

October 14th, 2020

Notice Of Meeting

You are invited to attend the Strategy Policy and Resources Committee Meeting to be held on **Thursday, 15th October 2020 at 6:00 pm** in **Microsoft Teams**.

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

Chair: Councillor G Sharvin

Vice Chair: Councillor O Hanlon

Members: Councillor P Brown

Councillor P Byrne

Councillor S Doran

Councillor C Enright

Councillor H Gallagher

Councillor R Howell

Councillor A Lewis

Councillor H McKee

Councillor O Magennis

Councillor D Murphy

Councillor B Ó Muirí

Councillor M Savage

Councillor W Walker

Agenda

1.0 Apologies & Chairperson's Remarks

2.0 Declarations of Interest

3.0 Action Sheet arising from SPR Committee Meeting held on 17 September 2020

📎 *SPR-Action Sheet arising from 17 September 2020 (003).pdf*

Page 1

4.0 Newry City Centre Regeneration - Outline Business Case

All Councillors invited to attend

4.1 Presentation by Hamilton Architects on the design concepts – open session

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

4.2 Presentation by Deloitte – Closed Session

4.3 Committee Report – Closed Session

📎 *Newry Regen Executive Summary 13 October 20 fi.pdf*

Not included

📎 *SPR 15.10.20 - NCCR - OBC.pdf*

Not included

Corporate Services


5.0 Notice of Motion referred from Council meeting held on 7 September 2020.

The following Notice of Motion came forward for consideration in the name of Councillor Clarke:

“This Council agrees to develop a social value strategy to further social, environmental and economic goals of Newry Mourne and Down Council. As far as permissible by Law, this Council should increase the value of social impact clauses at the pre-procurement stage and to include them within the award criteria. Contracts should be informed by a social needs assessment with consideration given to how social clauses can help address those needs. Assessments should be conducted with key stakeholders, including members of the public, as appropriate. The social value strategy should promote more creative use of social clauses to deliver positive social benefits. Council officials should set up monitoring and evaluation frameworks for the delivery of social clauses at the start of the contract and these should be included in the tender documents. The social value strategy should be outcome based and used to tackle poverty, particularly within areas of multiple deprivation. Tackling zero hour contracts and encouraging living wage

employment should be central to the strategy and should include but not be limited to our own council and its workforce”.

Councillor Hanlon seconded the Motion.

 *Officers report on Notice of Motion re development of a social value strategy.pdf* *Page 6*

6.0 Terms of Reference - Strategic Finance Working Group

 *15.10.10 - SFWG TOR.pdf* *Page 10*


 *Appendix 1 - Strategic Finance Working Group TOR v2.pdf* *Page 13*


 *Appendix 2 - SFWG Reporting Arrangements.pdf* *Page 15*

7.0 Annual Assessment of Directorate Business Plans 2019-20

To Follow - K Bingham

 *SPR Cover Report Annual Assessment of Business Plans 2019-20.pdf* *Page 16*

 *App 1 Annual Assessment CX Business Plan 2019-20.pdf* *Page 19*


 *App 2 Annual Assessment of CS Business Plan 2019-20.pdf* *Page 29*

Corporate Planning and Policy

8.0 Draft Irish Language Strategy 2020-2023

 *15.10.20 - Report on draft Irish Language Strategy 2020-2023.pdf* *Page 40*

 *Appendix I - Irish Language Strategy 2020-2023 Consultation Analysis of responses.pdf* *Page 43*

 *Appendix II - Draft Irish Language Strategy 2020-2023 (final).pdf* *Page 80*


9.0 Irish Language Bursary Scheme 2021-2022

 *15.10.20 - Report on Irish Language Bursary Scheme 2021-2022.pdf* *Page 89*

10.0 Report on Notice of Motion – 100th Anniversary of the Creation of Northern Ireland

 *15.10.20 - Report on Notice of Motion 100th Anniversary of the Creation of Northern Ireland.pdf* *Page 92*

11.0 Statutory reporting - Section 75 Policy Screening Report – Quarterly Report for period July - September 2020

 *15.10.20 - Statutory reporting - Section 75 Policy Screening Report Quarterly Report for period July - September 2020.pdf* *Page 95*

 *Appendix I Quarterly Screening Report July - September 2020.pdf* *Page 97*

12.0 Minutes of Newry CCR PB Meeting - 22.06.2020 & 17.09.2020

 *Minutes of Newry CCR PB Meeting - 22.06.2020 FINAL.pdf* *Page 100*

 *Minutes of Newry CCR PB Meeting - 17.09.2020.pdf* *Page 104*

 *CCR - Governance Document (Rev 6 150620).pdf* *Page 108*

13.0 Domestic Abuse and Sexual Violence Policy.

 *Domestic Abuse Policy -Procedures Update Report October 2020.pdf* *Page 132*

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

14.0 Lands at Windmill Business Pk, Saintfield

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

 *SPR - 15 Oct 2020 - Windmill Business Park Saintfield.pdf* *Not included*

 *SPR - 15 Oct 2020 - Windmill Business park - map.pdf* *Not included*

15.0 Regularisation of boundary issue - Ballyhornan

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

 *SPR - 15 Oct 2020 - Regularisation of boundary issue - Ballyhornan.pdf* *Not included*

 *SPR - 15 Oct 2020 - Regularisation of boundary issue - Ballyhornan - Appendices.docx.pdf* *Not included*

16.0 Boundary at Church Street car-park, Downpatrick

This item is deemed to be exempt under paragraph 2 of Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014 - Information which is likely to reveal the identity of an individual and the public may, by resolution, be excluded during this item of business.

-  **SPR - 15 Oct 2020 - Church Street car-park Downpatrick - Boundary rectification (003).pdf** **Not included**
-  **SPR - 15 Oct 2020 - Church Street car-park Downpatrick - Maps ref boundary rectification.docx.pdf** **Not included**

17.0 Bell's Lane, Newry

This item is deemed to be exempt under paragraph 2 of Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014 - Information which is likely to reveal the identity of an individual and the public may, by resolution, be excluded during this item of business.

-  **SPR - 15th Oct 2020 - Bell's lane Newry.pdf** **Not included**
-  **SPR - 15 Oct 2020 - Map - Bell's lane Newry.docx.pdf** **Not included**

18.0 Bann Road, Castlewellan

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

-  **Bann Rd - Report to SPR 15.10.20.pdf** **Not included**

19.0 Request to use Monaghan Row

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

-  **Temporary Office Accommodation Oct 20 SPR.pdf** **Page 134**

20.0 Debt Write Off at 31st March 2020

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

Report

-  **Debt Write-Off SPR 15th October 2020.pdf** **Not included**

 **SPR - DEBT WRITE-OFF AT 31.3.2020 (Appendix 1).pdf**

Not included

 **SPR - DEBT WRITE-OFF AT 31.3.2020 (Appendix 2).pdf**

Not included

 **SPR - DEBT WRITE-OFF AT 31.3.2020 (Appendix 3).pdf**

Not included

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

21.0 Strategic Finance Working Group Action Sheet - 12 OCTOBER 2020

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

Report

 **SFWG - Action Sheet 12 10 2020.pdf**

Not included

Invitees

Cllr Terry Andrews

Mr Alan Beggs

Ms Kate Bingham

Cllr Patrick Brown

Cllr Robert Burgess

Cllr Pete Byrne

Mr Gerard Byrne

Mrs Dorinnia Carville

Cllr charlie casey

Cllr William Clarke

Cllr Dermot Curran

Cllr Laura Devlin

Mr Eoin Devlin

Ms Louise Dillon

Cllr Sean Doran

Cllr Cadogan Enright

Cllr Aoife Finnegan

Cllr Hugh Gallagher

Cllr Mark Gibbons

Cllr Oonagh Hanlon

Cllr Glyn Hanna

Cllr Valerie Harte

Mrs Janine Hillen

Cllr Roisin Howell

Mr Colum Jackson

Miss Veronica Keegan

Mrs Sheila Kieran

Cllr Mickey Larkin

Cllr Alan Lewis

Mr Michael Lipsett

Mrs Regina Mackin

Cllr Oonagh Magennis

Mr Conor Mallon

Cllr Gavin Malone

Cllr Cathy Mason

Mr Johnny Mc Bride

Colette McAteer

Cllr Declan McAteer

Cllr Leeanne McEvoy

Jonathan McGilly

Cllr Harold McKee

Patricia McKeever

Cllr Karen McKevitt
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Cllr Andrew McMurray
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Catrina Miskelly
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Mr Colin Moffett
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Mr Ken Montgomery
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Mr Roland Moore
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Cllr Roisin Mulgrew
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Cllr Declan Murphy
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Cllr Barra Ó Muirí
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Mr Fearghal O'Connor
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Linda O'Hare
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Cllr Gerry O'Hare
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Cllr Kathryn Owen
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Mr Andy Patterson
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Colin Quinn
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Cllr Henry Reilly
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Ms Alison Robb
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Cllr Michael Ruane
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Cllr Michael Savage
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Mr Kevin Scullion
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Cllr Gareth Sharvin
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Donna Starkey
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Cllr Gary Stokes
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Sarah Taggart
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Paul Tamati
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Cllr David Taylor
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Cllr Jarlath Tinnelly
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Cllr John Trainor
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Cllr William Walker
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Mrs Marie Ward
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ACTION SHEET – STRATEGY, POLICY AND RESOURCES COMMITTEE MEETING (SPR) – T H U R S D A Y 17 SEPTEMBER 2020

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
SPR/124/2020	Albert Basin – Presentation	<p>It was agreed that members approve the following recommendations:</p> <ul style="list-style-type: none"> • Accept the public consultation as a basis for the development of a City Park at the Albert Basin in Newry. • Appoint a fully integrated design team to provide initial concept proposals with schematics of the park and detailed final designs. • Appoint a project board to be in place when the appointed design team commences. • The project board to set out a phased approach to the project with phase one being delivered within the current Council term with the capping and greening of the site, installation of a regional playpark and a pathway link to the Greenway, within the current Council term. • Appoint an economist to carry out an initial business case and full economic appraisal. 	M Lipsett	On-going	N

SPR/125/2020	Assessment of Performance 2019-20	<p>That Members approve:</p> <ul style="list-style-type: none"> • The Assessment of Performance 2019-20. • The publication of the Assessment of Performance by 30 September 2020, before full Council ratification, in order to meet the statutory deadline. • That the publication of 'Our Performance Looking Back Going Forward' is delayed and incorporates the strategic objectives within the Corporate Plan 2020-23. • Members approve the draft Disability Action Plan 2020-2023 & draft Equality Action Plan 2020-2023. 	D Carville	Noted	Y
SPR/126/2020	Performance Audit and Assessments Progress Report –	That Members approve the Performance Audit and Assessments Progress Report – Implementation of the 'Proposals for Improvement' 2019-20.	D Carville	Approved	Y
SPR/127/2020	Assessment and Update of Emergency Business Plans	<p>to approve the:</p> <ul style="list-style-type: none"> • Mid Term Assessments of the Chief Executive's Department and Corporate Services Directorate Emergency Business Plans • Assessment of Emergency Business Plans April-September 2020 (in October) • Development of Emergency Business Plans October 2020-March 2021 (in October 2020) • Annual assessment of Directorate Business Plans 2019-20 (in October 2020) • Assessment of Emergency Business Plans October 2020-March 2021 (in March 2021) • Business Planning and Performance Management Cycle to consider & approve the new Conditions of Hire Policy for implementation across all Council Facilities as relevant. 	M Ward/ D Carville	Noted	Y
SPR/128/2020	Consultation on the Code of Conduct for Local Government Employees	That Members agree to the revised Consultation Response Questionnaire at Appendix 1.	C Miskelly	Noted	Y

SPR/129/2020	Presentation of 2021 Annual Report/NMD Connect	That Council continue to publish the Annual Report/NMD Connect as one document, with versions in Irish and English published on the website and supported by a limited print run. This strategy had the advantage of ensuring the widest distribution across the District as well as ensuring value for money. The strategy would be supported by a marketing campaign.	D Carville/ R Mackin	Noted	Y
<p align="center"><u>ITEMS RESTRICTED IN ACCORDANCE WITH PART 1 OF SCHEDULE 6 OF THE LOCAL GOVERNMENT ACT (NI) 2014</u> <u>(THIS ITEM ONLY)</u></p>					
SPR/130/2020	Membership of Party Representatives Forum	It was agreed to retain the current membership of the Party Reps Forum.	M Ward	Noted	Y
SPR/131/2020	Action Sheet for the Albert Basin Task and Finish Working Group Meeting held on 20 August 2020.	It was agreed to note the content of the report.	M Lipsett	Noted	Y
SPR/132/2020	Action Sheet of the Strategic Finance Working Group Meeting held on 10 September 2020.	It was agreed to note the content of the report.	D Carville	Noted	Y
SPR/133/2020	Sickness Absence – 3 Year Review	It was agreed to note the content of the report	C Miskelly/ L Fitzsimons	Noted	Y
<p align="center"><u>ITEMS RESTRICTED IN ACCORDANCE WITH PART 1 OF SCHEDULE 6 OF THE LOCAL GOVERNMENT ACT (NI) 2014</u></p>					

SPR/134/2020	Director Recruitment	<p>It was agreed that Elected Members note the contents of the report and agree to nominate 3 Elected Members to the Shortlisting and Interview Panel for the recruitment of two new Directors.</p> <p>That Members note it is the intention to put in place interim arrangements, to facilitate the release of the incumbent Neighbourhood Services Director.</p>	M Ward	Noted	Y
SPR135/2020	Encroachment on Council lands at Circular Road, Castlewellan	<p>It was agreed to approve the following recommendations:</p> <p>i) That Elected Members approve a transfer of the lands shaded yellow on the map attached hereto to Mr and Mrs McCartan at the market value of five hundred pounds (£500.00) with the occupiers being responsible also for any legal and valuation costs.</p> <p>ii) That no further action be pursued to obtain possession of the lands shaded pink on the map attached hereto.</p> <p>iii) That Council's internal legal team recommend to the owner of no. 40 that her ownership of the area shaded pink be regularised, and that approval be given to a formal transfer of the area to her at no cost.</p>	F O'Connor	Approved	Y
SPR/136/2020	Lands at Windmill Business Park, Saintfield (DEFERRED)	It was agreed that this item be deferred.	D Carville/ F O'Connor	Noted	Y
SPR/137/2020	Shimna Road Flood Alleviation Scheme	It was agreed that Council facilitate access as per the proposed agreement to allow DFI to undertake the flood alleviation works.	F O'Connor	Noted	Y

SPR/138/2020	Tourism Service Level Agreements	<p>It was agreed to approve the following recommendations:</p> <ol style="list-style-type: none"> 1. Service Level Agreements that were approved in March 2020 with Mournes Heritage Trust, St Patrick's Visitor Centre and Outdoor Recreation NI for the delivery of projects and services within the 2020/21FY, are continued with Council funding continued as planned. 2. Service Level Agreements with Downpatrick Railway Society and Kilkeel Development Association receive no further payments at this time and officers continue to work with both groups to identify opportunities to deliver against objectives and therefore avail of funding. 	A Patterson	Approved	Y
SPR/139/2020	Reopening Museums	It was agreed to approve the reopening of the Council's two museums, in compliance with current Government guidelines, in a phased manner commencing in October 2020.	A Patterson	Approved	Y

END

Report to:	Strategy, Policy and Resources Committee
Date of Meeting:	15 October 2020
Subject:	Officers Report on Notice of Motion re development of a social value strategy
Reporting Officer (Including Job Title):	Dorinnia Carville, Director of Corporate Services
Contact Officer (Including Job Title):	Colin Moffett, Head of Corporate Policy Alan Beggs, Head of Evidence and Research David Barter, Head of Procurement and Logistics

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

For decision	X	For noting only	
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1.0	Purpose and Background
1.1	<p>The following Notice of Motion, in the name of Councillor Clarke, was referred by the Monthly Council meeting to be heard at the Strategy, Policy and Resources meeting in October 2020.</p> <p>Notice of Motion:</p> <p><i>"This Council agrees to develop a social value strategy to further social, environmental and economic goals of Newry Mourne and Down Council. As far as permissible by Law, this Council should increase the value of social impact clauses at the pre-procurement stage and to include them within the award criteria. Contracts should be informed by a social needs assessment with consideration given to how social clauses can help address those needs. Assessments should be conducted with key stakeholders, including members of the public, as appropriate.</i></p> <p><i>The social value strategy should promote more creative use of social clauses to deliver positive social benefits. Council officials should set up monitoring and evaluation frameworks for the delivery of social clauses at the start of the contract and these should be included in the tender documents. The social value strategy should be outcome based and used to tackle poverty, particularly within areas of multiple deprivation. Tackling zero hour contracts and encouraging living wage employment should be central to the strategy and should include but not be limited to our own council and its workforce".</i></p>
1.2	<p>What is Social Value?</p> <p>Social value 'refers to wider non-financial impacts of programmes, organisations and interventions, including the wellbeing of individuals and communities, social capital and the environment. These are typically described as 'soft' outcomes, mainly because they are difficult to quantify and measure'.</p>

	<p>What are social clauses?</p> <p>Social clauses have been defined by the Cabinet Office as:</p> <p><i>"... requirements within contracts or the procurement process which allow the contract to provide added social value through fulfilling a particular social aim. For example, a social clause in a public contract could prioritise the need to train or give jobs to the long term unemployed in the community as part of the contracting workforce."</i></p> <p>(http://www.cabinetoffice.gov.uk/third_sector/public_services/social_clauses.aspx and as set out in a Northern Ireland Assembly Research Paper 2009 on Social Clauses in public contracts 2009)</p>
1.3	<p>Social Value objectives are addressed in the 2014 Public Contracts Regulations and the Public Services (Social Value) Act 2012. In Northern Ireland, the Northern Ireland Procurement Board agreed a standard approach ('Buy Social' Model) to be used in the procurement of construction projects from April 2016. The Buy Social model was developed by the Strategic Investment Board and Central Procurement Directorate seeks to maximise the benefits from public procurement in terms of personal well-being, social cohesion and inclusion, equal opportunities and sustainable development.</p> <p>While the Model does not apply to Local Government there is potential for it to be considered within the Council's procurement to formally embed social value into all procurement processes, influenced by the Council's Corporate Plan 2020-2023 and associated strategies and policies.</p> <p>Fermanagh & Omagh District Council have recently revised their Procurement Policy setting out three pillars of responsible procurement to be considered; (i) Social Value, (ii) Sustainability and (iii) Ethical Sourcing.</p>
2.0	Key issues
2.1	<p>Newry, Mourne and Down District Council's Procurement Policy and Procedures already makes reference to social (value) as follows:</p> <ul style="list-style-type: none"> ○ Section 2.1 What is Public Procurement <i>In the context of a procurement process, obtaining "best value for money" means choosing the bid that offers "the optimum combination of whole life costs and benefits to meet the customer's requirement". This is not always the lowest initial price option and requires assessing the ongoing revenue/resource costs as well as initial capital investment. The Council's requirement can include social, environmental and other strategic objectives and is defined at the earliest stages of the procurement cycle.</i> ○ Section 2.2 Guiding Principles of Procurement Integration: <i>the procurement policy should pay due regard to the Council's other economic and social policies, rather than cut across them.</i> ○ Section 8.6 OJEU (Official Journal of the European Union) <i>When goods or services are over the EU threshold values the following principles must be used as a guide:</i> 5. Include economic, social and environmental policy objectives where appropriate

2.2	<p>While the underpinning theme of the Notice of Motion is 'responsible procurement', it also details numerous associated actions which, if agreed, may have impact for Council's functions and processes including those related to Council's Corporate Plan and Procurement Policy and Procedures.</p> <p>When giving consideration to the scope and context of the notice of motion on the development of a social value strategy, Council must be mindful of potential legal implications and its areas of competence as a Public Authority.</p> <p>Should Council be minded to agree to the substantive context of the Notice of Motion it is recommended Council agree to explore the development of a social value strategy, and that Officers research this further and bring proposals and implications back to Elected Members for consideration.</p>
3.0	Recommendations
3.1	<p>Should Council be minded to agree to the substantive context of the Notice of Motion it is recommended Council agree to explore the development of a social value strategy, and that Officers research this further and bring proposals and implications back to Elected Members for consideration.</p>
4.0	Resource implications
4.1	<p>As this is an Officer report on a notice of motion which has not yet been heard, resource implications have not been determined.</p>
5.0	Due regard to equality of opportunity and regard to good relations (complete the relevant sections)
5.1	<p><i>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</i></p> <p>It is not anticipated the proposal will have an adverse impact upon equality of opportunity or good relations <input type="checkbox"/></p>
5.2	<p><i>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</i></p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>The policy (strategy, policy initiative or practice and / or decision) has been equality screened <input type="checkbox"/></p> <p>The policy (strategy, policy initiative or practice and / or decision) will be subject to equality screening prior to implementation <input checked="" type="checkbox"/></p>

5.3	<p><i>Proposal initiating consultation</i></p> <p>Consultation will seek the views of those directly affected by the proposal, address barriers for particular Section 75 equality categories to participate and allow adequate time for groups to consult amongst themselves <input type="checkbox"/></p> <p>Consultation period will be 12 weeks <input type="checkbox"/></p> <p>Consultation period will be less than 12 weeks (rationale to be provided) <input type="checkbox"/></p> <p><i>Rationale:</i></p>
6.0	<p>Due regard to Rural Needs (please tick all that apply)</p>
6.1	<p>Proposal relates to developing, adopting, implementing or revising a policy / strategy / plan / designing and/or delivering a public service</p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>Rural Needs Impact Assessment completed <input type="checkbox"/></p>
7.0	<p>Appendices</p>
	<p>N/A</p>
8.0	<p>Background Documents</p>
	<p>N/A</p>

Report to:	Strategy, Policy and Resources Committee
Date of Meeting:	15 October 2020
Subject:	Terms of Reference - Strategic Finance Working Group
Reporting Officer (Including Job Title):	Dorinnia Carville – Director: Corporate Services
Contact Officer (Including Job Title):	Kate Bingham – Head of Performance and Improvement

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

For decision	<input checked="" type="checkbox"/>	For noting only	<input type="checkbox"/>
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1.0	Purpose and Background
1.1	<p>The Efficiency Working Group (EWG) has been reconstituted and renamed as the Strategic Finance Working Group (SFWG) and has assumed the remit of the Neighbourhood Services Transformation Working Group. The role of the SFWG has also been strengthened to oversee and monitor the short, medium and long term strategic finances of the Council. The SFWG will support the Strategy, Policy and Resources Committee in setting the budget, striking the annual rate and securing greater alignment with the Council's strategic objectives and key transformation projects. The draft Terms of Reference for the SFWG are outlined in Appendix 1.</p>
2.0	Key issues
2.1	<p>Membership of the SFWG The membership of the SFWG is currently comprised of the following Elected Members and the Chair of the group will be agreed annually from within the membership of the Group.</p> <p>2 Sinn Fein (Cllrs O Hanlon and W Clarke) 2 SDLP (Cllrs P Byrne and G Sharvin) 1 UUP (Cllr R Burgess) 1 DUP (Cllr K Owen) 1 Alliance / Independent (Cllr C Enright)</p> <p>Attendance at the bi-monthly meetings of the SFWG is open to the 41 Members of Council and encouraged during rate setting process.</p>
2.2	<p>Officer Support</p> <p>The SFWG will be supported by the Director of Corporate Services and other senior officials from across the Council. The SFWG will also be supported by specific officer groups which have been established to manage key financial and transformational projects which have a significant impact on the Council's budget and/or capital programme. These groups are outlined in Appendix 2.</p>
2.3	Work Programme

	It has been recognised that the work of the group must be clear and focused, and a proposed programme of work will be presented to the next meeting of the SFWG, in November, for consideration.
3.0	Recommendations
3.1	To consider and agree: <ul style="list-style-type: none"> • The Terms of Reference for the Strategic Finance Working Group (SFWG)
4.0	Resource implications
4.1	There are no financial resources implications within this report.
5.0	Due regard to equality of opportunity and regard to good relations (complete the relevant sections)
5.1	<p><i>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</i></p> <p>It is not anticipated the proposal will have an adverse impact upon equality of opportunity or good relations <input checked="" type="checkbox"/></p>
5.2	<p><i>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</i></p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>The policy (strategy, policy initiative or practice and / or decision) has been equality screened <input type="checkbox"/></p> <p>The policy (strategy, policy initiative or practice and / or decision) will be subject to equality screening prior to implementation <input type="checkbox"/></p>
5.3	<p><i>Proposal initiating consultation</i></p> <p>Consultation will seek the views of those directly affected by the proposal, address barriers for particular Section 75 equality categories to participate and allow adequate time for groups to consult amongst themselves <input type="checkbox"/></p> <p>Consultation period will be 12 weeks <input type="checkbox"/></p> <p>Consultation period will be less than 12 weeks (rationale to be provided) <input type="checkbox"/></p> <p><i>Rationale:</i> Consultation not required.</p>

6.0	Due regard to Rural Needs (please tick all that apply)
6.1	<p>Proposal relates to developing, adopting, implementing or revising a policy / strategy / plan / designing and/or delivering a public service</p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>Rural Needs Impact Assessment completed <input type="checkbox"/></p>
7.0	Appendices
	<p>Appendix 1: Strategic Finance Working Group - Terms of Reference</p> <p>Appendix 2: Strategic Finance Working Group – Reporting Arrangements Diagram</p>
8.0	Background Documents
	<p>Strategy, Policy and Resources Agenda Item (18 August 2020): Revision of Efficiency Working Group</p>

Strategic Finance Working Group

Terms of Reference

Purpose

The purpose of the Strategic Finance Working Group ('the Working Group') is to oversee and monitor the short, medium and long term strategic finances of the Council. The Working Group will support the Strategy, Policy and Resources Committee in setting the budget, striking the annual rate and securing greater alignment with the Council's strategic objectives and key transformation projects.

The Working Group will be responsible to the Strategy, Policy and Resources Committee. This Committee is fully accountable to Full Council.

Scope

The Working Group will support the Strategy, Policy and Resources Committee by making recommendations on the following areas of work:

- Identifying options to improve the efficiency of Council services, including but not limited to reviewing service improvement plans presented as well as service area performance metrics.
- Considering the long term budget of Council by setting a medium/long term approach to financial planning, including the lead group which provides direction on the annual striking of the district rate.
- Strengthening the alignment between financial and strategic planning and improving the links between the budget setting process and key objectives within the Corporate Plan and other key strategies.
- Monitoring significant project and contract expenditure and understanding its impact on the Capital Programme, including those of specific capital project boards established by SP&R Committee.
- Monitoring the implementation of the Estates Strategy, including surplus assets and the use of capital receipts, as well as the efficient utilisation of Council's estate.
- Monitoring and reviewing key organisational transformation initiatives, which have a significant impact on the strategic direction and financial resources of the Council.

The Working Group will not have any decision-making authority, but will make recommendations to the Strategy, Policy and Resources Committee for consideration.

Membership

Membership of the Working Group will be comprised of the following appointed Councillors:

2 Sinn Fein
2 SDLP
1 UUP
1 DUP
1 Alliance / Independent

Appointments to the Working Group will be made at the Annual General Meeting of Council. Where possible and practical, membership of the Working Group will be linked to the membership of the Strategy, Policy and Resources Committee.

The Chair of the Working Group will be agreed annually from within the membership of the Group. In the absence of a Chairperson, the Working Group will be chaired by a Member agreed by the Members of the Group present at the meeting.

Quorum

4 members of the working group shall be considered quorate.

Meetings

Attendance at the meetings of the Working Group is open to the 41 Members of Council. Attendance is encouraged at those meetings which are focused on rate setting process, between October-February each year.

Meetings will take place on a bi-monthly basis, with scope to call additional meetings as required throughout the year.

The schedule of meetings will be agreed by the Working Group.

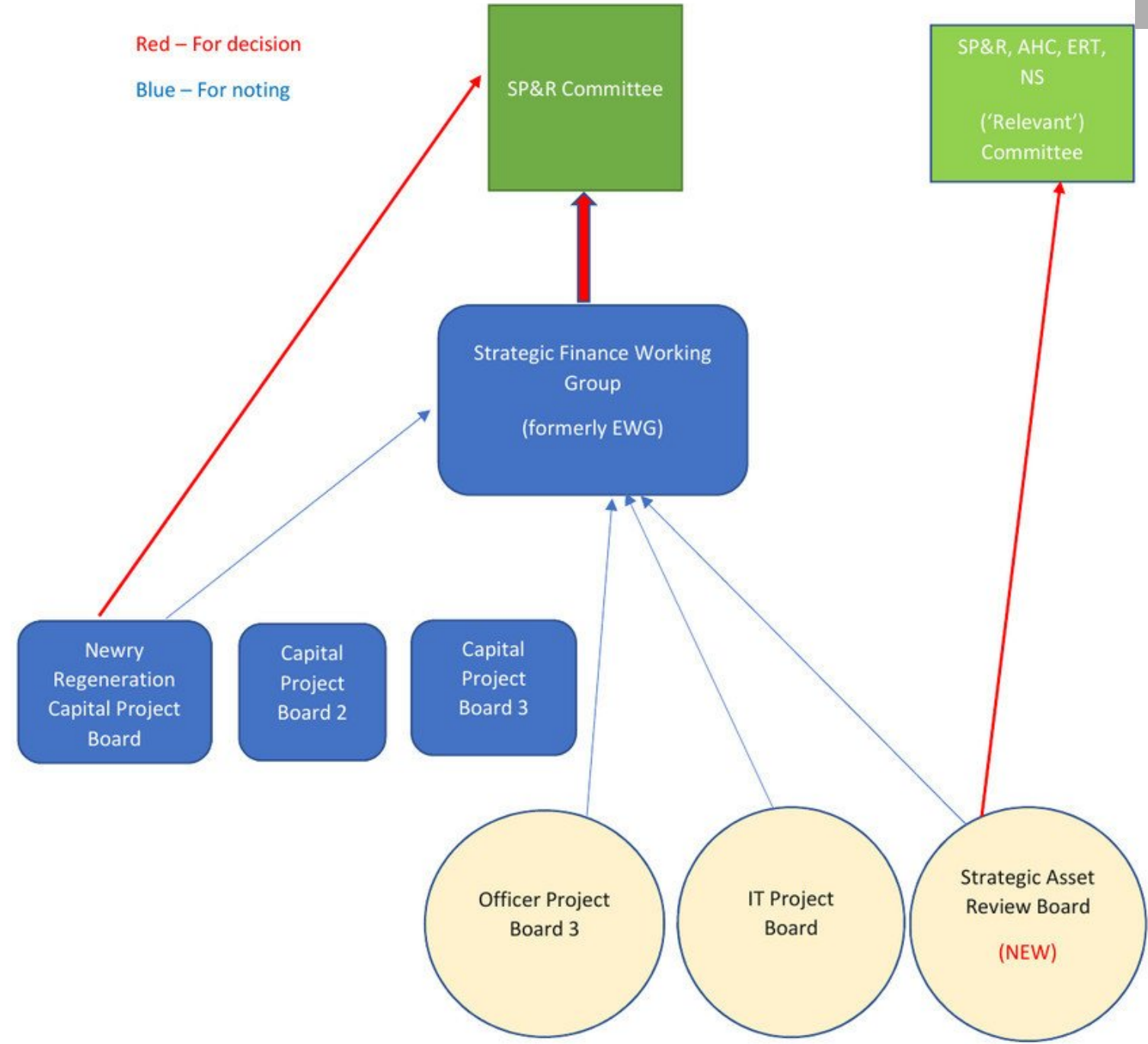
Reporting

The Working Group will retain an action sheet for all meetings. The action sheet will be reported to the next available meeting of the Strategy, Policy and Resources Committee.

Officer Support

The Working Group will be supported by the Director of Corporate Services and other senior officials from across the Council.

The Working Group will also be supported by specific officer groups which have been established to manage key financial and transformational projects which have a significant impact on the Council's budget and/or capital programme.



Report to:	Strategy, Policy and Resources Committee
Date of Meeting:	15 October 2020
Subject:	Annual Assessment of Directorate Business Plans 2019-20
Reporting Officer (Including Job Title):	Marie Ward: Chief Executive Dorinnia Carville: Director – Corporate Services
Contact Officer (Including Job Title):	Marie Ward: Chief Executive Dorinnia Carville: Director – Corporate Services

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

For decision	X	For noting only	
1.0	Purpose and Background		
1.1	The social and economic disruption caused by COVID-19 has had a significant impact on our District, our citizens, our services and the way we provide them. In response to the pandemic, the annual assessment of Directorate Business Plans 2019-20 was delayed until October 2020 and Emergency Business Plans were developed to manage the Councils response to COVID-19.		
2.0	Key issues		
2.1	<p>Annual Assessment of Directorate Business Plan 2019-20</p> <p>Directorate Business Plans are an essential part of the Council's Business Planning and Performance Management Framework, which drives and provides assurance that corporate priorities are being delivered. In order to improve transparency and accountability, and facilitate a performance led approach to business planning, each Directorate has undertaken a review of their 2019-20 Business Plan. These assessments provide an overview of the performance of each Directorate during 2019-20 and form an important part of the Council's statutory responsibility to strengthen the way performance is monitored, reviewed and reported across the organisation.</p> <p>The annual assessments of the Chief Executive's and Corporate Services Business Plans 2019-20 are attached at Appendices 1 and 2.</p>		
3.0	Recommendations		
3.1	<p>To consider and agree:</p> <ul style="list-style-type: none"> • The annual assessment of the Chief Executive's Departmental Business Plan 2019-20 • The annual assessment of the Corporate Services Directorate Business Plan 2019-20 		
4.0	Resource implications		
4.1	There are no financial resources implications within this report.		

5.0	Due regard to equality of opportunity and regard to good relations (complete the relevant sections)
5.1	<p><i>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</i></p> <p>It is not anticipated the proposal will have an adverse impact upon equality of opportunity or good relations <input checked="" type="checkbox"/></p>
5.2	<p><i>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</i></p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>The policy (strategy, policy initiative or practice and / or decision) has been equality screened <input type="checkbox"/></p> <p>The policy (strategy, policy initiative or practice and / or decision) will be subject to equality screening prior to implementation <input type="checkbox"/></p>
5.3	<p><i>Proposal initiating consultation</i></p> <p>Consultation will seek the views of those directly affected by the proposal, address barriers for particular Section 75 equality categories to participate and allow adequate time for groups to consult amongst themselves <input type="checkbox"/></p> <p>Consultation period will be 12 weeks <input type="checkbox"/></p> <p>Consultation period will be less than 12 weeks (rationale to be provided) <input type="checkbox"/></p> <p><i>Rationale:</i> Consultation not required.</p>
6.0	Due regard to Rural Needs (please tick all that apply)
6.1	<p>Proposal relates to developing, adopting, implementing or revising a policy / strategy / plan / designing and/or delivering a public service</p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>Rural Needs Impact Assessment completed <input type="checkbox"/></p>
7.0	Appendices
	Appendix 1: Annual assessment of the Chief Executive's Departmental Business Plan 2019-20

	Appendix 2: Annual assessment of the Corporate Services Directorate Business Plan 2019-20
8.0	Background Documents
	Chief Executive’s Departmental Business Plan 2019-20 Corporate Services Directorate Business Plan 2019-20 Mid Year Assessments of Directorate Business Plans 2019-20

Chief Executive's Department

Annual Assessment Business Plan 2019-20

Introduction




This report provides an overview of progress in delivering the Business Plan 2019-20 for the Chief Executive's Department, across the following service areas:

- Business Transformation
- Performance and Improvement
- Evidence and Research
- Community Planning
- Democratic Services












The delivery of the Chief Executive's Departmental Business Plan 2019-20 supports the achievement of all community planning outcomes and corporate priorities, specifically the corporate priority outlined below. Performance has also been tracked using the legend below.






'Transform and modernise the Council, providing accessible as well as value for money services'





Legend





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



Progress at a glance




Certificate of Compliance received from the Local Government Auditor in relation to performance and improvement	
Performance Profiles developed and corporate approach for Service Plans agreed	
Procurement of electronic performance management system not progressed	
GIS Enterprise System implemented	
Tourism Storyboards being piloted	
Dashboards developed to monitor population level trends	
Community Plan Statement of Progress published and submitted to Department for Communities	
Over 470 people engaged in Participatory Budgeting events and 26 community groups received funding	
The Community Support Partnership is in place and the Asset Mapping project is underway	
Local government elections held and appointments to positions of responsibility complete	
The Chairperson hosted 44 events and attended a further 456 engagements	




Key CEO Actions				
Supporting Actions		When	Status	Progress
Transformation	Further develop a more detailed Target Operating Model	Ongoing		The Chief Executive continues to initiate and roll out a corporate transformation programme which is focused on the organisational structure, employee terms and conditions and IT. Task and Finish Working Groups, led by Assistant Directors, continue to progress key areas of work, including the development of 'Customer Engagement', 'Ways of Working' and 'Information Management' Strategies.
	Roll out the business transformation programme with the Senior Management Team and Elected Members	Ongoing		
	Develop and implement a targeted Efficiency Plan for 2019-20	Q3		The Efficiencies Working Group (EWG) considered a range of internal and external factors around the rate setting process, including the Capital Programme, reserves, absenteeism, agency staff and overtime. In September 2020, the EWG was re-named as the Strategic Finance Working Group, and will oversee the short, medium and long term strategic finances of the Council.
Performance and Improvement	Mainstream the Performance Improvement Policy and strengthen alignment across the Business Planning and Performance Management Framework	Ongoing		The Performance Improvement Policy is in place and the alignment across the Business Planning and Performance Management Framework continues to strengthen. However, the development and implementation of Business and Service Plans has been postponed until 2021-22 and Emergency Business Plans have been developed to manage the Council's response to the COVID-19 pandemic during 2020-21.
	Provide performance management training and capacity building for Elected Members and designated officers	Ongoing		The Council has been involved in organising the regional NILGA Performance Improvement Masterclass, which was scheduled to take place in May 2020, and has since been delayed in response to the COVID-19 pandemic. The Performance Management training session for Elected Members, which was scheduled to take place to in March 2020, has also been postponed.
	Identify opportunities to use performance	Ongoing		Performance Profiles have been developed for each Directorate, outlining year on year trends,







information to drive continuous improvement across the organisation			comparisons with other Councils and areas of good and under performance. This performance information is being used to inform the business and service planning process, whilst identifying areas for improvement at all levels of the organisation.
Develop and consult on the performance improvement objectives, and publish the Performance Improvement Plan 2019-20	Q1		The consultation and engagement on the performance improvement objectives 2019-20 was integrated with the consultation on the Corporate Plan 2019-23. The results of the consultation and engagement process informed the development of the performance improvement objectives, which were published in the Performance Improvement Plan before 30 June 2019, in line with the statutory timescale.
Explore options to progress the procurement of an electronic Performance Management System	Q1 onwards		The project mandate for an electronic performance management system was considered by the IT Projects Group and currently forms part of the forward looking, long term IT Strategy. The Council currently operates an interim excel performance management system.
Implement the recommendations arising from the internal audit of the Council's performance indicators	Q1 onwards		The implementation of all recommendations from the internal audit of the Council's performance indicators is well underway. In November 2019, APSE (Association of Public Sector Excellence) validated all APSE performance indicators to assess the robustness and adequacy of the data collation processes and accuracy of the data submitted. This process highlighted a number of areas for improvement and revised performance indicator templates were submitted in December 2019.
Complete and publish the Assessment of Performance 2018-19	Q2		The Assessment of Performance 2018-19 provides an overview of progress in delivering the Corporate Plan 2015-19 and Performance Improvement Plan 2018-19, and was published before 30 September 2019, in line with the statutory timescale. The summary document entitled 'Our Performance Looking Back, Going Forward' was also published on the


				corporate website and circulated to key stakeholders.
	Commence the development of the 2020-21 performance improvement objectives, in line with the new Corporate Plan	Q2 onwards		The Corporate Plan 2020-23 has been drafted and the strategic objectives are currently being reviewed, to ensure they remain relevant and realistic, as the organisation continues to respond to the COVID-19 pandemic. The draft performance improvement objectives 2020-21 were approved by the Strategy, Policy and Resources (SPR) Committee in March 2020 and were subject to public consultation between 18 March-13 May 2020. However, in line with the guidance issued by the Department for Communities, the publication of the Performance Improvement Plan has been suspended for the 2020-21 financial year.
	Facilitate the Performance Audit and Assessment 2019-20 and implement the 'proposals for improvement' put forward by the Local Government Auditor	Q3		The 2019-20 Performance Audit and Assessment is complete and the S95 report was issued in November 2019. The implementation of the current 'proposals for improvement' is underway, and progress was reported to the SPR Committee in September 2020 and through the Assessment of Performance 2019-20.
	Complete and publish the Mid Year Assessment of the Performance Improvement Plan 2019-20	Q3		The Mid Year Assessment of the Performance Improvement Plan 2019-20 was published in December 2019.
Evidence and Research	<p>Analyse and review the delivery of the Community Plan by:</p> <ul style="list-style-type: none"> Developing dashboards to monitor population level indicators at both thematic and DEA levels Collaborating with partners to develop performance scorecards to 	Q1 onwards		<p>A series of dashboards to monitor population level indicators has been produced, providing an evidence base to review the implementation the Community Plan.</p> <p>DEA dashboards have also been updated to provide an overview of health, crime, environmental and economic trends within the population which are being used to inform the development of the DEA Action Plans. Score cards have been produced for numerous DEA projects including:</p>





	<p>monitor the impact of selected community planning activities</p> <ul style="list-style-type: none"> • Collaborating with the DEA Forums to develop scorecards to monitor the implementation of DEA Action Plans 			<ul style="list-style-type: none"> • Banjaxed- Safety and Good Relations • Spanner in the Works- Health Outcome • Community Culture programme - Safety & Good Relations • Housing Conference • Save a Life- Health Outcome • Participatory Budgeting events <p>Work is ongoing with the Southern and South Eastern Health Trusts to develop a joint scorecard for the Health Referrals Programme.</p>
	<p>Use the results of the Household Survey as an evidence base to:</p> <ul style="list-style-type: none"> • Review the Community Plan • Inform the medium term priority areas which underpin the Community Plan • Inform the development of corporate priorities within the Corporate Plan 	Q1 onwards		<p>The results of the Residents Survey were presented to the Community Planning Partnership and informed into the two-year review of the Community Plan.</p> <p>The Residents Survey has also provided an robust evidence base which partially fulfils the data development agenda for the Community Plan, and has informed the development of the Corporate Plan 2020-23, DEA Action Plans, Performance Improvement Objectives 2020-21 and Directorate Business Plans.</p>
	<p>Implement and upgrade the corporate GIS service, internally and externally</p>	Q4		<p>The GIS Enterprise System has been implemented and 18 GIS sites, specific to Council services, were introduced, including PROW, Council assets, emergency equipment and historic maps.</p> <p>Mobile GIS Applications are currently being piloted within environmental services, which enable officers to accurately record and collect spatial data around key areas of work, including the location of dog fouling and fly tipping. If successful, the applications will be expanded for both internal and external use to collect the required data.</p>

				In collaboration with the Tourism Department, Story Maps are being piloted to enable the public to interact with maps and multimedia, which can promote key facilities across the District, including golf clubs.
	Work with Legal Services to improve existing governance arrangements for the use of data to support business intelligence	Ongoing		<p>Liaison is ongoing with the Head of Compliance in relation to data accuracy issues around GDPR. Data validation work continues across the organisation, highlighting issues of data accuracy and completeness within various datasets, particularly in relation to the validation of the NI Pointer address database.</p> <p>Ongoing support is also being provided to the Corporate Management Team Working Group in relation to the development of an Information Management Strategy.</p>
	Provide an evidence base to support internal and external stakeholders in the delivery of services	Ongoing		<p>Corporate roadshows were held with each of the Directorate Management Teams and a number of projects have been supported to date, including:</p> <ul style="list-style-type: none"> • Community Facilities Review • Housing monitor and economic lands data for the Local Development Plan • Review of Environmental Health inspection zones • Validation and development of the integrated refuse database • Public Surveys for Arts and Heritage Strategy, Corporate Plan, Castlewellan Park Redevelopment, Irish Language Strategy, Disability and Equality Action Plans and the Performance Improvement Plan.
Community Planning	<p>Continue to implement the Community Plan by:</p> <ul style="list-style-type: none"> • Progressing an agreed set of focused priorities which underpin the delivery of the Community Plan 	Q1 onwards		<p>Through the Thematic Groups, a reduced number of focused priorities have been identified, agreed and approved by the Community Planning Partnership (CPP) Board. Sub-groups for the majority of priority areas have been established, led by specific partner organisations. Examples include:</p> <ul style="list-style-type: none"> • The Community Support Partnership which was

<ul style="list-style-type: none"> Identifying, developing and co-ordinating joint partnership initiatives to improve integrated service provision around the implementation of the Community Planning 			<p>established to share information, provide support for vulnerable individuals and reduce stress on key services. Membership includes representatives from the Community and Voluntary Sector, as nominated through the Strategic Stakeholder Forum (SSF).</p> <ul style="list-style-type: none"> Leading the Asset Mapping project for all Councils and Community Planning Partnerships across NI, with common schema being developed by the Evidence and Research Team.
Implement the revised governance arrangements and operating protocols for the Community Planning structures	Q1 onwards		During Q2, Elected Members and SSF nominees were appointed to the revised Thematic Groups. The annual rotation of the Chair of the Community Planning Partnership Board has been agreed across all Thematic Groups, with the new Chair Róisín Coulter, SEHSCT Director, assuming her position during Q4.
Support the Strategic Stakeholder Forum (SSF) to deliver an action plan which is fully integrated with the Community Plan	Q1 onwards		The priorities of the SSF have been refined in line with Community Plan, with strong focus on the delivery of Health programmes. The Wellbeing Week for staff and volunteers had limited success due to low capacity and a clash of events. The SSF continues to provide active support towards and participation in a range of initiatives, including the Community Support Partnership and Multi-Disciplinary Teams (MDT).
Engage with Community Planning Partners to further develop, manage and roll-out Participatory Budgeting programmes	Q1 onwards		Six partners allocated £24k towards Participatory Budgeting initiatives. Two 'Communities Leading Change' pilot events were held in Downpatrick and Newry, with additional funding being awarded by the NI Housing Executive and Policing and Community Safety Partnership (PCSP). 26 of the 34 participating groups received up to £750 funding each. The 'Market stall' approach which was trialled successfully in Newry engaged over 300 people,

				<p>whilst over 170 participated in the Downpatrick event.</p> <p>Council employees continue to collaborate with partners in Scotland and Poland to inform and drive forward development of a 'PB for Youth' Toolkit.</p>
	Submit the 'Statement of Progress' in relation to the implementation of the Community Plan to the Department for Communities	Q3		The Statement of Progress 2019, including the summary document, was developed in collaboration with key partners, approved by Community Planning Partnership Board, published on the corporate website and submitted to Department for Communities in November 2019.
Democratic Services	Organise and facilitate the 2019 Local Government Elections	Q1		The local government elections were held in May 2019 and 41 Councillors were elected to Newry, Mourne and Down District Council.
	Organise the annual meeting of Council and manage the appointment of positions of responsibility for the new term of Council and Committees for 2019-20	Q1		The annual meeting of Council took place in June 2019 and Elected Members were appointed to designated positions of responsibility for 2019-20, as well as the second term of Council in relation to political party representation.
	Organise a programme of committee meetings for the first year of the new term of Council	Q1		The programme of Committee meetings for 2019-20 and 2020-21 has been organised, agreed and published on the corporate website.
	Continue to provide an induction, training and capacity building programme to support Elected Members in fulfilling their roles and responsibilities	Q1 onwards		During 2019-20, Elected Members were invited to participate in a number of training programmes, including E Learning, Code of Conduct, Standing Orders, Minutepad, Safeguarding and Data Protection. Elected Members also attended a range of conferences which focused on themes such as housing, regeneration, recycling and environmental issues, as well as corporate events which were hosted by APSE, NILGA and NAC (National Association of Councillors).
	Support the Chairperson and Vice Chairperson in	Q1 onwards		The Chairperson and Vice Chairperson have a designated resource within the Council to support

	carrying out their role(s) as First Citizen(s)			them in fulfilling their role(s) as First Citizen(s). During 2019-20, the Chairpersons hosted a total of 44 civic receptions and attended 456 engagements.
	Continue to provide administrative and governance support to the Council's decision-making structures	Q1 onwards		The Council continues to organise and provide administrative and governance support to the monthly meetings of Council and its Standing Committee, as well as the quarterly meetings of the Audit Committee. Action sheets for each meeting are instrumental in monitoring and tracking progress in implementing Council decisions. The Council also continues to review the constitution and has updated the Terms of Reference for Committees and Scheme of Allowances for Elected Members.

Measures of Success			
Measure	Actual	Status	Explanation
Compliance with the statutory Duty of Improvement	Achieved		The certificate of Compliance was received from the Local Government Auditor in relation to the Duty of Improvement 2019-20.
Compliance with the statutory Duty of Community Planning	Achieved		Compliance with the statutory Duty of Community Planning is ongoing.
The number of events hosted on behalf of the Chairperson	44		During 2019-20, the Chairpersons hosted 44 events, including the Civic Awards, Sports Awards and receptions for the Maidens of the Mourne, Youth Council, Bunscoil an Iuir and Special Olympians.
The number of official events attended by the Chairperson/Vice Chairperson	456		During 2019-2020, the Chairpersons attended 456 events, launches, photocalls and interviews, including the Ulster Fleadh, Pride in Newry, Mourne Mela and Christmas Light Switch-On's across the District, as well as the official openings of community centres, walking trails and play parks.

Corporate Services

Annual Assessment of Business Plan 2019-20

Introduction

This report provides an overview of progress in delivering the Corporate Services Business Plan 2019-20, across the following service areas:




- Finance, including procurement
- Human Resources, including safeguarding
- Corporate Planning and Policy, including Communications and Marketing
- Administration, including legal services, compliance and registration services
- Information Technology
- Estates and Capital projects, including Health and Safety and Emergency Planning

The delivery of the Corporate Services Business Plan 2019-20 supports the achievement of all corporate priorities, particularly the following corporate priorities, and performance has been tracked using the legend below.






'Transform and modernise the Council, providing accessible as well as value for money services'

'Protect our natural and built environment'






Legend



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





Progress at a glance






Administration	
Corporate Planning and Policy	
Estates and Capital Projects	
Finance	
HR	
IT	





Key Corporate Service Actions			
Supporting action	When	Status	Progress
Administration	Provide annual Data Protection, FOI and EIR training for all staff and elected members	Q3	<p>New Access to Information Policy and Procedure completed.</p> <p>All staff training commenced in Q4. Due to Covid-19 and remote working a number of training sessions were cancelled. These staff training sessions and the Councillor training session are rescheduled for completion during 2020/21. Training slides are accessible to all staff.</p> <p>E-learning course launched October 2020 which is mandatory for all staff to complete by 30 November 2020.</p>
	Continue audit of records across Council to ensure Council meets its obligations under GDPR and PRONI guidance	Q4	<p>48 information audits commenced with 28 completed (58%) and a further 15 (32%) in the final stage of completion</p> <p>Rate per bag of confidential waste paper disposed through external contractor reduced by 43.75%</p> <p>The Compliance Team will continue to collate data and use findings to ensure Council meets its obligations under GDPR and PRONI Guidance.</p>
	Develop and implement a Corporate Records Management Policy & Procedure to include a file plan and classification of information in line with current guidance.	Q2	Corporate Records Management Policy & Procedure produced and approved by SP&R Committee on 12 September 2019 and ratified by Council on 7 October 2019.
	Provide training for all staff and elected members	Q4	Training materials currently being developed. Due to Covid-19 sessions were unable to be delivered and are rescheduled for completion during 2020/21.
	Undertake review of Council Bye-laws in conjunction with relevant departments	Q4	Review of Bye-laws completed by Administration Department. Priority list drawn up for action in conjunction with relevant Departments. The first Bye-laws to be dealt with are those


				prohibiting the consumption of alcohol in public places in partnership with Community Engagement and consultation with PSNI.
	Finalise and implement Business Review Model	Q4		Work ongoing in relation to the Model and development of a Project Implementation Plan. Business Support being reviewed in light of Covid-19 to support new ways of working.
	Review Complaints Policy and develop a Best Practice Manual.	Q4		Revised Complaints Model under consideration by NIPSO in consultation with Councils via a Council-wide Officer Working Group. Further guidance awaited from NIPSO – delayed due to COVID-19.
	Provide training for all staff and elected members	Q4		Existing Policy remains under review and advice and guidance to support complaints handling provided to all Departments as required. Will follow implementation of a revised Complaints Model.
	Progress the inclusiveness of languages within Council: ▪ develop an Irish Language Strategy for 2019-2023	Q4		The draft Irish Language Strategy 2020-2023 has been prepared and will be tabled at the October SPR Committee meeting. Further to consideration and comment by SMT, CMT, and Council's Irish Language Strategy Cross Party Working Group it was tabled at the November 2019 Strategy, Policy and Resources Committee. Further to ratification at the Council's monthly meeting in December 2019, the draft Irish Language Strategy 2020-2023 was subject to a 12-week public consultation during the period 16 January – 10 April 2020.
		Q4		Finalised Irish Language Strategy 2020-2023, taking into consideration consultation responses and comments, to be tabled for consideration and adoption by Council at the October SPR committee meeting.





▪ review and revise bilingualism policy			As per draft Irish Language Strategy 2020-2023 the review and revision of the Bilingualism Policy is now currently timetabled to be undertaken in Q3 (December 2020) during 2020-2021.
Development of Corporate Plan 2019-2023	Q4		<p>Following a detailed consultation programme the Draft Corporate Plan 2019-2023 was prepared and consulted on publicly for a 12-week period ending in December 2019.</p> <p>The finalised version of the Corporate Plan 2019-2023 was tabled at SPR Committee in March 2020 but its launch was delayed due to the onset of COVID 19. The document will now be reviewed in Autumn 2020 and will be brought back to Council for consideration and adoption.</p>
Development of Equality Action Plan 2020-2023	Q4		<p>The draft Equality Action Plan 2020-2023 was prepared in conjunction with the five-year review of the Council's Equality Scheme.</p> <p>Further to consideration and comment by SMT and CMT, the draft plan was tabled at the December 2019 Strategy, Policy and Resources Committee. Further to ratification at the Council's monthly meeting in January 2020, the draft Equality Action Plan 2020-2023 was subject to a 12-week public consultation during the period 16 January – 10 April 2020.</p> <p>Finalised Equality Action Plan 2020-2023, taking into consideration consultation responses and comments, to be tabled for consideration and adoption by Council during 2020/2021.</p> <p>For noting: Council's Five-year review report and revised Equality Scheme, considered at the Council's Strategy, Policy and Resources Committee on 12 March 2020, ratified by the Party Leaders Forum w/b 6 April 2020,</p>

				were forwarded to the Equality Commission for Northern Ireland on 7 April 2020.
Corporate Planning and Policy	Five-year review and development of Disability Action Plan 2020-25	Q3		<p>Five-year review complete and draft Disability Action Plan 2020-2023 was prepared.</p> <p>Further to consideration and comment by SMT and CMT, the draft plan was tabled at the December 2019 Strategy, Policy and Resources Committee. Further to ratification at the Council's monthly meeting in January 2020, the draft Disability Action Plan 2020-2023 was subject to a 12-week public consultation during the period 16 January – 10 April 2020.</p> <p>Finalised Disability Action Plan 2020-2023, taking into consideration consultation responses and comments, to be tabled for consideration and adoption by Council during 2020/2021.</p>
	Review Council's Policy Development Framework	Q3		Review and draft framework currently being prepared. As per Corporate Services Emergency Business Plan the review scheduled to be completed in Q1 during 2020-2021.
	Review and revise media policy, incorporating social media and the use of digital communications. Deliver training to elected members and staff. Develop and implement programme of generic communications/marketing training across all directorates.	Q4		The media policies are being reviewed. A generic communications/marketing training programme for staff was developed and delivered on in Q4. A generic communications/ marketing programme for Elected Members will be developed and delivered in 2020/21.
Estates and	Review Best Practice Guidelines and amend as required taking legislation and regulation changes into account. Provide	Q4		This is an ongoing process – to closely monitor construction procurement, health and safety and emergency planning policy and best practice and advise departments accordingly. As required, recommendations made to





	guidance, support to departments as required.			<p>Procurement Branch to amend template construction procurement documentation to reflect changes to policy or best practice.</p> <p>Regular support, guidance and advice provided to all departments on the delivery of construction projects, health and safety and emergency planning matters.</p>
	Implement the Estates Asset Management Policy, ensuring:	Q4		
	<ul style="list-style-type: none"> Completion of Estates mapping exercise in partnership with GIS and Legal staff Agree action plan for all assets and continue to identify surplus assets, and maximise the value of all assets approved for disposal 	Q4		<p>This is an ongoing process and by the end of this reporting period the mapping exercise of circa 750 assets has been completed. The mapping exercise will continue for the remaining 450 assets.</p> <p>Disposal of assets is an ongoing process with the identifications and disposal of assets being undertaken in line with Council's disposal strategy.</p>
		On going		
Estates and Capital Projects	Review Council's Health and Safety Organisational Arrangements and develop a H&S Management System based on ISO 45001:2018 and other relevant standards	Q4		<p>The review of the Corporate H&S policy has been deferred due to other work priorities - Brexit & COVID-19. This piece of work has been carried forward to the 2020 – 21 Business Plan.</p>
	Develop a framework for small and medium sized construction contracts	Q4		<p>Complete. Procurement for the appointment of a civil engineering minor works framework contractor took place between April – August 2019 with the award made in September 2019 (four-year framework).</p>
	Review Emergency Plans and apply lessons learnt from	Q4		<p>Complete. Emergency Business Plan updated December 2019. Lessons learnt captured and recorded and</p>

	multi agency exercises.			shared with relevant people across Council.
Finance	Continue to implement and monitor compliance with Procurement Policy and ensure staff are appropriately trained. Reinforce Policy focusing on Contracts Management to ensure accurate monitoring of capital expenditure	Q4		Complete. A separate Contracts Management Policy (currently part of the Procurement Policy) will be prepared in 20/21 and training given to all appropriate staff.
	Review of current financial infrastructure, processes and systems to ensure timely production of management and financial accounts and information	Q4		Superseded by Planning for the Future.
	Complete Contracts Register and identify areas for efficiencies. Ensure key Contracts are in place across the Council based on cumulative spend	Q4		Contracts Mapping process is not complete and will be completed in 20/21.
	Introduce new system for audit tracking which also allows audit recommendations to be linked to audit risks	Q3		No progress made to date – will be reviewed in the next financial year.

Supporting action	When	Status	Progress
Organisation Design – Conclude processes for filling posts in confirmed new structures to managerial/ supervisory level.	Q4		All scheduled work completed prior to Planning for the Future pause

Human Resources	Through consultation and negotiation with the recognised Trade Unions, work towards achieving a common set of Terms & Conditions and associated employment policies with a view to reaching agreement for all employees within NMDDC.	Q4		<p>Collective Agreement reached on 9 March 2020. Majority acceptance of new Terms & Conditions secured through ballot of TU Members.</p> <p>Associated Procedures implemented following agreement and communicated.</p>
	Continue to improve the effectiveness of Council's safeguarding organisational arrangements to ensure children and adults at risk are adequately protected and update procedures with a focus on key areas and risk.	Q4		<ul style="list-style-type: none"> • Capacity building of Designated Safeguarding Officers through engagement and continued support. • Safeguarding eLearning launch blended with traditional classroom training to meet specific need & responsibilities • Promotional Materials have increased awareness of Safeguarding for employees and Service Users • Policy and Procedures updated (February 2020) • NMDDC is represented on and inputs to, relevant local and regional Safeguarding partnerships and Statutory Bodies for both Children & Adults at Risk
	Develop and introduce a process which recognises employee contribution and develops our people, through regular engagement between employees and line managers	Q4		<ul style="list-style-type: none"> • People Perform & Grow (PPG) process developed through extensive stakeholder engagement. • Materials designed, and pilot commenced prior to Covid19 lockdown. • Launch planned for 1 April 2020 had to be postponed due to the Pandemic.
Information	Continued implementation of IT Strategy in accordance with timetable and budget, building on the stabilisation of the IT environment, with a key focus on supporting the	Q4		<p>Site Readiness, WAN, WiFi, Fixed Telephony, MS Licensing and eMail projects all complete.</p> <p>Now focusing on Disaster Recovery, Managed Print and Ways of Working. COVID 19 response has accelerated the implementation of some projects, altered the scope of others and introduced some mini-projects.</p>

	transformation agenda.			
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Measures of Success																
Measure	YTD Actual	Status	Explanation													
Administration: 80% of responses to requests for information provided within statutory timeframe	95%		During the period 1 April 2019 – 31 March 2020 688 requests and breach reviews were processed under either the Freedom of Information Act 2000, Environmental Information Regulations (NI) 2004 and/or Data Protection Act 2018. 95% were responded to within the deadline, results as follows: <table border="1" data-bbox="968 896 1386 1097"><thead><tr><th>Deadline Met</th><th>Count</th></tr></thead><tbody><tr><td>No</td><td>19</td></tr><tr><td>Pending*</td><td>16</td></tr><tr><td>Yes</td><td>653</td></tr><tr><td>Total</td><td>688</td></tr></tbody></table> <i>*Analysis conducted 20 April 2020</i> A 10% increase in responses being issued within deadline has been achieved (85% was YTD Actual for 2018/19).				Deadline Met	Count	No	19	Pending*	16	Yes	653	Total	688
Deadline Met	Count															
No	19															
Pending*	16															
Yes	653															
Total	688															
Finance: Pay 90% of invoices to suppliers within 30 days	91% paid within 30 days		4525 paid within time													
IT: Reduce the number of IT critical failures/downtime days due to increased stability of system	1 Critical Failure < 1 Down Days		The number of critical failures has reduced and should continue to remain low as users are migrated to the new IT arrangements. The impact of critical failures has also reduced.													
HR: Overall reduction of	18-19 reduction Refer to table forexplanation		Year	Employees	Days	FTE										

year on year Sickness Absence					19 - 20	614	14583.50	15.77
					18 - 19	565	13019.50	14.70
					17 - 18	579	14491.40	17.13
Corporate Planning and Policy: Increase Facebook and Twitter engagement rates through planned interest based scheduled posts								
		2018 -19 ER	2019 -20 ER	ER Increase				
	Facebook	12%*	15%	3%+				
	Twitter	1.07%	2.64%	1.57%+				
	Total	13.07%	17.64%	4.57%+				

Council continues to grow its social media presence across a number of platforms.



Report to:	Strategy, Policy and Resources Committee
Date of Meeting:	15 October 2020
Subject:	Draft Irish Language Strategy 2020-2023
Reporting Officer (Including Job Title):	Regina Mackin, Assistant Director Corporate Planning and Policy
Contact Officer (Including Job Title):	Colin Moffett, Head of Corporate Policy Ursula Mhic an tSaoir, Irish Language Unit Manager Daria Ní Fhaoláin, Irish Language Officer (Development)

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

For decision	X	For noting only	
1.0	Purpose and Background		
1.1	<p>The Council's draft Irish Language Strategy 2020-2023 was subject to a 12-week public consultation during the period 16 January – 10 April 2020. This survey was conducted on-line via the Newry, Mourne and Down council website and publicised through all Councils' social media channels.</p> <p>There were seven open public consultation meetings arranged, one in each of the District Electoral Areas, as follows: 18th of February 2020 at 7pm – Crossmaglen Community Centre 19th of February 2020 at 7pm – Seán Hollywood Arts' Centre, Newry 25th of February 2020 at 7pm – Warrenpoint Town Hall 26th February 2020 at 7pm - Kilkeel Leisure Centre 18th of March 2020 at 7pm – The Lodge Castlewellan 23rd of March 2020 at 7pm - Downpatrick Arts' Centre 24th of March 2020 at 7pm – Market House Ballynahinch</p> <p>Due to the outbreak of the Covid-19 Pandemic and restrictions put in place in March 2020, the decision was taken to cancel the last three public consultation meetings due to take place in Ballynahinch, Castlewellan and Downpatrick. The online survey inviting feedback on the proposed draft Strategy remained open for the full duration.</p>		
1.2	<p>Council received thirty-six responses, thirty-three respondents undertook the on-line survey and three, Conradh na Gaeilge, Cumann Gaelach Leath Chathail and W Irwin MLA, submitted written responses.</p> <p>Appendix I sets out an analysis of the consultation responses while Appendix II is the finalised draft Irish Language Strategy 2020-2023.</p> <p>The Appendix I report is broken down into 4 parts based on the layout of the survey and looks at the mission, vision and two strategic objectives with accompanying positive actions.</p>		

	At the end of each part of the report a section containing consultees' comments and suggestions, the Council response, recommendation and matters to be actioned has been included.
2.0	Key issues
2.1	While consultees have made many positive comments and suggestions, the majority of comments and suggestions by respondents are predominantly negative. These negative-based comments include those related to an Irish Language Strategy being a waste of money, fears over Council creating recruitment quotas favouring Irish Language speakers, allegations that Council is giving priority to Irish language over that of other minority languages, criticism of Council's 'Irish first' approach and that Council is marking territory through the use of Irish language on signage (street nameplates and Council signage).
2.2	The consultation analysis document and draft Irish Language Strategy 2020-2023 was considered at the CMT meeting on 21 July 2020, SMT meeting on 5 August 2020 and the Irish Language Strategy Cross Party Working Group on 26 August 2020.
3.0	Recommendations
3.1	Members are asked to consider and approve the draft Irish Language Strategy 2020-2023.
4.0	Resource implications
4.1	<p>The Irish Language Unit structure of three Officers has been finalised and agreed, with an allocated budget, including an Irish Language Bursary Scheme and Financial Assistance programme, and no further additional financial or resources implications are anticipated at this stage.</p> <p>While it is envisaged the proposed strategy will be delivered within the current resources, physical and financial resources issues will be kept under review as the Irish Language Strategy 2020-2023 is implemented.</p>
5.0	Due regard to equality of opportunity and regard to good relations (complete the relevant sections)
5.1	<p><i>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</i></p> <p>It is not anticipated the proposal will have an adverse impact upon equality of opportunity or good relations <input type="checkbox"/></p>
5.2	<p><i>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</i></p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please complete the following:</p>

	<p>The policy (strategy, policy initiative or practice and / or decision) has been equality screened <input checked="" type="checkbox"/></p> <p>The policy (strategy, policy initiative or practice and / or decision) will be subject to equality screening prior to implementation <input type="checkbox"/></p>
5.3	<p><i>Proposal initiating consultation</i></p> <p>Consultation will seek the views of those directly affected by the proposal, address barriers for particular Section 75 equality categories to participate and allow adequate time for groups to consult amongst themselves <input type="checkbox"/></p> <p>Consultation period will be 12 weeks <input type="checkbox"/></p> <p>Consultation period will be less than 12 weeks (rationale to be provided) <input type="checkbox"/></p> <p><i>Rationale:</i></p>
6.0	<p>Due regard to Rural Needs (please tick all that apply)</p>
6.1	<p>Proposal relates to developing, adopting, implementing or revising a policy / strategy / plan / designing and/or delivering a public service</p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>Rural Needs Impact Assessment completed <input checked="" type="checkbox"/></p>
7.0	<p>Appendices</p>
	<p>Appendix I: Irish Language Strategy 2020-2023 Consultation – Analysis of responses</p> <p>Appendix II: Draft Irish Language Strategy 2020-2023 (final)</p>
8.0	<p>Background Documents</p>
	<p>N/A</p>

Irish Language Strategy 2020-2023 Consultation – Analysis of responses

This report presents the findings from a 12-week consultation on the Irish Language Strategy 2020-2023 which opened on the 16 January 2020 and closed on the 10 April 2020. This survey was conducted on-line via the Newry, Mourne and Down council website and publicised through all Councils' social media channels.

A total of 33 respondents undertook the on-line survey however not all completed the survey in its totality and therefore each part of the survey was analysed based on the number of participative respondents.

The report is broken down into 4 parts based on the layout of the survey and looks at the mission, vision and two strategic objectives with accompanying positive actions.

Appendices to the report analyse the monitoring questions as well as providing a full list of all the comments/ suggestions made throughout the survey.

Public Consultation Meetings

There were seven Open Meetings arranged, one in each of the District Electoral Areas, as follows:

18th of February 2020 at 7pm – Crossmaglen Community Centre
 19th of February 2020 at 7pm – Seán Hollywood Arts' Centre, Newry
 25th of February 2020 at 7pm – Warrenpoint Town Hall
 18th of March 2020 at 7pm – The Lodge Castlewellan
 23rd of March 2020 at 7pm - Downpatrick Arts' Centre
 24th of March 2020 at 7pm – Market House Ballynahinch

Due to the outbreak of the Covid-19 Pandemic and restrictions put in place in March 2020, the decision was taken to cancel the last three Public Meetings due to take place in Ballynahinch, Castlewellan and Downpatrick. The online survey inviting feedback on the proposed draft Strategy remained open for the full duration.

There were three separate written responses received – From Conradh na Gaeilge, Cumann Gaelach Leath Chathail and W Irwin MLA. These responses were more detailed in nature than those received through the online survey.

Mission

The survey asked whether the following Mission statement was what the purpose of the Irish language strategy should be:

- ***To mainstream the use of Irish Language in the internal administration of Council, and in its dealings with other public bodies and the community.***
- ***To embed equality of opportunity standards, address barriers of access to information and services, promote the development of the Irish Language, and to give leadership in meeting the evidenced needs of existing and emerging Irish language communities within the District.***

A total of 24 respondents answered this question with the results graphed below.



Analysis shows that over 54% (13 respondents) believed that this mission is not what the purpose of the Irish Language Strategy should be.

Respondents were given the opportunity to comment on and give suggestions on the draft Mission.

Comments / Suggestions

Comments from questionnaires

- I. I do not believe it is necessary to mainstream the use of the Irish Language within Council. The reality is that the Irish Language is still a minority language and I have serious concerns regarding the cost implications and the "cold house" effect this could create for members of the Unionist community.

- II. This should not lead to an extra burden administratively on the public rates - this mission creates an entirely new and extra layer of bureaucracy.
- III. Totally opposed to the Irish language in any shape or form
- IV. The primary language of the area is English. Given the very low numbers of people for whom Irish is their first language has Council established there is an actual business need for mainstreaming this within their internal administration.
- V. Waste of money
- VI. The first paragraph is OK but the second one is not. The Bilingualism policy's objectives include: enable everyone who receives or uses Council services, or contributes to the democratic process, to do so through the medium of Irish or English, according to personal choice. provides that a "service delivery standard' means a standard that relates to a service delivery activity and is intended to promote or facilitate the use of the Welsh language, or to work towards ensuring that the Welsh language is treated no less favourably than the English language when that activity is carried out.
- VII. The principal mission of any Strategy should be to de-politicise the use of Irish and to ensure that it is used only in areas where there is widespread community agreement.
- VIII. The use of the Irish Language should not be mainstream as this is undermining other minority languages i.e. Polish, Bulgarian, French, Chinese, Ulster Scots etc
- IX. You will be discriminating against non-Irish speaking people
- X. The strong emphasis on services and development of the language is excellent.
- XI. Should be 50/50 work within council and out in the community. Council heavy at present

Comments from written submissions

- Any Language Planning at community level will require the practical support of the local government and often in Ireland it can be difficult to access that support without an Irish language Officer in Councils. It is worth remembering that the Council was supporting local groups such as applying for external funding rounds such Foras na Gaeilge on the Irish networks Schemes or getting on another level of the Irish language Community Scheme or with Glór na nGael's Steps Scheme. This is about enabling groups.
- We support an evidence-based approach to drafting Irish language policy at every level of government. A top-down imposed approach that pitches one culture and community against another is not helpful especially where it corresponds to a majority imposition on a minority.
- The focus should be on facilitation not imposition.
- Measures must be on the basis of demand (as set out in the European Charter for Regional and Minority Languages) and developed in a

depoliticised manner that is capable of commanding broadly based community support.

- **ACTIVE OFFER/BID/TENDER**

Context: Unless the community are aware of the Irish language services that are available from Council they cannot or are reluctant to request these services. This active offer creates a good culture for the community with regard to the Irish as it is evident to the public that Council welcomes people to do their business through the medium of Irish and to use Irish in the Council. It is not enough to provide only basic services through the medium of Irish if it is not of a similar standard available in English from the same source. These services must be available to the Irish speaking community without any additional conditions, time or effort required from them. As part of the active offer, it is necessary to ensure that Irish is visible in the Council itself or at least on a similar footing as English. The visibility of the Irish language creates a comfortable setting people to use what Irish they have and to know that they can discuss their business in an appropriate manner.

- The initial greeting and conversation in the Council's public office should be in Irish, to encourage the customer to use Irish and to inform the customer that they can conduct their business with the appropriate office through the medium of Irish
- Signage should be in Irish only or bilingual inside and outside Council buildings.
- There should be a sign or a badge worn by employee on their desk or clothing to advise the public they can conduct their business through the medium of Irish
- Forms or publications should automatically be bilingual or in Irish
- There should be a stand(pop-up?), information leaflet. Poster etc of the public company available bilingually.
- In bilingual documents it is recommended that Irish and English are side by side in the same size and text in both languages
- At public events Irish should be used as part of the welcome, speeches, or in other talks serving the Irish language community or Gaeltacht community the talks should be in Irish only
- A spokesperson should be available for press interviews in the Irish language media
- Every advertisement on behalf of a public company should be bilingual, whether on line, in the traditional media, television or radio etc

- It is recommended that more emphasis be placed on raising awareness. This is done by regularly publicising the advantages of the Irish language and bilingualism with the general public outside of the Irish language community, through information leaflets, advertisements in the media (newspapers, online, radio etc) and on noticeboards in Council district or with any of the leading Irish language organisations or language groups locally. This should include measurable targets and a regular timescale for achieving these targets on a quarterly basis.

Council response:

- We acknowledge the common language of the majority of people in the Council Area is English.
- The Mission sets out no actions of discrimination in relation to non-Irish language speakers – the Strategy is a Positive Action measure.
- The Mission is in line with NMDDC agreed Bilingualism Policy and builds upon current Irish Language Strategy.
- Many of the comments relate directly to operational issues and not specifically to the Mission Statement.

Recommendation: No amendment to Mission Statement

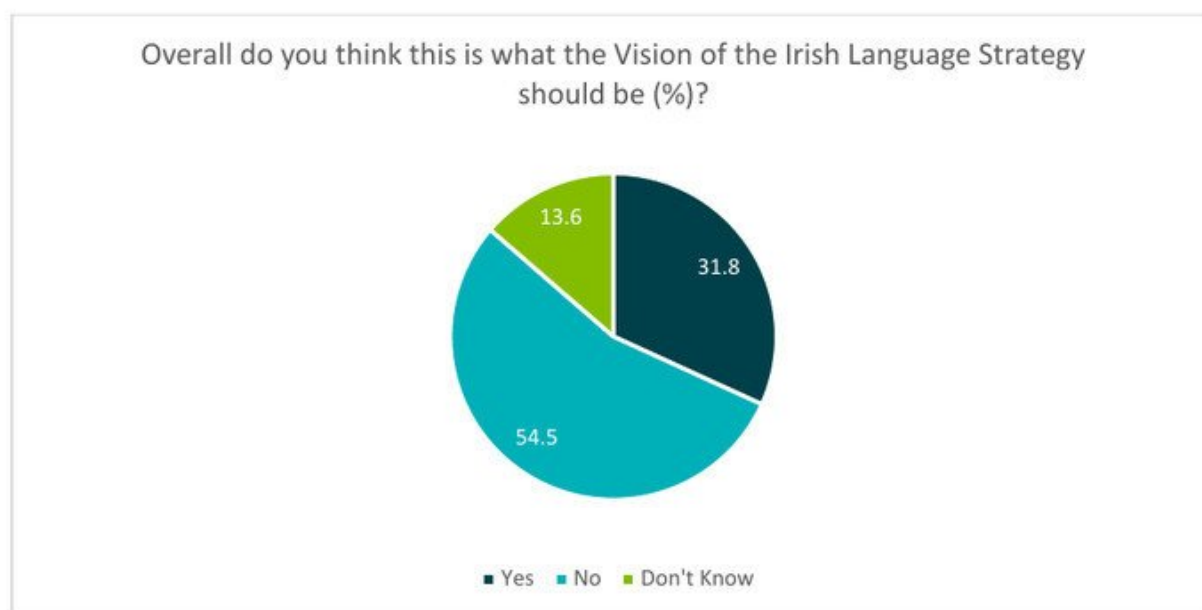
To be actioned: N/A

Vision

The survey asked whether the following vision was what the purpose of the Irish language strategy should be.

- ***To establish a sustainable environment which supports and enables the use and development of the Irish language in public, personal, economic and community life.***

A total of 22 respondents answered this survey question with the results detailed in the graph below.



Analysis shows the majority of respondents (54.5%) do not think that this is what the vision of the Irish Language strategy should be.

Respondents were given the opportunity to comment on and give suggestions on the draft Vision.

Comments / Suggestions	
Comments from questionnaires	
I.	I do not believe such expansive proposals are required. In my opinion, they are politically driven and are not being designed because of an identified need.
II.	There already is a sustainable environment for the Irish language which is able to be spoken freely - a public body cannot 'create' new speakers of a language only a person can make a choice to learn it.
III.	Bin it
IV.	Nobody is stopping people using Irish. While council should support and enable the use of different languages, including Irish, is it really council's responsibility to develop the Irish language?

- V. Waste of money
- VI. The vision should include a safeguard that the language will only be used where there is community demand and local agreement.
- VII. The Irish Language should be able to be sustained by the Irish speakers themselves without having to fund its use, if there is a need for its use it will be sustained by its use
- VIII. There seems to be a drive on to force Irish Language on people

Comments from written submissions

- The use of language to mark out territory is counterproductive.
- Minority communities should be actively and comprehensively consulted, from an early stage, as part of new measures. The needs of those who value the Ulster-Scots culture, heritage and language must be recognised in equitable fashion.

Council response:

- The vision seeks to support and enable the use and development of the Irish language.

Recommendation: No amendments be made to the Vision.

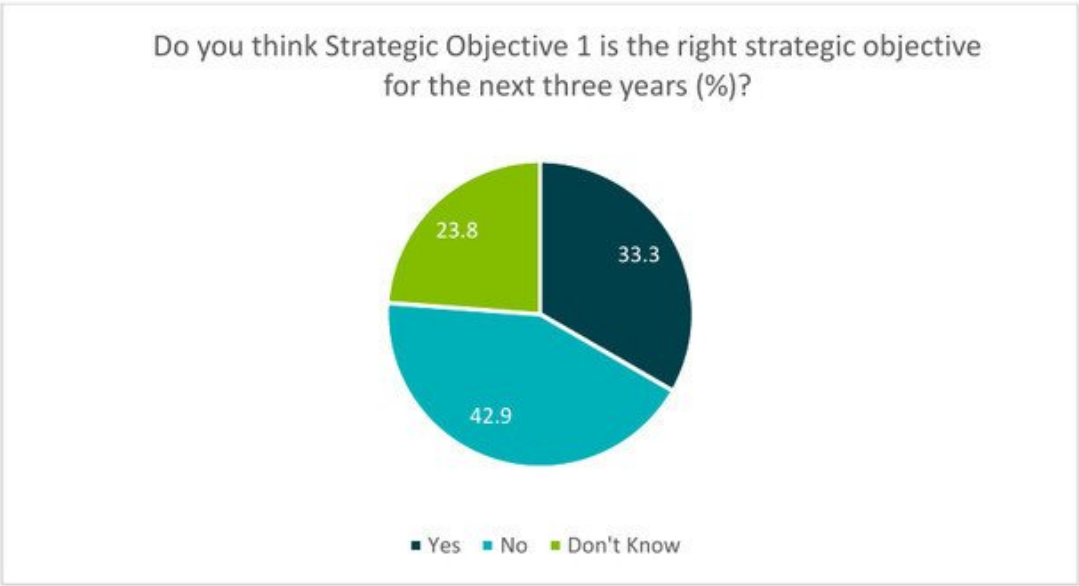
To be actioned: N/A

Strategic Objective 1

Strategic objective 1 is as follows:

To facilitate, enable and encourage the development of the Irish Language within Newry, Mourne and Down District Council and the District.

Respondents to the survey were asked if this strategic objective is the right one for the next three years. A total of 21 respondents answered this questions with analysis of responses graphed below.



Analysis shows that the majority of respondents (9) believe that this strategic objective is not the right one for the next three years.

Respondents were given the opportunity to comment on and give suggestions on Strategic Objective 1.

Comments / Suggestions	
Comments from questionnaires	
I.	I believe the strategic objective outlined will create difficulties in terms of the perception of the Council from the point of view of the Unionist community. The Council already provides significant support in the form of a financial contributions and bursary schemes to groups/individuals who wish to develop and promote their knowledge of the Irish Language and as stated previously the promotion of such an expansive strategy is driven through political desire rather than identified need.
II.	I feel whilst it can be reasonable for development of the language in the district as is already happening I do not feel the council role should be a

- prolific as is being proposed given the significant resources this will require.
- III. Waste of ratepayers money
 - IV. Waste of money
 - V. The erection of signage is a very sensitive issue in divided societies. Irish language has been used as a cultural weapon by Republicans to mark territory and to ensure that those who do not have affinity to the language are made to feel unwelcome.
 - VI. Again why only focus on the Irish Language what about the other minority languages
 - VII. Seems to be a complete waste of ratepayers money that could be better used to better the infrastructure and streetscape etc of towns and villages in the Council area. Also families are struggling and a cut in rates would be more beneficial than spending money on Irish language. Only one section of the community will benefit..."jobs for the boys". What about the BME section of our community?
 - VIII. Need to make grant system more accessible to people trying to promote language group classes and starting off

Comments from written submissions

- The basis of the draft bill published by the DCAL Minister in February 2015 would have reduced career opportunities for those who did not speak the language, elevating it above English. The provision agreed as part of New Decade New Approach strikes a greater fairness and balance in its approach.
- We believe language policy should not inappropriately infringe or threaten minority communities in aspects like education, leisure, public sector work or access to services. This is particularly relevant in Councils where there is a clear nationalist majority.
- PUBLICATIONS
 - Information about current services, plans and every sort of other information should be available bilingually.
 - All materials should be made available bilingually or in Irish only, including: leaflets, pamphlets, forms, annual reports, accounts, signs, public notices and all other information provided. This information should be readily available simultaneously and should not require any additional work beyond English language access.
 - Irish and English should be in one bilingual document or form side by side with the other language under one cover (this would solve the problem that Irish forms are not available in state offices and would give the whole community an opportunity and encouragement should they wish to complete forms in Irish.

Council response:

- Strategic Objective 1 is a Positive Action measure for the development of the Irish Language, both within the Council and the District. It is framed within the context of the Council’s agreed Bilingualism Policy. The Strategic Objective focuses upon the Irish Language and is not to the detriment of other Minority languages.
- The Council is cognisant of other minority languages and they are supported through other programmes including the Ethnic Minorities Support Office.

Recommendation: No amendment to be made to Strategic Objective 1

To be actioned: N/A

Positive Actions – Strategic Objective 1

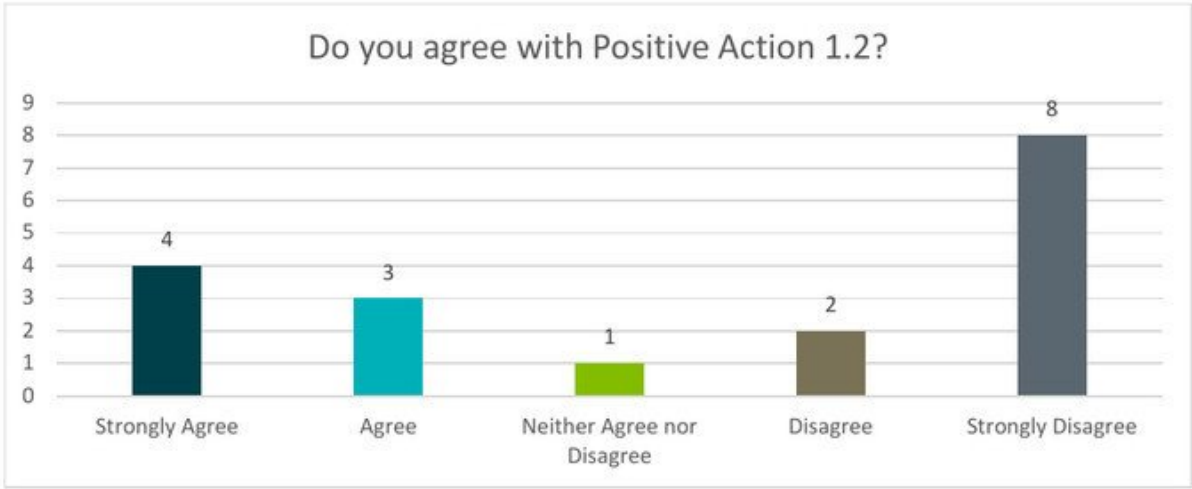
A number of positive actions associated with each strategic objective were also asked about in the survey as these will be used to deliver upon the strategic objectives. Respondents were asked whether they agree with each of the 10 positive actions under strategic objective 1 with analysis of all responses graphed below.

➤ Positive Action 1.1: Provision of core Irish language Services of Irish Language Unit (ILU)



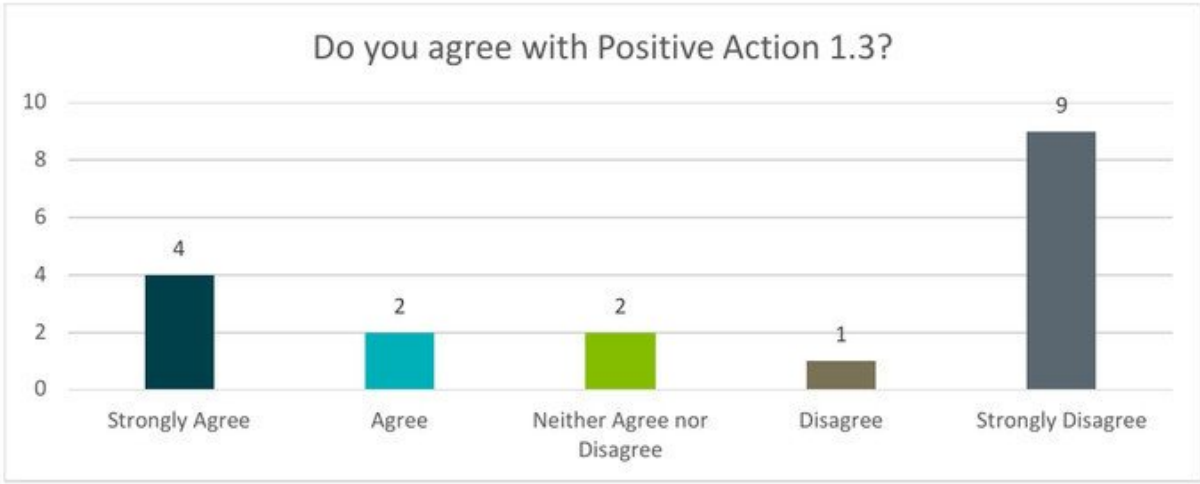
Analysis shows that the majority of respondents disagreed strongly with positive action 1.1.

➤ **Positive Action 1.2: Review Bilingualism Policy, Procedures and Guidelines for Employees**



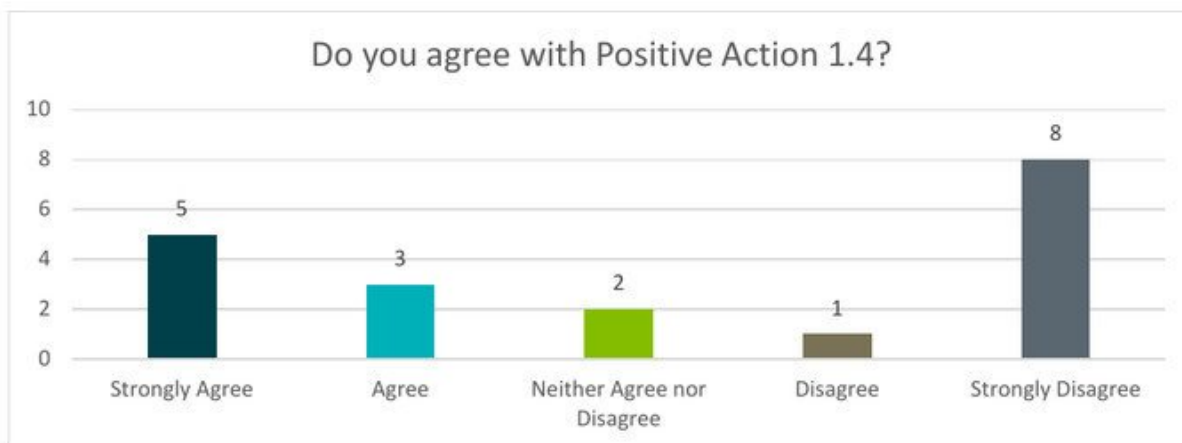
Analysis shows that the majority of respondents disagreed strongly with positive action 1.2.

➤ **Positive Action 1.3: Mainstream Irish language within strategic and business plans and operational arrangements (service delivery opportunities)**



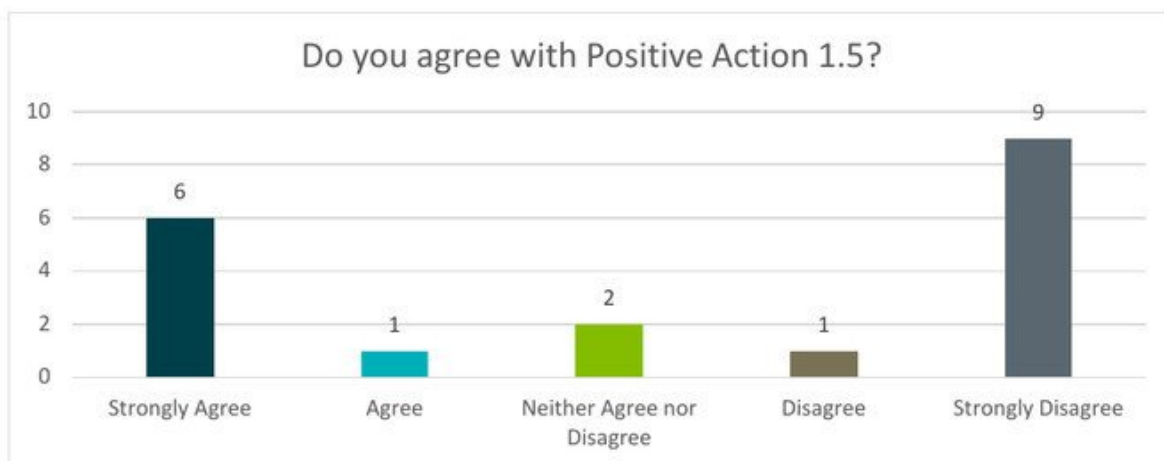
Analysis shows that the majority of respondents disagreed strongly with positive action 1.3.

- **Positive Action 1.4: Development and maintenance of functioning bilingual website and social media platforms**
 - **Migration of information**
 - **Prioritising, moderating and updating Irish language content on Council's website and social media platform**



Analysis shows that there was an equal number of respondents who strongly agreed and agreed to positive action 1.4 as well as those who strongly disagreed and disagreed with positive action 1.4.

- **Positive Action 1.5: Prepare for Irish language legislation**



Analysis shows that the majority of respondents disagreed strongly with positive action 1.5.

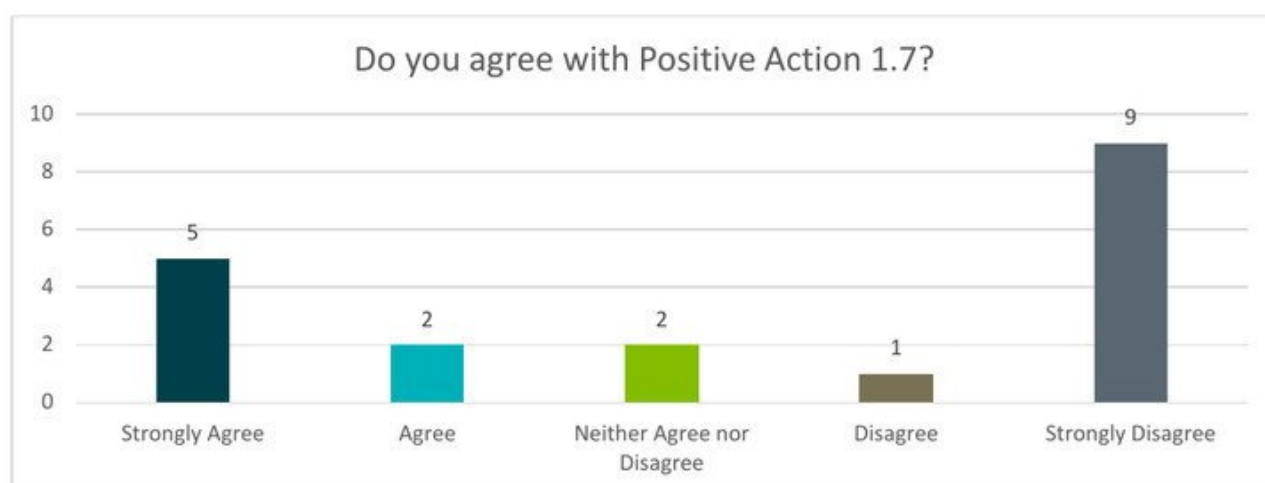
➤ **Positive Action 1.6: Six-monthly monitoring reports for consideration by the Irish Language Strategy Working Group**



Analysis shows that the majority of respondents disagreed strongly with positive action 1.6.

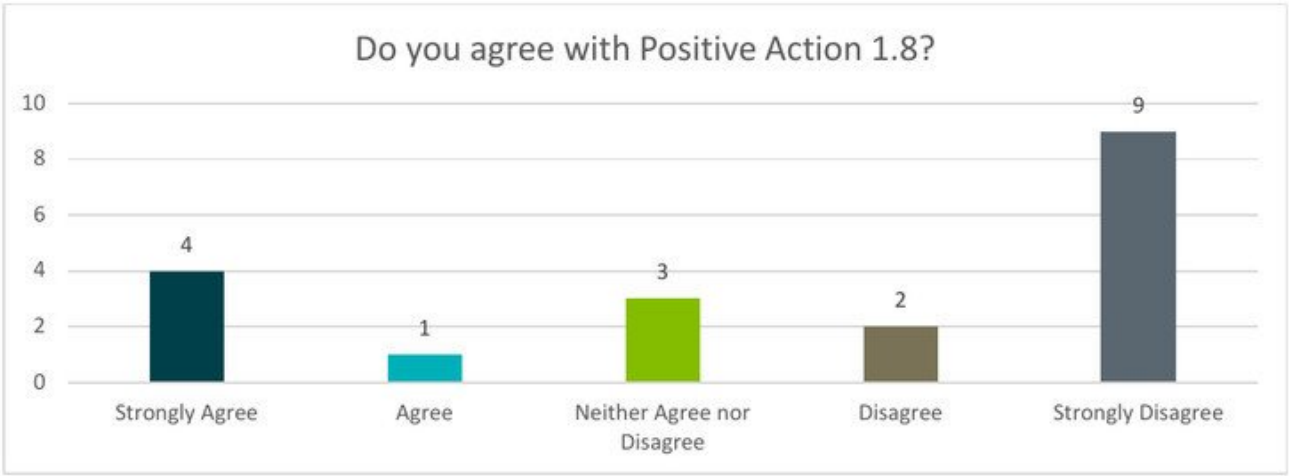
➤ **Positive Action 1.7: Irish language capacity building / training for employees and Elected Members:**

- **training on the Bilingualism Policy, Procedure and Guidelines;**
- **HR to establish an Irish Language Professional Development pathway for employees and Elected Members;**
- **On-going developmental support to Council departments on implementation of Council's Bilingualism Policy and associated Procedures**
- **Traditional and e-learning approach**



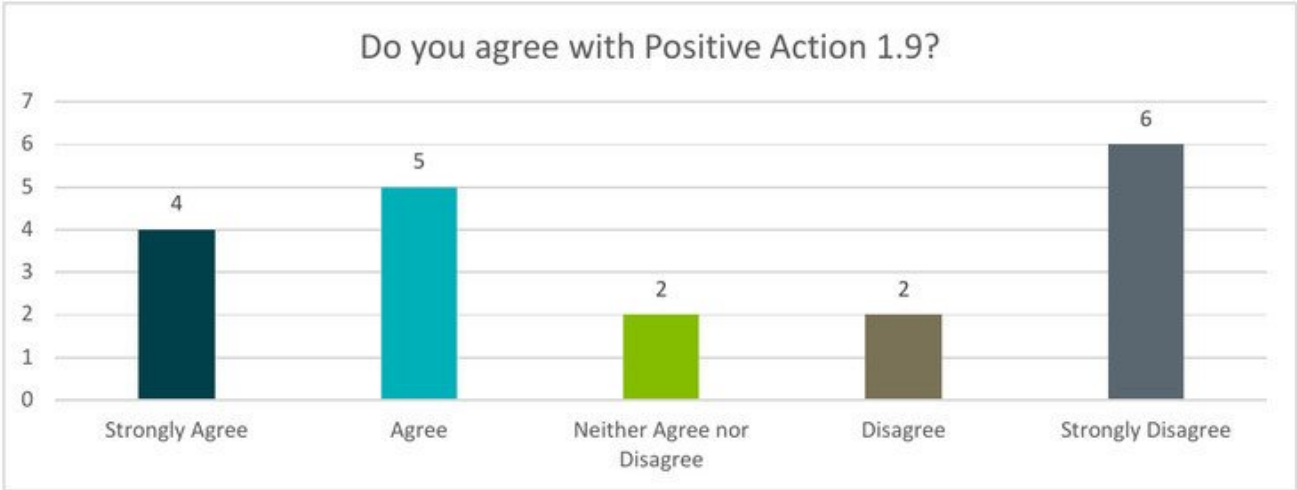
Analysis shows that the majority of respondents disagreed strongly with positive action 1.7.

➤ **Positive Action 1.8: Objective justification principles with regard to Irish language skills applied as part of Recruitment and Selection process**



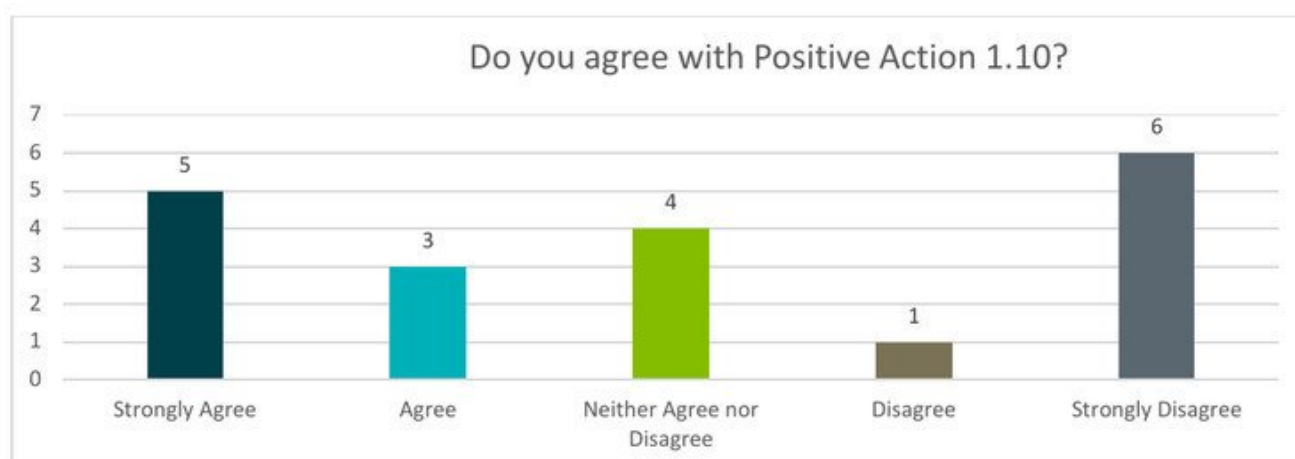
Analysis shows that the majority of respondents disagreed strongly with positive action 1.8.

➤ **Positive Action 1.9: Mapping the Irish Language Community Infrastructure**



Analysis shows that the majority of respondents strongly agreed or agreed with positive action 1.9.

➤ **Positive Action 1.10: Review of Irish Language Strategy 2020 – 2023**



Analysis shows that the majority of respondents strongly agreed or agreed with positive action 1.10.

Respondents were given the opportunity to comment on and give suggestions on Strategic Objective 1's Positive Actions.

Comments / Suggestions	
Comments from questionnaires	
I.	The draft actions outlined have significant potential to create a feeling of isolation for members of the Protestant community who work within Council or indeed seek employment with the Council because of their lack of affinity with the Irish Language. I do not see any demand for the introduction of such wide ranging and extensive proposals and there is a clear potential for a "cold house" effect to be created for the wider Unionist community in terms of their perception of the Council.
II.	Many of these draft actions will require a whole new layer of bureaucracy in council which already struggles with meeting the needs of the rate payers and district requirements. If implemented this will have a significant cost attached and will see much duplication of services already existing in the Irish language community - the council by creating this extra tier of bureaucracy will be disenfranchising those already in council employment or they will be required to take language training to potentially meet the requirements of new services in another language. This does not seem reasonable at all.
III.	I live in the Slieve Croob/ Drumkeeragh/Ballynahinch area and am disappointed at the lack of signs in Irish especially as slieve Croob is the name that the council changed it to. Also I have noticed that there are no signs to Drumkeeragh Forest from the Belfast/Ballynahinch area (to which it is the closest) but there is from Castlewellan (which is further away). Drumkeeragh Forest is being redeveloped and I hope there will

- be new signage in Irish in the near future there and in the surrounding area.
- IV. A total waste of money
 - V. The council is a nationalist republican council. Given the religious denomination imbalance of the workforce and Protestants being a significant minority the council should be encouraging applications from the minority Protestant community not actively discouraging them. If jobs require people to have Irish language qualifications the majority of Protestants could not even apply for them!!!!
 - VI. Waste of money
 - VII. Considering the inclusion of Irish language skills as part of all future recruitment processes is a hugely discriminatory action against the non-Irish speaking community in the Council area. Before any further resources are spent, there should be a wide scale needs analysis carried out and all future spend should be firmly based on addressing areas where real need exists.
 - VIII. Why should this just be about Irish language at the expense of other languages my ratepayer's money could be better spent on provision of better services
 - IX. Immediately red flagged the "Number of Posts which identify Irish Language as an essential or desirable criterion" This would immediately rule out a large section of NM&DDC people from applying for jobs. Again discrimination. This is exactly why Unionists are resisting the Irish Language Act. Raising serious concerns for me and the future for my children.
 - X. Applying for financial support from small group just beginning very difficult
 - XI. How much will all this cost? Will it increase the current debt mountain?

Comments from written submissions

- Action 1.8 under Strategic Objective 1 proposed in the Newry, Mourne and Down Council Draft Irish Language Strategy 2020-2023 promotes: "Objective justification principles with regard to Irish language skills applied as part of all Recruitment and Selection processes." This will be evaluated via: "the number of posts which identify Irish language as an essential or desirable criterion." We strongly oppose any intention to carve out specific employment opportunities for Irish language speakers within NMD Council departments. We believe this would represent inequality of opportunity to English speakers and risk a cold house for a career in this area of the public sector among those living in minority communities in the area. We believe there is no evidence base for this proposal. "Objective justification principles" are not defined. This would have a clear detrimental negative impact on employability with the Council for people from a PUL background. We support consistent and uniform provision. NDNA does not extend to reserved jobs for Irish language speakers.
- The draft 2020-2023 strategy proposes the following actions:
1.2 Review Bilingualism Policy, Procedures and Guidelines for employees

1.10 Review of Irish Language Strategy 2020-2023

We feel these actions should be subject to public consultation and equality impact assessment, substantive engagement with representatives of all communities and backgrounds across the Council and periodic evaluation.

- Proposed action 1.9 focuses on:

'mapping the Irish Language Community Infrastructure'

The lack of knowledge on this matter is a demonstration of how the Council approach has not been based on evidence.

- Proposed action 1.4 promotes the:

'development and maintenance of functioning bilingual website and social media platforms'

We are against creating distinct approaches to monitoring access and success of provision for different languages or communities. The focus should be on a single, rounded approach to addressing gaps in services between all communities as opposed to pitting one against the other. The Google translate option as used in Belfast City Council provides the simplest most cost effective solution while maximising the number of languages.

- Proposed action 1.7 relates to:

"Irish language capacity building / training for employees and elected members."

We need not believe there is a sufficient evidence base for spending public money in this area.

This has the ability to add to a 'cold house' or assimilative compulsion on staff from a minority background. Staff involved in language-relevant posts should hold the necessary skills. We do not believe there are grounds for spending on training for elected members in the current financial climate, if there is a pre-existing training budget this could be utilised for those who wish to do so.

- The Council should be preparing, discussing and having ongoing dialogue with stakeholders, Department of Communities, Conradh na Gaeilge and Foras na Gaeilge to enable the most comprehensive language provision available to the public as the new legislation comes into effect during the period of this strategy.

The Local Councils, Duties and the Irish language a compliance framework stated that 'Although there were gaps in provision, the Council had shown a commitment to recognise their obligations under ECRML so it is good to see that the good practice needs to be maintained. More information available : https://peig.ie/wp-content/uploads/2019/09/2019_Tuairisc_Creatlach-Comhairli%CC%81_Deireadh.pdf

- A communications strategy for the Irish language is crucially important in 21st Century. The value of social media cannot be underestimated. The Council needs to proactively use more Irish on its website and in social media. Council should regularly advertise its Irish language services. This helps raise awareness of Irish language services but it also raises the profile of the language with those who are not familiar with the language. It would be worthwhile to include a comprehensive breakdown of the Council's communication strategy and the Irish language Unit, social media and traditional media, as well as maintaining regular contact with the public.

These approaches should be made public to ensure greater transparency in the work of the Council. *Further guidance re. Online Presence in 'Additional Comments Section'.*

- Context: to provide language services through the medium of Irish in an effective and appropriate way for the work of the organisation, human resources courses need to be included as part of the language planning of the organisation.
 - Employees should, through an awareness campaign and information session, be aware of the Council's remit in relation to the Irish language, the Bilingualism Policy and other current or future legislation and to understand why it is important to carry out these duties appropriately.
 - Information should be made available to the community of staff who provide service(s) through Irish and that a system should be put in place to identify those staff and which area of service that they can provide.
 - Competency in Irish should be taken into account during the recruitment process and recognise that there will be added value to the Council i.e. the person will be able to provide the service both in Irish and English.
 - Training opportunities should be made available to staff who are unable to provide a service through the medium of Irish to enable them to do so in the future.
 - The Irish language should be visible in the workplace in Council, especially in places for employees only. This would add to a culture where the use of the Irish language is welcome if it is visible and encouraging use of the language.
 - Anyone working in the Civil Service should have the same right to conduct their work with the State through Irish, i.e. promotion, staff appraisal, internal staff correspondence.
 - An Irish language option should be available without question at all levels and units/sections to ensure that the 'communication chain/link' is not broken by the citizen seeking a service in Irish.
 - There is a need to identify the jobs that people who are able to speak, understand, read and write in Irish for example a receptionist(main point of contact with public) Irish language officer, press officer, interpreter, translators etc
 - The standard of Irish of employees of the Commission(Council?) should be recognised through the common European Framework and Conradh na Gaeilge would recommend B2 Level for the Irish speaking posts.
 - It is good to see that there is an Irish language Unit and that there are three working there. There is a need to add to the numbers of staff working in the ILU and new staff should be employed especially now with Irish language legislation coming and an Irish language Strategy to be developed in Stormont. Since 10.75% of the population saying they have Irish ergo 10% of the staff should be fluent in Irish
 - New Irish language legislation will be coming in before long and Council should be prepared for it.

Council response:

- Council is not seeking to create quotas for jobs, the objective is to ensure that Recruitment and Selection take consideration as to whether an Irish Language qualification is objectively justified. The number of posts is a performance measure, not a target.
- The issue regarding no signage to Drumkeeragh Forest Park will be forwarded to the Enterprise, Regeneration & Tourism Department.
- The review of the Bilingualism Policy will be subject to an Equality Screening. The review of the Irish Language Strategy 2020-23 will be subject to a Public Consultation.
- To clarify actions regarding infrastructure, the Council will be building further upon its knowledge of the Irish Language Infrastructure in the District.
- Council already uses Google Translate on its website, however in line with its Bilingualism Policies and Procedures, we are seeking to further develop access to a functioning Bilingual website.

Recommendation:

- Positive action 1.9: Mapping the Irish Language Community Infrastructure, is to be updated and clarified.
- To address the issue of no signage to Drumkeeragh Forest Park.
- Council's Corporate Communications approach to be kept under review as digital transformation goes forward.
- When developing job specifications objective justification principles to continue to be an important consideration for Human Resources Department.

To be actioned:

- The issue regarding no signage to Drumkeeragh Forest Park will be forwarded to the Active and Healthy Communities Department.
- Positive action 1.9: Mapping the Irish Language Community Infrastructure, is to be updated and clarified.

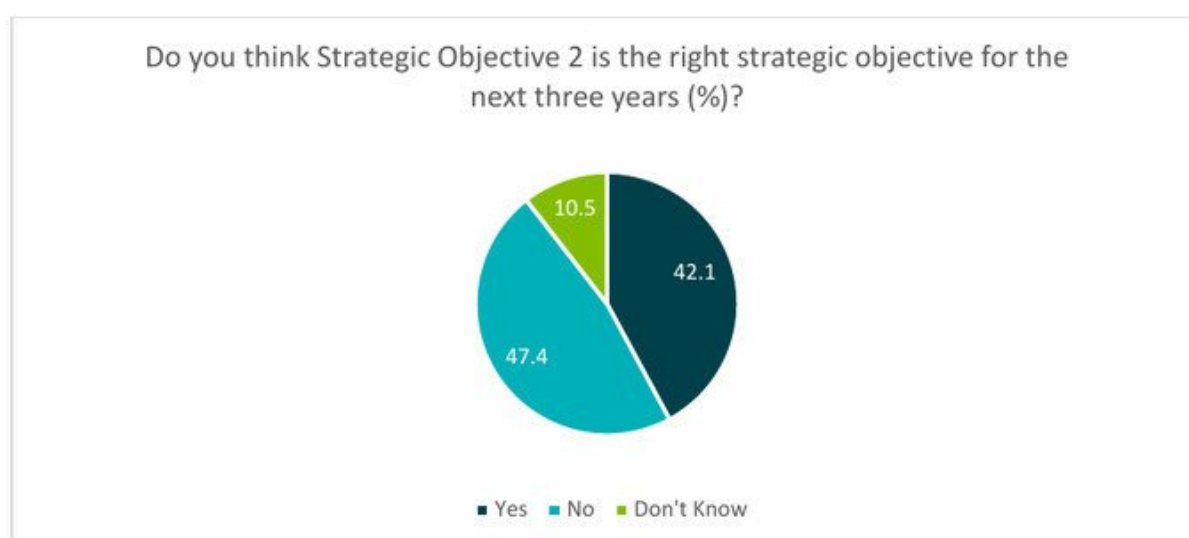
Strategic Objective 2

Strategic objective 2 is as follows:

To effectively engage with the Irish Language Community to strengthen community capacity, encourage collaboration, co-operation and identify appropriate funding opportunities.

Respondents to the survey were asked if this strategic objective is the right one for the next three years.

A total of 19 respondents answered this questions with analysis of responses graphed below.



Analysis shows that the majority of respondents (8) believe that this strategic objective is not the right one for the next three years.

Respondents were given the opportunity to comment on and give suggestions on Strategic Objective 2.

Comments / Suggestions	
Comments from questionnaires	
I.	I would argue that the Council already provides significant support to the Irish Language community. It is clear that this strategic objective would be utilised to further expand this support at a time when others who participate in alternative cultural activities are receiving little or no support from Council. This would only serve to widen the gap in terms of the hierarchy that already exists regarding support offered to the cultural activities practised by our local communities.

- II. This element is more reasonable as it liaises with a language community already existing and isn't trying to create a whole new level of bureaucracy within the council.
- III. The Irish Language community should receive no more or no less support than other cultural interest groups within the council. There must be more emphasis placed on securing additional external funds to support their activities as opposed to an expectation that Council will fund.
- IV. Why just the Irish Language community what about other communities
- V. What's this Irish Language Community? Surely a council should be working for the whole community regardless of languages spoken. Council singling out and favouring one section of the community.
- VI. The main focus should be value for money and reducing debt.

Comments from written submissions

- CORRESPONDANCE AND CONTACT WITH THE COMMUNITY

Context: the term correspondence covers each contact between a citizen and the Council, letters, emails, phone calls, messages on social media etc. Some areas of correspondence will be further discussed below but the following are the general principles to be applied to each type of correspondence.

- It is necessary to ensure that if a citizen chooses to use Irish in correspondence with the Council that Irish will be used from start to finish in correspondence with him/her
- There should be no delay or difficulty in responding to those who choose to use to Irish in correspondence with Council because of their choice of language. This means that they would not have to wait longer for a reply to their correspondence or that their business is delayed due to the language choice made by them. Should additional time or work be required to conduct business with a public company through the medium of Irish, people's choices will be removed in practical terms because people do not want to create difficulties.
- EMAIL
 - Corporate email signatures should always be bilingual
 - Any out of office message or automatic message should be bilingual
 - There should be a line in email signature of Irish speakers saying that they speak Irish and that they welcome any correspondence in Irish. Even though people always have the right to use Irish in correspondence this lets people know that they can contact certain people in Irish and this will encourage use of Irish.
 - Both domain names should be used in Irish and English. The addresses can be connected and both address would have the same destination. For example eolas@ccimd.org or information@nmandd.org

- **PHONECALLS**
 - When incoming calls automatically go to a switchboard, calls in Irish should be offered as the first choice
 - The name of the Council in Irish should be said when the phone is first answered
 - The post of receptionist in each office should be recognised as a post for which Irish is a prerequisite for dealing with the public properly. If the receptionist does not speak Irish, the Irish speaker will be reluctant to request services through Irish in the future, as it will be unacceptable to them that an Irish language service is not available.
- Socio-linguistic Audit: Council should carry out a sociolinguistic audit before any action that could adversely affect the Irish language community (such as new or other legislation) Any sociolinguistic investigation should include the following and others: the Council's Bilingualism Policy, Language Legislation, the NI Assembly's Irish language Strategy, the Good Friday Agreement, St. Andrews Agreement, Section 75 Northern Ireland Act (1998) the European Charter for Regional or Minority Languages and any other legislation relevant to language matters.

Council response:

- Council will continue seek to identify external funding for Irish Language development.
- The Irish Language Unit will deliver all projects and initiatives in line with Council's agreed procurement policy and processes.
- Council's Bilingualism Procedures provide guidance for employees in relation to the use of Irish language within the Council and in relation to correspondence and contact with the community, many of the suggestions are already part of current working practices.
- In relation to conducting a sociolinguistic audit the Irish Language Strategy builds upon previous Council Irish Language strategies, takes account of our Section 75 obligations, and as set out in Positive Action 1.5 have committed to prepare for new legislation.

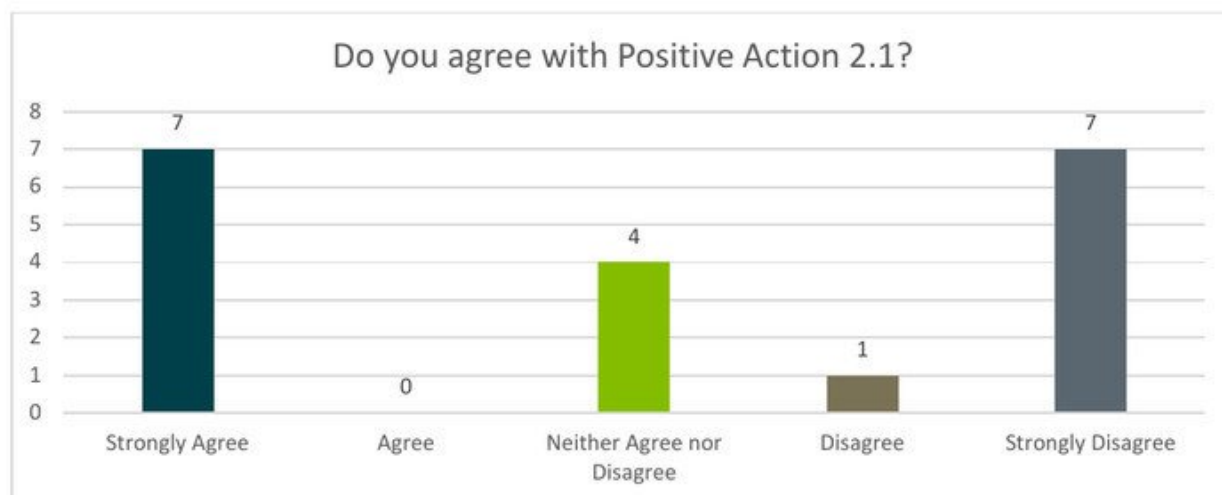
Recommendation: No amendments recommended for Strategic Objective 2

To be actioned: N/A

Positive Actions – Strategic Objective 2

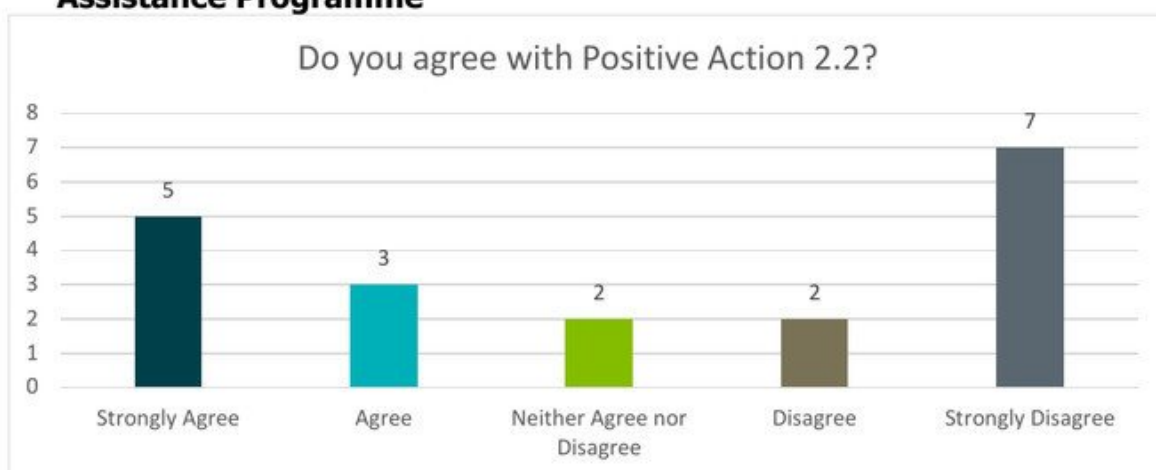
A number of positive actions associated with this strategic objective were also asked about in the survey as these will be used to deliver upon this strategic objective. Respondents were asked whether they agree with each of the 8 positive actions under strategic objective 2 and analysis of all responses are graphed below.

➤ **Positive Action 2.1: Facilitate continued development of Fóram an Dúin agus Oiriaila (Down and Oriel Forum) within the Irish Language community sector in the Council area**



Analysis shows that the majority of respondents disagreed or strongly disagreed with positive action 2.1.

➤ **Positive Action 2.2: Implementation of Irish Language Financial Assistance Programme**



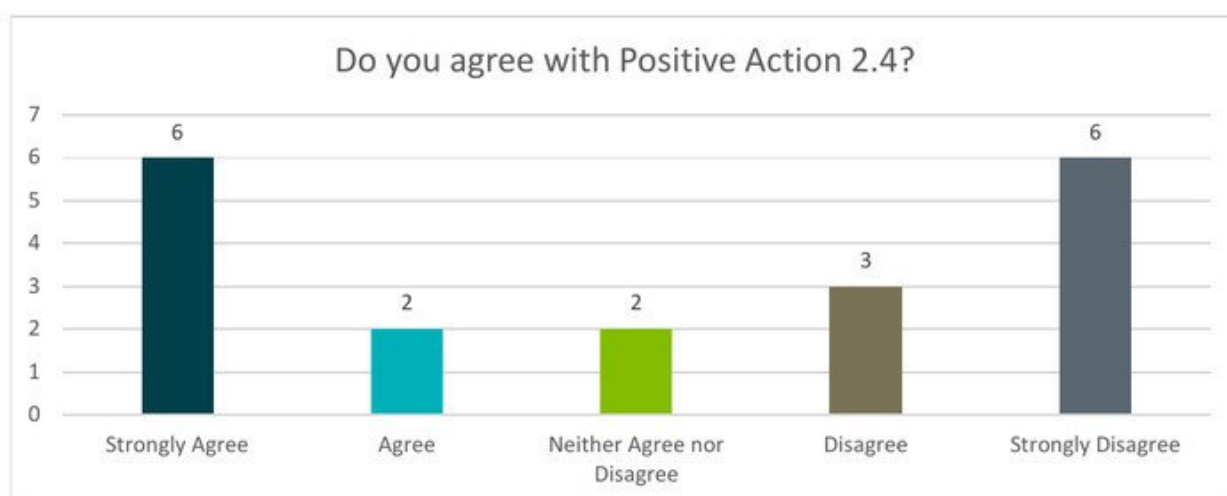
Analysis shows that the majority of respondents disagreed or strongly disagreed with positive action 2.2.

➤ **Positive Action 2.3: Promote non-Council funding opportunities for Irish Language groups**



Analysis shows that the majority of respondents either agreed or strongly agreed with positive action 2.3 as well as neither agreeing nor disagreeing.

➤ **Positive Action 2.4: Internal promotion of opportunities for community engagement with the Irish Language Community**



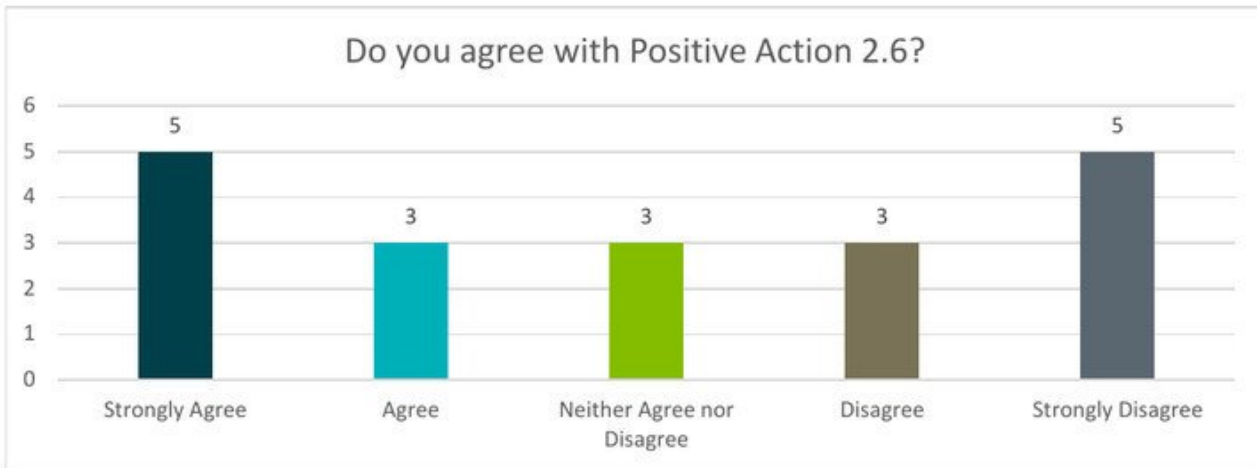
Analysis shows that the majority of respondents disagreed or strongly disagreed with positive action 2.4.

➤ **Positive Action 2.5: Implementation of Irish Bursary Scheme**



Analysis shows that the majority of respondents disagreed or strongly disagreed with positive action 2.5.

➤ **Positive Action 2.6: Education sector engagement**



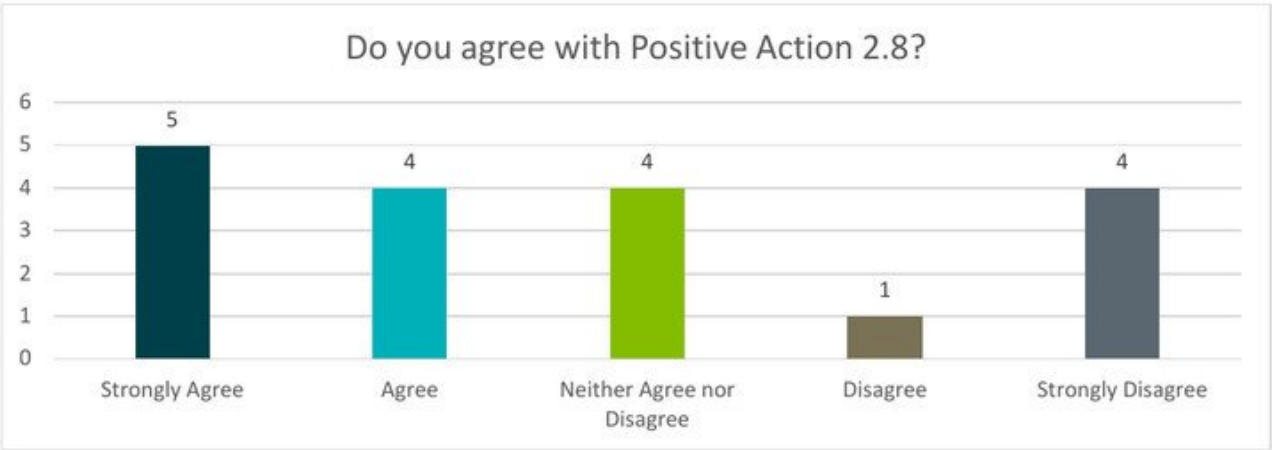
Analysis shows that there was an equal number of respondents who strongly agreed and agreed to positive action 2.6 as well as those who strongly disagreed and disagreed with positive action 2.6.

➤ **Positive Action 2.7: Community Engagement**



Analysis shows that the majority of respondents agreed or strongly agreed with positive action 2.7.

➤ **Positive Action 2.8: Support volunteering within the Irish Language Community**



Analysis shows that the majority of respondents agreed or strongly agreed with positive action 2.8.

Respondents were given the opportunity to comment on and give suggestions on Strategic Objective 2’s Positive Actions.

Comments	
Comments from questionnaires	
I.	The proposals outlined create a very transparent situation where the Irish Language community is being provided with a significant level of support which can only be described as preferential treatment by

- Council over all other communities who display an affinity with alternative cultural identities and practices. This will negatively impact upon community relations and only serve to discriminate against those within the local community who do not have any affinity with the Irish Language. They are clearly not being provided with the same or anywhere near the same level of support by Council and this will lead to feelings of resentment going forward.
- II. Funding opportunities should be equal across all languages across the district this would suggest a singular approach on one language only.
 - III. The only people who will apply to an Irish Language bursary scheme will be Roman Catholics and Nationalists who are the majority community in the council area. And why are the Council using our rates to pay for people to go to Gaeltacht summer schemes in another country. Why is council ignoring the minority Protestant and unionist communities? We have the new decade new deal at Stormont if council really want to be inclusive it should have a bursary scheme for all languages, including Ulster Scots, not just Irish.
 - IV. Again why focus on one language need equality of opportunity for other minority Languages
 - V. Same comments apply. Discrimination towards Unionists and BME community. Will these sections of the community get equal funding? It is well documented that Unionists do not want Irish Language forced on them. Nationalist majority council WILL do what suits them best.
 - VI. Fóram needs a strategic plan of its own Irish language funding from council should be broken into sections so each committee can make multiple applications under youth/education etc Council should be facilitating groups to generate their own income through social enterprise rather than simply seeking external funding Irish language business ventures should be supported and facilitated also
 - VII. Regarding the bursary how will this impact on equality? Will other skills or courses be able to avail of similar bursaries

Comments from written submissions

- Grant assistance
2.2 Implementation of Irish Language Financial Assistance programme.
2.5 Implementation of Irish Language Bursary Scheme
 It remains our view that financial assistance granted by local councils should be taken in the round, rooted on evidenced demand, added value and value of money.
- Volunteering
 Proposed action 2.8 of the draft policy pledges to:
"support volunteering within the Irish Language community."
 This proposal could have the indirect effect of diminishing access for established volunteering charities or faith-based groups who are predominantly English-speaking. Such support should form an element of

the wider Council approach to volunteering in order to ensure fairness and proportionality.

- Proposed action 2.7 within the draft policy commits to:
"Explore opportunities for good relations through initiatives such as PEACE IV initiative."
- We believe this aim is inherently problematic. In some communities there is a perception that the Irish language is not politically neutral. Placing language-based projects at the heart of future Council-administered Peace IV or Peace Plus plans risks alienating sections of the community from engaging with these opportunities. It is the utilisation of Peace monies for political posturing on culture and inappropriate.
- In 2018, 17.9% of the working age population of NMD Council had no qualifications. The Council's approach to PEACE and other external funding should be to promote better educational attainment, vocational training and skills among young people from every background in the area.
- The Council's provision of scholarships and schemes is commendable. It is recommended that this approach be developed over time. It is also recommended that the Council co-operate with the colleges themselves to publicise and share information leaflets, courses and other opportunities available in the Gaeltacht with the students/learners and to tie the information into the Council's marketing programme with the marketing of the scheme itself.
- Fóram an Dúin agus Oiriaila is a very important group in the development of the Irish language community in the Council District, but there are questions with regard to time and management matters as it currently operates. As in other Council areas where Council staff arrange meetings and share information it is recommended that Council staff provide secretarial and time and management resourcing matters for the Fóram as it currently operates. The Forum has been very well supported by Council staff since its inception it would be develop and to specifically mention this working relationship in the strategy. It would be advisable to make this arrangement immediately. It is also recommended that the Forum be mentioned in the strategy as a recognised umbrella/consultative group and that any policy or strategy that has an impact on the Irish-speaking community should be brought to notice of the Forum alongside any other participants who are considered to be representative of particular areas of interest.
- It is recommended that the 'Ard-Teastas Oiliúna Gaeilge' which started in October 2019 should be made permanent and more monies should be provided from Council's central budget for funding the Scheme. The programme should be 100% funded by Council and broadened out to other schools in the District that were unable to take part in the previous scheme. The scheme is recognised nationally for its innovative and pioneering qualities and this recognition should be publicised on regularly Council's media outlets throughout the year.
- PEACE PLUS: The PEACE series has not provided adequate funding programs or justified the issue, status and role of Irish in the divided society, even

though the language has been at the centre of the northern controversy over the past 3 years and campaigning for basic services through Irish to the public. We understand that very little funding has been provided for a very small number of Irish language projects under various themes but no specific project program has been put in place to deal with the Irish language itself in the context of a divided society. The PEACE PLUS Program should provide people with a unique opportunity to tackle the problem, and it is entirely understandable to us that the program does not want to address this problem. Given that the Peace Program is unlikely to continue hereafter, this is likely to be the last opportunity to address this critical issue. There are important examples of how understanding and tolerance of the language can occur, for example, the work being done by Linda Ervine and the East Belfast Mission. This is just one example of many examples that have made a significant difference, and which should be taken more broadly in the program area. Another example can be pointed to the work of Conradh na Gaeilge in the delivery of the 'Our Shared Language' program which is being delivered in various schools throughout the North, with most of these schools coming from a Protestant background and Unionist. The aim of the program is to raise young people's awareness of the Irish language.

It is good that the Council is assessing performance 'Exploring opportunities for good relations, through initiatives such as PEACE IV' and that the Council is well worth attracting more money from PEACE funding for an Irish language and good relations project. The Council has a significant role in making a project such as 'Our Shared Language' available through PEACE.

Council response:

- Strengthening community capacity, encouraging collaboration, co-operation and identifying appropriate funding opportunities in relation to the Irish language community is a Positive Action.
- In relation to the Irish Language related PEACE IV initiative, this is one of many initiatives being administered by the Council's PEACE IV programme. This specific project has been developed in line with the PEACE guidelines and has been considered by the Council's PEACE IV Partnership.
- The Irish Language Strategy has been equality screened and the outcome is that it is not required to be subject to an equality impact assessment.
- The Council collects Monitoring information as part of the application process, which indicates the majority of applicants are Catholic and Nationalist. However, the scheme is implemented taking account of equality of opportunity principles, does not exclude anyone from making a relevant application and has been subject to equality screening. The Irish Language Strategy 2020-2023 has also been subject to a rural needs impact assessment.

- Council also administers an Irish Language Financial Assistance call which has two themes; 1): Irish language community renewal and development and 2) Positively engaging the Irish language. While Theme 1 is an open call for projects / initiatives that encourage Irish language community capacity building, mentoring and volunteering, Theme 2 is specifically an open call for community engagement projects /initiatives to build positive relations, raise awareness and understanding, address perceptions and promote respect for the Irish language.
- In relation to volunteering, Council is currently developing a corporate Volunteering Policy and associated procedures.
- The Down & Oriel Forum will continue to be included as a consultee in relevant consultations. It is the role of the Council's Irish Language Strategy Cross Party Working Group to review the implementation of the Council's strategy.
- Implementation of the Irish Language Bursary Scheme is monitored and reviewed annually, and reports are provided to the Irish Language Strategy Cross Party Working Group.
- The comments regarding PEACE PLUS will be forwarded to SEUPB.

Recommendation: No amendments to be made to Positive Actions relating to Strategic Objective 2.

To be actioned:

- The comments regarding PEACE PLUS will be forwarded to SEUPB.

Additional comments

Respondents also provided additional general comments on the draft Irish Language Strategy 2020-2023.

Additional comments	
Comments from questionnaires	
I.	Newry, Mourne & Down District Council already offers some of the most generous support to the Irish Language and community activists involved in promoting and developing the language in comparison to all other Councils in Northern Ireland. As such, I do not see any need or requirement for the further development of the draft strategy outlined for any other reason than through political desire to create a hierarchy for this form of cultural expression above all others practised within our District. I would never seek to prevent anyone from participating in or promoting in a positive manner their preferred form of cultural expression and I respect all those who have an affinity with the Irish language and their desire to promote the language in the same manner that I would expect respect to be shown for my cultural identity. The proposed draft Irish Language Strategy however does not promote equality of opportunity for all our residents within the District and creates a situation where one form of cultural identify is promoted way and above all others within our area. This unfortunately will create resentment in a society which is already beset with divisions and serve only to damage community relations unfortunately, because of the clear preferential treatment which would arise for the Irish Language community above all others if this strategy is implemented.
II.	bin it your wasting ratepayers' money
III.	Waste of money, invest in recycling
IV.	The council's 'Irish first' policy on all signage is increasingly unhelpful in areas where there is no use of or affinity to the Irish language. There needs to be a fundamental recognition that the council area is not one cohesive cultural area and that the continued use of Irish as a political weapon by a republican dominated council will only result in even more suspicion and animosity towards it in many local areas.
V.	As a Protestant who learnt Irish up to I was 18 I am disgusted at the way Sinn Fein has politicized the Irish Language and using it for their own gain. I have never needed to use it ever in my life from I left school, no matter where in Ireland I have travelled. The only place I have heard it spoken in public was a couple of years ago I heard two men speaking to each other in Irish at the harbour on Inishmore in Galway. It is easy to see Sinn Fein's agenda. Get their own people to learn the language, give them bursaries to 3rd level education and then make it desirable criteria to getting a job.

- VI. Transparency of budget of ILU and how it is spent needed, a more even spread in spend across the borough and not just geographically close to where employees of ILU live
- VII. Can you please publish how much the council contributes towards Irish language through grants, training and replacing signs and website

Comments from written submissions

- We do not believe the 'Irish-first' policy toward the erection and positioning of dual streetname signage reflects the status of English as the spoken language of the Council area and is a politicising policy.
- The procedures adopted to receive requests for dual signage should be reviewed. A greater emphasis must be placed on concerns of communities and residents opposed to individual requests.
- There should be robust scrutiny and a complaints mechanism against vexatious or provocative requests for new Irish signage. Themes from complaints should be recorded and published where appropriate.
- In previous Equality Screening the Council stated that it "is committed to ensuring equality of opportunity for all of its service users it is not anticipated that this policy will have any adverse impact on people from Unionist or other political perspectives." This is a demonstrable lie as borne out in the number of complaints from these communities. It is an attempt by the Council to deny problems and not fulfil its equality duties appropriately. This failure to fulfil its equality duties is doubly concerning as the Council has a proven track record of failure as regards its Unionist minority.
- We do not believe the Irish language and unionism is incompatible. We recognise that are those from all community backgrounds that cherish the language. However, the census data makes clear the differences in community knowledge and uptake (see below).
- Existing recognition for the Irish language is contained in the Belfast and St Andrews Agreements. The UK is also party to the Charter for Regional and Minority Languages and committed to implementing 35 paragraphs of Part III of the Charter for the Irish language here.
- In the 2011 census 97% of residents of Newry, Mourne and Down stated that English was their main language. Approximately 1% were mainly Polish speaking and 0.24% Irish speaking.
- We believe an overarching and holistic languages policy for NMD Council would be better instrument to promoting an inclusive approach, rather than pitting English against Irish in the current bilingualism framework and fostering inclusion of all.
- Single language or linguistic diversity policy frameworks have been adopted on Belfast City Council and Fermanagh and Omagh.
- ON-LINE PRESENCE
Context: In the way 'An Active Offer/Bid/Tender' is made in public places,
 - It is not enough to have a single page in Irish section of site without the documents translated into Irish by the company? Irish should be used

throughout the site and people can experience the site in full through the medium of Irish.

- Forms on line: forms in Irish should be available on line in the same place that forms in English are available. Also, all systems on line should accept fadas / elongated vowels áéíóú in order to ensure that people can complete forms correctly.
- Translation: A professional translator should be employed to do this work correctly from the outset. It is not right to depend on automatic translation services like Google Translate. They are not precise and inappropriate for people seeking information on line from a public company. Once the main materials have been translated there is not much more to do.
- Redirection: If a user changes language as they are on the company website, they should not be redirected to the Council's homepage or to an Irish-only page. There should be a correct interchange between languages.
- Styles and Font Sizes: Where possible the same fonts and size of fonts should be used for both languages. At times a reduction of number of words or lengths of phrases need to be changed in some parts of the site but the visibility of both languages should be similar in terms of layout, accessibility etc
- Domain Address: An Irish version of the domain address should be available. Two domain names can be registered with the same site, one in Irish and one in English. For example, www.ainmnachomhlachta.ie an name of company.ie can be used for the same site.
- Social media: The frequency of contact through social media with departments and state bodies has increased significantly in recent years and this demand needs to be met and communicated with the public on these platforms. Like internet sites, all information to be published on social media be at least bilingual. This can be done by inserting two languages in one posting or by posting two different posts one in Irish and one in English if necessary. There is also an option to create an additional Facebook page or Twitter, Instagram, Snapchat, LinkedIn or other account in Irish and expect a reply in Irish from the same source.
- Apps: all apps developed by the Council should be bilingual or in Irish only.
- MONITORING AND REVIEW
 - The draft strategy does not set out any measurable targets. There needs to be internal and external goals. Internal goals these are the actions that Council will be undertaking itself, such how many more staff will be recruited in Irish this year, external goals such as more Gaelscoileanna, Irish classes and Youth Clubs. Council can impact on these targets by making grants available or providing a site. The best way to determine if these targets are being met is from the results of the census and to see the results of the survey carried out by the Department of Education on the children's home language. The results need to be SMART (Specific Measurable, Agreed, Realistic and Timed) Without doing this the Strategy will fail.

- A Senior Manager should be regularly monitoring (at least on a monthly basis) on the implementation of the Scheme. A record should also be kept of every time an active bid for services in Irish is made available.
- The Council should provide a written apology every time a customer doesn't receive the service in Irish that they were seeking.
- When the six-monthly report or the annual report on the implementation of policy is being written advice should be sought from Foras na Gaeilge or the Language Commissioner and counsel should be sought from Irish language speakers and their needs and wishes should be considered especially those in local groups. There should also be a role for Fóram an Dúin agus Oirialla in this process.
- A regular report should be produced on the implementation of the European Charter for Regional or Minority Languages and with the advent of standards of good practice as part 'New Decade New Approach (January 2020) regular reports should be publicly launched as a positive action of the Council in relation to the best practice being promoted by the new Language Commissioner.
- The Bilingualism Policy should be adhered to with regard to Street Signage. The guidelines in the ebooklet Bilingual Signage - Bilingual Signage – a guide to best practice are worth following. https://www.forasnagaeilge.ie/wp-content/uploads/2016/03/Bilingual-Signage_Treoir-Guide_FnaG_Croch.pdf#
- INTERPRETATION: The simultaneous translation unit should be readily available to Councillors in the Board Room and all other committee meetings with which they are associated. This should not be considered a cost impediment it is the basic right of all citizens to use Irish in state institutions and a right for non-Irish speakers to understand what is said, so there is a need to provide a simultaneous translation system and it should considered an administrative cost.
- The implementation of the Irish Language Strategy 2017-2019 and the Bilingualism Policy are working well. It needs to be adhered to. Newry, Mourne and Down District Council should be able to provide a satisfactory service to the Irish language community if the above recommendations are included in the Irish Language Strategy 2020-2023.

Council response:

- Council takes its Section 75 statutory duties seriously. Equality of opportunity and good relations is at the heart of all functions of Council, including the Irish Language Unit. As previously noted, the Irish Language Strategy has been subject to equality screening.
- Council's approach to signage on Council property is as per the agreed Corporate Brand Guidelines.

- The erection of dual language street nameplates is administered through the Council's agreed Development Naming, Postal Numbering and Erection of Nameplates Policy and Procedures.
- Comments on Council's 'Irish first' approach will be forwarded to the Council's Senior Management Team for their consideration.
- Council does not have a track record of failure.
- Council is not seeking or taking actions to pit the Irish language against the English language. The actions contained within the Irish Language Strategy are to mainstream and seek opportunities to include the Irish language within the functions of Council.
- The Strategy clearly sets out Positive Actions, defined performance measures and outcomes. We have clear governance wherein scrutiny is undertaken by the Irish Language Strategy Cross Party Working Group.
- The Strategy sets out a Council-wide series of Positive Actions and opportunities.
- In relation to our Equality Scheme commitment to information and services, Council's simultaneous translation facility is available for use in meetings.
- Consideration be given to an Irish language version of Council's domain address.

Recommendation: No further amendments recommended to the draft Irish Language Strategy 2020-23

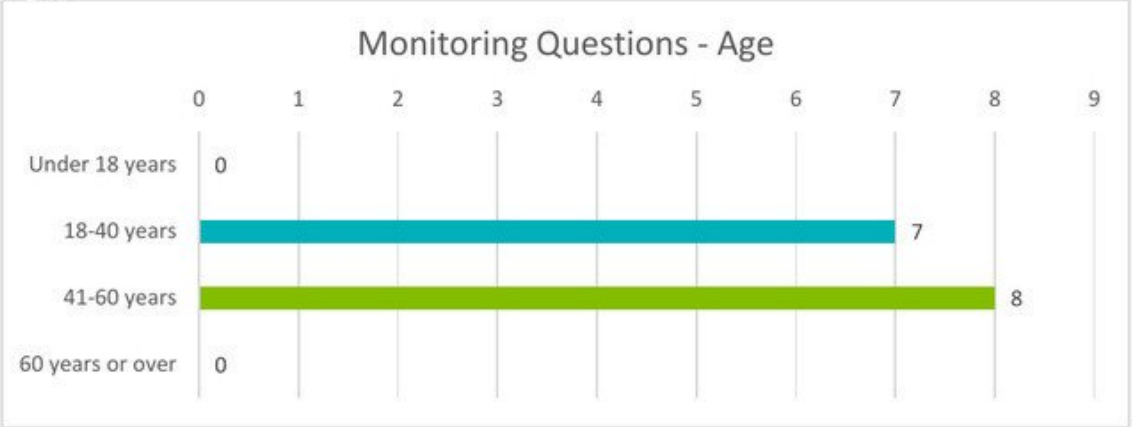
To be actioned:

- Comments on Council's 'Irish first' approach will be forwarded to the Council's Senior Management Team for their consideration.
- Comment regarding an Irish language version of Council's domain address to be forwarded to Council's IT Department for consideration.

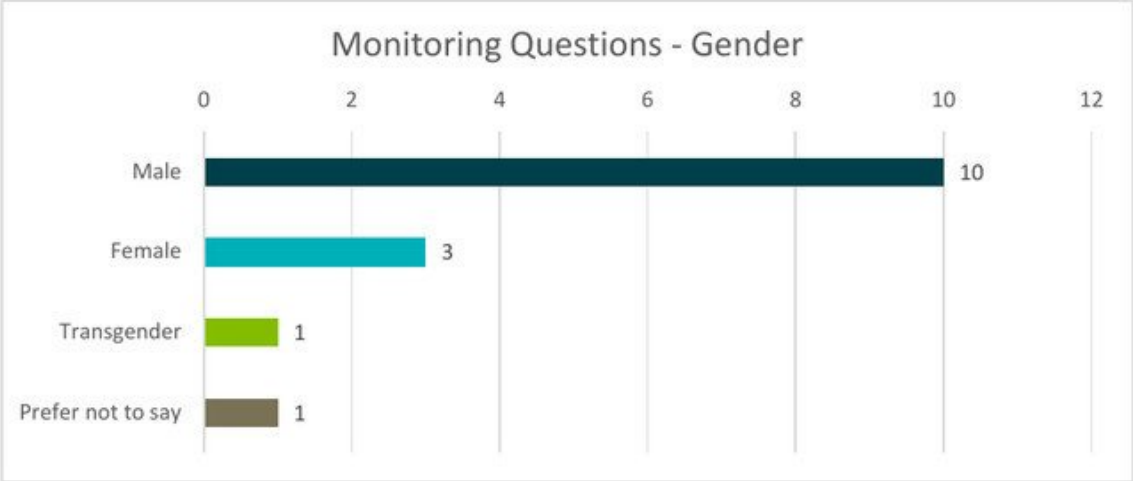
Appendix 1 – Monitoring Questions

Of the 33 respondents who undertook the survey, 15 completed the monitoring questions although some did not fully complete the full suite of questions. All the inputted information is detailed in the graphs below.

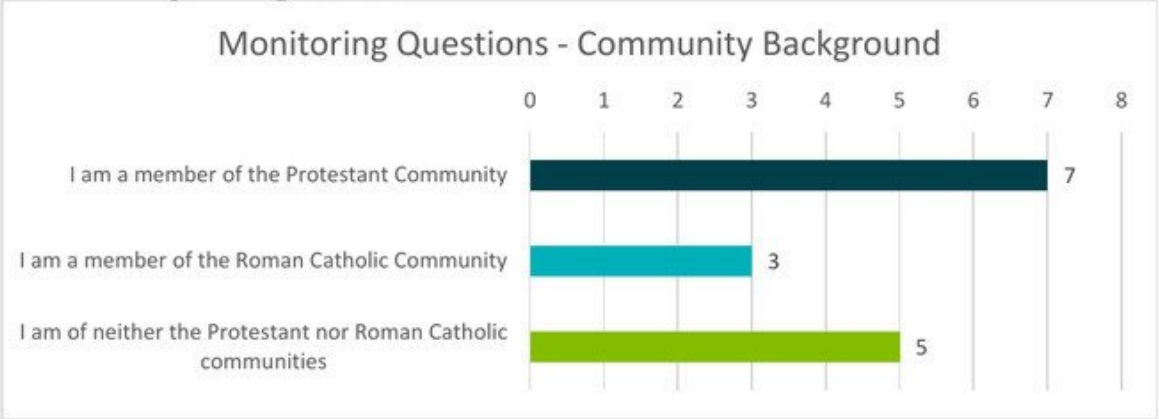
Age:



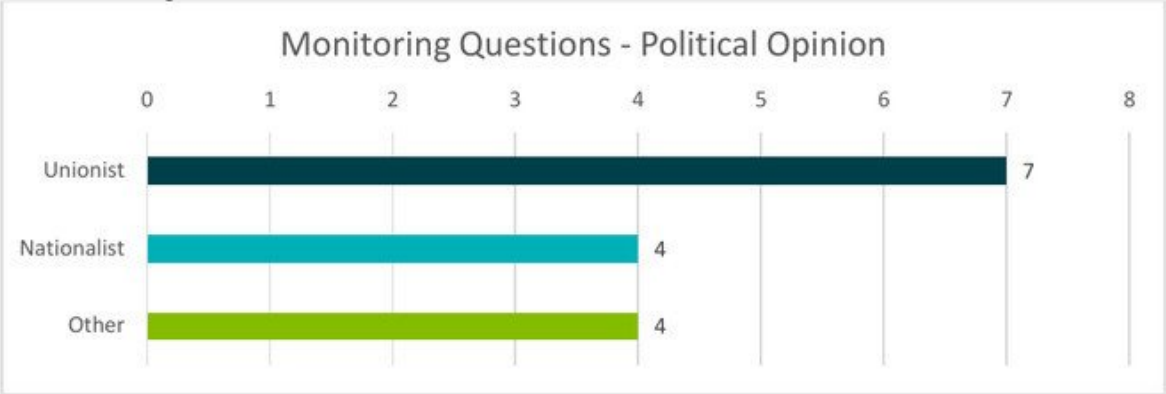
Gender:



Community Background:



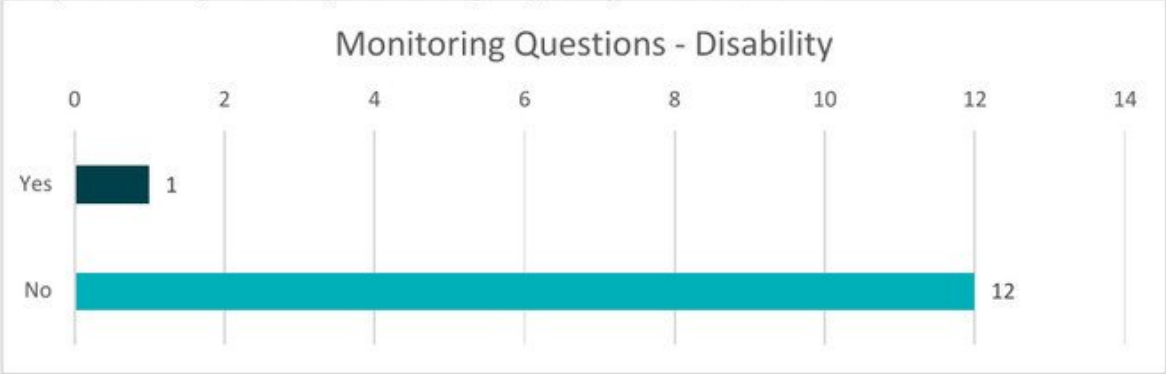
Political Opinion:



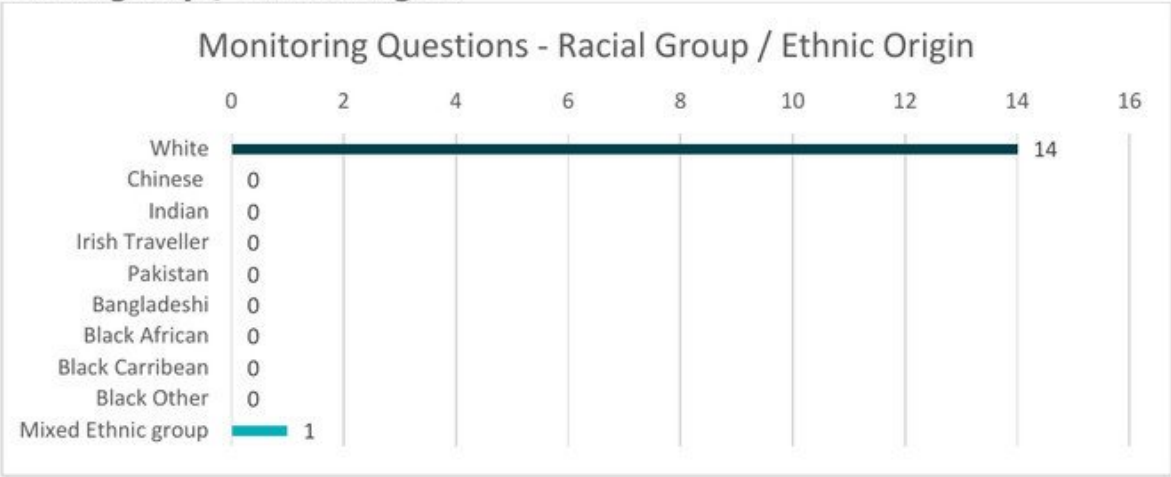
Disability:

Disability: The Disability Discrimination Act 1995 states that a person has a disability if s/he has a 'physical or mental impairment which has a substantial or long-term adverse effect on his/her ability to carry out normal day to day activities.'

Do you meet (or have you in the past, met) this definition?



Racial group / Ethnic origin:

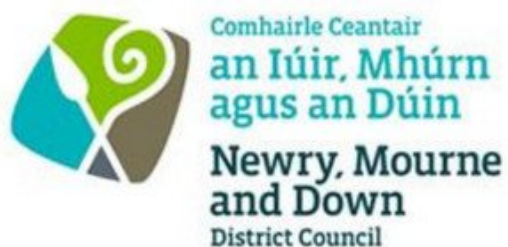


Comhairle Ceantair an Iúir, Mhúrn agus an Dúin

Straitéis na Gaeilge 2020-2023

Newry, Mourne and Down District Council

Irish Language Strategy 2020-2023



Contents

Introduction	3
The strategic framework – mission, vision and values	3
Strategic objectives	3
The delivery framework	4
Structure and governance	4
Monitoring and review	4
Action plan	5

1. Introduction

Newry, Mourne and Down District Council recognises the Irish language as an integral part of the heritage, identity and cultural life of the district. We have a strong, vibrant, ever increasing Irish Language community living, working, visiting and socialising in the Council area.

The Council remains committed to the objectives set out in our Bilingualism Policy and have put in place the necessary structures to ensure that the Irish language and Irish language community has a sustainable future.

Building upon our Irish Language Strategy 2017-2019, we have developed an Irish Language Strategy for the period 2020-2023 which sets out how the Council will continue to:

- increase the use of Irish language within its functions;
- facilitate the use of the Irish language when communicating with the public and relevant stakeholders; and
- promote and encourage the development of the Irish language across the Council area.

2. The strategic framework – mission, vision and values

Council's mission is twofold:

- *To mainstream the use of Irish Language in the internal administration of Council, and in its dealings with other public bodies and the community.*
- *To embed equality of opportunity standards, address barriers of access to information and services, promote the development of the Irish Language, and to give leadership in meeting the evidenced needs of existing and emerging Irish language communities within the District.*

Our Council's vision for the Irish Language Strategy 2020-2023 is:

- *To establish a sustainable environment which supports and enables the use and development of the Irish language in public, personal, economic and community life.*

In pursuing our mission, we will be guided by the five values outlined within the Council's Corporate Plan 2019-23:

- **Collaborative:** We will work in partnership with others;
- **Responsive:** We will listen and respond openly and positively to the views of everyone;
- **Engaging:** We will involve residents and staff in identifying needs and improving our services;
- **Sustainable:** We will modernise and transform our services in developing the district for current and future generations; and,
- **Transparent:** We will make our decisions and resource allocation openly and decisions will be informed by objective evidence.

3. Strategic objectives

The two strategic objectives of the Irish Language Strategy 2020-2023 are as follows:

Strategic Objective 1: To facilitate, enable and encourage the development of the Irish Language within Newry, Mourne and Down District Council and the District.

Strategic Objective 2: To effectively engage with the Irish Language Community to strengthen community capacity, encourage collaboration, co-operation and identify appropriate funding opportunities.

4. The delivery framework

4.1 The associated action plan to deliver upon the two strategic objectives sets out:

- **Positive actions:** the detail and anticipated scale of the action.
- **Performance Measures:** demonstrating how effectively the strategy is achieving its anticipated outcomes.
- **Outcomes:** what will change as a result of the proposed action.
- **Responsibility:** identifies the relevant responsibility in relation to a given action.
- **Timeframes:** when the action will be delivered.

The actions complement the Council's Corporate Plan, and Bilingualism Policy to facilitate and encourage the promotion and use of both the Irish language and the English language in the Council area through:

- Progressively realising greater access to information and services;
- Increasing Irish language community capacity, civic engagement and participation, and encouraging partnership-working;
- Improving sustainability and viability of the Irish language community sector; and,
- Developing connectivity between Irish language communities and the Statutory and Voluntary sectors;
- Appropriate budget allocation, monitoring, evaluation and review.

5. Structure and governance

Council's Irish Language Unit is responsible for implementation of the Irish Language Strategy. The Unit is part of the Corporate Policy Section of the Corporate Planning & Policy Department which is within the Council's Corporate Services Directorate

The Council's Irish Language Strategy Cross Party Working Group has a pivotal role in considering and discussing the implementation of the Irish Language Strategy. The Irish Language Strategy Cross Party Working Group does not have decision making powers, it makes recommendations only. Recommendations arising are tabled at the Council's Strategy, Policy and Resources Committee for consideration.

6. Monitoring and review

Six-monthly reports on progress will be prepared for consideration by the Irish Language Strategy Cross Party Working Group.

The Irish Language Strategy will be reviewed annually to ensure actions and the associated budget remain relevant and appropriate.

Strategic objective 1		To facilitate and encourage the development of the Irish Language within Newry, Mourne and Down District Council and the District		
Positive action	Performance measure	Outcome	Responsibility	Timeframe
1.1 Provision of core Irish language Services of Irish Language Unit (ILU)	Provision of: <ul style="list-style-type: none"> • Translation & interpretation • Advice & support • Research re: Signage / Street and development naming • Programme to raise awareness and understanding of Irish language • Irish Language Week programme (Seachtain na Gaeilge) 	<p>Delivery of core Irish Language services to Council, all Departments and Services and our community.</p> <p>Irish language and Irish Language Unit positively promoted and addressing perceptions</p> <p>Increased awareness of Bilingualism Policy, Procedures and Guidelines</p>	Irish Language Unit (ILU)	Ongoing core work of ILU
1.2 Review Bilingualism Policy, Procedures and Guidelines for employees	<p>Reviewed Bilingualism Policy</p> <p>Revised Bilingualism Policy Procedures</p> <p>Revised Guidelines for the use of Irish Language in Newry, Mourne and Down District Council</p>	<p>Irish Language Unit promoting the Irish language across Council services / addressing barriers of access</p> <p>A consistent approach to the promotion of the Irish language across Council's services</p> <p>A consistent standard of service provision, in line with the Corporate Brand guidelines</p> <p>Guidelines for employees</p>	ILU	December 2020
1.3 Mainstream Irish language within strategic and business plans and operational arrangements (service delivery opportunities)	<p>Number of meetings with Directorates / Service areas</p> <p>Details of amendments / Number of prioritised programmes</p>	<p>Progressive realisation of mainstreaming bilingualism within Council functions</p> <p>Increased visibility and promotion of the Irish language</p>	ILU	March 2021

[illegible]

support to Council departments on implementation of Council's Bilingualism Policy and associated Procedures <ul style="list-style-type: none"> Traditional and e-learning approach 				
1.8 Objective justification principles with regard to Irish language skills applied as part of all Recruitment and Selection processes	Number of posts which identify Irish Language as an essential or desirable criterion	Enhanced employee skills and knowledge base	HR / ILU / Corporate Policy	September 2020
1.9 Continue mapping the Irish Language Community Infrastructure	Integration of Irish language infrastructure map for Irish language community development	Enhanced knowledge of Irish language community infrastructure	ILU / Community Engagement	Ongoing
2.0 Review of Irish Language Strategy 2020-2023	Four-year review of Irish Language Strategy	Monitoring, review and evaluation of Irish Language Strategy 2020-2023 and development of new Irish Language Strategy	ILU / Corporate Policy	November 2022 – April 2023

Strategic objective 2		To effectively engage with the Irish Language Community to strengthen community capacity, encourage collaboration, co-operation and identify appropriate funding opportunities		
Positive action	Performance measure	Outcome	Responsibility	Timeframe
2.1 Facilitate continued development of Fóram an Dúin agus Oirialla (Down and Oriel Forum) within the Irish Language community sector in the Council area	Number of Forum meetings Number of people in attendance Number of groups in attendance	Increased community engagement on critical issues Increased sustainability of Irish language community organisations	ILU	Ongoing
2.2 Implementation of Irish Language Financial Assistance programme	Number of applicants Number of successful applicants	Irish Language community renewal and development, and positively engaging the Irish Language through financial assistance to support: <ul style="list-style-type: none"> a) Projects / initiatives that encourage Irish language community capacity building, mentoring and volunteering. It is envisaged that this scheme will inspire better developed Irish language communities to partner with newer or developing language communities to share resources and build better networks and encourage volunteering. b) Community engagement projects /initiatives to build positive relations, raise awareness and understanding, address perceptions and promote respect for the Irish language. 	Programmes Unit / ILU	Annually
2.3 Promote non-Council funding	Number of non-Council financial	Provision of support to potential	ILU	Ongoing

opportunities for Irish Language groups	assistance opportunities promoted	applicants of non-Council funding streams	External funding bodies	
2.4 Internal promotion of opportunities for community engagement with the Irish Language community	Number of meetings with DEA Officers	Promotion of a culture of constructive community engagement with the Irish language community throughout all Council departments	ILU / DEAs network	Ongoing
2.5 Implementation of Irish Language Bursary Scheme	Number of applications Number of successful applicants Amount awarded	Individuals assisted to improve Irish Language skills through bursaries for Irish Language courses, including Gaeltacht colleges, intensive courses and third level courses	ILU	Annually
2.6 Education sector engagement	Number of schools engaged with Number of students participating in workshops	Positive relationships established and maintained with education sector	ILU Education sector	Ongoing
2.7 Community Engagement	Explore opportunities for good relations through initiatives such as PEACE IV initiative	Community cohesion Increased Respect for Irish language	AHC Directorate/ ILU / Programmes Unit	Ongoing
2.8 Support volunteering within the Irish Language community	Number of attendees at the sector specific volunteer development workshop / celebration event	Promotion of volunteers engaged in delivering Irish Language services in Council area Reduced dependency on grant funding Increased sustainability of Irish Language community organisations	ILU / Community Engagement	Ongoing

Report to:	Strategy, Policy and Resources Committee
Date of Meeting:	15 October 2020
Subject:	Irish Language Bursary Scheme 2021-2022
Reporting Officer (Including Job Title):	Regina Mackin, Assistant Director Corporate Planning and Policy
Contact Officer (Including Job Title):	Colin Moffett, Head of Corporate Policy Ursula Mhic An tSaoir, Irish Language Unit Manager Daria Ní Fhaoláin, Irish Language Officer (Development)

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

For decision	x	For noting only	
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1.0	Purpose and Background
1.1	The Council's Irish Language Strategy Cross Party Working Group at a meeting on 26 August 2020 considered a report on the appropriate governance, including applicants' letters of offer and opening date of a call for applications to an Irish Language Bursary Scheme 2021-2022.
1.2	Following consideration and discussion, the preferred option of the Irish Language Strategy Cross Party Working Group was that there be no change and that Council proceed to open the Irish Language Bursary Scheme 2021-2022 in March 2021. It was agreed the preferred option be tabled for consideration at the Strategy, Policy and Resources Committee.
1.2	
2.0	Key issues
2.1	To make no change and proceed to open the Irish Language Bursary Scheme 2021-2022 in March 2020 will maintain the current purpose and scope of the Irish Language Bursary Scheme and the already agreed implementation process. The budget will, subject to the rate-setting process, include the identified underspend within the Irish Language Bursary Scheme budget for the period April – September 2020 that was agreed to be ring-fenced for the next financial year (2021-2022).
3.0	Recommendations
3.1	It is proposed that there be no change to the scheme and that Council proceed to open the Irish Language Bursary Scheme 2021-2022 in March 2021.
4.0	Resource implications

4.1	No additional resource implications have been identified.
5.0	Due regard to equality of opportunity and regard to good relations (complete the relevant sections)
5.1	<p><i>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</i></p> <p>It is not anticipated the proposal will have an adverse impact upon equality of opportunity or good relations <input type="checkbox"/></p>
5.2	<p><i>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</i></p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>The policy (strategy, policy initiative or practice and / or decision) has been equality screened <input checked="" type="checkbox"/></p> <p>The policy (strategy, policy initiative or practice and / or decision) will be subject to equality screening prior to implementation <input type="checkbox"/></p>
5.3	<p><i>Proposal initiating consultation</i></p> <p>Consultation will seek the views of those directly affected by the proposal, address barriers for particular Section 75 equality categories to participate and allow adequate time for groups to consult amongst themselves <input type="checkbox"/></p> <p>Consultation period will be 12 weeks <input type="checkbox"/></p> <p>Consultation period will be less than 12 weeks (rationale to be provided) <input type="checkbox"/></p> <p><i>Rationale:</i></p>
6.0	Due regard to Rural Needs (please tick all that apply)
6.1	<p>Proposal relates to developing, adopting, implementing or revising a policy / strategy / plan / designing and/or delivering a public service</p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>Rural Needs Impact Assessment completed <input checked="" type="checkbox"/></p>

7.0	Appendices
	None
8.0	Background Documents
	None.

Report to:	Strategy, Policy and Resources Committee
Date of Meeting:	15 October 2020
Subject:	Report on Notice of Motion – 100 th Anniversary of the Creation of Northern Ireland
Reporting Officer (Including Job Title):	Regina Mackin, Assistant Director Corporate Planning and Policy
Contact Officer (Including Job Title):	Colin Moffett, Head of Corporate Policy Suzanne Rice, Corporate Policy and Equality Officer

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

For decision	X	For noting only	
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1.0	Purpose and Background					
1.1	<p>The following Notice of Motion was tabled at Council Meeting on 6 July 2020, and action arising:</p> <p><u>Notice of Motion:</u></p> <p><i>"As next year is 2021, the 100th anniversary of the creation of Northern Ireland. Newry, Mourne and Down Council should seek to secure any funding from Westminster, Stormont or elsewhere that becomes available in the current year, or in 2021, to support events in the council area".</i></p> <p><u>Action arising:</u></p> <table><tr><td>C/077/2020</td><td>Notice of Motion – 100th Anniversary of The Creation of Northern Ireland</td><td><p>The following Notice of Motion came forward for consideration in the name of Councillor Hanna:</p><p>The Motion was referred to the Good Relations Forum in accordance with Standing Order 16.1.6.</p></td></tr></table>			C/077/2020	Notice of Motion – 100th Anniversary of The Creation of Northern Ireland	<p>The following Notice of Motion came forward for consideration in the name of Councillor Hanna:</p> <p>The Motion was referred to the Good Relations Forum in accordance with Standing Order 16.1.6.</p>
C/077/2020	Notice of Motion – 100th Anniversary of The Creation of Northern Ireland	<p>The following Notice of Motion came forward for consideration in the name of Councillor Hanna:</p> <p>The Motion was referred to the Good Relations Forum in accordance with Standing Order 16.1.6.</p>				
1.2	The Motion was discussed at the Councillors' Equality and Good Relations Reference Group on 10 August 2020.					
2.0	Key issues					
2.1	<p>The New Decade, New Approach (January 2020) deal which restored the regional institutions at Stormont includes the following specific commitment in relation to marking the centenary of Northern Ireland in 2021:</p> <ul style="list-style-type: none">In terms of Promoting Northern Ireland's culture, heritage and society, paragraph 22 states the following;					

	<ul style="list-style-type: none"> ○ <i>"Work alongside the restored Executive, to mark the centenary of Northern Ireland in 2021 in a spirit of mutual respect, inclusiveness and reconciliation in line with the principles for remembering. This approach to the centenary will provide an opportunity to reflect on the past as well as to build for the future, within NI, across the UK, across the island of Ireland and internationally. We will make available funding to support a number of projects to mark the centenary. This will include facilitating national recognition and international awareness of this significant anniversary, as well as exploring projects such as a Shared History Fund, the restoration of Craigavon House and the Great Ulster Forest."</i> • Annex A: UK Government Financial and Economic Commitments to Northern Ireland, Addressing Northern Ireland's unique circumstances confirms the Government will make funding available for a range of projects aimed at supporting community and reconciliation initiatives to remove barriers, bring the people of Northern Ireland together and build a safer, more secure society in Northern Ireland. <i>"Funding to support marking the 2021 centenary and related projects"</i> is named within this annex.
2.2	Following discussion at the Councillors' Equality and Good Relations Reference Group on 10 August 2020, it was agreed that Council should give consideration to proceeding to seek to secure any funding from Westminster, Stormont or elsewhere that becomes available in the current year, or in 2021, to support events in the council area.
3.0	Recommendations
3.1	It is recommended that, in relation to the 100th anniversary of the creation of Northern Ireland, Council give consideration and agree to proceed and secure any funding from Westminster, Stormont or elsewhere that becomes available in the current year, or in 2021, to support events in the council area.
4.0	Resource implications
4.1	No direct financial resource implications to Council are anticipated in relation to this Notice of Motion.
5.0	Due regard to equality of opportunity and regard to good relations (complete the relevant sections)
5.1	<p><i>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</i></p> <p>It is not anticipated the proposal will have an adverse impact upon equality of opportunity or good relations <input type="checkbox"/></p>
5.2	<p><i>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</i></p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please complete the following:</p>

	<p>The policy (strategy, policy initiative or practice and / or decision) has been equality screened <input checked="" type="checkbox"/></p> <p>The policy (strategy, policy initiative or practice and / or decision) will be subject to equality screening prior to implementation <input type="checkbox"/></p>
5.3	<p><i>Proposal initiating consultation</i></p> <p>Consultation will seek the views of those directly affected by the proposal, address barriers for particular Section 75 equality categories to participate and allow adequate time for groups to consult amongst themselves <input type="checkbox"/></p> <p>Consultation period will be 12 weeks <input type="checkbox"/></p> <p>Consultation period will be less than 12 weeks (rationale to be provided) <input type="checkbox"/></p> <p><i>Rationale:</i></p>
6.0	<p>Due regard to Rural Needs (please tick all that apply)</p>
6.1	<p>Proposal relates to developing, adopting, implementing or revising a policy / strategy / plan / designing and/or delivering a public service</p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>Rural Needs Impact Assessment completed <input type="checkbox"/></p>
7.0	<p>Appendices</p>
	<p>N/A</p>
8.0	<p>Background Documents</p>
	<p>N/A</p>

Report to:	Strategy, Policy and Resources Committee
Date of Meeting:	15 October 2020
Subject:	Statutory reporting - Section 75 Policy Screening Report – Quarterly Report for period July - September 2020
Reporting Officer:	Regina Mackin, Assistant Director Corporate Planning and Policy
Contact Officers:	Colin Moffett, Head of Corporate Policy Suzanne Rice, Corporate Policy and Equality Officer

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

For decision	<input type="checkbox"/>	For noting only	<input checked="" type="checkbox"/>
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1.0	Purpose and Background
1.1	<p>In line with Council's Section 75 statutory duties and commitments within our approved Equality Scheme, policy screening reports are published quarterly.</p> <p>The Quarterly Report for the period July - September 2020, including screening reports, is available on Council's website www.newrymournedown.org. This information has also been forwarded to all equality consultees.</p>
2.0	Key issues
2.1	<p>As per the Council's approved Equality Scheme:</p> <ul style="list-style-type: none"> • All policies Council proposes to adopt must be equality screened, prior to implementation, to assess the likely impact of the policy on the promotion of equality of opportunity and/or good relations. • Council must publish quarterly reports on equality screening which are available on Council's website and forwarded to equality scheme consultees.
3.0	Recommendations
3.1	To note the Section 75 Policy Screening Report – Quarterly Report for period July - September 2020.
4.0	Resource implications
4.1	No financial or resources implications are anticipated.
5.0	Due regard to equality of opportunity and regard to good relations (complete the relevant sections)
5.1	<i>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</i>

	It is not anticipated the proposal will have an adverse impact upon equality of opportunity or good relations <input checked="" type="checkbox"/>
5.2	<p><i>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</i></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>The policy (strategy, policy initiative or practice and / or decision) has been equality screened <input type="checkbox"/></p> <p>The policy (strategy, policy initiative or practice and / or decision) will be subject to equality screening prior to implementation <input type="checkbox"/></p>
5.3	<p><i>Proposal initiating consultation</i></p> <p>Consultation will seek the views of those directly affected by the proposal, address barriers for particular Section 75 equality categories to participate and allow adequate time for groups to consult amongst themselves <input type="checkbox"/></p> <p>Consultation period will be 12 weeks <input type="checkbox"/></p> <p>Consultation period will be less than 12 weeks (rationale to be provided) <input type="checkbox"/></p> <p><i>Rationale:</i></p>
6.0	Due regard to Rural Needs (please tick all that apply)
6.1	<p>Proposal relates to developing, adopting, implementing or revising a policy / strategy / plan / designing and/or delivering a public service</p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>Rural Needs Impact Assessment completed <input type="checkbox"/></p>
7.0	Appendices
	Appendix I: Section 75 Policy Screening Report – Quarterly Report for period July - September 2020.
8.0	Background Documents
	Newry, Mourne and Down District Council Equality Scheme.

**Newry, Mourne and Down District Council Section 75 Policy Screening Report
Quarterly Report July - September 2020**

Policy	Details of policy	Screening Outcome
Planned Leave Policy	<p>This policy sets out the Council's position in relation to the following procedures and provides guidance to both line managers and employees on:</p> <ul style="list-style-type: none"> • Annual Leave • Flexitime • TOIL 	No EQIA considered necessary
Castlewellan Demesne	<p>Castlewellan Demesne possesses one of Northern Ireland's best surviving historic landscape parklands, an arboretum of international significance and very fine historic buildings. It is a great heritage asset and should be a landmark heritage property for the province. We need to rebalance the Park from a recreation-driven to a heritage-led destination by celebrating and improving the interpretation, its built and natural heritage and unlocking the heritage potential.</p> <p>This equality screening relates to a proposed project at Castlewellan Demesne which will have a direct impact upon people with disability, visual impairment, people with mobility issues, older people, families and carers and young people.</p> <p>The current access into the Park focuses on vehicles rather than the pedestrian. A walkway will create a safe environment for people accessing the Park without a vehicle. Wheelchair users have been taken into consideration regarding access. Access via a vehicle to the Courtyard with an increase to the number of accessible parking spaces. Alternatively, if a wheelchair user is accessing the park without a vehicle they may use the new walkway or access the main road.</p>	No EQIA considered necessary

	<p>A platform lift will be installed within the Walled Garden enabling access to the Terrace and Bothy Yard for people with a disability.</p> <p>The toilets and showers will be upgraded, access will be made available via the car park and Courtyard. There will be one shower in each toilet block and one changing place. Council recognises the importance of providing facilities that are accessible and provide sufficient space and equipment for people who are not able to use the toilet independently.</p> <p>A lift will be installed in the Community space enabling access for people with disability.</p>	
Policy on naming Council facilities	This is a revised policy following review. The aim of this policy is to provide the framework for a consistent approach to decision-making in relation to naming of Council facilities. The policy also addresses requests regarding park benches and plaques.	No EQIA considered necessary
Policy on new Artworks/Sculptures on council property	The aim of this policy is to provide the framework for a consistent approach to decision-making in relation to the installation of new artworks/sculptures on council property.	No EQIA considered necessary
Policy on requests to plant a tree on Council property	The aim of this policy is to provide the framework for a consistent approach to decision-making in relation to requests to plant a council property.	No EQIA considered necessary
Notice of Motion – 100th Anniversary of The Creation of Northern Ireland	The aim of this decision is for Council to proceed and secure any funding from Westminster, Stormont or elsewhere that becomes available in the current year, or in 2021, to support events in the council area in relation to the 100th anniversary of the creation of Northern Ireland.	No EQIA considered necessary

Re-opening of Indoor Leisure Facilities: Re-introduction of Charging Structures	This sets out transitional actions in relation to the re-introduction of charging structures as Council seeks to re-establish previous operational arrangements impacted by Coronavirus restrictions.	No EQIA considered necessary
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NEWRY, MOURNE & DOWN DISTRICT COUNCIL

**Minutes of Newry City Centre Regeneration Programme Board Meeting
held on Monday 22nd June 2020 at 12.00noon
Remotely by Skype Call**

In Attendance:

Councillor Roisin Mulgrew
 Councillor Pete Byrne
 Councillor Gary Stokes
 Councillor David Taylor
 Councillor Charlie Casey
 Conor Mallon, Director of Enterprise Regeneration and Tourism
 Adrian Grimshaw, Project Director
 Jonathan McGilly, Assistant Director Enterprise, Employment and Regeneration
 Tracie McLoughlin, PA

Apologies:

Marie Ward, Chief Executive
 Dorinnia Carville, Director, Corporate Services
 Damian Mulholland, DFC
 Anthony McKay, Chief Planning Officer
 Colin Quinn, Assistant Director, Estates and Capital Projects
 Andy Patterson, Assistant Director Tourism Culture and Events

**NCCR/20:- Chair and Vice Chair of Newry City Centre Regeneration Project
Board for 2020/21**

On the proposal of Cllr R Mulgrew, seconded by Cllr C Casey and unanimously agreed by all Members present, it was agreed that:

- a) **The position of Chair and Vice Chair rotate on a 6 x monthly basis for the term of the Council commencing from this meeting on as follows:**

Chairperson: Cllr Pete Byrne June – to Nov 2020

Vice Chairperson: Cllr Roisin Mulgrew - Dec 2020 – May 2021

Cllr Pete Byrne took the Chair.

NCCR/21:- Minutes of previous meeting held on 21st May 2020

Agreed: On the proposal of Cllr C Casey, seconded by Cllr G Stokes the minutes and recommendations contained therein were approved.

NCCR/22:- Programme Governance

A Grimshaw advised the Programme Governance document would be updated to reflect today's agreement on the rotation of the Chair and Vice Chair as agreed in Ref NCCR/21 above.

Agreed: On the proposal of Cllr C Casey, seconded by Cllr R Mulgrew it was agreed to approve the Programme Governance with the addition to include the rotation of Chair and Vice Chair on a 6 x monthly basis as agreed in Item NCCR/20 and the Programme Governance be considered at Strategy Policy & Resources Committee Meeting on 13th August 2020.

NCCR/23:- Project Objectives

C Mallon presented an overview of the current status of the Project.

The Chairman thanked C Mallon for the update and asked Members for their comments.

Cllr Mulgrew welcomed the report and said this project delivers on all aspects of regeneration in terms of economy, arts and improvements to infrastructure.

Cllr Casey agreed with Cllr Mulgrew and said it was a visionary transformation for Newry City. Cllr Casey asked:

- a) Update on proposals to the cathedral gardens;
- b) Potential for a plaza area at Bank Parade to compliment the new theatre/conference facility;
- c) Traffic review.

In response, C Mallon advised;

- a) Meetings with the Officials from the Diocese had taken place to discuss proposals to the cathedral gardens and further meetings are being arranged through A Grimshaw;
- b) An outdoor events space and café overspill area features in the public realm proposals;
- c) Officials are currently liaising with DFI on future smarter and greener ways of travel for the city centre.

Cllr Stokes also welcomed the report and said he recently met with Newry Chamber, Newry BID and the Shopping Centre Management and noted these organisations were concerned that the Civic Hub and associated public realm wouldn't increase footfall.

Cllr Stokes asked if there were any visual improvements proposed for the Clanrye River. C Mallon said Council were working with Rivers Agency on incorporation of elements of their flood alleviation scheme as part of the Theatre/ Conference public realm project, but also noted the River is a complex watercourse affected by tidal influence and no 'in river' visual improvements were proposed.

Cllr Taylor thanked C Mallon for the update report and agreed with comments raised by the Members.

The Chairman said this was a huge capital programme which will receive external funding and agreed with Cllr Casey that an update from the Diocese representatives on the cathedral gardens proposal is required.

The Chairman asked that the Belfast Region City Deal (BRCD) Outline Business Case (OBC) be updated. A Grimshaw confirmed there is currently a 2 x month standstill to consider the impacts of Covid-19 on the OBC and expects to bring a draft OBC to NCCR Project Board Meeting in August.

C Mallon advised Members that a corporate press statement would be issued promoting current Newry and Downpatrick Regeneration projects. Cllr Mulgrew proposed that a joint statement be issued on the back of this from the Chair and Vice Chair of the Project Board giving support for the Newry City Centre Regeneration Project. The Chairman agreed and asked that reference be included to the business case being progressed by the Southern Health Trust regarding the sale of the Monaghan Row Council Offices. C Mallon agreed to prepare a draft press release and forward to the Chair and Vice Chair for approval.

C Mallon further advised that Officials would prepare a report on the program budgets and finance to include offsets from surplus sites such as McGrath House and Monaghan Row and any potential financial input from Central Government.

Agreed:- On the proposal of Cllr P Byrne, seconded by Cllr R Mulgrew the following was agreed:

- a) **To note the Project Objectives Report**
- b) **Council Officials engage with representatives from the Diocese with regards to proposals for the Cathedral Gardens and request confirmation of same in writing.**
- c) **The draft Outline Business Case be updated and brought to the meeting of the Project Board in August 2020.**
- d) **A statement be issued from the Chair and Vice Chair of the Newry City Centre Regeneration Project Board supporting the Project and referencing the provisional agreement by Southern Health Trust to progress the business case for the purchase of Council Offices at Monaghan Row when the new Civic Centre is completed.**

- e) Officials prepare a report on the programme budgets and finance to include offsets from surplus sites such as McGrath House and Monaghan Row and any potential financial input from Central Government.

NCCR/24:- Public Realm Working Group

A Grimshaw presented the Report on proposals to form a Public Realm Working Group in similar format to previous public realm schemes within the city to include representation from various stakeholders to oversee these elements of the Project.

The Chairman thanked A Grimshaw for his report and requested that Action Sheets from the Working Group be included in the Project Board Agenda at each meeting.

Agreed:- On the proposal of Cllr G Stokes, seconded by Cllr R Mulgrew it was agreed that:

- a) The following representatives form the Public Realm Working Group:
 - i. 6 Newry DEA Elected Members as previous public realm schemes
 - ii. Department for Communities
 - iii. Newry Mourne & Down District Council Officers
 - iv. Department for Infrastructure
 - v. Newry Business Improvement District
 - vi. Trader Representatives nominated by Newry BID.
- b) Action Sheets from the Public Realm Working Group be included in the Newry City Centre Regeneration Project Board Agenda.

Date for Next Meeting

Members agreed that the next meeting will be held on 9th July 2020 at 2pm.

This concluded the business of the Meeting. The Meeting ended at 12.55pm

**For consideration at the Newry City Centre Regeneration
Programme Board Meeting scheduled 9th July 2020, thereafter at Strategy
Policy & Resources Committee 13th August 2020.**

NEWRY, MOURNE & DOWN DISTRICT COUNCIL

**Minutes of Newry City Centre Regeneration Programme Board Meeting
held on Thursday 17th September 2020 at 11.00am
Council Chamber, Monaghan Row/MS Teams**

In Attendance:Councillors

Councillor Pete Byrne - Chair
Councillor Roisin Mulgrew
Councillor Gary Stokes
Councillor David Taylor
Councillor Charlie Casey
Councillor Gavin Malone

NMDDC Officials

Marie Ward, Chief Executive
Conor Mallon, Director of Enterprise Regeneration and Tourism
Adrian Grimshaw, Project Director
Jonathan McGilly, Assistant Director Enterprise, Employment and Regeneration
Anthony McKay, Chief Planner
Andy Patterson, Assistant Director Tourism, Culture and Events
Colin Quinn, Assistant Director, Estates and Capital Projects
Tracie McLoughlin, PA

External Participants

Damian Mulholland, Dept for Communities.
Richard Moore, Deloitte
Nicola Donnelly, Hamilton Architects
Graeme Ogle, Hamilton Architects

Apologies:

Cllr Walker
Dorinnia Carville, Director, Corporate Services

**NCCR/25:- Minutes of Previous Meeting of Newry City Centre Regeneration
Project Board held on 22nd June 2020**

On the proposal of Cllr R Mulgrew, seconded by Cllr C Casey the Minutes were approved as a true and accurate account.

**NCCR/26:- Presentation of Outline Business Case
By: Graeme Ogle, Hamilton Architects**

Nicola Donnelly, Hamilton Architects
Richard Moore, Deloitte

GO commenced the presentation and advised purpose was to provide detail on the current progress of the Outline Business Case (OBC) and its alignment to Belfast Regional City Deal (BRCD) and; to accompany the recommendations being sought in the accompanying paper to;

- a) proceed with Option 7 as the preferred option for the CCR Programme subject to ongoing council approvals at key stages;
- b) continue to work through the costs forecasts and value engineering options;
- c) submit the full OBC to the Belfast Region City Deal programme management office to support Councils claim for £8m funding.

PB thanked the presenters for the detail provided and asked Damian Mulholland for comments on behalf of the Dept for Communities.

DM confirmed that the Council's project team had been working with DFC and their economists on bringing the OBC to a stage where it is ready to submit. Mr Mullholland noted that following submission to DFC economists they will ascertain if all relevant criteria has been met before onward submission to the DoF for assessment as part of Belfast Region City Deal. DM emphasised BRCD funding was reliant on delivery of the whole programme, consisting of Theatre/ Conference facility, Civic Hub, Public Realm and Grade A Office accommodation, and noted DFC would not approve the OBC submission to the BRCD board for DOF consideration unless all of these elements were included.

PB thanked Mr Mulholland and confirmed it was the role of the Project Board to consider and approve the OBC in its entirety, mindful that this is an Outline Business Case, and noted he was fully supportive of the report recommendations to approve submission to the Strategic Policy and Resources Committee in October.

CC also thanked the presenters and agreed with the Chairman noting it was an exciting opportunity that he was fully supportive of. He said it was important to get the OBC submitted at this stage and welcomed the focus on Newry City for investment and in particular the development opportunities around Bank Parade and Cathedral areas. CC said the geographical location of Newry hasn't been fully capitalised on to date, and it was time to fulfil Newry's City status.

RM agreed with CCs comments and said that visitors have an expectation when they visit a 'City' but this expectation is not currently being met by Newry. RM noted there were difficult economic times ahead and welcomed forward thinking development that would boost the local economy and create employment opportunities to retain the young people of the district who have been educated and trained here.

Councillor Stokes (GS) commented as follows;

- a) was anything to be done with the River? This is close to the proposed redevelopment of the Theatre/ Conference and is unsightly in its current condition especially when there is a low tide;
- b) that he considered the 'Georgian' city references in the presentation to be the wrong theme;
- c) that he could not approve the report recommendations to submit the OBC to SPR at this stage due to the inclusion of the proposed Civic Hub at the Abbey Way Site, noting that:
 - i) at full Council Meeting on 7th Sept 2020 it was agreed that the Civic Hub element of the project would go out to full public consultation
 - ii) That correspondence from Newry BID circulated to all Councillors was supportive of the consultation proposal, and had raised concerns around the Civic Centre
 - iii) nothing has been received in writing from the Parish confirming it's support for the development and access to their lands.

CM responded to GS queries. With regards to the River, CM advised that Council are working with Rivers Agency on the flood alleviation scheme and consideration would be given to in river improvements through their flood alleviation scheme. With regards to the 'Georgian' city reference, it was noted this was not a theme but simply a description of the City's architectural heritage for the purpose of the presentation.

In response to concerns raised in regard to the Civic Hub, CM advised the purpose of today's board meeting was not to discuss or agree on a public consultation process but to consider the recommendations for the Outline Business Case

CM confirmed there have been positive and constructive discussions with both the Diocese and the Parish and noted the importance of these discussions remaining confidential at this time.

The PB agreed with CM comments and noted there were various working groups relating to the various projects and feedback from these groups will form part of the Full Business Case.

DT agreed with RMs comments on retaining young people who have been educated in the City and said that this Council area were at the top end of the academic achievements table. He agreed that Newry had not capitalised on its City status, that the city needed to be ambitious to attract investment and he welcomed Council's commitment to achieving this.

GM thanked the presenters and agreed that the report recommendations should be submitted the OBC to SPR for further consideration.

PB summarised that the OBC to be submitted to SPR includes all the following elements:

- Theatre/ Conference Facility
- Civic Hub
- Streetscape/ Public Realm
- Grade A Office.

GS again confirmed that he could not support the Civic Hub element of the project at this stage in advance of a Public Consultation and receipt of written approval from the Cathedral to use of their grounds.

NCCR/27:- Outline Business Case Report

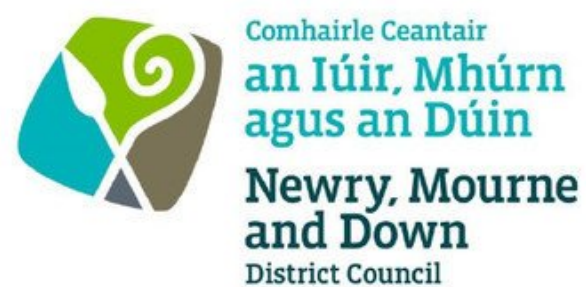
For clarity CM repeated the report recommendation noting its purpose as seeking Board Member approval to consider it and the presentation provided, and to seek approval for:

1. Submission of the OBC Executive Summary, the consultant's presentation, including the updated cost forecasts to the Strategic Policy & Resources Committee with the following recommendations:
 - a) proceed with Option 7 as the preferred option for the CCR Programme subject to ongoing council approvals at key stages;
 - b) continue to work through the costs forecasts and value engineering options;
 - c) submit the full OBC to the Belfast Region City Deal programme management office to support Councils claim for £8m funding.

Agreed:- On the proposal of Councillor C Casey, seconded by Councillor P Byrne it was agreed to approve the recommendations as set out in Section 3.0 of the Report and that:
a) & b) agreed unanimously;
c) agreed by majority of 5 to 1

This concluded the business of the Meeting. The Meeting ended at 12.36pm

For consideration at the Newry City Centre Regeneration Programme Board Meeting scheduled 15th October 2020, thereafter at Strategy Policy & Resources Committee 12th November 2020.



Newry City Centre Regeneration

Programme Governance Arrangements

Author: Adrian Grimshaw
Revision: Draft 6 Project Director Amendments
Date: June 2020

Introduction

Newry, Mourne and Down District Council (NMD) covers the southeast of Northern Ireland, including southern County Armagh and large parts of County Down. With a population of around 171,500 and a coastline of approximately 100 miles, the Council area is the third largest in Northern Ireland.

NMD council area incorporates all of the Mourne Mountains Area of Outstanding Natural Beauty and has an extensive coastline stretching from Strangford Lough to Carlingford Lough, and borders counties Louth and Monaghan in the Republic of Ireland.

The Councils Corporate Plan 2015-2019 set out as one of its key actions the establishment of a new 'Civic Centre' for Newry to help attain a number of strategic objectives;

- Become a premier tourism destination
- Attract investment, support and creation new jobs
- Protect our natural and built environment
- Lead regeneration of our urban and rural areas
- Transform and modernise the Council
- Providing accessible and value for money services.

In response to the Corporate Plan Council officers engaged Deloitte LLP as Project Advisors to prepare an investment strategy for Newry City. The Investment Strategy reviewed the Newry city property market, identified growth and investment zones, and began an assessment process for potential sites. The strategy was finalised and presented to Council in August 2017. Council officers worked with Deloitte, Charcoal Blue, the Strategic Investment Board and others in the development of the project to Strategic Outline Business Case stage, the preferred option from which was agreed by Council in August 2018.

In addition to the Civic Centre facility originally proposed, and in response to the further studies undertaken, the project scope has evolved into a programme of works which include provision of the original Civic Hub, an enhanced theatre/ conferencing centre, Public Realm and additional Grade A Office funded by the Belfast Region City Deal (BRCD) programme. A Traffic, Transport and Car Park Strategy is also currently being considered under the auspices of the programme, as it may cater directly to the proposed facilities, and contribute to the overall regenerative aims of the CCR programme.

Programme

The project, which is known as the 'City Centre Regeneration Programme' is currently at Outline Business Case stage, with developing Concept Designs for the Theatre/ Conference, Civic Hub and Public Realm projects. A draft Outline Business Case has been prepared and is currently being reviewed cognisant of the delivery and longer term impacts of the Covid-19 pandemic.

The Councils aspiration is to appoint a Contactor early in 2021, with project delivery by mid/ late 2022, however this is subject to necessary approvals and agreement to the Outline Business Case and individual project funding and approvals.

Budget & Funding

Council has committed a sum of £20 Million to the CCR Programme of Works. The Council funding is targeted towards the Theatre/ Conference and Civic Hub projects. The £8million Belfast Region City Deal funding is targeted towards the Public Realm and Grade A Office Accommodation projects. There is currently no funding stream for capital works which may be identified through the Traffic, Transportation and Car Parking workstream.

The programme and respective project budgets will develop and become further defined as the various projects moves through their various development stages. It is anticipated that Council will cash flow all programme expenditure, and make periodic claims from the BRCD funding department.

Vision

To regenerate Newry city centre, attracting investment and promoting tourism, creating jobs and sustaining our environment.

Aims & Objectives

- Reinforce Newry as a gateway between North & South
- Contribute to the sensitive regeneration of Newry city centre
- Attract further investment and job creation
- Increase visitors to Newry and animation of the City
- Increase civic pride by modernising the Council

Reference should be made to the separate Outline Business Case, and Vision, objectives and benefit paper for further detail on project aims, targeted outcomes and proposed measures.

Key Stakeholders

The summary key stakeholder groups for the programme of works are;

- NMD Council acting as client, funder, owner and maintainer
- Civic Hub & Theatre operational staff
- Visitor & tourists too, and users of the buildings & public realm (existing & future)
- Residents and businesses within Newry.

A Stakeholder Engagement & Communication Strategy has been developed, with project specific Communication & Engagement Plans to be developed for each stage of the various projects. A copy of these and related document can be obtained from the Project Director.

Governance Process

Governance is the control framework through which programmes deliver their change objectives and remain within corporate visibility and control.

A programme needs clear and open governance if it is to be successful. It will need to negotiate the resources it wants, manage the resources made available to it and adjust to changing organisational contexts whilst delivering its agreed outcomes and benefits.

The focus of this document is therefore on the governance framework and controls put in place to manage the delivery of the City Centre Regeneration Programme & Projects.

It should be noted that the Covid-19 pandemic and the requirement for social distancing has impacted programme delivery. The programme and its supply chain responded quickly and flexibly to the remote working requirement in March 2020, with progress continuing to be maintained on the various workstreams. The pandemic has however impacted the usual programme governance, with the Council as a whole having to respond to the high priority issues they faced during the early stages of lockdown. During March to June 2020 the various programme, project and working group meetings were cancelled, and only a series of special project programme boards convened to address high priority issues and to maintain programme progress. As society moves towards the next normal phase, it is proposed the complete governance as outlined in this document begins to be reintroduced on a remote working basis.

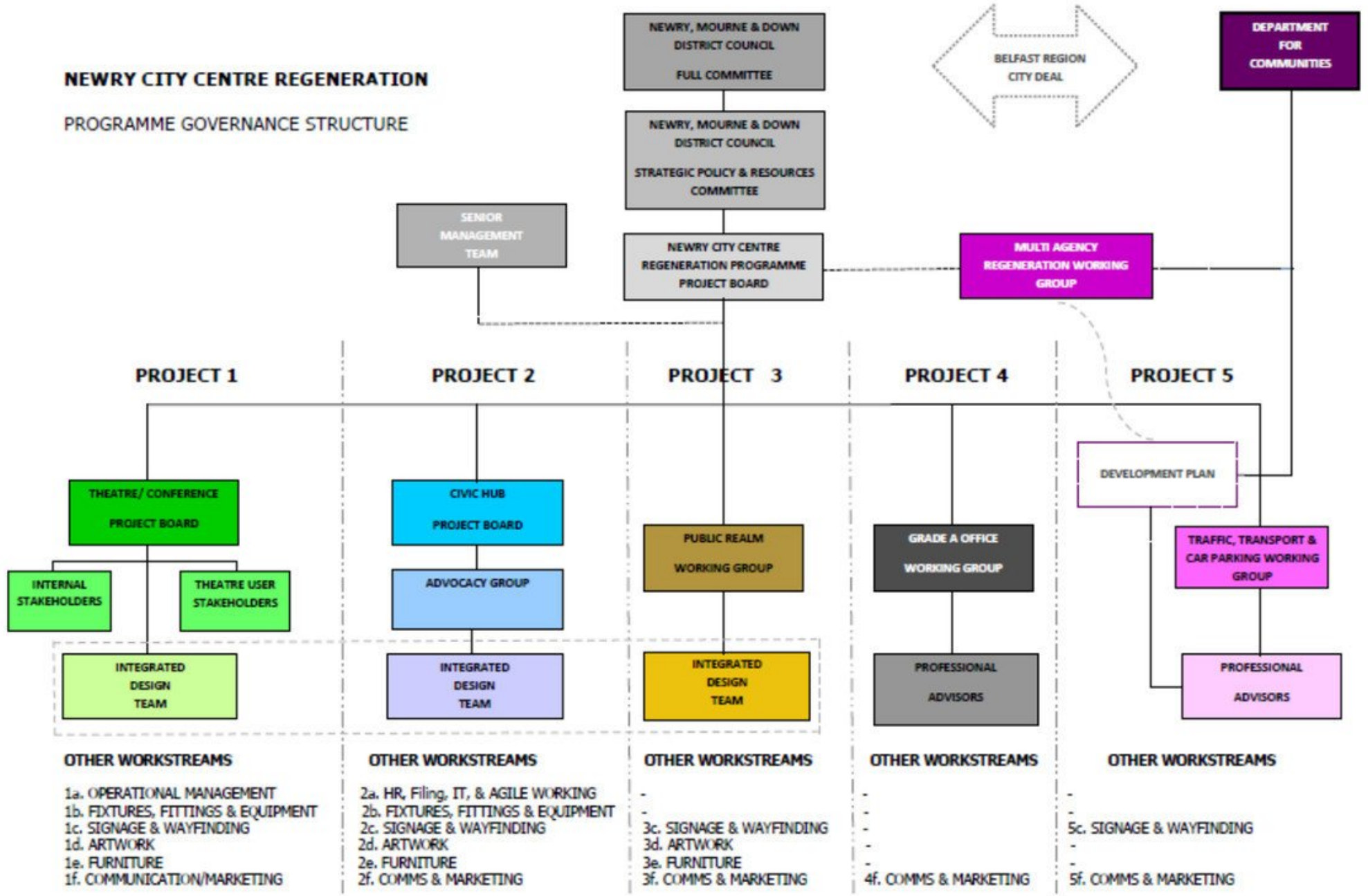
Terms of Reference & Delegated Authority

The City Centre Regeneration Project will be delivered as part of the Council's Economic Regeneration & Investment Strategy 2015 – 2020, as committed to within the Corporate Plan 2015 - 2019. The programme/ project decision making authority will follow the Council's Scheme of Delegation, with strategic direction and decisions being made by the Council's Strategic Policy and Resources Committee.

The Strategic Policy and Resources Committee will delegate authority to Council Officers and specifically the Senior Responsible Owner of the City Centre Regeneration Programme, currently the Director of Enterprise, Regeneration & Tourism. The Senior Responsible Owner will report to the Programme Project Board, who will receive reports on the projects progress, and will provide strategic feedback, guidance and recommendations to assist the projects political delivery through Council Committees.

The Senior Responsible Owner can subsequently delegate authority to the Project Sponsor, Capital Works lead and the Management & Maintenance lead as is necessary for the successful completion of the Civic Centre Regeneration programme.

Each level of delegated authority will be required to work within financial and project tolerances that will require exception reporting to the Programme Board should the project move outside these tolerances.



Programme Project Board

The Programme Project Board is responsible for the overall direction and management of the City Centre Regeneration programme of works. The Programme Project Board will identify strategic decisions and control the programme at a high level, making recommendations to and seeking approval from the Strategic Policy & Resources Committee as necessary. The Board is established by the Senior Responsible Officer and its prime purpose is to drive delivery of the programme & project outcomes and benefits.

Meetings

Meetings will be scheduled on a monthly basis to discuss progress through monitoring and evaluation reports, exception reports, financial/ expenditure reports and changes to the programme and projects. When required, emergency meetings may be called by the Senior Responsible Owner at short notice.

Decision Making

Board constraints are determined by the decisions and approvals provided by the Strategic Policy & Resources Committee. The limits of the Programme Boards authority are bound by time, cost, risk and quality requirements.

The SRO will seek to gain consensus on decisions with the Programme Project Board members.

Permanent Programme Project Board Members

Role of Board Member	Title	Name
SF Representative	Councillor	Charlie Casey
SF Representative	Councillor	Roisin Mulgrew
SDLP Representative	Councillor	Pete Byrne
UUP Representative	Councillor	David Taylor
SDLP Representative	Councillor	Gary Stokes
DUP Representative	Councillor	William Walker
Independent Representative	Councillor	Gavin Malone
Regional Development Lead	Department for Communities	Damian Mullholland
Council oversight	Chief Executive	Marie Ward
Senior Responsible Officer (& Client)	Dir. Enterprise, Regen. & Tourism	Conor Mallon
Finance Lead	Director Corporate Services	Dorinnia Carville
Legal Representation	BCC Solicitor	Colin Campbell
Project Sponsor (& CH Advocate)	Assistant Director Estates	Colin Quinn
Capital Works Lead	Project Director (SIB)	Adrian Grimshaw
T/C Advocate	Assistant Director Arts & Events	Andrew Patterson
Regeneration Guidance	Assistant Director Regeneration	Jonathan McGilly
Planning/ Development Guidance	Head of Planning	Anthony McKay

Table 1

Support Programme Project Board Members (by invite)

Role of Board Member	Title	Name
User Group Representation	<i>Varied – to be determined</i>	-
Facilities or Maintenance Lead	Head of Facilities/ Maintenance	Gail K/ A Mallon
Communication Lead	<i>Varied – to be determined</i>	-

Finance Support	Assistant Director Finance	Ken Montgomery
IT	IT Manager	Gavin Ringland
Consultant Project Manager	Project Manager	Gavin Morgan

Table 2

Investment Decision Makers (IDM's)

The IDM's are the named persons responsible for seeking approval from the Strategic Policy & Resources Committee for investment and similar commitment type decisions, including material changes which affect programme/ project deliverables. Through their roles the IDM's also maintain senior management commitment to project delivery.

Investment Decision Makers	Name
Senior Responsible Officer	Conor Mallon
Finance Lead	Dorinnia Carville
Project Sponsor	Colin Quinn

Table 3

Investment Decisions must be supported by recommendation from the Programme Project Board.

Programme Project Board Responsibilities

The board is established by the SRO and its prime purpose is to drive the programme/ projects forward to deliver the outcomes and benefits. Responsibilities will include:

- Be accountable for the success or failure of the programme/ project
- Provide visible and sustained support for the project sponsor
- Develop the business plan(s) for the facilities
- Consider and approve the overall Business Plan(s) for the programme/ project
- Defining the acceptable risk profile and risk thresholds for the programme/ project
- Ensuring the programme/ projects delivers within its agreed boundaries, on time and within budget
- Provide unified direction to the programme/ projects. Resolving strategic and directional issues between constituent projects which need the input and agreement of senior stakeholders to ensure progress of the project
- Approve the Benefits Realisation Plan and oversee progress towards achievement
- Maintaining focus on the development and progress towards, maintenance and achievement of the vision, aims & objectives
- Providing assurance for operational stability and effectiveness through the programme/ project delivery
- Give appropriate advice to the SRO to enable fully informed decisions to be made that help ensure the successful completion of the Civic Centre Regeneration programme/ project and associated work streams
- Within the authority delegated by Council, agree the recommendations to Committee(s) on contract decisions concerning negotiations, dispute and termination

- Agree the recommendations to Committee(s) with regard to investment decisions
- Discuss issues as reported to the programme board and agree recommendations, when necessary, to be made to Committee
- Ensuring effective communication both within the programme/ project team and with external stakeholders by endorsing the project stakeholder engagement & communications strategy
- Communicate project progress to key stakeholders
- Approve the programme procurement strategy
- Approve the planning strategy
- Approve the project at each stage of development including all procurement
- Deliver all necessary property transactions.

Assurance & Risk

To agree the risk management framework for the project.

- To set the risk appetite for the project
- To agree the key project risks
- To review the key project risks monthly
- Maintain an active issues log and risk register
- To agree the assurance framework for the project
- To specify areas where independent assurance is required and how it is to be obtained
- To receive independent assurance reports and to ensure that any recommendations arising from Audit and Gate Reviews are actioned promptly.

Financial Management

To ensure that immediate action is taken in the event of receiving reports that the programme/ project are at risk of exceeding the approved limits and keeping funding stakeholders informed as appropriate.

- To ensure that there are appropriate escalation procedures in place
- To approve the scheme of expenditure delegation for the programme/ project
- To approve the budget allocations for the programme/ project within any terms and conditions of funding and on the basis of the project work plans
- To ensure that the expenditure is kept within approved limits and is regularly reviewed
- To ensure that all elements of the budget have an assigned budget manager
- To review financial reports monthly along with the progress reports and consider any issues arising regarding variances

- To agree the change control process for the project taking into account terms and conditions of funding in addition to significance of the change
- To receive recommendations for change, consider the financial implications of changes and the options available
- To make recommendations on change control to funders, and also if appropriate to Committee(s) if they are to authorise such changes
- To define the financial reporting requirements of the group (level of analysis / detail, cash flow, forecasting, commitments, profiling, narrative, links with progress report, information on early warnings / compensation events etc)
- To keep the risk and contingency sum for the project under review, taking timely action where appropriate
- To ensure that the project assets are appropriately accounted for
- To seek assurances that the necessary financial returns are being provided to any funders
- To ensure that audit requirements are met including LGA and audits on behalf of any funders

Programme Board Roles

Permanent Programme Board Member Roles

Elected Members

Assembled from across the political spectrum, attendance by elected members will encourage awareness of the programme and projects, promote strategic political guidance in delivery of the programme, and enable improved turnaround times for decisions.

The key responsibilities of elected member representatives is to receive progress updates from the Senior Responsible Owner and team, review and make decisions on recommendations where sought.

Role of Senior Responsible Officer (SRO)

The **SRO** is accountable for the successful delivery of the City Centre Regeneration Programme, enabling Newry Mourne & Down District Council to benefit from the programme/ project outputs, by meeting new business needs and delivering new levels of performance, benefit, service delivery and value.

The key responsibilities of the SRO are to:

- Attend the City Centre Regeneration Programme Board
- Resolve strategic and directional issues
- Be a vocal and visible champion for the vision, goals and objectives
- Provide leadership and direction throughout the life of the programme/ project
- Secure the investment required to manage the City Centre Regeneration programme/ project so that the desired benefits are realised
- Be accountable for programme/ project governance arrangements
- Monitor the interface with key senior stakeholders, keeping them engaged and informed
- Monitor the key strategic risks
- Set project tolerances for the Programme Board, in line with those set out in the Cost Control Process, and approve any change of scope
- Monitor alignment between the programme/ projects and Councils strategic direction, including alignment with other programmes/ projects
- Commission health checks, Gate and audit reviews of the programme (including Benefits Realisation)
- Ensure alignment of the programme/ projects to the organisation's overall strategy, policy and procedures
- Make recommendations to the Strategic Policy & Resources committee
- Approving funding as per delegated authority
- Ensure the viability and integrity of the programme/ project blueprint

- Ensure that the correct resources are available for the programme/ project and its delivery
- Ensure that the programme/ project delivers within agreed boundaries
- Champion the benefits and assuring the integrity of the benefit realisation plan
- Provide top-level endorsement of the programme/ project
- Act as a single point of accountability for the programme/ project
- Ensure that the programme/ project remains on target to deliver outputs which will achieve the expected business benefits
- Ensure that the programme/ project will complete within the agreed tolerances for budget, risk and timescale
- Monitor and control the progress of the programme/ project and review the Business Case
- Ensure the desired outcomes and benefits are specified
- Providing a focal point of contact with the project sponsor and approving / making decisions where appropriate
- Assure that liaison is functioning effectively
- Carrying out a post project/programme review with the integrated project/programme team
- Agree the handover process for the project
- Ensuring lessons learned are captured and reported.

Role of Finance Lead

The programme/ project is proposed to be self-financed and delivered by NMDDC, with funding for Belfast Region City Deal (BRCD) and potentially elements of the Newry Flood Alleviation Scheme to be recovered from sponsoring Departments/ Agencies as appropriate. A **Finance Lead** representative is required on the Board from the Councils Corporate Services Directorate.

With additional funding expected from the BRCD, a Department for Communities representative attends in the role of a 'Funding Representative'. In due course an invitation may be extended to DFI Rivers to reflect potential incorporation of Flood Alleviation Scheme elements.

- Financial Reporting requirements to be defined by the Programme Project Board in the context of the overall programme requirements and financial procedures
- To ensure that expenditure is kept within approved limits and is regular, i.e. the approved budget for the approved project plan
- To comply with financial procedures for the project
- To review financial reports monthly made to the Programme Project Board
- To review forecast programme/ project spend positions against Council spend as required
- When change control events are identified to comply with agreed processes that require, financial implications to be identified along with options and presented to the Programme Board

The funder's representative will be required to approve change controls within the levels of authority delegated to them as set out in the change control.

Role of Legal Representation

The programme board will utilise the support of a senior and experienced local authority solicitor via a Service Level Agreement under the Local Government Act.

The role of **Legal Representation** is to advise and guide the Programme Project Board and members on all programme/ project issues as they relate to existing and forthcoming legal requirements.

The key responsibilities of Legal Representation are:

- Attend Programme Project Board meetings
- Inform and guide the Programme Project Board in all legal matters as they relate to programme/ project delivery
- Inform and guide the Programme/ Project Board in legal matters as they relate to Council by-laws, and other statutory provisions

Role of Project Sponsor

In this case, the **Project Sponsor** is the internal focus for day-to-day issues affecting the programme/ project and provision of support to the Board.

The key responsibilities of the Project Sponsor are:

- Support the Chair
- To attend the Programme Project Board and Chair the Project Board meeting(s)
- Respond to Capital Works Lead exception reports and recommend future action to the Programme Project Board when tolerances are exceeded
- Respond to reports to the Programme Project Board on progress with projects and work streams
- Being a vocal and visible champion for the projects, their goals and objectives
- Assist in the establishment of project goals and objectives
- Monitor finance, and risk to ensure that they are controlled and within agreed tolerance
- Monitor the impact of changes to the programme/ project plan on the organisation needs
- Monitor the progress of the programme/ project
- Oversee that risks are tracked and mitigated
- Oversee that desired outcomes and benefits are specified
- Secure specification of the user's needs is accurate, complete and explicit
- Support the Clients to resolve user requirements and priority conflicts
- Developing and maintaining professional relationships with all stakeholders
- Ensure communications are functioning effectively

- Complete programme/ project closure and lessons learned reports and ensure that any outstanding issues are documented and passed on to the appropriate body
- Support Gate and Audit Reviews and Health Checks
- Ensure that a post- programme/ project review is held and a report is provided
- Prepare a handover process with each project client.

Role of Client/ Advocate

The **Client/ Advocate** is responsible for the specification of the needs of all those who will use the final products, for user liaison with the project teams and for monitoring that the solution will meet those needs within the constraints of the Business Case in terms of quality functionality and ease of use.

As a broadly internal delivered Council programme/ project, and with the requirement to engage various internal department in the specification of needs for the final facilities to be provided, overall agreement to project specification will be secured from the respective Assistant Directors, and the Departmental Directors at the Senior Management Team meetings.

The key responsibilities of the Project Client are to:

- Ensure the User Group Representatives are being consulted
- Ensure the desired outcomes and benefits are specified
- Appraise options
- Brief and advise user management on all matters concerning the project(s)
- Secure that the specification of the user's needs is accurate, complete and explicit
- Promote and maintain focus of the desired project outcomes and benefits
- Ensure that any user resources required for the desired project are made available
- Resolve user requirements and priority conflicts
- Communicate operational requirements and constraints to the Project Sponsor / relevant Project Board
- Ensure that the development of the solution at all stages is monitored to ensure that it will meet the user's needs
- Ensure that the impact of potential changes is evaluated from the user point of view
- Make sure that risks to the user are constantly monitored
- Be responsible for feedback to user management
- Participate in Gate and Audit Reviews
- Assisting the Project Sponsor to carry out a post-project review and capture lessons learned.

Role of Capital Works Lead (Project Director)

The **Capital Works Lead** is responsible for the day to day delivery of the required outputs. They will appoint and lead a team which may include internal staff, designers and other consultants (cost consultants, engineers etc), construction and specialist suppliers (such as manufacturers).

They will work with the Senior Responsible Owner, Project Sponsor, Client/ Advocates and wider team to ensure successful delivery of the desired product.

The key responsibilities of the Capital Works Lead are to:

- In collaboration with the Senior Responsible Owner and Project Sponsor identify constraints, i.e. budget, funding, time and quality
- Manage and lead the Capital Works team
- Provide reports on progress, change requests and recommendations to the Programme and Project Boards
- Ensure that any proposed changes of scope, cost of timescales are checked against the possible effects on the business case
- Oversee preparation of, or prepare key project documentation
- Validate critical assumptions (Risk Management)
- Ensure comprehensiveness of cost estimates
- Make contingency allowance for risk
- Consider future building management issues
- Agree and understand project plan
- Procure, monitor and control the resources needed to complete the project, including professional services
- Procure Economic Appraisals and Business Cases
- Oversee production of the stakeholder management plan
- Ensure development of concept and scheme designs
- Confirm budget at all stages
- Initiate and support tender process
- Manage construction cost
- Provide any details necessary for the future operational element
- Participate in Gate and Audit Reviews
- Prepare a handover process with each project client

Role of Planning Guidance

The role of **Planning Guidance** is to inform the Programme Board in relation to Planning Legislation and Local Development Plans, and how lands could be used and developed in the future to accord with Planning Legislation and Local Development Plans as they relate to the City Centre Regeneration aims.

They shall inform the Programme Board of potential requirements for environmental and other approvals arising from proposed local planning applications which are required by Planning Policy Guidance, regulation and/ or statutory authorities, and inform the Programme Board of any regionally significant planning applications being considered and decided by the Department of the Environment which may impact on the Civic Centre Regeneration or related projects.

The programme/ project governance recognises that the role of Planning Guidance cannot be

placed into a position of conflict with the Planning Service function, and the impartiality of the wider Planning Service Function to determine applications in accordance with policy and regulation free from project influence should be protected by the project governance structure.

Role of Regeneration Guidance

The role of **Regeneration Guidance** is to inform the Programme Board of Council’s wider regeneration aims and activities, particularly where these aims and activities relate to, overlap or are shared with the City Centre Regeneration aims. They will work collaboratively with other board members so that the regeneration aims of the CCR programme reflects the Councils wider regeneration aims, so that outcomes are aligned and effort is not duplicated.

In addition this role will deputise to the SRO in matters related to regeneration, and provide direction on regeneration issues when the SRO is unavailable.

Project Board & Working Group Meeting(s)

The purpose of the Project Board(s) and Working Group meeting(s) are to manage the day to day delivery of the individual City Centre Regeneration Projects in accordance with the requirements set by the Programme Project Board, and in accordance with the programme/ project, cost and quality constraints.

Meetings

Meetings are scheduled on a monthly basis to discuss progress against the agreed plan of work. As deemed appropriate by the Chair, the Group may be sub divided into small working groups to undertake discrete pieces of work.

Project Board Members

The tables below indicate the membership of each Project Board. Project Board meetings commenced in June 2019 following the evolution from project to programme. Given the relative early stages of the Grade A and Traffic, Transport and Car Parking workstreams specific Project Boards are not yet sitting, reports for these projects are being taken to the Programme Board for oversight and decision making purposes.

Contract 1 - Theatre/ Conference

Role of Board Member	Title	Name
Project Sponsor (Chair)	Assistant Director Estates & Projects	Colin Quinn
Capital Works Lead	Project Director (SIB)	Adrian Grimshaw
Project Advocate	Assistant Director Arts & Events	Andrew Patterson
Finance Support	Assistant Director Finance	Ken Montgomery
Planning Guidance	Head of Planning	Anthony McKay
Legal Representation	Head of Legal	Fearghal O'Connor
Maintenance Lead	Head of Maintenance	Aidan Mallon
Estates	Head of Estates	Gavin McVeigh
Information Technology	IT Manager	Gavin Ringland
Communications	Communication Officer	Joanne Fleming

Table 4

Contract 2 - Civic Hub

Role of Board Member	Title	Name
Project Sponsor (Chair & Advocate)	Assistant Director Estates & Projects	Colin Quinn
Capital Works Lead	Project Director (SIB)	Adrian Grimshaw
Regeneration Guidance	Assistant Director Regeneration	Jonathan McGilly
Finance Support	Assistant Director Finance	Ken Montgomery
Administrative Guidance	Assistant Director Administration	Alison Robb
Planning Guidance	Head of Planning	Anthony McKay
Legal Representation	Head of Legal	Fearghal O'Connor
Maintenance Lead	Head of Maintenance	Aidan Mallon
Estates	Head of Estates	Gavin McVeigh
Information Technology	IT Manager	Gavin Ringland
Communications	Communication Officer	Kathryn Belshaw

Table 5

Contract 3 – Public Realm (Working Group not yet convened)

Role of Working Group Member	Title	Name
Elected Member Representative	Councillor	TBC
Elected Member Representative	Councillor	TBC
Elected Member Representative	Councillor	TBC
Elected Member Representative	Councillor	TBC
Elected Member Representative	Councillor	TBC
Elected Member Representative	Councillor	TBC
3 Trader Representatives	Trader Representatives	TBC
Business Representative	Newry Business Imp District	TBC
Regional Development Office	Department for Communities	Catherine McKinerny
Capital Works Lead	Project Director (SIB)	Adrian Grimshaw
Regeneration Guidance	Assistant Director Regeneration	Jonathan McGilly
Project Manager	Project Manager	Seamus Crossey
DFI Roads Representative	DFI Roads Representative	TBC

Table 6

Contract 4 – Grade A Office Accommodation (Working Group not yet convened)

Role of Working Group Member	Title	Name
Capital Works Lead	Project Director (SIB)	Adrian Grimshaw
Regeneration Guidance	Assistant Director Regeneration	Jonathan McGilly
Fund Manager	Head of Programmes	Kevin McGarry
Finance Support	Assistant Director Finance	Ken Montgomery
Legal Representation	Head of Legal	Fearghal O'Connor
Communications	Communication Officer	Kathryn Belshaw

Table 7

Contract 5 – Traffic, Transport & Car Parking (Working Group not yet convened)

Role of Board Member	Title	Name
Regional Development Office	Department for Communities	Catherine McKinerny
Capital Works Lead	Project Director (SIB)	Adrian Grimshaw
Development Guidance	Associate Advisor (SIB)	Mark Wishart
Finance Support	Assistant Director Finance	Ken Montgomery
Legal Representation	Head of Legal	Fearghal O'Connor
Communications	Communication Officer	Kathryn Belshaw

Table 8

Project Board(s) Support Members (by invite)

Role of Board Member	Title	Name
User Group Representation	<i>Varied – as required</i>	-
Facilities Lead	Head of Facilities	Gail Kane
Consultant Team Member(s)	<i>Varied – as required</i>	-

Table 9

Project Board Responsibilities

The various Project Board's have the responsibility to the Programme Project Board to deliver the City Centre Regeneration Project's.

- Strive to successfully deliver the project(s) in accordance with the agreed vision, aims & objectives
- Ensuring the project(s) delivers within its agreed boundaries, on time and within budget
- Give appropriate advice and guidance to the Project Sponsor to enable fully informed decisions to be made that help ensure the successful completion of the City Centre Regeneration Project(s)
- Within the authority delegated by the Programme Project Board, make recommendations on contract decisions concerning negotiations, dispute and termination
- Make appropriate recommendations to the Programme Project Board with regard to investment decisions
- Develop annual work plans for each work stream
- Prepare exception reports to the Programme Project Board and make recommendations
- Ensuring effective communication both within the project team and with external stakeholders in accordance with the project Communications Plan
- Develop the procurement strategy
- Develop the planning strategy
- Seek Programme Project Board approvals at each stage of development including all procurements

Assurance & Risk

To contribute and assist in the risk management of the project(s).

- To identify, evaluate and manage the project(s) risks
- To nominate risks for inclusion in the project(s) risk register
- To review the project(s) risk register(s) and risk action plan(s) monthly
- To report monthly to the Programme Project Board on risk management
- To implement the assurance framework for the project(s) as directed by the Programme Project Board
- To promptly implement any recommendations arising from independent assurance reports
- To review contractors or other service providers risk register and to take action as appropriate.

Financial Management

To monitor financial expenditure keeping the Programme Project Board and any funding stakeholders informed, and recommending action if there is a risk of the project(s) exceeding the approved limits.

- To review and manage expenditure within approved limits
- To escalate risk of overspend issues to the Project Sponsor and Programme Project Board
- To recommend budget allocations for the project(s) within any terms and conditions of funding and on the basis of the project(s) work plans
- To prepare work stream financial reports monthly along with the progress reports and note any variances
- To adhere to the change control process for the project(s) taking into account any terms and conditions of funding in addition to significance of the change
- To prepare or respond to recommendations for change for the Programme Project Board, considering the financial implications of changes and the options available
- To make recommendations on change control to the Project Sponsor
- To manage work stream risk and contingency sums as allocated by the Programme Project Board, taking timely action where appropriate
- To prepare necessary financial returns are being provided to any funders
- To ensure that audit requirements are met including LGA and audits on behalf of any funders

Financial Management – specific to construction contracts

- To approve payments to contractors in line with agreed procedures and to retain all necessary evidence
- To process requests for payments to contractors in compliance with terms and conditions of contract
- To monitor timeliness of payments to contractors
- To keep the risk and contingency sum for the project under review, highlighting to the Programme Project Board where action is required.

Project Board Member Roles

The Following roles are those roles which are not previously described under Programme Project Board members roles.

User Group Representative(s)

The overarching Client for the project is the Council, with the named Role of client identified in table 1. The User Group Representatives are those stakeholders that will occupy the completed building delivering services to the public on a day to day basis.

The User Group will represent the end user perspective, liaising with the Client to inform the solution that will meet will meet quality, functionality and ease of use needs within the constraints of the Business Case.

The role represents the interests of all those who will use the project's products, those for whom the products will achieve an objective, or those who will use the products to deliver benefits.

Role of Administrative Lead

Provide support to the Project Board in all administrative matters as they relate to project delivery, specifically issues related to emerging Council policy's and administrative or management procedures, and how these will inform the design and servicing brief.

Role of Legal Representation

Support and/ or deputise to Legal Representative, providing support to the Project Board in all legal matters as they relate to project delivery.

Provide guidance and update to the Project Board in relation to land and estates matters, including availability of development land options, land purchase options, valuation guidance, negotiation, agreeing terms and completing lease or purchase of same.

Provide guidance to the Project Board on wayleaves, easements or other legal impediments, existing or foreseeable constraints which would affect the proposed use of identified lands.

Role of Estates

Provide support to the Project Board in all estates matters as they relate to the project delivery, specifically issues related to existing sites and buildings, known stakeholders and knowledge captured from ongoing management of estate assets, or previous works and/ or development propose to the assets affected by the relevant project.

Role of Information Technology

Provide support to the Project Board in all Information Technology matters as they relate to the project delivery, specifically informing the design brief, accommodation and system requirements for both existing and emerging systems and potential change.

Assist in the preparation for operation and/ or occupation, specifically the identification, scheduling, procurement and implementation of all IT systems required to be either installed, transferred or migrated to the new projects.

Role of Cleansing

Provide support to the Project Board in all cleansing matters as they relate to the relevant projects, specifically the design and operational requirements for street cleaning and refuse storage and collection.

Role of Facilities Management Lead

Ensure the coordination of the facilities plans for relevant Project.

- Work in liaison with the Capital Works Team Lead to ensure the design brief is practical for the long management of the project from a facilities perspective
- To ensure facility considerations are communicated to relevant parties to ensure the smooth operation of the new facilities post construction
- To ensure the design of the projects give due consideration to the safe use by the public and employees once the construction is complete

Role of Maintenance Lead

Ensure the coordination of the facilities plans for relevant Project.

- Work in liaison with the Capital Works Team Lead to ensure the design brief is practical and safe for the long term maintenance of the new facilities
- To ensure the maintenance plan and arising considerations are communicated to relevant parties to ensure the required maintenance of the new facilities post construction

Role of Communication Lead

Manage all internal and external communication, engagement and consultation aspects of the project, during the pre-contract period, during construction and post completion.

- In conjunction with the Project Director develop a communication and engagement plan for approval by the Project Board.
- Develop and agree protocols for communication and information sharing between internal and external stakeholders.
- Promote the Civic Centre Regeneration Project with stakeholders through an agreed marketing, communications and engagement strategy and campaigns, including social and digital media, keeping them informed of project progress.
- Support stakeholder engagement through public.

Role of Finance Support

Support and/ or deputise to Finance Lead.

The Finance Support role is not an Investment Decision Maker.

Role of Consultant Project Manager

The Consultant Project Manager will be responsible for the day to day management of the Integrated Consultant Team (design) and Integrated Services team (works contractor). The Consultant Project Manager will administer the IST Works contract, coordinate the design team and supervise the project to completion under the guidance of the Capital Works Team Lead.

The Consultant Project Manager may be invited to the Project Board to report on particular high priority risks and/ or issues.

Role of Integrated Service Team Lead

The Integrated Service Team Lead will be responsible for the day to day management of the Integrated Services team (works contractor) delivering the works in accordance with the IST Works contract.

The Integrated Services team lead may be invited to the Project Board to report on particular high priority risks and/ or issues.

Project Protocols

Purpose: to support the effective implementation of the governance and outline expected performance standards.

1. Dealing with queries and information

- On receipt of email/telephone message, acknowledgement of query within 2 working days; and
- Answer/follow up within 5 working days of original message.

2. Project personnel

- Extended periods of annual leave should be communicated in advance and delegated authority and/or contingency plans agreed.

3. Managing meetings

- Annual calendar bookings to be made in advance of scheduled meetings of the Programme Board and Project Board Meetings.
- Re-scheduling will be kept to an absolute minimum and done in consultation with attendees.
- Meeting Papers will be circulated at least 2 working days in advance.
- Meeting papers will use agreed pro forma/templates.
- Deputisation required in instances of sickness, annual leave or unavailability.

4. Conflict Of Interest

- All programme/ project board and team members are required to complete a Conflict Of Interest declaration annually, so that perception of bias, perceived conflicts of interest and impropriety can be countered.
- All programme/ project board and team members must declare any perceived or actual conflict of interest when completing the conflict of interest, and seek direction from the Programme Board on how the perceived or actual conflict should be managed mindful of members role and propriety standards.

5. Meeting Agendas

- The agendas for the Programme/ Project Board will be drafted by the Senior Responsible Owner/ Project Sponsor respectively. Any additional discussion items are to be raised to the Senior Responsible Officer/ Project Sponsor for inclusion on the agenda.

6. Building consensus at meetings

- In the event of a consensus not being reached, relevant issues should be recorded in the meeting record pro forma.
- In the event this is a time critical matter, the meeting chair will convene a further Programme/ Project Board at the earliest opportunity or consult by email.

7. Communications

- The Senior Responsible Owner in conjunction with the Programme and Project Boards and Communication Lead, agrees consistent external messaging.
- Incidents of counter-briefing/ hearsay, will be raised at the Programme and Project Boards for resolution.

8. Inter-dependent issues

- Decisions which have an impact across projects/ work-streams, or will have implications on the overall outcomes, are discussed at Programme Project Board and a consensus on the matter is facilitated by the Senior Responsible Owner.

9. Change Control

- Change control request will be standardised across all projects and work streams and forwarded to both the Project and Programme Boards for consideration and decision.
- See separate Change Control Procedure.

10. Management of Risk Register

- The Senior Responsible Owner is the overall responsible person for the maintenance of the Risk Register. This will be a standardised format.
- The Capital Works Lead and other workstream leaders will be responsible to the Senior Responsible Owner for risk workshops and subsequent maintenance of work stream risk registers.
- Each project and work stream will maintain a risk register which is a standard item on agenda and information is forwarded to the Senior Responsible Owner in standardised format.
- The Risk Register will be a regular item of the Programme and Project Board meetings and risks actively managed.

Report to:	Strategy, Policy and Resources Committee.
Date of Meeting:	15 October 2020.
Subject:	Domestic Abuse and Sexual Violence Policy.
Reporting Officer (Including Job Title):	Catrina Miskelly, Assistant Director Corporate Services: HR and Safeguarding.
Contact Officer (Including Job Title):	Gary Scott, Safeguarding Coordinator.

Confirm how this Report should be treated by placing an x in either:-			
For decision	<input type="checkbox"/>	For noting only	<input checked="" type="checkbox"/>
1.0	Purpose and Background		
1.1	Members will recall at the Strategy, Policy and Resources Committee of 13 th August 2020, a Council Policy on Domestic Abuse and Sexual Violence was agreed.		
1.2	Linked to the Domestic Abuse and Sexual Violence Policy, it was also agreed to adopt the development of the Safe Place Initiative to support those experiencing Domestic Abuse.		
1.3	Subsequently, ONUS (provider of specialist Domestic Abuse policy advice, support and training to Council) completed an evaluation their Domestic Abuse & Safe Place policy advice/practice support resulting in an enhancement to the role of 'Trusted Colleagues'.		
1.4	To reflect this enhanced role 'Trusted Colleague' is to be renamed 'Safe Place Advocate'.		
2.0	Key issues		
2.1	The Domestic Abuse and Sexual Violence Policy contains the term 'Trusted Colleague'.		
2.2	The Domestic Abuse and Sexual Violence Policy does not reflect the additional responsibilities of the enhanced role.		
3.0	Recommendations		
3.1	The Policy will be amended with 'Trusted Colleague' replaced with 'Safe Place Advocate'.		
3.2	The Policy will be amended with two responsibilities added to the 'Safe Place Advocate' role: <ul style="list-style-type: none"> To raise awareness that the workplace is a Safe Place for everyone, including employees for whom there is additional policy support. To embed the Safe Place message in company culture, identifying opportunities where there may be ongoing Corporate Social Responsibility projects which could provide opportunities to highlight Safe Place. 		
4.0	Resource implications		
4.1	There are no resource implications.		

5.0	Due regard to equality of opportunity and regard to good relations (complete the relevant sections)
5.1	<p>1. General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</p> <p>It is not anticipated the proposal will have an adverse impact upon equality of opportunity or good relations <input checked="" type="checkbox"/></p>
5.2	<p>2. Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>The policy (strategy, policy initiative or practice and / or decision) has been equality screened <input checked="" type="checkbox"/></p> <p>The policy (strategy, policy initiative or practice and / or decision) will be subject to equality screening prior to implementation <input type="checkbox"/></p> <p>3. Proposal initiating consultation</p> <p>Consultation will seek the views of those directly affected by the proposal, address barriers for particular Section 75 equality categories to participate and allow adequate time for groups to consult amongst themselves <input checked="" type="checkbox"/></p> <p>Consultation period will be 12 weeks <input type="checkbox"/></p> <p>Consultation period will be less than 12 weeks (rationale to be provided) <input checked="" type="checkbox"/></p> <p><i>Rationale:</i> Minor amendment to adopted policy does not impact on existing consultation process</p>
6.0	Due regard to Rural Needs (please tick all that apply)
6.1	<p>Proposal relates to developing, adopting, implementing or revising a policy / strategy / plan / designing and/or delivering a public service <input checked="" type="checkbox"/></p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please complete the following: Rural Needs Impact Assessment completed <input checked="" type="checkbox"/></p>
7.0	Appendices
	None
8.0	Background Documents
8.1	Domestic Abuse and Sexual Violence Policy (Version Control - V1)

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

Report to:	Strategy Policy & Resource Committee
Date of Meeting:	15 th October 2020
Subject:	Request from Southern Health & Social Care Trust for Temporary Office Accommodation at Monaghan Row
Reporting Officer (Including Job Title):	Colin Quinn - Assistant Director, Estates and Project Management
Contact Officer (Including Job Title):	Colin Quinn - Assistant Director, Estates and Project Management

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

For decision	<input checked="" type="checkbox"/>	For noting only	<input type="checkbox"/>
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1.0	Purpose and Background
1.1	<ul style="list-style-type: none"> The purpose of this report is to inform members of a recent request received from the Southern Health and Social Care Trust (the Trust) for temporary office accommodation at our Monaghan Row building.
2.0	Key issues
2.1	<ul style="list-style-type: none"> The Trust is in urgent need of additional medical facilities at Daisy Hill to assist with their continued response to Covid-19. Where possible, existing non-medical accommodation at the hospital site has been converted to temporary medical facilities. However, no further accommodation can be converted unless non-medical staff are relocated (e.g. administrative staff, finance, consultant secretaries). The Trust has approached officers to enquire if there is any spare office accommodation within our Monaghan Row building that could be used for a temporary period (min. of 6 months, with possible extension). This would enable quick connectivity with the hospital and may allow relative easy expansion of their IT infrastructure from the hospital to our building (although not essential). Office space would only be required Monday – Friday; normal office working hours. The Trust would accept any office space immediately available (e.g. two/three offices) with further space accepted as it becomes available.

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

	<ul style="list-style-type: none"> Officers have commenced reviewing the accommodation and building layout to assess if there is any immediate spare capacity and to explore if any movement of staff/business areas could facilitate further spare offices. Any agreement with the Trust would assume that commercial rent would be received for the letting of office space. Relevant staff, trade unions etc. would be kept abreast and involved in associated discussions, should this request be considered further.
3.0	Recommendations
3.1	<ul style="list-style-type: none"> That members consider the content of this report. Members confirm their agreement to proceed with reviewing the accommodation at Monaghan Row to determine if there is any current/future office space that could be used by the Trust. If so, continue to liaise with the Trust on the assumption of receiving a commercial rent for the letting of office space.
4.0	Resource implications
4.1	<ul style="list-style-type: none"> Staff time and costs to review accommodation, liaise with the Trust and potentially draw up legal agreements. Income generator – assumed commercial rent being received for the letting of office space.
5.0	Due regard to equality of opportunity and regard to good relations (complete the relevant sections)
5.1	<p><i>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</i></p> <p>It is not anticipated the proposal will have an adverse impact upon equality of opportunity or good relations <input checked="" type="checkbox"/></p>
5.2	<p><i>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</i></p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p>

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

	<p>The policy (strategy, policy initiative or practice and / or decision) has been equality screened <input type="checkbox"/></p> <p>The policy (strategy, policy initiative or practice and / or decision) will be subject to equality screening prior to implementation <input type="checkbox"/></p>
5.3	<p><i>Proposal initiating consultation</i></p> <p>Consultation will seek the views of those directly affected by the proposal, address barriers for particular Section 75 equality categories to participate and allow adequate time for groups to consult amongst themselves <input type="checkbox"/></p> <p>Consultation period will be 12 weeks <input type="checkbox"/></p> <p>Consultation period will be less than 12 weeks (rationale to be provided) <input type="checkbox"/></p> <p><i>Rationale:</i></p>
6.0	Due regard to Rural Needs (please tick all that apply)
6.1	<p>Proposal relates to developing, adopting, implementing or revising a policy / strategy / plan / designing and/or delivering a public service</p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>Rural Needs Impact Assessment completed <input type="checkbox"/></p>
7.0	Appendices
	None
8.0	Background Documents
	None