

Report to:	Strategy, Policy & Resources Committee
Subject:	<i>Quarterly Energy Report – January-March 2016</i>
Date:	12 May 2016
Reporting Officer:	Eddy Curtis, Director Strategic Planning and Performance
Contact Officer:	Ciarán Óg Mussen, Energy & Sustainability Officer

<u>Decisions Required</u>	
Committee to consider report	
1.0	<u>Purpose & Background</u>
1.1	<p>As part of the Councils Energy Management & Monitoring Strategy it was agreed to report to committee a quarterly energy report of the top energy using Council buildings. The report compares electricity, heating and water consumption with the 1st quarter of 2016 against the 1st quarter of 2015.</p> <p>Note that for the heating section there are separate columns for degree day data. Degree days are a measurement over a period of time of the demand for comfort heating in our buildings. As everyone knows our oil & biomass usage can vary significantly year-on-year depending on colder or milder winters. Some months will show significant reductions in oil/biomass usage which will be largely due to milder weather in comparison to the previous year (and vice versa with increases resulting from colder months). Therefore it can be difficult to know how we are performing in terms of our energy management.</p> <p>Degree day analysis allows us to compare our performance in terms of heating energy consumption on a like-for-like basis. In simple terms the more degree days there are in a month the greater demand there has been for heating (or the month with the highest degree days number was the colder of the two months).</p>

2.0 **Key Issues**

2016 1st Quarter Consumption

	Jan-Mar 15	Jan-Mar 16
Degree Days	979	938

As there were more degree days in the 1st quarter of 2015 than 2016 this means it was a colder period and would have required more heating in Council buildings than 2016.

Heating Consumption - kWh

		Jan-Mar 15	Jan-Mar 16	Actual Reduction	Cost Saving	kWh/degree day Jan-March-15	kWh/degree day Jan-March-16	Reduction (degree day analysis)
1st	Newcastle Centre	263,833	222,774	16%	£2,472	269	237	12%
2nd	Newry Arts Centre	91,411	77,397	15%	£844	93	83	12%
3rd	Downshire Civic Centre	359,097	309,420	14%	£2,991	367	330	10%
4th	Kilkeel Leisure Centre	382,816	332,486	13%	£3,030	391	354	9%
5th	Newry Town Hall	83,002	72,381	13%	£639	85	77	9%
6th	Down Leisure Centre	766,304	679,746	11%	£5,211	783	725	7%
7th	Warrenpoint Town Hall	77,899	69,527	11%	£504	80	74	7%
8th	Bagenals Castle	60,523	54,910	9%	£338	62	59	5%
9th	Monaghan Row	265,515	246,560	7%	£1,141	271	263	3%
10th	Ballynahinch Centre	79,521	76,453	4%	£185	81	82	0%
11th	Down County Museum	64,249	63,419	1%	£50	66	68	-3%
12th	Newry Sports Centre	226,649	229,227	-1%	-£155	232	244	-6%
13th	Down Arts Centre	56,139	58,371	-4%	-£134	57	62	-9%
14th	Ballymote Centre	125,756	132,730	-6%	-£420	128	142	-10%

15th	Kilbroney Park	28,782	30,916	-7%	-£128	29	33	-12%
16th	Greenbank Depot	199,935	219,240	-10%	-£1,162	204	234	-14%
	NET	<u>3,131,431</u>	<u>2,875,557</u>	8%	<u>£15,404</u>	<u>3,199</u>	<u>3066</u>	<u>4%</u>

Overall there was an 8% reduction in heating usage but when factoring in degree days we account for the milder weather so overall performance improved by 4%. Newcastle Centre, Newry Arts Centre and Downshire Civic Centre all had 10% or greater improvements in heating usage. Sites such as Greenbank Depot and Ballymote Centre were performing poorly during this period. This was due to issues with boiler plant which has since been repaired.

Electricity Consumption - kWh

		Jan-Mar 15	Jan-Mar 16	Reduction	Cost Saving
1st	Newry Town Hall	19,771	15,064	24%	£659
2nd	Greenbank Depot	55,330	47,376	14%	£1,114
3rd	Newry Arts Centre	29,205	25,582	12%	£507
4th	Ballynahinch Centre	13,464	12,219	9%	£174
5th	Newry Sports Centre	86,385	80,129	7%	£876
6th	Warrenpoint Town Hall	16,887	15,957	6%	£130
7th	Downshire Civic Centre	150,374	143,245	5%	£998
8th	Monaghan Row	86,442	82,386	5%	£568
9th	Kilkeel Leisure Centre	119,817	116,891	2%	£410
10th	Bagenals Castle	14,776	14,557	1%	£31
11th	Newcastle Centre	27,362	27,019	1%	£48
12th	Kilbroney Park	26,641	26,806	-1%	-£23
13th	Ballymote Centre	32,978	35,826	-9%	-£399
14th	Down Arts Centre	15,796	17,653	-12%	-£260
15th	Down County Museum	67,213	87,079	-30%	-£2,781
16th	Down Leisure Centre	72,979	107,139	-47%	-£4,782
	NET	835,420	854,928	-2.34%	-£2,731

Overall there was an increase in electricity consumption of 2.34% for this quarter. This is mainly due to the CHP breakdown in Down Leisure Centre causing a large spike in electricity consumption. Such a spike shows the importance of the Combined Heat & Power Unit to the leisure centre as it provides both heat and electricity to the building. This has since been repaired and electricity for the centre should now be normalised.

Down County Museum also had a large increase in electricity consumption which is due to the extension to the rear of the building resulting in significant additional electricity demand.

A lot of sites performed very well with some impressive reductions in electricity usage. Newry Town Hall had a large reduction which will have had a lot to do with the Musical Feis being held in April this year outside the 1st Quarter as opposed to March 2015. Greenbank, Newry Arts Centre and Ballynahinch Centre continue to show

steady reductions after lighting upgrades and PV panels being installed.

Water (m3)

		Jan-Mar 15	Jan-Mar 16	Reduction	Cost Saving
1st	Downshire Civic Centre	452	270	40%	£473
2nd	Newry Town Hall	158	98	38%	£156
3rd	Newry Arts Centre	176	121	31%	£143
4th	Warrenpoint Town Hall	154	131	15%	£60
5th	Kilkeel Leisure Centre	1812	1759	3%	£138
6th	Newry Sports Centre	444	438	1%	£16
7th	Down Leisure Centre	1867	2015	-8%	-£385
8th	Kilbroney Park	557	620	-11%	-£164
9th	Bagenals Castle	24	27	-13%	-£8
10th	Newcastle Centre	492	562	-14%	-£182
11th	Monaghan Row	313	375	-20%	-£161
	NET	6,449	6,416	1%	£86

Overall there was a slight reduction of 1% in water usage for these sites. Downshire Civic Centre, Newry Town Hall and Newry Arts Centre all had significant reductions in water usage for the 1st Quarter. Monaghan Row has shown the biggest increase in water consumption which may be due to the increased occupancy of staff on site.

Report to:	Strategic Policy and Resources Committee
Subject:	<i>Ballynahinch Community Facility</i>
Date:	12 May 2016
Reporting Officer:	Eddy Curtis, Director of Strategic Planning and Performance
Contact Officer:	Eddy Curtis, Director of Strategic Planning and Performance

Decisions Required

- *The Council Officers to provide assistance to the Edge Community Group to identify funding to complete their Community Project in Ballynahinch.*
- *On the completion of all applications, Newry, Mourne and Down District Council to consider including realistic capital financial assistance in 2017/18 Estimates.*
- *Council to provide a 25 year lease to the Edge Community Group.*
- *Council to agree not to contribute financial assistance for the ongoing running costs for the facility.*

1.0 **Purpose & Background**

- 1.1
1. Council owned land in Market Square in Ballynahinch is only developed in the centre of the Town.
 2. Property is currently an “eye sore” in the Town centre.
 3. There is a possibility of Rural Development and Peace IV funding to develop the scheme in the near future.

2.0 **Key Issues**

- 2.1
1. Council need to consider a Joint Venture Project to maximise funding opportunities.
 2. Council to lease property to Local Community Group at a peppercorn rent subject to DoE approval.
 3. All above are subject to a strong Economic Appraisal being completed by Social Enterprise officers to Green Book appraisal level.

3.0 **Resource Implications**

- 3.1
- Council staff time
 - Social Enterprise Officer time

4.0 **Appendices**

- 4.1
- Copy of Edge Community Group proposal will be available at the meeting for any Councillor to review.

Agenda Item:	
Report to:	Strategic Policy and Resources Committee
Subject:	Erection of fence adjacent to 29 Belfast Road, Seinfeld
Date:	25 April 2016
Responsible Officer:	Aileen Fidd Assistant Director, Strategic Policy and Resources, Local Government

2.0 Key Issues

1. It was a Special Condition of the Contract for Sale that the Council would erect a fence as per agreement with the purchaser.
2. If the Council does not erect a fence as it has agreed to do so it could leave itself open to legal challenge.
3. If the Council does not take steps to demarcate the boundary between its site and the adjoining purchaser's land it could lead to further boundary disputes in the future.

3.0 Recommendation

Members approve the erection of a boundary fence between its site at 29 Belfast Road, Sainfield and the adjoining property at 4 Windmill Hollow, Saintfield.

4.0 Resource Implications

Limited – cost of erecting fence estimated at between £500 and £800.

Report to:	Strategic Policy and Resources Committee
Subject:	<i>Newry Leisure Centre – Phase 2 – Bosco Facility - Revised</i>
Date:	12 May 2016
Reporting Officer:	Eddy Curtis, Director of Strategic Planning and Performance
Contact Officer:	Eamon McManus, Capital Projects

Decisions Required

Members are asked to note the contents of the reports and to approve the revised costs of providing the Club Pavilion for St John's Bosco GAC within Phase 2 of Newry Leisure Centre.

1.0 Purpose & Background

1.1

The purpose of the Report is to inform Members of the additional costs to the Council in the provision of the Club Pavilion for St John Bosco GAC.

The Council at a previous meeting in 17 September 2015 agreed to provide a Club Pavilion for St John Bosco GAC within the Phase 2 Contract for Newry Leisure Centre, subject to grant aid being obtained from DSD and no additional cost to Council except for professional fees. The Council accepted a Tender in the sum of £9,773,128 for the Newry Leisure Centre Phase 2 Scheme in December 2015. This tender included the sum of £751,034.21 for the provision of a Club Pavilion.

The Council received a letter of offer of Grant Aid dated 2 December 2015 from DSD for the sum of £439,364.61 towards the construction of the St John Bosco GAC Club Pavilion and bespoke access to the Leisure Centre changing facilities, with the requirement to expend the DSD elements of the grant by 31 March 2016. Meetings were held with the funder DSD, representatives of St John Bosco GAC, the Design Team and Council officials to discuss the shortfall in funding and to consider options to reduce the cost of the Bosco Club Pavilion. DSD made it clear that no further funding would be available for the Scheme.

It was agreed to achieve cost savings through changes in the specification for the Club Pavilion while still leaving the building fit for purpose and compliant with Building Control requirements.

Detailed discussions have taken place between the Design Team and the Contractor to quantify and agree the cost savings that can be achieved through this process of Bill Reductions.

The revised cost of the St John Bosco Club Pavilion is now £593,000 approximately.

	<p>St John Bosco have been awarded a Capital Grant of £50,000 towards the cost of the Club Pavilion and undertake the final billing out of the building as necessary through their own resources. This leaves a shortfall of £103,635 to be paid by the Council towards the cost of the Club Pavilion.</p>
2.0	<u>Key Issues</u>
2.1	<p>The Club Pavilion shall be leased by the Council to St John Bosco GAC with the Club having access/use of the Changing/Shower facilities within Phase 1 of the Leisure Centre.</p> <p>The Club shall be responsible for all future maintenance and running costs of the Pavilion.</p> <p>Work on the club Pavilion is already well progressed with piling, substructure and steel framework completed.</p> <p>The grant from DSD has been expended on the project by 31 March 2016 as required.</p>
3.0	<u>Resource Implications</u>
3.1	Financial – additional Capital Cost to Council.
4.0	<u>Appendices</u>
4.1	None

Newry, Mourne and Down District Council

SPORTS AND COMMUNITY FACILITY MANAGEMENT AND LEASING PROCEDURES

1.0 PURPOSE OF THE PROCEDURES

The purpose of these procedures is to ensure a consistent approach to the management and leasing of Council owned land and property to Sporting and Community organisations and to ensure that citizens within the District have equal and open access to its facilities.

Applications will only be considered in relation to Land and Property identified in the Sports Facility Strategy or other relevant policy document as available for that purpose.

The Council recognises the UNCRC and its general comment 17 (the right to play) therefore any lease of Land and Property must not be to the detriment of the children and young people of our District.

2.0 AIMS OF THE PROCEDURES

- (a) Regularise sports and community facility management and leasing procedures;
- (b) Complement the Newry, Mourne and Down District Council Corporate Plan, Core Ideology, policies and procedures;
- (c) Empower and improve the capacity of our local communities;
- (d) Improve Sports and Community Development opportunities for all;
- (e) Promote economic and community regeneration through sport, community and sustainability projects;
- (f) Encourage Sporting Clubs and Community organisations to play a greater role in the management of facilities.
- (g) Support improved Health and Wellbeing outcomes.

3.0 RELEVANT LAND AND PROPERTY

All Council land and property will be subject to the Policy.

4.0 PRINCIPLES

This sports and community facility management and leasing procedure will follow five principles:

- (a) **Working in Partnership:** Work with schools, Sport Clubs, National and Regional Sports Organisations and other relevant sports to foster, develop and coordinate a program of sport and community projects within the District that will increase the overall participation rates on a regular basis of all citizens. Working with Community organisations to develop community and sustainability projects which will benefit local communities.

- (b) **Equality:** While recognising the importance of 'Sport for All', priority will be given to promoting sport amongst the following categories who are under-represented in sports participation; older persons, ethnic minorities, people with disabilities, women, and particular priority will be given to children and youth having regard to the importance of developing, at the earliest stage, a healthy lifestyle, self-discipline, self-esteem, team work and community spirit and the fun, enjoyment and companionship of sport.
- (c) **Structure:** That there should be proper structures to enable progression in sport; this will be contained within the Council's proposed Sports Facility Strategy which will be published in 2016.
- (d) **Quality:** That quality of sports pitches is important and standards should be high and be benchmarked;
- (e) **Objectives:** Our sports development targets should be Specific, Measurable, Achievable, Realistic, and Time-bound.

5.0 FACILITY MANAGEMENT ARRANGEMENTS

Requests received by the Council for the leasing and management of land and property from Sporting Clubs or Community organisations will be considered by its Strategic Policy and Resources Committee on the following basis:-

5.1 Short-Term Lease or Facility Management Agreement of Developed Land (3 years with option to renew for further 2 years)

In the first instance the Council will determine the most appropriate form of Agreement. In cases where a Sporting Club or Community organisation is relatively newly established or inexperienced in running projects/facilities the Council may decide that initially a short term lease or Facility Management Agreement will be entered into. This could then be reviewed, subject to the Sporting Club or Community organisation demonstrating that it is sustainable and can manage a facility/project etc. The Council may then consider at its sole discretion a longer term arrangement with the Sporting Club or Community organisation eg 21 year lease.

Expressions of Interest will be invited from local Clubs, collective of Clubs or Community organisations to bid for a short-term (3 to 5 years) lease or Facility Management Agreement in respect of land or Sporting/community facilities. In broad terms this would include a commitment for the Sporting Club, Collective or Community organisation to:

- (a) Carry out minor grounds and building maintenance for example pitch marking, minor repairs, litter picking, inspections etc.
- (b) General management of the site to ensure that members of the public, sporting organisations and clubs continue to use the facility to full capacity.

- (c) Continue to permit members of the public to access the property for passive recreational pursuits save for areas provided for dedicated sporting or community purposes e.g. secured 3G pitch sites or community allotments.
- (d) Management of bookings and events with charges determined by Council.
- (e) Pavilion management to include opening and closing, upkeep of the fabric, cleaning and general management.
- (f) Responsible for service charges such as water, electricity etc.
- (g) Financial management of the various activities associated with the above.
- (h) To arrange relevant insurance cover as specified by the Council.
- (i) Successful organisations and clubs will be responsible for the Council's reasonable legal and valuation costs up to a maximum of £250 for each per transaction.
- (j) All necessary statutory approvals.

Criteria against which bids are assessed (as appropriate): note – the weighting against the appropriate factors to be determined at Expression of Interest stage.

- Proposals for investment and improvement of the site to include cognisance of historical use of the site;
- Proposals for increased participation of local communities throughout the district;
- Business Plan;
- A requirement to be registered with a governing body;
- Access arrangements for informal public uses;
- Proposals for proper upkeep of the physical environment;
- Proposals which promote shared use and inclusivity;
- Proposals which demonstrate wider community benefit;
- Child Protection Policy;
- Constitution;
- Coaches/Player Code of Conduct;
- Equality Policy;
- Proposals to manage the Land or Property Management Agreement;
- Past Performance/Track record of managing a club and its resources at community level;
- Membership of SAND;
- Evidence of alignment with Council's Corporate Plan;
- Evidence of alignment with Council's Sports Facility Strategy.

5.2 Long-Term Lease of Developed Land (21 years or over)

Same principles, commitments and criteria as above (Section 5.1) only with a long term lease of 21 years or over. It is essential that a local Sporting Club or Community organisation develops experience and a successful track record, by for example, satisfactorily completing a short-term Agreement as detailed within Section 5.1.

5.3 Long-Term Lease of Undeveloped Land (21 years or over)

Same principles, commitment and criteria as above (Section 5.1).

Assist Sporting Clubs and Community organisations source funding to develop unused Council owned land. Offer long term (21 years or over) leasing to Sporting Clubs/Community organisations to secure funding.

6.0 IMPLEMENTATION GUIDELINES

- (a) **Equality:** An equality screening exercise will be carried out on the Policy/Procedures to ensure that no particular groups of people are adversely affected (Section 75, Northern Ireland Act 1998);
- (b) **Openness:** The process (as outlined in Section 5.1.) should be advertised and treated as any other service purchase to ensure openness;
- (c) **Probity:** Successful Sporting Clubs or Community organisations will be required on an annual basis to prepare and submit audited accounts and updated business plan;
- (d) **Management:** Any change in governance documents/arrangements or Trustees or Directors, from preparation of the original Agreement, to be approved by the Strategic Policy and Resources Committee;
- (e) **Development:** No building to take place on any of the sites, which are subject to the Facility Management Agreement, without the consent of the Council;
- (f) **Structural:** No building which is not associated with the actual use of the facility will be permitted at any time;
- (g) **Responsibilities:** There will be no significant change to the agreed Facility Management Agreement with regard to those maintenance operations agreed to be undertaken by the Sporting (s) or Community organisation that manage the facility;
- (h) **Monitoring/Reporting:** No less than four formal minuted meetings per year between lead Council Officer and Sporting Club or Community organisation to ensure adherence to Facility Management Agreement.
- (i) **Environmental implications:** There should be no substantial or significant adverse environmental implications associated with the proposals.
- (j) **Legal:** All legal agreements to be formalised through the Council's Administration Department. In cases where Sporting Clubs or Community organisations are applying for funding and/or undertaking development works/capital schemes etc. an Agreement for Licence or Lease will ordinarily be entered into pending the Sporting Club or Community organisation securing funding and/or completing the agreed works. Successful applicants will be responsible for the Council's reasonable legal costs up to a maximum of £250 per transaction.
- (k) **Valuation:** A valuation for the Lease or Licence Agreement will be determined by the Council's Valuer. If the valuation is set at less than Market Value, the Council will seek DOE approval for the reduced valuation attaching to the Transaction. Successful applicants will be responsible for the Council's reasonable valuation costs up to a maximum of £250 per transaction.

- (l) Sporting Clubs or Community organisations will not be able to vest Council land in sporting or other governing organisations/bodies.
- (m) Compliance: The Legal Agreements entered into will enable the Council to regulate use and set conditions of usage. They will also provide a right of termination for the Council where Sporting Clubs or Community organisations do not adhere to the agreed conditions.

7.0 Grounds for Refusal:

Applications which do not meet the relevant criteria or are in conflict with the Council's related policies as set out in the Sports and Community Facility Management and Leasing Policy will not be accepted.

Whilst the Policy and Procedures relation to Sports and Community Facility Management provide an equitable framework within which applications from Sporting Clubs and Community organisations will be considered the Council does not bind itself to accept any Expression of Interest or application and there is no automatic right of appeal against a refusal.

Report to:	SPR Committee May 2016
Subject:	<i>Wayleave Request –Burren Village Green</i>
Date:	<i>12 May 2016</i>
Reporting Officer:	<i>Eddie Curtis/Alison Robb</i>
Contact Officer:	<i>Paul Brannigan/Carmel Mckenna</i>

Decisions Required

Members are asked to note the contents of the report, and consider and agree to:

- ***Approve the valuation in the sum of £15,000 for the wayleave request subject to a legal agreement and to all matters being in order.***

1.0 Purpose & Background

- 1.1 *The Council at the SPR Committee Meeting on 12 November 2015-SPR 210/2015-agreed that a request by the developer for a Wayleave to lay a storm Sewer to serve a new private housing development through Council land at Burren Village Green be approved subject to consultation. A valuation and legal agreement for the wayleave is also required.*

Consultation did take place with the local community and there were no issues .

The developer will enter into an Article 161 agreement with NI Water therefore the storm sewer will be adopted by NI water (if installed to their satisfaction)12 months after installation. The developer will be responsible for maintenance for the first 12 months and NI water will be responsible for all future maintenance thereafter

A valuation for the compensation payable to the Council has now been received.

2.0 Key Issues

- 2.1 *The valuation is based on the understanding that the pipework will be carried out very quickly and that disruption to park patrons will be minimised.*

The contractor is also required to carry out the works in a timely and safe manner and fully reinstate any grass and bitmac areas disturbed by the works.

All valuation and legal costs to be paid by the developer

The Council would be required to seek approval from NI Water if any future development was proposed to be located within the 6m wayleave zone.

3.0	<u>Resource Implications</u>
3.1	<i>Income from compensation payable to the Council.</i>
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Report to: Strategy, Policy & Resources Committee
Subject: Local Government Staff Commission (LGSC) Consultation on the Review of the Code of Procedures on Recruitment and Selection
Date: 12 May 2016
Reporting Officer: Catrina Miskelly, Assistant Director Corporate Services (Human Resources)
Contact Officer Louise Fitzsimons, Human Resources Manager

Decisions Required

Members are asked to note the contents of the report, and approve the submission of responses to the consultation as detailed in the attached response questionnaire.

1.0	<u>Purpose & Background</u>
1.1	<p>The LGSC is conducting a consultation exercise on the Review of the Code of Procedures on Recruitment and Selection, which will be effective from 1 April 2017.</p> <p>The current Code of Procedures on Recruitment and Selection is based on the involvement of the Commission throughout the recruitment process, which will no longer be the case when the Commission is dissolved in March 2017. The LGSC intends to put in place a Code of Procedures which they could recommend to councils prior to its dissolution and which could be owned and managed by councils from 1 April 2017.</p>
2.0	<u>Key Issues</u>
2.1	The key changes to the Code of Procedures are outlined in a Schedule of Amendments and responses are recommended to Members in the Consultation Response Questionnaire.
3.0	<u>Financial & Human Resource Implications</u>
3.1	Changes to the Code in respect of recruitment and talent management will provide Council with greater opportunity to build capacity within the organisation whilst at the same time; recognising its equality duties and equality of opportunity.
4.0	<u>Appendices</u>
	<ul style="list-style-type: none"> ▪ Appendix 1 – Draft Revised Code ▪ Appendix 2 – Schedule of Amendments ▪ Appendix 3 – Newry, Mourne and Down District Council Consultation Response Questionnaire

The Local Government Staff Commission for Northern Ireland



Review of the Code of Procedures on Recruitment and Selection

Schedule of Amendments

February 2016

1. Background

This paper sets out a schedule of amendments for the revised Code of Procedures on Recruitment and Selection (the Code).

Wording which is proposed for deletion is highlighted in red and crossed out.
Wording which is proposed to be added is highlighted in purple.

2. Amendments

The structure of the Code remains the same. The significant changes are as follows:

- the removal of references to the Local Government Staff Commission for Northern Ireland (the Commission) which will cease to exist on 31 March 2017
- the removal of references to the Code as a statutory Code based on Section 40 (4)(b) of the Local Government Act as the statutory functions of the Commission will also cease to exist on from 31 March 2017
- the removal of references to Commission Observers

The amendments to the Code are outlined by section below:

3. The Purpose and Structure of the Code (pages 8-11)

Status of the Code (page 8)

This paragraph has been deleted.

Departures from the Code (page 9)

This paragraph has been deleted.

4. Part A The Legislative Framework (pages A:1-A:12)

This Part will be amended in line with advice from our legal advisors and the Equality Commission for NI during the consultation process.

5. Part B General Principles Underpinning the Code (pages B:1-B:21)

Local Government Reform/Modernising Agenda (page B:3)

This paragraph has been deleted.

Merit Principle (page B:4)

The reference to Commission advice has been removed.

Recruitment Methods (page B:5-B:6)

This paragraph has been deleted and will be replaced by the paragraph below:

Managing Talent Across Local Government (page B:6-B:7) and **Annex 4 Guidance and Action Plan on a New System for Recruiting and Developing Local Government Staff** (pages B:14-B:21)

This paragraph and annex have been added to outline a new approach to recruiting and developing staff in order to provide councils with the opportunity to retain the skilled, motivated and diverse workforce required to deliver excellent and efficient, citizen-centred services.

Re-organisation and Change (page B:7)

The reference to the Commission has been deleted.

6. Part C Terms of Reference (pages C:1-C:6)

Status of the Code (page C:1)

This paragraph has been deleted.

The Scope of the Code (page C:2)

The references to the Commission have been deleted.

Departures from the Code (page C:3)

This paragraph has been deleted.

7. Part D Recruitment and Selection in Practice (pages D:1-D:113)

Stage 1 - Drafting the Recruitment Documentation

Selection Criteria and the Person Specification (pages D:4- D:5)

References to Rodger's seven-point plan and Fraser's five-point plan have been deleted and a paragraph on the Competency Framework for Local Government has been included.

Drafting a Person Specification (page D:6)

A reference to the local government competency framework has been included.

Procedures for the Recruitment and Selection of Group Chief Building Control Officer (page (D:9-D:10) and **Annex 6** (pages D:23-D:29)

This paragraph and annex have been deleted.

Procedures for the Recruitment and Selection of Group Chief Environmental Health Officer (page (D:10) and **Annex 7** (pages D:30-D:37)

This paragraph and annex have been deleted because these posts no longer exist.

Annex 6 Procedures for the Recruitment and Selection of Clerk and Chief Executive (pages D:14-D:22)

Any references to the role of the Commission have been deleted.

It is recommended that an independent third party administers the recruitment exercise instead of the Commission. The independent person should attend the shortlisting and interview panel meetings.

It is recommended that the shortlisting panel is chaired by one of the Professional Assessors, and his/her views will prevail should the panel not be unanimous.

Stage 2 - Establishing the Panel and the Preliminary Meeting

Panel Composition (page D:39)

The reference to the approval of the Commission has been deleted and replaced with the Chief Executive.

Panel Composition for Shared Posts (pages D:39-D:40)

This paragraph has been deleted as these posts are now recruited in line with the guidance for panel composition.

The Role of the Human Resources Section (page D:41-D:42)

A reference to the local government competency framework has been inserted.

A reference to the local government recruitment portal has been inserted.

The Role of Commission Observer (pages D:44-D:45)

Consideration of Observer Reports by the Commission (page D:45)

Commission Observer's 'Approval' Role (page D:45)

Commission Observer's Concerns Regarding the Appointment Process (page D:46-47)

These paragraphs have been deleted.

Timetable for the Recruitment and Selection Process (page D:52)

The reference to the Commission has been deleted.

Annex 7 Matrix of Panel Composition (page D:53)

References to the Commission have been deleted.

Matrix of Panel Composition – Group Building Control (page D:54)

Matrix of Panel Composition – Group Environmental Health (page D:55)

These matrices have been deleted as the Group staff are now part of the councils.

Subsequent appendices have been re-numbered.

Guidance Notes for Professional Assessors Attending Selection Panels in Councils and the NIHE (pages D:60-D:64)

References to the Commission have been deleted.

Stage 3 - Starting the Recruitment Process

The Application Form (page D:66)

A reference to the local government recruitment portal has been included.

Recruitment Consultancy (page D:71)

References to the Commission have been deleted.

Executive Search Consultants (page D:72)

References to the Commission have been deleted.

Stage 4 – Shortlisting

Composition of the Shortlisting Panel (page D:81)

References to the Commission have been deleted.

The Shortlisting Process (page D:83)

A reference to assessment exercises used for shortlisted has been included.

Assessment Arrangements (page D:84)

A reference to situational judgements tests has been included.

Stage 5 – Assessment Arrangements

Assessment Arrangements (page D:84)

A reference to situational judgements tests has been included.

Situational Judgement Tests (page D:89)

A paragraph on situational judgement tests has been inserted.

Stage 6 – The Interview

Arrangements for Interview (page D:95)

The reference to the Commission has been deleted.

Annex 13 Sample Interview Assessment Form (page D:106)

The reference to the Commission has been deleted.

Stage 7 – Post Interview

Child Protection (page D:112)

The title of this paragraph has been changed to 'Safeguarding' to reflect council policies and a reference to 'adults who may be at risk of harm' has been inserted.

The Local Government Staff Commission for Northern Ireland



Review of the Code of Procedures on Recruitment and Selection

**Consultation Questionnaire
based on the
Schedule of Amendments**

February 2016

1. Background

This paper sets out a schedule of amendments for the revised Code of Procedures on Recruitment and Selection (the Code).

Wording which is proposed for deletion is highlighted in ~~red and crossed out~~.
Wording which is proposed to be added is highlighted in purple.

2. Amendments

The structure of the Code remains the same. The significant changes are as follows:

- the removal of references to the Local Government Staff Commission for Northern Ireland (the Commission) which will cease to exist on 31 March 2017
- the removal of references to the Code as a statutory Code based on Section 40 (4)(b) of the Local Government Act as the statutory functions of the Commission will also cease to exist on from 31 March 2017
- the removal of references to Commission Observers

Do you have any general comments on the revised Code?

None other than those contained within the response questionnaire

The amendments to the Code are outlined by section below:

3. **The Purpose and Structure of the Code** (pages 8-11)

Status of the Code (page 8)

This paragraph has been deleted.

Departures from the Code (page 9)

Do you have any comments on the amendments to this Section?

None

This paragraph has been deleted.

4. **Part A The Legislative Framework** (pages A:1-A:12)

This Part will be amended in line with advice from our legal advisors and the Equality Commission for NI during the consultation process.

Do you have any comments on the amendments to Part A?

None

5. **Part B General Principles Underpinning the Code** (pages B:1-B:21)

Local Government Reform/Modernising Agenda (page B:3)

This paragraph has been deleted.

Merit Principle (page B:4)

The reference to Commission advice has been removed.

Recruitment Methods (page B:5-B:6)

This paragraph has been deleted and will be replaced by the paragraph below:

Managing Talent Across Local Government (page B:6-B:7) and **Annex 4 Guidance and Action Plan on a New System for Recruiting and Developing Local Government Staff** (pages B:14-B:21)

This paragraph and annex have been added to outline a new approach to recruiting and developing staff in order to provide councils with the opportunity to retain the skilled, motivated and diverse workforce required to deliver excellent and efficient, citizen-centred services.

Re-organisation and Change (page B:7)

The reference to the Commission has been deleted.

Do you have comments on the amendments to Part B?

Page B:7

Newry, Mourne and Down District Council welcomes a new approach to recruiting and developing staff.

The Council recognises the need to consult with recognised Trade Unions on the process to be followed with respect to the staffing implications of reorganisation and change and determining the appointment of existing/new staff to any revised structure but considers that introducing a requirement to "negotiate" may render it unable to progress reorganisation and/or change if it were unable to agree a negotiated position with the Trade Unions. Ultimately Council must retain the right to determine how the needs of organisation can be best met through its workforce.

Do you have comments on the proposed new system for recruiting and developing staff in Annex 4?

Pages B:18-21

Newry, Mourne and Down District Council welcomes the new approach being proposed to recruiting and developing staff.

Council through the systems it has in place, monitors its recruitment and selection policies and practices (including promotions) and complies with the statutory requirement to submit monitoring returns with the Equality Commission for Northern Ireland. Such information together with any 'Affirmative Action' Plan is likely to be sufficient without the need to create a separate Action Plan as the draft revised code seems to be suggesting.

Council also recognises the benefit that 'banding' could play; particularly for certain roles; in facilitating greater workforce flexibility across the organisation.

6. Part C Terms of Reference (pages C:1-C:6)

Status of the Code (page C:1)

This paragraph has been deleted.

The Scope of the Code (page C:2)

The references to the Commission have been deleted.

Departures from the Code (page C:3)

This paragraph has been deleted.

Do you have any comments on the amendments to Part C?

Page C:1

As the revised Code of Procedures is not a statutory in nature the Commission might consider adopting the code and issuing it as a recommendation to all 11 councils.

7. **Part D Recruitment and Selection in Practice** (pages D:1-D:113)

Stage 1 - Drafting the Recruitment Documentation

Selection Criteria and the Person Specification (pages D:4- D:5)

References to Rodger's seven-point plan and Fraser's five-point plan have been deleted and a paragraph on the Competency Framework for Local Government has been included.

Drafting a Person Specification (page D:6)

A reference to the local government competency framework has been included.

Procedures for the Recruitment and Selection of Group Chief Building Control Officer (page (D:9-D:10) and **Annex 6** (pages D:23-D:29)

This paragraph and annex have been deleted.

Procedures for the Recruitment and Selection of Group Chief Environmental Health Officer (page (D:10) and **Annex 7** (pages D:30-D:37)

This paragraph and annex have been deleted because these posts no longer exist.

Do you have comments on the amendments to Stage 1?

This Council already uses the Local Government Competency Framework in its recruitment practices and recognises the value of this in assessing behaviours and experience in tandem with alternative methods to measure specific skills and qualifications.

Annex 6 Procedures for the Recruitment and Selection of Clerk and Chief Executive (pages D:14-D:22)

Any references to the role of the Commission have been deleted.

It is recommended that an independent third party administers the recruitment exercise instead of the Commission. The independent person should attend the shortlisting and interview panel meetings.

It is recommended that the shortlisting panel is chaired by one of the Professional Assessors, and his/her views will prevail should the panel not be unanimous.

Do you have comments on Annex 6 Procedures for the Recruitment and Selection of Clerk and Chief Executive?

D:14 – D:20

Newry, Mourne and Down District Council's professional Human Resources (HR) department, chairs and provides administrative support to all other recruitment and selection panels within the Council. The absence of a HR representative in the appointments process for the Chief Executive is noted and this Council would consider that other if there was/were (a) conflict(s) of interest; this should be the role of HR in Council and would query the requirement to appoint an "independent third party" to administer the process.

D:15

This Council does not consider it necessary to appoint two independent professional assessors in this process. Whilst the Council may wish to appoint (an) Independent Professional Assessor(s), this should be a matter for consideration on a case by case basis, and believes two may be unnecessary and excessive. *(Also applies to point 13, D18).*

D:16

Point 6. This Council considers that the shortlisting panel should be chaired by a member of the selection panel appointed by Council. It is not considered appropriate that a third party outside of the organisation should automatically be allocated this responsibility.

Point 8. Similarly, it is not considered appropriate that in the event of panel disagreement regarding shortlisted candidates, the default position should be that the view of the independent assessor should prevail. Council agrees that an independent assessor should make recommendations to a shortlisting panel however the final decision should remain with the employer's appointed panel members. *(Also cross-reference paragraph 4, D57).*

Point 10. This Council would query the rationale of having the person responsible for administering the process; on the interview panel.

Stage 2 - Establishing the Panel and the Preliminary Meeting

Panel Composition (page D:39)

The reference to the approval of the Commission has been deleted and replaced with the Chief Executive.

Panel Composition for Shared Posts (pages D:39-D:40)

This paragraph has been deleted as these posts are now recruited in line with the guidance for panel composition.

The Role of the Human Resources Section (page D:41-D:42)

A reference to the local government competency framework has been inserted.

A reference to the local government recruitment portal has been inserted.

The Role of Commission Observer (pages D:44-D:45)

Consideration of Observer Reports by the Commission (page D:45)

Commission Observer's 'Approval' Role (page D:45)

Commission Observer's Concerns Regarding the Appointment Process (page D:46-47)

These paragraphs have been deleted.

Timetable for the Recruitment and Selection Process (page D:52)

The reference to the Commission has been deleted.

Annex 7 Matrix of Panel Composition (page D:53)

References to the Commission have been deleted.

Matrix of Panel Composition – Group Building Control (page D:54)

Matrix of Panel Composition – Group Environmental Health (page D:55)

These matrices have been deleted as the Group staff are now part of the councils.

Subsequent appendices have been re-numbered.

**Guidance Notes for Professional Assessors Attending Selection Panels
in Councils and the NIHE** (pages D:60-D:64)

References to the Commission have been deleted.

Do you have comments on the amendments to Stage 2?

None

Stage 3 - Starting the Recruitment Process

The Application Form (page D:66)

A reference to the local government recruitment portal has been included.

Recruitment Consultancy (page D:71)

References to the Commission have been deleted.

Executive Search Consultants (page D:72)

References to the Commission have been deleted.

Do you have comments on the amendments to Stage 3?

None

Stage 4 – Shortlisting

Composition of the Shortlisting Panel (page D:81)

References to the Commission have been deleted.

The Shortlisting Process (page D:83)

A reference to assessment exercises used for shortlisted has been included.

Assessment Arrangements (page D:84)

A reference to situational judgements tests has been included.

Do you have comments on the amendments to Stage 4?

D:84

It is not clear from the draft revised code, what is intended by the term “professionally managed assessment centre” and the Council would seek further guidance on what this is intended to mean in practice.

Stage 5 – Assessment Arrangements

Assessment Arrangements (page D:84)

A reference to situational judgements tests has been included.

Situational Judgement Tests (page D:89)

A paragraph on situational judgement tests has been inserted.

Do you have comments on the amendments to Stage 5?

None

Stage 6 – The Interview

Arrangements for Interview (page D:95)

The reference to the Commission has been deleted.

Annex 13 Sample Interview Assessment Form (page D:106)

The reference to the Commission has been deleted.

Do you have comments on the amendments to Stage 6?

None

Stage 7 – Post Interview

Child Protection (page D:112)

The title of this paragraph has been changed to 'Safeguarding' to reflect council policies and a reference to 'adults who may be at risk of harm' has been inserted.

Do you have comments on the amendments to Stage 7?

None

Are there any other comments you wish to make?

This Council appreciates the role the Local Government Staff Commission for Northern Ireland (the Commission) has played and the contribution it has made in working with Councils in the application of the Code of Procedures.

Thank you for taking the time to complete this questionnaire. Your response must arrive with the Commission no later than **Friday 27 May 2016**.

Report to:	Strategy, Policy and Resources Committee
Subject:	Section 75 Policy Screening Report – Quarterly Report for period January – March 2016
Date:	12 May 2016
Reporting Officer:	Colin Moffett, Equality Officer
Contact Officer(s):	Colin Moffett, Equality Officer

Decisions Required

Members are asked to note the contents of the report and to give consideration to agreement to the following:

- To note the Section 75 Policy Screening Report – Quarterly Report for period January – March 2016.

1.0 Purpose & Background

- 1.1 In line with Council's Section 75 statutory duties and commitments within our approved Equality Scheme, policy screening reports are published quarterly. The Quarterly Report for the period January – March 2016, including screening reports, is available on Council's website www.newrymournedown.org. This information has also been forwarded to all equality consultees.

2.0 Key Issues

- 2.1 Recommendation: To note the Section 75 Policy Screening Report – Quarterly Report for period January – March 2016.

3.0 Financial & Resource Implications

- 3.1 No financial or resource implications are anticipated.

4.0 Equality & Good Relations Implications

- 4.1 No equality and good relations implications are anticipated.

Publishing quarterly reports, including screening reports, making them available on Council's website www.newrymournedown.org, and forwarding this information to all equality consultees is in accordance with the commitments contained within the Council's approved Equality Scheme.

5.0 Appendices

- Section 75 Policy Screening Report – Quarterly Report for period January – March 2016.

Newry, Mourne and Down District Council Section 75 Policy Screening Report
Quarterly Report January – March 2016

Policy Number	Policy	Details of policy	Screening Outcome
128	Health and Safety Policy	The aim of this policy is to outline the Council's commitments to compliance with statutory health and safety legislation and the arrangements in place to ensure this occurs consistently throughout the Council and all associated activities.	No EQIA considered necessary
129	Policy on Naming of Council Facilities	<p>The aim of this policy is to provide the framework for a consistent approach to decision-making in relation to the naming of Council facilities.</p> <p>The policy will apply to:</p> <ul style="list-style-type: none"> • Council owned property only. • Naming of facilities, buildings and rooms. • Naming of new facilities. • Requests to re-name facilities, buildings and rooms. • Requests regarding memorials, planting of trees and plaques. <p>Council will consider naming of facilities:</p> <ul style="list-style-type: none"> • To recognise a specific unique geographic location. <p>The principles of the process are as follows:</p> <ul style="list-style-type: none"> • Specific criteria • Application form • Assessment 	No EQIA considered necessary

		<ul style="list-style-type: none">• Consultation (if required)• Decision-making• Appeal mechanism	
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Agenda Item:	Request to host Carers Week event on 6 June 2016
Report to:	Strategy, Policy and Resources Committee
Subject:	Request from Joan Scott, Carers Development Officer, South Eastern HSC Trust re: Carers Week venue
Date:	12 May 2016
Reporting Officer:	Colin Moffett, Equality Officer
Contact Officer(s):	Colin Moffett, Equality Officer

Decisions Required

Members are asked to note the contents of the report and to give consideration to the following:

- To host a Carers Week event organised by South Eastern Health and Social Care Trust in the Commedagh Room, Downshire 10.30am – 1.00pm on 6 June 2016.

1.0	<u>Purpose & Background</u>
1.1	<p>Each year for Carers Week, which is second week in June, a number of events are run for family carers to give them a well-earned break from caring and give them the chance to meet up with other carers. These are designed to be fun events for carers which tries to encourage them to look after their own health and wellbeing.</p> <p>The request from Joan Scott, Carers Development Officer, South Eastern HSC Trust relates to identifying a venue for a Carers Week event. Down District Council have previously hosted said event. It is envisaged approximately thirty people will be in attendance at the event.</p>
2.0	<u>Key Issues</u>
2.1	Other Councils in the health trust area have agreed to host similar events in Lisburn and Bangor.
3.0	<u>Financial & Resource Implications</u>
3.1	Associated costs related to hosting the event i.e. room hire and refreshments (tea / coffee and biscuits on arrival / finger buffet lunch) for approximately thirty people will be met from the Council's Equality Officer budget.
4.0	<u>Equality & Good Relations Implications</u>
4.1	It anticipated this event recognising Carers Week will positively contribute to equality of opportunity and good relations.
5.0	<u>Appendix</u>
•	N/A

Report to:	Strategy, Policy and Resources Committee
Subject:	Proposal from Co-operation Ireland re: Amazing the Space event
Date:	12 May 2016
Reporting Officer:	Colin Moffett, Equality Officer
Contact Officer(s):	Colin Moffett, Equality Officer Damien Brannigan, Community Relations & Development Manager

Decisions Required

Members are asked to note the contents of the report and to give consideration to agreement to the following:

- To agree in principle, through financial support, and providing local co-ordination and advice, to support delivery of a regional satellite venue for 300/500 school students from our area (St Paul's High School, Bessbrook) for the Amazing the Space event on International Peace Day 21 September 2016. The level of financial support of up to £5000 being subject to the letter of offer from the Office of the First Minister and Deputy First Minister related to the delivery of the Council's Good Relations Strategy.

1.0 Purpose & Background

- 1.1 The proposed Amazing the Space event involving more than 5000 young people will take place at the Eikon Exhibition Centre, The Maze / Long Kesh, Lisburn on Wednesday 21 September 2016 which is International Peace Day. This event producing over 400 peace pledges will acknowledge the role young people play in peace-building.

Co-operation Ireland is seeking support from Newry, Mourne and Down District Council to deliver a regional satellite venue for 300/500 school students from our area (St Paul's High School, Bessbrook) on International Peace Day 21 September 2016. Provision of satellite venues, with live streaming, will enable more local engagement at local school level and replicate as best possible what is happening at the Eikon Centre.

The Bessbrook satellite will replicate the programme from the Eikon Exhibition Centre, Maze/Long Kesh via live streaming and video conferencing. However the local satellite will have the opportunity to design and present their own input to 50% of the local satellite programme. This will include an International dimension with schools worldwide in areas of conflict.

A local co-ordinating group will be formed to enable a youth led approach to both localised programme development and input into the larger event at the Eikon Exhibition Centre. Co-operation Ireland is seeking financial support, advice and guidance that the Council can offer through the Council's Good Relations Office.

2.0	<u>Key Issues</u>
2.1	<p>The request for support asks each local authority to help financially to ensure that the satellite venue can be organised in a safe and professional fashion, with adequate audio visual and PA provision and be able to look after the young people by providing lunches and refreshments.</p> <p>The final event programme will be shaped and developed by the young people themselves, but is likely to last 3 hours with 50% of the programme being streamed on large screens from the Eikon Centre at Maze/Long Kesh and 50% locally driven and themed.</p>
3.0	<u>Financial & Resource Implications</u>
3.1	<p>The average estimate of costs involved in the provision and organisation of these local satellites will be £5,000 per venue and the Amazing the Space Steering Committee asks the local authorities to provide that financial support and through their good relations officers, provide local co-ordination, advice and support.</p> <p>These additional costs are to cover the direct local cost of providing each participant with an event t-shirt, a boxed lunch and preparing the venue to host the event technically so that the satellite participants can share the experience of the Maze/Long Kesh, while still having a much more localised focus.</p> <p>At this stage the level of financial support of up to £5000 will be subject to the letter of offer from the Office of the First Minister and Deputy First Minister related to the delivery of the Council's Good Relations Strategy.</p>
4.0	<u>Equality & Good Relations Implications</u>
4.1	<p>The initiative meets the government objectives of Together Building a United Community, and Department of Education Shared Education policy, and it is envisaged it will make a positive contribution to the promotion of equality of opportunity and desirability of promoting good relations.</p>
5.0	<u>Appendix</u>
	<ul style="list-style-type: none"> Co-operation Ireland proposal to Local Authorities re: Amazing the Space.



AMAZING THE SPACE – “Who will YOU make peace with?”

Peace Pledge Programme and International Peace Day Event for more than 5,000 young people at the Eikon Centre, RUAS, The Maze/Long Kesh, Balmoral Park, Sprucefield, Halftown Rd, Lisburn BT27 5RF and at a number of satellite venues throughout Northern Ireland. Lead partner: Co-operation Ireland.

The Proposal

To generate a youth driven initiative, throughout Northern Ireland and the border counties of the Republic of Ireland, which will culminate with 5,000 young people who have been involved in producing over 400 peace pledges coming together at the Eikon Exhibition Centre, Maze/Long Kesh site and at a number of satellite school venues, to mark International Peace Day on Wednesday 21 September 2016.

They will acknowledge the role that young people play in peace-building. The initiative would not be a one off event but a regionally developed programme commencing in March 2016 that would also have a number of legacy enterprises emanating from it. Satellite venues would be set up regionally to ensure greater numbers of young people can participate.

The committee will enlist the services of a small number of local headline acts to profile the programme and entertain at the event.

By partnering with a number of high profile international peace organisations, the programme and event will develop access to over 40 global communities, and through video conferencing, the voice of young people and their desire for peace will be accessible across a wide global audience.

Meeting Government objectives

Together Building a United Community:

The Amazing the Space project aligns closely with the core aims and vision of Together Building a United community for example:

TBUC “Shared Aim: to continue to improve attitudes amongst our young people and to build a community where they can play a full and active role in building good relations.”

Amazing the Space will provide tangible opportunities for young people to actively contribute to a more peaceful society. Young people will have the opportunity to design their own peace pledges aimed at building good relations among a range of communities, culminating in a final event to celebrate a more peaceful future. Young people will play an integral role from start to finish in this project and they will have an opportunity to engage with other young people from across the globe.

TBUC “Shared Aim: *to create a community, which promotes mutual respect and understanding, is strengthened by its diversity and where cultural expression is celebrated and embraced.”*

Amazing the Space will bring young people together from across the global, celebrating diversity and promoting respect for different cultures. It will provide young people with the opportunity to not only express their culture but develop their understanding of other cultures from across the globe.

Department of Education NI: Shared Education Policy:

Amazing the Space will reflect some of the core aims with the DENI’s shared education policy:

DENI’s Vision for Shared Education: *“Vibrant, self-improving Shared Education partnerships delivering educational benefits to learners, encouraging the efficient and effective use of resources, and promoting equality of opportunity, good relations, equality of identity, respect for diversity and community cohesion.”*

Amazing the Space will bring together over 400 schools across N. Ireland and the border counties, in a joint project culminating in the final event on 21st September. The project offers all young people, regardless of age, religion or ethnic background an opportunity to contribute to a more peaceful society through their peace pledges. On the day, the Maze long Kesh will see young people from all communities come together in one place to celebrate peace day and engage with other young people from across the world celebrating diversity and promoting good relations.

DENI defines shared education as:

“Pupils coming together from different sectors for curriculum based collaboration, for example to study a specific subject through a shared class, or to undertake a project;

- *children and young people involved in statutory and voluntary youth work settings coming together to learn in an informal education setting;*
- *shared planning days to develop and co-ordinate shared activities; “*

Amazing the Space will promote the idea of shared education by encouraging all schools involved to come together through the peace pledges project. Over the months prior to the event schools will work together on developing a peace day anthem and peace day pledges that will play an integral role in the

final Peace day event. Young people from all schools involved will be working towards a shared vision celebrating their ideas for a more peaceful society.

UN Guiding Principles

The UN Guiding Principles on Young People's Participation in Peace building speaks us of the importance of finding out and listening to the perspectives of children and young people who have lived through and experienced the insecurities of conflict and post-conflict situations. The principles emphasise the importance of children's participation and the contributions of children to peace building efforts such as reconciliation, reconstruction and rehabilitation, which bring with them the hope of a more secure place.

It is increasingly recognised that children have their own very valuable perspectives and priorities which, are often very different to those of adults. Their priorities often reflect concerns and challenges grounded in their day-to-day reality rather than more distant fears.

Listening to children, taking their views seriously and recognising the various roles and responsibilities taken on by young people in communities and in broader society requires a change in the way that most adults perceive young people and engage with them. Adults need to recognise the capacities and contributions that young people of different ages, abilities and backgrounds can make.

Desired Outcomes

- Participation of primary and post primary schools in NI and Cavan, Donegal and Monaghan
- Peace ideas for the event/legacy emerging from young people as the initiative develops.
- Schools invited to design and arrange a display of peace pledges on the site at The Eikon Exhibition Centre, the Maze/Long Kesh, allowing schools to showcase skills and training, over 400 peace pledges have already been produced
- Establishment of a number of regional satellite venues which will link to the main event.
- Engagement with the project by District Council Good Relations Officers, Education Authority Regional Officers to encourage/support peace-building project ideas to be identified and taken forward.
- Creation of a Young Leaders Programmes in business, the arts and in civil society – promoting the value of Leadership in young people

- Platform for young people to give expression to their aspirations for peace, prosperity and a better tomorrow but also to play their part.
- Involvement of UN Youth Ambassador, Malala Yousafzai and others.
- Global input to the 21 September programme, via live video conferencing through the Face to Faith and Global Peace Foundations. This could include inputs from Ukraine, Middle East, India, Pakistan, Kenya, Uganda, Tanzania and up to 40 countries where these organisations work, many areas still in conflict.

Partners

DENI

Eikon Exhibition Centre RUAS

Co-operation Ireland

Face to Faith Foundation

Global Peace Foundation

Youth Action – North West England

Trocaire

Unite

Steering Committee Representatives

Student Adam McElhinney (Foyle College)

Student Erin McPhelimy (St Mary's College)

Student James Mangle (Lumen Christi College)

Student Sophie Doherty (Foyle College)

Liam Campbell ,Good Relations Officer Derry Playhouse

Donal Doherty, EAWR Musical Director

Noelle McAlinden, NI Arts Council

Marie Lindsay, St Mary's College (Principal)

Stephen Doherty, Lumen Christi College (Head of RE)

Pauline Ross, Derry Playhouse Director

Calum Morrison, Deputy Director NWRC

Sean Henry, Clinton Centre Enniskillen

Ian Bothwell, Crossfire Trust Director Keady

Robert Robinson, Hillsborough Businessman

Philip Emerson, Lurgan partner

Conor Maskey, Belfast partner

Peter Sheridan, CEO Cooperation Ireland.

Reverend David Latimer.

Further Potential for Partnership

UN – meeting scheduled for March 2016

Peace One Day Foundation – Jeremy Gilley is being approached to participate

Local authorities

Private Donors

Corporate Businesses

Maze/Long Kesh

In discussion with International investors re funding Youth Leadership programme for 5 years as part of the legacy to the programme.

Programme Activity in Preparation for 21 September 2016

- Empowering young people to prioritise the importance of peace
- Giving young people an opportunity to shape the future and create the programme content for the event on 21 September
- Creation of Regional Hubs or satellite venues for activities on 21 September
- Innovative regional competitions and workshops to create and input acts into the 21 September programme
- Launch and PR and Marketing Campaign, both national and regional, to inform the schools and their communities of the programme and enlist support

International Peace Day

The United Nations' (UN) International Day of Peace is celebrated on September 21 each year to recognize the efforts of those who have worked hard to end conflict and promote peace. The International Day of Peace is also a day of ceasefire – personal or political.

Legacy of the Amazing Space programme

- Peace pledges – over 400 Peace Pledges mounted and represented in a permanent legacy artwork
- On line facility for the Peace Pledges and their associated programmes
- Bursaries to Global Peace conventions
- The formation of Youth Councils at a local authority level across Northern Ireland to empower young people to communicate more effectively with their local representatives and government committees.
- Innovative Youth Leadership initiatives and programmes.

Amazing the Space Event at The Eikon Exhibition Centre, The Maze/Long Kesh, Lisburn on Wednesday 21 September 2016

Governance

The Board and Management of the leading peace building charity, Co-operation Ireland is prepared to take on the governance of the programme and manage the programme on behalf of the steering committee. Previous experiences include being an Intermediary Funding Body for EU Peace 1 and EU Peace 2 and Interreg programmes and currently deliver as co-ordinators, the National Citizen Programme for the Department of Social Development. Co-operation Ireland has been supported by OFMDFM since the formation of the Northern Ireland Assembly.

Event Management Experience

Experience of delivering private and public Dinners and Receptions involving Ministers from Northern Ireland, Republic of Ireland and the United Kingdom and Her Majesty The Queen and President of Ireland.

National events such as the All-island School Choir Competition, annually involving over 100 second level schools and televised by RTE and the Maracyle Bike Ride between Belfast and Dublin, which annually attracted over 1,000 cyclists.

Conferences and workshops including the annual Pride of Place Awards Competition and Dinner which brings Local Authority officers and their community representatives together to celebrate the incredible programmes and projects delivered by local communities on a voluntary basis throughout the island.

Delivering a Satellite Venue in your Local Authority

Such has the interest been amongst schools throughout Northern Ireland, that a number of large modern schools have offered to make their schools available to be able to deliver satellite venues in some or all of our local authority areas.

Through live streaming from the Eikon Exhibition Centre, more young people will be able to become involved in this youth led promotion of peace and vision for a peaceful and shared future. Provision of satellite venues will enable much more local engagement at local school level.

We envisage satellite venues being able to cater for 300/500 school students. Our ambition at these satellites would be to replicate as best possible what is happening at the Eikon Exhibition Centre, only on a much smaller scale and with a much more localised focus. Eg. A regional satellite school venue would invite a number of students from all schools in the local authority area, not only on the International Peace Day but also in the preparation and

organisation of the programme at the Maze/LongKesh site and at their local satellite venue. The central programme will be tweaked to ensure local students have the opportunity to present their peace pledges through a range of mediums such as digital production, artwork, song and music, drama and dance. Each will have outreach to a number of international school communities through live streaming through the Face to Faith international peace organisation.

At this stage, five large modern schools have offered to provide and co-ordinate satellite venues we would like to seek support through Solace, so that each local authority in Northern Ireland could host a satellite venue. The request for support asks each local authority to help financially to ensure that the satellite venue can be organised in a safe and professional fashion, with adequate audio visual and PA provision and be able to look after the young people by providing lunches and refreshments.

The average estimate of costs involved in the provision and organisation of these local satellites will be £5,000 per venue and the Amazing the Space Steering Committee ask the local authority to provide that financial support and through their good relations officers, provide local co-ordination, advice and support.

These additional costs are to cover the direct local cost of providing each participant with an event t-shirt, a boxed lunch and preparing the venue to host the event technically so that the satellite participants can share the experience of the Maze/Long Kesh, while still having a much more localised focus.

The final event programme will be shaped and developed by the young people themselves, but is likely to last 3 hours with 50% of the programme being streamed on large screens from the Eikon Centre at Maze/Long Kesh and 50% locally driven and themed. The draft programme below gives an estimation of timings.

Amazing Spaces - Event Programme - Wednesday 21 September

10.30 Arrivals and Reception

11.00 International Welcome and Speeches

11.30 Selected Peace Pledges and Regional you tube Productions
Reconciliation through the Arts

12.00 Lunch and Pledge Share / Presentations

13.00 Radio Roadshow and Regional Talent – Acts - local performers from schools involved. Special Guests perform – 2 local Headline Acts on the theme of peace and young people

Launch of Youth Council and Legacy Programmes

14.30 Thanks and Coaches

Contact Details:

Terry O'Neill, Co-operation Ireland
Mob: 0044 7771 542288
DL: 0044 2890 891010
Email: toneill@cooperationireland.org

Report to:	Strategy, Policy and Resources Committee
Subject:	Requests from Newry Maritime Association
Date:	12 May 2016
Reporting Officer:	Eddy Curtis, Director of Strategic Planning and Resources
Contact Officer(s):	Eddy Curtis, Director of Strategic Planning and Resources Colin Moffett, Equality Officer

Decisions Required

Members are asked to note the contents of the report and to give consideration to agreement in principle to the following:

- Erection of three small information plaques on park benches within Fisher Park (2) to acknowledge the seafarers who played a key role in the development of Newry and remember all those employed in the port of Newry and the pivotal role they played, and at the Glen (1) overlooking the area formerly known as 'Sailortown'.
- Council to acknowledge the centenary of the Connemara / Retriever tragedy which happened on 3 November 2016 with the loss of 93 lives through the appropriate siting of a steel plate from the hull.
- As part of the Flagstaff Fiesta on 31 July 2016, to place a metal ship's bow on a vacant concrete plinth at the Flagstaff Viewpoint and an information panel as a tribute to Fathom seamen.

1.0 Purpose & Background

1.1 Following discussion with Newry Maritime Association three matters were discussed:

1. To place small plaques on park benches within Fisher Park (2) to acknowledge the seafarers who played a key role in the development of Newry and remember all those employed in the port of Newry and the pivotal role they played, and at the Glen (1) overlooking the area formerly known as 'Sailortown'.
2. That Council to appropriately acknowledge the centenary of the Connemara / Retriever tragedy which happened on 3 November 2016 with the loss of 93 lives. Newry Maritime Association will be holding a series of commemorative events across the district and are in a position to donate an artefact from the vessel, a steel plate from the hull, which has been shot blasted, galvanised and painted. Newry Maritime Association wish to host the event in association with the Council.
3. To utilise a vacant concrete plinth at the Flagstaff Viewpoint through placing a metal ship's bow on it, and an information panel, as tribute to Fathom seamen. As an element of the Flagstaff Fiesta on 31 July 2016. This is being planned in conjunction with the Ring

	of Gullion Landscape Partnership and Killeen / Edentubber Regeneration Group will also launch the South Armagh Lúnasa Festival.
2.0	<u>Key Issues</u>
2.1	<p>In relation to plaques, while the proposals discussed are not to (re)name a bench or area after an individual or family, and would not be outwith the scope of Council policy on Naming Facilities, Council is still required to take a decision with regard to the request as it has an impact on the use of Council property i.e. park benches. If it is agreed to facilitate the requests the proposed wording will be required to be approved and the Council's agreed branding approach would have to be applied.</p> <p>With regard to the centenary of the Connemara / Retriever tragedy, Council is asked to agree in principle to acknowledging the centenary through the siting of a steel plate from the hull. Further to this Council will be required to identify an appropriate site for said artefact.</p>
3.0	<u>Financial & Resource Implications</u>
3.1	In relation to acknowledging the centenary of the Connemara / Retriever tragedy, Newry Maritime Association are donating the artefact from the vessel, a steel plate from the hull, which has been shot blasted, galvanised and painted, and also providing the metal ship's bow and information panel for the Flagstaff Fiesta on 31 July 2016. The associated costs will relate to fixing in place of said artefacts.
4.0	<u>Equality & Good Relations Implications</u>
4.1	There are no anticipated equality and good relations implications.
5.0	<u>Appendix</u>
	<ul style="list-style-type: none"> N/A

Report to:	Strategy, Policy and Resources
Subject:	Financial Assistance
Date:	12 May 2016
Reporting Officer:	Sonya Burns, Programmes Manager
Contact Officer(s):	Sonya Burns, Programmes Manager

Decisions Required

The following recommendations are made for approval:

1. Approval to fund applications in call one for the 2016-2017 period as per the appendix. The PCSP applications are for noting and Good Relations for approval.
2. Advances – provision of up to 50% advances on a needs led basis.

1.0 Purpose & Background

- 1.1 1. The second call for Financial Assistance opened on Monday 4 April and closed on Friday 22 April with a total of 87 applications bring received under the following themes:
- Policing and Community Safety – 40
 - Good Relations - 47

The upper threshold for each of these themes was £750. There was a very high pass rate at stage 1 which indicates that the capacity building has improved submissions.

Attached is a report which provides a breakdown of the number of applications, pass and fail at each stage of the process, geographical spread of the applications received and successful and a breakdown of the final allocations to successful applicants.

2.0 Key Issues

- 2.1
 - Managing the unsuccessful outcomes through the Review process.

3.0 Financial & Resource Implications

- 3.1
 - The total amount awarded for each theme as per the Appendix.

4.0 Equality & Good Relations Implications

- 4.1 There is an inclusion of equality and good relations within the applications and the process is underpinned by Equality and Good Relations principles.

5.0 Appendices

- Call analysis.

Appendix

Call 2 for Financial Assistance 2016 Newry, Mourne and Down District Council

Applications received 87

Applications received 87

Applications recommended for funding 46

Total applications awarded 53%

Total amount requested £59,725.03

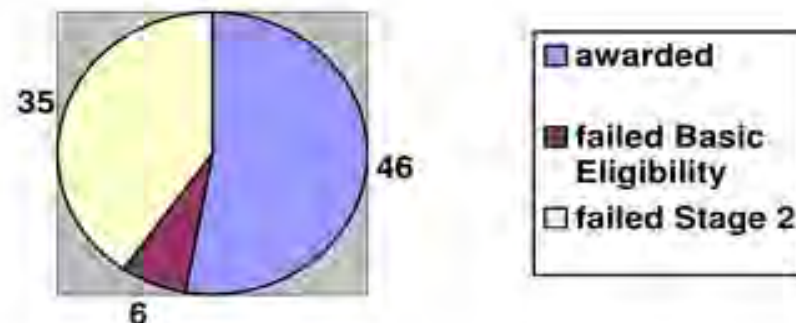
Total amount awarded £34,500.00

Of the 87 applications:

46 were awarded

6 failed BE = 7%

35 failed stage 2 = 40%



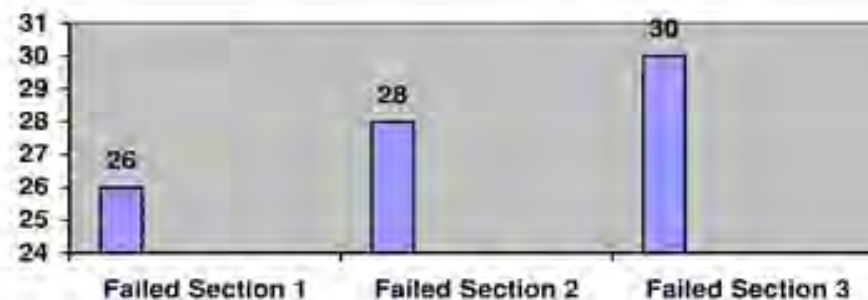
Applications failed Stage 2 = 35

Of the 35 that failed Stage 2:

26 failed meet threshold on section 1 = 74%

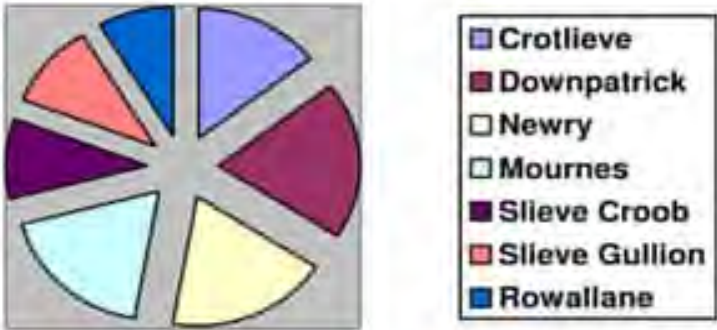
28 failed to meet threshold on section 2 = 80%

30 failed to meet threshold on section 3 = 86%

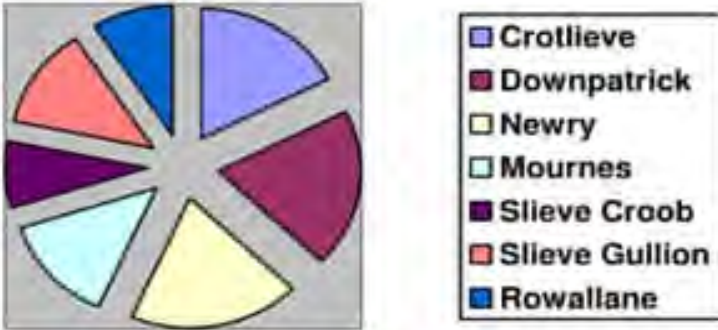


Area Breakdown

Applications Received by Project
Delivery Area - 87



Applications Awarded by Project
Delivery Area - 46



Breakdown of Applications per stage & Final Amount Recommended for Award

Good Relations

47 applications

Stage 1 ~ 4 Fail

Ref	Passed basic eligibility
GR-22-2016	No
GR-32-2016	No
GR-37-2016	No
GR-38-2016	No

Stage 2 ~ 17 Fail

Ref	Passed basic eligibility	Stage 2
GR-3-2016	yes	No
GR-11-2016	yes	No
GR-15-2016	yes	No
GR-17-2016	yes	No
GR-19-2016	yes	No
GR-23-2016	yes	No
GR-25-2016	yes	No
GR-27-2016	yes	No
GR-28-2016	yes	No
GR-31-2016	yes	No
GR-34-2016	yes	No
GR-35-2016	yes	No
GR-39-2016	yes	No
GR-41-2016	yes	No
GR-43-2016	yes	No
GR-44-2016	yes	No
GR-47-2016	yes	No

Stage 1 & 2 ~26 Pass & Amount Recommended for Awarded

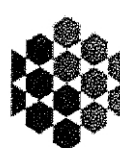
Ref	Passed basic eligibility	Stage 2	Recommended Amount Awarded
GR-1-2016	yes	yes	£750.00
GR-2-2016	yes	yes	£750.00
GR-4-2016	yes	yes	£750.00
GR-5-2016	yes	yes	£750.00
GR-6-2016	yes	yes	£750.00
GR-7-2016	yes	yes	£750.00
GR-8-2016	yes	yes	£750.00
GR-9-2016	yes	yes	£750.00
GR-10-2016	yes	yes	£750.00
GR-12-2016	yes	yes	£750.00
GR-13-2016	yes	yes	£750.00
GR-14-2016	yes	yes	£750.00
GR-16-2016	yes	yes	£750.00

GR-18-2016	yes	yes	£750.00
GR-20-2016	yes	yes	£750.00
GR-21-2016	yes	yes	£750.00
GR-24-2016	yes	yes	£750.00
GR-26-2016	yes	yes	£750.00
GR-29-2016	yes	yes	£750.00
GR-30-2016	yes	yes	£750.00
GR-33-2016	yes	yes	£750.00
GR-36-2016	yes	yes	£750.00
GR-40-2016	yes	yes	£750.00
GR-42-2016	yes	yes	£750.00
GR-45-2016	yes	yes	£750.00
GR-46-2016	yes	yes	£750.00
Total Awarded			£19,500.00

Report to:	Strategy, Policy and Resources
Subject:	Social Investment Fund
Date:	12 May 2016
Reporting Officer:	Sonya Burns, Programmes Manager
Contact Officer(s):	Sonya Burns, Programmes Manager
<u>Decisions Required</u>	
Recommendation: Approval for the Letter of Offer received from OFMDFM for the Castlewellan Community centre.	
1.0	<u>Purpose & Background</u>
1.1	<p>The Council are in receipt of a letter of offer from OFMDFM for the South Eastern Zone which the legacy Down District Council would have been within. The value of the offer is £527,951 which includes a management fee of £51,462. The period of assistance is from 18 March 2016 until 30 June 2017 within which time the project will have to be completed.</p> <p>The Council will be lead partner on the project however will work closely with the Castlewellan Community Partnership who are involved in the centre.</p> <p>There have been issues raised about the displacement of the current user groups during this period of construction. A meeting with the Partnership and groups will be undertaken to ascertain solutions to this.</p>
2.0	<u>Key Issues</u>
2.1	<ul style="list-style-type: none"> A potential issue which has been highlighted is the displacement of groups and projects from within the centre for the duration of the project. This will be discussed with the groups to ascertain a solution.
3.0	<u>Financial & Resource Implications</u>
3.1	All costs are contained within the Letter of Offer.
4.0	<u>Equality & Good Relations Implications</u>
4.1	There is an inclusion of equality and good relations within the submission and Economic Appraisals.
5.0	<u>Appendices</u>
	<ul style="list-style-type: none"> None.

Finance, Strategic Planning & Social Change Directorate

Mark Browne
Room E4.07
Castle Buildings
Stormont
BELFAST, BT4 3SR

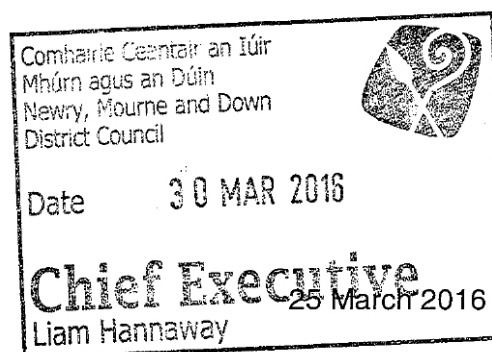


Office of the
**First Minister and
Deputy First Minister**
www.ofmdfmni.gov.uk

Telephone: 028 905 23148

E-mail: mark.browne@ofmdfmni.gov.uk

Liam Hannaway
Newry, Mourne and Down District Council
District Council Offices
Monaghan Row
Newry
BT35 8DJ



Dear Mr. Hannaway,

Social Investment Fund – Castlewellan Community Centre

I enclosed a letter of offer for your consideration.

This letter brings to your attention the requirements that you must consider in your role as Lead Partner. It represents a contractual arrangement between your organisation and the Department and as such I would ask that you take the opportunity to consider it, and all associated appendices, and query or discuss any of the terms therein with the nominated OFMDFM official. Once you are content to give the commitment that you can deliver the project in line with the Letter of Offer please sign, date and return the acceptance before the stipulated return date.

All documentation and plans requested are a pre-condition of the funding allocated to this project and as such no project monies will be released until the department has received and agreed these. In order to support you to meet the preconditions, we have arranged for our colleagues in NISRA to assist you in the development of the Monitoring and Evaluation Plan. The Statisticians will be available to meet with you on a one to one basis on receipt of a signed letter of offer. Similarly your nominated OFMDFM Official, as detailed in the Letter of Offer, will provide direct support to assist you in meeting the other preconditions.

If you would like to discuss any aspect of the Letter of Offer in advance of signing, please contact Darryl Petticrew on 02890 523105. I look forward to receiving your signed letter and associated documentation.

Regards

Mark Browne
Deputy Secretary
Finance, Strategic Planning & Social Change Directorate

Mark Browne
 Finance, Strategic Planning
 & Social Change Directorate
 Castle Buildings
 Stormont Estate
 BELFAST BT4 3SR
 Phone 02890 5 23148
 Email mark.browne@ofmdfmi.gov.uk



Lead Partner Organisation (name and address)	Newry, Mourne and Down District Council Monaghan Row, Newry, BT35 8DJ, Northern Ireland
Project Title and Reference Number	Castlewellan Community Centre SIF-C4-SE
Type of Project	Capital
Amount of Financial Assistance	£527,951
Period of Financial Assistance	18 March 2016 – 30 June 2017
Government Funding Database Checked (Date)	

25 March 2016

Dear Mr. Hannaway

SOCIAL INVESTMENT FUND: OFFER OF GRANT

1. THE OFFER

The purpose of this letter is to advise you of the Office of the First Minister and Deputy First Minister's offer of Grant under the Social Investment Fund Programme 2011- 2018 ("SIF").

The Office of the First Minister and Deputy First Minister ("the Department") is pleased to inform you that up to a maximum of £ 527,951 of eligible costs is being offered to Newry, Mourne and Down District Council as Lead Partner Organisation for the development, management, administration and delivery of a number of SIF projects details of which are set out below.

This letter conveys the following offer of assistance from the Department to Newry, Mourne and Down District Council ("the Lead Partner Organisation") by which the Department has agreed to support the projects listed hereunder and as detailed in the business cases attached at Annex 6.

The Department will, subject to the standard conditions of grant attached at Annex 1 and the conditions hereinafter appearing, pay to the Lead Partner Organisation financial assistance not exceeding the amounts indicated.

SIF Ref:	Project Title	Project Promoter (which term is hereafter defined)	Project Completion Date	SIF Grant £
SIF-C4-SE	Castlewellan Community Centre	Castlewellan Community Partnership	31 June 2017	476,489

SIF Ref:	Lead Partner Organisation	Management costs: £
SIF-C4-SE	Newry, Mourne and Down District Council	51,462

Total Eligible Costs	£527,951
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A breakdown of each project's Grant award is set out at Annex 2.

It is the intention of Newry, Mourne and Down District Council that works will be carried out and the Grant will be paid by the Department for that purpose. It is acknowledged that this is not a public works contract as defined in Directive 2004/18/EC and the Public Contracts Regulations 2006 and that Newry, Mourne and Down District Council is not undertaking any legal obligation to carry out the works.

2. CONDITIONS OF ASSISTANCE

- (a) The Department shall not make any payment of project costs and work shall not commence on a project until:

- (i) the Lead Partner Organisation has presented to the Department a Project Initiation Document and a Project Plan, the latter to include a detailed project expenditure plan, detailed project targets (including outputs and outcomes, associated baseline and update data and measurable project milestones as linked to the objectives of both SIF and the project), a project resource plan, a risk register and Project Monitoring Plan and an evaluation plan outlining associated measurements and data sources, collection and input method, as referred to in Annex 1. These are to be presented to the Department within 40 days of the signing of this Letter of Offer;
- (ii) the Department is satisfied with the Project Initiation Document and Project Plan as presented by the Lead Partner Organisation, including the detailed project expenditure plan, project targets including outputs and outcomes, associated baseline and update data and measurable project milestones as linked to the objectives of both SIF and the project), a project resource plan, a risk register and project monitoring plan and evaluation plan outlining associated measurements and data sources, collection and input method and the arrangements for completion of the project;
- (iii) the Lead Partner Organisation provides the Department with evidence to confirm that a funding package has been formally established to cover all costs set out in the breakdown of Grant award, including a properly executed Memorandum of Understanding setting out the roles, responsibility and degree of accountability of each party;
- (iv) the Department receives satisfactory documentary evidence that any land and/or property on which any development is to take place is in the ownership of the Project Promoter;
- (v) the Department receives satisfactory evidence that where any land and/or property on which any development is to take place is subject to a lease, that there is sufficient security of tenure and that a lease of sufficient duration is in place for a project;
- (vi) the Department receives satisfactory documentary evidence that permission has been obtained from the owner of any land and/or property, not in public ownership, which is affected by a project;
- (vii) the Department reserves the right to recover funding through the Lead Partner Organisation and the Lead partner Organisation shall make it a condition of its funding of the Project Promoter that the Project Promoter shall execute a Legal Charge over the funded assets where these comprise Real Property, and where required by the Department;
- (viii) the Department receives documentary evidence that all statutory approvals necessary for a development to proceed, have been obtained;

- (ix) the Department is satisfied with the management and monitoring arrangements put in place by the Lead Partner Organisation;
 - (x) the Lead Partner Organisation shall deliver each Project, applying the most appropriate procurement strategy for the Project, as agreed with the Department, and in doing so shall appoint an appropriate Integrated Consultant Team (ICT) applying the agreed procurement strategy. The Lead Partner Organisation and the ICT will liaise with the Department for the duration of a project regarding stage design, project management, cost management, work supervision, the tendering procedures for the appointment of the Integrated Supply Team (IST) and other matters associated with each Project;
 - (xi) the Lead Partner Organisation shall appoint an IST for each project in keeping with Department of Finance and Personnel Central Procurement Directorate (CPD) guidance;
 - (xii) a set of tender documents for a project in respect of (x) and (xi) should be submitted to the Department for assessment and approval;
 - (xiii) the Lead Partner Organisation shall normally award a NEC3 Professional Services Contract to the successful ICT and a NEC3 Engineering and Construction Contract to the IST;
 - (xiv) the tender report and the recommendation for appointment of the ICT and the IST shall be submitted to the Department for approval prior to appointment;
 - (xv) the Lead Partner Organisation, in awarding contracts under this Letter of Offer, should promote the delivery of sustainable development as outlined by CPD and shall ensure that appropriate social clauses are agreed with the department and are delivered by both the ICT and the IST;
 - (xvi) as referred to in Annex 1, the Lead Partner Organisation has presented to the Department's satisfaction a Project Plan in respect of each project;
 - (xvii) the Lead Partner Organisation has secured an enforceable Project Agreement (as hereafter defined) from a Project Promoter that it will provide the Department with an agreed Project Monitoring Plan that will assist in assessing the success of a project against the project business case and the objectives of the Social Investment Fund 2011-2018 and the project and thereafter that a Project Promoter will provide the Department with such reports and information as the Department shall require in order to make such assessment(s);
- (b) The Department will be afforded all reasonable access to each project during and after construction and to all records held by the Lead Partner Organisation. All supporting documents, in particular regarding expenditure and audit, must be kept available for a period of seven years following the

end of the financial year in which the last payment of Grant in relation to the project is made and such documents shall be made available for inspection at the request of the Department, its auditors, or any other oversight body with a legitimate requirement to inspect them in the course of its duties;

- (c) The project shall be carried out and completed in accordance with the plans and specifications to the Department's satisfaction and with all necessary certification;
- (d) Consideration shall be given to the timing to maximise synergies with existing infrastructural development and minimise impact on the general public and businesses;
- (e) The Lead Partner Organisation will have all major work on each project completed by the dates indicated at paragraph 1;
- (f) The Department will monitor and evaluate each project by reference to the detailed baseline data, project targets (including baseline, outputs and outcomes) and milestones referred to in paragraph 2 (a) above;
- (g) The Lead Partner Organisation will update the relevant SIF steering group every three months on each project's progress;
- (h) The Lead Partner Organisation should conduct a post project evaluation, in relation to its role and responsibilities, within a period agreed with the Department. Where an independent evaluator is appointed by the Department, the Lead Partner Organisation shall be required to liaise and co-operate with the evaluator and provide all supporting documentary evidence as required by the independent evaluator;
- (i) On receipt of confirmation of acceptance of this offer of grant and after all other conditions of assistance have, in the opinion of the Department been satisfied, the Department will issue a letter to the Lead Partner Organisation to proceed, where appropriate, on a project by project basis.

3. CLAIMS FOR SITE PURCHASE

The Department will be prepared to release funding under this Letter of Offer for the purposes of the purchase of land or property identified in a project business case, subject to evidence satisfactory to the Department of the title to or interest of the Project Promoter in the property and further subject to Condition 2a (vii) providing (where applicable) the Project Promoter to execute in favour of the Department security over the property in terms satisfactory to the Department to secure the obligations of the Project Promoter to the Department under the SIF funding.

4. CLAIMS FOR PROFESSIONAL FEES

The Department will be prepared to release funding under this Letter of Offer for professional fees to allow a project to where such costs have been properly incurred, been agreed by the Department and have been duly certified.

5. CLAIMS FOR MANAGEMENT COSTS

The Department will be prepared to release funding under this Letter of Offer for management costs associated with your role as Lead Partner Organisation. The release of funding will be in accordance with the resource management plan agreed by the Department and on receipt of a duly certified claim identifying costs that have been properly incurred.

6. CLAIMS FOR PAYMENT

Each claim for financial assistance shall be made in writing by completing the Department's official claim form, attached at Annex 3. The Lead Partner Organisation will certify that the expenditure to which the claim relates has been duly incurred and should be accompanied by the certified claims/architect's certificates where required. All claims shall indicate the period during which work was carried out and should be certified by an authorised signatory, details of which should be provided to the Department using annex 4 attached. An updated project expenditure schedule, covering the totality of each project, should also accompany each claim.

7. REPAYMENT OF FINANCIAL ASSISTANCE

The Department has the right to withhold or recover any payment or part thereof made under the terms of this letter in the event of failure by the Lead Partner Organisation to apply the grant solely for the purposes for which it was awarded.

8. MONITORING AND EVALUATION POST COMPLETION OF CAPITAL WORKS

The Department will require a project to provide it with quarterly progress reports within 30 calendar days after the relevant quarter end and for a period of three years post completion of the capital works. These progress reports will set out progress against project targets (including outputs and outcomes), as agreed in accordance with paragraph 2(a) (xvii). The quarterly progress report should also include an outline of scheduled activity and projected outcomes for the next reporting period.

9. CONTRACT

You will find attached to this Letter of Offer the following:

Annex 1	Standard Conditions of Grant
Annex 2	Total Breakdown of Grant Award by Funder and Financial Year
Annex 3	Expenditure Claim Form

Annex 4	Bank Account and Authorised Signatory Form
Annex 5	Acceptance of Offer of Financial Assistance Form
Annex 6	Project Business Cases
Annex 7	Project Targets
Annex 8	Required Documentation

10. Acceptance

If the Lead Partner Organisation is prepared to accept the offer set out in the Letter of Offer it shall complete, date, sign and return to the Department at the address stated in the Letter of Offer the form of acceptance which is set out at annex 5 of the Letter of Offer. The Letter of Offer should be accepted within twenty-eight calendar days from the date of the letter of offer. The Letter of Offer shall only become binding when the Department has received at the correct address a properly signed and completed Form of Acceptance, and all other associated documents.

(Should you have any queries please contact Caryl Patterson, Office of the First Minister and Deputy First Minister, Social Investment Fund, Room B4.15, Castle Buildings, Belfast, BT4 3GF (02890 332 105).

The offer contained herein shall be deemed to have been withdrawn if it is not accepted by 22 April 2016).

Yours sincerely



Mark Browne
Deputy Secretary
Finance, Strategic Planning & Social Change Directorate

Report to:	Strategy, Policy and Resources
Subject:	Service Level Agreements
Date:	12 May 2016
Reporting Officer:	Sonya Burns, Programmes Manager
Contact Officer(s):	Sonya Burns, Programmes Manager Janine Hillen, Assistant Director of Community Engagement

Decisions Required

The following recommendations are made for approval:

1. Approval for a new process for the management of Service Level Agreements with Community Centres and services on behalf of Council as outlined below in Section 1.1.

1.0 Purpose & Background

- 1.1 At the Active Healthy Communities Committee they have agreed the budgets (and this report will go to AHC for noting also) for the Service Level Agreements for all community centres and organisations for the period 2016 – 2017. The Strategic Programmes Section is required to administer and manage the Service Level Agreements including the payment of claims. Across the two legacy Councils there are 4 different methods of processing the claims which is not manageable going forward.

To assist groups in the effective management of centres and to implement a streamlined process which is consistent across the whole District the following is recommended:

- Completion of a small application to ascertain what the organisation is going to do in the year ahead.
- Organisations will be able to claim up to all of their allocation as set by AHC.
- Organisations will be responsible for payment of all their invoices relating to their centre.
- Council will no longer be responsible for the payment of Community Centre invoices.
- For this year insurance will remain as per previous years.
- The process for claiming expenditure will be the same as per the Financial Assistance programme.
- For organisations claiming recurrent expenditure there will be no allowance for project activity. For Organisations who hold a Service Level Agreement for project related work this will not apply.

The process outlined above will assist groups into the transition of the new Council processes and any potential future processes which may be proposed.

Meetings will be arranged with Organisations to explain the new process and assist with any concerns raised. This will be undertaken by AHC staff and assisted by the Strategic Programmes Section where required.

2.0	<u>Key Issues</u>
2.1	<ul style="list-style-type: none">• Managing Organisations through the new process in this transition period.
3.0	<u>Financial & Resource Implications</u>
3.1	<ul style="list-style-type: none">• The amount agreed by AHC for SLA's.• Officer time in AHC and Strategic Programmes Section.
4.0	<u>Equality & Good Relations Implications</u>
4.1	These principles will be addressed with groups.
5.0	<u>Appendices</u>
	<ul style="list-style-type: none">▪ None.

Report to: Strategy, Policy and Resources Committee meeting – 12 May 2016

Subject: Motion proposed and seconded by Councillors Brown and Enright at Council Meeting 4 April 2016 and referred to SPR Committee for consideration.

Date: 12 May 2016

Reporting Officer: Liam Hannaway, Chief Executive

Contact Officer Eileen McParland, Democratic Services Manager

1.0 Background and purpose

To provide information relevant to the following Notice of Motion proposed by Councillor Brown, seconded by Councillor Enright and forwarded to SPR Committee:

‘This Council recognises that local government should always strive for the greatest degree of transparency and accountability and therefore agrees that the following measures be taken to increase transparency: video recording and live streaming of all full council meetings, audio recording of all statutory committee meetings and online publication of Councillor’s register of interests. The Council asks that a cost analysis and delivery timetable for this be presented to next month’s SPR meeting for approval’.

2.0 Key Issues

- 2.1 Part 8 of the Local Government Act (NI) 2014 deals with access to Meetings and documents and requires Councils to put in place a number of measures to ensure access to Meetings and documents, with the following points being of particular relevance to the Motion under consideration: -
- 2.2 All Meetings, including Committee and Sub Committee Meetings are open to public and press, except if confidential/exempt information is being considered. Any item to be considered, without public present, must be identified and marked with reason given.
- 2.3 Council Meetings must be audio recorded and recordings must be available for inspection by the public at the Council Offices for 6 years from the date of Meeting.
- 2.4 A Register of Councillors’ interests has to be available at the Council Offices for inspection by members of the public at all reasonable hours.

3.0 Video recording and live streaming of full Council meetings

- 3.1** A Motion recommending that live recordings of Council Meetings should be made was approved in principle at Council Meeting on 1 June 2015 (Councillors Hyland and McAteer) and the matter was subsequently considered at August 2015 Strategy, Policy and Resources Committee and by Party Representatives at its Meeting on 24 August 2015. Consequently it was agreed that the costs relating to streaming/broadcasting would be considered as part of the Rates Review Process.
- 3.2** A Report previously presented to Down District Council on the cost of streaming/broadcasting was presented to the August 2015 SPR Committee meeting, copy attached for Members' reference.
- 3.3** No provision was subsequently included in the Capital Budget for 2016/2017 for this expenditure.
- 3.4** Belfast City Council, which streams its Meetings, proceeded by way of open quotation and selected the best value option. This involved the installation of cameras in the Council Chamber. They have an operating protocol in place which includes pause of the live stream when dealing with confidential/exempt matters.

4.0 Audio Recording of all Statutory Committee Meetings

- 4.1** It is assumed that Statutory Committee Meetings refers to the following Committee Meetings:

Active and Healthy Communities,
 Strategy, Policy and Resources,
 Economic, Regeneration and Tourism,
 Regulatory, Technical Services,
 Planning,
 Audit Committee.

- 4.2** Currently these Meetings are held in the Downshire – Mourne Room and Commendagh Room and Council Chamber at Monaghan Row, Newry. An audio recording system is already available in the Mourne Room in the Downshire and therefore if the Committees that meet in Downpatrick all take place within the Mourne Room, as opposed to the Commendagh Room. The audio recording of these Committees can commence immediately, if the Council so decides.

4.3 There is currently no audio recording facility available in the Boardroom in Newry, nor the Commedagh Room in Downshire. The estimated cost of reconfiguring the Commedagh Room and installing the necessary equipment in the Boardroom, Newry is around £2,500 – quotations for this are due to close on 4 May 2016 . An additional £200 - £300 may be needed for reconfiguration in the Newry Boardroom.

4.4 Members are specifically asked to consider if they wish the Planning Committee to be recorded. Information obtained from Belfast City Council is that their Senior Counsel do not consider that audio recording of their Planning Committee would be in the best interest of the Council, as audio recordings could be used by appellants at PAC Hearings. This is a view shared by their Solicitor who also acts for this Council. However Belfast City Council has still decided to proceed and currently records its Planning Committee Meetings.

4.5 Members also need to agree how long recordings of Committee meetings would be held for.

5.0 Members' Register of Interests

5.1 The Council currently holds a Registration of Councillors Interests for each individual Member and this is available for inspection by members of the public at both the Downpatrick and Newry Offices. It is a matter for Council to decide if it wishes this information to be uploaded to the Council's website. This can be done immediately if the Council so wishes.

6. Resource Implications

6.1 Costs of facilitating live streaming of Council meetings – exact costs not known but refer to appendix 1 for 2013 figures.

6.2 Costs of installing audio recording facility in Newry Chamber, and if so decided, extending this to include Commedagh Room, Downpatrick – £2,700 to £2,800 estimated.

7.0 Conclusion

7.1 Audio recording of all Council meetings currently takes place in accordance with legislation. Audio recording of Committee meetings currently held in the Downshire Civic Centre could commence immediately if so decided by Council, subject to all meetings being held in the Mourne Room.

- 7.2** Audio recording of Committees meetings in the Commedagh Room and in the Boardroom, Newry could commence as soon as equipment is purchased and installed, if so decided by Council.
- 7.3** Streaming of Council meetings in Downshire only is estimated to cost in the region of £19,445 per annum, or £33,973-£34,345 for a 2 year contract **(based on 2013 figures)**.
- 7.4** Members' Register of Interest can be uploaded immediately to Council's website, should Council so decide.

8.0 Appendices:

Appendix 1 – report on streaming costs of meetings – 2013 report.

Environment Committee

Date of meeting: Tuesday 30th April 2013

File Ref: IT/11

Title: Online Streaming/Broadcasting of Council Meetings

For: Decision ☐ Consideration ☒ Information only ☐

Purpose of Report

The purpose of this report is to provide Council with details of costs to facilitate the online streaming/broadcasting (webcasting) of Council Meetings held in the Council Chamber at the Downshire Civic Centre.

Background

Council's Requirement

1. To enable live and archived Internet transmission of content received from audio/video capture during Council Meetings held in the Council Chamber. Initial volume of webcast content estimated at 60 hours per annum.
2. To ensure the Council webcasts are fully contextualised and indexed for the public – i.e. speaker names, agenda items, jump points.
3. To ensure that the Council can enable viewers to access documents, presentations, pictures or data relevant to the meeting.
4. To ensure the webcast affords viewers the facility to respond to the Council by way of feedback, questions, polls, surveys and consultations.
5. To enable the Council to measure viewership and engagement statistics.

Costs

The costs overleaf are based on the use of the Public-i webcasting system. This system is already utilised by Belfast City Council and 55 other Local Authorities across the UK. I have, to date, been unable to source an alternative supplier of such services.

	Option 1 (1 Year Contract)			(2 Year Contract - Single Payment)			(2 Year Contract - Annual Payment)		
	Technology	Committee Clerk	IT Technician	Technology	Committee Clerk	IT Technician	Technology	Committee Clerk	IT Technician
Year 1	£14,945.00	£3,300.00	£1,200.00	£26,173.00	£3,300.00	£1,200.00	£13,772.50	£3,300.00	£1,200.00
Year 2					£3,300.00		£12,772.50	£3,300.00	£0.00
Total	£19,445.00 Over 1 Year			£33,973.00 Over 2 Years			£34,345.00 Over 2 Years		

The Human Resource costs of the Committee Clerk is based on he/she spending 20 hours per month performing the following tasks:

Pre-Meeting

Collating and digitally publishing agendas and supporting documentation
Collating and digitally publishing speaker media (PowerPoint presentations, etc.)
Advertising the start of the meeting

In-Meeting

Start webcasting
Pause webcasting during In-Committee discussions
Contextualise and index the meeting by triggering agenda items, speakers, jump points, etc.
End webcasting

Post-Meeting

Collate and respond to comments/polls/surveys, etc.

The Human Resource costs of the IT Technician is based on he/she spending 8 hours per month supporting the system over the first 6 months of its operation.

An examination of the current resources available has determined that the Council has no capacity to support this requirement using existing resources.

Other Considerations

Consideration should be given to the provision of appropriate training for Elected Members and Officers on the protocols to be observed during live broadcasting and media interaction.

Recommendation

That Committee consider the above report and, if a decision is taken to proceed, the necessary financial and human resources are made available in order to implement and operate the solution.

Prepared by:

Gavin Ringland (IT Advisor)