

March 12th, 2020

Notice Of Meeting

You are requested to attend the meeting to be held on **Thursday, 12th March 2020 at 6:00 pm** in **Mourne Room, Downshire Civic Centre**

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

Chair: Councillor M Savage

Vice Chair: Councillor A McMurray

Members:

Councillor R Burgess

Councillor P Byrne

Councillor S Doran

Councillor H Gallagher

Councillor O Hanlon

Councillor R Howell

Councillor A Lewis

Councillor R Mulgrew

Councillor D Murphy

Councillor B Ó Muirí

Councillor G Sharvin

Councillor J Tinnelly

Councillor W Walker

Agenda

1.0 Introduction and Apologies

2.0 Declarations of Interest

3.0 Action Sheet arising from SPR Committee Meeting held on 19 February 2020

 *SPR-Action Sheet arising from 19 February 2020.pdf*

Page 1

Corporate Planning and Policy

4.0 Newry, Mourne and Down District Council Corporate Plan 2020-2023.


 *SPR Committee Report re Corporate Plan 2020 2023.pdf*

Page 8

 *NMD Corporate Plan 2020-23 SPR.pdf*

Page 11

5.0 Draft Performance Improvement Objectives 2020-21

 *SPR Cover Report Performance Improvement Objectives.pdf*

Page 32

 *App 1 Performance Improvement Objectives 2020-21 SPR Final.pdf*

Page 36

 *App 2 Development of the Performance Improvement Plan 2020-21 SPR.pdf*

Page 57

6.0 Section 75 statutory duties compliance: Revised Equality Scheme - Five-year review of Council's Equality Scheme

 *Report on Section 75 statutory duty compliance - Five-year review of Council's Equality Scheme.pdf*

Page 60

 *Appendix I - Revised Equality Scheme.pdf*

Page 63

 *Appendix II - Five-year review report.pdf*

Page 111

Corporate Services

7.0 Health and Safety Compliance Policies

 *Report Health and Safety Compliance Polices.pdfdocx (003).pdf*

Page 122

Human Resources

8.0 Managing Attendance Policy

 *Managing Attendance Policy SPRC 12 March 2020.pdf* Page 136

 *Managing Attendance Policy 03-20.pdf* Page 137

Democratic Services

9.0 The National Association of Councillors - Annual Payment

 *NAC 2020 payment.pdf* Page 145

 *NAC Proforma Invoice No 19031 NMD 040320.pdf* Page 147

10.0 Updated Policy on arrangements for Books of Condolence

 *Updated policy on arrangements for Books of Condolence.pdf* Page 148

 *POLICY re Books of Condolence - updated March 2020.pdf* Page 150

11.0 Updated SRA Allowance

For Noting

 *SRA Allowances - March 2020.pdf* Page 155

 *Schedule 1 to the Scheme of Allowances.pdf* Page 156

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

12.0 Castlewellan Forest Park

This item is deemed to be exempt under paragraph 3 of Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014 - Information relating to the financial or business affairs of any particular person (including the Council holding that information) and the public may, by resolution, be excluded during this item of business

 *Castlewellan Forest Park - SPR Mar 2020.pdf* Not included

13.0 Appointment of Director: Economy, Regeneration & Tourism

This item is deemed to be exempt under paragraph 4 of Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014 - Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the Council or a government department and employees of, or office holders

under, the Council and the public may, by resolution, be excluded during this item of business.

 *ERT Recruitment March 2020.pdf*

Not included

14.0 Terms and Conditions (non-pay)

This item is deemed to be exempt under paragraph 4 of Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014 - Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the Council or a government department and employees of, or office holders under, the Council and the public may, by resolution, be excluded during this item of business.

 *Terms and Conditions SPRC 12 March 2020.pdf*

Not included

 *TCs appendix 1 for SPRC 12 March 2020.pdf*

Not included

15.0 Albert Basin Task and Finish Action Sheet dated 20 February 2020

This item is deemed to be exempt under paragraph 3 of Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014 Information relating to the financial or business affairs of any particular person (including the Council holding that information) and the public may, by resolution, be excluded during this item of business.

 *Action Sheet 20th Feb 2020 (002).pdf*

Not included

16.0 Reimbursement of payments made by Newry, Mourne and Down District Council in settlement of legacy planning complaints to the Northern Ireland Public Services Ombudsman

This item is deemed to be exempt under paragraph 3 of Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014 - information relating to any individual and the public may, by resolution, be excluded during this item of business.

 *SPRNIPSO05032020.pdf*

Not included

17.0 Covid 19 update/Council Action and Contingency Plans. - Verbal Update

This item is deemed to be exempt under paragraph 3 of Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014 - Information relating to the financial or business affairs of any particular person (including the Council holding that information) and the public may, by resolution, be excluded during this item of business

Invitees

Cllr Terry Andrews

Mr Alan Beggs

Cllr Patrick Brown

Cllr Robert Burgess

Cllr Pete Byrne

Mr Gerard Byrne

Mrs Dorinnia Carville

Cllr charlie casey

Cllr William Clarke

Cllr Dermot Curran

Cllr Laura Devlin

Ms Louise Dillon

Cllr Sean Doran

Cllr Cadogan Enright

Cllr Hugh Gallagher

Cllr Mark Gibbons

Cllr Oonagh Hanlon

Cllr Glyn Hanna

Cllr Valerie Harte

Mr Conor Haughey

Cllr Terry Hearty

Cllr Roisin Howell

Miss Veronica Keegan

Cllr Mickey Larkin

Cllr Alan Lewis

Mr Michael Lipsett

Mrs Regina Mackin

Cllr Oonagh Magennis

Mr Conor Mallon

Cllr Gavin Malone

Cllr Cathy Mason

Colette McAteer

Cllr Declan McAteer

Cllr Leeanne McEvoy

Cllr Harold McKee

Patricia McKeever

Cllr Karen McKevitt

Cllr Andrew McMurray

Catrina Miskelly

Mr Colin Moffett

Mr Ken Montgomery

Mr Roland Moore

Cllr Roisin Mulgrew
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Cllr Declan Murphy
.....
Cllr Barra Ó Muirí
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Linda O'Hare
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Cllr Gerry O'Hare
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Cllr Kathryn Owen
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Cllr Henry Reilly
.....
Ms Alison Robb
.....
Cllr Michael Ruane
.....
Cllr Michael Savage
.....
Mr Kevin Scullion
.....
Cllr Gareth Sharvin
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Donna Starkey
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Cllr Gary Stokes
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Sarah Taggart
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Paul Tamati
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Cllr David Taylor
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Cllr Jarlath Tinnelly
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Cllr John Trainor
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Cllr William Walker
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Mrs Marie Ward
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ACTION SHEET – STRATEGY, POLICY AND RESOURCES COMMITTEE MEETING (SPR) – THURSDAY 17 NOVEMBER 2016 – ITEMS STILL IN PROGRESS OR ON-GOING.

| | | | | | |
|--------------|--|---|------------|--|---|
| 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. | N |
|--------------|--|---|------------|--|---|

ACTION SHEET – STRATEGY, POLICY AND RESOURCES COMMITTEE MEETING (SPR) – THURSDAY 15 NOVEMBER 2018 – ITEMS STILL IN PROGRESS OR ON-GOING.

| | | | | | |
|--------------|--|---|------------|---|---|
| SPR/149/2018 | Presentation from Department for Communities | It was agreed that officers would draw up a policy statement on submission of proposals to the Department and this to be brought back to a future Committee Meeting for Members' consideration. | F O'Connor | Following the meeting clarification was requested from DFI on any proposed changes to Departmental policy in this area. A response was received from DFI on 04/01/19 indicating that "The Department is currently considering the matter of the review of the disposal of council lands policy." This matter will be kept under review and the Committee | N |
|--------------|--|---|------------|---|---|

ACTION SHEET – STRATEGY, POLICY AND RESOURCES COMMITTEE MEETING (SPR) – THURSDAY 12 SEPTEMBER 2019

| | | | | | |
|--------------|----------------------------|---|----------|--|---|
| SPR/125/2019 | Disposal of Surplus Assets | It was agreed: <ul style="list-style-type: none"> To approve the open market sale on the following assets – NM167 - Derryleckagh Playing Fields, NM123-Kilkeel Town Hall and DDC068-Meadowlands Recreation Area. | C Mallon | Consider expressions of interest from Rugby Club for Derryleckagh Playing Fields | N |
| | | | | Kilkeel Town Hall - Allow 4 weeks for expressions of interest from the community | N |

ACTION SHEET – STRATEGY, POLICY AND RESOURCES COMMITTEE MEETING (SPR) – THURSDAY 19 JANUARY 2020

| Minute Ref | Subject | Decision | Lead Officer | Actions taken/ Progress to date | Remove from Action Sheet Y/N |
|------------|---------|----------|--------------|------------------------------------|------------------------------|
|------------|---------|----------|--------------|------------------------------------|------------------------------|

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

| | | | | | |
|-------------|--|---|--------|-------|---|
| SPR/11/2020 | Planning for the Future (Presentation) | It was agreed to approve the recommendations contained within the report, namely a new Management Structure for the organisation and a Voluntary Redundancy Scheme. | M Ward | Noted | Y |
|-------------|--|---|--------|-------|---|

On the proposal of Councillor Lewis, seconded by Councillor Doran, it was agreed the Committee come out of closed session

| | | | | | |
|-------------|---|---|------------|----------|---|
| SPR/12/2020 | Action Sheet of SPR Meeting held on 19 January 2020. | It was agreed that the Action Sheet be noted and actions removed as Marked. | D Services | Noted | Y |
| SPR/13/2020 | Personal Safety Policy for Employees exposed to workplace violence & abuse. | It was agreed to approve the personal safety policy for employees exposed to workplace violence and abuse from the public. | K McNiff | Noted | Y |
| SPR/14/2020 | Irish Language Matters | <p>The following was agreed;</p> <ul style="list-style-type: none"> to implement an Irish Language Bursary Scheme for the period 2020-2021, with an overall budget of £50,000. This to be apportioned to two district six-monthly periods: April – September (£45,000) and October – March (£5,000). Updated Irish Language Strategy Cross Party Working Group Terms of Reference (February 2020), as detailed in the officer's report. | C Moffett | Agreed | Y |
| SPR/15/2020 | 75 th Anniversary of the End of the Second World War | It was agreed to acknowledge the 75 th anniversary of the end of the Second World War through the presentation of Silver Poppies to surviving World War II veterans within our district in May 2020. | C Moffett | Agreed | Y |
| SPR/16/2020 | Schedule of Meetings May 2020 – May 2021 | <p>It was agreed to approve the schedule of meetings including amendments on the following dates:</p> <ul style="list-style-type: none"> Mock Annual Meeting – Friday 22nd May 2020 at 11am Annual Meeting – Tuesday 26th May 2020 at 6pm Neighbourhood Services – Tuesday 15th December 2020 at 6pm Council – Wednesday 7th April 2021 at 6pm Planning Committee – Thursday 8th April 2021 at 10am | M Ward | Approved | Y |

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|-------------|---|--|------------------|-------|---|
| SPR/17/2020 | Draft Minutes of the Community Planning Strategic Partnership Board Meeting held on Tuesday 28 January 2020 | It was agreed to note the Draft Minutes of the Community Planning Strategic Partnership Board meeting held on Tuesday 28 January 2020. | M Ward/J McBride | Noted | Y |
| SPR/18/2020 | Application to the Community Foundation NI – Civic Innovation Programme for the Establishment of a Citizen's Panel. | It was agreed to note the application to the Community Foundation NI – Civic Innovation Programme for the establishment of a Citizens' Panel. | J McBride | Noted | Y |
| SPR/19/2020 | Consultation on Gambling | It was agreed to note the Consultation paper on 'Regulation of Gambling in Northern Ireland, with parties to make responses as considered appropriate. | D Carville | Noted | Y |
| SPR/20/2020 | Correspondence received from Minister of Finance Re: Reval 2020 and Transitional Relief | It was agreed to note the correspondence received from Minister of Finance re: Reval 2020 and Transitional Relief | D Carville | Noted | Y |

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

| | | | | | |
|-------------|----------------------|---|--------------|--------|---|
| SPR/21/2020 | Cash Handling Policy | It was agreed to approve the Cash Handling Policy. | K Montgomery | Agreed | Y |
| SPR/22/2020 | CCTV Review | It was agreed to approve the recommendations arising from the external review of public space and facilities CCTV provision and to proceed to begin consultation with key stakeholders and to prepare an overarching strategy for the provision of CCTV and commence preparation of a business case for replacement CCTV. | J McBride | Agreed | Y |

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|-------------|---|---|-----------|--------|---------------------------------|
| SPR/23/2020 | Legal Agreement between NMDDC & Bluebell Lane | It was agreed to establish a Legal Agreement with a Private Landowner (Bluebell Lane) which sets out agreement for the placement of an iron age roundhouse at Bluebell Lane, and includes a specific term committing the landowner for responsibility of the ongoing maintenance of the unit until March 2030, mitigating any future risk or liability against Council. | J McGilly | Agreed | Y |
| SPR/24/2020 | Deed of Charge Spa Golf Club | It was agreed to approve: <ul style="list-style-type: none"> The club's request to release the expired Charge on the property. The club's request to release the live charge early, subject to an inclusion in any future sale that the premises are to be used primarily for golfing purposes. | L Moore | Agreed | Y |
| SPR/25/2020 | Consent for Works at Quoile River by NIEA | It was agreed to approve the NIEA's request to Upgrade the Council owned portion of the path at Quoile Quay, subject to both parties entering into a suitable Licence for Works, with Council officers asked to cost the upgrade of the remainder of the path in Council ownership and revert to Committee with same. | L Moore | Agreed | Y Verbal update to Committee |
| SPR/26/2020 | Proposed Licence of Outbuildings at Council Road, Kilkeel | It was agreed to proceed with Option 1 as outlined in Paragraph 2.0 of the officer's report, namely to accede to the Group's request and to agree to a licence agreement for 5 years at a peppercorn fee, subject to Departments consent. | L Moore | Agreed | Y |
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|-------------|--|---|--------------|----------|---|
| SPR/27/2020 | Downpatrick Household Recycling Centre | <p>It was agreed to approve:</p> <ul style="list-style-type: none"> • Additional costs of £47,000 on Phase 1 for an attenuation tank. • The final account for Phase 2 at the value of £444,991.97 (being £201,391 over contract cost). | T McLean | Approved | Y |
| SPR/28/2020 | Moorhill Former Refuse Sight | It was agreed to approve a further extension until September 2020 to allow Mountaineering Ireland to finalise a detailed business case for the site. | M Lipsett | Approved | Y |
| SPR/29/2020 | McCreesh Park – Verbal Update | It was agreed to note that Choice Housing have accepted nomination to develop the Patrick Street site for Social Housing, with the Northern Ireland Housing Executive supporting Category 1, older persons accommodation on the site. Council officials are now working on designing an appropriate Public Consultation which will take place once Choice Housing provide details of their planned design for this site | D Carville | Noted | Y |
| SPR/30/2020 | Management Accounts | It was agreed to note the Management accounts for The period ending 31 December 2019, with officers to write to Minister Dodds seeking progress on legislation for Apprenticeship Levy. | K Montgomery | Noted | Y |
| SPR/31/2020 | Correspondence received from Local Government Staff Commission – Dissolution Funding & Continuing Operations 2020/21 | It was agreed to note the correspondence received. | D Carville | Noted | Y |

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|-------------|--|---|----------------------|-------|---|
| SPR/32/2020 | Action Sheet from Strategic Projects Working Group meeting held on 20 January 2020 | It was agreed to note the action sheet arising from the Strategic Projects Working Group meeting held on 20 January 2020. | D Carville | Noted | Y |
| | | | | | |
| SPR/33/2020 | Action Sheet from Efficiency Working Group meeting held on 6 February 2020 | It was agreed to note the action sheet arising from the Efficiency Working Group meeting held on 6 February 2020. | D Carville/J McBride | Noted | Y |
| | | | | | |

END

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|---|--|
| Report to: | Strategy, Policy and Resource Committee |
| Date of Meeting: | 12 March 2020 |
| Subject: | Newry, Mourne and Down District Council Corporate Plan 2020-2023 |
| Reporting Officer (Including Job Title): | Regina Mackin, Assistant Director of Corporate Planning and Policy |
| Contact Officer (Including Job Title): | Regina Mackin, Assistant Director of Corporate Planning and Policy |

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

| | | | |
|---------------------|--|------------------------|--------------------------|
| For decision | <input checked="checked" type="checkbox"/> | For noting only | <input type="checkbox"/> |
|---------------------|--|------------------------|--------------------------|

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|------------|---|
| 1.0 | Purpose and Background |
| 1.1 | Newry, Mourne and Down District Council has developed its new Corporate Plan 2020- 2023 which covers the second term of Council and details the key strategic objectives and actions over this period. The development of the Corporate Plan was informed by an extensive stakeholder engagement process over a 15-month period. The document is closely aligned to the Programme for Government outcomes and the Newry, Mourne and Down Community Plan Outcomes. |
| 1.2 | This Corporate Plan builds on the progress and achievements of the Council's first Corporate Plan 2015-19 and this new Plan will guide Council activities and allocation of resources over this period. |
| 2.0 | Key issues |
| 2.1 | Our Mission as a Council the next 3 years is: <i>"To support and advocate for a welcoming District which is progressive, healthy and sustainable, providing better economic environmental and social outcomes for all".</i> |
| 2.2 | In pursuing our Mission, we will be guided by three values which are fundamental to everything we do: Accountable - <i>We will be accountable for how we plan for and use resources sustainably.</i> Collaborative - <i>We will work in partnership with others.</i> Transparent - <i>We will be transparent in how we make decisions.</i> |
| 2.3 | To enable Council to achieve its Mission and realise its Vision by listening to and delivering on the priorities identified by stakeholders, Council will focus on 8 Strategic Objectives for this 3-year period. |

| | |
|------------|---|
| | <p>We will:</p> <ol style="list-style-type: none"> 1. Invest in and support new and growing businesses, job creation and employment skills. 2. Continue to improve the health and wellbeing of everyone in the district and reduce health inequalities. 3. Enhance, protect and promote our environment. 4. Support sustainable forms of tourism which value our environment and cultural heritage. 5. Enable and support people to engage in inclusive and diverse activities in their communities. 6. Promote the revitalisation of our city, towns, villages and rural communities. 7. Provide accessible, high-quality and integrated services through continuous improvement. 8. Advocate with others for the benefit of all people of the District. |
| 2.4 | The Corporate Plan details the Key Actions and Measures of Success against each Strategic Objective. These actions will be delivered in collaboration and in partnership with a range of stakeholders. |
| 2.5 | The Council's 41 Elected Members and its Committee and Management Structure ensures sound governance, ownership and scrutiny in the decision-making process across the whole organisation. Performance against delivery of the Corporate Plan 2020 -2023 will be regularly monitored and reviewed in relation to the key plans and strategies which support the achievement of the Corporate Plan. |
| 3.0 | Recommendations |
| 3.1 | Councils' Strategy Policy and Resource Committee is asked to consider the draft Newry, Mourne and Down District Council Corporate Plan 2020-2023. |
| 4.0 | Resource implications |
| 4.1 | Financial and resources implications will be addressed within the ongoing delivery of the Corporate Plan through the individual Directorate Plans. |
| 5.0 | Equality and good relations implications |
| 5.1 | In line with Council's Equality Scheme commitment (paragraph 3.2.6) to allow adequate time for groups to consult amongst themselves as part of the process of forming a view, the draft Corporate Plan 2020-2023 was subject to a comprehensive twelve-week public consultation. While this is a Corporate Plan, it sets out key strategic objectives and actions for specific Directorates which will be implemented taking account of Council's statutory duties to promote equality of opportunity and good relations. |
| 6.0 | Rural Proofing implications |
| 6.1 | The draft Corporate Plan 2020-2023, developed following a twelve-week public consultation, is a high-level document setting out Council's proposed key strategic objectives and actions. Due regard to rural needs, including completion of rural needs impact assessments where appropriate, will be undertaken in conjunction with the implementation of these actions by specific Directorates. |
| 7.0 | Appendices |
| | Appendix 1: Draft Newry, Mourne and Down District Council Corporate Plan 2020-2023 |
| 8.0 | Background Documents |
| | N/A |

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

11

DréachtPhlean Corparáideach 2020-2023 Draft Corporate Plan 2020-2023



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

Proud of our past. Building our future together.

Newry, Mourne and Down District Council
Corporate Plan 2020-23



Front Cover: Craigmore Viaduct

Foreword



Councillor
Charlie Casey
Chairperson



Marie Ward
Chief Executive

Welcome to Newry, Mourne and Down District Council's Corporate Plan 2020-23.

As one of the largest councils in Northern Ireland we go forward with an ambitious agenda to further develop our area and enhance the reputation of our district as a great place to live, work and visit.

Our strategic location provides an opportunity for business development, local and international investment, promotion of cross-border initiatives, as well as establishing us as a premier tourism destination.

As one of six local councils to secure the first ever billion-pound City Deal agreement, we will help build our economy through more localised and focused investment decision-making.

During this period, we will continue to place great emphasis on regeneration for our city and towns building a new civic centre, new conferencing and enhanced theatre facilities as well as bringing much needed hotel and Grade A office accommodation to our area.

As a forward-looking Council we remain committed to fostering international relationships to promote friendship and understanding, and stimulate the exchange of knowledge and experiences in economic development, tourism, education, culture, sustainable environmental initiatives and youth exchange.

During our second term we will encourage all citizens to improve their health and wellbeing to enhance their quality of life by becoming more active.

We plan to transform and modernise the way our Council provides accessible as well as value for money services. Our Neighbourhood Services transformation project will deliver improved service and citizen experience and work towards delivering on the 2030 target of 65% of municipal waste being recycled. We will also use the latest digital technologies to make it easier for citizens to engage with us and ensure we use our resources efficiently and effectively.

So, it promises to be an exciting second term going forward with its many challenges and opportunities as we continue to bring the Council's ambitious plans to fruition while working together and advocating on your behalf to make Newry Mourne and Down a great place to live, work and visit.

Council Chairperson
Chief Executive



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| 12 Our Vision, Mission and Values | 14 Our District - A Profile | 20 Our Council - Our Performance |
| 22 Our Plan - How We Developed the Corporate Plan | 26 Our Way Forward - What We Want to Achieve | 28 Our Key Actions - What We Will Do |
| 32 Our Council - How We Govern | 34 Our Elected Members | 38 Appendix |

Slieve Donard Newcastle

Executive Summary

Our mission as a council for the next three years is:

“To support and advocate for a welcoming district which is progressive, healthy and sustainable, providing better economic, environmental and social outcomes for all”.



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

| | |
|----------------------|--|
| Accountable | We will be accountable for how we plan for and use resources sustainably |
| Collaborative | We will work in partnership with others |
| Transparent | We will be transparent in how we make decisions |

To enable us achieve our mission and realise our vision we will focus on the following eight strategic objectives over the next three years:

We will:

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

By the end of this three-year period we aim to see:

- An increase in infrastructure investment that enables the future economic growth of the district
- Enhanced investment in the sustainable tourism offering
- More people participating in targeted health programmes to encourage healthier lifestyles
- Ongoing reduction in municipal waste sent to landfill
- A new civic centre as well as new conferencing and enhanced theatre facilities
- Empowered communities influencing local services and development
- A transformed council in terms of service provision and delivery
- A powerful and influential council which continues to advocate for all its citizens.

Our key actions for 2020-23 are detailed on pages 29-31.

Introduction

This is Newry, Mourne and Down District Council's second Corporate Plan for the three-year period 2020-23 which builds on the progress and achievements of our first four years.

With an estimated population of 180,012, a coastline of approximately 150 kilometres, and encompassing an area of 1,634 square kilometres, we have three Areas of Outstanding Natural Beauty; Mourne, Ring of Gullion, and Strangford and Lecale.

With approximately 1,030 employees and an annual budget of circa £58M made up from rates income, grants from central government and income generated from specific services, we are the third largest of the 11 local government districts in Northern Ireland. Our 41 elected members from our seven district electoral areas serve a diverse population, 23% of which is aged 15 years and below, and 15% being 65 years and older.

During our first four years we established a new governance and organisational structure, delivered major new facilities and projects for the benefit of residents and visitors, facilitated agreement with partners on the Community Plan, secured major City Deal investment for the future and began work on publishing a new Local Development Plan Preferred Options Paper to shape planning across the district for the years ahead.

This new Corporate Plan will guide our activities and how we allocate our resources over the next three years. In doing so we will work closely with all our partners in government and with the private, voluntary and community sectors and strive to provide our staff with the development support and resources needed to provide better outcomes and high-quality services for all.



www.newrymournedown.org

Our Vision, Mission and Values

We are ambitious and want our district to become one of the most desirable and best places to live, work, invest in and visit.

We want to:

- Create opportunities for local people and our communities to thrive by supporting economic development which is sustainable and helps them lead fulfilling lives
- Enable our district to grow to be a place which is attractive and welcoming to visit and do business in
- Promote and facilitate healthier and more active lifestyles
- Support communities to be cohesive and safe, and people to be actively engaged in civic life
- Enhance, protect and promote our environment for the enjoyment of today's residents and visitors and for the benefit of future generations
- Provide modern, affordable and accessible facilities and services which offer a better quality of life for all – especially those people and places which need more support than others.

To achieve our vision, we will work collaboratively with all our partners and stakeholders in the public, private, community and voluntary sectors through Community Planning, with our local government colleagues both north and south of the border and with central government departments.

Our mission as a Council is:

“To support and advocate for a welcoming district which is progressive, healthy and sustainable, providing better economic, environmental and social outcomes for all”.

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

Accountable

We will be accountable for how we plan for and use resources sustainably

Collaborative

We will work in partnership with others

Transparent

We will be transparent in how we make decisions



Newry, Mourne and Down District Council Corporate Plan 2020-2023

Downpatrick Leisure Centre



Saintfield Community Centre

Our District A Profile

Newry, Mourne and Down district has the third largest population of council areas in Northern Ireland. It is strategically located on the important eastern A1/M1 economic corridor with 150 kilometres of coastline and is an attractive area for business investment, both local and international.

We are within one hour travelling distance from Dublin and Belfast, with close proximity to two major airports, a deep-water port, and transport routes which link us throughout Ireland and to Great Britain.

Our district has many strengths that make it an attractive place to live, work and invest in. However, our district also faces many challenges that are both common across the region as well as unique to our area. A profile of our district is detailed below under the five outcomes of the Community Plan. The following statistics reflect the position as of February 2020.

Prosperous Communities



Economy

Employment Rate of
67.1%
in 2018

In 2018, **3%**
of 18-24 year olds in
NMD claiming jobseekers
allowance plus out-of-work
universal credit

1,289,821
nights spent on
overnight trips (2018)
resulting in an estimated
tourism spend of
£69,345,336

8,745
VAT and/or PAYE
Registered Businesses
in 2019

Business by Sector in 2019

Newry,
Mourne
& Down



Agriculture



Construction

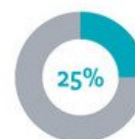


Production
(Including
Manufacturing)



Services

Northern
Ireland



Safe & Vibrant Communities



Community

72%

of residents agree that their local area is a place where people from different backgrounds get on well together

94%

of residents feel safe in the district during the day, **87% of residents feel safe** in the district after dark

69%

of residents feel they have a say on things happening or how services are run in their local area

15%

of participants said they had participated in or attended an arts, heritage or culture activity / event in the last 12 months

Sustainable Environment



Environment

86%

of residents stated that recycling is important to them

Currently recycle

51.4%

of all our waste

One of the lowest levels

of waste to landfill across all NI councils

3

AONBs covering approximately **55.7%** of the district

4 RAMSAR (wetlands) sites,
3 Special Protection Areas,
11 Special Areas of Conservation
62 Areas of Special Scientific Interest and
2 National Nature Reserves

3,289

applicants were on the NIHE waiting list at 31 March 2019

299

additional houses built in NMD Housing Monitoring Area in 2017

Health & Wellbeing



Health & Wellbeing

79%

of residents feel they are in very good or good health

78%

of residents are physically active at least once a week for 30 minutes

NMD Residents scored **7.7 out of 10** in relation to their satisfaction with their mental health / emotional wellbeing

Male Life Expectancy in NMD in 2015-17 was **78.9 years**, and **76.5 years** for males living in the 20% most deprived areas of the district

Female Life Expectancy in NMD in 2015-17 was **82.6 years**, and **81.6 years** for females living in the 20% most deprived areas of the district



Lifelong Potential

Connectivity

8%
of premises in NMD
unable to get at least
10Mbit/s download speed

There are
3,062 km
of public road across NMD



Education

In 2018,
17.9%
of the working age
population had
no qualifications

In 2017,
57.6%
of school leavers achieved
2+ A-levels (or equivalent)

In 2017,
70.3%
of school leavers
achieved at least 5 GCSE's
grades A*-C (or equivalent)
including GCSE English
and GCSE Maths



Deprivation

In 2017, NMD had the
3rd highest
level of Super Output
Areas (SOAs) within the top
100 most deprived areas
within NI

In total
23 of the SOAs in
NMD are within the **top**
25% (NI) for Multiple
Deprivation rank. This is
out of a total of **84** SOAs
within the district



4 of the 5
highest ranked SOAs in
NI for **income deprivation**
come from within NMD



Our Council

Our Performance




Between 2015-19, the Council made significant progress in delivering the Corporate Plan. Our performance to date has helped us to identify new corporate priorities, supporting actions and measures of success.

| Corporate Priority | Progress | Status Trend |
|--|---|---|
|  Become one of the premier tourist destinations on the island of Ireland | Implementation of Tourism Strategy underway 11% increase in visitor numbers 44% increase in visitor spend 22% increase in visitor dwell time |     |
|  Attract investment and support the creation of new jobs | 805 new jobs promoted and 776 new business starts supported through business start up activity City Deal for the Belfast Region secured 43% decrease in the number of Job Seekers Allowance claimants Friendly Exchange Agreement in place with the City of Changchun, China Consultation on the Preferred Options Paper for the Local Development Plan complete |      |
|  Support improved health and wellbeing outcomes | Newry and Down Leisure Centres open Implementation of the Sports Facility and Play Strategies underway 23% increase in attendances at Council leisure facilities 3 new play parks open, 1 play park transformed and 13 parks upgraded |     |
|  Protect our natural and built environment | Aughnagun and Drumanakelly landfill sites closed Increase of 12.5% in the rate of recycling, to 51.4% 88.7% reduction in the amount of waste going to landfill* 21% reduction in black bin waste, 9% increase in blue bin waste and 119% increase in brown bin waste* Camlough Lake flood defences complete |      |




| Corporate Priority | Progress | Status Trend |
|---|---|--|
|  Lead the regeneration of our urban and rural areas | The restoration of Warrenpoint Town Park complete Implementation of 5 Masterplans underway Environmental improvement and revitalisation schemes in Downpatrick, Newry and Warrenpoint complete Processing time for local planning applications improved by 16.8 weeks Processing time for major planning applications increased by 20.1 weeks |      |
|  Advocate on your behalf specifically in relation to those things that matter most to you | Newry, Mourne and Down achieved age friendly status from the World Health Organisation 10% increase in premises with superfast broadband, to 83% £15m awarded to FFNI Consortium to improve digital infrastructure** Review of community planning structures complete |     |
|  Empower and improve the capacity of our communities | Implementation of Community Plan underway Seven DEA forums established and delivery of Local Action Plans ongoing Review of community centres complete £4.5m awarded to 1,377 applications through the Financial Assistance Scheme 27% increase in the number of successful applications to the Financial Assistance Scheme |      |
|  Transform and modernise the Council, providing accessible as well as value for money services | 87% of residents are satisfied with the Council 75% of residents believe Newry, Mourne and Down is a good place to live Employee absenteeism reduced by 1.25 days Compliance with the statutory Duty of Improvement IIP / CSE accreditation not progressed |      |

**FFNI: Newry, Mourne and Down District Council hosts the Full Fibre Northern Ireland Consortium.

LEGEND

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

TREND

-  Performance has improved since the previous year
-  Performance is similar to the previous year
-  Performance has declined since the previous year

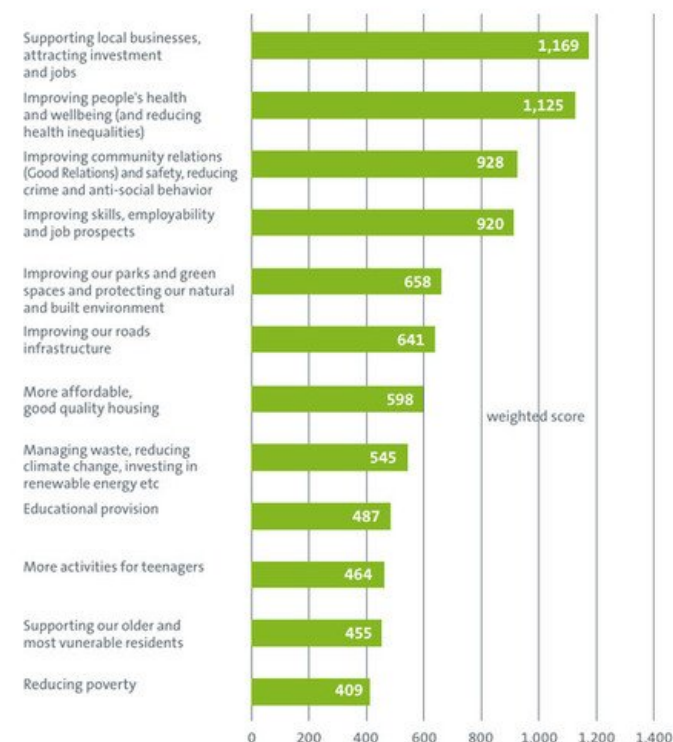
Our Plan

How We Developed the Corporate Plan

As a Council we are committed to engaging with our residents and stakeholders in our district. This Corporate Plan has been informed by an extensive engagement process undertaken in a two-phased approach.

In the first phase of our engagement, residents were surveyed and asked how we are delivering on our duties. The survey undertaken in September 2018 was based on a representative sample of residents aged 16+ with quotas applied for age, gender, social class and electoral wards. The survey also highlighted the priorities that are important to our residents. Priorities for our residents included supporting local business, improving our public spaces and affordable housing.

Priorities for improving local area... (most important)



Furthermore, 87% of residents in our district are satisfied with the work of our Council.



In the second phase, a comprehensive consultation exercise, independently facilitated by Community Places, took place in early 2019 with a series of 25 meetings held with a wide range of stakeholders. The District Electoral Area forums, elected representatives, Council employees, representatives from the business and youth sectors and Older People's Forum all informed the findings of the plan. The draft plan has been subject to a 12-week public consultation.

Consultees were asked their views on:

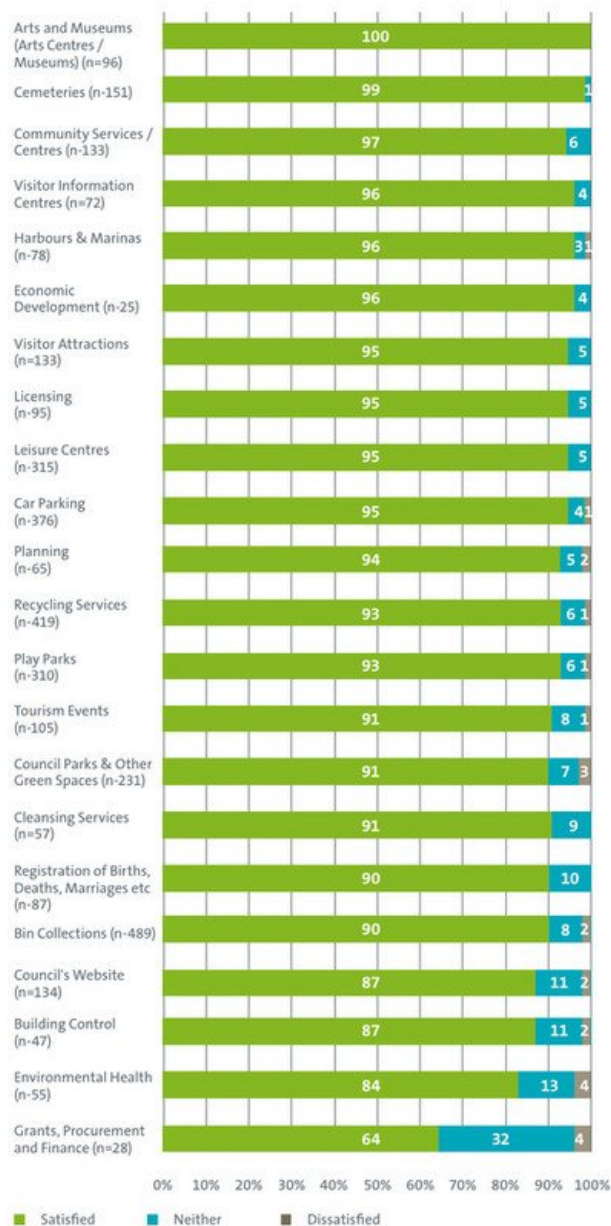
- The needs for the district
- The impact of the current corporate objectives over the first term of Council
- What the objectives and priority actions should be for the next four years.

The wide-ranging discussions largely mirrored the residents' survey findings undertaken in the first phase of the engagement process.

Issues raised included the need to:

- Continue to attract economic investment
- Create business growth and job creation
- Sustain tourism development
- Continue the support for physical and mental health and wellbeing initiatives
- Build the capacity of local community representatives and volunteers
- Protect our environment and its assets.

Satisfaction with Council Services



Our Way Forward

What We Want To Achieve

To achieve our mission and realise our vision by listening to and delivering on the priorities identified by our stakeholders, we have adopted the following eight strategic objectives for the next term of Council. They are aligned to the five themes of the Community Plan and will be delivered in collaboration and partnership with a range of stakeholders.

Ben Crom Reservoir

We will:



Invest in and support new and growing businesses, job creation and employment skills

We will facilitate investment by new and growing businesses while contributing to the further development of workforce skills to retain existing and attract new industries.



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

We will help to reduce health inequalities and improve the quality of life for all by contributing fully to programmes, services, facilities and amenities.



Enhance, protect and promote our environment

We will contribute to tackling climate breakdown and reducing harmful impacts on the environment while enabling residents and visitors to enjoy our rich natural and built heritage.



Support sustainable forms of tourism which value our environment and cultural heritage

We will support and advocate for increased investment and development in tourism which promotes our unique assets and increases visitor satisfaction and spend.



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

We will encourage people to play an active part in civic life in all its forms and develop the capacity of communities, particularly those in greatest need, to attract the right support to address needs and sustain valued projects and facilities.



Promote the revitalisation of our city, towns, villages and rural communities

We will work with residents, businesses and our partners in regeneration to further develop desirable places to live, work, invest in and visit across the district.



Provide accessible, high-quality and integrated services through continuous improvement

We will build a high performing Council, fit for the future, that delivers efficient and effective services for the benefit of all.



Advocate with others for the benefit of all people of the district

We will lobby and campaign with government and others to attract investment, develop modern infrastructure across the district, address needs and improve the quality of life for all.

Our Key Actions

What We Will Do

To enable the Council to deliver on its eight strategic objectives the following key actions have been identified.

Over the next three years the principal projects Council aims to deliver upon are:

- New Civic Centre
- New Theatre and Conference Centre in Newry
- Downpatrick Regeneration
- Newcastle Centre
- Community Centre provision in Warrenpoint and Camlough
- 15 Acre Albert Basin Park
- Local Development Plan Strategy
- Organisational Transformation
- Progress Projects contained within the Belfast Region City Deal (BRCD) including skills and innovation.

| Strategic Objectives | Key Actions | Measures of Success |
|---|---|--|
| 1. Invest in and support new and growing businesses, job creation and employment skills. We will facilitate investment by new and growing businesses while contributing to the further development of workforce skills to retain existing and attract new industries. | Provide a programme of support that will increase growth and investment for new and established businesses across the district. Work with partners to enhance employability and skills, provide quality jobs for all our citizens and meet the needs of our businesses. Maximise the district's location as a cross-border gateway to Great Britain, Ireland and international markets. Secure investment in infrastructure that enables the future economic growth of the district. Through the BRCD partnership, implement a series of (1) skills and employment and (2) digital and innovation programmes to meet the needs of the region. | Number of jobs created and businesses supported through Council programmes. Number of jobs promoted through business start-up activity. Amount of investment secured by Council. |
| 2. Continue to improve the health and wellbeing of everyone in the district and reduce health inequalities. We will help to reduce health inequalities and improve the quality of life for all by contributing fully to programmes, services, facilities and amenities. | Promoting healthier lifestyles including increased physical activity levels, diet and emotional wellbeing. Continue to implement the leisure facilities and Play Strategy for the district. Develop and implement a Sports Development and Open Spaces Strategy for the district. | Number of people participating in targeted health programmes. Attendance at free play sessions. Number of attendances at Council indoor leisure facilities. |
| 3. Enhance, protect and promote our environment. We will contribute to tackling climate breakdown and reducing harmful impacts on the environment, while enabling residents and visitors to enjoy our rich natural and built heritage. | Develop a Circular Economy Plan for the district to make best use of our waste and resources. Develop and implement a strategic plan for controlling environmental crime. Develop and implement the Local Development Plan. Develop a Local Climate Change Adaption Plan. Implement priority projects identified within AONB action plans and protect our biodiversity. | Level of street cleanliness across the district (Keep Northern Ireland Beautiful Cleanliness Index). 65% of municipal waste recycled by 2030. Level of compliance with Sustainable Development Duty. |

| Strategic Objectives | Key Actions | Measures of Success |
|--|---|---|
| <p>4.</p> <p>Support sustainable forms of tourism which value our environment and cultural heritage.</p> <p>We will support and advocate for increased investment and development of tourism which promotes our unique assets and increases visitor satisfaction and spend.</p> | <p>Develop the tourism proposition for the district in line with Tourism NI's Experience Brand.</p> <p>Work with Tourism NI, Tourism Ireland, government departments, and the private sector to grow the economic impact of the tourism industry and to address barriers to growth.</p> <p>Invest in major tourism capital projects that will attract international visitors to NI and the district.</p> <p>Implement a Sustainable Tourism Growth Plan to ensure responsible development of our tourism offering with respect to environmental, social and economic considerations.</p> <p>Continue to develop the district's bid to achieve the UNESCO Global Geopark designation by summer 2021.</p> | <p>Increased visitor spend.</p> <p>Increased overnight stays.</p> <p>Increased visitor satisfaction.</p> |
| <p>5.</p> <p>Enable and support people to engage in inclusive and diverse activities in their communities.</p> <p>We will encourage people to play an active part in civic life in all its forms and develop the capacity of communities, particularly those in greatest need, to attract the right support to address needs and sustain valued projects and facilities.</p> | <p>Through the process of community planning provide opportunities for communities to have a voice in shaping local services and local areas.</p> <p>Engage and involve partners and communities in developing the district through the implementation of the Community Plan.</p> <p>Develop and implement a Community Facilities Strategy.</p> <p>Promote sustainable and empowered communities through the implementation of the Council Financial Assistance Scheme.</p> | <p>Percentage of residents who agree that their local area is a place where people from different backgrounds get on well together.</p> <p>Percentage of residents who agree that the Council consults with and listens to the views of local people.</p> <p>Percentage of residents who feel they can have a say on how services are delivered in their local area.</p> <p>Number and percentage of financial assistance projects funded and successfully delivered.</p> |
| <p>6.</p> <p>Promote the revitalisation of our city, towns, villages and rural communities.</p> <p>We will work with residents, businesses and our partners in regeneration to further develop desirable places to live, work, invest in and visit across the district.</p> | <p>Progress the Belfast Region City Deal, ensuring inclusive economic growth for the region.</p> <p>Implement priority projects identified within masterplans and village plans.</p> <p>Establish a new civic centre, theatre and conference facility that will revitalise Newry City and the wider district.</p> <p>Develop a car parking strategy in line with strategic regeneration development needs and sustainability.</p> <p>Progress Downpatrick Regeneration.</p> | <p>Progress against key BRCD projects.</p> <p>Number of Public Realm Schemes delivered.</p> <p>Increased business growth and employment.</p> |

| Strategic Objectives | Key Actions | Measures of Success |
|--|--|---|
| <p>7.</p> <p>Provide accessible, high-quality and integrated services through continuous improvement.</p> <p>We will build a high performing Council, fit for the future that delivers efficient and effective services for the benefit of all.</p> | <p>Introduce new, efficient and innovative ways to transform and improve the way we plan, manage and deliver services.</p> <p>Develop a robust and reliable evidence base to inform decision making, policy development and service provision.</p> <p>Effectively manage performance and align individual contribution with corporate objectives and better outcomes for all.</p> <p>Support elected members in their leadership role.</p> <p>Implement a new neighbourhood model of providing cleansing and maintenance services.</p> | <p>Increased citizen satisfaction.</p> <p>Compliance with Duty of Improvement.</p> |
| <p>8.</p> <p>Advocate with others for the benefit of all people of the district.</p> <p>We will lobby and campaign with government and others to attract investment, develop modern infrastructure across the district, address needs and improve the quality of life for all.</p> | <p>Work with partners to implement the Community Plan and deliver better outcomes/improve the quality of life for all.</p> <p>Support elected members in their advocacy role around key local actions.</p> | <p>Compliance with the Duty of Community Planning / monitor delivery of outcomes with partners.</p> <p>Percentage of residents who are satisfied with their local areas as a place to live.</p> |

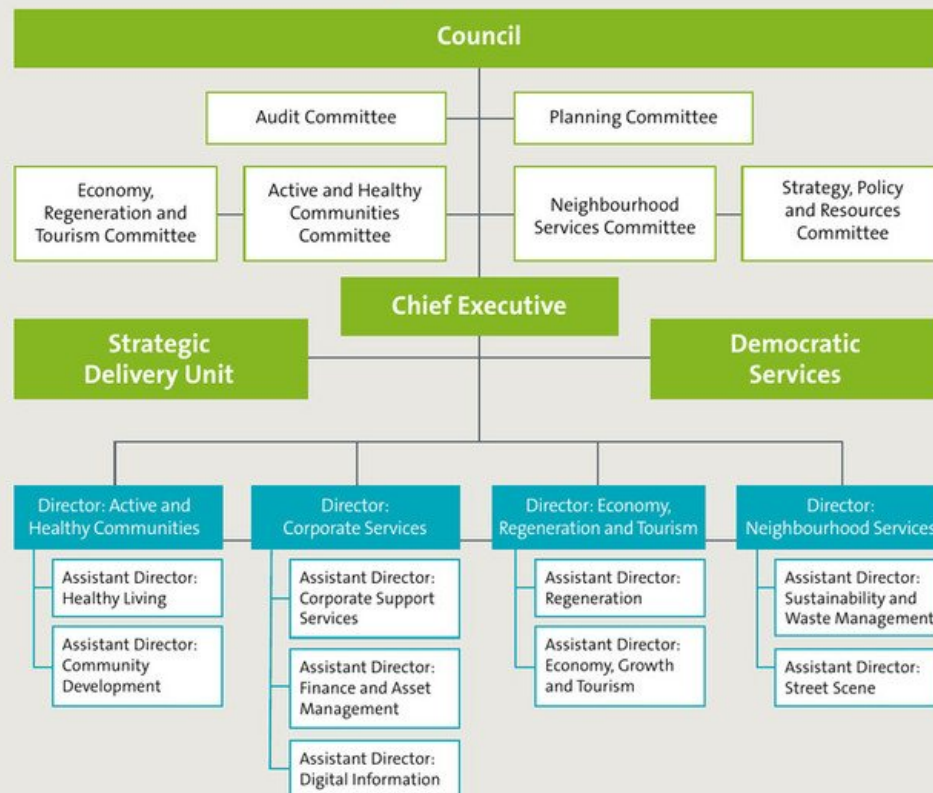
Our Council

How We Govern

The Council's 41 elected members and its committee and management structure ensures sound governance, ownership and scrutiny in the decision-making process across the entire organisation.

The committee and management structure demonstrates how the decision-making process is implemented in Council as follows:

Council's Management Structure



Reviewing performance and reporting progress to elected members and other key stakeholders is very important as it facilitates transparency, accountability and improvement in everything the Council does. The Council regularly monitors performance in relation to the implementation of key plans and strategies, which supports the achievement and delivery of the Corporate Plan.

These include the Performance Improvement Plan and Directorate Business Plans. The Council publishes an Annual Performance Improvement Plan which is independently audited.

The governance arrangements to develop, monitor, report and review the Council's progress in implementing the Corporate Plan 2020-2023 are outlined below:

Governance Arrangements

| Full Council | Strategy, Policy and Resources Committee | Senior Management Team |
|---|---|--|
| <ul style="list-style-type: none"> Approval of the Corporate Plan Annual performance assessment | <ul style="list-style-type: none"> Scrutiny, challenge and approval of the Corporate Plan Annual performance assessment | <ul style="list-style-type: none"> Lead the development and implementation of the Corporate Plan Annual performance assessment |

There are also ongoing reviews of performance at directorate and service levels within Council.

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Appendix

Programme for Government Outcomes 2016-2021

Newry, Mourne and Down Community Plan Outcomes

NMDDC Corporate Plan Objectives

We enjoy long, healthy, active lives.

We care for others and we help those in need.

All people in Newry, Mourne and Down enjoy good health and wellbeing.

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

We prosper through a strong, competitive, regionally balanced economy.

We have more people working in better jobs.

We have created a place where people want to live and work to visit and invest

All People in Newry, Mourne and Down benefit from prosperous communities.

Invest in and support new and growing businesses, job creation and employment skills

Support sustainable forms of tourism which value our environment and cultural heritage

Promote the revitalisation of our city, towns, villages and rural communities

We live and work sustainably - protecting the environment.

All people in Newry, Mourne and Down benefit from a clean, quality and sustainable environment.

Enhance, protect and promote our environment

We have a more equal society.

We have a safe community where we respect the law and each other.

We are a shared, welcoming and confident society that respects diversity

All people in Newry, Mourne and Down live in respectful, safe and vibrant communities.

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

We are an innovative and creative society where people can fulfil their potential.

We give our children and young people the best start in life.

We connect people and opportunities through our infrastructure.

All people in Newry, Mourne and Down get a good start in life and fulfil their lifelong potential.

Provide accessible, high quality and integrated services through continuous improvement

Advocate with others for the benefit of all people of the District

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| | |
|---|--|
| Report to: | Strategy, Policy and Resources Committee |
| Date of Meeting: | 12 March 2020 |
| Subject: | Draft Performance Improvement Objectives 2020-21 |
| Reporting Officer (Including Job Title): | Kate Bingham – Head of Performance and Improvement |
| Contact Officer (Including Job Title): | Kate Bingham – Head of Performance and Improvement |

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

| For decision | <input checked="" type="checkbox"/> X | For noting only | |
|--------------|---|-----------------|--|
| 1.0 | Purpose and Background | | |
| 1.1 | <p>Part 12 of the Local Government (NI) Act 2014 sets out a General Duty of Improvement for local government, whereby all District Councils are required to put in place arrangements to secure continuous improvement in the exercise of their functions. Each financial year, Councils are also required to set performance improvement objectives for the services they provide. These objectives can span more than one year, with intermediary milestones, which must be reviewed annually.</p> <p>In 2017-18, the Council set five performance improvement objectives which were directly aligned to community planning outcomes and corporate priorities, and were carried forward to 2018-19 and 2019-20. These objectives have now been reviewed and updated within the context of the draft Corporate Plan 2020-23 and the following 'proposals for improvement' which were put forward by the NI Audit Office in 2019:</p> <ul style="list-style-type: none"> • The Council should redefine objectives so that they are more specific rather than aspirational and open-ended. This would enhance both transparency and meaningfulness of the Council's commitment to continuously improve its functions as it should be easier to link projects to objectives and see how the completion of projects contributes to the achievement of the identified objective. • The Council should review the measures of success attributed to the supporting actions underpinning the improvement objectives and ensure that the measures are meaningful and their achievement demonstrates improvement. | | |
| 2.0 | Key issues | | |
| 2.1 | <p>The guidance which has been issued by the Department for Communities states that performance improvement is more than just quantifiable gains in service output or efficiency, or in the internal effectiveness of an organisation. Improvement should focus on activity that enhances the sustainable quality of life and environment for communities.</p> <p>Councils should therefore frame improvement objectives so as to bring about improvement in at least one of the following specified aspects of improvement:</p> | | |

| | |
|-----|---|
| | <ul style="list-style-type: none"> • Strategic effectiveness • Service quality • Service availability • Fairness • Sustainability • Efficiency • Innovation |
| 2.2 | <p>Councils should also determine their objectives for improvement based on critical self analysis, taking account of a wide range of evidence. All improvement objectives should relate to improving the functions and services to citizens, and be:</p> <ul style="list-style-type: none"> • Legitimate • Clear • Robust • Deliverable • Demonstrable |
| 2.3 | <p>The proposed performance improvement objectives for Newry, Mourne and Down District Council are outlined in Appendix 1:</p> <ul style="list-style-type: none"> • We will promote healthier lifestyles by increasing participation in physical activity • We will grow the economy by supporting local businesses and creating new jobs • We will improve the cleanliness of our District by reducing littering, fly tipping and dog fouling • We will build the capacity of local communities through the Financial Assistance Scheme and DEA Forum initiatives • We will improve the average processing times of planning applications and enforcement cases by implementing the recommendations from the Planning Service Review |
| 2.4 | <p>Councils are required to consult and engage a range of stakeholders, including citizens, businesses and partner organisations on the development of the performance improvement objectives. The proposed eight week consultation programme will run between March-May 2020 and will consist of the following elements:</p> <ul style="list-style-type: none"> • Electronic survey published on the Council's website and social media channels, and circulated to internal and external stakeholders • Hard copies of the survey made available at public receptions across the Council, including Monaghan Row, Greenbank, Downshire Civic Centre and the Ethnic Minority Support Centre • Public advertisements in local newspapers • Engagement with Section 75 groups, through Youth Councils and Older People's Forum • Engagement with the DEA Forums |

| | |
|------------|--|
| | Consultation feedback will inform the final performance improvement objectives which will form part of the Performance Improvement Plan 2020-21. An overview of the overall approach to develop and publish the Performance Improvement Plan by 30 June 2020, in line with statutory requirements, is outlined in Appendix 2 . |
| 2.5 | Delivery plans for each performance improvement objective are in the process of being developed. These plans seek to demonstrate how the Council will manage the effective delivery of each objective, ensuring the necessary resources and processes in place. |
| 3.0 | Recommendations |
| 3.1 | <p>To consider and agree:</p> <ul style="list-style-type: none"> • The draft performance improvement objectives 2020-21, as outlined in Appendix 1. • The proposed approach and timetable for publishing the Performance Improvement Plan 2020-21, by 30 June 2020, including authorisation to proceed with an eight week public consultation programme between 18 March – 13 May 2020, as outlined in Appendix 2. |
| 4.0 | Resource implications |
| 4.1 | The development and publication of the Performance Improvement Plan 2020-21 will be delivered within existing resources. |
| 5.0 | Equality and good relations implications |
| 5.1 | <p>The draft performance improvement objectives 2020-21 have been equality screened and it is recommended that they are not subject to an equality impact assessment (with no mitigating measures required).</p> <p>In relation to the proposed eight-week consultation process, whilst the Council's Equality Scheme commits to holding consultation exercises relevant to the statutory duties for a minimum of twelve weeks, it also sets out exceptional circumstances where the twelve weeks may not apply. In this instance, it is proposed that the Council implements an eight-week consultation process in order to ensure the deadline for publishing the Performance Improvement Plan 2020-21 by 30 June 2020 is met.</p> <p>It should also be noted that the performance improvement objectives 2020-21 have been developed based the content of existing strategies, including the Community Plan and Corporate Plan, which have been informed by a robust and reliable quantitative and qualitative evidence base.</p> |
| 6.0 | Rural Proofing implications |
| 6.1 | A Rural Needs Impact Assessment has been carried out and there are no rural proofing implications contained within this report. |
| 7.0 | Appendices |
| | <ul style="list-style-type: none"> • Appendix 1 – Consultation - Draft Performance Improvement Objectives 2020-21 • Appendix 2 - Overall approach and timetable for developing and publishing the Performance Improvement Plan 2020-21 |

| | |
|-----|--|
| 8.0 | Background Documents <ul style="list-style-type: none">• Performance Improvement Plans 2017-18, 2018-19 and 2019-20 |
|-----|--|

Newry, Mourne and Down District Council

Consultation on the
draft Performance Improvement
Objectives 2020-21



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

Our Duty of Improvement

Part 12 of The Local Government Act (NI) 2014 sets out a General Duty of Improvement for local government, whereby all District Councils are required to put in place arrangements to secure continuous improvement in the exercise of their functions.

The Council is required to set performance improvement objectives for the services it provides on an annual basis, and to have in place arrangements to achieve these objectives. Each performance improvement objective must bring about improvement in at least one of the following aspects of performance:

- Strategic effectiveness
- Service quality
- Service availability
- Fairness
- Sustainability
- Efficiency
- Innovation

Improvement for Councils should focus on enhancing the sustainable quality of life for ratepayers and local communities, and each objective should be clearly linked to the community planning outcomes for the District.

The draft performance improvement objectives 2020-21 for Newry, Mourne and Down District Council are aligned to the following regional and local plans which influence the overall direction of travel of the organisation, and have been developed based on extensive consultation with key stakeholders:

- Draft Programme for Government Framework
- Newry, Mourne and Down Community Plan
- Newry, Mourne and Down District Council Corporate Plan 2020-23 (draft)
- Thematic Plans and Strategies, including the Tourism Strategy, Economic Regeneration and Investment Strategy, Play Strategy, Sports Facility Strategy, PCSP and Good Relations Action Plans

Once agreed, the performance improvement objectives 2020-21 will be published in the annual Performance Improvement Plan. This plan will provide more detail about what we want to improve, how we will deliver improvements, how our performance will be measured and what improvements stakeholders will experience as a result of our activity.







Our draft Performance Improvement Objectives 2020-21:

1. **We will promote healthier lifestyles by increasing participation in physical activity**
2. **We will grow the economy by supporting local businesses and creating new jobs**
3. **We will improve the cleanliness of our District by reducing littering, fly tipping and dog fouling**
4. **We will build the capacity of local communities through the Financial Assistance Scheme and DEA Forum initiatives**
5. **We will improve the average processing times of planning applications and enforcement cases by implementing the recommendations from the Planning Service Review**

These objectives have been selected based on the following criteria:

- Does the objective support the delivery of the Programme for Government, Community Plan and Corporate Plan 2020-23 (draft)?
- Do the objectives demonstrate improvement in at least one of the seven aspects of improvement? (strategic effectiveness, service delivery, service availability, fairness, sustainability, efficiency, innovation)
- Are the objectives SMART? (specific, measurable, achievable, realistic, timebound)
- Are the resources in place to deliver the objective? (financial, human, leadership, skills, knowledge, governance, risk)
- Are the objectives based on robust and reliable evidence and will they make a visible difference in the local area?
- How well are we performing?

Legend:

| Status | | Trend | |
|---|---|---|---|
|  | Target or objective achieved / on track to be achieved |  | Performance has improved |
|  | Target or objective partially achieved / likely to be achieved / subject to delay |  | Performance is similar to the previous year |
|  | Target or objective not achieved / unlikely to be achieved |  | Performance has declined |

*It should be noted that the performance information contained in the 'Looking Back' section of this report may be subject to change when the results are verified and reported through the annual Assessment of Performance on 30 September 2020.

Community Plan for Newry, Mourne and Down

The Community Plan has been developed and agreed by the Community Planning Partnership Board. Entitled 'Living Well Together', the Community Plan provides a framework for collaborative working to deliver positive change for our communities, and sets out the following long term overarching vision for the District:

'Newry, Mourne and Down is a place with strong, safe and vibrant communities where everyone has a good quality of life and access to opportunities, choices and high quality services which are sustainable, accessible and meet people's needs'.

Through the Community Plan, the following five positive outcomes have been identified:

Our Outcomes

These are the positive outcomes we all wish to see in our community.



Newry, Mourne and Down District Council Corporate Plan 2020-23 (draft)

We are in the process of finalising the Corporate Plan 2020-23, which sets out the following mission statement and eight strategic objectives:

Council Mission Statement

'To support and advocate for a welcoming District which is progressive, healthy and sustainable, providing better economic, environmental and social outcomes for all'.

Council Strategic Objectives

| | |
|--|--|
|  <p>Invest in and support new and growing businesses, job creation and employment skills</p> <p>We will facilitate investment by new and growing businesses while contributing to the further development of workforce skills to retain existing and attract new industries.</p> |  <p>Continue to improve the health and wellbeing of everyone in the district and reduce health inequalities</p> <p>We will help to reduce health inequalities and improve the quality of life for all by contributing fully to programmes, services, facilities and amenities.</p> |
|  <p>Enhance, protect and promote our environment</p> <p>We will contribute to tackling climate breakdown and reducing harmful impacts on the environment while enabling residents and visitors to enjoy our rich natural and built heritage.</p> |  <p>Support sustainable forms of tourism which value our environment and cultural heritage</p> <p>We will support and advocate for increased investment and development in tourism which promotes our unique assets and increases visitor satisfaction and spend.</p> |
|  <p>Enable and support people to engage in inclusive and diverse activities in their communities</p> <p>We will encourage people to play an active part in civic life in all its forms and develop the capacity of communities, particularly those in</p> |  <p>Promote the revitalisation of our city, towns, villages and rural communities</p> <p>We will work with residents, businesses and our partners in regeneration to further develop</p> |

| | |
|---|--|
| greatest need, to attract the right support to address needs and sustain valued projects and facilities | desirable places to live, work, invest in and visit across the District. |
|  <p>Provide accessible, high-quality and integrated services through continuous improvement</p> <p>We will build a high performing Council, fit for the future, that delivers efficient and effective services for the benefit of all</p> |  <p>Advocate with others for the benefit of all people of the District</p> <p>We will lobby and campaign with government and others to attract investment, develop modern infrastructure across the District, address needs and improve the quality of life for all.</p> |

Your voice, your choice!

Newry, Mourne and Down District Council is inviting you to put forward your views on the draft performance improvement objectives 2020-21. We are keen to ensure that our performance improvement objectives have a positive impact on the quality of life of all stakeholders across the District, including citizens, local businesses, partner organisations in the statutory, voluntary and community sectors, employees and Elected Members.

A questionnaire has been included on page 17 of this document for all stakeholders to complete and return to:

Email: kate.bingham@nmandd.org

Address: Community Planning and Performance
Newry, Mourne and Down District Council
O'Hagan House, Monaghan Row
Newry, Co Down
N. Ireland
BT35 8DJ

The questionnaire is also available on our website at: www.nmandd.org and at the following Newry, Mourne and Down District Council public receptions:

- O'Hagan House, Monaghan Row, Newry
- Downshire Civic Centre, Downpatrick
- Ethnic Minority Support Centre, Town Hall, Newry

Alternatively, if you prefer to provide comments in person, please contact us on:

Tel: 0330 137 4000

Email: kate.bingham@nmandd.org

The closing date for responses is 13 May 2020.

Performance Improvement Objective 1

We will promote healthier lifestyles by increasing participation in physical activity

Why this matters

- 'Improving people's health and wellbeing (and reducing health inequalities)' is the second highest priority for improvement for residents
- 96% of residents feel it is important to invest in health and wellbeing (eg. leisure centres)
- 74% of residents would like to see more local services to improve mental health and wellbeing and 31% would like to see more physical activity opportunities
- 10% of our population (18,821 residents) live in areas which fall within the top 100 most deprived in N Ireland, and are more likely to experience health inequalities around life expectancy, childhood obesity and death from suicide, cancer, alcohol, drug and smoking related causes.

In recognition of the strong correlation between healthy lifestyles and physical activity, the Council's flagship leisure centres in Downpatrick and Newry are enabling and motivating residents of all ages and abilities to get active. Our targeted physical activity programmes also provide opportunities for participants, including those with a disability and those from areas of high social need, to make healthy and informed lifestyle choices by taking part in classes such as pilates, circuits and Couch to 5K. However, whilst much has been achieved, we know we can do more to support all our residents in leading healthier lives.

Looking Back: What we did between April-September 2019



21% increase in attendances at indoor leisure facilities, when compared to April-September 2018



Average satisfaction rating of 73.5% across indoor leisure facilities, which is above the UK average



4,328 participants engaged in Everybody Active 2020, representing 52% of the annual target







2,365 children engaged in Community Play and Summer Schemes

Looking Forward: What we will do in 2020-21

- Review and update the Indoor Leisure Business Plan
- Increase and monitor the number of attendances and memberships at indoor leisure facilities
- Improve the customer experience at indoor leisure facilities
- Engage children and young people in Community Play and Summer Activity Programmes
- Involve women, girls, people with a disability and people from areas of high social need in Everybody Active 2020 (EBA)

How we will measure success

| | 2017-18 Actual | 2018-19 Actual | Trend | 2019-20 | | 2020-21 Target |
|--|----------------|----------------|-------|--------------|-----------|----------------|
| | | | | Q1/Q2 Actual | Target | |
| Number of attendances at indoor leisure facilities | 1,595,269 | 1,769,256 | | 1,012,512 | 1,678,140 | 1,922,131 |

| | | | | | | |
|--|---|-----------------|---|----------|---------------|------------|
| Number of attendances at Newry Leisure Centre | 753,474 | 905,371 |  | 473,074 | 652,904 | 811,050 |
| Number of attendances at Down Leisure Centre | 252,924 | 243,465 |  | 172,754 | 360,000 | 432,000 |
| Level of satisfaction with indoor leisure facilities | n/a | 73.5% | n/a | 73.5% | | 74% |
| Number of children engaged in Community Play | 1,175 | 1,065 |  | 1,276 | No target set | 1,300 |
| Number of children engaged in Summer Activity Programmes | New programme | | | | | |
| Number of participants involved in EBA 2020 | 6,879 | 8,089 |  | 4,328 | 8,089 | 8,280 |
| What you will see by March 2021 | <ul style="list-style-type: none"> • 14.5% increase in attendances at indoor leisure facilities • 24.2% increase in attendances at Newry Leisure Centre • 20% increase in attendances at Down Leisure Centre • Improved levels of customer satisfaction with indoor leisure facilities • 22% increase in the number of children engaged in Community Play • More residents participating in physical activity and enjoying healthier lifestyles | | | | | |
| Alignment | | | | | | |
| Corporate Plan | Continue to improve the health and wellbeing of everyone in the District and reduce health inequalities | | | | | |
| Community Plan | All people from Newry, Mourne and Down enjoy good health and wellbeing | | | | | |
| Programme for Government | We enjoy long, healthy, active lives | | | | | |
| 7 aspects of improvement | Strategic effectiveness | Service quality | | Fairness | | Innovation |
| Responsible Officer | Director: Active and Healthy Communities | | | | | |

*The target increase in attendances at indoor leisure facilities between 2019-20 and 2020-21 is based on the year on year participation projections within the Indoor Leisure Business Plan 2015-20.

**The results of the Customer Satisfaction Surveys cover a period of two years.

Performance Improvement Objective 2

We will grow the economy by supporting local businesses and creating new jobs

Why this matters

- 'Supporting local businesses, attracting investment and jobs' is the top priority for improvement for residents
- 48% of residents believe that investment to grow the economy, create jobs and attract tourists is the most important form of investment
- The most popular forms of training to enhance employability are 'business' (34%) and 'finance' (28%)
- The most popular forms of training to support the growth of local businesses are 'business' (48%) and 'finance' (39%) and 'leadership and management' (37%)

Overall, the economic prosperity of Newry, Mourne and Down has improved in recent years. The economic activity rate has increased, average annual earnings have increased and the number of VAT or PAYE registered businesses in the District has also increased from 7,875 in 2016 to 8,745 in 2019.

However, whilst much has been achieved, there is still much to do. 6% of our population (10,840 residents) live in four of the top five highest ranked areas in N. Ireland for income deprivation and the economic uncertainty presented by BREXIT will have an impact on this border area. The Council therefore remains committed to growing the local economy by supporting businesses and social enterprises and creating new jobs through a range of programmes, including 'NMD Growth', 'Digital Growth' and the 'Rural Business Investment Scheme'.

Looking Back: What we did between April-September 2019



101 new business starts supported and 91 new jobs promoted through business start activity



7 new social enterprise business starts supported and 7 new social enterprise jobs created



84 businesses supported through NMD Growth



31 micro and small rural businesses supported, 16 micro and small rural businesses created and 68 new jobs created in rural areas since 2015





Looking Forward: What we will do in 2020-21







- Support the creation of new businesses and promote new jobs through the NI 'Go for It' programme
- Support the growth of the social economy sector through the Social Enterprise programme
- Support the growth of existing businesses and creation of new jobs through 'NMD Growth' and 'Digital Growth'
- Finalise and evaluate the impact of the Rural Business Investment Scheme
- Support the creation of new jobs and businesses in coastal areas through SEAFLAG 2

| How we will measure success | 2017-18 Actual | 2018-19 Actual | Trend | 2019-20 | | 2020-21 Target |
|---|--|-------------------|----------------------|-----------------|------------------|-------------------|
| | | | | Q1/Q2 Actual | Target | |
| Number of new business starts created through the NI 'Go For It' Programme | 167 | 204 | △ | 101 | 205 | 192 |
| Number of new jobs promoted through the NI 'Go For It' programme | 168 | 184 | △ | 91 | >155 | >155 |
| Number of social enterprise start ups created | 12 | 9 | ▽ | 7 | 8 | 8 |
| Number of social enterprise jobs created | 16 | 15 | ▷ | 7 | 12 | 12 |
| Number of businesses supported through 'NMD Growth' | New programme | | △ | 84 | 190 | 178 |
| Number of jobs created through 'NMD Growth' | New programme | | | | | 50 |
| Number of businesses supported through 'Digital Growth' | New programme | | | | | 57 |
| Number of new micro and small rural businesses created by 2020* | 4 | 12 | △ | 16 | 55 (by 2020) | |
| Number of micro and small businesses supported in rural areas by 2020* | 10 | 23 | △ | 31 | 30 (by 2020) | |
| Number of new jobs created in rural areas by 2020* | 23 | 64.5 | △ | 68 | 137 (by 2020) | |
| Number of new jobs created in coastal areas by 2022 through SEAFLAG 2 | New programme | | | 3 | 55 (by 2022) | |
| Number of new businesses created in coastal areas by 2022 through SEAFLAG 2 | New programme | | | | 22 (by 2022) | |
| What you will see by March 2021 | <ul style="list-style-type: none">• 547 local businesses supported, 255 new businesses created and 354 new jobs created/promoted• The social economy, rural economy and fishing dependent communities benefit from inward investment and growth• Improved support for local businesses and more employment opportunities across the District• Newry, Mourne and Down becomes a more economically active and prosperous District | | | | | |
| Alignment | | | | | | |
| Corporate Plan | Invest in and support new and growing businesses, job creation and employment skills | | | | | |
| Community Plan | All people from Newry, Mourne and Down benefit from prosperous communities | | | | | |
| Programme for Government | We prosper through a strong, competitive, regionally balanced economy We have more people working in better jobs We have created a place where people want to live and work | | | | | |
| 7 aspects of improvement | Strategic effectiveness | Service quality | Service availability | | Innovation | |
| Responsible Officer | Director: Enterprise, Regeneration and Tourism | | | | | |




*2020 targets for the Rural Business Investment Scheme and year on year cumulative results for each performance indicator.

Performance Improvement Objective 3

| We will improve the cleanliness of our District by reducing littering, fly tipping and dog fouling | | | | | | |
|--|---|---|--|---|----------------------|----------------|
| Why this matters | <ul style="list-style-type: none">• 'Improving our parks and green spaces and protecting our natural and built environment' is amongst the top priorities for improvement for residents• Dog mess and dog fouling is the top perceived problem for residents• Rubbish or litter lying around is a problem for 15% of residents, particularly those living in urban areas <p>Improving the cleanliness of the District and addressing issues around littering, fly tipping and dog fouling remain key priorities for the Council. We know we can do more to address these issues, and the Dog Fouling Strategy and Enforcement Improvement Plan have been adopted to help generate local pride in having a cleaner, greener District to enjoy.</p> <p>The Council is also committed to raising the standards of its parks and open spaces, so that they are welcoming, safe and well maintained. Obtaining green flag status for our parks and open spaces, as a national benchmark of excellence, is therefore a key priority for improvement during 2020-21.</p> | | | | | |
| | Looking Back: What we did between April-September 2019 |  | 72 local community clean ups supported | | | |
| |  | 65 visits to community groups and schools to deliver talks on environmental issues | | | | |
| |  | 16 community groups participated in the 'Cleaner, Greener Communities' initiative | | | | |
| Looking Forward: What we will do in 2020-21 | <ul style="list-style-type: none">• Promote responsible dog ownership by implementing the Dog Fouling Strategy• Address issues around littering, dog fouling and fly-tipping by implementing the Enforcement Improvement Plan• Launch the mobile app to record incidents of environmental crime across the District• Promote participation in the 'Cleaner, Greener Communities' initiative• Support local community clean ups• Deliver an education and awareness campaign on environmental issues• Renew 'Green Flag' status for Kilbroney Park, Slieve Gullion Forest Park and Warrenpoint Municipal Park• Achieve 'Green Flag' status for Newry Canal | | | | | |
| How we will measure success | | 2017-18 Actual | 2018-19 Actual | Trend | 2019-20 Q1/Q2 Actual | 2020-21 Target |
| LEAMS score (Keep NI Beautiful Cleanliness Index) | | 72 | 72 |  | Data not available | 72 |

| | | | | | |
|--|---|----------------------|---|--------------------|---------------|
| Number of incidents of fly tipping reported to the Council | 374 | 434 |  | 183 | No target set |
| Number of incidents of littering reported to the Council | 307 | 297 |  | 153 | |
| Number of fixed penalty notices issued (littering and dog fouling) | 91 | 72 |  | Data not available | 80 |
| Number of community clean ups supported | 100 | 100 |  | 72 | 110 |
| Number of schools and groups participating in education and awareness campaign | 120 | 105 |  | 65 | 115 |
| Number of Green Flag awards | 2 | 3 |  | 3 | 4 |
| What you will see | <ul style="list-style-type: none">• A cleaner, greener District, with improved civic and community pride• Responsible dog ownership and reduced levels of dog fouling, littering and environmental crime• 10% increase in the number of fixed penalty notices issued• Improved opportunities to report littering, fly tipping and dog fouling• Improved opportunities to engage in community clean ups and awareness campaigns• 'Green Flag' status maintained for Kilbroney Park, Slieve Gullion Forest Park and Warrenpoint Municipal Park, and achieved for Newry Canal | | | | |
| Alignment | | | | | |
| Corporate Plan | Enhance, protect and promote our environment | | | | |
| Community Plan | All people from Newry, Mourne and Down benefit from a clean, quality and sustainable environment | | | | |
| Programme for Government | We will live and work sustainably, protecting the environment | | | | |
| 7 aspects of improvement | Strategic effectiveness | Service availability | Innovation | Sustainability | |
| Responsible Officer | Director: Neighbourhood Services | | | | |

Performance Improvement Objective 4

| We will build the capacity of local communities through the Financial Assistance Scheme and DEA Forum initiatives | | |
|---|---|---|
| Why this matters | <ul style="list-style-type: none"> • 'Improving community relations and safety, reducing crime and anti-social behaviour' is the third highest priority for improvement for residents • Whilst 72% of residents agree their local area is a place where people from different backgrounds get on well together, 95% feel it is important to invest in creating shared spaces to bring communities together • Only 22% of residents regularly take part in local groups and community activities and only 35% have undertaken work or activities on a voluntary basis in the last 12 months • 69% of residents feel they have a say on things happening or how services are run in their local area <p>The Council remains committed to building the capacity of local communities, enabling them to have a voice in shaping the future of their District. Through the DEA Forums, representatives from the community and voluntary sector work alongside the Council, informing and influencing local decisions and services. Forum members are also involved in a range of initiatives which seek to engage and build the capacity of residents, including young people, older people and Black and Minority Ethnic (BME) Communities.</p> <p>Through the Financial Assistance Scheme, the Council is also committed to empowering local people to addressing local issues using public funds. By creating opportunities to volunteer, the Council is building community capacity, improving community relations and generating a sense of community pride and community spirit across the District.</p> | |
| | Looking Back: What we did between April-September 2019 | <div>  <p>Awarded a total of £1.2m towards 497 projects across 18 themes through the Financial Assistance Scheme</p> </div> <div>  <p>Organised 56 meetings and public engagement events, delivered 66 events, supported 15 events and held 11 capacity building sessions</p> </div> <div>  <p>Engaged 108 voluntary and community sector representatives through established community engagement structures</p> </div> |
| Looking Forward: What we will do in 2020-21 | <p>Financial Assistance Scheme:</p> <ul style="list-style-type: none"> • Support the delivery of community led projects through the Financial Assistance Scheme • Improve accessibility to the Financial Assistance Scheme through the online grant management system <p>DEA Forums:</p> <ul style="list-style-type: none"> • Strengthen community engagement in local decision making through a capacity building programme for Forum members • Organise 42 initiatives to support youth engagement and civic participation | |

| | | | | | |
|---|---|----------------------|----------|----------------------|----------------|
| | <ul style="list-style-type: none">Organise seven engagement and information sessions for older peopleOrganise five programmes to build the capacity of minority communities | | | | |
| How we will measure success | 2017-18 Actual | 2018-19 Actual | Trend | 2019-20 Q1/Q2 Actual | 2020-21 Target |
| % of financial assistance projects funded and successfully delivered* | 68% | 71% | △ | 71% | 70% |
| % of DEA Forum members to participate in designated capacity building programme | New performance measure | | | | 73% |
| Number of youth engagement initiatives organized through DEA Forums | 37 | 52 | △ | 19 | 42 |
| Number of young people to participate in DEA Forum initiatives | 3,808 | 3,555 | ▷ | 1,398 | 3,500 |
| Number of information and engagement sessions organised for older people through DEA Forums | 7 | 5 | ▷ | 3 | 7 |
| Number of older people to attend DEA Forum information and engagement sessions | 399 | 695 | △ | 325 | 700 |
| Number of initiatives organised for BME communities through DEA Forums | 4 | 11 | △ | 7 | 5 |
| Number of BME communities to participate in DEA Forum initiatives | 257 | 384 | △ | 530 | 350 |
| Number of visits to the Ethnic Minority Support Centre | 2,542 | 2,526 | ▷ | 1,385 | 2,600 |
| What you will see by March 2021 | <ul style="list-style-type: none">Circa £1.2m awarded to community groups through the Financial Assistance SchemeCommunity groups are supported in meeting their objectives and delivering projects across a range of themesRepresentatives from the community and voluntary sector are empowered to have a voice and shape the future of their area4,550 young people, older people and BME communities benefit from taking part in DEA Forum initiativesImproved community capacity and more informed decision making, policy development and service provision | | | | |
| Alignment | | | | | |
| Corporate Plan | Enable and support people to engage in inclusive and diverse activities in their communities | | | | |
| Community Plan | All people in Newry, Mourne and Down live in respectful, safe and vibrant communities | | | | |
| Programme for Government | We have a more equal society We have a safe community where we respect the law and each other We are a shared society that respects diversity | | | | |
| 7 aspects of improvement | Strategic effectiveness | Service availability | Fairness | Innovation | |
| Responsible Officer | Director: Active and Healthy Communities | | | | |

*The methodology for scoring specific themes within the Financial Assistance Scheme has been reviewed which may result in fewer projects being funded.

**Targets for DEA Forum initiatives have been developed using existing baselines and a provisional forward plan of activity for 2020-21.

Performance Improvement Objective 5

We will improve the average processing times of planning applications and enforcement cases by implementing the recommendations from the Planning Service Review

Why this matters

Delivering a more efficient and effective Planning Service for customers is a key priority for improvement for the Council. Planning plays a significant role in promoting sustainable development, regeneration, economic prosperity, investment and job creation for present and future generations of our District.

An independent review of the Planning Service is currently underway, and will be complete by June 2020. The purpose of this review is to identify, agree and implement sustainable processes and procedures which will enable the Council to deliver an efficient, effective and high quality Planning Service to all customers.

Looking Back:

What we did between April-September 2019



Processed 37.4% of planning enforcement cases within 39 weeks, which is below the regional average of 82.6%



The average processing time of local planning applications is 22 weeks, which is above the regional average of 13.8 weeks and has increased by 6.6 weeks when compared to Q1/Q2 2018-19



The average processing time of major planning applications is 162.4 weeks, which is above the regional average of 57.4 weeks and has increased by 113.8 weeks when compared to Q1/Q2 2018-19

Looking Forward:

What we will do in 2020-21

- Reduce the number of live planning applications and enforcement cases which have been in the system for over 12 months
- Work with agents and architects to improve the standard of planning applications submitted
- Support employees to deliver service improvements through ongoing training, capacity building and 'planning surgeries'

| How we will measure success | 2017-18 Actual | 2018-19 Actual | Trend | 2019-20 Q1/Q2 Average | 2020-21 Target |
|---|---------------------------|---------------------------|-------|-----------------------|----------------|
| Average processing time for local planning applications (weeks) | 17 | 18 | | 22 | <15 weeks |
| Average processing time of major planning applications (weeks) | 127.6 | 76.6 | | 162.4 | <30 weeks |
| Percentage of planning enforcement cases progressed within 39 weeks | 59.9% | 52.9% | | 37.4% | 70% |
| | 2017-18 Actual | 2018-19 Actual | Trend | Jan 2020 Actual | 2020-21 Target |
| Number of planning applications in the system for 18 months or more | 197 | 224 | | 151* | 100 |
| Number of planning applications in the system for 12-18 months | (for more than 12 months) | (for more than 12 months) | | 70* | 50 |

| | | | | | |
|---|---|----------------------|--|------------|-----|
| Number of planning applications in the system for less than 12 months | 675 | 800 | ▽ | 713* | 675 |
| Number of enforcement cases in the system 12 months or more | 571 | 734 | ▽ | 558* | 475 |
| Percentage of applications determined under delegated powers | Data not available | 91.3% | New performance measures (baselines to be established) | | |
| Percentage of committee decisions made against officer recommendation | | 18.8% | | | |
| Outcomes for local communities | <ul style="list-style-type: none">• A more efficient and effective planning service• Improved processing times for local and major planning applications• Improved processing times for planning enforcement cases• Reduction in the number of live planning applications and enforcement cases in the system• An empowered and motivated workforce• Increased confidence in the Planning system• Further investment and development in the District• Sustainable regeneration of the District | | | | |
| Alignment | | | | | |
| Corporate Plan | Provide accessible, high quality and integrated services through continuous improvement | | | | |
| Community Plan | All people in Newry, Mourne and Down benefit from prosperous communities | | | | |
| Programme for Government | We have high quality public services | | | | |
| 7 aspects of improvement | Strategic effectiveness | Service availability | Service quality | Efficiency | |
| Responsible Officer | Director: Enterprise, Regeneration and Tourism | | | | |

*Unvalidated planning statistics.

Consultation on the draft Performance Improvement Objectives 2020-21

| | | |
|-------------------------|------------------------------|--|
| I am responding: | as an individual | |
| | on behalf of an organisation | |

| | |
|-----------------------------------|--|
| Name: | |
| Job title (if applicable): | |
| Organisation and address: | |
| Telephone | |
| Fax | |
| E-mail | |

Please tick this box if you grant permission to be contacted by Newry, Mourne and Down Council for the purposes of this consultation.

☐

Question 1

Which consultation group do you belong to? *Please tick all that apply.*

| | |
|------------------------------|--------------------------|
| Resident | <input type="checkbox"/> |
| Elected Member | <input type="checkbox"/> |
| Local Business | <input type="checkbox"/> |
| Local Community Organisation | <input type="checkbox"/> |
| Local Voluntary Organisation | <input type="checkbox"/> |
| Statutory Organisation | <input type="checkbox"/> |
| Other | <input type="checkbox"/> |

If other, please provide further information below.

| |
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| |
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Question 2

Do you agree that the draft Performance Improvement Objectives are appropriate for our District?

| Performance Improvement Objective 1 | Agree | Disagree |
|---|--------------|-----------------|
| We will promote healthier lifestyles by increasing participation in physical activity | | |
| Comments: | | |
| | | |
| Performance Improvement Objective 2 | Agree | Disagree |
| We will grow the economy by supporting local businesses and creating new jobs | | |
| Comments: | | |
| | | |
| Performance Improvement Objective 3 | Agree | Disagree |
| We will improve the cleanliness of our District by reducing littering, fly tipping and dog fouling | | |
| Comments: | | |
| | | |
| Performance Improvement Objective 4 | Agree | Disagree |
| We will build the capacity of local communities through the Financial Assistance Scheme and DEA Forum initiatives | | |
| Comments: | | |
| | | |

| Performance Improvement Objective 5 | Agree | Disagree |
|--|--------------|-----------------|
| We will improve the average processing times of planning applications and enforcement cases by implementing the recommendations from the Planning Service Review | | |
| Comments: | | |
| | | |

Question 3

What alternative Performance Improvement Objective(s), 'supporting actions' and 'measures of success' would you suggest?

Question 4

Which of the areas outlined below would you like to see Newry, Mourne and Down District Council make improvements to in the future? (please tick 3 areas)

| Area | |
|--|--|
| Arts Centres and Museums | |
| Building Control | |
| Car Parking | |
| Cemeteries | |
| Cleansing Service | |
| Community Services/Centres | |
| Council Parks and Green Spaces | |
| Council Website | |
| Economic Development (Programmes to support the economy) | |
| Environmental Health | |
| Grants, Procurement and Finance | |
| Harbours and Marinas | |
| Leisure Centres | |
| Licensing (dogs, gaming, entertainment etc) | |
| Planning | |

| | |
|--|--|
| Play Parks | |
| Planning | |
| Recycling | |
| Bin Collection | |
| Registration Services (Births, Deaths, Marriages and Civil Partnerships) | |
| Tourism Events | |
| Visitor Attractions | |
| Visitor Information Centres | |
| Other Services (please specify) | |

Please provide details, in the space provided, concerning the specific areas of the Council that you would wish to see improvements made in.

Privacy Notice

Purpose and legal basis for processing

Newry, Mourne and Down District Council is collecting the information on this form to identify the views of the public and other interested parties in relation to the development of the Council's Performance Improvement Objectives 2020-21 and future performance activity.

If you have indicated that you would be interested in contributing to further work on the subject matter covered by this questionnaire then we might process your contact details to get in touch with you.

We will process any other personal data provided in the responses for the purpose of informing the development of our policy, guidance or other work in the subject area of the request for views. To support transparent decision-making, an anonymised summary of the responses to this consultation will be made public. We will not publish the names and contact details of respondents.

The lawful basis we are relying on to process your personal data is article 6(1)(e) of the General Data Protection Regulation (GDPR), which allows us to process personal data when this is necessary for the performance of our public tasks in our capacity as a Council.

What we do with it

We process the information internally for the above stated purpose. We don't intend to share your personal data with any third party. Any specific requests from a third party for us to share your personal data with them will be dealt with in accordance with the provisions of the data protection laws.

How long we keep it

We will retain questionnaire response information until our work on the subject matter of the consultation is complete.

What are your rights?

You have the right to request access to the personal data that we hold about you.

You have the right to ask for your personal data to be rectified or erased, or to restrict the way in which we process it.

You have the right to object to the processing of your personal data.

If you are unhappy with the way in which we have processed your personal data then you have the right to complain to the Information Commissioners Office.

If you wish to exercise any of these rights, please contact Newry, Mourne and Down District Council, using the details below.

Do we use any data processors?

We do not use any data processor.

Completed questionnaires or comments should be submitted by **13 May 2020** to:

Email: kate.bingham@nmandd.org

In Writing: Community Planning and Performance
Newry, Mourne and Down District Council
O'Hagan House
Monaghan Row
Newry
Co Down
BT35 8DJ

Telephone: 0330 137 4000

Thank you for taking the time to respond to this questionnaire.

We look forward to hearing from you.

Overall approach and timetable to develop and publish the Performance Improvement Plan 2020-21

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| 1 | Development of the Performance Improvement Plan 2020-21 | Timetable |
|-----|---|--|
| 1.1 | Review baseline evidence to support the development of the Performance Improvement Plan, including a review of existing performance management arrangements across the organisation | Jan 2020 |
| 1.2 | Develop and update the performance improvement objectives, supporting actions and measures of success, ensuring alignment to the seven criteria outlined in the legislation, as well as the Community Plan, Corporate Plan and other key strategies. Update and strengthen the Project Development Plans which underpin each objective. | Jan 2020 |
| 1.3 | Consider and agree the: <ul style="list-style-type: none"> Draft performance improvement objectives 2020-21, supporting actions, measures of success Overall approach and timetable for developing and publishing the Performance Improvement Plan 2020-21 and complying with the statutory Duty to Improve | CMT: Feb 2020 SMT: Mar 2020 SPR: Mar 2020 Council: Apr 2020 AC: Apr 2020 |
| 1.4 | Carry out an equality screening and rural needs impact assessment of the draft performance improvement objectives 2019-20 | Feb 2020 |
| 2 | Consultation on the draft Performance Improvement Objectives 2020-21 | Timetable |
| 2.1 | The proposed 8 week consultation timetable with key stakeholders will consist of the following elements: | |
| 2.2 | Electronic survey published on the Council website and social media channels, and circulated to internal and external stakeholders | 18 Mar-13 May 2020 |
| 2.3 | Hard copies of the survey made available at public receptions across the Council, including Monaghan Row, Greenbank, Downshire Civic Centre, Ethnic Minority Support Centre, Leisure Centres and Museums | 18 Mar-13 May 2020 |
| 2.4 | Public Advertisements in local newspapers | 18 Mar-13 May 2020 |
| 2.5 | Consultation and engagement on the draft performance improvement objectives 2020-21 with: <ul style="list-style-type: none"> Section 75 groups, including Youth Councils and Older People's Forum Seven DEA Forums Community Planning Thematic Delivery Groups and Stakeholder Forum | 18 Mar-13 May 2020 |
| 2.6 | Analyse feedback from consultation and engagement activity, and propose amendments to the performance improvement objectives, supporting actions and measures of success where appropriate | May 2020 |
| 3 | Design, approval and publication of the Performance Improvement Plan 2020-21 | Timetable |
| 3.1 | Finalise the Performance Improvement Plan 2020-21 | May 2020 |
| 3.2 | Carry out an equality screening and rural needs impact assessment of the Performance Improvement Plan 2020-21 | May 2020 |

Overall approach and timetable to develop and publish the Performance Improvement Plan 2020-21

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| | | |
|----------|---|--|
| 3.3 | Consider the Performance Improvement Plan 2020-21, with proposed amendments following the consultation process | SMT: Jun 2020 SPR: Jun 2020 (including request to publish the Performance Improvement Plan by 30 June 2020) Council: Jul 2020 AC: Jun 2019 |
| 3.4 | Publish the Performance Improvement Plan on the Council's website and social media channels | Jun 2020 (before statutory deadline of 30 June) |
| 3.5 | Develop, translate into Irish (in line with Bilingualism Policy) and publish the summary performance document – 'Our Performance: Looking Back, Going Forward' | Jun 2020 |
| 3.6 | Circulate electronic copies of the Performance Improvement Plan 2020-21 and summary document to key stakeholders | Jul 2020 |
| 4 | Implementation of the Performance Improvement Plans 2020-21 | Timetable |
| 4.1 | Report progress in implementing the Performance Improvement Plan 2020-21 through the annual Assessment of Performance, in line with statutory requirements | SMT: Sep 2020 SPR: Sep 2020 Council: Oct 2020 AC: Sep 2020 |
| 4.2 | Monitor and report progress in implementing the Performance Improvement Plan 2020-21 through the Mid Year Progress Report | SMT: Nov 2020 SPR: Nov 2020 Council: Dec 2020 AC: Jan 2020 |
| 5 | Improvement Audit and Assessment 2020-21 | Timetable |
| 5.1 | NI Audit Office carry out the annual Improvement Audit and Assessment to ascertain if the Council has fulfilled its statutory duty of performance improvement. This will include: | Jul-Oct 2020 |

Overall approach and timetable to develop and publish the Performance Improvement Plan 2020-21

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| | | |
|-----|--|---|
| | <ul style="list-style-type: none"> • A forward looking assessment of the Councils likelihood to comply with its duty to make arrangements to secure continuous improvement • A retrospective assessment of whether the Council has achieved its planned improvements to inform a view regarding the Councils track record of improvement | |
| 5.2 | The NI Audit Office issue the S95 report, outlining the findings from the Improvement Audit and Assessment, which includes proposals for improvement to assist the Council in fulfilling its performance responsibilities in future years | Final report: 30 Nov 2020 Publication of report: Feb 2021 |
| 5.3 | Consider the s95 Improvement Audit and Assessment Report | SMT: Dec 2020 SPR: Dec 2020 Council: Jan 2021 AC: Jan 2021 |

| | |
|---------------------------|---|
| Report to: | Strategy, Policy and Resources Committee |
| Date of Meeting: | 12 March 2020 |
| Subject: | Section 75 statutory duties compliance: <ul style="list-style-type: none"> Revised Equality Scheme - Five-year review of Council's Equality Scheme |
| Reporting Officer: | Regina Mackin, Assistant Director Corporate Planning and Policy |
| Contact Officer: | Colin Moffett, Head of Corporate Policy Suzanne Rice, Corporate Policy & Equality Officer |

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

| | | | |
|---------------------|----------|------------------------|--|
| For decision | X | For noting only | |
|---------------------|----------|------------------------|--|

| | |
|------------|--|
| 1.0 | Purpose and Background |
| 1.1 | Members are asked to consider and approve Council's revised Equality Scheme. Further to approval, the Equality Commission for Northern Ireland will be informed of the outcome of the review. |
| 1.2 | As set out within Schedule 9 paragraph 8 (3) of the Northern Ireland Act 1998, Council is required to conduct a five-year review of our approved equality scheme. The purpose of a five-year review is to examine how those arrangements have been applied and to assess how effective they have been in assisting the Council comply with the Section 75 statutory duties. Newry, Mourne and Down District Council's Equality Scheme was approved by the Equality Commission for Northern Ireland on 25 March 2015 and Council's revised Equality Scheme is contained in Appendix I. |
| 1.3 | The review has been undertaken in line with the Equality Commission for Northern Ireland's " <i>Guidance on conducting a 5 year review of an equality scheme (July 2016)</i> ", and has evaluated the effectiveness of our scheme in relation to the implementation of the Section 75 statutory duties relevant to our functions. |
| 2.0 | Key issues |
| 2.1 | In relation to changes to an equality scheme: <ul style="list-style-type: none"> Council is not obliged to make changes to our equality schemes following the review, but they may consider if it is appropriate to do so. An equality scheme may need to be amended to ensure that it is up to date to reflect any changes that have been made to a public authority's organisational structure, functions or contact details. While such changes should be communicated to consultees, these changes would not require that a new scheme be developed for Commission approval. |

| | |
|------------|--|
| | <ul style="list-style-type: none"> • If the proposed changes are more substantive, relating to the public authority's arrangements regarding consultation, assessment, monitoring or publishing the impact of policies, staff training, or ensuring access to information and services, then this would be treated as a wholly new equality scheme with a requirement to consult on it and to submit it to the Commission for approval. • The form and content of an equality scheme, including a revised scheme, must conform to guidelines issued by the Commission. |
| 2.2 | <p>Following review, the Council's Equality Scheme has been revised as follows:</p> <ul style="list-style-type: none"> • The names of the Chief Executive and Council Chairperson have been updated in the Foreword. • Council Officer names, job titles, email addresses and phone numbers have been updated. • Chapter 8, regarding Council's complaints procedure has been amended to reflect advice outlined in the Equality Commission for Northern Ireland, Procedures for Complaints and Investigations (December 2019). Accordingly, the deadlines for responding to complaints contained within paragraph 8.5 have been amended from one (1) month and two (2) months to 20 working days and 40 working days respectively. • Appendix 1 has been amended to reflect the current list of Councillors. • Appendix 2 has been amended to reflect the proposed change to the Council's Management Structure. • Appendix 5 reflects an updated list of consultees. • The timetable for proposed measures has been updated (Appendix 6). |
| 2.3 | <p>It is Officers' view that the proposed changes outlined in section 2.2 are not substantive, and the revised equality scheme should therefore not be treated as a wholly new equality scheme requiring consultation and submission to the Equality Commission for Northern Ireland for approval.</p> |
| 3.0 | Recommendations |
| 3.1 | <p>Members are asked to consider and approve Council's revised Equality Scheme, and that further to approval, the Equality Commission for Northern Ireland be informed of the outcome of the review.</p> |
| 4.0 | Resource implications |
| 4.1 | <p>Section 75 of the NI Act 1998 places legal obligations and commitments upon Council, wherein Council is required to commit the necessary resources in terms of people, time and money to make sure that the Section 75 statutory duties are complied with and that the equality scheme is implemented effectively and on time.</p> <p>Council's revised Equality Scheme sets out the following:</p> <ul style="list-style-type: none"> • <i>Newry, Mourne and Down District Council is committed to the discharge of its Section 75 obligations in all parts of its organisation and will commit the necessary available resources in terms of people, time and money to ensure that the Section 75 statutory duties are complied with and that the Newry, Mourne and Down District Council equality scheme can be implemented effectively. (Chapter 1, paragraph 1.3)</i> |

| | |
|------------|---|
| 5.0 | Equality and good relations implications |
| 5.1 | <p>Section 75 of the Northern Ireland Act 1998 (the Act) requires Council, in carrying out their functions relating to Northern Ireland, to have due regard to the need to promote equality of opportunity and regard to the desirability of promoting good relations across a range of categories outlined in the Act.</p> <p>"Functions" include the "powers and duties of Council". This includes our employment and procurement functions.</p> <p>Schedule 9 4. (1) of the Act requires Newry, Mourne and Down District Council as a designated public authority to set out in an equality scheme how it proposes to fulfil the duties imposed by Section 75 in relation to its relevant functions.</p> <p>The revised equality scheme would be designated as a positive action as it sets out how the Council proposes to fulfil its Section 75 statutory duties. It is both a statement of our arrangements for fulfilling the Section 75 statutory duties and details the plan for their implementation.</p> |
| 6.0 | Rural Proofing implications |
| 6.1 | Due regards to rural needs has been considered and a rural needs impact assessment has been completed in relation to the revised equality scheme. |
| 7.0 | Appendices |
| | <p>Appendix I: Revised Newry, Mourne and Down District Council Equality Scheme</p> <p>Appendix II: Five-year review report</p> |
| 8.0 | Background Documents |
| | <ul style="list-style-type: none"> Guidance on conducting a 5 year review of an equality scheme, Equality Commission for Northern Ireland, July 2016 |

Equality Scheme for Newry, Mourne and Down District Council (revised 2020)

*Drawn up in accordance with Section 75 and Schedule 9 of
the Northern Ireland Act 1998*



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

***This document is available in a range of formats on request.
Please contact us with your requirements (see page 6 for
contact details).***

Marie Ward
Chief Executive
Newry, Mourne and Down
District Council

Foreword

Section 75 of the Northern Ireland Act 1998 (the Act) requires public authorities, in carrying out their functions relating to Northern Ireland, to have due regard to the need to promote equality of opportunity and regard to the desirability of promoting good relations across a range of categories outlined in the Act¹.

In our revised equality scheme we set out how Newry, Mourne and Down District Council proposes to fulfil the Section 75 statutory duties.

We will commit the necessary resources in terms of people, time and money to make sure that the Section 75 statutory duties are complied with and that the equality scheme is implemented effectively, and on time.

We commit to having effective internal arrangements in place for ensuring our effective compliance with the Section 75 statutory duties and for monitoring and reviewing our progress.

We will develop and deliver a programme of communication and training with the aim of ensuring that all our Councillors and staff are made fully aware of our equality scheme and understand the commitments and obligations within it. We will advise our consultees on the Section 75 statutory duties and our commitments as detailed in our equality scheme.

We, the Chairperson and Chief Executive of Newry, Mourne and Down District Council, are fully committed to effectively fulfilling our Section 75 statutory duties across all our functions (including service provision, employment and procurement) through the effective implementation of our revised equality scheme.

We realise the important role that the community and voluntary sector and the general public have to play to ensure the Section 75 statutory duties are effectively implemented. Our equality scheme demonstrates how determined we are to ensure there are opportunities, for people affected by our work, to positively influence how we carry out our functions in line with our Section 75 statutory duties.

We support and endorse this equality scheme which has been drawn up in accordance with Section 75 and Schedule 9 of the Northern Ireland Act 1998 and Equality Commission guidelines.

Councillor Charlie Casey
Chairperson

Marie Ward
Chief Executive

DATE XXXX

¹ See section 1.1 of our Equality Scheme

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Please note: Foreword and Appendices 5 and 6 form part of this equality scheme.

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Chapter 1 Introduction

Section 75 of the Northern Ireland Act 1998

- 1.1 Section 75 of the Northern Ireland Act 1998 (the Act) requires Newry, Mourne and Down District Council to comply with two statutory duties:

Section 75 (1)

In carrying out our functions relating to Northern Ireland we are required 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
- persons with dependents and persons without.

Section 75 (2)

In addition, without prejudice to the obligations above, in carrying out our functions in relation to Northern Ireland we are required to have regard to the desirability of promoting good relations between persons of different religious belief, political opinion or racial group.

“Functions” include the “powers and duties” of a public authority. This includes our employment and procurement functions. Please see below under “Who we are and what we do” for a detailed explanation of our functions.

How we propose to fulfil the Section 75 Duties in relation to the relevant functions of Newry, Mourne and Down District Council

- 1.2 Schedule 9 4. (1) of the Act requires Newry, Mourne and Down District Council as a designated public authority to set out in an equality scheme how it proposes to fulfil the duties imposed by Section 75 in relation to its relevant functions. This equality scheme is intended to fulfil that statutory requirement. It is both a statement of our arrangements for fulfilling the Section 75 statutory duties and details the plan for their implementation.
- 1.3 Newry, Mourne and Down District Council is committed to the discharge of its Section 75 obligations in all parts of its organisation and will commit the necessary available resources in terms of people, time and money to ensure that the Section 75 statutory duties are complied with and that the Newry, Mourne and Down District Council equality scheme can be implemented effectively.

Who we are and what we do

The roles and functions of Councils, established in the Local Government (Reorganisation) Bill 2014 and in other legislation, falls into three types:

- **Direct** - Councils are responsible for the provision and management of services
- **Representative** - Council nominees sit on statutory bodies
- **Consultative** - Councils reflect community views in the operation of a range of statutory bodies, community concerns or give views on proposed administrative decisions

Most Council's carry out the functions outlined below. However, not every Council will have the entire range of services, depending upon its geographical location and size:

Newry, Mourne and Down District Council is responsible for:

| | |
|--|---|
| Refuse Collection and Disposal | Recycling and Waste Management |
| Civic Amenity Provision | Grounds Maintenance |
| Street Cleansing | Cemeteries |
| Public Conveniences | Food Safety |
| Health & Safety | Environmental Protection |
| Environmental Improvement | Estates Management Building & Maintenance |
| Design Building Control | Inspection/Regulation of New Construction |
| Dog Control | Sports and Leisure Services |
| Community Centres | Recreational Facilities |
| Sundry Licensing | Planning |
| Parks, Open Spaces, Playgrounds | Community Planning |
| Arts, Heritage and Cultural Facilities | |
| Registration of Births, Deaths and Marriages | |

Council also have a role in

- Enterprise, Employment and Regeneration
- Community Development
- Community Safety
- District Policing
- Sports Development & Summer Schemes
- Tourism

Section 75 is mainstreamed across all of Newry, Mourne and Down District Council's business areas. The Council's Senior Management

Team is responsible for ensuring that Section 75 obligations are taken into account in developing and implementing Council functions.

Chapter 2 **Our arrangements for assessing our compliance with the Section 75 duties (Schedule 9 4 (2) (a))**

- 2.1 Some of our arrangements for assessing our compliance with the Section 75 statutory duties are outlined in other relevant parts of this equality scheme. Consultation is in chapter 3, monitoring arrangements, assessment of impact of policies and publication arrangements in chapter 4, staff training in chapter 5, access to information in chapter 6, the Council's complaints procedure in chapter 8, and publication and Review of Council's Equality Scheme in chapters 9 and 10.

In addition, we have the following arrangements in place for assessing our compliance:

Responsibilities and Reporting

- 2.2 We are committed to the fulfilment of our Section 75 obligations in all parts of our work.
- 2.3 The Chief Executive is accountable to Newry, Mourne and Down District Council for the development, implementation, maintenance and review of the equality scheme in accordance with Section 75 and Schedule 9 of the Northern Ireland Act 1998, including any good practice or guidance that has been or may be issued by the Equality Commission.
- 2.4 If you have any questions or comments regarding our equality scheme, please contact:

Colin Moffett
Head of Corporate Policy
O'Hagan House
Monaghan Row
Newry
BT35 8DJ

Suzanne Rice
Corporate Policy & Equality Officer
O'Hagan House
Monaghan Row
Newry
BT35 8DJ

Telephone: 0330 137 4388
Email: colin.moffett@nmandd.org

Telephone: 0330 137 4887
Email: suzanne.rice@nmandd.org

- 2.5 Objectives and targets relating to the statutory duties will be integrated into our strategic and operational business plans.
- 2.6 Employees' job descriptions and performance plans reflect their contributions to the discharge of the Section 75 statutory duties and

implementation of the equality scheme, where relevant. The personal performance plans are subject to appraisal in the annual performance review.

- 2.7 Newry, Mourne and Down District Council prepares an annual report on the progress we have made on implementing the arrangements set out in this equality scheme to discharge our Section 75 statutory duties (Section 75 annual progress report).

The Section 75 annual progress report will be sent to the Equality Commission by 31 August each year and will follow any guidance on annual reporting issued by the Equality Commission.

Progress on the delivery of Section 75 statutory duties will also be included in our annual report.

- 2.8 The latest Section 75 annual progress report is available on our website, or by contacting:

Colin Moffett
Head of Corporate Policy
O'Hagan House
Monaghan Row
Newry
BT35 8DJ

Suzanne Rice
Corporate Policy & Equality Officer
O'Hagan House
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Newry
BT35 8DJ

Telephone: 0330 137 4388
Email: colin.moffett@nmandd.org

Telephone: 0330 137 4887
Email: suzanne.rice@nmandd.org

- 2.9 Newry, Mourne and Down District Council liaise closely with the Equality Commission to ensure that progress on the implementation of our revised equality scheme is maintained.
- 2.10 All Council's policies whether new or revised will be screened to ensure compliance with this equality scheme

Action plan/action measures

- 2.11 Newry, Mourne and Down District Council will develop an action plan to promote equality of opportunity and good relations.
- 2.12 The action measures that will make up our action plan will be relevant to our functions. They will be developed and prioritised on the basis of an audit of inequalities. In line with the Equality Commission's guidance the Council will carry out an Audit of Inequalities. The Audit of Inequalities will inform which Newry, Mourne and Down District Council functions are addressed in terms of inequalities in relation to Section 75 groups. It will enable Council to identify potential functional areas for further or better discharge of its Section 75 duties and will inform its key strategic actions.

The Audit will reveal where the Council has information gaps and allow the development of action measures to take forward the work required to deal with the issues and inequalities highlighted by the Audit. Many of the Council's functions are statutory in nature and cut across many of the Section 75 categories. However, there are some areas of Council work that may have an impact on certain Section 75 groups. During the development of the Council's Action Plan all council services and functions will be reviewed and a recommendation made for key areas of activity.

As part of the Council's annual equality report to the Equality Commission NI, the Action Plan will be reviewed to identify key areas of inequalities that require to be addressed in the incoming period.

- 2.13 Action measures will be specific, measurable, linked to achievable outcomes, realistic and time bound. Action measures will include performance indicators and timescales for their achievement.
- 2.14 We will develop action plans for a period of between one and five years in order to align them with our corporate, business and planning cycles. Implementation of the action measures will be incorporated into our business planning process.
- 2.15 We will seek input from our stakeholders and consult on our action plan before we send it to the Equality Commission and thereafter when reviewing the plan as per 2.16 below.
- 2.16 We will monitor our progress on the delivery of our action measures annually and update the action plan as necessary to ensure that it remains effective and relevant to our functions and work.
- 2.17 Once finalised our action plan will be available on our website, or by contacting:

Colin Moffett
Head of Corporate Policy
O'Hagan House
Monaghan Row
Newry
BT35 8DJ

Suzanne Rice
Corporate Policy & Equality Officer
O'Hagan House
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Telephone: 0330 137 4388
Email: colin.moffett@nmandd.org

Telephone: 0330 137 4887
Email: suzanne.rice@nmandd.org

If you require it in an alternative format please contact us on the details provided.

Chapter 3 **Our arrangements for consulting (Schedule 9 4. (2) (a)) – on matters to which a duty (S75 (1) or (2) is likely to be relevant (including details of the persons to be consulted)**

(Schedule 9 4. (2) (b) on the likely impact of policies adopted or proposed to be adopted by us on the promotion of equality of opportunity.

- 3.1 Council recognises the importance of consultation in all aspects of the implementation of our statutory equality duties. We will consult on our equality scheme, action measures, equality impact assessments and other matters relevant to the Section 75 statutory duties.
- 3.2 We are committed to carrying out consultation in accordance with the following principles (as contained in the Equality Commission's guidance *'Section 75 of the Northern Ireland Act 1998 – A Guide for Public Authorities (April 2010)'*):
 - 3.2.1 All consultations will seek the views of those directly affected by the matter / policy, the Equality Commission, representative groups of Section 75 categories, other public authorities, voluntary and community groups, our staff and their trades unions and such other groups who have a legitimate interest in the matter, whether or not they have a direct economic or personal interest.

Initially all consultees (see Appendix 5), as a matter of course, will be notified (by email or post) of the matter / policy being consulted upon to ensure they are aware of all consultations. Thereafter, to ensure the most effective use of our and our consultees' resources, we will take a targeted approach to consultation for those consultees that may have a particular interest in the matter/policy being consulted upon and to whom the matter/policy is of particular relevance. This may include for example regional or local consultations, sectorial or thematic consultation etc.

- 3.2.2 Consultation with all stakeholders will begin as early as possible. We will ask our consultees what their preferred consultation methods are and will give consideration to these. Methods of consultation could include:
 - Face-to-face meetings
 - Focus groups
 - Written documents with the opportunity to comment in writing
 - Questionnaires
 - Information/notification by email
 - Internet discussions or

- Telephone consultations.

- 3.2.3 This list is not exhaustive and we may develop other additional methods of consultation more appropriate to key stakeholders and the matter being consulted upon.

We will consider the accessibility and format of every method of consultation we use in order to remove barriers to the consultation process. Specific consideration will be given as to how best to communicate with all section 75 categories e.g. with children and young people, people with disabilities (in particular people with learning disabilities) and minority ethnic communities. We take account of existing and developing good practice, including the Equality Commission's guidance *Lets Talk Lets Listen-Guidance for public authorities on consulting and involving children and young people (2008)*.

All relevant information will be made available to consultees in appropriate formats to ensure meaningful consultation and we will ensure that all consultees have equal time to respond and adequate time is allowed for groups to consult among themselves. Information will be made available, on request, in alternative formats, in a timely manner, usually within 7 days. We will ensure that such consultees have equal time to respond.

- 3.2.4 Specific training is provided to those facilitating consultations to ensure that they have the necessary skills to communicate effectively with consultees.
- 3.2.5 To ensure effective consultation with consultees on Section 75 matters, we will develop a programme of awareness raising on the Section 75 statutory duties and the commitments in our equality scheme by undertaking presentations to community groups, disability groups and forums.
- 3.2.6 The consultation period lasts for a minimum of twelve weeks to allow adequate time for groups to consult amongst themselves as part of the process of forming a view. However, in exceptional circumstances when this timescale is not feasible (for example implementing EU Directives or UK wide legislation, meeting Health and Safety requirements, addressing urgent public health matters or complying with Court judgements), we may shorten timescales to eight weeks or less before the policy is implemented. We may continue consultation thereafter and will review the policy as part of our monitoring commitments.

Where, under these exceptional circumstances, we must implement a policy immediately, as it is beyond our authority's control, we may consult after implementation of the policy, in order to ensure that any impacts of the policy are considered.

- 3.2.7 If a consultation exercise is to take place over a period when consultees are less able to respond, for example, over the summer or Christmas break, or if the policy under consideration is particularly complex, we will give consideration to the feasibility of allowing a longer period for the consultation.
- 3.2.8 We are conscious of the fact that affected individuals and representative groups may have different needs. We will take appropriate measures to ensure full participation in any meetings that are held. We will consider for example the time of day, the appropriateness of the venue, in particular whether it can be accessed by those with disabilities, how the meeting is to be conducted, the use of appropriate language, whether a signer and / or interpreter is necessary, and whether the provision of childcare and support for other carers is required.
- 3.2.9 We will make all relevant information available to consultees in appropriate formats to ensure meaningful consultation. This includes detailed information on the policy proposal being consulted upon and any relevant quantitative and qualitative data.
- 3.2.10 In making any decision with respect to a policy adopted or proposed to be adopted, we take into account any assessment and consultation carried out in relation to the policy.
- 3.2.11 We will provide feedback to consultees in a timely manner. A feedback report is prepared which includes summary information on the policy consulted upon, a summary of consultees' comments and a summary of our consideration of and response to consultees' input. The feedback is provided in formats suitable to consultees (Please see also 6.3)
- 3.3 A list of our consultees is included in Appendix 5, or a copy can be obtained by contacting:

Colin Moffett
Head of Corporate Policy
O'Hagan House
Monaghan Row
Newry
BT35 8DJ

Telephone: 0330 137 4388
Email: colin.moffett@nmandd.org

Suzanne Rice
Corporate Policy & Equality Officer
O'Hagan House
Monaghan Row
Newry
BT35 8DJ

Telephone: 0330 137 4887
Email: suzanne.rice@nmandd.org

- 3.4 Our consultation list is not exhaustive and is reviewed on an annual basis to ensure it remains relevant to our functions and policies.

We welcome enquiries from any person/s or organisations wishing to be added to the list of consultees. Please contact:

Colin Moffett
Head of Corporate Policy
O'Hagan House
Monaghan Row
Newry
BT35 8DJ

Telephone: 0330 137 4388
Email: colin.moffett@nmandd.org

Suzanne Rice
Corporate Policy & Equality Officer
O'Hagan House
Monaghan Row
Newry
BT35 8DJ

Telephone: 0330 137 4887
Email: suzanne.rice@nmandd.org

to provide your contact details and have your areas of interest noted or have your name/details removed or amended. Please also inform us if you would like information sent to you in a particular format or language.

Chapter 4 Our arrangements for assessing, monitoring and publishing the impact of Policies (Schedule 9 4. (2) (b); Schedule 9 4. 92) (C); Schedule 9 4 (2) (d); Schedule 9 9. (1); Schedule 9 9. (2))

Our arrangements for assessing the likely impact of policies adopted or proposed to be adopted on the promotion of equality of opportunity Schedule 9 4. (2) (b))

- 4.1 In the context of Section 75, 'policy' is very broadly defined and covers all the ways in which we carry out or propose to carry out our functions in relation to Northern Ireland. In respect of this revised equality scheme, the term policy is used for any (proposed / amended / existing) strategy, policy initiative or practice and / or decision, whether written or unwritten and irrespective of the label given to it, e.g. 'draft', 'pilot', 'high level' or 'sectoral'.
- 4.2 In making any decision with respect to a policy adopted or proposed to be adopted, we take into account any assessment and consultation carried out in relation to the policy, as required by Schedule 9 9. (2) of the Northern Ireland Act 1998.
- 4.3 Newry, Mourne and Down District Council uses the tools of **screening** and **equality impact assessment** to assess the likely impact of a policy on the promotion of equality of opportunity and good relations. In carrying out these assessments we will relate them to the intended outcomes of the policy in question and will also follow Equality Commission guidance:
 - the guidance on screening, including the screening template, as detailed in the Commission's guidance '*Section 75 of the Northern Ireland Act 1998 – A Guide for Public Authorities (April 2010)*' and
 - on undertaking an equality impact assessment as detailed in the Commission's guidance '*Practical guidance on equality impact assessment (February 2005)*'.

Screening

- 4.4 The purpose of screening is to identify those policies that are likely to have an impact on equality of opportunity and / or good relations.
- 4.5 Screening is completed at the earliest opportunity in the policy development / review process. Policies which we propose to adopt will be subject to screening prior to implementation. For more detailed strategies or policies that are to be put in place through a series of stages, we will screen at various stages during implementation.

- 4.6 The lead role in the screening of a policy is taken by the policy decision maker who has the authority to make changes to that policy. However, screening will also involve other relevant team members, for example, equality specialists, those who implement the policy and staff members from other relevant work areas. Where possible we will include key stakeholders in the screening process.
- 4.7 The following questions are applied to all our policies as part of the screening process:
 - What is the likely impact on equality of opportunity for those affected by this policy, for each of the Section 75 equality categories? (minor / major / none)
 - Are there opportunities to better promote equality of opportunity for people within the Section 75 equality categories?
 - To what extent is the policy likely to impact on good relations between people of a different religious belief, political opinion or racial group? (minor / major / none)
 - Are there opportunities to better promote good relations between people of a different religious belief, political opinion or racial group?
- 4.8 In order to answer the screening questions, we gather all relevant information and data, both qualitative and quantitative. In taking this evidence into account we consider the different needs, experiences and priorities for each of the Section 75 equality categories. Any screening decision will be informed by this evidence.
- 4.9 Completion of screening, taking into account our consideration of the answers to all screening questions, will lead to one of the following three outcomes:
 1. the policy has been 'screened in' for equality impact assessment
 2. the policy has been 'screened out' with mitigation or an alternative policy proposed to be adopted
 3. the policy has been 'screened out' without mitigation or an alternative policy proposed to be adopted.
- 4.10 If our screening concludes that the likely impact of a policy is 'minor' in respect of one, or more, of the equality of opportunity and/or good relations categories, we may on occasion decide to proceed with an equality impact assessment, depending on the policy. If an EQIA is not to be conducted we will nonetheless consider measures that might mitigate the policy impact as well as alternative policies that might better achieve the promotion of equality of opportunity and/or good relations.

Where we mitigate we will outline in our screening template the reasons to support this decision together with the proposed changes, amendments or alternative policy.

This screening decision will be 'signed off' by the appropriate policy lead within Newry, Mourne and Down District Council.

- 4.11 If our screening concludes that the likely impact of a policy is 'major' in respect of one, or more, of the equality of opportunity and / or good relations categories, we will normally subject the policy to an equality impact assessment. This screening decision will be 'signed off' by the appropriate policy lead within Newry, Mourne and Down District Council.
- 4.12 If our screening concludes that the likely impact of a policy is 'none', in respect of all of the equality of opportunity and / or good relations categories, we may decide to screen the policy out. If a policy is 'screened out' as having no relevance to equality of opportunity or good relations, we will give details of the reasons for the decision taken. This screening decision will be 'signed off' by the appropriate policy lead within Newry, Mourne and Down District Council.
- 4.13 As soon as possible following the completion of the screening process, the screening template, signed off and approved by the senior manager responsible for the policy, will be made available on our website, and on request by contacting:

Colin Moffett
Head of Corporate Policy
O'Hagan House
Monaghan Row
Newry
BT35 8DJ

Telephone: 0330 137 4388
Email: colin.moffett@nmandd.org

Suzanne Rice
Corporate Policy & Equality Officer
O'Hagan House
Monaghan Row
Newry
BT35 8DJ

Telephone: 0330 137 4887
Email: suzanne.rice@nmandd.org

- 4.14 If a consultee, including the Equality Commission, raises a concern about a screening decision based on supporting evidence, we will review the screening decision.
- 4.15 Our screening reports are published quarterly (see below at 4.20 – 4.22 and 4.23 for details)

Equality Impact Assessment

- 4.16 An equality impact assessment (EQIA) is a thorough and systematic analysis of a policy, whether that policy is formal or informal, and irrespective of the scope of the policy. The primary function of an EQIA is to determine the extent of any impact of a policy upon the

Section 75 categories and to determine if the impact is an adverse one. It is also an opportunity to demonstrate the likely positive outcomes of a policy and to seek ways to more effectively promote equality of opportunity and good relations.

- 4.17 Once a policy is screened and screening has identified that an equality impact assessment is necessary, we will carry out the EQIA in accordance with Equality Commission guidance. The equality impact assessment will be carried out as part of the policy development process, before the policy is implemented.
- 4.18 Any equality impact assessment will be subject to consultation at the appropriate stage(s). (For details see above Chapter 3 'Our Arrangements for Consulting').

Our arrangements for publishing the results of the assessments of the likely impact of policies we have adopted or propose to adopt on the promotion of equality of opportunity

- 4.19 We make publicly available the results of our assessments (screening and EQIA) of the likely impact of our policies on the promotion of equality of opportunity and good relations

What we publish

- 4.20 Screening reports

These are published quarterly. Screening reports detail:

- All policies screened by Newry, Mourne and Down District Council over the three month period
- A statement of the aim(s) of the policy/policies to which the assessment relates
- Consideration given to measures which might mitigate any adverse impact
- Consideration given to alternative policies which might better achieve the promotion of equality of opportunity;
- Screening decisions, i.e.:
 - whether the policy has been 'screened in' for equality impact assessment
 - whether the policy has been 'screened out' with mitigation or an alternative policy proposed to be adopted
 - whether the policy has been 'screened out' without mitigation or an alternative policy proposed to be adopted
- Where applicable, a timetable for conducting equality impact assessments
- A link to completed screening template(s) on our website

- 4.21 Screening templates

For details on the availability of our screening templates please refer to 4.13

4.22 Equality impact assessments

EQIA reports are published once the impact assessment has been completed. These reports include:

- A statement of the aim of the policy
- Information and data collected
- Details of the assessment of impact(s)
- Consideration given to measures which might mitigate any adverse impact
- Consideration given to alternative policies which might better achieve the promotion of equality of opportunity
- Consultation responses
- The decision taken
- Future monitoring plans

How we publish the information

- 4.23 All information we publish is accessible and can be made available in alternative formats on request. Please see section 6.3.

Where we publish the information

- 4.24 The results of our assessments (screening reports and completed templates, the results of equality impact assessments) are available on our website.

Colin Moffett
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O'Hagan House
Monaghan Row
Newry
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Telephone: 0330 137 4388
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Corporate Policy & Equality Officer
O'Hagan House
Monaghan Row
Newry
BT35 8DJ

Telephone: 0330 137 4887
Email: suzanne.rice@nmandd.org

- 4.25 In addition to the above, screening reports (electronic link or hard copy on request if more suitable for recipients) which include all policies screened over a 3 month period are also sent directly to all consultees on a quarterly basis
- 4.26 We will inform the general public about the availability of this material through communications such as press releases where appropriate.

Our arrangements for monitoring any adverse impact of policies we have adopted on equality of opportunity

- 4.27 Monitoring can assist us to deliver better public services and continuous improvements. Monitoring Section 75 information involves the processing of sensitive personal data (data relating to the racial or ethnic origin of individuals, sexual orientation, political opinion, religious belief, etc). In order to carry out monitoring in a confidential and effective manner, Newry, Mourne and Down District Council follows guidance from the Office of the Information Commissioner and the Equality Commission.
- 4.28 We monitor any adverse impact on the promotion of equality of opportunity of policies we have adopted. We are also committed to monitoring more broadly to identify opportunities to better promote equality of opportunity and good relations in line with Equality Commission guidance.
- 4.29 The systems we have established to monitor the impact of policies and identify opportunities to better promote equality of opportunity and good relations are:
- The collection, collation and analysis of existing relevant primary quantitative and qualitative data across all nine equality categories on an ongoing basis
 - The collection, collation and analysis of existing relevant secondary sources of quantitative and qualitative data across all nine equality categories on an ongoing basis
 - An audit of existing information systems within one year of approval of this equality scheme, to identify the extent of current monitoring and take action to address any gaps in order to have the necessary information on which to base decisions.
 - Undertaking or commissioning new data if necessary
- 4.30 If over a two-year period monitoring and evaluation show that a policy results in greater adverse impact than predicted, or if opportunities arise which would allow for greater equality of opportunity to be promoted, we will ensure that the policy is revised to achieve better outcomes for relevant equality groups.
- 4.31 We review our EQIA monitoring information on an annual basis. Other monitoring information is reviewed with each policy review, all Council policies are reviewed on a four year cycle.

Our arrangements for publishing the results of our monitoring

- 4.32 Schedule 9.4 (2) (d) requires us to publish the results of the monitoring of adverse impacts of policies we have adopted. However, we are committed to monitoring more broadly and the results of our policy monitoring are published as follows:

4.33 EQIA monitoring information is published as part of our Section 75 annual progress report (see 2.7).

4.34 Results of Council EQIA monitoring can be viewed on our website or by contacting:

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Head of Corporate Policy
O'Hagan House
Monaghan Row
Newry
BT35 8DJ

Telephone: 0330 137 4388
Email: colin.moffett@nmandd.org

Suzanne Rice
Corporate Policy & Equality Officer
O'Hagan House
Monaghan Row
Newry
BT35 8DJ

Telephone: 0330 137 4887
Email: suzanne.rice@nmandd.org

4.35 All information published is accessible and can be made available in alternative formats on request. Please see below at 6.3 for details.

Chapter 5 Staff training (Schedule 9 4. (2) (e))

Commitment to staff training

- 5.1 Newry, Mourne and Down District Council recognises that awareness-raising and training play a crucial role in the effective implementation of our Section 75 duties.
- 5.2 Our Chief Executive wishes to positively communicate the commitment of Newry, Mourne and Down District Council to the Section 75 statutory duties, both internally and externally.

To this end we have introduced an effective communication and training programme for all staff and will ensure that our commitment to the Section 75 statutory duties is made clear in all relevant publications.

Training objectives

- 5.3 The Council has a detailed training plan for its staff which is supported by personal development and appraisal procedures to ensure:
 - awareness of the provisions of Section 75 of the Northern Ireland Act 1998, our equality scheme commitments and the particular issues likely to affect people across the range of Section 75 categories, to ensure that our staff fully understand their role in implementing the scheme
 - provide staff involved in the assessment of policies (screening and EQIA) with the necessary skills and knowledge to do this work effectively
 - to provide staff who deal with complaints in relation to compliance with our equality scheme with the necessary skills and knowledge to investigate and monitor complaints effectively
 - to provide staff involved in consultation processes with the necessary skills and knowledge to do this work effectively
 - to provide those staff involved in the implementation and monitoring of the effective implementation of the Newry, Mourne and Down District Council equality scheme with the necessary skills and knowledge to do this work effectively.

Awareness raising and training arrangements

- 5.4 The following arrangements are in place to ensure all Councillors and Council staff are aware of and understand our equality obligations.

- We will develop a summary of this equality scheme and make it available to all staff.
- We will provide access to copies of the full equality scheme for all Councillors and staff and ensure any queries or questions of clarification are addressed effectively.
- Newry, Mourne and Down District Council staff will receive a briefing on this equality scheme within the Core Brief and Team Meeting process once the revised scheme has been approved
- Section 75 statutory duties form part of induction training for new full time and seasonal staff via a presentation titled "Equality Matters".

Focused training is provided for key staff within Newry, Mourne and Down District Council who are directly engaged in taking forward the implementation of our equality scheme commitments e.g. those involved in research and data collection, policy development, conducting equality impact assessments, consultation, monitoring and evaluation.

- Where appropriate, training will be provided to ensure Councillors and staff are aware of the issues experienced by the range of Section 75 groups.
- When appropriate and on an ongoing basis, arrangements will be made to ensure Councillors and staff are kept up to date with Section 75 developments.

- 5.5 Training and awareness raising programmes will, where relevant, be developed in association with the appropriate Section 75 groups and our staff.

In order to share resources and expertise, Newry, Mourne and Down District Council will, where possible, work closely with other bodies and agencies in the development and delivery of training.

Monitoring and evaluation

- 5.6 Our training programmes are subject to the following monitoring and evaluation arrangements:

- We evaluate the extent to which all participants in Council training programmes have acquired the necessary skills and knowledge to achieve each of the above objectives.
- The extent to which training objectives have been met are identified for individual staff through the Annual Performance and Development Review. Objectives will be reported on as part of the Section 75 annual progress report, a copy of is sent to the Equality Commission.

Chapter 6 Our arrangements for ensuring and assessing public access to information and services we provide (Schedule 9 4. (2) (f))

6.1 Newry, Mourne and Down District Council is committed to ensuring the information we disseminate and the services we provide are fully accessible to all parts of the community. We keep our arrangements under review to ensure that this remains the case.

6.2 We are aware that some groups will not have the same access to information as others.

In particular:

- People with sensory, learning, communication and mobility disabilities may require printed information in other formats.
- Members of ethnic minority groups, whose first language is not English.
- Children and young people may not be able to fully access or understand information.

Access to information

6.3 To ensure equality of opportunity in accessing information, we provide information in alternative formats on request, where reasonably practicable. Where the exact request cannot be met we will ensure a reasonable alternative is provided.

Alternative formats may include Easy Read, Braille, audio formats (CD, mp3 or DAISY), large print or minority languages to meet the needs of those for whom English is not their first language.

Newry, Mourne and Down District Council liaises with representatives of young people and disability and minority ethnic organisations and takes account of existing and developing good practice. We will respond to requests for information in alternative formats in a timely manner normally within 7 days.

6.4 In disseminating information through the media we will seek to advertise in the press where appropriate.

6.5 Newry, Mourne and Down District Council is committed to ensuring that all of our services are fully accessible to everyone in the community across the Section 75 categories and adheres to the relevant provisions of current anti-discrimination legislation.

Access to services

6.6 All Council services are provided so as to ensure public access by all members of the community

- 6.7 Council works with the Policing and Community Safety Partnership (PCSP) to ensure the public is aware of the services and how to avail of them.

Assessing public access to information and services

- 6.8 We monitor across all our functions on an annual basis in relation to access to information and services, to ensure equality of opportunity and good relations are promoted.
- 6.9 We carry out regular satisfaction surveys in regard of the use and access of Council services by the public and analyse, report and take action regarding complaints, comments and compliments received regarding both access to and use of these services and information.

Chapter 7 Timetable for measures we propose in this equality scheme (Schedule 9 4. (3) (b))

- 7.1 Appendix 6 outlines our timetable for all measures proposed within this equality scheme. The measures outlined in this timetable will be incorporated into our business planning process.
- 7.2 This timetable is different from and in addition to our commitment to developing action plans/action measures to specifically address inequalities and further promote equality of opportunity and good relations. We have included in our equality scheme a commitment to develop an action plan. Accordingly, this commitment is listed in the timetable of measures at Appendix 6. For information on these action measures please see above at 2.11 – 2.18.

Chapter 8 Our complaints procedure (Schedule 9 paragraph 10)

- 8.1 Newry, Mourne and Down District Council is responsive to the views of members of the public. We will endeavour to resolve all complaints made to us.
- 8.2 A person can make a complaint to a public authority if the complainant believes he or she may have been directly affected by an alleged failure of the authority to comply with its approved equality scheme. If the complaint has not been resolved within a reasonable timescale, the complaint can be raised with the Equality Commission.
- 8.3 A person wishing to make a complaint that Newry, Mourne and Down District Council has failed to comply with its approved equality scheme should contact:

Colin Moffett
Head of Corporate Policy
O'Hagan House
Monaghan Row
Newry
BT35 8DJ

Suzanne Rice
Corporate Policy & Equality Officer
O'Hagan House
Monaghan Row
Newry
BT35 8DJ

Telephone: 0330 137 4388

Email: colin.moffett@nmandd.org

Telephone: 0330 137 4887

Email: suzanne.rice@nmandd.org

- 8.4 We will in the first instance acknowledge receipt of each complaint in line with the Councils Complaints, Comments and Compliments policy.
- 8.5 The Council's Corporate Policy Section (Head of Corporate Policy and Corporate Policy and Equality Officer) will carry out an internal investigation of the complaint and will respond substantially to the complainant within 20 working days of the date of receiving the letter of complaint. Under certain circumstances, if the complexity of the matter requires a longer period, the period for response to the complainant may be extended to 40 working days. In those circumstances, the complainant will be advised of the extended period within 20 working days of making the complaint.
- 8.6 During this process the complainant will be kept fully informed of the progress of the investigation into the complaint and of any outcomes.
- 8.7 In any subsequent investigation by the Equality Commission, Newry, Mourne and Down District Council will co-operate fully, providing access in a timely manner to any relevant documentation that the Equality Commission may require.

Similarly, Newry, Mourne and Down District Council will co-operate fully with any investigation by the Equality Commission under sub-paragraph 11 (1) (b) of Schedule 9 to the Northern Ireland Act 1998.

- 8.8 Newry, Mourne and Down District Council will make all efforts to implement promptly and in full any recommendations arising out of any Equality Commission investigation.

Chapter 9 Publication of the Equality Scheme (Schedule 9 4. (3) (c))

- 9.1 Newry, Mourne and Down District Council's equality scheme is available free of charge in electronic, print form and alternative formats from:

Colin Moffett
Head of Corporate Policy
O'Hagan House
Monaghan Row
Newry
BT35 8DJ

Telephone: 0330 137 4388
Email: colin.moffett@nmandd.org

Suzanne Rice
Corporate Policy & Equality Officer
O'Hagan House
Monaghan Row
Newry
BT35 8DJ

Telephone: 0330 137 4887
Email: suzanne.rice@nmandd.org

- 9.2 Our equality scheme is also available on the following website:

www.newrymournedown.org

- 9.3 The following arrangements are in place for the publication in a timely manner of our equality scheme to ensure equality of access:

- We will make every effort to communicate widely the existence and content of our equality scheme. This may include press releases, prominent advertisements in the press, the internet and direct mail shots to groups representing the various categories in Section 75.
- We will email a link to our approved equality scheme to our consultees on our consultation lists. Other consultees without e-mail will be notified by letter that the scheme is available on request. We will respond to requests for the equality scheme in alternative formats in a timely manner usually seven days.
- Our equality scheme is available on request in alternative formats such as Easy Read, Braille, large print, audio formats (CD, mp3, DAISY) and in minority languages to meet the needs of those not fluent in English.
- The Council will communicate to children, young people and people with disabilities via youth forums, the Council education officer and disability forums operating in the district.

- 9.4 For a list of our consultees please see Appendix 5 of the revised equality scheme, visit our website or contact the Equality Officer (see contact details on page 6).

Chapter 10 Review of the Equality Scheme (Schedule 9 8. (3))

- 10.1 As required by Schedule 9 paragraph 8 (3) of the Northern Ireland Act 1998 we will conduct a thorough review of this revised equality scheme. This review will take place either within five years of submission of this equality scheme to the Equality Commission or within a shorter timescale to allow alignment with the review of other planning cycles.

The review will evaluate the effectiveness of our scheme in relation to the implementation of the Section 75 statutory duties relevant to our functions in Northern Ireland.

- 10.2 In undertaking this review we will follow any guidance issued by the Equality Commission. A report of this review will be made public through advertising its existence, placing a copy on the Council's website, provision of copies on request, adverts in local newspapers, included in the monthly Council news circulation to community groups, religious groups etc and a copy sent to the Equality Commission.

Appendix 1 – Council Committee Structure

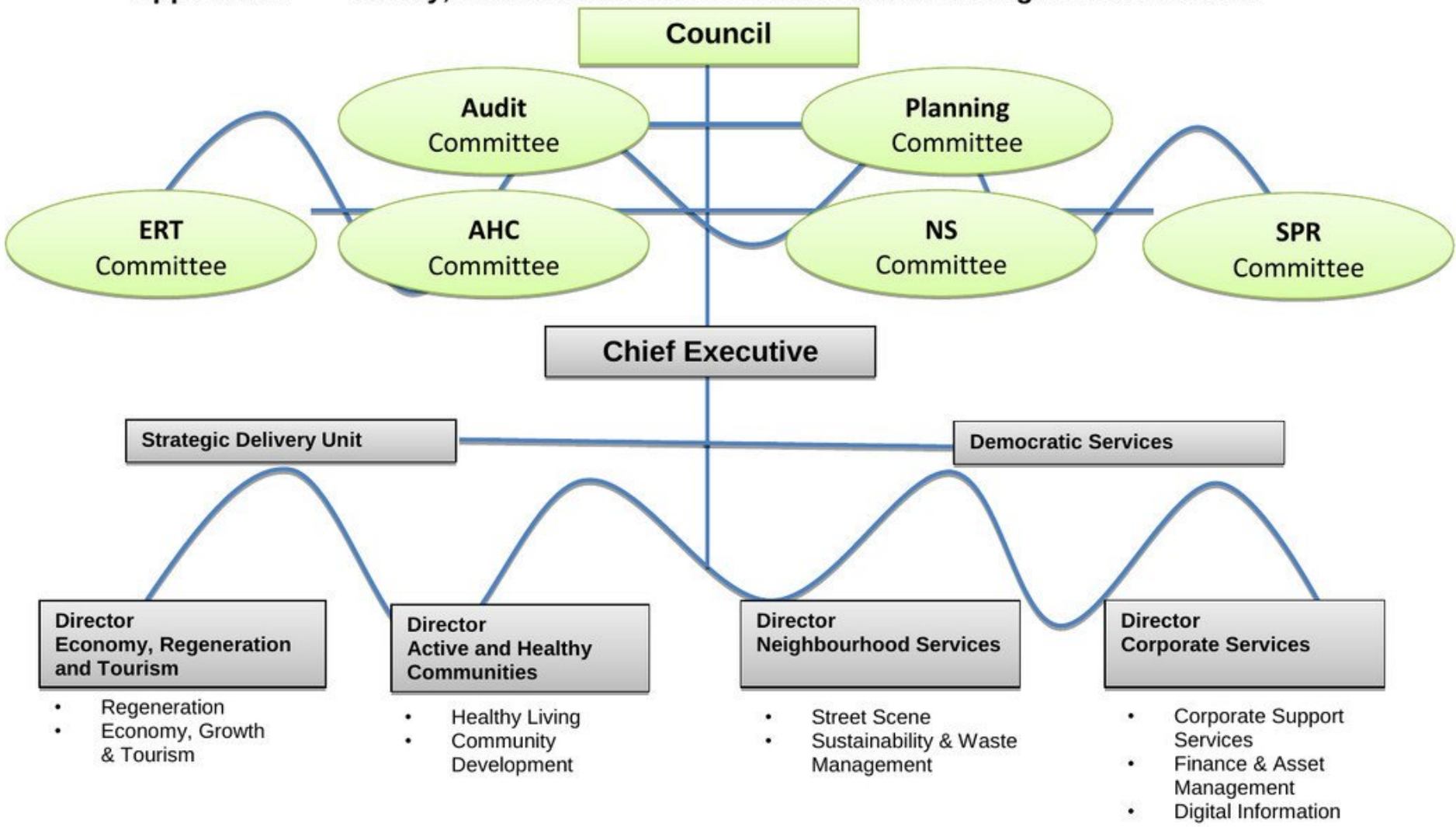
The main Committees of Council are as follows:

- Council (full meeting)
- Enterprise, Regeneration and Tourism Committee
- Active and Healthy Communities Committee
- Neighbourhood Services Committee
- Planning Committee
- Strategy, Policy and Resources Committee
- Audit Committee

Council consists of 41 Councillors (as listed below)

| | | | |
|------------|-------------|-------------|----------|
| C Casey | Sinn Féin | T Andrews | SDLP |
| W Clarke | Sinn Féin | P Byrne | SDLP |
| S Doran | Sinn Féin | D Curran | SDLP |
| O Hanlon | Sinn Féin | L Devlin | SDLP |
| V Harte | Sinn Féin | H Gallagher | SDLP |
| T Hearty | Sinn Féin | D McAteer | SDLP |
| R Howell | Sinn Féin | K McKevitt | SDLP |
| M Larkin | Sinn Féin | M Savage | SDLP |
| O Magennis | Sinn Féin | G Sharvin | SDLP |
| C Mason | Sinn Féin | G Stokes | SDLP |
| L McEvoy | Sinn Féin | J Trainor | SDLP |
| R Mulgrew | Sinn Féin | G Hanna | DUP |
| D Murphy | Sinn Féin | K Owen | DUP |
| G O'Hare | Sinn Féin | B Walker | DUP |
| B Ó Muiri | Sinn Féin | R Burgess | UUP |
| M Ruane | Sinn Féin | A Lewis | UUP |
| C Enwright | Independent | H McKee | UUP |
| M Gibbons | Independent | D Taylor | UUP |
| G Malone | Independent | A McMurray | Alliance |
| H Reilly | Independent | P Brown | Alliance |
| J Tinnelly | Independent | | |

Appendix 2 - Newry, Mourne and Down District Council Management Structure



Appendix 3 - Example groups relevant to Section 75

Please note: This list is for illustration purposes only, it is not exhaustive.

| Category | Example groups |
|--------------------------------|---|
| Religious belief | <p>Buddhist; Catholic; Hindu; Jewish; Muslims, people of no religious belief; Protestants; Sikh; other faiths.</p> <p>For the purposes of Section 75, the term “religious belief” is the same definition as that used in the <i>Fair Employment & Treatment (NI) Order</i>². Therefore, “religious belief” also includes any <i>perceived</i> religious belief (or perceived lack of belief) and, in employment situations only, it also covers any “<i>similar philosophical belief</i>”.</p> |
| Political opinion ³ | Nationalist generally; Unionists generally; members/supporters of other political parties. |
| Racial group | White (British, Irish, Polish, Roma, Irish Traveller, other white), Black (Caribbean, African, other), Asian (Chinese, Indian sub-continent, other), Mixed ethnic background, or ethnic group |
| Men and women generally | Men (including boys); Trans-gendered people; Transsexual people; women (including girls). |
| Marital status | Civil partners or people in civil partnerships; divorced people; married people; separated people; single people; widowed people. |
| Age | Children and young people; older people. |
| Persons with a disability | Persons with disabilities as defined by the Disability Discrimination Act 1995. |
| Persons with dependants | Persons with personal responsibility for the care of a child; for the care of a person with a disability; or the care of a dependant older person. |
| Sexual orientation | Bisexual people; heterosexual people; gay or lesbian people. |

² See Section 98 of the Northern Ireland Act 1998, which states: “*In this Act... “political opinion” and “religious Belief” shall be construed in accordance with Article 2(3) and (4) of the Fair Employment & Treatment (NI) Order 1998.*”

³ *ibid*

Appendix 4 – Screening Proforma

Newry, Mourne and Down District Council Policy Screening Form

Policy Information

| | |
|--|--|
| Name of the policy | |
| Is this an existing, revised or new policy? | |
| What is it trying to achieve (aims/outcomes) | |
| Are there any Section 75 categories which might be expected to benefit from the intended policy? | |
| If so, explain how. | |
| Who initiated or wrote the policy? | |
| Who owns and who implements the policy? | |

Implementation factors

| | Yes | No |
|---|-----|----|
| Are there any factors which could contribute to/detract from the intended aim/outcome of the policy/decision? | | |
| If yes, are they Financial | | |
| If yes, are they Legislative | | |
| If yes, and they are Other please specify: | | |

Main stakeholders affected

Who are the internal and external stakeholders (actual or potential) that the policy will impact upon?

| | Yes | No |
|-----------------------------------|-----|----|
| Staff | | |
| Service users | | |
| Other public sector organisations | | |
| Voluntary/community/trade unions | | |
| Other, please specify: | | |

Other policies with a bearing on this policy

| | |
|---------------|--|
| What are they | |
| Who owns them | |

Available evidence

What evidence/information (both qualitative and quantitative) have you gathered to inform this policy? Specify details for relevant Section 75 categories.

| Section 75 Category | Details of evidence / information |
|-------------------------|-----------------------------------|
| Religious belief | |
| Political opinion | |
| Racial group | |
| Age | |
| Marital status | |
| Sexual orientation | |
| Men and women generally | |
| Disability | |
| Dependants | |

Needs, experiences and priorities

Taking into account the information referred to above, what are the different needs, experiences and priorities of each of the following categories, in relation to the particular policy/decision? Specify details for each of the Section 75 categories

| Section 75 Category | Details of needs/experiences/priorities |
|-------------------------|---|
| Religious belief | |
| Political opinion | |
| Racial group | |
| Age | |
| Marital status | |
| Sexual orientation | |
| Men and women generally | |
| Disability | |
| Dependants | |

Screening Questions

- What is the likely impact on equality of opportunity for those affected by this policy, for each of the Section 75 grounds? **Minor/Major/None**

| Section 75 category | If Yes, provide details | If No, provide details |
|---------------------|-------------------------|------------------------|
| Religious belief | | |
| Political opinion | | |
| Racial group | | |
| Age | | |
| Marital status | | |
| Sexual orientation | | |

| | | |
|-------------------------|--|--|
| Men and women generally | | |
| Disability | | |
| Dependants | | |

2. Are there opportunities to better promote equality of opportunity for people within the Section 75 equality categories?

| Section 75 category | If Yes, provide details | If No, provide details |
|-------------------------|-------------------------|------------------------|
| Religious belief | | |
| Political opinion | | |
| Racial group | | |
| Age | | |
| Marital status | | |
| Sexual orientation | | |
| Men and women generally | | |
| Disability | | |
| Dependants | | |

3. To what extent is the policy likely to impact on good relations between people of different religious belief, political opinion or racial group?

Minor/Major/None

| Good relations category | If Yes, provide details | If No, provide details |
|-------------------------|-------------------------|------------------------|
| Religious belief | | |
| Political opinion | | |
| Racial group | | |

4. Are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group?

| Good relations category | If Yes, provide details | If No, provide details |
|-------------------------|-------------------------|------------------------|
| Religious belief | | |
| Political opinion | | |
| Racial group | | |

Additional considerations

Multiple identity

Generally speaking, people can fall into more than one Section 75 category. Taking this into consideration, are there any potential impacts of the policy/decision on people with multiple identities? (For example; disabled minority ethnic people; disabled women; young Protestant men; and young lesbians, gay and bisexual people).

Provide details of data on the impact of the policy on people with multiple identities. Specify relevant Section 75 categories concerned.

Screening Decision

In light of your answers to the previous questions, do you feel that the policy should (please underline one):

- 1. Not be subject to an EQIA (with no mitigating measures required)
- 2. Not be subject to an EQIA (with mitigating measures /alternative policies)
- 3. Not be subject to an EQIA at this time
- 4. Be subject to an EQIA

If 1. or 2. (i.e. not be subject to an EQIA), please provide details of the reasons why:

If 2. (i.e. not be subject to an EQIA), in what ways can identified adverse impacts attaching to the policy be mitigated or an alternative policy be introduced?

In light of these revisions, is there a need to re-screen the revised/alternative policy? Yes / No. If No, please explain why

If 3. or 4. (i.e. to conduct an EQIA), please provide details of the reasons:

Timetabling and prioritising EQIA

If 3. or 4, is the policy affected by timetables established by other relevant public authorities? YES / NO
If YES, please provide details:

Please answer the following questions to determine priority for timetabling the EQIA. On a scale of 1-3, with 1 being the lowest priority and 3 being the highest, assess the policy in terms of its priority for EQIA.

| Priority criterion | Rating |
|--------------------|--------|
|--------------------|--------|

| | (1-3) |
|--|-------|
| Effect on equality of opportunity and good relations | |
| Social need | |
| Effect on people’s daily lives | |
| Relevance to a public authority’s functions | |

Note: The Total Rating Score should be used to prioritise the policy in rank order with other policies screened in for EQIA. This list of priorities will assist you in timetabling the EQIA. Details of your EQIA timetable should be included in the quarterly Section 75 report.

Proposed date for commencing EQIA: _____

Monitoring

Effective monitoring will help identify any future adverse impacts arising from the policy which may lead you to conduct an EQIA, as well as help with future planning and policy development.

Please detail proposed monitoring arrangements below:

Approval and Authorisation

| Screened by: | Position/Job Title | Date |
|--------------|--------------------|------|
| | | |
| | | |
| Approved by: | | |
| | | |

Note: A copy of the Screening Template, for each policy screened should be ‘signed off’ and approved by a senior manager responsible for the policy, made easily accessible on your website as soon as possible following completion and made available on request.

Appendix 5 - List of consultees (Schedule 9 4. (2) (a))

This consultation list is not exhaustive and will be reviewed on an annual basis to ensure it remains relevant to our Council's functions and policies.

Belfast City Council
 Causeway Coast and Glens Borough Council
 Derry City and Strabane District Council
 Fermanagh and Omagh District Council
 Antrim and Newtownabbey Borough Council
 Lisburn and Castlereagh Borough Council
 Mid and East Antrim Borough Council
 Mid Ulster District Council
 Armagh Banbridge, Craigavon Borough Council
 Ards and North Down Borough Council
 Local Government Staff Commission for NI
 Northern Ireland Housing Executive
 NI Local Government Association
 Committee on the Administration of Justice
 Cedar
 Autism NI
 Community Relations Council
 South Eastern Regional College
 Southern Regional College
 Education Authority
 Action Cancer
 Action Mental Health
 Arts Council NI
 AGE NI
 Disability Action
 Disability Sports NI
 Youth Council for NI
 Carers UK
 Department of Infrastructure
 Department of Agriculture, Environment and Rural Affairs
 Department of Finance
 Department of Education
 Department of Health
 Department for the Economy
 Department for Communities
 The Executive Office
 Department of Justice
 Inclusive Mobility and Transport Advisory Committee (IMTAC)
 Royal National Institute of Blind People (RNIB)
 Children and young Peoples Commissioner
 Ulster Scots Agency
 Victim Support

Women's Resource and Development Agency
National Society for the Prevention of Cruelty to Children (NSPCC)
County Down Rural Community Network
Confederation of Community Groups
Social Democratic and Labour Party
Sinn Fein
Democratic Unionist Party
Ulster Unionist Party
Alliance Party of Northern Ireland
Traditional Unionist Voice
Rainbow Project
Conradh na Gaeilge
Irish Congress of Trade Unions Northern Ireland Committee (ICTUNI)
Northern Ireland Public Service Alliance (NIPSA)
Equality Commission for Northern Ireland
Pobal
Foras na Gaeilge

Appendix 6 - Timetable for Proposed Measures (Schedule 9 4. (3) (b))

| Measure | Lead responsibility | Timetable |
|---|--|---|
| Section 75 Annual Progress Report | Head of Corporate Policy / Chief Executive | 31 August (annually) |
| Revised Equality Scheme submitted to Equality Commission for NI | Head of Corporate Policy / Chief Executive | 15 April 2020 |
| Develop Equality Action Plan 2020-2023 | Corporate Policy & Equality Officer | April 2020 |
| Implement Equality Action Plan | Head of Corporate Policy / Corporate Policy & Equality Officer | May 2020 onward |
| Consultation list reviewed and updated | Corporate Policy & Equality Officer | September (annually) |
| Policy Screening | Policy Owner / Corporate Policy & Equality Officer | Ongoing |
| Screening Reports | Head of Corporate Policy | Quarterly Policy Screening Report listing policies screened and the outcomes published. Tabled for consideration at Council's Strategy, Policy and Resources Committee and placed on the Council's website. |
| Training | | |
| Council employees | Human Resources / Corporate Policy & Equality Officer | Employee training requirements are identified through the annual appraisal process / changes to procedures and statutory requirements. The requirements are scheduled |

| | | |
|---|--|---|
| Seasonal workers | Human Resources / Corporate Policy & Equality Officer | in the Council's annual training programme Training provided to all new and seasonal employees as part of their induction training. |
| Elected Members (Councillors) | Democratic Services / Corporate Policy & Equality Officer | Elected Member training requirements are identified through elected member development / changes to procedures and statutory requirements. Requirements are scheduled in the Councillors' annual elected member development training programme. |
| Assessing access to information and services | Information / service owner / Corporate Policy & Equality Officer | Annually |
| Communication of revised Equality Scheme | Head of Corporate Policy / Corporate Policy & Equality Officer | Mailing to consultees (see appendix 5 for list). Advertisements in local newspapers, copy of revised equality scheme on Council website |
| Five-year review of equality scheme | Head of Corporate Policy / Corporate Policy & Equality Officer / Chief Executive | March 2025 |

Appendix 7 – Glossary of Terms

Action Plan

A plan which sets out actions a public authority will take to implement its Section 75 statutory duties. It is a mechanism for the realisation of measures to achieve equality outcomes for the Section 75 equality and good relations categories.

Action Measures and Outcomes

Specific measures to promote equality and good relations for the relevant Section 75 and good relations categories, linked to achievable outcomes, which should be realistic and timely.

Adverse Impact

Where a Section 75 category has been affected differently by a policy and the effect is less favourable, it is known as adverse impact. If a policy has an adverse impact on a Section 75 category, a public authority must consider whether or not the adverse impact is unlawfully discriminatory. In either case a public authority must take measures to redress the adverse impact, by considering mitigating measures and/or alternative ways of delivering the policy.

Affirmative Action

In general terms, affirmative action can be defined as being anything consistent with the legislation which is necessary to bring about positive change. It is a phrase used in the Fair Employment and Treatment Order (NI) 1998 to describe lawful action that is aimed at promoting equality of opportunity and fair participation in employment between members of the Protestant and Roman Catholic communities in Northern Ireland.

Article 55 Review

Under the Fair Employment and Treatment (NI) Order 1998, all registered employers must conduct periodic reviews of the composition of their workforces and of their employment practices for the purposes of determining whether members of the Protestant and Roman Catholic communities are enjoying, and are likely to continue to enjoy, fair participation in employment in each employer's concern. These reviews, which are commonly known as Article 55 Reviews, must be conducted at least once every three years.

Audit of Inequalities

An audit of inequalities is a systematic review and analysis of inequalities which exist for service users and those affected by a public authority's policies. An audit can be used by a public authority to inform its work in relation to the Section 75 equality and good relations duties. It can also enable public authorities to assess progress on the implementation of the Section 75 statutory duties, as it provides baseline information on existing inequalities relevant to a public authority's functions.

Consultation

In the context of Section 75, consultation is the process of asking those affected by a policy (i.e., service users, staff, and the general public) for their views on how the policy could be implemented more effectively to promote equality of opportunity across the 9 categories. Different circumstances will call for different types of consultation. Consultations could, for example, include meetings, focus groups, surveys and questionnaires.

Differential Impact

Differential impact occurs where a Section 75 group has been affected differently by a policy. This effect could either be positive, neutral or negative. A public authority must make a judgement as to whether a policy has a differential impact and then it must determine whether the impact is adverse, based on a systematic appraisal of the accumulated information.

Discrimination

The anti-discrimination laws prohibit the following forms of discrimination:

- . Direct Discrimination
- . Indirect Discrimination
- . Disability Discrimination
- . Victimisation
- . Harassment

Brief descriptions of these above terms follow:

Direct Discrimination

This generally occurs where a public authority treats a person less favourably than it treats (or, would treat) another person, in the same or similar circumstances, on one or more of the statutory non-discrimination grounds. A decision or action that is directly discriminatory will normally be unlawful unless: (a) in an age discrimination case, the decision can be objectively justified, or (b) in any other case, the public authority can rely on a statutory exception that permits it – such as a genuine occupational requirement exception; or, a positive action exception which permits an employer to use “welcoming statements” or to take other lawful positive action to encourage participation by under-represented or otherwise disadvantaged groups.

Indirect Discrimination

The definition of this term varies across some of the antidiscrimination laws, but indirect discrimination generally occurs where a public authority applies to all persons a particular provision, criterion or practice, but which is one that has the effect of placing people who share a particular equality characteristic (e.g. the same sex, or religious belief, or race) at a particular disadvantage compared to other people. A provision, criterion or practice that is indirectly discriminatory will normally be unlawful unless (a) it can be objectively justified, or (b) the public authority can rely on a statutory exception that permits it.

Disability Discrimination

In addition to direct discrimination and victimisation and harassment, discrimination against disabled people may also occur in two other ways: namely, (a) Disability-related Discrimination, and (b) failure to comply with a duty to make reasonable adjustments.

(a) Disability-related Discrimination generally occurs where a public authority, without lawful justification, and for a reason which relates to a disabled person's disability, treats that person less favourably than it treats (or, would treat) other people to whom that reason does not (or, would not) apply.

(b) Failure to comply with a duty to make reasonable adjustments:

One of the most notable features of the disability discrimination legislation is that in prescribed circumstances it imposes a duty on employers, service providers and public authorities to take such steps as are reasonable to remove or reduce particular disadvantages experienced by disabled people in those circumstances.

Victimisation

This form of discrimination generally occurs where a public authority treats a person less favourably than it treats (or, would treat) another person, in the same or similar circumstances, because the person has previously exercised his/her rights under the anti-discrimination laws, or has assisted another person to do so. Victimisation cannot be justified and is always unlawful.

Harassment

Harassment generally occurs where a person is subjected to unwanted conduct that is related to a non-discrimination ground with the purpose, or which has the effect, of violating their dignity or of creating for them an intimidating, hostile, degrading, humiliating or offensive environment. Harassment cannot be justified and is always unlawful.

Economic Appraisal

An economic appraisal is a systematic process for examining alternative uses of resources, focusing on assessment of needs, objectives, options, costs benefits, risks, funding and affordability and other factors relevant to decisions.

Equality Impact Assessment

The mechanism underpinning Section 75, where existing and proposed policies are assessed in order to determine whether they have an adverse impact on equality of opportunity for the relevant Section 75 categories. Equality impact assessments require the analysis of both quantitative and qualitative data.

Equality of Opportunity

The prevention, elimination or regulation of discrimination between people on grounds of characteristics including sex, marital status, age, disability, religious belief, political opinion, dependants, race and sexual orientation. The promotion of equality of opportunity entails more than the elimination of discrimination. It requires proactive measures to be taken to secure equality of opportunity between the categories identified under Section 75.

Equality Scheme

A document which outlines a public authority's arrangements for complying with its Section 75 obligations. An Equality Scheme must include an outline of the public authority's arrangements for carrying out consultations, screening, and equality impact assessments, monitoring, training and arrangements for ensuring access to information and services.

Good Relations

Although not defined in the legislation, the Commission has agreed the following working definition of good relations: 'the growth of relations and structures for Northern Ireland that acknowledge the religious, political and racial context of this society, and that seek to promote respect, equity and trust, and embrace diversity in all its forms'.

Mainstreaming Equality

The integration of equal opportunities principles, strategies and practices into the every day work of public authorities from the outset. In other words, mainstreaming is the process of ensuring that equality considerations are built into the policy development process from the beginning, rather than being bolted on at the end. Mainstreaming can help improve methods of working by increasing a public authority's accountability, responsiveness to need and relations with the public. It can bring added value at many levels.

Mitigation of Adverse Impact

Where an equality impact assessment reveals that a particular policy has an adverse impact on equality of opportunity, a public authority must consider ways of delivering the policy outcomes which have a less adverse effect on the relevant Section 75 categories; this is known as mitigating adverse impact.

Monitoring

Monitoring consists of continuously scrutinising and evaluating a policy to assess its impact on the Section 75 categories. Monitoring must be sensitive to the issues associated with human rights and privacy. Public authorities should seek advice from consultees and Section 75 representative groups when setting up monitoring systems. Monitoring consists of the collection of relevant information and evaluation of policies. It is not solely about the collection of data, it can also take the form of regular meetings and reporting of research undertaken. Monitoring is not an end in itself but provides the data for the next cycle of policy screening.

Northern Ireland Act

The Northern Ireland Act, implementing the Good Friday Agreement, received Royal Assent on 19 November 1998. Section 75 of the Act created the statutory equality duties.

Northern Ireland Statistics & Research Agency (NISRA)

The Northern Ireland Statistics and Research Agency (NISRA) is an Executive Agency within the Department of Finance and Personnel (DFP). They provide statistical and research information regarding Northern Ireland

issues and provide registration services to the public in the most effective and efficient way.

Policy

The formal and informal decisions a public authority makes in relation to carrying out its duties. Defined in the New Oxford English Dictionary as 'a course or principle of action adopted or proposed by a government party, business or individual'. In the context of Section 75, the term policies covers all the ways in which a public authority carries out or proposes to carry out its functions relating to Northern Ireland. Policies include unwritten as well as written policies.

Positive Action

This phrase is not defined in any statute, but the Equality Commission understands it to mean any lawful action that a public authority might take for the purpose of promoting equality of opportunity for all persons in relation to employment or in accessing goods, facilities or services (such as health services, housing, education, justice, policing). It may involve adopting new policies, practices, or procedures; or changing or abandoning old ones. Positive action is not the same as positive discrimination. Positive discrimination differs from positive action in that positive action involves the taking of lawful actions whereas positive discrimination involves the taking of unlawful actions. Consequently, positive action is by definition lawful whereas positive discrimination is unlawful.

Qualitative Data

Qualitative data refers to the experiences of individuals from their perspective, most often with less emphasis on numbers or statistical analysis. Consultations are more likely to yield qualitative than quantitative data.

Quantitative Data

Quantitative data refers to numbers, typically derived from either a population in general or samples of that population. This information is often analysed by either using descriptive statistics, which consider general profiles, distributions and trends in the data, or inferential statistics, which are used to determine 'significance' either in relationships or differences in the data.

Screening

The procedure for identifying which policies will be subject to equality impact assessment, and how these equality impact assessments will be prioritised. The purpose of screening is to identify the policies which are likely to have a minor/major impact on equality of opportunity so that greatest resources can be devoted to improving these policies. Screening requires a systematic review of existing and proposed policies.

Schedule 9

Schedule 9 of the Northern Ireland Act 1998 sets out detailed provisions for the enforcement of the Section 75 statutory duties, including an outline of what should be included in an Equality Scheme.

Section 75 Investigation

An investigation carried out by the Equality Commission, under Schedule 9 of the NI Act 1998, arising from the failure of a public authority to comply with the commitments set out in its approved Equality Scheme.

There are two types of Commission investigation, as follows:

1. An investigation of a complaint by an individual who claims to have been directly affected by the failure of a public authority to comply with its approved Equality Scheme;
2. An investigation initiated by the Commission, where it believes that a public authority may have failed to comply with its approved Equality Scheme.



Five-year review of Newry, Mourne and Down District Council's Equality Scheme

1 Introduction

- 1.1 Section 75 of the NI Act 1998 requires Newry, Mourne and Down District Council, in carrying out its functions, to have due regard to the need to promote equality of opportunity and regard to the desirability of promoting good relations across a range of categories outlined within the Act.

Council's Equality Scheme sets out how the Council will fulfil the Section 75 statutory duties. Our Equality Scheme has helped Council to mainstream the principles of Equality of Opportunity and Good Relations within our functions and decision-making processes.

The implementation of the Equality Scheme has also afforded an opportunity for difficult issues to be discussed not just within the workplace and Council chamber, but also in terms of consultations with Section 75 groups.

The Council's Corporate Policy Section, which is located within Council's Corporate Services Directorate, is responsible for the implementation of the Council's Equality Scheme.

- 1.2 As set out with our Equality Scheme, Newry, Mourne and Down District Council is required to review its Equality Scheme periodically as follows:

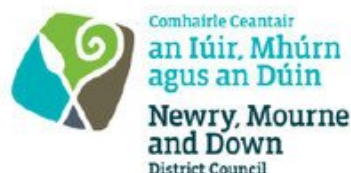
'A public authority shall, before the end of the period of five years beginning with the submission of its current scheme, or the latest review of that scheme, review that scheme and inform the Commission of the outcome of the review' (Equality Scheme, Chapter 10, paragraph 10.1)

Therefore, as required, Newry, Mourne and Down District Council has undertaken the following review of its Equality Scheme.

The review has been undertaken taking account of the Equality Commission for Northern Ireland's *'Guidance on conducting a 5 year review of an equality scheme'* (July 2016).

2 Review

- 2.1 In the following section, Newry, Mourne and Down District Council has detailed several examples of good practice and outlined how Council is meeting the requirements set out by the Equality Commission.



Five-year review of Newry, Mourne and Down District Council's Equality Scheme

2.2 *Evidence that senior staff are complying with their scheme commitments and providing appropriate leadership*

- 2.2.1 Newry, Mourne and Down District Council's Corporate Reporting template is designed to allow officers to detail the Equality and Good Relations implications for Council on all decisions. Following a review and mapping exercise undertaken in September 2019 of reports tabled for consideration at Council meetings over a period of 14 months, an amended corporate reporting template has been approved by the Council's Senior Management Team.

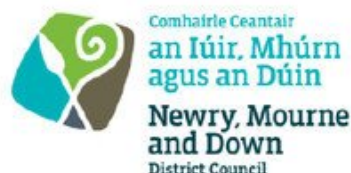
Officers completing committee reports will now ensure that this section of the template can no longer be left incomplete and officers must clearly detail consideration given to equality of opportunity and good relations in the decision-making process. Officers must also confirm whether an equality screening has been undertaken.

- 2.2.2 Council continues to provide Equality Screening training to Council officials. This training provided by an external facilitator continues to be a key part of the Council's calendar of training.

One-to-one guidance, advice and support is also provided to officers as and when required by the Head of Corporate Policy and the Corporate Policy and Equality Officer.

Examples of training provided over the five-year period is detailed below:

| Training issue | Participants |
|----------------------------|---|
| Elected Member Development | Specifically designed for Elected Members' development in relation to: <ul style="list-style-type: none"> • Ethics and Standards • Personal and Corporate Governance • Roles and Responsibilities of the Councillor • How the Council Works • Community Planning |



Five-year review of Newry, Mourne and Down District Council's Equality Scheme

| Training issue | Participants |
|--|--|
| Equality Screening and Equality Impact Assessments | Senior management, Heads of Service, Councillors, employees |
| Equality Scheme and diversity awareness | Compulsory for all employees |
| Dignity at Work | For all employees |
| Code of Conduct | For all employees |
| Attendance Management | Compulsory for staff with line management responsibility, Personnel staff, Trade Unions |
| Recruitment and Selection | Compulsory for staff with line management responsibility and involved or likely to be involved in Recruitment & Selection, Personnel staff |
| Investigations Officer | Nominated employees |
| Cultural Awareness | Nominated employees Training delivered by the District Electoral Area forums. |
| Gender identity | Nominated employees |

The Council also believed that the training plan should evolve to not just meet the needs of participants over the lifespan of its Equality Scheme but further into the future. This meant that training programmes were developed, delivered, updated, revised and tailored for specific groups, where necessary.

Newry, Mourne and Down District Council is committed to mainstreaming equality principles which means that all training related to people management and service delivery includes details of the Council's statutory



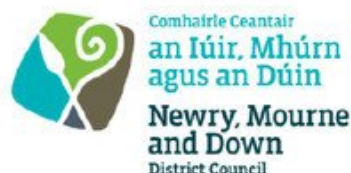
Five-year review of Newry, Mourne and Down District Council's Equality Scheme

duties to promote equality of opportunity and good relations across the Section 75 categories.

Training undertaken to date has been aimed at increasing awareness and greater understanding of emerging issues, in addition to the Council's statutory equality duties to promote equality of opportunity and good relations and to ensuring improved delivery of our services.

Evaluations of training have enabled participants to indicate their views upon the benefits and relevancy of their training and identifying further training needs. The Council's Learning and Development Manager undertakes evaluation of the Council's corporate training.

- 2.2.3 The Council's Equality and Good Relations Reference Group led by the Council's Chief Executive continues to be the Council's vehicle for considering and discussing politically sensitive and contentious issues, including those relating to events, policy and procedure, single issues requiring specific consideration for advice, with a view of reaching a common understanding, agreement and actions. The Reference Group operates under Chatham House Rules and are not formally minuted meetings. The Reference Group has held approximately 25 meetings since the formation of Newry, Mourne and Down District Council.
- 2.2.4 Newry, Mourne and Down District Council is required to report annually to the Equality Commission on progress of implementing its Section 75 statutory duties. Prior to submission to the Equality Commission, annual progress reports prepared by the Council's Corporate Policy section are considered and approved by the Council's Strategy, Policy and Resources Committee. During the five-year review period all Council's annual reports on progress were submitted prior to the 31 August deadline.
- 2.2.5 In terms of party political representation Newry, Mourne and Down District is a majority nationalist Council. Recognising the need for a specific funding initiative to further support diversity in the district and following discussions at the Equality and Good Relations Reference Group, a Minority Communities Fund has been established under two distinct themes:
 - Theme 1: Cultural Expression - for projects/initiatives that positively promotes minority community culture, tradition and identity.
 - Theme 2: Positively engaging minority Communities – for projects / initiatives to build positive relations, raise awareness and



Five-year review of Newry, Mourne and Down District Council's Equality Scheme

understanding, address perceptions and promote respect for minority communities.

Now in its second year, the theme has been favourably received by groups within the district and the number of applications has increased in the second year.

- 2.2.6 In line with its commitment to accessibility and communication the Council's Bilingualism Policy sets out the Council's commitment to facilitate and encourage the promotion and use of both the Irish language and the English language in the Council area. In promoting its civic leadership role, the Council continues to mainstream the use of the Irish Language as part of its overall Corporate Communications Strategy. This enables the use of Irish to be an effective means of communication for citizens.

2.3 *Evidence that decision – makers are aware of their obligations*

- 2.3.1 As stated above, the Council's Equality and Policy functions are located within the Corporate Services Directorate, under Corporate Policy and Planning. The Directorate Business Plans makes direct reference to the Section 75 statutory duties and actions relating to the implementation of the Council's Equality Scheme. This outlined key directorate actions, and a timetable / measure of success, related directly to Council's agreed Corporate Plan Objective of transformed & modernised the Council, providing accessible as well as value for money services.
- 2.3.2 With the amalgamation of the legacy Newry and Mourne and Down District Councils in April 2015, the job-matching and recruitment process continues to be a critical element the development of the new Council. Council is aware of their obligations regarding the process and examples of specifically relevant duties and responsibilities listed in new job descriptions include the following:
- Promote diversity across the organisation and in the Department by adhering to the Council's Equal Opportunity policies and procedures and avoiding all forms of discrimination both as an employer and a service provider.
 - Promote Equality and Diversity across the organisation by demonstrating an open commitment to and actively promoting and celebrating diversity, promoting social inclusion and community cohesion.



Five-year review of Newry, Mourne and Down District Council's Equality Scheme

- 2.2.3 Elected members participate in various training programmes including Equality and Good Relations, Equality Screening and Cultural Awareness training. The training equips Elected members with the relevant expertise and knowledge ensuring that consideration is given to section 75 in the decision-making process within Council.
- 2.2.4 As outlined within paragraph 2.2.1, the Council's corporate reporting template contains a section on equality and good relations implications. This helps to inform the Council's decision-making process.

2.4 Good Practice measures undertaken by public authorities

- 2.4.1 Newry, Mourne and Down District Council continues to be an active member of the Local Government Staff Commission Statutory Duty Network. This forum continues to be a space for officers from all councils to meet to share examples of best practice and provide advice, guidance, knowledge and expertise on issues relating to equality related matters.
- 2.4.2 Newry, Mourne and Down District Council was the first of the District Councils to introduce a Traveller Forum. The Newry, Mourne and Down Traveller Forum is facilitated by the Council and members include Elected Representatives, the Education Authority, Southern Health and Social Care Trust, voluntary and community sector organisations and members of the Travelling community. The Traveller Forum continues to promote an inclusive and civil society in the Newry, Mourne and Down District Council area by championing Traveller rights and addressing current provisions for the Traveller community within the district. The Forum meets quarterly. The Traveller Forum has engaged with the Northern Ireland Human Rights Commission on the Traveller Accommodation study which was officially launched in March 2018. The Council's Corporate Policy and Equality Officer has presented updates at events on Council's progress as the Council was deemed an example of best practice.
- 2.4.3 Newry, Mourne and Down District Council has continued to take forward several projects aimed at addressing the needs of Black and Minority Ethnic residents. The key initiative was maintaining and further developing the Ethnic Minority Support Centre based in Newry, and advice clinics in Newry Housing Executive, Newry Citizens Advice Bureau and Downpatrick. The Centre provides advice and support, signposting of services, and examining the barriers to services and cultural awareness. Advice and information is



Five-year review of Newry, Mourne and Down District Council's Equality Scheme

available in English, Bulgarian, Polish, Lithuanian, Russian and Romanian. In the last two years, the centre has also established a weekly Arabic clinic for Syrian families and is held each Friday.

This has been mainstreamed through the Council's Good Relations Programme. It is primarily located within Newry Town Hall in the centre of Newry City, and its services included the following:

1. Housing clinic operated in partnership with the Northern Ireland Housing Executive;
2. Clinic in Newry Citizens Advice Bureau;
3. Ongoing provision of interpretation and translation services for clients;
4. Series of information events held on issues such as health, legal issues, finance, education etc.

- 2.4.5 Newry, Mourne and Down District Council continues its ongoing commitment and participation in the Local Government Staff Commission's Equality and Diversity in Local Council's initiative and appointment of Diversity Champions.

2.5 Examples of collaborative working in relations to scheme development, screening, impact assessment, consultation and monitoring.

- 2.5.1 As previous detailed, Council's Head of Corporate Policy and Corporate Policy and Equality Officer provide training, advice and guidance on equality screening policies. During the five-year review period 101 equality screenings were completed. Support and advice is also sought from officers from local authorities through the Statutory Duty Network meetings.
- 2.5.2 In relation to consultation, Newry, Mourne and Down District Council's Consultation and Engagement toolkit sets out Council's commitment to ensuring a comprehensive corporate approach is taken to actively encourage participation. This enables people to have a voice on local issues that affect them. The Council has seven District Electoral Area Forums whose membership contains Councillor's and independent members. This engagement model underpins the Council's Community Planning programme and is committed to the building community capacity and delivery of equality and good relations within the local community.



Five-year review of Newry, Mourne and Down District Council's Equality Scheme

- 2.5.3 As stated previously, following review, the Council's revised corporate reporting template assists evidence-based decision-making and ensures transparency in the governance process.

2.6 *Any investigations that the Commission has conducted in relation to any such complaints and any resulting recommendations that the commission has made.*

- 2.6.1 During the five-year period Council liaised with the Equality Commission in relation to two specific matters A) the naming of Raymond McCreesh Park and B) Pavement Café Designation Policy.

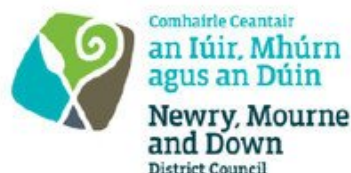
Council co-operated fully, providing access to any documentation that the Equality Commission required.

- 2.6.2 A) Naming of Raymond McCreesh Park – Council met with Evelyn Collins, Chief Executive, ECNI and Michael Wardlow, Chief Commissioner, ECNI to consider and discuss the Equality Commission for Northern Ireland's decision to rescind the decision it took in March 2015, by which it accepted the review undertaken by Newry and Mourne District Council had complied with the recommendation made by the Equality Commission.

The Equality Commission's recommendation was that to ensure transparency, the Council debate and vote on this issue be conducted in public and properly recorded and that Councillors be provided with a qualitative analysis of the consultation responses prior to that debate and vote. Discussion centred upon consideration on next steps in relation to this matter. Further to this, Council commissioned a consultant to undertake a qualitative analysis of the consultation responses, with the Councillors' Equality and Good Relations Reference Group considering and developing an options paper for consideration by Council.

This matter is still ongoing and the facility is now subject to the D1 process having been designated by Council as a surplus asset.

- 2.6.3 B) Pavement Café Designation Policy- During the five-year reporting period the Inclusive Mobility and Transport Advisory Committee (Imtac) raised a complaint with the Equality Commission alleging that Newry, Mourne and Down District Council had failed to comply with its approved Equality Scheme in relation to its Pavement Café Designation Policy.



Five-year review of Newry, Mourne and Down District Council's Equality Scheme

Council received correspondence from the Equality Commission dated 30 January 2018 re: Complaint under Section 75, Schedule 9, Paragraph 10 of the NI Act 1998; failure to comply with an approved Equality Scheme in relation to the screening of the Council's Pavement Café Designation Policy, requesting any relevant information the ECNI Investigations Committee should take into consideration when making its decision on whether or not to authorise an investigation.

Council provided the following information to the Equality Commission:

- Newry, Mourne and Down District Council's Equality Scheme
- Equality screening Pavement Café Designation Policy
- Updated equality screening of Pavement Café Designation Policy
- NMDDC letter of response to IMTAC complaint emailed 24 April 2017
- NMDDC email of 17 October 2017 and attached documentation responding to IMTAC email dated 12 October 2017
- Notice of a Stakeholder Meeting held on 22 September 2016 to discuss the implementation of the Licensing of Pavement Cafe Act (NI) 2014, the relevant Attendance Sheet and presentation given at the meeting

Further to this, Council received correspondence from the Equality Commission advising that the Commission's Statutory Duty Investigation's Committee had decided not to authorise an investigation into the complaint.

The Record of Decision – April 2018 set out the following:

"The Committee decided not to authorise an investigation of this complaint for the reason that the Public Authority appears to have properly considered the evidence provided by the Complainant, in accordance with paragraph 4.8 of its Equality Scheme, to inform its second screening decision. In addition, as a direct result, the Public Authority has made amendments to its Policy."

The successful outcome to this complaint demonstrates the importance of appropriate governance, record-keeping, equality screening policies, quarterly reporting of policy screening, and considering and responding to complaints.

- 2.6.4 For noting: The revised Equality Scheme being tabled for consideration at the Council's Strategy, Policy and Resources Committee on 12 March 2020, Chapter 8, regarding Council's complaints procedure has been amended to reflect advice outlined in the Equality Commission for Northern Ireland, Procedures for Complaints and Investigations (December 2019).



Five-year review of Newry, Mourne and Down District Council's Equality Scheme

- 2.6.5 Accordingly, the revised Equality Scheme proposes the deadlines for responding to complaints contained within paragraph 8.5 be amended from one (1) month and two (2) months to 20 working days and 40 working days respectively.

2.7 *Complaints received under an equality scheme's complaints procedure*

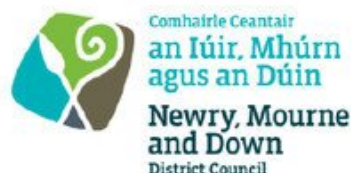
- 2.7.1 During the five-year reporting period Council received a complaint from Imtac regarding the Council's Pavement Café Designation Policy and equality screening, requesting the policy be subject to an equality impact assessment.

Having considered Imtac's correspondence, Council updated the original equality screening as it did not reflect amendments of the policy and did not make direct reference to the potential impact upon older people, families and carers and young people. However, it was the view that this did not alter the original decision of screening that the Pavement Café Designation Policy not be subject to an EQIA (with no mitigating measures required).

This was on the basis that the guidance documents provided by Imtac were not legislative requirements, and the Council's policy positively outlines the matters the Council shall take account of in determining the suitability of each proposed area covered by the licence, details to be provided by applicants, adequately addresses issues of clearance and appropriate screening of licensed areas, and advises the circumstances where the Council may revoke a pavement café licence.

Council was satisfied and confident the policy provides an effective framework to enable Council decide whether to designate a street or part thereof as a pavement café and whether to grant or refuse an application for a pavement café, and did not consider the policy is required to be subject to an equality impact assessment.

Notwithstanding this, as contained in paragraph 2.6.3, Imtac raised a complaint with the Equality Commission alleging that Newry, Mourne and Down District Council had failed to comply with its approved Equality Scheme in relation to its Pavement Café Designation Policy.



Five-year review of Newry, Mourne and Down District Council's Equality Scheme

3.0 Conclusion

This review has been conducted very much along the same lines as the Annual Progress reports which Newry, Mourne and Down District Council must undertake.

However, it has allowed an element of reflection for Newry, Mourne and Down District Council on how the Council has strived to deliver its equality scheme, and ensure we as a council are compliant in delivering upon its statutory duties to promote Equality of Opportunity and Good Relations

This five-year review has determined that Newry, Mourne and Down District Council's Equality Scheme has benefitted section 75 groups. The success of the scheme is due to the leadership and support provided by Chief Executive, Council's Senior Management Team and Elected Members and this commitment is cascaded down through the organisation. Through training, advice and guidance provided, Officers continue to have a greater understanding of what is required from them to ensure we as a Council are meeting our duties.

Whilst there have been challenges, Newry, Mourne and Down District Council, with the advice and support from the Equality Commission, has addressed and continues to address these.

Newry, Mourne and Down District Council acknowledge the continuing nature of the Section 75 statutory duties and we believe the commitments set out within our revised Equality Scheme will ensure our effective compliance with the Section 75 statutory duties and assist us to monitor and review our progress.

| | |
|--------------------------|--|
| Report to: | Strategy, Policy and Resources Committee |
| Date of Meeting: | 12 th March 2020 |
| Subject: | Health and Safety Compliance Polices |
| Reporting Officer | Dorinnia Carville, Director of Corporate Services |
| Contact Officer | Kevin Scullion, Assistant Director, Facilities Management & Maintenance Department |

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

For decision ☒ **For noting only** ☐

| | |
|------------|---|
| 1.0 | Purpose and Background |
| 1.1 | <p>The purpose of this report is to make the Committee aware of four health and safety compliance polices which have recently been approved through the Councils Senior Management Team (SMT), Corporate Management Team (CMT) and Corporate Health and Safety Committee. They cover the compliance areas; legionella, asbestos, use of portable electric appliances and fire safety. Copies of the polices are provided at Appendix 1 to 4 attached.</p> <p>The policy statements are high level in nature – recognising Council responsibility to manage these compliance issues and committing Council to do so. Whilst these areas are already under management it is intended that there will be a written Management Plan to accompany each policy and it is within the management plans that more specific detail on how these compliance areas are being managed is provided – roles and responsibilities, work practices and activities etc.</p> <p>The policy documents have been discussed at the Corporate Health & Safety Committee in January 2020 and at the CMT Meeting in February 2020 with final approval at the SMT Meeting on the 3rd March 2020.</p> |
| 2.0 | Key Issues |
| 2.1 | <ul style="list-style-type: none"> The Council has a legal duty under health and safety legislation to ensure it has adequate control measures in place to control a range of risks including; legionella, asbestos, use of portable electric appliances and fire safety. There is no statutory duty on the Council to have an agreed policy statement on these compliance issues but there is a duty to manage the risks arising from them. The policy statements as presented in the attached appendices follow the Corporate template for Council policies with the inclusion of the findings from the Equality Screening and Rural Impact Assessment for each policy area. The policy statements are high level in nature – recognising Council responsibility to manage these compliance issues and committing Council to do so. Whilst these areas are already under management it is intended |

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| | <p>that there will be a written Management Plan to accompany each policy and it is within the management plans that more specific detail on how these compliance areas are being managed is provided.</p> <ul style="list-style-type: none"> • Work is at an advanced stage with the development of the Management Plans for legionella and asbestos which will be consulted on shortly with both of Corporate Health & Safety Committee, CMT and SMT. |
| 3.0 | Recommendations |
| 3.1 | Note the content of the report. |
| 4.0 | Resource implications |
| 4.1 | None |
| 5.0 | Equality and good relations implications |
| 5.1 | It is not anticipated that the proposal will have an adverse impact upon equality of opportunity and good relations. |
| 6.0 | Rural Proofing implications |
| 6.1 | Due regard to rural needs are to be considered. |
| 7.0 | Appendices |
| | <p>Appendix 1: Asbestos Management Policy Appendix 2: Fire Safety Management Policy Appendix 3: Legionella Management Policy Appendix 4: Portable Electrical Appliance Safety Policy</p> |
| 8.0 | <p>Background Documents</p> <p><i>This relates to meeting requirements outlined in Part 8 of the Local Government Act (NI) 2014, Access to Meetings and Documents, wherein for four years after a meeting the following must be available at the Council Offices and on the website:</i></p> <p><i>Background papers which are defined as those documents relating to the subject matter of a report which:</i></p> <ul style="list-style-type: none"> <i>a) Disclose any facts or matters which in the opinion of the Chief Executive, the report or an important part of the report is based upon; and</i> <i>b) Have, in the Chief Executive's opinion, been relied upon to a material extent in preparing the report.</i> <p><i>These are documents on which the report, or an important part of the report, is based upon and have been relied upon to a material extent in preparing the report.</i></p> |
| 8.1 | None |

Appendix 1: Asbestos Management Policy March 2020

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1.0) Introduction

Newry, Mourne and Down District Council (the Council) has a duty under the Health and Safety at Work (NI) Order 1978 and the Control of Asbestos Regulations (NI) 2012 to ensure, so far as is reasonably practicable, the health, safety and welfare at work of their employees and others who may be affected by its activities.

This policy statement and associated Asbestos Management Plan (AMP) has been developed to manage the risk associated with asbestos materials; prevent exposure and the spread of asbestos; and to ensure compliance with relevant legislation and guidance.

Asbestos is a fibrous mineral that possesses several useful properties such as heat and electrical insulation; chemical resistance; fire resistance and high tensile strength. Consequently, it was used widely as a material in buildings, structures, plant and services in the UK up until 1999.

Exposure to asbestos fibres can lead to serious health consequences as all types of asbestos are classified as Category 1 carcinogens. There are three main asbestos-related diseases: asbestosis (a form of pneumoconiosis with scarring and inflammation of lung tissue), lung cancer and mesothelioma (a cancer of the pleura – the lining of the lung or the peritoneum). In addition, asbestos can cause a number of other conditions, including pleural thickening and effusions. These conditions may result in the death of the person affected and symptoms are often latent

Groups at higher risk of exposure to asbestos fibres include those working in maintenance, construction, demolition and allied trades and professions. These workers could come across asbestos containing materials (ACMs) during their normal work and potentially disturb them if they do not know they contain asbestos. ACMs which are managed and monitored to ensure that they remain intact and are not releasing fibres into the environment do not pose a risk of harm. However, it is only through the careful management of ACMs that the risks associated with asbestos will be controlled to acceptable levels.

2.0) Policy Statement:

The Council recognises that exposure to asbestos fibres can present a serious risk to health and is committed to effectively manage asbestos occurrences within its buildings to protect the health and safety of its staff, contractors, clients and visitors who may be affected by their activities, along with ensuring compliance with all relevant health and safety legislation.

3.0) Policy Objectives

The Council is the "Duty Holder" for all properties within its estate as defined under Regulation 4 "the duty to manage asbestos in non-domestic premises" of the Control of Asbestos Regulations (NI) 2012 and, as such, has responsibilities to:

- a) Identify asbestos containing materials at their premises;
- b) Assess the risk that these materials pose;

Appendix 1: Asbestos Management Policy March 2020

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- c) Carry out any required remedial actions; and
- d) Design and implement a plan to manage the ongoing risk, including;
 - Ensuring ACMs are maintained and construction / maintenance works are controlled;
 - information is provided to those who require it; and
 - procedures are put in place to manage incidents and emergencies.

The Council through the successful implementation of its AMP will meet these policy objectives.

4.0) Scope

This policy applies to all Council owned and leased premises constructed prior to 2000, to any extent, under the Council's control. The policy and associated AMP sets down the framework by which the Council, all employees, contractors and visitors will be expected to meet their legal duties.

The AMP details the requirements and standards that must be complied with to prevent uncontrolled disturbance of ACMs resulting in possible exposure affecting employees, visitors and external contractors; to prevent the spread of any asbestos contamination and to achieve and maintain compliance with all applicable health and safety legislation.

The AMP provides a standardised approach for all persons who are responsible for managing workplaces, premises and facilities and work activities, thus ensuring consistency across the Council.

5.0) Definitions

Duty Holder – Organisation responsible for ensuring compliance with the relevant legal duty.

Carcinogen – a substance capable of causing cancer in living tissue.

Asbestos containing materials (ACMs) – is any material containing more than one percent asbestos.

6.0) Related Policies and Guidance

This document should be read in conjunction with the following: -

- Newry, Mourne & Down District Council Health & Safety Policy
- Newry, Mourne & Down District Council Health & Safety Policy Organisational Procedures
- Newry, Mourne & Down District Council Asbestos Management Plan (AMP)

Other relevant statutory regulations and documents to be consulted as part of the policy include: -

- Health & Safety at Work (NI) Order 1978
- Management of Health & Safety at Work Regulations (NI) 2000

Appendix 1: Asbestos Management Policy March 2020

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- Control of Asbestos at Works Regulations (NI) 2012
- HSE (2013), Managing and working with asbestos: Approved Code of Practice and guidance, L143 (2nd ed).

7.0) Equality Screening & Good Relations

The policy has been equality screened and the outcome is that it not be subject to an EQIA (with no mitigating measures required).

8.0) Rural Impact Assessment

Due regard to rural needs has been considered and a rural needs impact assessment has been completed.

9.0) Document Owner

Assistant Director: Facilities Management & Maintenance, Newry, Mourne and Down District Council, Facilities Management and Maintenance Department.

Telephone contact number 03301374619

10.0) Document Authorisation

| | |
|---|--------------------------------|
| SMT | 3 rd March 2020 |
| CMT | 28 th February 2020 |
| Corporate Health & Safety Committee | 28 th February 2020 |
| Strategy, Policy and Resources Committee (for noting) | |

11.0) Effective Date

TBC

12.0) Review Date

Review of Policy at least biannually.

Appendix 2: Fire Safety Management Policy March 2020

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1.0) Introduction

Newry, Mourne and Down District Council (the Council) has a duty under the Health and Safety at Work (NI) Order 1978 to ensure, so far as is reasonably practicable, the health, safety and welfare at work of their employees and others who may be affected by activities on its premises.

This policy statement and associated Fire Safety Management Plan (Management Plan) has been developed to ensure that fire safety systems and procedures are in place to manage the risk associated with fire and to ensure compliance with relevant legislation and guidance.

2.0) Policy Statement:

The Council recognises that fire is a major threat to the activities of the Council. An outbreak of even a small fire creates risk to life and property, damage to the environment and may compromise normal business activities.

The Council is committed to protecting the health and safety of their employees, contractors, clients and visitors who may be affected by their activities, along with ensuring compliance with all relevant health and safety legislation.

3.0) Policy Objectives

The Council, as the "Duty Holder", by making this policy commits to provide safe working conditions for its employees, and others who may be affected by activities in its premises.

The Council through this policy commits to assess the risks of fire within all its premises and to implement appropriate fire safety precautions in each premise.

The Council through the successful implementation of its Management Plan will meet these policy objectives.

4.0) Scope

This policy applies to all premises including temporary structures such as marquees and activities falling, to any extent, under the Council's control. The policy and associated Management Plan sets down the framework by which the Council, all employees, contractors and visitors will be expected to meet their legal duties.

The Management Plan details the requirements and standards that must be complied with to reduce the risk of fire within Council premises, provide safe egress from Council properties in the event of a fire and maintain compliance with all applicable health and safety legislation.

The Management Plan provides a standardised approach for all persons who are responsible for managing workplaces, premises and facilities and work activities, thus ensuring consistency across the Council.

Appendix 2: Fire Safety Management Policy March 2020

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5.0) Definitions

Duty Holder – Organisation responsible for ensuring compliance with the relevant legal duty.

6.0) Related Policies and Guidance

This document should be read in conjunction with the following: -

- Newry, Mourne & Down District Council Health & Safety Policy
- Newry, Mourne & Down District Council Health & Safety Policy Organisational Procedures
- Newry, Mourne & Down District Council Fire Safety Management Plan (Management Plan)

Other relevant statutory regulations and documents to be consulted as part of the policy include: -

- Health & Safety at Work (NI) Order 1978
- Management of Health and Safety at Work Regulations (NI)2000
- Fire Safety Regulations (NI) 2010
- Control of Substances Hazardous to Health (NI) 2003

7.0) Equality Screening & Good Relations

The policy has been equality screened and the outcome is that it not be subject to an EQIA (with no mitigating measures required).

8.0) Rural Impact Assessment

Due regard to rural needs has been considered and a rural needs impact assessment has been completed.

9.0) Document Authorisation

| | |
|---|--------------------------------|
| SMT | 3 rd March 2020 |
| CMT | 28 th February 2020 |
| Corporate Health & Safety Committee | 28 th February 2020 |
| Strategy, Policy and Resources Committee (for noting) | |

10.0) Document Owner

Assistant Director: Facilities Management & Maintenance, Newry, Mourne and Down District Council, Facilities Management and Maintenance Department.

Telephone contact number 03301374619

Appendix 2: Fire Safety Management Policy March 2020

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11.0) Effective Date

TBC

12.0) Review Date

Review of Policy at least biannually.

Appendix 3: Legionella Management Policy March 2020

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1.0) Introduction

Newry, Mourne and Down District Council (the Council) has a duty under the Health and Safety at Work (NI) Order 1978 to ensure, so far as is reasonably practicable, the health, safety and welfare at work of their employees and others who may be affected by activities on its premises.

This policy statement and associated Legionella Management Plan (Management Plan) have been developed to manage the risk associated with legionella bacteria, prevent exposure to and the spread of legionella bacteria and to ensure compliance with relevant legislation and guidance.

Legionella Pneumophila and other bacteria can cause an infection known as Legionellosis. Legionnaire's disease is a pneumonia and may be fatal. It is not possible to contract Legionnaires disease by drinking or bathing in contaminated water. The spores of the bacteria must be airborne and breathed in to cause the pneumonia associated with Legionnaires disease.

Legionella bacteria are present in water systems and do not pose a health concern if the appropriate control measures are in place and maintained. The risk from Legionella bacteria increases if the water in the system is maintained at temperatures which encourage its growth, is stagnant and bio-film can develop on the inside of the water pipes. This bio-film provides nutrients and encourages growth of the bacteria. Legionella proliferation can be suppressed by controlling the water temperature and by keeping the flow of water through the system consistent.

2.0) Policy Statement:

The Council recognises that exposure to legionella bacteria can present a serious risk to health and is committed to protecting the health and safety of its staff, contractors, clients and visitors who may be affected by its activities, along with ensuring compliance with all relevant health and safety legislation including the HSE publication; Legionnaires' Disease - The control of legionella bacteria in water systems (Approved Code of Practice and guidance, L8 (4th ed)).

3.0) Policy Objectives

The Council, as the "Duty Holder", by making this policy commits to prevent, so far as is reasonably practicable, the occurrence of legionella bacteria in breathable form, arising from its water systems, that can be inhaled by employees and others who may be present in the workplace.

The Council through the successful implementation of its Management Plan will meet this policy objective.

4.0) Scope

This policy applies to all premises including temporary structures such as marquees and activities falling, to any extent, under the Council's control. The Policy and

Appendix 3: Legionella Management Policy March 2020

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associated Management Plan sets down the framework by which the Council, all employees, contractors and visitors will be expected to meet their legal duties.

The Management Plan details the requirements and standards that must be complied with to prevent the release of legionella bacteria in breathable form that can be inhaled by employees and others who may be present in the workplace and maintain compliance with all applicable health and safety legislation.

The Management Plan provides a standardised approach for all persons who are responsible for managing workplaces, premises and facilities and work activities, thus ensuring consistency across the Council.

5.0) Definitions

Duty Holder – Organisation responsible for ensuring compliance with the relevant legal duty.

Approved Codes of Practice (ACOPs) are guidance with specific legal standing. They deal with a wide range of hazardous materials and working practices. Employers who are prosecuted for a breach of health and safety law, who have not followed an ACOP, are likely to be found at fault by the courts.

Legionellosis is the collective name given to the pneumonia like illness caused by legionella bacteria, including the most serious, Legionnaires' disease. Infection is caused by breathing in small droplets of water contaminated by the bacteria.

6.0) Related Policies and Guidance

This document should be read in conjunction with the following: -

- Newry, Mourne & Down District Council Health & Safety Policy.
- Newry, Mourne & Down District Council Health & Safety Organisational Procedure.
- Newry, Mourne & Down District Council Legionella Management Plan (the Management Plan).

Other relevant statutory regulations and documents to be consulted as part of the policy include: -

- HSE (2013), Legionnaires' Disease. The control of legionella bacteria in water systems: Approved Code of Practice and guidance, L8 (4th ed).
- Health & Safety at Work (NI) Order 1978
- Control of Substances Hazardous to Health (Northern Ireland) 2013 (COSHH (NI))
- Management of Health and Safety at Work Regulations (NI) 2000
- Legionnaires Disease: Technical Guidance HSG 274.

Appendix 3: Legionella Management Policy March 2020

7.0) Equality Screening & Good Relations

The policy has been equality screened and the outcome is that it not be subject to an EQIA (with no mitigating measures required).

8.0) Rural Impact Assessment

Due regard to rural needs has been considered and a rural needs impact assessment has been completed.

9.0) Document Authorisation

| | |
|---|--------------------------------|
| SMT | 3 rd March 2020 |
| CMT | 28 th February 2020 |
| Corporate Health & Safety Committee | 28 th February 2020 |
| Strategy, Policy and Resources Committee (for noting) | |

10.0) Document Owner

Assistant Director: Facilities Management & Maintenance, Newry, Mourne and Down District Council, Facilities Management and Maintenance Department.

Telephone contact number 03301374619

11.0) Effective Date

TBC

12.0) Review Date

Review of Policy at least biannually.

Appendix 4: Portable Electrical Appliance Safety Policy

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1.0) Introduction

Newry, Mourne and Down District Council (the Council) has a duty under the Health and Safety at Work (NI) Order 1978 to ensure, so far as is reasonably practicable, the health, safety and welfare at work of their employees and others who may be affected by their activities.

This policy statement and associated Portable Electrical Appliance Management Plan (Management Plan) have been developed to manage the risk associated with use of portable electrical appliances.

2.0) Policy Statement:

The Council recognises that use of portable electrical appliances can present a serious risk to health and fire. The Council is committed to protecting the health and safety of their staff, contractors, clients and visitors who may be affected by their activities, along with ensuring compliance with all relevant health and safety legislation.

3.0) Policy Objectives

The Council is the "Duty Holder" for all portable electrical appliances within their estate. Only portable electrical appliances (as defined by Section 5) will fall within the scope of this policy and associated Management Plan.

The objectives of this policy are to:

- Ensure so far as is reasonably practicable, that portable electrical appliances used within the Council estate do not present a risk to the health, safety and welfare of staff, contractors, clients and visitors to the Council estate.
- Provide and maintain safe systems of work for the use of portable electrical appliances, that are safe and without risk to health & safety;
- Provide such information, instruction, training and supervision to ensure employees carry out their works safely.

The Council through the successful implementation of its Management Plan will meet these policy objectives.

4.0) Scope

This policy applies to all premises including temporary structures and activities falling, to any extent, under the Council's control. The policy and associated Management Plan sets down the framework by which the Council, all employees, contractors and visitors will be expected to meet their legal duties regarding the use of portable electrical appliances.

Appendix 4: Portable Electrical Appliance Safety Policy

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The Management Plan details the requirements and standards that must be complied with to prevent harm to employees, visitors and others and to achieve and maintain compliance with all applicable health and safety legislation.

The Management Plan provides a standardised approach for all persons who are responsible for managing workplaces, premises, facilities and work activities, ensuring consistency across the Council.

5.0) Definitions

Duty Holder – Organisation responsible for ensuring compliance with the relevant legal duty.

Portable Electrical Appliance – Electrical appliances fitted with a plug, rated between 110 and 500 volts ac, and allowing disconnection from the electrical supply without the use of a tool.

6.0) Related Policies and Guidance

This document should be read in conjunction with the following: -

- Newry, Mourne & Down District Council Health & Safety Policy
- Newry, Mourne & Down District Council Health & Safety Policy Organisational Procedures
- Newry, Mourne & Down District Council Portable Electrical Appliance Management Plan

Other relevant statutory regulations and documents to be consulted as part of the policy include: -

- Health & Safety at Work (NI) Order 1978
- Management of Health & Safety at Work Regulations (NI) 2000
- The Electricity at Work Regulations (NI) 1991
- Provision and Use of Work Equipment Regulations (NI) 1999
- Maintaining Portable Electrical Equipment in low-risk environments INDG236(rev3) HSE 2013
- Relevant British Standards

7.0) Equality Screening & Good Relations

The policy has been equality screened and the outcome is that it not be subject to an EQIA (with no mitigating measures required).

8.0) Rural Impact Assessment

Due regard to rural needs has been considered and a rural needs impact assessment has been completed.

9.0) Document Owner

Assistant Director: Facilities Management & Maintenance, Newry, Mourne and Down District Council, Facilities Management and Maintenance Department.

Appendix 4: Portable Electrical Appliance Safety Policy

Telephone contact number 03301374619

10.0) Document Authorisation

| | |
|---|--------------------------------|
| SMT | 3 rd March 2020 |
| CMT | 28 th February 2020 |
| Corporate Health & Safety Committee | 28 th February 2020 |
| Strategy, Policy and Resources Committee (for noting) | |

11.0) Effective Date

TBC

12.0) Review Date

Review of Policy at least biannually.

| | |
|---|--|
| Report to: | Strategy, Policy and Resources Committee |
| Date of Meeting: | 12 March 2020 |
| Subject: | Managing Attendance Policy |
| Reporting Officer (Including Job Title): | Catrina Miskelly, Assistant Director Corporate Services: (HR & Safeguarding) |
| Contact Officers (Including Job Title): | Philip Preen, HR Policy and Projects Manager |

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

| | For decision | x | For noting only | |
|---|--|---|-----------------|--|
| 1.0 Purpose and Background | | | | |
| 1.1 | The Council recognises it is inevitable that employees will experience periods of ill health which prevent them from attending work. The aim of this new policy is to ensure that all such sickness absences are treated consistently, fairly and sympathetically. | | | |
| 1.2 | Increased levels of employee absence increase workloads for other employees who may be required to cover for absent colleagues. This is disruptive and reduces the quality of Council services provided to customers and local citizens. | | | |
| 1.3 | Employee absence is also financially expensive for the Council in terms of occupational sick pay and additional costs to cover for absent employees. Therefore, satisfactory levels of attendance are a priority for the Council. | | | |
| 1.4 | Through facilitated bargaining supported by the Labour Relations Agency consultation with the recognised Trade Unions was undertaken and agreement reached on the Policy via the Local Consultative Negotiating Forum Policy Working Group. | | | |
| 2.0 Key issues | | | | |
| 2.1 | The new policy brings together legacy arrangements for managing attendance and replaces 5 previous policies in place across the Council. | | | |
| 2.2 | The policy clearly sets out the roles and responsibilities that both employees and managers have to follow to ensure absence from work is effectively managed. | | | |
| 2.3 | The policy provides information to all employees about the mechanisms in place to support full attendance at work for example BHSF, subsidised use of Council operated leisure facilities and family friendly policies to help employees manage their work life balance. | | | |
| 3.0 Recommendations | | | | |
| 3.1 | It is recommended this new policy is adopted by Council for implementation. | | | |
| 4.0 Resource implications | | | | |
| 4.1 | None Identified | | | |
| 5.0 Equality and good relations implications | | | | |
| 5.1 | Both the Managing Attendance Policy and Procedure were agreed at the Local Consultative Negotiating Forum on 9 March 2020. | | | |
| 6.0 Rural Proofing implications | | | | |
| 6.1 | Not applicable | | | |
| 7.0 Appendices | | | | |
| 7.1 | Copy of Managing Attendance Policy (June 2017) | | | |
| 8.0 Background Documents | | | | |
| | None | | | |

Managing Attendance Policy



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1.0) Introduction

The Council as an employer is concerned about the health, safety and well-being of all of its employees and is committed to promoting good health and best practice throughout the organisation. The Council is committed to providing best value services for the local community, and within this context the Council recognises that high levels of attendance at work make a significant contribution to the planning and provision of effective Local Authority services.

The Council recognises that it is inevitable that employees will experience periods of ill health which prevent them from attending work. It will ensure that all such sickness absences are treated fairly and sympathetically, and is committed to providing appropriate support and encouragement to employees who are absent. The Council will take all reasonable steps to assist employees to return to work.

High levels of employee absence increase the workload for other members of staff who may be required to provide cover for absent colleagues. This is disruptive and can reduce the quality of service provided to customers.

Employee absence is also financially expensive for the Council in terms of sick pay, overtime payments to cover additional workloads, costs from agency or casual workers brought in to provide cover and lost productivity. Satisfactory levels of employee attendance are therefore a priority for the Council.

2.0) Underlying Principles

2.1) The Council Recognises:

1. The need for a clear, fair and consistent policy and procedures for managing attendance.
2. The health and well-being of employees to be of paramount importance. The Council is committed to rehabilitation and aims to support those who are too unwell to attend work.
3. Sickness absence can be in the form of either short term absence or long term incapacity.
4. That, while the vast majority of employees are conscientious and give good attendance, any absence is likely to put additional pressure on other employees and this, in turn, can affect the level and quality of service provided to customers and other stakeholders.
5. Its obligations in terms of the Disability Discrimination (Northern Ireland) Order 2006 (as amended) and will comply with the relevant provisions when operating the Managing Attendance Policy and Procedures. This will include making any reasonable adjustments to facilitate an employee's continued employment or return to work.
6. The need to provide a safe working environment.

3.0) Policy Statement

The Council expects the regular and punctual attendance of all employees at work. The Council recognises that staff occasionally will be absent from work due to sickness absence. Employees are not expected to come to work when they are too unwell to do so.

As an employer the Council has a responsibility for the health, safety and wellbeing of all its employees and commits itself to promoting good employee health throughout the organisation.

The Council understands that employees are increasingly balancing a range of activities, interests and relationships outside work whilst striving to meet the increasing demands of the workplace. The Council will try where reasonably practicable to accommodate an employee's requests to achieve a good work-life balance.

The Council's Senior Management Team will monitor sickness absence levels on a monthly basis and develop initiatives to reduce sickness absence in accordance with the Chief Local Government Auditor's Annual Letter to Council.

Breaches of this policy by managers or employees may result in disciplinary action being taken against them in accordance with the Council's Disciplinary Procedure.

3.1) Aims

The Council will:

1. Manage non-attendance due to ill health.
2. Ensure as far as a consistent approach in dealing with absenteeism.
3. Ensure employees are treated fairly, sympathetically and with dignity.
4. Ensure all employees are aware of their contractual obligations to adhere to the Council's Managing Attendance policy and procedures.
5. Provide managers with a framework for managing attendance.
6. Provide managers with guidelines on how to manage the different types of absence.
7. Ensure managers take appropriate action in respect of unacceptable levels of absence.
8. Ensure sickness absence is monitored on an ongoing basis and where excessive absences are identified that this be brought to the employee's attention for improvement.
9. Deal effectively with those employees and managers not adhering to the policy and associated procedures.
10. Deal effectively with abuse of the sick pay scheme.
11. Ensure employees attend work whenever they are fit to do so and that they take a proactive approach to managing their health.
12. Regularly monitoring the financial cost of sickness absence and investing in appropriate employee health initiatives to promote good health.

4.0) Roles and Responsibilities

4.1) Manager/Supervisor

Each manager is responsible for managing attendance and for the sensitive, fair and consistent treatment of employees. In managing attendance each manager has the general responsibility to:

1. Ensure all employees are aware of the policy and procedures, in particular absence reporting.
2. Ensure confidentiality of personal information at all times.
3. Ensure the Managing Attendance policy and procedures are implemented in full and applied consistently.
4. Notify Human Resources of all reported absences and provide them with completed return to work interviews and other absence documentation in accordance with the Managing Attendance Procedures.
5. Monitor the attendance of all employees for whom they have responsibility.
6. Maintain accurate records of absence by ensuring the Managing Attendance procedures are followed.
7. Ensure referrals to occupational health are made in accordance with the Managing Attendance procedures and that referred employees are aware of the reason for the referral.
8. Seek help and support from Human Resources and occupational health when required.
9. Explore with occupational health and Human Resources any requirements or options for reasonable adjustments for disability related cases.
10. Ensure as part of induction to new employees that:
 - The importance of good attendance is explained,
 - All new employees understand the Managing Attendance policy and procedures.
11. Ensure that absence is never ignored.

12. Contact employees who fail to report their absence, suspending sick pay and implementing disciplinary action for unauthorised absence in accordance with the managing attendance procedures.
13. Ensure effective and supportive return to work meetings are carried out ideally on the employee's first day of return to work following sickness absence and in any case no longer than 3 working days from their return.
14. Conduct attendance meetings as set out in the Managing Attendance Procedures.
15. Maintain appropriate, and early contact with employees who are absent from work and maintain reasonable contact throughout the period of illness.

4.2) Senior Managers

Senior Managers (including the Chief Executive, Directors and Assistant Directors) are required to take an active role in ensuring that:

1. Attendance is managed effectively and consistently.
2. All employees and managers within their department or section adhere to the Managing Attendance policy and procedures at all times.
3. Statistics on attendance are a regular agenda item at team meetings.
4. Reports on attendance are monitored, reviewed and appropriate action taken.
5. Improvements in levels of attendance are achieved within their departments and sections through the effective application of the Managing Attendance policy and procedures.

4.3) Employee's Responsibilities

Employees have a responsibility not to abuse any procedures covering attendance at work. Employees are required to:

1. Attend work when fit to do so.
2. Report absence to line managers in accordance with the procedure and notification requirements as outlined in Absence Reporting Procedures section 2.
3. Attend a medical examination or interview by a medical practitioner nominated by the Council, for example Occupational Health when required.
4. Comply with all advice from Occupational Health which will facilitate a return to work.
5. Complying with any reasonable treatment of any medical condition to ensure a speedy recovery.
6. Refrain from any activity, which may be prejudicial to recovery or likely to bring into question the reason for the continued absence.
7. On return to work, attend and participate in a return to work interview with their line manager.
8. Co-operate with their manager to achieve an acceptable level of attendance, all reasonable attempts to facilitate a safe and full return to work including undertaking alternative duties.
9. Advise their line manager if they intend to go on holiday while they are away from work due to sickness absence; medical evidence may be required to support this.
10. Make their line manager aware if they believe their absence may be attributed to a disability or pregnancy related reason, and where appropriate, discussing potential adjustments that could be made to facilitate improved attendance at work.
11. Ensure they have read and fully understand the Managing Attendance policy and procedures and are aware of the provisions and requirements of the National Joint Council (NJC) sickness scheme.

12. Ensure compliance with the requirement to provide the relevant paperwork in connection with any period of absence, for example self certification or medical certificates.

4.4) Human Resources Responsibilities

1. To provide appropriate training and support to the Council in managing attendance in line with the Managing Attendance policy and procedure.
2. To provide expert advice on legislative requirements in relation to this policy and procedure.
3. To provide and review appropriate policies and procedures, ensuring they are available for use by all employees and managers.
4. To co-ordinate the provision of Occupational Health services
5. To maintain comprehensive attendance records.
6. To complete the annual Absence Return to the Northern Ireland Audit Office.
7. To provide accurate and timely management information on absence.
8. Inform line managers when medical certificates have been received stating the reason(s) stated and the duration.

4.5) Occupational Health

1. To provide information to the Council which will assist with an employee's return to work.
2. To provide advice and guidance to help manage an absence.
3. To provide advice and guidance on measures to assist an employee's return to work for example, where appropriate, light duties or phased return.
4. To support pre-employment health screening providing advice and guidance where necessary.
5. Where required to support health surveillance for particular groups of employees.
6. To provide advice and guidance in relation to reasonable adjustments relating to applicants or employees with disabilities.

5.0) Support Mechanisms

Through the Council's aim to encourage full attendance it provides facilities to support this:

1. An 'in house' occupational health service provided through an external provider.
2. Level 1 health care insurance provided by:



Telephone 0800 072 0353

The BHSF Enterprise Health Cash Plan provided employees with financial contributions towards essential healthcare such as:

- Dental Checks and treatment
- Eye tests, payments towards glasses and

- Physiotherapy, Chiropractic and Acupuncture
- Private consultations and scans
- Confidential counselling 24 hours a day, 7 days a week

Employees can also access on line or telephone GP services 24 hours a day, 7 days a week.

3. Subsidised access/use of leisure facilities operated by the Council.
4. Family Friendly policies to help employees manage their work life balance, and to help fulfil domestic responsibilities.
5. Appropriate training to ensure managers have the skills and knowledge to support employees when they are absent from work.
6. Training for all employees to advise them of their responsibilities.
7. Initiatives through external organisations for example health promotion aimed at improving employees' awareness towards their own health.

6.0) Monitoring, Review and Evaluation

This policy will be reviewed every four years in consultation with Senior Management and Trade Unions. However, the policy will be reviewed sooner in the event of any one or more of the following:

- a) Failure or weakness in the policy is highlighted
- b) Changes in legislative requirements
- c) Changes in Government/Council or other directives and requirements.

7.0) Equality Impact Assessment

This Policy has been "screened out" for Equality Impact Assessment. A copy of the equality screening is available from Human Resources.

8.0) Document Owner

Human Resources

This policy should be read in conjunction with the Managing Attendance Procedure which is available on the 'R' drive and in paper format from the Human Resources Team.

Policy Agreement:

- **LCNF** : 09 March 2020
- **SPRC** :
- **Council** :

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

For further Information in relation this Policy please contact HR on **0330 137 4025**

**Oifig an Iúir
Newry Office**
O'Hagan House
Monaghan Row
Newry BT35 8DJ

**Oifig Dhún Pádraig
Downpatrick Office**
Downshire Civic Centre
Downshire Estate, Ardglass Road
Downpatrick BT30 6GQ

| | |
|---|--|
| Report to: | Strategy, Policy and Resources Committee |
| Date of Meeting: | 12 March 2020 |
| Subject: | National Association of Councillors – annual payment |
| Reporting Officer (Including Job Title): | Marie Ward, Chief Executive |
| Contact Officer (Including Job Title): | Sarah Taggart, Democratic Services Manager (Acting) |

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

| | | | |
|---------------------|----------|------------------------|--|
| For decision | x | For noting only | |
|---------------------|----------|------------------------|--|

| | |
|------------|--|
| 1.0 | Purpose and Background |
| 1.1 | To advise Committee of payment of Council's annual subscription to the National Association of Councillors. |
| 2.0 | Key issues |
| 2.1 | Council is a Member of the National Association of Members and has eight Members appointed to the Association. |
| 3.0 | Recommendations |
| 3.1 | Council agree to pay the membership fee for 2020/2021 to National Association of Councillors. |
| 4.0 | Resource implications |
| 4.1 | £3,280 – membership fee 2020/2021 (available in budget) |
| 5.0 | Equality and good relations implications |
| 5.1 | This report has been equality screened to assess the likely impact on the promotion of equality of opportunity and good relations. No equality impact assessment is required at this time. |
| 6.0 | Rural Proofing implications |
| 6.1 | A rural needs impact assessment is not required at this time. |
| 7.0 | Appendices |
| | Invoice dated 4 March 2020 seeking payment of fee |
| 8.0 | Background Documents |

Mon 11/02/2019 15:40

Dear Sir or Madam

The annual membership for the National Association of Councillors, NI region, is due for renewal and to ensure that we adhere to your council's purchasing policy we would be grateful if you can provide the information listed below for invoicing purposes. If you do not have this information please forward this email to the appropriate person within your council, or reply to this email with their contact details.

The present subscription fee for 2019 to 2020 is £3,280 which has remained unchanged since 2015.

Invoicing Information required:

- Supplier Number (if applicable)
- Purchase Order Number (if required)
- Postal and email addresses for sending the Invoice to
- Other invoicing instructions (if any)

I would appreciate it if you can provide these details by return email to: naoc@btconnect.com

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

Yours sincerely

Kate

Kate E Wilson
OFFICE MANAGER

NATIONAL ASSOCIATION OF COUNCILLORS

Office: 028 9181 9413

Email: naoc@btconnect.com

Web: www.nationalassociationofcouncillorsni.org.uk

Sketrick House - Jubilee Road - Newtownards BT23 4YH



National Association of Councillors
Northern Ireland Region

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PRO-FORMA INVOICE

TO: Newry, Mourne & Down District Council
Council Offices
Monaghan Row
Newry
BT35 8DJ

DATE: 4 March 2020

INVOICE NO: 19031

DETAILS

Annual Membership of the National Association of Councillors
Northern Ireland Region

From April 2020 to March 2021

AMOUNT DUE: £ 3,280

BACS Payment Information

Bank: Ulster Bank, 18 Bow Street, Lisburn BT28 1BN
Account Name: National Association of Councillors, NI Region
Sort Code: 98-09-60
Account No: 46 9140 74

Or by cheque payable to: National Association of Councillors NI Region and
send to our address shown below

Email for Remittance Advice or Invoice Queries

naoc@btconnect.com

National Association of Councillors
Sketrick House Jubilee Road
Newtownards BT23 4YH

Telephone: 028 9181 9413
Email: naoc@btconnect.com

| | |
|---|--|
| Report to: | Strategy, Policy & Resources Committee |
| Date of Meeting: | 12 March 2020 |
| Subject: | Updated Policy on arrangements for Books of Condolence |
| Reporting Officer (Including Job Title): | Marie Ward: Chief Executive |
| Contact Officer (Including Job Title): | Sarah Taggart: Democratic Services Manager (Acting) |

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

| | | | |
|---------------------|----------|------------------------|--|
| For decision | x | For noting only | |
|---------------------|----------|------------------------|--|

| | |
|------------|---|
| 1.0 | Purpose and Background: |
| 1.1 | Consideration to be given to adding Newry Leisure Centre as a location for Book of Condolence on those occasions when the Council makes available Books to facilitate members of the public to record their respects |
| 2.0 | Key issues: |
| 2.1 | In June 2017 it was agreed to have Books of Condolence in the following locations: Crotlieve – Warrenpoint Town Hall Downpatrick – Downshire Civic Centre & Down Arts Centre Newry – Monaghan Row 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 Books of Condolence are required to be opened at weekends and in order to facilitate these requests the recommendation is to add a further location in Newry i.e. Newry Leisure Centre as the facility is open and accessible at the weekend. |
| 3.0 | Recommendations: |
| 3.1 | Members to consider and agree to add Newry Leisure Centre as an additional location for Books of Condolence as it is accessible at the weekend and will enable Books of Condolence to be opened swiftly as required. |
| 4.0 | Resource implications |
| 4.1 | None. |
| 5.0 | Equality and good relations implications |
| 5.1 | This report has been equality screened to assess the likely impact on the promotion of equality of opportunity and good relations. No equality impact assessment is required at this time. |
| 6.0 | Rural Proofing implications |
| 6.1 | A rural needs impact assessment is not required at this time. |

| | |
|-----|-------------------------------------|
| 7.0 | Appendices |
| | Updated Book of Condolence Policy |
| 8.0 | Background Documents None |

Newry, Mourne and Down District Council

Policy on arrangements for Books of Condolence



Effective Date June 2017

Version 3.0

Policy Control

| Policy Title | Opening of Books of Condolence |
|--|---|
| Departmental Ownership | Chief Executive |
| Document Owner | Marie Ward, Chief Executive |
| Officer Responsible | Democratic Services Manager |
| Date of Approval | SP&R 11 May 2017 Council 5 June 2017 |
| Date of Last update | March 2020 |
| Updated by | Democratic Services Manager |
| Date of next Review | 4 years (June 2021) |
| Location where document is held and referenced | Shared Drive and NMDDC Website |

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| 5 | General | 3 |
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| 7 | Emergency contact | 4 |
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1. Statement

In certain circumstances Council will wish to make available Books of Condolence in Council Offices to allow members of the public to record their respects. The Chairperson of Council, in consultation with the Chief Executive, shall determine those occasions when it is appropriate for Books of Condolence to be arranged.

2. Aims of this Policy

This policy aims to standardise arrangements for Books of Condolence.

3. Scope of the Policy

This policy applies to arrangements for all Books of Condolence opened by Newry, Mourne and Down District Council.

4. Related Policies

This policy should be read in conjunction with the following:
Newry, Mourne and Down District Council's Equality Scheme
N Ireland Code of Conduct for Councillors
Code of Conduct for Local Government Employees

5. General

The Chairperson, in consultation with the Chief Executive, shall determine those occasions when it is appropriate for Books of Condolence to be arranged.

Democratic Services is responsible for arrangements for Books of Condolence, in line with arrangements detailed in appendix 1. They will work with the Head of Marketing to advertise the availability of Books.

Completed Books of Condolence are forwarded by Democratic Services to an address agreed by the Chairperson and Chief Executive, after time of closure.

The Council reserves the right to redact any recorded comments which are not deemed to be messages of condolence and which may cause offence to either members of the public signing the book, or to those to whom the Book will be presented after it has been closed.

Closure of Books shall take place 2 weeks after they have been opened.

6. Locations for Books of Condolence

Books of Condolence shall be located at:

| District Electoral Area | Location/s |
|-------------------------|---|
| Crotlieve | <ul style="list-style-type: none"> Warrenpoint Town Hall |
| Downpatrick | <ul style="list-style-type: none"> Council Headquarters, Downshire Civic Centre Down Arts Centre |
| Newry | <ul style="list-style-type: none"> Council Headquarters, O'Hagan House, Newry Newry Town Hall Newry Leisure Centre |
| Rowallane | <ul style="list-style-type: none"> Ballynahinch Market House |
| Slieve Croob | <ul style="list-style-type: none"> Castlewellan Community Centre |
| Slieve Gullion | <ul style="list-style-type: none"> Crossmaglen Community Centre |
| The Mournes | <ul style="list-style-type: none"> Newcastle Centre |

The Chairperson, in consultation with the Chief Executive, may determine additional places for books to be located, if particular circumstances deem this to be appropriate.

7. Emergency Contact

Circumstances leading to the need to arrange Books of Condolence can arise at short notice and can necessitate action at weekends or during holiday periods.

In such circumstances, the Chairperson will contact the Chief Executive or their designated nominee.

8. Policy Review Date

The policy will be reviewed in line with the Council's agreed policy review cycle i.e. every 4 years (as per Council's Equality Scheme commitment 4.31) or sooner, to ensure it remains reflective of legislative developments.

9. Equality Screening

Having screened the Books of Condolence policy the decision is that it should not be subject to an Equality Impact Assessment (EQIA) with no mitigating measures required. A copy of the equality screening is available from the Head of Corporate Policy.

Appendix 1

| Action required | Implemented by | Other Notes |
|---|--|-------------|
| <p>The Chairperson will issue a statement via Marketing, expressing the sadness of the Council and people of the District at the news of the death of.../incident in question. The statement will also appear on the home page of the Council's website and on its social media accounts.</p> <p>The statement will give details of the location of the Books of Condolence. It will also mention any arrangements for an e-Book of Condolence if available.</p> <p>Photographer to be arranged to photograph for distribution to media with press statement.</p> <hr/> <p>Table/chair will be positioned in each venue with Books of Condolence (loose-leaf black folders,) a framed message, floral arrangement and table cloths.</p> <p>Email will be sent to all Councillors advising that Books of Condolence are being opened and providing details of all arrangements. Chairperson shall be the first person to sign the Book of Condolence (at one of the venues – Chairperson to decide which).</p> <p>The Books of Condolence will close two weeks after the date on which they were opened.</p> <p>When the Book of Condolence has been closed, nominated representatives to forward loose pages as soon as possible to Democratic Services.</p> <p>Democratic Services will arrange, following discussion with the Chairperson and Chief Executive, arrangements for binding and where the final bound version is to be sent to or lodged.</p> | <p>Marketing</p> <p>(Statement to be approved by the Chairperson, and Chief Executive or their nominee, prior to issue)</p> <hr/> <p>Nominated representatives in each of the dedicated locations</p> <p>(Framed message to be approved by the Chairperson, and Chief Executive or their nominee, and sent by Democratic Services to nominated representatives in each of the dedicated locations)</p> | |

| | |
|---|---|
| Report to: | Strategy, Policy & Resources Committee |
| Date of Meeting: | 12 March 2020 |
| Subject: | Updated SRA allowance |
| Reporting Officer (Including Job Title): | Dorinnia Carville: Director of Corporate Services |
| Contact Officer (Including Job Title): | Sarah Taggart: Democratic Services Manager (Acting) |

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

| | | |
|---------------------|------------------------|----------|
| For decision | For noting only | x |
|---------------------|------------------------|----------|

| | |
|------------|--|
| 1.0 | Purpose and Background: |
| 1.1 | To update Members on the SRA allowances |
| 2.0 | Key issues: |
| 2.1 | In December 2019 it was agreed that the two outstanding SRAs be allocated among the other positions which receive SRA payments. |
| 3.0 | Recommendations: |
| 3.1 | To note the updated SRA Allowances following agreement at December Council. |
| 4.0 | Resource implications |
| 4.1 | None. |
| 5.0 | Equality and good relations implications |
| 5.1 | This report has been equality screened to assess the likely impact on the promotion of equality of opportunity and good relations. No equality impact assessment is required at this time. |
| 6.0 | Rural Proofing implications |
| 6.1 | A rural needs impact assessment is not required at this time. |
| 7.0 | Appendices |
| | Updated SRA allowances table |
| 8.0 | Background Documents |
| | None |

Schedule 1 to the Scheme of Allowances
Special Responsibility Allowances

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

| Special Responsibility | Special Responsibility Allowance Rate (per annum) | Per Month (£) |
|-------------------------------|---|---------------|
| Chairperson of Council | £20,165.40 | £1,680.45 |
| Deputy Chairperson of Council | £6,293.40 | £524.45 |

| Special Responsibility | Special Responsibility Allowance Rate (per annum) | Per Month (£) |
|--|---|---------------|
| Chairperson (Enterprise, Regeneration and Tourism Committee) | £3,910.11 | £325.84 |
| Chairperson (Active and Healthy Communities Committee) | £3,910.11 | £325.84 |
| Chairperson (Regulatory and Technical Services Committee) | £3,910.11 | £325.84 |
| Chairperson (Strategy, Policy and Resources Committee) | £3,910.11 | £325.84 |
| Planning Committee Member 1 | £3,910.11 | £325.84 |
| Planning Committee Member 2 | £3,910.11 | £325.84 |
| Planning Committee Member 3 | £3,910.11 | £325.84 |
| Planning Committee Member 4 | £3,910.11 | £325.84 |
| Planning Committee Member 5 | £3,910.11 | £325.84 |
| Planning Committee Member 6 | £3,910.11 | £325.84 |
| Planning Committee Member 7 | £3,910.11 | £325.84 |
| Planning Committee Member 8 | £3,910.11 | £325.84 |
| Planning Committee Member 9 | £3,910.11 | £325.84 |
| Planning Committee Member 10 | £3,910.11 | £325.84 |
| Planning Committee Member 11 | £3,910.11 | £325.84 |
| Planning Committee Member 12 | £3,910.11 | £325.84 |
| Party Representative (SDLP) | £3,910.11 | £325.84 |
| Party Representative (DUP) | £3,910.11 | £325.84 |
| Party Representative (UUP) | £3,910.11 | £325.84 |
| Total Special Responsibility Allowance | £74292.09 | |