



August 15th, 2017

Notice Of Meeting

You are invited to attend the Strategy Policy and Resources Committee Meeting to be held on **Thursday, 17th August 2017 at 5:00 pm** in **Mourne Room, Downshire.**

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

Chair: Councillor T Hearty

Vice Chair: Councillor A McMurray

Members: Councillor T Andrews Councillor P Byrne

Councillor R Burgess Councillor M Carr

Councillor S Doran Councillor C Enright

Councillor D Hyland Councillor O McMahon

Councillor M Murnin Councillor B Ó'Muirí

Councillor M Ruane Councillor G Sharvin

Councillor W Walker

Agenda

1.0 Apologies

2.0 Declarations of Interest

3.0 Action Sheet of the Strategy, Policy and Resources Committee Meeting held on 15 June 2017

 *SPR-15062017.pdf*

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4.0 Presentation - Community Planning Update

 *SP&R - Community Planning Update - 17 08 17v1.1.pdf*

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Local Development Plan

5.0 LDP Steering Group

Members of the Planning Committee are invited for this item of business

 *SPR Report Aug'17 re LDP Steering Group.pdf*

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 *LDP Steering Group TOR.pdf*

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6.0 LDP Member Workshops

Members of the Planning Committee are invited for this item of business.

 *SPR Report v2 Aug'17 re LDP Member Workshops.pdf*

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 *Appendix 1 - LDP Member Workshops.pdf*

Page 25

 *Appendix 2 - LDP Timetable - Copy.pdf*

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7.0 DfI Letter agreeing the Council's Statement of Community Involvement

For Noting

 *DfI letter re NMD SCI - 30.06.17.pdf*

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Corporate Planning and Policy

8.0 Consultation/Engagement Framework

 *Consultation Engagement Framework SPR Cover Sheet August 2107.pdf* Page 30

 *Consultation Engagement Framework August 2017..pdf* Page 32

9.0 Report on Section 75 Policy Screening Report - Quarterly Report for period April - June 2017

 *Report on Section 75 Policy Screening Report - Quarterly Report for period April - June 2017.pdf* Page 42

 *Quarterly Screening Report April - June 2017.pdf* Page 43

10.0 Report on Newry, Mourne & Down District Council Public Authority Statutory Equality and Good Relations Duties Annual Progress Report 2016-17

 *Report on N,MDDC Public Authority Annual Progress Report 2016-17.pdf* Page 46

 *N,MDDC Public Authority Statutory Equality and Good Relations Duties Annual Progress Report 2016-2017.pdf* Page 47

11.0 Report on extension of pilot Shopmobility Scheme in Newcastle

 *Report on extension of pilot Shopmobility Scheme in Newcastle for consideration at SP&R meeting 11 August 2017.pdf* Page 71

12.0 Tender for the Provision of Advertising Agency Services and Corporate Graphic Design Services

 *Graphic Design and Advertising Services Tender Report.pdf* Page 73

13.0 Consultation Arrangements with Health and Social Care Trusts.

 *Health Consultation Arrangements.pdf* Page 75

Corporate Services - Democratic Services

14.0 SRA Allowances

 *SRA allowances - SPR August 2017.pdf* Page 78

Corporate Services - Human Resources

15.0 Local Government Training Group Arrangements and

Corporate Services - Finance

16.0 Financial Regulations

Reports to follow

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

17.0 Management Accounts

Report to follow

18.0 Lease Agreement - Unit 1, Warrenpoint Square

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 re Warrenpoint Square.pdf*

Not included

 *Map of Warrenpoint Square.pdf*

Not included

19.0 Regulating Lease of Foreshore for Newry and Mourne

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

 *Foreshore17072017.pdf*

Not included

20.0 Complaint to NI Public Services Ombudsman re Mourneview Caravan Park

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

 *MourneviewCaravanPark.pdf*

Not included

21.0 Down Leisure Centre

Report to follow

22.0 Request re: Redundancy Approval

Report to be circulated at the meeting

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

23.0 Wifi Deployment Process

 *Report re WIFI Deployment Process.pdf*

Not included

24.0 Minutes of the Efficiencies Working Group Meeting held on 15 May 2017

 *Efficiency Working Group 15 05 2017.pdf*

Not included

25.0 Minutes of the Strategic Projects Working Group held on 23 June 2017

 *Strategic Projects Working Group Minutes 23.6.2017.pdf*

Not included

Invitees

Cllr Terry Andrews	terry.andrews@nmandd.org
Cllr Naomi Bailie	naomi.bailie@nmandd.org
Cllr Patrick Brown	patrick.brown@nmandd.org
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Cllr William Walker	william.walker@nmandd.org
Mrs Marie Ward	marie.ward@nmandd.org
Adam Wilkinson	adam.wilkinson@nmandd.org

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

ITEMS STILL IN PROGRESS OR ON-GOING.

ITEMS RESTRICTED IN ACCORDANCE WITH PART 1 OF SCHEDULE 6 OF THE LOCAL GOVERNMENT ACT (NI) 2015					
SPR/210/2016	Derelict Site- Daisy Hill, Newry	Agreed to: Declare the land as surplus. Request LPS to provide a current market valuation and a recommendation on the most appropriate way to dispose of the land.	A Robb A McKay	Valuation report received 27/6/17. Matter currently with Estates Department for consideration. Further instructions awaited.	

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

ITEMS RESTRICTED IN ACCORDANCE WITH PART 1 OF SCHEDULE 6 OF THE LOCAL GOVERNMENT ACT (NI) 2015					
SPR/236/2016	Right of Way Proposal at Ballyedmond, Killowen, Rostrevor	It was agreed to accept the officer's recommendations as follows: - Approval of the details of the proposed Killowen Coastal Path around the Big Moat at Ballyedmond as per the presentation at the meeting, ie. the design drawings and technical specification. - A joint application for Planning Permission will be submitted by the Ballyedmond Estate and the Council for the creation of the proposed Coastal Path as per the approved details.	A Robb	On-going. <i>A Draft Planning application has been drafted but the following is required and is being progressed;</i> <i>The Planning Department had issued a blanket ban on any development along the coast. Planning department to reconsider in consultation with Aecom.</i> <i>Marine and Fisheries Division require evidence to</i>	

				<i>show that hard structures will not adversely impact wave action.</i> <i>3. Natural Environment Division had queries with regard to the construction method particularly at the end of the path.</i> <i>4. Marine Licensing Division had not received the ecological information previously submitted and, in any case, the previous report was now judged to be out of date and a new Ecological Impact Assessment and Habitats Regulation Assessment are required.</i> <i>5. Marine Licensing Division also require information on the methodology of construction.</i> <i>6. Marine and Fisheries Division and Natural Environment Division required information on the "sustainability" concept.</i> <i>7. Further details to be submitted on the construction.</i> <i>8. Marine and Fisheries Division requested a Construction Environmental Management Plan (CEMP)</i> <i>Updating of the Ecological Impact Assessments and provision of additional information is currently being undertaken by the consultants responsible for path design. It is envisaged that this will require approximately two months to complete.</i>	
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ACTION SHEET – STRATEGY, POLICY AND RESOURCES COMMITTEE MEETING (SPR) – THURSDAY 17 NOVEMBER 2016 – ITEMS STILL IN PROGRESS OR ON-GOING.

SPR/250/2016	Disposal of Land at Carnbane Road, Newry beside Carnbane Playing Fields	• Council to express an interest in the disposal of land at Carnbane Road, Newry as this land is important for the future management and development of Carnbane Playing Fields and the land is under Council control as present. The acquisition will also resolve any discrepancies in the Council boundary. • Council to seek a transfer at nominal value in the first instance. • If Council is successful in acquiring this land, the Council agree to re-imburse NIE for any costs incurred in the relocation of their equipment on this site in the event of development and also agree to enter into a Way leave Agreement with NIE for the equipment. • Easements may also be required for Transport NI, BT and NI Water.	A Robb	Council has formally registered its interest. Matter with LPS to provide a valuation.	
SPR/251/2016	Disposal of Land at Sugar Island, Newry	Council to express an interest in the disposal of land at Sugar Island, Newry. Council to seek a transfer at nominal value in the first instance.	B Magill	Council has formally registered its interest. Matter with LPS to provide a valuation. LPS also to provide clarification as to whether advertising hoarding at this location is attached	

				to the subject site.	
SPR/257/2016	Peace IV	Application to be submitted to Shared Spaces and Services funding call for the John Doyle Peace Centre.	J McCabe	Stage 2 Application submitted.	

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

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

SPR/96/2017	Update on Newry Civic Centre	Agreed: 1. The Council appoint Deloitte through the Consultancy One Framework in the role of Procurement Lead and development of outline and full business case. 2. The Council approve the Strategic Projects Working Group as Project oversight body. 3. The Council approve the Project Board	M Ward	1. Actioned. 2. Actioned. 3. Actioned.	Y
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		membership and roles as set out at Appendix A of the report. 4. The Council approve the use of SIB and their framework for the development of the technical specification for the Civic Centre. 5. The Council approves a tender process for the appointment of a consultant to deliver on the technical specification and development of an operation model for the theatre element of the project. 6. The Council approves the use of Belfast City Council legal services through the existing SLA for the delivery of legal support to the project. 7. The Council approves the use of Strategic Investment Board for the delivery of internal project management support in pre contract stage.		4. Actioned. 5. In progress. 6. Actioned. 7. Actioned.	
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ACTION SHEET – STRATEGY, POLICY AND RESOURCES COMMITTEE MEETING (SPR) – THURSDAY 15 JUNE 2017

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
SPR/107/2017	Start time for SPR Meetings June 2017-May 2018	Start time of 5pm agreed from June 2017 – May 2018.	Democratic Services	Agreed and scheduled accordingly,	Y
SPR/109/2017	Performance Improvement Plan 2017 – 2018	Identification of 50 community groups to progress the Audit of Effectiveness for community centres and developing proposals for improvement to be progressed through the DEAs. Final version of the Performance Improvement Plan 2017-18 including the 5 performance improvement objectives approved. Publication of the Performance Improvement Plan 2017-18 by 30 June 2017 before full Council approval in order to meet statutory deadlines approved.	K Bingham	Completed. Performance Improvement Plan published on 30.6.17.	Y
SPR/110/2017	Local Development Plan Draft Timetable	Approved: - LDP: Draft Timetable. - Planning Department to liaise with the PAC and other key stakeholders prior to submitting the draft Timetable to the Department for Infrastructure for its agreement. - Following agreement of the Timetable by the Department for Infrastructure, that it be made available and published in accordance with Regulation 8 of the Planning (LDP) Regulations (NI) 2015.	A Hay	- The Planning Department has written to the PAC and all statutory consultation bodies, and provided a copy of the draft Timetable. - The Planning Department has written to the DfI,	

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
				and submitted the draft Timetable for its agreement. Response/agreement letter from DfI awaited. On receipt of which the agreed Timetable will be made available and published in accordance with Regulation 8 of the Planning (LDP) Regulations (NI) 2015.	
SPR/111/2017	Options for Undertaking Sustainability Appraisal incorporating Strategic Environmental Assessment	Approved: – Option 3 – engage consultants to assist the Development Plan Team to prepare the Sustainability Appraisal in house by providing independent advice and guidance during its production.	A Hay	Report to Council 3.7.17 – Agreed.	Y
SPR/112/2017	Updated Policy on Naming Facilities and Guidelines and Associated Procedure for (re) Naming of Facilities	Approved: • Updated Policy on Naming Council facilities. • Updated Guidelines and associated procedure in relation to (re) naming of facilities. • Application form regarding the request to (re) name a Council facility.	R Mackin	Noted	Y
SPR/113/2017	Consultation Response to Foras Na Gaeilge Review of Funding of Irish Language Centres Consultation Document April 2017	Consultation response in relation to Foras na Gaeilge's Review of Funding for Irish Language Centres, Consultation Document April 2017 Approved.	R Makin	Response issued on 22.6.17	Y

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
SPR/114/2017	Correspondence from APSE relating to AGM on 28 June 2017	Approval given for Councillor Andrews to be Council's elected representative to sit on the Pilot APSE NI Executive Board and that only one officer also participate.	J McBride	Email sent to APSE on the 23.6.17 advising of the recommendation of the Council's SP&R Committee.	Y
SPR/115/2017	Smoke Free Policy	Council's Smoke Free Policy to include the prohibition of electronic cigarettes/vapourisers approved.	K Rusk	Policy implemented on 10.7.17	Y
SPR/116/2017	Newry BID	Further information to be brought back to Committee regarding Newry BID prior to considering the recommendation in the officer's report.	A Robb	Agreed at Council 3.7.17	Y
SPR/119/2017	Regional Pay Briefing	Chair and Deputy Chair of SPR to attend Regional Pay Briefing on 27 July 2017.	Democratic Services	Noted.	Y

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

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
SPR/120/2017	Chief Officer Notice Periods	Recommendation at paragraph 3.3 approved. Notice period for Chief Officers remains at 3 months.	C Miskelly	Noted	Y
SPR/123/2017	Reactionary Fund Spend	Recommendation at paragraph 3.1 to make payment in the sum specified to SEUPB approved.	D Carville	Actioned.	Y
SPR/124/2017	Down Leisure Centre	Approved: Design Team and Senior Council Officers to continue to monitor and control the expenditure of the Optimism Bias in respect of this project in relation to the	M Lipsett	Noted.	N

		overall budget.			
SPR/125/2017	NMDDC v Hamill Update	Approved: Recommendations in paragraph 3.1 and 3.2 in relation to the way forward in the case of the Council versus Francis Hamill relating to a public right of way at Concession Road to the Border.	D Carville	Actioned	Y

Strategy, Policy & Resources Committee – 17.08.17

Community Planning – Progress Update

Johnny McBride

Assistant Director – Community Planning & Performance



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

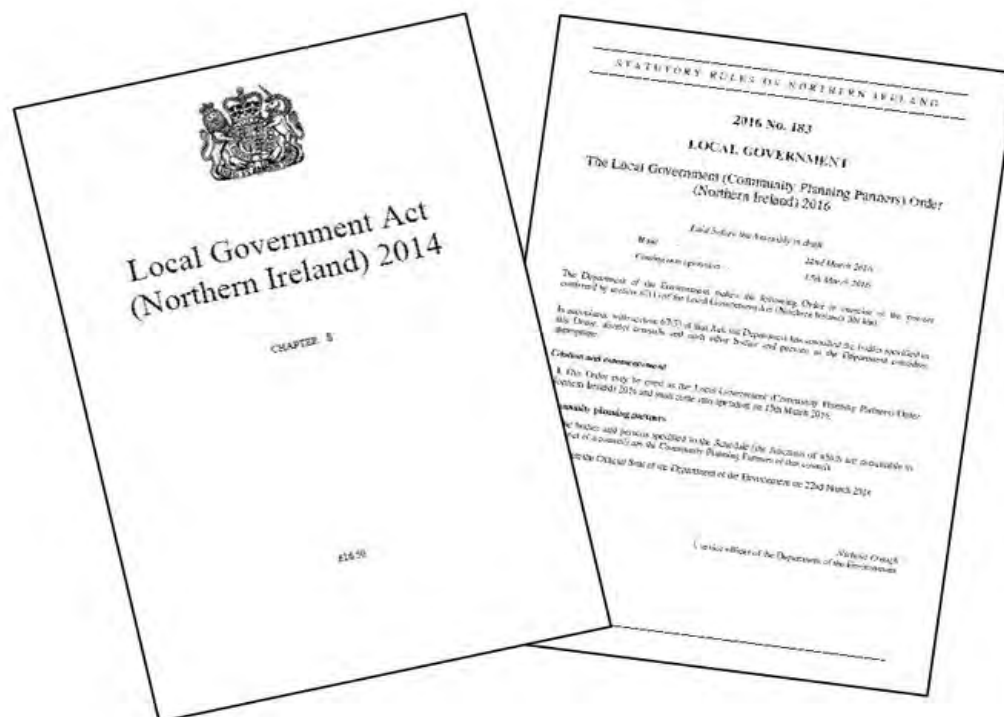
Ag freastal ar an Dún agus Ard Mhacha Theas
Serving Down and South Armagh

Outline

1. Background & key drivers
2. NMD Community Plan – current situation
3. Lessons learned & emerging issues
4. Look forward



Background & Key Drivers



EVIDENCE

Plan development & current situation

- 2 years of extensive & widespread stakeholder consultation – supported by robust evidence-base
- 5 strategic outcomes + 21 indicators + 45 measures of performance
- Final Plan – published April 2017
- Supported by initial 2-year Thematic Delivery Plans for:
 - (1) Health & Wellbeing
 - (2) Economic Development, Regeneration & Tourism
 - (3) Environmental & Spatial Development
 - (4) Safety & Good Relations

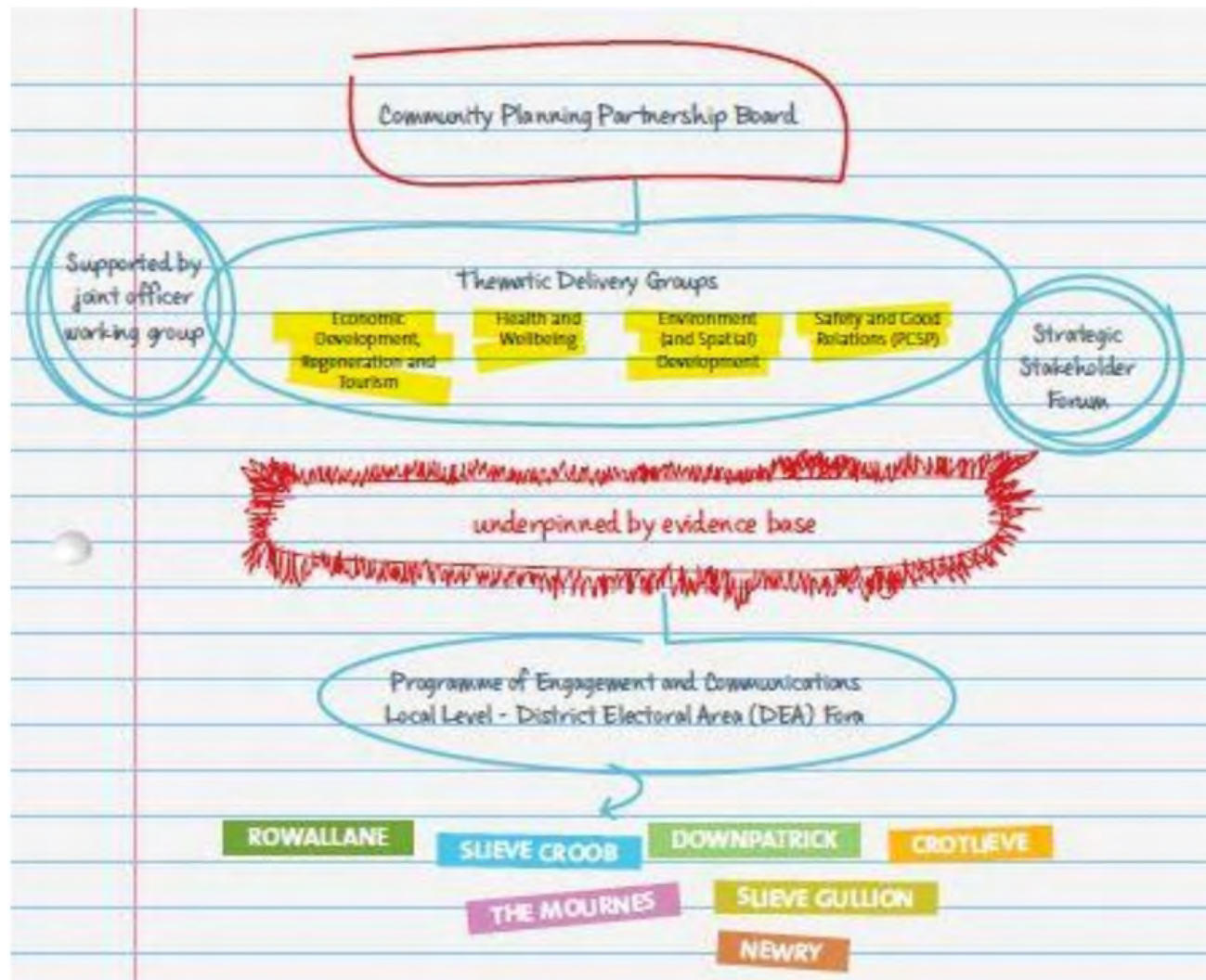
Thematic Delivery Plans

- Guiding principle #1 - aligning existing Partner activity
- Guiding principle #2 - harnessing existing partnerships & resources
- Foundational but also enabling actions
- Exploring “no cost / low cost” wins
- Relationship building
- Reality check - no “new” money

Newry, Mourne and Down Thematic Delivery Plans 2017/18

Newry, Mourne and Down Thematic Delivery Plans 2017/18					
Priority Area	Theme / Issue / Priority (1)	Key Actions	Partners	Indicators	Responsible Partners
Early Years	The lack of access to pre-school and nursery places was a prominent issue during our engagement process. Cross-leveled the highest number of nursery and pre-school pupils in 2015 with 275 with Slieve Gullion and The Mourne numbering the lowest with 115 in each District Electoral Area (DEA). Between 2013 and 2015 there have been no changes in the number of nursery and pre-school pupils in the district. In 2014 the district had a dental registration of 28.79% for 0-2 year olds which was below the NI average of 29.1%. Dental registrations in children are an indicator of general good health and wellbeing. 2010-2014 saw dental registrations increase year on year for 3-5 year olds and while there was a slight decrease in registrations for the 0-2 age group between 2012 and 2013 this again increased in 2014.	- Promoting equality of access to parenting programmes and organisations for all parents. - Identify gaps in early years' provision through existing partnerships. - Explore the potential for alternative models of provision and identify barriers to uptake (such as connectivity) in identified areas. - Increase access to Early Years support and pre-school places through improved signposting. - Advocate for the improved provision of funded pre-school places within the district. - Promote dental registrations for those children under 5 years of age. - Promote the role of the family support hub across the district. - Support improved literacy, within early years.	Education Authority (EA) Community/Voluntary Sector (CVS) South Eastern Health and Social Care Trust (SEHSCT) Southern Health and Social Care Trust (SHSCT) Public Health Agency (PHA) Department for Communities (DC) Libraries NI	Level of nursery and pre-school places data. Dental registrations (0-4) Birth weight rates Parenting programmes data Live Births data	- Level of Early Years Support - Level of Health Status - Level of Connectivity - Level of Life Long Learning

Local governance.....linking with other structures



Lessons learned & emerging issues

- Understanding Community Planning & its benefits
- Missing Partners – various reasons
- Strengthening links with the DEAs & other partnerships
- Clarifying the future purpose & role of Thematic Working Groups
- Leadership & resourcing challenges
- Importance of sharing data
- Importance of local community support & capacity
- Maintaining PfG links & developing sector-led approaches

Look forward (S/T)

- Overseeing & monitoring the implementation of the Thematic Delivery plans
- Addressing the future role of the Thematic Working Groups
- Strengthening the links between Community Planning & the DEAs
- Exploring piloting opportunities for building local community capacity
- Embedding Community Planning outcomes in Council business
- Data development
- Begin delivery planning for 2019 onward



Some final thoughts.....

- “Pudding” challenge
- Alignment of resources must follow the alignment of priorities
- Increased leadership role for Partners
- Local community acceptance & support





Report to:	Strategy, Policy and Resources Committee
Subject:	Newry, Mourne and Down Local Development Plan: Steering Group
Date:	17 August 2017
Reporting Officer:	Anthony McKay, Chief Planning Officer
Contact Officer:	Andrew Hay, Principal Planning Officer

Decisions Required

Note the content of this report and agree the recommendations.

1.0 Purpose & Background

- 1.1 The purpose of this report is to seek members' agreement to set up a Steering Group for the production of the Newry, Mourne and Down Local Development Plan (LDP).
- 1.2 The Council's 'Statement of Community Involvement' (SCI), as approved by the Council on 5/6/17, and agreed by the Department for Infrastructure on 30/6/17, states that the Council will set up a Steering Group comprising elected members of the Council and Senior Council Officers. The SCI advised that the membership of the Steering Group will be determined by the Council.
- 1.3 Members will recall that the establishment of a Steering Group was referenced in the report to the SPR Committee on 15/6/17 re the Plan Timetable. To coincide with the publication of the Plan Timetable, it is proposed to establish a Steering Group. The Plan Timetable was approved by the Council on 3/7/17, and is now with the Department for Infrastructure (DfI) for agreement.
- 1.4 The membership and the terms of reference of the Steering Group now need to be considered and agreed by the Council.

2.0 Key Issues

- 2.1 The Steering Group will be the high-level co-ordinating body that will oversee the management of the LDP. The Departmental guidance document 'Development Plan Guidance Note 2: Statement of Community Involvement' provides an example SCI, which includes suggested good practice. The example SCI refers to the setting up of a Steering Group comprising the Council Planning Committee, with the Council Chief Executive and Head of Planning.
- 2.2 As members are aware in respect of the governance of the LDP within this Council, the LDP is considered and agreed by the SPR Committee, in conjunction with the Planning Committee; for any recommendation requiring a decision the Planning Committee is invited to the SPR Committee.
- 2.3 From an officers perspective, it is suggested that the Steering Group consists of the Chief Executive, the Director of Regulatory and Technical Services*, the Chief Planning Officer, and the Principal Planning Officer.

(*Note: the preparation of the LDP is a function of the Planning Department, which sits within the RTS Directorate)

2.4 It is important that member representation involves all political groupings, and these members are reflective of members on the Planning Committee and on the SPR Committee. On this basis, it is suggested that consideration be given to the following membership:

- 2 SF - 1 from Planning Committee, and 1 from SPR Committee
- 2 SDLP - 1 from Planning Committee, and 1 from SPR Committee

- 1 DUP
} - 1 from Planning Committee, 1 from SPR Committee

- 1 UUP

- 1 Independents/Alliance - 1 from SPR Committee

(Note: 7 Elected Members in total, 3 from the Planning Committee and 4 from the SPR Committee)

2.5 An outline Terms of Reference for the Steering Group has been drafted for Council approval. (see Appendix 1).

3.0 **Recommendations**

3.1 Members are requested to note the content of this report. The Committee is asked to agree that:

- A Steering Group be set up for the Local Development Plan and in doing so agree:
- Membership of the Local Development Plan: Steering Group (as suggested above)
- Local Development Plan: Steering Group – Terms of Reference
- First meeting of the Steering Group meeting to be held in September 2017

4.0 **Resource Implications**

4.1 N/A

5.0 **Equality Assessment**

5.1 N/A

6.0 **Appendices**

- Appendix 1 – Local Development Plan: Steering Group - Terms of Reference (Draft)

Newry, Mourne and Down Local Development Plan Steering Group

Terms of Reference

PURPOSE:

The purpose of the Steering Group is to oversee and co-ordinate the delivery of the Newry, Mourne and Down Local Development Plan (LDP).

OBJECTIVES:

- To secure the necessary input from Council officers so as to deliver the LDP in accordance with the LDP Timetable agreed with the Department for Infrastructure (DfI), whilst meeting statutory requirements and various tests of 'soundness'.
- To ensure that the public and key stakeholders are engaged in the Plan process as provided for in the Council's Statement of Community Involvement (SCI).
- To secure the engagement of Councillors in the LDP process, particularly at key stages where a corporate Council view needs to be identified and presented to the public (e.g. Preferred Options Paper).
- To take appropriate action to address any resource issues and/or address risks identified through the Chief Planning Officer.

MEMBERSHIP:

In accordance with the Council's Statement of Community Involvement (SCI) the LDP Steering Group will comprise of:-

- Elected Members; and
- Senior Council Officers

As determined by the Council, the membership shall be composed of:

Elected Members

- Two Councillors nominated from Sinn Féin
(1 from Planning Committee, and 1 from SPR Committee)
- Two Councillors nominated from SDLP
(1 from Planning Committee, and 1 from SPR Committee)
- One Councillor nominated from DUP*
- One Councillor nominated from UUP*
(* 1 from Planning Committee, 1 from SPR Committee)
- One Councillor nominated from Independents/Alliance
(1 from SPR Committee)

Note: 7 Elected Members in total, 3 Councillors from the Planning Committee and 4 Councillors from the SPR Committee.

Senior Council Officers

- Chief Executive
- Director of Regulatory and Technical Services*

- Chief Planning Officer
- Principal Planning Officer

(*Note: the preparation of the LDP is a function of the Planning Department, which sits within the RTS Directorate, should this arrangement change membership shall pass to the relevant Director)

Other Senior Council Officers (e.g. Directors, Assistant Directors, and Heads of Service), and other Council Officers, will be invited to participate in the Steering Group meetings as and when required.

MEETINGS

The Elected Members on the Steering Group will elect a Chairperson and Deputy Chairperson to the Group. In the absence of the Chairperson, the Deputy Chairperson will chair the Group. If both are not present, the meeting will nominate a Chair from those present.

The Steering Group does not have decision making powers, it makes recommendations only. Recommendations requiring decision will be tabled at the Council's Strategic Planning and Resources Committee*

(*Note: the LDP is considered and agreed by the SPR Committee, in conjunction with the Planning Committee; for any recommendations requiring decision, the Planning Committee is invited to the SPR Committee meeting; should this reporting arrangement change recommendations requiring decision shall pass to the relevant Committee)

The Steering Group does not operate to any quorum and meetings will proceed regardless of numbers in attendance.

The Steering Group will normally meet on a quarterly basis or otherwise as may be agreed or required.

Meetings of the Steering Group will be convened by the Chief Planning Officer.

Declarations of Interest

Members of the Steering Group shall take responsibility to declare proactively any potential conflict of interest arising out of business undertaken by the Group.

Confidentiality

Confidentiality must be maintained at all times. In the conduct of their duties, members of the Steering Group will be privy to material that is confidential, or which should reasonably be regarded as being of a confidential nature. This material must not be distributed outside of the Group.

Press

Meetings of the Steering Group will not be open to the press.

Public

Meetings of the Steering Group will not be open to the public.

Report to:	Strategy, Policy and Resources Committee
Subject:	Newry, Mourne and Down Local Development Plan: Member Workshops
Date:	17 August 2017
Reporting Officer:	Anthony McKay, Chief Planning Officer
Contact Officer:	Andrew Hay, Principal Planning Officer

Decisions Required

Note the content of this report and agree the recommendations.

1.0 Purpose & Background

- 1.1 The purpose of this report is to seek members' agreement for a series of Member Workshops to inform the preparation of the Newry, Mourne and Down Local Development Plan (LDP).
- 1.2 Members will recall that engagement with members through a series of workshops was referenced in the report to the SPR Committee on 15/6/17 re the Plan Timetable. The Plan Timetable (see Appendix 2) was approved by the Council on 3/7/17, and is now with the Department for Infrastructure (DfI) for agreement. Following agreement of DfI, the Timetable will be made available and published. Following publication of the Timetable, it is proposed to have a series of Member Workshop arranged around the various LDP topic areas.

2.0 Key Issues

- 2.1 The workshops will provide an opportunity for members to become proactively involved in, and help frame the conversation as part of, the plan preparation process. Given the time constraints and available resources, from an officers perspective it is suggested that there be 4 workshops, and that these be arranged for October. The proposed format of the workshops is set out in Appendix 1.

3.0 Recommendations

- 3.1 Members are requested to note the content of this report. The Committee is asked to agree to:
 - A series of 4 Local Development Plan: Member Workshops

4.0 Resource Implications

- 4.1 N/A

5.0 Equality Assessment

- 5.1 N/A

6.0 Appendices

- Appendix 1 – Local Development Plan: Member Workshops
- Appendix 2 – LDP Timetable

Appendix 1 – Local Development Plan: Member Workshops

1.1 Following on from the LDP Preparatory Papers that have been presented to Members, the plan team now intend to commence a series of workshops looking at current planning policy and seeking members input on how the Council's new planning policies should be shaped and developed¹. Key issues and options under the topic areas will be presented and will help to inform discussion and debate.

1.2 The workshops will build capacity amongst Elected Members and will feed into the preparation of the Council's Preferred Options Paper (POP), through which we will identify the key issues facing the District, outline a range of options available to address these and highlight the Council's Preferred Option.

1.3 In advance of each workshop members will receive background papers, these will include a review of planning policies together with key topic issues and options. These will highlight all the policies under the relevant topic heading together with the considered view of officers in terms of whether they should be retained in their current format, revised or removed.

1.4 The workshops will commence with an overview presentation of the topic area, this will highlight the key planning issues within each topic area. Members will then have the opportunity to discuss key planning issues under each topic and review the relevant planning policies.

Table 1 – LDP Member Workshops

Workshops	Topics
Workshop 1 – Settlement Hierarchy, Growth Strategy & Land Allocation	Settlement Hierarchy & Growth Strategy
	Housing Land Allocation
	Employment Land Allocation
Workshop 2 – Housing & Community	Residential Development and Housing Need
	Open Space, Sport and Recreation
	Health, Education and Community Facilities
Workshop 3 – Economic Development & Infrastructure	Tourism
	Town Centres & Economic Development
	Utilities, Telecommunications & Renewables
	Transportation
	Minerals Development
Workshop 4 – Environment	The Coast
	Flood Risk Management
	Nature Conservation and Built Heritage

1.5 Subject to Members agreement detailed arrangements for the delivery of each of the above workshops (timing, location and finalised format) will be confirmed and invitations issued to all Members. It is anticipated that the 4 workshops will be held in October 2017.

¹ Under the Strategic Planning Policy Statement for Northern Ireland the existing suite of Planning Policy Statements and the remaining provisions of A Planning Strategy for Rural Northern Ireland will be cancelled once the Council has adopted its new Plan Strategy.

Appendix 2 - LDP: Draft Timetable

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

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

Note:

- This is an indicative Timetable and may subject to change due to factors outside the Council's control.
- The indicative timescales refer to quarters of the financial year.
- The Timetable was approved by resolution of the Council on 3/7/17, and has been submitted to DfI for agreement.

Strategic Policy Division

Department for

Infrastructure

An Roinn

Bonneagairwww.infrastructure-ni.gov.uk

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30 June 2017

Dear Anthony

**RE: NEWRY, MOURNE AND DOWN DISTRICT COUNCIL - STATEMENT OF
COMMUNITY INVOLVEMENT**

Thank you for your recent correspondence enclosing Newry, Mourne and Down District Council's statement of community involvement which was received by the Department on 15 June 2017. I am responding on behalf of Carol Ramsey.

In accordance with Section 4(3) of the Planning Act (Northern Ireland) 2011 and Regulation 6 of the Planning (Statement of Community Involvement) Regulations (Northern Ireland) 2015, the Department hereby agrees the Council's statement of community involvement. The Department however, has noted a typo in the first sentence of Paragraph 2.22 of the SCI. The Council should consider amending the end of this sentence to read, "*and that the draft Plan Strategy is ready for examination*".

You are reminded of the requirements regarding availability of the statement of community involvement under Regulation 7 of the Planning (Statement of Community Involvement) Regulations (Northern Ireland) 2015.

If you have any further queries regarding this matter please do not hesitate to contact myself or Suzanne Bagnall.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'S Wilkin'.

SUSAN WILKIN
Deputy Director

Report to:	Strategic Policy and Resource Committee
Date of Meeting:	17 August 2017
Subject:	Consultation/ Engagement Framework
Reporting Officer (Including Job Title):	Regina Mackin Assistant Director Corporate Planning and Policy
Contact Officer (Including Job Title):	Regina Mackin Assistant Director Corporate Planning and Policy

Decisions required: Councillors are asked to consider the contents and approve the adoption of the Consultation/Engagement Framework.

1.0	Purpose and Background:
1.1	Newry, Mourne and Down District Council is committed to listening to and engaging with its diverse range of stakeholders in an open, transparent and accessible manner in order to respond to their needs and achieve outcomes for all. The drive to a more active engagement of local people in local issues is stronger than ever and the public wish to have opportunities to make choices in service provision and input into policy thinking and decision making.
1.2	The Council wants to ensure its policies and programmes are aligned to its corporate vision and are informed by understanding and where appropriate respond to those needs. To enable it to do so the Council has developed a robust and meaningful Consultation/Engagement Framework that actively encourages and enables people to have a voice on local issues that affect them. The Framework creates the foundation to build a common understanding and coordinated approach to consultation and engagement in support of sound decision making processes.
2.0	Key issues:
2.1	A Consultation/Engagement Toolkit will be developed to provide all the management and operational information required to guide and support officers through the consultation process ensuring that all consultation and engagement is inclusive, meaningful and effective. Information sessions will be provided to support the learning around best practice in terms of the Framework.
2.2	All officers need to inform the Community Planning Section when undertaking consultation/engagement to link into other consultation taking place and minimise duplication and consultation fatigue with stakeholders.
2.3	It is important to ensure the information from the consultation/engagement is fed back into a central repository within the Community Planning Section. This is for recording, referencing and shared learning purposes.
2.4	All findings from consultation/engagement must be communicated back into the decision making process in order to develop and improve services and demonstrate viable outcomes. The findings must be reported through the various levels of governance within Council through Directorates and the SMT and then through the relevant Committee to full Council. In this way they are incorporated into future planning and policies within

	Council.
2.5	The Framework also details the process for managing effectively and efficiently incoming consultation from external organisations.
2.6	All employees undertaking consultation/engagement should ensure they take account of the commitments set out within Chapter 3 of the Council's Equality Scheme, as failure to take account of the Council's Section 75 statutory duties has potential to lead to allegations the Council has failed to comply with its approved equality scheme.
3.0	Recommendations:
3.1	The recommendation is to adopt the Consultation/Engagement Framework and approve the development of the Consultation/Engagement Toolkit.
4.0	Resource implications
4.1	Expenditure will be incurred in the development of the Toolkit and outworking of the Consultation/Engagement Process.
5.0	Equality and Good Relations implications:
5.1	The Framework has been developed and will be delivered taking account of the Council's Section 75 statutory duties. The Framework and its implementation will be rural proofed.
6.0	Appendices
	Consultation/Engagement Framework 2017-2019



Comhairle Ceantair
an Iúir, Mhúrn
agus an Dúin

Newry, Mourne
and Down
District Council

Consultation/Engagement Framework

2017-2019

July 2017

1. Introduction

Newry, Mourne and Down District Council is committed to being a Council that listens to and engages with its many and varied stakeholders in order to respond to their needs to achieve outcomes for all. The Council wants to ensure its policies and programmes are aligned with its corporate vision and effectively address the interests and preferences of its citizens. To enable it to do so the Council has developed a robust and meaningful Framework that actively encourages and enables people to have a voice on local issues that affect them.

This Consultation/Engagement Framework creates the foundation for Council officials to build a common understanding and coordinated approach to consultation and engagement in support of sound decision making processes. The Framework outlines the principles and guidelines for encouraging and facilitating involvement in the decision making process that may affect our citizens' interest. To implement the Consultation Framework a separate Toolkit will be developed which provides practical guidance and tools for planning and evaluating consultations. The guidance detailed in the Framework and supporting toolkit will be complimentary where there is already a defined statutory process for consultation such as that deemed with Section 75 NI Act 1998 and detailed in the Councils Equality Scheme 2015.

By applying the Consultation Framework we can improve consultation with all our stakeholders and improve internal coordination, learning and communication.

2. What is 'Consultation' and 'Engagement'?

Consultation/engagement while often integral to many decision making processes can have various meanings for both practitioners and participants. In some cases they are defined in legislation or agreements, they can be ad hoc or regularised and sometimes they are undertaken extensively on broad issues with a wide range of participants. In other times consultations are more intensive, with a narrower focus and specifically targeted stakeholders/consultees.

A basis for the Newry, Mourne and Down District Council - Citizen Relationship is a recognition that Council need to provide timely, relevant and accessible information as the foundation of decision making process.

It is recognised that consultations are a two way exchange. They include listening to others ideas, seeking suggestions to solve problems and outlining proposals while ensuring there are opportunities for change. Relationship building facilitates meaningful consultations.

The Consultation Institute defines consultation as

"the dynamic process of dialogue between individuals or groups based upon a genuine exchange of views with the objective of influencing decisions , policies or programmes of action". It is always time bound.

Engagement is the processes we use to develop two way relationships with our citizens and stakeholders, involving them in discussions on issues that relate to them.

The public engagement continuum model below sets out the different degrees of public engagement and the amount of control the Council retains at each point of the journey. 'Consultation' sits midway on the engagement continuum model. This is where the Council asks, listens, hears, responds, takes action and feeds back.

Engagement Continuum Model



Source this is adapted from a model produced by David Wilcox in "The Guide to Effective Participation" 1994.

3. Why Consult and Engage?

Overview

There are a number of reasons why the Council is consulting and engaging:

- it is compatible with the Council's Corporate Plan 2015-19, the Council's mission, priorities and values
- it is an implicit requirement of key policies and strategic drivers; and
- it has the potential to deliver significant tangible benefits for citizens, stakeholders and council alike
- it enables the Council to listen to and hear directly what our citizens and stakeholders have to say.

Corporate Drivers

Newry, Mourne and Down District Council's mission is to

"Lead and serve a district that is prosperous, healthy and sustainable".

Its eight strategic objectives are to:

- become one of the premier tourist destinations on the island of Ireland
- attract investment and support the creation of new jobs
- support improved health and well-being outcomes
- protect our natural and built environment
- lead the regeneration of our urban and rural areas
- advocate on issues that really matter to you
- empower and improve the capacity of our communities
- transform and modernise the Council providing accessible as well as value for money services.

The Council is committed to carrying out its functions in a transparent way that is

- citizen focused
- accountable
- collaborative
- sustainable and
- fair

Key Policies/Drivers Endorsing Consultation and Engagement

There are a number of major policies and drivers that currently (and will in the future) influence the operation of local government in NI are consistent and emphatic in their endorsement of the need for consultation and engagement. These include, but are not limited to:

- Local Government Act(NI) 2014
- Section 75 of the NI Act 1998 (equality)
- community planning, including the general competence
- development of central government functions to local government
- Planning Act (NI) 2011
- sustainable development duty
- district electoral area (DEA) Fora
- programme for Government, and
- rural proofing
- statutory consultation
- promise of consultations
- implied duty to consult

All of the above are congruent with the Council's goal of excellent service provision and what is best for our District.

Benefits

Consultation and engagement give local people a voice to:

- shape local services to better meet their needs and in some cases, wants
- develop skills, networks, influence and to have an opportunity to influence issues that really matter to them
- understand and value the necessary trade-offs, allowing for more acceptable decisions
- input into the future strategic direction of local services/facilities and
- become active citizens, more engaged in their communities.

As an organisation, consultation and engagement help the Council to:

- plan and deliver customer focused services
- identify challenges and anticipate problems before they occur
- allocate budget and resources more effectively
- monitor how well we are performing
- explore new ways to deliver services more efficiently and effectively
- promote good relationships between the council and our communities and
- increase the transparency of our decision making processes
- improve the quality of services, policies and programmes
- balance opposing interests
- identify unintended effects and practical problems

4. "Where are we now?"

Whom does the Council consult and engage?

At present, Newry, Mourne and Down District Council consult and engage people and communities in different ways, in different circumstances. The Council has, and supports a number of established networks, fora and partnership arrangements that provide it with opportunities to seek the views and priorities of the different communities and stakeholder groups in the Newry, Mourne and Down District. The Council also consults directly with local people on issues that affect specific areas.

How does the Council consult and engage?

The Council currently uses a range of methods to consult local people including;

- surveys
- group discussions
- public meetings
- fora
- site meetings
- workshops
- conferences/seminars
- road shows

- special meetings and
- various forms of e-engagement/e-consultation eg surveys etc

We recognise that in any consultation process there may be individuals and groups that are less likely to take part ie the seldom heard. Such people are at risk of disadvantage and the Council recognises its legal obligations under Section 75 Northern Ireland Act that different approaches are required to consult and engage with them, so that their views can be included.

It is also acknowledged there is no one specific approach to be taken and all involvements need to fit the purpose and objective of the consultation process.

5. "Where do we want to be?"

Our aim

The aim of this Framework is to ensure that citizen-centric consultation and engagement is practised consistently across all Council Directorates and with our partners.

Framework Objectives

The objectives of our Framework are to:-

- respond to a changing culture that increasingly values greater involvement in Council decision making whilst recognising that citizens / stakeholders expect input into decision making, including being informed throughout the entire process from beginning to end.
- foster a common sense of purpose and cooperation for consultation/ engagements among council officials' citizens, stakeholders and partners.
- improve knowledge and understanding - of issues pertaining to our citizens and our district and by its stakeholders
- improve the communication information gathered through the consultations both with Council, its partners and participants.
- promote better selection of appropriate consultation / engagement techniques according to the goal to be achieved and offer value for money.
- ensure our consultation and engagement is inclusive and meaningful and reaches out to those who would be deemed to be "hard to reach".

Guiding Themes and Principles

The overall arching themes of the Consultation Framework are

- planning and evaluating
- building mutual respect and
- improving consultation/ engagement culture.

The respective Principles which underpin and guide the Council's consultation and engagement exercises are

- commitment , evaluation and timing
- inclusiveness , accessibility and clarity – use plain English both online and offline
- accountability , transparency and coordination – internal governance, breach of non-compliance with framework
- consistency, empowerment and compliance

6. "How will we get there "?

The Council's Equality Scheme sets out how the Council proposed to fulfil its Section 75 statutory duties. Chapter 3 of the Council's Equality Scheme sets out arrangements for consulting on matters to which a duty S75 (1) and (2) is likely to be relevant and the key commitments made by the Council include the following:

- all consultation should seek the views of those directly affected by the matter/policy (section 3.2.1);
- where possible, consultation should take a targeted approach (section 3.2.1);
- consultation should begin as early as possible (section 3.2.2);
- consideration should be given to the accessibility and method of every method of consultation used to remove barriers to the consultation process, with specific consideration given as to how best to communicate with all Section 75 categories e.g. children and young people, people with disabilities (in particular people with learning disabilities) and minority ethnic communities (section 3.2.3);
- provision of specific training to those facilitating consultations to ensure they have the necessary skills to communicate effectively with consultees (section 3.2.4)
- all relevant information must be made available to consultees in appropriate formats (in a timely manner, usually within 7 days), with all consultees having equal time to respond (section 3.2.3). This should include detailed information on the policy proposal being consulted upon (section 3.2.9);
- consultation periods should last for a minimum of 12 weeks, although exceptional circumstances when the timescale is not feasible there is the ability to shorten the timescale to 8 weeks or less (section 3.2.6);
- where exceptional circumstances are applied, consideration should be given to consulting after the implementation of the policy, to ensure the impacts of the policy are considered (section 3.2.6);
- giving consideration to extending consultation periods in particular circumstances (section 3.2.7);
- taking appropriate measures to ensure full participation at consultation meetings (section 3.2.8); and
- providing feedback to consultees in a timely manner (section 3.2.11)

The following is a 'check list' of key tasks that officers should also refer to when developing their consultation and engagement process in addition to the above.

1. Avoid duplicating consultation and/or engagement efforts by speaking with the Community Planning Section and checking if there is any forthcoming

consultation/engagement exercises (both within or outside the Council) with which you could partner/collaborate.

2. Inform the Community Planning Section you are undertaking this consultation so they as a central repository can record this is happening for reference purposes.
3. Establish and confirm who is leading on the exercise and establish governance structure.
4. Confirm that there is a shared understanding of what is meant by 'consultation' and 'engagement' within the team undertaking it.
5. Seek if required training/guidance or external assistance to enable you to undertake the consultation?
6. Prepare your consultation plan and check that your proposed plan reflects the core principles of best practice in consultation and engagement.
7. Ensure that your proposed consultation plan clearly shows how and when it will be implemented, and by whom. Scoping is important, be clear to consultees and Council Officers what is open to influence.
8. Share the draft final version of your plan with the Community Planning Evidence and Research Section for an independent view. The Plan should also be shared with the Corporate Planning and Policy Department to ensure compliance with statutory equality responsibilities. Listen to feedback and modify as required.
9. Implement your consultation and engagement plan.
10. Undertake a mid-term review to monitor the execution of your Project Plan as per Step 6.
11. Share your findings (conclusions and recommendations) with community planning evidence and research section and relevant stakeholders.
12. If you are proposing a material change to your plan, consider who should be involved in such a decision and involve them as required, before proceeding.
13. Store and label all plans, materials/documents re consultation and engagement securely, whilst ensuring that all those authorised to access them can locate the relevant documentation.
14. Ensure you follow due process in communicating the consultation findings with Council and those partners relevant to the consultation and you provide feedback to the participants.

15. At its completion share your learning of the whole experience with Council colleagues and relevant partners so any learning can be used for future reference and best practice.

7. Managing incoming consultation

The Council also receives numerous requests to respond to consultation documents from a wide range of external organisations. In order to ensure these incoming requests are managed in an effective and efficient manner, the following process detailing actions and responsibility has been developed to respond to them.

Process	Actions	Responsibility
Consultation received	Recorded on database - Nature of consultation - Date of closure	Corporate Policy/Equality Officer
	Prepare and forward weekly listing report each Friday to Director of Corporate Services on incoming consultation for discussion at SMT	Corporate Policy/Equality Officer
Decisions on responding to incoming consultation	SMT consider weekly report on incoming consultation at its weekly meeting - Decisions on signposting made - Decisions communicated to Corporate Policy/Equality Officer	SMT
Consultation signposted	- Consultation then forwarded to relevant Officer(s), Director and Democratic Services Officer and also to Community Planning - Signposting recorded on database	Corporate Policy/Equality Officer
Preparation of draft response	Co-ordination of response individual / working group	Nominated Officer
Scrutiny / approval of response	Identify appropriate scrutiny mechanism e.g. SMT, Committee etc Decision communicated to relevant Democratic Services Officer for relevant committee and to Corporate Policy/Equality Officer	Nominated Officer
Council responds to consultation	Forward final response to consultees and copy Corporate Policy/Equality Officer into response.	Nominated Officer
	Date of response recorded on database	Corporate Policy/Equality Officer
Post consultation monitoring and evaluation	Collation of Corporate responses to consultation documents Placed on intranet / website	Corporate Policy/Equality Officer
	Annual report to SP&R on managing incoming consultation (April)	Corporate Policy/Equality Officer

8. How will we ensure good Governance?

In order to comply with governance arrangements in Council all consultation/engagement need to be carefully planned, delivered and evaluated in accordance with all Audit, Section 75 procedures and the Consultation Engagement Framework. The findings from the consultation/engagement need to be fed back into the decision making process and reported through the various levels of governance within Council - through Directorates and the Senior Management Team and then through the relevant Committee to full Council. This is to ensure **"we asked, you said and we did"** is fully incorporated into the future planning and policies within Council.

It is very important that officers ensure they notify the Community Planning Section of the dates of any upcoming consultations. Officers should ensure their findings and related evidence from the consultation is directed to the Community Planning Section repository for recording and reference purposes. A report of all consultations/engagements undertaken in the past 12 months is presented within the Councils Annual Progress Report – S75 NI Act 1998 and Section 49A of Disability Discrimination Act 1995.

All employees undertaking consultation should ensure they take account of the commitments set out within Chapter 3 of the Council's Equality Scheme, as failure to take account of the Council's Section 75 statutory duties has potential to lead to allegations the Council has failed to comply with its approved equality scheme.

This Consultation Engagement Framework will be reviewed and updated as required every 4 years. The toolkit will provide detailed information and guidance on consultation and engagement.

9. Our Corporate Consultation/ Engagement Excellence Statement

The Council remains committed to best practice in terms of consultation and engagement practice as reflected in its Excellence Statement below.

"We are committed to ensuring all consultation engagement undertaken reflects best practice and statutory legal requirements. We will involve all those participating in this process from the beginning to the completion of the engagement process and we will strive to ensure that everyone has the opportunity to be heard and voice their opinions. We will strive to include everyone especially those who could be potentially marginalised from the process. All findings will be communicated back into the corporate decision making process."

Report to:	Strategy, Policy and Resources Committee
Date of Meeting:	17 August 2017
Subject:	Section 75 Policy Screening Report – Quarterly Report for period January – March 2017
Reporting Officer (Including Job Title):	Regina Mackin, Assistant Director Corporate Planning and Policy
Contact Officer (Including Job Title):	Colin Moffett, Head of Corporate Policy

Decisions required:	
Members are asked to note the contents of the report and to give consideration to agreement to the following:	
To note the Section 75 Policy Screening Report – Quarterly Report for period April – June 2017.	
1.0	Purpose and Background:
1.1	In line with Council's Section 75 statutory duties and commitments within our approved Equality Scheme, policy screening reports are published quarterly. The Quarterly Report for the period April – June 2017, including screening reports, is available on Council's website www.newrymournedown.org. This information has also been forwarded to all equality consultees.
2.0	Key issues:
2.1	As per the Council's approved Equality Scheme: - 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 April – June 2017.
4.0	Resource implications
4.1	No financial or resources implications are anticipated.
5.0	Equality and good relations implications:
5.1	No equality and good relations implications are anticipated. 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.
6.0	Appendices
	Section 75 Policy Screening Report – Quarterly Report for period April – June 2017.

Newry, Mourne and Down District Council Section 75 Policy Screening Report
Quarterly Report April - June 2017

Policy Number	Policy	Details of policy	Screening Outcome
51	Acquisition and Disposal of Land Assets Policy	The aim of the policy is to ensure there is a consistent process to consider the disposal and acquisition of land assets.	No EQIA considered necessary
133	Pavement Cafes Designation Policy	The purpose of this Policy is to provide guidance on matters, which should be considered when deciding whether to designate a street or part thereof as a pavement café and whether to grant or refuse an application for a pavement café. Its aim is to provide, insofar as is possible, consistent decision making so as to develop and thereafter maintain public confidence in Newry, Mourne and Down District Council's performance of its duties. It should be noted this is an updated equality screening document which was originally named in the Quarterly Policy Screening Report for the period July – September 2016. For information, following consideration of a complaint, the original equality screening was amended as it did not reflect amendments of the policy and did not make direct reference to the potential impact upon older people, families and carers and young people. However, it was the view that this did not alter the original decision of screening that the Pavement Café Designation Policy not be subject to an EQIA (with no mitigating measures required). Council was satisfied and confident the policy provides an effective framework to enable Council decide whether to designate a street or part thereof as a pavement café and whether to grant or refuse an	No EQIA considered necessary

		application for a pavement café, and at this time does not consider the policy is required to be subject to an equality impact assessment.	
148 & 149	Anti-Fraud Policy and Fraud Response Plan	The Council are committed to protecting the public money we look after and to making sure that the opportunity for fraud or any other financial impropriety is reduced to the lowest possible risk. Should allegations be made, we will deal with them in a firm and controlled manner. As well as being potentially criminal acts, fraud and financial impropriety can impact on the council's finances, its reputation, its staff and its stakeholders. There is a clear commitment from the Council and Senior Management that fraud will not be tolerated and the Council is committed to ensuring that opportunities for fraud are reduced to the lowest possible level of risk.	No EQIA considered necessary
150	Whistleblowing Policy	All organisations face the risk of things going wrong from time to time, or of unknowingly harbouring illegal or unethical conduct. A culture of openness and accountability is essential in order to prevent such situations occurring and to address them when they do occur. The Council is committed to developing a culture where all employees are encouraged to raise concerns about poor and unacceptable practice and misconduct safely. Whistleblowing provides workers with an opportunity to raise serious, genuine concerns rather than overlooking the problem or blowing the whistle outside. Whistleblowing legislation offers protection to workers who disclose serious concerns and the Council is committed to ensuring that	No EQIA considered necessary

		anyone who blows the whistle will not be victimised, harassed or suffer any detriment as a consequence. The benefits of whistleblowing to the Council include: ○ safeguarding the integrity of the Council; ○ safeguarding the employees and the wider public; and ○ identifying damage and wrongdoing as early as possible.	
153	Policy for the use of play inflatables on/in Council owned properties	The aim of this policy is to build on the Council's civic leadership role and give appropriate consideration and recognition to communities' use of play inflatables as an important aspect of community engagement and capacity building within the Newry, Mourne and Down District Council area. The policy applies to the use of play inflatables by Council staff and by the community and voluntary sector on council property, and the scope of the policy will extend to providing advice, training and equipment in some instances.	No EQIA considered necessary
154	Caravan Site Licencing Conditions Policy (Residential Caravan Sites)	The purpose of this Policy is to provide a consistent approach to the enforcement of caravan site licencing.	No EQIA considered necessary
155	Caravan Site Licencing Conditions Policy (Static Holiday and Touring Caravan Sites)	The purpose of this Policy is to provide a consistent approach to the enforcement of caravan site licencing.	No EQIA considered necessary

Report to:	Strategy, Policy and Resources Committee
Date of Meeting:	17 August 2017
Subject:	Newry, Mourne and Down District Council Public Authority Statutory Equality and Good Relations Duties Annual Progress Report 2016-17
Reporting Officer (Including Job Title):	Regina Mackin, Assistant Director Corporate Planning and Policy
Contact Officer (Including Job Title):	Colin Moffett, Head of Corporate Policy

Decisions required:

Members are asked to note the contents of the report and to give consideration to agreement to submission of Newry, Mourne and Down District Council's Public Authority Statutory Equality and Good Relations Duties Annual Progress Report for the period 2016-17 to the Equality Commission for Northern Ireland by 31 August 2017.

1.0 Purpose and Background:

- 1.1 The report is in line with Council's Section 75 statutory duties and commitments within our approved Equality Scheme, wherein Council will prepare an annual report on the progress made on implementing the arrangements set out in its equality scheme to discharge its Section 75 statutory duties.

2.0 Key issues:

- 2.1 As per the Council's approved Equality Scheme:
- The Section 75 annual progress report should be sent to the Equality Commission for Northern Ireland by 31 August each year and will follow any guidance on annual reporting issued by the Equality Commission.
 - The latest Section 75 annual progress report should be available on Council's website.

3.0 Recommendations:

- 3.1
- To note Newry, Mourne and Down District Council's Public Authority Statutory Equality and Good Relations Duties Annual Progress Report for the period 2016-17 for submission to the Equality Commission for Northern Ireland by 31 August 2017.

4.0 Resource implications

- 4.1 Associated financial and resource implications relate to the implementation of commitments within the Council's approved equality scheme, including those related to an audit of inequalities, developing an action measures plan, consultation, monitoring and training.

5.0 Equality and good relations implications:

- 5.1 No equality and good relations implications are anticipated. The report is in line with Council's Section 75 statutory duties and commitments within our approved Equality Scheme, wherein Council will prepare an annual report on the progress made on implementing the arrangements set out in its equality scheme to discharge its Section 75 statutory duties.

6.0 Appendices

- Newry, Mourne and Down District Council Public Authority Statutory Equality and Good Relations Duties Annual Progress Report 2016-17

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



Public Authority Statutory Equality and Good Relations Duties
Annual Progress Report 2016-17

Contact:

Section 75 of the NI Act 1998 and Equality Scheme	Name:	Colin Moffett
	Telephone:	028 3031 3081
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Section 49A of the Disability Discrimination Act 1995 and Disability Action Plan	As above	X
	Name:	
	Telephone:	
	Email:	

Documents published relating to our Equality Scheme can be found at:

www.newrymournedown.org

Signature:

Colin Moffett

This report has been prepared using a template circulated by the Equality Commission.

It presents our progress in fulfilling our statutory equality and good relations duties, and implementing Equality Scheme commitments and Disability Action Plans.

This report reflects progress made between April 2016 and March 2017

PART A – Section 75 of the Northern Ireland Act 1998 and Equality Scheme

Section 1: Equality and good relations outcomes, impacts and good practice

- 1** In 2016-17, please provide **examples** of key policy/service delivery developments made by the public authority in this reporting period to better promote equality of opportunity and good relations; and the outcomes and improvements achieved.

Please relate these to the implementation of your statutory equality and good relations duties and Equality Scheme where appropriate.

Response

Newry, Mourne and Down District Council view all of its programmes as work in progress. Accordingly, the key policy/service developments made by Newry, Mourne and Down District Council to better promote equality of opportunity and good relations included:

- In acknowledgement of the ongoing growth of migrant workers and ethnic minority community within the Newry and Mourne District Council area, the Council has continued to take forward a number of projects aimed at addressing the needs of Black and Minority Ethnic residents. The key initiative was maintaining and further developing the Ethnic Minority Support Centre based in Newry, and advice clinics in Newry Housing Executive, Newry Citizens Advice Bureau and Downpatrick. This has encompassed a number of projects aimed at addressing the needs of Black and Minority Ethnic residents, providing advice and support, signposting of services, and examining the barriers to services and cultural awareness.
- Management and distribution of OFMDFM Crisis Fund: Between October 2016 and March 2017, the Ethnic Minority Support Office received a total of £5000 in two tranches from the OFMDFM crisis fund. As a source of financial support for families in need or homeless individuals, the money from the OFMDFM crisis fund was allocated to almost 200 individuals/families who had been suffering hardship mainly due to the delays in processing their Job Seekers Allowance/Employment and Support Allowance/Tax credits claims.
- Implementation of the Council's Good Relations Programme through the Good Relations Strategy 2015-18 which was as a result of an audit to identify strategic issues and priorities emerging for the Council area. The Council's Good Relations Strategy complements the themes outlined in the Together Building and United Community Strategy and the policy context both locally and regionally.
- Implementation of a pilot Shopmobility Scheme at Newcastle Centre, Newcastle. Used 128 times during the 2016/2017 reporting period, this reflected a 60% increase in use of the service compared to 2015/2016. The initiative has had a positive impact for people with mobility issues, encouraging participation in public life through increasing access to services, and enhanced the tourism experience for people with disability.
- Implementation of the Council's Financial Assistance Programme. Questions regarding how each applicant's project will promote equality of opportunity and improve good relations are integrated within the application form and the

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assessment process;

- Implementation of a Councillors' Equality and Good Relations Reference Group. The Councillors' Equality and Good Relations Reference Group is a facilitated discussion space. It serves as a 'barometer of opinion', playing a role in considering and discussing politically sensitive and contentious issues, including those relating to events, centenaries, policy and procedure, single issues requiring specific consideration for advice, and guidance on the establishment of wider good relations fora etc with a view of reaching a common understanding, agreement and actions which will enhance and promote equality of opportunity and good relations.
- Ongoing implementation of seven District Electoral Area Fora which is taking forward the community planning vision. During the reporting period 2016-17 the seven DEA Coordinators also mainstreamed and actively promoted good relations. Examples of such initiatives included Traveller consultation, a shared schools diversity programme, PUL engagement programme (youth), BME engagement programme, PUL engagement project (older people), and a women's project (conflict resolution) an interactive workshop titled 'Women Guide to Controversial Conversations' which discussed topics of migration, equality shared history etc.;
- Engagement and support for Travelling Community programmes through the Newry, Mourne and Down District Traveller Forum. The Newry, Mourne and Down Traveller Forum is facilitated by the Council and members include Elected Representatives, Education Authority, SCST, voluntary and community sector organisations and members of the Travelling community. The Traveller Forum aims to promote an inclusive and civil society in the Newry, Mourne and Down District Council area by championing Traveller rights and addressing current provisions for the Traveller community within the district. The Forum meets quarterly;
- The Council's Disability Liaison Officer continued to work with local disability organisations to identify opportunities for people with a disability to play an active role in society be it through sporting or social activities.
- Ongoing Member Accreditation from Employers for Disability Northern Ireland;
- Hosting and facilitating community dialogue through continued support and facilitation of the Greater Mourne Good Relations Forum. This operates under Chatham House rules and continued to meet on a monthly basis throughout the financial year with the purpose being to build positive relations. The civic dialogue space examines different themes each month and invites speakers to meet with the group. This continues to be an excellent vehicle for issues of a contentious nature to be discussed in a safe and neutral environment;
- Actively supporting the Newry District Inter Church Forum which consists of representatives of different churches in Newry. The Forum continued to meet monthly in the Council's Sean Hollywood Arts Centre. During the reporting period the Forum developed its joint work with Castlewellan Area Bible/Prayer Group & Churches Forum. A specific the project in which the Forum participated was 'Shared Hope in Dark Places' which sought to promote reconciliation by encouraging cross community involvement with matters that can affect our quality of life. The purpose of the project was to explore issues affecting the wellbeing of the community and through dialogue and the presentation of a faith based dimension seek understanding of how the named issues impact on the community and contribute to fragmentation in the community. It also sought to explore together strategies for

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responding to these issues in a way that contributes to cohesion in the community and offers opportunities for reconciliation. At each event there was input from different perspectives and different faith traditions followed by interactive workshops and plenary discussions.

- Newry, Mourne and Down Intercultural Forum. Council is a member of the Newry, Mourne & Down Intercultural Forum, which is an inter-agency group committed to working together towards an inclusive community to create opportunities that embrace diversity. During the reporting period the Forum met quarterly and was administered by County Down Rural Community Network. Activities of the forum focused on identifying and collating all existing research from statutory, voluntary and community sectors in relation to the migrant communities in the district, and the Forum has undertaken community consultation to identify needs on the ground (both perceived and expressed).
- Age related initiatives including coordination of the Age Friendly Strategic Alliance, and participation in Positive Ageing Week October 2016 organised in conjunction with Council's Health Improvement Worker (Inequalities). During the reporting period 2016-17 Council also coordinated and facilitated the Older Peoples Forum which operates across the district to give a voice to older people, has an influence locally, regionally and nationally, and has cross-border links;
- Ongoing commitment and participation in the Local Government Staff Commission's Equality and Diversity in Local Council's initiative and appointment of Diversity Champions.

2 Please provide **examples** of outcomes and/or the impact of **equality action plans/** measures in 2016-17 (*or append the plan with progress/examples identified*).

Following local government reform, Newry, Mourne and Down District Council is operating within a period of transition and transformation. While Council's Corporate Structures were agreed in 2016, the Council is still in the process of appointing employees to relevant senior strategic and operational positions. While a process to undertake an audit of inequalities and develop an action measures plan was initiated during the period 2015-16, due to the ongoing nature of the transition arrangements it was not viable to meaningfully undertake this process until structures have been finalised and the relevant officers are in place. However, the Head of Corporate Policy with a responsibility for Corporate Policy, Corporate Planning, Equality, Disability and Irish Language was appointed in December 2016, and an action within the Corporate Services Directorate Plan is to undertake an audit of inequalities and subsequent development of an action plan by February 2018.

However, notwithstanding this position, programmes have been ongoing and examples of outcomes and / or the impact measures during the 2016-18 reporting period include:

- Maintaining the Council's Ethnic Minority Support Centre in Newry City and extending services across the Council area including Downpatrick. This encompassed a number of projects aimed at addressing the needs of Black and Minority Ethnic residents, providing advice and support, signposting of services, and examining the barriers to services and cultural awareness. On average the Ethnic Minority Support

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Centre dealt with 150 visits per month and in addition held weekly clinics in Newry Housing Executive and Newry Citizens Advice Bureau.

The Ethnic Minority Support Centre currently provides advice and information in 6 languages:

- **Bulgarian**
- **English**
- **Lithuanian**
- **Polish**
- **Romanian**
- **Russian**

This has been mainstreamed through the Council's Good Relations Programme. It is primarily located within Newry Town Hall in the centre of Newry City, and its services during the reporting period 2016-17 included the following:

- Management and distribution of OFMDFM Crisis Fund: Between October 2016 and March 2017, the Ethnic Minority Support Office received a total of £5000 in two tranches from the OFMDFM crisis fund. As a source of financial support for families in need or homeless individuals, the money from the OFMDFM crisis fund was allocated to almost 200 individuals/families who had been suffering hardship mainly due to the delays in processing their Job Seekers Allowance/Employment and Support Allowance/Tax credits claims.
 - Housing clinic operated in partnership with the Northern Ireland Housing Executive. During the reporting period this clinic was attended by 389 service users who received interpretation services and direct assistance in relation to overpayment disputes and applications for social housing;
 - Clinic in Newry Citizens Advice Bureau;
 - Ongoing provision of interpretation and translation services for clients;
 - Series of information events held on issues such as health, legal issues, finance, education etc.
 - English classes run on Friday and Saturday mornings for mothers and shift workers who could not attend English classes in the evening.
 - Two information evenings specifically for Bulgarian and Romanian communities on residential and employment rights, benefits entitlements and the social and governmental institutions within Northern Ireland.
- Implementation of a Councillors' Equality and Good Relations Reference Group which is a facilitated discussion space. The facilitator is John Kremer and membership during the period comprised the Chairperson and Vice Chairperson of Council, and one Councillor nominated from each of the political parties on Council. The Council's Chief Executive, Director of Strategic Planning and Performance and Equality Officer attend meetings. It serves as a 'barometer of opinion', playing a role in considering and discussing politically sensitive and contentious issues, including those relating to events, centenaries, policy and procedure, single issues requiring specific consideration for advice, and guidance on the establishment of wider good

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relations fora etc with a view of reaching a common understanding, agreement and actions which will enhance and promote equality of opportunity and good relations.

During the reporting period 2016-17 the Councillors' Equality and Good Relations Reference Group met five times. The following are examples of issues discussed and outcomes reached:

- Membership of the Reference Group - Updated Terms of Reference agreed, Members of the Councillors' Equality & Good Relations Reference Group be the designated Elected Members on the Council's PEACE IV Partnership
- Raymond McCreesh Park - Meeting with Evelyn Collins, Chief Executive, ECNI and Michael Wardlow, Chief Commissioner, ECNI which considered and discussed the Equality Commission for Northern Ireland's decision to rescind the decision it took in March 2015, by which it accepted the review undertaken by Newry and Mourne District Council had complied with the recommendation made by the Commission. The Commission's recommendation was that to ensure transparency, the Council debate and vote on this issue be conducted in public and properly recorded and that Councillors be provided with a qualitative analysis of the consultation responses prior to that debate and vote. Discussion centred upon consideration on next steps in relation to this matter. Further to this, Council has agreed to commission a consultant to undertake a qualitative analysis of the consultation responses, with the Reference Group being the space which considers and develops the option paper for consideration by Council.
- Boundary Signage / Town and Village Signage - Council had agreed for consistency, and in line with the Council's Bilingual Policy, that all boundary signage would be bilingual. Further to implementation of this approach some boundary signage was damaged and defaced. Following discussion at the Reference Group a consensus was reached that Council proceed to re-erect bilingual boundary signs to replace those that were defaced.
- Irish Language Strategy Cross Party Reference Group - discussion centred upon the establishment of this group and agreement on the Terms of Reference.
- Prospective notice of motion regarding the unauthorised flying and unofficial display of any flags on street-lighting lamp posts - This matter was referred to the Councillors' Equality and Good Relations Reference Group, and following discussion it was agreed not to action this further as this is currently being considered and taken forward by the Commission on Flags, Identity, Culture and Tradition established under the Stormont House Agreement.
- Together Building a United Community - this was identified by Councillors as an issue for discussion at a future meeting in terms of what it may mean for Council.
- Promoting Dignity at Work training - discussion centred upon employee

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feedback from the Promoting Dignity at Work training being delivered corporately to all employees across the Council. It agreed that a specific session should be run for Elected Members. This took place during the 2017-18 reporting period.

- The Councillors' Decade of Centenaries 2016 Working Group considered and agreed a programme of activity which included lighting Newry Town Hall to recognize the anniversaries of the Easter Rising (green) on 24 April 2016, and Battle of the Somme (red) on 1 July 2016. Additional civic initiatives during the reporting period 2016-17 Council included organising a commemorative service in October 2016 to recognise the Centenary of the Battle of the Somme and, in relation to the Centenary of the Easter Rising, the commissioning and unveiling of an artwork in relation to Patrick Rankin in December 2016.
- Implementation of the Council's Good Relations Programme through the Good Relations Strategy 2015-18 which was as a result of an audit to identify strategic issues and priorities emerging for the Council area. The Council's Good Relations Strategy complements the themes outlined in the Together Building and United Community Strategy and the policy context both locally and regionally.
- Implementation of a pilot Shopmobility Scheme from Newcastle Centre, Newcastle. Used 128 times during the 2016/2017 reporting period, this reflected a 60% increase in use of the service compared to 2015/2016. The initiative has had a positive impact for people with mobility issues, encouraging participation in public life through increasing access to services, and enhanced the tourism experience for people with disability.
- The Council's Disability Liaison Officer continued to work with local disability organisations to identify opportunities for people with a disability to play and active role in society be it through sporting or social activities.

3 Has the **application of the Equality Scheme** commitments resulted in any **changes** to policy, practice, procedures and/or service delivery areas during the 2016-17 reporting period? *(tick one box only)*

☐ Yes ☒ No (go to Q.4) ☐ Not applicable (go to Q.4)

Please provide any details and examples:

3a With regard to the change(s) made to policies, practices or procedures and/or service delivery areas, what **difference was made, or will be made, for individuals**, i.e. the impact on those according to Section 75 category?

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Please provide any details and examples:

3b What aspect of the Equality Scheme prompted or led to the change(s)? *(tick all that apply)*

☐ As a result of the organisation's screening of a policy *(please give details):*

☐ As a result of what was identified through the EQIA and consultation exercise *(please give details):*

☐ As a result of analysis from monitoring the impact *(please give details):*

☐ As a result of changes to access to information and services *(please specify and give details):*

☐ Other *(please specify and give details):*

Section 2: Progress on Equality Scheme commitments and action plans/measures

Arrangements for assessing compliance (Model Equality Scheme Chapter 2)

4 Were the Section 75 statutory duties integrated within job descriptions during the 2016-17 reporting period? *(tick one box only)*

☐ Yes, organisation wide

☒ Yes, some departments/jobs

☐ No, this is not an Equality Scheme commitment

☐ No, this is scheduled for later in the Equality Scheme, or has already been done

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☐ Not applicable

Please provide any details and examples:

Following local government reform, Newry, Mourne and Down District Council is operating within a period of transition and transformation. All employees of the predecessor of organisations have transferred to Newry, Mourne and Down District Council under TUPE arrangements. Examples of specifically relevant duties and responsibilities listed in new job descriptions include the following:

- Promote diversity across the organisation and in the Department by adhering to the Council's Equal Opportunity policies and procedures and avoiding all forms of discrimination both as an employer and a service provider.
- Promote Equality and Diversity across the organisation by demonstrating an open commitment to and actively promoting and celebrating diversity, promoting social inclusion and community cohesion.
- Work towards improving equality and diversity by ensuring that allocated targets to reduce inequalities and promote good relations are achieved.

5 Were the Section 75 statutory duties integrated within performance plans during the 2016-17 reporting period? *(tick one box only)*

- ☐ Yes, organisation wide
- ☒ Yes, some departments/jobs
- ☐ No, this is not an Equality Scheme commitment
- ☐ No, this is scheduled for later in the Equality Scheme, or has already been done
- ☐ Not applicable

Please provide any details and examples:

The Council's Corporate Plan outlines a commitment to core values to being citizen focused, accountable, collaborative, sustainable and fair. We are also committed to delivering on the promotion of equality of opportunity and good relations in accordance with our statutory duties as laid out in Section 75 of The Northern Ireland Act 1998.

The Strategic Planning and Performance Directorate Business Plan 2016-2017 made direct reference to the Section 75 statutory duties and actions relating to the implementation of the Council's Equality Scheme.

In the 2016-17 reporting period were **objectives/ targets/ performance measures** relating to the Section 75 statutory duties **integrated** into corporate plans, strategic planning and/or operational business plans? *(tick all that apply)*

- ☐ Yes, through the work to prepare or develop the new corporate plan

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- ☐ Yes, through organisation wide annual business planning
- ☒ Yes, in some departments/jobs
- ☐ No, these are already mainstreamed through the organisation's ongoing corporate plan
- ☐ No, the organisation's planning cycle does not coincide with this 2016-17 report
- ☐ Not applicable

Please provide any details and examples:

During the reporting period the Council's equality and policy functions were located within the Strategic Planning and Performance Directorate, under Corporate Policy and Planning. The Strategy, Planning and Performance Directorate Business Plan 2016-2017 makes direct reference to the Section 75 statutory duties and actions relating to the implementation of the Council's Equality Scheme. This outlined key directorate actions, and a timetable / measure of success, related directly to Council's agreed Corporate Plan Objective of Transformed & modernised the Council, providing accessible as well as value for money services.

In addition, as stated previously, all employees of the predecessor organisations have transferred to Newry, Mourne and Down District Council under TUPE arrangements. Examples of specifically relevant duties and responsibilities listed in new job descriptions include the following:

- Promote diversity across the organisation and in the Department by adhering to the Council's Equal Opportunity policies and procedures and avoiding all forms of discrimination both as an employer and a service provider.
- Promote Equality and Diversity across the organisation by demonstrating an open commitment to and actively promoting and celebrating diversity, promoting social inclusion and community cohesion.
- Work towards improving equality and diversity by ensuring that allocated targets to reduce inequalities and promote good relations are achieved.

Equality action plans/measures

7 Within the 2016-17 reporting period, please indicate the **number** of:

Actions completed:

5

Actions ongoing:

1

Actions to commence:

2

Please provide any details and examples (*in addition to question 2*):

- Communication of the Council's Equality Scheme: Two briefing sessions delivered to the Council's Corporate Management Team members. These awareness raising sessions provided information on Section 75 of the NI Act 1998 and a briefing on the commitments outlined within Council's Equality Scheme.
- Training: 1. Induction training on equality and diversity provided to all new employees

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and seasonal employees. 2. Promoting Dignity at Work training for all employees. Thirty eight sessions in total took place during the reporting period 2016-17.

- Equality screening of Council policies: This is an ongoing process including the preparation of quarterly reports tabled for consideration by the Council's Strategy, Policy and Resources Committee.
- Councillors' Equality and Good Relations Reference Group: The Councillors' Equality and Good Relations Reference Group is a facilitated discussion space which met on a monthly basis. The facilitator is John Kremer and membership during the period comprised the Chairperson and Vice Chairperson of Council, and one Councillor nominated from each of the political parties on Council. The Council's Chief Executive, Director of Strategic Planning and Performance and Equality Officer attend meetings. It serves as a 'barometer of opinion', playing a role in considering and discussing politically sensitive and contentious issues, including those relating to events, centenaries, policy and procedure, single issues requiring specific consideration for advice, and guidance on the establishment of wider good relations fora etc with a view of reaching a common understanding, agreement and actions which will enhance and promote equality of opportunity and good relations.

- 8 Please give details of changes or amendments made to the equality action plan/measures during the 2016-17 reporting period (*points not identified in an appended plan*):

As previously stated, following local government reform, Newry, Mourne and Down District Council is operating within a period of transition and transformation. While Council's Corporate Structures were agreed in 2016, the Council is still in the process of appointing employees to relevant senior strategic and operational positions. While a process to undertake an audit of inequalities and develop an action measures plan was initiated during the period 2015-16, due to the ongoing nature of the transition arrangements it was not viable to meaningfully undertake this process until structures have been finalised and the relevant officers are in place. However, the Head of Corporate Policy with a responsibility for Corporate Policy, Corporate Planning, Equality, Disability and Irish Language was appointed in December 2016, and an action within the Corporate Services Directorate Plan is to undertake an audit of inequalities and subsequent development of an action plan by February 2018.

- 9 In reviewing progress on the equality action plan/action measures during the 2016-17 reporting period, the following have been identified: (*tick all that apply*)

- ☒ Continuing action(s), to progress the next stage addressing the known inequality
- ☒ Action(s) to address the known inequality in a different way
- ☐ Action(s) to address newly identified inequalities/recently prioritised inequalities
- ☐ Measures to address a prioritised inequality have been completed

Arrangements for consulting (Model Equality Scheme Chapter 3)

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- 10** Following the initial notification of consultations, a targeted approach was taken – and consultation with those for whom the issue was of particular relevance: *(tick one box only)*

☒ All the time ☐ Sometimes ☐ Never

- 11** Please provide any **details and examples of good practice** in consultation during the 2016-17 reporting period, on matters relevant (e.g. the development of a policy that has been screened in) to the need to promote equality of opportunity and/or the desirability of promoting good relations:

- 12** In the 2016-17 reporting period, given the consultation methods offered, which consultation methods were **most frequently used by consultees**: *(tick all that apply)*

- ☒ Face to face meetings
☒ Focus groups
☒ Written documents with the opportunity to comment in writing
☒ Questionnaires
☐ Information/notification by email with an opportunity to opt in/out of the consultation
☐ Internet discussions
☐ Telephone consultations
☐ Other *(please specify)*:

Please provide any details or examples of the uptake of these methods of consultation in relation to the consultees' membership of particular Section 75 categories:

- 13** Were any awareness-raising activities for consultees undertaken, on the commitments in the Equality Scheme, during the 2016-17 reporting period? *(tick one box only)*

☐ Yes ☒ No ☐ Not applicable

Please provide any details and examples:

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14 Was the consultation list reviewed during the 2016-17 reporting period? *(tick one box only)*

☒ Yes ☐ No ☐ Not applicable – no commitment to review

Arrangements for assessing and consulting on the likely impact of policies (Model Equality Scheme Chapter 4)

[www.newrymournedown.org]

15 Please provide the **number** of policies screened during the year *(as recorded in screening reports)*:

17

16 Please provide the **number of assessments** that were consulted upon during 2016-17:

0	Policy consultations conducted with screening assessment presented.
0	Policy consultations conducted with an equality impact assessment (EQIA) presented.
0	Consultations for an EQIA alone.

17 Please provide details of the **main consultations** conducted on an assessment (as described above) or other matters relevant to the Section 75 duties:

N/A

18 Were any screening decisions (or equivalent initial assessments of relevance) reviewed following concerns raised by consultees? *(tick one box only)*

☒ Yes ☐ No concerns were raised ☐ No ☐ Not applicable

Please provide any details and examples:

Council received a complaint from Imtac regarding Newry, Mourne and Down District Council's Pavement Café Designation Policy and equality screening, requesting the policy be subject to an equality impact assessment.

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Having considered Imtac's correspondence, Council updated the original equality screening as it did not reflect amendments of the policy and did not make direct reference to the potential impact upon older people, families and carers and young people. However, it was the view that this did not alter the original decision of screening that the Pavement Café Designation Policy not be subject to an EQIA (with no mitigating measures required).

This was on the basis that the guidance documents provided by Imtac were not legislative requirements, and the Council's policy positively outlines the matters the Council shall take account of in determining the suitability of each proposed area covered by the licence, details to be provided by applicants, adequately addresses issues of clearance and appropriate screening of licensed areas, and advises the circumstances where the Council may revoke a pavement café licence.

Council was satisfied and confident the policy provides an effective framework to enable Council decide whether to designate a street or part thereof as a pavement café and whether to grant or refuse an application for a pavement café, and at this time does not consider the policy is required to be subject to an equality impact assessment.

Arrangements for publishing the results of assessments (Model Equality Scheme Chapter 4)

- 19** Following decisions on a policy, were the results of any EQIAs published during the 2016-17 reporting period? *(tick one box only)*

☐ Yes ☐ No ☒ Not applicable

Please provide any details and examples:

No equality impact assessments were conducted during the reporting period.

Arrangements for monitoring and publishing the results of monitoring (Model Equality Scheme Chapter 4)

- 20** From the Equality Scheme monitoring arrangements, was there an audit of existing information systems during the 2016-17 reporting period? *(tick one box only)*

☐ Yes ☐ No, already taken place
☒ No, scheduled to take place at a later date ☐ Not applicable

Please provide any details:

- 21** In analysing monitoring information gathered, was any action taken to change/review any policies? *(tick one box only)*

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☐ Yes ☒ No ☐ Not applicable

Please provide any details and examples:

- 22** Please provide any details or examples of where the monitoring of policies, during the 2016-17 reporting period, has shown changes to differential/adverse impacts previously assessed:

N/A

- 23** Please provide any details or examples of monitoring that has contributed to the availability of equality and good relations information/data for service delivery planning or policy development:

N/A

Staff Training (Model Equality Scheme Chapter 5)

- 24** Please report on the activities from the training plan/programme (section 5.4 of the Model Equality Scheme) undertaken during 2016-17, and the extent to which they met the training objectives in the Equality Scheme.

Focused training is provided for Elected Members through the Council's Elected Member Development Programme, and key employees within the Council who are directly engaged in taking forward the implementation of our equality scheme commitments (for example those involved in research and data collection, policy development, service design, conducting equality impact assessments, consultation, monitoring and evaluation). Where appropriate, training is provided to ensure employees and Elected Members are aware of the issues experienced by the range of Section 75 groups. When appropriate and on an ongoing basis, arrangements will be made to ensure employees and Elected Members are kept up to date with Section 75 developments. Training in Section 75 statutory duties and related issues is developed and provided by the Council's Equality Officer and arranged through the Human Resources Department.

Examples of focused training during the reporting period included:

- Elected Member Development Programme: Training included Refugee and Arabic Culture Awareness, and an Executive Office recommended seminar delivered by the Community Relations Council and NILGA which covered TBUC, Community Planning, Good Relations, the Equality statutory duties and Race Relations.
- Promoting Dignity at Work training for all employees. Thirty eight sessions in total took place during the reporting period 2016-17.
- General Equality Awareness – training delivered at induction training for new and

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seasonal staff. This provided participants with an overall appreciation of the employment equality legislation in Northern Ireland, raising awareness of key terms relating to equality legislation, equality areas covered by employment equality legislation in Northern Ireland, examples of how discrimination can occur in relation to equality areas, and Council responsibilities and employee responsibilities under that legislation.

- Recruitment and Selection Training. Seven separate training sessions Council ensured interviewers participating in the Council's recruitment and selection process are aware of the Disability Duties and other employment related matters.
- Customer Complaints Training. Four sessions took place during the reporting period 2016-17.
- Participation of Council's nominated Diversity Champions (Equality Officer and three Councillors) on the Local Government Staff Commission's Equality and Diversity in Local Council's Diversity Champions initiative.
- Advanced Diploma in Civic Leadership and Community Planning.

- 25** Please provide any examples of relevant training shown to have worked well, in that participants have achieved the necessary skills and knowledge to achieve the stated objectives:

Public Access to Information and Services (Model Equality Scheme Chapter 6)

- 26** Please list **any examples** of where monitoring during 2016-17, across all functions, has resulted in action and improvement in relation **to access to information and services**:

Complaints (Model Equality Scheme Chapter 8)

- 27** How many complaints **in relation to the Equality Scheme** have been received during 2016-17?

Insert number here:

0

Please provide any details of each complaint raised and outcome:

N/A

Section 3: Looking Forward

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28 Please indicate when the Equality Scheme is due for review:

25 March 2020

29 Are there areas of the Equality Scheme arrangements (screening/consultation/training) your organisation anticipates will be focused upon in the next reporting period? *(please provide details)*

As previously stated, following local government reform, Newry, Mourne and Down District Council is operating within a period of transition and transformation. While Council's Corporate Structures were agreed in 2016, the Council is still in the process of appointing employees to relevant senior strategic and operational positions. During the period 2015-2016 a process was initiated to undertake an audit of inequalities and develop an action measures plan. However, due to the ongoing nature of the transition arrangements it was not viable to meaningfully undertake this process until structures have been finalised and the relevant officers are in place. However, the Head of Corporate Policy with a responsibility for Corporate Policy, Corporate Planning, Equality, Disability and Irish Language was appointed in December 2016, and an action within the Corporate Services Directorate Plan is to undertake an audit of inequalities and subsequent development of an action plan by February 2018.

30 In relation to the advice and services that the Commission offers, what **equality and good relations priorities** are anticipated over the next (2016-17) reporting period? *(please tick any that apply)*

- ☒ Employment
- ☒ Goods, facilities and services
- ☒ Legislative changes
- ☒ Organisational changes/ new functions
- ☐ Nothing specific, more of the same
- ☐ Other (please state):

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PART B - Section 49A of the Disability Discrimination Act 1995 (as amended) and Disability Action Plans

1. Number of action measures for this reporting period that have been:

8

Fully achieved

Partially achieved

Not achieved

2. Please outline below details on all actions that have been fully achieved in the reporting period.

2 (a) Please highlight what **public life measures** have been achieved to encourage disabled people to participate in public life at National, Regional and Local levels:

Level	Public Life Action Measures	Outputs ⁱ	Outcomes / Impact ⁱⁱ
National ⁱⁱⁱ			
Regional ^{iv}			
Local ^v	Raise awareness of the services and facilities for disabled people provided by the Council.	Implementation of a Shopmobility Scheme from Newcastle Centre, Newcastle. Used 128 times during the 2016/2017 reporting period, this reflected a 60% increase in use of the service compared to 2015/2016.	Positive impact and encouragement for people with mobility issues to participate in public life through increasing access to services and enhance tourism experience for people with disability.

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	Engage with disability forums in the district..	People with Disabilities Scheme and Application Form - establishing a concessionary rates and buddy card scheme for use of leisure centres.	Increased awareness of accessibility and access to Council services and facilities.
	Providing work experience and job opportunities for people with disabilities.	The Council's Disability Liaison Officer continued to work with local disability organisations to identify opportunities for people with a disability to play and active role in society be it through sporting or social activities.	Development and promotion of programmes of activity involving people with a disability.
		People with disabilities provided with work experience and job opportunities.	Disabled people encouraged to directly participate in public life as valued employees.

2(b) What **training action measures** were achieved in this reporting period?

	Training Action Measures	Outputs	Outcome / Impact
1	Provide appropriate training to Elected Members concerning the disability duties	Councillors received training as part of the Elected Member Development Programme	Elected members greater awareness and understanding of the disability duties.
2	Recruitment and selection panels to be trained in the	Seven training sessions for employees.	Interviewers participating in the Council's recruitment and selection process are aware of

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	disability duties		the Disability Duties and other employment related matters.
3	Include the new disability duties in staff training.	1. Promoting Dignity at Work training for all employees. Thirty eight sessions in total took place during the reporting period 2016-17. 2. General Equality Awareness training delivered at induction training for new and seasonal staff.	This training provided participants with an overall appreciation of the employment equality legislation in Northern Ireland, raising awareness of key terms relating to equality legislation (including the disability duties), equality areas covered by employment equality legislation in Northern Ireland, examples of how discrimination can occur in relation to equality areas, and Council responsibilities and employee responsibilities under that legislation.

2(c) What Positive attitudes **action measures** in the area of **Communications** were achieved in this reporting period?

	Communications Action Measures	Outputs	Outcome / Impact
1	Raise awareness of the services and facilities for disabled people provided by the Council.	People with Disabilities Scheme and Application Form - establishing a concessionary rates and buddy card scheme for use of leisure centres.	Increased awareness of accessibility and access to Council services and facilities.
2	Engage with disability forums in the district.	The Council's Disability Liaison Officer continued to work with local disability organisations to identify opportunities for people with a disability to play and active role in society be it through	Development and promotion of programmes of activity involving people with a disability.

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		sporting or social activities.	
	Embed the disability duties into the council's corporate consultation process.	Relevant employees aware of the requirement to mainstream equality and disability principles and considerations when undertaking consultation processes.	Arrangements for consulting reflect the importance of consultation in all aspects of the implementation of our statutory duties.

2 (d) What action measures were achieved to '**encourage others**' to promote the two duties:

	Encourage others Action Measures	Outputs	Outcome / Impact
1	N/A		
2			

2 (e) Please outline **any additional action measures** that were fully achieved other than those listed in the tables above:

	Action Measures fully implemented (other than Training and specific public life measures)	Outputs	Outcomes / Impact
1	Provide work experience for people with disabilities.	People with disabilities provided with work experience and job opportunities.	Disabled people encouraged to directly participate in public life as valued employees.

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2	All policymakers to take into consideration the disability duties when proposing or revising policy.	Corporate Policy Framework developed	Senior Management Team and Corporate Management Team aware of responsibilities with regard to policy development.

3. Please outline what action measures have been **partly achieved** as follows:

	Action Measures partly achieved	Milestonesvi / Outputs	Outcomes/Impacts	Reasons not fully achieved
1	N/A			
2				

4. Please outline what action measures **have not been achieved** and the reasons why.

	Action Measures not met	Reasons
1	N/A	
2		

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5. What **monitoring tools** have been put in place to evaluate the degree to which actions have been effective / develop new opportunities for action?

(a) Qualitative

- Evaluation / feedback from training sessions
- Discussion / consultation with disability groups and individuals

(b) Quantitative

- Number of employees who have received training
- Number of Elected Members who have received training
- Number of documents requested in alternative formats
- Number of complaints received

6. As a result of monitoring progress against actions has your organisation either:

- made any **revisions** to your plan during the reporting period or
- taken any **additional steps** to meet the disability duties which were **not outlined in your original** disability action plan / any other changes?

No

If yes please outline below:

	Revised/Additional Action Measures	Performance Indicator	Timescale
1	N/A		

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7. Do you intend to make any further **revisions to your plan** in light of your organisation's annual review of the plan? If so, please outline proposed changes?

No

ⁱ **Outputs** – defined as act of producing, amount of something produced over a period, processes undertaken to implement the action measure e.g. Undertook 10 training sessions with 100 people at customer service level.

ⁱⁱ **Outcome / Impact** – what specifically and tangibly has changed in making progress towards the duties? What impact can directly be attributed to taking this action? Indicate the results of undertaking this action e.g. Evaluation indicating a tangible shift in attitudes before and after training.

ⁱⁱⁱ **National** : Situations where people can influence policy at a high impact level e.g. Public Appointments

^{iv} **Regional**: Situations where people can influence policy decision making at a middle impact level

^v **Local** : Situations where people can influence policy decision making at lower impact level e.g. one off consultations, local fora.

^{vi} **Milestones** – Please outline what part progress has been made towards the particular measures; even if full output or outcomes/ impact have not been achieved.

Report to:	Strategy, Policy and Resources Committee
Date of Meeting:	17 August 2017
Subject:	Request to extend pilot Shopmobility Scheme in Newcastle
Reporting Officer (Including Job Title):	Colin Moffett, Equality Officer
Contact Officer (Including Job Title):	Colin Moffett, Equality Officer Roland Moore, Assistant Director Leisure and Sport

Decisions required:

Members are asked to note the contents of the report and to give consideration and agreement to approve the recommendation outlined at section 3.

1.0 Purpose and Background:

1.1 The predecessor Down District Council agreed at a CMT meeting in October 2014 to initiate a one year pilot Shopmobility scheme in Newcastle at a cost of £7000 via Council reserves.

The notice of motion considered by Down District Council was as follows:

"Down District Council supports the introduction of a shopmobility scheme in Newcastle. Shopmobility is a scheme which lends manual wheelchairs, powered wheelchairs and mobility scooters to members of the public with limited mobility to shop and to visit leisure and commercial facilities within a town. The proposed initiative will also be a positive attraction to tourists, some of whom have a disability. This particular user group will normally have additional family or friends who will also become users of the town's facilities."

Following consideration at the Strategy, Policy and Resources Committee meeting on 16 June 2016, it was agreed to extend the pilot Shopmobility Scheme to March 2017.

1.2 The scheme is based in Newcastle Leisure Centre, and managed by Council staff.

Shopmobility Belfast provides the equipment, including training for Leisure Centre staff and volunteers and servicing of the equipment. At a meeting on 13 November 2014, CMT was advised insurance liability was written into the Shopmobility contract.

1.3 The total cost of £7000 for one year includes:

- 4 electric mobility scooters
- 3 manual wheelchairs
- 3 x six-monthly service for the scooters and wheelchairs
- servicing to include free call-outs, parts and labour
- training and management

2.0 Key issues:

2.1 • The pilot shopmobility scheme was used 80 times during the 2015/2016 period and 128 during the 2016/2017 period. This was a 60% increase in use of the service during the 2016/17 period.

	• Council has set £7000 against said initiative in the 2017/2018 budgets. • This is a Service Level Agreement. • Council does not provide financial assistance to a shopmobility scheme based in Newry at the Buttercrane Shopping Centre and the Quays Shopping and Leisure Complex. While a decision to continue with the scheme in Newcastle may raise expectation for expanding the service across the Council area, it must be borne in mind this ongoing pilot scheme is in relation to a specific service operated by Council from a Council facility.
2.2	The initiative fits with the following Newry, Mourne and Down District Council strategic objectives: • Become one of the premier tourism destinations on the island of Ireland. • Supported improved health and well-being outcomes. • Empowered and improved the capacity of our communities. • Transformed and modernised the Council, providing accessible as well as value for money services.
3.0	Recommendations:
3.1	To extend the contract with Shopmobility to the end of March 2018.
4.0	Resource implications
4.1	The costing provided by Shopmobility Belfast to extend the pilot Shopmobility Scheme in Newcastle is £7000, and will include service and equipment provision, maintenance, and training and management. Council has set an amount against said initiative in the 2017/2018 budgets.
5.0	Equality and good relations implications:
5.1	From a Corporate perspective this proposal takes account of the Council's Section 75 statutory duties, and is consistent with legal commitments made within Council's Equality Scheme requiring Council to mainstream equality of opportunity and good relations within strategic and operational business plans. The initiative has potential to have a positive impact for people with mobility issues and fits with Council's disability statutory duties under Section 49A of the Disability Discrimination Act 1995 (as amended by the) Disability Discrimination (NI) Order 2006 which requires the Council, in carrying out its functions, to have due regard to the need: • to promote positive attitudes towards disabled people; and • to encourage participation by disabled people in public life. In addition, the proposed initiative will also be a positive attraction to tourists, some of whom have a disability.
6.0	Appendices
	N/A

Agenda Item:	
Report to:	Strategy Policy and Resources Committee
Subject:	Tender for the Provision of Advertising Agency Services and Corporate Graphic Design Services
Date:	17 August 2017
Reporting Officer:	Regina Mackin, Assistant Director of Corporate Planning and Policy
Contact Officer:	Veronica Keegan, Head of Communications and Marketing

Decisions Required:	
Members are asked to consider the contents of the report and to approve the Officer's recommendation to : • Tender for the Provision of Advertising Agency Services • Tender for the Provision of Corporate Graphic Design Services	
1.0	Purpose & Background:
1.1	Newry, Mourne and Down District Council's role is to provide local services to residents across the district, serving almost 80,000 households. The Council is committed to providing high quality information which is valued by ratepayers and various stakeholders with whom we work with in the district.
1.2	Newry, Mourne and Down District Council is obliged by law to notify the public of various activities and procedures. One means by which this is achieved is through placing a public notice in relevant newspapers. The majority of this statutory advertising incorporates notice of: recruitment, public, statutory and Planning notice advertising.
1.3	To ensure appropriate use of the Council's brand and its integrity in all external advertising across all departments, whilst also procuring the best possible advertising rates, this service is best delivered through the Corporate Marketing section in partnership with an external Advertising Agency.
1.4	Newry, Mourne and Down District Council's Departments: Active and Healthy Communities; Corporate Services; Enterprise, Regeneration and Development and Regulatory and Technical Services produce a wide range of materials to promote our services, facilities and attractions.
1.5	Recognising the wide ranging needs of these activities in the organisation, presents issues with corporate standards, use of logos, the need for a coherent and consistent approach to visual communications, overall quality and cost inefficiencies.
1.6	To ensure that resources are used efficiently and provide value for money and to ensure proper use of the Council's brand identity creating a positive image and reputation for the Council, a suitably qualified design consultant/agency is required to undertake this work on behalf of the Council.

2.0	Key Issues:
2.1	Current contracts are subject to renewal at the end of this financial year.
2.2	The value of the contracts will necessitate use of EU procurement practices.
2.3	It is necessary to progress the above tendering projects to ensure delivery of services on 1 April 2018.
3.0	Recommendation:
3.1	The Officer recommends that tender competitions are held for: - the Provision of Advertising Agency Services - the Provision of Corporate Graphic Design Services
4.0	Resource Implications:
4.1	Advertising and Graphic Design expenditure are integral parts of the overall delivery of Service Business Plans; additional funding is not required.
5.0	Equality and Good Relations Implications:
5.1	No equality and good relations implications are anticipated with regard to the proposed recommendation.
6.0	Appendices:
	None.

Report to:	Strategy, Policy and Resources Committee
Date of Meeting:	Thursday 17 August 2017
Subject:	Consultation arrangements with Health and Social Care Trusts
Reporting Officer (Including Job Title):	Liam Hannaway, Chief Executive
Contact Officer (Including Job Title):	Aisling Rennick, Investing for Health Officer

Decisions required:	
To decide the format of consultation arrangements with Southern and South Eastern Health and Social Care Trusts	
1.0	Purpose and Background:
1.1	The Council has approved the following Notice of Motion "That this Council recognises the continuous threats to Health Service provision in Newry, Mourne and Down District and in wishing to address these issues will establish a Health Committee inviting the Health Trusts to Council to discuss health related issues. This Council will also involve local health campaigners to explore health provision issues and concerns."
2.0	
2.1	Following consideration by the Party Representatives Forum the following is proposed in respect of the consultation arrangements with Southern and South Eastern Health and Social Care Trusts. Northern Ireland Ambulance Service will also be invited to attend. The Council hold a Council meeting with the Southern and South Eastern Trusts to discuss issues relating to Health Service provision in the Newry, Mourne and Down District twice yearly. Should a relevant issue arise which requires addressing on an urgent basis, additional meetings may be arranged on an ad hoc basis. The Trust may use these Fora as a means of consultation. Six weeks prior to the quarterly meeting the Southern and South Eastern Health Working Groups will meet to identify issues and concerns. These will be Chaired by the Chair of Council. <u>Southern and South Eastern Health Working Group Terms of Reference</u> Scope 1 To meet six weeks before the Council's Health Consultation meeting to identify issues and concerns regarding Health Services and to formulate relevant questions to be provided to the Trusts three weeks in advance of the Council meeting.

- 2 To communicate the community's views to the Health sector and ensuring this does not conflict with community planning objectives and priorities.
- 3 To provide an environment for a facilitated conversation between the Community and Council in relation to key identified health issues and enable the Trust to consult local health interest groups.
- 4 To assist with the identification and prioritisation of health and wellbeing issues at a district and DEA level to ensure these are fed through to the appropriate community planning structure to enable their inclusion in the area and thematic multiagency action plans.
- 5 To act as an ongoing means of engagement between the Trusts and The Council/community.

Membership

Each Working Group will contain members from all political parties on the basis below:

Sinn Fein	3
SDLP	3
DUP	1
UUP	1
Alliance	1
Independent	1

Plus the Chair of Council who will chair the meetings

Also invited to the Working Group meetings

Downe Community Health Committee
 Daisy Hill Hospital Action Group
 Representatives of the Trades Union in Daisy Hill and Downe Hospitals

Nominations will also be sought for membership from constituted community organisations with an interest in Health Service matters across the District.

The Working Group may also invite other representatives, on an ad hoc basis, where it believes they may have knowledge which may be of value in formulating questions.

These meetings will be supported by officers from Active and Healthy Communities and Community Planning Departments.

Decision Making and Voting

The Working Group should seek to make decisions by agreement and consensus and therefore no voting will take place or be recorded. The Working Group does not have decision making powers. Its purpose is to raise issues and formulate questions to be submitted to the Trusts for Council to raise at its Special Council Meetings with the Trusts.

	Press Invitations to the press shall not be extended to working group meetings but press will be present at the Council Meetings.
3.0	Recommendations:
3.1	Recommend: The Council approve the proposed arrangements for consultation with Southern and South Eastern Health and Social Care Trusts as set out in 2.0 above.
4.0	Resource implications
4.1	Cost to the Council of quarterly meetings
5.0	Equality and good relations implications:
5.1	None if statutory guidance is followed.
6.0	Appendices
	None

Report to:	Strategy Policy and Resources Committee
Date of Meeting:	17 August 2017
Subject:	Allocation of one outstanding Special Responsibility Allowance (SRA)
Reporting Officer (Including Job Title):	Liam Hannaway Chief Executive
Contact Officer (Including Job Title):	Eileen McParland Democratic Services Manager

Matters for consideration:	
To consider recommendation at point 3.1 in relation to arrangements for the allocation of one outstanding SRA payment.	
1.0	Purpose and Background:
1.1	To consider way forward in relation to the allocation of one outstanding SRA allowance for the period 1 June 2017 to date of 2018 Annual Meeting: 31 May 2018.
2.0	Key issues:
2.1	Councillor Ruane is Party Leader of Sinn Fein and also a Member of the Planning Committee.
2.2	Both of these roles are eligible for payment of a SRA and a Council may not pay more than one SRA to any individual Councillor.
2.3	When the same situation occurred in 2015/16 and 2016/17, Council agreed that 50% of the unallocated SRA be paid to the Chair of the Planning Committee, with the remaining 50% being divided among the other positions which receive SRA payments.
3.0	Recommendations:
3.1	In line with arrangements made in 2015/16 and 2016/17, 50% of one unallocated SRA be paid to the Chair of the Planning Committee, with the remaining 50% being divided among the other positions which receive SRA payments and this arrangement be back-dated to 1 June 2017.
4.0	Resource implications
4.1	None, as there is no increase in the overall amount of money being used for payment of SRA's.
5.0	Equality and good relations implications:
5.1	None
6.0	Appendices
	None

Report to:	Strategy Policy and Resources Committee
Date of Meeting:	17 August 2017
Subject:	Local Government Training Group Arrangements and Membership fees
Reporting Officer	Catrina Miskelly Assistant Director Corporate Services (Human Resources)
Contact Officer	Aveen Magorrian, Learning & Development Manager

Decisions required:	
Members of the Committee are asked to note the contents of this report and to support the Local Government Training Group (LGTG) and payment of the membership fees.	
1.0	Purpose and Background:
1.1	The LGTG was originally established in 1993 and reconstituted in 2010, as a Council shared service for learning & development and capacity building and have requested membership fees from Newry, Mourne and Down District Council for the financial year March 2017-March 2018
1.2	The role of the LGTG is 'Promoting or assisting the development of, or providing, facilities for the training of officers; to assist in the identification of training needs; to facilitate the planning, implementation and evaluation of training programmes and to assist in the development and allocation of resources.
1.3	In preparing for the dissolution of the Local Government Staff Commission, Lisburn and Castlereagh City Council (LCCC) has become the host Council for the LGTG.
2.0	Key issues:
2.1	LCCC has requested membership fees of £17,543 for the LGTG for the period 31st March 2017 to 31st March 2018. The outline of this figure was determined by the LGTG board and it is based on the rateable value of Newry, Mourne and Down District Council as a percentage of all 11 councils, applied to the overall agreed cost to run the LGTG over this period.
2.2	As host Council LCCC Core Service Delivery will be the following: Employees –Access to a range of training and development programmes –Organisation development support; –Leadership development support; –Access to the Learning Management System; –Access to the LGTG website and online booking system; –Capacity building for Elected Members; –Quality standards and Accreditation support; (IiP/ Elected Member Development Charter) –Facilitation of the Leadership Academy and the Coaching & Mentoring Programme; –Facilitation of work streams associated with the People & OD Strategy; –Provision of Secretariat support to the LGTG and other relevant groups. Elected Members Specific support for Elected Members includes short course programs including, Chairing skills, Presentation skills, Report Writing, Introduction to LG finance, How to deliver High impact Speeches, Handling the Media with confidence. When run in house, these will receive contribution from the LGTG.

3.0	Recommendations:
3.1	Members of the Committee are asked to support LCCC as host Council for the LGTG and approve the payment of the £17,543 membership fees for March 2017-March 2018.
4.0	Resource Implications
4.1	No specific budgetary provision for these membership fees was made in this year's estimates however, the costs of £17,543 can be met from the existing provision for Corporate Training 2017/2018 within Council due to subsidies that can be reclaimed from the LGTG. Going forward, financial support for membership fees will need to be considered within the estimates process and Council budgets.
5.0	Equality and good relations implications
5.1	Both the Employee Learning and Development Policy and the Elected Member Development Policy take account of equality of opportunity relating to training and this arrangement with the LGTG facilitates this.
6.0	Appendices
	None