



May 11th, 2017

Notice Of Meeting

You are invited to attend the Strategy Policy and Resources Committee Meeting to be held on **Thursday, 11th May 2017 at 5:00 pm** in **Downshire Civic Centre**.

The Members of the Strategy Policy and Resources Committee are:-

Chair: Councillor P Brown

Vice Chair: Councillor C Enright

Members: Councillor T Andrews Councillor N Bailie

Councillor R Burgess Councillor P Byrne

Councillor M Carr Councillor W Clarke

Councillor S Doran Councillor M Murnin

Councillor B Ó'Muirí Councillor B Quinn

Councillor M Ruane Councillor G Sharvin

Councillor W Walker

Agenda

1.0 Apologies and Chairperson's Remarks

2.0 Declarations of Interest

3.0 Action Sheet of the Strategy, Policy and Resources Committee Meeting held on 13 April 2017 (copy attached)

 *SPR-13042017.pdf*

Page 1

Local Development Plan

4.0 Statement of Community Involvement - Finalised Draft (copy attached)

Planning Committee members to be invited.

 *SPR Report re SCI May'17.pdf*

Page 9

 *SCI - Finalised Draft (May 2017).pdf*

Page 11

 *SCI - Consultation Report.pdf*

Page 58

Corporate Planning and Policy

5.0 Communications/Marketing Assignment (copy attached)

 *Communications Marketing Assignment Report.pdf*

Page 81

6.0 Rural Needs Act (Northern Ireland 2016) (copy attached)

 *Rural Needs Act (NI) 2016 .pdf*

Page 83

7.0 Tuairisc is déanaí ar Ghrúpa Oibre um Straitéis na Gaeilge / Update Report on Irish Language Strategy Cross Party Working Group (copy attached)

Aguisíní: Leathanach Gnímh ó Chruinniú Ghrúpa Oibre Traspháirtí um Straitéis na Gaeilge a bhí ar siúl ar 3 Bealtaine 2017

Téarmaí Tagartha Nuashonraithe do Ghrúpa Oibre Traspháirtí um Straitéis na Gaeilge

Freagra CCIMD ar Chomhairliúchán Fhoras na Gaeilge: Scéim na nOifigeach Gaeilge sa Rialtas Áitiúil ó Thuaidh

Appendices: Action sheet of Irish Language Strategy Cross Party Working Group meeting 3 May 2017
Updated Irish Language Strategy Cross Party Working Group Terms of Reference May 2017
NMDDC Consultation response to Foras na Gaeilge: The Irish Language Officers Scheme in Local Government in the North.

 <i>Tuairisc do Choiste Straiteise Polasai agus Acmhainní 11 Bealtaine 2017 - Update on Irish Language Strategy Cross Party Wor.pdf</i>	<i>Page 86</i>
 <i>Action Sheet IL strategy cross party working group 03-05-17 bilingual final.pdf</i>	<i>Page 90</i>
 <i>Freagra ar Chomhairliúchán Fhoras na Gaeilge um Scéim na nOifigeach Gaeilge - NMDDC Response to Foras na Gaeilge The IrishLa.pdf</i>	<i>Page 94</i>
 <i>Updated Irish Language Strategy Cross Party Working Group TOR May 2017 final.pdf</i>	<i>Page 103</i>

Corporate Services - Democratic Services

8.0 Book of Condolence Policy (copy attached)

Matter referred back from Council 2.5.2017

 <i>books of condolence spr may 2017.pdf</i>	<i>Page 105</i>
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For Consideration and/or Decision

9.0 Request from Down GAA re car parking/crash barriers/tables in Newry (copy attached)

 <i>Additional Parking - Pairc Esler - Letter.pdf</i>	<i>Page 106</i>
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10.0 Update on Newry Civic Centre (copy attached)

 <i>Newry Civic Centre.pdf</i>	<i>Page 107</i>
 <i>Appendix A NCCR Project Board TOR.pdf</i>	<i>Page 111</i>

11.0 Update on dissolution of the Local Government Staff Commission (LGSC) (copy attached)

 <i>Report to SPRC May 2017 re LGSC.pdf</i>	<i>Page 115</i>
 <i>Appendix 1.pdf</i>	<i>Page 116</i>

12.0 Lease of Boat House, Marine Parade, Warrenpoint (copy attached)

Lease of Boat House, Marine Parade, Warrenpoint.pdf

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Notices of Motion

13.0 Notice of Motion

COUNCILLOR REILLY'S NOTICE OF MOTION (BELOW) HAS BEEN WITHDRAWN.

Notice of Motion received from Councillor Reilly, referred from Council Meeting of 6th March 2017.

"That this Council investigates the possibility of entering into contract hire agreements for the supply of refuse collection vehicles.

That this Council gives serious consideration to the operational benefits of contract hire for refuse collection vehicles and presents a cost benefit analysis to Council and invites contract hire suppliers to address council on how the scheme works."

Items Restricted in accordance with Part 1 of Schedule 6 of the Local Government Act (NI) 2014

14.0 Annual Debt Write-Off (copy attached)

This item is deemed to be restricted 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).

9.5.17 Debt Write Off.pdf

Not included

WRITE OFF MAR 17.pdf

Not included

15.0 Option for Gas at Down Leisure Centre (copy attached)

This item is deemed to be restricted 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).

5.5.17 Report re Gas Heating in DLC.pdf

Not included

16.0 RTS Director Recruitment (copy attached)

This agenda item involves exempt information as defined in Section 51 of the Local

Government Act (NI) 2014, Schedule 6 Part 1, Para 1 - 4 and the Council may, by resolution, exclude the public during discussion on this matter

 *Report re Director Recruitment.pdf*

Not included

17.0 Site for new Down High School, Downpatrick (copy attached)

This item is deemed to be restricted 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).

 *Down High Site.pdf*

Not included

18.0 Strategic Projects Working Group Minutes - 25 April 2017 (to follow)

This item is deemed to be restricted 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).

 *Strategic Projects Working Group Minutes 25.4.2017.pdf*

Not included

19.0 Tender for Legal Services – Former Newry and Mourne District Council (copy attached)

This item is deemed to be restricted 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).

 *5.5.17 Report re NI Public Services Ombudsman.pdf*

Not included

Invitees

Cllr Terry Andrews	terry.andrews@nmandd.org
Cllr Naomi Bailie	naomi.bailie@nmandd.org
Cllr Patrick Brown	patrick.brown@nmandd.org
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Cllr Pete Byrne	pete.byrne@nmandd.org
Mr Gerard Byrne	gerard.byrne@nmandd.org
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Cllr John Trainor	john.trainor@nmandd.org
Cllr William Walker	william.walker@nmandd.org
Mrs Marie Ward	marie.ward@nmandd.org

ACTION SHEET – STRATEGY, POLICY AND RESOURCES COMMITTEE MEETING (SPR) – THURSDAY 15 SEPTEMBER 2016 –

ITEMS STILL IN PROGRESS OR ON-GOING.

SPR/192/2016	Former Kindle Primary School – Business Case	Agreed - officer's recommendation to purchase the site from Department of Education in order to develop a community centre, subject to a full economic appraisal and business case being carried out on the site.	M Lipsett	On-going. Ali Robb to prepare paperwork to purchase Former Kindle Primary School.	
ITEMS RESTRICTED IN ACCORDANCE WITH PART 1 OF SCHEDULE 6 OF THE LOCAL GOVERNMENT ACT (NI) 2015					
SPR/210/2016	Derelict Site- Daisy Hill, Newry	Agreed to: Declare the land as surplus. Request LPS to provide a current market valuation and a recommendation on the most appropriate way to dispose of the land.	A Robb A McKay	The Council's Valuer discussed this matter with Planning Department Officers and the valuation is to be provided within the next 5-10 working days.(update provided by A Robb 2.5.17).	

ACTION SHEET – STRATEGY, POLICY AND RESOURCES COMMITTEE MEETING (SPR) – THURSDAY 13 OCTOBER 2016 – ITEMS STILL IN PROGRESS OR ON-GOING.

ITEMS RESTRICTED IN ACCORDANCE WITH PART 1 OF SCHEDULE 6 OF THE LOCAL GOVERNMENT ACT (NI) 2015					
SPR/236/2016	Right of Way Proposal at Ballyedmond, Killowen, Rostrevor	It was agreed to accept the officer's recommendations as follows: - Approval of the details of the proposed Killowen Coastal Path around the Big Moat at Ballyedmond as per the presentation at the meeting, ie. the design drawings and technical specification. - A joint application for Planning Permission will be submitted by the Ballyedmond Estate and	E McManus	On-going. Submission of joint Planning Application on hold pending outcome of discussions with Statutory consultees .	

		the Council for the creation of the proposed Coastal Path as per the approved details.			
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ACTION SHEET – STRATEGY, POLICY AND RESOURCES COMMITTEE MEETING (SPR) – THURSDAY 17 NOVEMBER 2016 – ITEMS STILL IN PROGRESS OR ON-GOING.

SPR/250/2016	Disposal of Land at Carnbane Road, Newry beside Carnbane Playing Fields	- Council to express an interest in the disposal of land at Carnbane Road, Newry as this land is important for the future management and development of Carnbane Playing Fields and the land is under Council control as present. The acquisition will also resolve any discrepancies in the Council boundary. - Council to seek a transfer at nominal value in the first instance. - If Council is successful in acquiring this land, the Council agree to re-imburse NIE for any costs incurred in the relocation of their equipment on this site in the event of development and also agree to enter into a Way leave Agreement with NIE for the equipment. - Easements may also be required for Transport NI, BT and NI Water.	A Robb	Questionnaire returned to LPS to formally register the Council's interest in this matter. On-going.	
SPR/251/2016	Disposal of Land at Sugar Island, Newry	Council to express an interest in the disposal of land at Sugar Island, Newry. Council to seek a transfer at nominal value in the first instance.	B Magill	Questionnaire returned to LPS to formally register the Council's interest in this matter.	
SPR/257/2016	Peace IV	Application to be submitted to Shared Spaces and Services funding call for the John Doyle Peace Centre.	S Burns/J McCabe	Stage 1 application successful. Stage 2 proposal by 15 May	

SPR/280/2016	International Relations Policy & Reference Group	Reference Group to be established as a partnership between Council and external agencies to approve the Terms of Reference and Framework outlined in the report.	E Curtis/J McCabe	Meeting of the Forum to be organised for June.	
SPR/282/2016	Correspondence from the Department for Communities Regeneration Bill	Council to write to the Minister for Communities asking him to reconsider the decision not to progress the Regeneration Bill.	L Hannaway	To be completed once a Minister for Communities is in place.	
SPR/10/2017	Garden Area at Junction of Kilmorey Street/River Street, Newry	Council to write to the Department for Infrastructure, Transport NI to seek their agreement to renewal of lease of this land for a further five year period and at a similar rent of 5pence per year.	A Robb	Lease renewed.	Y
SPR/18/2017	Sister Cities Programme	Officers to draw up a programme of events around business, arts, culture, sports/leisure in line with Council's International Relations Policy.	J McCabe	Potential events regarding Sister Cities will be discussed at the International Relations Forum.	

ITEMS RESTRICTED IN ACCORDANCE WITH PART 1 OF SCHEDULE 6 OF THE LOCAL GOVERNMENT ACT (NI) 2015

SPR/297/2016	Proposals to increase Permanent Headcount in the Planning Department	Decision to increase the permanent headcount in the Planning Department to be taken after the Efficiencies Working Group to be held on 22 December 2016.	C O'Rourke	Recruitment is on-going, with two staff due to be confirmed in post shortly, one more working a notice period and the fourth will be subject to an external recruitment process.	
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SPR/19/2017	Saintfield Community Centre	The following was approved: 1. Proceed with the development of the Saintfield Community Centre Project utilising Council's own funding secured in the 2017/18 budget. 2. It is proposed that enterprise units are included as part of the scheme to generate income, subject to the requirement of the public and in line with Saintfield Community Trust's ethos. 3. Commence a new tender process to appoint an integrated design team, followed by an integrated supply team to deliver the scheme in accordance with Council project plan. 4. Statement to be issued to press on the project, at an appropriate time. Further agreed to erect a sign at Saintfield Community Centre site detailing the proposed new scheme and the inclusion of a possible 3G pitch in Saintfield.	M Lipsett	On-going Actioned Actioned Ongoing	
SPR/21/2017	Terms of Reference for a Review of the Big Screen, Newry	Terms of Reference contained within the Officer's report, for the review of the Big Screen in Newry, approved. To be undertaken by ASM, Chartered Accountants, and for their report to be subsequently considered by the Audit Committee.	D Carville	Draft Interim Report considered by Audit Committee on 27 April 17	Y

ACTION SHEET – STRATEGY, POLICY AND RESOURCES COMMITTEE MEETING (SPR) – THURSDAY 16 MARCH 2017

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
SPR/62/2017	Report on Draft Irish Language Strategy 2017-2019	It was agreed that the Draft Irish Language Strategy 2017-2019 be approved.	R Mackin	Approved by Council.	Y
SPR/63/2017	Updated Terms of Reference – Irish Language Strategy Cross Party Working Group	It was agreed that the issue of a member of the Alliance Party sitting on the Irish Language Cross Party Working Group separately from the representation from Independents and Smaller Parties would be further discussed at the next working group meeting. It was agreed that the updated Terms of Reference for the Irish Language Strategy Cross Party Working Group be accepted.	C Moffatt	Completed.	Y
SPR/66/2017	Brexit Update	It was agreed to note Council's engagement on the impact of Brexit and agree to: - Newry, Mourne and Down DC (NMDDC) along with the East Border Region Committee (EBR) continue to lead on this work. - NMDDC work in partnership with all the Local Authorities along the Border Corridor North and South to develop a clearer understanding on Brexit and its implications for key sectors and an agreed action plan on how to address these issues. This will not preclude any Council from progressing specific initiatives for their area if they are not common to the entire region (i.e. fishing – key sector in our area but not for all the Councils on the Border Corridor). - The Group of Councils along the Border Corridor (covering each of the 3 Border networks i.e. EBR, ICBAN & NW), will organise a seminar for Elected Members & Chambers of Commerce, etc to learn more of the detail from the research and discuss possible actions. This will involve Governments on both sides of the Border.	M. Ward	Workshop held on 4 May 2017. Further engagement will be on-going.	Y
SPR/67/2017	Cullovile Development	It was agreed to approve the necessary legal formalities	A Robb	On-going	

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
	Association – Supplemental Contribution Agreement	to secure a Charge relating to the Supplemental Contribution Agreement, subject to Culloville Development Association obtaining GAA approval.			
SPR/69/2017	Newry Civic Centre Progress Report	It was agreed to approve the following recommendations: 1. The Council approve the procurement route as set out for the delivery of the Civic Centre. 2. The Council approve the criteria for location of the Civic Centre. 3. The Council approve in principle the appointment of Deloitte through the Consultancy One Framework to ensure continuity of service and to benefit from Deloitte's experience of delivering similar projects in other major cities. This will be subject to a value for money determination working with Strategic Investment Board.	M Ward	Agreed.	Y

ACTION SHEET – STRATEGY, POLICY AND RESOURCES COMMITTEE MEETING (SPR) – THURSDAY 13 APRIL 2017

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
SPR/77/2017	Book of Condolence Policy	Policy on arrangements for Books of Condolence agreed in principle. Rationale on more locations across the District of the Books of Condolence to be brought back to Committee.	L Hannaway	At Council meeting 2.5.2017 matter referred back to SPR Committee.	
SPR/78/2017	Anti-Fraud Policy, Fraud Response Plan and Whistleblowing Policy	Anti-Fraud Policy approved. Fraud Response Policy approved. Whistleblowing Policy approved.	D Carville	Noted	Y
SPR/81/2017	Notice of Motion referred from March Council Meeting.	Deferred to May meeting of SPR Committee.	Democratic Services	On SPR agenda 11 May 2017	Y

ITEMS RESTRICTED IN ACCORDANCE WITH PART 1 OF SCHEDULE 6 OF THE LOCAL GOVERNMENT ACT (NI) 2015

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
SPR/82/2017	Management Accounts	Report to be brought back from each Director on the performance of their Directorate for the year.	D Carville	To be tabled at June S P & R Committee	Y
SPR/83/2017	Newry Leisure Centre – Phase 2 Contract – Compensation Events	Approved: 1. To provide a security barrier on the East side of the Phase 2 Building at the cost set out in the report. 2. To provide a Fire Suppression system in the Cooker Canopy in the Kitchen at the Café at the cost set out in the report. 3. To change the block work balustrade for the	D Carville	APPROVED	Y

		main stair B in Phase 2 to a metal balustrade at the additional estimated cost set out in the Officer's report.			
SPR/84/2017	Greenway Phase 1 Project – Newry to Weir on Middlebank	Approved: 1. To carry out further works along Middlebank, mainly relating to Health and Safety measures, as detailed in the Officer's Report, as part of the Greenway Phase 1 contract at the total cost set out in the Officer's Report, which would result in a project overspend on the contract – figures detailed in Officer's Report. 2. The cost of these works to be paid from funding allocated to the project by the Landfill Community Fund.	D Carville	Approved.	Y
SPR/85/2017	Newry Civic Centre Update	Approved: recommendations as detailed in Section 3 to appoint the Company named as value for money service.	M Ward	Approved	Y
SPR/86/2017	Report on Staffing Structure	Approved: recommendation to proceed with the 2 redundancies.	M Lipsett	Approved.	Y

Report to:	Strategy, Policy and Resources Committee
Date of Meeting:	11 May 2017
Subject:	Newry, Mourne and Down Statement of Community Involvement: Finalised Draft
Reporting Officer:	Anthony McKay, Chief Planning Officer
Contact Officer:	Andrew Hay, Principal Planning Officer

Decisions required:

Note the content of this report and agree the recommendations.

1.0 Purpose and Background:

- 1.1 The purpose of this report is to update Members following a public consultation on the Council's draft Statement of Community Involvement (SCI), and to provide Members with the finalised draft of the SCI. The SCI outlines how the Council proposes to engage the community and stakeholders in exercising its planning functions.
- 1.2 The contents of the draft SCI were presented and agreed at the SPR Committee on 19/1/17, noted by the Planning Committee on 2/2/17, and subsequently ratified by Council on 6/2/17. Members agreed with officer's recommendations to carry out a public consultation and seek comment on the draft SCI (as per Regulation 5 of the Statement of Community Involvement Regulations 2015).
- 1.3 A 4 week public consultation commenced on 8/3/17 with publication of the draft SCI on the Council's website. A Public Notice was also placed in local newspapers for two consecutive weeks; the Newry Reporter, Mourne Observer and Down Recorder on 8 and 15/3/17 and in the Crossmaglen Examiner on 10 and 17/3/17. The public consultation period ended on the 7/4/17.
- 1.4 The Council received 3 representations from the general public in response to the published draft SCI document.
- 1.5 The Planning Department also sent a copy of the draft SCI to the Department for Infrastructure (DfI) for its consideration. DfI responded with some comments and recommendations.
- 1.6 All comments received in relation to the draft SCI have now been considered. In finalising the document, the draft SCI has been further considered and reviewed by the Planning Department. The attached 'Consultation Report' (Appendix 1):
 - lists the general public respondents and summarises the main issues raised, together with the Council's response, and amendments made to the draft SCI document (Part 1); and
 - details the comments and recommendations received from DfI, together with the Council's response, and amendments made to the draft SCI document (Part 2).
 - highlights changes made to the draft SCI document following further consideration and review by the Planning Department (Part 3).
- 1.7 The amended SCI document is detailed at Appendix 2; this represents the finalised draft of the SCI.
- 1.8 The finalised draft of the SCI must now be approved by the Council and thereafter agreed by DfI. In agreeing the SCI, DfI have a duty to respond within four weeks of its receipt (unless it has

	notified the Council in writing that it requires more time). The DfI may make suggestions for change to the document or accept it as submitted.
2.0	Key issues:
2.1	The SCI explains how the community and stakeholders will be involved in the preparation of the Local Development Plan as well as Development Management and Planning Enforcement.
2.2	The SCI sets out the steps that the Council will take to facilitate community involvement and sets out the vision and strategy for involving the community and stakeholders at various stages of the planning process.
2.3	In relation to the Development Plan function, the Council is legally required to have its SCI in place before the publication of the first formal document to be produced as part of the new Local Development Plan process, namely the Preferred Options Paper (POP).
2.4	The finalised draft of the SCI must be approved by resolution of the Council prior to submission to the DfI for its agreement.
3.0	Recommendations:
3.1	Members are requested to note the content of this report and outcome of the public consultation exercise.
3.2	The Committee is asked to agree: • The amendments to the draft SCI as outlined in the 'Consultation Report' (Appendix 1). • The submission of the finalised draft of the SCI to the DfI for their agreement (Appendix 2).
4.0	Resource implications
4.1	N/A
5.0	Equality and good relations implications:
5.1	The draft SCI has taken account of the Council's Equality Scheme. Para 3.2.6 of the Equality Scheme states that a consultation period should last for a minimum of 12 weeks. However, in exceptional circumstances, the Council may shorten timescales to 8 weeks or less. Given the timeframe for the preparation of the LDP, and as it is not a statutory requirement, a consultation period of 4 weeks was considered adequate for the draft SCI.
6.0	Appendices
	• Appendix 1 – Statement of Community Involvement: Consultation Report • Appendix 2 – Statement of Community Involvement: Finalised Draft (May 2017)



Comhairle Ceantair
an Iúir, Mhúrn
agus an Dúin

**Newry, Mourne
and Down**
District Council

Statement of Community Involvement

A guide to community engagement in the planning process

May 2017

Getting in touch

You can contact the Council's Planning Department in the following ways:

By email: planning@nmandd.org

By post to:	Newry Planning Office or	Downpatrick Planning Office
	O'Hagan House	Downshire Civic Centre
	Monaghan Row	Downshire Estate, Ardglass Rd
	Newry BT35 8DJ	Downpatrick BT30 6GQ

By telephone: 0300 200 7830

Further information on the Council's Planning functions is provided on the Council's website at www.newrymournedown.org/planning from where this and other planning documents can be viewed and downloaded.

To ensure equality of opportunity in accessing information, copies of this document in alternative formats are available on request. Where the exact request cannot be met we will ensure a reasonable alternative is provided.

If you have any queries regarding this document please contact us using the details above.

Advisory Note:

This Statement of Community Involvement in the Planning process is not intended to be a source of definitive legal advice. Reference should be made to the actual legislation referred to in this statement and if any discrepancy exists the provisions of the legislation will prevail. The legislation is available to view online at <http://www.legislation.gov.uk/>

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1.0 Introduction

Our Statement of Community Involvement: Background and Purpose

- 1.1 Following the transfer of planning powers to local councils on the 1st April 2015 Newry, Mourne and Down District Council has become the main decision maker on the majority of planning applications within its District and is the body responsible for the production of its local development plan.
- 1.2 The purpose of this statement is to set out policy for involving the community in the production of the Newry, Mourne and Down Local Development Plan and the consideration of planning applications. It describes who, together with how and when the community will be invited to participate in the different stages of both plan formulation and the determination of planning applications.
- 1.3 The term 'community' embraces all the individuals, groups and organisations that make Newry, Mourne and Down what it is and extends to local residents, business, voluntary and community groups and local and national organisations with interests in planning matters.
- 1.4 The requirement to produce a Statement of Community Involvement (SCI) was introduced in the Planning Act (Northern Ireland) 2011. The Planning (Statement of Community Involvement) Regulations (Northern Ireland) 2015 came into operation on the 1st April 2015 and set out the process that the Council must follow in preparation of its SCI. The Council do not however see community involvement as just a statutory requirement, it has a positive role to play in helping to identify local issues, inform policy-making, provide feedback on service delivery and create a sense of local ownership.

Why is Planning Important?

- 1.5 The planning system directly affects the environment that we live in, where we live, work, shop and spend our leisure time. Planning decisions determine where new homes, offices, shops and leisure facilities go and what happens to our countryside, open spaces and historic environment. In doing so it influences our quality of life and general well-being.
- 1.6 Planning has to balance competing land uses, shaping places by setting out the vision for how communities will change. For many people planning is something they only get involved with when a development directly affects them, this can sometimes be too late to really influence the process. By getting involved in the early stages of local planning policy formulation as well as the end stage of specific planning applications, you can help to shape the way your local environment looks and works. This document sets out how you can do this.

A Vision of Participation

- 1.7 The Council is committed to ensuring that all council engagement is meaningful, inclusive and fit for purpose and that all its citizens share a sense of effective participation in the decision making process. The Council therefore aims to ensure that:
- (i) Everyone has an early and informed opportunity to express their views on the development of the area and have it considered before decisions are made; and
 - (ii) All groups in our community, regardless of religious belief, political opinion, racial group, age, sex, marital status, physical ability, sexual orientation, and those with and without dependants are enabled and empowered to participate.
- 1.8 It is intended to adopt a proactive and timely approach to community involvement through a process of providing clear information and encouraging participation throughout the planning process. The process must therefore be informative, user friendly, as inclusive as possible, and conducted in an open and transparent way. Every effort is to be made to engage the community, record views and provide feedback throughout the process.

Principles of Community Involvement

- 1.9 The Council's approach to community involvement is based on a number of key principles.
- **Culture of engagement.** People should know that they are encouraged to take part in the planning process, and that decision makers are interested in their views;
 - **Early involvement.** The community should be involved at an early stage in the preparation of local development documents and major development proposals;
 - **Appropriate Consultation Methods.** Methods used to encourage involvement should be appropriate to people's experience and needs. Arrangements for consultation need to be appropriate for the type of document or application being considered and realistic in terms of available resources.
 - **Clarity.** The planning process and timetables for producing or reviewing local development documents should be clear so that people are able to participate in a timely and effective manner.

What are the benefits of community involvement in Planning?

- 1.10 There are many benefits to involving local communities in the consideration of planning applications, and in the development of plans and policies for their local council area, including:
- a greater focus on the priorities identified by local communities;
 - a greater influence on the provision of local services to ensure they are better able to meet local needs;
 - the consideration of new ways and ideas;
 - a shared ownership of key policy documents;
 - an increased support for local planning policies; and
 - an increased understanding of how planning policies are developed and how they are linked to each other and other documents produced by the Council.
- 1.11 Community involvement is important to the Council to ensure that the services being delivered tackle issues identified by local communities. It also helps to set priorities, in the context of limited resources, and to ensure that the Council's services are customer focused.

Alignment to the Community Plan

- 1.12 Sections 8 (5) (aa) and 9 (6) (aa) of the Planning Act (Northern Ireland) 2011 introduce a statutory link between the Council's Community Plan and its Local Development Plan (LDP), in that the preparation of the LDP must take account of the Community Plan.
- 1.13 Community Planning is "a process led by a council in conjunction with partners and communities to develop and implement a shared vision for their area, a long term vision which relates to all aspects of community life and which also involves working together to plan and deliver better services which make a real difference to people's lives."¹
- 1.14 The Council's Community Plan will identify long term objectives for improving:
- (i) the social well-being of the District;
 - (ii) the economic well-being of the District; and
 - (iii) the environmental well-being of the District.

Review of the Council's SCI

- 1.15 This SCI will also be reviewed after 5 years to ensure fitness of purpose. It may also be necessary to review the SCI at an earlier date to take account of major legislative changes.

¹ Extract from Northern Ireland Community Planning Foundation Programme Version 1 October 2013.

2.0 The Local Development Plan

Purpose, Structure and Process

- 2.1 The purpose of the Newry, Mourne and Down LDP, is to inform the general public, statutory authorities, developers and other interested bodies of the policy framework and land use proposals that will guide development decisions within Newry, Mourne and Down District up to 2030.
- 2.2 The LDP will be prepared within the context of the Council's Corporate Plan and Community Plan. It will also take account of regional policy context set by the Northern Ireland Executive and Central Government Departments. This includes, amongst others, The Programme for Government, The Everyone's Involved - Sustainable Development Strategy, The Regional Development Strategy (RDS) and The Strategic Planning Policy Statement (SPPS).
- 2.3 At the outset of the plan process a timetable will be prepared and published. The timetable will set out the Council's programme for production of the LDP, and will include key milestones and timelines for plan preparation, covering all elements of the process through to adoption.
- 2.4 The LDP will comprise two separate documents, the Plan Strategy and Local Policies Plan. Prior to development of these documents key planning issues will be identified and a range of options for addressing these issues will be brought forward through a Preferred Options Paper.
- 2.5 The Plan Strategy will be developed first and will define the strategic objectives for the future development of the District. It will include a range of strategic policies to facilitate and manage development and a spatial strategy that will indicate where different types of development will be promoted. Once the Plan Strategy is adopted the Local Policies Plan will be prepared. This will include site specific proposals, policy designations and land use zonings required to deliver the Plan Strategy, objectives, and strategic policies.
- 2.6 The LDP will be subject to a Sustainability Appraisal which will run in parallel with preparation of the Preferred Options Paper, Plan Strategy and Local Policies Plan. The Sustainability Appraisal process aims to promote sustainable development by assessing the extent to which policies and proposals in the LDP, when judged against reasonable alternatives, will help to achieve social, economic and environmental objectives.
- 2.7 The LDP will, on adoption, replace the current development plans for the District (the Ards and Down Area Plan 2015 and the Banbridge, Newry and Mourne Area Plan 2015) and operational planning policies that were produced by the Department of the Environment.

Who can get involved?

- 2.8 Anyone who wishes to get involved in the preparation of the LDP will be encouraged to do so during the public consultation stages. In particular the Council will welcome the views of the following groups:

- people living within the Newry, Mourne and Down District;
- elected representatives;
- voluntary groups;
- community forums / groups / umbrella organisations;
- environmental groups;
- residents groups;
- business interests; and
- developers / landowners.

This list is not intended to be exhaustive nor is it intended to restrict any individual group, or organisation from participating in the plan making process.

- 2.9 Elected members, forums, community and residents groups provide a voice for the local community. Other voluntary and interest groups also bring a special knowledge and can ensure that important concerns are addressed.

Empowering disadvantaged and under-represented groups

- 2.10 Section 75 of the Northern Ireland Act 1998 requires a public authority, in carrying out its functions relating to Northern Ireland, to have due regard to the need to promote equality of opportunity between:

- persons of different religious belief, political opinion, racial group, age, marital status or sexual orientation;
- men and women generally;
- persons with a disability and persons without; and
- persons with dependants and persons without.

- 2.11 In addition, without prejudice to the above obligations, public authorities are required to have regard to the desirability of promoting good relations between persons of different religious belief, political opinion or race. The above "Section 75 groups" are important participants within the planning process and include people who traditionally have been under represented or disadvantaged. These groups will be targeted through the consultation process on the local development plan in order to obtain their views and contribute to the consideration of equality issues under Section 75. Their views on any equality screening documents or draft Equality Impact Assessments will also be sought within the specified period for comment along with the draft Plan Strategy and draft Local Policies Plan.

- 2.12 To ensure that LDP and consultation documents are accessible to everyone they will be made available in alternative formats upon request. Where the exact request cannot be met we will ensure a reasonable alternative is provided.

How and when will the Community be involved?

- 2.13 The preparation of a LDP involves a number of key stages each presenting opportunities for community involvement. These stages are: formal notice of LDP (including publication of the Preferred Options Paper); publication and adoption of the Plan Strategy; publication and adoption of the Local Policies Plan and Monitoring and Review. The actions will fulfil and may in some cases exceed the statutory requirements on public consultation, as set out in the Planning Act (Northern Ireland) 2011 and the Planning (Local Development Plan) Regulations (Northern Ireland) 2015.
- 2.14 The LDP Timetable will outline an indicative timeframe for each of the stages. Council will give notice, by local advertisement, of the availability of the timetable, which can be viewed on the Council's website and at the Council's Planning Offices at Monaghan Row, Newry and the Downshire Civic Centre, Downpatrick during normal working hours (and at any other places within the District that the Council considers appropriate).

Stages in the LDP Process

Stage 1: Data Collection

- 2.15 The purpose of the data collection stage is to establish the key issues to be addressed and the options for addressing them in the preparation of the LDP. This will be undertaken using a topic based approach accompanied with a Countryside Assessment. By the end of this stage a timetable for plan preparation will be agreed. This stage will inform the Preferred Options Paper (POP) which will be prepared together with Scoping Reports for the Sustainability Appraisal including Strategic Environmental Appraisal and Equality Impact Assessment.

What we will do:

- This SCI is prepared at this initial stage, listing the key consultees, Community Groups and under-represented (Section 75) groups who will be actively encouraged to participate in the process. These lists will be kept under review and written requests for inclusion from additional bodies will be considered.
- Following the approval of the LDP Timetable by the Council and the agreement by the Department for Infrastructure (DfI) we will make the LDP Timetable available on our website and publish a public notice in the local newspapers (see Appendix G) for two consecutive weeks. We will also publish the notice on our website. This notice will confirm details of the following:
 - (i) When the LDP Timetable is available for public inspection; and
 - (ii) the locations and times it can be inspected.
- Set up a Steering Group comprising elected members of the Council (Elected Members) and Senior Council Officers (to be determined by the Council). This is the high-level co-ordinating body that will ensure overview and strategic input on behalf of the whole community, as well as from the planning professionals.
- Set up a Project Management Team comprising Senior Council Officers, representatives from the key statutory/government departments will also be invited. The purpose of the Project Management Team is to facilitate key consultee co-operation in the plan making process. The Project Management Team will be consulted on and act as the screening and scoping group for the Sustainability Appraisal, including Strategic Environmental Assessment and Equality Impact Assessment.
- Notify our statutory consultees (see Appendix B) requesting them to participate in the plan making process by providing information on the key strategic issues that the LDP should address.

- Invite under represented (Section 75) groups to identify whether there are any types of planning policies which are likely to have a significant impact on the groups they represent. They will also be provided an opportunity to identify any particular issues or needs which they feel the LDP should address. Where requested this can be done through a face to face meeting with a planning officer. Any comments received will be taken into account when screening and scoping the Equality Impact Assessment.
- Send the Scoping Report of the Sustainability Appraisal incorporating Strategic Environmental Assessment to the Northern Ireland Environment Agency (NIEA) as the statutory consultation body.

Stage 2: Formal Notice of LDP Preparation (including publication of the Preferred Options Paper)

- 2.16 This stage represents the formal commencement of work on the LDP. It commences with the publication of the Preferred Options Paper (POP) which will set out the key plan issues, identify a range of options available to address them and define our preferred options. The POP will be subject to a period of public consultation to promote debate on issues of strategic significance which are likely to influence the shape of future development within the Newry, Mourne and Down District. The intention is to stimulate a wide-ranging, yet focused, debate and encourage feedback from a wide variety of interests. Any representations or views received as a consequence of its publication will be considered whilst formulating the draft Plan Strategy.
- 2.17 The POP is subject to a Sustainability Appraisal (SA). An SA Interim Report, consisting of SA Scoping Report and assessment of alternatives, will be published with the POP. It will be issued for public consultation as a key part of the community involvement and public participation process.

What we will do:

- Issue a public notice in the local newspapers (see appendix G) for two consecutive weeks and on the Council's website. This notice will confirm:
 - (i) the Council's intention to prepare a LDP;
 - (ii) publication of the Sustainability Appraisal Interim Report (consisting of a Scoping Report and assessment of alternatives), and screening reports for Habitats Regulations Assessments (HRA) and Equality Impact Assessments;
 - (iii) publication of the LDP Timetable;

- (iv) publication of the POP inviting comment within the 12 week consultation period²; and
 - (v) details of public engagement events including a launch event and public exhibitions.
- Make the POP and any other supporting documents the Council considers relevant to the preparation of the POP, available for inspection on the Council's website and at the Council's Planning Offices at Monaghan Row, Newry and the Downshire Civic Centre, Downpatrick during normal working hours (and at any other places within the District that the Council considers appropriate). Hard copies can also be provided upon request (at a specified price).
- Issue a Press Release about the intention to prepare a new LDP and drawing attention to the POP and the public consultation.
- Hold a launch event to announce the publication of the POP.
- Hold public exhibitions where planning officers will be available to answer any questions.
- Write to key consultees and Elected Members informing them of:
 - (i) the publication of the POP and providing them a copy;
 - (ii) the dates of the public exhibitions;
 - (iii) the 12 week consultation period; and
 - (iv) the closing date for receipt of representations.
- Write to local community groups and under-represented (Section 75) groups inviting them to; comment within the next 12 weeks; attend a public engagement event; and offering the opportunity of a meeting with a planning officer to record their views.
- Present a Public Consultation Report to Elected Members following the 12 week consultation on the POP. This will contain a summary of each representation and plan team comment, recording where members take a different view and the rationale for that view. This will be taken into account whilst formulating the draft LDP.
- Provide the Project Management Team with the opportunity to comment on emerging policy for inclusion in the draft Plan Strategy, an integral part of testing emerging policy through the Sustainability Appraisal process and Equality Impact Assessment.

² Regulation 11(3) of the Planning (Local Development Plan) Regulations (Northern Ireland) 2015 states that, in relation to a Preferred Options Paper; this "must be a period of not less than 8 weeks or more than 12 weeks".

Stage 3: Publication of draft Plan Strategy

- 2.18 The Plan Strategy will define the strategic objectives for the future development of the District. It will include a range of strategic policies to facilitate and manage development together with a spatial strategy that indicates in broad strategic terms the locations where different types of development will be promoted. Under Regulation 11 (4) of the Planning (Local Development Plan) Regulations (Northern Ireland) 2015 the Council must take account of any representations made about the Council's POP before it prepares a development plan document³.
- 2.19 The draft Plan Strategy will provide an indication of our intentions regarding future development of the District. It will be issued for public consultation as a key part of the community involvement and public participation process.

What we will do:

- Issue a public notice in the local newspapers (see Appendix G) for two consecutive weeks, in the Belfast Gazette⁴ and on the Council's website. This notice will confirm:
 - (i) publication of draft Plan Strategy and accompanying Sustainability Appraisal Report (including the SEA Environmental Report) and Equality Impact Report, and how to view or obtain copies;
 - (ii) the dates and locations of public engagement events; and
 - (iii) the 8 week period⁵ for public consultation to the draft Plan Strategy and accompanying Sustainability Appraisal Report and Equality Impact Assessment, notification of the address to which representations can be sent and the closing date for receipt of representations.
- Make the draft Plan Strategy and any other supporting documents which are required under legislation (e.g. SA), or as the Council considers relevant to the preparation of the LDP, available for inspection on the Council's website and at the Council's Planning Offices at Monaghan Row, Newry and the Downshire Civic Centre, Downpatrick during normal working hours (and at any other places within the District that the Council considers appropriate). Hard copies can also be provided upon request (at a specified price).
- Issue a Press Release and hold a launch event to announce the publication of the draft Plan Strategy.

³ Under Regulation 12 (1) (a) a Development Plan Document is either the Plan Strategy or Local Policies Plan.

⁴ The Belfast Gazette is the official Newspaper of Record for Northern Ireland. It consists of legal and official announcements from HM Government, the NI Executive, the Armed Forces, local authorities, churches, companies and private citizens.

⁵ Regulation 16(2)(a) of The Planning (Local Development Plan) Regulations (Northern Ireland) 2015 states that, in relation to a Development Plan Document, "representations must be made with a period of 8 weeks".

- Hold public exhibitions where planning officers will be available to answer any questions.
- Write to key consultees, and Elected Members informing them of:
 - (i) the publication of the draft Plan Strategy and providing them a copy;
 - (ii) the dates of the public exhibitions;
 - (iii) the 8 week consultation period; and
 - (iv) the closing date for receipt of representations.
- Report representations to the Elected Members before forwarding these to the DfI prior to the Independent Examination.

Stage 4: Public Inspection of Representations received to the draft Plan Strategy

- 2.20 All representations are to be made available for public inspection as part of the public consultation process. Interested parties may also comment on the representations that have been received, these are known as counter representations.
- 2.21 All representations and counter representations will be fully considered by the Council before it submits the draft Plan Strategy to the DfI prior to the Independent Examination.

What we will do:

- Issue a public notice in the local newspapers (see Appendix G) for two consecutive weeks, in the Belfast Gazette, and on the Council's website. This notice will confirm:
 - (i) the availability of representations for inspection and the places and times at which they can be inspected; and
 - (ii) the 8 week period for public consultation, notification of the address to which counter representations can be sent and the closing date for receipt of counter representations.
- Make representations available for inspection on the Council's website and at the Council's Planning Offices at Monaghan Row, Newry and the Downshire Civic Centre, Downpatrick during normal working hours (and at any other places within the District that the Council considers appropriate). Hard copies of representations can also be provided upon request (at a specified price).
- Notify any person who has made (and not withdrawn) a representation to the draft Plan Strategy that representations are available for inspection and the places and times at which they can be inspected.

- Write to key consultees and Elected Members informing them that representations are available for inspection and the places and times at which they can be inspected.
- Make the counter representations available for inspection on the Council's website, and at the Council's Planning Offices at Monaghan Row, Newry and Downshire Civic Centre, Downpatrick during normal working hours (and at any other places within the District that the Council considers appropriate). Hard copies of counter representations can also be provided upon request (at a specified price).
- Report counter representations to the Elected Members before forwarding them to the DfI prior to the Independent Examination.

Stage 5: Submission of the Plan Strategy (and associated documents) for Independent Examination

- 2.22 The Council will only submit the draft Plan Strategy, associated documents and supporting evidence to the DfI if it considers it has complied with relevant legislation requirements and it that the draft Plan Strategy is ready for examination. The DfI will then cause an Independent Examination to be held, by the Planning Appeals Commission (PAC) or a person appointed by the DfI, unless it issues a Direction to the Council to withdraw the draft Plan Strategy, or intervenes to direct the Council to modify it.
- 2.23 If DfI does not intend to cause an Independent Examination it must give reasons for its decision.

What we will do:

- Submit the following documents to DfI:
 - (i) draft Plan Strategy;
 - (ii) Statement of Community Involvement;
 - (iii) evidence of compliance with SCI;
 - (iv) LDP Timetable;
 - (v) Sustainability Appraisal;
 - (vi) statement setting out the main issues raised in representations made and how these have been taken into account in the preparation of the draft Plan Strategy; and
 - (vii) such other documents that are required or as Council considers relevant to the preparation of the draft Plan Strategy.

- As soon as reasonably practicable after the submission of the draft Plan Strategy and associated documents (see above) to DfI we will:
 - (i) issue a public notice in the local newspapers (see Appendix G) for two consecutive weeks, in the Belfast Gazette and on the Council's website, advising of the fact that the draft Plan Strategy has been submitted to the DfI;
 - (ii) notify the consultation bodies of the fact that the draft Plan Strategy and the accompanying documents are available for inspection and the places and times at which they can be inspected;
 - (iii) notify any person who has made (and not withdrawn) representations or counter representations; and
 - (iv) make the draft Plan Strategy and all associated documentation that are required under legislation, or as the Council considers relevant to the preparation of the draft Plan Strategy, available on the Council's website and at the Council's Planning Offices at Monaghan Row, Newry and the Downshire Civic Centre, Downpatrick during normal working hours (and at any other places within the District that the Council considers appropriate). Hard copies can also be provided upon request (at a specified price).

Stage 6: Independent Examination of the draft Plan Strategy

- 2.24 The purpose of the Independent Examination is to determine whether the draft Plan Strategy satisfies statutory requirements and whether it is sound, taking into account all representations received.
- 2.25 The Independent Examination will be carried out by either the PAC or a person appointed by DfI. They must consider all representations before they send the recommendations and reasons for recommendations to the DfI.
- 2.26 Under section 10 (7) of the Planning Act 2011 any person who makes representations seeking to change a development plan must (if that person so requests) be given the opportunity to appear before and be heard by the person carrying out the examination.
- 2.27 Council Planning Officers will be available at the examination to answer questions and provide comment on representations and counter representations.

What we will do:

- Request key consultees to provide comment on the representations for consideration at the Independent Examination.
- At least 4 weeks before the opening of the Independent Examination we will:
 - (i) Issue a public notice in the local newspapers (see Appendix G), in the Belfast Gazette and on the Council's website advising of the arrangements for the Independent Examination (dates, times and venues) and who will carry out the Independent Examination (the PAC or another person appointed by DfI);
 - (ii) Notify consultation bodies of the arrangements for the Independent Examination (dates, times and venues) and who will carry out the Independent Examination (the PAC or another person appointed by DfI); and
 - (iii) Notify all persons who submitted (and have not withdrawn) representations and counter representations of the arrangements for the Independent Examination (dates, times and venues) and who will carry out the Independent Examination (the PAC or another person appointed by DfI).
- Continue to make the draft Plan Strategy and all associated documentation available on the Council's website and at the Council's Planning Offices at Monaghan Row, Newry and the Downshire Civic Centre, Downpatrick during normal working hours (and at any other places within the District that the Council considers appropriate). Hard copies can also be provided upon request (at a specified price).

Stage 7: Adoption of the Plan Strategy

- 2.28 Following the Independent Examination, the PAC, or other person appointed by DfI, will send their recommendations and reasoning to DfI.
- 2.29 DfI will issue a Direction to the Council, requiring us to adopt the draft Plan Strategy as originally prepared or with modifications. The DfI may also direct the Council to withdraw the draft Plan Strategy. In either scenario, DfI will be expected to give reasons for its decision.
- 2.30 Council must comply with the Direction within such timeframes as may be prescribed by DfI. The Plan Strategy must be adopted by resolution of the Council.

What we will do:

- Adopt the Plan Strategy, as originally prepared or with modifications, as soon as reasonably practicable after receipt of the Direction from DfI.
- Issue a public notice in the local newspapers (see Appendix G) for two consecutive weeks, in the Belfast Gazette and on the Council's website. This notice will confirm:
 - (i) the date of adoption of our Plan Strategy; and
 - (ii) where and times to inspect and get copies of the Plan Strategy and any accompanying documents.
- On the date of adoption make the Plan Strategy and any accompanying documents including the DfI Direction and accompanying Independent Examiner's Report available on the Council's website. Hard copies will be available on request for a specified price from the Council's Planning Offices.
- Write to key consultees and those who have submitted and not subsequently withdrawn representations and counter representations advising of the adoption of the Plan Strategy, and where to get hold of copies together with the DfI Direction and the Independent Examiner's Report.
- Send DfI a copy of the Plan Strategy and other necessary documents.
- Notify any person who has asked to be notified of the adoption of the Plan Strategy.

Stage 8: Publication of the draft Local Policies Plan

- 2.31 The Local Policies Plan is the second document comprising the LDP. This must be consistent with the Plan Strategy and will contain the Council's detailed land use policies and proposals regarding the future development of the District. This draft document is a key part of the public participation process.
- 2.32 The draft Local Policies Plan will provide detailed zonings and designations for the District. The Plan Strategy must be adopted before the draft Local Policies Plan is published for consultation, subjected to Independent Examination and adopted.

What we will do:

- Issue a public notice in the local newspapers (see Appendix G) for two consecutive weeks, in the Belfast Gazette and on the Council's website. This notice will confirm:

- (i) publication of draft Local Policies Plan and accompanying Sustainability Appraisal Report (including the SEA Environmental Report) and Equality Impact Report) and how to view or obtain copies;
 - (ii) the dates and locations of public engagement events; and
 - (iii) the 8 week period for public consultation to the draft Local Policies Plan and accompanying Sustainability Appraisal Report and Equality Impact Assessment, notification of the address to which representations can be sent and the closing date for receipt of representations
- Make the draft Local Policies Plan and any other supporting documentation, which are required under legislation (e.g. SA) or as the Council considers relevant to the preparation of the LDP, available for inspection on the Council's website and at the Council's Planning Offices at Monaghan Row, Newry and the Downshire Civic Centre, Downpatrick during normal working hours (and at any other places within the District that the Council considers appropriate). Hard copies can also be provided upon request (at a specified price).
- Issue a Press Release and hold a launch event to announce the publication of the draft Local Policies Plan.
- Hold public exhibitions where planning officers will be available to answer any questions.
- Write to key consultees, and Elected Members informing them of:
 - (i) the publication of the draft Local Policies Plan and providing them a copy;
 - (ii) the dates of the public exhibitions;
 - (iii) the 8 week consultation period; and
 - (iv) the closing date for receipt of representations.
- Report representations to the Elected Members before forwarding these to the DfI prior to the Independent Examination.

Stage 9: Public Inspection of Representations received to the draft Local Policies Plan

- 2.33 All representations to the draft Local Policies Plan will be made available for public inspection as part of the public consultation process. Interested parties may also comment on the representations that have been received, these are known as counter representations.
- 2.34 All representations and counter representations will be fully considered by the Council before it submits the draft Local Policies Plan to the DfI for Independent Examination.

What we will do:

- Issue a public notice in the local newspapers (see Appendix G) for two consecutive weeks, in the Belfast Gazette, and on the Council's website. This notice will confirm:
 - (i) the availability of representations for inspection and the places and times at which they can be inspected; and
 - (ii) the 8 week period for public consultation, notification of the address to which counter representations can be sent and the closing date for receipt of counter representations.
- Make representations available for inspection on the Council's website and at the Council's Planning Offices at Monaghan Row, Newry and the Downshire Civic Centre, Downpatrick during normal working hours (and at any other places within the District that the Council considers appropriate). Hard copies of representations can also be provided upon request (at a specified price).
- Notify any person who has made (and not withdrawn) a representation to the draft Local Policies Plan that representations are available for inspection and the places and times at which they can be inspected.
- Write to key consultees and Elected Members informing them that representations are available for inspection and the places and times at which they can be inspected.
- Make counter representations available for inspection on the Council's website and at the Council's Planning Offices at Monaghan Row, Newry and the Downshire Civic Centre, Downpatrick during normal working hours (and at any other places within the District that the Council considers appropriate). Hard copies of counter representations can also be provided upon request (at a specified price).
- Report counter representations to the Elected Members before forwarding these to the DfI prior to the Independent Examination.

Stage 10: Submission of the draft Local Policies Plan, and associated documents, for Independent Examination

- 2.35 The Council will only submit the draft Local Policies Plan , associated documents and supporting evidence to the DfI if it considers it has complied with relevant legislation requirements and that the draft Local Policies Plan is ready for Independent Examination. The DfI will then cause an Independent Examination to be held, by the PAC or a person appointed by the DfI, unless it issues a Direction to the Council to withdraw the draft Local Policies Plan, or intervenes to direct the Council to modify it.

- 2.36 If DfI does not intend to cause an Independent Examination it must give reasons for its decision.

What we will do:

- Submit the following documents to DfI:
 - (i) draft Local Policies Plan;
 - (ii) Statement of Community Involvement (SCI);
 - (iii) evidence of compliance with SCI;
 - (iv) LDP Timetable;
 - (v) Sustainability Appraisal;
 - (vi) statement setting out the main issues raised in representations made and how these have been taken into account in the preparation of the draft Local Policies Plan; and
 - (vii) such other documents that are required or as Council considers relevant to the preparation of the draft Local Policies Plan.
- As soon as reasonably practicable after the submission of the draft Local Policies Plan and associated documents (see above) to DfI we will:
 - (i) issue a public notice in the local newspapers (see Appendix G) for two consecutive weeks, in the Belfast Gazette and on the Council's website, advising of the fact that the draft Local Policies Plan has been submitted to the DfI ;
 - (ii) notify the consultation bodies of the fact that the draft Local Policies Plan and the accompanying documents are available for inspection and the places and times at which they can be inspected;
 - (iii) notify any person who has made (and not withdrawn) representations or counter representations; and
 - (iv) make the draft Local Policies Plan and all associated documentation, that are required under legislation or as the Council considers relevant to the preparation of the draft Local Policies Plan, available on the Council's website and at the Council's Planning Offices at Monaghan Row, Newry and the Downshire Civic Centre, Downpatrick (and at any other places within the District that the Council considers appropriate). Hard copies can also be provided upon request (at a specified price).

Stage 11: Independent Examination of the draft Local Policies Plan

- 2.37 The purpose of the Independent Examination is to determine whether the draft Local Policies Plan satisfies statutory requirements and whether it is sound, taking into account all representations received.
- 2.38 The Independent Examination will be carried out by either the PAC or a person appointed by DfI. They must consider all representations before they send the recommendations and reasons for recommendations to the Department.
- 2.39 Under section 10 (7) of the Planning Act (Northern Ireland) 2011 any person who makes representations seeking to change a development plan must (if that person so requests) be given the opportunity to appear before and be heard by the person carrying out the examination.
- 2.40 Council Planning Officers will be available at the examination to answer questions and provide comment on the representations and counter representations.

What we will do:

- Request key consultees to provide comment on the representations for consideration at the Independent Examination.
- At least 4 weeks before the opening of the Independent Examination we will:
 - (i) issue a public notice in the local newspapers (see Appendix G), in the Belfast Gazette and on the Council's website advising the arrangements for the Independent Examination (dates, times and venues) and who will carry out the Independent Examination (the PAC or another person appointed by DfI);
 - (ii) notify the consultation bodies of the arrangements for the Independent Examination (dates, times and venues) and who will carry out the Independent Examination (the PAC or another person appointed by DfI); and
 - (iii) notify all persons who submitted (and have not withdrawn) representations and counter representations of the arrangements for the Independent Examination (dates, times and venues) and who will carry out the Independent Examination (the PAC or another person appointed by DfI).
- Continue to make the draft Local Policies Plan and all associated documentation available on the Council's website and at the Council's Planning Offices at Monaghan Row, Newry and the Downshire Civic Centre, Downpatrick during normal working hours (and at any other places within the District that the

Council considers appropriate). Hard copies can also be provided upon request (at a specified price).

Stage 12: Adoption of the Local Policies Plan

- 2.41 Following the Independent Examination, the PAC, or other person appointed by DfI, will send their recommendations and reasoning to DfI.
- 2.42 DfI will issue a Direction to the Council, requiring it to adopt the draft Local Policies Plan as originally prepared or with modifications. DfI may also direct the Council to withdraw the draft Local Policies Plan. In either scenario, the DfI will be expected to give reasons for their decisions.
- 2.43 Council must comply with the Direction within such timeframes as may be prescribed by DfI. The Local Policies Plan must be adopted by resolution of the Council.

What we will do:

- Adopt the Local Policies Plan as originally prepared or with modifications, as soon as reasonably practicable after receipt of the Direction from DfI.
- Issue a public notice in the local newspapers (see Appendix G) for two consecutive weeks, in the Belfast Gazette and on the Council's website. This notice will confirm:
 - (i) the date of adoption of the Local Policies Plan ; and
 - (ii) where and times to inspect and get copies of the Local Policies Plan and any accompanying documents
- On the date of adoption make the Local Policies Plan and any accompanying documents including the DfI Direction and accompanying Independent Examiner's Report available on the Council website. Hard copies will be available on request for a specified price from the Council's Planning Offices;
- Write to key consultees and those who have submitted and not subsequently withdrawn representations and counter representations advising of the adoption of the Local Policies Plan, and where to get hold of copies together with the DfI Direction and the Independent Examiners Report;
- Send DfI a copy of the Local Policies Plan and other necessary documents; and
- Notify any person who has asked to be notified of the adoption of the Local Policies Plan.

Next Steps

- 2.44 Following the adoption of the Plan Strategy and Local Policies Plan, the Council will identify its work priorities for the next five years in a new LDP Timetable. It may also issue a new SCI to accompany these if considered appropriate. In addition the Council will engage in monitoring and review which are essential in establishing how the objectives in the LDP are being achieved and whether any changes are required. Any changes will be subject to the same procedural and publicity requirements as previously set out for the Plan Strategy and Local Policies Plan. The Council must carry out a review of its LDP every five years and no later than five years from the date that the Local Policies Plan was first adopted or approved. A report on the findings of the review must be sent to the Department for Infrastructure (DfI).

3.0 Development Management

Purpose

- 3.1 The Council as the local planning authority for the area deals with the majority of planning and Listed Building applications in the district. It also deals with applications for works in conservation areas, works to protected trees, advertising consent and hazardous substances consent.
- 3.2 Development management is the process through which such applications are considered. An important part of the process is to provide information and advice to applicants and to seek and take into account the views of the general public and statutory consultees on all planning applications. The statutory requirements for consultation on planning applications are set out in legislation. These requirements vary according to the type of proposal but include notification to specified bodies and general publicity.
- 3.3 All planning applications are now categorised on receipt as local, major or regionally significant, with the Council responsible for determining all local and major applications, unless called-in⁶ by the DfI.
- 3.4 Regionally significant developments are those which are considered to have a critical contribution to make in regard to the economic and social success of Northern Ireland as a whole, or to a substantial part of the region. Such proposals also include developments which have significant effects beyond Northern Ireland or involve substantial departure from a Local Development Plan. Regionally significant applications are processed by the DfI.
- 3.5 Major developments have important economic, social and environmental implications for the Council. Due to the potential of these proposals to deliver important benefits to the community, major applications are prioritised to avoid undue delay and risk to investment decisions. Common examples of major development proposals include:
 - a housing development involving the construction of 50 units or more, or where the area of the site is or exceeds 2 hectares;
 - a retail development involving 1,000 square metres or more of gross floor space outside town centres, or where the area of the site is or exceeds 1 hectare; and
 - industrial development involving 5,000 square metres or more gross floor space or where the area of the site is or exceeds 1 hectare.
- 3.6 Local development proposals are those applications which are not considered to be regionally significant or major. The vast majority of planning applications are likely to

⁶ Further information on the call-in procedure is contained within the DOE's SCI, this can be viewed on the NI Planning Portal : <https://www.planningni.gov.uk/index/policy/departments-sci.htm>

constitute local developments and these will include most commercial and housing proposals as well as minor schemes and householder development.

- 3.7 The Council receives a wide variety of planning applications and therefore needs to involve the community to differing degrees, according to the scale and complexity of the application.

This section of the SCI looks at:

- how the public can become involved at the various stages of the application process; and
- how the level of community involvement will depend on the scale of the application.

Pre-Application Stage

Pre-Application Discussions (PADs)

- 3.8 Pre-application discussions are encouraged for a range of types of applications, both major and local. The objective of pre-application discussions should be to confirm whether the principle of development is acceptable and to clarify the format, type and level of detail required to enable the council to determine an application. For major applications it will also enable the applicant to discuss with the council details of how the community should be involved in the decision-making process.

Pre-Application Community Consultation (PACC)

- 3.9 The 2011 Planning Act has introduced a requirement for applicants to inform and involve the wider community in planning applications. Greater community engagement from the outset is key to not only creating better quality developments but also improving the process of place making. Applicants submitting major applications to the Council or as the case may be the DfI are, as of the 1 July 2015, required to undertake community consultation before submitting their application.

The Council will require the following actions to be undertaken by the applicant before a major application is submitted-

- (i) notify the Council, at least 12 weeks in advance, that an application for a major planning application is to be submitted. This is referred to as a Proposal of Application Notice (PAN) and will outline the detail of the proposed application and what consultation is to be undertaken;
- (ii) hold at least one public event where the community will be afforded the opportunity to make comment. This is not to be held earlier than 7 days after the notification of the date, time and place of the event;
- (iii) publish details of the proposal in the local press, outlining a description of, and the location of, the proposed development; details as to where further information can be obtained about the proposed development; the date,

time and place of the public event; a statement explaining how, and when, people who want to make comments can; and a statement that comments made to the prospective applicant are not representations to the Council but that representations may be submitted should an application be made to the Council at a later stage; and

- (iv) submit a pre-application community consultation report on submission of the planning application.
- 3.10 The Council will assess the report and determine if the consultation undertaken meets the legislative requirements. The Council may, providing it does so within 21 days of receipt of the PAN, ask the applicant to notify further individuals or organisations or advise that additional consultation is required.
 - 3.11 Pre-application consultation is likely to be more successful if the applicant makes significant efforts to open lines of communication with, and provide feedback to, local communities and work with them to secure development proposals which are acceptable to everyone.
 - 3.12 As previously stated the Council would recommend all applicants considering submitting development proposals that fall within the definition of major development to seek a Pre-Application Discussion with planning officers. Where applicants fail to fully meet the pre-application community consultation requirements the Council will decline to determine the application.
 - 3.13 Local people are encouraged to participate in the pre-application consultation as this should help applicants better understand local concerns or circumstances and possibly take action to address these concerns before submitting a formal application. Where local concerns and issues are not adequately addressed by the applicant at pre-consultation stage they may be raised by the community again at formal application stage.

Application Stage

- 3.14 When a planning application is submitted for determination the Council will involve the community in the decision making process. If you feel you will be affected by development proposals you will have an opportunity to consider what is proposed and how it will affect you. You will also have the opportunity to make your views known before a final decision is made on the application.

The Council will inform the public of all planning applications through:

- Advertising; and
- Neighbour Notification.

- 3.15 The Council undertakes statutory publicity in accordance with current legislation. If DfI amend or change the statutory publicity requirements then our future approach will reflect any changes that are made.

Advertising

- 3.16 The Council will advertise all new applications on a weekly basis in at least one local newspaper (listed in Appendix G) in accordance with Article 8 of the Planning (General Development Procedure) Order (NI) 2015. The weekly list of all new applications received by the Council can also be viewed on the Planning NI web portal.⁷ The notice placed in the local newspapers advises that any representations to be made should be received within 14 days of publication (4 weeks in the case of EIA applications) to assist efficient processing of applications. However, it should be noted that any late representations made on an application, provided they are received before a decision is made, will be considered.

Neighbour Notification

- 3.17 The Planning (General Development Procedure) Order 2015 states that any identified occupier of land neighbouring the land to which the application relates must be notified of the proposed development by serving a notice on them. Under the Council's neighbour notification scheme, the Council will issue neighbour notification letters to occupiers of neighbouring premises which fulfil both of the following criteria:
- (i) the property in question is within 90m of the boundary of the application site; **and**
 - (ii) meets the definition of neighbouring land, in that it directly adjoins the boundary of the application site, or would adjoin it but for an entry or road less than 20m in width.
- 3.18 The Planning Officer when carrying out a site inspection will also check the accuracy of the neighbour notification details supplied on the application form and may add details as considered appropriate.
- 3.19 The period for responding following receipt of a neighbour notification letter is also 14 days (4 weeks in the case of applications requiring an Environmental Impact Assessment) , though again any late representations received before a decision is made will still be considered.

EIA Development

- 3.20 Environmental Impact Assessment (EIA) is a method for ensuring that the likely effects of new development on the environment are fully understood and taken into account before consent is given for the development to proceed.

⁷ See http://www.planningni.gov.uk/index/my_council/council_newry_mourne_down.htm

- 3.21 The Environmental Statement (ES) produced as part of an environmental impact assessment, brings together in a single document or series of documents information about a proposed development and its effects on the environment.
- 3.22 In most cases it will fall to the Council to determine if the application is an EIA application. It should be noted that if an application is an EIA application it cannot be processed until the ES is received. When a developer submits an ES in support of a planning application, the Council will publish a notice of its receipt in a local newspaper and indicate where it may be purchased and the address of the Council Office where it may be inspected. The Council will also allow 4 weeks from the date the notice is first published for representation to be made.

Obtaining further information and getting involved in planning applications

- 3.23 The weekly lists of planning applications received within the council area are also available on the Northern Ireland Planning Portal (www.planningni.gov.uk). Planning applications including supporting documents and corresponding plans can be viewed online as well at the Council offices during normal office hours. A duty Planning Officer will be available during normal office hours (9am – 5pm) to give advice on current or proposed applications (you are advised to make an appointment if you wish to speak to a particular officer). You can contact the Council's Planning Department by telephone on 0300 200 7830 or by email on planning@nmandd.org.

Public Register

- 3.24 The Council will make the application, plans and any associated environmental statement available on a public register. Each register will contain the following information:
- a copy (which may be photographic) of each application together with copies of plans and drawings submitted in relation thereto;
 - the decision notice, if any, in respect of the application, including details of any conditions subject to which permission or consent was granted;
 - the reference number, the date and effect of any decision of the PAC in respect of the application; and
 - brief details of any revocation or modification relating to any permission or consent, including date of issue.

File Inspection

- 3.25 Planning application files are open to the public, the Council will make the application file available for inspection, by appointment. The amount of information on the file, will of course, be dependent on the stages the application has completed. Certain

information may be withheld on data protection grounds e.g. a person's medical information. Hard copies can also be provided upon request (at a specified price).

Submitting Comments

- 3.26 Individuals, groups and organisations can comment on a planning application even if they have not been neighbour notified by the Council. All comments will be carefully considered. Care should be taken when making comments to the Council to ensure that no personal data is included.
- 3.27 When a decision is made on a planning application only certain issues are taken into account, these are often referred to as 'material planning considerations'. Material considerations must be genuine planning considerations. The basic question is not whether owners and occupiers of neighbouring properties would experience financial or other loss from a particular development, but whether the proposal would unacceptably affect amenities and the existing use of land and buildings that ought to be protected in the public interest. A list of material and non-material considerations is contained in Appendix F.
- 3.28 Generally greater weight is attached to issues which are supported by evidence rather than solely by assertion. If an identified problem can be dealt with by means of a suitable condition the Council is required to consider this as an alternative to refusing an application.
- 3.29 You can make comments in a variety of ways, these are as follows-

By email: planning@nmandd.org (Please quote the application number)

By post to:

Newry Planning Office or	Downpatrick Planning Office
O'Hagan House	Downshire Civic Centre
Monaghan Row	Downshire Estate, Ardglass Rd
Newry BT35 8DJ	Downpatrick BT30 6GQ

Online through the Planning Portal. Comments can be submitted by members of the public through Public Access once they have been registered for an account on the Planning Portal.

<http://epicpublic.planningni.gov.uk/publicaccess/>

- 3.30 All written comments on an application will be acknowledged within five working days. The acknowledgement letter will set out who is dealing with the application and who to contact if there are any questions.

- 3.31 Whilst Planning Officers may not be able to respond to each comment made due to the large numbers received. All comments will be summarised and fully considered within the Planning Officer's report.
- 3.32 The Council will not normally contact the respondent again until after a decision is made unless the application is significantly altered or is withdrawn.
- 3.33 The Council may, if it considers it appropriate to do so, stage public exhibitions, issue press releases or arrange public meetings to provide information about major developments or proposals which are particularly significant or have wide-spread effects on communities.
- 3.34 The Council will consult with a range of Statutory Consultees (see Appendix C) to assist in the determination of an application. If a representation raises issues that are relevant to the responsibilities of the consultee (e.g.road safety) the representative will be copied to the appropriate consultee for consideration and comment. The council will carefully take any comments made into account before a decision is made. All comments are scanned and added to the web site once private email addresses, private telephone numbers and hand written signatures have been removed. Names and addresses will remain visible.
- 3.35 The Council and the applicant may negotiate changes to applications where these are expedient. Re-consultation (for 14 days), re-advertisement and further neighbour notification will take place on minor amendments if the council considers that they raise new issues that could lead to further comment. If any change is considered to be substantive, the Council may decline to treat it as an amendment and a new application may be invited.

Community Involvement at the Planning Committee Stage

- 3.36 The Planning Committee meeting is normally held every fourth week in the Boardroom of the Council offices at O'Hagan House, Monaghan Row, Newry. Additional meetings of the Planning Committee may be scheduled according to business needs. The meeting commences at 10.00am (unless otherwise stated) and is open to the public.

Scheme of Delegation

- 3.37 The majority of planning applications submitted to Council are determined by Council appointed planning officers using delegated powers. The circumstances under which an application can, or cannot, be determined using delegated powers are set out in the Council's Scheme of Delegation. It should be noted that this document will be subject to regular review. The most up to date version of the document can be accessed at : <http://www.newrymournedown.org/planning>. A copy is also available for inspection, during normal working hours, at the Council Planning Offices.

Protocol for the Operation of the Planning Committee

- 3.38 Applications which do not fall within the Scheme of Delegation must be presented to the Council Planning Committee for decision. Council's Protocol for the Operation of the Planning Committee sets out the detailed procedures for this Committee. It should be noted that this protocol is also subject to change. The most up-to-date version of the document can be viewed on the Council's website. A copy is also available for inspection, during normal office hours, at the Council's Planning Offices.

Pre-determination hearings and speaking at the Planning Committee

- 3.39 There may be occasions when major applications will raise particularly complex planning issues or attract a significant level of objection. In such cases the Planning Committee may decide to hold a pre-determination hearing prior to making its decision at the scheduled monthly Planning Committee meeting.
- 3.40 A pre-determination hearing will provide the opportunity for the applicant and their agent, as well as those who may have made representations, to present their case to the committee and for Members to ask questions and clarify matters. Key consultees may also be invited to report their expert views. When the Planning Committee agrees to such a hearing, the applicant will be advised and the detailed arrangements will be advertised in the local press. Any hearing will take place after the expiry of the period for making representations on the application but before the Committee hears the application.
- 3.41 For any major application that has been notified⁸ to the Department for Infrastructure but is subsequently returned to the Council for determination, the Council is required to afford the applicant the opportunity of appearing before and being heard by the Planning Committee at a Pre-determination hearing.
- 3.42 If a member of the public wishes to speak at the Planning Committee they must contact the Council's Democratic Services by telephone or email (democratic.services@nmandd.org) at least 5 working days before the date of the meeting at which the application will be considered. Only those who have made written submissions in respect of a planning application and registered a request to speak in respect of the application shall be permitted to make oral representations before the Committee as outlined in the Planning Committee Operating Protocol (available to view on the Council's website or at local planning offices).

⁸ Under the Planning (Notification of Applications) (Northern Ireland) Direction 2015 the Council is required to formally notify DfI where the Council is minded to grant planning permission for certain types of major development. The Direction restricts the grant of planning permission and requires the Council to send information to DfI.

Post Application Stage

Community Involvement after a Planning Application has been determined

- 3.43 A notification of decision letter is sent to the applicant/agent and all people who have responded to the consultation on the planning application, informing them of the decision and the reason for that decision. The decision is recorded in the statutory Planning Register. If it is a case that has been considered by the Planning Committee, it can be found either by contacting the Planning Department following the Committee meeting, or by viewing the minutes of the Committee meeting published on Council's website the day after they are formally approved and adopted at the following Planning Committee meeting.

Community Involvement in Planning Appeals

- 3.44 Planning appeals may be made by the applicant against the refusal of planning permission, against conditions placed on a planning approval and against an enforcement notice. Only applicants and those upon whom notices have been served have the right of appeal. There are no third party rights of appeal. Where an applicant is unhappy with the Council's decision on an application or a condition attached to a permission, he/she may appeal to the Planning Appeals Commission (PAC). An applicant may also appeal to the PAC where the Council has not determined an application within the relevant period prescribed by the Planning (General Development Procedure) Order (NI) 2015, where such an appeal is lodged, the application is deemed to have been refused. Appeals must be lodged with the PAC within four months from the date of notification of the Council's decision, or expiry of the prescribed period as the case may be.
- 3.45 All those people who responded on the original planning application that is the subject of appeal will be advised that an appeal has been received, and provided with an opportunity to make their views known. Copies of letters already submitted will be forwarded to the PAC. For hearings and public inquiries, the interested parties have the opportunity to make their views known verbally to the PAC. Guidance on Planning Appeals and the rights of applicants and objectors can be found on the PAC website www.pacni.gov.uk

4.0 Planning Enforcement

4.1 The Council encourages the community to report cases where they believe there has been a breach of planning control. A breach of planning control occurs when development or other certain activities take place without the necessary planning permission or consent from the Council or the Department. This may also include failure to carry out development in accordance with the approved plans or conditions.

4.2 Suspected breaches of planning control can be reported in the following ways:

By email: planning@nmandd.org

By post to:

Newry Planning Office	or	Downpatrick Planning Office
O'Hagan House		Downshire Civic Centre
Monaghan Row		Downshire Estate, Ardglass Rd
Newry BT35 8DJ		Downpatrick BT30 6GQ

By Phone: 0300 200 7830

4.3 You may also wish to raise the matter with one of the Elected Members who can bring the matter to the attention of the Planning Officers on your behalf.

4.4 All planning enforcement related complaints are treated confidentially. If the complaint results in a planning application being submitted, then this will be publicised in the normal manner and adjoining neighbours and complainants notified.

4.5 In cases where planning enforcement action is taken, complainants are informed of the action. In cases where enforcement action is not taken, a full explanation providing the Council's reasons will be sent to the complainants. Many initial complaints relate to non-enforcement issues in the district, such as householder permitted development type extensions or alterations to a dwelling house.

4.6 The Council's priorities for enforcement action will be set out within our forthcoming Enforcement Strategy. Once published, this strategy will be subject to regular review and a public consultation exercise will form part of this review process.

5.0 Community Involvement in Other Planning Functions

Community Involvement in Supplementary Planning Guidance

- 5.1 The Council may also prepare non-statutory planning guidance to support its development plan. Supplementary planning guidance includes for example design guides and advice notes. These will be published for public consultation and comment prior to the publication of the final draft. Comments received will be published on the Council web site. It is not necessary for Supplementary planning guidance to go through the public examination process.

Community Involvement in Conservation Area Designation

- 5.2 A Conservation Area is an area of special architectural or historic interest, the character of which it is desirable to preserve and enhance. The Council considers that consultation with, and the involvement of local people is important when undertaking work associated with Conservation Areas. This will help encourage greater ownership of the concept and greater co-operation and commitment to achieving the aims of the designation.
- 5.3 The Council will involve the community in the designation or variation or cancellation of a Conservation Area. This will entail formal consultation with the Historic Buildings Council, the Department for Communities, the Department for Infrastructure and any water and sewerage undertaker. Any alterations to existing Conservation Areas or designation of new Conservation Areas will be advertised by way of a public notice in the local press. Where appropriate public meetings will be held to discuss and present proposals. Upon formal designation the Council will publish a public notice in the local press and hold a public launch and exhibition.

Community Involvement in the Designation of a Simplified Planning Zone

- 5.4 If the Council proposes to commence work on a simplified planning zone (see Appendix A Glossary of Planning Terms) it will undertake consultations with the neighbouring district council, the land owner and occupier, the Department for Communities and will notify the Department for Infrastructure.
- 5.5 Once details of a scheme have been prepared the Council will make copies available for inspection at the Council's office, give notice by way of an advertisement in the local press and on the Council's website, and will serve a notice on those it has consulted with.
- 5.6 Following advertising of the proposed planning zone(s) details there will be an 8 week period when representations can be made to the Council. If the Council subsequently decides not to proceed with the proposed planning zone it will publish

a further advertisement to that effect and will notify all those have made representations.

- 5.7 The Council may cause an independent examination to be held to consider the representations received. Where it is proposed to hold an independent examination details including the time and place of the examination will be published in the local press. Where it is decided not to hold an independent examination the Council will notify all those who have made representations.
- 5.8 Following the independent examination the Council will produce a report and statement detailing its decision and outlining reasons for its decision. Notice of publication will be advertised in the local press and the report and statement will be available for public inspection in the Council offices.

Appendices

Appendix A – Glossary of Planning Terms

Development Management: The process for a Council to decide on planning applications.

Development Plan: Local Development Plans apply regional policies at the appropriate level and inform the general public, statutory authorities, developers and other interested bodies of the policy framework and land use proposals that will guide development decisions within a specified area.

Environmental Impact Assessment (EIA): A procedure to be followed for certain types of planning application to ensure that decisions are made in the full knowledge of any likely significant effects on the environment.

Equality Impact Assessment (EQIA): An assessment of the likely impact of policies and proposals on the promotion of equality of opportunity. Carried out on all local development plans to fulfil the obligations imposed on the Council by Section 75 of the Northern Ireland Act 1998.

Independent Examination: The independent examination conducted by the Planning Appeals Commission to test the soundness of the Local Development Plan.

Local Policies Plan: This provides detailed plans and policies for the development of specific geographical area.

Major Development: Large scale developed proposals that meet the thresholds contained within The Planning (Development Management) Regulations (Northern Ireland) 2015.

Material Consideration: A material consideration is any planning matter which is relevant to a particular case.

Planning Appeals Commission: The body which provides a Commissioner to carry out an independent assessment of the soundness of a Development Plan Document or Statement of Community Involvement. The Commission also processes planning, listed building consent, advertisement and enforcement appeals.

Planning Committee: the planning committee is responsible for making decisions on the bigger and more sensitive planning applications received by the Council. The planning committee is made up of a number councillors who are responsible for deciding planning applications, listed building and conservation area consents. Which items are considered by the committee is decided through the Council's Scheme of Delegation.

Plan-led System: The principle that decisions upon planning applications should be made in accordance with the adopted development plan, unless there are other material considerations that may indicate otherwise.

Plan Strategy: This is the first part of the development plan and provides a framework or overview to guide the direction of the local plan.

Preferred Options Paper (POP): Ideas, possibilities and alternative proposals produced at any early stage in the production of the Local Plan and issued for public consultation and have not been endorsed by the Council.

Scheme of Delegation: a scheme where decision making on local applications is delegated to an appointed officer rather than through the Council's Planning Committee thereby enabling speedier decisions and improved efficiency. Section 31(1) of the Planning Act (Northern Ireland) 2011 requires the Council to produce such a scheme.

SEA Scoping Report: A report which sets out how the Council will ensure that the likely significant effects of the development plan will be assessed including the environmental effects and alternatives that need to be considered, the assessment methods to be used as well as the scope and level of detail of information that will be included in the final environmental report.

Simplified Planning Zone: An area in which the Council wishes to stimulate development and encourage development. It operates by granting a specified planning permission in the zone without the need for an application for planning permission and the payment of a planning fee.

Soundness: A Development Plan document is likely to be sound if it meets certain tests at the Examination stage. These tests require that a document is prepared according to the correct procedures, that it conforms to other policies, and its proposals are justified, consistent and effective.

Justified means that the document must be

- Founded on a robust and credible evidence base; and
- The most appropriate strategy when considered against the reasonable alternatives.

Effective means that the document must be

- Deliverable;
- Flexible; and
- Able to be monitored.

Stakeholders: Individuals or organisations who have a strong interest in the issue or may be affected directly by any decisions or plans. The term is used mostly to refer to bodies that will affect the delivery of a planning document's policies and proposals.

Strategic Environmental Assessment (SEA): An assessment of the probable environmental impacts of the policies and proposals contained in the LDP. The assessment is carried out to ensure compliance with the European Directive 2001/42/EC on the "assessment of the effects of certain plans and programmes on the environment" and the Environmental Assessment of Plans and Programmes Regulations(Northern Ireland) 2004.

Statutory Requirements: Actions required to be undertaken by the Council as a result of legislation.

Sustainability Appraisal (SA): a sustainability appraisal assesses the likely social, economic and environmental effects of policies in the development plan documents.

Appendix B - Local Development Plan Consultation Bodies⁹

Statutory Consultation Bodies¹⁰

1. Northern Ireland Government Departments:
 - The Executive Office;
 - Department of Agriculture, Environment and Rural Affairs (DAERA);
 - Department for Infrastructure (DfI);
 - Department for the Economy (DfE);
 - Department of Education (DE);
 - Department of Finance (DoF);
 - Department of Health (DoH);
 - Department of Justice (DoJ); and
 - Department for Communities (DfC).
2. Adjoining Councils/Planning Authorities with common boundaries:
 - Armagh City, Banbridge and Craigavon Borough Council;
 - Lisburn and Castlereagh City Council;
 - Ards and North Down Borough Council;
 - Louth County Council; and
 - Monaghan County Council.
3. Water and Sewerage undertakers:
 - NI Water
4. Northern Ireland Housing Executive (NIHE).
5. Civil Aviation Authority (CAA).
6. Any person to whom the electronic communication code applies by virtue of a direction given under Section 106(3) of the Communication Act 2003.
7. Any person to whom a license has been granted under 10(1) of the Electricity (Northern Ireland) Order 1992.
8. Any person to whom a license has been granted under Article 8 of the Gas (Northern Ireland) Order 1996.

⁹ There may be additional consultations required at specific times throughout the LDP process.

¹⁰ Statutory consultees are those government bodies or other organisations with whom the Council must liaise as part of the development plan process.

Appendix C – Consultation on the Development Management Process

Planning Officers frequently need to obtain specialist advice to enable them to consider the potential impacts of a development proposal before determining an application. This is referred to as the consultation process. Consultation with statutory and non-statutory bodies should be carried out only when considered necessary to inform a planning decision.

Statutory consultees¹¹ (listed below) are those government bodies or other organisations with whom the Council must liaise. The need for consultations will vary between applications depending on the nature and scale of the proposal as well as the provision of standing advice from the consultee.

1. Department for Infrastructure (DfI);
2. Department for Communities;
3. Health and Safety Executive NI (HSENI);
4. The Department for Infrastructure or other water undertaker as defined under Article 13 of The Water and Sewerage Services (NI) Order 2006;
5. Licensed Aerodromes;
6. The Department of Agriculture, Environment and Rural Affairs (DAERA);
7. The Department for the Economy (DfE); and
8. The Northern Ireland Housing Executive (NIHE).

Where the Council undertakes consultations on a planning application the consultee will be required to respond within 21 days, or any other date as agreed in writing, after which time the Council may determine the application whether or not a response has been received. The exception is those developments which are subject to an Environmental Impact Assessment (EIA) where the Council cannot make a determination until 28 days have passed.

Non-Statutory Consultees

Not all information required to process an application will be from statutory consultees. There will be occasions when non-statutory consultees e.g. the Environmental health section of the Council, need to be consulted.

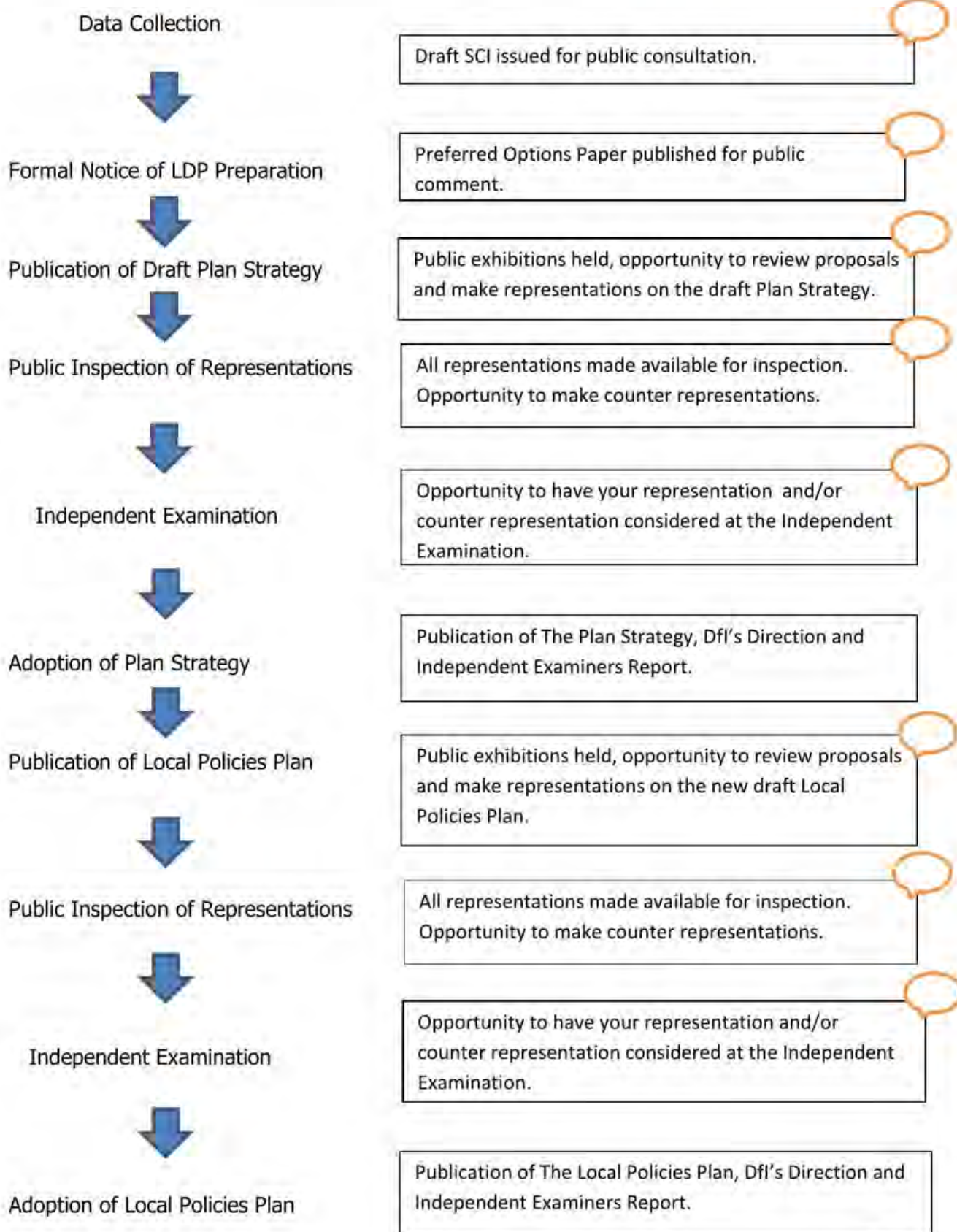
It may also include external organisations and bodies. These consultees are not bound by the 21 day response time, however, they are encouraged to respond in a timely manner so as not to delay the planning process.

Due to the wide range of development proposals submitted to Council, each application will be carefully considered and consultations will be undertaken in line with statutory requirements. The need for consultation will vary between applications depending on the nature and scale of the proposal.

¹¹ Schedule 3 of the Planning (General Development Procedure) Order (Northern Ireland) 2015 defines the statutory consultees and outlines the various circumstances where consultation must be undertaken.

Appendix D – Local Development Plan Process

The speech bubble indicates when you can have your say.



Appendix E – Planning Application Process

The speech bubble indicates when you can have your say.

Pre-application



The Council encourages applicants to undertake pre-application community consultation with the community. In the case of major applications community consultation is mandatory.

Application



The Council will accept or decline the application based on validation criteria.

Advertising &
Neighbour
Notification



Plans published online on the Planning Portal.
Neighbours notified.
Statutory consultees and other relevant bodies invited to make comments.
Press advert in local newspapers.

Written and emailed comments can be submitted both during the advertising/neighbour notification period and during the consultation period.

When responding it is important that your response relates to planning matters known as material considerations. Some examples of material and non-material considerations can be found in Appendix F.

Application
Review



Consultee comments and any comments from third parties can be viewed online via the planning portal

Officer Report



The case officer prepares a report on the application and provides a recommendation.

Decision



The decision will be made by the Chief Planning Officer or the Planning Committee .

If the application is decided by the Planning Committee the applicant and those who have made representations will be afforded the opportunity to speak at the Planning Committee in line with the Planning Committee Operating Protocol.

Decision Notice
Issued

The decision will be sent to the applicant or agent. It will then be published on the planning portal

Appendix F - Material and Non-Material considerations

There is no legal definition for material definitions, however they are held to include all the fundamental factors involved in land-use planning. Essentially a material consideration is one which is relevant to making a planning decision as to whether to grant or refuse an application for planning permission. Material considerations will vary depending on the specific circumstances of each case.

Generally greater weight is attached to issues raised which are supported by evidence rather than solely by assertion.

The lists below provide some examples of material and non-material considerations however it should be noted that these are not exhaustive lists.

Material considerations

Can be taken into account

- Regional and local Planning Policies.
- Adopted and emerging Development Plans.
- Planning history on the site
- Case law.
- Loss of sunlight and overshadowing.
- Overlooking and loss of privacy.
- Roads issues (e.g. increased traffic movements).
- Layout, density, design/appearance, character.
- Effect on a listed building or conservation area.
- Noise, smell or other disturbances.
- Cumulative impact.
- Capacity of infrastructure.

Non-material considerations

Cannot be taken into account

- Private issues between neighbours.
- Opposition to business competition.
- Loss of property value.
- Loss of view.
- Moral objection.
- History of the applicant.
- Matters covered by other legislation.
- Restrictive covenants.
- Opposition to the principle of development if permission has been granted by an outline application or on appeal.

Appendix G – List of Local Newspapers for Advertisement

Local Newspapers which the Council currently advertises planning applications in (weekly):

- Crossmaglen Examiner
- Down Recorder
- Mourne Observer
- Newry Reporter

Statement of Community Involvement: Consultation Report

Public Consultation: Consideration of Representations Received

1. A 4 week public consultation commenced on the 8th March 2017 with publication of the draft SCI on the Council's website. A Public Notice was also placed in local newspapers for two consecutive weeks; the 'Newry Reporter', 'Mourne Observer' and 'Down Recorder' on the 8th and 15th March 2017 and in the 'Crossmaglen Examiner' on the 10th and 17th March 2017. The public consultation period ended on the 7th April 2017.
2. Three representations were received from the general public in response to the published SCI document. In addition to the public consultation responses, comments were also received from the Department for Infrastructure (DfI).
3. All comments received in relation to the draft SCI have now been considered. This report lists the general public respondents and summarises the main issues raised, together with the Council's response, and amendments made to the draft SCI document (Part 1). The report also details the comments and recommendations received from DfI, together with the Council's response, and amendments made to the draft SCI document (Part 2). Finally, following further consideration and review of the draft SCI, the report highlights changes made to the draft SCI by the Planning Department (Part 3).

Part 1: Representations received from the General Public

List of Respondents

1	Anne Callan and Pamela McClelland
2	Eimer Cleland (Albert Basin Park Action Group)
3	Christine Gibson

Summary of Main Issues Raised, Response, and Amendments

General		
Issue	Response	Amendments
Legislation referred to in the SCI should be freely available to the community.	The legislation referred to throughout the SCI is freely available to view online, see http://www.legislation.gov.uk/ .	'Advisory Note' amended with additional sentence as follows: "The legislation is available to view online at http://www.legislation.gov.uk/ ."

Local Development Plan		
Issue	Response	Amendments
Register of Interests should be set up to enable public notices to be emailed to individuals and groups.	All public notices will be advertised in the 4 local newspapers listed in Appendix G for two consecutive weeks, and on the Council's website. The SCI also states that the Council will write to local community groups and under-represented (Section 75) groups. A 'Register of Interest', as suggested, is not considered necessary, but will be further considered along with any other consultation measures the Council considers appropriate. Any such additional measures, would be supplementary to those set out in the SCI.	None
Consultation report should be produced showing how the Council have considered representations received to the LDP.	The SCI refers to a Public Consultation Report at the Preferred Options Paper stage, and the reporting of representations and counter representations at both the Plan Strategy and Local Plan Policies stages.	None

Development Management		
Issue	Response	Amendments
Objectors to a planning application should have third party right of appeal to the PAC.	Third party right of appeal does not currently exist within the NI Planning system. The introduction of third party right of appeal is outside the Council's planning responsibilities and would be for the NI Executive to address.	None
The time allowed for objectors to speak at Planning Committee must not be restricted.	The time allowed for deputations to speak at Planning Committee is not specified in the SCI. The time allowed (currently 5 minutes) is set out in the Council's Protocol for the Operation of the Planning Committee. The SCI refers to the most up-to-date version of the document, and advises that the protocol is subject to change. Any changes to the protocol are a matter for the Planning Committee to consider.	None
All development should be subject to a planning application and be available for community scrutiny.	Not all development requires a planning application. Under the provision of current planning legislation, there are classes of development, described as permitted development, which do not require a planning application. Any changes to planning legislation are outside the Council's planning responsibilities and would be for the NI Executive to address.	None

The following issues raised by the general public refer to specific sections within the SCI Consultation Draft (Jan 2017) and are referenced accordingly.

The Council's responses are highlighted in red for ease of reference and any associated references refer to sections within the finalised draft SCI (May 2017)

- Paragraph 1.1, page 4
Needs definition of what a major planning application is in the appendices (such as that published by Belfast City Council)
Appendix A – Glossary of Terms already contains a definition of major development.
- Paragraph 1.7i, page 5
Need to define what constitutes "have it considered" – does this mean assessed or discussed?
The definition of "considered" includes "to take into account when making a decision or judgement". This is what will be done throughout the planning process. No definition necessary.
- Paragraph 1.9, page 5
Culture of Engagement "people" need to define as "any member of the public".
"encouraged" how?
*The reference to "people" is used throughout the SCI, it is considered to be an appropriate term used to describe the general population.
The purpose of this SCI is to encourage greater public participation, this is done by clearing setting out the opportunities at which people can engage in the planning process. No change required.*
- Paragraph 1.13, page 6
"with partners" who are these partners and what is their role and influence?
Further information on Community Planning and how it is being delivered by the Council is available on the Council's website. It is not the purpose of the SCI to detail the Community Planning process. The SCI concerns community engagement in the planning process only.
- Paragraph 1.14, page 6
"objectives for maintaining and (to add) improving..."
To end this paragraph with a phrase that encapsulates the definition of sustainability eg to maintain and/or enhance each of the three arms of sustainability as mentioned above.
The wording of paragraph 1.14 is taken from section 66 (2) (a) of the Local Government Act (Northern Ireland) 2014. It is not considered necessary to expand on the existing wording.

- Paragraph 2.2, page 7
Include these policies in the appendices and in all sites on the website pertaining to planning.
All referenced documents are publicly available. The Council's Corporate Plan and Community Plan can be viewed and downloaded from the Council's website. Documents published by the NI Executive and its Departments can be viewed and downloaded from the relevant Department website. Inclusion of these documents within the SCI Appendix is not considered necessary.
- Paragraph 2.4, page 7
"issues will be identified.." by whom and how?
This is an introductory overview and is not intended to go into detail. Further information is provided under Stage 1: Data Collection see paragraph 2.15, of the finalised SCI. No change required.
- Paragraph 2.6, page 7
Add to the end of this paragraph " not to the detriment of any of these factors"
Not considered necessary.
- Paragraph 2.7, page 7
Why has this taken until 2017 to develop this plan when it has been outstanding since 2015?
References in this paragraph are to the two legacy Area Plans for the District, which despite their reference to 2015 are the current development plans covering the Council area, and will continue to be the extant development plans until they are replaced by the LDP. Preparation work associated with the LDP was commenced by the Council in 2015. The stages of the of the LDP process are set out in the SCI. The Plan Timetable will be published in the summer of this year, this will set out the programme through the various stages of the LDP process to adoption. No change considered necessary.
- Paragraph 2.8, page 8
"will be sought" – how and can the public sign up to this?
"people" should be defined as "any individual"
"In particular the views of the following groups of people will be sought" is now changed to "In particular the Council will welcome the views of the following groups of people."
It is not considered necessary to change "people" to "any individual."
- Paragraph 2.12, page 9
Need a dedicated website (subsite) to house relevant documents, processes and provide means of communication for feedback and Q and A facility.
The LDP currently has a dedicated page accessed via the Planning section of the Council's website, where relevant information can be uploaded by the Planning Department and documents made available to the public. The Council's website

address is provided at the outset of the document. No change is considered necessary.

- Paragraph 2.15, page 9
Is this to be reviewed by the public?
Yes, paragraph amended and moved to paragraph 2.44 of the finalised SCI, now states that *"Any changes will be subject to the same procedural and publicity requirements as set out in the Plan Strategy and Local Policies Plan."*
- Paragraph 2.16, page 9
"this will be undertaken using a topic based approach.." by whom and please highlight the "topics".
The topic based preparatory papers are produced by the Planning Department and form part of the data collection stage, it is not considered necessary to state that the Planning Department will produce them.
In order to retain flexibility around production of preparatory papers and associated studies, and avoid the need to revise the SCI it is not considered appropriate to list them within the SCI.
- Page 10, 2nd bullet point
Determined by the Council – this should be 50% 50% public members and council members
Public input to the LDP Steering Group is provided by Elected Members. It is not considered necessary to extend membership to the general public.
- Page 10, 4th bullet point
"Consultees..." and should include general public
Public consultation and engagement is undertaken throughout the LDP process, and is in accordance with that set out within the legislation, this includes publication of the Preferred Options Paper, publication of the draft Plan Strategy and publication of the draft Local Policies Plan. Those making representations will have the opportunity to participate at the Independent Examination at both Plan Strategy and Local Policies Plan Stage. There is no requirement nor is it considered necessary to introduce further public consultation and subsequently extend the timeframe for the LDP.
- Paragraph 2.17, page 10
How do members of the public influence the POP?
As stated in paragraph 2.17 of the finalised SCI the POP will be issued for public consultation, this will offer the public the opportunity to comment on all aspects of the POP.

- Paragraph 2.18, page 11, 2nd bullet point
Change “topic” to “all”.
Reference to topic papers removed and replaced with “Make the POP and any other supporting documents the Council considers relevant to the preparation of the POP, available for inspection on the Council’s website.....” See paragraph 2.17 page 12, 2nd bullet point of the finalised SCI.
- Page 11, last bullet point
“key consultees...” how are these determined and can these include those who signed up on website to request to be a consultee?
Appendix B lists the LDP Statutory Consultation Bodies, these are set down in the LDP regulations. The Planning Department will consider what additional consultation bodies may be necessary throughout the LDP preparation process.
- Page 12, 1st bullet point
Website needed
The Council currently has a website in place. The website address is provided at the outset of the document.
- Paragraph 2.20, page 12
Representations should be made on website too
The arrangements for the submission of representations on the draft Plan Strategy will be published along with the draft Plan Strategy. Paragraph 2.21 2nd bullet point of the finalised SCI confirms that representations will be made available on the Council website.
- Page 13, last bullet point
“Representations” from what stage or from all stages to that point?
This bullet point is under the section titled “Stage 4: Public Inspection of Representations received to the draft Plan Strategy.” It is considered that the current wording is sufficiently clear.
- Paragraph 2.21, page 13
“interested parties” who are they? “by the council” who exactly in the Council? And allow “the comments” to be made on the internet.
Further clarification on the wording “Interested parties” and “by the Council” is not considered necessary. The arrangements for submission of representations, including electronic submission, will be confirmed following publication of the draft Plan Strategy.

- Paragraph 2.23, page 14
Under what grounds can DfI modify or withdraw it?
Where the Department for Infrastructure considers the draft Plan Strategy to be unsatisfactory and issues a Direction to the Council to withdraw or modify the draft Plan Strategy it is required to provide the grounds as indicated at paragraph 2.23 of the finalised SCI. It is for DfI to consider what grounds there is a basis for modification or withdrawal. No change necessary within the SCI.
- Paragraph 2.24, page 14
To include a summary of all representations and counter-representations made to that date.
This was addressed at paragraph 2.24 part (vi), and now paragraph 2.23 part (vi) of the finalised SCI. The Council will provide DfI with a statement setting out the main issues raised in representations made and how these have been taken into account in the preparation of the draft Plan Strategy. No change necessary within the SCI.
- Paragraph 2.26, page 15
"they must consider..." what are the factors to be given weight?
The operation of the Independent Examination is outside the remit of the Council, the Council cannot comment on how the PAC or other person appointed by DfI will consider the representations submitted. No change necessary within the SCI.
- Page 17, 2nd bullet point
"asked to be notified.." what is the process for this?
The detailed processes around notification of adoption will be published along with the draft Plan Strategy.
- Paragraph 2.36 iii), page 19
to include summary of all rep... as above.
Paragraph 2.36, 2nd bullet point of the finalised SCI has been amended to highlight that the draft Local Policies Plan and all associated documentation will be made available on the Council's website (see point (iv)). Issuing a summary report to all who submitted representations/counter representations is not considered necessary.
- Paragraph 2.40, page 20
Will there be an opportunity for the public to object at this stage?
Additional paragraph added (see 2.39 of the finalised SCI), this states "Under section 10 (7) of the Planning Act (Northern Ireland) 2011 any person who makes representations seeking to change a development plan must (if that person so requests) be given the opportunity to appear before and be heard by the person carrying out the examination."

- Paragraph 3.3, page 22
Please explain on what grounds the DfI can call in applications.
Footnote added (see page 25 of finalised SCI) advising that further information on the call-in procedure is contained within the DOE's SCI, which can be viewed on the NI Planning Portal: <https://www.planningni.gov.uk/index/policy/departments-sci.htm>
- Paragraph 3.16, page 24
"one local newspaper" given the diverse range of our district this should be "two" newspapers to ensure adequate coverage of publicity and to run for two consecutive weeks and to avoid holiday times for major developments.
The Council consider the commitment to advertise all new applications on a weekly basis in at least one newspaper circulating in the locality in which the land to which the application relates is situated in accordance with Article 8 (1) (a) of the Planning (General Development Procedure) Order (Northern Ireland) 2015, together with the publication of the weekly list of new applications online represent adequate publicity arrangements. The Council currently advertise all new applications in two local newspapers; for the area of the district served by the Downpatrick Planning Office, all new applications are advertised in the 'Down Recorder' and the 'Mourne Observer', for the area served by the Newry Planning Office, all new applications are advertised in the 'Newry Reporter' and the 'Crossmaglen Examiner'.
- Paragraph 3.17, page 25
To add iii) or will be directly affected by access issues if these are open to change within the proposal
Council does not consider this appropriate. The Council's neighbour notification policy and definition is in accordance with that set out in Article 8 (1) (b) of the Planning (General Development Procedure) Order 2015 and corresponding interpretation.
- Paragraph 3.24, page 26
first bullet point to include "assessments"
Not appropriate, the planning public register does not include any assessment.
- Paragraph 3.25, page 26
"by appointment" and provide copies of requested documents. Reasons should be given why these are not uploaded on the website.
Additional line added: "Subject to data protection hard copies can also be provided upon request (at a specified price)"
Paragraph 3.25 clearly states that planning applications including supporting documents and corresponding plans can be viewed online as well as at the Council offices. Paragraph 3.25 also clarifies that certain information may be withheld on data protection grounds.

- Paragraph 3.33, page 27
 "to do so..." and if substantial interest is shown from the public to do so.
 The Council consider that the current wording sufficiently addresses the circumstances when additional publicity and/or events may be organised in respect of certain developments or proposals.
- Page 30
 To include process of Judicial Review and deadlines.
 The Judicial Review process is outside the Council's planning remit. Further information can be found on the NI Courts and Tribunals Service website. No change necessary within the SCI.
- Paragraph 4.5, page 31
 To state a deadline for responding (not just acknowledging) to complaints on enforcement issues.
 Targets in relation to planning enforcement are not contained within the SCI. These will be addressed in the Council's forthcoming Enforcement Strategy as referenced in paragraph 4.6 of the finalised SCI.
- Page 37
 SA – reword "consider" to "assess"
 Amended as per comment.
- Page 41, Appendix E
 "the decision will be made by the Chief Planning Officer.." please explain when this is applicable.
 This is a summary chart, further detail and explanation is provided within the body of the SCI document, specifically paragraph 3.37 of the finalised SCI which references the Council's Scheme of Delegation.
- Page 42, Appendix F
 Material Considerations to include:
 - 1) Climate Change
 - 2) Air Pollution
 - 3) Alternative Locations
 The existing lists are considered to be sufficient to provide a broad indication of material and non-material considerations. As stated in the third paragraph the lists provided are not intended to be exhaustive.

Part 2: Comments and Recommendations received from DfI

Comments and recommendations received from DfI refer to the Council's SCI Consultation Draft (Jan 2017) and are referenced accordingly.

The Council's consideration and amendments are highlighted in red for ease of reference, any associated references refer to sections within the finalised draft SCI (May 2017).

- General points:
The Council may decide to go over and beyond the legislative requirements in terms of how they propose to engage the community and stakeholders in exercising its planning functions. If a council gives a commitment in the SCI to go beyond that specified in legislation, it must comply with the commitment.
The Council notes this requirement.
- There are many references to the "*local development plan*". The Council might consider referencing this in the first instance and then referring to the plan as "*LDP*" from then on in the document.
Amended as per DfI comments.
- Paragraph 1.8, page 5:
Consider inserting "*and planning application submission, assessment and determination*" after "*during plan preparation*".
Amended as per DfI comments, see paragraph 1.8, page 5.
- Paragraph 1.10, page 6, 3rd bullet point:
The Council may consider rewording this to read "*the consideration of new ways and ideas etc.*"
Amended as per DfI comments, see paragraph 1.10, page 6, 3rd bullet point.
- Paragraph 1.12, page 6:
Section 77 of the Local Government Act (NI) 2014, amended section 8, subsection (5) of the Planning Act 2011, inserting after paragraph (a) "*(aa) the council's current community plan*".
Section 77 of the Local Government Act (NI) 2014, amended section 9, subsection (6) of the Planning Act 2011, inserting after paragraph (a) "*(aa) the council's current community plan*".
The Council should reflect this amendment in this paragraph removing "*The Local Government Act 2014*" and inserting "*Sections 8 (5) (aa) and 9 (6) (aa) of the Planning Act (Northern Ireland) 2011.*"
Amended as per DfI comments, see paragraph 1.12, page 6.
- Paragraph 1.15, page 6:
The Council should consider amending "*The body of the SCI*" with "*This SCI*"
Amended as per DfI comments, see paragraph 1.15, page 6.
- Paragraph 2.8, page 8:
The Council may consider removing "*at the opportunities provided*" and replace with "*during the public consultation stages.*"
Amended as per DfI comments, see paragraph 2.8, page 8.

- Paragraph 2.12, page 9:
This paragraph reflects guidance within the Department's Development Plan Practice Note 2 (DPPN 2). We are unaware of the Council's policy on this matter, however the Department's recently revised guidance on making information available refers to CD/DVD and to audio/signed CD.
The draft SCI has taken account of the Council's Equality Scheme. It is considered that reference to alternative formats within the text is sufficient and it is not necessary to refer to specific alternative formats.

- Paragraph 2.13, page 9:
The Council may consider removing "*the formulation of a local development plan*" and replacing it with "*the preparation of a local development plan*".
Amended as per DfI comments, see paragraph 2.13, page 9.

Legislation Branch has requested greater clarification on how the community can become involved in data collection.

Reference to Data Collection stage now removed, paragraph amended to read as follows: "The preparation of a LDP involves a number of key stages each presenting opportunities for community involvement. These stages are: formal notice of LDP (including publication of the Preferred Options Paper); publication and adoption of the Plan Strategy; publication and adoption of the Local Policies Plan and Monitoring and Review." See paragraph 2.13, page 9.

The Council should consider inserting the Preferred Options Paper (POP) stage as another key stage of the formulation of Local Development Plan (LDP) to involve the community.

Para 2.13 has been amended, reference to data collection stage has been removed and replaced with "formal notice of LDP (including Preferred Options Paper)".

The Department would also suggest that the last sentence of para. 2.13 should be removed and the following inserted, "*The actions will fulfil and in some cases exceed the statutory requirements on public consultation as set out in the Planning Act (Northern Ireland) 2011 and the Planning (Local Development Plan) Regulations (Northern Ireland) 2015*"

Amended to read as follows: "The actions will fulfil and may in some cases exceed the statutory requirements..."see paragraph 2.13, page 9.

- Paragraph 2.15, page 9:
Suggest moving this section to para 2.41 of the draft SCI.
Moved to paragraph 2.44, page 24.
- Paragraph 2.16, page 9:
A new plan is a statutory requirement, therefore the Department would suggest that the first sentence be amended to read, "*The purpose of the data collection stage is to establish the key issues to be addressed and the options for addressing them in the preparation of the LDP.*"
Amended as per DfI comments, see paragraph 2.15, page 10.

In the third sentence starting "*By the end of this stage...*" reference is made to the SCI. However the Department would wish to highlight that the LDP is to be prepared in accordance with the SCI and the SCI is to be agreed with the Department in advance of beginning the plan preparation. The Council should remove reference to SCI here.

Amended as per DfI comments, see paragraph 2.15, page 10.

- Page 10:
The Council should consider inserting another bullet point under "*What we will do*" to read, "*This Statement of Community Involvement is prepared at this initial stage, listing the key consultees, Community Groups and under-represented (Section 75) groups who will be actively encouraged to participate in the process. These lists will be kept under review and written requests for inclusion from additional bodies will be considered*".
Amended as per DfI comments, see paragraph 2.15, page 10, 1st bullet point.
- 1st bullet point, page 10:
The Council may wish to amend this bullet point to read , "*Following the agreement of the timetable by the Council and the Department for Infrastructure (DfI) we will make the timetable available on our website and publish a Public Notice in the local newspapers (see Appendix G) for two consecutive weeks . We will also publish the notice on our website. This notice will confirm etc etc....*"
Amended to read as follows: "*Following the approval of the LDP Timetable by the Council and the agreement by the Department for Infrastructure (DfI) we will make the LDP Timetable available on our website and publish a Public Notice in the local newspapers (see Appendix G) for two consecutive weeks. We will also publish the notice on our website. This notice will confirm.....*" See paragraph 2.15, page 10, 2nd bullet point.
- 4th bullet point, page 10:
Council should consider amending the wording to "We will notify our statutory consultees"
Amended as per DfI comments, see paragraph 2.15, page 10, 5th bullet point.
- 5th bullet point, page 10:
The Council should consider inserting the following sentence at the end of the existing sentence, "*They will also be provided opportunity to identify any particular issues or needs which they feel the plan should address. Where requested this can be done through a face to face meeting with a planning official. Any comments received will be taken into account when screening and scoping the Equality Impact Assessment.*"

Amended to read as follows:

"They will also be provided opportunity to identify any particular issues or needs which they feel the LDP should address. Where requested this can be done through a face to face meeting with a planning officer. Any comments received will be taken into account when screening and scoping the Equality Impact Assessment." See paragraph 2.15, page 11, 1st bullet point.

- Paragraph 2.18, page 11:
The Council should consider inserting the following sentence at the end of the first sentence, *"It will be issued for public consultation as a key part of the community involvement and public participation process."*
Amended as per DfI comments, see paragraph 2.17, page 11.
- Paragraph 2.18, page 11, point (iv):
The Department notes that the Council will invite comment on the POP within an 8 week consultation period. Regulation 11 (3) in the LDP Regs allows an 8 to 12 week consultation period. The Council may wish to review this time period for consultation.
The Council has reviewed the period for public consultation on the POP, this has now been revised from 8 weeks to 12 weeks to align with the Council's policy on consultation periods contained within the Council's Equality Scheme.
- Paragraph 2.19, page 12:
The Council may wish to insert a sentence here to acknowledge the requirements of Reg 11 (4) of the LDP Regs where it states, *"A council must take account of any representations ...before it prepares a development plan document."*
Amended to read as follows:
"Under Regulation 11 (4) of the Planning (Local Development Plan) Regulations (Northern Ireland) 2015 the Council must take account of any representations made about the Council's POP before it prepares a development plan document." See paragraph 2.18, page 13.
- Paragraph 2.20, page 12, point (i):
Council may wish to amend this point to read, *"publication of draft Plan Strategy and accompanying Sustainability Appraisal Report (including the SEA Environmental Report) and Equality Impact Report, and how to view or obtain copies."*
Amended as per DfI comments, see paragraph 2.19, page 13, point (i).
- Paragraph 2.20, page 12, point (iii):
In line with Regulation 15 of the LDP Regs, the Council may wish to amend this point to read *"the 8 week period and closing date for receipt of representations and the address to which representations can be sent to the draft Plan Strategy and accompanying Sustainability Appraisal Report and Equality Impact Assessment."*

Amended to read as follows:

"the 8 week period for public consultation to the draft Plan Strategy and accompanying Sustainability Appraisal Report and Equality Impact Assessment, notification of the address to which representations can be sent and the closing date for receipt of representations." See paragraph 2.19, page 13, point (iii).

- Page 13, bullet point 1:

The Department would direct the Council to Reg 15 (a) (iii) of the LDP Regs which states that a copy of the draft PS, a copy of the SA and *"such supporting documents as in the opinion of the council are relevant to the preparation of the local development plan"*, should be made available for inspection, during normal office hours at the Council's principal offices and any other places within the council district as the council considers appropriate. The Council may wish to make amendments to read, *"we will make the draft Plan Strategy and any other supporting documents which s required under legislation (e.g. SA) or as a Council considers relevant to the preparation of the LDP available for inspection on the Council's website and at the Council's Planning Offices at Monaghan Row, Newry and the Downshire Civic Centre, Downpatrick during normal working hours (and at any other places within the District that the Council considers appropriate). Hard copies can also be provided upon request (at a specified price)."*

Amended as per DfI comments, see paragraph 2.19, page 13, 2nd bullet point.

However the Department acknowledges that the Council may wish in their SCI, to specifically state which documents will also be made available along with the draft Plan Strategy and a copy of the SA which is required under Reg 15 (a).

- Paragraph 2.22, page 13:

"for Independent Examination" should be deleted.

Amended as per DfI comments, see paragraph 2.21, page 14.

- Paragraph 2.22, page 13, point (i):

The Council may wish to insert *"and the places and times at which they can be inspected"* after *"inspection"*.

Amended as per DfI comments, see paragraph 2.21, page 14, point (i).

- Paragraph 2.22, page 13, point (ii):

The Council may wish to insert *"and notification of the address to which counter representations can be sent"* at the end of this sentence.

Amended as per DfI comments, see paragraph 2.21, page 14, point (ii).

- Paragraph 2.22, page 14:
 The Council may choose to insert an additional bullet point in line with Reg 17 (f) of the LDP Regs to read, *"We will notify any person who has made (and not withdrawn) a representation to the draft PS that representations are available for inspection and the places and times at which they can be inspected."*
Amended as per DfI comments, see paragraph 2.21, page 14, 3rd bullet point.
- Paragraph 2.23, page 14:
 The Council may consider rewording the first sentence to be in line with Section 10 of the 2011 Act to read, *"Council will only submit the draft Plan Strategy, associated documents and supporting evidence to the DfI if it considers it has complied with relevant legislation requirements and it thinks the draft PS is ready for independent examination."*
Amended as per DfI comments, see paragraph 2.22, page 15.

After the word *"held"* the Council may wish to insert, *"by the Planning Appeals Commission or a person appointed by the Department."*
Amended as per DfI comments, see paragraph 2.22, page 15.
- Paragraph 2.24, page 24:
 The Council may wish to amend the first sentence to read, *"If DfI does not intend to cause an independent examination, it must give reasons for its decision."*
Amended as per DfI comments, see paragraph 2.23, page 15.
- Paragraph 2.24, page 15, point (i):
 The Council, in line with Reg 21 of the LDP Regs, may wish to alter the last sentence to read: *"Advising of the fact that the draft PS has been submitted to the Department."*
Amended as follows: "advising of the fact that the draft Plan Strategy has been submitted to the DfI." See paragraph 2.23, page 16, point (i).
- Paragraph 2.24, page 15, point (ii):
 The Council, in line with Reg 21 of the LDP Regs, may wish to alter this point to read: *"notify the consultation bodies of the fact that the draft PS and the accompanying documents are available for inspection and the places and times at which they can be inspected."*
Amended as per DfI comments, see paragraph 2.23, page 16, point (ii).
- Paragraph 2.24, page 15, point (iii):
 Consider inserting the word *"valid"* before representations.
The Council does not consider this appropriate as section 10 (7) of the Planning Act simply states "any person who makes representations seeking to change a development plan must (if that person so requests) be given the opportunity to appear before and be heard by the person carrying out the examination." The word "valid" does not appear in the legislation.

- Paragraph 2.24, page 15, point (iv):
Consider inserting the following after the word "*documentation*" - "*that are required under legislation or as Council considers relevant to the preparation of the draft PS*".
Amended as per DfI comments, see paragraph 2.23, page 16, point (iv).
- Paragraph 2.25, page 15:
The Council may also wish to include that the purpose of the IE is also to determine whether the Draft PS satisfies relevant statutory requirements and whether it is sound.
Amended as per DfI comments, see paragraph 2.24, page 16.
- Paragraph 2.26, page 15:
Consider removing "*make recommendations*" and inserting "*send the recommendations and reasons for recommendations to the Department*" which is in line with Reg 24 (1) of The Planning (Local Development Plan) Regulations (Northern Ireland) 2015 (LDP Regs).
Amended as per DfI comments, see paragraph 2.25, page 16.

Council should consider providing details of community involvement at IE in line with Section 10 (7) of the 2011 Act, "*Any person who makes representations seeking to change a development plan must (if that person so requests) be given the opportunity to appear before and be heard by the person carrying out the examination.*"

Amended as per DfI comments, see paragraph 2.26, page 16.

- Paragraph 2.27, page 15, point (i):
In line with Reg 22 (2) (b) of the LDP Regs, the Council may wish to insert at the end of this point, "*and whether the planning appeals commission or another person (and who that person is) will carry out the independent examination.*"
Amended as follows:
".....advising of the arrangements for the Independent Examination (dates, times and venues) and who will carry out the Independent Examination (the PAC or another person appointed by DfI)." See paragraph 2.27, page 17, point (i).
- Paragraph 2.27, page 16, point (iii):
The Council should consider inserting the following at the end of point iii, in line with Reg 22 (2) of LDP Regs "*and whether the planning appeals commission or another person (and who that person is) will carry out the independent examination.*"
Amended as follows:
".... and who will carry out the Independent Examination (the PAC or another person appointed by DfI)." See paragraph 2.27, page 17, point (iii).

- Paragraph 2.30, page 16, 1st bullet point:
Consider inserting "*as originally prepared or with modifications*" following "*Adopt the Plan Strategy*".
Amended as per DfI comments, see paragraph 2.30, page 18, 1st bullet point.
- Paragraph 2.30, page 16, 2nd bullet, point (i):
In line with regulation (24) (d)(i) of the LDP Regs, consider inserting "*date*" before "*adoption of our Plan Strategy*".
Amended as per DfI comments, see paragraph 2.30, page 18, 2nd bullet, point (i).
- Paragraph 2.30, page 16, 2nd bullet, point (ii):
In line with regulation d (ii) of the LDP Regs, consider replacing point ii with, "*where and times to inspect and get copies of the Plan Strategy and any accompanying documents*".
Amended as per DfI comments, see paragraph 2.30, page 18, 2nd bullet, point (ii).

Paragraph 2.30, page 16, 3rd bullet point: Consider inserting "*and any accompanying documents including the DfI Direction etc.*" after "*Plan Strategy*".

Amended as per DfI comments, see paragraph 2.30, page 18, 3rd bullet point.

The Council has indicated that hard copies will be available to purchase from the Council Planning Offices. Is this the only location for purchasing the plan?

Yes.

- Paragraph 2.30, page 16, 4th bullet point:
The council may consider inserting "*and those who have submitted, and not subsequently withdrawn, valid representations and counter representation*" before "*advising of the adopted plan*" etc.
Amended as follows: "We will write to key consultees and those who have submitted and not subsequently withdrawn representations and counter representation advising of the adoption of the Plan Strategy, and where to get hold of copies together with the DfI Direction and the Independent Examiner's Report." Reference to valid removed as per previous reasoning. See paragraph 2.30, page 18, 4th bullet point.
- The Department would suggest the same amendments to Stage 8 of this draft SCI, as that suggested for Stage 3. Stage 8 should read the same for Stage 3, however where it states draft PS, this should refer to draft LPP.
Amended as per DfI comments.
- The Department would suggest the same amendments to Stage 9 of this draft SCI, as that suggested for Stage 4. Stage 9 should read the same for Stage 4, however where it states draft PS, this should refer to draft LPP.
Amended as per DfI comments.

- The Department would suggest the same amendments to Stage 10 of this draft SCI, as that suggested for Stage 5. Stage 10 should read the same for Stage 5, however where it states draft PS, this should refer to draft LPP.

Amended as per DfI comments.

- The Department would suggest the same amendments to Stage 11 of this draft SCI, as that suggested for Stage 6. Stage 11 should read the same for Stage 6, however where it states draft PS, this should refer to draft LPP.

Amended as per DfI comments.

- The Department would suggest the same amendments to Stage 12 of this draft SCI, as that suggested for Stage 7. Stage 12 should read the same for Stage 7, however where it states draft PS, this should refer to draft LPP.

Amended as per DfI comments.

- Paragraph 2.41, page 21:

The Council should consider inserting a line to clarify that any revisions will be subject to the same procedural and publicity requirements as set out previously.

Amended as follows: "Any changes will be subject to the same procedural and publicity requirements as previously set out for the Plan Strategy and Local Policies Plan." See paragraph 2.44, page 24.

- Paragraph 3.1, page 22:

Council should consider including "*and hazardous substances consent*" at the end of the paragraph.

Amended as per DfI comments, see paragraph 3.1, page 25.

The Council should also consider inserting a line advising that there are some minor exceptions to this, namely where the DCA is submitted by a Council as these applications must be determined by the Department.

The Council do not consider it necessary to go into this detail.

The Council may also wish to include a reference to the provision for the Department to call in an application, although this is to be the exception.

The Council do not consider this necessary as reference to call-in is contained in paragraph 3.3

- Paragraph 3.5, page 22:

The Council should note the Schedule to the Planning (Development Management) Regulations (Northern Ireland) 2015 refers to 1000 sqm or more **gross floorspace** outside town centres.

Amended as per DfI comments, see paragraph 3.5, page 25.

- Paragraph 3.9, page 23, point (i):
Council should consider inserting "*at least*" before "*12 weeks in advance*".
Amended as per DfI comments, see paragraph 3.9, page 26, point (i).
- Paragraph 3.9, page 23, point (ii):
Council should consider inserting, "*This is not to be held earlier than 7 days after the notification of the date, time and place of the event.*" as an additional sentence.
Amended as per DfI comments, see paragraph 3.9, page 26, point (ii).
- Paragraph 3.9, page 23, point (iii):
Council should consider, in line with Reg 5 (2) (b) of the Planning (Development Management) Regs, replacing this with, "*publish details of the proposal in the local press, outlining a description of, and the location of, the proposed development; details as to where further information can be obtained about the proposed development; the date, time and place of the public event; a statement explaining how, and by when, people who want to make comments can; and a statement that comments made to the prospective applicant are not representations to the council but that representations may be submitted should an application be made to the Council at a later stage.*"
Amended as per DfI comments, see paragraph 3.9, pages 26 & 27, point (iii).
- Paragraph 3.13, page 24
The Council should consider amending the last sentence to read, "*Where local concerns and issues are not adequately addressed by the applicant at pre-consultation stage they may, be raised by the community again at formal applications stage.*"
Amended as per DfI comments, see paragraph 3.13, page 27.
- Paragraph 3.15, page 24
The Council should consider amending the last sentence to read, "*If DfI amend or change the statutory publicity requirements then our future approach will reflect any changes that are made .*"
Amended as per DfI comments, see paragraph 3.15, page 28.
- Paragraph 3.17, page 25
The Council may wish to amend the first sentence to read, "*The Planning (General Development Procedure) Order 2015 states that any identified occupier of land neighbouring the land to which the application relates must be notified of the proposed development by serving a notice on them.* "
Amended as per DfI comments, see paragraph 3.17, page 28.

- Paragraph 3.23, page 26:
The Council may wish to consider inserting the telephone number on which planning officers can be contacted to get advice.
Amended as follows: "You can contact the Council's Planning Department by telephone on 0300 200 7830 or by email on planning@nmandd.org". See paragraph 3.23, page 29.
- Paragraph 3.34, page 28:
The Council may consider inserting reference to the fact that typed names and addresses remain visible.
Amended as follows: "Names and addresses will remain visible." See paragraph 3.34, page 31.
- Paragraph 3.35, page 28:
The Council may consider clarifying that such negotiations are with the applicant/developer and not the public. Suggest inserting "*and the applicant*" after "*The Council*".
Amended as per DfI comments, see paragraph 3.35, page 31.
- Paragraph 3.41, page 29:
The Council might wish to insert a footnote following the word "*notified*" making reference to DfI guidance.
Amended as per DfI comments, see footnote on page 32.
- Paragraph 3.43, page 29:
Is there a timescale when minutes will be published on the Council website.
Yes. Additional line provided as follows: ".....or by viewing the minutes of the Committee meeting published on Council's website the day after they are formally approved and adopted at the following Planning Committee meeting." See paragraph 3.43, page 33.
- Paragraph 3.44, page 29:
Consider inserting "*by the applicant*" after "*Planning Appeals may be made etc.*"
Amended as per DfI comments, see paragraph 3.44, page 33.
- Paragraph 4.5, page 31:
Will Council provide complainant with guidelines for PD which do not require planning permission.
The Council do not currently provide complainants with guidelines for PD which do not require planning permission. It should be noted that the Council's Enforcement Strategy has not yet been published as indicated at paragraph 4.6 on page 34.

- Paragraph 4.6, page 31:
Council may consider inserting at the end of this paragraph the following, "*and a public consultation exercise will form part of this review process.*"
Amended as per DfI comments, see paragraph 4.6, page 34.

- Paragraph 5.3, page 32:
The sentence in relation to consultation with Historic Buildings Council should read, "*This will entail formal consultation with the Historic Buildings Council, the Department for Communities, the Department for Infrastructure and any water or sewerage undertaker.*"
Amended as per DfI comments, see paragraph 5.3, page 35.

Council may consider inserting, "*Upon formal designation the Council will publish a public notice in the local press and hold a public launch and exhibition.*"
Amended as per DfI comments, see paragraph 5.3, page 35.

- Appendix B, Page 38, points 6,7,8:
The references (c), (a) and (b) have been placed after points 6, 7 and 8 respectively. In the interpretation of the LDP Regs, the references (a), (b) and (c) have been placed after the associated consultation body. These references are related to footnotes for the Interpretation of the Regs. The Council should consider removing these from Appendix B of the SCI.
Amended as per DfI comments, see Appendix B, page 41, points 6,7 & 8.

- Appendix C, Page 39:
The Council may consider inserting a line to advise that Schedule 3 of the Planning (General Development Procedure) Order (Northern Ireland) 2015 defines the statutory consultees and outlines the various circumstances where consultation must be undertaken and that the specific criteria and thresholds for consultation should be referred to.
Footnote added as follows: "Schedule 3 of the Planning (General Development Procedure) Order (Northern Ireland) 2015 defines the statutory consultees and outlines the various circumstances where consultation must be undertaken." See Appendix C , page 42.

The Council should also include Department for Communities in the statutory consultee list in Appendix C of the draft SCI .
Amended as per DfI comments, see Appendix C, page 42.

Part 3: Changes to the draft SCI following further consideration and review by the Planning Department.

- Page 2, 2nd paragraph amended as follows " *Further information on the Council's Planning functionsis provided on the Council's website at www.newrymournedown.org/planning from where this and other planning documents can be viewed and downloaded.*"
- Paragraph 1.8, page 5 "....*during plan preparation and planning application submission, assessment and determination.*" replaced by ".....*throughout the planning process.*"

- Paragraph 2.18, page 11, 1st bullet point (iv)

The period for public consultation of the POP has been revised from 8 weeks to 12 weeks to align with the Council's policy on consultation periods contained within the Council's Equality Scheme.

- A number of minor changes have also been made to address discrepancies, typographical errors, and to improve the general reading of the document.

Report to:	Strategy Policy and Resource Committee
Date of Meeting:	11 May 2017
Subject:	Communications/Marketing Assignment
Reporting Officer (Including Job Title):	Regina Mackin Assistant Director Corporate Planning and Policy
Contact Officer (Including Job Title):	Regina Mackin Assistant Director Corporate Planning and Policy

Decisions required: Councillors are asked to consider the contents of the report and approve the officer's recommendation.

1.0	Purpose and Background:
1.1	Newry, Mourne and Down District Council has a duty to communicate with its citizens on their activities, services and facilities in an open, transparent and accessible manner. The Council recently produced and delivered its civic newsletter, NMD Connect to every household throughout the district as a means of engagement with its stakeholders. This enabled the Council to communicate directly with its citizens in a very positive manner and enhance the reputation of Council.
1.2	Over the next year the Council will appoint a number of permanent positions within the Corporate Communications/Marketing section to enable it to deliver services within a very challenging, demanding and fast moving environment.
1.3	In order to reinforce this positive engagement and assist the small in-house Communications/ Marketing team deliver its services at peak times the Council wishes to seek external advice and support services.
2.0	Key issues:
2.1	In view of the size of the Council and the scope of its functions and services and the changing communication platforms and opportunities offered by social media, there are times when the small in-house Communications/Marketing team require additional assistance and support services.
2.2	The provision of a specialist Communications/Marketing service would enhance the Council's ability to engage positively with its many stakeholders at specific peak times.
2.3	The appointed provider would deliver this service on an ad hoc basis and only be used as and when required until the staff complement within the Communications/ Marketing section is optimised.
3.0	Recommendations:
3.1	The recommendation is to appoint an external provider to deliver additional advice and support services to the in-house Communications/Marketing team at specific times as and when required on an ad hoc basis for the next 6 months with the option to extend for a further period if required compliant with the Council's Procurement Policy.
4.0	Resource implications
4.1	Expenditure will be closely monitored to ensure it is within the 2017/2018 budget.

5.0	Equality and Good Relations implications:
5.1	This service will be delivered taking account of Council's Section 75 statutory duties including that relating to accessibility of information and services.
6.0	Appendices
	None

Report to:	Strategy, Policy and Resources Committee
Date of Meeting:	11 May 2017
Subject:	Rural Needs Act (Northern Ireland) 2016
Reporting Officer (Including Job Title):	Regina Mackin, Assistant Director Corporate Planning and Policy
Contact Officers (Including Job Title):	Colin Moffett, Head of Corporate Policy Alan Beggs, Head of Evidence and Research Kevin McGarry, Rural Development Programme Manager Amanda Smyth, Enterprise Development Officer

Decisions required:	
Members are asked to take cognisance of the statutory duty requirements of the Rural Needs Act (Northern Ireland) 2016, to note the key issues outlined in section 2.1, and give consideration to the recommendations contained in section 3.1. The Rural Needs Act (Northern Ireland) 2016 applies to government departments and councils from June 2017, and applies to other public authorities from June 2018.	
1.0	Purpose and Background:
1.1	Rural proofing is the process by which policies, strategies and plans are assessed to determine whether they have a differential impact on rural areas and, where appropriate, adjustments are made to take account of particular rural circumstances. The rural proofing process consists of: • Policy design • Evidence • Consulting • Monitoring and outcomes. <u>The role of rural proofing in policy making:</u> • Rural proofing is an ongoing and integral component of the policy development cycle • Applies not just to policy but also to the development and implementation of plans and strategies as well public service delivery • Rural proofing will involve better use of evidence and consultation with rural stakeholders • Publication of a Rural Impact Appraisal
1.2	The Rural Needs Act (Northern Ireland) 2016 requires Newry, Mourne and Down District Council to have due regard to rural needs when: (a) developing, adopting, implementing or revising policies, strategies and plans, and (b) designing and delivering public services.
1.3	Council is required: • To conduct rural proofing of all policy and public service delivery decisions

	• To monitor their rural proofing activity and report on this on an annual basis by; • Submission of a report to DAERA, and • In their Annual Reports • To carry out these duties in line with any guidance or advice set out by DAERA DEARA's role and responsibility: • Provide advice, guidance or information as appropriate about issues connected with rural needs or ways of meeting these needs • Undertake, commission or support research relating to rural needs as appropriate • Prepare an Annual Report on its duties & submit to the Assembly • Make arrangements to support the exchange of information between public bodies Resources & Support available • Tailored e-learning programme will be made available • Supplementary guidance material • Pro forma Rural Impact Appraisal template • Specific guidance/advice on interpretation of duties from DAERA on request
2.0	Key issues:
2.1	The following key issues have been identified: • To develop a Corporate Rural Proofing Screening process internally noting the date of implementation of 1 June 2017; • To review current statutory duty screening processes e.g. Rural Proofing, Section 75 etc.; • To ensure alignment of current Council functions with the new and existing legislation; • To define a Council approach to consultation with Rural Stakeholders and evidence collation; • The need to establish an Inter-Departmental Working Group to consider appropriate roles and responsibilities and report back to SMT. Suggested representation may involve the following Departments; Corporate Planning and Policy, Community Planning and Performance, Planning (LDP Team), Rural Development, Enterprise, Employment and Regeneration.
3.0	Recommendations:
3.1	Following consideration at the SMT meeting on 3 May 2017, it is recommended: • Council establish an Inter-Departmental Working Group to consider appropriate roles and responsibilities to enable Council meet the statutory duty requirements of the Rural Needs Act (Northern Ireland) 2016, and report back to SMT.
4.0	Resource implications
4.1	Implications in terms of staff time associated with the development of the new processes and subsequent new responsibilities necessary to meet the requirements of the Rural Needs Act (Northern Ireland) 2016.
5.0	Equality and good relations implications:

5.1	Equality screening assessing the impact of policies upon equality of opportunity and good relations is already a designated responsibility and commitment outlined within the Council's agreed Equality Scheme.
6.0	Appendices
	N/A

Tuairisc do:	Coiste Straitéise, Polasaí agus Acmhainní
Dáta an Chruinnithe :	11 Bealtaine 2017
Ábhar:	Tuairisc is déanaí ar Ghrúpa Oibre um Straitéis na Gaeilge
Oifigeach Tuairiscithe (Teideal Poist san áireamh):	Regina Mackin, LeasStiúrthóir Pleanála Corparáidí
Oifigeach Teagmhála (Teideal Poist san áireamh):	Colin Moffett, Ceannasaí Polasaí Corparáidigh Ursula Mhic an tSaoir, Oifigeach Forbartha na Gaeilge

Cinntí atá riachtanach:

Iarrtar ar bhaill nótaíl an leathanach gnímh agus

- Téarmaí Tagartha Nuashonraithe do Ghrúpa Oibre Traspháirtí um Straitéis na Gaeilge
- Nótaíl Freagra an Chomhairliúcháin ar cuireadh ar aghaidh chuig Foras na Gaeilge maidir le Scéim na nOifigeach Gaeilge sa Rialtas Áitiúil ó Thuaidh

1.0 Gnó agus Cúlra:

- 1.1 Pléadh na nithe seo a leanas ag cruinniú Ghrúpa Oibre Traspháirtí um Straitéis na Gaeilge ar 3 Bealtaine 2017:
- Breathnú Ionadaí ó Pháirtí na Comhghuaillíochta a bheith ar Ghrúpa Oibre Traspháirtí um Straitéis na Gaeilge
 - Comhairliúcháin Fhoras na Gaeilge:
 - Scéim na nOifigeach Gaeilge sa Rialtas Áitiúil ó Thuaidh
 - Athbhreithniú ar Mhaoiniú d'Ionaid Ghaeilge
- 1.2 Breathnú ar Ionadaí ó Pháirtí na Comhghuaillíochta a bheith ar Ghrúpa Oibre Traspháirtí um Straitéis na Gaeilge:
- I ndiaidh phlé moladh na nithe leanas:
- Go leasófar alt na ballraíochta i Téarmaí Tagartha do Ghrúpa Oibre Traspháirtí um Straitéis na Gaeilge ar léfaí "Beirt ionadaithe ainmnithe ag na páirtithe beaga eile/agus na comhaltaí neamhspleácha"
 - Go gcuirfear Téarmaí Tagartha Nuashonraithe faoi Choiste Straitéise, Polasaí agus Acmhainní le haghaidh breathnaithe
- 1.3 Comhairliúcháin Fhoras na Gaeilge:
- Rinneadh nóta nach bhfuair an Chomhairle fógra faoi chomhairliúcháin Fhoras na Gaeilge go dtí le déanaí maidir le Sceim na nOifigeach Gaeilge sa Rialtas Áitiúil ó Thuaidh agus Athbhreithniú ar Mhaoiniú d'Ionaid Ghaeilge go dtí le déanaí. Is iad na sprioc-amanna ná 5 Bealtaine 2017 agus 22 Meitheamh 2017 faoi seach agus i ndiaidh phlé d'aontaigh na Comhairleoirí na nithe seo a leanas:
1. Comhairliúchán ar Scéim na nOifigeach Gaeilge sa Rialtas Áitiúil ó Thuaidh: go n-ullmhódh na hOifigigh freagra agus go seolfaí ar aghaidh é chuig Foras na Gaeilge go gcuirfí i gcrích faoi sprioc ama 5 Bealtaine 2017. Chuirfí an freagra ag Cruinniú Choiste Straitéise, Polasaí agus Acmhainní le haghaidh nóála.

	2. <u>Athbhreithniú ar Mhaoiniú d'Ionaid Ghaeilge:</u> Go n-ullmhódh Oifigigh freagra le cur faoi bhráid Chruinniú Choiste Straitéise, Polasaí agus Acmhainní ar 15 Meitheamh 2017.
2.0	Buncheisteanna:
2.1	Níor aithníodh buncheisteanna eile.
3.0	Moltaí :
3.1	Go bpléifí agus go haontófaí na nithe seo a leanas: • Téarmaí Tagartha Nuashonraithe do Ghrúpa Oibre Traspháirtí um Straitéis na Gaeilge • Nóta a dhéanamh ar Freagra maidir leis an Chomhairliúchán ar Scéim na nOifigeach Gaeilge sa Rialtas Áitiúil ó Thuaidh
4.0	Impleachtaí acmhainne
4.1	Ní bheidh impleachtaí sa bhreis mar thoradh ar na moltaí seo
5.0	Impleachtaí Comhionannais agus Dea-chaidrimh:
5.1	Ní bheifí ag tnúth le himpleachtaí comhionannais díobhálacha mar thoradh ar na moltaí seo
6.0	Aguisíní
	• Leathanach Gnímh ó Chruinniú Ghrúpa Oibre Traspháirtí um Straitéis na Gaeilge a bhí ar siúl ar 3 Bealtaine 2017 • Téarmaí Tagartha Nuashonraithe do Ghrúpa Oibre Traspháirtí um Straitéis na Gaeilge • Freagra na Comhairle ar Chomhairliúchán Fhoras na Gaeilge: Scéim na nOifigeach Gaeilge sa Rialtas Áitiúil ó Thuaidh

Report to:	Strategy, Policy and Resources Committee
Date of Meeting:	11 May 2017
Subject:	Update on Irish Language Strategy Cross Party Working Group
Reporting Officer (Including Job Title):	Regina Mackin, Assistant Director Corporate Planning and Policy
Contact Officer (Including Job Title):	Colin Moffett, Head of Corporate Policy Ursula Mhic an tSaoir, Irish Language Development Officer

Decisions required:

Members are asked to note the the Action Sheet and to give consideration to agreement to the following:

- Updated Terms of Reference for the Irish Language Strategy Cross Party Working Group
- To note the consultation response forwarded to Foras na Gaeilge in relation to consultation on The Irish Language Officers Scheme in Local Government in the North

1.0 Purpose and Background:

- 1.1 The following matters were considered at the meeting of the Irish Language Strategy Cross Party Working Group on 3 May 2017:
- Consideration of an Alliance Party representative on the Irish Language Strategy Cross Party Working Group
 - Foras na Gaeilge consultations:
 - Irish Language Officers Scheme in Local Government in the North
 - Review of funding for Irish Language Centres
- 1.2 Consideration of an Alliance Party representative on the Irish Language Strategy Cross Party Working Group:
- Following discussion the following was recommended:
- The Membership section of the Terms of Reference of the Irish Language Strategy Working Group be amended wherein membership shall now read, *"Two representatives nominated from the smaller parties / independents."*
 - An updated Terms of Reference be tabled at the Strategy, Policy and Resources Committee for consideration.
- 1.3 Foras na Gaeilge consultations:
- It was noted Council had only recently received notification of the Foras na Gaeilge consultations in relation to the Irish Language Officers Scheme in Local Government in the North and Review of Funding Irish Language Centre. The deadlines in relation to the consultations were 5 May 2017 and 22 June 2017 respectively, and following discussion Councillors recommended the following:
1. Consultation on the Irish Language Officers Scheme in Local Government in the North: Officers to prepare and forward a response to Foras na Gaeilge to meet the deadline of 5 May 2017. The response to also be tabled at the Strategy, Policy and Resources Committee

	Meeting on 11 May 2017 for noting. 2. Review of funding for Irish Language Centres: Officers to prepare a response to be tabled for consideration at the Strategy, Policy and Resources Committee Meeting on 15 June 2017.
2.0	Key issues:
2.1	No further issues have been identified.
3.0	Recommendations:
3.1	To give consideration and agreement to the following: • Updated Terms of Reference for the Irish Language Strategy Cross Party Working Group • To note the consultation response forwarded to Foras na Gaeilge in relation to consultation on The Irish Language Officers Scheme in Local Government in the North
4.0	Resource implications
4.1	There are no additional resource implications as a result of the recommendations.
5.0	Equality and good relations implications:
5.1	No adverse equality and good relations implications are anticipated.
6.0	Appendices
	• Action sheet from Irish Language Strategy Cross Party Working Group meeting 3 May 2017 • Updated Terms of Reference for the Irish Language Strategy Cross Party Working Group • Newry, Mourne and Down District Council response to Foras na Gaeilge consultation: The Irish Language Officers Scheme in Local Government in the North

LEATHANACH GNÍOMHAÍOCHTA – GRÚPA OIBRE TRASPHÁIRTÍ um STRAITÉIS na GAEILGE DÉARDAOIN 3 BEALTAINÉ 2017

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MÍR AR CHLÁR GHNÓ	ÁBHAR	CINNEADH	LE CUR I GCRÍCH AG AN STIÚRTHÓIR/OIFIGEACH – gníomhartha a rinneadh/dáta a cuireadh i gcrích san áireamh nó le cur chun cinn más rud é nár cuireadh i gcrích go fóill
Plé a dhéanamh ar ionadaí ó Pháirtí an Chomhaontais a bheith pairteach i nGrúpa Oibre Traspháirtí um Straitéis na Gaeilge		I ndiaidh díospóireachta rinneadh na moltaí seo a leanas: - Déanfar leasaithe ar chuid bhallraíochta de Théarmaí Tagartha um Ghrúpa Oibre Traspháirtí um Straitéis na Gaeilge le rá: 'Beirt ionadaí ainmnithe ag na páirtithe beaga eile/na comhaltai neamhspleácha' - Pléifear Téarmaí Tagartha nuashonraithe um Ghrúpa Oibre Traspháirtí um Straitéis na Gaeilge ag cruinniú Choiste SP & A	Pléifear Téarmaí Tagartha nuashonraithe um Ghrúpa Oibre Traspháirtí um Straitéis na Gaeilge ag cruinniú Choiste SP & A ar 11 Bealtaine 2017
Plé a dhéanamh ar bhallraíocht Ghrúpa Oibre Traspháirtí um Straitéis na Gaeilge a leathnú amach chuig Fóram an Dúin agus Oirialla		Le linn na díospóireachta, léirigh na Baill go bhfuil siad i bhfabhar le cumarsáid éifeachtach agus caidrimh inbhuanaithe a fhorbairt agus a chothú le pobal na Gaeilge, agus go háirithe le Fóram an Dúin agus Oirialla, atá comhéascaithe ag an Chomhairle agus ag réimse leathan de ghrúpa áitiúla Gaeilge. De réir na dTéarmaí Tagartha, tugadh faoi deara gur grúpa oibre inmheánach é Grúpa Oibre Traspháirtí um Straitéis na Gaeilge, agus go n-athrófaí prionsabail bhunúsacha an ghrúpa mar ghrúpa oibre na Comhairle dá mbeadh ballraíocht á leathnú níos faide ná sin. I ndiaidh díospóireachta, moladh go dtabharfar cuireadh chuig baill Fóram an Dúin agus Oirialla cur i láthair a dhéanamh ag cruinniú de chuid an Ghrúpa Oibre Traspháirtí um Straitéis na Gaeilge sa toadhchaí, agus go rachadh baill den Ghrúpa Oibre Traspháirtí um Straitéis na Gaeilge chuig cruinniú de chuid Fóram an Dúin agus Oirialla amach anseo chun plé a dhéanamh ar Straitéis na Gaeilge de chuid na Comhairle.	Tabharfar cuireadh chuig baill Fóram an Dúin agus Oirialla cur i láthair a dhéanamh ag cruinniú de Ghrúpa Oibre Traspháirtí um Straitéis na Gaeilge sa toadhchaí.

MÍR AR CHLÁR GHNÓ	ÁBHAR	CINNEADH	LE CUR I GCRÍCH AG AN STIÚRTHÓIR/OIFIGEACH – gníomhartha a rinneadh/dáta a cuireadh i gcrích san áireamh nó le cur chun cinn más rud é nár cuireadh i gcrích go fóill
Plé a dhéanamh ar shruth maoinithe um chabhair airgid (2017/2018) d'earnáil na Gaeilge a bhunú		I ndiaidh díospóireachta, cuireadh de chúram ar Oifigigh, doiciméad maidir le roghanna ar thosaíochtaí féideartha airgeadais a ullmhú don Ghrúpa Oibre i dtaca le tionscnaimh Ghaeilge agus deiseanna chúnamh airgeadais maidir le réimse feidhmeannach Aonad na Gaeilge, chun breithniú a dhéanamh air.	Oifigigh chun réamh-dhoiciméad maidir le roghanna a ullmhú, agus beidh breithniú le déanamh air ag an chéad chruinniú eile den Ghrúpa Oibre Traspháirtí um Sraitéis na Gaeilge.
Comhairliúchán Fhoras na Gaeilge • Scéim na nOifigeach Gaeilge • Athbhreithniú ar Mhaoiniú d'Ionaid Ghaeilge		Tugadh faoi deara nár cuireadh an Chomhairle ar an eolas faoi chomhairliúcháin Fhoras na Gaeilge i dtaca le Scéim na nOifigeach Gaeilge nó Athbhreithniú ar Mhaoiniú d'Ionaid Ghaeilge go dtí le déanaí. Is iad na spriocdhátaí do na comhairliúcháin ná 5ú Bealtaine 2017 agus 22ú Meitheamh (faoi seach), agus, i ndiaidh plé a dhéanamh orthu, thug na Comhairleoirí na moltaí seo a leanas: 1. <u>Scéim na nOifigeach Gaeilge</u> Oifigigh chun freagra a ullmhú agus a chur ar aghaidh chuig Foras na Gaeilge chun an spriocdháta 5ú Bealtaine 2017 a bhaint amach. Cuirfear an freagra os comhair chruinniú Choiste SP & A ar 11ú Bealtaine le tabhairt faoi deara. 2. <u>Athbhreithniú ar Mhaoiniú d'Ionaid Ghaeilge</u> Oifigigh chun freagra a ullmhú agus a chur os comhair an Choiste S P & A chun breithniú a dhéanamh air ag an chruinniú ar an 15ú Meitheamh. Aontaíodh go socrófar cruinniú de Ghrúpa Oibre Traspháirtí um Straitéis na Gaeilge i mí an Mheithimh 2017.	• Ullmhaíodh freagra comhairliúcháin i dtaca le Scéim na nOifigeach Gaeilge, agus cuireadh ar aghaidh é chun cloí leis an spriocdháta 5ú Bealtaine 2017. • Freagra le bheith seolta chuig an Choiste S P & A agus chun tabhairt faoi deara ag an chruinniú ar an 11ú Bealtaine.
Dáta don chéad cruinniú eile			

ACTION SHEET- THE IRISH LANGUAGE STRATEGY CROSS PARTY WORKING GROUP THURSDAY 3 MAY 2017

AGENDA ITEM	SUBJECT	DECISION	FOR COMPLETION BY DIRECTOR / OFFICER – including actions taken/date completed or progress to date if not yet completed
Consideration of an Alliance Party representative on the Irish Language Strategy Cross Party Working Group		Following discussion the following was recommended: • The Membership section of the Terms of Reference of the Irish Language Strategy Working Group be amended wherein membership shall now read, "Two representatives nominated from the smaller parties / independents." • An updated Terms of Reference be tabled at the Strategy, Policy and Resources Committee for consideration.	The Terms of Reference for the Irish Language Strategy Cross Party Working Group has been updated and is being tabled for consideration at the SP&R Meeting on 11 May 2017.
Consideration to extend membership of the Irish Language Strategy Working Group to include members of Fóram an Dúin agus Oiriala (Down & Oriel Forum)		During discussion Members were supportive of effective engagement and building sustainable relationships with the Irish language sector, and in particular Fóram an Dúin agus Oiriala (Down and Oriel Forum) members, which is jointly facilitated by the Council and a broad range of Irish language groups. As per the Terms of Reference, it was noted that the Irish Language Strategy Working Group is an internal working group of Council comprising Elected Members and Officers, and extending membership beyond this would significantly alter the underpinning principles of it being a working group of Council. Following discussion it was recommended that members of Fóram an Dúin agus Oiriala (Down and Oriel Forum) be invited to present on their work to a future meeting of the Irish Language Strategy Working Group, and that members of the Irish Language Strategy Working Group attend a future meeting of Fóram an Dúin agus Oiriala (Down and Oriel Forum) to discuss the Council's Irish Language Strategy.	Members of Fóram an Dúin & Oiriala (Down and Oriel Forum) to be invited to present on their work at a future meeting of the Irish Language Strategy Working Group.

AGENDA ITEM	SUBJECT	DECISION	FOR COMPLETION BY DIRECTOR / OFFICER – including actions taken/date completed or progress date if not yet completed
Consideration of establishing a financial assistance funding stream (2017/2018) for the Irish Language Sector		Following discussion Officers were tasked with responsibility to prepare an options paper on potential financial priorities regarding Irish language programming and financial assistance funding opportunities related to the Irish Language Unit functionary area for consideration.	Officers to prepare a preliminary options paper for consideration at the next meeting of the Irish Language Strategy Working Group.
Foras na Gaeilge consultations: Irish Language Officers Scheme Review of funding for Irish Language Centres		It was noted Council had only recently received notification of the Foras na Gaeilge consultations in relation to the Irish Language Officers Scheme and Review of Funding Irish Language Centre. The deadlines in relation to the consultations were 5 May 2017 and 22 June 2017 respectively, and following discussion Councillors recommended the following: 1. <u>Consultation on the Irish Language Officers Scheme:</u> Officers to prepare and forward a response to Foras na Gaeilge to meet the deadline of 5 May 2017. The response to also be tabled at the Strategy, Policy and Resources Committee Meeting on 11 May 2017 for noting. 2. <u>Review of funding for Irish Language Centres:</u> Officers to prepare a response to be tabled for consideration at the Strategy, Policy and Resources Committee Meeting on 15 June 2017.	- Consultation response in relation to the Irish Language Officers Scheme was prepared and forwarded to meet the deadline of 5 May 2017. - Response tabled at the Strategy, Policy and Resources Committee Meeting on 11 May 2017 for noting.
Date of next meeting		It was agreed to identify a date in late June 2017 for the next meeting of the Irish Language Strategy Working Group.	



Doiciméad Comhairliúcháin
Márta 2017
Consultation Document
March 2017

Scéim na nOifigeach Gaeilge sa Rialtas Áitiúil ó Thuaidh
The Irish Language Officers Scheme in Local Government
in the North

Foras na Gaeilge
www.forasnagaeilge.ie

Freagra Chomhairle Ceantair an Iúir, Mhúrn agus an Dúin ar an Chomhairliúchán

Newry, Mourne and Down District Council Response to Consultation

Ainm/Name: Ursula Mhic an tSaoir

Ag freagrairt ar son Chomhairle Ceantair an Iúir, Mhúrn agus an Dúin

Responding on behalf of organisation (if applicable): Newry, Mourne and Down District Council

Sonraí teagmhála Contact details:

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Comhordaitheoir Freagairtí

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Freagra/Response

Cé acu de na 4 rogha mholta thuasluaite is fearr leat a mholadh – sonraigh agus tabhair cúiseanna le do rogha.

Roghnaíonn Comhairle Ceantair an Iúir, Mhúrn agus an Dúin, rogha (d) mar atá sé mínithe ar leathanach 11 den doiciméad comhairliúcháin,

Ciste faoi leith ar fáil ó Fhoras na Gaeilge dírithe ar chomhairlí ó thuaidh chun gníomhaíochtaí ábhartha a thacóidh le pobal labhartha agus foghlamtha na Gaeilge a sholáthar laistigh dá limistéar riaracháin. Ní bheadh maoiniú i dtaobh fostaíocht foirne don chomhairle i gceist agus bheadh béim ar mhaoiniú tionscadail aonaraigh nó do shraith de thionscadail ábhartha a chuirfidh le láithreachta agus le húsáid na

Gaeilge. Samhlaítear, bunaithe ar an mhaoiniú a bheadh ar fáil, go mbeadh sé ar chumas Foras na Gaeilge freastal a dhéanamh ar iarratais ó gach comhairle faoin rogha seo.

Faoi láthair, tá trí bhall foirne ag Aonad na Gaeilge i gComhairle Ceantair an Iúir, Mhúrn agus an Dúin, Straitéis na Gaeilge (2017-19), Polasaí Dátheangachais agus Nósanna Imeachta atá bainteach leis. Chuirfeadh ciste ar leith mar atá molta i rogha (d) ar a chumas don Chomhairle maoiniú a aimsiú chun tús a chur le sraith tograí chun acmhainn phobal na Gaeilge a fhorbairt fríd chomhoibriú téamach

Chuireadh an maoiniú seo le luach na hoibre atá á déanamh ag Rialtas Áitiúil i dtaca le:

- **Gnímh a fhorbairt chun Scoilphobail an cheantair a fhorbairt**
- **hAcmhainn an phobail a fhorbairt i dtaca le soláthar seirbhísí do dhaoine óga**
- **Soláthar oiliúna do phobal na Gaeilge i bpleanáil teanga**
- **Soláthar clár fheasacht teanga i gceantracha na Comhairle ar scríosadh comharthaíocht limistéar teorann de chuid na Comhairle ann agus**
- **Soláthar cláir a chuireann foghlaim teanga chun cinn.**

Which of the 4 recommended choices above do you prefer – indicate and give reasons for your choice:

Newry, Mourne and Down District Council's preference is option (d) outlined on page 11 of the consultation document i.e. *"A special fund available from Foras na Gaeilge aimed at councils in the north to provide relevant activities which would support Irish speaking and learning communities within their administrative areas. This would not be for the employment of staff and the emphasis would be on individual project funding or for a series of relevant projects that would increase the presence and use of Irish. It is envisaged, based on funding that would be available, that Foras na Gaeilge would be able to cater for applications from all councils under this choice."*

Newry, Mourne and Down District Council currently have three members of staff in the Irish language unit, an Irish Language Strategy (2017-19), Bilingualism Policy and associated procedures. A special fund as proposed in option (d) would enable the Council to access funding to initiate a series of programmes to build the capacity of the Irish language community in thematic co-operation.

This funding would add value to the work of Local Government in:

- developing actions which would include developing the Irish medium education community (Scoilphobal) across the entire district;
- building the capacity of Irish medium youth provision;
- providing language planning training for the Irish Language community;
- provision of language awareness programmes in council areas where the Council's bilingual boundary signage has been destroyed / defaced; and
- delivery of programmes that promote language learning.

An bhfuil gá le babhta eile de Scéim na nOifigeach Gaeilge mar a bhí sa scéim roimhe seo?

Tá ☒

Níl ☐

Mínigh dúinn an fáth atá le do fhreagra, le do thoil?

Tá sé tábhachtach go moltar Comhairlí sa tuaisceart Oifigigh Gaeilge a bheith acu chun straitéisí Gaeilge a fhorbairt agus a éascú, agus go gcuidíonn na straitéisí seo leis an teanga a normalú agus a phríomhshruthú. Mar threoraí lárnach sibhialta atá freagrach as pleanáil pobail a chomhordú agus a chur chun cinn, ba cheart go moltar Rialtas Áitiúil machnamh a dhéanamh ar na dualgaisí agus na tiomantais i gCairt Eorpach do Theangacha Mionlaigh agus Réigiúnacha, agus go gcuireann Rialtas Áitiúil gníomhaíocht dhearfach i bhfeidhm chun an Ghaeilge a chur chun cinn, agus chun seirbhísí a sholáthair do phobal na Gaeilge ina gceantracha Comhairle féin.

Tá ról lárnach ag Scéim na nOifigeach Gaeilge i Rialtas Áitiúil chun cuidiú le Comhairlí Ceantair sa tuaisceart a gcuid dualgaisí i dtaca le seirbhísí poiblí a chomhlíonadh, go háirithe i gcás cheannasaíocht shibhialta le cur chun cinn na Gaeilge, soláthar seirbhísí Gaeilge, agus chun úsáid na Gaeilge a spreagadh mar chuid lárnach dár n-oidhreacht chultúrtha.

Is there a need for another round of the Irish Language Officers Scheme like the previous scheme?

Yes ☒

No ☐

Please explain to us the reason for your answer.

It is important that all Councils within Northern Ireland be encouraged to have Irish Language Officers to develop and facilitate implementation of Irish language strategies which will normalise and mainstream the language. As the key civic leader, responsible for co-ordinating and leading on community planning, Local Government must be urged to take cognisance of the commitments of the European Charter for Regional or Minority Languages, and take positive action to promote the Irish language, and to provide services for the Irish language community in their council areas.

The Irish Language Officers Scheme in Local Government has been pivotal in helping Councils in Northern Ireland fulfil their wider public service role, and specifically in relation to providing civic leadership in the promotion of the Irish language, provision of Irish language services, and in encouraging the use of Irish as an integral part of our cultural heritage.

Mínigh dúinn, le do thoil, na nithe ba chóir d'oifigeach a dhéanamh faoi scéim.

Cuidiú le gníomhaíochtaí Gaeilge a chomhordú sa cheantar

Deimhnigh go bhfuil seirbhísí na Comhairle ar fáil trí mheán na Gaeilge

Cumas na mball foirne a fhorbairt chun seirbhísí Gaeilge a chur ar fáil

An Ghaeilge a normalú agus a phríomhshruthú

Cinntiú go bhfuil an Ghaeilge cosanta, curtha chun cinn agus ceiliúrtha i gceantar na Comhairle

Please explain to us the things an officer should do under a scheme.

Help coordinate Irish language activities in the area

Ensure Council services are available / provided through the medium of Irish language

Advance the ability of staff to provide Irish medium services

Normalise and mainstream the language

Ensure the language is protected, promoted and celebrated in all aspects of public life

Facilitate the development of the Irish language community in the Council area

An aontaíonn tú gur chóir tacaíocht a chur ar fáil do chomhairlí ó thaobh pleanáil teanga de

Aontaím ☒

Ní aontaím ☐

Mar aontaíonn tú, cén sort tacaíochta a bheadh i gceist?

Chuirfeadh Comhairle Ceantair an Iúir, Mhúrn agus an Dúin fáilte roimh chur chuige réamhghníomhach ó Foras na Gaeilge chun comhairle agus tacaíocht a chur ar fáil i dtaca le pleanáil teanga. Ba cheart go spreagtar Comhairlí Ceantair dul i gcomhairle le Foras na Gaeilge lena gcur ar chumas straitéisí oiriúnacha agus ábhartha a fhorbairt i leith na Gaeilge agus go ndéanfaidh na straitéisí seo seirbhísí do phobal na Gaeilge a fheabhsú agus a phríomhshruthú. Le gníomhaíocht dhearfach ó Foras na Gaeilge, spreagfaí bunús teagmhála chun dea-chleachtas agus eolas a fhorbairt agus a roinnt tríd na ceantracha Comhairle.

Do you agree that support should be provided to councils in the north for language planning?

Yes ☒

No ☐

If you agree, what kind of support would that be?

Newry, Mourne and Down District Council would welcome Foras na Gaeilge taking a proactive approach to providing advice and support in relation to language planning. Councils should be encouraged to consult with Foras na Gaeilge to enable them to develop appropriate and relevant Irish language development strategies to improve and further mainstream services for the Irish language community. Affirmative action by Foras na Gaeilge will provide a basis for developing and sharing best practice and knowledge across the Council areas.

An aontaíonn tú gur chóir tacaíocht a chur ar fáil do chomhairlí ó thaobh phleanáil de?

Aontaím ☒

Ní aontaím ☐

Má aontaíonn tú, cén sort tacaíochta a bheadh i gceist?

Dá mbeadh stóras acmhainní ar fáil d'oifigigh Gaeilge / Chomhairlí Ceantair, thiocfadh leo dúbláil gan ghá a sheachaint i dtaca le haistriúchán dhoiciméid oifigiúla.

Ba chóir d'Fhoras na Gaeilge ateangairí a chur ar fáil agus/nó trealamh aistriúcháin comhuainigh a thabhairt ar iasacht, chun tacaíocht a thabhairt do Chomhairlí Ceantair baill den phobal / baill tofa a chur ar chumas a gcuid gnó a dhéanamh trí mheán na Gaeilge sa Chomhairle.

Do you agree that support should be provided for the provision of services through Irish?

Yes ☒

No ☐

If you agree, what kind of support would that be?

A centrally held bank of resources accessible to Irish language officers / Councils would save duplication in terms of translating official documentation.

Foras na Gaeilge should provide interpreters and/or hold simultaneous translation equipment for loan, enabling Councils to facilitate members of the public / elected members conducting their business through the medium of Irish in Council.

An bhfuil moltaí eile agat?

Ba cheart go gcuirtear daoine ar an eolas chomh luath agus is féidir faoi chomhairliúcháin eile sa todhchaí chun dóthain ama a thabhairt d'fhreagróirí cloí le socruithe rialachais agus freagra forbartha a mheas agus a chur le chéile.

Tugann an Chomhairle faoi deara go bhfuil comhairliúchán eile eisithe ag Foras na Gaeilge maidir le maoiniú d'Ionaid Ghaeilge. Tugann muid le tuiscint go bhfuil an dá phróiseas comhairliúcháin seo comheisiach. D'ainneoin sin, cé go mbeidh muid ag cur freagra isteach don chomhairliúchán seo, ba mhaith linn a chinntiú go bhfuil Comhairle Ceantair an Iúir, Mhúrn agus an Dúin den bharúil gur cóir an maoiniú atá ann faoi láthair don dá scéim éagsúil seo a choinneáil nó a ardú más féidir é.

Do you have any other recommendations?

Future consultations should be communicated at the earliest opportunity to give adequate time for consultees to meet governance arrangements and to fully consider and complete a response.

Council notes Foras na Gaeilge have also issued consultation with regard to the funding of Irish language centres. We trust these are mutually exclusive consultation processes. Notwithstanding this, while we shall also be submitting a response to this consultation, we wish to note Newry, Mourne and Down District Council are in favour of retaining and if possible increasing existing funding for both of these separate schemes.

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GRÚPA OIBRE TRASPÁIRTÍ UM STRAITÉIS NA GAEILGE – TÉARMAÍ TAGARtha
THE IRISH LANGUAGE STRATEGY CROSS PARTY WORKING GROUP – TERMS OF REFERENCE

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GRÚPA OIBRE TRASPÁIRTÍ UM STRAITÉIS NA GAEILGE

Téarmaí Tagartha

Scóip:

Is pléghrúpa éascaithe é an grúpa oibre traspháirtí um Straitéis na Gaeilge. Beidh feidhm ag an ghrúpa seo i gclóradh agus i bplé chur i bhfeidhm Straitéis na Gaeilge, d'fhonn comhthuiscint, comhaontú agus bearta a bhaint amach chun chur chun cinn an Pholasáí Dhátheangachais a éascú.

Ballraíocht:

Bheadh an bhallraíocht comhdhéanta de:

- Cathaoirleach na Comhairle
- LeasChathaoirleach na Comhairle
- Beirt Chomhairleoirí ainmnithe ag Sinn Féin
- Beirt Chomhairleoirí ainmnithe ag Páirtí Sóisialta agus Daonlathach an Lucht Oibre
- Comhairleoir amháin ainmnithe ag an Pháirtí Aontachtach Daonlathach
- Comhairleoir amháin ainmnithe ag an Pháirtí Aontachtach Uladh
- Beirt ionadaí ainmnithe ag na páirtithe beaga eile/na comhaltaí neamhspleácha

An Cathaoirleach

Beidh Cathaoirleach na Comhairle i gceannas ag na cruinnithe. Nuair nach mbíonn Cathaoirleach na Comhairle ag na cruinnithe rachadh an Leaschathaoirleach sa chathaoir. Nuair nach mbíonn an bheirt sin i láthair, roghnófar an Chathaoirleach ó mheasc iad siúd a bheas i láthair.

Cruinnithe:

Ní bheas aon chumhacht cinnteoireachta ag an ghrúpa oibre seo, ní féidir leis ach moltaí a dhéanamh. Cuirfear moltaí ag éirí as na cruinnithe seo faoi bhráid Choiste Pleanála Straitéisí agus Acmhainní lena bhreathnú.

Níl sé riachtanach córam a bhaint amach agus leanfaidh na cruinnithe ar aghaidh beag beann ar thinreamh ag na cruinnithe. Socrófar na cruinnithe gach ráithe nó nuair is gá.

Úsáidfear an Ghaeilge agus an Béarla ag na cruinnithe seo agus cuirfear an córas aistriúcháin comhuaineach ar fáil dóibh siúd gan an Ghaeilge.

Gairfidh an LeasStiúrthóir Pleanála Corparáide agus Polasaí na cruinnithe.

Oifigigh:

An Príomhfheidhmeannach, Stiúrthóir Seirbhísi Chorporáideacha, LeasStiúrthóir Pleanála Corparáide agus Polasaí, Oifigeach Forbartha Gaeilge, Oifigeach Teagmhála Phobal na Gaeilge agus Ceannasaí Polasaí Chorporáidigh.

An Preas:

Níl cead ag an phreas freastáil ar na cruinnithe seo.

An Pobal:

Níl sé ar oscailt don phobal

GRÚPA OIBRE TRASPÁIRTÍ UM STRAITÉIS NA GAEILGE – TÉARMAÍ TAGARTHA
THE IRISH LANGUAGE STRATEGY CROSS PARTY WORKING GROUP – TERMS OF REFERENCE

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THE IRISH LANGUAGE STRATEGY CROSS PARTY WORKING GROUP

Terms of Reference

Scope:

The Irish Language Strategy Cross Party Working Group will primarily be a facilitated discussion space. It will play a role in considering and discussing the implementation of the Irish Language Strategy with a view of reaching a common understanding, agreement and actions which will facilitate the promotion of the Bilingualism Policy.

Membership:

Membership shall be composed of:

- Council Chairperson
- Council Deputy Chairperson
- Two Councillors nominated from Sinn Féin
- Two Councillors nominated from SDLP
- One Councillor nominated from DUP
- One Councillor nominated from UUP
- Two representatives nominated from the smaller parties/independents

Chairperson:

Council Chairperson will chair meetings.

In the absence of the Chairperson, the Deputy Chairperson will chair the meeting. If both are not present, the meeting will select a Chair from those present.

Meetings:

The Irish Language Strategy Cross Party Working Group does not have decision making powers, it makes recommendations only. Recommendations arising will be tabled at the Council's Strategic Planning and Resources Committee for consideration.

It does not operate to any quorum and meetings proceed regardless of numbers in attendance. The meetings will be arranged on a quarterly basis or as required.

Meetings will be conducted in a Bilingual format utilising the Simultaneous Translation system.

Meetings will be convened by the Assistant Director of Corporate Planning and Policy.

Officers:

Chief Executive, Director of Corporate Services, Assistant Director of Corporate Planning and Policy, Irish Language Development Officer, Irish Language Community Liaison Officer and Head of Corporate Policy.

Press:

Not open to the press.

Public:

Not open to the public.

Report to:	Strategy, Policy and Resources Committee
Date of Meeting:	11 May 2017
Subject:	Policy on arrangements for Books of Condolence
Reporting Officer (Including Job Title):	Liam Hannaway Chief Executive
Contact Officer (Including Job Title):	Eileen McParland Democratic Services Manager

Matters for consideration:	
Following discussion at SPR Committee meeting held on 13 April 2017, it was recommended to Council on 2 May 2017 that the locations outlined in para. 2.1 be provided with Books of Condolence on those occasions when the Council makes available Books to facilitate members of the public to record their respects.	
1.0	Purpose and Background:
1.1	To discuss a way forward on the issue of location of Books of Condolence as no decision was reached by Council at its meeting on Tuesday 2 May 2017.
2.0	Key issues:
2.1	The following locations were recommended for use: Crotlieve – Warrenpoint Town Hall Downpatrick – Council Headquarters and Down Arts Centre Newry – Council Headquarters and Newry Town Hall Rowallane – Ballynahinch Market House Slieve Croob – Castlewellan Community Centre Slieve Gullion – Crossmaglen Community Centre The Mournes – Newcastle Centre
2.2	Occasionally, in response to the specific circumstances surrounding the opening of a Book of Condolence, additional location/s may be added.
2.3	A Book of Condolence facility also be hosted on the Council's website when the upgraded website is available.
2.4	At Council meeting on 2 May 2017, a request for a second Book to be provided in the Mournes area – in Kilkeel was discussed but did not gain approval and therefore no decision on location for Books of Condolence has yet been decided upon.
3.0	Recommendations:
3.1	Officers seek guidance on a way forward on this matter.
4.0	Resource implications
4.1	staff time and cost of flowers and books used in additional locations.
5.0	Equality and good relations implications:
5.1	None
6.0	Appendices
	None



An Dún

CUMANN LÚTHCHLEAS GAEL COISTE CHONTAE AN DÚIN

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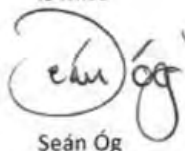
A Chara Liam,

I am writing to you ahead of the Down v Armagh Ulster Championship Games in Newry on 4th June. Down Minors play Armagh at 12.00pm and Down Seniors play Armagh at 2.00pm in Pairc Esler and we are planning for a large attendance at the Venue.

I am hoping that Newry Mourne and Down District Council would be able to assist us by providing access to the Albert Basin Site and the Tennis Courts for Car Parking on the day. We will provide security on both sites on the day and I am also attaching copies of our Public Liability Insurance Cover.

I would also ask if the Council were able to provide us with 30 Crash Barriers and 20 Tables and 100 Chairs at Pairc Esler. We in Down GAA would be grateful for your support in our hosting of this game which we hope will be a great occasion for Newry.

Is Mise


Seán Óg



www.downgaa.net

DOWN GAA



Seán Óg Mac Antsaóir, Runaí Coiste Chontae An Dúin

Report to:	Strategy, Policy and Resources Committee
Subject:	Newry Civic Centre
Date:	Thursday 11 th May 2017
Reporting Officer:	Marie Ward, Director of Enterprise, Regeneration and Tourism
Contact Officer :	Marie Ward, Director of Enterprise, Regeneration and Tourism

Decisions Required

To agree the contents of the report and approve recommendations at Section 3

- 1) The Council appoint Deloitte through the Consultancy One Framework in the role of Procurement Lead and development of outline and full business case.
- 2) The Council approve the Strategic Projects Working Group as Project oversight body
- 3) The Council approve the Project Board membership and roles as set out at Appendix A
- 4) The Council approve the use of SIB and their framework for the development of the technical specification for the Civic Centre
- 5) The Council approves a tender process for the appointment of a consultant to deliver on the technical specification and development of an operation model for the theatre element of the project.
- 6) The Council approves the use of Belfast City Council legal services through the existing SLA for the delivery of legal support to the project.
- 7) The Council approves the use of Strategic Investment Board for the delivery of internal project management support in pre contract stage.

1.0 Purpose and Background

The Council Corporate Plan 2015-2019 set out as one of the key actions the establishment of a new Civic Centre for Newry. The development of a Civic Centre will help attain the following strategic objectives as set out in the Corporate Plan:

- Attracted investment and supported the creation of new jobs
- Lead the regeneration of our urban and rural areas
- Transformed and modernized the Council, providing accessible as well as value for money services.

Work has been completed on stage 1 and 2 of the Newry City Centre Investment Strategy. This work included:

- A market analysis including a commercial and residential market review was completed which provides a better understanding of the

	regeneration and investment opportunities in the City Centre. • An overview of the current planned investments in the city, including offices and the new civic center. • A site analysis of potential development sites and opportunities for investment in the City Centre. • A review of potential sites; along with which locations could have greatest regenerative impact and their deliverability. • A recommendation of potential sites for the investment strategy in the City Centre. The market analysis presented the following regeneration and investment framework projects in Newry City Centre: • Offices – to drive employment and spend; • Civic Centre – operational need for NMDC, and will help to drive footfall and spend in the centre; • Hotel – improve the existing offer, and support the business and leisure markets; • Residential – expand the existing offer and increase city centre living; • Leisure (restaurants, cafes and bars) – to enhance the user experience; and • Evening Economy and tourism related uses. At the Strategic Policy and Resources Committee in March 2017 the third stage of the Newry Civic Centre and Investment project delivery was approved subject to value for money test on the appointment of Deloitte through the Consultancy One Framework. Further information was brought to Strategic Policy and Resources Committee in April and it was considered that the cost of £120,000 for work to be undertaken by Deloitte was value for money subject to inclusion of a due diligence test on any developer/contractor appointed to deliver the Civic Centre project. Deloitte have now confirmed contract price of £120,000 for all aspects of the procurement project including due diligence. Project Boards and reporting structures need to be confirmed to enable the effective delivery of stage three of the Civic Centre and investment project. The Strategic Investment Board in their capacity as support to local government have been involved in the development of proposed structures to enable delivery.
2.0	Key Issue The Council has completed master planning work and there are a number of potential options available to ensure the most effective outcome for the delivery of the Civic Centre the Council have agreed to run a procurement exercise which will allow the flexibility of bidders to propose their own sites or those associated with the Council.

	The next steps of stage three of the Civic Centre Investment project are set out below: Establishment of Project Board Oversight – The Strategic Projects Working Group. (See Appendix A for membership and roles) Establishment of Project Board – Chaired by Liam Hannaway, Chief Executive and internal and external members. (See Appendix B for membership and roles) Technical input and assurance for the office element, conference and any ancillary facilities – initially limited to design specification which will provide an annexe to the project brief, this will be provided via the Service Level Agreement with Strategic Investment Board and via the SIB procurement framework. Conference Facility Operational Advice – a more specialist service which will help size the facility and set out operational management requirements, inform bids and the final business case. This specialist element will be procured through a one off tender process. An outline business case will be developed prior to issue of tender and the detailed Business Case will be developed in parallel with the procurement process. Legal Advisors – Belfast City Council to provide this service through the existing Service Level Agreement. Internal Project Management (Pre-Contract) – Will be delivered with support from Strategic Investment Board Stage three will take in the region of twelve months.
3.0	Recommendations 1) The Council appoint Deloitte through the Consultancy One Framework in the role of Procurement Lead and development of outline and full business case 2) The Council approve the Strategic Projects Working Group as Project oversight and role as set out at Appendix A. 3) The Council approve the Project Board membership and roles as set out at Appendix B 4) The Council approve the use of SIB and their framework for the development of the technical specification 5) The Council approves a tender process for the appointment of a team to deliver on the technical specification and development of operation model for the theatre element of the project. 6) The Council approves the use of Belfast City Council legal services through the existing SLA for the delivery of legal support to the project. 7) The Council approves the use of Strategic Investment Board for the delivery of internal project management support in pre contract stage.

4.0	Resource Implications Stage 3 costs for all elements set out within the recommendations are in the region of £440,000, this will be capitalised as an element of the Newry Civic Centre Project and is contained within the four year capital plan. Staff time and resource to project manage the work and costs associated with assistance from Strategic Investment Board
5.0	Equality and Good Relations implications: The Council will have due regard to the need to promote equality of opportunity between the nine equality categories. Council will also seek to promote Good Relations between people of different Religious Belief, Political Opinion and Ethnic Origin.
6.0	Appendices Appendix A – Project Board membership and terms of reference.

Newry Civic Centre Regeneration Project Board Terms of Reference

Newry Civic Centre Regeneration Project Board Governance

Purpose

The Newry Civic Centre Regeneration (NCCR) Project Board is the governance body within the NCCR structure and has an advisory and challenge function in support of the Senior Responsible Owner (SRO).

The NCCR Project Board is accountable to the Strategic Projects Working Group. The NCCR Project Board will adopt best practice project and programme management principles, work to an agreed programme plan and progress reporting schedule.

NCCR Project Board members will provide resource and specific commitment to support the Chief Executive to deliver the outline deliverables as highlighted in the Project Definition Document.

NCCR Project Board Membership

Programme Chair	NMDDC CEO	Liam Hannaway
Programme SRO**	Director of Enterprise, Regeneration and Tourism	Marie Ward
Board Member (Corporate Services)	Director Corporate Services	Dorinnia Carville
Board Member (Finance)	Assistant Director Finance	Ken Montgomery
Board Member (Construction)	Assistant Director Estates	TBC
Board Member (Facilities)	Assistant Director Facilities	Kevin Scullion
Board Member (Regeneration)	Assistant Director Enterprise and Regeneration	Jonathan McGilly
Board Member (Planning)	Head of Planning	Anthony McKay
Board Member (Assurance)	Asset Management Unit (SIB)	Scott Wilson
Senior Stakeholders	Department for Communities	Damien Mulholland
		Mark O'Donnell
	Belfast City Council Legal Services	TBC
Project Support	PMO	SIB TBC
	PMO Admin Support	TBC

** The SRO Role will change during contract phase to Director of Corporate Services with responsibility for Estates and Capital.

The NCCR Project Board may also call on specific required expertise in other areas - for example Development Finance Advice, Property Advice, Legal Advice as appropriate and required and invite attendance as necessary. Project Workstream managers may be invited to attend for specific items.

Newry Civic Centre Regeneration Project Board Terms of Reference

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As the Project progresses it may be appropriate for Board membership to change to reflect the stage the Project has reached.

Deputies

It is expected that all Board members attend the THR Project Board meeting. Where this is not possible (e.g. through annual leave, sickness or other circumstances) an appropriate representative should be asked to attend. They should be empowered to make decisions at the meeting.

Quorum

For decision making the Chair, Project SRO, Director of Corporate Services and at least 2 Board Members should be in attendance.

Frequency of Meetings

Project Board meetings will initially be scheduled to take place every month until Project Closure, but may vary at the discretion of the Chair. As the Project develops it may be necessary to hold more or less frequent meetings.

Reporting Arrangements

A monthly highlight/dashboard report from the SRO will be distributed via email with Board papers to the Project Board by the [PMO]. A Pre-board meeting/ briefing between the Chair and SRO will take place to highlight key meeting issues. The Chair may invite or delegate his role at these meetings to the Board Member responsible for Assurance.

Secretariat

Project Board Secretariat will be provided by the [PMO].

Agenda and papers

The agenda and all papers will be distributed by email to Board members by the [PMO]. The actions to be taken will be recorded in the Project Board's minutes which will be circulated to all Board members.

The Chair is responsible for ensuring that the minutes of meetings produced by the PMO accurately record the decisions taken, and, where appropriate, that the views of individual Board members have been taken into account. Minutes will be formally approved at the subsequent meeting (or by email where this would be more than one month later).

All Project Board agenda items must be forwarded to the [PMO] by Close of Business five (5) working days prior to the next scheduled meeting. Project Board papers will be subject to quality review before being issued to the Board.

The Project Board agenda, with attached meeting papers will be distributed at least three (3) working days prior to the next scheduled meeting.

Newry Civic Centre Regeneration Project Board Terms of Reference

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Draft Agenda for the monthly Project Board meeting

1. Introduction
2. Apologies
3. Agree Minutes of Previous Meeting
4. Review Action Points
5. Project Highlight/ Dashboard Report
6. Review of Risks and Issues
7. Consider any Project Board papers
8. AOB
9. Dates of Next Meeting

Any AOB items need to be with the PMO by Close of Business five (5) working days prior to the next scheduled meeting along with any relevant documentation or clarification. In exceptional circumstances, previously unadvised AOB items may be allowed at the Chair's discretion.

Project Roles and Responsibilities

- **Project Chair**
The chair will champion the Project at the Strategic Policy and Resources Committee. It is the responsibility of the chair to ensure that the project objectives are aligned with the Strategic Policy and Resources Committee's expectations and that board members act collegiately in the realisation of the project benefits.
- **Project SRO** – accountable for the project; responsible for the continuing viability of the business case and its delivery, ensuring appropriate project mandates, approvals and governance, ensuring permission to proceed where decisions are outside project scope and Board authority, decision-maker. The single individual with overall responsibility for ensuring that the project meets its objectives and delivers the projected benefits.
- **Board Member (Finance, Construction, Regeneration, Facilities and Planning)** – has a strategic interest in the project, a responsibility for investment decision-making, champions the project at Committee level to ensure buy-in, provides clear contextual direction for the project and enables the delivery of the project objectives.
- **Board Member (Assurance)** - supports the SRO by bringing subject matter expertise to the Board; supports the engagement of additional expert advice as and when necessary; provides a challenge role to project viability, direction and progress; participates in programme governance.
- **Senior Stakeholder** – provides external perspective to the programme and departmental insight into issues under discussion. Advises on potential or actual impacts on and interactions with other related projects and initiatives, including communications. Does not champion the interests of an individual department or organisation.
- **[PMO]** – responsible for managing and distributing programme documentation, including version control.

Newry Civic Centre Regeneration Project Board Terms of Reference

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NCCR Project Board Objectives:

To undertake its responsibilities effectively the Project Board will:

- [Approve the Project Definition Document, Blueprint Document and authorise the scope of the Project];
- [approve the workstream Project Initiation Documents and authorise the projects];
- exercise functional and financial authority to support the project;
- receive reports from the Development Director and monitor progress/authorise slippage;
- review risks, issues and exceptions and determine appropriate course of action based on recommendations from the Development Director;
- sign off project stages/closure;
- understand the strategic and wider Transport Hub Programme implications and outcomes of initiatives being pursued through project outputs;
- appreciate the significance of the project for some or all major stakeholders and represent their interests;
- be an advocate for the project's outcomes;
- check adherence of project activities to standards of best practice, both within the organisation and in a wider context;
- provide leadership, advice and support to the Project Team;
- ensure effective decision making;
- ensure that risks are being tracked and managed as effectively as possible;
- provide overall guidance and direction to the project, ensuring it remains viable and within any specified constraints;
- set project tolerances;
- make decisions on escalated issues;
- have authority to make decisions, approve plans and authorise any necessary deviation from stage plans;
- represent the organisation, user and supplier interests; and
- ensure the desired outcome of the project is specified and products meet the specification meeting user requirements.

Benefits of Project Board governance

- A business focused meeting – better time management
- Clear roles and responsibilities/ functions
- High level reporting – highlight reports and by exception
- Clear identification of Action Points with progress
- In line with project governance good practice

Report to:	Strategy, Policy and Resources Committee
Date of Meeting:	11 May 2017
Subject:	Update on dissolution of the Local Government Staff Commission (LGSC)
Reporting Officer (Including Job Title):	Catrina Miskelly Assistant Director Corporate Services (Human Resources)
Contact Officer (Including Job Title):	Liam Hannaway, Chief Executive

Decisions required:	
Members are asked to note the contents of this report; in particular; the recommendation at 3.2 and agree to the financial implications at 4.2. and 4.3 of this report.	
1.0	Purpose and Background:
1.1	In June 2014, on foot of a recommendation from the Minister of the Environment in October 2013, the NI Executive formally agreed that the LGSC (the Commission) would be wound up in March 2017.
1.2	Due to the difficulties encountered by the NI Assembly, the necessary Dissolution Order to wind up the Commission is not in place.
1.3	On this basis, the Commission will continue for the period 1 April 2017 to dissolution. A copy of the associated LGSC Management and Dissolution Plan is provided at Appendix 1 .
2.0	Key issues:
2.1	The continuation of the LGSC into the current financial year means that Councils will have to contribute to the running costs of Commission up to dissolution.
3.0	Recommendations:
3.1	A copy of the LGSC Draft Financial Scheme for the period 1 April 2017–31 March 2018 which has recently been approved by the Department is provided at Appendix 2 .
3.2	Members should note that Councils have been asked to make a six month payment based on the current contribution amount and are asked to agree to this; with the provision that a second six month payment may become due should the Commission not be formally dissolved prior to October 2017.
4.0	Resource implications
4.1	The 2017/2018 contribution for Newry, Mourne and Down District Council is £29215 (refer to page 5 of Appendix 2 for more information).
4.2	A six month contribution for the first six months of this year represents £14608. Council received an invoice for this amount on 19 April 2017 and payment is pending.
4.3	There is no financial provision in the 2017-2018 estimates for the amount at 4.2 nor for the balance of £14607 should it become due
5.0	Equality and good relations implications:
5.1	None.
6.0	Appendices
	Appendix 1 - LGSC Management and Dissolution Plan 1 April 2017 to Dissolution Date
	Appendix 2 - LGSC Draft Financial Scheme for the period 1 April 2017–31 March 2018

SPCC 11 May 2017

APPENDIX I

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Achieving Excellence Through People

Management and Dissolution Plan

01 April 2017 to Dissolution Date

The Local Government Staff Commission
for Northern Ireland



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SECTION 1 – INTRODUCTION

The Local Government Staff Commission for Northern Ireland
"Achieving Excellence Through People"

Status of the Commission

The Local Government Staff Commission for Northern Ireland (The Commission) is an Executive Non-Departmental Public Body established under the Local Government Act (NI) 1972. The Commission's powers were later extended under the Housing Orders 1976 and 1981 and the Local Government (Miscellaneous Provisions) (NI) Order 1992.

The Commission is an Arm's Length Body of the Department for Communities (DfC), and the Department determines the Staff Commission's performance framework in light of the Department's wider strategic aims and current key commitments. The objectives, targets and performance measures for the Commission are set out in this Management and Dissolution Plan, which is approved by the Minister. The Minister is accountable to the Assembly for the activities and performance of the Staff Commission. The Departmental Accounting Officer designates the Chief Executive of the Staff Commission as the Staff Commission's Accounting Officer.

In general, the terms of reference for the Commission are to exercise:

'general oversight of matters connected with the recruitment, training and terms and conditions of employment of officers of councils and the Northern Ireland Housing Executive and of making recommendations to councils and the Northern Ireland Housing Executive on such matters.'

[Local Government Act (Northern Ireland) 1972 as amended by the Housing Orders (NI) 1976 and 1981]

Appendix 1 details the Commission's full statutory remit and specific functions.

Planned Dissolution of Local Government Staff Commission

In October 2013, following consultation on the future of the Commission, the then Environment Minister announced that the Commission would be wound up in April 2017. It was subsequently agreed by the Executive Committee, at their meeting on 19 June 2014, that the Commission would be wound up on 31 March 2017.

Due to the difficulties encountered by the NI Assembly, it has not been possible to have the necessary Dissolution Order in place to wind up the Commission as planned. On this basis, the DfC will be reconstituting the Commission membership w.e.f. 01 April 2017 (up to the final dissolution date), therefore, this Management and Dissolution Plan has been developed to enable the Commission to continue to determine its statutory duties and for staff to be made compulsory redundant on a phased basis as the non-statutory work of the Commission is gradually passed to councils.

Purpose of the Management and Dissolution Plan

This document has been developed to guide the Commission's work for the period 01 April 2017 to dissolution. Plans had already been put in place to wind up the Commission at 31 March 2017 and a number of functions had already transferred, by agreement, to councils before the collapse of the Assembly. Therefore, this Management and Dissolution Plan is based on the key requirements necessary to:

- ensure delivery in the interim period of essential statutory functions, and
- maintain oversight of the functions already transferred prior to 31 March 2017, and to
- ensure a smooth handover at dissolution.

Reporting Mechanisms

Progress on meeting the actions detailed within the Management and Dissolution Plan will be addressed on a monthly basis at officer level and reported periodically at Commission meetings.

SECTION 2 – MANAGEMENT AND DISSOLUTION PLAN FOR 01 APRIL 2017 TO THE FINAL DISSOLUTION DATE

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Management and Dissolution Plan Actions

This section details the Management and Dissolution Actions for 01 April 2017 to the final Dissolution date.

The Actions are set out in three main Key Performance Areas as follows:

KEY PERFORMANCE AREA 1 – ESSENTIAL STATUTORY FUNCTIONS

The delivery of the Commission's statutory functions during the management and dissolution period and the integration of designated functions within councils, including:

- Advisory Appointments Panels
- Code of Procedures on Recruitment & Selection
- Code of Conduct for Local Government Officers
- Negotiating Machinery

KEY PERFORMANCE AREA 2 – OVERSIGHT OF THE FUNCTIONS TRANSFERRED TO COUNCILS PRIOR TO 31 MARCH 2017

To maintain oversight of the functions already transferred to councils in line with the planned 31 March 2017 dissolution date, including:

- Training and development of officers of councils
- Advisory and support services
- Monitoring of Fair Employment Practices

This oversight ensures the proper discharge of the Commission's functions.

KEY PERFORMANCE AREA 3 – CORPORATE GOVERNANCE

To ensure continuing good governance, accountability and operational management of the Commission as a statutory body, including:

- Sound System of Control (audit, risk etc.)
- Finance and Administration
- Orderly Dissolution Arrangements

KEY PERFORMANCE AREA 1
ESSENTIAL STATUTORY FUNCTIONS
 (Chief Executive – Adrian Kerr and Director - Recruitment & Diversity – Lorna Parsons)

1. ADVISORY AND APPOINTMENT PANELS and CODE OF PROCEDURES ON RECRUITMENT AND SELECTION

ACTIONS		APRIL 2017 TO DISSOLUTION	
Advise councils and the NIHE in relation to the implementation of the Code of Procedures on Recruitment and Selection, and on best practice in recruitment and selection, including: • Assist councils to recruit Chief Executives and other senior officers, as detailed in the Code of Procedures on Recruitment and Selection • Provide Observers to attend selection panels for senior posts in councils and the NIHE • Advise on best practice in the use of assessment centres and how recruitment exercises can be made more objective and transparent Issue a new Code of Procedures to councils to coincide with the dissolution order	Assist councils to implement the Code of Procedures on Recruitment & Selection, and provide advice on best practice in recruitment and selection as required • Continue to provide assistance to councils to recruit senior posts in line with agreed procedures • Review Observer reports on selection panels and make recommendations to councils • Ensure continuity in the application of best practice in assessment testing Provide familiarisation sessions for council officers on the provisions of the new Code. Assist the smooth transition in accordance with the dissolution order for new arrangements post dissolution	Provide advice on best practice recruitment and selection, as required. Provide assistance with recruitment exercises for senior posts in councils and the NIHE, as required. Attend meetings of the recruitment working group and provide assistance, as required. Advise councils and the NIHE on the use of assessment centres and situational judgement tests, as required. Host two familiarisation sessions for councils on the revised Code of Procedures on Recruitment and Selection.	

2. CODE OF CONDUCT FOR LOCAL GOVERNMENT EMPLOYEES		
ACTIONS	APRIL 2017 TO DISSOLUTION	
Maintain the Code of Conduct for Local Government Employees as adopted by councils and the Commission on 01 April 2015	Provide advice and assistance in relation to any queries on the Code, as required Assist with the smooth transition in accordance with the dissolution order for new arrangements post dissolution	Provide professional advice and assistance regarding HR matters including complaints, grievance and disciplinary matters. Provide and/or recommend independent expert consultancy support, as required.
3. NEGOTIATING MACHINERY		
ACTIONS	APRIL 2017 TO DISSOLUTION	
Support the implementation of a new regional industrial relations framework Provide an Independent Secretariat service to any interim negotiating machinery	Advise and assist with the new regional IR Framework, as required Provide advice and assistance, as required	Attend meetings relating to the regional IR Framework and provide advice and assistance, as required.

KEY PERFORMANCE AREA 2 OVERSIGHT OF STATUTORY FUNCTIONS TRANSFERRED PRIOR TO 31/3/17 (Director - Recruitment & Diversity – Lorna Parsons, and Policy Officer – Lisa O'Neill)		
4. TRAINING AND DEVELOPMENT OF OFFICERS OF COUNCILS		
ACTIONS	April 2017 to Dissolution	
Assist with the embedding of the new shared Local Government Learning and Development Resource	Provide advice and assistance as required and provide regular reports to the Commission	Attend meetings of the LGTG and provide advice and assistance, as required. Attend meetings of PPMA and provide advice and assistance, as required. Host an employment law seminar for council HR staff, in partnership with the Commission's legal advisors.
5. ADVISORY AND SUPPORT SERVICES		
ACTIONS	April 2017 to Dissolution	
Provide advice and assistance on HR and OD matters	Assist with queries relating to the transferred 'Call Off Framework for Consultancy Support'	Provide and/or recommend independent expert consultancy support, as required.
Support the agreed People & Organisation Development Strategic Framework	Provide advice on, review and support the development of a continuity plan in relation to: • The Leadership Academy • The Coaching and Mentoring Network	Provide advice and assistance to the Leadership Academy Working Group, as required. Assist in the establishment of a coaching and mentoring network and provide advice and assistance as required.

6. MONITORING OF FAIR EMPLOYMENT PRACTICES		
ACTIONS	April 2017 to Dissolution	
Advise and assist councils and the NIHE to implement their Section 75 duties and Disability Action Plans	Provide advice and assistance in relation to any queries on equality and diversity, as required	Ensure that the Statutory Duty Network meets on a regular basis to address common issues and collaborate on sector wide initiatives.
Advise and assist councils to implement best practice in equality and diversity	Assist with the smooth transition of the work of the Equality and Diversity Group in accordance with the Local Government Staff Commission (Dissolution) Order (NI) 2017 for new arrangements post dissolution	Attend meetings of the Equality & Diversity Working Group and assist as required. Host a meeting(s) of the Diversity Champions' Network to encourage networking, disseminating best practice and to develop a continuity plan for 2017/18.

**KEY PERFORMANCE AREA 3
CORPORATE GOVERNANCE**
(Chief Executive – Adrian Kerr and
Policy Officer – Lisa O'Neill and Finance Officer – Ruth Anderson)

7. SOUND SYSTEM OF CONTROL

ACTIONS		April 2017 to Dissolution	
Continue to implement a sound system of control to support the Commission's objectives in accordance with Government Accounting Northern Ireland		Comply with any equality reporting arrangements in accordance with the Commission's status as a public body	Complete Annual Progress Report for ECNI Complete all monitoring returns
		Arrange Audit Committee meetings, as required.	Arrange and facilitate Audit Committee meetings (in line with Commission meetings)
		Prepare responses to FOI and Data Protection enquiries	Implement all governance arrangements relating to the Commission's dissolution as agreed by the DOE-LGSC Dissolution Project Board.
		Facilitate Local Government Audit, as required.	Updating policies and procedures as per DFP & DfC instruction.
		Prepare and Publish 2016/17 Annual Report and Accounts	Liaise with the Public Records Office NI to ensure that special circumstances are agreed to enable PRONI to take delivery of files younger than 20 years old.
		Review and update the Commission's Risk Register as required	
		Provide a secretariat service to all meetings of the Commission	

8. FINANCE AND ADMINISTRATION		
Ensure the efficient and effective day to day management of the Commission's Financial Affairs in accordance with Government Accounting Practice and Accounts Directions issued by the Department for Communities/Local Government Auditor	Preparing Financial Schemes and ensuring Budgetary Control Ensure adequate working capital to fund Commission Activities Preparation of Commission Accounts Processing salaries and allowances Processing receipts and payments Bank Account Management including the preparation of bank reconciliations and monitoring balances, etc. General Administration	Budget reports for Commission and Audit meetings

**KEY PERFORMANCE AREA 3
CORPORATE GOVERNANCE**

(Chief Executive – Adrian Kerr and

Policy Officer – Lisa O'Neill and Finance Officer – Ruth Anderson)

9. DISSOLUTION ARRANGEMENTS

Progress necessary governance and resource actions to ensure the efficient and orderly dissolution of the Commission

Implement all governance arrangements relating to the Commission's dissolution as agreed by the DfC-LGSC Dissolution Project Board.

Review Assets and update Asset Register, as necessary

Ensure Commission records are managed in line with the Disposal Schedule

Implement all governance arrangements relating to the Commission's dissolution as agreed by the DfC-LGSC Dissolution Project Board:

- Dispose of Commission House and all furniture and equipment
- Draft final accounts and handover of server, etc., to DfC
- Prepare and finalise Annual Report for 01 April 2017 to Dissolution

Disposal of premises.

Develop appropriate procedures for disposal of assets.

Ensure Commission records are managed in line with the Disposal Schedule.

Prepare for handover to DOE Dissolution Group.

SECTION 3 – WORK REQUIREMENTS AND SEVERANCE STAFFING IMPLICATIONS

3.1 Work Requirements

The **Commission's Business Plan 2016-17** Quarter 4 actions will continue to be delivered **until 31 March 2017** under the named lead officers as follows:

KEY PERFORMANCE AREA:	LEAD OFFICER
Talent and Organisation Development and Learning and Development (LGTG)	• Linda Leahy, Director – Talent & Development
Recruitment and Selection and Equality and Diversity	• Lorna Parsons, Director – Recruitment & Diversity
People Strategies and Employee Relations	• Dermot O'Hara, Director – People Strategies
	<u>Support officer for these KPAs –</u> ○ Diana Stewart, Senior Advisor ○ Lisa O'Neill, Policy Officer ○ Anne Gallagher, Administrative Officer
Corporate Governance	• Adrian Kerr, Chief Executive
	<u>Support officers for this KPA –</u> ○ Lisa O'Neill, Policy Officer, ○ Janet Hawkins, Office Manager & PA to CEx ○ Ruth Anderson, Finance Officer

Delivery of the **Management and Dissolution Plan** Actions will be required **from 01 April 2017 to the final Dissolution date** as follows:

KEY PERFORMANCE AREA	LEAD OFFICER
Essential Statutory Functions including: • Advisory and Appointment Panels • Recruitment of Senior Staff • Code of Procedures • Code of Conduct for Local Government Officers • Negotiating Machinery	• Lorna Parsons, Director – Recruitment & Diversity
Oversight of functions transferred prior to 31 March 2017 including: • Training and Development • Advisory and Support Services • Monitoring of Fair Employment Practices	• Lorna Parsons, Director – Recruitment & Diversity <u>Support officers for these KPAs</u> ○ Adrian Kerr, Chief Executive ○ Lisa O'Neill, Policy Officer
Governance, Accountability & Operational Management including: • Sound System of Control (audit, risk etc.) • Finance and Administration • Dissolution Arrangements	• Adrian Kerr, Chief Executive <u>Support officers for these KPAs</u> ○ Lisa O'Neill, Policy Officer ○ Ruth Anderson, Finance Officer

3.2 Consequential Implementation of Dissolution Plan - Phased Severance Arrangements

It is clear that on completion of Quarter 4 actions by 31 March 2017 the full current complement of Commission staff will no longer be required.

First Phase Severance Arrangements

Therefore, the following staff can be released as the first phase of the compulsory redundancies:

1. Linda Leahy, Director – Talent & Development
2. Dermot O'Hara, Director – People Strategies
3. Diana Stewart, Senior Advisor
4. Janet Hawkins, Office Manager/PA to Chief Executive (part time)
5. Anne Gallagher, Administrative Officer

(i.e. 4.92 whole time equivalents)

These staff have all stated a wish to be considered for voluntary early exit under the terms of the Commission's Severance Scheme.

Further Phases of Severance Arrangements

The following staff will be retained in the interim period to deliver the Management and Dissolution Plan actions and can be released, as necessary, and in line with agreed final dissolution date:

1. Adrian Kerr, Chief Executive (part time)
2. Lorna Parsons, Director – Recruitment & Diversity (part time)
3. Lisa O'Neill, Policy Officer
4. Ruth Anderson, Finance Officer

(i.e. 3.44 whole time equivalents)

Temporary staff may also be required.

SECTION 4 – APPENDICES

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Legislation**Appendix 1**

In addition to the Commission's general oversight role as detailed in the introduction of this document, the following specific functions are detailed in the Local Government Act (Northern Ireland) 1972, as amended by the Housing Orders (NI) 1976 and 1981 and the Local Government (Miscellaneous Provisions) (NI) Order 1992.

The functions of the Staff Commission shall include: -

- a) *Establishing in such a manner as the Staff Commission thinks fit, bodies (to be known as "advisory appointment panels") for the purpose of giving advice to councils on the suitability of applicants for appointment to the office of clerk and to other offices for which qualifications are prescribed under section 41 (including the making of a selection of persons who may be treated as eligible for such appointments);*
- b) *Establishing a code of procedure for securing fair and equal consideration of applications to councils and to the Executive¹ by persons seeking to be employed by them as officers, and fair and equal treatment of persons who are so employed;*
- c) *Assessing the probable future requirements of councils and of the Executive for the recruitment of officers and securing publicity for the opportunities that are available to persons who may seek employment as such officers;*
- d) *Promoting co-operation between councils, the Executive, public bodies, government departments and educational institutions in matters connected with the recruitment, training and terms and conditions of employment of officers, and promoting the temporary transfer of officers (with their consent) in pursuance of arrangements made between councils, between councils and the Executive or between councils or the Executive and any such bodies, departments or institutions;*
- e) *Promoting or assisting the development of, or providing, facilities for the training of officers;*
- f) *Promoting or assisting the establishment of, or establishing, procedures for the negotiation between councils, the Executive and officers of councils or the Executive or associations representing any of them, of standard rates of remuneration, or other terms and conditions of employment, for officers of councils or the Executive and recommending the adoption by councils and the Executive of rates, terms and conditions so negotiated.*

¹ The term 'Executive' refers to the Northern Ireland Housing Executive.



**THE LOCAL GOVERNMENT STAFF COMMISSION
FOR NORTHERN IRELAND**

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LOCAL GOVERNMENT STAFF COMMISSION FOR NORTHERN IRELAND



**DRAFT FINANCIAL SCHEME OF
THE LOCAL GOVERNMENT STAFF COMMISSION**

and

ACCOMPANYING EXPLANATORY MEMORANDUM

for the period

1 APRIL 2017 TO 31 MARCH 2018

CONTENTS

- Proposed Financial Scheme for 2017/2018 and comparison with 2016/2017 Revised Financial Scheme
- Funding Requirements
- Explanatory Memorandum
- Funding Requirement for Councils and NIHE to implement the 2017/18 Scheme and 2016/17 comparator.

LOCAL GOVERNMENT STAFF COMMISSION FOR NORTHERN IRELAND

FINANCIAL SCHEME FOR 2017/18

	Projected Expenditure 2017/18		Revised Financial Scheme 2016/17	
Section A - Recurrent Expenditure	£	£	£	£
1. Salaries and Wages		281,055		404,874
2. Additional Employer Costs				
2.1 Employer's NIC	21,280		46,133	
2.2 Employer's Superannuation	47,480		79,118	
Total		68,760		125,251
3. Chairman's Allowance		15,900		15,900
4. Travel and Subsistence Payments				
4.1 Commission Staff	2,000		12,000	
4.2 Commission Members	4,000		6,000	
Total		6,000		18,000
5. Members' Allowance		12,000		17,000
6. Premises, Rates and Insurance				
6.1 Premises Loan Repayment	0		113,723	
6.2 Rates	20,441		23,000	
6.3 Car Parking	0		0	
6.4 Insurance	1,474		1,400	
Total		21,915		138,123
7. Running Costs				
7.1 Electricity	10,000		10,000	
7.2 Cleaning	5,000		5,000	
7.3 Maintenance and Repairs	4,500		4,500	
7.4 Printing	4,000		5,000	
7.5 Stationery and Office Expenses	8,400		9,400	
7.6 Postage/Telephone/Fax	9,800		10,800	
7.7 Legal and Audit	17,000		17,000	
7.8 Advertising	2,000		2,000	
7.9 Website & IT Development Costs	8,000		15,000	
Total		68,700		75,700
8. Conferences, Courses and Training		8,000		14,000
9. Hospitality		2,500		4,000
Section A Sub Total - Recurrent Expenditure		484,829		615,845

LOCAL GOVERNMENT STAFF COMMISSION FOR NORTHERN IRELAND

FINANCIAL SCHEME FOR 2017/18 (continued)

	Projected Expenditure		Revised Financial Scheme	
	2017/18		2016/17	
	£	£	£	£
Section A Sub Total b/f		484,829		815,848
10. Car Loan		0		0
11. Miscellaneous				
11.1 Publications/Subscriptions Fee	4,000		5,800	
11.2 Bank Charges	1,000		1,000	
11.3 Petty Cash Funding	200		200	
11.4 Interim Negotiating Machinery	0		2,000	
Total		5,200		10,000
12. Research and Development		5,000		20,000
Section A Total - Recurrent Expenditure		495,029		845,848
Section B - Capital Expenditure				
1. IT and Office Equipment		2,000		5,000
TOTAL		<u>497,029</u>		<u>850,848</u>

FUNDING REQUIRED FOR 2017/18 FINANCIAL SCHEME

	Projected Income	Revised Financial Scheme
	2017/18	2016/17
	£	£
Projected Required Income	<u>497,029</u>	<u>850,848</u>
Funded by		
Councils	437,029	709,263
Generated Income	0	22,000
Bank Interest	0	0
Legal Contingency	0	20,000
Projected Surplus carried forward	60,000	101,495
Total Required Funding	<u>497,029</u>	<u>852,758</u>

Note: The figures for the Revised Financial Scheme 2016/17 have been included for comparative purposes only.

**LOCAL GOVERNMENT STAFF COMMISSION
FOR NORTHERN IRELAND
EXPLANATORY MEMORANDUM IN RESPECT OF THE
2017/18 FINANCIAL SCHEME**

SECTION A – RECURRENT EXPENDITURE

1. Salaries and Wages

The figure for salaries and wages has been calculated to reflect a continuing provision of 4 staff under current terms and conditions (in comparison to 11 staff at 1 April 2016) and includes any proposed incremental payments.

A provision has also been made for continuing temporary staff as required.

2. Additional Employer Costs

The figure for National Insurance contributions has been estimated in line with the salaries and wages figure as detailed in the above sub-head.

The figure for Employer Superannuation Contributions includes an increased superannuation contribution at 24.8% payable by the Commission as notified by NILGOSC.

3. Chairman's Allowance

The Chairman's allowance remains unaltered.

4. Travel and Subsistence Payments

The figure for travel and subsistence has been reduced to reflect a decrease in the Commission's non-statutory functions with effect from 1 April 2017.

5. Members' Allowance

The figure for members' allowances has been decreased to reflect expected outline expenditure on allowances in the current financial year.

6. Premises, Rates and Insurance

Best estimate figures have been included for rates and insurance. It should be noted that no further expenditure will be required in relation to premises and car parking.

7. Running Costs

The figure for running costs has been reduced to provide a decrease in the provision of the following:

- Printing
- Postage
- Telephone & Fax
- Website & IT Development

8. Conferences, Courses and Training

This figure has been reduced to reflect a decrease in the planned activity in these areas.

9. Hospitality

The hospitality budget has been reduced to reflect a reduction in the use of Commission premises, visitors and hosting of events.

10. Car Loan

No provision has been made in this sub-head for 2017/18

11. Miscellaneous

This sub-head has been reduced to reflect the reduced amount of subscriptions and fees payable to various bodies and the lack of progress in relation to the local government wide negotiation machinery initiative.

12. Research and Development

The figure in this sub-head has been reduced by 75% to reflect the reduced amount of research and development required by the Commission during the dissolution period.

SECTION B – CAPITAL EXPENDITURE**1. IT and Office Equipment**

A provision of £2,000 has been included for capital expenditure as a provision for repairs and renewals.

PROJECTED REQUIRED INCOME

The generated income for 2017/18 has been reduced to reflect the termination of the service level agreement with the Local Government Training Group.

No legal contingency has been included as there are no pending cases against the Commission at this time.

COUNCIL CONTRIBUTIONS 2017/18 WITH 2016/17 COMPARISON

In line with the 2017-18 Management and Dissolution Plan, the Commission has estimated its total financial requirement to be £497,029 for the year ahead. Income from ongoing operations, which is offset against the figure is estimated at £60,000, leaving an amount of £437,029 to be raised from District Councils and the NIHE.

The council contributions are between 61.2% and 62.3% of the previous financial year with some variance due to the change in the rateable penny product in 2017/18.

Council	2017/18 Contribution £	2016/17 Contribution £
Antrim & Newtownabbey Borough Council	26,944	43,396
Ards & North Down Borough Council	30,404	48,853
Armagh City, Banbridge & Craigavon Borough Council	31,482	51,425
Belfast City Council	88,077	144,004
Causeway Coast & Glens Borough Council	24,160	39,212
Derry City & Strabane District Council	23,820	38,528
Fermanagh & Omagh Borough Council	20,532	33,209
Lisburn & Castlereagh City Council	29,834	47,857
Mid & East Antrim Borough Council	23,146	37,370
Mid Ulster District Council	21,338	34,185
Newry, Mourne & Down District Council	29,215	47,220
Northern Ireland Housing Executive	88,077	144,004
Total	437,029	709,263

Report to:	Strategic Planning & Resources Committee
Subject:	<i>Lease of Boat House, Marine Parade, Warrenpoint</i>
Date:	<i>11 May 2017</i>
Reporting Officer:	<i>Alison Robb, Assistant Director of Corporate Services (Administration)</i>
Contact Officer:	<i>Kevin Scullion/ Briege Magill</i>

Decisions Required

Members are asked to note the contents of the report, and agree that the Council enter into a 5 year lease with the owners of the Boat House, Warrenpoint, with commencement date of 1 April 2016, at rental of £4000 per annum for the first 2 years and with a rent review then taking place after 2 years. Conditions to be similar to the previous lease but with the provision that the Council is able to sublet to another party such as the Carlingford Curragh Club.

1.0 Purpose & Background

- 1.1 The building is located at the corner of Marine Parade and Dock Street, Warrenpoint and lies between the Omeath ferry slipway and property owned by Warrenpoint Harbour Authority. The main interest that the Council has had in maintaining this lease, is that it is considered that this building may be strategic to any future marina development.

The owner of the property indicated that they do not wish to sell the property to the Council.

Council currently pay rental of £3,250. Lease is due for renewal.

Solicitors for the owner offered the Council:-

- a new 2 year lease from 1 April 2016 at £5200 per annum or
- a new 5 year lease from 1 April 2016 at £5200 per annum subject to a rent review at the end of the second year.

The Council's Valuer in September 2016 assessed the present market rental valuation at £3500 per annum.

Council agreed at SPR October 2016 that subject to agreement between the Lessor and the Council's Valuer on an annual rent, the Council continue to lease this building. It was also agreed to undertake an Expressions of Interest exercise with regard to subletting the building to a third party for the purpose of utilising the building to promote watersports in the area.

The Council's Valuer has now negotiated with owners a proposed annual rental of £4,000 with commencement date of 1 April 2016.

2.0	<u>Key Issues</u>
2.1	▪ No lease in place. ▪ The Council has undertaken an Expression of Interest exercise as a result of which it will complete the necessary legal formalities to sub-let the building to Carlingford Curragh Club.
3.0	<u>Resource Implications</u> Increase in rent of £750 per annum
3.1	
4.0	<u>Appendices</u>
	▪ None