



June 2nd, 2023

**Notice Of Meeting**

You are requested to attend the Council meeting to be held on **Monday, 5th June 2023** at **5:30 pm** in **Mourne Room Downshire Civic Centre** and via **Microsoft Teams**.

# Agenda

**\*PHOTOGRAPHS WILL BE TAKEN PRIOR TO MEETING\***

**Party Nominating Officers and Independent Councillors should attend in the Mourne Room, Downshire Civic Centre, Downpatrick for this meeting**

## **1.0 Apologies**

## **2.0 Declaration of Interest**

## **3.0 To agree method for the appointment of Statutory Positions of Responsibility using d'Hondt by Qualified Majority Vote**

[!\[\]\(a870788d6ed9b8fd294b7654a8c8526b\_img.jpg\) \*D'hONDT LIST.pdf\*](#)

*Page 1*

## **4.0 To agree method for the appointment to Statutory Committees using Quota of Greatest Remainder by Qualified Majority Vote**

[!\[\]\(6059a5aa8b4ca7bb793408023d6c6e42\_img.jpg\) \*Appointments to Committees 2023.pdf\*](#)

*Page 2*

## **5.0 Appointment of Statutory Positions of Responsibility**

As discussed at Mock Annual Meeting

[!\[\]\(e3275251d0893157c3584e20c81dc3ba\_img.jpg\) \*Order of Picks by Year at Mock Meeting.pdf\*](#)

*Page 3*

## **6.0 Newly Appointed Chair will then assume the Chair**

## **7.0 Appointments to Statutory Committees**

As discussed at Mock Annual Meeting

[!\[\]\(83bbbd261710c59db0214aa27b2edc0d\_img.jpg\) \*List of Committee picks 23-24.pdf\*](#)

*Page 6*

## **8.0 To appoint representatives to External Bodies and Organisations (excluding Statutory Positions of Responsibility) and Internal Bodies and Forums**

**Working Group Terms of Reference to be updated at first meetings**

Nominations required for the following External Bodies:


APSE NI Executive Board (Cllr Andrews currently Vice-Chair until July 2023)

Belfast Region City Deal (membership agreed at ERT Committee September 2019 - 2 Sinn Féin, 1 SDLP, 1 Unionist)

Diversity Ambassadors (see attached letter and role description)

East Border Region (see attached letter) (3 Elected Members as Directors + 3 Elected Members for Members Forum)

Somme Advisory Council - previously membership shared among Unionist Councillors

 ***External Bodies and Internal Working Parties.pdf*** **Page 7**

 ***Letter - Appointment of Diversity Ambassadors May 2023.pdf*** **Page 15**

 ***Role of Diversity Ambassador May 2023.pdf*** **Page 16**

 ***East Border Region.pdf*** **Page 18**

## **9.0 Chamber Seating Arrangements**

PROPOSED seating arrangements

 ***Chamber Seats 2023.pptx*** **Page 19**

## **10.0 Agree Schedule of Meetings for incoming year**

 ***(Internal)MEETINGS SCHEDULE JUNE 2023-MAY 2024.pdf*** **Page 20**

## **11.0 To note Payment of Special Responsibility Allowances**

 ***Scheme of Allowances 2023-24 .pdf*** **Page 31**

# Invitees

Cllr Terry Andrews  
.....  
Cllr Callum Bowsie  
.....  
Cllr Jim Brennan  
.....  
Cllr Pete Byrne  
.....  
Cllr Philip Campbell  
.....  
Mr Andrew Cassells  
.....  
Cllr William Clarke  
.....  
Mrs Linda Cummins  
.....  
Cllr Laura Devlin  
.....  
Ms Louise Dillon  
.....  
Cllr Cadogan Enright  
.....  
Cllr Doire Finn  
.....  
Cllr Aoife Finnegan  
.....  
Cllr Conor Galbraith  
.....  
Cllr Mark Gibbons  
.....  
Cllr Oonagh Hanlon  
.....  
Cllr Glyn Hanna  
.....  
Cllr Valerie Harte  
.....  
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 Leanne McEvoy  
.....  
Cllr Andrew McMurray  
.....  
Cllr Declan Murphy  
.....  
Cllr Kate Murphy  
.....  
Cllr Selina Murphy  
.....  
Cllr Siobhan O'Hare  
.....  
Cllr Aine Quinn  
.....  
Cllr Henry Reilly  
.....  
Cllr Michael Rice  
.....

Cllr Michael Ruane  
.....  
Cllr Michael Savage  
.....  
Cllr Gareth Sharvin  
.....  
Donna Starkey  
.....  
Sarah Taggart  
.....  
Cllr David Taylor  
.....  
Cllr Jarlath Tinnelly  
.....  
Cllr Jill Truesdale  
.....  
Mrs Marie Ward  
.....

1st Pref Seats Position	
1	SF
2	SF
3	SDLP
4	SF
5	SF
6	DUP
7	ALL
8	SF
9	SDLP
10	SF
11	SF
12	SDLP
13	SF
14	DUP
15	ALL
16	SF
17	SF
18	SDLP
19	SF
20	SF
21	DUP
22	ALL
23	SDLP
24	SF
25	SF
26	SF
27	SDLP
28	SF
29	DUP
30	ALL
31	SF
32	SDLP

33	SF
34	SF
35	UUP
36	SF
37	DUP
38	SDLP
39	ALL
40	Gibbons
41	Tinnelly
42	SF
43	SF
44	SDLP
45	SF
46	SF
47	DUP
48	ALL
49	SF
50	SDLP
51	SF
52	SF
53	SDLP
54	SF
55	DUP
56	ALL
57	SF
58	SF
59	SDLP
60	SF
61	SF
62	DUP
63	ALL
64	SDLP

	SF	SDLP	DUP	ALL	UUP	GIBBONS	TINNELLY	TOTALS
1st Preference Votes (LG Election May 2023)	37,032	13,170	9,124	7,176	4,062	1,111	1,043	
1 Number of Councillors	20	8	5	5	1	1	1	41
2 % Full Council Membership	48.78%	19.51%	12.20%	12.20%	2.44%	2.44%	2.44%	100.00%
3 <u>Quota</u> <i>(based on 4 x Standing Committees (15 each), 1 x Planning Committee (12) &amp; 1 x Audit Committee (10) = 82 places)</i>	0.5000	0.5000	0.5000	0.5000	0.5000	0.5000	0.5000	
4 Allocation	40.0000	16.0000	10.0000	10.0000	2.0000	2.0000	2.0000	
5 Allocation of Whole Numbers <b>(First Stage)</b> <i>(This can also be considered as the <u>minimum allocation</u> for each Party Grouping / Independent across the entire Committee structure)</i>	39	16	10	10	0	0	0	75
6 Greatest Residual Remainder <b>(Second Stage)</b> <i>Remaining places to be filled on the basis of the greatest, residual remainders at second stage, where the order of pick is determined by largest decimal number and so on, however this only works where Committees are of an equal size. At this stage six places remain to be allocated across the entire Committee structure</i>	1.0000	0.0000	0.0000	0.0000	2.0000	2.0000	2.0000	7

	Active & Healthy Communities			Enterprise, Regeneration & Tourism			Sustainability & Environmental Services			Strategy, Policy & Resources			Planning			Audit			CHECK
	Min No	Total	% Check	Min No	Total	% Check	Min No	Total	% Check	Min No	Total	% Check	Min No	Total	% Check	Min No	Total	% Check	
SF	40	7.317	48.78%	7	7.317	48.78%	7	7.317	48.78%	7	7.317	48.78%	5.854	6	48.78%	4.878	5	48.78%	39
SDLP	16	2.927	19.51%	3	2.927	19.51%	3	2.927	19.51%	3	2.927	19.51%	2.341	2	19.51%	1.951	2	19.51%	16
DUP	10	1.829	12.20%	2	1.829	12.20%	2	1.830	12.20%	2	1.830	12.20%	1.464	1	12.20%	1.22	1	12.20%	10
ALL	10	1.829	12.20%	2	1.829	12.20%	2	1.830	12.20%	2	1.830	12.20%	1.464	1	12.20%	1.22	1	12.20%	10
UUP	2	0.366	2.44%	0	0.366	2.44%	0	0.366	2.44%	0	0.366	2.44%	0.293	0	2.44%	0.244	0	2.44%	0
GIBBONS	2	0.366	2.44%	0	0.366	2.44%	0	0.366	2.44%	0	0.366	2.44%	0.293	0	2.44%	0.244	0	2.44%	0
TINNELLY	2	0.366	2.44%	0	0.366	2.44%	0	0.366	2.44%	0	0.366	2.44%	0.293	0	2.44%	0.244	0	2.44%	0
<b>82 TOTAL</b>			<b>14</b>			<b>14</b>			<b>14</b>			<b>14</b>		<b>10</b>			<b>9</b>		<b>75</b>

<b>PARTY</b>	<b>POSITION</b>	<b>ORDER OF PICK</b>
Sinn Féin	Chair of Council Year 1 – Sinn Féin	1
SDLP	Deputy Chair of Council Year 1 – SDLP	23
Sinn Féin	Chair of ERT Year 1 - Sinn Féin	10
Sinn Féin	Deputy Chair of ERT Year 1 – Sinn Féin	51
Sinn Féin	Chair of AHC Year 1 – Sinn Féin	8
Sinn Féin	Deputy Chair of AHC Year 1 – Sinn Féin	43
SDLP	Chair of S&E Year 1 – SDLP	12
Sinn Féin	Deputy Chair of S&E Year 1 – Sinn Féin	52
Sinn Féin	Chair of SPR Year 1 – Sinn Féin	11
Alliance	Deputy Chair of SPR Year 1 – Alliance	48
Sinn Féin	Chair of Planning Year 1 – Sinn Féin	5
Cllr Tinnelly	Deputy Chair of Planning Year 1 – Cllr Tinnelly	41

<b>PARTY</b>	<b>POSITION</b>	<b>ORDER OF PICK</b>
SDLP	Chair of Council Year 2 – SDLP	3
ALL	Deputy Chair of Council Year 2 – ALL	7
DUP	Chair of ERT Year 2 – DUP	14
Sinn Féin	Deputy Chair of ERT Year 2 – Sinn Féin	54
SDLP	Chair of AHC Year 2 – SDLP	18
Sinn Féin	Deputy Chair of AHC Year 2 –	20
Sinn Féin	Chair of S&E Year 2 – Sinn Féin	16
Alliance	Deputy Chair of S&E Year 2 – Alliance	56
Alliance	Chair of SPR Year 2 – Alliance	15
Sinn Féin	Deputy Chair of SPR Year 2 – Sinn Féin	19
Sinn Féin	Chair of Planning Year 2 – Sinn Féin	17
DUP	Deputy Chair of Planning Year 2 – DUP	47



<b>PARTY</b>	<b>POSITION</b>	<b>ORDER OF PICK</b>
Sinn Féin	Chair of Council Year 3 – Sinn Féin	2
Sinn Féin	Deputy Chair of Council Year 3 – Sinn Féin	4
Alliance	Chair of ERT Year 3 – Alliance	22
SDLP	Deputy Chair of ERT Year 3 – SDLP	50
DUP	Chair of AHC Year 3 – DUP	21
Cllr Gibbons	Deputy Chair of AHC Year 3 – Cllr Gibbons	40
Sinn Féin	Chair of S&E Year 3 – Sinn Féin	25
Sinn Féin	Deputy Chair of S&E Year 3 – Sinn Féin	60
Sinn Féin	Chair of SPR Year 3 – Sinn Féin	24
SDLP	Deputy Chair of SPR Year 3 – SDLP	53
Sinn Féin	Chair of Planning Year 3 – Sinn Féin	46
DUP	Deputy Chair of Planning Year 3 – DUP	62

<b>PARTY</b>	<b>POSITION</b>	<b>ORDER OF PICK</b>
DUP	Chair of Council Year 4 - DUP	6
SDLP	Deputy Chair of Council Year 4 – SDLP	9
SDLP	Chair of ERT Year 4 – SDLP	27
Sinn Féin	Deputy Chair of ERT Year 4 – Sinn Féin	57
Alliance	Chair of AHC Year 4 – Alliance	30
Sinn Féin	Deputy Chair of AHC Year 4 – Sinn Féin	33
Sinn Féin	Chair of S&E Year 4 – Sinn Féin	31
SDLP	Deputy Chair of S&E Year 4 – SDLP	59
DUP	Chair of SPR Year 4 – DUP	29
Sinn Féin	Deputy Chair of SPR Year 4 – Sinn Féin	58
Sinn Féin	Chair of Planning Year 4 – Sinn Féin	28
Sinn Féin	Deputy Chair of Planning Year 4 -Sinn Féin	61

<b>PARTY</b>	<b>POSITION</b>	<b>ORDER OF PICK</b>
Sinn Féin	NI Housing Executive: 4 Year Term – Sinn Féin	36
DUP	Reserve Forces & Cadets' Assoc for NI: 4 Year Term - DUP	55
Sinn Féin	Arc21 - Position 1: 4 Year Term – Sinn Féin	42
Alliance	Arc21 - Position 2: 4 Year Term – Alliance	63
SDLP	Arc21 - Position 3: 4 Year Term - SDLP	64
Sinn Féin	Partnership Panel for NI: 4 Year Term – Sinn Féin	49
Sinn Féin	PCSP Position 1: 4 Year Term – Sinn Féin	13
Sinn Féin	PCSP Position 2: 4 Year Term – Sinn Féin	26
SDLP	PCSP Position 3: 4 Year Term – SDLP	32
Sinn Féin	PCSP Position 4: 4 Year Term – Sinn Féin	34
UUP	PCSP Position 5: 4 Year Term – UUP	35
DUP	PCSP Position 6: 4 Year Term – DUP	37
SDLP	PCSP Position 7: 4 Year Term – SDLP	38
Alliance	PCSP Position 8: 4 Year Term – Alliance	39
SDLP	PCSP Position 9: 4 Year Term – SDLP	44
Sinn Féin	PCSP Position 10: 4 Year Term – Sinn Féin	45

### Appointments to Committees 2023/24

Committee	Total Places available	Allocated by Quota of Greatest Remainder	Remaining positions allocated by d'Hondt
Active and Healthy Communities	15	Sinn Féin 7 SDLP 3 DUP 2 Alliance 2	Cllr Gibbons
Enterprise, Regeneration & Tourism	15	Sinn Féin 7 SDLP 3 DUP 2 Alliance 2	Cllr Tinnelly
Strategy, Policy and Resources	15	Sinn Féin 7 SDLP 3 DUP 2 Alliance 2	UUP
Sustainability & Environmental Services	15	Sinn Féin 7 SDLP 3 DUP 2 Alliance 2	UUP
Planning	12	Sinn Féin 6 SDLP 2 DUP 1 Alliance 1	Cllr Tinnelly Sinn Féin
Audit	10	Sinn Féin 5 SDLP 2 DUP 1 Alliance 1	Cllr Gibbons

### 3. Council Project Boards and Forums

#### Chief Executive Appraisal Group

Membership	
1 Sinn Fein	
1 SDLP	
1 DUP	
1 Alliance	
1 Independent/UUP	

#### Economic Forum

Membership	
2 Sinn Fein	
2 SDLP	
1 DUP	
1 Alliance	
1 Independent/UUP	

#### Elected Member Development Working Group

Membership	
Sinn Fein Sinn Fein	
SDLP SDLP	
DUP	
Alliance	
Independent/UUP	

#### Equality and Good Relations Reference Group

Membership	
Sinn Féin (2)	
SDLP (2)	
DUP	
Alliance	
Independents (1)	
UUP	

**Health Working Groups**

Membership	Southern Trust Area	SE Trust Area
3 Sinn Fein		
2 SDLP		
1 DUP		
1 Alliance		
1 Independent		
1 UUP		

**Irish Language Strategy Working Group**

Membership	
Sinn Fein	
Sinn Fein	
SDLP	
SDLP	
1 DUP	
1 Alliance	
1 Independent	
1 UUP	

**Local Development Plan Steering Group – (All Planning Committee Members)**

Membership	

**New Ireland Working Group**

Membership open to all Elected Members
--

**Newcastle Gateway to the Mournes**

Membership	
Sinn Fein (2)	
SDLP (2)	
DUP	
Alliance	
Independent/UUP	

### Newry City Centre Regeneration Project

Membership	
Sinn Féin (2)	
SDLP (2)	
DUP	
Alliance	
Independent/UUP	

### Newry and Mourne Travellers Forum

Membership	
3 Councillors appointed to Local Government Partnership for Travellers	
Plus 3 Councillors:	
1 Sinn Fein	
1 SDLP	
1 DUP/UUP	
Chairperson of Council	

### Party Representatives Forum

Membership	
Sinn Fein (2 Members if not holding Chair of Council position)	
SDLP (2 Members if not holding Chair of Council position)	
1 DUP	
1 Alliance	
Chair of Council	

- **One Special Responsibility Allowance to Sinn Féin and SDLP for role as Party Representative.**
- **Position of Chairperson and Deputy Chairperson, if on forum, count towards allocation of two places for Sinn Fein and SDLP**

### Peace IV Partnership

Membership	
3 Sinn Fein	
2 SDLP	
1 DUP	
1 Alliance	
1 Independent	
1 UUP	

Plus 9 social partners

**Peace Plus**

Membership	
3 Sinn Fein	
2 SDLP	
1 DUP	
1 Alliance	
1 Independent	
1 UUP	

**Planning Call in Panel**

Membership	

**\*Membership to be rotated on 6 monthly basis**

**Strategic Finance Working Group**

Membership	
2 Sinn Féin	
2 SDLP	
1 DUP	
1 Alliance	
1 Independent/UUP	

**Sustainability & Environmental Working Group**

Membership	
2 Sinn Fein	
2 SDLP	
1 DUP	
1 Alliance	
1 Independent/UUP	

**All Party Group on Sustainable Development - Regional**

Membership	
Sinn Féin	
SDLP	

**Women’s Working Group**

Membership	
Sinn Fein	
SDLP	
DUP	
Alliance	
Independent (1)	
UUP	

**4. Task & Finish Working Groups**

**Camlough Lake Task & Finish Working Group**

Slieve Gullion Councillors	P Byrne
	A Finnegan
	M Larkin
	O Magennis
	D Murphy
	A Quinn
	D Taylor

**Castlewellan Forest Park Task and Finish Project Board**

Membership	
2 Sinn Fein	
2 SDLP	
1 DUP	
1 Alliance	
1 Ind/UUP	

**Church Street, Downpatrick Revitalisation Steering Group**

Downpatrick Councillors	
	P Campbell
	C Enright
	C Galbraith
	O Hanlon
	G Sharvin

**Downpatrick Regeneration Project**

Downpatrick Councillors	
	P Campbell
	C Enright
	C Galbraith
	O Hanlon
	G Sharvin

**Warrenpoint Front Shore Public Realm Working Group**

Membership	
Crotlieve Cllrs	



## 5. Appointments to External Bodies/Organisation

### APSE NI Executive Board

Membership	
1 Member	

### Belfast Region City Deal

Sinn Féin (2)	
SDLP (1)	
Unionist (1)	

### Carlingford Lough Commissioners Board

Sinn Fein	M Rice
SDLP	M Savage

### Community Planning Partnership Board

Membership	
Sinn Féin 2 Members	
SDLP 2 Members	
DUP 1 Member	
Alliance 1 Member	
Ind/UUP 1 Member	
Chairperson of Council	

(Chairperson will change annually)

### Diversity Ambassadors

Councillors and Officer	
-------------------------	--

### Dublin-Belfast Economic Corridor

Chair of Council	
Chair of ERT Committee	
Deputy Chair of ERT Committee	

### East Border Region

**3 elected members as Directors**

**3 elected members for Members Forum**


### Local Government Partnership on Travellers Issues

Sinn Féin	
SDLP	
1 other	

**Louth, Newry, Mourne and Down (LNMD) Joint Committee**

Sinn Féin	
Sinn Féin	
Sinn Féin	
Sinn Féin	
SDLP	
SDLP	
DUP	
Alliance	
Indp/UUP	

**National Association of Councillors (4 year appointment)  
8 elected members**

4 Sinn Féin	
2 SDLP	
1 DUP	
1 Alliance	

**NILGA**

4 Sinn Féin	
2 SDLP	
1 DUP	
1 Alliance	

**NILGA Policy & Learning Networks**

Economy & International Affairs	
Elected Member Development	
Health, Social & Environmental Wellbeing	
Place Shaping & Infrastructure	
Reform, Devolution & Improvement	

**Ring of Gullion AONB Management Board/  
Ring of Gullion Landscape Partnership Management Board**

Slieve Gullion Councillors	P Byrne
	A Finnegan
	M Larkin
	O Magennis
	D Murphy
	A Quinn
	D Taylor

**SANDSA (South Armagh, Newry and Down Sports Association)**

5 Councillors	

**Somme Advisory Council**

Year 1	Year 2
Year 3	Year 4

**Strangford Lough and Lecale Partnership**

2 Councillors	Sinn Féin
Years 1 & 3	DUP
2 Councillors	SDLP
Years 2 & 4	Alliance

**Warrenpoint Harbour Authority**

Sinn Fein	J Brennan
SDLP	TBC
DUP	G Hanna



**Equality & Diversity**  
in Local Councils

Mrs Marie Ward  
Chief Executive  
Newry, Mourne & Down District Council

31 May 2023

Dear Marie

**Equality and Diversity in Local Councils**  
**Appointment / Reappointment of Diversity Ambassadors**

The Local Government Equality and Diversity Group (the Steering Group) prioritises and influences equality, good relations, diversity and inclusion initiatives across local government in Northern Ireland. The Steering Group attempts to bring together best practice across the sector and in so doing, seeks to integrate the priorities of the Steering Group with the ongoing work of individual Councils.

A major implementation element identified by the Steering Group was the creation of a network of Diversity Ambassadors to actively promote the equality and diversity agenda in Councils. A Diversity Ambassador Role Specification is enclosed for consideration.

The Steering Group seeks to renew the collective endorsement of the Equality and Diversity in Local Councils initiative and so I would ask you to confirm which elected members(s) and officer(s) will act as Diversity Ambassadors for your Council. We are planning a programme of events for Diversity Ambassadors so I would be grateful if you would advise [paula.hamilton@lgsc.org.uk](mailto:paula.hamilton@lgsc.org.uk) of the names (and contact details) of your nominations by Friday 30 June 2023 so we can invite them to these events.

If you have any queries or require further information, please do not hesitate to contact Paula Hamilton by telephone on 028 9031 3200 or via email on [paula.hamilton@lgsc.org.uk](mailto:paula.hamilton@lgsc.org.uk).

Yours sincerely

**Jacqui Dixon MBE**  
**Chair, Equality and Diversity Steering Group**

Enc.

**Secretariat:**

The Local Government Staff Commission for NI, 3<sup>rd</sup> Floor, St Anne's House, 15 Church Street, Belfast BT1 1ER  
Telephone: 028 9031 3200 Email: [paula.hamilton@lgsc.org.uk](mailto:paula.hamilton@lgsc.org.uk)



## Equality & Diversity in Local Councils

### Diversity Ambassador Role Specification (Elected Member and Officer)

May 2023

#### **Purpose of the Diversity Ambassador Role**

The Diversity Ambassadors will work within their Council and community to support delivery of the regional Equality Diversity and Inclusion Strategy and Action Plan and help to drive behavioural and cultural change across the local government sector.

The role of the Diversity Ambassador is important because they will work at all levels helping to create a fair, accepting, inclusive culture which in turn will help to reduce the chances and any occurrence of discrimination allowing everyone to feel welcome, cared for, safe and valued.

#### **Diversity Ambassadors Role Description**

The Diversity Ambassador will:

1. Champion equality, diversity and inclusion across the Council.
2. Challenge other elected members and senior staff to promote the values of equality diversity and inclusion.
3. Act as a focus in the Council for:
  - engaging with stakeholders
  - sharing best practice on equality diversity and inclusion
  - driving positive actions
  - developing networks
  - participating in the promotion and development of equality, diversity and inclusion events held by the Council
4. Attend development events organised for Diversity Ambassadors to:
  - help mentor new Diversity Ambassadors
  - share good practice
  - develop case studies of good practice as appropriate.
5. Understand and effectively represent priorities for the local government sector in terms of equality diversity and inclusion.

6. Participate in task and finish groups that may be required to address any emerging equality, diversity and inclusion issues.

### **Training and Support Provided to Diversity Ambassadors**

Diversity Ambassadors will receive regular training and support from the Equality Diversity and Inclusion Group Secretariat and will include:

- A guided review of the Equality Diversity and Inclusion Strategy and Action Plan
- Information on equality reports such as the Equality Baseline and Impact Study
- Equality, Diversity and Inclusion Training and updates
- Cultural awareness and a positive attitude towards the provision of equitable services



Marie Ward

Newry Mourne and Down District Council

O'Hagan House

**Monaghan Row**

Newry BT35 8DJ

23<sup>rd</sup> May 2023

**Re: Nominations to East Border Region Ltd**

Dear Marie

Following on from the recent Local Government Elections, East Border Region require the following nominations to our Board and Members Forum which should reflect the political makeup of the Council.

**EBR Board:** 3 elected members who will be Directors of the Company. The period of tenure will be in line with their term of elected office to their Local Authority.

**EBR Members Forum:** The 3 Directors (as detailed above) will also sit on the EBR Members Forum. In addition, a further 3 elected members should be appointed to join the Members Forum.

I trust this is in order. If you require anything further please feel free to contact me.

Yours sincerely

Pamela Arthurs

Chief Executive



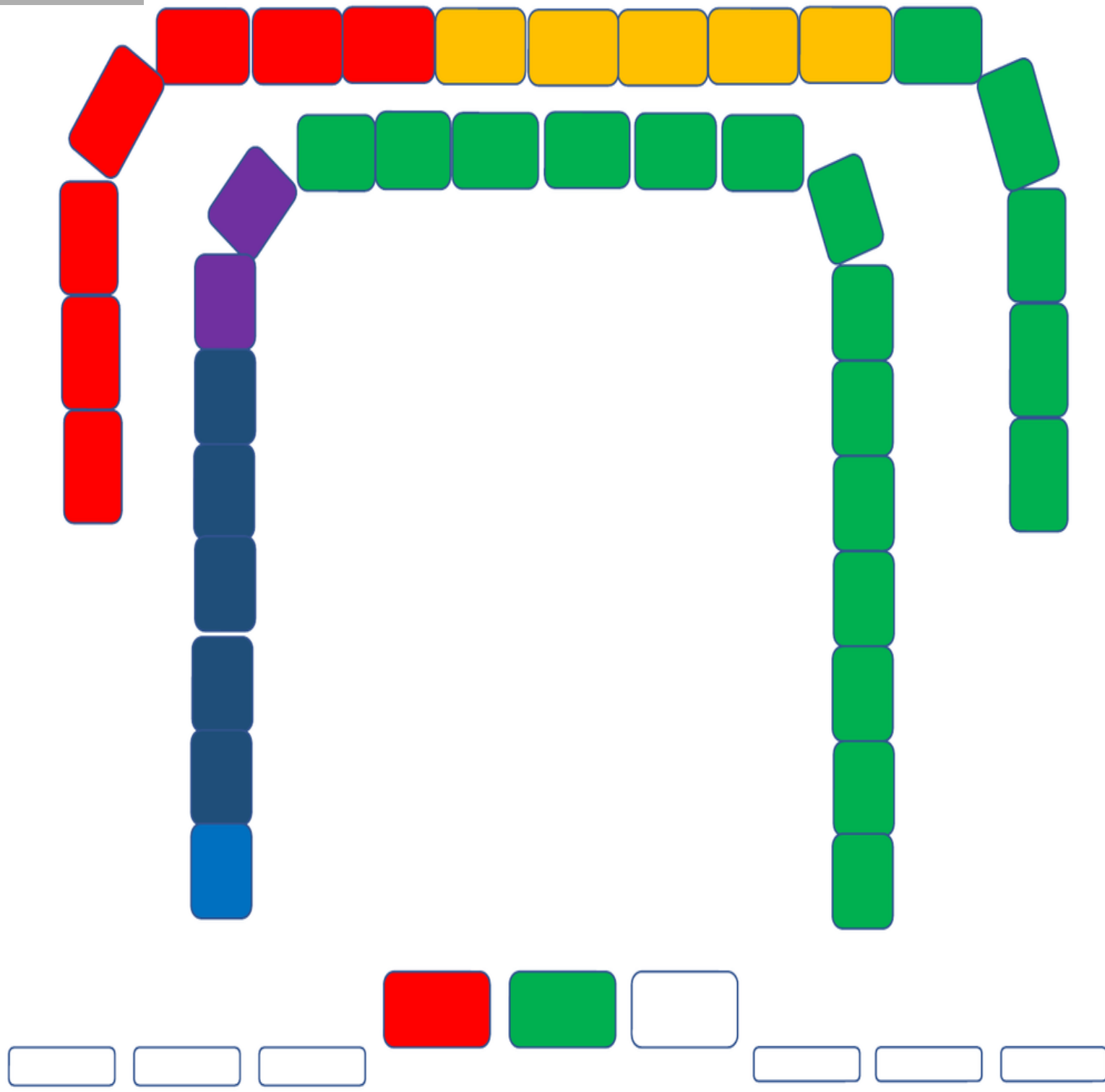
2 Monaghan Court, Newry, Co. Down, Northern Ireland BT35 6BH

Tel: NI 028 3025 2684 Rol 048 3025 2684

W: [www.eastborderregion.com](http://www.eastborderregion.com) Email: [admin@eastborderregion.com](mailto:admin@eastborderregion.com)



-  Sinn Féin
-  SDLP
-  DUP
-  Alliance
-  UUP
-  Ind





**(INTERNAL LIST)**

**Newry, Mourne & Down District Council**

**Schedule of Meetings for period**

**June 2023 - May 2024**

**(N.B. venues to remain under review to include MS Teams)**

	<b>Page</b>
Council	<b>2</b>
Special Council Meetings (Presentations)	<b>3</b>
Planning Committee	<b>4</b>
Enterprise, Regeneration and Tourism Committee	<b>5</b>
Strategy Policy and Resources CommitteeMcMu	<b>6</b>
Active and Healthy Communities Committee	<b>7</b>
Sustainability and Environment Committee	<b>8</b>
Audit Committee	<b>9</b>
PCSP and Policing Committee	<b>10</b>
Party Representatives Meetings	<b>11</b>

**COUNCIL MEETINGS**

<b>Date</b>	<b>Time</b>	<b>Location</b>
Mock Annual Meeting 1 June 2023	2.00 pm	Mourne Room, Downshire Civic Centre
Annual Meeting 5 June 2023	5.30 pm	Mourne Room, Downshire Civic Centre
Council Meeting 5 June 2023	6.00pm	Mourne Room, Downshire Civic Centre
3 July 2023	6.00pm	Mourne Room, Downshire Civic Centre
7 August 2023	6.00pm	Mourne Room, Downshire Civic Centre
4 September 2023	6.00pm	Mourne Room, Downshire Civic Centre
2 October 2023	6.00pm	Mourne Room, Downshire Civic Centre
6 November 2023	6.00pm	Mourne Room, Downshire Civic Centre
4 December 2023	6.00pm	Mourne Room, Downshire Civic Centre
8 January 2024	6.00pm	Mourne Room, Downshire Civic Centre
5 February 2024	6.00pm	Mourne Room, Downshire Civic Centre
4 March 2024	6.00pm	Mourne Room, Downshire Civic Centre
3 April 2024 **Easter**	6.00pm	Mourne Room, Downshire Civic Centre
7 May 2024 **May Day**	6.00pm	Mourne Room, Downshire Civic Centre
Mock Annual Meeting 30 May 2024	2.00 pm	Mourne Room, Downshire Civic Centre
Annual Meeting 3 June 2024	6.00 pm	Mourne Room, Downshire Civic Centre

**SPECIAL COUNCIL MEETINGS - PRESENTATIONS**

<b>Date</b>	<b>Time</b>	<b>Location</b>	<b>PRESENTATION</b>
29 August 2023	6.00pm	Downshire Civic Centre	NIHE
25 September 2023	6.00pm	Downshire Civic Centre	DFI Roads ? TBC
30 October 2023	6.00pm	Downshire Civic Centre	Health Trusts - NIAS ? TBC
29 January 2024	6.00pm	Downshire Civic Centre	NIE / NI Water ? TBC
25 March 2024	6.00pm	Downshire Civic Centre	Health Trusts – NIAS ? TBC

**PLANNING COMMITTEE**

<b>Date</b>	<b>Time</b>	<b>Location</b>
28 June 2023	10.00 am	Boardroom, Monaghan Row, Newry
26 July 2023	10.00 am	Boardroom, Monaghan Row, Newry
23 August 2023	10.00 am	Boardroom, Monaghan Row, Newry
20 September 2023	10.00 am	Boardroom, Monaghan Row, Newry
18 October 2023	10.00 am	Boardroom, Monaghan Row, Newry
15 November 2023	10.00 am	Boardroom, Monaghan Row, Newry
13 December 2023	10.00 am	Boardroom, Monaghan Row, Newry
10 January 2024	10.00 am	Boardroom, Monaghan Row, Newry
07 February 2024	10.00 am	Boardroom, Monaghan Row, Newry
06 March 2024	10.00 am	Boardroom, Monaghan Row, Newry
24 April 2024	10.00 am	Boardroom, Monaghan Row, Newry
15 May 2024	10.00 am	Boardroom, Monaghan Row, Newry

**ENTERPRISE, REGENERATION AND TOURISM COMMITTEE**

<b>Date</b>	<b>Time</b>	<b>Location</b>
12 June 2023	6.00 pm	Boardroom, Monaghan Row, Newry
14 August 2023	6.00 pm	Boardroom, Monaghan Row, Newry
11 September 2023	6.00 pm	Boardroom, Monaghan Row, Newry
9 October 2023	6.00 pm	Boardroom, Monaghan Row, Newry
13 November 2023	6.00 pm	Boardroom, Monaghan Row, Newry
11 December 2023	6.00 pm	Boardroom, Monaghan Row, Newry
15 January 2024	6.00 pm	Boardroom, Monaghan Row, Newry
12 February 2024	6.00 pm	Boardroom, Monaghan Row, Newry
11 March 2024	6.00 pm	Boardroom, Monaghan Row, Newry
8 April 2024	6.00 pm	Boardroom, Monaghan Row, Newry
13 May 2024	6.00 pm	Boardroom, Monaghan Row, Newry

**STRATEGY, POLICY AND RESOURCES COMMITTEE**

<b>Date</b>	<b>Time</b>	<b>Location</b>
15 June 2023	6.00 pm	Mourne Room, Downshire Civic Centre
17 August 2023	6.00 pm	Mourne Room, Downshire Civic Centre
14 September 2023	6.00 pm	Mourne Room, Downshire Civic Centre
12 October 2023	6.00 pm	Mourne Room, Downshire Civic Centre
16 November 2023	6.00 pm	Mourne Room, Downshire Civic Centre
14 December 2023	6.00 pm	Mourne Room, Downshire Civic Centre
18 January 2024	6.00 pm	Mourne Room, Downshire Civic Centre
15 February 2024	6.00 pm	Mourne Room, Downshire Civic Centre
14 March 2024	6.00 pm	Mourne Room, Downshire Civic Centre
11 April 2024	6.00 pm	Mourne Room, Downshire Civic Centre
16 May 2024	6.00 pm	Mourne Room, Downshire Civic Centre

**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

**SUSTAINABILITY AND ENVIRONMENT COMMITTEE**

<b>Date</b>	<b>Time</b>	<b>Location</b>
21 June 2023	6.00 pm	Boardroom, Monaghan Row, Newry
16 August 2023	6.00 pm	Boardroom, Monaghan Row, Newry
Tuesday 19 September 2023	6.00 pm	Boardroom, Monaghan Row, Newry
Tuesday 17 October 2023	6.00 pm	Boardroom, Monaghan Row, Newry
Tuesday 14 November 2023	6.00 pm	Boardroom, Monaghan Row, Newry
20 December 2023	6.00 pm	Boardroom, Monaghan Row, Newry
17 January 2024	6.00 pm	Boardroom, Monaghan Row, Newry
21 February 2024	6.00 pm	Boardroom, Monaghan Row, Newry
20 March 2024	6.00 pm	Boardroom, Monaghan Row, Newry
17 April 2024	6.00 pm	Boardroom, Monaghan Row, Newry
22 May 2024 **Knock on effect of bank holiday on committees**	6.00 pm	Boardroom, Monaghan Row, Newry



**AUDIT COMMITTEE**  
**(held quarterly)**

<b>Date</b>	<b>Time</b>	<b>Location</b>
Tuesday 4 July 2023	2.00 pm	Downpatrick
Thursday 21 September 2023	2.00 pm	Downpatrick
Wednesday 9 January 2024	2.00 pm	Downpatrick
Tuesday 9 April 2024	2.00 pm	Downpatrick

**PCSP MEETINGS**

<b>Date</b>	<b>Time</b>	<b>Location</b>
Tuesday 25 July 2023	6.00 pm	MS Teams / Downshire
Tuesday 26 September 2023	2.00 pm	MS Teams / Downshire
Tuesday 28 November 2023	6.00 pm	MS Teams / Downshire
Tuesday 30 January 2024	2.00 pm	MS Teams / Downshire
Tuesday 26 March 2024	6.00 pm	MS Teams / Downshire
Tuesday 28 May 2024	2.00pm	MS Teams / Downshire
Tuesday 30 July 2024	6.00pm	MS Teams / Downshire

**PARTY REPRESENTATIVES' FORUM**

<b>Date</b>	<b>Time</b>	<b>Location</b>
8 June 2023	3.00 pm	MS Teams
6 July 2023	3.00 pm	MS Teams
10 August 2023	3.00 pm	MS Teams
7 September 2023	3.00 pm	MS Teams
5 October 2023	3.00 pm	MS Teams
9 November 2023	3.00 pm	MS Teams
7 December 2023	3.00 pm	MS Teams
11 January 2024	3.00 pm	MS Teams
8 February 2024	3.00 pm	MS Teams
7 March 2024	3.00 pm	MS Teams
4 April 2024	3.00 pm	MS Teams
9 May 2024	3.00 pm	MS Teams

## **Newry, Mourne and Down District Council Scheme of Allowances Payable to Councillors**

This Scheme is made under Part 3 of the Local Government Finance Act (Northern Ireland) 2011 and the Local Government (Payments to Councillors) Regulations (Northern Ireland) 2019 and will take effect from 1st April 2023.

### **1. Definitions:**

In this scheme 'approved duty' and committee member are as defined in the Local Government (Payments to Councillors) Regulations (Northern Ireland) 2019.

### **2. Commencement Date:**

This scheme of allowances shall be operational from 1 April 2023.

### **3. Basic Allowance:**

An annual basic allowance of £16,394 shall be paid to each Councillor. Where applicable this will be paid pro-rata.

### **4. Special Responsibility Allowance:**

**4.1** A special responsibility allowance shall be paid to those Councillors who hold the special responsibilities specified in Schedule 1.

**4.2** The amount of allowance shall be the amount specified against that special responsibility in the Schedule. The allowance is only payable whilst the Councillor is carrying out that duty.

**4.3** At any time, only one special responsibility allowance will be paid to a Councillor.

**4.4** Where applicable any special responsibility allowances will be paid pro-rata.

### **5. Chairperson/Deputy Chairperson Allowance:**

**5.1** An allowance of £20,165.40 will be payable to the Chairperson of the Council. Where applicable this allowance will be paid pro-rata.

**5.2** An allowance of £6,293.40 will be payable to the Deputy Chairperson of the Council. Where applicable this allowance will be paid pro-rata.

Scheme approved by  
Audit Committee 04/05/2023.  
Council to approve.

- 5.3** The Chairperson/Deputy Chairperson may incur and be reimbursed in respect of expenses, which are wholly and exclusively incurred in the conduct of Chair/Deputy Chair duties. The expenses which may be reimbursed include:
- Reasonable (receipted) donations to individuals or organisations, charitable or otherwise, providing the proposed done would not be deemed by the Council to be incompatible with the Council's role in society and the purpose of the donation is compatible with the Council's core values;
  - Reasonable (receipted) hospitality expenses (relative to the numbers entertained) where any expenditure relating to alcohol at any one function is generally limited to either the higher of £100 or 20% of the total bill for food and alcohol;
  - Reasonable (receipted) gifts (excluding alcohol and tobacco) subject to full disclosure of done, gift (description and cost) and occasion in an appropriate gifts and hospitality register;
  - Reasonable (receipted) travel and subsistence costs of the Chair/Deputy Chair subject to the requirement that no other reimbursement has/will be made by the Council or any other individual, organisation or authority;
- 5.4** The Council will:
- a) Make payments towards expenditure reasonably incurred by the Chair/Deputy Chair in making official or courtesy visits, on behalf of the Council; and
  - b) Defray any expenses reasonably incurred in the reception and entertainment by way of official courtesy of distinguished persons residing in or visiting the Council district or persons representative of or connected with local government or other public services.
- 5.5** The amounts payable by the Council in respect of the making of official or courtesy visits will be made on the same basis and subject to the same limits, etc. as equivalent amounts payable to Councillors under this Scheme, e.g. travel and subsistence.

## **6. Dependents' Carers' Allowance:**

- 6.1** Councillors are entitled to claim a dependents' carers' allowance (DCA) towards reimbursement of actual reasonable costs necessarily incurred in providing care for an eligible dependant, while carrying out an approved duty.
- 6.2** A dependants' carers' allowance shall be payable based upon actual receipted costs or at the appropriate hourly rate, whichever is the lower; up to the monthly maximum.
- 6.3** The hourly rate of dependants' carers' allowance for standard care shall be £10.42 and for specialised care £20.84. The monthly maximum for standard care payable is £542 and the monthly maximum for specialised care is £1084. Councillors may claim only one DCA in respect of each occurrence of approved duty. Only one DCA rate is payable even if there are 2 or more children/dependants being cared for (claim form attached).

## 7. **Travel and Subsistence Allowances:**

- 7.1 A Councillor or committee member shall be entitled to claim travel and subsistence allowances where expenditure on travelling or subsistence has been necessarily incurred, (refer to schedule 2 for further information). The amount claimed should not exceed expense incurred. The amount claimed for subsistence should be inclusive of VAT and should not include any alcohol.
- 7.2 The rates of travel allowance for travel by private vehicle shall be as shown in the table below:

Type of Vehicle	Rate per Mile
A pedal cycle	20.0p
A motor cycle (all engine capacities)	24.0p
A motor car of cylinder capacity exceeding 450cc but not exceeding 999cc	46.9p *13.7p
A motor car of cylinder capacity exceeding 999cc but not exceeding 1,199cc	52.2p *14.4p
A motor car of cylinder capacity exceeding 1,199cc	65.0p *16.4p
An electric car	45.0p **25.0p
Passenger rate (per passenger)	5.0p

\* For mileage above 8,500 miles

\*\* For mileage above 10,000 miles

## 7.3 The rates of subsistence shall be as shown in the table below.

PERIOD/MEAL	RATES	
	British Isles	London
<b>Accommodation allowance</b> - An absence involving an overnight stay, away from the normal place of residence. This rate does not include any meal allowance.	100.70	122.45
<b>Breakfast allowance</b> - (more than 4 hours away from the normal place of residence or, where approved by the council, a lesser period before 11 am)	11.50	
<b>Lunch allowance</b> - (more than 4 hours away from the normal place of residence or, where approved by the council, a lesser period including the period between 12 noon and 2pm)	13.50	
<b>Tea allowance</b> - (more than 4 hours away from the normal place of residence or, where approved by the council, a lesser period including the period between 3pm and 6pm)	4.70	
<b>Evening meal allowance</b> - (more than 4 hours away from the normal place of residence or, where approved by the council, a lesser period ending after 7pm)	20.95	

**8. Councillors' Support Services:**

- 8.1** Newry, Mourne & Down District Council have provided a mobile device and printer to all 41 Councillors in order to carry out their Council duties. Members can claim up to £35 per month towards their actual home broadband costs on production of broadband receipts. Amounts claimed for broadband expenses should not exceed the expense incurred.
- 8.2** Council also provide general secretarial services, business cards and headed paper to Councillors. As IT readable devices have been provided, Council will not provide hard copies of electronic documents to Members.

**9. Claims and Payment:**

- 9.1** Payments regarding basic allowance and special responsibility allowance shall be made monthly.
- 9.2** Claims for dependants' carers' allowance, travelling allowance or subsistence allowance should be made in writing within three months, and should be accompanied by receipts, where appropriate

**10. General:**

- 10.1** This scheme may be revoked or amended at any time.
- 10.2** The amounts stated in paragraphs 3-5 will be subject to any indexing increase during the year.
- 10.3** The amounts stated in paragraph 6 will be subject to any increase to the national living wage for age 25+.
- 10.4** Where a Councillor is suspended from carrying out the duties of a Councillor, in accordance with Section 59 (5) of the Local Government Act (NI) 2014, the part of basic allowance, special responsibility allowance, or Chairperson/Deputy Chairperson allowance payable to the Councillor in respect of the period for which the Councillor is suspended, must be withheld.
- 10.5** Councillors may, if they wish, renounce their entitlement to basic, chairperson, vice-chairperson or special responsibility allowances. They can do this by writing to the Chief Executive. A Councillor can subsequently withdraw the renunciation. They can also amend a renunciation (for example, to limit it to one kind of allowance only). The withdrawal or amendment cannot have retrospective effect.



**Schedule 1 to the Scheme of Allowances**  
**Special Responsibility Allowances**

The following table provides details of the duties which attract a special responsibility allowance and the associated allowance amount.

<b>Special Responsibility</b>	<b>Special Responsibility Allowance Rate (per annum)</b>	<b>Per Month (£)</b>
Chairperson of Council	£20,165.40	£1,680.45
Deputy Chairperson of Council	£6,293.40	£524.45

<b>Special Responsibility</b>	<b>Special Responsibility Allowance Rate (per annum)</b>	<b>Per Month (£)</b>
Chairperson (Enterprise, Regeneration and Tourism)	£4040.45	£336.70
Chairperson (Active and Healthy Communities Committee)	£4040.45	£336.70
Chairperson (Strategy, Policy and Resources Committee)	£4040.45	£336.70
Chairperson (Sustainability & Environment Committee)	£4040.45	£336.70
Planning Committee Member 1	£4040.45	£336.70
Planning Committee Member 2	£4040.45	£336.70
Planning Committee Member 3	£4040.45	£336.70
Planning Committee Member 4	£4040.45	£336.70
Planning Committee Member 5	£4040.45	£336.70
Planning Committee Member 6	£4040.45	£336.70
Planning Committee Member 7	£4040.45	£336.70
Planning Committee Member 8	£4040.45	£336.70
Planning Committee Member 9	£4040.45	£336.70
Planning Committee Member 10	£4040.45	£336.70
Planning Committee Member 11	£4040.45	£336.70
Planning Committee Member 12	£4040.45	£336.70
Party Representative (Sinn Féin)	£4040.45	£336.70
Party Representative (SDLP)	£4040.45	£336.70
Party Representative (DUP)	£4040.45	£336.70
Party Representative (Alliance)	£4040.45	£336.70
<b>Total Special Responsibility Allowance</b>	<b>£80,809.00</b>	

Scheme approved by  
Audit Committee 04/05/2023.  
Council to approve.

## **Schedule 2 to the Scheme of Allowances - travel and subsistence**

Duties for which payment may be claimed:

1. Council meetings.
2. Committee meetings and meetings of working groups/forums of which the Councillor is a member.
3. Committee meetings and meetings of working groups/forums of which the Councillor is not a member, if they are attending at the specific invitation of the Council.
4. Attendance at approved conferences, study visits or seminars as a representative of the Council.
5. Attendance at briefings/training courses approved by the Council.
6. Attendance by appointed Councillors at meetings of PCSP and Policing Committee.
7. Attendance by appointed Councillors at meetings of outside bodies. Expenses cannot be claimed where remuneration is made to the Councillor from the outside body.

Duties for which payment may not be claimed:

1. Committee Meetings of which the Councillor is not a member (with exception of point 3 above).
2. Events/ launches to which an official invitation has not been issued by Council (with exception of Chairperson, Deputy Chairperson or Member deputizing).
3. Any constituency business.
4. Party political meetings.

This list provides information but is not intended to be exhaustive.

DEPENDANTS' CARERS' ALLOWANCE

CLAIM FORM – STANDARD CARE

Date care provided: .....

Approved duty covered:  
.....

(expand as necessary)  
.....

Time from ..... Time to .....  
Total travel time within above hours .....  
Total hours: .....  
Cost per hour: £..... Total amount paid: £.....  
Total amount claimed  
£.....

*(Claim amount is subject to agreed travel time, hourly and monthly rate limits)*

Name of dependant(s): .....  
Relationship(s) to Councillor: .....  
Name of carer: .....  
National Insurance Number of carer .....

**Declaration:**

*I declare that the above named provided a childcare/carer service to me as detailed above, in order that I could perform the approved duty stated.*

Name of claimant: .....  
Signature of claimant: .....  
Date of claim: .....

Scheme approved by  
Audit Committee 04/05/2023.  
Council to approve.

*NB – A claim form should be completed and submitted for each relevant occurrence of approved duty*

DEPENDANT S ' CARERS' ALLOWANCE

CLAIM FORM – SPECIALISED CARE

Date care provided: .....

Approved duty covered:  
.....

(expand as necessary)  
.....

Time from ..... Time to .....  
Total travel time within above hours .....  
Total hours: .....  
Cost per hour: £..... Total amount paid: £.....  
Total amount claimed £.....  
(Claim amount is subject to agreed travel time, hourly and monthly rate limits)

Name of dependant(s): .....  
Relationship(s) to Councillor: .....  
Name of carer: .....  
National Insurance number of carer: .....

**Declaration:**

*I declare that the above named provided a childcare/carer service to me as detailed above, in order that I could perform the approved duty stated.*

Name of claimant: .....  
Signature of claimant: .....  
Date of claim: .....

**NB – A claim form should be completed and submitted for each relevant occurrence of approved duty. – an original invoice from the carer must be presented with this claim form**