



June 13th, 2017

Notice Of Meeting

You are invited to attend the Strategy Policy and Resources Committee Meeting to be held on **Thursday, 15th June 2017 at 5:00 pm** in **Mourne Room, Downshire Civic Centre, Downpatrick.**

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

Chair: Councillor T Hearty

Vice Chair: Councillor A McMurray

Members: Councillor T Andrews 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 G Sharvin

Councillor W Walker

Agenda

1.0 Apologies

Catrina Miskelly

2.0 Declarations of Interest

For Discussion/Decision

3.0 To agree a start time for SPR Meetings from June 2017-May 2018. (Suggested timetable attached)

 *SPR Committee Start times.pdf*

Page 1

4.0 Action Sheet of the Strategy, Policy and Resources Committee Meeting held on 11 May 2017 (copy attached)

 *SPR-11052017.pdf*

Page 3

Performance

5.0 Performance Improvement Plan 2017-18 (copy attached)

 *Performance Improvement Plan 2017-18 Cover Report.pdf*

Page 12

 *Appendix 1 Consultation and Engagement Report- Performance Improvement Objectives 2017-18.pdf*

Page 15

 *Appendix 2 Equality Screening of N,MDDC Performance Improvement Plan 2017-18.pdf*

Page 35

 *Appendix 3 Performance Improvement Plan 2017-18 UPDATED.pdf*

Not included

Local Development Plan

6.0 Draft Timetable (copy attached)

For decision

 *SPR Report June'17 re Draft LDP Timetable.pdf*

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 *Local Development Plan - Draft Timetable.pdf*

Page 59

7.0 Options for undertaking Sustainability Appraisal, incorporating Strategic Environmental Assessment (copy attached)

For decision

 *SPR Report June'17 re LDP SA-SEA.pdf* Page 69

 *LDP SA-SEA Options Paper.pdf* Page 71

Corporate Planning and Policy

8.0 Updated Policy on Naming Facilities and Guidelines and associated procedure for (re)naming of facilities (copy attached)

 *Report on Updated Policy on Naming Facilities and Guidelines and associated procedure for (re)naming of facilities for cons.pdf* Page 75

 *Policy on Naming Council Facilities V3 5-5-17.pdf* Page 77

 *Guidelines on naming of facilities.pdf* Page 79

 *Application form re Request to Name a Council Facility May 2017.pdf* Page 81

9.0 Consultation response to Foras na Gaeilge Review of Funding of Irish Language Centres Consultation Document April 2017 (copy attached)

 *Report on Consultation response to Foras na Gaeilge Review of Funding for Irish Language Centres Consultation Document April.pdf* Page 83

 *NMDDC Response to Foras na Gaeilge Review of Funding for Irish Language Centre Consultation Document April 2017.pdf* Page 87

Corporate Services - Democratic Services

10.0 Correspondence from APSE relating to Annual General Meeting on 28 June 2017 (copy attached)

 *APSE invitation to AGM 2017.pdf* Page 102

For Consideration and/or Decision

11.0 Smoke Free Policy (copy attached)

 *S P & R Report - Smoke Free Policy 15.06.2017.pdf* Page 106

12.0 Newry BID (copy attached)

 *Newry BID.pdf*

Page 115

For Noting

13.0 Corporate Services Business Plan (copy to follow)

For Noting

 *8.6.17 - Report re Business Plan.1.pdf*

Page 117

 *5.6.17 CS Directorate Business Plan 2017-18.pdf*

Page 118

14.0 Chief Executive Office Business Plan (copy attached)

 *CEO Business Plan.pdf*

Page 138

15.0 Regional Pay Briefing (copy attached)

Northern Ireland Councils - 27 July 2017

 *Regional Pay Briefing letter.pdf*

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

16.0 Chief Officer Notice Periods (copy attached)

This item is deemed to be restricted by virtue of Paragraph 3 of Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014 - Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the council or a government department and employees of, or office holders under, the council, and the public may, by resolution, be excluded during this item of business.

 *Chief Officer Notice Periods.pdf*

Not included

17.0 Chief Executive Appraisal (copy attached)

For Noting

This item is deemed to be restricted by virtue of Paragraph 3 of Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014 - Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter

arising between the council or a government department and employees of, or office holders under, the council, and the public may, by resolution, be excluded during this item of business.

 *SPRC Report re CX Appraisal 150617.pdf*

Not included

18.0 Management Accounts (copy to follow)

For Noting.

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

19.0 Reactionary Fund (copy attached)

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

 *Reactionary Fund Report.pdf*

Not included

20.0 Down Leisure Centre - Update (copy to follow)

For Noting

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

 *Down Leisure Centre Update.pdf*

Not included

21.0 Hamill v NMDDC - Update (copy to follow)

This item is deemed to be exempt under paragraph 5 of Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014 - Information in relation to which a claim to legal professional privilege could be maintained in legal proceedings, and the public may, by resolution, be excluded during this item of business.

 *Hamill v NMDDC.pdf*

Not included

 *ASSERTION MAP.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 Cadogan Enright	cadogan.enright@nmandd.org
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Mr Johnny Mc Bride	johnny.mcbride@newryandmourne.gov.uk
Colette McAteer	colette.mcateer@nmandd.org
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Mr Colin Moffett	colin.moffett@nmandd.org
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Ms Patricia Oakes	patricia.oakes@nmandd.org
Cllr Brian Quinn	brian.quinn@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

Strategy, Policy and Resources Committee

Date	Suggested start time (subject to agreement)	Location
15 June 2017	5.00 pm	Mourne Room, Downshire Civic Centre
10 August 2017	5.00 pm	Mourne Room, Downshire Civic Centre
14 September 2017	5.00 pm	Mourne Room, Downshire Civic Centre
12 October 2017	5.00 pm	Mourne Room, Downshire Civic Centre
16 November 2017	5.00 pm	Mourne Room, Downshire Civic Centre
14 December 2017	5.00 pm	Mourne Room, Downshire Civic Centre
18 January 2018	5.00 pm	Mourne Room, Downshire Civic Centre
15 February 2018	5.00 pm	Mourne Room, Downshire Civic Centre
15 March 2018	5.00 pm	Mourne Room, Downshire Civic Centre
12 April 2018	5.00 pm	Mourne Room, Downshire Civic Centre
17 May 2018	5.00 pm	Mourne Room, Downshire Civic Centre

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

ITEMS STILL IN PROGRESS OR ON-GOING.

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

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

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

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

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

				in October 2017. If successful, Letter of Offer to be issued November 2017.	
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SPR/280/2016	International Relations Policy & Reference Group	Reference Group to be established as a partnership between Council and external agencies to approve the Terms of Reference and Framework outlined in the report.	M Ward	Meeting of the Forum to be organised for June.	
SPR/282/2016	Correspondence from the Department for Communities Regeneration Bill	Council to write to the Minister for Communities asking him to reconsider the decision not to progress the Regeneration Bill.	L Hannaway	To be completed once a Minister for Communities is in place.	
SPR/18/2017	Sister Cities Programme	Officers to draw up a programme of events around business, arts, culture, sports/leisure in line with Council's International Relations Policy.	J McCabe	To be referred to International Relations Forum.	

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

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
SPR/67/2017	Culloville Development Association – Supplemental Contribution Agreement	It was agreed to approve the necessary legal formalities to secure a Charge relating to the Supplemental Contribution Agreement, subject to Culloville Development Association obtaining GAA approval.	A Robb	On-going	YES

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

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
SPR/77/2017	Book of Condolence Policy	Policy on arrangements for Books of Condolence agreed in principle. Rationale on more locations across the District of the Books of Condolence to be brought back to Committee.	L Hannaway	At Council meeting 2.5.2017 matter referred back to SPR Committee.	Yes
SPR/82/2017	Management Accounts	Report to be brought back from each Director on the performance of their Directorate for the year.	D Carville	To be tabled at June S P & R Committee	Yes

ACTION SHEET – STRATEGY, POLICY AND RESOURCES COMMITTEE MEETING (SPR) – THURSDAY 11 MAY 2017

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
SPR/87/2017	Apologies and Chairperson's Remarks	Notice of Motion submitted by Councillor Reilly be withdrawn.		Withdrawn	Yes
SPR/90/2017	Statement of Community Involvement – Finalised Draft	Draft SCI as outlined in the Consultation Report at Appendix 1 agreed. Finalised draft of the SCI to be submitted to the Department for Infrastructure for their agreement.	A McKay	Agreed. Draft to be submitted after call in.	Y
SPR/91/2018	Communications/Marketing Assignment	External provider to deliver additional advice and support services to the in-house Communications/Marketing team at specific times as and when required on an ad hoc basis for the next 6 months with the option to extend for a further period if required compliant with the Council's Procurement Policy agreed.	R Mackin	Actioned	Y
SPR/92/2017	Rural Needs Act (NI 2016)	Agreed to note the establishment an Inter-Departmental Working Group to consider appropriate roles and responsibilities to enable Council to meet the statutory duty requirements of the Rural Needs Act (Northern Ireland) 2016.	R Mackin	Actioned	Y
SPR/93/2017	Tuairisc Is Déanaí Ar Ghrúpa Oibre Um Straitéis Na Gaeilge / Update Report On Irish Language Strategy Cross Party Working Group	Updated Terms of Reference for the Irish Language Strategy Cross Party Working Group agreed. Noted – that the Consultation Response forwarded to Foras na Gaeilge in relation to the consultation on The Irish Language Officers Scheme in Local Government in the North.	R Mackin	Actioned	Y

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
SPR/94/2017	Book of Condolence Policy	Following locations to be included in the Book of Condolence Policy: • Warrenpoint Town Hall (Crotlieve) • Ballynahinch Market House (Rowallane) • Castlewellan Community Centre (Slieve Croob) • Crossmaglen Community Centre (Slieve Gullion) • The Newcastle Centre (The Mournes) • Council Headquarters and Newry Town Hall (Newry) • Council Headquarters and Down Arts Centre (Downpatrick).	L Hannaway	Agreed.	Y
SPR/95/2017	Request from Down GAA re car parking/crash barriers/tables in Newry	To be dealt with under Directors Scheme of Delegation/Events Policy.	D Carville	n/a	Yes
SPR/96/2017	Update on Newry Civic Centre	Agreed: 1. The Council appoint Deloitte through the Consultancy One Framework in the role of Procurement Lead and development of outline and full business case. 2. The Council approve the Strategic Projects Working Group as Project oversight body. 3. The Council approve the Project Board membership and roles as set out at Appendix A of the report. 4. The Council approve the use of SIB and their framework for the development of the technical specification for the Civic Centre. 5. The Council approves a tender process for the	M Ward		

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		appointment of a consultant to deliver on the technical specification and development of an operation model for the theatre element of the project. 6. The Council approves the use of Belfast City Council legal services through the existing SLA for the delivery of legal support to the project. 7. The Council approves the use of Strategic Investment Board for the delivery of internal project management support in pre contract stage.			
SPR/97/2017	Update on Dissolution of Local Government Staff Commission	- A six month payment based of £14,608 to be made to fund the non-dissolution of the Local Government Staff Commission with the provision that the second six month payment of £14,607 be paid, should the Commission not be formally dissolved prior to October 2017. - The NI Executive to be pursued for recompense of these monies.	L Hannaway/ D Carville	Actioned.	Y
SPR/98/2017	Lease of Boat House, Marine Parade, Warrenpoint	Council to enter into a 5 year lease with the owners of the Boat House, Warrenpoint, with commencement date of 1 April 2016, at a rental of £4,000 per annum for the first 2 years and with a rent review then taking place after 2 years. Conditions to be similar to the previous lease but with the provision that the Council is able to sublet to another party such as the Carlingford Curragh Club.	A Robb	On-going	Y

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

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

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
SPR/99/2017	Annual Debt Write-Off	Approved: bad debt write-off list as at 31 March 2017, contained in Appendix 1 of the Officer's Report, with the exception of those debts highlighted by the Committee which should be pursued further in an attempt to recoup payment. It was further agreed that Council's policies/procedures be reviewed to take account of situations where grant aid may be payable to parties with outstanding debts with the Council with reference to re-coupment taking place prior to payment of further funding by Council.	D Carville	Actioned.	Y
SPR/100/2017	Option for Gas at Down Leisure Centre	Recommendation to proceed with switching to Natural Gas as the fuel source for the new Down Leisure Centre approved. Mr Lipsett to provide clarification to Councillor Murnin on matters raised relating to the cost of gas tanks	M Lipsett	Agreed. Actioned.	Y
SPR/101/2017	Site for new Down High School, Downpatrick	Agreed to proceed on the basis of the recommendation contained in paragraph 3.1 of the Officer's Report in relation to the disposal of Council land at Strangford Road, and Quoile Quay, Downpatrick to the Education Authority and endorsement of the Education Authority's mitigation strategy in relation to two old graveyards, with the	A Robb	Actioned.	Y

		Education Authority to cover the Council's legal costs in relation to this transaction. Also agreed to advise the Education Authority of Council's request to be kept updated on the future of the current school site.			
SPR/102/2017	Strategic Projects Working Group Minutes – 25 April 2017	Approved.	D Carville	Agreed.	Y
SPR/103/2017	Tender for Legal Services – Former Newry & Mourne District Council	Approved: recommendation contained in paragraph 3.1 of the Officer's report relating to an investigation by the NI Public Services Ombudsman into a matter involving the former Newry and Mourne District Council.	L Hannaway	Approved.	Y
SPR/104/2017	RTS Director Recruitment	Approved: recommendations at paragraph 3.1 regarding interim arrangements for engaging a Director on an interim basis, pending open recruitment for this appointment.	L Hannaway	Agreed.	Y
		It was further agreed to appoint the Members previously involved in Directors' shortlisting and interview panels for the recruitment of the permanent post, as they have previously been trained – Councillors Casey, Craig and Devlin. If not available, a similar gender/community background Member to be appointed and trained if required.	L Hannaway	Agreed.	Y

Report to:	Strategy, Policy and Resources Committee
Date of Meeting:	15 June 2017
Subject:	Performance Improvement Plan 2017-18
Reporting Officer:	Johnny McBride - Assistant Director: Community Planning and Performance
Contact Officer:	Kate Bingham – Head of Performance and Improvement

Decisions Required:

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

- The final version of the Performance Improvement Plan 2017-18, including the five performance improvement objectives
- The publication of the Performance Improvement Plan 2017-18 by 30 June 2017, before full Council approval, in order to meet the statutory deadline

1.0 Purpose & Background

1.1 Part 12 of the Local Government (NI) Act 2014 sets out a General Duty of Improvement for local government, whereby all District Councils are required to put in place arrangements to secure continuous improvement in the exercise of their functions. Each financial year, Councils are also required to set performance improvement objectives for the services they provide. The guidance states that performance improvement is more than just quantifiable gains in service output or efficiency, or in the internal effectiveness of an organisation. Improvement should focus on activity that enhances the sustainable quality of life and environment for communities.

The purpose of this report is recommend the final version of the Performance Improvement Plan 2017-18, and includes:

- An analysis of the feedback received through the public consultation and engagement process and the proposed amendments to the 'supporting actions' and 'measures of success' for each performance improvement objective
- The outcomes of the equality screening of the performance improvement objectives 2017-18
- The Performance Improvement Plan 2017-18

2.0 Key Issues

Stakeholder Consultation and Engagement Process

2.1 Between 24 March – 19 May 2017, Newry, Mourne and Down District Council carried

	out an eight week consultation and engagement programme on the proposed performance improvement objectives with key stakeholders, including residents, statutory and community planning partners, businesses and Elected Members. The following consultation and engagement mechanisms were used: • Electronic documentation and survey on the Council's website and social media channels • Hard copies of the documentation and survey at the Council's public receptions in Monaghan Row (Newry), Downshire Civic Centre (Downpatrick) and the Ethnic Minority Support Centre (Town Hall, Newry) • Email distribution to Community Planning Partners, Stakeholder Forum, Well-Being Action Partnership, Newry, Mourne and Down Intercultural Forum, Neighbourhood Renewal Partnerships and Equality Scheme Consultees • Public advertisements in local newspapers • Engagement with the seven DEA Fora through public and private meetings • Engagement with Section 75 groups, including the Newry and Mourne Youth Council and Older Person's Forum
2.2	A total of 53 completed surveys were received, in addition to the ongoing engagement with over 100 stakeholders through the seven DEA Fora, Youth Council and Older Person's Forum. Consultation feedback revealed widespread support for the five proposed performance improvement objectives 2017-18, with almost all respondents agreeing with each objective. As part of the consultation and engagement, respondents were also asked to put forward their comments on each of the proposed performance improvement objectives 2017-18. Following an analysis of the feedback, it is clear that many of the comments which have been put forward by consultees relate to, and will be addressed through the existing 'supporting actions' and 'measures of success' which underpin each objective. However, as a result of the consultation and engagement feedback, as well as ongoing work in developing the performance improvement objectives further, some amendments have been recommended to the 'supporting actions' and 'measures of success'. A summary of the key amendments is outlined below: • Inclusion of 'supporting actions' around outdoor leisure provision, street cleanliness, community centres, Areas of Outstanding Natural Beauty and the Planning Service • Inclusion of 'measures of success' around refuse collection, public realm schemes, social enterprises, street cleanliness, Planning Service and residents feeling safe in their homes
2.3	An analysis of the consultation and engagement feedback and the proposed amendments is provided in the report outlined in Appendix 1.
2.4	Equality Screening

2.5	An equality screening exercise was completed for each of the five performance improvement objectives 2017-18. It is recommended that the objectives are not required to be subject to an EQIA (with no mitigating measures required). A copy of the Equality Screening Report is outlined in Appendix 2 .
2.6	Performance Improvement Plan 2017-18
2.7	In accordance with statutory requirements, the Council is required to publish its performance improvement objectives 2017-18 and statutory performance indicators for Economic Development, Planning and Waste Management by 30 June 2017. This information is included in the final version of the Performance Improvement Plan 2017-18 which is outlined Appendix 3 .
3.0	Recommendations
3.1	To consider and agree: • The final version of the Performance Improvement Plan 2017-18, including the five performance improvement objectives • The publication of the Performance Improvement Plan 2017-18 by 30 June 2017, before full Council approval, in order to meet the statutory deadline
4.0	Resource Implications
4.1	The development, publication and implementation of the Performance Improvement Plan 2017-18 will be delivered within existing resources across the organisation. The Northern Ireland Audit Office has indicated that the performance audit and assessment arrangements for 2017-18 will incur an approximate fee of £20,000.
5.0	Equality & Good Relations Implications
5.1	The draft performance improvement objectives 2017-18 have been equality screened and it is recommended that they are not subject to an equality impact assessment (with no mitigating measures required).
6.0	Appendices
	• Appendix 1 – Performance Improvement Objectives 2017-18 – Consultation and Engagement Report • Appendix 2 – Performance Improvement Plan 2017-18 – Equality Screening Report • Appendix 3 – Performance Improvement Plan 2017-18

Newry, Mourne and Down District Council

Consultation and Engagement Report on the Performance Improvement Objectives 2017-18



Introduction

The Local Government Act (NI) 2014 sets out a General Duty of Improvement, whereby all District Councils must put in place arrangements to secure continuous improvement in the exercise of their functions and set performance improvement objectives for each financial year.

Newry, Mourne and Down District Council's draft performance improvement objectives 2017-18 were considered by the Strategy, Policy and Resources Committee on 16 March 2017. This was followed by extensive consultation and engagement activity which encouraged key stakeholders, including residents, businesses, statutory and community planning partners and Elected Members, to have their say on the draft performance improvement objectives 2017-18.

This report provides an overview of the consultation and engagement methodology and an analysis of the responses which were received.

Consultation and Engagement Activity

Between 24 March – 19 May 2017, Newry, Mourne and Down District Council carried out an eight week consultation and engagement exercise with key stakeholders on the draft performance improvement objectives 2017-18, through the following mechanisms:

- Electronic documentation and survey on the Council's website and social media channels
- Hard copies of the documentation and survey at the Council's public receptions in Monaghan Row (Newry), Downshire Civic Centre (Downpatrick) and the Ethnic Minority Support Centre (Town Hall, Newry)
- Email distribution to Community Planning Partners, Stakeholder Forum, Well-Being Action Partnership, Newry, Mourne and Down Intercultural Forum, Neighbourhood Renewal Partnerships and Equality Scheme consultees
- Public advertisements in local newspapers
- Engagement with the seven DEA Fora through public and private meetings
- Engagement with Section 75 groups, including the Newry and Mourne Youth Council and Older Persons Forum

Analysis Methodology

A total of 53 completed surveys were received in response to the consultation and engagement on the Council's draft performance improvement objectives 2017-18. Respondents were asked whether they agreed or disagreed with the draft performance improvement objectives 2017-18 and whether they had any comments to make regarding each objective. The survey also asked respondents to put forward their suggested priorities for future improvement.

In addition to the survey responses, engagement was also carried out with Elected Members, statutory partners, community, voluntary and business sectors and hard

to reach groups through meetings of the DEA Fora, Youth Council and Older Persons Forum.

In carrying out the quantitative and qualitative consultation and engagement, a structured process was used to capture responses around each of the five draft performance improvement objectives 2017-18. All consultation and engagement responses have been considered and a number of amendments have been recommended regarding the content of the Performance Improvement Plan 2017-18.

Feedback from the consultation and engagement exercise has been circulated to the Council's Strategy, Policy and Resources Committee, Strategic Management Team, Corporate Management Team and Community Planning Thematic Delivery Groups for their consideration and action, where appropriate.

Consultation and Engagement Findings

Profile of Respondents

Responses to the draft performance improvement objectives were received from a variety of key stakeholders, with the highest number of responses from residents, local community organisations and statutory partners, as outlined in the chart below.



Thirteen survey responses were submitted on behalf of the following organisations:

- Newry and Mourne Enterprise Agency
- Ballynahinch Community Collective

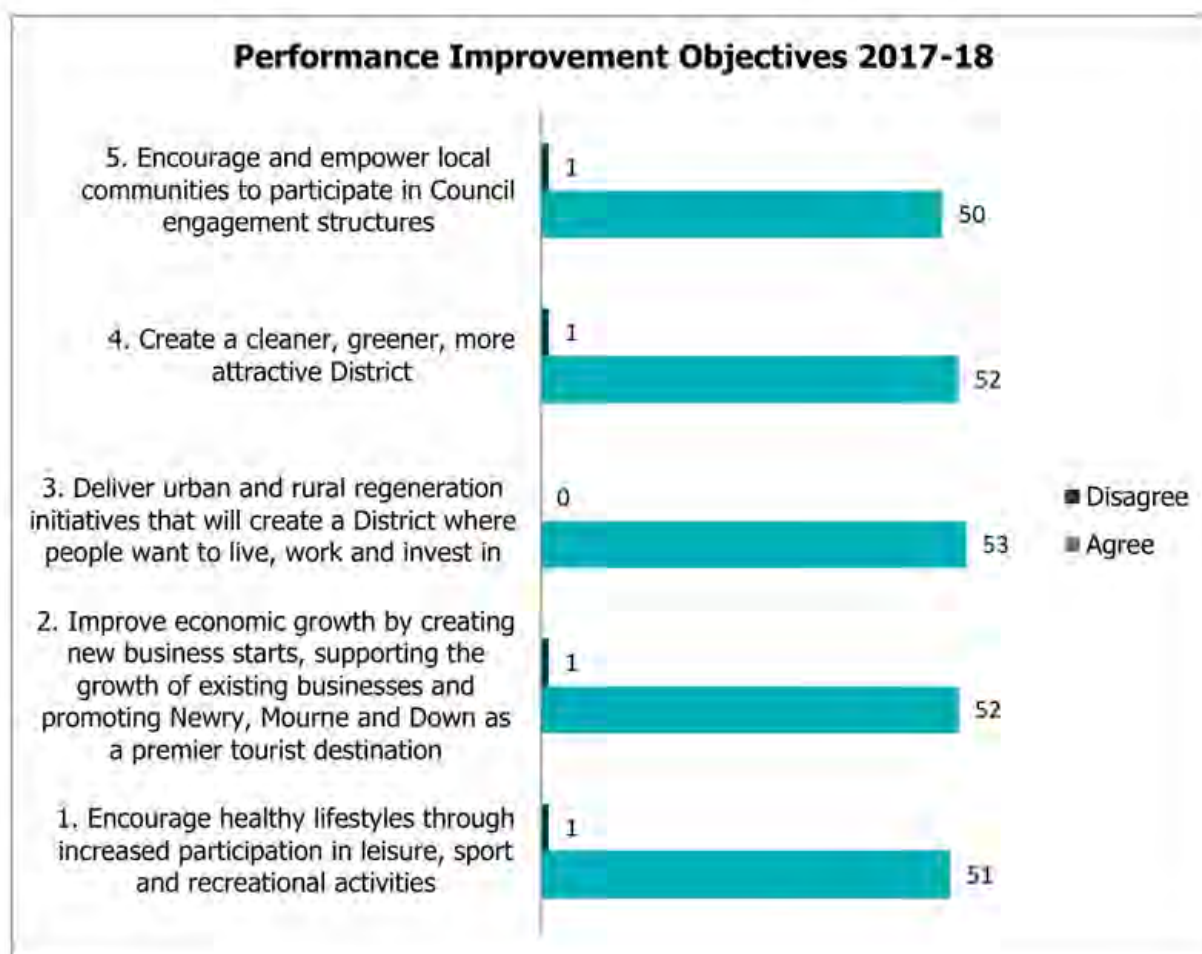
- Rowallanne Community Hub
- Saintfield Development Association
- Ring of Gullion Partnership
- Confederation of Community Groups
- Newry and Mourne Youth Council
- Hilltown Community Association
- South Eastern Regional College (SERC)
- Kilkeel Chamber of Commerce
- Park Action Group
- Older Person's Forum
- Health and Social Care Trust

In addition, the Council engaged approximately 115 stakeholders, including Elected Members, partner organisations across the business, voluntary, community and statutory sectors, as well as hard to reach groups through the meetings highlighted below.

Meeting	Date and Venue
Strategy, Policy and Resources Committee	16 March 2017, Downshire Civic Centre
Audit Committee	27 April 2017, Downshire Civic Centre
Mournes DEA Private Meeting	5 April 2017, YMCA, Newcastle
Rowallanne DEA Public Meeting	25 April, Market House, Ballynahinch
Crotlieve DEA Public Meeting	4 May, Hilltown Community Centre
Downpatrick DEA Private Meeting	4 May 2017, Downshire Civic Centre, Downpatrick
Slieve Croob DEA Private Meeting	7 May 2017, The Lodge, Castlewellan
Newry DEA Private Meeting	11 May 2017, Sean Hollywood Arts Centre, Newry
Slieve Gullion DEA Private Meeting	16 May 2017, Culloville Community Centre
Youth Council	9 May 2017, Youth Resource Centre, Newry
Older Person's Forum	15 May 2017, Sean Hollywood Arts Centre, Newry

Analysis of Findings

Overall, there was a very positive response to the five proposed performance improvement objectives 2017-18, with almost all respondents agreeing with each objective. It is therefore recommended that the proposed performance improvement objectives 2017-18 are not subject to amendment.



You Said, We Did

As part of the consultation and engagement, respondents were asked to put forward their comments on each of the proposed performance improvement objectives 2017-18. Feedback has been analysed and many of the 'supporting actions' which have been put forward by consultees clearly relate to, and will be addressed through the supporting actions which underpin each performance improvement objective.

However, based on the consultation and engagement feedback and the ongoing work in developing and refining the performance improvement objectives, a number of amendments have been recommended to the 'supporting actions' and 'measures of success', which underpin each performance improvement objective. A summary of the key recommended amendments is outlined below.

Objective 1 – Encourage healthy lifestyles through increased participation in leisure, sport and recreational activities

A number of comments were put forward which relate to the provision and use of outdoor facilities and activities, as a way to encourage more people to get involved in leisure, sport and recreational activity. As a result, the inclusion of the following 'supporting action' is recommended:

- Carry out a review of outdoor leisure provision across the District

The following 'supporting action' was amended to state:

- Provide and improve fixed and non fixed play opportunities for children and young people through the implementation of year one of the Play Strategy

Objective 2 – Improve economic growth by creating new business starts, supporting the growth of existing businesses and promoting Newry, Mourne and Down as a premier tourist destination

The 'supporting actions' and 'measures of success' have been developed further to include:

- The level of investment through the Rural Business Investment Scheme for 2017-18
- The 2020 targets for the performance measures within the Rural Development Programme
- 8 new social enterprise start ups, 12 new jobs created and 30 new volunteers recruited
- 40 community groups and organisations provided with business planning, start-up and business development support

Objective 3 – Deliver urban and rural regeneration initiatives that will create a District where people want to live, work and invest in

There was a strong suggestion from the Ring of Gullion Partnership to have the work around the Areas of Outstanding Natural Beauty recognised within the Performance Improvement Plan, which has resulted in the following additional 'supporting action' being recommended:

- Implement the Areas of Outstanding Natural Beauty (AONB) Action Plans for the Ring of Gullion and Strangford and Lecale

The 'supporting actions' to deliver the three public realm schemes have also been expanded and a 'measure of success' to review the impact of the schemes is also being recommended:

- Complete the Warrenpoint Public Realm Scheme, including the provision of new footways, upgraded street lighting, improved landscape, shop front scheme and shop local campaign
- Complete the Irish Street, Downpatrick Public Realm Scheme, including the provision of increased parking, upgraded street lighting, widened footways and improved landscape
- Increased footfall, improved business/visitor perception and reduced/sustained vacant properties by 2019-20, following the completion of the Newry, Warrenpoint and Downpatrick Public Realm Schemes

The following amendment to the 'supporting action' around broadband is also being recommended:

- Work in partnership with the relevant Departments to enhance broadband provision across the District

Objective 4 – Create a cleaner, greener more attractive District

Comments were put forward highlighting the importance of the refuse collection and recycling services. This has resulted in the following proposed amendments to the 'supporting actions' and 'measures of success':

- Introducing blue bin collections for commercial properties in the legacy Down area
- Standardising how glass is collected across the Newry, Mourne and Down District
- Opening the Downpatrick Household Waste Recycling Centre by Spring 2018
- Delivering a domestic food waste service across the District by extending brown bin collections and rolling out a District wide educational campaign
- Undertaking targeted awareness raising to promote the importance of recycling in all areas, particularly those with low recycling rates
- Reviewing and identifying the optimum routes for domestic and commercial refuse collection to provide a more equitable service across the District, deliver efficiencies and improve customer satisfaction
- 44% of household waste collected by the Council is sent for recycling (including waste prepared for reuse)
- Reduction in the amount of biodegradable municipal waste that is landfilled to <12,000 tonnes

In addition, the following additional 'measures of success' are being recommended:

- Reduction in black bin waste and increase in mixed dry recyclables and brown bin waste
- Reduction in general waste arisings at Civic Amenity Sites
- Percentage of bins collected on their scheduled day

Suggestions were also made by a number of consultees for more emphasis to be placed on street cleanliness. As a result, the following 'supporting actions' and 'measures of success' are being recommended:

- Implementing a Litter Strategy for the District
- Undertaking targeted awareness raising to communicate the detrimental impact of littering, dog fouling, fly tipping, graffiti and fly posting in areas with high environmental crime
- Promoting public participation in Clean Up Campaigns and initiatives such as 'Down Your Street'

- Developing a web based scheme for the public to report environmental issues, including littering, graffiti and fly tipping
- Developing an in-house street cleanliness monitoring system for the District
- Reviewing and identifying the optimum routes for street cleansing to provide a more equitable service across the District, deliver efficiencies and improve customer satisfaction
- Level of street cleanliness across the District

Comments also highlighted the importance of the Planning Service and the need to deliver improvements, which is reinforced by the fact that Planning has been identified as the most important area for future improvement. As a result, additional 'supporting actions' and 'measures of success' are being recommended:

- Improve the performance of the Council's Planning Service by reducing the backlog of historic planning applications and improving processing times
- 70% of all planning enforcement cases are progressed within 39 weeks of receipt of complaint
- The percentage of major planning applications that are processed within an average of 30 weeks
- The percentage of local planning applications that are processed within an average of 15 weeks

Objective 5 – Encourage and empower local communities to participate in Council engagement structures

Comments were made by consultees regarding the link between the performance improvement objectives 2017-18 and PSNI statistics in terms of actual crime and the fear of crime. As a result, the following amended 'measure of success' is being recommended.

- Number of beneficiaries of the 'Good Morning, Good Neighbour' and 'Home Secure' schemes and the percentage who feel safer in their homes

Further comments were put forward regarding access to, and the use of community centres. This is reinforced by the fact that many consultees identified 'community services' as a future area of improvement for the Council. The following additional 'supporting action' is therefore being recommended:

- Engage 50 local community groups in progressing the 'Audit of Effectiveness' for community centres and developing proposals for improvement

Stakeholder feedback also endorsed the concept of understanding how effective the Council run engagement structures are, and it is recommended that the 'measure of success' is amended as follows:

- The effectiveness of Council run community engagement structures in facilitating stakeholder participation

Additional information has been included around the 'supporting action' for financial assistance and the 'measure of success' has been amended as follows:

- Number and percentage of financial assistance projects funded and successfully delivered

Suggested Areas for Improvement

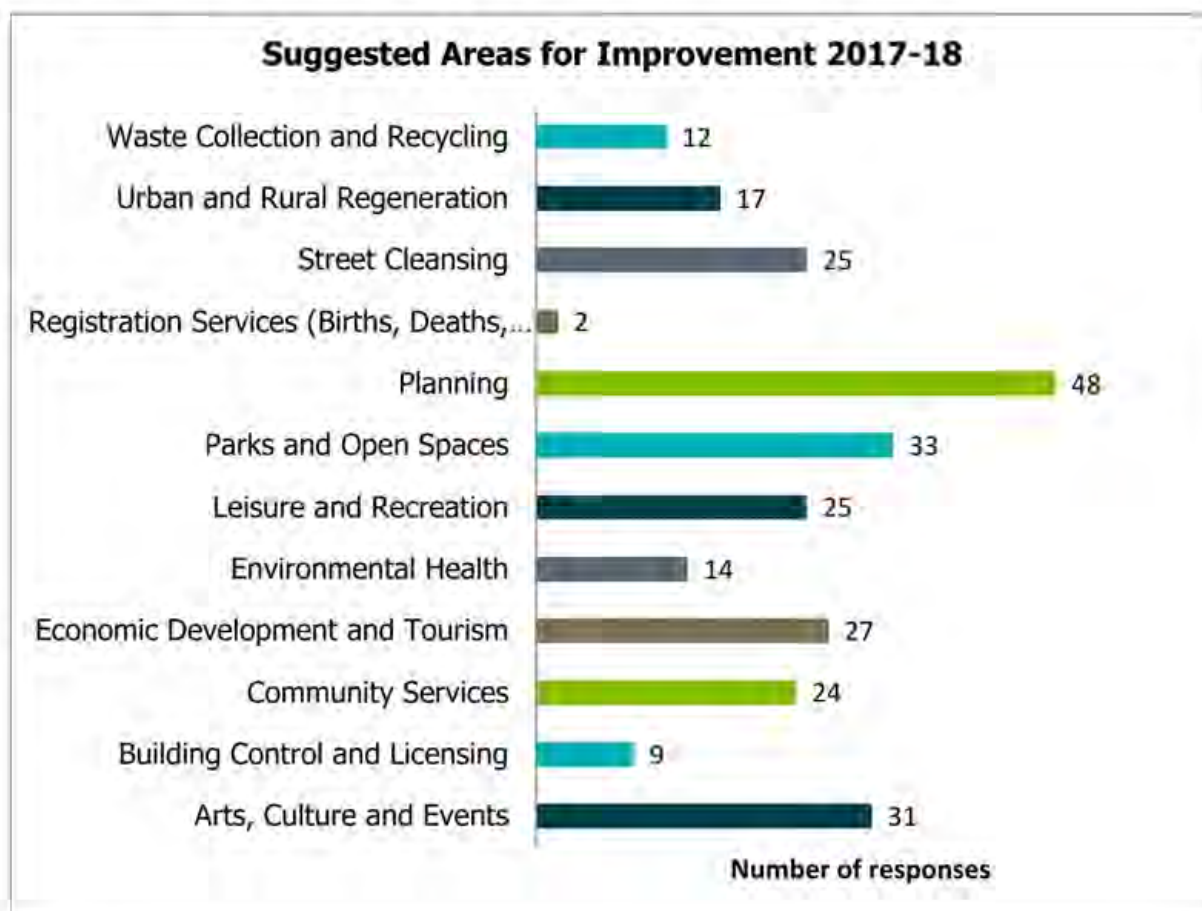
As part of the survey, respondents were also asked to put forward their suggested areas for improvement for 2017-18. An overview of the results is outlined below:

The areas which most need improving are as follows:

- Planning
- Parks and Open Spaces
- Arts and Culture

The areas which least need improving are as follows:

- Registration
- Building Control and Licensing
- Waste Collection and Recycling



Next Steps

Whilst no amendments to the five draft performance improvement objectives 2017-18 are being suggested, there are a number of recommendations to amend, expand and rationalise the 'supporting actions' and 'measures of success'. These recommendations are based on the feedback obtained through the consultation and engagement process, as well as the ongoing developmental work around each performance improvement objective 2017-18.

Stakeholder feedback has been considered by Newry, Mourne and Down District Council's Strategy, Policy and Resources Committee, Strategic Management Team and Corporate Management Team. Where appropriate, comments have also been forwarded to the Community Planning Thematic Delivery Groups which support the development, implementation and evaluation of the Newry, Mourne and Down Community Plan. These multi-agency, multi-stakeholder groups are well placed to consider the comments received through the consultation and engagement process and ascertain whether they can be addressed through a partnership approach.

OVERVIEW OF CONSULTATION AND ENGAGEMENT FEEDBACK

Performance Improvement Objective 1 Encourage healthy lifestyles through increased participation in leisure, sport and recreational activities		Comments / Response
Mournes DEA Private Meeting	- Public transport from rural areas to leisure facilities and events remains an issue for many local communities, especially in the evening. Subsidised transport should be considered. - Corporate membership of Council leisure centres, with reduced rates, for the voluntary and community sector should be considered. - A customer profile of participants and members of leisure centres should be carried out, with a view to considering the provision of affordable, accessible membership for some sections of the local community, particularly those from disadvantaged areas. - There is a need to recognise the role that the community and voluntary sector can play in addressing mental health and encouraging a healthy mindset. It would also be useful to provide and circulate a list of the community groups across the District. - There is a need to recognise the role that outdoor space and forest parks play in offering leisure and recreational facilities.	The following amendments have been recommended: - Inclusion of a supporting action to 'carry out a review of outdoor leisure provision across the District' - Amendment to the existing action, as follows: 'provide and improve fixed and non fixed play opportunities for children and young people through the implementation of year one of the Play Strategy' - Rationalisation of the supporting actions and measures of success - Amendment of some targets linked to the 'measures of success' Comments have been referred to: - Strategic Management Team, NMDDC
Slieve Croob DEA Private Meeting	- Public transport to access Newry and Downpatrick Leisure Centres is an issue for many local communities. Using services such as Down Community Transport may make both leisure centres more accessible to residents across the District and help ensure both centres are used to capacity. - There should be more emphasis on outdoor leisure facilities, including community trails.	
Newry	Newry Leisure Centre will generate too much traffic for the residents of	

DEA Private Meeting	the surrounding area. The Council should consider access to the centre through footpaths and walkways. The swimming pool is over used and it is difficult to book for groups. There was a discussion on whether some of the pool lanes are being used for private lessons.	- Corporate Management Team, NMDDC - Health and Well-Being Thematic Delivery Group
Youth Council	- Multiple Youth Councillors raised the prospect of an Albert Basin Park to help facilitate this objective, highlighting the fact that Newry is one of the only cities in the UK without a city park. - Programmes in leisure centres are not well advertised, as many people are unaware of what is available to them. - The possibility of a skate park was raised, possibly within the proposed Albert Basin Park, as there is not one currently in Newry. - Pop-up workshops addressing drug and alcohol abuse should be considered by the PCSP. - Improved bus services to rural areas after 6pm would enable residents to use leisure facilities in more urban areas. - Constructing the proposed velodrome at Sheepbridge would help achieve this objective, highlighting that it would be the first in Ireland.	
Slieve Gullion DEA Private Meeting	- Issues were raised around the impact of rural proofing with regards to the Play Strategy and Sports Facility Strategy. The same criteria should not be applied to urban and rural areas, as this can have a negative impact on the amenities provided in rural areas. - The Play Strategy and Sports Facility Strategy should be considered within the context of the overall facilities and activities the Council provides in urban areas, eg. Newry Leisure Centre. This will help inform and improve the access rural communities have to leisure and recreational facilities. - Transport from rural areas to access Newry Leisure Centre and Downpatrick Leisure Centre is an issue.	

Summary of Survey Responses	• More sporting and recreational activities for those aged 65+ years, children and young people, as well as those who are disabled and from disadvantaged areas. Measures should also be broken down by age profile and ability. • More information should be provided on the leisure and recreational activities which are available across the District. • Provision of better parks, particularly a City Park in Newry. • Improved leisure and recreational facilities in areas such as Saintfield, Ballynahinch and Greater Mourne. • Newry Leisure Centre should be used by as many groups as possible. • More reference should be made to outdoor recreational activities and facilities. • Financial assistance should be given to groups to help promote healthy lifestyles and support the delivery of this objective. • There should be improved facilities on the Towpath.	
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Performance Improvement Objective 2 Improve economic growth by creating new business starts, supporting the growth of existing businesses and promoting Newry, Mourne and Down as a premier tourist destination		Comments / Response
Mournes DEA Private Meeting	• Evaluating events is very important. It would also be useful for Council officials to visit some of the events it allocates funding for through the Financial Assistance Scheme. • Simplifying the application form for financial assistance should also be considered.	The following amendments have been recommended: • The level of investment through the Rural Business Investment Scheme for 2018-17 has been included • Reference has been made to social enterprises, including
Newry DEA Private	• The Oktoberfest in Newry is a very successful event.	

Meeting		
Youth Council	• Bath boat races in Newry Canal might increase tourism. • Multiple Youth Councillors raised the possibility of the Council ensuring that all schools have, and work with, mini enterprises. This was highlighted as a good way for students to gain skills which are useful in the workplace. • Multiple Youth Councillors raised the fact that young people often find it difficult to get part-time jobs, as employers look for candidates with previous experience. • Multiple Youth Councillors raised the fact that apprenticeships are not often promoted as an alternative to university or A-Levels in schools. • More careers fairs focused on specific subject areas should be considered. • Work experience through school should be more meaningful in terms of the length of placement, when the placement actually takes place, and the work which is undertaken during the placement.	measures and targets to support 8 new social enterprise start ups, 12 new jobs created and 30 new volunteers recruited, and provide 40 community groups and organisations with business planning, start-up and business development support • 2020 targets have been included in the 'measures of success' aligned to the Rural Development Programme • Rationalisation of 'supporting actions' and 'measures of success'
Older Persons Forum	• The heritage and culture of Bessbrook, as a model village, is being neglected due to the large number of housing developments. Consideration should be given to promoting the Quakers meeting house and retaining the tram station. • There is little reference to Newry City in the Tourism Strategy and the Council should consider transforming the Albert Basin into a City Park, which would help make the City more vibrant and inviting for all sections of the community. • The towpath is a popular tourist attraction and the Council should do more to promote it, as well as provide seating and toilets.	Comments have been referred to the: • Strategic Management Team, NMDDC • Corporate Management Team, NMDDC • Economic Development and Regeneration Thematic Delivery Group
Summary	• Explore the potential of smaller towns to attract investors and tourists.	

of Survey Responses	• There should be more reference to the smaller events which the Council supports, such as Fiddlers Green and Blues on the Bay. • The tourism potential of Newry City should be strengthened in relation to arts and culture, with a view to creating a city culture with weekend and evening activities. If Newry is to become a premier tourist destination, it also needs a City Park and the river should be cleaned. • More investment is needed in Kilkeel, supporting new and local businesses and offering apprenticeships to close the skills gap with the construction and fishing industries and boost local employment. • There should be more investment in Bessbrook, building on the rich cultural heritage and history. There should be increased support for cultural activities and events. • Geopark status has less tourism value than that of a National Park, which should be addressed as a longer term ambition for the area. • There is a need for more creative projects for people who can't get jobs. • Reference should be made to the Ring of Gullion Partnership and the AONB action plans.	
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Performance Improvement Objective 3 Deliver urban and rural regeneration initiatives that will create a District where people want to live, work and invest in		Comments / Response
Mournes DEA Private Meeting	• There is no reference to the Mournes within the supporting actions for this objective.	The following amendments have been recommended: • Inclusion of a 'supporting action' to implement the Areas of Outstanding Natural Beauty (AONB) Action Plans
Downpatrick Neighbourhood Renewal	• There is no reference to the work of the Neighbourhood Renewal Partnership and its associated action plans.	

Partnership		
Newry DEA Private Meeting	- Cleaner footpaths and more rubbish bins are needed in Newry City Centre. - There is no reference to the work of the Neighbourhood Renewal Partnerships. - There are too many performance measures relating to Warrenpoint Municipal Park.	for the Ring of Gullion and Strangford and Lecale - Inclusion of more information around the 'supporting actions' for the Warrenpoint and Downpatrick Public Realm Schemes - Amendment to the 'supporting action' around broadband as follows: work in partnership with the relevant Departments to enhance broadband provision across the District - Reduction in the number of 'measures of success' relating to Warrenpoint Municipal Park - Inclusion of a 'measure of success' for the three public realm schemes in Newry, Warrenpoint and Downpatrick - Rationalisation of 'supporting actions' and 'measures of success'
Youth Council	- There is a need to address anti-social behavior to ensure that public spaces are preserved and a safe atmosphere is created. Multiple Youth Councillors highlighted Warrenpoint as an example of where anti-social behaviour persists. Increasing the number of youth clubs in Warrenpoint might help to address this. - There is a need for increased and improved broadband provision in rural areas. - Issues were raised regarding the lack of funding for areas that are adjacent to, but not part of, Neighbourhood Renewal Programmes, with Boat Street being put forward as an example.	
Summary of Survey Responses	- Village regeneration is important, especially in areas like Bessbrook. Town centres require continuous investment and upgrading and there is a need to ensure the health and safety of Public Realm Schemes. - The Play Strategy refers to upgrading existing parks in Newry but the only park in the town centre is Raymond McCreesh Park which is unattractive, and Heather Park is too far away. - Wifi and mobile connectivity in Kilkeel is an issue. - The road and transport infrastructure in Kilkeel needs to be improved. The Translink NI Kilkeel Rambler has been cut and visitors are unable to travel to the Mourne Mountains and Silent Valley. - There is a need to improve the road infrastructure in and between	Comments have been referred to the: - Strategic Management Team, NMDDC - Corporate Management Team, NMDDC

	towns. • There is an over emphasis on Warrenpoint Town Park, with too many performance measures, and more emphasis is needed on urban and village projects, including Neighbourhood Renewal. • There are derelict properties in Saintfield which the Development Association has painted to improve the street scene. • Reference should be made to the Ring of Gullion Partnership and the AONB action plans.	• Economic Development and Regeneration Thematic Delivery Group
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Performance Improvement Objective 4 Create a cleaner, greener, more attractive District		Comments / Response
Strategy, Policy and Resources Committee	• Potential inclusion of a performance measure for refuse collection.	The following amendments have been recommended: • Amendment to and inclusion of a number of 'supporting actions' and 'measures of success' around recycling and waste management • Amendment to and inclusion of a number of 'supporting actions' and 'measures of success' around the quality and cleanliness of the local environment • Inclusion of additional 'supporting actions' and 'measures of success' for the Planning Service
Mournes DEA Private Meeting	• Dog fouling is a key issue for many residents and appropriate resources should be directed accordingly, beyond the existing enforcement team. • Toilet provision, particularly in Newcastle remains a key issue. It has already been agreed that an audit of toilet provision would be carried out by the Regulatory and Technical Services Directorate.	
Slieve Croob DEA Private Meeting	• There should be more publicity and educational campaigns to inform residents what should be put into their blue, brown and black bins. This could be reinforced by communicating the overall cost of waste disposal to residents, in order to gain more citizen and stakeholder buy-in to help meet the Council's recycling and landfill targets.	
Youth Council	• There is a need for more bins in public areas. • Litter and rubbish around Lindsey Hill needs to be addressed.	

	Waste in Newry Canal should be addressed.	Comments have been referred to the: - Strategic Management Team, NMDDC - Corporate Management Team, NMDDC - Environment and Spatial Development Thematic Delivery Group
Older Persons Forum	The fines for dog fouling have increased which has led to streets and roads being cleaner, particularly the Derramore Road in Bessbrook. However, there are not enough dog fouling bins and further clarity is required on how to dispose of dog fouling waste in plastic bags.	
Summary of Survey Responses	- More should be done around street cleansing, especially in areas such as Bessbrook where there is a significant amount of dog fouling and littering. Local groups should be engaged in helping to clean the streets. The litter picks in Saintfield are very successful and should be rolled out. - There should be more recycling points and more educational and outreach work around recycling. - The Council should supply food waste bags for brown bins. - Planning is an important new function of Council and should be referred to. - There should be actions around carbon footprint, energy efficiency and clean energy production. - There are too many housing developments which have a negative impact on the natural beauty of the area. More emphasis should be placed on maintaining the local environment and green space.	

Performance Improvement Objective 5 Encourage and empower local communities to participate in Council engagement structures		Comments / Response
Mournes DEA	There is a need to link in with PSNI statistics, specifically in terms of the fear of crime and actual crime in key areas such as domestic violence,	The following amendments have been recommended:

Private Meeting	which requires significant resources from the PSNI. Internet safety for young people is a key issue.	- Additional 'measure of success' regarding the number of beneficiaries of the 'Good Morning, Good Neighbour' Scheme who feel secure in their own homes - Amendment to the 'measure of success' as follows: 'the effectiveness of Council run community engagement structures in facilitating stakeholder participation' - Additional 'supporting action' as follows: 'engage 40 local community groups in progressing the 'Audit of Effectiveness' for community centres and developing proposals for improvement' - Inclusion of more information around the financial assistance supporting action, and an amendment to the 'measure of success' as follows: 'number and percentage of financial assistance projects funded and successfully delivered' - Rationalisation of supporting actions and measures of success.
Youth Council	- There is a need for more publicity around what the Council is doing, particularly in relation to the DEA Fora. - Information meetings and capacity building workshops which the Council delivered on how to access community funding have been particularly helpful for groups. - Multiple Youth Councillors raised the possibility of the Youth Council renewing its formal written partnership with the District Council. - Multiple Youth Councillors raised the possibly of increasing the communication and consultation between the District Council and the Youth Council. - Youth Councillors discussed how the Youth Council could increase engagement, raising the need for more links with schools and more engagement with Down Youth Council.	
Slieve Gullion DEA Private Meeting	- Issues were raised regarding the £5m public liability insurance which community groups need to purchase in order to access and use community centres. This will act as a barrier for many groups. - Community centres are closed at the weekend when the facilities, such as toilets and car parks, could potentially be used to support outdoor activities, including hill walking and hiking.	
Summary of Survey Responses	- There is a need to ensure that all sections of the community have an opportunity to participate and have their say. We should support the most vulnerable in our community. - The DEA is a good mechanism to work in partnership with the Council and the voluntary and community sector. There is a need to assess how effective the engagement structures are in enabling the community	

	and voluntary sector to participate in shaping policies and services. • It is a long process to raise issues through the DEA structures, eg. the petition for the City Park has 10,000 signatures. • There should be more pop up social projects. • Financial assistance for community groups is important and support is needed to complete applications.	Comments have been referred to the: • Strategic Management Team, NMDDC • Corporate Management Team, NMDDC • Community Safety and Good Relations Thematic Delivery Group
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Newry, Mourne and Down District Council Policy Screening Form

Policy Information

Name of the policy	Newry, Mourne and Down District Council Performance Improvement Plan 2017-18
Is this an existing, revised or new policy?	Existing
What is it trying to achieve (aims/outcomes)	The Performance Improvement Plan for 2017-18 sets out the five performance improvement objectives, all of which are clearly linked to the Community and Corporate Plans for the District. 1. Encourage healthy lifestyles through increased participation in leisure, sport and recreational activities 2. Improve economic growth by creating new business starts, supporting the growth of existing businesses and promoting Newry, Mourne and Down as a premier tourist destination 3. Deliver urban and rural regeneration initiatives that will create a District where people want to live, work and invest in 4. Create a cleaner, greener, more attractive District 5. Encourage and empower local communities to participate in Council engagement structures
Are there any Section 75 categories which might be expected to benefit from the intended policy?	All categories are expected to benefit from the intended policy approach.
If so, explain how.	Direct positive outcomes for service users in relation to improved provision of leisure and recreation facilities across the District. With respect to local structures in support of the development and implementation of the District's Community Plan, the establishment and operation of key fora such as District Electoral Area structures, the

	Community Planning Partnership and Thematic Working Groups have provided direct community engagement opportunities.
Who initiated or wrote the policy?	Kate Bingham, Head of Performance and Improvement
Who owns and who implements the policy?	Liam Hannaway, Chief Executive Johnny McBride, Assistant Director Community Planning and Performance Kate Bingham, Head of Performance and Improvement

Implementation factors

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

Main stakeholders affected

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

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

Other policies with a bearing on this policy

What are they	These include the Local Government Act (NI) 2014, Council's Corporate Plan, Tourism Strategy, Economic Regeneration and Investment Strategy, Play Strategy, Sports Facility Strategy, Policing and Community Safety Partnership Action Plan, Good Relations Action Plan and DEA Action Plans, as well as the statutory duties in
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	relation to a General Duty of Improvement, Community Planning and Section 75 of the NI Act 1998 (as per commitments and obligations outlined within Council's approved Equality Scheme).
Who owns them	These are corporate responsibilities.

Available evidence

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

Section 75 Category	Details of needs/experiences/priorities																	
Religious belief	LGD	All usual residents	Catholic	Protestant and other Christian	Other religions	None												
	Northern Ireland	1,810,863	817,385 (45.14%)	875,717 (48.36%)	16,592 (0.9%)	101,169 (5.59%)												
	Newry, Mourne & Down	171533	113200 (65.99%)	34718 (20.24%)	752 (0.43%)	10229 (5.96%)												
	(Source: Census Data 2011).																	
Political opinion	Elected political party representation is an approximate barometer of political opinion of people within the Council area. The party breakdown of the Council’s elected members is as follows: <table><tr><td>Sinn Féin</td><td>14 seats</td></tr><tr><td>SDLP</td><td>13 seats</td></tr><tr><td>Democratic Unionist</td><td>4 seats</td></tr><tr><td>Independents</td><td>5 seats</td></tr><tr><td>Ulster Unionist</td><td>3 seats</td></tr><tr><td>Alliance</td><td>2 seats</td></tr></table> Councillors are elected within seven District Electoral Areas (DEAs) across the Council area. With respect to party political representation, democratic deficits exist within particular DEAs i.e three DEAs have no PUL Councillor representation (Newry, Crotlieve and Downpatrick), and three DEAs have one CNR (Rowallane) or PUL (Slieve Croob and Slieve Gullion) Councillor.						Sinn Féin	14 seats	SDLP	13 seats	Democratic Unionist	4 seats	Independents	5 seats	Ulster Unionist	3 seats	Alliance	2 seats
Sinn Féin	14 seats																	
SDLP	13 seats																	
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Ulster Unionist	3 seats																	
Alliance	2 seats																	

Racial group	According to the 2011 Census, 1.8% (32,400) of the usually resident population of Northern Ireland belongs to minority ethnic groups. This is more than double the proportion in 2001 (0.8%). The minority ethnic language profile within the area serves as a possible indicator of the BME community profile. The composition of language groups in the Newry, Mourne and Down District Council area is noted by NISRA (2011) as follows: Minority Ethnic Language Profile of the Newry, Mourne and Down LGD Area <table><tr><th>Main language of residents in Newry, Mourne and Down District LGD</th><th>Number</th><th>Percentage %</th></tr><tr><td>English</td><td>156794</td><td>97.15</td></tr><tr><td>Polish</td><td>2100</td><td>1.18</td></tr><tr><td>Lithuanian</td><td>836</td><td>0.47</td></tr><tr><td>Irish</td><td>367</td><td>0.24</td></tr><tr><td>Portuguese</td><td>86</td><td>0.05</td></tr><tr><td>Slovak</td><td>134</td><td>0.08</td></tr><tr><td>Chinese</td><td>121</td><td>0.07</td></tr><tr><td>Tagalog/Filipino</td><td>55</td><td>0.03</td></tr><tr><td>Latvian</td><td>208</td><td>0.25</td></tr><tr><td>Russian</td><td>109</td><td>0.06</td></tr><tr><td>Malayalam</td><td>87</td><td>0.05</td></tr><tr><td>Hungarian</td><td>74</td><td>0.04</td></tr><tr><td>Other</td><td>755</td><td>0.46</td></tr></table>	Main language of residents in Newry, Mourne and Down District LGD	Number	Percentage %	English	156794	97.15	Polish	2100	1.18	Lithuanian	836	0.47	Irish	367	0.24	Portuguese	86	0.05	Slovak	134	0.08	Chinese	121	0.07	Tagalog/Filipino	55	0.03	Latvian	208	0.25	Russian	109	0.06	Malayalam	87	0.05	Hungarian	74	0.04	Other	755	0.46			
Main language of residents in Newry, Mourne and Down District LGD	Number	Percentage %																																												
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Other	755	0.46																																												
Age	According to the 2011 Census, the age profile of the Newry, Mourne and Down LGD is as follows: <table><tr><th>Age Profile</th><th>NI</th><th>Newry, Mourne & Down</th></tr><tr><td>0-4</td><td>124382</td><td>12721</td></tr><tr><td>5-7</td><td>67662</td><td>6876</td></tr><tr><td>8-9</td><td>43625</td><td>4595</td></tr><tr><td>10-14</td><td>119034</td><td>12287</td></tr><tr><td>15</td><td>24620</td><td>2599</td></tr><tr><td>16-17</td><td>51440</td><td>5260</td></tr><tr><td>18-19</td><td>50181</td><td>4570</td></tr><tr><td>20-24</td><td>126013</td><td>11570</td></tr><tr><td>25-29</td><td>124099</td><td>11805</td></tr><tr><td>30-34</td><td>373947</td><td>35122</td></tr><tr><td>45-59</td><td>347850</td><td>32556</td></tr><tr><td>60-64</td><td>94290</td><td>8624</td></tr><tr><td>65-74</td><td>145600</td><td>12817</td></tr><tr><td>75-84</td><td>86724</td><td>7453</td></tr></table>	Age Profile	NI	Newry, Mourne & Down	0-4	124382	12721	5-7	67662	6876	8-9	43625	4595	10-14	119034	12287	15	24620	2599	16-17	51440	5260	18-19	50181	4570	20-24	126013	11570	25-29	124099	11805	30-34	373947	35122	45-59	347850	32556	60-64	94290	8624	65-74	145600	12817	75-84	86724	7453
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	90+	10231	829															
	The demographic profile of the local community not only has an impact on the services the Council provides, but on the way these services will be delivered in the future. With the population of the District projected to grow by 8% over the next decade, including a 74% increase in residents aged 65 years and above by 2039, the overall health and wellbeing needs of local communities are set to change and evolve. The majority of residents are currently in good health, with no long term health problems, whilst over a third of those aged 65 years and above have a long term health problem or disability which limits their day to day activities a lot. Eleven neighbourhoods across the District fall within the 20% most deprived in Northern Ireland, experiencing health inequalities in terms of life expectancy, cancer rates, adult and childhood obesity rates, mental health and drug and alcohol related conditions. Ongoing engagement with local communities has also highlighted a range of health and wellbeing issues around obesity, mental health and isolation. These issues serve to underpin the direct correlation between health, physical activity, diet and nutrition, which influences the health, wellbeing and quality of life of all our local communities.																	
	Marital status	The table below provides an overview of the marital status profile of the Newry, Mourne and Down area: <table><tr><th>Marital Status</th><th>Newry, Mourne and Down LGD</th><th>NI</th></tr><tr><td>All usual residents: Aged 16+ years</td><td>132455</td><td>1431540</td></tr><tr><td>Single (never married or never registered a same-sex civil partnership) Aged 16+ years</td><td>47722</td><td>517393 (35.14%)</td></tr><tr><td>Married: Aged 16+ years</td><td>65255</td><td>680831 (47.56%)</td></tr><tr><td>In a</td><td>102</td><td>1243</td></tr></table>			Marital Status	Newry, Mourne and Down LGD	NI	All usual residents: Aged 16+ years	132455	1431540	Single (never married or never registered a same-sex civil partnership) Aged 16+ years	47722	517393 (35.14%)	Married: Aged 16+ years	65255	680831 (47.56%)	In a	102
Marital Status	Newry, Mourne and Down LGD	NI																
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Married: Aged 16+ years	65255	680831 (47.56%)																
In a	102	1243																

	registered same-sex civil partnership: Aged 16+ years		(0.09%)
	Separated (but still legally married or still legally in a same-sex civil partnership): Aged 16+ years	4697	56911 (3.98%)
	Divorced or formerly in a same-sex civil partnership which is now legally dissolved	6271	78074 (5.45%)
	Widowed or surviving partner from a same-sex civil partnership: Aged 16+ years	8408	97088 (6.78%)
Sexual orientation	Analysis of the Census 2011 indicates that between 2% and 10% of the population may be lesbian, gay or bisexual. There are no official statistics in relation to the number of gay, lesbian or bisexual people in Northern Ireland. However, research conducted by the HM Treasury shows that between 5% - 7% of the UK population identify themselves as gay, lesbian, bisexual or 'trans' (transsexual, transgendered and transvestite) (LGBT). This is a sizeable proportion of the population here in Northern Ireland.		
Men and women generally	The gender profile for the Newry, Mourne and Down LGD is as follows:		

	<table><tr><td>LGD</td><td>Male</td><td>Female</td></tr><tr><td>Northern Ireland</td><td>887323</td><td>923540</td></tr><tr><td>Newry, Mourne and Down LGD</td><td>83866</td><td>85345</td></tr></table>	LGD	Male	Female	Northern Ireland	887323	923540	Newry, Mourne and Down LGD	83866	85345						
LGD	Male	Female														
Northern Ireland	887323	923540														
Newry, Mourne and Down LGD	83866	85345														
Disability	According to the 2011 Census 19.62% of people in the Newry, Mourne and Down District Council area has a long-term health problem or disability that limits their day-to-day activities. <table><tr><td>LGD</td><td>All usual residents</td><td>Long-term health problem or disability: Day-to-day activities limited a lot</td><td>Long-term health problem or disability: Day-to-day activities limited a little</td><td>Long-term health problem or disability: Day-to-day activities not limited</td></tr><tr><td>Northern Ireland</td><td>1810863</td><td>215232 (11.89%)</td><td>159414 (8.8%)</td><td>1436217 (79.31%)</td></tr><tr><td>Newry, Mourne and Down</td><td>171533</td><td>19579 (11.4%)</td><td>14102 (8.22%)</td><td>135530 (79.01%)</td></tr></table> In Northern Ireland the profile of people with a disability is cited as follows: • More than 1 in 5 or 21% of the population in Northern Ireland has a disability The incidence of disability is higher in Northern Ireland than any other part of the UK • 1 in 7 people in Northern Ireland have some form of hearing loss • 5,000 sign language users who use British Sign Language (BSL) and/or Irish Sign Language (ISL) • In Northern Ireland there are 57,000 blind people or people with significant visual impairment • 52,000 people with learning disabilities (Source: Disability Action)	LGD	All usual residents	Long-term health problem or disability: Day-to-day activities limited a lot	Long-term health problem or disability: Day-to-day activities limited a little	Long-term health problem or disability: Day-to-day activities not limited	Northern Ireland	1810863	215232 (11.89%)	159414 (8.8%)	1436217 (79.31%)	Newry, Mourne and Down	171533	19579 (11.4%)	14102 (8.22%)	135530 (79.01%)
LGD	All usual residents	Long-term health problem or disability: Day-to-day activities limited a lot	Long-term health problem or disability: Day-to-day activities limited a little	Long-term health problem or disability: Day-to-day activities not limited												
Northern Ireland	1810863	215232 (11.89%)	159414 (8.8%)	1436217 (79.31%)												
Newry, Mourne and Down	171533	19579 (11.4%)	14102 (8.22%)	135530 (79.01%)												
Dependants	Persons with dependents may be people who have personal responsibility for the care of a child (or children), a person with a disability, and / or a dependent older person. There are 61,998 households in Newry, Mourne and Down, 37.5% of which have dependents. With regard to these figures, dependents are defined as those aged 0-15 years or those aged 16-18 years who are in full-time education and living with their parents or grandparents. Similar to the regional trend, the proportion of households with dependents in															

	the District has declined from 50% in 1981 to 37.5% in 2011. There are 5,466 lone parent households with dependent children in Newry, Mourne and Down which equates to almost 9% of number of total households in the District and is the fourth highest in Northern Ireland, after Belfast (17,036), Derry and Strabane (6,337) and Armagh, Banbridge and Craigavon (6,337). Half of the parents in lone parent household in Newry, Mourne and Down are unemployed, almost a quarter are in full time employment and over a quarter are in part time employment. 89% of the parents in lone parent households are female compared to 11% who are male. In 2012, the teenage conception rate was 1.02 per 1,000 mothers, which is the third lowest in Northern Ireland before Lisburn and Castlereagh and Fermanagh and Omagh.
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Needs, experiences and priorities

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

Section 75 Category	Details of needs/experiences/priorities
Religious belief	All actions in relation to the Performance Improvement Plan 2017-18 should be underpinned by a corporate commitment to improving access to facilities, services and information, and encouraging openness, transparency, on-going dialogue, and access to decision-makers. To ensure the performance improvement objectives are targeted and meaningful for the community as a whole, rather than being those of particular organisations or interest group, the Performance Improvement Plan includes effective challenge and scrutiny mechanisms which build in foresight and forward planning to ensure the Council continues to meet clearly identified needs and effectively manage community expectations. Community confidence will be generated, and the reputation of the Council will be enhanced through meaningful consultation, encouraging participation, listening to, respecting and valuing minority voices, demonstrating evidence based decision-making, and reporting progress to consultees. The Council carried out a robust and inclusive consultation and engagement process on the

	Performance Improvement Objectives 2017-18, which targeted all sections of the local community, encouraging them to have their say.
Political opinion	As above.
Racial group	As above. The Council carried out a robust and inclusive consultation and engagement process on the Performance Improvement Objectives 2017-18, which targeted all sections of the local community, including the Ethnic Minority Support Centre, encouraging them to have their say.
Age	All actions in relation to the Performance Improvement Plan should be underpinned by a Corporate commitment to improving access to facilities, services and information, and encouraging openness, transparency, on-going dialogue, and access to decision-makers. To ensure the Performance Improvement Objectives are targeted and meaningful for the community as a whole, rather than being those of particular organisations or interest groups, the Performance Improvement Plan has effective challenge and scrutiny mechanisms which build in foresight and forward planning to ensure Council continues to meet clearly identified needs, and effectively manages community expectations. Community confidence will be generated, and the reputation of the Council will be enhanced through meaningful consultation, encouraging participation, listening to, respecting and valuing minority voices, demonstrating evidence based decision-making, and reporting progress to consultees. The Council carried out a robust and inclusive consultation and engagement process on the Performance Improvement Objectives 2017-18, which targeted all sections of the local community, including the Newry and Mourne Youth Council and Older Person's Forum, encouraging them to have their say. Good health is one of the most valued aspects of our lives. It influences many other dimensions of well-being, such as employment, income, social connections, participation in community life and educational attainment. Newry, Mourne and Down District Council has a key role to play in helping local communities to live long and healthy lives, and we are committed to collaborating with partners across the statutory and voluntary sectors to address health inequalities and encourage residents to make healthy and informed lifestyle choices.

	The demographic profile of our community not only has an impact on the services the Council provides, but the way these services will be delivered in the future. With the population of the District projected to grow by 8% over the next decade, including a 74% increase in residents aged 65 years and above by 2039, the overall health and wellbeing needs of local communities are set to change and evolve. The majority of residents are currently in good health, with no long term health problems, whilst over a third of those aged 65 years and above have a long term health problem or disability which limits their day to day activities a lot. Eleven neighbourhoods across the District fall within the 20% most deprived in Northern Ireland, experiencing health inequalities in terms of life expectancy, cancer rates, adult and childhood obesity rates, mental health and drug and alcohol related conditions. Ongoing engagement with local communities has also highlighted a range of health and wellbeing issues around obesity, mental health and isolation. These issues serve to underpin the direct correlation between health, physical activity, diet and nutrition, which influences the health, wellbeing and quality of life of all our local communities. In recognition of the changing needs of our diverse, growing and ageing population, Newry, Mourne and Down District Council has prioritised the provision of high quality, accessible leisure, sport and recreational facilities. Through the Play Strategy and Sports Facility Strategy, the Council is continuing to put in place the infrastructure to encourage healthy lifestyles and improve the overall wellbeing of all local communities.
Marital status	All actions in relation to the Performance Improvement Objectives should be underpinned by a Corporate commitment to improving access to facilities, services and information, and encouraging openness, transparency, on-going dialogue, and access to decision-makers. To ensure improvement objectives are targeted and meaningful for the community as a whole, rather than being those of particular organisations or interest groups, the Performance Improvement Plan and associated Performance Improvement Objectives and key actions must have effective challenge and scrutiny mechanisms which build in foresight and forward planning to ensure Council continues to meet clearly identified needs, and effectively manages community expectations. Community confidence will be generated, and Council reputation enhanced through meaningful consultation, encouraging participation, listening to, respecting and valuing minority voices,

	demonstrating evidence based decision-making, and reporting progress to consultees.
Sexual orientation	As above.
Men and women generally	As above.
Disability	As above.
Dependants	As above.

Screening Questions

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

Section 75 category	Details of policy impact	Level of impact? Major/minor/none
Religious belief	No adverse impact is currently anticipated. Direct positive outcomes for service users in relation to improved provision of leisure and recreation facilities across the District. With respect to local structures in support of the development and implementation of the District's Community Plan, the establishment and operation of key fora such as the District Electoral Area structures on which individuals nominated and representing networks participate with Councillors, the Community Planning Partnership & Thematic Working Groups, as well as the Health Forum provides direct community engagement opportunities.	Minor Minor

Political opinion	As above.	Minor
Racial group	As above.	Minor
Age	No adverse impact is currently anticipated, and in addition to the above, the Performance Improvement Plan details the following supporting actions: • Provide and improve fixed and non fixed play opportunities for children and young people through the implementation of year one of the Play Strategy • Engage more children and young people in community play initiatives across the District • Co-ordinate and launch a multi-stakeholder Activity, Promotion and Development Plan, which maps out the provision of physical activity across the District, and is suitable for all ages and abilities Measures of success include increased numbers of children and young people engaged in Community Play initiatives, are outlined in the plan, with outcomes for local communities and stakeholders being: • Improved and accessible provision of indoor and outdoor sport, leisure and recreational facilities and activities • Increase in the number of participants making healthy lifestyle choices by using leisure and recreational	Major - positive

	facilities • Improved customer satisfaction with indoor leisure facilities • Improved levels of health and wellbeing for local communities	
Marital status	No adverse impact is currently anticipated. Direct positive outcomes for service users in relation to improved provision of leisure and recreation facilities across the District, economic regeneration, tourism and the environment. With respect to local structures in support of the development and implementation of the District's Community Plan, the establishment and operation of key fora such as the District Electoral Area structures on which individuals nominated and representing networks participate with Councillors, the Community Planning Partnership & Thematic Working Groups, as well as the Health Forum provides direct community engagement opportunities.	Minor
Sexual orientation	As above.	Minor
Men and women generally	As above.	Minor
Disability	As above.	Minor
Dependants	As above.	Minor

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

Section 75 category	If Yes , provide details	If No , provide details
Religious belief	While no adverse impact is	

	currently anticipated, in the delivery of its functions relating to the Performance Improvement Plan, the Council must be mindful at all times of its statutory duties under Section 75 of the NI Act 1998 to ensure equality of opportunity to access, participate and contribute are key components which underpin any processes.	
Political opinion	Whilst no adverse impact is currently anticipated, in the delivery of its functions relating to the Performance Improvement Plan, the Council must be mindful at all times of its statutory duties under Section 75 of the NI Act 1998 to ensure equality of opportunity to access, participate and contribute are key components which underpin any processes. This is of particular relevance due to the party political representation and democratic deficits which exist within particular DEAs i.e three DEAs have no PUL Councillor representation (Newry, Crotlieve and Downpatrick), and three DEAs have either one CNR (Rowallane) or PUL (Slieve Croob and Slieve Gullion) Councillor.	
Racial group	Whilst no adverse impact is currently anticipated, in the delivery of its functions relating to the Performance Improvement Plan, the Council must be mindful at all times of its statutory duties under Section 75 of the NI Act 1998 to ensure equality of opportunity to access, participate and contribute are key components which underpin any	

	processes.	
Age	Whilst no adverse impact is currently anticipated, in the delivery of its functions relating to the Performance Improvement Plan, the Council must be mindful at all times of its statutory duties under Section 75 of the NI Act 1998 to ensure equality of opportunity to access, participate and contribute are key components which underpin any processes.	
Marital status	Whilst no adverse impact is currently anticipated, in the delivery of its functions relating to the Performance Improvement Plan, the Council must be mindful at all times of its statutory duties under Section 75 of the NI Act 1998 to ensure equality of opportunity to access, participate and contribute are key components which underpin any processes.	
Sexual orientation	Whilst no adverse impact is currently anticipated, in the delivery of its functions relating to the Performance Improvement Plan, the Council must be mindful at all times of its statutory duties under Section 75 of the NI Act 1998 to ensure equality of opportunity to access, participate and contribute are key components which underpin any processes.	
Men and women generally	Whilst no adverse impact is currently anticipated, in the delivery of its functions relating to the Performance Improvement Plan, the Council must be mindful at all times of its statutory duties	

	under Section 75 of the NI Act 1998 to ensure equality of opportunity to access, participate and contribute are key components which underpin any processes.	
Disability	Whilst no adverse impact is currently anticipated, in the delivery of its functions relating to the Performance Improvement Plan, the Council must be mindful at all times of its statutory duties under Section 75 of the NI Act 1998 to ensure equality of opportunity to access, participate and contribute are key components which underpin any processes. In addition, the Council should also be mindful of its statutory duty under Section 49A of the Disability Discrimination Act 1995 (as amended by the) Disability Discrimination (NI) Order 2006 which requires the Council, in carrying out its functions, to have due regard to the need to encourage participation by disabled people in public life.	
Dependants	While no adverse impact is currently anticipated, in the delivery of its functions relating to the Performance Improvement Plan, the Council must be mindful at all times of its statutory duties under Section 75 of the NI Act 1998 to ensure equality of opportunity to access, participate and contribute are key components which underpin any processes.	

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

Good relations category	Details of policy impact	Level of impact? Major/minor/none
Religious belief	There is nothing to suggest the Performance Improvement Plan will adversely impact upon good relations.	None
Political opinion	There is nothing to suggest the Performance Improvement Plan will adversely impact upon good relations.	None
Racial group	There is nothing to suggest the Performance Improvement Plan will adversely impact upon good relations.	None

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

Good relations category	If Yes, provide details	If No, provide details
Religious belief	Whilst no adverse impact is currently anticipated, in the delivery of its functions relating to the Performance Improvement Plan, the Council must be mindful at all times of its statutory duties under Section 75 of the NI Act 1998 to have regard towards the desirability of promoting good relations, and to ensure equality of opportunity to access, participate and contribute are key components which underpin any processes.	
Political opinion	While no adverse impact is currently anticipated, in the delivery of its functions relating to the Performance Improvement Plan, the Council must be mindful at all times of its statutory duties under Section 75 of the NI	

	Act 1998 to have regard towards the desirability of promoting good relations, and to ensure equality of opportunity to access, participate and contribute are key components which underpin any processes. This is of particular relevance due to the party political representation and democratic deficits which exist within particular DEAs i.e three DEAs have no PUL Councillor representation (Newry, Crotlieve and Downpatrick), and three DEAs have either one CNR (Rowallane) or PUL (Slieve Croob and Slieve Gullion) Councillor.	
Racial group	While no adverse impact is currently anticipated, in the delivery of its functions relating to the Performance Improvement Plan, the Council must be mindful at all times of its statutory duties under Section 75 of the NI Act 1998 to have regard towards the desirability of promoting good relations, and to ensure equality of opportunity to access, participate and contribute are key components which underpin any processes.	

Additional considerations

Multiple identity

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

disabled women; young Protestant men; and young lesbians, gay and bisexual people).

None

Screening Decision

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

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

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

The Performance Improvement Plan 2017-18 and associated objectives have been equality screened and it is recommended it not be subject to an equality impact assessment (with no mitigating measures required).

The Council has demonstrated strong civic leadership as a public authority in terms of decision-making and developing the Performance Improvement Plan and associated Performance Improvement Objectives. The Performance Improvement Objectives are based upon an assessment of the baseline evidence and directly aligned to community planning outcomes (engagement feedback report May 2015 and baseline evidence report August 2015), corporate priorities, District Electoral Area Action Plans, and other key plans and strategies including the Tourism Strategy and Play Strategy.

Meaningful consultation has improved evidence based decision-making. Recording and retaining evidence of consultations and reporting progress are key aspects which underpin the Council's organisational learning and development as a public authority, thereby enhancing both the reputation and community confidence in the Council, as a civic leader.

This has already been exhibited through the Council's commitment to inter and intra collaborative working in aligning consultation with established or planned community engagement approaches, a corporate commitment to improving access to facilities, services and information, and encouraging openness, transparency and on-going dialogue to set and agree its performance improvement objectives. This is evidenced by the intense and inclusive programme of activity included in the eight-week consultation and engagement programme for the Performance Improvement Objectives 2017-18.

In relation to the proposed eight-week consultation process, whilst the Council's Equality Scheme commits to holding consultation exercises relevant to the statutory duties for a minimum of twelve weeks, it also sets out exceptional circumstances where the twelve weeks may not apply. In this instance, the Council agreed to hold an eight-week consultation and engagement process to ensure the deadline for publishing the Performance Improvement Plan 2017-18 by 30 June 2017 was met.

The Performance Improvement Plan 2017-18 has effective challenge and scrutiny mechanisms which build in foresight and forward planning to ensure the Council:

- Continues to meet clearly identified needs
- Effectively manages community expectations
- All communities benefit from the performance improvement objectives, rather than particular organisations or interest groups solely being targeted
- Regularly monitors and reports progress in delivering the Performance Improvement Objectives 2017-18

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

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

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

Timetabling and prioritising EQIA

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

If YES, please provide details:

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

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

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

Proposed date for commencing EQIA: _____

Monitoring

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

Please detail proposed monitoring arrangements below:

The Performance Improvement Plan, and associated Performance Improvement Objectives, will be reviewed annually.

Approval and Authorisation

Screened by:	Position/Job Title	Date
Colin Moffett	Head of Corporate Policy	7 June 2017
Kate Bingham	Head of Performance and Improvement	7 June 2017
Approved by:		
Johnny McBride	Assistant Director, Community Planning and Performance	7 June 2017

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

Report to:	Strategy, Policy and Resources Committee
Subject:	Newry, Mourne and Down Local Development Plan: Draft Timetable
Date:	15 June 2017
Reporting Officer:	Anthony McKay, Chief Planning Officer
Contact Officer:	Andrew Hay, Principal Planning Officer

Decisions Required

Note the content of this report and agree the recommendations.

1.0 Purpose & Background

- 1.1 The purpose of this report is to provide members with a draft Timetable for the production of the Newry, Mourne and Down Local Development Plan (LDP). This Timetable details the key stages, actions, and timescales in the plan preparation process.
- 1.2 The publication of the Timetable will mark the formal commencement of the LDP preparation process.
- 1.3 Legislation, namely the Planning (Northern Ireland) Act 2011, requires the Council to produce and review such a Timetable when preparing and adopting a LDP.
- 1.4 The Timetable sets out the Council's programme for the production of the LDP and includes details of the key stages in the process. It will help ensure that the plan process is efficiently managed and key stakeholders such as consultation bodies and the Planning Appeals Commission (PAC) are kept informed and can manage their own resources to facilitate their involvement in the LDP process.
- 1.5 The Timetable contains indicative dates as well as actions for the various stages of the plan preparation process. A number of assessments are required to be carried out in the preparation of the LDP, including a Sustainability Appraisal, a Strategic Environmental Assessment, a Habitats Regulations Assessment, and an Equality Impact Assessment. These are factored into the various key stages in the Timetable.

2.0 Key Issues

- 2.1 In accordance with Regulation 7 of the Planning (Local Development Plan) Regulations (Northern Ireland) 2015, the Timetable needs to be approved by resolution of the Council prior to submission to the Department for Infrastructure (DfI) for its agreement.
- 2.2 The Planning Department will liaise with the PAC to ensure that there is scope and capacity within the PAC for it to undertake the two required Independent Examinations for the LDP. The Planning Department will also discuss the proposed timescales with the other key stakeholders, especially Transport NI and NIEA, to ensure that their inputs can meet with these timescales.
- 2.3 The Timetable meets the requirements of the Planning Act (Northern Ireland) 2011 and the Planning (Local Development Plan) Regulations (Northern Ireland) 2015 which require the Council to prepare, and keep under review a Timetable for the preparation and adoption of

its LDP.

- 2.4 Following agreement by DfI, the Timetable will be made available and published in accordance with Regulation 8 of the Planning (Local Development Plan) Regulations (Northern Ireland) 2015. A copy of the agreed Timetable will be made available for inspection at the Council's Planning Offices in Newry and Downpatrick, a public notice will be placed in local newspapers, and it will be published on the Council's website.
- 2.5 Meeting the Timetable is dependent upon Member support, adequate resourcing and risk management. The proposed Timetable is a challenging one, particularly given the new style of plan based on significant levels of public engagement. In the event that the LDP timetable slips and requires amendment, Council has the power under the Planning Act (Northern Ireland) 2011 to publish a revised Timetable. This will require the prior agreement of the DfI. Any amendments will need to be published and made available on the Council website.
- 2.6 To coincide with the publication of the Timetable, a Steering Group will be established. As referenced in the Council's 'Statement of Community Involvement: A guide to community engagement in the planning process' (SCI), the Steering Group will comprise elected members of the Council and Senior Council Officers. The membership and the terms of reference of the Steering Group have still to be determined by the Council. The Steering Group will be the high-level co-ordinating body that will oversee the management of the LDP.
- 2.7 Following publication of the Timetable, there will be engagement with members through a series of workshops. The workshops will be arranged around the various LDP topic areas. The workshops will provide an opportunity for members to become proactively involved in, and help frame the conversation as part of, the plan preparation process. The number and format of the workshops is currently under consideration.

3.0 **Recommendations**

- 3.1 Members are requested to note the content of this report. The Committee is asked to agree:
- The Local Development Plan: Draft Timetable
 - That the Planning Department liaise with the PAC and other key stakeholders prior to submitting the draft Timetable to the Department for Infrastructure for its agreement.
 - That following agreement of the Timetable by the Department for Infrastructure, that it be made available and published in accordance with Regulation 8 of the Planning (Local Development Plan) Regulations (Northern Ireland) 2015

4.0 **Resource Implications**

4.1 N/A

5.0 **Equality Assessment**

5.1 N/A

6.0 **Appendices**

- Appendix 1 – Local Development Plan: Draft Timetable



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

Local Development Plan: Draft Timetable

June 2017

Getting in Touch

Should you have a Development Plan query, you can contact the Development Plan Team in the Council's Planning Department in the following ways:

By email to: planning@nmandd.org

By post to: Development Plan Team
Newry, Mourne and Down District Council
Downpatrick Office
Downshire Civic Centre
Downshire Estate, Ardglass Rd
Downpatrick BT30 6GQ

By telephone on: 0300 200 7830

This document can be downloaded from our website at www.nmandd.org or requested via the postal address, email as above, or by telephone on 0300 013 2233.

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

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

1.0 Introduction

- 1.1 The purpose of Local Development Plan Timetable (Timetable) is to set out the key stages of and an indicative timescale for the production of Newry, Mourne and Down District Council's new Local Development Plan 2030 (LDP).
- 1.2 The Timetable will have to meet the legislative requirements of the Planning Act (Northern Ireland) 2011 and the Planning (Local Development Plan) Regulations (Northern Ireland) 2015 and therefore must be approved by resolution of the Council and agreed with Central Government (i.e. Department for Infrastructure) in accordance with Regulation 7 of the Planning (Local Development Plan) Regulations (Northern Ireland) 2015.

2.0 Purpose of the Local Development Plan

- 2.1 The purpose the Local Development Plan (LDP) is to inform the general public, statutory authorities, developers and other interested parties of the policy framework and land use proposals that will guide development decisions within the District up to 2030.
- 2.2 The new LDP will be prepared in the context of the Council's Corporate Plan and will take account of the Council's Community Plan to enable us to plan for the future of the District.
- 2.3 The LDP must also take account of the regional policy context set by the Northern Ireland Executive and Central Government Departments. This includes amongst others, the Programme for Government, Sustainable Development Strategy, Regional Development Strategy and Strategic Planning Policy Statement.
- 2.4 The Plan will be produced in two stages consisting of two separate documents which will shape development within our District in the period to 2030. The first stage will be a Plan Strategy followed by the Local Policies Plan.
- 2.5 Prior to the preparation of the Plan Strategy and Local Policies Plan the Council will identify the key issues in the plan area and will formulate a series of options for dealing with them. The information will be published as a Preferred Options Paper (POP) which will indicate the Council's preferred options for growth and development across the District and will form the basis for consulting with the public and stakeholders who will have an opportunity to put forward views and have an influence on the LDP from the outset.
- 2.6 The Plan Strategy will establish the strategic direction of the plan in order to provide a level of certainty on which to base key development decisions across the District as well as the necessary framework for the preparation of the Local Policies Plan. The Strategy will set the aims, objectives, overall growth strategy and associated strategic policies applicable to the Plan area.

- 2.7 Once the Plan Strategy is adopted a Local Policies Plan will be prepared which will be consistent with the Plan Strategy. In contrast to the Plan Strategy the Local Policies Plan will deal with site specific policies and proposals associated with settlement limits, lane use zonings and environmental designations required to deliver the Council's vision, objectives and strategic policies.
- 2.8 Once adopted this LDP will replace the current development plans for the District, produced by the Department for the Environment, namely the Ards and Down Area Plan 2015 (ADAP)(adopted March 2009) and Banbridge, Newry and Mourne Area Plan 2015 (BNMAP)(adopted October 2013).
- 2.9 The Council will undertake an ongoing Sustainability Appraisal (SA) throughout the life of the LDP. This will run in parallel to the preparation of the Preferred Options Paper, the Plan Strategy and the Local Policies Plan. The SA process aims to ensure that the policies and proposals contained within the LDP are socially, economically and environmentally sustainable. Relevant reports will be published at each of the key stages of the plan making process.

3.0 The Timetable

- 3.1 In accordance with Regulation 6 of the Planning (Local Development Plan) Regulations (Northern Ireland) 2015 the Timetable contains indicative dates for the various stages of the plan preparation process, these are set out at Appendix 1. A brief outline of the key stages is set out below:
- **Preferred Options Paper (POP)** – The POP is a public consultation document which will set out the most significant planning issues currently affecting our District, as well as those likely to become relevant in the future. It will include the Council's preferred options to address them.
 - **Draft Plan Strategy** – The Plan Strategy is the first of two 'Development Plan Documents' in the LDP process. The draft Plan Strategy is a public consultation document which will set out in draft terms the proposed broad aims, objectives and the overall future growth strategy and associated generic planning policies applicable across the District.
 - **Independent Examination (IE)** – An IE will be held to determine the soundness of the draft Plan Strategy, taking into account a consideration of the representations and counter representations received during the draft Plan Strategy consultation period. After the IE, an Advisory Report of its findings and recommendations will be issued to the Department for Infrastructure (DfI).
 - **Adoption of the Plan Strategy** – Following the IE and any relevant direction from DfI, the Council will formally adopt the Plan Strategy.
 - **Draft Local Policies Plan** – The Local Policies Plan is the second of the 'Development Plan Documents' within the LDP process. The draft Local Policies Plan is a public consultation document and will contain the Council's detailed land use proposals for the District.
 - **Independent Examination (IE)** – An IE will be held to determine the soundness of the draft Local Policies Plan, taking into account a consideration of

the representations and counter representations received during the draft Local Policies Plan consultation period. After the IE, an Advisory Report of its findings and recommendations will be issued to DfI.

- **Adoption of the Local Policies Plan** - Following the IE and any relevant direction from DfI, the Council will formally adopt the Local Policies Plan.

3.2 The Council is also required to carry out a number of assessments in the preparation of the LDP. These include:

- **Sustainability Appraisal (SA)** - This will help the Council to assess the sustainability of the LDP proposals and how the plan will contribute to the achievement of sustainable development, especially with regard to social, economic and environmental factors. This is required in relation to both LDP documents.
- **Strategic Environmental Assessment (SEA)** – A procedure to follow that contributes to the integration of environmental considerations in the preparation and adoption of plans and programmes. It will be undertaken in relation to both LDP documents as an integral part of the SA process above. Prior to commencing an SEA an initial screening exercise will be undertaken at the POP stage to determine if the LDP requires a full SEA.
- **Habitats Regulation Assessment (HRA)** – This considers the potential impact of LDP policies and proposals on designated European nature conservation sites.
- **Equality Impact Assessment (EqIA)** – In line with the Council's Equality Scheme, an Equality Screening exercise will be undertaken at the POP stage to assess if the LDP is likely to have an impact on specific groups identified in section 75 of the Northern Ireland Act 1998. If required a full EqIA will be undertaken for both the Plan Strategy and Local Policies Plan.
- **Rural Proofing** – This is a process by which all major policies and strategies are assessed to determine whether they have a detrimental impact on rural areas. The Rural Needs Act (Northern Ireland) 2016 imposes a statutory duty on local councils to consider rural needs when developing, adopting, implementing or revising policies, strategies and plans and designing and delivering public services.

4.0 Delivery of the Local Development Plan

- 4.1 There are a number of factors outside the Council's control that may impact on the delivery of the Council's LDP within the indicative timescales indicated. This can include input from statutory consultees, the duration of the Independent Examination and reporting period, subsequent consideration by DfI and the potential for legal challenge.
- 4.2 To help identify the full range of factors that may impact of the delivery of the LDP a Risk Management Log has been developed (see Appendix 1). The Risk Management

log not only highlights the risks but outlines how the Council will seek to mitigate the impact of these.

- 4.3 To further assist with the effective management of the timetable a range of steps and safeguards will be put in place to manage the LDP decision making process and provide early warning of potential time slippage. Such steps include:
- Papers presented to the relevant Council Committee on a regular basis regarding LDP matters, including key planning topics and findings as they emerge.
 - A Steering Group will be set up comprising elected Members of the Council and Senior Council Officers. This is the high level co-ordinating body that will ensure overview and strategic input on behalf of the whole community as well as planning professionals.
 - A Project Management Team will be established comprising senior Council Officers and representatives from the key statutory/government departments.
 - An Annual Monitoring Report will be produced to inform Members and the Department for Infrastructure on our progress in meeting the published timetable.

5.0 Review

- 5.1 In the event that the LDP Timetable requires amendment, the Council has the power under the Planning Act (Northern Ireland) 2011 to publish a revised timetable. Any such amendments must be published and made available on the Council website.

Appendix A Risk Management Log

	Risk Description	Risk	Likelihood	Impact	Mitigating Action
1	Legal Challenge There may be a risk of legal challenge to the process undertaken for the LDP. This could impact on the work programme through the creation of additional work or delays to adoption.	Very High	Likely	Long term delay (excess of 1 year) & possible major failure to prepare LDP	Ensure LDP production is compliant with planning legislation, regulations and guidance.
2	Tests of Soundness There is a risk of the LDP documents being found unsound, resulting in major delays to the implementation of policies or an inability to adopt the LDP.	Very High	Likely	Long term delay (excess of 1 year) & possible major failure to prepare LDP	Ensure robust evidence base to support decisions. On-going liaison with PAC and DfI.
3	Delays associated with the Independent Examination Process The timescales associated with the soundness based IE are beyond the control of the Council.	High	Likely	Significant delay (up to 1 year)	The Timetable provides forward notice of the Council's LDP programme to help inform resource requirements from DfI and the PAC. Early identification of any slippage in the Timetable.
4	Staffing Issues - Staff turnover, loss of experienced staff could impact on production. - Limited size of Development Plan Team.	High	Likely	Significant delay (up to 1 year)	Ensure sufficient staff resources with necessary experience and expertise are available for production of the LDP.
5	Competing work priorities Given work pressures and demands on resources within the Planning Department, Development Plan Team staff could be redeployed to other planning duties and diverted away from the LDP programme.	High	Likely	Significant delay (up to 1 year)	Corporate commitment to adequately resource the LDP work. Recognition that the LDP is a high priority.
6	Consultancy/Specialist Input Elements of the plan will require specialist technical input in terms skills and expertise, and there is a risk that this cannot be progressed in house. This could impact on quality and soundness of the LDP documents.	High	Likely	Significant delay (up to 1 year)	Scoping of work to identify specialist technical input (skills and expertise) required. Develop staff skills and competencies. Use of external consultants to support the Development Plan Team.

	Risk Description	Risk	Likelihood	Impact	Mitigating Action
7	IT Failure/data disclosure - Loss of data due to IT failure - Disclosure of commercially sensitive data	High	Likely	Significant delay (up to one year)	Ensure adequate storage capacity and systems in place to regularly backup data. Ensure robust security measures in place for LDP data.
8	Financial Resources Sufficient financial resources are required to prepare LDP documents including for consultancy, consultation and the examination process.	High	Likely	Significant delay (up to one year)	Ensure the Timetable informs the Council's short and medium term financial plan.
9	Changes to Regional Policy/Legislation Any changes to policy or legislative framework could introduce delays	Medium	Likely	Short term delay (months)	Carefully monitor changes to regional policy and legislation. Early and consistent engagement with central government and the PAC.
10	Volume of work – LDP Programme too ambitious The scale and uncertainty of the content of the new LDP presents potential risks to its deliverability.	Medium	Likely	Short term delay (months)	Robust scoping of work required. Sound project planning with realistic and flexible timescales. Careful monitoring of progress.
11	Public Consultation Process The number and the nature of representations received during consultation are not predictable. It is possible that issues may arise in consultation that lead to longer response times by the Council and longer examination and reporting time.	Medium	Likely	Short term delay (months)	The Timetable takes into account the likely time required to process responses to consultation.
12	Consultee Involvement Consultees may be involved in multiple LDPs at the same time. They will need to be available to provide adequate input into the plan process at key stages.	Medium	Likely	Short term delay (months)	The Timetable provides forward notice of the Council's LDP programme to help inform resource requirements within statutory partners. Liaise regularly with key stakeholders to minimise prospect of slippage.

Appendix B LDP: Draft Timetable

Newry, Mourne and Down District Council Local Development Plan: Draft Timetable		
Local Development Plan process: key stages	Sustainability appraisal & other assessments	Indicative Timeframe
Stage 1 – Plan Preparation	Statement of Community Involvement (SCI) & LDP Timetable	
	Publication of Draft SCI 4 week public consultation	4 th Quarter 2016/17
	Publication of SCI and LDP Timetable Agreed by Dfi	2 nd Quarter 2017/18
	Preferred Options Paper (POP)	
	Stakeholder engagement	Invite comments from Consultation Body (NIEA) on draft SA (Inc SEA) Scoping Report 3 rd - 4 th Quarter 2017/18
	Publication of Preferred Options Paper Statutory public consultation (12 weeks)	Publication of SA Interim Report comprising Scoping Report and appraisal of alternative options Screening for HRA, EQIA and Rural Proofing 4 th Quarter 2017/18 (public consultation 4 th Quarter 2017/18 - 1 st Quarter 2018/19)
Stage 2 – Plan Strategy	Plan Strategy	
	Publication of draft Plan Strategy (PS) Statutory public consultation (8 weeks for representation & 8 weeks for Counter-representations)	Publication of SA Appraisal Report (Incorporating SEA) Publication of drafts of HRA, EQIA and Rural Proofing Assessment where relevant 4 th Quarter 2018/19 (public consultation 4 th Quarter 2018/19 – 1 st Quarter 2019/20)
	Independent Examination (PAC Dependant)	
	IE of Draft Strategy From submission of draft PS for IE, IE hearing, submission of IE Advisory Report to Dfi, to receipt of Binding Report/Direction from Dfi	2 nd – 4 th Quarter 2019/20
	Council considers Binding Report/Direction and revises PS accordingly	May require further consultation with statutory bodies 1 st Quarter 2020/2021
	Adoption of Plan Strategy	Publication of SA Adoption Report (incorporating SEA) Publication of HRA, EQIA and RPA where relevant. 2 nd Quarter 2020/2021

Stage 3 – Local Policies Plan	Local Policies Plan		
	Statutory Stakeholder engagement. Councillor and community plan engagement on key issues	Invite comments from Consultation Body (NIEA) on draft SA (incorporating SEA) Scoping Report. Publication of SA Interim Report comprising Scoping Report and appraisal of alternative options.	3 rd – 4 th Quarter 2020/21
	Publication of draft Local Policies Plan Statutory public consultation (8 weeks for representation & 8 weeks for Counter-representations)	Publication of SA Appraisal Report (Incorporating SEA) Publication of drafts of HRA, EQIA and RPA where relevant.	1 st Quarter 2021/22 (public consultation 1 st -2 nd Quarter 2021/22)
	Independent Examination (PAC Dependant)		
	IE of Draft Local Policies Plan From submission of draft LPP for IE, IE hearing, submission of IE Advisory Report to DfI, to receipt of Binding Report/Direction from DfI.		3 rd Quarter 2021/22 – 1 st Quarter 2022/23
	Council considers Binding Report/Direction and revises LPP accordingly.		2 nd Quarter 2022/23
	Adoption of Local Policies Plan	Publication of SA Adoption Report (Incorporating SEA)	3 rd Quarter 2022/23
	Monitoring and Review of LDP		
Stage 4 – Monitor & Review	Prepare new timetable		3 rd Quarter 2022/23
	Monitoring and Review of LDP annual monitoring five and ten year review	Monitoring of SA and other assessments.	Ongoing

Note:

- This is an indicative Timetable and may subject to change due to factors outside the Council's control.
- The indicative timescales refer to quarters of the financial year.
- Council must consult with PAC and any consultation bodies as necessary under Regulation 5¹
- The Timetable must be approved by resolution of the Council before submission to DfI as required by Regulation 7.
- DfI has 4 weeks to agree the Timetable.

¹ The Planning (Local Development Plan) Regulations (Northern Ireland) 2015

Report to:	Strategy, Policy and Resources Committee
Subject:	Newry, Mourne and Down Local Development Plan: Options for undertaking the LDP Sustainability Appraisal, incorporating Strategic Environmental Assessment.
Date:	15 June 2017
Reporting Officer:	Anthony McKay, Chief Planning Officer
Contact Officer:	Andrew Hay, Principal Planning Officer

Decisions Required

Note the content of this report and agree the recommendation.

1.0 Purpose & Background

- 1.1 The purpose of this report is to outline the key options available for undertaking the Sustainability Appraisal (SA), incorporating the Strategic Environmental Assessment (SEA), of the Local Development Plan (LDP) and agree the preferred option. The options are considered in the attached 'Options Paper' (see Appendix 1).
- 1.2 The Planning Act (NI) 2011 places a statutory duty on the Councils producing an LDP to undertake an SA. This appraisal examines the social, economic and environmental impacts of the LDP. It must be carried out for each of the development plan documents: the Plan Strategy and the Local Policies Plan.
- 1.3 Work on the LDP preparation is progressing through the evidence gathering stage, towards the preparation of the Preferred Options Paper. There is now a need to address the means of undertaking the required SA. Members will recall that that a paper was previously presented to the SPR Committee in Dec 2015 which provided an overview of the SA process.

2.0 Key Issues and Conclusions

- 2.1 The 'Options Paper' highlights 5 different options for the delivery of the SA and outlines the key positive and negative aspects associated with each:
 - Option 1 – Prepare the entire SA in-house;
 - Option 2 – Expand Council's Development Plan Team to incorporate this specialism;
 - Option 3 – Engage consultants to assist the Development Plan Team to prepare the SA in-house by providing independent advice and guidance during its production;
 - Option 4 – Engage consultants to prepare the SA and take it through the entire LDP process;
 - or
 - Option 5 – Engage the Shared Environmental Service (SES) to prepare the SA and take it through the entire LDP process.
- 2.2 In conclusion the paper states that the most cost effective and advantageous option for the

	Council is Option 5: Engage the Shared Environmental Service (SES) to prepare the SA and take it through the entire LDP process. Members' agreement is sought that Option 5 is the preferred option and that the Council should engage the SES to carry out the Sustainability Appraisal for the Council.
3.0	<u>Recommendations</u>
3.1	Members are requested to note the content of this report and agree the preferred option: • Option 5: Engage the Shared Environmental Service (SES) to prepare the SA and take it through the entire LDP process.
4.0	<u>Resource Implications</u>
4.1	Details of all the options are contained within the 'Options Paper' (Appendix 1). The cost of the preferred Option 5 will be circa £50k spread over a number of years.
5.0	<u>Appendices</u>
	• Appendix 1: LDP Sustainability Appraisal - Options for undertaking the LDP Sustainability Appraisal, incorporating Strategic Environmental Assessment.



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LDP Sustainability Appraisal

Options for undertaking the LDP Sustainability Appraisal,
incorporating Strategic Environmental Assessment

June 2017

LDP Sustainability Appraisal

- **Options for undertaking the LDP Sustainability Appraisal, incorporating Strategic Environmental Assessment**

1.0 Purpose

- 1.1 The purpose of this paper is to outline the key options available for undertaking the Sustainability Appraisal (SA), incorporating Strategic Environmental Assessment (SEA) of the Local Development Plan (LDP) and to seek member views on the preferred option.

2.0 Legislative Background

- 2.1 The Planning Act (NI) 2011 places a statutory duty on Councils producing an LDP to undertake an SA.

3.0 Detail

- 3.1 The purpose of the SA Report is to present the findings of the appraisal and demonstrate that reasonable alternatives and any significant effects have been taken into account in developing the LDP through various stages. The SA Report should provide the context to the policy approach and LDP development, and provide an outline of the measures envisaged to meet the monitoring requirements.
- 3.2 The SA and resulting reports will form important elements of the "test of soundness" of the LDP as part of the evidence base for the draft LDP. Therefore this work, which is to be carried out in parallel with the LDP preparation. Must above all be transparent, robust and consistent.
- 3.3 There are 5 Options for consideration, as follows:

Option 1 – Prepare the entire SA in-house;

Option 2 – Expand Council Development Plan Team to incorporate this specialism;

Option 3 – Engage consultants to assist the Development Plan Team to prepare the SA in-house by providing independent advice and guidance during its production;

Option 4 – Engage consultants to prepare the SA and take it through the entire LDP process; or

Option 5 – Engage the Shared Environmental Service (SES) to prepare the SA and take it through the entire LDP process.

4.0 Review of Options

Option 1 – Prepare the entire SA in-house:

- 4.1 In this option the SA would be undertaken in-house entirely by the LDP team. The SA is a complex and wide ranging area of work that may be subject to particular public scrutiny and potential legal challenge. Given the current level of expertise among staff within the team, and the considerable amount of LDP work to be

undertaken, it is considered it would be extremely difficult and time consuming to develop the necessary skill set required for such a specialised area. Diverting staff resource to production of the SA would impact on the ability of the Development Plan Team to meet the LDP timetable and is highly likely to require the LDP timetable to be revised. In addition if not carried out to the highest standard the SA could be found to “unsound”, resulting in the LDP process being delayed further.

4.2 **Option 2** – Expand Council’s Development Plan Team to incorporate this specialism:

This option would have the benefit of securing a specialist officer within the Development Plan Team, thereby allowing staff to benefit from this knowledge. However the appointment would only be for a fixed term of up to 5 years. The officer would be expected to be at least a P01-P02 grade, at an annual cost to the Council of approx. £38-41K (includes NI and Pensions contributions). Over the lifespan of the LDP process this would equate to £190 – 205K. The expertise would then be lost following termination of the contract.

4.3 **Option 3** – Engage consultants to assist the Development Plan Team to prepare the SA in-house by providing independent advice and guidance during its production:

This option would involve the appointment of a consultant to provide an overseeing role, guidance and advice to the Development Plan Team. Alternatively, a council official from another local authority may perform this role, and act as a ‘critical friend’ to the Development Plan Team. Their role would be to ensure that the SA was in accordance with current regulations, and to provide guidance and advice at critical times in the process. In this option the SA Report would be undertaken entirely by the Development Plan Team.

Whilst the benefit of having a third party provide an overseeing and critical role is recognised it would be extremely difficult and time consuming to develop the necessary in-house skills set required for such a specialised area. A further disadvantage of this option is that the council official from another authority could, at any time in the process, become unavailable and this lies outside the Development Plan Team’s control. Research into indicative costs highlights that this may cost from £25,000-£50,000, although this would be spread over a number of years.

4.4 **Option 4** – Engage consultants to prepare the SA and take it through the entire LDP process.

The benefit of this approach is that an experienced consultant would already have the required expertise, allowing the preparation of a “sound” SA Report. A disadvantage of this option is the lack of opportunity to develop staff in-house. A further disadvantage is the potential cost this option may involve. Causeway Coast and Glens Borough Council’s Development Plan Team have indicated that this option may be upwards of £50,000 although this would be spread over a number of years.

- 4.5 **Option 5** – Engage the Shared Environmental Services (SES) to prepare the SA and take it through the entire LDP process;

SES was established in April 2015 to support Councils to meet their environmental responsibilities in connection with their role as planning authorities. Its centrally funded role is to carry out Habitats Regulations Assessments on behalf of Councils for Development Management and during the preparation of LDPs to assess and advise on impacts on European sites (Special Areas of Conservation and Special Protection Areas) and Ramsar Sites. The service is employed by Mid and East Antrim Borough Council and based in County Hall, Ballymena.

SES proposes to extend its services to now provide assistance to councils in the full preparation of their SAs. SES will provide a dedicated officer to work with Council's Development Plan Team. The service is designed to be responsive to the needs of each individual council, and could complement and build skills in-house. Although there would be a cost to Council for this service, SES has advised that it is not seeking to make a profit, only looking to provide a good value service which is reflected in its pricing. The cost of this option could be in the order of £50,000, again spread over a number of years.

5.0 **Preferred Option**

It is considered that the least cost-effective option is Option 2. The most cost-effective and advantageous option is Option 5: Engage the Shared Environmental Services (SES) to prepare the SA and take it through the entire LDP process.

6.0 **Recommendation**

- 6.1 It is recommended that Members note the contents of this paper and agree to the preferred Option 5 to engage SES to carry out the Sustainability Appraisal for Council's LDP.

Report to:	Strategy, Policy and Resources Committee
Date of Meeting:	15 June 2017
Subject:	Updated Policy on Naming Facilities and Guidelines and associated procedure in relation to (re)naming of facilities
Reporting Officer (Including Job Title):	Regina Mackin, Assistant Director Corporate Planning and Policy
Contact Officer (Including Job Title):	Colin Moffett, Head of Corporate Policy

Decisions required:	
Members are asked to note the contents of the report and to give consideration to agreement to the following:	
• Updated Policy on Naming Council facilities • Updated Guidelines and associated procedure in relation to (re)naming of facilities • Application form re Request to (re)name a Council Facility	
1.0	Purpose and Background:
1.1	The Policy on Naming Council facilities, and Guidelines and associated procedure in relation to (re)naming of facilities, have been updated to clarify that the scope of the policy does not extend to facilitating requests to memorialise a deceased person (or family). In addition, as per discussion at the Strategy, Policy and Resources Committee meeting on 16 March 2017, the Internal Working Group considering applications will now communicate their decision to applicants, with an annual report detailing requests and outcomes being tabled at the Council's Strategy, Policy and Resources Committee. The amendments do not impact upon the intended aim and scope of the Policy, and current process outlined within the Guidelines and associated procedure.
1.2	The updated documents; Policy on Naming Council Facilities, Guidelines and associated procedure on Naming of Facilities, and the template application form re: Request to Name a Council Facility May 2017 were considered at the Councillors' Equality and Good relations Reference Group on 9 May 2017. Following consideration it was agreed that the updated documentation be tabled at the Strategy, Policy and Resources Committee meeting taking place on 15 June 2017.
2.0	Key issues:
2.1	No further issues have been identified with regard to the proposed amendments.
3.0	Recommendations:
3.1	To agree to the following: • Updated Policy on Naming Council facilities • Updated Guidelines and associated procedure in relation to (re)naming of facilities • Application form re Request to (re)name a Council Facility
4.0	Resource implications

4.1	No additional resource implications are anticipated.
5.0	Equality and good relations implications:
5.1	There is nothing to suggest the amendments to policy and guidelines will have an adverse impact upon equality of opportunity and good relations.
6.0	Appendices
	• Updated Policy on Naming Council facilities • Updated Guidelines and associated procedure in relation to (re)naming of facilities • Application form re Request to (re)name a Council Facility

Newry, Mourne and Down District Council

Policy on Naming Council facilities

77

1. Title

Policy on Naming Council facilities.

2. Statement

Council approves this policy and any associated procedure in relation to naming of facilities and how to manage requests regarding re-naming.

3. Aim

Assigning a name can be a powerful and permanent identity for a public space and facility, and Council must demonstrate strong civic leadership as a public authority when naming Council facilities. The aim of this policy is to provide the framework for a consistent approach to decision-making in relation to this.

4. Scope

- 4.1. The policy will apply to:
 - Council owned property only.
 - Naming of facilities, buildings and rooms.
 - Naming of new facilities.
 - Requests to re-name facilities, buildings and rooms.
 - Requests regarding memorials, park benches, planting of trees and plaques.
- 4.2. The scope of the policy does not extend to facilitating requests to memorialise a deceased person (or family).
- 4.3. Council will consider naming of facilities:
 - To recognise a specific unique geographic location.
- 4.4. The principles of the process are as follows:
 - Specific criteria
 - Application form
 - Assessment
 - Consultation (if required)
 - Decision-making
 - Appeal mechanism

5. Related Policies

External policy context:

There are a number of relevant policy frameworks in place in Northern Ireland which relate to, and inform, the issue of (re)naming facilities including:

- Together: Building a United Community strategy, key priority - Our Shared Community Shared Aim: to create a community where division does not restrict the life opportunities of individuals and where all areas are open and accessible to everyone.
- Section 75 of the NI Act 1998.
- Equality Commission for Northern Ireland advice on Good Relations in Local Councils.
- Equality Commission for Northern Ireland Guidance on Promoting a good and harmonious working environment.

Newry, Mourne and Down District Council Policy on Naming Council facilities

78**Internal policy context:**

Within Council there are relevant policy strands which relate to or inform the issue of (re)naming facilities including:

- Equality Scheme re: Section 75 of the NI Act 1998
- Good Relations Action Plan (Section 75 (2))
- Naming, Postal numbering and Erection of Nameplates Policy and Procedures. This policy and associated procedures outline guidance on new development names, new names for existing roads and dual language street signage.

6. Policy Owner(s)

Dorinnia Carville, Director of Corporate Services
Liam Hannaway, Chief Executive

7. Contact details in regard of this policy are:

Dorinnia Carville, Director of Corporate Services
Colin Moffett, Head of Corporate Policy

8. Policy Authorisation

The original policy was considered at Strategy, Policy and Resources Committee on 15 March 2016.

Monthly Council authorised on 4 April 2016.

9. Policy Effective Date

12 April 2016

10. Policy Review Date

The policy will be reviewed in line with the Council's agreed policy review cycle i.e. every 4 years (as per Council's Equality Scheme commitment 4.31).

11. Implementation

The associated implementation will be guided as per the scope of the policy outlined in section 4.

12. Equality Screening

The policy has been equality screened and it is recommended it not be subject to an equality impact assessment (with no mitigating measures required).

Newry, Mourne and Down District Council

Guidelines and associated procedure in relation to (re)naming of facilities

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Guidelines and procedure

The following procedures and guidelines have been established to ensure a consistent approach is applied to the (re)naming of facilities.

1. Initial requests for (re)naming of Council facilities

All requests for the naming or renaming of a Council facility must be made in writing to the Director of Corporate Services.

The relevant application form must be completed and accompany all requests.

2. Criteria

2.1 Requests must relate to Council owned property only, with respect to one of the following:

- Naming of facilities, buildings and rooms.
- Naming of new facilities.
- Requests to re-name facilities, buildings and rooms.
- Requests regarding memorials, park benches, planting of trees and plaques.

2.2 The scope of the policy does not extend to facilitating requests to memorialise a deceased person (or family).

2.3 Where the request relates to a specific unique location:

- The name should provide a sense of place, reflecting the geographic location, community, neighbourhood or street where the Council facility is located.
- The name should reflect the historical significance of the area or reflect unique characteristics of the site.

2.3 Names should not be considered which:

- Cause confusion duplication or names sound similar to existing named facilities / locations.
- Have the potential to cause offence to some within the meaning and scopes of the provision of the Council's Equality Scheme and Good Relations policies and the Together Building a United Community strategy.
- Are party-political in intention or use.

2.4 Additional considerations:

- Existing names will not be changed without consideration of the existing name, the cost and impact of changing existing signs, rebuilding community recognition and updating records (i.e. letterhead, databases, and promotional materials).
- Each application will be considered on a case-by-case basis.
- All signs shall comply with the Council's Corporate branding guidelines in relation to signage. Specialised naming signage should not be permitted.

Newry, Mourne and Down District Council Guidelines and associated procedure in relation to (re)naming of facilities

3. Assessment procedure

The assessment of applications will be undertaken by an internal working group comprising the Director of Corporate Services or their representative and two other officers of Council.

3.1 Stage 1 – Basic Eligibility Check

- Initial request is submitted to the Director of Corporate Services.
- An initial assessment is carried out to determine request meets the basic eligibility criteria outlined in section 2.1.
- Requests which meet basic eligibility criteria detailed in section 2.1 will proceed to Stage 2 of the assessment process.
- Requests which do not meet the basic eligibility criteria will not proceed to Stage 2 assessment.
- Applicants whose requests do not meet the basic eligibility will be informed in writing of Council's decision outlining the reason.

3.2 Stage 2 – Full appraisal and assessment

- Assessment conducted by internal working group.

3.3 Stage 3 – 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.

Application to (re)name a Council Facility

1. Applicant information:

Name:	
Organisation (if applicable):	
Contact address (including post code):	
Phone number:	
Email address:	

2. Details of request:

3. All requests must relate to Council owned property:

I confirm the request relates to Council property

☐

4. Nature of request¹ (please tick the appropriate box):

Naming of Council facilities, buildings and rooms

☐

Naming of new Council facility

☐

Requests to re-name Council facilities, buildings and rooms

☐

Requests regarding memorials, park benches, planting of trees and plaques

☐

¹ Please note the scope of Council's policy does not extend to facilitating requests to memorialise a deceased person (or family)

5. Please indicate how the request provides a sense of place, reflecting the geographic location, community, neighbourhood or street where the Council facility is located.

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6. Please indicate how the request reflects the historical significance of the area or reflects unique characteristics of the site.

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Signed:		Date:	
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Please forward the completed application to:

**Director of Corporate Services
Newry, Mourne and Down District Council
Downpatrick Office
Downshire Civic Centre
Downshire Estate,
Ardglass Road
Downpatrick
BT30 6GQ**

Report to:	Strategy, Policy and Resources Committee
Date of Meeting:	15 June 2017
Subject:	Foras na Gaeilge Review of Funding for Irish Language Centres, Consultation Document April 2017
Reporting Officer (Including Job Title):	Regina Mackin, Assistant Director Corporate Planning and Policy
Contact Officer (Including Job Title):	Colin Moffett, Head of Corporate Policy Ursula Mhic an tSaoir, Irish Language Development Officer

Decisions required:

Members are asked to note the consultation response prepared in relation to Foras na Gaeilge's Review of Funding for Irish Language Centres, Consultation Document April 2017.

1.0 Purpose and Background:

- 1.1 Foras na Gaeilge is seeking to cater for Irish Language centres throughout the country in a more strategic, overarching manner. They are seeking to achieve this by setting up a fund to provide grants.
- The rationale is that there are a lot of Irish Language centres throughout the country which could provide new Irish Language usage opportunities to the public if they had grant support. If a grant were to be available, a programme of activities could be developed for those vibrant Irish Language communities as a 'safe space'.
- 1.2 The current situation
- Currently, funding is provided for Cultúrlann Mac Adam Ó Fiaich, Belfast and An Gaeláras (Cultúrlann Uí Chanáin), Londonderry. Foras na Gaeilge is not funding the two Irish Language Centres through a scheme, but an annual grant is awarded to them through an application process.
- **Cultúrlann Mac Adam Ó Fiaich** in Belfast City
 - Grant of €143,293 = £100,305 (2016).
 - Number of employees: there are **3** full-time jobs funded by a Foras na Gaeilge grant.
 - **An Gaeláras (Cultúrlann Uí Chanáin)** in Derry City
 - Grant of €176,623 = £123,636 (2016).
 - Number of employees: there are **4** full-time jobs funded by a Foras na Gaeilge grant.
- Up to the end of 2016, funding investment of over €6,143,500¹ = £4,490,395 has been provided to the two Cultúrlanna by Foras na Gaeilge.
- 1.3 The proposed scheme
- Foras na Gaeilge is seeking to cater on a broader basis for the demand from Irish Language

¹ Estimated in accordance with an exchange rate of £1:€0.70 as applied by Foras na Gaeilge in 2016.

communities in places where there are centres which could function as an Irish Language centre. They are seeking to do this within the current funding which they have for centres.

Foras na Gaeilge are seeking the public's views on the following proposals:

- That funding be provided on receipt of an application from committees for major Irish Language centres in a number of urban / major city areas throughout the country which have an emerging Irish Language community. The funding would enable them to employ a maximum of two employees (€70,000 = £50,000) to support the promotion of Irish through these centres;

	Current Grant	2018	2019	2020
Cultúrlann McAdam Ó Fiaich	£100k	£85k	£65k	£50k
Gaeláras Uí Chanáin	£123k	£100k	£75k	£50k
Total Grant for the 2 cultúrlanna	£223k	£185k	£140k	£100k
Funds available for the Irish Language Community Centre Scheme²	€0	€44k (£38k)	€95k (£83k)	€140 (£123k)

- That the two northern Cultúrlanna, (**Cultúrlann McAdam Ó Fiaich** and **Gaeláras Uí Chanáin**), would accordingly have reduced funding available to them
- That funding on the same basis would be available to other major centres other than the two northern Cultúrlanna, dependent on additional funding from the Sponsor Departments in the Foras na Gaeilge budget; and
- That Foras na Gaeilge would have a fund for providing project grants to other centres to provide opportunities to use Irish and to encourage social networks.

1.4 Foras na Gaeilge is seeking views on the following options:

(i) Not to operate a new scheme and continue with the current funding arrangement with the two Cultúrlanna.

- Under this option there would be no new scheme nor any change to the current status.

(ii) Operate a new scheme and find a budget from other sources within the Foras na Gaeilge budget, and continue with the current funding arrangements for the two Cultúrlanna.

- Under this option, there would be no change to the funding approach for the two Cultúrlanna, and a budget for the new scheme would have to be found from within the current Foras na Gaeilge budget.
- This would affect the level of funding available to other Foras na Gaeilge grantees.

	Current Grant	2018	2019	2020
Cultúrlann McAdam Ó Fiaich	£100k	£100k	£100k	£100k
Gaeláras Uí Chanáin	£123k	£123k	£123k	£123k
Total Grant for the 2	£223k	£223k	£223k	£223k

² The figures in Euro in the tables are estimated in accordance with an exchange rate of £1:€0.87 (as applied by Foras na Gaeilge in 2017).

cultúrlanna				
Fund for the Irish Language Community Centre Scheme (from other sources in the Foras na Gaeilge Budget)³				
	€0	€70k (£60k)	€70k (£60k)	€70k (£60k)
(iii) A reduction within one year of funding for the two Cultúrlanna				
- Under this option, there would be a significant reduction to the annual grant of the two Cultúrlanna within one year. - Accordingly, there would be a budget for a new scheme from funding taken from the two Cultúrlanna, and Foras na Gaeilge would immediately have a fund to provide grants for other centres.				
	CurrentGrant	2018	2019	2020
Cultúrlann McAdam Ó Fiaich	£100k	£50k	£50k	£50k
Gaeláras Uí Chanáin	£123k	£50k	£50k	£50k
Total Grant for the 2 cultúrlanna	£223k	£100k	£100k	£100k
New fund for the Irish Language Community Centre Scheme from 2018 onwards	€0	€140k (£123k)	€140k (£123k)	€140k (£123k)
(iv) Reduce the annual funding for the two northern cultúrlanna over a period of 3 years (2018-2021), to provide a fund for the new Irish Language Centres scheme.				
- Under this option, the intention would be to provide a fund of €54,000 (£38,000) in 2018, to be increased to €175,000 (£123,000) in 2020, for the scheme. - Accordingly, there would be a budget for the new scheme from funding taken from the two cultúrlanna and Foras na Gaeilge would have a fund which would gradually increase over a period of three years.				
	CurrentGrant	2018	2019	2020
Cultúrlann McAdam Ó Fiaich	£100k	£85k	£65k	£50k
Gaeláras Uí Chanáin	£123k	£100k	£75k	£50k
Total Grant for the 2 cultúrlanna	£223k	£185k	£140k	£100k
Fund for the Irish Language Community Centre Scheme on a progressive basis from the reduction to the 2 cultúrlanna	€0	£38k (€54k)	£83k (€118k)	£123k (€175k)
2.0 Key issues:				
2.1	The deadline in relation to submitting a response to the consultation is 1.00pm on 22 June 2017.			
3.0 Recommendations:				
3.1	To give consideration and agreement to the following:			
	To note the consultation response prepared in relation to Foras na Gaeilge's Review of Funding			

³ Foras na Gaeilge could provide 5 grant awards with this fund.

	for Irish Language Centres, Consultation Document April 2017. This to be forwarded by 1.00pm on 22 June 2017 to meet the consultation response deadline.
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
	Newry, Mourne and Down District Council response to Foras na Gaeilge consultation: Review of Funding for Irish Language Centres



Foras na Gaeilge

*Consultation Document
April 2017*

Review of Funding for Irish Language Centres

Foras na Gaeilge
www.forasnagaeilge.ie

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1. Introduction

Objective of the Consultation

Foras na Gaeilge wishes to receive views from the public on how best to provide support for Irish Language centres throughout the country.

We wish to provide support for Irish Language centres throughout the country to provide the public with opportunities to use their Irish. Research informs us that if there is a "safe space" made available for people who speak a minority language that it greatly enhances the use of Irish in the community. Through this consultation document, Foras na Gaeilge is seeking views on a new scheme which will provide funding support for Irish Language centres throughout the country, to make usage opportunities available to the public.

This consultation document provides a background for people in terms of the methodology and implementation of the proposed scheme.

We would like to receive views from the public on the four different options which we discuss in this document. To help with this consultation process the document contains the Foras na Gaeilge proposals regarding the scheme. It also contains questions which we would like you to answer.

Responding to the consultation

Completed questionnaires can be sent by e-mail or in the post to the Responses Coordinator below. We must receive your response by 13.00 on **22 June 2017**. Your response will be acknowledged within 2 working days (by e-mail or 5 days in the case of hard copy). If you do not receive an acknowledgement please contact us at the telephone number below.

Please give the following details:

Name: Ursula Mhic An tSaoir

Responding on behalf of: Newry, Mourne and Down District Council

Contact details: Oifigeach Forbartha na Gaeilge, Aonad na Gaeilge, Comhairle Ceantair an Iúir, Mhúrn agus an Dúin, Oifigí an Iúir, Rae Mhuineacháin, An tIúr, BT35 8DJ Telephone: 028 3031 3174 Email: ursula.mhicansaoir@nmandd.org

Response Coordinator
Foras na Gaeilge
2-4 Queen Street
Belfast, BT1 6ED

Tel +44 2890 890970

E-Mail: ionaid@forasnagaeilge.ie

Response Coordinator
Foras na Gaeilge
7 Merrion Square
Dublin 2

Tel +353 1 639 8400

2. Confidentiality and Freedom of Information

Foras na Gaeilge will publish a summary of the responses after the close of the consultation process and may publish them in their entirety. If you prefer your responses to be treated in confidence, please tell, detailing your reasons. However, even if you ask that your responses to be treated confidentially, Foras na Gaeilge may decide to publish your response, or the Information Commissioner may request that your response be published in its entirety or a part thereof. It will be assumed that any automatic disclaimer generated by your computing system does not apply to your answer, except for information for which confidentiality was specifically requested..

If we are requested to disclose responses under the Code of Practice for Freedom of Information to the North/South Implementation Bodies, we will consider any requests for confidentiality. We cannot, however, give any guarantees regarding confidentiality under freedom of information.

We will deal appropriately with personal details you provide in accordance with legislation on data protection.

To get more information on the confidentiality of responses, please contact the Information Commissioner's Office or visit the website at: at:
www.informationcommissioner.gov.uk or www.oic.gov.ie

3. The Context

Foras na Gaeilge is seeking to cater for Irish Language centres throughout the country in a more strategic, overarching manner. We are seeking to achieve this by setting up a fund to provide grants.

There are a lot of Irish Language centres throughout the country which could provide new Irish Language usage opportunities to the public if they had grant support. If a grant were to be available, a programme of activities could be developed for those vibrant Irish Language communities as a 'safe space'.

A large number of Irish Language centres have been developed in the north due to capital investment delivered through 'An Ciste Infheistíochta' ('The Irish Language Investment Fund'). 'An Ciste Infheistíochta' is seeking to establish community-based centres to serve the needs of the Irish Language communities on a local basis. New centres have already been opened as a result of this investment from 'An Ciste Infheistíochta' in Annalong, Belfast, Carntogher, Crumlin and Newry. Further centres are being developed in Armagh, Draperstown, Dungiven, Glennullin, Limavady and Maghera.

There are other Irish Language centres in the south that are not being funded by Foras na Gaeilge, in Cork, Limerick. Nenagh and Dundalk and new centres are coming on stream in other places in the south (Tallaght and Loughrea).

There are a number of other centres which are functioning as Irish Language centres which have an Irish Language development officer based in them through 'Scéim Phobal Gaeilge' ('the Irish Language Communities Scheme'), even though Foras na Gaeilge do not provide funding for the centres: Áras Chrónáin – Dublin, Áras na nGael – Galway, An Carn – South Derry, Dún Mhuire – Nenagh, An Droichead – Belfast, Ionad Uíbh Eachach – Belfast, Áras Mhic Goill – Belfast and Áras Mhic Reachtain – Belfast

Foras na Gaeilge wishes to find a way to support these centres to help them provide Irish Language usage opportunities to the public.

Foras na Gaeilge does not have a scheme for centres which are opened to the Irish Language community throughout the country. We are seeking to establish an **Irish Language Centres' Support Scheme**.

What is an 'Irish Language Centre':

An Irish language centre would have the objective to:

- create and sustain an all-Irish environment;
- encourage and develop the participation of the general local public in the Irish Language community;
- create and facilitate Irish language usage opportunities; and

- help the Irish language community (both fluent speakers and learners) to develop social networks.

The building would be open to the greater public on a regular basis and to the Irish language community on a daily basis. Irish would be used and promoted in the centre and Irish would be the working language of communication of the employed and voluntary staff, and in the centre generally.

This scheme seeks to provide funding for recognised Irish language communities to enhance the use of Irish in areas where there are Irish language Centres.

Funding through this scheme will be directed at creating and fostering Irish language usage opportunities at community level in the centre - **it will not be a capital scheme and only project funding will be available to applicants.**

In the '20 Year Strategy for Irish' there is an emphasis on the importance of a specific environment for the Irish-speaking community and the role of the Irish language Centre as an institution for providing the '*safe space*' for Irish speakers in various areas.

Networking is an important element of the principles of Language Planning. Irish Language Centres have a pivotal role in encouraging usage opportunities for Irish Language communities within a social environment.

4. Timetable

13.00 on the 22 June 2017 is the deadline for receiving submissions.

5. Equality of Opportunity

This section gives the background to the creation and the objective of this document.

In accordance with Article 75 of the Northern Ireland Act 1998, Foras na Gaeilge must, in the discharge of its functions, pay due regard to equality of opportunity:

- between people of different religious belief, political opinion, race, age, marital status or sexual orientation;
- between men and women generally;
- between those who have a disability and those who do not;
- between those who have dependents and those who do not.

In addition, without prejudice to the above obligations, Foras na Gaeilge must give regard to the desirability of promoting good relations between people of differing religious belief, political opinion, or racial group.

Foras na Gaeilge is fully committed to complying with the legislative requirements of article 75 of the Northern Ireland Act 1998.

Under article 49A of the Disability Discrimination Act 1995 (DDA 1995) (as amended by the Disability Discrimination (Northern Ireland) Order 2006), Foras na Gaeilge is required, in carrying out its functions, to pay due regard to the need to:

- promote positive attitudes regarding people with disabilities; and
- encourage people with disabilities to participate in public life ('the disability duties').

6. Sector-focussed Consultation

The views of the currently funded groups and grantees under various Foras na Gaeilge schemes will be sought, as well as the views of the 6 Lead Irish Language Organisations, on these proposed funding arrangements and on the development of a new scheme for centres, through written submissions and on-going contact.

7. Current position

Currently, funding is provided for the two centres below. Foras na Gaeilge is not funding these two Irish Language Centres through a scheme, but an annual grant is awarded to them through an application process.

- **Cultúrlann Mac Adam Ó Fiaich** in Belfast City
 - Grant of €143,293 = £100,305 (2016).
 - Number of employees: there are **3** full-time jobs funded by a Foras na Gaeilge grant.
- **An Gaeláras (Cultúrlann Uí Chanáin)** in Derry City
 - Grant of €176,623 = £123,636 (2016).
 - Number of employees: there are **4** full-time jobs funded by a Foras na Gaeilge grant.

Up to the end of 2016, funding investment of over €6,143,500¹ = £4,490,395 has been provided to the two Cultúrlanna by Foras na Gaeilge.

8. The Proposed Scheme

Foras na Gaeilge is seeking to cater on a broader basis for the demand from Irish Language communities in places where there are centres which could function as an Irish Language centre. We are seeking to do this within the current funding which we have for centres.

Foras na Gaeilge are seeking the public's views on the following proposals:

¹ Estimated in accordance with an exchange rate of £1:€0.70 as applied by Foras na Gaeilge in 2016.

- That funding be provided on receipt of an application from committees for major Irish Language centres in a number of urban / major city areas throughout the country which have an emerging Irish Language community. The funding would enable them to employ a maximum of two employees (€70,000 = £50,000) to support the promotion of Irish through these centres;

	Current Grant	2018	2019	2020
Cultúrlann McAdam Ó Fiaich	£100k	£85k	£65k	£50k
Gaeláras Uí Chanáin	£123k	£100k	£75k	£50k
Total Grant for the 2 cultúrlanna	£223k	£185k	£140k	£100k
Funds available for the Irish Language Community Centre Scheme²	€0	€44k (£38k)	€95k (£83k)	€140 (£123k)

- That the two northern Cultúrlanna, (**Cultúrlann McAdam Ó Fiaich** and **Gaeláras Uí Chanáin**), would accordingly have reduced funding available to them
- That funding on the same basis would be available to other major centres other than the two northern Cultúrlanna, dependent on additional funding from the Sponsor Departments in the Foras na Gaeilge budget; and
- That Foras na Gaeilge would have a fund for providing project grants to other centres to provide opportunities to use Irish and to encourage social networks.

9. Options

Foras na Gaeilge is seeking views on the following options:

(i) Not to operate a new scheme and continue with the current funding arrangement with the two Cultúrlanna.

- Under this option there would be no new scheme nor any change to the current status.

(ii) Operate a new scheme and find a budget from other sources within the Foras na Gaeilge budget, and continue with the current funding arrangements for the two Cultúrlanna.

- Under this option, there would be no change to the funding approach for the two Cultúrlanna, and a budget for the new scheme would have to be found from within the current Foras na Gaeilge budget.
- This would affect the level of funding available to other Foras na Gaeilge grantees.

² The figures in Euro in the tables are estimated in accordance with an exchange rate of £1:€0.87 (as applied by Foras na Gaeilge in 2017).

	Current Grant	2018	2019	2020
Cultúrlann McAdam Ó Fiaich	£100k	£100k	£100k	£100k
Gaeláras Uí Chanáin	£123k	£123k	£123k	£123k
Total Grant for the 2 cultúrlanna	£223k	£223k	£223k	£223k
Fund for the Irish Language Community Centre Scheme (from other sources in the Foras na Gaeilge Budget)³	€0	€70k (£60k)	€70k (£60k)	€70k (£60k)

(iii) A reduction within one year of funding for the two Cultúrlanna

- Under this option, there would be a significant reduction to the annual grant of the two Cultúrlanna within one year.
- Accordingly, there would be a budget for a new scheme from funding taken from the two Cultúrlanna, and Foras an Gaeilge would immediately have a fund to provide grants for other centres.

	Current Grant	2018	2019	2020
Cultúrlann McAdam Ó Fiaich	£100k	£50k	£50k	£50k
Gaeláras Uí Chanáin	£123k	£50k	£50k	£50k
Total Grant for the 2 cultúrlanna	£223k	£100k	£100k	£100k
New fund for the Irish Language Community Centre Scheme from 2018 onwards	€0	€140k (£123k)	€140k (£123k)	€140k (£123k)

(iv) Reduce the annual funding for the two northern cultúrlanna over a period of 3 years (2018-2021), to provide a fund for the new Irish Language Centres scheme.

- Under this option, the intention would be to provide a fund of €54,000 (£38,000) in 2018, to be increased to €175,000 (£123,000) in 2020, for the scheme.
- Accordingly, there would be a budget for the new scheme from funding taken from the two cultúrlanna and Foras na Gaeilge would have a fund which would gradually increase over a period of three years.

	Current Grant	2018	2019	2020
Cultúrlann McAdam Ó Fiaich	£100k	£85k	£65k	£50k
Gaeláras Uí Chanáin	£123k	£100k	£75k	£50k

³ Foras na Gaeilge could provide 5 grant awards with this fund.

Total Grant for the 2 cultúrlanna	£223k	£185k	£140k	£100k
Fund for the Irish Language Community Centre Scheme on a progressive basis from the reduction to the 2 cultúrlanna	€0	£38k (€54k)	£83k (€118k)	£123k (€175k)

10. Assessment of Impacts

Section 75 Category: Religious Belief

No issue is known to exist – apart, perhaps, the geographical spread of those seeking funding.

Section 75 Category: Political Opinion

No issue is known to exist – apart, perhaps, the geographical spread of those seeking funding.

Section 75 Category: Racial Group

No issue is known to exist.

Section 75 Category: Age

No issue is known to exist – apart, perhaps, the geographical spread of those seeking funding.

Section 75 Category: Marital Status

No issue is known to exist.

Section 75 Category: Sexual Orientation

No issue is known to exist.

Section 75 Category: Men & Women Generally

No issue is known to exist – apart, perhaps, the geographical spread of those seeking funding

Section 75 Category: Disability

No issue is known to exist

Section 75 Category: Dependants

No issue is known to exist

Summary

Foras na Gaeilge hopes that the changes to the funding of the two current grantees will have no negative impact on any of the Section 75 groups, which would require mitigation or other policies which are open to them. Indeed, paradoxically regarding policy change being subject to an Equality Impact Assessment (EIA), Foras na Gaeilge is proposing this change to address inequality regarding funding for other Irish Language Centres throughout the island of Ireland on an open competition basis.

Choices and mitigation

This proposed scheme will mitigate against inequality in this case by encouraging interest from suitable applicants from other areas where there are Irish Language Centres and the scheme will give them a competitive opportunity to apply to a Foras na Gaeilge fund.

It is acknowledged that there will be a significant decrease in the current funding of the two northern cultúrlanna (Cultúrlann McAdam Ó Fiaich & Cultúrlann Uí Chanáin) in order to fund the proposed new scheme.

All of the possible choices pertaining to the result of this review are included under section 9 above.

- (i) Not to organise a New Scheme and continue with the current funding arrangement with the two Cultúrlanna - no change to the current status;
- (ii) Organise a new scheme, and find a budget from other sources within the Foras na Gaeilge budget and continue with the current funding arrangements with the two Cultúrlanna - no change to the funding approach for the two Cultúrlanna and to source the budget for the new scheme from within current Foras na Gaeilge funding – there will be an impact from that on the level of funding available to grantees of other Foras na Gaeilge schemes;
- (iii) Make reductions, within one year, to the funding of the two Cultúrlanna - a significant reduction to the annual grant for the two Cultúrlanna within a short time frame, but Foras na Gaeilge would be able to approve a higher number of grants from the resulting increased budget to the new scheme;
- (iv) Under this choice, the intention would be to reduce the annual funding for the two Cultúrlanna over a period of three years (2018-2021), to provide a fund for a new Irish Language Centres scheme. Under this approach, there would be a fund of €54,000 (£38,000) available in 2018, increasing to €175,000 (£123,000) in 2020 for the Scheme. Under this approach, there would be a gradual reduction to the annual grant to the two Cultúrlanna and an incremental increase in the number of grants accordingly for other centres over the same period.

11. Policy Decision

The proposed scheme will be finalised after the consideration of statements given during the consultation process.

Below is the text of the Qualifying Criteria for the Organising of the Irish Language Centres Support Scheme:

Qualifying Criteria:

To be eligible to apply for this scheme, the applicant must fulfil the following qualifying criteria:

1. They must have a building capable of providing Irish Language opportunities and fostering social networks to promote, foster and sustain Irish on a community basis.
2. They must have a building in which Irish is being actively used and promoted and in which Irish is the working language of the staff (both employees and volunteers).
3. It must be a non-profit organisation and not distribute profit to members or shareholders. If there is any social economy enterprise included, any profit

- must be re-invested in the running of the centre or in the development of the Irish Language (e.g. investment in a nursery etc.).
4. A signed and dated copy of the organisation's regulatory documentation (for example, constitution, Membership Memorandum and Articles as appropriate) must accompany the application.
 5. The application must be in accordance with the priorities of the scheme and Foras na Gaeilge strategy.
 6. Evidence must be provided that the building is owned by the applicant or that the applicant has a long-term lease on it; that they can, legally, provide from the building, i.e. there is no exclusion clause or constraints in the deeds or the lease.
 7. Annual accounts must be submitted with the application. If the accounts are older than 12 months, the management accounts must be provided, signed by the Chair of the organisation and minutes of the meeting at which they were accepted must be provided.
 8. A bank account in the name of the organisation under the direction of the organisation's Committee or Board (the name of the bank account must be the same as the name of the applicant). It must be a necessity of the organisation's procedures that two people who are not related are required to sign cheques.
 9. Bank statements for the last 3 months must be provided.
 10. The organisation must have an appropriate management structure and be able to show management capability.
 11. It must be based outside of the official Gaeltacht regions.
 12. The organisation or applicant must fulfil all relevant statutory requirements for running a public building.
 13. Insurance policies must be in force to cover public liability, the building and its contents and employer liability.

Included amongst ineligible organisations are:

- Local authorities, schools, colleges or other educational institutions, nurseries or organisations from the profit-making sector
- Organisations receiving core-funding from Foras na Gaeilge i.e. Lead Organisations; including the 6 Lead Irish Language Organisations, Community Radio Scheme grantees, An tÁisaonad, Gaelchultúr and Irish Language Publishing Companies
- Branches & Cumainn of the GAA (clubs and clubhouses) and Comhaltas Ceoltóirí Éireann
- Private Sector Businesses
- Other Community Centres where Irish is not the centre's working language
- Community Centres located in the Gaeltacht.

12. Seeking Your Views

We are seeking your views on the proposed changes to the current funding for Irish Language Centres and the additional proposals to create and to add to the number of funded centres under the fund:

C 1. Which is your preferred option?

Give your view on the best of the four possible options as they are laid out in this document:

Response:

Option (iv) Reduce the annual funding to the two Cultúrlanna over a three-year period (2018-2020) to provide a fund of £38, 000 available in 2018, increasing to £123,000 in 2020 for the Scheme.

This will mean a gradual reduction to the annual grant to the two Cultúrlanna, which will enable an incremental increase in the number of grants for other centres over the same period.

While this is a far from ideal situation and is essentially a case of robbing Peter to pay Paul scenario it allows both Cultúrlanna to seek other sources of funding for their centres. Fundamentally, while this approach will spread financial resource, the practical reality is that the Irish language community in the north will again rely on its own initiative and resources to keep all of its centres open and continue to provide much valued services to its own community. Essentially the need to implement this option indicates there has been limited evolution or progression on the promises of the Good Friday Agreement in 1998, and the establishment of Foras na Gaeilge to promote and fund the Irish language, and advise both administrations on their responsibilities with regard to the Irish language.

C 2. Have you any recommendations regarding the centres' scheme?

Have you any recommendations regarding the scheme being proposed in this document? Please explain your recommendations.

Response

Section 8 clearly states, '*We are seeking to do this within current funding which we have for centres*'. Therefore the proposals are all variations of how best to carve up the current available monies to share the limited funds across the wider community across the north.

With regard to the proposals:

Proposal (i) advocates the status quo and no additional funding will be made available.

Proposal (ii) proposes continuing with the same funding mechanism for both Cultúrlanna and the setting up of a new scheme funded from other Foras sources within the current budget. This option should be rejected on the basis that to continue with the same funding mechanism for both Cultúrlanna and set up a new

scheme funded from other Foras sources within the current budget, would be an inequitable approach to distributing funding.

Proposal (iii) would reduce the funding to the two Cultúrlanna with effect in 2018, and while this would provide immediate funds to provide grants to other centres it would undermine the ability of both Cultúrlanna to continue to provide the services that they currently provide at such short notice, and has potential to have an adverse impact on both these flagship projects.

Proposal (iv) is the preferred option as it would have lesser impact on the existing cultúrlanna while allowing the newer Irish language centres to develop on a gradual basis. While this option is also potentially inequitable it is seen as having less of a long-term impact on the Irish language community as a whole. Ideally, in the absence of an appropriate legislative framework and definitive Irish language legislation, additional monies should be made available to the Irish language community in the north. Accordingly, it must be a priority for Foras na Gaeilge that the community that protects and promotes the Irish language across the north should be adequately resourced in this work.

C 3. Have you any recommendations for improvement?

Have you any recommendations for improving the administration and arrangement of the scheme in this document? Please explain your recommendations.

Response

Management boards and committees have responsibility for the administration of schemes, and feedback is that the administration of this scheme is onerous on community groups. This can not only inhibit the successful delivery of schemes, but also take its toll on voluntary members of the Irish language community, leading to members withdrawing from projects because of a perceived level of adequate support from Foras na Gaeilge.

Foras na Gaeilge should be mindful that the management committees or boards of the cultúrlanna are individuals who give of their time freely to manage the projects, and should ensure the administrative requirements are streamlined and that Foras na Gaeilge have adequate support mechanisms in place to provide advice and assistance.

C 4. Do you have any other recommendations?

Do you have any other recommendations regarding the scheme, as proposed in this document, to develop and foster Irish Language usage opportunities at local community level - include the following in your recommendations: social opportunities, cultural opportunities, life long learning, language awareness and supports, supporting the establishment and development of new Irish Language infrastructure, etc?

Response

As stated in Council's response to C2, in the absence of an appropriate legislative framework and definitive Irish language legislation, Foras na Gaeilge in its enabling role must focus attention on empowering and building community capacity through

securing additional monies which will adequately resource the work of the Irish language community.

With regard to this consultation, Foras na Gaeilge have indicated a decision will be made by Autumn 2017. It is imperative that Foras na Gaeilge meet this deadline as the decision will have implications for the Irish language community in the north, both in terms of resourcing and sustainability for the 2018-2019 financial year and onwards.

In addition, in its decision-making Foras na Gaeilge should be mindful of how it will manage the impact. The creation of an enhanced competitive funding environment between Irish language communities has potential to generate a geographic based silo mentality, divide communities and undermine the development of a vibrant inclusive Irish language community on the whole of the island.

We would welcome any additional information and comments which you think would help inform our judgement. Please send us your comments by **22 June 2017** to:

Response Coordinator
Foras na Gaeilge
2-4 Queen Street
Belfast, BT1 6ED

Tel +44 2890 890970

E-Mail: ionaaid@forasnagaeilge.ie

Response Coordinator
Foras na Gaeilge
7 Merrion Square
Dublin 2

Tel +353 1 639 8400

N.B. Please give your contact details

7. Formal Consultation, Decision and Publication of Results

The formal consultation process will start in April 2017.
 A summary of responses will be published on the Foras na Gaeilge website in the autumn of 2017.

The result of the consultation process will be launched on the Foras na Gaeilge website.

The Board of Foras na Gaeilge will make their decision in the autumn of 2017.

May 2017

To all APSE Northern Ireland member contacts



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Dear colleagues,

APSE Northern Ireland Annual General Meeting 2017

Wednesday 28 June 2017, Mossley Mill, Carnmoney Road North, Newtownabbey, BT36 5QA

I write to invite you to attend the APSE Northern Ireland Annual General Meeting (AGM) 2017 which will be held as follows:-

Date and time: Wednesday 28 June 2017 at 12:30 PM (with FREE seminar starting at 10:00am)

Venue: The Spinning Room, Mossley Mill, Carnmoney Road North, Newtownabbey, BT36 5QA

I attach a copy of the agenda, and the APSE Constitution, the APSE NI Constitution and minutes of the Annual General Meeting held on 1 July 2016 are available on the APSE Northern Ireland web pages.

I would like to draw your attention to one further *matter for this year's AGM*. It is intended that we create a pilot APSE Northern Ireland Executive Board which will comprise of one elected member and one officer from each APSE Northern Ireland member council. This new pilot Executive Board will enable APSE Northern Ireland to develop its work programme in collaboration with our valued membership. We would therefore ask that each authority considers a nomination to this pilot Executive Board to be put forward at the AGM (the nominations to be determined by the individual member authority). The intention would then be to review the work of the Board with a view to this being formalised at the 2018 AGM. Please note payment of expenses to attend the Board would be the responsibility of the member authority and it is anticipated that the meetings would be held two to three times per annum.

Please ensure your authority is represented at the APSE Northern Ireland AGM. We particularly welcome the involvement of elected members. The AGM is open to all councillors, officers and trade union representatives from APSE member authorities and organisations.

If you wish to put a motion before the AGM or you wish to propose an amendment to the NI Constitution, these must be received by **Wednesday 7 June 2017**. Please send any motions or proposed amendments to Mo Baines on mbaines@apse.org.uk

As an additional service to members a free seminar themed around **"Transformation and efficiency: Public Services Delivering Resilient Neighbourhoods"** will be held on the same day. All APSE Northern Ireland members can attend this event **FREE** of charge. The non-member rate for attendance is £175.00.

A hot lunch will be provided for all seminar and AGM delegates at the rise of the AGM meeting at 1.00 PM allowing an opportunity for networking amongst our council colleagues from across APSE Northern Ireland.

Please confirm your attendance by emailing the attached form to Darja Scukina on dscukina@apse.org.uk or fill in the online form.

Kindest regards

Mo Baines, Head of Communication and Coordination

On behalf of
Cllr Martin Reilly
APSE Northern Ireland Chair

Ellen Cavanagh
APSE Northern Ireland Secretary



APSE Northern Ireland Annual General Meeting 2017

Venue: The Spinning Room, Mossley Mill, Carnmoney Road North, Newtownabbey, BT36 5QA

12.30 PM, at the rise of the APSE Northern Ireland FREE seminar

Wednesday 28 June 2017

Agenda

1. Welcome from the Chair (2016-2017) Cllr Martin Reilly, Derry City and Strabane District Council
2. To nominate the APSE Northern Ireland Chair for 2017/2019
3. To nominate the APSE Northern Ireland Vice Chair for 2017/2019 *
4. Apologies for absence
5. Minutes of 2016 AGM (enclosed) to be agreed
6. Matters Arising
7. Chair's report – for 2016 / 2017
8. To nominate the following positions
 - I. APSE Northern Ireland Secretary for 2017/2019
 - II. Additional National Council Additional Representative (1 position)* 2017/2019
 - III. APSE Northern Ireland first substitute National Council Representatives (1) 2017 / 2019 **
 - IV. APSE Northern Ireland second substitute representative (1) 2017/2019**

*Please note that the APSE Northern Ireland Constitution provides for the Chair, Secretary and Vice Chair to be represented *on APSE's National Council automatically*. APSE Northern Ireland is able to nominate one additional seat *to National Council*. The attendance expenses of APSE Northern Ireland's Chair and Secretary will be met by the APSE Northern Ireland Funds. Other Additional Representatives attendance costs will need to be met by the member authority.

**The purpose of the National Council Substitutes is to allow APSE Northern Ireland to be represented in the event if the formal representatives are unable to attend. If the substitutes are attending in place of the Chair or Secretary expenses would be met but otherwise the expenses for attendance would need to be met from the member local authority.

Whilst the APSE advisory groups and strategic forums are the property of the APSE Annual General Meeting Northern Ireland currently holds:

- V. Advisory Group Chair: The Parks, Horticulture and Grounds Maintenance
- VI. Strategic Forum Chair: Property, asset management and regeneration

The meeting is asked to confirm its support for APSE Northern Ireland nominations to the National AGM – for two positions

VII. Pilot APSE Northern Ireland Board

It is intended that we create a pilot APSE Northern Ireland Executive Board which will comprise of one elected member and one officer from each of APSE's Northern Ireland member councils. This new pilot Executive Board will enable APSE Northern Ireland to develop its work programme in collaboration with our valued membership. We would therefore ask that each authority considers nominations to this pilot Board to be put forward at the AGM (the nominations to be determined by the individual member authority). The intention would then be to review the work of the Board with a view to this be formalised

at the 2018 AGM. Please note payment of expenses to attend the Board would be the responsibility of the member authority and it is anticipated that the meetings would be held two to three times per annum. Nominations are therefore sought from each member authority present at the AGM.

9. Finance Report – to receive the APSE Northern Ireland Accounts for 2016-2017
10. Annual Report of the Association
11. Any Proposed changes to NI Constitution or motions - if received.
12. Any other competent business previously notified to the Chair



Attendance form – return by email to dscukina@apse.org.uk **Northern Ireland Annual General Meeting 2017**

Free event: 10.00 AM to 12.30 PM

'Transformation and efficiency: Public Services Delivering Resilient Neighbourhoods

AGM 12.30 -1.00 PM followed by a networking lunch

Please complete this form and return it to Darja Scukina by email dscukina@apse.org.uk

Authority

Address

..... **Post Code**

Name	Email	I will be attending	I will <u>not</u> be attending
		Seminar and AGM	Seminar and AGM

Please help us keep our records up-to date

- ☐ Persons contact details have changed, please amend as indicated
- ☐ Please add name and details to your database
- ☐ Person has left the company (if so please complete the details below for the replacement)

Please print details

Title _____ **First Name** _____ **Surname** _____
Job Title _____ **Authority** _____
Department _____
Address _____
Post Code _____
Telephone _____ **Fax** _____ **Email** _____

Report to:	Strategic, Policy and Resource Committee
Date of Meeting:	15 th June 2017
Subject:	Smoke Free Policy
Reporting Officer (Including Job Title):	Dorinnia Carville Director of Corporate Services
Contact Officer (Including Job Title):	Kelly Rusk Health, Safety and Wellbeing Advisor

Decisions required:

Approval of the Council Smoke Free Policy (attached) to include the prohibition of electronic cigarettes/ vapourisers.

1.0	Purpose and Background:
1.1	This Smoke Free Policy is required to ensure legal compliance, provide a smoke free environment for all employees, customers and visitors in council facilities and vehicles and the provision of support to Elected Members and employees who smoke and/or wish to stop smoking. This includes prohibiting the use of cigarettes and electronic cigarettes/vapourisers (e-cigarettes). The evidence surrounding the long term health implications of e-cigarettes/ vapourisers is inconclusive. Vapourisers and electronic cigarettes are currently sold as a substitute to tobacco rather than a smoking cessation aid. Public Health Agency NI (PHANI) advises caution in regard to these devices, with a clear message of "don't smoke and don't vape." The safest and most effective way to stop (smoking) is with the support of a stop smoking service who can provide regulated, licensed nicotine replacement therapy. This Policy will also provide clarity to Council Building Managers in relation to the arrangements in place and actions to take in relation to smoking/ vaping within their premises by customers and visitors.
2.0	Key issues:
2.1	• The use of E-cigarettes/ vapourisers to be prohibited • Applicable to enclosed council premises and vehicles (Council owned and grey fleet - as appropriate) • Notification and enforcement of Policy in relation to employees • Notification and enforcement of Policy in relation to customers and visitors • Notification and enforcement of Policy in relation to Elected Members • Review of each council premises arrangements (designated smoking area and signage)
3.0	Recommendations:
3.1	▪ Approval of the Council Smoke Free Policy.

4.0	Resource implications
4.1	• New signage to be procured, purchased and installed ▪ Communications with customers and visitors • Potential for smoking areas/ shelters to be designated (new or different location) – to be assessed by Building Managers on a premises by premises basis ▪ Provision of smoking cessation support for employees and Elected Members as appropriate • Resource required to monitor, implement and enforce this policy – likely impact on Council Premise Building Managers and staff, Tobacco Control Officers, Human Resources, Line Managers/ Supervisors
5.0	Equality and good relations implications:
5.1	None identified.
6.0	Appendices
	Appendix I: NMDDC Smoke Free Policy v3.4 Appendix II: NMDDC Smoke Free Procedure v1.4 (For noting – Approved by SMT and Corporate Health & Safety Committee)



Smoke Free Policy

1. Title

Smoke Free Policy

2. Statement

Smoking is prohibited throughout all Newry, Mourne and Down District Council (NMDDC) premises (workplaces and vehicles) with no exceptions and is only permitted at the designated smoking areas.

3. Aim

The aim of this policy is to comply with the Smoking (Northern Ireland) Order 2006 in providing a smoke free environment for all employees, customers and visitors in all enclosed council facilities and vehicles within NMDDC and provide support to Elected Members and employees who smoke and/or wish to stop smoking. The use of Electronic cigarettes/vapourisers (e-cigarettes) is prohibited in Council premises and vehicles.

4. Scope.

The policy covers ALL users of Council premises and vehicles and the duties that apply to them in relation to compliance and enforcement of this policy.

5. Related Policies.

NMDDC – Corporate Health and Safety Policy
 NMDDC – Health and Safety Organisational Arrangement
 Legacy DDC and Legacy NM&DDC - Disciplinary Policy and Procedures
 The Northern Ireland Local Government Code of Conduct for Councillors

6. Definitions

- Vehicles – council owned 'fleet' vehicles
- Users – include Elected Members, employees and those who hire or use Council facilities including contractors, agency workers, visitors and customers
- Electronic cigarettes (e-cigarettes)/ vapourisers – can be used as an aid to reduce or stop smoking, however they are not prescribed by the NHS. The activity of using an e-cigarette can also be referred to as 'vaping'.

7. Policy Owner

Kelly Rusk (Health, Safety and Wellbeing Advisor)

8. Contact details in regard of this policy are:

Dorinnia Carville, Director of Corporate Services

9. Policy Authorisation

Corporate Health and Safety
Committee (including SMT)

Authorised on

4 May 2017

Strategy, Policy and Resources
Committee Authorised on

10. Policy Effective Date

11. Policy Review Date

The policy and associated procedure will be reviewed by the Director of Corporate Services 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 as necessary, to ensure it remains up-to-date with legislative advancements.

12. Procedures and Arrangements for Monitoring the Implementation and Impact of the Policy

A separate procedure document is in place to ensure the on-going monitoring and implementation of this Policy and includes arrangements for the following:

- Council premises and vehicles;
- Use of Nicotine Replacement Therapies (NRTs), Electronic Cigarettes (e-cigarettes)/ Vapourisers;
- Duties of all users; and
- Assistance for Elected Members/ Employees who smoke and/or wish to stop smoking.

13. Enforcement of this Policy

Breaches of the Policy by employees will be addressed through the relevant Council Disciplinary Policy and Procedures.

Breaches of the Policy by Elected Members will be addressed through the Northern Ireland Local Government Code of Conduct for Councillors.

Customers or Visitors who breach this policy will be asked to stop smoking or using an e-cigarette/ vapouriser will be asked to leave the premises if they fail to comply with this request. All breaches of this policy will be recorded in writing by the Council.

In addition to action taken under this policy, the Council, as enforcers of the Smoking (Northern Ireland) Order 2006, may take legal action against individuals (employees, Elected Members, customers and/or visitors) who smoke in designated smoke-free places and/or vehicles.

14. Equality Screening

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



Smoke Free Procedure

1. Overview

This procedure outlines Newry, Mourne and Down District Council's (NMDDC) arrangements for the monitoring and implementation of the Smoke Free Policy and compliance with the Smoking (Northern Ireland) Order 2006.

2. Scope

This procedure covers ALL users of council premises and vehicles and the duties that apply to them in relation to monitoring, implementation and enforcement of the Smoke Free Policy.

3. Related Documentation

- NMDDC – Corporate Health and Safety Policy
- NMDDC – Health and Safety Organisational Arrangement
- NMDDC – Smoke Free Policy
- Legacy DDC and Legacy NM&DDC - Disciplinary Policy and Procedures
- The Northern Ireland Local Government Code of Conduct for Councillors
- Smoking (Northern Ireland) Order 2006
- Want to stop! Resource - www.want2stop.info

4. Definitions

- Meeting - is defined as any work related discussion between two or more people
- Vehicles – council owned 'fleet' vehicles
- Grey fleet vehicles – privately owned vehicles used for Council business
- Nicotine Replacement Therapies (NRTs) – include the use of patches, chewing gum and inhalers
- Electronic cigarettes (e-cigarettes)/ vapourisers - can be used as an aid to reduce or stop smoking, however they are not prescribed by the NHS. The activity of using an e-cigarette can also be referred to as 'vaping'
- Users – include Elected Members, employees and those who hire or use Council facilities including contractors, agency workers, visitors and customers

5. Arrangements for Council Premises and Vehicles

5.1 Premises

Smoking is prohibited throughout all Council premises (workplaces) with no exceptions and is only permitted at the designated smoking areas, this includes the use of e-cigarettes and vapourisers.

Building Managers/ Controllers must ensure:

- Due consideration to the location of designated smoking areas for employees, visitors and members of the public to ensure that areas do not increase the likelihood of loss through fire;
- Where practicable, location of smoking areas do not pose a significant risk of second hand smoke to passers-by (employees, visitors and member of the public);
- Receptacles are provided for disposal of cigarettes and other waste smoking materials;
- A suitable means of informing members of the public and monitoring, implementation and enforcement of this policy.

5.2 *Vehicles*

Smoking is prohibited within any Council fleet vehicles at all times.

Owners (Elected Members and employees) of private cars used for company business can smoke as long as they do not regularly carry other employees. The owner or any passenger (Elected Members and employees) cannot smoke if another person is in the vehicle while at work.

6. **Use of Nicotine Replacement Therapies (NRTs), Electronic Cigarettes (e-cigarettes)/ Vapourisers**

The Council acknowledges that some Elected Members, employees, customers, visitors, contractors may wish/need to use NRTs which have been prescribed as a smoking cessation aid, however the use of e-cigarettes/ vapourisers is prohibited in Council premises and vehicles.

7. **Roles and Responsibilities**

7.1 *Employer Duties*

- To display 'No Smoking/ No Vaping Signs' as required by the legislation.
- To ensure employees, customers, visitors, contractors do not smoke/vape in Council premises and vehicles.
- To investigate complaints from employees, customers, visitors in relation to smoking.
- To inform, consult and train all Council premises users on this policy.

7.2 *Elected Member Duties*

- To comply with the Smoke Free Policy.
- To inform other users of the premises of the Smoke Free Policy and direct them to designated smoking areas, as appropriate.
- To ensure that they or others do not interfere with no smoking signs.
- To report incidents of smoking/vaping in smoke-free areas and vehicles to the Health, Safety and Well-being Advisor.

7.3 *Employees' Duties*

- To ensure that they or others do not interfere with no smoking signs.
- To comply with the Smoke Free Policy.

- To ensure that customers and visitors do not smoke/vape in Council premises and vehicles.
- To not expose co-workers to passive smoking.
- To report incidents of smoking in smoke-free areas and vehicles to their Line Manager.

7.4 *Customers', Visitors' and Contractors' Duties*

- To comply with the Smoke Free Policy including the use of NRTs, e-cigarettes and vapourisers as described in Section 6 of this Policy in smoke free areas.
- To ensure that they do not interfere with no smoking signs

7.5 *Those who hire NMDDC premises Duties:*

- To monitor and enforce compliance with the Smoke Free Policy.
- To report any incidents of smoking in smoke-free areas to the Building Manager or Council representative.
- To ensure they or others do not interfere with no smoking signs

B. Assistance for Elected Members/ Employees who smoke and/or wish to stop smoking

The Council acknowledges an employee's right to smoke, however they may only do so in designated areas and during designated breaks i.e. lunch and tea/coffee breaks.

NMDDC is keen to promote the cessation of smoking within its work force and will assist in the provision of health and wellbeing programmes (as necessary) and encourage employees to contact their GP or local pharmacy for guidance on how to quit and the regulated NRTs that are available. Employees are advised to visit www.want2stop.info for advice on local support services.

9. Enforcement

Breaches of the policy by employees will be addressed through the relevant Council Disciplinary Policy & Procedures.

Breaches of the policy by Elected members will be addressed through the Northern Ireland Local Government Code of Conduct for Councillors.

Customers or Visitors who breach this policy will be asked to stop smoking or using an e-cigarettes/vapourisers will be asked to leave the premises if they fail to comply with this request. All breaches of this policy will be recorded in writing by the Council.

In addition to action taken under this policy, the Council, as enforcers of the Smoking (NI) Order 2006, may take legal action against individuals who smoke in smoke-free places or vehicles.

APPENDIX III

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Date approved by Corporate
Health and Safety Committee
(including SMT):

4 May 2017

Report to:	Strategy, Policy and Resources Committee
Subject:	<i>Debt Collection Officer – Newry BID</i>
Date:	15 June 2017
Reporting Officer:	Alison Robb, Assistant Director Corporate Services
Contact Officer:	Lyndsey Moore, Head of Legal Administration

Decisions Required

Members are asked to note the contents of the report, and agree to the appointment of a Debt Collection Officer to collect outstanding debt in relation to Newry BID (Business Improvement District). The appointment would be on a temporary basis, initially for three months.

1.0 Purpose & Background

1.1 In October 2016 the Council entered into a BID Operating Agreement with Newry BID which is set up as a limited company.

1.2 The agreement sets out how the Council will collect the BID levy payable by businesses in the BID area.

1.3 The Council is responsible for invoicing and collection of the levy and for taking legal proceedings where necessary to recover debt owed, either through small claims action or a civil bill.

1.4 Currently approximately £100,000 of debt is still owed from 2016/17 invoices and in line with the Agreement the Council must now seek to recover that debt through legal action. 2017/18 invoices are due to be issued and in time the outstanding debt from this year will also require debt recovery.

1.5 In line with the BID Operating Agreement between the Council and Newry BID, the Council is able to pass any costs associated with collecting the debt to the BID company who will discharge them, this includes costs for staff time and legal costs.

1.6 The Newry BID company have agreed to discharge the salary of the Debt Collection Officer in line with the BID Operating Agreement.

2.0 Key Issues

2.1	Appointing a Debt Recovery Officer is a cost-neutral exercise for the Council and will allow Council to fulfill its obligation under the agreement, in a time efficient way.
3.0	<u>Recommendation</u> That the Council agree to appoint a Debt Recovery Officer to collect debt associated with the Newry BID levy
3.1	<u>Resource Implications</u> Officer time in running an internal recruitment process. Office space for the successful candidate.
4.0	<u>Appendices</u> None

Report to:	Strategic Policy and Resources Committee
Date of Meeting:	15 June 2017
Subject:	Corporate Services Directorate Business Plan
Reporting Officer (Including Job Title)	Dorinnia Carville (Corporate Services Director)
Contact Officer (Including Job Title):	Dorinnia Carville (Corporate Services Director)

Decisions required: For noting.	
1.0	Purpose and Background:
1.1	Please see attached Corporate Services Business Plan 2017/18 for noting. Also included at Annex A which is a summary of progress against actions last year.
2.0	Key issues:
2.1	Officers are asked to note the contents of the Corporate Services Business Plan.
3.0	Recommendations:
3.1	For noting.
4.0	Resource implications
4.1	None.
5.0	Equality and good relations implications:
5.1	None.
6.0	Appendices
	Appendix 1 – Corporate Services Business Plan 2017/18

Corporate Services

Directorate Business Plan 2017-2018

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1.0 Introduction

- 1.1 The Corporate Services Directorate is a Department of Newry, Mourne & Down District Council which is responsible for supporting the organisation to achieve the strategic objectives as set out in the Corporate Plan. The Directorate is responsible for the overall management of the Council's staff and finances and plays a key role in providing professional advice and guidance to support and improve the services provided. The Directorate provides services directly to the public through corporate communications and marketing, as well as providing registration, digital and telephony, emergency advice and customer services.
- 1.2 The core responsibilities of the Department are:
 - Finance
 - Human Resources
 - Corporate Planning and Policy
 - Administration
 - Information Technology
 - Estates and Capital projects
 - Health and Safety and Emergency Planning

2.0 Background

- 2.1 The Corporate Plan sets out in strategic terms what the Council intends to achieve over the lifetime of the Council (2015-19). In doing so, it guides our own activities and how we as a Department allocate the resources at our disposal.
- 2.2 Whilst the Corporate Plan focuses on issues which cut across the organisation and are strategic in nature, the Directorate Business Plan is more focused on the operational delivery of those issues, as well as those services which are provided on an on-going and continual basis.
- 2.3 This Plan describes how the Corporate Services Directorate's proposed actions and targets for the year 2017-18 complements those in the Corporate Plan by explicitly linking Directorate activity with the desired outcomes of the Corporate Plan. It is also the basis upon which the Directorate is managed by the Strategy Policy and Resources Committee and the Directorate Management Team (DMT).

3.0 Purpose & Values

3.1 Purpose

- 3.1.1 The Corporate Service Directorate's primary purpose is to provide the resources and support required to the organisation to enable delivery of the strategic (corporate) outcomes for the Council.
- 3.1.2 As a result, the bulk of Departmental activity is aligned with the Council's strategic objective: *"By 2019, we will have transformed and modernised the Council, providing accessible as well as value for money services"*.
- 3.1.3 However, there are other important Council strategic objectives where the Department makes a significant contribution in supporting the achievements of the objectives. Further, more detailed information is provided in Sections 5.0 (Alignment with the Corporate Plan) and 6.0 (Key Actions) of this Plan.

3.2 Values

- 3.2.1 The Department adheres to the Council's values which state:

We Will Be	What This Means
Citizen Focused	We will actively encourage citizen and community engagement, as well as be a listening and responsive Council.
Accountable	We will make decisions based on an objective assessment of need and operate in a transparent way as well as openly report on our performance.
Collaborative	We will actively encourage and pursue working in partnership and at all levels to deliver for our District.
Sustainable	We will take into account the social, economic and environmental impacts of our decisions on current and future generations.
Fairness	We will proactively target actions at those which are marginalised in our community.

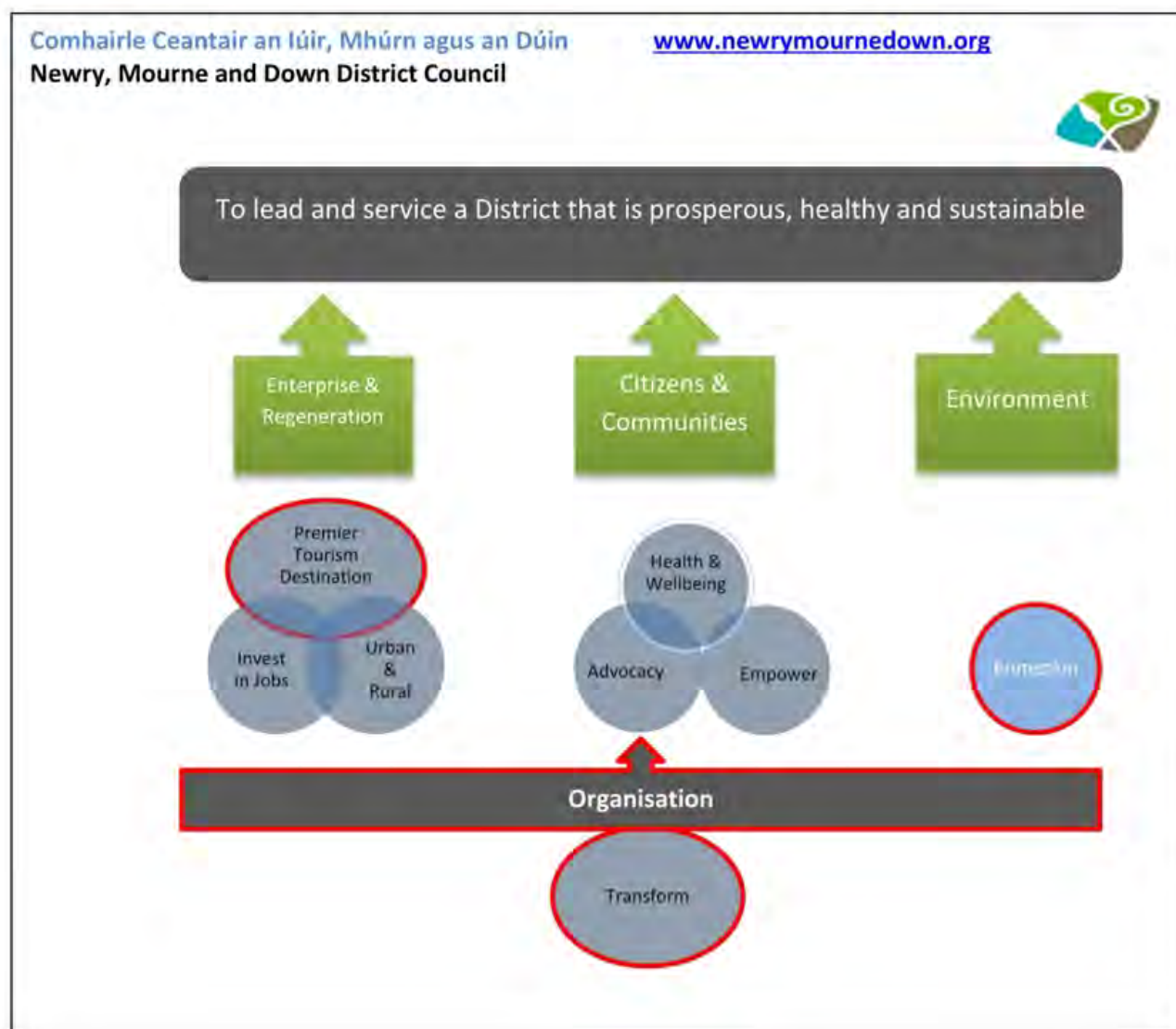
- 3.2.2 We are also committed to delivering on the promotion of equality of opportunity and good relations in accordance with our statutory duties as laid out in Section 75 of The Northern Ireland Act (1998).

4.0 Challenges & Opportunities

- 4.1 The Corporate Services Directorate was established in December 2014, as part of the organisational design of the new Council, to centralise the management of a number of existing Council functions as well as support new powers which were transferred to the Council on the 1 April 2015. From 1 April 2017, the functional areas of Corporate Planning and Policy, and Estates and Capital Projects have become part of the Corporate Services Directorate.
- 4.2 The Directorate continues to develop in line with organisational change. Over the course of this financial year, the Directorate will continue to develop and embed the necessary corporate frameworks, policies, processes and systems to deliver strategic improvement across the organisation, specifically in the areas of human resources, finance, administration and information technology.
- 4.3 The various (internal and external) challenges and opportunities for the Department are summarised as follows:
 - **Management** – successfully establishing the Directorate in terms of its structure, governance and internal processes and increased responsibilities.
 - **Resources** – identifying and securing the financial and non-financial resources needed for the Directorate to successfully develop.
 - **Financial Planning** – establishing the necessary financial plans within which Members' priorities for the District will be delivered.
 - **Estate Planning and Asset Management** – successfully developing and implementing the necessary frameworks, policies and processes to support the effective and efficient management of the Council's Estate.
 - **Transformation & Efficiencies** – successfully developing and implementing transformational change that drives out the efficiencies and improvements that both Members and the public demand.
 - **Corporate Planning and Policy** – establishing the necessary corporate planning and policy frameworks within which Members priorities for the District will be delivered and statutory obligations met.
 - **Information Management** – ensuring adequate policies and procedures are in place to effectively manage our information in accordance with legislative requirements.
 - **Information Technology** – establishing robust information technology infrastructure to support business transformation.
 - **Compliance** – establishing the necessary policies and procedures to ensure corporate legislative compliance in respect of key statutory obligations, including Equality (s.75), Rural Needs, Health & Safety, Employment and Procurement legislation.

5.0 Alignment with the Corporate Plan (2015-19)

- 5.1 The Corporate Services Directorate contributes to the achievement of the following Council strategic objectives (as represented in the strategy map below):



- 5.2 Further alignment is demonstrated by the strategic read-across in Figure 1 (overleaf) which summarises the key Directorate actions that will support the realisation of the Council's strategic objectives.
- 5.3 More specific information concerning the timetabling of key Directorate actions during 2017-18 is provided in section 6.0 of this Plan.

Figure 1

	Strategic Objective	Supporting Directorate Objective	Key Directorate Actions
1	Become one of the premier tourism destinations on the island of Ireland	Ensure the creation of a culturally diverse tourism destination	1. Corporate Planning & Policy – facilitating development of an enriched cultural offering for the District through the medium of Irish Language. 2. Corporate Planning & Policy – complimenting the tourism marketing and assisting in promoting the tourism offering within the District through corporate communications and marketing.
2	Protected our natural and built environment <i>Developing clear and attractive places with increase in biodiversity and renewable energy sources and lower energy costs.</i>	Reduce the risk of flooding in high risk areas	1. Directorate – establishing a dedicated SHE Unit within the directorate, with responsibility for Emergency Planning to include planning for flood risk.
3	Transformed and modernised the Council, providing accessible as well as value for money services <i>Establish the new Council as an efficient, effective and equitable organisation that people (employees and citizens) are proud of.</i>	Develop a strategic financial plan to meet the capital and revenue needs of the Council. <i>Comprehensively review existing models of delivery to identify more efficient ways of doing business.</i>	1. Human Resources – continuing the implementation of organisational design and securing necessary resources to deliver services. 2. Finance – implementing the medium term financial plan to ensure members priorities for the District are delivered. 3. Information Technology – establishing robust information technology infrastructure and technological solutions to support the transformation

Corporate Services Directorate Business Plan 2017-18

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Strategic Objective	Supporting Directorate Objective	Key Directorate Actions
		of services. 4. Administration – developing and implementing the necessary policies and procedures to support business administration and legislative compliance. 5. Estates &Capital Projects – developing and implementing the necessary corporate policies and frameworks to support the effective and efficient use of the Council’s land and property assets. 6. Corporate Planning & Policy – developing and implementing the necessary corporate policies and frameworks to support effective policy development, business planning and well as ensuring we meet our statutory obligations, while communicating in an effective, efficient and accessible manner.

6.0 Key Actions for 2017-18

6.1 Corporate Objective:

Become one of the premier tourism destinations on the island of Ireland.

- 6.1.1 The Irish Language Strategy was developed in 2016-17, led by the Irish Language Working Group. Implementation of the Irish Language Strategy will commence in 2017-18 and will assist the enhanced cultural offering of the District as a tourism destination. Increasing our corporate communications and marketing capacity and developing our digital approach will assist in further marketing the Tourism offering of our District.

Key Directorate Actions	Timetable / Measures of Success
1. Implement Year 1 of the Irish Language Strategy 2017-18 in line with budget and timetable	March 2018
2. Develop a Digital Communications Strategy to support Corporate Communications.	November 2017

Corporate Objective:

6.2 Protected our natural and built environment.

- 6.2.1 A key role of the Corporate Services Safety, Health and Emergency Planning (S.H.E.) Unit will be to ensure adequate provision is in place to protect our environment from the risk of natural and man-made disasters. The S.H.E Unit will lead on ensuring emergency planning arrangements are in place to protect our District and our citizens.

Key Directorate Actions	Timetable / Measures of Success
1. Ensure updated Emergency Planning protocols in place and staff adequately trained for each Council facility	December 2017
2. Establishment of dedicated SHE Unit	September 2017

6.3 Corporate Objective:

Transformed & modernised the Council), providing accessible as well as value for money services.

- 6.3.1 The Directorate will support the transformation, modernisation and improvement of the Council and its services. All the Directorate's services will perform an important role in this regard.

Key Directorate Actions	Timetable / Measure of Success
1. Implement Year 1 of the IT Transformation Programme in line with timetable and budget	March 2018
2. Introduce a Procurement Manual and Quick Guide incorporating a standardised suite of documentation, with appropriate training	December 2017
3. Continue implementation of organisation design: - Conclude Tier 4 and Tier 5 appointments process	December 2017
4. Enter into negotiations with recognised trade unions in respect of proposed key terms and conditions of employment	September 2017
5. Complete the implementation of the Register of Interests for staff, providing appropriate training on conflicts of interest.	November 2017
6. Review structures within the current finance system to enable production of timely and robust management accounting information to enable more budget scrutiny by budget holders.	March 2018
7. Develop an Asset Strategy to effectively manage Council's estate.	March 2018
8. Undertake an Audit of Inequalities and subsequent development of an action plan	February 2018

Corporate Services Directorate Business Plan 2017-18

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9. Introduce updated fraud and whistleblowing policies and provide fraud and whistleblowing training	May 2017 November 2017
10. Maintain Total % sickness absence at or below Group Average as measured by the APSE Northern Ireland Performance Network.	September 2017
11. Establish an Information Governance Unit, review the Council's policy framework in this area and provide training to staff and elected members to ensure legislative compliance	November 2017
12. Develop and implement a General Data Protection Regulation (GDPR) Compliance Programme to ensure the Council is on target to be compliant with the new GDPR by 25 May 2018	March 2018
13. Review current debt collection arrangements and design and implement a standardised debt recovery operating model, providing training to relevant staff	November 2017
14. Implement Year 1 - Planning and Early Adopter Phase - of the Business Support Model Project	March 2018
15. Continued review and update of key employment policies through on-going consultation with the recognised Trade Unions; providing training, support and communication to employees and line managers to support implementation.	March 2018
16. Implement Safe Guarding policy and procedures and provide training to staff.	December 2017
17. Develop a Corporate Policy Toolkit	March 2018
18. Mainstream statutory duties screening processes relating to Equality, Disability and Rural Needs Impact	December 2017

7.0 Performance

7.1 During 2017-18 the transformation and performance unit will perform a key role leading on development of robust and meaningful performance metrics (indicators and measures) across the entire organisation.

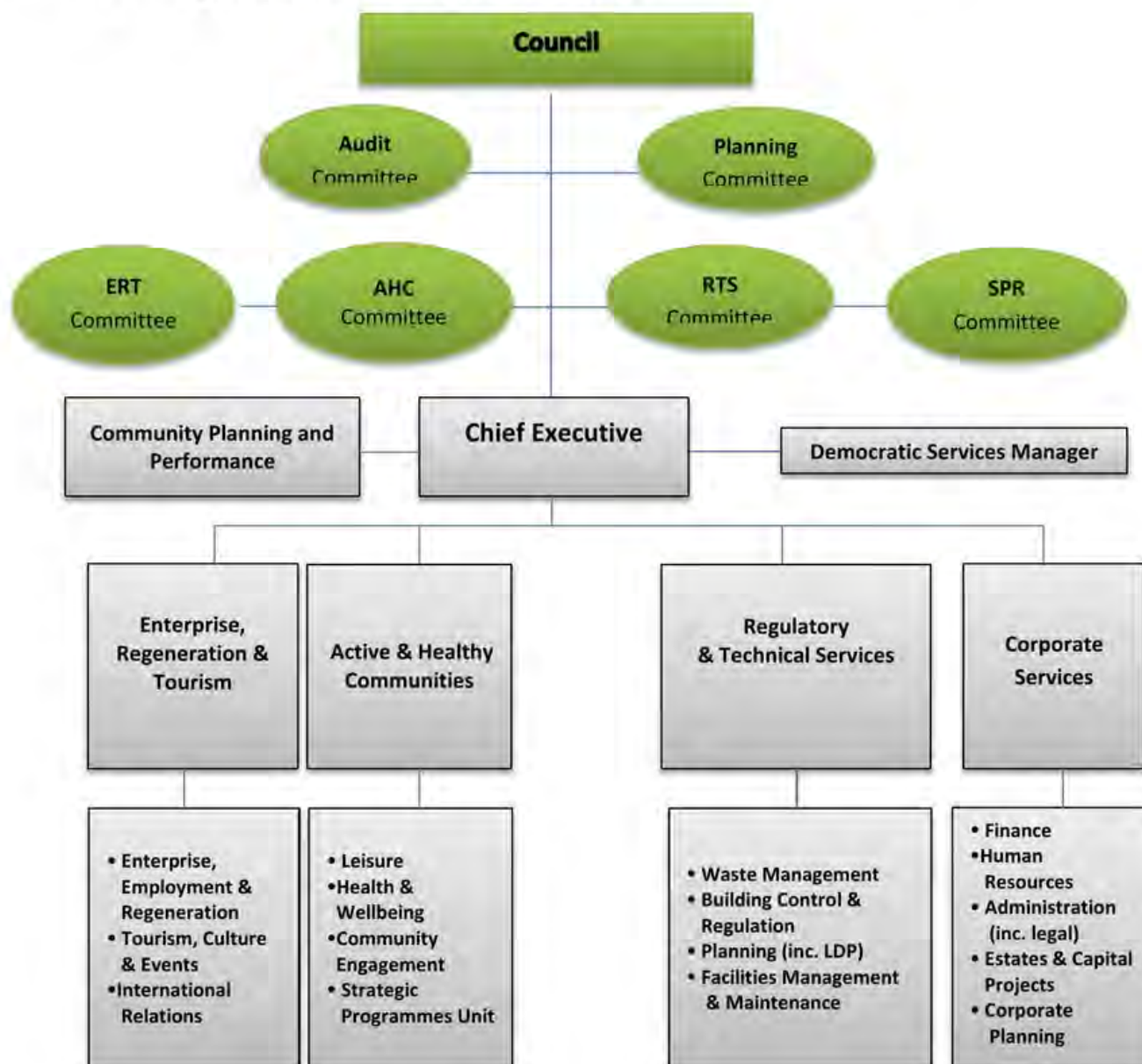
The following performance metrics will be used for 2017-18.

Directorate Area	Performance Metric	How will performance be measured?
Finance	Pay 90% of invoices to suppliers within 30 days	Quarterly report to Department for Communities and published on our website.
IT	Increase the number of services available electronically	All services are now catalogued. A further exercise will be undertaken later in the year as part of the APSE Performance Network in this area.
HR	Maintain total % sickness absence at or below Group Average for NI District Councils	Continued participation in the APSE NI Performance Network during 2017-18
Marketing and Communications	Reduce the cost of our advertising spend in this area through increased use of digital communications	Financial monitoring and reporting.
Administration	Reduce the cost of administration across the organisation	Implementation of Year 1 of the Business Support Model Project will include a review of cost savings at end of year.

8.0 Directorate Structure

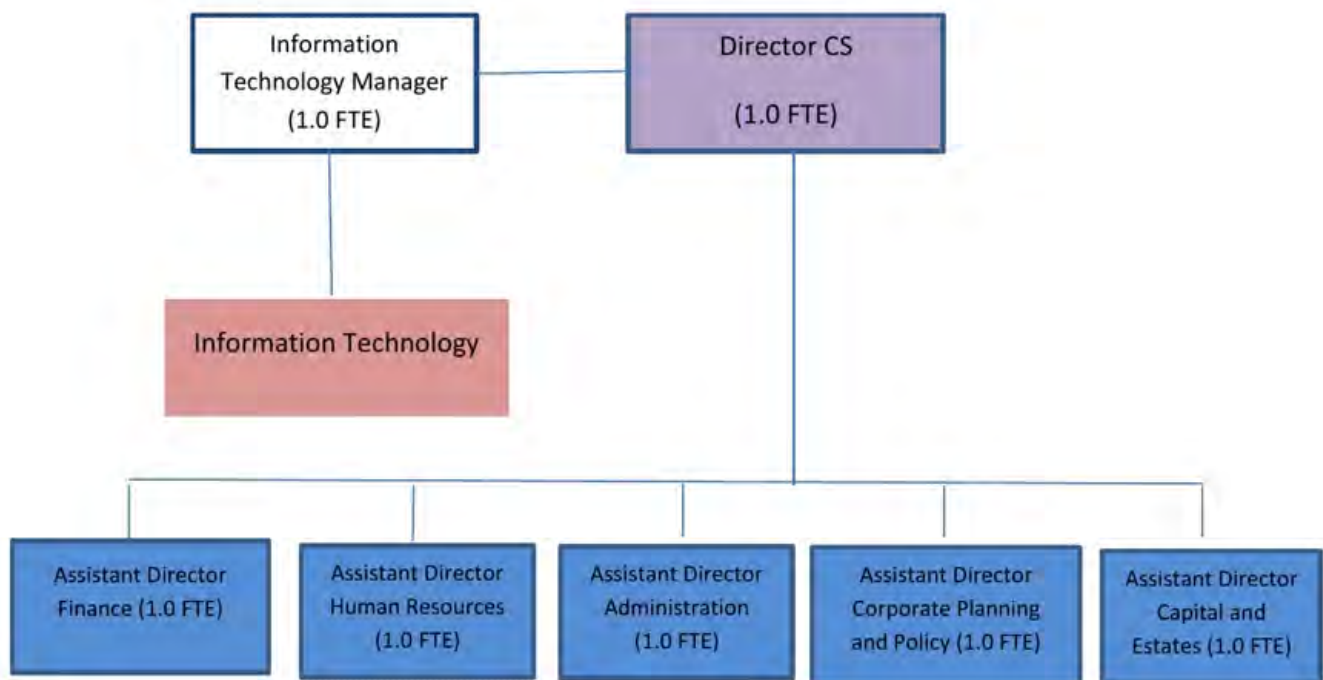
8.1 Following restructuring of the Directorates in 2016/17, the Corporate Services Directorate is now one of four service Departments, which together, comprise the management structure of the Council. The management structure of the Council is set out in Figure 2 whereas for the Directorate it is set out in Figure 3.

8.2 Figure 2 - Council Management Structure



8.3 Figure 3 – Corporate Services Management Structure

Corporate Services – Overview



9.0 Financial Information

	Net Estimated Expenditure (2017-18)
Finance	2,481,970
Human Resources	1,283,155
Administration	1,065,963
Information Technology	1,148,016
Estates and Capital projects (incl. SHE)	463,749
Corporate Planning and Policy	682,215
Corporate Services Directorate	431,424
Total	7,556,492

10.0 Political Governance

Strategy Policy & Resources Committee

Chairman:	Councillor Terry Hearty
Vice-Chairman:	Councillor Andrew McMurray
Councillors:	Councillor Terry Andrews
	Councillor Pete Byrne
	Councillor Robert Burgess
	Councillor Michael Carr
	Councillor Sean Doran
	Councillor Mark Murnin
	Councillor Barra Ó'Muirí
	Councillor Michael Ruane
	Councillor Gareth Sharvin
	Councillor William Walker
	Councillor Cadogan Enright
	Councillor David Hyland
	Councillor Oksana McMahon

Audit Committee

- Chairman: Mr Joseph Campbell
- Councillors: Councillor Patrick Brown
- Councillor Charlie Casey
- Councillor Laura Devlin
- Councillor Terry Hearty
- Councillor Mark Murnin
- Councillor Mickey Ruane
- Councillor Gareth Sharvin
- Councillor John Trainor
- Councillor Jarlath Tinnelly
- Councillor Glyn Hanna

CORPORATE SERVICES DIRECTORATE: PROGRESS ON KEY ACTIONS 2016-17**ANNEX A****135****Corporate Objective 1: Protected our natural and built environment**

Ref.	Key Actions.	Owner	2016/17	Explanatory Note
CS01	Ensure updated Emergency Planning protocols in place and staff adequately trained	I. Sands	A	Part completed – to continue through 2017-18.
CS02	Establish links with Emergency Services and regional emergency planning groups	I. Sands	G	Links well established through Southern Emergency preparedness group meetings.
CS03	Establishment of an adequately resourced dedicated SHE Unit	I. Sands	A	SHE Unit designed. Recruitment process to commence May 2017.

Corporate Objective 2: Transformed & modernised the Council, providing accessible as well as value for money services

Ref.	Key Actions.	Owner	2016/17	Explanatory Note
CS04	Develop a Corporate IT Strategy	G. Ringland	G	Completed – rollout commenced.
CS05	Develop a Medium Term Financial Plan	K. Montgomery	G	Four year plan completed and agreed by Council in February 2017.
CS06	Introduce a Procurement Manual incorporating a standardised suite of documentation, with appropriate training	K. Montgomery	A	In progress. To be completed in 2017-18.
CS07	Implement streamlined payments processes in order to improve prompt payment of suppliers	K. Montgomery	A	Progressing – improvement realised in 2016-17 in respect of 30 day target.
CS08	Establish fully embedded Risk Management procedures throughout the Council	K. Montgomery	G	Established. Procedures will continue to embed further through 2017-18.
CS09	Continue implementation of organisation design: - Commencing Tier 4 appointments process	C. Miskelly	A	- Commenced – Small number of Tier 4 appointments remaining to be completed.

Corporate Services Directorate Business Plan 2017-18

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	- Commencing agreed Tier 5 appointments process			- Completed – commenced and ongoing currently.
CS10	Enter into negotiations with recognised trade unions in respect of proposed key terms and conditions of employment	C. Miskelly	R	Not achieved in 2016-17.
CS11	Implement standardised absence management procedures	C. Miskelly	A	Part completed. Policy agreed. Agreement of procedures underway and progressing.
CS12	Develop and introduce Learning and Development strategy for staff and members	C. Miskelly	G	Completed – Learning and Development strategy launched January 2017. Members Learning and Development contained within charter. Policy agreed with TUS.
CS13	Review and centralisation of budgets	K. Montgomery	A	Part completed. Significant progress made. Further review ongoing continuously.
CS14	Continued review and update of key Corporate Service's policies, administering training where required	All	A	Part completed and will be ongoing.
CS15	Design and implement Register of Interests for staff	A. Robb	G	Completed. Training to take place in 2017-18 and further roll out.
CS16	Establish appropriate legal services provision for Council	A. Robb	G	Completed. Head of Legal Services appointed, supported by SLA with Belfast Legal Services.
CS17	Establish centralised complaints monitoring and reporting	A. Robb	A	Part completed – Regular complaints monitoring established. Further work ongoing to ensure consistency in complying with procedure.
CS18	Obtain reaccreditation to the Elected Member Development Charter	C. Miskelly	G	Completed. Accreditation obtained in December 2016.
CS19	Review cost coding structures within the current finance system to enable production of timely and robust management accounting information	K. Montgomery	A	Part completed – significant progress made. Further review ongoing in 17/18 year.

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

Chief Executive's Office

Annual Business Plan 2017-2018



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

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1.0 Introduction

- 1.1 The Chief Executive's Office (CEO) performs a critical role in concerning the future strategic direction and management of the organisation.
- 1.2 The core responsibilities of the Office are:
 - **Community Planning**
 - **Evidence & Research**
 - **Performance Management**
 - **Business Transformation & Improvement**
 - **Democratic Services**

2.0 Background

- 2.1 The Corporate Plan sets-out in strategic terms what the Council intends to achieve over the lifetime of the Council (2015-19). In doing so, it guides our own activities and how we as an Office allocate the resources at our disposal.
- 2.2 Whilst the Corporate Plan focuses on issues which cut across the organisation and are strategic in nature, the CEO Business Plan is more focused on the operational delivery of those issues.
- 2.3 This Plan describes how the CEO proposed actions and targets for the year 2017-18 complements those in the Corporate Plan by explicitly linking Office activity with the desired outcomes of the Corporate Plan. It is also the basis upon which the Office is performance managed by the Strategy, Policy & Resources Committee.

3.0 Purpose & Values

3.1 Purpose

- 3.1.1 The primary purpose of the CEO is to provide strategic direction and management to the organisation by developing, implementing and monitoring important strategic frameworks, internally and externally, to support the realisation of its key strategic outcomes.
- 3.1.2 Subsequently, CEO activity can be aligned with the Council's primary strategic objective to:

"By 2019, we will have transformed and modernised the Council, providing accessible as well as value for money services".

3.2 Values

- 3.2.1 The Office adheres to the Council's values which state:

We Will Be	What This Means
Citizen Focused	We will actively encourage citizen and community engagement, as well as be a listening and responsive Council.
Accountable	We will make decisions based on an objective assessment of need and operate in a transparent way as well as openly report on our performance.
Collaborative	We will actively encourage and pursue working in partnership and at all levels to deliver for our District.
Sustainable	We will take into account the social, economic and environmental impacts of our decisions on current and future generations.
Fairness	We will proactively target actions at those who are marginalised in our community.

- 3.2.2 We are also committed to delivering on the promotion of equality of opportunity and good relations in accordance with our statutory duties as laid out in Section 75 of The Northern Ireland Act (1998).

4.0 Challenges

- 4.1 The Chief Executive's Office has recently been established following a recent reorganisation of the former Strategic Planning & Performance Directorate. Changes in the external environment reflect heavily upon the operations of the Office.
- 4.2 The key (external and internal) challenges for the Office are summarised as follows:

External

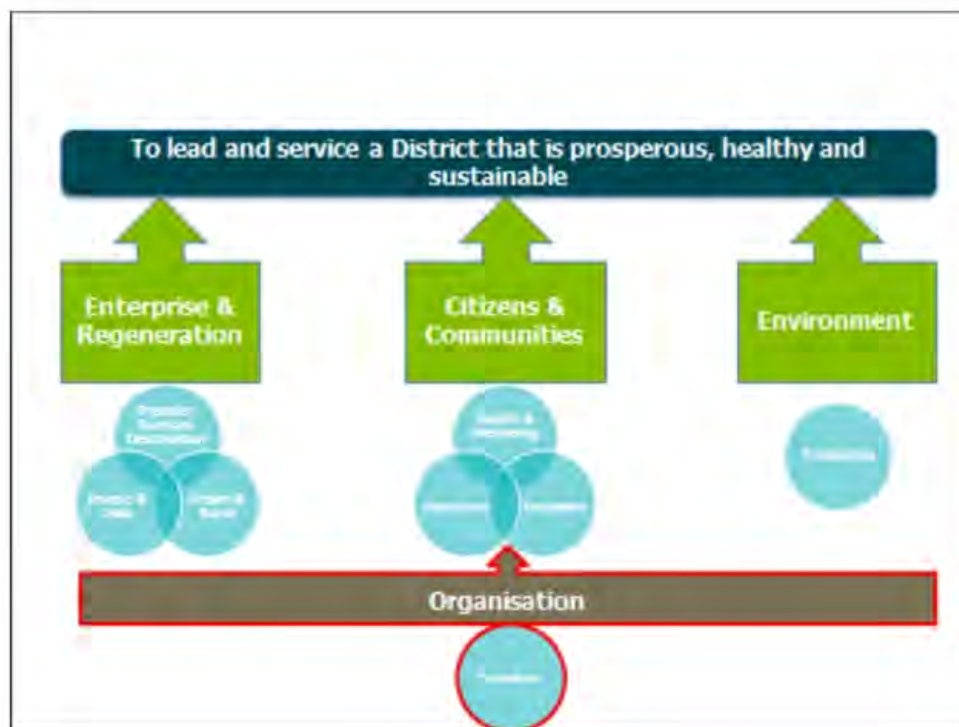
- **Legislation** – ensuring corporate legislative compliance in respect of key statutory obligations, including Community Planning, Performance Improvement and Political Governance arising from The Local Government (NI) Act (2014) and subsequent Orders;
- **Strategic Alliances** – working with other Directorates to identify and analyse the strategic implications and the subsequent actions for the Council and its Partners to undertake in the context of Brexit and wider political uncertainty;
- **Community Planning** – developing the necessary partnerships and plans, to deliver on the District's Community Planning ambitions; and
- **Local Government Reform** – successfully addressing the legacy issues and successfully integrating the new powers and functions created by Local Government Reform.

Internal

- **Management** – successfully establishing the new Office in terms of its structure, governance and internal processes;
- **Resources** – identifying and securing the financial and non-financial resources needed for the Office to successfully develop and discharge its responsibilities;
- **Democracy** – ensuring Elected Members and the Council's decision-making structures are provided with appropriate levels of support to enable the effective and efficient discharge of their responsibilities;
- **Transformation & Improvement** – leading the development and implementation a transformational programme of change that drives out the improvements that both Elected Members and the public demand; and
- **Performance Management** – continually monitoring and reviewing Council performance, highlighting areas of high-performance as well as identifying areas for intervention.

5.0 Alignment with the Corporate Plan (2015-19)

- 5.1 The Chief Executive's Office contributes to the achievement of the following Council strategic objectives (as represented in the strategy map below):



- 5.2 This is reflected in a combination of the implementation of specific programmes and projects, as well as the delivery of business as usual services. Further alignment is demonstrated by the strategic read-across in Figure 3 (overleaf) which summarises the key actions of the Office that will support the realisation of the Council's strategic objectives.
- 5.3 More specific information concerning the timetabling of key Office actions during 2017-18 is provided in section 6.0 of this Plan.

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Figure 3

	Strategic Objective	Key Office Actions
5	Transformed and modernised the Council, providing accessible as well as value for money services <i>Establish the new Council as an efficient, effective and equitable organisation that people (employees and citizens) are proud of.</i>	1. Community Planning – proactively working with Partners across the District to better plan for and integrate the delivery of public services to meet local community needs; 2. Evidence & Research – using and embedding the use of research, data and evidence to underpin and inform future decision-making across the Council and the wider District. 3. Business Transformation & Improvement – developing and implementing a business transformation programme to transform, modernise and improve the Council's operations; 4. Performance Management – improving how we use performance information to identify areas of good performance but also to address areas of underperformance; and 5. Democratic Services – ensuring Elected Members and the Council's decision-making structures receive appropriate levels of support and comply with the highest standards of political governance.

6.0 Key Actions for 2017-18

6.1 Corporate Objective:

Transformed & modernised the Council, providing accessible as well as value for money services.

6.1.1

Key CEO Actions	Timetable / Measure of Success
1. Prepare and publish a Performance Improvement Plan for 2017-18	Q1
2. Compile a performance baseline across all the Council's functions and services for 2015-16	Q1
3. Refine the corporate performance management framework so that it is aligned with Community Planning outcomes	Q1
4. Continue to roll out training and capacity building for Councillors	Q1 onwards
5. Working with other Departments, implement a targeted efficiency plan for 2017-18	Q1 onwards
6. Prepare and publish 2 year Delivery Plans for the key outcomes of the Community Plan	Q2
7. Establish a cross departmental working group for the review of Council's Constitution	Q2
8. Organise a major public launch for the Community Plan	Q3
9. Develop a suite of corporate and departmental-based performance indicators and measures	Q3
10. Prepare and submit the retrospective assessment of the Council's performance during 2016-17	Q3

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11. Agree a target operating model for the new Council with SMT and Elected Members	Q3
12. Ensure legislative compliance with the Duty of Performance Improvement	Q3
13. Update the performance baseline across all the Council's functions and services for 2016-17	Q3
14. Explore the development of an Information (Data & Business Intelligence) Strategy for the Council	Q4
15. Develop and agree a corporate (business) transformation programme with SMT and Elected Members	Q4
16. Commence the development of a Performance Improvement Plan for 2018-19	Q4
17. Present an outline business case for the procurement and implementation of a corporate performance management system	Q4
18. Commence preparation for organisation of 2019 Local Government Election	Q4

8.0 Performance

- 8.1 During 2017-18 the Office will perform a key role leading on development of robust and meaningful performance metrics (indicators and measures) across the entire organisation. This exercise will also identify additional suitable performance metrics for the Office.
- 8.2 In addition to monitoring Office budget and absenteeism performance, the following performance metrics will also be used for 2017-18:

Performance Metric	How will performance be measured?
Compliance with the Duty of Performance	The NIAO will issue a certificate of compliance arising from the completion of the following audit & assessments: - Development of the Performance Improvement Plan; and - Retrospective assessment of improvement arising from the implementation of previous year's Performance Improvement Plan, Statutory Performance Indicators & Standards and self-imposed Performance Indicators & Measures
Number of Corporate Strategies & Departmental Business Plans with performance measures & indicators	An exercise will be completed this year to baseline the number of existing Corporate Strategies and Departmental Business Plans to identify the following: - The extent to which performance indicators and measures are specified; - The extent to which monitoring, review and the reporting of performance is included and complied with; and - The appropriateness and robustness of current performance monitoring, review and reporting arrangements.
Agreed 2 Year Delivery Plans for the Community Plan	The production and subsequent publishing of agreed 2 Year Delivery Plans for each of the key themes in the Community Plan

CEO Business Plan 2017-178 v1.1 (SP&R – 15.06.17)

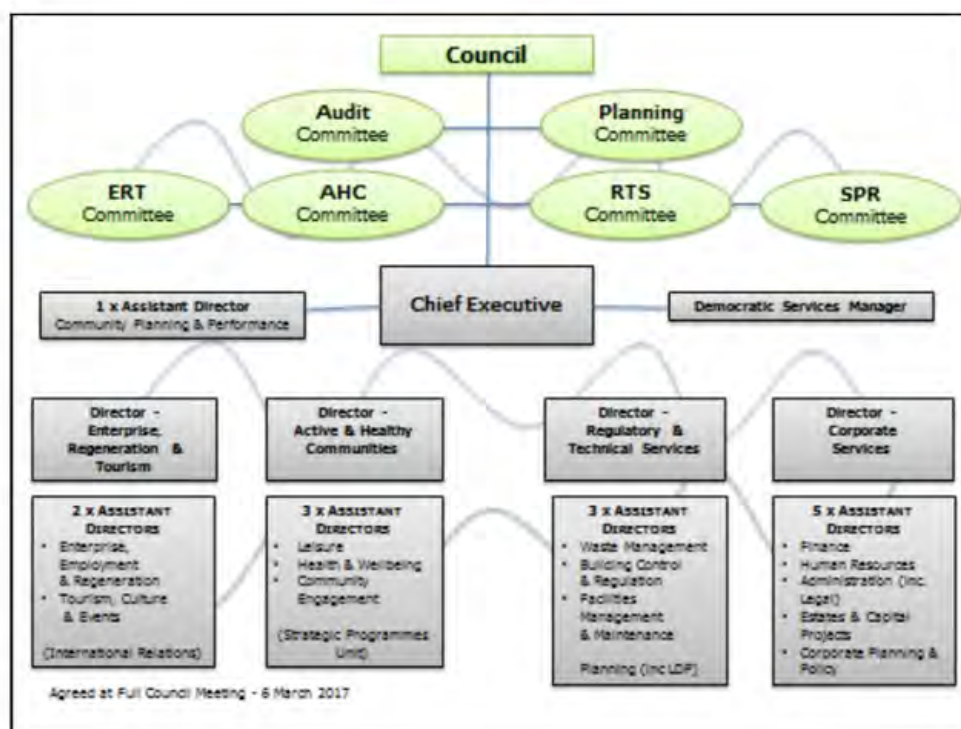
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Council Constitution reviewed and updated	A statutory requirement exists in The Local Government (NI) Act (2014) to maintain and keep up-to-date a document which contains the following: ▪ The Council's Standing Orders; ▪ The NI Local Government Code of Conduct; ▪ Other information the Department (DfC) may direct; and ▪ Other information the Council considers appropriate (key Council policies etc.)
--	--

9.0 Office Structure

9.1 The Chief Executive's Office is one of five Departments, which together, comprise the management structure of the Council. The management structure of the Council is set-out in Figure 1.

9.2 Figure 1 - Council Management Structure



CEO Business Plan 2017-178 v1.1 (SP&R – 15.06.17)

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10.0 Financial Information

TO BE INSERTED

10.0 Political Governance

Strategy, Policy & Resources Committee

Chairperson	Terry Hearty	SF
Deputy Chairperson	Andrew McMurray	ALL

Terry Andrews	SDLP
Robert Burgess	UUP
Pete Byrne	SDLP
Michael Carr	SDLP
Sean Doran	SF
Cadogan Enright	IND
Davy Hyland	IND
Oksana McMahon	SF
Mark Murnin	SDLP
Barra Ó Muirí	SF
Michael Ruane	SF
Gareth Sharvin	SDLP

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

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Monaghan Row

Newry BT35 8DJ

Oifig Dhún Pádraig
Downpatrick Office
Downshire Civic Centre
Downshire Estate, Ardglass Road

Downpatrick BT30 6GQ

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

23rd May 2017

Dear Liam,

Important: Regional Pay Briefing - Northern Ireland Councils – July 2017

NILGA is required to co-ordinate a consultative session on behalf of the Local Government Association's Workforce Team (the National Local Government Employer body) to enable you to consider councils, both senior officers and elected members, specifically on the Trade Unions Side new pay claim for the year commencing 1st April 2018. This is a change to the usual pay negotiations timetable, as we fully expect to receive a formal 2018 new pay claim from the local government unions side in June.

As well as discussing the pay claim, the LGA / NILGA will be providing a strategic update on the technical review of the NJC 'Green Book' pay spine which will feature in the Employers' response to the above mentioned pay claim. Therefore this is your council's chance to understand and inform the complex issues that the sector faces in revising the pay spine to meet the challenge of the National Living Wage, together with a real opportunity for your council's representatives to set out views regarding how you would wish us to progress in negotiations with national unions.

All regions consultations are required to take place in July, because of the anticipated June receipt of the Pay Claim. For Northern Ireland councils, the pay consultation is scheduled to take place on **Thursday 27th July 2017** starting at **10.30am**. **The venue is the Steeple Suite, Antrim Civic Centre, 50 Stiles Way, Antrim, BT41 2UB.** A local map is attached.

As in previous regional sessions, we would therefore invite up to 3 representatives from your council (to include at least one senior officer) to attend this pay briefing. This invitation has gone to all Mayors and Chairs of councils, and all council Chief Executives for their attention and for forwarding to senior Human Resources Officers. Attendees should report to the main reception and notify staff that you are attending the LGA Pay Briefing.

Northern Ireland Local Government Association

Bradford Court, Upper Galwally, Castlereagh, BT8 6RB

Tel: 028 9079 8972 email: office@nilga.org web: www.nilga.org twitter: @NI_LGA

Tea/Coffee will be available from 10.00am and a light lunch will be provided after the event, which should complete around Noon.

Confirmation of those attending should be forwarded to Sarah Little at NILGA (tel: 028 9079 8972 or e-mail: s.little@nilga.org) no later than 4.00pm on Tuesday 18th July 2017 in order that we can make catering arrangements.

Yours sincerely,



Derek McCallan

Chief Executive and National Pay Local Co-ordinator

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