



November 29th, 2019

**Notice Of Meeting**

You are requested to attend the Council meeting to be held on **Monday, 2nd December 2019** at **6:00 pm** in **Mourne Room, Downshire.**

# Agenda

## 1.0 Apologies and Chairperson's Remarks

## 2.0 Declarations of Interest

## 3.0 Action Sheet arising from Council Meeting held on 4 November 2019

 *Action Sheet from Council Mtg 04.11.2019.pdf*

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### *Council Minutes For Adoption and Signing*

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## 4.0 Minutes of Council Meeting held on 4 November 2019

 *Council Minutes-04.11.2019.pdf*

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## 5.0 Minutes of Special Council Meeting held on 28 October 2019

 *Minutes of Special Council 28102019.pdf*

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### *Committee Minutes for Consideration and Adoption*

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## 6.0 Minutes of Enterprise, Regeneration and Tourism Committee Meeting held on 11 November 2019

 *ERT Minutes 11 November 2019.pdf*

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 *Minutes re Presentation by Lecale Lightkeepers ERT Nov 2019.pdf*

*Page 40*

## 7.0 Minutes of Strategic, Policy and Resources Committee Meeting held on 14 November 2019

 *Minutes of Strategic, Policy & Resources Committee Meeting -14.11.2019.pdf*

*Page 43*

## 8.0 Minutes of Active and Healthy Communities Committee Meeting held on 18 November 2019

 *Active and Healthy Communities Committee Minutes 181119.pdf*

*Page 48*

## 9.0 Minutes of Neighbourhood Services Committee Meeting held on 20 November 2019

 *Neighbourhood Services Committee Minutes - 20-11-2019.pdf*

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## 10.0 Extract from Minutes of Planning Committee Meeting held on 13 November 2019

There were no issues referred from the Planning Committee Meeting held on 13 November 2019.

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### Conferences/Events

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## 11.0 NAC UK Meetings 2020

Flights & Accommodation cost to be covered by Council

 *Item 11 - NAC UK Meetings 2020.pdf*


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### Correspondence Received

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## 12.0 Correspondence dated 31 October 2019 from HM Treasury re. Motion C/163/2019 - ATM Charges

 *Correspondence from HM treasury re Motion C.163.2019 - ATM charges\_.pdf*

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## 13.0 Correspondence dated 11 November 2019 from NIO re. Motion C/153/2019 - Equal Protection for Children

 *Correspondence from NIO re Equal Protection for Children.pdf*

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## 14.0 Correspondence dated 21 November 2019 from Causeway Coast & Glens BC re. Motion C/160/2019 - Early Diagnosis of Bowel and Breast Cancer

 *Correspondence from Causeway Coast & Glens re Motion C.160.2019 - Earl ... r.pdf*

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## 15.0 Correspondence dated 18 November 2019 from Department of Justice re Motion C/183/2019 - Attacks on Places of Worship

 *Correspondence from DOJ re Motion C.159.2019 - Attacks on Places of Worship.pdf*

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## 16.0 Housing Council Bulletin - November 2019

 *NI Housing Council Bulletin.pdf*

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## 17.0 Warrenpoint Harbour

 *DFI.pdf*

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 *WHA Councillors Application 2019.pdf*

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## **Notices of Motion**

### **18.0 Notice of Motion - Transport to Hospitals**

Notice of Motion received from Councillor Owen:

"This Council notes the extra challenges people in rural areas have in accessing hospital services vital to their health and well-being.

This Council will:

- Convene a meeting of Councillors, local Community transport providers and the Health trust to develop an action plan for rural areas in NM&D.
- promote present support for people in rural areas and the new action plan in our own communications."

### **19.0 Notice of Motion - Support for Health and Social Care Workers**

Notice of Motion received from Councillor Clarke:

"This Council supports the overwhelming response from Royal College of Nurses' (RCN) ballot in favour of industrial action; and the decision of other Health and Social Care (HSC) Trade Unions-including UNISON and NIPSA-decision to ballot members for industrial action.

Health and Social Care workers are the systems greatest assets and they are entitled to fair pay and conditions.

Over 7,000 non-medical vacancies - including 3,000 nursing post vacancies - that currently exist within the HSC system are having a detrimental impact upon patient care and adding enormous pressure to the existing HSC workforce, who are doing everything they can to care for patients. Health and social care workers are taking action as they are no longer willing to see patients being denied the care to which they are entitled.

We call on the Permanent Secretary for Health to engage respectfully and meaningfully with Trade Union representatives on a pay deal.

Furthermore, we call on this council to convene an all-party meeting with the Trade Unions representing Health and Social Care Staff to hear directly the challenges they are facing and take such action to support staff and patient care at this time".

### **20.0 Notice of Motion - Fire and Rescue Service Budget**

Notice of Motion received from Councillor Mulgrew:

"That this Council contact Mr Pengelly, Permanent Secretary, and ask all other Councils in the North to do likewise, to address the significant shortfall on the proposed budget for the fire and rescue service. The continuing cutting of budgets has left life saving services at a critical level. We also call on Mr Pengelly to



look again at expanding and sharing emergency services and cover especially in rural areas".

## **21.0 Notice of Motion - Reduction in Car Parking Fees**

Notice of Motion received from Councillor Malone:

" As the Council members are aware, the retail sector are currently facing very difficult times due to falling sales, internet competition, brexit and many other difficulties. Many high street household names both nationally or locally have gone or are going into liquidation. Even at this late stage I believe the Council should consider reducing car parking fees in our District Council area, in an effort to increase the footfall in our city and towns in the run up to Christmas. I firmly believe this gesture would be welcomed by our retailers and provide a much welcomed boost during very difficult times".

## **22.0 Notice of Motion - Elections**

Notice of Motion received from Councillor McAteer

"That this Council supports the proposition to change in law the current practice and tradition of holding all elections whether Council, Assembly, Parliamentary or European on Thursdays, and further proposes to hold elections on Saturday's".

# Invitees

Cllr Terry Andrews

Mr Alan Beggs

Cllr Patrick Brown

Cllr Robert Burgess

Cllr Pete Byrne

Mr Gerard Byrne

Mrs Dorinnia Carville

Cllr charlie casey

Cllr William Clarke

Cllr Dermot Curran

Ms Alice Curran

Cllr Laura Devlin

Mr Eoin Devlin

Ms Louise Dillon

Cllr Sean Doran

Cllr Cadogan Enright

Cllr Hugh Gallagher

Cllr Mark Gibbons

Mr Kieran Gordon

Cllr Oonagh Hanlon

Cllr Glyn Hanna

Cllr Valerie Harte

Mr Conor Haughey

Cllr Terry Hearty

Mrs Janine Hillen

Cllr Roisin Howell

Mr Colum Jackson

Miss Veronica Keegan

Mrs Sheila Kieran

Cllr Liz Kimmins

Cllr Mickey Larkin

Cllr Alan Lewis

Mr Michael Lipsett

Mrs Regina Mackin

Cllr Oonagh Magennis

Mr Conor Mallon

Cllr Gavin Malone

Cllr Cathy Mason

Mr Johnny Mc Bride

Cllr Declan McAteer

Colette McAteer

Aoife McCreesh

Cllr Leeanne McEvoy  
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Jonathan McGilly  
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Cllr Harold McKee  
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Patricia McKeever  
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Cllr Karen McKevitt  
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Cllr Andrew McMurray  
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Catrina Miskelly  
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Mr Ken Montgomery  
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Mr Roland Moore  
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Cllr Roisin Mulgrew  
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Cllr Barra Ó Muiri  
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Cllr Gerry O'Hare  
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Linda O'Hare  
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Cllr Kathryn Owen  
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Mr Andy Patterson  
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Cllr Henry Reilly  
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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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Mr Kevin Scullion  
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Cllr Gareth Sharvin  
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Donna Starkey  
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Cllr Gary Stokes  
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Sarah Taggart  
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Paul Tamati  
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Cllr David Taylor  
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Cllr Jarlath Tinnelly  
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Cllr John Trainor  
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Central Support Unit  
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Cllr William Walker  
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Mrs Marie Ward  
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**ACTIONS OUTSTANDING FROM PREVIOUS COUNCIL MEETINGS**

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
C/178/2019	Notice of Motion – C/131/2019: Live Animals in Circuses	At the request of Councillor McAteer it was agreed the motion remain on the action sheet.	Democratic Services		N

**ACTION SHEET – COUNCIL MEETING – MONDAY 4 NOVEMBER 2019**

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
C/166/2019	Apologies & Chairperson's Remarks	The Chairperson requested that Council formally invite the Department for Infrastructure to a meeting discuss the road junction on the Hilltown Road, Kilcoo as there had been a number of accidents at that site.	Democratic Services	<b>To go to the next scheduled Special Council Meeting with DfI Roads</b>	
C/168/2019	Action Sheet arising from Council Meeting held on 7 October 2019	The action sheet was agreed as an accurate record and adopted.	Democratic Services	<b>Actioned</b>	
C/169/2019	Minutes of Council Meeting	The minutes were agreed as an accurate record and adopted.	Democratic Services	<b>Actioned</b>	

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
	held on 7 October 2019				
C/170/2019	Minutes of Special Council Meeting held on 30 September 2019	The minutes were agreed as an accurate record and adopted.	Democratic Services	<b>Actioned</b>	
C/171/2019	Minutes of ERT Committee Meeting held on 14 October 2019	The minutes were agreed as an accurate record and adopted.	Democratic Services	<b>Actioned</b>	
C/172/2019	Minutes of SPR Committee Meeting held on 17 October 2019	The minutes were agreed as an accurate record and adopted.	Democratic Services	<b>Actioned</b>	
C/173/2019	Minutes of AHC Committee Meeting held on 21 October 2019	<p><u>AHC/164/2019: Carers Allowance</u> A report detailing the budget to introduce concessionary charges for those in receipt of Carers Allowance be brought to the November Meeting of the Active and Healthy Communities Committee.</p> <p><u>AHC/167/2019: Consultation on Invasive Species</u> Both the Active and Healthy Communities Department and the Neighbourhood Services department were to examine and coordinate a response across all public sector partners in relation to Japanese Knotweed and Hogweed. A report to be provided.</p>	<p>M Lipsett</p> <p>M Lipsett / R Moore</p>	<p><b>Report to AHC – 18/11/19</b></p> <p><b>A letter has been sent to all relevant statutory bodies including NIHE and Housing Executive asking for details of their plans for</b></p>	<p>Y</p> <p>Y</p>

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		The minutes were agreed as an accurate record and adopted.		<b>managing invasive species; a report will be presented to AHC pending receipt of all information.</b>	
C/174/2019	Minutes of NS Committee Meeting held on 23 October 2019	The minutes were agreed as an accurate record and adopted.	Democratic Services	<b>Actioned</b>	
C/176/2019	Let's Talk Tourism Conference	Councillor Mulgrew as Chairperson of the Enterprise, Regeneration and Tourism Committee attend the National Tourism Forum	Democratic Services	<b>Actioned</b>	
C/177/2019	National Association of Councillors Conference	Members of the National Association of Councillors who wished to attend the AGM advise the Democratic Services Department.	Democratic Services	<b>Cllrs Andrews &amp; Burgess to attend.</b>  <b>Actioned</b>	
C/178/2019	Correspondence from DAERA re: Motion – Live Animals in Circuses	The correspondence dated 27 September 2019 regarding the Motion on Live Animals in Circuses was noted.  At the request of Councillor McAteer it was agreed the motion remain on the action sheet.	Democratic Services	<b>Actioned</b>	<b>N</b>
C/179/2019	Correspondence from Royal College of Nursing NI re:	Correspondence 'noted'.	Democratic Services	<b>Actioned</b>	

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
	Developments related to Safe & Effective Care Campaign & Ballot in NI				
C/180/2019	Correspondence from Fermanagh & Omagh District Council re: Motion – TV Licensing for the Over 75s	Correspondence 'noted'.	Democratic Services	<b>Actioned</b>	
C/181/2019	Correspondence from Ards & North Down Borough Council re: Motion – TV Licensing for the over 75s	Correspondence 'noted'.	Democratic Services.	<b>Actioned</b>	
C/182/2019	Correspondence received from R Pengelly re. Early Diagnosis of Bowel and Breast Cancer Notice of Motion	Further correspondence be sent to R Pengelly requesting that N. Ireland conduct Breast Cancer Screening at the lower age of 47 and the upper age of 72, as currently being trialled within NHS England.	Democratic Services.	<b>Letter sent to R Pengelly 11.11.2019</b>	
C/183/2019	Correspondence received from T Meharg and NIO re. Attacks on	Correspondence 'noted'.	Democratic Services	<b>Actioned</b>	

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
	Places of Worship Motion				
C/184/2019	Notice of Motion – Fly-tipping	"This Council agrees that fly-tipping is an unwanted blight on our district which creates an unnecessary burden on public resources. We request that Neighbourhood Services utilise the Clean Neighbourhoods and Environment Act (Northern Ireland) 2011 to actively identify, pursue and issue fixed penalty notices to those responsible. Furthermore, we agree that Council should issue a press release advising of a no nonsense, proactive approach to illegal dumping using local press to publicise our public amenity centres and their opening times. We collectively agree that as a designated area of natural beauty this Council should be doing all within its power to detect and deter those responsible".	R Moore	<b>The Motion was referred to the Neighbourhood Services Committee in accordance with Standing Order 16.1.6.</b>	
C/185/2019	Notice of Motion – 11+ Transfer Test	<p><b>"This Council notes:</b></p> <ul style="list-style-type: none"> <li><b>• The role of Martin McGuinness in abolishing the official 11+ exam.</b></li> <li><b>• The continued practice by schools of administering unregulated transfer tests.</b></li> <li><b>• The 'State of Human Rights and Academic Selection in Northern Ireland' report by the organisation Participation and Practice of Rights which documents the</b></li> </ul>	Democratic Services	<b>Letter sent D Baker, Dept of Education 20.11.2019.</b>	



Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		<p>profound mental health impacts which transfer tests are having on children including issues of sleep, loss of appetite, crying, anxiety, depression, and not attending school "for fear of a test".</p> <p>Council further notes the findings from the 'State of Human Rights and Academic Selection in Northern Ireland report':</p> <ul style="list-style-type: none"> <li>• 60% of young people said the transfer test was bad for them.</li> <li>• 66% of young people felt selection did not make them confident nor more able.</li> <li>• 62% said decision-makers did not listen to young people's ideas.</li> <li>• 92% of teachers felt transfer testing had a significant negative impact on children's mental health.</li> <li>• 88% of staff said transfer testing did not enable children to reach their full potential.</li> </ul> <p>This Council calls on schools to end the use of transfer tests and put the needs of children first".</p>			

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
C/186/2019	Notice of Motion – Location of Welfare Appeals	<p><b>This Council calls on the Appeals Service NI to cease the practice of holding Welfare appeals at local Courthouses, states that these venues are unacceptable for such tribunals as it further traumatises already vulnerable appellants.</b></p> <p><b>Furthermore, that this Council explores the use of disability charities premises to host appeals, as these are less formidable venues, more informal settings, with staff who are accustomed to welcoming and receiving people and putting them at their ease.</b></p> <p><b>Council notes the protracted delays in getting appeals heard and calls on the Chief Executive to write to the head of the Appeals Service NI, and the Permanent Secretary for DFC, requesting an immediate review of venues for such appeals and the formation of a review panel tasked with addressing the unacceptable delays to appeals being heard.</b></p> <p><b>Council write to the 10 other Councils asking them to support this Motion.</b></p>	Democratic Services	<b>Letter sent to T Meharg and 10 Councils 11.11.2019</b>	
C/187/2019	Notice of Motion – Opt-out Organ Donation	<b>Council will support the introduction of soft opt-out organ donation legislation here in the North which will follow the example led by the introduction of the same legislation in Wales (2015), Scotland and England (2020) and the calls from the Minister of Health in</b>	Democratic Services	<b>Letters sent</b>	

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		the South of Ireland, Simon Harris for the same to be introduced there”.			
END					

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

**NMD/C/**

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## **Minutes of Council Meeting held on Monday 4 November 2019 at 6.00pm in the Mourne Room, Downshire Civic Centre, Downpatrick**

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**In the Chair:** Councillor C Casey

<b>In attendance:</b>	Councillor P Brown	Councillor P Byrne
	Councillor W Clarke	Councillor D Curran
	Councillor L Devlin	Councillor S Doran
	Councillor C Enright	Councillor H Gallagher
	Councillor M Gibbons	Councillor O Hanlon
	Councillor G Hanna	Councillor V Harte
	Councillor T Hearty	Councillor L Kimmins
	Councillor M Larkin	Councillor A Lewis
	Councillor O Magennis	Councillor G Malone
	Councillor C Mason	Councillor D McAteer
	Councillor L McEvoy	Councillor K McKeivitt
	Councillor A McMurray	Councillor R Mulgrew
	Councillor K Owen	Councillor G O'Hare
	Councillor B Ó Muirí	Councillor H Reilly
	Councillor M Ruane	Councillor M Savage
	Councillor G Sharvin	Councillor G Stokes
	Councillor D Taylor	Councillor J Tinnelly
	Councillor J Trainor	Councillor B Walker

### **(Officials)**

Mrs M Ward, Chief Executive  
 Mrs D Carville, Director of Corporate Services  
 Mr M Lipsett, Director of Active & Healthy Communities  
 Mr C Mallon, Director of Enterprise, Regeneration & Tourism  
 Mr R Moore, Director of Neighbourhood Services  
 Miss S Taggart, Democratic Services Manager (Acting)  
 Mrs P McKeever, Democratic Services Officer  
 Mrs D Starkey, Democratic Services Officer

**C/166/2019**

### **APOLOGIES AND CHAIRPERSON'S REMARKS**

Apologies were received from Councillors Andrews, Burgess, Howell and McKee.

The Chairperson congratulated staff on the successful Halloween events including Hallowtide in Newcastle and Newry Twilight Market.

The Chairperson expressed his and the Councils' condolences to the family of Dawid Blenski who tragically lost his life following a road traffic collision on the Hilltown Road, Kilcoo. He also wished the other people involved in the accident a full recovery and requested that Council formally invite the Department for Infrastructure to discuss this road junction as there had been a number of accidents on that site.

**Agreed:**                    **The Chairperson requested that Council formally invite the Department for Infrastructure to a meeting discuss the road junction on the Hilltown Road, Kilcoo as there had been a number of accidents at that site.**

**C/167/2019            DECLARATIONS OF INTEREST**

There were no Declarations of Interest.

**C/168/2019            ACTION SHEET ARISING FROM COUNCIL MEETING HELD ON 7 OCTOBER 2019**

**Read:**                    Action sheet arising from Council Meeting held on 7 October 2019 (copy circulated).

**Agreed:**                    **The Action Sheet from Council Meeting held on 7 October 2019 was agreed on the proposal of Councillor Hearty, seconded by Councillor Stokes.**

**COUNCIL MINUTES FOR ADOPTION AND SIGNING**

**C/169/2019            MINUTES OF COUNCIL MEETING HELD ON 7 OCTOBER 2019**

**Read:**                    Minutes of Council Meeting held on 7 October 2019 (copy circulated).

**Agreed:**                    **The Minutes of the Council Meeting held on 7 October 2019 were agreed as an accurate record and adopted on the proposal of Councillor Hanna, seconded by Councillor O Muirí.**

**C/170/2019            MINUTES OF SPECIAL COUNCIL MEETING HELD ON 30 SEPTEMBER 2019**

**Read:**                    Minutes of Special Council Meeting held on 30 September 2019

(copy circulated).

**Agreed:** **The Minutes of the Special Council Meeting held on 30 September 2019 were agreed as an accurate record and adopted on the proposal of Councillor Gallagher, seconded by Councillor Ruane.**

### **COMMITTEE MINUTES FOR CONSIDERATION AND ADOPTION**

#### **C/171/2019 MINUTES OF ENTERPRISE, REGENERATION AND TOURISM COMMITTEE MEETING HELD ON 14 OCTOBER 2019**

**Read:** Minutes of Enterprise, Regeneration and Tourism Committee Meeting held on 14 October 2019 (copy circulated).

**Agreed:** **The Minutes of the Enterprise, Regeneration and Tourism Committee Meeting held on 14 October 2019 were agreed as an accurate record, on the proposal of Councillor Curran, seconded by Councillor Mulgrew.**

#### **ERT/145/2019 FFNI 5G Communications**

Councillor Hanlon stated Public Health Authority should read Public Health England and expressed the importance of Councillors having a comprehensive and detailed report analysing the risks and benefits of a 5G roll out.

Members discussed 5G Communications at length.

Councillor Brown proposed Council hold off allocating money or submitting any bids until Council officers carried out a full risk assessment and queried why Council was not investing in fibre optic broadband instead.

Mr Mallon confirmed a significant programme of investment for full fibre NI programme was in place with the aim to roll out full fibre across Council Districts and clarified the £10k for each consortium Member Council was to allow detailed research to be carried out and enable Council to be in the position to submit a funding application should a call for funding be opened.

The Chief Executive pointed out the report provided to the Enterprise Regeneration and Tourism Committee set out Council would undertake a significant amount of research into 5G before taking the matter any further.

Councillor Reilly raised concerns regarding legally based correspondence received by Councillors and sought assurance that Councillors had public indemnity. Mrs Carville confirmed Council did have public liability insurance in place and that concerns regarding the legal letters would be referred to legal services and she would report back on that matter.



Councillor Brown proposed Council proceed with point (a) as detailed, with the exclusion of points (b), (c) and (d).

*(a) Council Officers to review the health impacts of 5G and seek further guidance from the Public Health England, DCMS, OFCOM and other relevant authorities to carry out a comprehensive and detailed report analysing the risks and benefits of 5G roll out within the District.*

The proposal was seconded by Councillor Walker who stated a full risk assessment would be required prior to lending any support to 5G Communications.

The proposal was put to a recorded vote, the results of which were as follows (copy of vote appended to these minutes).

For:	12
Against:	25

The proposal was declared 'lost'.

In response to Councillor Reilly the Chief Executive referred to standing orders 19.10: Ruling of Chairperson on point of order.

**Agreed:** **The Minutes of the Enterprise, Regeneration and Tourism Committee Meeting held on 14 October 2019 were adopted, on the proposal of Councillor Mulgrew, seconded by Councillor Hearty.**

Councillors Tinnelly, McAteer and Devlin entered the chamber during the above discussion – 6.10pm, 6.15pm and 6.16pm respectively.

Councillor Reilly left the meeting following the above the discussion – 6.35pm.

**C/172/2019**      **MINUTES OF STRATEGY, POLICY AND RESOURCES COMMITTEE MEETING HELD ON 17 OCTOBER 2019**

Read: Minutes of Strategy, Policy and Resources Committee Meeting held on 17 October 2019 (copy circulated).

**Agreed:** **The Minutes of the Strategy Policy and Resources Committee Meeting held on 17 October 2019 were agreed as an accurate record and adopted, on the proposal of Councillor Tinnelly, seconded by Councillor Doran.**

It was agreed at the request of the Chief Executive to discuss an in-committee item later in the meeting once all Committee Minutes were reviewed.

**C/173/2019      MINUTES OF ACTIVE AND HEALTHY COMMUNITIES COMMITTEE MEETING HELD ON 21 OCTOBER 2019**

**Read:** Minutes of Active and Healthy Communities Committee Meeting held on 21 October 2019 (copy circulated).

**Agreed:**                      **The Minutes of the Active and Healthy Communities Committee Meeting held on 21 October 2019 were agreed as an accurate record and adopted, on the proposal of Councillor McEvoy, seconded by Councillor Doran.**

*AHC/164/2019: Carers Allowance*

**Agreed:**                      **At the request of Councillor Kimmins it was agreed a report detailing the budget to introduce concessionary charges for those in receipt of Carers Allowance be brought to the November Meeting of the Active and Healthy Communities Committee.**

*AHC/167/2019: Consultation on Invasive Species*

**Agreed:**                      **At the request of Councillor Ruane Mr Lipsett confirmed both the Active and Healthy Communities department and the Neighbourhood Services department were to examine and coordinate a response across all public sector partners in relation to Japanese Knotweed and Hogweed. A report to be provided.**

Councillors Sharvin and Trainor left the meeting during the above discussion – 6.45pm

**C/174/2019      MINUTES OF NEIGHBOURHOOD SERVICES COMMITTEE MEETING HELD ON 23 OCTOBER 2019**

**Read:** Minutes of Neighbourhood Services Committee Meeting held on 23 October 2019 (copy circulated).

**Agreed:**                      **The Minutes of the Neighbourhood Services Committee Meeting held on 23 October 2019 were agreed as an accurate record and adopted, on the proposal of Councillor Tinnelly, seconded by Councillor Hearty.**



**C/175/2019      EXTRACT OF PLANNING COMMITTEE MEETING HELD ON 16 OCTOBER 2019**

**Read:** Extract of Planning Committee Meeting held on 16 October 2019 (copy circulated).

**Noted:** There were no issues referred from the Planning Committee Meeting held on 16 October 2019.

**C/172/2019      MINUTES OF STRATEGY, POLICY AND RESOURCES COMMITTEE MEETING HELD ON 17 OCTOBER 2019**

*SPR/148/2019: Newry Rainbow*

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

**Agreed:** On the proposal of Councillor Ruane, seconded by Councillor Savage, it was agreed to exclude the public and press from the meeting during discussion on the next matters which related to exempt information by virtue of para. 5 of Part 1 of Schedule 6 of the Local Government (Northern Ireland) 2014 – Information in relation to which a claim to legal professional privilege could be maintained in legal proceedings.

**Agreed:** On the proposal of Councillor Kimmins, seconded by Councillor Stokes, it was agreed Council come out of closed session.

The Chief Executive advised that whilst in committee Officers answered questions regarding the Newry Rainbow Community grant funding posed by Members.

**Agreed:** The Minutes of the Strategy, Policy and Resources Committee Meeting held on 17 October 2019 were agreed as an accurate record and adopted, on the proposal of Councillor Savage, seconded by Councillor Walker.

**CORRESPONDENCE AND CONFERENCES**

**C/176/2019      LET'S TALK TOURISM – NATIONAL TOURISM FORUM**

Read: Date: Friday 8 November 2019, 9am – 5pm.  
Venue: Great Southern Killarney  
Cost of conference €195.  
Cost of accommodation – between €84 - €165.

**Agreed: The Chairperson proposed Councillor Mulgrew as Chairperson of the Enterprise, Regeneration and Tourism Committee attend the National Tourism Forum, seconded by Councillor McAteer.**

# **C/177/2019 NATIONAL ASSOCIATION OF COUNCILLORS**

Read: Addressing Family Poverty / Childrens Services / National AGM.  
Date: 22 – 24 November 2019  
Venue: The Crown Plaza Hotel, Chester  
Delegate Fees: £350 + VAT  
Accommodation: £60 + VAT per night

**Agreed: The Chief Executive advised Members of the National Association of Councillors who wished to attend the AGM advise the Democratic Services Department.**

# **C/178/2019 LIVE ANIMALS IN CIRCUSES**

Read: Correspondence dated 27 September 2019 from DAERA regarding the Motion on Live Animals in Circuses. (copy circulated)

**Agreed: The correspondence dated 27 September 2019 regarding the Motion on Live Animals in Circuses was noted.**

**Agreed: At the request of Councillor McAteer it was agreed the motion remain on the action sheet.**

# **C/179/2019 ROYAL COLLEGE OF NURSING**

Read: Correspondence dated 9 October 2019 from Royal College of Nursing N. Ireland regarding Developments related to Safe & Effective Care Campaign & Ballot in N. Ireland. (copy circulated).

**Agreed: The correspondence dated 9 October 2019 regarding the Developments related to Safe & Effective Care Campaign & Ballot in N. Ireland was noted.**

**C/180/2019      TV LICENSING FOR THE OVER 75s**

**Read:** Correspondence dated 9 October 2019 from Fermanagh & Omagh District Council regarding Motion on TV Licensing for the over 75s. (copy circulated).

**Agreed:**                      **The correspondence dated 9 October 2019 regarding Motion on TV Licensing for the over 75s was noted.**

**C/181/2019      TV LICENSING FOR THE OVER 75s**

**Read:** Correspondence dated 9 October 2019 from Ards & North Down Borough Council regarding Motion on TV Licensing for the over 75s. (copy circulated).

**Agreed:**                      **The correspondence dated 9 October 2019 regarding Motion on TV Licensing for the over 75s was noted.**

**C/182/2019      EARLY DIAGNOSIS OF BOWEL AND BREAST CANCER NOTICE OF MOTION**

**Read:** Correspondence dated 30 October 2019 received from R Pengelly regarding Early diagnosis of Bowel and Breast Cancer. (copy circulated).

Councillor Hanlon expressed disappointment in the response received from Mr Pengelly and asked that further correspondence be sent to Mr Pengelly requesting that N. Ireland conduct trialling Breast Cancer Screening at the lower age of 47 and the upper age of 72, as currently being trialled within NHS England.

**Agreed:**                      **It was agreed that further correspondence be sent to R Pengelly requesting that N. Ireland conduct Breast Cancer Screening at the lower age of 47 and the upper age of 72, as currently being trialled within NHS England.**

**C/183/2019      ATTACKS ON PLACES OF WORSHIP NOTICE OF MOTION**

**Read:** Correspondence dated 30 October from T Meharg, DfC regarding Attacks on Places of Worship Notice of Motion

**Read:** Correspondence dated 30 October from NIO regarding Attacks on Places of Worship Notice of Motion

**Agreed:** **The correspondence from T Meharg DfC and NIO was noted.**

## **NOTICES OF MOTION**

### **C/184/2019      NOTICE OF MOTION – FLY TIPPING**

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

**"This Council agrees that fly-tipping is an unwanted blight on our district which creates an unnecessary burden on public resources. We request that Neighbourhood Services utilise the Clean Neighbourhoods and Environment Act (Northern Ireland) 2011 to actively identify, pursue and issue fixed penalty notices to those responsible. Furthermore, we agree that Council should issue a press release advising of a no nonsense, proactive approach to illegal dumping using local press to publicise our public amenity centres and their opening times. We collectively agree that as a designated area of natural beauty this Council should be doing all within its power to detect and deter those responsible".**

Councillor Gallagher seconded the Motion.

The Chairperson advised that in accordance with Standing Order 16.1.6 the motion would be referred to the Neighbourhood Services Committee.

**Agreed:** **The Motion was referred to the Neighbourhood Services Committee in accordance with Standing Order 16.1.6.**

### **C/185/2019:      11+ TRANSFER TEST**

The following Notice of Motion came forward for consideration in the name of Councillor O'Hare:

**"This Council notes:**

- **The work of Martin McGuinness in abolishing the official 11+ exam.**
- **The continued practice by schools of administering unregulated transfer tests.**

- **The 'Right2Education' report on the profound mental health impacts which transfer tests are having on children including issues of sleep, loss of appetite, crying, anxiety, depression, and not attending school "for fear of a test".**

**Council further notes the findings from the 'Right2Education' report:**

- **60% of young people said the transfer test was bad for them.**
- **66% of young people felt selection did not make them confident nor more able.**
- **62% said decision-makers did not listen to young people's ideas.**
- **92% of teachers felt transfer testing had a significant negative impact on children's mental health.**
- **88% of staff said transfer testing did not enable children to reach their full potential.**

**This Council calls on schools to end the use of transfer tests and put the needs of children first"**

In proposing the motion, Councillor O'Hare said pupils who passed the transfer test but who didn't achieve an A grade believed they had failed because an A grade was required to get them into their school of choice. Additionally, pupils who did achieve an A grade and were eligible for their school of choice did not necessarily secure a place due to other criteria imposed by schools.

Councillor Mason seconded the Motion saying said she had witnessed first-hand the stress the transfer test caused to children and families.

Councillor McAteer stated he was opposed to the Motion and whilst he accepted the current system was not ideal there was no alternative replacement and proposed that Council did not write to the schools.

Councillor Hanna seconded the proposal saying he accepted there were flaws and that whilst nobody liked sitting tests, he believed there should not be a ban imposed on all schools.

Councillors Enright, Casey, McMurray Ó Muirí and Tinnelly expressed support for the Motion acknowledging there was currently no ideal solution with Councillor McMurray proposing the following amendment to Councillor O'Hare's motion:

**"This Council notes:**

- **The role of Martin McGuinness in abolishing the official 11+ exam.**
- **The continued practice by schools of administering unregulated transfer tests.**
- **The 'State of Human Rights and Academic Selection in Northern Ireland' report by the organisation Participation and Practice of Rights which documents the profound mental health impacts which transfer tests are having on children including issues of sleep, loss**

**of appetite, crying, anxiety, depression, and not attending school "for fear of a test".**

**Council further notes the findings from the 'State of Human Rights and Academic Selection in Northern Ireland report':**

- **60% of young people said the transfer test was bad for them.**
- **66% of young people felt selection did not make them confident nor more able.**
- **62% said decision-makers did not listen to young people's ideas.**
- **92% of teachers felt transfer testing had a significant negative impact on children's mental health.**
- **88% of staff said transfer testing did not enable children to reach their full potential.**

**This council calls on schools to end the use of transfer tests and put the needs of children first".**

Councillor O'Hare accepted Councillor McMurray's amendment.

Councillor Byrne stated there had been mixed messages sent to schools from government and they did not agree Council writing directly to the schools was the right course of action.

Councillor Taylor stated he did not agree with the motion, and whilst he accepted the current system was flawed, he was not opposed to academic selection in some form.

Councillor O'Hare advised he did not accept Councillor Byrne's amendment.

The accepted amended proposal was put to a vote by way of a show of hands and voting was as follows:

FOR:	21
AGAINST:	13
ABSTENTIONS:	0

The proposal was carried.

**Agreed: It was agreed on the proposal of Councillor O'Hare, seconded by Councillor Mason that "This Council notes:**

- **The role of Martin McGuinness in abolishing the official 11+ exam.**
- **The continued practice by schools of administering unregulated transfer tests.**
- **The 'State of Human Rights and Academic Selection in Northern Ireland' report by the organisation Participation and Practice of Rights which documents the profound mental**



health impacts which transfer tests are having on children including issues of sleep, loss of appetite, crying, anxiety, depression, and not attending school “for fear of a test”.

**Council further notes the findings from the ‘State of Human Rights and Academic Selection in Northern Ireland report’:**

- **60% of young people said the transfer test was bad for them.**
- **66% of young people felt selection did not make them confident nor more able.**
- **62% said decision-makers did not listen to young people’s ideas.**
- **92% of teachers felt transfer testing had a significant negative impact on children’s mental health.**
- **88% of staff said transfer testing did not enable children to reach their full potential.**

**This Council calls on schools to end the use of transfer tests and put the needs of children first”.**

**C/186/2019:**

### **LOCATION OF WELFARE APPEALS**

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

**“This Council calls on the Appeals Service NI to cease the practice of holding Welfare appeals at local Courthouses, states that these venues are unacceptable for such tribunals as it further traumatises already vulnerable appellants.**

**Furthermore, that this Council goes about investigating the possibility of offering Council facilities for such tribunals to negate the need of appellants being forced into court settings.**

**Council notes the protracted delays in getting appeals heard and calls on the Chief Executive to write to the head of the Appeals Service NI, and the Permanent Secretary for DFC, requesting an immediate review of venues for such appeals and the formation of a review panel tasked with addressing the unacceptable delays to appeals being heard.”**

In proposing the Motion, Councillor Savage said the current practice of holding welfare appeals at local courthouses was unacceptable and put unnecessary added pressures to the most vulnerable in society and that Council had a lot of facilities and venues that would be more welcoming and neutral. Councillor Savage continued, saying that since the introduction of GDPR, the onus was on appellants to provide their own medical records and redact personal information which was not an easy task, and, coupled with the fact that GPs had to provide medical information was resulting in long delays in the process.

Councillor Devlin seconded the Motion saying it was appalling for people to attend tribunals in court room settings.

Councillor Walker expressed support for the Motion and asked that it be amended to include writing to the 10 other Councils in N. Ireland asking for them to support the Motion.

Councillor Savage accepted the amendment to the motion.

Councillor McMurray expressed support for the motion and asked that it be amended to include the following paragraph:

*'that the Council should explore the use of disability charities premises to host appeals, as these are less formidable venues, more informal settings, with staff who are accustomed to welcoming and receiving people and putting them at their ease'.*

Councillors Hanlon, Taylor, Lewis, and Malone all spoke in support of the motion.

Councillor Savage accepted the amendment from Councillor McMurray O'Muire and thanked Members for their support.

**Agreed:**

**It was agreed on the proposal of Councillor Savage seconded by Councillor Devlin that:**

**This Council calls on the Appeals Service NI to cease the practice of holding Welfare appeals at local Courthouses, states that these venues are unacceptable for such tribunals as it further traumatises already vulnerable appellants.**

**Furthermore, that this Council explores the use of disability charities premises to host appeals, as these are less formidable venues, more informal settings, with staff who are accustomed to welcoming and receiving people and putting them at their ease.**

**Council notes the protracted delays in getting appeals heard and calls on the Chief Executive to write to the head of the Appeals Service NI, and the Permanent Secretary for DFC, requesting an immediate review of venues for such appeals and the formation of a review panel tasked with addressing the unacceptable delays to appeals being heard.**

**Council write to the 10 other Councils asking them to support this Motion.**



**C/187/2019:**

**OPT-OUT ORGAN DONATION**

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

**"This Council will support the introduction of soft opt-out organ donation legislation here in the North which will follow the example led by the introduction of the same legislation in Wales (2015), Scotland and England (2020) and the calls from the Minister of Health in the South of Ireland, Simon Harris for the same to be introduced there"**

In proposing the motion, Councillor Kimmins stated that Northern Ireland was the only area across the island of Ireland and Britain that was not working towards the introduction of soft opt out organ donation legislation. She continued, saying that opt out donation was a system where it was assumed everyone had given their consent to be an organ donor unless otherwise stated, and that in the event of death, in the soft opt out system, next of kin would have the final say whether or not organs were donated, but she said it was important that awareness was raised and that families spoke together and discussed what their wishes would be.

Councillor Kimmins, while acknowledging that this was a legislative issue, said it was time for Council not only to call for the introduction of this legislation in N. Ireland but to introduce a high profile communication and awareness raising strategy to pre and post introduction. Furthermore, it would also be a call for investment in our health system in terms of recruitment of specialist organ donation nurses and in our intensive care units.

Councillor Mulgrew seconded the proposal saying she was very grateful to the staff of the renal unit in Daisy Hill Hospital for the care shown to a family member who had been a patient in recent years. Councillor Mulgrew continued, saying more awareness was needed regarding organ donation and that all council facilities should have organ donation information.

Councillors were unanimous in their overwhelming support for the Motion with some saying their families had been directly affected, people were dying waiting for organ donation and it was an easy process to 'opt out' of.

**Agreed:**

**It was agreed on the proposal of Councillor Kimmins seconded by Councillor Mulgrew that this Council will support the introduction of soft opt-out organ donation legislation here in the North which will follow the example led by the introduction of the same legislation in Wales (2015), Scotland and England (2020) and the calls from the Minister of Health in the South of Ireland, Simon Harris for the same to be introduced there".**

There being no further business, the meeting concluded at 8.35pm.

**Signed:**

\_\_\_\_\_  
**Chairman**

\_\_\_\_\_  
**Chief Executive**

**NEWRY, MOURNE & DOWN DISTRICT COUNCIL**  
**RECORDED VOTE**

DATE: 04/11/2019

VENUE: Downshire Civic Centre

MEETING: Council

SUBJECT OF VOTE: ERT/145/2019: FFNI 5G Communications

Councillor Brown proposed Council proceed with point (a) as detailed, with the exclusion of points (b), (c) and (d). This was seconded by Councillor Walker.

COUNCILLOR	FOR		AGAINST	ABSTAIN	ABSENT
T Andrews					√
P Brown	√				
R Burgess					√
P Byrne			√		
C Casey			√		
W Clarke			√		
D Curran			√		
L Devlin			√		
S Doran			√		
C Enright	√				
H Gallagher			√		
M Gibbons	√				
O Hanlon			√		
G Hanna	√				
V Harte			√		
T Hearty			√		
R Howell					√
L Kimmins			√		
M Larkin			√		
A Lewis	√				
O Magennis			√		
G Malone	√				
C Mason			√		
D McAteer			√		
L McEvoy			√		
H McKee					√
K McKevitt			√		
A McMurray	√				
R Mulgrew			√		
G O'Hare			√		
B Ó Muirí			√		
K Owen	√				
H Reilly	√				
M Ruane			√		
M Savage			√		
G Sharvin			√		
G Stokes			√		
D Taylor	√				
J Tinnelly	√				
J Trainor			√		
B Walker	√				
<b>TOTALS</b>	<b>12</b>		<b>25</b>	<b>0</b>	<b>4</b>

**NEWRY, MOURNE & DOWN DISTRICT COUNCIL**

**NMC/SC**

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**Minutes of Special Council Meeting held on 28 October 2019 at 6.00pm in the Mourne Room, Downshire Civic Centre, Downpatrick**

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**In the Chair:** Councillor C Casey

**In attendance:**

**(Councillors)**

Councillor T Andrews	Councillor R Burgess
Councillor D Curran	Councillor O Hanlon
Councillor V Harte	Councillor L Kimmins
Councillor M Larkin	Councillor A Lewis
Councillor O Magennis	Councillor D McAteer
Councillor H McKee	Councillor K McKevitt
Councillor A McMurray	Councillor K Owen
Councillor B Ó'Muirí	Councillor M Ruane
Councillor M Savage	Councillor D Taylor
Councillor J Tinnelly	Councillor B Walker

**(Officials)**

Mrs M Ward, Chief Executive  
 Mr M Lipsett, Director of Active and Healthy Communities  
 Miss S Taggart, Democratic Services Manager  
 Ms L O'Hare, Democratic Services Officer

**Also in attendance:**

**South Eastern Health and Social Care Trust**

Ms N Dunbar, Assistant Director, Strategic & Capital Development

Mr D Bradley, Interim Director, Adult Services

**Southern Health and Social Care Trust**

Mr G Rocks, Assistant Director of Health & Wellbeing

**SC/18/2019**

**APOLOGIES AND CHAIRPERSON'S REMARKS**

Apologies were received from Councillors Brown, Byrne, Clarke, Devlin, Gallagher, Hanna, Mason, Mulgrew, Sharvin, Stokes and Trainor.

**SC/19/2019**

**DECLARATIONS OF INTEREST**

Councillor Owen declared an interest as she is currently completing a PHD through the Southern Trust.

SC/20/2019

**RESPONSE FROM SOUTH EASTERN & SOCIAL CARE TRUST**

The Chairman welcomed the delegation to the meeting and Councillors and officers introduced themselves.

A short video clip was shown to members, Ms Dunbar and Mr Bradley provided an overview of the aim of the Multi-Disciplinary Team programme that was currently being rolled out throughout the District. Two early implementer sites were identified in the North West and in Downpatrick. The Down area had 13 GP practices involved in the programme across the District.

Members asked the following questions:

- Would there be continuous funding provided to ensure the service was sustainable long-term.
- Were there any guidelines the Trust could put in place for doctors and constituents to encourage a healthy lifestyle using Council facilities, especially for people with health conditions that prohibit them from exercising without a doctors letter giving permission.
- Had there been a decrease in admission and referrals to hospitals as a result of the programme.
- Was there an update on the Regional Trauma Unit recruitment process and the local forum that worked between the victim and survivors service.
- What measure had the Trust implemented to progress the lack of external care packages to bring people home from hospital and residential care homes.
- What was being done to address immediate intervention and assistance for those with mental health issues.

The delegation responded to the queries as follows:

- Funding was provided by the 'Confidence and Supply' monies through a transformation fund for Health and Social care in Northern Ireland and the fact that two pilots had commenced and there were plans to extend to other areas was indicative that it was expected to continue.
- There were a number of schemes available to encourage people to be more physically active i.e.
  1. Physical Activity Referral Scheme which was a GP referral scheme funded by the Public Health Agency. There were a number of specific criteria people were required to meet in order to be referred by their GP to the programme.
  2. Both South Eastern and Southern Trust were working together with Council and had provided funding to try to expand the range of opportunities available to improve people's physical activity and to create a pathway through Council that isn't necessarily dependent on a referral from their GP.
  3. Going forward it was anticipated that the mental health manager would make referrals directly from the multi-disciplinary team to the physical

activity co-ordinator.

- Patients were being shown how to self manage and in many cases treatment was carried out on the same day, therefore reducing the number of onward referrals and repeat GP visits. It was hoped the number of mental health referrals would be reduced as a result of early intervention services.
- The trauma team had been extended and it was expected to continue to grow assuming there was additional investment as previously agreed. The regional forum did include victim representatives and the original proposal was rolling out with additional staff having been recruited.
- There had been tremendous growth in the request for domiciliary care, more and more people choosing to remain at home therefore the demand in residential care had decreased. 70 additional staff had been appointed specifically to deliver on domiciliary care. The enhanced care at home service had been very successful in the Down area.
- People in mental health distress would have a more rapid assessment by the multi-disciplinary team's experienced mental health professional and be seen at the practice.

Councillor Owen joined the meeting during the above discussion – 6.20pm

Councillor Andrews asked Mr Rocks if some more information could be sent to be distributed to constituents regarding the physical activity non-referral scheme.

**SC/21/2019**

**RESPONSE FROM SOUTHERN HEALTH AND  
SOCIAL CARE TRUST**

- How would the multi-disciplinary team programme be rolled out in the Southern Trust.
- Had the Trust carried out any exit interviews to see why staff were leaving.
- Would the multi-disciplinary team rollout have any impact on the community health hub in Newry.
- Was there any update on the plans for social prescribing within the Southern Trust.
- Was there an update on the contract for voluntary dementia services.
- Was there a potential timeline available for dealing with vulnerable children with complex long term needs at a different location other than Carrickore so that it could be freed up for families very much needing respite care.
- Issue raised on an ongoing spiral of cases going through the appeals service for people with disabilities with medical conditions being asked to provide copy of medical records from GP sometimes at a cost of up to £50 and as a result of GDPR being asked to go through their records and redact third party information. Adding further burden to already vulnerable people and GP practises.



- Issue was raised about Trust policy on powered wheelchairs and their maintenance.

The delegation responded to the queries as follows:

- Newry area is part of the second phase and would be a similar set up to the previous phase, with 14 practices, however it was a bit further behind due to funding being released in a phased approach. It was still early days in reference to recruitment as some practices would need to expand premises to accommodate the additional staff. Temporary arrangements might be entered into where the Trust supports the GP surgeries in the interim.
- Mr Rocks advised he would respond to Council with more information on exit interviews.
- Trust was very keen to progress with the health hub and were highly supportive of its implementation.
- The Southern Trust was currently working with a number of social prescribing initiatives.
- Mr Rocks advised he would respond to Council with more information on voluntary dementia services to be provided.
- Mr Rocks advised he would respond to Council with more information to be provided with regards a specific timeline for Carrickore.
- Acknowledge the burden placed on GP surgeries and individuals but as a Trust were not involved. GP's were independent practitioners therefore the Trust cannot comment on the impact to them.
- Mr Rocks advised he would respond to Council with more information on change in Trust policy on powered wheelchairs and their maintenance to be provided.

Mr Bradley concluded by confirming that both the Southern and South Eastern Trust were now part of the Community Support Partnership and that the Multi-Agency Triage team had now been extended into the Down District, available on Saturday and Sunday to give on the spot advice working jointly with the police and ambulance service.

**SC/22/2019**

**CORRESPONDENCE RECEIVED FROM NIAS RE:  
CLINICAL RESPONSE MODEL (CRM) CODE SET**

The correspondence from NIAS was noted and it was agreed that Members with any queries should forward them through to officers to send to the Northern Ireland Ambulance Service for comment.

**There being no further business, the meeting concluded at 7.09pm.**

For adoption at Meeting of Newry, Mourne and Down District Council to be held on Monday 2nd December 2019.

**Signed:**

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**Chairperson**

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**Chief Executive**



**NEWRY, MOURNE & DOWN DISTRICT COUNCIL**

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**Minutes of the Enterprise, Regeneration & Tourism Committee Meeting  
held on Monday 11 November 2019 at 5.00pm in the Boardroom, District  
Council Offices, Monaghan Row, Newry**

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**Chairperson:** Councillor R Mulgrew

**In Attendance:** **(Committee Members)**

Councillor T Andrews  
Councillor A McMurray  
Councillor R Burgess  
Councillor W Clarke  
Councillor D Curran  
Councillor C Enright  
Councillor O Hanlon  
Councillor G Hanna  
Councillor V Harte  
Councillor D McAteer  
Councillor H Reilly  
Councillor G Stokes  
Councillor M Ruane

**Officials in Attendance:** Mr C Mallon Director Enterprise Regeneration & Tourism  
Mr A Patterson Assistant Director Tourism Culture & Events  
Mr J McGilly Assistant Director Enterprise Employment & Regeneration  
Mr A McKay Chief Planning Officer  
Mr C Jackson Assistant Director Building Control & Regulation  
Ms L Dillon Democratic Services Officer

**ERT/168/2019:** **APOLOGIES / CHAIRPERSON'S REMARKS**

No apologies.

**ERT/169/2019:     DECLARATIONS OF INTEREST**

Councillor Hanna declared an interest in Item 5 relating to Warrenpoint Marina as he was a Board member.

**ERT/170/2019:     ACTION SHEET  
MINUTES OF ENTERPRISE, REGENERATION &  
TOURISM COMMITTEE MEETING  
- MONDAY 14 OCTOBER 2019**

Read:             Action Sheet arising out of the Minutes of the Enterprise, Regeneration & Tourism Committee Meeting held on Monday 14 October 2019. **(Copy circulated)**

**AGREED:**     It was unanimously agreed to note the Action Sheet arising from the Enterprise Regeneration & Tourism Committee Meeting held on Monday 14 October 2019.

**ENTERPRISE, EMPLOYMENT AND REGENERATION ITEMS**

**ERT/171/2019:     YES YOU CAN: WOMEN IN BUSINESS**

Read:             Report dated 11 November 2019 from Mr J McGilly Assistant Director Enterprise, Employment and Regeneration regarding the Yes You Can: Women in Business Programme.  
**(Copy circulated)**

**AGREED:**     On the proposal of Councillor Stokes seconded by Councillor Andrews it was agreed to approve the Council's continuing participation in 'The NI Women in Enterprise Challenge 2018-2021' at a cost of £6,122 for Year 2. Following an assessment of Year 2 outputs, a decision to progress in Year 3 will be brought to the Enterprise Regeneration & Tourism Committee for further consideration.

**ERT/172/2019:     WARRENPOINT MARINA PROJECT**

Read:             Report dated 11 November 2019 from Mr J McGilly Assistant Director Enterprise, Employment and Regeneration regarding the Warrenpoint Marina Project. **(Copy circulated)**

Members indicated that a project for Warrenpoint Marina should be considered as part of the overall development of the seafront at Warrenpoint and the development of Carlingford Lough.

**AGREED:** On the proposal of Councillor Ruane seconded by Councillor McAteer it was agreed:

- (a) To update the business case and Economic Appraisal (EA) for the Warrenpoint Marina project, to ensure issues of displacement are addressed and economic viability of the project is updated.
- (b) To explore funding options that would enable implementation of the project
- (c) Report back to this committee the outcome of the updated EA and funding options.

**ERT/173/2019: INTERNATIONAL RELATIONS STRATEGY**

**Read:** Report dated 11 November 2019 from Mr J McGilly Assistant Director Enterprise Employment & Regeneration, regarding the International Relations Strategy. **(Copy circulated)**

**AGREED:** On the proposal of Councillor Ruane seconded by Councillor McAteer it was agreed to approve the International Relations Strategy as per Report dated 11 November 2019 from Mr J McGilly Assistant Director Enterprise Employment & Regeneration.

**ERT/174/2019: APPLICATION :  
CREATIVE EUROPE CULTURAL SUP-PROGRAMME  
RING OF GULLION AONB**

**Read:** Report dated 11 November 2019 from Mr J McGilly Assistant Director Enterprise, Employment and Regeneration regarding an application to the Creative Europe Cultural Sup-Programme Category 1 – smaller scale cooperation projects. **(Copy circulated)**

**AGREED:** On the proposal of Councillor McAteer seconded by Councillor Clarke it was agreed to explore the possibility of applying to the Creative Europe – Culture Sup-Programme category 1- Smaller scale cooperation projects for an artist in residents project with Mayo and Norway and, if feasible, submit an application to the Creative Europe – Culture Sup-Programme

category 1- Smaller scale cooperation projects, by the deadline of 27th November 2019.

### **BUILDING CONTROL AND REGULATIONS**

#### **ERT/175/2019:      VARIATION LICENCE: PLACE APPROVAL FOR CIVIL MARRIAGES AND CIVIL PARTNERSHIPS**

Read:            Report dated 11 November 2019 from Mr C Jackson Assistant Director Building Control & Regulation, regarding the introduction of a variation of a Licence for Civil Marriages and Civil Partnerships.  
(Copy circulated)

**AGREED:**      On the proposal of Councillor Andrews seconded by Councillor Hanlon it was agreed as follows:

- (a)      To approve a variation fee of £50.00 for 3 Year Place Approval for Civil Marriages and Civil Partnerships.
- (b)      A review of the above fees to be carried out every 3 years. The next review will be carried out in November 2022 or before this date if circumstances change.

#### **ERT/176/2019:      CLOSING ORDER**

Read:            Report dated 11 November 2019 from Mr C Jackson Assistant Director Building Control & Regulations regarding a Closing Order in respect of premises Bay of Bengal Kilkeel. (Copy circulated)

**AGREED:**      On the proposal of Councillor Hanna seconded by Councillor McAteer it was agreed as follows:

- (a)      Council shall serve a Notice of its intention to make a Closing Order to have the premises closed from 12 midnight each day.
- (b)      The Notice shall be served upon the premises known as Bay of Bengal, Newcastle Street, Kilkeel.

## **TOURISM CULTURE & EVENTS**

### **ERT/177/2019: TOURISM EVENTS PROGRAMME 2020/21**

Read: Report dated 11 November 2019 from Mr A Patterson Assistant Director Tourism Culture & Events, regarding Tourism Events Programme 2020/21. **(Copy circulated)**

During discussion Members raised the following issues:

- Further detail on the new proposals for events, including golf events and outdoor activity events.
- Provision of a STEM village at the Festival of Flight.
- Development of the Wake the Giant event
- Inclusion of Tollymore Forest Park for events
- Discuss with The Scholmberg Society regarding the inclusion of the Eleventh night festival in Kilkeel
- Concerns regarding the turnaround timeframe for processing grant applications,
- Concerns that a number of legacy festivals are not included, in particular those held in seaside towns
- Clarification on underspend and grant support for Halloween and Christmas events.

Mr Patterson said Officials would be looking at an improved approach in terms of using local produce for the provision of food and drink at Council festivals/events, and that budgets would be increased to ensure the growth of the Council's flagship events.

He added Officials would be looking at the inclusion of a STEM element at the Festival of Flight and to expand on the Wake the Giant story.

Mr Patterson said it was hoped to use Tollymore Forest Park in the future when issues regarding the management control of this facility have been addressed.

**AGREED: On the proposal of Councillor Stokes seconded by Councillor Hanna it was agreed to approve the Tourism Events Programme for 2020/21 and implement all of the recommendations as outlined in Report dated 11 November 2019 from Mr A Patterson Assistant Director Tourism Culture & Events, including undertaking the necessary procurement exercises and agreement of Service Level Agreements in relation to event delivery.**

**It was also agreed Mr A Patterson Assistant Director Tourism Culture & Events, to report back where necessary regarding the issues raised by Councillors.**

### **NOTICE OF MOTION**

#### **ERT/178/2019: 5G COMMUNICATIONS**

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

"This Council notes the concerns associated with the roll out of 5G across Northern Ireland and undertakes to carry out a comprehensive and detailed report analysing the risks and benefits of 5G roll out within the District, considering all available evidence and information in doing so. This report will then be tabled at a future for Members to express their support or opposition to 5G".

**Noted:** At the Council Meeting held on Monday 7 October 2019 it was agreed to defer the above Notice of Motion for consideration at the Enterprise Regeneration & Tourism Committee Meeting in accordance with Standing Order 16.1.6.

**Noted:** At the Enterprise Regeneration & Tourism Committee Meeting held on Monday 14 October 2019 the following decision was agreed, and formally ratified at Council Meeting held on Monday 4 November 2019, regarding FFNI 5G Communications:

- (a) Council Officers to review the health impacts of 5G and seek further guidance from the Public Health England, DCMS, OFCOM and other relevant authorities to carry out a comprehensive and detailed report analysing the risks and benefits of 5G roll out within the District.
- (b) To authorise FFNI c/o NMDDC, to submit a bid(s) for appropriate funding for 5G on behalf of participating Councils subject to appropriate environmental and health impact assessments.
- (c) To commit up to £10k NMDDC funding to the co-ordination of a 5G community and funding applications.
- (d) To allow NMD, as host of FFNI, to spend the total of such aggregated funding in the pursuit of increasing 5G rollout throughout our communities.



Councillor McMurray explained the main intention of the Motion was that concerning risk assessments and risk benefit analysis carried out regarding this matter and that this should be brought forward. He said he had been in receipt of a lot of technical detail in respect of this issue and he therefore stressed the importance that the matter was brought forward in a clear manner as the public had legitimate concerns and were sceptical as this was being driven by a large corporation.

Councillor McMurray formally proposed the Motion.

Councillor Reilly formally seconded the Motion. He expressed concern that it seemed Huawei would have considerable control within the 5G system and that other European countries were now looking again at this system as it appeared the technology associated with 5G would involve community surveillance and allowing artificial intelligence to operate within certain areas. He also said he had concerns regarding the appearance of such apparatus in an area of outstanding natural beauty, highlighting the question was this really what people wanted and in his view the fact full fibre broadband was safe, that this was what the Council should be aiming to provide.

Following discussion it was noted the general consensus of Members was to support the Notice of Motion.

**AGREED:** It was unanimously agreed a report would be tabled at a future Meeting of the Enterprise Regeneration & Tourism Committee regarding 5G Communications.

### **EXEMPT INFORMATION**

**Agreed:** On the proposal of Councillor Andrews seconded by Councillor McAteer it was agreed to exclude the public and press from the meeting during discussion on the following matters which related to exempt information by virtue of 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).

### **ERT/179/2019: VISITOR SERVICING REVIEW**

**Read:** Report dated 11 November 2019 from Mr A Patterson Assistant Director Tourism Culture & Events regarding recommendations arising from the Review of Visitor Information Services.  
**(Copy circulated)**



**AGREED:** On the proposal of Councillor Burgess seconded by Councillor Stokes it was agreed to come out of closed session.

When the Committee came out of closed session the Chairperson reported the following decision:

**ERT/179/2019: Visitor Servicing Review**

**AGREED:** It was unanimously agreed to defer consideration of Report Report dated 11 November 2019 from Mr A Patterson Assistant Director Tourism Arts & Culture regarding the Review of Visitor Information Services, to allow further information to be obtained.

**FOR NOTING**

**ERT/181/2019: PLANNING PERFORMANCE**

**Read:** Planning Committee Performance figures for month of October 2019. **(Copy circulated)**

**Noted:** To note Planning Committee Performance figures for October 2019.

**ERT/182/2019: DEPARTMENT OF FINANCE  
BUSINESS RATES REVIEW**

**Read:** Report dated 11 November 2019 from Mr C Mallon Director Enterprise Regeneration & Tourism regarding Council response to the Department of Finance Business Rates Review Consultation. **(Copy circulated)**

**Noted:** To note Council response to Department of Finance Business Rates Review Consultation.

**ERT/183/2019: BREXIT FORUM MEETING  
- FRIDAY 18 OCTOBER 2019**

**Read:** Action Sheet of Brexit Forum Meeting held on Friday 18 October 2019. **(Copy circulated)**

**Noted:** To note Action Sheet of Brexit Forum Meeting held on Friday 18

**October 2019.**

**ERT/184/2019:     ERT BUSINESS PLAN 2019-2020**

**Read:**           Report dated 11 November 2019 from Mr C Mallon Director Enterprise Regeneration & Tourism regarding the mid year assessment of ERT Business Plan. **(Copy circulated)**

**Noted:**       **To note approval of the mid year assessment of the ERT Business Plan 2019-2020.**

**ERT/185/2019:     **HISTORIC ACTION TRACKER**  
**ENTERPRISE REGENERATION & TOURISM****

**Read:**           Action Tracker Report for Enterprise Regeneration & Tourism Committee. **(Copy circulated)**

**Noted:**       **To note the Historic Action Tracker Report for Enterprise Regeneration & Tourism Committee.**

**ERT/186/2019:     SCHEME OF DELEGATION**

**Read:**           Scheme of Delegation. **(Copy circulated)**

**Noted:**       **To note the Scheme of Delegation.**

**ERT/187/2019:     5G COMMUNICATIONS**

**Read:**           Report dated 11 November 2019 from Mr C Mallon Director Enterprise Regeneration & Tourism outlining decision taken at Enterprise Regeneration & Tourism Committee Meeting held on Monday 14 October 2019, formally ratified at Council Meeting held on Monday 4 November 2019, regarding 5G Communications. **(Copy circulated)**

**Noted:**       **To note decision taken at Enterprise Regeneration & Tourism Committee Meeting held on Monday 14 October 2019, formally ratified at Council Meeting held on Monday 4 November 2019, regarding 5G Communications.**

There being no further business the meeting concluded at 6.35pm.

For adoption at the Council Meeting to be held on Monday 2 December 2019.

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**Signed:**      **Councillor R Mulgrew**  
  
                 **Chairperson of Enterprise Regeneration & Tourism Committee**

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**Signed:**      **Mr C Mallon**  
  
                 **Director of Enterprise Regeneration & Tourism Committee**

**NEWRY, MOURNE & DOWN DISTRICT COUNCIL**


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**Minute of presentation to ERT Committee by Lecale Lightkeepers re: St John's Point Lighthouse Killough**  
**Monday 11 November 2019 (4.30pm)**  
**Boardroom District Council Offices Monaghan Row Newry**

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**Chairperson:** Councillor R Mulgrew

**In Attendance:** **(Committee Members)**

Councillor T Andrews  
 Councillor A McMurray  
 Councillor R Burgess  
 Councillor W Clarke  
 Councillor D Curran  
 Councillor C Enright  
 Councillor O Hanlon  
 Councillor G Hanna  
 Councillor V Harte  
 Councillor D McAteer  
 Councillor H Reilly  
 Councillor G Stokes  
 Councillor M Ruane

**Officials in Attendance:** Mr C Mallon Director Enterprise Regeneration & Tourism  
 Mr A Patterson Assistant Director Tourism Culture & Events  
 Mr J McGilly Assistant Director Enterprise Employment & Regeneration  
 Mr A McKay Chief Planning Officer  
 Mr C Jackson Assistant Director Building Control & Regulation  
 Ms L Dillon Democratic Services Officer

Also in attendance: Mr Hugh O Donnell Lecale Lightkeepers

**PRESENTATION BY LECALE LIGHTKEEPERS**  
**RE: ST JOHN'S POINT LIGHTHOUSE KILLOUGH**

Councillor Mulgrew welcomed everyone to the meeting and invited Mr Hugh O

Donnell Lecale Lightkeepers to deliver a presentation to the Members of the Enterprise Regeneration & Tourism Committee regarding the St John's Point Lighthouse near Killough.

Mr O Donnell said the Lecale Lightkeepers were a group campaigning to save the St John's Point Lighthouse in Co Down, an iconic part of the lighthouse service on the East Coast.

A short film was shown followed by a presentation by Mr O Donnell.

He explained the Commissioners of Irish Lights who were a cross border organisation, were engaged in a modernisation programme which neglects the lighthouse and would change the characteristic sweeping beam at this lighthouse forever.

The programme proposed the following:

- Retain existing historic Fresnel lens but remove its Bourdelles mercury lens rotation
- bearing.
- Install solid metal-on-metal (ball bearing) lens bearing (reverting to 1909 mechanics)
- Replace main metal filament light with LED
- Reduce light beam strength and range
- Light a different colour / nature
- Install full range emergency (non-sweeping) LED lights, attached to balcony.
- Allow station fabric deterioration by reduced maintenance.

Mr O Donnell provided detail on the key waypoints regarding planning and the proposed LED light source in terms of it's possible impact on health and environment. He also gave detail on mercury and its use over the decades including where it is used in other areas of business, including exposure limits and toxicity.

Mr O Donnell explained one of key issues of concern was the removal of the mercury rotation bearing stating that mercury had been in use at St John's Point Lighthouse since 1909 with its system once regarded as a masterpiece and he referred to lighthouses which still used mercury bearing at Loop Head Co Clare, Blackhead Co Antrim and Rathlin Island Co Antrim.

Councillor Mulgrew said the Council appreciated the significance of the St John's Point Lighthouse.

Councillor Clarke referred to a Notice of Motion approved by Council regarding

preserving the sweeping beam at the St John's Lighthouse which was an iconic part of the District's coastal heritage and he asked how the Council could assist with the Lecale Lightkeepers campaign.

Mr O Donnell said the lighthouse had been gutted of most of its historic pieces and that the mercury sweeping light was the last of the old original pieces and that the Council could assist the campaign by denying any further modernisation at the St John's Point lighthouse.

Councillor Mulgrew highlighted the importance of protecting our coastlines and the maritime heritage of our District and confirmed the Council's support to the Lecale Lightkeepers regarding their campaign for St John's Point Lighthouse.

Mr O Donnell asked if the Council would inform the Lecale Lightkeepers of any approaches made to the Council by Commissioners of Irish Lights in terms of planning with regard to the lighthouse at St John's Point.

#### **Recommendations:**

**It was agreed the Council write to the Commissioners of Irish Lights confirming the Council's support to retain the mercury based sweeping beam light system at St John's Point Lighthouse Co Down.**

For consideration at the Council Meeting to be held on Monday 2 December 2019.

Concluded at 4.55pm.

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**Signed: Councillor R Mulgrew**

**Chairperson of Enterprise Regeneration & Tourism Committee**

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**Signed: Mr C Mallon**

**Director of Enterprise Regeneration & Tourism Committee**

**NEWRY MOURNE AND DOWN DISTRICT COUNCIL**

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**Minutes of Strategy Policy & Resources Committee Meeting held on Thursday 14 November 2019 at 6.00pm in the Mourne Room, Downshire Civic Centre, Downpatrick**

**In the Chair:** Councillor M Savage

**In Attendance:**

Councillor P Byrne	Councillor S Doran
Councillor O Hanlon	Councillor R Howell
Councillor A Lewis	Councillor C Mason
Councillor A McMurray	Councillor B Ó Muirí
Councillor J Tinnelly	Councillor W Walker

**Officials in Attendance:** Mrs D Carville, Director of Corporate Services  
 Mrs R Mackin, Assistant Director Corporate Planning & Policy  
 Mr J McBride, Assistant Director, Community Planning and Performance  
 Mr K Montgomery, Assistant Director Finance

Mr A Grimshaw, Project Director  
 Mrs L Moore, Head of Legal Administration  
 Miss S Taggart, Democratic Services Manager (Acting)  
 Ms L O'Hare, Democratic Services Officer

**SPR/154/2019: APOLOGIES AND CHAIRPERSON'S REMARKS**

Apologies were received from Councillors Burgess, Gallagher, and Sharvin.

**SPR/155/2019: DECLARATIONS OF INTEREST**

Councillor Byrne declared an interest in Item 5 – Special Responsibility Allowance

**SPR/156/2019: ACTION SHEET OF THE STRATEGY, POLICY AND RESOURCES COMMITTEE MEETING HELD ON 17 OCTOBER 2019**

**Read:** Action Sheet of the Strategy, Policy and Resources Committee Meeting held on 17 October 2019. **(Copy circulated)**

**SPR/123/2019 Lease of lands at former land fill site at Newry Road, Newtownhamilton**

It was agreed on the proposal of Councillor Ó Muirí, seconded by Councillor Byrne, with regard to the lands at the former landfill site at Newtownhamilton, the option of a waste management facility was withdrawn. Any future consideration of this site would only be considered once full remediation works had been carried out at the site.

**Agreed:** It was agreed on the proposal of Councillor Ó Muirí, seconded by Councillor Byrne, that with regard to lands at the former landfill site at Newtownhamilton, the option of a waste management facility was withdrawn. Any future



**consideration of this site would only be considered once full remediation works had been carried out at the site.**

Mrs Carville provided an update on Kilkeel Town Hall to members.

**Agreed:** **On the proposal of Councillor Ó Muirí, seconded by Councillor Doran, it was agreed that the Action Sheet of 17 October 2019, be noted, and actions removed as marked.**

## **CORPORATE PLANNING AND POLICY**

### **SPR/157/2019 DRAFT IRISH LANGUAGE STRATEGY 2020-2023**

**Read:** Report dated 14 November 2019 from Mrs R Mackin, Assistant Director Corporate Planning and Policy, regarding Draft Irish Language Strategy 2020-2023 **(Copy circulated)**

Councillor Walker advised that he did not support the Irish Language Strategy. He asked for statistics of how many people requested services in the Irish language in Council buildings and if there were any costings for implementation of the new strategy. Councillor Lewis agreed with Councillor Walker's comments and asked if an equality impact assessment had been carried out.

Mrs Mackin advised that Council does receive requests for documents in Irish and people were using the Irish language in various community groups and projects that Council were involved with. Costings were visible through the rates process of the budgets and the strategy had been equality and rural proofed. She stated that Irish language bodies would have figures relating to numbers within the District using the Irish language.

Councillor Ó Muirí, Savage, Byrne, Tinnelly and Hanlon spoke in support of the strategy highlighting the benefits and opportunities it had presented especially to young people through the bursary scheme and breaking down barriers.

The Chairman put the matter to vote by way of a show of hands and voting was as follows:

**For: 9**  
**Against: 2**  
**Abstentions: 0**

**The Motion was declared carried.**

**Agreed:** **On the proposal of Councillor Ó Muirí, seconded by Councillor Doran, the draft Irish Language Strategy 2020-2023 was agreed and to proceed to public consultation.**

### **SPR/158/2019 SPECIAL RESPONSIBILITY ALLOWANCES**

**Read:** Report dated 14 November 2019 from Mrs D Carville, Director of Corporate Services, regarding Allocation of two outstanding SRA Allowance **(Copy circulated)**

**Agreed:** **On the proposal of Councillor Doran, seconded by Councillor Walker, it was agreed to proceed with option a in the officer's report – that the outstanding Special Responsibility**

Allowances be allocated among the other positions which receive Special Responsibility Allowance payments.

# **FOR NOTING**

## **SPR/159/2019      MID YEAR ASSESSMENT OF DIRECTORATE BUSINESS PLANS 2019-20**

**Read:** Report dated 14 November 2019 from Mrs D Carville, Director of Corporate Services, regarding Mid-Year Assessment of Directorate Business Plans 2019-20 **(Copy circulated)**

**Noted:** It was agreed to note the contents of the report and the Mid - Year Assessments of the Business Plans of the Corporate Services and Chief Executive's Directorates.

## **SPR/160/2019      COMMUNITY PLANNING STATEMENT OF PROGRESS**

**Read:** Report dated 14 November from, Mr J McBride, Assistant Director Community Planning and Performance, regarding Community Planning Statement of Progress **(Copy circulated)**

**Noted:** It was agreed to note the contents of the report.

## **SPR/161/2019      TREASURY MANAGEMENT MID-YEAR REPORT 2019/20**

**Read:** Report dated 14 November 2019 from Mrs D Carville, Director of Corporate Services, regarding Treasury Management Mid-Year Report **(Copy circulated)**

**Noted:** It was agreed to note the contents of the report.

## **SPR/162/2019:      DRAFT MINUTES OF THE COMMUNITY PLANNING STRATEGIC PARTNERSHIP BOARD MEETING – 22 OCTOBER 2019**

**Read:** Minutes from Community Planning Strategic Partnership Board Meetings held on 22 October 2019

**Noted:** It was agreed to note the Draft Community Planning Partnership Board Minutes of 22 October 2019.

## **SPR/163/2019:      CITY CENTRE REGENERATION PROGRAMME TRANSPORTATION & CAR PARKING**

**Read:** Report dated 14 November 2019 from Mr C Mallon, Acting Director – Enterprise, Regeneration & Tourism **(Copy circulated)**

**Noted:** It was agreed to note the contents of the report.

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

**Agreed:** On the proposal of Councillor Ó Muirí, seconded by Councillor Howell, it was agreed to exclude the public and press from the meeting during discussion on the next matters which related to exempt information by virtue of para. 3 of Part 1 of Schedule 6 of the Local Government (Northern Ireland) 2014 – Information relating to the financial or business affairs of a particular person (including the Council holding that information) and the public may, by resolution, be excluded during this item of business.

**SPR/164/2019      CAR PARK AT MEIGH VILLAGE**

**Read:** Report dated 14 November 2019 from Mrs L Moore, Head of Legal Administration, regarding Car Park at Meigh Village **(Copy circulated)**

**Agreed:** On the proposal of Councillor Doran, seconded by Councillor Howell, it was agreed the Committee come out of closed session.

**Agreed:** On the proposal of Councillor Byrne, seconded by Councillor Ó Muirí, it was agreed to proceed with the NI Housing Executive proposal and terms in order to regularise the use of the area marked in the officer's report as a car-park to service the playing field and playground area.

**SPR/165/2019:      SALE OF LAND AT NEWRY MARKET**

**Read:** Report dated 14 November 2019 from Mrs L Moore, Head of Legal Administration, regarding sale of land at Newry Market **(Copy circulated)**

**Agreed:** On the proposal of Councillor Doran, seconded by Councillor Howell, it was agreed the Committee come out of closed session.

**Agreed:** On the proposal of Councillor Doran, seconded by Councillor Tinnelly, it was agreed to accept the offer made in respect of the land at Newry Market, marked in the officer's report subject to contract and completion of legal formalities and further subject to each party being responsible for their own legal costs in the matter.

**FOR NOTING**

**SPR/166/2019      ACTION SHEET FROM EFFICIENCY WORKING GROUP MEETING 21 OCTOBER 2019**

**Read:** Action Sheet from Efficiency Working Group Meeting held on 21 October 2019. **(Copy circulated)**

**Agreed:** On the proposal of Councillor Doran, seconded by Councillor Howell, it was agreed the Committee come out of closed session.

**Noted:** It was agreed to note the action sheet from Efficiency Working Group Meeting held on 21 October 2019.

**SPR/167/2019**      **MANAGEMENT ACCOUNTS**

**Agreed:** On the proposal of Councillor Doran, seconded by Councillor Howell, it was agreed the Committee come out of closed session.

**Noted:** It was agreed to note the Management accounts for the 6 month period to 30 September 2019.

There being no further business, the Meeting concluded at 7.20pm

**Signed:**      **Councillor Michael Savage**  
                  **Chairperson**

**Signed:**      **Dorinnia Carville**  
                  **Director of Corporate Services**

**NEWRY, MOURNE & DOWN DISTRICT COUNCIL**

Ref: AHC/2019

**Minutes of Active and Healthy Communities Committee Meeting held on  
Monday 18 November 2019 at 6.00pm in the Mourne Room, Downshire Civic  
Centre, Downpatrick**

**Chairperson:** Councillor L Kimmins

**In attendance:** (Councillors)

Councillor S Doran	Councillor M Gibbons
Councillor L McEvoy	Councillor A McMurray
Councillor G O'Hare	Councillor B Ó Muirí
Councillor M Ruane	Councillor D Taylor
Councillor J Trainor	Councillor W Walker

**Also In Attendance:** Councillor T Andrews

**Officials in attendance:** Mr M Lipsett, Director of Active & Healthy Communities  
Mr E Devlin, Assistant Director Health and Wellbeing  
Mrs J Hillen, Assistant Director Community Engagement  
Mr P Tamati, Assistant Director Leisure and Sport  
Ms S Taggart, Democratic Services Manager (Acting)  
Mrs D Starkey, Democratic Services Officer

**AHC/177/2019: APOLOGIES & CHAIRPERSON'S REMARKS**

Apologies were received from Councillors Gallagher and McKevitt.

**AHC/178/2019: DECLARATIONS OF INTEREST**

Councillor Gibbons declared in interest in AHC/176/2019 (action sheet item 3) in relation to No 16 The Square, Rostrevor.

**AHC/179/2019: ACTION SHEET OF THE ACTIVE & HEALTHY COMMUNITIES  
COMMITTEE MEETING HELD ON MONDAY 21 OCTOBER 2019**

**Read:** Action sheet of the Active & Healthy Communities Committee Meeting held on Monday 21 October 2019 (**Copy circulated**)

**AHC/163/2019: Financial Assistance Update**

In response to a query from Councillor Trainor, Mrs Hillen confirmed that as Council had not gone out for call 3 there had been an underspend within Community Capital which could be transferred over to successful applicants under the Sports Capital theme.

**Agreed:** It was agreed on the proposal of Councillor Trainor, seconded by Councillor Ruane to proceed with issuing

decision letters to the three successful applicants under the Sports Capital theme.

**Agreed:** It was agreed to discuss restricted items from the action sheet at a later stage of the meeting.

**Agreed:** On the proposal of Councillor Trainor, seconded by Councillor Ruane, it was agreed to note the Action Sheet of 21 October 2019.

## COMMUNITY ENGAGEMENT

### **AHC/180/2019      DISTRICT ELECTORAL AREA (DEA) FORA UPDATE REPORT**

**Read:** Report dated 18 November 2019 from Mrs J Hillen, Assistant Director Community Engagement, regarding updates on District Electoral Area (DEA) Forums. **(Copy circulated)**

**Agreed:** It was agreed on the proposal of Councillor Ruane, seconded by Councillor Gibbons to note the report and agree to approve the actions from the following DEA Forum Private Meetings:

- Slieve Gullion DEA Forum Private Meeting held on Tuesday 15 October 2019
- Downpatrick DEA Forum Private Meeting held on Wednesday 16 October 2019
- Special Crotlieve DEA Forum Private Meeting held on Wednesday 16 October 2019
- Mournes DEA Forum Private Meeting held on Tuesday 22 October 2019
- Newry DEA Forum Private Meeting held on Thursday 24 October 2019

## LEISURE AND SPORT

### **AHC/181/2019      ORNI COMMUNITY TRAILS LEGAL AGREEMENT AND ONGOING MAINTENANCE COSTS**

**Read:** Report dated 18 November 2019 from Mr P Tamati, Assistant Director Leisure and Sport regarding Community Trails Legal Agreements. **(Copy circulated)**

**Agreed:** It was agreed on the proposal of Councillor McMurray, seconded by Councillor McEvoy to approve Council to enter into legal agreements for a period of 20 years (subject to a fee of 5 pence per annum), at an annual cost of approximately £10,000 per trail per year for maintenance, with the Department of Agriculture, Environment and Rural Affairs in respect of Forest/Community Trails and Car Parking (if relevant) at the following locations:

- Drumkeeragh Forest
- Tivenadarragh Forest

- Corrywood Forest
- Seaforde Forest

**AHC/182/2019**

**KILCLIEF PLAY PARK**

**Read:** Report dated 18 November 2019 from Mr P Tamati, Assistant Director Leisure and Sport regarding the Play Strategy New Build for Kilclief Play Park. **(Copy circulated)**

**Agreed:** **On the proposal of Councillor Trainor, seconded by Councillor O'Hare it was agreed to proceed with the commencement of design consultation, capital works and spend for Kilclief Play Park of £119,995 as per the Councils Play Strategy.**

**AHC/183/2019**

**AUTISM FRIENDLY SESSIONS**

**Read:** Report dated 18 November 2019 from Mr P Tamati, Assistant Director Leisure and Sport regarding Autism Friendly Swim Sessions for Newry and Kilkeel Leisure Centre and Tropicana in Newcastle. **(Copy circulated)**

At the request of Councillor Doran, Mr Tamati confirmed the timing of autism friendly swim sessions could be considered as part of the implementation process.

Mr Tamati also undertook to report back to Councillor Trainor regarding the effectiveness of the change in Autism Swim Sessions in Downpatrick Leisure Centre since the switching of the days.

Councillor Ruane spoke of the importance of liaising with local Autism groups.

**Agreed:** **On the proposal of Councillor McEvoy, seconded by Councillor Ruane it was agreed to introduce Autism Friendly Swim Sessions at Newry and Kilkeel Leisure Centre and Tropicana (subject to closures and holiday arrangements) as a pilot with a 6-monthly review period from 1 April 2020.**

- Newry Leisure Centres: Saturdays from 4.00pm and 5.00pm
- Kilkeel Leisure Centre: Mondays from 3.45pm to 4.30pm
- Newcastle Tropicana: Fridays from 12noon to 1pm (July and August only)

**AHC/184/2019**

**CARERS ALLOWANCE**

**Read:** Report dated 18 November 2019 from Mr P Tamati, Assistant Director Leisure and Sport regarding Carers Allowance Eligibility for Concession Charges. **(Copy circulated)**



**Agreed:** On the proposal of Councillor Kimmins, seconded by Councillor Gibbons, it was agreed for those individuals receiving Carers Allowance to be eligible for concession prices and for it to be implemented from January 2020 and reviewed in April 2020.

## **HEALTH AND WELLBEING**

### **AHC/185/2019 ECO SCHOOLS SUPPORT REQUEST**

**Read:** Report dated 18 November 2019 from Mr E Devlin, Assistant Director Health and Wellbeing, regarding a support request from Keep Northern Ireland Beautiful for Eco Schools Programme for period 2020-21. **(Copy circulated)**

**Agreed:** It was agreed on the proposal of Councillor Ó Muirí, seconded by Councillor Walker, to approve the contribution of £1,700 for the period 2020-21, subject to the rates process.

### **AHC/186/2019: LIVE HERE LOVE HERE – FUNDING REQUEST**

**Read:** Report dated 18 November 2019 from Mr E Devlin, Assistant Director Health and Wellbeing, regarding a request for support of Live Here Love Here initiative from Keep Northern Ireland Beautiful. **(Copy circulated)**

**Agreed:** It was agreed on the proposal of Councillor Ruane, seconded by Councillor Trainor, to support Live Here Love Here for the 2020-2021 period at a cost of £26,000 subject to approval within the estimates process.

### **AHC/187/2019 ACTION SHEET FOR SUSTAINABILITY AND CLIMATE FORUM MEETING HELD ON 10 OCTOBER 2019**

**Read:** Report dated 18 November 2019 from Mr E Devlin, Assistant Director Health and Wellbeing, regarding the Sustainability and Climate Change Forum. **(Copy circulated)**

**Agreed:** It was agreed on the proposal of Councillor Doran, seconded by Councillor Gibbons, to note the report and approve the actions contained within the action sheet. It was also agreed to approve the proposed change to the Terms of Reference.

### **AHC/188/2019: MID YEAR ASSESSMENT OF DIRECTORATE BUSINESS PLAN 2019-20**

**Read:** Report dated 18 November 2019 from Mr M Lipsett, Director of Active and Healthy Communities, regarding Mid-Year Assessment of Directorate Business Plan 2019-20. **(Copy circulated)**

**Agreed:** The Mid-Year Assessment of the Active and Healthy Communities Business Plan 2019-20 was approved on the

**proposal of Councillor McEvoy, seconded by Councillor Gibbons.**

### **COMMUNITY ENGAGEMENT**

#### **AHC/189/2019: PEACE IV LOCAL ACTION PLAN**

**Read:** Report dated 18 November 2019 from Mrs J Hillen, Assistant Director Community Engagement, regarding the Peace IV Local Action Plan.

**Agreed:** **It was agreed to note the report and minutes of the Peace IV Partnership Meeting held on 5 September 2019.**

#### **AHC/190/2019: SOCIAL INCLUSION UPDATE**

**Read:** Report dated 18 November 2019 from Mrs J Hillen, Assistant Director Community Engagement, regarding the Social Inclusion Update.

**Agreed:** **It was agreed to note the Social Inclusion Update Report.**

### **LEISURE AND SPORTS**

#### **AHC/191/2019: SPORT NI MULTI FACILITY FUND UPDATE**

**Read:** Report dated 18 November 2019 from Mr P Tamati, Assistant Director Leisure and Sport, regarding Sport NI Multi Sports Hub Funding Update.

**Agreed:** **It was agreed to note that Councils Multi Sports Hub funding submissions at Newry Leisure Centre and Donard Park in Newcastle had been unsuccessful in progressing to stage 3 of the application process.**

#### **AHC/192/2019: DISABILITY SPORT NI FUNDING FOR KILKEEL LEISURE CENTRE**

**Read:** Report dated 18 November 2019 from Mr P Tamati, Assistant Director Leisure and Sport, regarding

**Agreed:** **It was agreed to note Kilkeel Leisure Centre had received funding for a pool pod and it was anticipated to be installed in February 2020.**

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

**Agreed:** **On the proposal of Councillor Ruane, seconded by Councillor Trainor, it was agreed to exclude the public and press from the meeting during discussion on the next matters which related to exempt information by virtue of**

**para. 3 of Part 1 of Schedule 6 of the Local Government (Northern Ireland) 2014 – Information relating to the financial or business affairs of a particular person (including the Council holding that information) and the public may, by resolution, be excluded during this item of business.**

**AHC/193/2019      BALLYHOLLAND COMMUNITY CENTRE BOILER**

**Read:** Report dated 18 November 2019 from Mrs J Hillen, Assistant Director Community Engagement, providing an update on Ballyholland Boiler. **(Copy circulated)**

**Agreed:** On the proposal of Councillor Ruane, seconded by Councillor Doran, it was agreed the Committee come out of closed session.

**Agreed:** It was agreed to note the update report.

**AHC/194/2019      SOUTHERN REGIONAL COLLEGE – 10 YEAR LEASE AGREEMENT**

**Read:** Report dated 18 November 2019 from Mr P Tamati, Assistant Director Leisure and Sport, regarding South Regional College (SRC) and Newry Leisure Centre Hire and Licence Agreement. **(Copy circulated)**

**Agreed:** On the proposal of Councillor Ruane, seconded by Councillor Doran, it was agreed the Committee come out of closed session.

**Agreed:** It was agreed on the proposal of Councillor Ó Muirí, seconded by Councillor Doran to approve Newry Leisure Centre to enter into a 10-year licence agreement, as outlined in the officer's report at paragraph 2.1, with the Southern Regional College enabling continual hire of Newry Leisure Centre and storage provision.

**AHC/179/2019:      ACTION SHEET OF THE ACTIVE & HEALTHY COMMUNITIES COMMITTEE MEETING HELD ON MONDAY 21 OCTOBER 2019**

**AHC/133/2019 – Mullaghbane Community Centre**

**Agreed:** Members were updated with the current position with regard to Mullaghbane Community Centre.

**Councillors Trainor and Gibbons left the meeting at this point 6.30pm and 6.33pm respectively.**

**AHC/176/2019 – 16 The Square, Rostrevor**

Signed: Councillor L Kimmins  
Chairperson

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

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**Minutes of Neighbourhood Services Committee Meeting held on Wednesday 20 November 2019 at 6.00pm in the Boardroom, District Council Offices, Monaghan Row, Newry**

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**Chair:** Councillor K Owen

**Deputy Chair:** Councillor G Stokes

**Members:**

Councillor T Andrews	Councillor D Curran
Councillor W Clarke	Councillor V Harte
Councillor T Hearty	Councillor L Kimmins
Councillor O Magennis	Councillor H McKee
Councillor K McKevitt	Councillor D Taylor
Councillor J Tinnelly	

**Officials in Attendance:** Mr R Moore, Director of Neighbourhood Services  
 Mr J Parkes, Assistant Director, Waste Management  
 Mr K Scullion, Assistant Director Facilities Management and Maintenance  
 Ms C McAteer, Democratic Services Officer

**NS/086/2019: APOLOGIES AND CHAIRPERSON'S REMARKS**

No apologies were received.

**NS/087/2019: DECLARATIONS OF "CONFLICTS OF INTEREST"**

No declarations of Conflicts of Interest were made.

**NS/088/2019: ACTION SHEET OF THE NEIGHBOURHOOD SERVICES COMMITTEE MEETING HELD ON WEDNESDAY 23 OCTOBER 2019**

**Read:** Action Sheet of the Neighbourhood Services Committee Meeting held on Wednesday 23 October 2019. *(Circulated)*.

**AGREED:** On the proposal of Councillor Curran, seconded by Councillor Andrews, it was agreed the Action Sheet of the Neighbourhood Services Committee Meeting held on Wednesday 23 October 2019 be noted and actions removed as marked.

## Issues raised

In response to Councillor Andrews, Mr Scullion advised officers were working on the Property Maintenance Policy and Strategy and a report would be brought back to a future Neighbourhood Services Committee Meeting

## FOR CONSIDERATION AND/OR DECISION

### **NS/089/2019: NOTICE OF MOTION – WEED KILLER GLYPHOSATE**

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

**"Council will cease from using the weed killer Glyphosate and request that all sub-contractors employed by Council also cease the use of Glyphos and all products containing Glyphosate in this Council district, in favour of a more environmentally friendly product and approach"**

Read: Report dated 20 November 2019 from Mr K Scullion re: use of herbicides containing glyphosate and recommending that that Officers undertake research into the implications of ceasing the use of herbicides containing glyphosate across the Council Estate as a means of controlling weeds and invasive species and that Officers bring back a report to the NS Committee with recommendations for consideration at the January 2020 meeting. **(Circulated).**

In formally proposing the Motion Councillor Brown said glyphosate was an incredibly controversial chemical that had been deemed by the International Agency for Research Against Cancer to be carcinogenic to humans. He outlined the health issues linked to the weed killer glyphosate in Studies carried out and said at least 29 Countries and a number of Councils in England and Wales had banned it. As a result of a Sinn Fein Motion, Derry and Strabane Council also became the first Council in Northern Ireland to ban the weed killer.

Councillor Brown said he had discussed the issue with officers in Neighbourhood Services who had confirmed that the weed killer Round Up containing glyphosate, was used to ensure the management of conservation areas, control of invasive species and flood risks and access to high quality sporting facilities and infrastructure. He understood why the Council used the product but said there were safer alternatives available and whilst there might be cost implications to using them, it was not possible to put a price on the health of ratepayers.

Councillor Brown said there could be exceptions such as the need to control invasive species like Japanese Knotweed but if the weed killer was used warning notices should be put up to make the public aware.

Councillor Brown said he accepted the recommendations in the Officer's report but in advance of a report coming back to the January Neighbourhood Services Meeting he



was seeking a commitment tonight that the Council would ban use of the chemical glyphosate.

Councillor Kimmins seconded the Motion and requested that an action be included that Council write to all Statutory Agencies such as NIHE; Roads Service and Rivers Agency asking that they also ban the use of this chemical and commit to allowing wildflower growth where appropriate.

A number of Councillors spoke in support of the Motion.

Mr R Moore said there would be cost implications with the implementation of the proposal and said the Committee should have all the information available to them before making a decision on this matter.

Mr Scullion said he could give a commitment that Round Up would not be used by Council staff before this report came back to Committee and also that Officers would speak to colleagues in Derry and Strabane Council on how they had implemented this ban and this information could also be included in the January report, along with the inclusion of other Statutory Agencies.

**AGREED:**                    **On the proposal of Councillor Tinnelly, seconded by Councillor Kimmins, it was agreed to approve the recommendations contained in the report dated 20 November 2019 and that Officers undertake research into the implications of ceasing the use of herbicides containing glyphosate across the Council Estate as a means of controlling weeds and invasive species and that Officers bring back a report to the NS Committee with recommendations for consideration at the January 2020 meeting.**

**It was also agreed the report include an update on the actions taken by Derry City and Strabane District Council in implementing such a ban.**

**It was further agreed Officials would write to other Statutory Agencies operating within the District advising the Council was giving consideration to banning its own use of this product on its property and would encourage those Public Authorities within this District to undertake a similar review.**

**It was noted the Assistant Director had given a commitment that herbicides containing glyphosate would not be used by Council staff in advance of a report being tabled at the January Meeting of the Neighbourhood Services Committee.**

**NS/090/2019:            NOTICE OF MOTION – FLY TIPPING**

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



**“This Council agrees that fly-tipping is an unwanted blight on our District which creates an unnecessary burden on public resources. We request that Neighbourhood Services utilise the Clean Neighbourhoods and Environment Act (Northern Ireland) 2011 to actively identify, pursue and issue fixed penalty notices to those responsible. Furthermore, we agreed that Council should issue a press release advising of a no nonsense, proactive approach to illegal dumping using local press to publicise our public amenity centres and their opening times. We collectively agree that as a designated area of natural beauty this Council should be doing all within its power to detect and deter those responsible”.**

Councillor Taylor formally proposed the Motion, seconded by Councillor Clarke.

Mr Moore advised Officers had met with Councillor Lewis and had updated him on the actions that were being taken to deal with the issue of fly-tipping and that a report would be brought back to the December NS Meeting.

### **NEIGHBOURHOOD SERVICES**

**NS/091/2019:        NEIGHBOURHOOD SERVICES MID-YEAR ASSESSMENT BUSINESS PLAN 2019-2020**

**Read:**                Neighbourhood Services Mid-Year Assessment Business Plan 2019-2020. ***(Circulated)***.

In response to a query from Councillor Hearty for an update on the implementation of a Cross-Border Anti-Dumping Project with Louth County Council, Mr Moore said officers were meeting regularly and working on an Action Plan which would be taken back through the Joint Committee. He advised the Group would be looking at initiatives such as working with local communities; PR; targeting and monitoring hotspots and use of technology such as CCTV.

**AGREED:**            **On the proposal of Councillor Andrews, seconded by Councillor McKee, it was agreed to approve the Neighbourhood Services Mid-Year Assessment Business Plan 2019-2020.**

### **FACILITIES MANAGEMENT & MAINTENANCE**

**NS/092/2019:        CHRISTMAS ILLUMINATIONS AND CELEBRATIONS GROUP MEETING - 5 NOVEMBER 2019**

**Read:**                Report dated 20 November 2019 from Mr K Scullion, Assistant Director: Facility Management and Maintenance Department re: Christmas Illuminations and Celebrations Group Meeting held on 5 November 2019. ***(Circulated)***

**AGREED:**            **On the proposal of Councillor Andrews, seconded by Councillor McKevitt, it was agreed as follows:**

- Note the contents of this report and the report of the Christmas Illuminations Group Meeting held on 5<sup>th</sup> November 2019.
- Approve the request to light up five planted trees in Duke Street, Warrenpoint, for this year and future years. Cost for this year would be £3000. Officers be permitted to proceed with this work prior to full Council approval so as to allow the trees to be lit for the Warrenpoint “Switch On” which takes place on Saturday 30<sup>th</sup> November 2019.
- Endorse the actions detailed in the report of the Christmas Illuminations Group Meeting held on 5<sup>th</sup> November 2019.

Following discussions with Members it was also agreed:-

**AGREED:**

- DEA Officer to liaise with the local community in Crossgar to see if a Christmas tree could be supplied and located where it would not be vandalised as in previous years.
- Council Officers contact the Clough Community Group to assist them in putting lights etc. on one of one Christmas tree to be lit up in the village.
- Officers acknowledged concerns expressed about the lighting of the tree in Kilkeel and said the technique to light up the tree would be changed this year and would then be assessed at the next Christmas Illuminations Meeting.

**NOTED:**

Councillors expressed their congratulations to Officers and Members on the Christmas Illuminations and Celebrations Committee in relation to the Sustainable Christmas Tree initiative and said it was a good news story and something the Council should be very proud of.

**NS/093/2019: ROSTREVOR PUBLIC CONVENIENCES**

Mr Scullion said Rostrevor public conveniences had closed earlier this month due to dry rot being present in the ceiling joists. The toilets were attached to a Council owned property 16 The Square Rostrevor on which a project was being worked on through the Council's AHC Directorate. A survey carried out had shown dry rot in the property which also affected the ceiling joists in the toilets and for health and safety reasons the toilets had to be closed.

Mr Scullion said a report would be taken back either to the December Active and Healthy Committee meeting or the Neighbourhood Services Committee meeting.

Councillor Tinnelly said it was disappointing that the toilets had to close but he understood from a health and safety reason why this happened. He asked that the work be expedited to ensure they would re-open as soon as possible.

In response to a query from Councillor McKevitt, Mr Scullion said there were no plans to put a mobile toilet unit in Rostrevor Square on a temporary basis. He advised there were facilities available in Kilbroney Park although he acknowledged this was some distance away.

## **WASTE MANAGEMENT**

Cllr. McKevitt and Cllr. Taylor left the meeting – 6.50 pm).

### **NS/094/2019: LITTER BIN POLICY AND PROCEDURE**

**Read:** Report dated 20 November 2019 from Mr J Parkes, Assistant Director: Waste Management, re: Litter Bin Policy and Procedure.  
**(Circulated)**

Members raised the following issues:-

- Important to ensure overflowing bins were emptied regularly.
- There was a real need for recycling bins, particularly in car parks and estates and also a need to ensure bins were regularly refurbished and re-painted.
- Need for bins to be provided in rural communities and small hamlets, where there has been a settlement growth.
- Additional weight should be given to a location for a bin if a Councillor asked for it as Councillors were able to identify hot spots.
- Anti litter bins with flaps should be provided in coastal towns such as Newcastle to prevent seagulls from scattering litter.
- Phone numbers should be provided on bins so that members of the public could ring and report if they were full or damaged.

Mr Parkes advised the location of bins would be looked at as part of the Street Cleansing Review but said in a lot of cases if a bin was provided too close to a person's home there would be complaints and a request to have it moved. He said in Estates bins tended to be located at entrance/exit points.

Mr Parkes said stickers would be put on all street bins to advise that both general litter and bagged dog litter could be put in the one bin. The condition of the bins would be addressed through the Property Maintenance Strategy and other types of bins such as hard plastic could be used in coastal areas where there was a potential for corrosion.

Mr Parkes said he would take on board the comment about a request for a bin from a Councillor being given extra weight. There would be a review of the new Policy in a year's time and this could be added if necessary. He also addressed the point about contact numbers being displayed on bins but said this would only work if there was someone there to answer the call.

Mr Moore advised that contact numbers and the means for improved communications could be considered through the Neighbourhood Services Transformation Project or the Council's work on the CRM project.

**AGREED:** On the proposal of Councillor Andrews, seconded by Councillor Stokes, it was agreed to approve the draft Litter Bin Policy and Procedure.

(Cllr. Curran left the meeting – 7.00 pm).

**NS/095/2019:** **DAERA CONSULTATION ON THE WASTE MANAGEMENT PLAN NI**

**Read:** Report dated 20 November 2019 from Mr Joe Parkes, Assistant Director, Waste Management, re: DAERA Consultation on the Waste Management Plan NI. *(Circulated)*

**AGREED:** On the proposal of Councillor Stokes, seconded by Councillor Clarke, it was agreed to approve the Draft Response (as circulated at Appendix 3) with the report to the DAERA Waste Management Plan for Northern Ireland.

**NS/096/2019:** **CHRISTMAS AND NEW YEAR HOLIDAY ARRANGEMENTS – REFUSE COLLECTION AND HOUSEHOLD RECYCLING CENTRES**

**Read:** Report dated 20 November 2019 from Mr J Parkes re: Christmas and New Year holiday arrangements for Refuse Collection and Household Recycling Centres. *(Circulated)*.

**AGREED:** On the proposal of Councillor Andrews, seconded by Councillor Magennis, it was agreed to note the above report.

# **FOR NOTING**

**NS/097/2019:** **Arc21 JOINT COMMITTEE MINUTES 26 SEPTMBER 2019**

**Read:** Report of Arc21 Joint Committee Meeting (No.44), held on Thursday 26 September 2019. *(Circulated)*

**AGREED:** On the proposal of Councillor McKee, seconded by Councillor Clarke, it was agreed to note the above Report.

**NS/098/2019:** **ARC21 MEMBERS MONTHLY BULLETIN - OCTOBER 2019**

**Read:** Arc21 Members Monthly Bulletin – 31 October 2019. *(Circulated)*

**AGREED:** On the proposal of Councillor McKee, seconded by Councillor Clarke, it was agreed to note the Arc21 Members Monthly Bulletin – 31 October 2019.

**NS/099/2019:      ARC21 PAPER ON CONSULTATION ON  
SCIENCE STRATEGY FRAMEWORK**

**Read:**                      Arc21 Paper on Consultation on Science Strategy Framework.  
*(Circulated).*

**AGREED:**                **On the proposal of Councillor McKee, seconded by Councillor  
Clarke, it was agreed to note the above Paper.**

**EXEMPT INFORMATION ITEMS**

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

Item 16 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.

**On the proposal of Councillor Kimmins, seconded by Councillor Harte, it was agreed to exclude the public and press from the meeting during discussion on these items.**

**NS/100/2019:      IN COMMITTEE ITEMS FROM Arc21 JOINT COMMITTEE  
MINUTES – 26 SEPTEMBER 2019**

**Read:**                      In Committee items from Arc21 Joint Committee Minutes – 26  
September 2019. *(Circulated).*

Councillor Andrews proposed and Councillor Kimmins seconded to come out of closed session.

When the Committee was out of closed session the Chairman reported the following had been agreed:-

**Item 16 – In Committee items from Arc21 Joint Committee Minutes –  
26 September 2019**

**On the proposal of Councillor McKee, seconded by Councillor Magennis, it was agreed to note the In-Committee Items from the Arc21 Joint Committee Minutes of 26 September 2019.**

**On the proposal of Councillor Andrews, seconded by Councillor Stokes, it was also agreed to organise a visit for Members of the Neighbourhood Services Committee to the Regen Waste Incinerator Plant in Newry and the Waste Incinerator Plant in Duleek.**

There being no further business the meeting ended at 7.15 pm.

For adoption at the Council Meeting to be held on Monday 2 December 2019.

**Signed: Councillor Owen**  
**Chairperson of Neighbourhood Services Committee**

**Signed: Mr R Moore**  
**Director of Neighbourhood Services**





# National Association of Councillors Northern Ireland Region

64

29 November 2019

Sarah Taggart  
Democratic Services Manager (Acting)  
Newry Mourne & Down District Council  
Downshire Civic Centre Ardglass Road  
Downpatrick BT30 6GQ

Dear Sarah

## NAC UK Meetings 2020

I am writing to inform you that Cllr Robert Burgess has been appointed to the National Association of Councillors' UK Executive Committee and in order to fulfil this role he will be required to attend meetings and conferences that are taking place in England and Scotland during 2020. Details of these meetings are listed below.

We believe that it is important for NAC Northern Ireland Region representatives to attend these meetings along with their colleagues from the Welsh, Scottish and English regions, as collectively all being members of the NAC UK, to discuss and exchange views on the various aspects of local government and how it performs and operates within respective jurisdictions.

## NAC UK Meetings & Conferences 2020

<u>Dates</u>	<u>Venue</u>	<u>Details</u>
13 January	London	National Executive Meeting
24-26 <sup>th</sup> January	Leeds	Conference
28 <sup>th</sup> February – 1 <sup>st</sup> March	Glasgow	Conference
3 <sup>rd</sup> -5 <sup>th</sup> April	Scarborough	Conference
11 May	London	National Executive Meeting
26-28 <sup>th</sup> June	Blackpool/Lytham	Conference
7 September	London	National Executive Meeting
25-27 <sup>th</sup> September	Sheffield	Conference
27-29 <sup>th</sup> November	Liverpool	Conference and AGM

If you require any further information please do not hesitate to contact me.

Yours sincerely

Councillor Joe Boyle  
Regional Secretary National Association of Councillors



MC2019/16698



HM Treasury, 1 Horse Guards Road, London, SW1A 2HQ

Mr Liam Hannaway  
 Chief Executive  
 Newry, Mourne & Down District Council  
 O'Hagan House, Monaghan Row  
 Newry  
 BT35 8DJ



65

31st October 2019

Dear Liam,

Your ref: M/2

Thank you for your letter of 16 October 2019 to Jesse Norman MP about ATM charges. I am replying as the minister responsible for this policy area.

I am sorry to hear of Newry Mourne & Down Council's concerns around pay-to-use ATMs. As I am sure you will appreciate, it is not appropriate for the Government to comment on individual contracts relating to ATM charges. Although the deployment and management of ATMs is a commercial matter for ATM market participants, I would like to assure you that the Government recognises that widespread access to cash remains important to the day-to-day lives of many consumers in the UK.

Last year, the Government conducted a Call for Evidence on Cash & Digital Payments in the New Economy. This sought to gather evidence on how changing preferences for cash and digital payments impact on different sectors, regions and demographics. In the recent response to this Call for Evidence, the Government committed to supporting digital payments whilst safeguarding access to cash for those who need it. Furthermore, the Government announced the establishment of the Joint Authorities Cash Strategy Group, which brings together the Payment Systems Regulator (PSR), Financial Conduct Authority and Bank of England to ensure comprehensive oversight of the overall cash infrastructure.

The response document also highlighted that the finance industry has a key role to play in responding to trends in our economy. As I have made clear in my public engagements, the Government supports industry's efforts to develop creative and innovative ways to maintain access to, and acceptance of, cash, as well as developing appropriate digital alternatives.

It may be helpful context to know that as of June 2019, there were 48,500 free-to-use ATMs in the UK, which represented 78% of the total number of ATMs. Although this is less than the peak number of free ATMs, of 54,600 in 2017, this remains 21% higher than a decade ago. Most ATMs are clustered together in areas of high demand and high



footfall, particularly in retail centres and transport hubs. 73% of all free-to-use machines are within 300 metres of the next, and 94% are within one kilometre of the next.

At the same time, cash usage has fallen from 60% of all payments in 2008, to 28% in 2018. This is predicted to fall to 9% by 2028. Correspondingly, the number of ATM transactions is expected to be around 10% lower in 2019 compared with 2018. As consumers continue to experience the benefits of digital products and use them more to make and receive payments, the demand for cash will continue to fall.

In response to these developments, LINK, the scheme that runs the UK's largest ATM network, has taken action to maintain the sustainability of the ATM network, while committing to maintain the broad geographic spread of machines.

As you may be aware, ATMs are funded via interchange fees, a fee that passes from the card issuer (e.g. a customer's bank) to the ATM deployer each time the card issuer's customer uses a machine. LINK has undertaken changes to this fee and put in place a Financial Inclusion programme that includes premium fees to protect remote free-to-use ATMs one kilometre or further from the next nearest free-to-use ATM or Post Office. More recently, LINK has committed to protecting free access to cash on high streets – where there are five or more qualifying retailers – that do not have a free-to-use ATM or a Post Office counter within one kilometre. Furthermore, this month, LINK announced that £1 million would be made available to fund requests for new ATMs from local areas with poor access to cash.

The Government established the PSR in 2015 with robust powers and a statutory objective to ensure that the UK's payment systems work in the interests of their users. The PSR regulates LINK and is monitoring ATM market developments closely. The PSR has used its powers to hold LINK to account over LINK's public commitments.

You may also be interested to know that UK Finance – the trade association for the UK banking and financial services sector – has launched a Community Access to Cash Initiative, offering grants to local communities to improve cash access through alternative solutions.

I am pleased to see industry taking action through the initiatives set out above and I am determined to see progress in this area. Thank you for taking the trouble to make me aware of these concerns.

*with very best regards*

*John*

JOHN GLEN

① Democratic Services – Athletic.



**Northern  
Ireland  
Office**

**Economic and Domestic  
Policy Group**

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Stormont House  
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Liam Hannaway  
Chief Executive  
Newry, Mourne and Down District Council  
O'Hagan House  
Monaghan Row  
Newry  
BT35 8DJ  
[council@nmandd.org](mailto:council@nmandd.org)

11 November 2019

Dear Mr Hannaway,

Thank you for your letter of 16 October regarding equal protection for children legislation.

The Secretary of State notes your support for including this legislation in the Programme for Government. As per strand one of the Belfast Agreement, the Programme for Government is a matter for the Northern Ireland political parties.

**Economic and Domestic Policy Group**



Mr Liam Hannaway  
Chief Executive  
Newry, Mourne and Down District Council  
Newry Office  
Monaghan Row  
Newry  
BT35 8DJ

21 November 2019

Dear Mr Hannaway,

**Re: Correspondence from Newry, Mourne and Down District Council – Early Diagnosis of Bowel and Breast Cancer, dated 16 October 2019**

At its Council Meeting held 5 November 2019, Council considered the undernoted correspondence

*"Newry Mourne and Down District Council notes that early diagnosis of Bowel and Breast Cancer offer patients the best chance of successful treatment. England, Scotland, Wales and the Republic of Ireland all currently use the faecal immunochemical test (FIT) and have a lowered age for screening. NHS England are currently trialling Breast Cancer Screening at the lower age of 47 and the upper age of 72.*

*This Council will write to the Permanent Secretary for Health Mr Richard Pangelley highlighting the difference in the screening service provision across the UK and Ireland and calling for a review into Bowel Cancer Screening services in the North and to follow the English NHS lead in trialling Breast Cancer Screening at a lower age here in Northern Ireland.*


*The Council will write to the 10 other Councils requesting that they join Newry, Mourne and Down district Council in calling on the Permanent Secretary to commit to a review of Bowel and Breast Cancer Screening as outlined."*



Council agreed, *'to write to Newry, Mourne and Down District Council to state their support for the Notice of Motion'*.

I advise notification of Council's resolution accordingly.

Yours sincerely,



**Sinéad Duggan**  
**Civic Support and Committee & Member Services Officer**

Civic Headquarters, Cloonavin,  
66 Portstewart Road, Coleraine, BT52 1EY

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**FROM THE PERMANENT SECRETARY  
PETER MAY**



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Rm B5.10, Castle Buildings  
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Tel: 028 9052 2992  
email: peter.may@justice-ni.x.gsi.gov.uk

Via Email: [liam.hannaway@nmandd.org](mailto:liam.hannaway@nmandd.org)

Liam Hannaway  
Chief Executive  
Newry, Mourne and Down District Council  
O'Hagan House  
Monaghan Row  
NEWRY  
BT35 8DJ



Our ref: COR-0363-2019

18 November 2019

Dear Liam

Your letter of 16 October 2019 in relation to Attacks on Places of Worship has been sent to me by Tracy Meharg, Permanent Secretary of the Department for Communities, for response.

I note the motion passed by the Council on this issue and would like to take this opportunity to acknowledge the effect that an attack on a place of worship can have in terms of the distress it causes to members of a faith community and the disruption from resulting damage.

In relation to the provision of security measures to places of worship, the Department of Justice does not currently have a specific funding scheme in place. Colleagues here have discussed the Places of Worship Security Fund available in England and Wales, which is available specifically in relation to hate crime, with Home Office officials and are currently considering the evidence and need for a similar scheme in Northern Ireland.

In the meantime, in preventing and responding to attacks on properties in Northern Ireland, you may wish to note the following support that is provided.

The Department of Justice, along with the NI Policing Board, funds Policing and Community Safety Partnerships (PCSPs) to work with the community to identify issues of concern in a local area and to prepare plans to deliver practical solutions to address these. PCSPs also work in partnership with other organisations which contribute to community safety in an area.



① Staggot + Democratic services  
② mwood-info



Department of  
**Justice**  
www.justice-ni.gov.uk

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The PSNI, who are members of PCSPs, also provide the services of Crime Prevention Officers (CPOs). On appointment, a CPO can provide information on crime prevention specific to each need. Further general crime prevention advice/guidance is available on NI Direct at: <https://www.nidirect.gov.uk/information-and-services/crime-justice-and-law/crimes-and-crime-prevention>

Any premise that is attacked may apply to the Compensation Agency for compensation for loss suffered as a result of malicious or wanton damage to property. Under the Criminal Damage (Compensation) (NI) Order 1977, compensation is payable where it can be shown that the damage was caused:

- a) Unlawfully, maliciously or wantonly by three or more persons unlawfully, riotously or tumultuously assembled together; or
- b) As a result of an act committed maliciously by a person acting on behalf of, or in connection with, an unlawful association i.e. an act of terrorism.

Further details regarding the Criminal Damage Scheme can be obtained via the DoJ website: [www.justice-ni.gov.uk/topics/justice-and-law/compensation-services](http://www.justice-ni.gov.uk/topics/justice-and-law/compensation-services)

Department of Justice officials also chair a multi-agency Hate Crime Delivery Group (HCDG). The purpose of this group is to address behaviours that can lead to hate incidents/crimes and to ensure effective support is provided to victims of hate crime. Our aim is to focus on problem solving to reduce these crimes and the impact they can have on communities as well as individuals. The Chair of the HCDG is already in contact with Department of Community officials to engage with their Community Faiths Forum on hate crime matters and will include discussion on this issue.

A copy of this letter has issued to Tracy Meharg, Permanent Secretary, Department for Communities.

Yours sincerely

*Patricia May*





## NOVEMBER HOUSING COUNCIL BULLETIN

The Northern Ireland Housing Council met on Thursday, 14<sup>th</sup> November 2019 at 10.30 am in the Craigavon Civic Centre at the kind invitation of the Alderman Jim Speers

For Information, a report of the attendance is undernoted:-

### **Members Present**

Ald Tommy Nicholl	Mid & East Antrim Borough (Chair)
Cllr Anne-Marie Fitzgerald	Fermanagh & Omagh District (Vice Chair)
Ald John Finlay	Causeway Coast & Glens Borough
Cllr Michelle Kelly	Belfast City
Ald Amanda Grehan	Lisburn & Castlereagh City
Cllr Catherine Elattar	Mid Ulster Borough
Cllr Michael Ruane	Newry, Mourne & Down District

### **Members Apologies**

Cllr Nick Mathison	Ards & North Down Borough
Ald Jim Speers	Armagh City, Banbridge & Craigavon Borough
Ald Allan Bresland	Derry City & Strabane District

The Housing Council's considered various routine items at the Meeting, followed by detailed discussions on the undernoted matters:-

- Members received a presentation by Judith Woodburn from the Department for Communities on Statutory Appointments to the Board of the Northern Ireland Housing Executive
- A power-point presentation was received by Sarah McAdorey from the Housing Executive on Customer Support & Tenancy Sustainment Strategy
- The Housing Executive's Chief Executive gave a verbal update on **Housing Executive's Business from the October Board Meeting**, which included the following items:-
  1. Housing Executive's Board Away Day
  2. Finance Report as at 31<sup>st</sup> July 2019
  3. Demolition
  4. Compliance/Health & Safety Assurance Report
  5. Bonfires Update

- Members then received an update from Paul Price and David Polley Department for Communities, on the **Departments' Housing Top Issues** to date, which included:-
  1. Social Newbuild starts
  2. Co-ownership
  3. Programme for Social Reform
  4. Fundamental Review of Social Housing Allocations Policy
  5. Reclassification of Northern Irelands Social Housing Providers
  6. Supporting People Delivery Strategy
  7. Homelessness Strategy
  8. St Patrick's Barracks, Ballymena
  9. Regulation of the Private Rented Sector
  10. Increasing Housing Supply
  11. Affordable Warmth Scheme
  12. NIHE Rent Scheme
  13. Welfare Reform Mitigation payments
  14. ERDF Investment Growth and Jobs Programme 2014-2020

Due to the General Elections scheduled for Thursday, 12<sup>th</sup> December 2019, it was agreed that the next Housing Council Meeting would be held on Thursday 5<sup>th</sup> December at 10.30 am in Corrs Corner

Should you require any further information or have any questions regarding the content.

### **Contacts**

#### **Chair**

Tommy Nicholl

[Ald.nicholl@midandeantrim.gov.uk](mailto:Ald.nicholl@midandeantrim.gov.uk)

Mobile: 07970012520

#### **Secretary**

Kelly Cameron

The Housing Centre

2 Adelaide Street

Belfast BT2 8PB

[Kelly.cameron@nihe.gov.uk](mailto:Kelly.cameron@nihe.gov.uk)

Tel: 028 95982752

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Ms Marie Ward  
Chief Executive  
Newry, Mourne and Down District  
Council  
Monaghan Row,  
Newry,  
BT35 8DJ

Public Appointments Unit  
Room 5-42  
Clarence Court  
10-18 Adelaide Street  
Belfast  
BT2 8GB

Telephone:

(028 905) 41074

Email:

[dorcas.cutrona@infrastructure-ni.gov.uk](mailto:dorcas.cutrona@infrastructure-ni.gov.uk)

31 October 2019

Dear Ms Ward

### **Appointment of Councillors to the Board of Warrenpoint Harbour Authority (WHA)**

I am writing to invite you to submit a number of Council nominees to be considered by the Permanent Secretary for the Department for Infrastructure (DfI), for appointment to the Board of Warrenpoint Harbour Authority.

The recruitment process will be run under Northern Ireland (Executive Formation and Exercise of Functions) Act 2019 (the EFEF Act). Please note that should there be any amendment to the EFEF Act post 13 January 2020 or should the Assembly return before the end of the recruitment/selection process we will write to you to provide an update of any change to this process.

The Warrenpoint Harbour Order (NI) 2002 provides that a maximum of three Commissioners shall be Members of Newry, Mourne and Down District Council. The DfI Permanent Secretary proposes to appoint three Councillors to the WHA Board.

You may be aware from the last round of Councillor appointments that these are not positions of responsibility as defined under the 2014 Act, which require to be shared across the parties using d'Hondt or Saint-Lague formula of the Single Transferrable Vote method. They are appointments to be made by DfI after consultation with the Council, and in compliance with the Commissioner for Public Appointment Northern Ireland (CPANI) Code.

The Non-Executive Members of the Board, together with the Chair, have corporate responsibility for ensuring that WHA complies with all relevant statutory or administrative requirements including requirements in respect of the use of public



funds. The role will be to work as a member of the Board to bring experience and judgement to bear on issues of strategy, performance and governance. Members should bring wide experience and critical detachment to the work of the organisation and be prepared to constructively criticise and assist executive management in the development of strategic objectives and policies.

The new appointee will be expected to attend the full monthly Board meetings and other ad hoc meetings as required. Board meetings may vary in time commitment from month to month. The appointment may involve a commitment both inside and outside of normal working hours, including representing the Port at occasional evening engagements. Meetings are normally held at the Harbour Commissioners Office, The Docks, Warrenpoint BT34 3JR.

In order to provide the Permanent Secretary with a choice of Council nominees as required by the Commissioner for Public Appointment Northern Ireland (CPANI), the Department invites your Council to nominate six members to be considered by Katrina Godfrey for appointment to the WHA Board. The Permanent Secretary will be unable to make the appointments unless at least two nominations are put forward for each vacancy.

The Commissioner for Public Appointments also requires that public appointees should serve no more than two terms in the same position and no more than ten years in total. Please ensure that those who you are considering to nominate will not have served more than one term on the Board of WHA. Councillors who have already served two terms, of whatever lengths, will not be eligible to be interviewed.

I enclose copies of the Information Booklet and Application Form for completion by each Councillor nominated by the Council to be considered for appointment. Full details of the process are set out in the Information Booklet.

The date of the first two appointments will be 1 March 2020, followed by one further appointment effective from 22 August 2020. The appointments will last for as long as the appointee remains on the Council, up to a maximum of four years.

Nominees should complete the short application form. They will be invited to attend interview on the 20 January 2020, I am sorry but there is no flexibility around this date. The interview panel will comprise two departmental officials and an independent assessor allocated by CPANI. The interview will explore nominees' understanding and experience of corporate governance and the role of a board member. Integrity, conflicts of interest and the time commitment involved in the appointment will also be discussed. The panel will draft a record of these discussions to be sent to the Permanent Secretary to help her decide who to appoint.

Finally, DfI wants to improve diversity on our Boards. We would welcome Council nominations from the following under-represented groups; women, younger people, people with disabilities and people from ethnic minority backgrounds.

I should be grateful if you could arrange for the completed application form for each nominee to be returned no later than **12 noon GMT, Friday 3 January 2020** to:

[publicappointments@infrastructure-ni.gov.uk](mailto:publicappointments@infrastructure-ni.gov.uk)

or

Jennifer Macrory  
DfI Public Appointments Unit  
Clarence Court  
10-18 Adelaide Street  
Belfast BT2 8GB

If you have any queries please do not hesitate to contact me.

Yours sincerely

*Signed*

**Dorcas Cutrona**  
**DfI Public Appointments Unit**



## DEPARTMENT FOR INFRASTRUCTURE

### Application Form

MEMBER OF WARRENPOINT HARBOUR  
AUTHORITY

NEWRY, MOURNE & DOWN DISTRICT  
COUNCIL

**Closing Date – 12 Noon on 3 January 2020**



Official Personal Data (when completed)

Candidate No: \_\_\_\_\_

## APPLICATION FORM

### MEMBER OF WARRENPOINT HARBOUR AUTHORITY

### NEWRY, MOURNE AND DOWN DISTRICT COUNCIL

The Application Form is in three parts. The closing date for the return of completed application forms is 12 Noon GMT on 3 January 2020.

- Typewritten or electronic versions of the application forms are welcome and should be completed in Arial using a minimum font size of 12. Handwritten applications should be completed using **black ink**.
- If your application is submitted by e-mail we will require you to sign Part A when you attend interview.
- Please do not staple, tape or stick additional information to this form. CVs, letters or any other supplementary material in place of or in addition to the completed application form will **not** be accepted.
- We would advise you to retain a copy of your application for your own information.
- Applications will not be reviewed until after the closing date.
- We will only process the personal data you provide us for the purpose of recruiting members to the Board of Warrenpoint Harbour Authority and in line with the Commissioner for Public Appointments NI Code of Practice. For more information, please see our Privacy Notice at [www.infrastructure-ni.gov.uk/dfi-public-appointments](http://www.infrastructure-ni.gov.uk/dfi-public-appointments)

Please send both parts of your completed application to:

**Jennifer Macrory**  
Public Appointments Unit  
Department for Infrastructure  
Clarence Court  
10-18 Adelaide Street  
Belfast BT2 8GB

Or by e-mail to: [publicappointmentsunit@infrastructure-ni.gov.uk](mailto:publicappointmentsunit@infrastructure-ni.gov.uk)

Official Personal Data (when completed)



PART A: PERSONAL INFORMATION

1. PERSONAL DETAILS

Title (Prof/Dr/Mr/Mrs/Ms/etc):										
Surname:										
Forename(s):										
Former surname(s) (if any):										
National Insurance Number:	<table><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>									

CONTACT DETAILS:
------------------

Permanent address, including postcode :	
Telephone No (including STD code):	
Mobile:	
E-mail address:	
Address for correspondence, including postcode: (if different from above)	
Telephone No of correspondence address (including STD code): (if different from above)	

We will normally contact you by email; however, if you would prefer to be contacted by a different means then please indicate this here.

By Telephone ☐ By Mobile ☐ By Post ☐



**3. Reasonable Adjustments**

Please let us know if you require any reasonable adjustments, or arrangements to enable you to attend for interview or take up an offer of appointment. The selection panel will only be advised of any adjustments they need to know about in order to manage the interview process.

**PART B: PUBLIC APPOINTMENTS**

Candidate No: \_\_\_\_\_

1. **PUBLIC APPOINTMENTS** – please list all current public appointments, giving the name of the public body, the position held, the length of the appointment and any remuneration paid.

Public Body	Position Held	Dates		Remuneration
		From	To	

Have you ever been a member of the Board of Warrenpoint Harbour Authority?

Yes ☐ No ☐

If you have previously served on this board please indicate when and the positions held	Position Held	From	To

Official Personal Data (when completed)

**PART B: PUBLIC APPOINTMENTS**

**2. PROBITY AND CONFLICTS OF INTEREST**

*Before you complete this section, it is important that you read the guidance on probity and conflicts of interest contained in your information pack.*

a) Are you prepared to abide by the seven principles of public life?

Yes ☐ No ☐

b) Have you, your partner or your immediate family, any business or other interests or personal connections that might be construed as being in conflict with the appointment for which you have nominated for?

Yes ☐ No ☐

c) Are there any other probity issues which might cause embarrassment if, in the future, they are raised in public?

Yes ☐ No ☐

If you answered **yes** to questions b) and/or c) above, please provide details below

Any potential probity issues or conflicts of interest detailed above will not prevent you from being called for interview but will be explored with you at that time to establish how you would address the issue should you be successful in your application.

## PART B: PUBLIC APPOINTMENTS

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### 3. DECLARATION

I have read and understood the information provided in the Candidate Information Booklet. I declare that I am available to meet the time commitment required for this role.

I have read the 'Probity and Conflicts of Interest: Guidance for Candidates' information leaflet and I understand that, if appointed, I must raise with the Departmental Permanent Secretary and the Chief Executive of the public body, any probity or conflict of interest issues that might arise during my term of appointment and that my failure to do so could lead to my appointment being terminated.

I undertake to inform DfI Public Appointments Unit in writing of any change in my circumstances which may occur between the date of my application and any possible date of appointment.

I have read the information pack and understand my responsibilities in relation to statutory disqualifications and public appointments. I declare that the information I have given in support of my application is true and accurate to the best of my knowledge and belief and is a reflection of my own individual experience, personal achievements and undertakings and all statements contained therein relate to me personally. I understand that if I am found to have suppressed any material fact or to have given false answers I will be liable to disqualification or, if appointed, to dismissal.

I understand and accept that the information I have provided will be processed by the Department for Infrastructure, in accordance with its Data Protection Registration, for the purposes of making these public appointments; and that this may involve disclosing information to other Government Departments, the Commissioner for Public Appointments for Northern Ireland, or anonymously in response to Assembly Questions and other enquiries.

I also understand and accept that, if appointed, my name will be published in the Public Appointments Annual Report. Also that some of the information I have provided will be included in a press release announcing my appointment and therefore placed in the public domain.

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

Official Personal Data (when completed)



## EQUAL OPPORTUNITIES MONITORING

The Northern Ireland Civil Service (NICS) is committed to ensuring that all eligible persons have equal opportunity for public appointments on the basis of their ability and aptitude for the role. Monitoring is carried out to help us ensure that our processes and procedures promote equality of opportunity as far as possible and therefore your help in completing and returning this monitoring form would be appreciated. Please note the information you provide in this monitoring form will be held separately from any identifying information. The information will be used for statistical purposes only and analysed independently by staff in the Northern Ireland Statistics and Research Agency (NISRA) in the strictest confidence. Thank you for your cooperation.

### National Insurance number

Please enter your National Insurance Number below:

--	--	--	--	--	--	--	--	--

### Gender

Please tick one box:

<input type="checkbox"/>	Male
<input type="checkbox"/>	Female

### Age

Please give your date of birth:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Day		Month		Year			

### Community Background

Please indicate your community background by ticking the appropriate box below:

<input type="checkbox"/>	I have a Roman Catholic community background
<input type="checkbox"/>	I have a Protestant community background
<input type="checkbox"/>	I have neither a Protestant or Roman Catholic community background

### Disability

The Disability and Discrimination Act (DDA) defines a disability as a “physical or mental impairment which has substantial and long-term adverse effect on a person’s ability to carry out normal day to day activities”.

Do you consider yourself to have a disability (Please tick one box below)

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No





**What is your ethnic group?**

<input type="checkbox"/>	White	<input type="checkbox"/>	Chinese	<input type="checkbox"/>	Irish Traveller
<input type="checkbox"/>	Indian	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>	Bangladeshi
<input type="checkbox"/>	Black Caribbean	<input type="checkbox"/>	Black African	<input type="checkbox"/>	Black Other

**Are you a member of a Mixed Ethnic Group?**

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

If you are of other ethnic origin, please specify

**Language**

Is English your first language? (Please tick one box below):

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

**Sexual Orientation**

Please consider the statement below and tick one box:

My sexual orientation is towards someone:

<input type="checkbox"/>	Of the same sex (this covers gay men and lesbians)
<input type="checkbox"/>	Of a different sex (this covers heterosexual men and women)
<input type="checkbox"/>	Of the same sex and of the opposite sex (this covers bisexual men and women)

**Marital status**

Please indicate your marital status by ticking one box below:

<input type="checkbox"/>	Single, that is never married or in a civil partnership
<input type="checkbox"/>	Married
<input type="checkbox"/>	Separated, but still legally married
<input type="checkbox"/>	Divorced
<input type="checkbox"/>	Widowed
<input type="checkbox"/>	In a civil partnership
<input type="checkbox"/>	Separated, but still legally in a civil partnership
<input type="checkbox"/>	Formerly in a civil partnership which is now legally dissolved
<input type="checkbox"/>	Surviving partner from a civil partnership

**Dependants**

Do you have personal responsibility for the care of a child, or children, a person with a disability or a dependent older person?

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No



**ADDITIONAL INFORMATION**

Which sector would you consider best reflects your employment history over the course of your career?

- |                          |                     |
|--------------------------|---------------------|
| <input type="checkbox"/> | Private Sector      |
| <input type="checkbox"/> | Civil Service       |
| <input type="checkbox"/> | Other Public Sector |
| <input type="checkbox"/> | Voluntary Sector    |

Other, Please Specify:

What is your highest level of educational attainment?

- |                          |                             |
|--------------------------|-----------------------------|
| <input type="checkbox"/> | No Qualifications           |
| <input type="checkbox"/> | GCSE/ O-level or equivalent |
| <input type="checkbox"/> | A-level or equivalent       |
| <input type="checkbox"/> | Degree or higher            |



## DEPARTMENT FOR INFRASTRUCTURE

# Public Appointments Candidate Information Booklet

MEMBER OF WARRENPOINT HARBOUR  
AUTHORITY

NEWRY, MOURNE & DOWN DISTRICT  
COUNCIL

**This information pack can be made available in other formats, such as Braille, large print, audio etc. To request this or any other information on the appointment process please contact:**

**Jennifer Macrory**  
Public Appointments Unit  
Department for Infrastructure  
Clarence Court  
10-18 Adelaide Street  
Belfast BT2 8GB

Tel: 028 9054 1002  
Text relay service 18001 028 9054 1002  
E-mail your request to: [publicappointmentsunit@infrastructure-ni.gov.uk](mailto:publicappointmentsunit@infrastructure-ni.gov.uk)

## CONTENTS OF THIS BOOKLET

Section 1	Information about Warrenpoint Harbour Authority (WHA)
Section 2	Role Profile and Person Specification
Section 3	Application and Selection Process
Section 4	Equal Opportunities Monitoring and Complaints Procedure
Annexes	Expenses Form & Probity and Conflicts of Interest Guidance

## KEY APPOINTMENT PROCESS STAGES

Stage in Process	Timescale
Closing Date for applications	Noon GMT, 3 January 2020
Interviews	20 January 2020
Date of appointments	1 March 2020 (2) and 22 August 2020 (1)

### Privacy Notice

The Department for Infrastructure will only process the personal data you provide us for the purpose of recruiting members to the Board of Warrenpoint Harbour Authority and in line with the Commissioner for Public Appointments NI Code of Practice. For more information, please see our Privacy Notice at [www.infrastructure-ni.gov.uk/sites/default/files/publications/infrastructure/public-appointments-privacy-notice.pdf](http://www.infrastructure-ni.gov.uk/sites/default/files/publications/infrastructure/public-appointments-privacy-notice.pdf)

## **Section 1 – Information about Warrenpoint Harbour Authority (WHA)**

1. Applications from Newry, Mourne and Down District Council are invited for three Non-Executive Councillor Members for the Board of Warrenpoint Harbour Authority. Two vacancies will arise 1 March 2020 and one 22 August 2020.

### **Warrenpoint Port**

2. Warrenpoint is a Public Trust Port. The Port was established in 1971 and in general cargo terms, is the second largest port in Northern Ireland, with 3.6 million tonnage handled by the Port in 2018. Warrenpoint is one of Northern Ireland's main commercial ports, serving a hinterland which includes the southern part of Northern Ireland and the northern part of the Republic of Ireland. The Port's geographic position constitutes a major strategic advantage located half way on the main strategic network of the Belfast to Dublin economic corridor.
3. The published 2018 accounts for WHA showed a turnover of £6.1 million and a profit before interest taxation of £0.86m. The tangible assets of the company were valued at £26.5 million.

### **Warrenpoint Harbour Authority**

4. WHA is a corporate body, having perpetual succession and was first constituted by the Warrenpoint Harbour Authority Order (Northern Ireland) 1971. Its constitution is now enshrined in the Warrenpoint Harbour Authority Order (Northern Ireland) 2002.
5. Warrenpoint Harbour Authority Orders of 1971 and 2002 conferred powers on the Authority to preserve, improve and manage the Port of Warrenpoint. The Authority also has the power to construct and maintain specific works, to levy dues, to deal with abandoned vessels and to make bylaws.

## Constitution of WHA

6. The constitution of the Authority is set out in the Warrenpoint Harbour Authority Order (Northern Ireland) 2002. The order provides for the following:
  - The Authority shall consist of not less than 8 and not more than 12 persons who shall be appointed by the Department for a period of 4 years or such lesser period as the Department may determine. The persons appointed will include the persons appointed as Chief Executive and the Finance Director to the Authority.
  - The Department shall designate a member of the Authority as Chairman of the Authority and may designate another member of the Authority as Deputy Chairman.
  - A maximum of three of the persons appointed to the Authority shall be members of Newry, Mourne and Down District Council appointed by the Department following consultation with the Council. Such an appointment will remain valid only while the person so appointed remains a member of the Council.
7. There are currently 9 members of the Authority, including the Chair, Chief Executive, the Finance Director and two members of Newry, Mourne and Down District Council.

## Key Priorities

8. In April 2018, Warrenpoint Harbour Authority (WHA) published its draft Masterplan for Warrenpoint Port 2018-2043. The Masterplan sets out the port's 5 core objectives to address the key issues affecting the future operation of the port, these are:
  - **Improve transportation and circulation** – Including the Newry Southern Relief Road and better road access into the port.
  - **Improve Port capacity, operations and facilities** – Better access, storage facilities and better cargo handling by investment in new cranes, plant and machinery.



- **Grow a diverse customer base** – Developing better cargo handling facilities and specialist storage solutions and enhance shipping access through improved dredging scheme.
- **Develop and improve linkages with the Town** – Including redeveloping the Town Dock Office as the port's administration centre so it faces the Town Square and open up access to the Marina.
- **Develop a long term expansion strategy** – looking at long term options beyond the next 25 years for increasing dockside capacity and on and off site storage and distribution capacity.

### Governance Arrangements

9. WHA is committed to high standards of Corporate Governance consistent with the requirements of a Trust Port. This covers all financial reporting issues, the control environment and any governance matters.
10. **For further information please consult the Annual Report which can be accessed by the link below:**

<https://warrenpointport.com/wp-content/uploads/2019/06/Warrenpoint-Port-Annual-Report-2018-ONLINE-1.pdf>



## Section 2 – Role Profile and Person Specification

11. The Non-Executive Members of the Board, together with the WHA Chair, have corporate responsibility for ensuring that Warrenpoint Harbour Authority complies with all relevant statutory or administrative requirements including requirements in respect of the use of public funds.
12. The role will be to work as a member of the Board to bring experience and judgement to bear on issues of strategy, performance and governance. Members should bring wide experience and critical detachment to the work of the organisation and be prepared to constructively criticise and assist executive management in the development of strategic objectives and policies.
13. The Board Member will be expected to:
  - Contribute to the work of the Board in embedding Warrenpoint Harbour's Business Plan which sets out the overall strategic direction for the Port.
  - Make a full contribution to the business of the Warrenpoint Harbour Authority Board, including the formulation of strategy for the organisation.
  - Participate in any training or facilitated workshops relating to Board business.
  - Work to ensure that Warrenpoint Harbour complies with relevant legislation, licence and governance arrangements.
  - Respect and abide by the rules of confidentiality that apply to the business of Warrenpoint Harbour as a commercial organisation.
  - Support the Chair to challenge and scrutinise the Chief Executive and management team to ensure that Warrenpoint Harbour achieves its objectives and targets and achieves value for money and efficiency in its operations.
  - Help to improve the value and quality of service provided to customers and ensure that these are key priorities for Warrenpoint Harbour.
  - Carry out the tasks associated with membership of Committees of the Board.
  - Comply with the UK Corporate Governance Code and the "seven principles of public life".

- Ensure appropriate representation of the views of WHA to the general public and all other stakeholders.
  - Use his/her judgement and experience to safeguard the public interest in relation to WHA.
14. Councillors will be expected to demonstrate at interview, an understanding of the role of a board member, a high standard of probity and integrity and an understanding of the seven principles underpinning public life.
  15. Potential or perceived Conflicts of Interest will be explored at interview.
  16. An understanding or experience of corporate governance will also be explored at interview.
    - **Governance is about the leadership, direction and supervision of an organisation. It means making sure that the organisation is well run (or governed) and carries out the work it was set up to do.** Councillors may talk through an example/s from their community involvement or voluntary work, as well as those experiences found within the employment field. Councillors can use examples from working or personal life.

### Period of Appointment

17. The appointment will be for a maximum of four years from 1 March 2020 or 22 August 2020. The appointments will only remain valid while the person so appointed remains a member of Newry, Mourne and Down District Council.
18. It is the policy of the Department that there is no reappointment without a competition taking place. The outgoing members may be eligible to serve a second term by again being nominated by Council and then going through competition. His or her application will also be subject to evidence of an appropriate standard of performance having been achieved during the initial period in office and evidence of continued adherence to the seven principles of public life.

### **Training**

19. Appropriate induction training will be provided to the new appointee.

### **Time Commitment and Remuneration**

20. The remuneration is approximately £7,497 per annum based on anticipated attendance of up to two business days per month. The new Members will be expected to attend the full monthly Board meetings and other ad hoc meetings as required. Board meetings may vary in time commitment from month to month. The appointment may involve a commitment both inside and outside of normal working hours, including representing the Warrenpoint Harbour Authority at occasional evening engagements. Meetings are normally held at the Harbour Office, The Docks, Warrenpoint BT34 3JR.

### **Expenses**

21. Following appointment, reasonable travelling expenses and subsistence will be paid to attend meetings in accordance with WHA's processes. Any additional costs associated with childcare, dependents or having a disability will also be considered to enable the Member to attend meetings. All remuneration and expenses are subject to deduction of income tax and national insurance.
22. The appointment is not pensionable.

### **Code of Practice**

23. A Code of Practice governs the activities of the Commissioners. To ensure that public service values remain at the heart of the Warrenpoint Harbour Authority, Members are required, on appointment, to demonstrate high standards of corporate and personal conduct and to subscribe to the Code of Conduct for Board Members of Public Bodies.

## Section 3 – Application and Selection Process

### Diversity in Public Appointments

24. The Department of Infrastructure is committed to the principles of public appointments based on merit with independent assessment, openness and transparency of process. The Department is also committed to equality of opportunity and welcomes application forms from all suitably qualified applicants irrespective of religious belief, gender, race, political opinion, age, disability, marital status, sexual orientation, or whether or not they have dependants.
25. The Department is committed to taking measures to improve the diversity of its Boards. Women, younger people, ethnic minorities and people with disabilities are currently underrepresented on the Board and applications from these groups would be particularly welcome.
26. This appointment is regulated by the Commissioner for Public Appointments for Northern Ireland (CPA NI) and the competition may be examined by CPA NI for compliance with the Commissioner's Code of Practice.

### Application Procedure

27. Application forms or further information about the process can be obtained from Jennifer Macrory at the address on the cover of this document or by e-mailing a request to: [publicappointmentsunit@infrastructure-ni.gov.uk](mailto:publicappointmentsunit@infrastructure-ni.gov.uk).
28. Hard copy or electronic versions of the application form are acceptable. You must not reformat the electronic application form. CVs, letters, or any other supplementary material in place of, or in addition to, completed application forms will not be accepted.
29. Applications should be fully completed and as clearly as possible using black ink or Arial typescript minimum font size 12. All sections of the application form should be completed.

30. Information documents and application forms can be provided in alternative formats. Any applicants who require assistance should contact Jennifer Macrory. All reasonable adjustments will be made to accommodate the needs of Councillors with a disability.
31. Application forms should be submitted by post, email or in person to arrive with Jennifer Macrory by **12 Noon on GMT on 3 January 2020** (see contact details on cover sheet).

### **Selection Process**

32. All nominees submitted by the Council will be interviewed by a selection panel comprising three members, two officers from the Department, and an Independent Member.
33. The Selection Panel will explore issues of probity, conflict of interest, time commitment and understanding or experience of corporate governance with each nominee. A written record will be made of the discussions for each nominee. An applicant summary will be prepared to provide the decision maker with information about each nominee.

**The options listed below under Presentation of Results are correct at the launch of this process. However it should be noted they may be subject to change from 13 January 2020 following any legislative amendment to the Northern Ireland (Executive Formation etc) Act 2019 Candidates will be informed of any change to the list below.**

### **Presentation of Results to the Permanent Secretary/Minister**

34. If a Minister for the Department for Infrastructure is in place by the conclusion of the selection process he/she will be asked to sanction the competition and to state his/her preference for the presentation of the outcome of interviews, i.e. ranked or unranked list. The Minister will also confirm if he/she would like to create of a reserve list to cover any unforeseen vacancies that arise within 12 months of the date of the decision to appoint.



35. In the event that there is still no Minister in place at the conclusion of the selection process, the Permanent Secretary will be asked how she would like the list of suitable candidates to be presented to her.
27. The Minister or the Permanent Secretary will then be presented with a list of appointable candidates (ranked/unranked depending on their previously declared preference). The submission will also include an applicant summary. This will provide an objective analysis of each Councillor's skills and experience, based on the information provided by each Councillor during the interview and the selection panel's assessment of that individual. Should the Permanent Secretary take the decision, the resulting appointment may be reviewed and may be confirmed or terminated by an incoming Minister.
36. The Minister or the Permanent Secretary may decide to create a reserve list to cover any vacancies that may arise within 12 months of the date of the decision.

#### Timetable / Time Frame

37. The deadline for receipt in all cases is **12 Noon GMT on Friday 3 January 2020**. Applications will be individually date-stamped and the time of receipt formally recorded. It is the responsibility of the applicant, taking into account their chosen method of delivery, to ensure that sufficient time is allowed for their application to arrive with the Department on or before the deadline. **Late applications will not be accepted.** Please ensure that posted applications bear the correct amount of postage as any shortfall may lead to a delay in delivery, causing you to miss the deadline. Applicants who send their application form electronically are also required to meet the closing deadline for receipt in this office.
38. Interviews are expected to be held on **20 January 2020**, with the successful nominees confirmed as soon as possible thereafter.

#### Disqualified Candidates

39. There are no statutory disqualification criteria for this post.

## Probity and Conflicts of Interest

40. The Department must ensure that any individual appointed is committed to the seven principles of conduct underpinning public life and values of public service. **These principles are: Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership.** The successful candidate will be asked as part of their appointment to sign a declaration committing to the seven principles.
41. The information pack includes copies of the leaflets entitled “Probity and Conflicts of Interest – Guidance for Candidates” and an information leaflet from the Office of the Commissioner for Public Appointments (NI) about “Conflicts of Interest, Integrity and Making a Complaint”. These provide information on these issues, including some examples to help applicants evaluate whether or not they have a real, perceived or potential conflict.
42. The Department must take account of any actual or perceived conflict of interest. Therefore, applicants, in their application form, must disclose information or personal connections which, if they were to be appointed, could lead to a conflict of interest or be perceived as such. Failure to do so could lead to the appointment being terminated.
43. It is very important that all applicants provide appropriate details on their application form of any interests which might be construed as being in conflict with the appointment for which they have applied. If it appears, from the information provided on the form, that a possible conflict might exist, or arise in the future, this will be fully explored with the applicant with a view to establishing whether it is sufficiently significant to prevent the individual from carrying out the duties of the post. The Panel will do this at interview stage.

## Other Public Appointments

44. Departments have a duty to satisfy themselves, as far as practicable, that those they appoint to the Boards of public bodies will carry out their duties in an efficient and effective manner. The Department for Infrastructure will, therefore, be checking with other Departments if there are any probity or performance issues associated with applicants



who hold other public appointments. Similar information will be provided by the Department on request about all associated board members.

### **The Two Terms Rule**

45. According to the CPANI Code, those who have served two terms in the same position on the same board cannot apply through open competition for a third term. If any applicant has served two terms in this position, his/her application will be discounted at the sift stage.

### **Double Paying**

46. Applicants who already work in the public sector need to be aware that:
- they may be ineligible for consideration for this appointment if in the Department's view there is a conflict of interest, the perception of a conflict or a potential conflict, between the appointment and their existing commitments;
  - where applicable, they will be asked to confirm that they have permission from their employer to take up an appointment if one is offered; and
  - no one can be paid twice from the public purse for the same period of time. As a result, applicants who already work in the public sector may not be entitled to claim remuneration for this position if the duties are undertaken during a period of time for which they are already paid by the public sector.
47. In the interests of minimising the potential for double paying, the Department reserves the right to contact your employer regarding your candidature.
48. Former Civil Servants are subject to rules on the Acceptance of Outside Business Appointments, Employment or Self-Employment for a period of up to two years after leaving the NI Civil Service. Individuals in this category, who wish to apply, should check their eligibility to do so with their former Department.

## Publicising Appointments

49. A Press Release will be published to announce the appointment. The Commissioner for Public Appointments also requires that announcements about successful candidates should contain details of any recent political activity. Consequently, should you be appointed, you will be required to complete a political activity form. Details of any political activity, together with some of the information that you have provided in your application form, will be made public in the press announcement. This applies particularly to any other public appointments you may hold and to any significant political activity recently undertaken by you. The Press Release will include:

- Your name;
- A short description of the body to which you have been appointed;
- A brief summary of the skills and knowledge you bring to the role;
- The period of appointment;
- Any remuneration associated with the appointment;
- Details of all other public appointments held and any related remuneration received; and
- Details of any political activity declared in the last 5 years

## Section 4 - Equal Opportunities Monitoring and Complaints Procedure

### Equal Opportunities Monitoring Form

50. The Department is committed to providing equality of opportunity. The Department monitors applications to ensure that equal opportunities measures are effective in its appointments processes. Applicants are therefore asked to complete the Equal Opportunities Monitoring Form attached to the application form. The information is purely for monitoring purposes. It is **not** made available to the selection panel and does **not** play a role in the decision-making process. The information will be analysed independently by staff in the Northern Ireland Statistics and Research Agency and will be treated in strict confidence.

### Diversity in Public Appointments

51. The Department is committed to equality of opportunity and welcomes applications from all suitably qualified people irrespective of religious belief, gender, disability, ethnic origin, political opinion, age, marital status, sexual orientation or whether or not they have dependants.
52. Women, younger people, people with a disability and ethnic minority communities are currently under represented on the Board and applications from these groups would be particularly welcome.

### Complaints Procedure

53. The Department is committed to getting this appointment process right first time. However, if you are not entirely satisfied with any aspect of our service, please tell us and we will do our best to resolve the matter. Our aim is to resolve any complaint quickly and you are invited initially to bring any concerns you may have to the official named below. However, if you still feel dissatisfied after this approach, you may initiate a formal complaint in writing. Please direct your concerns in the first instance to:

Dorcas Cutrona  
Head of Public Appointments Unit  
Department for Infrastructure  
Room 5-08, Clarence Court  
10-18 Adelaide Street  
Belfast  
BT2 8GB  
Email: [dorcas.cutrona@infrastructure-ni.gov.uk](mailto:dorcas.cutrona@infrastructure-ni.gov.uk)

If you remain dissatisfied you may then write to:-

Commissioner for Public Appointments for Northern Ireland (CPA NI)  
Dundonald House  
Annexe B  
Stormont Estate  
Upper Newtownards Road  
Belfast  
BT4 3SB  
Email: [info@publicappointments.org](mailto:info@publicappointments.org)

## Annexes

### REIMBURSEMENT OF TRAVEL EXPENSES

Interview for: \_\_\_\_\_ Venue \_\_\_\_\_  
 Interview time: \_\_\_\_\_ Interview date: \_\_\_\_\_

*Claim forms must be submitted within **one month** of attendance at interview. Please complete in Capital Letters*

Name	Address	
Total number of miles claimed @ Public Transport mileage rate, currently (25.7p per mile)  Insert No. of miles: <input type="text"/>	Details of Return Journey	Official use
<b>Public Transport Fares</b> (Bus, Rail, Air - attach receipts)  <i>Only receipted fares will be                      considered for reimbursement</i>		
<b>Other (attach VAT Receipts)</b>  <i>Only receipted expenses will be                      considered for reimbursement</i>		
<b>Total Claimed</b>		<b>Total Recommended</b>

**DECLARATION:** I declare that I necessarily incurred all of the above expenses to attend the above interview and that the information provided is accurate and complete.

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

<b>DATE RECEIVED:</b> _____	
<b>CLAIM CHECKED:</b> I confirm that to the best of my knowledge, the facts given in this claim are correct. I recommend payment of: £ _____	
Signed: _____	Date: _____
<b>RECOMMENDED FOR PAYMENT</b>	
Signed: _____	Date: _____

NOTES:

Claim forms must be fully completed and original receipts for travel and other expenses must be attached.

Any claim that does not include the necessary information and/or receipts will be returned to the candidate.

Claims that are complete will be processed and payment made within 30 working days of the date of receipt.

If you have any query on your entitlement to make a claim, please contact:

Jennifer Macrory



## PROBITY & CONFLICTS OF INTEREST

### GUIDANCE FOR CANDIDATES

*This guidance should be read in conjunction with the information contained in the leaflet “CPA NI Guidance on Conflicts of Interest, Integrity and how to raise a complaint” which provides examples of the types of issues that may give rise to conflicts of interests.*

#### **Standards of behaviour**

Ministers expect that the conduct of those they appoint to serve on the Boards of public bodies will be above reproach. Everyone who puts themselves forward for a public appointment must be able to demonstrate their commitment to the maintenance of high standards in public life.

#### **The Seven Principles Underpinning Public Life**

In 1995, the Committee on Standards in Public Life defined seven principles, which should underpin the actions of all who serve the public in any way. These are:

**Selflessness** - Holders of public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or other friends.

**Integrity** - Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.

**Objectivity** - In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

**Accountability** - Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

**Openness** - Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

**Honesty** - Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

**Leadership** - Holders of public office should promote and support these principles by leadership and example.

As part of the selection process you will be tested on your commitment to maintaining high standards in public life with particular emphasis on probity issues and conflicts of interest.

**What is a conflict of interest?**

Public Appointments require the highest standards of propriety, involving impartiality, integrity and objectivity, in relation to the stewardship of public funds and the oversight and management of all related activities. This means that any private, voluntary, charitable or political interest which might be material and relevant to the work of the body concerned should be declared.

There is always the possibility for real or perceived conflicts of interest to arise. Both are a problem, as the perceived inference of a conflict may, on occasions, be as damaging as the existence of a real conflict.

No-one should use, or give the appearance of using, their public position to further their private interests. This is an area of particular importance, as it is of considerable concern to the public and receives a lot of media attention. It is important, therefore, that you consider your circumstances when applying for a public appointment and identify any potential conflicts of interest, whether real or perceived.

**Surely a perceived conflict is not a problem, as long as I act impartially at all times?**

The integrity of the individual is not in question here. However, it is necessary for the standing of the individual and the board that members of the public have confidence in their independence and impartiality. Even a perceived conflict of interest on the part of a board member can be extremely damaging to the body's reputation and it is therefore essential that these are declared and explored, in the same way as an actual conflict would be. The fact that a member acted impartially may be no defence against accusations of potential bias.

**What should I do if I think I have a conflict of interest?**

You will find a section on conflicts of interest in the application form for you to complete. This asks you to consider and declare whether or not you have a real, or perceived, conflict. If you are unsure if your circumstances constitute a possible conflict, you should still complete this section, in order to give the Selection Panel as much information as possible.

**If I declare a conflict, does this mean I will not be considered for appointment?**

No - each case is considered individually. If you are short-listed for interview, the Panel will explore with you how far the conflict might affect your ability to contribute effectively

and impartially on the Board and how this might be handled, if you were to be appointed. For example, it may be possible to arrange for you to step out of meetings where an issue is discussed, in which you have an interest. However, if, following the discussion with you, the Panel believes that the conflict is too great and would call into question the probity of the Board or the appointment they can withdraw your application from the competition. The summary of the outcome of the interview process, which is put to the Ministers, will include clear written reference to any probity issues or perceived or actual conflicts of interest connected to any candidate put forward as suitable for appointment. It will include sufficient information to ensure that the Ministers are fully aware of any of these matters and can make an informed decision.

**What happens if I do not declare a known conflict, which is then discovered by the Department after my appointment?**

Again, each case would be considered on its merits, but the Department may take the view that by concealing a conflict of interest, you would be deemed to have breached the seven principles of conduct underpinning public life and may terminate your appointment.

**What happens if I do not realise a potential conflict exists?**

This situation may arise where the applicant is not familiar with the broad range of work which a body covers and therefore does not realise that a conflict might exist. In some cases, the Panel, with their wider knowledge of the body, might deduce that there is a potential conflict issue, based on the information on employment and experience provided by the candidate in the application form. They will then explore this at interview with the candidate.

**What happens if a conflict of interest arises after an appointment is made?**

This could arise for two main reasons. The first is that the member's circumstances may change, for example, they may change jobs and in doing so, a conflict with their work on the board becomes apparent. The second is where a member is unfamiliar with the range of the work of the body, but after appointment, it becomes clear that a conflict exists where none had been envisaged during the appointment process.

In both cases, the issue should be discussed with the Chair of the board and the Chief Executive of the body concerned, in consultation with the Sponsoring Department, to decide whether or not the member can continue to carry out their role in an appropriate manner and each case is considered individually.

It may be that the conflict is such that it would be impractical for the member to continue on the board, if they would have to withdraw from a considerable amount of the body's routine business. In such cases, the member may be asked to stand down from the body.

You may be asked to sign a declaration of commitment to the above principles as a condition of your appointment.