

October 16th, 2019

**Notice Of Meeting**

You are requested to attend the meeting to be held on **Thursday, 17th October 2019 at 6:00 pm** in **Mourne Room, Civic Centre Downpatrick**

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

Chair: Councillor M Savage

Vice Chair: Councillor A McMurray

Members:

Councillor R Burgess

Councillor P Byrne

Councillor S Doran

Councillor H Gallagher

Councillor O Hanlon

Councillor R Howell

Councillor A Lewis

Councillor C Mason

Councillor R Mulgrew

Councillor B Ó Muirí

Councillor G Sharvin

Councillor J Tinnelly

Councillor W Walker

# Agenda

## 1.0 Apologies & Chairpersons Remarks

## 2.0 Declarations of Interest

## 3.0 Action sheet arising from SPR Committee held on 12 September 2019

 *SPR-Action Sheet September 19 (002).pdf*

*Page 1*

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### ***Presentations***

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## 4.0 Review on Business Rates

Verbal update & presentation from Alan Bronte, Department of Finance, Land and Property

 *Current DoF Inc video Pres Rates Review.pptx*


*Page 9*

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### ***Corporate Planning and Policy***

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## 5.0 Irish Language Financial Assistance Scheme 2020/2021 and Minority Communities Financial Assistance theme 2020/2021

 *Report on Irish Language Financial Assistance Scheme 2020-2021 and Minority Communities Financial Assistance theme 2020-2021.pdf*


*Page 41*

## 6.0 Report regarding notice of motion – WWII Veterans


 *Report regarding notice of motion - WWII veterans.pdf*

*Page 43*

## 7.0 Report on correspondence from Ards and North Down Borough Council re: UK's First National Memorial Emergency Personnel

 *Report on correspondence from Ards and North Down Borough Council dated 27 March 2019.pdf*

*Page 45*

 *Appendix I Correspondence from AND Borough Council re UKs First National Memorial to all emergency services personnel dated 27 March 2019.pdf*

*Page 47*

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### ***For Noting***

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## 8.0 Section 75 Policy Screening Report – Quarterly Report for period July - September 2019

 *Report on Section 75 Policy Screening Report - Quarterly Report for period July -*

*Page 48*

## 9.0 Community Planning Partnership Board Minutes from 29 January 2019 & 18 June 2019

CPP Board Meeting - 29 01 19.pdf

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DRAFT CPP Board Meeting - 18 06 19.pdf

Page 60

## 10.0 Correspondence dated 02.09.19 - Rate Support Grant (RSG) Overpayment

PSC 1061.19 - Letter to Liam Hannaway.pdf

Page 67

## 11.0 Brexit Preparedness

Report to SPR October 19 - Brexit Planning (003).pdf

Page 68

Copy of Appendix 1 Brexit Risk Register.xlsx

Page 70

Appendix 2 NMDDC EU Exit No Deal Preparedness Plan -draft V4.pdf

Page 103

## 12.0 Sickness Absence

Absence Report October 2019 for SPR.pdf

Page 122

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

## 13.0 New Local Government Resourcing Model for the Civil Contingencies Function

This item is deemed to be restricted by virtue of para.3 of part 1 of schedule 6 of the Local Government Act (NI) 2014 – information relating to the financial or business affairs of any particular person. The public may, by resolution, be excluded during this item of business

SPR Report - 17 October 2019 - Civil Contingencies Function.pdf

Not included

Annex 3 - SLA final draft.pdf

Not included

## 14.0 Proposed Licence of Ocean Bed at Killough Harbour, Killough

This item is deemed to be restricted by virtue of para.3 of part 1 of schedule 6 of the Local Government Act (NI) 2014 – information relating to the financial or business affairs of any particular person. The public may, by resolution, be excluded during this item of business

SPR Report Re Seabed at Killough Harbour.pdf

Not included

## **15.0 Rectification of title map – Clonallon Park, Rectification of title map – Clonallon Park, Warrenpoint**

This item is deemed to be restricted by virtue of para.3 of part 1 of schedule 6 of the Local Government Act (NI) 2014 – information relating to the financial or business affairs of any particular person. The public may, by resolution, be excluded during this item of business

 **SPR - October 2019 - Rectification of folio boundary at Clonallon Park Warrenpoint.pdf**

**Not included**

 **Appendix 1 - Map showing portion of Council lands highlighted in yellow.pdf**

**Not included**

## **16.0 Land at Altnaveigh, Doran's Hill, Newry**

This item is deemed to be restricted by virtue of para.3 of part 1 of schedule 6 of the Local Government Act (NI) 2014 – information relating to the financial or business affairs of any particular person. The public may, by resolution, be excluded during this item of business

 **SPR - October 2019 - Thomas Davis Ladies GFC - \_ (002).pdf**

**Not included**

 **Appendix 1 - Land at Altnaveigh Doran's Hill.pdf**

**Not included**

## **17.0 Albert Basin Park - Appointment of Consultants**

This item is deemed to be restricted by virtue of para.3 of part 1 of schedule 6 of the Local Government Act (NI) 2014 – information relating to the financial or business affairs of any particular person. The public may, by resolution, be excluded during this item of business

 **Albert Basin Park (002).pdf**

**Not included**

## **18.0 Chief Executive Appraisal 2018-2019**

This item is deemed to be restricted by virtue of para.3 of part 1 of schedule 6 of the Local Government Act (NI) 2014 – information relating to the financial or business affairs of any particular person. The public may, by resolution, be excluded during this item of business

 **CX Appraisal SPRC Report.pdf**

**Not included**

## **19.0 SPRC Pay Claims Report**

Copies to be circulated at meeting.

This item is deemed to be restricted by virtue of para.3 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



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## 20.0 Voluntary Severance

Copies to be circulated at meeting.

This item is deemed to be restricted by virtue of para.3 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

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## 21.0 Newry Rainbow

This item is deemed to be restricted by virtue of para.3 of part 1 of schedule 6 of the Local Government Act (NI) 2014 – information relating to the financial or business affairs of any particular person. The public may, by resolution, be excluded during this item of business

 **SPR Report - NRC - BL rev.pdf**

***Not included***


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

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## 22.0 Action Sheet from Efficiency Working Group Meeting, 25 June 2019

This item is deemed to be restricted by virtue of para.3 of part 1 of schedule 6 of the Local Government Act (NI) 2014 – information relating to the financial or business affairs of any particular person. The public may, by resolution, be excluded during this item of business

 **EWG-25062019.pdf**

***Not included***

## **23.0 Albert Basin Task and Finish Action Sheet dated 11 September 2019 & 8 October 2019**

This item is deemed to be restricted by virtue of para.3 of part 1 of schedule 6 of the Local Government Act (NI) 2014 – information relating to the financial or business affairs of any particular person. The public may, by resolution, be excluded during this item of business

 *Action Sheet 11th September 2019.pdf*

*Not included*

 *Action Sheet 8 Oct 2019.pdf*

*Not included*

# Invitees

Cllr Terry Andrews

Mr Alan Beggs

Cllr Patrick Brown

Cllr Robert Burgess

Cllr Pete Byrne

Mr Gerard Byrne

Mrs Dorinnia Carville

Cllr charlie casey

Cllr William Clarke

Cllr Dermot Curran

Cllr Laura Devlin

Mr Eoin Devlin

Ms Louise Dillon

Cllr Sean Doran

Cllr Cadogan Enright

Cllr Hugh Gallagher

Cllr Mark Gibbons

Mr Kieran Gordon

Cllr Oonagh Hanlon

Cllr Glyn Hanna

Mr Liam Hannaway

Cllr Valerie Harte

Mr Conor Haughey

Cllr Terry Hearty

Mrs Janine Hillen

Cllr Roisin Howell

Mr Colum Jackson

Miss Veronica Keegan

Cllr Liz Kimmins

Cllr Mickey Larkin

Cllr Alan Lewis

Mr Michael Lipsett

Mrs Regina Mackin

Cllr Oonagh Magennis

Mr Conor Mallon

Cllr Gavin Malone

Cllr Cathy Mason

Mr Johnny Mc Bride

Colette McAteer

Cllr Declan McAteer

Cllr Leeanne McEvoy

Jonathan McGilly

Cllr Harold McKee  
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Patricia McKeever  
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Cllr Karen McKeivitt  
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Cllr Andrew McMurray  
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Catrina Miskelly  
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Mr Colin Moffett  
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Mr Ken Montgomery  
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Mr Roland Moore  
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Ms Carmel Morgan  
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Cllr Roisin Mulgrew  
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Cllr Barra Ó Muiri  
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Linda O'Hare  
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Cllr Gerry O'Hare  
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Mr Andy Patterson  
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Cllr Henry Reilly  
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Ms Alison Robb  
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Cllr Michael Ruane  
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Cllr Michael Savage  
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Mr Kevin Scullion  
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Cllr Gareth Sharvin  
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Donna Starkey  
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Cllr Gary Stokes  
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Sarah Taggart  
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Cllr David Taylor  
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Cllr Jarlath Tinnelly  
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Cllr John Trainor  
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Central Support Unit  
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Cllr William Walker  
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Mrs Marie Ward  
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**ACTION SHEET – STRATEGY, POLICY AND RESOURCES COMMITTEE MEETING (SPR) – THURSDAY 17 NOVEMBER 2016 – ITEMS STILL IN PROGRESS OR ON-GOING.**

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

SPR/149/2018	Presentation from Department for Communities	It was agreed that officers would draw up a policy statement on submission of proposals to the Department and this to be brought back to a future Committee Meeting for Members' consideration.	F O'Connor	Following the meeting clarification was requested from DFI on any proposed changes to Departmental policy in this area. A response was received from DFI on 04/01/19 indicating that "The Department is currently considering the matter of the review of the disposal of council lands policy." This matter will be kept under review and the Committee updated when progress is indicated.	N
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**ACTION SHEET – STRATEGY, POLICY AND RESOURCES COMMITTEE MEETING (SPR) – THURSDAY 13 JUNE 2019 – ITEMS STILL IN PROGRESS OR ON-GOING**

SPR/069/2019	Community Planning – Governance Structures	<p>It was agreed that Council approve the following structure for Community Plan Partnership moving forward and recommend it to the CPP in June.</p> <ol style="list-style-type: none"> <li>1. Thematic group for Lifelong Health and wellbeing continue to meet and progress actions around Mental Health, Transforming Health and preventing disease, Participatory budgeting, Community support partnerships and Holiday hunger</li> <li>2. Thematic group for Sustainable Environment continue to meet to progress actions around housing, asset mapping and congestion</li> <li>3. PCSP and its agreed action plan be the vehicle to deliver safer communities outcomes and CPP be updated on progress at each CPP meeting (which meets 3 times per annum)</li> <li>4. Economic/Skills Forum and Tourism Forum and their related plans be the vehicle to deliver actions on Economic regeneration and CPP be updated on progress at each CPP meeting (which meets 3 times per annum)</li> </ol>	J McGilly	New structure agreed by Community Planning Partnership Board on the 18 June 2019. All Elected Member nominations now received from Party Groupings. Timetable of Meetings to be agreed by the same Board at Meeting on 22 October 2019.	Y
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**ACTION SHEET – STRATEGY, POLICY AND RESOURCES COMMITTEE MEETING (SPR) – THURSDAY 12 SEPTEMBER 2019**

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
SPR/110/2019	Action Sheet of SPR Meeting held on 14 August 2019	It was agreed that the Action Sheet be noted and actions removed as Marked.	D Services	Noted	Y
SPR/111/2019	Assessment of Performance 2018-19	<p>It was agreed that the Committee consider and agree the following:</p> <ul style="list-style-type: none"> <li>• The Assessment of Performance 2018-19</li> <li>• The summary document 'Our Performance Looking Back, Going Forward'</li> <li>• The publication of the Assessment of Performance by 30 September 2019, before full Council ratification, in order to meet the statutory deadline.</li> </ul>	J McBride	Assessment of Performance published on the Council website before 30 September 2019. Currently being subject to audit by NIAO.	Y
SPR/112/2019	Draft Records Management Policy and Procedure	It was agreed that Councillors consider and approve the draft Records Management Policy and Procedure.	A Robb	Noted	Y
SPR/113/2019	Licence Agreement with Mourne Stimulus – Additional Facilities at Council Road, Kilkeel	It was agreed that Council approve a Licence Agreement to regulate Mourne Stimulus's use of additional land and facilities at Council Road, Kilkeel as identified in the report.	A Robb	Agreed	Y



SPR/114/2019	Notice of Motion - Initiatives Re: Recording Committee and Council Meetings	<p>It was agreed that the Committee consider and agree the following recommendations:</p> <ul style="list-style-type: none"> <li>• Video recording and uploading or live streaming of all Council meetings – no change due to resource implications.</li> <li>• Audio of Planning Committee – No change, still under review.</li> <li>• Audio recordings of other meetings – no change.</li> <li>• Motions to full Council – members consider amending current Standing Orders to provide that the Chairman and Chief Executive will consider Notices of Motion prior to the issuing of the Council Agenda and when the Agenda is issued it will identify to what Committee a Notice of Motion has been referred.</li> <li>• Notices of Motion – members consider amending current Standing Orders to provide that only one Notice of Motion will be accepted per Councillor</li> </ul>	A Robb	Noted	Y
SPR/115/2019	Acquisition of Strip of lands at Irish Street, Downpatrick	<p>The following recommendation was agreed:</p> <ul style="list-style-type: none"> <li>• That Elected Members approve the purchase of the strip of lands outlined in blue on the map attached for the sum of £100,000 plus costs in order to facilitate the future joint development of the site by Council and DFC.</li> </ul>	F O'Connor	Agreed	Y
SPR/116/2019	Alleged Public Right of Way between Corcreechy Road and Traymount Burial Ground, Newry	<p>It was agreed that Council assert the path between Corcreechy Road and Traymount Burial Ground as a public right of way with carriageway rights</p>	F O'Connor	Agreed	Y



Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
SPR/117/2019	Purchase of strip of land at Lismore Park, Crossmaglen	It was agreed that Elected Members agree to purchase the freehold in the lands outlined in red on the map attached hereto for the sum of £1000.00 in order to rectify the boundaries. The new area benefits Council also from the point of view of creating the right to vehicular entrance, whereas the previous right was over the footpath only.	F O'Connor	Agreed	Y
SPR/118/2019	Performance Improvement Assessment 2019 – Audit Work Programme	It was agreed to note the contents of the report.	J McBride	Tabled at Audit Committee in September 2019.	Y
SPR/119/2019	Brexit Risk Register	It was agreed to note the contents of the report.	C Mallon	Noted	Y

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet
SPR/120/2019	Correspondence dated 11/09/19 – Rate Support Grant Overpayment	It was agreed to note the contents of the report.	D Services	Noted	Y

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

SPR/121/2019	Albert Basin Task and Finish Action Sheet dated 13 August 2019	It was agreed to approve the Albert Basin Task and Finish Action Sheet dated 13 August 2019, with the exception of the Working Group Attendees and Contamination Report Actions.	D Carville /M Lipsett	Approved	Y
SPR/122/2019	Albert Basin Task and Finish Group – Revised Terms of Reference.	<p>It was agreed to amend the officer's report:</p> <ul style="list-style-type: none"> <li>• To remove the section entitled 'key stakeholders' with regard to the Maritime Association and Inland Waterways.</li> <li>• The Maritime Association and Inland Waterways will be consultees on the stakeholder forum.</li> <li>• The stakeholder forum exists as a body of consultees any member of which can be invited by through the SP&amp;R Committee as and when required to attend the Albert Basin Task and Finish Working Group.</li> <li>• Any consultee on the stakeholder forum can apply through the SP&amp;R Committee to attend the Working Group if they believe</li> </ul>	M Lipsett	Noted	Y

SPR/123/2019	Lease of Lands at Former Land Fill Site at Newry Road, Newtownhamilton	It was agreed to defer any decision on the report for a month, subject to further consultation, both with the community and Committee Members.	F O'Connor	Noted	N
SPR/124/2019	Option to purchase lands at Dundalk Road, Newtownhamilton	It was agreed to allow the transfer of the lands at Dundalk Road, Newtownhamilton to St Michael's GAC.	F O'Connor	Agreed	Y
SPR/125/2019	Disposal of Surplus Assets	<p>It was agreed:</p> <ul style="list-style-type: none"> <li>To approve the open market sale on the following assets – NM167 - Derryleckagh Playing Fields, NM123-Kilkeel Town Hall and DDC068-Meadowlands Recreation Area.</li> <li>To approve the Estates and Property Assets team to consider the following sites for development opportunity and submit planning applications for – Ballyvange Downpatrick, NM090-lands at rear of Jonesborough Market and DDC124-Grove Gardens Recreations Area, Killyleagh.</li> <li>To accept the expression of interest from the NIHE for Social Housing at DDC025-17 The Square, Ballynahinch Steel Frame.</li> <li>To accept the expression of interest from SRC for NM219-Newry Sports Centre and write to the Department to move forward on the matter.</li> <li>To accept the expression of interest from the Development Trust NI on behalf of South Armagh Lace Collective for NM062-Malachy Conlon Park, Culloville.</li> <li>That officers report back on the legal advice received on NM069-Bog Road Amenity Area, Forkhill.</li> </ul>	C Mallon	<ul style="list-style-type: none"> <li>Consider expressions of interest from Rugby Club for Derryleckagh Playing Fields</li> <li>Kilkeel Town Hall - Allow 4 weeks for expressions of interest from the community</li> </ul> <p>Approved</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>	<p>N</p> <p>N</p> <p>N</p> <p>N</p> <p>N</p> <p>N</p>

SPR/126/2019	Corry Square Carpark	<p>The following recommendation was agreed:</p> <ul style="list-style-type: none"> <li>Agree to the sale of the site to Matt D'Arcy Limited and include a covenant /condition within the title that would ensure the area marked in blue on the map in Appendix B is retained as a carpark.</li> </ul>	C Mallon	Agreed	N
SPR/127/2019	Review of AONB Structure	It was agreed to note the contents and approve the recommendations as set out in para.3.0 of the officer's report.	M Ward	Noted	Y
SPR/128/2019	D1 Process – Raymond McCreesh Park	It was agreed to note the contents of the officer's report.	L Hannaway	Noted	Y
SPR/129/2019	Appointment of Chief Executive	<p>It was agreed to note the contents of the officer's report and the following recommendation was agreed:</p> <ul style="list-style-type: none"> <li>As the performance appraisal will need to be completed prior to Mr Hannaway's employment ending, it is also recommended through that process, that the opportunity is taken to agree performance objectives with the incoming Chief Executive.</li> </ul>	C Miskelly	Report to be brought so SP&R on 17/10/19	Y

END



# Business Rates Public Consultation



Land & Property Services  
Seirbhísí Talún & Maoine



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# Department of Finance

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## Business Rates Review

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Alan Brontë FRICS, IRRV(Hons), RICS Dip Rating (Hon).  
Director of Rating Policy



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# Department of Finance

## Business Rates Review

- Background to Review of Business Rates
- Outcome of July's Innovation Lab
- Details of the Public Consultation

**Your Rate Bill**

**Date of issue:** 1 April 2019

This bill is for vacant property rates. If it is no longer vacant please notify LPS.

Please note that any changes to your account (including payments) made after 14 March 2019 may not be shown.

**Rate assessment for period**  
1 Apr 2019 to 31 Mar 2020

**Balance brought forward** £900.00

**Help with rates (see overhead)** £200.00

**Total Amount Due** £934.00

**Direct Debit date(s)**

Direct Debit date(s)	Amount
30 Apr 2019	£93.40
30 May 2019	£93.40
30 Jun 2019	£93.40
30 Jul 2019	£93.40
30 Aug 2019	£93.40
30 Sep 2019	£93.40
30 Oct 2019	£93.40
30 Nov 2019	£93.40
30 Dec 2019	£93.40
30 Jan 2020	£93.40

**Your Direct Debit schedule**

Thank you for paying by Direct Debit. You do not need to take any action. Please keep this bill safe for your records.

Your rate bill payments will be debited from your account on the date(s) shown in the table right.

If you are a Direct Debit instalment payer and making payment in full by any other payment method, you should cancel your Direct Debit instruction with your bank before making payment.

Please allow a minimum of 5 working days for any payment not collected by Direct Debit to reach LPS.





# Why are rates important for NI?

## The Context

- Rates (domestic & non-domestic) generate £1.334Bn annually
- £590m funds District Councils; £744m funds regional public spending
- Some 77% of District Council income is from rates revenue
- Some 6% of Executive spending is from Regional Rates revenue
- Between 39% - 51% of each rate bill goes to District Councils



# High-level breakdown

## - total rating revenue raised

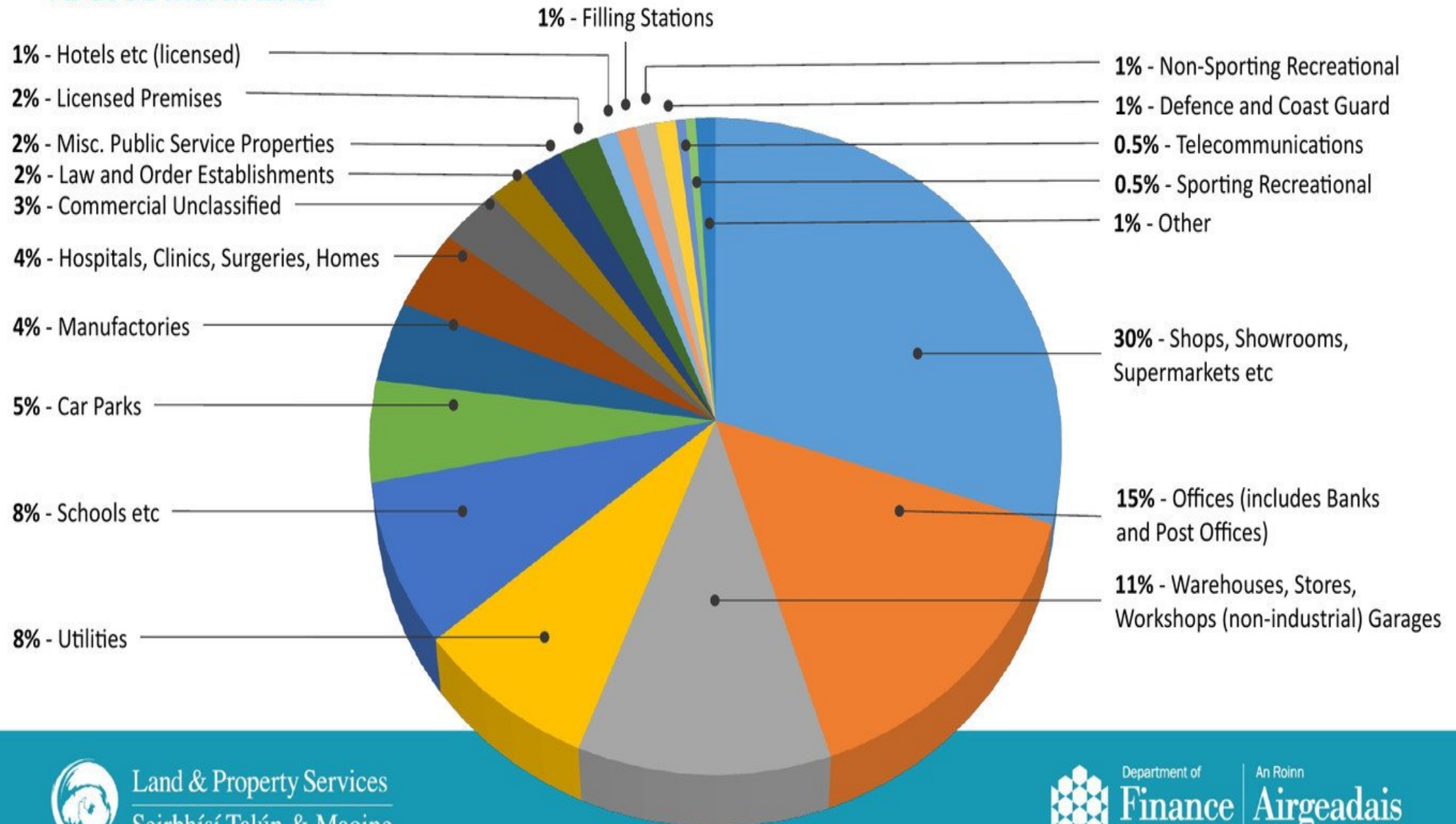
**Business Rates**

Income	Domestic	Non-Domestic	Total
District Rate	£305.5m	£284.2m	£589.7m
Regional Rate	£372.3m	£371.7m	£744.0m
Total	£677.8m	£655.9m	£1,333.7m



# Who Pays?

As at 31 March 2019



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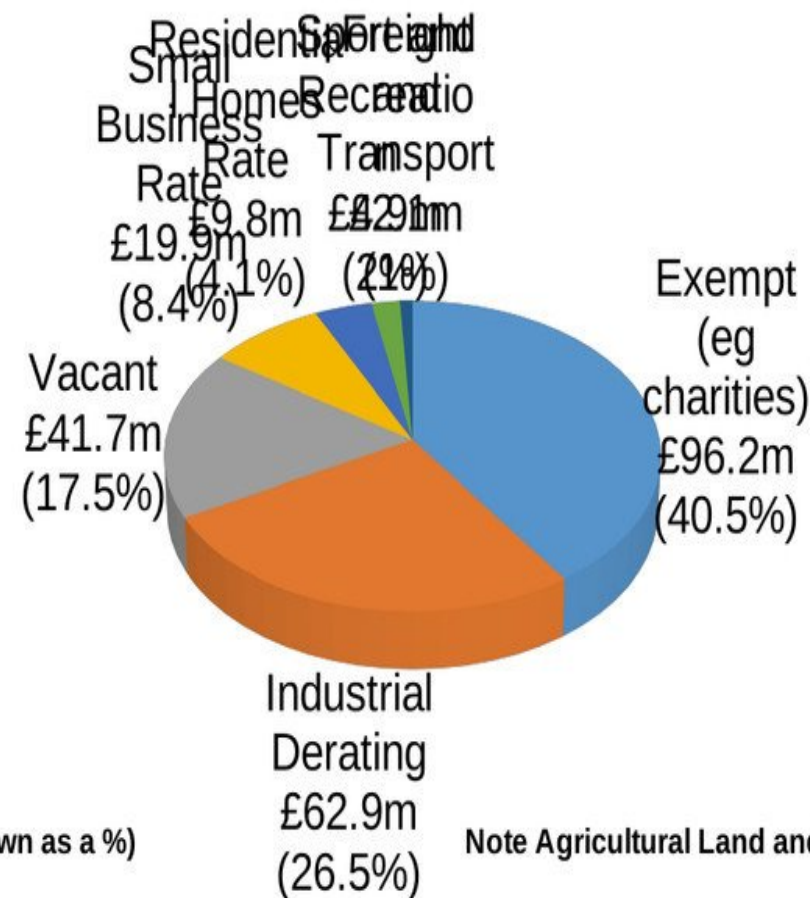


# Who pays?

Primary Property Class as at 31 March 2019	Collectable Rates	% of Net Collectable Rates
Shops, Showrooms, Supermarkets etc	£222,590,533	30%
Offices (Includes Banks and Post Offices)	£111,325,838	15%
Warehouses, Stores, Workshops, (Non-Industrial) Garages	£83,763,804	11%
Utilities	£56,208,257	8%
Schools etc	£55,790,207	8%
Car Parks	£39,782,168	5%
Manufactories	£30,201,982	4%
Hospitals, Clinics, Surgeries, Homes	£27,796,864	4%
Commercial Unclassified	£21,564,344	3%
Law and Order Establishments	£15,777,166	2%
Miscellaneous Public Service Properties	£12,977,033	2%
Licensed Premises	£12,523,768	2%
Hotels etc (Licensed)	£10,079,079	1%
Other	£10,684,828	1%
Filling Stations	£7,830,470	1%
Non-Sporting Recreational Facility	£7,396,631	1%
Defence Hereditaments and Coast Guard	£6,181,665	1%
Telecommunications	£4,146,130	0.50%
Sporting Recreational	£3,926,881	0.50%
Grand Total	£733,549,315	100%



# Who doesn't pay - Reliefs & Exemptions



Value of each Relief (and shown as a %)

Note Agricultural Land and Buildings are not assessed



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# Who doesn't pay - Reliefs & Exemptions

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Relief	Value
Exempt (e.g. churches & charities)	£96.2m
Industrial De-rating	£62.9m
Non-Domestic Vacant Rating	£41.7m
Small Business Rate Relief (includes enhanced Post Office relief)	£19.9m
Residential Homes Rate Relief	£9.8m
Sport & Recreation Relief (includes Community Amateur Sports Clubs)	£4.9m
Freight & Transport Relief	£2.1m
<b>Total Value</b>	<b>£237.5m</b>





# Rates Review Announced

## Why a Review of Business Rates?

- Announced 9 May by Permanent Secretary Sue Gray.
- Recognises changes in high streets and town centres.
- Business Rates need to fund public services while allowing businesses in all sectors to successfully trade and enable economic growth.
- Ready with updated proposals for incoming Ministers.
- Reflect learning in future Regional Rate setting?





## Business Rates Review

### What Review aims to do:-

- To explore proposals that result, overall, in similar levels of revenue.
- Explore the possibilities of widening the tax base and lowering the rate poundages.
- Not seeking to abolish business rates.
- Examine alternative taxation options to compliment or partly replace.
- Consider how business rates aligns with PfG.







## Business Rates Review

### What Review aims to do:-

- Consider equity within the rating system & ability to pay.
- Examine UK 'Making Tax Digital' policy proposals.
- Examine how business rates operates in relation to domestic rates.
- Examine local revenue policies and practices nationally & internationally.





## Business Rates Review

[Review Timetable: key dates](#)

- 2 & 3 July – joint workshop on town centre and city centre regeneration
- August to November: Stakeholder events across NI
- 16 September – 11 November: 8 weeks of Public Consultation
- November 2019 – January 2020: Consider Consultation Responses
- Spring 2020: Publish Consultation Report



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## Business Rates Review

### Innovation Lab

The challenge question was:

*‘How can we make town and city centres places where people want to live, work, visit and do business in?’*

The aim - to seek to find ways to enhance town and city centres across NI.

The task - to consider the challenge question and identify a set of high-level recommendations.



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## Innovation Lab

### Lab Generated Questions -

- How can we make sustainable / active transport the modes of choice?
- How can we redesign the city centre for people not traffic, supporting walking and cycling that works for everyone?
- How can we make better use of existing financial vehicles or models to encourage development and growth. What are the barriers and can they be overcome?
- How can we incentivise the reuse of our existing built environment especially our built heritage?







## Innovation Lab

### Lab Generated Questions -

- How can we attract the necessary skills for the 21st Century?
- How can we develop civic leadership – shared and sectoral?
- How do we plan and develop safe and confident city centre living for all (subvention, accessible, adaptable)?
- How do we create a sense of community (safe / confident / engaged)?
- How do we obtain the funding to provide and maintain the necessary services (infrastructure, services / open spaces) facilities and infrastructure needed?





## Innovation Lab

### Lab Generated Questions -

- How do we reform the tax system to ensure we have sufficient revenue to pay for public services and the tax burden is fair?
- How do we reduce the individual rates burden without decreasing the level of funding that rates provides?



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## Innovation Lab

### Lab Generated Questions -

- How do we reform the tax system to ensure we have sufficient revenue to pay for public services and the tax burden is fair?
- How do we reduce the individual rates burden without decreasing the level of funding that rates provides?





## Lab Recommendations

### Rates related Recommendations

- Review exemptions and reliefs.
- Introduce online shopping tax and a mobile phone tax (devolve powers to NI).
- Expand rates base to include all aspects.
- Sharing of data across government and local government.
- Investigate differential rating between domestic and non-domestic.
- Perform a full impact assessment on Local Property Tax / Land Value Tax.
- 'Rates Rethink' revisited.
- Set objective to reduce rate poundage / rate burden by 30%.
- Carry out a study on the introduction of user charges.





# Business Rates Public Consultation



Land & Property Services  
Seirbhísí Talún & Maoine



Department of  
**Finance**

An Roinn  
**Airgeadais**

# Business Rates Public Consultation

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- Consultation opened Monday 16 September.
- Six Strategic questions and Terms of Reference published on web.
- 8 week period closes on Monday 11 November.



Land & Property Services  
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# Business Rates Public Consultation

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## What do we want to know?

1. How can revenues from district and regional rates be raised in a way that is fair and equitable and without placing an unacceptable burden on business ratepayers?
2. What ways can be found to widen the tax base that could facilitate a lower level of business rates?
3. How can a fair distribution between district rates and regional rates be sustained?





# Business Rates Public Consultation

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## What do we want to know?

4. How can a fair distribution between non-domestic and domestic rates be sustained?
5. What reliefs and supports are necessary and might be introduced, changed or ended, targeted in line with Executive priorities and recognising ability to pay?
6. What alternative taxation options should be considered to complement or partially replace property based non-domestic rates and to allow for lower levels of revenue from business rates?





# Business Rates Public Consultation

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## What do we want to know?

7. Any other suggestions that you want to make.



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# Business Rates Public Consultation

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## Why is the Consultation important?

- We want this to be an inclusive process - as many people as possible getting involved in shaping the future of our business rates system.
- Opportunity to ensure that the business rating system is fit for purpose in order to fund key services at regional and district level.
- To ensure that business rates, with its suite of support measures, can respond to changing marketplaces and local economic conditions, and align with wider government strategy.



# Business Rates Public Consultation

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## Why is the Consultation important?

- Business ratepayers, councils, trade and business organisations, academics, and all interested parties can take the opportunity now to shape the future. Encourage all to respond.
- Much more than just reliefs and exemptions.
- Easy to highlight the problems – it's solutions, together, we must find!






# Business Rates Public Consultation

## Responding to invitations.

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**Ards and  
North Down  
Borough Council**



  
**Causeway  
Coast & Glens  
Borough Council**



  
**Lisburn &  
Castlereagh  
City Council**

**Department  
begins public  
consultation  
into business  
rates in north**



  
**Belfast  
City Council**

  
**Derry City & Strabane  
District Council**

**Launched  
business  
rates public  
consultation**

**Comhairle Ceantair  
Lár Uladh  
Mid Ulster  
District Council**

  
**Fermanagh & Omagh  
District Council**  
**Comhairle Ceantair  
Fhear Manach agus na hÓmaí**

**Public consultation over business  
rates is welcomed by retail leaders**

**BY MARK McCONVILLE**  
A PUBLIC consultation on business rates in Northern Ireland has been launched by the Department of Finance.  
The review will look at the current position and make recommendations to "ensure that the business rates system is effective and fair" while raising support key services.  
And the business rates team will be attending a series of events organised by chambers of commerce and other organisations across Northern Ireland as part of the public consultation process which runs until November 12.  
The move was welcomed by

  
**Armagh City  
Banbridge  
& Craigavon  
Borough Council**



**Comhairle Ceantair  
an Iúir, Mhú  
agus an Dúir  
Newry, Mour  
and Down  
District Council**

  
**Mid & East  
Antrim  
Borough Council**

  
**Antrim and  
Newtownabbey  
BOROUGH COUNCIL**

  
**BELFAST  
CHAMBER**

  
**Department of  
Finance**

**An Roinn  
Airgeadaí**

  
**Experts in Business**





# Business Rates Public Consultation

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## Please send us your views

- The Terms of Reference for this Review and supporting material will be found at:  
[www.finance-ni.gov.uk/consultations/business-rates](http://www.finance-ni.gov.uk/consultations/business-rates)
- We invite responses no later than 11 November 2019
- **Email** responses to: [RatingPolicy@finance-ni.gov.uk](mailto:RatingPolicy@finance-ni.gov.uk)
- **Paper** to: Rating Policy Division,

Department of Finance

Lanyon Plaza, 7 Lanyon Place

Belfast

BT1 3LP



Land & Property Services  
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**Airgeadais**

# Business Rates Public Consultation

## Post your views on line

### Department of Finance Business Rates Consultation

#### Overview

In May 2019, the Department of Finance announced plans to undertake a full and comprehensive review of business rates in Northern Ireland.

It is of strategic importance for government to ensure that the business rating system is fit for purpose in order to fund Northern Ireland's key services, both at regional and district level.

The system, together with the suite of support measures, need to be positioned to respond to changing marketplaces and local economic conditions, and should align with wider government strategy to promote economic growth right across Northern Ireland.

This Review will evaluate the current position as to how the business rates system can be that overall, the same amount of

You are invited to consider the mandatory.

Closes 11 Nov 2019  
Opened 16 Sep 2019

Contact  
Rating Policy Division  
0300 200 7801  
Rating@do-f

Department of Finance Business Rates Consultation

Page 1 of 3

Closes 11 Nov 2019

This service needs cookies enabled.

#### Introduction

1. What is your name?

Name

2. What is your email address?

If you enter your email address then you will automatically receive an acknowledgement email when you submit your response.

Email

Please Submit Your Views

Department of Finance Business Rates Consultation >

4. How can revenues from district and regional rates be raised in a way that is fair and equitable and without placing an unacceptable burden on business ratepayers?

5. What ways can be found to widen the tax base that could facilitate a lower level of business rates?

The system, together with the suite of support measures, need to be positioned to respond to changing marketplaces and local economic conditions, and should align with wider government strategy to promote economic growth right across Northern Ireland.

This Review will evaluate the current position and make recommendations as to how the business rates system can be effective and fair, while still ensuring that overall, the same amount of revenue is available.

You are invited to consider the following questions - answering them all is not mandatory.

Audiences  
Business



Land & Property Services  
Seirbhísí Talún & Maoine



Department of

Finance

An Roinn

Airgeadais





# Business Rates Public Consultation

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## Contact

Alan Brontë

Director of Rating Policy for Department of Finance

[alan.bronte@finance-ni.gov.uk](mailto:alan.bronte@finance-ni.gov.uk)

Office: 028 90336023



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# Business Rates Public Consultation

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Land & Property Services  
Seirbhísí Talún & Maoine



Department of  
**Finance**

An Roinn  
**Airgeadais**

<b>Report to:</b>	Strategy, Policy and Resources Committee
<b>Date of Meeting:</b>	17 October 2019
<b>Subject:</b>	Irish Language Financial Assistance Scheme 2020/2021 and Minority Communities Financial Assistance theme 2020/2021
<b>Reporting Officer:</b>	Regina Mackin, Assistant Director Corporate Planning and Policy
<b>Contact Officers:</b>	Colin Moffett, Head of Corporate Policy Ursula Mhic An tSaoir, Irish Language Unit Manager Suzanne Rice, Corporate Policy and Equality Officer

<table border="1"><tr><td>For decision</td><td>X</td><td>For noting only</td><td></td></tr></table>		For decision	X	For noting only	
For decision	X	For noting only			
<b>1.0</b>	<b>Purpose and Background</b>				
1.1	<p>The Programmes Unit have advised it aims to have letters of offer for Financial Assistance Call 1 2020/21 issued to groups by the end of March 2020. In order to achieve this they are aiming to open Financial Assistance Call 1 the first week of November 2019, and are seeking information on themes to be included in this call.</p> <p>Accordingly, the Corporate Policy Section is seeking approval to include both an Irish Language (indicative budget of £50,000) and a Minority Communities Financial Assistance Theme (indicative budget of £12,500) within the Financial Assistance Call 1 for period 2020/2021.</p> <p>These are indicative budgets which reflect the amount agreed in 2019/2020 and it is acknowledged the budgets will be subject to agreement and approval through the rate setting process.</p>				
1.2	<p><b><u>Proposed Irish Language Financial Assistance Scheme 2020/2021</u></b></p> <p>It is proposed the Irish Language Financial Assistance Scheme 2020/2021 have two specific themes, as follows:</p> <p><b>Theme 1: Irish language community renewal and development</b> This theme was an open call for projects / initiatives that encourage Irish language community capacity building, mentoring and volunteering. It was envisaged that this scheme would inspire better developed Irish language communities to partner with newer or developing language communities to share resources and build better networks and encourage volunteering.</p> <p><b>Theme 2: Positively engaging the Irish language</b> This theme was an open call for community engagement projects /initiatives to build positive relations, raise awareness and understanding, address perceptions and promote respect for the Irish language.</p>				

1.3	<p><b><u>Minority Communities Financial Assistance Theme 2020/2021</u></b></p> <p>It is proposed the Minority Communities Financial Assistance theme 2020/2021 have two specific themes, as follows:</p> <p><b>Theme 1: Cultural expression</b> This theme would be an open call for projects / initiatives that positively promotes minority community culture, tradition and identity.</p> <p><b>Theme 2: Positively engaging minority communities</b> This theme would be an open call for community engagement projects /initiatives to build positive relations, raise awareness and understanding, address perceptions and promote respect for minority communities.</p>
2.0	<b>Key issues</b>
2.1	As noted the respective indicative budgets reflect the amount agreed in 2019/2020 and it is acknowledged the budgets will be subject to agreement and approval through the rate setting process.
3.0	<b>Recommendations</b>
3.1	<p>To approve the inclusion of both an Irish Language (indicative budget of £50,000) and a Minority Communities Financial Assistance Theme (indicative budget of £12,500) within the Financial Assistance Call 1 for period 2020/2021.</p> <p>The outlined indicative budgets reflect the amount agreed in 2019/2020 and it is acknowledged the budgets will be subject to agreement and approval through the rate setting process.</p>
4.0	<b>Resource implications</b>
4.1	<ul style="list-style-type: none"> <li>• Specific budget allocation of £50,000 to be included and agreed in the rate estimates for the 2020/2021 period within the Irish language budget for an Irish Language financial assistance scheme.</li> <li>• Specific budget allocation of £12,500 to be included and agreed in the rate estimates for the 2020/2021 period within the Equality budget for a Minority Communities Financial Assistance theme.</li> <li>• Officer time regarding implementation of both schemes</li> </ul>
5.0	<b>Equality and good relations implications</b>
5.1	The establishment of both the Irish Language Financial Assistance Scheme and Minority Communities Financial Assistance theme have been equality screened, and are designated as positive actions.
6.0	<b>Rural Proofing implications</b>
6.1	The schemes will be delivered by way of open calls for applications and there is no evidence to suggest an urban bias or adverse impact upon people living in rural areas.
7.0	<b>Appendices</b>
	None
8.0	<b>Background Documents</b>
	None



<b>Report to:</b>	Strategy, Policy and Resources Committee
<b>Date of Meeting:</b>	17 October 2019
<b>Subject:</b>	Report regarding notice of motion – WWII veterans
<b>Reporting Officer:</b>	Regina Mackin, Assistant Director Corporate Planning and Policy
<b>Contact Officer:</b>	Colin Moffett, Head of Corporate Policy

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

<b>For decision</b>	<input checked="" type="checkbox"/>	<b>For noting only</b>	<input type="checkbox"/>
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1.0	<b>Purpose and Background</b>			
1.1	<p>The following Notice of Motion was tabled at Council Meeting on 1 July 2019, and action arising:</p> <p><u>Notice of Motion:</u></p> <p><i>"With the 75th anniversary of the end of the Second World War approaching, Newry Mourne and Down Council should recognise the contribution of those who fought in that War from Northern Ireland. It notes that every year the number of our surviving veterans is reducing and the time to provide public and appropriate recognition is running out. This Council will therefore provide all surviving veterans of WW2 (including those in the Merchant Navy) who reside in our council area with a Silver Poppy of Remembrance to mark their service in the fight against Fascism and Nazism. These Poppies will be presented to all surviving Veterans at a special Service of Remembrance the week commencing the 4th November 2019. It further encourages other Councils throughout Northern Ireland to mark our surviving Second World War veterans service in a similar way."</i></p> <p><u>Action arising:</u></p> <table><tr><td>C/104/2019</td><td>Notice of Motion – WW2 Veterans</td><td>The Motion was referred for discussion to the Good Relations Forum</td></tr></table>	C/104/2019	Notice of Motion – WW2 Veterans	The Motion was referred for discussion to the Good Relations Forum
C/104/2019	Notice of Motion – WW2 Veterans	The Motion was referred for discussion to the Good Relations Forum		
2.0	<b>Key issues</b>			
2.1	<p>The Motion was discussed at the Councillors' Equality and Good Relations Reference Group on 11 October 2019, and issues identified included ascertaining the number of relevant veterans, eligibility criteria regarding the definition of a resident, verification of applicants, deferring the event to May 2020 and agreeing a budget, procurement of silver poppies, and obtaining agreement in principle of Council to proceed to identify the number of veterans.</p>			
2.2	<p>Following discussion at the Councillors' Equality and Good Relations Reference Group on 11 October 2019, it was recommended that Council give consideration to agree to proceed in principle to identify the number of veterans on the basis that the definition of a resident be any person who resides in the Council district or whose last address before being admitted</p>			

	to hospital or a care home was within the Council district, persons who have been resident in a care home for 2 years or more, or former residents of the Council district who have left to receive treatment or care from a relative.
<b>3.0</b>	<b>Recommendations</b>
3.1	It is recommended that Council give consideration to agree to proceed in principle to identify the number of veterans on the basis of the definition set out.
<b>4.0</b>	<b>Resource implications</b>
4.1	No budget as yet has been agreed.
<b>5.0</b>	<b>Equality and good relations implications</b>
5.1	No equality and good relations implications are anticipated.
<b>6.0</b>	<b>Rural Proofing implications</b>
6.1	This does not fall within the scope of the Rural Needs Act (NI) 2016.
<b>7.0</b>	<b>Appendices</b>
	Not applicable
<b>8.0</b>	<b>Background Documents</b>

<b>Report to:</b>	Strategy, Policy and Resources Committee
<b>Date of Meeting:</b>	17 October 2019
<b>Subject:</b>	Report on correspondence from Ards and North Down Borough Council re: UK's First National Memorial dedicated to all Emergency Service Personnel who have served or been killed in the course of their duties
<b>Reporting Officer:</b>	Regina Mackin, Assistant Director Corporate Planning and Policy
<b>Contact Officer:</b>	Colin Moffett, Head of Corporate Policy

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

<b>For decision</b>	<b>X</b>	<b>For noting only</b>	
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<b>1.0</b>	<b>Purpose and Background</b>
1.1	<p>At the Council monthly meeting of 3 June 2019, correspondence from Ards and North Down Borough Council dated 27 March 2019 re: UK's First National Memorial dedicated to all Emergency Service Personnel who have served or been killed in the course of their duties was considered referred to the Councillors' Equality and Good Relations Reference Group for further discussion and clarification.</p> <p>The correspondence asked Council to formally place on record support for the creation of national monument to act as a symbol of eternal gratitude for all emergency service personnel who have served or been killed in the course of their duties.</p>
<b>2.0</b>	<b>Key issues</b>
2.1	<p>At the Councillors' Equality and Good Relations Reference Group meeting on 11 October 2019, members were advised that information on the National Emergency Services Memorial website advises:</p> <p><i>"The 999 Memorial will feature five figures to represent the emergency services (<b>police, fire, ambulance and NHS, maritime, mountain, lowland, cave and mine rescue</b>, and a spaniel service dog to represent all service animals). The paramedic figure will be female as an estimated 20% of the emergency services are female, and all figures will wear the uniform they would wear when responding to a 999 call."</i></p>
<b>3.0</b>	<b>Recommendations</b>
3.1	Council to consider correspondence from Ards and North Down Borough Council dated 27 March 2019 re: asking Council to formally place on record support for the creation of national monument to act as a symbol of eternal gratitude for all emergency service personnel who have served or been killed in the course of their duties.
<b>4.0</b>	<b>Resource implications</b>
4.1	No financial or resources implications are anticipated.
<b>5.0</b>	<b>Equality and good relations implications</b>



5.1	No equality and good relations implications are anticipated.
<b>6.0</b>	<b>Rural Proofing implications</b>
6.1	The item does not fall within the scope of the Rural Needs Act (NI) 2016.
<b>7.0</b>	<b>Appendices</b>
	Appendix I: Correspondence from Ards and North Down Borough Council dated 27 March 2019
<b>8.0</b>	<b>Background Documents</b>

Our Ref : SR/SP/sa/NOM93

27 March 2019

**Ards and  
North Down  
Borough Council**

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

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



Date 1 APR 2019

**Chief Executive**  
Liam Hannaway

Dear Mr ~~Hannaway~~ *Liam*

**UK's First National Memorial Dedicated To All Emergency Service Personnel  
Who Have Served Or Been Killed In The Course Of Their Duties**

At the February meeting of Ards and North Down Borough Council the  
following Notice of Motion was Agreed :

*"That this Council supports the campaign to build the United Kingdom's first national memorial, dedicated to all emergency service personnel who have served or been killed in the course of their duties; believes that such a memorial would be a fitting tribute to those past and present who have shown extraordinary bravery and selflessness by putting themselves in harm's way in order to keep us safe; recognises that the campaign has already secured widespread political support including, from the Prime Minister, her predecessors, leaders of the opposition and also has backing of both the Scottish and Welsh Governments. Therefore this Council formally places on record our support for the creation of a national monument to act as a symbol of eternal gratitude for their service. Furthermore, that Council also circulate the motion to the other ten Councils in Northern Ireland."*

Ards and North Down Borough Council would be grateful if your Council would also formally place on record your support for the creation of a national monument to act as a symbol of eternal gratitude for all emergency service personnel who have served or been killed in the course of their duties. This can be done electronically at [www.nesm.org.uk/contact](http://www.nesm.org.uk/contact).

Yours sincerely

**STEPHEN REID**  
Chief Executive

<b>Report to:</b>	Strategy, Policy and Resources Committee
<b>Date of Meeting:</b>	17 October 2019
<b>Subject:</b>	Section 75 Policy Screening Report – Quarterly Report for period July - September 2019
<b>Reporting Officer:</b>	Regina Mackin, Assistant Director Corporate Planning and Policy
<b>Contact Officer:</b>	Colin Moffett, Head of Corporate Policy

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

<b>For decision</b>	<input type="checkbox"/>	<b>For noting only</b>	<input checked="" type="checkbox"/>
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<b>1.0</b>	<b>Purpose and Background</b>
1.1	<p>In line with Council's Section 75 statutory duties and commitments within our approved Equality Scheme, policy screening reports are published quarterly.</p> <p>The Quarterly Report for the period July to September 2019, including screening reports, is available on Council's website <a href="http://www.newrymournedown.org">www.newrymournedown.org</a>. This information has also been forwarded to all equality consultees.</p>
<b>2.0</b>	<b>Key issues</b>
2.1	<p>As per the Council's approved Equality Scheme:</p> <ul style="list-style-type: none"> <li>• All policies Council proposes to adopt must be equality screened, prior to implementation, to assess the likely impact of the policy on the promotion of equality of opportunity and/or good relations.</li> <li>• Council must publish quarterly reports on equality screening which are available on Council's website and forwarded to equality scheme consultees.</li> </ul>
<b>3.0</b>	<b>Recommendations</b>
3.1	To note the Section 75 Policy Screening Report – Quarterly Report for period July - September 2019.
<b>4.0</b>	<b>Resource implications</b>
4.1	No financial or resources implications are anticipated.
<b>5.0</b>	<b>Equality and good relations implications</b>
5.1	<p>No equality and good relations implications are anticipated.</p> <p>Publishing quarterly reports, including screening reports, making them available on Council's website <a href="http://www.newrymournedown.org">www.newrymournedown.org</a>, and forwarding this information to all equality consultees is in accordance with the commitments contained within the Council's approved Equality Scheme.</p>
<b>6.0</b>	<b>Rural Proofing implications</b>
6.1	The Section 75 Policy Screening Report details policies screened within the designated period and does not fall within the scope of the Rural Needs Act (NI) 2016.



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

**Newry, Mourne and Down District Council Section 75 Policy Screening Report  
Quarterly Report July - September 2019**

<b>Policy</b>	<b>Details of policy</b>	<b>Screening Outcome</b>
Financial Assistance Policy	<p>The overall aim of financial assistance is to enable Council to maximise the impact of its work across the Council area for the benefit of local residents.</p> <p>The objectives of the policy are to:</p> <ul style="list-style-type: none"> <li>• Maximise the impact of, and outcomes from, all Council funding.</li> <li>• Seek to address needs which are clearly demonstrated and fall within, or are compatible with, Council priorities.</li> <li>• Increase community engagement and voluntary participation in addressing areas of common concern.</li> <li>• Enhance the sustainability of community-based activities and provision.</li> <li>• Support community-based work which addresses the needs of those who are most deprived.</li> <li>• Support the development of mutual respect, understanding and appreciation of diversity and shared cultural experiences.</li> <li>• Ensure fairness, transparency and value for money in all Council's Financial Assistance Practice.</li> </ul>	No EQIA considered necessary
Newry Lower Hill Street Public Realm Scheme (Ph III)	<p>The purpose of this Scheme is to provide urban environmental improvements, which will comprise of the installation of new paving and kerbing on the footways. New decorative street lighting, street furniture, tree planting and the under-grounding of overhead services are also proposed as part of the scheme.</p> <p>Its aim is to provide this physical regeneration investment into a very busy part of Newry's main street, 'Hill Street'.</p>	No EQIA considered necessary

	<p>This proposed project will have a direct impact upon people with disability, visual impairment, people with mobility issues, older people, families and carers and young people.</p> <p>The current streetscape has not had investment in over 30 years and is very hazardous in regards, uneven pavement surfaces, lack of tactiles at crossings and poor lighting throughout. Upgrading these obvious issues, will directly benefit some of the core Section 75 groups, especially in regards to mobility.</p>	
Review of operations at Household Recycling Centres	<p>The aim and objective is establishment of guiding principles in relation to Council's Household Recycling Centres (HRCs). The primary rationale is to secure standardisation across all HRCs, as well as to reduce the amount of (non-recyclable) residual waste currently being receipted and processed through these facilities.</p> <p>The principles address the following areas:</p> <ul style="list-style-type: none"> <li>• General access &amp; usage;</li> <li>• Construction / DIY materials;</li> <li>• Commercial waste; and</li> <li>• Re-Use.</li> </ul>	No EQIA considered necessary
Sports Facility Strategy	<p>The vision is:</p> <ul style="list-style-type: none"> <li>• 'Development of an evidence-based assessment of facility need, which will inform and prioritise future investment in and development of, a network of high quality sports facilities, addressing the needs for increased community participation in Newry, Mourne and Down District Council'</li> </ul> <p>The Strategy aim is:</p> <ul style="list-style-type: none"> <li>• to develop a strategic framework for the future provision of sports facilities in Newry, Mourne and Down District Council. This identifies the need for provision and the priorities for investment into sports facilities, informed by</li> </ul>	No EQIA considered necessary



	<p>evidence of need, consultation with key stakeholders and a supply and demand analysis.</p> <p>The Strategy Objectives are:</p> <ul style="list-style-type: none"><li>• To identify the existing range of facilities provided at local level in Newry, Mourne and Down.</li><li>• To undertake consultation with strategic stakeholders to identify current and future facility needs and locations.</li><li>• To undertake a supply and demand assessment to identify gaps in current provision, plus future needs.</li><li>• To develop a facility framework reflecting identified current and future community needs.</li><li>• To link this strategic framework where relevant to the network of local sports facilities.</li><li>• To develop a set of strategic principles underpinning all future investment in sports facilities.</li><li>• To link the identified sports facility needs in Newry, Mourne and Down into the priorities identified at national level, where appropriate.</li><li>• To recommend priority investment(s) in sports facility provision in Newry, Mourne and Down.</li></ul>	
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# **NEWRY, MOURNE AND DOWN COMMUNITY PLANNING** **STRATEGIC PARTNERSHIP BOARD**

**Minutes of the Community Planning Strategic Partnership Board Meeting of  
Newry, Mourne and Down held in Conference Room,  
DAERA, Carnbane Office, Newry, 29 January 2019 at 2:00pm**

**In attendance:** Councillor Mark Murnin, Chairman Newry Mourne and Down District Council (Board Chairman)  
Jerome Burns Department of Agriculture, Environment & Rural Affairs (DAERA)  
Nicolas McCrickard, County Down Rural Community Network (CDRCN)  
Eddie Carroll, Northern Ireland Fire and Rescue Service (NIFRS)  
Paul Walsh, South Eastern Regional College (SERC)  
Nichola Creagh, Department for Communities (DfC)  
Melanie McClements, Southern Health and Social Care Trust (SHSCT)  
Claire Campbell, South Eastern Health and Social Care Trust (SEHSCT)  
Louise McMahon, Health and Social Care Board (HSCB)  
Mark Bleakney, Invest NI  
Celia Chambers, Department for Infrastructure (DfI)  
Alan Curran, Sport NI  
Councillor William Clarke, Newry, Mourne and Down District Council  
Councillor Harry Harvey, Newry, Mourne and Down District Council  
Sarah Burns, Southern Regional College (SRC)  
Ailbhe Hickey, Northern Ireland Housing Executive (NIHE)  
Martin Monaghan, Department of Education (DE)  
Adrienne Adair, Libraries NI  
June Wilkinson, Department of Education (DE)  
Lynne Corbett, Police Service Northern Ireland (PSNI)  
Stevie Simpson, Police Service Northern Ireland (PSNI)

**Council Officials  
in attendance:** Marie Ward, Director Enterprise, Regeneration and Tourism  
Jonathan McGilly, Assistant Director of Community Planning & Performance (Acting)  
David Patterson, Head of Community Planning  
Alan Beggs, Head of Evidence & Research  
Catherine Hughes, Data Analyst  
Lauren McMenamy, Partner Development Officer

**Also in attendance:** Joanne McCaffey, Department for Communities  
Jimmy Carter, Department for Communities

## 1. Welcome, Apologies and Introductions

The Chairperson, Councillor M Murnin, welcomed everyone to the Meeting.

Apologies were received from Councillor Gary Stokes, Mr Barry Jordan (DE), Mr Roger Sayers (EA), Mr Edmund McClean (PHA), Ms Roisin Coulter (SEHSCT), Mr David Vint (SRC), Ms Rosemarie McDonnell (CAB)

The Chairperson thanked DAERA for hosting the Meeting.

## 2. Agree Minutes from the previous Meeting held on the 23 October 2018

**AGREED:** On the PROPOSAL of Councillor Harry Harvey and SECONDED by Councillor Willie Clarke the Minutes of the Community Planning Strategic Partnership Board Meeting held on 23 October 2018 were agreed.

### 2.1 Matters Arising

#### **Mapping of Public Sector Assets**

Mr Alan Beggs (NMD) updated the board on the progress of Mapping of public sector assets. Emails requesting contact details for representatives to sit on the Asset Mapping Working Group were sent out to all Board members, to date he has received 8 responses. The first meeting is to be held w/c 25 February after liaison with the Assets representatives. All partners were asked to send the details of the correct person to Alan Beggs so that this meeting can be arranged.

#### **Transforming Health, Preventing Disease Proposal in Newry, Mourne and Down**

Mr David Patterson (NMD) updated the Board on the progress of the proposal, which has been agreed in principal. A meeting with the Chief Executives of both Trusts and Council is being arranged to develop further.

## 3. Make the Call

Presentation: Make the Call, Jimmy Carter and Joanne McCaffrey Department for Communities

Mr Carter and Ms McCaffery provided the Board with a presentation on Make the Call Wraparound Service a new initiative to help people in Northern Ireland get benefits they are entitled to.

The following key points were highlighted:

- The Service was designed to target 100,000 people during 16/17 to make sure people are getting the correct benefits, services and supports they are entitled too.
- 13,301 people are better off



- The Wraparound Service is about building connections with people to improve quality of life and wellbeing, it is people centred, and provides direct access to support and services
- The Wraparound Team attend events to raise the profile of the service,
- The Collaborative Partnerships are a key support service for the customer.

The following points were raised during the Board's discussions:

- There are opportunities for partners to promote and help build new partnerships
- There are issues across Departments where people are paying for help with form filling, The Make the Call Team in DfC offer this as a free service.
- Promotion of JAM card throughout organisations.

**NOTED: Make the Call, Joanne McCaffrey Department for Communities**

#### **4. NMDDC Residents Survey**

Presentation: NMDDC Residents Survey, Alan Beggs, Newry Mourne and Down District Council

Mr Beggs provided the Board with an update of the results of the recent Residents Survey undertaken in Newry, Mourne and Down District.

The following results were highlighted:

- A representative sample size of 764 people which provided statistically robust results were surveyed.
- Overall high level of satisfaction with Council (87%) and Council Services
- Top perceived problems include: Dog mess and fouling, dogs barking and people using or dealing drugs
- Priorities for local people include: supporting business (score: 1169) improving health and wellbeing (1125) Improving community relations (928) and Improving skills and employability (920)
- Least important priorities: Opportunities for volunteering (107) accessible arts centres (145) Improving walking and cycling routes (202)
- Members survey produced similar results
- Main health and wellbeing issues are Mental Health and Suicide (64%) Drugs and Alcohol abuse (46%)
- Health in general is Good (46%)
- 22% of people do not exercise whereas 26% exercise 30 mins or more 3 days per week
- Some correlation shown between mental health and physical activity – the people who exercise more show better mental health and vice versa
- Overall score of 7.3 satisfaction with financial situation least satisfied (6.2) in Slieve Gullion DEA, and most satisfied (8.2) Rowallane DEA.
- 34% of people would like business and finance (28%) training to be provided locally

- Regarding satisfaction of living accommodation, an overall score of 7.8 was recorded. Lowest level of satisfaction recorded in Slieve Gullion and Downpatrick (7.3) highest Rowallane (8.5)
- 45% of people thought recycling was fairly important to them.
- 94% of people feel safe in their local area during the day and 87% feel safe after dark.
- 25% of people regularly take part in local groups or community activities.
- 35% of people indicated that they do some volunteer work
- 85% of people have not participated in Arts, Culture or Heritage in the last 12 months
- 59% of people believe they have a say in how services are run in their area compared to 33% who do not.
- 60% of people have indicated that they would prefer non-digital communication from Council.

The following points were raised during the discussion:

- The findings can be used as an evidence base for improving health and wellbeing and informing future strategies and plans
- The overall priorities are important and may be a good way to package statement of how community planning is progressing, citizens will want to know what has happened in regards their top priorities.
- Tying all the initiatives up, making connections and measuring is difficult but is important.
- Any questions regarding the survey or results to be directed to Mr Beggs.

**NOTED: Presentation by Mr A Beggs, Head of Evidence (NMDDC), regarding an update to Thematic Delivery Plans**

## **5. Review of Community Planning Structures**

Presentation: Review of Community Planning Structures, David Patterson Newry Mourne and Down District Council

Mr Patterson sought agreement from the Board regarding the review of the current Community Planning structures. He advised his recommendations to the Board as follows:

- Shared Priorities - Greater focus on a fewer number of priorities
- Address inequalities and enable the inclusion of more disadvantaged groups in design and delivery
- Collaboration - Progress towards Outcomes must be the result of Partner organisations working together
- Innovation - Actions must be new, or new to the locality
- Additionality - Actions must be additional, rather than a repeat existing Partner activity
- Transformative - Actions should be transformative in nature and challenge Partners to change the way they operate in supporting the achievement of Community Planning outcomes

- Avoid Duplication - Primary focus should be to better connect and join-up existing partnership structures in supporting the achievement of shared priorities, and thereby shared outcomes
- Implementation timetable for review to be complete June 19

The following key points were raised during discussion:

- The review is overdue and welcomed by partners
- Partners need to refocus
- Partners need to be involved in the review
- Some issues with the language used, clarification sought regarding the terms 'Additionality' and 'Transformative'
- Important the Partnership acts as a driver and critical friend, challenge themselves and their organisations and how they can make a difference to the people in the district.
- Members of thematic groups to be fully involved with the prioritisation of actions – due to be completed Feb/March
- Important that existing partnerships are involved as they are undertaking a lot of work outside of Community planning structures

**AGREED:** On the **PROPOSAL** of Councillor Willie Clarke, **SECONDED** by Ms Nichola Creagh (DfC) it was agreed to accept the recommendations and Guiding Principles.

## **6. Participatory Budgeting (PB) Project Update and future proposal**

Read: Report on Participatory Budgeting Project update and future proposal, David Patterson Newry, Mourne and Down District Council

David Patterson read the report and asked the board to consider the following:

- Note the contents of the report summarising actions to date
- Agree to the commitment of funds for local PB events in 2019/20 at a similar level to 2018/19
- Encourage other CP Partners to become involved in future PB processes
- Agree to work together to develop a longer term 4-year plan to embed PB in Community Planning in Newry, Mourne and Down

**AGREED:** On the **PROPOSAL** of Councillor Harry Harvey, **SECONDED** by Nicholas McCrickard (CDRCN) it was agreed to support the proposal and work together to develop a four year plan to embed PB.

## **7. Children's Services Co-operation Act (NI) 2015: Interim Guidance**

Read: Children Services Co-operation Act (NI) 2015, June Wilkinson  
Department of Education



Ms Wilkinson explained that the act is a Private Members Bill that places a duty to co-operate to improve Children's wellbeing on all children's authorities. It is available to download on the Department of Education's Website. Ms Wilkinson invited all partners to make use of this tool, and if anyone has any questions to contact her. Mr P Walsh (SERC) was concerned that further education colleges were not consulted or mentioned in the act but was assured there would be an opportunity for all partners to input or raise issues at a further meeting, date to be confirmed.

**NOTED: The Children's Services Co-operation Act (NI) 2015: Interim Guidance**

#### **8. Partners Discussion: Brexit Preparedness**

Partners had a short discussion on Brexit. The following points were noted:

- Northern Ireland Civil Service has contingency plans in place in case of emergencies.
- Invest NI are running information events to prepare businesses.

#### **9. Mental Health Workshop, 28 January 2019 – Interim Report**

Read: Verbal update Mental Health Workshop from David Patterson, Newry, Mourne and Down District Council

Mr Patterson updated the Board on the Mental Health Workshop that was held on 28 January in which 35 representatives from a number of organisations attended. A report will be circulated with actions/action plan.

**NOTED: Mental Health Workshop, 28 January 2019 - Interim Report**

#### **10. Housing Conference, 25 February 2019 – Draft agenda**

Read: Verbal update Housing Conference, Draft Agenda from Jonathan McGilly, Newry, Mourne and Down District Council

Mr McGilly directed Partners to the draft agenda and advised that invitations had been sent to all partners. He also asked Partners to confirm attendance with Miss L McMenamy (NMD)

#### **11. Community Planning Monitoring and Reporting Guidance (DfC)**

**NOTED: Community Planning Monitoring and Reporting Guidance (DfC)**

**Date / Venue of Next Meeting**

**Date:** Tuesday 18 June 2019 at 2pm

**Venue:** Ballymote Community and Business Centre, Downpatrick

The Chairman closed the Meeting by informing the Board that today's meeting was his last as Chairperson. He spoke of his enjoyment of his time as Chairperson and how he found the meetings very informative and thanked everyone for their participation. His suggestion for the future would be to allow the Chair to grow with the Partnership.

On behalf of the Partners present, Mr McGilly thanked the Chairperson for his support and commitment during his tenure and wished him well for the future

There being no further business, the Meeting finished at 4.35pm.

**NEWRY, MOURNE AND DOWN COMMUNITY PLANNING  
STRATEGIC PARTNERSHIP BOARD**

**DRAFT Minutes of the Community Planning Strategic Partnership Board  
Meeting of Newry, Mourne and Down held in County Down Rural Community  
Network offices, Ballymote Centre, Downpatrick on 18 June 2019 at 2.00pm**

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**In attendance:**

Councillor Terry Andrews, Vice Chairman Newry Mourne and Down District Council (Board Vice Chairman)  
 Jerome Burns Department of Agriculture, Environment & Rural Affairs (DAERA)  
 Roger Sayers, Education Authority  
 Roger Duncan, South Eastern Regional College (SERC)  
 Nichola Creagh, Department for Communities (DfC)  
 Gerard Rocks, Southern Health and Social Care Trust (SHSCT)  
 Roisin Coulter, South Eastern Health and Social Care Trust (SEHSCT)  
 Mark Bleakney, Invest NI  
 Angharad Bunt, Sport NI  
 Councillor Harold McKee, Newry, Mourne and Down District Council  
 Councillor Patrick Brown, Newry, Mourne and Down District Council  
 Andrea Kearney, Southern Regional College (SRC)  
 Adrienne Adair, Libraries NI  
 Barry Jordan, Department of Education (DE)  
 James Hutchinson, Department of Education (DE)  
 Frazer Bailie, Department of Education (DE)  
 Des O'Sullivan, Police Service Northern Ireland (PSNI)  
 Paul McCardle, Police Service Northern Ireland (PSNI)  
 Sarah Walker, Police Service Northern Ireland (PSNI)

**Council Officials  
in attendance:**

Liam Hannaway, Chief Executive Newry, Mourne and Down District Council  
 Jonathan McGilly, Assistant Director of Community Planning & Performance (Acting)  
 David Patterson, Head of Community Planning  
 Alan Beggs, Head of Evidence & Research  
 Lauren McMenamy, Partner Development Officer

## **1. Welcome, Apologies and Introductions**

The Vice Chairperson, Councillor T Andrews, welcomed everyone to the Meeting. As this was his first meeting he asked for a round of introductions.

Apologies were received from Councillor Gary Stokes (NMD), Councillor Terry Hearty (NMD), Chairman Councillor Charlie Casey (NMD), Celia Chambers (DI), Louise McMahon (HSCB), Alan McKeown (InvestNI), David Vint (SRC) Melanie McClements (SHSCT), Rosemarie McDonnell (AdviceNI) Catherine Calderwood (TNI) Nicholas McCrickard (CDRCN), Ailbhe Hickey (NIHE)

The Chairperson thanked County Down Rural Community Network for hosting the Meeting.

## **2. Agree Minutes from the previous Meeting held on the 23 October 2018**

**AGREED:** On the PROPOSAL of Jerome Burns (DAERA) and **SECONDED** by Mark Bleakney (InvestNI) the Minutes of the Community Planning Strategic Partnership Board Meeting held on 29 January 2019 were agreed.

### **2.1 Matters Arising**

There were no matters arising.

## **3. Education Transformation Programme**

**Presentation:** Education Transformation Programme, Frazer Bailie Education Authority and James Hutchinson, Department of Education

Mr Bailie and Mr Hutchinson provided the Board with a presentation on the Education Transformation programme. This is a DE led programme of work focused on transforming the education system to ensure it is sustainable, effective, efficient, and critically, that it helps to ensure positive outcomes for children and young people in Northern Ireland.

The following key points were highlighted:

- Three workstreams set up - Increasing efficiency and effectiveness in the short term, better educational outcomes through long term transformation and Improving delivery of services for schools
- Programme Board established – DE, EA, CCMS and CCEA
- Funding secured (£1.2m 2018/19) with a further £3.8m expected to be available 2019/20
- 13 Projects commissioned
- Stakeholder Engagement – Party Spokespersons, Sectoral Bodies, School Leaders, NICCY, Parents, Children & Young People, etc.

The following points were raised during the Board's discussions:



- There is an opportunity for partners to work together to address the skills gap, and to better integrate services for children starting school and progressing to employment.
- Too many schools in some areas is an important issue that needs addressed through the transformation project while considering the tensions that exist around parental choice.
- Opportunity to expand the membership of working groups already set up for the transformation project and invite other partners around the table eg. Local government, CVS.
- The wellbeing of staff and pupils and the need for consultation at all levels – SERC Wellbeing and Resilience Framework available and should link in with any work DE are doing.
- Consideration to be given to developing sustainable transport solutions.
- Any further questions – email DE Transformation Programme Office: [peter.hutchinson@education-ni.gov.uk](mailto:peter.hutchinson@education-ni.gov.uk)

**NOTED:**                      **Education Transformation Programme, Frazer Bailie  
Education Authority and James Hutchinson, Department of  
Education**

#### **4.     Report by Dr Johann Gallagher on future Community Planning Support**

Presentation:            Report by Johann Gallagher on future Community Planning Support, Nichola Creagh, Department for Communities

Ms Creagh provided the Board with an update of the report by Johann Gallagher on Community Planning Support. Ms Creagh welcomed comment on the report but felt that significant consultation has already taken place and would like to move forward to get agreement on this by all parties.

**Agreed:**                **All Partners to forward comments on Report by Johann Gallagher  
on future Community Planning Support to the Community Planning  
Department**

#### **5.     Review of Community Planning Structures**

Presentation:            Review of Community Planning Structures, David Patterson  
Newry Mourne and Down District Council

Mr Patterson sought agreement from the Board regarding the review of the current Community Planning structures. He advised his recommendations to the Board as follows:

- Proposed revisions to Terms of Reference for Thematic Groups and Community Planning Partnership Board
- Propose future focus for Thematic Groups, based on a reduced number of Priority Areas with identified Lead Partners.

Key amendments to the thematic group Terms of Reference Mr Patterson asked the board to agree on:

- Elected Members reduced to from 10 to 5 (one per Party group)
- Group chaired by Elected Member (rotated annually across Elected Members)
- Meeting once, maximum twice, per year
- Priority areas reduced to between 1 – 3, with each Priority led by a CP partner
- Identified responsibilities for Lead Partners for each Priority, including meetings management and administration, and reporting back to the Thematic Group / Chair on activity and outcomes

Prosperous Communities: Skills Forum and Tourism Forum

- The close correlation between the Council's Enterprise, Regeneration and Tourism Directorate-led partnership working and the Economic Development Thematic Group, particularly with regard to Skills Development and to Tourism as agreed collaborative priorities, makes it more appropriate that the existing Skills Forum and the Tourism Forum are the representative bodies for delivery under the Community Plan and relevant lead Council staff should report on activity and outcomes on a regular basis to the CPP Board.

Safe and Vibrant Communities

- With a similar close correlation between the Policing and Community Safety Partnership (PCSP) and the Safety and Good Relations Thematic Group, it also most appropriate that the PCSP via the PCSP Manager reports on activity and outcomes on a regular basis to the CPP Board.
- As membership of these Forums and the PCSP Partnership incorporates substantial overlap with current Thematic Group membership, duplication in membership as well as function will be reduced. While these structures' existing Terms of Reference are not within the direct control of the CPP Board, recognition of the overarching purpose of the Community Plan and well established positive relationships will enable effective collaborative working.

Sustainable Environment and Lifelong Health and Wellbeing

- These two Thematic Groups are clearly additional in form, function and geographical remit to any existing structures. As such it is proposed that the revised Terms of Reference primarily apply to these Thematic Groups.

The following key points were raised during discussion:

- Concern that existing structures continue business as usual and do nothing different – possibly require a new re-purposed vision
- Concern on the expectations of partners to commit to taking on additional workload if lead partner on subgroup but understand that all partners have a shared responsibility - not just rely on Council for resources.
- Concern on how the rotation of chair would impact the partners. A number of options suggested – per sector (Health as one including two HSC Trusts, PHA, HSCB), broken into statutory, CVS, Department, council.

**AGREED:** On the **PROPOSAL** of Councillor Patrick Brown, **SECONDED** by Councillor Harold McKee it was agreed to accept the recommendations.

On the **PROPOSAL** of Ms R Coulter (SEHSCT) and **SECONDED** by Ms N Creagh (DfC) it was agreed that Council draft options for the rotation of chair before the next meeting with a view to commence January 2020.

## **6. Interagency Initiatives**

Read: Updates received from Community Planning Partners for each interagency initiative.

### **Lifelong Health and wellbeing**

#### **1. Mental Health Workshop**

Mr G Rocks gave the board an update on the mental health workshop. The following points were noted:

- A Motion has been presented to Council to form a cross party working group to look at how financial assistance can be targeted at mental health and suicide prevention. There is an opportunity to dovetail into the action plan and work together to address these issues.
- The Mental Health Action plan to be included in the next paper to Council.
- More investment is needed into mental health services.
- Transformation project - £50m for the next five years dedicated to mental health.

#### **2. Transforming Health Preventing Disease Project**

Ms R Coulter gave a brief update on the Transforming Health Preventing Disease project.

#### **3. Holiday Hunger Pilot**

Mr D Patterson provided the Board with a leaflet on the holiday hunger pilot happening in July in Downpatrick and background on preparatory work to date by Children in Northern Ireland (CiNI), Patrician Youth Club, Council and other partners to date.

### **Sustainable Environment**

#### **1. Housing Needs Conference Brochure**

A brochure was provided to partners showing the action plan for Housing Need in the district. There will be a launch of this action plan in the near future.

#### **2. Asset Mapping update**

Mr A Beggs provided the board with an update on the Asset Mapping working group. They are working to get an agreed data standard throughout all 11 Councils. There will be a pilot with Spatial NI before October to enable partners to utilise the maps which the group have pulled together.

## **Safe and Vibrant Communities**

### **1. Community Support Partnership**

An update was provided by Sgt D O'Sullivan (PSNI). A number of points were raised during discussion:

- Communication to be done so that partners are aware of this and any other initiatives
- Evaluation is key including capturing the benefits organisational and from the individuals involved eg savings
- Send membership list to R. Coulter.

### **2. Participatory Budgeting and draft 4 – year plan**

The 4 Year plan was presented to partners with note that £14000 has been agreed for this year. PB would be focusing on two DEA's (Downpatrick, Newry) and DfC innovation Lab to further look into PB and the roll out across departments.

**AGREED:** On the PROPOSAL of Councillor Harold McKee, **SECONDED** by Ms R Coulter (SEHSCT) the Participatory Budgeting 4 year Plan was agreed.

## **7. Statement of Progress: Outline of Content**

Read: Statement of Progress: Outline of Content, David Patterson, Newry, Mourne and Down District Council

Mr Patterson outlined the content of the report and asked Partners agreement on the outline of the report.

**AGREED:** Statement of Progress: Outline of Content was agreed, with a view of submitting to DfC by 30 November 2019. A working group will be set up to input into the production of the report. A template to assist in identifying partners' contributions to date to be drawn up and forwarded to partners for completion and return.

## **Date / Venue of Next Meeting**

**Date:** Tuesday 22 October 2019 at 2pm

**Venue:** Southern Regional College, Newry



It was noted at the end of the meeting that Friday 28 June marks 10-year Anniversary for the opening of the Downe Hospital therefore SEHSCT would like to host the next meeting in Jan 2020.

NIHE has also offered to host a Board meeting which will be the next meeting in June 2020.

Dates to be agreed at the October meeting.

There being no further business, the Meeting finished at 4.30pm.

DRAFT



Department for  
**Communities**  
[www.communities-ni.gov.uk](http://www.communities-ni.gov.uk)

From: Tracy Meharg  
Permanent Secretary

Level 9  
Causeway Exchange  
1-7 Bedford Street  
BELFAST  
BT2 7EG

Telephone: 028 90 823301  
E-mail: [tracy.meharg@communities-ni.gov.uk](mailto:tracy.meharg@communities-ni.gov.uk)  
Our Ref: PSC 1061.19  
Date: 2 October 2019

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

Via e-mail [liam.hannaway@nmandd.org](mailto:liam.hannaway@nmandd.org)

Dear *Liam*

## **RATES SUPPORT GRANT (RSG)**

Thank you for your letter dated the 18 September 2019.

A review of the RSG Regulations will require consultation with Councils and other interested parties. Any proposed amendments to the Regulations would then need to be referred to a Minister, once appointed, for consideration and approval. As the Regulations would be subject to the affirmative resolution procedure, they would then have to be laid in the Assembly for approval.

The Department's intention is to commence a review of the Rates Support Grant once all legal matters have been concluded.

Yours sincerely,

*Tracy Meharg*

**TRACY MEHARG**  
**PERMANENT SECRETARY**

<b>Report to:</b>	<b>SPR Committee</b>
<b>Date of Meeting:</b>	<b>17<sup>th</sup> October 2019</b>
<b>Subject:</b>	<b>Brexit Planning</b>
<b>Reporting Officer (Including Job Title):</b>	<b>Dorinnia Carville, Corporate Services Director</b>
<b>Contact Officer (Including Job Title):</b>	<b>Dorinnia Carville, Corporate Services Director</b>

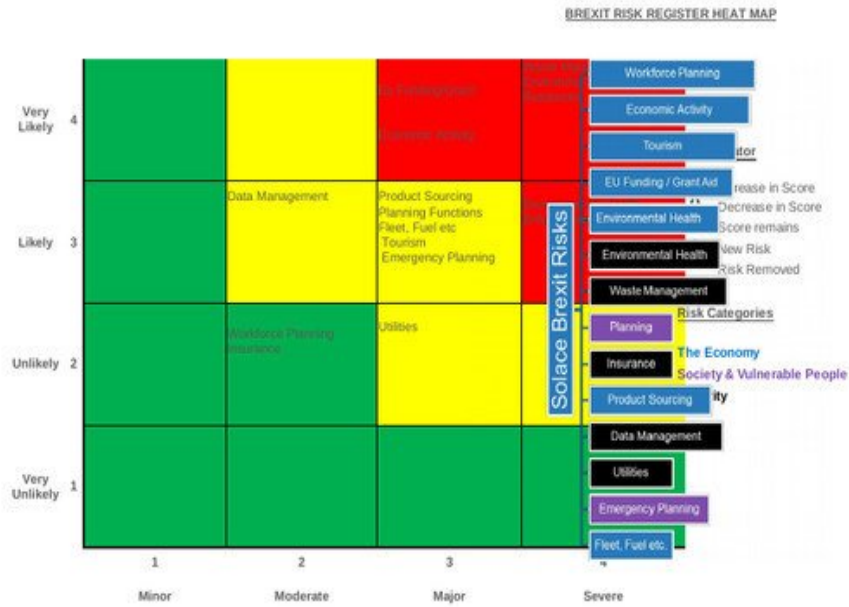
Confirm how this Report should be treated by placing an x in either:-

<b>For decision</b>	<b>For noting only</b>	<b>X</b>
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<b>1.0</b>	<b>Purpose and Background</b>
1.1	<p>Purpose of this report is to present to SPR an update on Councils Brexit Planning to include a copy of the NMDDC EU Exit No Deal Preparedness Plan and the updated Brexit Risk Register.</p>
<b>2.0</b>	<b>Key issues</b>
2.1	<p>Further to the update on 12 September to SPR, NMDDC has drafted an EU Exit Preparedness Plan (attached) outlining the how Council EU Exit related service issues will be reporting to the LG Liaison Officer and then on to the NI Hub as per the NI C3 arrangements and communication of the down report (as necessary) to SMT &amp; Elected Members. The NI C3 arrangements are based on 'reasonable worst-case scenario' and this Plan will be reviewed, as required, to ensure Council structures accurately reflects the requirements (complexity, scale &amp; duration).</p> <p>Commencing on 21 October 2019, Daily Service Section Impact Returns are required to be reported to the NMDDC Sit Rep (SHEP staff) outlining the following:</p> <ul style="list-style-type: none"> <li>- EU Exit related issues impacting services,</li> <li>- Emerging issues with the potential to impact services over the next 24hrs</li> <li>- Items for escalation to NI Hub</li> <li>- Requests for information</li> </ul> <p><i>*If no report by 9am (daily) a Nil Return will be assumed for that Section.</i></p> <p>The NMDDC Sit Rep will then collate this information and forward to the LG Liaison Officer who will then forward to the NI Hub along with information provided from the other 10 Councils. Reporting 'by exception' will also be required dependant on the size &amp; scale of the Section EU Exit impacts being observed.</p> <p>The means of communication to Elected Members for same is to be developed and agreed by the Marketing &amp; Communication Department.</p> <p>The attached Risk Register has been updated to reflect the current control measures in place for NMDDC.</p>

	Both the Plan & Risk Register will remain live documents and will be reviewed at regular intervals.
<b>3.0</b>	<b>Recommendations</b>
3.1	That members note the content of the EU Exit No Deal Preparedness Plan and Risk Register and the associated control measures in mitigate risk and arrangements that are in place to ensure the flow of information from Council to the LG Liaison Officer & NI Hub and dissemination of down report to SMT & Elected Members.
<b>4.0</b>	<b>Resource implications</b>
4.1	Additional staff costs to process additional export certificates Additional staff costs to support Central Government NI C3 reporting requirements Potential funding from Central Government
<b>5.0</b>	<b>Equality and good relations implications</b>
5.1	This report is not subject to an equality impact assessment (with no mitigating measures required)
<b>6.0</b>	<b>Rural Proofing implications</b>
6.1	I confirm due regard to rural needs has been considered, and the proposal has not been subject to a rural needs impact assessment
<b>7.0</b>	<b>Appendices</b>
	Appendix 1 NMDDC Brexit Risk Register Appendix 2 - – NMDDC EU Exit No Deal Preparedness Plan
<b>8.0</b>	<b>Background Documents</b>
	None





## Risk 1 - Workforce Planning

## Inherent Risk

Risk Category	Opportunity / Threat	Risk Description	Lead Department	Likelihood	Impact	Risk
The Economy	Threat	The risk of a skills/labour shortage due to restrictions in the freedom of movement of EEA nationals, resulting in inability to recruit/retain staff or meet increased demands on services.	HR	2	2	4

## Current Controls

## Residual Risk

Control No.	Existing controls in place	Likelihood	Impact	Risk
1	Analysis of EEA Nationals conducted.	2	2	4

## Additional Action Required

## Target Risk

Action No.	Action	Service Responsible	Status
1	Develop future employment needs plans, including information packs on employing non UK citizens as per Home Office guidance.	HR	
2	Provide assistance to LG employees who require help with completion of applications for settled and pre-settled status.	HR	
3	Provide Assistance / signposting for EU Nationals in terms of the EU Settlement Scheme via staff intranet, employee bulletin etc. and direct emails to management	HR	

## Risk 2 - Economic Activity

Risk Category	Opportunity / Threat	Risk Description	Lead Department
The Economy	Threat	A reduction in income, coupled with an increase in costs impacting the resilience of the rate base.	ERT

### Current Controls

Control No.	Existing controls in place
1	Focus on management accounts including expenditure.
2	Rigorous assessment of fiscal & budget planning and fiscal assumptions.
3	Prioritisation programmes offering targeted support to export focussed businesses.

### Additional Action Required

Action No.	Action	Service Responsible
1	Develop & deepen links/relationships with industry as well as developing digital links.	Finance
2	Develop links & programmes with key partnering organisations such as Intertrade Ireland & Invest NI.	Economic Development
3	Assist businesses with customs legislation, clearance, tariffs & WTO rules etc.	Economic Development
4	Review future growth programmes and the like to ensure adequate resources are in place.	Economic Development
5	Review planned expenditure to account for potential impact.	Finance
6	Review investment plans & programmes to encourage and attract investment in the post brexit environment	Economic Development
7	Potential impacts to be considered during budget modelling & Estimates process	Finance
8	Identify current EU funding streams to establish projected impact.	Finance

9	Identify current investments and review in light of potential impacts.	Economic Development
10	Review current borrowing & loan projections in light of potential impacts.	Finance



Inherent Risk			
	Likelihood	Impact	Risk
	3	4	12

Residual Risk			
Risk Owner	Likelihood	Impact	Risk
Finance	2	4	8
Finance			
Economic Development			

Target Risk	
Status	



### Risk 3 - Tourism

Risk Category	Opportunity / Threat	Risk Description	Lead Department
The Economy	Threat	Reduction in tourism from EU countries due to perceived or real barriers to entry resulting in reduced tourist flow, income and investment.	ERT

### Current Controls

Control No.	Existing controls in place
1	Monitoring & evaluating tourism trends and growth potential.
2	Working with Tourism NI & others to reduce impact & sending out positive messages.

### Additional Action Required

Action No.	Action	Service Responsible
1	Sign posting tourism businesses to Economic Development led programmes to improve information and develop actions to minimise impacts and spot opportunities.	Economic Development / Tourism Section
2	Assisting those working on a cross border basis to deal with Customs, legislation, clearance & tariffs.	Economic Development / Tourism Section
3	Develop links & build relationships with TourismNI. Take part in initiatives & programmes. Campaign that we are open for Business to be progressed with Tourism NI	Economic Development / Tourism Section
4	Opportunities linked to Belfast Regional City Deal to assist in mitigating risk and help fund structural support for tourism.	Economic Development / Tourism Section

**Inherent Risk**

Likelihood Impact		Risk
3	2	6

**Residual Risk**

Likelihood Impact		Risk
2	2	4

**Target Risk**

Status



## Risk 4 - EU Funding & Grant Aid.

Risk Category	Opportunity / Threat	Risk Description	Lead Department
The Economy	Threat	Reduction of future EU funding & grant aid due to withdrawal from the EU, leading to uncertainty & difficulties in future planning.	AHC

## Current Controls

Control No.	Existing controls in place
1	Establish total level of exposure to EU funding until 2022, including match funding.
2	Review programme monitoring & grant claim submissions.

## Additional Action Required

Action No.	Action	Service Responsible
1	Maintain liaison & seek funding criterion through UK Sovereignty/Prosperity funds.	Finance
2	Seek out other funding sources and opportunities via partner organisations such as DAERA, op Kingfisher etc.	Economic Development
3	Review Local Government funding structure to account for new operating environment.	Finance
4	Current funding cycle ends in 2020.	Finance

**Inherent Risk**

Likelihood	Impact	Risk
3	4	12

**Residual Risk**

Likelihood	Impact	Risk
2	3	6

**Target Risk**

Status

## Risk 5 - Environmental Health: Resources

Risk Category	Opportunity / Threat	Risk Description
The Economy	Threat	Increased pressure on Environmental Health certification & changes to UK/EU trading to trade & legal redress.

### Current Controls

Control No.	Existing controls in place
1	Contact made with existing producers & information gathered. As DAERA are the competent authority for export of food it has been agreed for consistency that communications to businesses will originate with DAERA.
2	Analysis of impact on Local Government in relation to certification of fish & eggs. DAERA have agreed that current competencies and authorisation of EHO's meet the requirements under EU laws to issue EHC's for fish & egg products.
3	APHA on - line training tool for Certifying Support Officers in place & training ongoing.

### Additional Action Required

Action No.	Action	Service Responsible
1	Eco dev to consider contingency support to SME's adversely impacted due to loss of ROI trade. (Signposting to DAERA etc.)	Economic Development
2	Clarification to be sought from DAERA on resource modelling and possible implications for Local Government (including possible funding).	Environmental Health
3	Recruitment exercise underway to ensure additional staff can be ready to be in place after 31 October 2019	Environmental Health
4	Additional office accommodation identified in District to allow certification process to take place close to those businesses in Fisheries sector.	Environmental Health
5	Preparations made for IT requirements to support number 2 above	Environmental Health

6	Funding obtained from Food Standards Agency to ensure all official controls that may be required as part of EU exit can be implemented	Environmental Health
7	Ongoing communication with affected businesses	Environmental Health
8	All Environmental Health Officers across functions in addition to Food Safety have completed online training to enable them to act as Certifying Support Officers if required.	Environmental Health
9	Temporary contracts(2.no) within department have been extended to support this work	Environmental Health
10	Stakeholder event for Fishing Industry has been undertaken	Environmental Health
11	Service level Agreement with DAERA is being prepared	Environmental Health
12		

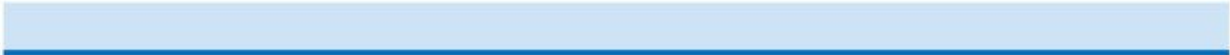
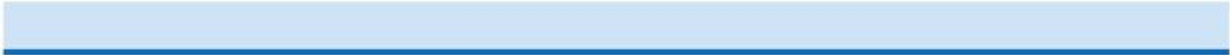




Lead Department

Health resources due to significant increases in  
due to separation of regimes, resulting in delays

AHC



Clarification received and Funding will be available for hours worked

Panel of addotional EHOs identified

Office accommodation is being prepared

as above

Steps are being taken to utilise this funding  
with additional staff in place

Further training in DECOL system taken place  
on 15 October 2019

Inherent Risk

Likelihood	Impact	Risk
3	4	12

Residual Risk

Likelihood	Impact	Risk
2	4	8

Target Risk

Status

## Risk 6 - Waste Management

Risk Category	Opportunity / Threat	Risk Description	Lead Department
Security	Threat	Interruption to movement of established wasteflows, including animal waste/litter resulting in increased operating budgets, missed statutory targets and difficulties with disposal.	NS

## Current Controls

Control No.	Existing controls in place
1	Internal & Arc21 contracts in place for collection, removal & disposal of waste.
2	Ongoing monitoring of NILAS targets.
3	Ongoing monitoring of animal waste shipments & liaison with NIEA/Planning.

## Additional Action Required

Action No.	Action	Service Responsible
1	Establish contact with NIEA to check their understanding of how waste flow will continue post Brexit.	NS
2	Seek update on certainty of Basel Convention & how it will operate after 31st October 2019.	NS



**Inherent Risk**

Likelihood Impact		Risk
4	3	12

**Residual Risk**

Likelihood	Impact	Risk
3	3	9

**Target Risk**

Status

## Risk 7 - Planning Functions

Risk Category	Opportunity / Risk Description Threat	Lead Department
Society & Vulnerable People	Threat Reduction in the workload & revenue due to potential economic shocks resulting to revisions to local government income.	ERT

## Current Controls

Control No.	Existing controls in place
1	Monitor planning applications by volume, type and budget accordingly.
2	Strategic Planning Group of DFI monitor the implications of Brexit and advise Councils of any consequential amendments to legislation and how this impacts on the timeliness of decision making.
3	Keep under review facilities such as waste facilities & flows, as well as transitional operational requirements. need increased capacity to deal with short term impacts and are bound by planning conditions. Monitor and action case by case basis with the co-operation of Environmental Service - Enforcement Section & NIEA.
4	Develop knowledge relating to short term issues on waste flows and how planning conditions may impact on these. Discuss with Environmental Service - Enforcement Section & NIEA.

## Additional Action Required

Action No.	Action	Service Responsible
1	Hold discussions with NIEA & Planning to identify facilities that may have wasteflow issues relating to planning restrictions.	Planning
2	Monitor and keep under review the implications of Brexit on the local economy and revise Local Development Plans to take account of developments.	Planning

Inherent Risk		
Likelihood	Impact	Risk
3	3	9

Residual Risk		
Likelihood	Impact	Risk
2	3	6

Target Risk	
Status	

## Risk 8 - Product & Service Sourcing

Risk Category	Opportunity / Threat	Risk Description	Lead Department
The Economy	Threat	Difficulties in managing procurement activities as a result of supply chain interruptions from EU countries, resulting in potential delays, rises in costs and a lowering of efficiency / productivity.	Corporate Services

### Current Controls

Control No.	Existing controls in place	Adequate?
1	Discussions ongoing with Procurement Officer's professional group	Yes

### Additional Action Required

Action No.	Action	Service Responsible
1	Compile a prioritised supplier/goods/services provider schedule for each Council: Identify higher risk suppliers and engage.	Procurement Section
2	Draft Brexit clauses for incorporation in future Council procurement standard contract clauses	Procurement Section
3	Advise all suppliers to be aware of Brexit related legal changes to the wording of all standard tender documents, including T&C's.	Procurement Section



**Inherent Risk**

Likelihood	Impact	
3	3	9

**Residual Risk**

Likelihood	Impact	
3	2	6

**Target Risk**

Status	

## Risk 9 - Insurance

Risk Category	Opportunity / Threat	Risk Description	Lead Department
Security	Threat	Inability to obtain appropriate insurance cover for council services & employees due to the UK being outside the EU's framework for financial services regulations.	Corportate Services

## Current Controls

Control No.	Existing controls in place
1	Ensure only UK based insurance companies are used and secure cover over 2/3 years.

## Additional Action Required

Action No.	Action	Service Responsible
1	Check insurance policies with 3rd parties and key suppliers and partners.	SHEP/ Procurement
2	"green card" certification for all council vehicles required to operate in EU after Brexit have been provided by Insurance	SHEP
3	Check with insurance broker re:use of EU National driver licenses	SHEP

**Inherent Risk**

Likelihood	Impact	Risk
3	3	9

**Residual Risk**

Likelihood	Impact	Risk
2	2	4

**Target Risk**

Status

## Risk 10 - Data Management & Sharing

Risk Category		Opportunity / Risk Description	Risk Owner
		Threat	
Security	Threat	The risk of difficulties in data flowing from UK to EU due to UK move to third country status resulting in potential delays to data transfer.	Corporate Services

## Current Controls

Control NoExisting controls in place

- 1
- Information request issued for any data processed outside of UK. Returns to date indicate that very little data is coming into Local Government from outside the UK.

## Additional Action Required

Action No.	Action	Service Responsible
1	Investigate use of EU data storage centres across local government.	Information Governance



**Inherent Risk**

Likelihood	Impact	Risk
2	3	6

**Residual Risk**

Likelihood	Impact	Risk
2	3	6

**Target Risk**

Status

## Risk 11 - Utilities

Risk Category	Opportunity / Threat	Risk Description	Lead Department
Security	Threat	Utility price and security of supply risks for Northern Corporate Services Ireland due to an inability to draw power supplies from sole electricity link resulting in potential interruption of supply and an increase in costs.	

## Current Controls

Control No.	Existing controls in place
1	Operation Blackstart - Communications & Power resilience plan (Draft) in place.
2	Discussions have been had with Power NI, SSE, Firmus, SONI and NI Utility Regulator has indicated that no supply interruptions are anticipated. NIUR are working alongside BEIS to maintain security of supply within UK and interconnectors with UK.
3	Gas supply to NI is considered as secure as NIUR with electricity and gas capacity secured annually. Capacity has been secured in January 2019.

## Additional Action Required

Action No.	Action	Service Responsible
1	Engage with Operation Blackstart.	Corporate Services
2	Establish estimated cost in potential energy costs & factor into estimates for 2020/21.	Finance
3	Survey to ascertain standby generator capacity needs.	Facilities Management

**Inherent Risk**

Likelihood	Impact	Risk
2	3	6

**Residual Risk**

Likelihood	Impact	Risk
2	2	4

**Target Risk**

Status

## Risk 12 - Fleet, Fuel, Oil & Lubricants.

Risk Category	Opportunity / Threat	Risk Description	Lead Department
The Economy	Threat	Risk of plant, machinery and parts becoming difficult to source and costs rise. The cost of fuel, oil and lubricants also rise due to fluctuations in the value of sterling and difficulties with an EU focused supply chain leading to potential cost rises and delays in carrying out Council Services.	NS

## Current Controls

Control No.	Existing controls in place
1	Maintain supply of garage stock items. Conduct forward purchasing of commonly used vehicle parts.
2	Regularly monitoring of fuel stock levels and top up maintained.
3	Consultation with suppliers and relationships established.
4	Vehicle suppliers contacted. Confirm delivery of vehicles where necessary. Gain supplier assurance on component availability.
5	Use of government procurement scheme to minimise impact of price fluctuations & availability.

## Additional Action Required

Action No.	Action	Service Responsible
1	Individual Councils to contact parts suppliers to ascertain availability and seek assurances regarding continued availability of supply.	NS
2	Council's to estimated duration of fuel tanks for service delivery purposes.	NS
3	Fuel Resilience Plan to be put in place identifying the actions to be taken in response to a real or potential fuel shortage to ensure critical and essential services continues uninterrupted.	NS
4	Filling of all fuel storage tanks to be completed in advance and all fuel levels to be retained at a minimum of 50%.	NS / Procurement



**Inherent Risk**

Likelihood	Impact	Risk
2	4	8

**Residual Risk**

Likelihood	Impact	Risk
2	3	6

**Target Risk**

Status
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## Risk 13 - Emergency Planning / Civil Contingencies

Risk Category	Opportunity / Threat	Risk Description	Lead Department
Society & Vulnerable People	Threat	Inability to respond to Command, Control & Coordination arrangements or concurrent emergencies due to increased strain on current resources resulting in impact on resilience	Corporate Services

### Current Controls

Control No.	Existing controls in place
1	C3 structure in place and protocol in place. Bi weekly conference calls taking place, lead by PSNI.
2	Liaison Officer in post & trained and LCCC point of contact identified.
3	Relevant Council Officers have received training on Resilience Direct.
4	DFC Scheme of Emergency Financial Assistance is in draft.

### Additional Action Required

Action No.	Action	Service Responsible	Target Date	Milestone
1	Draft EU Exit No Deal Response Plan to be finalised.	SHEP		
2	A Draft resourcing model to be developed to support the Civil contingency structure in the event of activation.	SHEP		
3	Training/exercising on reporting requirements for NI -HUB to be attended by all relevant officers, including reporting officers.	SHEP		
4	Awaiting finalisation of DFC Scheme to confirm level of financial assistance	SHEP		

**Inherent Risk**

Likelihood	Impact	Risk
3	4	12

**Residual Risk**

Likelihood	Impact	Risk
2	3	6

**Target Risk**

Status

Risk Categories	Status		
	1	1	Economy
The Economy	On Target 2	2	e People
Society & Vulnerable People	Behind 3	3	Security
Security	Complete 4	4	

Key Indicator

- ⬆ Increase in Score
- ⬇ Decrease in Score
- Score remains
- ★ New Risk
- ☐ Risk Removed

Risk Type	Adequate
Opportunity	Yes
Threat	No

Risk Categories

- The Economy
- Society & Vulnerable Peopl
- Security

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# **EU Exit No Deal Preparedness Plan**

## **(October 2019)**

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Information contained within this this document has been marked as Official/Sensitive; has been shared with you in a controlled manner and it is imperative that handling instructions are strictly adhered to. This document should not be duplicated and/or shared beyond the agreed named contacts.

Newry Mourne and Down District Council (NMDDC) Chief Executive Officer & Senior Management Team have been identified as key partners and critical to planning to ensure adequate preparedness is achieved to support contingency planning. The sensitive nature of planning for a no deal scenario requires that this information is treated sensitively and not shared beyond those with a critical need to know.

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### 1.0 Aim

The aim of this plan is to communicate Command, Control and Co-ordination (C3) Arrangements that have been developed by the Northern Ireland Civil Service to manage EU Exit related issues and impacts. It outlines responsibilities for NMDDC to support these arrangement, while establishing a robust internal management system to enable the Council to meet these responsibilities.

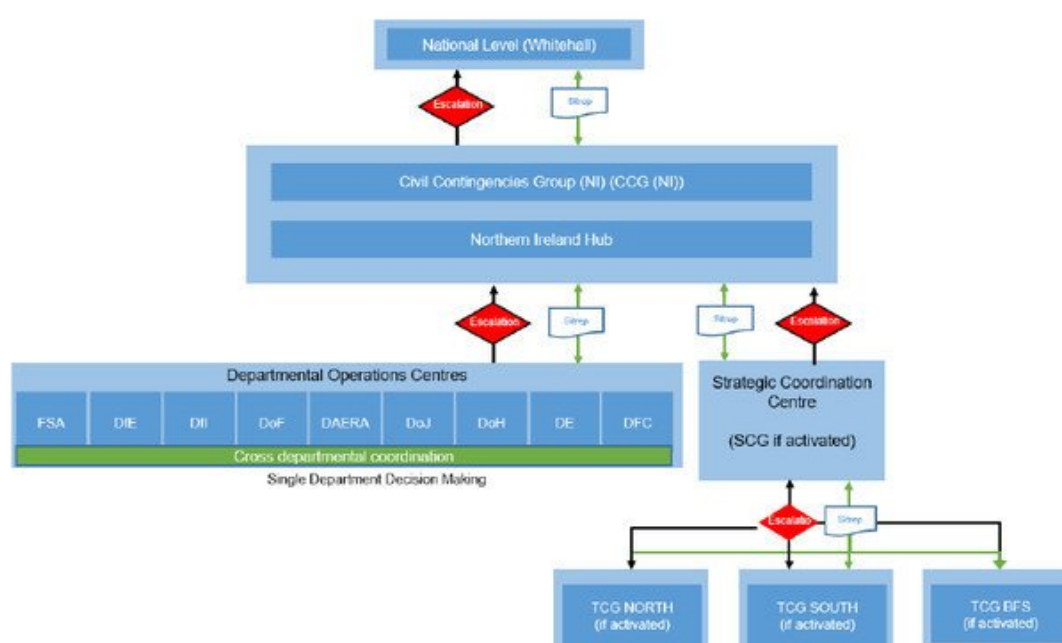
### 2.0 Context

The Civil Contingencies Group (CCGNI), Chaired by the Head of the Civil Service, is responsible for setting the overarching strategy for Northern Ireland's response to the UK Government's EU Exit. The response is commanded by the National Security Council on behalf of the Cabinet Office.

C3 arrangements have been developed by the Cabinet Office. Whilst existing structures in NI provide the basis for NI's C3, these structures have been enhanced and augmented in order to manage the expected complexity, scale and duration of the reasonable worst-case scenario, which is the basis for all planning. In addition, structures are tailored to reflect NI unique position around the NI/ROI land border, security and the political environment, whilst feeding into the wider UK EU exit response in London.

The structures are to be in place by mid-July and sustained for up to 6 months after the EU Exit date on the 31 October 2019. The arrangements will stand up on a graduated basis as required. The critical period of EU exit response will require C3 arrangements to be in place 6 weeks before 31 October and 24 weeks afterwards. For the purposes of planning, NMDDC will plan to stand up its EU Exit planning arrangements for the 21<sup>st</sup> October 2019.

### 3.0 Command, Control and Co-ordination Arrangements and Local Government Input – NI C3 Structures





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Local Government Staff/Liaison will be required at the following levels:

**3.1 CCG(NI) level**

CCG(NI) will maintain the ability to coordinate the strategic response to mitigate the impacts of EU Exit, as well as any concurrent civil contingencies, whether EU related or not. CCG(NI) will escalate decisions to COBR (Cabinet Office Briefing Rooms) via a Local Impact Group or directly if the situation dictates. As part of this and where necessary, devolved issues will be escalated by CCG(NI) to an “Enhanced Decision Making” Process, which will deal with devolved matters in the absence of a devolved government in NI.

**3.1.1 Anticipated Local Government Input**

CCG(NI) will meet daily throughout the co-ordination period and requires a local government Chief Executive Officer or deputising officer to attend (Stephen Reid, SOLACE NI Rep) this may be performed via teleconference.

**3.2 NI Hub Level**

CCG(NI) will manage and prioritise both EU impacts and civil contingencies, supported by an enhanced operations room known as the NI “Hub”, which will deliver shared situational awareness across the NI C3 structures, as well as planning, communications and secretariat support to CCG(NI). The NI Hub will form working groups to inform CCG(NI) decisions, with a focus on issues escalated from NI departments and other local stakeholders, as well as the cross cutting NI “cumulative impacts”. The NI Hub will be in continual operation for the duration of the co-ordination period.

**3.2.1 Local Government Liaison Officer**

A Local Government Liaison Officer will be required within the NI Hub, and this may operate on a 24/7 basis as needs dictate. This role will be carried out by Paul McMinn (and EPCOs on a rota basis, as required).

**3.3 Strategic Co-ordination Centre and the Activation of Strategic & Tactical Co-ordination Groups****3.3.1 Strategic Co-ordination Centre (SCC)**

A Strategic Co-ordination Centre will operate throughout the duration of the C3 arrangements. The Centre will be based in PSNI Headquarters (Belfast) and will have core representation of PSNI, Local Government EPCOs and Liaison Officers from DoJ, TEO and potentially DFI.

This group has no decision making or tasking function. It will maintain situational awareness in relation to civil contingencies issues which may require a PSNI led response, provide the location and infrastructure to enable multi-agency emergency services to maintain essential 999 services, and if required provide the location and infrastructure to enable the Strategic Co-ordination Group (SCG) to deliver their response.

**3.3.2. Strategic & Tactical Co-ordination Group (SCG & TCG)**



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The Strategic Co-ordination Group (SCG) will be based in the SCC to deliver regional multi-agency co-ordination to prevent or mitigate the direct effects of civil emergencies where there is:

- a major and imminent threat to life; or
- The scale and complexity of humanitarian issues require command, control and co-ordination by the PSNI as a Category 1 responder under the Civil Contingencies Act (2004) on the basis that urgent intervention to prevent a worsening of the situation is required.

Activation of the SCG can occur either via a request from CCG(NI) or following activation of one of more of the 3 Tactical Co-ordination Groups (TCG) – Belfast, Northern, Southern. SCG will be activated under a Police lead and will co-ordinate the multi-agency response.

Tactical Co-ordination Groups (TCG) will co-ordinate any sub regional response if they are required to activate. The Southern Emergency Preparedness Group TCG will be located at Ardmore PSNI station.

**3.3.3. Anticipated Local Government Input**

Existing local government civil contingencies officers (EPCOs) will staff the SCC, as required. However, if the SCG and TCGs are activated, additional officers will be required to resource these centres.

If the SCG is stood up NMDDC will assist in non-threat to life coordination via teleconference in line with existing protocols. If significant impacts are experienced within NMDDC the CEO or nominated deputy (Director, SHEP Manager/ Officer) may present at the SCG. Refer to **Appendix 1 for the SMT On-Call Rota**.

If the Southern TCG is stood up, an appropriate NMDDC officer (SHEP Manager/Officer, Assistant Director or EPIG member) will be identified and directed to attend, however the preference will be to carry out updates and correspondence remotely and telecommunications.

**4.0 Situation Reporting (Sit-Rep)**

NMDDC is required to provide a daily Sit-Rep (7 days a week) reporting on any **EU Exit impacts encountered impacting on Council**. This will be done by the NMDDC Sit-Rep Officer (SHEP Department) on a rota basis (Kelly McNiff & Sean Loy).

In order to enable this, each NMDDC service department **MUST** provide a report on any EU Exit impacts encountered from the previous 24hrs and anticipated impacts by **0900 each day via the NMDDC Service Section Impact Return (Appendix 2)**. In order to fulfil this requirement a service department rota will need to be developed and agreed by each department.

All completed service section reports are to be forwarded to: [sitrep@nmandd.org](mailto:sitrep@nmandd.org)

**NOTE: If no return is submitted to the NMDDC Sit-Rep Officer by 0900 it will be assumed that the Department/ Service has no EU Exit impacts to report.**

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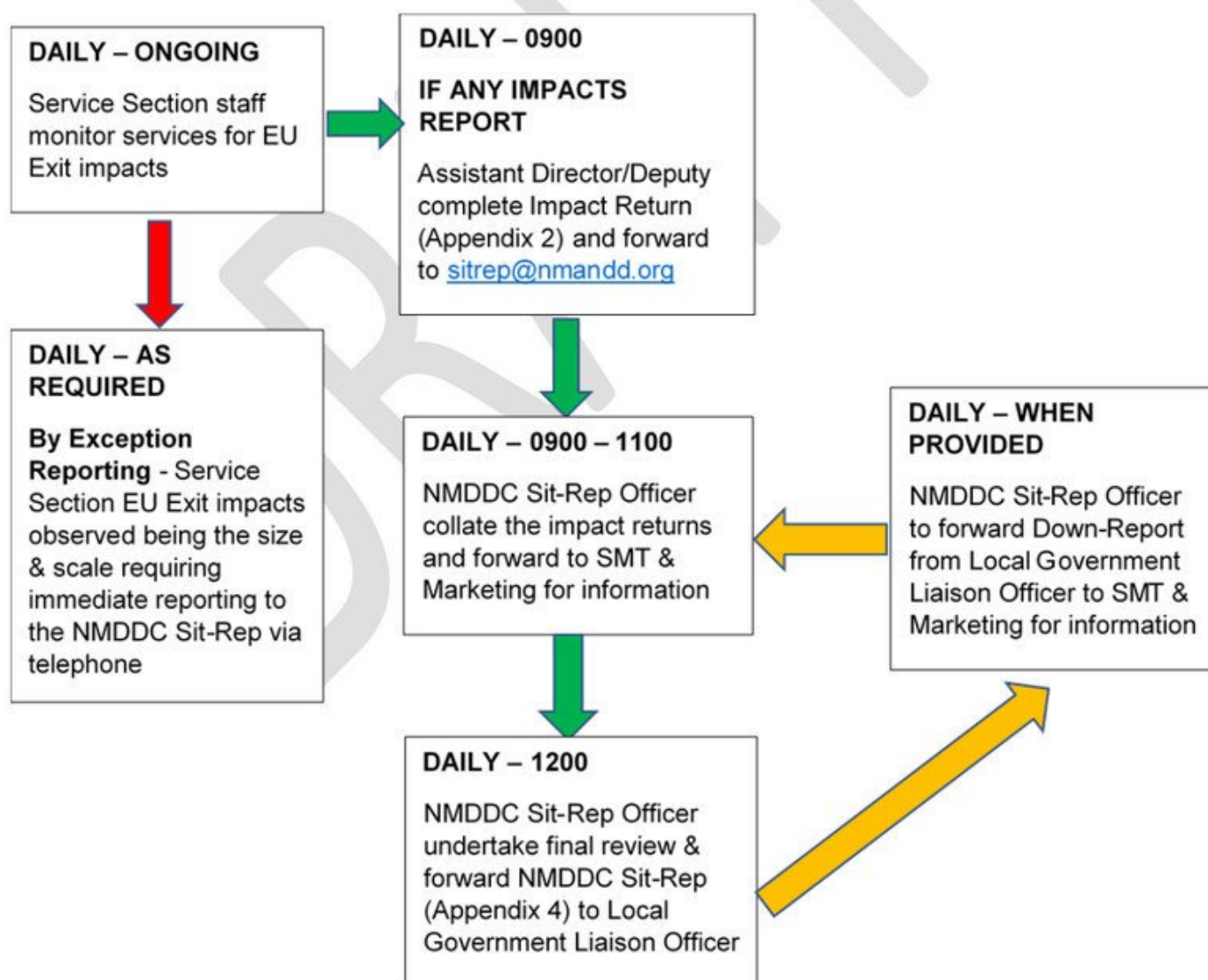
Refer to **Appendix 3** for the relevant NMDDC Service Section breakdown and relevant Assistant Directors and deputies who will be required to provide an impact return outlining any EU Exit impacts.

The NMDDC Sit-Rep Officer will compile the **NMDDC Sit-Rep (Appendix 4)** and forward to the Senior Management Team (or nominated representative on a rota basis) and the Marketing & Communications Unit (MCU) for information purposes by 1100 each day. The NMDDC Sit-Rep will be reviewed for any further updates and forwarded to the Local Government Liaison Officer by 1200 via Resilience Direct.

The Local Government Liaison Officer will collate and feed this information into the DfC DOC for onward transmission by 1600 daily.

A down report will be forwarded to the NMDDC Sit-Rep Officer on a daily basis (where available) which will be forwarded to SMT and MCU for information purposes once received.

### 4.1 Reporting Rhythm (Daily)





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## 4.2 By Exception Reporting

In the event of EU related impacts being observed by the Council with said impacts being the scale and severity requiring immediate reporting this can be done through direct communication via telephone (or email - [sitrep@nmandd.org](mailto:sitrep@nmandd.org)). Where this option is followed the impact is to be recorded within the section daily impact return (Appendix 1) as standard.

- Kelly McNiff (SHEP Manager) - 07971 567939
- Sean Loy (SHEP Officer) - 07920 332376

## 5.0 Alert Levels

NMDDC EU Exit plan will be activated along with the wider C3 structures. The plan will have 3 alert levels for its duration.

	Definition	Actions required
<b>Level 1</b>	This will be a business as usual level where EU impacts have not commenced/observed or are of a minor nature at a local level.	All sections required to provide daily update reports via email to NMDDC Sit-Rep Officer to be collated into the NMDDC Sit-Rep. Only if service section has any impacts to report.
<b>Level 2</b>	Significant impacts are being observed through one or more departments across the Council. The CEO or Duty Director has escalated the alert status to level 2.	All sections required to attend/participate in a daily situation briefing at 1000 (teleconference) and provide daily update reports to be collated into the NMDDC Sit-Rep.
<b>Level 3</b>	Significant impacts are being observed through one or more departments across the Council and <b>imminent or accumulative life threatening impacts</b> have resulted in the Council activating its Emergency Plan.	<p>Activation of NMDDC Emergency Plan.</p> <p>Inform DfC Local Government Division to be eligible for financial assistance.</p> <p>The NMDDC Emergency Coordination centre will be activated and liaison staff will represent at either/both the SCG and TCG – as required.</p> <p>All sections required to attend/participate in a daily situation briefing at 1000 (teleconference) and provide daily update reports to be collated into the NMDDC Sit-Rep.</p>

## 6.0 Communications

The Council will be a conduit for communications to the community in conjunction with government departments. To enable the efficient management of this process,

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the MCU will activate its Media Management Guidelines used in conjunction with the Council Emergency Plan. This will include the ongoing monitoring, review and forwarding of public messaging.

MCU will also be responsible for the provision of a daily update report to elected members on the ongoing response of the Council to EU Exit impacts in conjunction with the Sit-Rep Officer, in line with NMDDC Communications Strategy. This will be drafted via the upward and downward situation reports – refer to **Appendix 5**.

**7.0 Concurrent Emergencies**

During alert levels 1 & 2, emergencies will be responded to in the normal fashion following the Councils Emergency Management Procedures.

During alert level 3, concurrent emergencies with EU Exit response will be managed where possible through the coordination centre. If the scale and complexity of the emergency dictates a totally focused response the CEO will appoint a Director to manage the incident.

**8.0 Review & Stand Down**

The EU Exit No Deal Response Plan will remain a live document alongside NMDDC Brexit Risk Register and will be reviewed at regular intervals to ensure that Council control measures and structures accurately reflect requirements based on the complexity, scale and duration of the NI C3 arrangements.

This Plan will be stood down on the closure of the NI Hub. Confirmation of this will be received from the Local Government Liaison Officer.

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Appendix 1 – SMT On-Call Rota

Month	CEO/ Director on Call	Deputy
October 2019	Marie Ward	Conor Mallon
November 2019	Conor Mallon	Michael Lipsett
December 2019	Michael Lipsett	Roland Moore
January 2020	Roland Moore	Dorinnia Carville
February 2020	Dorinnia Carville	Mare Ward
March 2020	Marie Ward	Conor Mallon
April 2020	Conor Mallon	Michael Lipsett

NMDDC Emergency Number – 0800 2425653

This number calls all members of SMT and the SHEP Manager/Officer at the same time – to confirm you receive the call you **MUST** press '1'.



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Appendix 2 NMDDC Service Section Impact Return

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Date:	
Department EU Exit Return – Service area:	
Completed by:	
<p>Please provide a brief summary for each heading for your department. A list of possible impacts have been provided for your assistance on the next page. If there are no impacts observed you do not have to report these as a 'nil return' will be assumed by the NMDDC Sit-Rep Officer.</p>	
<b>Issues impacting services:</b>	
1.	
<b>Emerging issues with the potential to impact services over the next 24hrs:</b>	
1.	
<b>Items for escalation:</b>	
1.	
<b>Further comments:</b>	
<p><b>Forward to <a href="mailto:siterep@nmandd.org">siterep@nmandd.org</a> before 0900 DAILY</b>  <b>If any EU Exit Impacts to Report</b></p>	

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## Appendix 2 NMDDC Service Section Impact Return

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CHECKLIST & PROMPTS – EU EXIT LIKELY IMPACTS		
	Service Area	Potential Risk Areas
1.	Building Control	Potential of fuels are being stockpiled, dangerous buildings
2.	Burials	Inability to process burials
3.	Community Services	Potential welfare issues
4.	Corporate Health and Safety	Impacts on Council staff
5.	Councils owned harbours & ports	Unregulated access to ports/ landing catches/ certification issues, ferries
6.	Development & Regeneration	Funding, procurement Business Support
7.	Elected Members	Informed impacts from the community/ constituents
8.	Emergency Planning	Resources, involvement in multi-agency Tactical Co-ordination Groups, other non-Brexit related emergencies
9.	Environmental Health	Food inspections, certification, Inability to respond to additional demands placed on service. Enforcement
10.	Human Resources	European National, Insurances, Travelling
11.	Licensing	Stockpiling of fuel
12.	Open Spaces & Parks	Chemicals, pesticides
13.	Community Planning/PCSP/Services	Impacts felt to the community such as rises in visits to food banks, not being able to afford fuel, social unease.
14.	Planning	Waste removal, Relaxation of conditions
15.	Tourism	Council events
16.	Waste/Refuse Collection/Civic Amenity Sites	Fleet, fuel, oil, lubricants, collection of waste, treatment of waste, parts, insurance, stockpiling of waste, costs
17.	Other Issues	Increase costs of oil/gas/electric etc. Data management Procurement/ e tendering Transport Increase of contracts Costs of supplies Legal - changes of legislation/templates/ names of legislation

**NOTE: The above list is NOT EXHAUSTIVE, only to be used as an aide memoir**

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**Appendix 3 – Service Section Impact Return Resourcing (Assistant Director & Deputy)**

Assistant Directors/ deputy are to identify EU Exit related impacts within their service area and make the necessary provisions to complete Appendix 2 on a 7-day a week basis (as applicable). The table below identifies the Assistant Directors and Deputies responsible for enable at necessary reporting (each service is to produce and agree a suitable rota to facilitate reporting requirements).

Directorate	Assistant Director	Deputy	Service updates for:
<b>Clerks</b>	Johnny McBride		
		Sarah Taggart	Elected Members
<b>Corporate Services</b>	Alison Robb	Gerry McBride Lyndsey Moore	Registration (burials)/ Legal
	Regina Mackin	TBC	Marketing
	Gavin Ringland	TBC	IT/ data management
	Catrina Miskelly	Louise Fitzsimmons Philip Preen	Staffing issues
	Ken Montgomery	Gerard Byrne David Barter Brenda Philips	Finance/ increased costs/ supplies/ contracts
	TBC	Kelly McNiff	H&S/ Emergency Planning/ EU Exit reporting
<b>Active &amp; Healthy Communities</b>	Janine Hillen	Julie McCann Damien Brannigan	Community/ PSCP/ DEA – impacts felt by the community, social unease, welfare issues
	Paul Tamati	Kieran Gordon Conor Haughey	Leisure – service impacts/ disposal of waste on council green space
	Eoin Devlin	Sinead Murphy James Campbell	Environmental Health/ Enforcement/ Environmental Protection – food inspections/ certification
<b>Economic, Regeneration &amp; Tourism</b>	Anthony McKay	Pat Rooney	Planning – waste removal, relaxation of conditions
	Jonathan McGilly	Amanda Smyth	Regeneration – impacts on funding,

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			procurement, support
	Andy Patterson	Aisleain McGill Michelle Boyle	Impacts on tourism/ planning council events/ access to council owned harbours
	Colum Jackson	Eddie Newell Fintan Quinn Brian Cunningham	Building Control/ Licensing & Enforcement – potential stockpiling of fuels
<b>Neighbourhood Services</b>	Joe Parkes	Peter Whyte Liam Dinsmore Tom Daly	Waste collection & disposal, fleet movement, fuel/ parts/ cost
	Kevin Scullion	Aidan Mallon/ Gail Kane	Facilities Maintenance – increased costs



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Appendix 4 NMDDC - Situation Reporting (Sit-Rep) Template (to be completed by NMDDC Sit-Rep Officer)

# Departmental Operations Centre

Department of/for **XXXX**

## SITUATION REPORT **001**

New information in **RED**

Contact: **Dept xxx** Sitrep Cell **email** / **Tel Number**

Approved by: **xxx**

Information correct as of **XXXX hrs** on **Insert date**

**This is a Classified Document**  
**Onward release of the document, or its contents or annexes, to those outside the immediate Officials involved with the planning and operation of the C3 arrangements for this matter is STRICTLY PROHIBITED.**

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## UK National BRAG Ratings

<b>Black</b>	<p>Immediate and tangible Threat-to-Life, Limb or National Security – Requiring IMMEDIATE LIFE-SAVING ACTION. This is the systematic equivalent of dialling 999, and will cause immediate action to preserve life. It should not be used to escalate a non-direct life threatening issue or impact.</p> <p>Option: Escalate Immediately - normal Sit Rep reporting timelines do not apply. Reporting individual to CALL and EMAIL NI Hub.</p>
<b>Red</b>	<p>Issue, Impact or Sector experiencing significant impacts that will not get better without significant intervention. Sector is not functioning at a practical level or at all. At the Top Level, these issues will require Ministerial intervention and decisions. Threat to Human Welfare, National Security, Property, the Economy, the Environment, provision of supplies etc. Escalated by NI Hub via the Local Impact Group in order to better frame the problem, investigate wider impacts on other Departments or sectors and identify resolution options. Only for those issues that require immediate action by the centre to resolve, but are not immediately life-threatening.</p> <p>Options: Escalate – Requires Top Level intervention.</p>
<b>Amber</b>	<p>Issue, Impact or Sector experiencing moderate impacts. Services reduced but functioning; or impacts are being felt but the wider consequences are not yet fully understood; or issues have been identified within the sector that could create major impacts. Action is required to mitigate the worst of the impacts or to find a resolution in the short term.</p> <p>Options: Treat, Tolerate or Collaborate</p>
<b>Green</b>	<p>Definition: Sector is functioning as normal and/or within acceptable limits. Minor impacts are being experienced but these are understood. Lower level Operations are functioning within own set tolerances.</p>

### The NI Hub will action DOC issues as follows:

**Black** = Referred directly to COBR, and included in NI Hub Sitrep

**Red** = Referred to CCG(NI) for decision-making and to COBR if CCG(NI) cannot resolve, and included in NI Hub Sitrep

**Amber** = May be referred to CCG(NI), and included in NI Hub Sitrep

**Green** = Included in NI Hub Sitrep

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# Situation Report Summary

Overall Assessment		
Overall Delivery Confidence		Rationale

- Key events/activities last 24 hours:
  - XXXXXXXXXXXXXXXX
  - XXXXXXXXXXXXXXXX
  - XXXXXXXXXXXXXXXX
- Key events/activities next 24 hours:
  - XXXXXXXXXXXXXXXX
  - XXXXXXXXXXXXXXXX
  - XXXXXXXXXXXXXXXX
- Requests for information:
  - XXXXXXXXXXXXXXXX
  - XXXXXXXXXXXXXXXX
  - XXXXXXXXXXXXXXXX

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[illegible]

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## Appendix 5 – Elected Member Update Template

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**Communication Strategy to be developed and agreed by Marketing – if this is something that is wanted**

DRAFT



<b>Report to:</b>	Strategic Policy and Resources Committee
<b>Date of Meeting:</b>	17 October 2019
<b>Subject:</b>	Sickness Absence
<b>Reporting Officer (Including Job Title):</b>	Louise Fitzsimons, HR Manager
<b>Contact Officer (Including Job Title):</b>	Louise Fitzsimons, HR Manager

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

<b>For decision</b>	<b>For noting only</b>	<b>x</b>
<b>1.0</b>	<b>Purpose and Background</b>	
1.1	The Audit Committee have requested that a report is presented to the Strategic Policy and Resources Committee detailing employee sickness absence figures.	
<b>2.0</b>	<b>Key issues</b>	
2.1	In the twelve-month period ending 30 September 2019, days lost due to sickness absence has fallen from 13,893 in 2017/18 to 12,556 in 2018/19 (rolling twelve months ending 30 September 2019) which equates to a decrease of 10%.	
2.2	Days lost within the <i>Active and Health Communities</i> and <i>Enterprise, Regeneration and Tourism</i> directorates has decreased whilst the <i>Corporate Services</i> and the <i>Chief Executive</i> and <i>Neighbourhood Services</i> departments have experience an increase.	
2.3	Management will continue to monitor sickness absence figures and the effectiveness of absence management interventions and continue to work towards implementation of a single absence management procedure for all Council employees.	
<b>3.0</b>	<b>Recommendations</b>	
3.1	None	
<b>4.0</b>	<b>Resource implications</b>	
4.1	None	
<b>5.0</b>	<b>Equality and good relations implications</b>	
5.1	None	
<b>6.0</b>	<b>Rural Proofing implications</b>	
6.1	None	
<b>7.0</b>	<b>Appendices</b>	
	None	
<b>8.0</b>	<b>Background Documents</b>	
	None	