



February 14th, 2018

Notice Of Meeting

You are invited to attend the Strategy Policy and Resources Committee Meeting to be held on **Thursday, 15th February 2018 at 5:00 pm** in **Mourne Room, Downshire.**

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

Chair: Councillor T Hearty

Vice Chair: Councillor A McMurray

Members: Councillor P Byrne Councillor R Burgess

Councillor M Carr Councillor S Doran

Councillor C Enright Councillor D Hyland

Councillor O McMahon Councillor M Murnin

Councillor B Ó'Muirí Councillor M Ruane

Councillor M Savage Councillor G Sharvin

Councillor W Walker

Agenda

1.0 Apologies

2.0 Declarations of Interest

3.0 Action Sheet arising from SPR Meeting held on 18 January 2018

📄 *SPR-18012018.pdf*

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Corporate Planning and Policy

4.0 Policy on Gifts

📄 *Guidelines and associated procedure in relation to the offer and acceptance of gifts to Council.pdf*

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📄 *9.2.18 Report re Gifts to Council.pdf*

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For Consideration and/or Decision

5.0 Review of Advertising

📄 *Review of Advertising Report February 2018.pdf*

Page 11

6.0 Scéim Sparánachtaí na Gaeilge/Irish Language Bursary Scheme

📄 *Tuairisc do Chruinniú Choiste Straiteise, Polasaí agus Acmhainní 180218.pdf*

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📄 *Aguisíní 1 - Foirm Iarratais Scéim Sparánachta na Gaeilge.pdf*

Page 16

📄 *Aguisíní 2 - Treoirnótaí Scéim Sparánachta na Gaeilge d'iarratasóirí.pdf*

Page 18

📄 *Report on Irish Language Bursary Scheme for consideration at SPR 15 February 2018.pdf*

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📄 *Appendix 1 - Irish Language Bursary Scheme Application Form 2018-19.pdf*

Page 22

📄 *Appendix 2 - Irish Language Bursary Scheme Guidance note to applicants 2018-19.pdf*

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7.0 FOR NOTING - Téarma Tagartha Nuashonraithe - Grúpa Oibre Traspháirtí um Straitéis na Gaeilge/Terms of Reference - Irish Language Working Group

 <i>Tuairisc arTéarmaí Tagartha nuashonraithe an Ghrúpa Oibre.pdf</i>	<i>Page 25</i>
 <i>9.2.18 Report on Updated Terms of Reference - Irish Language Strategy Cross Party Working Group for consideration at SP&R m.pdf</i>	<i>Page 26</i>
 <i>9.2.18 Updated terms of reference ILSCPWG Feb 2018 (Irish - English).pdf</i>	<i>Page 27</i>

Corporate Services - Democratic Services

8.0 Audio Recording of Planning Committee Meetings

ALL PLANNING COMMITTEE MEMBERS INVITED FOR DISCUSSION ON THIS ITEM

 <i>audio recording SPR feb 18.pdf</i>	<i>Page 29</i>
 <i>audio recording protocol feb 18.pdf</i>	<i>Page 31</i>

Corporate Services - Finance

9.0 Accounts Payable Policy

 <i>Report to SP&R - Payment Policy & Procedure.pdf</i>	<i>Page 35</i>
 <i>Payment Policy NMDDC - final.pdf</i>	<i>Page 36</i>

For Consideration and/or Decision

10.0 Stakeholder Surveys

 <i>SP&R - Stakeholder Surveys - 15 02 18.pdf</i>	<i>Page 45</i>
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11.0 Request to Gift the Lusitania Davit to Lusitania Museum in Kinsale

 <i>Lusitania Davit.pdf</i>	<i>Page 48</i>
 <i>Lusitania Davit-Appendix 1.pdf</i>	<i>Page 49</i>
 <i>Lusitania Davit-Appendix 2.pdf</i>	<i>Page 50</i>
 <i>Lusitania Davit-Appendix 3.pdf</i>	<i>Page 51</i>
 <i>Lusitania Davit-Appendix 4.pdf</i>	<i>Page 52</i>

For Noting

12.0 Minutes of SPWG held on Tuesday 12 December 2017

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

13.0 Harmony Way Contract

This item is deemed to be restricted by virtue of paragraph 3 of Part 1 of Schedule 6 of the Local Government Act (NI) 2014 - information relating to the financial or business affairs of any particular person (including the Council holding that information)

📄 *SP&R Report Harmony Way February 2018.pdf* *Not included*

📄 *Appendix 1- Harmony Way.pdf* *Not included*

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

14.0 Management Accounts

📄 *9.2.18 Report re Management Accounts.pdf* *Not included*

📄 *Appendix 1-Summary.pdf* *Not included*

📄 *Appendix 1-Detailed.pdf* *Not included*

Invitees

Cllr Terry Andrews	terry.andrews@nmandd.org
Cllr Naomi Bailie	naomi.bailie@nmandd.org
Cllr Patrick Brown	patrick.brown@nmandd.org
Cllr Robert Burgess	robert.burgess@nmandd.org
Cllr Stephen Burns	stephen.burns@nmandd.org
Lorraine Burns	lorraine.burns@nmandd.org
Cllr Pete Byrne	pete.byrne@nmandd.org
Mr Gerard Byrne	gerard.byrne@nmandd.org
Cllr Michael Carr	michael.carr@nmandd.org
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Cllr charlie casey	charlie.casey@nmandd.org
Cllr William Clarke	william.clarke@nmandd.org
Cllr Garth Craig	garth.craig@nmandd.org
Cllr Dermot Curran	dermot.curran@nmandd.org
Ms Alice Curran	alice.curran@nmandd.org
Cllr Laura Devlin	laura.devlin@nmandd.org
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Mr Patrick Green	patrick.green@nmandd.org
Cllr Glyn Hanna	glyn.hanna@nmandd.org
Mr Liam Hannaway	liam.hannaway@nmandd.org
Cllr Valerie Harte	valerie.harte@nmandd.org
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Mr Johnny Mc Bride	johnny.mcbride@newryandmourne.gov.uk
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Cllr Mark Murnin	mark.murnin@nmandd.org
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Ms Patricia Oakes	patricia.oakes@nmandd.org
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Cllr John Rice	john.rice@nmandd.org
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Cllr Jarlath Tinnelly	jarlath.tinnelly@nmandd.org
Cllr John Trainor	john.trainor@nmandd.org
Cllr William Walker	william.walker@nmandd.org
Mrs Marie Ward	marie.ward@nmandd.org
Mr Adam Wilkinson	adam.wilkinson@nmandd.org

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

ITEMS STILL IN PROGRESS OR ON-GOING.

ITEMS RESTRICTED IN ACCORDANCE WITH PART 1 OF SCHEDULE 6 OF THE LOCAL GOVERNMENT ACT (NI) 2015					
SPR/210/2016	Derelict Site- Daisy Hill, Newry	<p>Agreed to:</p> <p>Declare the land as surplus.</p> <p>Request LPS to provide a current market valuation and a recommendation on the most appropriate way to dispose of the land.</p>	K Scullion	Referred to Estates Department to be considered as part of Asset Strategy to be taken to SPWG.	Y

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

ITEMS RESTRICTED IN ACCORDANCE WITH PART 1 OF SCHEDULE 6 OF THE LOCAL GOVERNMENT ACT (NI) 2015					
SPR/236/2016	Right of Way Proposal at Ballyedmond, Killowen, Rostrevor	<p>It was agreed to accept the officer's recommendations as follows:</p> <ul style="list-style-type: none"> • Approval of the details of the proposed Killowen Coastal Path around the Big Moat at Ballyedmond as per the presentation at the meeting, ie. the design drawings and technical specification. • A joint application for Planning Permission will be submitted by the Ballyedmond Estate and the Council for the creation of the proposed Coastal Path as per the approved details. 	C Mallon	<p>On-going.</p> <p><i>Ballyedmond Estates Consultants updating the Ecological Impact Assessments and collating additional information. This matter is on-going.</i></p>	

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

SPR/257/2016	Peace IV	Application to be submitted to Shared Spaces and Services funding call for the John Doyle Peace Centre.	J McCabe	Applications will be presented to PEACE IV Steering Committee on 28 February.	
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.	

ACTION SHEET – STRATEGY, POLICY AND RESOURCES COMMITTEE MEETING (SPR) – THURSDAY 18 JANUARY 2018

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
SPR/004/2018	Retention & Disposal Policy	It was agreed to amend the Planning Section of the Council's Retention & Disposal Policy as detailed in Appendix 2 of the Officer Report	M McIlhone P Green	Noted	Y
SPR/005/2018	Section 75 Policy Screening Report – Quarterly Report for Period October-December 2017	It was agreed to note the report.	R Mackin	Noted	Y
SPR/006/2018	Every Customer Counts	It was agreed to the Council signing up to the "Every Customer Counts" commitment.	R Mackin	Noted	Y
SPR/007/2018	Stakeholder Surveys	It was agreed, in principle, to commission a number of important stakeholder surveys in support of the development of the new Corporate Plan (2019-2023) and other important Council strategies, with a paper being presented to the next Committee Meeting on methods of reducing the cost of undertaking the	A Beggs	Completed – Agenda item	Y

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		surveys and increasing the sample size.			
SPR/008/2018	Community Planning Strategic Partnership Board Meeting – 24 October 2017	The Minutes of Community Planning Strategic Partnership Board Meeting held on 24 October 2017 were noted.	J McBride	Noted	Y
SPR/009/2018	Proposal for Public Information Events on New Measures of Multiple Deprivation	<p>It was agreed:</p> <ul style="list-style-type: none"> • To host a NISRA- facilitated public information event on the updated Measures of Multiple Deprivation (MMD) at a suitable venue in Newry City. • To organise similar public information events in each of the Council's seven District Electoral Areas (DEAs). • Representatives of NISRA to be invited to the Special Council Meeting to be held on 26 February 2018. 	J McBride	In progress. NISRA to attend Council meeting on 26.2.18 and public information event in March.	Y
SPR/010/2018	Request by NI Water for Council Land in Dundrum to facilitate new Waste Water Pumping Station	<p>It was agreed that Council sell to NI Water the land identified on the Site Plan and following the construction works, leases the same plot back from NI Water, subject to the following conditions:</p> <ul style="list-style-type: none"> • That the Council receives agreement from the previous funders of the site, Tourism NI and the Rural Development Programme. • Subject to a valuation by LPS. • Subject to completion of legal formalities. • Subject to NI Water being responsible for the Council's legal and valuation costs. • Subject to the lease offered being at nominal value and on agreeable terms to the Council, including a lease term of 99 years. 	L Moore	Noted	Y

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
SPR/011/2018	NILGA Subscription and Work Plan 2018/19	It was agreed that the NILGA Subscription & Work Plan 2018/19 be noted.		Noted	Y
SPR/012/2018	NILGA – Initial Response: Department of Finance Budgetary Outlook Briefing January 2018	It was agreed that the Initial Response be noted.		Noted	Y
SPR/013/2018	Lease of Office Accommodation in Downshire Civic Centre to Probation Board Northern Ireland	It was agreed that Council enter into a 3 year lease for the accommodation set out in the report at 1.0, with PBNI, at a yearly rental of £3,250.	A Robb	Noted	Y

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

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
SPR/014/2018	A1 Beech Hill to Cloughogue	It was agreed to note the contents of the officer's report and accept the compensation figure assessed by the Council's valuer as outlined in paragraph 3.0 of the Officer's report, plus interest and legal costs and proceed to complete formal legalities.	L Moore	Noted	Y
SPR/015/2018	Clonallon Park – Adverse Possession Claim – Recommendation to Settle	It was agreed to note the contents of the officer's report and accept the offer as detailed in paragraph 3 of the officer's report in respect of disputed lands at Clonallon Park, Warrenpoint and subject to the purchaser covering the Council's legal costs and registration costs for the conveyance; agreement of the Council's Valuer to the terms; and completion of all necessary formalities.	L Moore	Noted	Y

SPR/016/2018	Action Sheets of the Efficiencies Working Groups held on 29 September, 25 October, 15 November and 18 December 2017	It was agreed to note the contents of the action sheets.	D Carville	Noted	Y
SPR/017/2018	Action Sheets of the Strategic Projects Working Group held on 12 December 2017	It was agreed that the action sheet would be tabled at SPR Committee in February	D Services	On agenda – Feb Committee	Y
SPR/018/2018	Review of Senior Structure of Council – Update	The Chief Executive advised Members of proposals regarding the Director of Neighbourhood Services, for the interim period, prior to making a permanent appointment.	L Hannaway	Noted	Y

Newry, Mourne and Down District Council

Guidelines and associated procedure in relation to the offer and acceptance of gifts to Council

Guidelines and procedure

The following procedure and guidelines have been established to ensure a consistent approach is applied to the offer and acceptance of gifts to Council.

1. Initial requests for the donation of gifts

All requests for the donation of gifts must be made in writing to the Director of Corporate Services.

2. Background

The Council has limited space within Council Premises for the display of art or gifts. For this reason the Council is only able to accept gifts when there are sound curatorial reasons to do so. While recognising that each case is individual, the following will guide Council's assessment and decision-making in respect of facilitating the offer and acceptance of gifts to Council.

- The decision to accept a gift for display on Council Premises will be considered by an ad hoc panel of three Council Officers set up to consider each request on its individual merit, taking into account the criteria outlined in section 3.1. Where possible, the Council will seek to include within the panel the Officer responsible for management of any Council premise identified for potential display of the gift.
- Upon acceptance, the Council will make all decisions regarding placement of the gift, length of time for the display, publicity, and display removal.
- All gifts and artefacts must be consistent with the Council's Policies and must take cognisance of the fact that Council buildings should be an enjoyable place to visit for Council's diverse population.
- When accepting a gift or artefact, the will Council reserve the right to exhibit any donated object in a manner that is consistent with the Council's needs, and available space. Acceptance of a gift or work of art will not imply that it will be on permanent public display.
- The Council will reserve the right to move and relocate the gift or artwork for any reason it deems necessary.
- The Council will consider for acceptance as gifts such artefacts and pieces of fine art (e.g., paintings, sculpture), wall hangings, photographs, and other original works in various media under this guidance, with the exception of gifts to the Arts Centre or Museum which fall under the scope of a separate policy.
- Any limitations or conditions placed on the Council must be approved by the facility manager for the location and the Council's Insurer. Only in very exceptional circumstances will conditional gifts be accepted.
- Title to all gifts and art or artefacts will pass to the Council. Gifts to the Council remain outright and unrestricted donations to be used according to the sole discretion of the Council. Such gifts of artefacts or artwork will be used to the best interest of the Council including the sale or auctioning off of items. Only in very exceptional circumstances will the Council accept an alternative arrangement.

- Donors who wish to receive a tax credit are responsible for getting an appraisal. The Council cannot provide value estimates on gifted materials.
- The Council will determine the appropriate process of receipt and acknowledgment for gifts and art. The documentation will identify and acknowledge the gift as unconditional without appraising the gift or artwork.

3. Assessment procedure

The assessment of applications will be undertaken by an internal working group comprising three officers of Council. Where possible the Council will seek to include within the panel the Officer responsible for management of any Council premise identified for potential display of the gift.

3.1 The Council has limited space for the display of gifts and art, and the panel will consider acceptance of gifts using the criteria as follows:

1. Style and nature:

The gift or art should be appropriate in scale, material, form, and content for the Council environment and have a clear connection to the Council District. It should enhance the enjoyment of Council facilities for visitors.

2. Quality and Elements of design:

Public art or artefacts may have other functions in addition to aesthetic enjoyment. For example, a work of art may establish a focal point, modify or enhance a space, or identify a building function. As much as possible, the artefact or work of art should complement and enhance the building and its purpose. The reputation of the artist may be a factor in the decision.

3. Community History or Culture:

Artefacts may record an aspect of the District community or Council History. Gifts and Artefacts which compliment a Council project or policy, such as those that compliment a Tourism event or preservation scheme will be looked upon favourably.

4. Durability:

Works of art and gifts will be examined for durability, taking the Council environment and the condition of the piece into consideration. Extremely fragile items or those that are potential targets for vandalism are not appropriate for the Council setting.

5. Installation/Maintenance costs:

When determining if a gift may be accepted, the Council will take into consideration any security issues, the cost of installation, and the cost of maintaining the work over its lifetime. Start-up and ongoing costs for cleaning and mounting will also be considered.

6. Public liability:

Works will not be selected or accepted that create unsafe conditions or contain other factors that may bear on public liability.

7. Conditions of acceptance:

In the case of gifts or donations, the donor's conditions may affect whether or not the gift will be accepted. Only in very exceptional circumstances will a conditional gift be accepted and on those occasions the panel will consider if the public benefit in display of the gift will outweigh the cost or inconvenience to the Council in fulfilling the conditions of the gift.

8. Council's Discretion:

The Council, in its sole discretion, will determine whether to review and accept or reject any gift.

3.2 Stage 1 – Full appraisal and assessment

- Assessment conducted by internal working group taking into consideration the criteria outlined in section 3.1.

3.3 Stage 2 – Decision-making

- Decision of internal working group communicated to applicant (review process offered to unsuccessful applicants).

3.4 Review Process

Following the decision to reject an application, applicants will be informed in writing stating the reasons for the decision.

The Review procedure will be implemented in the event that an applicant wishes to appeal against Newry, Mourne and Down Council's decision to reject an application to name a facility.

The procedure will be administered by a Review Panel which will be independent of the Council's internal working group.

The purpose of the Review Procedure is to ensure that the decisions taken, and procedures followed, by the Council for individual applications are applied fairly and consistently. The Review will provide an independent process through which an applicant will have an opportunity to demonstrate to the Review Panel that either:

- the outcome was unreasonable; or
- that the proper procedures were not followed.

Appeals on any other ground will not be considered.

3.5 An annual report detailing requests and outcomes will be tabled at the Council's Strategy, Policy and Resources Committee.

Report to:	Strategic, Policy and Resources Committee
Date of Meeting:	Thursday 15 th February 2018
Subject:	Guidelines and associated procedure on the offer and acceptance of gifts to Council
Reporting Officer (Including Job Title):	Lyndsey Moore, Head of Legal Administration
Contact Officer (Including Job Title):	Lyndsey Moore, Head of Legal Administration Colin Moffett, Head of Corporate Policy

Decisions required:	
Members are asked to consider the contents of the report and agree to adopting the attached guidelines and associated procedure in relation to the offer and acceptance of gifts to Council	
1.0	Purpose and Background:
1.1	<p>While the Council does have a policy for the acceptance of artefacts to the Museum the Council does not have a policy on the acceptance of gifts such as paintings, sculptures and items of historical significance to the Council.</p> <p>Members will be aware that on occasion the Council is approached with an offer of a gift and in order to ensure a fair and consistent approach is adopted in these circumstances a procedure is required.</p>
2.0	Key issues:
2.1	<p>The Council has limited space for the display of Art and Artefacts in public buildings and therefore must consider carefully requests to gift or donate pieces for public display.</p> <p>It is rare for the Council to be offered an unconditional gift, more often the suggested gift comes with restrictions on how it can be used, where it can be displayed, how it must be cared for and where it must be returned to if not in active use.</p> <p>Accepting conditional gifts means Council could be leaving itself open to liabilities which can often outweigh any benefit in accepting conditional gifts. The Council could expose itself to claims for loss or accidental damage.</p> <p>If the Council were to accept all gifts of this nature it is not difficult to see the administrative burden which would come from Council being in possession of a wide range of assets each with their own rules to manage. It is important Council retains flexibility in its ability to reorganise accommodation, building design and decor and unfortunately conditional gifts often work against Council in achieving this.</p> <p>There may be occasions where the historical significance of an item, it's complimentary nature to Council initiatives and the benefit it would bring to visitors is of such significance that Council would determine the circumstances exceptional enough to permit a conditional gift, and any guidance should have</p>

	<p>enough flexibility to allow Council to take advantage of those opportunities without burdening the Council when a proposed gift is less favourable.</p> <p>The guidelines and associated document attached aims to strike this balance. Members will note that when offered a gift the Council will convene a three person panel to consider the request against pre-established criteria in order to arrive at a decision which is in the best interests of the Council.</p>
3.0	Recommendations:
3.1	That members agree to the adoption of the attached guidelines and associated procedure in relation to the offer and acceptance of gifts to Council
4.0	Resource implications
4.1	Officer time in considering requests.
5.0	Equality and good relations implications:
5.1	The proposed guidelines have been equality screened and it is recommended they not be subject to an equality impact assessment (with no mitigating measures required).
6.0	Appendices
	Appendix I: Guidelines and associated procedure in relation to the offer and acceptance of gifts to Council

Report to:	Party Representatives Forum
Date of Meeting:	15 February 2018
Subject:	Review of Advertising Report
Reporting Officer (Including Job Title):	Regina Mackin Assistant Director Corporate Planning and Policy
Contact Officer (Including Job Title):	Regina Mackin Assistant Director Corporate Planning and Policy

Matters for consideration:

Members are asked to consider the contents of the report and approve the recommendations in Section 2.0.

The Council review advertising practices in view of findings and implementation of the Corporate Digital Communications Strategy and move to placing advertisements where possible online. Council will ensure printed media is used where required under legislation and is compliant with the Council's Equality Scheme obligations.

1.0	Purpose and Background:
1.1	Newry, Mourne Down District Council is committed to communicating with its many and varied stakeholders in an open, transparent and accessible manner in an ever changing communications world. People are moving away from traditional communications platforms and now want to access information across a range of online digital platforms.
1.2	The Council is currently developing a Corporate Digital Communications Strategy whereby Council wants to build citizen trust in its digital services and channel shift users online. Through the implementation of the Strategy Council aims to increase overall public awareness of Council services, facilities and attractions by developing its digital presence further and optimising the opportunities presented therein. Council will proactively engage with residents and visitors across a range of digital platforms to inform and interact with them. This channel shift will facilitate two way communications between citizens and Council to achieve better and inclusive governance.
1.3	This Corporate Digital Communications Strategy will enable the Council design and deliver communications more effectively and efficiently. In view of current advertising expenditure by Council, savings should be created by moving advertising from printed media to online. The Council will still be legally obliged to place some statutory advertisements in the printed media e.g. Planning. It also must comply with the Corporate Equality Scheme requirements under S75 NI Act in terms of accessibility to readers who do not use digital platforms and/or have limited broadband coverage.
1.4	Ofcom's Communications Market Report 2017 highlights that 83% of those questioned in NI have access to the internet and the usage of internet on mobile has almost doubled since 2012. Rural take up of smartphone in NI is on a par with that of urban areas, with 75% of adults in rural areas personally using a smartphone as compared to 76% in urban areas.

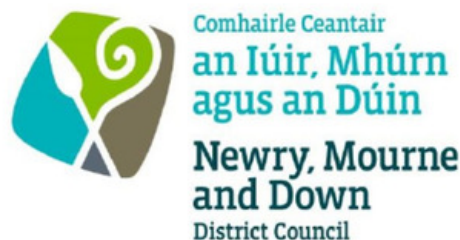
1.5	According to the Ofcom 2017 Report only 1% of adults in NI said that newspapers were their main source of news as compared to 7% who stated that their main source of news was websites/apps and 12% who stated the radio was their main source with TV still dominant at 72%.																									
1.6	<p>The Council’s statutory advertising expenditure in printed media outlets is detailed below. The 2017-2018 costs represent statutory advertising expenditure from April – December 2017.</p> <table><tr><th>Printed Media</th><th>2016-2017</th><th>%</th><th>2017-2018</th><th>%</th></tr><tr><td>Total Expenditure</td><td>£141,710.17</td><td>100</td><td>£110,271.64</td><td>100</td></tr></table> <p>The summary of statutory advertising expenditure by category is as follows:</p> <table><tr><th>Category</th><th>2016 –2017 %</th><th>2017-2018 %</th></tr><tr><td>Planning</td><td>55.19</td><td>49.56</td></tr><tr><td>Statutory/Public Notices</td><td>35.32</td><td>32.49</td></tr><tr><td>Recruitment Notices</td><td>9.49</td><td>17.95</td></tr><tr><td>Total Expenditure</td><td>100</td><td>100</td></tr></table>	Printed Media	2016-2017	%	2017-2018	%	Total Expenditure	£141,710.17	100	£110,271.64	100	Category	2016 –2017 %	2017-2018 %	Planning	55.19	49.56	Statutory/Public Notices	35.32	32.49	Recruitment Notices	9.49	17.95	Total Expenditure	100	100
Printed Media	2016-2017	%	2017-2018	%																						
Total Expenditure	£141,710.17	100	£110,271.64	100																						
Category	2016 –2017 %	2017-2018 %																								
Planning	55.19	49.56																								
Statutory/Public Notices	35.32	32.49																								
Recruitment Notices	9.49	17.95																								
Total Expenditure	100	100																								
1.7	When compared to the current Council spend on printed media advertisements, it is suggested that the Council is likely to reach larger audiences if a more equal budget is given over to digital communications bearing in mind that traditional forms of communications are still required. By moving communications online, Council has the potential to make substantial savings and still communicate in an accessible, interactive and targeted manner.																									
2.0	Recommendations:																									
	The Council review advertising practices in view of findings and implementation of the Corporate Digital Communications Strategy and move to placing advertisements where possible online. Council will ensure printed media is used where required under legislation and is compliant with the Council’s Equality Scheme obligations.																									
3.0	Resource implications																									
	Costs associated with implementation of Corporate Digital Communications Strategy. On-going costs associated with placing statutory advertisements in the printed media.																									
4.0	Equality and good relations implications:																									
	It is not anticipated that implementation of the proposal would have an adverse impact upon any Section 75 groups. No equality and good relations implications are anticipated with regard to the proposed recommendations.																									
5.0	Appendices																									
	None																									

Tuairisc do:	Choiste Stráitéise, Polasaí agus Acmhainní
Dáta an Chruinnithe:	15 Feabhra 2018
Ábhar:	Scéim Sparánachtaí na Gaeilge
Oifigeach Tuairiscithe (Teideal Poist san áireamh):	Colin Moffett, Ceannasaí Polasaí Corparáidigh
Oifigeach Teagmhála (Teideal Poist san áireamh):	Colin Moffett, Ceannasaí Polasaí Corparáidigh Ursula Mhic An tSaoir, Oifigeach Forbartha na Gaeilge

Cinntí atá riachtanach:	
Iarrtar ar bhaill machnamh a dhéanamh ar an phróiseas agus glacadh leis an phróiseas atá molta chun Scéim Sparánachtaí na Gaeilge de chuid na Comhairle a chur i bhfeidhm.	
1.0	Aidhm agus Cúlra:
1.1	<p>Rinne an Chomhairle machnamh agus aontaíodh go bunófaí Scéim Sparánachtaí na Gaeilge ag cruinniú Choiste Straitéise, Polasaí agus Acmhainní ar 16 Samhain 2017, glacadh leis an tuairisc ag cruinniú míosúil na Comhairle ar 4 Nollaig 2017.</p> <p>Rinneadh machnamh ar an phróiseas molta, atá sa tuairisc seo, ag cruinniú Fhoireann Bainistíochta Sinsearaí a bhí ar siúl 6 Feabhra 2018 agus ag cruinnú Ghrúpa Oibre Traspáirtí um Straitéis na Gaeilge a bhí ar siúl 8 Feabhra 2018.</p>
1.2	<p>Is í aidhm na scéim sparánachtaí ná cuidiú a thabhairt do dhaoine scileanna na Gaeilge a fheabhsú le scoláireachtaí nó sparánachtaí a chur ar fáil le haghaidh chúrsaí Gaeilge, cúrsaí Gaeltachta, dianchúrsaí agus cúrsaí tríú léibhéal a mbíonn ar siúl le linn na bliana airgeadais 2018-2019 (1 Aibreán – 31 Márta).</p> <p>Ní chlúdóidh an sparánacht ach táillí an chúrsa amháin.</p> <p>Tig le hiarratasóirí iarratas a chur isteach le haghaidh 50% táillí an chúrsa ina iomlán, go huasmhéid £300 san iomlán.</p> <p>Ó thaobh cáilíochta de ní mór d'iarratasóirí bheith</p> <ul style="list-style-type: none"> • ina c(h)ónaí i limistéar Chomhairle Ceantair an Iúir, Mhúrn agus an Dúin • i gcás dhaoine óga faoi aois (faoi 18bl d'aois) ní mór dóibh cead tuismitheora/caomhnóra a fháil chun freastal ar chúrsa Gaeilge; • a bheith cláraithe ar chúrsa Gaeilge; • nach bhfuil i dteideal sparánachta ó chistí poiblí(m.sh. Líofa Bursary); • freastal ar an chúrsa ina iomlán agus cur i gcrích é • fianaise i scríbhinn a chur ar fáil gur íocadh as an chúrsa go huile is go hiomlán agus gur fhreastal an t-iarratasóir ar an chúrsa ar fad
1.3	<p>Buiséad, dáta an tseolta agus cur chun cinn</p> <p>Buiséad beartaithe don bhliain 2018/19: £30,000</p> <p>Dáta seolta atá beartaithe: an tseachtain dar tús 12 Márta 2018 le linn Seachtain na Gaeilge</p> <p>Cur chun cinn Scéim Sparánachta na Gaeilge</p> <ul style="list-style-type: none"> • ar shuíomh gréasáin na Comhairle

	<ul style="list-style-type: none"> • ar shuíomhanna meáin sóisialta na Comhairle • fógraí sna nuachtáin áitiúla
1.4	<p>Próiseas an iarratais agus measúnaithe</p> <p>Ní mór d'iarratasóirí foirm iarratais a chomhlánú (aguisín 1) Chomh maith leis sin tá treoirnótaí Scéim Sparánachta na Gaeilge d'iarratasóirí (aguisín 2) ar fáil</p> <p>Beidh an fhoirm iarratais agus treoirnótaí ar fáil le híoslódáil ó shuíomh gréasáin Chomhairle Ceantair an Iúir, Mhúrn agus an Dúin www.newrymournedown.org nó teagmháil a dhéanamh le hAonad na Gaeilge ar 028 3031 3174.</p> <p>Is scéim rollach í an scéim seo. Cuirfear in iúl toradh an iarratais d'iarratasóirí, seolfar litreacha thairisceana d'iarratasóirí a shásaíonn na critéir cáilitheachta ar bhonn thús freastail ar an cheann is túisce.</p> <p>Más rud é go sáródh éileamh agus cáilitheacht Scéim Sparánachta na Gaeilge an méid airgid atá ar fáil, cuirfear na hiarratasóirí ar liosta feithimh más rud é go mbeadh airgead sa bhreis ar fáil.</p> <p>Cuirfear in iúl do na hiarratasóirí a n-éiríodh leo méid a ndéontais, nach mbronnfar orthu go dtí go gcuirfeadh siad an cúrsa i gcrích agus go gcomhlíonfar riachtanais na sparánachta.</p> <p>Rachaidh an litir thairisceana as feidhm ceithre sheachtain (fiche lá oibre) i ndiaidh lá deiridh chúrsa na hiarratasóra.</p>
2.0	Buncheistean:
2.1	<p>Cé go dtig le hiarratasóirí i dteideal iarratais a chur isteach le haghaidh 50% na dtáillí ar fad go uasmhéid £300 ina iomlán, braitheann méid na sparánachtaí aonar ar leibhéal maoinithe a mbeadh ar fáil..</p> <p>Mar atá luaite i rannán 1.4, is scéim rolladh í, agus rachaidh na litreacha tairisceana as feidhm ceithre sheachtain (fiche lá oibre) i ndiaidh lá deiridh chúrsa na hiarratasóra. Sa chás seo athleithdháilfear na sparánachtaí i measc na n-iarratasóirí incháilithe ar an liosta feithimh.</p>
3.0	Moladh:
3.1	Iarrtar ar na baill machnamh a dhéanamh agus an próiseas molta a ghlacadh maidir le cur i bhfeidhm Scéim Sparánachta na Gaeilge do chuid na Comhairle.
4.0	Impleachtaí Acmhainní
4.1	<p>Tugadh freagracht maidir le cur i bhfeidhm Scéim Sparánachta na Gaeilge d'Aonad na Gaeilge.</p> <p>Mar atá nótáilte i dtuairiscí roimhe do Ghrúpa Oibre Traspháirtí um Straitéis na Gaeilge, do Choiste Straiteise, Polasaí agus Acmhainní agus FBS, is feidhm agus cur i bhfeidhm breise agus freagracht sa bhreis d'Aonad na Gaeilge.</p> <p>Ar aon dul le taithí scéim reigiúnda Líofa táthar ag súil go mbeadh ro-éileamh ar Scéim Sparánachta na Gaeilge de chuid na Comhairle agus go sáródh éileamh agus cáilitheacht an méid airgid atá ar fáil.</p> <p>Nuair a áirítear nádúr dinimiciúil na scéime rolladh de chuid na Comhairle, mar sin de ba é rialachas éifeachtach ina príomhthosaíocht sa chás seo. I rólanna ar leith agus speisialaithe ina áirítear cur chun cinn na scéime, cáilitheachtaí na n-iarratas a mheasúnú, ag cur in iúl</p>

	d'iaratasóirí uilig toradh na n-iaratas, ag scríobh litreachta tairisceana, ag coinneáilt liosta feithimh na n-iaratasóirí incháilithe suas chun dáta, cáipéisíocht na n-iaratasóirí a chuir a gcúrsaí i gcrích a dhearbhu agus a dheimhniú chun íocaíochtaí na sparánachtaí a scaoileadh, monatóireacht a dhéanamh, athbhreithniú agus athphroifiliú an bhuiséid nuair a dtéann na litreacha tairisceana as feidhm agus litreacha tairisceana a sheoladh chuig iaratasóirí incháilithe ar an liosta feithimh.
5.0	Impleachtaí Chomhionannais agus Dhea-Chaidrimh
5.1	<p>Rinneadh scagadh comhionannais ar bhunú Scéim Sparánachta na Gaeilge atá molta.</p> <p>Cé go dtugtar faoi deara nach catagóir comhionannais í teanga, glactar leis go labhartar an teanga Gaeilge i bpobal atá Caitliceach, Naisiúnach agus féiniúlacht náisiúnta na hÉireann acu i.e. daoine le chreidimh eile, le tuairim pholaitíochta eile, agus ó ghrúpa ciníoch eile a rachaidh chun tairbhe indíreach ó bhunú Scéim Sparánachta na Gaeilge.</p> <p>É sin ráite, thiocfadh le cinneadh chun Scéim Sparánachta na Gaeilge a bhunú a bheidh sainithe mar bheart dearfach ag tógáil ar Pholasaí Dátheangachais na Comhairle, ar iniúchadh ar sholáthar na Gaeilge i gCeantair an Iúir, Mhúrn agus an Dúin agus ar Straitéis na Gaeilge 2017/19.</p> <p>Dá bhrí seo, ó thaobh comhionannas deise agus dea-chaidrimh, cibé tionchair éagothromacha a ba chúis le bunú Scéim Sparánachta na Gaeilge a tharla d'aon ghnó ionas go ndearadh iad chun comhionannais deise a chur chun cinn le cuidiú le daoine a scileanna Gaeilge a fheabhsú tríd scoláireachtaí nó sparánachtaí a chur ar fáil do chúrsaí Gaeilge creidiúnaithe, cúrsaí Gaeltachta san áireamh, dianchúrsaí agus cúrsaí tríú leibhéal.</p>
6.0	Aguisíní
	<ol style="list-style-type: none"> 1. Foirm Iarratais Scéim Sparánachta na Gaeilge 2. Treoirnótaí Scéim Sparánachta na Gaeilge d'iaratasóirí



Scéim Sparánachta na Gaeilge 2018/2019
Irish Language Bursary Scheme 2018/2019

This form is also available in English

1. Sonraí iarratasóra

Ainm an iarratasóra:	
Ainm an tuismitheora/an chaomhnóra (más bainteach):	
Dáta breithe an iarratasóra:	
Sonraí teagmhála: (más rud é go bhfuil an iarratasóir faoi 18bl., ní mór sonraí teagmhála an tuismitheora/an chaomhnóra a bhreacadh)	Seoladh:
	Baile:
	Contae:
	Cód poist:
	rphost:
	Fón póca:
	Uimh. bhaile:

2. Sonraí an chúrsa

Tabhair sonraí an chúrsa a bhfuil tú ag iarraidh Sparánachta na Gaeilge de chuid Chomhairle Ceantair an Iúir, Mhúrn agus an Dúin dó, le do thoil.

Ainm an chúrsa:	
Seoladh:	
Dáta tosaigh:	Dáta deiridh:
Sonraí teagmhála an Chúrsa (uimh.ghutháin agus/nó seoladh rphoist):	
Costas iomlán an chúrsa:	Méid maoinithe á lorg :

3. Tairbhe an Chúrsa

Cuir síos ar an dóigh a fheabhsóidh an cúrsa seo do scileanna teanga le do thoil.

4. Maidir le: Cistiú Poiblí (scrios mar is cuí)

Chuir mé/Níor chuir mé iarratas isteach ar lorg Chistiú Poiblí chun freastal ar chúrsa Gaeilge (msh sparánacht Líofa)

5. Critéir Cháilitheachta

Deimhnigh le do thoil, trí thic a chur i ngach rannóg, go gcomhlíonann tú na critéir le haghaidh sparánacht Ghaeilge de chuid Chomhairle Ceantair an Lúir, Mhúrn agus an Dúin:

Tá mé i mo chónaí i limistéar Chomhairle Ceantair an Lúir, Mhúrn agus an Dúin	<input type="checkbox"/> Tá	<input type="checkbox"/> Níl
Tá mé cláraithe ar chúrsa a fheabhsóidh mo scileanna Gaeilge	<input type="checkbox"/> Tá	<input type="checkbox"/> Níl
Níl scoláireacht nó sparánacht agam ó chistí poiblí chun freastal ar an chúrsa seo (m.sh. sparánacht Líofa)	<input type="checkbox"/> Tá	<input type="checkbox"/> Níl
Níl an sparánacht iarrtha níos mó ná 50% táillí iomlán an chúrsa go huasmhéid £300	<input type="checkbox"/> Tá	<input type="checkbox"/> Níl
Dearbhaím go bhfuil sé de rún agam an cúrsa seo a chríochnú taobh istigh den bhliain airgeadais seo á bplé faoi láthair (1 Aibreán – 31 Márta)	<input type="checkbox"/> Tá	<input type="checkbox"/> Níl
Dearbhaím go bhfuil sé de rún agam an cúrsa seo a chríochnú agus soláthróidh mé fianaise de mo thinreamh agus íocaíocht na dtáillí cúrsa	<input type="checkbox"/> Tá	<input type="checkbox"/> Níl

6. Dearbhú

Dearbhaím go bhfuil an t-eolas atá tugtha agam fíor agus beacht mar is fear is eol domh.

Síniú an iarratasóra	Dáta
Síniú an tuismitheora/chaomhnóra (más bainteach)	Dáta

Seol an fhoirm líonta ar ais chuig:

Aonad na Gaeilge
Comhairle Ceantair an Lúir, Mhúrn agus an Dúin
Teach Uí Ágáin
Rae Mhuineacháin
An tlúr
BT35 8DJ



Comhairle Ceantair an Iúir, Mhúrn agus an Dúin Scéim Sparánachta na Gaeilge 2018/2019

Treornótaí d'Iarratasóra

Aidhm na Scéim Sparánachta

Cuidiú le daoine a scileanna Gaeilge a fheabhsú trí scolaireachtaí nó sparánachtaí a chur ar fail do chúrsaí Gaeilge, coláistí Gaeltachta, dianchúrsaí agus cúrsaí tríú leibhéal san áireamh a bheas ar siúl sa bhliain reatha faoi chomaoin (1 Aibreán – 31 Márta).

Clúdaíonn an sparántacht seo taillí cúrsa amháin.

Tá iarratasóirí i dteideal cur isteach do 50% de tháillí iomlán an chúrsa suas go huasmhéid £300 ar fad.

Ní mór don iarratasóir:

- bheith ina c(h)ónaí mé i limistéar Chomhairle Ceantair an Iúir, Mhúrn agus an Dúin
- más rud é go bhfuil an iarratasóir faoi 18bl., ní mór cead an tuismitheora/an chaomhnóra a fháil chun freastal ar an chúrsa Gaeilge
- bheith cláraithe ar chúrsa Gaeilge
- gan scoláireacht a bheith aige/aici ó chistí poiblí (m.sh. sparánacht Líofa)
- an cúrsa Gaeilge a chríochnú agus bheith ann don tréimhse ar fad
- fianaise de thinreamh agus íocaíocht na dtáillí cúrsa ar fad a sholáthar

An próiseas iarratais

Is féidir foirm iarratais a íoslódáil ó shuíomh idirlín Chomhairle an Iúir, Mhúrn agus an Dúin www.newrymournedown.org. Is scéim leanúnach í seo. Ní mór dona hiarratasóirí uilig sonraí teagmhála cruinn a chur ar fail chun cumarsáid éifeachtach a chur i bhfeidhm maidir le dul chun cinn an iarratais sparánachta.

Beidh an cinneadh deireanach le déanamh ag an Chomhairle maidir le leithdháileadh faoi réir na critéir a bheith comhlíonta ag na hiarratasóirí. Cuirfear in iúl dona hiarratasóirí ar éirigh leo maidir le méid a sparánachta, a bronnfar ar chríochnú an chúrsa agus ina dhiaidh coinníollacha an litir thairsiceana a chomhlíonadh. Agus n hiarratasóirí i dteideal cur isteach do 50% de tháillí iomlán an chúrsa suas go huasmhéid £300 ar fad, beidh méid gach sparánacht ag brath ar an leibhéal maoinithe a bheas ar fáil.

Report to:	Strategy, Policy and Resources Committee
Date of Meeting:	15 February 2018
Subject:	Irish Language Bursary Scheme
Reporting Officer:	Regina Mackin, Assistant Director Corporate Planning and Policy
Contact Officer:	Colin Moffett, Head of Corporate Policy Ursula Mhic An tSaoir, Irish Language Development Officer

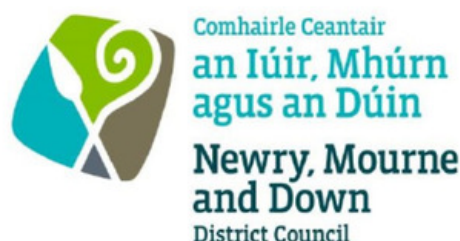
Decisions required:

Members are asked to consider and agree to the proposed process regarding implementation of the Council's Irish Language Bursary Scheme.

1.0	Purpose and Background:
1.1	<p>Council considered and agreed the establishment of an Irish Language Bursary Scheme at the Strategy, Policy and Resources meeting on 16 November 2017, the report of which was adopted at the monthly Council meeting on 4 December 2017.</p> <p>The proposed process contained within this report was considered at meetings of Council's Senior Management Team on 6 February 2018 and Council's Irish Language Strategy Cross Party Working Group on 8 February 2018.</p>
1.2	<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 2018-2019 financial year (1 April – 31 March).</p> <p>The bursary will cover course fees only.</p> <p>Applicants will be eligible to apply for 50% of total fees for the course, up to a maximum of £300 in total.</p> <p>In terms of eligibility, all applicants must:</p> <ul style="list-style-type: none"> • 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
1.3	<p>Budget, launch date and promotion</p> <p>Proposed budget for 2018/19: £30000</p>

	<p>Proposed date of launch: week beginning 12 March 2018 during Irish Language Week</p> <p>Promotion of the Irish Language Bursary Scheme:</p> <ul style="list-style-type: none"> • Council website • Council social media pages • Advertisement in local papers
1.4	<p>The application and assessment process</p> <p>All applicants must complete an application form (appendix 1). An Irish Language Bursary Scheme Guidance note for applicants (appendix 2) has also been prepared.</p> <p>The application form and guidance note for applicants will be 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.</p> <p>This will be a rolling scheme. All applicants will be 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.</p> <p>Should demand and eligibility for the Irish Language Bursaries exceed available funds, applicants will be placed on a waiting list should further funds become available.</p> <p>Successful applicants will be informed of the amount of their individual grant, which will be awarded only upon successful completion of the course and after fulfilment of all the requirements for the bursary.</p> <p>Applicant letters of offer will lapse four weeks (20 working days) after the finishing date of each applicant's course.</p>
2.0	Key issues:
2.1	<p>While applicants are eligible to apply for 50% of total fees for the course up to a maximum of £300 in total, the amount of individual bursaries will be dependent upon the level of funding available.</p> <p>As stated within section 1.4, this will be a rolling scheme, and individual applicant letters of offer will lapse four weeks (20 working days) after the finishing date of the applicant's course. In these circumstances this will result in the reallocation of bursaries, and letters of offer will be awarded to eligible applicants on the waiting list.</p>
3.0	Recommendation:
3.1	Members are asked to consider and agree to the proposed process regarding implementation of the Council's Irish Language Bursary Scheme.
4.0	Resource implications
4.1	<p>The Irish Language Unit has been assigned responsibility for implementing the Irish language Bursary Scheme.</p> <p>As noted in previous reports to the Irish Language Strategy Working Group, the Strategy, Policy and Resources Committee and SMT the establishment and implementation of the Irish Language Bursary Scheme is an additional function and responsibility for the Irish Language</p>

	<p>Unit.</p> <p>In line with the experience of the regional Líofo scheme, it is anticipated the Council's Irish Language Bursary Scheme will be oversubscribed, with demand and eligibility exceeding available funds.</p> <p>Given the dynamic nature of the Council's rolling scheme, effective governance will therefore be a key priority. Specific and dedicated roles will include promotion of the scheme, eligibility assessment of applications, advising all applicants on the outcome of their application, issuing letters of offer, maintaining an up-to-date waiting list of eligible applicants, vouching and verifying documentation provided by applicants who have successfully completed their course to enable release of bursary payments to individuals, monitoring, reviewing and re-profiling the budget as letters of offer lapse, and issuing letters of offer to eligible applicants on the waiting list.</p>
5.0	Equality and good relations implications:
5.1	<p>The proposed establishment of an Irish Language Bursary Scheme has been equality screened.</p> <p>While it should be 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 establishment of an Irish Language Bursary Scheme.</p> <p>However, the decision to establish an Irish Language Bursary Scheme would be designated as a positive action building upon the Council's Bilingualism Policy, audit of Irish Language provision in the Newry, Mourne and Down District area, and the Irish Language Strategy 2017/19.</p> <p>Therefore, in terms of equality of opportunity and good relations, any asymmetrical impacts caused by the establishment of an Irish Language Bursary Scheme are intentional because they are specifically designed to promote equality of opportunity to assist individuals to improve Irish Language skills through providing scholarships or bursaries for accredited Irish language courses, including Gaeltacht colleges, intensive courses and third level courses.</p>
6.0	Appendices
	<ol style="list-style-type: none"> 1. Irish Language Bursary Scheme Application Form 2. Irish Language Bursary Scheme Guidance note to applicants



Scéim Sparánachta na Gaeilge 2018/2019
Irish Language Bursary Scheme 2018/2019

This form is also available in Irish

1. Applicant details

Applicant's Name:	
Parent's/Guardian's name (if applicable):	
Applicant's Date of Birth:	
Contact Details: (if applicant is under 18, please provide a parent's or guardian's details)	Address:
	Town:
	County:
	Postcode:
	Email:
	Mobile number:
	Home number:

2. Course details

Please give details of the course for which you are seeking a Newry, Mourne and Down District Council Irish Language Bursary

Name of Course:	
Address:	
Start date:	Finish Date:
Contact Details for Course (telephone and/or email):	
Total Cost of Course:	Amount of funding sought:

3. Course Benefits

Please describe how the course will help develop your language skills

4. Re: Public Funding (please delete as appropriate)

I have / have not made an application seeking public funding towards attending the course
(eg Liofa bursary)

5. Eligibility Criteria

Please confirm, by ticking each section, that you meet the eligibility criteria for the award of a Newry, Mourne and Down District Council Irish Language Bursary

I am a resident in the Newry, Mourne and Down District Council area	<input type="checkbox"/> yes	<input type="checkbox"/> no
I am registered to attend the course to improve my Irish language skills	<input type="checkbox"/> yes	<input type="checkbox"/> no
I am not in receipt of a scholarship/bursary from public funds to attend the course (eg Liofa bursary)	<input type="checkbox"/> yes	<input type="checkbox"/> no
The bursary requested does not exceed 50% of total fees for the course up to a maximum of £300	<input type="checkbox"/> yes	<input type="checkbox"/> no
I confirm the course will be completed within the current financial year under consideration (1 April – 31 March)	<input type="checkbox"/> yes	<input type="checkbox"/> no
I confirm I will complete the course and will provide proof of payment of course fees and attendance	<input type="checkbox"/> yes	<input type="checkbox"/> no

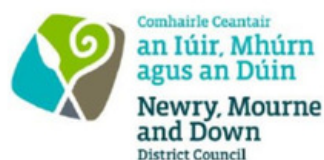
6. Declaration

I confirm that the information I have provided is true and accurate to the best of my knowledge

Applicant's Signature	Date
Signature of Parent/Guardian (if applicable)	Date

Please return the application form to:

Irish Language Unit
Newry, Mourne and Down District Council
O'Hagan House
Monaghan Row
Newry
BT35 8DJ



Newry, Mourne and Down District Council Irish Language Bursary Scheme 2018/2019

Guidance for applicants

Purpose of the Bursary Scheme

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 current financial year under consideration (1 April – 31 March).

The bursary will cover course fees only.

Applicants are eligible to apply for 50% of total fees for the course up to a maximum of £300 in total.

The applicant must:

- be resident in the Newry, Mourne and Down District Council area;
- in the case of minors, 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 Líofa 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

The application process

Application forms will be available to download from the Newry, Mourne and Down District Council website www.newrymournedown.org. This is a rolling scheme. All applicants will be required to supply accurate contact details to enable effective communication regarding the progress of their bursary application.

The Council will make the final decision on the allocation subject to applicants meeting the eligibility criteria. Successful applicants will be informed of the amount of their individual bursary, which will be awarded only upon successful completion of the course and having met the conditions of the letter of offer. While applicants are eligible to apply for 50% of total fees for the course up to a maximum of £300 in total, the amount of individual bursaries will be dependent upon the level of funding available.

Tuairisc do:	Choiste Straitéise, Polasaí agus Acmhainní
Dáta an Chruinnithe:	15 Feabhra 2018
Ábhar:	Tearma Tagartha Nuashonraithe - Grúpa Oibre Traspháirtí um Straitéis na Gaeilge
Oifigeach Tuairiscthe (Teideal Poist san áireamh):	Regina Mackin, LeasStiúrthóir Pleanáil Corporáide agus Polasaí
Oifigeach Teagmhála (Teideal Poist san áireamh):	Colin Moffett, Ceannasaí Polasaí Chorporáidigh Ursula Mhic an tSaoir, Oifigeach Forbartha na Gaeilge

Cinntí atá riachtanach :	
Iarrtar ar bhaill nótaíl a dhéanamh agus a aontú dóibh siúd a leanas:	
<ul style="list-style-type: none"> Tearmaí Tagartha nuashonraithe do Ghrúpa Oibre Traspháirtí um Straitéis na Gaeilge 	
1.0	Aidhm agus Cúlra:
1.1	Rinneadh machnamh ar na Téarmaí Tagartha nuashonraithe ag cruinniú Choiste Traspháirtí um Straitéis na Gaeilge ar 8 Feabhra 2018 a léiríonn go bhfeidhmíonn an Grúpa seo faoi bhuanordaithe na Comhairle.
2.0	Buncheistean:
2.1	Níl aon bhuncheist eile sa chás seo.
3.0	Moltaí :
3.1	Iarrtar ar na baill nótaíl agus comhaontú a dhéanamh é seo a leanas: <ul style="list-style-type: none"> Tearmaí Tagartha nuashonraithe do Ghrúpa Oibre Traspháirtí um Straitéis na Gaeilge
4.0	Impleachtaí Acmhainní
4.1	Níl acmhainní breise i gceist mar thoradh na moltaí seo.
5.0	Impleachtaí Chomhionannais agus Dhea-Chaidrimh:
5.1	Táthar ag súil nach mbeadh impleachtaí chomhionannais nó dheá-chaidrimh.
6.0	
	Tearmaí Tagartha nuashonraithe do Ghrúpa Oibre Traspháirtí um Straitéis na Gaeilge

Report to:	Strategy, Policy and Resources Committee
Date of Meeting:	15 February 2018
Subject:	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 Development Officer

Decisions required:	
Members are asked to agree to the following:	
<ul style="list-style-type: none"> Updated Terms of Reference of the Irish Language Strategy Cross Party Working Group 	
1.0	Purpose and Background:
1.1	The updated Terms of Reference for the Irish Language Strategy Cross Party Working Group, considered at a meeting of the Working Group on 8 February 2018, has been updated to state it will operate under Council's Standing Orders.
2.0	Key issues:
2.1	No further issues have been identified.
3.0	Recommendations:
3.1	Members are asked to note and give agreement to the following: <ul style="list-style-type: none"> Updated Terms of Reference of the Irish Language Strategy Cross Party Working Group
4.0	Resource implications
4.1	There are no additional resource implications as a result of the recommendations.
5.0	Equality and good relations implications:
5.1	No adverse equality and good relations implications are anticipated.
6.0	Appendices
	<ul style="list-style-type: none"> Updated Terms of Reference for the Irish Language Strategy Cross Party Working Group

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

27

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:

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

An Cathaoirleach

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

Cruinnithe:

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

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. Déanfar athbhreithniú ar an leasú seo nuair a forbrófar Straitéis na Gaeilge 2017-19.

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

Gairfidh an LeasStiúrthóir Pleanála Corparáide agus Polasaí na cruinnithe.

Oifigigh:

An Príomhfheidhmeannach, Stiúrthóir Seirbhísí Chorporáideacha, LeasStiúrthóir Pleanála Corparáide agus Polasaí, Oifigeach Forbartha Gaeilge agus Ceannasaí Polasaí Chorporáidigh.

An Preas:

Níl cead ag an phreas freastáil ar na cruinnithe seo.

An Pobal:

Níl sé ar oscailt don phobal

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

28

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
- One representative nominated from the smaller parties/independents

Chairperson:

Council Chairperson will chair meetings.

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

Meetings:

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

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. This will be reviewed when the Irish Language Strategy 2017 - 2019 has been developed.

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

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

Officers:

Chief Executive, Director of Corporate Services, Assistant Director of Corporate Planning and Policy, Irish Language Development Officer 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:	15 February 2018
Subject:	Proposal for review of arrangements for audio recording of Planning Committee meetings
Reporting Officer:	Liam Hannaway Chief Executive
Contact Officer:	Eileen McParland Democratic Services Manager

Decisions required:

Members are asked to consider the contents of the report and consider the recommendations at para. 3.1 for amendment to the operating protocol for audio recording of Planning Committee meetings.

1.0	Purpose and Background:
1.1	The purpose of this report is to update Members on response from some Agents in respect of the introduction of audio recording of Planning Committee meetings and agree a way forward.
2.0	Key issues:
2.1	Following consideration at SPR Committee Meeting on 16 November 2017, ratified at Council on 5 December 2017, Council agreed to audio record Planning Committee meetings with effect from January 2018.
2.2	The Local Government Act (NI) 2014 Schedule 6 legislates for the audio recording of Council meetings, storage time of recordings and public rights of access to the recordings. There is no legislative requirement for Councils to record any meetings, other than Council Meetings. However following Council's decision to record Committee Meetings, including Planning Committee meetings, recording of the Planning Committee commenced in January 2018.
2.3	At the January Planning Committee Meeting, all agents and members of the Committee agreed to have their presentations audio recorded. However since then two Agents who present regularly to Committee have advised they do not consent to having their presentations recorded at any Planning Committee meetings and a third gave consent for recording at the February meeting but advised he is reviewing this consent for future meetings.
2.4	Members of the Planning Committee met immediately prior to commencement of Planning Committee meeting on 7 February 2018 to discuss how to proceed following response from those Agents who indicated they did not agree to be recorded. The Solicitor who attends at Planning Committee meetings was in attendance and cautioned against withdrawing the right to make representation to Committee, if consent to be audio recorded was not agreed. She also advised Members of the Council's responsibilities under Data Protection legislation to store personal data. Legislation in relation to the taking and storage of data will be further strengthened under the General Data Protection (GDPR) (Regulation (EU) 2016/679) which will be enforceable from 25 May 2018. Members discussed the questionable value of a partial recording. There are also logistic difficulties in continually starting and stopping a recording when discussion is on-going.

2.5	<p>Having considered the matter at their pre-Meeting, the Planning Committee agreed to the following interim arrangements for its meeting on 7 February 2018:</p> <ul style="list-style-type: none"> • In respect of those planning applications for which consent is not given by any member of the public, including Agents, no recording be made of the entire planning application. • In respect of those planning applications which are deemed to be exempt under Schedule 6 of the Local Government Act (NI) 2014, no recording be made of the entire planning application.
3.0	Recommendations:
3.1	<p>That approval be given to the following:</p> <ol style="list-style-type: none"> 1. In respect of those planning applications for which consent is not given by any member of the public, including Agents, no recording be made of the entire planning application. 2. In respect of those planning applications which are deemed to be exempt under Schedule 6 of the Local Government Act (NI) 2014, no recording be made of the entire planning application. 3. The Council's operating protocol for audio recording of Council and Committee meetings be amended accordingly and as outlined in appendix 1. 4. A review of these arrangements take place in January 2019 which is the date already agreed by Council for a review, or sooner should the need arise.
4.0	Resource implications
4.1	none
5.0	Equality and good relations implications:
5.1	None anticipated
6.0	Appendices –operating protocol with proposed amendment

Newry, Mourne and Down District Council

Operating Protocol for Audio Recording - Council and Committee Meetings

Council Meetings

1. Audio recording of all Council Meetings will be undertaken in accordance with the requirements of the Local Government Act (NI) 2014.
2. No recording will take place of a meeting, or those parts of a meeting, from which the public is excluded, where exempt matters, as defined in Schedule 6 of the Local Government Act (NI) 2014, are being discussed.
3. Audio recordings will be available to the public at the District Council Offices for six years from the date of the meeting.
4. Audio recordings will be published on the Council's web site for two years from the date of the meeting.
5. In any correspondence notifying potential public speakers of a forthcoming meeting the following advice will be included:

"Please note that an audio recording of the meeting will be made and the recording will be publicly available following the meeting and will be published on the Council's website. No recording will be made of those parts of the meeting, from which the public is excluded, where exempt matters, as defined in Schedule 6 of the Local Government Act (NI) 2014, are being discussed."

6. Prior to commencement of the meeting the Chairperson will announce that the meeting will be recorded and that the recording will be publicly available following the meeting, including publication on the Council's website.
7. The Council aims to publish audio recordings by 5 pm on the fifth working day following the date on which the meeting takes place.
8. Members are individually responsible for what they say. Editorial control will only be exercised over the audio recordings to the extent that is necessary to avoid the publication of defamatory content or other material which it would be unlawful to publish. The Council's Legal Advisors will exercise this editorial control. Full records of the proceedings will be retained notwithstanding that an edited version has been made available to the public.

Committee Meetings

1. There is no requirement under the Local Government Act (NI) 2014 for audio recording of any Committee Meetings. However Newry, Mourne and Down District Council has agreed, in the interests of openness and transparency, to audio record the meetings of its Standing Committees, (recording of Planning Committee Meetings will commence with effect from January 2018).
2. No recording will take place of a meeting, or those parts of a meeting, from which the public is excluded, where exempt matters, as defined in Schedule 6 of the Local Government Act (Northern Ireland) 2014, are being discussed.
3. Audio recordings will be available to the public at the District Council Offices for six years from the date of the meeting.
4. Audio recordings will be published on the Council's web site for a period of two years from the date of the meeting (publication on the website does not apply to the Planning committee).
5. In any correspondence notifying potential public speakers of a forthcoming meeting the following advice will be included:

"Please note that an audio recording of the meeting will be made and the recording will be publicly available from the District Council Offices following the meeting. The audio recordings of all Committee Meetings, except the Planning Committee, will also be published on the Council's website.

If you do not wish your speech to be recorded, please contact democratic.services@nmandd.org to advise accordingly.

The Council will not record speakers if they do not wish to appear in the recording of the meeting."

6. In respect of the Planning Committee:
 - a. for those applications for which consent to being audio recorded is not given, by any member of the public, including Agents, no recording shall be made of the entire planning application.
 - b. for those application which are deemed to be exempt under Schedule 6 of the Local Government Act (NI) 2014, no recording shall be made of the entire planning application.

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- | 6.7. Prior to commencement of the meeting the Chairperson will announce that the meeting will be recorded and that the recording will be publicly available following the meeting, including publication on the Council's website, if applicable to the particular Committee (publication on the website does not apply to the Planning Committee).
- | 7.8. For those Committee Meetings which do not have decision making powers, the Council aims to publish audio recordings by 5 pm on the fifth working day following the date of the Council meeting at which Committee Minutes are tabled for consideration and approval.
- | 8.9. In the case of Committee Meetings with decision making powers, which includes the Planning Committee, the Council aims to publish audio recordings by 5 pm on the fifth working day following the date on which the meeting took place, (publication on the website does not apply to the Planning Committee).
- | 9.10. Members are individually responsible for what they say. Editorial control will only be exercised over the audio recordings to the extent that is necessary to avoid the publication of defamatory content or other material which it would be unlawful to publish. The Council's Legal Advisors will exercise this editorial control. Full records of the proceedings will be retained notwithstanding that an edited version has been made available to the public.

Approvals:

SPR Committee meeting – [16/11/2017](#)

Council – [04/12/2017](#)

Contact: democratic.services@nmandd.org

DRAFT

Report to:	Strategic Policy and Resources Committee
Date of Meeting:	15 February 2018
Subject:	NMDDC Payment Policy and Procedure
Reporting Officer (Including Job Title):	Ken Montgomery, Assistant Director of Finance
Contact Officer (Including Job Title):	Ken Montgomery, Assistant Director of Finance

Decisions required:	
Members are asked to approve the revised policy in relation to payments within the Council.	
1.0	Purpose and Background:
1.1	<p>The Council recognises the importance of cash flow within the supply base and wishes to ensure that the payment process to suppliers is effective and efficient with payments processed as promptly as possible.</p> <p>The standard payment term of the Council is to provide payment within 30 days from the receipt of a valid invoice subject to the satisfactory delivery of the goods and/or services to which the invoice relates. Where possible, the Council will make payment within 10 working days. Both Council employees and suppliers have a role to play in facilitating a prompt and efficient payment process.</p> <p>The purpose of this Policy is to document the Council's approach to the payment for goods and services. This policy is supported by detailed payment procedures.</p>
2.0	Key issues:
2.1	<p>Internal Audit carried out a review of Accounts Payable in April 2017. The review identified that the Council had established an Accounts Payable Policy, which was approved by the shadow Council on the 6 January 2015. However, Internal Audit noted that that this policy did not reflect the roles and responsibilities currently in place within the accounts payable team and has not been made available to all relevant staff.</p> <p>The revised policy is more user friendly and along with the new procurement policy which was approved in December 2017, is the first step to ensure all procurement and payments within the Council is carried out in line with the relevant legislation and will help ensure the Council is improving its prompt payment targets.</p>
3.0	Recommendations:
3.1	To approve the NMDDC Payment Policy and Procedure.
4.0	Resource implications
4.1	None
5.0	Equality and good relations implications:
5.1	None
6.0	Appendices
	Appendix I: NMDDC Payment Policy and Procedure



Newry, Mourne and Down District Council

Payment Policy & Procedure



Effective Date: February 2018

Version 1.0

Policy Control

Policy Title	Accounts Payable Policy & Procedure
Departmental Ownership	Corporate Services
Document Owner	Ken Montgomery, Assistant Director of Finance
Officer Responsible	Ken Montgomery, Assistant Director of Finance
Date of Approval	SP&R – Council –
Date of Last update	February 2018
Updated by	Gerard Byrne, Audit Services Manager
Date of next Review	February 2022
Location where document is held and referenced	Shared Drive and NMDDC intranet site

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Statement

1. Newry Mourne and Down District Council (NMDDC) recognises the importance of cash flow within the supply base and wishes to ensure that the payment process to suppliers is effective and efficient with payments processed as promptly as possible.
2. The standard payment term of the Council is to provide payment within 30 days from the receipt of a valid invoice subject to the satisfactory delivery of the goods and/or services to which the invoice relates. Where possible, the Council will make payment within 10 working days.
3. Both Council employees and suppliers have a role to play in facilitating a prompt and efficient payment process.

Aims

4. The purpose of this Policy is to document the Council's approach to the payment for goods and services. This policy will be supported by detailed payment procedures.

Scope

5. The Payment Policy is relevant to all employees involved in the payment process and should be kept in mind by those involved in procuring goods and services.
6. The Policy has a consequential impact on suppliers to the Council and should be read in conjunction with the [NMDDC Procurement Policy](#).
7. The objective of this Policy is to ensure that the payment approach of the Council is open, clear and transparent to all.

Related Policies

8. This policy should be read in conjunction with the following NMDDC documents:
 - Code of Conduct for Local Government employees;
 - The [NMDDC Procurement Policy](#).
9. The policy applies and impacts on employees, agency staff, elected members, contractors, consultants, suppliers and service users.



Payment Terms and Reporting Requirements

10. NMDDC recognises the importance of cash flow to all suppliers of the Council.
11. The standard payment terms of the Council are to produce payment within 30 days from the receipt of a valid invoice subject to the satisfactory delivery of goods / services to which the invoice relates.
12. The Council regularly keeps its payment performance under review. In line with guidance issued by the Department for Communities ([LG 19/2016, Guidance on Prompt Payment](#)) the Council will pay suppliers as promptly as possible and endeavour to meet the 10 working day prompt payment commitment made by the Northern Ireland Executive.
13. Information regarding payment performance will be published on the Council website and submitted to the Department for Communities on a quarterly basis (LG19/2016). At the end of each quarter the Accounts Payable Supervisor will send the statistics to the Assistant Director of Finance who will review and then forward onto to the Department of Communities and ensure the statistics are published on the Councils website. The Assistant Director of Finance will also present the prompt payment statistics to the Audit Committee on a quarterly basis.
14. The Council is one of the bodies subject to mandatory participation in the National Fraud Initiative (NFI) Data Matching Exercise. Details of payments made to suppliers will be supplied to NFI on request.
15. As a public body, the Council, on request and subject to certain exemptions provide information to members of the public on payments made to suppliers in compliance with The Freedom of Information Act 2000.

What is a Valid Invoice?

16. Invoices can be received by postal delivery, email or hand delivered at reception.
17. Invoices sent by email should be in PDF format and sent to accountspayable@nmandd.org. Where an invoice is received by email, there is no requirement to send a hard copy unless requested to do so by the Council.
18. Invoices must be made out in the name of Newry, Mourne and Down District Council.
19. To receive prompt payment, the supplier invoice must contain, at a minimum, the following:
 - The word 'invoice' clearly written;
 - The invoice date;



- The supplier company name and address;
- The supplier company VAT number (where applicable);
- A unique invoice number;
- A valid NMDDC District Council purchase order number; and
- Details of the goods / services supplied including quantity, unit price, net amount, VAT and total cost.

20. Where applicable, a Unique Tax Reference (UTR) and National Insurance or Company Registration Number (whichever relevant) should be provided for works in relation to capital projects, buildings or facilities.

21. For individual items, the invoice must detail:

- Unit price or rate (excluding VAT);
- State Currency (£ or €);
- Quantity of goods;
- Rate of VAT being applied;
- Total amount payable (including VAT);
- Discount applied to the invoice;
- Freight charges; and
- Payment terms;

22. If invoices do not include the above details the supplier will be advised.

23. The key priority during the processing of payments to suppliers is to ensure that proper bona fide invoices are paid; that invoices are only processed for valid orders; that prices quoted are in line with quotations/tenders and that accuracy is maintained throughout the process. There should be no reduction in the standard of financial control in attaining prompt payment of suppliers.

Payment Method

24. All payments will be denominated in pounds sterling unless in exceptional one-off circumstances as agreed by the Assistant Director of Finance.

25. The preferred payment method of the Council is facilitated through BACS (Bank Automated Clearing System). It is the responsibility of the supplier to provide accurate bank account details to the Council.

26. The Council are not responsible for the banking system, exchange rate losses, or any delays that may occur in the system.



Supplier Information Amendments

27. Amendments to standing supplier information which the Council holds can only be accepted in writing (either hard copy or email). See **Appendix 1** for BACS template.
28. Where applicable, such requests should be on / accompanied by a company headed document.
29. Requests for amendments to bank details will be followed up by further contact with the supplier before any changes are made.

Supplier Payments to Sub-Contractors

30. The Council encourages suppliers to adopt similar payment terms to pay their sub-contractors. Sub-contractors need to be paid with 14 days of certificate.

Invoice Payment Procedures

31. Accounts payable will make at least three payment runs in an Accounting period (month). Every ten days Accounts Payable will conduct a payment run in line with a proposed payment plan which has been agreed in advance.
32. For detailed procedures for paying an invoice and conducting a payment run, see **Appendix 2**.

Policy Review Date

33. 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."
34. Staff wishing to receive clarification on this policy and/or suggest improvements should contact the Assistant Director of Finance.

Equality Screening

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

Supplier BACS Amendment Form
Appendix 1

SUPPLIER BACS DETAILS FORM
SUPPLIER MUST COMPLETE SECTIONS 1, 2 & 3 AND RETURN AS DIRECTED

SECTION 1															SUPPLIER CONTACT SECTION														
Company/Supplier Name																													
Contact Name																													
Position Held																													
Company Address																													
Postcode																													
Telephone Number																													
Fax Number																													
Mobile Number																													
Email Address for BACS Remittance																													
SECTION 2															BANK DETAIL SECTION														
Bank/Building Society																													
Branch																													
Account Name																													
Account Number															Sort Code							-			-				
IBAN NUMBER																													
SWIFT NUMBER																													
SECTION 3															SUPPLIER AUTHORISATION SECTION														
Signature																													
Position held																													
Date																													
OFFICE USE ONLY																													
INPUT BY																				DATE									
CHECKED BY																				DATE									
SUPPLIER REFERENCE																													

Procedures for making payments, including roles and responsibilities

APPENDIX 2

1. A supplier Invoice can be received into the Accounts Payable Department either by post, email or hand delivered. If received electronically invoices are printed out. Invoices are then date stamped as soon as they are received.
2. Accounts Payable then process invoices in date received order.
3. The purchase order should be quoted on the suppliers invoice.
4. Accounts Payable then go onto the SUN system and match the invoice with the E-hub order, which has been approved on the system. SUN then gives each invoice an ID Reference Number.
5. When the invoice is received, Accounts Payable staff check the following:
 - The invoice is issued to Newry, Mourne and Down District Council (or an element of it, i.e. Newry Leisure Centre, Newry Arts Centre or Down Leisure Centre);
 - Suppliers VAT number is quoted if applicable;
 - Suppliers name and address;
 - Unique supplier invoice number;
 - NMDDC Purchase Order number quoted;
 - Quantity, description and unit price of good or services ordered;
 - Net cost, Gross Cost and VAT element (in the desired currency); and
 - Accounts payable staff will also recalculate the invoice for accuracy.
6. The invoice is then scanned by the Accounts Payable team to Kontrolla Capture. Kontrolla exports the invoice onto Konducta.
7. Konducta gives each invoice a unique Task ID number.
8. This unique Task ID number is then keyed into SUN which then links the invoice from Konducta into SUN. All the invoice details are typed into SUN.
9. Konducta will automatically detect who requisitioned and approved the Purchase Order and will then send the invoice to these two officers for payment approval (Accounts Payable can amend if required, depending on the invoice amount).
10. Once the Council Officers approve the invoice on Konducta the invoice will update to 'awaiting release' stage.
11. Accounts Payable staff will then select all invoices that are in the 'awaiting release' stage, taking out the hard copy invoices which are filed in temporary folders by task ID Number.
12. Accounts Payable will then call up and confirm the 'PT' number on SUN, check the details match the invoice and then press confirm all. This will release the invoice into the purchase ledger.
13. Once the invoice is confirmed in SUN, the status in Konducta changes to 'awaiting payment'.
14. A purchase invoice listing is created in 'VISION' to show all released invoices and a total of the proposed payment.
15. Manual cheques/direct debits will be journalled out of the payment run.
16. Accounts Payable staff then log into SUN and the payment run process is prepared. There is a separate payment run process for BACS and Cheques.



17. Together the BACS and Cheques payment run has to balance with the purchase invoice listing from the 'VISION' spreadsheet. If it does not, the discrepancies have to be corrected before the process can continue.
18. Once both reports balance, Accounts Payable print the cheques and BACS remittances, and print a copy of both for filing.
19. Before payment, Accounts Payable staff check the following to the remittance:
 - The name of the supplier;
 - The invoice number; and
 - The invoice amount.
20. The Accounts payable supervisor then checks the following after sorting all payments from highest to lowest:
 - Any payment greater than £7,500 (total group payment to a supplier), the bank details are checked to make sure they are accurate from the level arch files held in Accounts Payable.
 - Any invoice over £7,500 (single payment) the following is checked;
 - The invoice has been approved correctly;
 - The purchase order number or architect certificate are detailed;
 - VAT numbers are correct; and
 - The ledger is reviewed for the previous 6 months to ensure there is not a duplicate payment to this supplier.
21. The Assistant Director of Finance then signs off the individual cheque payments and the BACS payment listing. The Assistant Director also completes a spot check of payments and can request further information on any payment which he considers to be uncharacteristic for NMDDC.
22. The BACS file is then uplifted to the bank and approved by two senior member of the finance staff.

Report to:	Strategy, Policy & Resources Committee
Date of Meeting:	15 February 2018
Subject:	Stakeholder Surveys
Reporting Officer:	Alan Beggs – Head of Evidence & Research
Contact Officer:	Johnny McBride - Assistant Director: Community Planning & Performance Alan Beggs – Head of Evidence & Research

Decisions Required:

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

- **Proceeding with the commissioning of a residents' survey.**

1.0 Purpose & Background

1.1 The purpose of this report is to seek the agreement of Members to proceed with commissioning a residents' survey (as part of a number of stakeholder surveys) in support of the development of new Corporate Plan (2019-23), other important Council strategies and their subsequent performance management.

1.2 This follows previous Member consideration of the same issue at the last meeting in January, where despite Members agreeing in principle to proceed, some concerns were expressed in relation to the approach / methodology and the overall costs involved. This report attempts to address those concerns and seek approval to proceed as proposed.

2.0 Key Issues**Approach / Methodology****Residents' Survey**

2.1 In recognising Member concerns, it is proposed the residents' survey will be approached as follows:

- i. A telephone survey (to be completed by a suitably qualified external contractor) with a sample size of approximately 700 residents across the District to provide a statistically significant return. A telephone survey will be significantly cheaper when compared to the original proposal to combine a range of surveying methods, including written, personal interviews and telephone responses;
- ii. The use of the Council's seven DEAs as a means of supplementing the telephone survey (this will be facilitated by existing Council staffing resources) to increase the sample size;
- iii. The establishment of quotas in relation to age, gender and rural / urban locations so as to be as representative as possible;
- iv. The examination of three main themes:

	<ul style="list-style-type: none"> ○ <u>Location, background and equality information.</u> This module will be 8- 10 questions (including routing) seeking to identify the geographical location and section 75 makeup of respondent. This will be used to ensure that the sample is representative and to provide opportunity for bivariate analyses within the other modules. The full postcode of respondent will be captured to allow for accurate mapping and modelling of the data; ○ <u>Identification of emerging priorities.</u> This module will be designed to ascertain the importance residence place on individual council services where they live and what they feel should be priorities or a priority spend areas for The Council moving forward. Questions may ask residents to priorities activities from a list or indicate what importance they place on certain services, or indicate where they feel more or less resources should be targeted; ○ <u>Residents' satisfaction.</u> The Resident Satisfaction module aims to assess resident satisfaction with Newry, Mourne and Down as a place to live, identify priorities, assess the performance of Council services and the Council itself. This will cover topics such as: <ul style="list-style-type: none"> ▪ Experience of using front line Council services (leisure centres, public service centres etc.) ▪ How the Council communicates and disseminates information; ▪ Involvement in Council consultation exercises ▪ Assessment of the performance of the Council v. Data protection principles will be employed to ensure that personal or private data is not identifiable from the results presented, and that any data is collected, stored and presented in a manner compliant with current and upcoming data protection legislation; and vi. Using the same appointed contractor to provide suitable independence and expertise to the analysis of the survey collected and the subsequent presentation of the results.
	<u>Employees and Elected Members</u>
2.2	<p>Further cost reductions are also anticipated by adopting the following approach:</p> <ul style="list-style-type: none"> i. Using the recently completed employee stress audit as proxy source in relation to employee-related issues. This can be supplemented by the use of employee workshops and focus groups to identify emerging priorities, which can also be supported by existing Council staffing resources at no additional cost; ii. Establishing a free and easy to-use on-line survey for collecting information from the Council's Elected Members. Again, this can be established by existing Council staffing resources; and iii. Using the Council's Evidence & Research Team to analyse the results from both surveys.
	<u>Benefits</u>
2.3	<p>The main benefits are that the results of these exercises will provide the Council with a robust and reliable qualitative evidence base of stakeholder views and attitudes in relation to:</p>

	<ul style="list-style-type: none"> ▪ Current satisfaction levels with the Council as a whole as well as with specific Council services; ▪ The identification of any emerging issues and priorities that will need to be addressed by the Council in the future, given its wider civic leadership role and its responsibilities in respect of Community Planning; and ▪ Assisting the Council in identifying social and geographic variations across the District.
2.4	Another key benefit is that the outcomes of this qualitative baselining exercise can be used with other statistical sources (such as the recently published updated Measures of Multiple Deprivation) to provide a comprehensive evidence-base for the Council to inform future business planning activities, both externally and internally. It is also likely that this work will prove beneficial in exploring other, more cost-effective means of how the Council engages with its key stakeholders in the future, including the use of citizen panels and e-consultation.
3.0	<u>Resource Implications</u>
3.1	As a result of the changes made to the overall approach, it is highly likely that the residents' survey can be secured for considerably less when first considered by Members. Costs have now been estimated below £20,000. Furthermore, the Council has also recently been given a verbal commitment that three other Councils wish to participate in the same exercise; therefore it is likely that there may be scope for further cost reductions. Other Council participation will also invite comparisons across Council boundaries.
4.0	<u>Equality & Good Relations Implications</u>
4.1	There are no equality and good relations implications arising from this specific report, however it is likely that undertaking such a comprehensive exercise will have a positive effect on the Council's relations with the wider general public and assist with its future equality screening and rural proofing obligations. Improving how the Council consults and engages with its key stakeholders was also recently a recommendation contained within the Council's performance audit and assessment by the NIAO.
5.0	<u>Appendices</u>
	<ul style="list-style-type: none"> ▪ None

Report to:	SPR Committee
Date of Meeting:	Thursday 15 February 2018
Subject:	Request to Gift the Lusitania Davit (small crane for suspending or lowering a life boat) to Lusitania Museum in Kinsale
Reporting Officer (Including Job Title):	Liam Hannaway, Chief Executive
Contact Officer (Including Job Title):	Liam Hannaway, Chief Executive

Decisions required:	
1.0	Purpose and Background:
1.1	<p>In the 1970s/80s Mr Gerry Doyle gifted the Davit of the Cunard Liner R.M.S Lusitania to Newry and Mourne District Council. Since that time the Davit has been located in Annalong. A new Visitor Centre and Museum in respect of the Lusitania has been constructed in Kinsale and the owner is interested in acquiring the Davit for the Musuem. I have received a request from Mr Doyle return the Davit to Kinsale (see correspondence attached – appendix 1).</p> <p>Having researched Council Minutes the only extract found relating to the Davit is 20 August 1984 (attached – appendix 2).</p>
2.0	Key issues:
2.1	<p>At a meeting of Mournes DEA Councillors held on 20th October 2016 the Davit was discussed. The minute would indicate that Councillors feel the Davit should remain in Annalong.</p> <p>The Davit as a gift belongs to the Council so it is a Council decision if they wish to gift it to the Luistania Museum in Kinsale.</p>
3.0	Recommendations:
3.1	It is up to Council to decide if it wishes to agree to this request. Cost of removal and transport should be attributed to Visitor Centre and Museum in Kinsale.
4.0	Resource implications
4.1	None other than the value of the Davit which is unknown.
5.0	Equality and good relations implications:
5.1	None.
6.0	Appendices
	<p>Appendix 1: Correspondence from Mr G Doyle dated 18 August 2017.</p> <p>Appendix 2: Minute Recreation & Tourist Committee Meeting 20 August 1984 R/533/84 – Newry and Mourne District Council.</p> <p>Appendix 3: Picture of Davit in its current location, Annalong.</p> <p>Appendix 4: Minute of Mournes DEA Meeting held 20th October 2016.</p>

86. Moor Road,
Kilkeel,
Newry,
Co. Down,
BT34 4NQ.
18/8/2017

Dear Mr Hannaway,

I am writing this letter to you personally, in the hope that the matter in question can be dealt with promptly and a satisfactory conclusion can be reached. The matter in question is in regard to a lifeboat Davit from the ill fated Cunard liner R.M.S Lusitania, which was torpedoed off the old head of Kinsale County Cork in 1915. It was in 1965 while fishing in the vicinity of the sinking, and hauling our net with the catch, we discovered that we had also snagged the lifeboat Davit from Lusitania, which we took on board.

It was a number of years ago I gave the Davit on loan to the old Newry and Mourne Council, who installed and erected it in the Council amenities park area in Annalong. It was always with the thought that should such an opportunity present itself, to return the Davit to its rightful place, that was what I would like to do.

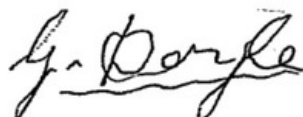
Now such an opportunity has arisen, an American Mr Gregg Bemis, owner of the wreck is currently financing and constructing a visitor centre and museum in Kinsale, dedicated to the memory of the great ship, and the 1200 unfortunate souls who perished. Whilst researching this seminal moment from the history of WW. 1 he discovered the existence of the Davit and my ownership of it. He contacted me and asked if I would consider donating said artefact to the museum, to which of course I readily agreed.

As the Davit is at present sited on Council property, I feel it best that Council should remove, and on its removal I will organise to have it picked up, and transported back to Kinsale where it's home has always been.

Just a little footnote Mr Hannaway, as I'm sure you realise I am in my declining years with health problems, and would appreciate seeing my artefact returned to Kinsale. Do please give this matter your immediate attention, I thank you and await your reply.

Yours Sincerely
Gerry Doyle.

Telephone 02841762808





NEWRY AND MOURNE DISTRICT COUNCIL

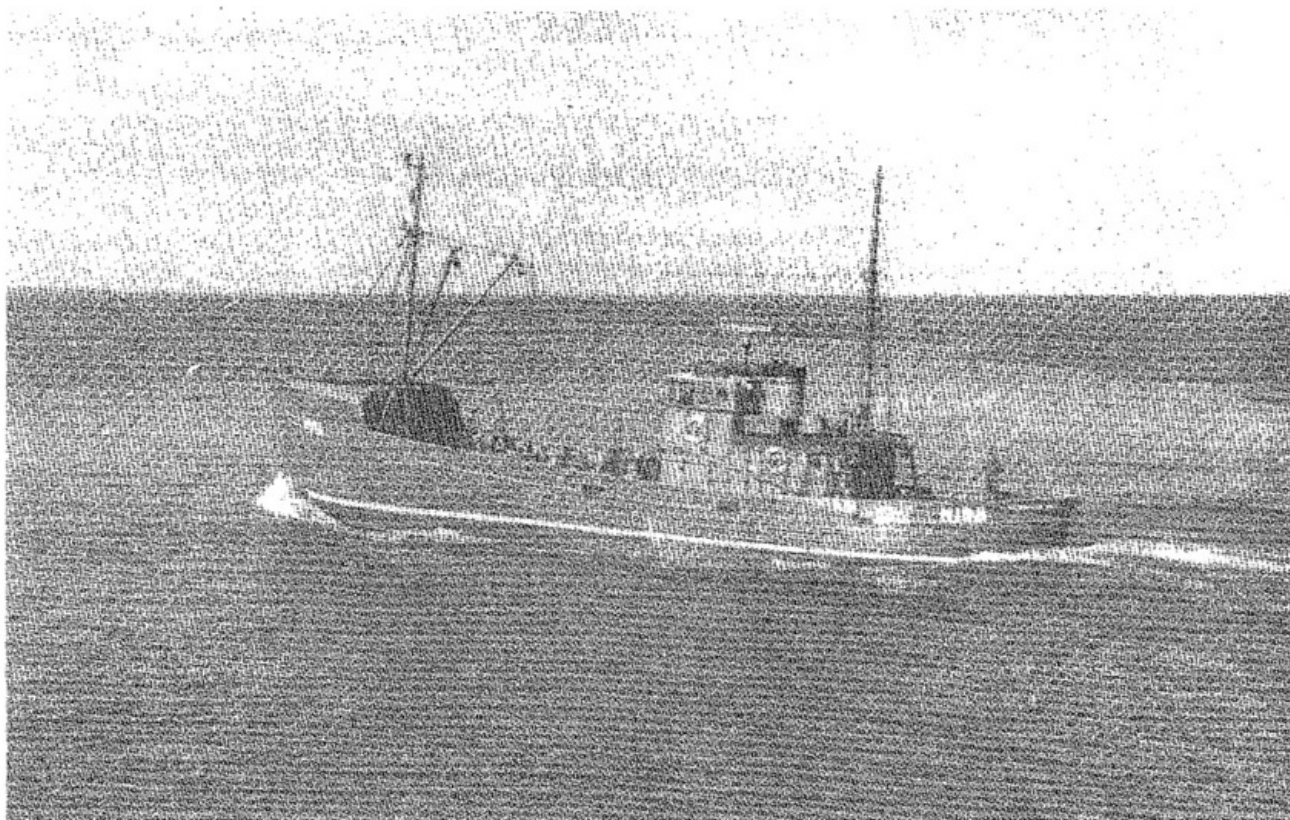
MINUTES of Recreation/Tourist Committee Meeting held on Monday, 20th August, 1984, in the Boardroom, District Council Offices, Monaghan Row, Newry, at 7.00 p.m.

R/533/84 - ANNALONG MARINE PARK:
(REF: R/S 86):

Councillor McElroy referred to the work carried out by the Stone Masons at Annalong Marine Park and said the Council should do something to recognise their work by erecting a stone plaque in the wall which they had constructed.

He also suggested a plaque outlining the history of the Lusitania be erected adjacent to the davitt from the Lusitanis which was the landmark at the Annalong Marine Park.

On the proposal of Councillor McElroy, seconded by Councillor Bell, it was agreed Mr. Turley would examine the possibility of providing a plaque in commemoration of work carried out by the Stone Masons and also a plaque outlining the history of the Lusitania at Annalong Marine Park.



The 'Croidte an Duin' in which the davit was recovered.



The davit, now re-erected at Annalong.

ACTION: Pamela to email Lyndsey Moore (Councils legal advisor) with full details of her request for a detailed budget breakdown.

5. The Mournes DEA Coordinator Report

Kerri Morrow gave a verbal update on the coordinator's updates since the previous meeting.

ACTION: Kerri to circulate information on Employability/Working Programme to all forum members which is an on-going call within legacy Newry & Mourne area.

Kerri mentioned that the Peace IV is still currently in application stage however the programme should be up and running by January 2017.

Philip Irvine introduced himself as the DEA Coordinator for the Mournes, stating he is covering for Kathleen Magee.

Councillor Reilly questioned if one to one meetings can be booked with the likes of Transport NI. Both Philip and Kerri advised that meetings cannot be booked for single item agendas or single site meetings however if a number of issues have arisen then Transport NI are happy to meet twice a year with the forum to discuss any issues. Councillor Clarke took this opportunity to remind the forum of the drop-in sessions Transport NI are holding on Monday 24th October in the Civic Centre, Downpatrick.

Councillor Clarke agreed with Councillor Quinn on highlighting the need to be clear on issues to be raised at the various agency meetings, adding that both representatives from Transport NI should be invited to future meetings to ensure the whole DEA is covered.

ACTION: It was **AGREED** that Philip is to contact all forum members to gather the various issues for a meeting with Transport NI.

6. Lusitania artefact, in the shape of a lifeboat davit, was standing in a park in Annalong

Kerri gave a brief update on this. Councillors Doran, Hanna and Reilly want to refurbish and retain the artefact.

ACTION: It was **AGREED** to bring Lusitania artefact issue to ERT for further discussion.

7. Update on Annalong Harbour and Stormgate

STRATEGIC PROJECTS WORKING GROUP
TUESDAY 12 December 2017 3PM,
TRAINING ROOM, MONAGHAN ROW, NEWRY

In attendance: Liam Hannaway, Chief Executive
Marie Ward, Director Enterprise, Regeneration & Tourism
Jonathan McGilly, Assistant Director Enterprise, Employment & Regeneration
Anthony McKay, Assistant Director of Planning
Lorraine Burns, PA

Councillor W Clarke (Chair)
Councillor C Casey
Councillor M Murnin
Councillor G Stokes

Apologies

Dorinnia Carville, Director of Corporate Services
Adam Wilkinson, Interim Director of Regulatory and Technical Services
Michael Lipsett, Director Active and Healthy Communities
Conor Mallon, Assistant Director Estates and Capital Projects

Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
Civic Centre Procurement	Procurement exercise to commence early 2018	MW	Ongoing	N
Civic Centre Site	Site to be identified and expressions of interest being received from agents.	MW	Ongoing	N

Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
Newcastle Wet Weather Facility	Business Case to be drawn up.	MW & LH	Business Case to be drawn up	N
END				