

May 13th, 2021

**Notice Of Meeting**

You are invited to attend the Strategy Policy and Resources Committee Meeting to be held on **Thursday, 13th May 2021 at 6:00 pm** in **Microsoft Teams**.

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

Chair: Councillor G Sharvin

Vice Chair: Councillor O Hanlon

Members: Councillor P Brown

Councillor P Byrne

Councillor S Doran

Councillor C Enright

Councillor H Gallagher

Councillor R Howell

Councillor A Lewis

Councillor H McKee

Councillor O Magennis

Councillor D Murphy

Councillor B Ó Muirí

Councillor M Savage

Councillor W Walker

# Agenda

## 1.0 Apologies & Chairperson's Remarks

## 2.0 Declarations of Interest

## 3.0 Action Sheet arising from SPR Committee Meeting held on 15 April 2021

 *SPR-Action Sheet arising from 15 April 2021.pdf*

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### *For Consideration and/or Decision*

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## 4.0 Irish Street Regeneration Project – Expression of Interest in adjacent land

 *Irish Street Regeneration Project\_.pdf*

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### *For Noting*

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## 5.0 Local Government Staff Commission - Dissolution Funding & Continuing Operations 2021/2022

 *Local Governemnt Staff Commission.pdf*

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 *Management Dissolution Plan Mar 2021 - March 2023 (Final).pdf*

*Page 9*

## 6.0 Statutory reporting – Rural Needs Annual Monitoring Report for period 1 April 2020 – 31 March 2021


 *Rural Needs Annual Monitoring Report for period 1 April 2020 - 31 March 2021.pdf*

*Page 22*

 *Appendix I - NMDDC Rural Needs Annual Monitoring Report for period 1 April 2020 to 31 March 2021.pdf*

*Page 25*


## 7.0 FOI/EIR/DP and Records Management monitoring statistics

 *Compliance Team 2020-21 Year End Report.pdf*

*Page 45*

 *FOI-EIR- DP 2020-21 Stats.pdf*

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 *RM 2020-21 stats.pdf*

*Page 49*

## 8.0 Annual Fair Employment Monitoring Return - 2 January 2020 -

## **9.0 Sickness Absence**

 **Sickness Absence Report.pdf****Page 70**

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

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## **10.0 2021/22 Insurance Premiums**

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.

 **2021-22 Insurance Premiums.pdf****Not included** **Appendix 1 Insurance Premiums 2021-22.pdf****Not included**


## **11.0 Tender for Postal Services**

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

 **Report on Tendering Postal Services.pdf****Not included** **Appendix - Tender of Postal Services.pdf****Not included**

## **12.0 Down Railway**

This item is deemed to be restricted by virtue of Paragraph 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 that information) and the public may, by resolution, be excluded during this item of business.

 **SPR Agenda Item - 15 May 2021 - DCDR.pdf****Not included** **Appendix 1- Map of leased lands.pdf****Not included**

## **13.0 Surplus Assets Update**

This item is deemed to be restricted by virtue of Paragraph 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 that information) and the public may, by resolution, be excluded during this item of business.

 ***Surplus Assets Update.pdf***

***Not included***

 ***Appendix A - Surplus Asset Overview May21.pdf***

***Not included***

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## **14.0 Proposed Lateral Flow Testing Facility at Ballymote**

This item is deemed to be restricted by virtue of Paragraph 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 that information) and the public may, by resolution, be excluded during this item of business.

 ***Lateral Flow Testing Facility - Ballymote.pdf***

***Not included***

## **15.0 PHA Covid-19 Testing Facility at Albert Basin, Newry**

This item is deemed to be restricted by virtue of Paragraph 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 that information) and the public may, by resolution, be excluded during this item of business.

 ***Albert Basin Covid-19 Testing Facility.pdf***

***Not included***

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

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## **16.0 Pavement Café Licenses**

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.

 ***Pavement Cafe Licenses.pdf***

***Not included***

## **17.0 SFWG - Action Sheet 10 5 2021**

 ***SFWG - Action Sheet 10 5 2021.pdf***

***Not included***

## **18.0 Newry, Mourne and Down District Council Payroll Policy**

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.

 **NMDDC Payroll Policy\_.pdf**

***Not included***

 **NMDDC Payroll Policy - Appendix 1.pdf**

***Not included***

# Invitees

Cllr Terry Andrews

Cllr Patrick Brown

Cllr Robert Burgess

Cllr Pete Byrne

Mrs Dorinnia Carville

Cllr charlie casey

Cllr William Clarke

Cllr Dermot Curran

Cllr Laura Devlin

Ms Louise Dillon

Cllr Sean Doran

Cllr Cadogan Enright

Cllr Aoife Finnegan

Cllr Hugh Gallagher

Cllr Mark Gibbons

Cllr Oonagh Hanlon

Cllr Glyn Hanna

Cllr Valerie Harte

Cllr Roisin Howell

Mr Colum Jackson

Mrs Sheila Kieran

Cllr Mickey Larkin

Cllr Alan Lewis

Mr Michael Lipsett

Mrs Regina Mackin

Cllr Oonagh Magennis

Mr Conor Mallon

Cllr Gavin Malone

Cllr Cathy Mason

Mr Johnny Mc Bride

Colette McAteer

Cllr Declan McAteer

Cllr Leeanne McEvoy

Jonathan McGilly

Cllr Harold McKee

Patricia McKeever

Cllr Karen McKevitt

Cllr Andrew McMurray

Catrina Miskelly

Mr Ken Montgomery

Cllr Roisin Mulgrew

Cllr Declan Murphy

Cllr Barra Ó Muirí  
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Mr Fearghal O'Connor  
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Linda O'Hare  
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Cllr Gerry O'Hare  
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Cllr Kathryn Owen  
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Mr Andy Patterson  
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Colin Quinn  
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Cllr Henry Reilly  
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Ms Alison Robb  
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Cllr Michael Ruane  
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Cllr Michael Savage  
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Cllr Gareth Sharvin  
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Donna Starkey  
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Cllr Gary Stokes  
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Sarah Taggart  
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Cllr David Taylor  
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Cllr Jarlath Tinnelly  
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Cllr John Trainor  
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Cllr William Walker  
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Mrs Marie Ward  
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**ACTION SHEET – STRATEGY, POLICY AND RESOURCES COMMITTEE MEETING (SPR) – T H U R S D A Y 15 OCTOBER 2020**

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
SPR/160/2020	Request to use Monaghan Row	It was agreed to proceed with reviewing the accommodation at Monaghan Row to determine if there is any current/future office space that could be used by the Trust and for officers to continue to liaise with the Trust on the assumption of receiving a commercial rent for the letting of office space	C Quinn	In progress	N

**ACTION SHEET – STRATEGY, POLICY AND RESOURCES COMMITTEE MEETING (SPR) – T H U R S D A Y 11 F E B R U A R Y 2021**

SPR/019/2021	(SPR/003/2021- Letter to Health Minister Mr Swann and contact with PHA)	Further that previous request for a drive-in and walkthrough facility in Newry to remain on Action Sheet and update provided to members as situation evolves.	D Carville	To update members	N
SPR/022/2021	Report on Notice of Motion – Northern Mutual	It was agreed to allow officers time to consider the matter, review the resource implications and the legalities of the Northern Mutual Bank and bring back to SPR for further discussion.	D Carville/K Montgomery	Agreed	N

**ACTION SHEET – STRATEGY, POLICY AND RESOURCES COMMITTEE MEETING (SPR) – T H U R S D A Y 15 APRIL 2021**

SPR/054/2021	Action Sheets of the Strategy, Policy and Resources Committee Meetings held on 11 March 2021.	It was agreed that the action sheet from the Strategy, Policy and Resources Committee Meetings held on 11 March 2021, be approved.	D Carville	Approved	Y
SPR/041/2021	Minutes of Newry City Regeneration Programme Board Meeting - 02.03.2021	<i>In response to a query from Councillor Savage, Mrs Carville confirmed that the matter had been referred to the Programme Board and it would be on the agenda of their next meeting. She advised she would revert to Councillor Savage with confirmation of the next meeting date.</i>	D Carville	Completed	Y
SPR/055/2021	Women's Working Group	It was agreed to approve the Terms of Reference which set out the working group's scope, purpose and proposed membership.	D Carville/ Democratic Services	Approved	Y
SPR/056/2021	NMDDC Consultation response to draft Outcomes Framework for the Programme for Government (PfG)	It was agreed to note the contents of the report.	R Mackin	Noted	Y
SPR/057/2021	Statutory reporting - Section 75 Policy Screening Report – Quarterly Report for period January – March 2021	It was agreed to note the contents of the report.	R Mackin	Noted	Y
<b><u>ITEMS RESTRICTED IN ACCORDANCE WITH PART 1 OF SCHEDULE 6 OF THE LOCAL GOVERNMENT ACT (NI) 2014</u></b>					

SPR/058/2021	NILGA Annual Payment	It was noted that Elected Members agree to pay the annual subscription fee for 2021/22 at a cost of £51,259.	M Ward/ S Taggart	Noted	Y
SPR/059/2021	Drumee Road, Castlewellan – The Lane'	It was agreed that Elected Members agree to Option 3 and refute responsibility for maintenance of whole or part of the Lane going forward and write to residents to confirm this.  Council to correlate a list of roads in a similar situation and write to the Department of Infrastructure to highlight the roads identified for adoption.	F O'Connor	Agreed	Y
SPR/060/2021	Proposed lease of lands at Newry Street Car Park, Kilkeel to NIEN	It was agreed that Elected Members agree to grant a Lease to NI Electricity Networks of the lands outlined in red on the Map at Appendix 1 for the term of 99 years subject to a one-off premium of £1000.00.	F O'Connor	Agreed	Y
SPR/061/2021	Land ownership at Delamont Country Park	It was agreed that Elected Members agreed the following: i) That Members approve officer's continued engagement with EA and ii) seek a fresh agreement, in place of the 1988 Declaration of Intent, which will reflect recent discussions and clearly define the legal issues and respective legal obligations regarding the proposed land transfer; ii) That Council pursues a formal commitment by EA to allow use of the proposed slipway by Council; iii) That Members authorise the carrying-out of works at the slipway by EA subject to achieving the desired outcomes at i) and ii) above.	F O'Connor	Agreed	Y
SPR/062/2021	Seasonal Tourism Enforcement Officers.	It was agreed that Elected Members approve the recommendation for the recruitment of seven Seasonal Tourism Enforcement Officers, with an extra three in reserve for deployment if required, to ensure safe and responsible use of key tourism sites across the summer, at the cost outlined in the officer's report.	A Patterson	Approved	Y



SPR/063/2021	Warrenpoint Baths	It was agreed that Elected Members approve that no further use of Warrenpoint Baths is Permitted at this time, including as a storage space, for reasons outlined in the officer's report.	A Patterson	Approved	Y
SPR/064/2021	Terms and Conditions Update	It was agreed that Elected Members approve the new Night Rate of all employees whose work pattern includes the hours between 11pm and 5am	M Lipsett	Approved	Y
SPR/065/2021	Terms & Condition Update – Trade Union Facility Release.	It was agreed that Elected Members consider the release of 2 Trade Union Representatives on full time basis 6 until 31 December 2021, to support the agreed workplan with indicative completion date of 31 December 2021. Members agree this release including a request from NIPSA for 2 days a week to support NIPSA General Council work; this release to be reviewed on 31 December 2021.	M Lipsett	Agreed	Y

END

<b>Report to:</b>	Strategy, Policy & Resources Committee
<b>Date of Meeting:</b>	13 May 2021
<b>Subject:</b>	Irish Street Regeneration Project – Expression of Interest in adjacent land.
<b>Reporting Officer (Including Job Title):</b>	Jonathan McGilly, Assistant Director, Enterprise, Employment and Regeneration
<b>Contact Officer (Including Job Title):</b>	Margaret Quinn, Regeneration and Business Development Officer

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

<b>For decision</b>	<input checked="" type="checkbox"/>	<b>For noting only</b>	<input type="checkbox"/>
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<b>1.0</b>	<b>Purpose and Background</b>
<b>1.1</b>	<p><u>Purpose</u></p> <p>To consider expression of interest which has been received to utilise Council owned land adjacent to the former PSNI Station, Downpatrick, on a temporary basis.</p> <p><u>Background</u></p> <p>Council is working in partnership with the Department for Communities (DFC) to deliver the Downpatrick Regeneration project in the former PSNI Station in Irish Street.</p> <p>The working group, including Downpatrick Councillors, DFC officials and a range of key stakeholders was established as a consultative group to progress the project.</p> <p>The key objective is to develop the former PSNI site, which has been purchased by DFC, and the adjacent green area, which has been purchased by Council. DFC is the lead in the project and the department appointed consultants to undertake a soft marketing test on the site. A development brief is being prepared which will go out to the open market inviting submissions for the future development of the site. It is anticipated that the process could take up to two years before construction on site commences.</p>
<b>2.0</b>	<b>Key issues</b>



2.1	<p>Council has been approached by a local group, All Lives are Precious, wishing to use the Council owned land on a temporary basis until construction works begin on site. The group owns property which fronts onto the Irish Street car park and is establishing a well- being hub including a Community Mental Health Service. The Council owned land would be developed as a community garden.</p> <p>This use of the site would assist Council in terms of maintenance requirements and would help prevent anti-social behaviour at the site. Such behaviour has been reported on a number of occasions recently.</p>
3.0	<p><b>Recommendations</b></p> <p>It is recommended that approval be given for Officers to explore the temporary letting of the site via an expression of interest.</p> <p>A market valuation of the site for letting purposes will be undertaken.</p>
3.1	
4.0	<p><b>Resource implications</b></p>
4.1	<p>No additional resources are required at this time.</p>
5.0	<p><b>Due regard to equality of opportunity and regard to good relations (complete the relevant sections)</b></p>
5.1	<p><b><i>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</i></b></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><b><i>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</i></b></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><b>Proposal initiating consultation</b></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: Consultation relating to the project has been undertaken.</i></p>
6.0	<p><b>Due regard to Rural Needs (please tick all that apply)</b></p>
6.1	<p>Proposal relates to developing, adopting, implementing or revising a policy / strategy / plan / designing and/or delivering a public service</p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>Rural Needs Impact Assessment completed <input type="checkbox"/></p>
7.0	<p><b>Appendices</b></p>
	<p>N/A</p>
8.0	<p><b>Background Documents</b></p>
	<p>N/A</p>



# THE LOCAL GOVERNMENT STAFF COMMISSION FOR NORTHERN IRELAND 8

Commission House, 18-22 Gordon Street, Belfast BT1 2LG Telephone: (028) 9031 3200

E.mail: [info@lgsc.org.uk](mailto:info@lgsc.org.uk) Website: [www.lgsc.org.uk](http://www.lgsc.org.uk)

HH/PM

15 April 2021

Mrs Dorinnia Carville  
Director of Corporate Services  
Newry, Mourne and Down District Council  
O'Hagan House  
Monaghan Row  
Newry BT35 8DJ

Dear Dorinnia

## **Re: Local Government Staff Commission – Dissolution Funding and Continuing Operations 2021/22**

Thank you for your letter dated 12 March 2021 as per my letter of 1 March 2021 in relation to the above.

Please find attached a copy of the Management and Dissolution Plan for 2021 – 2023 as approved by the Staff Commission and the Department for Communities.

The Local Government Staff Commission, while 'winding down' continue to deliver the same range of essential statutory functions e.g. recruitment and selection, co-ordination of innovative programmes e.g. Regional Mental Health and Well-Being Strategy, plus incur the normal running costs of an Arm's Length Body.

It is regrettable that the Commission's costs increased for 2021-22. However, the Commission has significantly reduced the cost raised from District Councils and the NIHE from 2016-17. For your Council this has resulted in a 35% decrease i.e. £47,220 (2016-17) - £30,619 (2021-22). We will of course, take every step to mitigate any further increases in costs between now and the formal dissolution of the Commission.

I am pleased to tell you that we have a meeting with the Minister on the 21 April to discuss dissolution options for the Local Government Staff Commission. In advance of this, we have a meeting with your Chief Executive, Marie Ward, as the SOLACE representative for the Dissolution Project Board. We will of course keep your Council updated on any progress regarding the dissolution of the Commission.

Should you have any further queries, please do not hesitate to give me a call.

Yours sincerely

**Helen Hall**  
**Director of Corporate Services**



*Achieving Excellence Through People*

# Management and Dissolution Plan

01 April 2021 – 31 March 2023



**The Local Government Staff Commission  
for Northern Ireland**



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## SECTION 1: INTRODUCTION

### The Local Government Staff Commission for Northern Ireland *"Achieving Excellence Through People"*

#### *Status of the Commission*

The Local Government Staff Commission for Northern Ireland (The Commission) is an Executive Non-Departmental Public Body established under the Local Government Act (NI) 1972. The Commission's powers were later extended under the Housing Orders 1976 and 1981 and the Local Government (Miscellaneous Provisions) (NI) Order 1992.

The Commission is an Arm's Length Body of the Department for Communities (DfC), and the Department determines the Staff Commission's performance framework in light of the Department's wider strategic aims and current key commitments. The areas of operation, timeline and actions required by the Commission are set out in this Management and Dissolution Plan, which is approved by the Minister. The Minister is accountable to the Assembly for the activities and performance of the Staff Commission. The Departmental Accounting Officer has designated the Director of Corporate Services of the Staff Commission as the Staff Commission's Accounting Officer.

In general, the terms of reference for the Commission are to exercise:

***'general oversight of matters connected with the recruitment, training and terms and conditions of employment of officers of councils and the Northern Ireland Housing Executive and of making recommendations to councils and the Northern Ireland Housing Executive on such matters.'***

[Local Government Act (Northern Ireland) 1972 as amended by the Housing Orders (NI) 1976 and 1981]

Appendix 1 provides further details of the Commission's statutory remit and specific functions.

#### *Planned Dissolution of Local Government Staff Commission*

In October 2013, following consultation on the future of the Commission, the then Environment Minister announced that the Commission would be wound up at 31 March 2017. This decision was subsequently agreed by the Executive Committee, at their meeting on 19 June 2014.

It has not been possible to have the necessary Dissolution Order in place to wind up the Commission as planned. On this basis, the DfC reconstituted the Commission membership w.e.f. 01 April 2017 (up to the final dissolution date), therefore, this Management and Dissolution Plan has been developed to enable the Commission to continue to implement its statutory duties and for staff to be made compulsory redundant on a phased basis as the non-statutory work of the Commission is gradually passed to councils.

#### *Purpose of the Management and Dissolution Plan*

This document has been developed as a 2-year plan to guide the Commission's work for the period 01 April 2021 to 31 March 2023. Plans had already been put in place to wind up the Commission at 31 March 2017 and a number of functions had already transferred, by agreement, to councils before the collapse of the Assembly. Therefore, this Management and Dissolution Plan is based on the key requirements necessary to:

- ensure delivery in the interim period of essential statutory functions, and
- ensure a smooth handover at dissolution.

#### *Reporting Mechanisms*

Progress on meeting the actions detailed within the Management and Dissolution Plan will be monitored on a monthly basis at officer level and reported periodically at Commission meetings.

## **SECTION 2: MANAGEMENT AND DISSOLUTION PLAN FOR 01 APRIL 2021 TO 31 MARCH 2023**

### **Management and Dissolution Plan Actions**

This section details the Management and Dissolution Actions for 01 April 2021 to 31 March 2023.

The Actions are set out in three main Key Performance Areas as follows:

### **KEY PERFORMANCE AREA 1 – ESSENTIAL STATUTORY FUNCTIONS**

The delivery of the Commission's statutory functions during the management and dissolution period and the integration of designated functions within councils, including:

- Advisory Appointments Panels
- Code of Procedures on Recruitment & Selection
- Code of Conduct for Local Government Officers
- Negotiating Machinery

### **KEY PERFORMANCE AREA 2 – OVERSIGHT OF THE FUNCTIONS TO BE TRANSFERRED TO COUNCILS ON DISSOLUTION**

To maintain oversight of the functions already transferred to councils in line with the planned 31 March 2017 dissolution date and in addition continue to provide:

- Advisory and support services
- Monitoring of Fair Employment Practices

This oversight ensures the proper discharge of the Commission's functions during the pre-dissolution period.

### **KEY PERFORMANCE AREA 3 – CORPORATE GOVERNANCE**

To ensure continuing good governance, accountability and operational management of the Commission as a statutory body, including:

- Provision & maintenance of a sound system of control (audit, risk etc.)
- Finance and Administration
- Orderly Dissolution Arrangements



**KEY PERFORMANCE AREA 1**  
**ESSENTIAL STATUTORY FUNCTIONS**

**Director of Corporate Services, Helen Hall and Principal HR Advisor, Emma Woods**

**1. ADVISORY AND APPOINTMENT PANELS and CODE OF PROCEDURES ON RECRUITMENT AND SELECTION**

AREAS OF OPERATION	TIMELINE – 01 APRIL 2021 – 31 MARCH 2023	ACTIONS
<b>Advise councils and the NIHE in relation to the implementation of the Code of Procedures on Recruitment and Selection, and on best practice in recruitment and selection, including:</b>	Assist councils to implement the Code of Procedures on Recruitment & Selection, and provide advice on best practice in recruitment and selection as required	Provide advice on best practice recruitment and selection training on an ongoing basis.
<ul style="list-style-type: none"> <li>Assist councils to recruit Chief Executives and other senior officers, as detailed in the Code of Procedures on Recruitment and Selection</li> </ul>	<ul style="list-style-type: none"> <li>Continue to provide assistance to councils to recruit senior posts in line with agreed procedures</li> </ul>	Provide assistance with recruitment exercises for senior posts in councils and the NIHE, as required.
<ul style="list-style-type: none"> <li>Provide Observers to attend selection panels for senior posts in councils and the NIHE</li> </ul>	<ul style="list-style-type: none"> <li>Review Observer reports on selection panels and make recommendations to councils</li> </ul>	Attend meetings of the recruitment working group when appropriate and provide assistance, as required.
<ul style="list-style-type: none"> <li>Advise on best practice in the use of assessment centres and how recruitment exercises can be made more objective and transparent</li> </ul>	<ul style="list-style-type: none"> <li>Ensure continuity in the application of best practice in assessment testing</li> </ul>	Advise councils and the NIHE on the use of assessment centres and situational judgement tests, as required.
<b>Issue a new Code of Procedures to councils to coincide with the dissolution order</b>	Provide familiarisation sessions for council officers on the provisions of the new Code prior to dissolution	Assist councils to implement the 'New System for Recruiting and Developing Local Government Staff'.
	Assist the smooth transition in accordance with the dissolution order for new arrangements post dissolution	Host two familiarisation sessions for councils on the revised Code of Procedures on Recruitment and Selection prior to dissolution.



**KEY PERFORMANCE AREA 1**  
**ESSENTIAL STATUTORY FUNCTIONS**

**Director of Corporate Services, Helen Hall and Principal HR Advisor, Emma Woods**

**2. CODE OF CONDUCT FOR LOCAL GOVERNMENT EMPLOYEES**

AREAS OF OPERATION	TIMELINE – 01 APRIL 2021 – 31 MARCH 2023	ACTIONS
<b>Maintain the Code of Conduct for Local Government Employees as adopted by councils and the Commission on 01 April 2015 and updated as at 1 April 2021.</b>	Provide advice and assistance in relation to any queries in relation to the Code, as required.	Provide professional advice and assistance regarding HR matters including complaints, grievance and disciplinary matters.
	Assist with the smooth transition in accordance with the dissolution order for new arrangements post dissolution	Provide and/or recommend independent expert consultancy support, as required.

**3. NEGOTIATING MACHINERY**

AREAS OF OPERATION	TIMELINE – 01 APRIL 2021 – 31 MARCH 2023	ACTIONS
<b>Support the implementation of a new regional industrial relations framework</b>	Advise and assist with any new regional IR Framework, as required	Advise and assist with any new regional IR Framework, as required.
<b>Provide an Independent Secretariat service to any interim negotiating machinery</b>	Provide advice, assistance and independent secretariat facilities, as required	Provide advice, assistance and independent secretariat facilities, as required.

<b>KEY PERFORMANCE AREA 2</b> <b>OVERSIGHT OF STATUTORY FUNCTIONS TO BE TRANSFERRED TO COUNCILS ON DISSOLUTION</b> <b>Director of Corporate Services, Helen Hall. Principal HR Advisor, Emma Woods and Accounting and Dissolution Officer, Diane Hunt</b>		
<b>4. ADVISORY AND SUPPORT SERVICES</b>		
<b>AREAS OF OPERATION</b>	<b>TIMELINE – 01 APRIL 2021 – 31 MARCH 2023</b>	<b>ACTIONS</b>
<b>Provide advice and assistance on HR and OD matters</b>	Assist with queries relating to the transferred Call Off Framework for Consultancy Support/ Independent expert consultancy	Provide and/or recommend independent expert consultancy support, as required.
	Provide advice and assistance as required and provide regular reports to the Commission	Attend regional and national meetings of PPMA and provide advice and assistance, on an ongoing basis.
		Produce a regular e-zine detailing Commission initiatives for HR and OD Officers.
		Engage with all relevant stakeholders to understand their needs/expectations.
<b>Support the agreed People &amp; Organisation Development Strategic Framework</b>	Assist with the provision of training and development opportunities for local government staff.	Attend meetings of the LGTG and provide advice and support on an ongoing basis. Provide update reports from the LGTG to the LGSC to allow the Commission to exercise its oversight role.
	Provide advice and assistance as required and provide regular reports to the Commission.	Host a best practice events e.g. HR Conference, seminars, to meet the needs of the sector.
		Host employment law update seminars, as required.
		Facilitate and chair regular meetings of the Information Officers' Group

**5. MONITORING OF FAIR EMPLOYMENT PRACTICES**

AREAS OF OPERATION	TIMELINE – 01 APRIL 2021 – 31 MARCH 2023	ACTIONS
<b>Advise and assist councils and the NIHE to implement their Section 75 duties and Disability Action Plans</b>	Provide advice and assistance in relation to any queries on equality and diversity	Facilitate regular meetings of the Statutory Duty Network to address common issues and collaborate on sector wide initiatives.
<b>Advise and assist councils to implement best practice in equality and diversity</b>	Assist with the smooth transition of the work of the Equality and Diversity Group in accordance with the Local Government Staff Commission (Dissolution) Order (NI) 2017 (currently in draft form) for new arrangements post dissolution	Provide advice and assistance to the Equality & Diversity Group and the Health and Wellbeing Group and assist with the implementation of the agreed Strategy and Action Plans.
		Host a Health and Wellbeing Seminar on an annual basis.
		Provide best practice events on Diversity, and health and wellbeing.



**KEY PERFORMANCE AREA 3  
CORPORATE GOVERNANCE**

**Director of Corporate Services, Helen Hall. Accounting and Dissolution Officer, Diane Hunt**

**6. SOUND SYSTEM OF CONTROL**

AREAS OF OPERATION	TIMELINE – 01 APRIL 2021 – 31 MARCH 2023	ACTIONS
Continue to implement a sound system of control to support the Commission's objectives in accordance with Government Accounting Northern Ireland	Comply with any equality reporting arrangements in accordance with the Commission's status as a public body	Complete Annual Progress Report for ECNI. Complete all monitoring returns.
	Arrange Audit Committee meetings, as required	Arrange and facilitate Audit Committee meetings to meet the needs of the Commission (minimum three per year).
	Prepare responses to FOI and Data Protection enquiries	Implement all governance arrangements relating to the Commission's dissolution as agreed by the DfC-LGSC Dissolution Project Board.
	Facilitate Local Government Audit, as required	Update policies and procedures as per Department of Finance & DfC instruction.
	Prepare and Publish the Annual Report and Accounts	Continue to liaise with the Public Records Office NI to ensure that special circumstances are agreed to enable PRONI to take delivery of files less than 20 years old.
	Review and update the Commission's Risk Register as required	Annual review of systems to ensure compliance with GDPR legislation
	Provide a secretariat service to all meetings of the Commission	Deliver a professional and high quality secretariat service.

### KEY PERFORMANCE AREA 3 CORPORATE GOVERNANCE

**Director of Corporate Services, Helen Hall. Accounting and Dissolution Officer, Diane Hunt.**

#### 7. FINANCE AND ADMINISTRATION

AREAS OF OPERATION	TIMELINE – 01 APRIL 2021 – 31 MARCH 2023	ACTIONS
Ensure the efficient and effective day to day management of the Commission's Financial Affairs in accordance with Government Accounting Practice and Accounts Directions issued by the Department for Communities/Local Government Auditor	Prepare Financial Schemes and ensure Budgetary Control	Budget reports presented at Commission and Audit Committee meetings on a bi-annual basis.
	Ensure adequate working capital to fund Commission Activities	Prepare budgetary performance reports on a monthly basis for scrutiny by the Director of Corporate Services.
	Prepare the Commission Accounts	Ensure compliance with the timeline defined by DfC.
	Process salaries and allowances	Ensure salaries and allowances are processed on a monthly basis.
	Process receipts and payments	Ensure proper report management and prompt payment targets are met.
	Bank Account Management including the preparation of bank reconciliations and monitoring balances	Bank reconciliations to be prepared on a monthly basis and monitored by the Director of Corporate Services.
	General Administration – Attend to all queries in a timely manner and make arrangements for the audit of internal systems and final accounts	Attend to all queries in a professional and timely manner.



<b>KEY PERFORMANCE AREA 3</b> <b>CORPORATE GOVERNANCE</b> <b>Director of Corporate Services, Helen Hall and Accounting and Dissolution Officer, Diane Hunt</b>		
<b>8. DISSOLUTION ARRANGEMENTS</b>		
AREAS OF OPERATION	TIMELINE – 01 APRIL 2021 – 31 MARCH 2023	ACTIONS
<b>Progress necessary governance and resource actions to ensure the efficient and orderly dissolution of the Commission</b>	Review Assets and update Asset Register, as necessary	Develop appropriate procedures for disposal of assets in conjunction with the Department.
	Implement all governance arrangements relating to the Commission's dissolution as agreed by the DfC-LGSC Dissolution Project Board:	
	Ensure appropriate accommodation arrangements are in place to deliver the functions of the Commission.	Seek agreement for appropriate accommodations with Commission members and the Department.
	<ul style="list-style-type: none"> <li>Draft final accounts and handover of server, etc., to DfC</li> <li>Prepare and finalise Annual Report</li> </ul>	Prepare for handover to DFC Dissolution Group and Public Records Office.  Ensure Commission records are managed in line with the Disposal Schedule.

**SECTION 3 – APPENDIX****Legislation****Appendix 1**

In addition to the Commission's general oversight role as detailed in the introduction of this document, the following specific functions are detailed in the Local Government Act (Northern Ireland) 1972, as amended by the Housing Orders (NI) 1976 and 1981 and the Local Government (Miscellaneous Provisions) (NI) Order 1992.

The functions of the Staff Commission shall include: -

- a) *Establishing in such a manner as the Staff Commission thinks fit, bodies (to be known as "advisory appointment panels") for the purpose of giving advice to councils on the suitability of applicants for appointment to the office of clerk and to other offices for which qualifications are prescribed under section 41 (including the making of a selection of persons who may be treated as eligible for such appointments);*
- b) *Establishing a code of procedure for securing fair and equal consideration of applications to councils and to the Executive<sup>1</sup> by persons seeking to be employed by them as officers, and fair and equal treatment of persons who are so employed;*
- c) *Assessing the probable future requirements of councils and of the Executive for the recruitment of officers and securing publicity for the opportunities that are available to persons who may seek employment as such officers;*
- d) *Promoting co-operation between councils, the Executive, public bodies, government departments and educational institutions in matters connected with the recruitment, training and terms and conditions of employment of officers, and promoting the temporary transfer of officers (with their consent) in pursuance of arrangements made between councils, between councils and the Executive or between councils or the Executive and any such bodies, departments or institutions;*
- e) *Promoting or assisting the development of, or providing, facilities for the training of officers;*
- f) *Promoting or assisting the establishment of, or establishing, procedures for the negotiation between councils, the Executive and officers of councils or the Executive or associations representing any of them, of standard rates of remuneration, or other terms and conditions of employment, for officers of councils or the Executive and recommending the adoption by councils and the Executive of rates, terms and conditions so negotiated.*

<sup>1</sup> The term 'Executive' refers to the Northern Ireland Housing Executive.



**THE LOCAL GOVERNMENT STAFF COMMISSION  
FOR NORTHERN IRELAND**

**Commission House  
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<b>Report to:</b>	Strategy, Policy and Resources Committee
<b>Date of Meeting:</b>	13 May 2021
<b>Subject:</b>	Statutory reporting – Rural Needs Annual Monitoring Report for period 1 April 2020 – 31 March 2021
<b>Reporting Officer:</b>	Regina Mackin, Assistant Director Corporate Planning and Policy
<b>Contact Officers:</b>	Colin Moffett, Head of Corporate Policy Suzanne Rice, Corporate Policy and Equality Officer

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

<b>For decision</b>	<input type="checkbox"/>	<b>For noting only</b>	<input checked="" type="checkbox"/>
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<b>1.0</b>	<b>Purpose and Background</b>
1.1	<p>The Rural Needs Act (NI) 2016 (the Act) became operational for government departments and district councils on 1 June 2017 and for the remaining public authorities listed on the schedule to the Act on 1 June 2018.</p> <p>In order to fulfil its statutory duty under the Act, the Department of Agriculture, Environment and Rural Affairs (DAERA) must publish a Rural Needs Annual Monitoring Report detailing the information compiled by public authorities on how they have exercised the due regard duty under section 1 (1) of the Act.</p> <p>DAERA has forwarded a note commissioning the annual returns for the period 1 April 2020 – 31 March 2021.</p> <p>DAERA have requested that completed returns be sent to <a href="mailto:rural.needs@daera-ni.gov.uk">rural.needs@daera-ni.gov.uk</a> by Wednesday 30 June 2021.</p>
1.2	The appendix accompanying this report will be submitted to DAERA to meet DAERA's return deadline i.e. Annex I - Newry, Mourne and Down District Council Rural Needs Annual Monitoring Report for period 1 April 2020 – 31 March 2021.
<b>2.0</b>	<b>Key issues</b>
2.1	<p>There is a duty on public authorities to monitor and report. Under section 3(1) of the Rural Needs Act, Council must, in such manner as may be directed by the Department of Agriculture, Environment and Rural Affairs (DAERA):</p> <ul style="list-style-type: none"> <li>• compile information on the exercise of its functions under section 1 of the Act,</li> <li>• include that information in the public authority's own annual report; and</li> <li>• send a copy of that information to DAERA.</li> </ul>

<b>3.0</b>	<b>Recommendations</b>
3.1	<p>To note completed annual return prepared for submission to DAERA by requested deadline of 11 September 2019:</p> <ul style="list-style-type: none"> <li>Appendix 1 - Newry, Mourne and Down District Council Rural Needs Annual Monitoring Report for period 1 April 2020 – 31 March 2021</li> </ul>
<b>4.0</b>	<b>Resource implications</b>
4.1	No financial or resources implications are anticipated.
<b>5.0</b>	<b>Due regard to equality of opportunity and regard to good relations (complete the relevant sections)</b>
5.1	<p><b><i>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</i></b></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><b><i>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</i></b></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>The policy (strategy, policy initiative or practice and / or decision) has been equality screened <input type="checkbox"/></p> <p>The policy (strategy, policy initiative or practice and / or decision) will be subject to equality screening prior to implementation <input type="checkbox"/></p>
5.3	<p><b><i>Proposal initiating consultation</i></b></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>
<b>6.0</b>	<b>Due regard to Rural Needs (please tick all that apply)</b>
6.1	Proposal relates to developing, adopting, implementing or revising a policy / strategy / plan / designing and/or delivering a public service

	<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>
<b>7.0</b>	<b>Appendices</b>
	Appendix I: Newry, Mourne and Down District Council Rural Needs Annual Monitoring Report for period 1 April 2020 – 31 March 2021
<b>8.0</b>	<b>Background Documents</b>
	<ul style="list-style-type: none"> <li>The Rural Needs Act (NI) 2016</li> </ul>

## Appendix 2 - Template for Information to be Compiled

### Information to be compiled by Public Authorities under Section 3(1)(a) of the Rural Needs Act (NI) 2016.

(To be completed and included in public authorities' own annual reports and submitted to DAERA for inclusion in the Rural Needs Annual Monitoring Report).

Name of Public Authority: Newry, Mourne and Down District Council

Reporting Period: April 20  to March 20

The following information should be compiled in respect of each policy, strategy and plan which has been developed, adopted, implemented or revised and each public service which has been designed or delivered by the public authority during the reporting period.

<i>Description of the activity undertaken by the public authority which is subject to section 1(1) of the Rural Needs Act (NI) 2016<sup>1</sup>.</i>	<i>The rural policy area(s) which the activity relates to<sup>2</sup>.</i>	<i>Describe how the public authority has had due regard to rural needs when developing, adopting, implementing or revising the policy, strategy or plan or when designing or delivering the public service<sup>3</sup>.</i>
<b>Litter Bin Policy</b>  The aim of the litter bin policy is to ensure a consistent approach to the provision, replacement, relocation or removal of litter bins in the district.	Internal	The policy and the associated procedures are to be applied across the Council area. The same procedures will be applied in both urban and rural areas.
<b>Planned Leave Policy</b>  The aim of the policy is to provide advice and guidance to line managers and employees on planned leave which comprises of: <ul style="list-style-type: none"> <li>➤ Annual Leave</li> <li>➤ Flexi time</li> </ul>	Internal	This is an internal corporate document which provides information on planned leave for all employees of Newry, Mourne and Down District Council regardless of where they live or are based within the district.



<p><b><i>Leisure and Sports Services pricing schedule</i></b></p> <p>The aims of the pricing schedule are as follows:</p> <p>A) Ensure a consistent approach to pricing and charges across all leisure and sports facilities/services within Newry, Mourne and Down District Council.</p> <p>B) Provide value for money fairly and equally to all and to assist with increasing public access to Council facilities.</p> <p>C) Increase the number of people utilising the leisure and other facilities and so contribute to the health and wellbeing of the population and quality of life.</p> <p>D) Ensure that prices are comparable with competitors in the Newry, Mourne and Down District Council area and on a regional basis.</p> <p>E) Demonstrate equality and transparency throughout the pricing schedule and the associated schedule of charges.</p> <p>The outcome is to provide value for money leisure and sport services to all its stakeholders including customers, citizens, visitors, clubs, organisations and businesses.</p>	Leisure and Sport	<p>The proposed pricing schedule relates to Council's Leisure facilities. While some of the prices are site-specific in terms of the services that are available at different sites, it will be the same charge for service users regardless of whether they live in urban or rural areas</p>
<p><b><i>Neighbourhood Services Directorate Emergency Business Plan October 2020-March 2021</i></b></p> <p>The Neighbourhood Services Directorate Emergency Business Plan provides an overview of the key activities that will take place across the Directorate between October 2020 – March 2021. Adapting to the 'new' normal and reviewing how Council delivers services effectively is a key priority for both the Council and Directorate.</p>	Cross cutting	<p>Council gave consideration to the following in the development of the Neighbourhood Services Directorate Emergency Business Plan for the period October 2020-March 2021:</p> <ul style="list-style-type: none"> <li>➤ More residents of our district live in rural areas than urban areas;</li> <li>➤ More young people (up to the age of 15) and older people (65+) live in areas designated as Rural;</li> </ul>

- 10 of NMDDC's rural SOAs are within the top 25% of the NI most deprived with 2 being within the top 10% most deprived. The majority are located in the Slieve Gullion DEA;
- Geographic location and setting of hubs and services;
- Service requirements should also be taken into consideration such as access to broadband and public transport;
- Urban and rural differentials between business size bands, type and location of same;
- Lower income in rural areas;
- Location of current available housing stock and its implication for future planning applications;
- Profile of crime in rural areas differs from crime in urban areas; and
- At both local and regional level, rural dwellers experience better health outcomes in general with lower occurrences of health problems across rural dwellers compared to those in urban areas.

Data from Council's Residents' Survey conducted in 2018:

- Residents in urban areas compared with rural areas were more likely to say they follow or engage with the Council via social media platforms (54% vs. 42%);
- Residents living in rural areas were more likely to say they regularly take part in local groups or community activities compared to in urban areas (28% vs. 20%);

- Only 23% of residents living in rural areas feel they can have a say on things happening or how services are run in their local area compared to 28% in urban areas; and
- 73% of rural residents support more services being available online compared to 54% of urban residents.

The Neighbourhood Services Directorate Emergency Business Plan clearly set out the planned and proposed outputs/outcomes for the period October 2020-March 2021.

One named outcome/output detailed in the Emergency Business Plan was the phased reopening of all Council's household recycling centres, and it was acknowledged further Covid-19 restrictions would negatively impact the reopening of the facilities.

Having witnessed a change in restriction levels since March 2020, Council continued to be mindful that any future restrictions put in place during the period October 2020 – March 2021 could have potential to adversely impact service delivery for residents whether they live in an urban or rural area.

***Policy for the payment of professional fees***

The policy sets out the arrangements for the payment of professional fees to employees.

The reimbursement of professional fees is an illustration of the Council's commitment to the continuous development of its employees and enables employees to develop their full potential in delivering professional advice, guidance and services to customers.

The aim of this policy is to explain:

Internal

No rural needs were identified. This is an inward-facing policy for Council and Council employees which sets out the arrangements for the payment of professional fees to employees of Newry, Mourne and Down District Council.

The reimbursement of professional fees is an illustration of the Council's commitment to the continuous development of its employees and enables employees to develop their full potential in delivering professional advice, guidance and services to customers.

<p>the payment of professional fees,</p> <ul style="list-style-type: none"> <li>➤ how to claim for reimbursement of professional fees for qualifying roles.</li> </ul>		
<p><b><i>Policy on artworks and or sculptures on Council property</i></b></p> <p>The aim of this policy is to provide the framework for a consistent approach to consideration and decision-making in relation to requests received for the installation of new public artworks/sculptures on council property.</p>	Internal	<p>The aim of this policy is to provide the framework for a consistent approach to consideration and decision-making in relation to requests received for the installation of new public artworks/sculptures on council property.</p> <p>The corporate approach detailed in the policy will not have a greater impact on residents designated as living in rural areas. The process undertaken will place no restrictions on requests from individuals living in rural areas. The process is clearly defined in the policy, regardless of where the applicant lives in the district.</p>
<p><b><i>Policy on naming Council facilities</i></b></p> <p>The aim of this policy is to provide the framework for a consistent approach to decision-making in relation to requests received regarding naming and renaming of Council facilities.</p> <p>The scope of the policy also addresses requests regarding park benches and plaques on Council property.</p>	Internal	<p>The aim of this policy is to provide the framework for a consistent approach to decision-making in relation to naming of Council facilities and requests related to these. The scope of the policy also addresses requests regarding park benches and plaques on Council property.</p> <p>There is no restriction in making a request regardless as to whether people live in rural and urban areas within the district.</p>
<p><b><i>Policy on requests to plant a tree on Council property.</i></b></p> <p>The purpose of this policy is to provide members of the public or organisations with a means to request a tree to be planted at a suitable council venue.</p> <p>The aim of the policy is to provide the framework for a consistent approach to decision-making in relation to requests received.</p>	Internal	<p>The corporate approach detailed in the policy will not have a greater impact on residents designated as living in rural areas.</p> <p>The process undertaken will place no restrictions on requests from individuals living in rural areas. The process is clearly defined in the policy, regardless of where the applicant lives in the district.</p>



<p>The aim of the policy is to encourage more citizens to take up cycling and to promote cycling safety.</p>		<p>This document is for all citizens of the district and its aim is to encourage more citizens to take up cycling. It does not impact differently for those citizens living in rural areas.</p>
<p><b><i>Regeneration and Economic Development Strategy and Action Plan 2020-2025</i></b></p> <p>The aim of the policy is to:</p> <ul style="list-style-type: none"> <li>➤ Achieve sustainable and inclusive economic growth</li> <li>➤ Address economic inequalities</li> <li>➤ Create more and better jobs</li> <li>➤ Stimulate productivity through new technologies and innovation</li> <li>➤ Develop the infrastructure and regeneration required to support economic growth</li> <li>➤ Become more internationally competitive through export growth and developing a more outward-looking economy open for investment</li> </ul>	<p>Cross cutting</p>	<p>To develop this strategy Council undertook an economic profile of the District, looking at demographics across both urban and rural areas. This considered, population, multiple deprivation, employment, labour market, business births and growth, business base, connectivity and infrastructure, and an economic outlook. The strategic focus and objectives of the strategy are based on findings of need.</p> <p>The strategy will positively impact on SMEs across the District of Newry, Mourne and Down. Many of the larger businesses are located in our urban centres of Newry, Downpatrick, Newcastle, Kilkeel, and Warrenpoint with a significant proportion of our business base located in the rural towns and villages. The demographics of the rural business base is largely micro in scale; micro businesses will be key beneficiaries of the objectives outlined within this 5-year strategy.</p> <p>The support offered to rural based businesses is the same offering to urban based businesses; therefore, no differential impact is anticipated.</p>
<p><b><i>Reopening of indoor leisure facilities reintroduction of charging structures</i></b></p> <p>This related to the reopening of gym facilities at Newry Leisure Centre, Kilkeel Leisure Centre and Downpatrick Leisure Centre beginning on 20 July 2020.</p> <p>As part of the balanced approach to reopening of facilities, access to facilities from the 20 July 2020 was restricted to current members until</p>	<p>Internal</p>	<p>The restrictions in place for the phased reopening of the leisure facilities, limited services and charging structure impacted on all leisure users regardless of where they lived within the district.</p>

<p>play access to activities until a date for membership commencement is agreed in September 2020. New members could join on the 7 August 2020 on a pay and play basis.</p>		
<p><b>Safe Place Plan</b></p> <p>The purpose of the plan is to ensure anyone affected by domestic abuse is offered signposting to appropriate support services and information on a wide range of services, and that this is available within Council premises.</p> <p>Objectives include:</p> <ul style="list-style-type: none"> <li>➤ Support the Safe Place Campaign Pledge: never to commit, condone or stay silent about domestic violence or abuse.</li> <li>➤ Acknowledge that domestic violence or abuse are problems that impact on all of us as a society and be prepared to play your part in supporting anyone affected.</li> <li>➤ Provide a Safe Place for anyone affected by domestic violence or abuse to confidentially access information and make it clear that abuse of any kind will not be tolerated.</li> </ul>	<p>Internal</p>	<p>This plan does not distinguish between rural and urban areas. It is a council wide service that's purpose is to promote safe experiences and support for all within the district.</p> <p>All people in rural areas will be afforded the same opportunities to avail of Safe Place as those in urban areas</p>
<p><b>Sustainability Policy</b></p> <p>Newry, Mourne and Down District Council (NMDDC) is committed to integrating sustainability throughout our operations. NMDDC will commit to protecting the environment through demonstrable and continuous improvement of our environmental performance, and full compliance with all relevant legal and other requirements.</p> <p>NMDDC will promote good governance</p>	<p>Sustainability</p>	<p>The needs of all residents of the district has been considered in the development of the NMDDC Sustainability Policy.</p> <p>The Policy clearly states Sustainability is about creating opportunities for all residents in Newry, Mourne and Down to prosper without compromising the ability of future generations to meet their own needs.</p> <p>The Sustainability Policy gives a commitment that the Council will embed sustainable development within all its activities and functions.</p>

<p>whilst actively encouraging and monitoring responsible environmental, social and economic performance by our staff, suppliers and contractors.</p> <p>NMDDC will focus on the activities over which we have greatest influence and are the most cost effective, in particular:</p> <ol style="list-style-type: none"> <li>1. Embedding sustainability;</li> <li>2. Climate resilience;</li> <li>3. Operations and estate efficiency;</li> <li>4. Procurement</li> <li>5. Air quality.</li> </ol>		
<p><b><i>Volunteer Policy</i></b></p> <p>The primary aim of the Volunteer Policy is to develop and promote best practice in the involvement and support of volunteers in the work of the Council.</p>	<p>Internal</p>	<p>The primary aim of the Volunteer Policy is to develop and promote best practice in the involvement and support of volunteers in the work of the Council, the policy and associated volunteer agreement / procedure also address specific policy aims to:</p> <ul style="list-style-type: none"> <li>➤ Encourage development of volunteering in all appropriate areas of the Council.</li> <li>➤ Recognise and promote the importance of volunteering to the Council.</li> <li>➤ To provide clear guidance to individuals, groups and corporate organisations considering volunteering opportunities with Council.</li> <li>➤ Identify standards to which Council staff and volunteers are expected to adhere.</li> </ul> <p>The policy has no differential impact whether the volunteers live within an urban or rural area.</p>
<p><b><i>Active and Healthy Communities Emergency Business Plan October 2020- March 2021</i></b></p> <p>The Active and Healthy Communities (AHC) Emergency Business Plan provides an overview of the key activities that will take place across the Directorate between October 2020 – March 2021.</p>	<p>Cross cutting</p>	<p>Council gave consideration to the following in the development of the AHC Emergency Business Plan for the period October 2020-March 2021:</p> <ul style="list-style-type: none"> <li>➤ More residents of our district live in rural areas than urban areas;</li> </ul>

Adapting to the 'new' normal and reviewing how Council delivers services effectively is a key priority for both the Council and Directorate.

- More young people (up to the age of 15) and older people (65+) live in areas designated as Rural;
- 10 of NMDDC's rural SOAs are within the top 25% of the NI most deprived with 2 being within the top 10% most deprived. The majority are located in the Slieve Gullion DEA;
- Geographic location and setting of hubs and services;
- Service requirements should also be taken into consideration such as access to broadband and public transport;
- Urban and rural differentials between business size bands, type and location of same;
- Lower income in rural areas;
- Location of current available housing stock and its implication for future planning applications;
- Profile of crime in rural areas differs from crime in urban areas; and
- At both local and regional level, rural dwellers experience better health outcomes in general with lower occurrences of health problems across rural dwellers compared to those in urban areas.

Data from Council's Residents' Survey conducted in 2018:

- Residents in urban areas compared with rural areas were more likely to say they follow or engage with the Council via social media platforms (54% vs. 42%);
- Residents living in rural areas were more likely to



		<p>say they regularly take part in local groups or community activities compared to in urban areas (28% vs. 20%);</p> <ul style="list-style-type: none"> <li>➤ Only 23% of residents living in rural areas feel they can have a say on things happening or how services are run in their local area compared to 28% in urban areas; and</li> <li>➤ 73% of rural residents support more services being available online compared to 54% of urban residents.</li> </ul> <p>The Emergency Business Plan clearly set out the planned and proposed outputs/outcomes for the period October 2020-March 2021.</p> <p>Notwithstanding this, having witnessed a change in restriction levels since March 2020, Council continued to be mindful that any future restrictions put in place during the period October 2020 – March 2021 could have potential to adversely impact service delivery for residents whether they live in an urban or rural area.</p>
<p><b><i>Bilingualism Policy</i></b></p> <p>The aim of this policy is to build on the Council's commitment to celebrate diversity by:</p> <ol style="list-style-type: none"> <li>The delivery of equality of opportunity for all who avail of and/or provide Council services using progressive realization.</li> <li>To fulfil Council's obligations as contained in the European Charter for Regional or Minority Languages.</li> </ol>	Internal	<p>The Bilingualism policy sets out the Council's commitment to facilitate and encourage the promotion and use of both the Irish language and the English language in the Council area. Council approves this policy to ensure linguistic equality for all who avail of and/or provide Council services as far is reasonably possible.</p> <p>The Bilingualism Policy applies to all Council Departments with regard to the functions they deliver and applies to all communication and engagement between internal and external stakeholders.</p>
<p><b><i>Bus Shelter Policy</i></b></p>	Internal	<p>In terms of the policy, Newry, Mourne and Down District Council will consider the erection of a bus shelter following local representations where there is shown to</p>

<p>bus shelters by Newry, Mourne and Down District Council.</p> <p>The objective of this policy is to set out clearly the Council's role in providing bus shelters within its district and the standards it sets for the management of its bus shelters.</p>		<p>be a "need", providing the location does not present a safety or nuisance problem, has local community support and adequate funding is available.</p> <p>In terms of assessment and decision-making on the "need" for a bus shelter, "need" for people in rural areas will be defined as the usage being a minimum 10 passengers over the period of a day as opposed to 20 passengers over the period of a day in urban areas.</p> <p>This information must be confirmed by Translink or other recognised service provider such as the relevant Education Authority.</p>
<p><b>Chief Executive Department Emergency Business Plan October 2020- March 2021</b></p> <p>The Chief Executive (CE) Departmental Emergency Business Plan provides an overview of the key activities that will take place across the Directorate between October 2020 – March 2021.</p> <p>Adapting to the 'new' normal and reviewing how Council delivers services effectively is a key priority for both the organisation and Directorate.</p>	<p>Cross cutting</p>	<p>Council gave consideration to the following in the development of the CE Departmental Emergency Business Plan for the period October 2020- March 2021:</p> <ul style="list-style-type: none"> <li>➤ More residents of our district live in rural areas than urban areas;</li> <li>➤ More young people (up to the age of 15) and older people (65+) live in areas designated as Rural;</li> <li>➤ 10 of NMDDC's rural SOAs are within the top 25% of the NI most deprived with 2 being within the top 10% most deprived. The majority are located in the Slieve Gullion DEA;</li> <li>➤ Geographic location and setting of hubs and services;</li> <li>➤ Service requirements should also be taken into consideration such as access to broadband and public transport;</li> <li>➤ Urban and rural differentials between business size bands, type and location of same;</li> <li>➤ Lower income in rural areas;</li> </ul>

- Location of current available housing stock and its implication for future planning applications;
- Profile of crime in rural areas differs from crime in urban areas; and
- At both local and regional level, rural dwellers experience better health outcomes in general with lower occurrences of health problems across rural dwellers compared to those in urban areas.

Data from Council's Residents' Survey conducted in 2018:

- Residents in urban areas compared with rural areas were more likely to say they follow or engage with the Council via social media platforms (54% vs. 42%);
- Residents living in rural areas were more likely to say they regularly take part in local groups or community activities compared to in urban areas (28% vs. 20%);
- Only 23% of residents living in rural areas feel they can have a say on things happening or how services are run in their local area compared to 28% in urban areas; and
- 73% of rural residents support more services being available online compared to 54% of urban residents.

The Chief Executive Departmental Emergency Business Plan clearly set out the planned and proposed outputs/outcomes for the period October 2020-March 2021.

Notwithstanding this, having witnessed a change in restriction levels since March 2020, Council continued to

be mindful that any future restrictions put in place during the period October 2020 – March 2021 could have potential to adversely impact service delivery for residents whether they live in an urban or rural area.

This is an internal document ensuring a consistent approach by all employees for all customers who avail of this council service. There is no differential impact upon whether the customer is from a rural or urban area.

The Council's Corporate Plan 2021-2023 sets out eight overarching strategic objectives which will be delivered across the Council area to all residents in relation to specific key actions which have been subject to public consultation.

As part of public engagement, specific key headline actions identified for people living within rural areas include:

- Implementing priority projects identified within masterplans and village plans.
- Continuing to develop the District's bid to achieve the UNESCO Global Geopark designation by summer 2021.
- Implementing priority projects identified within AONB action plans and protecting our biodiversity.

Council gave consideration to the following in the development of the Corporate Services Emergency Business Plan for the period October 2020- March 2021:

### ***Complaints, Comments and Compliments Policy***

The aim of this Policy is to ensure a consistent approach by all Council employees and those working on behalf of Council, to the receipt and management of a complaint, comment or compliment.

Council is committed to putting our customers first by improving the quality of our services and our customers' experience of them.

### ***Corporate Plan 2021-2023***

The Mission Statement of Council's Corporate Plan 2021-2023 is, *"To support and advocate for a welcoming District which is progressive, healthy and sustainable, providing better economic, environmental and social outcomes for all"* and sets out eight Strategic Objectives.

### ***Corporate Services Directorate Emergency Business Plan - October 2020-March 2021***

The Corporate Services Directorate Emergency

Internal

Cross cutting

Cross Cutting



activities that will take place across the Directorate between October 2020 – March 2021. Adapting to the 'new' normal and reviewing how Council delivers services effectively is a key priority for both the organisation and Directorate.

- More residents of our district live in rural areas than urban areas;
- More young people (up to the age of 15) and older people (65+) live in areas designated as Rural;
- 10 of NMDDC's rural SOAs are within the top 25% of the NI most deprived with 2 being within the top 10% most deprived. The majority are located in the Slieve Gullion DEA;
- Geographic location and setting of hubs and services;
- Service requirements should also be taken into consideration such as access to broadband and public transport;
- Urban and rural differentials between business size bands, type and location of same;
- Lower income in rural areas;
- Location of current available housing stock and its implication for future planning applications;
- Profile of crime in rural areas differs from crime in urban areas; and
- At both local and regional level, rural dwellers experience better health outcomes in general with lower occurrences of health problems across rural dwellers compared to those in urban areas.

Data from Council's Residents' Survey conducted in 2018:

- Residents in urban areas compared with rural areas were more likely to say they follow or engage with the Council via social media

		<p>platforms (54% vs. 42%);</p> <ul style="list-style-type: none"> <li>➤ Residents living in rural areas were more likely to say they regularly take part in local groups or community activities compared to in urban areas (28% vs. 20%);</li> <li>➤ Only 23% of residents living in rural areas feel they can have a say on things happening or how services are run in their local area compared to 28% in urban areas; and</li> <li>➤ 73% of rural residents support more services being available online compared to 54% of urban residents.</li> </ul> <p>The Corporate Services Directorate Emergency Business Plan clearly set out the planned and proposed outputs/outcomes for the period October 2020-March 2021.</p> <p>Notwithstanding this, having witnessed a change in restriction levels since March 2020, Council continued to be mindful that any future restrictions put in place during the period October 2020 – March 2021 could have potential to adversely impact service delivery for residents whether they live in an urban or rural area.</p>
<p><b>Corporate Social Media Policy</b></p> <p>The aim of this policy is to ensure a consistent approach to dealing with all social media communications activity.</p>	Internal	<p>Whilst this is an internal corporate document, consideration has been given to the following data which was extracted from NMDDC residents survey conducted in 2018:</p> <ul style="list-style-type: none"> <li>➤ Residents in urban areas compared with rural areas were more likely to say they follow or engage with the Council via social media platforms (54% vs. 42%);</li> <li>➤ Only 23% of residents living in rural areas feel they can have a say on things happening or how</li> </ul>

		<p>services are run in their local area compared to 28% in urban areas; and</p> <ul style="list-style-type: none"> <li>➤ 73% of rural residents support more services being available online compared to 54% of urban residents.</li> </ul>
<p><b><i>Domestic Abuse and Sexual Violence Policy</i></b></p> <p>The aim of the policy is to make the workplace a safe and supportive environment for all employees, elected members, volunteers, agency workers, casual workers and volunteers of Council who are affected by or are at risk of domestic abuse and sexual violence.</p>	Internal	<p>This Policy does not distinguish between rural and urban areas. It is a Council wide practice and its purpose is to promote safe experiences and support for all within the workplace and district.</p> <p>All people in rural areas will be also afforded the same opportunities to avail of Safe Place as those in urban areas.</p>
<p><b><i>Down County Museum Forward Plan 2020-2023</i></b></p> <p>The key aims and objectives of the plan are:</p> <ul style="list-style-type: none"> <li>➤ Establish a new signed one-way route and managed visit through the 12 galleries and spaces in the Museum, following social distancing rules and protocols as required by the Museum's current Covid-19 Risk Assessment</li> <li>➤ Re-develop gaol cells interpretation including Alison Lowry glass sculpture, and the stories of the 1798 rebellion and Thomas Russell</li> </ul>	Internal	<p>In respect of how the Forward Plan for Down County Museum will impact upon people in rural areas differently from people in urban areas, the plan includes provision for outreach to rural communities through its outreach activities and PEACE IV Projects. The Museum has a Community and Outreach Manager dedicated to reaching out to rural and coastal communities.</p>
<p><b><i>Draft Assessment Performance and Improvement Objectives 2021-22</i></b></p> <p>The Council has developed five performance improvement objectives which are directly aligned to the Community Plan, Corporate Plan and draft Programme for Government.</p> <p>The Council recognises 'improvement' to mean</p>	Cross cutting	<p>The data collation process revealed that the majority of the population of the District live in rural areas and may therefore experience levels of deprivation, particularly in terms of the Access to Services domain, transport connections and digital connectivity.</p> <p>The 2018-19 and 2019-20 consultation and engagement processes on the performance improvement objectives and corporate priorities also highlighted the following</p>

<p>life for local communities and has developed the objectives within the context of the seven strategic aspects of improvement, as outlined in the Act.</p>		<p>issues in relation to rural areas and rural communities:</p> <ul style="list-style-type: none"> <li>➤ More investment in coastal and rural areas</li> <li>➤ More community clean ups in towns and villages to encourage civic pride</li> </ul> <p>The Council has considered the issues raised and included 'supporting actions' around the:</p> <ul style="list-style-type: none"> <li>➤ The creation of new jobs and businesses in coastal areas</li> <li>➤ Support and assistance towards community clean ups across the District</li> </ul>
<p><b><i>Draft Health and Safety Policy</i></b></p> <p>Newry, Mourne and Down District Council accepts its legal responsibilities to employees and other persons as set out in the Health &amp; Safety at Work (NI) Order 1978 and associated relevant statutory provisions.</p> <p>The Council will ensure, so far as is reasonably practicable, the health, safety and welfare of all its employees during the course of their working activities.</p> <p>The Council also accepts responsibility for the health, safety and welfare of all persons contracted to carry out work on the Council premises, authorised visitors and members of the public using our services who may be affected by the Council's activities.</p>	<p>Internal</p>	<p>This is a corporate internal document. This policy applies to all employees of the Council, Elected Council Members, contractors, seconded staff, placements, agency staff &amp; customers regardless of where they live or which council facility they are based in or attending.</p>
<p><b><i>ERT Emergency Business Plan October 2020-March 2021</i></b></p> <p>The Enterprise, Regeneration and Tourism (ERT) Emergency Business Plan provides an overview of the key activities that will take place across the</p>	<p>Cross cutting</p>	<p>Council gave consideration to the following in the development of the ERT Emergency Business Plan for October 2020- March 2021:</p> <ul style="list-style-type: none"> <li>➤ More residents of our district live in rural areas than urban areas;</li> </ul>



Adapting to the 'new' normal and reviewing how Council delivers services effectively is a key priority for both the Council and Directorate.

- More young people (up to the age of 15) and older people (65+) live in areas designated as Rural;
- 10 of NMDDC's rural SOAs are within the top 25% of the NI most deprived with 2 being within the top 10% most deprived. The majority are located in the Slieve Gullion DEA;
- Geographic location and setting of hubs and services;
- Service requirements should also be taken into consideration such as access to broadband and public transport;
- Urban and rural differentials between business size bands, type and location of same;
- Lower income in rural areas;
- Location of current available housing stock and its implication for future planning applications;
- Profile of crime in rural areas differs from crime in urban areas; and
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Data from Council's Residents' Survey conducted in 2018:

- Residents in urban areas compared with rural areas were more likely to say they follow or engage with the Council via social media platforms (54% vs. 42%);

		<ul style="list-style-type: none"> <li>➤ Residents living in rural areas were more likely to say they regularly take part in local groups or community activities compared to in urban areas (28% vs. 20%);</li> <li>➤ Only 23% of residents living in rural areas feel they can have a say on things happening or how services are run in their local area compared to 28% in urban areas; and</li> <li>➤ 73% of rural residents support more services being available online compared to 54% of urban residents.</li> </ul> <p>The Enterprise, Regeneration and Tourism Directorate Emergency Business Plan clearly set out the planned and proposed outputs/outcomes from the period October 2020-March 2021.</p> <p>Notwithstanding this, having witnessed a change in restriction levels since March 2020, Council continued to be mindful that any future restrictions put in place during the period October 2020 – March 2021 could have potential to adversely impact service delivery for residents whether they live in an urban or rural area.</p>
<p><b><i>Geopark Development Plan</i></b></p> <p>The main elements of the Development Plan shall include (but not be limited to) the four pillars of Strategy, Marketing, Engagement and Operational in guiding the development of the Geopark.</p>	Cross cutting	<p>The Geopark Development Plan will focus activity in the Geopark area which is primarily the Rural area of NMDDC and includes the Slieve Gullion District Electoral Area which is in the top 10% of most deprived areas in Northern Ireland.</p> <p>The Geopark Development Plan will seek to deliver key initiatives and programmes to assist in addressing rural deprivation. With projects such as encouraging sustainable tourism development, opportunities will exist for micro businesses such as local tour guides, self-catering operators, crafters, brewers etc.</p>

**NOTES**

1. This information should normally be contained in section 1B of the RNIA Template completed in respect of the activity.
2. This information should normally be contained in section 2D of the RNIA Template completed in respect of the activity.
3. The information contained in sections 3D, 4A & 5B of the RNIA Template should be considered when completing this section.

<b>Report to:</b>	Strategy, Policy and Resources Committee
<b>Date of Meeting:</b>	13 May 2021
<b>Subject:</b>	FOI/EIR/DP and Records Management monitoring statistics
<b>Reporting Officer (Including Job Title):</b>	Alison Robb Assistant Director Corporate Services (Administration)
<b>Contact Officer (Including Job Title):</b>	Edel Cosgrove Head of Compliance

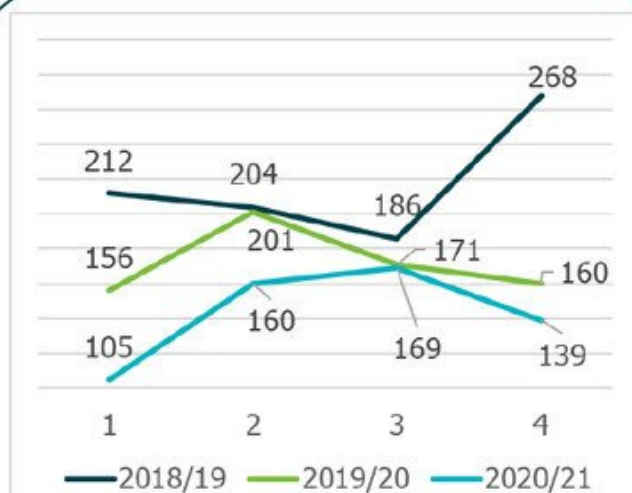
Confirm how this Report should be treated by placing an x in either:-

	For decision	For noting only	X
<b>1.0</b>	<b>Purpose and Background</b>		
1.1	<p>The purpose of this paper is to present the monitoring statistics for the period 1 April 2020 – 31 March 2021 in relation to the:</p> <ul style="list-style-type: none"> <li>573 requests for information (RFI) received to Council and processed under either the Freedom of Information Act (FOIA) 2000, Environmental Information Regulations (EIR) 2004, Data Protection Act (DPA) 2018 and General Data Protection Regulation (GDPR) 2018; and</li> <li>Internal Records Management project.</li> </ul>		
1.2	<p>19 Breach Reviews are also included within the 573 count for FOI/EIR/DP RFI. Breach reviews are conducted in line with Council's Breach Management Plan. They ascertain if there has been a breach in Data Protection, capture learning to enhance compliance of the legislation and whether Council needs to inform the Information Commissioner's Office. Details of each individual breach are reported in the Corporate Services Quarterly Assurance Statement under the section risks realised.</p>		
<b>2.0</b>	<b>Key issues</b>		
2.1	<p>The collection and reporting of this information will enable Council to establish trends in requests for information and records management, allocate resource and determine staff training needs.</p>		
2.2	<p>Analysis for FOI/EIR/DP RFI commenced in the 2018/19 financial year. A copy of the 2018/19 statistics was presented to the Committee on 13 June 2019 (<a href="#">page 219</a>) and 2019/20 statistics on 11 June 2020 (<a href="#">page 234</a>). The first chart attached provides comparative figures for 2018/19, 2019/20 and 2020/21.</p>		
2.3	<p>Most notable is the reduction in RFI, from 870 (2018/19), 688 (2019/20) to 573 (2020/21). Whilst the reduction in RFI during 2020/21 could be attributed to the Covid 19 pandemic, this has resulted in a percentage increase in responses being achieved within the deadline from 85% (2018/19), 95% (2019/20) to 97% (2020/21). Furthermore, the additional time provided the team with the ability to create Council's own bespoke e-learning module to support training in this area.</p>		

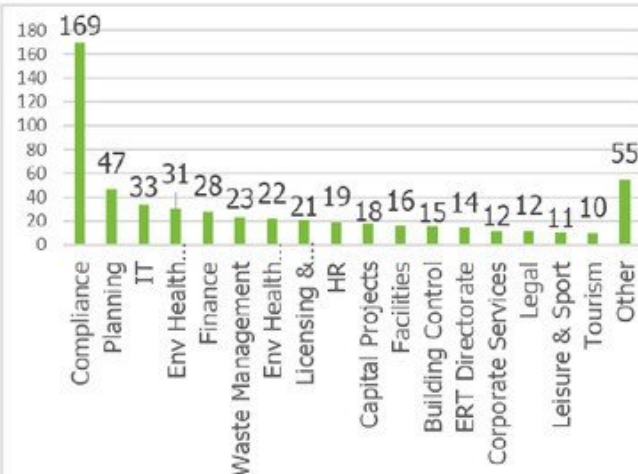


2.4	2020/21 is the first year we are reporting progress on our Records Management work.
<b>3.0</b>	<b>Recommendations</b>
3.1	Councillors are asked to note the monitoring statistics.
<b>4.0</b>	<b>Resource implications</b>
4.1	None.
<b>5.0</b>	<b>Due regard to equality of opportunity and regard to good relations (complete the relevant sections)</b>
5.1	<p><b><i>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</i></b></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><b><i>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</i></b></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><b><i>Proposal initiating consultation</i></b></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>
<b>6.0</b>	<b>Due regard to Rural Needs (please tick all that apply)</b>
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>

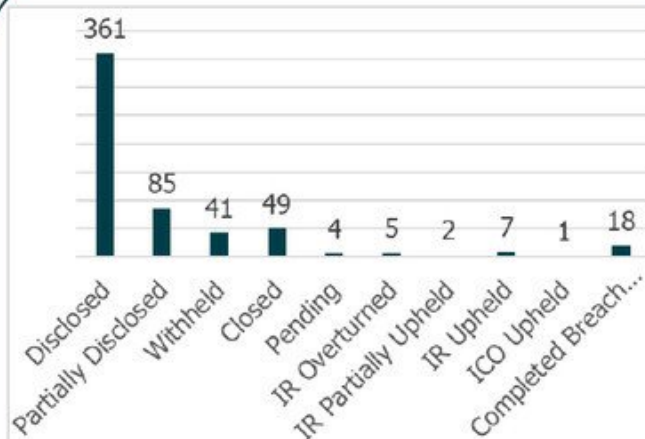
	<p>If yes, please complete the following:</p> <p>Rural Needs Impact Assessment completed <input type="checkbox"/></p>
	N/A
<b>7.0</b>	<b>Appendices</b>
	FOI/EIR/DP and Records Management monitoring statistics.
<b>8.0</b>	<b>Background Documents</b>
	Access to Information Policy and Procedure (presented to the Committee on 13 June 2019, <a href="#">pages 220 – 252</a> ).



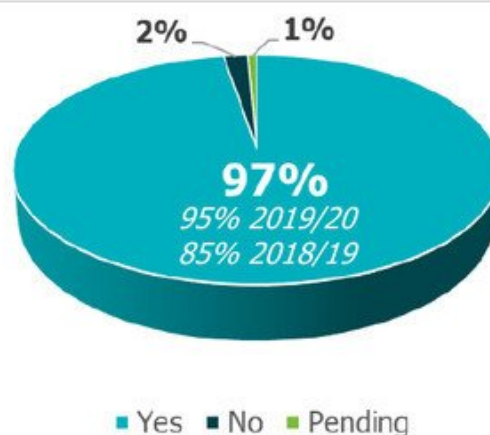
Number of annual requests for information from 1 April – 31 March per quarter.



Number of requests for information from 1 April – 31 March 2021 per lead Department.



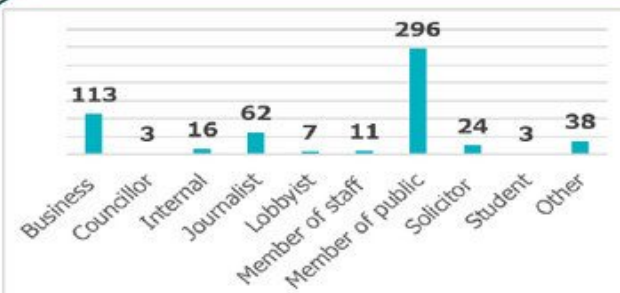
Decisions on the number of requests for information from 1 April – 31 March 2021.



Percentage of requests for information from 1 April – 31 March 2021 responded within the deadline.

Most common reasons for withholding information:

- **Personal information of a third party**
- **Cost for compliance exceeds appropriate limit**
- Information already publicly available



Type of Requester from 1 April 2020 – 31 March 2021

248  
FOI

223  
EIR

81  
DP

Number of requests for information from 1 April – 31 March 2021 per regime.

Number of Data Breach reviews conducted from 1 April – 31 March 2021.

19

From 1 April – 31 March 2021



Number of ICO complaints:

Number of Council decisions upheld by the ICO:

Number of ICO decisions upheld by the Tribunal:

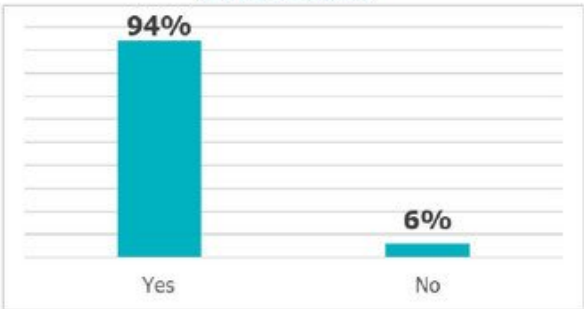
1

\* 2 ICO decisions Pending (2020/21 and 2019/20 cases)

Annual comparison on Confidential Waste Disposal:

Year	Collections	Cost	Weight (approx.)	Trees Saved
2019/20	35	£10,500.43	7200 kg	119
2020/21	8	£40.00	13000 kg	221

Data cleanse



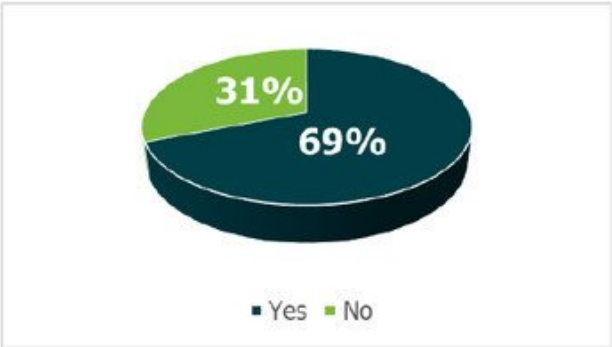
94% of business areas have commenced their data cleanse

Retention and Disposal



84% of business areas have commenced their Retention and Disposal review

Audit of Information



69% of business areas have completed their audit of information

- 12 privacy notices produced
- 4 Data Protection Impact Assessments developed
- 15 Data Sharing Agreements created



<b>Report to:</b>	Strategy, Policy and Resources Committee
<b>Date of Meeting:</b>	13 May 2021
<b>Subject:</b>	Newry, Mourne and Down District Council's Annual Fair Employment Monitoring Return; 2 January 2020 – 1 January 2021
<b>Reporting Officer (Including Job Title):</b>	Catrina Miskelly (Assistant Director Corporate Services: (HR & Safeguarding)
<b>Contact Officer (Including Job Title):</b>	Anne Jennings (HR Business Support Manager)

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

For decision For noting only ☒

## 1.0 Purpose and Background

- 1.1 The Council is required under Article 52 of the Fair Employment and Treatment (NI) Order 1998 and Regulations 17 and 18 of the Fair Employment (Monitoring) Regulations (NI) 1999 (as amended) to annually prepare and submit a monitoring return to the Equality Commission for Northern Ireland (ECNI).
- 1.2 The Council's Annual Fair Employment Monitoring Return for year ended 1 January 2021, was submitted to the ECNI on 25 March 2021 (a copy is enclosed with this report).

## 2.0 Key issues

- 2.1 Comparative information from this year's Annual Fair Employment Monitoring Return vs last year's, is provided at 2.3 of this report and provides a comparison at 1 January 2021 vs 1 January 2020 of:
- Numbers of employees
  - Community background of employees
  - Numbers and community background of applicants, appointees and leavers
- 2.2 For purposes of the Annual Return:
- an **applicant** is defined as a person who applied to fill a vacancy during the 12-month period. Where they have applied to fill a vacancy on more than one occasion during the 12-month period, only their first application is included in the Annual Return.
  - an **appointee** is a person who filled a vacancy during the 12-month period and is still in employment on the end date of the return. Where they have been appointed more than once during the period, only their first appointment is included in the Annual Return.
  - a **leaver** is a former employee who ceased to be employed during the 12-month period. Where a former employee has left more than once during the 12-month period, only the first occasion is included in the Annual Return.

2.3	2020	Totals	P	RC	ND	2021	Totals	P	RC	ND
	<b>EMPLOYEES</b>	1031	16.97%	79.24%	3.78%	<b>EMPLOYEES</b>	995	16.68%	79.80%	3.52%
	<b>Male</b>	57.23%				<b>Male</b>	57.39%			
	<b>Female</b>	42.77%				<b>Female</b>	42.61%			
	<b>APPLICANTS</b>	1082	20.15%	77.82%	2.03%	<b>APPLICANTS</b>	303	25.74%	70.63%	3.63%
	<b>APPOINTEES</b>	171	14.62%	81.29%	4.09%	<b>APPOINTEES</b>	48	14.58%	83.33%	2.08%
	<b>LEAVERS</b>	105	19.05%	76.19%	4.76%	<b>LEAVERS</b>	51	23.53%	68.63%	7.84%

3.0	<b>Recommendations</b>		
3.1	To note the contents of this report.		
4.0	<b>Resource implications</b>		
4.1	The impact of Covid-19 government restrictions meant that the resourcing requirements of Council facilities and services altered; resulting in a year on year reduction of posts advertised by 74%, and applicant numbers by 72%. This enabled HR resources to be diverted to employment demands related to the pandemic.		
4.2		<b>Year ended 1 January 2020</b>	<b>Year ended 1 January 2021</b>
	Recruitment Exercises	189	56
	Applicant Numbers	1082	303
	No. of posts publicly advertised	181	47
5.0	<b>Due regard to equality of opportunity and regard to good relations (complete the relevant sections)</b>		
5.1	Summary of findings below (also refer to Appendix 1):		
i.	<b>Community Background (employees)</b> <ul style="list-style-type: none"><li>0.29% reduction in employees determined to be from the Protestant Community</li><li>0.55% increase in employees determined to be from the Roman Catholic Community</li><li>0.26% reduction in employees determined to be from neither the Protestant nor Roman Catholic Community</li></ul>		
ii.	<b>Gender (employees)</b> <ul style="list-style-type: none"><li>0.16% increase in male employees</li><li>0.16% decrease in female employees</li></ul>		
iii.	<b>Community Background (applicants)</b> <ul style="list-style-type: none"><li>5.59% increase in applicants determined to be from the Protestant Community</li><li>7.19% reduction in applicants determined to be from the Roman Catholic Community</li><li>1.59% increase in applicants determined to be from neither the Protestant nor Roman Catholic Community</li></ul>		
iv.	<b>Community Background (appointees)</b> <ul style="list-style-type: none"><li>0.03% reduction in appointees determined to be from the Protestant Community</li><li>2.04% increase in appointees determined to be from the Roman Catholic Community</li><li>2.01% reduction in appointees determined to be from neither the Protestant nor Roman Catholic Community</li></ul>		
v.	<b>Leavers</b> <ul style="list-style-type: none"><li>4.48% increase in leavers determined to be from the Protestant Community</li><li>7.56% reduction in leavers determined to be from the Roman Catholic Community</li><li>3.08% increase in leavers determined to be from neither the Protestant nor Roman Catholic Community</li></ul>		
6.0	<b>Rural Proofing implications</b>		
6.1	Refer to Appendix 1		
7.0	<b>Appendices</b>		
7.1	<b>Appendix 1</b> – Equality, Good Relations and Rural Needs Assessments <b>Appendix 2</b> - Annual Fair Employment Monitoring Return year ended 1 January 2021		
8.0	<b>Background Documents</b>		
	None		

Appendix 1

<b>5.0</b>	<b>Due regard to equality of opportunity and regard to good relations (complete the relevant sections)</b>
	<p>1.</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><b>2. Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</b></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><b>3. Proposal initiating consultation</b></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>
<b>6.0</b>	<b>Due regard to Rural Needs (please tick all that apply)</b>
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> <p>The policy / strategy / plan / public service is not influenced by rural needs <input type="checkbox"/></p>





# FAIR EMPLOYMENT MONITORING RETURN

## FAIR EMPLOYMENT MONITORING RETURN

**FAIR EMPLOYMENT AND TREATMENT (NORTHERN IRELAND) ORDER 1998**

### **FAIR EMPLOYMENT (MONITORING) REGULATIONS (NORTHERN IRELAND) 1999 (AS AMENDED)**

**The monitoring form is in five parts.**

 Parts A, B, and E must be completed by ALL registered employers and Public Authorities.

 Part C to be completed ONLY by registered employers and Public Authorities who have employed apprentices under a contract of apprenticeship during the twelve month period ending on the date at A2.

 Part D must be completed ONLY by employers with more than 250 employees and Public Authorities.

**Guidance notes to assist you in completing your monitoring return are enclosed with this form.**

**The Step by Step Guide to Completing a monitoring return is available online.**

#### PART A

A1 Registration No.

38163

A2 Date to which the information should relate

Date Format DD/MM/YYYY

01/01/2021

A3 Deadline for return

01/05/2021

4-months after the date at A2

**Failure to complete and return this monitoring return to the Equality Commission for Northern Ireland by the date at A3 is a criminal offence and carries on conviction a fine of up to £5,000**



# List of locations

All Council Facilities	Dunleath DLC
All Leisure Facilities	Forkhill & Meigh CC
Amenity Skip Site (Camlough)	Greenbank Council Offices
Amenity Skip Site (Hilltown)	Household Recycling Centres
Amenity Skip Site (Kilkeel)	Kilbroney Park
Amenity Skip Site (Newry)	Kilkeel Bowling Green
Amenity Skip Site (Newtownhamilton)	Kilkeel General
Amenity Skip Site (Warrenpoint)	Kilkeel Harbour
Bagenal's Castle	Kilkeel Leisure Centre
Ballykine HRC	Killough DLC
Ballymote	Killyleagh Community Centre
Ballynahinch Centre	Kilmore
Bann Rd CC	Market House
Bann Road HRC	McGrath Centre
Barcroft Community Centre	Meadow/High Street
Bessbrook Community Centre	Monaghan Court
Castlewellan (Bann Road)	Monaghan Row Council Offices
Cloonagh Road	Newcastle Centre
Cloughreagh Community Centre	Newcastle TIC
Crossmaglen CC & Bessbrook CC	Newry Arts Centre
Crossmaglen Community Centre	Newry General
Crossmaglen General	Newry Leisure Centre
Crossmaglen HRC	Newry Town Hall
Dan Rice Hall	Newry Variety Market
Delamont Country Park	O Fiaich House
Down Arts Centre and Down County Museum	Rostrevor General
Down Civic Arts Centre	Slieve Gullion
Down County Museum	St Colman's Sport & Community
Down Leisure Centre	Strangford DLC
Downpatrick Tourist Information Centre	Strangford Road Depot
Downshire Civic Centre	Warrenpoint General
Drumanakelly Landfill Site	Warrenpoint Park
Dundrum	Warrenpoint Town Hall





## Guidance notes to help you fill in your Fair Employment Monitoring Return

### **PART A** *To be completed by all Registered Employers and Public Authorities.*

**A2** The date to which this return relates is your date (or anniversary) of registration with the Equality Commission for Northern Ireland.

**A6** List those premises, other than the address at A5, at which employees worked. It is not necessary for the employer to own or occupy the premises. If there is insufficient space in the form, continue on a separate sheet of paper and attach it to the form.

### **PART A** *To be completed by ALL Registered Employers and Public Authorities.*

**A4** Name of employer

Newry, Mourne and Down District Council

**A5** Address

Monaghan Row  
Newry  
BT35 8DJ

**A6** List other locations (Enter locations or append to the form)

All Council Facilities  
All Leisure Facilities  
Amenity Skip Site (Camlough)  
Amenity Skip Site (Hilltown)  
Amenity Skip Site (Kilkeel)  
Amenity Skip Site (Newry)  
Amenity Skip Site (Newtownhamilton)  
Amenity Skip Site (Warrenpoint)

## EMPLOYEES

PART B To be completed by ALL Registered Employers and Public Authorities.

### B7(a) & B7(b)

To complete the columns in these tables, you will require a copy of the 2010 edition of the **"Index for Classifying Job Titles"**, which is available free of charge from the Equality Commission. The Index for Classifying Job Titles ascribes job titles to a major group of Standard Occupational Classification (SOC groups).

Apprentices (employees who are employed under contracts of apprenticeship) should also be included in the appropriate SOC group (i.e. the occupation for which they are being trained) within the tables. Information on apprentices should also be given in Part C.

You should include in columns (4) and (7) only those of your employees whom you have been unable to identify as Protestant or Roman Catholic having used the **"Principal"** method or **"Residuary"** method of monitoring.

The **principal** method and **residuary** method of monitoring are described in an explanatory "Step by Step Guide to Monitoring" which is available from the Equality Commission.

Include all persons who were employees on the date at A2.

In the **FT** (Full Time) columns include those employees who **normally work 16 hours or more each week**.

In the **PT** (Part Time) columns include those employees who **normally work less than 16 hours each week**.

Also ensure that you include any individual who on the date at A2 was under a contract personally to execute any work or labour, for example, a self-employed person.

### B9(a) & B9(b)

Where you are unable by means of the **"principal method"** to determine the community background of an employee, you are permitted to use the **"residuary method"** to establish the community background. The method is described in the Commission's "Step by Step Guide to Monitoring" available from the Equality Commission.

Include the number of employees whose religion you have been unable to identify using the principal method of monitoring but for whom you were able to ascribe a community background using the **"residuary method"**. These employees will also have been included in tables B7(a) and B7(b).



## APPLICANTS AND APPOINTEES

**PART B** To be completed by ALL Registered Employers and Public Authorities.

**If this is your first monitoring return** you are not required to complete questions B10 to B15.

**However** it is important that you begin collecting the information in respect of applicants and appointees required in questions B10 to B15 as you will be required to complete these questions in your second and subsequent annual monitoring returns.

**If this is your second or subsequent return** you are required to complete questions B10 to B15.

**B10 to B12** For the purposes of these questions, an applicant is a person who applied to fill a vacancy for employment whether Full Time (FT) or Part Time (PT) regardless of whether or not they are already in your employment.

Where an applicant has applied to fill a vacancy on more than one occasion during the 12 month period ending on the date at A2, only include the first application in this return.

**B13 to B15** For the purposes of these questions appointees are those persons who filled a vacancy for employment in the 12 month period ending on the date at A2 and are still in employment in your concern on the date at A2.

Where a person has been appointed more than once during the 12 month period ending on the date at A2 only include the first appointment in this return.



# MALE EMPLOYEES

To be completed by ALL Registered Employers and Public Authorities.

## PART B

The information in this part of the form relates to your MONITORING DATE (see A2).

See note page 4

Full Time = 16 hours or more

B7(a) Enter in the appropriate box the number of male employees on your monitoring date at A2 described in columns (2) to (4) who are employed in each of the Standard Occupational Classification as described in column (1).

(1) Standard Occupational Classification Major Groups	(2) No. of Protestant Male employees			(3) No. of Roman Catholic Male Employees			(4) No. of Male employees whose community cannot be determined		
	FT	PT	Total	FT	PT	Total	FT	PT	Total
1 Managers and senior officials	17	0	17	28	0	28	3	0	3
2 Professional occupations	8	0	8	22	1	23	1	0	1
3 Associate professional & technical occupations	14	2	16	58	4	62	4	0	4
4 Administrative & secretarial occupations	3	1	4	9	0	9	1	0	1
5 Skilled trades occupations	14	1	15	55	1	56	0	0	0
6 Personal service occupations	9	1	10	72	18	90	3	0	3
7 Sales and customer service occupations	0	0	0	0	0	0	0	0	0
8 Process, plant and machine operatives	9	0	9	101	2	103	1	0	1
9 Elementary occupations	13	0	13	92	0	92	3	0	3
TOTALS	87	5	92	437	26	463	16	0	16

B8 (a) TOTAL NO. OF MALE EMPLOYEES ON YOUR MONITORING DATE

571

B9(a) Enter below the total number of Male employees included in columns (2) and (3) above whose community has been determined using the residuary method of monitoring.

	No. of Protestant Male Employees			No. of Roman Catholic Male employees		
	FT	PT	Total	FT	PT	Total
Male employees whose community has been determined under the <b>residuary method</b> of monitoring	2	0	2	9	1	10



## FEMALE EMPLOYEES To be completed by ALL Registered Employers and Public Authorities.

### PART B

The information in this part of the form relates to your **MONITORING DATE** (see A2).

**See note page 4**

Full Time = 16 hours or more

**B7(b)** Enter in the appropriate box the number of Female employees on your monitoring date at A2 described in columns (2) to (4) who are employed in each of the Standard Occupational Classification as described in column (1).

(1) Standard Occupational Classification Major Groups	(2) No. of Protestant Female employees			(3) No. of Roman Catholic Female Employees			(4) No. of Female employees whose community cannot be determined		
	FT	PT	Total	FT	PT	Total	FT	PT	Total
1 Managers and senior officials	6	0	6	34	0	34	0	0	0
2 Professional occupations	5	0	5	21	0	21	0	0	0
3 Associate professional & technical occupations	20	3	23	87	11	98	9	2	11
4 Administrative & secretarial occupations	27	3	30	117	17	134	6	0	6
5 Skilled trades occupations	0	0	0	2	0	2	0	0	0
6 Personal service occupations	6	1	7	26	5	31	0	2	2
7 Sales and customer service occupations	0	0	0	0	0	0	0	0	0
8 Process, plant and machine operatives	0	0	0	2	0	2	0	0	0
9 Elementary occupations	3	0	3	7	2	9	0	0	0
<b>TOTALS</b>	<b>67</b>	<b>7</b>	<b>74</b>	<b>296</b>	<b>35</b>	<b>331</b>	<b>15</b>	<b>4</b>	<b>19</b>

**B8 (b) TOTAL NO. OF FEMALE EMPLOYEES ON YOUR MONITORING DATE**

424

**B9(b)** Enter below the total number of Female employees included in columns (2) and (3) above whose community has been determined using the residuary method of monitoring.

	No. of Protestant Female Employees			No. of Roman Catholic Female employees		
	FT	PT	Total	FT	PT	Total
Female employees whose community has been determined under the <b>residuary method</b> of monitoring	2	0	2	4	0	4



# APPLICANTS

To be completed by ALL Registered Employers and Public Authorities.

## PART B

The information in this part of the form relates to the 12 month period ending on the date at A2.

See notes page 5

**B10** Enter the number of applicants for employment in each of the Standard Occupational Classifications as described in column (1).

(1) Standard Occupational Classification Major Groups	(2) No. of Protestant Male applicants	(3) No. of Roman Catholic Male applicants	(4) No. of Male applicants whose community cannot be determined	(5) No. of Protestant Female applicants	(6) No. of Roman Catholic Female applicants	(7) No. of Female applicants whose community cannot be determined
1 Managers and senior officials	7	7	1	6	6	0
2 Professional occupations	16	9	1	11	31	2
3 Associate professional & technical occupations	13	28	3	10	33	2
4 Administrative & secretarial occupations	3	16	0	5	32	1
5 Skilled trades occupations	4	19	0	0	1	0
6 Personal service occupations	2	16	1	1	11	0
7 Sales and customer service occupations	0	0	0	0	0	0
8 Process, plant and machine operatives	0	5	0	0	0	0
9 Elementary occupations	0	0	0	0	0	0
<b>TOTALS</b>	<b>45</b>	<b>100</b>	<b>6</b>	<b>33</b>	<b>114</b>	<b>5</b>

**B11** Enter the number of male, female and total applicants from columns (2) to (7) above

Male	Female	Total
151	152	303

**B12** Enter below the total number of applicants included in columns (2), (3), (5) and (6) above whose community has been determined using the residuary method of monitoring.

	No. of Protestant Male applicants	No. of Roman Catholic Male applicants	No. of Protestant Female applicants	No. of Roman Catholic Female applicants
Applicants whose community has been determined under the <b>residuary method</b> of monitoring	11	6	5	6



# APPOINTEES

To be completed by ALL Registered Employers and Public Authorities.

## PART B

The information in this part of the form relates to the 12 month period ending on the date at A2.

See notes page 5

B13 Enter the number of appointees who are STILL employees on the Monitoring Date.

Exclude those people appointed to positions who left BEFORE that years Monitoring Date.

(1) Standard Occupational Classification Major Groups	(2) No. of Protestant Male appointees	(3) No. of Roman Catholic Male appointees	(4) No. of Male appointees whose community cannot be determined	(5) No. of Protestant Female appointees	(6) No. of Roman Catholic Female appointees	(7) No. of Female appointees whose community cannot be determined
1 Managers and senior officials	0	2	0	0	1	0
2 Professional occupations	0	0	0	1	4	1
3 Associate professional & technical occupations	2	1	0	0	5	0
4 Administrative & secretarial occupations	1	0	0	0	7	0
5 Skilled trades occupations	0	0	0	0	0	0
6 Personal service occupations	2	10	0	1	3	0
7 Sales and customer service occupations	0	0	0	0	0	0
8 Process, plant and machine operatives	0	3	0	0	0	0
9 Elementary occupations	0	4	0	0	0	0
TOTALS	5	20	0	2	20	1

B14 Enter the number of male, female and total appointees from columns (2) to (7) above

Male	Female	Total
25	23	48

B15 Enter below the total number of appointees included in columns (2), (3), (5) and (6) above whose community has been determined using the residuary method of monitoring.

	No. of Protestant Male appointees	No. of Roman Catholic Male appointees	No. of Protestant Female appointees	No. of Roman Catholic Female appointees
Appointees whose community has been determined under the <b>residuary method</b> of monitoring	1	1	0	1

## APPRENTICES

*To be completed ONLY by registered employers and public authorities who employed APPRENTICES during the 12 month period ending on the date at A2.*

### PART C

C16(a) & C16(b) For the purposes of these questions an apprentice is an employee employed under a contract of apprenticeship.

Apprentices should have already been included in B7(a) and B7(b).

### APPRENTICE EMPLOYEES

C16(a)

Enter into the box below the number of FT (Full Time - 16 hours or more), PT (Part Time - less than 16 hours) and Total MALE apprentices on the date at A2, who are included in columns (2) to (4), B7(a).

	No. of Protestant Male apprentices			No. of Roman Catholic Male apprentices			No. of Male apprentices whose community cannot be determined		
	FT	PT	Total	FT	PT	Total	FT	PT	Total
Apprentices	0	0	0	0	0	0	0	0	0

C16(b)

Enter into the appropriate box below the number of FT (Full Time - 16 hours or more), PT (Part Time - less than 16 hours) and Total female apprentices on the date at A2, who are included in columns (5) to (7), B7(b).

	No. of Protestant Female apprentices			No. of Roman Catholic Female apprentices			No. of Female apprentices whose community cannot		
	FT	PT	Total	FT	PT	Total	FT	PT	Total
Apprentices	0	0	0	0	0	0	0	0	0



## PROMOTEES AND LEAVERS

**PART D** To be completed **ONLY** by Registered Employers who employ more than 250 employees and ALL Public Authorities.

**If this is your first monitoring return** you are not required to complete questions D17 to D20.

**However it is important that you begin collecting the information in respect of promotees and leavers in questions D17 to D20 as you will be required to complete these questions in your second and subsequent annual monitoring return.**

**If this is your second or subsequent monitoring return** you are required to complete questions D17 to D20.

**D17 to D20** If at the start of the 12 month period ending at the date at A2 you employ more than 250 employees (including both part time and full time employees) irrespective of whether the number of employees falls below that number during the 12 month period you must complete questions D17 to D20.

**If at any time during the 12 month period ending on the date at A2 you employed more than 250 employees you must complete D17 to D20 including the relevant information from the date at which your workforce exceeded 250 until the date at A2.**

**D17** For the purposes of this question a promotee is a person who fills all 4 of the following conditions:

- (i) the employee has moved from one job to another within the concern; and
- (ii) in doing so the employee fills a job which was restricted to persons already employed in the concern; and
- (iii) the employee remained in the new job or was notified in writing that he would so remain, for a continuous period of not less than 6 months; and
- (iv) as a direct result of the move the employee received an increase in pay (excluding expenses).

The SOC information in relation to promotees should relate to the position into which the person has been promoted.

Where an employee has been promoted more than once during the 12 month period ending on the date at A2 only the first promotion should be included in the monitoring return.

The information in the return relating to promotees should only relate to persons who are still in employment on the date at A2. The information should be included even if the person is no longer in the promoted post.

**D19 & D20** For the purposes of these questions a leaver is a former employee who ceased to be employed in your concern during the 12 month period ending on the date at A2.

Where a former employee has left more than once during the 12 month period ending on the date at A2 only the first occasion should be recorded on the monitoring return.



# PROMOTEES

To be completed ONLY by Registered Employers who employ more than 250 employees and Public Authorities.

## PART D

The information in this part of the form relates to the 12 month period ending on the date at A2.

See notes page 11

D17 Enter into the appropriate box below the number of promotes (who are ALSO employees at A2) in the major groups of the Standard Occupational Classification as described in column (1).

(1) Standard Occupational Classification Major Groups	(2) No. of Protestant Male promotees	(3) No. of Roman Catholic Male promotees	(4) No. of Male promotees whose community cannot be determined	(5) No. of Protestant Female promotees	(6) No. of Roman Catholic Female promotees	(7) No. of Female promotees whose community cannot be determined
1 Managers and senior officials	1	0	0	0	0	0
2 Professional occupations	0	0	0	0	0	0
3 Associate professional & technical occupations	0	0	0	0	0	0
4 Administrative & secretarial occupations	0	0	0	0	0	0
5 Skilled trades occupations	0	0	0	0	0	0
6 Personal service occupations	0	0	0	0	0	0
7 Sales and customer service occupations	0	0	0	0	0	0
8 Process, plant and machine operatives	0	0	0	0	0	0
9 Elementary occupations	0	0	0	0	0	0
TOTALS	1	0	0	0	0	0

D18 Enter into the appropriate box below the total number of promotees above who are male, the number who are female and the total number of promotes.

	Male	Female	Total
Promotees	1	0	1

# LEAVERS

To be completed ONLY by Registered Employers who employ more than 250 employees and Public Authorities.

## PART D

The information in this part of the form relates to the 12 month period ending on the date at A2.

See notes page 11

D19 Enter into the appropriate box below the number of leavers (who are ALSO employees at A2) in the major groups of the Standard Occupational Classification as described in column (1).

(1) Standard Occupational Classification Major Groups	(2) No. of Protestant Male leavers	(3) No. of Roman Catholic Male leavers	(4) No. of Male leavers whose community cannot be determined	(5) No. of Protestant Female leavers	(6) No. of Roman Catholic Female leavers	(7) No. of Female leavers whose community cannot be determined
1 Managers and senior officials	0	2	1	0	0	1
2 Professional occupations	1	0	0	1	0	0
3 Associate professional & technical occupations	1	0	0	2	3	2
4 Administrative & secretarial occupations	0	4	0	6	8	0
5 Skilled trades occupations	0	5	0	1	0	0
6 Personal service occupations	0	2	0	0	0	0
7 Sales and customer service occupations	0	0	0	0	0	0
8 Process, plant and machine operatives	0	4	0	0	0	0
9 Elementary occupations	0	7	0	0	0	0
TOTALS	2	24	1	10	11	3

D20 Enter into the appropriate box below the total number of leavers above who are male, the number who are female and the total number of promotes.

	Male	Female	Total
Leavers	27	24	51



## PART E to be completed by all registered employers and public authorities

E21	Signed	<b>Anne Jennings</b> <small>Print name if emailing as proof of signature</small>
E22	Print name	<b>Anne Jennings</b>
E23	Position in concern	<b>HR Business Support Manager</b>
E24	Date	<b>22/03/2021</b> <small>(DD/MM/YYYY)</small>

### ADDITIONAL INFORMATION

E25	Please give a contact for any queries arising from this return	
	Name	<b>Anne Jennings</b>
	Telephone No.	<b>0330 137 4287</b>
	Email address	<b>anne.jennings@nmandd.org</b>

This form should be emailed to [MRF@equalityni.org](mailto:MRF@equalityni.org)

Or, posted to  
 Compliance  
 Equality Commission for Northern Ireland  
 Equality House  
 7-9 Shaftesbury Square  
 Belfast  
 BT2 7DP

### BEFORE THE DEADLINE AT A3

YOU ARE ADVISED TO KEEP A COPY OF YOUR COMPLETED  
 MONITORING RETURN FORM FOR YOUR OWN INFORMATION

If you require advice or assistance in completing this return contact the  
 Equality Commission at [MRF@equalityni.org](mailto:MRF@equalityni.org) or 028 9050 0600

<b>Report to:</b>	Strategy, Policy & Resources Committee
<b>Date of Meeting:</b>	May 2021
<b>Subject:</b>	Sickness Absence
<b>Reporting Officer (Including Job Title):</b>	Louise Fitzsimons, Human Resources Manager
<b>Contact Officer (Including Job Title):</b>	Louise Fitzsimons, Human Resources Manager

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

<b>For decision</b>	<b>For noting only</b>	<b>x</b>
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<b>1.0</b>	<b>Purpose and Background</b>
1.1	The purpose of this report is to provide members with a year on year comparison on sickness absence levels in Council for the 12 months ending 28 February 2021 compared with same period in 2020.
<b>2.0</b>	<b>Key issues</b>
2.1	For the twelve-month period ending 28 February 2021, days lost due to sickness fell by 1,800.5 compared to the previous year; representing a decrease of 12.74%.
2.2	Overall levels of sickness absence and short-term absence fell in all Directorates and two Directorates experienced a decrease in long-term absence.
2.3	During the reporting period ending 28 February 2021, 500 days sickness absence were attributed to Coronavirus.
<b>3.0</b>	<b>Recommendations</b>
3.1	To note the contents of this report.
<b>4.0</b>	<b>Resource implications</b>
4.1	As detailed at 2.1 (Key Issues)
<b>5.0</b>	<b>Due regard to equality of opportunity and regard to good relations (complete the relevant sections)</b>
	<p><b>1. General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</b></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><b>2. Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</b></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><b>3. Proposal initiating consultation</b></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>
<b>6.0</b>	<b>Due regard to Rural Needs (please tick all that apply)</b>
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> <p>The policy / strategy / plan / public service is not influenced by rural needs <input type="checkbox"/></p>
<b>7.0</b>	<b>Appendices</b>
	None
<b>8.0</b>	<b>Background Documents</b>
	None