

NEWRY MOURNE AND DOWN DISTRICT COUNCIL

Minutes of Strategy Policy & Resources Committee Meeting held on Thursday 13 June 2019 at 5.00pm in the Mourne Room, Downshire Civic Centre, Downpatrick

In the Chair: Councillor M Savage

In Attendance:

Councillor P Brown	Councillor R Burgess
Councillor P Byrne	Councillor S Doran
Councillor H Gallagher	Councillor O Hanlon
Councillor R Howell	Councillor A Lewis
Councillor C Mason	Councillor B Ó Muirí
Councillor G Sharvin	Councillor J Tinnelly
Councillor W Walker	

Also In Attendance: Councillor Kimmins

Officials in Attendance: Mr L Hannaway, Chief Executive
Mrs D Carville, Director of Corporate Services
Mrs R Mackin, Assistant Director Corporate Planning & Policy
Mr C Mallon, Assistant Director of Estates and Project Management
Mr J McGilly, (Acting) Assistant Director Community Planning and Performance
Mrs C Miskelly, Assistant Director Corporate Services HR & Safeguarding
Mrs A Robb, Assistant Director Corporate Services (Administration)
Mr K Montgomery, Assistant Director of Finance
Ms E Cosgrove, Head of Compliance
Mr F O'Connor, Head of Legal Administration (Acting)
Miss S Taggart, Democratic Services Manager (Acting)
Ms L O'Hare, Democratic Services Officer

SPR/064/2019: APOLOGIES AND CHAIRPERSON'S REMARKS

An apology was received from Councillor Mulgrew.

Mr Hannaway advised an important meeting regarding Efficiencies was scheduled for 25 June 2019 and encouraged Members to attend. He also asked that Members endeavour to attend the training that has been organised for them.

The Chairman suggested the training could be held in the evenings and Mr Hannaway advised the events so far had been scheduled prior to other Committee meetings, however, Members should respond to Democratic Services with alternative timings for training.

SPR/065/2019: DECLARATIONS OF INTEREST

There were no Declarations of Interest

SPR/066/2019: TO AGREE STARTING TIME FOR STRATEGY, POLICY & RESOURCES COMMITTEE MEETINGS

Read: Copy of Strategy, Policy and Resources Committee Meeting Dates and Times (Copy circulated)

Councillor Byrne requested that the meeting in August be changed from 15 August 2019 as this was considered a holiday in some areas of the district.

Agreed: **On the proposal of Councillor Ó Muirí, seconded by Councillor Doran, it was agreed that the Strategy, Policy and Resources Committee Meetings would commence monthly at 6.00pm and that an alternative date would be sought for the August meeting.**

SPR/067/2019: ACTION SHEET OF THE STRATEGY, POLICY AND RESOURCES COMMITTEE MEETING HELD ON 14 MARCH 2019

Read: Action Sheet of the Strategy, Policy and Resources Committee Meeting held on 14 March 2019. **(Copy circulated)**

Agreed: **On the proposal of Councillor Burgess, seconded by Councillor Ó Muirí, it was agreed that the Action Sheet of 14 March 2019, be noted, and actions removed as marked.**

COMMUNITY PLANNING AND PERFORMANCE

SPR/068/2019: PARTICIPATORY BUDGETING: FACILITATION OF FUTURE COMMUNITY PLANNING INITIATIVES

Read: Report dated 13 June 2019 from Mr D Patterson, Head of Community Planning, regarding Participatory Budgeting: Facilitation of future Community Planning Initiatives. **(Copy circulated)**

Agreed: **On the proposal of Councillor Brown, seconded by Councillor Ó Muirí, it was agreed that Council continue to facilitate the development of Participatory Budgeting (PB) with Community Planning partners as an innovative and effective method of community engagement and decision making.**

It was also agreed that vouching requirements for funded groups are risk assessed and applied in line with Council's Financial Assistance Policy, as revised in March 2019.

SPR/069/2019: COMMUNITY PLANNING GOVERNANCE STRUCTURES

Read: Report dated 13 June 2019 from Mr J McGilly, Assistant Director Community Planning and Performance (Acting), regarding, Community Planning – Governance Structures. **(Copy Circulated)**

Councillor Byrne sought clarity on why it was compulsory for Members on working groups to be nominated from the parent committee e.g. Brexit Forum from ERT Committee.

Mr Hannaway advised the decision was taken to keep a consistent approach and for continuity in decision making.

- Agreed:** On the proposal of Councillor Burgess, seconded by Councillor Byrne, it was agreed that Council approve the following structure for Community Plan Partnership moving forward and recommend it to the CPP in June
1. Thematic group for Lifelong Health and wellbeing continue to meet and progress actions around Mental Health, Transforming Health and preventing disease, Participatory budgeting, Community support partnerships and Holiday hunger.
 2. Thematic group for Sustainable Environment continue to meet to progress actions around housing, asset mapping and congestion.
 3. PCSP and its agreed action plan be the vehicle to deliver safer communities outcomes and CPP be updated on progress at each CPP meeting (which meets 3 times per annum).
 4. Economic/Skills Forum and Tourism Forum and their related plans be the vehicle to deliver actions on Economic regeneration and CPP be updated on progress at each CPP meeting (which meets 3 times per annum).

PERFORMANCE

SPR/070/2019

CHIEF EXECUTIVE'S DEPARTMENT AND CORPORATE SERVICES DIRECTORATE BUSINESS PLANS

Read: Report dated 13 June 2019 from Mr J McGilly, Assistant Director: Community Planning and Performance (Acting) and Mrs R Mackin, Assistant Director: Corporate Planning and Policy regarding Chief Executive's Department and Corporate Services Directorate Business Plans **(Copy circulated)**

Councillor Byrne pointed to the importance of the work on the contracts register and requested an update on progress.

Mrs Carville confirmed that work had commenced, however, there was a lot more work required than previously anticipated as each legacy Council had a variety of contracts in some areas. She advised that added resources had been allocated to this area and work was being prioritised to address this.

- Agreed:** On the proposal of Councillor Byrne, seconded by Councillor Howell, it was agreed that Council approve the following recommendations:
- The annual review of the Chief Executive's Department and Corporate Services Business Plans 2018-19.
 - The Chief Executive's Department and Corporate Services Business Plans 2019-20.

SPR/071/2019:

PERFORMANCE IMPROVEMENT PLAN 2019-20

Read: Report dated 13 June 2019 from Ms K Bingham, Head of Performance regarding Performance Improvement Plan 2019-20 **(Copy circulated)**

Councillor Byrne proposed to retain the original objective of 'Create a cleaner, greener, more attractive District'. This was seconded by Councillor Gallagher.

Agreed: On the proposal of Councillor Howell, seconded by Councillor Ó Muirí it was agreed to accept the following recommendations:

- The 2019-20 Performance Improvement Plan, Consultation and Engagement Report and Objective Delivery Plans.
- The publication of the Performance Improvement Plan 2019-20 by 28 June 2019, before full Council ratification, in order to meet the statutory deadline, retaining the same objective of 'Create a cleaner greener, more attractive District', as proposed by Councillor Byrne, seconded by Councillor Gallagher.

SPR/072/2019: **PERFORMANCE AUDIT AND ASSESSMENTS – PROPOSALS FOR IMPROVEMENT PROGRESS REPORT 2018-19**

Read: Report dated 13 June 2019 from Ms K Bingham, Head of Performance regarding Performance Audit and Assessments – Proposals for Improvement Progress Report 2018-19 **(Copy circulated)**

Agreed: It was agreed to note the contents of the report and accept the following recommendations:

- Performance Audit and Assessments – Proposals for Improvement Progress Report 2018-19
- The key areas for improvement over the next few years are:
 - Further embedding the Business Planning and Performance Management Framework at all levels across the organisation, particularly in relation to Service Plans and Individual Performance Appraisal.
 - Developing an electronic performance management system.
 - Supporting Elected Members in discharging their performance improvement responsibilities.
 - Using baseline performance data to identify and deliver improvements.
 - Working with other Councils and the Department for Communities to progress benchmarking arrangements.

CORPORATE PLANNING AND POLICY

SPR/073/2019 **SECTION 75 POLICY SCREENING REPORT – QUARTERLY REPORT FOR PERIOD JANUARY – MARCH 2019**

Read: Report dated 13 June 2019 from Mr C Moffett, Head of Corporate Policy regarding Section 75 Policy Screening Report – Quarterly Report for period January – March 2019 **(Copy circulated)**

Agreed: **It was agreed to note the contents of the report.**

SPR/074/2019 **RURAL NEEDS ANNUAL MONITORING REPORT FOR PERIOD 1 APRIL 2018 – 31 MARCH 2019**

Read: Report dated 13 June 2019 from Mr C Moffett, Head of Corporate Policy and Ms S Rice, Corporate Policy and Equality Officer, regarding Statutory Reporting – Rural Needs Annual Monitoring Report for period 1 April 2018 – 31 March 2019 **(Copy circulated)**

Councillor Ó Muirí queried whether a definite date had been set for improved WIFI and Broadband as some community centres in outlying remote areas still do not have access to broadband and haven't for the last five years.

Mrs Carville advised she would revert to the Councillor with more information, however she understood work was currently ongoing in Crossmaglen Community Centre.

Mr Hannaway advised Council would be signing off on the FFNI project soon which would improve broadband across the District by 2021.

Agreed: **It was agreed to note the contents of the report.**

SPR/075/2019 **NEWRY MOURNE AND DOWN DISTRICT COUNCIL PUBLIC AUTHORITY STATUTORY EQUALITY AND GOOD RELATIONS DUTIES ANNUAL PROGRESS REPORT 2018-19**

Read: Report dated 13 June 2019 from Mr C Moffett, Head of Corporate Policy and Ms S Rice, Corporate Policy and Equality Officer, regarding Newry Mourne and Down District Council Public Authority Statutory Equality and Good Relations Duties Annual Progress Report 2018-19 **(Copy circulated)**

Agreed: **It was agreed to note the contents of the report.**

SPR/076/2019: **DRAFT ACCESS TO INFORMATION POLICY AND PROCEDURE**

Read: Report dated 13 June 2019 from Ms E Cosgrove, Head of Compliance regarding Draft Access to Information Policy and Procedure **(Copy circulated)**

Agreed: **On the proposal of Councillor Byrne, seconded by Councillor Howell it was agreed to approve the draft Access to Information Policy and Procedure.**

SPR/077/2019 **REQUEST TO PURCHASE A STRIP OF COUNCIL LAND AT MONA VIEW, ANNALONG**

Read: Report dated 13 June 2019 from Ms J McMurray, Legal Advisor regarding request to purchase a strip of land at Mona View, Annalong **(Copy circulated)**

Councillor Ó Muiri queried whether reports such as this could be tabled at DEA meetings for a decision rather than coming to Committee for approval.

Mrs Carville advised it was normal practice to bring reports to Committee as it was the remit of the Committee to make the decision on the reports.

Agreed: **On the proposal of Councillor Ó Muirí, seconded by Councillor Howell it was agreed that the request be refused on the following grounds: -**

- 1. Consistency of approach. A request by the owner of another dwelling at Mullartown Park, Annalong was refused on three separate occasions.**
- 2. The negative impact a sale would have on the value of Council's overall holding at Mona View.**
- 3. Agreeing to the request is likely to lead to other neighbouring landowners to make a similar request, thereby reducing the size of holding.**

FOR NOTING

SPR/078/2019 **NEWRY MOURNE AND DOWN DISTRICT COUNCIL'S ANNUAL FAIR EMPLOYMENT MONITORING RETURN:2 JANUARY 2018 – 1 JANUARY 2019**

Read: Report dated 13 June 2019 from Mrs A Jennings HR Business Support Manager, regarding Newry Mourne and Down District Council's Annual Fair Employment Monitoring Return: 2 January 2018 – 1 January 2019 **(Copy circulated)**

Agreed: **It was agreed to note the contents of the report.**

SPR/079/2019 **SCHEME OF DELEGATION REPORT**

Read: Report dated 13 June 2019 from Mrs D Carville, Director of Corporate Services regarding Scheme of Delegation Report 2019 **(Copy circulated)**

Agreed: **It was agreed to note the contents of the report.**

SPR/080/2019 **DELEGATED AUTHORITY DECISION TAKEN BY CEO DURING ELECTION PERIOD – REQUEST FROM KERYGMA**

Read: Report dated 13 June 2019 from Mr L Hanna, Chief Executive, regarding Delegated Authority decision taken by CEO during Election period – Request from Kerygma Choir **(Copy circulated)**

Agreed: **It was agreed to note the contents of the report.**

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

Agreed: On the proposal of Councillor Mason, seconded by Councillor Sharvin, it was agreed to exclude the public and press from the meeting during discussion on the next matters which related to exempt information by virtue of para. 3 of Part 1 of Schedule 6 of the Local Government (Northern Ireland) 2014 – Information relating to the financial or business affairs of a particular person (including the Council holding that information) and the public may, by resolution, be excluded during this item of business.

SPR/081/2019: NEWRY BID DEBT COLLECTION OFFICER

Read: Report dated 13 June 2019 from Mr F O'Connor, Head of Legal Administration (Acting), regarding Newry BID debt collection officer **(Copy circulated)**

Agreed: On the proposal of Councillor Burgess, seconded by Councillor Hanlon, it was agreed the Committee come out of closed session.

Agreed: On the proposal of Councillor O'Muire, seconded by Councillor Mason, it was agreed to extend the Newry BID Debt Collection officer post.

SPR/082/2019: LEASE OF LAND AT CARRIGENAGH ROAD, KILKEEL BY BALLYVEA FOOTBALL CLUB

Read: Report dated 13 June 2019 from Mr F O'Connor, Head of Legal Administration (Acting), regarding lease of land at Carrigenagh Road, Kilkeel by Ballyvea Football Club **(Copy circulated)**

Agreed: On the proposal of Councillor Burgess, seconded by Councillor Hanlon, it was agreed the Committee come out of closed session.

Agreed: On the proposal of Councillor Doran, seconded by Councillor Sharvin, it was agreed that Council approve the recommendations as set out in para 3 of the officer's report to enter into a supplemental lease with the club which will change the term of the lease by including the additional 25 years which the club are entitled to under a new lease at the end of the current term; to amend the lease to remove any contractual right to a future extension of the lease beyond this time; to transfer the benefit of the lease from the trustees of the club to the newly formed limited company Ballyvea FC Ltd; and that Council's legal costs to be paid by the club.

SPR/083/2019: BUSINESS CASE FOR THE PROVISION MEDIA MONITORING SERVICES FOR COUNCIL'S REQUIREMENTS

Read: Report dated 13 June 2019 from Ms V Keegan, Head of Communications and Marketing, regarding Business Case for the Provision Media Monitoring Services for Council's Requirements. **(Copy circulated)**

Agreed: On the proposal of Councillor Burgess, seconded by Councillor Hanlon, it was agreed the Committee come out of closed session.

Agreed: On the proposal of Councillor O’Muir, seconded by Councillor Howell, it was agreed that Council approve to proceed with Option 2, as per the officer’s report, to appoint, through a tender process, a competent media monitoring supplier to ensure that Council can monitor activities in the media in a timely manner.

SPR/084/2019: BUSINESS CASE FOR VALUATION SERVICES

Read: Report dated 13 June 2019 from Mrs A Robb, regarding Business Case for Procurement of general Valuation Services. **(Copy circulated)**

Agreed: On the proposal of Councillor Burgess, seconded by Councillor Hanlon, it was agreed the Committee come out of closed session.

Agreed: On the proposal of Councillor Burgess, seconded by Councillor Gallagher, it was agreed that Council approve the Business Case to enable the procurement for general Valuation Services to proceed.

SPR/85/2019 BUSINESS CASE TO EXTEND LEGAL ADVISOR POST

Read: Report dated 13 June 2019 from Mrs A Robb, regarding Business Case to extend Legal Advisor Post. **(Copy circulated)**

Agreed: On the proposal of Councillor Burgess, seconded by Councillor Hanlon, it was agreed the Committee come out of closed session.

Agreed: On the proposal of Councillor Sharvin, seconded by Councillor Tinnelly, it was agreed to extend the post as highlighted in the officer’s report, for a 12-month period from September 2019, with the option to designate permanent subject to business need.

SPR/86/2019 DEBT WRITE OFF AT 31ST MARCH 2019

Read: Report dated 13 June 2019 from Mrs B Phillips, regarding Debt Write Off at 31st March 2019. **(Copy circulated)**

Agreed: On the proposal of Councillor Burgess, seconded by Councillor Hanlon, it was agreed the Committee come out of closed session.

Agreed: On the proposal of Councillor Doran, seconded by Councillor Byrne, it was agreed that Council approve the writing-off of £1009.50 bad debt, which has been included in the Bad Debt provision on the Council’s Balance Sheet as at 31st March 2019.

SPR/87/2019 **MOORHILL FORMER REFUSE SITE – EXPRESSION OF INTEREST**

Read: Report dated 13 June 2019 from Mr C Mallon, Assistant Director of Estates and Project Management, regarding Moorhill Former Refuse Site – Expression of Interest. **(Copy circulated)**

Agreed: **On the proposal of Councillor Burgess, seconded by Councillor Hanlon, it was agreed the Committee come out of closed session.**

Agreed: **On the proposal of Councillor Howell, seconded by Councillor Doran, it was agreed that Council consider the expression of interest from Mountaineering Ireland, and agree to pass the item to for consideration, and to agree to delay the private sector sale pending the outcome of the assessment of the Expression of Interest by AHC.**

SPR/88/2019 **TRANSFER OF PORTION OF LAND AT ISLAND PARK, NEWCASTLE**

Read: Report dated 13 June 2019 from Mr F O'Connor, Head of Legal Administration (Acting), regarding Transfer of portion of land at Island Park, Newcastle. **(Copy circulated)**

Agreed: **On the proposal of Councillor Burgess, seconded by Councillor Hanlon, it was agreed the Committee come out of closed session.**

Agreed: **On the proposal of Councillor Howell, seconded by Councillor Doran, it was agreed that Council approve, in principle the transfer of the area sought; prepare a formal map of the area to be transferred internally by Council's mapper and then apply for a valuation of the area by LPS to secure best value for disposal by Council; ensure the rights of neighbouring properties are protected and guaranteed in respect of access onto the public pathway on the Council owned lands at the rear of the properties on Bryansford Road; ensure that the land can only be used as a garden area; and that the requester pay Council's legal and valuation costs.**

SPR/89/2019 **TRANSFER OF PORTION OF LAND AT CHURCH STREET CAR PARK, DOWNPATRICK**

Read: Report dated 13 June 2019 from Mr F O'Connor, Head of Legal Administration (Acting), regarding Transfer of portion of land at Church Street Car Park, Downpatrick. **(Copy circulated)**

Agreed: **On the proposal of Councillor Burgess, seconded by Councillor Hanlon, it was agreed the Committee come out of closed session.**

Agreed: **On the proposal of Councillor Sharvin, seconded by Councillor Hanlon, it was agreed that Council approve the**

transfer of the site outlined in the officer's report to the bar owner at a nominal value; and to charge the Council's legal costs and outlay to the bar owner.

FOR NOTING

SPR/90/2019

MANAGEMENT ACCOUNTS

Read: Report dated 13 June 2019 from Mr K Montgomery, Assistant Director of Finance, regarding Management Accounts to 31st March 2019, **(Copy circulated)**

Agreed: **On the proposal of Councillor Burgess, seconded by Councillor Hanlon, it was agreed the Committee come out of closed session.**

Agreed: **It was agreed to note the Management Accounts to 31st March 2019.**

SPR/91/2019

**ACTION SHEET – ALBERT BASIN TASK & FINISH GROUP
12 MARCH 2019**

Read: Action Sheet of the Albert Basin Task & Finish Group held on 12 March 2019 **(Copy circulated)**

Mrs Carville reminded the Unionist grouping that they needed to nominate to the Albert Basin Task and Finish Working Group.

Agreed: **On the proposal of Councillor Burgess, seconded by Councillor Hanlon, it was agreed the Committee come out of closed session.**

Agreed: **It was agreed to note the contents of action sheet of Albert Basin Task & Finish Working Group Management Accounts to 31st March 2019.**

SPR/92/2019

RATES SUPPORT GRANT (RSG) LETTER

Read: Copy of letter dated 28th May 2019 sent to Tracy Meharg, Permanent Secretary at the Department for Communities **(Copy circulated)**

Agreed: **On the proposal of Councillor Burgess, seconded by Councillor Hanlon, it was agreed the Committee come out of closed session.**

Agreed: **It was agreed to note the contents of the letter sent to the Department for Communities from the Chief Executive regarding Rates Support Grant and to invite Land and Property Services to Special Council meeting.**

There being no further business, the Meeting concluded at 7.06pm

Signed: **Councillor Michael Savage**
Chairperson

Signed: **Dorinnia Carville**
Director of Corporate Services