



June 8th, 2015

**Notice Of Meeting**

You are invited to attend the Strategy Policy and Resources Committee Meeting to be held on **Thursday, 11th June 2015 at 6:00 pm** in **Downshire Civic Centre**.

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

Chair: Councillor R Burgess

Vice Chair: Councillor H Reilly

Members:	Councillor P Brown	Councillor S Burns
	Councillor M Carr	Councillor W Clarke
	Councillor G Craig	Councillor D Curran
	Councillor G Donnelly	Councillor L Kimmins
	Councillor C McGrath	Councillor B O'Muirí
	Councillor B Quinn	Councillor M Ruane
	Councillor W Walker	

# Agenda

- 1        **Apologies and Chairperson's Remarks**
- 2        **Declarations of Interest**
- 3        **Action Sheet of the Strategy, Policy and Resources Committee Meeting held on 14 May 2015**

[Action Sheet - 14052015.pdf](#)

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## *Presentations*

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- 4        **Presentation by Regina Mackin, Assistant Director:Corporate Planning and Policy - Newry and Mourne Age Friendly Strategy**

[Age Friendly Presentation.pdf](#)

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- 5        **Presentation by John Finnegan on Risk Management "Grace Software" Update**

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## *Strategic Planning and Performance*

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- 6        **Report on Timeline for the Area Plan**

[SPR REPORT-NMD LDP Position Statement June 2015.pdf](#)

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[NMD LDP Postion Statement 4-6-15 \(Appendix\).pdf](#)

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- 7        **Operating Protocol for the operation of the Planning Committee and Members' Briefing Panel**

[Operating Protocol for operation of the Planning Committee and Members Briefing Panel.pdf](#)

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## *Equality*

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- 8                    **Councillors' Equality and Good Relations Reference Group**
- [Appendix 1 - Terms of Reference for Councillors' Equality and Good Relations Reference Group.pdf](#)* Page 46
- 9                    **Correspondence from the Equality Commission for Northern Ireland, dated 18 May 2015, re: the Commission's consideration of Newry & Mourne District Council's Finalised Report**
- [Appendix 2 - Letter from ECNI dated 18 May 2015 re Finalised Report on Review of decision to name Raymond McCreesh Park.pdf](#)* Page 47
- 10                   **Correspondence dated 11 May 2015 from the Department of Health, Social Services and Public Safety**
- [Appendix 3 - Correspondence dated 11 May 2015 regarding the Department of Health, Social Services and Public Safety Equality.pdf](#)* Page 49
- 11                   **Correspondence from Local Government Staff Commission for NI, dated 29 April 2015, re: Equality and Diversity in Local Councils**
- [Appendix 4 - Correspondence from Local Government Staff Commission for NI, dated 29 April 2015, regarding Equality and Diver.pdf](#)* Page 57
- 12                   **Letter from LGSC NI re: Invitation to Diversity Champions Support Programme Workshop 1 July 2015**
- [Appendix 5 - Diversity Champions Programme April 2015 to March 2016..pdf](#)* Page 63
- [Appendix 6 - Letter from LGSC NI re Invitation to Diversity Champions Support Programme Workshop 1 July 2015.pdf](#)* Page 64

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*Marketing and Communications*

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- 13                   **Marketing and Communications - Monthly Activity Report (for noting)**
- [3 June.11.06.15 SPRC Agenda Report for Marketing and Comms Monthly Activity Report.May 2015.pdf](#)* Page 66
- [May 2015 Activity Report.pdf](#)* Page 68

<b>14</b>	<b>Media Procedures</b>	
	<u><a href="#">Media Policy Procedures June 2015.pdf</a></u>	Page 77
	<u><a href="#">Draft Media Policies.pdf</a></u>	Page 102

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*Community Planning*

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<b>15</b>	<b>Staffing Arrangements to Support Development of District Electoral Fora</b>	
	<u><a href="#">Staffing arrangements to support development of District Electoral Area Fora.pdf</a></u>	Page 104
<b>16</b>	<b>Consultation Response on Proposals for the Future of the Youth Council</b>	
	<u><a href="#">Consultation Response on Proposals for the Future of the Youth Council.pdf</a></u>	Page 108
	<u><a href="#">consultation on proposals - future of youth Council.pdf</a></u>	Page 112
<b>17</b>	<b>Community Planning Engagement Support from Community Places</b>	
	<u><a href="#">Community Planning engagement support from Community Places.pdf</a></u>	Page 130
<b>18</b>	<b>APSE Membership</b>	
	<u><a href="#">APSE Membership - 11 06 15.pdf</a></u>	Page 131
<b>19</b>	<b>Outcomes from Members' Workshop</b>	
	<u><a href="#">Organisational Improvements &amp; Efficiencies - 11 06 15.pdf</a></u>	Page 133

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*Corporate Services - Finance*

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<b>20</b>	<b>Lodgement Indemnity Forms to be signed for Nigh Safes re Danske Bank</b>	
	<u><a href="#">NMD Decision Request re Identity Forms night safe lodgements 04062015.pdf</a></u>	Page 138

**21 Legal Expenses Insurance Cover re Complaints against Councillors - Code of Conduct**

[NMD Decision Request re Legal Expenses Ins Cover 04062015.pdf](#)

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**22 Finance Department - Update on Progress of Merging Services of Legacy Councils**

This item is deemed to be restricted by virtue of Paragraph 4 of Part 1 of Schedule 6 of the Local Government Act (NI) 2014 - information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the Council or a Government department and employees of, or office holders under, the Council and the public may, by resolution, be excluded during this item of business.

[NMD Finance Staffing Structure paper 04062015.pdf](#)

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*Corporate Services - Democratic Services*

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**23 Report on Request from Independent/Smaller Parties Grouping for 2 Members to make a change to appointments on the Louth, Newry, Mourne and Down Joint Committee and the Local Government Partnership on Travellers' Issues**

[swap of appointments.pdf](#)

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**24 Report on Appointment of Members to External Agencies**

[Appointment of Members to a number of external organisations.pdf](#)

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**25 Report on Appointments to the Chief Executive's Appraisal Sub Group**

[chief exec appraisal.pdf](#)

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*Correspondence*

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**26 Letter from PA Duffy & Co - matter of an application by Mid Ulster Council for leave to apply for Judicial Review**

[Letter from PA Duffy.pdf](#)

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[Judicial Review - Mid Ulster Council.pdf](#)

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- 27                    **Response received from Minister Durkan re: Special Responsibility Allowances**
- [Response received from Minister Durkan.pdf](#)                    Page 156*
- 28                    **Correspondence from McShanes re: South Down Rescue Group**
- [Letter of Advice to Eddy Curtis - 20.05.15.pdf](#)                    Page 158*
- 29                    **Request to locate fishing advert on the Albert Basin - email from Oliver McGauley**
- [SERVER03 2ND FLR PRINTROOM iRADV6065i 19 0721 001.pdf](#)                    Page 160*

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*For Discussion*

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- 30                    **Downshire Commercial Unit 1 Fit-Out**
- [Commercial Unit 1 M&E Fit-Out Quotation Report 28.05.15.pdf](#)                    Page 162*
- [NIFRS Quote 28 March 2013 Revised.pdf](#)                    Page 164*
- 31                    **Approval of Leasing for 29 Belfast Road, Saintfield - Valuation Report enclosed**
- [Valuation Report 29 Belfast Road, Saintfield.pdf](#)                    Page 165*
- 32                    **Lease of Unit - 1B, The Square, Warrenpoint**
- [Lease of 1B, The Square, Warrenpoint.pdf](#)                    Page 172*

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*Miscellaneous*

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33                    **Report on Down Leisure Centre**

This item is deemed to be restricted by virtue of Paragraph 4 of Part 1 of Schedule 6 of the Local Government Act (NI) 2014 - information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the Council or a Government department and employees of, or office holders under, the Council and the public may, by resolution, be excluded during this item of business.

## 34 **Report on Newcastle Leisure Centre**

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[NLC - 11.06.15.pdf](#)

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## 35 **Report on Newry Civic Buildings**

This item is deemed to be restricted by virtue of Paragraph 4 of Part 1 of Schedule 6 of the Local Government Act (NI) 2014 - information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the Council or a Government department and employees of, or office holders under, the Council and the public may, by resolution, be excluded during this item of business.

[Newry Civic Centre - 11.06.15.pdf](#)

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## 36 **Development of Swimming Baths**

This item is deemed to be restricted by virtue of Paragraph 4 of Part 1 of Schedule 6 of the Local Government Act (NI) 2014 - information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the Council or a Government department and employees of, or office holders under, the Council and the public may, by resolution, be excluded during this item of business.

[Warrenpoint Baths report for June SPR Committee.pdf](#)

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[Warrenpoint Baths 2.pdf](#)

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[Warrenpoint Baths drawing 1.pdf](#)

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[Warrenpoint Baths drawing 2.pdf](#)

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[Warrenpoint Baths drawing 3.pdf](#)

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## 37 **Newry Community Care and Treatment Centre**

This item is deemed to be restricted by virtue of Paragraph 4 of Part 1 of Schedule 6 of the Local Government Act (NI) 2014 - information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the Council or a Government department and employees of, or office holders under, the Council and the public may, by resolution, be excluded during this item of business.

[Newry Community Care and Treatment Centre - 11.06.15.pdf](#)

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**38                      Recommendations for Approval under RPA Staff Severance Scheme for Local Government (copy to be circulated at meeting)**

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*Miscellaneous*

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**39                      Nomination of Partnership Chairperson**

*Nomination for pcsp chair june 15.pdf*

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# Invitees

Cllr. Terry Andrews	<a href="mailto:terry.andrews@downdc.gov.uk">terry.andrews@downdc.gov.uk</a>
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**ACTION SHEET- STRATEGY, POLICY AND RESOURCES COMMITTEE MEETING – THURSDAY 14 MAY 2015**

<b>AGENDA ITEM</b>	<b>SUBJECT</b>	<b>DECISION</b>	<b>FOR COMPLETION BY DIRECTOR – including actions taken/date completed or progress to date if not yet completed</b>
<b>SPR/23/2015</b>	Interim Corporate Performance Management Framework	The Interim Corporate Performance Management Framework was agreed as detailed in Mr McBride's report of 14 May 2015.	Currently being implemented. Update report will be brought back to SPR Committee in July post completion of Directorate Business Plans
<b>SPR/24/2015</b>	Organisational Improvements and Efficiencies	It was agreed to note the contents of Mr McBride's report dated 14 May 2015 and agree to the Report's recommendations in relation to: The prioritisation, and subsequent implementation, of the recommended improvement projects for 2015-16 and the selection of the integration of Planning with Building Control project as the Council's performance improvement objective in accordance with the statutory requirements.	Member Workshop held 29.05.15. Outcomes to be presented for SPR Committee consideration (11.06.15). Projects currently being developed.
<b>SPR/27/2015</b>	CPP/MK1 – Tender for the Provision of Corporate Graphic Design Services	It was agreed that a tender for the provision of corporate graphic design services be approved for a four year period, with the option of a further one year extension.	Tender Process - Ongoing
<b>SPR/28/2015</b>	Update on Website	It was agreed to approve the drawing up of specifications for the development of a new fully functional interactive corporate website at a projected cost of between £70,000 and £100,000.	Ongoing. R Mackin to submit a report to the August meeting of the SPR Committee.
<b>SPR/29/2015</b>	Age Friendly Conference	It was agreed that Council host an Age Friendly Conference in Autumn 2015 and a briefing on the Age Friendly Strategic Alliance be provided to both new Councillors and those from the legacy Down District Council.	Included on Agenda for SPR – 11/6/15
<b>SPR/31/2015</b>	Letter from Local Government Staff Commission Requesting Appointment of	It was agreed that a report be provided to the next Committee Meeting to set out the level of representation and time commitment required.	Included on Agenda for SPR – 11/06/15

AGENDA ITEM	SUBJECT	DECISION	FOR COMPLETION BY DIRECTOR – including actions taken/date completed or progress to date if not yet completed
	Members and Officials as Diversity Champions and Seeking Support for Equality and Diversity Framework		
<b>SPR/32/2015</b>	District Electoral Area For a and the Elected Members 'Patch'	<p>It was agreed to accept the officer's recommendation to:</p> <ol style="list-style-type: none"> <li>1. Prepare a detailed report on terms of reference, operating model/s and scope of DEA Fora and present to the Senior Management Team, prior to tabling at SPR Committee meeting in June 2015.</li> <li>2. Organise a workshop for Members to consider the Councils role, from a Member perspective, in relation to Governance; thematic and working basis.</li> <li>3. Establish a working group of Councillors to contribute to the development of an Elected Member Management Information System/'Patch'.</li> </ol> <p>It was agreed that the 'patch' be integrated into the new Council website.</p>	<p>Workshop arranged 18 June 2015</p> <p>Data Patch workshop organised for 3pm on 11 June 2015</p>
<b>SPR/34/2015</b>	Social Housing Reform	It was agreed to approve the prepared response for submission to DSD.	Response submitted to DSD
<b>SPR/35/2015</b>	RTPNI Community Planning Event	It was agreed that Ms H McKee along with Councillors Burns, W Clarke, Craig and Fitzpatrick attend the Community Planning Event. It was also agreed to circulate the information to all Members.	Information circulated to Members on 19 <sup>th</sup> May 2015.

AGENDA ITEM	SUBJECT	DECISION	FOR COMPLETION BY DIRECTOR – including actions taken/date completed or progress to date if not yet completed
<b>SPR/36/2015</b>	2 <sup>nd</sup> Newry, Mourne and Down Community Information and Networking Event	It was agreed to circulate the information to all Members.	Information circulated to Members on 20 <sup>th</sup> May 2015.
<b>SPR/37/2015</b>	Arrangement of a £5m Overdraft Facility for Newry, Mourne and Down District Council	It was agreed to approve the arrangement of a £5m overdraft facility for Newry, Mourne and Down District Council.	R Dowe will action after ratified at Council Meeting 01 June 2015
<b>SPR/38/2015</b>	Report on Request from Longstone GAC requesting Reduction in Loan Payment over a Longer Period of Time	It was agreed to refuse the request for a reduction in the monthly payment rate and instead to arrange for officers to meet with the club to offer advice and assistance on grant availability and application.	R Dowe will action after ratified at Council Meeting 01 June 2015
<b>SPR/39/2015</b>	Policy for Going to Tender and Awarding Tenders	It was agreed to approve the procedures for going to tender and awarding tenders, subject to the wording of paragraph 1 relating to authorisation of items under £30,000 being amended to reflect Councillor Carr's comments.	R Dowe will action after ratified at Council Meeting 01 June 2015
<b>SPR/40/2015</b>	Policy on Scheme of Allowances Payable to Councillors April 2015-March 2016	It was agreed to accept Schedule 1 – Special Responsibility Allowances and that Schedule 2 – Travel and Subsistence Allowances be brought to the Party Representatives Meeting for further discussion.	R Dowe to action.
<b>SPR/41/2015</b>	Report on SRA Allowances agreed by Council relating to Way Forward in Relation to One Unallocated SRA	It was agreed on the proposal of Councillor Brown, seconded by Councillor Craig that 50% of the unallocated SRA be given to the Chair of Planning Committee with the other 50% being divided among the remaining positions which receive SRA payments. It was unanimously agreed the above arrangement to be for the year 2015-16.	R Dowe to action

AGENDA ITEM	SUBJECT	DECISION	FOR COMPLETION BY DIRECTOR – including actions taken/date completed or progress to date if not yet completed
		It was agreed on the proposal of Councillor Burns, seconded by Councillor W Clarke that item SPR/40/2015 – Policy on Scheme of Allowances Payable to Councillors April 2015-March 2016 be amended prior to the Council Meeting on 1 June 2015 to take account of the decision relating to the re-allocation of one SRA .	
<b>SPR/42/2015</b>	Authority to Borrow from Public Works Loans Board (PWLb)	It was agreed to grant permission for Council Finance Officers to borrow monies up to Prudential Authorised Limit of £65.1million.	R Dowey to action
<b>SPR/45/2015</b>	Protocol for Councillors requesting Consideration of Matters of a Constituency and Service Delivery Nature	It was agreed to accept the protocol for Members requesting the consideration of matters of a constituency or service delivery nature at Committee or Council.	To be circulated to Councillors and Directors.
<b>SPR/46/2015</b>	To Consider Sale of Portion of Lands at Lisburn Street, Ballynahinch	It was agreed to proceed to purchase/lease parking spaces at Lisburn Street South Car Park to facilitate planning approval.	Ongoing
<b>SPR/47/2015</b>	Repairs to and Future Use of the Former Warrenpoint Boat House, Marine Parade, Warrenpoint	It was agreed that officers meet with the Sailability and Corrig Club Groups to discuss whether they would have any use for the building. It was also agreed that officers speak to the Warrenpoint Harbour Authority and a report would be brought back to the next Committee meeting.	To be actioned by Jonathan McGilly.

AGENDA ITEM	SUBJECT	DECISION	FOR COMPLETION BY DIRECTOR – including actions taken/date completed or progress to date if not yet completed
<b>SPR/48/2015</b>	To agree Future Twinning Arrangements	It was agreed to continue with the twinning arrangements, as outlined in Mr Curtis' report.	E Curtis to submit a report to a future meeting of the Committee.
<b>SPR/49/2015</b>	Partnership Panel Update	It was agreed that Members discuss the issue within their Party groupings and provide any feedback at the Party Representatives Forum on 26 May 2015, with a paper then being tabled at the next Council meeting.	Actioned.

11.06.15

# Age Friendly Presentation Thursday 11 June 2015

Regina Mackin

Assistant Director, Corporate Planning and Policy



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

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

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

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# BACKGROUND



## General Information

- 31.4% NI population 50+, Newry, Mourne and Down District Council = 31%
- 85+ growing 4 times faster than any other age group, by 2033 it is estimated that 85+ will account for 4 % of population.
- now more people 65+ than under 18.



## General Information

- 1 in 8 children born today will live to 100.
- first person to live to 150 already born.
- 23% of older people (64,561) here live in poverty compared to 16 % in the UK.
- 62% of pensioner households live in fuel poverty.
- 58% of 55+ identified loneliness as their key problem



## General Information

- 70% say staying warm in winter is main worry.
- 34% do not know how to apply for benefits or where to go for help.
- older people's groups recognise the need to improve relationships between the age sector and statutory bodies.



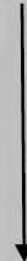
## General Information

- current barriers include poverty, isolation and poor access to care and support
- older people feel neither viewed nor valued as important community stakeholders and have few opportunities to contribute to decision making.
- councils say that engagement barriers include lack of resources, understanding and networking.



# Where did it come from?

World Health Organisation



Local Authorities



## WHO Age Friendly Cities

- Benefits people of all ages
- Universal Design.
- Consultation and Collaboration
- Older Persons at the centre of the process
- Best Practice across the agencies
- Efficiency and Effectiveness
- Local Authority Leadership

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## WHO 8 Themes

- Outdoor Spaces and Public buildings
- Transport
- Housing
- Respect and Social Inclusion
- Social Participation
- Communication and Information
- Civic Participation and Employment
- Community and Health Services



# Objectives

- Find the Voice of Older People
- Develop a model of delivery within existing structures that will work in other local Authorities.
- Challenge the Public Services to adapt and respond to the challenge

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## Journey so Far

- Age Friendly Strategic Alliance
- Engagement/ Consultation Programme
- Key Findings



# Vision

To develop initiatives in the Newry and Mourne District which can make the area a really great place to grow older. These initiatives will show that people of all ages benefit when communities are age-friendly, and when older adults live healthy, active and fulfilled lives.



## Aims

- increase the participation of older adults in the social, economic and cultural life of the community, for the benefit of everyone.
- improve the health, well-being and quality of life of older adults in the District
- show how services and supports for older adults can be made more responsive, caring, professional and accessible through imaginative and cost-effective partnerships
- be able to advise other areas in demonstrating the processes and benefits involved in the development and promotion of age friendliness.



# Outcomes

The District will become an area where older adults:

- can be leaders in revitalising and strengthening their communities
- will feel valued for their life experience, strengths and contributions and so feel involved and influential
- will be more healthy, physically and emotionally, and have lower levels of isolation
- have the necessary transport and information to access needed supports and services, and have quality and meaning in their lives to pursue activities of interest and enjoyment.

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# **FIRST YEAR ACTION PLAN**



## Monitoring of Process

- Age Friendly Strategic Alliance
- Older Peoples Forum
- Our Citizens

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# WHERE NEXT ?

<b>Report to:</b>	<b>Strategy, Policy &amp; Resources Committee</b>
<b>Subject:</b>	Position Statement: Newry, Mourne and Down Local Development Plan
<b>Date:</b>	11 June 2015
<b>Reporting Officer:</b>	Eddy Curtis, Director of Strategy, Planning & Performance
<b>Contact Officer:</b>	Andrew Hay, Development Plan Manager

## **Decisions Required**

***Note the content of this report.***

<b>1.0</b>	<b><u>Purpose &amp; Background</u></b>
<b>1.1</b>	<p>The purpose of this report is to serve as a position statement on the Newry, Mourne and Down Local Development Plan. As detailed in Appendix 1, the position statement provides Members with an update and current position outlining:</p> <ul style="list-style-type: none"> <li>• an introduction and background;</li> <li>• progress and preparatory work to date;</li> <li>• the establishment of a Development Plan Team for Newry, Mourne and Down District Council;</li> <li>• a programme of preparatory work in developing the evidence base to inform the Plan;</li> <li>• a summary of the key stages of the Local Development Plan process.</li> </ul>
<b>2.0</b>	<b><u>Key Issues</u></b>
<b>2.1</b>	The Planning Act (Northern Ireland) 2011 (the 2011 Act) introduced fundamental reforms to plan making with the introduction of Local Development Plans. The 2011 Act introduced a plan-led system and empowered Council's to make their own Local Development Plans.
<b>2.2</b>	The 2011 Act provides for the preparation of a Local Development Plan by a Council for its district, which will (when adopted) replace current development plans produced by the Department for the Environment (the Department).
<b>2.3</b>	On transfer of planning powers from the Department to the new Councils on 1 April 2015, each new Council is now responsible for the preparation of a Local Development Plan for its area.
<b>2.4</b>	Newry, Mourne and Down District Council is now responsible for the preparation of a Local Development Plan for its area. This new Plan, the Newry, Mourne and Down Local Development Plan, will replace the existing 'Banbridge, Newry and Mourne Area Plan 2015', and the 'Ards and Down Area Plan 2015' as the statutory plan for the Area.
<b>2.5</b>	In July 2014, the Shadow Planning Committee of Newry, Mourne agreed that the

	<p>Department would carry out a programme of preparatory work and prepare four papers:</p> <ul style="list-style-type: none"> <li>• Paper 1: Population and Growth</li> <li>• Paper 2: Housing and Settlement</li> <li>• Paper 3: Employment and Economic Growth</li> <li>• Paper 4: Town Centres and Town Centre Opportunities</li> </ul>
2.6	<p>The work on these papers was being progressed by the Department's Southern Area Planning Office's Development Plan Team. Paper 1 and 2 were respectively presented to the Shadow Planning Committee in October and December 2014.</p>
2.7	<p>In December 2014, as part of the Department's transfer of Planning staff to the new Councils, all of the Department's Southern Area Planning Office's Development Plan Team, was transferred to the 'Armagh, Banbridge and Craigavon' council cluster, and was no longer responsible/working for the 'Newry, Mourne and Down' council cluster.</p>
2.8	<p>In the absence of a Development Plan Team serving the Newry, Mourne and Down council cluster progress on the remaining preparatory study papers for the Newry, Mourne and Down Local Development Plan was halted.</p>
2.9	<p>Following the transfer of planning staff to the new Council, a new Development Plan Team has now been established. Staffed from the existing complement of planning staff, the team has been staffed up over the last few months and came in to operation on 1 June 2015.</p>
2.10	<p>The Development Plan Team has resumed the original programme of preparatory work and is in the process of preparing a further programme of preparatory papers and associated studies/work to be undertaken as part of the plan preparation process. These preparatory studies and associate work are essential in providing the evidence base for preparing the Local Development Plan.</p>
2.11	<p>There are 4 key stages in the Local Development Plan process:</p> <ul style="list-style-type: none"> <li>• Stage 1: Initial Plan Preparation</li> <li>• Stage 2: Preparation and Adoption of Plan Strategy</li> <li>• Stage 3: Preparation and Adoption of Local Policies Plan</li> <li>• Stage 4: Monitoring and Review</li> </ul>
2.12	<p>The indicative timeframe for preparing a Local Development Plan from publication of the Plan Timetable in Stage 1 to adoption of the Local Policies Plan at end of Stage 3 is 40 months. As part of Stage 1 it is essential that the background preparatory work in developing the evidence base is progressed in advance of the Plan Timetable being published. The timeframe may be longer depending on any changes required as part of the Local Development Plan preparation process. The achievement of this timeframe is challenging and will be dependent on adequate resourcing and risk management. Following adoption of the Local Plan Policies, and as part of Stage 4, the Local Development Plan will be subject to annual monitoring and regular reviews at least every 5 years.</p>
3.0	<p><b><u>Recommendations</u></b></p>
3.1	<p>Members are requested to note the content of this report.</p>

4.0	<b><u>Resource Implications</u></b>
4.1	N/A
5.0	<b><u>Appendices</u></b>
<ul style="list-style-type: none"> <li>• <b>Position Statement: Newry, Mourne and Down Local Development Plan</b></li> </ul>	

## **Newry, Mourne and Down District Council**

### **Position Statement: Newry, Mourne and Down Local Development Plan**

**June 2015**

**Purpose:** To provide Members with an update and current position of the Newry, Mourne and Down Local Development Plan, outlining

- (i) an introduction and background;
- (ii) progress and preparatory work to date;
- (iii) the establishment of a Development Plan Team for Newry, Mourne and Down District Council;
- (iv) a programme of preparatory work in developing the evidence base to inform the Plan;
- (v) a summary of the key stages in the Local Development Plan process.

**Recommendation:** That Members note the content of this report.

#### **1.0 Introduction and background**

- 1.1 The Planning Act (Northern Ireland) 2011 (the 2011 Act) introduced fundamental reforms to plan making with the introduction of Local Development Plans. The 2011 Act introduced a plan-led system and empowered Council's to make their own Local Development Plans.
- 1.2 Local Development Plans apply regional planning policies at the appropriate local level and inform the general public, statutory authorities, developers and other interested bodies of the policy framework and land use proposals that will guide development decisions within a specified area.
- 1.3 The 2011 Act provides for the preparation of a Local Development Plan by a Council for its district, which will (when adopted) replace current development plans produced by the Department for the Environment (the Department).
- 1.4 The Local Development Plan should fulfil the following functions:
  - Provide a 15-year plan framework to support the economic and social needs of a Council's district in line with regional strategies and policies, while providing for the delivery of sustainable development;
  - Facilitate sustainable growth by co-ordinating public and private investment to encourage development where it can be of most benefit to the well-being of the community;
  - Allocate sufficient land to meet society's needs
  - Provide an opportunity for all stakeholders, including the public, to have a say about where and how development within their local area should take place;
  - Provide a plan-led framework for rational and consistent decision-making by the public, private and community sectors and those affected by development proposals; and
  - Deliver the spatial aspects of a Council's current community plan.

- 1.5 In providing for a plan led-system, the 2011 Act states that where, in making any determination under the 2011 Act, regard is to be had to the Local Development Plan, the determination must be made in accordance with the plan unless material considerations indicate otherwise.
- 1.6 The plan-led system commenced on transfer of planning powers to Councils on 1 April 2015. The plan-led system is one of the fundamental principles that will guide the planning system post-April 2015. Under the plan-led system, the Local Development Plan will be the primary consideration in the determination of planning applications for the development or use of land.
- 1.7 On transfer of planning powers to the new Council's from the Department on 1 April 2015, each new Council is now responsible for the preparation of a Local Development Plan for its area.
- 1.8 Newry, Mourne and Down District Council is now responsible for the preparation of the Newry, Mourne and Down Local Development Plan. This new Plan will replace the existing 'Banbridge, Newry and Mourne Area Plan 2015' and the 'Ards and Down Area Plan 2015'

## **2.0 Update on progress and preparatory work to date**

- 2.1 In 2014 Minister for the Environment Mark H Durkan announced that he was setting up Development Plan teams within the Department to work in liaison with the Statutory Transition Committees and Shadow Councils on preparatory studies in the run up to the reform of Local Government in April 2015.
- 2.2 In preparation for the transition of planning powers to the new Councils, and as part of the capacity building for councillors, a programme of preparatory studies was introduced by the Department. One of the aims of the preparatory work was to ensure the provision of a sound information base for new councils to make planning decisions, to establish the planning needs of the community, and to bring forward the Local Development Plan within a shorter timeframe. The preparatory studies were to examine how much land is currently available for the development of new houses, industry and other economic uses and establish how much additional land will be required to meet the Council's defined objectives up until the year 2030. The work would also assist the new Council in preparing its Community Plan and be supplemented by any needs identified by the Community Plan.
- 2.3 In July 2014, the Department presented an introductory paper on the Local Development Plan and proposed preparatory studies to the Shadow Planning Committee of Newry, Mourne and Down District Council. It was agreed with the Shadow Planning Committee that the Department would carry out a programme of preparatory work and prepare four papers, one to be delivered each quarter during the year 2014/2015, in the following order:
  - Population and Growth;
  - Housing and Settlement;
  - Employment and Economic Development; and
  - Town Centres and Town Centre Opportunities.

- 2.4 The work on these papers was being progressed by the Department's Southern Area Planning Office's Development Plan Team, based in and managed from Craigavon. The Department's Development Plan Team, led by Principal Planning Officer: Helen Stoops, was working on behalf of both the 'Armagh, Banbridge and Craigavon'; and the 'Newry, Mourne and Down' council clusters. Under this arrangement, the work on the preparatory study papers was progressed as follows:
- Paper 1: Population and Growth  
Finalised in August 2014, this paper was presented to the Shadow Planning Committee on 7 October 2014.
  - Paper 2: Housing  
Finalised in November 2014, this paper was presented to the Shadow Planning Committee on 2 December 2014.
- 2.5 In December 2014, as part of the Department's transfer of Planning staff to the new Councils, all of the Department's Southern Area Planning Office's Development Plan Team, was transferred to the 'Armagh, Banbridge and Craigavon' council cluster, and was no longer responsible/working for the 'Newry, Mourne and Down' council cluster.
- 2.6 In the absence of a Development Plan Team serving the Newry, Mourne and Down council cluster progress on the remaining preparatory study papers for the Newry, Mourne and Down Local Development Plan was halted, and would only resume once a new Development Plan Team had been established. The new Development Plan Team required to be set up by the Area Planning Manager for the 'Newry, Mourne and Down' council cluster, Anthony McKay, and staffed from the complement of Planning staff transferred from the Department to the 'Newry, Mourne and Down' council cluster.

### **3.0 The establishment of a Development Plan Team for Newry, Mourne and Down District Council**

- 3.1 In January 2015, as part of the Department's ongoing transfer of Planning staff to the new council clusters, Principal Planning Officer: Andrew Hay, and a Senior Planning Officer were transferred to the 'Newry, Mourne and Down' council cluster. Area Planning Manager: Anthony McKay assigned the two senior officers to Development Plan. Until the Area Planning Manager was in a position to staff up the Development Plan Team, the priority for Principal Planning Officer: Andrew Hay, acting as Development Plan Manager, was to undertake a change management and preparatory exercise to pull together and coordinate the transfer of as much relevant information and data as possible prior to the transfer of the planning function to the new Council on 1 April 2015, and to coordinate the staffing, accommodation, IT, and service/support requirements for the new team.
- 3.2 During January, February and March, Andrew Hay, as assisted by the Senior Planning Officer, liaised with Departmental and Council colleagues regarding IT system requirements and compatibilities for the Development Plan team, and managed the electronic transfer and migration of relevant Development Plan and associated data from existing Departmental computer drives and other electronic storage. Development Plan requirements in respect of accommodation and service/support needs were also raised with senior management within the new

Council. Contacts and networking both within the new Council, and with external bodies were also being established; this included representation and participation by the Planning Senior Management Team (Planning SMT) at meetings, workshop, and associated events (e.g. Community Planning; Economic Regeneration, Vision and Investment Strategy 2015-20). The Planning SMT consists of Area Planning Manager: Anthony McKay, and Principal Planning Officers: Andrew Hay and Pat Rooney.

- 3.3 In late March 2015, as part of the final transferring of staff from the Department, two other Planning Officers, including another Senior Planning Officer, were appointed to the Newry, Mourne and Down Council cluster. Both were assigned to the Development Plan Team.
- 3.4 Also in late March 2015, immediately prior to the transfer of 'Planning' to the new Newry, Mourne and Down District Council, Chief Executive: Liam Hannaway, met with Planning staff. The Chief Executive in clarifying the organisational structure and reporting arrangements of the new Council, confirmed that from 1 April 2015, Planning (Development Management and Enforcement) will report, under the leadership of Anthony McKay, as Head of Planning, through the Regulatory and Technical Services (RTS) Directorate (led by Canice O'Rourke as Director). He also confirmed that the Development Plan Team will report through the Strategic Planning and Performance (SPP) Directorate, reference was made to the synergies its work has with the Council's corporate and community planning responsibilities. Whilst the SPP Directorate is led by Eddy Curtis as Director, Anthony McKay, as Head of Planning, will have professional responsibilities for the Development Plan Team. It was also confirmed that, as part of SPP, the Development Plan Team will be based in, and operate from, the Council offices at the Downshire Civic Centre, Downpatrick.
- 3.5 Following confirmation from the Chief Executive, particularly in respect of where the Development Plan Team was to be based, the Planning SMT, in reviewing the finalised complement of Planning staff for Newry, Mourne and Down District Council, discussed and agreed the staffing up of the respective Development Management, Enforcement and Development Plan teams. In the absence of inheriting any existing Development Plan team or staff from the Department, the staffing of the Development Plan Team had to come from the staff complement as transferred from the Department to the new Council. The staffing arrangements for the Development Plan team were agreed as follows:
  - The Development Plan Team will be made up of 10 planners. Led by Principal Planning Officer: Andrew Hay as Development Plan Manager. The team members will comprise 2 Senior Planning Officers, 2 Higher Planning Officers, and 5 Planning Officers. As well as the core responsibilities for the Development Plan and associated work, the team will also deal with planning related tree and conservation matters and input in to the Development Management and Enforcement process.

Note: Taking account of actual current staff availability the staff complement as of 1 June 2015 is 7 planners.

- 3.10 With the majority of its staff complement in place, the Development Plan Team within Newry, Mourne and Down District Council became operational on 1 June 2015.

#### 4.0 Programme of preparatory work: Developing the evidence base

4.1 As set out in the introductory paper presented to the Shadow Planning Committee in July 2014 preparatory studies are essential in providing the evidence base for preparing the Local Development Plan. A reliable and comprehensive evidence base is vital to informing and justifying the 'soundness' of the local development plan document and to show how policies and proposals help to achieve the social, economic and environmental objectives for the plan area. The preparation of the evidence base is therefore an ongoing process with information being reviewed and kept up to date to ensure that it remains reliable and relevant. It will also be used to fulfil the requirements of the Sustainability Appraisal, Habitats Regulations Assessment and Equality Impact Assessment which all form part of the Local Development Plan for Newry, Mourne and Down.

4.2 Where necessary the papers presented to date will be reviewed and updated in light of findings from the Community Plan process, and as informed by other council data, other strategies and research work, information from relevant Government Departments and agencies, the release of more up-to-date data from NISRA (and other data sources), and any other knowledge gained through community and stakeholder engagement. It is essential that work on building this evidence base is continued and completed prior to the preparation and publication of the Plan Timetable which will set out the Council's programme - including key milestones and timelines - from the initial stages of the Preferred Options Paper through to the preparation and adoption of the Plan Strategy and the subsequent Local Policies Plan. This will ensure that in the preparation of the Preferred Options Paper, all relevant evidence that is needed to appraise the different issues and options will have been gathered and analysed in advance.

4.3 While the Development Plan Team within Newry, Mourne and Down District Council only became operational on 1 June 2015, with some staff already in place during April and May, the programme of the preparatory study papers was resumed. This included the commencement of research and survey work in respect of Paper 3: Employment and Economic Development, and some preliminary work in reviewing and updating Paper 1: Population and Growth.

4.4 In concluding the original programme, it is envisaged that the preparatory papers will be finalised as follows:

Paper 3: Employment and Economic Development	July 2015
Paper 1 (1 <sup>st</sup> Revision): Population and Growth – Statistical Update	August 2015
Paper 1 (2 <sup>nd</sup> Revision): Population and Growth – Settlement Hierarchy	August 2015
Paper 4: Town Centres and Town Centre Opportunities	September 2015

Each paper will be presented to Council.

4.5 Thereafter, further papers will be prepared and presented to Council. In developing its evidence base it is recommended that survey and information gathering should be carried out for a range of topics. These include:

- **Population** – gathering demographic information etc;
- **Settlements** – information on the character, development potential, areas of protection etc;

- **Housing and urban capacity** – identifying areas of land with potential for development;
- **Archaeology, built and natural heritage** – gathering information on designations and identifying areas of protection;
- **Economic development, industry and commerce** – identifying areas of land with economic potential;
- **Town centres and retailing** – to determine the vitality, viability of towns and settlements;
- **Open space and recreation** – information on existing open space and recreation requirements for the plan area;
- **Countryside/rural area** – information on landscape, environmental designations, area of development pressure etc;
- **Coast** – gathering information to facilitate appropriate development and/or to determine areas of protection;
- **Tourism** – identifying tourism demand and growth areas whilst safeguarding tourism assets;
- **Renewable energy** – gathering information on renewable energy development/areas of protection;
- **Transportation** – gathering information on issues, requirements and proposals for future transport development;
- **Waste management** – information on the need for future waste management facilities;
- **Telecommunications, public services and public utilities** – information to identify needs of the community and plan area;
- **Development constraints** – e.g. identification of areas of flood risk, hazards, mineral constraint etc. where relevant.

- 4.6 The subject of further preparatory papers is currently under review. Taking account of the topics already covered in the original programme of four papers, the future papers will group together and focus on the other topics listed above. A programme for these preparatory papers and associated studies/work to be undertaken as part of the plan preparation ahead of producing the Plan Timetable will be reported to Council at a later date.

## 5.0 The Key Stages in the Local Development Plan Process

- 5.1 To set in context the work described in this paper, the key stages in the Local Development Plan process are summarised below (see also Figure 1). There are 4 key stages:
- Stage 1: Initial Plan Preparation
  - Stage 2: Preparation and Adoption of Plan Strategy
  - Stage 3: Preparation and Adoption of Local Policies Plan
  - Stage 4: Monitoring and Review

Members will note from Figure 1 that the indicative timeframe for preparing a Local Development Plan from publication of the Plan Timetable in Stage 1 to adoption of the Local Policies Plan at end of Stage 3 is 40 months. As part of Stage 1 it is essential that the background preparatory work in developing the evidence base is progressed in advance of the Plan Timetable being published. The timeframe may be longer depending on any changes required as part of the Local Development Plan preparation process. The achievement of this timeframe is challenging and will be

dependent on adequate resourcing and risk management. Following adoption of the Local Plan Policies, and as part of Stage 4, the Local Development Plan will be subject to annual monitoring and regular reviews at least every 5 years.

### **Stage 1: Initial Plan Preparation**

- 5.2 This stage includes the development of the evidence base described earlier in this report, preparation of the **Timetable** and **Statement of Community Involvement** (SCI) and the production of the **Preferred Options Paper** (POP).
- 5.3 The Timetable will set out the a Council's programme for the production of the Plan Strategy and Local Policies Plan including key milestones and timelines for plan production through to adoption.
- 5.4 The SCI will promote a more meaningful and effective approach to enable interested parties and the local community to engage early in the plan process and throughout its preparation. Before a Council can consult on its Preferred Options Paper, it must have an agreed SCI in place in order to inform the general public and all stakeholders of how, where and when they can become involved in the local development plan preparation process and the timescale for doing so.
- 5.5 At this early stage in the local development plan process, a Council must prepare a POP and undertake the initial stages of **Sustainability Appraisal** (SA). The POP will indicate a council's preferred options for growth and development in their area and will be the basis for consulting with the public and stakeholders. At this stage in the process, the public and stakeholders will have an opportunity to put forward views and influence the local development plan from the outset.

### **Stage 2: Preparation and Adoption of Plan Strategy**

- 5.6 This stage of the local development plan preparation process consists of the preparation and publication of the draft **Plan Strategy** which will be independently examined prior to adoption. A Council will prepare a draft Plan Strategy based on both the information gathered and also the public and stakeholders responses to the preferred options paper. As part of this process, a Council will also carry out a range of assessments including **Sustainability Appraisal** (SA), **Equality Impact Assessment** (EQIA), **Habitats Regulations Assessment** (HRA) and **Rural Proofing**. A Council will then publish their draft Plan Strategy, SA and other assessments for public consultation.
- 5.7 The Department will appoint the Planning Appeals Commission (PAC), or other independent examiners, to hold the **Independent Examination** (IE). The IE will examine the Draft Plan Strategy against soundness tests which will relate to how the Plan Strategy has been produced, and how it has taken account of central government plans, policy and guidance, and also its coherence, consistency and effectiveness. Following the IE, the examiner will issue a report of its findings to the Department which will in turn consider this and issue a binding report to a Council. On this basis, a Council must incorporate any changes outlined in the binding report and subsequently adopt the Plan Strategy.

### **Stage 3: Preparation and Adoption of Local Policies Plan**

- 5.8 The **Local Policies Plan** must be consistent with the adopted Plan Strategy and incorporate detailed site specific proposals for the plan area. The Plan Strategy must be adopted before the draft Local Policies Plan is published for consultation, subjected to IE and adopted. The process for the preparation of the Local Policies Plan is largely similar to that of the Plan Strategy outlined above. The draft Local Policies Plan and associated assessments will also be published for public consultation. Following this, the process for IE and adoption of the Local Policies Plan will be similar to that of the Plan Strategy.

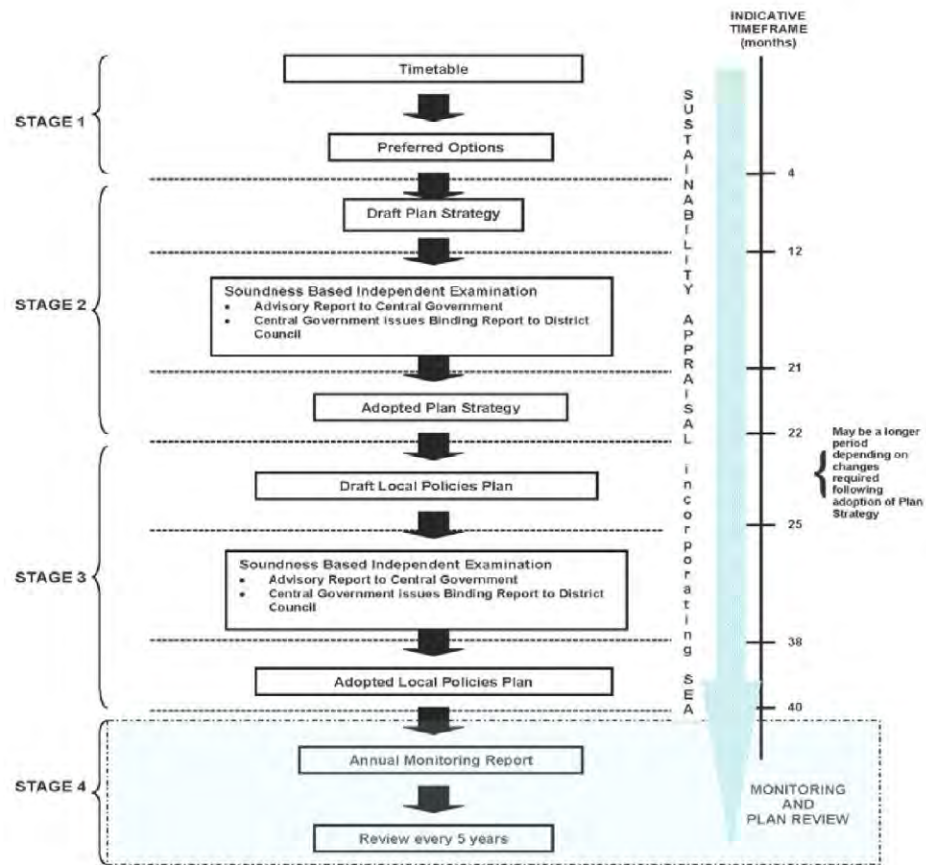
### **Stage 4: Monitoring and Review**

- 5.9 The final stage in the local development plan preparation process is monitoring and review which are essential in establishing how the objectives in the local development plan are being achieved and whether any changes are required. Regular monitoring of the implementation of the Local Development Plan is required and this will include the preparation of an **annual monitoring report** which specifies the amount of housing and economic land, the number of housing completions and any other relevant information regarding the implementation of the local development plan. The annual monitoring report must also be submitted to the Department. A Council will also be required to undertake **regular reviews** of their local development plan at least every 5 years from the date of adoption of the Local Policies Plan and submit its findings to the Department.

## **6.0 Recommendation**

- 6.1 Members are requested to note this report.

Figure 1: Key Stages in the Local Development Plan Process



**Agenda Item :**

**Report to:** Strategy, Policy and Resources Committee 11 June 2015

**Date:** 2 June 2015

**Reporting Officer:** Eddy Curtis, Director of Strategic Planning and Resources

**Contact Officer :** Anthony McKay, Head of Planning  
Eileen McParland, Democratic Services Manager

**Decisions required:**

Members are asked to consider and approve the report's contents and the attached Operating Protocol for the operation of the Planning Committee and Members' Briefing Panel.

**1.0 Purpose and Background:**

- 1.1 The purpose of this report is to provide the Planning Committee with Operating Protocols prepared by Council Officers to assist with the efficient running and governance of the Planning Committee and Members' Briefing Panel.
- 1.2 These Protocols should be read in conjunction with the Council's Standing Orders and the NI Local Government Code of Conduct for Councillors.

**2.0 Key Issues:**

- 2.1 The Council has already agreed the structure and operating procedures for the Planning Committee (Shadow Planning Committee 2 December 2014, approved by Council at its meeting on Tuesday 6 January 2015).
- 2.2 These Protocols are in accordance with the previously agreed Procedures for the Planning Committee and Members' Briefing Panel and are designed to provide clarity and support to the operation of the Council's planning processes, ensuring good governance and transparency.
- 2.3 The Protocols are being tabled for the consideration and approval of the Committee, prior to formal Council ratification.
- 2.4 The Protocols are also being tabled at Planning Committee meeting on 10 June 2015 for noting.

**3.0 Resource Implication:**

None

**4.0 Appendices**

Planning Committee Protocol

Members' Briefing Panel Protocol

**Comhairle Ceantair an Iúir Mhúrn agus an Dúin****Newry, Mourne and Down District Council****Planning Committee****Operating Protocol****INTRODUCTION**

1. The following protocol has been developed for use by the Planning Committee ("the Committee"). It should be read alongside relevant provisions of the Council's Standing Orders and the Code of Conduct for Councillors and is not intended to replace either document. The key aims of the protocol are to ensure that the Committee makes decisions in a sound, lawful and transparent way and in a timely and efficient manner.

**REMIT OF THE COMMITTEE**

2. The primary roles of the Committee will include:
  - (a) Consideration of applications for planning permission and consents in accordance with the Council's Scheme of Delegation.
  - (b) Exercising the Council's powers and duties in relation to planning policies and plan strategies.
  - (c) Responding to consultations in relation to regionally significant or major applications to be determined by the Department of Environment.
  - (d) Responding to consultations issued by the Department of Environment, or any other Department, in relation to planning matters.

### **FREQUENCY & TIME OF MEETINGS**

3. It is recommended the Committee shall meet every fourth week, though there should be flexibility for additional meetings if required.
4. Dates and times will be advertised at least 5 days in advance on the Council website and at the Council's main offices at Downpatrick and Newry.

### **SCHEME OF DELEGATION**

5. As required by Section 31 of the Planning Act (NI) 2011 the Council will operate a scheme of delegation for planning, outlining delegation both to the Committee and Officers (this can be found on the Council's website and at the Council's main offices at Downpatrick and Newry). The overall objective is to ensure that arrangements for decision-making on applications for local developments are effective whilst ensuring that proposals that raise strong local views or issues for the district can be dealt with by elected members. Delegating determination of some planning applications to Officers is also seen as a critical factor affecting the overall performance of the development management process as it helps ensure that decisions are taken at the most appropriate level, procedures are clear and transparent, costs are minimised and members have more time to concentrate on complex applications.
6. The Scheme of Delegation delegates all local development applications to Officers for determination, whether for approval or refusal, except in relation to the following circumstances:
  - Relevant material objections from a resident/amenity group;
  - Representations from a Councillor, using the template provided at appendix 1;
  - Objections from six or more respondents from different addresses.

These applications will be brought to the Members' Briefing Panel, refer to appendix 2 for details of Members' Briefing Panel.

7. Enforcement activities are also delegated to appointed Officers. The Committee will receive regular reports on enforcement matters.
8. The following applications cannot be delegated and therefore must be presented to the Planning Committee for determination:
  - Applications which are significantly contrary to the Development Plan and which are recommended for approval.
  - Applications which are submitted by members of staff directly involved in the consideration of planning applications, Councillors and Officers of the Council at the level of Senior Manager or above.
  - Applications attracting objection from Statutory Consultees where the Officer's recommendation is for approval.
  - Applications which are submitted by Council or which relate to land in the ownership of Council or in which the Council has a financial interest.
9. All Members of the Council will receive two weekly lists – one containing details of all received applications; and the second listing those applications delegated to officers in accordance with the Council's Scheme of Delegation.

#### **FORMAT OF MEETINGS**

10. Committee Meetings (dates, times and papers) will be published on the Council's website at least 5 days in advance.

11. Case Officer Reports will also be available on the Northern Ireland Planning Portal.
12. Committee papers will typically include the following:
  - a) Minutes of the previous meeting for approval;
  - b) Details of delegated applications for noting only by the Committee;
  - c) Details of proposed pre-determination hearings;
  - d) Details of appeals (notified and concluded);
  - e) Details of non-delegated applications (including those brought back following deferral) for consideration by the Committee;
  - f) Details of applications of regional significance with an impact upon the Council area in respect of which the Council is a statutory consultee or where it may wish to make representations;
13. A quorum, as outlined in the Council's Standing Orders, is required for the Committee to convene; the quorum being half of the members of the Committee.
14. Members will be required to declare an interest in any item on the agenda at the beginning of the meeting and must then leave the meeting when the matter in which they have declared an interest is being discussed. Once a decision had been made in respect of that item, the Member will then be invited to return to the meeting before consideration of the next item commences.

The Democratic Services Officer will record when members enter and leave the room during the course of the Meeting.
15. The Committee will discuss each application that has been presented before taking a vote on one of the following options:
  - a) Approve the application with conditions as recommended;
  - b) Approve the application with amendments to the recommended conditions;
  - c) Approve the application contrary to Officer recommendations;
  - d) Refuse the application for the reasons recommended;
  - e) Refuse the application with additional, fewer or amended reasons;

- f) Refuse the application contrary to Officer recommendations;
  - g) Defer the application with a direction for additional information or clarification; or for a Members' site visit.
16. The Committee can defer consideration of an application to a subsequent meeting for further information, further negotiations or a site visit. Deferrals have an adverse effect on processing times, and the applicant can lodge an appeal after a period of time if the Council has not made a decision. The Committee will therefore generally only defer an application once. The Member proposing deferral must provide clear relevant planning related reasons as to why a deferral is necessary.
17. The Chair has a casting vote.
18. Members must be present for the entire item, including the Officer's introduction and update, otherwise they cannot take part in the debate or vote on that item. However the Chairperson of the Planning Committee can use their discretion in exceptional circumstances in accordance with the Council's standing orders.

### **PUBLIC REPRESENTATIONS**

19. Meetings of the Committee will be open to the public, however seating within the Committee Chamber will be limited to the venue capacity and associated fire and safety regulations. Seating will be on a first come first served basis.
20. There will be no speaking rights at the Committee, other than for Members of the Committee, Officers and Statutory Consultees invited to attend.

### **DECISIONS CONTRARY TO OFFICER RECOMMENDATION**

21. The power to decide an application lies with the Committee and it is entitled to come to a decision contrary to Officers' recommendations.

22. Any such decision may be subject to legal challenge and Members must therefore ensure that the rationale for the decision is fully explained and based on proper planning considerations.
23. Head of Planning or other Senior Planning Officer and/or the Council's Legal Advisor will always be given the opportunity to explain the implications of the Committee's decision prior to a vote being taken on any such proposal.
24. The reasons for the decision contrary to the Officer's recommendation must be formally recorded in the minutes and a copy placed on the planning application file/electronic record.

### **DECISIONS CONTRARY TO PLANNING POLICY**

25. In general, planning decisions should be taken in accordance with the local Development Plan and any other associated planning policy documents. If a Committee member proposes, seconds or supports a decision contrary to the local Development Plan they will need to clearly identify and understand the planning reasons for doing so, and clearly demonstrate how these reasons justify departure from the local Development Plan. The reasons for any decisions which are made contrary to the Development Plan must be formally recorded in the Minutes and a copy placed on the planning application file/electronic record.

### **PRE- DETERMINATION HEARINGS**

26. Regulation 7 of the Planning (Development Management) Regulations (NI) 2015 requires the Planning Committee to hold pre-determination hearings for those major developments which were initially called in by the Department of Environment (DoE) but where the DoE subsequently notified the Council that it does not intend to determine the application.

27. The Committee may also hold a pre-determination hearing, at its own discretion, where the Committee considers it necessary to do so.
28. Any hearing will take place after the expiry of the period for making representations on the application but before the Committee hears the application. The Committee will endeavour to hold pre-determination hearings on a separate date from the Planning Committee meeting at which it will be considered; however this may not always be possible.
29. For these hearings the Case Officer will produce a report detailing the processing of the application to date and the planning issues to be considered. If the Committee decides to hold the hearing on the same day as it wishes to determine the application the report to Councillors will also contain a recommendation.

### **DEVELOPMENT PLAN**

30. The Development Plan will be prepared by the Council's Strategy Policy and Resources Committee in conjunction with the Planning Committee. The Development Plan will be approved by resolution of the Council.
31. The Strategy Policy and Resources Committee, in conjunction with the Planning Committee, shall ensure that the Development Plan is monitored annually, particularly in terms of the availability of housing and economic development land.
32. The Strategy, Policy and Resources Committee, in conjunction with the Planning Committee, shall review the Development Plan every five years, giving consideration to whether there is a need to change the Plan strategy or the zonings, designations and policies contained in the local policies Plan.

## **SITE VISITS**

33. Site visits may be arranged subject to Committee agreement. They should normally only be arranged where the impact of the proposed development is difficult to visualise from the plans and other available material and the expected benefit outweighs the delay and additional costs that will be incurred.
34. A list of objectives to be achieved as a result of the site visit must be agreed and documented in advance of the site visit commencing.
35. No one, other than Members of the Committee and Officers plus any other statutory consultees, may participate in a site visit.
36. Members will not carry out their own unaccompanied site visits as there may be issues around permission to access the land, they will not have all of the relevant information from the relevant Planning Officer and, if a Councillor is seen with an applicant or objector, it might lead to allegations of bias.
37. The Democratic Services Officer (DSO) shall attend the site visit and will record the date and time and duration of the visit. The DSO will also record the attendees and any other relevant information.
38. The Chairperson, or Deputy Chairperson in the Chairperson's absence, with the assistance of Council Officers present, will ensure that the site visit is conducted in accordance with this Protocol and the Code of Conduct for Councillors and will ensure that the merits of the application are not discussed.
39. The Planning Officer will remind Members, at the outset of the site visit, of the proposal and the main issues.
40. A nominated Officer will prepare a record of the Members' site visit which will be include the date of the visit, attendees and any other relevant information. This record will be placed on the planning application file/electronic record.

## **Appendix 1**

**Application Number:**

**Applicant:**

**Councillor's Name:**

**Reason(s) for requesting application appear before the Planning Committee:**

**Briefing Panel Decision:**



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

## **Newry, Mourne and Down District Council**

### **MEMBERS' BRIEFING PANEL**

#### **Operating Protocol**

The Members' Briefing Panel shall be comprised of four members, namely the Chairperson and Deputy Chairperson of Planning Committee, plus two other Members of the Planning Committee appointed from the next two largest political party groupings represented on the Committee – the political party groupings which secured the positions of Committee Chair and Deputy Chair will not be entitled to an additional representative for the remaining two places. Where there is equal representation, then the order of pick determined by d'Hondt will apply.

The Members' Briefing Panel shall not decide upon applications referred to it. It shall consider the nature and extent of objections to the application by considering the Planning Officer's Report, the drawings and letters of objections.

Thereafter the Panel shall decide upon one of the following options:

1. Agree with the decision as proposed by the Officers under delegated powers;
2. Recommend that the decision is referred for determination to the Planning Committee;
3. Return the application to the Officers for the consideration of further relevant information, prior to re-submission – this option being only allowed once per application.

<b>Agenda Item:</b>	Equality and Policy
<b>Report to:</b>	Strategic Planning and Resources Committee
<b>Subjects:</b>	<ol style="list-style-type: none"> <li>1. Councillors' Equality and Good Relations Reference Group.</li> <li>2. Correspondence from the Equality Commission for Northern Ireland, dated 18 May 2015, re: the Commission's consideration of Newry &amp; Mourne District Council's Finalised Report on the review of the decision to name Raymond McCreesh Park.</li> <li>3. Correspondence from the Department of Health, Social Services and Public Safety, dated 11 May 2015, re: Equality Screening Report - Quarter 4.</li> <li>4. Correspondence from Local Government Staff Commission for NI, dated 29 April 2015, re: Equality and Diversity in Local Councils.</li> <li>5. Letter from LGSC NI, dated 2 June 2015, re: Invitation to Diversity Champions Support Programme Workshop 1 July 2015.</li> </ol>
<b>Date:</b>	11 June 2015
<b>Reporting Officer:</b>	Colin Moffett, Equality Officer
<b>Contact Officer:</b>	Colin Moffett, Equality Officer

### **Decisions Required**

Members are asked to note the contents of the report and to give consideration to agreement to the following:

1. Establishment of a Councillors' Equality and Good Relations Reference Group, and approval to engage an external facilitator. (Appendix 1)
2. To note the correspondence from the Equality Commission for Northern Ireland, dated 18 May 2015 (received 22 May 2015), regarding the Commission's consideration and acceptance of Newry & Mourne District Council's Report on the review of decision to name Raymond McCreesh Park, and to agree to proceed to a review of Council policy on naming of facilities. (Appendix 2)
3. To note correspondence dated 11 May 2015 regarding the Department of Health, Social Services and Public Safety Equality Screening Report - Quarter 4. (Appendix 3)

	<p>4. In relation to the Local Government Staff Commission for NI, Equality and Diversity in Local Councils initiative:</p> <ul style="list-style-type: none"> <li>○ To appoint officer(s) and/or elected member(s) to act as Diversity Champions for Council.</li> <li>○ To formally endorse the Equality and Diversity Framework. (Appendices 4 &amp; 5)</li> </ul> <p>5. Consideration and a decision on nominations is predicated on a decision related to item 4, and further to this, to agree named officer(s) and/or elected member(s) nominees, and to confirm availability and be booked at workshop. (Appendix 6)</p>
1.0	<p><b><u>Purpose &amp; Background</u></b></p>
1.1	<p><b>Establishment of Councillors' Equality and Good Relations Reference Group</b></p> <p>Newry, Mourne and Down District Council faces many challenges as a public authority delivering upon its Section 75 statutory duties to have due regard towards the promotion of equality of opportunity between the named nine equality characteristics and regard towards the desirability of promoting good relations between people of different religious belief.</p> <p>As the primary decision-makers, Councillors have a responsibility to manage their party political function with a civic leadership role, and the NI Local Government Code of Conduct for Councillors refers to principles of conduct which include leadership, equality, good relations, respect and good working relationships.</p> <p>At the Party Representatives Forum meeting on 26 May 2015, it was agreed to table a terms of reference for the establishment of a Councillors' Equality and Good Relations Reference Group, and engagement of an external facilitator, for consideration and agreement at the Strategic Planning and Resources Committee.</p>
1.2	<p><b>Correspondence from the Equality Commission for Northern Ireland dated 18 May 2015 (received 22 May 2015)</b></p> <p>The above correspondence relates to the Equality Commission's consideration of the predecessor Council's, Newry &amp; Mourne District Council, Finalised Report on the Review of its decision to name Raymond McCreesh Park.</p> <p>The correspondence notes that the Equality Commission accepts the report in completion of the first recommendation of the Commission's investigation report, to review the decision, noting the work undertaken.</p> <p>The Equality Commission's correspondence also notes the further action required to fulfil the second recommendation of the Commission's investigation report, to review the policy on naming of Council facilities.</p> <p>It is recommended Council note the correspondence from the Equality Commission</p>

	<p>for Northern Ireland dated 18 May 2015 (received 22 May 2015) regarding the Commission's consideration and acceptance of Newry &amp; Mourne District Council's Report on the review of the decision to name Raymond McCreesh Park, and agree to proceed to a review of Council policy on naming of facilities.</p>
1.3	<p><b>Correspondence dated 11 May 2015 regarding the Department of Health, Social Services and Public Safety Equality Screening Report - Quarter 4</b></p> <p>This report outlines the Department's equality screening outcomes for the quarter 4 period of January – March 2015. The report also provides information of current consultations and possible future consultations.</p> <p>It is recommended Council note the contents of the report.</p>
1.4	<p><b>Correspondence dated 29 April 2015 from Local Government Staff Commission for NI</b></p> <p>The above correspondence from the Adrian Kerr, Chief Executive, LGSC invites Newry, Mourne and Down District Council to appoint officer(s) and elected member(s) to act as Diversity Champions for Council, and for Council to formally endorse the Equality and Diversity Framework.</p> <p>This correspondence was tabled at the Strategic Planning and Resources Committee on 14 May 2015, and it was agreed a report be provided to the next Committee Meeting to set out the level of representation and time commitment required.</p> <p>Having contacted the Local Government Staff Commission for NI they have confirmed that:</p> <ul style="list-style-type: none"> <li>• In terms of commitment there are 5 workshops for Diversity Champion events scheduled up to March 2016. These will be ½ or full day sessions for all the Champions. Appendix 5 of this report outlines the proposed Diversity Champions Programme April 2015 to March 2016.</li> <li>• The key role is to promote equality and diversity in the council through behaviour and influence, and the council may choose to hold specific events/activities which may require input from the Elected Member Diversity Champion.</li> </ul> <p>It should be noted both predecessor Councils participated and engaged in the Equality and Diversity in Local Councils initiative through the appointment of both officer and elected member Diversity Champions, and endorsement of the Equality and Diversity Framework. Newry and Mourne District Council was also successful in obtaining financial support through this initiative in relation to equality and diversity events.</p> <p>In relation to the Local Government Staff Commission for NI, Equality and Diversity in Local Councils initiative it is recommended Council give consideration to appointing officer(s) and/or elected member(s) to act as Diversity Champions for Council, and to formally endorse the Equality and Diversity Framework.</p>

1.5	<p><b>Letter from LGSC NI re Invitation to Diversity Champions Support Programme Workshop 1 July 2015</b></p> <p>Details of the Equality and Diversity in Local Councils initiative are contained in section 1.5 of this report.</p> <p>This is a letter invitation from the Local Government Staff Commission for NI, inviting Council Diversity Champions to a Support Programme Workshop Wednesday 1 July 2015 from 10.15am in the Massereene Room, Clotworthy House, Antrim.</p> <p>There is no charge to attend the event.</p> <p>Council consideration and decision in relation to the invitation is predicated on a decision related to item 4, and further to this, to agree named officer(s) and/or elected member(s) nominees, to confirm availability and be booked at workshop.</p>
2.0	<p><b><u>Resource Implications</u></b></p>
2.1	<p>Councillors' Equality and Good Relations Reference Group: Resource implications regarding meetings and external facilitation will be addressed through utilising equality and good relations sections' budgets.</p>
3.0	<p><b>Appendices</b></p> <ol style="list-style-type: none"> <li>1. Terms of Reference for Equality and Good Relations Reference Group.</li> <li>2. Correspondence from the Equality Commission for Northern Ireland dated 18 May 2015 (received 22 May 2015).</li> <li>3. Correspondence dated 11 May 2015 regarding the Department of Health, Social Services and Public Safety Equality Screening Report - Quarter 4.</li> <li>4. Correspondence from Local Government Staff Commission for NI, dated 29 April 2015, regarding Equality and Diversity in Local Councils.</li> <li>5. Diversity Champions Programme April 2015 to March 2016. (Local Government Staff Commission for NI, Equality &amp; Diversity in Local Councils).</li> <li>6. Letter from LGSC NI re Invitation to Diversity Champions Support Programme Workshop 1 July 2015.</li> </ol>

## **COUNCILLORS' EQUALITY AND GOOD RELATIONS REFERENCE GROUP**

### **- TERMS OF REFERENCE -**

#### **Scope:**

The Councillors' Equality and Good Relations Reference Group will primarily be a facilitated discussion space. It will serve as a 'barometer of opinion', playing a role in considering and discussing politically sensitive and contentious issues, including those relating to events, centenaries, policy and procedure, single issues requiring specific consideration for advice, and guidance on the establishment of wider good relations fora etc with a view of reaching a common understanding, agreement and actions which will enhance and promote equality of opportunity and good relations.

#### **Membership:**

- Council Chairperson
- Council Vice Chairperson
- One Councillor nominated from each of the following parties - Sinn Fein, SDLP, DUP, UUP, UKIP, Alliance and 1 Independent member.

#### **Chairperson:**

Council Chairperson will chair meetings. In their absence the meeting will select a Chair from those present.

#### **Meetings:**

The Equality and Good Relations Reference Group does not have decision making powers, it makes recommendations only. Recommendations arising will be tabled at the Council's Strategic Planning and Resources Committee for consideration.

It does not operate to any quorum and meetings proceed regardless of numbers in attendance.

Meetings will be convened by the Chief Executive.

#### **Officers:**

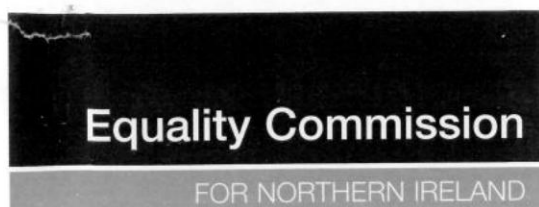
Chief Executive, Director of Strategic Planning and Performance, Equality Officer.

#### **Press:**

Not open to the press.

#### **Public:**

Not open to the public.

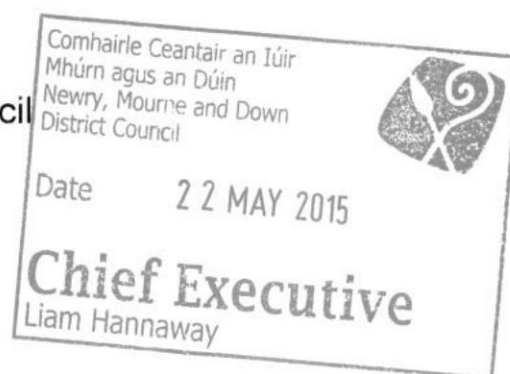


Equality House  
7-9 Shaftesbury Square  
Belfast BT2 7D **47**

[www.equalityni.org](http://www.equalityni.org)

18 May 2015

Mr Liam Hannaway  
Chief Executive  
Newry, Mourne and Down District Council  
O'Hagan House  
Monaghan Row  
Newry  
BT35 8DJ



Dear *Liam*

The Commission has now had opportunity to consider the report received from Newry and Mourne District Council of its review of the decision to name the play park in Patrick Street, Newry, after Raymond McCreesh.

The review was recommended by the Commission in its Investigation Report last year, following an investigation which found that the Council had breached its Equality Scheme commitments. The Commission specifically recommended that the Council review the decision to name the park after Raymond McCreesh, in a transparent manner that takes proper account of the legal obligations to have due regard to the need to promote equality of opportunity and regard to the desirability of promoting good relations.

Following consideration of the report, I write to inform you that the Commission accepts the report in completion of the Commission's recommendation to review the decision, noting the work undertaken in this regard and outlined in the report.

In accepting the report, the Commission expressed disappointment that opportunity was not taken to find a name for the play park that would have positive resonances with all those in the Council area and that would be more conducive to promoting good relations between communities.

We recognise that Newry and Mourne District Council's responsibilities have become part of Newry, Mourne and Down District Council's responsibilities since 1 April 2015. We look forward to the effective application of its equality and good relations duties by the new Council,



including in fulfilling the Investigation Report's second recommendation. This was, as you will be aware, to review the policy on naming Council facilities generally in a transparent manner that takes a proper account of the legal obligations to have due regard to the need to promote equality of opportunity and regard to the desirability to promoting good relations. We are happy to advise further on this if this would be helpful.

In light of the public interest in the Investigation, we will be issuing a brief statement on our consideration of your report on the review of the decision to name the play park in Patrick Street, Newry, after Raymond McCreesh. We will let you have sight of this at the time.

Yours sincerely



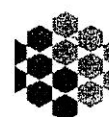
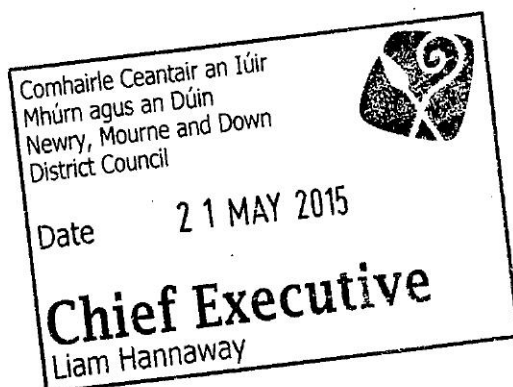
**Dr Evelyn Collins CBE**  
**Chief Executive**

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Strategic Management Branch



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and Public Safety**  
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Dear Consultee

Date: 11 May 2015

## EQUALITY SCREENING REPORT – QUARTER 4

Please find attached the Department's quarter 4 (January – March 2015) equality screening report. The purpose of publishing the screening outcomes report is to ensure that stakeholders are aware of any final decisions in relation to screenings completed during that period.

Also attached for your information are details of current consultations and possible future consultations.

Yours faithfully

*W.D. Stafford*

Walter Stafford

Strategic Management Branch

## COMPLETED SCREENINGS – QUARTER 4 (JANUARY – MARCH 2015)

Policy	Purpose / aim	Screening Decision
NICE Technology Appraisal TA326 - Imatinib for the adjuvant treatment of gastrointestinal stromal tumours (review of TA196)	Imatinib is recommended as an option as adjuvant treatment for up to 3 years for adults who are at high risk of relapse after surgery for KIT (CD117)-positive gastrointestinal stromal tumours, as defined by the Miettinen 2006 criteria <sup>1</sup> (based on tumour size, location and mitotic rate).	Screened out
NICE Technology Appraisal TA327 - Dabigatran etexilate for the treatment and secondary prevention of deep vein thrombosis and/or pulmonary embolism	Dabigatran etexilate is recommended, within its marketing authorisation, as an option for treating and for preventing recurrent deep vein thrombosis and pulmonary embolism in adults	Screened out
NICE Clinical Guideline CG189 - Obesity: identification, assessment and management of overweight and obesity in children, young people and adults	This guideline updates and replaces section 1.2 of NICE clinical guideline 43 (published December 2006). It offers evidence-based advice on the care and treatment of Obesity. New recommendations have been added about low-calorie and very-low-calorie diets, bariatric surgery and follow-up care.	Screened out
NICE Clinical Guideline CG37 - Postnatal care - Addendum	This guideline aims to identify the essential core (routine) care that every woman and her baby should receive in the first 6–8 weeks after birth, based on the best evidence available. The recommendations on co-sleeping and sudden infant death syndrome cover the first year of an infant's life.	Screened out

Policy	Purpose / aim	Screening Decision
<p>NICE Clinical Guideline CG131 - Colorectal cancer: The diagnosis and management of colorectal cancer – Addendum (1.2.2 &amp; 1.2.4 Addendum )</p>	<p>It offers evidence-based advice on the diagnosis and management of colorectal cancer. In colorectal cancer, cells in the colon or in the rectum start to grow in an uncontrolled way, forming a lump called the primary cancer or primary tumour. Like other cancers, colorectal cancer starts in a small area but can spread to other parts of the body to form metastatic tumours.</p> <p>The term colorectal cancer covers cancers in both the colon (colon cancer) and the rectum (rectal cancer).</p>	<p>Screened out</p>
<p>NICE Clinical Guideline CG190 - Intrapartum care: care of healthy women and their babies during childbirth - This guideline updates and replaces NICE guideline CG55</p>	<p>This guideline updates and replaces NICE guideline CG55 (published by NICE September 2007). It offers evidence-based advice on the care of women and their babies during labour and immediately after the birth. It covers healthy women with uncomplicated pregnancies entering labour at low risk of developing intrapartum complications.</p> <p>New recommendations have been added in a number of areas, including choosing place of birth, care during the latent first stage of labour, transfer of care, fetal assessment and monitoring during labour (particularly cardiotocography compared with intermittent auscultation) and management of the third stage of labour.</p>	<p>Screened out</p>

Policy	Purpose / aim	Screening Decision
NICE Clinical Guideline CG191 - Pneumonia: Diagnosis and management of community- and hospital-acquired pneumonia in adults	This guideline offers evidence-based advice on the care and management of adults with community- and hospital-acquired pneumonia.	Screened out
NICE Technology Appraisal TA - Sipuleucel-T for the first line treatment of metastatic hormone relapsed prostate cancer.	Sipuleucel-T is not recommended within its marketing authorisation for treating adults who have asymptomatic or minimally symptomatic metastatic non-visceral hormone-relapsed prostate cancer for which chemotherapy is not yet clinically indicated.	Screened out
NICE Clinical Guideline CG192 - Antenatal and postnatal mental health: clinical management and service guidance.	This guidance offers evidence-based advice on the recognition, assessment, care and treatment of mental health problems in women during pregnancy and the postnatal period (up to 1 year after childbirth), and in women who are planning a pregnancy.	Screened out
NICE Technology Appraisal TA329 - Infliximab, adalimumab and golimumab for treating moderately to severely active ulcerative colitis after the failure of conventional therapy (including a review of TA140 and TA262)	<p>Infliximab (also known as Remicade, Inflectra or Remsima), adalimumab (Humira) and golimumab (Simponi) are recommended. They are possible treatments for adults with moderate to severe ulcerative colitis if conventional therapy hasn't worked or isn't suitable.</p> <p>Infliximab is also recommended as a possible treatment for children or young people aged 6–17 years with severe ulcerative colitis, if conventional therapy hasn't worked or isn't suitable.</p>	Screened out

Policy	Purpose / aim	Screening Decision
NICE (Clinical) Guidelines (NG1) - Gastro-oesophageal reflux disease (GORD): recognition, diagnosis and management in children and young people children and young people children and young people.	This NICE guideline offers evidence-based advice on the recognition, diagnosis and management of gastro-oesophageal reflux disease in children and young people.	Screened out
NICE Technology Appraisal TA333 - Axitinib for the treatment of advanced renal cell carcinoma after failure of prior systemic treatment	Axitinib is recommended as an option for treating adults with advanced renal cell carcinoma after failure of treatment with a first-line tyrosine kinase inhibitor or a cytokine.	Screened out
NICE Technology Appraisal TA - Simeprevir in combination with peginterferon alfa and ribavirin for treating genotype 1 or 4 chronic hepatitis C	This guidance gives recommendations for simeprevir, in combination with peginterferon alfa and ribavirin, is recommended within its marketing authorisation as an option for treating genotype 1 and 4 chronic hepatitis C in adults.	Screened out
Firefighters (Transitional and Consequential Provisions) Regulations (Northern Ireland) 2015	To make consequential modifications to primary legislation which are necessary to ensure the new 2015 CARE pension scheme operates as intended in terms of its interaction with the wider framework of pensions and tax legislation.	Screened out

The completed screenings templates can be viewed on the Department's website at:  
<http://www.dhsspsni.gov.uk/index/hss/equality/eq-regionwide-egia.htm>

If you have any difficulty accessing the internet or require this information in an alternative format please contact us at the address in the covering letter making us aware of your requirements.

## CURRENT CONSULTATIONS

Policy / Strategy	Closing Date
Recommendations of the Donaldson Report	22 May 15
Equality and Human Rights Consultation - NICE PH 50 - Domestic violence and abuse - how services can respond effectively	27 May 15

Current consultations can be viewed on the Department's website at:  
[http://www.dhsspsni.gov.uk/index/consultations/current\\_consultations.htm](http://www.dhsspsni.gov.uk/index/consultations/current_consultations.htm)

**Possible future Consultations for 2015/16 - position at May 2015 (no indicative start dates at this time)**  
 (\* all consultations are subject to Ministerial agreement and in some case Executive approval so slippage is possible)

A District Nursing Service for Today and Tomorrow: A Service Development framework
Amendment to the appeal procedure in Health and Social Care (Disciplinary Procedures) Regulations (NI) 2014
Amendment to the Northern Ireland Blood Transfusion Service (Special Agency)(Establishment and Constitution) Order (NI) 1994.
Amendments to the Poisons (NI) Order 1976
Assessed Year in Employment Circular (update)
Draft Adoption and Children Bill
Draft Medicines Optimisation Framework
Draft Prohibition & Fitness of Workers Regulations to introduce compulsory registration of domiciliary care and day care workers
Draft Human Trafficking and Exploitation (Criminal Justice and Support for Victims)(Independent Guardian) Regulations (NI) 2015
Guidance on Termination of Pregnancy
HSC Fees and Bursary Support
Independent Living Fund
Inter-departmental Review of Housing Adaptations Services Final Report and Draft Action Plan (2014-2017) – (Note: - may be joint with DSD)
Information sharing for child protection purposes guidance
Introduction of legislation supporting breastfeeding in public places
Joint healthcare and criminal justice strategy with the Department of Justice
Local Government Reorganisation – Health and Social Care Trust Boundary Changes
Looked After Children Strategic Statement
Mental Capacity Bill Codes of Practice and Regulations
Options for addressing smoking in private vehicles
Passported Benefits (Note – this may may a joint consultation with DSD)

Proposal to introduce Minimum Pricing on Alcohol
Proposal to remove the statutory requirement to maintain Addicts Index
Proposal to revise terms for claiming allowances in members Determination
Proposals for suicide prevention / mental health promotion strategy
Prostitution Exit Strategy
Regional Strategy to Tackle CSE in Northern Ireland
Safeguarding Policy for Children and Young People in NI
Senior Executive Pay Strategy for the HSC
Values and Principles Framework for Urgent and Emergency Care



**Equality & Diversity**  
in Local Councils

29 April 2015

Dear Colleague

**Appointment of Diversity Champions**

In 2011, the Commission established a single Equality and Diversity Group which encompasses all the equality and diversity work in councils, including Section 75 statutory duties.

One of the key elements of this initiative has been the appointment of a network of Diversity Champions to actively promote the equality and diversity agenda in councils. The Commission has encouraged all councils to commit to the initiative and to appoint both an officer and an elected member to act as Diversity Champions. A role specification for the Diversity Champions is enclosed for information.

We are now inviting the 11 new Councils to participate in this initiative so I would ask you to confirm which officer(s) and elected member(s) will act as Champions for your Council. We are planning a programme of events for Diversity Champions so I would be grateful if you would advise [diana.stewart@lgsc.org.uk](mailto:diana.stewart@lgsc.org.uk) of the names (and contact details) of your Champions by 22 May 2015 so we can invite them to these events.

**Equality and Diversity Framework**

The enclosed Equality and Diversity Framework was drafted and launched by the Equality and Diversity Group in 2013, and endorsed by the former 26 councils. I would now seek your co-operation by including the Framework on the agenda of an appropriate meeting in order to have the document formally endorsed by your Council.

If you have any queries or require further information, please do not hesitate to contact Lorna Parsons or myself at Commission House.

Yours faithfully

ADRIAN E KERR  
Chief Executive

The Local Government Staff Commission for NI, Commission House, 18-22 Gordon Street, Belfast, BT1 2LG

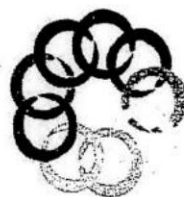
Telephone: 028 9031 3200 Ttypetalk: 18001 028 9031 3200 Fax: 028 9031 3151  
Email: [lorna.parsons@lgsc.org.uk](mailto:lorna.parsons@lgsc.org.uk) Website: [www.lgsc.org.uk/new-initiatives/equality-and-diversity/](http://www.lgsc.org.uk/new-initiatives/equality-and-diversity/)

**Diversity Champion  
Role Specification  
(Officer and Elected Member)**

The Diversity Champion works closely with other colleagues at a number of different levels within the organisation.

Responsibilities will include:

1. To champion equality and diversity across the Council.
2. To display real interest and a desire to be kept apprised of developments in equality and diversity.
3. Attend and speak at key events in the Council.
4. Challenge other senior staff and elected members to promote the values of the equality and diversity.
5. Act as a focus in the Council for:
  - engagement with staff
  - sharing best practice on equality and diversity
  - driving positive actions
  - developing networks.
6. Promote the Council's Disability Action Plan and Equality Action Plan.
7. Attend development events organised for Diversity Champions to become further familiarised with the role of the Diversity Champion.
8. Regular meetings with the other Diversity Champions to:
  - help mentor new Champions
  - share good practice
  - contribute to a steering group
  - develop case studies of good practice as appropriate.
9. Understand and effectively represent priorities for the local government sector in terms of equality and diversity.
10. Record and report back on issues and concerns to the Champions' Network to help inform future progress and development.
11. Acting as the first point of contact for enquiries and providing advice, guidance and support within the organisation.
12. Ensure articles are placed in newsletters/briefings.



**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:**

## DIVERSITY CHAMPIONS PROGRAMME APRIL 2015 TO MARCH 2016

DATE AND VENUE	TOPIC/S	CONTRIBUTORS
<b>01 July 2015</b> Massereene Room Clotworthy House Antrim	Equality and Diversity in Local Government	Equality and Diversity Steering Group Member Bronagh Hinds
	Equality and Diversity in Local Government	John Kremer
	The Role of the Diversity Champion	Dr Adrian Kerr
	Identification of priorities for Diversity Champions and Nominations to the Equality and Diversity Steering Group	Facilitated session by Lorna Parsons/Diana Stewart
<b>September 2015</b>	Supporting a United Community Strategy	Chair Equality and Diversity Group
During Community Relations and Cultural Awareness Week 28 September – 4 October  Craigavon Civic Centre	Achieving Improved Outcomes and Reducing Inequalities Case studies on thematic projects	Local council officers and members
<b>November 2015</b>  Lisburn Civic Centre	Role Development and Support	Tom Kenny
<b>January 2016</b>  Mossley Mill	New Perspectives	Jacqueline O'Reilly, Prof of Comparative Employee Relations and HRM, Brighton Business School
	Presentations from Equality Groups	



**Equality & Diversity**  
in Local Councils

2 June 2015

Dear Colleague

**Diversity Champions Support Programme Workshop**  
**Wednesday 1 July 2015 from 10.15 am in the Massereene Room**  
**Clotworthy House, Antrim**

The Commission has encouraged all new councils to commit to the Diversity Champions initiative and to appoint both an officer(s) and an elected member(s) to act as Diversity Champions and to actively promote the equality and diversity agenda in councils

To support the Diversity Champions the Commission will facilitate a programme of events. The first of these will be held at 10.15 am on Wednesday 1 July 2015 in Clotworthy House. An outline programme is enclosed for information. There is no charge to attend this event.

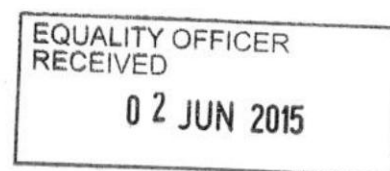
This event will consider the role of Diversity Champions, and give them the opportunity to identify their priorities and how we can support them in their role.

If you have yet to confirm which officer(s) and elected member(s) will act as Champions for your Council please advise [diana.stewart@lgsc.org.uk](mailto:diana.stewart@lgsc.org.uk) of the names (and contact details) of your Champions so we can invite them to these events.

To reserve a place at this event, go to the 'Latest Items' on our website [www.lgsc.org.uk](http://www.lgsc.org.uk). If you require further information, contact Lorna Parsons by phone on 028 9031 3200 or by email on [lorna.parsons@lgsc.org.uk](mailto:lorna.parsons@lgsc.org.uk).

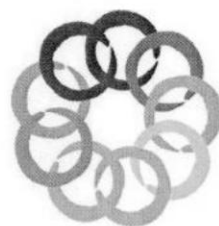
Yours faithfully

**ADRIAN E KERR**  
Chief Executive  
Enc



The Local Government Staff Commission for NI, Commission House, 18-22 Gordon Street, Belfast, BT1 2LG

Telephone: 028 9031 3200 Typetalk: 18001 028 9031 3200 Fax: 028 9031 3151  
Email: [lorna.parsons@lgsc.org.uk](mailto:lorna.parsons@lgsc.org.uk) Website: [www.lgsc.org.uk/new-initiatives/equality-and-diversity/](http://www.lgsc.org.uk/new-initiatives/equality-and-diversity/)



**Equality & Diversity**  
in Local Councils

**Diversity Champions Support Programme**

**Wednesday 1 July 2015 from 10.15 am**  
**Massereene Room, Clotworthy House, Antrim**

- 10.15 am      Arrival and refreshments**
  
- 10.30 am      Welcome**  
Lorna Parsons, Director Recruitment and Diversity  
Local Government Staff Commission for NI
  
- 10.35 am      Equality and Diversity in Local Government**  
Bronagh Hinds, Member, Equality and Diversity Steering Group and,  
Independent Equality Consultant
  
- 10.45 am      Equality and Diversity – An Overview**  
John Kremer
  
- 11.30 am      The Role of the Diversity Champion**  
Dr Adrian Kerr, Chief Executive  
Local Government Staff Commission for NI
  
- 11.45 am      Facilitated Group Discussion to Identify Priorities and Agree  
Action Plan**
  
- 12.20 pm      Nominations to Equality and Diversity Steering Group**
  
- 12. 25 pm      Closing Remarks**  
Lorna Parsons, Director Recruitment and Diversity  
Local Government Staff Commission for NI
  
- 12.30 pm      Lunch**

EQUALITY OFFICER  
RECEIVED

02 JUN 2015

<b>Agenda Item:</b>	
<b>Report to:</b>	<b>Strategy, Policy &amp; Resources Committee</b>
<b>Subject:</b>	Marketing and Communications - Monthly Activity Report
<b>Date:</b>	11 June 2015
<b>Reporting Officer:</b>	Veronica Keegan, Marketing Manager
<b>Contact Officer:</b>	Veronica Keegan, Marketing Manager

<b><u>Decisions Required</u></b>	
None.	
1.0	<b><u>Purpose &amp; Background</u></b>
1.1	<p>This report seeks to provide Members with an update on the Marketing and Communications activities for May 2015.</p> <p>Members are asked to note the contents of the report.</p>
2.0	<b><u>Key Issues</u></b>
2.1	<p><b>Staff:</b> Veronica Keegan, Marketing Manager; and Orla McGreevy, Marketing Development Officer</p> <p><b>Summary of Key Activities during April 2015:</b></p> <p><b>Advertising:</b> 66 advertisements were managed and placed in local and regional printed and online media</p> <p><b>Corporate Identity and Branding:</b> Ongoing brand development with Directorates and Departmental Officers whilst the Branding Manual is being developed. Advice is regularly given re uniforms, stationery and signage.</p> <p><b>Events:</b>  <b>Irish Open Golf Tournament:</b> The Marketing Development Officer is a member of the Communications/Marketing Team for this major event. She attended several meetings and worked with the Project Team to deliver and implement a comprehensive PR Plan of activities.</p> <p><b>2015 Famine Commemoration Event:</b> Costs were provided for the brand development and marketing materials for this signature event.</p> <p><b>Beyond VIP Network Event:</b> The Marketing Manager worked with the Business Improvement Officer to develop and deliver a detailed Event and PR plan.</p> <p><b>Internal Communications:</b> The Chief Executive's newsletter was compiled, edited and distributed to all Members and staff during this month.</p>

	<p><b>Media Relations:</b></p> <p><b>Press Releases:</b> 14 good news stories/press releases were issued to the local and regional press and online media during this month.</p> <p><b>Media Enquiries:</b> 23 media enquiries were received from the local and regional newspapers, radio and tv broadcast stations; corporate responses were provided for all enquiries.</p> <p><b>Public Relations:</b> 12 photo-opportunities were arranged with the Chairman to secure media coverage of Council activities.</p> <p><b>New Media:</b></p> <p><b>Facebook/Twitter:</b> 82 posts were placed on the Council's corporate Facebook and Twitter sites. Since the establishments of these sites on 1 April 2015, we now have:  <b>2920 Facebook Likes; 658 Twitter followers</b></p> <p><b>Website:</b> The Marketing Development Officer is responsible for the creative aspects and content management of the new Council website.</p> <p><b>Comments, Enquiries, Complaints:</b> 11 comments, enquiries, complaints were dealt with via the Council's new media sites this month.</p> <p><b>Publications:</b> 18 requests for marketing/promotional literature items from across several Council departments were managed via the Marketing and Communications team.</p> <p><b>Strategic Marketing and Communications:</b> SPRC Committee granted permission to tender for Graphic Design Services.</p>
3.0	<b><u>Resource Implications</u></b>
3.1	This report currently reflects the work delivered by the Marketing and Communications team (Downpatrick Office). As organisational structures are accomplished and teams are established it is envisaged that future reports will reflect the work of the entire Marketing and Communications section of the Council.
4.0	<b><u>Appendices</u></b>
	<ul style="list-style-type: none"> <li>▪ <b>Detailed Marketing and Communications Activity Report – May 2015</b></li> </ul>



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

68

# **Newry, Mourne and Down District Council**

## **Marketing Section**

### **Activity Report**

**May 2015**

## Advertisements - manage the booking and placement of Council Advertisements in various media channels

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No.	Date	Advertisement
1	04/05/2015	Planning Advert
2	05/05/2015	Planning Advert
3	06/05/2015	Planning Advert
4	06/05/2015	Planning Advert
5	06/05/2015	DAC - Ronnie Greer
6	06/05/2015	Planning Advert
7	06/05/2015	Planning Advert
8	06/05/2015	Planning Advert
9	07/05/2015	Planning Advert
10	11/05/2015	Recruitment Advert
11	11/05/2015	Financial Assistance
12	12/05/2015	Recruitment Advert
13	12/05/2015	Recruitment Advert
14	12/05/2015	Financial Assistance
15	12/05/2015	Financial Assistance
16	13/05/2015	DAC - Anthony Toner
17	13/05/2015	Planning Advert
18	13/05/2015	Planning Advert
19	13/05/2015	Recruitment Advert
20	13/05/2015	Recruitment Advert
21	13/05/2015	Recruitment Advert
22	13/05/2015	Recruitment Advert
23	13/05/2015	Financial Assistance
24	13/05/2015	Financial Assistance
25	13/05/2015	Financial Assistance
26	14/05/2015	Planning Advert
27	14/05/2015	Planning Advert
28	14/05/2015	Planning Advert
29	14/05/2015	Planning Advert
30	14/05/2015	Planning Advert
31	14/05/2015	Recruitment Advert
32	14/05/2104	Financial Assistance
33	18/05/2015	Planning Advert
34	18/05/2015	May Bank Holiday Advert
35	19/05/2015	DAC Anthony Toner
36	19/05/2015	Creating Connections
37	19/05/2015	Planning Advert
38	19/05/2015	May Bank Holiday Advert
39	19/05/2015	May Bank Holiday Advert
40	20/05/2015	Irish Open Events
41	20/05/2015	Planning Advert
42	20/05/2015	Planning Advert
43	20/05/2015	Planning Advert
44	20/05/2015	May Bank Holiday Advert
45	20/05/2015	May Bank Holiday Advert
46	20/05/2015	May Bank Holiday Advert
47	21/05/2015	Planning Advert
48	21/05/2015	May Bank Holiday Advert
49	25/05/2015	Recruitment Advert
50	25/05/2015	Planning Advert
51	25/05/2015	Planning Advert
52	26/05/2015	Recruitment Advert
53	26/05/2015	Recruitment Advert
54	26/05/2015	Courtney Hill
55	27/05/2015	Call for Financial Assistance
56	27/05/2015	Recruitment Advert
57	27/05/2015	Recruitment Advert
58	27/05/2015	Recruitment Advert
59	27/05/2015	Planning Advert

60	27/05/2015	Planning Advert
61	27/05/2015	Planning Advert
62	27/05/2015	Courtney Hill
63	27/05/2015	Swimming Lessons
64	27/05/2015	Planning Advert
65	28/05/2015	Recruitment Advert
66	29/05/2015	Audit Committee Member

## Corporate Identity and Branding

No.	Date	Detail
1	May 2015	Brand Development – ongoing with Directorates/Departmental officers
2	May 2015	Branding Manual – ongoing development
3	May 2015	Advice on uniform items – Leisure Services and Biodiversity Officer
4	May 2015	Audit of existing signage in former Down & Newry and Mourne District Council areas - ongoing

## Events

No.	Date	Event	Marketing/Communications Activity
1	11.05.15	Famine Commemoration	Provided Marketing estimated costs
2	28.05.15	Beyond VIP Network Event	Development of PR and Event Plan

## Internal Communications

No.	Date	Issue	Content
1	15.05.15	4	New Senior Management Team; Relocation of Fisheries Staff; Dubai Duty Free Irish Open Golf; Gran Fondo Cycle Race; 2015 Famine Commemoration; Handling the Media, Advertising and Graphic; Design Interim Procedures; Internal Communications with each other; Corporate Standards; Email Signatures; Dates for Your Diary

## Media Relations

### Press Releases - issue to local, regional and national media

No.	Date	Subject
1	02.05.15	New Down Arts Centre Season Programme Launched
2	07.05.15	Chair Welcomes News of Big Names to District
3	07.05.15	Food and Blues Festival Launch
4	07.05.15	GAA Stars Promote Irish Open Charity Game
5	08.05.15	Win Two Tickets to the Dubai Duty Free Irish Open
6	14.05.15	Chair Supports Slieve Donard Moonlit Trek
7	14.05.15	Council's Big Spring Clean Ahead of Open
8	20.05.15	New Seaside Art and Visitor Guide Enhance Newcastle's Family Appeal
9	22.05.15	Shopmobility Launched in Newcastle
10	27.05.15	Down Arts Centre Present Soup and a Song / Elluna Trio
11	27.05.15	Down Junior Challenge Results
12	27.05.15	Chair Welcomes European Tour Wives Association to District
13	27.05.15	New Recreation Office for Mourne Forests
14	28.05.15	Beyond VIP Network Event

## Media Enquiries - respond to local, regional and national media channels

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No.	Date	Media Channel	Subject
1	01.05.15	BBC RU S Nolan Show	Cleansing Statistics/Costs in Newry, Mourne and Down District Council
2	01.05.15	Mourne Observer	FootGolf NI moves into Islands Park Pitch n Putt
3	05.05.15	Mourne Observer	Irish Open Banners Defaced – Will the Council replace them?
4	07.05.15	Mourne Observer	Nature Play Park in Castlewellan is damaged by fire
5	8.05.15	All Local Press	Animal Wood, the new play space in Castlewellan Forest Park damaged by fire – Statement from the Chairperson
6	11.05.15	Mourne Observer	Update on Council's decision regarding provision of swimming lessons
7	11.05.15	Mourne Observer	Indication as to the cost of the damage to Animal Wood Play Area
8	12.05.15	Mourne Observer	Cost of Animal Wood Structure
9	15.05.15	Mourne Observer	How many car parking spaces are at the park and ride in Newcastle for the Open?
10	18.05.15	Irish News	Have the Council enacted a by-law to enable them to fit the banners to the various locations around the District?
11	18.05.15	Irish News	Did the Council seek permission from the relevant agencies ie Roads Service/Transport NI before fitting the banners?
12	18.05.15	Irish News	How much did the banners cost to design/print and install?
13	18.05.15	Down Recorder	Demesne Housing Estate, Dpk – lack of upkeep of grass area causing vermin
14	18.05.15	Down Recorder	Criticism that Newcastle Public Toilets close early because of vandalism
15	19.05.15	Irish News	What Council's planning policy is on the erection of unauthorised advertising banners?
16	20.05.15	Irish News	Did the council vote on whether to put the Irish Open banners up or was it a decision taken by management?
17	21.05.15	Down Recorder	Why did the Council decide to implement a single invoice system for commercial bin charge – was this a decision based on the alignment of services?
18	21.05.15	Newry Reporter	Update on the Development of Sports Development Association Network
19	21.05.15	Mourne Observer	Ban on the Sale of Pellet Guns – comment from Council on why this decision was taken
20	22.05.15	Below the Radar TV	Confirmation of Council data on liabilities and asset
21	26.05.15	Mourne Observer	Vandalism and Anti-social Behaviour at Newcastle Bowling Club
22	26.05.15	Down Recorder Mourne Observer	Why was the Play Park in Ballynahinch closed on Bank Holiday Monday?
23	27.05.15	Belfast Telegraph	What is Council doing to help residents with rats in River Park and Braeside areas Killyleagh

## Public Relations - organise photo-opportunities/press launches/events and ensure media coverage of Council activities

No.	Date	Subject
1	28.04.15	Sustainability workshop in Tollymore National Outdoor Centre
2	30.04.15	Chairperson Bailie welcomes James Patrick Kelly III, Mayor of the City of Hamilton, Texas to Downpatrick
3	01.05.15	Photo call with Newcastle Harbour Swimmers as part of PR for the Euro Meet Conference in September 2015.
4	02.05.15	Launch of May to August Season Programme with Chair of Council and Sarah McQuaid
5	07.05.15	Media Launch for GAA Legends Game at Royal County Down Golf Club
6	08.05.15	Newry, Mourne and Down District Council Chairperson to help promote 'Slieve Donard Moonlit Walk
7	08.05.15	Chairperson Bailie condemns vandalism to Animal Wood, the new play space in Castlewellan Forest Park
8	12.05.15	International ME FMS Awareness Day at The Saint Patrick Centre
9	12.05.15	Interview with Ivan Little (Belfast Telegraph) re Irish Open
10	16.05.15	Pre Irish Open Beach Clean up
11	18.05.15	Council's Spring Clean ahead of Irish Open
12	19.05.15	Pre Show Reception - Castlewellan Show Committee - Castlewellan Castle

13	20.05.15	Launch of Newcastle Visitor Guide and Public Art
14	20.05.15	Shopmobility Launch in Newcastle
15	20.05.15	Competition: Win Irish Open Tickets
16	22.05.15	Interview with BBC Radio Ulster re Irish Open
17	21.05.15	Video to announce winner of Irish Open tickets at RCD with Pro Kevan Whitson
18	27.05.15	Welcome of The European Tour Wives Association to Newcastle
19	27.05.15	Chair Welcomes Rory McIlroy to Newry, Mourne and Down
20	27.05.15	Chair Congratulates winners of the Down Junior Tournament Recorded Interview for Belfast Telegraph online
21	27.05.15	Chair Congratulates winners of the Down Junior Tournament Interview with the Irish News
22	27.05.15	Chair Congratulates winners of the Down Junior Tournament Interview for RTE
23	27.05.15	Chairperson Visits New Recreation Office set to open in Castlewella Forest Park

**New Media - post updates to Website, Facebook and Twitter Channels and increase followers/likes.  
Produce content for, and proof read and edit all submitted copy for uploading**

No.	Date	Media Channel	Information Update
1	01.05.15	Facebook	Post and picture: Sustainability workshop in Tollymore National Outdoor Centre
2	01.05.15	Facebook	Pictures from the Mourne Mountain Adventure Challenge. Well done to all who took part!
3	01.05.15	Facebook	What a month it's been for the new Council! Thanks to everyone who has 'liked' or 'followed' Newry, Mourne and Down District Council's social media channels. Over 2,500 'likes' in our first month.
4	01.05.15	Facebook	Post and Picture: Chairperson Baille visited the Friends of the Arc Centre in Bessbrook
5	01.05.15	Twitter	What a month it's been for the new Council! Thanks to everyone who has 'followed' @nmdcouncil #newcouncil #connected
6	01.05.15	Twitter	Re-tweet: @nmdcouncil Looking forward to performing in Down Arts Centre on 6 June! Hope 2 see you there! Have a gr8 weekend.
7	02.05.15	Facebook	Flyer: Mourne International Walking festival
8	05.05.15	Facebook	Post and picture: Pictured below is our gardening week competition winner Margaret Moore receiving her goodie bag from Council Biodiversity Officer Danielle Begley.
9	05.05.15	Twitter	Re-tweet: A host of names, including @PatrickKielty, @ShaneWarne, @ghook & @AP_McCoy have signed up for the Pro-Am on May 27th! <a href="http://www.irishopen.ie">http://www.irishopen.ie</a>
10	06.05.15	Facebook	Post and Picture: Aileen Wilson is the winner of the May McFettridge tickets please private mail us with your details. Congratulations!
11	06.05.15	Facebook	Cllr Naomi Bailie, Newry, Mourne and Down District Council Chairperson welcomed Sarah McQuaid to the Down Arts Centre, Downpatrick on Saturday 2 May.
12	06.05.15	Facebook	Down Arts Centre is delighted to be hosting an innovative and groundbreaking autobiographical performance by Shannon Yee. 'Reassembled, Slightly Askew' will run until Sunday 10 May
13	06.05.15	Facebook	Competition: Our friends at ajc Electrical in Newcastle are giving away a BluRay Player to celebrate the #DDFIrishOpen coming to the District. All you have to do is answer this simple question "Who composed LoveGolfOpera?" Good Luck!
14	06.05.15	Twitter	Chair @NaomiBailie welcomed @sarahmcquaid to the Down Arts Centre ahead of her stunning performance last Saturday.
15	06.05.15	Twitter	Re-tweet: We're upgrading Newcastle Town WiFi ready for the @IrishOpenGolf soon. Are you joining in? @nmdcouncil
16	06.05.15	Twitter	Re-tweet: @nmdcouncil @NaomiBailie Aw thank you so much! Huge thanks to @RLK2013 for making it happen!
17	07.05.15	Facebook	Community Initiative Newry 2020 presents Andy Irvine in Concert on Friday 5 June at 9pm in Newry Variety Market as part of the run up to Iúr Cinn Fleadh - Newry Music Festival in September.
18	07.05.15	Twitter	We are delighted to hear Ritchie Porte will participate in the Gran Fondo Giro d'Italia Northern Ireland on June 21st. @GfgiroNi
19	07.05.15	Twitter	Re-tweet: This should be fun! RT @EuropeanTour: Look who's playing with

			@McIlroyRory at the @BMWPGA: <a href="http://po.st/RorysGroup">http://po.st/RorysGroup</a>
20	07.05.15	Twitter	Re-tweet: The @IrishOpenGolf is coming to the #RoyalCountyDown this summer-Get close to the green & check out the link <a href="http://ow.ly/Myd0h">http://ow.ly/Myd0h</a>
21	07.05.15	Twitter	Re-tweet: First images of the Camlough Art being manufactured @ArtsCouncilNI @murphydes1 @nmdcouncil <a href="http://www.ringofgullion.org/gallery/bessbrook-and-camlough-public-art/?preview=true&amp;preview_id=1821&amp;preview_nonce=99366bcbbc">http://www.ringofgullion.org/gallery/bessbrook-and-camlough-public-art/?preview=true&amp;preview_id=1821&amp;preview_nonce=99366bcbbc</a> ...
22	07.05.15	Twitter	Re-tweet: NEWRY: traffic disruption tonight due to a parade on Downshire Rd & Sandy St between 8.30pm & 10pm. +
23	09.05.15	Twitter	Re-tweet: Looking good newcastle. Not long now @IrishOpenGolf @nmdcouncil @NITouristBoard @GoToIrelandGB
24	11.05.15	Facebook	Public Notice: Cat/Dog Owners need to be aware of poisonings in the Old Warrenpoint Road Area.
25	11.05.15	Facebook	Post and picture: Newry, Mourne and Down District Council have teamed up with Enda Flynn to provide a free Ring of Gullion Heritage Photography Workshop on Saturday 16 May starting at 11.00am in the Pastoral Centre, Jonesborough.
26	11.05.15	Facebook	Post and picture: Responsible Dog Ownership and Sheep Worriying
27	12.05.15	Facebook	Competition: Win 2 Tickets to the Dubai Duty Free Irish Open
28	12.05.15	Facebook	Public Notice: Call for Financial Assistance - Download an application form here: <a href="http://www.newrymournedown.org/call_for_financial_assistance">http://www.newrymournedown.org/call_for_financial_assistance</a>
29	12.05.15	Facebook	Post and picture: GAA Legends Swing in for Open: pictured at the launch of the GAA Open are Benny Coulter representing the Ulster side; Barry Cahill representing the Ireland team; Sean Boylan (joint Irish manager); Sean O'Neill (joint Ulster manager); Gillian Greevy (Chief Executive NICFC); James McCartan (joint Ulster manager); and Councillor Naomi Bailie (Newry, Mourne and Down Council.
30	12.05.15	Twitter	Funding Opportunity Available. Details of how to apply below #Community
31	12.05.15	Twitter	Win 2 tickets to the #DDFIrishOpen <a href="http://tinyurl.com/pxdfccy">http://tinyurl.com/pxdfccy</a>
32	12.05.15	Twitter	Re-tweet: Delighted to welcome @NaomiBailie and @GillianFitz1 @nmdcouncil to @hospiceSAHS today to celebrate #NursesDay
33	13.05.15	Facebook	Public Notice: The GAA Legends Exhibition Game 'The GAA Open' is scheduled to take place on Monday 25 May 2015 (previously advertised as Tuesday 26 May in the Events Programme). Please see updated details below <a href="http://tinyurl.com/q84pymo">http://tinyurl.com/q84pymo</a>
34	13.05.15	Twitter	Win 2 Tickets to the Irish Open. Just tell us where Rory McIlroy is from? a. Hollywood b. Newry c. Newcastle <a href="http://tinyurl.com/pxdfccy">http://tinyurl.com/pxdfccy</a>
35	13.05.15	Twitter	NEWS: @NaomiBailie Welcomes News of High Profile Stars Coming to NMD District <a href="http://tinyurl.com/mpagjwz">http://tinyurl.com/mpagjwz</a>
36	14.05.15	Facebook	News: The Ring of Gullion's New Website Launched
37	14.05.15	Facebook	Post and picture: DSD Small Grants for Volunteering 2015/2016
38	18.05.15	Facebook	Post and picture: Newry, Mourne and Down District Council Chairperson, Cllr Naomi Bailie met with Jillian Wallace (Challenge Events Officer, Cancer Focus Northern Ireland) at Donard Park, Newcastle to hear about plans for the forthcoming 'Slieve Donard Moonlit Walk' which takes place on Friday 5 June 2015. For more information or to sign up, contact Jillian on 028 9068 0788 or email <a href="mailto:jillianwallace@cancerfocusni.org">jillianwallace@cancerfocusni.org</a> .
39	18.05.15	Facebook	It's Noise Action Week (18- 23 May 2015). We all hear noise from our neighbours. Noise is part of everyday life. But too much noise in the wrong place and at the wrong time can cause disturbance annoyance and upset! For more information visit here: <a href="http://www.newrymournedown.org/cutting_the_cost_of_noise_to...">http://www.newrymournedown.org/cutting_the_cost_of_noise_to...</a>
40	19.05.15	Facebook	Post and picture: 2015 Famine Commemoration starts with the schools' Newry and Mourne Museum hosted a week of events for schools examining the effects of the Famine. This is part of an extensive programme of activities organised by Newry, Mourne and Down District Council for the 2015 Famine Commemoration taking place Saturday 26 September in Newry.
41	19.05.15	Twitter	Re-tweet: Sport NI Funding Workshop. Date for your diary. Thurs 28th May 7-9pm Tollymore Outdoor Centre, Bryansford. <a href="http://www.sportni.net/news/sport-northern-ireland-launches-17-5m-investment-for-sports-facilities/">http://www.sportni.net/news/sport-northern-ireland-launches-17-5m-investment-for-sports-facilities/</a> ... @nmdcouncil
42	20.05.15	Facebook	Our Irish Open Tickets competition closes at 4pm today. Winner will be announced tomorrow. We have received an overwhelming amount of entries through Facebook, Twitter, E-mail and Post. Good Luck!

43	20.05.15	Facebook	Tuesday 12 May was International ME FMS Awareness Day and The Saint Patrick Centre, Downpatrick was lit up blue to increase awareness of this debilitating condition. For more information about ME visit <a href="http://tinyurl.com/nohqt12">http://tinyurl.com/nohqt12</a>
44	20.05.15	Twitter	Our Irish Open Tickets competition closes at 4pm today. Winner will be announced tomorrow. Good Luck! #DDFIrishOpen
45	21.05.15	Facebook	Chairperson Naomi Bailie is encouraging visitors and residents alike to travel with Translink to the Dubai Duty Free Irish Open and Council's Fringe Events. Find out more here <a href="http://bit.ly/1A0m2Ie">http://bit.ly/1A0m2Ie</a>
46	21.05.15	Facebook	Video: Announcement of winner – two tickets for Dubai Duty Free Irish Open. Filmed at Royal County Down with Pro Kevan Witson and Cllr Bailie
47	21.05.15	Twitter	Re-tweet: @hospiceSAHS @nmdcouncil #SASHSLunch15 @GeraldineSDLP @KateSDLP #delightedtoattend
48	21.05.15	Twitter	@McIlroyRory @roryfoundation @nmdcouncil everything coming together on the 18th for #irishopen. RCD looking amazing
49	21.05.15	Twitter	Re-tweet: Press Release: Ten Blue Flags and a 25th anniversary celebration for Northern Irish beaches <a href="http://tourismni.com/NewsMedia/tabid/137/EntryId/1174/Ten-Blue-Flags-and-a-25th-anniversary-celebration-for-Northern-Irish-beaches.aspx">http://tourismni.com/NewsMedia/tabid/137/EntryId/1174/Ten-Blue-Flags-and-a-25th-anniversary-celebration-for-Northern-Irish-beaches.aspx</a> ...
50	21.05.15	Twitter	Find out who the winner of our Irish Open Tickets competition is over on Facebook... <a href="http://www.facebook.com/nmdcouncil">www.facebook.com/nmdcouncil</a>
51	22.05.15	Facebook	WIN £250 with ERP UK - Details below. ERP UK is launching a brand new initiative to promote the reuse and recycling of electronics. The campaign asks people to submit a #SelfIEEE, a photograph of themselves with a broken or unwanted electrical item, and make a pledge to reuse or recycle it.
52	22.05.15	Facebook	Public Notice – Bank Holiday Arrangements
53	22.05.15	Facebook	<b>**Competition Time**</b> Do you fancy learning how to cook with Belfast Cookery School in association with Mourne Seafood Bar? If so please 'like and share' this post for your chance to win two places on one of the School's cookery classes.
54	22.05.15	Twitter	Travel with Translink to the Dubai Duty Free Irish Open hosted by the Rory Foundation <a href="http://bit.ly/1A0m2Ie">http://bit.ly/1A0m2Ie</a>
55	23.05.15	Facebook	Post and picture: The scenic drive along the Mourne Coastal Route will this year be complimented by three beaches which have received an internationally-recognised Blue Flag award for quality. The awards, which recognise first class facilities and the highest standards of water quality, were presented to Tyrella, Murlough and Cranfield.
56	23.05.15	Facebook	Post and picture: Calling all Local Businesses - Invite to the Beyond Network VIP Event Date: 28 May 2015 Time: 7.30PM – 10.30PM Venue: Eclipse Cinema, Downpatrick Cost: FREE  The Beyond Network is celebrating the end of phase 2 of the valued support. All Beyond Members and businesses residing in the new Newry, Mourne and Down District Council area are welcome.
57	24.05.15	Facebook	Post and picture: Mayobridge Golf Club Captain's Charity Weekend
58	26.05.15	Facebook	Post and picture: Kilbroney Vintage Show Celebrates its 30th Anniversary
59	26.05.15	Facebook	Post and picture: Newcastle is looking brilliant, if we do say so ourselves, ahead of the Dubai Duty Free Irish Open this week. Please send us your pictures if you are out and about the town, on the course, or at our Fringe events during the week. You can also post your pictures to Twitter using the hashtag #CoDownMade4Golf
60	26.05.15	Twitter	Re-tweet: What a view @IrishOpenGolf
61	26.05.15	Twitter	Re-tweet: Playing footgolf in newcastle ahead of @IrishOpenGolf @nmdcouncil #DDFIrishOpen #CoDownMade4Golf
62	27.05.15	Facebook	Post: Newcastle is well and truly open for business this morning. Town is buzzing, great atmosphere and the traffic is moving along nicely. Please use the FREE park & ride facility where possible. Buses leaving regularly.
63	27.05.15	Facebook	Post and picture: Cllr Naomi Baillie, Chairperson of Newry, Mourne and Down District Council alongside Julie Guliar, Director of Shopmobility Belfast, and Newcastle Centre staff Karen Halliday and Janice Douthwaite at the launch of the Shopmobility

			service in Newcastle. To read more click here:
64	27.05.15	Facebook	Video: Chair of Council, Cllr Naomi Bailie takes the Moy Park 'Drive an Egg Challenge' for NI Cancer Fund for Children. #DDFIrishOpen
65	27.05.15	Twitter	Video: @nmdcouncil Chair of Council Naomi Bailie takes the Moy Park #DriveAnEggChallenge for @NICancerFund
66	27.05.15	Twitter	Post ProAm Press Conference with @McIlroyRory and G-Mac #DDFIrishOpen
67	28.05.15	Facebook	Marie Ward, Director of Enterprise, Regeneration & Tourism, Newry, Mourne & Down District Council; Alistair Eagles, CEO Seatruck Ferries; Gillian Fitzpatrick, Deputy Chairperson, Newry, Mourne & Down Council; Darren James, Clerk Fencing are pictured with the East Coast MTB Development Team. To read more click here: <a href="http://tinyurl.com/nbert9d">http://tinyurl.com/nbert9d</a>
68	28.05.15	Facebook	VIDEO: Chair of Council, Cllr Naomi Bailie and World No.1 Golfer Rory McIlroy met with the winners of the Down Junior Challenge which was hosted at Ardglass Golf Club on Monday 25 May. Pictures to follow <a href="http://tinyurl.com/q9oexqr">http://tinyurl.com/q9oexqr</a>
69	28.05.15	Facebook	Pictured at the Newry Rainbow Community 'community engagement meeting' in the Ballymote Centre, Downpatrick.
70	28.05.15	Facebook	Newry, Mourne and Down District Council acted as an 'Irish Open mystery shopper' this morning and took a trip to Newcastle to test the traffic management system in the town. The results were indeed very positive. "The free 'Park and Ride' is great, plenty of spaces and buses leaving regularly. People should not be put off coming to Newcastle, come and enjoy the atmosphere in the town. Have lunch, shop or even take part in the Council's Island Chip Challenge as featured on the BBC last night."
71	28.05.15	Facebook	Down Junior Challenge! Congratulations go to Sean Ryan (Warrenpoint Golf Club), Katie Poots (Knock GC), Danny Williamson (Mourne GC), Molly O'Hara (Clandeboyne GC), Johnny Napier (Scrabo GC) and Aine Curren (Royal County Down GC) who were winners in the Down Junior Challenge held at Ardglass Golf Club on Monday 25 May. The winners received their prize from Rory McIlroy at the Irish Open Pro Am yesterday. Read more: <a href="http://tinyurl.com/nup2d9o">http://tinyurl.com/nup2d9o</a>
72	28.05.15	Twitter	VIDEO @NaomiBailie and @McIlroyRory meet winners of the Down Junior Challenge at yesterday's Pro-AM <a href="http://tinyurl.com/q9oexqr">http://tinyurl.com/q9oexqr</a>
73	28.05.15	Twitter	Do not be put off coming into Newcastle during the Open. Traffic is flowing, ample parking & plenty to do! #Open4Business #GreatAtmosphere
74	28.05.15	Twitter	Re-tweet: Visiting Newcastle for the #DDFIrishOpen? Here's a food guide for the town. <a href="http://pikalily.com/irish-open-food-guide-newcastle/">http://pikalily.com/irish-open-food-guide-newcastle/</a> ... #IrishOpen2015
75	29.05.15	Twitter	Job Vacancy: Independent Audit Committee Member. To apply: <a href="http://tinyurl.com/pxpk3ab">http://tinyurl.com/pxpk3ab</a>
76	31.05.15	Facebook	Due to high winds the Food and Blues Festival, which was scheduled to take place in Castle Park, Newcastle today has been cancelled. Apologies for any inconvenience this has caused. Currently this has not affected the Golf but please check <a href="http://www.irishopen.ie">www.irishopen.ie</a> for further details.
77	31.05.15	Twitter	Due to high winds the Food & Blues Festival in Castle Park, Newcastle has been cancelled today. Apologies for any inconvenience caused.
78	31.05.15	Twitter	Was a glorious day at the final day of the #DDFIrishOpen congrats to Soren!
79	31.05.15	Twitter	Rainbow over Downs Rd Car Park as the #DDFIrishOpen comes to an end! What an amazing week!
80	31.05.15	Twitter	Re-tweet: @nmdcouncil #fantasticweek #welldonetoallinvolved #DDFIrishOpen
81	31.05.15	Twitter	Re-tweet: @RoryBest2 @TommyBowe14 #DDFIrishOpen #Thankyoubothfortakingtimetochat @IrishRugby @nmdcouncil
82	31.05.15	Twitter	Re-tweet: What a fantastic event @IrishOpenGolf held in Newcastle. Well done @nmdcouncil. You did us proud!!

**As of Thursday 30 April 2015:** Facebook likes: 2,920 Twitter followers: 658

## Social Media – comments, enquiries, complaints and how they are dealt with

No.	Date	Media Channel	Enquiries and Complaints
1	30.05.15	Facebook	1. Hello, was just wondering if our large branch of Newcastle Comhaltas based here in Castlewellan were to run events as we always do, would you advertise them here on your page? 2. Great. So who do I contact in the council to get their support as we organise the events ourselves and it's all done through Volunteers as are all Comhaltas events throughout the North and south of Ireland.
2	30.04.15	Facebook	Who should I write to in the new council to have a similar approach taken to the illumination of Newry Town Hall?
3	02.05.15	Facebook	So much for the big compost give away plastered over Facebook...went to Hilltown recyc centre on such a wet morning and guess what...no compost!!!
4	02.05.15	Facebook	No compost in Hilltown
5	07.05.15	Facebook	1. Hi, just wondering 'why?', when the schools are off with elections being held in the majority of schools, that the slide in the pool doesn't open until 4pm? 2. Yes, it was widely known that the elections were on, therefore, schools would be closed. We arrived to the pool for our first visit at 9.15am, used the family changing which was very dirty and when we went to use toilets in bare feet the ladies had toilet paper remains stuck all around floor and up walls...one toilet was blocked and locked up...this seemed to be the remains of overflow!! We returned on the Saturday and all toilets were blocked and the floor still had tissue stuck all over the floor.
6	10.05.15	Facebook	The parking problem at Slieve Gullion has not been resolved after a month. Police cones to prevent parking are obviously invisible to this driver.
7	12.05.15	Facebook	Can you promote my events please
8	12.05.15	Facebook	Bins in Darragh Cross area weren't emptied today. Could they be emptied please? We do pay rates outside of Newry too.
9	16.05.15	Facebook	Disappointed with the council on the pricing of this year's summer scheme they have upped the price by 25% to £50 for 1 child per week and £45 each if there is two or more kids this is ridiculous, I hope the council see sense and changes this as it will only be the kids with money that will be able to go and thank you to the councillor's that are trying to fight these prices.
10	28.05.15	Facebook	Have the Summer Scheme details been released yet?
11	31.05.15	Facebook	A number of posts complaining about the Food and Blues Festival being cancelled and why there were no contingency plans in place.

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## Publications - manage the design of all Council publications including posters, programmes, display banners, leaflets, templates, promotional items etc

No.	Date	Department/Section	Job Request
1	01.05.15	Down Arts Centre	Portrait Poster
2	01.05.15	Regulatory and Technical Services	Blue bin Rebrand and Contamination Card
3	01.05.15	Enterprise, Regeneration and Tourism	Date Stamp
4	01.05.15	Down Arts Centre	Newcastle Summer Season brochure
5	01.05.15	Down Arts Centre	Summer Season Road Signs
6	01.05.15	Diversity and Inclusion	Europa Diversa Celebration Event Invite
7	07.05.15	Down County Museum	Down County Museum Famine Collateral
8	07.05.15	Ballynahinch Centre	Coaching Camp App Form, Flyer, Poster
9	11.05.15	Killyleagh Leisure Centre	KLC Gym Flyer
10	12.05.15	Down County Museum	Down County Museum Signage
11	12.05.15	Down County Museum	Down County Museum Newsletter
12	14.05.15	Regulatory and Technical Services	RTS Date Stamp
13	15.05.15	Diversity and Inclusion	Europa Diversa Brochure
14	20.05.15	Corporate Services	Employee Synopsis Corporate Plan x 1000
15	26.05.15	Newry and Mourne Museum	Newry & Mourne Museum Advertisement
16	26.05.15	Active and Healthy Communities	Newcastle Centre Fitness Suite A5 Leaflet 3 for 2
17	26.05.15	Active and Healthy Communities	Seasonal Facilities Signs x 5
18	26.05.15	Regulatory and Technical Services	Signage at Downshire for DARD Fisheries Relocation

## Strategic Marketing and Communications

No.	Date	Detail
1	14.05.15	SPRC Committee granted permission to tender for Graphic Design Services



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

# **Media Policy Procedures**

# Newry, Mourne and Down District Council Media Policy Procedures

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## Newry, Mourne and Down District Council Media Policy Procedures

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### 1. TITLE

Newry, Mourne and Down District Council Media Policy Procedures.

### 2. STATEMENT

Newry, Mourne and Down District Council is committed to promoting clearly, honestly and openly the Council's services, activities, aspirations and decisions to local people, and position the Council positively in the eyes of our stakeholders, while offering a professional and efficient service to local and national media.

### 3. AIM

The aim of the Policy is to ensure a consistent approach to dealing with all Media communications activity.

### 4. PRINCIPLES

Our communication with the media is aligned with our Communication Values:

- **Honesty** – we will never knowingly mislead the public, media or staff on any issue or news story.
- **Transparency and Openness** – we promote openness and accessibility in our dealings with the media, whilst complying with the law and maintaining confidentiality when appropriate.
- **Balance** – information provided to the media will be objective, balanced, accurate, informative and timely.
- **Clear and consistent** - we will use plain language that people understand, and take account of special communications needs. We will avoid jargon and use words that people identify with. Clarity of communication will be reinforced by consistent messages, consistent tone and consistent use of our corporate branding.
- **Accessible and approachable** - we will make sure people know how to get in touch with us, in ways that suit them and that they feel comfortable with. We will make it easier for people to tell us what they think.
- **Inclusive, involving, engaging** – we will make efforts to ensure that every member of society has an opportunity to find out about and comment on the work of the Council, and issues which affect them. This includes those individuals or groups who may be less easy to reach by usual means.
- **Impartiality** - all our communication will be free of political bias.
- **Efficiency** – we will deal with all media activity in an efficient and effective manner.

## Newry, Mourne and Down District Council Media Policy Procedures

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### 5. MEDIA RELATIONS AND THE LAW

When dealing with the media, both Officers and Councillors need to have particular regard for:

- The Data Protection Act (1998)
- The Disability Discrimination Act (1995)
- The Freedom of Information Act (2000)
- The Human Rights Act (1998)
- The Race Relations Act (1976)
- The Sex Discrimination Act (1975)
- Section 75 NI Act (1998)

The Council objectives regarding the Media Policy will be delivered through the following Procedures.

### 6. MEDIA MONITORING

The Council has employed the services of a professional Media Monitoring Company to monitor, track and report on all media issues. This information will be reported to the Council and used to inform and influence service delivery.

## Newry, Mourne and Down District Council Media Policy Procedures

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### 7. ROLES AND RESPONSIBILITIES IN MEDIA RELATIONS

#### 7.1 The Press Office Team:

- Will handle all media enquiries professionally and issue all media releases/statements on behalf of the Council and co-ordinate briefings when necessary.
- Is responsible for developing key messages about the Council.
- Will provide media/communication advice to staff and Councillors in their Member role.
- Will be responsible for handling media relations required under the Emergency Plan and work collaboratively with partners on joint media releases and issues as required.
- Can be contacted out of hours for urgent or emergency purposes.

#### 7.2 Chief Executive, Senior Management Team, Assistant Directors and Heads of Service:

- It is the role of the Chief Executive, Senior Management Team, Assistant Directors and Heads of Service to ensure that these media protocols are implemented properly.
- In the event of alleged breaches to the protocols, these will in the first instance be discussed with the Chief Executive/Senior Management Team, Assistant Directors/Head of Service and, if necessary, will then be dealt with under the usual arrangements for breaches of policy.

The Chief Executive, Senior Management Team, Assistant Directors and Heads of Service are responsible for:

- Alerting the Press Office to any potential activity or decisions that may be of media interest.
- Ensuring that they are available to the Press Office and respond in a timely way to calls and emails.
- Ensuring information provided is accurate.
- Referring any direct media contact with the service to the Press Office.
- Making staff in their Service aware of the media protocols and ensuring that any contact from the media is referred directly and immediately to the Press Office.

## Newry, Mourne and Down District Council Media Policy Procedures

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### 7.3 Council Chairman/Vice Chairman/Committee Chairman

- The Council Chairman will be quoted in all media releases or statements in relation to his/her official role. Quotations must be cleared by the Chairman prior to release.
- If the Council Chairman is unavailable to attend a PR event/or has delegated duties to the Vice Chairman, the Vice Chairman will assume the responsibilities as laid out above. If neither is available, the Committee Chairman or Vice Chairman will assume the above duties.
- On occasion, it may be relevant to issue media releases on behalf of Committee Chairs.
- Where this is the case, the Press Office will work directly with the Service Director and Committee Chairman to provide appropriate answers and may include a quotation where necessary.

### 7.4 Councillors:

- All Councillors have a responsibility to ensure that they comply with the relevant legislation and with the Councillors Code of Conduct when dealing with the media.
- It is not the function of the Press Office to issue media releases about individual Councillors, except when representing the Council in their Committee positions.
- Media training can be arranged for all Members as required. Members can request this by contacting the Human Resources Training Officer directly.

## Newry, Mourne and Down District Council Media Policy Procedures

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### 8. WHO TO QUOTE/PUT FORWARD FOR INTERVIEW

The Press Office has a responsibility to quote the Council Chairman and/or put him/her forward for interview.

This means that:

- 8.1 When the Chairman is not available, he/she may nominate the Vice Chairman, or the Chairman or Vice Chairman of one of the Council's Committees to take his/her place.
- 8.2 Councillors will not be quoted on any media releases or statements. It is recognised that Councillors may wish to be interviewed or to comment on Council policy or on specific issues in relation to their electoral ward and this is undertaken directly via their Party PR officers.
- 8.3 Officers will only be quoted in specific circumstances, such as:
  - During the period running up to elections (known within local government communications as Purdah – see page 16).
  - The Officer is the only person with a depth of knowledge to be able to field questions (particularly with regard to broadcast interviews and has been nominated by the Chief Executive/Director).

### 9. WORKING WITH STRATEGIC PARTNERS

- When strategic partners are featured or are participating in a media release, then that partner will be consulted on content before release and approval gained.
- Partners will be asked to agree in advance the method, manner and timing of media releases from the partnership.
- The Press Office will support strategic partnership working with the management of media enquiries and issuing of news releases when appropriate and reciprocal arrangements will apply.
- Quotations from both organisations will be included.
- Similar arrangements will be in place for statements issued in response to media enquiries.
- The Press Office will share social media updates which are timely and of interest to stakeholders.

## Newry, Mourne and Down District Council Media Policy Procedures

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### 10. DAY TO DAY MEDIA HANDLING

#### 10.1 Media/Press Releases and Statements:

- Departmental Officers will draft Media Releases pertaining to the department's work and projects, these are to be provided to the Press Office allowing sufficient time for approval, managing and issuing to the press. Where possible at least 36 hours' notice is required for daily press/media and for weekly press/media copy must be received prior to 12 noon each Thursday.
- The Chairman of the Council will be quoted accordingly in press releases/media activities, quotations having first been cleared by the Chairman, prior to release.
- All press releases must be provided to the Press Office on the corporate template and will contain quotations in accordance with these Procedures.
- All press releases must be posted on the dedicated section on the Council's website as well as on social media platforms.
- All media releases will be stored corporately.
- No guarantees can be given that press releases will be used in any publication.
- Embargoes will be used sparingly. While most journalists do abide by them, they are not legally enforceable, however they can be useful in particular circumstances.

#### 10.2 Distribution:

- All standard media releases will be sent to all local/weekly media contacts including online channels.
- Media releases for 'Big News' stories will also be issued to the daily media contacts.
- Media releases which are targeted at specialist/trade publications must be accompanied with the media contacts details at the time of issuing the press release to the Press Office.
- See Appendix II for Media Channels.

## **Newry, Mourne and Down District Council Media Policy Procedures**

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### **10.3 Media Enquiries:**

The Press Office will be the first point of contact for media enquiries.

- The Press Office will request the media to forward their enquiry via email and all press queries will be responded to via email.
- The Press Office will obtain the necessary information in order to respond to the query or may arrange for an appropriate member of staff to speak with the journalist concerned on specific issues.
- Each Director will appoint a person within his/her department to centrally administer and process all media queries relating to that department and to ensure a response is provided to the Press Office in accordance with these Procedures. All e-mails will be copied to Director.
- If the matter is highly contentious the Press Office will liaise with Chief Executive/Director in responding. If legal advice is requested the Press Office will inform the journalist of the delay in responding.
- When necessary the Press Office will seek specialist advice to deal with a specific media enquiry/issue.
- When asked about issues that involve other public sector or partner organisations, the Press Office will first liaise with the organisations concerned.
- Where it is not possible to get a reply within the agreed timeline, the Press Office will inform the journalist of this and agree a new response time.
- No media enquiry will be handled directly by an Officer of the Council. If the Press contacts them directly the query must be referred back to the Press Office at all times.
- No members of staff will speak with reporters or undertake media interviews without approval of the Press Office.
- The Press Office does not reply to any political media enquiry. All such matters are referred to the Party representatives and individual Councillors for response.
- A central record of media enquiries is kept for reference and audit purposes.

### **10.4 Media Response Times:**

- The immediacy of the daily channels media means that most requests will require a response on the same day.
- The Press Office performance target is to respond to 80%+ of all media enquiries within 24 hours and to respond to the remainder within 48 hours.
- The media's method of working can put pressure on the Council to respond to earlier deadlines; they may require a response on the same day. The co-operation of staff in achieving this is required and appreciated.

## **Newry, Mourne and Down District Council Media Policy Procedures**

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### **10.5 Out Of Hours Responses:**

- The usual hours of operation for the Press Office are 9.00 am – 5.00 pm, Monday to Friday.
- The Press Office also operates an out of hours contact list for urgent enquiries or emergencies. This list is available as part of the Emergency Plan. The out of hours response service is restricted to urgent or emergency enquiries only.

### **10.6 Media Interviews:**

- All media requests for interviews should be directed through the Press Office.
- Where appropriate the Press Office will organise briefings for the interviewee to agree key messages and to provide support for their interview. If required, the Press Officer can accompany the interviewee. In such circumstances, attendance will depend on the relative demands on the team and the complexity of the interview.

### **10.7 Media Briefings:**

- Specific briefings may also be arranged through the Press Office for campaign launches or where the Chief Executive/Senior Management Team has specifically requested them or where the issue in question is such that a media briefing is the most appropriate means of communication and engagement. Media packs will be available at the briefing.

### **10.8 News Conferences:**

- News conferences are usually only used to announce something major or in the event of a major incident or emergency. Media Packs will be made available at the news conferences.

## **Newry, Mourne and Down District Council Media Policy Procedures**

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### **11 FILMING, AUDIO RECORDING, USE OF SOCIAL MEDIA AND PHOTOGRAPHY**

The Local Government Act (Northern Ireland) 2014 states that:

- Meetings of the Council, Committees and Sub-Committees are open to the press and public (except in certain circumstances eg staff, legal or contractual matters).
- The Council shall permit the use of social media by Councillors, members of the public or journalists during those parts of the Council, Committee and Sub-committee meetings which are open to the public provided it does not disrupt proceedings.
- Minutes of the Council, Committee and Sub-committee meetings must be open for inspection by the press and public, and placed on the Council's website as soon as is reasonably practicable.
- Reports, along with any background papers, which were presented to a meeting of the Council, Committee or Sub-Committee, will be open to inspection by the press or public, including being placed on the Council's website (except those dealt with in closed sessions).
- So far as is reasonably practicable, the Council will make available audio recordings of open parts of the Council's meetings. This does not apply to Committee and Sub-Committee meetings. Recordings must be available at the Council offices for six years from the date of the meeting, and placed on the Council's website for two years from the date of the meeting.

#### **11.1 Social Media**

The Social Media Policy and Protocols are in addition to these Procedures.

## Newry, Mourne and Down District Council Media Policy Procedures

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### 11.2 Photography/Photocalls

- The Press Office will organise all Council photocalls.
- The Press Office will work with Officers to ensure the photographs are as creative as possible and ensure a suitable corporate backdrop.
- In accordance with media requests, the number of persons featuring in photographs should be kept to a minimum, and in accordance with these Procedures.
- The Chairman of the Council or Vice Chairman, by nature of his/her position must hold centre position in corporate photographs.
- The Press Office will prepare photographic briefings for major events.
- Where a major event is taking place the Council will seek the services of one photographer and circulate the photographs accordingly. For all other events/photocall opportunities, all local press photographers will be invited.
- When possible, the Council Officer will also take a photograph for posting on the Council's social media channels.
- All photographs issued to the Corporate Press will contain a caption detailing those present and the subject matter.
- Where images are supplied to the Press Office, they need to be of sufficient editorial quality, technical quality and representative of the district. The Press Office will advise departments regarding circulation of photography to relevant media depending on the nature and location of the event.
- The Press Office will maintain and manage a photographic library for the sole purposes of Council business. All images procured by the Council must not be reproduced or passed to third parties.
- It is the Council's protocol that consent is required before minors can take part in Council photographs. This will usually be sought either directly from parents, or from the child's school/club/organisation.
- Where photographs are supplied to the Press Office from departments, it is the department's responsibility to obtain consent before the photographs can be used.
- When we are photographing our own staff, consent is not necessary and they can have the option to opt out if they wish.
- This guidance also applies to broadcast media.
- Photographic and filming consent forms (see Appendix III) are available to download on the Council's Intranet/Shared Drive. Once completed they need to be scanned and returned to the Press Office.

## Newry, Mourne and Down District Council Media Policy Procedures

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### 12 MEDIA HANDLING DURING EVENTS

#### 12.1 Council Events:

- Assistant Directors must approve the content of speeches being prepared by their departments for the Council Chairman. The Democratic Services Office will then co-ordinate all speeches for the Chairman and will liaise with the Marketing and Communications section/Press Office to sign off on them.
- Departmental Officers will prepare speeches/press releases/press statements on behalf of the Council Chairman, or Vice-Chairman (in accordance with these Procedures) and forward to the Press Office for approval (three working days before the Chairman's official engagement.)
- All speeches/press releases/press statements will be prepared using the corporate template and reflecting the corporate house style.
- All press releases/statements will contain a quotation, where appropriate, from the Council Chairman, or Vice-Chairman, quotations having first been cleared by the Chairman or Vice Chairman, prior to release.
- Notes to the Editor will also be appended to press releases, when necessary.
- The Press Office will also organise all photocalls in relation to Council civic engagements/ events.
- The Press Office will brief the Council Chairman, or Vice-Chairman prior to all civic engagements/events.
- The Press Office can give advice/organise gifts for civic engagements/events to be hosted by the Council Chairman.
- The Press Office can give advice/arrange catering for corporate receptions according to categorisation of reception.
- The Press Office will give advice on the arrangements for invitations/replies for all civic engagements/events and the guest list should include invitations to Councillors, MLA's, MP's, MEP's and other guests as decided upon.
- The Press Office will assist in supporting and promoting civic engagements/events organised or supported by the Council.

## Newry, Mourne and Down District Council Media Policy Procedures

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### 12.2 Ministerial/Third Party Events:

- If a Ministerial visit is to be arranged the Press Office will liaise with the relevant Department to organise the event. This will involve issuing invitations, arranging gifts/photography/press releases/speeches/catering and agreeing the Order of Ceremonies.
- It is protocol at these events to invite all Councillors, MP's, MLA's and MEP's where appropriate. The Council may also choose to invite other guests.
- The Press Office will liaise with the relevant Government Department and the Directorate/Service Manager to arrange appropriate media coverage prior to and during the Ministerial visit.

If the launch event is hosted by the Council, the following protocol for the **order of speakers should be followed**:

- ▶ Welcome by the Council Chairman.
- ▶ The Minister/Senior Representative of strategic partnership.
- ▶ Other partners/key funders if appropriate (in order of merit).
- ▶ The Chair of the Steering Committee.
- ▶ *(The Chair of Committee – only if there is no Steering Committee).*
- ▶ Other elected representatives or community representatives if deemed necessary eg MP.
- ▶ Close and thanks by the Council Chairman.
- All other arrangements will be in accordance with the Media Policy Procedures.

### 13 MEDIA HANDLING IN AN EMERGENCY

- In the event of a major incident, emergency or break in business continuity, the Press Office will liaise with the Chief Executive, Emergency Planning Team and other agencies regarding the release of information to the media using various channels to residents, businesses and stakeholders.
- A separate Emergency Communications Plan setting out how the Council will work with the media, its partners and other agencies during a major incident, emergency or threat to reputation exists and will continue to be updated in association with Emergency Planning.

## Newry, Mourne and Down District Council Media Policy Procedures

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### 14 MEDIA HANDLING DURING THE RUN-UP TO THE ELECTION PERIOD – ‘PURDAH’

- The period in question relates to the day when formal notice of an election is given, up to and including the day of the election.
- Any local authority is prohibited from publishing any material that appears to be designed to affect support, positively or negatively, for a political party.
- Careful consideration to the style and content of all material should be given, to the timing of the publication and the likely effect on the audience. Material is prohibited if:
  - ▶ It refers to a political party or a person identified with a political party
  - ▶ It promotes or opposes a point of view on a question of political debate or controversy
  - ▶ It supports a view or issue identifiable as the view of one political party and not of another
  - ▶ It identifies with individual members or groups of members
  - ▶ It is part of a campaign associated with a political view
  - ▶ It contains quotes from politicians outside of the Council, such as members of parliament, who are clearly identified as part of a political party.
- This also applies to proactive events, which should not involve members during this period.

However, even during the run up to an election, communications and marketing can continue as follows:

- It is acceptable for the Press Office to distribute media releases and respond to legitimate service enquires provided the content is factual and not party political. The safest option is for media releases not to quote elected members during this period.
- It is admissible for members holding key positions to comment in an emergency or where there is a genuine need for a member level response to an important event outside the authority's control.
- The production of Council media releases can continue as long as content is neutral and takes account of the restrictions outlined above.
- Any material posted on the internal or external website or on social media platforms during the period is governed by the restrictions.
- Consultation also is subject to the restrictions and should not be undertaken on issues that could be seen as politically sensitive.
- All these restrictions apply to other organisations that receive local authority funding and Officers should check with community groups they fund that may be planning publicity around election time.

## Newry, Mourne and Down District Council Media Policy Procedures

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### 15 MEDIA COMPLAINTS

#### 15.1 Press:

- Complaints about the accuracy, tone or imbalance of media articles or about the behaviour of a journalist will be dealt with in the first instance, by informal contact between the Press Office and the reporter or editor concerned.
- Serious matters will be dealt with in writing to the editor as soon as possible after publication, requesting a correction or apology for an inaccuracy or intrusion.

#### 15.2 Broadcast Media:

- Complaints about programmes transmitted on radio or television will be taken up direct with the relevant station, and if not resolved to the Council's satisfaction, will be followed up via their normal complaints procedure.

### 16 COPYING OF NEWSPAPER CONTENT

- All staff and Councillors are advised that the reproducing of newspaper content is not authorised or permitted by the Council. Reproducing newspaper content includes photocopying, faxing, digital copying (scanning, emailing, hosting on the Council's internet site), copying from newspaper websites or reproducing newspaper content received from a Media Monitoring Agency. This relates to all newspapers including local titles.
- Should you need to view a particular newspaper article you may contact the Press Office which holds electronic press cuttings from daily and weekly Northern Ireland newspapers as provided by the Council's Media Monitoring Agency.
- The Council's Media Monitoring Agency only collates editorial and picture copy. Advertisements and advertorial are not included within this service. Therefore, in the case of an advert or public notice you may wish to use the final proof as evidence of the content of the notice/advert and write the date of publication as your record. Alternatively, if you require an original press cutting (for Council purposes) you should purchase the relevant newspaper and cut the original content from the newspaper.

## Newry, Mourne and Down District Council Media Policy Procedures

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### 17 FOR EMPLOYEES - EXPRESSING A PERSONAL VIEW:

- Many staff live in the district and apart from being employees of the Council are also recipients of its services.
- The Council realises that staff have a life outside of work and that there may well be occasions when staff wish to express a personal opinion on a matter relating to the Council and its services or on a major local or national issue.
- With the media and social media communications playing a bigger part in our lives, the following media protocol has been developed to address these issues:
  - ▶ Any letter to the media in any form or any message posted on an internet message board or discussion area should contain no reference that you work for the Council.
  - ▶ Views expressed must be your own and give no indication that these may in any way represent the views of the Council.
  - ▶ No Council resources should be used for any such activities – particularly Council e-mail addresses of staff.
  - ▶ If any views are contrary to Council policy or critical of Council activities then it is of particular importance that no reference is made to your employment with the Council.
  - ▶ At all times members of staff must take cognisance of possible conflicts of interest with the position they hold within Council.
- The Social Media Policy is in addition to these Procedures.
- If these Procedures are not followed the member of staff may be deemed to be in breach of Council policy which may result in the appropriate disciplinary action being taken.

### 18 USEFUL CONTACTS:

#### Press Office Team Contact Details:

Name: Regina Mackin  
 T: 028 3031 3095  
 E: [regina.mackin@newryandmourne.gov.uk](mailto:regina.mackin@newryandmourne.gov.uk)

Name: Hilary Halliday  
 T: 028 3031 3031  
 E: [Hilary.halliday@newryandmourne.gov.uk](mailto:Hilary.halliday@newryandmourne.gov.uk)

Name: Veronica Keegan  
 T: 028 4461 0841  
 E: [marketing@downdc.gov.uk](mailto:marketing@downdc.gov.uk)

Name: Orla McGreevy  
 T: 028 4461 0854  
 E: [orla.mcgreevy@downdc.gov.uk](mailto:orla.mcgreevy@downdc.gov.uk)

**Newry, Mourne and Down District Council  
Media Policy Procedures**

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**19 POLICY OWNER:**

Director of Strategic Planning and Performance

**20 CONTACT DETAILS IN REGARD OF THIS POLICY ARE:**

Director of Strategic Planning and Performance

**21 POLICY AUTHORISATION:**

Governance Committee Authorised on: Tuesday 10 March 2015

Council Authorised on: Tuesday 31 March 2015

**22 POLICY EFFECTIVE DATE: 1 April 2015**

## Newry, Mourne and Down District Council Media Policy

### 1. TITLE

The Media Policy sets out the Council's commitment to the central handling of media relations and supports best practice relating to any communication involving the media.

### 2. STATEMENT

The Council applies this Policy to ensure that the Council's media communications are honest, transparent, balanced, clear and in keeping with the Council's corporate vision, values and strategic priorities and are undertaken in an effective, efficient and professional manner.\*

### 3. AIM

The aim of the Policy is to ensure a consistent approach to dealing with all media communications activity.

Our purpose in media relations is to:

- Build a strong image and identity for the Council and strengthen its reputation
- Improve citizens' awareness and understanding of the work of the Council
- Ensure information about our aims, objectives and services is targeted to and accessible by key stakeholders as highlighted under Section 75 of the Northern Ireland Act.
- Invigorate local democracy and encourage and enable people to participate in the work of the Council
- Build up a relationship of trust and mutual understanding that will benefit both the Council and the media.

### 4. SCOPE

The Media Policy applies to everyone who works for Newry, Mourne and Down District Council in any capacity, or who represents the Council in some way, including:

- All Elected Members
- All permanent staff and managers, full-time or part-time, at all levels
- Consultants, contractors or suppliers that may want to refer to the Council in their publicity material
- Staff working for the Council on secondments from other organisations or staff appointed jointly with another organisation
- Organisations that have entered into a legal agreement to carry out services on the Council's behalf.

Non-compliance of this policy by any member of staff may be deemed to be in breach of Council policy which may result in the appropriate disciplinary action being taken.

*\*See Appendix IB - Definitions*

The Media Policy is implemented through the Press Office and the policy objectives are to:

- a) Generate and promote news and information on behalf of the Council
- b) Deal with queries from the media directly
- c) Organise Media Campaigns.

**5. RELATED POLICIES**

- Bilingual Policy
- Safeguarding Policy
- Corporate Brand Guidelines
- Councillors Code of Conduct
- Employee Code of Conduct
- Equality Scheme
- Social Media Policy
- Complaints Procedure

**6. DEFINITIONS**

Definitions at Appendix I

**7. POLICY OWNER**

Director of Strategic Planning and Performance

**8. CONTACT DETAILS IN REGARD OF THIS POLICY ARE**

Director of Strategic Planning and Performance

**9. POLICY AUTHORISATION**

Governance Committee Authorised on:	10 March 2015
Council Authorised on:	_____

**10. POLICY EFFECTIVE DATE** 1 April 2015

**11. POLICY REVIEW DATE:** The Policy will be reviewed every four years.

**12. PROCEDURES**

Newry, Mourne and Down District Council Media Policy Procedures (April 2015)

**13. EQUALITY IMPACT ASSESSMENT**

While the Council will equality screen the Media Policy, at this stage of development it is not envisaged it will be required to be subject to an equality impact assessment.

**Appendix IB**

The following communication values will be explicit in all our communications activity. Through these, we will work to build a strong image and identity for the Council and strengthen its reputation.

- **Honesty** – we will never knowingly mislead the public, media or staff on any issue or news story.
- **Transparency and Openness** – we promote openness and accessibility in our dealings with the media, whilst complying with the law and maintaining confidentiality when appropriate.
- **Balance** – information provided to the media will be objective, balanced, accurate, informative and timely
- **Clear and consistent** - We will use plain language that people understand, and take account of special communications needs. We will avoid jargon and use words that people identify with. Clarity of communication will be reinforced by consistent messages, consistent tone and consistent use of our corporate branding.
- **Accessible and approachable** - We will make sure people know how to get in touch with us, in ways that suit them and that they feel comfortable with. We will make it easier for people to tell us what they think.
- **Inclusive, involving, engaging** – We will make efforts to ensure that every member of society has an opportunity to find out about and comment on the work of the Council, and issues which affect them. This includes those individuals or groups who may be less easy to reach by usual means.
- **Impartiality** - All our communication will be free of political bias.
- **Effectiveness/Efficiency** – We make every effort to reply within the agreed timescale in an effective, efficient and professional manner.

## Appendix II

### LIST OF LOCAL AND REGIONAL MEDIA CHANNELS

The local media includes the following (as at June 2015):

Media	Editor	Telephone Number	Email
Armagh Down Observer	Desmond Mallon	028 8772 2557	editor@observernewspapers.ni
Cross Examiner	Gerry Murray	028 3086 8500	editor@crossmaglenexaminer.co.uk
Destination Newry	Damien Rafferty	028 3083 4012	mail@destinationnewry.com
Down FM	Paul Walsh	084 5600 7555	pwalsh@serc.ac.uk
Down Recorder	Paul Simonton	028 4461 3711	editor@thedownrecorder.co.uk
Down News	Jim Masson	028 4461 5690	editor@downnews.com
Local Radio Station, Q Radio	Bob Huggins	028 2564 8777	bob.huggins@qradionetwork.com
Mourne Observer	Stephen Patton	028 4372 2666	editor@mourneobserver.com
Newry Democrat	Patrick Ryan	028 3025 1250	editor@newrydemocrat.com
Newry Reporter	Paul Welsh	028 3026 7633	editor@newryreporter.com
Newry Times	Paul Malone	028 4062 6520	editor@newrytimes.com
Outlook Press	Joanne Ross	028 4063 0202	news@outlooknews.co.uk

The regional media includes the following (as at June 2015):

	Editor	Telephone Number	Email
<b>Broadcast</b>			
BBC Radio Ulster	N/A	028 9033 8000	bbcnewsni@bbc.co.uk
BBC TV	N/A	028 9033 8000	bbcnewsni@bbc.co.uk
Citybeat	Bob Huggins	028 9023 4967	bob.huggins@qradionetwork.com
Downtown	Bob Huggins	028 9181 5555	bob.huggins@qradionetwork.com
RTE	Donogh Diamond	00353 1208 3111	newsonline@rte.ie
U105	Peter McVerry	028 9026 2261	news@u.tv
UTV	Mick McCaffery	028 9032 8122	news@u.tv
<b>Print</b>			
Belfast Telegraph	Mike Gilson	0845 075 5846	newseditor@belfasttelegraph.co.uk
Irish News	Noel Doran	028 9033 7505	newsdesk@irishnews.com
Newsletter	Rankin Armstrong	028 9089 7700	newsdesk@newsletter.co.uk

Appendix III

## Consent to Photography/Filming (Adult)

Newry, Mourne and Down District Council takes the publication and distribution of personal information (including images) very seriously. We would never knowingly use an image of you without your prior consent.

We would therefore be grateful if you could give us your consent to being photographed, filmed, or record your image by any other electronic means by completing your contact details and signing below.

These images will be used in order to promote the work of the Council and its partners with the public.

I give my consent to allow Newry, Mourne and Down District Council to take photographs and or film of myself for publicity purposes

Name\* (BLOCK CAPITALS) \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Tel No \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**I understand these images may be featured in public displays and exhibitions.**

☐ Yes ☐ No

**I also consent for the image(s) to be used on social media sites and websites run by Newry, Mourne and Down District Council.**

☐ Yes ☐ No

***Newry, Mourne and Down District Council Use only***

Event: \_\_\_\_\_

Brief description of images for identification purposes: \_\_\_\_\_

\_\_\_\_\_ Date image was taken: \_\_\_\_\_

Photographer's signature: \_\_\_\_\_ Photograph ref: \_\_\_\_\_

Appendix III

## Consent to Photography/Filming (Child)

Newry, Mourne and Down District Council takes the publication and distribution of personal information (including images) very seriously. We would never knowingly use an image of you without your prior consent.

We would be grateful if you could give us your consent to being photographed, filmed, or record your image by any other electronic means by completing your contact details and signing below.

These images will be used in order to promote the work of the Council and its partners with the public.

I, \_\_\_\_\_ (name and relationship to child),  
**give my consent to allow any of the images taken of**

\_\_\_\_\_ **(Name of child)**

Name (BLOCK CAPITALS) \_\_\_\_\_

Address and telephone number if different to above \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**I understand these images may be featured in public displays and exhibitions.**

☐ Yes ☐ No

**I also consent for the image(s) to be used on social media sites and websites run by Newry, Mourne and Down District Council**

☐ Yes ☐ No

These images will be used in order to promote the work of the Council and its partners with the public. I understand these images may be featured in public displays and exhibitions.

***Newry, Mourne and Down District Council Use only***

Event: \_\_\_\_\_

Brief description of images for identification purposes: \_\_\_\_\_

\_\_\_\_\_ Date image was taken: \_\_\_\_\_

Photographer's signature: \_\_\_\_\_ Photograph ref: \_\_\_\_\_

<b>Agenda Item:</b>	
<b>Report to:</b>	<b>Strategy, Policy &amp; Resources Committee</b>
<b>Subject:</b>	Draft Media Policy Procedures
<b>Date:</b>	11 June 2015
<b>Reporting Officer:</b>	Veronica Keegan, Marketing Manager
<b>Contact Officer:</b>	Veronica Keegan, Marketing Manager

### **Decisions Required**

Members are asked to consider the contents of the Draft Media Policy Procedures, review and agree to:

- Agree the Draft Media Policy Procedures.

1.0	<b><u>Purpose &amp; Background</u></b>
1.1	The Media Policy was approved by the Governance Committee on 10 March 2015 and was subsequently adopted by Full Council at its meeting on 31 March 2015.
1.2	Media Policy Procedures have now been developed to ensure a consistent approach to dealing with all Media communications activity.
1.3	They seek to define roles and responsibilities within the Council for working with the media, whilst providing protocols on the day to day media handling and public relations activities delivered on behalf of the Council.
1.4	The procedures also provide the media with clarification on the level of service they can expect regarding access to officers and members, provision of information and responses to enquiries.
2.0	<b><u>Key Issues</u></b>
2.1	The Draft Media Policy Procedures are part of the Council's Policy Review Procedure.
2.2	The Procedures will be reviewed as part of the on-going review process.
2.3	It is the role of the Chief Executive, Senior Management Team, Assistant Directors and Heads of Service to ensure that these Media Policy Procedures are implemented properly.
2.4	The Chief Executive, Senior Management Team, Assistant Directors and Heads of Service are responsible for making staff in their Directorate aware of the media protocols and ensuring that any contact from the media is referred directly and immediately to the Press Office.
2.5	In the event of alleged breaches to the protocols, these will in the first instance be discussed with the Chief Executive/Senior Management Team, Assistant Directors/Head of Service and, if necessary, will then be dealt with under the usual arrangements for breaches of policy.

3.0	<b><u>Recommendation</u></b>
3.1	To consider, review and agree the Draft Media Policy Procedures.
4.0	<b><u>Resource Implications</u></b>
4.1	Appropriate and reasonable training opportunities for staff working in this area should be provided to fulfil the implementation of the Policy and associated Procedures.
5.0	<b><u>Appendices</u></b>
	<ul style="list-style-type: none"> <li>▪ Draft Media Policy Procedures</li> </ul>