

February 12th, 2020

Notice Of Meeting

You are requested to attend the meeting to be held on **Thursday, 13th February 2020 at 6:00 pm** in **Mourne Room, Civic Centre Downpatrick**

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

Chair: Councillor M Savage

Vice Chair: Councillor A McMurray

Members:

Councillor R Burgess

Councillor P Byrne

Councillor S Doran

Councillor H Gallagher

Councillor O Hanlon

Councillor R Howell

Councillor A Lewis

Councillor R Mulgrew

Councillor D Murphy

Councillor B Ó Muirí

Councillor G Sharvin

Councillor J Tinnelly

Councillor W Walker

Agenda

1.0 Apologies and Chairperson's Remarks

2.0 Declarations of Interest

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

3.0 Planning for the Future (Presentation)

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

4.0 Action Sheet arising from SPR Committee Meeting held on 19 January 2020

 *SPR-Action Sheet arising from 19 January 2020 (003).pdf*

Page 1

Community Planning and Performance

5.0 Personal Safety Policy for Employees exposed to Workplace Violence and Abuse

 *SPR - Personal Safety Policy - 13 02 20.pdf*

Page 4

 *NMDDC Personal Safety Workplace Violence Abuse Policy Procedure Final V4 Nov 2019.pdf*

Page 6

 *SPR - Personal Safety Policy - App II - 13 02 20.pdf*

Page 24

 *SPR - Personal Safety Policy - App III - 13 02 20.pdf*

Page 36

Corporate Planning and Policy

6.0 Irish Language matters


 *Report re Irish Language matters for SPR meeting 13 February 2020.pdf*

Page 46

 *Appendix I updated Irish Language Strategy Cross Party Working Group Terms of Reference February 2020.pdf*

Page 49

7.0 75th anniversary of the end of the Second World War

 *Report on 75th anniversary of the end of the Second World War - presentation of Silver Poppies to surviving World War II veterans.pdf*

Page 51

Democratic Services

8.0 Schedule of Meetings May 2020-May 2021

 *Schedule of Meetings.pdf*

Page 53

 *(Internal)MEETINGS SCHEDULE JUNE 2020-MAY 2021 (002).pdf*

Page 54

For Noting

9.0 DRAFT Minutes of the Community Planning Strategic Partnership Board Meeting held on Tuesday 28 January 2020

 *SPR - DRAFT Minute CPP Board Meeting.pdf*

Page 65

10.0 Update on Community Foundation


 *SPR - Civic Innovation Programme Update - 13 02 20.pdf*

Page 72

11.0 Consultation on Gambling

<https://www.communities-ni.gov.uk/consultations/consultation-regulation-gambling-northernireland>

Recommendation from Party Reps Meeting held on 6 February 2020 - Party Groupings to respond to the consultation.

 *Gambling - Link only.pdf*

Page 74

12.0 Correspondence received from Minister of Finance re: Reval 2020 and Transitional Relief

 *CORR-1084-2020 Letter of Response from Minister of Finance.pdf*

Page 76

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

13.0 Cash Handling Policy

 *Cash Handling Policy SPR 13th February.pdf*

Not included

 *CASH HANDLING POLICY FEB 20 APPENDIX.pdf*

Not included

14.0 CCTV Review

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

 SPR - CCTV - 13 02 20.pdf	Not included
 SPR - CCTV - Appendix I.pdf	Not included
 SPR - CCTV - Appendix II.pdf	Not included

15.0 Legal Agreement Between NMDDC and Bluebell Lane

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

 Roundhouse.pdf	Not included
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16.0 Deed of Charge Spa Golf Club

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

 SPR - February 2020 - Spa Golf Club Deed of Charge.pdf	Not included
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17.0 Consent for Works at Quoile River by NIEA

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

 SPR Consent for Works at Quoile River by NIEA.pdf	Not included
 Map 1 - Portion of Path owned by Council.pdf	Not included


18.0 Proposed Licence of outbuildings at Council Road, Kilkeel

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

 <i>SPR Option Paper Re Licence to MS Kilkeel - February 2020.pdf</i>	<i>Not included</i>
 <i>Map 1 - Area Leased to Mourne Stimulus.pdf</i>	<i>Not included</i>
 <i>Map 2 - Area subject to a potential Licence to Mourne Stimulus.pdf</i>	<i>Not included</i>




19.0 Downpatrick Household Recycling Centre

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

 <i>Corporate Report SPR_Downpatrick HRC Feb.2020.pdf</i>	<i>Not included</i>
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20.0 Moorhill Former Refuse Site

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

 <i>SPR - Moorhill Former Refuse Site Feb 2020.pdf</i>	<i>Not included</i>
 <i>Report to SPR Jan 19 - Update on D1 Process (2).pdf</i>	<i>Not included</i>
 <i>Mountaineering Ireland EOI to NMDDC - 2nd June 2019 (1).pdf</i>	<i>Not included</i>

21.0 McCreesh Park - Verbal Update


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

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

22.0 Management Accounts

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

 <i>Management accounts Report to SPR February 2020.pdf</i>	<i>Not included</i>
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 **Copy of Income Expend.(By Director) at 31.12 Ken.pdf**

Not included

 **Copy of Income Expend.(By Assistant Director) at 31.12.pdf**

Not included

23.0 Correspondence received from Local Government Staff Commission - Dissolution Funding & Continuing Operations 2020/21

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

 **THE LOCAL GOVERNMENT STAFF COMMISSION FOR NI.pdf**

Not included

24.0 SPWG Action Sheet dated 20 January 2020

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

 **Action Sheet from SPWG 20.1.20.pdf**

Not included

25.0 EWG Action Sheet dated 6 February 2020

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

 **EWG - Action Sheet 06 02 2020 .pdf**

Not included

Invitees

Cllr Terry Andrews

Cllr Patrick Brown

Cllr Robert Burgess

Cllr Pete Byrne

Mr Gerard Byrne

Mrs Dorinnia Carville

Cllr charlie casey

Cllr William Clarke

Cllr Dermot Curran

Cllr Laura Devlin

Ms Louise Dillon

Cllr Sean Doran

Cllr Cadogan Enright

Cllr Hugh Gallagher

Cllr Mark Gibbons

Cllr Oonagh Hanlon

Cllr Glyn Hanna

Cllr Valerie Harte

Cllr Terry Hearty

Cllr Roisin Howell

Mrs Sheila Kieran

Cllr Mickey Larkin

Cllr Alan Lewis

Mr Michael Lipsett

Mrs Regina Mackin

Cllr Oonagh Magennis

Mr Conor Mallon

Cllr Gavin Malone

Cllr Cathy Mason

Mr Johnny Mc Bride

Colette McAteer

Cllr Declan McAteer

Cllr Leeanne McEvoy

Cllr Harold McKee

Patricia McKeever

Cllr Karen McKevitt

Cllr Andrew McMurray

Catrina Miskelly

Mr Ken Montgomery

Mr Roland Moore

Cllr Roisin Mulgrew

Cllr Declan Murphy

Cllr Barra Ó Muirí
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Linda O'Hare
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Cllr Gerry O'Hare
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Cllr Kathryn Owen
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Cllr Henry Reilly
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Cllr Michael Ruane
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Cllr Michael Savage
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Cllr Gareth Sharvin
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Donna Starkey
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Cllr Gary Stokes
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Sarah Taggart
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Paul Tamati
.....
Cllr David Taylor
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Cllr Jarlath Tinnelly
.....
Cllr John Trainor
.....
Cllr William Walker
.....
Mrs Marie Ward
.....

ACTION SHEET – STRATEGY, POLICY AND RESOURCES COMMITTEE MEETING (SPR) – THURSDAY 17 NOVEMBER 2016 – ITEMS STILL IN PROGRESS OR ON-GOING.

SPR/282/2016	Correspondence from the Department for Communities Regeneration Bill	Council to write to the Minister for Communities asking him to reconsider the decision not to progress the Regeneration Bill.	L Hannaway	To be completed once a Minister for Communities is in place.	N
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ACTION SHEET – STRATEGY, POLICY AND RESOURCES COMMITTEE MEETING (SPR) – THURSDAY 15 NOVEMBER 2018 – ITEMS STILL IN PROGRESS OR ON-GOING.

SPR/149/2018	Presentation from Department for Communities	It was agreed that officers would draw up a policy statement on submission of proposals to the Department and this to be brought back to a future Committee Meeting for Members' consideration.	F O'Connor	Following the meeting clarification was requested from DFI on any proposed changes to Departmental policy in this area. A response was received from DFI on 04/01/19 indicating that "The Department is currently considering the matter of the review of the disposal of council lands policy." This matter will be kept under review and the Committee	N
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ACTION SHEET – STRATEGY, POLICY AND RESOURCES COMMITTEE MEETING (SPR) – THURSDAY 12 SEPTEMBER 2019

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

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

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
SPR/3/2020	Action Sheet of SPR Meeting held on 19 December 2019	It was agreed that the Action Sheet be noted and actions removed as Marked.	D Services	Noted	Y
SPR/4/2020	Section 75 Policy Screening Report – Quarterly Report for Period October – December 2019.	It was agreed to note the Section 75 Policy Screening Report – Quarterly Report for period October – December 2019.	R Mackin	Noted	Y

SPR/5/2020	Sickness Absence	It was agreed to note the contents of the report.	L Fitzsimons	Noted	Y
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ITEMS RESTRICTED IN ACCORDANCE WITH PART 1 OF SCHEDULE 6 OF THE LOCAL GOVERNMENT ACT (NI) 2014

SPR/6/2020	FFNI Operational Costs	On the proposal of Councillor Byrne, seconded by Councillor Ó Muirí, it was agreed to proceed with option 3 which includes technical consultants and the appointment of 3 officers to deliver FFNI programme to the Council and businesses and residents in Newry Mourne and Down area at a cost of £50,000 for Newry Mourne and Down District Council with officers to bring back details of sites proposed to members for information ahead of the next Council meeting.	C Mallon/J McGilly	Noted	Y
SPR/7/2020	Newry Rainbow Community	It was agreed to note the verbal update provided with regards the Newry Rainbow Committee.	D Carville	Noted	Y
SPR/8/2020	Action sheet from EWG meeting held on 17 December 2019	It was agreed to note the action sheet arising from the Efficiency Working Group meeting held on 17 December 2019.	D Carville	Noted	Y

END

Report to:	Strategy, Policy & Resources (SP&R) Committee
Date of Meeting:	13 February 2020
Subject:	Personal Safety Policy for Employees exposed to Workplace Violence and Abuse
Reporting Officer:	Kelly McNiff, Safety, Health and Emergency Planning (SHEP) Manager
Contact Officer:	Kelly McNiff, Safety, Health and Emergency Planning (SHEP) Manager

For Decision	X	For Noting Only	
1.0		Purpose & Background	
1.1		The purpose of this report is to recommend for Member consideration and agreement a personal safety policy for the Council's employees exposed to workplace violence and abuse from the public.	
1.2		An (Officer) Corporate Health & Safety Committee requested a review of personal safety issues and legal measures available to the Council following an increase in the number of reported incidents of workplace violence and abuse.	
1.3		A Personal Safety Working Group was subsequently established to review the risk profile, current arrangements and to develop a relevant policy and procedure relating to; lone working, personal safety, work-related violence and abuse. In February 2019, Trade Union Representatives joined the Working Group and assisted in the development of the new policy.	
2.0		Key Issues	
		Policy	
2.1		The purpose of the policy is to provide to improve the health, safety and wellbeing of the Council's employees and to provide a safe working environment by providing: <ul style="list-style-type: none"> i. Definitions of what constitutes any form of workplace violence including verbal abuse, written abuse or physical abuse; ii. Clarity on roles & responsibilities; iii. Means to identify employees at greater risk of violence or abuse (risk assessment & control measures); iv. Means to report all incidents of workplace violence; v. Legally compliant procedures for gathering, storing and sharing information on members of the public who have acted or threatened violence against employees; and vi. Legal powers available to the Council to help protect employees from work-related violence or abuse. 	
2.2		A copy of the policy is provided at Appendix I.	
3.0		Recommendations	
3.1		Members are asked to consider and agree to:	

	<ul style="list-style-type: none"> ▪ The personal safety policy for employees exposed to workplace violence and abuse from the public.
4.0	Resource Implications
4.1	There are several resource implications attached to this report, including the provision of training and the introduction of additional control measures as considered necessary and feasible.
5.0	Equality & Good Relations Implications
5.1	An equality screening exercise has been completed (attached at Appendix II). It has identified the policy not be subject to an EQIA (with no mitigating measures required).
6.0	Rural Proofing Implications
6.1	A rural needs impact assessment has been completed and is attached at Appendix III .
7.0	Appendices
	<ul style="list-style-type: none"> • Appendix I – personal safety policy for employees exposed to workplace violence and abuse from the public; • Appendix II – equality screening exercise; and • Appendix III – rural needs assessment.



POLICY & PROCEDURE

For

THE PERSONAL SAFETY OF EMPLOYEES EXPOSED TO WORKPLACE VIOLENCE AND ABUSE FROM THE PUBLIC.

(HSENI states that workplace violence is 'any incident in which a person is **abused, threatened or assaulted** in circumstances relating to their work').



Contents

1) Introduction	3
2) Key-objectives.....	3
3) Definitions of workplace / work-related violence and abuse.....	4
3.1) Verbal abuse	4
3.2) Physical abuse.....	4
3.3) Written abuse.....	5
3.4) Creating a hostile working environment	5
4) "At risk employees"	5
5) Responsibilities of Employees & Managers	5
5.1) All Employees	5
5.2) Managers	6
6) Risk Assessments	6
6.1) Dynamic Risk Assessment (Immediate / Short-term Actions)	7
7) Training.....	7
8) Reporting arrangements.....	8
9) Collecting, Storing and Sharing of Information on known offenders	8
9.1) Procedure for Employees to Gather Information	9
9.2) Procedure for SHEP Section to process information.....	10
10) Legal powers available to assist in protecting employees.....	10
10.1) Excluding persons from property/ premises/ suspension of service.....	10
10.2) Injunction	11
10.3) The Anti-Social Behaviour (NI) Order 2004 (ASBO)	11
10.4) The Protection from Harassment (NI) Order 1997.....	11
10.5) Occurrences outside the workplace.....	12
11) Telecommunications	12
12) Related Policies	12
13) Policy Owner	13
14) Policy Authorisation	13
15) Policy Review Date	13
16) Procedures and arrangements for monitoring the implementation and impact of the policy.....	13
17) Equality Screening	13
18) Rural Impact Assessment.....	13
Appendix 1: Risk Assessment Template	14
Appendix 2: HS10 Form.....	16

1) Introduction

This policy document is intended to only deal with the act or threat of physical violence or verbal abuse from a member, or members, of the public to Newry, Mourne and Down District Council (NMDDC) employees.

Issues or concerns regarding violence and abuse between NMDDC employees is not covered in this policy. These are dealt with through the NMDDC grievance and disciplinary procedures and policies relating to employee conduct.

NMDDC as an employer is responsible for the health, safety and well-being of all its employees and acknowledges that it has a legal duty to provide a safe working environment. NMDDC is aware that the issue of work-related violence, the threat of violence and abuse from members of the public is a significant concern for some employees and their managers.

Employees who are exposed to work-related violence or abuse can suffer injury or serious health effects as well as low morale. Serious or persistent verbal abuse or threats can damage the health of staff through anxiety or stress.

NMDDC believe that in the course of their work employees may be exposed to abusive acts or threats of physical violence, intimidation or harassment should have the necessary confidence and tools in place to deal with such situations. Employees must also be, and feel they are, supported by line management in all situations.

Acts or threats of physical violence, intimidation or harassment against NMDDC employees will not be tolerated and NMDDC adopts a zero-tolerance approach towards any such act or threat.

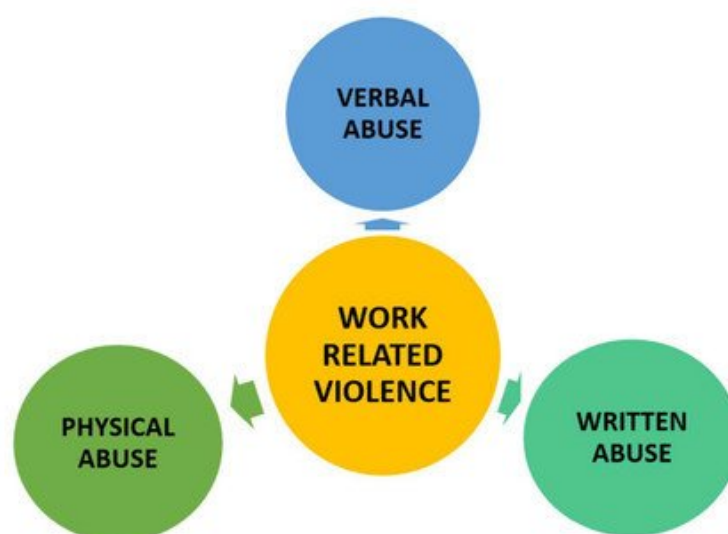
In this policy the term "NMDDC employees" relates to all employees including full-time, temporary, agency workers and volunteers who are on NMDDC premises or undertaking activities on behalf of the Council, including working in private homes and public places.

2) Key-objectives

The following are the key-objectives of this policy document:

- a. Employees will be able to identify actions/behaviour of members of the public that could be defined/ categorised as work-related violence and abuse.
- b. Employees will have a better understanding of workplace factors that may place them 'at risk' from work-related violence or abuse.
- c. Employees will have a clear understanding how to report all cases of work-related violence or abuse.
- d. Outline personal responsibilities of employees, including managers, in relation to the management and mitigation of work-related violence and abuse.

- e. Provide clear procedures for gathering, storing and sharing information dealing with the act or threat of violence by members of the public who potential threat identified have abused/assaulted any employees or has been identified as a potential threat any employees.
- f. Provide legal position and guidance on legal measures to protect employees in relation to work-related violence and abuse.
- g. Provide risk assessment proforma and processes to ensure statutory compliance and uniformity.
- h. Outline training requirements to help protect employees from work-related violence or abuse.



3) Definitions of workplace / work-related violence and abuse

The Health and Safety Executive for Northern Ireland (HSENI) have defined work-related violence as **'any incident in which a person is abused, threatened or assaulted in circumstances relating to their work'**. The following definitions relate to work-related violence and abuse.

3.1) Verbal abuse

Any verbal abuse issued with the intent of creating fear or intimidation to another individual, or group of individuals, or verbal remarks or comments expressed in a loud, harsh or threatening tone of voice or in an inappropriate manner within the workplace or other working environment.

3.2) Physical abuse

Any intentional movement of the body which may include touching, gesturing, pushing, striking, stalking, any unwanted intrusion of "reasonable space" of an employee or any

intentional use of any object towards the employee.

3.3) Written abuse

Any inflammatory written material issued with the intent of creating fear or intimidation, including texts or posts sent via mobile communication, correspondence sent via internet or any electronic medium, comments or images of individuals posted on external websites and all hard copy formats.

3.4) Creating a hostile working environment

Any intentional physical or non-physical action that can be considered intimidating or harassing with the intent of creating an environment that has a purpose or effect of unreasonably interfering with an employee carrying out their duties. This may include threat and/or damage to an employee's personal effects, defamatory remarks or images.

4) "At risk employees"

There are various factors that may place an employee more at risk from violence and abuse in the workplace. People may resort to violence for any number of issues including the following:

- **Perceived dissatisfaction with a service, including cost.**
- **Perception of being unreasonably penalised over an incident such as fines, enforcement issues or ability to access a service.**
- **Lack of information regarding a process or following a problem.**
- **Negative perception of NMDDC employees.**
- **The taking of drugs or alcohol**

Taking the above into account will assist Managers to identify specific working environments/ sectors that NMDDC employees are more likely to be exposed to work-related violence or abuse from members of the public.

5) Responsibilities of Employees & Managers

Both the Health and Safety at Work (NI) Order 1978 and the Management of Health & Safety (NI) Regulations 2000 place legal responsibilities on both employers and employees.

5.1) All Employees

In relation to their own personal safety all **employees MUST**:

1. Take reasonable care for the H&S of themselves and others by what they do or do not do.
2. Co-operate to enable the Council to fulfil its obligations regarding the control of personal safety.
3. Use equipment provided for their personal safety in accordance with instructions and training provided.

4. Report serious or immediate dangers and any shortcomings in the Council's protection arrangements that they believe could compromise their personal safety

5.2) Managers

In relation to the personal safety of all employees, **management MUST:**

1. So far as is reasonably practical, provide a safe place of work including a safe working environment
2. Ensure that all employees receive the necessary information, instruction, training and supervision to ensure their personal safety in the workplace is protected.
3. Must have suitable and sufficient risk assessments in place covering and protecting employee's personal safety. *(Section 9 details job factors that place particular employees more at risk regarding their personal safety which should be considered as part of the risk assessment process.)*
4. Ensure relevant control measures are communicated to employees by appropriate means such as tool-box talks.

6) Risk Assessments

The control and management of risk is an integral element of the Council's Health and Safety Management Policy and Organisational Arrangements and is also necessary to ensure compliance with the relevant statutory or legal provisions.

A 3-step approach to risk assessment is required to ensure it is effective and that the necessary workplace controls are in place, as outlined below.

3 STEPS TO RISK ASSESSMENT	
1. HAZARD IDENTIFICATION	Identify the relevant hazards employees are exposed to
2. RISK EVALUATION	Assess the risk against each hazard. HIGH / MEDIUM / LOW
3. RISK CONTROLS	Decide on suitable control measures to eliminate or mitigate the risk

Refer to Appendix 1 for the risk assessment template. This template uses a qualitative risk assessment approach with risk ratings – high/ medium/ low, and separates risk controls into four groups:

1. Planning
2. Physical
3. Managerial/ Supervisory
4. Training

When undertaking a risk assessment in relation to employee exposure to violence/ abuse, the managers should consider the following: (Note that this list is not exhaustive)

Does the work task involve...

- lone working?
- an enforcement role?
- meeting the public in their homes?
- working in the evenings?
- working at a remote and / or isolated location?
- providing a direct service to the public (eg household recycling centres)?
- safe access and egress to and from the work location?

Other factors...

- potential for criminal activity?
- poor communications at the work location (eg poor mobile phone coverage)?
- any history of abuse regarding this work activity?
- any employee health and fitness concerns to consider?
- new employee/ new to a work activity?
- vulnerable persons (eg young person/ expectant mother)?

6.1) Dynamic Risk Assessment (Immediate / Short-term Actions)

As part of regular working arrangements Council employees are encouraged to undertake 'dynamic risk assessments' whereby they actively observe, assess and analyse the environment they are working in and identify any risks and make quick decisions with regards to their own safety and that of colleagues/ users of Council premises. Examples of immediate actions that can be taken by employees include (list is not exhaustive):

- i) Temporarily cease service/ activity
- ii) Change to working pattern – location/ times/ day
- iii) Ask persons to leave Council premises or property

Each of the actions above **MUST** be reported and recorded back to Line Managers, as soon as possible to ensure reasons are captured for future reference. If in doubt, seek advice from Line Managers.

In relation to 'asking persons to leave Council premises or property' this can be carried out by authorised Council employees under the NMDDC Scheme of Delegation. Officers are to be identified by Heads of Service and confirmed by NMDDC Senior Management Team.

7) Training

Training will be provided to relevant staff and will be delivered by a competent training provider who has specialist knowledge and expertise in this field and will be in line with the content of this policy and procedure. Additional training on any other personal safety systems/ arrangements will be provided to staff as and when required.

8) Reporting arrangements

As already stated, all employees are responsible for assisting in the prevention and mitigation of work-related violence and abuse. The reporting of all dangerous or potentially dangerous incidents is essential to ensure the Council can investigate and provide an adequate response.

All employees MUST report any incident of threats or acts of violence or intimidation firstly to their line manager as soon as reasonably practicable. If an employee considers the incident to be serious or they were attacked the PSNI should be contacted.

Examples are the types of incident to be recorded (Listed on the HS10 form)	
Damage to property	Physical assault
Sexually motivated	Racially motivated
Threat of violence	Written threat
Verbal abuse (face to face)	Verbal abuse (telephone)
Intimidation / false imprisonment	

Managers and employees must report all incidents and forward relevant forms to the SHEP Section within 24 hours, however contact should be made immediately if staff have sustained an injury (as per RIDDOR(NI) 1997). The following forms must be completed:

- HS10 Violence / threat to Employee Incident Report Form (refer to Appendix 2)
 - HS5 Witness Statement template
- R:\Health and Safety\Accident Reporting Forms*

9) Collecting, Storing and Sharing of Information on known offenders

All employees when gathering and sharing personal information must comply with the Data Protection Act (DPA) and General Data Protection Regulations (GDPR).

Under the GDPR / DPA there must be a clear need and reason for anyone to gather information on members of the public. In the context of this policy the need and purpose for gathering members of the public's personal data is to prevent and detect criminal activity as well as protecting the health, safety and wellbeing of NMDDC employees.

The legal basis under GDPR Council is relying on to share personal data are:

- Article 6(1)(f) processing is necessary for the purposes of legitimate interests and
- Article 9(2)(f) processing is necessary for the establishment, exercise or defence of legal claims. The processing and sharing of personal data to various stakeholders is necessary for the issuing, establishment, exercise or defence of legal claims or proceedings.

Section 3.0 of this policy sets out descriptors of what could be considered work-related violence and abuse. Employees who believe they were subject to a work-related violence and abuse incident should complete page 3 of the HS10 form which is designed to gather personal data on any assailant.

The following is typical personal data that may be gathered (if applicable under the circumstances) to inform investigations.:

1. Name of any individual(s) who abused, assaulted or threatened NMDDC employee(s).
2. Description of individual(s). For example, gender, age, height and appearance.
3. Address of individual(s).
4. Type of vehicle including vehicle registration.
5. Description of the incident and why the employee or manager considers this incident to be a work-related violence / abuse incident.

The sole purposes of recording the above information on any member of the public for the issuing, establishment, exercise or defence of legal claims or proceedings.

Employees are not permitted to carry out any covert surveillance, video or audio, on any member of public using mobile phones or unauthorised CCTV. All Council CCTV locations are required to have a Data Protection Impact Assessment (DPIA) carried out, this includes the use of bodycams.

In a situation where an employee believes their personal safety is at immediate risk the employee may decide to use a mobile phone to record the situation. This will be to defuse the situation or gather information on the assailant as the employee believes they may be subject to violence. **The employee must indicate or state to the member of public that they are now being recorded.** The Council's current telephone lone working system also records conversations once the panic button has been activated. These recordings are kept and controlled by a third party.

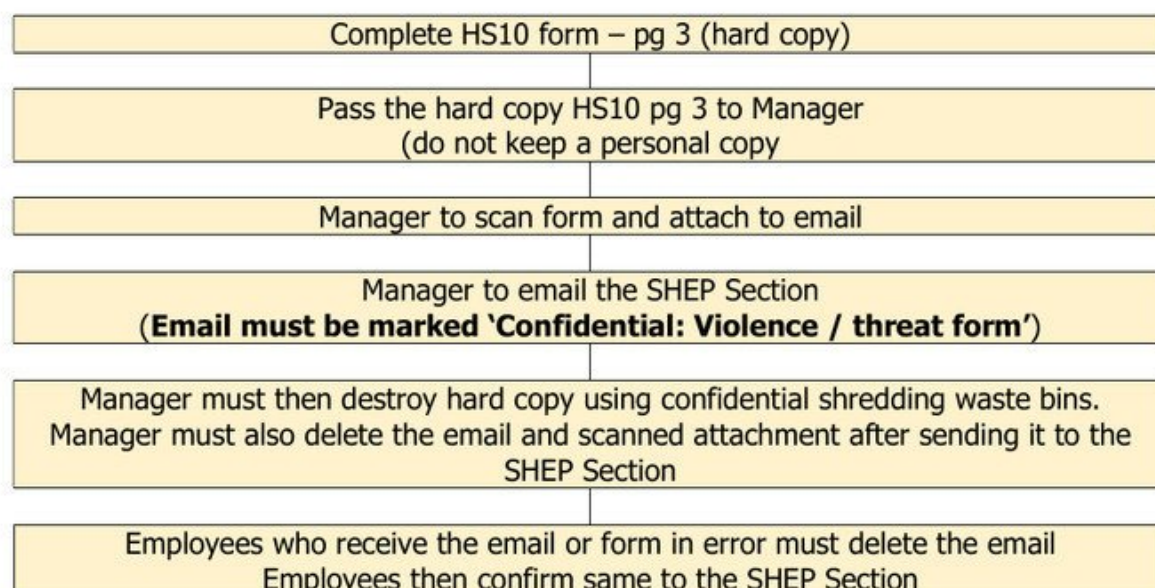
The Head of Compliance will act as the Data Protection Officer (DPO). The SHEP Section will liaise with Human Resources / DPO as necessary.

When necessary information can be shared with the following stakeholders:

- Relevant internal employee(s) as appropriate
- Police Service of Northern Ireland (PSNI)
- Leisurewatch
- External legal team working on behalf of the Council

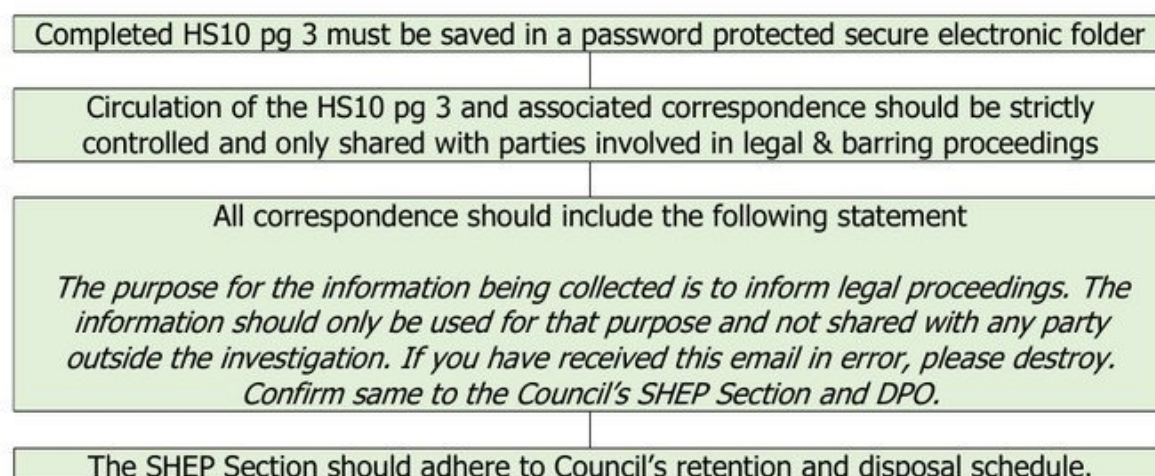
9.1) Procedure for Employees to Gather Information

All employees **MUST ADHERE** to the following when gathering information on a member of the public following an incident of work-related violence or abuse:



9.2) Procedure for SHEP Section to process information

The Safety, Health and Emergency Planning (SHEP) Section MUST ADHERE to the following when processing information from the above (9.1).



10) Legal powers available to assist in protecting employees

The following outlines a range of legal powers available to Council to assist in protecting employees from work-related violence/ abuse following the report of an incident and dealt with in a case-by-case basis. Such action is likely to be rarely necessary and where appropriate, further formal action may be taken following legal advice.

10.1) Excluding persons from property/ premises/ suspension of service

Council may if necessary for the effective day to day management, administration and supervision of a department, ban an individual from entering specified Council premises. Ultimately enforcement of such a sanction would require the co-operation of the police.

In appropriate cases, where circumstances dictate, it may be necessary to temporarily suspend a service. Additionally, an alternative means of service delivery may be put in place to avoid actual contact between employees and persons who have perpetrated acts of violence.

10.2) Injunction

In appropriate cases in which an individual has either failed to adhere to the terms of a ban or prohibition, or when the level of threat posed is such that it is believed a more immediate and effective remedy is required, Council may apply for an injunction to impose conditions or prevent an individual from entering a Council building or Council property. More usually this is used for the purpose of restraining the commission of criminal offences based on evidence of previous criminal activity or on the level of risk of an offence being committed.

An injunction can only be granted by a County Court Judge and a decision will be based on legal advice taken by Council on the merits of bringing such an application to Court.

10.3) The Anti-Social Behaviour (NI) Order 2004 (ASBO)

By virtue of Article 3 of the 2004 Order the Police or Council may apply for an ASBO against an individual when satisfied that-

"...the person has acted in a manner that caused or was likely to cause harassment, alarm or distress to one or more persons not of the same household as himself; and that such an order is necessary to protect relevant persons from further anti-social acts by him."

Accordingly, this provides a mechanism for obtaining an order placing such restrictions and conditions as are proportionate and necessary to protect employees from the type of conduct in question.

An ASBO can only be granted by applying to Court and a decision will be based on legal advice taken by Council on the merits of bringing such an application.

Such an Order may also be issued by a Court as part of the penalty imposed in any criminal proceedings against an individual.

Breach of an ASBO is in itself a separate criminal offence punishable under the legislation.

10.4) The Protection from Harassment (NI) Order 1997

Under this legislation it is an offence to pursue a course of conduct that amounts to harassment. 'Harassment' includes alarming or causing distress. The 'conduct' can include speech and it must occur on at least two occasions before the provision is breached.

By virtue of a further provision, it is an offence to pursue a course of conduct that causes a person to fear that violence will be used against them, again this must occur on at least two occasions before the provision is breached.

If convicted for an offence under the 1997 Order, the Court can make a restraining order prohibiting the conduct in question or preventing the defendant from doing anything

specified in the Court order for the purpose of protecting the victim or any other person mentioned in the order.

Offences of this nature fall within the jurisdiction of the PSNI and are prosecuted by the Public Prosecution Service (PPS). Indeed, there are a range of other potentially relevant offences including criminal damage, assault and making threats to kill that fall with the jurisdiction of the police. As a matter of policy these potential offences should be reported to the police for investigation. Assistance will be provided by the Council to employees making witness statements in these circumstances.

10.5) Occurrences outside the workplace

There may be rare circumstances where an employee is threatened, assaulted or harassed outside the workplace by an individual with whom he has had contact as a Council employee, where the incident may be motivated by something which has occurred during the individual's employment.

It is not possible to define an outcome in relation to every possible scenario that may arise, however the following broad principles form the basis on which decisions will be taken by Council.

Where such contact amounts to potential criminal behaviour the appropriate action will be for the employee to bring the matter to the attention of the PSNI for investigation. The behaviour may constitute an act of harassment, a criminal act, or anti-social behaviour as outlined above, and the PSNI will act on what is the relevant course of action based on the evidence.

Council cannot take formal legal action on behalf of an employee, for example by way of an injunction or an application for an anti-social behaviour Order, against an individual (unless a Council employee) where an incident has occurred outside the course of his employment. It will be more appropriate for such cases to be dealt with by police or private civil action by the employee. A police investigation will be able to take into account a threat, assault, etc against the employee by the same perpetrator in the course of his Council employment. In appropriate cases, following due consultation between line management and Human Resources, as earlier stated, an alternative means of service delivery may be put in place to avoid or minimise physical contact between employees and persons who have perpetrated acts of violence.

11) Telecommunications

The recent trend of the use of social networking sites and other forms of electronic communication as a vehicle for conduct amounting to harassment warrants special mention. It is a criminal offence to post material that is offensive, indecent, obscene or of a menacing character. In appropriate cases the Council may contact site providers to have material removed and may refer matters to police for investigation. Corporate Communications in conjunction with Legal Services and Human Resources may seek the removal of the material and/or consider any further action as appropriate.

12) Related Policies

NMDDC Health & Safety Policy

NMDDC Health & Safety Policy Organisational Procedure

13) Policy Owner

Assistant Director for Waste Management

14) Policy Authorisation

SMT Authorised on	10 December 2019
CMT Authorised on	10 January 2020
Strategy, Policy and Resources Committee Authorised on	_____
Council Authorised on	_____

15) Policy Review Date

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

16) Procedures and arrangements for monitoring the implementation and impact of the policy

This Policy and Procedure will be disseminated to all relevant Departments with actions undertaken by Line Managers and communicated to employees. Ongoing monitoring will be undertaken as part of relevant Departmental Health & Safety Committee meetings and the Corporate Health & Safety Committee (as required).

17) Equality Screening

The Policy and Procedure has been equality screened and the decision is that it not be subject to an equality impact assessment (with no mitigating measures required).

18) Rural Impact Assessment

Due regard to rural needs has been considered in relation to the development of the Policy and Procedures and a rural needs impact assessment has been completed.

SITE/TASK SPECIFIC RISK ASSESSMENT

On each site the generic risk assessment must be validated by reviewing the specific aspects/circumstances

SITE LOCATION/SPECIFIC TASK:				
Max number of people involved in activity:				
Frequency and duration of activity:				
Additional hazards identified (whether site or activity orientated):				
Additional control measures required:		Who to action and by when:		
Assessment of remaining risks:		Low	Medium	High
Circumstances which may require additional information:				
Circulation of risk assessment:				
Operative:		Manager/supervisor:		Other:
Assessment completed by:				
Name:		Date:		Signature:
Review record:				
Next review due:		Reviewed by:		Date:
Next review due:		Reviewed by:		Date:
Next review due:		Reviewed by:		Date:

Side 2 of 2

This risk assessment must be reviewed regularly, where any significant changes are made, where any new equipment is introduced, or if there is any reason to suspect it is no longer valid.

Appendix 2: HS10 Form



Violence/threat to Employee Incident Report Form : HS10

**Contact the Police by phone in the event of a serious incident.
Report the incident to your Line Manager immediately.**

Date received by Safety Section. Violent Incident Ref.

THIS SIDE TO BE COMPLETED BY THE EMPLOYEE ASSAULTED OR PERSON ACTING ON THEIR BEHALF

FORENAME/S		SURNAME		AGE	GENDER Male <input type="checkbox"/> Female <input type="checkbox"/>	
DEPARTMENT	SECTION	WORKS NUMBER		OCCUPATION	LINE MANAGER	
INCIDENT Date Time	ADDRESS/LOCATION OF THE INCIDENT POSTCODE			WHERE ON THE ADDRESS/LOCATION		
TYPE OF INCIDENT		Intimidation / false imprisonment <input type="checkbox"/>		CLASSIFICATION OF ASSAILANT		
Damage to property <input type="checkbox"/> Racially motivated <input type="checkbox"/>		Verbal abuse (face to face) <input type="checkbox"/>		Staff <input type="checkbox"/>		
Physical assault <input type="checkbox"/> Threat of violence <input type="checkbox"/>		Verbal abuse (telephone) <input type="checkbox"/>		Intruder <input type="checkbox"/> Visitor <input type="checkbox"/>		
Sexually motivated <input type="checkbox"/> Written threat <input type="checkbox"/>				Customer <input type="checkbox"/> Client <input type="checkbox"/>		
				Member of public <input type="checkbox"/> Other <input type="checkbox"/>		
<p>ONLY Page 3 of this form is to be used to gather information on any member of the public following an incident of violence or abuse of any NMDDC employee.</p> <p>PAGE 3 when complete must be separated from pages 1 & 2, scanned and e-mailed to the SHE Section (marked Confidential: Violence / threat form).</p> <p>Page 3 must be then destroyed using confidential shredding waste bins.</p>						
THIS SECTION SHOULD BE COMPLETED IF THE INCIDENT RESULTED IN PHYSICAL INJURY						
WHAT WAS THE INJURY? (Cut, bruise, unconsciousness, etc.) (If verbal assault/threat; describe accurately words said):				WHAT PART/s OF THE BODY WAS INJURED? (Specify exact location e.g. left or right, upper or lower)		
<p>Please confirm (tick) you allow Council to arrange for confidential counselling services for you: <input type="checkbox"/></p> <p>MEDICAL TREATMENT RECEIVED/ACTION TAKEN (tick)</p> <p>None <input type="checkbox"/> First Aid <input type="checkbox"/> Returned to work <input type="checkbox"/> Sent/taken home <input type="checkbox"/> Doctor <input type="checkbox"/> Hospital <input type="checkbox"/> Other <input type="checkbox"/> (Specify below)</p>						
BRIEFLY DESCRIBE THE INCIDENT. Useful information includes a description of the assailant, events leading up to incident and what task or activity was being undertaken at the time. (If a more detailed report exists, please attach to this sheet)						
Who was the incident reported to:				Date/time reported		
I SUBMIT THESE DETAILS AS BEING A TRUE ACCOUNT OF THE INCIDENT						
Signed		Date		Contact phone number:		

IMPORTANT NOTE: In order to allow the Police to take legal proceedings against the person who carried out the assault or threat, the person assaulted must report the incident themselves direct to the Police without delay.

Date/time incident reported to Police by injured person: _____ / _____ Police Ref. number: _____

This side must be completed by the Line Manager

What is the current condition of the employee involved in the reported incident?	Has the Council's Counselling Services been offered to the employee? Yes / No HR Officer reported to and services requested from? Name: _____ Contact No: _____
Having spoken to the employee involved: Describe the nature of injuries:	Details of first aid provided?
What exactly happened: Leading up to the incident? During the incident? After the incident?	What conclusions have you come to as to why this incident occurred?
Were risk assessments in place at the time of the incident? Yes / <u>No</u> : If yes – which risk assessments were in place?	Were procedures in place at the time of the incident? Yes / <u>No</u> : If yes – which procedures were in place?
<i>Please attach them when returning this completed form</i>	<i>Please attach them when returning this completed form</i>

PAGE 3 ONLY this page used to gather personal information on a member of the public following an incident of violence or abuse to any NMDDC Employee.			
Date of incident:		Violent Incident Ref: (from page 1)	
<div style="display: flex;"> <div style="width: 30%; border: 1px solid black; padding: 5px;"> NAME / ADDRESS OF ASSAILANT: Name unknown <input type="checkbox"/> Address unknown <input type="checkbox"/> </div> <div style="width: 70%;"></div> </div>			
GENDER & PERCEIVED AGE BAND OF ASSAILANT:		<div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; padding: 5px; width: 45%;"> GENDER OF ASSAILANT Male <input type="checkbox"/> Female <input type="checkbox"/> </div> <div style="border: 1px solid black; padding: 5px; width: 50%;"> PERCEIVED AGE BAND OF ASSAILANT Up to 11 <input type="checkbox"/> 12-18 <input type="checkbox"/> 19-29 <input type="checkbox"/> 30-59 <input type="checkbox"/> 60-75 <input type="checkbox"/> 75+ <input type="checkbox"/> </div> </div>	
BRIEF DESCRIPTION OF ASSAILANT: Any defining features that would help identify the assailant.			
DESCRIPTION OF VEHICLE: Make / Colour / Registration / Other features of vehicle that would help identify the assailant.			
DESCRIPTION OF INCIDENT. Tick relevant category of incident: Damage to property. <input type="checkbox"/> Physical assault. <input type="checkbox"/> Sexually motivated. <input type="checkbox"/> Racially motivated. <input type="checkbox"/> Threat of violence. <input type="checkbox"/> Written threat. <input type="checkbox"/> Verbal abuse (face to face) <input type="checkbox"/> Verbal abuse (telephone) <input type="checkbox"/> Intimidation / false imprisonment. <input type="checkbox"/>		(consider the events leading up to and including the actual incident, what task or activity was being carried out. If required, an additional sheet can be attached to this page 3).	
I SUBMIT THESE DETAILS AS BEING A TRUE ACCOUNT OF THE INCIDENT. <div style="display: flex; justify-content: space-between;"> Signed: Date: Contact phone number: </div>			
PAGE 3 when complete must be separated from pages 1 & 2, scanned and e-mailed to the SHE Section (marked Confidential: Violence / threat form). Page 3 must be then destroyed using confidential shredding waste bins.			

The purpose for the information being collected is to inform legal proceedings. The information should only be used for that purpose and should not be shared with any party outside the investigation.

Newry, Mourne and Down District Council Policy Screening Form

Policy Information

Name of the policy	Policy & Procedure for the Personal Safety of employees exposed to workplace violence and abuse from the public
Is this an existing, revised or new policy?	New
What is it trying to achieve (aims/outcomes)	<p>This policy document is intended to deal with the act or threat of physical violence or verbal abuse from a member, or members, of the public to Newry, Mourne and Down District Council (NMDDC) employees.</p> <p>Issues or concerns regarding violence and abuse between NMDDC employees is not covered in this policy. These are dealt with through the NMDDC grievance and disciplinary procedures and policies relating to employee conduct.</p> <p>The policy sets out key objectives as follows:</p> <ol style="list-style-type: none"> a. Employees will be able to identify actions/behaviour of members of the public that could be defined/ categorised as work-related violence and abuse. b. Employees will have a better understanding of workplace factors that may place them 'at risk' from work-related violence or abuse. c. Employees will have a clear understanding how to report all cases of work-related violence or abuse. d. Outline personal responsibilities of employees, including managers, in relation to the management and mitigation of work-related violence and abuse. e. Provide clear procedures for gathering, storing and sharing information dealing with the act or threat of violence by members of the public who potential threat identified have abused/assaulted any employees or has been identified as a potential threat any employees. f. Provide legal position and guidance on legal measures to protect employees in relation to work-related violence and abuse. g. Provide risk assessment proforma and processes to ensure statutory compliance and uniformity. h. Outline training requirements to help protect employees from work-related violence or abuse.

Are there any Section 75 categories which might be expected to benefit from the intended policy? If so, explain how.	No specific Section 75 category might be expected to benefit from the policy and procedure.
Who initiated or wrote the policy?	Safety, Health and Emergency Planning Manager Assistant Director for Waste Management
Who owns and who implements the policy?	Assistant Director for Waste Management

Implementation factors

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

Main stakeholders affected

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

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

Other policies with a bearing on this policy

What are they and who owns them	NMDDC Health & Safety Policy NMDDC Health & Safety Policy Organisational Procedure
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Available evidence

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

Section 75 Category	Details of needs/experiences/priorities																					
Religious belief	<table><tr><th>LGD</th><th>All usual residents</th><th>Catholic</th><th>Protestant and other Christian</th><th>Other religions</th><th>None</th></tr><tr><td>Northern Ireland</td><td>1,810,863</td><td>817,385 (45.14%)</td><td>875,717 (48.36%)</td><td>16,592 (0.9%)</td><td>101,169 (5.59%)</td></tr><tr><td>Newry, Mourne & Down</td><td>171533</td><td>113200 (65.99%)</td><td>34718 (20.34%)</td><td>752 (0.43%)</td><td>10229 (5.96%)</td></tr></table> <p>(Source: Census Data 2011).</p>	LGD	All usual residents	Catholic	Protestant and other Christian	Other religions	None	Northern Ireland	1,810,863	817,385 (45.14%)	875,717 (48.36%)	16,592 (0.9%)	101,169 (5.59%)	Newry, Mourne & Down	171533	113200 (65.99%)	34718 (20.34%)	752 (0.43%)	10229 (5.96%)			
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Newry, Mourne & Down	171533	113200 (65.99%)	34718 (20.34%)	752 (0.43%)	10229 (5.96%)																	
Political opinion	<p>Elected political party representation is an approximate barometer of political opinion of people within the Council area.</p> <p>The party breakdown of the Council's elected members is as follows:</p> <table><tr><td>Sinn Féin</td><td>16 seats</td></tr><tr><td>SDLP</td><td>11 seats</td></tr><tr><td>Democratic Unionist</td><td>3 seats</td></tr><tr><td>Independents</td><td>5 seats</td></tr><tr><td>Ulster Unionist</td><td>4 seats</td></tr><tr><td>Alliance</td><td>2 seat</td></tr></table>	Sinn Féin	16 seats	SDLP	11 seats	Democratic Unionist	3 seats	Independents	5 seats	Ulster Unionist	4 seats	Alliance	2 seat									
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Racial group	<p>According to the 2011 Census, 1.8% (32,400) of the usually resident population of Northern Ireland belongs to minority ethnic groups; this is more than double the proportion in 2001 (0.8%).</p> <p>The minority ethnic language profile within the area serves as a possible indicator of the BME community profile.</p> <p>The composition of language groups in the Newry, Mourne and Down District Council area is noted by NISRA (2011) as follows:</p> <p>Minority Ethnic Language Profile of the Newry, Mourne and Down LGD Area</p> <table><tr><th>Main language of residents in Newry, Mourne and Down District LGD</th><th>Number</th><th>Percentage %</th></tr><tr><td>English</td><td>156794</td><td>97.15</td></tr><tr><td>Polish</td><td>2100</td><td>1.18</td></tr><tr><td>Lithuanian</td><td>836</td><td>0.47</td></tr><tr><td>Irish</td><td>367</td><td>0.24</td></tr><tr><td>Portuguese</td><td>86</td><td>0.05</td></tr><tr><td>Slovak</td><td>134</td><td>0.08</td></tr></table>	Main language of residents in Newry, Mourne and Down District LGD	Number	Percentage %	English	156794	97.15	Polish	2100	1.18	Lithuanian	836	0.47	Irish	367	0.24	Portuguese	86	0.05	Slovak	134	0.08
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	<table><tr><td>Chinese</td><td>121</td><td>0.07</td></tr><tr><td>Tagalog/Filipino</td><td>55</td><td>0.03</td></tr><tr><td>Latvian</td><td>208</td><td>0.25</td></tr><tr><td>Russian</td><td>109</td><td>0.06</td></tr><tr><td>Malayalam</td><td>87</td><td>0.05</td></tr><tr><td>Hungarian</td><td>74</td><td>0.04</td></tr><tr><td>Other</td><td>755</td><td>0.46</td></tr></table>	Chinese	121	0.07	Tagalog/Filipino	55	0.03	Latvian	208	0.25	Russian	109	0.06	Malayalam	87	0.05	Hungarian	74	0.04	Other	755	0.46																														
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Age	<p>The age profile of the Newry, Mourne and Down LGD area at Census Day 2011 is as follows:</p> <table><tr><th>Age Profile</th><th>NI</th><th>Newry, Mourne & Down</th></tr><tr><td>0-4</td><td>124382</td><td>12721</td></tr><tr><td>5-7</td><td>67662</td><td>6876</td></tr><tr><td>8-9</td><td>43625</td><td>4595</td></tr><tr><td>10-14</td><td>119034</td><td>12287</td></tr><tr><td>15</td><td>24620</td><td>2599</td></tr><tr><td>16-17</td><td>51440</td><td>5260</td></tr><tr><td>18-19</td><td>50181</td><td>4570</td></tr><tr><td>20-24</td><td>126013</td><td>11570</td></tr><tr><td>25-29</td><td>124099</td><td>11805</td></tr><tr><td>30-34</td><td>373947</td><td>35122</td></tr><tr><td>45-59</td><td>347850</td><td>32556</td></tr><tr><td>60-64</td><td>94290</td><td>8624</td></tr><tr><td>65-74</td><td>145600</td><td>12817</td></tr><tr><td>75-84</td><td>86724</td><td>7453</td></tr><tr><td>85-89</td><td>21165</td><td>1849</td></tr><tr><td>90+</td><td>10231</td><td>829</td></tr></table>	Age Profile	NI	Newry, Mourne & Down	0-4	124382	12721	5-7	67662	6876	8-9	43625	4595	10-14	119034	12287	15	24620	2599	16-17	51440	5260	18-19	50181	4570	20-24	126013	11570	25-29	124099	11805	30-34	373947	35122	45-59	347850	32556	60-64	94290	8624	65-74	145600	12817	75-84	86724	7453	85-89	21165	1849	90+	10231	829
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Marital status	<p>The table below illustrates the marital status profile of the Newry, Mourne and Down area:</p> <table><tr><th>Marital Status</th><th>Newry, Mourne and Down LGD</th><th>NI</th></tr><tr><td>All usual residents: Aged 16+ years</td><td>132455</td><td>1431540</td></tr><tr><td>Single (never married or never registered a same-sex civil partnership) Aged 16+ years</td><td>47722</td><td>517393 (35.14%)</td></tr><tr><td>Married: Aged 16+ years</td><td>65255</td><td>680831 (47.56%)</td></tr><tr><td>In a registered same-sex civil partnership: Aged 16+ years</td><td>102</td><td>1243 (0.09%)</td></tr><tr><td>Separated (but still legally married or still legally in a same-sex civil partnership): Aged 16+ years</td><td>4697</td><td>56911 (3.98%)</td></tr></table>	Marital Status	Newry, Mourne and Down LGD	NI	All usual residents: Aged 16+ years	132455	1431540	Single (never married or never registered a same-sex civil partnership) Aged 16+ years	47722	517393 (35.14%)	Married: Aged 16+ years	65255	680831 (47.56%)	In a registered same-sex civil partnership: Aged 16+ years	102	1243 (0.09%)	Separated (but still legally married or still legally in a same-sex civil partnership): Aged 16+ years	4697	56911 (3.98%)																																	
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	<table><tr><td>16+ years</td><td></td><td></td></tr><tr><td>Divorced or formerly in a same-sex civil partnership which is now legally dissolved</td><td>6271</td><td>78074 (5.45%)</td></tr><tr><td>Widowed or surviving partner from a same-sex civil partnership: Aged 16+ years</td><td>8408</td><td>97088 (6.78%)</td></tr></table>	16+ years			Divorced or formerly in a same-sex civil partnership which is now legally dissolved	6271	78074 (5.45%)	Widowed or surviving partner from a same-sex civil partnership: Aged 16+ years	8408	97088 (6.78%)								
16+ years																		
Divorced or formerly in a same-sex civil partnership which is now legally dissolved	6271	78074 (5.45%)																
Widowed or surviving partner from a same-sex civil partnership: Aged 16+ years	8408	97088 (6.78%)																
Sexual orientation	<p>Analysis of the Census 2011 indicates that between 2% and 10% of the population may be lesbian, gay or bisexual.</p> <p>There are no official statistics in relation to the number of gay, lesbian or bisexual people in Northern Ireland. However, research conducted by the HM Treasury shows that between 5% - 7% of the UK population identify themselves as gay, lesbian, bisexual or 'trans' (transsexual, transgendered and transvestite) (LGBT). This is a sizeable proportion of the population here in Northern Ireland.</p>																	
Men and women generally	<p>The gender profile for the Newry, Mourne and Down LGD is as follows:</p> <table><tr><td>LGD</td><td>Male</td><td>Female</td></tr><tr><td>Northern Ireland</td><td>887323</td><td>923540</td></tr><tr><td>Newry, Mourne and Down LGD</td><td>83866</td><td>85345</td></tr></table>			LGD	Male	Female	Northern Ireland	887323	923540	Newry, Mourne and Down LGD	83866	85345						
LGD	Male	Female																
Northern Ireland	887323	923540																
Newry, Mourne and Down LGD	83866	85345																
Disability	<p>According to the 2011 Census 19.62% of people in the Newry, Mourne and Down District Council area have a long-term health problem or disability that limits their day-to-day activities;</p> <table><tr><td>LGD</td><td>All usual residents</td><td>Long-term health problem or disability: Day-to-day activities limited a lot</td><td>Long-term health problem or disability: Day-to-day activities limited a little</td><td>Long-term health problem or disability: Day-to-day activities not limited</td></tr><tr><td>Northern Ireland</td><td>1810863</td><td>215232 (11.89%)</td><td>159414 (8.8%)</td><td>1436217 (79.31%)</td></tr><tr><td>Newry, Mourne and Down</td><td>171533</td><td>19579 (11.4%)</td><td>14102 (8.22%)</td><td>135530 (79.01%)</td></tr></table> <p>In Northern Ireland the profile of people with a disability is cited as follows:</p> <ul style="list-style-type: none">• More than 1 in 5 or 21% of the population in Northern Ireland has a disability The incidence of disability is higher in Northern Ireland than any other part of the UK• 1 in 7 people in Northern Ireland have some form of hearing loss• 5,000 sign language users who use British Sign Language (BSL) and/or Irish Sign Language (ISL)			LGD	All usual residents	Long-term health problem or disability: Day-to-day activities limited a lot	Long-term health problem or disability: Day-to-day activities limited a little	Long-term health problem or disability: Day-to-day activities not limited	Northern Ireland	1810863	215232 (11.89%)	159414 (8.8%)	1436217 (79.31%)	Newry, Mourne and Down	171533	19579 (11.4%)	14102 (8.22%)	135530 (79.01%)
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Newry, Mourne and Down	171533	19579 (11.4%)	14102 (8.22%)	135530 (79.01%)														

	<ul style="list-style-type: none"> • In Northern Ireland there are 57,000 blind people or people with significant visual impairment • 52,000 people with learning disabilities <p>(Source: Disability Action)</p>
Dependants	<p>Persons with dependents may be people who have personal responsibility for the care of a child (or children), a person with a disability, and / or a dependent older person.</p> <p>There are 61,998 households in Newry, Mourne and Down, 37.5% of which have dependents. With regard to these figures, dependents are defined as those aged 0-15 years or those aged 16-18 years who are in full-time education and living with their parents or grandparents. Similar to the regional trend, the proportion of households with dependents in the District has declined from 50% in 1981 to 37.5% in 2011.</p> <p>There are 5,466 lone parent households with dependent children in Newry, Mourne and Down which equates to almost 9% of number of total households in the District and is the fourth highest in Northern Ireland, after Belfast (17,036), Derry and Strabane (6,337) and Armagh, Banbridge and Craigavon (6,337). Half of the parents in lone parent household in Newry, Mourne and Down are unemployed, almost a quarter are in full time employment and over a quarter are in part time employment. 89% of the parents in lone parent households are female compared to 11% who are male.</p> <p>In 2012, the teenage conception rate was 1.02 per 1,000 mothers, which is the third lowest in N.Ireland before Lisburn and Castlereagh and Fermanagh and Omagh.</p>

Needs, experiences and priorities

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

Section 75 Category	Details of needs/experiences/priorities
Religious belief	No specific needs, experiences and priorities for the Section 75 categories have been identified in relation to the Policy & Procedure for the Personal Safety of employees exposed to workplace violence and abuse from the public.
Political opinion	
Racial group	
Age	As noted, the policy and procedure is intended to deal with the act or threat of physical violence or verbal abuse from a member, or members, of the public to Newry, Mourne and Down District Council (NMDDC) employees.
Marital status	
Sexual orientation	Issues or concerns regarding violence and abuse between NMDDC employees is not covered in this policy. These are dealt with through the NMDDC grievance and disciplinary procedures and policies relating to employee conduct.
Men and women generally	
Disability	
Dependants	

Screening Questions

1. What is the likely impact on equality of opportunity for those affected by this policy, for each of the Section 75 grounds?

Section 75 category	Details of policy impact	Level of impact? Major/minor/none
Religious belief	No specific needs, experiences and priorities for the nine Section 75 categories have been identified in relation to the Policy & Procedure for the Personal Safety of employees exposed to workplace violence and abuse from the public.	None
Political opinion		
Racial group		
Age		
Marital status		
Sexual orientation	As noted, the policy and procedure is intended to deal with the act or threat of physical violence or verbal abuse from a member, or members, of the public to Newry, Mourne and Down District Council (NMDDC) employees.	
Men and women generally		
Disability		
Dependants		

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

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

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

Good relations category	Details of policy impact	Level of impact? Major/minor/none
Religious belief	No specific needs, experiences and priorities for the good relations categories have been identified in relation to the Policy & Procedure for the Personal Safety of employees exposed to workplace violence and abuse from the public.	None
Political opinion		
Racial group		

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

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

Additional considerations

Multiple identity

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

None

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

Screening Decision

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

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

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

It is recommended the Policy & Procedure for the Personal Safety of employees exposed to workplace violence and abuse from the public not be subject to an EQIA (with no mitigating measures required).

The reason for this decision is that no specific needs, experiences and priorities for the nine Section 75 categories have been identified in relation to the policy and procedure.

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

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

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

Timetabling and prioritising EQIA

If 3. or 4, is the policy affected by timetables established by other relevant public authorities? NO

If YES, please provide details:

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

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

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

Proposed date for commencing EQIA: _____


Monitoring

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

Please detail proposed monitoring arrangements below:

The policy and procedure will be reviewed in line with the Council's agreed policy review cycle i.e. every four years (as per Council's Equality Scheme commitment 4.31), or sooner as necessary, to ensure that it remains up-to-date with legislative advancements etc.

Approval and Authorisation

Screened by:	Position/Job Title	Date
Kelly McNiff	Safety, Health and Emergency Planning Manager	28 November 2019
Approved by:		
	<i>Reviewed and Approved: Community Involvement + Engagement</i>	<i>07.01.20</i>

Note: The completed policy screening template, signed off by the appropriate policy lead within the Council, and approved by the senior manager responsible for the policy, should be forwarded to the Equality Officer who will arrange for it to be included in the Council's Quarterly Report on Screening and made available on the Council's website.

NMDDC Rural Needs Impact Assessment (RNIA) Template

SECTION 1 - Defining the activity subject to Section 1(1) of the Rural Needs Act (NI) 2016

1A. Name of Public Authority.

Newry, Mourne and Down District Council

1B. Please provide a short title which describes the activity being undertaken by the Public Authority that is subject to Section 1(1) of the Rural Needs Act (NI) 2016.

Policy & Procedure for the Personal Safety of employees exposed to workplace violence and abuse from the public

1C. Please indicate which category the activity specified in Section 1B above relates to.

Developing a	Policy <input checked="" type="checkbox"/>	Strategy <input type="checkbox"/>	Plan <input type="checkbox"/>
Adopting a	Policy <input type="checkbox"/>	Strategy <input type="checkbox"/>	Plan <input type="checkbox"/>
Implementing a	Policy <input type="checkbox"/>	Strategy <input type="checkbox"/>	Plan <input type="checkbox"/>
Revising a	Policy <input type="checkbox"/>	Strategy <input type="checkbox"/>	Plan <input type="checkbox"/>
Designing a Public Service	<input type="checkbox"/>		
Delivering a Public Service	<input checked="" type="checkbox"/>		

1D. Please provide the official title (if any) of the Policy, Strategy, Plan or Public Service document or initiative relating to the category indicated in Section 1C above.

Policy & Procedure for the Personal Safety of employees exposed to workplace violence and abuse from the public

1E. Please provide details of the aims and/or objectives of the Policy, Strategy, Plan or Public Service.

The policy and procedure sets out how Council will deal with the act or threat of physical violence or verbal abuse from a member, or members, of the public to Newry, Mourne and Down District Council employees.

1F. What definition of 'rural' is the Public Authority using in respect of the Policy, Strategy, Plan or Public Service?

Population Settlements of less than 5,000 (Default definition).

☒

Other Definition (Provide details and the rationale below).

☐

A definition of 'rural' is not applicable.

☐

Details of alternative definition of 'rural' used.

Rationale for using alternative definition of 'rural'.

Reasons why a definition of 'rural' is not applicable.

SECTION 2 - Understanding the impact of the Policy, Strategy, Plan or Public Service

2A. Is the Policy, Strategy, Plan or Public Service likely to impact on people in rural areas?

Yes ☒ No ☐ If the response is **NO** GO TO Section **2E**.

2B. Please explain how the Policy, Strategy, Plan or Public Service is likely to impact on people in rural areas.

The policy and procedure sets out how Council will deal with the act or threat of physical violence or verbal abuse from a member, or members, of the public to Newry, Mourne and Down District Council employees.

The policy sets out key objectives as follows:

- a. Employees will be able to identify actions/behaviour of members of the public that could be defined/categorised as work-related violence and abuse.
- b. Employees will have a better understanding of workplace factors that may place them 'at risk' from work-related violence or abuse.
- c. Employees will have a clear understanding how to report all cases of work-related violence or abuse.
- d. Outline personal responsibilities of employees, including managers, in relation to the management and mitigation of work-related violence and abuse.
- e. Provide clear procedures for gathering, storing and sharing information dealing with the act or threat of violence by members of the public who potential threat identified have abused/assaulted any employees or has been identified as a potential threat any employees.
- f. Provide legal position and guidance on legal measures to protect employees in relation to work-related violence and abuse.

2C. If the Policy, Strategy, Plan or Public Service is likely to impact on people in rural areas differently from people in urban areas, please explain how it is likely to impact on people in rural areas differently.

The policy and procedure will be applied irrespective of the rural or urban background of the person or persons undertaking acts or threats of physical violence or verbal abuse to a Council employee or employees.

There is nothing to suggest that the implementation of the policy and procedure will have an adverse impact upon people in rural areas differently from people in urban areas.

2D. Please indicate which of the following rural policy areas the Policy, Strategy, Plan or Public Service is likely to primarily impact on.

Rural Businesses

☐

Rural Tourism

☐

Rural Housing

☐

Jobs or Employment in Rural Areas

☐

Education or Training in Rural Areas

☐

Broadband or Mobile Communications in Rural Areas

☐

Transport Services or Infrastructure in Rural Areas

☐

Health or Social Care Services in Rural Areas

☐

Poverty in Rural Areas

☐

Deprivation in Rural Areas

☐

Rural Crime or Community Safety

☐

Rural Development

☐

Agri-Environment

☐

Other (Please state)

If the response to Section 2A was YES GO TO Section 3A.

2E. Please explain why the Policy, Strategy, Plan or Public Service is NOT likely to impact on people in rural areas.

SECTION 3 - Identifying the Social and Economic Needs of Persons in Rural Areas

3A. Has the Public Authority taken steps to identify the social and economic needs of people in rural areas that are relevant to the Policy, Strategy, Plan or Public Service?

Yes ☒ No ☐ If the response is **NO** GO TO Section **3E**.

3B. Please indicate which of the following methods or information sources were used by the Public Authority to identify the social and economic needs of people in rural areas.

Consultation with Rural Stakeholders	<input type="checkbox"/>	Published Statistics	<input checked="" type="checkbox"/>
Consultation with Other Organisations	<input type="checkbox"/>	Research Papers	<input type="checkbox"/>
Surveys or Questionnaires	<input type="checkbox"/>	Other Publications	<input checked="" type="checkbox"/>
Other Methods or Information Sources (include details in Question 3C below).			<input type="checkbox"/>

3C. Please provide details of the methods and information sources used to identify the social and economic needs of people in rural areas including relevant dates, names of organisations, titles of publications, website references, details of surveys or consultations undertaken etc.

The Council's Evidence and Research Team have provided information in relation to the social and economic needs of people within the Newry, Mourne and Down district. This sets out information including that related to population, multiple deprivation, access to services, economy, income and transport, housing, crime, and health and wellbeing.

3D. Please provide details of the social and economic needs of people in rural areas which have been identified by the Public Authority?

As noted, the Council's Evidence and Research Team have provided information in relation to the social and economic needs of people within the Newry, Mourne and Down district. This sets out information including that related to population, multiple deprivation, access to services, economy, income and transport, housing, crime, and health and wellbeing.

There is nothing to suggest that the implementation of the policy and procedure will have an adverse impact upon people in rural areas differently from people in urban areas.

If the response to Section 3A was YES GO TO Section 4A.

3E. Please explain why no steps were taken by the Public Authority to identify the social and economic needs of people in rural areas?

SECTION 4 - Considering the Social and Economic Needs of Persons in Rural Areas

4A. Please provide details of the issues considered in relation to the social and economic needs of people in rural areas.

The Council's Evidence and Research Team have provided information in relation to the social and economic needs of people within the Newry, Mourne and Down district. This sets out information including that related to population, multiple deprivation, access to services, economy, income and transport, housing, crime, and health and wellbeing.

Having considered this information, there is nothing to suggest that the implementation of the Policy & Procedure for the Personal Safety of employees exposed to workplace violence and abuse from the public will have an adverse impact upon people in rural areas differently from people in urban areas.

SECTION 5 - Influencing the Policy, Strategy, Plan or Public Service

5A. Has the development, adoption, implementation or revising of the Policy, Strategy or Plan, or the design or delivery of the Public Service, been influenced by the rural needs identified?

Yes ☐ No ☒ If the response is **NO** GO TO Section **5C**.

5B. Please explain how the development, adoption, implementation or revising of the Policy, Strategy or Plan, or the design or delivery of the Public Service, has been influenced by the rural needs identified.

If the response to Section **5A** was **YES** GO TO Section **6A**.

5C. Please explain why the development, adoption, implementation or revising of the Policy, Strategy or Plan, or the design or the delivery of the Public Service, has NOT been influenced by the rural needs identified.

As noted, the Council's Evidence and Research Team have provided information in relation to the social and economic needs of people within the Newry, Mourne and Down district. This sets out information including that related to population, multiple deprivation, access to services, economy, income and transport, housing, crime, and health and wellbeing.

Having considered this information, there is nothing to suggest that the implementation of the policy and procedure will have an adverse impact upon people in rural areas differently from people in urban areas.

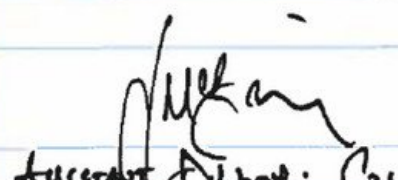
The policy and procedure will be applied irrespective of the rural or urban background of the person or persons undertaking acts or threats of physical violence or verbal abuse to a Council employee or employees.

SECTION 6 - Documenting and Recording

6A. Please tick below to confirm that the RNIA Template will be retained by the Public Authority and relevant information on the Section 1 activity compiled in accordance with paragraph 6.7 of the guidance.

I confirm that the RNIA Template will be retained and relevant information compiled.

☒

Rural Needs Impact Assessment undertaken by:	Kelly McNiff
Position:	Safety, Health and Emergency Planning Manager
Department / Section:	
Signature:	
Date:	
Rural Needs Impact Assessment approved by:	
Position:	Assistant Director: Community Planning + Wellbeing
Department / Directorate:	Chief Executive's Office
Signature:	
Date:	07.02.20

Report to:	Strategy, Policy and Resources Committee
Date of Meeting:	13 February 2020
Subject:	Irish Language matters: 1) Irish Language Bursary Scheme 2020-2021 2) Updated Terms of Reference – Irish Language Strategy Cross Party Working Group
Reporting Officer (Including Job Title):	Regina Mackin, Assistant Director Corporate Planning and Policy
Contact Officer (Including Job Title):	Colin Moffett, Head of Corporate Policy Ursula Mhic An tSaoir, Irish Language Unit Manager

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

For decision	X	For noting only	
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1.0	Purpose and Background
1.1	The Irish Language Strategy Cross Party Working Group at its meetings on 13 November 2019 and 29 January 2020 considered and discussed the implementation of the second year of the Council's Irish Language Bursary Scheme and the Working Group's Terms of Reference.
1.2	<p>Following discussion, Members recommended Council's Strategy, Policy and Resources Committee give consideration to the following:</p> <p>A. To maintain the Irish Language Bursary Scheme for the period 2020-2021 with an overall budget being £50,000. This to be apportioned to two distinct six-monthly periods: April – September (£45,000) and October – March (£5,000).</p> <p>B. That the Irish Language Strategy Cross Party Working Group Terms of Reference be updated to reflect the current Irish Language Unit Officers' job titles, and to state, <i>"The meeting will select a Chair from those present."</i></p>
2.0	Key issues
2.1	<p><u>Irish Language Bursary Scheme</u></p> <p>I. Purpose, scope and eligibility</p> <p>The purpose of the Bursary Scheme is to assist individuals to improve Irish Language skills through providing scholarships or bursaries for Irish Language courses, including Gaeltacht colleges, intensive courses and third level courses taking place within the Council's financial year (1 April – 31 March).</p> <p>The bursary covers course fees only.</p> <p>Applicants are eligible to apply for 50% of total fees for the course, up to a maximum of £300 in total.</p>

In terms of eligibility, all applicants must:

- be resident in the Newry, Mourne and Down District Council area;
- in the case of minors (under 18 years of age), have parental / guardian permission to attend the Irish Language course;
- be registered to attend an Irish Language course;
- not already have a scholarship from public funds (eg Líofo Bursary);
- complete the Irish Language course by attending for its duration;
- provide proof of full payment of fees and attendance at the Irish Language course

II. Budget and promotion

Budget for 2020-2021: £50000 [apportioned to two distinct six-monthly periods April – September (£45,000) and October – March (£5,000)]

Launch date: 19 March 2020

Promotion of the Irish Language Bursary Scheme:

- Council website
- Council social media pages
- Advertisement in local papers
- Applications forms and guidelines available to download from the Council's website

III. The application and assessment process

Council's Irish Language Unit administer the process.

All applicants must complete an application form.

The application form and guidance note for applicants is available to download from the Newry, Mourne and Down District Council website www.newrymournedown.org or can be obtained by contacting the Irish Language Unit.

All applicants are informed of the outcome of their application, with letters of offer being issued to applicants that meet the outlined conditions of eligibility on a first come basis.

This is a rolling scheme. When demand and eligibility for the Irish Language Bursaries exceeds available funds, applicants are placed on a waiting list should further funds become available.

Successful applicants are informed of the amount of their individual grant, which is awarded only upon successful completion of the course and after fulfilment of all the requirements for the bursary.

Applicant letters of offer laps four weeks (20 working days) after the finishing date of each applicant's course.

3.0	Recommendations
3.1	<p>Members are asked to consider and agree to the following:</p> <ul style="list-style-type: none"> A. To implement an Irish Language Bursary Scheme for the period 2020-2021. B. Updated Irish Language Strategy Cross Party Working Group Terms of Reference (February 2020)
4.0	Resource implications
4.1	Additional Officer time required to implement expected increased numbers of applications to the Irish Language Bursary Scheme for period 2020-2021.
5.0	Equality and good relations implications
5.1	<p>The establishment of the Irish Language Bursary Scheme was equality screened and the decision was that it not be subject to an equality impact assessment (with no mitigating measures required).</p> <p>While it was noted language is not an equality category, it is acknowledged the Irish language is predominantly spoken by people who are Catholic, Nationalist and of Irish national identity i.e. people of different religion, political opinion and racial group will indirectly benefit from the Irish language bursary scheme.</p> <p>In addition, the Irish language bursary theme is designated as a positive action building upon the Council's Bilingualism Policy and Associated Procedures, Irish language Strategy 2017/19, and draft Irish Language Strategy 2020/2023.</p>
6.0	Rural Proofing implications
6.1	<p>Due regard to rural needs for people living in rural areas has been considered and a rural needs impact assessment has been completed.</p> <p>The Irish Language Bursary Scheme is an open call for applications and there is no evidence to suggest the scheme itself has an urban bias or an adverse impact upon people living in rural areas differently than people living in urban areas.</p>
7.0	Appendices
	Appendix I: Updated Irish Language Cross Party Working Group Terms of Reference (February 2020)
8.0	Background Documents
	None

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

49

GRÚPA OIBRE TRASPÁIRTÍ UM STRAITÉIS NA GAEILGE

Téarmaí Tagartha

Scóip:

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

Ballraíocht:

Bheadh an bhallraíocht comhdhéanta de:

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

An Cathaoirleach

Roghnófar an Cathaoirleach i measc iad siúd a bheas i láthair.

Cruinnithe:

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

Feidhmíonn na cruinnithe seo faoi bhuan-orduithe na Comhairle.

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

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

Gairfidh LeasStiúrthóir Pleanála Corparáide agus Polasaí na cruinnithe.

Oifigigh:

An Príomhfheidhmeannach, Stiúrthóir Seirbhísí Chorporáideacha, LeasStiúrthóir Pleanála Corparáide agus Polasaí, Bainisteoir Aonad na Gaeilge, Oifigeach na Gaeilge (Teagmháil Phobail), Oifigeach na Gaeilge (Forbairt) agus Ceannasaí Polasaí Chorporáidigh.

An Preas:

Níl cead ag an phreas freastail ar na cruinnithe seo.

An Pobal:

Níl sé ar oscailt don phobal.

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

50

THE IRISH LANGUAGE STRATEGY CROSS PARTY WORKING GROUP

Terms of Reference

Scope:

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

Membership:

Membership shall be composed of:

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

Chairperson:

The meeting will select a Chair from those present.

Meetings:

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

Meetings will operate to Council's Standing Orders.

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

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

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

Officers:

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

Press:

Not open to the press.

Public:

Not open to the public.

Report to:	Strategy, Policy and Resources Committee
Date of Meeting:	13 February 2020
Subject:	75 th anniversary of the end of the Second World War - presentation of Silver Poppies to surviving World War II veterans
Reporting Officer:	Regina Mackin, Assistant Director Corporate Planning and Policy
Contact Officer:	Colin Moffett, Head of Corporate Policy Suzanne Rice, Corporate Policy & Equality Officer

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

For decision	<input checked="" type="checkbox"/>	For noting only	<input type="checkbox"/>
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1.0	Purpose and Background			
1.1	<p>The following Notice of Motion was tabled at Council Meeting on 1 July 2019, and action arising:</p> <p><u>Notice of Motion:</u></p> <p><i>"With the 75th anniversary of the end of the Second World War approaching, Newry Mourne and Down Council should recognise the contribution of those who fought in that War from Northern Ireland. It notes that every year the number of our surviving veterans is reducing and the time to provide public and appropriate recognition is running out. This Council will therefore provide all surviving veterans of WW2 (including those in the Merchant Navy) who reside in our council area with a Silver Poppy of Remembrance to mark their service in the fight against Fascism and Nazism. These Poppies will be presented to all surviving Veterans at a special Service of Remembrance the week commencing the 4th November 2019. It further encourages other Councils throughout Northern Ireland to mark our surviving Second World War veterans service in a similar way."</i></p> <p><u>Action arising:</u></p> <table><tr><td>C/104/2019</td><td>Notice of Motion – WW2 Veterans</td><td>The Motion was referred for discussion to the Good Relations Forum</td></tr></table>	C/104/2019	Notice of Motion – WW2 Veterans	The Motion was referred for discussion to the Good Relations Forum
C/104/2019	Notice of Motion – WW2 Veterans	The Motion was referred for discussion to the Good Relations Forum		
1.2	<p>The motion was discussed at the Councillors' Equality & Good Relations Reference Group on 11 October 2019, which identified issues including ascertaining the number of relevant veterans, eligibility criteria regarding the definition of a resident, verification of applicants, deferring the event to May 2020 and agreeing a budget, procurement of silver poppies, and obtaining agreement in principle of Council to proceed to identify the number of veterans.</p>			
1.3	<p>The Strategy, Policy and Resources Committee meeting on 17 October 2019, approved at Council Monthly meeting November 2019, agreed Officers proceed in principle to identify the number of veterans on the basis that the definition of a resident be any person who</p>			

	resides in the Council district or whose last address before being admitted to hospital or a care home was within the Council district, persons who have been resident in a care home for 2 years or more, or former residents of the Council district who have left to receive treatment or care from a relative.
2.0	Key issues
2.1	Officers have sought to identify the number of veterans by way of an email to all Councillors, and notices placed on Council's website, Facebook and Twitter pages. The names of four individuals have been forwarded to Officers.
2.2	Following further discussion at the Councillors' Equality & Good Relations Reference Group meeting on 30 January 2020 it was agreed that Council give consideration to acknowledging the 75 th anniversary of the end of the Second World War through presenting of Silver Poppies to surviving World War II veterans within our district in May 2020.
3.0	Recommendations
3.1	It is recommended that Council give consideration to agree to acknowledge the 75 th anniversary of the end of the Second World War through the presentation of Silver Poppies to surviving World War II veterans within our district in May 2020.
4.0	Resource implications
4.1	Cost of silver poppies and relevant hospitality.
5.0	Equality and good relations implications
5.1	No equality and good relations implications are anticipated.
6.0	Rural Proofing implications
6.1	This does not fall within the scope of the Rural Needs Act (NI) 2016.
7.0	Appendices
	Not applicable
8.0	Background Documents

Report to:	Strategy, Policy & Resources Committee
Date of Meeting:	13 February 2020
Subject:	Schedule of Meetings May 2020-May 2021
Reporting Officer (Including Job Title):	Marie Ward: Chief Executive
Contact Officer (Including Job Title):	Sarah Taggart: Democratic Services Manager (Acting)

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

For decision	<input checked="" type="checkbox"/>	For noting only	<input type="checkbox"/>
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1.0	Purpose and Background:
1.1	To consider the schedule of Meetings from May 2020-May 2021 including amendments as tabled in 3.0 below.
2.0	Key issues:
2.1	Mock Annual Meeting to be held on Friday 22 nd May 2020 at 11am Annual Meeting to be held on Tuesday 26 th May 2020 at 6pm
2.2	In December the Neighbourhood Services Committee is scheduled to be held on 22 nd December which would mean a tight turnaround for compilation of minutes.
2.3	Due to Easter 2021 the following meetings are required to be re-scheduled: Council Meeting – Wednesday 7 th April 2021 Planning Committee – Thursday 8 th April 2021
3.0	Recommendations:
3.1	Members to consider and agree the schedule of meetings including amendments on the following dates: <ul style="list-style-type: none"> • Mock Annual Meeting – Friday 22nd May 2020 at 11am • Annual Meeting – Tuesday 26th May 2020 at 6pm • Neighbourhood Services – Tuesday 15th December 2020 at 6pm • Council – Wednesday 7th April 2021 at 6pm • Planning Committee – Thursday 8th April 2021 at 10am
4.0	Resource implications
4.1	None.
5.0	Equality and good relations implications
5.1	This report has been equality screened to assess the likely impact on the promotion of equality of opportunity and good relations. No equality impact assessment is required at this time.
6.0	Rural Proofing implications
6.1	A rural needs impact assessment is not required at this time.
7.0	Appendices
	None
8.0	Background Documents
	None

(INTERNAL LIST)

Newry, Mourne & Down District Council

**-Schedule of Meetings for period
June 2020 - May 2021**

	Page
Council	2
Special Council Meetings (Presentations)	3
Planning Committee	4
Enterprise, Regeneration and Tourism Committee	5
Strategy Policy and Resources Committee	6
Active and Healthy Communities Committee	7
Neighbourhood Services Committee	8
Audit Committee	9
PCSP and Policing Committee	10
Party Representatives Meetings	11

(Council Meeting)

Date	Time	Location
Council – 4 May 2020	6.00 pm	Mourne Room, Downshire Civic Centre
Mock Annual Meeting Friday 22 May 2020	11.00 am	Mourne Room, Downshire Civic Centre
Annual Meeting Tuesday 26 May 2020	6.00 pm	Mourne Room, Downshire Civic Centre
1 June 2020	6.00pm	Mourne Room, Downshire Civic Centre
6 July 2020	6.00pm	Mourne Room, Downshire Civic Centre
3 August 2020	6.00pm	Mourne Room, Downshire Civic Centre
7 September 2020	6.00pm	Mourne Room, Downshire Civic Centre
5 October 2020	6.00pm	Mourne Room, Downshire Civic Centre
2 November 2020	6.00pm	Mourne Room, Downshire Civic Centre
7 December 2020	6.00pm	Mourne Room, Downshire Civic Centre
4 January 2021	6.00pm	Mourne Room, Downshire Civic Centre
1 February 2021	6.00pm	Mourne Room, Downshire Civic Centre
1 March 2021	6.00pm	Mourne Room, Downshire Civic Centre
Wednesday 7 April 2021 (Easter Week)	6.00pm	Mourne Room, Downshire Civic Centre
Tuesday 4 May 2021	6.00pm	Mourne Room, Downshire Civic Centre

SPECIAL COUNCIL MEETINGS - PRESENTATIONS

Date	Time	Location	PRESENTATION
22 June 2020	6.00 pm	Downshire Civic Centre	DFI Roads
24 August 2020	6.00pm	Downshire Civic Centre	
26 October 2020	6.00pm	Downshire Civic Centre	Health Trusts & Ambulance Service
25 January 2021	6.00pm	Downshire Civic Centre	
22 March 2021	6.00pm	Downshire Civic Centre	
24 May 2021	6.00pm	Downshire Civic Centre	

PLANNING COMMITTEE MEETING

Date	Time	Location
6 May 2020	10.00am	Boardroom, Monaghan Row, Newry
3 June 2020	10.00am	Boardroom, Monaghan Row, Newry
1 July 2020	10.00 am	Boardroom, Monaghan Row, Newry
29 July 2020	10.00 am	Boardroom, Monaghan Row, Newry
26 August 2020	10.00 am	Boardroom, Monaghan Row, Newry
23 September 2020	10.00 am	Boardroom, Monaghan Row, Newry
21 October 2020	10.00 am	Boardroom, Monaghan Row, Newry
18 November 2020	10.00 am	Boardroom, Monaghan Row, Newry
16 December 2020	10.00 am	Boardroom, Monaghan Row, Newry
13 January 2021	10.00 am	Boardroom, Monaghan Row, Newry
10 February 2021	10.00 am	Boardroom, Monaghan Row, Newry
10 March 2021	10.00 am	Boardroom, Monaghan Row, Newry
Thursday 8 April 2021 (change due to Easter and Council Meeting)	10.00 am	Boardroom, Monaghan Row, Newry
5 May 2021	10.00 am	Boardroom, Monaghan Row, Newry

ENTERPRISE, REGENERATION AND TOURISM COMMITTEE

Date	Time	Location
8 June 2020	5.00 pm	Boardroom, Monaghan Row, Newry
10 August 2020	5.00 pm	Boardroom, Monaghan Row, Newry
14 September 2020	5.00 pm	Boardroom, Monaghan Row, Newry
12 October 2020	5.00 pm	Boardroom, Monaghan Row, Newry
9 November 2020	5.00 pm	Boardroom, Monaghan Row, Newry
14 December 2020	5.00 pm	Boardroom, Monaghan Row, Newry
11 January 2021	5.00 pm	Boardroom, Monaghan Row, Newry
8 February 2021	5.00 pm	Boardroom, Monaghan Row, Newry
8 March 2021	5.00 pm	Boardroom, Monaghan Row, Newry
12 April 2021	5.00 pm	Boardroom, Monaghan Row, Newry
10 May 2021	5.00 pm	Boardroom, Monaghan Row, Newry

STRATEGY, POLICY AND RESOURCES COMMITTEE

Date	Time	Location
11 June 2020	6.00 pm	Mourne Room, Downshire Civic Centre
13 August 2020	6.00 pm	Mourne Room, Downshire Civic Centre
17 September 2020	6.00 pm	Mourne Room, Downshire Civic Centre
15 October 2020	6.00 pm	Mourne Room, Downshire Civic Centre
12 November 2020	6.00 pm	Mourne Room, Downshire Civic Centre
17 December 2020	6.00 pm	Mourne Room, Downshire Civic Centre
14 January 2021	6.00 pm	Mourne Room, Downshire Civic Centre
11 February 2021	6.00 pm	Mourne Room, Downshire Civic Centre
11 March 2021	6.00 pm	Mourne Room, Downshire Civic Centre
15 April 2021	6.00 pm	Mourne Room, Downshire Civic Centre
13 May 2021	6.00 pm	Mourne Room, Downshire Civic Centre

ACTIVE AND HEALTHY COMMUNITIES COMMITTEE

Date	Time	Location
15 June 2020	6.00pm	Mourne Room, Downshire Civic Centre
17 August 2020	6.00pm	Mourne Room, Downshire Civic Centre
21 September 2020	6.00pm	Mourne Room, Downshire Civic Centre
19 October 2020	6.00pm	Mourne Room, Downshire Civic Centre
16 November 2020	6.00pm	Mourne Room, Downshire Civic Centre
21 December 2020	6.00pm	Mourne Room, Downshire Civic Centre
18 January 2021	6.00pm	Mourne Room, Downshire Civic Centre
15 February 2021	6.00pm	Mourne Room, Downshire Civic Centre
15 March 2021	6.00pm	Mourne Room, Downshire Civic Centre
19 April 2021	6.00pm	Mourne Room, Downshire Civic Centre
17 May 2021	6.00pm	Mourne Room, Downshire Civic Centre

NEIGHBOURHOOD SERVICES COMMITTEE

Date	Time	Location
17 June 2020	6.00 pm	Boardroom, Monaghan Row, Newry
19 August 2020	6.00 pm	Boardroom, Monaghan Row, Newry
Tuesday 22 September 2020	6.00 pm	Boardroom, Monaghan Row, Newry
Tuesday 20 October 2020	6.00 pm	Boardroom, Monaghan Row, Newry
Tuesday 17 November 2020	6.00 pm	Boardroom, Monaghan Row, Newry
Tuesday 22 December 2020 (consider bringing forward to 15 December – Christmas period)	6.00 pm	Boardroom, Monaghan Row, Newry
20 January 2021	6.00 pm	Boardroom, Monaghan Row, Newry
17 February 2021	6.00 pm	Boardroom, Monaghan Row, Newry
Tuesday 16 March 2021	6.00 pm	Boardroom, Monaghan Row, Newry
21 April 2021	6.00 pm	Boardroom, Monaghan Row, Newry
19 May 2021	6.00 pm	Boardroom, Monaghan Row, Newry

AUDIT COMMITTEE
(held quarterly)

Date	Time	Location
Monday 6 July 2020	2.00 pm	Downpatrick
Thursday 24 September 2020	2.00 pm	Downpatrick
Tuesday 12 January 2021	2.00 pm	Downpatrick
Thursday 22 April 2021	2.00 pm	Downpatrick

PCSP MEETINGS

Date	Time	Location
Tuesday 10 March 2020	7.00 pm	Commedagh Room, Downpatrick
Tuesday 19 May 2020	7.00 pm	Boardroom, Newry
Tuesday 21 July 2010	7.00 pm	Commedagh Room, Downpatrick
Tuesday 29 September 2020	7.00 pm	Boardroom, Newry
Tuesday 17 November 2020	7.00 pm	Commedagh Room, Downpatrick
Tuesday 19 January 2021	7.00 pm	Boardroom, Newry
Tuesday 23 March 2021	7.00 pm	Commedagh Room, Downpatrick

POLICING COMMITTEE MEETINGS

Date	Time	Location
Tuesday 10 March 2020	6.00 pm	Commedagh Room, Downpatrick
Tuesday 19 May 2020	6.00 pm	Boardroom, Newry
Tuesday 21 July 2020	6.00 pm	Commedagh Room, Downpatrick
Tuesday 29 September 2020	6.00 pm	Boardroom, Newry
Tuesday 17 November 2020	6.00 pm	Commedagh Room, Downpatrick
Tuesday 19 January 2020	6.00 pm	Boardroom, Newry
Tuesday 23 March 2020	6.00 pm	Commedagh Room, Downpatrick

PARTY REPRESENTATIVES' FORUM MEETINGS

Date	Time	Location
14 May 2020	9.15 am	Boardroom Monaghan Row Newry
11 June 2020	9.15 am	Boardroom Monaghan Row Newry
9 July 2020	9.15 am	Boardroom Monaghan Row Newry
6 August 2020	9.15 am	Boardroom Monaghan Row Newry
10 September 2020	9.15 am	Boardroom Monaghan Row Newry
8 October 2020	9.15 am	Boardroom Monaghan Row Newry
5 November 2020	9.15 am	Boardroom Monaghan Row Newry
10 December 2020	9.15 am	Boardroom Monaghan Row Newry
7 January 2021	9.15 am	Boardroom Monaghan Row Newry
4 February 2021	9.15 am	Boardroom Monaghan Row Newry
4 March 2021	9.15 am	Boardroom Monaghan Row Newry
15 April 2021	9.15 am	Boardroom Monaghan Row Newry
6 May 2021	9.15 am	Boardroom Monaghan Row Newry

**NEWRY, MOURNE AND DOWN COMMUNITY PLANNING
STRATEGIC PARTNERSHIP BOARD**

**DRAFT Minutes of the Community Planning Strategic Partnership Board
Meeting held in SPACE offices, Marcus Street, Newry, Tuesday 28 January
2020 at 2pm.**

In attendance:

- Ms Roisin Coulter, South Eastern Health & Social Care Trust (SEH&SCT) (Chairperson of the Partnership Board)
- Councillor William Clarke Newry, Mourne & Down District Council
- Councillor Harold McKee Newry, Mourne & Down District Council
- Councillor Terry Andrews Newry, Mourne & Down District Council
- Mr Brian Beattie, Southern Health & Social Care Trust (SH&SCT)
- Ms Louise McMahon, Health & Social Care Board (HS&CB)
- Ms Ailbhe Hickey, Northern Ireland Housing Executive (NIHE)
- Mr Roger Sayers, Education Authority (EA)
- Mr Martin Graham, Tourism Northern Ireland (TNI)
- Mr Ryan Duffy, Police Service Northern Ireland (PSNI)
- Ms Celia Chambers, Department for Infrastructure (DFI)
- Mr Mark Bleakney, Invest NI
- Mr Eddie Carroll, Northern Ireland Fire & Rescue Service (NIF&RS)
- Ms Nichola Creagh, Department for Communities (DfC)
- Mr Paul Walsh, South Eastern Regional College (SERC)
- Mr Nicholas McCrickard, Chair, Strategic Stakeholder Forum (SSF)
- Ms Marie Gavin, Libraries NI

**Council Officials
in attendance:**

- Ms Marie Ward, Chief Executive Newry, Mourne & Down District Council
- Mr Johnny McBride, Assistant Director of Community Planning & Performance
- Ms Lauren McMenamy, Partner Development Officer

1. Chairperson's Welcome

The Chairperson welcomed everyone to the Meeting and introduced herself as the new Chair for the year. Ms Coulter thanked SPACE for hosting the meeting.

The Chair welcomed the opportunity and asked members of the Board to reflect on what had been achieved throughout the last few years and how through working together, Community Planning could be strengthened.

2. Apologies

Apologies were received from Councillor Charlie Casey (Council Chairperson), Ms Teresa McGarvey (PHA), Ms Rosemarie McDonnell (SSF), Ms Adrienne Adair (Libraries NI), Ms Angharad Bunt (Sport NI), Mr Mark Bailey (Department for Education), Ms Colette Rogers (PHA), Mr Jerome Burns (DAERA) and Ms Fiona Bradley (SRC).

3. Minutes of the Meeting held on Tuesday, 22 October 2019

AGREED: On the PROPOSAL of Cllr Terry Andrews, SECONDED by Mr Paul Walsh (SERC) the Minutes of the Community Planning Strategic Partnership Board Meeting held on 22 October 2019 were agreed.

3.1 Matters Arising

Ref: Item 7, Proposed Arrangements for Thematic Groups. Mr McBride advised the Meeting that he had yet to conclude the consultation exercise with Partners and requested that all Partners, who had yet to respond, to contact him so that the proposed arrangements could be finalised for a future Board decision.

4. Multi-Disciplinary Teams (MDTs) project (Ms M Moorehead M.B.E. & Ms J Fitzhenry, SEH&SCT)

Presentation: Multi-Disciplinary Teams (MDTs) project (Ms Margaret Moorehead M.B.E. & Ms Julia Fitzhenry, both SEH&SCT).

Ms Jacqueline Morton, SH&SCT also in attendance for this item.

Ms M Moorehead (SEH&SCT) provided an overview of the MDT project in the Down area and the progress it had made to-date.

5. Housing Executive: Observations from a local office perspective (Ms L Wilson, NIHE)

Presentation: Housing Executive: Observations from a local office perspective (Ms Loma Wilson, NIHE)

Ms L Wilson (NIHE) provided an overview of housing issues in the district and the actions NIHE is implementing. Discussion then followed concerning the potential links of both presentations with the priorities of the Community Planning Partnership Board, as well as the engagement of the community and voluntary sector.

AGREED: Mr McBride agreed to follow-up with both Trusts, as well as the N.I.H.E. to explore the potential links. A copy of both presentations to be forwarded to all Board members.

6. Partnership Board Priorities for 2020 (Report – Mr J McBride)

Read: Partnership Board Priorities for 2020, Report by Mr J McBride
Newry, Mourne and Down District Council

Mr McBride sought the agreement of the Board concerning the priorities it wished to focus on during 2020. A requirement existed to review the number of priorities as it had proved challenging securing the necessary partnership arrangements to drive the current twelve priority areas forward. Mr McBride also suggested a reduced number of priorities might also support more in-depth Board discussion of the issues.

Mr McBride assured the Board that other, previously agreed priorities would continue to be pursued throughout the year, with progress reported via the Community Planning Highlight Report.

AGREED: On the PROPOSAL of Councillor Harold McKee and SECONDED by Ms Ailbhe Hickey (NIHE) it was agreed the Board would focus on the following priorities during 2020:

- i. Mental health (including exploring links with the MDTs);
- ii. Physical health;
- iii. Access to quality housing;
- iv. Employability & skills; and
- v. Community Support Partnership.

It was also agreed that Participatory Budgeting and the use of outdoor facilities (as part of the asset mapping project) would also be prioritised as enablers in supporting the priorities.

The Council would organise an externally facilitated workshop for the Board to:

- i. Explore opportunities for collaborative working within each of the agreed priority areas for 2020; and
- ii. How the proposed arrangements for the Thematic Groups might be able to support those priorities.

7. Application to the Community Foundation NI – Civic Innovation Programme for the establishment of a Citizens' Panel

Read: Application to the Community Foundation NI – Civic Innovation Programme for the establishment of a Citizens' Panel Report by Mr J McBride Newry, Mourne & Down District Council

Mr McBride sought the endorsement of the Board concerning the submission of an expression of interest application to the Community Foundation NI Civic Innovation Programme. The purposes of which proposed establishing a Citizens' Panel in Newry, Mourne & Down to support wider citizen engagement with regards to the strategic issues affecting the District, as well as to supplement the existing public consultation activities of individual Partner organisations.

He further advised more information would be provided at the next Board meeting, in the event the application was successful, and in relation to its scope.

AGREED: It was agreed to endorse the application to the Community Foundation NI Civic Innovation programme for the establishment of a Citizens' Panel for Newry, Mourne & Down.

8. Development Trusts NI (DTNI) support for the Asset Mapping Project

Read: Development Trusts NI (DTNI) support for the Asset Mapping Project, Report by Mr J McBride Newry, Mourne and Down District Council

Mr McBride requested the approval of the Community Planning Partnership Board to the DTNI providing support to the Board's Asset Mapping Project. He advised that through discussions with the DTNI an opportunity has been identified to include this project within the scope of a wider (DTNI-managed) "Creating Resilient Local Economies" (CRLE) project.

AGREED: On the PROPOSAL of Mr Councillor Harold McKee, **SECONDED** by Mr Paul Walsh (SERC) it was agreed to approve the DTNI providing support to the Board's Asset Mapping Project.

9. Permanent Secretaries Group / SoLACE Community Planning Working Group (Ms N Creagh, Dept. Communities)

Read: Permanent Secretaries Group / SoLACE Community Planning Working Group Correspondence by Ms N Creagh, Dept. Communities

Ms Creagh (DfC) provided the Board with an update on the Community Planning Working Group (CPWG) established to implement the recommendations of Dr Johann Gallagher report "Towards a Programme of Support for Community Planning".

Ms Creagh advised the Working Group met on 17 December 2019 and will hold further meetings in February, March, May and June 2020 with a view to producing an implementation plan covering the recommendations of the report in relation to:

- Leadership, Performance and Resources;
- Scope of Community Plans;
- Use of Data and Evidence; and
- Communications and Community Involvement.

Ms Creagh further advised a Reference Group was also being established to provide support to the main Working Group. A letter would be sent to all statutory partner Chief Executive's requesting representation from each sector on the Reference Group.

NOTED: Permanent Secretaries Group / SoLACE Community Planning Working Group Correspondence by Ms N Creagh, Dept. Communities

10. Proposed format for future Board Meetings (Report, Mr J McBride)

Read: Proposed format for future Board Meetings, Report by Mr J McBride Newry, Mourne & Down District Council

Mr McBride recommended a number of improvements to the operation and format of the Board's meetings. He recommended:

- i. All Board Meetings to be preceded by a networking lunch to enable Partner networking and informal discussion;
- ii. Future presentations will be limited to a maximum of two per Meeting, with one slot restricted for the use of each Partner organisation to provide an overview of their organisation, and how their organisational strategy and activity contributes towards the achievement of the Plan outcomes. This will be facilitated by a schedule to be agreed with the Board, as well as individual Partner organisations. The second slot to be used for any topics of cross-cutting nature which may impact upon the work of the Board;
- iii. A standing item be included on future Meeting Agenda entitled: "**Partnership Board Priorities**" to enable a detailed update to be provided on each specific priority area at each Meeting, and to enable a more in-depth discussion of the key issues¹;
- iv. A standing item be included on future Meeting Agenda entitled: "**New Partner Initiatives**". This would enable all Partner organisations to introduce new

developments within their respective organisations and to explore the potential for future collaboration; and

- v. Exploring opportunities for building the capacity of the Board via benchmarking visits and / or workshops concerning its future effectiveness.

AGREED: On the PROPOSAL of Mr Nicholas McCrickard (SSF), SECONDED by Ms Marie Gavin (Libraries NI) it was agreed to accept the improvements concerning the future format of Board meetings.

11. Community Planning Highlight Report (November 2019 – January 2020) Report – Mr J McBride

Read: Community Planning Highlight Report (November 2019 – January 2020) Report by Mr J McBride Newry, Mourne and Down District Council

Mr McBride provided the Board with an overview of the status of its shared priorities and initiatives. Progress was reported during the period since the last Board Meeting in October 2019.

NOTED: Community Planning Highlight Report (November 2019 – January 2020) Report by Mr J McBride Newry, Mourne and Down District Council

12. Report of Carnegie UK Trust Peer-to-Peer Learning Event, 10 December 2019 (Report)

Read: Report of Carnegie UK Trust Peer-to-Peer Learning Event, 10 December 2019 (Report)

NOTED: Report of Carnegie UK Trust Peer-to-Peer Learning Event, 10 December 2019 (Report)

13. Community Planning & Housing Policy Workshop, 26 February 2020 (Correspondence)

Read: Correspondence from DfC regarding Community Planning & Housing Policy Workshop, 26 February 2020

NOTED: Representatives from each agency to the Community Planning & Housing Policy Workshop, 26 February 2020 are to be sent.

14. Community Planning Partnership Agreement & Terms of Reference, as agreed 18 June 2019 – Board Members to sign

Community Planning Partnership Agreement & Terms of Reference circulated. Partners still outstanding to sign.

15. Date / Venue of Next Meeting

Date: Tuesday, 23 June 2020 at 2.00pm (1.15pm for a networking lunch)

Venue: Downshire Hospital, Downpatrick

There being no further business, the meeting finished at 16.15pm.

Report to:	Strategy, Policy & Resources (SP&R) Committee
Date of Meeting:	13 February 2020
Subject:	Application to the Community Foundation NI – Civic Innovation Programme for the establishment of a Citizens’ Panel
Reporting Officer:	Johnny McBride, Assistant Director: Community Planning & Performance
Contact Officer:	David Patterson, Head of Community Planning

	<table><tr><td>For Decision</td><td></td><td>For Noting</td><td>X</td></tr></table>	For Decision		For Noting	X
For Decision		For Noting	X		
1.0	Purpose & Background				
1.1	The purpose of this report is to provide the Committee with an update in relation to an application (via an Expression of Interest) to the Community Foundation NI - Civic Innovation Programme.				
1.2	The Committee at its meeting in December 2019 authorised the submission of an Expression of Interest, on behalf of several Community Planning Partners, to the above programme for the purposes of establishing a Citizens’ Panel in the Newry, Mourne & Down District Council area.				
1.3	The proposal was reviewed at a selection event in Stormont on 29 January 2020 and has now been shortlisted (as one of fifteen proposals) to move to the next stage of development.				
2.0	Key Issues				
	<u>Selection Process</u>				
2.1	The selection process was a deliberative one, whereby separate submissions were grouped together to identify areas of commonality. This was a requirement of the programme. At a “Democracy Day” event at Stormont on 29 January 2020, fifty-five original submissions were grouped together to create thirty potential projects. Of those thirty potential projects, the Council’s submission was shortlisted as one of fifteen others to progress to the next stage.				
2.2	Whilst the Council’s proposal was already a collaboration, involving several Community Planning Partners; it has now been supplemented by representatives from other organisations, including the Development Trusts NI, the Department for Communities, and Belfast City Council. These organisations will now work together, with those Partner organisations already committed as part of the original Council proposal, to further develop the concept over the next couple of months (February to April 2020).				

2.3	All fifteen projects, including the Council's Citizens' Panel proposal, will now be able to access funding of up to £5,000 each to support work during the development stage. Ten concepts will then be selected for implementation over an 18-month period and supported by funding of up to £50,000 for each project. A further report will be tabled for the consideration of the Committee once the development stage has been completed.
2.4	Members are asked to further note; the Community Planning Partnership Board endorsed the same proposal at its Meeting on the 28 January 2020.
3.0	Resource Implications
3.1	There are no resource implications contained within this report, as the development stage of the proposal is being funded by the Civic Innovation Programme. Subject to the proposal being selected for implementation, it is expected that funding of up to £50,000 will be available.
4.0	Equality & Good Relations Implications
4.1	There are no equality and good relations arising from this report.
5.0	Rural Proofing Implications
5.1	There are no rural proofing implications arising from this report.
6.0	Appendices
	<ul style="list-style-type: none"> ▪ None



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 Email: gamblingconsultation@communities-ni.gov.uk

Date: 16 December 2019

Dear Consultee

CONSULTATION ON REGULATION OF GAMBLING IN NORTHERN IRELAND

I am writing to inform you that the Department for Communities has published a consultation paper entitled "Regulation of Gambling in Northern Ireland".

The last general review of Northern Ireland's gambling laws took place in 2011, unfortunately due to other Ministerial priorities it was not possible to bring forward legislation before the Assembly election of 2016, nor has it been possible subsequently.

The aim of this exercise is to determine public opinion on current gambling laws and whether changes should be made in the future to ensure Northern Ireland has flexible and modern legislation capable of keeping pace with changes in society and the industry.

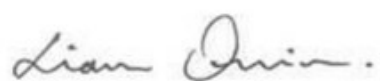
The consultation is available via:

<https://www.communities-ni.gov.uk/consultations/consultation-regulation-gambling-northern-ireland>

The consultation period runs from **16 December 2019** to **21 February 2020**.

If you wish to opt-out of receiving future correspondence in relation to gambling please advise using the contact details above

Yours sincerely

A handwritten signature in black ink that reads "Liam Quinn." The signature is written in a cursive, flowing style.

Liam Quinn

Head of Social Policy Unit



**From the Office of the
Minister of Finance**

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Your reference:
Our reference: CORR-1034--2020

Date: 12th February 2020

Dear Marie

REVAL 2020 AND TRANSITIONAL RELIEF

Thank you for your letter of 22 January 2020 in which you raise concerns about the effect of Reval2020 and request my consideration of the introduction of a transitional relief scheme.

It might be helpful, firstly, if I provided some background to the process being undertaken by my Department. To ensure fairness in the system, revaluations of non-domestic properties are necessary to reflect normal changes in the property market. Importantly, revaluation is not about collecting more rates from businesses; rather is simply redistributes the same overall rates liability in a fairer way, by using new values and this will not result in an overall increase in total rates.

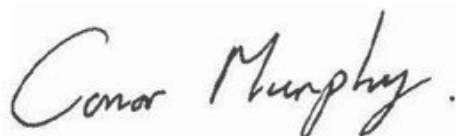
Having revaluations on a frequent basis is in line with policy directions already set; business organisations have also called for frequent and regular revaluations. One of the main reasons is to mitigate against the positive and negative effects of valuation change over time. Reval2020 moves us closer to best practice in this regard, coming only 5 years after the last exercise, rather than the 12 year gap with the resultant significant changes experienced in 2015. In terms of Newry, Mourne and Down Council area over 56% of ratepayers will see either no change or a decrease in their rateable value. The important message for ratepayers at this time is that this is a draft valuation list, and they are encourage to contact Land & Property Services immediately if they have any concerns.

In relation to your request for the introduction of a transitional relief scheme, there are a number of points to make in this regard. At the last revaluation no transitional relief was considered necessary, even after the period of 12 years. In my opinion, it would be difficult to justify that a scheme is necessary now after just 5 years, and given the emerging overall results. The transitional relief scheme that operates such as that in GB delays the decreased liability as well as the increased liability. Any scheme which only worked one way in suppressing any increases would be very difficult to justify, not least alongside the many other competing priorities facing the Executive.

Furthermore any legislation would require consultation on proposals as well as finding suitable time to take through any such legislation in what will be a heavily committed legislative programme, and most definitely could not be implemented in time for rate bills issuing for the start of the new financial year.

I hope that this reply is helpful in relation to the matters that you have raised.

Yours sincerely

A handwritten signature in black ink that reads "Conor Murphy." The signature is written in a cursive, flowing style.

CONOR MURPHY MLA

MINISTER OF FINANCE