with the Trust representatives and Councils within the Southern Area regularly on the emerging situation and needs.

Raymond advised that the Good Morning Good Neighbour and Good Day Good Carer services are being provided by people working from home with laptops and phones. The feedback has been that people are distraught, breaking down on the phone due to social isolation, mental health and agoraphobia.

Community groups are applying for funding, there is no coordination at the minute. People are going into older persons homes. Are they all genuine? They may not have Access NI checks. The home secure programme is delivering hot food donated from hotels that closed down, but this is a short-term solution. We do not want to be raising peoples hopes that this support can continue, this support will stop and that's why coordination of effort is essential.

Nicholas has staff in Down and South Armagh/South Down working from home on laptops, using zoom to conference call. They are gathering information, creating access database on what community and voluntary groups are doing. **Nicholas to share this with the group.**

Nicholas received an email from a Castlewellan supermarket manager to advise that he is under great pressure and stressing he does not know how he will maintain delivery services to genuine and vulnerable people. The manager asked had the Council a plan to help supermarkets? It was suggested that maybe central collection points can be organised to alleviate the pressures in such businesses.

Raymond advised that Newry and Mourne Community Transport could assist because the DfC Minister has cancelled disability access transport services and the dial a lift service.

Rosemary advised that Community Advice staff are currently providing telephone advice from 9am – 2pm, email advice all day and taking phone appointments in the afternoon. There is a big need for this service as there is a lack of information. People are fearful, some have no wages, employers can't pay employees, people who are laid off will not get money until mid- April. Door step lenders are on the increase and food banks are running out of food and volunteers. PIPS Hope and Support have been given permission to se funding for crisis intervention. Rosemary advised that she took part in a live video chat on Destination Newry on Tuesday evening and that messages were distributed to 5000 people from this, she believes this a good method of communication.

3. Mapping

Michael discussed mapping and that all members with service information should try and map out what is going on in the community at the minute. DEA coordinators are capturing this information on behalf of the Council.

Alan Beggs said that members can access GIS portal for information and that he would send instructions out on how to do this. If members have information to be mapped it should be send to Alan. PDF documents and maps can be printed if needed.

4. Resources

Eoin advised that Environmental Health would have data on supermarkets/shops, and that Alan has mapped this already. Nicholas's team were looking at what shops/supermarkets are offering deliveries and Eoin advised that his staff could complete this task using Environmental Health database as food safety advice may need to be given also.

Michael advised that Health and Social Care Board will be issuing Standard Operating Procedures and protocols shortly.

Nicholas gave an overview of four foodbanks in Down District, one closed in Downpatrick on Tuesday and stressed that we need to support the existing services. Nicholas suggested that an alternative solution maybe that community centres and Council facilities are set up to assist.

Janine said that Downpatrick food bank could be allocated immediate funds, but Nicholas stated that money was not the issue. SVDP are also struggling to get people to do deliveries. David said we should help the supermarkets and cut out the middle

person. Nicholas advised he received a telephone call from a school principal about 3 families in distress due to financial difficulties.

Janine said the Council will have resources immediately available due to holding back small grants, delaying call 2 of financial assistance and PSCP grants. Also looking at Tourism grants as events will not take place. The biggest resource the Council has available is man power, we have people who can assist. We have £20,000 but how do we get this money out quickly in response to community needs?

Rosemary said that listening to the people it is short term intervention they need, money will be paid in April but need help now. Those who are socially isolated is another concern. The greatest need now is those that have no savings, waiting on 80% of wages coming in Mid- April. People are using Community Advice services now who have never done so before. They are sitting at home cold, with no oil. How can we help these people collectively?

Nicholas advised he received a phone call from Big Lottery confirming that he can use £6000 -£8000 for what the community needs now. He has also made an Awards for All application for £10,000 and he is hoping this will be approved by next Thursday. Raymond is doing the same and so are other groups. Problem remains the coordination of who is applying. Raymond advised that sports/GAA clubs are collecting foods and delivering to those in need, but as they are not an essential service they have stopped. Raymond said that bills are peoples main issue, can Council help with this? David suggested a preloaded card £25 or £50 which are distributed through local organisations. Rosemary confirmed that short term is crucial and that members should follow Community Advice Facebook page for benefit/awards information.

5. Logistics

Conor advised that we need to map the information that we have and then look at, where we go, what resource we have and how to deploy it? What are the key issues and logistics? We need to have a structured simple process. Source the materials and deliver. We need clear roles and responsibilities, a database of knowledge to assist in delivery of resource, this is very achievable.

Aisling can assist if people send information through. We can look at what is available in each area, using the DEA database.

Conor advised that the data will identify where the need is, we then source the material, join the resources up, what are the local plans/proposals and then activation.

Nicholas has people offering willing to help, but it is getting systems in place for when those that need help come to us. Increasing the number of deliveries needs to be organised by us.

Information from the Trusts, from Social workers, nurses, schools, community contacts on who needs help will come, who will keep this information?

Conor advised that the need is low at the moment and we should try and test out what we are proposing, what the system will be.

Raymond asked are Council employees able to drive Council vans? Are they available to deliver? Michael advised that social distancing in Council vehicles means that more vans are on the road due to 2/3 people not being permitted in cabs at one time, which means there are no free Council vans.

Aisling asked can Translink help? Michael advised that fish processing drivers/vans have offered help. Eoin suggested that people in cars can deliver shopping and medicine it does not have to be vans.

David stated that coordination of those willing to help people is needed, less random responses. Then we will know what we need to fund and how. Eoin advised that if we coordinate demand then we should be able to coordinate response.

Janine advised that she is talking to the Trust daily and they are coordinating referrals, they deal with what they can and the pass to the Council and community/voluntary sector were needed.

Kelly agreed that coordinating needs is paramount. Volunteers need to be maintaining social distancing/isolation. We are awaiting more guidance on this which we will be sending out.

6. Reporting arrangements

Michael advised that Dfc will be coming to each hub next week, asking what we need, what we need funding for, to build into the funding programme. So, what and how we are going to do this needs serious thought by everyone. Then we will try and develop and put forward such to Council and Trusts.

Rosemary said that the demand is not from people on benefits, it is from people who suddenly find themselves with no job and are not prepared for it. They have never been to a food bank. Demand is also from the elderly who are now socially isolated.

Damien advised that DEA coordinators are working on a shared document to provide community assistance and this is stored on R drive. **He will send Alan the link for this.**

PCSP and Neighbourhood Renewal have been approached for assistance, coal, oil mobile phone top ups are what people need.

Education Authority are providing those meals to children entitled to free school meals, so this could be a link on how we help families in need.

Coordination is key!

7. Dates and times of future meetings

Conference Call on Thursday 26th March at 4pm

Meeting ended at 5:10pm

Community Co-Ordination Meeting 25 MARCH 2020

In Attendance: Chair: Marie Ward

Council

Kim McLaughlin – kim.mclaughlin@fermanaghmagh.com

Rory Donnelly – rory.donnelly@midulstercouncil.org

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Joan McCaffrey <Joan.McCaffrey@armaghbanbridgecraigavon.gov.uk>

Patricia Mackey patricia.mackey@ardsandnorthdown.gov.uk

Ray Hall <Ray.Hall@fermanaghmagh.com>

Reid, Stephen <Stephen.Reid@ardsandnorthdown.gov.uk>

Roger Wilson <roger.wilson@armaghbanbridgecraigavon.gov.uk>

Kelly McNiff <kelly.mcneff@nmandd.org>

Seamus McCrory <Seamus.McCrory@armaghbanbridgecraigavon.gov.uk>

Michael Lipsett <michael.lipsett@nmandd.org>

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Public Health Agency

Fiona Teague - fiona.teague@hscni.net

Health Trusts

Gerard Rocks - Gerard.Rocks@southerntrust.hscni.net

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Jason White - Jason.White@setrust.hscni.net

Seamus Ward - Seamus.Ward@westerntrust.hscni.net

Simon Gibson - simon.gibson@southerntrust.hscni.net

Department For Communities

Joanna Gray Joanna.Gray@communities-ni.gov.uk;

Community Development Health Network

Joanne Morgan

Apologies:

Sharon Russell Sharon.Russell@communities-ni.gov.uk

David Burns David.Burns@lisburncastlereagh.gov.uk

Item	Issue Raised	Agreed:	Referred to	Action taken
1.	Structure Agreed	<ul style="list-style-type: none"> Health Trusts to Lead and provide info (and resource as appropriate) Overall reporting through NI emergency planning structures Council local liaison (community hubs) Overall reporting through NI emergency planning structures 	All	
2.	Councils nominating representative for each Trust area	<p>The following have been nominated for the Trusts noted below:</p> <ul style="list-style-type: none"> Southern Trust – Armagh Banbridge Craigavon Seamus.McCrory@armaghbanbridgecraigavon.gov.uk South Eastern Trust – Newry, Mourne and Down Sinead.trainor@nmandd.org Northern Trust - Mid and East Antrim – nick.harkness@antrimandnewtownabbey.gov.uk Western Trust – Derry and Strabane Karen.mcfarland@derrystrabane.com 	Actioned	
3.	Meeting to be set for each Trust area with the following representatives involved	<ul style="list-style-type: none"> PHA Pharmacy Team Council Representatives Representative for Relevant Trust 	JMcC	
4.	Agreed Joan to raise mutual aid arrangements for sharing of staff to the NI Hub	This was actioned yesterday 24 th March but will be raised again	JMcC	

5.	Request by the Trusts for use of Council buildings	This needs defined in the next 24hrs to enable provision to be enacted	Councils agree with this again to be pushed to NI Hub MW	
6.	Arrangements around Funding and Food Supplies	DFC to confirm	JG	
7.	Request from Sharon Polson for information regarding what the community and voluntary sector are currently providing in each District	Details to be sent to Colette McAteer Colette.mcateer@nmandd.org / Sharon.polson@communities-ni.gov.uk ;	CMcA	
8.	Details of next meeting	Agreed that Conference Call would be held for all on Friday 27 March 2020 (time to be confirmed)	AM to put out a Conference Call for all	

NEWRY, MOURNE & DOWN DISTRICT COUNCIL

Minutes of Community Coordination Hub Meeting held on Thursday 26 March 2020 at 4pm

In Attendance: Chair: Michael Lipsett

Janine Hillen (Community Engagement)
 Damien Brannigan (DEAs)
 David Patterson (Community Planning)
 Alan Beggs (GIS Mapping)
 Eoin Devlin (Health and Wellbeing)
 Kevin McGarry (RDP)
 Aisling Murray (Coordination and Logistics)
 Kelly McNiff (Safety, Health & Emergency Planning)
 Sinead Trainor (Health and Wellbeing)
 Martina Flynn (PCSP)
 Nicholas McCrickard (County Down Rural Community Network & Strategic Stakeholder Forum)
 Raymond Jackson (Confederation of Community Groups & Strategic Forum)
 Rosemary McDonnell (Community Advice NI & Strategic Stakeholder Forum).
 Nichola Creagh Dfc

Apologies: Conor Mallon (Logistics)

Item	Issue Raised	Agreed:	Referred to	Action taken
2.	Actions from last meeting	<ul style="list-style-type: none"> NMC to share community information this with the group. AB to forward details on how to access GIS portal. Members that have information to be mapped to forward such to AB All members to consider what we need, what we need funding for and how to build this into the funding programme. DB to send AB database that DEA coordinators are working on which is stored on R Drive. Environmental Health Staff to ring shops/supermarkets on availability of deliveries/ current opening hours. 	NMC AB ALL ALL DB ED	YES YES YES YES YES YES
3	Nichola Cregan Dfc Update	<ul style="list-style-type: none"> JH will communicate with NC as matters arise from this group All members to consider how Dfc can assist in enabling people to access the help that is needed. NC to update ML on progression of HSCB Standard Operating Procedures 	JH All NC	
4	Update on discussions with Trusts	<ul style="list-style-type: none"> JH to continue to update members on conversations with the Trusts JH & ST to lead SEHSCT Community Coordination Meeting on 27/03/20 and feed into Regional Community Coordination Meeting JH to raise query -Are the Trusts and CDHN are working in partnership to recruit volunteers 	JH JH/ST JH	
5	Community Support Partnership/PCSP Foodbanks	<ul style="list-style-type: none"> PCSP Partnership to consider taking on more referrals Report to be tabled at Party Rep's Meeting on committing funding to supporting foodbanks 	MF MF	

		<ul style="list-style-type: none"> Environmental Health staff to advise businesses (including foodbanks) on infection control and social distancing AB to discuss emergency support centres that may be available for use with CM 	ED AB/CM	
6	Update on DEA activity to date	<ul style="list-style-type: none"> All members to feed community response information to Aisling Rennick and DEA Coordinators All members to ensure that the date of data collection is captured AB to send standardised template of information that needs to be collated by all members AM/CM to investigate how non-Council members access shared database with IT Department. E.g. Dropbox, One Drive C & V sector should liaise with appropriate DEA Coordinator as mechanism for updating database 	ALL ALL AB AM/CM NMC/RJ/ RMD	
7	Community action update	NMC/RJ/RMD updated the group		
8	Mapping	<ul style="list-style-type: none"> AB/AM to discuss access to community support database. 15 additional users are permitted 	AB/AM	
9	Resources	Discussed throughout meeting		
10	Logistics and coordination	<ul style="list-style-type: none"> AM/JH to devise flowchart on Community Coordination information sharing from Regional to local level 	AM/JH	
11	Correspondence	<ul style="list-style-type: none"> ML/JH to respond to MLA request on C & V activity on the ground DEA Coordinators to collate a list of businesses who can assist other businesses that are under pressure locally JH to email ED MLA email - request for businesses to deliver goods 	ML/JH DB JH/ED	

		<ul style="list-style-type: none"> All members who collate data to ensure that consent is given for sharing such data (GDPR) 	ALL	
12	Agreed Communication Mechanisms	<ul style="list-style-type: none"> NMK to summarise CCH meetings and agree with ML before distribution to Strategic Stakeholder Forum Move item to tomorrows agenda for more discussion 	NMK/ML ML	
13	Step by step guide for enterprise	Guide distributed		
13	AOB & dates of next meeting	<ul style="list-style-type: none"> KMN to discuss burials at Council Senior Management Team tomorrow and feedback <p>Friday 27th March 2020 at 4pm</p>	KMN	

NEWRY, MOURNE & DOWN DISTRICT COUNCIL

Minutes of Community Coordination Hub Meeting held on Friday 27 March 2020 at 4pm

In Attendance: Chair: Michael Lipsett

Janine Hillen (Community Engagement)
 Damien Brannigan (DEAs)
 David Patterson (Community Planning)
 Alan Beggs (GIS Mapping)
 Eoin Devlin (Health and Wellbeing)
 Kevin McGarry (RDP)
 Aisling Murray (Coordination and Logistics)
 Conor Mallon (Logistics)
 Kelly McNiff (Safety, Health & Emergency Planning)
 Sinead Trainor (Health and Wellbeing)
 Martina Flynn (PCSP)
 Nicholas McCrickard (County Down Rural Community Network & Strategic Stakeholder Forum)
 Raymond Jackson (Confederation of Community Groups & Strategic Forum)
 Rosemary McDonnell (Community Advice NI & Strategic Stakeholder Forum).

Apologies: Kelly McNiff (Safety, Health & Emergency Planning)

Item	Issue Raised	Agreed:	Referred to	Action taken
2.	Actions from last meeting	Outstanding <ul style="list-style-type: none"> KMN to discuss burials at Council Senior Management Team and feedback JH to raise query - Are the Trusts and CDHN working in partnership to recruit volunteers NC to update ML on progression of HSCB Standard Operating Procedures 	KMN JH NC	
3	Papers for discussion	None		
4	Update on discussions with Trusts	<ul style="list-style-type: none"> Discussion to continue and feedback to this group 	JH	
5	Update on Logistics) (call handling Monday morning)	<ul style="list-style-type: none"> First box on logistics protocol – remove reference to Trust All members to read the Logistics flowchart over the weekend JH and RJ to discuss examples of SHSCT phoning groups individually. It was agreed that this work must be centralised. 	CM ALL JH/RJ	
6	Update on Foodbanks	<ul style="list-style-type: none"> Protocol to be drafted on how Council will financially assist foodbanks (approved £20,000) Paper to go to Council to reprofile financial assistance monies (when need has been further established) Advise foodbanks that hubs being set up Location of hubs to be kept confidential at present 	JH ML NMC ALL	
7	Update on DEA activity to date	<ul style="list-style-type: none"> Draft Protocol for Hub to effectively deal with calls for other agencies i.e. Benefits 	JH/CM/DB	

8	Communications: Marketing/Promotional Link	<ul style="list-style-type: none"> • Mechanism to be put in place to ensure consistent approach to all communication. • Query 1 - CDRCN response to be issued - Council response to be issued • Query 2 – Redacted email to be circulated and Council response to be issued 	JH NMC ML/JH JH	
9	AOB	<ul style="list-style-type: none"> • Action sheet from CCH meetings are not to be distributed. Summary of meetings can be distributed. • Circulate examples of how other Councils are using websites to gather data and give advice. • Gather list of named staff to assist each DEA Team. 	NMC/RJ/ RMD ST NMC/RJ/ RMD	

Next Meeting: Monday 30th March 2020 at 4pm

NEWRY, MOURNE & DOWN DISTRICT COUNCIL

Minutes of Community Coordination Hub Meeting held on Friday 3 April 2020 at 4pm

In Attendance: Chair: Conor Mallon (Logistics)

Janine Hillen (Community Engagement)
 Damien Brannigan (DEAs)
 David Patterson (Community Planning)
 Alan Beggs (GIS Mapping)
 Eoin Devlin (Health and Wellbeing)
 Kevin McGarry (RDP)
 Aisling Murray (Coordination and Logistics)
 Kelly McNiff (Safety, Health & Emergency Planning)
 Sinead Trainor (Health and Wellbeing)
 Martina Flynn (PCSP)
 Nicholas McCrickard (County Down Rural Community Network & Strategic Stakeholder Forum)
 Raymond Jackson (Confederation of Community Groups & Strategic Forum)
 Rosemary McDonnell (Community Advice NI & Strategic Stakeholder Forum)
 Kelly McNiff (Safety, Health & Emergency Planning)
 Michael Lipsett (AHC)
 Paul Tamati (Leisure)
 Sarah McClory (Programmes Unit)

Apologies: Kevin McGarry (RDP)

Item	Issue Raised	Agreed:	Referred to	Action taken
2.	Actions from last meeting	Outstanding <ul style="list-style-type: none"> NC to update ML on progression of HSCB Standard Operating Procedures Paper to go to Council to reprofile financial assistance monies (when need has been further established) Contact SVDP at Diocese Level – can they assist individuals with money problems Explore how assistance can be provided to those in need requiring top up vouchers for fuel/gas/electricity and report back to CCH Members to check access to teams or Skype for business to determine how we continue CCH meetings Can CCH be provided with information on what groups Dfc have provided funding to in response to Covid 19 Unique ID number on referrals – will this pass down through the system to Councils 	NC/ML ML NMC RMD/NMC/RJ ALL JH/ST JH/ML	
3	Updates from leaders of the 6 Work Streams	<ul style="list-style-type: none"> Consider and develop information required for Council website 	ED/AB	
4	Update on discussions with Trusts	<ul style="list-style-type: none"> Refine Data Handling with SHSCT and SEHSCT 	JH/ST	
5	Call Flow for Hub Activity			

6	Update on Logistics	<ul style="list-style-type: none"> • Develop distribution centre protocols and associated paperwork for shielded person to receive food parcel • Consider how non-shielded person can access food parcels and develop process for this • Draft one-page sheet on emotional support services to be attached to food parcels 	JH/DB/PT JH/DB/PT ST	
7	Update on DEA activity to date	<ul style="list-style-type: none"> • Clarify and confirm DEA Teams role at meeting on April 6 	DB/JH/RJ RMD/NMC/ PT/AR	
8	Community update	<ul style="list-style-type: none"> • Community and voluntary groups contributions/assistance to be acknowledged by Council 	ML/RJ	
9	Update on Volunteering	<ul style="list-style-type: none"> • CDRCN to provide gloves at distribution centres • Short paper to go to SMT on volunteering proposals (website) 	NMC ML/JH	
10	Correspondence			
11	Dates and times of future meetings	<ul style="list-style-type: none"> • Monday 6 April 2020 at 4.00 pm • Wednesday 8 April 2020 at 4.00 pm • Friday 10 April 2020 at 4.00 pm 	ALL	

Next Meeting: Monday 6th April 2020 at 4pm

NEWRY, MOURNE & DOWN DISTRICT COUNCIL

Minutes of Community Coordination Hub Meeting held on Wednesday 1 April 2020 at 4pm

In Attendance: Chair: Michael Lipsett

Janine Hillen (Community Engagement)
 Damien Brannigan (DEAs)
 David Patterson (Community Planning)
 Alan Beggs (GIS Mapping)
 Eoin Devlin (Health and Wellbeing)
 Kevin McGarry (RDP)
 Aisling Murray (Coordination and Logistics)
 Kelly McNiff (Safety, Health & Emergency Planning)
 Sinead Trainor (Health and Wellbeing)
 Martina Flynn (PCSP)
 Nicholas McCrickard (County Down Rural Community Network & Strategic Stakeholder Forum)
 Raymond Jackson (Confederation of Community Groups & Strategic Forum)
 Rosemary McDonnell (Community Advice NI & Strategic Stakeholder Forum)
 Kelly McNiff (Safety, Health & Emergency Planning)

Apologies: Conor Mallon (Logistics)

Item	Issue Raised	Agreed:	Referred to	Action taken
2.	Actions from last meeting	<p>Outstanding</p> <ul style="list-style-type: none"> NC to update ML on progression of HSCB Standard Operating Procedures Paper to go to Council to reprofile financial assistance monies (when need has been further established) Contact SVDP at Diocese Level – can they assist individuals with money problems 	<p>NC/ML</p> <p>ML</p> <p>NMC</p>	
3	Updates from leaders of the 5 Work Streams	<ul style="list-style-type: none"> Unique ID number on referrals – will this pass down through the system to Councils ID Code to be added to each DEA enquiry also Explore how assistance can be provided to those in need requiring top up vouchers for fuel/gas/electricity and report back to CCH Volunteer Poster (a) to be printed and laminated for use at Hubs and vehicles. (b) version available to be emailed to volunteers directly Food premises/delivery database will be completed and forwarded by Thursday Food Safety Guidance Poster for Hubs and volunteers to be developed Circulate disposable glove supplier email Consider and develop information required for Council website Devise update on CCH for Councillors and forward to ML 	<p>JH</p> <p>DM</p> <p>RMD/NMC/ RJ</p> <p>DP</p> <p>ED ED</p> <p>KMN ED</p> <p>DP/ST/ED/ CM/AB</p>	

4	Update on discussions with Trusts	<ul style="list-style-type: none"> Circulate call flow proforma when finalised 	JH	
5	Update on Logistics (call handling Monday morning)	<ul style="list-style-type: none"> Recirculate the 7 DEA physical hub locations Circulate email address for virtual hub Members to check if they can access share point further to group set up email you received Share point to be populated with information from CCH Members to check access to teams or Skype for business to determine how we continue CCH meetings 	AM AM ALL AM/PO/ST ALL	
6	Update on DEA activity to date	<ul style="list-style-type: none"> DEA teams to set up method of communication with each other Confirm opening times of virtual and physical hubs (DLC, NLC & KLC) 	DB ML/JH	
7	Community update	<ul style="list-style-type: none"> Can CCH be provided with information on what groups Dfc have provided funding to in response to Covid 19 	JH/ST	
8	Update on Volunteering	<ul style="list-style-type: none"> Issues raised to be fed to regional meeting on volunteering 	JH/ML	
9	Voucher Delivery Suggestions			
10	Correspondence	<ul style="list-style-type: none"> Recirculate all correspondence on this item to CCH members 	PO	
11	Dates and times of future meetings	<ul style="list-style-type: none"> Monday, Wednesday and Friday Meetings required 	ALL	

Next Meeting: Friday 3rd April 2020 at 4pm

NEWRY, MOURNE & DOWN DISTRICT COUNCIL

Minutes of Community Coordination Hub Meeting held on Monday 6th April 2020 at 4pm

In Attendance: Chair: Conor Mallon (Logistics)

Janine Hillen (Community Engagement)
 Damien Brannigan (DEAs)
 David Patterson (Community Planning)
 Alan Beggs (GIS Mapping)
 Eoin Devlin (Health and Wellbeing)
 Kevin McGarry (RDP)
 Aisling Murray (Coordination and Logistics)
 Sinead Trainor (Health and Wellbeing)
 Martina Flynn (PCSP)
 Nicholas McCrickard (County Down Rural Community Network & Strategic Stakeholder Forum)
 Raymond Jackson (Confederation of Community Groups & Strategic Forum)
 Rosemary McDonnell (Community Advice NI & Strategic Stakeholder Forum)
 Paul Tamati (Leisure)
 Sarah McClory (Programmes Unit)
 Kelly McNiff (Safety, Health & Emergency Planning)
 Pauline Allen (Programmes Unit)

Apologies: Michael Lipsett (AHC)

Item	Issue Raised	Agreed:	Referred to	Action taken
2.	Actions from last meeting			
3	Updates from leaders of the 6 Work Streams	<ul style="list-style-type: none"> Remove PPE protocols for infection control and Food Delivery by Businesses from future CCH agenda's Contact information of GIS Database to be sent to NMC, RMD and RJ Follow up with CDHN -how links can be made for those requiring medicine deliveries 	ML/PO AB JH	
4	Update on discussions with Trusts			
5	Call Flow for Hub Activity			
6	Update on Logistics	<ul style="list-style-type: none"> Table to be drawn up for email handlers on what enquiries the hub is dealing with e.g. Food. 	JH	
7	Update on DEA activity to date	<ul style="list-style-type: none"> Query arising around how food parcels are going to be collected and delivered. Flow chart to be circulated with group members Agreed that some form of ID will be required for drivers to show PSNI if they are stopped Queries raised - what weight is the food parcel, how could older people comfortably lift them into their homes, especially those with mobility issues. Is it one parcel per shielded 	DB/PT DB/PT ML/JH ML/JH/CM	

		person in a household or one per household regardless of the number of shielded people within it.		
8	Community update	<ul style="list-style-type: none"> • Council communication to be issued regarding the continued support that the CVS is giving to hub • Is Dfc looking at the provision of nappies, formula, sanitary products as part of this process? What is the next step in Dfc plans? 	ML/JH MI/NMC	
9	Update on Volunteering	<ul style="list-style-type: none"> • Hub drivers should carry copy of letter from Council/order form to confirm they have lawful reason to be on the road • Information to be added to Council website on need for volunteers and their roles. This should be linked to Volunteer Now web page. 	CM/PT SMcC	
10	Covid 19 – Debt Resource Document	<ul style="list-style-type: none"> • Covid Debt resources document – for further circulation by all. Any queries/remarks regarding this document should be forwarded to RMD 	ALL	
11	Correspondence	<ul style="list-style-type: none"> • It was confirmed that all referrals should go through the Advice NI number and feed back down into the hub and out to DEA Teams. 	ALL	
11	Dates and times of future meetings	<ul style="list-style-type: none"> • Wednesday 8 April 2020 at 4.00 pm • Friday 10 April 2020 at 4.00 pm 	ALL	

Next Meeting: Wednesday 8th April 2020 at 4pm

NEWRY, MOURNE & DOWN DISTRICT COUNCIL

Minutes of Community Coordination Hub Meeting held on Wednesday 8th April 2020 at 4pm

In Attendance: Chair: Conor Mallon (Logistics)

Janine Hillen (Community Engagement)
 Damien Brannigan (DEAs)
 David Patterson (Community Planning)
 Alan Beggs (GIS Mapping)
 Kevin McGarry (RDP)
 Aisling Murray (Coordination and Logistics)
 Sinead Trainor (Health and Wellbeing)
 Martina Flynn (PCSP)
 Nicholas McCrickard (County Down Rural Community Network & Strategic Stakeholder Forum)
 Raymond Jackson (Confederation of Community Groups & Strategic Forum)
 Rosemary McDonnell (Community Advice NI & Strategic Stakeholder Forum)
 Sarah McClory (Programmes Unit)
 Pauline Allen (Programmes Unit)
 Julie McCann (Community Services)
 Joanne Fleming (Communications & Marketing)

Apologies: Kelly McNiff (Safety, Health & Emergency Planning)
 Michael Lipsett (AHC)
 Eoin Devlin (Health and Wellbeing)

Item	Issue Raised	Agreed:	Referred to	Action taken
2.	Actions from last meeting	<ul style="list-style-type: none"> Remove PPE protocols for infection control and Food Delivery by Businesses from future CCH agenda's GIS Database should be in use by tomorrow with User name and password for CVS already sent. CDHN have overcome some hurdles and are ready to launch soon. Update on position at next meeting. Escalate to Dfc the need for family boxes and nappies/baby food Link to Volunteer Now page is imminent and will be followed up in the next few days 	ML/PO AB JH ML SMcC	
3	Updates from leaders of the 6 Work Streams	<ul style="list-style-type: none"> DEA Coordinators are receiving direct calls not triaged by Advice NI a lot of which are medical queries. These need to be referred directly to Trust JH will request permission to share email address with RMcD for Trust contact Follow up with Trust regarding direct referrals Remove Financial measures for those in financial difficulty protocols from future CCH agenda's Data sharing agreement with Advice NI has been signed off. To be circulated to this group Press release out today from Chairperson. Chief Executives update due tomorrow. JF will draw up separate press release after tomorrow to highlight contact details and how deliveries are being made 	DB JH JH ML/PO JH JF	

		<ul style="list-style-type: none"> Call for volunteer drivers will be released soon 	SMcC	
4	Update on Logistics	<ul style="list-style-type: none"> Referral information will be available on Sharepoint 	AM	
5	Update on Distribution Centres			
6	Community Update	<ul style="list-style-type: none"> Database development ongoing – who will be available to help and what specific help they offer Raise with Dfc – criteria to state who is ineligible for a food parcel is required. 	AB JH	
7	Funding requests/support			
8	Correspondence			
9	Dates and times of future meetings	<ul style="list-style-type: none"> Wednesday 15 April 2020 Friday 17 April 2020 		

Next Meeting: Wednesday 15th April 2020 at 4pm

NEWRY, MOURNE & DOWN DISTRICT COUNCIL

Minutes of Community Coordination Hub Meeting held on Wednesday 15th April 2020 at 4pm

In Attendance: Chair: Conor Mallon (Logistics)

Janine Hillen (Community Engagement)
 Damien Brannigan (DEAs)
 David Patterson (Community Planning)
 Alan Beggs (GIS Mapping)
 Kevin McGarry (RDP)
 Aisling Murray (Coordination and Logistics)
 Sinead Trainor (Health and Wellbeing)
 Martina Flynn (PCSP)
 Nicholas McCrickard (County Down Rural Community Network & Strategic Stakeholder Forum)
 Raymond Jackson (Confederation of Community Groups & Strategic Forum)
 Rosemary McDonnell (Community Advice NI & Strategic Stakeholder Forum)
 Sarah McClory (Programmes Unit)
 Pauline Allen (Programmes Unit)
 Julie McCann (Community Services)
 Joanne Fleming (Communications & Marketing)
 Kelly McNiff (Safety, Health & Emergency Planning)

Apologies: Michael Lipsett (AHC)
 Eoin Devlin (Health and Wellbeing)

Item	Issue Raised	Agreed:	Referred to	Action taken
2.	Actions from last meeting			
3	Updates from leaders of the 6 Work Streams	<ul style="list-style-type: none"> Community Group referrals coming to Council should be referred to CDRCN and CCG Medication referral route to be clarified with both Trusts Devise Operating model in response to Covid-19 for NMDDC 	ALL JH/ST ST/SMC	
4	Update on Logistics	<ul style="list-style-type: none"> Chase up data needed to set up system to transfer information from DEA's to Advice Pro System Update requested on physical hubs for Friday meeting 	DP/AB PT	
5	Update on Distribution Centres	<ul style="list-style-type: none"> If anyone has any photos showing distribution of boxes can they please forward these to JF before 5pm today (Wednesday) Link required with Aisling Rennick regarding referral forms 	ALL DP	
6	Community Update	<ul style="list-style-type: none"> Escalate demand for food parcels to DFC 	ML	
7	Funding requests/support	<ul style="list-style-type: none"> Considerations on what Council should be funding in response to Covid-19 to be forward to JH Funding proposal paper will be drafted and circulated before Friday 	JH ALL	
8	Correspondence			
9	Dates and times of future meetings	<ul style="list-style-type: none"> Friday 17 April 2020 		

Next Meeting: Friday 17th April 2020 at 4pm

NEWRY, MOURNE & DOWN DISTRICT COUNCIL

Minutes of Community Coordination Hub Meeting held on Friday 17 April 2020 at 4.00 pm

In attendance: Chair: Michael Lipsett (AHC)

Janine Hillen (Community Engagement)
 Damien Brannigan (DFA's)
 David Patterson (Community Planning)
 Alan Beggs (GIS Mapping)
 Aisling Murray (Coordination & Logistics)
 Sinead Trainor (Health & Wellbeing)
 Eoin Devlin (Health & Wellbeing)
 Martina Flynn (PCSP)
 Nicolas McCrickard (Co Down Rural Community Network & Strategic Stakeholder Forum)
 Raymond Jackson (Confederation of Community Groups & Strategic Forum)
 Rosemary McDonnell (Community Advice NI & Strategic Stakeholder Forum)
 Sarah McClory (Programmes Unit)
 Julie-Anne Harte (Programmes Unit)
 Julie McCann (Community Services)
 Joanne Fleming (Communications & Marketing)

Apologies: Conor Mallon (Logistics)
 Kelly McNiff (Safety, Health & Emergency Planning)
 Kevin McGarry (RDP)

Item	Issue Raised	Agreed:	Referred to	Action taken
2.	Actions from last meeting	Noted		
3.	Updates from leaders of the 6 Work Streams	<ul style="list-style-type: none"> • Rota required for staff until end of June • Guidance/Training on safe guarding re domestic violence • Any further photographs of boxes/distribution to be forwarded to Joanne 	All RMcD All	
4.	Update on Logistics	<ul style="list-style-type: none"> • Draft communication regarding numbers of boxes and volunteers. 	JF & SMcC	
5.	Funding requests/support	<ul style="list-style-type: none"> • To organise structure for Funding/Grants and Financial Assistance. 	JH & MF	
6.	Correspondence	<ul style="list-style-type: none"> • Circulated and noted 		
7.	DSA Agreement between NMDDC & SSF:	<ul style="list-style-type: none"> • Draft Governance document • Draft Data Sharing Agreement 	ST & SMcC JH	
8.	Dates and times of future meetings	Monday 20 April 2020 at 4.00 pm	JH	

NEWRY, MOURNE & DOWN DISTRICT COUNCIL

Minutes of Community Coordination Hub Meeting held on Monday 20 April 2020 at 4.00 pm

In attendance: Chair: Michael Lipsett (AHC)
 Janine Hillen (Community Engagement)
 Damien Brannigan (DFA's)
 David Patterson (Community Planning)
 Alan Beggs (GIS Mapping)
 Aisling Murray (Coordination & Logistics)
 Sinead Trainor (Health & Wellbeing)
 Eoin Devlin (Health & Wellbeing)
 Martina Flynn (PCSP)
 Nicolas McCrickard (Co Down Rural Community Network & Strategic Stakeholder Forum)
 Raymond Jackson (Confederation of Community Groups & Strategic Forum)
 Rosemary McDonell (Community Advice NI & Strategic Stakeholder Forum)
 Sarah McClory (Programmes Unit)
 Julie-Anne Harte (Programmes Unit)
 Julie McCann (Community Services)
 Joanne Fleming (Communications & Marketing)
 Kelly McNiff (Safety, Health & Emergency Planning)

Apologies: Conor Mallon (Logistics)
 Kevin McGarry (RDP)

Item	Issue Raised	Agreed:	Referred to	Action taken
2.	Actions from last meeting	Noted		
3.	Updates from leaders of the 6 Work Streams	Agreed:- <ul style="list-style-type: none"> Copy of Referral forms for vulnerable people requested by RMcD Governance Operation model draft to be sent to ML & JH Identify DEA areas/local village/town to enable ease of organising delivery drivers Establish is Volunteer Now are in a position to assist with purchase of utility top-ups. Forward Hub stats/numbers to CEO for inclusion in staff update. 	DB SMcC & ST SMcC SMcC JF	
4.	Update on Logistics	Agreed:- <ul style="list-style-type: none"> Raise the question with regard to repeat orders if the same amount is needed week to week per the first referral. Query allocate 1/2 box per child to prevent waste. Identify need for different type of service e.g. meat voucher to help eliminate use of boxes. 	All &PT	
5.	Correspondence	<ul style="list-style-type: none"> None 		
6.	Funding requests/support	<ul style="list-style-type: none"> Circulated and noted Agreed:		

		<ul style="list-style-type: none"> Change frequency & date of meetings to Tuesdays & Thursdays <u>@ 4pm</u> 	All	
7.	DSA Agreement between NMDDC & SSF:	<ul style="list-style-type: none"> Draft Governance document Draft Data Sharing Agreement 	ST & SMcC JH	
8.	Dates and times of future meetings	<ul style="list-style-type: none"> Thursday 23/04/2020 Tuesday 28/04/20 	All	

NEWRY, MOURNE & DOWN DISTRICT COUNCIL

Minutes of Community Coordination Hub Meeting held on Thursday 23 April 2020 at 4.00 pm

In attendance: Chair: Janine Hillen (Community Engagement)
 Michael Lipsett (AHC)
 Damien Brannigan (DFA's)
 David Patterson (Community Planning)
 Alan Beggs (GIS Mapping)
 Aisling Murray (Coordination & Logistics)
 Sinead Trainor (Health & Wellbeing)
 Eoin Devlin (Health & Wellbeing)
 Martina Flynn (PCSP)
 Nicolas McCrickard (Co Down Rural Community Network & Strategic Stakeholder Forum)
 Raymond Jackson (Confederation of Community Groups & Strategic Forum)
 Rosemary McDonell (Community Advice NI & Strategic Stakeholder Forum)
 Sarah McClory (Programmes Unit)
 Julie-Anne Harte (Programmes Unit)
 Julie McCann (Community Services)
 Joanne Fleming (Communications & Marketing)
 Kelly McNiff (Safety, Health & Emergency Planning)
 Kevin McGarry (RDP)

Apologies: None

Item	Issue Raised	Agreed:	Referred to	Action taken
2.	Actions from last meeting	Noted		

3.	Updates from leaders of the 6 Work Streams	Agreed: <ul style="list-style-type: none"> Finalise rota, including weekend cover. Standardised operating format to be designed for all co-ordinators and voluntary sector staff to follow across all DEA areas. Follow up action with Volunteers database. Follow up with Access NI checks re cash handling/utilities. Ascertain demand for support with regard to need for utilities assistance. To be raised at Strategic Stakeholder Meeting, Friday 24/04. 	RJ, RMcD & JMcC DB, AM & JMcC SMcC RMcD & JMcC	
4.	Update on Logistics	Agreed:- <ul style="list-style-type: none"> Update required for ML from DEA's regarding referrals from Councillors. 	DB	
5.	Covid19 Operating Model (Guidance Doc & CCH ToR)	Agreed:- <ul style="list-style-type: none"> Draft ToR to be shared with the group. Check flow diagrams and check if they are specific for NM&D and feedback. 	SMcC & ST ML & JH	
6.	Data Sharing Agreement.	Agreed:- <ul style="list-style-type: none"> Data Sharing Agreement to be included as part of the Operating Model as an annex. Also include direct referral guidance. 	SMcC, ST & JH	

7.	Correspondence	Agreed:- <ul style="list-style-type: none"> • Share details of all community and voluntary groups with NICVA. • 	AB	
8.	Dates and times of future meetings	<ul style="list-style-type: none"> • Tuesday 28/04/2020 • Thursday 30/04/2020 	All	

NEWRY, MOURNE & DOWN DISTRICT COUNCIL

Minutes of Community Coordination Hub Meeting held on Tuesday 28th April 2020 at 4.00 pm

In attendance: Chair: Michael Lipsett (AHC)
 Janine Hillen (Community Engagement)
 Damien Brannigan (DFA's)
 David Patterson (Community Planning)
 Alan Beggs (GIS Mapping)
 Aisling Murray (Coordination & Logistics)
 Sinead Trainor (Health & Wellbeing)
 Eoin Devlin (Health & Wellbeing)
 Martina Flynn (PCSP)
 Nicolas McCrickard (Co Down Rural Community Network & Strategic Stakeholder Forum)
 Raymond Jackson (Confederation of Community Groups & Strategic Forum)
 Rosemary McDonell (Community Advice NI & Strategic Stakeholder Forum)
 Sarah McClory (Programmes Unit)
 Pauline Allen (Programmes Unit)
 Julie McCann (Community Services)
 Joanne Fleming (Communications & Marketing)
 Kelly McNiff (Safety, Health & Emergency Planning)
 Kevin McGarry (RDP)

Apologies: None

Item	Issue Raised	Agreed:	Referred to	Action taken
2.	Actions from last meeting	Noted		
3.	Terms of Reference for Covid 19 Community Hub	Agreed:- <ul style="list-style-type: none"> Draft copy of the TOR will be shared with group for comments and feedback before Thursday meeting 	SMcC	
4.	Updates from leaders of Work Streams	Agreed:- <ul style="list-style-type: none"> A number of issues around splitting boxes, adding information leaflets etc were discussed and it was agreed to set up a meeting with PT for tomorrow (Wednesday) Any examples of issues from Trust referrals should be sent to JH SMcC to liase with AR regarding use of volunteers Draft report regarding future funding will be drawn up and agreed before next Wednesday. This will then be brought to Party Reps for approval Spreadsheet of boxes being distributed broken down by area etc available on R drive. AB to pick this up and work with it to provide statistics Draft Safeguarding document to be shared with group for comment before Thursday meeting 	PO/JH ALL SMcC MF/SB/DP AB/JMcC MF	

5.	Update on Logistics	Agreed:- <ul style="list-style-type: none"> • RMcD will populate names of her staff into Hub Rota • NMCC will populate names/times for his part time staff into Hub Rota 	RMcD/NMcC	
6.	Calls taken by DEA's	For noting <ul style="list-style-type: none"> • Bank holiday at end of May will be treated as weekend for Hub purposes 		
7.	Correspondence	Agreed:- <ul style="list-style-type: none"> • All correspondence listed for noting 		
8.	Dates and times of future meetings	<ul style="list-style-type: none"> • Thursday 30/04/2020 • Tuesday 05/05/2020 • Thursday 07/05/2020 	All	

NEWRY, MOURNE & DOWN DISTRICT COUNCIL

Minutes of Community Coordination Hub Meeting held on Thursday 30th April 2020 at 4.00 pm

- In attendance:**
- Chair: Michael Lipsett (AHC)
 - Janine Hillen (Community Engagement)
 - Damien Brannigan (DFA's)
 - David Patterson (Community Planning)
 - Alan Beggs (GIS Mapping)
 - Aisling Murray (Coordination & Logistics)
 - Sinead Trainor (Health & Wellbeing)
 - Eoin Devlin (Health & Wellbeing)
 - Martina Flynn (PCSP)
 - Raymond Jackson (Confederation of Community Groups & Strategic Forum)
 - Rosemary McDonell (Community Advice NI & Strategic Stakeholder Forum)
 - Sarah McClory (Programmes Unit)
 - Julie-Anne Harte (Programmes Unit)
 - Julie McCann (Community Services)
 - Joanne Fleming (Communications & Marketing)
 - Kevin McGarry (RDP)
 - Sonya Burns (Programmes Unit)
- Apologies:**
- Nicolas McCrickard (Co Down Rural Community Network & Strategic Stakeholder Forum)

Item	Issue Raised	Agreed:	Referred to	Action taken
2.	Actions from last meeting	Noted	ML	Noted
3.	Updates from leaders of Work Streams	Agreed:- <ul style="list-style-type: none"> Establish the particular parameters regarding funding from Aerospace. Examine possibility of student/admin to carry out research on what further funding is available to the public. 	JH SB, JMcC & DB	
4.	Update on Logistics	Agreed:- <ul style="list-style-type: none"> Organise skeleton staff rota cover during Bank Holiday weekend for Distribution Centre. 	JMcC	
5.	Scripts for Triaging and Call Back	<ul style="list-style-type: none"> Noted 		
6.	Correspondence	Agreed:- <ul style="list-style-type: none"> Share correspondence from British Heart Foundation on Council social media platforms. Other correspondence noted 	ST/JF	
7.	Dates and times of future meetings	<ul style="list-style-type: none"> Wednesday 6 May 2020 	All	

Share correspondence from British Heart Foundation on Council social media platforms.

Referred to Action taken

ST & JF

7. Dates and times of future meetings (w/c 04/05/20):

Suggestion by ML to move meetings to one weekly, all members in agreement. Next meeting scheduled for Wednesday, 06 May @ 3pm.

NEWRY, MOURNE & DOWN DISTRICT COUNCIL**Minutes of Community Coordination Hub Meeting held on Wednesday 6 May 2020 at 3.00 pm**

- In attendance:**
- Chair: Janine Hillen (Community Engagement)
 - Damien Brannigan (DFA's)
 - David Patterson (Community Planning)
 - Alan Beggs (GIS Mapping)
 - Aisling Murray (Coordination & Logistics)
 - Sinead Trainor (Health & Wellbeing)
 - Martina Flynn (PCSP)
 - Nicolas McCrickard (Co Down Rural Community Network & Strategic Stakeholder Forum)
 - Raymond Jackson (Confederation of Community Groups & Strategic Forum)
 - Rosemary McDonell (Community Advice NI & Strategic Stakeholder Forum)
 - Sarah McClory (Programmes Unit)
 - Julie-Anne Harte (Programmes Unit)
 - Julie McCann (Community Services)
 - Kevin McGarry (RDP)
 - Sonya Burns (Programmes Unit)
 - Kelly McNiff (Safety, Health & Emergency Planning)
 - Paul Tamati (Assistant Director: Leisure and Sport)
- Apologies:**
- Michael Lipsett (AHC)
 - Eoin Devlin (Health & Wellbeing)

Item	Issue Raised	Agreed:	Referred to	Action taken
2.	Actions from last meeting – 30/04/2020	Amendment: Agreed Examine possibility of student/admin to carry out research on what further funding is available to the public.	JH	Noted
3.	Updates from leaders of Work Streams	Updates given.	All	Noted
4.	Update on Logistics	Agreed: Query hire of a larger van for delivering food boxes.	JH	
5.	Correspondence	Correspondence noted	ML	Noted
6.	AOB	Agreed Follow up date of payment run.	SB	
7.	Dates and times of future meetings	<ul style="list-style-type: none"> Wednesday 6 May 2020 	All	

Share correspondence from British Heart Foundation on Council social media platforms.

Referred to Action taken

ST & JF

7. Dates and times of future meetings (w/c 04/05/20):

Suggestion by ML to move meetings to one weekly, all members in agreement. Next meeting scheduled for Wednesday, 06 May @ 3pm.

NEWRY, MOURNE & DOWN DISTRICT COUNCIL

Minutes of Community Coordination Hub Meeting held on Wednesday 13 May 2020 at 3pm

In Attendance: Chair: Michael Lipsett (AHC)

Conor Mallon (Logistics)
 Damien Brannigan (DEAs)
 David Patterson (Community Planning)
 Alan Beggs (GIS Mapping)
 Kevin McGarry (RDP)
 Aisling Murray (Coordination and Logistics)
 Sinead Trainor (Health and Wellbeing)
 Martina Flynn (PCSP)
 Nicholas McCrickard (County Down Rural Community Network & Strategic Stakeholder Forum)
 Raymond Jackson (Confederation of Community Groups & Strategic Forum)
 Rosemary McDonnell (Community Advice NI & Strategic Stakeholder Forum)
 Sonya Burns (Programmes Unit)
 Sarah McClory (Programmes Unit)
 Pauline Allen (Programmes Unit)
 Julie McCann (Community Services)
 Joanne Fleming (Communications & Marketing)
 Kelly McNiff (Safety, Health & Emergency Planning)
 Paul Tamati (Leisure & Sport)
 Aisling Rennick (DEA's)

Apologies: Janine Hillen (Community Engagement)
 Eoin Devlin (Health and Wellbeing)

Item	Issue Raised	Agreed:	Referred to	Action taken
2.	Actions from last meeting	Nothing noted		
3	Updates from leaders of the 6 Work Streams	<ul style="list-style-type: none"> ML will look at email sent from ST regarding volunteering and respond with possibility of a press release ML will forward information to SMcC regarding DFC Platinum Volunteer scheme ML will raise with DFC the fact that groups and charities will soon need help with core funds and a separate pot of funding may be required. 	ML/ST ML/SMcC ML	
4	COVID 19 Council page on PHA website	<ul style="list-style-type: none"> Anyone with queries regarding the Scorecard which has been circulated with papers should get in touch with Alan Beggs Check significant difference in week 4 and 5, amount of boxes being distributed listed on Scorecard attached. Community groups who help with deliveries to be added to scorecard prior to circulation. JMcC to provide same to AB Strangford Residents Association name appears twice on document. One to be removed 	ALL AB JMcC/AB AB	
5	Update on Logistics	<ul style="list-style-type: none"> AM will check with HR Dept regarding staff already on the Hub rota who may now be furloughed. Hub hours now being cut back to 9-5 Monday-Friday ML to stress to DFC the stresses food banks and charities will be under after week 12. 	AM ML	

6	Correspondence	<ul style="list-style-type: none"> ML will circulate letter from DFC regarding Food Project Dashboard 		
9	Dates and times of future meetings	<ul style="list-style-type: none"> Wednesday 20th May @ 3pm Wednesday 27th May @ 3pm 		

Next Meeting: Wednesday 20th May 2020 @ 3pm

NEWRY, MOURNE & DOWN DISTRICT COUNCIL

Minutes of Community Coordination Hub Meeting Wednesday 20 May 2020 at 3pm

In Attendance:

Chair: Michael Lipsett (AHC)

Janine Hillen (Community Engagement)

Damien Brannigan (DEAs)

David Patterson (Community Planning)

Alan Beggs (GIS Mapping)

Aisling Murray (Coordination and Logistics)

Sinead Trainor (Health and Wellbeing)

Martina Flynn (PCSP)

Nicholas McCrickard (County Down Rural Community Network & Strategic Stakeholder Forum)

Raymond Jackson (Confederation of Community Groups & Strategic Forum)

Rosemary McDonnell (Community Advice NI & Strategic Stakeholder Forum)

Sonya Burns (Programmes Unit)

Sarah McClory (Programmes Unit)

Julie-Anne Harte (Programmes Unit)

Paul Tamati (Leisure & Sport)

Apologies:

Kevin McGarry (RDP)

Eoin Devlin (Health and Wellbeing)

Julie McCann (Community Services)

Joanne Fleming (Communications & Marketing)

Item	Issue Raised	Agreed:	Referred to	Action taken
2.	Actions from last meeting	Nothing noted		
3.	Updates from leaders of the 6 Work Streams	<ul style="list-style-type: none"> ML requested a breakdown of total monies distributed to the communities. Email of stats to be forwarded. Review on specific need re volunteers and helping with foodbanks/deliveries. SB unable to get a response from Aerospace re the donation offer. JH will follow up with email. Review draft document issued detailing all funding streams live at present from Council led and Community based sources. Notify any additional information/changes to be made to Shona/JH. 	DB SMcC/RMcD/ RJ/NMcC/ML JH All	
4.	Update on Logistics	<ul style="list-style-type: none"> The Virtual Hub and Email Handlers will be closed the Bank Holiday and operational Tuesday – Friday next week. Advice NI to be notified. Review distribution of deliveries between Downpatrick, Kilkeel and Newry to reduce redistribution between sites and mini hubs. Remind all Community Groups and Volunteers involved to be mindful of Social Distancing protocols and CoVid safe working practices. 	ST PT All	
6.	Response to DfC – Lessons Learnt	<ul style="list-style-type: none"> Notify any changes or amendments to ST by end of today. 	All	

7.	Dates and times of future meetings	<ul style="list-style-type: none"> • Wednesday 27th May @ 3pm • Wednesday 3rd June @ 3pm 		
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Next Meeting: Wednesday 27th May 2020 @ 3pm

NEWRY, MOURNE & DOWN DISTRICT COUNCIL

Minutes of Community Coordination Hub Meeting held on Wednesday 27th May 2020 at 3pm

In Attendance: Chair: Janine Hillen (Community Engagement)

Damien Brannigan (DEAs)
 David Patterson (Community Planning)
 Alan Beggs (GIS Mapping)
 Kevin McGarry (RDP)
 Aisling Murray (Coordination and Logistics)
 Sinead Trainor (Health and Wellbeing)
 Martina Flynn (PCSP)
 Nicholas McCrickard (County Down Rural Community Network & Strategic Stakeholder Forum)
 Raymond Jackson (Confederation of Community Groups & Strategic Forum)
 Rosemary McDonnell (Community Advice NI & Strategic Stakeholder Forum)
 Sonya Burns (Programmes Unit)
 Sarah McClory (Programmes Unit)
 Pauline Allen (Programmes Unit)
 Kelly McNiff (Safety, Health & Emergency Planning)
 Aisling Rennick (DEA's)

Apologies:

Michael Lipsett (AHC)
 Joanne Fleming (Communications & Marketing)
 Eoin Devlin (Health and Wellbeing)
 Paul Tamati (Leisure & Sport)
 Julie McCann (Community Services)

Item	Issue Raised	Agreed:	Referred to	Action taken
2.	Actions from last meeting	Outstanding actions were noted	ALL	
3	Updates from leaders of the 6 Work Streams	<ul style="list-style-type: none"> NMcC raised the problem that triaging was an unpleasant job and going forward a clearer, tighter criteria would need to be in place. JH will raise with DFC the fact that groups and charities will soon need help as volunteers return to work. JH will highlight to DFC the increase in Debt referrals received by Community Advice NI JH & PT will update group next week about the outcome of the meeting with DFC regarding the second phase as phase 1 is due to end 26th June 2020 JH will draw up and circulate (for comment) a draft email with all proposals and possible problems post 26th June. SMcC requires any comments on the draft protocol which has been circulated by Friday 29th May. SB will speak to marketing regarding the possibility of a virtual exercise around the use of the electronic grant management system which will be used for the first time during the Financial Assistance Call going out around 15th June 2020 ST will circulate anything relevant coming from regional meeting tomorrow 	<p>JH</p> <p>JH & PT</p> <p>JH</p> <p>ALL</p> <p>SB</p> <p>ST</p>	
4	Update on Logistics	<ul style="list-style-type: none"> AM will continue new rota until end of June 	AM	

5	Correspondence	<ul style="list-style-type: none"> For noting 	ALL	
6.	Dates and times of future meetings	<ul style="list-style-type: none"> It was suggested to change the time for future meeting to 3.30pm to allow time for Staff attending the Access to Food Project – Phase II Planning Meeting to attend both meetings and provide any updates. <ul style="list-style-type: none"> Wednesday 3rd June @ 3.30pm Wednesday 10th June @ 3.30pm 		

Next Meeting: Wednesday 3rd June 2020 @ 3.30pm

NEWRY, MOURNE & DOWN DISTRICT COUNCIL

Minutes of Community Coordination Hub Meeting held on Wednesday 03 June 2020 at 3:30pm

In Attendance: Chair: Michael Lipsett (AHC)

Janine Hillen (Community Engagement)
 Damien Brannigan (DEAs)
 David Patterson (Community Planning)
 Alan Beggs (GIS Mapping)
 Kevin McGarry (RDP)
 Aisling Murray (Coordination and Logistics)
 Joanne Fleming (Communications & Marketing)
 Martina Flynn (PCSP)
 Nicholas McCrickard (County Down Rural Community Network & Strategic Stakeholder Forum)
 Raymond Jackson (Confederation of Community Groups & Strategic Forum)
 Rosemary McDonnell (Community Advice NI & Strategic Stakeholder Forum)
 Paul Tamati (Leisure & Sport)
 Julie McCann (Community Services)
 Sonya Burns (Programmes Unit)
 Sarah McClory (Programmes Unit)
 Julie-Anne Harte (Programmes Unit)
 Aisling Rennick (DEA's)

Apologies: Kelly McNiff (Safety, Health & Emergency Planning)
 Sinead Trainor (Health and Wellbeing)

Item	Issue Raised	Agreed:	Referred to	Action taken
2.	Actions from last meeting	<ul style="list-style-type: none"> DfC cancelled last meeting therefore unable to update regarding some actions. DfC meeting rescheduled for next Wednesday 10 June. Interest waning in respect of food boxes/volunteers/drivers as people return to work. Examine possible alternatives for end June. 	<p>JH</p> <p>JH & ML</p>	
3	Updates from leaders of the 6 Work Streams	<ul style="list-style-type: none"> AR advised any information re planned changes after 26 June will be needed 2 weeks in advance to allow time to notify users. RMcD to attend urgent meeting tomorrow (04/06/20) with Dept of Communities and will share any information forthcoming. 2 Data sharing requests received from DfC regarding: <ol style="list-style-type: none"> Communication and referral pathways All postcode data but Data Sharing agreement needs to be in place before can be shared. Aerospace to be contacted regarding donation and notify JF on outcome. Approx 1/3 Volunteers on database have returned to work and more are expected to go back in July. Regional meeting for Volunteering is on Friday, SMcC will report any relevant updates next week. Executive Office has approved allocation of an additional 15k in addition to the Covid response fund. 	<p>RMcD</p> <p>AB/DB/AM</p> <p>JH & SB</p> <p>SMcC</p>	

4	Update on Logistics	<ul style="list-style-type: none"> • Number of daily referrals are slowing down. • From next week, Distribution Centres will be operating on a 4 day week as standard (Tue – Fri). • Discuss number of food boxes requested and redistribution of surplus to foodbanks and community groups. 	PT/JMcC/RJ	
5	Correspondence	<ul style="list-style-type: none"> • Council believes Helpline should continue to operate past 26 June and there are no plans to step it down at present. DfC to be notified. 	JH	
6.	Dates and times of future meetings	<ul style="list-style-type: none"> ○ Wednesday 10th June @ 3.30pm ○ Wednesday 17th June @ 3.30pm 		

Next Meeting: Wednesday 10th June 2020 @ 3.30pm

NEWRY, MOURNE & DOWN DISTRICT COUNCIL

Minutes of Community Coordination Hub Meeting held on Wednesday 10th June 2020 @ 4pm

In Attendance: Chair: Eoin Devlin (Health and Wellbeing)

Damien Brannigan (DEAs)
 David Patterson (Community Planning)
 Alan Beggs (GIS Mapping)
 Joanne Fleming (Communications & Marketing)
 Paul Tamati (Leisure & Sport)
 Julie McCann (Community Services)
 Aisling Murray (Coordination and Logistics)
 Sinead Trainor (Health and Wellbeing)
 Martina Flynn (PCSP)
 Nicholas McCrickard (County Down Rural Community Network & Strategic Stakeholder Forum)
 Raymond Jackson (Confederation of Community Groups & Strategic Forum)
 Rosemary McDonnell (Community Advice NI & Strategic Stakeholder Forum)
 Sonya Burns (Programmes Unit)
 Sarah McClory (Programmes Unit)
 Pauline Allen (Programmes Unit)
 Kelly McNiff (Safety, Health & Emergency Planning)
 Aisling Rennick (DEA's)

Apologies: Kevin McGarry (RDP)
 Michael Lipsett (AHC)
 Janine Hillen (Community Engagement)

Item	Issue Raised	Agreed:	Referred to	Action taken
2.	Actions from last meeting	Outstanding actions were noted	ALL	
3	Updates from leaders of the 6 Work Streams	<ul style="list-style-type: none"> It was noted that there has been a significant reduction in the requests for help CCG & CDRCN are about half way through the money given for helping the community based organisations Clarity is required as to what is going to happen after the initial 12 week period Data sharing agreement is still ongoing but will probably be a post evaluation process JF and SMcC will liase with ML and PT on the possibility of sending out a "Well done" to all community groups involved in distribution of food boxes AR will check with DEA coordinator in South Armagh to check if any other groups has reached the 1000 delivery milestone and report back to JF or SMcC SB will continue with her contact with Aerospace in Kilkeel in order to offer some form of recognition for £1000 donation to Kilkeel Food Bank RJ,RMcD, NMcC will lisae with SMcC regarding the possibility of smaller organisations using the Volunteer Now platform to publicise their volunteering opportunities. 	<p>JF/SMcC/ML/PT</p> <p>AR</p> <p>SB</p> <p>RJ/RMcC/NMcC/SMcC</p>	
4	Update on Logistics	<ul style="list-style-type: none"> It was noted that numbers are dropping fairly steadily and it is likely that distribution centres as they are now will 		

		<p>cease to be from 26th June 2020 although DFC have made no final decision on this</p> <ul style="list-style-type: none"> It is likely that letters will be placed into food deliveries next week from DFC giving some guidance regarding new shielding letters and who will be entitled to food boxes after 26th June. A draft of this letter will be circulated prior to it being sent out. Another consultation with NQ from DFC will take place on Monday 15th June @ 2.30pm with various members attending and feedback will be provided afterwards. 		
5	Correspondence	<ul style="list-style-type: none"> For noting 	ALL	
6.	Dates and times of future meetings	<ul style="list-style-type: none"> ○ Wednesday 17th June @ 3.30pm ○ Wednesday 24th June @ 3.30pm 		

Next Meeting: Wednesday 10th June 2020 @ 3.30pm

NEWRY, MOURNE & DOWN DISTRICT COUNCIL**Minutes of Community Coordination Hub Meeting held on Wednesday 17 June 2020 at 3pm**

In Attendance: Chair: Michael Lipsett (AHC)

Janine Hillen (Community Engagement)
Damien Brannigan (DEAs)
David Patterson (Community Planning)
Kevin McGarry (RDP)
Aisling Murray (Coordination and Logistics)
Sinead Trainor (Health and Wellbeing)
Martina Flynn (PCSP)
Nicholas McCrickard (County Down Rural Community Network & Strategic Stakeholder Forum)
Raymond Jackson (Confederation of Community Groups & Strategic Forum)
Rosemary McDonnell (Community Advice NI & Strategic Stakeholder Forum)
Julie McCann (Community Services)
Aisling Rennick (DEA's)
Paul Tamati (Leisure & Sport)
Sonya Burns (Programmes Unit)
Sarah McClory (Programmes Unit)
Julie-Anne Harte (Programmes Unit)

Apologies: Eoin Devlin (Health & Wellbeing)
Alan Beggs (GIS Mapping)
Kelly McNiff (Safety, Health & Emergency Planning)

Item	Issue Raised	Agreed:	Referred to	Action taken
2.	Actions from last meeting	<ul style="list-style-type: none"> Noted 		
5.	Correspondence	<ul style="list-style-type: none"> Opened meeting with discussion on latest guidance from DfC re post 26 June and letter to be included in the food parcels. Version 13 of the letter was distributed to the attendees, explaining anyone who previously were shielded post 26 June will be eligible for food parcels and other referrals would be directed back to Advice NI to be triaged again in terms of food needs. JH advised Trusts and other Councils have confirmed they will be using initial Trust referral to Council as their distribution list moving forward. Therefore, if the Trust has triaged someone in terms of food need and assessed if shielding or not, the Council will take it as given that these people have been triaged correctly, are in full need and will be sent a parcel after 26 June. Any other referral – such as those in financial difficulty will be referred elsewhere (locals foodbanks, independent retailers etc.) per the letter attached. DfC state anticipated numbers would be approx. 600. Concerns expressed number of people in receipt of shielding letters may be inaccurate. Concerns raised regarding lack of drivers overall and also costs incurred by Volunteer drivers. Reported Volunteer Now had looked at possibility of Volunteers being able to claim for expenses incurred. SMCC advised it was under review will check if Volunteer Now have come to a final decision. 	SMCC	

		<ul style="list-style-type: none"> ML raised issue with Dept regarding funding for volunteers, Dept are asking communities to help in interim and is reviewing budget. RMCD attended a meeting with the Dept and Advice NI yesterday; Advice NI expect a large surge in calls now. Foodbanks and SVP small in this area and there is now an emerging need for people now unemployed. 		
3	Updates from leaders of the 6 Work Streams	<ul style="list-style-type: none"> Est 1400 parcels to be distributed this week and only 12 new referrals. Post 26 June ML & JH to talk to Joanne regarding communicating new referral criteria to Councillors. Financial Assistance call has been publicised. SMCC referred to Regional Volunteer meeting document attached; any feedback please email Sarah by Friday morning. SMCC advised Protocol on Volunteer document now finalised and attached and contains some valuable links. 	ML & JH All	
4	Update on Logistics	<ul style="list-style-type: none"> Predicting numbers difficult and therefore hard to plan. The estimation of 600 is half of current distribution. PT advised they will continue operations using current model in first instance and then once more definite numbers established it can be reviewed. 		
6.	Dates and times of future meetings	<ul style="list-style-type: none"> ○ Wednesday 01st July @ 3pm ○ Wednesday 08th July @ 3pm 		

Next Meeting: Wednesday 24th June 2020 @ 3pm

NEWRY, MOURNE & DOWN DISTRICT COUNCIL

Minutes of Community Coordination Hub Meeting held on Wednesday 24th June 2020 at 3pm

In Attendance: Chair: Michael Lipsett (AHC)

Janine Hillen (Community Engagement)
 Damien Brannigan (DEAs)
 David Patterson (Community Planning)
 Aisling Murray (Coordination and Logistics)
 Sinead Trainor (Health and Wellbeing)
 Martina Flynn (PCSP)
 Nicholas McCrickard (County Down Rural Community Network & Strategic Stakeholder Forum)
 Raymond Jackson (Confederation of Community Groups & Strategic Forum)
 Rosemary McDonnell (Community Advice NI & Strategic Stakeholder Forum)
 Julie McCann (Community Services)
 Aisling Rennick (DEA's)
 Paul Tamati (Leisure & Sport)
 Sonya Burns (Programmes Unit)
 Sarah McClory (Programmes Unit)
 Pauline Allen (Programmes Unit)
 Alan Beggs (GIS Mapping)
 Joanne Fleming (Communications & Marketing)

Apologies: Eoin Devlin (Health & Wellbeing)

Item	Issue Raised	Agreed:	Referred to	Action taken
2.	Actions from last meeting	<ul style="list-style-type: none"> Noted 	ALL	
3.	Update on Parcel Scheme	<ul style="list-style-type: none"> RMcD/NMcC/RJ/ML/JH/AB to meet to discuss a way forward after 29th June and discuss the future input from Fair Share Email response to be agreed with ML/AM to go back to people who have not been triaged correctly All referrals should come through Trust, no direct referrals going forward JH to forward Fair Share information available Marketing will update Social Media with up to date information on the Food Parcels 	RMcC/NMcC/RJ/JH/ML/AB ML/AM ALL JH JF	
4.	Updates from leaders of the 6 Work Streams	<ul style="list-style-type: none"> Change and refresh agenda from this date forward with the removal of Updates from Leaders of Work Streams Future meetings will take place via Zoom SMcC to ring JF regarding future Volunteering roles 	ALL ALL SMcC	

		<ul style="list-style-type: none"> • ML to report to Department the need for future funding for groups offering assistance going forward • Groups requesting assistance should be encouraged to check all avenues, such as Lottery funding etc. 	ML ALL	
5	Update on Logistics	<ul style="list-style-type: none"> • RMCD to raise with Advice NI that no new referrals should be made to Council going forward • Hub operating times will stay the same for the moment with the possibility of the distribution center being reduced to 1 day per week in the future 	RMCD ALL	
6.	Dates and times of future meetings	<p>It was agreed to try Zoom meetings going forward.</p> <ul style="list-style-type: none"> ○ Wednesday 01st July @ 3pm ○ Wednesday 08th July @ 3pm 	ALL	

Next Meeting: Wednesday 1st July 2020 @ 3pm via Zoom

NEWRY, MOURNE & DOWN DISTRICT COUNCIL

99

Minutes of Community Coordination Hub Meeting held on Wednesday 01 July 2020 at 3pm

In Attendance: Chair: Michael Lipsett (AHC)

Damien Brannigan (DEAs)
 David Patterson (Community Planning)
 Aisling Murray (Coordination and Logistics)
 Sinead Trainor (Health and Wellbeing)
 Alan Beggs (GIS Mapping)
 Raymond Jackson (Confederation of Community Groups & Strategic Forum)
 Rosemary McDonnell (Community Advice NI & Strategic Stakeholder Forum)
 Aisling Rennick (DEA's)
 Joanne Fleming (Communications & Marketing)
 Sonya Burns (Programmes Unit)
 Sarah McClory (Programmes Unit)
 Julie-Anne Harte (Programmes Unit)
 Kevin McGarry (RDP)

Apologies: Martina Flynn (PCSP)
 Nicholas McCrickard (County Down Rural Community Network & Strategic Stakeholder Forum)
 Paul Tamati (Leisure & Sport)
 Julie McCann (Community Services)

Item	Issue Raised	Agreed:	Referred to	Action taken
2.	Actions from last meeting	<ul style="list-style-type: none"> RMCD followed up with Kevin Higgins, Advice NI regarding referrals. He advised as of Friday no referrals should be coming through to Council. AR confirmed none had been received to date. RMCD asked to be updated if any further referrals were received and she would raise the issue with Advice NI. 	All	
3.	Updates on Phase II of Food Parcel Scheme	<ul style="list-style-type: none"> RMCD/RJ/NMCC had a meeting with Fairshare and were looking at what was the best way the Council could best work with them. RJ reported as they weren't well known in this area and operated out of Mallusk, some further input from the Community Voluntary sector may be needed. Fairshare operate under specific guidelines regarding cooking/storing/distribution of food which smaller groups may not be able to meet. They will continue to work on identifying suitable groups to work together with Fairshare. RMCD suggested a thank you letter from the Council to all the Community Voluntary Groups for all their help. SMCC/JF will be collating photos of Community Groups for a Social Media post acknowledging their efforts due for end of July. Photos have been requested from DEA Coordinators. ML reported Ballynahinch Foodbank had been in touch requesting some help with funding if any was available. DB advised there were 421 parcels distributed to those shielding as per Trust referrals. This was 979 less than last week. Only 4 referrals since Monday. DB advised no safeguarding issues to report obo MF. AR reported lack of drivers is ongoing and difficult to meet the capacity to deliver if more referrals come in – specifically with door-to-door deliveries. ML advised Environmental Health had helped in the past. AR to consult with ED. AB advised weekly analysis/scorecards will not be completed going forward but a 12 week scorecard will be collated for the whole project which will include Community Voluntary Sector contribution. ML suggested this tie in with the thank you letter planned as previously discussed. 	<p>ML/JF</p> <p>ML/NMCC/ RJ</p> <p>AR</p> <p>All</p>	

		<ul style="list-style-type: none"> The group discussed possible ongoing demand/emerging need. RJ will forward minutes of a meeting with the Emergency Reference group to ST for distribution to the rest of the group SB reported budget nearly exhausted and there was emerging need from groups who were starting up again – especially in relation to no longer being able to use shared equipment/need for PPE. RJ advised they have PPE which may be available to groups if no funding remains. SB returned donation form to Collins(?) and is awaiting a response. AR will advise JF if further correspondence needed in relation to food boxes. 	RJ	
4.	Correspondence	<ul style="list-style-type: none"> Noted 	AR/JF	
5.	Dates/times & attendees of future meetings	<ul style="list-style-type: none"> As the delivery of food parcels is winding down, it was suggested reducing the frequency of meetings and requirement for all attendees to attend. <ul style="list-style-type: none"> It was agreed Community Partners would still attend. KMCG, JF and KMCN to no longer attend SB & SMCC to rotate ST & ED to rotate Next meeting remains scheduled for Wednesday 08 July @ 3pm – should no urgent business arise it may be moved to the following week. 		

Next Meeting: Wednesday 08 July 2020 @ 3pm

NEWRY, MOURNE & DOWN DISTRICT COUNCIL

102

Minutes of Community Coordination Hub Meeting held on Wednesday 29 July 2020 at 3pm**In Attendance:** Chair: Michael Lipsett (AHC)

Janine Hillen (Community Engagement)
Damien Brannigan (DEAs)
David Patterson (Community Planning)
Aisling Murray (Coordination and Logistics)
Sinead Trainor (Health and Wellbeing)
Alan Beggs (GIS Mapping)
Rosemary McDonnell (Community Advice NI & Strategic Stakeholder Forum)
Sonya Burns (Programmes Unit)
Sarah McClory (Programmes Unit)
Julie-Anne Harte (Programmes Unit)
Martina Flynn (PCSP)
Nicholas McCrickard (County Down Rural Community Network & Strategic Stakeholder Forum)

Apologies: Conor Mallon (Enterprise, Regeneration and Tourism)
Paul Tamati (Leisure & Sport)
Raymond Jackson (Confederation of Community Groups & Strategic Forum)
Aisling Rennick (DEA's)

Item	Issue Raised	Agreed:	Referred to	Action taken
2.	Actions from last meeting	<ul style="list-style-type: none"> • Thank you letter to Community Voluntary groups remains outstanding. ML will follow up with Joanne Fleming after the meeting. • NMCC reported no issues with foodbanks, he will contact Ballynahinch again to check no further assistance required. • SB has continued efforts to contact Collins Aerospace. • No other actions outstanding. 	ML NMCC SB	
3.	Updates on Phase II of Food Parcel Scheme	<ul style="list-style-type: none"> • NMCC reported no issues with increased demand for food parcels. The alternative now will be referrals to local foodbanks and community facilities. • RMCD advised they would be opening from 17 Aug for face-to-face meetings by appointment only for the most vulnerable as there are a lot of issues around redundancies and debt. • Reopening of Community centres and Council facilities discussed – RMCD specifically asked re Crossmaglen. ML advised the Council do not want to encourage large indoor or outdoor gatherings at present. Comprehensive Risk assessments to be completed for every meeting room within each facility to establish how many people can safely be in one room at a time. RMCD & JH to discuss what facilities may be available in Crossmaglen to help deliver outreach service. • AM advised no new referrals, ML asked she let email handlers know they can return to their normal jobs with thanks. DP asked re contingency plans in event of second wave, ML advised this group would not be disbanded and suggested monthly meeting. The group agreed it would be beneficial to continue meeting going forward. • The helpline would remain open until September, RMCD distributed a leaflet on how referrals would proceed. • JH reported SHSCT Access & Information service was still live for calls until 23 Sept. ST advised Regional Group meeting taking place tomorrow and she would update group of any developments via email. 	JH & RMCD All	

		<ul style="list-style-type: none"> • SMcC hopes to have all Volunteer photos collated by end of week for Social Media post which will tie in with Thank You letter from the Executive. JH suggested extending Thank You letter to staff. • Funding discussed, a small amount of funding remains which may be useful to assist groups reopen in non-council centres by assisting with PPE costs, signage etc. JH advised Council owned facilities would have some PPE/sanitiser in place. ML to send letter to DEARA requesting additional support for groups managing centres. • DP advised DfC opened Charities Fund from 3 Aug which may be of use to those managing centres. DP forwarded details to Shona for publishing. • SB shared email from Red Cross regarding a Hardship fund open throughout the UK and inviting Council to participate. Further discussion to be held to see if Council would be able to partner and outcome presented to group. • AB reported on progress of scorecards. Some stats to be shared with SMcC to be included in Social Media post. • DB advised very few referrals coming through in July. ML passed thanks to DEA groups/teams for their input. 	JH & ML SB, RMcD, JH & NMCC AB	
4.	Correspondence	<ul style="list-style-type: none"> • Noted 		
5.	Dates & times of future meetings	<ul style="list-style-type: none"> • One month time – specific date to be forwarded in following days. 		

Next Meeting: Wednesday 03 September 2020 @ 3pm

NEWRY, MOURNE & DOWN DISTRICT COUNCIL

105

Minutes of Community Coordination Hub Meeting held on Wednesday 02 September 2020 at 3pm

In Attendance:

Chair: Michael Lipsett (AHC)

Janine Hillen (Community Engagement)
 Sonya Burns (Programmes Unit)
 Damien Brannigan (DEAs)
 David Patterson (Community Planning)
 Sinead Trainor (Health and Wellbeing)
 Rosemary McDonnell (Community Advice NI & Strategic Stakeholder Forum)
 Raymond Jackson
 Sarah Nesbitt
 Caroline Gray (Programmes Unit)

Apologies:

Martina Flynn (PCSP)
 Eoin Devlin (Health & Wellbeing)
 Paul Tamait (Leisure & Sport)
 Aishling Rennick (DEA's)
 Julie Mc Cann
 Pauline Allen Programmes Unit
 Julie Anne Harte Programmes Unit

Item	Issue Raised	Agreed:	Referred to	Action taken
2.	Actions from last meeting	<ul style="list-style-type: none"> No other actions outstanding. 	ML	
3.	Community Advice	<ul style="list-style-type: none"> Community advice being provided by two teams at Ballybot House, Newry. Due to Covid 19 there is a rise in complex employment and redundancy issues - highlighting literacy difficulties with customers in understanding issues. 550 new customers contacted Group since last month). Stakeholder meeting being held Friday 04 September 2020 at 12.00 PM with Womens Aid providing information and support. 	R Mc D	
4.	Council	<ul style="list-style-type: none"> Private DEA remote meetings being held. PCSP funding allocated. Community Coordination Hub meeting to be held on Friday the 14 September 2020 as none coordinated since January 2020. 	R Mc D DB	
5.		<ul style="list-style-type: none"> Community planning is not fully operational and a review is to be undertaken. Community stakeholders advance issues highlighted more due to COVID. (DB) Volunteering – End of month Policy documents to be compiled. Update on Community Centers being re-opened – Discussed risk assessments to be undertaken for Centers functions due to Groups using them. Phase 1 – Community Centers being prioritized with libraries and childcare facilities. Phase 2 – Reopening all Centers on the 28 September 2020. 	DB JH DB JH & ML	

5.	Food Banks	<p>Storage and Distribution – Small food banks not able to store much. capacity for storage will be reduced. (RJ)</p> <ul style="list-style-type: none"> NMcC reported no issues with increased demand for food parcels. The alternative now will be referrals to local foodbanks and community facilities. RMCD advised they would be opening from 17 Aug for face-to-face meetings by appointment only for the most vulnerable as there are a lot of issues around redundancies and debt. 	JH & ML	
6.	Funding	<ul style="list-style-type: none"> Covid Response Funding – Applicants applied initially for the funding through the Programmes Unit - high volume of calls received. Only few weeks remaining to claim funding. Community Groups now applying for funding through the new EGMS electronic system. Customers appear to be adapting well to the new process. (SB) New funding being released within the next few weeks. DFC – Draft Report More funding to be released for Covid 19 – <ul style="list-style-type: none"> 1. Food 2. Financial 3. Connectivity DFC Funding amounts to £143,000 + £51,000 more which is to be allocated by the end of March 2021. Funding required for sanitising and signage. Concerns raised with home schooling support for school uniforms and computer laptops for pupils to assist with remote access. Redundancy due to Covid will impact more severely on families in the autumn/winter months. Income will be lost from families not being covered by DSC. DOE scheme providing laptops and wifi for internal use only. Sonya advised Hardship Fund available. Progress to be raised and Rosemary to advice Groups interested. 	<p>N Mc C</p> <p>R Mc D</p> <p>SB</p> <p>SB</p> <p>SB</p> <p>SB</p>	

4.	Correspondence	<ul style="list-style-type: none"> Noted 		
5.	Dates & times of future meetings	<ul style="list-style-type: none"> Michael suggested next meeting to be quarterly on the 02/12/200 or sooner if required. 	ML	

Next Meeting: Wednesday 02 December 2020

Reconvene for Wednesday 21 October 2020 at 3.00 pm

NEWRY, MOURNE & DOWN DISTRICT COUNCIL

109

Minutes of Community Coordination Hub Meeting held on Tuesday 29th September 2020

In Attendance: Chair: Michael Lipsett (AHC)

Janine Hillen (Community Engagement)

Damien Brannigan (DEAs)

David Patterson (Community Planning)

Rosemary McDonnell (Community Advice NI & Strategic Stakeholder Forum)

Sonya Burns (Programmes Unit)

Nicholas McCrickard (County Down Rural Community Network & Strategic Stakeholder Forum)

Raymond Jackson (Confederation of Community Groups & Strategic Forum)

Catherine O'Neill (Admin)

Item		Issue Raised	Referred to	Action taken
Agenda Item1	British Red Cross	<p>A paper was prepared but has not been approved by committee yet – however it has been approved by the members of the CCH group and will go forward to the next AHC meeting.</p> <p>The proposal is for Council to facilitate training for stakeholder groups who will then make referrals to The Red Cross who in turn will issue vouchers as required. There are approximately 8 referral partners at the moment but there does not appear to be a limit on the numbers for Training.</p> <p>RMcD has been in touch with strategic stakeholders and will let SB have names today.</p> <p>RJ to advise Housing Executive to make contact if they require training.</p> <p>Fair Share are encouraging Groups to Sign Up early rather than leaving it until later. They charge 45p per kilo and have difficulty with storage space.</p> <p>It is currently being piloted in 5 Council Areas and DP will use his contacts to update the Group.</p>	<p>ML</p> <p>SB</p> <p>RMcD</p> <p>RJ</p> <p>DP</p>	

Agenda Item 2	Recent Funding From DfC	<p>Two papers went to Committee last week.</p> <p>The 1st paper dealt with the £143,500 and it was recommended that £10k each be provided to CDRCN and CCG respectively with the additional funds being made available via a Financial Assistance Call</p> <p>The 2nd paper dealt with the £71,837 : Access to Food Fund and £68,755: Financial Inclusion Fund</p> <p>It was recommended to split the £71,837 between CDRCN and CCG</p> <p>If this money could be used to provide capacity building it may be possible to link in with Fair Trade. RJ and NMCC to look closely at the possibilities and JH/ML to revert to DfC for clarification on what the funding can be used for.</p> <p>JH confirmed the DEA forums would continue to offer support.</p> <p>Regarding the £68,755 : Financial Inclusion Fund it was recommended it be awarded to Community Advice areas in the District</p> <p>DB to forward copies of the Committee papers and Score Cards to the Group.</p>	RJ/NMCC JH/ML DB	
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NEWRY, MOURNE & DOWN DISTRICT COUNCIL

111

Minutes of Community Coordination Hub Meeting, Wednesday 21 Oct 2020 @ 3pm

In Attendance: Chair: Michael Lipsett (AHC)

Janine Hillen (Community Engagement)
 Damien Brannigan (DEAs)
 David Patterson (Community Planning)
 Aisling Murray (Coordination and Logistics)
 Sinead Trainor (Health and Wellbeing)
 Alan Beggs (GIS Mapping)
 Rosemary McDonnell (Community Advice NI & Strategic Stakeholder Forum)
 Julie McCann (Community Services)
 Sonya Burns (Programmes Unit)
 Sarah McClory (Programmes Unit)
 Julie-Anne Harte (Programmes Unit Admin)
 Aisling Rennick (DEA's)
 Raymond Jackson (Confederation of Community Groups & Strategic Forum)
 Nicholas McCrickard (County Down Rural Community Network & Strategic Stakeholder Forum)

Apologies: Conor Mallon (Enterprise, Regeneration and Tourism)
 Paul Tamati (Leisure & Sport)
 Martina Flynn (PCSP)
 Eoin Devlin (Health & Wellbeing)

Item	Issue Raised	Agreed:	Referred to	Action taken
2.	Actions from last meeting	<ul style="list-style-type: none"> None outstanding 		
3.	Letter from Moira Doherty, DfC re Partnership Response to Covid-19 Pandemic during Autumn / Winter 2020	<ul style="list-style-type: none"> Group discussed letter from DfC, a formal response confirming all in order will be sent in writing, but it was suggested a meeting with DfC and members of the Hub would also be beneficial. Overall the group is broadly supportive of the letter and plan, but clarification is needed regarding local and regional voluntary support. Concerns were raised that the wording regarding Volunteers was misleading. Any other thoughts or additional suggestions to be included in the response are to be forwarded to ML. 	ML All	
4.	Updates	<ul style="list-style-type: none"> RMcD reported 10-12 agencies are interested in working with the Red Cross and various agencies have signed up to an MOU. Times are hard in the community, there has been an increase in redundancies and 157% increase in Universal Credit claims April - Jun. NMcC reported other Government bodies have requested for submission of bids/proposals for funding mainly to tackle Mental Health and isolation issues. DB confirmed Access to Food Fund can be used to cover 45p charge from Foodshare. Access to Food Fund can also supplement what Foodshare cannot provide – i.e. toiletries, personal care products. Feedback re Access to Food Fund and Financial Inclusion Scorecard to be forwarded to DfC. AR reported DEA's mostly trying to tackle isolation issues, new restrictions have meant programmes happening virtually. JMcC reported Community Centres are open for limited bookings. Work ongoing with local nursing homes and learning disability centres. 	DB, RJ, NMcC	

		<ul style="list-style-type: none"> • RMcD advised a new Crisis Café opening in Newry with funding from the Trust for 18months – 2 years. • JH to contact the Trusts and update them on the work of the Hub and general feedback from the Council. • JH & ST to contact other Councils to discuss how there are dealing with current situation. • SB advised second call has gone out, went to Committee on Monday and is awaiting final approval. • JH noted the Programmes Unit was complimented by Councillors in Chambers for past 2 months in a row and asked that thanks was passed on to staff. • SB advised Hardship fund and MOU was submitted to Council on Monday. MOU allows referrals up to 50 max. Letters of offer will go out 1st week of November. • All hub members are asked to forward any communications they have to Joanne. • SMcC and ST to collate information to signpost people towards advice on various types of help available – covering food/benefits/mental health/connectivity information. 	JH JH & ST	
5.	Correspondence	<ul style="list-style-type: none"> • Noted 		
6.	CCH Reporting Mechanisms	<ul style="list-style-type: none"> • Approvals process in place for actions to now be via AHC subject to Strategic Stakeholder forum agreement. Terms of reference for the group to be amended by JH to reflect changes in reporting, frequency of meetings and allowance for approvals to be made. 	JH	
5.	Dates & times of future meetings	<ul style="list-style-type: none"> • 02 December 2020 		

Next Meeting: Wednesday 02 December 2020 @ 3pm

Report to:	Active and Healthy Communities Committee
Date of Meeting:	21 December 2020
Subject:	DfC COVID-19 'Food & Essential Supplies Fund', 'Well, Warm & Connected Fund' and 'Volunteering Support Fund'
Reporting Officer (Including Job Title):	Janine Hillen, Assistant Director Community Engagement
Contact Officer (Including Job Title):	Damien Brannigan, Head of Engagement

<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>Purpose</p> <p>That the Committee: -</p> <ul style="list-style-type: none">• Note the report.• Agree to give approval to the Council’s COVID-19 Community Coordination Hub (CCH) to distribute, allocate or award the following additional COVID-19 funding awarded by the Department for Communities (DfC) in keeping with the purposes of and conditions attached to each fund:<ul style="list-style-type: none">➢ Food & Essential Supplies Fund - £191,638.83➢ Warm, Well & Connected Fund - £49,728.77➢ Volunteering Support Fund - £47,909.71• To note DfC correspondence relating to potential additional support for vulnerable households/communities, in the event of a non-negotiated outcome and approval to initiate support mechanisms through Councils existing Community Support Plan & CCH in the event of a no deal Brexit. <p>Background</p> <p>Since April 2020, DfC has awarded additional funding to Councils through DfC’s District Councils’ Community Support Programme to assist councils support voluntary and community organisations undertaking actions in response to the COVID-19 pandemic.</p> <p>In seeking to ensure a coordinated approach and best use of this additional funding, the Council’s COVID-19 CCH, with approval sought from the AHC Committee, has channelled the funding to support community and voluntary sector COVID-19 activity through:</p> <ul style="list-style-type: none">➢ several Council Financial Assistance Calls.➢ working in partnership with and awarding some of the funding to the ‘Confederation of Community Groups’, ‘County Down Rural Community Network’ and ‘Community Advice Newry, Mourne & Down’, in order to provide community organisations with support or funding as quickly as possible to enable them to respond as soon as possible to immediate and emerging community need. <p>The three voluntary organisations named above, along with the two local Health & Social Care Trusts, are members of, and provide the linkage between, the Council’s COVID-19 CCH, ‘Newry, Mourne & Down Community Planning Strategic Stakeholders Forum’ and the community and voluntary sector.</p>				

	<p>The awarding of some of this DfC funding to these three key voluntary organisations via their current SLAs with Council has sought to ensure that a due process has been adopted in working with them.</p> <p>DfC has recently awarded more funding to Councils, through DfC's District Councils' Community Support Programme, to support the on-going response to the COVID-19 pandemic. The three additional funds and amounts awarded by DfC are as follows (with further information provided in Appendices 1 and 2 attached):</p> <ul style="list-style-type: none"> ➤ Food & Essential Supplies Fund - £191,638.83 - for support with food and everyday items and to supplement and complement the previous support provided by the COVID-19 Food Partnership fund to build the capacity of community food providers and to implement more sustainable responses to food insecurity. ➤ Warm, Well & Connected Fund - £49,728.77 - to support those in need across the areas of highest deprivation including Neighbourhood Renewal Areas, Areas at Risk and Small Pockets of Deprivation. ➤ Volunteering Support Fund - £47,909.71 - to provide vital support for volunteering in recognition of the crucial role that volunteers have played in the crisis to date. <p>The funds are intended to address ongoing and newly emerging emotional and material needs faced by communities over the Christmas and New Year period. DfC are very conscious that pre-existing pressures have been exacerbated by the current pandemic, with many experiencing disconnections from family, social isolation, sickness and loss, and economic loss.</p> <p>It is DfC's intention that this additional funding will help provide access to food and essential items, access to support around period poverty, and will help to keep people 'warm, well and connected' at a particularly difficult time of the year. It is to be directly targeted at the most vulnerable, including children and young people; carers; older people; people living with a disability; and anyone who has lost income as a result of Covid-19.</p> <p>In seeking to ensure a continuing coordinated approach and best use of this additional funding and due to the timing of the notification of these three funds by DfC, the preliminary details of the three funds were brought to the attention of the Council's COVID-19 CCH at its meeting on Wednesday 25 November 2020. The CCH was informed that a report on the three additional funds would be presented to the AHC Committee at its meeting on Monday 21 December 2020 for consideration and approval to proceed with distribution, allocation or awarding of the funding. A follow up CCH meeting with DfC representatives on Wednesday 16 December 2020 was scheduled to provide further updates on the three funds and how they may be utilised.</p> <p>Finally, DfC have issued initial correspondence referencing the potential for additional funding in the event of a No Deal, Brexit. Additional resources (if secured) would be allocated as a compliment to the current Community Support Programme (CSP) would remain flexible and distributed through existing mechanisms established through NMD Community Coordination Hub.</p>
2.0	Key issues
2.1	<p>The following are matters that have been considered:</p> <ul style="list-style-type: none"> ➤ The continuing need to support community and voluntary activity which is being undertaken in response to the COVID-19 pandemic.

	<ul style="list-style-type: none"> ➤ 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 CCH. ➤ That to remain flexible, reactive and effective, some CCH actions may have to be undertaken in advance of AHC and full Council approval. This will only be in exceptional circumstances and will require Director sign off before implementation. ➤ The need to ensure that all activities associated with the funds adhere to Government guidance and regulations related to COVID-19. ➤ The adoption of a due process in distributing, allocating or awarding the funding.
3.0	Recommendations
3.1	<p>That the Committee: -</p> <ul style="list-style-type: none"> • Note the report. • Agree to give approval to the Council's COVID-19 Community Coordination Hub (CCH) to distribute, allocate or award the following additional COVID-19 funding awarded by the Department for Communities (DfC) in keeping with the purposes of and conditions attached to each fund: <ul style="list-style-type: none"> ➤ Food & Essential Supplies Fund - £191,638.83 ➤ Warm, Well & Connected Fund - £49,728.77 ➤ Volunteering Support Fund - £47,909.71 • To note DfC correspondence relating to potential additional support for vulnerable households/communities, in the event of a non-negotiated outcome and provide initial approval to initiate support mechanisms through Councils existing Community Support Plan & CCH in the event of a no deal Brexit.
4.0	Resource implications
4.1	<p>Officers' time.</p> <p>There is no requirement to match fund any of the additional funding awarded by DfC.</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>	<input type="checkbox"/>
7.0	Appendices	
7.1	<p>Appendix I: DfC Letter of Variance COVID-19 'Food & Essential Supplies', 'Warm, Well and Connected' and 'Volunteering Support' Funds.</p> <p>Appendix II: DfC Memorandum of Understanding COVID-19 'Food & Essential Supplies', 'Warm, Well and Connected' and 'Volunteering Support' Funds.</p> <p>Appendix III: DfC Correspondence: Potential additional support for vulnerable households/communities, in the event of a non-negotiated outcome.</p>	
8.0	Background Documents	
8.1	None.	

**MEMORANDUM OF UNDERSTANDING BETWEEN:
Department for Communities and Newry, Mourne and Down District
Council. COVID -19 Food and essential supplies fund
Warm, well and connected fund
Volunteering support fund**

1. Overview

The NI Executive agreed in October monitoring round an additional COVID allocation of £6.5m to the Department for Communities (DFC). The allocation will enable Department through partners to address ongoing and newly emerging emotional and material needs faced by our communities' over the Christmas and New Year period. Pre-existing pressures has been exacerbated by the current pandemic, with many experiencing disconnections from family, social isolation, sickness and loss, and economic loss.

This additional funding will help provide access to food and essential items access to support around period poverty and will help to keep people 'warm, well and connected' at a particularly difficult time of the year. It will be directly targeted at the most vulnerable, including children and young people; carers; older people; people living with a disability; and anyone who has lost income as a result of Covid-19.

Regionally £3m of the additional funds will be allocated to councils in their role as key delivery partner using the Community Support Programme (CSP) mechanism, as follows

- £2m Food and Essential Items fund
- £0.5m Warm, Well and Connected fund
- £0.5m Volunteering Support Fund

These additional funds will complement the existing council COVID related funds building on the established partnership working with local council and voluntary and community organisations that has played a vital role in supporting communities and individuals during the COVID-19 pandemic

2. Purpose of this Document

The purpose of this Memorandum of Understanding (MoU) for these additional COVID related funding is to provide a framework for how we will work, individually and together, to achieve our shared vision of alleviating hardship and ensuring that citizens are supported through this pandemic crisis. This MoU

- Sets out the Funds' duration and scope;
- Describes the roles and responsibilities;

- Sets out the financial arrangements; and
- Provide arrangements for governance and accountability.

3. Duration

These additional funds applies within the financial year beginning 1st April 2020 to 31st March 2021. All activities supported by the fund must take place between November 2020 and March 2021.

The total amount of funding awarded will be released immediately after return of the electronically signed Letter of Variance and this Memorandum of Understanding.

4. Scope

These 3 funds must align with the broad Community Support Programme objectives. In addition they must meet the individual fund criteria presented in the Annexes.

- **£2m Food and essential items fund** – for support with food and everyday items and will supplement and complement the previous support provided by the COVID Food Partnership fund £750k to build the capacity of community food providers and implement more sustainable responses to food insecurity.
- **£0.5m Volunteering fund** –to provide vital support for volunteering in recognition of the crucial role that volunteers have played in the crisis to date
- **£0.5m Warm well and connected fund**– Councils will distribute funds to support those in need across the areas of highest deprivation including Neighbourhood Renewal Areas, Areas at Risk and Small Pockets of Deprivation.

The Department has provided a number of COVID related funds to councils using the CSP mechanism to commission a local response to support those in communities impacted by the pandemic i.e. .Community Support Fund, Financial Inclusion and Food Partnership funds. This additional funding complements the other COVID related funds, and will enable councils to expand on the existing or planned partnerships/interventions and projects already deployed whilst building in new interventions.

Whilst the COVID related funding is provided as different strands, the Department recognises there might be opportunities to deliver themes together for improved and holistic outcomes for beneficiaries. We are happy to engage with each Council to contribute to design and delivery of your localised response

5. Not in Scope

The allocations for both Funds are not available to fund internal council costs, such as staffing and overheads.

The funding is not available to provide direct payments to vulnerable people.

6. Roles and Responsibilities

At Council level officials will:

- Be responsible for ensuring the Programme aligns with the high level objectives set out by the Department
- Ensure the funds are properly managed and all procurement and statutory obligations are adhered to;
- Assign points of contact (expected to be community development officers) to liaise with Departmental officials to provide regular verbal and written updates;
- Establish effective working arrangements based on co-operation, partnership and mutual assistance between local statutory, voluntary and community sector organisations;
- Collaboratively agree appropriate protocols and procedures for determining the approach to interventions;
- Work closely with funded organisations to ensure
 - they adapt the formal protocol for regulated volunteering; ensuring both volunteers and vulnerable individuals, are protected
<https://www.communities-ni.gov.uk/publications/volunteering-regulated-activity-protocol>
 - that there are adequate arrangements to provide a continuous responsive service to deal with urgently arising problems;
 - that there is mandatory reporting on money spent and impact;
- Provide guidance around the safety and protection of staff engaged in assessing and delivering interventions supported through the fund; and
- Ensure that where disputes arise between organisations and cannot be resolved quickly, they are escalated to higher levels of management within the respective organisations.
- Maintain effective working relationship based on co-operation, partnership and mutual assistance with Departmental Officials

At Departmental level, officials will:

- Release funds immediately upon receipt of the electronically signed Letter of Variance and Memorandum of Understanding;

- Provide support, guidance and where appropriate, share central government information from across departments, including data relating to needs as this emerges around coronavirus;
- Maintain regular contact with council through designated points of contact to request updates and information, and to discuss emerging needs;
- Department officials will collate information received from councils and record any emerging issues to create a formal written record of interventions, sharing lessons and good practice emerging

7. Financial Arrangements

The allocations will be provided through the established Community Support Programme arrangements.

There is no requirement for councils to match fund this provision.

The funds are subject to the same local government audit as other Council spend.

8. Governance and Accountability

The Minister is accountable to the Assembly for the funding policy and ensuring that it has been properly spent as designated. To this end, leadership at local level will be needed more than ever to ensure that those citizens requiring assistance receive the necessary help to come safely through this crisis. Each council area will have their own pressures and difficulties and it is important that help reaches those in need in a timely way. It is recognised that normal procurement guidance around best value may be difficult to uphold, but it is important to ensure that public funding delivers maximum impact.

This continues to be a fast moving crisis and public and political interest remains high throughout the crisis. It is therefore important to ensure that public money is spent in an accountable and transparent way. It is also important that the governance arrangements are proportionate and recognize the uniqueness of this intervention.

9. Monitoring & Reporting

To ensure that Government is fully aware of events unfolding on the ground, each council shall provide regular updates in writing, on data available, to demonstrate the impact of the funding.

More detail on the monitoring for the different funds is specified in the Annexes.

To minimise any further administrative burden on Councils and their VCS partners, reporting on the food and essential items funding and volunteering

support will be encompassed into the existing reporting arrangements for the COVID Food Partnership Fund.

Finally, I understand that this continues to be a fast paced and evolving situation and you may need to adapt quickly and beyond the scope set out within this Memorandum of Understanding. The Department commits to collaborating with you in a flexible way to ensure that the needs of people always come first. Any concerns that council officials may have should be raised through the Departmental points of contact who will work with you to ensure councils can deliver in ways that best meet local needs.

Formal Commitment to Memorandum

Signed *Bebhinn Ní Bhriáin*

Dated 10 December 2020

On behalf of DFC

Signed *Mr Craig*

Dated 10^h December 2020

On behalf of DFC

Signed

Dated xx December 2020

On behalf of Newry, Mourne and Down District Council

Annex A

Warm and Well Connected

Scope

The Warm, Well and Connected Fund should be distributed by councils to target areas of greatest deprivation within each council. Where there are designated Neighbourhood Renewal Areas, Areas at Risk and Small Pockets of Deprivation within the council area (please see list on next page) funding should be targeted to benefit these areas in the first instance.

The funding must deliver activities which support one or more of the Warm, Well and Connected programme outcomes as follows:

- People are less isolated, emotionally supported and connected into their community and relevant supports
- People are aware of the need to maintain good mental health and supported to take up online self-help tools and other community initiatives
- People are encouraged and supported to take up some form of physical activity on a daily basis
- People are aware of the need to eat well and are supported to do so
- More people in fuel poverty have access to support for fuel over the winter and in particular the Christmas and New Year period.

Monitoring & Reporting

To ensure that Government is fully aware of events unfolding on the ground, each council shall provide regular updates in writing, on data available, to demonstrate the impact of the funding.

This may include:

- Overall # of people supported by the programme
- # of people supported broken down by postcode
- # of people supported within S75 groups

Templates for reporting will be provided to Councils. Completed reports will be required by March 2021.

Annex A

Neighbourhood Renewal Areas, Areas at Risk and Small Pockets of Deprivation within each council

District Council	Code	Type	Name
Antrim and Newtownabbey	95WW09S1	Areas at Risk (AAR)	Carnmoney_1
Antrim and Newtownabbey	95WW21S1	Areas at Risk (AAR)	Monkstown_1
Antrim and Newtownabbey	95WW22S2	Areas at Risk (AAR)	Mossley_2
Antrim and Newtownabbey	95RDO_02	Neighbourhood Renewal Area (NRA)	Ballyclare
Antrim and Newtownabbey	95BRO_11	Neighbourhood Renewal Area (NRA)	Rathcoole
Antrim and Newtownabbey	95WW03S1	Small Pockets of Deprivation (SPOD)	Dixon Park Residents Association
Armagh	95FF09W1	Areas at Risk (AAR)	Gilford
Armagh	95RDO_01	Neighbourhood Renewal Area (NRA)	Armagh
Armagh	95RDO_05	Neighbourhood Renewal Area (NRA)	Brownlow
Armagh	95RDO_12	Neighbourhood Renewal Area (NRA)	Lurgan
Armagh	95RDO_15	Neighbourhood Renewal Area (NRA)	Portadown North West
Belfast	95GG05S3	Areas at Risk (AAR)	Ballynafeigh_3
Belfast	95GG08S1	Areas at Risk (AAR)	Bellevue_1
Belfast	95GG08S2	Areas at Risk (AAR)	Bellevue_2
Belfast	95GG32S2	Areas at Risk (AAR)	Legoniel_2
Belfast	95GG08S3	Areas at Risk (AAR) & SPOD	Bellevue_3
Belfast	95BRO_01	Neighbourhood Renewal Area (NRA)	Andersonstown
Belfast	95BRO_02	Neighbourhood Renewal Area (NRA)	Colin
Belfast	95BRO_03	Neighbourhood Renewal Area (NRA)	Crumlin_Ardoyne
Belfast	95BRO_04	Neighbourhood Renewal Area (NRA)	Falls_Clondard
Belfast	95BRO_05	Neighbourhood Renewal Area (NRA)	Greater Shankill
Belfast	95BRO_06	Neighbourhood Renewal Area (NRA)	Inner East Belfast
Belfast	95BRO_06	Neighbourhood Renewal Area (NRA)	Inner East Belfast
Belfast	95BRO_07	Neighbourhood Renewal Area (NRA)	Inner North Belfast
Belfast	95BRO_08	Neighbourhood Renewal Area (NRA)	Inner South Belfast
Belfast	95BRO_09	Neighbourhood Renewal Area (NRA)	Ligoniel
Belfast	95BRO_10	Neighbourhood Renewal Area (NRA)	Outer West Belfast
Belfast	95BRO_12	Neighbourhood Renewal Area (NRA)	South West Belfast
Belfast	95BRO_13	Neighbourhood Renewal Area (NRA)	Tullycarnet
Belfast	95BRO_14	Neighbourhood Renewal Area (NRA)	Upper Ardoyne_Ballysillan
Belfast	95BRO_15	Neighbourhood Renewal Area (NRA)	Upper Springfield_Whiterock
Belfast	95GG50S3	Small Pockets of Deprivation (SPOD)	Bawnmore & District Residents Association
Belfast	95GG34S1	Small Pockets of Deprivation (SPOD)	Benmore Community Development Group
Causeway Coast and Glens	95JJ07W1	Areas at Risk (AAR)	Cross Glebe
Causeway Coast and Glens	95JJ11S1	Areas at Risk (AAR)	Hopefield_1

Causeway Coast and Glens	95RDO_07	Neighbourhood Renewal Area (NRA)	Coleraine Churchlands
Causeway Coast and Glens	95RDO_08	Neighbourhood Renewal Area (NRA)	Coleraine East
Causeway Coast and Glens	95NWDO_01	Neighbourhood Renewal Area (NRA)	Limavady
Causeway Coast and Glens	95EE03W1	Small Pockets of Deprivation (SPOD)	Carnany Community Association
Causeway Coast and Glens	95EE13W1	Small Pockets of Deprivation (SPOD)	Castle Community Association
Derry and Strabane	95NWDO_02	Neighbourhood Renewal Area (NRA)	Outer North Derry
Derry and Strabane	95NWDO_03	Neighbourhood Renewal Area (NRA)	Outer West Derry
Derry and Strabane	95NWDO_04	Neighbourhood Renewal Area (NRA)	Strabane
Derry and Strabane	95NWDO_05	Neighbourhood Renewal Area (NRA)	Triax - Cityside
Derry and Strabane	95NWDO_06	Neighbourhood Renewal Area (NRA)	Waterside
Derry and Strabane	95MM16S1	Small Pockets of Deprivation (SPOD)	Strathfoyle Women's Activity Group
Fermanagh and Omagh	95RDO_11	Neighbourhood Renewal Area (NRA)	Enniskillen
Fermanagh and Omagh	95RDO_14	Neighbourhood Renewal Area (NRA)	Omagh
Lisburn and Castlereagh	95II10W1	Areas at Risk (AAR)	Enler
Mid and East Antrim	95QQ04W1	Areas at Risk (AAR)	Blackcave
Mid and East Antrim	95DD11W1	Areas at Risk (AAR)	Dunclug
Mid and East Antrim	95DD13W1	Areas at Risk (AAR)	Fair Green
Mid and East Antrim	95HH13W1	Areas at Risk (AAR)	Northland
Mid and East Antrim	95RDO_03	Neighbourhood Renewal Area (NRA)	Ballymena
Mid and East Antrim	95HH09W1	Small Pockets of Deprivation (SPOD)	Carrickfergus Community Forum
Mid Ulster	95RDO_06	Neighbourhood Renewal Area (NRA)	Coalisland
Mid Ulster	95RDO_10	Neighbourhood Renewal Area (NRA)	Dungannon
Newry	95VV03W1	Areas at Risk (AAR)	Bessbrook
Newry	95VV09W1	Areas at Risk (AAR)	Crossmaglen
Newry	95RDO_09	Neighbourhood Renewal Area (NRA)	Downpatrick
Newry	95RDO_13	Neighbourhood Renewal Area (NRA)	Newry
North Down and Ards	95BB11S1	Areas at Risk (AAR)	Donaghadee South_1
North Down and Ards	95BB22S2	Areas at Risk (AAR) & SPOD	Scrabo_2
North Down and Ards	95RDO_04	Neighbourhood Renewal Area (NRA)	Bangor
North Down and Ards	95BB17S2	Small Pockets of Deprivation (SPOD)	Bowtown Community Development Group
North Down and Ards	95BB12S1	Small Pockets of Deprivation (SPOD)	Glen Ward Community Development Association
North Down and Ards	95XX17S1	Small Pockets of Deprivation (SPOD)	North Down YMCA
North Down and Ards	95XX11S3	Small Pockets of Deprivation (SPOD)	Rathgill Community Association

Annex B

Covid-19 Food and Essential Items and Volunteering fund

Briefing Paper to Councils

December 2020

Overview

The NI Executive approved an additional COVID allocation of £3.5m in the October monitoring round, to support the most vulnerable in our society to access food and other essential items. This support will be delivered through a range of immediate and medium term interventions to address the significant dual challenges of Christmas/New Year and Brexit, both of which will exacerbate food poverty and insecurity between now and the end of March 2021. This funding will also allow for essential items such as sanitary products, given the impact of period poverty on individuals and families in our community. This funding should help to ensure that people do not have to choose between these essential items, and provide dignified, compassionate support for those in need.

Of this additional allocation, £2.5m will be allocated to councils as follows

- **£2m** for support with food and everyday items and will supplement and complement the previous support provided by the Covid-19 Food Partnership fund £750k to build the capacity of community food providers and implement more sustainable responses to food insecurity.
- **£0.5m** to provide vital support for volunteering in recognition of the crucial role that volunteers have played in the crisis to date.

In addition, a further £1m is being provided to established charities including St Vincent De Paul (SVP), the Salvation Army, Barnardo's, Save the Children and the food poverty charity, FareShare. This will help to enhance their seasonal campaigns and increase the reach and impact of the interventions they all currently deliver, building on their track record across many years.

In addition to the investment of £3.5m from the Executive, the Department will arrange bulk purchasing of food and essential items to key VCS organisations across 11 Council areas, to March 2021 to supplement the FareShare supply, recognising ongoing pressures and mitigating Brexit impacts on food supply and food prices.

Overall the proposed package offers a mix of emergency provision alongside the potential for more sustainable interventions to be bolstered or developed. Importantly, these measures complement and further build on our previous interventions when moving from the emergency phase into the transition phase. The focus of all these

investments will be on localised support, with Councils and the local Voluntary and Community Sector being key to delivery.

Food and Essential Items fund - Christmas specific initiatives

This additional funding will enable councils to resource some Christmas specific activity for those citizens who face real financial challenges, highlighted by the economic impacts of COVID and underlined by the pressures that the Christmas season brings. This additional funding will enable councils to build on local Christmas campaigns and provide support such as:

- Family/individual support packages, including food and seasonal items
- Cooked meal provision, perhaps in partnership with local restaurants/community food providers, reflecting private sector collaboration
- Providing 'meals on wheels' Christmas lunches and companionship to older people living alone.
- Support to safe spaces, offering somewhere safe to spend Christmas, and Christmas meals and activities.

Food and Essential Items fund – Beyond Christmas to March 2021

In the New Year we expect the focus to shift to more strategic interventions whilst recognising that emergency support may still be required, especially if Brexit has a further negative impact. The activities foreseen here expand on the co-design and projects being delivered under the previous allocation £750k Food Partnership Fund where focus was on delivering a more strategic response, by developing capacity and capability in the community food infrastructure; Brokering partnerships with other support /service providers, linking access to food to other practical support streams;

Some examples of the projects already being delivered

- Food education schemes
- Slow cooker Programmes
- Community Fridge
- Increasing community food providers infrastructure including additional storage and covering FareShare membership fees – 45p per kilo),

Co-design

Two workshops were held on 25 November 2020 with attendees from Councils, Health and Social Care Trusts and their VCS partners to help co-design this aspect of the fund. This was followed by one to one co-design meetings with council officials to discuss local food poverty/food insecurity interventions and volunteering support.

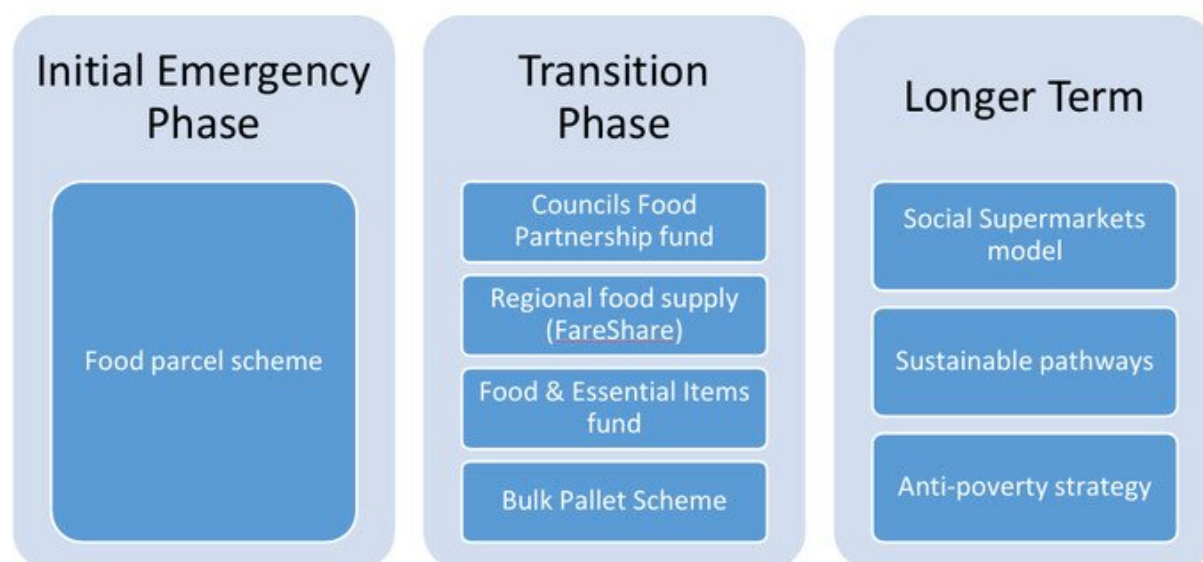
Consultation and co-design confirmed the need for a joined up approach in communities to maximise impact, the importance of assessing need effectively and in respecting the dignity of individuals in any provision made.

Departments Access to Food response

The table below shows the Departments ongoing response to access to food with highlighted text for the additional £2.5m allocation to councils in December 2020.

Stage	Support	Detail	Objective
Initial Emergency Phase	Food Parcel Scheme	Operated April to July providing food parcels to those clinically and economically vulnerable	Access to Food
Transition Phase	£750k Councils Food Partnership Fund	Allocated to deliver a more strategic response	Improve local infrastructure, build capacity, improve linkages
	£2m Food and Essential Items fund	Xmas and Post Xmas emergency support	Access to Food and Essential Items
		Jan – Mar 2021, Focus on more sustainable support	Improve local infrastructure, build capacity, improve linkages
	£0.5m Volunteering Support Fund	Additional support for volunteer effort	Improve local infrastructure, build capacity
	Charities Seasonal campaigns	Contribution to regional charities to enhance their seasonal campaigns	Access to Food and Essential Items
	Regional food Supply (FareShare)	Improved food infrastructure and additional supply of food	Increased regional infrastructure and food supply
	Bulk Pallet Scheme	Bulk purchasing of food and essential items pre Brexit for use by VCS organisations	Increased food supply to address expected increase in food prices post Brexit

Longer Term Support	Social Supermarkets model	Social Supermarket model roll-out out to commence 2021/22	Holistic support
	Sustainable Pathways		Tackling causes of food poverty
	Anti-poverty Strategy		Strategic links



Key Principles

- build on the learnings from the Emergency Response
- deliver against genuine need by using established networks and referral pathways
- connecting those experiencing food poverty into relevant supports in their community
- maximising/complementing work already underway towards a more strategic and sustainable approach to food poverty/food insecurity issues

Reporting

To minimise any further administrative burden on Councils and their VCS partners, reporting on this additional funding will be encompassed into the existing reporting arrangements for the Covid Food Partnership Fund.

Targeting need

Initial engagement with stakeholders on where need is being reported indicates that the following groups should be targeted across the region,

- Children and Young People;
- Carers;

- Older People;
- People Living with Disability;
- Anyone who has lost income as a direct result of the pandemic.

Objectives of the funding

- To alleviate the financial and social pressures resulting from the festive season on those at most need in our society.
- To enable VCS organisations to provide food and essential items to those experiencing food poverty
- To tackle root causes of food poverty by linking into other services e.g. advice services
- To protect the economically vulnerable, as well as the medically vulnerable from the impact of COVID19

Outcomes

The outcomes include:

- Improved partnership working
- Reduction in food poverty/insecurity
- Building evidence base of what works well
- Improvement in impact through additional linked support.
- Transitioning to more sustainable pathways/forms of support

Benefits for beneficiaries

Those identified as being in genuine need will

- receive support with food and other essential items
- be connected to accessible information and relevant supports within their communities
- be supported and educated to 'eat well'

Benefits for community providers

- Improved infrastructure enabling them to support more people in need
- Volunteers are supported to carry out their role
- Improved focus on networks and referral pathways
- Improved partnership working

Volunteering Support

£0.5m of the additional Executive approved allocations will be provided to councils to distribute to VCS organisations to provide support for volunteering in recognition of the crucial role that volunteers have played in the crisis to date and will help deliver ongoing food need until March 2021.

Key issues that were raised through the emergency response in respect of volunteer support were:-

- volunteer fatigue
- over-reliance on the same cohort of volunteers
- bank of volunteers not being called to complete any volunteering duties
- governance requirements (need for safeguarding/access NI checks in place)

Whilst volunteering will potentially have been supported within the delivery of the existing COVID 19 related council funds to community providers, this £0.5m is a specific investment to enable a focus on the continued volunteer support effort needed on the ground, and to build a pool of volunteers. This funding does not necessarily need distributing as a standalone fund, but can supplement the existing funds distributed to community based organisations.

This funding will provide volunteer support both for building capacity and supporting volunteers as they continue to be relied upon to support the ongoing community food response to the pandemic, contingency planning to March 2021.

This element of the proposal involves two key areas:

- Reimbursement of volunteer expenses; based on actual incurred costs (such as mileage, refreshments or PPE) and
- Support for building volunteer capacity e.g. recruitment, training, Personal development, volunteering governance including safeguarding and Access NI checks

Alongside this investment, the Department would be keen that our funded Volunteer Centres and strategic volunteering partner Volunteer Now, are connected into local planned responses where possible.

The Volunteer Centres and Volunteer Now are tasked with providing advice to organisations involved in supporting volunteering (e.g. Councils, government, health service providers, benefits offices, international partners).

The Volunteer Centres and Volunteer Now as well as facilitating training, can support councils to resource the volunteering offer each Council may require, filling any gaps in their delivery model by providing a sustainable source of volunteers to back up the core volunteer cohort to ensure continued support to our communities during the pandemic.

The on-line volunteering platform, 'Be Collective' (managed by Volunteer Now) provides the mechanism to ensure sustainability in the pool of volunteers, by maximising available volunteers who can be directed to their area of preference, applying training gained and specific skills to contribute to delivery, avoid volunteer fatigue and ensure sustainable outcomes.

The Department would encourage councils to promote the use of the 'Be Collective' online platform to their funded groups and their volunteers, creating a more comprehensive bank of volunteers who can be better utilised in future. As well as increasing pool of volunteers, there are a number of benefits as follows;

- For **volunteers** it enables them to create a social record/cv to include the entirety of their volunteering experiences (even if they volunteer with multiple organisations or causes),
- For **volunteer involving organisations** the system enables them to create a profile of their organisation, develop and promote volunteering opportunities (both internally and externally), communicate with their volunteers, create stories, verify skills, training and hours undertaken including producing a social impact report.

The Department will facilitate the use of Volunteer Now, to provide relevant training to all delivery partners (a half day) in each of the Council areas on the Be Collective platform.



Department for
Communities
www.communities-ni.gov.uk

An Roinn
Pobal

Máinnystrie o
Communities

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Voluntary and Community Division
Programme Delivery Team
Department for Communities
4th Floor
9 Lanyon Place
BELFAST
BT1 3LP

Telephone: (028) 9082 9427

e-mail: Sheila.fox@communities-ni.gov.uk

Date: 10 December 2020

Dear Mrs.Ward

Community Support Programme: Letter of Variance 1 April 2020 to 31 March 2021 – COVID -19 Food and Essential Supplies/Warm Well and Connected (WWC) /Volunteering Support Funds

1. Revised Approval

The purpose of this letter is to effect certain amendments and variations to the Contract for Funding constituted by Voluntary and Community Division's letter dated 3 April 2020, letter dated 6 April 2020, letter dated 19 August 2020 and letter dated 5 November 2020, following the Department's decision to revise the financial offer by including an allocation of funding for **Covid-19 Food and Essential Supplies/WWC/Volunteering Support Funds**.

Accordingly upon your Council's acceptance of this offer as hereinafter provided, the said Letter of Offer shall be amended and funding will now be as follows:

Community Support General	£146,804.34
Advice Grant	£143,871.30
Welfare Reform Mitigations Extension Face to Face Award Advice	£84,458.64

Welfare Reform Mitigations Extension - Tribunal Representations	£28,800.00
Covid-19 Community Support Fund (1 st Tranche)	£98,250.00
Covid-19 Community Support Fund (2 nd Tranche)	£143,674.86
Covid-19 Financial Inclusion Fund	£68,755.00
Covid-19 Food Partnership Fund	£71,837.00
Food & Essential Supplies Fund	£191,638.83
Volunteering Support Fund	£47,909.71
Warm Well and Connected Fund	£49,728.77
Total Funding	£1,075,728.45

2. Acceptance

This letter and Memorandum of Understanding is issued in duplicate and accordingly if your council is prepared to accept the variance, please return one complete copy of this letter duly signed and dated on behalf of the council.

3. Availability

The foregoing should be electronically signed so that additional funding can be immediately made available. This should be followed up within a period of 4 weeks from the date of this letter with signed hard copy.

Yours Sincerely



Anne-Marie O'Kane
Voluntary and Community Division

Bebhinn Ni Bhriain

Bebhinn Ni Bhriain
Voluntary and Community Division

OFFICIAL GRANT ACCEPTANCE

I _____ have authority **on behalf of**
(Name of Chief Executive in Block Capitals)

(Name of Council in Block Capitals)

Accept the revised offer of Grant set out in the Letter of Variance dated 10 December 2020, and agree to deliver the above programme on the terms and conditions contained in the Letter of Offer and the Memorandum of Understanding dated 10 December 2020.

_____ Date _____

Signed Chief Executive
Newry, Mourne and Down District Council



POTENTIAL ADDITIONAL FUNDING TO COUNCILS TO SUPPORT VULNERABLE HOUSEHOLDS AND COMMUNITIES IN THE EVENT OF A NON NEGOTIATED OUTCOME.

1.0 Background

- 1.1 The UK left the European Union (EU) on 31st January 2020 and entered a Transition Period which is due to last until 31st December 2020. During this period, the UK remains in both the EU customs union and single market. The UK Government has stated that the Transition Period will end on 31st December 2020, regardless of whether an EU Future Relationship agreement has been reached with the EU.
- 1.2 The Department for Communities (DfC) is working in partnership with Local Government, The Executive Office and all of the NI Executive Departments to ensure that those services for which we have responsibility can continue to be delivered following the end of the Transition Period on 31st December 2020.
- 1.2 Those preparations have included discussions about the need to provide additional support for vulnerable households and communities. It has been agreed that a multi-agency approach to supporting vulnerable communities is essential and that working with Local Government and the voluntary and community sector to assist in the delivery of support at a local level is critical.
- 1.3 DfC has been working with The Executive Office (TEO) and other Departments to consider what support would be required for vulnerable households and communities. A bid was submitted to HM Treasury covering the 2021/22 financial year and this is currently under consideration. The Department has, however, identified some internal resources for the remainder of 2020/21.

2.0 Categories of Vulnerability

- 2.1 It is proposed that the definition of those rendered vulnerable as a consequence of a Non Negotiated Outcome at the end of the Transition Period should encompass specific categories of vulnerability to assess and mitigate the impact in NI. These are:
 - (i) **Financial vulnerability:** Households most likely to experience financial stress in the event of increases in food and fuel costs are those deemed to be in poverty

or at risk of poverty. i.e. households with an equivalised income below the UK poverty threshold or up to 10% above that threshold (£16,000 pa);

(II) **Economic connectivity:** Those living in rural and border areas are likely to experience greater challenges in accessing goods and services.

(III) **Workforce:** Those working in industries at high risk of exposure from no deal, plus individuals working in businesses which service those industries, are likely to be at greater risk of pay cuts or job losses.

3.0 Additional Funding

3.1 It is proposed that any additional funding, if secured, is distributed to Councils via the existing Community Support Programme (CSP) to provide additional assistance to vulnerable households and communities. DfC has made funding bids for £1.0m in the remainder of 2020/21 and £2.0m in 2021/22, subject to a Non Negotiated Outcome at the end of the Transition Period.

3.2 It is proposed that this would be a separate element of CSP to specifically address the categories of vulnerability outlined in Section 2. The intervention would, however, operate in the context of the existing CSP high level programme objectives:

4.0 Framework for Additional Funding

4.1 It is proposed that the additional funding, distributed via CSP, to help mitigate the impact of a Non Negotiated Outcome at the end of the Transition Period on vulnerable communities would be allocated on the basis of the existing CSP arrangements.

4.2 The Department is content that Councils adopt a flexible approach to the allocation and delivery of additional funding to address emerging local needs. It is expected that funding would be distributed to local voluntary and community organisations who would be in a position to deliver a range of services to support vulnerable households and communities impacted by a no- negotiated outcome at the end of the Transition Period. These may include support for food distribution, fuel clubs and community health and wellbeing services.

4.3 Some Councils may wish to use alternative delivery arrangements and the Department is open to such proposals on the basis that impacts can be measured on the ground. It is also acceptable for reasonable administrative costs to be covered subject to agreement with the Department.

- 4.4 Councils will be expected to manage and monitor any additional funding separately from the annual Community Support Programme, with an emphasis on demonstrating additionality and mitigation of impacts on vulnerable groups as a result of the EU Exit.

5.0 Conclusion

- 5.1 In conclusion, in the event of a Non Negotiated Outcome when the Transition Period ends, Councils are asked to confirm the following:
- (i) That they are content to manage and deliver the proposed additional funding through the existing Community Support Programme;
 - (ii) Such funding should be targeted at the most vulnerable households and communities, as outlined in Section 2.0, and fall within the high level Community Support Programme objectives (Section 3.0); and
 - (iii) Any potential Funding to be allocated on the basis of the existing CSP model.

Report to:	Active and Healthy Communities Committee
Date of Meeting:	21 December 2020
Subject:	DfC Funding for Community Arts, Culture and Heritage Projects in Newry Neighbourhood Renewal Area
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</p> <ul style="list-style-type: none"> To note the report. To consider and agree to approve that the Council be the lead organisation in applying for, managing and distributing the Department for Communities (DfC) investment of £19,370.31 funding for Community arts, Culture and Heritage projects to community groups within the Newry Neighbourhood Renewal Area (Newry NRA), as requested by the Chairperson of Newry Neighbourhood Renewal Area Partnership (Newry NRAP). <p>Background</p> <p>DfC is investing £19,370.31 of support for Community Arts, Culture and Heritage projects in the Newry NRA. The funding, in response to Covid-19, aims to address the ongoing pressures on this sector by providing support for new ways for arts and culture to engage and benefit grassroots communities.</p> <p>DfC require that a lead organisation within the Newry NRAP be nominated that will be responsible for distributing the funding to successful organisations.</p> <p>The objectives/outcome of the fund are to support grassroots communities and those most marginalised, through engagement in community arts, culture and heritage projects which increases social inclusion and strengthens communities and social renewal.</p> <p>DfC have advised that the following can apply to Newry NRAP for the funding:</p> <ul style="list-style-type: none"> Constituted organisations' operating within Northern Ireland who are located within a Neighbourhood Renewal Area. There is no requirement for organisations' to be in receipt of direct Neighbourhood Renewal funding.
2.0	Key issues
2.1	None.
3.0	Recommendations
3.1	That the Committee:-

	<ul style="list-style-type: none"> Note the report. Agree to approve that the Council be the lead organisation in applying for, managing and distributing the Department for Communities (DfC) investment of £19,370.31 funding for Community arts, Culture and Heritage projects to community groups within the Newry Neighbourhood Renewal Area (Newry NRA), as requested by the Chairperson of Newry Neighbourhood Renewal Area Partnership (Newry NRAP).
4.0	Resource implications
4.1	Newry NRAP Officer's time.
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
	None.
8.0	Background Documents
	None.

Report to:	Active and Healthy Communities Committee
Date of Meeting:	21 December 2020
Subject:	DfC Funding for Community Arts, Culture and Heritage Projects in Downpatrick Neighbourhood Renewal Area
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</p> <ul style="list-style-type: none"> To note the report. To consider and agree to approve that the Council be the lead organisation in applying for, managing and distributing the Department for Communities (DfC) investment of £11,486.84 funding for Community arts, Culture and Heritage projects to community groups within the Downpatrick Neighbourhood Renewal Area (Downpatrick NRA), as requested by the Chairperson of Downpatrick Neighbourhood Renewal Area Partnership (Downpatrick NRAP). <p>Background</p> <p>DfC is investing £11,486.84 of support for Community Arts, Culture and Heritage projects in the Downpatrick NRA. The funding, in response to Covid-19, aims to address the ongoing pressures on this sector by providing support for new ways for arts and culture to engage and benefit grassroots communities.</p> <p>DfC require that a lead organisation within the Downpatrick NRAP be nominated that will be responsible for distributing the funding to successful organisations.</p> <p>The objectives/outcome of the fund are to support grassroots communities and those most marginalised, through engagement in community arts, culture and heritage projects which increases social inclusion and strengthens communities and social renewal.</p> <p>DfC have advised that the following can apply to Downpatrick NRAP for the funding:</p> <ul style="list-style-type: none"> Constituted organisations' operating within Northern Ireland who are located within a Neighbourhood Renewal Area. There is no requirement for organisations' to be in receipt of direct Neighbourhood Renewal funding.
2.0	Key issues
2.1	None.

3.0	Recommendations
3.1	<p>That the Committee:-</p> <ul style="list-style-type: none"> • Note the report. • Agree to approve that the Council be the lead organisation in applying for, managing and distributing the Department for Communities (DfC) investment of £11,486.84 funding for Community arts, Culture and Heritage projects to community groups within the Downpatrick Neighbourhood Renewal Area (Downpatrick NRA), as requested by the Chairperson of Downpatrick Neighbourhood Renewal Area Partnership (Downpatrick NRAP).
4.0	Resource implications
4.1	Downpatrick NRAP Officer's time.
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
	None.
8.0	Background Documents
	None.

Report to:	Active and Healthy Communities Committee
Date of Meeting:	21 December 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"> ➤ Mournes DEA Forum Private Meeting held on Friday 6 November 2020. ➤ Slieve Gullion DEA Forum Private Meeting held on Friday 6 November 2020. ➤ Newry DEA Forum Private Meeting held on Wednesday 2 December 2020. ➤ Slieve Gullion DEA Forum Private Meeting held on Tuesday 8 December 2020. ➤ Crotlieve DEA Forum Private Meeting held on Tuesday 8 December 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	<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>
7.0	<p>Appendices</p>

	<p>Appendix 1: Update on the ongoing work of the DEAs.</p> <p>Appendix 2: Action Sheet Mournes DEA Forum Private Meeting Friday 6 November 2020.</p> <p>Appendix 3: Action Sheet Slieve Gullion DEA Forum Private Meeting Friday 6 November 2020.</p> <p>Appendix 4: Action Sheet Newry DEA Forum Private Meeting Wednesday 2 December 2020.</p> <p>Appendix 5: Action Sheet Slieve Gullion DEA Forum Private Meeting Tuesday 8 December 2020.</p> <p>Appendix 6: Action Sheet Crotlieve DEA Forum Private Meeting held Tuesday 8 December 2020.</p>
8.0	Background Documents
	None.

Appendix 1

148

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 months of December and January the Downpatrick, Rowallane and Slieve Croob DEAs are rolling out a 6-week Mental Health/Building Resilience Programme to pupils in 9 primary schools in their areas. In addition, they are also providing Mini First Aid Training to pupils in 7 primary schools in their rural areas.

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

Level of Civic Participation and Good Relations:

Slieve Gullion DEA supported the delivery of a Flags and Emblems workshop on 20 November in Newtownhamilton. The workshops were delivered as part of a wider programme in the area bringing young people from different backgrounds together to explore Good Relations issues.

Level of Personal Safety and Crime:

Slieve Gullion, Newry and Crotlieve DEAs supported National Road Safety Week in over 48 primary schools in their areas in November. As part of the information campaign, the DEAs linked with the Northern Ireland Fire & Rescue Service to deliver information packs and provide over 1,700 high-vis vests and bags to students.

Sustainable Christmas Trees - All DEAs

The DEAs across the Council area have been linking with local community groups to support and promote the Sustainable Christmas Tree Programme throughout the District. This year the programme saw an additional 7 trees planted. DEA Coordinators have been linking with local community groups to provide information and support around the application, planting, and event process.

Newry, Mourne and Down District Council

Action Sheet of Mournes District Electoral Area Private Meeting held on Friday 6th November 2020 at 10.00am via Zoom

Chairperson:	Councillor Glyn Hanna
In Attendance:	Councillor Sean Doran Councillor LEEANNE McEvoy Councillor Willie Clarke Councillor Henry Reilly Councillor Harold McKee
Independent Members:	Donna McConnell, Kilkeel Development Association Andy Hall, SANDSA
Statutory Partners:	Kieran Taggart, Education Authority Martina McAloon, Multi-Disciplinary Team, Southern Health & Social Care Trust Jacqueline Morton, Multi-Disciplinary Team, Southern Health & Social Care Trust Aiden McCabe, M Power Project, Southern Health & Social Care Trust
Council Officials:	Kathleen Magee, DEA Coordinator Donna Mulholland, Acting DEA Coordinator Aisling Rennick, Engagement & Development Manager Margaret Quinn, ERT Project Development Manager Claire Loughran, PCSP Officer

Others in attendance: **None**

Apologies: **Councillor Laura Devlin**
Paul Connolly, PSNI
Eileen Murphy, WAP
Damien Brannigan, Head of Engagement
Paula Nixon, County Down Rural Community Network
Ann Grant, County Down Rural Community Network
Deirdre Magill, Southern Health & Social Care Trust

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.	Noted.
MOU/2020/17	Covid-19 Recovery and Revitalization Investment Plan	Margaret Quinn gave a presentation to the Forum.	Noted.
MOU/2020/18	Southern Trust Multi-Disciplinary Team	Martina McAloon and Jacqueline Morton presented regarding the work of the Southern Trust Multi-Disciplinary Team.	Noted.

MOU/2020/19	M Power Scheme	Aiden McCabe, Southern Trust, gave a presentation regarding the extension of the M Power Scheme to the Mournes Area.	Southern Trust to forward information on M Power Scheme to DEA Coordinator for distribution.
MOU/2020/20	Newcastle Community Outreach	Members agreed to request the Director of Active & Healthy Communities to meet with Newcastle Community Outreach.	DEA Coordinator to progress.
MOU/2020/21	Kilkeel Christmas Illuminations	Update from Kevin Scullion or Jonathan Ellis re Kilkeel and Ballymartin trees: Kilkeel is getting a new artificial tree. Ballymartin lights have been left with the local community several weeks ago.	Noted.
MOU/2020/22	Kilkeel Harbour project	ERT has requested meeting with Minister. Council continue to work in partnership with Seasource, ANIFPO, DAERA and Invest NI on development proposals for both phases.	DEA Coordinator will continue to liaise with ERT and continue to update the Forum on all progress.

MOU/2020/23	Newcastle Leisure project	Paul Tamati, Assistant Director Leisure, to be requested to arrange an urgent walk round at the Rock Pool for Mourne Councillors.	DEA Coordinator to follow up with Assistant Director Leisure.
MOU/2020/24	Ballymartin Play Park	Update from Conor Haughey, Head of Outdoor Leisure: AHC October Meeting approved lease of NIHE land for development of Play area. AHC November Meeting to consider approving budget for scheme.	Noted.
MOU/2020/25	Car parking at Tourism Sites/Assets	Update from Andrew Patterson, Assistant Director Tourism, regarding carparking at tourism sites and stating the matter was being progressed through the Mourne Multi Agency Group. Agreed to request regular updates from the Multi Agency group regarding this issue.	Noted. DEA Coordinator to progress.
MOU/2020/26	PEACE IV Training	Mediation NI to contact Forum members regarding dates for virtual delivery of project.	Noted.

MOU/2020/27	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 with Education Authority and Newry Street Group.
MOU/2020/28	RE-Wilding Programme	<p>Update from Danielle Begley, Biodiversity Officer, regarding rewilding proposals for Islands Park and area below the bridge in Newcastle.</p> <p>Update from Jonathon Ellis, Grounds Manager, regarding proposed re-wilding at Knockcree Avenue, Kilkeel, and stating this site would not be suitable for this purpose.</p>	Noted.
MOU/2020/29	Coordinator's Report	<p>Aisling Rennick gave an update on ongoing DEA 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>	Noted.
MOU/2020/30	Southern Trust Update	Update from Deirdre Magill on work of the Southern Trust regarding a series of engagement sessions with carers and stakeholders in the SHSCT area to inform	Noted.

		the tender process for the new Carer Support Contract.	
MOU/2020/31	Flooding at Newcastle	<p>Update regarding request for meeting to discuss flooding at Newcastle.</p> <p>Response from Minister awaited.</p> <p>Agreed to request that the flood alleviation scheme plans be circulated with appropriate labelling.</p>	DEA Coordinator to progress.
MOU/2020/32	Bus Shelters	Agreed to invite Kevin Scullion, Assistant Director Facilities, to the next meeting of the Forum to discuss the policy on the provision of bus shelters.	DEA Coordinator to progress.
MOU/2020/33	Date of next meeting	Agreed to arrange the next meeting of the Forum for early January 2021.	DEA Coordinator to progress.

The meeting ended at: 12.25 pm

Newry, Mourne and Down District Council

**Action Sheet of Slieve Gullion District Electoral Area Private Meeting
held on Friday 6th November 2020 at 3.45pm via Teams**

Chairperson: Councillor M Larkin

In Attendance: Councillor D Taylor
Councillor A Finnegan

Independent Members: Teresa Nugent, Rural Health Partnership

Statutory Partners: Annie Clarke, Community Development Worker, Southern Health & Social Care Trust
Stephen Simpson, PSNI
Mark McGaritty, PSNI

Council Officials: Taucher McDonald, DEA Coordinator Slieve Gullion
Aisling Rennick, Engagement and Development Manager
Amanda Smyth, Head of Regeneration and Business Development
Martina Flynn, PCSP Manager

Apologies: Councillor P Byrne
Councillor O Magennis
Councillor D Murphy
Sinead Boyce, Saint Oliver Plunkett Youth Club

ITEM	SUBJECT	DECISION	FOR COMPLETION – including actions taken/date completed or progress to date if not yet completed.
DEA/SG/001/2020	Declaration of Interest	No Declarations of Interest were made.	Noted.
DEA/SG/02/2020	Matters arising from Action Sheet from meeting held on 25 September 2020 via Teams	Proposed by Cllr Larkin and Seconded by Cllr Finnegan.	Noted.
DEA/SG/03/2020	Health and Wellbeing Directory	Directory of Services to be distributed to Forum.	Directory of Services currently under review.
DEA/SG/04/2020	DEA Forum Membership	Update received on amendments to process for appointing independent representatives to DEA Forums.	Noted.

DEA/SG/05/2020	Safety Issues	Road safety issues including the extension of the 30 MPH speed signs on the Camlough Road and moving of 30 MPH speed limit sign in Newtownhamilton.	All road safety issues to be raised by Councillors at quarterly DFI meetings, as well as with PCSP and PSNI. PSNI to take speed trailer to locations in Slieve Gullion area identified by Members.
DEA/SG/06/2020	Halloween	PSNI gave an update on issues relating to Halloween and Anti-Social Behaviour.	Noted.
DEA/SG/07/2020	Up-Coming projects and events up to March 2021	Mental Health Events.	Series of 4 mental health events delivered. DEA Coordinator to coordinate virtual sessions for January 2021.
DEA/SG/08/2020	DFI Accessible Parking Proposal for Crossmaglen	DFI have proposed 5 Accessibility spaces in Crossmaglen.	Councillors to inquire about start date for works at next DFI quarterly meeting and feed back to Forum.

DEA/SG/09/2020	PEACE IV Training	Mediation to contact members to discuss practicalities for training.	Update – Mediation NI to contact members about training before meeting in December.
DEA/SG/10/2020	Projects and Programmes	Health & Well-being, Safety and Shared Schools programmes to be rolled out throughout all DEAs for October 2020-January 2021.	DEA Coordinator to email programme details to DEA Forum.
DEA/SG/11/2020	Funding	Presentation from Head of Regeneration and Business Development regarding Covid Recovery Fund.	Members to encourage applications to the fund from eligible applicants.
DEA/SG/12/2020	Additional Rapid Bin for Slieve Gullion	Additional location for Rapid Bin for Slieve Gullion to be identified.	Councillors to liaise with shops in two locations and link back to PSCP with suggestions.
DEA/SG/13/2020	Community Support	Supports for local community groups using Council run facilities.	Cllr B O'Muire to raise at AHC.

DEA/SG/14/2020	Southern Health & Social Care Trust programmes	Southern Health & Social Care Trust gave an overview of the M Power Scheme.	Noted. SHSCT to forward contact details to Coordinator for distribution to members.
DEA/SG/15/2020	Diversionary Christmas Event in Crossmaglen	Christmas Drive in Cinema Event in Crossmaglen.	Cllr Finnegan to liaise with PCSP regarding possible venues.

The meeting ended at: 4.56pm.

Next meeting scheduled for 7 December 2020 at 4.30pm on Teams.

Newry, Mourne and Down District Council

Action Sheet of Newry District Electoral Area (DEA) Private Meeting held on Wednesday 2 December 2020 at 1.00pm via Microsoft Teams

Chairperson: Councillor Roisin Mulgrew

In Attendance: Councillor Charlie Casey
Councillor Valerie Harte
Councillor Gary Stokes
Councillor Gavin Malone
Councillor Michael Savage

Independent Members: Raymond Jackson, Confederation of Community Groups
Eamon Connolly, BID
Noreen Rice, Newry Neighbourhood Renewal Area Partnership
Jacinta linden, Wellbeing Action Partnership
Jessica Kane, Newry Chamber of Commerce

Statutory Partners: Ryan Duffy, PSNI
Warren Roberts, PSNI
Liam Gunne, NIHE
Ryan Crilly, EA Youth Service
Catherine McInerney, Department for Communities
Madeline McCrink, SHSCT

Council Officials: Kerri Morrow, Newry DEA Coordinator
Claire Loughran, PCSP Officer
Martina Flynn, Safer Communities & Good Relations Manager

Apologies:

Colin Hanna, Newry and Mourne Enterprise Agency
Brian Lockhart, Orange Order
Aisling Rennick, Engagement & Development Manager
Damien Brannigan, Head of Engagement

ITEM	SUBJECT	DECISION	FOR COMPLETION – including actions taken/date completed or progress to date if not yet completed
DEA/N/2020/1	Antisocial Behaviour - Newry Leisure Centre	Coordinate a focused media message for parents and young people that warns of the dangers of risk taking.	DEA Coordinator to progress with relevant officials.
		Organise ASB specific sub group meeting with relevant stakeholders to determine potential project development and delivery relating to the current ASB issue.	DEA Coordinator to progress.
DEA/N/2020/3	Willie Malley Statue Project	Provide support to the group to progress items such as funding, site requests etc.	DEA Coordinator to progress.
		Follow up request for the group to be invited to ERT Committee Meeting.	DEA Coordinator to progress.
		Provide support for the group in liaising with Council officials within ERT re potential for public realm scheme to include this project.	DEA Coordinator to progress.
DEA/N/2020/4	Bins at Catherine Street – Corner House Bar area	Request discarded bins which are resulting in misuse and littering are removed from this vacant property.	DEA Coordinator to progress.

DEA/N/2020/5	Lisgullion Playing Fields	Request repairs to fencing around this site.	DEA Coordinator to progress with NIHE and Head of Outdoor Leisure.
		Request upgrade to the football goals including nets. Council Department to consider further potential for upgrade.	DEA Coordinator to follow up with Head of Outdoor Leisure.
DEA/N/2020/7	Local Economic Impacts of Covid	Contact ERT and Marketing to recirculate Buy Local social media campaign throughout December and January.	DEA Coordinator to progress.
		Coordinate a meeting with all relevant stakeholders to discuss economy and retail sector.	DEA Coordinator to Liaise with ERT Department.
		Request ERT Department continue the annual job fayre using an online platform if necessary to provide employment and training opportunities to those struggling financially and or facing redundancy.	DEA Coordinator to liaise with ERT Department.

The meeting ended at: 3.30 pm

Newry, Mourne and Down District Council

Action Sheet of Slieve Gullion District Electoral Area Private Meeting held on Tuesday 8th December 2020 at 4.30pm via Teams

Chairperson: Councillor M Larkin

In Attendance: Councillor D Taylor
Councillor A Finnegan
Councillor P Byrne
Councillor D Murphy
Councillor O Magennis
Councillor B O'Muire

Independent Members: Teresa Nugent, Rural Health Partnership
Sinead Boyce, Saint Oliver Plunkett Youth Club

Statutory Partners: Wayne Morris, Education Authority

Council Officials: Taucher McDonald, DEA Coordinator Slieve Gullion
Aisling Rennick, Engagement & Development Manager

Apologies: None

ITEM	SUBJECT	DECISION	FOR COMPLETION – including actions taken/date completed or progress to date if not yet completed.
DEA/SG/16/2020	Declaration of Interest	No Declarations of Interest were made.	Noted.
DEA/SG/17/2020	Matters arising from Action Sheet from meeting held on 6 November 2020 via Teams	Proposed by Cllr Larkin and Seconded by Cllr Finnegan.	Noted.
DEA/SG/18/2020	Election of Forum Chair and Vice Chair	Councillor A Finnegan elected Forum Chair. Councillor D Taylor elected as Forum Vice Chair.	Noted.
DEA/SG/19/2016	WiFi in Community Centres	WiFi issues to be raised through Active and Healthy Communities.	DEA Coordinator to invite Head of Community Services and Facilities, and Events to next meeting for an update.

DEA/SG/20/2020	Health and Wellbeing Directory	Directory of Services to be distributed to Forum.	Directory of Services currently under review - update requested for next meeting.
DEA/SG/21/2020	DEA Forum Membership	Independent recruitment process under review	Noted.
DEA/SG/22/2020	Safety Issues	Additional road safety issues identified and further representation to be made by Councillors to the Minister for Infrastructure. PSNI to take speed trailer to locations in Slieve Gullion area identified by Members.	Noted. Completed.
DEA/SG/23/2020	Halloween	Ardross Multi-Agency meeting to be set up to look at possible programmes with CRJ to address anti-social behaviour issues in the area particularly around Halloween.	Cllr Finnegan and S Boyce to link with the community groups to organise.

DEA/SG/24/2020	Up-Coming projects and events up to March 2021	Virtual Photography Course to begin in January.	Noted.
DEA/SG/25/2020	DFI Accessible Parking Proposal for Crossmaglen	DFI have proposed 5 Accessibility spaces in Crossmaglen. Start date for parking bay work and update on curbs to be requested by Cllr Finnegan.	Councillors to inquire about start date for works at next DFI quarterly meeting and feed back to Forum – completed. Noted.
DEA/SG/26/2020	PEACE IV Training	Mediation NI to contact Members to discuss practicalities for training.	Update – Members have been contacted and are to reply to Mediation NI if they wish to take part in training.
DEA/SG/27/2020	Projects and Programmes	Health & Well-being, Safety and Shared Schools programmes to be rolled out throughout all DEAs for October 2020-January 2021.	DEA Coordinator to email programme details to DEA Forum – completed.

DEA/SG/28/2020	Funding	Presentation from Head of Regeneration and Business Development regarding Covid Recovery Fund.	Completed. Members to encourage applications to the fund from eligible applicants.
		Funding information and opportunities to be forwarded on to Forum Members	Noted.
DEA/SG/29/2020	Additional Rapid Bin for Slieve Gullion	Additional location for Rapid Bin for Slieve Gullion to be identified.	Update - Cllr Finnegan to contact shop in Crossmaglen regarding suitability.
DEA/SG/30/2020	Community Support	Supports for local community groups using Council run facilities.	Update - Risk Assessments on centres have been completed and will be brought to AHC before next meeting.
DEA/SG/31/2020	Diversionary Christmas Event in Crossmaglen	Christmas Drive in Cinema Event in Crossmaglen.	Update – Other possible venues to be looked at before next meeting.
DEA/SG/32/2020	Letter of Support	Letter of Support for Bessbrook Institute's DAERA application to be drafted.	DEA Coordinator to draft and forward on.

The meeting ended at: 5.03pm.

Next meeting scheduled for Tuesday 9 February 2021 at 4.30pm on Teams.

Newry, Mourne and Down District Council

Action Sheet of Crotlieve District Electoral Area Private Meeting held on Tuesday 8th December 2020 at 18:00 pm via Microsoft Teams

Chairperson:	Councillor Declan McAteer
In Attendance:	Councillor Mark Gibbons Councillor Michael Ruane Councillor Karen McKeivitt Councillor Jarlath Tinnelly
Independent Members:	Clare Shields – County Down Rural Community Network Tania Bailie – Confederation of Community Groups
Statutory Partners:	Carrie Crawford – Education Authority Claire Mooney – Education Authority Deirdre Magill – Southern Health and Social Care Trust
Council Officials:	Shirley Keenan – Crotlieve DEA Co-ordinator Aisling Rennick – Engagement & Development Manager
Apologies:	Councillor Gerry O'Hare Thelma Thompson – Altnaveigh House Eileen Murphy – Wellbeing Action Partnership Damien Brannigan- Head of Engagement

ITEM	SUBJECT	DECISION	FOR COMPLETION – including actions taken/date completed or progress to date if not yet completed.
DEA/C/26/2020	Declaration of Interest.	No Declarations of Interest were made.	Completed.
DEA/C/27/2020	Matters arising from Action Sheet from meeting held on 27 th October 2020.	Action sheet confirmed as a true and accurate record.	Completed.
DEA/C/28/2020	DEA Co-ordinator's Report/ Spend and Action Plan.	Planned Projects agreed by Forum Members along with associated budget. Projects: Drive In Cinema, Youth Work in partnership with Education Authority, Adult IT Access Course.	DEA Co-ordinator to implement delivery of approved projects. Councillor J Tinnelly declared interest in that a relative is a potential local service provider of Drive In Cinema. Item will be subject to Council Procurement Process in any event.
DEA/C/29/2020	Census 2021	Information provided to Members.	Completed.

DEA/C/30/2020	Update from Education Authority.	Update provided by EA Youth Worker. Members to provide worker with contact information for rural areas discussed.	Completed.
DEA/C/31/2020	Update from Southern Health and Social Care Trust.	Information provided to Members by email given technical difficulties.	Completed.
DEA/C/32/2020	Warrenpoint Town FC	Request from Warrenpoint Town Football Club via Cllr Mark Gibbons for Council to erect lighting inside Council property boundary.	DEA Co-ordinator to refer matter to relevant Council department.
DEA/C/32/2020	Lighting at Ringmacilroy Park	Matter raised regarding lack of lighting provision preventing youth work in area.	DEA Co-ordinator to facilitate meeting with relevant Council department, Education Authority and PSNI.
DEA/C/06/2019	Mediation Northern Ireland.	DEA Forum training will take place.	Mediation NI have been in contact regarding alternative delivery method with Members.

DEA/C/07/2020	Update on Toilets in Warrenpoint Park.	DEA Coordinator to obtain update.	Matter ongoing – relevant Council officer updating DEA Co-ordinator.
DEA/C/08/2020	Historical Walking Tours.	Item to remain on agenda.	Relevant Council officer contacted and matter passed to ERT Department. DEA Co-ordinator to obtain updates.
DEA/C/09/2020	Update on Warrenpoint Baths.	Item to remain on agenda.	Councillors were recently updated by ERT Department and will continue to be updated.
DEA/C/00/2020	Date of next meeting.	16 th February 2021 at 13.00pm.	DEA Coordinator to forward papers and Teams Link.

The meeting ended at: 19.00 pm

Report to:	Active and Healthy Communities Committee (AHC)
Date of Meeting:	21 st December 2020
Subject:	Sport NI Everybody Active (EBA) 2020 Funding Discontinued
Reporting Officer (Including Job Title):	Paul Tamati, Assistant Director: Leisure and Sport
Contact Officer (Including Job Title):	Conor Haughey, Head of 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>The purpose of this report is for AHC Committee:</p> <ul style="list-style-type: none"> To note Sport NI funding for Councils Everybody Active 2020 programme, will be discontinued from the 1st April 2021. To consider and agree efficiencies and provisions to be made within the rates estimates process to help absorb the impact of this funding withdrawal on programme initiatives within the Council Area. <p>Sport Northern Ireland has invested £6.2 million in the 11 District Councils across Northern Ireland between 2015 and 2020 to help increase quality opportunities for targeted groups to increase participation in sport and physical activities across key life-course transitions</p> <p>Council previously received on average up to £145,000 per year to deliver the EBA 2020 programme within the Council Area.</p> <p>Council worked in partnership with a number of organisations to ensure the delivery and achievement of key participation targets for women and girls, people with a disability and those living in areas of high social need.</p>
2.0			Key issues
2.1			<p>The EBA 2020 programme has helped deliver a number of physical activity programme initiatives throughout the district in the past 5 years and also complimented a number of existing and seasonal programmes during this time.</p> <p>Sports NI's discontinuation of funding for EBA 2020 will have a significant impact on a number of physical activity programmes and initiatives that would normally be supported by this funding, including Seasonal Activity Programmes planned for July and August.</p>

	<p>As outlined in the recommendation it is proposed that provision should be made within the rates estimates process to help absorb the impact of discontinued EBA 2020 funding within the Council Area.</p> <p>It is anticipated that efficiencies across a number of budget headings and in particular staff budgets will allow for this realignment of budget lines.</p>
3.0	Recommendations
3.1	<p>That AHC Committee note:</p> <ol style="list-style-type: none"> Sport NI funding for Councils Everybody Active 2020 programme will be discontinued from the 1st April 2021. <p>That AHC Committee consider and agree:</p> <ol style="list-style-type: none"> Provision to be made within the rates estimates process to help absorb the impact of discontinued EBA 2020 funding within the Council Area.
4.0	Resource implications
4.1	<p>Revenue and Staffing: The discontinuation of EBA 2020 funding will have a detrimental impact on revenue budgets due to a decrease in income. It is anticipated efficiencies can be made within community and leisure revenue and staffing budgets to ensure the delivery of reduced but key physical activity programming initiatives for 2021/22.</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>

	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	
	None	
8.0	Background Documents	
	None	

Report to:	Active and Healthy Communities
Date of Meeting:	21 December 2020
Subject:	Food Standards Agency Consultation on Review of the Food Law Code of Practice and implementation of the Competency Framework
Reporting Officer (Including Job Title):	Eoin Devlin Assistant Director Health and Wellbeing
Contact Officer (Including Job Title):	Eoin Devlin Assistant Director Health and Wellbeing

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	That Committee consider and agree to return the attached consultation response to the Food Safety Agency (FSA)
2.0	Key issues
2.1	<p>The Code sets out instructions and criteria to which DCs in Northern Ireland must have regard for when discharging their duties in relation to the delivery of official food control activities. The FSA is required to consult on amendments to the Code prior to implementation. The Code requires regular review and revision to ensure that it reflects current priorities, policy, and legislative requirements so that DC delivery of food control activities remain effective, consistent, and proportionate.</p> <p>To purpose of this consultation is to seek stakeholder views on proposals to update the Code and the Practice Guidance. The main proposals include:</p> <ul style="list-style-type: none"> • modernisation of the baseline knowledge, skills, and experience requirements to enable a wider cohort of DC professionals to undertake official food controls and other official activities, which the current Code restricts • replacing existing competency requirements with the Competency Framework, which defines competency by activity rather than by role • introducing a provision to enable the FSA to be more responsive in issuing instructions, whereby DCs may legitimately depart from the Code, in limited circumstances • updating the Code to reflect the Official Control Regulation (EU) 2017/625, and EU exit implications, where the negotiated position is known
3.0	Recommendations
3.1	That Committee consider and agree to return the attached consultation response
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 checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please complete the following:</p>

	<div>Rural Needs Impact Assessment completed <input type="checkbox"/></div> <div>If no, please complete the following:</div> <div>The policy / strategy / plan / public service is not influenced by rural needs <input checked="" type="checkbox"/></div>
7.0	Appendices
	Review of the Food Law Code of Practice and implementation of the Competency Framework Response on behalf of Newry Mourne and Down DC
8.0	Background Documents

Appendix 1

Food Standards Agency Consultation

Review of the Food Law Code of Practice, Food Law Practice Guidance, and implementation of the Competency Framework

Newry Mourne and Down response(NMDDC)

Consultation subject/purpose

To seek stakeholder views on the FSA proposals to update and simplify the Food Law Code of Practice (Northern Ireland) (the Code) and the Food Law Practice Guidance (Northern Ireland) (the Practice Guidance)

NMDDC welcomes the opportunity to comment on the Review of the Food Law Code of Practice, Food Law Practice Guidance, and implementation of the Competency Framework. NMDDC wishes to express serious concern regarding the short 4 week formal consultation period allotted to consider what are deemed to be complex issues which will have significant implications for the delivery of official food controls for years to come. It is also of concern that this consultation has been released at a time when Local Authorities across the UK and further afield are in the middle of a pandemic and resources are extremely stretched. This is in addition to the preparatory work that is ongoing in relation to EU Exit. However, NMDDC do recognise that a number of the changes to the code will facilitate some Local Authorities in terms of recruitment of staff.

In view of the serious concerns raised by the Local Authorities in Northern Ireland, NMDDC have included these in the consultation response which may be outside of the questions posed in the format provided. These concerns may be outside the scope of the questions posed in this consultation.

Following correspondence received by NMDDC on 25th November 2020 from Maria Jennings, FSA NI, regarding an extension on the date of the final submission of Council responses to 31st January 2021, this is a draft submission which will be submitted by the requested date of 10th Dec 2020. It will be followed up by formal Council responses by 31st January 2021

Consultation Questions:

1. **Does the layout/presentation and clarified text of the proposed Code and the Practice Guidance make the documents easier to use, improve readability, and facilitate consistent interpretation? If not, how could they be improved?**

NMDDC agree that the layout/ presentation and clarified text make the document easier to use.

NMDDC do not agree that the current detail provided in the Competency Framework will facilitate consistency without significant training and further supporting guidance.

NMDDC would seek clarification on the legal basis of Section 5.2.5- Practice Guidance and boundaries of application. NMDDC would welcome further discussions with the FSA on the practical applications of this section of the guidance.

2. **Do you agree that the proposed suitable qualification requirements provide DCs with the ability to deploy current resources more efficiently by, allowing a wider cohort of professionals to undertake food control activities, which the Code restricts? If not, why not? (Please specify any additional flexibility you would wish to see, and why).**

While it is agreed that the proposed suitable qualification requirements allow for a wider cohort of professionals to undertake food control activities NMDDC do not agree with the need to introduce the proposed competency framework for officers who hold the EHRB qualification and who are fully competent under the current Code. These officers should be exempt from the need to migrate to the proposed competency framework. There needs to be recognition of the qualifications obtained by these officers.

Officers who hold the EHRB qualification but who are not fully competent in Food Control should be capable of a fast track method to achieve competency without the need to complete the full proposed Competency Framework. Recognition of these officers existing competencies must be reflected in any proposed Competency Framework.

NMDDC also recognises the benefits of using the competency framework for staff who may carry out limited food safety duties and are not required to complete all of the assessment sections. However it is generally recognised that Councils in NI require EHO's that have a wider range of skills and competencies available to provide a more holistic EH approach across a number of key areas to maximise the outcomes from any contact with businesses. This allows for the development and movement of staff with an EH qualification between functions in the wider Environmental Health Service.

The proposed complex and resource intensive Competency Framework will be prohibitive to Councils building resilience into the Environmental Health Service by hindering or restricting the movement of officers into the Food Control function from other core functions when the need to redeploy resources arises.

3. Does the Competency Framework include:

- a. all the relevant activities for the delivery of front-line official food and feed controls, other official activities and other activities related to these, whether carried out by DCs and FSA delivery partners?**
- b. all the relevant activities for those working in the private sector who undertake assurance activities that are formally recognised to inform targeting/frequency of official controls?**
- c. the relevant competencies (knowledge and skills) for each activity and sub-activity?**

If not, what changes would you wish to see, and why?

- a. The competency framework is too detailed and prescriptive. This level of detail lends itself to the requirement for regular updating as new and emerging activities and processes emerge. NMDDC are concerned that the prescriptive detail of the Specialist and High Risk Activities could leave the competency status of Food officers open to legal challenge. A more generic non-exhaustive listing of activities would reduce the burden of completion and recognise the wider skills of EHO's. This would also mitigate against legal challenge of an officer's competency. NMDDC would expect that the FSA will provide no cost training in all the currently prescribed Specialist and High risk activities if these are to be retained within the Competency Framework.
 - b. NMDDC are unable to comment on the relevant activities for those working in the private sector. It is recognised though that those in the private sector in these roles should meet the same competency standards as an EHO.
 - c. Refer to comments in a.
The FSA must recognise that NI Councils enforce both Food Hygiene and Food Standards legislation. It is therefore duplicitous to require officer to complete certain sections common to both Food Hygiene and Food Standards when the applicable skills are transferable.
- 4. Do you agree that by defining competency by activity rather than taking a role or profession-based approach this provides DCs and FSA delivery partners with greater flexibility in the utilisation of resources? If not, why not?**

Competency by individual sub activity fails to recognise the skills of an EHO. There are aspects of a competency assessment that could facilitate the use of resources from other function within the Environmental Health Service, however officer activities may have to be restricted due to qualifications and would limit their usefulness with regard to a particular activity. To address NMDDC's concerns, the FSA should carry out a competency mapping exercise for officers who meet the baseline qualification in order to expedite the completion of the proposed Competency Framework. NMDDC would welcome input into any future mapping exercise.

- 5. Do you agree that by setting a standard that will apply to all individuals undertaking food and feed control activities, including assurance activities that are formally recognised, will improve the quality and consistency of delivery across the public and private sector? If not, why not?**

It is difficult to answer whether this will improve quality and consistency of delivery across the public sector. While the EHRB provided a consistent qualification that all candidates had to complete, under the new proposals each individual will be submitting different evidence for assessment and assessed by differing lead food officers. The EHRB was a useful qualification for the profession and employers in that it provided a recognised independent level of consistency and removed the burden from the employer to carry out assessments.

It is difficult to comment whether setting such a standard will achieve the desired outcome as the assessment methodology has not been fully developed at the time of issue of this consultation.

To ensure that the proposals achieve the aim of improving quality and consistency of delivery, comprehensive training, guidance and support must be provided by the FSA.

- 6. Do you foresee any problems with the provision to allow the FSA to be more responsive in issuing instructions, whereby DCs may legitimately depart from the Code, in limited circumstances? If yes, what, if any safeguards or conflicts should we consider?**

NMDDC do not foresee any problems with the provision.

- 7. Do you agree that the key aspects of the OCR that have applied since the 14th December 2019 have been reflected, within the proposed Code and the Practice Guidance?**

NMDDC agree with this statement.

- 8. Do you agree with our assessment of the impacts on DCs, FSA approved assurance schemes, private sector assurance bodies, FSA delivery partners, and consumers, resulting from the proposed changes to the Code, the Practice Guidance, and implementation of the Competency**

Framework? Do you have any additional evidence to better understand the identified impacts? In particular, please indicate:

- a. if you agree with our assumptions on familiarisation and dissemination time?**
- b. how long it currently takes to assess the competency of a newly appointed member of staff and the ongoing assessment of a member of staff already in post?**
- c. whether you foresee any changes in the assessment time, from the implementation of the Competency Framework?**
- d. how many new members of staff do you appoint every year?**
- e. whether you foresee changes to the number of new staff that need to be appointed every year?**

a. The timeframe for familiarisation and dissemination time has been grossly under-estimated.

To date Lead food officers from NIFMG have had a number of sub group meetings well in excess of the allotted time of '3' hours to read and two hours to prepare and disseminate' suggested in the consultation .This does not include the time taken by each of these Lead Officers to familiarise themselves with the competency framework .To analyse the spreadsheets alone has taken significant time spend. The subgroup advising NMDDC has reported that each officer has spent more than 20 hours on research, analysis, meetings, webinars and drafting the consultation response to date.

To prepare and disseminate this information requires significantly more time than the proposed time of 2 hours stated in the consultation. It would require more than 2 hours for officers to familiarise themselves with the spreadsheets alone.

From previous experience in disseminating the 2016 Competency Framework it took in excess of a full working day to disseminate the information

This does not take into account the ongoing guidance, advice and assistance which Lead Officers would have to provide to both new and fully authorised staff to complete their individual assessments.

b. NMDDC strongly refute the FSA's assumption that there would be 'no significant additional burden' to local authorities to introduce the new competency framework. NMDDC believes that significant time will need to be taken to complete the proposed ongoing assessment of officers. This assumption is based on the experience of the implementation of the current Competency Framework and would conclude that the new Competency Framework is a more complex and time consuming process. Lead Officer experience would indicate that it took at least 5 days for officers to complete

the existing Competency Framework document as prescribed in the current Code.

Significant time is required by the Lead Food Officer to assess the proposed Competency Framework and complete the necessary administrative duties. In conclusion NMDDC predict that it will take 5 days per officer and 2 days of the lead officer time per assessment to complete the proposed competency framework.

To mitigate against this significant time spend NMDDC propose that current fully authorised officers retain their current Competency Framework now and into the future and are not required to transition to the proposed Competency Framework.

c. Experience would indicate that it took at least 5 days for officers to complete the existing Competency Framework document as prescribed in the current Code.

Significant time is required by the Lead Food Officer to assess the proposed Competency Framework and complete the necessary administrative duties. In conclusion NMDDC predict that it will take 5 days per officer and 2 days of the lead officer time per assessment to complete the proposed competency framework.

d. Although this question is limited to new staff, the FSA must consider the redeployment of existing staff into the food function, maternity cover and the employment of agency staff.

NMDDC cannot respond on behalf of individual Councils in respect of new staff being employed per year.

e. NMDDC cannot fully predict the number of staff required as Councils will have to address the out-workings of food related work at the end of the Transition Period and the implementation of the NI Protocol.

Additional resources will be required to address the current Council backlog of inspections for all 11 Councils due to the Covid pandemic and to address the businesses which were inspected outside the Mandatory FHRS. Dealing with these priority issues will necessitate additional resources to address the Competency Framework and officers authorisations.

Many Councils may be undergoing restructuring exercises due to budget constraints and this may impact on staffing levels.

Costs to FSA approved assurance

9. Do you foresee any other impacts from the implementation of the main proposals detailed in paragraph 13, beyond what we have identified? Where possible, please explain your views and provide quantifiable evidence (for example, costs associated with updating existing templates, the benefits of greater flexibility to allocate staff to activities)

Councils are currently in the midst of covid operating procedures as well as preparing for EU exit under the NI protocol. The FSA priority guidance issued in June 2020 was welcomed however Councils are struggling to complete these priorities in the current climate. Covid has affected our ability to recruit and retain staff.

Lead Food Officers presently have significant monitoring duties to complete in order to fulfil the requirements of the food service delivery plan and required procedures. The proposed competency framework would pose a further burden onto the current competency assessment monitoring. The employment of temporary and agency staff would further increase the burden on lead food officers. A further complication for short term contract staff would be the need to have an agreed system for the sharing of competency assessments between local authorities.

There is a considerable backlog of inspections across all District Councils due to the Covid19 pandemic which the FSA are aware of. NMDDC will require direction from the FSA on how best to utilise current resources, as the completion of the new Competency Framework for existing authorised officers would impact on our ability to complete the FSA priorities on Official Controls as directed by FSA communication dated 30th September 2020.

The completion of the competency assessment is an onerous task at present and is seen by officers as a deterrent to entering the food safety role. The proposed competency framework is significantly more onerous and can only increase the pressure on food units to recruit and retain staff.

Additional resources will also have to be deployed to review and amend certain internal policies and procedures to comply with the changes in the COP and Practice Guidance.

Considering the NI Protocol and the need for significant SPS checks on GB-NI trade, consideration should be given to reviewing the qualifications and competencies required to complete documentary checks. Suitably trained and competent non-qualified officers should perhaps be able to complete simple documentary checks and record results. Only qualified officers should be authorized to fail a documentary check, reject a consignment or take enforcement action.

The current delivery model for SPS checks considers utilizing non-qualified but trained and competent contractors to carrying out and record simple ID seal checks

in GB Ports. The qualifications and competencies of the COP should be reviewed to allow this approach. Only qualified officers should be authorized to fail a documentary check, reject a consignment or take enforcement action.

Report to:	Active and Healthy Communities
Date of Meeting:	21 December 2020
Subject:	Public Health Agency 'Leading the Way' Programme Pilot
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 approval to develop a Service Level Agreement with the Public Health Agency NI to run a Pilot Active Travel Programme within the District – based on the 'Leading the Way' programme.
2.0	Key issues
2.1	<ul style="list-style-type: none"> Following on from a Paper presented at the AHC Committee meeting of 16 November 2020 which laid out the Council's approach to developing its Active Travel programme, the Committee is now asked to consider developing a Service Level Agreement with the Public Health Agency to deliver a pilot programme based on the 'Leading the Way' programme. The 'Leading The Way' pilot will encourage uptake and engagement in active travel initiatives by businesses and other organisations in the district. Funding has been received from the Covid-19 Recovery Revitalisation Plan, jointly funded by DFC, DFI and DAERA to: <ul style="list-style-type: none"> ➤ Enable officers to progress with procuring the Active Travel Strategy (to include walking and cycling). As part of the development of the strategy a workshop will be held for elected members to put forward proposals to be considered as part of the strategy. ➤ Develop an active travel awareness programme for schools and communities in the District. ➤ Work with local businesses to promote active travel for staff and customers. Officers have had further meetings with PHA to discuss the opportunity for delivering active travel initiatives for businesses and communities within the NMD area.

	<ul style="list-style-type: none"> Procurement have advised the best way forward is to develop a Service Level Agreement with the Public Health Agency to deliver the Pilot Programme.
3.0	Recommendations
3.1	To approve the development of a Service Level Agreement with the Public Health Agency to deliver a pilot active travel programme based on the 'Leading The Way' programme.
4.0	Resource implications
4.1	100% Funding has been secured.
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
	None
8.0	Background Documents
	None

Report to:	Active and Healthy Communities Committee
Date of Meeting:	21 December 2020
Subject:	Policing & Community Safety Partnership (PCSP) 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 type="checkbox"/>	For noting only	<input checked="" 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 note the attached Minutes of the PCSP & Policing Committee Meeting listed in 3.1 below. <p>Background</p> <p>The attached Minutes of the PCSP & Policing Committee Meeting listed in 3.1 below are provided to update the Committee on the ongoing work of the PCSP.</p>
2.0	Key issues
2.1	None.
3.0	Recommendations
3.1	<p>That the Committee:-</p> <ul style="list-style-type: none"> Note the report. Note the following PCSP & Policing Committee Minutes as attached: <ul style="list-style-type: none"> ➤ Minutes of the PCSP & Policing Committee Meeting held on Tuesday 29 September 2020, approved at the PCSP & Policing Committee Meeting on Thursday 26 November 2020.
4.0	Resource implications
4.1	All actions are budgeted for in the PCSP Action Plan.
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>

7.0	Appendices
	Appendix I: Minutes of PCSP & Policing Committee Meeting held on Tuesday 29 September 2020
8.0	Background Documents
	None

POLICING COMMITTEE AND POLICING AND COMMUNITY SAFETY PARTNERSHIP

Minutes of the Newry, Mourne & Down Policing Committee and Policing & Community Safety Partnership Meeting held at 2pm on Tuesday 29 September 2020 via Microsoft Teams

Present:

Councillor W Clarke, NMDDC
 Councillor D Murphy, NMDDC
 Councillor S Doran, NMDDC
 Councillor M Ruane, NMDDC
 Councillor O Hanlon, NMDDC
 Councillor A Lewis, NMDDC
 Councillor W Walker, NMDDC
 Audrey Byrne, PCSP Independent Member
 Briege Jennings, PCSP Independent Member
 Dan McEvoy, PCSP Independent Member
 Sarah Murphy, PCSP Independent Member
 Grace McQuiston, PCSP Independent Member, Vice Chairperson
 Pat McGreevy, PCSP Independent Member
 Richard Orme, PCSP Independent Member
 Michelle Osborne, PCSP Independent Member
 Tara Campbell, PCSP Independent Member
 Superintendent Jane Humphries, PSNI
 Superintendent Norman Haslett, PSNI
 Chief Inspector Joe McMinn, PSNI
 Chief Inspector Nigel Henry, PSNI
 Inspector Darren Hardy, PSNI
 Inspector Amanda Ford, PSNI
 Sergeant Ryan Duffy, PSNI
 Donna Weir, EANI
 Roisin Leckey, PBNI
 Loma Wilson, NIHE
 Michael Heaney, YJA

In attendance:

Damien Brannigan, Head of Engagement
 Martina Flynn, Safer Communities & Good Relations Manager
 Judith Thompson, PCSP Officer
 Clare Loughran, PCSP Officer
 Kerri Morrow, DEA Co-Ordinator
 Patricia McKeever, Democratic Services Officer

1 Apologies and Chairperson's Remarks

Grace McQuiston, PCSP Vice Chairperson, advised that she would be chairing the meeting in the absence of the Chairperson, Councillor John Trainor.

The Chairperson extended sympathy on behalf of the Committee to Councillor John Trainor and his family on the recent sad passing of his father.

Apologies were received from Councillor John Trainor, Councillor Hugh Gallagher, Councillor Michael Savage and Ruth Allen, SHSCT.

The Chairperson welcomed everyone to the meeting including Mr. Pat McGreevy who was attending his first meeting as an Independent Member. The Chairperson then handed over to Supt Jane Humphries.

Supt Humphries advised Members this would be her final meeting as District Commander as she would be taking up a new appointment. She welcomed Supt Norman Haslett who she advised would be her replacement and who had joined the meeting online.

2 Declarations of Interest

There were no Declarations of Interest.

3 Draft Minutes of PCSP and Policing Committee Meeting dated 21 July 2020

Read: Minutes of PCSP & Policing Committee Meeting held on 21 July 2020 (copy circulated).

Agreed: On the proposal of Councillor Lewis, seconded by Councillor O'Hanlon, it was agreed to approve the Minutes of the PCSP & Policing Committee Meeting held on 21 July 2020 as a true and accurate record.

4 Matters arising

There were no matters arising.

5 District Commander's Report – Period 4.

Read: District Commander's Report – Period 4. (copy circulated).

Superintendent Humphries presented the Executive Summary of the District Commander's Report to the Committee.

Following the presentation, discussion took place and the following points were raised:

General

Members thanked Superintendent Humphries for her contribution to policing in the Council District and wished her well for the future.

Anti-Social Behaviour & Drugs

Concern was expressed regarding the increase of ASB in the District which may, in part have been due to the closure of schools and other youth activities due to Covid 19.

Councillor Walker said several arson attacks had taken place in Killyleagh and additionally, young people were congregating on derelict land on the Downpatrick Road beside the

Maxol Service Station and throwing stones at residential properties, this was a cause for concern. Councillor Walker asked that PSNI pay particular attention to this area.

Councillor Hanlon said young people had been congregating in the Flying Horse area of Downpatrick recently which was very intimidating for residents and she asked if this area could be patrolled.

Councillor Hanlon advised she had been contacted by constituents complaining about fireworks in the Demesne area of Downpatrick.

Superintendent Humphries advised there was an increase in the use of fireworks recently and appealed for any information on fireworks being sold illegally.

Superintendent Humphries advised Inspector Darren Hardy would speak to Councillors Walker and Hanlon separately regarding their concerns.

Although Members acknowledged it was encouraging to see the numbers of drugs seized and deposited in the RAPID bins, drugs continued to be a serious problem throughout the District.

Road Safety

Councillor Walker said there were young people speeding in the Ballynahinch area and particularly at the site of a Council owned car park and noted it might be beneficial for Council to consider locking this car park at night.

Superintendent Humphries said there was no particular pattern in relation to drink driving offences, saying those apprehended came from all walks of life and age groups, but noted there was an increase in day time offences, which may be contributed to Covid 19.

6 PCSP Officer's Report

Read: PCSP Officer's Report dated 29 September 2020. (copy circulated).

Members recognised the huge amount of effort by officers over the past few months and commended them for their excellent work.

Ms Flynn advised data from the Speed Indicator Signs was being downloaded and it would take some time to fully analyse the findings, however she provided Members with headline figures of the highest speeds recorded.

Members expressed alarm at the high speeds recorded and welcomed the addition of a further seven Speed Indicator Signs in the current financial year. Ms Flynn advised that the Signs had been adjusted so they did not display speeds above 60mph, this had been done in an effort to deter intentional speeding. Additionally, she advised the Signs did not have a camera function.

Superintendent Humphries advised a speed trailer could be set up in different areas for a few hours at a time if required as an additional speeding deterrent.

Ms Flynn noted that the successful bonfire management outcome in relation to the anniversary of internment on 8 August in the Newry area was as the result of huge effort by a number of agencies.

In response to a query, Ms Flynn advised that neither Newcastle nor Castlewella had RAPID bins, however she said these areas could be considered.

Noted: **It was agreed to note the PCSP Officer Report September 2020**

7 Bonfire Sub Group Report

Read: Bonfire Sub Group report dated 29 September 2020. (copy circulated).

Agreed: **On the proposal of Councillor Walker seconded by Councillor Clarke, it was agreed to note the Bonfire Sub Group report dated 29 September 2020 and agree the attached Draft Action Sheet of the Bonfire Sub Group held on 8 July 2020.**

8 Killyleagh CCTV

Councillor Walker advised Members that some years ago Killyleagh Development Association had purchased and installed CCTV cameras in the town, however they had not been in operation for over a year due to an annual servicing charge of £1,400. Killyleagh Development Association had advised it was not in a financial position to pay for this annual servicing fee and Councillor Walker asked if there was any funding available to meet this cost.

Ms Flynn advised that the PCSP could not support capital expenditure in relation to CCTV but it could possibly be considered as part of a wider Council CCTV review, she agreed to speak to Councillor Walker in more detail regarding this issue after the meeting.

9 Update from the PSNI on implications of, and preparations for, Brexit in relation to policing in Newry, Mourne & Down (Standing Item)

Noted: Superintendent Humphries advised there was no further update regarding Brexit.

9 Date of Next Meeting

The next PCSP & Policing Committee Meeting is scheduled for Tuesday 26 November 2020. (Venue TBC).

There being no further business, the meeting concluded at 3.10pm.

Report to:	Active and Healthy Communities Committee
Date of Meeting:	21 December 2020
Subject:	Newry Neighbourhood Renewal Partnership (NRP) Report
Reporting Officer (Including Job Title):	Janine Hillen, Assistant Director Community Engagement
Contact Officer (Including Job Title):	Damien Brannigan, Head of Engagement

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>Purpose</p> <ul style="list-style-type: none"> To note the report. To note the attached Minutes of the Newry Neighbourhood Renewal Partnership (NRP) Meeting listed in 3.1 below. <p>Background</p> <p>The attached Minutes of the Newry NRP Meeting held on Thursday 1 October 2020 are provided to update the Committee on the on-going work of Newry NRP.</p>
2.0	Key issues
2.1	None.
3.0	Recommendations
3.1	<p>That the Committee:-</p> <ul style="list-style-type: none"> Note the report. Note the following Newry NRP Minutes as attached: <ul style="list-style-type: none"> > Minutes of Newry NRP Meeting held on Thursday 1 October 2020, approved at Newry NRP Meeting held on Wednesday 25 November 2020.
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	<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 I: Minutes of Newry NRP Meeting held on Thursday 1 October 2020.</p>
8.0	<p>Background Documents</p>
	<p>None.</p>



**Minutes of the NR Partnership held on Wednesday 1st October 2020 at 7.00pm
via Zoom and WIN**

In Attendance:

Geraldine Merendino,	Chairperson
Sinead Jennings,	Ballybot CA
Lesley Hamilton,	SRC
Noreen Rice,	MARCA
Madaleine Mc Crink,	SHSCT
Karen Gracey	DfC
Ruth Allen,	SHSCT
Sean Mc Kevitt,	NMDDC
Patricia O’Gorman,	Threeways CA
Maureen Ruddy,	Martins lane CA
Cathy Mc Mahon,	CCG
Kathleen Lowry	Greater Linenhall Area CA
Dr. Conor Patterson,	NMEA
Maeve Mc Parland,	NMEA
Collie Hanna,	Barcroft CA
Paula Mc Guigan,	Carnagat CA
Joanne Markey,	Carnagat CA

Apologies:

**Raymond Jackson,
Aisling Rennick,
Gerry Coyle,
Catriona Regan,
Bernie Mooney,**

**CCG
NMDDC
Drumalane Quayside Close CA
SRC
EANI**

Agenda

1. Welcome/apologies
2. Minutes/matters arising
3. Conflict of interest
4. Programme updates
5. Community updates
6. DfC update
7. A.O.B.
8. Date of next meeting and format

ITEM	SUBJECT	DECISION	FOR ACTION – to include progress/date for completion/by whom
1.	Welcome /apologies	<p>Apologies noted</p> <p>Offer our sincere condolences to Cathy Mc Mahon and her family on the recent bereavement of her brother.</p> <p>Also, sincere condolences to Gerry Coyle and his family on the recent bereavement of his sister.</p>	
2.	Minutes/matters arising	<p>Discussion on proposed recognition of NRP members and other volunteers</p> <p>Minutes proposed by Collie Hanna Seconded by Maureen Ruddy</p>	Sean to collate list of names
3.	Conflict of interest	None declared	

4.	Programme updates	<p>E2E – (Education to Employment) Waiting on settling in period within the schools. – positive feedback from the schools Chill skills planned for October – relaxation techniques. Target figure reduced due to covid restrictions. Hopefully no lockdown.</p> <p>SHSCT – 23 health and well-being programmes. – 9 summer camps, 10 physical activity. Mindfulness packs for NR areas. Action cancer visit to Carnagat in October. – restrictions in place 3 Grow ell being programmes Cathy asked if Makoton training was available within the trust</p> <p>Southern Regional College – Actively recruiting for new 20/21 – longer than usual to plan. 21 for Door security 9 for Cat c- no rests with DVLA</p>	<p>Madaleine has circulated the calendar of events across NR</p> <p>Ruth to follow up on this</p>
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		<p>6 people on cutting men’s hair Other programmes – Nail technology and CSR card OCEANS – 8 have applied to date – 2 from Newry .</p> <p>Education AuthorityNI – Second youth engagement call completed. Assessments took place- follow up queries to be answered. Range of activity to be delivered. No other updates available</p> <p>NMDDC Community Renewal Confederation of Community Groups</p> <p>Supporting the CA’s- advice/information/governance/charity commission and received funding from the Covid 19 response programme. Second Covid 19 call – support application process.</p>	
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		<p>Exploring new training – Holding AGM in pandemic, Reopening of centres.</p> <p>Community updates The NR Community groups are continuing to deliver a range of programmes to include: Summer activities, fitness camps, day trips, online activity- 89 children registered in Carnagat.</p> <p>Due to covid limited numbers attending the daily events. – Groups of young people kept in peer bubbles to reduce risk.</p> <p>Maintaining support for older people through activity packs, online activity, street activities.</p> <p>Meetings held with council – very difficult to deliver under the strict guidance. – Play groups have returned under strict guidance from EANI and SHSCT.</p>	
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		<p>Attending meetings with external agencies via online platforms. Some face to face meetings but restricted numbers attending</p> <p>Communities thank the DfC for their continued support</p> <p>NMDDC -Outdoor activity – A number of activities delivered – programme reduced due to all current restrictions – Intercommunity youth completed – Go Karting – 209 young people participated</p> <p>All 9 groups have engaged in the programme.</p> <p>All planned residentials currently on hold.</p> <p>THINK lab – Completed -await opportunity to officially launch</p> <p>Storage sheds – completed – all information returned to DfC</p>	
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5.	DfC update	<p>On behalf of the department Karen offered sincere thanks to all the community and voluntary groups and statutory agencies who are delivering programmes in such difficult circumstances.</p> <p>There will be no action plan review. Looking for easements – won't affect future budgets. If you are then able to deliver reapply for the full budget.</p> <p>Carnagat application for extension due in.</p>	DfC to look for Capital for 2021/22.
6.	A.O.B	<p>Short discussion on the video.</p> <p>No other business</p> <p>All members thanked for attending and Thank NMEA for the hospitality.</p>	
7.	Date and time of next meeting	<p>25th November 2020</p> <p>At 7.00pm</p> <p>Format to be confirmed</p>	Sean to circulate details