

December 19th, 2019

**Notice Of Meeting**

You are requested to attend the meeting to be held on **Thursday, 19th December 2019 at 6:00 pm** in **Mourne Room, Civic Centre Downpatrick**

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

Chair: Councillor M Savage

Vice Chair: Councillor A McMurray

Members:

Councillor R Burgess

Councillor P Byrne

Councillor S Doran

Councillor H Gallagher

Councillor O Hanlon

Councillor R Howell

Councillor A Lewis

Councillor C Mason

Councillor R Mulgrew

Councillor B Ó Muirí

Councillor G Sharvin

Councillor J Tinnelly

Councillor W Walker

# Agenda

## 1.0 Apologies and Chairpersons Remarks

## 2.0 Declarations of Interest

## 3.0 Action Sheet arising from SPR Committee Meeting held on Thursday 14 November 2019

[SPR-Action Sheet November 19.pdf](#)

Page 1

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### Community Planning and Performance

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## 4.0 Mid Year Assessment of the Performance Improvement Plan 2019-20

[SPR Cover Report Mid Year Assessment of PIP 2019-20 v2.pdf](#)

Page 7

[Appendix 1 Mid Year Assessment PIP 2019-20.pdf](#)

Page 9

## 5.0 Improvement Audit and Assessment Report 2019-20

[SPR Cover Report NIAO Audit and Assessment 2019-20 v2.pdf](#)

Page 26

[Appendix 1 Correspondence to Chief Executive.pdf](#)

Page 29

[Appendix 2 NMD S95 report.pdf](#)

Page 30

[Appendix 3 NMD Audit Certificate.pdf](#)

Page 50

[Appendix 4 Improvement Audit and Assessment Action Plan 2019-20.pdf](#)

Page 52

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### Corporate Planning and Policy

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## 6.0 Statutory duty compliance

[Report re statutory duty compliance SPR 19-Dec-19.pdf](#)

Page 54

[Appendix I draft Equality Action Plan 2020-2023.pdf](#)

Page 57

[Appendix II draft Disability Action Plan 2020-2023.pdf](#)

Page 74

[Appendix III Equality and Diversity in Local Councils Framework Template.pdf](#)

Page 90

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### Corporate Services

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## 7.0 Introduction of Capital Schemes Project Board

 19.12.19 Project Board Report.pdf

Page 94

 19.12.19 Project Board Report.pdf

Page 102

## 8.0 Safeguarding Policy

 SPRC Safeguarding Report 191219.pdf

Page 110

 Safeguarding Policy SPRC.pdf

Page 112

## 9.0 Application to Dept for Communities Civic Innovation Fund

 SPR - Application to DfC Civic Innovation Programme.pdf

Page 143

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### *Leisure and Sports*

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## 10.0 15 Acre Park Albert Basin – Appointment Consultants

 SPR - Albert Basin Appointment of Consultants - Dec 2019 Final.pdf

Page 145

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### *For Noting*

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## 11.0 Amendment to the Scheme of Delegation for Officers

 SPR - December 2019 - Scheme of Delegation.pdf

Page 147

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

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## 12.0 McCreesh Park

Verbal Update

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

## 13.0 Planning Advisory Consultant

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

 Report to SPR 19.12.19 Re Planning Consultant.pdf

Not included

 *Appendix 1 - CV Planning consultant.pdf*

*Not included*

 *Appendix 2 - Business Case - Planning Consultant.pdf*

*Not included*

## **14.0 Down Leisure Centre Update**

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

 *Report to SPR Update DLC Dec 19.pdf*

*Not included*

## **15.0 Cash Collection Service**

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.

 *17.12.19 SPR Cash Collection Business case.pdf*

*Not included*

 *Business Case Cash Collection.pdf*

*Not included*

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

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## **16.0 Action Sheet - Albert Basin Task & Finish Group 26 November 2019**

This item is deemed to be exempt under paragraph 3 of Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014 - information relating to item 3 and the public may, by resolution, be excluded during this item of business.

 *Albert Basin - Action Sheet 26th Nov 2019.pdf*

*Not included*

# Invitees

Cllr Terry Andrews  
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Cllr Patrick Brown  
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Cllr Robert Burgess  
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Cllr Pete Byrne  
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Mrs Dorinnia Carville  
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Cllr charlie casey  
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Cllr William Clarke  
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Cllr Dermot Curran  
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Cllr Laura Devlin  
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Mr Eoin Devlin  
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Ms Louise Dillon  
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Cllr Sean Doran  
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Cllr Cadogan Enright  
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Cllr Hugh Gallagher  
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Cllr Mark Gibbons  
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Cllr Oonagh Hanlon  
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Cllr Glyn Hanna  
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Cllr Valerie Harte  
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Cllr Terry Hearty  
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Mrs Janine Hillen  
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Cllr Roisin Howell  
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Mr Colum Jackson  
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Miss Veronica Keegan  
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Cllr Liz Kimmins  
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Cllr Mickey Larkin  
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Cllr Alan Lewis  
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Mr Michael Lipsett  
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Mrs Regina Mackin  
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Cllr Oonagh Magennis  
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Mr Conor Mallon  
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Cllr Gavin Malone  
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Cllr Cathy Mason  
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Mr Johnny Mc Bride  
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Colette McAteer  
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Cllr Declan McAteer  
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Cllr Leeanne McEvoy  
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Jonathan McGilly  
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Cllr Harold McKee  
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Patricia McKeever  
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Cllr Karen McKevitt  
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Cllr Andrew McMurray  
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Catrina Miskelly  
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Mr Colin Moffett  
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Mr Ken Montgomery  
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Mr Roland Moore  
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Cllr Roisin Mulgrew  
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Cllr Barra Ó Muiri  
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Linda O'Hare  
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Cllr Gerry O'Hare  
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Cllr Kathryn Owen  
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Mr Andy Patterson  
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Cllr Henry Reilly  
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Ms Alison Robb  
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Cllr Michael Ruane  
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Cllr Michael Savage  
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Mr Kevin Scullion  
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Cllr Gareth Sharvin  
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Donna Starkey  
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Cllr Gary Stokes  
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Sarah Taggart  
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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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Central Support Unit  
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Cllr William Walker  
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Mrs Marie Ward  
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**ACTION SHEET – STRATEGY, POLICY AND RESOURCES COMMITTEE MEETING (SPR) – THURSDAY 17 NOVEMBER 2016 – ITEMS STILL IN PROGRESS OR ON-GOING.**

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

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

SPR/123/2019	Lease of Lands at Former Land Fill Site at Newry Road, Newtownhamilton	It was agreed to defer any decision on the report for a month, subject to further consultation, both with the community and Committee Members.	F O'Connor	It was agreed with regard to the lands at the former landfill site at Newtownhamilton, the option of a waste management facility was withdrawn. Any future consideration of this site would only be considered once full remediation works had been carried out at the site.	Y
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SPR/125/2019	Disposal of Surplus Assets	<p>It was agreed:</p> <ul style="list-style-type: none"> <li>To approve the open market sale on the following assets – NM167 - Derryleckagh Playing Fields, NM123-Kilkeel Town Hall and DDC068-Meadowlands Recreation Area.</li> <li>To approve the Estates and Property Assets team to consider the following sites for development opportunity and submit planning applications for – Ballyvange Downpatrick, NM090-lands at rear of Jonesborough Market and DDC124-Grove Gardens Recreations Area, Killyleagh.</li> <li>To accept the expression of interest from the NIHE for Social Housing at DDC025-17 The Square, Ballynahinch Steel Frame.</li> <li>To accept the expression of interest from SRC for NM219-Newry Sports Centre and write to the Department to move forward on the matter.</li> <li>To accept the expression of interest from the Development Trust NI on behalf of South Armagh Lace Collective for NM062-Malachy Conlon Park, Culloville.</li> <li>That officers report back on the legal advice received on NM069-Bog Road Amenity Area, Forkhill.</li> </ul>	C Mallon	<ul style="list-style-type: none"> <li>Consider expressions of interest from Rugby Club for Derryleckagh Playing Fields</li> <li>Kilkeel Town Hall - Allow 4 weeks for expressions of interest form the community</li> </ul> <p>Approved</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>	<p>N</p> <p>N</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>
SPR/126/2019	Corry Square Carpark	<p>The following recommendation was agreed:</p> <ul style="list-style-type: none"> <li>Agree to the sale of the site to Matt D'Arcy Limited and include a covenant /condition within the title that would ensure the area marked in blue on the map in Appendix B is retained as a carpark.</li> </ul>	C Mallon	Agreed	Y

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

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
SPR/156/2019	Action Sheet of SPR Meeting held on 17 October 2019	It was agreed that the Action Sheet be noted and actions removed as Marked.	D Services	Noted	Y
SPR/157/2019	Draft Irish Language Strategy 2020-2023	The draft Irish Language Strategy 2020-2023 was agreed and to proceed to public consultation.	R Mackin	Noted	Y
SPR/158/2019	Special Responsibility Allowances	It was agreed to proceed with option a in the officer's report – that the outstanding Special Responsibility Allowances be allocated among the other positions which receive Special Responsibility Allowance payments.	D Carville	Noted	Y
SPR/159/2019	Mid-Year Assessment of Directorate Business Plans 2019-20	It was agreed to note the contents of the report and the Mid - Year Assessments of the Business Plans of the Corporate Services and Chief Executive's Directorates.	D Carville	Noted	Y
SPR/160/2019	Community Planning Statement of Progress	It was agreed to note the contents of the report.	J McBride	Noted	Y

SPR/161/2019	Treasury Management Mid-Year Report 2019/20	It was agreed to note the contents of the report.	D Carville	Noted	Y
SPR/162/2019	Draft Minutes of the Community Planning Strategic Partnership Board Meeting – 22 October 2019	It was agreed to note the Draft Community Planning Partnership Board Minutes of 22 October 2019.	J McBride	Noted	Y
SPR/163/2019	City Centre Regeneration Programme Transportation & Car Parking	It was agreed to note the contents of the report.	C Mallon	Noted	Y

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

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet
SPR/164/2019	Car Park at Meigh Village	It was agreed to proceed with the NI Housing Executive proposal and terms in order to regularise the use of the area marked in the officer's report as a car-park to service the playing field and playground area.	L Moore	In progress	Y
SPR/165/2019	Sale of land at Newry market	It was agreed to accept the offer made in respect of the land at Newry Market, marked in the officer's report subject to contract and completion of legal formalities and further subject to each party being responsible for their own legal costs in the matter.	L Moore	In progress	Y

SPR/166/2019	Action sheet from Efficiency Working Group meeting 21 October 2019	It was agreed to note the action sheet from Efficiency Working Group Meeting held on 21 October 2019.	J McBride	Noted	Y
SPR/167/2019	Management Accounts	It was agreed to note the Management accounts for the 6 month period to 30 September 2019.	D Carville	Noted	Y

END

<b>Report to:</b>	Strategy, Policy and Resources Committee
<b>Date of Meeting:</b>	19 December 2019
<b>Subject:</b>	Mid Year Assessment of the Performance Improvement Plan 2019-20
<b>Reporting Officer (Including Job Title):</b>	Johnny McBride – Assistant Director, Community Planning and Performance
<b>Contact Officer (Including Job Title):</b>	Kate Bingham – Head of Performance and Improvement

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

<b>For decision</b>	<b>X</b>	<b>For noting only</b>	
<b>1.0</b>			<b>Purpose and Background</b>
1.1			<p>Through the Performance Improvement Plan 2019-20 and Business Planning and Performance Management Framework, the Council makes a commitment to monitor and review performance on a regular basis.</p> <p>This report provides an overview of the Council's progress in implementing the performance improvement objectives between April-September 2019. Where possible, performance has been compared over time and tracked against the targets set within the Performance Improvement Plan 2019-20.</p>
<b>2.0</b>			<b>Key issues</b>
2.1			<p>The majority of 'supporting actions' and 'measures of success' within the Performance Improvement Plan 2019-20 are on track to be achieved. However, progress has been limited against the following areas:</p> <ul style="list-style-type: none"> <li>• The statutory standards for processing local and major planning applications, and enforcement cases, have not been achieved. Performance has also declined when compared to Q1 2018-19.</li> <li>• The Council is currently establishing baselines and putting in place arrangements to set targets for a reduction in general waste arisings at Household Recycling Centres.</li> <li>• The Council is putting in place arrangements to monitor the refuse collection completion rate.</li> <li>• The number of services users and calls made through the 'Good Morning Good Neighbour' Scheme has reduced slightly when compared to Q1/Q2 2018-19.</li> </ul>
2.2			<p>It should be noted that the information contained within this report may be subject to change when the results are verified and reported through the annual Assessment of Performance which will be published by 30 September 2020.</p>
<b>3.0</b>			<b>Recommendations</b>
3.1			<p>To consider and agree:</p> <ul style="list-style-type: none"> <li>• The Mid Year Assessment of the Performance Improvement Plan 2019-20</li> </ul>

<b>4.0</b>	<b>Resource implications</b>
4.1	There are no resource implications contained within this report.
<b>5.0</b>	<b>Equality and good relations implications</b>
5.1	There are no equality and good relations implications contained within this report.
<b>6.0</b>	<b>Rural Proofing implications</b>
6.1	There are no rural proofing implications contained within this report.
<b>7.0</b>	<b>Appendices</b>
	Mid Year Assessment of the Performance Improvement Plan 2019-20
<b>8.0</b>	<b>Background Documents</b>
	<ul style="list-style-type: none"><li>• Performance Improvement Plan 2019-20</li></ul>

# Newry, Mourne and Down District Council

## Performance Improvement Plan 2019-20

### Mid Year Assessment



## Contents

	Page
Introduction	3
Progress at a Glance	4
<b>Performance Improvement Objective 1</b> Encourage healthy lifestyles through increased participation in leisure, sport and recreational activities	5
<b>Performance Improvement Objective 2</b> Improve economic growth by creating new business starts, supporting the growth of existing businesses and promoting Newry, Mourne and Down as a premier tourist destination	7
<b>Performance Improvement Objective 3</b> Deliver urban and rural regeneration initiatives that will create a District where people want to live, work and invest in	10
<b>Performance Improvement Objective 4</b> Create a cleaner, greener, more attractive District	12
<b>Performance Improvement Objective 5</b> Encourage and empower local communities to participate in Council engagement structures and initiatives	14

## Introduction

This report provides an overview of the Council's progress in implementing the performance improvement objectives between April-September 2019. Where possible, performance has been compared over time and tracked against the targets set within the Performance Improvement Plan 2019-20, using the legend below.

### Performance Improvement Objectives 2019-20

1. **Encourage healthy lifestyles through increased participation in leisure, sport and recreational activities**
2. **Improve economic growth by creating new business starts, supporting the growth of existing businesses and promoting Newry, Mourne and Down as a premier tourist destination**
3. **Deliver urban and rural regeneration initiatives that will create a District where people want to live, work and invest in**
4. **Create a cleaner, greener, more attractive District**
5. **Encourage and empower local communities to participate in Council engagement structures and initiatives**

#### Legend:

Status		Trend	
	Target or objective achieved / on track to be achieved / baseline being established		Performance has improved since Q1/Q2 2018-19
	Target or objective partially achieved / likely to be achieved / subject to delay		Performance is similar to Q1/Q2 2018-19
	Target or objective not achieved / unlikely to be achieved		Performance has declined since Q1/Q2 2018-19

It should be noted that the information contained within this report may be subject to change when the results are verified and reported through the annual Assessment of Performance which will be published by 30 September 2020.

## Progress at a glance

Performance Improvement Objective	Progress	Status Trend
Encourage healthy lifestyles through increased participation in leisure, sport and recreational activities	Increased attendances at Council leisure facilities	
	264% increase in membership at Down Leisure Centre since it re-opened in November 2018	
	73.5% satisfaction rating with Council leisure facilities	
	2,365 children participated in Community Play sessions and Summer Schemes	
	4,328 participants enrolled on Everybody Active 2020	
Improve economic growth by creating new business starts, supporting the growth of existing businesses and promoting Newry, Mourne and Down as a premier tourist destination	Additional £8m secured to fund further public realm schemes and office space in Newry City	
	101 new business starts supported and 91 new jobs promoted through business start-up activity	
	115 local businesses and 57 social enterprises supported through Council programmes	
	Consultation on the Arts, Culture and Heritage Strategy underway	
	The five Giant Adventure Festivals have taken place	
Deliver urban and rural regeneration initiatives that will create a District where people want to live, work and visit	139,954 visits recorded at Warrenpoint Municipal Park	
	Letter of Offer received for Newry Hill Street Public Realm Scheme	
	Planning approval granted and business cases complete for 6 environmental improvement schemes in Village Plans	
	Increased processing times for major planning applications	
	Increased processing times for local planning applications	
Create a cleaner, greener more attractive District	16 community groups participated in the Cleaner, Greener Communities initiative	
	Assistance provided towards 72 community clean ups	
	Increase in blue and brown bin recyclables	
	Downpatrick Household Recycling Centre open	
	Glass collection standardised across the District	
Encourage and empower local communities to participate in Council engagement structures and initiatives	343 referrals made and 2,791 devices fitted through the Home Secure Scheme	
	274 service users received 21,557 calls through the 'Good Morning Good Neighbour' Scheme	
	71% of the 697 applications to the Financial Assistance Scheme received £1.2m funding	
	1,385 recorded visits to the Ethnic Minority Support Centre	

## Performance Improvement Objective 1

### Encourage healthy lifestyles through increased participation in leisure, sport and recreational activities

#### Senior Responsible Officer: Director of Active and Healthy Communities

##### Progress:

- Between April-September 2019, there was an 11% increase in the number of members across all leisure facilities, including a 29% increase at St Colman's (to 67) and a 16% increase at Down Leisure Centre (to 4,208).
- Since Down Leisure Centre re-opened in November 2018, there has been a 264% increase in membership.
- Over half of leisure centre members currently have an online account.
- Following a successful trial period, weekly autism friendly sessions have been introduced at Down Leisure Centre.
- As part of the EBA programme, the new 'Wheelie Active Club' was launched in Down leisure Centre to promote disability sport amongst children aged 4-12 years.
- Several projects within the Play Strategy are complete, including new play parks in Carlingford Park (Newry) and Newtownhamilton.
- Several projects within the Sports Facility Strategy are complete, including the Newcastle Bowling Pavilion, Bessbrook Bowling Green and Ardglass Football Pitch and Pavilion.
- The Terms of Reference for the Albert Basin Stakeholders Group have been approved and the Contamination Report for the Albert Basin site is complete.
- Through the Financial Assistance Scheme, the Council awarded £306,830 towards sports projects, including £57,455 towards sports active projects and £249,375 towards sports facilities capital. £60,994 was also awarded towards Summer Schemes across the District.

Measure of Success	2019-20		Status Trend	Explanatory note
	Target	YTD Actual		
14% increase in attendances at indoor leisure facilities	1,678,140 attendances	1,012,512 attendances	 	The Council has achieved 60.3% of the 2019-20 target. Overall attendance levels have increased by 21.2% when compared to Q1/Q2 2018-19.
72% increase in attendances at Down Leisure Centre (DLC)	360,000 attendances	172,754 attendances	 	The Council has achieved 48% of the 2019-20 target. Overall attendance levels have increased by 48.1% when compared to Q1/Q2 2018-19, which can be attributed to the opening of the new leisure centre.
Level of customer satisfaction with indoor leisure facilities	NLC	70%		Satisfaction levels across the six leisure facilities range from 64% in Down Leisure Centre to 85% in the Ballymote Centre. The overall satisfaction rating of 73.5% for Council leisure facilities compares favourably to the UK average of
	St Colman's	74.8%		
	Newcastle Centre	71.2%		

	Ballymote Centre	84.8%		73.19%. Improvements have been introduced across many facilities, and the impact will be monitored through the Customer Satisfaction Surveys which are scheduled to be carried out in Q4 2019-20.
	DLC	64.3%		
	KLC	76.1%		
Number of children and young people engaged in Community Play and other health and wellbeing initiatives	-	2,365	 	Between April-September 2019, 1,276 children took part in the Community Play sessions which were held across the seven District Electoral Areas, with the highest levels of participation in Crotlieve (34%) and Slieve Gullion (30%). This is well above the 697 children and young people who took part in Community Play sessions between April-September 2018. A further 1,089 children also took part in the 2019 Council run Summer Schemes.
Number of participants from targeted groups involved in physical activity programmes (EBA 2020)	Total participants 8,280	4,328		The Council continues to work with the EBA 2020 Delivery Partners to engage participants in a range of programmes, including Couch to 5K, yoga and rugby. Between April-September 2019, 4,328 participants enrolled on EBA 2020, which represents 52.2% of the annual target. To date, 60% of participants have a disability, 50% are female and 27% are from areas of high social need. However, it is anticipated that all targets will be achieved by March 2020.
	Women and Girls 4,885	2,443		
	Sustained participation 2,649	1,198		
	People with a disability 1,490	891		
	High social need 2,898	789		

\*EBA 2020 is the regional Everybody Active Programme.

## Performance Improvement Objective 2

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

**Senior Responsible Officer: Director of Enterprise, Regeneration and Tourism**

### Progress:

- The Council is on track to submit the revised application for Global Geopark status for the Mourne and Ring of Gullion in November 2019.
- The 12 week consultation on the Arts, Culture and Heritage Strategy is currently underway.
- The Council hosted 'Taste the Island' events in Newcastle, Warrenpoint and Killeavy Castle, showcasing local produce and promoting local tourism.
- Through the Financial Assistance Scheme, the Council awarded £163,945 towards 16 local tourism events.
- In September 2019, the Council was the lead sponsor at the NI Small Business Conference which attracted around 150 representatives from the business sector.
- The Outline Business Cases for the Regeneration of Newry City and visitor attractions in the Mourne Mountains are currently underway, with an estimated completion date of Q2 2020/21.
- The Outline Business Cases for 'skills and employability' and 'digital connectivity' are being developed at a regional level, with officers and stakeholders from Newry, Mourne and Down engaged in the process.
- Through the Belfast Region City Deal, the Council secured an additional £8m towards further public realm schemes and grade A office space in Newry City, which will seek to reduce car dependency and make the area more sustainable in the future.
- The governance and financial arrangements for phase two of the Belfast Region City Deal are currently being established.
- Through NMD Growth, 66 participants attended six workshops which focused on themes such as social media, personal effectiveness and financial management.

Measure of success	2019-20		Status Trend	Explanatory note
	Target	YTD Actual		
Number of business plans approved	301	148	 	Through the NI 'Go For It' programme, the Council achieved 49.2% of the annual target around business plan approvals, 49.2% of the target around new business starts and 58.7% of the target around jobs promoted through business start up activity. When compared to April-

Number of new business starts	205	101	 	September 2018, this represents a 20.3% increase in the number of business plans approved, 21.7% increase in the number of new business starts and 21.3% increase in the number of jobs promoted.  Since 2018, the most popular business sectors have been 'other services' (16.3%), 'domestic and personal services' (12.9%) and 'health and wellbeing' (12.2%). 51.3% of the applicants which have accessed the programme are male and 48.6% are female.
Number of new jobs promoted through business start up activity <i>(statutory performance indicator)</i>	155	91	 	
Number of new social enterprise starts	8	7	 	Through the Social Enterprise Programme, the Council achieved 87.5% of the start-up target, with seven new social enterprises being established, six of which have commenced trading. The Council also achieved 58% of the target set for new jobs created and 60% of the target set for new volunteers recruited.
Number of new social enterprise jobs created	12	7	 	
Number of new volunteers recruited	30	18	 	In total, 130 themed mentoring sessions have been delivered, with 29 social enterprises receiving one to one mentoring and 16 receiving group mentoring support. A further 12 social enterprises have been engaged in the programme, and the Council has exceeded the target set by 43%. The Council is on track to achieve all annual targets by March 2020.
Community groups and organisations provided with business planning, start-up and business development support	40	57	 	
Number of businesses supported through NMD Growth	190	84		Through NMD Growth, 84 local businesses accessed mentoring support and/or attending workshops, which represents 44.2% of the annual target. It is anticipated that the annual target will be achieved by March 2020, as the programme gains increased momentum.
Number of micro and small rural businesses created by March 2020	<b>2020 target</b>	<b>Actual to date</b>		Through the Rural Business Investment Scheme to date, 16 micro and small businesses have been created, which represents 29.1% of the programme target. 31 micro and small businesses have been supported, exceeding the programme target by 3% and 68 FTE jobs have been created in rural areas, which represents 49.6% of the programme target.
	55	16		
Number of micro and small businesses in rural areas supported by March 2020	30	31		

Number of new jobs created in rural areas by March 2020 (FTE)	137	68		Letters of Offer have been issued for calls 1,2 and 3 of the scheme, and these are contributing to the overall programme target of creating 137 new FTE jobs in rural areas by March 2020.
Number of new jobs created in fishing dependent communities by 2022 (includes Portavogie)	55	3	-	The Council has continued to progress the implementation of SEA FLAG. To date, 10 information sessions have been held, resulting in £183,302 being awarded between Annalong, Ardglass and Kilkeel. Achievements to date include the creation of three new jobs in Kilkeel, and current projections anticipate that one additional new business will be created in Ardglass and 10 FTE jobs will be created in Kilkeel and Ardglass by the end of 2022.  It should be noted that there is a 'lag' between the initiation of the programme and the subsequent creation of new jobs and businesses, as well as the achievement of qualifications. Progress against the targets set will continue to be monitored by SEA FLAG during the programme period.
Number of new businesses created in fishing dependent communities by 2022 (includes Portavogie)	22	-	-	
Number of new qualifications and skills achieved in fishing dependent communities, through SEAFLAG 2, by 2022 (includes Portavogie)	130	-	-	
Overall growth rate of 6% per annum in overnight expenditure in Newry, Mourne and Down	6%	-	-	Tourism statistics are produced annually by the NI Statistics and Research Agency (NISRA). The 2019-20 figures for tourism visitor revenue, volume and jobs for Newry, Mourne and Down will be released in Q2 2020/21, and reported through the annual Assessment of Performance.
Level of footfall on the Great Eastern Greenway	-	70,919		Between January-October 2019, 39,260 pedestrians used the Greenway Dublin Bridge (daily average: 142). A further 28,169 pedestrians (daily average: 102) and 3,490 cyclists (daily average: 13) used the Greenway Victoria Lock.
Number of visitors to the Giant Adventure festivals	-	-	-	The five Giant Adventure Festivals have taken place (Footsteps in the Forest, Festival of Flight, Skiffie Festival, Wake the Giant and City of Merchants). The impact of each event is currently being evaluated, and will be reported through the annual Assessment of Performance 2019-20.
Total estimated spend associated with the Giant Adventure festivals, including direct spend	-	-	-	

Level of visitor satisfaction with Giant Adventure festivals	-	-	-	

### Performance Improvement Objective 3

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

**Senior Responsible Officer: Director of Enterprise, Regeneration and Tourism**

#### Progress:

- The Strangford Lough and Lecale Partnership secured £5k from the 'Live Here Love Here' small grant scheme to engage volunteers in the ecological restoration of threatened coastal plant species. The partnership also worked with volunteers to remove ¾ tonne of marine litter from Ardglass harbour.
- The initial phase of the Ring of Gullion Landscape Partnership Scheme is complete and the new 10 year phase will commence in January 2020.
- The Department for Communities issued a Letter of Offer for £1.5m for Phase III of the Newry Hill Street Environmental Improvement Scheme. Planning permission has been granted and contractor procurement is underway, with works scheduled to commence in January 2020.
- Planning approval has been granted for the 6 environmental improvement schemes identified within the Village Plans. The business cases are complete and funding applications have been submitted. Planning approval and the funding submission for 7<sup>th</sup> scheme should be complete by December 2019. The preferred contractor has been selected, and the appointment is subject to the funding being secured by January 2020, with the Letters of Offer being issued thereafter.
- Planning approval has been granted for the Derrymore Demesne and the business case is complete. The preferred contractor has been selected, and the appointment is subject to the funding being secured by January 2020, with the Letters of Offer being issued thereafter.
- The Council continues to work closely with Government departments and the local community to agree the final phases of the Forkhill Masterplan.
- During Q1 2019-20, Newry, Mourne and Down received the highest number of major planning applications, joint with Belfast (6), second highest number of local planning applications (435) and concluded the second highest number of enforcement cases (150) across N. Ireland.

Measure of success	2015-16 Actual	2019-20 Target	2020-21 Target	Status Trend	Explanatory note
34% increase in the number of visitors to Warrenpoint Municipal Park, reaching 27,900	20,865	27,900 YTD Actual	35,000		Between April-September 2019, 139,954 visits were recorded at Warrenpoint Municipal Park, exceeding the annual target set by 502%. The highest number of

per annum by Q2 2019-20		139,954			visitors were recorded in July (31,138) and August (39,927).
6% increase in visitor satisfaction with Warrenpoint Municipal Park, reaching 74% by Q2 2019-20	68%	74%	80%	-	The baseline data was collated in 2015-16 and the next survey will be carried out during Q3 2019-20.
9% increase in the number of people who believe Warrenpoint Municipal Park enhances their quality of life, reaching 40.5% by Q2 2019-20	31%	40.5%	50%	-	
Improved business/visitor perception and reduced/sustained vacant properties by 2020-21, following the completion of the Downpatrick, Newry and Warrenpoint environmental improvement and revitalisation schemes					The environmental improvement and revitalisation schemes in Downpatrick, Newry and Warrenpoint are complete, and the post project evaluation of each scheme will be carried out in 2020.
Percentage of planning enforcement cases that are processed within 39 weeks	<b>Standard</b>	<b>Q1 Actual</b>			The percentage of enforcement cases processed within 39 weeks reduced by 26.2% when compared to Q1 2018-19. Performance remains below the regional average of 81.1%%, placing the Council 11/11 across Northern Ireland, and the statutory standard has not been achieved.
	70%	36%			
Average processing time of major planning applications	<30 weeks	230.8 weeks			The processing time for major planning applications increased by 182.2 weeks when compared to Q1 2018-19. This is well above the regional average of 55.8 weeks, placing the Council 8/9

				across Northern Ireland*. Similar to Q1 2018-19, only 20% of applications were processed within 30 weeks.
Average processing time of local planning applications	<15 weeks	22.2 weeks		The processing time for local planning applications increased by 6.8 weeks when compared to Q1 2018-19. This is well above the regional average of 13.8 weeks, placing the Council 11/11 across Northern Ireland. Only 24.5% of local planning applications were processed within 15 weeks, compared to 48.5% in Q1 2018-19.

\*Information in relation to the processing time of major planning applications was published for 9 out of 11 Councils across NI.

\*\*The 2019-20 Q1 planning statistics remain provisional and will be finalised when the Department for Infrastructure releases the 2019-20 Annual Report in June 2020.

## Performance Improvement Objective 4

Create a cleaner, greener, more attractive District

**Senior Responsible Officer: Director of Neighbourhood Services**

### Progress:

- Between April-September 2019, the Council assisted with 72 community clean ups and delivered talks on environmental issues to 65 schools and community groups.
- During June-July 2019, 16 community groups participated in the Cleaner, Greener Communities initiative, receiving assistance with litter picks, promoting anti dog fouling and raising awareness of food recycling.
- Newcastle won third place in the small town category of the Translink Ulster in Bloom competition.
- Through the Financial Assistance Scheme, the Council awarded £9,935 towards 10 local biodiversity enhancement projects.
- In June 2019, the Chairperson hosted a reception for the eight local schools which were awarded their first green flag, bringing the total number of schools in the District with a green flag award to 46. To date, 36 teachers have also attended Eco Schools information events.
- 40 schools took part in the Environment Youth Speak competition, with junior schools debating 'A day in the life of an Eco Warrior' and senior schools debating 'Is plastic really that fantastic?'
- The Council issued standardised bin collection calendars to all households, which outline specific collection dates and information on recycling. An on-line post code search facility can now be accessed through the corporate website.
- The Enforcement Improvement Plan has been developed, and seeks to secure a more co-ordinated, integrated approach to the enforcement of illicit dumping, littering and dog fouling.
- In September, Newry Town Hall and Down Leisure Centre were lit up green to mark 'Recycle Week' and raise awareness of the importance of 'recycling right'.

- The Downpatrick Household Recycling Centre opened to the public in August 2019, and the official opening took place in October 2019.
- Glass collection has been fully standardised across the District and early indications suggest that, when compared to April-September 2018, the amount of blue bin recyclables collected has increased by 11.1% across the District and 34% in the legacy Down area.
- A review of the ten Household Recycling Centres is well underway, which seeks to standardise operations and reduce the amount of non-recyclable residual waste currently received and processed at these facilities.
- The Council's Waste Management Department was shortlisted for the finals of the 2019 APSE Awards in the Waste Management and Recycling category.

Measure of Success	2019-20		Status	Explanatory note
	Standard	Q1 Actual		
Percentage of household waste collected by the Council that is sent for recycling by 2020 (including waste prepared for reuse)	50% by 2020	57.8%		The rate of recycling continues to increase and the Council has exceeded the statutory standard of 50% by 2020. The Q1 rate of recycling is well above the regional average of 54.8%, and the Council is ranked 4/11 across Northern Ireland. This represents a 2.2% increase in the rate of recycling (from 55.6%) when compared to Q1 2018-19.
Reduction in the amount of biodegradable Local Authority collected municipal waste that is landfilled	<20,954 tonnes	444 tonnes		During Q1 2019-20, the Council used 2.1% of its total landfill allocation, which was the second lowest across Northern Ireland. However, this represents an increase of 13.3% in the amount of waste landfilled (from 392 tonnes), when compared to Q1 2019-20.
Amount of Local Authority Collected Municipal Waste Arisings	-	21,937 tonnes		When compared to Q1 2018-19, the amount of local authority collected municipal waste arisings decreased by 1.9%, from 22,373 tonnes.
Reduction in black bin waste	-	<b>YTD Actual</b>		There has been a 1% reduction in black bin waste when compared to April-September 2018.
		15,101 tonnes		
Increase in blue bin waste	-	6,400 tonnes		There has been an 11% increase in blue bin waste when compared to April-September 2018.
Increase in brown bin waste	-	10,519 tonnes		There has been a 10% increase in brown bin waste when compared to April-September 2018. This may be attributed to an increase in the level of garden waste produced due to the

				weather conditions and longer growing season.
Amount of general waste arisings at Household Recycling Centres	Target to be established	-	-	The data is not currently available and will be reported through the Assessment of Performance 2019-20.
Refuse collection completion rate	Target and baseline to be established		-	The data is not currently available and will be reported through the Assessment of Performance 2019-20.
Level of street cleanliness across the District	-	72		Through the Cleaner, Greener Neighbourhood Surveys, the LEAMS score for the District has remained at 72, and is above the regional average of 71. However, the LEAMS score had dipped slightly in August 2018, largely due to increased levels of littering and dog fouling, and the improvement may be attributed to the continued implementation of the Dog Fouling Strategy.

\*YTD actuals for waste and recycling remain provisional and will be finalised when DAERA publishes the 2019-20 Annual Report in November 2020.

## Performance Improvement Objective 5

Encourage and empower local communities to participate in Council engagement structures and initiatives

**Senior Responsible Officer: Director of Active and Healthy Communities**

### Progress:

- The revised Financial Assistance Policy has been adopted and the procurement of an electronic Grant Management System is underway.
- Six partner organisations have allocated a total of £24k towards successful 'participatory budgeting' projects under the overarching theme of 'building community connections – within your community, with other communities, across generations'. Two events took place in Newry and Downpatrick in November 2019.
- Through the Financial Assistance Scheme, the Council awarded £1,243,284.95 towards 497 projects across 18 themes. This included £50,240 towards Irish Language projects, £7,130 towards Minority Communities projects and £27,722 towards Good Relations projects.
- The Council has been proactive in promoting social inclusion and community cohesion:
  - Approximately 300 migrants attended Information Sessions on the EU Settlement Scheme and their future status after BREXIT.
  - Over 100 migrant workers attended the EU Registration Clinics in Newry and Downpatrick, receiving either settled or pre-settled status.
  - Around 10-15 Syrian clients visit the weekly Arabic Clinic, accessing support in relation to the translation and completion of official documentation.
  - 160 people from a range of community backgrounds attended the Eid celebration in Bessbrook Community Centre to mark the end of Ramadan.

- The Council has successfully engaged young and older people in a range of initiatives:
  - 13 young people took part in an eight week drama programme in Ballykinlar, which focused on issues around mental health, internet safety and drug abuse.
  - 45 young people took part in the six week multi-agency 'Youth Shops' initiative in Newry, which targeted hard to reach young people, including those who were barred from shopping facilities.
  - Over 260 older people attended the 'Silver Screening' event in Newry.
- The Council nominated Altnaveigh House (Newry) and Hanna's Close (Kilkeel) for Pride of Place All Ireland 2019, and the awards ceremony will take place in November 2019.
- The Council secured £48k to deliver community educational programmes in Bessbrook and Crossmaglen, as part of the Areas at Risk programme.

Measure of Success	2019-20	Status	Explanatory note
	YTD actual		
Number of meetings and public engagement events	56		The five community engagement structures continue to meet on a regular basis and have hosted a range of public engagement events, on themes including neighbourhood watch, safety, education and housing.
Number of events delivered (including programmes)	66		The community engagement structures have organised 42 events and 24 programmes which attracted over 5,000 attendees. Programmes included 'Shared Schools' which 120 young people took part in, 'Youth Leadership' which attracted 150 attendees and 'Shared History and Culture', which over 60 people took part in. Events included International Children's Day which attracted over 120 attendees and the Traveller Living History exhibition which 220 people attended.
Number of events supported	15		The community engagement structures supported 15 events, including the Kilbroney Vintage Show, Newry Triathlon, Chairman's Charity Walk and 'Back to School' initiatives.
Number of capacity building programmes	11		Through the community engagement structures, approximately 245 attendees took part in 11 capacity building programmes, including PEACE IV capacity building sessions and financial assistance workshops.
The effectiveness of Council run community engagement structures in facilitating stakeholder participation	-		52% of the 196 places currently occupied through the community engagement structures are taken by representatives from the community, voluntary and business sectors. This demonstrates the Council's commitment to working alongside key stakeholders, enabling them to inform and influence the local decision making process and have their say on the future of the district.

Number of Neighbourhood Watch Schemes	171		There are currently 171 Neighbourhood Watch Schemes across the District, which represents a slight reduction from 175 schemes in March 2019.
Number of beneficiaries of the 'Good Morning, Good Neighbour' Scheme	Service users	 	Between April-September 2019, 274 service users, including 46 new referrals, received a total of 21,557 calls through the 'Good Morning Good Neighbour' scheme. The 53 active volunteers registered with the scheme also received training on software updates and call handling. This represents a slight reduction when compared to the 315 service users who received a total of 21,072 calls between April-September 2018.
	274		
	Calls made		
	21,557		
Number of beneficiaries of the 'Home Secure' Scheme	Referrals	 	Between April-September 2019, 343 referrals were made to the 'Home Secure' Scheme, which resulted in 2,791 devices being fitted. The majority of referrals were made in the Newry and Mourne's DEA's. This represents a slight increase when compared to the 285 referrals which were made and 2,676 devices which were fitted between April-September 2018.
	343		
	Devices fitted		
	2,791		
Number and percentage of financial assistance projects funded and successfully delivered	Applications	 	Through calls one and two of the Financial Assistance Scheme, the Council received 697 applications, 71% of which were awarded a total of £1,243,284 across a range of themes including Christmas illuminations, community engagement, community safety and good relations. This is similar to 2018-19, when 71% of the 668 applications received were awarded £1.56m.
	697		
	Success rate		
	71%		
Number of visits to the Ethnic Minority Support Centre	1,385		Between April-September 2019, the Ethnic Minority Support Centre recorded 1,385 visits, receiving free, confidential and impartial advice in a range of languages including Arabic, Romanian, Russian and Polish. Over 60% of clients are Romanian or Romanian / Bulgarian Roma. This is similar to April-September 2018, when there were 1,500 recorded visits at the centre.

<p>Number of participants aged 0-24 years who complete approved PEACE IV programmes to develop soft skills and respect for diversity by 2020</p>	<p>744</p>		<p>To date, 744 children and young people (294 in 2018-19 and 450 in 2019-20) have completed programmes to enhance their capacity to form positive relationships with others from different backgrounds and make a positive contribution to building a cohesive society. Programmes have included Shared History and Culture, Youth Leadership and Personal Development and feedback to date indicates that 91% feel that relations between the catholic and protestant communities will be better in five years and 100% feel they have benefited from the programmes.</p>
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<b>Report to:</b>	Strategy, Policy and Resources Committee
<b>Date of Meeting:</b>	19 December 2019
<b>Subject:</b>	Improvement Audit and Assessment Report 2019-20
<b>Reporting Officer (Including Job Title):</b>	Johnny McBride – Assistant Director: Community Planning and Performance
<b>Contact Officer (Including Job Title):</b>	Kate Bingham – Head of Performance and Improvement

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

For decision	X	For noting only	
<b>1.0</b>			<b>Purpose and Background</b>
1.1			The purpose of this report is to provide an overview of the key findings from the Improvement Audit and Assessment 2019-20 which was carried out by the Northern Ireland Audit Office (NIAO) on behalf of the Local Government Auditor (LGA). This audit and assessment underpins the general duty to make arrangements to secure continuous improvement in the exercise of functions, which has been placed on Councils through Part 12 of the Local Government (NI) Act (2014). A copy of the report is attached at <b>Appendix 2</b> .
<b>2.0</b>			<b>Key issues</b>
2.1			<p>The LGA is proposing an unqualified audit and assessment opinion, with no statutory recommendations being made. A copy of the Audit and Assessment certificate is attached at <b>Appendix 3</b>.</p> <p><b>Audit Opinion</b> The LGA has certified that the Council has discharged its performance improvement and reporting duties, including the Performance Improvement Plan 2019-20 and Assessment of Performance 2018-19, and has acted in accordance with the guidance issued by the Department for Communities (DfC).</p> <p><b>Audit Assessment</b> It is the opinion of the LGA that the Council is likely to discharge its duties in respect of Part 12 of the Act during 2019-20 and has demonstrated a track record of ongoing improvement. The LGA did not exercise her discretion to assess and report whether the Council is likely to comply with these arrangements in future years.</p>
2.2			<p>As part of the Improvement Audit and Assessment, the LGA assessed progress in implementing the 'proposals for improvement' which were put forward in 2016, 2017 and 2018. The purpose of these proposals is to assist the Council in meeting its performance improvement responsibilities, across the following thematic areas:</p> <ul style="list-style-type: none"> <li>• General duty to improve</li> <li>• Governance arrangements</li> <li>• Improvement objectives</li> <li>• Consultation</li> </ul>

	<ul style="list-style-type: none"> <li>• Improvement plan</li> <li>• Arrangements to improve</li> <li>• Collection, use and publication of performance information</li> </ul> <p>The LGA has designated all 'proposals for improvement' as implemented or in the process of being implemented. Detailed observations on each thematic area are also included in the report.</p>
2.3	<p>Two new 'proposals for improvement' have been put forward in 2019, in relation to the Council's Improvement Objectives:</p> <ul style="list-style-type: none"> <li>• The Council should redefine objectives so that they are more specific rather than aspirational and open-ended. This would enhance both the transparency and meaningfulness of the Council's commitment to continuously improve its functions as it should be easier to link projects to objectives and see how the completion of projects contributes to the achievement of the identified objective.</li> <li>• The Council should review the measures of success attributed to the supporting actions underpinning the improvement objectives and ensure that the measures are meaningful and their achievement demonstrates improvement.</li> </ul> <p>An action plan has been developed to assist with the continued implementation of the existing and new 'proposals for improvement', and to support the development of a performance improvement culture across the organisation. The Improvement Audit and Assessment Action Plan is attached at <b>Appendix 4</b>.</p>
<b>3.0</b>	<b>Recommendations</b>
3.1	<p>To consider and agree:</p> <ul style="list-style-type: none"> <li>• The Improvement Audit and Assessment Report 2019-20 (Appendix 2)</li> <li>• The Improvement Audit and Assessment Action Plan 2019-20 (Appendix 4)</li> </ul>
<b>4.0</b>	<b>Resource implications</b>
4.1	<p>There are no resource implications contained within this report. However, some proposals for improvement may result in additional resource implications for the Council. Examples include the implementation of an electronic performance management system and delivery of performance improvement training, both of which will be considered further by the Council.</p>
<b>5.0</b>	<b>Equality and good relations implications</b>
5.1	<p>There are no equality and good relations implications contained within this report.</p>
<b>6.0</b>	<b>Rural Proofing implications</b>
6.1	<p>There are no rural proofing implications contained within this report.</p>
<b>7.0</b>	<b>Appendices</b>
	<ul style="list-style-type: none"> <li>• <b>Appendix 1</b> – Correspondence to the Chief Executive</li> <li>• <b>Appendix 2</b> – S95 Improvement Audit and Assessment Report 2019-20 for Newry, Mourne and Down District Council</li> <li>• <b>Appendix 3</b> – Audit Certificate</li> <li>• <b>Appendix 4</b> – Improvement Audit and Assessment Action Plan 2019-20</li> </ul>

<b>8.0</b>	<b>Background Documents</b> <ul style="list-style-type: none"><li>• Improvement Audit and Assessment Report 2018-19</li><li>• Improvement Audit and Assessment Report 2017-18</li><li>• Improvement Audit and Assessment Report 2016-17</li></ul>
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**Tomas Wilkinson**  
Director

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29

Marie Ward  
Chief Financial Officer  
Newry, Mourne and Down Council  
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Downshire Civic Centre  
Ardglass Road  
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Co. Down  
BT30 6GQ

29 November 2019

Dear Marie

### **NEWRY, MOURNE AND DOWN DISTRICT COUNCIL: Section 95 of the Local Government Act 2014**

#### **Improvement Audit and Assessment – Audit and Assessment Report**

The Local Government Auditor has now certified the improvement audit and assessment for the Council with a standard, unqualified opinion. I attach a copy of our final audit and assessment report.

The report sets out the findings and conclusions from our work, it includes the audit and assessment certificate as an Annex. I also attach a scanned copy of the original certificate signed by the Local Government Auditor.

This letter and attachments have been copied to the Department for Communities as the legislation requires. I would like to thank you and your staff for the assistance and co-operation we received throughout the audit.

Yours sincerely

**TOMAS WILKINSON**  
Director



## Newry, Mourne and Down District Council

### Audit and Assessment Report 2019-20

Report to the Council and the Department for Communities under Section 95 of the Local Government (Northern Ireland) Act 2014



29 November 2019

Contents	Page
1. Key Messages	3
2. Audit Scope	5
3. Audit Findings	6
4. Annexes	8

*We have prepared this report for sole use of Newry, Mourne and Down District Council and the Department for Communities. You must not disclose it to any third party, quote or refer to it, without our written consent and we assume no responsibility to any other person.*

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## 1. Key Messages

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### Summary of the audit

<b>Audit outcome</b>	<b>Status</b>
Audit opinion	Unqualified opinion
Audit assessment	The LGA has concluded that the Council is likely to comply with Part 12 of the Local Government Act (Northern Ireland) 2014
Statutory recommendations	The LGA made no statutory recommendations
Proposals for improvement	The LGA made two new proposals for improvement

This report summaries the work of the Local Government Auditor (LGA) on the 2019-20 performance improvement audit and assessment undertaken on Newry, Mourne and Down District Council. We would like to thank the Chief Executive and her staff, particularly the Performance Improvement Manager, for their assistance during this work.

We consider that we comply with the Financial Reporting Council (FRC) ethical standards and that, in our professional judgment, we are independent and our objectivity is not compromised.

### Audit Opinion

The LGA has certified the performance arrangements with an unqualified audit opinion, without modification. She certifies an improvement audit and improvement assessment has been conducted. The LGA also states that, as a result, she believes that Newry, Mourne and Down District Council (the Council) has discharged its performance improvement and reporting duties, including its assessment of performance for 2018-19 and its 2019-20 improvement plan, and has acted in accordance with the Guidance.

### Audit Assessment

The LGA has assessed whether Newry, Mourne and Down District Council (the Council) is likely to comply with its performance improvement responsibilities under Part 12 of the Local Government Act (Northern Ireland) 2014 (the Act). This is called the 'improvement assessment'.

In her opinion the Council is likely to discharge its duties in respect of Part 12 of the Act during 2019-20 and has demonstrated a track record of improvement. The LGA did not exercise her discretion to assess and report whether the Council is likely to comply with these arrangements in future years.

### Audit Findings

During the audit and assessment we identified no issues requiring a formal recommendation under the Act. We made two proposals for improvement (see Section 3). These represent good practice which should assist the Council in meeting its responsibilities for performance improvement. Detailed observations on thematic areas are provided in Annex C and progress on key proposals for improvement raised in prior years, which had not been fully addressed last year, have been noted in Annex B.

### Status of the Audit

The LGA's audit and assessment work on the Council's performance improvement arrangements is now concluded. By March 2020 she will publish an Annual Improvement Report on the Council on the NIAO website, making it publicly available. This will summarise the key outcomes in this report.

The LGA did not undertake any Special Inspections under the Act in the current year.

The total audit fee charged is in line with that set out in our Audit Strategy.

### Management of information and personal data

During the course of our audit we have access to personal data to support our audit testing. We have established processes to hold this data securely within encrypted files and to destroy it where relevant at the conclusion of our audit. We can confirm that we have discharged those responsibilities communicated to you in accordance with the requirements of the General Data Protection Regulations (GDPR) and the Data Protection Act 2018.

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## 2. Audit Scope

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Part 12 of the Act provides all councils with a general duty to make arrangements to secure continuous improvement in the exercise of their functions. It sets out:

- a number of council responsibilities under a performance framework; and
- key responsibilities for the LGA.

The Department for Communities (the Department) has published '*Guidance for Local Government Performance Improvement 2016*' (the Guidance) which the Act requires councils and the LGA to follow. Further guidance to clarify the requirements of the general duty to improve was issued by the Department during 2019.

The improvement audit and assessment work is planned and conducted in accordance with the Audit Strategy issued to the Council, the LGA's Code of Audit Practice for Local Government Bodies in Northern Ireland and the Statement of Responsibilities.

### *The improvement audit*

Each year the LGA has to report whether each council has discharged its duties in relation to improvement planning, the publication of improvement information and the extent to which each council has acted in accordance with the Department's Guidance. The procedures conducted in undertaking this work are referred to as an "improvement audit". During the course of this work the LGA may make statutory recommendations under section 95 of the Act.

### *The improvement assessment*

The LGA also has to assess annually whether a council is likely to comply with the requirements of Part 12 of the Act, including consideration of the arrangements to secure continuous improvement in that year. This is called the 'improvement assessment'. She also has the discretion to assess and report whether a council is likely to comply with these arrangements in future years.

### *The annual improvement report on the Council*

The Act requires the LGA to summarise all of her work (in relation to her responsibilities under the Act) at the Council, in an 'annual improvement report'. This will be published on the NIAO website by March 2020, making it publicly available.

### *Special inspections*

The LGA may also, in some circumstances, carry out special inspections which will be reported to the Council and the Department, and which she may publish.

### 3. Audit Findings

This section outlines key observations in the form of proposals for improvement, arising from following thematic areas of the Council's audit and assessment:

- General duty to improve;
- Governance arrangements;
- Improvement objectives;
- Consultation;
- Improvement plan;
- Arrangements to improve;
- Collection, use and publication of performance information; and
- Demonstrating a track record of improvement.

These are not formal recommendations, which are more significant matters which require action to be taken by the Council in order to comply with the Act or Guidance. Proposals for improvement include matters which, if accepted, will assist the Council in meeting its performance improvement responsibilities. The LGA may follow up on how key proposals have been addressed in subsequent years. We recommend however that the Council's Audit Committee track progress on all proposals for improvement.

Our procedures were limited to those considered necessary for the effective performance of the audit and assessment. Therefore, the LGA's observations should not be regarded as a comprehensive statement of all weaknesses which exist, or all improvements which could be made.

Detailed observations for the thematic areas can be found at Annex C.

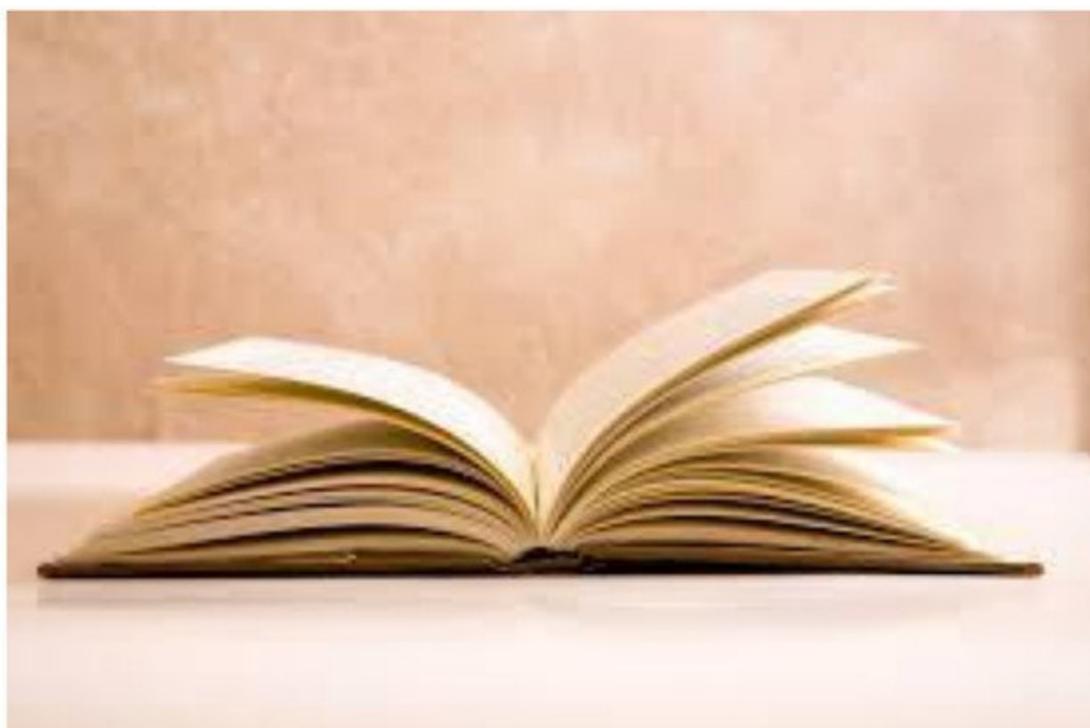
Thematic area	Issue	Proposal for improvement
Improvement Objectives	Some objectives appear to have been set at a high level which presents challenges in ascertaining whether the Council has been successful in achievement of the objective.	The Council should redefine objectives so that they are more specific rather than aspirational and open-ended. This would enhance both transparency and meaningfulness of the Council's commitment to continuously improve its functions as it should be easier to link projects to objectives and see how the completion of projects contributes to the achievement of the identified objective.
Improvement Objectives	Some of the measures of success underpinning projects are not clearly defined as they do not have specific targets that can be clearly associated with improvement.	The Council should review the measures of success attributed to the supporting actions underpinning the improvement objectives and ensure that the measures are meaningful and their achievement demonstrates improvement.

Thematic area	Issue	Proposal for improvement
	Using the baseline data which has been collated to set standards and targets for performance indicators (where appropriate and relevant) would assist in demonstrating improvement.	

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## 4. Annexes

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## Annex A – Audit and Assessment Certificate

### **Audit and assessment of Newry, Mourne and Down District Council's performance improvement arrangements**

#### **Certificate of Compliance**

I certify that I have audited Newry, Mourne and Down District Council's (the Council) assessment of its performance for 2018-19 and its improvement plan for 2019-20 in accordance with section 93 of the Local Government Act (Northern Ireland) 2014 (the Act) and the Code of Audit Practice for local government bodies.

I also certify that I have performed an improvement assessment for 2019-20 at the Council in accordance with Section 94 of the Act and the Code of Audit Practice.

This is a report to comply with the requirement of section 95(2) of the Act.

#### **Respective responsibilities of the Council and the Local Government Auditor**

Under the Act, the Council has a general duty to make arrangements to secure continuous improvement in the exercise of its functions and to set improvement objectives for each financial year. The Council is required to gather information to assess improvements in its services and to issue a report annually on its performance against indicators and standards which it has set itself or which have been set for it by Government departments.

The Act requires the Council to publish a self-assessment before 30 September in the financial year following that to which the information relates, or by any other such date as the Department for Communities (the Department) may specify by order. The Act also requires that the Council has regard to any guidance issued by the Department in publishing its assessment.

As the Council's auditor, I am required by the Act to determine and report each year on whether:

- The Council has discharged its duties in relation to improvement planning, published the required improvement information and the extent to which the Council has acted in accordance with the Department's guidance in relation to those duties; and
- The Council is likely to comply with the requirements of Part 12 of the Act.

#### **Scope of the audit and assessment**

For the audit I am not required to form a view on the completeness or accuracy of information or whether the improvement plan published by the Council can be achieved. My audits of the Council's improvement plan and assessment of performance, therefore, comprised a review of the Council's publications to ascertain whether they included elements prescribed in legislation. I also assessed whether the arrangements for publishing the documents complied with the requirements of the legislation, and that the Council had regard to statutory guidance in preparing and publishing them.

For the improvement assessment I am required to form a view on whether the Council is likely to comply with the requirements of Part 12 of the Act, informed by:

- A forward looking assessment of the Council's likelihood to comply with its duty to make arrangements to secure continuous improvement; and

- A retrospective assessment of whether the Council has achieved its planned improvements to inform a view as to its track record of improvement.

My assessment of the Council's improvement responsibilities and arrangements, therefore, comprised a review of certain improvement arrangements within the Council, along with information gathered from my improvement audit.

The work I have carried out in order to report and make recommendations in accordance with sections 93 to 95 of the Act cannot solely be relied upon to identify all weaknesses or opportunities for improvement.

### **Audit opinion**

#### **Improvement planning and publication of improvement information**

As a result of my audit, I believe the Council has discharged its duties in connection with (1) improvement planning and (2) publication of improvement information in accordance with section 92 of the Act and has acted in accordance with the Department for Communities' guidance sufficiently.

#### **Improvement assessment**

As a result of my assessment, I believe the Council has discharged its duties under Part 12 of the Act and has acted in accordance with the Department for Communities' guidance sufficiently.

The 2019-20 year was the fourth in which councils were required to implement the performance improvement framework. The Council's arrangements to secure continuous improvement, should by now be well embedded. Whilst the Council continues to strengthen these arrangements, it nonetheless delivered some measurable improvements to its services in 2018-19 and has demonstrated a track record of ongoing improvement. In my opinion I believe that the Council is likely to comply with Part 12 of the Act during 2019-20.

I have not conducted an assessment to determine whether the Council is likely to comply with the requirements of Part 12 of the Act in subsequent years. I will keep the need for this under review as arrangements become more fully established.

#### **Other matters**

I have no recommendations to make under section 95(2) of the Local Government (Northern Ireland) Act 2014.

I am not minded to carry out a special inspection under section 95(2) of the Act.

PAMELA McCREEDY  
Local Government Auditor  
Northern Ireland Audit Office  
106 University Street  
Belfast  
BT7 1EU

28 November 2019

## Annex B – Follow up of implementation of key prior year proposals for improvement

Year of report	Reference	Proposal for improvement	Action taken by Council	Status
	<b>General Duty to Improve (GD)</b>			
2016	<b>2016GD3</b>	Given its statutory nature, expand upon the Council's interim corporate performance management framework to include the development of a performance improvement policy. The purpose of this will define the Council's own interpretation of the new duty.		Implemented
2017	<b>2017GD1</b>	The Council should prioritise the development of its performance management system to enable the performance of all its functions and services to be measured, and to support the identification of those areas which would most benefit from improvement.		Implemented
2017	<b>2017GD2</b>	The Council should take steps to further develop, establish and embed all elements which underpin its performance management framework more fully across the organisation, ensuring that corporate priorities and performance improvement objectives are effectively cascaded to all employees.	The Chief Executive holds annual briefings for employees across a number of locations to provide an overview of progress to date in implementing corporate priorities and key programmes of work, as well as improvements planned for the year ahead. Performance management has also been incorporated into the corporate induction sessions for new employees.	In progress

Year of report	Reference	Proposal for improvement	Action taken by Council	Status
			<p>The Council should continue to use performance information to identify and drive improvements at all levels in the organisation.</p> <p>The Council is in the process of developing Service Plans and Individual Performance Appraisals which will demonstrate how each department and employee contributes to the achievement of community planning outcomes and corporate priorities.</p>	
	<b>Governance Arrangements (GA)</b>			
2016	<b>2016GA1</b>	<p>The Terms of Reference of the Audit Committee and the Strategy, Policy and Resources (SP&amp;R) Committee should be updated as required to reflect their respective performance improvement responsibilities.</p> <p>This should include a clearly defined separation between the role of the SP&amp;R Committee in managing and scrutinising Council performance and the role of the Audit Committee in providing assurance that the Council's arrangements are operating effectively.</p>		Implemented
2016	<b>2016GA3</b>	Senior management should also facilitate members of both the Audit Committee and the SP&R Committee with training and	There has again been progress with internal support for Committee members, however, further training and capacity building sessions for Elected	In progress

Year of report	Reference	Proposal for improvement	Action taken by Council	Status
		support to discharge their new performance improvement responsibilities.	Members on performance improvement should be developed and delivered.	
2017	<b>2017GA1</b>	The Council needs to ensure that its SP&R Committee is subjecting the Council's priorities, improvement objectives, activities, projects, risks and performance to appropriate scrutiny, challenge and evaluation and that this is monitored by the Audit Committee. To this end, officers must provide the relevant committees with appropriate and timely information in respect of the delivery of the performance improvement objectives.		Implemented
	<b>Improvement Objectives (OBJ)</b>			
2017	<b>2017OBJ2</b>	The Council should continue to focus on the development and appropriate use of baseline performance data and information within the existing data management system going forward and set standards for achievement which are both challenging and realistic.		Implemented
	<b>Collection, Use and Publication of Performance Information (PINFO)</b>			
2017	<b>2017PINF01</b>	The Council should continue to develop and embed its performance management	The Performance Improvement Policy has been adopted, providing the context for mainstreaming the Business	In progress

Year of report	Reference	Proposal for improvement	Action taken by Council	Status
		<p>framework and establish a performance management system as a priority.</p>	<p>Planning and Performance Management Framework across the Council.</p> <p>The Business Planning and Performance Framework is included in the Performance Improvement Plan and Directorate Business Plans, demonstrating how employees contribute to the achievement of key plans and strategies.</p> <p>During 2018-19, the Council also developed Performance Profiles for each Directorate to collate and present baseline performance information in an accessible, meaningful and consistent way. Each profile provides an overview of relevant information from the Residents' survey, alignment across the Business Planning and Performance Management Framework and year on year performance information on the themes of customer, finance and internal business processes since 2015-16.</p> <p>The electronic performance management system has not been developed in the year and is part of an</p>	

Year of report	Reference	Proposal for improvement	Action taken by Council	Status
			<p>overall IT Strategy to be considered in the future. This system would be a more efficient and effective way of monitoring and reporting progress and would help with embedding performance improvement across the Council.</p>	
2017	<b>2017PINF02</b>	<p>The Council should continue working with other councils and the Department to agree a suite of self-imposed indicators and standards. This will enable meaningful comparisons to be made and published in line with its statutory responsibility.</p>	<p>A sub-group of SOLACE's performance improvement working group has produced a paper on the way forward to establish a regional performance framework (benchmark framework). The approach will be agreed with the Department for Communities. A meeting of the sub-group discussed the issue in November 2019.</p> <p>Some progress has been made in the current year following advice from the Department for Communities that councils should benchmark at least two self-imposed indicators relating to the general duty to improve in addition to benchmarking the statutory indicators. The Council has benchmarked these indicators against the other councils within the annual assessment report 2018-19.</p>	In progress

Year of report	Reference	Proposal for improvement	Action taken by Council	Status
			Significant progress by all councils is essential in the coming year to allow a broader range of functions to be compared.	

## Annex C – Detailed observations

Thematic area	Observations
General duty to improve	<p>The Council has in place arrangements to secure continuous improvement in the exercise of its functions. A description of how the Council will discharge its duty under s84(1) of the Act has been set out within the 2019-20 Performance Improvement Plan, and the Council has provided evidence of these arrangements by way of self-imposed improvement indicators which are also set out within the Plan.</p> <p>The Council has made progress in year with the implementation of the Performance Improvement Policy in November 2018 to support the Business Planning and Performance Improvement Framework. The Council continues to try to embed performance improvement in a consistent and meaningful way throughout the organisation however further efforts should be focused on ensuring a culture of improvement is firmly embedded in all areas of the Council.</p> <p>The Council has devised a proposed timetable for developing, agreeing and implementing Service Plans that will be driven by the Corporate Plan, Performance Improvement Plan and Directorate Business Plans. The Service Plans will provide an annual overview of the operational activity that is planned for the year ahead and these will play an important role in cascading performance improvement objectives to staff at a meaningful, operational level and will further help to embed performance improvement as part of individual performance appraisals.</p> <p>The monitoring, reporting and review arrangements relating to Performance Improvement continues to be developed and refined. An electronic performance management system would assist with these arrangements as it would be a much more efficient way of monitoring and reporting progress and would help with embedding performance improvement across the Council. This is being considered as part of the overall IT Strategy.</p>
Governance arrangements	<p>The Council has adequate governance and scrutiny arrangements for performance improvement and these arrangements are operating effectively. The Council has established a range of governance arrangements to assist in the delivery of the Performance Improvement Plan.</p> <p>The Council has made progress in respect of the development of governance arrangements particularly in relation to the adoption and communication of the Performance Improvement Policy in November 2018 which provides the context for mainstreaming of the Business Planning and Performance Management Framework across the organisation.</p>

Thematic area	Observations
	<p>Furthermore, the Terms of Reference for the Audit Committee have been revised and strengthened in February 2019. There has again been progress with internal support for Committee members, however, further training and capacity building sessions for Elected Members on performance improvement should be developed and delivered.</p>
Improvement objectives	<p>The Council has demonstrated that the 2019-20 improvement objectives are legitimate, clear, robust, deliverable and demonstrable. The improvement objectives cover a wide range of Council services and they relate to both improving Council functions and improving services for communities and citizens. However, a proposal for improvement has been raised relating to the measures of success used and the level at which objectives are being set.</p> <p>The 2019-20 Performance Improvement Plan contains five objectives all of which have been carried forward from the prior year. The Council continues to review and refine improvement objectives and the associated actions, outcomes and measures every year as part of development of the Performance Improvement Plan. It is evident that improvement objectives have been developed in accordance with the strategic priorities of the Council as detailed in the Corporate Plan flowing from the Community Plan outcomes and in accordance with consultation with stakeholders. It is also clear that the objectives align with the strategic aspects of improvement.</p>
Consultation	<p>The Council has met its statutory duty to consult on its general duty to improve and on the proposed 2019-20 improvement objectives.</p> <p>The Council consulted on both the 2019-20 performance improvement objectives and the 2019-23 Corporate Plan simultaneously considering the close link between both and given the stakeholders are broadly similar. There was a twelve week consultation period and a variety of mechanisms were used to gain feedback including online and hard-copy questionnaires. Corporate Plan feedback was received mainly through the residents' survey and engagement sessions with various relevant groups. With respect to consultation specifically on performance improvement objectives, 74 responses were received and this is considered to be a substantive level of response when compared with other Councils. However, the Council should continue to seek out innovative ways of engaging key stakeholders and reporting performance to them in user-friendly and understandable formats.</p> <p>The Council has been able to demonstrate that feedback received from the consultation in 2019-20 and prior years has been reviewed and assessed and it has been demonstrated that underlying "actions," and "measures of success," related to performance improvement objectives have been tailored in response to the feedback received.</p>

Thematic area	Observations
Improvement plan	<p>The Council's 2019-20 Improvement Plan complies with the Act and with DfC guidance.</p> <p>The Council's Performance Improvement Plan was published in June 2019 and the plan continues to be available in a wide variety of media formats, through its website and social media channels, thereby encouraging stakeholder involvement in its current and future plans, in the context of performance improvements.</p> <p>The document contains a high-level description of the Council's plan for discharging its statutory performance improvement duties. It includes a description of its annual performance improvement objectives, how these were selected, the key actions to be undertaken in order to achieve each of the objectives, and how the progress of the key actions will be measured and what the outcomes for local communities and stakeholders will be. For each objective it is also detailed how it is linked to the corporate plan priorities, community plan outcomes and Programme for Government outcomes as well as detailing the alignment of each objective to the seven aspects of improvement.</p> <p>The plan also provides a summary of the Council's consultation process and the outcome of that process, together with information on how citizens and stakeholders may propose new objectives during the year and how performance against the plan will be reported.</p> <p>The Council also produces a summary document, "Our Performance, Looking Back, Going Forward," which sets out the key points from its Performance Improvement Plan (and its assessment of performance).</p>
Arrangements to improve	<p>The Council's arrangements to secure the achievement of its improvement objectives, statutory indicators and to comply with the general duty to improve, are adequate.</p> <p>The Council has further developed and refined its arrangements for performance improvement in year as referred to in other sections in this report. The Business Planning and Performance Management Framework has been supplemented by the introduction of the Performance Improvement Policy and links have been made between the different aspects of performance improvement and key strategic documents including Business Plans. The Council has identified areas in its self-assessment report for improvement and action should be taken to address these areas.</p>
Collection, use and publication of performance information	<p>The Council's arrangements to assess its performance and to publish the results are adequate. The self-assessment of the Council's performance in relation to the 2018-19 Performance Improvement Plan was transparent and meaningful. It</p>

Thematic area	Observations
	<p>contains explanations and plans for 2019-20 where improvement objectives and indicators have not been met and benchmarking information on the Council's performance over previous years.</p> <p>The Council continues to use a Microsoft Excel based system to identify, measure and monitor performance improvement at all levels of the Business Planning and Performance Management Framework – this is however, a very labour intensive method of collating performance information, and ensuring that it is robust and accurate. An electronic performance management system would be a much more efficient way of capturing the growing central repository of performance information. An electronic system would also provide a platform to demonstrate the alignment and interdependencies across the Business Planning and Performance Management Framework, create capacity for further analysis of the information and focus on key improvement areas across the organisation. A project mandate for such a system has been developed and is to be considered as part of the overall IT strategy.</p> <p>The Council continues to work as part of the Association of Public Sector Excellence (APSE) Performance Network NI benchmarking project. Internal audit carried out a review of the APSE performance indicators and have raised a number of recommendations in relation to the validation of performance indicators and the Council should work to ensure these recommendations are implemented as soon as practicable. The Council should also consider the use of internal audit to review the validation of indicators not relating to APSE.</p> <p>The Council has also developed internal "Performance Profiles" for each directorate. Information is collated from a variety of sources and presented based on key themes such as Customer, Finance and Internal business processes and are used to inform the business planning process and support a culture of continuous improvement.</p>
Demonstrating a track record of improvement	<p>The Council can demonstrate a positive track record of improvement.</p> <p>The Council has produced an assessment of its performance in each year. The latest assessment entitled, "Our Performance Looking Back, Going Forward," shows the Council's progress in delivering both the Corporate Plan and Performance Improvement Plan. Each Performance Improvement Objective has been assessed and whilst there are some instances of individual project performance declining or showing lack of improvement, on the whole since 2016-17 the Council has been able to demonstrate an overall record of improvement. Sustaining this level of improvement within the current resource capacity may present future challenges around strengthening the Council's existing performance management arrangements and embedding a culture of improvement.</p>

## **Audit and assessment of Newry, Mourne and Down District Council's performance improvement arrangements**

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- The Council has discharged its duties in relation to improvement planning, published the required improvement information and the extent to which the Council has acted in accordance with the Department's guidance in relation to those duties; and
- The Council is likely to comply with the requirements of Part 12 of the Act.

### **Scope of the audit and assessment**

For the audit I am not required to form a view on the completeness or accuracy of information or whether the improvement plan published by the Council can be achieved. My audits of the Council's improvement plan and assessment of performance, therefore, comprised a review of the Council's publications to ascertain whether they included elements prescribed in legislation. I also assessed whether the arrangements for publishing the documents complied with the requirements of the legislation, and that the Council had regard to statutory guidance in preparing and publishing them.

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My assessment of the Council's improvement responsibilities and arrangements, therefore, comprised a review of certain improvement arrangements within the Council, along with information gathered from my improvement audit.

The work I have carried out in order to report and make recommendations in accordance with sections 93 to 95 of the Act cannot solely be relied upon to identify all weaknesses or opportunities for improvement.

#### **Audit opinion**

##### **Improvement planning and publication of improvement information**

As a result of my audit, I believe the Council has discharged its duties in connection with (1) improvement planning and (2) publication of improvement information in accordance with section 92 of the Act and has acted in accordance with the Department for Communities' guidance sufficiently.

##### **Improvement assessment**

As a result of my assessment, I believe the Council has discharged its duties under Part 12 of the Act and has acted in accordance with the Department for Communities' guidance sufficiently.

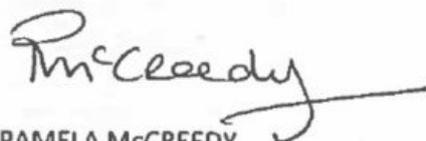
The 2019-20 year was the fourth in which councils were required to implement the performance improvement framework. The Council's arrangements to secure continuous improvement, should by now be well embedded. Whilst the Council continues to strengthen these arrangements, it nonetheless delivered some measurable improvements to its services in 2018-19 and has demonstrated a track record of ongoing improvement. In my opinion I believe that the Council is likely to comply with Part 12 of the Act during 2019-20.

I have not conducted an assessment to determine whether the Council is likely to comply with the requirements of Part 12 of the Act in subsequent years. I will keep the need for this under review as arrangements become more fully established.

##### **Other matters**

I have no recommendations to make under section 95(2) of the Local Government (Northern Ireland) Act 2014.

I am not minded to carry out a special inspection under section 95(2) of the Act.



PAMELA McCREEDY  
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Belfast  
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28 November 2019

### Improvement Audit and Assessment 2019-20 – Action Plan

<b>Thematic Area: Duty to Improve</b>	<b>Timescale</b>
<ul style="list-style-type: none"> <li>Strengthen the alignment between the Performance Improvement Plan 2020-21, Corporate Plan 2019-23 and Community Plan.</li> </ul>	<b>2019-20</b>
<ul style="list-style-type: none"> <li>Continue to use performance information to identify and drive improvements across the organisation.</li> </ul>	<b>Ongoing</b>
<ul style="list-style-type: none"> <li>Identify and strengthen the suites of performance indicators at all levels of the Business Planning and Performance Management Framework, particularly within the emerging Corporate Plan, Business Plans and Service Plans.</li> </ul>	<b>Ongoing</b>
<ul style="list-style-type: none"> <li>Further embed the Business Planning and Performance Management Framework and Performance Improvement Policy across the organisation by mainstreaming a corporate approach to developing Service Plans.</li> </ul>	<b>2019-20</b> <b>2020-21</b>
<ul style="list-style-type: none"> <li>Continue to populate and manage the excel based system and progress the identification of a suitable electronic performance management system.</li> </ul>	<b>Ongoing</b>
<ul style="list-style-type: none"> <li>Facilitate staff briefings/roadshows in relation to the Corporate Plan 2019-23 and supporting plans.</li> </ul>	<b>2019-20</b>
<b>Thematic Area: Governance Arrangements</b>	<b>Timescale</b>
<ul style="list-style-type: none"> <li>Review and strengthen the Terms of Reference for all Committees in relation to performance and improvement responsibilities.</li> </ul>	<b>Ongoing</b>
<ul style="list-style-type: none"> <li>Contribute to the development and delivery of a regional training and capacity building programme for Elected Members around performance and improvement. Supplement this programme with local training sessions for the Strategy, Policy and Resources Committee and Audit Committee.</li> </ul>	<b>2019-20</b>
<ul style="list-style-type: none"> <li>Progress the recommendations arising from the internal audit of performance indicators around the accuracy of performance information and adequacy of data collation processes.</li> </ul>	<b>2019-20</b>
<ul style="list-style-type: none"> <li>Work with Internal Audit to develop and agree a programme to validate the accuracy of performance data and the integrity of data collation processes in relation to the Corporate Plan and Performance Improvement Plan.</li> </ul>	<b>2019-20</b> <b>2020-21</b>
<b>Thematic Area: Improvement Objectives</b>	<b>Timescale</b>
<ul style="list-style-type: none"> <li>Review and redefine the performance improvement objectives, so that they are more specific.</li> </ul>	<b>2019-20</b>
<ul style="list-style-type: none"> <li>Review and strengthen the 'supporting actions' and 'measures of success' which underpin each objective.</li> </ul>	<b>2019-20</b>
<ul style="list-style-type: none"> <li>Work with departments to communicate and enhance awareness of future performance improvement objectives.</li> </ul>	<b>2020-21</b>
<ul style="list-style-type: none"> <li>Continue to embed the Business Planning and Performance Management Framework in order to ensure community planning outcomes, corporate priorities and performance improvement objectives are effectively cascaded to Directorate Business Plans and Service Plans.</li> </ul>	<b>2019-20</b>

<ul style="list-style-type: none"> <li>Continue to identify and collate robust baseline data to facilitate a performance driven approach to strategic planning. Use performance data to identify year on year trends, carry out comparisons with other local authorities, set targets for the future and inform the development of new plans and strategies.</li> </ul>	<b>Ongoing</b>
<b>Thematic Area: Consultation</b>	<b>Timescale</b>
<ul style="list-style-type: none"> <li>Identify new and innovative, accessible and inclusive mechanisms to engage stakeholders in the development of future performance improvement objectives and areas of improvement, using existing processes where possible.</li> </ul>	<b>Ongoing</b>
<b>Thematic Area: Improvement Plan</b>	<b>Timescale</b>
<ul style="list-style-type: none"> <li>Strengthen the alignment between the emerging Corporate Plan 2019-23, Performance Improvement Plan 2020-21 and future Business Plans and Service Plans.</li> </ul>	<b>2020-21</b>
<b>Thematic Area: Collection, use and publication of performance information</b>	<b>Timescale</b>
<ul style="list-style-type: none"> <li>Continue to strengthen the governance arrangements around key plans and strategies, and ensure, where appropriate, performance is reported in a consistent format across the organisation.</li> </ul>	<b>Ongoing</b>
<ul style="list-style-type: none"> <li>Update the baseline data included in the 'Performance Profiles' for each Directorate to support the development of Business/Service Plans and facilitate a performance driven approach to business/service planning.</li> </ul>	<b>2019-20</b>
<ul style="list-style-type: none"> <li>Continue to form part of the Multi-Stakeholder Group, which is made up of local government, Department for Communities and the NI Audit Office, to consider the benchmarking within the context of the legislative requirements of Part 12 of the Local Government Act (NI) 2014.</li> </ul>	<b>Ongoing</b>

<b>Report to:</b>	Strategy, Policy and Resources Committee
<b>Date of Meeting:</b>	19 December 2019
<b>Subject:</b>	Statutory duty compliance: A) Draft Equality Action Plan 2020-2023 B) Draft Disability Action Plan 2020-2023 C) Equality & Diversity in Local Councils, Equality and Diversity Framework
<b>Reporting Officer:</b>	Regina Mackin, Assistant Director Corporate Planning and Policy
<b>Contact Officers:</b>	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**  **For noting only**

<b>1.0</b>	<b>Purpose and Background</b>
1.1	Members are asked to consider and agree the draft Equality Action Plan 2020–2023, draft Disability Action Plan 2020-2023, and to re-endorse the Equality & Diversity in Local Councils, Equality and Diversity Framework.  Further to this both draft action plans will proceed to public consultation.
1.2	<b>A) Draft Equality Action Plan 2020-2023</b>  To fulfil its Section 75 statutory duties, the Council has developed an Equality Scheme which has been approved by the Equality Commission for Northern Ireland. It outlines corporate responsibilities, legal commitments and specific actions, and Council must provide an Annual Report on Progress to the Equality Commission for Northern Ireland by 31 August each year.  As set out within section 2 of Council’s Equality Scheme, Council is required to develop an action plan to promote equality of opportunity and good relations. This will enable Council to identify potential functional areas for further or better discharge of its Section 75 duties and inform its key strategic actions.  The attached draft Equality Action Plan 2020–2023 (Appendix I), circulated to the Council’s Corporate Management Team for comment and considered by Council’s Senior Management Team, builds upon Council’s action plan for the period 2018-2020.
1.3	The draft equality action plan recommends key areas of activity and details positive actions relevant to Council functions. The positive action measures have been set out under the five principles of the Equality and Diversity in Local Councils Framework:  <ul style="list-style-type: none"> <li>• <b>Principle 1:</b> Ensuring we work in a non-discriminatory environment, promote equality, and model best practice in equality and good relations</li> </ul>

	<ul style="list-style-type: none"> <li>• <b>Principle 2:</b> 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</li> <li>• <b>Principle 3:</b> Providing access to services, facilities and information</li> <li>• <b>Principle 4:</b> Recruiting and employing people fairly</li> <li>• <b>Principle 5:</b> Responding to and learning from complaints and incidents in a positive and pro-active way</li> </ul>
1.4	<p><b>B) Draft Disability Action Plan 2020-2023</b></p> <p>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:</p> <ul style="list-style-type: none"> <li>• to promote positive attitudes towards disabled people; and</li> <li>• to encourage participation by disabled people in public life.</li> </ul> <p>It is a requirement of the above legislation that Council has a plan showing how the public authority proposes to fulfil the disability duties. The Equality Commission for Northern Ireland recommends that public authorities consult on their plans before they submit them.</p>
1.5	<p>The attached draft Disability Action Plan 2020–2023 (Appendix II) builds upon Council’s previous disability action plan for the period 2015-2019.</p> <p>The draft plan, circulated to the Council’s Corporate Management Team for comment and considered by Council’s Senior Management Team, sets out the Council’s commitment to fulfil the statutory duties, and action measures on how Council intends to improve the quality of life for all people with disabilities who live in, work in or visit our district.</p>
1.6	<p><b>C) Equality &amp; Diversity in Local Councils, Equality and Diversity Framework</b></p> <p>By way of background, Councils are required to comply with anti-discrimination legislation and equality related statutory duties including Section 75 of the NI Act 1998 (the Act), and the Framework is designed to assist councils to meet their equality and diversity obligations and demonstrate their compliance with them.</p> <p>Council is asked to re-endorse the attached Equality &amp; Diversity in Local Councils, Equality and Diversity Framework which details the Council’s statement of intent and approach to ensure equality and diversity.</p>
1.7	<p>Key elements to delivering upon Council’s equality and diversity commitments are leadership, partnership and organisational commitment; knowing and involving our communities; delivering responsive services and customer care; and a skilled and committed workforce.</p> <p>As already noted in section 1.3 of this report, the positive action measures in Council’s draft Equality Action Plan 2020-2023 have been set out under the five principles of the Equality and Diversity in Local Councils Framework.</p>
<b>2.0</b>	<b>Key issues</b>
2.1	<p>Further to consideration of the draft Equality Action Plan 2020–2023 and draft Disability Action Plan 2020-2023 at the Strategy, Policy and Resources Committee meeting on 19 December 2019 (and approval of December 2019 SPR Report at Council’s Monthly Meeting on 6 January 2020) the following is proposed:</p>

	<ul style="list-style-type: none"> <li>• 12-week public consultation on both draft plans.</li> <li>• It is proposed to combine this consultation with consultation to be undertaken in relation to Council's draft Irish Language Strategy 2020-2023.</li> <li>• Finalised Equality Action Plan 2020-2023 and Disability Action Plan tabled for consideration at a future Strategy, Policy and Resources Committee and adoption by Council, further to these being forwarded to the Equality Commission for Northern Ireland.</li> </ul>
<b>3.0</b>	<b>Recommendations</b>
3.1	<p>Members are asked to consider and agree to A) draft Equality Action Plan 2020–2023, B) draft Disability Action Plan 2020-2023, and C) to re-endorse the Equality &amp; Diversity in Local Councils, Equality and Diversity Framework.</p> <p>Further to this both draft action plans will proceed to public consultation.</p>
<b>4.0</b>	<b>Resource implications</b>
4.1	Both of the draft action plans designate specific responsibilities for the proposed positive action measures. While there is potential for implementation to have an impact in terms of physical (time) and financial resources, it should be noted that Council has a corporate responsibility to develop, implement and report annually upon said plans to the Equality Commission for Northern Ireland.
<b>5.0</b>	<b>Equality and good relations implications</b>
5.1	<p>As set out within section 2 of Council's approved Equality Scheme, Council is required to develop an action plan to promote equality of opportunity and good relations. The proposed equality action plan will enable Council to identify potential functional areas for further or better discharge of its Section 75 duties and inform its key strategic actions.</p> <p>In addition, Section 49A of the Disability Discrimination Act 1995 (as amended by the) Disability Discrimination (NI) Order 2006 requires Council to have a plan showing how Council proposes to fulfil the disability duties.</p> <p>Both the draft Equality Action Plan 2020–2023 and draft Disability Action Plan 2020-2023 have been subject to equality screening and the decision is that they are not required to be subject to an equality impact assessment (with no mitigating measures required).</p>
<b>6.0</b>	<b>Rural Proofing implications</b>
6.1	It is not anticipated that the implementation of the draft action plans will have a differential impact for people living in rural areas. Due regard to rural needs has been considered and rural needs impact assessments have been completed.
<b>7.0</b>	<b>Appendices</b>
	<p>Appendix I: Draft Equality Action Plan 2020-2023</p> <p>Appendix II: Draft Disability Action Plan 2020-2023</p> <p>Appendix III: Equality &amp; Diversity in Local Councils, Equality and Diversity Framework</p>
<b>8.0</b>	<b>Background Documents</b>
	N/A

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 obligations regarding Section 75 of the Northern Ireland Act 1998.

### Section 75 of the Northern Ireland Act 1998

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

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

Section 75 (2) requires public authorities in carrying out their functions relation to Northern Ireland to 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 statutory equality duties in all parts of its organisation and this action plan sets out how it intends to do so.

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Councillor Charlie Casey  
Chairperson of Newry, Mourne  
and Down District Council

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

## Equality and Diversity in Local Councils

Newry, Mourne and Down District Council has endorsed the Equality & Diversity in Local Councils' Framework, which details the Council's statement of intent and approach to ensure equality and diversity is delivered across Council.

The five Principles of the Equality & Diversity Framework 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

The following Equality Action Plan for the period 2020-2023 sets out positive actions under the five Principles of the Equality & Diversity in Local Councils' Framework.

<b>Equality Action Plan</b>					
<b>Principle 1: Ensuring we work in a non-discriminatory environment, promote equality and model best practice in equality and good relations</b>					
<b>Issue</b>	<b>Objective</b>	<b>Positive Action</b>	<b>Measure</b>	<b>Responsibility</b>	<b>Timeframe</b>
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"> <li>• Equality Screening,</li> <li>• Policy Development,</li> <li>• Cultural Awareness,</li> <li>• Every Customer Counts,</li> <li>• Rural Needs,</li> <li>• Disability Awareness</li> </ul>	<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"> <li>• Corporate Policy</li> <li>• Learning and Development</li> </ul>	April 2020-March 2023

			Reported in Council's Annual Progress Report to the Equality Commission for NI		Annually (31 August)
		To integrate objectives and targets relating to the Section 75 statutory duties into Council's strategic and operational business plans	Council has considered all Section 75 categories in the development of Corporate, Strategic and Operational business plans	Chief Executive Office / Corporate Planning and Policy	Ongoing
			Review of Corporate Reporting template which will map Officers consideration of Section 75 in Council decision making	Corporate Policy	Annually
			Reported in Council's Annual Progress Report to the Equality Commission for NI	Corporate Policy	Annually (31 August)

		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 campaign internally and externally to promote the role of and assistance given by the Councils Diversity Champions	Number of people who engage with Diversity Champions on issues	Corporate Policy	June 2020
		Implementation of the Council's Good Relations Action Plan	Number of participants in Good Relations funded programmes	Active and Healthy Communities	Ongoing

			<p>Quarterly and annual reports to The Executive Office</p> <p>Number of people accessing the services of the Ethnic Minority Support Centre</p>		
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<b>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</b>					
<b>Issue</b>	<b>Objective</b>	<b>Positive Action</b>	<b>Measure</b>	<b>Responsibility</b>	<b>Timeframe</b>
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 equality screened before council approval and implementation	Quarterly policy screening reports tabled at SPR Committee  Reported in Council's Annual Progress Report to the Equality Commission for NI  Reports uploaded to council website and forwarded to equality consultee listing	Relevant officers	Quarterly  Annually (31 August)  Ongoing
		Training provided for staff on the policy screening process	Number of screening training sessions provided per year	Corporate Policy	September 2020
		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 Council's 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	May 2020
		Continue to utilise the mechanism created to record corporate consultation	Number of consultations  Types of consultation utilised	Chief Executive Office  Corporate Policy	Ongoing
		Review and update Equality consultee list annually	Reported in Council's Annual Progress Report to the Equality Commission for NI	Corporate Policy	Annually (31 August)

<b>Principle 3 Providing access to services, facilities and information</b>					
<b>Issue</b>	<b>Objective</b>	<b>Positive Action</b>	<b>Measure</b>	<b>Responsibility</b>	<b>Timescale</b>
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 2020
		'Making Information Accessible' training sessions to be delivered across Council	Number of Council officials participating in 'Making Information Accessible' training sessions	Corporate Policy	October 2020

		Develop the corporate website ensuring it meets all accessibility requirements	Availability of an accessible corporate website	Corporate Services <ul style="list-style-type: none"> <li>Corporate Communications and Marketing</li> </ul>	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	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  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	Ongoing

		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	TBC
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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	Reported in Council's Annual Progress Report to the Equality Commission for NI	Corporate Services - HR	Annually (31 August)
		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	May 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

<b>Principle 5 Responding to and learning from complaints and incidents in a positive and proactive way</b>					
<b>Issue</b>	<b>Objective</b>	<b>Positive Action</b>	<b>Measure</b>	<b>Responsibility</b>	<b>Timescale</b>
Support, advice, guidance and assistance	Complaints are addressed in a positive manner and realistic timeframe	Implementation of Council's process related to complaints, comments and compliments	Number of complaints  Number of Section 75 complaints – Details reported in Council's Annual Progress Report to the Equality Commission for NI	Corporate Services – Administration and Customer Services  Corporate Policy	Ongoing  Annually (31 August)
	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  
Email: [suzanne.rice@nmandd.org](mailto:suzanne.rice@nmandd.org)

The plan will be made available in alternative formats upon request.



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.

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Councillor Charlie Casey

Chair of Newry, Mourne and Down  
District Council

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Marie Ward

Chief Executive

## **Contents**

1 Introduction	Page 3
2 The role of Council, its functions and Structure	Page 3
3 Public life positions over which the Council has responsibility	Page 5
4 Commitment to the effective implementation of the Disability Action Plan	Page 5
5 Internal arrangement	Page 5
6 Effective Arrangement	Page 6
7 Annual Report	Page 6
8 Five Year Review	Page 6
9 Consultation	Page 6
10 Action Measures	Page 7
11 Timescale for the implementation of the Action Measures	Page 7
12 Action Plan 2020-2023	Page 8
13 How the Disability Action Plan will be published	Page 15

## **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 Mournes
- 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

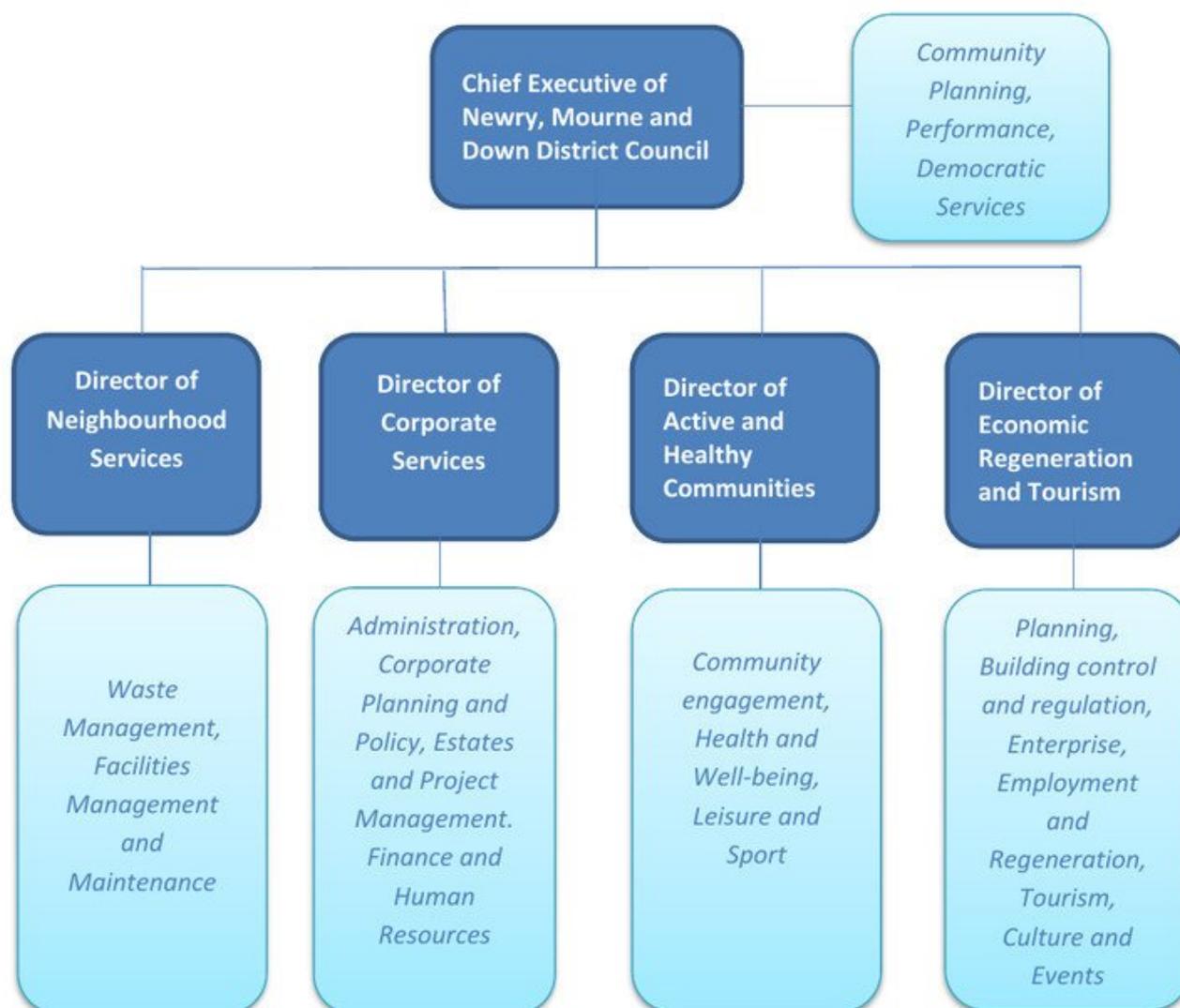
and ensure the views of people across Newry, Mourne and Down are reflected in the Council's decisions and how services are delivered.

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 Councils 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 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"> <li>• Disability Awareness,</li> <li>• Autism Friendly,</li> <li>• Dementia Friendly,</li> <li>• Brian Injury Awareness</li> </ul> <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>Corporate Services</p> <ul style="list-style-type: none"> <li>• Corporate Policy</li> <li>• Learning and Development</li> </ul> <p>SMT</p> <p>Chief Executives Department</p>	Ongoing and reviewed annually

		Continue to provide disability awareness induction training to new staff			
		All policy makers within Council to take into consideration the disability duties when proposing or revising policy	All new and revised policies will ensure compliance with disability	SMT  Council Officers	Ongoing
<b>Engagement</b>					
<b>Issue</b>	<b>Objective</b>	<b>Positive Action</b>	<b>Measure</b>	<b>Responsibility</b>	<b>Timeframe</b>
Engagement	Continue to engage with disability organisations	Corporate Policy to engage organisations and investigate opportunities to undertake collaborative working	New initiatives undertaken	Corporate Policy	Ongoing
		Continue to provide employment opportunities/work placements for people with disabilities	Number of people employed	Human Resources	Ongoing

		Continue to engage with organisations on corporate consultations to ensure views of people with disabilities are heard	Number of consultation workshops undertaken	Council Officers	Ongoing
<b>Promotion</b>					
<b>Issue</b>	<b>Objective</b>	<b>Positive Action</b>	<b>Measure</b>	<b>Responsibility</b>	<b>Timescale</b>
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	June 2020
	Continue to raise awareness and positively promote disability	District Electoral Area Forums to host events supporting residents and organisations	Number of events held	DEAs	Ongoing and reviewed annually
		Chairperson of Council continue to support charities as part of their annual programme	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	Number of times civic building is 'lit'	Chief Executive Office	2 events per year
		Continue the Promotion of Newcastle as 'Autism Friendly'	Number of businesses signed up to the initiative	Economic Regeneration and Tourism	Ongoing
<b>Access</b>					
<b>Issue</b>	<b>Objective</b>	<b>Positive Action</b>	<b>Measure</b>	<b>Responsibility</b>	<b>Timescale</b>
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 2020
		'Making Information Accessible' training sessions to be delivered across Council	Number of Council officials participating in 'Making Information Accessible' training sessions	Corporate Policy	October 2020

		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	Ensuring our new buildings shall be fully compliant with the Building Regulations and DDA compliant	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  Council to meet the requirement of the Equality Commission's 'Every Customer Counts' initiative	Percentage of Council owned facilities meeting the requirements of the 'Every Customer Counts' accessibility checklist	All Directorates	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	
		Continue to provide Autism Friendly programmes in Council leisure and community facilities.	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.	Number of people availing of initiative	Active and Healthy Communities	September 2020
Complaints	Ensure people with a disability can access the Council's complaints/ comments procedure	Provide a range of accessible formats available to make a complaint re council services	Number of complaints  Number of complaints referencing disability issues	Corporate Services – Administration and Customer Services  Corporate Policy	Ongoing  Annually

<b>Workforce</b>					
<b>Issue</b>	<b>Objective</b>	<b>Positive Action</b>	<b>Measure</b>	<b>Responsibility</b>	<b>Timescale</b>
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	Relevant section 75 workforce data	Corporate Services – HR and Corporate Policy	May 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

### **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](mailto: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](http://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.



Equality & Diversity  
in Local Councils

## (INSERT NAME) COUNCIL EQUALITY AND DIVERSITY FRAMEWORK

This Framework details the Council's statement of intent and approach to ensure equality and diversity

### Context

Councils are required to comply with anti-discrimination legislation and Section 75 of the NI Act 1998 (the Act). Section 75 requires public authorities, in carrying out their functions relating to Northern Ireland, to have due regard to the need to promote equality of opportunity and regard to the desirability of promoting good relations across a range of categories outlined in the Act.

This Framework is designed to assist councils to meet their equality and diversity obligations and to demonstrate their compliance with them.

The Framework covers everyone who uses the Council's services, our facilities and accesses our information, including:

- Customers of the Council
- Members of the Public
- Partners and Other Stakeholders
- Contractors who deliver services on behalf of the Council
- Council Elected Members
- Council Employees
- Trade Unions
- Voluntary and Community Sector
- Business Sector
- Other Public Sector Bodies

In order to assist with the implementation of this Framework the Council has appointed a Councillor and Officer to **champion** equality and diversity across the Council by driving positive actions and acting as a contact point for issues relating to this equality and diversity framework.

## THE PRINCIPLES OF THE FRAMEWORK

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

Relevant Policies, Procedures and Guidance:

NI Code of Local Government Conduct, Code of Conduct for Local Government Employees, (*Chartermark, Customer Service Standards, etc*)

### **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-going basis to assist us in the review and development of existing and new policies

Relevant Policies, Procedures and Guidance:

Equality Scheme, Disability Action Plan, Progress Reports, Screening Reports

### **Principle 3: Providing access to services, facilities and information**

We will take steps to improve access to services, facilities and information and 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

Relevant Policies, Procedures and Guidance: Equality Scheme, Disability Action Plan, Translation and Interpretation Policy, Good Relations Strategy, (*Chartermark, Customer Service Standards, etc*)

### **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

Relevant Policies, Procedures and Guidance: Code of Procedures on Recruitment and Selection, Local Government Competency Framework Staff Handbook, Welcoming Statement

## **Principle 5: Responding to and learning from complaints and incidents in a positive and pro-active way**

Everyone has the 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

Relevant Policies, Procedures and Guidance: Complaints Policy and Procedure, Grievance Procedure, NI Code of Local Government Conduct, Code of Conduct for Local Government Employees (*Chartermark, Customer Service Standards etc*)

### **MONITORING**

The Council will monitor and evaluate the effectiveness of this Framework and will engage with Councillors, employees and the trade unions regarding any proposed changes to policies or practices.

**SIGNED:**

\_\_\_\_\_

\_\_\_\_\_

**COUNCIL MAYOR/CHAIR**

**COUNCIL CHIEF EXECUTIVE**

**DATE:**

<b>Report to:</b>	<b>Strategic Policy and Resources Committee</b>
<b>Date of Meeting:</b>	19 <sup>th</sup> December 2019
<b>Subject:</b>	<b>Introduction of Capital Schemes Project Board</b>
<b>Reporting Officer (Including Job Title):</b>	Tom McClean Head of Service Capital Projects
<b>Contact Officer (Including Job Title):</b>	Tom McClean Head of Service Capital Projects

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

<b>For decision</b>	<input checked="" type="checkbox"/>	<b>For noting only</b>	<input type="checkbox"/>
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<b>1.0</b>	<p><b>Purpose and Background</b></p> <p>Legacy Down District Council, in preparation for its largest capital projects, decided to appoint a Project Board set up in keeping with the guidelines of Prince 2, a project management process used by Government.</p> <p>The concept was to select elected members from across the political spectrum, to sit on a Board, in the case of the Admin Building made up from 8 members. It was given delegated authority by Council to improve the turnaround times for decisions required by the construction process involved with the development of the New Down Administration Centre. The lead officer from Council was the Director in charge of the project.</p> <p>This Project Board scheduled meetings in tandem with the constructional site meetings and had several reports presented as standing agenda items by members of the design team, such as progress, change control, programming and budgets.</p> <p>The Project Board was established before construction began and signed off the final detailed design and associated budget and continued until completion of the project some 32 months later.</p> <p>The minutes of the Project Board meetings were then brought to the Building and Estates Committee for approval before these minutes were presented at full Council.</p>
<b>2.0</b>	<b>Key issues</b>
2.1	<p>The establishment of a Project Board, with delegated authority, in the current climate of NEC contracts with clearly defined contract response periods, would be a best practice management tool for any major constructional project. It would allow for a more detailed interrogation and quicker response to the design and ultimately the construction phase of any scheme.</p>

<b>3.0</b>	<b>Recommendations</b>
3.1	<ol style="list-style-type: none"> <li>1. To introduce the appointment of a Project Board made up from elected members to serve specific Capital Projects as decided by Council, via the SP&amp;R Committee.</li> <li>2. Each Project Board to be made up of 7 Councillors: 2 Sinn Fein, 2 SDLP, 1 DUP, 1 UUP, 1 Independent Councillor.</li> <li>3. The Capital Projects attracting a Project Board would be determined by the scale, scope and complexity of the capital project, but is likely to be considered for capital projects in excess of £2 million budgeted cost. A Project Board would be established once a feasibility study has been completed and a preferred option agreed.</li> <li>4. The record of such meetings to be presented at the SP&amp;R committee for approval. The board to be administratively facilitated by the relevant department for the project.</li> <li>5. The Strategic Projects Working Group would be dissolved following a final meeting to be held in early 2020.</li> </ol>
3.2	<p>If the above recommendations are approved, the Project Boards to be established immediately will be:</p> <ul style="list-style-type: none"> <li>• Newry Civic Centre*</li> <li>• Newry Arts Centre*</li> </ul> <p>In due course, Project Boards will be established for the following projects:</p> <ul style="list-style-type: none"> <li>• Albert Basin Park*</li> <li>• Newcastle Gateway to the Mourne</li> <li>• Castlewellan Forest Park</li> </ul> <p>*It is recommended that the same Councillor membership would sit on these Boards as the Projects are linked and oversight to all is provided by the Newry Civic Centre Regeneration Board.</p>
<b>4.0</b>	<b>Resource implications</b>
4.1	Officer and Councillor time, and expenses where relevant.
<b>5.0</b>	<b>Equality and good relations implications</b>
5.1	No adverse equality and good relations implications are anticipated. Due consideration to be given post appointment of the Board.
<b>6.0</b>	<b>Rural Proofing implications</b>
6.1	Due regard to rural needs to be considered post appointment of the Board.
<b>7.0</b>	<b>Appendices</b>
	Initial set of the minutes dated 5/3/10 produced by the Project Board.
<b>8.0</b>	<b>Background Documents</b>
	N/A

## **DOWN DISTRICT COUNCIL**

### **New Down Administration Centre Project Board**

Minutes of *New Down Administration Centre* meeting held in the Committee Room on  
*Friday 5 March 2010 at 2.30 pm*

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**In Attendance:** Councillor Dick  
Councillor Doris  
Councillor Johnston  
Councillor McGrath  
Councillor O Neill  
Councillor Rea  
Ms G Mullen, WDR & RT Taggart  
Mr D Wilson, Bruce Shaw

**Officers in Attendance:** Mr J Dumigan, Chief Group Building Control Officer  
Mr T McClean, Project Manager  
Mrs M Rodgers, Administrative Assistant (Minute Secretary)

The meeting concluded at 4.15 pm

#### **BUSINESS**

#### **Apologies**

Apologies were received from Councillor McCarthy.

Mr Dumigan stated that he proposes bi-monthly meetings for this Project Board. The members collectively agreed to hold any future meetings on Friday's at 2.30 pm.

### 1. Election of Chair

Councillor O Neill proposed Councillor McGrath as Chair for this Project Board, seconded by Councillor Rea.

The Chair welcomed everyone today as part of the process. The Chair then handed over to Mr McClean to proceed with the Agenda.

### 2. Presentation of works/proposed scheme (by WDR & RT Taggart)

Mr McClean introduced Ms Mullen on behalf of the design team, WDR & RT Taggart. Ms Mullen demonstrated a fly through presentation of the Downshire building, giving a brief overview of the area encompassing the new campus site for the various services. Hard copies of the presentation were circulated to those present.

Councillor Doris raised the query if DDC were taking commercial interests on site that he would have to declare an interest if one was to be a pharmacy. Mr McClean mentioned that DDC would sublease to commercial and that a pharmacy was only mentioned as an example. Ms Mullen expressed that it would potentially attract small compact business.

Ms Mullen informed the Board that a biomass boiler will be on site to run the heating. Councillor Doris raised the query of ventilation and was advised that there will be a heat exchanger or similar mechanism in place.

Mr McClean stated that DDC have undertaken a Breeam assessment in connection with the listed building and has come back as a "very good" rating and added that DDC have used as much sustainable and environmentally friendly measures as possible. Councillor Rea supported Councillor Doris on this point. Councillor O Neill raised the question of where the Council Chamber was, Ms Mullen replied that Block 4 can accommodate up to 50 people in the round, but stated that it was not listed as a chamber.

A discussion then took place over the merits of single glazing and the planners insistence of maintaining the listed aspect of the building.

**ACTION: THE BOARD ASKED MR DUMIGAN TO CONTACT THE PLANNERS REGARDING THESE ISSUES.**

The Chair thanked everyone for the work that has been involved to date.

The Chair welcomed any questions from the committee. Councillor Johnston stated that he was pleased that there are rooms specific to Councillors for meetings etc.

### 3. Associated costs of works and purchase of site

Councillor Doris questioned where DDC stood since the loan was approved. Mr Dumigan started by illustrating how the Article 122 in relation to the Roads Service fitted into the overall costing of the site in relation to the valuation.

PSNI £300,000 – has been paid

DDC £200,000

SET £500,000 – SET to match PSNI + DDC (It will cost SET £980,000 to decant from site)

The DRD have requested a contribution to costs for the road on the east side of Downpatrick based on increased traffic. The DRD plan to improve the junction of the Ardglass Road/Ballyhornan Road and the junction at the Killough Road/Ardglass Road and to help improve traffic management throughout Downpatrick.

Mr Dumigan explained that a valuation of the site was needed in order to apply for a loan sanction.

LPS supplied an initial valuation of:

LPS valued the site @ £1.6580m

+ £ 5,000 (for moving on site)

= £ 2.1m

Council obtained an independent valuation of:

RHM valued the site @ £1.0m

- £ 200,000 (for Article 122 as a cost)

= £ 800,000

£800,000 was put forward to the SET, however they will only accept the figure from LPS. Mr Dumigan explained that he approached LPS again on the basis of the RHM valuation.

New LPS value was £1.2m

-£200,000 (Article 122)

-£70,000 (approximate costs for enabling works)

=£930,000

Mr Dumigan stated that he offered the Trust £800,000 and after negotiations, £1.0m was agreed depending on this Board and Council approval. Mr Dumigan asked if the members of this committee could live with a deal of £1.0m deal. Councillor Rea questioned the original budget to which Mr Dumigan replied was £1.8m two years ago. (Loan Sanction).

Councillor Rea mentioned that as it is a liability for the Trust and proposed going for £1m. As Mr Dumigan has negotiated as much as possible, he would look to go back to Council on the recommendation of this Project Board. Councillor O Neill seconded this proposal.

**ACTION: COUNCILLOR REA PROPOSED £1M FOR ACQUISITION OF SITE AND SECONDED BY COUNCILLOR O NEILL. AFTER COUNCIL APPROVAL ON 22 MARCH 2010 SET TO BE APPROACHED WITH ABOVE OFFER.**

Mr McClean advised a brief update of contractual costs and explained that pre-tender estimate came in at £11.3m. The costs of £180,000 for work in connection to the Trust will come back to this meeting for inclusion of this figure in the Bill of Quantities. Mr McClean indicated that DDC will be the lead contractor on site for the majority of the project.

Councillor Dick questioned if the PSNI could come on site earlier for a lesser cost to them, however the PSNI have currently no funds available. Mr McClean indicated that PSNI will be able to pay any joint infrastructure costs during DDC's contract.

*Item 6 was taken at this stage.*

**6. Article 122 – Agreement between DDC and DRD regarding improvements to Downpatrick infrastructure**

The Chair asked if we were able to lean on DRD Roads Service to ensure works will be carried out now rather than in 10 years time. Mr Dumigan suggested inviting DRD meet with elected members and ask for concrete plans for the £200,000 and if not they will receive payment when the works are carried out.

Councillor Rea proposed inviting Bertie Ellison in to iron out points, Councillor Dick seconded this. The Chair confirmed that he is happy to spend £200,000 when the works are confirmed.

**ACTION: A LETTER TO BE SENT TO THE DRD TO ADDRESS ISSUES AND ARRANGE A MEETING REGARDING ARTICLE 122 PROPOSED BY COUNCILLOR REA AND SECONDED BY COUNCILLOR DICK.**

At this point in the meeting Mr McClean went back to explain the costs associated with the possible alternative development of Block 1 in relation to options 1, 2 and 3. (Options attached).

Option 1      £2.43m

Option 2      Do nothing

Option 3      £0.76m - £1.6m provisional item as contractor cannot claim on this

Councillor O Neill queried what the cost of the fit out might be in 2 or 3 years time. Mr McClean does not believe that costs will increase dramatically if at all.

Mr McClean would like to bring the recommendation to the Council meeting on 22 March 2010. Councillor Rea stated that he would like to see a tentative agreement. Councillor O Neill then

asked Mr Dumigan the same question. Mr Dumigan explained that it has been re-jigged due to changing circumstances. Mr Dumigan indicated that his preference would be to go ahead with option 3 in 18 months time at today's price and the decision can be made in 9 months time.

Councillor Doris asked if this money has been included to date. Mr Dumigan confirmed that this forms part of the loan sanction. Mr McClean stressed that a decision would need to be made with 9 months remaining on the contract.

A discussion took place among those present in relation to the pro's and cons for options 1 and 3 and making decisions.

The Project Board agreed for an action plan to go as option 3 until at least September 2010 and at that stage it could be re-examined.

**ACTION: OPTION 3 TO BE PRESENTED TO COUNCIL AS A RECOMMENDED APPROACH IN RELATION TO BLOCK 1.**

#### **4. Contractual Position**

Mr McClean proposed increasing the list of contractor's from 6 to 7. Mr McClean briefed those present with a background of the insurance issues relating to one contractor.

The Project Board entered into a discussion regarding the amount of tenderers considered for the contract.

The Chair and Project Board are happy to proceed with an increase to 7 tenderers on the basis that a letter is received from Belfast Legal Services to bring to Council on 22 March 2010.

#### **5. Update on lease proposals with SET**

Mr McClean proposed to have legalities signed in May to present to Council on 26 June 2010. Mr McClean indicated that the contractor could start on site the last week of July.

Mr Dumigan suggested bringing the lease to the Project Board for information, prior to signing anything. This lease would allow DDC to carry out the construction work on the building. A further lease would then be drawn up to run and maintain the building etc.

**ACTION: AGREEMENT TO LEASE AND SUBSEQUENT LEASE DOCUMENTATION TO BE BROUGHT TO PROJECT BOARD FOR INFORMATION.**

#### **7. Date of next meeting**

The committee would like to have a separate meeting with Bertie Ellison. The next meeting is due to take place on Friday 9 April 2010 at 2.30 pm in the Committee Room, DDC offices.



<b>Report to:</b>	<b>Strategic Policy and Resources Committee</b>
<b>Date of Meeting:</b>	19 <sup>th</sup> December 2019
<b>Subject:</b>	<b>Introduction of Capital Schemes Project Board</b>
<b>Reporting Officer (Including Job Title):</b>	Tom McClean Head of Service Capital Projects
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Confirm how this Report should be treated by placing an x in either:-

<b>For decision</b>	<b>X</b>	<b>For noting only</b>	
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<b>8.0</b>	<b>Background Documents</b>
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## **DOWN DISTRICT COUNCIL**

### **New Down Administration Centre Project Board**

Minutes of *New Down Administration Centre* meeting held in the Committee Room on  
*Friday 5 March 2010 at 2.30 pm*

---

**In Attendance:** Councillor Dick  
Councillor Doris  
Councillor Johnston  
Councillor McGrath  
Councillor O Neill  
Councillor Rea  
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Councillor Rea mentioned that as it is a liability for the Trust and proposed going for £1m. As Mr Dumigan has negotiated as much as possible, he would look to go back to Council on the recommendation of this Project Board. Councillor O Neill seconded this proposal.

**ACTION: COUNCILLOR REA PROPOSED £1M FOR ACQUISITION OF SITE AND SECONDED BY COUNCILLOR O NEILL. AFTER COUNCIL APPROVAL ON 22 MARCH 2010 SET TO BE APPROACHED WITH ABOVE OFFER.**

Mr McClean advised a brief update of contractual costs and explained that pre-tender estimate came in at £11.3m. The costs of £180,000 for work in connection to the Trust will come back to this meeting for inclusion of this figure in the Bill of Quantities. Mr McClean indicated that DDC will be the lead contractor on site for the majority of the project.

Councillor Dick questioned if the PSNI could come on site earlier for a lesser cost to them, however the PSNI have currently no funds available. Mr McClean indicated that PSNI will be able to pay any joint infrastructure costs during DDC's contract.

*Item 6 was taken at this stage.*

**6. Article 122 – Agreement between DDC and DRD regarding improvements to Downpatrick infrastructure**

The Chair asked if we were able to lean on DRD Roads Service to ensure works will be carried out now rather than in 10 years time. Mr Dumigan suggested inviting DRD meet with elected members and ask for concrete plans for the £200,000 and if not they will receive payment when the works are carried out.

Councillor Rea proposed inviting Bertie Ellison in to iron out points, Councillor Dick seconded this. The Chair confirmed that he is happy to spend £200,000 when the works are confirmed.

**ACTION: A LETTER TO BE SENT TO THE DRD TO ADDRESS ISSUES AND ARRANGE A MEETING REGARDING ARTICLE 122 PROPOSED BY COUNCILLOR REA AND SECONDED BY COUNCILLOR DICK.**

At this point in the meeting Mr McClean went back to explain the costs associated with the possible alternative development of Block 1 in relation to options 1, 2 and 3. (Options attached).

Option 1      £2.43m

Option 2      Do nothing

Option 3      £0.76m - £1.6m provisional item as contractor cannot claim on this

Councillor O Neill queried what the cost of the fit out might be in 2 or 3 years time. Mr McClean does not believe that costs will increase dramatically if at all.

Mr McClean would like to bring the recommendation to the Council meeting on 22 March 2010. Councillor Rea stated that he would like to see a tentative agreement. Councillor O Neill then

asked Mr Dumigan the same question. Mr Dumigan explained that it has been re-jigged due to changing circumstances. Mr Dumigan indicated that his preference would be to go ahead with option 3 in 18 months time at today's price and the decision can be made in 9 months time.

Councillor Doris asked if this money has been included to date. Mr Dumigan confirmed that this forms part of the loan sanction. Mr McClean stressed that a decision would need to be made with 9 months remaining on the contract.

A discussion took place among those present in relation to the pro's and cons for options 1 and 3 and making decisions.

The Project Board agreed for an action plan to go as option 3 until at least September 2010 and at that stage it could be re-examined.

**ACTION: OPTION 3 TO BE PRESENTED TO COUNCIL AS A RECOMMENDED APPROACH IN RELATION TO BLOCK 1.**

#### **4. Contractual Position**

Mr McClean proposed increasing the list of contractor's from 6 to 7. Mr McClean briefed those present with a background of the insurance issues relating to one contractor.

The Project Board entered into a discussion regarding the amount of tenderers considered for the contract.

The Chair and Project Board are happy to proceed with an increase to 7 tenderers on the basis that a letter is received from Belfast Legal Services to bring to Council on 22 March 2010.

#### **5. Update on lease proposals with SET**

Mr McClean proposed to have legalities signed in May to present to Council on 26 June 2010. Mr McClean indicated that the contractor could start on site the last week of July.

Mr Dumigan suggested bringing the lease to the Project Board for information, prior to signing anything. This lease would allow DDC to carry out the construction work on the building. A further lease would then be drawn up to run and maintain the building etc.

**ACTION: AGREEMENT TO LEASE AND SUBSEQUENT LEASE DOCUMENTATION TO BE BROUGHT TO PROJECT BOARD FOR INFORMATION.**

#### **7. Date of next meeting**

The committee would like to have a separate meeting with Bertie Ellison. The next meeting is due to take place on Friday 9 April 2010 at 2.30 pm in the Committee Room, DDC offices.



<b>Report to:</b>	Strategy, Policy and Resources Committee
<b>Date of Meeting:</b>	19 December 2019
<b>Subject:</b>	Safeguarding Policy
<b>Reporting Officer (Including Job Title):</b>	Gary Scott, Safeguarding Coordinator
<b>Contact Officers (Including Job Title):</b>	Gary Scott, Safeguarding Coordinator Catrina Miskelly, Assistant Director Corporate Services (HR & Safeguarding)

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

<b>For decision</b>	<input checked="" type="checkbox"/>	<b>For noting only</b>	<input type="checkbox"/>
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<b>1.0</b>	<b>Purpose and Background</b>
1.1	The existing Safeguarding Policy was adopted by Council on 6 November 2017 and implemented on 1 December 2017.
1.2	The appointment of a new Chief Executive required an amendment to the Chief Executive's Foreword and therefore presented a natural opportunity to review the current Safeguarding Policy.
1.3	There are no significant changes proposed. The updates are purely to ensure the policy is kept up to date and reflective of relevant legislation and associated guidance/ best practice.
<b>2.0</b>	<b>Key issues</b>
2.1	Newry Mourne and Down District Council is committed to safeguarding children and adults from all forms of abuse, neglect or exploitation. This policy aims to ensure that a holistic approach to safeguarding is embedded within all Council services, and that elected members, employees, casual workers, agency workers, grant aided organisations, contractors and volunteers understand their role and responsibilities in relation to safeguarding.
2.2	For ease of reference, the updates to the Policy have been <b>highlighted</b> and are listed below: a) Pages 3 & 4 'Chief Executive's Foreword' –Marie Ward replaces Liam Hannaway b) Page 10 - Co-operating to Safeguard Children and Young People in Northern Ireland amended from 2016 to 2017 c) Page 10 - Article 14 Prohibition of discrimination added as a Policy consideration within human rights and values. d) Page 15 – Safeguarding Coordinator updated at Section 12. e) Page 15 – Policy Authorisation Dates updated at Sections 13 & 14. f) Page 16 – Paragraph 19 – updated to Version 2 g) Page 21 – Updated Safeguarding Coordinator Contact Details

2.3	<p>As previously advised to Members, appendices to this Policy are mainly forms, contact telephone numbers and information intended to assist users. As such, these are subject to ongoing review to ensure they remain current and appropriate for use and are updated as and when required on an ongoing basis however,</p> <ul style="list-style-type: none"> <li>• Appendices 2 &amp; 3 (Reporting Flowcharts) on pages 19 &amp; 20 have been amended to clarify that advice only needs to be sought if necessary</li> <li>• Appendix 6 on page 23 has been updated to reflect the current Designated Safeguarding Officer arrangements.</li> <li>• Appendix 9 on Page 31 (GDPR) has been updated to reassure Members and Employees, that the General Data Protection Regulations (GDPR) and Data Protection Act 2018 do not prevent, or limit, the sharing of information for the purposes of keeping children or adults at risk/in need of protection, safe.</li> </ul>
<b>3.0</b>	<b>Recommendations</b>
3.1	It is recommended that this updated policy be adopted.
<b>4.0</b>	<b>Resource implications</b>
4.1	There are no resource implications arising from this paper. The updated policy will replace the existing Council Safeguarding Policy for Children and Adults at Risk (Version 1).
4.2	Members are reminded that the 'NMD Safeguarding Awareness : Children and Adults at Risk 2019' module is available on the Newry, Mourne and Down District Council's eLearning Platform for elected members and employees to complete and raise their awareness of Safeguarding matters.
<b>5.0</b>	<b>Equality and good relations implications</b>
5.1	As there are no material changes to this Policy, the equality and good relations screening which was previously undertaken applies. This identified the policy was not to be subjected to an EQIA (with no mitigating measures required).
<b>6.0</b>	<b>Rural Proofing implications</b>
6.1	As there are no material changes to this Policy, the Rural Impact Assessment which was previously completed applies. No mitigating factors are to be considered as the policy does not distinguish between rural and urban areas.
<b>7.0</b>	<b>Appendices</b>
	Updated Safeguarding Policy (Version 2)
<b>8.0</b>	<b>Background Documents</b>
	None



# POLASAÍ CUMHDAIGH SAFEGUARDING POLICY

*Leanaí agus Daoine Fásta i mBaol*  
*Children and Adults at Risk*

Polasaí Uile-Chomhairle  
 “Cur chun cinn, Cosc agus Cosaint”  
 A Council Wide Policy  
 “Promotion, Prevention and Protection”



## RÉAMHRÁ AN PHRÍOMHFHEIDHMEANNAIGH

### FÍS S'AGAINNE

Is áit í Ceantar an Iúir, Mhúrn agus an Dúin a bhfuil pobail láidre, shábháilte agus bheoga inti, áit a bhfuil cáilíocht bheatha mhaith ag daoine agus fáil acu ar dheiseanna, roghanna agus sheirbhísí ard-chaighdeáin atá inbhuanaithe, inrochtana agus a dhéanann freastal ar riachtanais na ndaoine.

Creideann Comhairle Ceantair an Iúir, Mhúrn agus an Dúin go bhfuil de cheart ag gach duine a bheith slán ó dhíobháil, féin-luach a bheith acu, a mhothú go bhfuil daoine ag éisteacht leo, barr a gcumas a shroich agus a gcuid ceart a bheith cosanta. Tá an Chomhairle tiománta dó seo trí fhorbairt agus cur i bhfeidhm an Pholasaí seo.

Freagraíonn an Polasaí seo ár ndualgas reachtúil do chomhlíonadh Chlár an Rialtais atá scaipthe ag leibhéal áitiúil chun comhoibriú lánbhí a chinntiú idir na hearnálacha poiblí, príomháideacha agus deonacha. Is í an aidhm ná beartais a chur ar fáil a gcoinneoidh leanaí agus daoine fásta slán ó bhaol agus a rachaidh i ngleic leis na mórcheisteanna a théann i bhfeidhm ar an phobal, trí chomhoibriú i dtreo na spriocanna céanna. Mar Phríomhfheidhmeannach, ba mhian liom cultúr a chothú **"ina mbaineann cumhdach le cách"**.

Mar gheall ar an Pholasaí seo ní mór dúinn cur chuige duinelárnach a ghlacadh agus a bheith ag éisteacht le leanaí agus daoine fásta a bhfuil cónaí orthu inár bpobail agus a n-úsáideann ár seirbhísí. Tá sé rí-thábhachtach go bhfreagraíonn muid a gcuid riachtanas, go gcuirimid a gcuid rannpháirtíochta chun tosaigh, go dtéimid i gcomhairle leo agus go n-oibrímid i gcomhpháirtíocht leo ar bhonn idirghníomhaireachta chun seasamh na Comhairle mar eagraíocht nach nglacann beag ná mór le dochar a bheith déanta do na daoine is leochailí sa phobal a choinneáil. Tuigeann an Chomhairle luach na comhoibre agus an gá atá ann do struchtúir dhaingne cumhdaigh. Dá thairbhe sin, tá ionadaíocht ag an Chomhairle ar Pháinéil Chumhdaigh, Chomhpháirtíochtaí Straitéiseacha de chuid Iontaobhas um Chúram Sláinte agus Sóisialta, agus ar Bhord Cumhdaigh Thuaisceart Éireann (BCTÉ). Níl dochar do leanaí ná do dhaoine fásta trí mhí-úsáid, dhúshaothrú nó neamart inghlactha i gcás ar bith.

Leagann an Polasaí seo amach an dóigh gur chóir dúinn a bheith ag obair le chéile chun leas leanaí agus daoine fásta i mbaol a chosaint agus a chur chun cinn, de réir na nDualgas in Alt 12 den Acht 2011 um Bhord Cumhdaigh (Tuaisceart Éireann). Tá an Polasaí seo scríofa de réir ár bPlean Pobail fosta agus freagraíonn sé do na torthaí seo a leanas:

**"Go bhfhaigheann gach duine i gceantar an Iúir, Mhúrn agus an Dúin tús maith i saoil s'acu agus go mbaineann siad barr a gcumas" agus "go mbaineann siad tairbhe as sláinte mhaith agus folláine."**

Aithníonn an Chomhairle go gcaithfear gach leibhéal den eagraíocht úinéireacht den Pholasaí Cumhdaigh a ghlacadh, agus sa mhéid sin, **tá an polasaí seo curtha faoi bhráid bhaill tofa, fhostaithe, oibríthe ócáideacha, oibríthe gníomhaireachta, oibríthe deonacha, eagraíochtaí deontasmhainithe, fhruilitheoirí áiseanna, sheirbhísí faoi chonradh agus an phobail.** Déanann sé ráiteas soiléir faoi dhúshláin na Comhairle i dtaca le leanaí agus daoine fásta i mbaol. Ba mhian linn eispéiris shábháilte agus mheasúla a bheith ag gach duine sa Cheantar.

Iarraim ar achán duine am a ghlacadh chun eolas a chur ar an Pholasaí seo agus ar na nósanna imeachta a bhaineann leis, sa dóigh is go dtuigeann siad go maith a gcuid freagrachtaí agus dualgas. Tá sé tábhachtach go gcosnaíonn gach duine leanaí agus daoine

fásta i mbaol agus go dtuigeann siad a gcuid freagrachtaí agus dualgas mar atá leagtha amach i reachtaíocht phríomha agus sa treorú a bhaineann léi.

Marie Ward

**Príomhfheidhmeannach**

## CHIEF EXECUTIVE'S FOREWORD

### OUR VISION

Newry, Mourne and Down is a place with strong, safe and vibrant communities where everyone has a good quality of life and access to opportunities, choices and high quality services which are sustainable, accessible and meet people's needs.

Newry, Mourne and Down District Council believes that everyone has the right to be safe from harm, feel valued and listened to, to fulfil their full potential and to have their human rights protected. The development and implementation of this Policy is Council's commitment to this.

This Policy responds to our statutory duty to the fulfilment of a Programme for Government which is disseminated at a local level to ensure a meaningful collaboration between the public, private and voluntary sectors. The aim is to deliver measures that will protect children and adults at risk from harm and to tackle the issues that affect communities through everyone working together towards the same goals. As Chief Executive I wish to promote a culture where: "**safeguarding is everyone's business**".

This Policy requires us to adopt a person-centred approach and to listen to all children and adults at risk who live in our communities and who engage in our services. It is essential we respond to their needs, promote their engagement, consult with them and work in partnership on an inter-agency basis to maintain Council's position, as an organisation which operates zero-tolerance of harm to the most vulnerable living in our society. Council understands the value of collaborative work and the need for robust safeguarding structures and so has representation on the Health and Social Care Trust Safeguarding Panels, Strategic Partnerships, and the Safeguarding Board for Northern Ireland (SBNI). In no circumstances is harm caused to children and adults by abuse, exploitation or neglect acceptable.

This Policy sets out how we should all work together to safeguard and promote the welfare of children and adults at risk in accordance with Section 12 Duties of the Safeguarding Board (Northern Ireland) Act 2011. This Policy is also created in line with our Community Plan and responds to the following outcomes:

**"All people in Newry, Mourne and Down get a good start in life and fulfil their life long potential"** and **"enjoy good health and well-being."**

Council recognises that the Safeguarding Policy must be owned at all levels within the organisation and, as such, **this Policy is addressed to all elected members, employees, casual workers, agency workers, volunteers, hirers of facilities, contracted services and the general public.** It provides a clear statement of the Council's responsibilities towards children and adults at risk. We aspire to having safe and respectful experiences for all with the District.

I would request that everyone takes the time to familiarise themselves with this Policy and the accompanying procedures, so that they are fully aware of their responsibilities and duties. It is important that everyone safeguards children and adults at risk and understands their responsibilities and duties as set out in primary legislation and associated guidance.

**Marie Ward**  
**Chief Executive**

## Contents

1.	Title	Pg 7
2.	Statement	Pg 7
3.	Aim	Pg 7-9
4.	Scope	Pg 8
5.	Related policies	Pg 9-10
6.	Definitions	Pg 11-12
7.	Assessing and managing risk	Pg 12
8.	Reporting	Pg 13-14
9.	The role of Council's Safeguarding Coordinator and Designated Safeguarding officers	Pg 14
10.	Safeguarding Steering Group	Pg 14
11.	Policy owner	Pg 15
12.	Contact retails in Regard of this Policy	Pg 15
13.	Policy Authorisation	Pg 15
14.	Policy Effective Date	Pg 15
15.	Policy Review Date	Pg 15
16.	Procedures and Arrangements for monitoring the implementation and impact of the Policy	Pg 15-16
17.	Equality Screening	Pg 16
18.	Rural Impact Assessment	Pg 16
19.	Version Control	Pg 16

## Appendices

Appendix 1	Safeguarding Recording Form	Pg 17-18
Appendix 2	Reporting Flowchart for Safeguarding Issues/Incidents (Workers/Volunteers)	Pg 19
Appendix 3	Reporting Flowchart for Safeguarding Issues/Incidents (Elected Members)	Pg 20
Appendix 4	Emergency and Referral Contact Details	Pg 21

Appendix 5	Referral Agency Recording Form	Pg 22
Appendix 6	Council Designated Officer and Steering Group	Pg 23
Appendix 7	Map of the Health and Social Care Trust boundaries in the Newry, Mourne and Down District Council Area	Pg 24
Appendix 8	Categories of Abuse (Children and Adults)	Pg 25-29
Appendix 9	Recognizing abuse and Dealing with Disclosures	Pg 30-31

This Policy was created in partnership with the accompanying procedures. They provide the structures which uphold the policy and which through their implementation will aim to create a safe and supportive environment for all Council personnel and service users.

## 1. Title

Safeguarding Policy

## 2. Statement

Newry, Mourne and Down District Council is committed to **working in partnership** with others to **safeguard children and adults** from **all forms of abuse, neglect or exploitation**. This Policy aims to ensure that a holistic approach to safeguarding is embedded within all Council services, and that elected members, employees, casual workers, agency workers, contractors and volunteers understand their role and responsibilities in relation to safeguarding.

The implementation of this Policy will create an organisational culture where the reporting of abuse, neglect and exploitation is encouraged and where all Council personnel feel supported and equipped with the skills to do so.

## 3. Aim

This Policy will set out the framework for safeguarding and ensure that Council meets all its legal responsibilities to children, adults at risk and families to whom it **directly** or **indirectly** provides a service.

This Policy aims to:

- promote **zero-tolerance** of harm to all children and adults at risk,
- influence the way the organisation thinks about harm to children and adults at risk by embedding a culture which recognises every person's right to respect and dignity, honesty, humanity and compassion in every aspect of their life,
- establish clear procedures for reporting and responding to concerns/incidents,
- ensure safe recruitment, selection and other relevant Human Resources, procedures are integral in creating safe environments for children and adults at risk,
- ensure effective and co-ordinated multi-agency responses are provided,
- promote a continuous learning approach to safeguarding.

### Safeguarding principles

**Safeguarding and protecting children and adults at risk is the responsibility of every individual in Northern Ireland across all disciplines and sectors.**

All children and adults have a fundamental right to be safeguarded from harm. Their welfare must be promoted and every opportunity given to develop their full potential. The Council outlines the key principles of safeguarding as follows:

- The child's welfare is paramount.
- Adults at risk must be empowered and involved in the decision making process.
- Responses must be proportionate to the circumstances.
- The individual involved, whether child or adult has a right to be heard.
- Action taken should be reported and recorded (as per the procedures).
- Agencies should work together.

Effective safeguarding will prevent harm occurring through early identification of risk and appropriate intervention and also implement adequate action when protection is required.

There is an expectation that all elected members, employees, casual workers, agency workers and volunteers will work in partnership to safeguard children and adults at risk, or in need of protection, whether the contact is **direct or indirect**. Effective safeguarding activity will:

- **promote** the welfare for the child/adult at risk,
- **prevent** harm occurring through early identification of risk and appropriate, timely intervention,
- **protect** children and adults at risk from harm when this is required.

Child protection is the process of protecting children identified as either suffering, or likely to suffer, significant harm as a result of abuse or neglect. **Safeguarding, and promoting the welfare of children, is a broader term than child protection.** It encompasses protecting children from maltreatment, preventing impairment of children's health or development, and ensures children grow up in safe and nurturing circumstances. All children have a right to protection against abuse, neglect, exploitation and violence, and the Council has a statutory duty to safeguard and promote the welfare of children and young people.

Adult safeguarding is based on fundamental human rights and on respecting the rights of adults as individuals, treating all adults with dignity and respecting their right to freedom of choice. It involves empowering and enabling all adults, including those at risk, to manage their own health, well-being and safety. It extends to intervening to protect where harm has occurred, or is likely to occur, and promoting access to justice. All adults at risk should be central to any actions and decisions affecting their lives. Safeguarding adults is complex and challenging. The focus of any intervention must be on promoting a proportionate, measured approach to balancing the risk of harm with respecting the adult's choices and preferred outcome for their own life circumstances. The right of a person with capacity to make decisions and remain in control of their life must be respected.

A successful approach to the safeguarding of children and adults at risk requires multi-agency collaboration and the recognition of individual's wellbeing and welfare at the heart of the organisation.

**3.1 The diagram below outlines good practice in relation to safeguarding**



**3.2 The table below identifies the key safeguarding principles for adults and children**

SAFEGUARDING PRINCIPLES – ADULTS	SAFEGUARDING PRINCIPLES – CHILDREN
<p><b>Empowerment</b> - People being supported and encouraged to make their own decisions and give informed consent.</p> <p><b>Prevention</b> - It is better to take action before harm occurs.</p> <p><b>Proportionality</b> - The least intrusive response appropriate to the risk presented.</p> <p><b>Protection</b> - Support and representation for those in greatest need.</p> <p><b>Partnership</b> - Local solutions through services working with their communities. Communities have a part to play in preventing, detecting, and reporting neglect and abuse.</p> <p><b>Accountability</b> - Accountability and transparency in safeguarding practice.</p>	<p><b>Paramountcy</b> - The welfare and best interests of the child as paramount.</p> <p><b>Parental Responsibility</b> - Parental responsibility means all the rights, duties, powers, responsibilities and authority which, by law, a parent of a child has in relation to the child and their property.</p> <p><b>Prevention</b> - It is better to take action before harm occurs.</p> <p><b>Proportionality</b> - The least intrusive response appropriate to the risk presented.</p> <p><b>Protection</b> - Support and representation for those in greatest need.</p> <p><b>Partnership</b> - Local solutions through services working with their communities. Communities have a part to play in preventing, detecting, and reporting neglect and abuse.</p>

**4. Scope**

This Policy applies to all employees, elected members, casual workers, agency workers, volunteers, contractors and those using our facilities irrespective of their function, remit or role.

There is an expectation that all Council personnel will work in partnership as they apply this Policy to children and adults at risk. Council will ensure that elected members, employees, casual workers, agency workers and volunteers are provided with the tools and knowledge to equip them to safeguard children and adults at risk and deal with situations that may cause them concern.

**5. Related policies**

The Policy provides assurance that the welfare of children and adults at risk is paramount. The Policy has also been produced to support staff and volunteers by providing information and guidance to increase confidence in what they do. Council has developed this Policy in line with the following legislation and good practice guidelines.

Legislation:

- UN Convention on the Rights of the Child 1989
- The Children’s (NI) Order 1995

- Crime and Disorder Act 1998
- Section 75 NI Act 1998
- Human Rights Act 1998
- Immigration and Asylum Act 1999
- Every Child Matters 2003
- Children Act 2004
- Mental Capacity Act 2005
- The Safeguarding Vulnerable Groups (NI) Order 2007
- The Sexual Offences (NI) Order 2008
- Safeguarding Board Northern Ireland Act 2011
- Children Services Co-operation Act 2015
- Co-operating to Safeguard Children and Young People in Northern Ireland 2017

For further information on safeguarding legislation please visit [www.opsi.gov.uk](http://www.opsi.gov.uk).

In addition to legal, policy and procedural guidance, The Council has framed this Policy within the following human rights and values:

- Article 2 The Right to Life
- Article 3 Freedom from Torture (including humiliation and degrading treatment)
- Article 8 Right to Family Life (one that sustains the individual)
- Article 14 Prohibition of discrimination

Good Practice Guidelines:

- NIASP (NI Adult Safeguarding Partnership) - Adult Safeguarding Policy for NI
- SBNI – Safeguarding Board for NI - Policy standards
- Co-operating to Safeguard Children (DHSSPS) Guidance
- Our Duty to Care: Standards and Guidance for Keeping Children and Young People Safe (2014), Volunteer Now
- National Governing Body of Sport Guidelines
- Marshall Report – Report of the Inquiry into Child Sexual Exploitation in Northern Ireland 2014
- Sexting and the Law – Safeguarding Board for Northern Ireland
- National Crime Agency – CEOP (Child Exploitation and Online Protection)
- Adult Safeguarding: Prevention and Protection in Partnership 2015

This Policy operates in parallel to, and is supported by, the following council policies:

- Equality & Good Relations
- Training and Development
- Whistleblowing
- Social Media
- Health & Safety
- Fraud & Corruption
- Complaints, Comments and Compliments
- Data Protection
- Code of Conduct

## 6. Definitions

The following definitions have been obtained from [www.nspcc.org.uk](http://www.nspcc.org.uk) and [www.hscboard.hscni.net](http://www.hscboard.hscni.net) (August 2017). Further information and detailed information in relation to recognising signs and symptoms can be found by using the links and will be complemented via training and the accompanying procedures.

### 6.1 Safeguarding

Within this Policy the term 'safeguarding' encompasses both activity which **prevents** harm from occurring in the first place (Council Safeguarding Procedures) and activity which **protects** children and adults at risk where harm has occurred or is likely to occur (Council Reporting Procedures).

### 6.2 Preventative safeguarding

This includes a range of actions and measures. Council personnel may come into contact with children and adults who may be at risk and so must recognise the potential for harm and put in measures to prevent it. In practice Council supports elected members, employees, casual workers and volunteers by providing safeguarding procedures e.g.

- Recruitment, Selection and Vetting
- Code of Conduct for Councillors
- Employee Code of Conduct
- Photographic Guidance
- Role of Adult Safeguarding Champion, Designated Safeguarding Officers and Safeguarding Co-ordinator
- Membership of Leisurewatch
- Best Practice Supervision Ratios and Standards
- Work Experience Placement Guidance
- Guidance for Contractors
- Managing Challenging Behaviour/Anti-Bullying

### 6.3 Protective safeguarding

Protective Safeguarding is targeted at children and adults at risk who are in need of protection, that is, when harm from abuse, exploitation or neglect is suspected, has occurred, or is likely to occur. The protection service is led by Health and Social Care Trusts and PSNI. This Policy highlights Council's reporting protocols for concerns regarding children and adults at risk, which may lead to referrals to these statutory agencies.

### 6.4 Child/young person

Refers to anyone under the age of 18.

### 6.5 Adult at risk

It is not possible to definitively state when an adult is at risk as this will change on a case by case basis. The following definition is intended to provide guidance, as to when an adult may be at risk of harm:

An '**adult at risk**' is a person aged 18 or over where there is an exposure to harm through abuse, exploitation or neglect. This may be increased by their:

- **personal characteristics** (which may include, but are not limited to age, disability, illness, physical or mental infirmity, and impairment of, or disturbance in, the functioning of the mind or brain); and/or
- **life circumstances** (which may include, but are not limited to, isolation, socio-economic factors and environmental living conditions).

### 6.6 Adult in need of protection

A person aged 18 or over whose exposure to harm through abuse, exploitation or neglect maybe increased by their **personal characteristics** and/or **life circumstances**

- **and** who is unable to protect their own well-being, property, assets, rights or other interests
- **and** where the action or inaction of another person or persons is causing or likely to cause him/her to be harmed.

### 6.7 Abuse

Abuse can be a single or repeated act. Abuse and neglect is something that can occur within many situations including the home, school, communities, public places and all forms of clubs and societies. There are different types of abuse and a child or adult at risk can be abused in more than one way and by one or more perpetrators.

### 6.9 Significant harm

In relation to children

The Children Act 1989 introduced Significant Harm as the threshold that justifies compulsory intervention in family life in the best interests of children. Physical\_abuse, sexual\_abuse, emotional abuse and neglect are all categories of Significant Harm.

Harm is defined as the ill-treatment or impairment of health and development. This definition was clarified in section 120 of the Adoption and Children Act 2002 (implemented on 31 January 2005) so that it may include, "for example, impairment suffered from seeing or hearing the ill-treatment of another". There are no absolute criteria on which to rely when judging what constitutes significant harm. Sometimes a single violent episode may constitute significant harm but more often it is an accumulation of significant events, both acute and longstanding, which interrupt, damage or change the child's development.

In relation to adults

A key concept in adult safeguarding work is 'significant harm'. The impact of harm upon a person will be individual and depend upon each person's circumstances and the severity, degree and impact or effect of this upon that person. The concept of 'significant harm' is therefore relative to each individual concerned.

## 7. Assessing and managing risk

Assessing and managing risks to children, young people and adults at risk should be integral to each Department's risk management strategy. Assessment of risk is the process of

examining what could possibly cause harm to a child, young person or adult, to the staff or volunteers, or any other person in the context of the activities and services of the organisation. No endeavour or activity, or indeed interaction, is entirely risk free and even with good planning it may be impossible to completely eliminate risks from any activity, service or interaction. However, each Department should have in place risk assessment and management practice to reduce the likelihood of it occurring and to minimise the impacts of abuse by responding effectively when it does occur. All risks and risk-reducing measures are recorded in the form of a Risk Register. A section of this organisation's Risk Register deals specifically with safeguarding risks and this is kept under regular review. A risk review is carried out annually and additionally during any change management process.

Risk assessment is fundamental to the whole process of safeguarding and is specifically concerned with the identification of specific risks to a person covered by the Safeguarding Policy and Procedures.

Risk assessment will seek to determine:

- What the actual risks are – the harm that could be caused, the level of severity of the harm.
- Who or what has potential to cause harm.
- Factors that contribute to the risk, for example, personal, environmental, relationships, resulting in an increase or decrease to the risk;
- Implementation of procedures to minimise risk.

When unforeseen issues/risks arise it is essential that mechanisms are put in place to combat the likelihood of them reoccurring. This is a dynamic process that requires consistent vigilance and monitoring to promote robust practices.

## 8. Reporting

It is fundamentally important that if any elected members, employees, casual workers, agency workers, volunteers, contractors and service users, have concerns about a child or adult at risk that they report these concerns to the Designated Safeguarding Officers and/or Safeguarding Coordinator and follow the steps laid out in the Procedures. No promises should be made to maintain confidentiality **(if someone is at risk you must report it)**.

**Please note that a Standard Safeguarding Report Form for incidents, disclosures and concerns of abuse is contained in Appendix 1.**

Investigating child/adult at risk of abuse is a very complex and detailed process.

**Remember, you are NOT responsible for deciding whether or not abuse has taken place.**

**But you are**

**Responsible for reporting your concerns to the relevant person and completing the recording form.**

The flowchart in Appendix 2 outlines the procedure for the reporting of safeguarding issues for workers/volunteers.

The flowchart in Appendix 3 outlines the procedure for the reporting of safeguarding issues for elected members.

Please note the relevant contact details for all agencies in order to escalate safeguarding concerns are available in Appendix 4.

Appendix 5 is the form that should be completed when contact is made with a referral agency and should be attached to the initial report alongside any witness statements that may have been taken.

Appendix 6 outlines contact details for all of Council's Designated Safeguarding Officers.

In the event of the Safeguarding Coordinator and/or Designated Safeguarding Officers not being available, the individual reporting the incident/concern should proceed to the next stage of the reporting procedure. The Safeguarding Coordinator should be advised of such actions as soon as practicable.

## **9. The role of Council's Safeguarding Coordinator and Designated Safeguarding Officers**

Key to the Council's ability to safeguard children and adults at risk in its care and enable its elected members and employees to provide a safe environment, Council has identified a Safeguarding Coordinator and Designated Safeguarding officers. The role of the Safeguarding Coordinator is to be the primary contact on safeguarding, acting as a pivotal point for all safeguarding matters and the processing of relevant documentation.

## **10. Safeguarding Steering Group**

The Safeguarding Steering Group is a cross-departmental group set up by Council to oversee the practical implementation of this Policy and to develop, monitor and review safeguarding procedures.

Its role includes:

- identifying safeguarding training needs within services,
- developing supplementary safeguarding procedures as they are required,
- promoting good practice within Council services – to include procurement of services,
- discussing incidents and concerns raised in services to facilitate a Council-wide response if necessary.

## 11. Policy owner

Catrina Miskelly  
Assistant Director Corporate Services

## 12. Contact details in regard of this Policy

Gary Scott  
Safeguarding Coordinator  
gary.scott@nmandd.org

**Oifig Dhún Pádraig** |Downpatrick Office  
**Downshire Civic Centre** |Downshire Estate| Ardglass Road |Downpatrick |BT30 6GQ  
Tel: 0300 013 2233/ 02844 610805  
Mobile: 07766923054

## 13. Policy authorisation

Strategy, Policy and Resources Committee authorised on:  
12 October 2017  
19 December 2019 (updated)

Council authorised on:  
6 November 2017  
6<sup>th</sup> January 2020 (updated)

## 14. Policy effective date

1 December 2017  
1<sup>st</sup> February 2020

## 15. Policy review date

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

## 16. Procedures and arrangements for monitoring the implementation and impact of the Policy

This Policy is accompanied by tailored operating procedures that will outline the standards required for appropriate safeguarding.

The Policy will be implemented via a series of briefings, road shows and training sessions in accordance with the need of the relevant department.

Quality assurance visits will be undertaken periodically to ensure compliance with the Policy and associated procedures.

The impact of the Policy would be monitored via feedback from the Steering Group and Designated Safeguarding Officers from across the organisation regarding the effectiveness and suitability of the operating procedures.

## **17. Equality screening**

This Policy has been equality screened and the following outcome determined:

1. Not be subject to an EQIA (with no mitigating measures required).

## **18. Rural 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.

A Rural Needs Assessments has been completed (September 2017). No mitigating factors are to be considered as the Policy does not distinguish between rural and urban areas.

## **19. Version control**

Version 2



Ensure all information is stored in accordance with data protection procedures.

To be completed by Designated Officer when made aware of the incident/disclosure/concern

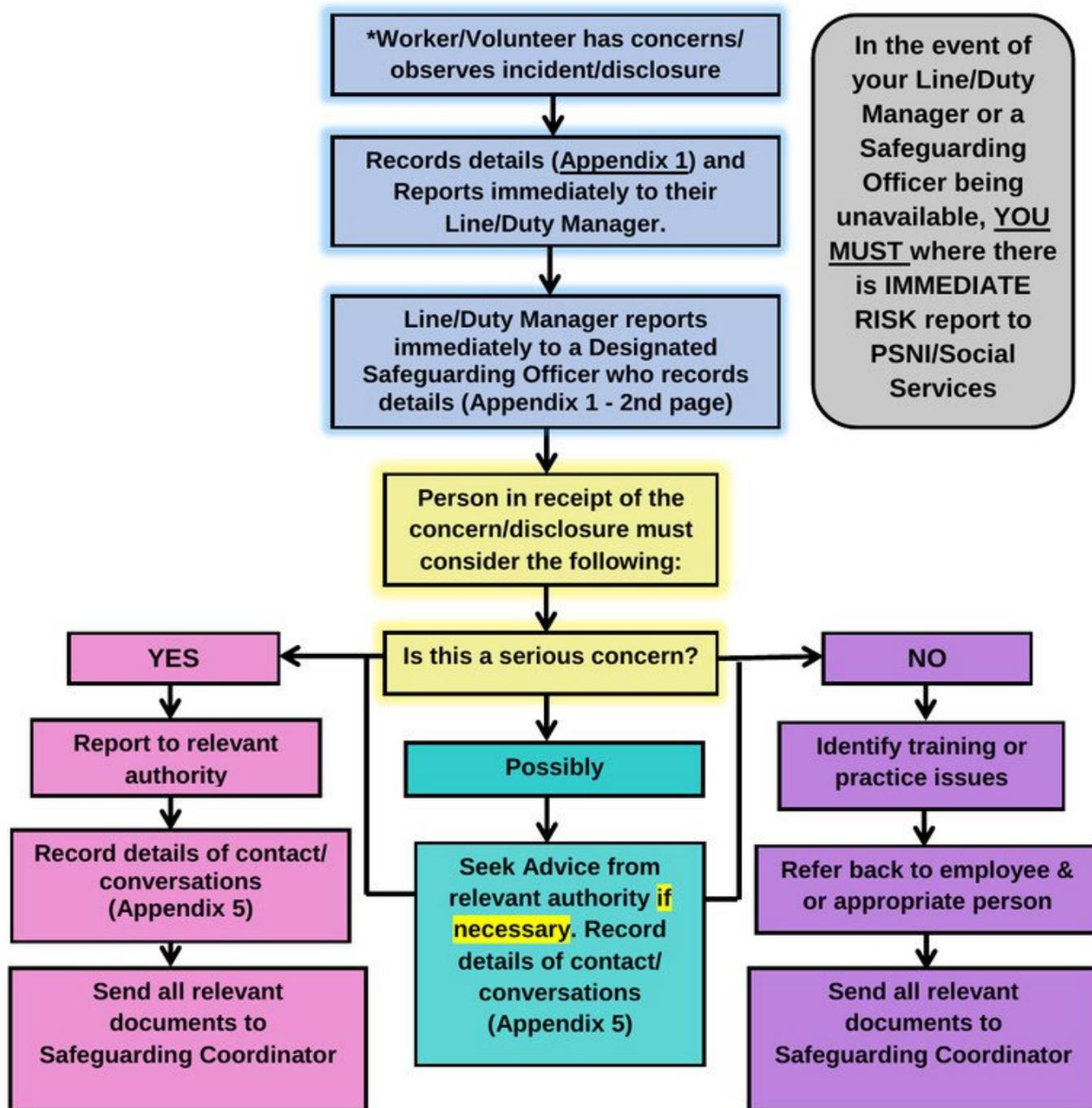
<b>DISCLOSURE/ INCIDENT/ CONCERN</b>
<b>When were you made aware of the disclosure/incident/concern?</b>
_____
_____
<b>What action did you take? Guidance given to employee/volunteer?</b>
_____
_____
_____

<b>SIGNS</b>
<b>Did the worker/volunteer note any physical injury/behavioural changes evident?</b>
_____
_____
<b>Has the child or adult at risk alleged that any particular person is the abuser?</b>
(If so, please record the details below)
_____
<b>Was contact made with the parent/guardian/carer? (Name, relationship, Details of conversation)</b>
_____
_____
_____

<b>TO BE SIGNED BY THE DESIGNATED SAFEGUARDING OFFICER</b>	
Referred to Social Services (contact name): _____	ref: _____
Referred to PSNI (contact name): _____	ref: _____
Referral Agency Contact Form completed: YES / NO	
Additional evidence/records attached: YES / NO	
<b>Signed:</b>	<b>Date:</b>
_____	_____
<b>Received by the Safeguarding Coordinator:</b>	<b>Date:</b>
_____	_____

APPENDIX 2

REPORTING FLOWCHART FOR SAFEGUARDING ISSUES/INCIDENTS WORKER/VOLUNTEER



In the event of your Line/Duty Manager or a Safeguarding Officer being unavailable, **YOU MUST** where there is IMMEDIATE RISK report to PSNI/Social Services

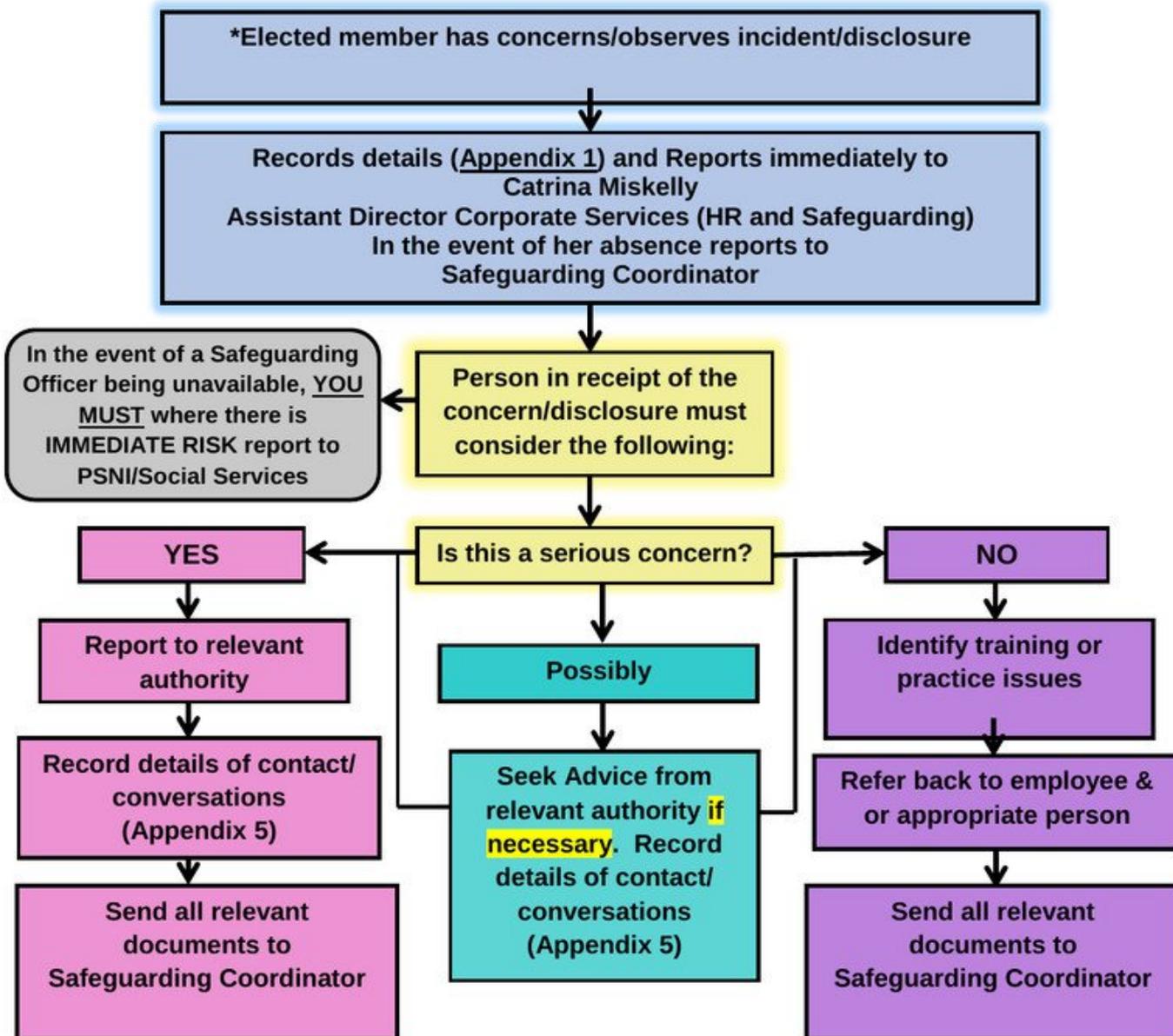
**REMEMBER**  
It is not your job to judge or investigate however it is your job to report and refer on to a Designated Safeguarding Officer.  
Sharing of information is on a need to know basis – respect for those involved and confidentiality in line with safeguarding process is essential at all stages.

NB: \*Worker refers to full time, part time, casual or agency  
All documentation must be sent to the Safeguarding Coordinator

**APPENDIX 3**

**REPORTING FLOWCHART (ELECTED MEMBERS)**

If whilst representing **Newry, Mourne and Down District Council** you become aware of any safeguarding concerns or incidents relating to either children or adults at risk of harm, you must report this via the following process.



**REMEMBER**  
**It is not your job to judge or investigate however it is your job to report and refer on to a Designated Safeguarding Officer.**

**Sharing of information is on a need to know basis – respect for those involved and confidentiality in line with safeguarding process is essential at all stages.**

If, while representing your **political party/undertaking independent constituency duties**, you become aware of any safeguarding concerns or incidents relating to either children or adults at risk of harm, elected members are required to process safeguarding concerns/incidents through their respective internal guidance/structures.

## APPENDIX 4

132

**EMERGENCY AND REFERRAL CONTACT DETAILS**

<b>Organisation</b>	<b>Unit</b>	<b>Contact details</b>
<b>Health and Social Care Trust</b>	<b>Regional centralised out of hours service for NI</b>	<b>028 9504 9999</b>
<b>South Eastern Health and Social Care Trust</b>	<b>South Eastern Gateway Team (Children's)</b>	<b>Normal hours 0300 1000 300 Out of hours 028 9504 9999</b>
<b>South Eastern Health and Social Care Trust</b>	<b>Adult Safeguarding Gateway Team</b>	<b>Normal hours 028 9250 1227 Out of hours 028 9504 9999</b>
<b>Southern Health and Social Care Trust</b>	<b>Southern Gateway Team (Children's)</b>	<b>Normal hours 0800 783 7745 Out of Hours 028 9504 9999</b>
<b>Southern Health and Social Care Trust</b>	<b>Adult Safeguarding Gateway Team</b>	<b>Normal hours 028 3756 4423 Out of hours 028 9504 9999</b>
<b>PSNI</b>	<b>Central Referral Unit  Children and adults at risk</b>	<b>Immediate Risk – 999  028 9025 9299  cru@psni.pnn.police.uk (No immediate risk)</b>
<b>PSNI</b>	<b>Non-emergency call handling</b>	<b>0845 600 8000/ 101</b>
<b>National Crime Agency (CEOP)</b>	<b>Child exploitation and online protection team</b>	<b>Immediate risk – 999  Enquiries - 0370 496 7622</b>
<b>Leisurewatch</b>	<b>Central Team</b>	<b>Immediate risk – 999  All other concerns follow the online referral system via: <a href="http://www.tdi.org.uk/leisurewatch">www.tdi.org.uk/leisurewatch</a></b>
<b>Newry, Mourne and Down District Council</b>	<b>Safeguarding Coordinator</b>	<b>Normal hours (8am-4pm)  07776 165 792</b>



## APPENDIX 6



134

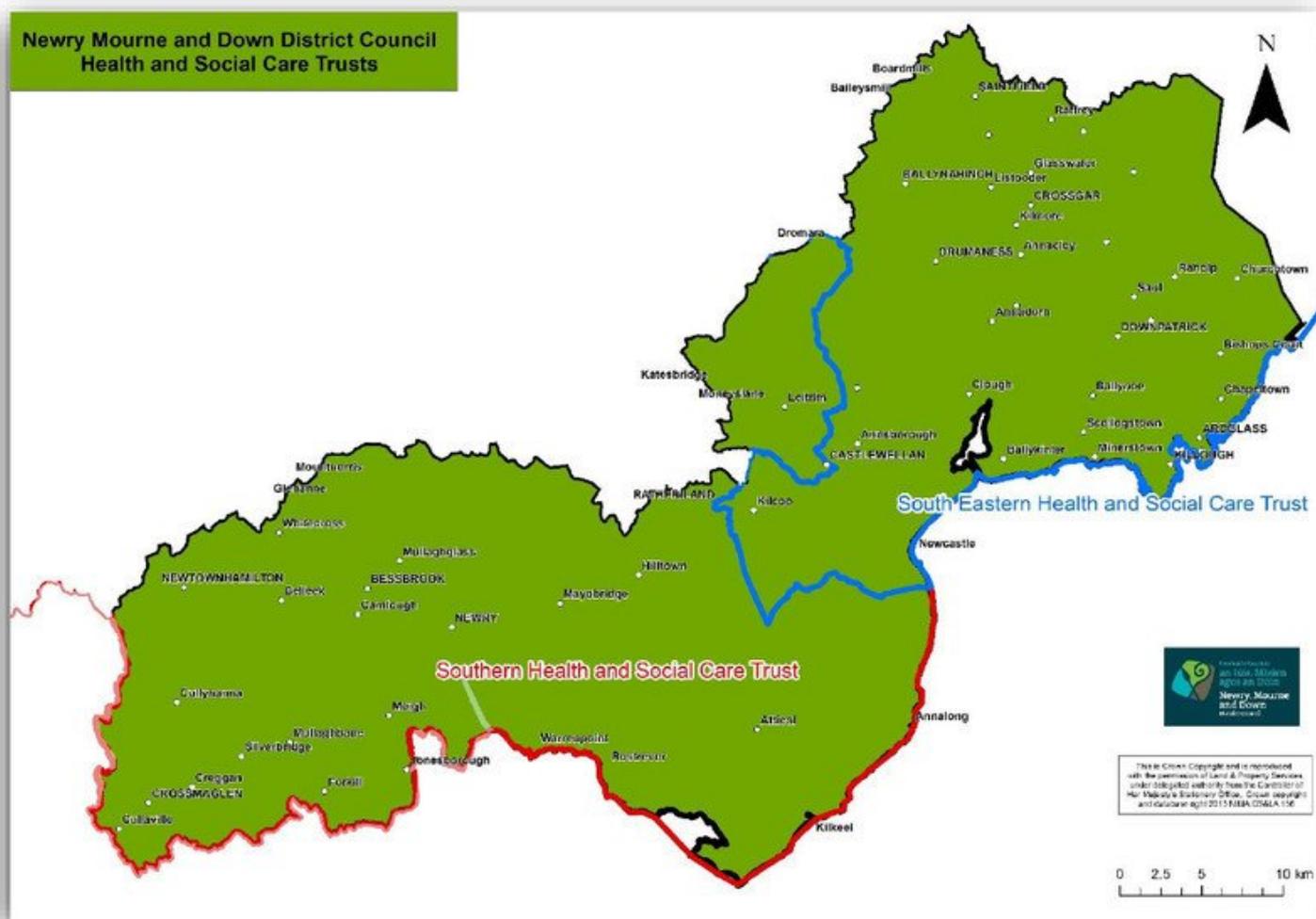
**COUNCIL DESIGNATED SAFEGUARDING OFFICERS**

<u>Corporate Services</u>	Assistant Director Corporate Services (HR & Safeguarding)	Safeguarding Coordinator	Head of Compliance
<u>Chief Executive's Department</u>	Head of Community Planning		
<u>Neighbourhood Services</u>	Head of Building Control Head of Facilities Management <b>Performance and Operations Manager</b>	Enforcement Officer Head of Maintenance	
<u>Active and Healthy Communities</u> Community	Community Services Managers (East and West)	Safer Communities & Relations Manager	Engagement & Development Manager
Leisure	Sports Development Officers (East and West)	Area Managers (Leisure)	Duty Managers (Indoor Leisure Facilities)
Environmental Health	Head of Environmental Health (Residential)	Head of Sustainability	
<u>Enterprise, Regeneration and Tourism</u> Tourism, Culture and Events	Tourism and Development Officer (Bagenel's Castle) <b>Events Supervisor (Greenbank)</b> Countryside Warden (Delamont)	Facilities Administrator (Sean Hollywood Arts Centre)	Museum Education Officer (Bagenel's Castle) Community Education Manager (Down County Museum)

**Safeguarding Steering Group Membership**

Assistant Director Corporate Services (HR & Safeguarding)  
Safeguarding Coordinator  
Head of Compliance  
Head of Indoor Leisure  
Head of Outdoor Leisure  
Head of Refuse and Cleansing  
Assistant Director Community Engagement  
Assistant Director Tourism, Culture and Events  
Assistant Director Health and Well-being  
Assistant Director Facilities, Management and Maintenance

## MAP OF THE HEALTH AND SOCIAL CARE TRUST BOUNDARIES IN NEWRY, MOURNE AND DOWN DISTRICT COUNCIL AREA



**Responsibility for safeguarding a child/adult at risk lies with the Health and Social Services Trust in which a child/adult at risk is a resident. While this may on most occasions be the Southern Health and Social Care Trust or the South Eastern Health and Social Care Trust area, there will be times when children/adults at risk come from other Council and Trust areas.**

**Where a child's/adult's at-risk address is unknown or it is unclear, referrals in the first instance should be made to Southern/South Eastern Health & Social Care Trust (depending on the locality of the incident/disclosure) or the PSNI. If a child/adult at risk is known to live in another Trust area, referrals will be to the Senior Social Worker for Family and Childcare in that area.**

**APPENDIX 8****CATEGORIES OF ABUSE**

The following definitions have been obtained from [www.nspcc.org.uk](http://www.nspcc.org.uk) and [www.hscboard.hscni.net](http://www.hscboard.hscni.net). Further information and detailed information in relation to recognising signs and symptoms can be found by using the links and will be complimented via training and the accompanying procedures.

**CHILDREN****Physical abuse**

Physical abuse is the deliberate physical injury to a child or the wilful or neglectful failure to prevent physical injury or suffering. This may include hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, confinement to a room or cot, or inappropriately giving drugs to control behaviour.

**Emotional abuse**

Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may involve causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Smothering a child's development through over-protection can also be a form of abuse. Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone. Domestic violence, adult mental health problems and parental substance misuse may expose children to emotional abuse.

**Sexual abuse**

Sexual abuse involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving children in looking at or the production of pornographic material or watching sexual activities or encouraging children to behave in sexually inappropriate ways.

**Neglect**

Neglect is the persistent failure to meet a child's physical and/or psychological needs, likely to result in significant harm. It may involve a parent or carer failing to provide adequate foods, shelter and clothing, failing to protect a child from physical harm or danger, failing to ensure access to appropriate medical care or treatment, lack of stimulation or lack of supervision. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

**Exploitation**

Exploitation is the intentional ill-treatment, manipulation or abuse of power and control over a child or young person; to take selfish or unfair advantage of a child or young person or situation, for personal gain. It may manifest itself in many forms such as child labour, slavery, servitude, engagement in criminal activity, begging, benefit or other financial fraud

or child trafficking. It extends to the recruitment, transportation, transfer, harbouring or receipt of children for the purpose of exploitation. Exploitation can be sexual in nature (see below).

### **Child sexual exploitation (CSE)**

Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/ or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

### **Child trafficking**

Child trafficking and modern slavery are child abuse. Children are recruited, moved or transported and then exploited, forced to work or sold.

Children are trafficked for:

- child sexual exploitation
- benefit fraud
- forced marriage
- domestic servitude such as cleaning, childcare, cooking
- forced labour in factories or agriculture
- criminal activity such as pickpocketing, begging, transporting drugs, working on cannabis farms, selling pirated DVDs and bag theft

Many children are trafficked into the UK from abroad, but children can also be trafficked from one part of the UK to another.

### **Female genital mutilation (FGM)**

Female genital mutilation (FGM) is the partial or total removal of external female genitalia for non-medical reasons. It's also known as female circumcision or cutting. Religious, social or cultural reasons are sometimes given for FGM. However, FGM is child abuse. It's dangerous and a criminal offence. There are no medical reasons to carry out FGM. It doesn't enhance fertility and it doesn't make childbirth safer. It is used to control female sexuality and can cause severe and long-lasting damage to physical and emotional health.

### **Domestic abuse**

Domestic abuse is any type of controlling, bullying, threatening or violent behaviour between people in a relationship. But it isn't just physical violence – domestic abuse includes emotional, physical, sexual, financial or psychological abuse. Abusive behaviour can occur in any relationship. It can continue even after the relationship has ended. Both men and women can be abused or abusers. Domestic abuse can seriously harm children and young people. Witnessing domestic abuse is child abuse, and teenagers can suffer domestic abuse in their relationships.

### **Harmful sexual behaviour**

Harmful sexual behaviour includes:

- using sexual explicit words and phrases
- inappropriate touching
- using sexual violence or threats
- full penetrative sex with children or adults

Children and young people who develop harmful sexual behaviour harm themselves and others. Sexual behaviour between children is also considered harmful if one of the children is much older – particularly if there is more than two years' difference in age or if one of the children is pre-pubescent and the other isn't. However, a younger child can abuse an older child, particularly if they have power over them – for example, if the older child is disabled.

### **Bullying and cyberbullying**

Bullying is behaviour that hurts someone else – such as name calling, hitting, pushing, spreading rumours, threatening or undermining someone. It can happen anywhere – at school, at home or online. It's usually repeated over a long period of time and can hurt a child both physically and emotionally. Bullying that happens online, using social networks, games and mobile phones, is often called cyberbullying. A child can feel like there's no escape because it can happen wherever they are, at any time of day or night.

Cyber bullying is intentional and repeated cruel or hurtful behaviour that is carried out using technology, such as:

- SMS or text messages, email
- blogs, chat rooms, discussion boards, instant messaging, online games
- photo sharing apps, i.e.; Snapchat and Instagram
- social networking sites and apps like Facebook, Twitter and Ask.fm

Cyber bullying can include:

- sending cruel and threatening messages or material
- putting embarrassing photos of people on the web
- creating fake profiles that are mean or hurtful
- sending unwanted messages online, teasing and making of fun of others
- a cyber bully can be someone a young person knows or a stranger

### **Sexting**

'Sexting' is when someone sends or receives a sexually explicit text, image or video on their mobile phone, computer or tablet. It can include sexual chat or requests for pictures/images of a sexual nature. Whether this is illegal or not depends on what the image is or what the chat involves and who it is sent between. However, it is a crime to possess, take, make, distribute or show anyone an indecent or abuse image of anyone under 18 years of age. Always remember that, while the age of consent is 16, the relevant age in relation to indecent images is 18.

A copy of leaflet 'Sexting and the Law' published by the Safeguarding Board for Northern Ireland (SBNI) can be obtained from [www.safeguardingni.org](http://www.safeguardingni.org)

## ADULTS

### Physical Abuse

Physical abuse is the use of physical force or mistreatment of one person by another which may or may not result in actual physical injury. This may include hitting, pushing, rough handling, exposure to heat or cold, force feeding, improper administration of medication, denial of treatment, misuse or illegal use of restraint and deprivation of liberty.

### Sexual violence and abuse

Sexual abuse is any behaviour perceived to be of a sexual nature which is unwanted or takes place without consent or understanding. Sexual violence and abuse can take many forms and may include non-contact sexual activities, such as indecent exposure, stalking, being made to look at, or be involved in the production of sexually abusive material or being made to watch sexual activities. It may involve physical contact, including non-consensual penetrative sexual activities or non-penetrative sexual activities, such as intentional touching (also known as groping). Sexual violence can be found across all sections of society, irrelevant of gender, age, ability, religion, race, ethnicity, personal circumstances, financial background or sexual orientation.

### Psychological/emotional abuse

Psychological/emotional abuse is behaviour that is psychologically harmful or inflicts mental distress by threat, humiliation or other verbal/non-verbal conduct. This may include threats, humiliation or ridicule, withholding security, love or support, provoking fear of violence, shouting, yelling, swearing, blaming, controlling, intimidation and coercion.

### Financial abuse

Financial abuse is actual or attempted theft, fraud or burglary. It is the misappropriation or misuse of money, property, benefits, material goods or other asset transactions which the person did not or could not consent to, or which were invalidated by intimidation, coercion or deception. This may include exploitation, embezzlement, withholding pension or benefits or pressure exerted around wills, property or inheritance.

### Institutional abuse

Institutional abuse is the mistreatment or neglect of an adult, by a regime or individuals, in settings within which adults who may be at risk reside or use. Institutional abuse may occur when the routines, systems and regimes result in poor standards of care, poor practice and behaviours, inflexible regimes and rigid routines which violate their dignity and human rights and place adults at risk of harm. Institutional abuse may occur within a culture that denies, restricts or curtails the privacy, dignity, choice and independence. It involves the collective failure of a service provider or an organisation to provide safe and appropriate services and includes a failure to ensure that the necessary preventative and/or protective measures are in place.

### Neglect

Neglect is the deliberate withholding, or failure through a lack of knowledge, understanding or awareness, to provide appropriate and adequate care and support, which is necessary for the adult to carry out daily living activities. It may include physical neglect to the extent that

health or well-being is impaired, administering too much or too little medication, failure to provide access to appropriate health or social care, withholding the necessities of life, such as adequate nutrition, heating or clothing, failure to intervene in situations that are dangerous to the person concerned or to others particularly when the person lacks the capacity to assess risk. Note that self-neglect and self-harm do not fall within the scope of this definition.

### **Exploitation**

Exploitation is the intentional maltreatment, manipulation or abuse of power and control over another person; to take selfish or unfair advantage of another person or situation usually, but not always, for personal gain from using them as a commodity. It may manifest itself in many forms including slavery, servitude, forced or compulsory labour, domestic violence and abuse, sexual violence and abuse, or human trafficking.

### **Domestic violence and abuse**

Domestic violence and abuse is "threatening behaviour, violence or abuse (psychological, physical, verbal, sexual, financial or emotional) inflicted on one person by another where they are or have been intimate partners or family members, irrespective of gender or sexual orientation". Domestic violence and abuse is essentially a pattern of behaviour which is characterised by the exercise of control and the misuse of power by one person over another. It is usually frequent and persistent. It can include violence by a son, daughter, mother, father, husband, wife, life partner or any other person who has a close relationship with the victim. It occurs right across society, regardless of age, gender, race, ethnic or religious group, sexual orientation, wealth, disability or geography.

### **Human trafficking**

Human trafficking involves the acquisition and movement of people by improper means, such as force, threat or deception, for the purposes of exploiting them. It can take many forms, such as domestic servitude, forced criminality, forced labour, sexual exploitation and organ harvesting. Victims of human trafficking can come from all walks of life; they can be **male or female; children or adults**; and they may come from migrant or indigenous communities.

### **Hate crime**

Hate crime is any incident which constitutes a criminal offence perceived by the victim or any other person as being motivated by prejudice, discrimination or hate towards a person's actual or perceived race, religious belief, sexual orientation, disability, political opinion or gender identity.

## APPENDIX 9

141

**RECOGNISING ABUSE AND DEALING WITH DISCLOSURES**

If you suspect a child or adult at risk is being abused and/or neglected it is essential that you recognise high risk situations and the signs and symptoms of maltreatment and exploitation. You report your suspicions when you are concerned someone is being harmed as this may ultimately protect them and ensure that relevant support/interventions are put in place.

**The following list outlines some of the signs and symptoms of abuse, neglect and exploitation. This list is not exhaustive and so should be used as a guide only:**

- Physical signs of injury, such as bruises, sores, burns, cuts, or black eyes. Such injuries may be hidden.
- Implausible excuses made for injuries or absences.
- Displays personality changes (angry, depressed, moody, irritable, defensive, etc.).
- Becomes withdrawn, anxious or suddenly fearful.
- Distracted and has difficulty concentrating.
- Has difficulty sleeping or may display excessive tiredness (can be a symptom of depression).
- Low self-esteem/sudden changes in appetite.
- Neglects personal hygiene (becomes smelly, goes unwashed; may be an attempt to ward off a sexual predator or as a consequence of depression).
- Changes in personal appearance or poor/unsettling condition of living environment.
- Complains of pain in the genital region (more common in children).
- For older children and adults, the victim 'acts out', becoming sexually promiscuous, and/or using drugs/alcohol.
- Has not received help for medical or physical problems brought to the attention of parents/carers.
- Reluctance to go home (arrives very early, stays late).
- Runs away from family home/residence.
- Frequent absences from school, work, activities.
- Begs or steals for food or money.
- Lacks needed medical or dental care, immunisation or glasses.
- Consistently dirty and inappropriately dressed for weather conditions.
- Behaves irrationally or in a bizarre manner/demonstrates inappropriate sexual knowledge of behaviour.
- Reports lack of attachment/negative or hostile feeling towards parent/care giver.
- Delayed physical/emotional development that is not related to medical conditions.

**Possible indicators for human trafficking/exploitation/modern day slavery:**

- Poor housing/living conditions (blinds closed, overcrowding, decrepit, unhygienic).
- Controlled access.
- Reluctance to engage with services/community.

General reporting guidelines Do

- Stay calm
- Listen carefully and hear exactly what is being said to you
- Reassure the individual that they have done the right thing in telling you
- Explain that you will have to pass this information on as you are concerned about their safety and/or well-being
- Record what was said as soon as possible and keep this record with your report
- Report this to your Line Manager or a Designated Safeguarding Officer as soon as possible

 Don't

- Panic
- Ask leading questions (questions that influence someone to give a particular answer)
- Promise that you can keep the information a secret
- Ask for further details (this is not your job and will be undertaken by the PSNI/ Social Services)
- Advise the suspected abuser of your concerns or any of the information that you have received
- Do not introduce personal information from either your own experiences or those of others
- Require the child/adult at risk to repeat the story unnecessarily
- Don't speculate or make assumptions

When responding to disclosures it is essential that the information is recorded accurately and that appropriate steps are put in place to reduce the harm where possible and especially where there is an immediate risk.

**You must**

- Make a note of what the person actually said, using the individual's own words and phrases.
- Describe the circumstance in which the disclosure came about.
- Note the setting and anyone else who was there at the time.
- When there are cuts, bruises or other marks on the skin use a body map to indicate their location, noting the colour of any bruising.
- Make sure the information you write is factual.
- Use a pen or biro with black ink so that the report can be photocopied. Try to keep your writing clear.
- Sign and date the report, noting the time and location.
- Inform a designated officer and send all documents to the Safeguarding Coordinator.

**The General Data Protection Regulations (GDPR) and Data Protection Act 2018 do not prevent, or limit, the sharing of information for the purposes of keeping children or adults at risk/in need of protection safe. They are not a barrier to sharing information, where the failure to do so would cause the safety or well-being of a child/adult at risk/in need of protection to be compromised. Similarly, human rights concerns, such as respecting the right to a private and family life would not prevent sharing where there are real safeguarding concerns.**

<b>Report to:</b>	Strategy, Policy & Resources (SP&R) Committee
<b>Date of Meeting:</b>	19 December 2019
<b>Subject:</b>	Application to Department for Communities (DfC) Civic Innovation Programme
<b>Reporting Officer:</b>	Johnny McBride, Assistant Director: Community Planning & Performance
<b>Contact Officers:</b>	Johnny McBride, Assistant Director: Community Planning & Performance Regina Mackin, Assistant Director: Corporate Planning & Policy

<table border="1"> <tr> <td><b>For Decision</b></td> <td><b>X</b></td> <td><b>For Noting Only</b></td> </tr> </table>		<b>For Decision</b>	<b>X</b>	<b>For Noting Only</b>
<b>For Decision</b>	<b>X</b>	<b>For Noting Only</b>		
<b>1.0</b>	<b>Purpose &amp; Background</b>			
1.1	The purpose of this report is to seek the approval of the Committee to submit an application to the Department for Communities (DfC) Civic Innovation Programme.			
1.2	Via The Community Foundation for Northern Ireland, DfC has launched an ambitious Civic Innovation programme to support initiatives that put people at the centre of decision-making in Northern Ireland. The programme will use a combination of intensive project design support, expertise on public participation and grant-funding to support the delivery of new initiatives that aim to deepen local democracy. Funding between £5,000 to £50,000 is available for successful projects.			
<b>2.0</b>	<b>Key Issues</b>			
2.1	Following the successful completion of the Residents' Survey project in 2018, discussions with several Community Planning Partners has identified an opportunity to submit a joint application to establish a Citizens' Panel to support wider citizen engagement with regards to the strategic issues affecting the District.			
2.2	Citizens' Panels are used extensively in other jurisdictions as means of increasing public participation in local decision-making; thereby strengthening local democracy. Any Panel established for Newry, Mourne & Down would need to be both demographically and geographically representative of the District.			
2.3	Although the concept is very much in its infancy, and if successful the programme will assist with detailed design and implementation, Committee approval is sought to make an application. The closing date for expressions of interest is Friday, 17 January 2020.			
<b>3.0</b>	<b>Recommendations</b>			
3.1	Members are asked to consider and agree to the recommendation to: <ul style="list-style-type: none"> <li>▪ <b>Authorise Officials to submit a joint application with Community Planning Partners to the Department for Communities (DfC) Civic Innovation</b></li> </ul>			

	<b>Programme concerning the potential establishment of a Citizens' Panel for Newry, Mourne &amp; Down.</b>
<b>4.0</b>	<b>Resource Implications</b>
4.1	There are no resource implications arising from this specific report as, if successful, the project would be supported by external funding.
<b>5.0</b>	<b>Equality &amp; Good Relations Implications</b>
5.1	There are no equality and good relations arising from this specific report, however establishing a Citizens' Panel is likely to have a positive impact upon relationships with the general public.
<b>6.0</b>	<b>Rural Proofing Implications</b>
6.1	There are no rural proofing implications arising from this specific report.
<b>7.0</b>	<b>Appendices</b>
	<ul style="list-style-type: none"> <li>• <b>Appendix I - <a href="http://civicinnovationni.org">http://civicinnovationni.org</a></b></li> </ul>

<b>Report to:</b>	Strategy, Policy & Resources Committee
<b>Date of Meeting:</b>	19 <sup>th</sup> December 2019
<b>Subject:</b>	15 Acre Park Albert Basin – Appointment Consultants
<b>Reporting Officer (Including Job Title):</b>	Paul Tamati, Assistant Director: Leisure and Sport
<b>Contact Officer (Including Job Title):</b>	Paul Tamati, Assistant Director: Leisure and Sport

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

<b>For decision</b>	<b>X</b>	<b>For noting only</b>	
<b>1.0</b>			<b>Purpose</b>
1.1			To consider and approve the procurement and appointment of consultants to carry out key stakeholder engagement and public consultation to inform concept designs for a 15-Acre Park at the Albert Basin in Newry.
1.2			<b>Background</b>
			<ul style="list-style-type: none"> <li>• Albert Basin Park Task and Finish Working Group was established to progress the development of a 15-Acre Park at the Albert basin in Newry.</li> <li>• Significant preliminary investigation work in relation to ground surveys, ecological and environmental conditions at the Albert Basin have now been completed.</li> <li>• Key stakeholders for this project have now been established through a designated Stakeholder Forum.</li> <li>• The Albert Basin Task and Finish Working Group has now proposed that formal stakeholder engagement and public consultation is required to inform initial concept designs for a 15-Acre Park at the Albert Basin in Newry.</li> </ul>
<b>2.0</b>			<b>Key issues</b>
2.1			<ul style="list-style-type: none"> <li>• To ensure that the views of all the community are taken into consideration and inform initial concept designs for this project, a comprehensive, independent stakeholder engagement and public consultation is required.</li> <li>• It is anticipated that the stakeholder engagement and public consultation work required for this project will exceed £2000 and therefore committee approval is required as per Council procedure for appointment of consultants.</li> </ul>
<b>3.0</b>			<b>Recommendations</b>
			To consider and approve the procurement and appointment of consultants to carry out key stakeholder engagement and public consultation to inform concept designs for a 15-Acre Park at the Albert Basin in Newry
<b>4.0</b>			<b>Resource implications</b>
4.1			There are no anticipated resources implications, Capital budget provisions for this work is in place.

<b>5.0</b>	<b>Equality and good relations implications</b>
5.1	There are no anticipated equality and good relations arising from this specific report.
<b>6.0</b>	<b>Rural Proofing implications</b>
	There are no rural proofing implications arising from this specific report.
<b>7.0</b>	<b>Appendices</b>
	None
<b>8.0</b>	<b>Background Documents</b>
	None

<b>Report to:</b>	Strategic Policy and Resources Committee
<b>Date of Meeting:</b>	19 <sup>th</sup> December 2019
<b>Subject:</b>	Amendment to the Scheme of Delegation for Officers
<b>Reporting Officer (Including Job Title):</b>	Lyndsey Moore, Head of Legal Administration
<b>Contact Officer (Including Job Title):</b>	Lyndsey Moore, Head of Legal Administration

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For decision	For noting only	X		
<b>1.0</b>	<b>Purpose and Background</b>			
1.1	<p>Part 8, paragraph 49(2) of the Local Government Act (Northern Ireland) 2014 requires local authorities to maintain a list:</p> <p>(a) specifying those powers of the council which are exercisable by officers of the council; in pursuance of arrangements made under this Act or any other statutory provisions for their discharge by those officers; and</p> <p>(b) stating the title of the officer by whom each of the powers so specified is so exercisable</p> <p>except in cases where the arrangements for discharge by officers are for a specified period not exceeding six months.</p>			
<b>2.0</b>	<b>Key issues</b>			
2.1	On 6 <sup>th</sup> May 2013 The European Commission adopted a package of measures to strengthen the enforcement of health and safety standards for the whole agri-food chain, this package is known as the smarter rules for safer food (SRSF) package.			
2.2	The package is a set of EU regulations for the protection against animal disease and plant pests. The package will modernise, simplify and improve existing health and safety standards for the agri-food chain.			
2.3	<p>The package includes 3 principal EU regulations:</p> <ul style="list-style-type: none"> <li>• Official Controls Regulation (EU) 2017/625: how controls across the agri-food chain will be monitored and enforced – applies from 14 December 2019</li> <li>• Plant Health Regulation (EU) 2016/2031: controls for protecting plants from</li> </ul>			

2.4	<p>disease and pests – applies from 14 December 2019</p> <ul style="list-style-type: none"> <li>Animal Health Regulation (EU) 2016/429: a framework for the principles of European animal health – applies from 21 April 2021</li> </ul> <p>The new regulations will apply to the UK while we are a member of the EU and during any transition period. Even if we leave the EU without a deal, the regulations will be retained by the Withdrawal Act and will continue to apply subject to any amendments Parliament may agree.</p>
2.5	<p>It has been necessary to amend the Scheme of Delegation for Officers to include the three new regulations.</p>
<b>3.0</b>	<b>Resource implications</b>
3.1	<p>There are no resource implications arising from this report.</p>
<b>4.0</b>	<b>Equality and good relations implications</b>
4.1	<p>There are no equality and good relations implications arising from this report.</p>
<b>5.0</b>	<b>Rural Proofing implications</b>
5.1	<p>There are no rural proofing implications arising from this report.</p>
<b>6.0</b>	<b>Appendices</b>
	<p>None</p>
<b>7.0</b>	<b>Background Documents</b>