



June 26th, 2023

#### Notice Of Meeting

You are requested to attend the meeting to be held on Monday, 19th June 2023 at 6:00 pm in Mourne Room, Downshire Civic Centre & MS Teams.

#### **Committee Membership 2023 - 2024**

Councillor R Howell **Chairperson**

Councillor O Magennis **Deputy Chairperson**

Councillor L Devlin

Councillor D Finn

Councillor A Finnegan

Councillor C Galbraith

Councillor M Gibbons

Councillor J Jackson

Councillor D Lee-Surginor

Councillor A Lewis

Councillor A Mathers

Councillor A McMurray

Councillor D Murphy

Councillor K Murphy

Councillor S O'Hare

# Agenda

## 1.0 Apologies & Chairperson's Remarks

## 2.0 Declarations of Interest

## 3.0 Action Sheet arising from Active and Healthy Communities Committee Meeting held on 20 March 2023

*For Approval*

 *Action Sheet 20 March 2023 .pdf*

*Page 1*

## 4.0 Active and Healthy Communities Terms of Reference

*For Decision*

 *AHC Terms of Reference .pdf*

*Page 12*

 *ToR AHC Committee June 23.pdf*

*Page 13*

## 5.0 To agree start time for AHC Committee Meetings 2023- 2024

*For Approval*

 *AHC Schedule of Meetings .pdf*

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### *Notices of Motion*


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## 6.0 Notice of Motion - Vaping and E Cigarette Retailers

*For Decision*

Notice of Motion received from Councillor Rice:

"This Council notes the increasing prevalence of vaping and e cigarette retailers opening throughout the district; Further notes that in recent times there has been an increasing number of complaints from concerned parents, regarding the sale of vape products to underage children; Commends the work of council officials in monitoring the situation and intervening where possible; Further calls on the relevant licensing body to proactively inform all vape & e-cigarette shop owners of the potential repercussions for selling their products to underage children".

 *Notice of Motion - Sale of tobacco and nicotine inhaling products to underage children.pdf*

*Page 18*

## 7.0 Notice of Motion - Inclusive and Accessible Leisure Facilities

*For Information*

Notice of Motion received from Councillor Sharvin:

"Newry, Mourne and Down District Council reaffirms its commitment to ensuring all leisure facilities are inclusive and accessible for everyone in our community. The Council recognises that we can do so much more for people with a disability, such as autism, and will undertake a review engaging with service users, Autism network providers and Disability Sports NI. The review should include the provision of training needs to all council staff both front of house, support staff and the aquatics team to provide inclusive 1:1 swim sessions for users with disabilities".

 [\*Notice of Motion - Inclusive and Accessible Leisure Facilities.pdf\*](#)

*Page 21*

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## ***Business***

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### **8.0 AHC Directorate Annual Assessment of Business Plans**

*For Decision*

 [\*Committee Cover Report Directorate Business Plans.pdf\*](#)

*Page 24*

 [\*AHC Directorate Annual Assessment of Business Plan 2022-23.pdf\*](#)

*Page 27*

 [\*AHC Directorate Business Plan 2023-24.pdf\*](#)

*Page 37*

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## ***Community Engagement***

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### **9.0 District Electoral Area (DEA) Forums Update Report**

*For Decision*

 [\*DEA Fora report AHC Committee June 2023.pdf\*](#)

*Page 52*

 [\*Appendix1 DEA Forum report June 2023.pdf\*](#)

*Page 54*

 [\*Mournes Action Sheet 28 March.pdf\*](#)

*Page 56*

 [\*Slieve Gullion DEA Action Sheet 4 April 2023.pdf\*](#)


*Page 59*

### **10.0 Community Coordination Hub (CCH) Update Report**

*For Decision*

 [\*CCH update report for AHC June 2023.pdf\*](#)

*Page 62*

 [\*CCH meeting 15 March 2023.pdf\*](#)

*Page 64*

 [\*CCH meeting 19 April 2023.pdf\*](#)

*Page 70*

 [\*CCH meeting 17 May 2023.pdf\*](#)

*Page 77*

### **11.0 Reconfiguration of Ballynahinch Community Centre - RIBA**










## Stage 7

### *For Decision*

 <i>Reconfiguration of Ballynahinch Community Centre.pdf</i>	<i>Page 82</i>
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## 12.0 Financial Assistance

### *For Decision*

 <i>Financial Assistance report 8th June.pdf</i>	<i>Page 85</i>
 <i>Arts Culture Projects FA Call 2 2023-24 appendix v 2.pdf</i>	<i>Page 88</i>
 <i>Community Events Festivals Christmas Celebrations FA Call 2 2023-24 appendix.pdf</i>	<i>Page 92</i>
 <i>Good Relations FA Call 2 2023-24 appendix.pdf</i>	<i>Page 95</i>
 <i>King Charles III Coronation Fund FA Call 2 2023-24 appendix.pdf</i>	<i>Page 98</i>
 <i>PCSP Community Safety Support FA Call 2 2023-24 appendix.pdf</i>	<i>Page 101</i>
 <i>Sports Facility Capital FA Call 2 2023-24 appendix v 2.pdf</i>	<i>Page 104</i>
 <i>Sports Minor Capital Items FA Call 2 2023-24 appendix v 2.pdf</i>	<i>Page 107</i>
 <i>Sports Programmes FA Call 2 2023-24 appendix v 2.pdf</i>	<i>Page 110</i>






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## *Health & Wellbeing*

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## 13.0 Request for support of Live Here Love Here Initiative and Eco Schools Programme from Keep Northern Ireland Beautiful for period 2023-24

### *For Decision*

 <i>KNIB Support - Live here Love here.pdf</i>	<i>Page 113</i>
 <i>LHLH Funding request - NMD 23.24.pdf</i>	<i>Page 117</i>
 <i>Newry Mourne and Down LHLH 2022.pdf</i>	<i>Page 119</i>
 <i>Eco-Schools Support Request 2023-24 NMD.pdf</i>	<i>Page 120</i>
 <i>Newry Mourne and Down Impact Card 2021-22.pdf</i>	<i>Page 129</i>

## 14.0 Sustainability and Environment Statement, Sustainability and



# Climate Change Strategy 2024-2030 and Annual Action Plans

*For Decision*

 *Sustainability and Climate Change Strategy.pdf* *Page 131*

 *NMDDC Sustainability and Environment Statement v1.pdf* *Page 135*

## 15.0 Procurement of Consultancy Support to set a Carbon Baseline and Future Carbon Reduction Targets

*For Decision*

 *Carbon Baseline.pdf* *Page 136*

## 16.0 Ship Sanitation Inspection Charges

*For Decision*

 *Ship Sanitation Charging Report.pdf* *Page 139*

## 17.0 Food Service Plan 2023/24


*For Decision*

 *Food Service Plan Report.pdf* *Page 142*

 *NMDDC Food Service Plan 2023 -24.pdf* *Page 145*

## 18.0 Service Level Agreement between the Department of Justice and District Councils

*For Decision*

 *Service Level Agreement between the Department of Justice and District Councils.pdf* *Page 200*

 *SLA between DoJ and District Councils - March 2023.pdf* *Page 203*

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### *In Committee Item*

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## 19.0 Ballstop requirements at Castlewellan Community Centre 3G Pitch

*For Decision*

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.

 *Report - Ballstop for Castlewellan 3G Pitch.pdf* *Not included*

## 20.0 Provision of Swimming Pool Maintenance and Servicing

### *For Decision*

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.

 *Swimming Pool Servicing and Maintenance.pdf*

*Not included*

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### *For Noting - Community Engagement*

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## 21.0 Policing & Community Safety Partnership (PCSP) Report

### *For Information*

 *PCSP Report for June AHC meeting.pdf*

*Page 213*

 *FINAL PCSP Policing Committee Minutes 31 January 2023.pdf*

*Page 215*

## 22.0 Newry Neighbourhood Renewal Partnership (NRP) Report

### *For Information*

 *Newry NRP Report for June 2023 AHC.pdf*

*Page 221*

 *minutes of NRP partnership mtg 18 jan 23.pdf*

*Page 223*

 *minutes of NRP partnership mtg 29 march 23.pdf*

*Page 228*

## 23.0 Downpatrick Neighbourhood Renewal Partnership (NRP) Report

### *For Information*

 *Downpatrick NR report for June 2023.pdf*

*Page 235*

 *DPK NR November 2022.pdf*

*Page 237*

 *DPK NR Action Plan November 2022.pdf*

*Page 241*

## 24.0 Peace IV Local Action Plan

### *For Information*

 *PEACE IV Report AHC June 2023.pdf*




*Page 252*

 *PEACE IV Partnership Meeting minutes 26.01.2023.pdf*

*Page 254*

## 25.0 PeacePlus Local Action Plan

*For Information*

<a href="#"> PEACE PLUS Report AHC June 2023.pdf</a>	Page 257
<a href="#"> PEACEPLUS 08 February 23 - Minutes.pdf</a>	Page 259
<a href="#"> PEACEPLUS 08 March 23 - Minutes.pdf</a>	Page 262

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### *For Noting - Health & Wellbeing*

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## 26.0 Consultation Response - DAERA Consultation on Climate Change Reporting by Specified Public Bodies, Developing New Regulations

*For Information*

<a href="#"> Climate Change Reporting Consultation.pdf</a>	Page 264
<a href="#"> Appendix 1 - NMDDC Response to DAERA Consultation on Carbon Reporting.pdf</a>	Page 267

## 27.0 Consultation on the Modernised Food Hygiene Delivery Model in Northern Ireland

*For Information*

<a href="#"> Consultation on the modernised food hygiene delivery model in Northern Ireland.pdf</a>	Page 277
<a href="#"> FHDM Consultation response.pdf</a>	Page 280



## 28.0 Consultation on Draft Spirit Drinks Regulations (Northern Ireland) 2023

*For Information*

<a href="#"> Draft Spirit Regulations Consultation.pdf</a>	Page 286
<a href="#"> Response on draft Spirit Drinks Regulations Consultation.pdf</a>	Page 289

## 29.0 Consultation on Updates to the Food Standards Agency and Technical Guidance on Food Allergen Labelling and Information Requirements

*For Information*

<a href="#"> FSA Technical Guidance on food allergen labelling and information requirements_.pdf</a>	Page 290
<a href="#"> Consultation Response on updates to the FSA Technical Guidance on food</a>	Page 293

30.0 ~~allergen labelling and information requirements .pdf~~  
Affordable Warmth Scheme - New Delivery Mechanism

*For Information*

 *Affordable Warmth Update Report.pdf*

*Page 294*

 *AWS letter from DfC to Council CX issuing 3 months notice.PDF*

*Page 297*

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***For Noting - Leisure & Sports***

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**31.0 Summer Activity Programme**

*For Information*

 *Report - Summer Activity Programme June 2023.pdf*

*Page 299*

 *Appendix 1 - NMDC Summer Activity Programme 2023.pdf*

*Page 302*

# Invitees

Cllr Terry Andrews

Cllr Callum Bowsie

Mr Caolain Boyd

Cllr Jim Brennan

Cllr Pete Byrne

Mr Gerard Byrne

Cllr Philip Campbell

Mr Andrew Cassells

Cllr William Clarke

Mrs Linda Cummins

Cllr Laura Devlin

Mr Eoin Devlin

Ms Louise Dillon

Cllr Cadogan Enright

Cllr Doire Finn

Cllr Aoife Finnegan

Ms Joanne Fleming

Cllr Conor Galbraith

Sinead Geary

Cllr Mark Gibbons

Cllr Oonagh Hanlon

Cllr Glyn Hanna

Cllr Valerie Harte

Mrs Laura Higgins

Mrs Janine Hillen

Cllr Roisin Howell

Cllr Jonathan Jackson

Cllr Geraldine Kearns

Miss Veronica Keegan

Mrs Josephine Kelly

Cllr Tierna Kelly

Mrs Sheila Kieran

Cllr Cathal King

Cllr Mickey Larkin

Cllr David Lee-Surginor

Cllr Alan Lewis

Cllr Oonagh Magennis

Mr Conor Mallon

Cllr Aidan Mathers

Cllr Declan McAteer

Cllr Leeanne McEvoy

Cllr Andrew McMurray

Maureen/Joanne Morgan/Johnston  
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Cllr Declan Murphy  
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Cllr Kate Murphy  
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Cllr Selina Murphy  
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Cllr Siobhan O'Hare  
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Cllr Áine Quinn  
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Mr Brian Rankin  
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Cllr Henry Reilly  
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Cllr Michael Rice  
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Ms Alison Robb  
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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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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 Jill Truesdale  
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Mrs Marie Ward  
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## ACTIONS OUTSTANDING FROM PREVIOUS ACTIVE AND HEALTHY COMMUNITIES MEETINGS

1

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
<b>ITEMS RESTRICTED IN ACCORDANCE WITH PART 1 OF SCHEDULE 6 OF THE LOCAL GOVERNMENT ACT (NI) 2014</b>					
A171/2021	Business Case – Minor Works Scheme at Cloughreagh Community Centre	<p>It was agreed to:</p> <ul style="list-style-type: none"> <li>Approve the business case as attached to the officer's report for the upgrade work at Cloughreagh Community Centre;</li> <li>Approve to procure and appoint a consultant to complete a survey, including a bill of quantities;</li> <li>Approve to appoint and procure a contractor to carry out the necessary works.</li> </ul>	J Hillen	<p>Ongoing</p> <p>Site meeting has been held with the estates team</p> <p>Large amount of works required-looking to carry out work in phases</p>	N
AHC/220/2021	Lease of commercial space at the McGraths Centre	<p>It was agreed that as per the Acquisition and Disposal of land procedure to approve the use of an Agent to market and lease the commercial ground floor space at the McGrath Centre, Newry.</p>	J Hillen	<p>Legal currently answering queries for successful applicant solicitor's around the lease agreement</p>	N
AHC/234/2021	No 16 the Square, Rostrevor	<p>It was agreed to note the contents of section 2.7 of the officer's report.</p>	J Hillen	<p>Ongoing</p>	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
AHC/075/2022	Feasibility Study for Community Social Farm	<p>Mr Devlin stated that officers were currently looking at the feasibility of the project at this stage and he would circulate further information to Members in order to provide more background on the initiative and level of funding required.</p> <p>It was agreed to approve Officers procuring an initial feasibility study for development of a social farm on identified land at Castlewellan Forest park. Scope of the study will be to provide a general report for consideration of need and community support for a farm facility on council land.</p>	<p>E Devlin</p> <p>E Devlin</p>	<p>Ongoing</p> <p>Procurement exercise underway</p>	<p>N</p> <p>N</p>
AHC/076/2022	Edible Landscapes 'We can grow' Pilot Programme	<p>It was agreed to increase the scope of the scheme to have 6 community projects in order that each DEA would benefit from one of the schemes.</p> <p>It was agreed to approve officers procuring one or more horticultural contractors to supply and deliver 6 community projects with follow up support for one growing season.</p>	<p>E Devlin</p> <p>E Devlin</p>	<p>Ongoing</p>	<p>N</p>



## ITEMS RESTRICTED IN ACCORDANCE WITH PART 1 OF SCHEDULE 6 OF THE LOCAL GOVERNMENT ACT (NI) 2014

AHC/08/1/2022	Down High School Lights and 3G Pitch	It was agreed to approve the following recommendations: <ul style="list-style-type: none"> <li>To progress a planning application for enhanced sports facilities at Down High School as per 2.1 of the officer's report.</li> <li>To approve a budget spend as outlined in section 4.1 of the officer's report.</li> </ul>	P Tamati	On going	N
AHC/09/6/2022	Dunleath Park Enhancement	It was agreed to establish a skate park and pump track at Dunleath Park as part of a phase 1 development as per the budget outlined in 4.1 of the officer's report.	P Tamati	On going – Levelling Up application unsuccessful	N
AHC/15/6/2022	Warrenpoint Community Centre	It was agreed to note the report and associated appendices and approve the project moving to the next stage namely RIBA Stage 3, to secure full planning approval, commence the IST and PQQ process to identify suitably qualified Design & Build Contractors.	M Lipsett J Hillen	Ongoing First project governance meeting took place on 24 <sup>th</sup> January 2023 and it was agreed that the building would be known as the Warrenpoint Health and Wellbeing Fund	N
AHC/20/3/2022	Newry Leisure Centre Swimming Pool	It was agreed to note the contents of the report and the following: <ul style="list-style-type: none"> <li>Newry Leisure Centre Swimming Pool would not close in December 2022.</li> <li>Officers would continue to work with the original project team and contractors to determine a programme for closure of Newry Leisure Centre swimming pool, prioritising minimal disruption to service users.</li> <li>A future report to Council would be tabled to seek approval for closure arrangements of Newry Leisure Centre swimming pool.</li> </ul>	P Tamati	Ongoing	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
AHC/207/2022	Peace IV Report	It was agreed to approve recommendations agreed by the Partnership on 24 November 2022 as detailed within section 2.1 of the officer's report.	J Hillen	Work is ongoing as per report	Y
AHC/004/2023	Financial Assistance Call 2 Approvals	<p>It was agreed to approve the following:</p> <ul style="list-style-type: none"> <li>• Recommendations for Call 1 and letters to be issued in February 2023 with themes focusing on events/festivals in April 2023 being prioritised.</li> <li>• Approval for Call 2 themes and time frame as above.</li> <li>• Delegated authority for Director approval regarding the Kings Jubilee and other Call 2 themes requiring approval through Purdah.</li> </ul> <p>Mrs Hillen to advise ERT Directorate of concerns raised and that a paper be brought to the Strategic Finance Working Group Meeting on 26 January 2023 if cuts were proposed to this theme.</p>	J Hillen	<p>Call 2 is currently open on the system. Debriefs are ongoing with Call 1, failed stage 2 applications.</p> <p>The Kings Jubilee will close on 3rd April with approvals being sent to Director so that Letters of offer can be issued in time for project delivery.</p>	N
AHC/007/2023	Community Consultation for Community Facilities Strategy	It was agreed subject to approval of the draft strategy at CMT and SMT that a public consultation be progressed in due course.	J Hillen	Draft to be discussed with Councillors in advance of going out to public consultation – Mid June 2023	N

## 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/010/2023	Upgrade Works at Barcroft and Threeways Community Centre	It was agreed to note the content of the report and approve the appointment of the preferred bidder to carryout upgrade works at Barcroft and Three Ways Community Centres subject to contract and completion of due diligence checks.	J Hillen	Contractor on site. Works to be completed by April 2023.	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
AHC/015/2023	Update Financial Assistance Calls 1 and 2	<p>It was agreed to:</p> <ul style="list-style-type: none"> <li>Approve the attached appendices for revenue and capital projects and issue letter of offers post Council ratification and Call in.</li> <li>Pre-letter of offer conditions met prior to issue of full letter of offer issued and where this is not satisfied budget to be re-allocated.</li> <li>Finalise Audit checks for Call 1 and bring any changes back to Committee before issuing a letter of offer.</li> <li>Open Call 2 on 13th March 2023</li> </ul>	J Hillen	<p>Letters will be issued to all approved Call 1 themes the week of 13<sup>th</sup> March 2023.</p> <p>Pre-Letter of offer conditions will be issued where relevant to those projects impacted.</p>	N
AHC/017/2023	Peace IV Local Action Plan	<p>It was agreed that the Committee agree to the recommendations of the PEACE IV Partnership as set out in 2.1 of the officer's report:</p> <ul style="list-style-type: none"> <li>To liaise with SEUPB to determine whether the proposed project can proceed given the new construction timescales proposed.</li> <li>Subject to funding confirmation, Council to proceed with procurement of a design team, submission of a planning application and procurement of a contractor.</li> </ul>	J Hillen	<p>SEUPB have confirmed that as the timeline for delivery falls outside the current project timeframe and also outside the overall timeframe for the Peace IV Programme, the project will not be proceeding.</p>	N



## ITEMS RESTRICTED IN ACCORDANCE WITH PART 1 OF SCHEDULE 6 OF THE LOCAL GOVERNMENT ACT (NI) 2014

AHC/022/2023	Financial Assistance Discussion	It was agreed that a report be brought back to the Committee detailing the existing Financial Assistance Policy, protocols for groups accessing funding and legal advice on the next course of action.	J Hillen	A report is being prepared and will be brought back to March AHC Committee.	N
AHC/023/2023	Lisnacree Community Centre – Removal of Lease	It was agreed to approve the following recommendations: <ul style="list-style-type: none"> <li>Accept Lisnacree Community Associations letter and formally thank the association for the work they have done over the last 25 years.</li> <li>The termination of the lease between NM&amp;DDC and the Diocese of Down for Lisnacree Community Centre</li> </ul>	J Hillen	Thank you to the committee will take place Wednesday 29 <sup>th</sup> March 2023	N
AHC/024/2023	Expression of interest for the Market House, Ballynahinch	It was agreed to approve the following recommendations: <ul style="list-style-type: none"> <li>Publicly advertise a lease for the whole Market House, Ballynahinch</li> <li>SP&amp;R to consider issue of lease following public process by TDK</li> <li>Officers to seek legal advice regarding adding social value criteria when considering expressions of interest.</li> </ul>	J Hillen	Valuation complete Draft EOI with Legal for comment	N

## ITEMS RESTRICTED IN ACCORDANCE WITH PART 1 OF SCHEDULE 6 OF THE LOCAL GOVERNMENT ACT (NI) 2014

AHC/025/2023	Reconfiguration of Ballynahinch Community Centre – RIBA Stage 2 Concept Design Additional Costs	<p>It was agreed to approve the following recommendations:</p> <ul style="list-style-type: none"> <li>• Approve, in principle, the additional spend (detailed in 2.1) on Base Cost Estimate as per Consultants RIBA Stage 2 Report within 2023/2024 capital rates estimates, subject to clarification from Estates department regarding the requirement for 10 additional carparking spaces.</li> <li>• Approve an additional spend (detailed in 2.2) if required as a Risk Allowance Estimate as per Consultants RIBA Stage 2 Report within 2023/2024 capital rates estimates.</li> </ul>	J Hillen	Ten additional places required to accommodate additional bookings anticipated	N
AHC/026/2023	Donard Park – Artificial Pitch Upgrade	<p>It was agreed to approve the following recommendations:</p> <ul style="list-style-type: none"> <li>• To progress the appointment of an integrated design team for the upgrade of the Donard Park Artificial Surface.</li> <li>• To progress with the procurement and appointment of a contractor for this project on completion of integrated design team works, subject to appropriate budget provision.</li> <li>• To approve the business case for this project as per appendix 2.</li> </ul>	P Tamati	Ongoing, instruction given to Capital Team to progress appointments	N

## ACTIONS ARISING FROM ACTIVE AND HEALTHY COMMUNITIES COMMITTEE MEETING – 20 MARCH 2023

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
AHC/033/2023	Action sheet Committee Meeting held on Monday 20 February 2023	The action sheet from the Committee Meeting held on 20 February 2023 was noted.  AHC/156/2022: Warrenpoint Community Centre In response to a query from Councillor McAteer, Mr Tamati advised he would confirm the name for the new Warrenpoint Centre.  AHC/081/2022: Down High School Lights and 3G Pitch A date for lux level testing at Saintfield hockey pitch Councillor to be confirmed with Councillor Jackson.	All  P Tamati  P Tamati	Noted  Janine can you confirm this with Cllr McAteer?  Actioned	   Y
AHC/034/2023	Notice of Motion – Recreational Sea Angling	It was agreed to note that Sea Angling will be included in the consultation process for Council's Sports Development, Health and Wellbeing Strategy and Officers will continue to work to promote Sea Angling in collaboration with the Sport's Governing Body, established providers of sea angling and via Council's financial assistance processors.	P Tamati	Actioned	Y

AHC/035/2023	Financial Assistance Community Capital, Calls 1 & 3	<p>It was agreed to approve the following:</p> <ul style="list-style-type: none"> <li>• Approve the attached appendices for revenue and capital projects and issue letter</li> <li>• Pre-letter of offer conditions met prior to issue of full letter of offer issued and where this is not satisfied budget to be re-allocated.</li> <li>• Open Call 3 May/June 2023.</li> </ul> <p>Councillor Lewis enquired if there had been much uptake with regard to the Coronation Fund. Mr Tamati advised he would revert to Councillor Lewis directly on the matter.</p>	J Hillen  J Hillen	All letters issued and call 3 opened.	Y
AHC/036/2023	District Electoral Area (DEA) Forums	<p>It was agreed on the proposal of Councillor xxx, seconded by Councillor xxx to note the report and approve the actions in the action sheets for the following:</p> <ul style="list-style-type: none"> <li>• Slieve Croob DEA Forum Private Meeting held on Tuesday 28 February 2023.</li> <li>• Downpatrick DEA Forum Ad Hoc Meeting held on Monday 6 March 2023.</li> <li>• Croilieve DEA Forum Private Meeting held on Tuesday 14 March 2023.</li> <li>• Rowallane DEA Forum Private Meeting held on Tuesday 14 March 2023.</li> </ul>	J Hillen	All DEA Action Sheets being actioned accordingly.	Y
AHC/037/2023	Community Co-ordination Hub – Update Report	<p>It was agreed to note the report and approve the actions in the Action Sheet attached for the Community Co-ordination Hub (CCH) Meeting held on Wednesday 15 February 2023.</p>	J Hillen	Noted.	Y
AHC/038/2023	Rural Dial-a-Lift Transport issue tabled at the request of Councillor Sharvin	<p>It was agreed to call on the Council to write to Department of Infrastructure to provide the financial security needed for local community transport organisations i.e. the Down Community Transport and Newry and Mourne Community Transport to enable them to provide the vital service to our community particularly the rural communities across the District.</p>	J Hillen		

AHC/039/2023	Affordable Warmth Scheme Update and Approval for Service Level Agreement	It was agreed to approve the signing of the Service Level Agreement with the Department for Communities in relation to the provision of the Affordable Warmth Scheme and that the Committee note the change in the targeting approach.	E Devlin		
AHC/040/2023	Consultation Response regarding Offshore Wind	In response to a query from Councillor O'Hare in relation to savings Mr Devlin confirmed he would forward the detail of that to him directly.	E Devlin		
AHC/042/2023	Scale of Charges for Community Centres	Noted	J Hillen	Completed	Y
AHC/043/2023	Scale of Charges for Leisure Centres	Noted	P Tamati	Actioned	Y
AHC/044/2023	Financial Assistance Report on Procedures	Noted	J Hillen	Implemented	Y
AHC/045/2023	DfC Cost of Living Salary Support Funding Report	Noted	J Hillen	Noted.	Y
AHC/046/2023	DfC Additional Funding to assist with increased running costs	Noted	J Hillen	Noted.	Y



ITEMS RESTRICTED IN ACCORDANCE WITH PART 1 OF SCHEDULE 6 OF THE LOCAL GOVERNMENT ACT (NI) 2014					
AHC/041/2023	Draft policy on Bonfires on Council Land	It was agreed on the proposal of Councillor Ó Muiri, seconded by Councillor McAteer to approve the report and draft Policy on Bonfires on Council Land (V5).	J Hillen M Flynn	Noted.	Y

<b>Report to:</b>	Active and Healthy Communities Committee
<b>Date of Meeting:</b>	19 June 2023
<b>Subject:</b>	Active and Healthy Communities Terms of Reference
<b>Reporting Officer (Including Job Title):</b>	Janine Hillen, Assistant Director: Community Engagement Eoin Devlin, Assistant Director, Health & Wellbeing Paul Tamati, Assistant Director, Leisure & Sport
<b>Contact Officer (Including Job Title):</b>	Janine Hillen, Assistant Director: Community Engagement Eoin Devlin, Assistant Director, Health & Wellbeing Paul Tamati, Assistant Director, Leisure & Sport

<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	<b>Purpose and Background</b>				
1.1	<b>Purpose</b> To consider and adopt the recommendations as detailed in Section 3.0				
1.2	<b>Background</b>				
2.0	<b>Key issues</b>				
2.1	Terms of reference for each of the Committees have been revised and some adjustments have been proposed. Revised terms of reference attached as follows for this committee.				
3.0	<b>Recommendations</b>				
3.1	<b><i>That the Committee agree;</i></b> <ul style="list-style-type: none"><li>To adopt the AHC Terms of Reference as detailed in Appendix 1</li></ul>				
4.0	<b>Resource implications</b>				
4.1	N/A				
5.0	<b>Equality and good relations implications</b>				
5.1	No equality impact assessment is required at this time				
6.0	<b>Rural Proofing implications</b>				
6.1	A rural Needs Impact Assessment is not required at this time				
7.0	<b>Appendices</b>				
	Appendix 1: Terms of Reference				
8.0	<b>Background Documents</b>				
	<i>None</i>				

## ACTIVE AND HEALTHY COMMUNITIES COMMITTEE

### -TERMS OF REFERENCE-

#### Scope

The **Active and Healthy Communities Committee** ("the Committee") will be responsible for improving the health, wellbeing and social cohesiveness of the District's communities.

#### Responsibilities

- Lead on the improvement of health outcomes and the facilitation of healthy lifestyles through leisure and sporting provision and through health promotion and prevention policies.
- Lead on the development and implementation of suitable strategies, policies and programmes for environmental protection and management; sustainability and climate change; energy management, biodiversity and environmental education.
- Provision of environmental health services, including public health and safety.
- Tackle disadvantage and building active, engaged and responsible citizenship through the provision and support of community services, facilities and events.
- Implementation of the Council's Good Relations programmes.
- Improving social and community cohesion through effective community relations and development of the financial assistance programme.
- Managing and overseeing local structures for Policing and Community Safety Partnership (PCSP).
- Lead the development, implementation and ongoing management of the 7 District Electoral Area (DEA) Fora.
- Lead on the development and implementation of suitable strategies, policies and programmes for community health, wellbeing and social cohesiveness.
- Ensure the design and delivery of Council functions and services are accessible to all citizens.
- Responsible for sports development, including leisure and sporting programmes and facilities.
- Responsible for parks and open spaces, including playing fields and playgrounds.
- Leading on issues relating to outdoor recreation.

- Responsible for the management and implementation of Peace IV European Commission Project and other European Projects linked to Social Inclusion and Social Investment Fund.
- The effective stewardship of delegated responsibilities for the District's resources and assets (financial, people and property based) for environmental protection and services, well-being, social cohesiveness and community engagement and leisure.

### **Membership**

The Committee is comprised of fifteen (15) Elected Members appointed to the Committee at the Council's Annual Meeting.

### **Quorum**

No business shall be transacted unless at least 4 Members are present.

### **Chairperson**

The Committee Chairperson and Deputy Chairperson shall be appointed at the Council's Annual Meeting in accordance with the Local Government Act (NI) 2014.

### **Meetings**

All meetings of the Committee shall be governed by the Council's Standing Orders and the Northern Ireland Code of Conduct for Councillors. A timetable of meetings shall be agreed annually by the Council.

### **Sub-Committee and Working Groups**

The Committee has the power to establish and appoint any number of Sub-Committees, Task and Finish Working Groups, Project Boards and Forums, as are necessary to consider in more detail the work of the Committee.

### **Communications and Reporting**

The Minutes of the Committee shall be tabled at each meeting of the Council, in accordance with the Council's Standing Orders.

### **Declarations of Interest**

A Declaration of Interests Register will be kept for all Committee Members. Each Member should take responsibility to declare proactively any potential conflict of interest arising out of business undertaken by the Council.

# Council Task and Finish Working Groups/Project Boards/Forums

## Reporting Arrangements

	Committees			
	AHC	ERT	S&E	SPR
Anti-Social Behaviour (ASB) Sub-Group/PCSP	✓			
Bonfire Sub-Group/PCSP	✓			
Camlough Lake Task and Finish Working Group		✓		
Castlewellan Forest Park Project Board		✓		
Chief Executive Appraisal Group				✓
Church Street Downpatrick Revitalization Steering Group		✓		
Downpatrick Regeneration Project		✓		
Economic Forum		✓		
Elected Member Development Working Group				✓
Equality and Good Relations Reference Group				✓
Health Forum	✓			
Forkhill former Barricks Task and Finish Project Steering Group		✓		
Irish Language Strategy Working Group				✓
Local Development Plan Steering Group		✓		
Mourne Gullion Strangford Geopark Management Group		✓		
New Ireland Working Group				✓
Newry City Centre Regeneration Project Board		✓		
Newry and Mourne Travellers Forum	✓			
Peace Plus Partnership	✓			
Planning Call-in Panel/Planning Committee		✓		
Ring of Gullion Landscape Partnership		✓		
Strangford Lough & Lecale Partnership	✓			
Strategic Finance Working Group				✓
Sustainability and Environment Working Group			✓	
Warrenpoint Front Shore Public Realm Working Group		✓		
Womens Working Group				✓
Warrenpoint Health and Wellbeing Hub Working Group	✓			
Community Coordination Hub	✓			

### **ACTIVE AND HEALTHY COMMUNITIES COMMITTEE**

<b>Date</b>	<b>Time</b>	<b>Location</b>
19 June 2023	6.00pm	Mourne Room, Downshire Civic Centre
21 August 2023	6.00pm	Mourne Room, Downshire Civic Centre
18 September 2023	6.00pm	Mourne Room, Downshire Civic Centre
16 October 2023	6.00pm	Mourne Room, Downshire Civic Centre
20 November 2023	6.00pm	Mourne Room, Downshire Civic Centre
18 December 2023	6.00pm	Mourne Room, Downshire Civic Centre
22 January 2024	6.00pm	Mourne Room, Downshire Civic Centre
19 February 2024	6.00pm	Mourne Room, Downshire Civic Centre
19 March 2024 ** St Patricks Day **	6.00pm	Mourne Room, Downshire Civic Centre
15 April 2024	6.00pm	Mourne Room, Downshire Civic Centre
20 May 2024	6.00pm	Mourne Room, Downshire Civic Centre





<b>Report to:</b>	Active and Healthy Communities Committee
<b>Date of Meeting:</b>	19 June 2023
<b>Subject:</b>	Sale of tobacco and nicotine inhaling products to underage children
<b>Reporting Officer (Including Job Title):</b>	Eoin Devlin Assistant Director of Health and Wellbeing
<b>Contact Officer (Including Job Title):</b>	Sinead Trainor Head of Environmental Health (Commercial)

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

<b>For decision</b>	<b>x</b>	<b>For noting only</b>	
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<b>1.0</b>	<b>Purpose and Background</b>
1.1	The purpose of this report is to advise the Committee of the work being undertaken by Tobacco Control Officers (TCO's) on the sale of tobacco and nicotine inhaling products to underage children and to seek approval for Council to write to the Medicines and Healthcare products Regulatory Agency (MHRA) to request that they write to retailers outlining the dangers associated with children using E-cigarettes.
<b>2.0</b>	<b>Key issues</b>
2.1	<p>The following Notice of Motion was referred to AHC Committee at the full Council meeting of March 2023</p> <p><b>"This Council notes the increasing prevalence of vaping and e-cigarette retailers opening throughout the district;</b></p> <p><b>Further notes that in recent times there has been an increasing number of complaints from concerned parents, regarding the sale of vape products to underage children;</b></p> <p><b>Commends the work of council officials in monitoring the situation and intervening where possible;</b></p> <p><b>Further calls on the relevant licensing body to proactively inform all vape &amp; e-cigarette shop owners of the potential repercussions for selling their products to underage children".</b></p> <p>On 1<sup>st</sup> February 2023 it became an offence for retailers in Northern Ireland to sell tobacco and nicotine inhaling products to anyone under the age of 18.</p> <p>The Tobacco Control Officers (TCO's) within the Health and Wellbeing Department carried out test purchasing exercises to check compliance with Age of Sale Legislation in relation to the sale of tobacco and nicotine inhaling products in 2022/23 and similar exercises will be undertaken within the District during 2023/24.</p> <p>TCO's have and will continue to undertake investigations into complaints received regarding the sale of tobacco and nicotine inhaling products to anyone under the age of 18. Enforcement action in line with the departments enforcement policy will be taken.</p>



	The MHRA is responsible for regulating nicotine-containing products (NCPs) as medicinal products in the UK. These products are intended to relieve or prevent craving and nicotine withdrawal symptoms when tobacco smokers wish to quit or reduce smoking.
<b>3.0</b>	<b>Recommendations</b>
3.1	It is recommended that the Committee consider the request and grant approval for Council to write to the MHRA to request that they write to tobacco and nicotine inhaling product retailers outlining the dangers associated with children using these products.
<b>4.0</b>	<b>Resource implications</b>
4.1	None
<b>5.0</b>	<b>Due regard to equality of opportunity and regard to good relations (complete the relevant sections)</b>
5.1	<p><b><i>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</i></b></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><b><i>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</i></b></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><b><i>Proposal initiating consultation</i></b></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: N/A</i></p>

<b>6.0</b>	<b>Due regard to Rural Needs (please tick all that apply)</b>
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 checked="" type="checkbox"/></p>
<b>7.0</b>	<b>Appendices</b>
<b>8.0</b>	<b>Background Documents</b>
	n/a

<b>Report to:</b>	Active and Healthy Communities (AHC) Committee
<b>Date of Meeting:</b>	19 <sup>th</sup> June 2023
<b>Subject:</b>	Notice of Motion – Inclusive and Accessible Leisure Facilities
<b>Reporting Officer (Including Job Title):</b>	Paul Tamati, Assistant Director: Leisure and Sport
<b>Contact Officer (Including Job Title):</b>	Paul Tamati, Assistant Director: Leisure and Sport

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

	For decision	For noting only	x
<b>1.0</b>	<b>Purpose and Background</b>		
1.1	<p>The purpose of this report is for AHC Committee to note the Notice of Motion received by Councillor Sharvin and the recommendations of this report.</p> <p>In March 2023 Councillor Sharvin tabled the following Notice of Motion at full Council Committee which was referred to AHC Committee for consideration:</p> <p>"Newry, Mourne and Down District Council reaffirms its commitment to ensuring all leisure facilities are inclusive and accessible for everyone in our community.</p> <p>The Council recognises that we can do so much more for people with a disability, such as autism, and will undertake a review engaging with service users, Autism network providers and Disability Sports NI.</p> <p>The review should include the provision of training needs to all council staff both front of house, support staff and the aquatics team to provide inclusive 1:1 swim sessions for users with disabilities".</p>		
<b>2.0</b>	<b>Key issues</b>		
2.1	<p>Since this notice of motion was tabled at full Council in March 2023, officers have engaged with local autism group in Downpatrick and also with Disability Sport NI.</p> <p>In addition to this, meetings have been organised and planned with bespoke 3<sup>rd</sup> party providers in relation to swimming tuition for autistic children.</p> <p>Further scoping work is required by officers in relation to this notice of motion.</p>		
<b>3.0</b>	<b>Recommendations</b>		
3.1	<p><b>That AHC committee note that further scoping work is required in relation to this notice of motion, once completed a report will be table for consideration.</b></p>		
<b>4.0</b>	<b>Resource implications</b>		
4.1	<p><b>Revenue:</b> There are no anticipated financial implications associated with this report.</p> <p><b>Capital:</b> There are no identified capital budget implications associated with this report.</p>		

<b>5.0</b>	<b>Due regard to equality of opportunity and regard to good relations (complete the relevant sections)</b>
5.1	<p><b><i>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</i></b></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><b><i>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</i></b></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><b><i>Proposal initiating consultation</i></b></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>
<b>6.0</b>	<b>Due regard to Rural Needs (please tick all that apply)</b>
6.1	<p>Proposal relates to developing, adopting, implementing or revising a policy / strategy / plan / designing and/or delivering a public service</p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>Rural Needs Impact Assessment completed <input type="checkbox"/></p> <p>If no, please complete the following:</p>

	The policy / strategy / plan / public service is not influenced by rural needs	<input type="checkbox"/>
7.0	Appendices	
	None	
8.0	Background Documents	
	None	

<b>Report to:</b>	Active & Healthy Communities Committee
<b>Date of Meeting:</b>	19 <sup>th</sup> June 2023
<b>Subject:</b>	Directorate Business Plans
<b>Reporting Officer (Including Job Title):</b>	Janine Hillen, Assistant Director: Community Engagement Eoin Devlin, Assistant Director: Health & Well-being Paul Tamati, Assistant Director: Sport & Leisure
<b>Contact Officer (Including Job Title):</b>	As above

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

<b>For decision</b>	<b>X</b>	<b>For noting only</b>	
<b>1.0</b>			<b>Purpose and Background</b>
1.1			<p>Directorate Business Plans provide an overview of planned activity for the year ahead, and contribute to the delivery of the Community Plan, Corporate Plan and other key plans and strategies. They form an essential part of the Council's Business Planning and Performance Management Framework, which demonstrates how corporate objectives are cascaded across the organisation and provides assurance that they are being delivered.</p> <p>As Directorate Business Plans are directly aligned to the achievement of the Corporate Plan, they remain fairly high level, and do not necessarily capture the core, business as usual activity that is undertaken by individual departments. Alternatively, they provide an insight into the key, overarching objectives, supporting actions and measures of success for each Directorate in the year ahead, whilst setting the context for the development of departmental Service Plans which are operational in nature.</p>
<b>2.0</b>			<b>Key issues</b>
2.1			<p><b>Assessment of Directorate Business Plans 2022-23</b></p> <p>In order to improve transparency and accountability, and facilitate a performance led approach to business planning, each Directorate has undertaken an assessment of their Business Plan 2022-23. These assessments provide an overview of the performance of each Directorate and have been used to influence the development of the 2023-24 Business Plans. This exercise is an important part of the Council's statutory responsibility to strengthen the way performance is monitored, reviewed and reported across the organisation.</p> <p>The assessment of the Active &amp; Healthy Communities Directorate Business Plan 2022-23 is attached at Appendix 1.</p>
2.2			<p><b>Directorate Business Plans 2023-24</b></p> <p>Directorate Business Plans 2023-24 outline the key objectives, supporting actions and measures of success each Directorate will work towards, which are aligned to the strategic objectives within the Corporate Plan 2021-23. Directorate Business Plans are also aligned to the current organisational structure and may be subject to amendment as Planning for the Future progresses.</p>

	The Active & Healthy Communities Directorate Directorate Business Plan 2023-24 is attached at Appendix 2.
2.3	It should be noted that further improvements to the business planning process are underway across the Council, particularly in relation to cascading corporate objectives in a meaningful way to employees through the introduction and roll-out of Service Plans and People Perform Grow. This process seeks to improve the use of performance measures at all levels of the Business Planning and Performance Management Framework and create a clear 'line of sight' between the work of individuals, teams and departments, and how they contribute to the achievement of Directorate Business Plans and the Corporate Plan.
<b>3.0</b>	<b>Recommendations</b>
3.1	To consider and agree the: <ul style="list-style-type: none"> <li>Assessment of the AHC Directorate Business Plan 2022-23</li> <li>AHC Directorate Business Plan 2023-24</li> </ul>
<b>4.0</b>	<b>Resource implications</b>
4.1	There are no financial resources implications within this report.
<b>5.0</b>	<b>Due regard to equality of opportunity and regard to good relations (complete the relevant sections)</b>
5.1	<p><b><i>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</i></b></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><b><i>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</i></b></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><b><i>Proposal initiating consultation</i></b></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> Consultation not required.</p>
<b>6.0</b>	<b>Due regard to Rural Needs (please tick all that apply)</b>
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> <p>Rural Needs Impact Assessment completed <input checked="" type="checkbox"/></p>
<b>7.0</b>	<b>Appendices</b>
	<ul style="list-style-type: none"> <li>• Appendix 1 – Assessment of the XX Directorate Business Plan 2022-23</li> <li>• Appendix 2 – XX Directorate Business Plan 2023-24</li> </ul>
<b>8.0</b>	<b>Background Documents</b>
	<p>Directorate Business Plans 2022-23</p> <p>Assessments of Directorate Business Plans 2021-22</p>



# Active and Healthy Communities Directorate

## Annual Assessment Business Plan 2022-23

## Introduction

This report provides an overview of progress in delivering the Active and Healthy Communities Directorate Business Plan 2022-23 across the following service areas:

- Leisure and Recreation
- Parks and Open Spaces
- Sports Development
- Environmental Health
- Sustainability
- Health Improvement
- Engagement and Community Development
- Strategic Programmes
- Community Services, Facilities and Events




The delivery of the Active and Healthy Communities Directorate Business Plan 2022-23 supports the achievement of the following corporate objectives, and performance has been tracked using the legend below.

**Continue to improve the health and wellbeing of everyone in the district and reduce health inequalities**

**Enable and support people engage in inclusive and diverse activities in their communities**





**Enhance, protect and promote our environment**

## Legend



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





## Directorate objectives, supporting actions and measures of success





Key Directorate Objectives / Actions	
<b>Leisure and Sport</b>	<ul style="list-style-type: none"> <li>Promote increased levels of activity and develop targeted programmes to support improved health and wellbeing outcomes</li> </ul>
<b>Community Engagement</b>	<ul style="list-style-type: none"> <li>Create a strong base to engage, empower and build the capacity of local communities, ensuring their views inform the work of the Council and its partners</li> </ul>
<b>Health and Wellbeing</b>	<ul style="list-style-type: none"> <li>Promote sustainability both within the organization and externally, support improved Health and Wellbeing outcomes and ensure Councils obligations in relation to their statutory functions are fulfilled</li> </ul>


Leisure and Sport			
OBJECTIVE	ALIGNMENT WITH CORPORATE PLAN		
<b>Promote increased levels of activity and develop targeted programmes to support improved health and wellbeing outcomes</b>	Continue to improve the health and wellbeing of everyone in the district and reduce health inequalities		
Supporting actions	Timescale	Status	Progress
Continue to Progress and implement the review of Leisure Services	Q1 – Q4		Delayed due to TU disputes
Increase usage of Indoor Leisure Facilities as part of the leisure COVID-19 recovery plan	Q1 – Q4		Usage has increase when compared to previous years comparisons.
Progress the leisure projects agreed within the Capital Programme	Q1 – Q4		Play strategy completed, community trail works and sports facilities strategy progressed.
Re-establish post COVID and deliver a range of targeted health programmes to encourage participation in physical activity and improve health outcomes for all	Q1 – Q4		PARS, McMillian Move More and Be Active Programme all now re-established









Identify and complete delivery, scoping and feasibility for potential Community Trails across the seven District Electoral Areas	Q1 – Q4		Key works within the SLA with ORNI, including the prioritisation of trails achieved.
Complete the strategic reviews of the Multi Sports Hub and Play Strategy, progress an Open Spaces and Sports Development Strategy.	Q1 - Q4		Strategic reviews commissioned, Multi Sports Hubs Complete, Play Strategy due to Complete in Q2 of 2023/24, Open Spaces and Sports Development Strategy progressed.




Community Engagement			
<b>OBJECTIVE</b> <b>Create a strong base to engage, empower and build the capacity of local communities, ensuring their views inform the work of the Council and its partners</b>	ALIGNMENT WITH CORPORATE PLAN		
	Enable and support people engage in inclusive and diverse activities in their communities		
Supporting actions	Timescale	Status	Progress
Comply with statutory responsibilities in relation to Community Engagement service provision (including PCSP, Peace IV & DEAs)	Q1-Q4		Peace IV plan delivered in line with action plan. Capital projects ongoing and due to complete in line with the extension.  PCSP, DEA and NHR meetings undertaken/governance arrangement and reporting mechanisms effective.
Engage, develop and consult on a draft: <ul style="list-style-type: none"> <li>Peace Plus Plan</li> <li>Community Facilities Strategy</li> </ul>	Q1-Q4		Co-Design has been undertaken for the development of the PeacePlus action plan.
Continue to logistically support local community run events and festivals	Q1-Q4		Ongoing support provided across District
Positively engage through Ethnic	Q1-Q4		Support centre has been



Minority Support Centre (Downpatrick & Newry)			delivered
Work with internal and external to deliver a minimum of 2 Financial Assistance Calls per annum, and roll out external training sessions	Q1 – Q4		3 calls delivered and training sessions with each call
Develop and deliver the 7 DEA Fora Action Plans and strengthen the alignment with the outcomes within the Community Plan	Q1-Q4		DEA Action Plans developed and agreed targets met.
Develop and implement the District wide Good Relations (GR) Programme, PCSP Action Plan, NHR Action Plan (Downpatrick & Newry) and PEACE IV Local Action Plan	Q1-Q4		Peace IV plan delivered with some capital projects to be completed inline with their extension.  GR, PCSP and NHR Action Plans developed and agreed targets met.
Further develop levels of engagement and participation through existing structures (eg DEAs, NHR, PCSP, PEACE IV) following review of Covid 'lessons learned'	Q1 – Q4		Participation levels for Peace IV were met.  Community Coordination Hub (CCH) met monthly and reported through existing structures including AHC Committee.

Health and Wellbeing			
<b>OBJECTIVE</b> <b>Promote sustainability both within the organization and externally, support improved Health and Wellbeing outcomes and ensure Councils obligations in relation to their statutory functions are fulfilled</b>	ALIGNMENT WITH CORPORATE PLAN		
	Continue to improve the health and wellbeing of everyone in the district and reduce health inequalities		
<b>Supporting actions</b>	<b>Timescale</b>	<b>Status</b>	<b>Progress</b>
Carry out statutory functions in relation to Food Safety, Health and Safety at Work, Public Health and Housing, Environmental Protection and Consumer Protection	Q1-4		Programmed and reactive work on track.











Facilitate Biannual formal engagement between Council, the local Health Trusts and NIAS	October and February		Health Forums and Special Council meetings took place
Support 2 no. Home to Hospital Volunteer Driver Schemes to help rural access to Health services in The Mournes and Slieve Gullion DEAs	Q1-4		Both schemes being operated by Bolster Community and successful in local communities
Develop a range of services to promote employee Health and Wellbeing including an action plan for issues identified in Staff survey	Q1 – Q4		Activity Challenge Menopause awareness campaign Regular newsletters issued
<b>OBJECTIVE</b> <b>Promote sustainability both within the organization and externally, support improved Health and Wellbeing outcomes and ensure Councils obligations in relation to their statutory functions are fulfilled</b>	ALIGNMENT WITH CORPORATE PLAN		
	Enhance, protect and promote our environment		
<b>Supporting actions</b>	<b>Timescale</b>	<b>Status</b>	<b>Progress</b>
Deliver an awareness raising programme on sustainability issues, including staff training, workshops and media and social media messages promoting sustainable lifestyles and resilient communities, climate change and other sustainability issues for the public, industry, communities, local schools and Council staff.	March 2023		Training module in development Be sustainable newsletter for staff produced quarterly. Further development to take place in 23/24
Develop a Climate Change Adaptation Plan for the Council working alongside key Council Departments	March 2024		On course for completion by target date
Lead on implementation of the Active Travel Masterplan for The District working with DFI and through the Community Planning Active Travel Working Group	March 2023		Regular engagement with DFI
			Ongoing






Deliver the 'Leading the Way' employee scheme			Complete
Deliver 3 Active travel training workshops for schools			This project was not delivered due to lack of resource for large portion of year
Deliver 3 community active travel workshops			
Develop a Biodiversity Strategy and Action Plan to follow on from the existing Newry, Mourne and Down Local Biodiversity Action Plan.  The strategy will focus on improving biodiversity on Council managed estate as well as increasing awareness and action for biodiversity across the rest of the district	March 2023		Plan development has commenced however not completed by stated date






Measures of Success – Leisure and Sport				
Measure of Success	2022-23		Status	Explanatory note
	Target	Actual		
Number of attendances at all indoor leisure facilities, including Newry and Downpatrick Leisure Centres	800,000 paid attendances	720,000		
Number of participants engaged in physical activity programmes and health and wellbeing initiatives	Physical Activity Referral Programme Members: <b>300</b>  McMillian Move More Programme	246		



	Members: <b>150</b>	76		
	Summer Activity Programme Participants: <b>4,800</b>	4,370		
	Be Active for Life Programme Participants: <b>1500</b>	8,987		
Number of recorded visits at community trails	Over 120,000	225,000		

Measures of Success – Community Engagement				
Measure of Success	2022-23		Status	Explanatory note
	Target	actual		
Number of events delivered	No target set	319 (PCSP/GR/DEAs/NR)		262 attendees at Financial Assistance workshops on themes and training on procurement and claims  Wide range of meetings, events, programmes and activities delivered via the Policing & Community safety Partnership (PCSP), Good relations (GR) Programmes, District Electoral Areas (DEAs) and Neighbourhood Renewal Partnerships (NRPs).
Number of events supported	No target set	280 (PCSP/GR/DEAs/NR)		
Number of capacity building programmes delivered	No target set	262 140 (DEAs/NRPs)		
Number of programmes delivered	No target set	77 (PCSP/GR/DEAs/NR)		

Number of meetings, including public meetings organised	No target set	130 (PCSP/GR/DEAs/NR)		
The effectiveness of Council run community engagement structures in facilitating stakeholder participation	No target set	See explanatory note		The majority of places occupied on the twelve community engagement structures are taken by representatives from the community, voluntary and business sectors. This demonstrates the Council's commitment to facilitating effective stakeholder participation and working in partnership to shape and influence the future of the district.
Number of Neighbourhood Watch Schemes	No target set	114 (PCSP)		There are currently 114 active and fully accredited NHW schemes across the District. The PCSP continues to encourage and engage with people who would like to sign up for the Neighbourhood Watch Scheme. The PSNI and PCSP staff remain in regular contact with NHW Co-Ordinators across the District.
Number and percentage of financial assistance projects funded		<div>Applications</div> <div>640</div> <div>Success rate</div> <div>366 = 57.2%</div>		3 Publicly advertised calls undertaken
Number of contacts recorded through the Ethnic Minority Support Centre	No target set	2,214 face to face appointments and 4,000 phone calls		Ukrainian Assistance Centre opened and ongoing information clinics rolled out

Measures of Success – Health and Wellbeing				
Measure of Success	2022-23		Status	Explanatory note
	Target	Actual		
Percentage of service requests responded to within 3 days	85%	91%		
Percentage of general planning applications processed within 15 working days of receipt by Environmental Health	80%	61%		Large volume of consultations and pressures on resources across environmental health functions
Net cost of the 5 core services per head of population (excluding CEC*)	No target set	£6.45		
Percentage of premises within the scope of the Food Hygiene Scheme that meet the standard of 'broadly compliant'	No target set	99%		
Number of proactive/planned Health and Safety inspections as a percentage of total premises within jurisdiction	No target set	9%		Main focus of Health and Safety enforcement is on initiatives and accident and complaint investigation. High risk inspections on track as required

# Active and Healthy Communities Directorate

## Business Plan 2023-24



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

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4.0 Challenges and Opportunities	
5.0 Key Supporting Actions for 2023-24	
6.0 Performance	
7.0 Organisation and Office Structure	
8.0 Financial Information	
9.0 Governance Arrangements	



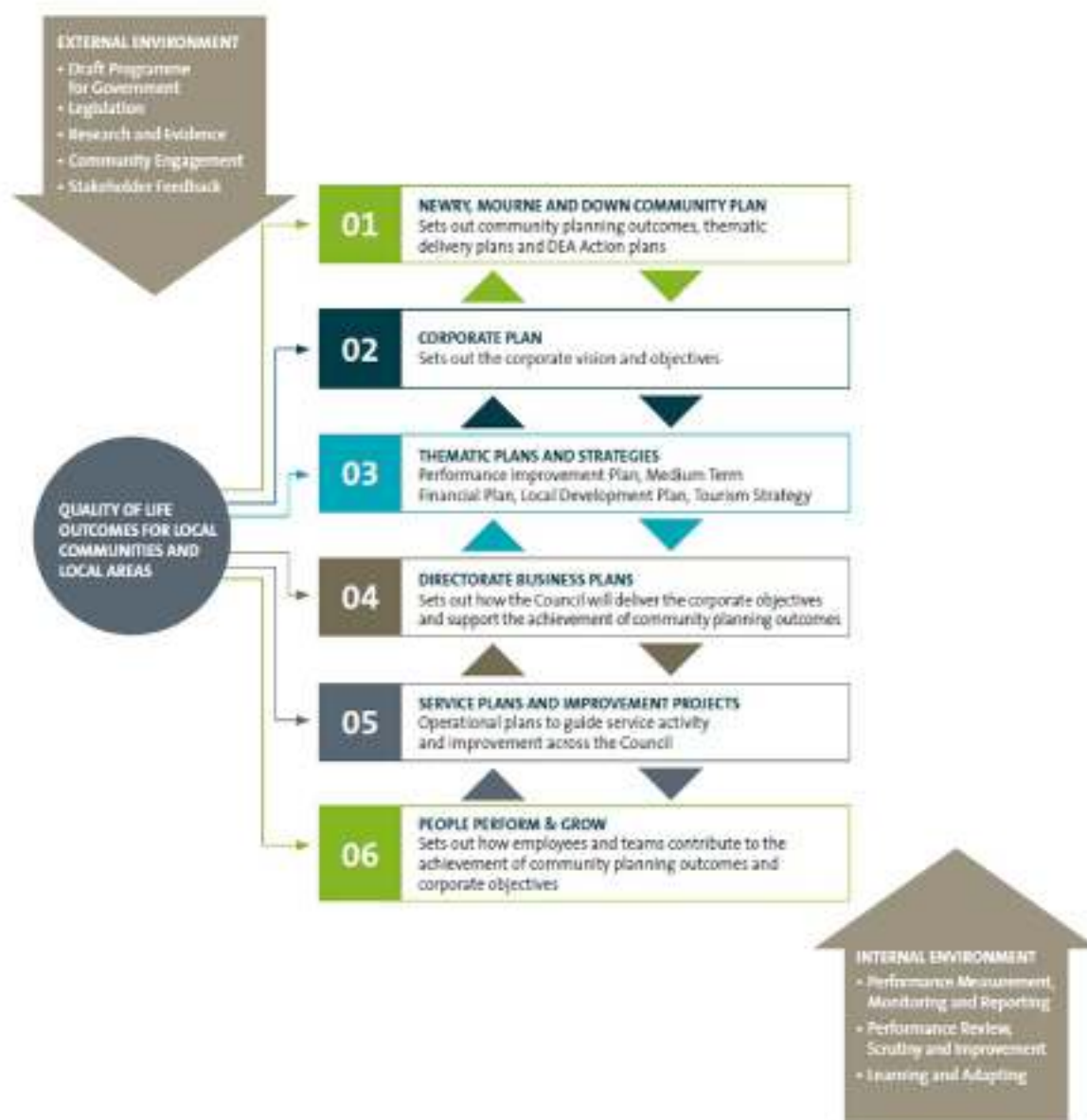
## 1.0 Introduction

- 1.1 The Active and Healthy Communities Directorate (AHC) is responsible for leisure and sporting facilities, health and wellbeing programmes and community engagement structures across the district. The Directorate has overall responsibility for the management of Safety and Good Relations and performs a lead role in promoting sustainability within the Council and across the district. The Directorate is also responsible for all the statutory functions in relation to the Environmental Health Service.
- 1.2 The core responsibilities of the Directorate are:
  - **Leisure and Recreation**
  - **Parks and Open Spaces**
  - **Sports Development**
  - **Environmental Health**
  - **Sustainability**
  - **Health Improvement**
  - **Engagement and Community Development**
  - **Strategic Programmes**
  - **Community Services, Facilities and Events**
- 1.3 The AHC Business Plan 2023-24 is focused on identifying opportunities for business recovery and transformation, post the COVID-19 pandemic.

## 2.0 Background and Context

- 2.1 The AHC Business Plan is developed within the context of the Community Plan and Corporate Plan 2021-23. The Community Plan sets out the long-term outcomes for the District, based on the needs and aspirations of local people. The Corporate Plan sets out the key strategic objectives for the Council between 2021-23, and how it will contribute to achieving the community planning outcomes.
- 2.2 The Community Plan and Corporate Plan are cross cutting and strategic in nature. They guide all activity within the organisation, as well as the subsequent allocation of resources, and sit within a hierarchy of plans, as outlined in the 'Business Planning and Performance Management Framework' (Figure 1).
- 2.3 The Business Planning and Performance Management Framework drives and provides assurance that the Council is delivering its corporate vision and objectives, whilst securing continuous improvement in the exercise of functions. It provides a mechanism to join up and cascade the various plans and strategies across the organisation, demonstrating how employees contribute to achieving community planning outcomes and corporate objectives, for the ultimate benefit of the citizens we serve.

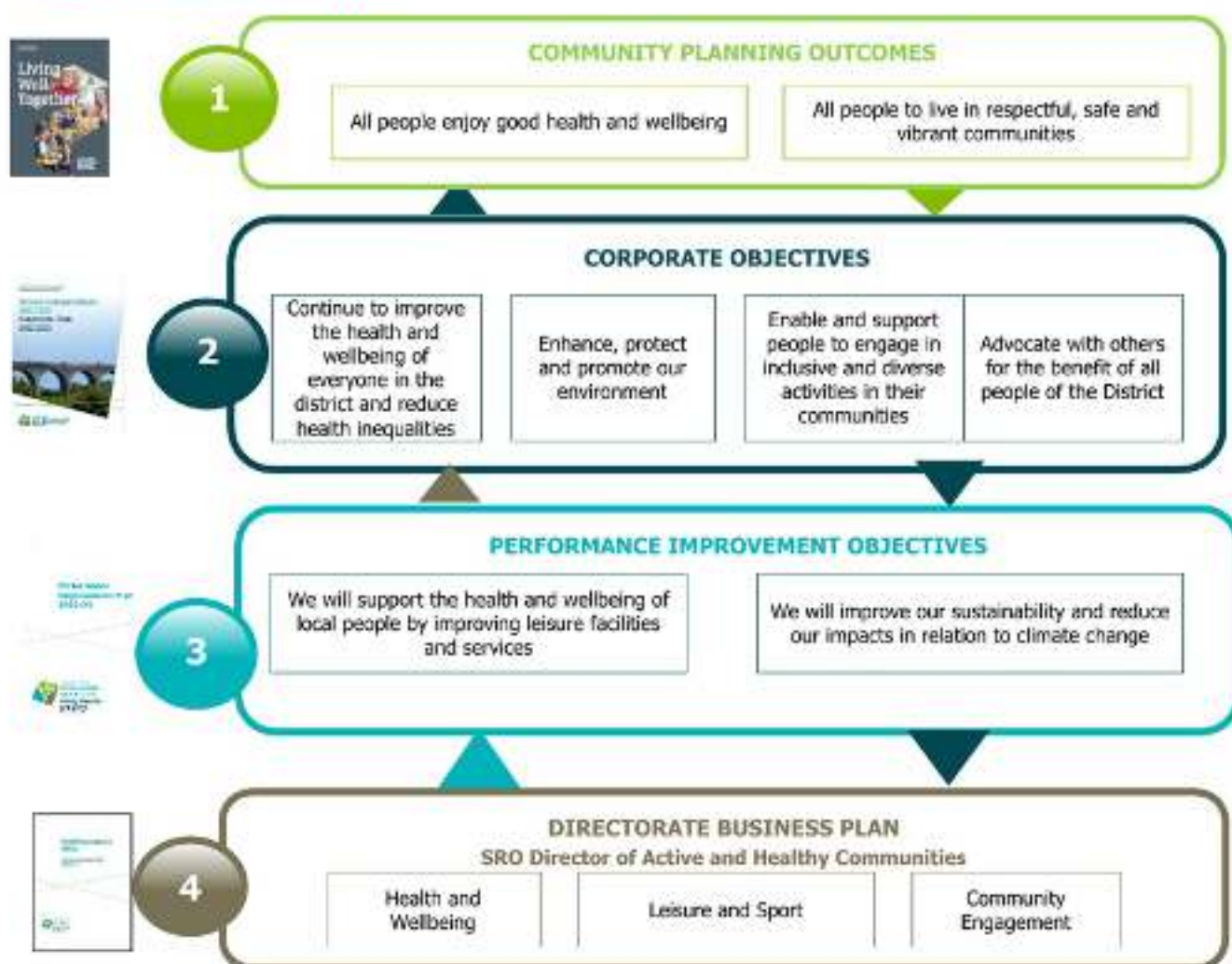
**Figure 1: Business Planning and Performance Management Framework**



- 2.4 Whilst the Corporate Plan focuses on issues which cut across the organisation and are strategic in nature, the AHC Business Plan provides an overview of the key operational activities for the coming year. These activities are explicitly linked to corporate objectives and coupled with 'business as usual' service delivery, provide clear direction for all employees within the Directorate (Figure 2). Directorate Business Plans are supported by Service Plans and the 'People Perform and Grow' initiative.
- 2.5 The AHC Business Plan is published annually and is the basis upon which performance is managed and reviewed by the full Council, Active and Healthy Communities Committee and Senior Management Team.



**Figure 2: AHC alignment across the Business Planning and Performance Management Framework**



## 3.0 Purpose and Values

### 3.1 Purpose

3.1.1 The primary purpose of the AHC Directorate is to develop, implement and monitor key strategic frameworks to support better leisure, sport, health and wellbeing outcomes, improve environmental education across the district and build community capacity and promote good relations at a local level.

3.1.2 The bulk of departmental activity is aligned to the following corporate objectives:

- Contribute to improving the health and wellbeing of everyone in the District and reducing health inequalities.
- Enhance, protect and promote our environment

- Enable and support people to engage in inclusive and diverse activities in their community
- Advocate for others for the benefit of all people of the District

### 3.2 Values

3.2.1 The Department adheres to the Council's values which are outlined in the Corporate Plan 2021-23:

We Will Be	What This Means
Accountable	We will be accountable for how we plan for and use resources sustainably
Collaborative	We will work in partnership with others
Transparent	We will be transparent in how we make decisions

3.2.2 In accordance with the Section 75 requirements of the Northern Ireland Act (1998), the Chief Executive's Department is committed to carrying out its functions having due regard to the need to promote equality of opportunity and regard for the desirability to promote good relations. All new and revised policies, procedures and programmes of work will be subject to an equality screening and rural needs impact assessment (where appropriate).

## 4.0 Challenges and Opportunities

- 4.1 The Active and Healthy Communities Directorate was established in December 2014. The Department continues to evolve in line with organisational change and remains committed to developing and embedding the necessary plans, policies and processes to deliver improvement across the organisation. Influences within the external and internal environment continuously present challenges and opportunities, which have an impact on the overall management and operation of the Active and Healthy Communities Directorate.
- 4.2 The various (internal and external) challenges and opportunities for the department are summarised as follows:

### External Environment

- **Legislation:** Ensuring legislative compliance with The Local Government (NI) Act 2014 and subsequent Orders, specifically in relation to the Duty of Community Planning, Duty of Improvement and Political Governance, legislative changes as a result of potential EU Exit.
- **Strategic Alliances:** Collaborating with stakeholders to address the impact of Brexit and continue to operate amidst wider political uncertainty.



- **Community Planning:** Strengthening existing partnerships and progressing the implementation of the four Thematic Delivery Plans to support the achievement of the long-term community planning outcomes.
- **Local Government Reform:** Addressing legacy issues and successfully integrating the new powers and functions created by Local Government Reform.
- **Evidence Based Decision-Making:** Ongoing collation of national, regional and local datasets to inform and influence local decision-making, policy development and service provision.
- **Global trends:** Considering the impact of COVID-19, Brexit, cost of living crisis, climate change, complex social issues, the needs of a growing and ageing population, growing health inequalities, increased demand for public services, fluctuations in crime and rates of anti-social behavior and rising customer expectations on public service provision.

### Internal Environment

- **Management:** Successfully establishing Directorate in terms of its structure, governance and internal processes.
- **Resources:** Identifying and securing the financial and non-financial resources needed for the Directorate to promote healthy and sustainable communities.
- **Structure:** Implementation of new departmental structure to ensure delivery of the corporate objectives and to meet the challenge of corporate restructuring and transfer of new or emerging services.
- **Legislation:** Ensuring corporate legislative compliance in respect of key statutory obligations, including Equality (Section 75), Performance Improvement as well as Community Planning which augments existing service delivery.
- **Community Planning:** Developing partnerships that will deliver local area-based plans to deliver on the Council's Community Plan.
- **Performance Management:** Continually monitoring and reviewing the department's performance, highlighting areas of high performance as well as identifying areas for intervention.
- **Transformation and Improvement:** Successfully developing and implementing a transformational programme of change that drives out the efficiencies and improvements that both members and the public demand.
- **Property and Land Assets:** Successfully developing and implementing the necessary frameworks, policies and processes to support the effective and efficient management of the department's estate.

## 5.0 Directorate Objectives and Supporting Actions

### Key Office Objectives

**Leisure and Sport** – Promote increased levels of activity and develop targeted programmes to support improved health and wellbeing outcomes.

**Community Engagement** – Create a strong community base to improve empowerment and, capacity within our communities and ensure the views of our community are fully represented.

**Health and Wellbeing** – Promote sustainability both within the organization and externally, support improved Health and Wellbeing outcomes and ensure Councils obligations in relation to their statutory functions are fulfilled.

Leisure and Sport		
<b>Promote increased levels of activity and develop targeted programmes to support improved health and wellbeing outcomes</b>	ALIGNMENT WITH CORPORATE PLAN	
	Continue to improve the health and wellbeing of everyone in the district and reduce health inequalities	
Supporting actions		Timescale
Continue to progress and implement the review of Leisure Services in Kilkeel Leisure Centre		Q1 - Q3
Increase usage of Indoor Leisure Facilities as part of the leisure COVID-19 recovery plan		Q1 – Q4
Progress the leisure projects agreed within the Capital Program		Q1 – Q4
Deliver a range of targeted health programmes to encourage participation in physical activity and improve health outcomes for all.		Q1 – Q4
Identify and complete prioritisation plan, scoping and feasibility for potential Community Trails across the seven District Electoral Areas.		Q1 – Q4
Complete the strategic reviews of the Play Strategy, Open Spaces Strategy and Physical Activity/Sports Development Strategy. Multi Sports Hub		Q1 – Q4
Commission and complete financial assistance support for Sports Programmes, Sports Capital and Multi Sports Hubs		Q1 – Q4
Community Engagement		
<b>Create a strong base to engage, empower and build the capacity of local communities, ensuring their views inform the work of the Council and its partners.</b>	ALIGNMENT WITH CORPORATE PLAN	
	Enable and support people to engage in inclusive and diverse activities in their communities	
Supporting actions		Timescale
Comply with statutory responsibilities in relation to Community Engagement service provision (including PCSP, Peace IV)		Q 1-4
Engage, develop and consult on a draft: - Peace Plus Plan		Q 1-4



- Community Facilities Strategy		
Continue to logistically support local community run events and festivals		Q 1-4
Positively engage through Ethnic Minority Support Centre (Downpatrick & Newry)		Q 1-4
Work with internal and external to deliver a minimum of 2 Financial Assistance Calls per annum, and roll out external training sessions		Q 1-4
Develop and deliver the 7 DEA Fora Action Plans and strengthen the alignment with the outcomes within the Community Plan		Q 1-4
Develop and implement the Good Relations Programme Action Plan, PCSP Action Plan, NHR Action Plans (Downpatrick & Newry) and PEACE IV Local Action Plan		Q 1-4
Further develop levels of engagement and participation through existing structures (eg DEAs, NHR, PCSP, PEACE IV)		Q 1-4
<b>Health and Wellbeing</b>		
<b>Promote sustainability both within the organization and externally, support improved Health and Wellbeing outcomes and ensure Councils obligations in relation to their statutory functions are fulfilled.</b>	ALIGNMENT WITH CORPORATE PLAN	
	Continue to improve the health and wellbeing of everyone in the district and reduce health inequalities	
<b>Supporting actions</b>		<b>Timescale</b>
Carry out statutory functions in relation to Food Safety, Health and Safety at Work, Public Health and Housing, Environmental Protection and Consumer Protection		Q1-4
Support 2 no. Home to Hospital Volunteer Driver Schemes to help rural access to Health services in The Mournes and Slieve Gullion DEAs		Q1-4
Develop and deliver a range of services to promote employee Health and Wellbeing including an action plan for issues identified in Staff survey		Q1-4
Carry out follow up wellbeing survey for workforce		Q2
<b>Promote sustainability both within the organization and externally, support improved Health and Wellbeing outcomes and ensure Councils obligations in relation to their statutory functions are fulfilled.</b>	ALIGNMENT WITH CORPORATE PLAN	
	Enhance, protect and promote our environment	
Develop a Climate Change Adaptation Plan for the Council working alongside key Council Departments		By end Q4

Develop a Biodiversity Strategy and Action Plan to follow on from the existing Newry, Mourne and Down Local Biodiversity Action Plan. The strategy will focus on improving biodiversity on Council managed estate as well as increasing awareness and action for biodiversity across the rest of the district.	Q2
Deliver additional EV infrastructure across District	Q3-4
Develop Sustainability and Climate Change Strategy	Q4

## 6.0 Performance

6.1 In addition to managing and monitoring financial and human resources, the following performance measures will be monitored during 2023-24:

Measures of Success
<b>Leisure and Sport</b> <ul style="list-style-type: none"> <li>Number of attendances at all indoor leisure facilities, including Newry and Downpatrick Leisure Centres</li> <li>Number of participants engaged in physical activity programmes and health and wellbeing initiatives</li> <li>Number of young people participating in targeted youth health and wellbeing initiatives</li> <li>Number of recorded visits at community trails</li> </ul>
<b>Community Engagement</b> <ul style="list-style-type: none"> <li>Number of meetings, events and capacity building programmes, including attendance levels</li> <li>The effectiveness of Council run community engagement structures in facilitating stakeholder participation</li> <li>Number of Neighbourhood Watch Schemes</li> <li>Number and percentage of financial assistance projects funded</li> <li>Number of contacts recorded through the Ethnic Minority Support Centre</li> </ul>
<b>Health and Wellbeing</b> <ul style="list-style-type: none"> <li>Percentage of service requests responded to within 3 days</li> <li>Percentage of general planning applications processed within 15 working days of receipt by Environmental Health</li> <li>Net cost of the 5 core services per head of population</li> <li>Percentage of premises within the scope of the Food Hygiene Scheme that meet the standard of 'broadly compliant'</li> <li>Number of proactive/planned Health and Safety inspections as a percentage of total premises within jurisdiction</li> </ul>

## AHC Plans, Strategies and Policies

6.2 The AHC Directorate is responsible for leading the development,



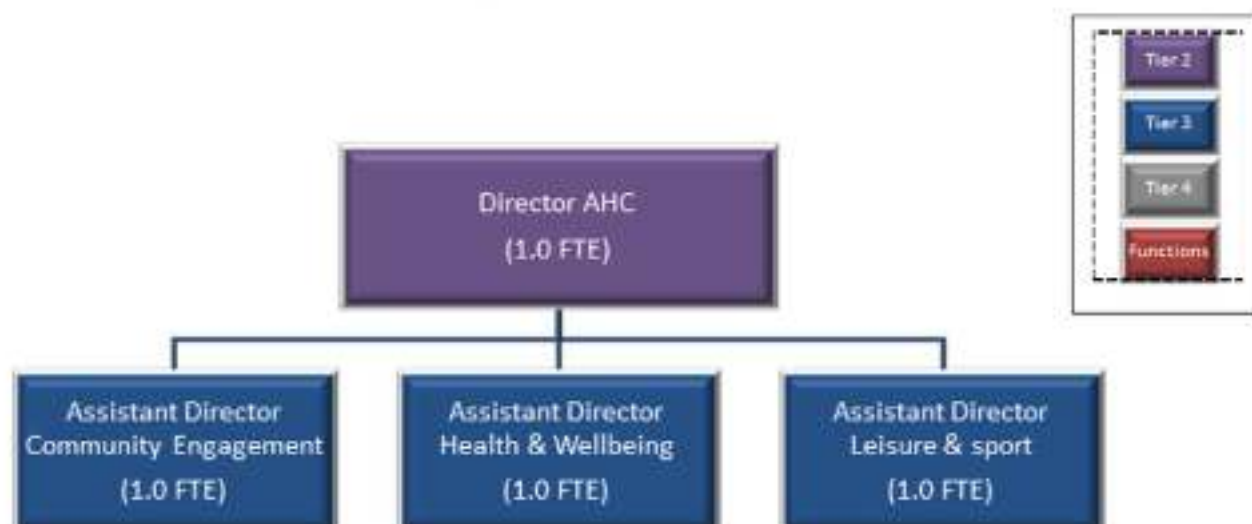
implementation and review of the following plans and strategies, which influence the work of both the Directorate and Council:

- Department Business
- Community Centre Effectiveness Review
- Local Biodiversity Action Plan
- Play Strategy and Actions Plan
- Sports Facilities Strategy and Action Plan
- MUGA Strategy and Action Plan
- Air Quality Management Action Plan
- PCSP Action Plan
- Food Service Plan
- NHR Action Plans
- 7 DEA Action Plans
- Indoor Leisure Business Plan
- Good Relations Action Plan
- Financial Assistance Policy
- Climate Change Adaptation Plan
- Active Travel Masterplan

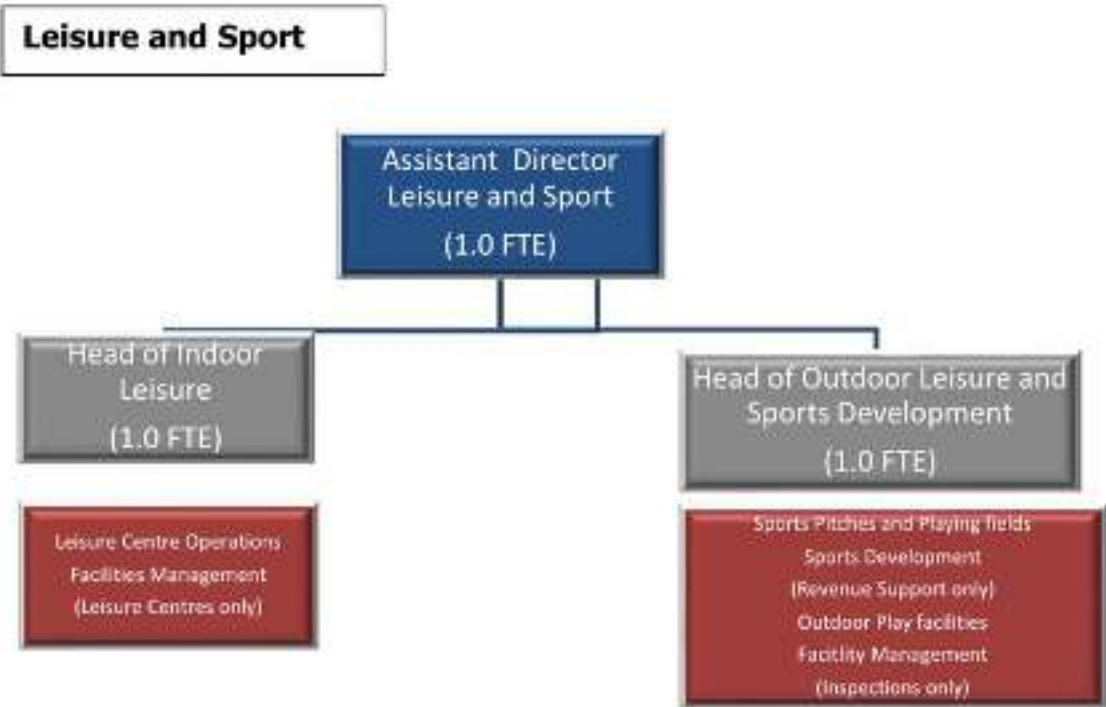
## 7.0 Organisation and Directorate Structure

7.1 The Active and Healthy Communities Directorate is one of five Departments, which together comprise the management structure of the Council. The Directorate structure is set out in Figure 4.

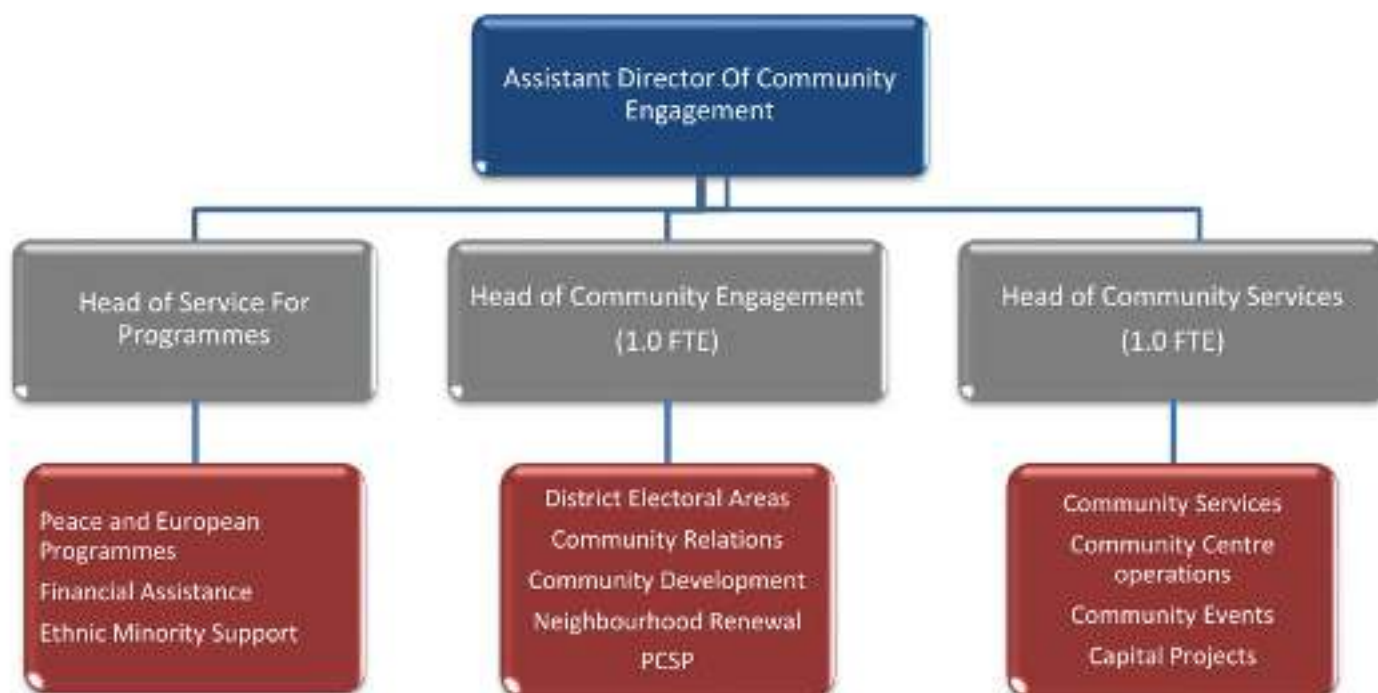
**Figure 4 – Active and Healthy Communities**



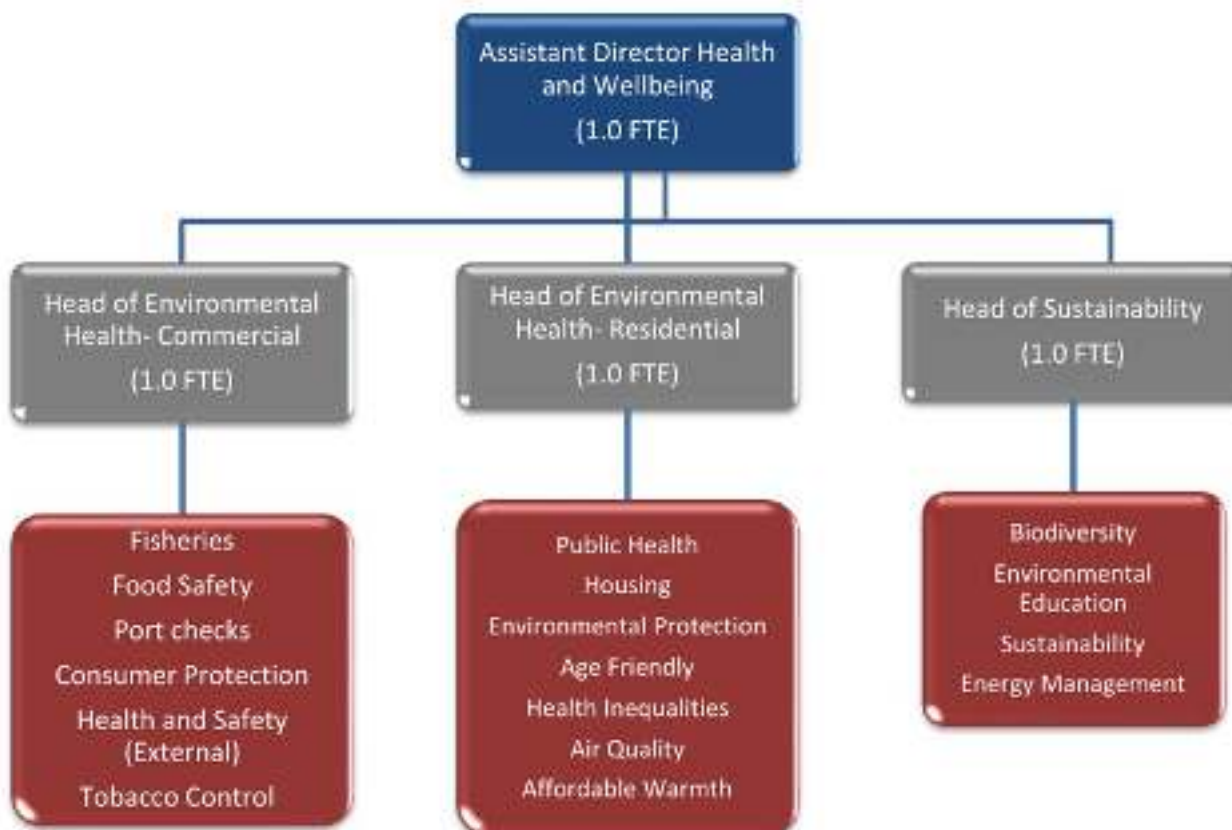




## Community Engagement



## Health and Wellbeing



## 8.0 Financial Information

Net estimated expenditure (2023-24)	
Community Engagement	£
Health and Wellbeing	£1,754,042
Sports and Leisure	£
TOTAL: Active and Healthy Communities Directorate	£

## 9.0 Governance Arrangements

- 9.1 Reviewing performance and reporting progress to Elected Members and other key stakeholders facilitates transparency, accountability and improvement in everything the Council does. The political and Organisational governance arrangements to develop, monitor and report the Council's progress in implementing the AHC Business Plan are outlined below, and are supplemented by regular reviews by the Director and his team. The governance arrangements the Council has put in place to deliver continuous improvement are also subject an annual audit and assessment by the Northern Ireland Audit Office.

**Figure 4: Governance Arrangements**

### Full Council

- Ratification of AHC Business Plan
- Ratification of the annual and bi-annual reviews of AHC Business Plan

### Strategy, Policy and Resources Committee / Audit Committee

- Scrutiny and challenge around the Duty of Improvement
- Provide assurance that performance management arrangements are robust and effective

### Active and Healthy Communities Committee

- Consideration, scrutiny and approval of AHC Business Plan
- Consideration, scrutiny and approval of the annual and bi-annual reviews of AHC Business Plan

### Senior Management Team

- Development, consideration and approval of AHC Business Plan
- Development, consideration and approval of the annual and bi-annual reviews of AHC Business Plan

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

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Monaghan Row

Newry BT35 8DJ

**Oifig Dhún Pádraig**  
**Downpatrick Office**  
Downshire Civic Centre  
Downshire Estate, Ardglass Road

Downpatrick BT30 6GQ

<b>Report to:</b>	Active and Healthy Communities Committee
<b>Date of Meeting:</b>	19 June 2023
<b>Subject:</b>	District Electoral Area (DEA) Forums Update Report
<b>Reporting Officer (Including Job Title):</b>	Janine Hillen, Assistant Director for Community Engagement
<b>Contact Officer (Including Job Title):</b>	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"/>
--------------	-------------------------------------	-----------------	--------------------------

<b>1.0</b>	<b>Purpose and Background</b>
1.1	<p><b>Purpose</b></p> <ul style="list-style-type: none"> <li>To note the report.</li> <li>To consider and agree to approve the actions in the Action Sheets attached from the DEA Forum Private Meetings listed in 3.1 below.</li> </ul> <p><b>Background</b></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.</p>
<b>2.0</b>	<b>Key issues</b>
2.1	None.
<b>3.0</b>	<b>Recommendations</b>
3.1	<p>That the Committee: -</p> <ul style="list-style-type: none"> <li>Note the report.</li> <li>Agree to approve the actions in the Action Sheets attached for: <ul style="list-style-type: none"> <li>Mournes DEA Forum Private Meeting held on Tuesday 26 March 2023</li> <li>Slieve Gullion DEA Forum Private Meeting held on Tuesday 4 April 2023.</li> </ul> </li> </ul>
<b>4.0</b>	<b>Resource implications</b>
4.1	Support and assistance from partners to deliver actions in the DEA action plans.
<b>5.0</b>	<b>Due regard to equality of opportunity and regard to good relations (complete the relevant sections)</b>
5.1	<p><b><i>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</i></b></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><b><i>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</i></b></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><b><i>Proposal initiating consultation</i></b></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	<b>Due regard to Rural Needs (please tick all that apply)</b>
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 checked="" type="checkbox"/></p>
7.0	<b>Appendices</b>
7.1	<p>Appendix 1: Update on the ongoing work of the DEAs.</p> <p>Appendix 2: Action Sheet of Mourmes DEA Forum Private Meeting, 28 March 2023</p> <p>Appendix 2: Action Sheet of Slieve Gullion DEA Forum Private Meeting, 4 April 2023.</p>
8.0	<b>Background Documents</b>
8.1	None.

## **Appendix 1**

The following information is provided to update the Committee on recent DEA activity and on activity planned to be undertaken by the DEAs.

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

#### ***Level of Health Status:***

Downpatrick DEA in partnership with the South Eastern Health & Social Care Trust installed their first 'Chatty Bench' in Strangford. The purpose of these benches is to reduce loneliness by encouraging people to sit and talk in a public place.

The Mournes DEA have organised two Cancer Focus Buses to visit the Kilcoo and Newcastle areas in May. Both areas were fully booked out.

The Mournes DEA in partnership with Kilkeel Development Association (KDA) have completed a cookery programme for young people living in the Kilkeel area. The programme focused on healthy eating and cooking on a budget to help address the cost-of-living crisis by focusing on low-cost recipes, and reduction of food waste.

In partnership with KDA the Mournes DEA met with a seniors' group in Annalong to identify needs and concerns of older people in the area. Social isolation, fitness, and safety were identified as key issues and in response The Mournes DEA in partnership with KDA have delivered a number of weekly fitness sessions with the group.

Slieve Gullion DEA in conjunction with the Council's Health Inequalities team held a Take 5 Event for a women's group in Crossmaglen. The focus of this event was on health improvement and provided the women with tips on how to use the Take 5 initiative in their everyday life. Goody bags were gratefully received.

Slieve Gullion DEA provided support to deliver a six-week arts and crafts programme to a group of socially isolated women in the Newtownhamilton area.

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

#### ***Level of Civic Participation and Good Relations:***

Crotlieve DEA has organised a programme of Historical talks at St Bartholomew's Church Donaghmore. The programme began on Wednesday 17<sup>th</sup> May and will conclude in June. Over 70 attendees have participated in the talks which focus on the communities shared history from the 1800's.

The Slieve Gullion DEA Coordinator organised the first Community Development Workers Meeting for the area. This meeting was attended by Community Development staff for all organisations who have a role to work in the area. The meeting was about sharing ideas, working in collaboration and ensuring there is limited duplication.

Slieve Gullion DEA received funding from The Executive Office to celebrate the King's Coronation on Saturday 6<sup>th</sup> May. Over 400 local people attended the event in Bessbrook Town Hall with the Coronation shown on the Big Screen. Family entertainment and lunch was also enjoyed by the attendees.

To highlight the importance of volunteering and recognise the work that has been done by local volunteers in the area, the Mournes DEA supported an event with New Street Unite and Volunteer Now.

The Mournes DEA continue to link with statutory agencies to provide support and opportunities for engagement for asylum seekers recently accommodated in the area. To date, the Mournes DEA have delivered a Community Cinema event, a PCSP Safety Engagement event, and an Easter Orthodox Celebration.



Upcoming supports for June will include coffee connect events which will provide an opportunity for asylum seekers to share their cultural and traditions with the local community, linking in with the Council Programmes Unit to ensure residents are able to access local activities and events such as family days, local festivals, etc.

### ***Level of Personal Safety and Crime:***

The Mournes DEA along with the PCSP and PSNI have delivered a safety information session for older people living in the Annalong, Ballymartin, and Kilkeel areas. The sessions focused on scam awareness, home safety, and reporting crime.

### **All People in Newry, Mourne and Down get a Good Start in Life and Fulfil their Lifelong Potential**

#### ***Level of Early Years support, Educational Wellbeing and Connectivity***

Crotlieve DEA teamed up with the Council's ERT Department to engage with local primary schools in the Warrenpoint area. On Monday 17<sup>th</sup> April pupils from both Dromore Road PS and St Dallan's PS took part in a shrub planting exercise at Warrenpoint Front Shore as part of the EI Scheme.

Newry, Mourne and Down District Council

**Action Sheet of Mournes District Electoral Area (DEA) Forum Private Meeting  
held on Tuesday 28<sup>th</sup> March 2023 at 4.00pm in Newcastle Centre**

<b>Vice Chairperson:</b>	<b>Councillor Harold McKee</b>
<b>In Attendance:</b>	<b>Councillor Laura Devlin Councillor William Clarke</b>
<b>Independent Members:</b>	<b>Paula Nixon, County Down Rural Community Network Ann Grant, Rural Housing Network Donna McConnell, Kilkeel Development Association</b>
<b>Statutory Partners:</b>	<b>Annie Clarke, SHCST</b>
<b>Council Officials:</b>	<b>Taucher McDonald, DEA Coordinator, The Mournes Colin Moffett, Head of Corporate Policy</b>
<b>Apologies:</b>	<b>Councillor Leeanne McEvoy Councillor Michael Rice Damien Brannigan, Head of Engagement Wayne Morris, Education Authority Kenny Gracey, PSNI Deirdre Magill, SHCST Judith Thompson, PCSP Officer Councillor Glyn Hanna Councillor Henry Reilly Aisling Rennick, Engagement &amp; Development Manager</b>

ITEM	SUBJECT	DECISION	FOR COMPLETION – including actions taken/date completed or progress to date if not yet completed
MOU/2022/20	Welcome/Introductions	Note of condolence for the passing of former Councillor Brian Quinn motioned by Cllr. Devlin and second by Cllr. McKee.	Noted.
MOU/2022/21	Declarations of Interest		None made.
MOU/2022/24	Action Sheet 31 <sup>st</sup> January 2023	Brief update and overview of the actions from the previous Forum meeting was given.	Noted.
MOU/2022/27	Young People Provision	<p>Agreed there was a need to identify suitable engagement programmes for young people in Killeel and Kilcoo areas.</p> <p>Agreed that focus on youth provision should be in Kilcoo and Killeel as PSNI statistics show higher instances of ASB by young people in these areas.</p> <p>Concern was expressed regarding recent reports of reductions to Youth Service budgets.</p>	<p>Education Authority Youth worker has been in contact with local community to progress, and meetings have been set up – update provided by Ann Grant.</p> <p>Noted.</p> <p>DEA Coordinator to invite Donna Weir, EA, to next DEA Forum meeting to update on budgets for youth work.</p>
MOU/2022/25	DEA Coordinator's Update	DEA Coordinator provided an update on proposed programmes and initiatives for 2023.	<p>Update to be sent to Forum members.</p> <p>Noted.</p>

MOU/2023/30	Town & Village Signage	Forum to consult with other Forum members and forward on consensus to DEA Coordinator.	DEA Forum.
MOU/2022/35	Midway Consultation	Midway Consultation information link to be forwarded to DEA Forum.	DEA Coordinator to forward.
MOU/2022/36	Kilkeel River	Kilkeel River site meeting to be added to next agenda and update provided.	DEA Coordinator to action through the relevant Council department.
MOU/2023/33	Newcastle Leisure Centre Update	Update on progress of Newcastle Leisure Centre requested.	DEA Coordinator to update at next Forum meeting. – Councillors' meeting held on 28 <sup>th</sup> March 2023.
MOU/2022/19	Date of Next Meeting	30 <sup>th</sup> May 2023.	Noted.

The meeting ended at: 5:15pm

Newry, Mourne and Down District Council

**Action Sheet of Slieve Gullion District Electoral Area (DEA) Forum Private Meeting**  
held on Tuesday 4<sup>th</sup> April 2023 at 5.00pm via Teams

**Chairperson:**

Councillor Declan Murphy (Chair)

**In Attendance:**

Councillor Aoife Finnegan

Councillor David Taylor

Councillor Oonagh Magennis

Councillor Barra O’Muirí

Councillor Pete Byrne

**Independent Members:**

Teresa Nugent, Rural Health Partnership

Ann Grant, County Down Rural Community Network

Laurence Bradley, Confederation of Community Groups

**Statutory Partners:**

Annie Clarke, Southern Health & Social Care Trust

Niall Fitzpatrick, NI Housing Executive

Adam Corner, PSNI

Jennifer Spiers, EA Youth Services

Ruth Neary, EA Youth Services

**Council Officials:**

Claire Loughran, DEA Coordinator Slieve Gullion

Shannon Creaney, PCSP Officer

Abby McSherry, ANOB Officer

Colin Moffett, Head of Corporate Policy

Briege Boyle, Community Services, Facilities & Events

**Apologies:**

Aisling Rennick, Engagement and Development Manager

Damien Brannigan, Head of Engagement



**ACTIONS OUTSTANDING FROM PREVIOUS FORUM MEETINGS**

<b>DEA/SG/46/2022</b>	Business representation on DEA Forum	Invitation to South Armagh Business Improvement Group to attend future Forum meeting.	Invitation remains open for when the Business Improvement Group feel ready to attend.	ONGOING.
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**ACTIONS ARISING FROM SLIEVE GULLION DEA FORUM MEETING ON TUESDAY 4<sup>TH</sup> APRIL 2023**

<b>ITEM</b>	<b>SUBJECT</b>	<b>DECISION</b>	<b>FOR COMPLETION – including actions taken/date completed or progress to date if not yet completed.</b>
<b>DEA/SG/50/2022</b>	Declaration of Interest	No Declarations of Interest were made.	Noted.
<b>DEA/SG/51/2022</b>	Matters arising from Action Sheet from meeting held November 2022.	South Armagh Business Improvement Group were invited to attend Forum meeting – however they felt unready to present and have requested to postpone attending the meeting.	Invitation to South Armagh Business Improvement Group to attend future Forum meeting – to remain on the Action Sheet.  Planning session has been actioned and took place in February 2023.
<b>DEA/SG/52/2022</b>	Town & Village Signage	Majority view of the DEA Forum is in favour of the default Council position of a Bilingual Sign with the Council icon.	Views of DEA Forum to be brought back to Councillors Equality & Good Relations Reference Group for further discussion and future recommendation to Council committee.  COMPLETE.

<b>DEA/SG/53/2022</b>	DEA Action Plan	It was agreed to implement the 2023/24 DEA Forum Action Plan with amendment: <ul style="list-style-type: none"> <li>Under Cultural Development – add Ulster Scots Agency as a partner.</li> </ul>	Future agenda item to be included regarding any local achievements e.g. sports, community etc.  DEA Action Plan to be reviewed following the LG Elections when the new independent Forum members are introduced – another planning session with external consultant to be arranged.
<b>DEA/SG/54/2022</b>	DEA Co-ordinator's Report	Coordinator's Report issued to members.	DEA Co-ordinator to continue with delivery and implementation.
<b>DEA/SG/55/2022</b>	Health & Wellbeing	Update from Teresa Nugent, Rural Health Partnership.	NOTED.  Health & Wellbeing to be priority issue high on agenda for DEA Forum.
<b>DEA/SG/56/2022</b>	Safety & Good Relations	Update from Insp Corner, PSNI.	NOTED.
<b>DEA/SG/49/2022</b>	Date of next meeting	Tuesday 20 <sup>th</sup> June 2023 @ 5.00pm Face to Face Meeting, venue to be confirmed.  Future DEA Forum Meetings to be held at 5.00pm, to be reviewed ongoing.	NOTED.

The meeting ended at: 5.45pm

<b>Report to:</b>	Active and Healthy Communities Committee
<b>Date of Meeting:</b>	19 June 2023
<b>Subject:</b>	Community Coordination Hub (CCH) Update Report
<b>Reporting Officer (Including Job Title):</b>	Janine Hillen, Assistant Director for Community Engagement
<b>Contact Officer (Including Job Title):</b>	Janine Hillen, Assistant Director for Community 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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<b>1.0</b>	<b>Purpose and Background</b>
1.1	<p><b>Purpose</b></p> <ul style="list-style-type: none"> <li>To note the report.</li> <li>To consider and agree to approve the actions in the Action Sheets of the Community Coordination Hub (CCH) Meetings listed in 3.1 below.</li> </ul> <p><b>Background</b></p> <p>The information in the Action Sheets attached is provided to update the Committee on recent CCH activity and on activity planned to be undertaken by the CCH and its member organisations.</p>
<b>2.0</b>	<b>Key issues</b>
2.1	To coordinate actions to mitigate impact on individuals and groups in the community.
<b>3.0</b>	<b>Recommendations</b>
3.1	<p>That the Committee: -</p> <ul style="list-style-type: none"> <li>Note the report.</li> <li>Agree to approve the actions in the Action Sheets attached for: <ul style="list-style-type: none"> <li>➤ Community Coordination Hub (CCH) Meeting held on Wednesday 15 March 2023.</li> <li>➤ Community Coordination Hub (CCH) Meeting held on Wednesday 19 April 2023.</li> <li>➤ Community Coordination Hub (CCH) Meeting held on Wednesday 17 May 2023.</li> </ul> </li> </ul>
<b>4.0</b>	<b>Resource implications</b>
4.1	Support and assistance from partners to deliver actions in the CCH action sheets.
<b>5.0</b>	<b>Due regard to equality of opportunity and regard to good relations (complete the relevant sections)</b>
5.1	<p><b><i>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</i></b></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><b><i>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</i></b></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><b><i>Proposal initiating consultation</i></b></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><b>Due regard to Rural Needs (please tick all that apply)</b></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><b>Appendices</b></p>
7.1	<p>Appendix 1: Action Sheet of Community Coordination Hub Meeting held on 15 March 2023. Appendix 2: Action Sheet of Community Coordination Hub Meeting held on 19 April 2023. Appendix 3: Action Sheet of Community Coordination Hub Meeting held on 17 May 2023.</p>
8.0	<p><b>Background Documents</b></p>
8.1	<p>None.</p>

## **NEWRY, MOURNE & DOWN DISTRICT COUNCIL**

### **Minutes of Community Coordination Hub Meeting Wednesday 15<sup>th</sup> March 2023 @ 2:00pm**

#### **In Attendance:**

Chair: Damien Brannigan (Engagement)

Aisling Rennick (DEAs)

Raymond Jackson (Confederation of Community Groups and Strategic Stakeholder Forum)

James Elliot (DFC)

Aidan McCabe (SHSCT)

Lauren McMenamy (Community Planning)

Laura Higgins (Admin Assistant AHC)

Justyna McCabe (Programmes Unit)

Brian Rankin (Sustainability)

Rosemary McDonnell (Community Advice Newry, Mourne & Down and Strategic Stakeholder Forum)

Lynda Vladeanu (SEHSCT)

#### **Apologies:**

Alan Beggs (Community Planning)

Julie McCann (Community Services, Facilities & Events)

Gerard Rocks (SHSCT)

Janine Hillen (Community Engagement)

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

Eoin Devlin (Health & Wellbeing)

James Campbell (Health & Wellbeing)

Sinead Trainor (Health & Wellbeing)



	<b>Agenda Item</b>	<b>Discussion and Action Agreed</b>	<b>Raised by/Referred to</b>
1.	Welcome & Apologies	<ul style="list-style-type: none"> <li>Everyone welcomed to the meeting and apologies given.</li> </ul>	All
2.	Actions from last CCH meeting held on Wednesday 15 <sup>th</sup> January 2023	<ul style="list-style-type: none"> <li>Actions from last CCH meeting held attached.</li> <li>Social Supermarket: Clanrye Group confirmed that referral numbers have exceeded totals with at least 100 people on the scheme at any one time and over 200 referrals, more updates will be provided.</li> <li>Wrap Around Scheme: all referred families will receive vouchers.</li> <li>£25,000.00 Funding from Credit Union: demand has lowered post-Christmas with the £600 utility bill payments perhaps being a factor.</li> <li>Every Wednesday RJ receives delivery of 5 frozen turkeys and 5 frozen hams from Norbrook Scheme. RJ links in with Simon Community, Carnagat, Women's Aid and Home-Start on a Tuesday/Wednesday to establish where the demand is.</li> </ul>	All RJ RJ RJ RJ
3.	Funding Opportunities for NI Community	<ul style="list-style-type: none"> <li>Funding Opportunities for NI Community. Copy attached for information and distribution as appropriate.</li> <li>Cost of Living Emergency Relief Initiative: Support Scheme provided by Bryson Charitable Group of up to £200 per household for electricity or purchase of white goods. Limited budget targeting those most in greatest need, partners include Advice Sector, SureStart and MLAs, difficult to get and not publicly advertised. Ends 31<sup>st</sup> March 2023 with hope of a possible extension.</li> </ul>	All BR
4.	Community Assistance Centre for Ukrainian Refugees Update	<ul style="list-style-type: none"> <li>Ukrainian Support Centre, which provides support for Ukraine families, held monthly in Newry Leisure Centre. On 15<sup>th</sup> February 18 people attended and at today's event 5 people attended. After a meeting with The Executive Office it was decided to continue for another 2 months and after that a decision will be</li> </ul>	JMCC

4.1	<p>Asylum Dispersal Funding (Justyna McCabe)</p>	<p>made on future dates. Next sessions will be held 9:30am-1:00pm in Newry Leisure Centre on 19<sup>th</sup> April and 10<sup>th</sup> May.</p> <ul style="list-style-type: none"> <li>• There will be some provision for emergency accommodation for Asylum seekers in Newcastle. Home Office predicts need for 235 Asylum seekers. Funding from Home Office could be used for another staff member and some programmes specifically for Asylum seekers with the remaining funds distributed to community, voluntary sector who can establish where there are gaps.</li> <li>• Proposal is to use existing SLA to distribute money through CDRCN and community, voluntary sector. All members of CCH in agreement with this proposal. CDRCN will seek to distribute funds to other community and voluntary sector groups through EOI's. This will focus on the Newcastle area and as and when demand changes other areas will be looked at.</li> <li>• JMcC stated that Asylum Dispersal Funding was approved at AHC Committee Meeting and this was noted at the CCH meeting. Council's Legal Section are currently checking over the Memorandum of Understanding.</li> <li>• AMcC asked if any of the funding will be used to establish community information sessions in schools in advance of this to raise awareness etc. JMcC confirmed there will be stakeholder sessions in Newcastle in advance, Cultural Awareness for community and Orientation Programmes for Asylum Seekers. AMcC and JMcC will keep in close contact regarding this.</li> </ul>	JMcC
5.	Update from DFC	<ul style="list-style-type: none"> <li>• Additional money sent out to Bryson Charitable Group through departmental easements.</li> <li>• Money sent to Fair Share.</li> <li>• No budget confirmation for Social Supermarkets for next year.</li> </ul>	JE



	<ul style="list-style-type: none"> <li>DB advised RMcD that he has two reports up for noting at March AHC Committee Meeting in relation to additional funding for Community Advice NM&amp;D. RMcD acknowledged that she is aware of this additional DfC funding.</li> </ul>	DB
	<p><b><u>Trusts &amp; PHA</u></b></p> <ul style="list-style-type: none"> <li>Linda from SET confirmed SureStart and Public Health working closely in Newcastle area and highlighting childcare partnerships.</li> <li>Demand not as high for support services compared to pre-Christmas but predictions are that demand will increase after Easter.</li> </ul>	LV
	<ul style="list-style-type: none"> <li>AMcC from ST explained that the new foodbank in Newry has engaged with ST ethnic minority support worker on a referral based system.</li> <li>Social Supermarket established pathway for referrals through working with ethnic minorities, slow cooker recipes etc.</li> <li>Neighbourhood Renewal money is all spent and on track. Autism Bus has been a great success, the need was massive and there is big appreciation for the bus with the hope of rolling it out again next year.</li> <li>AMcC asked RJ if the Credit Union Utility Voucher scheme is time bound in terms of making referrals. RJ confirmed it is ongoing and no cut off date has been communicated. RJ also confirmed he spoke to the new foodbank, Newry Food Initiative, to ensure no duplication is made.</li> </ul>	AMcC
	<p><b><u>Council</u></b></p> <ul style="list-style-type: none"> <li>LMcM stated that a CPP Board meeting took place on 16<sup>th</sup> February and approved the recommendations from the consultation on the Review of the Community Plan.</li> </ul>	LMcM

	<ul style="list-style-type: none"> <li>It is anticipated that a Health and Wellbeing Conference will take place in October 2023 and more details will be shared soon.</li> <li>Budget for this year's Participatory Budgeting (PB) is from Choice, Clanmill, South Eastern Trust and Housing Executive with kind support from CDRCN and CCG. There is a pot of £20k and it is anticipated this will be distributed across the Rowallane area. The steering group are holding a meeting next week and more decisions will be made.</li> <li>Aisling confirmed that new Independent Members will be recruited to the DEA Forums to align with Local Government Elections. SSF will provide references and give support during the process. Process will run parallel to Council elections and ideally be in place when new Councillors are elected.</li> <li>DEA budgets for 2023/2024 have experienced some reductions as Council savings have had to be made across Council budgets.</li> <li>DB reminded all of the DfC Community and Voluntary Sector Infrastructure Support – Future Plans survey and engagement events.</li> </ul>	AR
8.	AOB	DB
9.	Date of Next Meeting	



## **NEWRY, MOURNE & DOWN DISTRICT COUNCIL**

### **Minutes of Community Coordination Hub Meeting Wednesday 19<sup>th</sup> April 2023 @ 2:00pm**

#### **In Attendance:**

Chair: Damien Brannigan (Engagement)

Raymond Jackson (Confederation of Community Groups and Strategic Stakeholder Forum)

James Elliot (DFC)

Aidan McCabe (SHSCT)

Lauren McMenamy (Community Planning)

Laura Higgins (Admin Assistant AHC)

Justyna McCabe (Programmes Unit)

Rosemary McDonnell (Community Advice Newry, Mourne & Down and Strategic Stakeholder Forum)

Lynda Vladeanu (SEHSCT)

Alan Beggs (Community Planning)

James Campbell (Health & Wellbeing)

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

#### **Apologies:**

Aisling Rennick (DEAs)

Brian Rankin (Sustainability)

Janine Hillen (Community Engagement)

Eoin Devlin (Health & Wellbeing)

	<b>Agenda Item</b>	<b>Discussion and Action Agreed</b>	<b>Raised by/Referred to</b>
1.	Welcome & Apologies	<ul style="list-style-type: none"> <li>Everyone welcomed to the meeting and apologies given.</li> </ul>	All
2.	Actions from last CCH meeting held on Wednesday 15 <sup>th</sup> March 2023	<ul style="list-style-type: none"> <li>Actions from last CCH meeting held attached.</li> <li>James asked for a slight amendment to be made to the Action Sheet from 15<sup>th</sup> March to state that DfC were facing budget constraints and to remove the figure that had been previously noted.</li> </ul>	All JE
3.	Funding Opportunities for NI Community	<ul style="list-style-type: none"> <li>Funding Opportunities for NI Community. Copy attached for information and distribution as appropriate.</li> </ul>	All
4.	Community Assistance Centre for Ukrainian Refugees Update	<ul style="list-style-type: none"> <li>Justyna confirmed that it was a busy morning in Newry Leisure Centre with all agencies in attendance. The next Community Assistance Centre for Ukrainian Refugees will be held on 10<sup>th</sup> May and continue as a monthly provision until further notice when reviewed by the NIO.</li> <li>The Expression of Interest for Asylum Seekers support has been sent out to see who is able to provide the required support.</li> <li>There is a stakeholders group set up in Newcastle and a new one will also be set up in Newry, consultations will take place on 4<sup>th</sup> May. Justyna was made aware of a 3-day Radius training event which is due to take place at the same time as the consultations so she agreed to contact Radius for more information.</li> <li>Justyna confirmed there are approx. 35 Asylum Seekers in a Newcastle Hotel and none in actual housing, predictions are approx. 250 across the year.</li> </ul>	JMcC

5.	Update from DfC	<ul style="list-style-type: none"> <li>James confirmed there is no further update on budget.</li> <li>It is hoped that there will be no cut in funding for Social Supermarkets (SSMs). Permanent Secretary has written out to all Councils with a guarantee that funding for the first ¼ of this new financial year will be the same as the first ¼ of last year.</li> <li>Money distributed through Bryson is on the ground now and Fair Share will use for stock, Clanrye are now hopefully signed up as a member.</li> <li>Damien stated that annual Services SLAs for CCG, CDRCN and CANMD may not be issued for another couple of months until DfC budget has been determined and communicated to councils.</li> </ul>	JE
5.1	Hardship Grant to NI Councils	<ul style="list-style-type: none"> <li>As CCH members were previously advised at the CCH meeting in February 2023, councils received correspondence from DfC at the beginning of February stating that funding was being made available through a Hardship Grant to allow councils to provide financial support to the most vulnerable in their areas. Councils were then asked to inform DfC how they would propose to distribute this funding to the most vulnerable in their areas by providing an outline of how any scheme would operate.</li> <li>NMDDC submitted a proposal to DfC by the return date of 10<sup>th</sup> February stating that it would welcome the Hardship Grant and would propose (as it has done with other DfC funding) to allocate it to the Strategic Stakeholder Forum (SSF) who would then operate an EoI scheme with trusted partners to target and support the most vulnerable in the district. CCH members were informed of and agreed to this proposal at the 15<sup>th</sup> February CCH meeting. The proposal was subsequently accepted by DfC.</li> </ul>	DB

	<ul style="list-style-type: none"> <li>The Hardship Grant scheme funding is £4m in total for councils (NMDDC allocation is £382,833.00) and has been allocated and awarded in the 2022/23 financial year due to the current cost of living crisis, however the accounts direction from DfC will allow the funding to be placed by councils in a restricted reserve to be used in 2023/24. The funding is non recurrent and must be spent in 2023/24.</li> <li>Damien drew members attention to the terms and conditions of the Hardship Grant scheme funding as set out in the letter attached from DfC circulated with the agenda.</li> <li>The awarding of the £382,833.00 to the SSF will be subject to: the SSF submitting to Council a proposal as to how the funding will be utilised to provide financial support to the most vulnerable and how it is to be allocated on behalf of the SSF to CCG/CDRCN/CANMD through their annual SLAs; and any further Council approvals that <b>may</b> be required in addition to those already in place in relation to the Hardship scheme funding being awarded to the SSF. Damien requested that the proposal be sent to him as soon as possible. Alan Beggs added that a minuted meeting of the SSF will need to take place where the proposal is discussed and the amounts agreed. Raymond added that he will arrange a SSF meeting as soon as possible.</li> <li>Damien added that DfC the Hardship scheme funding cannot be used for cash payments to the most vulnerable.</li> </ul>	RJ
6. Cost of Living Crisis Response/Warm Spaces	<ul style="list-style-type: none"> <li>Newry DEA and Drumaness DEA Open Houses/Warm Spaces will operate until the end of April. All other DEA locations ceased at the end of March.</li> </ul>	DB

7.	<p><b>Updates and Progress to date on DFC Funded Programmes</b></p> <p><b>Community Update</b></p> <ul style="list-style-type: none"> <li>Justyna confirmed that £142k funding is available in Asylum Seekers Dispersal Fund, one proposal is in draft from Newcastle Stakeholder Group and waiting on others also.</li> <li>Rosemarie confirmed that the SSM pilot scheme review is complete and was a success, there were lots of referrals producing good outcomes for people, there will be budget sessions in Kilkeel, Newry and Downpatrick for those who use the service.</li> <li>Damien added that the DfC OBA Report Card for the 2022/23 SSM funding needs to be completed and returned to DfC by 31<sup>st</sup> May 2023 and Raymond added this will be tied up at the next at SSF meeting. 2022/23 SSM funding was £100,414.94, Raymond confirmed that £80k of the SSM funding is not yet used as it is part of a 12 week programme that is still taking place as it started a bit late.</li> <li>Rosemarie stated that an evaluation of the SSM pilot scheme is needed to determine what worked well and what didn't, what changes are needed going forward, all this will be discussed at the SSF meeting.</li> <li>Nicholas said there was an overwhelming response to the SSM pilot in the early days, adjustments would need to be made to ensure they weren't overwhelmed again, he added that Clanrye did a fantastic job.</li> <li>James suggested that sharing ideas with other Councils would be beneficial, reach can be a struggle and feedback would be good from areas which used a virtual model also. Raymond added that Stephen McClelland of NMEA will do a wrap up once the pilot is completed. James also stated that there was a separate OBA Report Card issued last year for the £80K SSM funding carried over from 2021/22.</li> <li>Raymond said that Credit Union funding requests have started to pick up, there is no specific end date, oil companies have been sending invoices.</li> </ul>	<p>JMcC</p> <p>RMcD</p> <p>DB</p> <p>RMcD</p> <p>NMcC</p> <p>JE</p> <p>RJ</p>
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	<ul style="list-style-type: none"> <li>Raymond stated that the final batch of Norbrook frozen turkeys and hams are due next Wednesday and that will be the last delivery.</li> </ul>	RJ
	<p><b><u>Trusts &amp; PHA</u></b></p> <ul style="list-style-type: none"> <li>Lynda advised that there is no budget confirmation for SureStart in Down, service is continuing as it is part funded by DfC and the rest is CCP and EA. If vacant positions need filled it may be more difficult to get financial help now to recruit. The Trust are experiencing same financial pressures as everywhere else and it is essential that services are delivered. Cuts are also being made to education and extended schools. Nicholas added that some school principals have been in touch expressing alarm at the poverty families are experiencing and asking for help for numerous families.</li> </ul>	LV
	<ul style="list-style-type: none"> <li>Lynda said that families will need support in the Summer months (Holiday Hunger) including lunches etc and how will this be achieved. Damien said that perhaps this is something the SSF could consider.</li> </ul>	LV
	<ul style="list-style-type: none"> <li>Aidan stated that there have been increased requests for support from schools, an increased need for health champion training, peer support training, teacher training for navigating community to support students and there has been an increase in school refusers post pandemic.</li> </ul>	AMcC
	<p><b><u>Council</u></b></p> <ul style="list-style-type: none"> <li>Justyna provided an update on behalf of Julie McCann - June is the month of Community. Volunteers week runs from 1-7<sup>th</sup> June, there is an internal officer group in Council who are planning a host of events to mark this in June. Justyna invited stakeholders to link in and so that no events are duplicated.</li> </ul>	JMcC
	<ul style="list-style-type: none"> <li>James Campbell made attendees aware of Eden Projects Communities Events taking place on 25<sup>th</sup> April at the Market House, Ballynahinch and 27<sup>th</sup> April at Bessbrook Community Centre. He stated that people interested should register</li> </ul>	JC

		<p>through Eden Project Communities website and the point of contact is Kathy Black, all details have been emailed to Age Friendly Alliance members.</p> <ul style="list-style-type: none"> <li>Alan informed members that as part of the Integrated Care System model SSF nominated Eileen Murphy from Women's Aid to represent the pilot scheme and sit on the steering group. Alan will be on the steering group also and it will operate a 6 month pilot scheme in the Southern Trust running from 1<sup>st</sup> April until the end of September.</li> </ul>	AB
8.	AOB	<ul style="list-style-type: none"> <li>Damien thanked all for attending.</li> </ul>	DB
8.1 A & B	Correspondence	<ul style="list-style-type: none"> <li>Distributed to all members for information</li> </ul>	DB
9.	Date of Next Meeting	<ul style="list-style-type: none"> <li>Wednesday 17<sup>th</sup> May 2023 at 2.00 pm.</li> <li>It was also agreed that future meetings will take place via Microsoft TEAMS</li> </ul>	All

## **NEWRY, MOURNE & DOWN DISTRICT COUNCIL**

### **Minutes of Community Coordination Hub (CCH) Meeting Wednesday 17<sup>th</sup> May 2023 @ 2:00pm via Teams**

#### **In Attendance:**

Chair: Damien Brannigan (Engagement)

Raymond Jackson (Confederation of Community Groups and Strategic Stakeholder Forum)

James Elliot (DFC)

Aidan McCabe (SHSCT)

Lauren McMenamy (Community Planning)

Laura Higgins (Admin Assistant AHC)

Justyna McCabe (Programmes Unit)

Sonya Burns (Programmes Unit)

#### **Apologies:**

Aisling Rennick (DEAs)

Brian Rankin (Sustainability)

Janine Hillen (Community Engagement)

Eoin Devlin (Health & Wellbeing)

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

Lynda Vladeanu (SEHSCT)

Alan Beggs (Community Planning)

Julie McCann (Community Services, Facilities and Events)

Rosemary McDonnell (Community Advice Newry, Mourne & Down and Strategic Stakeholder Forum)

Gerard Rocks (SHSCT)

	<b>Agenda Item</b>	<b>Discussion and Action Agreed</b>	<b>Raised by/ Referred to</b>
1.	Welcome & Apologies	<ul style="list-style-type: none"> <li>Everyone welcomed to the meeting and apologies noted.</li> </ul>	All
2.	Actions from last CCH meeting held on Wednesday 19 <sup>th</sup> April 2023	<ul style="list-style-type: none"> <li>Actions from last CCH meeting held attached.</li> </ul>	All
3.	Funding Opportunities for NI Community	<ul style="list-style-type: none"> <li>Funding Opportunities for NI Community. Copy attached for information and distribution as appropriate.</li> </ul>	All
4.	Community Assistance Centre for Ukrainian Refugees Update	<ul style="list-style-type: none"> <li>Justyna advised that last week the Community Assistance Centre for Ukrainian Refugees at Newry Leisure was busy, all agencies were in attendance and some new Ukrainian people also attended.</li> <li>There are no plans from the NI Executive Office to hold a Community Assistance Centre for Ukrainian Refugees in Newry in June but there will be Centres being held in Belfast and Dungannon in June.</li> <li>The Asylum Dispersal funding will be used to expand existing ethnic minority services/programmes and the funding will be distributed via the voluntary and community sector, there have been a few applications for the funding.</li> <li>NMDDC have employed Sinead Bailie, Social Inclusion Support Officer, on a temporary contract.</li> <li>Justyna confirmed there is no update on the expected arrivals in Newry but when the time comes it will mirror Newcastle.</li> </ul>	JMcC

5.	Update from DfC	<ul style="list-style-type: none"> <li>DfC held a briefing this week and have gone out to public consultation on proposed 2023/24 budget.</li> <li>Cuts will be required but the proposal currently protects funding for Social Supermarkets (SSMs), Neighbourhood Renewal and funding streams administered by DfC Voluntary and Community Division.</li> <li>No final decisions will be made until after an initial 4 week period which takes us to 7<sup>th</sup> June. In respect of SSMs, allocation for 2023/24 will be confirmed as soon as possible after that date.</li> <li>It was confirmed that the Accounts Direction issued by DfC enables any underspend of SSM monies from 2021/22 and 2022/23 to be carried forward into 2023/24.</li> </ul>	JE
5.1	Hardship Grant to NI Councils	<ul style="list-style-type: none"> <li>Damien advised that Councils as a group have emailed DfC with a list of queries in relation to what is eligible and ineligible under the Hardship Grant Scheme and are awaiting a reply from DfC.</li> <li>Raymond confirmed that the Strategic Stakeholders Forum (SSF) are working on a proposal in relation to the Hardship Grant Scheme.</li> </ul>	DB
6.	Cost of Living Crisis	<ul style="list-style-type: none"> <li>Members provided any relevant information under other agenda item headings.</li> </ul>	
7.	Updates and Progress to date on DfC Funded Programmes	<p><b><u>Community Update</u></b></p> <ul style="list-style-type: none"> <li>Raymond met with the SSF last week and discussed details of the Hardship Grant Scheme, SSF are contemplating this currently and will submit a proposal to Damien in due course in relation to how the funding could be utilised to support the most vulnerable in our community.</li> </ul>	RJ



	<ul style="list-style-type: none"> <li>Damien added that officers from Councils met 2 weeks ago and have went back to DfC with various queries regarding the Hardship Grant Scheme around eligibility etc and are awaiting a response.</li> </ul>	DB
	<ul style="list-style-type: none"> <li>Raymond explained that the SSF are keen to be involved with the Hardship Grant Scheme and that SSF will come back with a proposal as soon as possible.</li> </ul>	RJ
	<ul style="list-style-type: none"> <li>Raymond stated that Stephen McClelland is setting up a meeting with stakeholders and will have the full SSM report completed by the end of June. Clanrye are keen to lead if future funding is secured although it would need to go out to the whole SSF as the initial SSM project was a pilot. Damien added that the interim SSM report provided so far is very informative and illustrates how many people were helped through the SSM pilot.</li> </ul>	RJ
	<ul style="list-style-type: none"> <li>Aidan asked about help for ethnic minority children, Raymond said that Pauline from YMCA has been supporting and there is good dialogue with local foodbanks. Agencies are in regular contact with each other to avoid any duplication.</li> </ul>	AMcC/RJ
	<ul style="list-style-type: none"> <li>Raymond advised that the £25K Credit Union funding is still available to help with utilities, so far it has helped 5-6 families with oil and 6-8 families with gas and electricity top ups.</li> </ul>	RJ
	<ul style="list-style-type: none"> <li>Damien stated that the OBA report card for the 2022/2023 DfC SSM funding (£100,414.94) is needed by DfC by 31<sup>st</sup> May 2023. Raymond advised that the spend to date has been £57,284.00, he asked if this could be extended to the end of June (until Hardship Grant funding is available) and James said that was fine and that the OBA report card to date would still be beneficial. Raymond added that he is still waiting on Q3 advance payment of £7,284.00 and Sonya advised that the Q3 advance was approved on 10<sup>th</sup> May so should be paid soon.</li> </ul>	DB

	<ul style="list-style-type: none"> <li>Raymond asked for an update on PeacePlus, Sonya advised that there is so far no further communication or clarity and no update from SEUPB. All local Councils sent correspondence asking for clarity, opening date etc and so far have not received a response. Justyna added that there will be no grants for groups for PeacePlus and Sonya stated that Council will not be delivering small grants.</li> </ul> <p><b><u>Trusts &amp; PHA Update</u></b></p> <ul style="list-style-type: none"> <li>Aidan stated that his main concern is DfC funding for Neighbourhood Renewal which he hopes will be protected. Plans with the community sector have been set for the year but the budget provision will be closely monitored. A Coordinator is leaving in the next 3 weeks so a new one will be recruited. Aidan added that he is encouraged by the findings of the SSM Pilot interim report. He will link in with Judith in Clanrye to help services link in with the SSM with focus on health, movement and cooking.</li> </ul> <p><b><u>Council Update</u></b></p> <ul style="list-style-type: none"> <li>Sonya advised that they are waiting to hear from PeacePlus, Financial Assistance had already had numerous funding calls and are going through due process.</li> </ul>	RJ, SB, JMcC
8.	AOB	AMCC
8.1 A	Correspondence	DB
9.	Date of Next Meeting	DB

<b>Report to:</b>	Active and Healthy Communities Committee
<b>Date of Meeting:</b>	19 <sup>th</sup> June 2023
<b>Subject:</b>	Reconfiguration of Ballynahinch Community Centre RIBA Stage 7 Detailed Design to construction phase and Handover.
<b>Reporting Officer (Including Job Title):</b>	Janine Hillen Assistant Director: Community Engagement
<b>Contact Officer (Including Job Title):</b>	Julie McCann Head of Community Services Facilities and Events

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

<b>For decision</b>	<b>x</b>	<b>For noting only</b>	
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<b>1.0</b>	<b>Purpose and Background</b>
1.1	<p>To consider and agree to:</p> <ul style="list-style-type: none"> <li>Extend the contract with AECOM to RIBA Stage 7 Detailed Design to construction phase and Handover.</li> </ul>
<b>2.0</b>	<b>Key issues</b>
2.1	<p>Ballynahinch Community Centre is a 33-year building which has had no major upgrades and needs a renovation to meet the current demands and services expected by the community.</p> <p>In 2011 legacy Down District Council carried out an Economic Appraisal for a new Community and Leisure facility in Ballynahinch, as at the time the council stated Ballynahinch Centre (and its associated facilities), no longer meet the requirements of the local community.</p> <p>It was further agreed that Council Officers would investigate the possibility of renovation projects to maximise the use of Ballynahinch Community Centre.</p> <p>To date the council have approved a spend of £673,977:</p> <ol style="list-style-type: none"> <li>Internal refurbishment to include a minor hall, £347,147 (AHC/233/2021 BUSINESS CASE FOR BALLYNAHINCH COMMUNITY CENTRE)</li> <li>Roof replacement £147,750, Necessary Works £9,885, Desirable Works £28,171, Consultant Fees £22,500 TOTAL Capital Budget of £208,306 (AHC/140/2022 BALLYNAHINCH COMMUNITY CENTRE – REFURBISHMENT)</li> <li>Additional Spend as per Consultants RIBA Stage 2 Report £118,524 (AHC/025/2023 RECONFIGURATION OF BALLYNAHINCH COMMUNITY CENTRE RIBA STAGE 2 CONCEPT DESIGN ADDITIONAL COSTS)</li> </ol> <p>AEOM Consultants, were awarded the contract to oversee the project, they have completed RIBA Stage 1 – 3</p>

<b>3.0</b>	<b>Recommendations</b>
	<p>To consider and agree to:</p> <ul style="list-style-type: none"> <li>• proceed to RIBA Stage 7 Detailed Design to construction phase and Handover.</li> </ul>
<b>4.0</b>	<b>Resource implications</b>
4.1	<p><b>Revenue/Payroll:</b> None</p> <p><b>Capital:</b> None, Funding has already been included in the capital plan.</p>
<b>5.0</b>	<b>Due regard to equality of opportunity and regard to good relations (complete the relevant sections)</b>
5.1	<p><b><i>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</i></b></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><b><i>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</i></b></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><b><i>Proposal initiating consultation</i></b></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>

<b>6.0</b>	<b>Due regard to Rural Needs (please tick all that apply)</b>
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>
<b>7.0</b>	<b>Appendices</b>
	None
<b>8.0</b>	<b>Background Documents</b>
	AECOM Stage 2 report



<b>Report to:</b>	Active Healthy Communities
<b>Date of Meeting:</b>	20 <sup>th</sup> June 2023
<b>Subject:</b>	Financial Assistance
<b>Reporting Officer (Including Job Title):</b>	Janine Hillen Assistant Director Community Engagement
<b>Contact Officer (Including Job Title):</b>	Sonya Burns – Head of Programmes Ciara Burns – Project Coordinator Alison Henderson – Project Officer

For decision		X	For noting only	
<b>1.0</b>	<b>Purpose and Background</b>			
1.1	<p><b>Call 2 for financial assistance 2023-2024</b> included the following themes:</p> <ul style="list-style-type: none"> <li>• Arts &amp; Culture Projects</li> <li>• Community Events &amp; Festivals (October 2023 to March 2024)</li> <li>• Good Relations</li> <li>• King's Coronation</li> <li>• PCSP Community Safety &amp; Support</li> <li>• Sports Facility Capital</li> <li>• Sports Development Minor Capital Items</li> <li>• Sports Programmes</li> </ul> <p>Attached are reports on the <b>Sports Capital Major and Minor</b> for approval which provide a breakdown of the number of applications, pass and fail at each stage of the process, geographical spread of the applications received and a breakdown of the final budget allocations to successful applicants. This report is for approval of capital spend on two projects with the following recommended:</p> <ol style="list-style-type: none"> <li>1. Overall allocation for Sports Capital Major and Minor – for major capital one project was successful, for minor capital one project was successful with the remaining budget allocation going to Minor Capital Items bringing the total amount of projects awarded to 12 (moving into the scored and ranked). The total allocation of £275,000 from the sports budget as per rates.</li> </ol> <p>Several key issues were highlighted throughout the assessment process, and these are outlined in Section2.</p> <p>Please find attached <b>Call 2 reports</b> which as agreed at the previous AHC meeting were approved by Director with associated letter of offer issued re same to allow for planning of events.</p> <p>An <b>appeal panel</b> meeting took place on 26<sup>th</sup> April 2023 to review twelve appeal requests from stage 2 applicants. Of the twelve, eleven were upheld that the decision was reasonable and process was followed. One application 3568 upon review the panel decision the scores were not reasonable and upheld the decision to award funding on the basis of their new scores. A total of £1500 is recommended for application 3568 under the Community Engagement theme.</p>			

	<p><b>EGMS:</b> Council have been utilising an online Grant Management System from 2020 which is now well imbedded into our processes and customer usage. Unfortunately, the supplier Decision Time are not renewing any contracts for this service across the current seven Councils within Northern Ireland who utilise it. We have hosted meetings with the supplier, other Councils and internal current and future users of the system. To this end it is agreed that Council will proceed with procurement as a single entity given the demands we have on such a system to process financial assistance and other funding streams Council are managing on behalf of external agencies.</p>
<b>2.0</b>	<b>Key issues</b>
2.1	<p><b>Pre-Letter of offer conditions</b></p> <p>Some projects will be required to submit documentation and pre letter of offer requirements, if the panel are content with the conditions, then a Letter of offer will be issued. If a project cannot fulfil the pre-LoO condition a letter of offer will not be issued and the next group on the scored and ranked list will be contacted (if applicable) or re-allocated.</p> <p><b>Score and rank</b></p> <p>Score and rank will be applied to all themes where there is no budget availability for applications who were over the threshold and groups will be notified of same.</p> <p><b>Sports Capital Underspend</b></p> <p>Unknown issues until decision is made. If the Council approve one more additional major project, we will require additional funds.</p> <p><b>EGMS</b></p> <p>Our current supplier is Decision Time who have informed us they will no longer be providing a grant management service from the end of our contract. We have discussed with other Councils and our IT section the best route to market given the implications across councils commitments to administer funding over the coming year. We have secured one more call through Decision Time which must be opened in September and has been ringfenced for DFF however if this is not required then we will issue another call. Currently the two options considered are through G-Cloud or open procurement. Initially we will test the market through G-Cloud and then if there are no successful suppliers then we will test through the open market if required to locate a suitable supplier.</p>
<b>3.0</b>	<b>Recommendations</b>
3.1	<p>Please see recommendations below:</p> <ul style="list-style-type: none"> <li>• Approve the attached appendices for revenue and capital projects and issue letter of offers post Council ratification and Call in.</li> <li>• Pre-letter of offer conditions met prior to issue of full letter of offer issued and where this is not satisfied budget to be re-allocated.</li> <li>• Overall allocation for Sports Capital Major and Minor – for major capital one was successful, for minor capital one was successful with the remaining budget allocation going to Minor Capital Items bringing the total amount of projects awarded to 12 (moving into the scored and ranked). The total allocation of £275,000 from the sports budget as per rates.</li> <li>• Appeal panel recommendation to fund application 3568 for £1500 from the Community Engagement theme.</li> <li>• EGMS – procurement of a new online grants management system.</li> </ul>
<b>4.0</b>	<b>Resource implications</b>

4.1	<b>Revenue/Payroll:</b> Funding will be allocated from internal Council Budget. Note additional £1500 from Community Engagement  <b>Capital:</b> As per Council budget
5.0	<b>Due regard to equality of opportunity and regard to good relations (complete the relevant sections)</b>
5.1	<b><i>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</i></b>  It is not anticipated the proposal will have an adverse impact upon equality of opportunity or good relations <input checked="" type="checkbox"/>
5.2	<b><i>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</i></b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>  If yes, please complete the following:  The policy (strategy, policy initiative or practice and / or decision) has been equality screened <input type="checkbox"/>  The policy (strategy, policy initiative or practice and / or decision) will be subject to equality screening prior to implementation <input type="checkbox"/>
5.3	<b><i>Proposal initiating consultation</i></b>  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"/>  Consultation period will be 12 weeks <input type="checkbox"/>  Consultation period will be less than 12 weeks (rationale to be provided) <input type="checkbox"/>  <i>Rationale:</i>
6.0	<b>Due regard to Rural Needs (please tick all that apply)</b>
6.1	Proposal relates to developing, adopting, implementing or revising a policy / strategy / plan / designing and/or delivering a public service Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>  If yes, please complete the following: Rural Needs Impact Assessment completed <input type="checkbox"/>
7.0	<b>Appendices</b>
	Reports on Call two themes.
8.0	<b>Background Documents</b>

**Tourism & Arts Events Financial Assistance 2023/23 Call 1**

**Newry, Mourne & Down District Council**

**Call 1 points for noting:**

£15,000 awarded for project 3772 due to satisfactory completion of pre-LOO conditions.

**Arts & Culture Projects Fund Financial Assistance 2023/24 Call 2**

**Newry, Mourne and Down District Council**

**Call 2 points for noting:**

Priority will be given to applicants who have not received funding in Call 1, therefore applicants who passed Staged 2 scoring will be added to the Scored and Ranked list should future funding become available.

**34 Applications received**

**19** Applications recommended for funding

**56%** of applications awarded

Amount requested from successful applicants **£158,664**

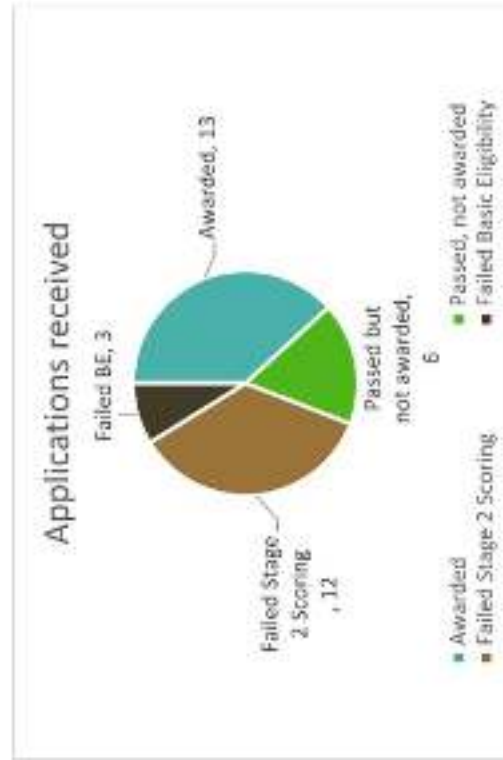
Total amount awarded **£78,214**

**Of the 34 applications:**

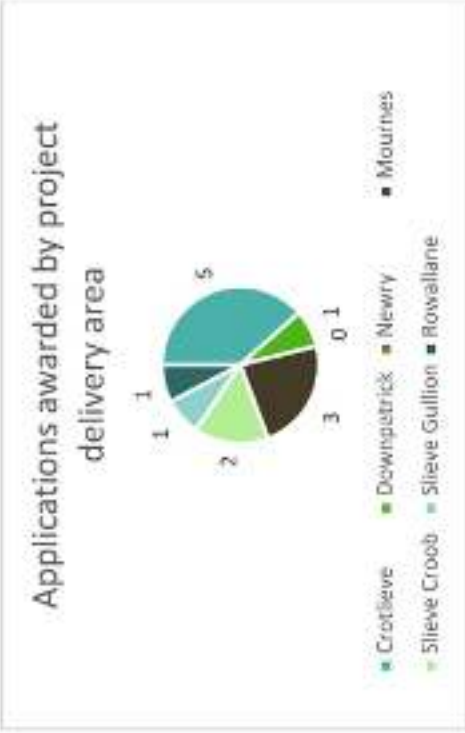
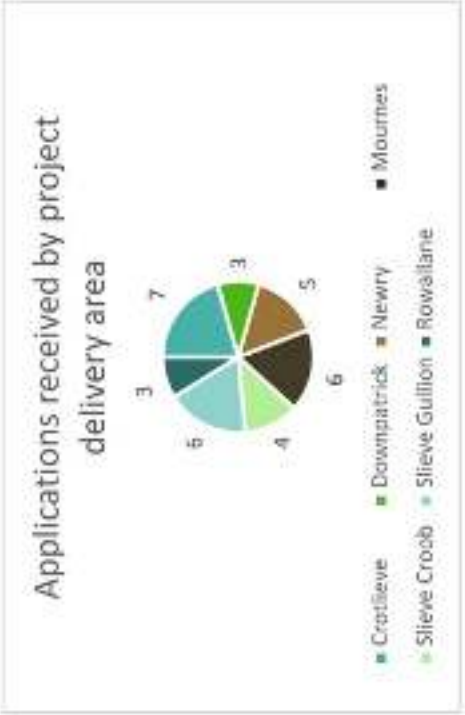
3 failed basic eligibility = 9%

12 Failed stage 2 scoring = 35%

19 Passed stage 2 and 13 awarded = 56%



Appendix





Appendix

**Breakdown of Applications per stage and final amount recommended for award.**

**Stage 1 = 3 Fail**

Group	Passed basic eligibility
4494	No
4578	No
4750	No

**Stage 2 = 12 fail**

Group	Passed basic eligibility	Stage 2
4145	Yes	No
4157	Yes	No
4223	Yes	No
4248	Yes	No
4256	Yes	No
4277	Yes	No
4448	Yes	No
4452	Yes	No
4528	Yes	No
4615	Yes	No
4688	Yes	No
4704	Yes	No

**Stage 1 & 2 = 19 Passed & 12 Recommended for Awarded**

Group	Passed basic eligibility	Stage 2	Recommended Amount Awarded
4115	Yes	Yes	£9,000.00
4154	Yes	Yes	£7,150.00
4216	Yes	Yes	£7,600.00
4384	Yes	Yes	£2,995.00
4385	Yes	Yes	£6,480.00
4436	Yes	Yes	£7,275.00
4556	Yes	Yes	£1,564.00
4633	Yes	Yes	£6,850.00
4731	Yes	Yes	£6,375.00
4737	Yes	Yes	£2,600.00
4747	Yes	Yes	£5,875.00
4772	Yes	Yes	£7,800.00
4799	Yes	Yes	£6,650.00
4196	Yes	Yes	£0
4284	Yes	Yes	£0

Appendix

4329	Yes	Yes	£0
4536	Yes	Yes	£0
4538	Yes	Yes	£0
4618	Yes	Yes	£0
Total Awarded			£78,214

END

Community Events, Festivals & Christmas Celebrations Financial Assistance 2023/24 Call 2  
Newry, Mourne and Down District Council

60 Applications received

45 applications recommended for funding

75% of applications awarded

Amount requested from successful applicants £73,064.39

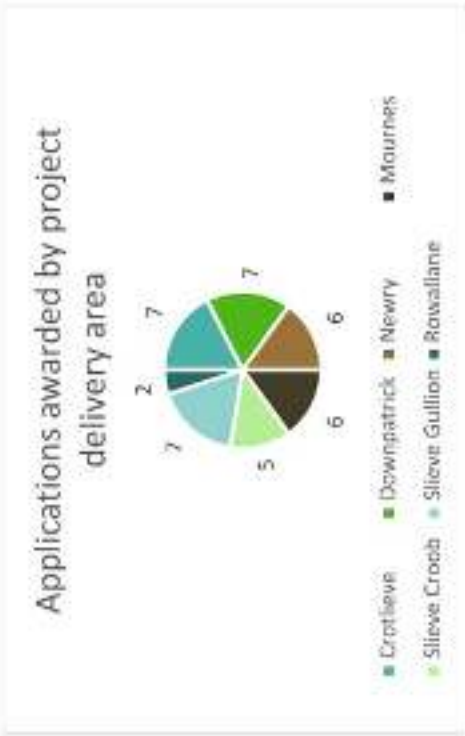
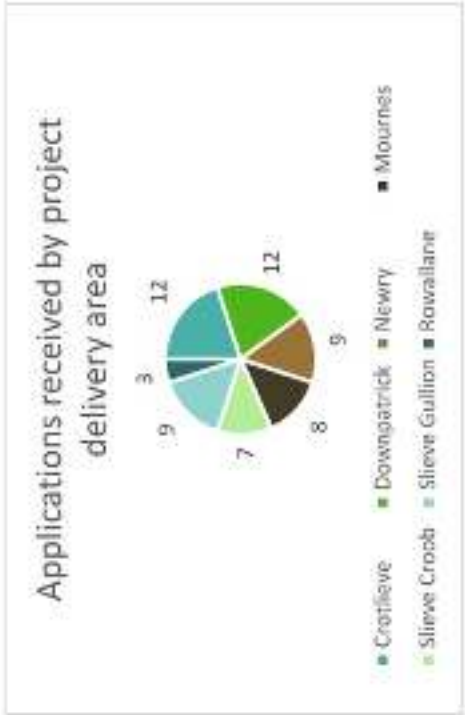
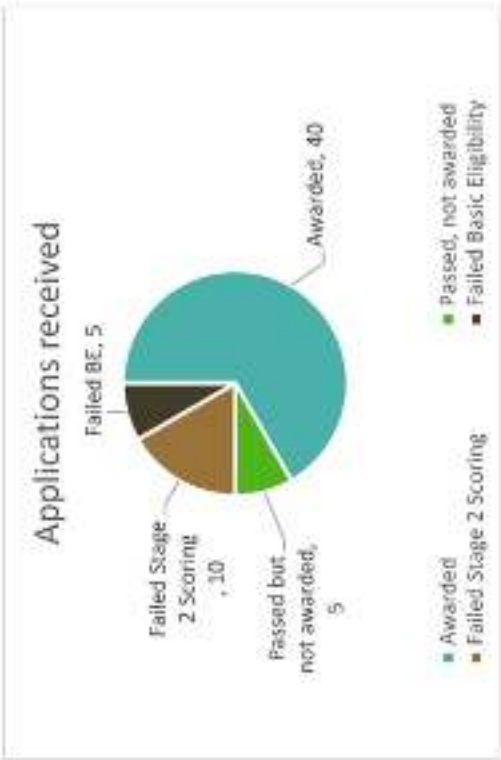
Total amount awarded £59,234.39

Of the 60 applications:

5 failed basic eligibility = 8%

10 Failed stage 2 scoring = 17%

45 Passed stage 2 and 40 awarded = 75%



### Breakdown of Applications per stage and final amount recommended for award.

#### Stage 1 = 5 Fail

Group	Passed basic eligibility
4577	No
4730	No
4736	No
4740	No
4761	No

#### Stage 2 = 10 fail

Group	Passed basic eligibility	Stage 2
4501	Yes	No
4534	Yes	No
4573	Yes	No
4599	Yes	No
4627	Yes	No
4652	Yes	No
4676	Yes	No
4706	Yes	No
4758	Yes	No
4783	Yes	No

#### Stage 1 & 2 = 40 Passed & 5 Recommended for Awarded

Group	Passed basic eligibility	Stage 2	Recommended Amount Awarded
4174	Yes	Yes	£1,000.00
4175	Yes	Yes	£240.00
4213	Yes	Yes	£2,000.00
4228	Yes	Yes	£2,000.00
4257	Yes	Yes	£1,000.00
4265	Yes	Yes	£2,000.00
4279	Yes	Yes	£2,000.00
4309	Yes	Yes	£1,790.00
4362	Yes	Yes	£1,650.00
4424	Yes	Yes	£2,000.00
4444	Yes	Yes	£2,000.00
4462	Yes	Yes	£2,000.00
4483	Yes	Yes	£1,000.00
4487	Yes	Yes	£1,810.00
4517	Yes	Yes	£1,800.00

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4531	Yes	Yes	£1,690.00
4568	Yes	Yes	£700.00
4569	Yes	Yes	£1,000.00
4602	Yes	Yes	£1,000.00
4603	Yes	Yes	£2,000.00
4606	Yes	Yes	£1,950.00
4635	Yes	Yes	£2,000.00
4640	Yes	Yes	£2,000.00
4641	Yes	Yes	£2,000.00
4643	Yes	Yes	£2,000.00
4645	Yes	Yes	£1,392.39
4647	Yes	Yes	£1,050.00
4651	Yes	Yes	£600.00
4655	Yes	Yes	£1,000.00
4657	Yes	Yes	£2,000.00
4662	Yes	Yes	£1,000.00
4673	Yes	Yes	£1,000.00
4680	Yes	Yes	£1,000.00
4698	Yes	Yes	£998.00
4708	Yes	Yes	£1,000.00
4711	Yes	Yes	£1,550.00
4716	Yes	Yes	£1,889.00
4717	Yes	Yes	£1,000.00
4746	Yes	Yes	£1,450.00
4777	Yes	Yes	£1,675.00
4251	Yes	Yes	£0.00
4533	Yes	Yes	£0.00
4584	Yes	Yes	£0.00
4646	Yes	Yes	£0.00
4701	Yes	Yes	£0.00
<b>Total Awarded</b>			<b>£59,234.39</b>

END



Good Relations Fund Financial Assistance 2023/24 Call 2  
Newry, Mourne and Down District Council

44 Applications received

41 Applications recommended for funding

93% of applications awarded

Amount requested from successful applicants £60,020

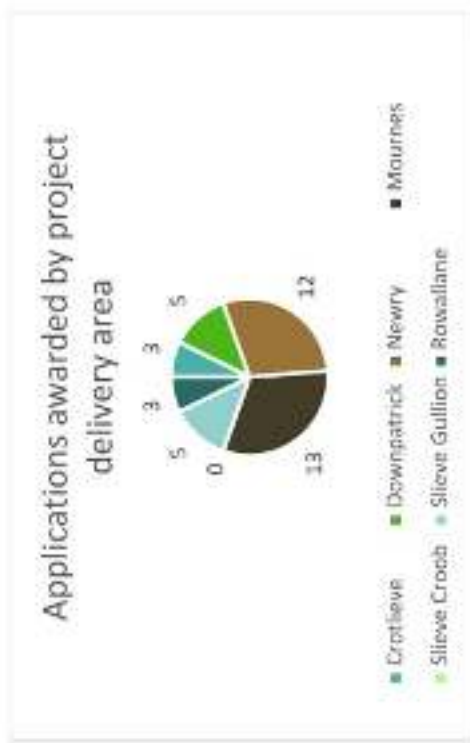
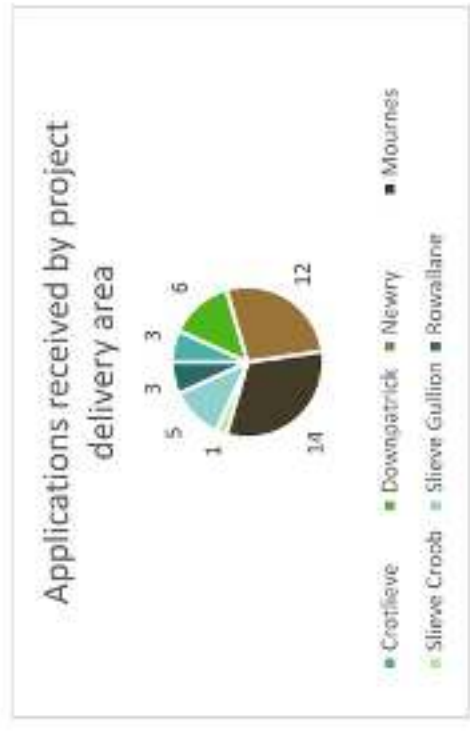
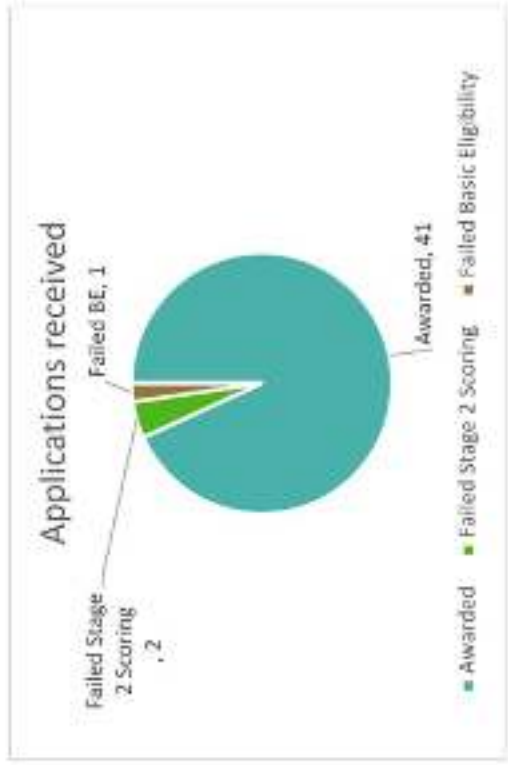
Total amount awarded £58,570

Of the 41 applications:

1 failed basic eligibility = 2%

2 Failed stage 2 scoring = 5%

41 Passed stage 2 and awarded = 93%



## Appendix

### Breakdown of Applications per stage and final amount recommended for award.

#### Stage 1 = 1 Fail

Group	Passed basic eligibility
4732	No

#### Stage 2 = 2 fail

Group	Passed basic eligibility	Stage 2
4471	Yes	No
4622	Yes	No

#### Stage 1 & 2 = 41 Passed & Recommended for Award

Group	Passed basic eligibility	Stage 2	Recommended Amount Awarded
4156	Yes	Yes	£1,400.00
4166	Yes	Yes	£1,000.00
4169	Yes	Yes	£1,400.00
4180	Yes	Yes	£1,500.00
4186	Yes	Yes	£1,000.00
4189	Yes	Yes	£1,500.00
4239	Yes	Yes	£1,500.00
4273	Yes	Yes	£540.00
4304	Yes	Yes	£1,500.00
4363	Yes	Yes	£1,480.00
4455	Yes	Yes	£1,300.00
4461	Yes	Yes	£1,500.00
4463	Yes	Yes	£1,500.00
4484	Yes	Yes	£1,190.00
4496	Yes	Yes	£1,500.00
4520	Yes	Yes	£1,500.00
4535	Yes	Yes	£1,500.00
4572	Yes	Yes	£1,500.00
4579	Yes	Yes	£1,500.00
4589	Yes	Yes	£1,500.00
4600	Yes	Yes	£1,500.00
4604	Yes	Yes	£1,500.00
4631	Yes	Yes	£1,500.00
4634	Yes	Yes	£1,500.00
4642	Yes	Yes	£1,460.00
4660	Yes	Yes	£1,500.00
4664	Yes	Yes	£1,500.00

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4668	Yes	Yes	£1,500.00
4674	Yes	Yes	£1,500.00
4684	Yes	Yes	£1,500.00
4692	Yes	Yes	£1,500.00
4693	Yes	Yes	£1,500.00
4694	Yes	Yes	£1,500.00
4707	Yes	Yes	£1,500.00
4724	Yes	Yes	£1,500.00
4734	Yes	Yes	£1,500.00
4741	Yes	Yes	£1,500.00
4748	Yes	Yes	£1,500.00
4767	Yes	Yes	£1,500.00
4771	Yes	Yes	£1,300.00
4778	Yes	Yes	£1,500.00
<b>Total Awarded</b>			<b>£58,570.00</b>

END

King Charles III Coronation Fund Financial Assistance 2023/24 Call 2  
Newry, Mourne and Down District Council

51 Applications received

33 Applications recommended for funding

65% of applications awarded

Amount requested from successful applicants £57,139.71

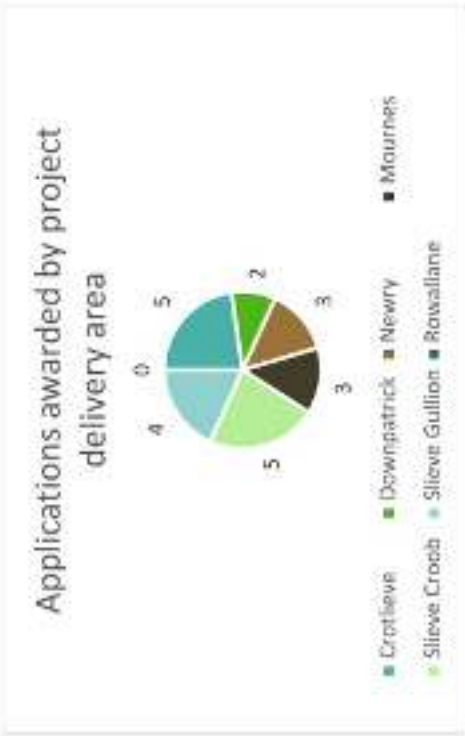
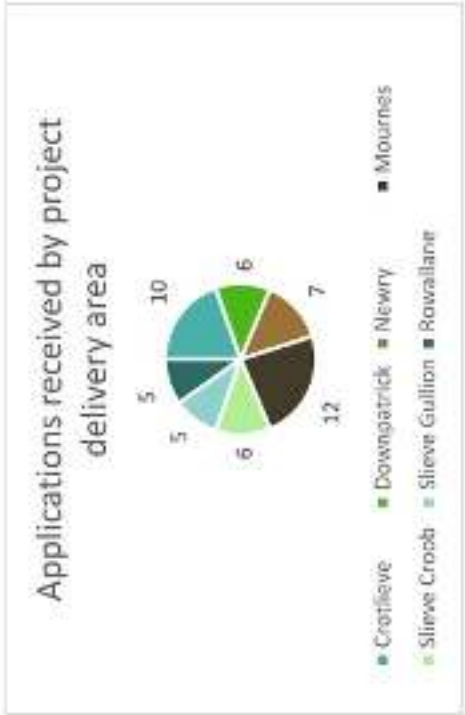
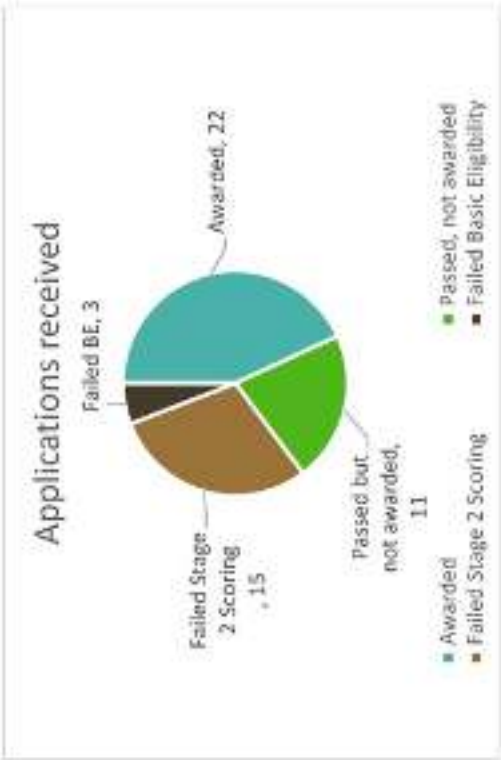
Total amount awarded £35,838

Of the 51 applications:

3 failed basic eligibility = 6%

15 Failed stage 2 scoring = 29%

33 Passed stage 2 and 22 awarded = 65%



## Appendix

### Breakdown of Applications per stage and final amount recommended for award.

#### Stage 1 = 3 Fail

Group	Passed basic eligibility
4252	No
4413	No
4419	No

#### Stage 2 = 15 fail

Group	Passed basic eligibility	Stage 2
4106	Yes	No
4109	Yes	No
4144	Yes	No
4178	Yes	No
4199	Yes	No
4255	Yes	No
4268	Yes	No
4286	Yes	No
4291	Yes	No
4340	Yes	No
4365	Yes	No
4367	Yes	No
4406	Yes	No
4420	Yes	No
4433	Yes	No

#### Stage 1 & 2 = 33 Passed & 22 Recommended for Awarded

Group	Passed basic eligibility	Stage 2	Recommended Amount Awarded
4125	Yes	Yes	£1,600.00
4127	Yes	Yes	£1,980.00
4131	Yes	Yes	£600.00
4155	Yes	Yes	£2,000.00
4173	Yes	Yes	£2,000.00
4188	Yes	Yes	£1,533.00
4210	Yes	Yes	£1,740.00
4242	Yes	Yes	£1,200.00
4244	Yes	Yes	£570.00
4280	Yes	Yes	£1,825.00
4287	Yes	Yes	£2,000.00
4320	Yes	Yes	£1,280.00



Appendix

4336	Yes	Yes	£1,470.00
4337	Yes	Yes	£1,850.00
4379	Yes	Yes	£2,000.00
4388	Yes	Yes	£1,990.00
4391	Yes	Yes	£2,000.00
4400	Yes	Yes	£500.00
4409	Yes	Yes	£1,700.00
4411	Yes	Yes	£2,000.00
4423	Yes	Yes	£2,000.00
4432	Yes	Yes	£2,000.00
4121	Yes	Yes	£0
4130	Yes	Yes	£0
4146	Yes	Yes	£0
4151	Yes	Yes	£0
4160	Yes	Yes	£0
4204	Yes	Yes	£0
4209	Yes	Yes	£0
4214	Yes	Yes	£0
4373	Yes	Yes	£0
4410	Yes	Yes	£0
4421	Yes	Yes	£0
<b>Total Awarded</b>			<b>£35,838.00</b>

END

PCSP Community Safety & Support Financial Assistance 2023/24 Call 2  
Newry, Mourne and Down District Council

47 Applications received

45 Applications recommended for funding

96% of applications awarded

Amount requested from successful applicants £89,006

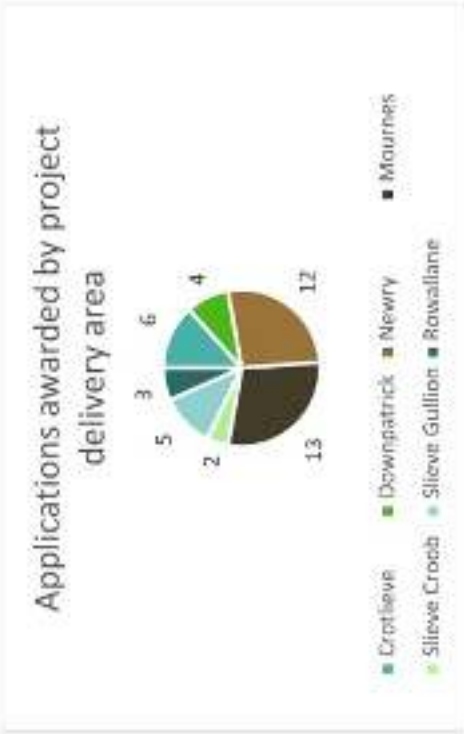
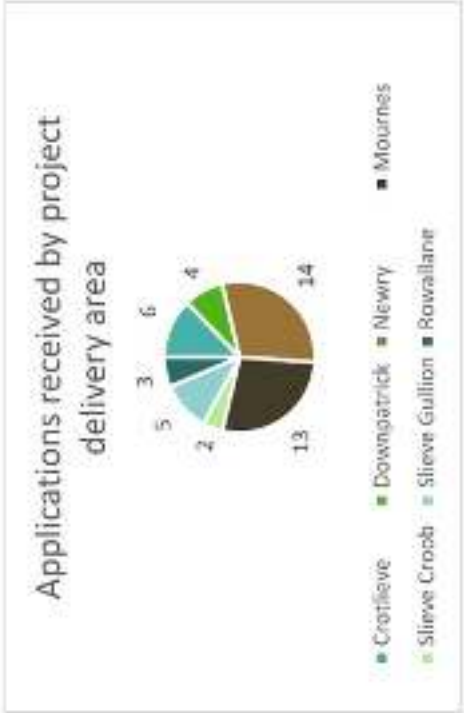
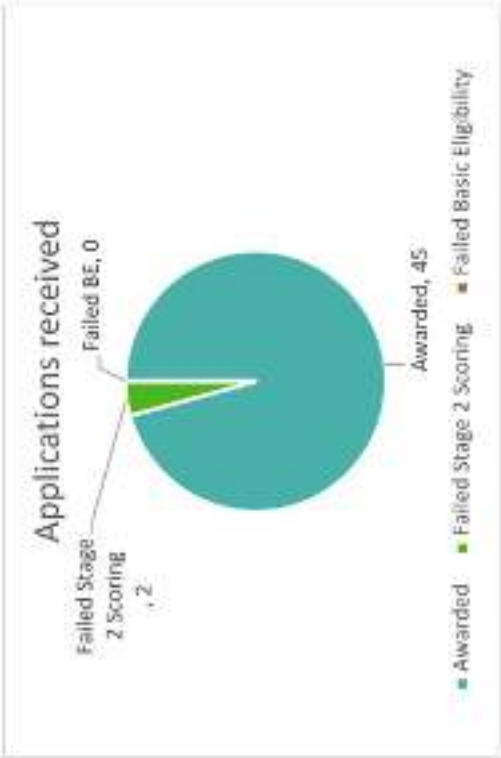
Total amount awarded £85,626

Of the 47 applications:

0 failed basic eligibility = 0%

2 Failed stage 2 scoring = 4%

45 Passed stage 2 and awarded = 96%



### Breakdown of Applications per stage and final amount recommended for award.

#### Stage 1 = 0 Fail

Group	Passed basic eligibility
0	0

#### Stage 2 = 2 fail

Group	Passed basic eligibility	Stage 2
4764	Yes	No
4773	Yes	No

#### Stage 1 & 2 = 41 Passed & Recommended for Award

Group	Passed basic eligibility	Stage 2	Recommended Amount Awarded
4123	Yes	Yes	£1,740
4168	Yes	Yes	£2,000
4176	Yes	Yes	£2,000
4193	Yes	Yes	£2,000
4225	Yes	Yes	£1,750
4234	Yes	Yes	£1,050
4249	Yes	Yes	£2,000
4258	Yes	Yes	£2,000
4272	Yes	Yes	£2,000
4319	Yes	Yes	£2,000
4372	Yes	Yes	£1,980
4376	Yes	Yes	£2,000
4417	Yes	Yes	£2,000
4425	Yes	Yes	£2,000
4449	Yes	Yes	£1,850
4476	Yes	Yes	£2,000
4498	Yes	Yes	£2,000
4518	Yes	Yes	£2,000
4521	Yes	Yes	£2,000
4523	Yes	Yes	£2,000
4574	Yes	Yes	£1,936
4605	Yes	Yes	£1,500
4611	Yes	Yes	£1,500
4614	Yes	Yes	£2,000
4626	Yes	Yes	£2,000
4630	Yes	Yes	£2,000
4644	Yes	Yes	£2,000

Appendix

4661	Yes	Yes	£1,680
4666	Yes	Yes	£1,640
4667	Yes	Yes	£2,000
4670	Yes	Yes	£2,000
4681	Yes	Yes	£2,000
4687	Yes	Yes	£1,500
4690	Yes	Yes	£2,000
4691	Yes	Yes	£2,000
4697	Yes	Yes	£2,000
4703	Yes	Yes	£2,000
4714	Yes	Yes	£1,500
4719	Yes	Yes	£2,000
4720	Yes	Yes	£2,000
4722	Yes	Yes	£2,000
4723	Yes	Yes	£2,000
4753	Yes	Yes	£2,000
4787	Yes	Yes	£2,000
4798	Yes	Yes	£2,000
<b>Total Awarded</b>			<b>£85,626</b>

END

Sports Facility Capital Financial Assistance 2023/24 Call 2

Newry, Mourne and Down District Council

37 Applications received

8 applications recommended for funding

22% of applications awarded

Amount requested from successful applicants **£779,476.60**

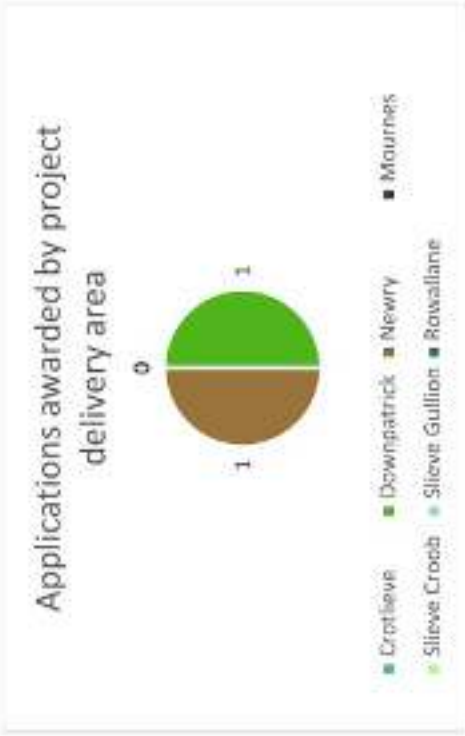
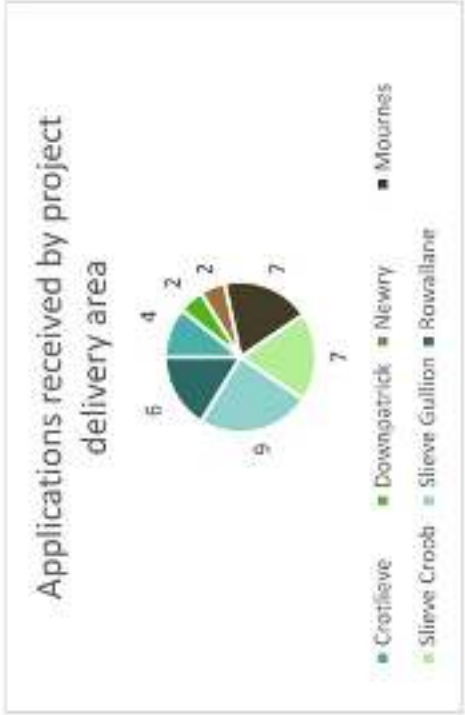
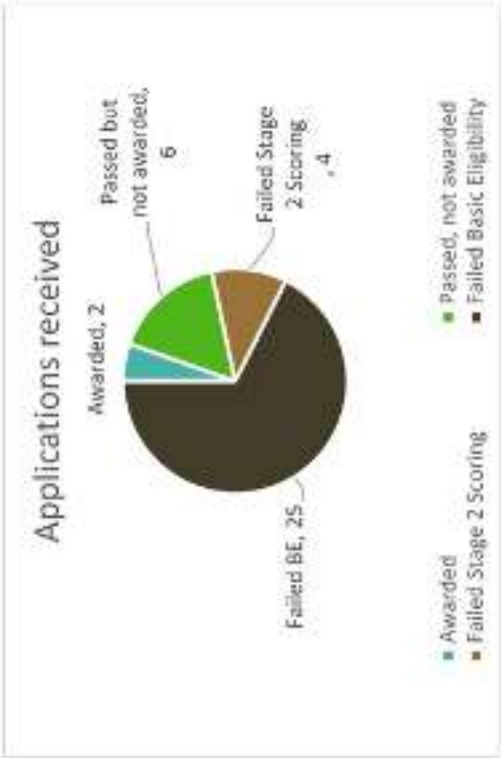
Total amount awarded **£200,000.00**

Of the 37 applications:

25 failed basic eligibility = 68%

4 Failed stage 2 scoring = 10%

8 Passed stage 2 and 2 awarded = 22%





## Appendix

### Breakdown of Applications per stage and final amount recommended for award.

#### Stage 1 = 25 Fail

Group	Passed basic eligibility
2964	No
4128	No
4254	No
4270	No
4339	No
4648	No
4774	No
4792	No
4794	No
4796	No
4801	No
4815	No
4817	No
4822	No
4826	No
4829	No
4832	No
4833	No
4834	No
4840	No
4844	No
4848	No
4854	No
4856	No
4860	No

#### Stage 2 = 4 fail

Group	Passed basic eligibility	Stage 2
4183	Yes	No
4240	Yes	No
4457	Yes	No
4835	Yes	No

**Stage 1 & 2 = 8 Passed & 2 Recommended for Awarded**

Group	Passed basic eligibility	Stage 2	Recommended Amount Awarded
4800	Yes	Yes	£50,000.00
4827	Yes	Yes	£150,000.00
4808	Yes	Yes	£0
4838	Yes	Yes	£0
4842	Yes	Yes	£0
4843	Yes	Yes	£0
4846	Yes	Yes	£0
4857	Yes	Yes	£0
<b>Total Awarded</b>			<b>£200,000.00</b>

END

Sports Minor Capital Items Financial Assistance 2023/24 Call 2

Newry, Mourne and Down District Council

51 Applications received

38 applications recommended for funding

75% of applications awarded

Amount requested from successful applicants **£169,161.80**

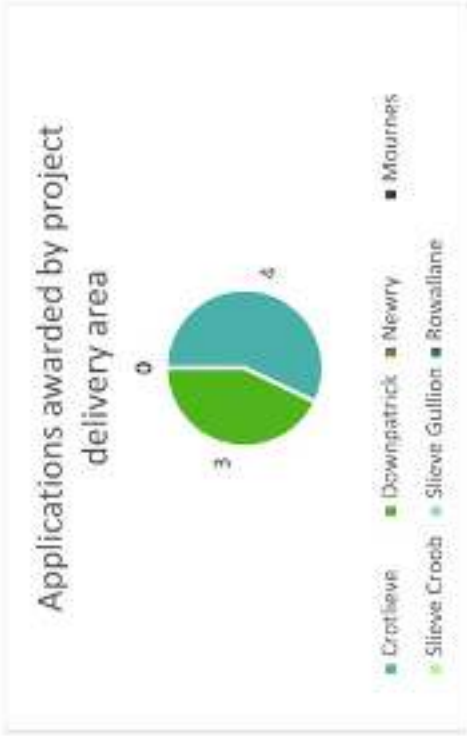
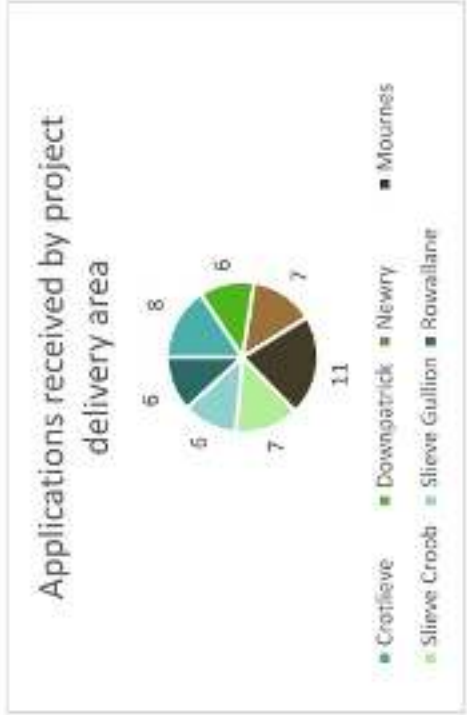
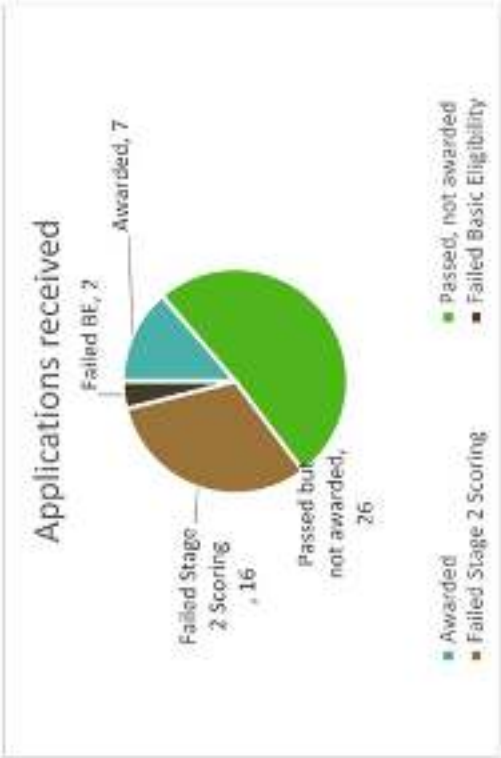
Total amount awarded **£20,860.80**

Of the 51 applications:

2 failed basic eligibility = 4%

16 Failed stage 2 scoring = 31%

33 Passed stage 2 and 7 awarded = 65%



### Breakdown of Applications per stage and final amount recommended for award.

#### Stage 1 = 2 Fail

Group	Passed basic eligibility
4725	No
4780	No

#### Stage 2 = 16 fail

Group	Passed basic eligibility	Stage 2
4203	Yes	No
4205	Yes	No
4211	Yes	No
4383	Yes	No
4412	Yes	No
4439	Yes	No
4491	Yes	No
4493	Yes	No
4525	Yes	No
4526	Yes	No
4546	Yes	No
4554	Yes	No
4563	Yes	No
4594	Yes	No
4610	Yes	No
4621	Yes	No

#### Stage 1 & 2 = 33 Passed & 7 Recommended for Awarded

Group	Passed basic eligibility	Stage 2	Recommended Amount Awarded
4201	Yes	Yes	£1,283.00
4375	Yes	Yes	£2,100.00
4465	Yes	Yes	£5,000.00
4505	Yes	Yes	£1,152.00
4613	Yes	Yes	£4,990.00
4619	Yes	Yes	£4,715.80
4766	Yes	Yes	£1,620.00
4149	Yes	Yes	£0
4194	Yes	Yes	£0
4261	Yes	Yes	£0
4269	Yes	Yes	£0
4271	Yes	Yes	£0

Appendix

4295	Yes	Yes	£0
4341	Yes	Yes	£0
4387	Yes	Yes	£0
4416	Yes	Yes	£0
4472	Yes	Yes	£0
4473	Yes	Yes	£0
4474	Yes	Yes	£0
4482	Yes	Yes	£0
4495	Yes	Yes	£0
4497	Yes	Yes	£0
4499	Yes	Yes	£0
4503	Yes	Yes	£0
4507	Yes	Yes	£0
4524	Yes	Yes	£0
4612	Yes	Yes	£0
4653	Yes	Yes	£0
4682	Yes	Yes	£0
4727	Yes	Yes	£0
4735	Yes	Yes	£0
4756	Yes	Yes	£0
4779	Yes	Yes	£0
<b>Total Awarded</b>			<b>£20,860.80</b>

END



Sports Programmes Financial Assistance 2023/24 Call 2  
Newry, Mourne and Down District Council

42 Applications received

31 applications recommended for funding

74% of applications awarded

Amount requested from successful applicants £73,383.55

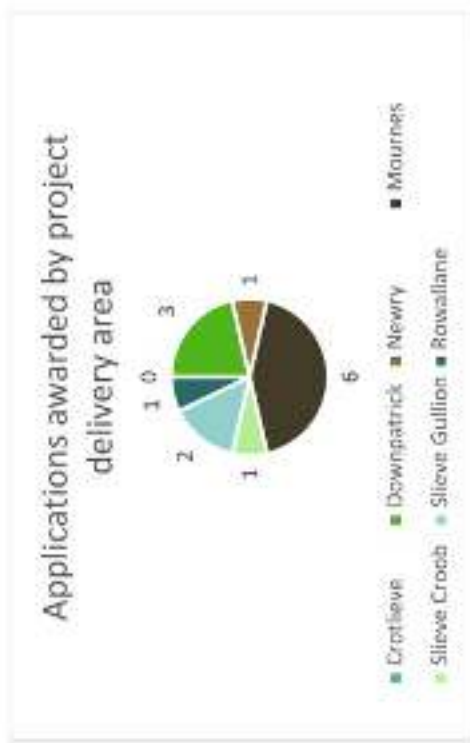
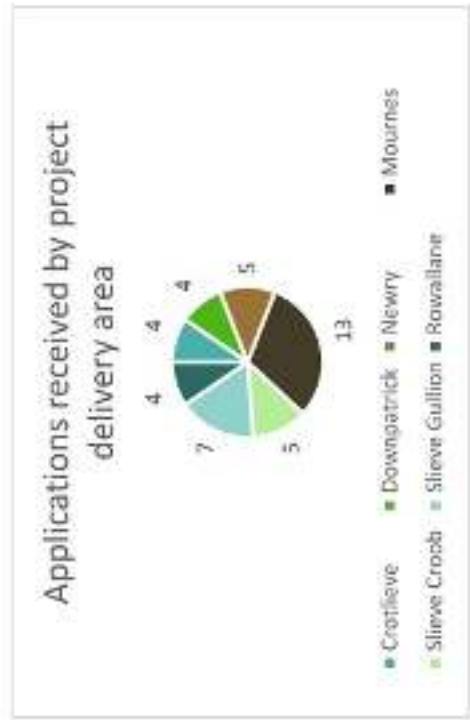
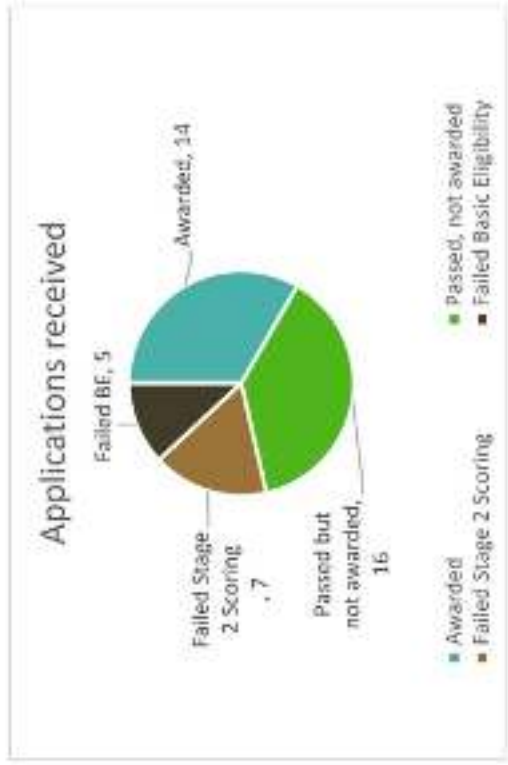
Total amount awarded £29,545.00

Of the 42 applications:

5 failed basic eligibility = 12%

7 Failed stage 2 scoring = 17%

30 Passed stage 2 and 14 awarded = 72%



### Breakdown of Applications per stage and final amount recommended for award.

#### Stage 1 = 5 Fail

Group	Passed basic eligibility
4237	No
4442	No
4715	No
4733	No
4776	No

#### Stage 2 = 7 fail

Group	Passed basic eligibility	Stage 2
4184	Yes	No
4430	Yes	No
4519	Yes	No
4540	Yes	No
4654	Yes	No
4743	Yes	No
4754	Yes	No

#### Stage 1 & 2 = 30 Passed & 14 Recommended for Awarded

Group	Passed basic eligibility	Stage 2	Recommended Amount Awarded
4113	Yes	Yes	£2,500.00
4167	Yes	Yes	£2,500.00
4440	Yes	Yes	£2,250.00
4475	Yes	Yes	£2,125.00
4553	Yes	Yes	£2,247.00
4555	Yes	Yes	£960.00
4557	Yes	Yes	£2,260.00
4632	Yes	Yes	£2,300.00
4689	Yes	Yes	£2,500.00
4696	Yes	Yes	£2,000.00
4699	Yes	Yes	£1,500.00
4702	Yes	Yes	£2,500.00
4726	Yes	Yes	£1,875.00
4786	Yes	Yes	£2,028.00
4150	Yes	Yes	£0
4165	Yes	Yes	£0
4233	Yes	Yes	£0
4389	Yes	Yes	£0

Appendix

4458	Yes	Yes	£0
4567	Yes	Yes	£0
4608	Yes	Yes	£0
4609	Yes	Yes	£0
4639	Yes	Yes	£0
4650	Yes	Yes	£0
4685	Yes	Yes	£0
4686	Yes	Yes	£0
4744	Yes	Yes	£0
4749	Yes	Yes	£0
4762	Yes	Yes	£0
4769	Yes	Yes	£0
<b>Total Awarded</b>			<b>£29,545.00</b>

END

<b>Report to:</b>	Active and Healthy Communities
<b>Date of Meeting:</b>	19 June 2023
<b>Subject:</b>	Request for support of Live Here Love Here initiative and Eco Schools programme from Keep Northern Ireland Beautiful for period 2023 - 24
<b>Reporting Officer (Including Job Title):</b>	Eoin Devlin, Assistant Director Health and Wellbeing
<b>Contact Officer (Including Job Title):</b>	Brian Rankin, 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"/>
--------------	-------------------------------------	-----------------	--------------------------

<b>1.0</b>	<b>Purpose and Background</b>
1.1	To consider and agree to approve the financial support and the signing of an SLA for the period 2023 - 2024 to support the Keep Northern Ireland Beautiful (KNIB) Live Here Love Here campaign and Eco Schools Programme across the District.
<b>2.0</b>	<b>Key issues</b>
2.1	<p><u>Live Here Love Here (LHLH)</u></p> <ul style="list-style-type: none"> <li>LHLH has three main elements: a media campaign, a volunteering support programme and a small grants scheme. It is building a movement of enthusiastic local people who volunteer their time and expertise to promote Civic Pride, particularly by tackling littering, dilapidation of buildings and improvement of green space.</li> <li>The LHLH media campaign has been instrumental in helping achieve these incremental gains using bespoke billboards in supporting council areas, television and radio advertising and increasingly, social media to reach specific audiences.</li> <li>Keep Northern Ireland Beautiful (see KNIB letter App I and LHLH Impact Report appendix II) is requesting continued support for the programme in the Newry, Mourne and Down area.</li> <li>This would require an annual budget of £26,000 as in previous years.</li> <li>It should be noted that half (£13,000) of the Council's funding goes straight back into supporting this area through the small grants programme.</li> </ul> <p><u>Eco Schools</u></p> <ul style="list-style-type: none"> <li>Keep Northern Ireland Beautiful (see letter appendix III) is requesting a contribution from the Council for the period 2023 – 24 for delivery of the Eco Schools Programme in the District.</li> </ul>

	<ul style="list-style-type: none"> <li>• KNIB have proposed 2 different supporting options for council to consider. Option 2 is for the current support council receive from KNIB for delivery of the Eco Schools Programme.</li> <li>• The current programme in Newry, Mourne and Down has proven highly successful. 140 schools in the District are registered with the programme (See Appendix IV NMD Impact Card).</li> <li>• Currently 81 schools have obtained green flag status.</li> <li>• Schools undertaking the programme work on ten environmental topics - Litter, Energy, Water, Waste, Transport, Healthy Living, Schools Grounds/Outdoor Learning, Biodiversity, Global Perspective and Climate Change. These topics, and the work carried out by schools, are in keeping with the mission statement contained in the corporate plan: "to lead a district that is prosperous healthy and <b>sustainable</b>".</li> <li>• The Department's Environmental Education Officers provide assistance and organise initiatives and events which assist schools in achieving their green flag award.</li> </ul> <p>The total contribution to KNIB for the period 2023 - 2024 to support the Live Here Love Here campaign and Eco Schools Programme across the District is £28,975. Breakdown as below:</p> <ul style="list-style-type: none"> <li>• Live Here Love Here for the 2023-2024 period at a cost of £26000 subject to approval within the estimates process.</li> <li>• Eco Schools Programme for the 2023-2024 period at a cost of £2,975 subject to approval within the estimates process.</li> <li>• Officers will develop an SLA with KNIB to be signed by Council and KNIB CEO.</li> </ul>
<b>3.0</b>	<b>Recommendations</b>
3.1	To consider and agree to approve the financial support and the signing of an SLA for the period 2023 - 2024 to support the Keep Northern Ireland Beautiful (KNIB) Live Here Love Here campaign and Eco Schools Programme across the District.
<b>4.0</b>	<b>Resource implications</b>
4.1	Contribution will come out of existing budgets.
<b>5.0</b>	<b>Due regard to equality of opportunity and regard to good relations (complete the relevant sections)</b>
5.1	<i>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</i>



	It is not anticipated the proposal will have an adverse impact upon equality of opportunity or good relations <input checked="" type="checkbox"/>
5.2	<p><b><i>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</i></b></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><b><i>Proposal initiating consultation</i></b></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	<b>Due regard to Rural Needs (please tick all that apply)</b>
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	<b>Appendices</b>
	<p>Appendix I Letter from KNIB Re LHLH May 2023</p> <p>Appendix II LHLH Impact Card</p> <p>Appendix III Letter from KNIB Re Eco Schools May 2023</p> <p>Appendix IV Eco Schools Impact Card</p>

8.0	Background Documents
	None

Newry, Mourne and Down District Council



**RE: Live Here Love Here 2023-2024**

Dear Eamonn,

I am writing to request the continued support of Newry, Mourne and Down District Council for the Live Here Love Here programme for 2023-2024.

Tough decisions are being made by local government and the cost-of-living crisis is understandably dominating discussions but I feel investment in the Live Here Love Here programme helps to future proof our communities in these tough economic times.

Live Here Love Here has produced steadily increasing positive results in the development of local communities in terms of social, economic and environmental impacts. The development of the programme has attracted additional investment from other funders including Department of Agriculture, Environment and Rural Affairs which increased the outputs of the programme at a rate of 852% in the Council District in 2022-2023. This has helped empower individuals and communities to take action against the increasing impacts of biodiversity loss and pollution across the District.

Additional investment secured from Belfast Harbour and DAERA supported the delivery of Healthy Oceans, Healthy Minds events and provided Adopt A Spot kits to citizens to support community clean-ups.

**Headline achievements of the 2022-2023 programme:**

- 1 Connecting Communities event hosted
- 1 Live Here Love Here Ambassador recruited to increase presence in the district
- 6 Healthy Oceans, Healthy Minds events hosted
- 10 projects funded through the Small Grant Scheme
- 15 Big Spring Clean events registered on the LHLH website
- 147 Adopt A Spots - individuals and communities undertaking regular clean ups.

Additional Investment Funder	Name of Grant Programme	Projects funded	Investment
DAERA	School Pollinator Garden	28	£230,626
UKCRF	Climate Challenge	2	£11,500
NIHE	Small Grants	2	£5825

**Total additional investment £247,591**

So, the programme returned £9.50 for every £1 invested by the Council. This is additional investment that was mostly spent in local businesses, helping secure jobs and maintain a vibrant economy while supporting the development of communities across the borough

**Media Campaign**

The national media campaign funded by Live Here Love Here partners had a hugely successful year through various media including TV ads, billboards, social media and press articles.

Over the last 12 months the campaign highlights are:

50% unprompted awareness of Live Here Love Here

65% brand recognition

82% coverage of NI TV audience

3.3m YouTube impressions

1.4m Facebook reach

567k TikTok reach (younger audience)

7.8k Live Here Love Here Facebook followers

Overall, the strength of the collaboration between the Live Here Love Here partners has increased and will continue to grow in 2023 with your continued commitment to the programme. I hope that you can agree to maintain the current budget for Live Here Love Here and approve this request for £26,000 + VAT

If you would like to discuss ambitions for 2023, please do get in touch to discuss the programme.

Yours Sincerely,



Live Here Love Here Manager  
Keep Northern Ireland Beautiful



# CHANGING THE WORLD – ONE PROJECT AT A TIME



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

## SMALL GRANTS SCHEME

A key pillar of the Live Here Love Here programme, the Small Grant Scheme provides support to grassroots projects to build community capacity and civic pride in the areas that need it the most.

**17**

applications received

**10**

projects funded

**£37,983**

amount requested

**£13,000**

amount awarded by council

**£5,825**

additional funding by partners



Laura Hillis  
Adopt A Spot Ambassador for Cranfield Beach

**147**

Adopt A Spots

**1**

Adopt A Spot Volunteer Ambassador

**15**

Big Spring Clean events

**6**

'Connecting people to blue spaces' events

Additional campaign partners



## ADDITIONAL INVESTMENTS

### CLIMATE CHALLENGE FUND (UKCRF)

**2**

projects funded

**£11,500**

amount awarded

### SCHOOL POLLINATOR GARDEN GRANTS (DAERA)

**28**

projects funded

**£230,626**

funding awarded



Killyleagh Community Association  
Winner of Spirit of Live Here Love Here Award

## MEDIA CAMPAIGN

REACH

**1.4m+**

Facebook

**3.3m+**

YouTube

**567k**

TikTok (NEW)



**82%**

of Northern Ireland TV audience

**65%**

prompted awareness of Live Here, Love Here campaign

Newry, Mourne and Down District Council data for 2022-2023



12 June 2023

Dear Council,

**Council support request for the Eco-Schools Programme in Northern Ireland 2023/24.**

This letter is a request for support for the Eco-Schools programme in your council area in 2023/2024 and to highlight the excellent value the Eco-Schools Programme brings to Northern Ireland in helping deliver a safe and sustainable future for our youth.

Your continued support both financially and with staff time is highly appreciated by Keep Northern Ireland Beautiful and is critical to the success of the programme in educating young people on environmental issues and empowering them to make informed choices, take positive action and be the change needed to ensure a sustainable Northern Ireland. We seek to give young people a platform to make their voices heard and influence their peers, communities, policy and decision-makers.

The Eco-Schools programme encourages and directs young people to think about litter, waste and recycling, energy saving, water conservation, transport options, biodiversity, the natural environment they are custodians of, and make positive choices for a better future. We look forward to continuing the relationship we have established over the years which has helped cement Northern Ireland as a top achiever globally in the Eco-Schools programme.

Eco-Schools creates behavioural change in our youth and we have seen it dispersing into society via our Eco-Campuses and Eco-clubs who are now engaging and valuing the impact of the Green Flag Award. The programme may start in schools however, the impact is far reaching and a consultation has begun on the new online Earth Hub to begin linking all the great working happening across the country in all sectors. Continued support of our programme will encourage this further growth and spread into the wider society through positive behaviour change.

We bring additional support from the Department of Agriculture, Environment and Rural Affairs, grant making bodies and other corporate and charity funders and continue to make efforts to diversify funding opportunities for environmental education in Northern Ireland.

I would like to take this opportunity to remind councils they play a vital role in helping us meet our **match funding** for the grant received from DAERA to keep this programme operational. We are conscious corporate funders tend to stay around for around 2-3 years and for many of them we are into year 3. Although we will continue to look for additional funding to keep the current team and the growth in the team, we believe councils could really help to ensure our essential locally available 'on the ground' services are maintained.

It is important to note that we have so far, because of your continued support, not had to pass the cost on to schools and have been able to offer the programme and assessments free. We hope to continue this in the future as schools come increasingly under financial pressure. However, loss of council support nationally would result in match funding not being met and the programme either running at a cost to the school or the loss of core funding.

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Other countries have moved to charging schools, however, for us at Keep Northern Ireland Beautiful, we believe it is imperative this remains a free programme so **all sections of the community** can benefit equally and it not become a postcode lottery. We are continually being reminded on the news and more so at COP27 the need for a just transition and we believe environmental education should be free for all. However, the reality may be individual councils who do not support the programme may see their schools paying £200 for assessment and award of Green Flag next academic year.

### ***Your responsibility to our youth and your constituents***

We know from surveying our young people, their asks are clear and structured about the need for further Environmental Education and they are huge advocates for the Eco-Schools Programme listing it as one of their 5 recommendations to our politicians last year.

"According to the responses from the survey the young people trust schools and colleges as places to receive information about climate change. Therefore, it is important that educational settings and staff have the tools, resources and expertise to engage with young people on issues pertaining to climate change. There should also be an emphasis on teacher training and continued professional development on issues such as Carbon Literacy and the Eco-Schools Programme." Eco-Schools has been able to deliver both the teacher training and, more recently, an exam, to help progress climate knowledge in the younger population.

We also participated in the [Running Out of Time](#) International Movement having schools, teachers, pupils, staff and the entire school community coming together for a Global School Action Day. Our schools were closed on the 3<sup>rd</sup> November, however many carried out activities the week previous. In total there were **752,393 students** from **2,129 schools** in **104 countries** took part in the Global Schools Action Day! **817,576** and counting young people signed the baton message to give to world leaders at COP. Our very own Emer Rafferty attended the final stage of the baton relay in Egypt and was one of the international team of Young Reporters for the Environment.

### **The Baton Message**

#### **We are Running Out of Time.**

Quality climate education is critical if we are to equip people of all ages and in all places with the knowledge and skills necessary to build a future in which all can thrive.

Young people need to be recognised as leaders, placed at the forefront of the conversation about climate change and empowered through education.

We are calling on the world's leaders to provide us with the skills and training to build a sustainable world.

Our world is warming and to keep the increase to 1.5 degrees we need forward thinking, consistent policies and funding to help us reach Net Zero Emissions.

We are committed to help build a future that is inclusive and sustainable for all.

Show by your actions, not just words, that you are too.



It is clear not just in Northern Ireland but worldwide the huge impact the Eco-School's movement is playing in preparing our young people and many of our older members of the community in giving them the skills and training to build a more sustainable world and to be more resilient in the face of ongoing setbacks and difficulties. The work we are doing on the ground currently with local field officers is vital in preparing people for hardships here now and to come over the medium term.

We at Eco-Schools and Keep Northern Ireland Beautiful as a whole have already started to respond to this broader public agenda and demand from our teachers and youth. We are continuing to deliver Carbon Literacy Training to our Teachers and Youth Leaders across the country. We now have an official Climate qualification called: [OCNNI Level 2 Certificate in Reducing Carbon Footprints through Environmental Action](#). There are 5 units available with Carbon Literacy being the core unit. We have developed teaching resources to support teachers and youth workers with the delivery of this course.

Dealing with the Climate Crisis moving forward, employment within this sector will be in demand and we need to prepare our young people for the jobs they will be working in. We are in the first year of our [30 Under 30 Climate Change Makers](#) programme designed to unearth, inspire, and equip 30 leaders under the age of 30 who can play an instrumental part in shaping a better climate future for Northern Ireland and beyond.

***Statistical Impacts from the Eco-Schools programme and financial support Eco-Schools brought to your local schools.***

Most programmes across the country across all sectors saw a lack of engagement or participation during the COVID19 period however; Eco-Schools maintained the number of active Green Flags but have also seen a huge reengagement from previously less engaged schools and expect the numbers of Green Flags to begin to increase significantly each academic year. There has also been a huge focus on gathering more data from schools to begin to measure impact.

The Eco-Schools programme has brought significant financial gains to your local school communities from competitions, to installation of gardens, free workshops, pollinator grant and small grant support for schools etc.

Please view the over NI wide impact card and your council specific impact card, both attached in the email.

***Support for Eco-Schools Going Forward***

Over the past few years we have increased the amount of support we offer schools in your council area. The demand has grown exponentially since lockdown and our online resources and support offered during this time has increased in response. Through corporate partnerships we have been able to expand our Eco-Schools team to provide feet on the ground in your council area offering direct support to schools in the form of workshops, practical advice and support and online sessions. This corporate funding however is not secure and we can only hope your council continues to help us with its excellent and much needed support.

***Currently your council contributes 3.5% of the overall Environmental Educational Team budget at a cost of £2,975 per annum (9 pence per pupil).***

We were delighted to see several councils increase their level of support this year in recognition of the growing impact of the programme. Belfast City Council contribute 16.5% alone to the Eco-Schools programme with Derry City and Strabane District Council, Ards and North Down Borough Council, Mid & East Antrim Borough Council, Lisburn & Castlereagh City Council and Antrim & Newtownabbey Borough Council all each contributing 13% respectively.

**Each of the above councils all now have a dedicated Field officer working solely in this council area.**

We would welcome the opportunity to discuss with you your investment in light of how the Eco-Schools programme has grown and developed in your Council area in the hope of sustaining the additional staff resource we have put in place to make this happen.

We understand the difficulties councils are facing at present with budget cuts and absorbing high inflationary rates and now is not an ideal time to request an increase in financial support. Therefore, **we would hope you would maintain your current offer of support with us.**

We would invite you to review the following 2 options and an additional awards ceremony contribution.

***Option 1: Keep Northern Ireland Beautiful's preference.***

Support of the Eco-Schools Programme at a cost of **£10,942**. This includes Wheelie Big Challenge and core running cost of the programme, which equates to an investment of approximately **32 pence per pupil** in your council area and would continue to have your council in line with others.

***Option 2:***

Support of the Eco-Schools Programme at a cost of **£2,975** would equate to an investment of approximately **9 pence per pupil** in your council area.

***Additional Eco-Schools Award Ceremony: £4000***

***After the huge success of our Eco-School Awards last year we hope for this to become an annual ceremony each year in each council.***

*We understand last year many you supported us with a venue and catering for the Eco-School's Award ceremony however, we understand this proved difficult at such short notice. Eco-Schools covered a significant cost out of KNIB reserves to get all 11 over the line however; this cannot be sustained moving forward. We have laid out a budget below.*



Organisation and promotion of Eco-School's Award Ceremony <i>Invitations, rsvp, dietary requirements, comms</i>	£850
Venue, Catering and refreshments	£2000
Photographer/videographer	£600
Guest speaker	£100
Host	£300
Sponsor an Award (award can be discussed: e.g. Eco-School, Eco-teacher, Eco-Pupils etc)	£150

If your council would prefer to organise the venue and catering the cost will be £2000.  
*I would stress we expect the award ceremonies to be larger this coming year with an increase in green flag applications and engagement*

**Please see the Matrix Grid to compare support**



### Matrix for Council's Eco-Schools Support options

Deliverable	Option 1	Option 2
A pre-existing programme to assist council delivery of their waste and litter prevention programmes and to help councils meet waste prevention and landfill reduction targets.	X	X
Direct communication with all schools in your council and NI as a whole.	X	X
Support councils in educating and raising awareness on litter, waste and avoidable single use plastics that will be dealt with in forthcoming EU and Northern Ireland Executive Committee legislation.	X	X
The opportunity to be associated with this prestigious international environmental education programme.	X	X
Clear linkage to Council support for young people's environmental leadership development.	X	X
Free training for your staff to become Eco-Schools Green Flag Assessors.	X	X
Provision of assessments and flags	X	X
Organisation of 1 Cluster Group meeting and 1 Green Flag Clinic for teachers in the council area which deliver valuable information to schools progressing through the Eco-Schools programme and provide the council with opportunities to promote their own projects and build relationships with teachers.	X	X
Development of the Ambassador Eco-School network in your Council area - Ambassador Eco-Schools are flagship schools driving their environmental message further into the community and mentoring other schools in their area.	X	X
Providing reports and statistics on schools in your Council area which are involved in the Eco-Schools programme.	X	X
Annual report provided in July to supporting councils highlighting statistics for schools and information about the new incoming initiatives.	X	X
We provide support for council staff and elected representatives such as responding to ad hoc queries on the status of schools in the council area. However, further consultation on support of developing and delivering initiatives will incur a consultancy fee charge.	X	X

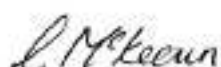
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Access to the Keep Northern Ireland Beautiful Data Hub, which puts information and statistics from Keep Northern Ireland Beautiful programmes you support at your fingertips ( <a href="http://www.keepnorthernirelandbeautiful.org">www.keepnorthernirelandbeautiful.org</a> ).	X	X
<b>Opportunities to promote your campaigns</b> and activities through the monthly Eco-Schools newsletter and multiple social media channels and signposting schools to relevant council contacts on the Eco-Schools website ( <a href="http://www.eco-schoolsni.org">www.eco-schoolsni.org</a> ).	X	
Opportunity to promote campaigns, events and activities in the monthly Eco-Schools newsletter and <b>two social media posts annually</b> . Posts and article must be provided in full.		X
<b>Preference given to schools in council areas</b> supporting the programme for promotion through media outlets.	X	
Allowing schools access to additional funding provided through Eco-Schools for projects such as the international Wrigley Litter Less campaign.	X	
<b>Dedicated Field Officer working in your council area.</b>	X	
<b>Wheelie Big Challenge:</b> <ul style="list-style-type: none"> <li>• contact school Eco-Coordinators to recruit schools to the project,</li> <li>• manage all communications,</li> <li>• Provide the toolkit for school and home</li> <li>• provide workshops/webinars and support,</li> <li>• ensure data is gathered and uploaded correctly</li> <li>• gather competition entries,</li> <li>• organise invitations to the final award event and</li> <li>• generate PR around the project.</li> <li>• Produce an end of project report to be included with your Eco-Schools report in July.</li> </ul>	X	

Enclosed is an Eco-Schools Support Request Form. I would be very grateful if you could provide the necessary Purchase Order number by the end of January 2023 to ensure access to the benefits listed above is maintained in 2023/24.

If you require any further information or clarification on anything above, please do not hesitate to contact me. I am happy to facilitate a meeting with councillors or council staff to talk them through the programme impact and the options.

Yours Sincerely



Charlene McKeown  
 Environmental Education Manager  
[Charlene.mckeown@keepnorthernirelandbeautiful.org](mailto:Charlene.mckeown@keepnorthernirelandbeautiful.org)  
 Tel: 07845050890  
 Keep Northern Ireland Beautiful



## Eco-Schools Support 2023-2024 Request Form

Please tick your preferred option:

☐ Option 1: **£10,942** at a rate of 32 pence per pupil

☐ Option 2: **£2,975** at a rate of 9 pence per pupil

Please tick your preferred option:

☐ Additional Eco-Schools Award Ceremony: **£4,000**

☐ Additional Eco-Schools Award Ceremony: **£2,000 – council provide venue and catering/refreshments**

..... Council

☐ Agrees to support the Eco-Schools Programme

OR

☐ Do not wish to support the Eco-Schools Programme

Council Purchase Order Number (required for invoicing) .....

Signed .....

Name .....

Position/job title.....

Date.....

**Please return to:**

Victoria Rowan  
Keep Northern Ireland Beautiful  
Bridge House  
2 Paulett Avenue  
Belfast  
BT5 4HD

[victoria.rowan@keepnorthernirelandbeautiful.org](mailto:victoria.rowan@keepnorthernirelandbeautiful.org)

Eco-Schools Northern Ireland is operated by Keep Northern Ireland Beautiful and supported by the Department of Agriculture, Environment and Rural Affairs

# Newry Mourne and Down District Council: facts and figures 2021-22

**138**

Number of schools registered in council area

**33,946**

Total number of pupils in council area

**81**

Number of schools who have achieved the Green Flag



**45**

schools with current Green Flags (33%)

**36**

schools with lapsed Green Flags (26%)



## Ambassador Schools

- Cumran Primary School (new 2016/17)
- St Bronagh's Primary School (new 2017/18)
- Down High School (new 2019/20)
- St Brigid's Primary School (new 2021/22)
- St Mary's High School (new 2021/22)

**25** teachers attended the Cluster Group Meeting

**1** Outdoor Learning Garden installed

**2** Productive Biodiversity Gardens installed

**28** Pollinator Grants awarded

## Awareness and engagement with Eco-Schools topics



## Financial support to schools through project funding

Project name	Schools	Funding
Danske Bank & Radius Housing Garden Projects	St Ronan's PS, Mullaghglass PS & Newcastle PS	£7,500
<b>TOTAL</b>		<b>£7,500</b>





# Eco-Schools: added value

130

**1.** Contact with 100% of schools in your council area

100%

**2.** Teacher resources across all Key stages



**3.** Financial Incentives for schools participating:

Up to **£250** for the Wrigley Litter Less Challenge

Up to **£200** for Young Reporters for the Environment

Up to **£1,500** in our Cash for Clobber competition

Up to **£500** in our NIHE School's Energy Competition

Up to **£500** in Wheelie Big Challenge Competition

**4.** In person and online workshops to help engage dormant schools:



- Coastal Schools
- Tackling Fast Fashion
- Wheelie Big Challenge
- Young Reporters for the Environment

**5.** A team of dedicated Field Officers out on the ground supporting schools through the Eco-Schools programme

**9.** Carbon Literacy Training for teachers

Carbon Literacy Programmes

**6.** Online webinars and clinics to support teachers and delivery partners lead and deliver on our programme

**7.** 4K+ followers and growing, with a reach of 130k



**8.** Individual Council Eco-School's Award Ceremonies



**Plus many other opportunities:**

Danske Bank and Radius Housing Gardens, Translink Travel Challenge etc.

KEEP  
NORTHERN  
IRELAND  
BEAUTIFUL



ECO-SCHOOLS

<b>Report to:</b>	Active and Healthy Communities
<b>Date of Meeting:</b>	19 June 2023
<b>Subject:</b>	Sustainability and Environment Statement, Sustainability and Climate Change Strategy 2024 – 2030, and Annual Action Plans.
<b>Reporting Officer (Including Job Title):</b>	Eoin Devlin, Assistant Director Health and Wellbeing
<b>Contact Officer (Including Job Title):</b>	Brian Rankin, 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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<b>1.0</b>	<b>Purpose and Background</b>
1.1	<p>That Committee consider and agree to approve the following:</p> <ul style="list-style-type: none"> <li>▪ A Sustainability and Environment Statement for NMDDC</li> <li>▪ The development of a Sustainability and Climate Change Strategy 2024 - 2030, along with the first annual Action Plan, during 2023/24.</li> </ul>
<b>2.0</b>	<b>Key issues</b>
2.1	<p>NMDDC declared a climate emergency in 2019 and have dedicated roles across the areas of sustainability, environmental education, biodiversity, sustainable foods and energy.</p> <p>NMDDC recognise that many of our activities will have an impact on the environment and we want to continue to take positive action across a range of areas, such as waste, recycling, pollution and transport, whilst encouraging stakeholders and the public to do likewise.</p> <p>A range of legislative requirements have been introduced in recent years, along with local Government Strategies in this area, which include:</p> <ul style="list-style-type: none"> <li>▪ The UK Climate Change Act, which was amended in 2019 to commit the UK to achieving net zero by 2050.</li> <li>▪ The NI Climate Change Act 2022, which similarly sets a target of an at least 100% reduction in net zero greenhouse gas emissions by 2050.</li> <li>▪ The NI Green Growth Strategy (Draft), which sets the long-term vision for tackling the climate crisis in the right way.</li> <li>▪ The NI Energy Strategy ('Path to Net Zero Energy'), as published in 2021, which sets a vision of net zero carbon and affordable energy by 2050.</li> </ul> <p>Northern Ireland's first Climate Action Plan is also currently being developed, which is intended to provide further clarity on our future overall emissions reduction targets (as stated in the NI Climate Change Act 2022), along with information on associated carbon budgets. As part of the development of the Climate Action Plan, DAERA are currently consulting on climate change reporting by specified public bodies, which is expected to introduce reporting obligations for local councils.</p>

2.2	<p>NMDDC do not currently have an approved Sustainability and Environment Statement which summarises our current position and our desire to continue to take positive action.</p> <p>A draft statement has been provided as Appendix 1, for approval, in order to provide a high level summary of our current position and to outline our intention to develop a Sustainability and Climate Change Strategy and associated Action Plan. The Statement will provide some high level clarity while our strategy and action plan are being developed.</p>
2.3	<p>In proposing to develop a Sustainability and Climate Change Strategy, we recognise the need to provide strategic direction for council. Such a strategy will encourage increased internal engagement and collaboration, whilst clearly demonstrating to external stakeholders that we recognise the challenge of climate change and are taking appropriate action.</p> <p>It is proposed that the strategy would set the more immediate direction to 2030, whilst considering the longer term view to 2050.</p> <p>Annual action plans are intended to be derived from the strategy, with the first of these, for 2024/25, to be developed alongside the strategy.</p>
2.4	<p>The development of a Sustainability and Climate Change Strategy is anticipated to be completed and brought to council for approval by the end of March 2024. Due consideration is to be given to relevant processes, such as a review of similar strategies already in place across NI, equality screening, stakeholder engagement and consultation. Further engagement with elected representatives will also take place as part of the development process to provide an update and seek further input.</p> <p>As part of the development of the strategy, due consideration will also be given to any known budget and resource requirements, to meet future targets and legal responsibilities, including the expected obligation to report on our emissions.</p>
<b>3.0</b>	<b>Recommendations</b>
3.1	<p>That Committee are asked to approve the following:</p> <ul style="list-style-type: none"> <li>▪ A Sustainability and Environment Statement for NMDDC</li> <li>▪ The development of a Sustainability and Climate Change Strategy 2024 - 2030, along with the first annual Action Plan, during 2023/24.</li> </ul>
<b>4.0</b>	<b>Resource implications</b>
4.1	Within existing estimates
<b>5.0</b>	<b>Due regard to equality of opportunity and regard to good relations (complete the relevant sections)</b>
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><b><i>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</i></b></p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>The policy (strategy, policy initiative or practice and / or decision) has been equality screened <input type="checkbox"/></p> <p>The policy (strategy, policy initiative or practice and / or decision) will be subject to equality screening prior to implementation <input checked="" type="checkbox"/></p>
5.3	<p><b><i>Proposal initiating consultation</i></b></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 checked="" type="checkbox"/></p> <p><i>Rationale:</i></p> <p><i>The strategy is intended to focus on the future strategic direction for council's own operations rather than the wider district and so consultation is intended to be 8 weeks. It is important to progress development of the new strategy as soon as possible and we aim to have this approved by the end of 2023/24 to allow NMDDC council to respond to the requirements of the first NI Climate Action Plan.</i></p>
6.0	<p><b>Due regard to Rural Needs (please tick all that apply)</b></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 checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>Rural Needs Impact Assessment completed <input type="checkbox"/></p> <p><i>A Rural Needs Impact Assessment will be completed during the development of the Sustainability and Climate Change Strategy, prior to approval by Council.</i></p>
7.0	<p><b>Appendices</b></p> <p>Appendix 1: Sustainability and Environment Statement for NMDDC</p>

8.0	Background Documents



## Sustainability and Environment Statement

Newry, Mourne and Down District Council (NMDDC) provide a wide range of services, such as household waste collection, leisure, environmental health, building control, economic development, tourism, and planning. In providing these services we recognise that our activities may both directly and indirectly have an impact on the environment, and we understand that we are in a unique position to positively encourage change and influence our stakeholders and residents.

We recognise and accept our obligation to comply with all relevant legislation and other relevant requirements and we are committed to reducing our impact on the environment, preventing pollution and protecting the environment, whilst also positively encouraging others to do likewise.

Sustainability is about creating opportunities for all residents in NMDDC to prosper without compromising the ability of future generations to meet their own needs.

Climate Change is the greatest threat to our planet and is expected to impact our council area, businesses and residents in a number of ways, including increased instances of rainfall and flooding, storminess, extreme heat and drought, and extreme cold weather anomalies in winter. Our Council recognises the need to take action to both mitigate against these impacts and adapt our services.

Our Sustainability and Environment Statement gives a commitment that Council will embed sustainable decision making within our activities and functions, and take action in a variety of ways, including:

- To develop a Sustainability and Climate Change Strategy by 2024
- To develop the first annual Sustainability and Climate Change Action Plan by 2024
- To develop a Climate Change Adaptation Plan by 2024

The above commitments will result in a range of actions being taken forward by Council, with a focus on activities over which we have greatest influence and are most cost effective. This will include taking further action on climate change, climate resilience, environmental improvement, energy, waste management and transport.

In order to meet our future ambitions we recognise the need to demonstrate strong leadership, to engage with staff, stakeholders and residents, and to regularly review our actions to ensure there is continual improvement.

Our Sustainability and Environment Statement will be communicated in an effective and accessible manner to our employees, and will also be available to the public via our website. It will be reviewed no later than March 2025.

**Statement to be signed and dated.**

<b>Report to:</b>	Active and Healthy Communities
<b>Date of Meeting:</b>	19 June 2023
<b>Subject:</b>	Procurement of consultancy support to set a carbon baseline and future carbon reduction targets.
<b>Reporting Officer (Including Job Title):</b>	Eoin Devlin, Assistant Director Health and Wellbeing
<b>Contact Officer (Including Job Title):</b>	Brian Rankin, Head of Sustainability

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

<b>For decision</b>	<b>X</b>	<b>For noting only</b>	
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<b>1.0</b>	<b>Purpose and Background</b>
1.1	That committee consider and agree to procure a Consultant to set a carbon baseline and future carbon reduction targets
<b>2.0</b>	<b>Key issues</b>
2.1	<p>NMDDC declared a climate emergency in 2019 and have dedicated roles across the areas of sustainability, environmental education, biodiversity, sustainable foods and energy.</p> <p>The Council (NMDDC) is proposing to develop a Sustainability and Climate Change Strategy and associated annual Action Plans, with a separate report presented to Committee for approval.</p> <p>This other report to Committee proposes the development of a Sustainability and Climate Change Strategy and highlights how we recognise that many of our activities will have an impact on the environment and our desire to take positive action.</p> <p>Linked to the above strategy development there is a need for NMDDC to procure consultancy support in 2024 to set a carbon baseline for council, along with future carbon reduction targets.</p>
2.2	<p>The same report highlights a range of legislative requirements and local Government Strategies which have been introduced in recent years, including the current work to develop Northern Ireland's first Climate Action Plan. This is expected to provide further clarity on our overall emissions reduction targets along with information on associated carbon budgets. As part of the development of the Climate Action Plan, DAERA are currently consulting on climate change reporting by specified public bodies, which is expected to introduce reporting obligations for local councils. The response from NMDDC to this consultation has also separately been provided to Committee.</p> <p>Committee are asked to approve the procurement of consultancy support in 2024 to set a carbon baseline for council, along with future carbon reduction targets. The reason for proposing 2024, is to ensure that the requirements of the first Climate Action Plan are fully considered, including potential carbon budgets and any financial support, in order to inform our future proposals.</p> <p>DAERA's consultation on climate change reporting includes a proposal to require public bodies such as councils to report on 'scope 3' emissions, which would significantly</p>

	<p>increase the administrative burden of reporting and would require increased consultancy support.</p> <p>The proposal to set a carbon baseline and future carbon reduction targets in 2024 will be an Action for the first year of our Sustainability and Climate Change Strategy Action Plan. This approach ensures that the wider development of the strategy is not delayed unnecessarily while we wait on further clarity through the Climate Action Plan.</p>
<b>3.0</b>	<b>Recommendations</b>
3.1	The Committee are asked to approve the procurement of consultancy support in 2024 to set a carbon baseline for council, along with future carbon reduction targets.
<b>4.0</b>	<b>Resource implications</b>
4.1	Within existing estimates
<b>5.0</b>	<b>Due regard to equality of opportunity and regard to good relations (complete the relevant sections)</b>
5.1	<p><b><i>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</i></b></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><b><i>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</i></b></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><b><i>Proposal initiating consultation</i></b></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>

<b>6.0</b>	<b>Due regard to Rural Needs (please tick all that apply)</b>
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> <p>Rural Needs Impact Assessment completed <input type="checkbox"/></p> <p><i>A Rural Needs Impact Assessment will be completed during the development of the Sustainability and Climate Change Strategy, prior to approval by Council.</i></p>
<b>7.0</b>	<b>Appendices</b>
<b>8.0</b>	<b>Background Documents</b>



<b>Report to:</b>	Active and Healthy Communities Committee
<b>Date of Meeting:</b>	19 June 2023
<b>Subject:</b>	Ship Sanitation Inspection Charges
<b>Reporting Officer (Including Job Title):</b>	Eoin Devlin Assistant Director of Health and Wellbeing
<b>Contact Officer (Including Job Title):</b>	Sinead Trainor Head of Environmental Health (Commercial)

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

For decision	<input checked="" type="checkbox"/>	For noting only	<input type="checkbox"/>
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1.0	<b>Purpose and Background</b>																																	
1.1	<b>To consider and agree to implementing the new pricing structure (2023/24) for charging for the issuing of Ship Sanitation Exemption and Control Certificates from 1 April 2023.</b>																																	
2.0	<b>Key issues</b>																																	
2.1	<p>Newry, Mourne and Down District Council are a Corporate Member of The Association of Port Health Authorities (APHA).</p> <p>APHA has recommended that all members institute a standard charging regime for the issue of Ship Sanitation Exemption and Ship Sanitation Control Certificates.</p> <p>The revised charges for 2023/24 are as follows:</p> <table><tr><th colspan="3">SHIP SANITATION INSPECTION CHARGES 2023/24</th></tr><tr><th>Gross Tonnage</th><th>Old Rate (2022/23)</th><th>New Rate (2023/24)</th></tr><tr><td>Up to 1000</td><td>£110</td><td>£125</td></tr><tr><td>1001 to 3000</td><td>£150</td><td>£170</td></tr><tr><td>3001 to 10000</td><td>£220</td><td>£250</td></tr><tr><td>10001 to 20000</td><td>£285</td><td>£325</td></tr><tr><td>20001 to 30000</td><td>£365</td><td>£415</td></tr><tr><td>Over 30000</td><td>£425</td><td>£480</td></tr><tr><td>Vessels with 50 – 1000 persons</td><td>£425</td><td>£480</td></tr><tr><td>Vessels with 1000 Persons</td><td>£725</td><td>£820</td></tr><tr><td>Extensions</td><td>£80</td><td>£95</td></tr></table> <p>The legal basis for charging is detailed within Regulation (EU) 2017/625 on official controls and other official activities performed to ensure the application of food and feed law.</p>	SHIP SANITATION INSPECTION CHARGES 2023/24			Gross Tonnage	Old Rate (2022/23)	New Rate (2023/24)	Up to 1000	£110	£125	1001 to 3000	£150	£170	3001 to 10000	£220	£250	10001 to 20000	£285	£325	20001 to 30000	£365	£415	Over 30000	£425	£480	Vessels with 50 – 1000 persons	£425	£480	Vessels with 1000 Persons	£725	£820	Extensions	£80	£95
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<b>3.0</b>	<b>Recommendations</b>
3.1	The committee agrees to implementing the new charging regime with effect from 1 April 2023.
<b>4.0</b>	<b>Resource implications</b>
4.1	None
<b>5.0</b>	<b>Due regard to equality of opportunity and regard to good relations (complete the relevant sections)</b>
5.1	<p><b><i>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</i></b></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><b><i>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</i></b></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><b><i>Proposal initiating consultation</i></b></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: N/A</i></p>
<b>6.0</b>	<b>Due regard to Rural Needs (please tick all that apply)</b>
6.1	Proposal relates to developing, adopting, implementing or revising a policy / strategy / plan / designing and/or delivering a public service

	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>Rural Needs Impact Assessment completed <input type="checkbox"/></p> <p>If no, please complete the following:</p> <p>The policy / strategy / plan / public service is not influenced by rural needs <input checked="" type="checkbox"/></p>
<b>7.0</b>	<b>Appendices</b>
	None
<b>8.0</b>	<b>Background Documents</b>
	The Association of Port Health Authorities publish the recommended pricing structure on their website which can be accessed on <a href="http://www.porthealthassociation.co.uk/">http://www.porthealthassociation.co.uk/</a>

<b>Report to:</b>	Active and Healthy Communities Committee
<b>Date of Meeting:</b>	19 June 2023
<b>Subject:</b>	Food Service Plan 2023/24
<b>Reporting Officer (Including Job Title):</b>	Eoin Devlin Assistant Director of Health and Wellbeing
<b>Contact Officer (Including Job Title):</b>	Sinead Trainor Head of Environmental Health (Commercial)

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

<b>For decision</b>	<b>x</b>	<b>For noting only</b>
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<b>1.0</b>	<b>Purpose and Background</b>
1.1	That members consider and agree to adopt the attached Food Service Plan 2023/24
<b>2.0</b>	<b>Key issues</b>
2.1	<p>The Food Standards Agency (FSA) requires Newry Mourne and Down District Council to have an up-to-date, documented food service plan which is readily available to food business operators and consumers. The plan must be subject to regular review and clearly state the period of time during which the plan has effect.</p> <p>The plan covers all areas of food law that the council has a duty to enforce and sets out how it intends to deliver official controls within its area. The plan includes imported food responsibilities and the control arrangements in place. The plan also includes reference to the council's approach to enforcement as including its alternative enforcement strategy for dealing with those establishments rated as low risk under the food establishment intervention rating scheme set out at in the Food Law Code of Practice.</p> <p>Advice issued by FSA in NI and work identified in conjunction with the other councils in Northern Ireland to consistently fulfil our statutory obligations and duties in relation to food safety and through the NI Food Managers group and the various subgroups was considered when drafting this food service plan.</p> <p>The FSA provides grant funding to the council for the purpose of enabling us to fulfil our duties across the range of responsibilities within the local authority food service in Northern Ireland as directed by EC Regulations and national legislation.</p>
<b>3.0</b>	<b>Recommendations</b>
3.1	That Committee agree to adopt attached Food Service Plan 2023/24
<b>4.0</b>	<b>Resource implications</b>
4.1	Within existing Budgets
<b>5.0</b>	<b>Due regard to equality of opportunity and regard to good relations (complete the relevant sections)</b>

5.1	<p><b>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</b></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><b>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</b></p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>The policy (strategy, policy initiative or practice and / or decision) has been equality screened <input type="checkbox"/></p> <p>The policy (strategy, policy initiative or practice and / or decision) will be subject to equality screening prior to implementation <input type="checkbox"/></p>
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6.0	<p><b>Due regard to Rural Needs (please tick all that apply)</b></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 checked="" type="checkbox"/> No <input 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 checked="" type="checkbox"/></p>
7.0	<p><b>Appendices</b></p>

	Food Service Plan 2023/24
8.0	Background Documents



Agóiméal ar an Dáil  
againn agus arís. **Thíos**  
Serving Down  
and South Antrim



Cathainne Ceannair  
an Iúir, Mhúrn agus an Dúin  
Newry, Mourne and Down  
District Council

# **NEWRY, MOURNE & DOWN DISTRICT COUNCIL**

**Health and Wellbeing Department  
Food Service Plan**

**2023 -24**

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## **INTRODUCTION AND PRIORITIES FOR 2023-24.**

There are 2403 food businesses registered with Newry, Mourne and Down District Council. These businesses include primary producers, manufacturers, transporters and distributors, restaurants and caterers, retailers, hotels and hospitals. We have 63 EC approved premises, the highest number in Northern Ireland, and many of those are fishery premises.

We operate a Point of Entry/Border Control Post for products requiring Sanitary and Phyto-sanitary (SPS) checks on Agri-food goods entering through Warrenpoint Port.

There is a thriving fishing industry in the council area. We provide advice and support to this industry, in addition to being responsible for carrying out Food Hygiene and Food Standards Official Controls. This includes the registration and inspection of the fishing fleet, approval of premises under Regulation (EC) 853/2004 and issuing of Third Country Export and Health Certificates and Supporting Health Attestations for trade from NI to GB and on to NI/GB.

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

1. Support the implementation of the new food standards delivery model.
2. Produce a training resource for Officers on Food Standards Inspection for Butchers in conjunction with other Councils
3. Work jointly with DAERA to ensure Export Health Certificates are issued in accordance with Third Country requirements and to work with DAERA and FSA in respect to the implementation of the Windsor Framework.

## **SECTION 1 - SERVICE AIMS & OBJECTIVES**

### **1.1 Aims & Objectives**

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

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

#### **1.1.1 Aims**

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

The Food Service delivered on behalf of Council aims to:

- Reduce the risk to consumers by striving to ensure that all food produced, imported or sold within the district is fit for human consumption, is of genuine quality and composition, is correctly labelled and is free from contamination.
- Actively contribute to the Food Standards Agency's Priorities for 2023/24.

#### **1.1.2 Objectives**

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

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

to ensure that legal requirements are met in relation to the quality, composition, labelling and advertising of food.

- To assist businesses with and monitor their compliance with the Food Information (NI) Regulations 2014 as amended, the new requirements to provide allergen labelling on PPDS foods which came into force on 1<sup>st</sup> October 2021.
- To carry out a proactive and reactive food sampling programme for microbiological examination and chemical analysis to provide independent assurances that products manufactured and sold in the district are safe to eat, not adulterated by undeclared ingredients and correctly labelled.
- To investigate complaints relating to food, food premises and practices following the approved procedure with a view to raising standards in all food businesses.
- To investigate all incidences of food borne illnesses as notified by PHA or members of the public.
- To respond to all National food safety alerts following agreed Codes of Practice.
- To ensure as far as reasonably practicable, that imported food used or sold in premises within the district complies with UK and European Food Law.
- The Council will act as Home Authority to food manufacturing and distribution companies located within the district, providing advice and responding to requests for "Home Authority" reports from other Local Authorities throughout the country thus helping businesses maintain their competitive edge in the wider market.
- To provide informed and helpful advice to businesses and the public alike on matters relating to food safety.

## **1.2 Links to Corporate Objectives and Plans**

The Council's Environmental Health Service plays a key role in delivering the Council's strategic objectives of supporting improved health and wellbeing outcomes. The Corporate objectives are detailed in the Corporate Plan 2021-2023 which shows how the objectives will be achieved and how success will be measured. The food control service plan forms part of this wider planning process to be adopted by the Council. The strategic objectives of the Council, outlined below, will be translated into operational objectives and in turn into this service plan, which will be implemented by the Health & Wellbeing Service.



#### Eight Strategic Objectives

Within the next year, we will:

- Invest in and support new and growing businesses, job creation and employment skills.
- Continue to improve the health and wellbeing of everyone in the district and reduce health inequalities.
- Enhance, protect and promote our environment.
- Support sustainable forms of tourism which value our environment and cultural heritage.
- Enable and support people to engage in inclusive and diverse activities in their communities.
- Promote the revitalisation of our city, towns, villages and rural communities; Provide accessible, high-quality and integrated services through continuous improvement; and
- Advocate with others for the benefit of all people in the district.

### 1.3 Corporate Mission and Values

Our mission as a Council is **"To support and advocate for a welcoming district which is progressive, healthy and sustainable, providing better economic, environmental and social outcomes for all"**.

In pursuing our mission, we will be guided by three core values which are fundamental to everything we do:

- Accountable
- Collaborative
- Transparent

## SECTION 2 – BACKGROUND

### 2.1 District Profile

With an estimated population of 181,669 and a coastline of approximately 100 miles, Newry, Mourne & Down District Council is the third largest Council area in Northern Ireland. The council area includes the city of Newry and the towns of Downpatrick, Ballynahinch, Newcastle, Warrenpoint and Kilkeel.



Newry is located on the main A1 Road linking Belfast to Dublin and has a busy rail connection link between the two cities also. Newry City Centre has a large, modern bus station servicing both local, intra provincial and all Ireland bus networks. 2.6 million people, almost half the population of Ireland live within a 70-mile radius of Newry City. The positioning and ease of access to the City has facilitated and encouraged a considerable retail trade particularly with shoppers from the Irish Republic.

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

The district also has a long-standing, well-established fishing industry. Based on 2020 figures<sup>1</sup>, Ardglass and Kilkeel are within the UK's top 20 ports in terms of the tonnage of fish landed by UK vessels. In 2020, more than 8,300 tonnes of fish and shellfish were landed in the ports of Ardglass and Kilkeel with a value of £11.8 million. These landings supply an extensive land-based fish processing industry in the council area.

## 2.2 Organisational Structure

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



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

The Food Service Team is managed by Head of Environmental Health (Commercial) who reports to the Assistant Director of Health & Wellbeing.

The Food Service Team comprises of 12.5 (currently 11.9 due to a vacancy) full-time equivalent District Environmental Health Officers and a Technical Officer. These officers report to the either Senior Environmental Health Officer (Food Safety) or Senior Environmental Health Officer (Imported/Exported Food and EC Approvals) who reports to the Head of Environmental Health (Commercial).

<sup>1</sup> Source: DAERA Fisheries. Note: figures may be lower due to Covid-19 pandemic

The team are supported by administrative officers, based in Newry and Downpatrick. Work is prioritised for each activity, in each core function based on risk assessment and in compliance with the FSA's Food Law Code of Practice and Practice Guidance where appropriate.

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

Specialist services are provided by several external agencies including:

- Food Standards Agency (NI)
- Eurofins (UK) (the Council appointed Public Analyst),
- the Public Health Laboratory Service (Belfast City Hospital),
- DAERA Aquatic Sciences Research Division,
- DAERA (Pesticides and Antibiotics)
- Public Health Agency
- DAERA (Meat Hygiene Services)
- AFBI.

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

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

### 2.3 Scope of the Food Safety Service

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

- |                   |   |
|-------------------|---|
| 1. Planned Work:  | Planned food hygiene inspections<br>Planned food standards inspections<br>HACCP visits<br>Food Hygiene Rating Scheme assessments<br>Revisits to monitor compliance<br>Alternative enforcement programme<br>Imported food checks at Warrenpoint port |
| 2. Response Work: | Advice, telephone queries and other visits<br>New premises advice visits and inspections<br>Revisit requests and Appeals for the Food Hygiene Rating Scheme   |

Food complaints investigations  
 Food poisoning investigations and outbreak control  
 Infectious disease notification investigations  
 Responding to Food Alerts  
 Examination of and provision of health certificates for  
 foods exported to third countries  
 Port health and imported food  
 Provision of Export Health Certificates  
 Provision of Support Health Attestation Documents for  
 export

3. Sampling:                   Bacteriological food and water  
                                   Chemical food and water  
                                   Shellfish sampling  
                                   Wild Caught Fish Sampling  
                                   Radiation

4. Service Management:   Service monitoring and supervision  
                                   Court proceedings  
                                   Co-ordination and uniform enforcement  
                                   Reporting to Council  
                                   Forward planning  
                                   Quality systems implementation  
                                   Stakeholder consultation

5. Health & Wellbeing Promotion: Training seminars  
                                   Health education  
                                   Research  
                                   Community Advice  
                                   Student training



## 2.4 Demands on the Food Safety Service

As a premier tourism destination, there is an increased weekend and seasonal trade, which increases the customer base and, therefore, the number of complaints, food poisoning allegations and the need for reactive sampling and interim inspections.

These premises are inspected by District Environmental Health Officers based on risk assessment which is used to form a schedule of programmed inspections for both food hygiene and food standards, in accordance with current FSA Codes of Practice. Increased and focussed sampling initiatives are planned for this time of year.

The World Health Organisation recommendations are that there should be provision for the sampling of foodstuffs at a rate of 2.5 samples per 1,000 population. Tourism increases this population in the summer months and as such the sampling commitment is an essential element of the continued public health protection.

The Council has 2403 food premises currently registered as trading for which the authority has food enforcement responsibility. They fall into the following main usage categories:

Premises Type (Main Usage)	No. of Premises	Percentage (%)
Primary Producers	194	8.07
Manufacturers and Packers	193	8.03
Importers/Exporters	1	0.04
Distributors/Transporters	49	2.04
Retailers	426	17.73
Restaurants and Caterers	1540	64.09
<b>TOTAL</b>	<b>2403</b>	<b>100%</b>

### Premises Requiring EC Approval

There are 63 premises approved to operate under the EC Regulations. These premises are inspected in accordance with our risk-rating programme.

Establishment Approval Type	Number of Premises Approved
Auction Halls	2
Cold Stores	8
Fish Processing Plants	21
Dispatch Centres (LBM)	7
Freezer Vessels	7
Meat Preparation Plants	6
Meat Processing Plants	7
Processing Plant (Stomachs)	1
Purification Centres (LBM)	2
Re-wrapping Plant (Meat)	1
Re-wrapping Plant (Fish)	1
<b>Total Number of Premises</b>	<b>63</b>

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

This demand is reflected in the additional time given for specialist/complex premises in Appendix 2.

### Specialist Premises

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

Type of Premises	Number
Manufacturing including EC Approved premises	197
Hospitals	4

Residential and Nursing Homes	57
-------------------------------	----

The food service acts as Home Authority for food manufacturers in the district on an informal basis. These manufacturers produce a range of foods including spring and bottled water, bakery products, confectionary, meat products, meat preparations, fishery products, sandwiches, salads and desserts, nutritional supplements, spirits, beer, cider and oils. Having such a large and varied manufacturing base places additional demands on the food section and has significant resource implications for the department. Referrals from other local authorities into the activities of these companies form a significant part of the work generated by these premises. In addition, the service works in partnership with the South East and Southern Health & Social Services Board to inspect and offer guidance in relation to Daisy Hill Hospital and The Down Hospital, associated day centres and nursing homes on food related issues.

### **Fish and Shellfish Premises**

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

The requirement for inspection of fish landings involves an officer attending Kilkeel Fish Market from 7.00 am several times a week. Tidal movement often necessitates sampling of shellfish and water early in the morning or late in the evening. It is our intention to continue to work with our fishing fleet of approximately 149 vessels and complete all routine inspections to build on the work that was completed during 2018 – 2020. During this period, we liaised with enforcement bodies in ROI (Republic of Ireland) and Scotland to ensure that fishing vessels were inspected even when not able to return to their home port of Kilkeel. There is a need for surveillance at Kilkeel and Ardglass due to the large number of vessels, fish markets and approved premises. This aligns with priorities of The Food Standards Agency regarding fish and shellfish premises.

### **Food Imports**

Newry, Mourne and Down District Council in conjunction with DAERA operate a Point of Entry designated by the EU to carry out checks on specific categories of goods at the port of Warrenpoint. Under the Protocol, Northern Ireland is required to maintain regulatory alignment with the EU on the application of Sanitary and Phytosanitary (SPS) measures. SPS goods must only enter Northern Ireland through approved Points of Entry (POEs), each of which has been designated by the EU to carry out checks on specific categories of goods. As part of this role staff are based at the port in Warrenpoint and carry out checks to any trailers that may be of interest on every Seatruck sailing entering Warrenpoint. During 2022 - 23 staff examined 2188 trailers entering Warrenpoint.

## Food Exports

Newry, Mourne and Down District Council issue Export Health Certificates (EHC) to provide assurance to destination country authorities that certain food and drink products being exported meet as a minimum UK/EU food safety requirement as well as any additional conditions required by the destination authority.

While there is no legal obligation on Newry, Mourne and Down District Council to issue export health certificates and such work sits outside of Statutory Official Control enforcement role under the Food Law Codes of Practice. However, they are issued to promote economic growth and assist businesses to bring products to market. EHCs are issued either formally on behalf of DAERA on UK agreed Official EHCs or on behalf of Newry, Mourne and Down District Council on Council health certificates. Staff are issuing approximately 250 EHCs per year.

Support Health Attestation (SHAs) are produced by trained and competent EHOs authorised by DAERA for fish and fishery products following the APHA's 'Risk based approach to certification of fishery products. These documents are produced to facilitate trade between NI, GB and EU.

## Food Standards

The Council is committed to providing information and advice to businesses and the public on a range of food related issues including for example nutrition, allergies, GM products, salt and fat contents etc.

The introduction of the Food Information Regulations (Northern Ireland) 2014 has placed additional requirements on Food Business Operators to provide information to consumers at the point of sale in relation to 14 specific allergens that are present in the food. These regulations also introduce new requirements in relation to minced meat and bring the responsibility for the enforcement of voluntary meat claims to District Councils.

From 1 October 2021, the requirements for prepacked for direct sale (PPDS) food labelling changed in Northern Ireland. The new labelling will help protect consumers by providing potentially life-saving allergen information on the packaging. Any business that produces PPDS food will be required to label it with the name of the food and a full ingredients list, with the allergenic ingredients emphasised within the list. The food safety section will be involved in raising business awareness and providing support and advice.

## Access to the Food Service Section

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

**Newry Office:**

Greenbank Offices, Greenbank Industrial Estate, Newry, BT34 2QU

**Downpatrick Office:**

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

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

- In person at the either office: Monday – Friday 9am – 5pm
- By telephone, 0330 137 4000 during office hours outlined above. When officers are out of the office a message will be taken by admin staff and calls will be returned as soon as possible
- By e-mail: [chealth@nmandd.org](mailto:chealth@nmandd.org)

**Kilkeel:**

Kilkeel Fish Market, The Harbour, Kilkeel. 0330 137 4623

**Warrenpoint:**

DAERA Facility, Warrenpoint Harbour Authority, The Docks, Warrenpoint, BT34 3JR  
02894426824, [porthealth@nmandd.org](mailto:porthealth@nmandd.org)

**Out of Hours Emergency Service**

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

**2.5 Enforcement Policy**

In carrying out the activities listed above officers will apply a variety of measures to ensure that individuals and organisations meet their responsibilities. These will include education, negotiation, advice, guidance, the issue of warning letters, formal notices, formal cautions and prosecutions. The Council is committed to the Central/Local Government Concordat on Good Enforcement which encourages and promotes best practice in enforcement. The food service has a food safety and a food standard enforcement policy, which embraces the principles of the Enforcement Concordat. The Council's overall aim is to work in collaboration with businesses avoiding where possible excessive bureaucracy in the way it works. The Council's Enforcement Policy is included in Appendix 3.



SECTION 3 – SERVICE DELIVERY

3.1 Food Premises Inspections

A total of 2403 food premises are subject to programmed food hygiene and food standards inspection. The risk category of premises as defined by Annex 5 of the Food Law Code of Practice (Northern Ireland) determines the interval between inspections. The following diagram shows a breakdown of premises numbers by risk categories for both food hygiene and food standards.

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

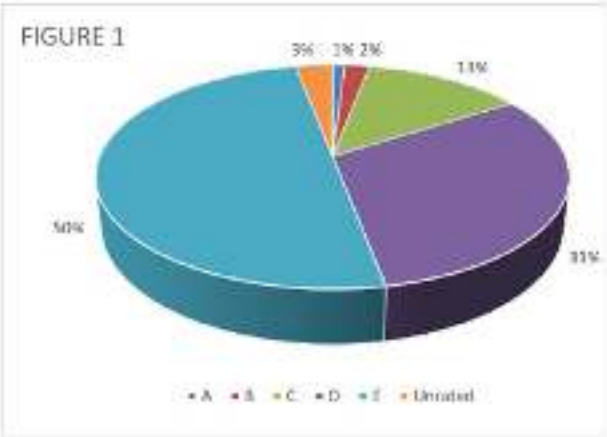
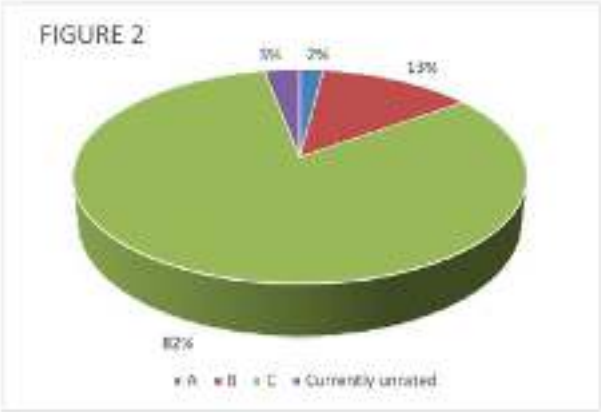


Figure 2: Percentage of premises by risk category for Food Standards



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

### 3.1.1 Food Hygiene

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

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

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

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

### 3.1.2 Food Standards

The Council inspects premises for compliance with relevant legislation according to risk as set out in the FSA approved Code of Practice and to work more efficiently, food standards interventions will be completed in premises according to their risk as follows:

Risk Rating	Type of Intervention (Official Control)
New business	Inspection or audit within 28 days of opening
A	Inspection, Partial Inspection or Audit within 28 days
Non-broadly compliant B	Inspection, Partial Inspection or Audit
Broadly compliant B	Appropriate Official Control including Inspection, Partial Inspection, Audit, *Sampling Visit, *Monitoring Visit, *Surveillance Visit or *Verification Visit.
C	Alternate between AES and Inspection, Partial Inspection, Audit, *Sampling Visit, *Monitoring Visit, *Surveillance Visit or *Verification Visit.

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

### 3.2 Food Service Work Plan 2023-24

The total time (in hours) to complete the number of tasks required to meet the demands of the food service are outlined in the following table. The details of the number of interventions and actions required to complete the work are detailed in Appendix 2, including a breakdown of required tasks necessary to complete planned work, response work, sampling, service management and health and wellbeing promotion. Individual task times based on previous research are also outlined in Appendix 2 which when multiplied by number of tasks can give an indication on the number of hours, including administration required to meet the demands of the food service. This includes the planned work for 2023-24 and any backlog of inspections outstanding from the previous year.

#### Planned Work

Activity	Total Hours
Planned Food Hygiene inspections	3167
Outstanding Planned Food Hygiene inspections	1565
Planned Food Standards inspections	1668.5
Outstanding Planned Food Standards inspections	937.5
FHRS Sticker Display Checks	294
EC approved Premises	2520
Home Authority Premises work (additional to planned inspections)	300
Hospitals	40
Fish Market	144
Export certificates	903

Port Health	3048
<b>TOTAL</b>	<b>14587</b>

#### Responsive Work

Activity	Total Hours
Revisits (food hygiene)	150
Revisits (food standards)	160
FHRS (Revisits, Appeals, Right to Reply)	52
Food Complaints	640
Food Premises Complaints	60
Home Authority Complaints	50
Advice to businesses	1480
Food related Infectious Disease	381
Food Safety Incidents	390
Food Alerts	120
Formal Action	404
FHRS Enforcement	120
<b>TOTAL</b>	<b>4007</b>

#### Sampling

Activity	Total Hours
Microbiological Sampling	763.5
Chemical Sampling	288
Shellfish Sampling	553
<b>TOTAL</b>	<b>1604.5</b>

#### Health & Wellbeing Promotion

Activity	Total Hours
Food Safety Training	12
Food Safety & Standards Promotion	420
<b>TOTAL</b>	<b>432</b>

### Service Management

Activity	Total Hours
Food Service Planning, Monitoring & Review	516
Food meetings & procedures/policy development	954
Port Health Meetings	312
Trust Meetings	10
Food Safety & Standards Research, Personal Development & Competency Assessment	992
<b>TOTAL</b>	<b>2784</b>

### 3.3 Summary of Time spend required for Food Service Plan

Tasks	Time (Hours)
Planned Work	14587
Responsive work	4007
Sampling	1604.5
Health & Wellbeing Promotion	432
Service Management	2784
<b>TOTAL TIME REQUIRED</b>	<b>23414.5</b>

N.B. The new Statutory function of food import controls at Warrenpoint port is still bedding in and figures do not fully represent potential workload, including enforcement action that may be necessary at the port. In addition, work is ongoing in relation to the implementation of the Windsor Framework and the time spend does not reflect the time spend required to actively participate in the continued future planning of this work.



## SECTION 4. RESOURCES

### 4.1 Financial Allocation

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

### 4.2 Staffing Allocation

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

Food Service Delivery Staff	% Time
Head of EH (Commercial)	50
Senior EHO (Food Safety - General)	90
EHO	90
EHO	90
EHO	90
EHO	90
EHO	65
EHO - Vacant	60
EHO	45
Senior EHO (Imports/Exports/Port Health)	90
EHO (Port Health)	75
EHO (Port Health)	45
EHO (Port Health)	45
EHO (Port Health)	45
Technical Officer	55
Technical Officer	35
Administrative Assistant	60
Administrative Assistant	60

Trained and competent EHOs also provide standby cover and overtime at the port for planned and unplanned leave and additional demands as they arise.

The current staff are suitably qualified, experienced and competent to carry out the range of tasks and duties they are authorised to perform as required by of Food Law Code of Practice (Northern Ireland). Each officer is empowered to carry out all Council functions under the Order. *The full time equivalent of staff delivering the Service Plan should be 12.5 but due to a vacancy (0.6) there is currently only 11.9 full time equivalent staff.*

*With 1606 hours being the accepted annual hours available per officer, 14.5 full-time equivalent officers are required to complete the work outlined in this plan.*

## **SECTION 5 – QUALITY ASSESSMENT**

### **5.1 Quality Assessment**

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

## **SECTION 6 REVIEW**

### **6.1 Review against Service plan**

The process of review will include the following:

- 6 weekly reviews at team meetings
- Quarterly management review in association with Food Standards Agency returns
- Annual report to Council against plan.

### **6.2 Identification of any variation from the Service Plan**

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

### **6.3 Areas of Improvement**

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

### **6.4 Measuring Objectives**

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

ACTIVITY	TARGET
Inspection of Food Premises to assess compliance with food hygiene legislation	100% of new businesses 100% of A and B risk rated premises inspected. 100% of non-broadly complaint C risk rated premises inspected
Inspection of Food Premises to assess compliance with Food Standards legislation	100% of new businesses 100% of risk A and non-broadly complaint B premises inspected annually.
Implement the Food Hygiene Rating Scheme	Issue Food Hygiene Rating Scheme certificates in accordance with the FSA's FHRS Guidance.
Issue of statutory Notices, except for emergency notices.	90% of notices issued within 5 working days of premises inspections
Issue of emergency notices	100% of notices within 1 working day of premises inspections
Complaints, requests for service, responses to queries, and food alerts for information	100% responded to within 3 working days
Food Alerts for action	100% responded to within 3 working days.
Chemical sampling	23 samples per month
Microbiological samples	56 samples per month

**Appendix 1**

The Council liaises with the following range of organisations:

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

Access to specialist advice is also available from:

Seafish	Lacors	CIEH
Colindale (PHLS)	FSPB	FSAI
Campden & Chorley	Belfast City Council Legal Serv.	Various Websites

## APPENDIX 2

During the year 2023 - 24 the planned number of inspections is as follows: -

### Food Hygiene

The work activity in respect to food hygiene inspections and an estimate of the time spend on inspections and associated administration is shown in the following table.

Risk Category	Frequency	No of premises in this category	No. of Tasks due in 2023/24	Task Time	Total Hours
A	6 Mths	2	2	7	14
B	1 Yr.	39	34	6	204
C	18 Mths	323	177	4	708
D	2 Yrs.	762	347	3	1041
E	3 Yrs.	1196	520	2	1040
Currently Unrated	as arising	81	40	4	160
Outside Program	—	—	—	—	—
<b>TOTAL</b>		<b>2403</b>	<b>1120</b>		<b>3167</b>

### Outstanding Food Hygiene Inspections

Risk Category	Frequency	No. of Tasks due in 2023/24	Task Time	Total Hours
A	6 Months	0	7	0
B	1 Year	1	6	6
C	18 Months	38	4	152
D	2 Years	109	3	327
E	3 Years	508	2	1016
Currently unrated	as arising	16	4	64
<b>TOTAL</b>		<b>711</b>		<b>1565</b>



### Food Standards

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

Risk Category	Frequency	No of premises in this category	No. of Tasks due in 2023/24	Task Time	Total Hours
A	1 Year	38	38	7.5	285
B	2 Years	302	151	3.5	528.5
C	5 Years	1983	298	2.5	745
Currently unrated	As arising	80	44	2.5	110
Outside program	-		-	-	-
<b>TOTAL</b>		<b>2403</b>	<b>531</b>		<b>1668.5</b>

### Outstanding Food Standards Inspections

Risk Category	Frequency	No. of Tasks due in 2023/24	Task Time	Total Hours
A	1 Year	1	7.5	7.5
B	2 Years	25	3.5	87.5
C	5 Years	320	2.5	800
Currently unrated	As arising	17	2.5	42.5
<b>TOTAL</b>		<b>363</b>		<b>937.5</b>

### Estimated Revisits

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

No. of expected Re-inspections	Task Time	Total Time
100	1.5	150

### Revisits and Appeals for FHRS

There are **1781** premises included in Food Hygiene Rating Scheme.

	No of Tasks	Task Time (Hrs) Per Visit	Total Hours
Requested Revisit	15	3	45
Appeal	2	3	6
Right to Reply	2	0.5	1
<b>TOTAL</b>			<b>52</b>

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

No. of expected Re-visits	Task Time (Hrs)	Total Time
80	2	<b>160</b>

**1781** premises are included in the mandatory Food Hygiene Rating Scheme within Newry, Mourne and Down District Council. We aim to visit and check compliance within 50% of these premises in 2023 - 24.

No. of visits planned	Task Time (Hrs)	Total Time (Hrs)
890	0.33	<b>294</b>

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

Task	No. of expected tasks	Task Time (Hrs)	Total Time
Warning letter	100	1	100
Fixed penalty notice	20	1	20
<b>Total</b>			<b>120</b>

### Specialist/Complex Premises

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

Specialist Area	No. of Premises/ Tasks	Expected Time Spend	Total Hours
EC Approved premises	63	40hrs each	2520
Other Manufacturer (Home Authority)	30	10hrs each	300
Hospital	4	10hrs each	40
Fish Market Inspection	96 (8 x / Month)	1.5 hrs each	144
Issuing Export Certificates	258	3.5hrs each	903
<b>Total</b>			<b>3907</b>

### Port Health / BCP Checks

Area	Number of Tasks	Expected Time Spend	Total Hours
Port Health including Manifest checks	11 per week (572)	4.5hrs	2574
Standby shift covered by Food EHO	100 per year	4.5	450
Ship Sanitation Certification	6 per year	4	24
<b>Total</b>			<b>3048</b>

### Food complaints

Authorised officers assess all food complaints upon receipt and in circumstances where a need has been identified commence investigations in accordance with the NIFLG Food Complaints Investigation Procedure.

Where appropriate, food complaints are referred to the Originating/Home Authority for investigation. The likely demands on the service are based on trends in the past two years as detailed below.

No. of Food Complaints	Task Time	Total Hours
64	10.0	640

Officers will also investigate referrals or complaints from members of the public concerning observed alleged poor hygienic practices or standards within food premises. If necessary, appropriate action will be taken in accordance with the Council's enforcement policy.

Again, based on the last two years the likely demand will be as set out below.

No of Food Premises Complaints	Task time	Total hours
30	2.0	60

### Home Authority Principle

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

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

### Formal Action

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

Task	No of Tasks	Task Time (hrs)	Total Hours
Improvement Notices	10	2	20
Remedial Action Notices	5	2	10
Detention/Seizure of food	10	4	40
Voluntary Surrender of food	10	6	60
Emergency Closure	2	14	28
Voluntary Closure	2	2	4
Formal Caution	4	10	40
PACE interview	4	8	32
Prosecution	3	40	120
TARP Notices	7	2	14
Organic Notices	3	2	6
OFFC (HRFNAO)	13	2	26
Plastic Kitchenware (Conditions on Imports from China)	2	2	4
<b>TOTAL</b>			<b>404</b>

### Sampling

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

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



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

#### Microbiological Sampling Programme

Task	No of Tasks	Task Time (hrs)	Total Hours
Food sampling	718	0.75	538.5
Water sampling (drinking & recreational)	300	0.75	225
<b>TOTAL</b>			<b>763.5</b>

It should be noted that the Loughs Agency are contracted by the FSA to uplift shellfish and seawater samples in the former Newry & Mourne District Council area. While in the former Down District Council area shellfish samples are collected by the Council's Technical Officers, at the following locations: Dundrum Bay North, Dundrum Bay South and Killough.

Task	No of Tasks	Task Time (hrs)	Total Hours
Coordinating and planning shellfish sampling with FSA / Labs	4	4	16
Flesh Sampling	42	10 (2 officer 6hrs / 4 hrs)	420
Water Sampling	26	4.5 (1 officer)	117
<b>TOTAL</b>			<b>553</b>

#### Chemical Sampling Programme

Task	No of Tasks	Task Time (hrs)	Total Hours
Formal sampling	24	2.0	48
Informal sampling	150	1.0	150
Wild Caught Fish	60	1.5	90
<b>TOTAL</b>			<b>288</b>

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

### Control and investigation of outbreaks of food related infectious disease.

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

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

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

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

Task	No of Tasks	Task Time (hrs)	Total Hours
Potential Outbreaks	1	60	60
Sporadic cases	107 (Average over last 6 years)	3	321
<b>TOTAL</b>			<b>381</b>

### Food Safety Incidents

The number of food safety incidents arising within the district area has increased significantly over the last number of years. Resources are required to react to incidents related to food fraud or criminality either immediately or through a pre-planned multi-agency approach.

Predicted time spend for dealing with incidents is:

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

### Food Alerts for Action

Task	No of Tasks	Task Time (hrs)	Total Hours
FAFA	20	6	120
<b>TOTAL</b>			<b>120</b>

### Advice to businesses

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

- Targeted Food Safety update seminars for food businesses.
- Advice given through the course of inspections and other visits.
- Responding to requests and enquires.
- Distribution of literature to businesses giving guidance on specific and topical issues.
- Development and delivery of a business start-up advisory programme in conjunction with the Economic Development Department.

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

Task	No of Tasks	Task Time (hrs)	Total Hours
Advisory visits	350	2	700
Advisory Telephone Calls	3000	0.25	750
Business Start-Up Advisory Programme	6	5.0	30
<b>TOTAL</b>			<b>1480</b>

### Food Safety Training

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

Task	No of Tasks	Task Time (hrs)	Total Hours
Catering Students training	2	6	12
<b>TOTAL</b>			<b>12</b>

### Food Safety & Standards Promotion

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

Task	Total Hours
PPDS awareness/advice	50 hrs
Potential nutrition advice	200 hrs
Council Web Site	20 hrs
Targeted Seminars	150 hrs
<b>TOTAL</b>	<b>420 hrs</b>

It is anticipated that in line with Corporate Objectives there will be a renewed focus on some of the work completed with businesses in the past looking at the nutritional value of foods provided to consumers. Officers trained in nutrition are qualified to analyse menus and discuss the provision of healthier, more nutritious options from interested businesses. The introduction of the new food allergen labelling requirements for PPDS will require other promotional activities by the department.

### Food Service Planning and Review

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

Food sampling plans also are needed and need to be kept updated and reviewed considering emerging issues.

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

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

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

Task	No of Tasks	Task Time (hrs)	Total Hours
Food Service plan	1	60	60
Food sampling plan	2	10	20
End of year return	1	40	40
FSA returns	20	3	60
Internal Monitoring File reviews	192	0.5	96
Internal Monitoring Accompanied visits	16	4	64
FHRS Upload	26	1	26
FOI Requests	15	10	150
<b>TOTAL</b>			<b>516</b>

### Liaison with other organisations

To ensure that food enforcement actions are in line with The FSA's Framework Agreement, Code of Practice and Practice Guidance and the FHRS Implementation Practice Guidance and that we are consistent with those of neighbouring Councils. The Northern Ireland Food Managers Group (NIFMG) comprises of Senior or Principal Officers from each council area and a representative from the FSA (NI). Other UK wide consistency is clear when for example FSA (NI) and CDSC (NI) representatives from PHL etc address this group on common issues within the food function. Sub-groups from NIFMG look at specific issues such as Food Standards, FHRS, FSS (web-based sampling database) and Shellfish.

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

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

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



### General

Task	No of Tasks	Task Time (hrs)	Total Hours
Senior Officers Meeting	12	4 (3 Officers to attend)	144
Departmental Team Meetings	2	3 (15 Officers to attend)	90
Food Officer Group	6	4 (15 Officers to attend)	360
Northern Ireland Food managers' meetings and subgroup meetings	24	10	240
Management Team Meetings	12	3 (1 Officers to attend)	36
Policy & Procedure Review & Development	12	7	84
<b>TOTAL</b>			<b>954</b>

### Associated with Port Health and Operating the BCP

Task	No of Tasks	Task Time (hrs)	Total Hours
FSA / DC Meeting	25	2	50
BCP Meeting	6	2 (8 officers to attend)	96
CHIP	25	0.75	18.75
DEFRA Organics	17	0.5	8.5
Infrastructure and Design	25	1	25
EU Exit	25	1	25
DEFRA / FSA / LA	17	2	34
Port Security	2	1	2
User Engagement	26	1	26
Port Welfare Committee	4	3	12
PHA (Cruise ships etc)	6	1.5	9
APHA NI Ports	4	1.5	6
<b>TOTAL</b>			<b>312</b>

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

Task	No of Tasks	Task Time (hrs)	Total Hours
Trust meetings	5	2	10
<b>TOTAL</b>			<b>10</b>

#### Food Safety & Standards Research & Personal Development

Officers must keep abreast of current developments and to be familiar with the specific processes that they are inspecting/auditing to be deemed competent and to maintain their level of authorisation. This will also require the attendance of various relevant courses throughout the year. In addition, each officer must complete a Competency Assessment in line with the FSA's Food Law Code of Practice and Practice Guidance and to have this assessment evaluated by their line manager.

Task	No of Tasks	Task Time (hrs)	Total Hours
Food safety & standards research	16	10	160
Food safety training	16	40	640
Competency Assessments	16	12	192
<b>TOTAL</b>			<b>992</b>

**APPENDIX 3**

**Council's Enforcement Policy**

Enforcement policy Newry, Mourne and Down

**Policy Title** Generic Enforcement policy - Environmental Health Functions

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

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

**Contents**

Topic	See Page
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General Principles	2
Criteria to determine most appropriate choice of enforcement action	3
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<b><i>Who/What does this policy apply to</i></b>	All staff who make enforcement decisions or recommendations on legislation that the Council enforces across all services and all departments.
<b><i>What are the key controls</i></b>	<div><div>1. Enforcement principles from the European Enforcement Concordat, which are,<ul style="list-style-type: none"><li>• Proportionality</li><li>• Consistency</li><li>• Targeting</li><li>• Transparency</li></ul></div><div>2. Regulators Compliance Code and</div><div>3. The Code for Crown Prosecutors.</div><div>4. The council recognises the role of Primary Authorities established under the Regulatory Enforcement and Sanctions Act 2008 and will adhere to the arrangements within the memorandum of understanding agreed between CEHOG and the Better Regulation Delivery Office (BRDO).</div></div>

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**General Principles**

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

**Criteria to determine choice of enforcement action**

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



<b>Enforcement Actions</b>	Enforcement actions, if any, will be determined in accordance with the above principles, from the following informal and, where statute permits, formal options - <ul style="list-style-type: none"><li>• oral advice</li><li>• advisory or warning letter</li><li>• enforcement notice</li><li>• sampling/test purchase; seizure; rendering harmless;</li><li>• formal caution</li><li>• fixed penalty</li><li>• prosecution</li></ul>
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***Juveniles  
(persons  
under the  
age of  
eighteen)***

The rights and welfare of the child will always be of paramount importance when considering any course of action. This approach reflects the paramountcy principle enshrined in the Children (NI) Order 1995.

Where an offence as detailed within the legislation contained in appendix one, has been committed by a person under the age of eighteen the taking of formal enforcement action (enforcement notice, seizure, rendering harmless, formal caution, fixed penalty and prosecution) shall only be undertaken in exceptional circumstances, namely:-

The offender has committed similar previous offences

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

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

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

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

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

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

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

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

**Informal Action**

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

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

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

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

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

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

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

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

**Hygiene Improvement Notices**

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

- there are significant contraventions of legislation

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

there is a history of non-compliance with informal action

standards are generally poor with little management awareness of statutory requirements

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

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

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

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

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

#### **Hygiene Emergency Prohibition Notices**

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

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

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

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

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

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

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

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

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

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

#### **Remedial Action Notices.**

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

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

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

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

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

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

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



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

#### **Voluntary Closure.**

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

These offers can be accepted in the following circumstances:

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

the offer to close and its acceptance must be fully documented and signed by the proprietor of the food business and by specifically authorised officers;

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

#### **Revocation of Approvals under EC Reg. 853 and 854.**

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

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

#### **Seizure or Detention of Food.**

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

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

require immediate action, after discussion with the owner or person in charge of the food and if appropriate with the manufacturer. As soon as the officer is satisfied that the food has been found not to be unsafe, they will issue a notice of withdrawal.

#### **Voluntary Surrender**

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

#### **Prosecution**

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

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

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

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

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

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

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

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

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

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

### **Formal Cautions**

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

The Council notes the current Home Office advice which states that the purpose of the formal caution is

- to deal quickly and simply with less serious offences

- to divert less serious offences away from the courts

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

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

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

- the suspected offender must admit the offence

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

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

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

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

**Council Owned Premises**

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

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

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

**Prosecution is warranted when, for example:-**

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

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

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

**Manslaughter**- where there has been a work-related death, officers will liaise with the PSNI and if necessary the Coroner and Public Prosecution Service (PPS) to establish whether or not the PSNI is considering pursuing a case of manslaughter. It is however



recognised that a manslaughter charge is only likely to be considered where the death appears to have resulted from reckless disregard for health and safety.

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

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

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

Working with other Regulators

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

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

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

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

Informal action is appropriate in the following circumstances:

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

**Formal Action** -includes

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

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

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

- Where a fixed penalty has been issued, the period for which the notice may be paid has expired and the notice remains unpaid.

- Where the offence involves a failure to comply in full or in part with the requirement of a statutory notice; or there has been a repetition of a breach that was subject to a Formal Caution.
- Where there is a history of similar offences in relation to non-compliance with Notices.
- Excessive or persistent breaches of regulatory requirements.
- Obstruction of Council staff in carrying out their powers (\*).
- The gravity of the alleged offence. Where the gravity of the alleged offence, taken together with the serious of any actual or potential harm, or the general record and or approach of the offender warrants it.

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

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<b>Report to:</b>	Active and Healthy Communities Committee
<b>Date of Meeting:</b>	19 June 2023
<b>Subject:</b>	Service Level Agreement between the Department of Justice and District Councils
<b>Reporting Officer (Including Job Title):</b>	Eoin Devlin Assistant Director of Health and Wellbeing
<b>Contact Officer (Including Job Title):</b>	Sinead Trainor Head of Environmental Health (Commercial)

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

<b>For decision</b>	<b>x</b>	<b>For noting only</b>	
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<b>1.0</b>	<b>Purpose and Background</b>
1.1	The purpose of this report is to seek Committee approval to sign the Service Level Agreement (SLA) between the Department of Justice and Newry Mourne and Down District Council.
<b>2.0</b>	<b>Key issues</b>
2.1	The Service Level Agreement (SLA) between the Department of Justice and District Councils permits Council Warranted Officers (WOs) to the Manufacture and Storage of Explosives Regulations (Northern Ireland) 2006 on behalf of the Department and The Explosives (Fireworks) Regulations (Northern Ireland) 2002 in relation to the licensing of fireworks displays.
<b>3.0</b>	<b>Recommendations</b>
3.1	It is recommended that the Committee consider the request and grant approval for Council to sign the Service Level Agreement (SLA) between the Department of Justice and Newry Mourne and Down District Council.
<b>4.0</b>	<b>Resource implications</b>
4.1	None
<b>5.0</b>	<b>Due regard to equality of opportunity and regard to good relations (complete the relevant sections)</b>
5.1	<p><b><i>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</i></b></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	<b><i>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</i></b>

	<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><b><i>Proposal initiating consultation</i></b></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:N/A</i></p>
6.0	<p><b>Due regard to Rural Needs (please tick all that apply)</b></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 checked="" type="checkbox"/></p>
7.0	<p><b>Appendices</b></p> <p>SLA between the Department of Justice and District Councils for Warranted Officers</p>
8.0	<p><b>Background Documents</b></p>





## SERVICE LEVEL AGREEMENT BETWEEN THE DEPARTMENT OF JUSTICE AND DISTRICT COUNCILS FOR WARRANTED OFFICERS IN RESPECT OF:

- A) The Manufacture and Storage of Explosives Regulations (Northern Ireland) 2006 (as amended) in respect of persons registered to store hazard type 3 & 4 explosives as defined in Service Schedule 1; and
- B) The Explosives (Fireworks) Regulations (Northern Ireland) 2002 (as amended) in respect of fireworks displays.

### Introduction

1. This Service Level Agreement (SLA) is between the Department of Justice (the Department) and District Councils hereafter referred to as "the Council". The Department and the Council will be known jointly as "the parties".
2. It concerns Council Warranted Officers (WOs) enforcing -
  - a) The Manufacture and Storage of Explosives Regulations (Northern Ireland) 2006 on behalf of the Department in respect of the items listed in Service Schedule 1; and
  - b) The Explosives (Fireworks) Regulations (Northern Ireland) 2002 in relation to the licensing of fireworks displays.

### MSER Health and Safety Prosecution Checks

3. On receipt of a request in writing from the Department, WOs<sup>1</sup> will check if the named MSER applicant has any previous or ongoing formal Council enforcement action (e.g. formal cautions, improvement notices or prosecutions) which has not previously been notified<sup>2</sup> to the Department. A reply should be made in writing within 2 weeks of the date of issue of the request.

### MSER Inspections

4. WOs will carry out an **initial** site inspection to ensure that the storage complies with the guidance and to assess the applicant's knowledge of their responsibilities contained in the "Approved Code of Practice and Guidance on the Manufacture and Storage of

<sup>1</sup> WOs can only respond in relation to actions taken in their own council area

<sup>2</sup> Since the last inspection, as previous enforcement action should have been notified to the Department at time of initial application/interim/renewal inspections

Explosives in Northern Ireland" (the ACoP)<sup>3</sup> and submit a report, using the agreed MSER inspection checklist, to the Department within 3 weeks of the date of issue of the request.

5. If a WO is unable to complete the initial inspection within 3 weeks, they should notify the Department in writing. Where minor improvements are needed to meet the requirements of the guidance contained in the ACoP, the WO should first liaise with the applicant to resolve such issues, giving an appropriate period of time for completion of the works, and notify the Department accordingly. Once this period has elapsed, the WO should submit their report and recommendations to the Department.
6. Thereafter WOs will carry out 2 **interim** inspections for each site during the 5-year duration of the registration (typically in years 2 and 4) and confirm whether or not the site remains suitable and that the registered person remains fit on each occasion. The WO should complete an interim inspection report, which should be signed by the applicant/their representative and the WO, and send it to the Department within 6 weeks from date of notification that an interim inspection is due (see 7 below also). If appropriate, a reduced interim inspection schedule for a site can be agreed with the Department.
7. If a WO recommends a registration period shorter than five years, they will provide the Department with written justification. An appropriate inspection schedule will be agreed and inspection costs adjusted accordingly.
8. If the registration is to keep **fireworks**, interim inspections will be carried out at a time when the fireworks are likely to be present. This may require agreeing a suitable alternative inspection date with the Department.
9. For audit purposes, the Department may verify with registered persons that interim inspections have taken place.
10. The Department will provide advance notification of all registration **renewal** requests and WOs will carry out a renewal inspection and submit a report using the agreed MSER

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<sup>3</sup> [Manufacture and storage of explosives in Northern Ireland | Health and Safety Executive Northern Ireland \(hse-ni.gov.uk\)](https://hse-ni.gov.uk)

checklist to the Department as soon as possible, and no later than one week prior to the expiry date of the registration. If the registration is to keep fireworks, renewal inspections will be carried out at a time when the fireworks are likely to be present. This may require agreeing a suitable alternative inspection date with the Department.

11. If a WO recommends that a person should not be registered, or that a registration should not be renewed, or that one should be revoked, a detailed report justifying the recommendation and appropriate evidence must be provided to the Department as soon as possible.
12. The Department will share copies of certificates of registration; renewal reminder and expiry notification letters; notifications when interim inspections are due; and notifications of businesses ceasing or due to cease trading.

### **Fireworks Display Inspections**

13. The Department, where possible, will provide the WO with a complete fireworks display application at least 4 weeks before the date of the fireworks display. Where the applicant gives less than 2 weeks' notice, the Department will contact the WO to confirm whether or not the application can be assessed.
14. WOs will carry out an inspection and risk assessment of a site for Category F3 & F4 fireworks displays to assess whether or not it is safe for a fireworks licence to be issued. For a frequently used site, with a known firer, a desk assessment is considered suitable.
15. WOs will also be requested to carry out a desk assessment if possible and/or an inspection for some Category F2 fireworks displays, to ensure site suitability. This will typically be in relation to applications for a new site, new firer or community events but will be requested on a case-by-case basis.
16. Should monitoring of the display itself be recommended, an explanation should be provided when the WO is submitting their Fireworks Display Site Checklist. For audit purposes, the monitoring WO must submit a report on the adherence to the conditions of the licence and general competence of the applicant/firer as soon as is practicable after the display. In situations where the need to monitor a display has been identified after

the checklist has been submitted to the Department, the WO should inform the Department (email is acceptable) as soon as possible.

17. The completed Fireworks Display Site Checklist should be submitted to the Department as soon as possible to allow time to consider the WO's recommendations and process the licence or advise the applicant that their application has been refused.

### **Enforcement**

18. WOs will ensure that, when enforcing the provisions of the Regulations, their approach is consistent with the council's enforcement policy, and in accordance with any instructions from the Department.
19. If the WO identifies minor breaches, they should inform the Department as soon as possible. The Department will consider issuing a warning letter under Regulation 17 of MSER. If the WO identifies more serious breaches requiring immediate attention, they may issue an enforcement notice and/or consider prosecution. The Department must be informed immediately and will consider issue of a Regulation 17 letter under MSER. Failure to remedy the breaches may lead to the Department revoking the Certificate of Registration.

### **Meetings**

20. Twice yearly meetings will be held between the Department and Council representatives to review processes and to share information on current registrations and fireworks displays. Ad hoc meetings can be arranged if necessary.

### **MSER Costs**

21. Costs, as per Service Schedule 2, relate to individual registrations and not to the number of inspection visits.
22. On the Department's request to carry out an initial or renewal inspection, the Council, on completion of the inspection, will invoice the Department, in accordance with Service Schedule 2, for up to two interim inspections to be undertaken during the term of the registration, one of which may be an inspection on the ending of the registration. The



invoice will include the registration reference number and the Purchase Order Number supplied by the Department.

23. The Department will review the MSER costs annually with any increase coming into effect from 1st April.

### **Fireworks Costs**

24. Costs, as per Service Schedule 3, relate to the inspection and risk assessment of all requested fireworks displays.
25. On the Department's request to carry out an inspection/assessment, the Council will invoice the Department in accordance with Service Schedule 3, for work completed. The invoice will include each Fireworks Licence Number, the Fireworks Display Site Inspection Timesheet and the Purchase Order Number (supplied by the Department on receipt of the Fireworks Display Site Inspection Timesheet).
26. The Department will review the fireworks costs annually with any increase coming into effect from 1st April.

### **MSER & Fireworks Training and Warranting**

27. The Department will determine and provide appropriate training on all relevant Regulations.
28. Thereafter, the Department and the Council will co-ordinate arrangements for training of WOs to perform their functions under this SLA. Formal training for new WOs and refresher training for existing WOs will be provided where there are sufficient numbers or should a specific training need merit it, to enable WOs to fulfil their obligations under this SLA.
29. Upon receipt of a request from the Council and evidence that training has been received/completed, the Department will warrant officers and issue them with a letter of indemnification to perform their functions under the Regulations. Where an officer no longer requires their warrant, it should be returned to the Department in a timely manner.



30. WOs should be able to produce their Department of Justice-issued Warrant, on request, when carrying out MSER and fireworks display site inspections.

31. The Department shall discharge all claims made by any person in respect of any liability of the Council for injuries sustained by a WO while carrying out their duties (or services) under this Agreement.

### **Review and Termination**

32. This SLA will take effect from the date of signing. It should be reviewed every two years or at any time at the request of either party.

33. This SLA shall terminate on the expiry of six months' written notice given by either party to the other or on the production of a newly agreed SLA.

Signed

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Department of Justice

Signed

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Council \_\_\_\_\_

## Service Schedule 1

### Hazard Type 3 & 4 Explosives

#### Arrangements for enforcement of Regulations 10(2) and 13 on behalf of the Department of Justice

Police	Warranted Officers from each Council area		
Any explosives within the meaning of MSER except when ONLY those specifically mentioned opposite are subject to the provisions in Reg. 13 <b>And</b> All explosives when they are subject to the provisions in Reg. 10(2)	<i>Generic description</i>	<i>UN Number</i>	<i>Hazard Type</i>
	Air Bag Inflators, Air Bag Modules, Seat-Belt Pre-tensioners	0503	4
	Articles, Pyrotechnic for technical purposes	0430	3
	Articles, Pyrotechnic for technical purposes	0431 & 0432	4
	Cartridges, Power device	0275	3
	Cartridges, Power device	0276 & 0323	4
	Cartridges, Signal	0054	3
	Cartridges, Signal	0312	4
	Fireworks	0335	3
	Fireworks	0336 & 0337	4
	Flares, Aerial	0403 & 0404	4
	Rockets, Line-Throwing	0240	3
	Rockets, Line-Throwing	0453	4
	Signal Devices, Hand	0191 & 0373	4
	Signals, Distress, ship	0195	3
	Signals, Railway Track, Explosive	0193	4
	Signals, Smoke	0507 & 0197	4

U.N. No.	Name and Description	Glossary
0503	Air Bag Inflators, Air Bag Modules, Seat-Belt Pre-tensioners	Articles which contain pyrotechnic substances and are used as life-saving vehicle airbags or seat-belts.
0430, 0431 & 0432	Articles, Pyrotechnic for technical purposes	Articles which contain pyrotechnic substances and are used for technical purposes such as heat generation, gas generation, theatrical effects, etc.
0275, 0276 & 0323	Cartridges, Power device	Articles designed to accomplish mechanical actions. They consist of a casing with a charge of deflagrating explosive and a means of ignition. The gaseous products of the deflagration produce inflation, linear or rotary motion or activate

		diaphragms, valves or switches or project fastening devices or extinguishing agents.
0054 & 0312	Cartridges, Signal	
0335, 0336 & 0337	Fireworks	Pyrotechnic articles designed for entertainment.
0403 & 0404	Flares, Aerial	Articles containing pyrotechnic substances which are designed to be dropped from an aircraft to illuminate, identify, signal or warn.
0240 & 0453	Rockets, Line-Throwing	
0191 & 0373	Signal Devices, Hand	Portable articles containing pyrotechnic substances which produce visual signals or warnings. The term includes small surface flares such as highway or railway flares and small distress flares.
0195	Signals, Distress, ship	
0193	Signals, Railway Track, Explosive	Articles containing a pyrotechnic substance which explodes with a loud report when the article is crushed. They are designed to be placed on a rail.
0507 & 0197	Signals, Smoke	Articles containing pyrotechnic substances which emit smoke. In addition they may contain devices for emitting audible signals.

## **Service Schedule 2**

### **MSER Inspection Costs for the period from 1 April 2023**

The Department will pay the Council £300 for work performed in relation to an initial registration and £270 for a renewal<sup>4</sup>.

If a reduced inspection schedule is agreed for a site, the inspection costs will be adjusted accordingly.

If an additional inspection is required, it will be agreed with the Department in advance and the Department will pay the Council £90.

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<sup>4</sup> For Initial Registration, 8 hours at £30 per hour on time spent on initial inspection and two interim inspections and £60 mileage for 3 journeys. For Renewal of Registration, 7 hours for renewal inspection and two interim inspections and £60 mileage for 3 journeys.

### **Service Schedule 3**

#### **Firework Display Site Inspection Costs for the period from 1 April 2023**

The Department will pay the Council for the time spent by a WO assessing a fireworks display application (either site visit assessment or desktop only assessment), including the WO's completion of the Display checklist and associated timesheet.

The Department will pay the Council for mileage incurred by the WO for their mileage to and from the fireworks display site (in line with the revised Motor Car Allowances which have been agreed by the National Joint Council (NJC) for Local Government Services employees with effect from 1 April 2010 without exception) where a site visit was required.

<b>Report to:</b>	Active and Healthy Communities Committee
<b>Date of Meeting:</b>	19 June 2023
<b>Subject:</b>	Policing & Community Safety Partnership (PCSP) Report
<b>Reporting Officer (Including Job Title):</b>	Janine Hillen, Assistant Director for Community Engagement
<b>Contact Officer (Including Job Title):</b>	Damien Brannigan, Head of Engagement

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

<b>For decision</b>	<input type="checkbox"/>	<b>For noting only</b>	<input checked="" type="checkbox"/>
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<b>1.0</b>	<b>Purpose and Background</b>
1.1	<p><b>Purpose</b></p> <ul style="list-style-type: none"> <li>To note the report.</li> <li>To note the attached Minutes of the Policing Committee &amp; PCSP Meeting listed in 3.1 below.</li> </ul> <p><b>Background</b></p> <p>The attached Minutes of the Policing Committee &amp; PCSP Meeting listed in 3.1 below are provided to update the Committee on the ongoing work of the PCSP.</p>
<b>2.0</b>	<b>Key issues</b>
2.1	None.
<b>3.0</b>	<b>Recommendations</b>
3.1	<p>That the Committee:-</p> <ul style="list-style-type: none"> <li>Note the report.</li> <li>Note the following Policing Committee &amp; PCSP Minutes as attached: <ul style="list-style-type: none"> <li>Minutes of the Policing Committee &amp; PCSP Meeting held on Tuesday 31 January 2023, approved at the Policing Committee &amp; PCSP Meeting on Tuesday 28 March 2023.</li> </ul> </li> </ul>
<b>4.0</b>	<b>Resource implications</b>
4.1	All actions are budgeted for in the PCSP Action Plan.
<b>5.0</b>	<b>Due regard to equality of opportunity and regard to good relations (complete the relevant sections)</b>
5.1	<p><b><i>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</i></b></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><b><i>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</i></b></p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p>



	The policy (strategy, policy initiative or practice and / or decision) has been equality screened	<input type="checkbox"/>
	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><b><i>Proposal initiating consultation</i></b></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>	<input type="checkbox"/>
	Consultation period will be 12 weeks	<input type="checkbox"/>
	Consultation period will be less than 12 weeks (rationale to be provided)	<input type="checkbox"/>
	<i>Rationale:</i>	
6.0	<b>Due regard to Rural Needs (please tick all that apply)</b>	
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	<b>Appendices</b>	
7.1	Appendix 1: Minutes of Policing Committee & PCSP Meeting held on Tuesday 31 January 2023.	
8.0	<b>Background Documents</b>	
8.1	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 6pm on Tuesday 31 January 2023  
online via Microsoft Teams**

**Present:**

Councillor T Andrews, NMDDC  
 Councillor R Burgess, NMDDC  
 Councillor W Clarke, NMDDC  
 Councillor H Gallagher, NMDDC  
 Councillor O Hanlon, NMDDC  
 Councillor R Howell, NMDDC  
 Councillor A Lewis, NMDDC (Chair)  
 Councillor D Murphy, NMDDC  
 Councillor K McKevitt, NMDDC  
 Councillor M Ruane, NMDDC  
 Superintendent Norman Haslett, PSNI  
 Chief Inspector Lynne Corbett, PSNI  
 Chief Inspector Peter Stevenson, PSNI  
 Inspector Darren Hardy, PSNI  
 Inspector Kelly Gibson, PSNI  
 Inspector Sheila Loughran, PSNI  
 Inspector Adam Corner, PSNI  
 Sergeant Ryan Duffy, PSNI  
 Audrey Byrne, PCSP Independent Member  
 Michelle Osborne, PCSP Independent Member  
 Dan McEvoy, PCSP Independent Member  
 Tara Campbell, PCSP Independent Member  
 John Allen, PCSP Independent Member  
 David Vint, PCSP Independent Member  
 Liam Gunn, NIHE  
 Roisin Leckey, PBNI  
 Michael Heaney, YJA  
 Donna Weir, EANI  
 Aidan McCabe, SHSCT

**In attendance:**

Damien Brannigan, Head of Engagement  
 Martina Flynn, Safer Communities & Good Relations Manager  
 Shannon Creaney, PCSP Officer  
 Judith Thompson, PCSP Officer  
 Patricia McKeever, Democratic Services Officer

**1 Apologies and Chairperson's Remarks**

Councillor Lewis welcomed all to the meeting and commended the PCSP staff on all their hard work, acknowledging it had not been easy with reduced staff members.

Councillor Lewis said he had spoken to Superintendent Haslett recently who had given him a brief update regarding the pending PSNI budget cuts and Councillor Lewis said he had

requested a special meeting of the Partnership be arranged as soon as possible to update Members.

## 2 Declarations of Interest

There were no Declarations of Interest.

## 3 Draft Minutes of Policing Committee and PCSP Meeting dated 29 November 2022

Read: Minutes of Policing Committee and PCSP Meeting held on 29 November 2022 (copy circulated).

**Agreed:** On the proposal of Councillor Murphy seconded by Councillor Andrews it was agreed to approve the Minutes of the Policing Committee and PCSP Meeting held on 29 November 2022 as a true and accurate record.

## 4 Matters Arising

There were no matters arising.

## 5 Policing Committee Business

### 5.1 District Commander's Report – Period 5

Read: District Commander's Report – Period 5 (copy circulated)

Superintendent Haslett presented the District Commander's Report to the Partnership.

Discussion then took place with the following points raised:

#### General

Members expressed their abhorrence at the shocking recent assaults on PSNI officers and wished them a speedy recovery.

Concern expressed by Councillor McKeivitt as to the risk of police officers feeling devalued as was currently the case in the Health Service and she said this was an area that should be monitored. Superintendent Haslett said all PSNI officers were very much valued, and he extended an invitation to all PCSP Members to come into any of the PSNI stations in the District and speak directly to the PSNI officers, he said they would very much appreciate their concern and support.

Members expressed concern at the redundancies within the PSNI and cuts to budgets and acknowledged the great work done by the Neighbourhood Policing Teams over the years. Mr Vint said it was difficult to reconcile budgetary cuts at a time when crime was increasing.

Superintendent Haslett said the budgetary cuts were out of PSNI control, however, he said it was up to him and his Senior Management Team to reconfigure the funding available to deliver the best service and he assured Members there would continue to be Neighbourhood Policing Teams operating across the District. Concern expressed that whilst budgetary cuts were out of the PSNI control, it was worrying that such cuts could become the 'norm' and everything should be done to ensure that would not become the case.

Superintendent Haslett said there was much more confidence in reporting crime and, he said that factor could be attributed to the higher numbers reported; he said not all crime had increased, burglaries and ASB had decreased.

Councillor Andrews said he considered a representative from the Policing Board should be invited to a future Partnership Meeting to discuss financial and budgetary concerns.

### **Road Safety**

In response to concerns raised by Michelle Osborne regarding young people riding motorised scooters on the Armagh Road, Inspector Gibson said motorised scooters were not permitted on public roads and she said there should be some education about the dangers of this and she would speak to residents and schools in this regard.

The initiative referred to by Superintendent Haslett of PSNI officers distributing hi-vis jackets to walkers was welcomed by Members.

Superintendent Haslett said the PSNI did not have the same level of technology as the UK with regard to testing for substance abuse. He said a physical impairment test was conducted by trained officers and where appropriate, confirmed by a medical professional.

Councillor Andrews thanked all those involved in helping to address the traffic speeding incidents in the Rowallane area and said the recent meeting had highlighted issues that he hoped could be resolved.

Councillor Clarke said the reconfiguration of Donard Park was almost complete, but he said there was still ASB in the car park, particularly the overflow car park and he considered that Council could install a barrier in the overflow carpark that would deter ASB behaviour.

### **Domestic Violence**

Superintendent Haslett said the PSNI was very much aware that men as well as women were victims of domestic violence; this would be highlighted in upcoming work.

### **Hate Crime**

Councillor Lewis, referred to an incident where a banner had been erected outside Cumran Primary School in Clough on Monday 30 January and said it had been swiftly removed. He said school staff did not wish the press to be involved and they were currently working closely with the PSNI; the PSNI were examining CCTV. Inspector Hardy confirmed the incident was the subject of an ongoing investigation and was being monitored closely.

**Burglaries**

There had been incidents of oil thefts from homes in the Newcastle and Warrenpoint areas, Superintendent Haslett said the cost of living crisis had unfortunately resulted in an increase in oil theft and he said PSNI could put out messages on social media in this regard; additionally, he said if Members wanted to link in with Inspector Sheila Loughran, the Crime Prevention Officer could visit affected residents / locations to reassure them and he encouraged anyone affected by oil theft to report it to the PSNI.

**ASB / DRUGS**

ASB and drug abuse still an ongoing problem in Downpatrick. Superintendent Haslett said as a result of targeted intervention by the PSNI, PCSP and other statutory agencies in response to sustained ASB earlier in the year in Downpatrick, that ASB had decreased in the area. He asked that all concerns be relayed to the PSNI and he assured Members that action would be taken. Inspector Hardy said the media coverage did not help matters and he said Neighbourhood Policing Teams were active in Downpatrick, tackling ASB in an effort to make the town a safer place. Chief Superintendent Haslett said it was not just a PSNI issue to be solved and a joined-up approach with traders, such as was the case in Newry was very beneficial.

Dan McEvoy said there were too many forums resulting in a loss of focus and a dedicated body that took the lead was required, he said some discussion was needed regarding this.

Superintendent Haslett said there was already a proven template that could be used to resolve this. Councillor Hanlon noted that the ASB Sub Group had made significant progress in addressing local issues. However she said Saturday evenings in Downpatrick town centre with individuals taking illegal substances and being heavily intoxicated was very off putting for residents. She said Downpatrick was referred to on Wikipedia as being the most dangerous town in Northern Ireland and she said that needed to be challenged as Wikipedia was not regulated.

**6 PCSP Budget – Change Control Request**

Read: PCSP Budget – Change Control (copy circulated)

**Agreed: On the proposal of Councillor Gallagher, seconded by Councillor Clarke it was agreed to:**

- **Note the report**
- **Approve the recommendation that £15,000 be reallocated from the PCSP 2022/23 Administration budget to the Operations budget.**

**7 PCSP Officer Report**

Read: PCSP Officer Report (copy circulated)



Mrs Flynn said an additional 7 SIDs were to be installed bringing the total to 21. She said it was hoped to move to a remote monitoring system, however, she acknowledged, the cost at £11,500 may be cost prohibitive.

Mrs Flynn said a complaint had been received from the Alliance Party on behalf of a resident regarding the location of the Killyleagh SID. She said it was the only complaint received in three years and noted that the Partnership had no concerns about its location.

Mrs Flynn requested that going forward, the SIDs data was not published with the PCSP agenda on the Council website as information had been taken from the website and put out on social media without appropriate context.

**Agreed: It was agreed the Committee:**

- **Note the report**
- **Note the attached PCSP Officer Report.**

## **8 ASB Sub Group Report**

Read: ASB Sub Group Report – January 2023 (copy circulated).

**Agreed: On the proposal of Councillor Andrews seconded by Councillor McKevitt it was agreed the Committee:-**

- **Note the report.**
- **Agree the attached Draft Action Sheet of ASB Sub Group 1 held on 6 December 2022 and ASB Sub Group 2 held on 7 December 2022.**

## **9 Statutory Partner Update**

Mr Liam Gunn NIHE:

- NIHE had erected fencing in Burrenview Court, Newcastle to address concerns relating to quads / scramblers, however the NIHE had received legal representation from an adjacent landowner advising that part of the fencing was on his land and under threat of court action it had reluctantly been decided to remove a panel of fencing, however discussions were ongoing with landowner and Mr Gunn said he would keep the PCSP updated as to progress.
- With regard to ASB in Housing Executive properties, NIHE had successfully ended the tenancy of three tenants, two in the Burrendale Estate and one in Marian Park Downpatrick, all of whom had been a source of noise / nuisance to neighbours.
- It was anticipated the CCTV scheme for the Burrendale flats would be installed in all communal areas by Summer 2023.

Ms Donna Weir EA:

- The Education Authority was facing similar financial restraints and staffing problems as the PSNI with vacancies unlikely to be filled.
- There had been an increase of £57,000 in funding offers to the District this year compared to last year, information was available on the Education Authority website.



- There was good news to report with youth working in both the voluntary and statutory sectors providing targeted support funding for the sector as agreed up until March 2023. New funding offers would be assessed on a year by year basis based on the financial situation. There was not yet a confirmed budget for 2023/24.
- There would be a significant consultation event later in March 2023 regarding the Youth Voice programme supported by Council and Community Planning team.
- Four cohorts of young people in Downpatrick, Newcastle and Newry were involved in leadership training via the Horizons programme, supporting them in terms of leadership and entrepreneurial skills.
- Staff continue to work with partners in the voluntary and statutory sectors to ensure young people get the best from the resources available.

Mr Michael Heaney YJA:

- The Youth Justice Agency would be marking their 25<sup>th</sup> anniversary with a sequence of planned events, one of which would take place in Banbridge on 24 April, more details to follow.
- ASB in Downpatrick or elsewhere was best addressed via a multi agency approach.

Ms Roisin Leckey PBNI:

- Probations partnership with the PSNI, the focus was to target prolific offenders in the District.
- Regarding assaults on the PSNI, this may be an opportunity to campaign with the courts for tougher sentencing.

# 11 Update from PSNI on implications of, and preparations for Brexit in relation to Policing in Newry, Mourne and Down (Standing item)

There was no update to report.

**AGREED:** On the proposal of Councillor Clarke, seconded by Councillor Lewis it was agreed the PCSP write to the Permanent Secretary at the Department of Justice campaigning for tougher sentencing for offenders found guilty of assaulting front line service workers. Letter to be copied to the Attorney General's Office.

# 12 Date of Next Meeting - 2pm on 28 March 2023 (Mourne Room, Downshire Civic Centre and online via Microsoft Teams)

The next PCSP & Policing Committee Meeting is scheduled for Tuesday 28 March 2023 at 2pm in the Mourne Room, Downshire Civic Centre and online via Microsoft Teams.

There being no further business the meeting concluded at 7.50pm.

<b>Report to:</b>	Active and Healthy Communities Committee
<b>Date of Meeting:</b>	19 June 2023
<b>Subject:</b>	Newry Neighbourhood Renewal Partnership (NRP) Report
<b>Reporting Officer (Including Job Title):</b>	Janine Hillen, Assistant Director for Community Engagement
<b>Contact Officer (Including Job Title):</b>	Damien Brannigan, Head of Engagement

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

For decision	For noting only	<input checked="" type="checkbox"/>
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<b>1.0</b>	<b>Purpose and Background</b>
1.1	<p><b>Purpose</b></p> <ul style="list-style-type: none"> <li>To note the report.</li> <li>To note the attached Minutes of the Newry Neighbourhood Renewal Partnership (NRP) Meeting held on Wednesday 18 January 2023, and the Minutes of the Newry Neighbourhood Renewal Partnership (NRP) meeting held on Wednesday 29 March 2023.</li> </ul> <p><b>Background</b></p> <p>The attached Minutes of the Newry NRP Meeting held on Wednesday 18 January 2023 and the Minutes of the Newry NRP Meeting held on Wednesday 29 March 2023 are provided to update the Committee on the on-going work of Newry NRP.</p>
<b>2.0</b>	<b>Key issues</b>
2.1	None.
<b>3.0</b>	<b>Recommendations</b>
3.1	<p>That the Committee:-</p> <ul style="list-style-type: none"> <li>Note the report.</li> <li>Note the following Newry NRP Minutes as attached: <ul style="list-style-type: none"> <li>&gt; Minutes of Newry NRP Meeting held on Wednesday 18 January 2023, approved at Newry NRP Meeting held on Wednesday 29 March 2023.</li> <li>&gt; Minutes of Newry NRP Meeting held on Wednesday 29 March 2023, approved at Newry NRP Meeting held on Wednesday 24 May 2023.</li> </ul> </li> </ul>
<b>4.0</b>	<b>Resource implications</b>
4.1	None.
<b>5.0</b>	<b>Due regard to equality of opportunity and regard to good relations (complete the relevant sections)</b>
5.1	<p><b><i>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</i></b></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><b><i>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</i></b></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><b><i>Proposal initiating consultation</i></b></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><b>Due regard to Rural Needs (please tick all that apply)</b></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><b>Appendices</b></p>
7.1	<p>Appendix 1: Minutes of Newry NRP Meeting held on Wednesday 18 January 2023. Appendix 2: Minutes of Newry NRP meeting held on Wednesday 29 March 2023.</p>
8.0	<p><b>Background Documents</b></p>
8.1	<p>None.</p>



**Minutes of the Newry NR Partnership Meeting  
Wednesday 18 January 2023  
At 7.00pm  
Think Lab, WIN Business Centre**

***In Attendance:***

Mrs Paula McGuigan	Chairperson, NRP
Mr Collie Hanna,	Vice Chairperson, NRP
Mrs Joanne Markey,	Carnagat CA
Mrs Patricia O'Gorman,	Threeways CA
Dr Conor Patterson,	Newry and Mourne Enterprise Agency
Ms Maeve McParland,	Newry and Mourne Enterprise Agency
Mrs Catherine O'Hanlon,	Area Manager DfC
Mr Sean Mc Kevitt,	Newry Mourne and Down District Council
Mr Raymond Jackson,	Confederation of Community Groups
Mr Aiden McCabe,	SHSCT Promoting Well-being Team
Ms Noreen Rice,	Meadow Armagh road CA
Mr Brendan Cranney,	Meadow Armagh road CA
Mrs Maureen Ruddy,	Martins lane CA
Ms Francine Ruddy,	Martins Lane CA.
Mr Brendan Cranney,	Meadow Armagh Road CA
Mr Liam Gunn,	NIHE

***Apologies:***

Mr Malachy Maguire,	Ballybot CA
Mr Paul Magennis,	Barcroft CA
Mrs Linda Devlin,	Martins Lane CA
Ms Bernie Mooney,	Education Authority NI. (EANI)
Ms Aisling Rennick,	Newry Mourne & Down District Council
Ms Diana O'Hanlon,	Greater Linenhall Area CA
Mrs Lesley Hamilton,	Southern Regional College (SRC)
Ms Bernie Mooney,	Education Authority NI. (EANI)

**Matters Discussed**

- 1. Welcome & Introductions
- 2. Apologies
- 3. Minutes/ Matters arising
- 4. Conflict of Interest
- 5. Sub group updates
- 6. DFC update
- 7. Date of next meeting

ITEM	SUBJECT	MATTERS ARISING/UPDATE	ACTIONS	By Whom
1	Welcome / Introductions	Mrs Paula McGuigan welcomed everyone to the meeting.		
2.	Apologies	Recorded as above.		
3.	Minutes/matters arising	Minutes agreed as accurate Proposed by Joanne Markey and seconded by Collie Hanna.  No Matters arising		
4.	Conflict of interest	No Conflicts of interest declared.		
5.	Sub group updates	NIHE  <b>Carnagat Project:</b> <ul style="list-style-type: none"><li>• New tender has closed – several bids received – now in</li></ul>		

	<p>evaluation stage. Members to be updated when the Contactor selected.</p> <p><b>NIHE Community grant</b></p> <ul style="list-style-type: none"> <li>Greater Linenhall has received a grant for their defibrillators – requested through the NRP meeting.</li> </ul> <p><b>E2E (Education to Employment):</b></p> <ul style="list-style-type: none"> <li>Study skills – Digital well – being delivered to all key stage 3</li> <li>Digital awareness to be offered to Parents.</li> <li>Year 11 students on placement in February.</li> <li>Career pathways event to 3 schools – hoping to deliver in the Omniplex this year.</li> <li>Welcoming back the P7's to the business park.</li> <li>On track to meet all targets and spend by end of March.</li> </ul> <p><b>SRC::</b></p> <ul style="list-style-type: none"> <li>All funding allocated.</li> <li>Targets met.</li> <li>No further training until further funding confirmed.</li> <li>34 Residents achieved qualification to date.</li> <li>15 progressing to completion.</li> <li>20 have secured employment in Security and driving.</li> <li>1 resident failed and 12 withdrew before completion.</li> </ul> <p><b>SHSCT</b></p> <ul style="list-style-type: none"> <li>Current programme on track to meet all targets and spend allocated budget.</li> <li>Chest Heart and Stoke(CHS) wellness checks fully booked.</li> <li>Autism reality bus in 5 areas (2 funded by NR)– great feedback – match funding received for 3 other areas. Look at this again moving forward.</li> <li>Application for 23/24 and 24/25 are in with DfC.</li> <li>Action plan meeting took place.</li> </ul>		
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		<p><b>NMDDC:</b> <b>Outdoor activity:</b></p> <ul style="list-style-type: none"> <li>• All Targets met</li> <li>• Budget on track to be fully spent by 31 March 2023.</li> </ul> <p><b>Community Renewal:</b></p> <ul style="list-style-type: none"> <li>• Programme on track to spend.</li> <li>• Meeting all targets</li> <li>• All groups receiving community renewal support – governance/training/funding applications.</li> <li>• NR groups delivering wide range of activity providing for local people. Through weekly activity and key events.</li> </ul>		
<b>6.</b>	<b>DfC Update</b>	<p>All applications are in</p> <p>2 week turnaround on the applications.</p> <p>Waiting on details of a budget- No guarantee of funding.</p>		
<b>7.</b>	<b>A.O.B</b>	<p>Mrs Donna Wier Senior youth worker EA youth service asks to be invited to sit on the NRP board.</p> <p>All organisations can nominate 2 members.</p> <p>Discussion took place on the advantages of her as a member.</p> <p>Members approved her membership.</p> <p>The issue of Non-attendance was again raised – members who attend feel that this unfair as they enjoy the benefits.</p> <p>The NRP requires that all those nominated to represent their organisation/community should attend.</p> <p>Only required to attend 6 meetings per year.</p>	<p>Sean to contact Donna and forward her a declaration form.</p> <p>Members instructed Sean to write to everyone within the partnership reminding them of their commitment to</p>	

		<p>Catherine also reminded all those who receive a funding award to update the Govt funding database.</p> <p>Raymond informed members of the Cost-of-living support programme - Small scheme to help with utility bills for anyone really struggling.</p> <p>No More Business</p>	attend the NRP meetings.	
8.	Date of Next Meeting	Wednesday 29 <sup>th</sup> March 2023 7pm WIN Business centre	Circulate details and all information	Sean



**Minutes of the Newry NR Partnership Meeting  
Wednesday 18 March 2023  
At 7.00pm  
Think Lab, WIN Business Centre**

***In Attendance:***

Mrs Paula McGuigan	Chairperson, NRP (Carnagat CA)
Mr Collie Hanna,	Vice Chairperson, NRP (Barcroft CA)
Mrs Joanne Markey,	Carnagat CA
Mrs Patricia O’Gorman,	Threeways CA
Ms Shauna McCourt,	Drumalane Quayside Close CA
Mr Malachy Maguire,	Ballybot CA
Ms Cliodhna Malone,	Ballybot CA
Mrs Caroline Finnegan,	Ballybot CA
Mr John Hogan,	Ballybot CA
Dr Conor Patterson,	Newry and Mourne Enterprise Agency
Ms Maeve McParland,	Newry and Mourne Enterprise Agency
Mrs Donna Weir,	Education Authority Youth Service (EA)
Mrs Catherine O’Hanlon,	Area Manager DfC
Mr Sean Mc Kevitt,	Newry Mourne and Down District Council
Ms Kathleen Lowry,	Greater Linenhall Area CA
Ms Orla Morgan,	GLACA
Ms Denise Fearon,	GLACA
Mrs Lesley Hamilton,	Southern Regional College (SRC)
Mr Raymond Jackson,	Confederation of Community Groups
Mr Aiden McCabe,	SHSCT Promoting Well-being Team.
Mr Liam Gunn,	Northern Ireland Housing Executive
Ms Noreen Rice,	Meadow Armagh road CA
Mr Brendan Cranney,	Meadow Armagh road CA
Mrs Maureen Ruddy,	Martins lane CA
Ms Francine Ruddy,	Martins Lane CA.
Mr Ewan Morgan,	Community Restorative Justice (CRJ)
Mr John Stewart,	Community Restorative Justice

***Others Attending:***

Ms Jo Meeke	Christians Against Poverty (CAP)
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***Apologies:***

Mr Paul Magennis,	Barcroft CA
Mr Kevin McCabe,	Drumalane Quayside Close CA
Ms Bernie Mooney,	Education Authority NI. (EANI)
Ms Aisling Rennick,	Newry Mourne & Down District Council
Ms Linda Develin,	Martins Lane CA
Mrs Kathleen Magee,	Derrybeg CA

**Matters Discussed**

1. Welcome & Introductions
2. Apologies.
3. Jo Meeke, CAP
4. Minutes/Matters arising.
5. Conflict of Interest.
6. Attendance at NRP meetings
7. Sub-group updates.
8. DFC/Community updates.
9. Date of next meeting.

ITEM	SUBJECT	MATTERS ARISING/UPDATE	ACTIONS	By Whom
1	Welcome / Introductions	Mrs Paula McGuigan welcomed everyone to the meeting.		
2.	Apologies	Recorded as above.		
3.	Jo Meeke (CAP)	Debt counselling charity Provide home visits – anyone can refer. We can triage people in their own homes. Work with groups of up to 12 or a one-to-one service. 3 official visits – do they need help with budgeting or help with debt. Financial advisers look at money in and money out. Provide information/community support and other services. Try to find a solution to debt unless we can't balance a budget –		

		explore other ways for funding and finances. We offer support until a person is debt free. We also have a food bank and other household /personal items. Free service which can be delivered in community centres/houses. Jo circulated information leaflets with contact details. The members thanked Jo for her presentation.		
<b>4.</b>	<b>Minutes/matters arising.</b>	Minutes agreed as accurate. Proposed by Brendan Cranney and seconded by Joanne Markey.  No Matters arising.		
<b>5.</b>	<b>Conflict of interest</b>	No Conflicts of interest declared.		
<b>6.</b>	<b>Attendance at NRP meetings</b>	This was discussed at previous meeting and Sean was instructed to write to all organisations about the importance of attending NRP meetings.  Great response – members signed the declaration and returned to Sean.  Great attendance this evening.  Going forward members have agreed that sub-groups will also meet bi -monthly to alleviate the pressure on the volunteers.  Thank all members for their response.		
<b>7.</b>	<b>Sub-group updates</b>	<b>CRJI Update:</b> Ewan provide the members with a power point presentation.	Copy attached.	

		<p><b>Key points:</b></p> <ul style="list-style-type: none"> <li>Delivered a community reassurance workshop in October 2022 in the Dominican Hall Newry, involving PSNI, Radius Housing Association and residents from Ballybot area - <b>14 people</b> attended.</li> <li><b>13 people</b> (including 5 students from Our Lady's and St Joseph's Secondary Schools) participated and achieved <b>OCN Level II Accreditation in Restorative Practices</b>.</li> <li><b>PWTC</b> meetings -32 Attendees. On 01/02/2023 following the discovery of a viable explosive device in Barcroft Park, CRJ held an impromptu sub PWTC meeting between <b>9 evacuated families</b> and NPT officers.</li> <li>Youth, inclusion and diversionary workshop in 3 Ways – <b>15 participants</b>.</li> <li><b>Safer Stronger Communities</b> delivered 2 Fixing Things programmes in Feb/March 2023 in St. Patrick's PS Meadow and St Malachy's PS Carnagat. <b>103 pupils</b> received their <b>Introduction to Restorative Practices Certificates Award</b>.</li> </ul> <p><b>NIHE</b></p> <p><b>Carnagat Project:</b></p> <ul style="list-style-type: none"> <li>Tender closed – await decision on selection of contractor.</li> <li>Close to the end of the process.</li> </ul> <p><b>E2E (Education 2 Employment):</b></p> <ul style="list-style-type: none"> <li>246 students supported in the last 2 weeks.</li> <li>Career pathways event in the Omniplex – all invited. Photo call at 12.30pm</li> <li>Targets met and budget spent.</li> </ul>		
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		<p><b>SRC:</b></p> <ul style="list-style-type: none"> <li>• All funding allocated.</li> <li>• Targets met.</li> <li>• No further training until further funding confirmed.</li> <li>• Some courses to be completed.</li> <li>• 22 people have secured employment in Security and driving.</li> </ul> <p><b>SHSCT</b></p> <ul style="list-style-type: none"> <li>• Budget spent.</li> <li>• Lots of Physical activities</li> <li>• Success stories with Autism Reality and CHS checks</li> <li>• All targets met.</li> <li>• Await outcome of new budget allocations.</li> </ul> <p><b>EANI:</b></p> <ul style="list-style-type: none"> <li>• EOI approved by Members for St Malachy's Nursery playground equipment – Application to be withdrawn as EANI have agreed to fund the entire proposal.</li> </ul> <p><b>EA youth services:</b></p> <ul style="list-style-type: none"> <li>• Some good news – contingency plans for groups.</li> <li>• Units will get funding – although reduced.</li> <li>• Deliver core services – no frills.</li> <li>• Aspirational action plans formulated – youth service receive 1% of the education budget.</li> <li>• A lot of good youth work happens through volunteers.</li> <li>• You can register with the youth service online to receive support.</li> </ul>			<p>Circulate the link.</p> <p>Donna</p>
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		<p><b>NMDDC:</b> <b>Outdoor activity:</b></p> <ul style="list-style-type: none"> <li>• All Targets met.</li> <li>• Budget on track to be fully spent by 31 March 2023.</li> </ul> <p><b>Community Renewal:</b></p> <ul style="list-style-type: none"> <li>• Meeting all targets</li> <li>• All groups receiving community renewal support – governance/training/funding applications.</li> <li>• Skills audit carried out within the CA's – looking at the needs moving forward.</li> <li>• NR groups delivering wide range of activity providing for local people. Through weekly activity and key events.</li> <li>• Collie and Raymond to attend the 36 NRP's Forum meeting.</li> </ul>		
<b>8.</b>	<b>DfC/Community Update</b>	<p>Waiting on details of a budget. – There will be cuts – DfC unsure of the level required.</p> <p>Conor told members that the sector was very unstable due to the uncertainty – could lose good people who may never return to the sector.</p> <p><b>Update from CA's</b> <u>Wide range of activity delivered:</u></p> <ul style="list-style-type: none"> <li>• Tai Chi, dance, Boogie Bounce, Basketball. Yoga, Boxercise, Kettle bells, Football coaching.</li> <li>• CHS checks, Autism reality sessions.</li> <li>• Men's sheds – Down Memory Lane event.</li> <li>• Youth development programmes, Youth drop In.</li> </ul>		

		<ul style="list-style-type: none"> <li>Youth, Adult and Older people's trips, Weekly Bingo, Crochet/Knitting classes.</li> <li>Christmas parties, Christmas winter wonderland for children, Parcels for Older people.</li> <li>Training for volunteers, attendance at Committee and external meetings.</li> <li>Planning for Easter and summer programmes, Funding applications and returns.</li> </ul> <p>Barcroft faced a huge challenge when their centre closed for repairs. They continue their activities, hiring out the Thomas Davis hub.</p>		
9.	<b>A.O.B</b>	<p>New Ireland 'People's assembly' cross border event in the Carrickdale Hotel on Thursday. Conor to chair this event.</p> <p>Catherine, on behalf of DfC, thanked everyone for all their continued hard work and in particular., all the volunteers who work tirelessly within the local communities facing and overcoming the many challenges.</p> <p>No More Business</p> <p>All the members thanked for their attendance.</p>		
10.	<b>Date of Next Meeting</b>	<p>Wednesday 24<sup>th</sup> May 2023 7pm WIN Business centre</p>	<p>Circulate details and all information</p>	<p>Sean</p>

<b>Report to:</b>	Active and Healthy Communities Committee
<b>Date of Meeting:</b>	19 June 2023
<b>Subject:</b>	Downpatrick Neighbourhood Renewal Partnership (NRP) Report
<b>Reporting Officer (Including Job Title):</b>	Janine Hillen, Assistant Director for Community Engagement
<b>Contact Officer (Including Job Title):</b>	Damien Brannigan, Head of Engagement

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

<b>For decision</b>	<input type="checkbox"/>	<b>For noting only</b>	<input checked="" type="checkbox"/>
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<b>1.0</b>	<b>Purpose and Background</b>
1.1	<p><b>Purpose</b></p> <ul style="list-style-type: none"> <li>To note the report.</li> <li>To note the attached Minutes of the Downpatrick Neighbourhood Renewal Partnership (NRP) Meeting held on Tuesday 29 November 2022.</li> <li>To note the attached Downpatrick NRP Action Plan for 2019-2022 (updated November 2022).</li> </ul> <p><b>Background</b></p> <p>The attached Minutes of the Downpatrick NRP Meeting held on Tuesday 29 November 2022 and the attached Downpatrick NRP Action Plan for 2019-2022 are provided to update the Committee on the on-going work of Downpatrick NRP.</p>
<b>2.0</b>	<b>Key issues</b>
2.1	None.
<b>3.0</b>	<b>Recommendations</b>
3.1	<p>That the Committee:-</p> <ul style="list-style-type: none"> <li>Note the report.</li> <li>Note the attached Minutes of the Downpatrick NRP Meeting held on Tuesday 29 November 2022, approved at Downpatrick NRP Meeting held on Wednesday 29 March 2023.</li> <li>Note the attached Downpatrick NRP Action Plan for 2019-2022 (updated November 2022).</li> </ul>
<b>4.0</b>	<b>Resource implications</b>
4.1	None.
<b>5.0</b>	<b>Due regard to equality of opportunity and regard to good relations (complete the relevant sections)</b>
5.1	<i>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</i>

	It is not anticipated the proposal will have an adverse impact upon Equality of Opportunity or Good Relations <input checked="" type="checkbox"/>
5.2	<p><b><i>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</i></b></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><b><i>Proposal initiating consultation</i></b></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	<b>Due regard to Rural Needs (please tick all that apply)</b>
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	<b>Appendices</b>
7.1	<p>Appendix 1: Minutes of Downpatrick NRP Meeting held on Tuesday 29 November 2022.</p> <p>Appendix 2: Downpatrick NRP Action Plan for 2019-2022 (updated 29 November 2022).</p>
8.0	<b>Background Documents</b>
8.1	None.

## Newry, Mourne and Down District Council

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### Action Sheet of Downpatrick Neighbourhood Renewal Partnership Meeting held on Tuesday 29 November 2022 via zoom

#### Chairperson:

Nicholas McCrickard

County Down Rural Community Network (CDRCN)

#### In Attendance:

Brian Morrow  
Jenny Lavery  
Donna Marks  
Maria Kelly  
Lillian Swaffield  
Tatiana Seed  
Janice McDonald  
Niall Fitzpatrick

Department for Communities (DfC)  
County Down Rural Community Network (CDRCN)  
Marian Park Community Association (MPCA)  
Downpatrick SureStart  
Bridge Street & Mount Crescent Community Association  
SERC  
Down Business Centre  
Northern Ireland Housing Executive

#### Others in attendance:

#### Council Officials:

Katrina Hynds  
Aisling Rennick

Technical Officer, Downpatrick NHR  
Engagement & Development Manager

#### Apologies:

Anthony Trainor  
Lorraine Coulter  
Damien Brannigan  
Mel Murray  
Liam Gunn  
Seamus Blaney  
Lisa Perry  
Dan McEvoy  
Mary Cahalane Woodward  
Alison McCarthy  
Tatiana Seed

Stream Street Residents Association (SSRA)  
South Eastern Trust (SET)  
Newry, Mourne & Down District Council  
Education Authority  
Northern Ireland Housing Executive (NIHE)  
Stream Street Residents Association  
Flying Horse Ward Community Forum  
Downpatrick Community Collective  
South Eastern Trust  
Tosu Ur  
SERC



ITEM	SUBJECT	DECISION	FOR COMPLETION – including actions taken/date completed or progress to date if not yet completed.
DNRP/02/2022	Welcome and Apologies	Nicholas McCrickard welcomed members to the meeting.	
DNRP/03/2022	Action Sheet	On the proposal of Jenny Lavery, seconded by Donna Marks, the action sheet of the Downpatrick Neighbourhood Renewal Meeting held on 21 September 2022 was adopted.	Technical Officer.
DNRP/04/2022	Review of Action Plan	The following amendments were agreed:  <b>Community Renewal</b> Remove Community Training & Support Fund – if additional funding is required for specific training, application to be made through Jenny Lavery.	Noted.

		<p><b>Economic Renewal</b>            Replace Business Plan for Town Centre            Social Enterprise Development with            Review following detailed consultation            being carried out by Downpatrick            Regeneration Committee.</p> <p><b>Physical Renewable</b>            Amend Cost of Provision of Basketball            Court in Model Farm to £75,000            Include:</p> <ul style="list-style-type: none"> <li>• Provision of Sensory Equipment –                Surestart, Downpatrick</li> <li>• Provision of Storage Container in                Marian Park for usage by all                members of Downpatrick NHR</li> <li>• Replacement of old play equipment                in Mount Crescent and Ballymote                play parks</li> </ul>	
DNRP/05/2022	Re-Signing of Code of Conduct	The Technical Officer referred to the Code of Conduct which had been re- issued and reminded members that it is imperative that it is re-signed and returned to her as soon as possible	Technical Officer.

DNRP/06/2022	Request from Surestart for provision of sensory equipment	Members agreed to support the application for sensory equipment from Surestart.	Department for Communities.
DNRP/07/2022	Request from Owenbeg Bowling Club for Funding to Support Refurbishment of Kitchen Facilities	It was agreed to invite representatives from Owenbeg Bowling Club to the next meeting to make presentation on their request for funding.	Technical Officer.
DNRP/08/2022	Update from Department for Communities	<p>An update from Department for Communities included:</p> <ul style="list-style-type: none"> <li>• Progress Reports for Quarters 1 &amp; 2 have been received</li> <li>• Applications for 2023/24 Funding will be sent to respective agencies in December</li> <li>• Review of existing NHR taking place and will be replaced with People &amp; Places. Anticipated that catchment area will include rural communities as well as urban.</li> </ul>	

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## Downpatrick Neighbourhood Renewal Partnership

### Action Plan 2019 – 2022

(Agreed 17<sup>th</sup> September 2019 – Updated November 2022)

Key to tables:

Green	Continuing 'core' DSD- funded or mainstreamed project, agreed or expected to go ahead
Red	NR Partnership priority project, subject to future funding
Pink	Possible priority project via NR funding or promoted through DEA Forum / Community Planning Framework
Yellow	Community Planning-related project – to be promoted through DEA Forum / Community Planning framework

September 2021

## **Strategic Objective:** Community Renewal - Community Involvement

### **Overview of Need:**

At the outset of the Neighbourhood Renewal programme, levels of community infrastructure and capacity in Downpatrick NRA were extremely variable. The Flying Horse Ward Community Forum, an active umbrella body for a range of community and sporting groups in the 3 main estates in the Ballymote Ward, contrasted with a low level or total lack of community activity in other estates. Levels of community activity have increased through support from the NR programme, particularly through the provision of a dedicated NR community development worker, also essential to co-ordinating access to the range of other social and economic programmes but this remains an ongoing need. Of particular importance is the need to support community-identified actions in the Meadowlands area where, after a huge amount of work to help individuals form a group that can speak out for their community and engage effectively with agencies with resources, continuing support for positive community action is essential.

### **Key Priorities**

1. To increase the number of local people involved and the levels of involvement in activities and decisions contributing to improvements in the quality of life in the NR area.
2. To develop community infrastructure within the NR area and to support the delivery of community-based activities.
3. To promote youth engagement and seek opportunities for youth development.
4. To promote partnership working between local community and local statutory bodies.
5. To provide opportunities for increased use of shared community and recreational facilities.
6. To build stronger links between communities in the NR area, and create more opportunities for positive contact between residents.



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Project / Actions	Key Priorities / Outcomes	Method Of Delivery	Resource Timescale Implication	Milestones	How Success Will Be Monitored	DfC Indicators
NMDDC Technical Assistance	Community: all Economic: all Social: all Physical: all	NMDDC	Annual cost - £16,500	April 2020	Quarterly monitoring reports on agreed outputs and outcomes. Evaluation of programme upon delivery	All
PHA Health & Community Engagement Programme	Community: 1, 2, 4, 6 Economic: 7 Social: 1, 3, 5 Physical: 2, 3	CRDRN	Annual Cost £25,000	7 groups involved throughout the year	Quarterly monitoring by NRP/DDC Annual review by NRP Number of men & women in health programmes Participants in youth activity Effective interagency meetings	CR3 CR4 SR(H)1 SR(H)4



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**Strategic Objective:** Economic Renewal - Work and Worklessness, Qualifications, Skills and Training

**Overview of Need:**

The most recent update of NISRA statistics for the Downpatrick NRA show some improvements in the economic position from the 2001 baseline. The proportion of economically active people has also risen from 50.8% in 2001 to 60.6%, although again well below NI at 66.2%. After a fall in 2006 – 2008, unemployment has resumed 2001 levels and is at 7.6%. This is reflected in the proportion of residents on Job Seekers Allowance at 9.7%, up sharply from 2001 (5.8%) and three times the lowest level in 2008 (3.1%)

**Key Issues:**

1. To support local people with few or no qualifications to access vocational and personal development training.
2. To help local people, in particular those unemployed and dependent on state welfare benefits, to access suitable employment and training opportunities
3. To source and develop opportunities to provide training relevant to local business needs and local residents.
4. To support and help local people avail of money management advice.
5. To encourage new businesses to locate in the area, and to support expansion of existing businesses in the NR area.
6. To source and develop opportunities for community/socio-economic projects that will provide long term sustainability for local communities
7. To widen economic activity and to source and develop opportunities to increase household incomes and improve prosperity within the NR area.

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Project / Actions	Key Priorities / Outcomes	Method Of Delivery	Resource Timescale Implication	Milestones	How Success Will Be Monitored	DfC Indicators
<b>SERC Driving to Success</b>	Community: Economic: 1, 2, 3 Social: 6 Physical:	SERC	£60,000 p.a. April 2019-March 2020	Adequate funding in place Criteria Review (20 NRA participants)	Quarterly monitoring by NRP/NMDDC Annual review by NRP Number trained Driving test passes Qualifications gained Employment gained	ER2 ER4 ER5 ER6 ER7 ER10, ER14
<b>Business Plan for Town Centre Social Enterprise Development, including review of derelict buildings in Town Centre &amp; funding for Feasibility Study to convert old Social Security Office to a Community Facility to be used by DCC.</b>	Community: 1, 4, 5 Economic: 2, 5, 6 Social: 3, 4 Physical: 2	Downpatrick Community Collective NMDDC Appointed consultant	Professional fees -& Feasibility Study	Completion of study pending funding	Production of report Identification of preferred option(s)	CR9 PR8 PR10

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**Strategic Objective: Social Renewal** - Health & Social Wellbeing, Educational Attainment, Attitudes to Education, Crime & Safety, Income & Benefit Dependency

### Overview of Need:

The most recent update of NISRA statistics for the Downpatrick NRA shows some improvements in the educational position from the 2001 baseline. The proportion of the population with no qualifications has fallen from 50.8% to 34.1% and the number of 16 – 74 year olds with a higher level qualification has doubled to 17.5, although this remains well below the NI average of 23.65%. Health has also seen some improvements although we should be wary of small area statistics which give widely varying results for individual health outcomes. However, those who claim that their general health is good rose from 61.8% (2001) to 73.9% in 2011. And is reinforced by the small reduction in those who have a long term limiting illness (26.7%, down from 28.2% in 2001). The latter remains much higher than the NI average at 20.69% and more people across NI claim to have good health (79.51%). In common with most parts of Northern Ireland, crime statistics have shown a major improvement. Recorded crime is down from 1,962/10,000 population to 1,305 in 2011. Rates of burglary, criminal damage and theft have fallen by more than half; although violent crime, which rose sharply until 2006, is now back to 2001 levels.

### Key Priorities:

1. To empower and support local people to live healthy lifestyles to help reduce long-term illness within the NR area.
2. To ensure local residents have access to the best possible range of health and social care services.
3. To engage with the young people to promote healthy life style choices, in particular dealing with preventative measures.
4. To provide opportunities and support for the delivery of positive and stimulating health, sports and play activities for children and young people.
5. To influence the delivery of community-based health & well-being support services, particularly for the elderly and infirm.
6. To ensure local people have access to educational provision at all stages of their lives.
7. To improve the educational attainment for school leavers.



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8. To seek and support the delivery of a variety of new and innovative pathways to education.
9. To develop programmes to engage young people and specifically age groups 8 - 12 & 13 - 25 and to provide positive alternatives for physical education, volunteering and personal development.
10. To develop joint programmes for children and parents, in particular, to address ICT skills, development and employability skills.
11. To provide support and seek opportunities to develop the extending school's programme that will include improved usage of public buildings for community development.
12. To support new and migrant workers families to participate within the community including the development of English language and other skills.

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Project / Actions	Key Priorities / Outcomes	Method Of Delivery	Resource Timescale Implication	Milestones	How Success Will Be Monitored	DfC Indicators
SEH&SCT Family Health and Wellbeing	Community: 1, 2, 4 Economic: Social: 1, 2, 3, 4, 5 Physical:	SEH&SCT Downpatrick SureStart	£62,000 p.a. 2018 – March 2020		Quarterly monitoring by NRP/NMDDC Annual review by NRP Number of families helped Level of support for new parents Crèche sessions Home visits	ER13 SR(Ed)1 SR(H)1
Speech and Language Therapy	Community: 1, 4 Economic: 1 Social: 6, 7, 8, 9, 10 Physical:	SEH&SCT Downpatrick Schools	£48,000 p.a. 2016 – March 2020		Quarterly monitoring by NRP/NMDDC Annual review by NRP Improvements in children's reading ages/ class/ school reading scores Integration of Talk Boost programme into curriculum	SR(Ed)6 SR(Ed)7

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**Strategic Objective: Physical Renewal** – attractive, safe, sustainable environment

**Overview of Need:**

The most recent update of NISRA statistics for the Downpatrick NRA shows some improvements which suggest a growing confidence in the Downpatrick NRA. The proportion of owner occupied homes in the area has risen from 45.7% (2001) to 50.3% in 2011 (still far behind NI average levels at 66.9%). However, the proportion of residents claiming Housing Benefit has also risen over this period from 20.9% to 29.7% in 2011.

**Key Priorities:**

1. Higher availability of affordable housing stock.
2. Improved quality of environment for social, economic, cultural and leisure activities including enhancement of community facilities.
3. Improved infrastructure and access to services within housing estates, including car parking, traffic calming, road improvements and better street signage.
4. Safer physical quality of environment where people live.
5. Safer areas for children and young people to play



## September 2021

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Project / Actions	Key Priorities / Outcomes	Method Of Delivery	Resource Timescale Implication	Milestones	How Success Will Be Monitored	DFC Indicators
Kennedy Square/ Lynn Doyle Activity Area	Community: Economic: Social: 1, 4 Physical: 2, 3, 4, 5	NRP NMDDC NIHE	Capital cost - £30,000	Completion of activity area and play/seating – small environmental improvement scheme	Six monthly review of progress Review on completion by NRP User feedback	PR5
Marian Park Playground - additional equipment	Community: 2, 5 Economic: Social: 3, 4 Physical: 2, 3, 4, 5	NMDDC NRP Local community	Capital cost - £7,500	Completion of activity if capital funding becomes available	Quarterly monitoring by NRP/NMDDC Completion on cost and to specification Number of users from NRA User feedback	CR10 PR5
Saul St./Meadowlands Environmental Improvement	Community: 4 Economic: Social: Physical: 2, 3, 4, 5	NRP NMDDC DSD NIHE DRD Roads Service	Capital cost £50,000	Environmental improvement scheme, replace existing lighting with solar powered lights Renewable energy & climate mitigation to be paramount	Six monthly review of progress NRP Review on completion User feedback	PR3 SR(C)4
Extension of Allotments	Community: 1, 2, 4, 5, 6 Economic: 2, 4, 6 Social: 1, 5, 6, 8 Physical: 2, 4	Local Community/ NMDDC/ NIHE/ DFC	Capital Cost £5,000	Installation of electricity into polytunnels	Six month review of progress	
Upgrade Replace Existing Mobile – New Model Farm	Community: 1, 2, 4, 5, 6 Economic: 2, 4, 6 Social: 1, 5, 6, 8 Physical: 2, 4	Local Community/ NMDDC/ NIHE/ DFC	Capital Cost £300,000	Replace existing mobile for use by community & educational purposes by March 2020	Six month review of progress	

## September 2021

<b>Funding towards new Irish preschool Naiscoil Dhun Padraig</b>	Economic: 2, 4, 6 Social: 1, 5, 6, 8 Physical: 2, 4	Naiscoil Dhun Padraig	Capital Cost £200,000	Provision of new build for Naiscoil Dhun Padraig	Six month review of progress	
<b>Provision of Basketball Court in Model Farm</b>	Community: 1, 2, 4, 5, 6 Economic: 2, 4, 6 Social: 1, 5, 6, 8 Physical: 2, 4	Local Community/ NMDDC/DFC	Capital Cost £75,000	Installation of new equipment	Six month review of progress	
<b>Provision of Sensory Equipment</b>		Surestart	Capital Cost £1,500	Provision of sensory equipment	Approved	
<b>Storage Unit – Marian Park</b>		NMDDC/CDRCN/DFC	Capital Cost £5,000	Provision of new storage facility to be installed	Progress to funding application	
<b>Additional Play Park Equipment – Ballymote</b>		NMDDC/DFC	Capital Cost		Six month review of progress	
<b>Update Equipment in Play Park – Bridge Street/Mount Crescent</b>		NMDDC/DFC	Capital Cost		Six month review of progress	

<b>Report to:</b>	Active and Healthy Communities Committee
<b>Date of Meeting:</b>	19 June 2023
<b>Subject:</b>	<b>Peace IV Local Action Plan</b>
<b>Reporting Officer (Including Job Title):</b>	Janine Hillen, Assistant Director: Community Engagement
<b>Contact Officer (Including Job Title):</b>	Justyna McCabe, Programme Coordinator

<div> <div>For decision</div> <div>For noting only</div> <div>x</div> </div>	
<b>1.0</b>	<b>Purpose and Background</b>
1.1	<p>The Peace IV Partnership met on 23 March via Teams and there were no recommendations arising from this meeting that require AHC Committee approval.</p> <p>The report and minutes (January 2023) are for noting only.</p>
<b>2.0</b>	<b>Key issues</b>
2.1	<p>Shared Spaces and Services - Urban Sports Park at Newry Leisure Centre:</p> <ul style="list-style-type: none"> <li>At the last AHC Committee meeting it was agreed to liaise with SEUPB to determine whether the proposed project can proceed given the new construction timescales proposed.</li> <li>The anticipated timeline for delivery of the project, which included the planning process and statutory consultation, procurement of contractor and construction phase, was sent to SEUPB. The funder responded that both the award of contract and construction stages fell outside the current project timeframe (September 2023) and were also outside the overall timeframe for the Peace IV Programme which has a definitive end date of December 2023. They confirmed that Council would have to consider alternative sources of funding should they wish to proceed with the project.</li> </ul>
<b>3.0</b>	<b>Recommendations</b>
3.1	The report and minutes (January 2023) are for noting only.
<b>4.0</b>	<b>Resource implications</b>
4.1	Project 85% funded by the EU and 15% by the two Governments.
<b>5.0</b>	<b>Due regard to equality of opportunity and regard to good relations (complete the relevant sections)</b>
5.1	<i>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</i>

	It is not anticipated the proposal will have an adverse impact upon equality of opportunity or good relations <input checked="" type="checkbox"/>
5.2	<p><b><i>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</i></b></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><b><i>Proposal initiating consultation</i></b></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	<b>Due regard to Rural Needs (please tick all that apply)</b>
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	<b>Appendices</b>
	Minutes of Partnership meeting January 2023.
8.0	<b>Background Documents</b>
	None



## **PEACE IV Partnership Meeting**

### **MS Teams**

**Thursday 26 January 2023**

#### **Present:**

Cllr Terry Andrews (Chairperson)  
Cllr Declan Murphy  
Helen Honeyman, Social Partner  
Sean O'Baoill, Social Partner  
Seamus Camplisson, Social Partner  
Tatiana Seed, Social Partner  
Paul Yam, Social Partner  
Liam Gunn, NIHE

#### **Officers Present:**

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

#### **Apologies noted from:**

Cllr Mickey Ruane  
Cllr Michael Rice  
Cllr Karen McKevitt  
Cllr Andrew McMurry  
Judith Poucher, Social Partner  
Martina Byrne, Social Partner  
Martina Flynn, PCSP  
Aidan McCabe, SHSCT

### **1. Welcome and apologies**

Chairperson Cllr Terry Andrews opened the meeting and welcomed everyone.  
Apologies noted.

### **2. Conflict of interest**

None declared.

### **3. Minutes from previous meeting 23 November 2022**

No matters arising.

Proposed: Helen Honeyman  
Seconded: Cllr Declan Murphy

#### 4. Management Report

- Justyna McCabe presented the Management Report.

All projects under Children and Young People and Building Positive Relations are complete. The development of PEACEPLUS is ongoing and a Partnership has been formed. Public consultation workshop events have been completed and the team is working on the development of the Action Plan.

#### 5. Urban Sports Track Consultation Results

Justyna McCabe present the results of the public engagement on the proposed development of an urban sports park within the Newry Leisure Centre site.

Public engagement on the proposed development of an Urban Sports Park within the Newry Leisure Centre Site was carried out by the Programmes Unit. It was opened to the public on the 7<sup>th</sup> December 2022 and published on the Council's website as well as its social media platforms. The survey remained open until the 15<sup>th</sup> January 2023. Two information events were held in the Meadow and Armagh Road Community Centre outlining the proposal and directing attendees to the online survey. A total of 150 participants responded to this survey although not all participants answered every question.

The online survey was supplemented with a paper survey which was provided to households within 100m of the proposed site. Each household was provided with a stamped addressed envelope in which to anonymously return completed surveys. A further 600 surveys were distributed through the wider Meadow Community. In total 10 surveys were returned.

Participants were asked "To what extent do you agree or disagree with the proposed development of an urban sports park within the Newry Leisure Centre site?"

130 of the respondents stated they either agreed or strongly agreed with the proposal with 17 stating they either disagreed or strongly disagreed. Of those stating they lived within 10 mins of the proposed facility, 11% stated they disagreed or strongly disagreed with the proposal, this compares to a value of 12% across all respondents.

Of the 10 returns of the household survey 6 strongly agreed with the proposed development, 2 agreed with the proposed development, 1 stated they neither agreed nor disagreed with the proposed development, 1 left this response blank.

Among those who disagreed or strongly disagreed with the proposed development, strong objections were raised on the basis that the area was too residential, and this facility would attract anti-social behaviour.

There were also several suggestions on how this facility could be best designed and requests for further engagement with key groups.



**It was the recommendation of the Partnership to proceed with the project.**

Proposed: Seamus Camplisson

Seconded: Cllr Declan Murphy

**Action: Partnership members also agreed to attend the meeting with Newry DEA Forum.**

## **6. Partner delivery reports**

- Shared Spaces and Services report.

Elaine Carr updated members on the Derrymore and Forkhill ex-military sites projects.

Theresa McLaverty advised progress has been made on the Tom Dunn Project.

- PCSP report was distributed to members; members were invited to send any queries to the PEACE team to forward onward to PCSP members.

## **7. AOB**

None.

## **8. Date of next meeting**

23 March 2023 @ 6pm

<b>Report to:</b>	Active and Healthy Communities Committee
<b>Date of Meeting:</b>	June 2023
<b>Subject:</b>	<b>PEACEPLUS Local Action Plan</b>
<b>Reporting Officer (Including Job Title):</b>	Janine Hillen, Assistant Director: Community Engagement
<b>Contact Officer (Including Job Title):</b>	Sonya Burns – Head of Programmes Sarah McClory – Programmes Coordinator

<div> <div>For decision</div> <div>For noting only</div> <div>x</div> </div>	
<b>1.0</b>	<b>Purpose and Background</b>
1.1	<p>The report and minutes (8<sup>th</sup> February and 8<sup>th</sup> March 2023 meeting) are for noting only. Update as follows:</p> <ul style="list-style-type: none"> <li>Draft PEACEPLUS action plan finalised by Partnership 8<sup>th</sup> March.</li> <li>Draft action plan issued to stakeholders as per co-design process for feedback (3-week process that ended 4<sup>th</sup> April).</li> <li>Two Social Partner vacancies have been publicly advertised and filled.</li> <li>Application guidance notes will be issued when call opens. This may have impact on timeframe for submission of application.</li> <li>Partnership meetings to take place monthly.</li> </ul>
<b>2.0</b>	<b>Key issues</b>
2.1	<ul style="list-style-type: none"> <li>SEUPB have not issued the guidance notes or indicated the date for opening the call. We continue to proceed with application development however in the absence of guidance notes or a timeframe for submission this is increasingly difficult.</li> <li>Application templates have also not been provided to direct the development of the submission.</li> </ul>
<b>3.0</b>	<b>Recommendations</b>
3.1	As agreed by the Peace Plus Partnership: The Draft Action Plan includes an Expression of Interest process for identifying community enhancement and shared outdoor spaces projects (capital). SEUPB have indicated that they want identified projects to be named in the application. To expediate the application process we would recommend starting the EOI process to minimise delay to submission of application.
<b>4.0</b>	<b>Resource implications</b>
4.1	Project 85% funded by the EU and 15% by the two Governments.
<b>5.0</b>	<b>Due regard to equality of opportunity and regard to good relations (complete the relevant sections)</b>
5.1	<i>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</i>

	It is not anticipated the proposal will have an adverse impact upon equality of opportunity or good relations	<input checked="" type="checkbox"/>
5.2	<p><b><i>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</i></b></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><b><i>Proposal initiating consultation</i></b></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	<b>Due regard to Rural Needs (please tick all that apply)</b>	
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	<b>Appendices</b>	
	Minutes of PEACEPLUS Partnership meeting 8 <sup>th</sup> February 2023 and 8 <sup>th</sup> March 2023	
8.0	<b>Background Documents</b>	
	None	

**NEWRY, MOURNE & DOWN DISTRICT COUNCIL**

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**MINUTES OF PEACEPLUS PARTNERSHIP MEETING  
Thursday 09<sup>th</sup> February 2023 @ 10.00am  
Council Chambers, Monaghan Row, Newry**

**CHAIRPERSON:** Cllr Michael Rice

**Others Present:**

Cllr Terry Andrews  
Cllr Declan Murphy  
Cllr Henry Reilly  
Nicholas McCrickard, CDRCN  
Breige Jennings, Social Partner  
Andy Hall, Social Partner  
Liam Gunn, NIHE  
Janice Cook, SERC  
Sarah McWilliams, Consultant (online)  
Martina Flynn, NMDDC  
Shane McGivern, NMDDC  
Justyna McCabe NMDDC  
Elaine Carr NMDDC  
Sarah McClory NMDDC  
Julie-Anne Harte NMDDC

**Apologies:**

Cllr David Taylor  
Rosemarie McDonnell, Community Advice NMD  
Bernie Mooney, EANI  
Lawrence Murphy, Social Partner  
Teresa Nugent, Social Partner  
Theresa McLaverty, NMDDC  
Ciara Burns, NMDDC  
Sonya Burns, NMDDC

**1. WELCOME AND APOLOGIES:**

Chairperson, Cllr Michael Rice chaired the meeting and welcomed everyone in attendance. Apologies noted.

**2. CONFLICT OF INTEREST:**

No conflicts of interest were declared.

**3. MINUTES OF PREVIOUS MEETING 15<sup>th</sup> December 2022**

Proposed: Cllr Terry Andrews  
Seconded: Nicholas McCrickard

**4. ACTION SHEET**

Partnership proposed to advertise for Social Partner vacancies within section 75/hard to reach groups.  
Proposed: Cllr Henry Reilly  
Seconded: Nicholas McCrickard

## **5. PRESENTATION OF NEEDS ANALYSIS, ENGAGEMENT FEEDBACK AND PROJECT SUGGESTIONS.**

Sarah McClory gave a presentation on feedback and engagement to date, highlighting needs and issues identified through public consultation, online responses and other meetings.

Key themes identified under PEACEPLUS are:

Theme 1 – Local Regeneration and Transformation

Theme 2 – Thriving and Peaceful Communities

Theme 3 – Celebrating Cultures and Diversity

## **6. PARTNERSHIP DEVELOPMENT OF DRAFT ACTION PLAN**

Members split into three groups to discuss each theme.

Sarah provided feedback on Theme 1:

Refurbishment of community spaces/centres – could run an expression of interest through EGMS.

Maximise new facilities though use of programmes.

New outdoor spaces/walking trails – expression of interest to identify new opportunities/maximise what we already have.

Online portal – Council website eg 'Whats on' – similar for local communities to use to promote activities and events.

Elaine provided feedback on Theme 2:

The group agreed consultation identified good ideas and was well thought out.

Utilise genuine interest groups.

Arrange programmes to improve – eg Mens Sheds, allotments

Leaders in fields of health.

Provide support and additional training equaling a potential opportunity for young people.

Cross community interaction and collaboration. Potential 'tidy towns' – cross over to community action projects. Increase civic pride and cross community participation.

Lack of funding for creative and visual arts groups.

Identify historic trails.

Justyna provided feedback on Theme 3:

Travelling community – shared resource with other minority communities.

Programme to enhance understanding, support for minority communities to maintain their own culture and language.

Conflict resolution.

Programme to aid equality to access to services, parks/libraries.

Programme accessible to all who are non-English speaking.

Tailored English language courses.

## **7. REGISTER OF INTEREST FORMS AND PARTNERSHIP AGREEMENT**

Members advised a copy of the signed Partnership agreement must be submitted to SEUPB along with the plan. Copies previously distributed to members for completion.

Conflict of Interest forms supplied and members asked to complete and return asap.

## **8. DATES AND VENUES OF NEXT MEETINGS TO BE AGREED**

Next meeting: Wednesday 08<sup>th</sup> March 2023, Council Chambers, Downpatrick @ 6pm – 8pm

Hybrid option with MS Teams link also supplied.

## 9. AOB

The timeline for submission of the PEACEPLUS plan was explained to members – SEUPB hope to open the call in April but this is subject to change.

A draft action plan with costings will be presented at our next partnership meeting on 8<sup>th</sup> March.

This allows a 3 week engagement period to gain feedback on the draft action plan from stakeholders prior to purdah which begins on 6<sup>th</sup> April.

The plan can then be submitted to AHC at the end of June followed by full council ratification in August after which it can be submitted to SEUPB.



**NEWRY, MOURNE & DOWN DISTRICT COUNCIL**

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**MINUTES OF PEACEPLUS PARTNERSHIP MEETING**  
**Wednesday 08<sup>th</sup> March 2023 @ 6pm**  
**Hybrid - Council Chambers, Downpatrick & MS Teams**

**CHAIRPERSON:** Cllr Michael Rice

**Others Present:**

Cllr Terry Andrews  
 Cllr Henry Reilly  
 Teresa Nugent, Social Partner  
 Breige Jennings, Social Partner  
 Andy Hall, Social Partner  
 Brian Beattie, SHSCT  
 Janice Cook, SERC  
 Nicholas McCrickard, CDRCN  
 Rosemarie McDonnell, Community Advice NMD  
 Sarah McWilliams, Consultant (online)  
 Sarah McClory NMDDC  
 Justyna McCabe NMDDC  
 Elaine Carr NMDDC  
 Theresa McLaverty, NMDDC  
 Julie-Anne Harte NMDDC

**Apologies:**

Cllr David Taylor  
 Cllr Valerie Harte  
 Cllr Karen McKevitt  
 Martina Flynn, PCSP  
 Sonya Burns, NMDDC

**1. WELCOME AND APOLOGIES:**

Chairperson, Cllr Michael Rice chaired the meeting and welcomed everyone in attendance. Apologies noted.

**2. CONFLICT OF INTEREST:**

No conflicts of interest were declared.

**3. MINUTES OF PREVIOUS MEETING 09<sup>th</sup> February 2023**

Proposed: Cllr Henry Reilly  
 Seconded: Cllr Terry Andrews

**4. ACTION SHEET**

Social Partner vacancies – advertisement is aimed to be published week beginning 20<sup>th</sup> March.

## 5. PRESENTATION OF DRAFT ACTION PLAN.

Sarah McClory presented the draft action plan to members. Partnership members were advised there was still time for amendments and feedback as this was the first draft only. Submission and stakeholder feedback cannot be carried out during purdah; the hope is to submit to ERT committee in June and then the plan to be ratified by full council and submitted to SEUPB in August. Members praised the comprehensive report compiled by the PEACE team.

3 Action Plan delivery options outlined to members:

- Officer led delivery i.e. PEACE and Inclusion officers
- Tender
- Partner delivery

Members advised all delivery options are subject to SEUPB procurement guidelines.

SEUPB have confirmed anyone who wishes to do partner delivery would become a budget holder and all claims would be submitted directly to SEUPB.

Partners encouraged to have a look at the report and if there is anything they'd like to deliver to please let the PEACE team know.

Feedback from stakeholders is required on the draft action plan. A draft presentation for stakeholders was included in papers to members. Timescales with purdah and council committees leave 2 options –

1. Officers input more detail into planned activities, excluding budgets– and go out to stakeholders over the next few weeks.
2. Leave until after the election.

Members asked for approval to proceed with Option 1:

Proposed: Cllr Terry Andrews

Seconded: Janice Cook

It was clarified to members this would not be a full public consultation but would be with those who had already engaged to date as per co-design process.

It was confirmed Partner delivery option could be by Statutory and Community Voluntary members of the Partnership, but further clarification is being sought from SEUPB re partner delivery option and process; they were advised to look at resources required to deliver if considering same.

Approval to proceed with Draft Action plan:

Proposed: Cllr Terry Andrews

Seconded: Breige Jennings

## 6. DATES AND VENUES OF NEXT MEETINGS TO BE AGREED

Next meeting: Online only – Wednesday 05<sup>th</sup> April, 12pm – 2pm.

## 7. AOB

None

<b>Report to:</b>	Active and Healthy Communities
<b>Date of Meeting:</b>	19 June 2023
<b>Subject:</b>	Consultation Response – DAERA Consultation on Climate Change Reporting by Specified Public Bodies – Developing New Regulations
<b>Reporting Officer (Including Job Title):</b>	Eoin Devlin, Assistant Director Health and Wellbeing
<b>Contact Officer (Including Job Title):</b>	Brian Rankin, Head of Sustainability

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

<b>For decision</b>	<b>For noting only</b>	<b>X</b>
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<b>1.0</b>	<b>Purpose and Background</b>
1.1	That the Committee note the attached Consultation response.
<b>2.0</b>	<b>Key issues</b>
2.1	<p>The Climate Change Act (Northern Ireland) 2022, in section 42, requires the Department of Agriculture, Environment and Rural Affairs (DAERA) to make new regulations, which will set climate change reporting duties on specified public bodies.</p> <p>Councils, such as Newry, Mourne and Down District Council (NMDDC), have been identified as public bodies under the meaning of the Act and so, whilst the position is not yet confirmed, there is a reasonable expectation that we will be required to report on Climate Change under the future regulations.</p> <p>The consultation is intended to seek views to help inform future policy development in this area in order to develop a fit-for-purpose climate change reporting regime for public bodies.</p> <p>NMDDC declared a climate change emergency in 2019 and we recognise the importance of taking action to reduce our carbon emissions, whilst also understanding the linked benefits which initiatives can deliver, such as reduced energy costs and improved air quality.</p> <p>Clarity on future climate change reporting requirements is required, including the intended methodology, with adequate council resources required to be in place. Clarity on future climate change targets is also required, along with any intended financial support in order to allow these targets to be deliverable. These points have been raised as part of our consultation response.</p>
<b>3.0</b>	<b>Recommendations</b>
3.1	That the Committee note the attached Consultation response
<b>4.0</b>	<b>Resource implications</b>
4.1	No resource implications in relation to the consultation response.

5.0	<b>Due regard to equality of opportunity and regard to good relations (complete the relevant sections)</b>
5.1	<p><b><i>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</i></b></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><b><i>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</i></b></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><b><i>Proposal initiating consultation</i></b></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	<b>Due regard to Rural Needs (please tick all that apply)</b>
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>

<b>7.0</b>	<b>Appendices</b>
	Appendix 1: NMDDC Response to DAERA Consultation on Carbon Reporting
<b>8.0</b>	<b>Background Documents</b>
	<a href="https://www.daera-ni.gov.uk/consultations/consultation-climate-change-reporting-by-specified-public-bodies-developing-new-regulations">https://www.daera-ni.gov.uk/consultations/consultation-climate-change-reporting-by-specified-public-bodies-developing-new-regulations</a>



## **NMDDC Response to DAERA Consultation on Climate Change Reporting by Specified Public Bodies – Developing New Regulations**

### **Consultation Details:**

<b>Consultation Opened:</b>	31 March 23
<b>Consultation Closes:</b>	9 June 23 (Extension to 30 June 23 granted)
<b>Preferred Method of Response:</b>	<p>Online at <a href="#">Consultation on Climate Change Reporting by Specified Public Bodies - Developing New Regulations   Department of Agriculture, Environment and Rural Affairs (daera-ni.gov.uk)</a></p> <p><a href="#">Consultation on Climate Change Reporting by Specified Public Bodies - Developing New Regulations - NI Direct - Citizen Space</a></p> <p>A list of all 21 questions and draft responses are provided below for review and approval, prior to being submitted</p>
<b>Responses prepared by:</b>	Brian Rankin, Head of Sustainability
<b>Other comments:</b>	It is assumed that the list of respondents to this consultation will be made publicly available. Responses may also be publicly available.

### **Context / Background:**

The Climate Change Act (Northern Ireland) 2022, in section 42, requires the Department of Agriculture, Environment and Rural Affairs (DAERA) to make new regulations, which will set climate change reporting duties on specified public bodies.

Councils, such as Newry, Mourne and Down District Council, have been identified as public bodies under the meaning of the Act and so, whilst the position is not yet confirmed, there is a reasonable expectation that we will be required to report on Climate Change under the future regulations.

The consultation is intended to seek views to help inform future policy development in this area in order to develop a fit-for-purpose climate change reporting regime for public bodies.

Our council declared a climate change emergency in 2019 and we recognise the importance of taking action to reduce our carbon emissions, whilst also understanding the linked benefits which initiatives can deliver, such as reduced energy costs and improved air quality. However, there are a number of significant implications for councils in relation to climate change reporting, with some examples noted below, which have been included as part of our response to this consultation. We have also engaged with other councils and supporting bodies such as Sustainable NI and Climate NI to ensure our response to this consultation is appropriate.

1. *Financial Support* – Future interim targets, on a path to net zero by 2050, are likely to require significant investment in low carbon initiatives. The absence of central Government financial support could lead to some of these costs being passed on to the public through increased rates.
2. *Council Resources* – Adequate resources and expertise are required in order to strategically identify the best approach to meet future targets and meet reporting obligations. Resources will also be required to deliver any future additional capital projects or initiatives in order to meet future targets.
3. *Clarity on targets and reporting* – Further clarity is required on future targets and the reporting methodology.



## Questions and Draft Responses:

1. How often do you think specified public bodies should provide their adaptation reports?  
(Available options are annually, every 2, 3, 4 or 5 years, or other).  
Please tell us your reasons for your chosen response.

Every 5 years.  
As noted in the consultation, every 5 years aligns with the independent expert climate change advice from the CCC.  
Producing a climate adaptation report requires significant engagement within councils and measures may take several years to deliver. Therefore, more frequent reporting would present an undue burden upon councils and there may be no significant change to note within shorter timeframes.

2. When should specified public bodies be required to provide their first adaptation report?  
(Available options are by end of January 2025, by end of March 2025, later than March 2025, or other).  
Please tell us your reasons for your chosen response.

By end of March 2025.  
As noted in the consultation, this response aligns with the independent expert climate change advice from the CCC.  
Many councils are already developing a climate adaptation plan. Newry, Mourne and Down District Council are intending to complete our climate adaptation plan in 2024.

3. How often do you think specified public bodies should provide their mitigation reports?  
(Available options are annually, every 2, 3, 4 or 5 years, or other).  
Please tell us your reasons for your chosen response.

Every 3 years.  
This timeframe aligns with the independent expert climate change advice from the CCC.  
  
Reporting is suggested to include scope 3 emissions which would be much more complex and labour intensive for public bodies to calculate or estimate. Our response to suggest reporting every 3 years is linked to this complexity and if only scope 1 & 2 emissions were required (even initially) then the reporting frequency could be shorter e.g. every 2 years.  
We would not be in favour of reporting annually as many of the interventions or investments in carbon reduction would take longer to deliver. For example, the installation of a new low carbon heating system or renewable technology may require consultancy support in identifying the appropriate specification, followed by procurement timeframes and delivery of the project, meaning that no energy or carbon reduction may be delivered within one specific financial year.

4. When should specified public bodies be required to submit their first mitigation report?  
(Available options are by end of October 2025, later than October 2025 and earlier than October 2025).  
Please tell us your reasons for your chosen response.

By the end of October 2025  
The inclusion of a requirement to report on scope 3 emissions will mean that more time will be required and there will likely be a need for public bodies to appoint a consultant to support in this

area, and significant administration/resource required. Scope 1 & 2 emissions could probably be reported on earlier as this information is more readily available.

5. Do you agree that the time period for which emissions data must be provided, by specified public bodies in their mitigation reports, should cover financial years? (i.e. periods from 1<sup>st</sup> April to 31<sup>st</sup> March)

Please tell us your reasons for your chosen response.

Yes.

This would align with normal business practices in reporting by financial year.

However, adequate time needs to be allowed at the end of each financial year to receive and analyse relevant data. As an example, energy data from suppliers may only be available several months after the end of a financial year. Similarly, if scope 3 emissions are included then there will need to be adequate time allowed to obtain relevant information from other organisations.

6. If you have any other views on the frequency and timing of reporting, which should be set under the future regulations, please provide them below.

Other views on the FREQUENCY of reporting:

As already noted, the complexity of reporting on scope 3 emissions is likely to be extremely challenging for public bodies and would require more time and may require the appointment of consultants, alongside appropriate internal resources. Allowing adequate time to procure and appoint consultants will dictate that less frequent reporting would be more suitable if scope 3 emissions are to be included within reporting requirements. Increasing the frequency of reporting would increase the administrative and resource burden, and cost, placed upon public bodies, which may mean that those bodies spent a disproportionate time on reporting rather than being able to deliver initiatives to meet carbon reduction targets.

Other views on the TIMING of reporting:

Adequate time needs to be allowed at the end of each financial year to receive and analyse relevant data. As an example, energy data from suppliers may only be available several months after the end of a financial year. Similarly, if scope 3 emissions are included then there will need to be adequate time allowed to obtain relevant information from other organisations. Also, reporting on scope 3 emissions may require the appointment of a consultant and so timeframes would need to allow for the procurement of a consultant. As noted elsewhere in our consultation response, there would be a benefit in DAERA establishing a framework of consultants who can be used to support this process, which may help to reduce cost and the associated timeframes and resource burden for public bodies.

7. How do you think the specified public bodies (who will have a duty to report under the regulations) should be identified?

(Available options are that a criteria-based proportionality approach should be applied, an exemptions approach should be applied, or a different approach should be applied).

Please tell us your reasons for your chosen response.

A criteria-based proportionality approach should be applied.

(Internal note for NMD Council – The above response would not have an impact on requirements imposed on our council as we will be recognised as having a large carbon footprint and also as a

body which has a wide influence. In suggesting the above approach, we are recognising that this would ensure that less reporting obligations would be placed on very small public bodies who have limited responsibilities for emissions, and this response is an alternative to making these smaller organisations exempt from reporting altogether).

8. If a criteria-based proportionality approach is used in the future regulations, which criteria do you think should be included for specifying public bodies?  
(A list of available options is provided – high impact, high influence, large estates, large numbers of staff, large expenditure, auditing or regulatory functions, critical/key infrastructure or service provider, or other)  
If you have any comments on your chosen response, please provide them below.

No response to be provided (or 'other' if this is not an option).

Consideration should be given to the potential risk of double reporting. There may be a benefit in some public bodies only reporting on certain aspects of their operations to avoid double accounting and so clarity would need to be provided. For example, Housing bodies such as NIHE and Housing Associations may have some responsibility or influence for energy use at domestic properties, but those emissions may be captured elsewhere as part of wider domestic emissions.

9. Do you agree that all of the public bodies listed, in the schedule of the example draft regulations, should be required to report under the future regulations?  
(Available options are yes – all, yes – but additional bodies should be included, partially agree – but some bodies should be removed/not specified, and no – none of these bodies).

No response to be provided.

Please describe any changes which you think should be made to this list.

There may need to be clarity that certain functions of Government Departments either need to be included under section 42, or confirmation that those functions are reported by another means. Examples include Government estates and fleets etc.

Please provide your reasons for any changes which you think should be made to the list.

N/A (As above)

10. Question 10 omitted here as it only seeks information from North/South Implementation Bodies

N/A

If able to do so we will note that NMDDC may at times engage with organisations in the Republic of Ireland in relation to positive climate change initiatives e.g. collaborative projects with other border councils.

11. Do you think that the future regulations should allow flexibility for public bodies to share data and information with each other, to help them comply with their reporting duties?  
Please tell us your reasons for your chosen response.

Yes

Sharing data and collaborating on carbon reporting would deliver a number of benefits. Councils may be able to collaboratively appoint a consultant to either provide advice or to help deliver on reporting requirements, which would ensure a more consistent approach is taken and also help with timing of reports.

12. Do you think that the future regulations should allow flexibility for two or more public bodies to provide a single, joint report?  
Please tell us your reasons for your chosen response.

No response to be provided.

The response would depend on whether there are specific sectors where public bodies may operate very closely together.

13. Which format do you think the future regulations should require reports to be submitted in? (Available options are online portal, electronic form and email or other)  
If 'other' please provided details.

Online portal

14. Where do you think the future regulations should require reports to be published? (Available options are on the DAERA website only, on the specified public bodies' websites only or on both DAERA and the specified public bodies' websites)

On the DAERA website only.

Public bodies may voluntarily choose to also provide information on their websites (and they should be encouraged to do so), but this may be in a different format to the reporting requirements for a portal or publication on the DAERA website. For example, publication on a public body's website may be more public focused or user friendly, or specifically provide information to update on organisational strategies and performance.

15. Do you think that your organisation could currently provide the level of detail requested in the example draft reporting template?

Yes, we could provide some of the detail. See table below for further information.

	Could currently provide <b>all</b> of the detail	Could currently provide <b>some</b> of the detail	Could currently provide <b>none</b> of the detail
Part 1 – Profile of Organisation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Part 2 -Climate Change Management and Governance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>



Part 3.1 – Climate Change Risk Management	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Part 3.2. – Adaptation Action Plan	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Part 4.1 – Baseline Year and Emissions Statements	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Part 4.2 – Mitigation Action Plan (i.e. Emissions Reduction Plan)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Part 5 – Validation of Report	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Please explain your answer.

Part 2 – NMD Council intends to develop a Sustainability and Climate Change Strategy in 2023/24 which may contain some of the required information.

Parts 3.1 and 3.2 – NMD Council is currently developing a Climate Change Adaptation Plan, which is expected to be completed in 2024.

Part 4.1 – We would expect to be able to provide baseline data for direct (scope 1) and indirect (scope 2) emissions, with appropriate further guidance on the methodology. However, we would not be able to provide indirect (scope 3) emissions. This would likely require the appointment of a specialist consultant and significant clarity on what should and shouldn't be included and the methodology to be used. Alongside external support, reporting on scope 3 emissions would require an adequately trained and experienced internal resource within council. Given the challenges and uncertainty around reporting on scope 3 emissions, there may be merit in considering delaying this reporting requirement and focusing on scope 1 and 2 emissions initially, to allow further time for guidance and clarity to be provided.

Part 5 – Further guidance would be required on validation requirements. For local authorities the timeframe for reporting may need to be extended further if reports are to be approved by council and elected representatives.

16. Are there any questions in the example draft reporting template, which you think should be amended, removed or any further questions to be added?

If you think that any questions should be amended, please indicate below which questions these would be, and how you think they should be amended.

No response

If you think that any questions should be removed, please indicate below which questions these would be.

No response

If you think that any questions should be added, please indicate below which questions these should be.

No response

Please provide your reasons for any changes which you think should be made.

No response

17. What type of support do you think may be required to help specified public bodies meet their reporting duties under the future regulations?

(Available options are guidance document, training for staff or other)

Please tell us your reasons for your chosen response.

Both guidance documentation and training would be required.

There would also need to be a supporting body to provide more detailed advice and guidance in relation to carbon reporting. This is required to ensure specific sectoral issues are considered fully, that there is an alignment in the approach being taken, and that there is a wider understanding of emissions to ensure that double accounting does not take place.

There is likely to be a significant resource requirement for large bodies such as councils, especially given the proposal to include scope 3 emissions.

Whilst the focus of this consultation is on specific reporting requirements, it is crucial that obligations to report are considered alongside any obligations and targets to reduce emissions. Additional resources required to deliver on reporting obligations may be used by a public body to assist in meeting carbon reduction targets. Financial support for delivery of carbon reduction targets is essential as most public bodies will not have adequate budgets in place and obligations relating to carbon reporting will not overcome that specific barrier. Support and guidance may also be required to ensure that the approach to reducing carbon emissions balances both short and long-term requirements e.g. investing in solar PV, where carbon savings may reduce over time as the grid decarbonises.

18. Should public bodies be required to validate the information in their reports before they are submitted to DAERA under the future regulations?

(An example given was a requirement for reports to be signed off by the organisation's senior management).

If yes – please specify what type of validation you think should be required. Please provide your reasons or any further comments.

Yes.

This will vary by public body, but in the case of councils there would be a benefit in requiring reports to be noted by council and elected representatives.

There may need to be a requirement to ensure external validation has taken place, although this will depend on the complexity of the requirements and the available guidance. Scope 3 emissions in particular are likely to require external support and validation.

19. If the future regulations place climate change reporting duties on your organisation, please provide an estimate of what the resource implications might be.

(Examples include costs, staff numbers and time etc).



Without further information on the specific reporting requirements, it is not possible to provide any detail on the resource implications, in terms of costs, staff numbers and time etc. However, it may be reasonable to assume that reporting duties are likely to require at least part of a new full-time staff resource, as many organisations will not be reporting on carbon emissions at present, especially more complex reporting such as scope 3 emissions. The consultation indicates that reports may be anticipated to be required every 2-5 years, however it would be difficult to recruit a staff member for this specific role due to the technical nature, the expertise required and the infrequent reporting. It is more likely that this would therefore be part of the role of a full-time resource who ideally would have other wider responsibilities relating to climate change targets and reporting. This decision would need to be taken by each public body and would be subject to an appropriate business case.

A particularly intensive aspect of reporting duties would be the potential requirement to report on scope 3 emissions. This would require significant time within a relatively short period to consider wider organisational activities, and it may prove difficult or not possible to obtain the relevant information from all organisations (who may not be directly bound by carbon reporting responsibilities). It is likely that this aspect of reporting would require consultancy support due to the technical nature, especially in the first year of reporting and when considering a baseline.

20. If you have any further comments in respect of any of the issues raised in this consultation, please provide them below.

It is important that public bodies have an opportunity to provide context for their carbon baseline and future targets, to include historical steps which have been taken, or investment in decarbonisation. This provides context for future carbon reduction targets. Double accounting of carbon emissions also needs to be carefully considered e.g. where a public body leases a building to another public body and reporting obligations may be less clear.

The consultation notes that it is not intended to 'cover the technical detail on how specified public bodies will meet their reporting requirements under the future regulations'. Clarity is therefore required as soon as possible on a range of specific issues, which should be considered as part the development of guidance documents, but crucially will require engagement with stakeholders and particularly those public bodies who will have an obligation to report on their emissions. Existing reporting methodologies, used elsewhere, should be considered to reduce the burden on public sector bodies e.g. LGA Methodology.

There would also be a benefit in seeking to work with a few organisations from each sector earlier to meet the future reporting requirements, as a trial and to inform wider discussions and information for each sector. Newry, Mourne and Down District Council would be interested in engaging further with DAERA on this suggestion.

Clarity is required on the obligations around scope 3 emissions and how these will be assessed, to ensure a consistent approach is taken, and recognising the extreme difficulty in obtaining some of the supporting information. Consideration could also be given to omit scope 3 emissions from the initial reporting phase, if this would allow other emissions to be reported more quickly and more accurately initially. This would allow more time for DAERA to work with public bodies and clarify the requirements in relation to scope 3 emissions and the appropriate methodology.

Other specific issues where clarity may be required include any appropriate carbon emissions which should be exempt from reporting e.g. in the event that a council is providing public EV charging infrastructure through their own electricity supplies. In this example, councils may be actively trying to reduce wider NI emissions through encouraging the public to switch to EVs, but

a requirement to include these emissions in a council's own carbon footprint would act as a deterrent and disincentivise positive action by councils.

In delivering on future reporting obligations, consideration should be given by DAERA to the appointment and funding of a selection of consultants or a framework which public bodies could call on (aligned with the requirements of public procurement regulations). Such an approach would allow public bodies to gain expertise and support more quickly and would encourage value for money, whilst reducing the initial administrative burden on public bodies. This approach would also help to ensure there is a greater alignment in approach and methodology to reporting as DAERA could liaise with those consultants to provide support with any industry specific advice.

21. If you have any other comments on any important issues, which you feel have not been adequately covered in this consultation, please provide them below.

Whilst the consultation is focused on obligations in relation to carbon reporting, this cannot be considered in isolation without considering future carbon reduction targets and how these can realistically be delivered. There needs to be clarity as soon as possible on future carbon reduction targets and the carbon reduction obligations which may be placed on public bodies (to link with the obligation to report).

The above would include the need to consider appropriate financial support for capital and resources.

The consultation assumes that reporting will help to deliver the desired effects and benefits and 'can be a key tool and driver to inform the rapid and effective action that is needed'. However, this is an overly simplistic view and ignores the requirement for financial support to deliver actual carbon reduction measures. Whilst bodies such as councils will be able to make some savings using existing budgets, the scale of future carbon reduction ambitions will mean that a significant change in approach is required, and this is not currently financially viable without financial support. The absence of financial support would mean that any costs associated with decarbonisation are likely to be passed on to consumers via increased rates, which wouldn't be financially viable or acceptable, especially in light of current concerns around the cost of living. The expectation that councils would pass significant costs associated with decarbonisation on to local residents and businesses would also risk introducing unintended consequences to other public services due to budgetary constraints.

Financial support would also help to ensure that more difficult decisions could be considered which may otherwise not be viable, due to concerns in relation to value for money. Whilst some investment decisions will deliver both carbon and cost savings for councils, other steps to reduce carbon emissions may introduce both increased capital and revenue costs and so require financial support.

We would strongly agree with the comment in the consultation that 'an effective reporting regime should help drive, inform and enable meaningful rapid climate action, without being a barrier to, or taking resources away from, carrying out that action'. However, as reporting is unlikely to be carried out at present by most public bodies, then any reporting duties will represent an increased obligation and will require those public bodies to invest in additional resources and procure consultancy support. Obligations relating to reporting may also span across multiple departments in large organisations such as councils.

Taking the Republic of Ireland (RoI) as an example, their Climate Action Plan has led to a range of targeted actions, with local authorities directly supported to deliver some of those actions. Financial support has been provided for dedicated resources (Climate Action Coordinators and Community Climate Action Officers), along with support for various decarbonisation initiatives e.g. solar PV on leisure/community centres. Financial support mechanisms for resources and

expertise, and capital projects, needs to also be available in Northern Ireland in order to deliver on future ambitious decarbonisation targets.

Further advice and guidance would also be beneficial in order to ensure the appropriate approach to carbon reduction takes place. For example, an organisation may focus on investment in lower carbon heating solutions such as natural gas, however this could lock in additional future carbon emissions and make future targets more difficult. Similarly, an organisation may invest in solar PV, where emissions savings will reduce over time as the grid decarbonises, or they may invest in carbon offsetting or take steps such as the procurement of 'green electricity', where the associated costs could potentially be used in different ways to deliver alternative positive long-term outcomes.

The consultation doesn't appear to clearly indicate the consequence for public bodies in not complying with any future reporting requirements. It would be beneficial to clarify this as, aside from reputational damage, if there were financial penalties then these may contribute to the relevant business cases to ensure that adequate resourcing is put in place to deliver on future obligations.

<b>Report to:</b>	Active and Healthy Communities Committee
<b>Date of Meeting:</b>	19 June 2023
<b>Subject:</b>	Consultation on the new food hygiene delivery model in Northern Ireland
<b>Reporting Officer (Including Job Title):</b>	Eoin Devlin Assistant Director of Health and Wellbeing
<b>Contact Officer (Including Job Title):</b>	Sinead Trainor Head of Environmental Health (Commercial)

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

<b>For decision</b>	<b>For noting only</b>	<b>X</b>
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<b>1.0</b>	<b>Purpose and Background</b>
1.1	That the Committee note the attached Consultation response.
<b>2.0</b>	<b>Key issues</b>
2.1	<p>This consultation aims to gather stakeholders' views on proposed developments for a modernised food hygiene delivery model (FHDM) as part of our wider engagement with stakeholders.</p> <p>Key proposed developments include:</p> <ul style="list-style-type: none"> <li>• a modernised food hygiene intervention rating scheme;</li> <li>• an updated risk-based approach to the timescales for initial official controls of new food establishments, and undertaking due official controls;</li> <li>• increased flexibility as to the methods and techniques of official controls that can be used to risk rate an establishment, including the use of remote official controls;</li> <li>• extending the activities that officers, such as Regulatory Support Officers, who do not hold a 'suitable qualification' for food hygiene can, if competent, undertake.</li> </ul> <p>The proposed developments described above are intended to:</p> <ul style="list-style-type: none"> <li>• protect public health, maintain consumer confidence, including in relation to the food hygiene rating scheme (FHRS), and provide the assurance needed to facilitate continued trade and exports;</li> <li>• deliver a robust system of official controls for food hygiene on a sustainable basis;</li> <li>• enable the most effective use of DC resources where every intervention adds value by focusing official controls on the highest risk and/or non-compliant establishments;</li> <li>• drive continuous improvements in business compliance.</li> </ul>
<b>3.0</b>	<b>Recommendations</b>
3.1	That the Committee note the attached consultation response
<b>4.0</b>	<b>Resource implications</b>
4.1	None



<b>5.0</b>	<b>Due regard to equality of opportunity and regard to good relations (complete the relevant sections)</b>
5.1	<p><b><i>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</i></b></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><b><i>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</i></b></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 checked="" type="checkbox"/></p>
5.3	<p><b><i>Proposal initiating consultation</i></b></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: N/A</i></p>
<b>6.0</b>	<b>Due regard to Rural Needs (please tick all that apply)</b>
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> <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 checked="" type="checkbox"/></p>
<b>7.0</b>	<b>Appendices</b>
	Consultation response on Consultation on developing a modernised food hygiene delivery model – Northern Ireland
<b>8.0</b>	<b>Background Documents</b>
	n/a



# Response template for consultation on developing a modernised food hygiene delivery model (FHDM)



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Responses to this consultation are required by **23:59 on Friday 30 June 2023**. Completed consultation response forms should be emailed to [hygienemodelreview@food.gov.uk](mailto:hygienemodelreview@food.gov.uk)

**Name:** Newry Mourne and Down District Council

**Organisation:** Environmental Health NI

**Email:** Click or tap here to enter text.

**Country:** Northern Ireland

## Proposed development 1

### Question 1. What are your views on the proposed development for a modernised food hygiene intervention rating scheme, including the frequencies for official controls?

Newry Mourne and Down District Council (NMDDC) acknowledges the significant change in the food landscape since the introduction of the current food hygiene intervention rating scheme and welcomes any review that has the aim of assisting District Council's in targeting their resources effectively and providing flexibility in application of procedures to adapt to future food safety risks.

NMDDC deem a pilot of the proposed scheme within NI as a very necessary step in determining the suitability of these proposals for the 11 DC's. This pilot will enable a much better evaluation of the scheme and provide the opportunity to identify challenges or improvements. NMDDC would welcome the opportunity to respond to the formal consultation following the pilot.

NMDDC has concerns in relation to the IT solutions that will be required to implement this scheme and the officer time involved in the mapping of the current risk profiles across to the new system. Significant updates to DC information management systems will be required and this is usually associated with substantial costs. NMDDC are aware that the FSA are working with the main MIS providers but would like to point out that the proposed revisions are likely to be on their latest version of their software. Some DC's may not have bought these versions and to do so may incur significant expenditure that is not at the discretion of the food safety unit alone. It is unlikely that DC's could implement the proposed scheme without the necessary IT solutions.

NMDDC has concerns on the potential impact to the integrity of the Food Hygiene Rating Scheme. NMDDC agree with the suggested FSA impact that the potential increase to inspection frequencies could affect consumer confidence. Consumers generally believe that a FHRS rating inspection is carried out at much shorter intervals between primary inspections. The divergence in the use of flexibilities for carrying out official controls between the 11 DC's and English LA's could lead to inconsistency of application of food hygiene ratings and also affect consumer confidence in the FHRS.

The FSA has offered guidance in a number of key areas of the proposal and NMDDC is of the opinion this will be necessary and worthwhile to ensure consistency of application for the new scheme. Consistency exercises and officer training will also be required and NMDDC would request the FSA incorporate this into any delivery plan.



NMDDC has looked at the proposed frequency for official controls and has concerns with regard to the inspection frequency that may be applied to 5 rated premises. Potentially these premises may be subject to inspection frequencies of 3 or 4 years. DC's would agree that the lack of a routine food safety presence during the pandemic and the backlog of inspections that accumulated as a result, led to a general decline in standards within food premises, including in those premises previously deemed to be in a lower inherent risk category eg Category D premises. As noted during this time the potential for businesses to diversify and change owners was significant. It would be anticipated that these issues would occur if the inspection frequencies between primary inspections were increased. While FSA may say that they have not noted a general decrease in standards through the LA data returns, the data used for this proposal is based on pre-pandemic information and the returns for the last few years have been bespoke and did not cover all activities carried out by LA's. Consideration also needs to be given to the re-rating applications from poorer performing premises that gives a slightly unrealistic picture of the actual inspecting environment.

The potential for rescoring at the minimum inspection frequency suggests an initial increase in the number of visits to premises and that poorer performing businesses may exploit these visits for re-rating opportunities. These opportunities may not be available to better performing businesses that wish to apply and have to pay for a re-rating and may have to wait longer to receive their re-rating inspection. Overall it may result in a reduction in the applications for re-ratings and DC income.

**Question 2. What are your views on the identified benefits and impacts for a modernised intervention rating scheme? Are there any further benefits and/or impacts that the proposed development could have? If yes, please outline what these are.**

NMDDC agree that the potential benefits identified could allow for targeting of resources on highest risk and non-compliant premises and that there may be a reduction in the annual inspection programme after the initial implementation. However the initial implementation of the new minimum inspection frequency could result in additional administration burdens for both inspecting officers and administration staff in recording and reporting on official controls.

The inclusion of a specific allergen cross-contamination score is welcomed however NMDDC would point out that where allergen free meals are offered in premises they are already being assessed by officers as part of their compliance score for the FHRS. NMDDC would be concerned that if this element is removed from the FHRS score that the incentive to achieve compliance is reduced. NMDDC would like clarification on current FSA expectations with regard to scoring under the FHRS for allergen cross-contamination controls.

NMDDC agree with the potential impacts. We would point out that the initial increase in the number of official controls will require resources. NMDDC reiterate the concerns with regard to the IT solutions and the integrity of the FHRS.

NMDDC also anticipate difficulties with food service planning due to the reactive nature of the new model. It will be difficult to estimate the numbers of planned interventions as a premises with poor scores may require multiple interventions in year.



**Question 3. Do you foresee any challenges if the proposed development for a modernised food hygiene intervention rating scheme were to be implemented? If yes, please outline what these challenges are and what, if any, solutions we should consider?**

Please also see responses to questions 1&2

Until such time as a mapping exercise has been carried out to determine the risk profiles of our businesses, it is difficult to determine the challenges associated with implementing the proposed inspection frequencies. There may also be pressure to update a businesses risk profile and subsequent FHR at a reinspection.

## Proposed development 2

**Question 4. What are your views on the proposed development for an updated risk-based approach to the timescales for initial and due official controls, including the proposed frequencies?**

NMDDC agree with the proposals for the timescales and proposed frequencies for initial and due official controls and the ability to further delay official controls in lower risk and/or compliant premise if it would affect the official controls in higher risk and/or non-compliant premises. We do however wish to seek clarification on how triaging of newly registered premises would work in practice. The current online registration method for food businesses under the Register a Food Business Scheme, does not capture the data required to adequately determine the inherent risk. DC's would be required to capture this data and record the rationale behind determination. Rationale recording is mentioned throughout the proposals and NMDDC would like clarification on what way these rationales should be recorded and whether FSA will require reporting on them.

NMDDC anticipate adaptations will be required to the IT systems within DC's to accommodate the triaging period as well as the different due dates for official controls of the triaged premises. The system may also require adaptations to accommodate those registrations that are received before a business commences trade.

NMDDC welcome the use of staff that do not hold a suitable qualification but have achieved the appropriate information gathering competency as part of the competency framework but acknowledge their use is limited in triaging as an authorised officer is still required to determine the inherent risk.

NMDDC would welcome guidance to ensure consistency of application for triaging.

**Question 5. What are your views on the identified benefits and impacts for an updated risk-based approach to the timescales for initial and due official controls? Are there any further benefits and/or impacts that the proposed development could have? If yes, please outline what these are.**

NMDDC agree with the identified benefits and impacts.

**Question 6. Do you foresee any challenges if the proposed development for an updated risk-based approach to the timescales for initial and due official controls were to be implemented? If yes, please outline what these challenges are and what, if any, solutions we should consider?**

NMDDC would like clarification and direction on dealing with the administration of premises that have registered but do not start trading outside the maximum 3 month period.

### Proposed development 3

**Question 7. What are your views on the proposed development for introducing flexibilities as to the methods and techniques of official controls and the use of remote official controls, including factors to consider?**

NMDDC acknowledge the benefits to the proposed flexibilities for the undertaking of official controls however views in this respect are limited due to the inability of the 11 DC's to avail of them on account of the mandatory FHRS scheme. NMDDC would agree with FSA concerns that there may be challenges associated with this inconsistency of approach to official controls between the 3 nations, which could in turn affect the integrity of the FHRS.

NMDDC noted that officers within the 11 DC's found remote assessment were not successful and could only be used to assist a physical inspection rather a means to adequately risk rate the premises.

NMDDC would welcome clarification on the use of AES, in particular the use of questionnaires as a method of dealing with low and very low risk premises and their use as an official control.

**Question 8. What are your views on the identified benefits and impacts for introducing flexibilities as to the methods and techniques of official controls and the use of remote official controls? Are there any further benefits and/or impacts that the proposed development could have? If yes, please outline what these are.**

See response to Q7

**Question 9. Do you foresee any challenges if the proposed development for introducing flexibilities as to the methods and techniques of official controls, including the use of remote official controls were to be implemented? If yes, please outline what these challenges are and what, if any, solutions we should consider?**

See response to Q7

### Proposed development 4

**Question 10. What are your views on the proposed development for introducing flexibilities as to who can undertake official controls and other official activities?**



NMDDC would welcome the flexibilities as to who can undertake official controls and activities, particularly in light of the difficulties DC's are experiencing in recruiting EHO's into the food safety profession. However there are concerns around the suggested activities that these staff could undertake. Reference is made to the use of staff that do not possess a suitable qualification to undertake official controls in Category D premises, based on the LAEMS data of 2019/2020. It is also suggested they could take formal samples. In these instances consideration would have to be given to the type of category D premise allocated and not consider inherent risk on its own. Consideration should be given to the higher risk premises with category D grading, which can typically include restaurants. The pandemic back log has seen compliance levels in this category drop. Formal sampling should perhaps remain within the remit of those officers with suitable qualifications.

**Question 11. What are your views on the identified benefits and impacts for introducing flexibilities as to who can undertake official controls and other official activities? Are there any further benefits and/or impacts that the proposed development could have? If yes, please outline what these are.**

NMDDC agree with the benefits and impacts identified. See also the response to Q10.

**Question 12. Do you foresee any challenges if the proposed development for introducing flexibilities as to who can undertake official controls and other official activities were to be implemented? If yes, please outline what these challenges are and what, if any, solutions we should consider?**

See response to Q10

## General questions on the proposed developments

**Question 13. If the proposed developments were to be implemented, what guidance and/or examples would be useful to assist with understanding and consistent implementation?**

NMDDC have welcomed the offer of the guidance specified throughout the consultation proposals to include, what inherent risk and confidence in management scoring would look like in practice, assessing food safety culture and any updated guidance for the statutory FHRS. We have proposed some further guidance that would be beneficial in the previous responses in regard to triaging new registrations, consistency training and exercises and rationale recording and reporting.

We would also welcome further guidance on:

Allergen cross contamination scoring in practice

The terminology of the imports in the inherent risk category and the impact on scoring for the 11 DC's that may differ among the 3 nations

NI to ROI trade and impact on consumers at risk scoring

IT guidance from MIS providers – information on timeline for implementation and the expectations on DC's in terms of cost and software requirements

FSA developed inspection pro-formas for all 3 nations

The inclusion of other relevant pathogens or associated considerations for CIM scoring

Mapping of premises

**Question 14. Are there any alternative approaches that could be considered for a modernised FHDM? If yes, please outline what these are.**

Thank you on behalf of the Food Standards Agency for participating in our consultation on the proposed developments for a modernised food hygiene delivery model.



<b>Report to:</b>	Active and Healthy Communities Committee
<b>Date of Meeting:</b>	19 June 2023
<b>Subject:</b>	Consultation on draft Spirit Drinks Regulations (Northern Ireland) 2023
<b>Reporting Officer (Including Job Title):</b>	Eoin Devlin Assistant Director of Health and Wellbeing
<b>Contact Officer (Including Job Title):</b>	Sinead Trainor Head of Environmental Health (Commercial)

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

<b>For decision</b>	<b>For noting only</b>	<b>X</b>
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<b>1.0</b>	<b>Purpose and Background</b>
1.1	That the Committee note the attached Consultation response.
<b>2.0</b>	<b>Key issues</b>
2.1	<p>In the UK, spirit drinks rules are currently enforced by the UK-wide Spirit Drinks Regulations 2008 (the 2008 Regulations). The 2008 Regulations were updated across the UK to include references to the GI (Geographical Indication) provisions in Regulation (EU) 2019/787, which came into force during the Transition Period in June 2019. However, the 2008 Regulations have not been updated to reflect the non-GI elements of (EU) 2019/787, which directly apply in Northern Ireland under the Northern Ireland Protocol.</p> <p>The draft Spirit Drinks Regulation (Northern Ireland) 2023 seeks to replicate the 2008 Regulations as far as possible, by updating references to the new EU regulation.</p> <p>The differences and new elements proposed within the 2023 draft regulations have been considered. It is noted that there is no change proposed for the method of enforcement of the updated regulations. Enforcement responsibilities will continue to be carried out by district councils (as under the 2008 Regulations).</p> <p>Therefore, Newry Mourne and Down District Council has no comments on the proposed amendments detailed in the draft Spirit Drinks Regulations (Northern Ireland) 2023.</p>
<b>3.0</b>	<b>Recommendations</b>
3.1	That the Committee note the attached consultation response.
<b>4.0</b>	<b>Resource implications</b>
4.1	None
<b>5.0</b>	<b>Due regard to equality of opportunity and regard to good relations (complete the relevant sections)</b>
5.1	<i>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</i>

	It is not anticipated the proposal will have an adverse impact upon equality of opportunity or good relations	<input checked="" type="checkbox"/>
5.2	<p><b><i>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</i></b></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><b><i>Proposal initiating consultation</i></b></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: N/a</i></p>	
6.0	<b>Due regard to Rural Needs (please tick all that apply)</b>	
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 checked="" type="checkbox"/></p>	
7.0	<b>Appendices</b>	

	Appendix 1: NMDDC Response to Consultation on draft Spirit Drinks Regulations (Northern Ireland) 2023
8.0	<b>Background Documents</b>

## **NMDDC Response to Consultation on draft Spirit Drinks Regulations (Northern Ireland) 2023**

Closing date: 25<sup>th</sup> June 2023

Views were invited by DAERA on the above draft regulations. In the UK, spirit drinks rules are currently enforced by the UK-wide Spirit Drinks Regulations 2008 (the 2008 Regulations). The 2008 Regulations were updated across the UK to include references to the GI (Geographical Indication) provisions in Regulation (EU) 2019/787, which came into force during the Transition Period in June 2019. However, the 2008 Regulations have not been updated to reflect the non-GI elements of (EU) 2019/787, which directly apply in Northern Ireland under the Northern Ireland Protocol. The draft Spirit Drinks Regulation (Northern Ireland) 2023 seeks to replicate the 2008 Regulations as far as possible, by updating references to the new EU regulation.

The differences and new elements proposed within the 2023 draft regulations have been considered by Newry Mourne and Down District Council. These changes relate to, e.g., expanded definitions, use of legal names, misleading descriptions, ingredient names and listings. There is no change proposed for the method of enforcement of the updated regulations - enforcement responsibilities will continue to be carried out by district councils (as under the 2008 Regulations).

Therefore, Newry Mourne and Down District Council has no comments on the proposed amendments detailed in the draft Spirit Drinks Regulations (Northern Ireland) 2023.

**Note:** These Regulations will not be made until there is a DAERA Minister and Northern Ireland Assembly in place.

<b>Report to:</b>	Active and Healthy Communities Committee
<b>Date of Meeting:</b>	19 June 2023
<b>Subject:</b>	Consultation on updates to the Food Standards Agency Technical Guidance on food allergen labelling and information requirements
<b>Reporting Officer (Including Job Title):</b>	Eoin Devlin Assistant Director of Health and Wellbeing
<b>Contact Officer (Including Job Title):</b>	Sinead Trainor Head of Environmental Health (Commercial)

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

For decision	For noting only	<b>X</b>
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<b>1.0</b>	<b>Purpose and Background</b>
1.1	That the Committee note the attached Consultation response
<b>2.0</b>	<b>Key issues</b>
2.1	<p>This consultation is being conducted as part of a routine review and update of the Allergen Labelling Technical Guidance.</p> <p>The Food Standards Agency (FSA) is seeking feedback from stakeholders on two key guidance updates - standards for applying precautionary allergen labelling (PAL) and best practice guidance that No Gluten Containing Ingredients (NGCI) statements should not be used - both in terms of their scope and impact.</p> <p>The subject of this consultation is the proposed updates to the Food Standards Agency's Technical Guidance on "Food allergen labelling and information requirements" under Regulation (EU) No. 1169/2011 (for Northern Ireland). These updates will:</p> <ul style="list-style-type: none"> <li>• amend the legal references of the Pre-Packed for Direct Sale legislation that came into effect on 1 October 2021, which changed labelling requirements for Prepacked food for Direct Sale (PPDS),</li> <li>• propose best practices on PAL and NGCI Statements,</li> <li>• propose drafting updates to simplify guidance.</li> </ul> <p>These guidance updates are routine and relate to best practice and compliance with existing regulations. The expected impacts are considered to be minor familiarisation costs incurred by relevant Food Business Operators (FBOs) and Local Authorities.</p> <p>The proposed best practices on PAL and NGCI statements, are expected to positively impact consumers and relevant FBOs. In fact, a more accurate and targeted application of PAL may increase consumer confidence.</p>
<b>3.0</b>	<b>Recommendations</b>
3.1	That the Committee note the attached consultation response
<b>4.0</b>	<b>Resource implications</b>



4.1	None
5.0	<b>Due regard to equality of opportunity and regard to good relations (complete the relevant sections)</b>
5.1	<p><b><i>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</i></b></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><b><i>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</i></b></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><b><i>Proposal initiating consultation</i></b></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: N/A</i></p>
6.0	<b>Due regard to Rural Needs (please tick all that apply)</b>
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>

	Rural Needs Impact Assessment completed	<input type="checkbox"/>
	If no, please complete the following:	
	The policy / strategy / plan / public service is not influenced by rural needs	<input checked="" type="checkbox"/>
7.0	Appendices	
	Appendix 1: NMDDC Consultation response on updates to the FSA Technical Guidance on food allergen labelling and information requirements	
8.0	Background Documents	

## **NMDDC Consultation response on updates to the FSA Technical Guidance on food allergen labelling and information requirements**

Newry Mourne and Down District Council welcome the opportunity to respond to the consultation on the Food Allergen and information requirements technical guidance. Newry Mourne and Down District Council agree that PAL should only be applied after a thorough risk assessment however the information provided on PAL in the guidance is insufficient to assist businesses in undertaking the risk assessment. Newry Mourne and Down District Council considers that businesses, particularly SME's, need clear guidance on what is considered a 'thorough risk assessment' and it was expected that the technical guidance would provide this.

In addition the guidance states that: '

**Food businesses should provide a straightforward means for the consumer to contact them (for example, telephone, messaging, or email) if they want to ask why a precautionary allergen label has been applied to a product. Consumers should receive accurate responses, explaining the nature and context of the allergen cross contamination risk.**

Newry Mourne and Down District Council believe how and where this information is provided should be clearly set out so that businesses understand how to meet the best practice advice set out in this guidance. Does this require additional labelling or is the business name and address details, as required under mandatory particulars sufficient? Is there an expectation to provide this information within a certain timeframe if contacted by a consumer e.g., 24-hour telephone line.

Newry Mourne and Down District Council feel that consumers expectations need to be managed in terms of the information provision by the business and turnaround times.

Newry Mourne and Down District Council have no comments on changes to No Gluten Containing Statements set out in the guidance.

<b>Report to:</b>	Active and Healthy Communities
<b>Date of Meeting:</b>	19 June 2023
<b>Subject:</b>	Update on Affordable Warmth scheme
<b>Reporting Officer (Including Job Title):</b>	Eoin Devlin Assistant Director Health and Wellbeing
<b>Contact Officer (Including Job Title):</b>	James Campbell Head of Environmental Health (Residential)

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

<b>For decision</b>	<b>For noting only</b>	<b>X</b>
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<b>1.0</b>	<b>Purpose and Background</b>
1.1	To update members on changes to the Affordable Warmth Scheme
<b>2.0</b>	<b>Key issues</b>
2.1	<p>Elected members will be aware that we have been delivering the Affordable Warmth scheme in partnership with NIHE and DfC for several years and more recently have also administered the scheme in the Armagh Banbridge and Craigavon area.</p> <p>Across the entire region the Scheme has helped just over 26,000 households with over 47,000 energy efficiency measures installed to date.</p> <p>We have now been advised that from the 1 September 2023 the scheme will move away from its targeted basis and will instead be delivered based on direct applications. More importantly for the Councils full delivery of the service will be the responsibility of NIHE and we will no longer have any role or involvement in the process</p> <p>The NIHE is developing processes to receive applications from September and we will liaise closely with DfC as this work progresses. In the meantime, the Department is maintaining its ask of 20 referrals per Council area per month over the notice period. Councils will be reimbursed for this in the normal manner.</p> <p>Given the ongoing demand for the scheme we have already sufficient applicants awaiting contact that we will not be in a position to take on any new applicants after the end of June. We will put in place appropriate communications to ensure that those people in need of the service will know what the new process will be from September</p>
<b>3.0</b>	<b>Recommendations</b>
3.1	That Committee note the report
<b>4.0</b>	<b>Resource implications</b>

4.1	None. Scheme was 100% funded by DfC
5.0	<b>Due regard to equality of opportunity and regard to good relations (complete the relevant sections)</b>
5.1	<p><b><i>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</i></b></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><b><i>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</i></b></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><b><i>Proposal initiating consultation</i></b></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	<b>Due regard to Rural Needs (please tick all that apply)</b>
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>



	<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 type="checkbox"/></div>
7.0	Appendices
	Letter to Chief Executive from David Polley Department for Communities
8.0	Background Documents



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**From: David Polley**  
**Director of Housing Supply Policy**

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

Telephone: (028) 90 515286  
e-mail: [David.Polley@communities-ni.gov.uk](mailto:David.Polley@communities-ni.gov.uk)

Date: 01 June 2023

**To: All Northern Ireland Council Chief Executives, via email**

Dear Chief Executives

## **AFFORDABLE WARMTH SCHEME, ENDING TARGETING**

I am writing to issue formal notification that the Department has decided to remove targeting from the Affordable Warmth Scheme (AWS). I am therefore providing 3 months' notice, as set out in the Service Level Agreement, that the Scheme will change from 1 September 2023, when full delivery will be taken over by the Northern Ireland Housing Executive (NIHE) as a single scheme operator and targeting through local councils will end.

This has been a very difficult decision for the Department to take. Both the capital and resource budget for the AWS 23/24 are under severe pressure – with capital being reduced by 12.5% and resource by 5%. The budget Equality Impact Assessment, launched on the 10 May, highlighted that a reduction in budget could lead to the closure of the Affordable Warmth Scheme, which would significantly impact those people living in fuel poverty at this time of high energy prices. Therefore, this decision has been made to reduce the cost of delivering the Scheme in order to remove the risk of Scheme closure.

The NIHE is developing processes to receive applications from September and the Department will liaise closely with council officials as this work progresses. In the meantime, the Department is maintaining its ask of 20 referrals per month over the notice period. Councils will be reimbursed for this in the normal manner.



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I met with your senior officer to give them advance notice of this decision on 30 May. We will, of course, continue this intense collaboration and consultation with council and NIHE officials on transitional arrangements, including a robust communication plan to facilitate the move to the NIHE. We are committed to maintaining a 'worst first' approach and we will ensure that this change to scheme delivery is communicated in a way that is easily understood.

I would like to thank councils for your substantial contribution to the Affordable Warmth Scheme. With your assistance the Scheme has helped just over 26,000 households with over 47,000 energy efficiency measures installed to date. We look forward to engaging with you in the near future as we develop proposals for an energy efficiency scheme to replace the AWS.

Yours sincerely,

**DAVID POLLEY**

**Director of Housing Supply Policy**

<b>Report to:</b>	Active Health and Communities Committee (AHC)
<b>Date of Meeting:</b>	19 <sup>th</sup> June 2023
<b>Subject:</b>	Summer Activity Programme
<b>Reporting Officer (Including Job Title):</b>	Paul Tamati, Assistant Director: Leisure and Sport
<b>Contact Officer (Including Job Title):</b>	Conor Haughey, Head of Outdoor Leisure

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

<b>For decision</b>	<b>For noting only</b>	<b>x</b>
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<b>1.0</b>	<b>Purpose and Background</b>
1.1	The purpose of this report is for AHC Committee to note the planned Summer Activity Programme for Leisure in July and August 2023 as per appendix 1.
<b>2.0</b>	<b>Key issues</b>  The Summer Activity Programme has several key themes with the details of each outlined in appendix 1. These themes include: <ul style="list-style-type: none"> <li>• Multi Sports Camps</li> <li>• Teen Activity Week</li> <li>• Inclusive and Disability 'Wheelie Active Programme'</li> <li>• Summer Autism Swim Sessions</li> <li>• £1 Summer Promotion in Designated Leisure Facilities</li> <li>• Sport Coach Volunteering Programme</li> </ul> This programme is currently being advertised on Council's social media channels and leisure facilities.
<b>3.0</b>	<b>Recommendations</b>
3.1	That AHC Committee note the planned Summer Activity Programme for July and August 2023 as per appendix 1.
<b>4.0</b>	<b>Resource implications</b>
4.1	<b>Revenue:</b> All revenue budget implications associated with the Summer Activity Programme have been consider in the rates setting process for 2023.  <b>Capital:</b> There are no Capital Budget Implications
<b>5.0</b>	<b>Due regard to equality of opportunity and regard to good relations (complete the relevant sections)</b>
5.1	<i>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</i>

	It is not anticipated the proposal will have an adverse impact upon equality of opportunity or good relations <input checked="" type="checkbox"/>
5.2	<p><b><i>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</i></b></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><b><i>Proposal initiating consultation</i></b></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	<b>Due regard to Rural Needs (please tick all that apply)</b>
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	<b>Appendices</b>
	Appendix 1 Summer Activity Programme 2023



8.0	Background Documents
	None



# Be Active SUMMER Programme



[www.newrymouredown.org/summerprogramme](http://www.newrymouredown.org/summerprogramme)



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



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



**All activities are subject to availability and offers are only applicable Monday to Friday and only during designated times and dates.**

**Offer excludes evenings and weekends.**

**Supervision restrictions and normal admission criteria may apply.**

### **Teen Gym**

Teen Gym is for 12 to 15-year olds only and each Centre will have a maximum number of slots which can be booked along with an induction at your local Leisure Centre. These session times might vary slightly so check specific times with your local Leisure Centre.

### **Children Indoor Swim Activities**

Normal admission policy applies i.e. All children under the age of 8 must be accompanied by a responsible person, who should be 16 years or over. This person may accompany up to 1 child

under the age of 4, or 2 children where at least one of which is aged over 4 years. Swimming pool group bookings for parties of children aged 8 years & over must be accompanied and supervised by a responsible adult aged 16 year or over, with a minimum supervision ratio of 1 adult to 10 children (1:10). Recommend contacting the Centre prior to attending. Maximum bather loads apply in each pool and admissions may be restricted if bather loads are at capacity.

### **Soft Play (Newry Leisure Centre only)**

only available for children under the age of 12 years or under 4'9" (1.45m) and children must be supervised by a responsible adult aged 16 year or over. Maximum admission numbers apply and admissions may be restricted if the maximum admission numbers are reached.





All activities can be paid on the day at your local Leisure Centre.

### Participating Centres:

**Newry Leisure Centre**

**Down Leisure Centre**

**Kilkeel Leisure Centre**

## July and August is...

# £1 Summer

from 9am to 5pm  
Monday to Friday

All Activities just £1  
Including Teen Gym,  
Children's Indoor Swimming  
and Soft Play (Newry Leisure Centre)  
excluding TROPICANA  
in Newcastle







## Big Summer discounts for Under 18 Group Sport Activities from 9am to 5pm Monday to Friday



### Main/Minor Hall Group Activities

(e.g. badminton, table tennis, netball, basketball, volleyball, 5-a-side football, indoor bowls).

**Only £8.00.**

Applicable to 18 years and under only. Facilities are subject to availability.

### Court Activities

(e.g. squash, racquetball)

**Only £2.00 to hire.**

Applicable to 18 years and under only. Facilities are subject to availability and cannot be booked at discounted rate evenings and weekends. Activities can be booked and paid on the day of play, advanced booking must be pre-paid at the time of booking.

### General Supervision

Unless stated elsewhere, parents/guardians should be reminded that children aged 7 years and under should be supervised always by a responsible adult whilst on the premises of the centre.

Parents/guardians are responsible for allowing children 8 years and over to use Newry Mourne and Down District Council Indoor Leisure facilities unaccompanied.

### Participating Centres:

Newry Leisure Centre

Down Leisure Centre

Kilkeel Leisure Centre



# Summer Multi Sports Activities Primary School Aged Children

Multi-Sports sessions provide the opportunity for primary school aged children to take part in active, fun and rewarding sporting activities. The focus of the sessions is to help and support each child's development and enjoyment. The main benefit of the multi-sports camps is to allow children to try many different sports at a young age to broaden their interests and knowledge in physical activity.



## Key information, locations & dates

### Age Range:

P1 – P7 (Children attending must have completed Primary 1 in 2021/2022 academic school year.)

### Locations:

Newry Leisure Centre

Down Leisure Centre

Kilkeel Leisure Centre

Newcastle Centre

Ballynahinch Centre

Bridge Centre Killyleagh (1 week only)  
14th - 18th August

### Length of programme:

4 weeks

### Dates:

Weeks commencing  
17, 24 & 31 July &  
7 August

### Times:

10am – 12pm : P1 – P3 (x1 session)

1pm – 3pm: P4 – P7 (x1 session)

**Price: £10.90 per week**

### Booking:

You must book your place online  
<https://www.newrymournedown.org/summerprogramme> or book at your local centre.





## Inclusive and Disability 'Wheelie Active' Programme

**Wheelie Active sessions** have a wide variety of disability sports equipment including accessible bikes, sports wheelchairs, Boccia sets and other specialist equipment which is to be used throughout the sessions as required. This is an exciting opportunity for children with disabilities aged 4 – 12 years old so that they can improve their motor skills, health and wellbeing.

These sessions aim to give children with disabilities opportunities to develop physical literacy and movement skills for sport in a range of safe, progressive and inclusive activities. Friends and siblings are also encouraged to take part in the activities with the understanding that safety and enjoyment is key to the ethos of the programme.

Location	Date	Time	Price	Booking
<b>Newry Leisure Centre</b>	25 & 27 July 8 & 10 August	3:30 – 5pm	<b>£2.20 per session</b>	Drop in Max 30 per session
<b>Down Leisure Centre</b>	25 & 27 July 8 & 10 August	3:30 – 5pm	<b>£2.20 per session</b>	Drop in Max 30 per session





## Autism Swim Sessions

Dedicated autism-friendly swim sessions are available to book throughout the year in Newry, Down and Kilkeel Leisure Centres.

Autism-friendly swim sessions are designed to create a calmer swimming environment suitable for those with autism and their families.

**Autism Swim sessions are available to book as follows:**

### Locations & times:

#### **Newry Leisure Centre**

Every Sunday morning 10am – 11am

#### **Down Leisure Centre**

Every Thursday afternoon 5.30pm – 6.30pm

#### **Kilkeel Leisure Centre**

Every Friday afternoon 5.30pm – 6.30pm

### **Price:**

**Normal swim entry pricing applies**

### **Booking:**

Sessions can be booked at <https://www.newrymouredown.org/leisure-facilities>





## Teen Activity Week



### Multi-Sports sessions

provide the opportunity for young people aged 12 – 15 years old to take part in active and engaging sporting activities. The focus of the sessions is to help and support young people to 'Be Active' and have fun this summer. The main benefit of the multi-sports camps is to allow all involved to try different sports and activities to cater for a range of interests and skills development.

The Netball sessions are specifically aimed at young women to help reduce that gap in sporting opportunities and to inspire teenage girls to be more physically active in a supportive environment where they can make new friends and have fun.

### Key information, locations & dates

**Age Range:** 12 – 15 years

#### Locations:

Newry Leisure Centre

Down Leisure Centre

#### Length of programme:

1 week

#### Dates:

15 – 19 August

#### Times:

11am – 1pm: multi-sports sessions

2pm – 4pm: teen fitness

**Price: £10.90 per week**

#### Booking:

You must book your place online

<https://www.newrymouredown.org/summerprogramme> or book at local leisure centre.





## Terms & conditions

### Terms and Conditions for all Sports Activity Programmes

Children attending the multi-sports camps must have completed Primary 1 in 2022/2023 academic school year.

Please arrive no more than 10 minutes before the activity is due to start and be prompt for collection times.

At arrival and collection there may be a queue, please abide by social distancing at all times.

Do not attend the sessions if experiencing Covid-19 symptoms.

Wash hands, well and often, sanitiser will be available at all sessions.

It is recommended all participants wear suitable footwear, casual clothing and should be prepared for indoor and outdoor activities.



Participants are advised to bring a refillable water bottle and one healthy snack.

Parents/Guardians are responsible for applying sunscreen to participants under 18 before they arrive.

Please note we are unable to provide one to one personal care such as toileting and feeding.

All bookings are non-refundable and non transferable unless cancelled by Council.



# Tropicana Outdoor Swimming Complex Newcastle

**Tropicana Outdoor Swimming Complex,** situated in the heart of Newcastle will again open its doors for residents to enjoy outdoor swimming sessions throughout July and August. All outdoor swimming pools are heated.

## Admissions Policy

Newry, Mourne and Down Leisure Centres currently operate the following swimming admission policy for its users.

- All children under the age of 8 must be accompanied by a responsible adult (at least 16 years old) at all times.
- An adult (aged 16 or over) may accompany:-
  - 1 child under the age of 4.
  - 2 children where at least one of the children is aged over 4 years.
- In addition to the above, non-swimmers (children) must wear a secure flotation device such as fitted armbands or a buoyancy aid.
- Any person under the influence of drugs or alcohol will be refused admission.

## Age Restrictions

Children under 8 years must be accompanied by an adult aged 16 or over in the water at all times, who must stay in close proximity to supervise the child. Applies to both pools.

## Swimming pools and slides

All of the swimming pools within the Tropicana Swimming Complex are heated. The small slide in the toddler pool will be open to children under the age of 8 years old.

## Weather

Some of our facilities may have to close in the event of dangerous weather conditions. For latest updates see NMD Be Active Facebook page.





### Seasonal opening times (July and August only)

Monday	12pm – 5.30pm
Tuesday	12pm – 8pm
Wednesday	12pm – 5.30pm
Thursday	12pm – 8pm
Friday	12pm – 5.30pm
Saturday	10am – 5.30pm
Sunday	2pm – 5.30pm

### Tropicanarama (Fun Sessions)

Every Tuesday & Thursday 6pm – 8pm

### Swimming – Casual Pay-As-You-Go prices:

Pay-As-You-Go 16+	£3.20
Pay-As-You-Go Concession	£2.50
Pay-As-You-Go Under 4	Free
Pay-As-You-Go Group Ticket (2 adults & 2 Children)	£9.60

### Booking:

Swim Sessions must be booked on the NMD Be Active app under the 'Book Swimming' tile.

*Swim sessions are added regularly throughout the summer and you can only book 8 days in advance. All bookings are non refundable and non transferable unless cancelled by Council.*



## Sports Summer Camps – Financial Assistance

Newry, Mourne and Down District Council provide financial assistance to more than 14 clubs throughout our district to help support the delivery of the summer sports sessions for over 1500 children and youths with mixed abilities.

Details of the sports clubs involved, sports programmes coming up as well as how to register and sign up are outlined in the following pages.





Sports Club	District Electoral Area	Programme name	Sports provided	Who is it for?	Dates and times	How to register
<b>Newry City AFC</b>	Newry	Newry City AFC Summer Program 2023	Football coaching	Ages 5-12 All abilities and genders. 100 participants	7 - 11 August 10am - 1pm	For more information: <a href="http://www.newrycityafc.co.uk">www.newrycityafc.co.uk</a>
<b>Youth Initiatives</b>	Downpatrick	FLIPPED	Accessible and alternative sports, including HIT Sessions, Cabbage Ball, Rounders Tournament, Circuit Training, Volley Ball, Badminton	Ages 12-17 All abilities All genders 30 participants	1week 1 24 - 28 July week 2 2-11 August	For more information: <a href="http://www.youthinitiativesni.com">www.youthinitiativesni.com</a>
<b>Newtownhamilton Development Association</b>	Slieve Gullion	Summer Sports - NTH	Football, Dodgeball, Tennis, Basketball, Games and much more!	Ages 4-13 abilities All genders 150 participants	31 July - 4 August	For more information: <a href="mailto:nthdassoc@gmail.com">nthdassoc@gmail.com</a>
<b>Peadar O Doinin GAA Club, Forkhill</b>	Slieve Gullion	Summer Sports Camp	Gaelic games with additional sports included	Ages 5-12 All abilities All genders	<b>Week 1</b> 10/7/23 - 14/7/23 <b>Week 2</b> 14/8/23 - 18/8/23	For more information: <b>secretary.</b> <b>forkhillpeadarodoinin.</b> <a href="mailto:armagh@gaa.ie">armagh@gaa.ie</a>



Sports Club	District Electoral Area	Programme name	Sports provided	Who is it for?	Dates and times	How to register
<b>Saintfield Sports Club</b>	Rowallane	Hit them for SIX!	Cricket	Ages 10-14 All abilities All genders	<b>Week 1</b> 31.07.23 – 04.08.23 <b>Week 2</b> 07.08.23 – 11.08.23	For more information contact: <b>www.saintfieldsportsclub.co.uk/</b>
<b>St Patrick's GAC Saul</b>	Downpatrick	Saul Multi-Sport Week	Gaelic games with additional sports included such as netball and basketball	Ages 5-12 All abilities All genders	July / August	For more information contact: <b>www.facebook.com/SaulGac/</b>
<b>St Colmcille's Primary School PTA</b>	Downpatrick	Getting active this summer!	Sports including football, GAA, rugby, Basketball, Netball, etc.	Ages 4-11 All abilities 70 participants	<b>Week 1</b> 03/07/23-07/07/23 <b>Week 2</b> 10/07/23-14/07/23	For more information contact: 028 44 614 177
<b>Kilcoo GAC</b>	The Mournes	Kilcoo Kids Healthy Activities Summer Scheme	Gaelic games with additional sports included	Ages 4-11 All abilities 120 participants	July/August	For more information contact: secretary.kilcoo.down@gaa.ie www.kilcoo.gaa.ie
<b>Valley Rangers Youth Football Club</b>	The Mournes	Valley Summer Fun	Football with additional sports included	Ages 4-12 All abilities All genders	07/08/2023 – 11/08/2023	For more information contact: <b>www.facebook.com/people/Valley-Rangers-Fc/</b>











Sports Club	District Electoral Area	Programme name	Sports provided	Who is it for?	Dates and times	How to register
<b>Glasdrumman GAC</b>	The Mournes	Get active, stay active with Glasdrumman GAC	Gaelic Games plus team building challenges	Ages 6-11 All abilities All genders	10 – 14 July	For more information contact: <a href="https://www.facebook.com/GlasdrummanGAC">www.facebook.com/GlasdrummanGAC</a>
<b>St John's Drumnaquoile GAC</b>	Slieve Croob	Girls Get Active	Gaelic Games plus a range of outdoor activities at Newcastle YMCA	Girls aged 13-16 All abilities 60 participants	July/August	For more information contact: <a href="mailto:secretary.stjohns.down@gaa.ie">secretary.stjohns.down@gaa.ie</a> <a href="https://www.stjohnsgaa.com">www.stjohnsgaa.com</a>
<b>Tollymore United FC</b>	The Mournes	Summer Sports Programme	Football with additional sports included	Ages 4 – 12 All abilities All genders	21.08.23 -25.08.23	For more information contact: <a href="https://www.facebook.com/TollymoreBears">www.facebook.com/TollymoreBears</a>
<b>Newcastle Football Club</b>	The Mournes	Newcastle Summer Sports Program	Football with additional sports included	Ages 4 – 12 All abilities All genders	24.07.23 - 28.07.23	For more information contact: <a href="https://www.facebook.com/newcastle.fc.58">www.facebook.com/newcastle.fc.58</a>
<b>Schomberg Society Kilkeel Ltd</b>	The Mournes	Everyone Anyone Summer Sports Programme	Multi - sports	Ages 4 – 16 All abilities All genders	07.08.23 - 11.08.23	For more information contact: <a href="mailto:schombergsociety@gmail.com">schombergsociety@gmail.com</a> <a href="https://www.schombergsociety.co.uk">www.schombergsociety.co.uk</a>





Health and  
Social Care

# Take5

steps to wellbeing

Give



Be active



Connect



Keep learning



Take notice





Most of us know when we are mentally and physically well, but sometimes we need a little extra support to keep well.

There are five simple steps to help maintain and improve your wellbeing. Try to build these into your daily life – think of them as your ‘five a day’ for wellbeing.

# Take5

steps to wellbeing



## Connect

Connect with the people around you: family, friends, colleagues and neighbours at home, work, school or in your local community. Think of these relationships as the cornerstones of your life and spend time developing them. Building these connections will support and enrich you every day.



## Be active

Go for a walk or run, cycle, play a game, garden or dance. Exercising makes you feel good. Most importantly, discover a physical activity that you enjoy; one that suits your level of mobility and fitness.



## Take notice

Stop, pause, or take a moment to look around you. What can you see, feel, smell or even taste? Look for beautiful, new, unusual or extraordinary things in your everyday life and think about how that makes you feel.



## Keep learning

Don't be afraid to try something new, rediscover an old hobby or sign up for a course. Take on a different responsibility, fix a bike, learn to play an instrument or how to cook your favourite food. Set a challenge you will enjoy. Learning new things will make you more confident, as well as being fun to do.



## Give

Do something nice for a friend or stranger, thank someone, smile, volunteer your time or consider joining a community group. Look out as well as in. Seeing yourself and your happiness linked to the wider community can be incredibly rewarding and will create connections with the people around you.

Adapted from work by the New Economics Foundation commissioned by the Foresight Project on Mental Capital and Wellbeing ([www.neweconomics.org](http://www.neweconomics.org)).

Artwork designed in association with Belfast Strategic Partnership.





# CONTACTS

**Ballymote Sports and Wellbeing Centre**  
96 Glebetown Drive, Downpatrick BT30 6PX  
T: 0330 137 4026  
E: [ballymotesportsandwellbeingcentre@nmandd.org](mailto:ballymotesportsandwellbeingcentre@nmandd.org)

**Down Leisure Centre**  
114 Market Street, Downpatrick BT30 6LZ  
T: 0330 137 4026  
E: [downleisurecentre@nmandd.org](mailto:downleisurecentre@nmandd.org)

**Kilkeel Leisure Centre**  
Mourne Esplanade, Kilkeel BT34 4DB  
T: 0330 137 4026  
E: [kilkeel.reception@nmandd.org](mailto:kilkeel.reception@nmandd.org)

**Newcastle Centre**  
10-14 Central Promenade, Newcastle BT33 0AA  
T: 0330 137 4026  
E: [newcastlecentre@nmandd.org](mailto:newcastlecentre@nmandd.org)

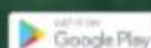
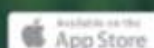
**Newry Leisure Centre**  
60 Cecil Street, Newry BT35 6AU  
T: 0330 137 4026  
E: [poolreception@nmandd.org](mailto:poolreception@nmandd.org)

[www.newryandmournedown.org](http://www.newryandmournedown.org)



Please check the NMD Be Active App or [www.newrymournedown.org/leisure-facilities](http://www.newrymournedown.org/leisure-facilities) for the latest information on timetables and opening times.

**NMD Be Active App**  
Download it NOW



**f** @NMDBeActive

**t** @nmdcouncil

