

September 2nd, 2020

Notice Of Meeting

You are invited to attend the Strategy Policy and Resources Committee Meeting to be held on **Tuesday, 18th August 2020 at 3:00 pm** in **SKYPE**.

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

Chair: Councillor G Sharvin

Vice Chair: Councillor O Hanlon

Members: Councillor P Brown

Councillor P Byrne

Councillor S Doran

Councillor C Enright

Councillor H Gallagher

Councillor R Howell

Councillor A Lewis

Councillor H McKee

Councillor O Magennis

Councillor D Murphy

Councillor B Ó Muirí

Councillor M Savage

Councillor W Walker




Agenda

1.0 Apologies & Chairperson's Remarks

2.0 Declarations of Interest






Corporate Services

3.0 Revision of Efficiency Working Group

-  *Revision of Efficiency Working Group_.pdf* Page 1
-  *Appendix 1 - EWG revision - diagram.pdf* Page 5
-  *Appendix 2 - NSWG - Agreed ToR.pdf* Page 6


Corporate Planning and Policy

4.0 Draft Disability Action Plan 2020-2023 and Draft Equality Action Plan 2020-2023

-  *Report on Disability and Equality Action Plans 2020-2023 for consideration at August 2020 SPR.pdf* Page 9
-  *Appendix 1 - Draft Disability Action Plan 2020-2023_.pdf* Page 13
-  *Appendix 2 - Draft Equality Action Plan 2020-2023.pdf* Page 30
-  *Appendix 3 - Consultation analysis Disability Action Plan 2020-2023.pdf* Page 44
-  *Appendix 4 - Consultation analysis Equality Action Plan 2020-2023.pdf* Page 55

Democratic Services

5.0 SRA Responsibility Allowances

-  *SRA allowances.pdf* Page 65
-  *SRA 2020-21.pdf* Page 67

Policies

6.0 Conditions of Hire Policy

-  *1 SPR Agenda Item - 18 Aug 2020 - Conditions of Hire Policy - vf.pdf* Page 69
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7.0 Minutes of Newry CCR PB Meeting on 5 May 2020 & 21 May 2020

 *Minutes of Newry CCR PB Meeting - 05.05.2020 - FINAL.pdf* *Page 83*

 *Minutes of Newry CCR PB Meeting - 21.05.2020 FINAL.pdf* *Page 86*

8.0 Communications and Marketing Activities in Response to Covid-19 (April – June 2020)

 *Communications and Marketing Activity in Response to Covid.19 agenda item.pdf* *Page 88*


 *Appendix 1 - Communications and Marketing Quarterly Report in Response to Covid 19 final report.pdf* *Page 91*

9.0 Statutory reporting - Section 75 Policy Screening Report – Quarterly Report for period April – June 2020

 *Statutory reporting - Section 75 Policy Screening Report Quarterly Report for period April June 2020.pdf* *Page 99*

 *Appendix I - Section 75 Quarterly Policy Screening Report April - June 2020.pdf* *Page 101*

10.0 Newry, Mourne and Down District Council Policy Development Framework: A corporate guide to policy development

 *Report on Policy Framework Development for consideration at August 2020 SPR.pdf* *Page 102*

 *Appendix I - NMDDC Policy Development Framework - A corporate guide to policy development.pdf* *Page 105*

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

11.0 Proposed Lease of lands at Kilbroney, Rostrevor

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

 *SPR - August 2020 - Lease of lands at Kilbroney Rostrevor to Kilbroney Centre.pdf* *Not included*

 *Map Proposed Lease Kilbroney C of I Centre.pdf* *Not included*

12.0 Request to surrender Lease in respect of Units 1 and 8 McGrath House, Margaret Street, Newry.

 *SPR - Request to surrender Lease of Unit 1 and 8 McGrath House_.pdf*

Not included

13.0 Resources required for Implementation of NI protocol for EU Exit

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 EU Exit Resources.pdf*

Not included

14.0 St Patrick's Day Event Costs

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

 *4 SPR Agenda Item - 18 Aug 2020 - SPD Event Invoices.pdf*

Not included

15.0 Reopening Museums

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

 *2 SPR Agenda Item - 18 Aug 2020 - Museum reopening.pdf*


Not included

16.0 Mournes Gateway Project – Belfast Region City Deal Outline Business Case

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

 *3 SPR Agenda Item - 18 Aug 2020 - Mournes Gateway OBC.pdf*

Not included

 *Appendix 1 - SPR Agenda Item - 18 Aug 2020 - Mournes Gateway OBC.pdf*

Not included


17.0 Tender for the Council's Statutory Advertising

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.

 **18.08.2020 Tender for Statutory Advertising agenda item.pdf**

Not included

 **18.08.2020 Appendix I Business Case for the Tender for the Councils Statutory Advertising.pdf**

Not included

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

18.0 Newry Leisure Centre – HITT Café License Agreement

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

 **SPR - Newry Leisure Centre HITT Cafe.pdf**

Not included

Invitees

Cllr Terry Andrews

Mr Alan Beggs

Cllr Patrick Brown

Cllr Robert Burgess

Cllr Pete Byrne

Mr Gerard Byrne

Mrs Dorinnia Carville

Cllr charlie casey

Cllr William Clarke

Cllr Dermot Curran

Cllr Laura Devlin

Mr Eoin Devlin

Ms Louise Dillon

Cllr Sean Doran

Cllr Cadogan Enright

Cllr Aoife Finnegan

Cllr Hugh Gallagher

Cllr Mark Gibbons

Cllr Oonagh Hanlon

Cllr Glyn Hanna

Cllr Valerie Harte

Cllr Roisin Howell

Miss Veronica Keegan

Mrs Sheila Kieran

Cllr Mickey Larkin

Cllr Alan Lewis

Mr Michael Lipsett

Mrs Regina Mackin

Cllr Oonagh Magennis

Mr Conor Mallon

Cllr Gavin Malone

Cllr Cathy Mason

Colette McAteer

Cllr Declan McAteer

Cllr Leeanne McEvoy

Cllr Harold McKee

Patricia McKeever

Cllr Karen McKevitt

Cllr Andrew McMurray

Catrina Miskelly

Mr Colin Moffett

Mr Ken Montgomery

Mr Roland Moore
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Cllr Roisin Mulgrew
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Cllr Declan Murphy
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Cllr Barra Ó Muirí
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Mr Fearghal O'Connor
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Linda O'Hare
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Cllr Gerry O'Hare
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Cllr Kathryn Owen
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Mr Andy Patterson
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Colin Quinn
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Cllr Henry Reilly
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Ms Alison Robb
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Cllr Michael Ruane
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Cllr Michael Savage
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Cllr Gareth Sharvin
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Donna Starkey
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Cllr Gary Stokes
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Sarah Taggart
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Paul Tamati
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Cllr David Taylor
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Cllr Jarlath Tinnelly
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Cllr John Trainor
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Cllr William Walker
.....
Mrs Marie Ward
.....

Report to:	Strategy Policy and Resources Committee
Date of Meeting:	18 th August 2020
Subject:	Revision of Efficiency Working Group
Reporting Officer (Including Job Title):	Dorinnia Carville Director of Corporate Services
Contact Officer (Including Job Title):	Dorinnia Carville Director of Corporate Services

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

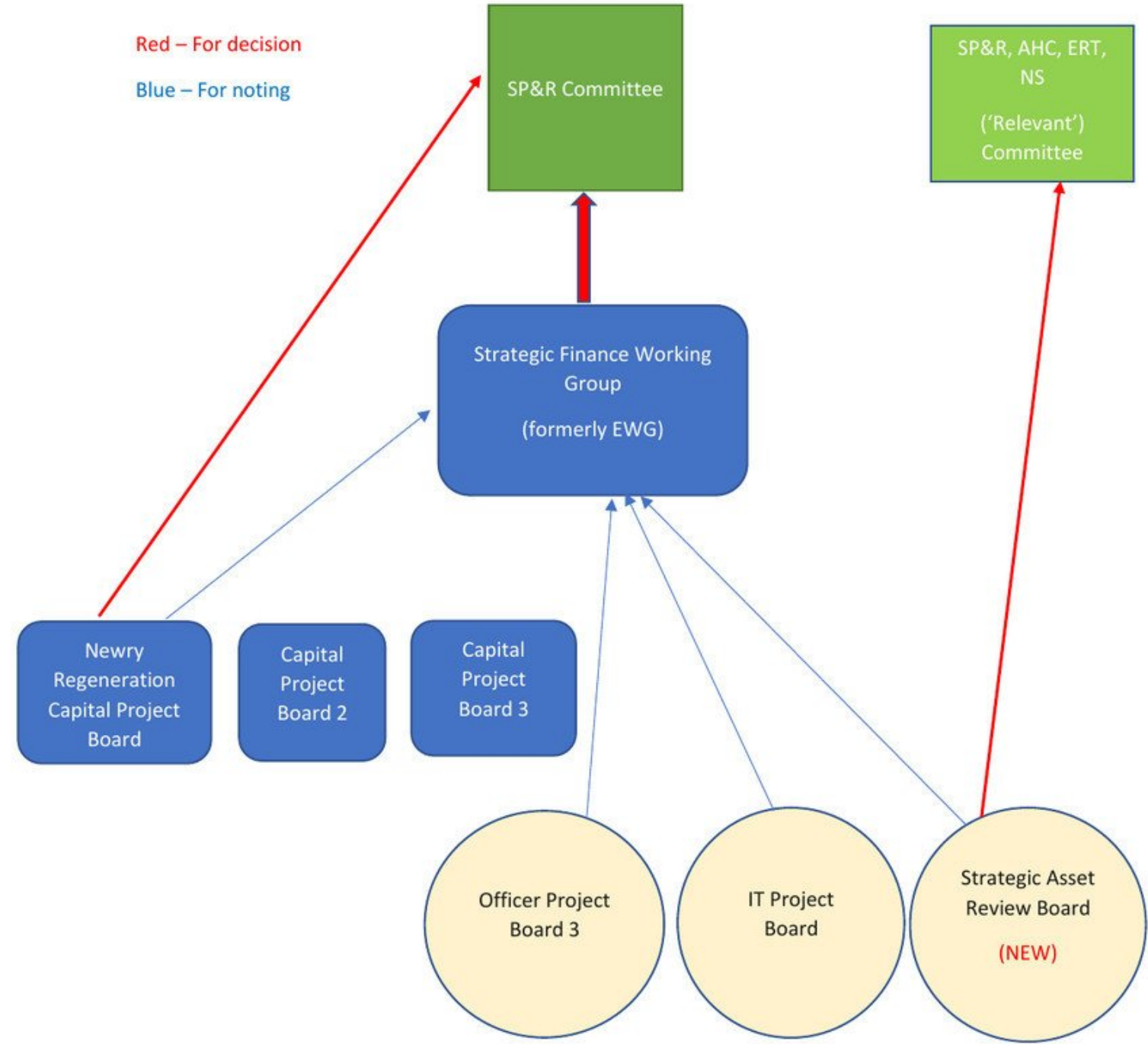
For decision	x	For noting only	
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1.0	Purpose and Background
1.1	<p>The Efficiency Working Group has become a key working group of Council, with the key considerations and deliberations of the rates processes going through this group annually.</p> <p>The group has also had oversight for key efficiency and transformation projects ongoing within Council, as well as responsibility for considering surplus assets of Council as part of Council's Estates Strategy.</p> <p>It is recognised that the work of the EWG has become very important, and the group has grown and strengthened as it has become embedded in Council.</p> <p>The group contains a core membership, with all Councillors invited to attend during the rates process work (typically September to end January each year), and relevant DEA Councillors invited to attend for relevant surplus assets considerations.</p> <p>Issues that have arisen in the past in relation to the EWG are as follows:</p> <ul style="list-style-type: none"> • The work of the group during the year must be clear, focused and well supported by the work of officers. • The core membership needs to be sufficient in number and attend regularly in order to be a key conduit between their relevant party, as applicable, and the workings of the EWG. <p>Members recognise the importance of this work and asked for the membership to be strengthened at the EWG meeting in June 2020.</p> <p>Members recognised during the last rates process the increasing importance of taking a longer-term view of Council's finances when budgeting and determining significant spend. Post COVID 19, this has become of even greater significance and it is now timely for the EWG to consider its workload and be guided on the role and function required of the group in the future.</p> <p>The SP&R Committee has a clearly defined role regarding considering significant Council strategy, policy and resources. Its work is varied and wide in remit and the Committee would benefit from support from a strategic and financially focused working group.</p>

2.0	Key issues
2.1	<p>A review of the EWG has been undertaken and the following is recommended:</p> <p>The EWG should be reconstituted and renamed as the Strategic Finance Working Group (SFWG).</p> <p>The role of the SFWG will be refocused to have a key oversight and monitoring role over strategic finances of Council over the short, medium and long term, to support the decision making of the SP&R Committee, paying particular attention to:</p> <ul style="list-style-type: none"> • The annual budget setting process to support striking an annual rate • A long-term approach to budgeting and rate setting • Oversight of the capital programme of Council, including alignment to Council's strategic objectives as determined by Council's Corporate Plan and other key strategies of Council. • Monitoring significant project and contract spend and understanding its impact on the capital programme. • Considering Council's Estates Strategy, including surplus assets and use of capital receipts, as well as efficient utilisation of Council's estate. • Review and monitoring of key transformational projects within Council which have a significant impact on Council's financial resources. <p>The SFWG will be supported by a number of key officer groups as established within the Council to manage key transformational projects which have a clear financial, efficiency and/ or transformational objective which impacts significantly on the budget and/ or capital programme of Council. (See Appendix 1 for more detail).</p> <p>The SFWG will meet bi-monthly as standard, with scope to call additional meetings as required throughout the year.</p>
2.2	<p>At present a Neighbourhood Services Transformation Group (member group) is in existence. The Neighbourhood Services Transformation Project is clearly focused on efficiency and therefore would be best placed being within the remit of the SFWG, to allow this group to be fully sighted on all significant financial transformation projects of Council. Therefore, it is proposed that the Neighbourhood Services Transformation member group is stood down, and the remit of the group transferring to the SFWG. (See Appendix 2 for Terms of Reference for the Neighbourhood Services Transformation Group)</p>
2.3	<p>Membership of the EWG and NSTG are both the same at present, based on party strength, being 2 Sinn Féin, 2 SDLP, 1 UUP, 1 DUP and 1 Alliance/ Independent.</p> <p>Chairmanship of the EWG has never been firmly established and the new SFWG would benefit from a clearly defined Chair.</p> <p>Furthermore, it is clear that there is merit in having the membership of the SFWG linked to membership of the SP&R committee where it is practical for political parties to do so.</p> <p>It is envisaged that the SFWG will continue to be open to all members to attend, especially encouraged during the meetings focused on rate setting processes.</p>

3.0	Recommendations
3.1	<p>Members are therefore asked to approve:</p> <ol style="list-style-type: none"> 1. The EWG be reconstituted and renamed as the Strategic Finance Working Group (SFWG), with the Terms of Reference for the Group to be determined by the SFWG and agreed by SP&R Committee. 2. Membership of the group be agreed as 2 Sinn Fein, 2 SDLP, 1 UUP, 1 DUP and 1 Alliance/ Independent, with the Chair agreed annually from within the membership. 3. The Neighbourhood Services Transformation Group be stood down, with the SFWG taking on the role performed by this group.
4.0	Resource implications
4.1	Officer and member time.
5.0	Due regard to equality of opportunity and regard to good relations (complete the relevant sections)
5.1	<p><i>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</i></p> <p>It is not anticipated the proposal will have an adverse impact upon equality of opportunity or good relations <input checked="" type="checkbox"/></p>
5.2	<p><i>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</i></p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>The policy (strategy, policy initiative or practice and / or decision) has been equality screened <input type="checkbox"/></p> <p>The policy (strategy, policy initiative or practice and / or decision) will be subject to equality screening prior to implementation <input type="checkbox"/></p>
5.3	<p><i>Proposal initiating consultation</i></p> <p>Consultation will seek the views of those directly affected by the proposal, address barriers for particular Section 75 equality categories to participate and allow adequate time for groups to consult amongst themselves <input type="checkbox"/></p> <p>Consultation period will be 12 weeks <input type="checkbox"/></p> <p>Consultation period will be less than 12 weeks (rationale to be provided) <input type="checkbox"/></p>

	<i>Rationale:</i>
6.0	Due regard to Rural Needs (please tick all that apply)
6.1	<p>Proposal relates to developing, adopting, implementing or revising a policy / strategy / plan / designing and/or delivering a public service</p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>Rural Needs Impact Assessment completed <input type="checkbox"/></p>
7.0	Appendices
	<p>Appendix 1: Strategic Finance Working Group – reporting arrangements diagram</p> <p>Appendix 2: Neighbourhood Services Transformation Group – Terms of Reference</p>
8.0	Background Documents
	None



Neighbourhood Services Transformation Working Group - Terms of Reference

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Neighbourhood Services Transformation Working Group

Document Reference

Version:	1.3 (<u>UPDATED FOR NEIGHBOURHOOD SERVICES COMMITTEE</u>)
Report Status:	<ul style="list-style-type: none"> ▪ Agreed at RTS Committee, 20 September 2018 ▪ Updated for NS Committee, 19 June 2019
Date Issued:	<ul style="list-style-type: none"> ▪ 30 January 2019 (Inaugural Neighbourhood Services Working Group) ▪ 6 June 2019 (Party Representatives' Forum)
Date(s) of Review:	30 June 2020

Neighbourhood Services Transformation Working Group - Terms of Reference

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Purpose

The purpose of the Neighbourhood Services Transformation Working Group (“the Working Group”) is to provide political direction and support to the development and implementation of the Neighbourhood Services Transformation Project.

The Working Group will be responsible to the Neighbourhood Services (NS) Committee for the successful development and implementation of the project and its constituent activities. This Committee is accountable to Full Council.

Scope

The Working Group shall be authorised to and responsible for:

- Providing political direction and support to the implementation of the project, its governance structures, as well as its activities;
- Ensuring the project and its work packages are delivered, and subsequent benefits realised, in accordance with the desired outcomes and objectives of the project;
- Resolving directional issues (i.e. competing aims, competing resources etc.) between in-scope supporting activities;
- Escalating issues, where appropriate, to the Neighbourhood Services (NS) Committee for redress;
- Overseeing the management of the project’s risks;
- Continually monitoring and reviewing the performance of the project (i.e. timetable, cost, quality etc.);
- Overseeing stakeholder communications and engagement; and
- Making recommendations to the Neighbourhood Services (NS) Committee in respect of all aspects to the development, implementation and closure of the project (i.e. project stages, business case approvals, procurement, change requests etc.)

Methodology

The project will be managed in accordance with a recognised project management methodology.

Neighbourhood Services Transformation Working Group - Terms of Reference

8

Membership Arrangements

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

Sinn Fein	To Be Confirmed
SDLP	
UUP	
DUP	
Smaller Parties/Indp	

Appointments to this Working Group shall be made at the Neighbourhood Services Committee meeting immediately following the Annual General Meeting (AGM) of the Council.

The Working Group shall be supported by the Director of Neighbourhood Services, as well as by other senior officials from the Neighbourhood Services Directorate and the Council.

Frequency of Meetings

A schedule of meetings shall be agreed by the Working Group.

Secretarial Support & Project Documentation

Secretarial support shall be provided to the Working Group by the Neighbourhood Services Directorate. This role shall be performed by the Project Manager.

The Project Manager shall also be responsible for maintaining all project documentation relating to all aspects of the project and the operation of the Working Group.

Working Group Reports

The Working Group shall be required to maintain an action sheet (where relevant) for all Meetings and submit them to the Neighbourhood Services (NS) Committee for adoption.

The Working Group shall also receive regular progress reports from the (Officer) Neighbourhood Services Transformation Project Board. These progress reports shall also be tabled at the Council's Efficiencies Working Group (EWG) meetings for noting.

Report to:	Strategy, Policy and Resources Committee
Date of Meeting:	18 August 2020
Subject:	Draft Disability Action Plan 2020-2023 and Draft Equality Action Plan 2020-2023
Reporting Officer (Including Job Title):	Regina Mackin, Assistant Director Corporate Planning and Policy
Contact Officer (Including Job Title):	Colin Moffett, Head of Corporate Policy Suzanne Rice, Corporate Policy and Equality Officer

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

For decision	x	For noting only
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1.0	Purpose and Background
1.1	The purpose of this report is to consider the consultation analyses and approve the draft Disability Action Plan 2020-2023 and draft Equality Action Plan 2020-2023.
1.2	<p>Newry, Mourne and Down District Council is required to produce action plans which detail how Council meets its Disability duties and Equality obligations.</p> <p>The attached draft Disability Action Plan 2020-2023 sets out how Newry, Mourne and Down District Council intends to improve the quality of life for all people with disabilities that live in, work or visit the district.</p> <p>The plan outlines the actions and processes which Council will undertake to ensure issues facing people with disabilities and their carers are effectively mainstreamed with Council decisions and service delivery.</p> <p>The attached draft Equality Action Plan 2020-2023 sets out the Council's commitment to ensuring it fulfils its statutory obligation regarding Section 75 of the Northern Ireland Act 1998.</p> <p>Section 75 (1) states that public authorities in carrying out its functions relating to Northern Ireland have due regard to the need to promote equality of opportunity</p> <ul style="list-style-type: none"> ➤ Between persons of different religious belief, political opinion, racial group, age, material status or sexual orientation; ➤ Between men and women generally; ➤ Between persons with a disability and persons without; and ➤ Between persons with dependents and person without. <p>Section 75 (2) states that public authorities in carrying out its functions relating to Northern Ireland have regard to the desirability of promoting good relations between persons of different religious belief, political opinion and racial groups.</p>

	<p>Following consultation with key stakeholders, a draft Disability Action Plan and a draft Equality Action Plan were prepared. Both documents were subject to a 12-week public consultation. The consultation opened on the 16 January 2020 and closed on the 10 April 2020. An online survey was also provided to assist with the consultation. The consultation was advertised in the local newspapers and on Council's social media channels.</p> <p>There were seven open public consultation meetings arranged, one in each of the District Electoral Areas, as follows:</p> <p>18th of February 2020 at 7pm – Crossmaglen Community Centre 19th of February 2020 at 7pm – Seán Hollywood Arts' Centre, Newry 25th of February 2020 at 7pm – Warrenpoint Town Hall 26th February 2020 at 7pm - Kilkeel Leisure Centre 18th of March 2020 at 7pm – The Lodge Castletwellan 23rd of March 2020 at 7pm - Downpatrick Arts' Centre 24th of March 2020 at 7pm – Market House Ballynahinch</p> <p>Due to the outbreak of the Covid-19 Pandemic and restrictions put in place in March 2020, the decision was taken to cancel the last three public consultation meetings due to take place in Ballynahinch, Castletwellan and Downpatrick. The online survey inviting feedback on the proposed draft Strategy remained open for the full duration.</p> <p>The draft Disability Action Plan and draft Equality Action Plan were considered at the 21 July 2020 meeting of CMT and the 5 August 2020 meeting of SMT.</p>
2.0	Key issues
2.1	<p>24 responses were received for the draft Disability Action Plan. The majority of responses received were extremely positive with consultees agreeing to the themes and actions planned for the next three years.</p> <p>The Equality Commission also provided a written submission detailing their support for the plan. They did seek clarification on the actions outlined within the plan and asked that Council detail the specific duty they related to. The plan has been amended to include this recommendation.</p> <p>13 responses were received for the draft Equality Action Plan. The majority of responses were extremely positive with consultees <i>'agreeing to strongly agreeing'</i> to the principles detailed in the plan.</p>
3.0	Recommendations
3.1	Members are asked to consider the consultation analyses and approve the draft Disability Action Plan 2020-2023 and the draft Equality Action Plan 2020-2023.
4.0	Resource implications
4.1	It is envisaged that the implementation of the actions detailed in the draft Disability Action Plan and draft Equality Action Plan will be met through the allocated Council budgets.
5.0	Due regard to equality of opportunity and regard to good relations (complete the relevant sections)

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

7.0	Appendices
	Appendix 1: Draft Disability Action Plan 2020-2023 Appendix 2: Draft Equality Action Plan 2020-2023 Appendix 3: Consultation analysis – Disability Action Plan 2020-2023 Appendix 4: Consultation analysis – Equality Action Plan 2020-2023
8.0	Background Documents
	None.

Plean Gníomhaíochta um Dhaoine faoi Mhíchumas 2020-2023

Disability Action Plan 2020-2023



Comhairle Ceantair
**an Iúir, Mhúrn
agus an Dúin**

**Newry, Mourne
and Down**
District Council

Corporate Planning and Policy

Foreword

Welcome to the Newry, Mourne and Down District Council's Disability Action Plan for 2020-2023 which sets out how we as a Council intend to improve the quality of life for people with disabilities who live in, work or visit our district.

This is the second Disability Action Plan of Newry, Mourne and Down District Council, and it has been designed to ensure that Council fulfils its statutory obligations in compliance with section 49A of the Disability Discrimination Act 1995 (DDA 1995) (as amended by Article 5 of the Disability Discrimination (Northern Ireland) Order 2006).

The Disability Discrimination Act places duties on public authorities, when carrying out their functions, to have due regard to the need to:

- Promote positive attitudes towards disabled people; and
- Encourage participation by disabled people in public life.

This plan outlines the actions and processes which we as a Council will undertake to ensure issues facing people with disabilities and their carers are effectively mainstreamed within Council decisions and service delivery.

Councillor Laura Devlin

Chair of Newry, Mourne and Down
District Council

Marie Ward

Chief Executive

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1. Introduction

- 1.1 Section 49A of the Disability Discrimination Act 1995 (as amended by the Disability Discrimination (NI) Order 2006 requires the Council in carrying out its functions, to have due regard to the need to:
 - promote positive attitudes towards disabled people; and
 - encourage participation by disabled people in public life.
- 1.2 Under Section 49B of the DDA 1995, Newry, Mourne and Down District Council is also required to submit to the Equality Commission a Disability Action Plan which outlines how Council will fulfil its duties in relations to its functions.
- 1.3 Newry, Mourne and Down District Council's commitment is detailed in the Disability Action Plan in this report.
It outlines the following:
 - the issue to be addressed
 - the outcome wanted
 - the positive action to be undertaken
 - the measure which will determine success
 - the department responsible for addressing the issue and
 - the anticipated timeframe for action

2. The Role of Council and its functions

- 2.1 Newry, Mourne and Down District Council is the third largest Local Government Authority in Northern Ireland. With an electorate of 107,233 it covers south Armagh and parts of County Down. It incorporates two areas of Outstanding Natural Beauty and has an extensive coastline stretching from Strangford Lough to Carlingford Lough, and borders the counties of Louth and Monaghan in the Republic of Ireland.

Newry, Mourne and Down District Council has 41 Elected Members representing the following 7 District Electoral Areas:

- Crotlieve
 - Downpatrick
 - Newry
 - Rowallane
 - Slieve Croob
 - Slieve Gullion
 - The Mourne
- 2.2 Elected Members provide civic and political leadership and oversee the day to day running of the Council, representing the interests of their constituents

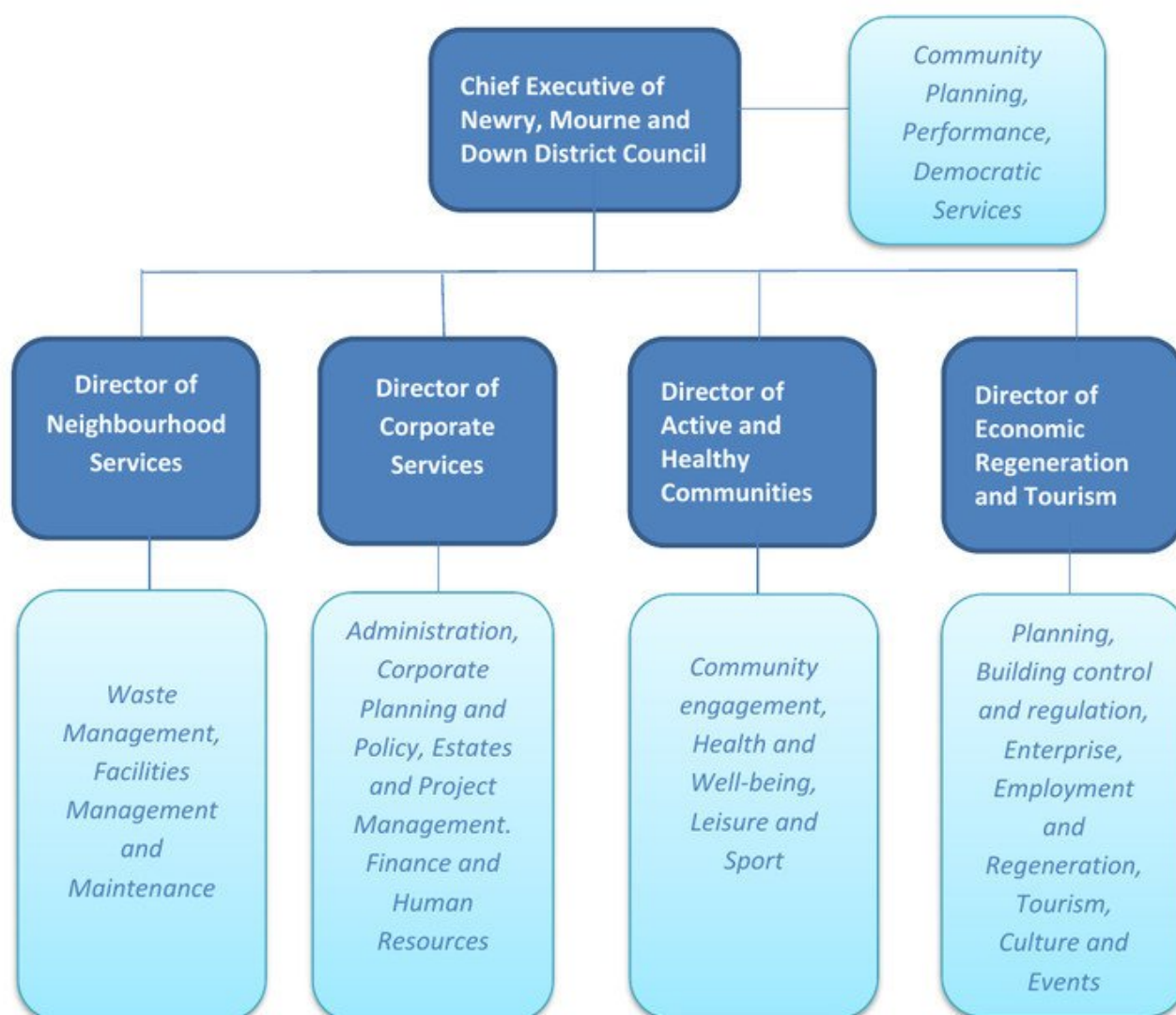
and ensure the views of people across Newry, Mourne and Down are reflected in the Council's decisions and how services are delivered.

- 2.3 In addition to the Council's Monthly meeting, the business of Council is conducted across 4 Directorates and their four committee meetings each month. These directorates are:

- Economic Regeneration and Tourism
- Active and Healthy Communities
- Neighbourhood Services
- Corporate Services

- 2.4 The structure, functions and responsibilities of each directorate are detailed in the following diagram.

1. Council structure



3. Public life positions for which the Council has responsibility

- 3.1 Newry, Mourne and Down District Council has responsibility for a number of public life positions on council committees.

Examples of these include:

- Peace IV Partnership
- District Electoral Area Forums
- LAG Partnership
- Policing and Community Safety Partnership
- Albert Basin Park Task and Finish Working Group

- 3.2 The Council also appoints Elected Members to external organisations.

Examples of these include:

- Strangford Lough and Lecale Partnership
- Warrenpoint Harbour Authority
- APSE NI Executive Board
- Carlingford Lough Commissions Board
- East Border Region Directors 2019-2023

4. The Council's commitment to the effective implementation of the disability action plan

- 4.1 Newry, Mourne and Down District Council is committed to the effective implementation of all aspects of the plan in all parts of the organisation. Overall responsibility for determining policy on how this will be achieved lies with the Elected Members, and with the Chief Executive who will be responsible for the implementation of administrative arrangements to ensure that the Council complies with our disability duties.

- 4.2 As part of its corporate planning process, the Council has identified the promotion of equality of opportunity and incorporating disability duties as part of its corporate plan. These will be reflected at all levels of strategic planning within the Council including individual staff objectives and business plans. Progress on meeting objectives, including those relating to the disability duties will be monitored and reported upon at the most senior level within the organisation. The Corporate Policy and Equality Officer will monitor and report on this annually. A formal report of progress on meeting the objectives relating to the disability duties will be included in the Council's annual report to the Equality Commission for Northern Ireland.

5. Internal Arrangements

- 5.1 Newry, Mourne and Down District Council has 41 Elected Members. They meet monthly in full session and frequently in committees and sub-committees.

- 5.2 The Chief Executive oversees the work of the Council's four Directorates through the Senior Management Team.
- 5.3 The Council is committed to fulfilling the statutory responsibilities contained in its Disability Action Plan in all parts of the organisation. The Council's Corporate Policy Section, located within the Corporate Planning and Policy Department of the Corporate Services Directorate, provides specialist support and advice to Council and Officers on matters relating to the promotion of equality of opportunity and good relations, disability duties, policy development and rural needs. The Corporate Planning and Policy Department is led by the Assistant Director of Corporate Planning and Policy. The Head of Corporate Policy will ensure the implementation of the actions in the Disability Action Plan, and the Corporate Policy and Equality Officer will be the main point of contact.

6. Effective Engagement

- 6.1 Newry, Mourne and Down District Council is committed to engaging effectively with relevant groups in the implementation, monitoring and review of this plan. This will be undertaken through meetings with key stakeholders and advertising through the Council's social media and the local press.

7. Annual Report

- 7.1 The Council will prepare an annual report on the implementation of its Disability Action Plan. The annual report will be included as part of the Council's annual report to the Equality Commission on the implementation of the Equality Scheme. This will be made available on the Council's website.

8. Five Year Review

- 8.1 Newry, Mourne and Down District Council will carry out a five-year review of its plan, in consultation with the Equality Commission for NI.

9. Consultation

- 9.1 Newry, Mourne and Down District Council is committed to carrying out meaningful consultation in the development and review of its Disability Action Plan. Council are keen to bring about change for people with disabilities and their carers by proactively taking measures in response to the disability Duties. Council would therefore like to ensure the involvement of people who have disabilities and those who care for people with a disability in the development of the plan.
- 9.2 Consultation on the Disability Action Plan is on-going via engagement with key stakeholders and service users. Comments and suggestions on the plan are welcomed at any time.

- 9.3 The Council has sought to ensure the involvement of people with disabilities by consulting with representative groups at both regional and local levels, as well as talking to, and meeting with individuals with a disability or carers.
- 9.4 The Council will consult regularly with a range of local and regional groups of people with disabilities and those representing them. This includes Action Mental Health, Employers for Disability NI, IMTAC, Cedar Foundation and Disability Sports NI.
- 9.5 The draft plan will be advertised on the council's website, newspapers and through social media in accordance with the council's policy section where comments will be sought from individuals and organisations.
- 9.6 Barriers to consultation continue to be removed by ensuring accessibility of documents in appropriate formats. To ensure equality of opportunity in accessing information, we provide information in alternative formats on request, where reasonably practicable. Where an exact request cannot be met we will ensure a reasonable alternative is provided. Consideration is given to how best to communicate information to young disabled people as well as considering additional dimensions such as ethnicity, age, gender, sexual orientation and religious belief.

10. Action Measures

- 10.1 Newry, Mourne and Down District Council has completed several actions which positively promote attitudes towards disabled people and encourage their participation in public life. These include:
 - Activity Liaison Officer – Role is to provide participation opportunities for people with disabilities in sport and recreation to include participation in the arts and all other council activities;
 - All interviewers participating in the Council's recruitment and selection process are aware of disability duties;
 - All current and proposed policies are screened in accordance with the Council's Equality Scheme to ensure that they do not have adverse impact on any of the nine equality categories;
 - Appointment of Diversity Champions;
 - Provision of an assisted bin collection.

11. Timeframe for the implementation for the Action Measures

- 11.1 Newry, Mourne and Down District Councils revised Disability Action Plan is for the period 2020 to 2023.

Disability Action Plan					
1. Awareness & Understanding					
ISSUE	OUTCOME	POSITIVE ACTION	MEASURE	RESPONSIBILITY	TIMEFRAME
Disability Awareness and Training	To continue to embed an understanding of the council's duty with regards to Section 49A of the Disability Discrimination Act 1995 (as amended by the) Disability Discrimination (NI) Order 2006	<p>Develop a Disability Awareness training programme for all staff and elected members to ensure that council is aware of its responsibilities under the legislation</p> <p>Examples of training programmes will include:</p> <ul style="list-style-type: none"> Disability Awareness, Autism Friendly, Dementia Friendly, Brian Injury Awareness <p>Continue to provide training on disability duties for officers participating recruitment and selection panels</p>	<p>Number of training sessions/programmes delivered</p> <p>Attendance figures of elected members participating in the Disability Awareness Training</p> <p>Attendance figures of staff participating in the Disability Awareness Training</p> <p>Evaluation and feedback from staff and elected members.</p> <p>Monitor the impact of the training</p>	<p>Corporate Services</p> <ul style="list-style-type: none"> Corporate Policy Learning and Development <p>SMT</p> <p>Chief Executives Department</p>	Ongoing and reviewed annually

		Continue to provide disability awareness induction training to new staff <i>(Relates to both disability duties)</i>	programme on service delivery.		
		All policy makers within Council to take into consideration the disability duties when proposing or revising policy <i>(Relates to disability duty 1)</i>	All new and revised policies will ensure compliance with disability duties.	SMT Council Officers	Ongoing
Engagement					
Issue	Objective	Positive Action	Measure	Responsibility	Timeframe
Engagement	Continue to engage with disability organisations	Corporate Policy to engage organisations and investigate opportunities to undertake collaborative working <i>(Relates to both disability duties)</i>	New initiatives undertaken	Corporate Policy	Ongoing

		Continue to provide employment opportunities/work placements for people with disabilities <i>(Relates to disability duty 2)</i>	Number of people employed	Human Resources	Ongoing
		Continue to engage with organisations on corporate consultations to ensure views of people with disabilities are heard <i>(Relates to disability duty 1)</i>	Number of consultation workshops undertaken	Council Officers	Ongoing
Promotion					
Issue	Objective	Positive Action	Measure	Responsibility	Timescale
Positive Promotion	Raise the profile of Council's Diversity Champions	To undertake a PR campaign internally and externally to promote the role of and assistance given by the Council's Diversity Champions	Number of people who engage with Diversity Champions on issues	Diversity Champions Council staff Elected members	October 2020

		<i>Relates to disability duty 1)</i>			
	Continue to raise awareness and positively promote disability	District Electoral Area Forums to host events supporting residents and organisations <i>(Relates to both disability duties)</i>	Number of events held	DEAs	Ongoing and reviewed annually
		Chairperson of Council continue to support charities as part of their annual programme <i>(Relates to disability duty 1)</i>	Number of charities supported	Chief Executive Office Chairperson	Annually
		Council continue to 'light up' civic buildings on recognised days which support and raise awareness of disability <i>(Relates to disability duty 1)</i>	Number of times civic building is 'lit'	Chief Executive Office	2 events per year
		Continue the Promotion of Newcastle as 'Autism Friendly'	Increase in the number of businesses	Economic Regeneration and Tourism	Ongoing

		<i>(Relates to both disability duties)</i>	signed up to the initiative		
Access					
Issue	Objective	Positive Action	Measure	Responsibility	Timescale
Access to information	Information on council services is accessible to all parts of the community	Production of a corporate 'Making Information Accessible' Guide for staff <i>(Relates to disability duty 1)</i>	Number of council publications available in a variety of formats Number of requests for information in alternative formats	Corporate Policy	June 2021
		'Making Information Accessible' training sessions to be delivered across Council <i>(Relates to disability duty 1)</i>	Number of Council officials participating in 'Making Information Accessible' training sessions	Corporate Policy	October 2021
		Develop the corporate website ensuring it meets all accessibility requirements <i>(Relates to disability duty 1)</i>	Availability of an accessible corporate website	Corporate Services Corporate Communications and Marketing	March 2021

Access to services and facilities	Services and facilities are accessible all parts of the community	Ensuring our new buildings shall be fully compliant with the Building Regulations and DDA compliant <i>(Relates to both disability duties)</i>	Building of a new Civic Centre and new Theatre and Conference Centre in Newry.	Enterprise, Regeneration and Tourism Directorate	March 2023
		Review of council facilities to ensure they are accessible to all members of the community <i>(Relates to both disability duties)</i> Council to meet the requirement of the Equality Commission's 'Every Customer Counts' initiative <i>(Relates to both disability duties)</i>	Percentage of Council owned facilities meeting the requirements of the 'Every Customer Counts' accessibility checklist	All Directorates	March - Annually

		Investigate the possibility of extending the Shop Mobility scheme which currently operates in the Mourne DEA across other towns in the district <i>(Relates to both disability duties)</i>	Numbers of people using service Number of towns introducing the Shop Mobility Scheme	Economic Regeneration and Tourism Directorate Active and Healthy Communities Directorate	Ongoing
		Continue to provide Autism Friendly programmes in Council leisure and community facilities. <i>(Relates to both disability duties)</i>	Number of people participating in programmes and activities.	Active and Healthy Communities	Ongoing
		Review and promote the usage of the Council's Buddy Card Scheme. <i>(Relates to both disability duties)</i>	Number of people availing of initiative	Active and Healthy Communities	September 2021
Complaints	Ensure people with a disability can access the Council's	Provide a range of accessible formats available to make a	Number of complaints	Corporate Services – Administration and Customer Services	Ongoing

	complaints/ comments procedure	complaint re council services <i>(Relates to disability duty 1)</i>	Number of complaints referencing disability issues	Corporate Policy	Annually
Workforce					
Issue	Objective	Positive Action	Measure	Responsibility	Timescale
Workforce diversity	To better understand workforce profile	Investigate the opportunity for engagement between Corporate Policy and HR to develop a Section 75 workforce profile and identify number of employees of Council with disabilities <i>(Relates to disability duty 1)</i>	Relevant section 75 workforce data	Corporate Services – HR and Corporate Policy	December 2020
		Continue to facilitate requests for reasonable adjustments within the workplace <i>(Relates to both disability duties)</i>	Number and type of requests for reasonable adjustments	All Directorates in conjunction with Health & Safety Section	Ongoing

13. How the Disability Action Plan will be published

- 13.1 Following submission to the Equality Commission for Northern Ireland, this plan will be available by contacting:

Suzanne Rice
Corporate Policy and Equality Officer
Newry, Mourne and Down District Council,
Monaghan Row,
Newry
BT35 8DJ
Telephone: 0300 013 2233
suzanne.rice@nmandd.org

The availability of the Disability Action Plan will be advertised in all local papers in the district as well in council's social media, and can be accessed on the Council's website at:

www.newrymournedown.org

- 13.2 In accordance with Council's Equality Scheme, the plan will also be available in alternative formats upon request, where reasonably practicable. Where an exact request cannot be met we will ensure a reasonable alternative is provided.
- 13.3 The Council acknowledge individuals may experience different barriers according to their impairment, and through our ongoing work with people with disabilities, representative groups and carers will ensure appropriate ways to communicate the Plan.
- 13.4 The Plan will be highlighted through press releases, on social media, through email and meeting directly with disability organisations, representative groups and individuals.
- 13.5 In accordance with the Council's Bilingualism Policy, the Plan will be available in the Irish Language upon request. Consideration will also be given to requests to produce the Plan for people who speak a minority language.
- 13.6 In addition, employees will be made aware of the Disability Action Plan and how their duties and responsibilities assist the Council meet its obligations.

Plean Gníomhaíochta um Chomhionannas 2020-2023
Equality Action Plan 2020-2023



Comhairle Ceantair
**an Iúir, Mhúrn
agus an Dúin**

**Newry, Mourne
and Down**
District Council

Foreword

Welcome to the Newry, Mourne and Down District Council’s Equality Action Plan 2020-2023. This plan sets out the Council’s commitment to ensuring it fulfils its statutory obligation regarding Section 75 of the Northern Ireland Act 1998.

Section 75 of the Northern Ireland Act 1998

Section 75 (1) states that public authorities in carrying out its functions relating to Northern Ireland have due regard to the need to promote equality of opportunity

- Between persons of different religious belief, political opinion, racial group, age, material status or sexual orientation;
- Between men and women generally;
- Between persons with a disability and persons without; and
- Between persons with dependents and person without.

Section 75 (2) states that public authorities in carrying out its functions relation to Northern Ireland have regard to the desirability of promoting good relations between persons of different religious belief, political opinion and racial groups.

Newry, Mourne and Down District Council is committed to the fulfilment of its Equality duties in all parts of its organisation and this action plan sets out how it intends to do so.

Councillor Laura Devlin
Chairperson of Newry, Mourne
and Down District Council

Marie Ward
Chief Executive of Newry,
Mourne and Down District Council

Equality and Diversity Framework

The Equality and Diversity Framework details Newry, Mourne and Down District Councils statement of intent and approach to ensure equality and diversity is delivered across Council.

The framework outlines 5 key principles which assists Council to meet its equality and diversity obligations.

The 5 principles are as follows:

Principle 1: Ensuring we work in a non- discriminatory environment, promote equality, and model best practice in equality and good relations

It is everyone's responsibility to:

- Treat everyone equality and with dignity and respect
- Think about how our actions affect others
- Help people change for the better through example by challenging unacceptable behaviour and language
- Be knowledgeable by taking personal responsibility for training around equality and diversity and good relations (mandatory training for all elected members, Council staff and managers in place)

Principle 2: Ensuring all our decisions are based on evidence to assess the likely impact of a policy on the promotion of equality of opportunity and good relations

We will:

- Ensure that all policies, projects and programmes of work are screened and where appropriate, impact assessed
- Publish all screening outcomes including any mitigation or alternative policies considered
- Involve the customers of the council, trade unions, business sector and voluntary and community sector on an on- basis to assist us in the review and development of existing and new policies

Principle 3: Providing access to services, facilities and information

We will take steps to improve access to services, facilities and information and to be open about what we can and cannot do:

We will:

- Involve customers and stakeholders in the design, prioritisation and review of services

- Monitor and review services regularly to identify any under-representation or discrimination
- Make sure information is accessible using Plain English and other accessibility standards
- Provide alternative formats, translations and interpreters when needed
- Make sure buildings are accessible and welcoming to all
- Make sure meetings and events are easy to access

Principle 4: Recruiting and employing people fairly

The Council will make sure that we provide equality of opportunity to all in employment.

We will:

- Use non- discriminatory job criteria
- Take positive action to ensure a diverse workforce
- Apply fair selection procedures
- Monitor and review employment practice
- Make reasonable adjustments
- Support staff through appropriate networks

Principle 5: Responding to and learning from complaints and incidents in a positive and proactive way

Everyone has a right to complain about discrimination and harassment in good faith, without being victimised at any time.

We will:

- Handle complaints and grievances properly
- Resolve matters positively
- Respond to incidents of prejudice or hate crime

3 Equality Action Plan					
Principle 1: Ensuring we work in a non – discriminatory environment, promote equality and model of best practice in equality and good relations					
Issue	Objective	Positive Action	Measure	Responsibility	Timeframe
Equality of Opportunity and Good Relations Statutory Duty Compliance	To continue to develop an understanding of the council's duty to promote Equality of Opportunity and Good Relations	<p>Develop an Equality and Good Relations training programme for staff and elected members to embed an Equality and Good Relations culture and ethos across the organisation</p> <p>Examples of training programmes will include:</p> <ul style="list-style-type: none"> - Equality Screening, - Policy Development, - Cultural Awareness, - Every Customer Counts, - Rural Needs, - Disability Awareness 	<p>Number of training sessions/programmes delivered.</p> <p>Attendance figures of elected members participating in Equality and Good Relations training programmes</p> <p>Attendance figures of staff participating in Equality and Good Relations training programmes</p> <p>Evaluation and feedback from staff and elected members</p>	<p>Corporate Services</p> <ul style="list-style-type: none"> - Corporate Policy - Learning and Development 	April 2020-March 2023

		To integrate objectives and targets relating to the Section 75 statutory duties into Council's strategic and operational business plans.	Council has considered all s75 categories in the development of Corporate Strategic and Operational business plans Review of Corporate Reporting template which will map Officers consideration of Section 75 in Council decision making	Chief Executive Office / Corporate Planning and Policy Corporate Policy	Ongoing Annually
		To continue to utilise the Equality and Good Relations Reference Group as a discussion forum for elected members to address contentious and sensitive issues	Number of meetings of the Councillors' Equality and Good Relations Reference Group held	Corporate Policy	Ongoing
		Information on Equality and Good Relations for new staff	Number of induction sessions held	Corporate Policy	Ongoing

		Council continue to 'light up' civic buildings on recognised days which support and raise awareness of disability	Number of times civic building is 'lit'	Chief Executive Office	2 events per year
		To undertake a PR campaign internally and externally to promote the role of and assistance given by the Council's Diversity Champions	Number of people who engage with Diversity Champions on issues	Corporate Policy	October 2020
		Implementation of the Council's Good Relations Action Plan	<p>Number of participants in Good Relations funded programmes</p> <p>Quarterly and annual reports to The Executive Office</p> <p>Number of people accessing the services of the Ethnic Minority Support Centre</p>	Active and Healthy Communities	Ongoing

Principle 2 Ensuring all our decisions are based on evidence to assess the likely impact of a policy on the promotion of equality and good relations					
Issue	Objective	Positive Action	Measure	Responsibility	Timeframe
Equality Screening	To ensure that all policies and procedures are equality screened, i.e. to assess the likely impact of the policy on the promotion of Equality of Opportunity and/or Good Relations	All current and new policies are screened before council approval and implementation	Quarterly policy screening reports tabled at SPR Committee Annual report produced for Equality Commission NI Reports uploaded to council website and forwarded to equality consultee listing	Relevant officers	Ongoing
		Training provided for staff on the policy screening process	Number of screening training sessions provided per year	Corporate Policy	October 2020 March 2022

		To review Council's Policy Development Framework	Production of a Policy Development Guide	Corporate Policy	June 2020
Effective Consultation	To embed Council's Consultation & Engagement Framework	Continue to promote and raise awareness of the Councils Corporate Consultation and Engagement toolkit within Council	Number of times the toolkit is accessed by Officers	Corporate Planning and Policy	Ongoing
		Provide training to employees on the Corporate Consultation and Engagement toolkit	Number of training sessions delivered Number of staff in attendance at training	Corporate Planning and Policy	February 2021
		Continue to utilise the mechanism created to record corporate consultation	Number of consultations Type of consultation	Chief Executive Office Corporate Policy	Ongoing
		Review and update Equality consultee list annually		Corporate Policy	September (annually)

Principle 3 Providing access to services, facilities and information					
Issue	Objective	Positive Action	Measure	Responsibility	Timescale
Monitoring	To have relevant Section 75 data available	Each service to introduce a system to gather relevant Section 75 data Engagement between Corporate Policy officials and relevant directorates to identify gaps in monitoring information	Appropriate and relevant up to date data available to determine effectiveness of service provision	Corporate Policy / All Directorates	Ongoing
Access to information	Information on council services is accessible to all parts of the community	Production of a corporate 'Making Information Accessible' Guide for staff	Number of council publications available in a variety of formats Number of requests for information in alternative formats	Corporate Policy	June 2021
		'Making Information Accessible' training sessions to be delivered across Council	Number of Council officials participating in 'Making Information Accessible' training sessions	Corporate Policy	October 2021

		Develop the corporate website ensuring it meets all accessibility requirements	Availability of an accessible corporate website	Corporate Services - Corporate Communications and Marketing	March 2021
Access to services and facilities	Services and facilities are accessible all parts of the community	Review of council facilities to ensure they are accessible to all members of the community Council to sign up to the Equality Commissions 'Every Customer Counts' Charter	Percentage of Council owned facilities meeting the requirements of the 'Every Customer Counts' accessibility checklist	All Directorates	March (annually)
		Investigate the possibility of extending the Shop Mobility scheme which currently operates in the Mourne DEA across other towns in the district	Numbers of people using service Number of towns introducing the Shop Mobility Scheme	Economic Regeneration and Tourism Directorate / Active and Healthy Communities Directorate	Ongoing

Principle 4 Recruiting and employing people fairly					
Issue	Objective	Positive Action	Measure	Responsibility	Timescale
Workforce diversity	To ensure that Council provides Equality of Opportunity to all in employment	Integration of Section 75 statutory duties within job descriptions		Corporate Services - HR	Ongoing
		Workforce monitoring related to Article 55 Reviews	Submission of three yearly Article 55 Report to ECNI	Corporate Services - HR	Ongoing / Submission of report every 3 years
		Engagement between Corporate Policy and HR to develop a Section 75 workforce profile and identify under representation of Section 75 categories within workplace	Relevant section 75 workforce data	Corporate Services – HR and Corporate Policy	December 2020
		Continue to facilitate requests for reasonable adjustments within the workplace	Number and type of requests for reasonable adjustments	All Directorates in conjunction with Health & Safety Section	Ongoing

Principle 5 Responding to and learning from complaints and incidents in a positive and proactive way					
Issue	Objective	Positive Action	Measure	Responsibility	Timescale
Support, advice, guidance and assistance	Complaints are addressed in a positive manner and realistic timeframe	Implementation of Council's Complaint Processes	Number of complaints	Corporate Services – Administration and Customer Services	Ongoing
			Number of Section 75 complaints	Corporate Policy	Annually
	Ensure people with a disability can access the Council's complaints/ comments procedure	Provide a range of accessible formats for people to forward complaints/comments to Council	Number of requests for accessible formats	Corporate Services – Administration and Customer Services Corporate Policy	Ongoing

4 How the Equality Action Plan will be published

Following consultation and submission to the Equality Commission for Northern Ireland, this plan will be available by contacting:

Suzanne Rice
Corporate Policy and Equality Officer
Newry, Mourne and Down District Council
Monaghan Row,
Newry
BT35 8DJ

Telephone: 0300 013 2233

suzanne.rice@nmandd.org

The plan will be available in alternative formats upon request.

Disability Action Plan 2020-2023 – Survey Analysis

This report presents the findings from a 12-week survey of the Draft Disability Action Plan 2020-2023 which opened on the 16 January 2020 and closed on the 10 April 2020. This survey was conducted on-line via the Newry, Mourne and Down Council website and publicised through all Councils' social media channels.

A total of 24 respondents undertook the on-line survey however not all completed the survey in its totality and therefore each part of the survey was analysed based on the number of participative respondents.

Council also received a written submission from the Equality Commission for Northern Ireland.

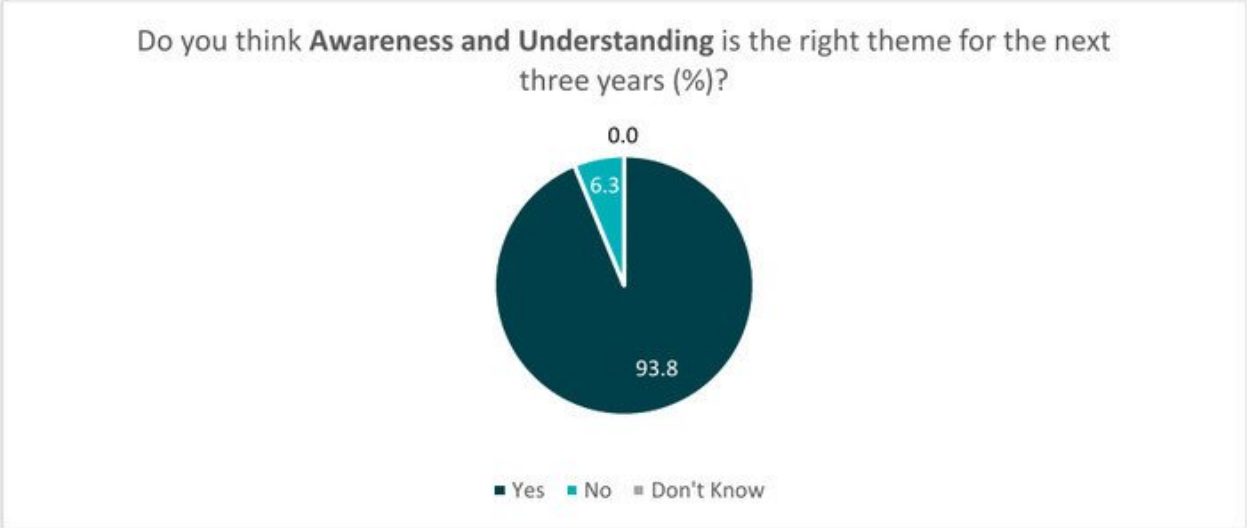
The report is broken down into 5 parts based on the five themes identified in the draft Disability Action Plan 2020-2023 along with their accompanying issues and positive actions. Each respondent was asked whether they thought each of the themes was the right one for the 3-year life span of the action plan and if they agreed with the issues and actions under each theme.

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

Theme 1

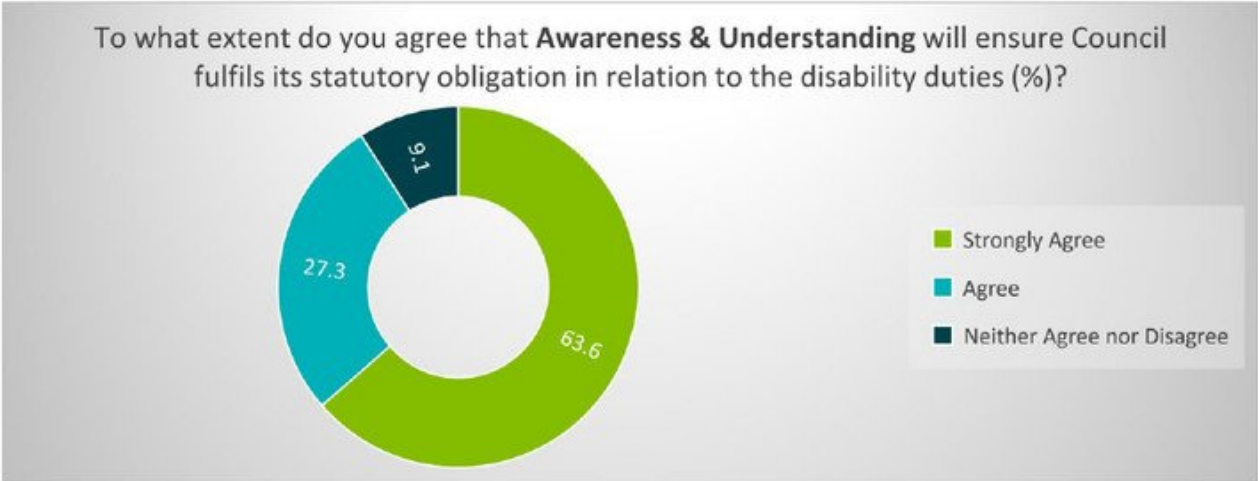
Theme one is “*Awareness and Understanding.*” The survey asked whether this theme is the right one to include for the next three years.

A total of 16 respondents answered this question with the results graphed below.



Analysis shows that the majority of respondents believe that Awareness & Understanding is the right theme for the next three years.

Respondents were also asked whether they agree with the issues and positive actions that would be used to support the delivery of this theme, with analysis of responses graphed below¹.



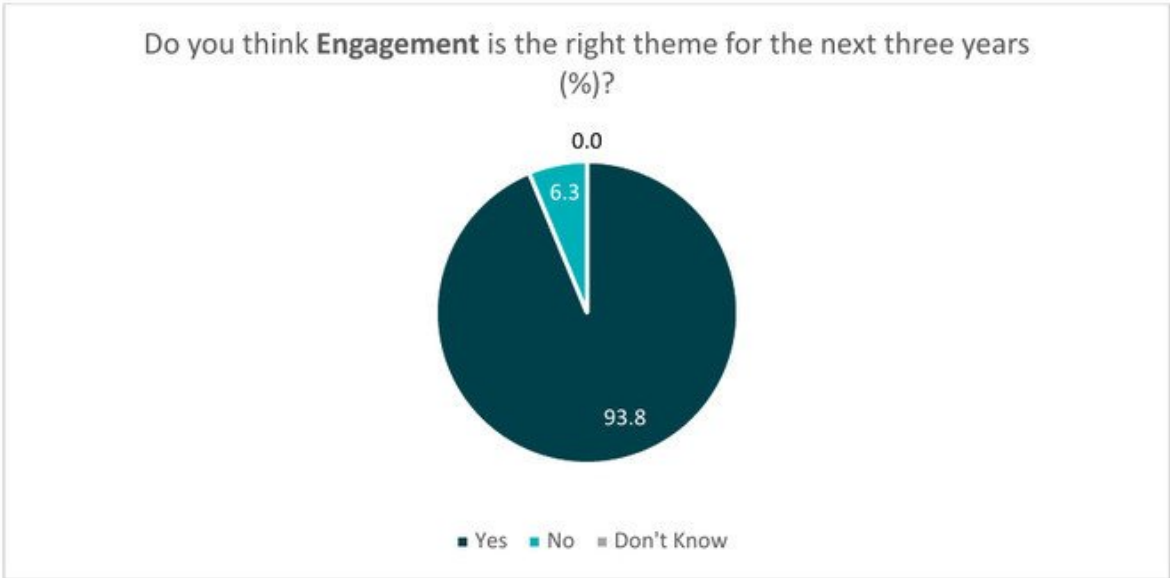
A total of 11 respondents answered this question with over 90% agreeing or strongly agreeing that the issues and positive actions set out under the theme of Engagement in the action plan would ensure Council fulfils its statutory obligation in relation to the disability duties.

¹ A full list of all the issues and positive actions pertaining to each theme is available in the Draft Disability Action Plan 2020-2023

Theme 2

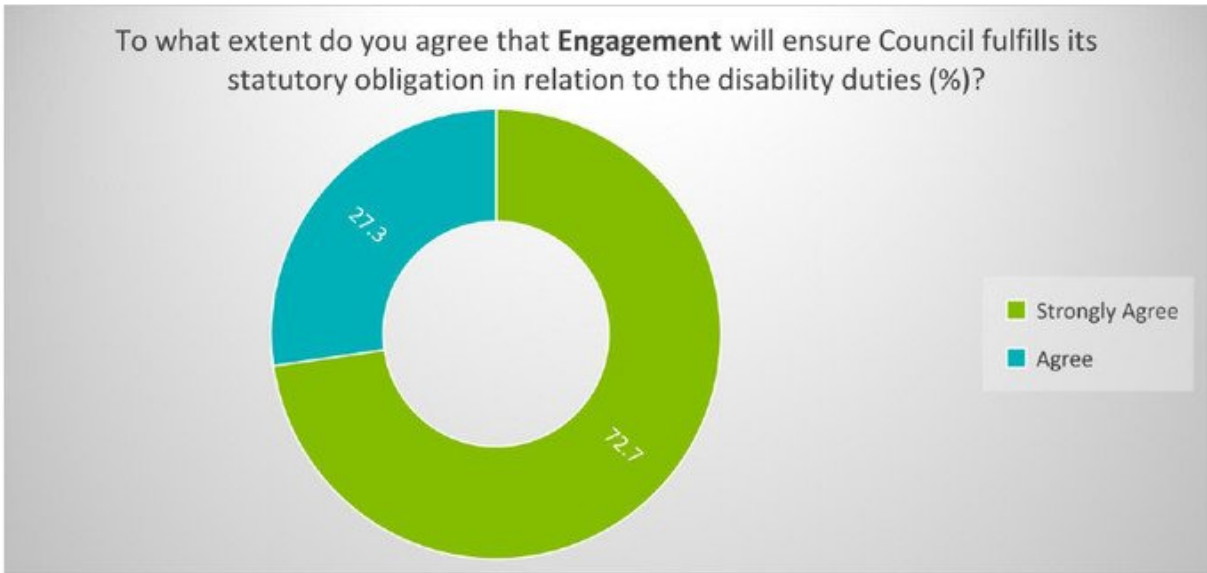
Theme two is “*Engagement.*” The survey asked whether this theme is the right one to include for the next three years.

A total of 16 respondents answered this question with the results graphed below.



Analysis indicates that the majority of respondents believe that Engagement is the right theme for the next three years.

Respondents were also asked whether they agreed with the issues and positive actions under Theme 2, with the results detailed in the graph below.

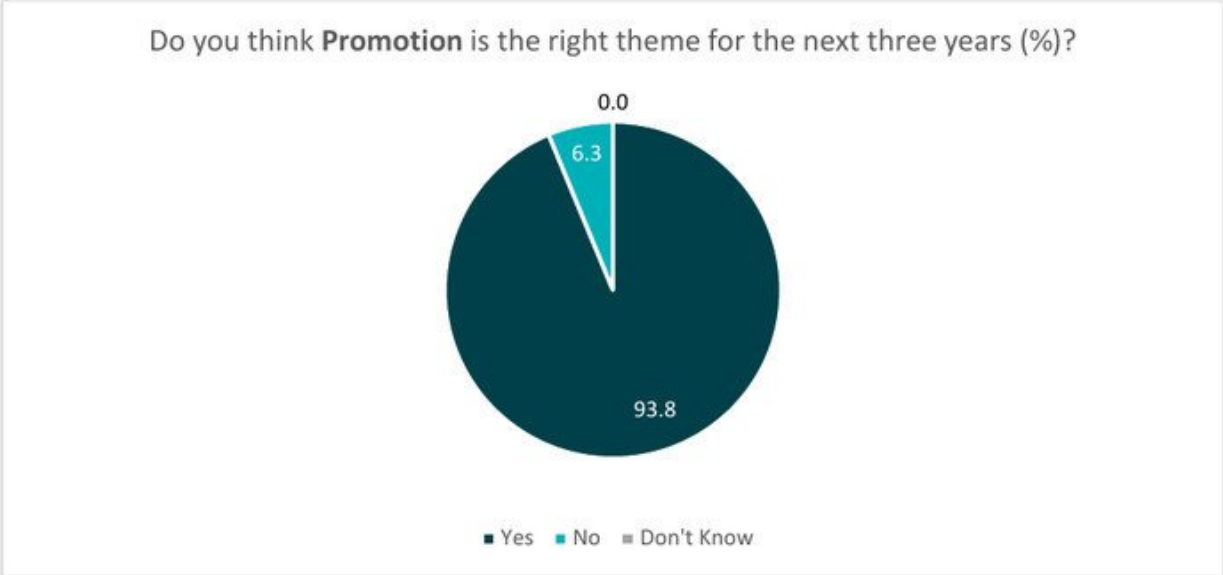


Analysis shows that all 11 respondents agreed or strongly agreed that the issues and positive actions set out under the theme of Engagement in the action plan would ensure Council fulfils its statutory obligation in relation to the disability duties.

Theme 3

Theme three is “Promotion.” The survey asked whether this theme is the right one to include for the next three years.

A total of 16 respondents answered this question with the results graphed below.



Analysis indicates that the majority of respondents believe that Promotion is the right theme for the next three years.

Respondents were also asked whether they agreed with the issues and positive actions under Theme 3, with the results detailed in the graph below.

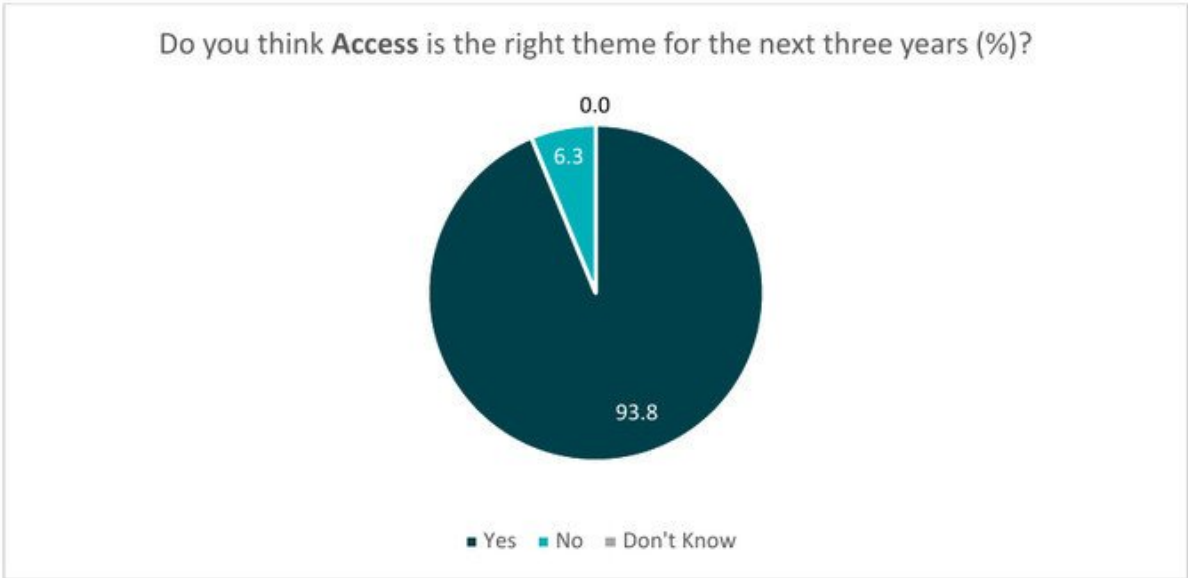


A total of 11 respondents answered this question with all agreeing or strongly agreeing that the issues and positive actions set out under the theme of Promotion in the action plan would ensure Council fulfils its statutory obligation in relation to the disability duties.

Theme 4

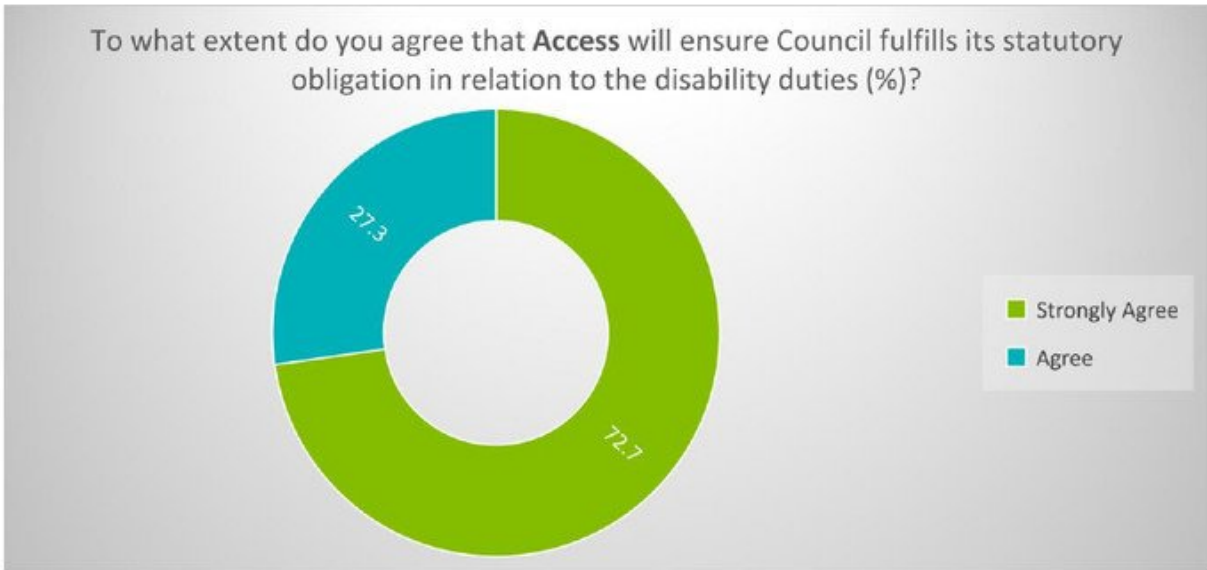
Theme four is "Access." The survey asked whether this theme is the right one to include for the next three years.

A total of 16 respondents answered this question with the results graphed below.



Analysis indicates that all but 1 respondent believes that Access is the right theme for the next three years.

Respondents were also asked whether they agreed with the issues and positive actions under Theme 4, with the results detailed in the graph below.

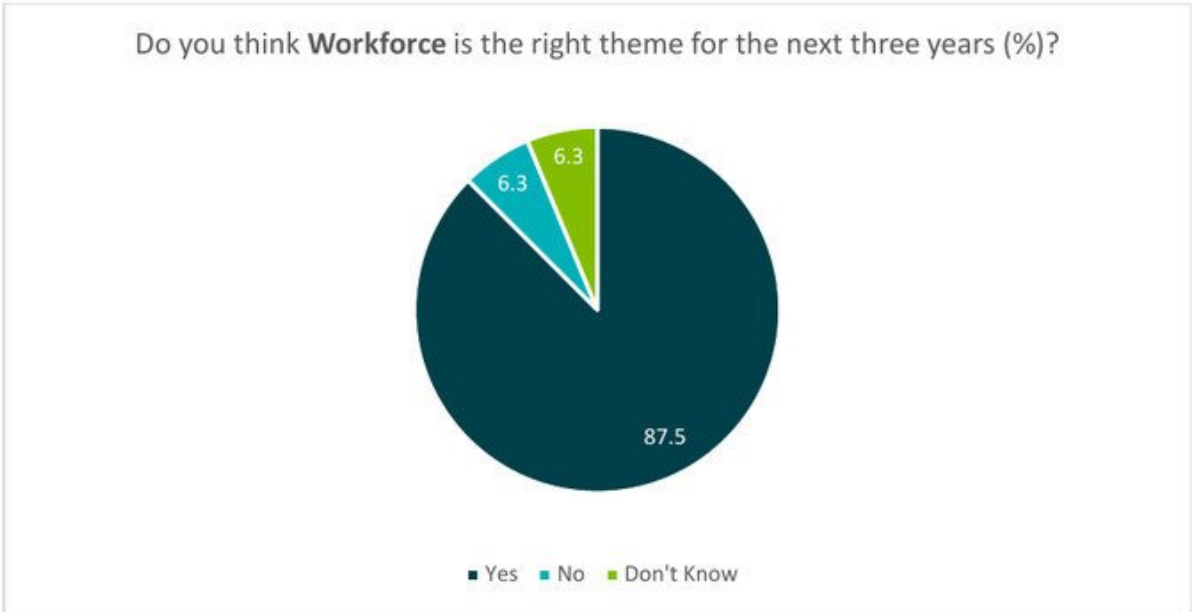


A total of 11 respondents answered this question with all agreeing or strongly agreeing that the issues and positive actions set out under the theme of Access in the action plan would ensure Council fulfils its statutory obligation in relation to the disability duties.

Theme 5

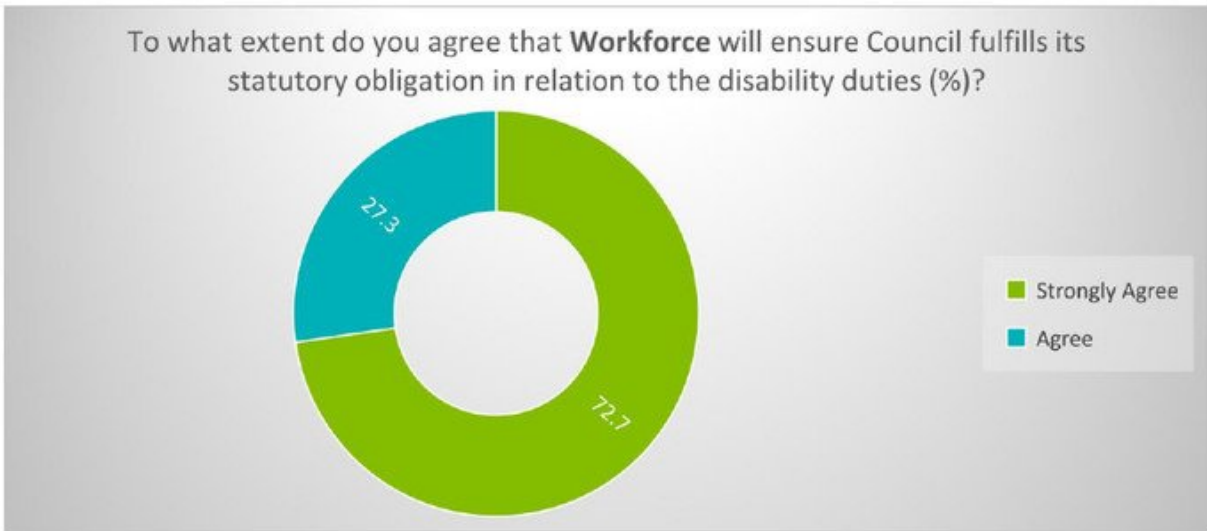
Theme five is “*Workforce.*” The survey asked whether this theme is the right one to include for the next three years.

A total of 16 respondents answered this question with the results graphed below.



Analysis shows that most respondents believe that Workforce is the right theme for the next three years.

Respondents were also asked whether they agreed with the issues and positive actions under Theme 5, with the results detailed in the graph below.

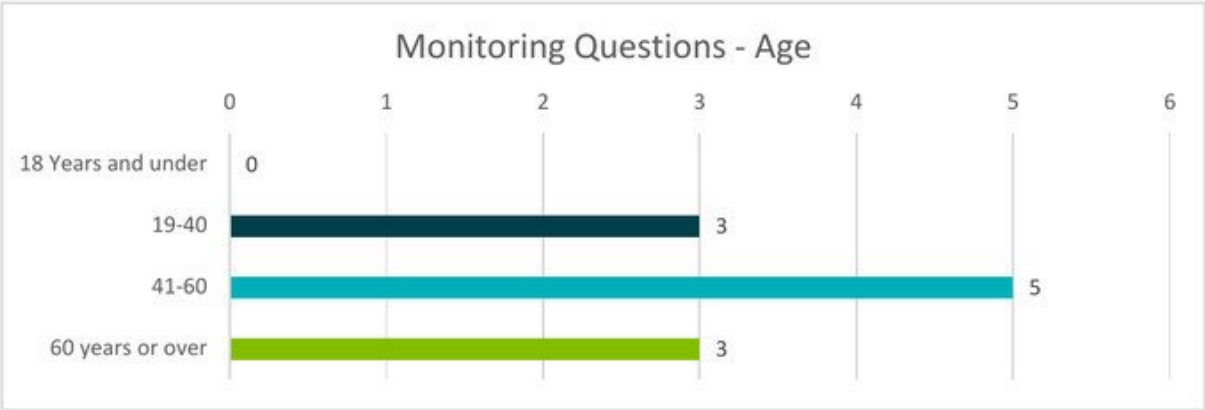


A total of 11 respondents answered this question with all agreeing or strongly agreeing that the issues and positive actions set out under the theme of Workforce in the action plan would ensure Council fulfils its statutory obligation in relation to the disability duties.

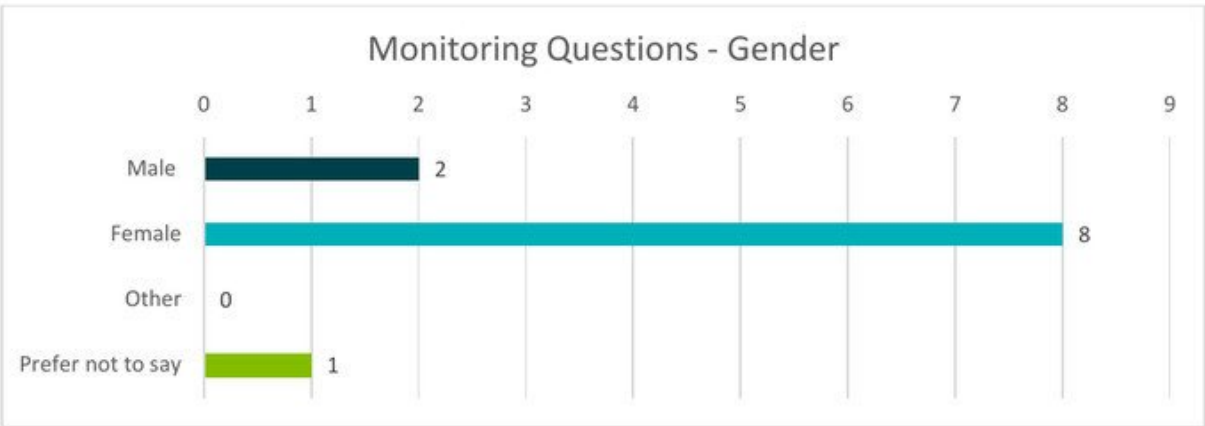
Appendix 1 – Monitoring Questions

Of the 24 respondents who undertook the survey,12 completed the monitoring questions although some did not fully complete the full suite of questions. All the inputted information is detailed in the graphs below.

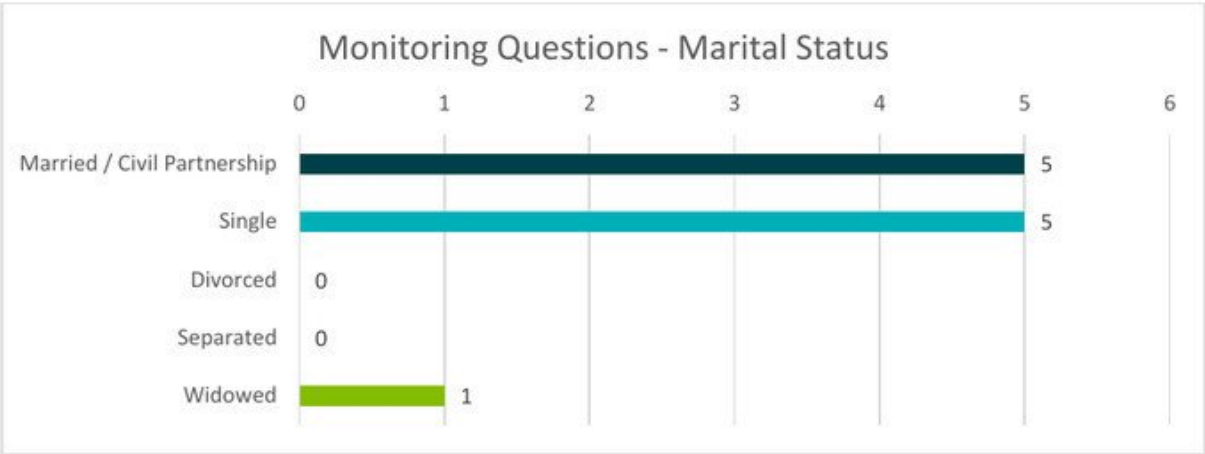
Age:



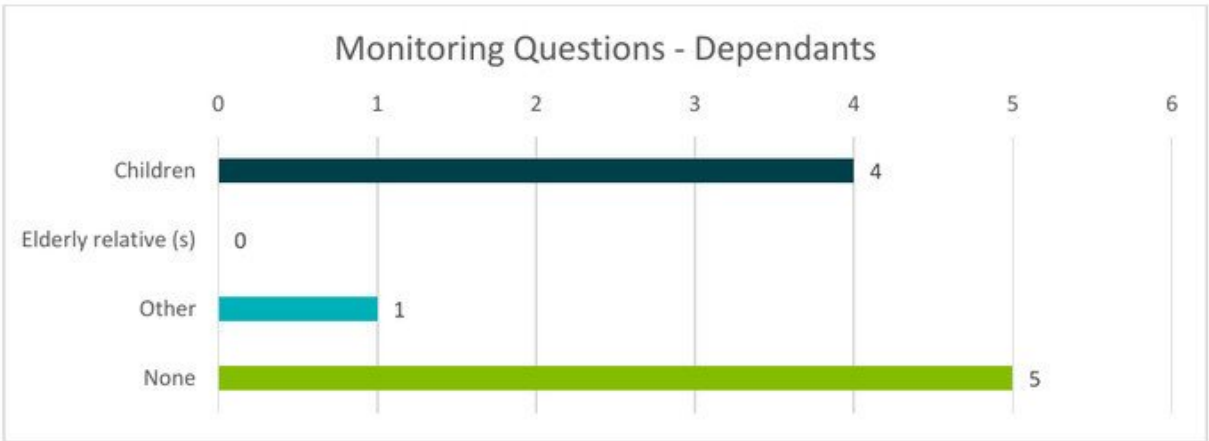
Gender:



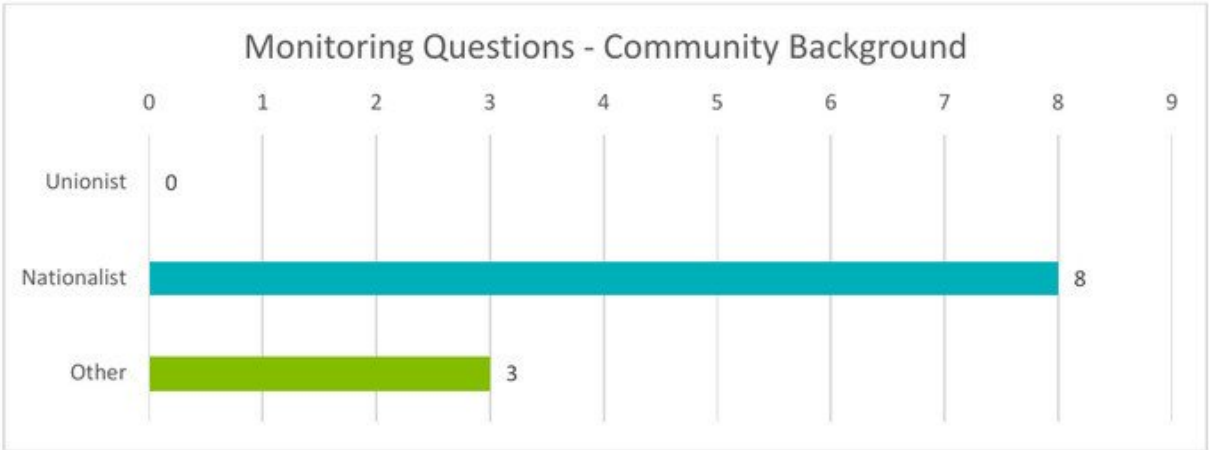
Marital Status:



Dependants:



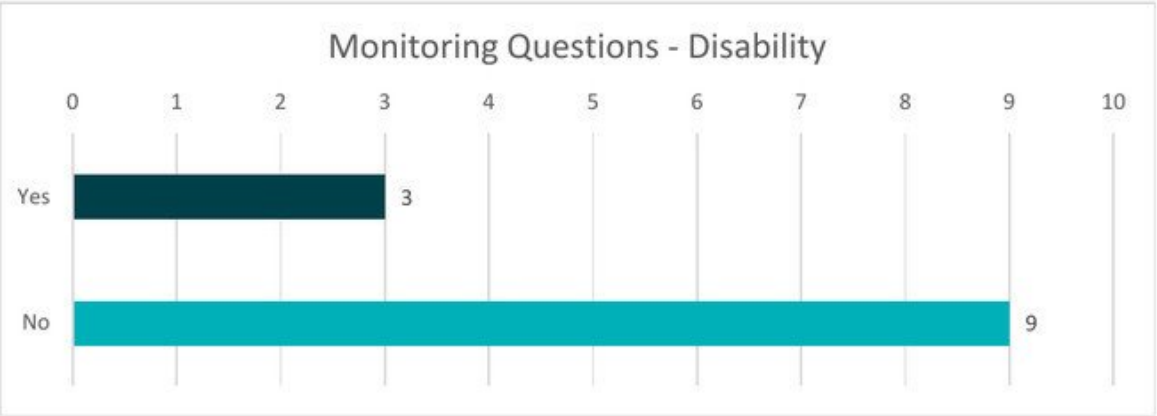
Community Background:



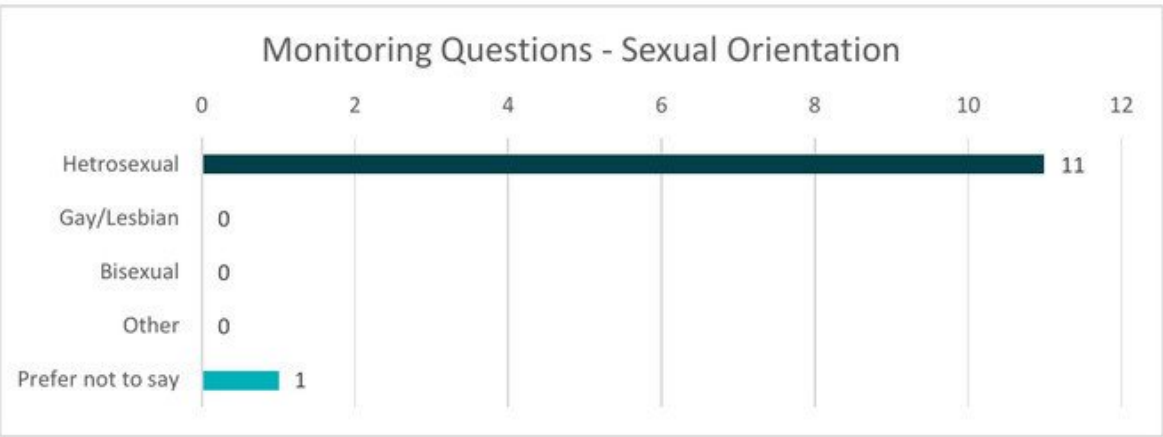
Disability:

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

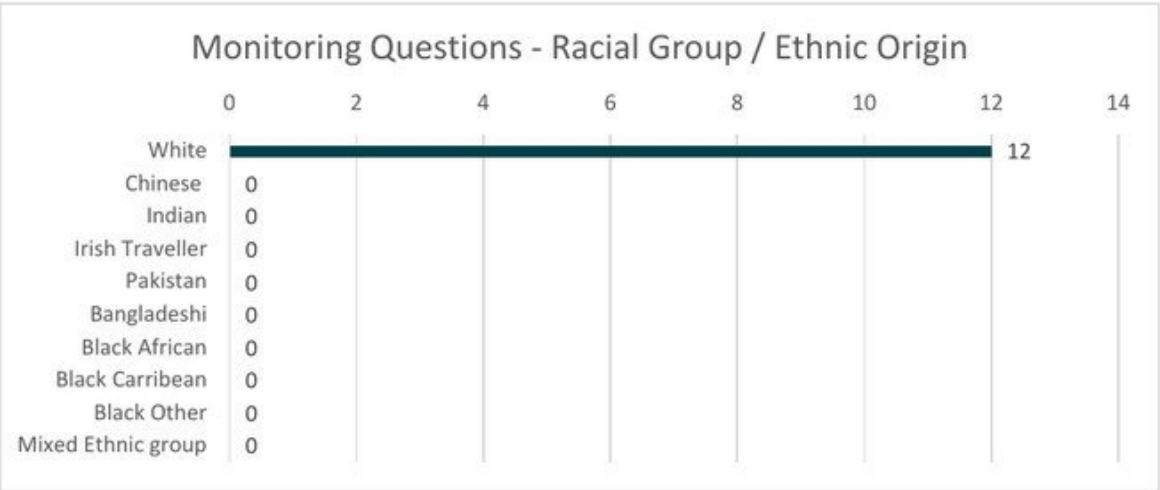
Do you meet (or have you in the past, met) this definition?



Sexual Orientation:



Racial Group / Ethnic Origin:



Appendix 2 – Comments / Suggestions / Council response, recommendations and actions

Themes:

- I am delighted to see such positive measures being made for the most vulnerable in our society. I look forward to reading the progress reports posted on the website.
- Plan should include more practical strategies such as accessibility to council run facilities ie public toilets

Issues and Positive Actions:

- We welcome the commitment to accessible information contained in the plan.
- For Access perhaps awareness sessions should be built into the plan. The ideas for improving access to information look very good, however the general public will need to be made aware of changes / increased opportunity for accessing information.
- More opportunities are needed for safe places where people with physical and mental health issues can be used as therapy eg social farms similar to hilltown, organisations like special olympics and gateway club. In particular could the council work with the SH&SS to investigate the worthiness on animal therapy courses for mental. Eg equine therapy, etc Engagement with local sports clubs to enhance their offerings to people with mental health to aid their recovery and social inclusion. Discreet non competitive tournaments in the DEA on a quarterly basis.
- Respondent acknowledges the effort made by Newry, Mourne and Down District Council to achieve outcomes in relation to the disability duties. In terms of the consultation the respondent recommends that the Council considers our main recommendations as follows:
 - ✓ Ensure as much as possible that **performance indicators** are clear and measurable and demonstrate how actions and intended outcomes are relevant to the disability duties.
 - ✓ Review measures to **ensure that actions go beyond what the Newry, Mourne and Down District Council is already required to do under the DDA** Part II employment and Part III access to Goods, Facilities and Services.
 - ✓ Ensure that the Disability Action Plan sets out clearly which of the two Disability Duties individual actions are intended to address.
 - ✓ The Council should consider providing **more detail on individual actions** to enable stakeholders to fully understand the work that it is engaged in with regard to the disability duties.

- ✓ It is important that individual ***actions are clearly defined in order that monitoring*** can effectively measure the impact that individual actions have and enable adjustments to be made where necessary. Clear targets can encourage staff at all organisational levels within a public authority to take ownership and allocate resources appropriately.

Council response:

- The draft Disability Action Plan details positive actions which outlines the Council's commitment to training, awareness raising and access to information, services and facilities.
- Council will update the plan sets out clearly which of the two Disability Duties individual actions are intended to address.

Recommendation:

- To update the plan to sets out clearly which of the two Disability Duties individual actions are intended to address.

To be actioned:

- Update the Disability Action Plan to set out how the positive actions relate to the two Disability Duties.

Equality Action Plan 2020 – 2023 – Survey Analysis

This report presents the findings from a 12-week survey of the Draft Equality Action Plan 2020-2023 which opened on the 16 January 2020 and closed on the 10 April 2020. This survey was conducted on-line via the Newry, Mourne and Down Council website and publicised through all Councils' social media channels.

A total of 13 respondents undertook the on-line survey however not all completed the survey in its totality and therefore each part of the survey was analysed based on the number of participative respondents.

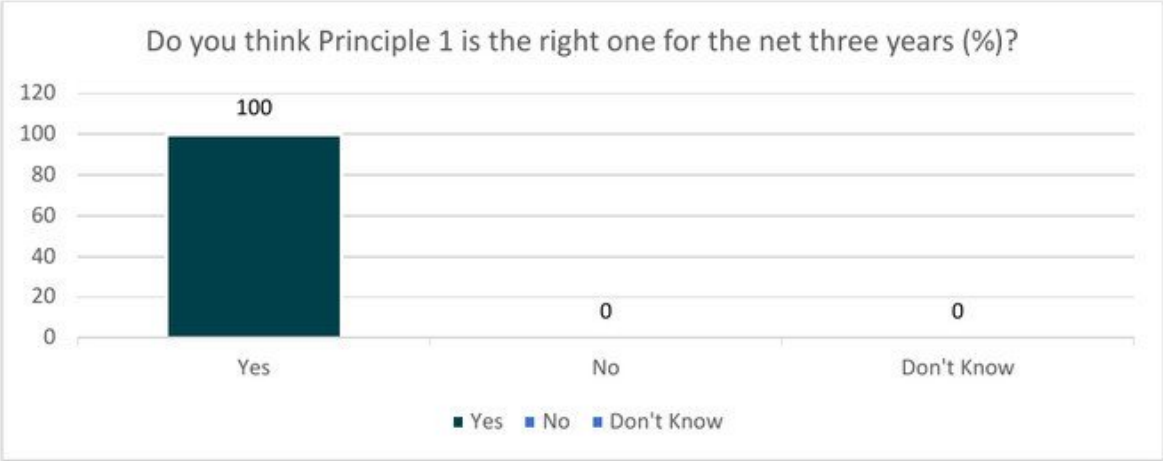
The report is broken down into 5 parts based on the five key principles of the Equality and Diversity Framework along with their accompanying issues and positive actions. Each respondent was asked whether they thought each of the principles was the right one for the 3-year life span of the action plan and if they agreed with the issues and actions under each principle.

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

Key Principle 1

Key Principle 1 is as follows: “*Ensuring we work in a non-discriminatory environment, promote equality, and model best practice in equality and good relations*”

The survey asked whether this principle was the right one for the next three years. A total of 7 respondents answered this question with the results graphed below.



Analysis shows that all respondents to this question believe that it is the right principle to use in the action plan.

Respondents were also asked whether they agree with the issues and positive actions that would be used to support the delivery of this key principle with analysis of responses graphed below¹.



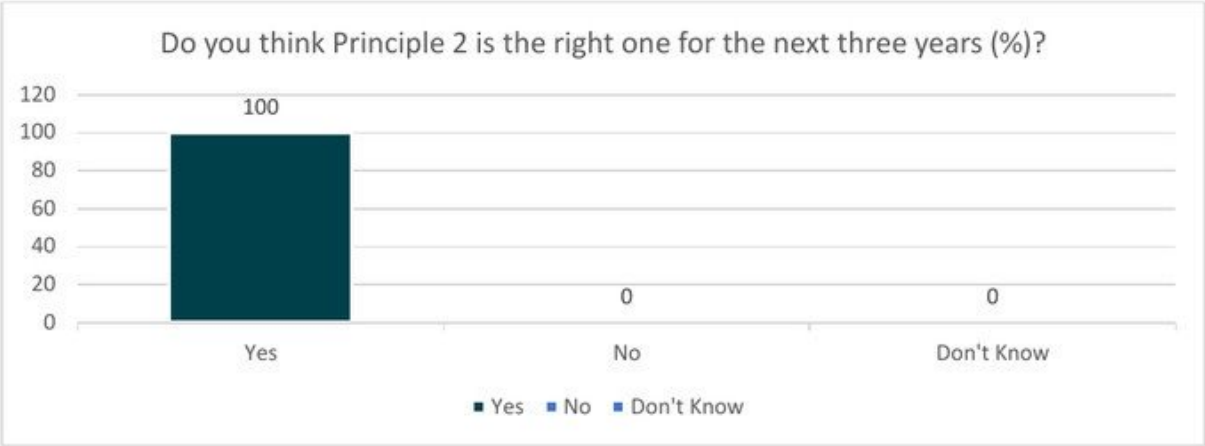
A total of 6 respondents answered this question with all strongly agreeing with the proposed issues and actions.

¹ A full list of all the issues and positive actions pertaining to each Key Principle is available in the Draft Equality Action Plan 2020-2023

Key Principle 2

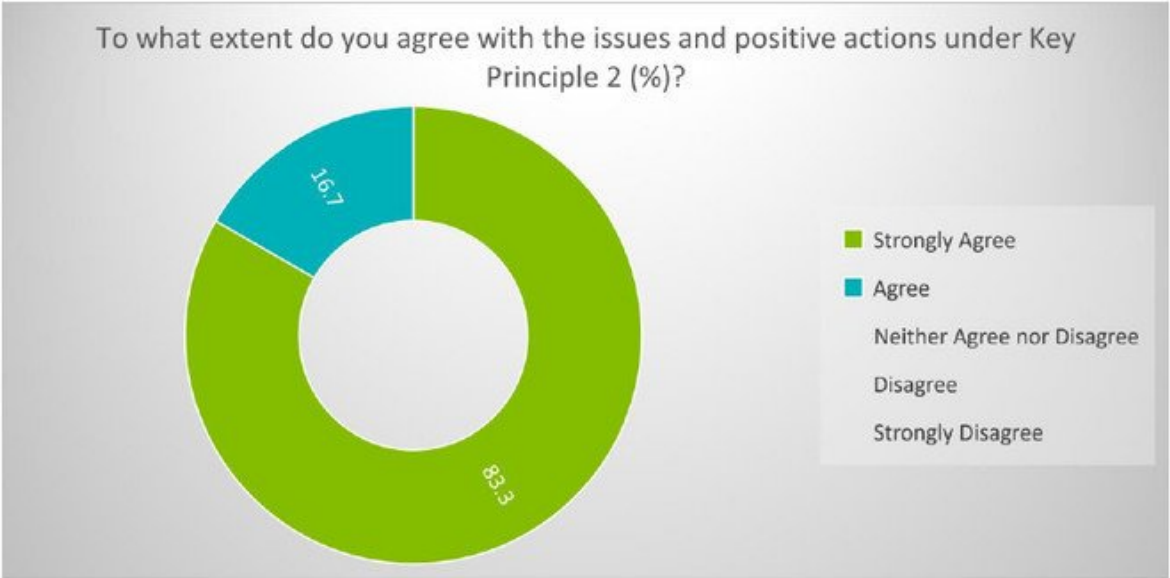
Key Principle 2 is as follows: “Ensuring all our decisions are based on evidence to assess the likely impact of a policy on the promotion of equality of opportunity and good relations.”

The survey asked whether this principle was the right one for the next three years. A total of 7 respondents answered this question with the results graphed below.



Analysis shows that all respondents to this question said yes, it is the right principle to use in the action plan.

Respondents were also asked whether they agree with the issues and positive actions that would be used to support the delivery of this key principle with the results detailed in the graph below.

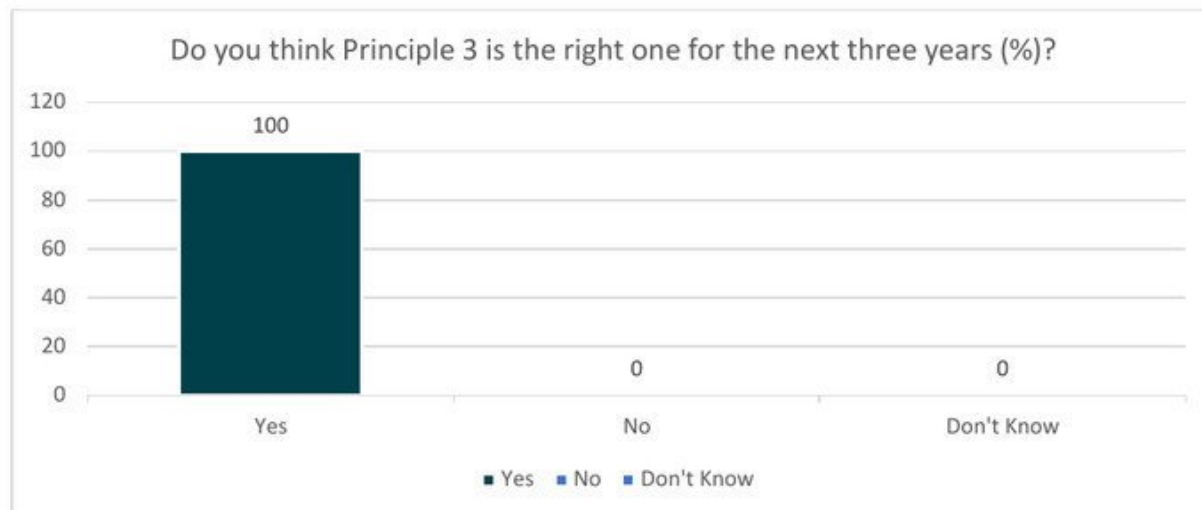


A total of 6 respondents answered this question, with 5 agreeing strongly and 1 agreeing to the proposed issues and actions.

Key Principle 3

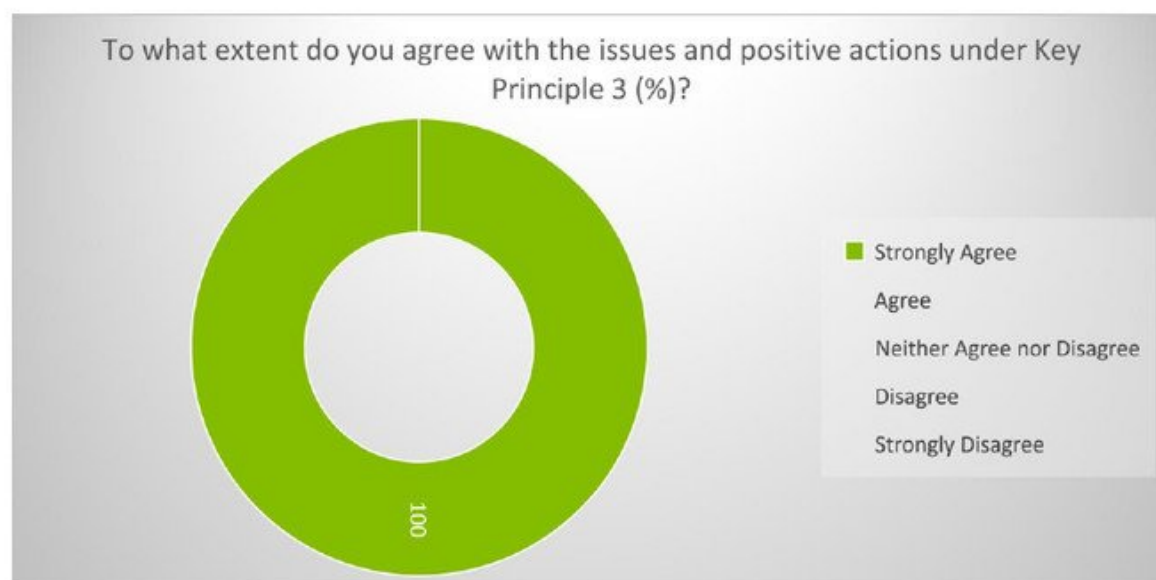
Key Principle 3 is as follows: "*Providing access to services, facilities and information.*"

The survey asked whether this principle was the right one for the next three years. A total of 7 respondents answered this question with the results graphed below.



Analysis shows that all respondents to this question said yes, that this is the right principle to implement for the next three years.

Respondents were also asked whether they agree with the issues and positive actions that would be used to support the delivery of this key principle with the results detailed in the graph below.

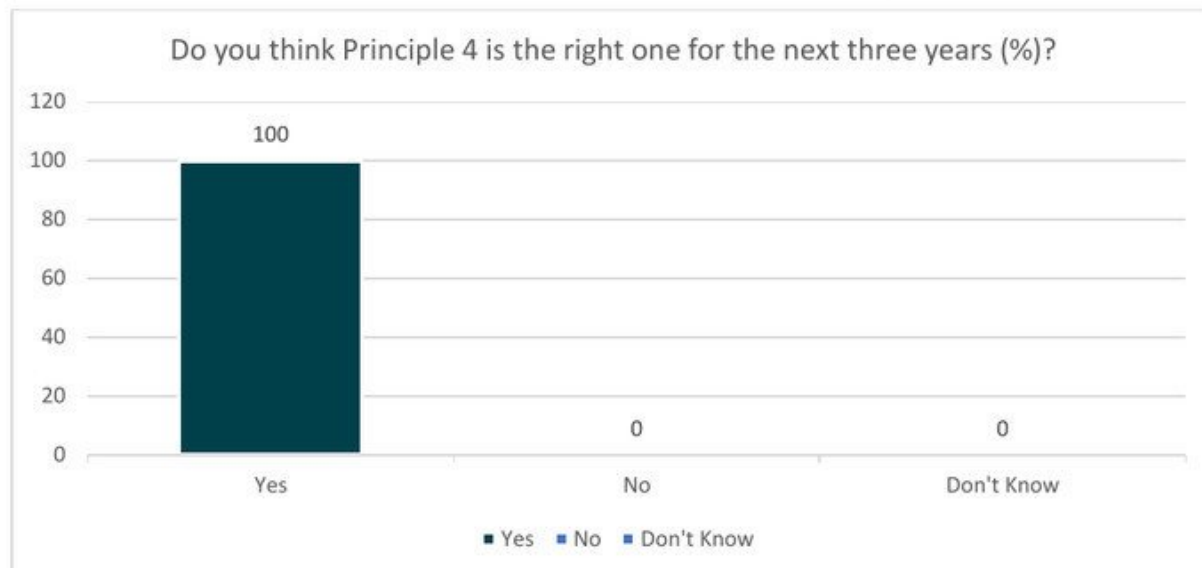


Six respondents to the survey answered this question with all strongly agreeing to the issues and positive actions under Key Principle 3.

Key Principle 4

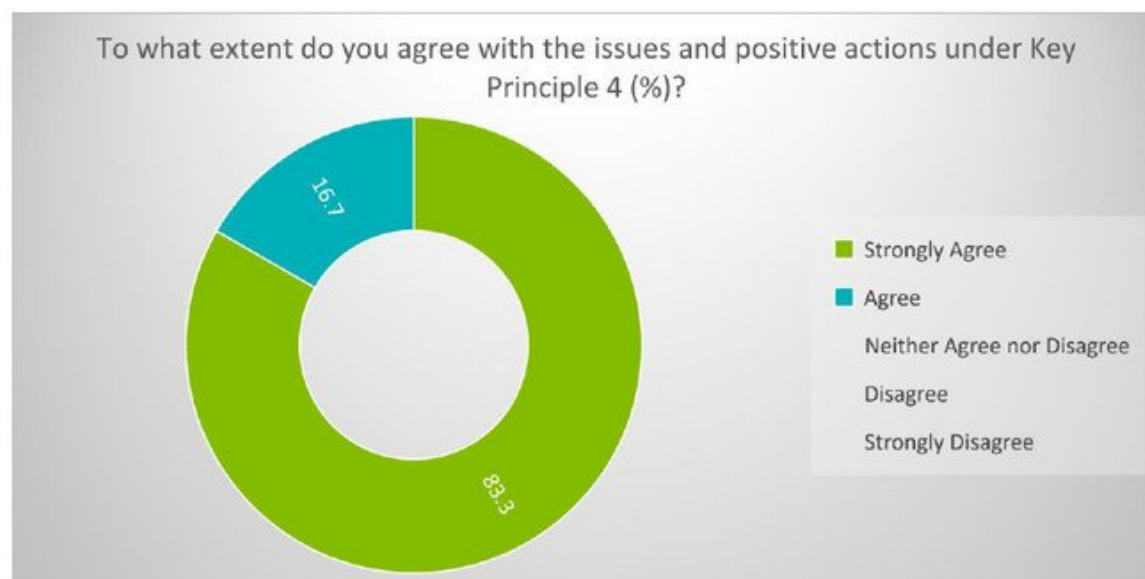
Key Principle 4 is as follows: *"Recruiting and employing people fairly."*

The survey asked whether this principle was the right one for the next three years. A total of 7 respondents answered this question with the results graphed below.



Analysis shows that all respondents to this question said yes, that this is the right principle to implement for the next three years.

Respondents were also asked whether they agree with the issues and positive actions that would be used to support the delivery of this key principle with the results detailed in the graph below.

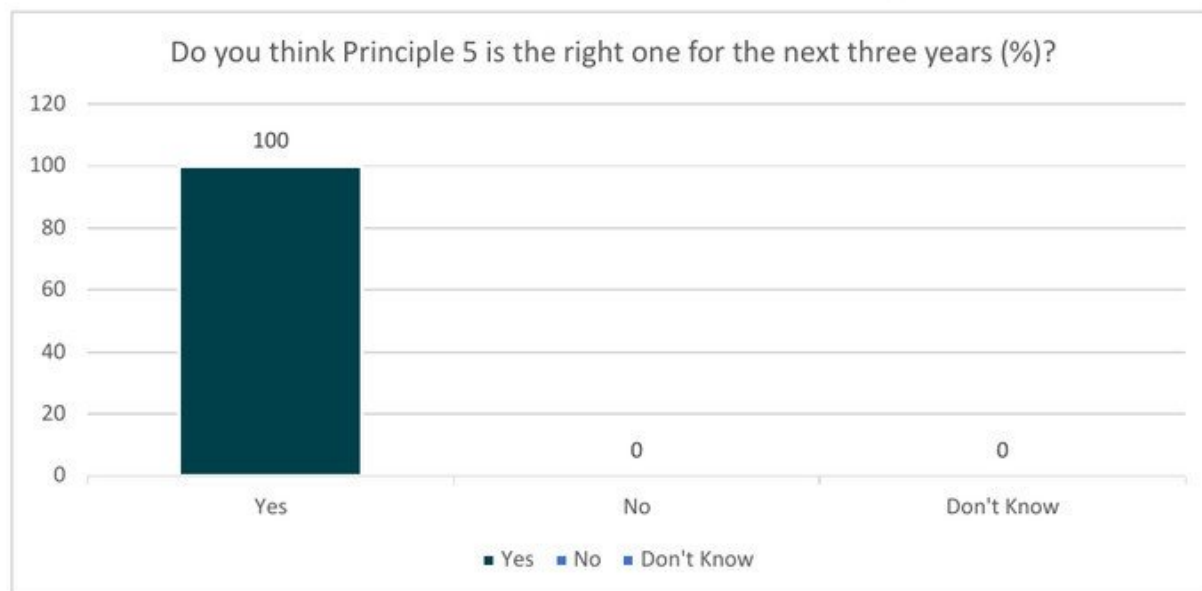


A total of 6 respondents answered this question, with 5 agreeing strongly and 1 agreeing to the proposed issues and actions under Key Principle 4.

Key Principle 5

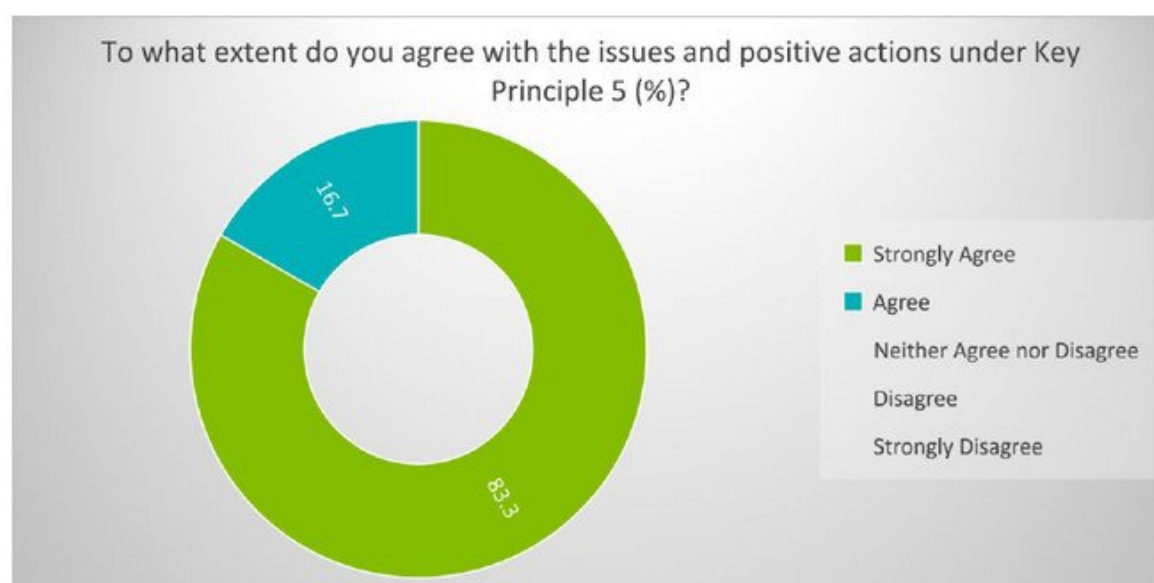
Key Principle 5 is as follows: *"Responding to and learning from complaints and incidents in a positive and pro-active way."*

The survey asked whether this principle was the right one for the next three years. A total of 7 respondents answered this question with the results graphed below.



All respondents to this question said yes, that this principle is the right one for the next three years.

Respondents were also asked whether they agree with the issues and positive actions that would be used to support the delivery of this key principle with the results detailed in the graph below.

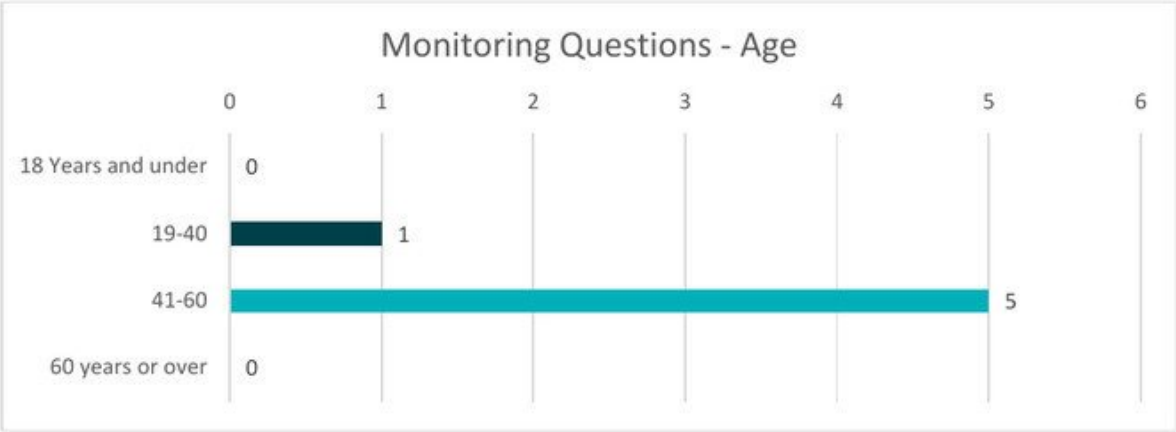


A total of 6 respondents answered this question, with 5 agreeing strongly and 1 agreeing to the proposed issues and actions under Key Principle 5.

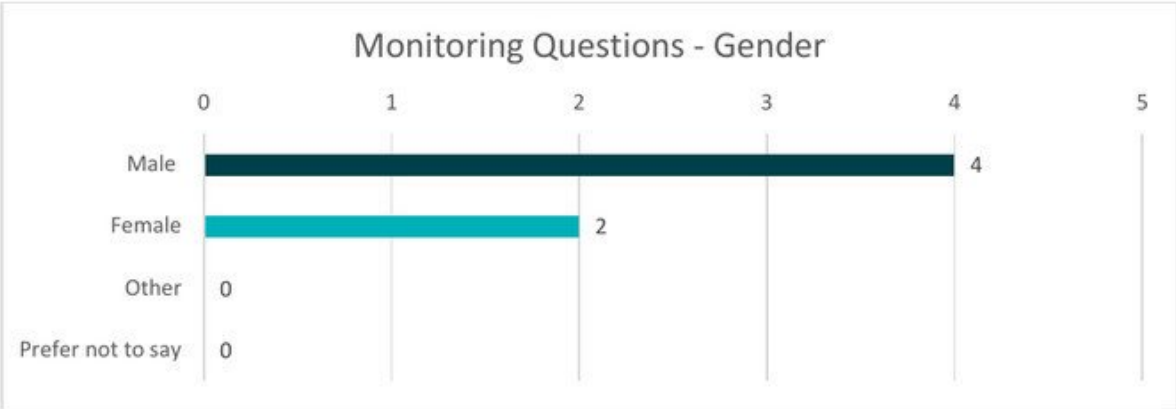
Appendix 1 – Monitoring Questions

Of the 13 respondents who undertook the survey, 6 completed the monitoring questions and these are detailed in the graphs below.

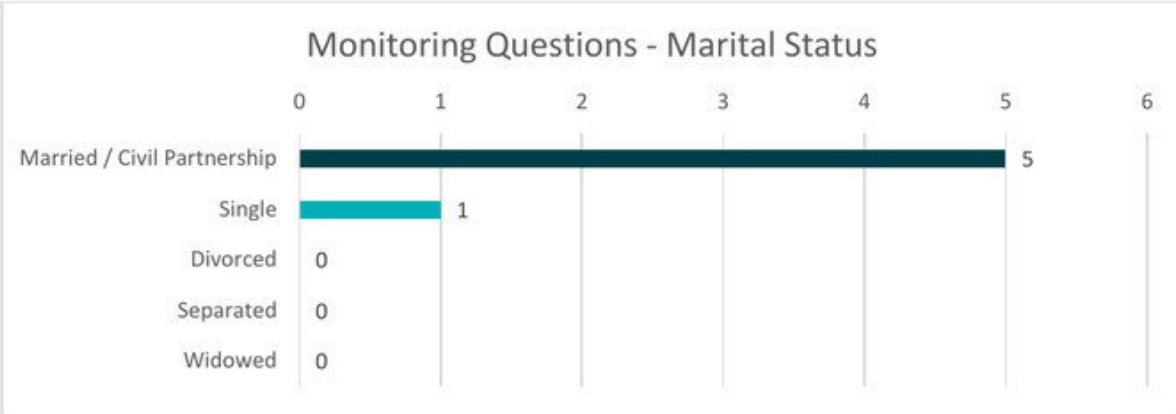
Age:



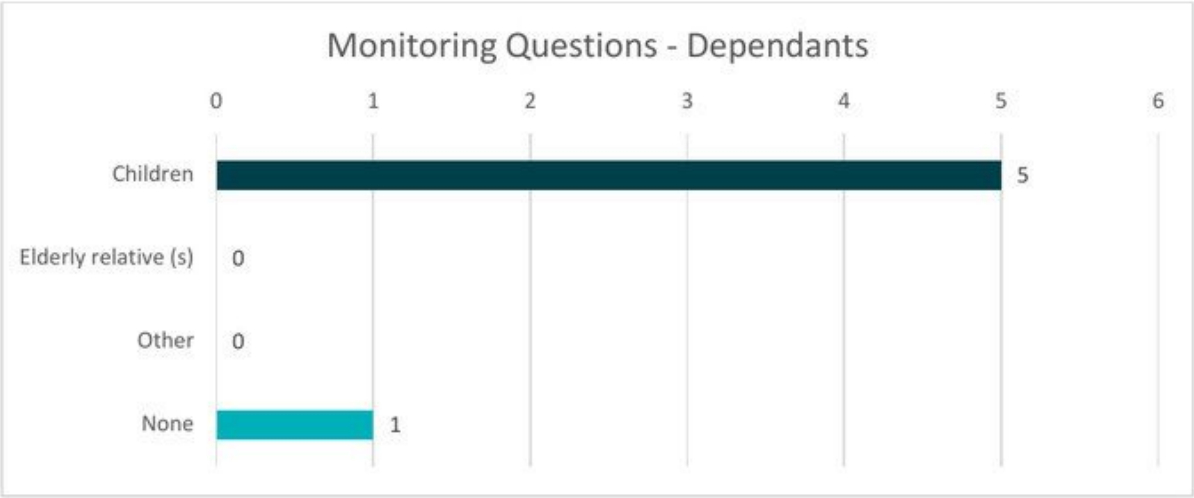
Gender:



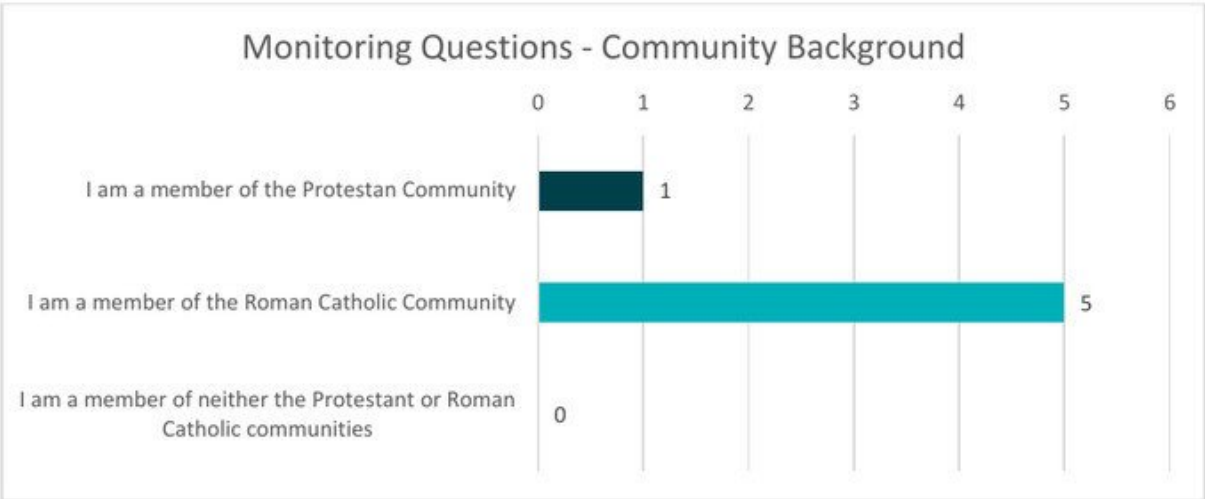
Marital Status:



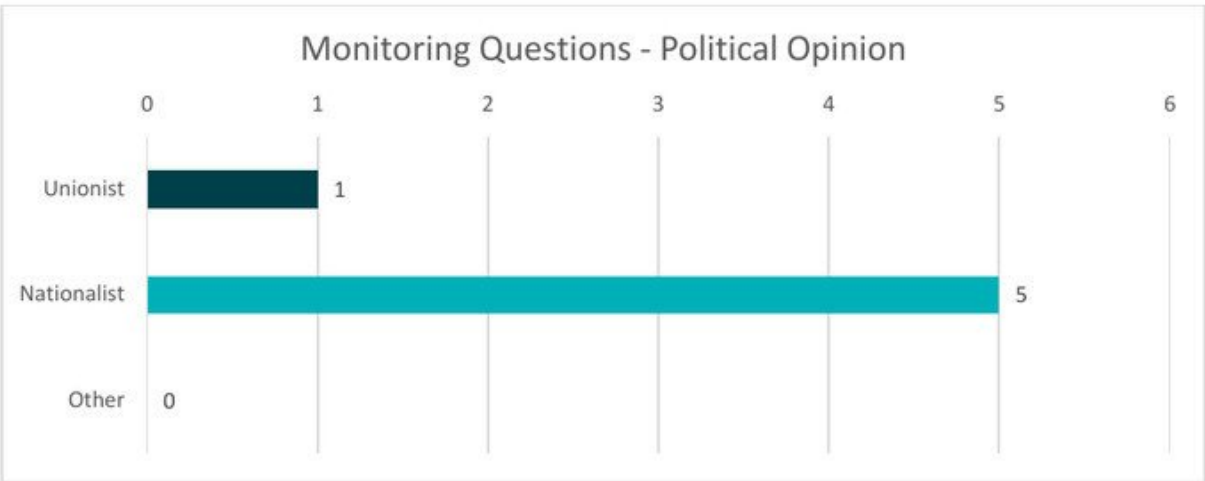
Dependants:



Community Background:



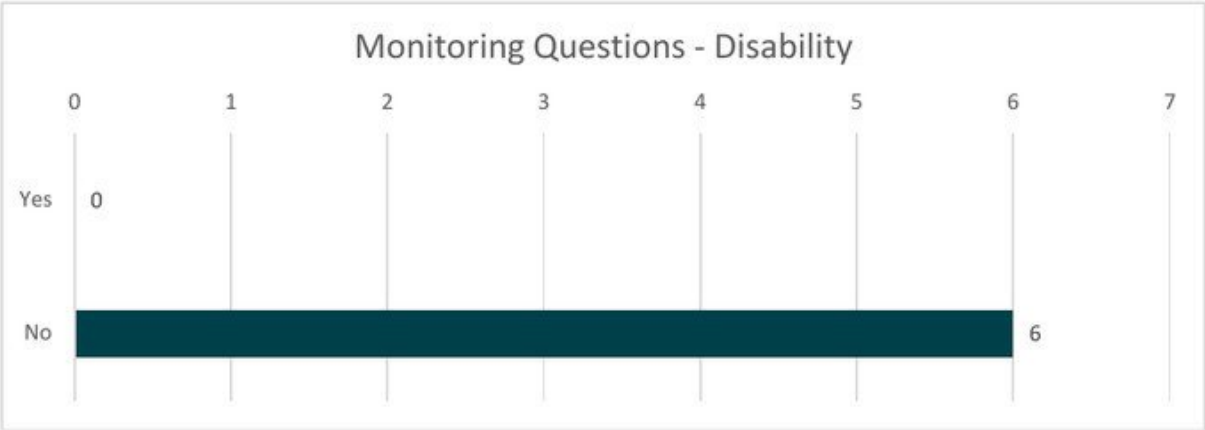
Political Opinion:



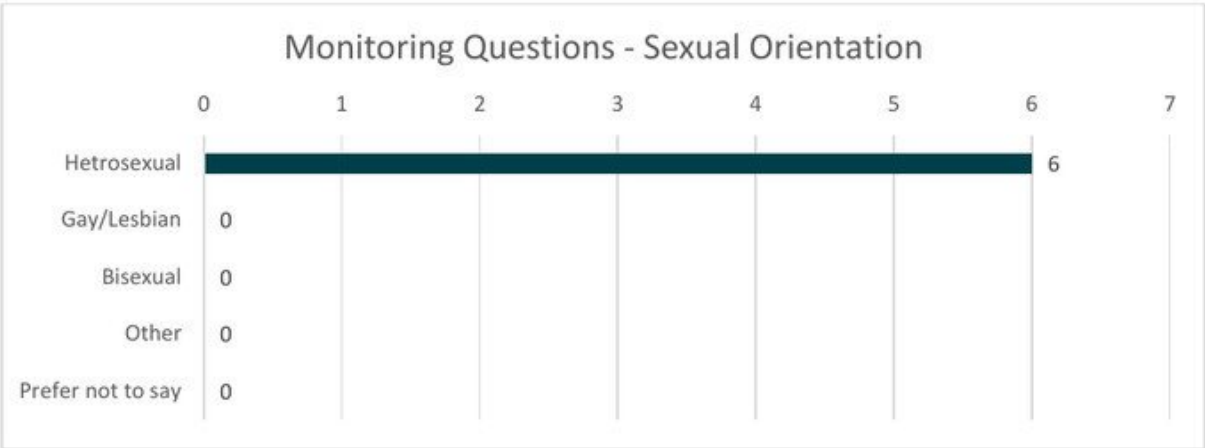
Disability:

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

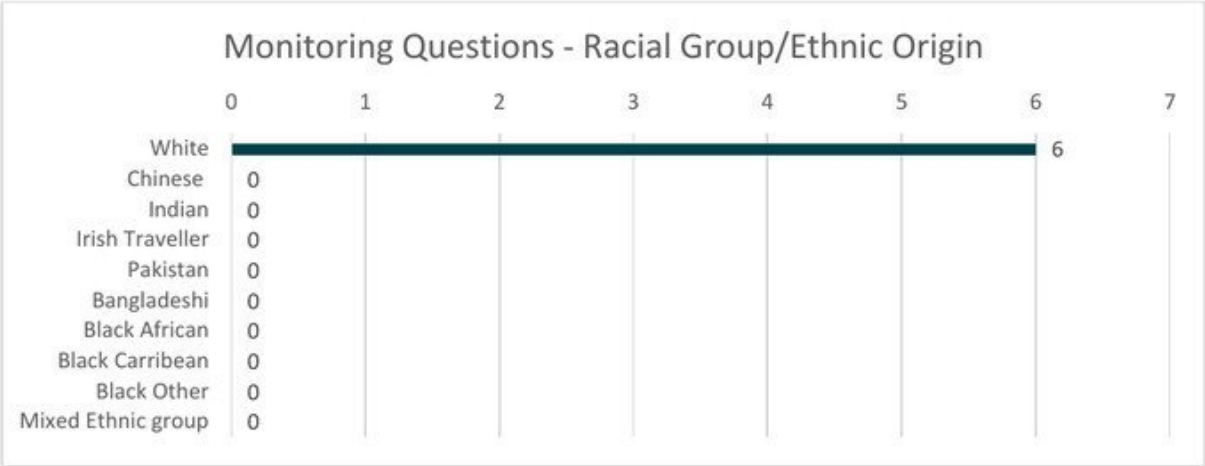
Do you meet (or have you in the past, met) this definition?



Sexual Orientation:



Racial Group / Ethnic Origin:



Appendix 2 – Comments / Suggestions / Council response, recommendations and actions

Principles:

- Council needs to acknowledge and take complaints seriously

Issues and Positive Actions:

- In terms of delivering equality of opportunity Council must take positive actions to support minorities and not constantly deliver projects that are for majority communities such as those without disability, heterosexual, white, catholic and of nationalist political opinion. Council should not be afraid to take difficult decisions and must be able to provide clear evidence and information to support its decisions and actions.

Council response:

- Council has a Complaint, Comment and Compliment Policy and takes all complaints seriously. In addition, Section 8 of Council's Equality Scheme sets out our complaints procedure related to alleged failure to comply with our equality scheme.
- Council is committed to evidence-based decision-making which includes the use of equality screening and rural needs impact assessment.

Recommendation:

- No amendment to the positive actions.

To be actioned: N/A

Report to:	Strategy, Policy & Resources Committee
Date of Meeting:	18 August 2020
Subject:	Allocation of outstanding SRA allowance
Reporting Officer (Including Job Title):	Mrs M Ward, Chief Executive
Contact Officer (Including Job Title):	Miss S Taggart, Democratic Services Manager

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

For decision	<input checked="" type="checkbox"/>	For noting only	<input type="checkbox"/>
---------------------	-------------------------------------	------------------------	--------------------------

1.0	Purpose and Background:
1.1	To agree the allocation of one outstanding SRA
2.0	Key issues:
2.1	One SRA remains to be allocated for the year 2020/21 due to the previously paid SRA to Alliance/Ind Party Representative. In July 2019 it was agreed that the position on the Party Representatives' Forum previously held by Alliance/Ind Party would no longer be held therefore the SRA previously allocated to that position was required to be re-allocated.
2.2	A Council may not pay more than one SRA to any one Councillor.
2.3	When this situation previously arose during both Council terms 2018/19 and 2019/20, Council considered two options: a. The outstanding SRAs be allocated among the other positions which receive SRA payments. b. 50% of the unallocated SRAs be paid to the Chair of the Planning Committee, with the remaining 50% being divided among the remaining positions which receive SRA payments.
2.4	Council agreed to proceed with option a in 2019/20 and the unallocated SRAs were allocated among the other positions which receive SRA payments.
3.0	Recommendations:
3.1	Party Leaders at their meeting on 13 August 2020 recommended that the outstanding SRA be allocated among those other positions which receive SRA payments and that this is backdated to 1 June 2020.
4.0	Resource implications
4.1	None.
5.0	Due regard to equality of opportunity and regard to good relations (complete the relevant sections)
5.1	<p><i>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</i></p> <p>It is not anticipated the proposal will have an adverse impact upon equality of opportunity or good relations <input checked="" type="checkbox"/></p>

5.2	<p><i>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</i></p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>The policy (strategy, policy initiative or practice and / or decision) has been equality screened <input type="checkbox"/></p> <p>The policy (strategy, policy initiative or practice and / or decision) will be subject to equality screening prior to implementation <input type="checkbox"/></p>
5.3	<p><i>Proposal initiating consultation</i></p> <p>Consultation will seek the views of those directly affected by the proposal, address barriers for particular Section 75 equality categories to participate and allow adequate time for groups to consult amongst themselves <input type="checkbox"/></p> <p>Consultation period will be 12 weeks <input type="checkbox"/></p> <p>Consultation period will be less than 12 weeks (rationale to be provided) <input type="checkbox"/></p> <p><i>Rationale:</i></p>
6.0	<p>Due regard to Rural Needs (please tick all that apply)</p>
6.1	<p>Proposal relates to developing, adopting, implementing or revising a policy / strategy / plan / designing and/or delivering a public service</p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>Rural Needs Impact Assessment completed <input type="checkbox"/></p>
7.0	<p>Appendices</p>
	<p>Schedule 1 to the Scheme of Allowances 2020/21</p>
8.0	<p>Background Documents</p>

Schedule 1 to the Scheme of Allowances **Special Responsibility Allowances**

The following table provides details of the duties which attract a special responsibility allowance and the associated allowance amount.

Special Responsibility	Special Responsibility Allowance Rate (per annum)	Per Month (£)
Chairperson of Council	£20,165.40	£1,680.45
Deputy Chairperson of Council	£6,293.40	£524.45

Special Responsibility	Special Responsibility Allowance Rate (per annum)	Per Month (£)
Chairperson (Enterprise, Regeneration and Tourism)	£2,391.66	£597.92
Chairperson (Active and Healthy Communities Committee)	£2,391.66	£597.92
Chairperson (Regulatory and Technical Services Committee)	£2,391.66	£597.92
Chairperson (Strategy, Policy and Resources Committee)	£2,391.66	£597.92
Planning Committee Member 1	£2,391.66	£597.92
Planning Committee Member 2	£2,391.66	£597.92
Planning Committee Member 3	£2,391.66	£597.92
Planning Committee Member 4	£2,391.66	£597.92
Planning Committee Member 5	£2,391.66	£597.92
Planning Committee Member 6	£2,391.66	£597.92
Planning Committee Member 7	£2,391.66	£597.92
Planning Committee Member 8	£2,391.66	£597.92
Planning Committee Member 9	£2,391.66	£597.92
Planning Committee Member 10	£2,391.66	£597.92
Planning Committee Member 11	£2,391.66	£597.92
Planning Committee Member 12	£2,391.66	£597.92
Party Representative (Sinn Féin)	£2,391.66	£597.92
Party Representative (SDLP)	£2,391.66	£597.92
Party Representative (DUP)	£2,391.66	£597.92
Party Representative (UUP)	£2,391.66	£597.92
Total Special Responsibility Allowance	£74,292.00	

Report to:	SP&R Committee
Date of Meeting:	18 th August 2020
Subject:	Conditions of Hire Policy
Reporting Officer (Including Job Title):	Andrew Patterson: Assistant Director Tourism, Culture and Events
Contact Officer (Including Job Title):	Andrew Patterson: Assistant Director Tourism, Culture and Events

For decision	x	For noting only	
1.0			Purpose and Background
1.1			<p><u>Purpose</u> Recommendations as set out in section 3.1 of this report to approve a Conditions of Hire Policy that is applicable to all council facilities/venues that are hired to external parties.</p> <p><u>Background</u> Historically, there have been a number of legacy Council policies for different service areas of the council on the hire of venues. The updated policy will provide clarity to Council Officers, Elected Members and external groups and individuals on the applicable legislative, safeguarding and health and safety requirements that must be adhered to in hiring council facilities/venues.</p>
2.0			Key issues
2.1			<p>The new policy must provide clarity on the following:</p> <ul style="list-style-type: none"> • Block bookings; what constitutes block bookings and how they should be dealt with. • Policy for cancellation and charges incurred. • Clarity on charitable rates and how they are applied. • Clarity on what constitutes “commercial” and “non-commercial” bookings. • Clarity on when a booking should be refused. • Clarity on safeguarding checks and procedures that must be adhered to. <p>Input on the draft policy has been provided by Legal, Safeguarding/HR, and from all service areas with responsibility for the hire of facilities across Council. The policy has been subject to an Equality Impact Assessment.</p> <p>It is proposed that each service area will review their pricing schedule for facility hire in line with this policy.</p>
3.0			Recommendations
3.1			It is recommended that the new Conditions of Hire Policy is considered and approved for implementation across all Council facilities as relevant.
4.0			Resource implications
4.1			It is not anticipated that costs will be incurred in the implementation of this policy.

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

Conditions of Hire for Use of Council Facilities

1. Definitions

- 1.1 “the Conditions” means these booking conditions which shall form part of the contract between the Council and the Hirer.
- 1.2 “the Council” means Newry, Mourne and Down District Council and includes its successors in title.
- 1.3 “the Hirer” means the company/representative of the organisation or individual who is booking the period of Hire and whose details are on the booking form. This booking is personal to the Hirer and may not be transferred or sublet to any other person.
- 1.4 “the Venue” means the location booked for the period of Hire as detailed on the Booking Form.
- 1.5 “an Individual” means a single human being.
- 1.6 “a Group” means a set of people who have the same interest(s) and [organise](#) themselves to come together at the same place and time.
- 1.7 “Booking Form” is the booking form completed by the Hirer and attached hereto.

2 Booking

- 2.1 No booking shall be regarded as a confirmed until the completed and signed booking form has been provided to the Council and the Council has confirmed the booking in writing.

3 Payment

- 3.1 Hire of Council facilities is priced as per the schedule of charges for — and in accordance with — the general terms and conditions of each Venue.
- 3.2 The Council has the discretion to require advance payments from the Hirer where any of the following apply:
 - a) The Hirer is an individual;
 - b) The Hirer is a group that does not regularly hire Council facilities;

- c) There have been issues with late payment and/or outstanding debt incurred by the Hirer;
- d) The booking is for the hire of a Council sports pitch.

3.3 Hire Charges must be paid in full within 30 days of the date on the invoice.

3.4 Where a Hirer fails to pay outstanding hire charges in accordance with Clause 3.3, the Council will apply a debt collection procedure in line with its debt collection policy.

4 Deposit

4.1 A deposit may be requested and must be paid to the Council 7 days prior to the period of Hire. A deposit will be forfeited in the event of any damage or loss to the Venue or held as part payment of any necessary making good. The Hirer will be liable for the full costs of any damage.

4.2 Where a deposit has been requested, notice of cancellation must be received within 7 days of the date of the booking. In the event of the Hirer not providing 7 days' notice of cancellation, the Council will retain any deposit monies that have been paid.

5 Charges

5.1 The cost of hire will be in line with the pricing structure set by the Venue's service area. All pricing structures will differentiate between commercial and non-commercial hire.

5.2 In order to be eligible for the non-commercial rate, the Hirer must be either a registered charity, and be able to provide a registered charity number as proof of same; or a constituted community/voluntary group, in which case the Hirer must provide a copy of the most recent AGM minutes and a list of committee members.

5.3 Groups or organisations that cannot prove their eligibility for non-commercial rates based on the above criteria will have their bookings regarded as commercial and will be subject to the commercial rates set within the pricing structure of the Venue's service area.

5.4 However, where the hire is consistent with achieving one or more of the Council's corporate objectives for the Venue's service area, an application can be made for non-commercial rates to be applied, which will be assessed and considered under the Council's scheme of delegation.

5.5 Please refer to the pricing schedule of each Council venue/facility for further information on hire charges.

6 Exclusions

6.1 The hire and use of facilities will not be granted to:

- a) A Hirer who fails to comply with any aspect of these Venue hire terms and conditions;
- b) Anyone under the age of 16 years (Proof of identity/age may be required). **NB: Exclusion not applicable to casual bookings in the Council's Leisure Facilities);**
- c) A Hirer who intends to use the Venue for an activity that breaches NI law.

- 6.2 The Council may refuse to hire Council facilities if the proposed Hirer has outstanding debt owing to the Council.

7 Cancellations

- 7.1 Cancellation of a booking must be notified to the relevant Venue by the Hirer and the effective date will be the receipt of such information by the Council.
- 7.2 Unless stated to the contrary in the Booking Form completed by the Hirer, if the hire is cancelled more than 24 hours in advance of the date on which it is due to commence, the Hirer shall not be liable for any hire charges. In the event of non-usage or notice of cancellation being received by the Council less than 24 hours in advance of the date on which the hire is due to commence, the Hirer shall be responsible for 100% of the hire costs. In cases where a different cancellation policy is noted on the Booking Form completed by the Hirer, the cancellation terms and conditions noted thereon shall apply.
- 7.3 Substitution and amendment of the nature of the booking must be notified in writing to the Council, which reserves the right either to cancel the booking or amend the hire fee as appropriate. In the event of the booking being cancelled due to as substitution or amendment to it cannot be made, the Hirer shall be liable, as stated above.
- 7.4 The Council reserves the right to cancel any booking forthwith in the event of the Venue being affected by an emergency or unexpected event of any kind. In such circumstances, the Council will consider refunding part or all of any fees and charges paid, but the amount will be at the Council's discretion. Where the Council cancels a booking in the circumstances outlined above, it shall not be liable for any loss incurred by the Hirer as a result.
- 7.5 The Council reserves the right to cancel any booking that is made in circumstances where the Hirer has breached the terms and conditions in this document.
- 7.6 The Council accepts no responsibility for the non-arrival of application forms, remittances or notifications of cancellations.

8 Block Booking

- 8.1 A booking made for 10 or more weeks/sessions is considered to be a block booking.
- 8.2 Applications for block bookings will be invited at least once a year (or more depending on the service area of the Venue).
- 8.3 Where demand outstrips supply, block bookings will be allocated in the following order of priority:
 - 1) Sessions arranged by the Venue for the general public;
 - 2) Existing or established bookings that are open to the general public;
 - 3) New bookings for activities that are open to the general public;
 - 4) Existing bookings for activities that are not open to the general public;
 - 5) New bookings for activities that are not open to the general public.
- 8.4 Where two or more groups with equal priority status apply for the same slot, it will awarded on a first-come, first-served basis.
- 8.5 Where a Hirer wishes to apply for continuous use/hire of Council facilities through a lease, licence or service level agreement (SLA), they must make their request in writing to the Council.

9 Use of the Venue

- 9.1 The Hirer is required at all times to take good care of the Venue and is responsible for any damage to the Venue or any equipment or other property of the Council, regardless of whether it forms part of the hire.
- 9.2 The property of the Hirer and the Hirer's agents must be removed by the end of the period of hire or by a time and date agreed with the Council. The Council accepts no responsibility for any property left on/at the Venue before, during or after the hire period.
- 9.3 If the Hirer fails to perform any of its obligations (as set out above), the Council reserves the right to perform them. Any costs that the Council incurs as a result of performing those obligations shall be borne by the Hirer.
- 9.4 The Hirer is responsible for the administration, organisation and running of the period of Hire and for having a sufficient number of stewards and officials to fulfil these conditions. It is the responsibility of the Hirer to ensure that their stewards are adequately trained and competent and adhere to and comply with the health and safety and safeguarding requirements of the Venue.

- 9.5 The Hirer is responsible for the supervision, management and control of event participants, officials, visitors and spectators and for ensuring adequate Fire Safety and Evacuation procedures are in place for any event.
- 9.6 The Hirer shall not be permitted to remove or obscure Council notices or placards displayed at the Venue without the prior written consent of the Council.
- 9.7 The Hirer shall not interfere with, or attach anything to, any item of street or park furniture.
- 9.8 The Hirer shall not excavate or drill pinning holes into the Venue unless they have the prior written consent of the Council.
- 9.9 The Hirer shall ensure that any unwanted liquids are removed from the Venue and are not disposed of into the sewerage system. The Hirer shall NOT bring into, or use in, the Venue any hazardous chemicals or inflammable substances.
- 9.10 The Hirer shall only bring to the Venue internal decorations, sets, scenery, props or any other material that are flame retardant.
- 9.11 Special effects, fireworks, pyrotechnics, strobe lighting and lasers and naked flames are not permitted unless prior consent has been received from the Council. Use of the above must be in accordance with legislative controls and manufacturer guidelines.
- 9.12 No electrical appliance or any other appliance owned by the Council may be altered, removed or in any way interfered with. In addition, no additional fittings or appliances are permitted to be installed in connection with any event without prior approval being obtained from the Council.
- 9.13 The Hirer must ensure that any portable appliance that is brought into/onto the Venue meets the standards required under the Electricity at Work Regulations (Northern Ireland) 1991. Portable appliance testing (PAT) certificates are the responsibility of the Hirer and may be requested by Council staff as part of the booking process. The Council may undertake random inspections of any portable equipment used by the Hirer in Council facilities to ensure compliance with these Regulations and take any action considered reasonable by the Council in relation to any issues that arise from that inspection.
- 9.14 The Hirer shall ensure that no vehicles are parked or driven across any public footpath located within the Venue without the prior written consent of the Council.

- 9.15 The Hirer shall ensure that pedestrians are allowed unrestricted access along any public footpath located within the Venue.
- 9.16 The Hirer shall not interfere with, or make any alteration to, the layout or arrangement of the Venue without the prior written consent of the Council.
- 9.17 Where the Council has agreed that the Venue shall be used for a funfair, the Hirer shall supply full details, including copies of certificates of examination, of all side shows and rides prior to the date the period of hire commences. The Hirer shall comply with and ensure that the operators of all rides comply with all statutory and other requirements with regard to the operation of a funfair to include any Council issued Funfair Policy.
- 9.18 If a play inflatable is being used, the Hirer shall comply with Council's procedure for the safe use of play inflatables in or on Council property. The procedure and the necessary forms can be found at:
<http://www.newrymournedown.org/how-to-organise-an-event>
- 9.19 The Hirer shall ensure that no noise nuisance is caused to occupiers of properties that surround the Venue or users of the immediate surrounding area.
- 9.20 The Hirer will ensure that the period of Hire is only run between the times approved by the Council. This includes all setting up and breaking down and clearing/cleaning up operations. Bookings outside core operating times will be charged on a full cost recovery basis. Where a booking overruns and an extension to the period of hire has been agreed by both parties, the extra charge incurred will be as per the schedule of charges for the Venue.
- 9.21 The Council reserves the right to require the Hirer to provide at their own expense temporary sanitary accommodation that is it deems reasonable
- 9.22 The Hirer must ensure that all members of the public and visitors to the Venue have unrestricted access to any permanent public toilet facilities within the Venue.
- 9.23 The sale or consumption of alcoholic drinks is strictly prohibited, unless the Hirer has sought permission from the Council and received its written permission to sell and supply intoxicating liquor on the premises and has the necessary licence to do so.
- 9.24 The Hirer will not permit the operation or release of any high-flying object without the prior written consent of the Council and the Civil Aviation Authority.
- 9.25 It is the responsibility of the Hirer to liaise with the Department for Infrastructure's Roads and the PSNI regarding the impact the period of hire may have on traffic arrangements in the vicinity of the Venue. The Hirer

agrees to comply with any requirements of the Roads Service and the PSNI regarding traffic management. If the event is a special event, as defined in the Roads (Miscellaneous Provisions) Act (Northern Ireland) 2010, the Hirer may be required to apply for a Road Closure Order.

- 9.26 The Hirer agrees that, where the Venue is to be used in the dark, they will provide appropriate lighting to cover all areas to which the public are admitted or have access.
- 9.27 The Hirer shall obtain approval from the Council for the use of generators at the Venue. If such approval is granted, the Hirer must ensure that any generators permitted during the period of Hire are operated in a safe manner and are segregated from the public or are protected by suitable covers or barriers in order to prevent access by members of the public and are fitted with an appropriate noise limiter.
- 9.28 The Hirer shall not bring, place or erect any sign furniture, fitting or structure, nor place or fix any additional or decorative lighting in or on any parts of the Venue without the prior written consent of the Council.
- 9.29 The use of any public address system at the period of Hire must be first agreed in writing by the Council and must be operated so as not to cause a noise nuisance in breach of clause 9.17. Any necessary licences must be obtained by the Hirer.
- 9.30 The Hirer shall repay to the Council the cost of reinstating, repairing or replacing or cleansing any part of, or property at, the Venue if it is damaged, destroyed, stolen or removed prior to, during or subsequent to the period of hire. The Council's valuation of the cost of any repair, reinstatement, replacing or cleansing is not negotiable.
- 9.31 The Hirer will observe at all times any bye-laws in force with respect to the Venue and will comply with any requirements of the Council's insurers.

10 Right of Entry

- 10.1 Authorised Council officers or elected members shall be permitted entry to the Venue at all times during the period of hire.
- 10.2 The Hirer will follow all the reasonable instructions of Council officials regarding the use of the Venue during the period of hire.
- 10.3 The Council reserves the right to refuse admission or to evict any person from the Venue.
- 10.4 The Council reserves the right to fix a maximum limit for the number of persons attending the Venue during the period of Hire.

11 Assignment

- 11.1 The booking shall be personal to the Hirer and the right to use the Venue shall not be sublet, assigned or otherwise transferred; the Hirer shall not assign the benefit or burden of any part of the Agreement, or sublet or subcontract any part of the Venue without the prior written consent of the Council.

12 Prohibition

- 12.1 The Hirer shall not stage or engage in any activities that might be deemed to be ancillary to the main purpose of the booking or which require any Statutory Authority or Licence to be granted, e.g. catering, stalls, raffles and any other fund raising/income earning activities without the prior written consent of the Council.
- 12.2 The Council reserves the right to ask the Hirer why they are hiring the Venue and what it will be used for.
- 12.3 The Council wishes to promote inclusive and neutral facilities and the Hirer should therefore not display any flags, emblems or other potentially offensive objects.

13 Hire of Council owned premises for political purposes

- 13.1 Hire of Council owned premises for party political purposes or on behalf of a political representative, where such meetings are used to further the political aims and objectives of the party or individual concerned, must be restricted to premises that are available to the public generally and paid for at the full hire cost.
- 13.2 A Councillor may book Council owned premises for clinics on a casual basis free of charge, but the Councillor who makes the booking must be present throughout its duration.
- 13.3 Block bookings for the circumstances outlined in 13.1 and 13.2 will not be permitted.

14 Photography, broadcasting and television

- 14.1 The Hirer may not carry out or permit any photography, filming, video-recording, audio recording, television or radio broadcasts or recording of any other kind during the period of Hire without the prior written consent of the Council. If such consent is given, the Council reserves the right to be a party to any negotiations and the terms and conditions of any agreements reached and to share any income and publicity derived therefrom.
- 14.2 The Hirer must ensure that no unauthorised images of children are created during the period of Hire.

15 Safeguarding

- 15.1 Newry, Mourne and Down District Council is required to deliver measures that protect children and adults at risk from harm/in need of protection and apply them to all employees, elected members, casual workers, agency workers, volunteers, contractors and those using our facilities irrespective of their function, remit or role. Where the hire is exclusively or primarily for children or adults at risk/in need of protection, the Hirer should have in place a relevant safeguarding policy, which the Council may request sight of. If the Hirer does not have a relevant safeguarding policy, as a minimum requirement they must adhere to Newry, Mourne and Down District Council's safeguarding policy and procedures when using Council facilities.

- 15.2 The Hirer agrees to comply with all legal requirements and regulations for the safeguarding of children and adults at risk/in need of protection.

The Hirer must ensure that all of their relevant staff/volunteers have attended safeguarding training, undertaken the necessary Access NI checks and will provide the appropriate ratio of staff/volunteer supervision.

- 15.3 Where the hire relates to coaching or instructing activities, the Hirer agrees to provide confirmation from the relevant governing body that the "coach" or "instructor" is registered and authorised/qualified to deliver the relevant service.

16 Permits and Licences

- 16.1 The Hirer shall ensure that any licence, permit or other consent which may be required is obtained, whether from the Council or another body, before the period of hire takes place and shall, where requested, provide copies to the Council. If a required licence, permit or consent has not been obtained, the Council reserves the right to cancel the booking forthwith. To allow sufficient time to process an application and carry out the necessary consultation process for entertainment licenses and events that require a Road Closure, the Council requires a minimum of 12 weeks' notice.

- 16.2 The Hirer will be responsible for exhibiting such licences, permits or consents as required by the issuing body during the period of hire.

- 16.3 Nothing shall be done by the Hirer that may contravene the terms and conditions of any licence, permit or consent issued in respect of the Venue or activities undertaken.

- 16.4 Where an application for the use of a venue requires an entertainment licence or a Road Closure Order, it may be refused if objections are received.

17. Fire, Health and Safety Regulations

- 17.1 The Hirer shall comply fully with statutory requirements under health and safety legislation, the Council's health and safety policy, fire regulations and the Venue's fire evacuation procedures.
- 17.2 The Council reserves the right to request risk assessments, stewarding and security plans, event management safety plans and to inspect the Venue or equipment where appropriate. The Council will not permit the use of facilities where there are any unaddressed health and safety concerns regarding the running of the event.
- 17.3 The Hirer must not exceed the maximum numbers of persons permitted in the Venue as per fire risk assessments, entertainment and liquor licence requirements and event risk assessments and is obliged to ensure that all attendees are aware of the Venue's evacuation procedures.
- 17.4 The Hirer may be required to submit site location, site/event layout and floor plans at an appropriate scale and additional information, as required by the Venue manager.
- 17.5 The Hirer must report all incidents and accidents that occur in the Venue or on adjoining Council lands during the period of hire to a member of Council staff immediately.
- 17.6 Smoking (including e-cigarettes) is not permitted in any Council building. Those who wish to smoke may use outdoor designated smoking areas if any are provided.
- 17.7 As outlined in 9.10, the Hirer must ensure that any equipment or materials used, including those used for sets and props, meet the required standard for surface spread of flame.
- 17.8 The Council does not make any warranty as to the suitability of the Venue and the Hirer should satisfy themselves as to the suitability of the Venue. The Hirer shall ensure that all relevant tests are carried out prior to using the Venue to ensure it is suitable for the event or activities to be carried on during the period of hire and for the equipment being used. The Council shall not be liable should the event be cancelled or postponed as a result of any act of a third party or any other statutory agency.

18 Indemnity and Insurance

- 18.1 The Hirer is responsible for all aspects of safety at the Venue prior to, during and subsequent to the period of Hire and must accept liability for any loss, damage, injury or death howsoever, and by whomsoever, caused, whether to property or person(s) during the period of hire.
- 18.2 The Hirer shall be responsible for and indemnify the Council against all claims for injury or death to any person or persons or damage to or loss of property, including the Council's property, however so arising in connection with the hire and shall enter into a public liability insurance policy and, if applicable, a policy

of employers liability insurance each to the sum of £10,000,000 (Ten Million Pounds Sterling) for any one incident with an approved insurance company to cover the liability of the Hirer under this clause.

- 18.3 The Hirer shall be responsible for, and shall indemnify the Hirer against, any damage which may be caused as a result of the Hirer's use of the Venue, including damage caused to walls, buildings, erections or structures thereon or adjacent thereto the Venue howsoever arising out of the hire agreement.
- 18.5 The Hirer will be required to produce evidence of their public liability insurance policy that provides cover to the level required by the Council in respect of any exhibitor, ground entertainer, subcontractor or caterer that the Hirer has instructed or authorised to appear during the period of hire.
- 18.6 The Hirer will provide proof of insurance cover to the satisfaction of the Council no later than 7 days before the period of hire commences. Failure to comply with this requirement will lead to the cancellation of the booking.

19. Catering

- 19.1 All caterers operating during the period of hire must comply fully with the requirements of all current food safety legislation and guidance and any instructions given by an environmental health officer (whether employed by the Council or a third-party agency).

20. Traders

- 20.1 No commercial traders will be permitted to trade during the period of Hire without the prior written consent of the Council. It shall be the responsibility of the Hirer to arrange, or check they are in place, any licences, including street trading licences, that are required.

21 Property not removed

- 21.1 The Council may remove and store any property that is left by the Hirer in or upon the Venue after the period of hire. The Hirer shall repay to the Council on demand any costs it incurs from such removal and storage.
- 21.2 The Council shall not be held responsible for any damage to, or theft of, property during its removal or storage. The Council shall be entitled to sell or otherwise dispose of any property that remains unclaimed 28 days after written notification has been sent to the Hirer to notify them that same is available for collection. The proceeds of any such disposal shall belong to the Council.

22 Licence Agreement

- 22.1 Depending on the nature of the event or activity for which the Venue is required, the Council may require the Hirer to enter into a licence agreement to regulate the use of the Venue or another form agreement that the Council sees fit.

23 Protection of data

- 23.1 The Council will treat all data it holds in relation to the Hirer and the booking in accordance with its privacy notice, the provisions of which can be found at http://www.newrymournedown.org/media/uploads/privacy_notice.pdf

24 Scope of this Agreement

- 24.1 The validity, construction and performance of this agreement shall be governed by Northern Ireland law and shall be subject to the exclusive jurisdiction of the Northern Ireland courts to which the parties submit.

This Meeting has taken place during Covid-19 restrictions and may have limited content

NEWRY, MOURNE & DOWN DISTRICT COUNCIL

Minutes of Newry City Centre Regeneration Programme Board Meeting held on Tuesday 5th May 2020 at 11.30am Remotely by Skype Call

Chairperson: Councillor Charlie Casey

In Attendance:

Councillor Roisin Mulgrew
Councillor Pete Byrne
Councillor Gary Stokes
Councillor David Taylor
Councillor Gavin Malone
Conor Mallon, Director of Enterprise Regeneration and Tourism
Adrian Grimshaw, Project Director
Anthony McKay, Chief Planning Officer
Colin Quinn, Assistant Director, Estates and Capital Projects
Andy Patterson, Assistant Director Tourism Culture and Events
Jonathan McGilly, Assistant Director Enterprise, Employment and Regeneration
Tracie McLoughlin, PA

Apologies:

Marie Ward, Chief Executive
Dorinnia Carville, Director, Corporate Services
Damian Mulholland, Dept of Communities
Cllr W Walker

**NCCR/15:- Minutes of Newry City Centre Regeneration Programme Board
Meeting 21st April 2020.**

Item 14.1 – Shared Usage of Party Rooms - Cllr Mulgrew advised this request was discussed with the Parties and all were in agreement that shared usage of the Party Rooms was permitted.

Agreed: On the proposal of Cllr R Mulgrew, seconded by Cllr C Casey it was agreed to approve the Minutes as circulated via email.

This Meeting has taken place during Covid-19 restrictions and may have limited content

NCCR/16:- Options Paper on Carparking Provision

C Mallon updated members on recent discussions that had taken place with the Dept of Finance regarding potential establishment of a Regional Hub for Central Government in Newry. Utilising space within our new Civic Centre is currently their preferred option. This will impact the floor space required within the building, parking provision with the potential for a contribution towards costs.

C Mallon further advised that members should consider the option of utilising existing Council sites for staff parking such as the Newry Leisure Centre carpark or the Albert Basin site, both within 5-10min walk from the proposed Civic Hub.

A Grimshaw presented the options paper as digitally circulated, listing the following options based on estimated parking demand figures from existing Abbey Way carpark

Option 1 - 50 external surface car park spaces to Civic Hub

Option 2 – 50 external surface car park spaces to Civic Hub and basement car park of 194 spaces

Option 3 - 50 external surface car park spaces to Civic Hub, basement car park of 194 spaces and 100 extra surface spaces created on North Street Flats site

Option 4 - 50 external surface car park spaces to Civic Hub and 400 space multi storey on North Street Flats

Option 5 - 50 external surface car park spaces to Civic Hub, basement car park of 194 spaces and 400 spaces multi storey on North Street Flats

Option 6 - 50 external surface car park spaces to Civic Hub and 800 spaces multi storey on North Street Flats

Conclusions Based upon the considerations:

a) Option 3 is the lowest total cost and lowest cost per new space created. This option would be subject to DfI Roads acceptance of the parking provision.

b) Option 4 has the second lowest total cost and highest cost per new space created. This option would also be subject to DfI Roads acceptance of parking provision.

c) Options 5 has the second highest total and cost per new space created. This option meets both potential demand scenarios and provides some spare parking capacity.

This Meeting has taken place during Covid-19 restrictions and may have limited content

d) Option 6 has the highest total cost but second lowest cost per new space created. This option meets both potential demand scenarios and provides significant spare parking capacity.

It was noted that Option 5 is subject to securing a positive response on the ridge height of the building from Historic Environment Division (HED), this is currently subject to ongoing discussion with HED.

C Mallon to keep members updated on discussions.

Following discussion, Members advised that utilising existing Council sites for parking was not the preferred option and that carparking provision would require further consideration.

It was noted that if the option to provide a multi storey carpark at North Street Flats was selected, the existing underground subway would require upgrading, A Grimshaw confirmed that the proposals to upgrade the existing underpass is currently being developed.

It was suggested Officials meet with representatives from Newry Chamber and Newry BID to update on current status with regards to carparking and seek feedback for consideration from the trader's perspective.

Agreed:

- i. Officers continue to liaise with Dept of Finance on proposals for NICS Regional Hub within the Civic Centre.**
- ii. Officers continue to liaise with HED on the current ridge height restrictions.**
- iii. Officers to continue to work on the options for the provision of carparking for the Civic Hub.**
- iv. Officers to liaise with Newry Chamber and Newry BID to obtain feedback on carparking from the Newry traders perspective.**
- v. Members to be updated via the next meeting of the Newry City Centre Regeneration Board.**

Meeting ended at 12.15pm.

**For consideration at the Newry City Centre Regeneration
Programme Board Meeting scheduled 21st May 2020**

This Meeting has taken place during Covid-19 restrictions and may have limited content

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NEWRY, MOURNE & DOWN DISTRICT COUNCIL

Minutes of Newry City Centre Regeneration Programme Board Meeting held on Thursday 21st May 2020 at 11.00am Remotely by Skype Call

In Attendance:

Councillor Roisin Mulgrew
Councillor Pete Byrne
Councillor Gary Stokes
Councillor David Taylor
Councillor Billy Walker

Damian Mulholland, DfC
Conor Mallon, Director of Enterprise Regeneration and Tourism
Adrian Grimshaw, Project Director
Anthony McKay, Chief Planning Officer
Colin Quinn, Assistant Director, Estates and Capital Projects
Andy Patterson, Assistant Director Tourism Culture and Events
Jonathan McGilly, Assistant Director Enterprise, Employment and Regeneration
Tracie McLoughlin, PA

Apologies:

Marie Ward, Chief Executive
Dorinnia Carville, Director, Corporate Services
Cllr C Casey
Cllr G Malone

NCCR/17:- Minutes of Newry City Centre Regeneration Programme Board Meeting 5th April 2020 – circulated by email

On the proposal of Cllr Mulgrew, seconded by Cllr Taylor it was agreed to approve the Minutes as circulated.

Update on Actions:

- Officers had spoken with representatives of Newry Chamber and Newry BID to received their view on city core parking, and also reviewed a range of existing car parking studies Officers considered accurate the guidance and feedback that existing parking spaces are sufficient in the city, and that efficient utilisation of existing carparks must be at the forefront of the car parking strategy. Officer noted previous studies had identified that parking enforcement and on street charges were an issue for review.

This Meeting has taken place during Covid-19 restrictions and may have limited content

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- Officers noted there was continuing discussion with the Historic Environment Division on the proposed ridge height of the building, and as stated in the paper it remained HED's intent to limit height and maintain views towards the listed Newry Cathedral.

NCCR/18:- Department For Communities Update

D Mulholland advised:

- a) DFC had commissioned ARUP to look at future developments proposed in Newry City in the next 5 years, to consider their infrastructure requirements, and consider how to unlock and facilitate developments in the longer term 5 years plus
- b) DFC were working with DFI on conducting a traffic model of the City Centre and that a report is due in September on these findings.
- c) DFC agreed with the proposal to separate the Civic Hub proposal from the wider ranging traffic and transportation studies in Newry.
- d) DFC were working with NMD and NIHE on options for 36 social housing units on North Street Flats and a meeting with all parties is scheduled for 27th May.
- e) Underpass will be upgraded as part of any regeneration project.

NCCR/19: Parking

- a) the Civic Hub design proceeds omitting the semi basement car park to meet the requirements of the Historic Environment Division;
- b) the Civic Hub design delivers the car parking spaces required by statutory consultees through a mix of on and off site provision and active transport initiatives with further options to be presented as part of the design development process;
- c) work continues on the traffic, transport and car parking strategy to address these wider needs within Newry.

Meeting ended at 11.35am

**For consideration at the Newry City Centre Regeneration
Programme Board Meeting scheduled 18th June 2020
*Mtg reconvened to Monday 22nd June 2020***

Report to:	Strategy, Policy and Resources Committee
Date of Meeting:	18 August 2020
Subject:	Communications and Marketing Activities in Response to Covid-19 (April – June 2020)
Reporting Officer (Including Job Title):	Regina Mackin Assistant Director Corporate Planning and Policy
Contact Officer (Including Job Title):	Veronica Keegan Head of Communications and Marketing

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

For decision	<input type="checkbox"/>	For noting only	<input checked="" type="checkbox"/>
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Members are asked to note the contents of this report which seeks to provide details of the Communications and Marketing activities delivered in response Covid-19 during the period April – June 2020.

1.0	Purpose and Background
1.1	In this unprecedented time, it has never been more important for NMDDC to communicate effectively with a wide range of stakeholders: from residents and businesses to at risk groups and employees.
1.2	As things were changing hour by hour and with each change came a new demand for complex communications about Covid-19.
1.3	This report provides a summary of the communications developed and delivered during the initial phases of the pandemic, April – June 2020.
2.0	Key Findings
2.1	NMDDC delivered its communications through both traditional and digital platforms, including: <ul style="list-style-type: none"> • Digital marketing campaigns • Social media • NMDDC website • Media relations • Internal communications
2.2	In addition to the Council's communications with its stakeholders, we also worked in partnership with other statutory organisations and agencies to deliver strategic and integrated marketing campaigns and messages raising awareness of: <ul style="list-style-type: none"> • how people should protect themselves and others • support available to vulnerable people and those at risk • business support • community support
2.3	The Council's digital communications platforms were a vital source of information, which can be illustrated through the attached report (see Appendix I).

2.4	<p>The following communications and marketing activities were also delivered during this period:</p> <ul style="list-style-type: none"> • 233 media enquiries were processed, and responses provided • 33 news releases were issued to the media and posted on the Council's website • 148 customer enquiries dealt with via social media platforms • 24 internal communications bulletins were published and distributed to all staff and uploaded to the Staff Area on the Council's website
2.5	<p>A new 'Coronavirus' site section on the Corporate website site was developed to make it easy for residents to find up to date information in relation to key changes/updates to service functions. The page has proved high in terms of use and web traffic and over the past the months was the second highest landing page on our site.</p>
3.0	Summary
3.1	<p>During the first three months of its response to Covid-19, NMDDC developed and delivered 20 digital campaigns reaching 770,100 subscribers and managed 234 Facebook posts and 194 tweets.</p> <p>A vast number of internal and external communications were also developed and delivered via traditional communications channels.</p>
4.0	Resource implications
4.1	<p>Communications and marketing activities in response to Covid-19 were developed and delivered by the Council's Communications and Marketing Team.</p>
5.0	Due regard to equality of opportunity and regard to good relations (complete the relevant sections)
5.1	<p><i>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</i></p> <p>It is not anticipated the proposal will have an adverse impact upon equality of opportunity or good relations <input checked="" type="checkbox"/></p>
5.2	<p><i>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</i></p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>The policy (strategy, policy initiative or practice and / or decision) has been equality screened <input type="checkbox"/></p> <p>The policy (strategy, policy initiative or practice and / or decision) will be subject to equality screening prior to implementation <input type="checkbox"/></p>

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

Communications and Marketing

Digital Communications Activity Report

Response to COVID-19 April – June 2020



Comhairle Ceantair
an Iúir, Mhúrn
agus an Dúin

**Newry, Mourne
and Down**
District Council

Digital Campaigns

Social media platforms offer the Council an opportunity to connect with residents and other stakeholders on their platform of choice and enables two-way communication opportunities. NMDDC used a number of social media platforms to ensure our messages were reaching as many of our audiences as possible, providing information that was up to date, reliable and easily accessible during Covid-19.

The table below provides a summary of the digital campaigns developed and delivered from April – June 2020. The performance of each campaign is illustrated through the reach and engagement figures recorded.

Launch Date	Campaign	Reach ('000s)	Engagement
Social Media Campaigns – Targeted via Advertising			
26 March – 8 April	Social Distancing Campaign - It's Not A Game, It Could Kill #Stay At Home	97.7	186
8 – 25 May	Safeguarding Campaign – #You Are Not Alone	116.5	1
13 – 22 June	Personal Responsibility #You Can Make A Difference	286.8	937
Social Media Campaigns – Developed and Delivered In-house			
10 April	Stay at Home this Easter	14.5	236
24 April	Stay at Home this Weekend	11	195
7 May	Stay at Home Early May Bank Holiday	10	39
25 May	Social Distancing – Keep 2m apart	6.9	11
27 May	Do Your Part – Stay Apart	12.8	93
Social Media Campaigns			
27 April (4 weeks)	Sustainability - promoting environmental initiatives/climate action for residents at home during COVID-19.	19.0	703
27 April (4 weeks)	WRAP Recycling Advertising and PR Campaign - informing all service users of their responsibilities in managing and presenting recycling and waste during COVID-19.	50.2	1852
1 June (5 days)	Child Safety Week – raising awareness	23.4	262
1 June (7 days)	Volunteer Week – craft engaging content to raise awareness of the range of volunteer work undertaken throughout the district	47.3	2.8
15 June (7 days)	Men's Health Week – refine messages that delivered useful health related information to men	26.1	556
Videos Posted to Website, Youtube, Facebook and Twitter			
8 April 2020	NMDDC Chairperson Delivers Easter Message	9.2	541
4 May 2020	NMDDC Chairperson Launches Living in Lockdown	7.7	228
12 May 2020	NMDDC Chairperson Thank You to NHS	7.6	216
27 May 2020	NMDDC Chairperson's Virtual Awards Ceremony	5.3	453
1 June 2020	NMDDC Chairperson's Final Message (AGM)	4.5	132
1 June 2020	NMDDC Vice Chairperson's Final Message (AGM)	5.5	157
15 June 2020	NMDDC Chairperson Launches re:NMD Campaign	8.1	391

Covid-19: Social Distancing Campaign - It's Not A Game, It Could Kill #Stay At Home

Covid-19: Social Distancing Campaign #Stay at Home campaign ran from 26 March – 8 April 2020 across multiple online platforms – Facebook, Instagram, Snapchat and Twitter.

Purpose and Background

The aim of the campaign was to increase public awareness and target young people (13 – 50+ years) living in the Newry, Mourne and Down District Council area of the need to socially distance and stay at home as widely as possible during Covid-19. A short video was developed and published to encourage people to respect lockdown measures in order to protect themselves, their families and their communities.

The tone of the campaign was clear and direct with its 'Who will you infect today' and 'It's not a game, it could kill', 'Stay at home' messaging. Users were also directed to the Coronavirus section of the NMDDC website for the latest information on Covid-19 and for updates on Council services.

Key Findings

The campaign reached 97,714 unique users across Facebook, Instagram and Snapchat in the Newry, Mourne and Down District Council area.

It was shared 95 times – significantly increasing its reach so that unique users reached were higher again.

This level of shares and engagement on Facebook illustrates that the campaign was engaging and more importantly audiences actively shared it, demonstrating people's understanding of the importance of the messaging.

The demographic breakdown for Facebook/Instagram is as follows:

13 – 17 years: 2,720	25 – 34 years: 16,704
45 – 54 years: 13,616	65+ years: 5,104
18 – 24 years: 10,720	35 – 44 years: 14,960
55 – 64 years: 7,936	

The above findings show that the campaign reached over 13,000 young people directly (13-24 years) as well as their influencers to really push the social distancing message.

The number of clicks delivered directly to the Covid-19 page on the NMDDC website was almost 1,200 which is significant given the amount of information on the video.

Snapchat, which targeted the younger audience secured over 6,500 swipes delivering a younger audience traffic to the Covid-19 page on the NMDDC website.

Summary

The campaign performed exceptionally well given the geographical targeting and the large amount of news sources currently being pushed on social media channels around social distancing.

The number of people who saw our campaign at least once - 97,714 across Facebook, Instagram and Snapchat.

The number of times our campaign was on screen for our target audience - 926,009 impressions across Facebook, Instagram and Snapchat.

This campaign was both successful in reaching a large number of community members but also fully engaging them to click through for more information on the Newry, Mourne and Down District Council website. The impact of this campaign has been high in terms of reputational value to the organisation.

Resource Implications

Cost: £3,900 (inclusive of set up, design and online advertising).

Covid-19: Safeguarding Campaign – #You Are Not Alone

Covid-19: Safeguarding Campaign – #You Are Not Alone ran from 8 – 25 May 2020 across multiple online platforms – Facebook, Instagram, Snapchat and Twitter.

Purpose and Background

During the Covid-19 lockdown period Newry, Mourne and Down District Council in partnership with the Southern Health and Social Care Trust and the South Eastern Health and Social Care Trust developed and delivered a campaign which sought to increase public awareness and target young people and their influencers (13 – 50+ years) living in the Newry, Mourne and Down District Council area of the services and support available to them should they be subject to or experiencing child/domestic abuse.

The campaign focused on supporting young people to come forward if they had fears for themselves or friends, with its messaging - 'Are you okay', 'Caught up in arguments at home', 'Feeling isolated, sad, scared, worried?', 'Is someone making you feel uncomfortable online? The Childline and Health Trust telephone numbers were provided encouraging young people to reach out for help.

Users were also directed to the Coronavirus and Safeguarding sections of the NMDDC website for more information.

Key Findings

Social Media Campaign – Targeted via Advertising

The campaign reached 116,511 unique users across Facebook, Instagram and Snapchat in the Newry, Mourne and Down District Council area.

The video was viewed 173,172 times on Facebook and Instagram; Snapchat, which targeted the younger audience secured over 6,179 swipes delivering a younger audience traffic to the Safeguarding page on the NMDDC website which is significant given the amount of information on the video and the sensitive nature of the advertising.

Whilst the primary call to action on the video was to call a helpline number, the number of clicks delivered directly to the Covid-19 page on the NMDDC website was 795.

This level of engagement across Facebook, Instagram and Snapchat illustrates that the campaign was engaging and more importantly audiences understood the importance of the messaging.

The demographic breakdown for Facebook/Instagram is as follows:

13 – 17 years: 3,798	25 – 34 years: 17,039
45 – 54 years: 13,132	65+ years: 4,754
18 – 24 years: 11,073	35 – 44 years: 12,513
55 – 64 years: 8,211	

The campaign findings show that of the 32% of the overall reach for Snapchat which was 44,164 were under 18 years of age.

Organic Posting on NMDDC and Health Trusts Social Media Platforms

In addition to the sponsored campaign, Newry, Mourne and Down District Council in partnership with the Southern and South Eastern Health and Social Care Trusts deployed organic posting throughout the duration of the campaign.

This increased the reach of the campaign securing an additional:

- 105,945 views on Facebook
- 54,177 views on Twitter
- 11,777 swipe-ups on Instagram.

The above findings show that the Council and Health Trust social media platforms are trusted sources for providing information achieving high levels of engagement.

Summary

The campaign performed exceptionally well given the geographical targeting, the large amount of news sources currently being pushed on social media channels around the stay at home messaging and the sensitive nature of the advertising.

This campaign was both successful in reaching a large number of community members but also fully engaging them to click through for more information on the Newry, Mourne and Down District Council website.

Resource Implications

Cost: £4,200 (inclusive of set up, design and online advertising).

Covid-19: Personal Responsibility #You Can Make A Difference

Covid-19: Personal Responsibility #You Can Make A Difference campaign ran from 13 – 22 June 2020 across multiple online platforms – Facebook, Instagram, Snapchat and Twitter.

Purpose and Background

This campaign was developed to encourage personal responsibility and continued social distancing in the Newry, Mourne and Down District Council area as lockdown restrictions began to ease. Concerns had been expressed locally about large volumes of traffic heading towards our beauty spots in recent good weather and young people gathering in groups.

The campaign aimed to address these issues and challenge COVID-19 apathy with its 'Coronavirus loves a crowd' and 'Coronavirus loves complacency' messaging. Users were also directed to the Coronavirus section of the NMDDC website for the latest social distancing guidance.

While relevant to all ages with a target demographic of males and females 13-50+ years, the content was also designed to appeal to the younger user. The geographical reach of this campaign was expanded to target day-trippers from the Greater Belfast area.

Key Findings

The campaign reached 286,767 unique users — 120,479 on Facebook and Instagram and 166,288 on Snapchat.

The video was viewed 69,758 times on Facebook and Instagram; Snapchat secured 5,688 swipes.

It also achieved 937 shares/engagements – significantly increasing its reach so that unique users reached were higher again.

The number of clicks delivered directly to NMDDC's website/Covid page from Facebook was 3,402 which is significant.

The importance of Snapchat as a platform for targeting the younger audience is evidenced in this campaign, with 49% of those reached aged between 13 - 24 years, and a further 27.5% aged between 25 – 34 years. Of those reached through Facebook and Instagram, 16.9% were aged between 13 - 24 years and 13.4% between 25 – 34 years.

Summary

The number of people who saw our campaign at least once – 286,767 across Facebook, Instagram and Snapchat.

The number of times our campaign was on screen for our target audience – 610,656 impressions across Facebook, Instagram and Snapchat.

The level of social media activity during this campaign illustrates that the campaign was engaging and more importantly audiences actively shared it, demonstrating people's understanding of the messaging.

Targeting outside NMDDC area on this occasion helped the campaign gain further exposure, with reach more than doubling on the two previous Covid-19 campaigns. The Council also promoted the campaign internally with accompanying messaging on its social media channels, including Twitter.

Resource Implications

Cost: £3,400 (inclusive of set up, design and online advertising).

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

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**Oifig Dhún Pádraig
Downpatrick Office**
Downshire Civic Centre
Downshire Estate, Ardglass Road
Downpatrick BT30 6GQ

Report to:	Strategy, Policy and Resources Committee
Date of Meeting:	18 August 2020
Subject:	Statutory reporting - Section 75 Policy Screening Report – Quarterly Report for period April – June 2020
Reporting Officer:	Regina Mackin, Assistant Director Corporate Planning and Policy
Contact Officers:	Colin Moffett, Head of Corporate Policy Suzanne Rice, Corporate Policy and Equality Officer

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

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

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

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

Policy	Details of policy	Screening Outcome
Domestic Abuse and Sexual Violence Policy	<p>The aim of the policy is to make the workplace (working from anywhere including remotely & from home) a safe and supportive environment for all employees, elected members, volunteers, agency workers, casual workers and volunteers of Council who are affected by domestic abuse and sexual violence.</p> <p>The objectives of the policy are:</p> <ul style="list-style-type: none"> • To offer support to our employees in addressing problems arising from domestic abuse and sexual violence sympathetically and in confidence (as far as possible). • To mitigate the risk of harm of our employees in the workplace. • To signpost employees to external support agencies who can carry on support beyond the workplace. • To recognise and respond effectively to cases of Domestic Abuse among our workforce, as appropriate and to challenge behaviours and attitudes through awareness raising. 	No EQIA considered necessary
Regeneration and Economic Development Strategy and Action Plan – 2020 - 2025	The aim of the strategy and action plan is to set out the strategic direction for Enterprise Regeneration and Tourism – Enterprise Employment and Regeneration.	No EQIA considered necessary

Report to:	Strategy Policy and Resources Committee
Date of Meeting:	18 August 2020
Subject:	Newry, Mourne and Down District Council Policy Development Framework: A corporate guide to policy development
Reporting Officer (Including Job Title):	Regina Mackin, Assistant Director Corporate Planning and Policy
Contact Officer (Including Job Title):	Colin Moffett, Head of Corporate Policy Suzanne Rice, Corporate Policy and Equality Officer

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

For decision	<input type="checkbox"/>	For noting only	<input checked="" type="checkbox"/>
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1.0	Purpose and Background
1.1	<p>The purpose of this report is to note the following:</p> <ul style="list-style-type: none"> Newry, Mourne and Down District Council's Policy Development Framework: A corporate guide to policy development.
1.2	<p>The attached document in Appendix I sets out a guide to policy making and the Council's framework for policy development.</p> <p>It aims is to create a clear and consistent approach to the development, implementation and management of all Council policy and to ensure those members of staff involved are clear as to their roles and responsibilities so that Council policies are developed and implemented in an efficient, cost effective and consistent manner.</p>
2.0	Key issues
2.1	<p>The corporate guide to policy development outlines the following:</p> <ul style="list-style-type: none"> Guidance for policy making; Ten features of good policy development – The Executive Office 2016; Policy template document; Policy development flowchart which details the steps to be undertaken when developing and implementing a Council policy. <p>The attached document has been considered at the 21st July 2020 meeting of CMT and the document has been amended to include the comments provided.</p>
3.0	Recommendations
3.1	<p>The purpose of this report is to note the following:</p> <ul style="list-style-type: none"> Newry, Mourne and Down District Council's Policy Development Framework: A corporate guide to policy development.

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

	<div>If yes, please complete the following:</div> <div>Rural Needs Impact Assessment completed<div>ⓧ</div></div>
7.0	Appendices
	Appendix I: NMDDC Policy Development Framework: A corporate guide to policy development
8.0	Background Documents
	None

Newry, Mourne and Down District Council's Policy Development Framework: A corporate guide to policy development



This document sets out a guide to policy making and the Council's framework for policy development. Appendix 1 contains Council's Policy template while Appendix 2 outlines a flowchart of the policy development process.

1. Definition

- 1.1 A **policy** is a principle or course of action adopted or proposed by an organisation or individual.
- 1.2 **Policy-making** in the Council environment is the process by which Council translates its vision into programmes and actions to deliver outcomes. It is a functional framework for staff actions and statement of intentions to guide evidence-based decision-making which is intrinsically linked to organisational development and performance management.

2. Aim

The aim is to create a clear and consistent approach to the development, implementation and management of all Council policy and to ensure those members of staff involved are clear as to their roles and responsibilities so that Council policies are developed and implemented in an efficient, cost effective and consistent manner.

3. Guidance for policy making / development

A policy must make clear what the aims or broad principles of the policy are and explain how the policy will achieve them and contribute to the overall direction of the Council. Generally, procedures follow on from policy - they provide a clear explanation of what 'must be done' in order to implement the policy. Procedures should be a separate document from the policy.

4. Ten features of good policy making

'A Practical Guide to Policy Making in Northern Ireland', The NI Executive Office (2016), identifies ten key features of good policy making:

- 1) **Forward looking** – the policy making process clearly defines outcomes that the policy is designed to achieve. Where appropriate, it takes a long-term view based on statistical trends and informed predictions of social, political, economic and cultural trends.
- 2) **Outward looking** – the policy making process takes account of influencing factors in the regional, national, European and international situation and draws on experience in other regions and countries.
- 3) **Innovative, flexible and creative** – the policy making process is flexible and innovative, questioning established ways of dealing with issues, encouraging new creative ideas and where appropriate making established ways work better. Examples include bringing in people from outside onto the policy team.
- 4) **Evidence-based** – the advice and decisions of policy makers are based upon the best available evidence from a wide range of sources. All key stakeholders are involved at an early stage and through the policy's development.
- 5) **Inclusive** – the policy making process takes account of the impact on and/or meets the needs of the people directly or indirectly affected by the policy and involves key stakeholders directly. Ensure statutory compliance requirements such as those related to equality of opportunity, good relations and rural needs are given appropriate regard and consideration.
- 6) **Joined up** – the process takes a holistic view, looking beyond institutional boundaries to the council's strategic objectives and seeks to establish the ethical, moral and legal base for policy.

7) Learns lessons – learns from experience of what works and what does not. A learning approach to policy development includes information on lessons learned and good practise disseminated, account available of what was done by the policy makers as a result of the lessons learned and clear distinction drawn between failure of the policy to impact on the problem it was intended to resolve and management/operational failures to implement.
8) Communication – the policy making process considers how policy will be communicated.
9) Evaluation – systematic evaluation of the effectiveness of the policy into the policy making processes. Approaches include a clearly defined purpose for the evaluation set at the outset and success criteria clearly defined.
10) Review – Existing/established policy is constantly reviewed to ensure it is really dealing with problems it is designed to solve. Approaches include establishing mechanisms to allow service deliverers/customers to provide feedback direct to policy-makers.

5. Developing policies and associated procedures

The following summarises the key elements in developing and implementing policies:

Identify need	<ul style="list-style-type: none"> • Policies can be developed in anticipation of need and in response to need. • As a public authority the Council should constantly assess its activities, responsibilities and the external environment in order to identify the need for policies and procedures.
Identify who will take lead responsibility	<ul style="list-style-type: none"> • Delegate responsibility to an individual, working group, sub-committee or staff members, according to the expertise required.
Gather information	<ul style="list-style-type: none"> • Does Council have any legal responsibilities in this area? Is your understanding accurate and up to date?

	<ul style="list-style-type: none"> Have other councils/agencies addressed the same issue? Are there existing templates or examples that you could consider? Where will you go for guidance?
Draft policy	<ul style="list-style-type: none"> Contact the Corporate Policy and Equality Officer for a policy reference before drafting the policy. Ensure that the wording, length and detail of the policy is appropriate to those who will be expected to implement it.
Consider whether procedures are required	<ul style="list-style-type: none"> Not all policies will require associated procedures. Procedures are the practical outworking of the policy aim(s) and set out how actions related to the policy's implementation. Procedures must also take account of legislative requirements including statutory duties related to promoting equality of opportunity and good relations, disability duties to promote positive attitudes towards disabled people and encouraging participation of disabled people in public life, due regard to rural needs. Monitoring information related to the implementation of procedures will assist in reviewing a policy.
Ensure statutory duty compliance	<ul style="list-style-type: none"> All policies must be equality screened prior to implementation to assess the impact of the policy upon equality of opportunity and good relations. Due regard to rural needs must be considered and a Rural Needs Impact Assessment completed.
Consult with appropriate stakeholders	<ul style="list-style-type: none"> Policies are most effective if people directly affected have had the opportunity to consider and discuss the potential implications of the policy: key stakeholders for consideration include Council Senior Management Team, Corporate Management Team, Trade Unions, staff, communities of interest and service users.
Policy approval	<ul style="list-style-type: none"> To ensure effective governance and scrutiny the draft policy must be considered and agreed by the appropriate Committee Meeting and ratified by Council.

	<ul style="list-style-type: none"> • Ratified policy must be forwarded to Corporate Policy and Equality Officer for corporate policy repository.
Implementation	<ul style="list-style-type: none"> • Have appropriate procedures been developed? • How will the policy be communicated and to whom? • Is training required to support the implementation among staff and volunteers? • Should the Council produce a press release (for external policy positions)?
Monitor, review, revise	<ul style="list-style-type: none"> • What monitoring and reporting systems are in place to review and assess implementation of the policy? • On what basis and when will the policy be reviewed and revised (if necessary)?

6. Contacts:

Council's Corporate Policy Section is responsible for managing and maintaining a central Council repository for policies and overseeing the implementation of the Council's Corporate Policy Development Framework.

For further information and guidance please contact:

<p>Colin Moffett Head of Corporate Policy O'Hagan House Monaghan Row Newry BT35 8DJ</p> <p>Telephone: 0330 137 4388 Email: colin.moffett@nmandd.org</p>	<p>Suzanne Rice Corporate Policy & Equality Officer O'Hagan House Monaghan Row Newry BT35 8DJ</p> <p>Telephone: 0330 137 4887 Email: suzanne.rice@nmandd.org</p>
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The following appendices set out the Council's Policy template and policy development flowchart.

Appendix 1: Policy template

Policy title: XXXXXXXXXXXXXXXXXXXXXXXXXX



Policy Control

Policy reference:	<i>Contact Corporate Policy & Equality Officer for a policy reference</i>
Title of Policy:	
Version:	
Directorate / Departmental ownership:	
Officer responsible:	
Date of ratification:	
Review date:	
Equality screening and Rural Needs Impact Assessment completed by:	
Equality screening and Rural Needs Impact Assessment date:	
Location where document is held and referenced:	Responsible Department <input type="checkbox"/> Corporate Policy repository <input type="checkbox"/>

Contents

Content	Page Number
Statement	
Aim of this policy	
Scope of the policy	
Related policies and legislation	
Definitions	
Department & Officer responsible	
Policy approval process	
Review date	
Procedures and arrangements for monitoring the implementation and impact of the policy	
Equality screening	
Rural Needs Impact Assessment	

1. Title of policy

Short title that clearly conveys the policy content

2. Statement

Statement should convey Council's endorsement of the policy e.g. Council approves the policy to ensure

3. Aim

A concise statement of the rational for the policy and what it is seeking to achieve e.g. The aim of this policy is to ensure a consistent approach to all Council employee

4. Scope

Who the policy applies to, what it applies to, how it applies and any consequences for non-compliance.

5. Related policies and legislation

A list of related policies and legislation (if applicable)

6. Definitions

Definition of the terms of the policy (if applicable).

7. Department and Officer responsible

Directorate / Department	
Officer(s) responsible for developing the policy	

8. Policy approval process

Meeting	Date
CMT	<i>Date of consideration</i>
SMT	<i>Date of consideration</i>
<i>Relevant Committee(s) e.g. Strategy, Policy and Resources Committee</i>	<i>Date of consideration</i>
<i>Monthly Council Meeting</i>	<i>Date of ratification</i>

9. Review Date

Policy should be reviewed on a four-yearly basis, or sooner as necessary, to ensure that it remains up-to-date with legislative advancements etc. Those writing policy may wish to use the following comment,

"The policy will be reviewed in line with the Council's agreed policy review cycle i.e. every 4 years (as per Council's Equality Scheme commitment 4.31), or sooner to ensure it remains reflective of legislative developments."

10. Procedures and arrangements for monitoring the implementation and impact of the policy

This section should make reference to the implementation procedures required for delivery of the policy and relevant monitoring arrangements to assess the impact.

11. Equality Screening

All policies must be equality screened prior to implementation, and policy screening templates, signed off and approved by the senior manager responsible for the policy, must be forwarded to the Equality Officer.

This section must advise the policy has been screened, and refer to one of the following outcomes:

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

12. Rural Needs Impact Assessment

The Rural Needs Act (Northern Ireland) 2016 requires the Council to have due regard to rural needs when: (a) developing, adopting, implementing or revising policies, strategies and plans, and (b) designing and delivering public services.

Rural Needs Assessments must be completed and forwarded to the Head of Corporate Policy. A template has been developed to assist with this process.

This section must confirm the policy has been subject to rural needs impact assessment.

Appendix 2: Policy development flowchart

The flow chart below outlines the steps to be taken in the development and implementation of a council policy.

POLICY DEVELOPMENT PROCESS FLOWCHART

