

January 16th, 2020

Notice Of Meeting

You are requested to attend the meeting to be held on **Thursday, 16th January 2020 at 6:00 pm** in **Mourne Room, Downshire Civic Centre**

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

Chair: Councillor M Savage

Vice Chair: Councillor A McMurray

Members:

Councillor R Burgess

Councillor P Byrne

Councillor S Doran

Councillor H Gallagher

Councillor O Hanlon

Councillor R Howell

Councillor A Lewis

Councillor C Mason

Councillor R Mulgrew

Councillor B Ó Muirí

Councillor G Sharvin

Councillor J Tinnelly

Councillor W Walker

Agenda

1.0 Introduction and Apologies

2.0 Declarations of Interest

3.0 Action Sheet arising from SPR Committee Meeting held on 19 December 2019

📎 *Action Sheet arising from 19 December 2019.pdf*

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For Noting

4.0 Section 75 Policy Screening Report – Quarterly Report for period October – December 2019

📎 *Report on Section 75 Policy Screening Report - Quarterly Report for pe ... 9.pdf*

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📎 *Appendix I Section 75 Policy Screening Report Quarterly Report for pe ... 9.pdf*

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5.0 Sickness Absence

📎 *Absence Report January 2020 for SPR.pdf*

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

6.0 FFNI Operational Costs

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.

📎 *FFNI SPR Committee Jan 2020 FFNI OPs Costs Paper v04.pdf*

Not included

7.0 Newry Rainbow Community - Verbal Update

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

FOR NOTING Items deemed to be exempt under paragraph 3 of Part 1 of Schedule 6 of

8.0 Action Sheet arising from EWG Meeting held on 17 December 2019

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

📎 **Action Sheet EWG-1712019 (2).pdf**

Not included

Invitees

Cllr Terry Andrews

Mr Alan Beggs

Cllr Patrick Brown

Cllr Robert Burgess

Cllr Pete 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 Hugh Gallagher

Cllr Mark Gibbons

Mr Kieran Gordon

Cllr Oonagh Hanlon

Cllr Glyn Hanna

Cllr Valerie Harte

Mr Conor Haughey

Cllr Terry Hearty

Mrs Janine Hillen

Cllr Roisin Howell

Mr Colum Jackson

Miss Veronica Keegan

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

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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Ms Carmel Morgan
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Cllr Roisin Mulgrew
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Cllr Barra Ó Muirí
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Linda O'Hare
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Cllr Gerry O'Hare
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Cllr Kathryn Owen
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Mr Andy Patterson
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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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Cllr David Taylor
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Cllr Jarlath Tinnelly
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Cllr John Trainor
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Central Support Unit
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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) – THURSDAY 17 NOVEMBER 2016 – ITEMS STILL IN PROGRESS OR ON-GOING.

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

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

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

ACTION SHEET – STRATEGY, POLICY AND RESOURCES COMMITTEE MEETING (SPR) – THURSDAY 14 NOVEMBER 2019

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
SPR/170/2019	Action Sheet of SPR Meeting held on 14 November 2019	It was agreed that the Action Sheet be noted and actions removed as Marked.	D Services	Noted	Y
SPR/171/2019	Mid Year Assessment of the Performance Improvement Plan 2019-20	The Mid Year Assessment of the Performance Improvement Plan 2019-20 was agreed.	J McBride	Agreed	Y

SPR/172/2019	Improvement Audit & Assessment Report 2019-20	The Improvement Audit and Assessment Report and Action Plan 2019-20 were agreed.	J McBride	Agreed	Y
SPR/173/2019	Application to Community Foundation NI Civic Innovation Programme	It was agreed to authorise Officials to submit a joint application with the Community Planning Partners to the Community Foundation NI Civic Innovation Programme concerning the potential establishment of a Citizen's Panel for Newry, Mourne and Down.	J McBride	Agreed	Y
SPR/174/2019	Statutory Duty Compliance	The following was agreed: a) draft Equality Action Plan 2020–2023; b) draft Disability Action Plan 2020-2023; c) to re-endorse the Equality & Diversity in Local Councils, Equality and Diversity Framework and for both draft action plans to proceed to public consultation.	R Mackin	Agreed	Y
SPR/175/2019	Introduction of Capital Schemes Project Board	The following was agreed: 1. To introduce the appointment of a Project Board made up from elected members to serve specific Capital Projects as decided by Council, via the SP&R Committee. 2. Each Project Board to be made up of 7 Councillors: 2 Sinn Fein, 2 SDLP, 1 DUP, 1 UUP, 1 Independent Councillor. 3. The Capital Projects attracting a Project Board would be determined by the scale, scope and complexity of the capital project. A Project Board would be established once a feasibility study has been completed and a preferred option agreed. 4. The minutes/actions of such meetings to be presented at the SP&R committee for approval. The board to be administratively facilitated by the relevant department for the project.	C Mallon	Agreed	Y

SPR/176/2019	Safeguarding Policy	It was agreed to adopt the updated policy.	G Scott/C Miskelly	Agreed	Y
SPR/177/2019	15 Acre Park Albert Basin – Appointment Consultants	It was agreed to approve the procurement and appointment of consultants to carry out key stakeholder engagement and public consultation to inform concept designs for a 15-Acre Park at the Albert Basin in Newry.	P Tamati	Approved	Y
SPR/178/2019	Amendment to the Scheme of Delegation for Officers	It was agreed to note the contents of the report.	L Moore	Noted	Y

ITEMS RESTRICTED IN ACCORDANCE WITH PART 1 OF SCHEDULE 6 OF THE LOCAL GOVERNMENT ACT (NI) 2014

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet
SPR/179/2019	McCreesh Park	The verbal update provided regarding the D1 process in relation to McCreesh Park was noted.	L Moore	Noted	Y
SPR/180/2019	Planning Advisory Consultant	It was agreed to approve the appointment of the Planning Advisory Consultant for a period of 24 weeks.	C Mallon	Approved	Y
SPR/181/2019	Down Leisure Centre Update	It was agreed to approve the revised Capital Budget for the scheme as detailed in the officer's report and proceed to Belfast Legal Services for the purposes outlined in the officer's report.	P Tamati	Approved	Y
SPR/182/2019	Cash Collection Service	It was agreed to review the options in this area and report back to Committee in January 2020.	K Montgomery	Item deferred to February SP&R	N

SPR/183/2019	Action Sheet from Albert Basin Task & Finish Group 26 November 2019	It was agreed to note the action sheet from Albert Basin Task & Finish Group held on 26 November 2019.	M Lipsett/P Tamati	Noted	Y

END

Report to:	Strategy, Policy and Resources Committee
Date of Meeting:	16 January 2020
Subject:	Section 75 Policy Screening Report – Quarterly Report for period October – December 2019
Reporting Officer:	Regina Mackin, Assistant Director Corporate Planning and Policy
Contact Officer:	Colin Moffett, Head of Corporate Policy

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 October to December 2019, 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 October – December 2019.
4.0	Resource implications
4.1	No financial or resources implications are anticipated.
5.0	Equality and good relations implications
5.1	<p>No equality and good relations implications are anticipated.</p> <p>Publishing quarterly reports, including screening reports, making them available on Council's website www.newrymournedown.org, and forwarding this information to all equality consultees is in accordance with the commitments contained within the Council's approved Equality Scheme.</p>
6.0	Rural Proofing implications
6.1	The Section 75 Policy Screening Report details policies screened within the designated period and does not fall within the scope of the Rural Needs Act (NI) 2016.

7.0	Appendices
	Appendix I: Section 75 Policy Screening Report – Quarterly Report for period October – December 2019.
8.0	Background Documents
	Newry, Mourne and Down District Council Equality Scheme (approved by ECNI 25 March 2015)

**Newry, Mourne and Down District Council Section 75 Policy Screening Report
Quarterly Report October – December 2019**

Policy	Details of policy	Screening Outcome
Draft Conditions of Hire for Use of Council Facilities	The draft conditions of hire for use of Council facilities sets out booking conditions which shall form part of the contract between Council and hirer.	No EQIA considered necessary
Draft Equality Action Plan 2020-2023	<p>The draft Equality Action Plan 2020–2023 builds upon Council's action plan for the period 2018-2020 and recommends key areas of activity and details positive actions relevant to Council functions.</p> <p>The positive action measures have been set out under the five principles of the Equality and Diversity in Local Councils Framework:</p> <ul style="list-style-type: none"> • Principle 1: Ensuring we work in a non-discriminatory environment, promote equality, and model best practice in equality and good relations • Principle 2: Ensuring all our decisions are based on evidence to assess the likely impact of a policy on the promotion of equality of opportunity and good relations • Principle 3: Providing access to services, facilities and information • Principle 4: Recruiting and employing people fairly • Principle 5: Responding to and learning from complaints and incidents in a positive and pro-active way 	No EQIA considered necessary
Draft Irish Language Strategy 2020-2023	<p>The Strategy builds upon our Irish Language Strategy 2017-2019, and sets out how the Council will continue to:</p> <ul style="list-style-type: none"> • 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. 	No EQIA considered necessary

	<p>With regards to the Irish Language Strategy the draft strategy sets out a twofold mission and vision as follows:</p> <p>Mission:</p> <ul style="list-style-type: none"> • 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. <p>Vision:</p> <ul style="list-style-type: none"> • To establish a sustainable environment which supports and enables the use and development of the Irish language in public, personal, economic and community life. <p>The two strategic objectives within the draft Irish Language Strategy 2020-2023 are as follows:</p> <p>Strategic Objective 1: To facilitate, enable and encourage the development of the Irish Language within Newry, Mourne and Down District Council and the District.</p> <p>Strategic Objective 2: To effectively engage with the Irish Language Community to strengthen community capacity, encourage collaboration, co-operation and identify appropriate funding opportunities.</p>	
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International Relations Strategy	<p>The strategy updates and supersedes Council's current International Relations Policy and International Relations Framework. It complements and supports our Community Plan and Council's Corporate Plan to grow our economy and position our region as a competitive location to start and grow a business, to live, work, visit, trade with and invest in.</p> <p>The purpose of this International Relations Strategy is to ensure Newry, Mourne and Down District Council is optimally positioned on the international stage to realise our ambitions, and that our resources and priorities are aligned with the overarching strategic vision to drive economic growth across the district, thereby contributing to Northern Ireland's draft Programme for Government.</p> <p>The strategy sets out Council's approach to developing international relations in terms of our role, and the context of strengthening relationships, demonstrating civic leadership, maximising business and cultural opportunities associated with our diaspora, and identifying new market opportunities, promote trade and investment, and attract visitors and tourism.</p>	No EQIA considered necessary
'Household membership bolt on' scheme	<p>This is a new element added to the Council's leisure centre pricing structure which Council agreed to adopt in February 2019.</p> <p>The aim of the scheme is to offer the household bolt on membership package as follows:</p> <ul style="list-style-type: none"> • Proposal of £15 per month 'bolt on' for Downpatrick, Kilkeel and Newry with a £10 per month 'bolt on' for Ballymote and Newcastle'. • Household membership criteria – proof of eligibility of singular residence within the Newry, Mourne and Down District Council area for up to 6 individuals (minimum of one adult required and all aged 16 and above) • Discounts to be taken as a single full paying adult price – ie 'The head' member must be paying the full membership rate and can be available via monthly direct debit or by 6 or 12 months paid in advance 	No EQIA considered necessary

	<ul style="list-style-type: none"> Where the members opt out of the scheme, only one direct debit can be associated with the account – i.e. the head adult member who is paying the adult full rate. <p>In addition, to encourage further junior participation within the swimming pools, it proposes:</p> <ul style="list-style-type: none"> Leisure centre customers who have an active membership account, a discounted rate of £1.50 per child compared to the current £2.40 for 4 – 15 year olds with an accompanying adult member providing normal admission criteria is met (under 4's are currently free) <p>The outcome of the House hold membership bolt on is to reduce costs for households where one individual is a paying member of the Council's leisure services and others in the household also wish to avail of the facilities.</p>	
Policy & Procedure for the Personal Safety of employees exposed to workplace violence and abuse from the public	<p>This policy document is intended to deal with the act or threat of physical violence or verbal abuse from a member, or members, of the public to Newry, Mourne and Down District Council (NMDDC) employees.</p> <p>Issues or concerns regarding violence and abuse between NMDDC employees is not covered in this policy. These are dealt with through the NMDDC grievance and disciplinary procedures and policies relating to employee conduct.</p> <p>The policy sets out key objectives as follows:</p> <ol style="list-style-type: none"> Employees will be able to identify actions/behaviour of members of the public that could be defined/ categorised as work-related violence and abuse. Employees will have a better understanding of workplace factors that may place them 'at risk' from work-related violence or abuse. 	No EQIA considered necessary

	<ul style="list-style-type: none"> c. Employees will have a clear understanding how to report all cases of work-related violence or abuse. d. Outline personal responsibilities of employees, including managers, in relation to the management and mitigation of work-related violence and abuse. e. Provide clear procedures for gathering, storing and sharing information dealing with the act or threat of violence by members of the public who potential threat identified have abused/assaulted any employees or has been identified as a potential threat any employees. f. Provide legal position and guidance on legal measures to protect employees in relation to work-related violence and abuse. g. Provide risk assessment proforma and processes to ensure statutory compliance and uniformity. h. Outline training requirements to help protect employees from work-related violence or abuse. 	
Records Management Policy & Procedure	The aim of the Records Management Policy & Procedure is to ensure NMDDC's compliance with statutory and regulatory requirements affecting the use and retention of records.	No EQIA considered necessary
Rules and regulations for the control of the public cemeteries within the Newry, Mourne and Down District.	<p>This is a new document which outlines the rules and regulations for the control of the public cemeteries within the Newry, Mourne and Down District. It replaces the two legacy councils' previous guidance on this issue.</p> <p>The rules and regulations are made by Newry, Mourne and Down District Council for the general management, regulation and control of the public cemeteries within the district. The policy provides guidance on arranging a burial within Council cemeteries. It provides information on restrictions and conditions that apply when purchasing exclusive rights of burial and will help</p>	No EQIA considered necessary

	make you aware of your rights and responsibilities in relation to our cemeteries. The guidance outlines how council carry out their legal obligation and ensures a consistent high level of service.	
Single Use Plastics Policy	The Policy aims to phase out all use of single use plastics (plastic cutlery, cups, plates, bottles, packaging, etc.) across the council. It also aims to influence other stakeholders including businesses, schools, statutory bodies and members of the public to move away from using single use plastics. This will reduce our impacts on the environment in particular with respect to waste and litter.	No EQIA considered necessary

Report to:	Strategy Policy and Resources Committee
Date of Meeting:	16 January 2020
Subject:	Sickness Absence
Reporting Officer (Including Job Title):	Louise Fitzsimons, HR Manager
Contact Officer (Including Job Title):	Louise Fitzsimons, HR Manager

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

For decision	For noting only	x
1.0	Purpose and Background	
1.1	The purpose of this report is to provide an updated position on employee sickness absence in Council as requested by this committee following an initial report in October 2019.	
2.0	Key issues	
2.1	<p>For the twelve-month period ending 31 December 2019, days lost due to sickness increased by 412 to 14332; compared to 13920 for the year ended 31 December 2018; representing an overall increase of 3%.</p> <p>Due to the number of cold & flu bugs circulating this winter, unsurprisingly, the numbers of days lost to infections and stomach problems increased significantly in December 2019; compared to the same time last year.</p>	
2.2	During the rolling twelve-month period, two Directorates saw year on year increases in days lost to sickness absence and two Directorates saw year on year decreases in days lost to sickness absence (<i>Note Corporate Services and Chief Executive's department are combined for the purposes of reporting</i>)	
2.3	Short-term absence has decreased in three Directorates and long-term absence has decreased in two Directorates.	
2.4	With regards to new revised Attendance Management procedures for all Council employees; feedback received from and discussed with the trade unions has been incorporated and the new procedure will be tabled, for adoption at the February LCNF Meeting.	
3.0	Recommendations	
3.1	That the Committee notes the contents of this report.	
4.0	Resource implications	
4.1	Reflected within Section 2 of this report	
5.0	Equality and good relations implications	
5.1	None	
6.0	Rural Proofing implications	

6.1	None
7.0	Appendices
	None
8.0	Background Documents
	None