

November 17th, 2022

Notice of Meeting

You are requested to attend the **Strategy, Policy & Resources Committee 2022-23** to be held on **Thursday, 17th November 2022 at 6:00 pm in Mourne Room, Downshire Civic Centre**

Committee Membership 2022 - 2023

Chairperson - Councillor O Hanlon

Deputy Chairperson - Councillor R Howell

Councillor P Byrne

Councillor H Gallagher

Councillor M Gibbons

Councillor G Hanna

Councillor A Lewis

Councillor O Magennis

Councillor A McMurray

Councillor D Murphy

Councillor B Ó Muirí

Councillor M Rice

Councillor G Sharvin

Councillor D Taylor

Councillor J Trainor

Agenda

1.0 Introduction and Apologies

2.0 Declarations of Interest

3.0 Action Sheet arising from SPR Committee Meeting held on 13 October 2022

 *SPR-Action Sheet arising from 13 October 2022.pdf*

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For Consideration and/or Decision

4.0 Revised Planning Retention and Disposal Schedule

For Decision

 *Revised Planning RDS SPRC Report - V2.pdf*

Page 6

 *Planning RDS - Amended 21.10.22.pdf*

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5.0 Mid Year Assessments of Directorate Business Plans 2022-23

 *SPR Cover Report Mid Year Assessment of Business Plans 2022-23.pdf*

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 *Appendix 1 - CX Mid Year Assessment Business Plan 2022-23.pdf*

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 *Appendix 2 - CS Mid Year Assessment Business Plan.pdf*

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6.0 Mid Year Assessment - Performance Improvement Plan 2022-23

 *SPR Cover Report Mid Year Progress Report PIP 2022-23.pdf*

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 *Appendix 1 - PIP Mid Year Progress Report April-September 2022.pdf*

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

7.0 Strategic Review of Museums Service

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

 *SPR Agenda Item - Nov 22 - Museum Review.pdf*

Not included

8.0 Newry City Centre Regeneration - BRCD Contract for Funding

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

 **Newry City Centre Regeneration - BRCD Contract for Funding.pdf**

Not included

 **Appendix A - NCCR Contract for Funding.pdf**

Not included

9.0 Newry City Park Project – Outline Business Case

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

 **Newry City Park Project Outline Business Case.pdf**

Not included

10.0 Lease of lands at St Anne's Park, Mayobridge

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

 **Proposed Lease of lands at St Anne's Park Mayobridge.pdf**

Not included

 **St Anne's Pk. Mayobridge - map.pdf**

Not included

11.0 Lease of lands at Glen Hill Recreation Area, Newry

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

 **Proposed Lease of lands at Glen Hill Newry 17.11.22.pdf**

Not included

 **Glen Hill recreation area - map.pdf**

Not included

12.0 Renewal of Lease of Unit 2 The Square, Warrenpoint

This item is deemed to be exempt under paragraph 3 of Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014 - information relating Information relating to the financial or business affairs of any

particular person (including the Council holding that information) - and the public may, by resolution, be excluded during this item of business.

 ***Lease of Commercial unit at The Square Warrenpoint.pdf***

Not included

13.0 Commercial unit at Margaret Square, Newry

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

 ***Lease of Commercial Unit at Margaret Square Newry.pdf***

Not included

14.0 Request for Easement over Council lands at North Promenade, Newcastle

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

 ***Request for Easement - North Promenade Newcastle.pdf***

Not included

 ***Asset map - DDC147-G-1-00.pdf***

Not included

 ***SK 002 Overlay - GMcV (1).pdf***

Not included

 ***DR 100 Overlay GMcV (2).pdf***

Not included

15.0 Provision of Occupational Health Tender

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

 ***SPRC November 22 Occ Health.pdf***

Not included

 ***Appendix 1 Business Case Occ Health.pdf***

Not included

16.0 Ardglass Rowing Club

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

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

17.0 Management Accounts – 2022/23, Quarter 2

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

📄 *Management Accounts 2022-23 Quarter 2.pdf* *Not included*

📄 *Appendix 1 - Management Accounts by Directorate for period ending 30.09.22.pdf* *Not included*

📄 *Appendix 2 - Management Accounts by Assistant Directorate for period ending 30.09.22.pdf* *Not included*

📄 *Appendix 3 - Management Accounts by Expense Code for period ending 30.09.22.pdf* *Not included*

18.0 Strategic Finance Working Group Action Sheet - 12 October 2022 & 25 October 2022

📄 *SFWG Action Sheet 12.10 2022.pdf* *Not included*

📄 *SFWG Action Sheet 25.10 2022 (002).pdf* *Not included*

For Noting

19.0 Sickness Absence

📄 *Sickness Absence report November 2022.pdf* *Page 49*

20.0 Minutes of Newry CCR PB Meeting - 06 October 2022

📄 *Minutes of Newry CCR PB Meeting - 06.10.2022 (003).pdf* *Page 52*

Invitees

Cllr Terry Andrews

Mr Alan Beggs

Mr Caolain Boyd

Cllr Jim Brennan

Cllr Robert Burgess

Cllr Pete Byrne

Mr Gerard Byrne

Cllr Charlie Casey

Mr Andrew Cassells

Cllr William Clarke

Mrs Linda Cummins

Cllr Dermot Curran

Cllr Laura Devlin

Ms Louise Dillon

Cllr Cadogan Enright

Cllr Aoife Finnegan

Ms Joanne Fleming

Cllr Hugh Gallagher

Cllr Mark Gibbons

Cllr Oonagh Hanlon

Cllr Glyn Hanna

Cllr Valerie Harte

Cllr Roisin Howell

Ms Catherine Hughes

Miss Veronica Keegan

Mrs Josephine Kelly

Mrs Sheila Kieran

Cllr Mickey Larkin

Cllr David Lee-Surginor

Cllr Alan Lewis

Mr Michael Lipsett

Cllr Oonagh Magennis

Mr Conor Mallon

Cllr Gavin Malone

Colette McAteer

Cllr Declan McAteer

Cllr Leeanne McEvoy

Cllr Harold McKee

Patricia McKeever

Cllr Karen McKeivitt

Cllr Andrew McMurray

Catrina Miskelly

Cllr Yvonne Moore
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Cllr Roisin Mulgrew
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Cllr Declan Murphy
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Cllr Barra Ó Muirí
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Mr Fearghal O'Connor
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Cllr Gerry O'Hare
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Cllr Kathryn Owen
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Mr Andy Patterson
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Mr Philip Preen
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Cllr Henry Reilly
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Cllr Michael Rice
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Ms Alison Robb
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Cllr Michael Ruane
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Cllr Michael Savage
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Cllr Gareth Sharvin
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Donna Starkey
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Cllr Gary Stokes
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Sarah Taggart
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Paul Tamati
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Cllr David Taylor
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Cllr Jarlath Tinnelly
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Cllr John Trainor
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Mrs Marie Ward
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ACTION SHEET – STRATEGY, POLICY AND RESOURCES COMMITTEE MEETING (SPR) – THURSDAY 13 OCTOBER 2022					
Minute Ref:	Subject	Decision	Lead Officer	Action taken/Progress to date	Remove from Action Sheet Y/N
SPR/147/2022	Action sheet of the Strategy Policy and Resources Committee Meeting held on 15 September 2022	It was agreed that the action sheet from the Strategy Policy and Resources Committee meeting held on 15 September 2022 be approved.	M Ward	NOTED	Y
SPR/148/2022	Cross Border Tourism & Active Travel	<p>It was agreed that Elected Members approve the Following recommendations:</p> <ul style="list-style-type: none"> The appointment of an officer is not approved, the current resource exists within Council to identify and submit successful applications for funding for cross border and active travel projects. Council officers formally write to the Shared Island Unit expressing an interest in submitting applications for capital funding for projects which will support cross border tourism and active travel in the area. This will specifically include applications for 1. the remainder of funding for the Albert Basin Park project, 2. an Omeath Road cycle expressway, and 3. connective cycle lanes and greenways between Newry city centre and Rostrevor to link to the Mourne Way as part of restoring the Ulster Way.' 	G Byrne	APPROVED	Y

SPR/149/2022	Revised Terms of Reference for Councillor's Equality and good relations Reference Group	It was agreed that Elected Members approve the revised Terms of Reference of the Councillor's Equality and Good Relations Reference Group.	C Moffett	APPROVED	Y
SPR/150/2022	Request by Councillor Murphy	<p>On a local level Council were investigating 'Warm Banks' using own facilities to encourage people to visit them for heat etc. and a report would follow imminently around that specific issue.</p> <p>The Chief Executive highlighted that Community Planning structures and the Strategic Stakeholder Forum Group had been strengthened as a result of Council's response during Covid and a survey had been undertaken to see what support and help could be provided, the results of which were imminent and would be brought back through the relevant committees demonstrating the various ways they can help.</p>	M Ward	NOTED – Report to be brought to AHC Committee	N

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

SPR/151/2022	DBEC Resources	It was agreed Elected Members approve the funding to deliver the DBEC objectives for 2023 and 2024 as set out in the officer's report.	C Mallon	APPROVED	Y
SPR/152/2022	Proposed lease of lands at McClelland Park, Newry for a proposed new electricity substation	It was agreed that Elected Members approve to enter into a 99-year Lease of the lands outlined in red on the map attached to the officer's report being lands at McClelland Park with Northern Ireland Electricity Networks subject to them discharging Councils legal and valuation costs.	F O'Connor	APPROVED	Y

SPR/153/2022	Public Right of Way at Bell's Lane, Newry.	It was agreed that Elected Members approve the following recommendations: i) To agree the amended map which will replace the 1992 map agreed at the time of assertion. ii) To engage with the representatives of the deceased land-owner with a view to regularising land ownership issues in respect of Bell's Lane on the best terms possible.	F O'Connor	APPROVED	Y
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SPR/154/2022	Surplus Asset Update	<p>It was agreed that Elected Members approve the following recommendations:</p> <ul style="list-style-type: none"> • <u>Patrick Street Play Area (McCreesh Park).</u> Recommendation to accept the proposals in the questionnaire and inform them to move to the next stage of the process, completion of the Business Case. • <u>Land for No.13 and No.15 (Steel Structure) The Square Ballynahinch.</u> Recommendation to proceed with removal of the Steel Structure and re-advertise on the Open Market. • <u>Meadowlands Recreation Area – (Section of as per Planning Application).</u> Recommendation to withdraw the planning application and remove from the Disposal List and retain. To be moved to AHC Open Space Strategy. • <u>Play Area at Latt Villas, Latt Road, Mullaghglass.</u> Recommendation to write to the neighbouring properties to gauge the interest in buying plots of the land. • <u>Site at 4 Daisy Hill - Grills House Section.</u> Recommendation to accept the highest bid as per the officer's report. • <u>Bleary Bungalows play area.</u> Recommendation to proceed with buying the freehold as valued by LPS to progress with the sale as per the officer's report. 	C Boyd	APPROVED	Y
SPR/155/2022	Timings of Meetings and Working Groups	<p>It was agreed to keep the Statutory Committees as they were and for Senior Management Team to continue to review the model and timing of Working Groups and to implement appendix 2 of the officer's report.</p>	M Ward	NOTED	Y

SPR/156/2022	Planning for the Future Tier 3 Voluntary Redundancy Call	It was agreed Elected Members approve to progress with Planning for the Future as per the officer's report.		APPROVED	Y
<u>FOR NOTING – This item is deemed to be exempt under paragraph 3 of Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014</u>					
SPR/157/2022	Release of Deed of Covenant and Charge – 168 Newcastle Road, Castlewellan	It was agreed Elected Members note the contents of the officer's report.	F O'Connor	NOTED	Y
SPR/158/2022	Eats and Beats Event	It was agreed Elected Members note that Council take no further action and do not commission independent investigation in relation to alleged remarks made on stage at the Eats and Beats event.	C Moffett	NOTED	Y
SPR/159/2022	Statutory Reporting – Section 75 Policy screening report – Quarterly Report for Period July – September 2022	It was agreed Elected Members note the Section 75 Screening Report – Quarterly Report for July – September 2022.	C Moffett	NOTED	Y

END

Report to:	Strategy, Policy and Resources Committee
Date of Meeting:	17 November 2022
Subject:	Revised Planning Retention and Disposal Schedule
Reporting Officer (Including Job Title):	Alison Robb – Assistant Director, Corporate Services (Administration)
Contact Officer (Including Job Title):	Edel Cosgrove – Head of Compliance Sally Andrée – Records Manager

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

For decision	X	For noting only	
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1.0	Purpose and Background
	BACKGROUND
1.1	A Retention and Disposal Schedule (R&DS) must be compliant with the Public Records Act (NI) 1923 and the Disposal of Documents Order. The Disposal of Documents Order 1925 sets out how Newry, Mourne and Down District Council (NMDDC) should deal with the disposal of public records once their business need comes to an end.
1.2	The Code of Practice on the management of records, issued under Section 46 of the Freedom of Information Act 2000, requires NMDDC to have and to implement a records R&DS. The UK General Data Protection Regulation ('UK GDPR') was introduced in May 2018 and Article 5(1)(e) requires that personal data is kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which it is processed.
	PURPOSE
1.3	The revised Planning R&DS is an addendum to the existing R&DS of Newry, Mourne and Down, which came into operation in 2016.
1.4	The revised Planning R&DS entirely supersedes the Planning R&DS presented to Committee on 16 December 2021 and laid at the NI Assembly on 23 March 2022.
1.5	Should members approve the revised Planning R&DS, Officers will take forward with PRONI and the Department for Communities to replace the present version laid before the Assembly.
1.6	The current 2016 R&DS will remain in force until such times as the new R&DS has been approved by the NI Assembly.
2.0	Key issues
2.1	To meet the requirements for managing information used by the Department for Infrastructure (DFI) in publishing the Planning statistics, the following changes have been made to the Planning R&DS attached compared to the version presented to Committee on 16 December 2021:
2.2	Enforcement cases where no Enforcement Notice has been issued will be retained for 2 years instead of 1 year;
2.3	New entry for Permitted Development Notifications indicating these will be destroyed 6 years after case closure; and

2.4	As a result of some comments from PRONI, further clarity has been provided on the retention of some records.	
2.5	The revised Planning R&DS includes amendments approved by all 11 Councils, DFI and the Public Records Office NI in October 2022.	
2.6	The Planning R&DS will also support records management for the implementation of the new Planning IT system.	
3.0	Recommendations	
3.1	To consider and approve the revised Planning R&DS.	
4.0	Resource implications	
4.1	None identified	
5.0	Due regard to equality of opportunity and regard to good relations (complete the relevant sections)	
5.1	<p><i>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</i></p> <p>It is not anticipated the proposal will have an adverse impact upon equality of opportunity or good relations <input checked="" type="checkbox"/></p>	
5.2	<p><i>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</i></p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>The policy (strategy, policy initiative or practice and / or decision) has been equality screened <input type="checkbox"/></p> <p>The policy (strategy, policy initiative or practice and / or decision) will be subject to equality screening prior to implementation <input type="checkbox"/></p>	
5.3	<p><i>Proposal initiating consultation</i></p> <p>Consultation will seek the views of those directly affected by the proposal, address barriers for particular Section 75 equality categories to participate and allow adequate time for groups to consult amongst themselves <input type="checkbox"/></p> <p>Consultation period will be 12 weeks <input type="checkbox"/></p> <p>Consultation period will be less than 12 weeks (rationale to be provided) <input type="checkbox"/></p> <p><i>Rationale:</i></p>	

6.0	Due regard to Rural Needs (please tick all that apply)
6.1	<p>Proposal relates to developing, adopting, implementing or revising a policy / strategy / plan / designing and/or delivering a public service</p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>Rural Needs Impact Assessment completed <input type="checkbox"/></p>
7.0	Appendices
	Revised Planning Retention and Disposal Schedule
8.0	<p>Background Documents</p> <p>Council minute approving C/168/2015: Retention and Disposal Schedule, ratified by Council on 04 January 2016: https://www.newrymournedown.org/media/uploads/Council_Minutes_07-12-2015.pdf</p> <p>Strategy, Policy and Resources Committee minute approving SPR/196/2021: Draft Newry, Mourne and Down District Council Retention and Disposal Schedule, ratified by Council on 10 January 2022: https://www.newrymournedown.org/media/uploads/strategy_policy_resources_minutes_-16-12-2021.pdf</p> <p>Public Records (NI) Act 1923: Public Records Act (Northern Ireland) 1923 (legislation.gov.uk)</p> <p>Disposal of Documents Order 1925: Disposal of Documents Order, 1925 nidirect</p> <p>Code of Practice on the management of records issued under section 46 of the Freedom of Information Act 2000: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1010395/Freedom_Information_Code_Practice_Web_Accessible.pdf</p> <p>Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (United Kingdom General Data Protection Regulation): https://www.legislation.gov.uk/eur/2016/679/article/5</p>

Retention and Disposal Policy for Planning Records (2022)

PLANNING - Paper and Electronic Records				
Sub-work Area – Basic Work Activities	Type of Records	Statutory provisions/Authority	Retention Period	Action at end of administrative life of record (and retention period)
Development Management	<p>All Planning Registers:</p> <ul style="list-style-type: none"> Register for Applications* Register for Simplified Planning Zones and Enterprise Zones Register of Enforcement Notices Register of Orders and Directions <p>*This includes Section 26 (Regionally Significant Applications), Section 29 (Call-In Applications) and EIA Assessments & Statements.</p>	<p>Section 242 (1) of the Planning Act (Northern Ireland) 2011</p> <p>Articles 24, 25, 26 and 27 of the Planning (General Development Procedure) Order (Northern Ireland) 2015</p> <p>The Planning (Environmental Impact Assessment) Regulations (Northern Ireland) 2017</p>	Permanent	Permanent retention by Council
	<p>Planning Application files including related Appeal, Public Inquiry and Judicial Review records.</p> <p>Case Types included: Advertisement; Conservation Area Consent; Discharge of Condition; Request for EIA Determination; Determination - Listed Buildings Consent; Section 26 Determination; Full; Hazardous Substance Consent; Hazardous Substances Deemed Consent; Listed Building Consent; Certificate of Lawfulness (Existing); Certificate of Lawfulness (Proposed); Modify or Discharge a Planning Agreement; Non Material Change; Outline; Proposal of Application Notice; Reserved Matters; Review of Mineral Permissions; Section 54 Application; Transboundary Application.</p>	<p>The Planning Act (Northern Ireland) 2011</p> <p>Period of retention determined by Council/DfI</p>	6 years (from date of last paper / action on the file once case is closed / concluded)	Destroy
	Tree Preservation Order; Urgent Crown Development; Urgent Crown Listed Building Consent; and Works on Protected Trees.	The Planning Act (Northern Ireland) 2011	Permanent	Permanent retention by Council and copied to PRONI at aged 20 years.
	Preliminary Enquiries and Pre-Application Discussions (PADs)	<p>Non-statutory</p> <p>Period of retention determined by Council/DfI</p>	6 years (from date of last paper / action on the file once case is closed / concluded)	Destroy
	Permitted Development Notifications	<p>The Planning Act (Northern Ireland) 2011</p> <p>Parts 14, 16, 18 and 32 of the Schedule to the Planning (General Permitted Development) Order (Northern Ireland) 2015</p> <p>Period of retention determined by Council/DfI</p>	6 years (from date of last paper / action on the file once case is closed / concluded)	Destroy

Retention and Disposal Policy for Planning Records (2022)

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	Invalid applications	The Planning Act (Northern Ireland) 2011 Period of retention determined by Council/DfI	6 years (from date of last paper / action on the file once case is closed / returned)	Destroy
	Third party representations on Planning Application files, including related Appeal, Public Inquiry and Judicial Review records	The Planning Act (Northern Ireland) 2011 Period of retention determined by Council/DfI	3 years (from date of last paper / action on the file once case is closed / concluded)	Destroy
	Applications for Certificate of Alternative Development Value (CADVs)	The Certificates of Alternative Development Value Regulations (Northern Ireland) 2015 The Land Compensation (Northern Ireland) Order 1982 Period of retention determined by Council/DfI	6 years (from date of last paper / action on the file once case is closed / concluded)	Destroy
Enforcement	Register of Enforcement Notices	Section 242 (1) of the Planning Act (Northern Ireland) 2011 Article 26 of the Planning (General Development Procedure) Order (Northern Ireland) 2015 The Planning (Environmental Impact Assessment) Regulations (Northern Ireland) 2017	Permanent	Permanent retention by Council
	Enforcement Files	The Planning Act (Northern Ireland) 2011 Period of retention determined by Council/DfI	2 years (from date of last paper / action on the file once case is closed / concluded)	Destroy
Development Plan	Records associated with all aspects of the process, preparation and publication of development plans from plan initiation to plan adoption stages	The Planning (Local Development Plan) Regulations (Northern Ireland) 2015 Period of retention determined by Council/DfI	Retention by Council for 6 years from date plan adopted	Destroy
	Published Plan	The Planning (Local Development Plan) Regulations (Northern Ireland) 2015	Permanent	Permanent retention by Council
	Records associated with the preparation of Publications (Conservation Area Design Booklets, Design Guides etc)	The Planning (Local Development Plan) Regulations (Northern Ireland) 2015 Period of retention determined by Council/DfI	Retention by Council for 6 years from date of publication	Destroy

Retention and Disposal Policy for Planning Records (2022)

	Publications (Conservation Area Design Booklets, Design Guides etc)	The Planning (Local Development Plan) Regulations (Northern Ireland) 2015	Permanent	Permanent retention by Council
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Report to:	Strategy, Policy and Resources Committee
Date of Meeting:	17 November 2022
Subject:	Mid Year Assessments of Directorate Business Plans 2022-23
Reporting Officer (Including Job Title):	Marie Ward - Chief Executive Josephine Kelly – Director: Corporate Services
Contact Officer (Including Job Title):	Marie Ward - Chief Executive Josephine Kelly– Director: Corporate Services

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

For decision	X	For noting only	
1.0		Purpose and Background	
1.1		Directorate Business Plans provide an overview of planned activity for the year ahead, and contribute to the delivery of the Community Plan, Corporate Plan and other key plans and strategies. They form an essential part of the Council's Business Planning and Performance Management Framework, which demonstrates how corporate objectives are cascaded across the organisation and provides assurance that they are being delivered.	
2.0		Key issues	
2.1		In order to improve transparency and accountability, and facilitate a performance led approach to business planning, each Directorate has undertaken an assessment of their Business Plan 2022-23, to provide an overview of progress between April-September 2022. This exercise forms an important part of the Council's statutory responsibility to strengthen the way performance is monitored, reviewed and reported across the organisation.	
2.2		The Mid Year Assessments of the Chief Executive's Department Business Plan and Corporate Services Directorate Business Plan are outlined at Appendices 1 and 2.	
3.0		Recommendations	
3.1		To consider and agree the: <ul style="list-style-type: none"> Mid Year Assessment of the Chief Executive's Department Business Plan 2022-23 Mid Year Assessment of the Corporate Services Directorate Business Plan 2022-23 	
4.0		Resource implications	
4.1		There are no financial resource implications within this report.	
5.0		Due regard to equality of opportunity and regard to good relations (complete the relevant sections)	
5.1		<p><i>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</i></p> <p>It is not anticipated the proposal will have an adverse impact upon equality of opportunity or good relations</p>	<input checked="" type="checkbox"/>

5.2	<p><i>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</i></p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>The policy (strategy, policy initiative or practice and / or decision) has been equality screened <input type="checkbox"/></p> <p>The policy (strategy, policy initiative or practice and / or decision) will be subject to equality screening prior to implementation <input type="checkbox"/></p>
5.3	<p><i>Proposal initiating consultation</i></p> <p>Consultation will seek the views of those directly affected by the proposal, address barriers for particular Section 75 equality categories to participate and allow adequate time for groups to consult amongst themselves <input type="checkbox"/></p> <p>Consultation period will be 12 weeks <input type="checkbox"/></p> <p>Consultation period will be less than 12 weeks (rationale to be provided) <input type="checkbox"/></p> <p><i>Rationale:</i> Consultation not required.</p>
6.0	<p>Due regard to Rural Needs (please tick all that apply)</p>
6.1	<p>Proposal relates to developing, adopting, implementing or revising a policy / strategy / plan / designing and/or delivering a public service</p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>Rural Needs Impact Assessment completed <input checked="" type="checkbox"/></p>
7.0	<p>Appendices</p>
	<ul style="list-style-type: none"> • Appendix 1 – Mid Year Assessment of the Chief Executive’s Department Business Plan 2022-23 • Appendix 2 – Mid Year Assessment of the Corporate Services Directorate Business Plan 2022-23
8.0	<p>Background Documents</p>
	<p>Directorate Business Plans 2022-23</p>

Chief Executive's Department

Mid-Year Assessment Business Plan 2022-23



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

Introduction

This report provides an overview of progress in delivering the Business Plan 2022-23 for the Chief Executive’s Department, across the following service areas:




- Business Transformation
- Performance and Improvement
- Evidence and Research
- Community Planning
- Democratic Services

The delivery of the Chief Executive’s Departmental Business Plan 2022-23 supports the achievement of all community planning outcomes and corporate objectives, specifically the corporate objectives outlined below. Performance has also been tracked using the legend below.

Provide accessible, high quality and integrated services through continuous improvement





Advocate with others for the benefit of all people of the district




Legend


Status	
	Target or objective achieved / on track to be achieved
	Target or objective partially achieved / likely to be achieved / subject to delay
	Target or objective not achieved / unlikely to be achieved




Chief Executive's Department

Key Office Objectives / Actions
<p>Community Planning – Work with partners to lead the implementation of the Community Plan and deliver better outcomes for local people.</p> <p>Evidence and Research – Develop a robust and reliable evidence base to underpin and inform future decision-making and policy development processes.</p> <p>Performance and Improvement – Support the development of a performance improvement culture by embedding effective performance management arrangements.</p> <p>Democratic Services – Support the decision making and political governance structures of the Council.</p>


Community Planning			
OBJECTIVE	ALIGNMENT WITH CORPORATE PLAN		
Work with partners to lead the implementation of the Community Plan and deliver better outcomes for local people	Advocate with others for the benefit of all people of the district		
Action	Timescale	Status	Progress
Support the Strategic Stakeholder Forum in progressing priority projects, in relation to the Ukraine Crisis and social supermarkets	Q1 onwards		Information pack developed for Ukrainian support centre and distributed through Citizens Advice NMD. Scoping study complete in relation to social supermarket provision
Facilitate three Community Planning Partnership Board meetings	Q1 onwards		Community Planning Partnership Meetings held in May and September 2022.
Progress the implementation of agreed actions within the 14 community planning priority subgroups and identify future workstreams	Q1 onwards		Actions continue to be developed. Actions in relation to digital poverty and active travel have now been designated as complete by the Partnership.
Organise three Participatory Budgeting celebration events and publish feedback report	Q1 – Q2		Three PB celebratory events were held in Downpatrick, Newry and




			Newcastle with 36 community groups attending. Participatory Budgeting brochure (including project scorecard) completed and presented to the Partnership.
In collaboration with the Department for Communities, facilitate the 'People and Place' review for the District	Q1 onwards		On-going.
In collaboration with the Strategic Stakeholder Forum, conclude and evaluate the Community Foundation NI supported Citizens' Panel for the District	Q3		Initial project has been concluded and funding secured to extend the civic engagement platform for a further 12 months.
Prepare, progress and publish the Community Planning review	Q4		Consultants have been appointed to facilitate stakeholder engagement. Public engagement will be conducted by Speak NMD and Council's social media channels
Work with Community Planning partners to progress the development and implementation of further Participatory Budgeting projects across the District	Q4		


Evidence and Research			
OBJECTIVE Develop a robust and reliable evidence base to underpin and inform future decision-making and policy development processes	ALIGNMENT WITH CORPORATE PLAN		
	Provide accessible, high quality and integrated services through continuous improvement		
Action	Timescale	Status	Progress
Provide Geographic Information System (GIS) and data analytics support across the organisation	Q1 onwards		On-going

Work with internal departments to develop service specific GIS applications to support service delivery	Q1 onwards		On-going. Examples include litter bin survey app, radon viewer and town signage viewer.
Facilitate effective stakeholder consultation and engagement through online surveys and the NMD Citizens Panel	Q1 onwards		On-going. Examples include Community Planning Engagement, EA Youth Provision and Social Supermarket Engagement.
Undertake the 2022 residents survey to inform the development of the Corporate Plan 2023-27 and review of the Community Plan	Q3		Survey carried out August/September 2022 and first draft report complete.
Update baseline data for the Corporate Plan, Community Plan and departmental requirements	Q3 - Q4		.
Develop a series of project scorecards for internal and community planning projects	Q3 - Q4		




Performance and Improvement





OBJECTIVE Support the development of a performance improvement culture by embedding effective performance management arrangements	ALIGNMENT WITH CORPORATE PLAN		
	Provide accessible, high quality and integrated services through continuous improvement		
Action	Timescale	Status	Progress
Prepare and publish the Performance Improvement Plan 2022-23	Q1		The draft performance improvement objectives were endorsed through the public consultation and engagement process and published in the Performance Improvement Plan, which was made available on the corporate website before 30 June 2022, in line with the statutory timescale.





Prepare and publish the Assessment of Performance 2021-22	Q2		The Assessment of Performance 2021-22 provides an overview of progress against the 'measures of success' in the Corporate Plan 2021-23 and Performance Improvement Plan 2021-22, and was published before 30 September 2022, in line with the statutory timescale. The summary document entitled 'Our Performance Looking Back, Going Forward' was also published on the corporate website.
Facilitate the Performance Audit and Assessment and implement the 'proposals for improvement' put forward by the Local Government Auditor	Q2/Q3		The S95 Report from the NI Audit Office in relation to the Performance Audit and Assessment 2021-22 has not yet been issued and the 2022-23 Performance Audit and Assessment has been delayed until Q3/Q4. The Council continues to comply with the statutory Duty of Improvement and implement the current Proposals for Improvement. Progress to date was reported through the Assessment of Performance 2021-22.
Develop the 2023-24 performance improvement objectives, in line with the Corporate Plan	Q3		Progress in delivering the current suite of performance improvement objectives will be reported during Q3. This process will inform the development of the performance improvement objectives 2023-24.
Strengthen the alignment across the Business Planning and Performance Management Framework and co-ordinate the business and service planning process	Q1 onwards		The alignment across the Business Planning and Performance Management Framework continues to strengthen through the Corporate Plan, Performance Improvement Plan, Directorate Business Plans,

			Service Plans and People Perform Grow (phase 1 & 2), which enables teams and employees to identify their contribution to achieving strategic outcomes and objectives.
Progress and finalise the Outline Business Case for an electronic Performance Management System	Q2		The Council has developed and finalised the Outline Business Case for the electronic performance management system, which was approved by the IT Projects Group in July 2022

Democratic Services

OBJECTIVE Support the decision making and political governance structures of the Council	ALIGNMENT WITH CORPORATE PLAN		
	Advocate with others for the benefit of all people of the district		
Action	Timescale	Status	Progress
Provide administrative and governance support to the Council, Standing Committees, PCSP/Policing Committee and ad-hoc Working Groups	Q1 onwards		The Council continues to provide administrative and governance support to the monthly meetings of Council and its Standing Committees, as well as the quarterly meetings of the Audit Committee. Action sheets for each meeting are instrumental in monitoring and tracking progress in implementing Council decisions. Hybrid meetings are continuing with Members being encouraged to return to Council chambers for meetings.
Prepare for the local government elections in May 2023	Q1 – Q4		Preparations have begun including expressions of interest being sought; ongoing training for key personnel;
Organise the annual meeting of the Council and manage the appointment to	Q1		The annual meeting of the Council took place in June 2022 and Elected Members

positions of responsibility for the Council and Committees			have been appointed to designated positions of responsibility for 2022-23, as well as the fourth term of Council in relation to political party representation.
Organise and publish the programme of Council and Committee meetings	Q1		The programme of Committee meetings for 2022-23 has been organised, agreed and published on the corporate website.
Organise an induction, training and capacity building programme to support Elected Members in fulfilling their roles and responsibilities, including e-learning, Code of Conduct, Standing Orders, Decision Time, Safeguarding, Data Protection and Performance Management	Q1 onwards		Induction training has been provided to new Councillors. The department continues to support Elected Members in fulfilling their roles and responsibilities. Elected Members also attended a range of conferences organised by NILGA, National Association of Councillors and APSE.
Commence preparations to re-attain the Elected Development Charter for NMDDC	Q1/Q2		Re-attaining the Elected Member Development Charter has been delayed due to resource constraints and competing priorities.
Support the Chairperson and Vice-Chairperson in carrying out their role(s) as First Citizen(s)	Q1 onwards		The Chairperson and Vice Chairperson have a designated resource within the Council to support them in fulfilling their role(s) as First Citizen(s). To date, the Chairperson has hosted 6 civic receptions and attended 149 official events across the District. He also held a District-wide Awards Ceremony with 45 awards presented.

Measures of Success			
Measure	Q1/Q2 Actual	Status	Explanation
Compliance with the statutory Duty of Improvement	Achieved		Whilst the S95 Report for 2021-22 has not yet been issued by the NI Audit Office, the Council continues to comply with the statutory Duty of Improvement.
Compliance with the statutory Duty of Community Planning	Achieved		The Council continues to comply with the statutory Duty of Community Planning.
The number of events hosted on behalf of the Chairperson	7		Between April-September 2022, the Chairperson hosted 7 civic receptions.
The number of official events attended by the Chairperson/Vice Chairperson	149		Between April-September 2022, the Chairperson attended 149 official events across the District. This included the 'Eco-Schools Green Flag', 'Ulster Rally', 'Skiffie Festival', 'Downtime Festival' as well as illuminating Council buildings to recognise World Heart Day, Baby Loss Awareness, Anti-Slavery Day, National Coming Out Day and Spina Bifida Awareness

Corporate Services

Mid-Year Assessment Business Plan 2022-23



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

Introduction

This report provides an overview of progress in delivering the Corporate Services Business Plan 2022-23 between April-September 2022, across the following service areas:

- Finance, including Procurement
- Human Resources, including Safeguarding
- Corporate Planning and Policy, including Communications and Marketing
- Administration, including Legal Services, Compliance and Registration Services
- Information Technology
- Estates and Capital projects, including Health and Safety and Emergency Planning




The delivery of the Corporate Services Business Plan 2022-23 supports the achievement of all corporate objectives, particularly the following corporate objectives, and performance has been tracked using the legend below.

Provide accessible, high quality and integrated services through continuous improvement

Invest in and support new and growing businesses, job creation and employment skills



Enhance, protect and promote our environment








Legend


Status	
	Target or objective achieved / on track to be achieved
	Target or objective partially achieved / likely to be achieved / subject to delay
	Target or objective not achieved / unlikely to be achieved






Directorate objectives, supporting actions and measures of success



Key Office Objectives / Actions
Administration <ul style="list-style-type: none"> • Provide a Corporate Compliance Service • Deliver a Corporate Business Support Service and Registration Service • Provide a Corporate Legal Support Service Corporate Planning and Policy <ul style="list-style-type: none"> • Provide a Corporate Planning and Corporate Policy function, including statutory duty compliance and Irish Language • Provide a corporate Communications and Marketing service including digital communications Estates and Capital <ul style="list-style-type: none"> • Provide adequate Emergency Planning and response • Provide appropriate Health and Safety and Insurance provision • Provide strategic asset strategy for Council Finance <ul style="list-style-type: none"> • Provide and efficient finance function • Ensure appropriate risk management arrangements in place • Provide an effective procurement service HR and Safeguarding <ul style="list-style-type: none"> • Continue to mitigate existing and emerging safeguarding risks, for both Council & Citizens • Provide a professional HR service all employment matters, including employee relations, resourcing and development • Contribute to the further development of future workforce skills IT <ul style="list-style-type: none"> • Provide a highly available, accessible, and secure IT environment to support Council services.




Administration			
OBJECTIVE Provide a Corporate Compliance Service	ALIGNMENT WITH CORPORATE PLAN		
	Provide accessible, high quality and integrated services through continuous improvement		
Action	Timescale	Status	Progress
When ratified by the NI Assembly, implement the new Retention and Disposal Schedule	Q3		Target subject to delay due to NI Assembly not sitting and changes to the Planning Section of the Schedule in conjunction with DfI.
Develop an Electronic Document Records	Q3		On track to achieve this target.





Management System Outline Business Case			
Update Records Management and Access to Information Policy and Procedures	Q4		On track to achieve this target.
OBJECTIVE Deliver a Corporate Business Support Service and Registration Services	ALIGNMENT WITH CORPORATE PLAN		
	Provide accessible, high quality and integrated services through continuous improvement		
Action	Timescale	Status	Progress
Align Business Support Team with outcome of Business Admin Review	Q3		Clarification on available resource awaited from SMT. Service delivery options being reviewed.
Implement new NIPSO Complaint Management Model	Q4		NIPSO has published its timetable for Local Government Sector – MCHP to be approved by 31/3/23 and implemented by Councils within 6 months thereafter.
Provide training for staff and elected members on the new NIPSO Complaints Management Model in conjunction with NIPSO	Q4		NIPSO currently developing sectoral training for Local Government to meet timeframe above.
Develop a Promotional Package for Registration Services in line with Council's Digital First Strategy	Q2		Work is ongoing on this proposal.
OBJECTIVE Provide a Corporate Legal Support Service	ALIGNMENT WITH CORPORATE PLAN		
	Provide accessible, high quality and integrated services through continuous improvement		
Action	Timescale	Status	Progress
Review of Council Standing Orders pending Departmental direction on specific aspects	Q4		Corporate training provided by FOC and ST. Departmental steer awaited on specific aspect.
Review the Standard Terms and Conditions of Contract used by Council and establish a common approach across Directorates.	Q3		Work ongoing on this.


Continue to promote the provision of legal support to all sectors of Council by internal legal team – specific focus on legal title document management. Pursue expansion of legal research resource and scope-out options for a case-management system within legal section.	Q2		Legal research resource has been explored – Lexis-Nexis option has been excluded on basis of cost and need. Sufficient options already available. Idea of case-management software raised with IT but no realistic prospect of this in current year.
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Corporate Planning and Policy			
OBJECTIVE Provide a corporate planning and policy service	ALIGNMENT WITH CORPORATE PLAN		
	Provide accessible, high quality and integrated services through continuous improvement		
Action	Timescale	Status	Progress
Development of Corporate Plan 2023-2027	Q4		On track to be achieved. Residents Survey currently being undertaken and staff, Elected Member and CMT/SMT focus groups, survey and workshops taking place in November 2022.
Development of Irish Language Strategy 2023-2027	Q4		On track to be achieved. Current strategy currently being reviewed and positive actions being identified.
Pursue and scope-out for a case-management system for the implementation of the Irish Language Bursary Scheme	Q4		On track to be achieved.
OBJECTIVE Provide a corporate Communications and Marketing service	ALIGNMENT WITH CORPORATE PLAN		
	Provide accessible, high quality and integrated services through continuous improvement		
Action	Timescale	Status	Progress
Begin development of new Corporate Website in terms of content management	Q2		Awaiting corporate direction
Develop and lead on high profile (Gold and Silver Priority) campaigns via print and digital communications	Q4		Development and implementation of monthly PR Plan working closely with SMT and CMT



and marketing methods in order to increase profile of Council and our district			
Pursue and scope-out for a case-management system for media management.	Q4		Awaiting corporate workshop
Pursue and scope-out for a case-management system for Communications and Marketing service requests.	Q4		Awaiting corporate workshop



Estates and Capital			
OBJECTIVE Provide adequate Emergency Planning and Response	ALIGNMENT WITH CORPORATE PLAN		
	Enhance, protect and promote our environment		
Action	Timescale	Status	Progress
Update of the Council Emergency Plan following review of JESIP Doctrine, including training of staff and elected members. Following this we plan to undertake a full scenario-based Emergency Plan exercise.	Q3		Work commenced to update EP – draft anticipated at next EPIG (Dec 2022). E-learning training to be made available – subject to HR availability/ resources
Implementation of own plan Cyber Resilience and Business Continuity planning (CRBC) and coordination with other directorates	Q2		All Cyber Resilience plans completed. BC Policy in draft to next EPIG (Dec 2022). Work required to complete SHEP own BCP arrangements – Directory/ hard copies, etc
OBJECTIVE Provide adequate Health & Safety and Insurance provision	ALIGNMENT WITH CORPORATE PLAN		
	Enhance, protect and promote our environment		
Action	Timescale	Status	Progress
Implementation of the new Health & Safety Policy to include training for staff and elected members	Q4		Additional training materials made available for managers – powerpoint, toolbox talk (May 2022) and availability of SHEP for delivery as requested (ongoing). Corporate H&S Committees meetings facilities to date.






Review of corporate H&S training requirements and implementation of a new framework of H&S training providers.	Q2		Contracts to commence 1 November 2022. Mechanisms in place to organise/ plan the delivery of same with CMT/ HoS as required
Review of all Council insurance requirements to ensure adequate insurance of Council assets are in place.	Q1- Q4		On-going
OBJECTIVE Provide strategic Estate Management and Capital Project support to Council	ALIGNMENT WITH CORPORATE PLAN		
	Enhance, protect and promote our environment		
Action	Timescale	Status	Progress
Implementation of Emerging Digital Technologies during the Design and Construction stages and utilising processes identified in ISO19650 Organisation of information and Building Information Management (BIM)	Q4		On-going. BIM Practices adopted in Major Capital Projects.
Continue to identify, assess, and agree future use of all surplus assets that best suits the organisations need.	Q1 – Q4		On-going piece of work.

Human Resources			
OBJECTIVE Provide a professional HR service on all employment matters, including employee relations, resourcing and development and safeguarding.	ALIGNMENT WITH CORPORATE PLAN		
	Provide accessible, high quality and integrated services through continuous improvement		
Action	Timescale	Status	Progress
Roll out of next stage of People Perform Grow to employees and commence pilot of PPG for teams	Q1		Next phase has been rolled out. Pilot of PPG for Teams not commenced



Review and update our safeguarding policy and procedures in order to continue to mitigate existing and emerging safeguarding risks, for both Council & Citizens including Human Trafficking & Modern Slavery, Domestic Abuse, Sexual Violence and risk posed by individuals	Q1-Q4		
Develop on apprenticeship programme, working with partnership organisations to develop skills and employability within the region	Q1 - Q4		
Actively participate in and support LGSC regional Talent Management Strategy in the development of processes to attract and retain employees, whilst facilitating the growth of individuals and flexibility within the organisation in terms of resourcing and deployment.	Q1-Q4		





Information Technology			
OBJECTIVE Provide a highly available, and secure IT environment to support Council services	ALIGNMENT WITH CORPORATE PLAN		
	Provide accessible, high quality and integrated services through continuous improvement		
Action	Timescale	Status	Progress
Continue to develop and test response plans and capabilities in line with CAF (Cyber Assessment Framework) and other relevant standards	Q1 – Q4		On-going
Implement and roll out additional security tools to staff and elected members, providing advice and training as required	Q1 – Q4		MFA (MultiFactorAuthentication) deployed to all users on M365. To be deployed to IDOX product suite during Q3.

Continue to increase User awareness and resilience through provision of training, advice and testing	Q1 - Q4		On-going
OBJECTIVE Provide technical input and support to digital transformation projects	ALIGNMENT WITH CORPORATE PLAN		
	Provide accessible, high quality and integrated services through continuous improvement		
Action	Timescale	Status	Progress
Contribute to digital transformation projects through the provision of technical advice and support.	Q1 – Q4		On-going

Finance			
OBJECTIVE Provide an efficient finance function	ALIGNMENT WITH CORPORATE PLAN		
	Provide accessible, high quality and integrated services through continuous improvement		
Action	Timescale	Status	Progress
Develop and introduce a quarterly review of budgets by ADs to inform management accounts	Q2		Completed – ADs provided variance analysis for Q1 Management Accounts and this is to continue going forward.
Develop and introduce new procedures around Accounts Receivable processes	Q2		Has commenced but will also include Trade Waste Management Procedures. To be completed in Q4.
Develop and introduce new procedures aligned to the new purchase to pay system	Q3		In progress
Develop and introduce updated corporate payroll procedures	Q3		In progress
Develop and introduce Asset Management Procedures including Capital Plan processes	Q1		Asset Management Policy approved by Council and training in relation to the procedures was completed in October 2022.
OBJECTIVE Ensure appropriate risk management arrangements are in place	ALIGNMENT WITH CORPORATE PLAN		
	Provide accessible, high quality and integrated services through continuous improvement		
Action	Timescale	Status	Progress

Anti-Fraud policy and Fraud Response plan to be reviewed and updated	Q3		In progress
Whistleblowing policy to be reviewed and updated to reflect NIAO best practice on raising concerns	Q3		In progress
Fraud Risk Assessment to be refreshed as per NIAO self-assessment	Q2		In progress and will be completed in Q3.
OBJECTIVE Provide an effective procurement service	ALIGNMENT WITH CORPORATE PLAN		
	Provide accessible, high quality and integrated services through continuous improvement		
Action	Timescale	Status	Progress
Procurement policy to be revised to reflect most recent PPN on contract variations	Q3		Unlikely to be achieved due to current resourcing within the Procurement unit.
Continue to develop procedures to align to Social Value Procurement best practice and legislative changes	Q3		Unlikely to be achieved due to current resourcing within the Procurement unit.
Explore options to integrate Multi Quote competitions with E-tenders NI and E-tenders.ie.	Q2		To be completed in Quarter 3.

Measures of Success												
Measure	Target	YTD Actual	Status	Explanation								
Administration: 95% of responses to requests for information provided within statutory timeframe	95%	94%		<div>As at 18 October, pending cases have impacted achievement of the target.</div> <table><tr><td>No</td><td>1</td></tr><tr><td>Pending</td><td>19</td></tr><tr><td>Yes</td><td>333</td></tr><tr><td>Total</td><td>353</td></tr></table>	No	1	Pending	19	Yes	333	Total	353
No	1											
Pending	19											
Yes	333											
Total	353											
Finance: Pay 90% of invoices to suppliers within 30 days	90%	80%		New purchase to pay system implemented in Q1, therefore with new procedures, payment statistics fell to 72% in Q1. This has increased to 88% in Q2. Target								

				should be achieved for the remainder of the year.
IT: 97.5% System "UP" Time	97.5%	98.5%		Some core systems shut down as a precaution during the June 2022 Cyber Incident.
HR: Phase 2 People Perform Grow, fully implemented	N/A	N/A		Phase 2 launched. Review of PPG tracker following half-year reviews will confirm levels of take up.
Estates and Capital Projects: 90% of staff to receive training on the new Health & Safety Policy	90%	40%		Email sent to all staff in April with accompanying toolbox talk and Powerpoint presentation. We await confirmation from Managers and returned Tool box talks.
Corporate Planning and Policy: 90% of media requests for information responded to within agreed timeframes	90%	97%		354 media enquiries received in Q1-Q2. Response timeframes are appropriate to the nature of the request eg: operational – provide clarification, comment or update on subject matter to meet with daily/weekly publications; or detailed response – requiring access to information held on file, historical information etc. to meet with ICO guidance.

Report to:	Strategy, Policy and Resources Committee
Date of Meeting:	17 November 2022
Subject:	Mid Year Assessment - Performance Improvement Plan 2022-23
Reporting Officer (Including Job Title):	Gerard Byrne – Assistant Director of Finance & Performance
Contact Officer (Including Job Title):	Catherine Hughes – Acting Head of Performance and Improvement

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

For decision	X	For noting only	
1.0	Purpose and Background		
1.1	<p>Through the Performance Improvement Plan 2022-23 and Business Planning and Performance Management Framework, the Council makes a commitment to monitor, review and report performance on a regular basis.</p> <p>This report provides an overview of the Council's progress in implementing the performance improvement objectives between April-September 2022. Where possible, performance has been tracked against the targets set within the Performance Improvement Plan 2022-23.</p>		
2.0	Key issues		
2.1	<p>The majority of 'supporting actions' and 'measures of success' within the Performance Improvement Plan 2022-23 are on track to be achieved. However, progress against the following has been limited:</p> <ul style="list-style-type: none"> • There was a decrease in the number of fixed penalty notices issued and paid, but annual targets are likely to be achieved. • There was a slight reduction in the percentage of successful applications to the Financial Assistance Scheme and the 2022-23 target was narrowly missed. • The statutory standards for processing local and major planning applications and enforcement cases were not achieved, and performance has decreased. 		
2.2	<p>It should be noted that the information contained within this report may be subject to change when the results are verified, validated and reported through the annual Assessment of Performance which will be published by 30 September 2023.</p>		
3.0	Recommendations		
3.1	<p>To consider and agree the:</p> <ul style="list-style-type: none"> • Mid Year Assessment of the Performance Improvement Plan 2022-23 		
4.0	Resource implications		
4.1	<p>There are no financial resource implications within this report.</p>		
5.0	Due regard to equality of opportunity and regard to good relations (complete the relevant sections)		

5.1	<p><i>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</i></p> <p>It is not anticipated the proposal will have an adverse impact upon equality of opportunity or good relations <input checked="" type="checkbox"/></p>
5.2	<p><i>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</i></p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>The policy (strategy, policy initiative or practice and / or decision) has been equality screened <input type="checkbox"/></p> <p>The policy (strategy, policy initiative or practice and / or decision) will be subject to equality screening prior to implementation <input type="checkbox"/></p>
5.3	<p><i>Proposal initiating consultation</i></p> <p>Consultation will seek the views of those directly affected by the proposal, address barriers for particular Section 75 equality categories to participate and allow adequate time for groups to consult amongst themselves <input type="checkbox"/></p> <p>Consultation period will be 12 weeks <input type="checkbox"/></p> <p>Consultation period will be less than 12 weeks (rationale to be provided) <input type="checkbox"/></p> <p><i>Rationale:</i> Consultation not required.</p>
6.0	<p>Due regard to Rural Needs (please tick all that apply)</p>
6.1	<p>Proposal relates to developing, adopting, implementing or revising a policy / strategy / plan / designing and/or delivering a public service</p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>Rural Needs Impact Assessment completed <input checked="" type="checkbox"/></p>
7.0	<p>Appendices</p> <ul style="list-style-type: none"> Appendix 1 – Mid Year Assessment - Performance Improvement Plan 2022-23
8.0	<p>Background Documents</p> <p>Performance Improvement Plan 2022-23</p>

Performance Improvement Plan 2022-23

Mid Year Assessment



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

This report provides an overview of the Council's progress in implementing the performance improvement objectives between April-September 2022. Where possible, performance has been tracked against the targets set within the Performance Improvement Plan 2022-23.

Performance Improvement Objectives 2022-23

1. **We will encourage local people to lead healthy and active lives by improving the quality of our parks and open spaces**
2. **We will grow the economy by supporting local businesses and creating new jobs**
3. **We will improve the cleanliness of our District by addressing littering, fly tipping and dog fouling incidents**
4. **We will build the capacity of local communities through the Financial Assistance Scheme**
5. **We will improve the processing times of planning applications and enforcement cases by implementing the Planning Service Improvement Programme**

Legend

Status		Legend	
	Target or objective achieved / on track to be achieved		Performance has improved since Q1/Q2 2021-22
	Target or objective partially achieved / likely to be achieved / subject to delay		Performance is similar to Q1/Q2 2021-22
	Target or objective not achieved / unlikely to be achieved		Performance has declined since Q1/Q2 2021-22

It should be noted that:

- For the statutory performance indicators for economic development, planning and waste management, performance has been compared to the same period in 2021-22.
- The information contained within this report may be subject to change when the results are verified, validated and reported through the annual Assessment of Performance which will be published by 30 September 2023.

Progress at a glance

Performance Improvement Objective	Progress	Status Trend
We will encourage local people to lead healthy and active lives by improving the quality of our parks and open spaces	160,234 visits recorded at Warrenpoint Municipal Park	
	109,433 visits recorded at 10 community trails	
	Green flag accreditation for 5 parks, including Slieve Gullion Forest Park and Delamont Country Park	
	Blue flag accreditation for Cranfield, Murlough and Tyrella beaches	
	Four play park projects have been completed with a further three projects progressed.	
We will grow the economy by supporting local businesses and creating new jobs	92 new jobs promoted through business start activity	
	10 new social enterprises supported and 4 new social enterprise jobs created	
	247 businesses supported and 467.5 mentoring days delivered through 'NMD Growth', 'Digital Growth', 'Tender for Growth' and 'Sales Accelerator'	
	9.5 new jobs and 2 new businesses created through SEAFLAG 2	
We will improve the cleanliness of our District by addressing littering, fly tipping and dog fouling incidents	62 fixed penalty notices issued and 48 paid	
	Assistance provided towards 31 community clean ups	
	£13k awarded towards 10 environmental projects through the NI 'Live Here Love Here' scheme	
	Increase in the rate of recycling	
	Decrease in the amount of waste sent to landfill	
We will build the capacity of local communities through the Financial Assistance Scheme	Over £1m awarded towards 304 successful applications through the Financial Assistance Scheme	
	£214k awarded towards Sport and Community Facilities Capital projects	
	£121k awarded towards 9 Tourism and Arts Events and a further £114K towards 13 Arts & Culture Projects across the District.	
	5 capacity building sessions delivered to community groups that have been awarded funding	
	4,993 participants have taken part in completed projects funded through the Financial Assistance Scheme	
We will improve the processing times of planning applications and enforcement cases by implementing the Planning Service Improvement Programme	The average processing time for local planning applications increased to 17.6 weeks	
	The average processing time for major planning applications increased to 303.8 weeks	
	50.0% of enforcement cases processed within 39 weeks	
	Increase in the number of planning applications in the system for 12 months or more	
	Slight decrease in the number of enforcement cases in the system for 12 months or more	

Performance Improvement Objective 1

We will encourage local people to lead healthy and active lives by improving the quality of our parks and open spaces

Senior Responsible Officer: Director of Enterprise, Regeneration and Tourism

Progress:

- The Council continues to work towards UNESCO Global Geopark designation for Mourne, Gullion, Strangford with a Master plan and Business and Improvement plan being delivered.
- The Council is progressing the development of the concept, design, outline business case and completion of PAD for the Narnia Experience at Kilbroney Park, Rostrevor.
- Progress is underway to attain planning for new visitor facilities at Tyrella beach.
- The outdoor performance and interpretive space at Slieve Gullion Forest Park is now complete.
- The draft proposals for the viewpoint upgrade, walking trails and visitor information centre at Delamont Country Park have been finalised. A Planning application has been submitted for trail development and enhancement at Delamont Country Park and a procurement exercise to appoint a suitable company to carry out design, supply and installation of all signage, interpretation and furniture/seating is progressing.
- The Council, working with ORNI(Outdoor Recreation NI), erected signage on responsible use of outdoor space across the District's parks and beaches.
- There are 2 community trails being developed this year with a further 4 trails progressed to shovel ready. ORNI are also carrying out feasibility studies for the development of a further three trails.
- A diverse range of activities have been delivered at Warrenpoint Park, including a celebration event of community, gardening and food to mark the completion of the parks heritage fund project. In late August an interactive trail was installed with an accompanying website which allows you to scan QR codes at each activity point to discover further details about Warrenpoint Municipal Park. Wake the Giant in the Park and the Loughside Festival were also hosted in Warrenpoint Park.

Measure of Success	2022-23		Status	Explanatory note
	Target	Q1/Q2 Actual		
Number of recorded visits at:				
Kilbroney Park*	No target	Data not available	-	The number of visits recorded at Kilbroney Park will be reported through the Assessment of Performance 2022-23.
Slieve Gullion Forest Park*	No target	Data not available		The number of visits recorded at Slieve Gullion Forest Park will be reported through the Assessment of Performance 2022-23.
Carlingford Lough Greenway	No target	Data not available	-	The number of visits recorded at the Carlingford Lough Greenway will be reported through the

				Assessment of Performance 2022-23.
Delamont Country Park	No target	Data not available		The number of visits recorded at Delamont Country Park will be reported through the Assessment of Performance 2022-23.
Warrenpoint Municipal Park	No target	160,234	😊	160,234 visits were recorded at Warrenpoint Municipal Park between April and September 2022. This is an increase of 14.6% when compared to the 139,845 visits recorded for the same period last year.
Community trails	120,000	109,433 visits	😊	109,433 visits were recorded at 10 community trails. Drumkeeragh Forest recorded the most visits (17,165) between Q1/2 2022-23
Number of parks with green flag accreditation	5	5	😊	The Council was awarded green flag accreditation for five parks, including Kilbroney Park, Slieve Gullion Forest Park and Delamont Country Park and green flag heritage accreditation for Warrenpoint Municipal Park and Newry Canal.
Number of parks with green flag heritage accreditation	3	2	😐	
Number of beaches with blue flag accreditation	3	3	😊	The Council was awarded blue flag accreditation for Cranfield, Murlough and Tyrella beaches in Q1 2022-23.
Number of new/upgraded play parks	7	4	😊	The Council has completed 4 play park projects in 2022-23 with three projects progressed. Equipment has been procured for the two new play parks at Darraghs Cross and Teconnaught. Kittys Road play park is currently being upgraded with work already started on site.

*New counter systems have been installed across selected Council parks and work is underway to verify the quality of the data for accuracy. It should be noted that the baseline data records the number of vehicles entering the parks which is multiplied by 4 to calculate the number of individual visits.

Performance Improvement Objective 2









We will grow the economy by supporting local businesses and creating new jobs






Senior Responsible Officer: Director of Enterprise, Regeneration and Tourism

Progress:

During Q1 and Q2 2022-23, the Council:

- Awarded a new contract to deliver the multi-media 'Make it Local' marketing campaign to stimulate footfall and support local businesses across the District. It will be launched in Q3 2022-23 and will feature interested local businesses.
- Administered the DAERA Micro Business Development Grant in May 2022 which saw 58 Letters of Offer accepted to the value of £199,803.14.
- Supported 154 entrepreneurs with an approved Business Plan, creating 92 new businesses and promoting 92 new jobs.
- Supported 247 local businesses and delivered 467.5 mentoring days, 25 workshops, 2 thematic programmes, 1 Master Class, 1 Trade Visit and 1 'Meet the Buyer' event through the 'NMD Growth', 'Digital Growth', 'Tender for Growth' and 'Sales Accelerator' programmes.

Measure of success	2022-23		Status	Explanatory note
	Target	Q1/Q2 Actual		
Number of business plans approved through NI 'Go For It'*	312	154		154 Business Plans approved, achieving 49.4% of the annual target.
Number of new business starts created through NI 'Go For It'	187	92		92 new businesses created, achieving 49.2% of the annual target.
Number of new jobs promoted through NI 'Go For It' (statutory performance indicator)	>155 173 (updated standard)	92	 	92 new jobs promoted, achieving 59.4% of the statutory annual target. When compared to Q1/Q2 2021-22, this is below the 114 jobs which were promoted through the NI 'Go For It' programme.
Number of social enterprise start-ups supported	12	10		10 new social enterprise start-ups engaged, achieving 83% of the annual target.
Number of social enterprise jobs created	12	4		4 new social enterprise jobs created, achieving a third of the annual target.
Number of businesses supported through 'NMD Growth'	105	104		104 businesses supported, achieving 99% of the annual target.
Number of jobs created through 'NMD Growth'	50		-	The number of jobs created will be monitored in Q4 and reported through the Assessment of Performance 2022-23.
Number of businesses	77	42		42 businesses supported, achieving 54.5% of the annual target.

supported through 'Digital Growth'				
Number of jobs created through 'Digital Growth'	135		-	The number of jobs created will be monitored in Q4 and reported through the Assessment of Performance 2022-23.
Number of businesses supported through 'Tender for Growth'	57	43		43 businesses supported, achieving 75.4% of annual target.
Number of jobs created through 'Tender for Growth'	99.5		-	The number of jobs created will be monitored in Q4 and reported through the Assessment of Performance 2022-23.
Number of businesses supported through 'Sales Accelerator'	34	58		58 businesses supported in wave 2 and 3 of the programme, achieving well over 100% of the annual target. This programme was launched during Q1 2021-22, with good levels of uptake which have continued into Q1 and Q2 2022-23.
Number of jobs created through 'Sales Accelerator'	120		-	The number of jobs created will be monitored in Q4 and reported through the Assessment of Performance 2022-23.
Number of businesses supported through 'Digital Surge'	15	15		The Council has supported 15 businesses through the Digital Surge Programme, which accounts for 100% of its annual target.
Number of new jobs created in coastal areas (SEAFLAG 2)	Mar 2023: 5.5	To date		To date, 9.5 new jobs have been created through the SEAFLAG programme, exceeding the 2023 target of 5.5 new jobs. It should be noted that project targets/objectives are individual to each project. The COVID 19 Pandemic delayed the commencement and completion of some projects which in turn had a knock on effect on the creation of new jobs and businesses. Progress against the targets set will continue to be monitored by SEA FLAG until 31 March 2023. Targets scheduled to be met after 31 March 2023 will be monitored by Department of Agriculture, Environment and Rural Affairs (DAERA).
		9.5		
Number of new businesses created in coastal areas (SEAFLAG 2)	Mar 2023: 2	2		A total of two new businesses have been created in Ardglass and Kilkeel and the 2023 target has been achieved.

Performance Improvement Objective 3

We will improve the cleanliness of our District by addressing littering, fly tipping and dog fouling incidents






Senior Responsible Officer: Director of Sustainable Environment

Progress:

During Q1 and Q2 2022-23, the Council:

- Received 405 service requests for incidents of illicit dumping (264), littering (45) and dog fouling (96).
- Issued 58 littering and fly tipping fixed penalty notices (45 of which have been paid) and 4 dog fouling fixed penalty notices (3 of which have been paid). Overall, 77.4% of fixed penalty notices have been paid to date.
- Assisted 31 voluntary organisations, community groups, sports associations, schools and individuals with community clean ups across the District. This included eight beach cleans at a range of locations.
- Supported the NI 'Live Here Love Here' scheme, through which £13,000 was awarded towards 10 environmental projects covering themes such as community clean ups, community food growing initiatives and skill sharing in horticulture and community growing.
- Recorded an increase in the rate of recycling and a decrease in the amount of biodegradable waste sent to landfill and municipal waste arisings. All current statutory standards have been achieved.

Measure of success	2022-23 Target	Q1/Q2 Actual	Status	Explanatory note
LEAMS score (Keep NI Beautiful Cleanliness Index)	65	-	-	The annual Cleaner Neighbourhoods Survey results for the 2022-23 financial year will be published by Keep Northern Ireland Beautiful in July 2023 and the LEAMS score for Newry, Mourne and Down will be reported through the annual Assessment of Performance 2022-23.
Number of fixed penalty notices issued (littering, fly tipping and dog fouling)	150	62	☹️	The Council issued 62 fixed penalty notices, achieving 41.3% of the annual target. To date, 48 of the fixed penalty notices have been paid which represents 38.4% of the annual target. FPN's not paid will be referred for legal action with a higher penalty likely to apply.
Number of fixed penalty notices paid (littering, fly tipping and dog fouling)	125	48	☹️	
Number of community clean ups supported	100	31	☹️	The Council assisted with 31 community clean ups between April and September 2022.
Number of 'Live Here Love Here' environmental projects	No target	10	😊	A total of 10 environmental projects across Newry, Mourne and Down received funding through the NI

				'Live Here Love Here' small grants scheme.
		Q1 Actual		
The percentage of household waste collected by District Councils that is sent for recycling (<i>statutory performance indicator</i>)	50% by 2020 (65% by 2030)	51.8%	 	In 2021-22 the Council did not achieve the 2020 recycling target of 50%, falling slightly below this at 49.1%. For Q1 2022-23 however, the 2020 target has been exceeded with the rate of recycling recorded as 51.8%. This falls below the regional average of 53.8% and the Council is currently ranked 8/11 across Northern Ireland. When compared to Q1 2021-22, this represents an increase of 1.4% in the rate of recycling, from 50.4% to 51.8%, which is just below the regional rate of increase of 1.7% when comparing the same quarters.
The amount of biodegradable Local Authority Collected Municipal Waste that is landfilled (<i>statutory performance indicator</i>)	<20,954 tonnes (2019-20)	564 tonnes	 	During Q1 2022-23, the Council sent 564 tonnes of biodegradable municipal waste to landfill which was the second lowest across Northern Ireland and has only used 2.7% of the NILAS* allowance. When compared to Q1 2021-22, the amount of waste that was sent to landfill decreased by 14.3%, from 658 tonnes.
The amount of Local Authority Collected Municipal Waste arisings (<i>statutory performance indicator</i>)	No target	22,351 tonnes		When compared to Q1 2021-22, the amount of local authority collected municipal waste arisings decreased by 7.1%, from 24,059 tonnes to 22,351 tonnes. This decrease is similar to the regional trend and may be attributed to householders returning to the workplace post pandemic, thus generating less waste at home.

*NILAS: Northern Ireland Landfill Allowance Scheme.

Performance Improvement Objective 4

We will build the capacity of local communities through the Financial Assistance Scheme

Senior Responsible Officer: Director of Active and Healthy Communities

Progress:

During Q1 and Q2 2022-23:

- The Council awarded £1,013,210 towards 304 applications across 18 themes, including Community Engagement, Summer Schemes, Irish Language and Local Biodiversity.
- The most popular themes were Community Engagement, Good Relations and PCSP Community Safety and Support, through which £181,598 was awarded towards 112 successful applications.
- The highest amount of funding was awarded to Sports Facility Capital projects (£214,143 awarded to 4 applications) followed by Tourism and Arts Events (£121,424 awarded to 9 projects) and Arts and Culture projects (£114,325 towards 13 projects)
- The Council awarded £12,760 towards 13 Suicide Prevention and Emotional Wellbeing projects.
- Through existing Service Level Agreements, the Council awarded a total of £604,761.62 to the Newry Gateway Club, Newry Mourne and Down Community Advice, County Down Rural Community Network and Confederation of Community Groups.

Measure of Success	2022-23 Target	Q1/Q2 Actual	Status	Explanatory note
% of successful financial assistance applications*	70%	67.8%	☹️	Between April and September 2022, the Council received 485 applications to the first two calls of the 2022-23 Financial Assistance Scheme. 329 (67.8%) applications were successful with 78 failing stage 1 and 78 failing stage 2 of the process. 92% of successful applications were awarded funding with the Council using the score and rank process across five of the themes.
% of financial assistance applications funded*	No target	62.7%	-	
Number of capacity building sessions delivered	7	5	😊	The Council delivered five capacity building sessions focusing primarily on procurement training and making a claim.
Number of participants at training sessions	300	91	☹️	A total of 91 people attended the sessions which were targeted specifically at community groups who had been awarded funding..
Number of participants/beneficiaries of the Financial Assistance Scheme	C50,000	4,993	😊	To date, the Council has recorded 4,993 participants on those projects which have already been delivered and completed. The total number of participants benefitting from the Financial Assistance Scheme is likely to increase substantially when the final claim and evaluations forms are submitted by successful applicants.

Performance Improvement Objective 5

We will improve the processing times of planning applications and enforcement cases by implementing the Planning Service Improvement Programme



Senior Responsible Officer: Director of Enterprise, Regeneration and Tourism

Progress:

During Q1 2022-23, the Council:

- Received 388 planning applications in total which is the highest across Northern Ireland.
- The Council decided on 424 applications in Q1 2022-23, which is the highest across Northern Ireland. 396 local planning applications were approved, resulting in an approval rate of 93.4%, which is below the Northern Ireland average of 95.1%.
- Processed 37.8% of local planning applications within the statutory standard of <15 weeks, which is below the regional average of 45.9%. This represents a decrease of 4.8% when compared to the 42.6% of applications processed within <15 weeks during Q1 2021-22.
- Received 2 major planning applications, decided on 1 application and approved 1 application. Similar to Q1 2021-22, no major planning applications were processed within the statutory standard of <30 weeks which is below the current regional average of 23.3%.
- Opened 98 enforcement cases which is the third highest across NI and concluded 116 cases in total during Q1 2022-23. As at 30 June 2022, the Council had 700 planning enforcement cases in the system, which is by far, the highest across Northern Ireland.

Measure of Success	2022-23		Status	Explanatory note
	Target	Q1 Actual		
Average processing time for local planning applications (weeks) <i>(statutory performance indicator)</i>	<15 weeks	17.6 weeks		During Q1 2022-23, the average processing time for local planning applications was 17.6 weeks which is above the regional average of 16.6 weeks. When compared to Q1 2021-22, this represents an increase of 0.8 weeks for Newry, Mourne and Down.
Average processing time of major planning applications (weeks) <i>(statutory performance indicator)</i>	<30 weeks	303.8 weeks		During Q1 2022-23, the average processing time for major planning applications was 303.8 weeks which is significantly above the regional average of 51.3 weeks. When compared to Q1 2021-22, this represents an increase of 261.2 weeks for Newry, Mourne and Down.
Percentage of planning enforcement cases progressed within 39 weeks <i>(statutory performance indicator)</i>	70%	50.0%		During Q1 2022-23, 50% of planning enforcement cases were concluded within 39 weeks, which is well below the regional average of 70.3%. When compared to Q1 2021-22, this represents a decrease of 4.4% for Newry, Mourne and Down.
Number of planning applications in the	150	221		As at 30 June 2022, Newry, Mourne and Down had 221 planning applications in the system for 12 months or more. This

system for 12 months or more				represents an increase of 34 applications when compared to 31 March 2022 and a further reduction of 71 applications is required to achieve the annual target.
Number of planning applications in the system for 12 months or less	700	775		As at 30 June 2022, Newry, Mourne and Down had 775 planning applications in the system for 12 months or less. This represents a decrease of 96 applications when compared to 31 March 2022 and a further reduction of 75 applications is required to achieve the annual target.
Number of enforcement cases in the system 12 months or more	450	469		As at 30 June 2022, Newry, Mourne and Down had 469 enforcement cases in the system for 12 months or more. This represents a decrease of 3 cases when compared to 31 March 2022 and a further reduction of 19 cases is required to achieve the annual target.

Report to:	Strategy, Policy and Resources Committee
Date of Meeting:	17 November 2022
Subject:	Sickness Absence
Reporting Officer (Including Job Title):	Philip Preen, HR Manager
Contact Officers (Including Job Title):	Anne Jennings, HR Business Support Manager

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

For decision	<input type="checkbox"/>	For noting only	<input checked="" type="checkbox"/>
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1.0	Purpose and Background
1.1	Committee Members have asked to be kept informed on the levels of sickness absence across the Council. The purpose of this report is to provide members with a summary of how sickness absence as at 30 September 2022, compared with the same 12-month period the previous year.
2.0	Key issues
2.1	All Directorates saw year on year increases in sickness absence during the rolling twelve-month period, with a total of 19,774 days lost due to sickness, compared to 13,785 for the 12 months ending 30 September 2021.
2.2	Long-Term sickness absence decreased in two directorates and increased in two.
2.3	Short-Term sickness absence increased in three directorates and reduced in one.
2.4	Coronavirus and vaccine reaction sickness absence accounted for 19.27% of the total days lost to sickness absence during this period.
3.0	Recommendations
3.1	To note the contents of this report.
3.2	Members should also note the following measures in relation to sickness absence: <ul style="list-style-type: none"> • ASM have provided satisfactory assurance in relation to the Managing Attendance Procedure and the controls in place to manage sickness absence. • Absence data is analysed and reported on a quarterly basis to both the Senior and Corporate Management Teams to identify opportunities for targeted interventions. • Sickness Absence forms part of the Corporate Risk Register and performance monitored on the Corporate Dashboard.
4.0	Resource implications
4.1	Set out in Section 2 of this report. Members should note that for the purposes of reporting, the figures for the Chief Executive's department and Corporate Services directorate are combined.
4.2	The phased implementation of 'People, Perform, Grow' (PPG) provides a platform for individuals to discuss health and wellbeing with their managers.

4.3	Council continues to invest in employee wellbeing through the provision of a funded Health Cash Plan for Employees and through health promotion initiatives by the employee led Health & Wellbeing Working Group.
4.4	The HR department continue to support managers in the application of Council's Managing Attendance Procedure.
5.0	Due regard to equality of opportunity and regard to good relations (complete the relevant sections)
	<p>1. General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</p> <p>It is not anticipated the proposal will have an adverse impact upon equality of opportunity or good relations <input checked="" type="checkbox"/></p>
	<p>2. Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>The policy (strategy, policy initiative or practice and / or decision) has been equality screened <input type="checkbox"/></p> <p>The policy (strategy, policy initiative or practice and / or decision) will be subject to equality screening prior to implementation <input type="checkbox"/></p>
	<p>3. Proposal initiating consultation</p> <p>Consultation will seek the views of those directly affected by the proposal, address barriers for particular Section 75 equality categories to participate and allow adequate time for groups to consult amongst themselves <input type="checkbox"/></p> <p>Consultation period will be 12 weeks <input type="checkbox"/></p> <p>Consultation period will be less than 12 weeks (rationale to be provided) <input type="checkbox"/></p> <p><i>Rationale:</i></p>
6.0	Due regard to Rural Needs (please tick all that apply)
6.1	<p>Proposal relates to developing, adopting, implementing or revising a policy / strategy / plan / designing and/or delivering a public service <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>Rural Needs Impact Assessment completed <input type="checkbox"/></p> <p>If no, please complete the following:</p>

	The policy / strategy / plan / public service is not influenced by rural needs	<input type="checkbox"/>
7.0	Appendices	
	None	
8.0	Background Documents	
	None	

NEWRY, MOURNE & DOWN DISTRICT COUNCIL

**Minutes of Newry City Centre Regeneration Programme Board Meeting
held on Thursday 6th October 2022, 11.00am
Hybrid: Council Chamber, Newry & MS Teams**

In Attendance:

Programme Board Members

Councillor Pete Byrne – Chair (Teams)
Councillor Declan Murphy
Councillor Gary Stokes (Teams)
Councillor David Taylor (Teams)

NMDDC Officials

Conor Mallon, Director of Enterprise Regeneration and Tourism
Michael Lipsett, Director of Active and Healthy Communities (Teams)
Andy Patterson, Assistant Director, Tourism Culture & Events
Jonathan McGilly, Assistant Director, Enterprise, Employment & Regeneration
Anthony McKay, Chief Planner
Caolain Boyd, Assistant Director: Capital Projects & Procurement
Conor McGeown, Strategic Capital Projects Manager: Capital Projects & Procurement
Paul Tamati, Assistant Director, Leisure and Sport
Tracie McLoughlin, PA

External Members

Damian Mulholland, DFC

Also Attending:

Ben Aston, Hamilton Architects

NCCR/137: Presentation by Hamilton Architects on the Theatre/Conference Facility Visuals

The Chairman welcomed everyone to the meeting and invited Ben Aston, Hamilton Architects to present on the Theatre/Conference facility.

Mr Aston presented on the Stage 3 Design Development Summary with the following subjects:

- Extension Position
- Building Layouts
- External Appearance
- Elevations
- Atrium / Town Hall Junction

- **Public Realm Proposals**

The Chairman thanked Mr Aston and said the proposals were impressive. The Chairman asked if we are in a position to share the visuals with the public and what are the next steps?

Mr Mallon advised that a presentation to the arts/theatre user group will take place in the next few weeks thereafter a Councillors workshop will be organised and after that we would be in a position to share.

Agreed: On the proposal of Councillor Byrne, seconded by Councillor Taylor it was agreed:

- a) Arts/Theatre user group workshop be arranged to present Theatre/Conference facility images
- b) Councillors workshop be arranged to present Theatre/Conference facility images.

NCCR/138: Newry City Park Project Board Meeting 14th Sept 2022

Noted: It was agreed to 'Note' the Report as circulated.

NCCR/139: NMD/BRCD Project Board Meeting 8th Sept 2022

The Chairman referred to the usage of the 'garden' area within the Civic Hub and asked why it is not for public use?

Mr Mallon said he would send an image to members for clarification.

Agreed:

- a) It was agreed to 'note' the Report as circulated.
- b) Mr Mallon to share image of proposed outdoor staff area.

NCCR/140: Update on Membership of Public Realm Project Board

Mr Mallon advised a requirement from Dept for Communities to have a Public Realm Project Board and following approval from the NCCR Programme Board he would update the Governance to reflect this.

Mr Mallon took the opportunity to introduce Conor McGeown who was in attendance and advised he has been appointed as a Strategic Capital Projects Manager within the Capital Projects & Procurement.

Agreed: On the proposal of Cllr Declan Murphy, seconded by Councillor David Taylor it was agreed to approve the Public Realm Project Board Members as follows:

Role of Working Group Member	Title	Name
Senior Responsible Owner	Director of ERT	Conor Mallon
Regional Development Office	Department for Communities	Paula Moane
Project Sponsor	Assistant Director Regeneration	Jonathan McGilly
Project Manager	Capital PM	Conor McGeown
Project Liaison Officer	Project Officer	Seamus Crossey
DfC Advisor	Client Advisor CPD	TBC
Maintenance Lead	Head of Maintenance	Aidan Mallon
DFI Roads Representative	DFI Roads Representative	TBC

NCCR/141: Update on Newry Transportation Study – Dept for Communities

Mr Mulholland advised Dept for Infrastructure carried out a traffic flow study in 2019 from Warrenpoint Road to Belfast Road and Dominic Street to Abbey Way however the pandemic disrupted the progress with this, so it was agreed to carry out a further study in 2021. The outcome from this study validated the 2019 stats. DfI tested various options to traffic flow including a one way system and analysis highlighted traffic flow and transportation is currently working as well as expected. DfI have advised they will carry out a further study when the Southern Relief Road is operational.

NCCR/142: Update on North Street Site – Dept for Communities

Mr Mulholland advised this site was part owned by DfC and NIHE. Recent discussions with DfC, NIHE and NMDDC agree that a development scheme would align to the current Newry City Masterplan It has been agreed to engage a Team to look at the site to determine best options for development.

Members in attendance agreed the area had become an unattractive site and welcomed proposals for development.

The Chairman asked if this project would fall within the Newry City Centre Regeneration Programme Board remit. Mr Mallon confirmed that updates on progress would be fed back through this forum.

NCCR/143: BRCD Innovation Space

Mr McGilly advised Council that following engagement with business, academia and statutory bodies on various options including the service provided by existing similar facilities, the most viable option could be a stand alone facility on a new or existing site. The scope needed to be reviewed to explore other options, this would result in a report to be tabled at a later date.

The Chairman asked if there was an option of collaboration with the Shared Island fund developments. Mr Mallon advised this could be explored through the Dublin Belfast Economic Corridor group (DBEC).

Agreed: On the proposal of Councillor David Taylor, seconded by Councillor Gary Stokes it was agreed that proposals be developed which look at the provision on a stand alone facility on a new or existing site.

NCCR/144: Albert Basin Park – Outline Business Case Update

Mr Tamati advised members that Officers are working through the steps to progress the OBC through to approvals.

Mr Mulholland confirmed that the DfC approval process is expected to take until approximately April 2023 and the timeframe of circa 9 months is not unusual for progress.

The Chairman asked if delays are anticipated if there is no Northern Ireland Executive in place. Mr Mulholland assured members that this project has already been approved therefore would not be affected if the Executive was not operating.

The Chairman stated it was important that the communication to public and stakeholders is upfront and clear to avoid any misunderstanding or misinterpretation.

NCCR/145 Date for Next Meeting

Next meeting is scheduled for Thursday 1st December 2022.

This concluded the business of the Meeting. The Meeting ended at 11:55

**Approved by Newry City Centre Regeneration Programme Board.
For Noting at the Strategy Policy and Resources Committee
Meeting 17th November 2022**