



April 13th, 2022

Notice Of Meeting

You are requested to attend the Strategy, Policy and Resources Committee Meeting to be held on **Thursday, 14th April 2022 at 6:00 pm** in **Microsoft Teams (Hybrid)**.

Chairperson - Councillor O Hanlon

Deputy Chairperson - Councillor P Brown

Councillor P Byrne

Councillor H Gallagher

Councillor R Howell

Councillor O Magennis

Councillor D Murphy

Councillor B O'Muirí

Councillor H Reilly

Councillor M Rice

Councillor M Savage

Councillor G Sharvin

Councillor D Taylor

Councillor J Tinnelly

Councillor W Walker

Agenda

1.0 Introduction and Apologies

2.0 Declarations of Interest

3.0 Action Sheet arising from SPR Committee Meeting held on Thursday 16 March 2022

 *SPR-Action Sheet arising from 16 March 2022.pdf*

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For Consideration and/or Decision

4.0 Safeguarding Policy – Update

 *Safeguarding Policy Update.pdf*

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 *Safeguarding Policy V3 June 2022.pdf*

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5.0 Castlewellan Forest Park NLHF Project Governance

 *Castlewellan Forest Park NLHF Project Governance.pdf*

Page 41

 *Castlewellan Forest Park Project Board draft ToR.pdf*

Page 44

 *Castlewellan Forest Park Regeneration Stakeholder draft ToR.pdf*

Page 49

 *Governance TF update Aug 2021.pdf*

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6.0 Ukraine Assistance Centre

 *Ukraine Assistance Centre.pdf*

Page 59

Democratic Services

7.0 Allocation of Special Responsibility Allowances

 *SRA allowances.pdf*

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

8.0 Extension of Lease with Northern Ireland Fire & Rescue Service (“NIFRS”) – Downshire Civic Centre, Downpatrick

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

 ***Extension of NIFRS Lease.pdf*** ***Not included***

 ***06.04.22 - Downshire Civic Centre - NIFRS sub-lease.pdf*** ***Not included***

9.0 Proposed Lease of The Generator House, Newcastle Harbour, Newcastle.

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

 ***SPR Report - Lease of the Generator House Newcastle - 14th April 2022.pdf*** ***Not included***

 ***SPR report - 16th September 2021.pdf*** ***Not included***


 ***SPR Report - 20th January 2022.pdf*** ***Not included***

10.0 Bann Road, Castlewellan – Storm Attenuation Project

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.

 ***Bann Road Castlewellan Storm Attenuation Project.pdf*** ***Not included***

 ***Appendix - Bann Rd Storm Attenuation - Report to SPR 17.06.21.pdf*** ***Not included***

 ***Appendix - Copy of Castlewellan Car Park- Attenuation- Quotation Rev 3 06 04 2022.pdf*** ***Not included***






11.0 Director Recruitment

This item is deemed to be restricted by virtue of Paragraphs 3&4 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 Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the Council or a government department and employees of, or office holders under, the Council. The public may, by resolution, be excluded during this item of business.

 ***Director Recruitment.pdf*** ***Not included***

12.0 Surplus Assets Update

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.

 <i>Surplus Assets Update.pdf</i>	<i>Not included</i>
 <i>Appendix A - Overview April22.pdf</i>	<i>Not included</i>
 <i>Appendix B - Abbey Heights-Indicative Layout.pdf</i>	<i>Not included</i>
 <i>Appendix C - List of Planning Applications April22.pdf</i>	<i>Not included</i>
 <i>Appendix D - Daisy Hill Site Plan.pdf</i>	<i>Not included</i>



13.0 2022/23 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.

 <i>2022-23 Insurance Premiums.pdf</i>	<i>Not included</i>
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14.0 BRCD Project Governance – Mournes Gateway

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

 <i>BRCD Project Governance Mournes Gateway.pdf</i>	<i>Not included</i>
 <i>MMGP - Governance Document - 04.04.2022.pdf</i>	<i>Not included</i>

15.0 Retirement on Grounds of Ill Health

This item is deemed to be restricted by virtue of Paragraphs 3&4 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 Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the Council or a government department and employees of, or office holders under, the Council. The public may, by resolution, be excluded during this item of business.

 <i>Retirement on grounds of Ill Health.pdf</i>	<i>Not included</i>
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16.0 Business Administration Voluntary Redundancy

This item is deemed to be restricted by virtue of Paragraphs 3&4 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 Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the Council or a government department and employees of, or office holders under, the Council. The public may, by resolution, be excluded during this item of business.

CONFIDENTIAL REPORT

16.1 CONFIDENTIAL Report

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 *Business Administration Voluntary Redundancy Call.pdf*

Not included


17.0 Planning for the Future Update

This item is deemed to be restricted by virtue of Paragraphs 3&4 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 Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the Council or a government department and employees of, or office holders under, the Council. The public may, by resolution, be excluded during this item of business.

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 *Planning for the Future Tier 3 Voluntary Redundancy Call.pdf*

Not included

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

18.0 Annual Digital Communications and Marketing Activity Report

(1 April 2021 – 31 March 2022)00

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

📄 ***Annual Digital Communications and Marketing Activity Report.pdf*** ***Not included***

📄 ***Annual Digital Communications and Marketing Activity Report 2021.2022.pdf*** ***Not included***

Invitees

Cllr Terry Andrews

Ms Kate Bingham

Mr Caolain Boyd

Cllr Patrick Brown

Cllr Robert Burgess

Cllr Pete Byrne

Mr Gerard Byrne

Mr Colin Campbell

Mrs Dorinnia Carville

Cllr Charlie Casey

Cllr William Clarke

Cllr Dermot Curran

Cllr Laura Devlin

Ms Louise Dillon

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

Miss Veronica Keegan

Mrs Sheila Kieran

Ms Nora Largey

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
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Catrina Miskelly
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Mr Colin Moffett
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Cllr Roisin Mulgrew
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Cllr Declan Murphy
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Cllr Barra Ó Muirí
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Mr Fearghal O'Connor
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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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Cllr Henry Reilly
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Cllr Michael Rice
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Ms Alison Robb
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Cllr Michael Ruane
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Cllr Michael Savage
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Cllr Gareth Sharvin
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Donna Starkey
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Cllr Gary Stokes
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Sarah Taggart
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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 20 JANUARY 2022

Minute Ref:	Subject	Decision	Lead Officer	Action taken/ Progress to date	Remove from Action Sheet Y/N
SPR/004/2022	Notice of Motion - Contactless Payment Solutions to tackle Homelessness	<p>Elected Members agreed to approve the following recommendations:</p> <ul style="list-style-type: none"> • Officers to follow up on the cost, security and equality issues outlined at section 2.1 and also conduct further research of suppliers. • Officers will then bring proposals back to Members for consideration before the end of this financial year. • Council explore avenues to roll this out including through the Chairs charitable fund as soon as possible. • Council write to the local bank's or the services that service the governance of the ATM'S about the option of being able to donate through ATM's to charities on a rotational basis. 	G Byrne	On-going	N

<u>ACTION SHEET – STRATEGY, POLICY AND RESOURCES COMMITTEE MEETING (SPR) – T H U R S D A Y 0 1 M A R C H 2 0 2 2</u>					
Minute Ref:	Subject	Decision	Lead Officer	Action taken/Progress to date	Remove from Action Sheet Y/N
SPR/038/2022	Action sheet of the Strategy Policy and Resources Committee Meeting held on 17 February 2022	It was agreed that the action sheet from the Strategy Policy and Resources Committee meeting held on 17 February 2022 be approved.	D Carville	Noted	Y
SPR/039/2022	Notice of Motion – Irish Unity Working Group	It was agreed to this Council recognises that discussions about a constitutional change are now well underway and that Newry, Mourne and Down District Council have a duty to consult with its ratepayers on this important issue and the implications for the Council area and the wider border corridor. Therefore, this motion calls on the Council to establish a New Ireland Working Group and to begin a consultation with other Councils, ratepayers and community and business representatives to assess views on the issues related to constitutional change.	D Carville	Noted	Y
SPR/040/2022	The Safeguarding Board for Northern Ireland (SBNI) consultation on the proposed Strategic Plan 2022 – 2026 and Equality and Human Rights Screening	<p>It was agreed that Elected Members approved the following recommendations:</p> <ul style="list-style-type: none"> • That Council supports all proposals contained in the SBNI Strategic Plan 2022 – 2026 and Equality and Human Rights Screening. • To approve the proposed Consultation Response (Appendix 1), incorporating the amendments outlined at 2.6 and 2.7 of the report. • To approve the proposed response to the Equality and Human Rights Screening. 	D Carville	Approved	Y

SPR/041/2022	Surrender of Ballykinlar Playing Fields to facilitate new sports facility at Ballykinlar GAC	It was agreed to approve to progress surrender of lease for Ballykinlar Playing Fields to the MOD subject to Down County Board providing a commitment for shared community and sporting use of the facilities going forward. The surrender to exclude the lands leased to Ballykinlar Cross Community Pre School Playgroup Limited by Council for the term of 30 years from 27 October 2006.	A Robb	Approved	Y
SPR/042/2022	Performance Improvement	It was agreed that Elected Members approve the Performance Improvement Audit and Assessment Report 2021-22, including the two 'proposals for improvement', as outlined in Appendix 2	D Carville	Approved	Y
SPR/043/2022	Draft Performance Improvement Objectives	It was agreed to approve the following recommendations: <ul style="list-style-type: none"> The five draft performance improvement objectives 2022-23, as outlined in Appendix 1 The proposed approach and timetable for publishing the Performance Improvement Plan 2022-23, as outlined in Appendix 2, including approval to commence the consultation and engagement process on 21 March 2022 	D Carville	Approved	Y
<u>ITEMS RESTRICTED IN ACCORDANCE WITH PART 1 OF SCHEDULE 6 OF THE LOCAL GOVERNMENT ACT (NI) 2014</u>					
SPR/044/2022	Officer report on request and Notice of Motion – Queen Elizabeth II	It was agreed that Elected Members approve £40,000 for a Queen's Platinum Jubilee financial assistance programme for 2022/23, and that Officers proceed to implementation in advance of ratification of the decision at the Council's Monthly meeting in April 2022.	R Mackin/C Moffett	Approved	Y

SPR/045/2022	Request for easement for sewage pipe at Clonallon Park, Warrenpoint	It was agreed that Elected Members approve the grant of an Easement for a sewage pipe under the lands known as Clonallon Park along the route outlined on the map attached. This is subject to the applicant providing evidence of NI Water Consent, and to the applicant providing an appropriate map and paying the market value for the grant of easement and discharging Council's legal and valuation costs.	F O'Connor	Approved	Y
SPR/046/2022	Boundary Rectification Request – Lands at Harbour Close, Kilkeel	It was agreed to that Elected Members approve to rectify the registered title boundary between the private property at Harbour Close, Kilkeel and the adjoining Council-owned property at Mourne Esplanade, with the requester being responsible for any ancillary costs of Council including legal costs.	F O'Connor	Approved	Y
SPR/047/2022	Purchase of land from NIHE for redevelopment of playpark and Trojan Horse Community facility,	It was agreed that Elected Members agree to the outright purchase of the freehold land at the Flying Horse Estate, Oriel Drive, Downpatrick, from the NIHE, at a cost of £6,500.00, for the redevelopment of the existing playpark and Trojan Horse community facility in Downpatrick. This remains subject to contract and does not at this stage represent a formal contractual offer.	F O'Connor	Agreed	Y
SPR/048/2022	Downpatrick and County Down Railway	It was agreed that Elected Members approve that Council enters into a Heads of Terms agreement with DCDR on the terms as set out in the appendix attached to the officer's report, re-defining the relationship between Council and DCDR on the future operation of the tourism railway, and including a commitment to a contribution of 80% funding towards the repair projects described in para 2.2 of the officer's report.	F O'Connor	Approved	Y

SPR/049/2022	Non - Current Asset Policy	It was agreed that Elected Members approve the Non-Current Asset Policy.	D Carville	Approved	Y
SPR/050/2022	Support to Neighbourhood Services	It was agreed that Elected Members approve the proposal at 2.4 for the reasons outlined within section 2 of the officer's report. Also caveated with a report back to Committee should an extension be required.	D Carville	Approved	Y
SPR/051/2022	BRCD Memorandum of Understanding	It was agreed that Elected Members approve the signing of the BRCD Memorandum of Understanding and to approve an annual financial contribution made to Belfast City Council, which represents Council's share of the financial cost associated with the BRCD Programme Management Office in carrying out the functions required of the accountable body. The annual cost to be reviewed and agreed annually by the BRCD Executive Board.	D Carville	Approved	Y
SPR/052/2022	Terms and Conditions Update	It was agreed that Elected Members approve the following recommendations: i) That Members note the progress on the workplan as set out in appendix 1. ii) That Members note that the JTUS intend to ballot their members on the remaining items of dispute. iii) That Members support the continued release of employees supporting the programme of work, the cost of which are shown at 4.1.	M Lipsett	Noted	Y
<u>FOR NOTING –</u>					
This item is deemed to be exempt under paragraph 3 of Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014					

SPR/053/2022	Rates Support Grant 2021/2022	It was agreed that Elected Members note the letter dated 8 March 2022 from Department for Communities.	D Carville	Noted	Y
SPR/054/2022	Management Accounts 2021/2022 – Period 9	It was agreed that Elected Members note the Management Accounts – 2021/22 – Period 9.	D Carville	Noted	Y
FOR NOTING					
SPR/55/2022	Minutes of Newry City Regeneration Programme Board Meeting – 10 March 2022	It was agreed to note the minutes of Newry City Centre Regeneration Programme Board Meeting held on 10 March 2022.	C Mallon	Noted	Y

END

Report to:	Strategy, Policy and Resources Committee
Date of Meeting:	14 th April 2022
Subject:	Safeguarding Policy – Update
Reporting Officer (Including Job Title):	Gary Scott, Safeguarding Coordinator
Contact Officer (Including Job Title):	Gary Scott, Safeguarding Coordinator

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

For decision	x	For noting only	
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1.0	Purpose and Background
1.1	The current version of the Safeguarding Policy was adopted by Council on 6 th January 2020 and implemented on 01 st February 2020.
1.2	The employment of new Council Designated Safeguarding Officers and redeployment of others presented a natural opportunity to review the current policy.
1.3	There are no significant changes proposed. The update is purely to ensure the policy is kept up to date and also reflective of current relevant legislation and associated guidance/ best practice.
2.0	Key issues
2.1	Newry Mourne and Down District Council is committed to safeguarding children and adults from all forms of abuse, neglect or exploitation. This policy aims to ensure that a holistic approach to safeguarding is embedded within all Council services, and that elected members, employees, casual workers, agency workers, grant aided organisations, contractors and volunteers understand their role and responsibilities in relation to safeguarding.
2.2	As previously advised to Members, appendices to this Policy are mainly forms, contact telephone numbers and information intended to assist users. These are subject to ongoing review to ensure they remain current and appropriate for use and are updated as and when required on an ongoing basis. Members' attention is drawn to the changes which have been made, as set out at 2.3-2.5 below.
2.3	Page 12 Paragraph 6.9 has been updated with 'Children Act 1989' being replaced with 'Children (NI) Order 1995' to reflect local legislation.
2.4	Appendix 6, page 23 has been updated to reflect the current Designated Safeguarding Officer arrangements.
2.5	Appendix 8, page 29, the definition of Domestic Violence and Abuse has been adopted to reflect the current definition as outlined in the Northern Ireland Government Strategy 'Stopping Domestic and Sexual Violence and Abuse in Northern Ireland' (link included at 8.1)
2.6	No other amendments have been made
2.7	Attention is drawn to the Appendices of the Policy containing information which is non-contentious and is subject to external influence including new/updated legislation or regional policy and internal staff movement. The Appendices are therefore likely to change frequently and be refined through on-going implementation and review of the Policy.

2.8	As such members are asked to agree that going forward, when Appendices require updating to ensure they are current and compliant, that amendments can be made to those without the need to revert to the committee for approval to do so.
2.9	Amendments to the policy document itself will continue to be brought to Members for approval.
3.0	Recommendations
3.1	That this updated policy (Version 3 appended to this report), be approved for adoption.
3.2	That members agree to Appendices being updated as required without the need to revert to the committee for approval to do so.
4.0	Resource implications
4.1	There are no resource implications arising from this paper. The updated policy will replace the existing Council Safeguarding Policy for Children and Adults at Risk (Version 2).
4.2	Members are reminded that the 'NMD Safeguarding Awareness: Children and Adults at Risk' module is available on the Newry, Mourne and Down District Council's eLearning Platform for elected members and employees to complete and raise their awareness of Safeguarding matters.
5.0	Due regard to equality of opportunity and regard to good relations (complete the relevant sections)
5.1	<p>1. General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</p> <p>It is not anticipated the proposal will have an adverse impact upon equality of opportunity or good relations <input checked="" type="checkbox"/></p>
5.2	<p>2. Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</p> <p>Yes <input checked="" 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 checked="" type="checkbox"/></p> <p>The policy (strategy, policy initiative or practice and / or decision) will be subject to equality screening prior to implementation <input type="checkbox"/></p> <p>3. Proposal initiating consultation</p> <p>Consultation will seek the views of those directly affected by the proposal, address barriers for particular Section 75 equality categories to participate and allow adequate time for groups to consult amongst themselves <input type="checkbox"/></p> <p>Consultation period will be 12 weeks <input type="checkbox"/></p> <p>Consultation period will be less than 12 weeks (rationale to be provided) <input type="checkbox"/></p>

	<i>Rationale:</i>
5.3	There are no material changes to this Policy and as such, the equality and good relations screening which was previously undertaken applies which identified the policy was not to be subjected to an EQIA (with no mitigating measures required).
6.0	Due regard to Rural Needs (please tick all that apply)
6.1	<p>Proposal relates to developing, adopting, implementing or revising a policy / strategy / plan / designing and/or delivering a public service <input type="checkbox"/></p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>Rural Needs Impact Assessment completed <input type="checkbox"/></p> <p>No material changes have been made to this Policy.</p>
7.0	Appendices
7.1	Appendix 1 – Updated Safeguarding Policy (Version 3)
8.0	Background Documents
8.1	Northern Ireland Government Strategy 'Stopping Domestic and Sexual Violence and Abuse in Northern Ireland' - https://www.health-ni.gov.uk/sites/default/files/publications/dhssps/stopping-domestic-sexual-violence-ni.pdf

Leanaí agus Daoine Fásta i mBaol
Children and Adults at Risk

Polasaí Uile-Chomhairle
 “Cur chun cinn, Cosc agus Cosaint”
 A Council Wide Policy
 “Promotion, Prevention and Protection”



RÉAMHRÁ AN PHRÍOMHFHEIDHMEANNAIGH

FÍS S'AGAINNE

Is áit í Ceantar an Iúir, Mhúrn agus an Dúin a bhfuil pobail láidre, shábháilte agus bheoga inti, áit a bhfuil cáilíocht bheatha mhaith ag daoine agus fáil acu ar dheiseanna, roghanna agus sheirbhísí ard-chaighdeán atá inbhuanaithe, inrochtana agus a dhéanann freastal ar riachtanais na ndaoine.

Creideann Comhairle Ceantair an Iúir, Mhúrn agus an Dúin go bhfuil de cheart ag gach duine a bheith slán ó dhíobháil, féin-luach a bheith acu, a mhothú go bhfuil daoine ag éisteacht leo, barr a gcumas a shroich agus a gcuid ceart a bheith cosanta. Tá an Chomhairle tiománta dó seo trí fhorbairt agus cur i bhfeidhm an Pholasaí seo.

Freagraíonn an Polasaí seo ár ndualgas reachtúil do chomhlíonadh Chlár an Rialtais atá scaipthe ag leibhéal áitiúil chun comhoibriú lánbhriú a chinntiú idir na hearnálacha poiblí, príomháideacha agus deonacha. Is í an aidhm ná beartais a chur ar fáil a gcoinneoidh leanaí agus daoine fásta slán ó bhaol agus a rachaidh i ngleic leis na mórcheisteanna a théann i bhfeidhm ar an phobal, trí chomhoibriú i dtreo na spriocanna céanna. Mar Phríomhfheidhmeannach, ba mhian liom cultúr a chothú **“ina mbaineann cumhdach le cách”**.

Mar gheall ar an Pholasaí seo ní mór dúinn cur chuige duinelárnach a ghlacadh agus a bheith ag éisteacht le leanaí agus daoine fásta a bhfuil cónaí orthu inár bpobail agus a n-úsáideann ár seirbhísí. Tá sé rí-thábhachtach go bhfreagraíonn muid a gcuid riachtanas, go gcuirimid a gcuid rannpháirtíochta chun tosaigh, go dtéimid i gcomhairle leo agus go n-oibrímid i gcomhpháirtíocht leo ar bhonn idirghníomhaireachta chun seasamh na Comhairle mar eagraíocht nach nglacann beag ná mór le dochar a bheith déanta do na daoine is leochailí sa phobal a choinneáil. Tuigeann an Chomhairle luach na comhoibre agus an gá atá ann do struchtúir dhaingne cumhdaigh. Dá thairbhe sin, tá ionadaíocht ag an Chomhairle ar Pháinéil Chumhdaigh, Chomhpháirtíochtaí Straitéiseacha de chuid Iontaobhas um Chúram Sláinte agus Sóisialta, agus ar Bhord Cumhdaigh Thuaisceart Éireann (BCTÉ). Níl dochar do leanaí ná do dhaoine fásta trí mhí-úsáid, dhúshaothrú nó neamart inghlactha i gcás ar bith.

Leagann an Polasaí seo amach an dóigh gur chóir dúinn a bheith ag obair le chéile chun leas leanaí agus daoine fásta i mbaol a chosaint agus a chur chun cinn, de réir na nDualgas in Alt 12 den Acht 2011 um Bhord Cumhdaigh (Tuaisceart Éireann). Tá an Polasaí seo scríofa de réir ár bPlean Pobail fosta agus freagraíonn sé do na torthaí seo a leanas:

“Go bhfhagheann gach duine i gceantar an Iúir, Mhúrn agus an Dúin tús maith i saoil s’acu agus go mbaineann siad barr a gcumas” agus “go mbaineann siad tairbhe as sláinte mhaith agus folláine.”

Aithníonn an Chomhairle go gcaithfear gach leibhéal den eagraíocht úinéireacht den Pholasaí Cumhdaigh a ghlacadh, agus sa mhéid sin, **tá an polasaí seo curtha faoi bhráid bhaill tofa, fhostaithe, oibrithe ócáideacha, oibrithe gníomhaireachta, oibrithe deonacha, eagraíochtaí deontasmhaoinithe, fhruilitheoirí áiseanna, sheirbhísí faoi chonradh agus an phobail**. Déanann sé ráiteas soiléir faoi dhúshláin na Comhairle i dtaca le leanaí agus daoine fásta i mbaol. Ba mhian linn eispéiris shábháilte agus mheasúla a bheith ag gach duine sa Cheantar.

Iarraim ar achan duine am a ghlacadh chun eolas a chur ar an Pholasaí seo agus ar na nósanna imeachta a bhaineann leis, sa dóigh is go dtuigeann siad go maith a gcuid freagrachtaí agus dualgas. Tá sé tábhachtach go gcosnaíonn gach duine leanaí agus daoine

fásta i mbaol agus go dtuigeann siad a gcuid freagrachtaí agus dualgas mar atá leagtha amach i reachtaíocht phríomha agus sa treorú a bhaineann léi.

Marie Ward

Príomhfheidhmeannach

CHIEF EXECUTIVE'S FOREWORD

OUR VISION

Newry, Mourne and Down is a place with strong, safe and vibrant communities where everyone has a good quality of life and access to opportunities, choices and high quality services which are sustainable, accessible and meet people's needs.

Newry, Mourne and Down District Council believes that everyone has the right to be safe from harm, feel valued and listened to, to fulfil their full potential and to have their human rights protected. The development and implementation of this Policy is Council's commitment to this.

This Policy responds to our statutory duty to the fulfilment of a Programme for Government which is disseminated at a local level to ensure a meaningful collaboration between the public, private and voluntary sectors. The aim is to deliver measures that will protect children and adults at risk from harm and to tackle the issues that affect communities through everyone working together towards the same goals. As Chief Executive I wish to promote a culture where: **"safeguarding is everyone's business"**.

This Policy requires us to adopt a person-centred approach and to listen to all children and adults at risk who live in our communities and who engage in our services. It is essential we respond to their needs, promote their engagement, consult with them and work in partnership on an inter-agency basis to maintain Council's position, as an organisation which operates zero-tolerance of harm to the most vulnerable living in our society. Council understands the value of collaborative work and the need for robust safeguarding structures and so has representation on the Health and Social Care Trust Safeguarding Panels, Strategic Partnerships, and the Safeguarding Board for Northern Ireland (SBNI). In no circumstances is harm caused to children and adults by abuse, exploitation or neglect acceptable.

This Policy sets out how we should all work together to safeguard and promote the welfare of children and adults at risk in accordance with Section 12 Duties of the Safeguarding Board (Northern Ireland) Act 2011. This Policy is also created in line with our Community Plan and responds to the following outcomes:

"All people in Newry, Mourne and Down get a good start in life and fulfil their life long potential" and **"enjoy good health and well-being."**

Council recognises that the Safeguarding Policy must be owned at all levels within the organisation and, as such, **this Policy is addressed to all elected members, employees, casual workers, agency workers, volunteers, hirers of facilities, contracted services and the general public.** It provides a clear statement of the Council's responsibilities towards children and adults at risk. We aspire to having safe and respectful experiences for all with the District.

I would request that everyone takes the time to familiarise themselves with this Policy and the accompanying procedures, so that they are fully aware of their responsibilities and duties. It is important that everyone safeguards children and adults at risk and understands their responsibilities and duties as set out in primary legislation and associated guidance.

Marie Ward
Chief Executive

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This Policy was created in partnership with the accompanying procedures. They provide the structures which uphold the policy and which through their implementation will aim to create a safe and supportive environment for all Council personnel and service users.

1. Title

Safeguarding Policy

2. Statement

Newry, Mourne and Down District Council is committed to **working in partnership** with others to **safeguard children and adults** from **all forms of abuse, neglect or exploitation**. This Policy aims to ensure that a holistic approach to safeguarding is embedded within all Council services, and that elected members, employees, casual workers, agency workers, contractors and volunteers understand their role and responsibilities in relation to safeguarding.

The implementation of this Policy will create an organisational culture where the reporting of abuse, neglect and exploitation is encouraged and where all Council personnel feel supported and equipped with the skills to do so.

3. Aim

This Policy will set out the framework for safeguarding and ensure that Council meets all its legal responsibilities to children, adults at risk and families to whom it **directly** or **indirectly** provides a service.

This Policy aims to:

- promote **zero-tolerance** of harm to all children and adults at risk,
- influence the way the organisation thinks about harm to children and adults at risk by embedding a culture which recognises every person's right to respect and dignity, honesty, humanity and compassion in every aspect of their life,
- establish clear procedures for reporting and responding to concerns/incidents,
- ensure safe recruitment, selection and other relevant Human Resources, procedures are integral in creating safe environments for children and adults at risk,
- ensure effective and co-ordinated multi-agency responses are provided,
- promote a continuous learning approach to safeguarding.

Safeguarding principles

Safeguarding and protecting children and adults at risk is the responsibility of every individual in Northern Ireland across all disciplines and sectors.

All children and adults have a fundamental right to be safeguarded from harm. Their welfare must be promoted and every opportunity given to develop their full potential. The Council outlines the key principles of safeguarding as follows:

- The child's welfare is paramount.
- Adults at risk must be empowered and involved in the decision making process.
- Responses must be proportionate to the circumstances.
- The individual involved, whether child or adult has a right to be heard.
- Action taken should be reported and recorded (as per the procedures).
- Agencies should work together.

Effective safeguarding will prevent harm occurring through early identification of risk and appropriate intervention and also implement adequate action when protection is required.

There is an expectation that all elected members, employees, casual workers, agency workers and volunteers will work in partnership to safeguard children and adults at risk, or in need of protection, whether the contact is **direct or indirect**. Effective safeguarding activity will:

- **promote** the welfare for the child/adult at risk,
- **prevent** harm occurring through early identification of risk and appropriate, timely intervention,
- **protect** children and adults at risk from harm when this is required.

Child protection is the process of protecting children identified as either suffering, or likely to suffer, significant harm as a result of abuse or neglect. **Safeguarding, and promoting the welfare of children, is a broader term than child protection.** It encompasses protecting children from maltreatment, preventing impairment of children's health or development, and ensures children grow up in safe and nurturing circumstances. All children have a right to protection against abuse, neglect, exploitation and violence, and the Council has a statutory duty to safeguard and promote the welfare of children and young people.

Adult safeguarding is based on fundamental human rights and on respecting the rights of adults as individuals, treating all adults with dignity and respecting their right to freedom of choice. It involves empowering and enabling all adults, including those at risk, to manage their own health, well-being and safety. It extends to intervening to protect where harm has occurred, or is likely to occur, and promoting access to justice. All adults at risk should be central to any actions and decisions affecting their lives. Safeguarding adults is complex and challenging. The focus of any intervention must be on promoting a proportionate, measured approach to balancing the risk of harm with respecting the adult's choices and preferred outcome for their own life circumstances. The right of a person with capacity to make decisions and remain in control of their life must be respected.

A successful approach to the safeguarding of children and adults at risk requires multi-agency collaboration and the recognition of individual's wellbeing and welfare at the heart of the organisation.

3.1 The diagram below outlines good practice in relation to safeguarding



3.2 The table below identifies the key safeguarding principles for adults and children

SAFEGUARDING PRINCIPLES – ADULTS	SAFEGUARDING PRINCIPLES – CHILDREN
<p>Empowerment - People being supported and encouraged to make their own decisions and give informed consent.</p> <p>Prevention - It is better to take action before harm occurs.</p> <p>Proportionality - The least intrusive response appropriate to the risk presented.</p> <p>Protection - Support and representation for those in greatest need.</p> <p>Partnership - Local solutions through services working with their communities. Communities have a part to play in preventing, detecting, and reporting neglect and abuse.</p> <p>Accountability - Accountability and transparency in safeguarding practice.</p>	<p>Paramountcy - The welfare and best interests of the child as paramount.</p> <p>Parental Responsibility - Parental responsibility means all the rights, duties, powers, responsibilities and authority which, by law, a parent of a child has in relation to the child and their property.</p> <p>Prevention - It is better to take action before harm occurs.</p> <p>Proportionality - The least intrusive response appropriate to the risk presented.</p> <p>Protection - Support and representation for those in greatest need.</p> <p>Partnership - Local solutions through services working with their communities. Communities have a part to play in preventing, detecting, and reporting neglect and abuse.</p>

4. Scope

This Policy applies to all employees, elected members, casual workers, agency workers, volunteers, contractors and those using our facilities irrespective of their function, remit or role.

There is an expectation that all Council personnel will work in partnership as they apply this Policy to children and adults at risk. Council will ensure that elected members, employees, casual workers, agency workers and volunteers are provided with the tools and knowledge to equip them to safeguard children and adults at risk and deal with situations that may cause them concern.

5. Related policies

The Policy provides assurance that the welfare of children and adults at risk is paramount. The Policy has also been produced to support staff and volunteers by providing information and guidance to increase confidence in what they do. Council has developed this Policy in line with the following legislation and good practice guidelines.

Legislation:

- UN Convention on the Rights of the Child 1989
- The Children's (NI) Order 1995

- Crime and Disorder Act 1998
- Section 75 NI Act 1998
- Human Rights Act 1998
- Immigration and Asylum Act 1999
- Every Child Matters 2003
- Children Act 2004
- Mental Capacity Act 2005
- The Safeguarding Vulnerable Groups (NI) Order 2007
- The Sexual Offences (NI) Order 2008
- Safeguarding Board Northern Ireland Act 2011
- Children Services Co-operation Act 2015
- Co-operating to Safeguard Children and Young People in Northern Ireland 2017

For further information on safeguarding legislation please visit www.opsi.gov.uk.

In addition to legal, policy and procedural guidance, The Council has framed this Policy within the following human rights and values:

- Article 2 The Right to Life
- Article 3 Freedom from Torture (including humiliation and degrading treatment)
- Article 8 Right to Family Life (one that sustains the individual)
- Article 14 Prohibition of discrimination

Good Practice Guidelines:

- NIASP (NI Adult Safeguarding Partnership) - Adult Safeguarding Policy for NI
- SBNI – Safeguarding Board for NI - Policy standards
- Co-operating to Safeguard Children (DHSSPS) Guidance
- Our Duty to Care: Standards and Guidance for Keeping Children and Young People Safe (2014), Volunteer Now
- National Governing Body of Sport Guidelines
- Marshall Report – Report of the Inquiry into Child Sexual Exploitation in Northern Ireland 2014
- Sexting and the Law – Safeguarding Board for Northern Ireland
- National Crime Agency – CEOP (Child Exploitation and Online Protection)
- Adult Safeguarding: Prevention and Protection in Partnership 2015

This Policy operates in parallel to, and is supported by, the following council policies:

- Equality & Good Relations
- Training and Development
- Whistleblowing
- Social Media
- Health & Safety
- Fraud & Corruption
- Complaints, Comments and Compliments
- Data Protection
- Code of Conduct

6. Definitions

The following definitions have been obtained from www.nspcc.org.uk and www.hscboard.hscni.net (August 2017). Further information and detailed information in relation to recognising signs and symptoms can be found by using the links and will be complemented via training and the accompanying procedures.

6.1 Safeguarding

Within this Policy the term 'safeguarding' encompasses both activity which **prevents** harm from occurring in the first place (Council Safeguarding Procedures) and activity which **protects** children and adults at risk where harm has occurred or is likely to occur (Council Reporting Procedures).

6.2 Preventative safeguarding

This includes a range of actions and measures. Council personnel may come into contact with children and adults who may be at risk and so must recognise the potential for harm and put in measures to prevent it. In practice Council supports elected members, employees, casual workers and volunteers by providing safeguarding procedures e.g.

- Recruitment, Selection and Vetting
- Code of Conduct for Councillors
- Employee Code of Conduct
- Photographic Guidance
- Role of Adult Safeguarding Champion, Designated Safeguarding Officers and Safeguarding Co-ordinator
- Membership of Leisurewatch
- Best Practice Supervision Ratios and Standards
- Work Experience Placement Guidance
- Guidance for Contractors
- Managing Challenging Behaviour/Anti-Bullying

6.3 Protective safeguarding

Protective Safeguarding is targeted at children and adults at risk who are in need of protection, that is, when harm from abuse, exploitation or neglect is suspected, has occurred, or is likely to occur. The protection service is led by Health and Social Care Trusts and PSNI. This Policy highlights Council's reporting protocols for concerns regarding children and adults at risk, which may lead to referrals to these statutory agencies.

6.4 Child/young person

Refers to anyone under the age of 18.

6.5 Adult at risk

It is not possible to definitively state when an adult is at risk as this will change on a case by case basis. The following definition is intended to provide guidance, as to when an adult may be at risk of harm:

An '**adult at risk**' is a person aged 18 or over where there is an exposure to harm through abuse, exploitation or neglect. This may be increased by their:

- **personal characteristics** (which may include, but are not limited to age, disability, illness, physical or mental infirmity, and impairment of, or disturbance in, the functioning of the mind or brain); and/or
- **life circumstances** (which may include, but are not limited to, isolation, socio-economic factors and environmental living conditions).

6.6 Adult in need of protection

A person aged 18 or over whose exposure to harm through abuse, exploitation or neglect maybe increased by their **personal characteristics** and/or **life circumstances**

- **and** who is unable to protect their own well-being, property, assets, rights or other interests
- **and** where the action or inaction of another person or persons is causing or likely to cause him/her to be harmed.

6.7 Abuse

Abuse can be a single or repeated act. Abuse and neglect is something that can occur within many situations including the home, school, communities, public places and all forms of clubs and societies. There are different types of abuse and a child or adult at risk can be abused in more than one way and by one or more perpetrators.

6.9 Significant harm

In relation to children

The Children Act 1989 introduced Significant Harm as the threshold that justifies compulsory intervention in family life in the best interests of children. Physical_abuse, sexual_abuse, emotional abuse and neglect are all categories of Significant Harm.

Harm is defined as the ill-treatment or impairment of health and development. This definition was clarified in section 120 of the Adoption and Children Act 2002 (implemented on 31 January 2005) so that it may include, "for example, impairment suffered from seeing or hearing the ill-treatment of another". There are no absolute criteria on which to rely when judging what constitutes significant harm. Sometimes a single violent episode may constitute significant harm but more often it is an accumulation of significant events, both acute and longstanding, which interrupt, damage or change the child's development.

In relation to adults

A key concept in adult safeguarding work is 'significant harm'. The impact of harm upon a person will be individual and depend upon each person's circumstances and the severity, degree and impact or effect of this upon that person. The concept of 'significant harm' is therefore relative to each individual concerned.

7. Assessing and managing risk

Assessing and managing risks to children, young people and adults at risk should be integral to each Department's risk management strategy. Assessment of risk is the process of

examining what could possibly cause harm to a child, young person or adult, to the staff or volunteers, or any other person in the context of the activities and services of the organisation. No endeavour or activity, or indeed interaction, is entirely risk free and even with good planning it may be impossible to completely eliminate risks from any activity, service or interaction. However, each Department should have in place risk assessment and management practice to reduce the likelihood of it occurring and to minimise the impacts of abuse by responding effectively when it does occur. All risks and risk-reducing measures are recorded in the form of a Risk Register. A section of this organisation's Risk Register deals specifically with safeguarding risks and this is kept under regular review. A risk review is carried out annually and additionally during any change management process.

Risk assessment is fundamental to the whole process of safeguarding and is specifically concerned with the identification of specific risks to a person covered by the Safeguarding Policy and Procedures.

Risk assessment will seek to determine:

- What the actual risks are – the harm that could be caused, the level of severity of the harm.
- Who or what has potential to cause harm.
- Factors that contribute to the risk, for example, personal, environmental, relationships, resulting in an increase or decrease to the risk;
- Implementation of procedures to minimise risk.

When unforeseen issues/risks arise it is essential that mechanisms are put in place to combat the likelihood of them reoccurring. This is a dynamic process that requires consistent vigilance and monitoring to promote robust practices.

8. Reporting

It is fundamentally important that if any elected members, employees, casual workers, agency workers, volunteers, contractors and service users, have concerns about a child or adult at risk that they report these concerns to the Designated Safeguarding Officers and/or Safeguarding Coordinator and follow the steps laid out in the Procedures. No promises should be made to maintain confidentiality **(if someone is at risk you must report it)**.

Please note that a Standard Safeguarding Report Form for incidents, disclosures and concerns of abuse is contained in Appendix 1.

Investigating child/adult at risk of abuse is a very complex and detailed process.

Remember, you are NOT responsible for deciding whether or not abuse has taken place.

But you are

Responsible for reporting your concerns to the relevant person and completing the recording form.

The flowchart in Appendix 2 outlines the procedure for the reporting of safeguarding issues for workers/volunteers.

The flowchart in Appendix 3 outlines the procedure for the reporting of safeguarding issues for elected members.

Please note the relevant contact details for all agencies in order to escalate safeguarding concerns are available in Appendix 4.

Appendix 5 is the form that should be completed when contact is made with a referral agency and should be attached to the initial report alongside any witness statements that may have been taken.

Appendix 6 outlines contact details for all of Council's Designated Safeguarding Officers.

In the event of the Safeguarding Coordinator and/or Designated Safeguarding Officers not being available, the individual reporting the incident/concern should proceed to the next stage of the reporting procedure. The Safeguarding Coordinator should be advised of such actions as soon as practicable.

9. The role of Council's Safeguarding Coordinator and Designated Safeguarding Officers

Key to the Council's ability to safeguard children and adults at risk in its care and enable its elected members and employees to provide a safe environment, Council has identified a Safeguarding Coordinator and Designated Safeguarding officers. The role of the Safeguarding Coordinator is to be the primary contact on safeguarding, acting as a pivotal point for all safeguarding matters and the processing of relevant documentation.

10. Safeguarding Steering Group

The Safeguarding Steering Group is a cross-departmental group set up by Council to oversee the practical implementation of this Policy and to develop, monitor and review safeguarding procedures.

Its role includes:

- identifying safeguarding training needs within services,
- developing supplementary safeguarding procedures as they are required,
- promoting good practice within Council services – to include procurement of services,
- discussing incidents and concerns raised in services to facilitate a Council-wide response if necessary.

11. Policy owner

Catrina Miskelly
Assistant Director Corporate Services

12. Contact details in regard of this Policy

Gary Scott
Safeguarding Coordinator
gary.scott@nmandd.org

Oifig Dhún Pádraig |Downpatrick Office
Downshire Civic Centre |Downshire Estate| Ardglass Road |Downpatrick |BT30 6GQ
Tel: 0300 013 2233/ 02844 610805
Mobile: 07766923054

13. Policy authorisation

Strategy, Policy and Resources Committee authorised on:
12 October 2017
19 December 2019 (updated)
14 April 2022

Council authorised on:
06 November 2017
06 January 2020 (updated)
03 May 2022 (updated)

14. Policy effective date

01 December 2017
01 February 2020
01 June 2022

15. Policy review date

The Policy will be reviewed in line with the Council's agreed policy review cycle i.e. every 4 years (as per Council's Equality Scheme commitment 4.31), or sooner to ensure it remains reflective of legislative developments.

16. Procedures and arrangements for monitoring the implementation and impact of the Policy

This Policy is accompanied by tailored operating procedures that will outline the standards required for appropriate safeguarding.

The Policy will be implemented via a series of briefings, road shows and training sessions in accordance with the need of the relevant department.

Quality assurance visits will be undertaken periodically to ensure compliance with the Policy and associated procedures.

The impact of the Policy would be monitored via feedback from the Steering Group and Designated Safeguarding Officers from across the organisation regarding the effectiveness and suitability of the operating procedures.

17. Equality screening

This Policy has been equality screened and the following outcome determined:

1. Not be subject to an EQIA (with no mitigating measures required).

18. Rural impact assessment

The Rural Needs Act (Northern Ireland) 2016 requires the Council to have due regard to rural needs when: (a) developing, adopting, implementing or revising policies, strategies and plans, and (b) designing and delivering public services.

A Rural Needs Assessments has been completed (September 2017). No mitigating factors are to be considered as the Policy does not distinguish between rural and urban areas.

19. Version control

Version 3

To be completed by worker/volunteer

Name of person completing form: _____ Position: _____

All concerns must follow the NMD Safeguarding Policy and Procedures.

Ensure all information is stored in accordance with data protection procedures.

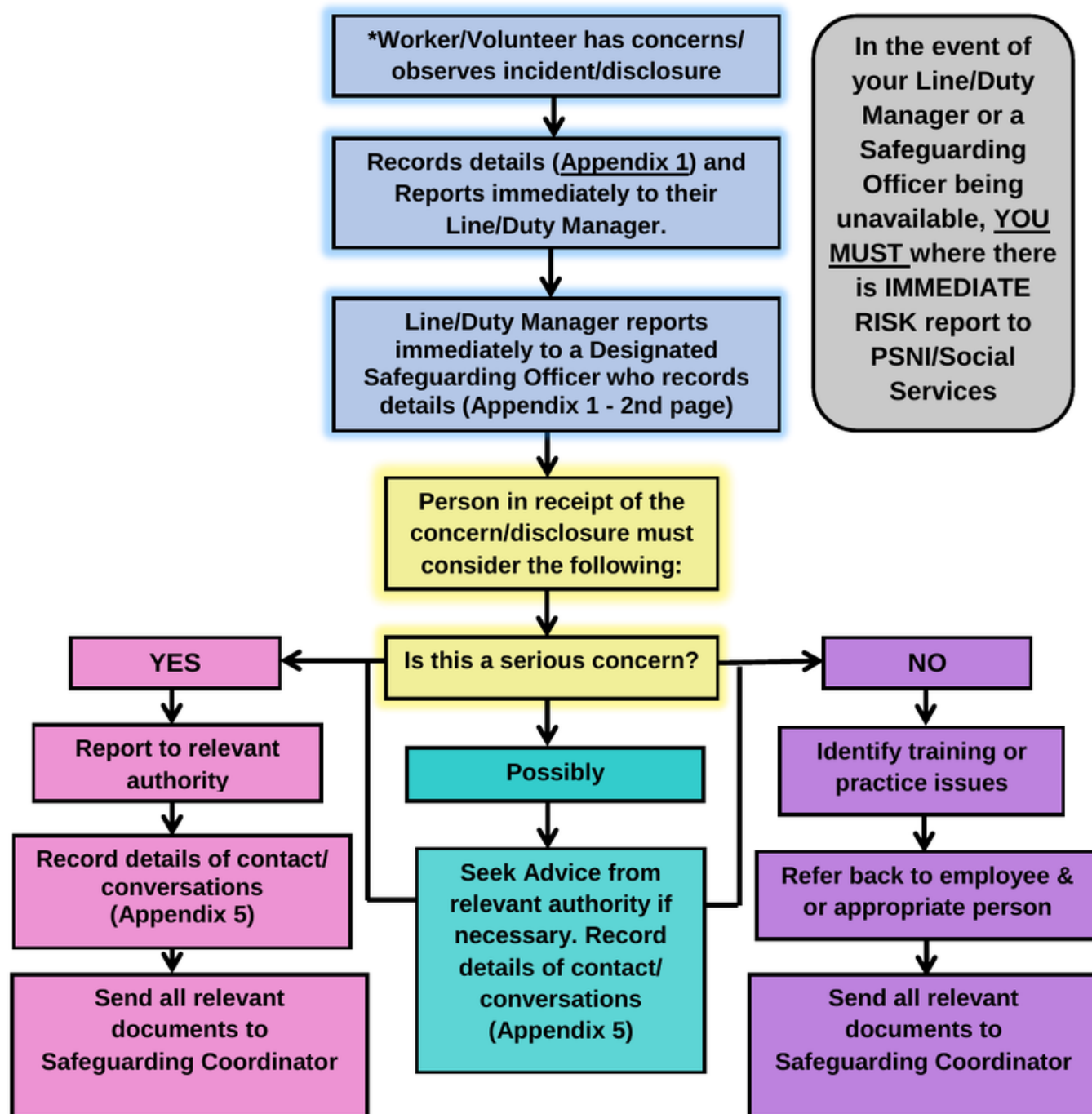
To be completed by Designated Officer when made aware of the incident/disclosure/concern

DISCLOSURE/ INCIDENT/ CONCERN
When were you made aware of the disclosure/incident/concern? <hr/> <hr/>
What action did you take? Guidance given to employee/volunteer? <hr/> <hr/> <hr/>

SIGNS
Did the worker/volunteer note any physical injury/behavioural changes evident? <hr/> <hr/>
Has the child or adult at risk alleged that any particular person is the abuser? (If so, please record the details below) <hr/>
Was contact made with the parent/guardian/carer? (Name, relationship, Details of conversation) <hr/> <hr/> <hr/>
TO BE SIGNED BY THE DESIGNATED SAFEGUARDING OFFICER Referred to Social Services (contact name): _____ ref: _____ Referred to PSNI (contact name): _____ ref: _____ Referral Agency Contact Form completed: YES / NO Additional evidence/records attached: YES / NO Signed: _____ Date: _____ Received by the Safeguarding Coordinator: _____ Date: _____

APPENDIX 2

REPORTING FLOWCHART FOR SAFEGUARDING ISSUES/INCIDENTS WORKER/VOLUNTEER



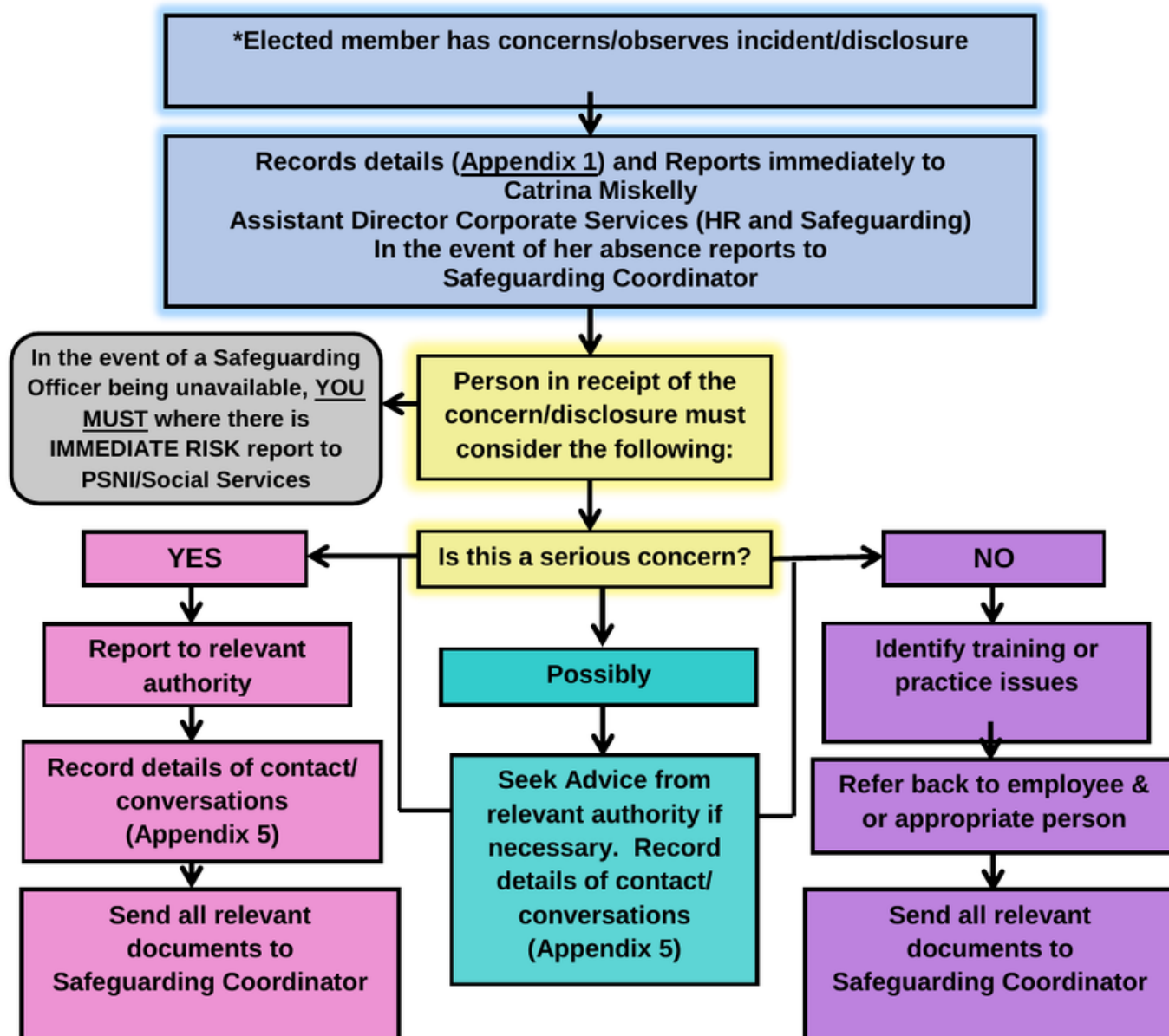
NB: *Worker refers to full time, part time, casual or agency
All documentation must be sent to the Safeguarding Coordinator

APPENDIX 3

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REPORTING FLOWCHART (ELECTED MEMBERS)

If whilst representing **Newry, Mourne and Down District Council** you become aware of any safeguarding concerns or incidents relating to either children or adults at risk of harm, you must report this via the following process.



REMEMBER

It is not your job to judge or investigate however it is your job to report and refer on to a Designated Safeguarding Officer.

Sharing of information is on a need to know basis – respect for those involved and confidentiality in line with safeguarding process is essential at all stages.

If, while representing your **political party/undertaking independent constituency duties**, you become aware of any safeguarding concerns or incidents relating to either children or adults at risk of harm, elected members are required to process safeguarding concerns/incidents through their respective internal guidance/structures.

APPENDIX 4

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EMERGENCY AND REFERRAL CONTACT DETAILS

Organisation	Unit	Contact details
Health and Social Care Trust	Regional centralised out of hours service for NI	028 9504 9999
South Eastern Health and Social Care Trust	South Eastern Gateway Team (Children's)	Normal hours 0300 1000 300 Out of hours 028 9504 9999
South Eastern Health and Social Care Trust	Adult Safeguarding Gateway Team	Normal hours 028 9250 1227 Out of hours 028 9504 9999
Southern Health and Social Care Trust	Southern Gateway Team (Children's)	Normal hours 0800 783 7745 Out of Hours 028 9504 9999
Southern Health and Social Care Trust	Adult Safeguarding Gateway Team	Normal hours 028 3756 4423 Out of hours 028 9504 9999
PSNI	Central Referral Unit Children and adults at risk	Immediate Risk – 999 028 9025 9299 cru@psni.pnn.police.uk (No immediate risk)
PSNI	Non-emergency call handling	0845 600 8000/ 101
National Crime Agency (CEOP)	Child exploitation and online protection team	Immediate risk – 999 Enquiries - 0370 496 7622
Leisurewatch	Central Team	Immediate risk – 999 All other concerns follow the online referral system via: www.tdi.org.uk/leisurewatch
Newry, Mourne and Down District Council	Safeguarding Coordinator	Normal hours (8am-4pm) 07776 165 792

APPENDIX 5



REFERRAL AGENCY RECORDING FORM

Name of the *child/adult at risk: _____

(Age): _____

Parent / guardian / designated carer's Full Name : _____

Home address: _____

Agency contacted: _____

Contact name: _____

Reference no: _____ Date: _____ Time: _____

Details of the conversation

Advice given/ Actions

Report completed by: _____ **Date:** _____

APPENDIX 6



COUNCIL DESIGNATED SAFEGUARDING OFFICERS

<u>Corporate Services</u>	Assistant Director Corporate Services(HR & Safeguarding)	Safeguarding Coordinator	Head of Compliance
<u>Chief Executive's Department</u>	Head of Community Planning		
<u>Neighbourhood Services</u>	Head of Building Control Head of Facilities Management Performance and Operations Manager	Head of Maintenance	
<u>Active and Healthy Communities</u> Community	Community Services Managers (East and West)	Safer Communities & Relations Manager	Engagement & Development Manager
Leisure	Sports Development Officers (East and West)	Area Managers (Leisure)	Duty Managers (Indoor Leisure Facilities)
Environmental Health	Senior Environmental Health Officer (Environmental Protection)		
<u>Enterprise, Regeneration and Tourism</u> Tourism, Culture and Events	Tourism and Development Officer (Bagenel's Castle) Tourism Facilities Development Manager (Slieve Gullion) Events Supervisor (Greenbank)	Facilities Administrator (Sean Hollywood Arts Centre), Licensing Officer (Downshire Civic Centre)	Museum Education Officer (Bagenel's Castle) Countryside Warden (Downshire Civic Centre)
	Community Education Manager (Down County Museum)		

Safeguarding Steering Group Membership

Assistant Director Corporate Services (HR & Safeguarding)
 Safeguarding Coordinator
 Head of Compliance
 Head of Indoor Leisure
 Head of Outdoor Leisure
 Head of Refuse and Cleansing
 Assistant Director Community Engagement
 Assistant Director Tourism, Culture and Events
 Assistant Director Health and Well-being
 Assistant Director Facilities, Management and Maintenance

APPENDIX 8

CATEGORIES OF ABUSE

The following definitions have been obtained from www.nspcc.org.uk and www.hscboard.hscni.net. Further information and detailed information in relation to recognising signs and symptoms can be found by using the links and will be complimented via training and the accompanying procedures.

CHILDREN

Physical abuse

Physical abuse is the deliberate physical injury to a child or the wilful or neglectful failure to prevent physical injury or suffering. This may include hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, confinement to a room or cot, or inappropriately giving drugs to control behaviour.

Emotional abuse

Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may involve causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Smothering a child's development through over-protection can also be a form of abuse. Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone. Domestic violence, adult mental health problems and parental substance misuse may expose children to emotional abuse.

Sexual abuse

Sexual abuse involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving children in looking at or the production of pornographic material or watching sexual activities or encouraging children to behave in sexually inappropriate ways.

Neglect

Neglect is the persistent failure to meet a child's physical and/or psychological needs, likely to result in significant harm. It may involve a parent or carer failing to provide adequate foods, shelter and clothing, failing to protect a child from physical harm or danger, failing to ensure access to appropriate medical care or treatment, lack of stimulation or lack of supervision. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Exploitation

Exploitation is the intentional ill-treatment, manipulation or abuse of power and control over a child or young person; to take selfish or unfair advantage of a child or young person or situation, for personal gain. It may manifest itself in many forms such as child labour, slavery, servitude, engagement in criminal activity, begging, benefit or other financial fraud

or child trafficking. It extends to the recruitment, transportation, transfer, harbouring or receipt of children for the purpose of exploitation. Exploitation can be sexual in nature (see below).

Child sexual exploitation (CSE)

Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/ or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

Child trafficking

Child trafficking and modern slavery are child abuse. Children are recruited, moved or transported and then exploited, forced to work or sold.

Children are trafficked for:

- child sexual exploitation
- benefit fraud
- forced marriage
- domestic servitude such as cleaning, childcare, cooking
- forced labour in factories or agriculture
- criminal activity such as pickpocketing, begging, transporting drugs, working on cannabis farms, selling pirated DVDs and bag theft

Many children are trafficked into the UK from abroad, but children can also be trafficked from one part of the UK to another.

Female genital mutilation (FGM)

Female genital mutilation (FGM) is the partial or total removal of external female genitalia for non-medical reasons. It's also known as female circumcision or cutting. Religious, social or cultural reasons are sometimes given for FGM. However, FGM is child abuse. It's dangerous and a criminal offence. There are no medical reasons to carry out FGM. It doesn't enhance fertility and it doesn't make childbirth safer. It is used to control female sexuality and can cause severe and long-lasting damage to physical and emotional health.

Domestic abuse

Domestic abuse is any type of controlling, bullying, threatening or violent behaviour between people in a relationship. But it isn't just physical violence – domestic abuse includes emotional, physical, sexual, financial or psychological abuse. Abusive behaviour can occur in any relationship. It can continue even after the relationship has ended. Both men and women can be abused or abusers. Domestic abuse can seriously harm children and young people. Witnessing domestic abuse is child abuse, and teenagers can suffer domestic abuse in their relationships.

Harmful sexual behaviour

Harmful sexual behaviour includes:

- using sexual explicit words and phrases
- inappropriate touching
- using sexual violence or threats
- full penetrative sex with children or adults

Children and young people who develop harmful sexual behaviour harm themselves and others. Sexual behaviour between children is also considered harmful if one of the children is much older – particularly if there is more than two years' difference in age or if one of the children is pre-pubescent and the other isn't. However, a younger child can abuse an older child, particularly if they have power over them – for example, if the older child is disabled.

Bullying and cyberbullying

Bullying is behaviour that hurts someone else – such as name calling, hitting, pushing, spreading rumours, threatening or undermining someone. It can happen anywhere – at school, at home or online. It's usually repeated over a long period of time and can hurt a child both physically and emotionally. Bullying that happens online, using social networks, games and mobile phones, is often called cyberbullying. A child can feel like there's no escape because it can happen wherever they are, at any time of day or night.

Cyber bullying is intentional and repeated cruel or hurtful behaviour that is carried out using technology, such as:

- SMS or text messages, email
- blogs, chat rooms, discussion boards, instant messaging, online games
- photo sharing apps, i.e.; Snapchat and Instagram
- social networking sites and apps like Facebook, Twitter and Ask.fm

Cyber bullying can include:

- sending cruel and threatening messages or material
- putting embarrassing photos of people on the web
- creating fake profiles that are mean or hurtful
- sending unwanted messages online, teasing and making of fun of others
- a cyber bully can be someone a young person knows or a stranger

Sexting

'Sexting' is when someone sends or receives a sexually explicit text, image or video on their mobile phone, computer or tablet. It can include sexual chat or requests for pictures/images of a sexual nature. Whether this is illegal or not depends on what the image is or what the chat involves and who it is sent between. However, it is a crime to possess, take, make, distribute or show anyone an indecent or abuse image of anyone under 18 years of age. Always remember that, while the age of consent is 16, the relevant age in relation to indecent images is 18.

A copy of leaflet 'Sexting and the Law' published by the Safeguarding Board for Northern Ireland (SBNI) can be obtained from www.safeguardingni.org

ADULTS

Physical Abuse

Physical abuse is the use of physical force or mistreatment of one person by another which may or may not result in actual physical injury. This may include hitting, pushing, rough handling, exposure to heat or cold, force feeding, improper administration of medication, denial of treatment, misuse or illegal use of restraint and deprivation of liberty.

Sexual violence and abuse

Sexual abuse is any behaviour perceived to be of a sexual nature which is unwanted or takes place without consent or understanding. Sexual violence and abuse can take many forms and may include non-contact sexual activities, such as indecent exposure, stalking, being made to look at, or be involved in the production of sexually abusive material or being made to watch sexual activities. It may involve physical contact, including non-consensual penetrative sexual activities or non-penetrative sexual activities, such as intentional touching (also known as groping). Sexual violence can be found across all sections of society, irrelevant of gender, age, ability, religion, race, ethnicity, personal circumstances, financial background or sexual orientation.

Psychological/emotional abuse

Psychological/emotional abuse is behaviour that is psychologically harmful or inflicts mental distress by threat, humiliation or other verbal/non-verbal conduct. This may include threats, humiliation or ridicule, withholding security, love or support, provoking fear of violence, shouting, yelling, swearing, blaming, controlling, intimidation and coercion.

Financial abuse

Financial abuse is actual or attempted theft, fraud or burglary. It is the misappropriation or misuse of money, property, benefits, material goods or other asset transactions which the person did not or could not consent to, or which were invalidated by intimidation, coercion or deception. This may include exploitation, embezzlement, withholding pension or benefits or pressure exerted around wills, property or inheritance.

Institutional abuse

Institutional abuse is the mistreatment or neglect of an adult, by a regime or individuals, in settings within which adults who may be at risk reside or use. Institutional abuse may occur when the routines, systems and regimes result in poor standards of care, poor practice and behaviours, inflexible regimes and rigid routines which violate their dignity and human rights and place adults at risk of harm. Institutional abuse may occur within a culture that denies, restricts or curtails the privacy, dignity, choice and independence. It involves the collective failure of a service provider or an organisation to provide safe and appropriate services and includes a failure to ensure that the necessary preventative and/or protective measures are in place.

Neglect

Neglect is the deliberate withholding, or failure through a lack of knowledge, understanding or awareness, to provide appropriate and adequate care and support, which is necessary for the adult to carry out daily living activities. It may include physical neglect to the extent that

health or well-being is impaired, administering too much or too little medication, failure to provide access to appropriate health or social care, withholding the necessities of life, such as adequate nutrition, heating or clothing, failure to intervene in situations that are dangerous to the person concerned or to others particularly when the person lacks the capacity to assess risk. Note that self-neglect and self-harm do not fall within the scope of this definition.

Exploitation

Exploitation is the intentional maltreatment, manipulation or abuse of power and control over another person; to take selfish or unfair advantage of another person or situation usually, but not always, for personal gain from using them as a commodity. It may manifest itself in many forms including slavery, servitude, forced or compulsory labour, domestic violence and abuse, sexual violence and abuse, or human trafficking.

Domestic violence and abuse

Domestic violence and abuse is 'threatening, controlling, coercive behaviour, violence or abuse (psychological, virtual, physical, verbal, sexual, financial or emotional) inflicted on anyone (irrespective of age, ethnicity, religion, gender, gender identity, sexual orientation or any form of disability) by a current or former partner or family member'. Domestic violence and abuse is essentially a pattern of behaviour which is characterised by the exercise of control and the misuse of power by one person over another. It is usually frequent and persistent. It can include violence by a son, daughter, mother, father, husband, wife, life partner or any other person who has a close relationship with the victim. It occurs right across society, regardless of age, gender, race, ethnic or religious group, sexual orientation, wealth, disability or geography.

Human trafficking

Human trafficking involves the acquisition and movement of people by improper means, such as force, threat or deception, for the purposes of exploiting them. It can take many forms, such as domestic servitude, forced criminality, forced labour, sexual exploitation and organ harvesting. Victims of human trafficking can come from all walks of life; they can be **male or female; children or adults**; and they may come from migrant or indigenous communities.

Hate crime

Hate crime is any incident which constitutes a criminal offence perceived by the victim or any other person as being motivated by prejudice, discrimination or hate towards a person's actual or perceived race, religious belief, sexual orientation, disability, political opinion or gender identity.

APPENDIX 9

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RECOGNISING ABUSE AND DEALING WITH DISCLOSURES

If you suspect a child or adult at risk is being abused and/or neglected it is essential that you recognise high risk situations and the signs and symptoms of maltreatment and exploitation. You report your suspicions when you are concerned someone is being harmed as this may ultimately protect them and ensure that relevant support/interventions are put in place.

The following list outlines some of the signs and symptoms of abuse, neglect and exploitation. This list is not exhaustive and so should be used as a guide only:

- Physical signs of injury, such as bruises, sores, burns, cuts, or black eyes. Such injuries may be hidden.
- Implausible excuses made for injuries or absences.
- Displays personality changes (angry, depressed, moody, irritable, defensive, etc.).
- Becomes withdrawn, anxious or suddenly fearful.
- Distracted and has difficulty concentrating.
- Has difficulty sleeping or may display excessive tiredness (can be a symptom of depression).
- Low self-esteem/sudden changes in appetite.
- Neglects personal hygiene (becomes smelly, goes unwashed; may be an attempt to ward off a sexual predator or as a consequence of depression).
- Changes in personal appearance or poor/unsettling condition of living environment.
- Complains of pain in the genital region (more common in children).
- For older children and adults, the victim 'acts out', becoming sexually promiscuous, and/or using drugs/alcohol.
- Has not received help for medical or physical problems brought to the attention of parents/carers.
- Reluctance to go home (arrives very early, stays late).
- Runs away from family home/residence.
- Frequent absences from school, work, activities.
- Begs or steals for food or money.
- Lacks needed medical or dental care, immunisation or glasses.
- Consistently dirty and inappropriately dressed for weather conditions.
- Behaves irrationally or in a bizarre manner/demonstrates inappropriate sexual knowledge of behaviour.
- Reports lack of attachment/negative or hostile feeling towards parent/care giver.
- Delayed physical/emotional development that is not related to medical conditions.

Possible indicators for human trafficking/exploitation/modern day slavery:

- Poor housing/living conditions (blinds closed, overcrowding, decrepit, unhygienic).
- Controlled access.
- Reluctance to engage with services/community.

General reporting guidelines

Do

- Stay calm
- Listen carefully and hear exactly what is being said to you
- Reassure the individual that they have done the right thing in telling you
- Explain that you will have to pass this information on as you are concerned about their safety and/or well-being
- Record what was said as soon as possible and keep this record with your report
- Report this to your Line Manager or a Designated Safeguarding Officer as soon as possible

Don't

- Panic
- Ask leading questions (questions that influence someone to give a particular answer)
- Promise that you can keep the information a secret
- Ask for further details (this is not your job and will be undertaken by the PSNI/ Social Services)
- Advise the suspected abuser of your concerns or any of the information that you have received
- Do not introduce personal information from either your own experiences or those of others
- Require the child/adult at risk to repeat the story unnecessarily
- Don't speculate or make assumptions

When responding to disclosures it is essential that the information is recorded accurately and that appropriate steps are put in place to reduce the harm where possible and especially where there is an immediate risk.

You must

- Make a note of what the person actually said, using the individual's own words and phrases.
- Describe the circumstance in which the disclosure came about.
- Note the setting and anyone else who was there at the time.
- When there are cuts, bruises or other marks on the skin use a body map to indicate their location, noting the colour of any bruising.
- Make sure the information you write is factual.
- Use a pen or biro with black ink so that the report can be photocopied. Try to keep your writing clear.
- Sign and date the report, noting the time and location.
- Inform a designated officer and send all documents to the Safeguarding Coordinator.

The General Data Protection Regulations (GDPR) and Data Protection Act 2018 do not prevent, or limit, the sharing of information for the purposes of keeping children or adults at risk/in need of protection safe. They are not a barrier to sharing information, where the failure to do so would cause the safety or well-being of a child/adult at risk/in need of protection to be compromised. Similarly, human rights concerns, such as respecting the right to a private and family life would not prevent sharing where there are real safeguarding concerns.

Report to:	Strategy, Policy and Resources Committee
Date of Meeting:	14 th April 2022
Subject:	Castlewellan Forest Park NLHF Project Governance
Reporting Officer (Including Job Title):	Jonathan McGilly – Assistant Director Enterprise, Employment & Regeneration
Contact Officer (Including Job Title):	Aveen McVeigh - Regeneration, Business Support and Development Officer

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

For decision	x	For noting only	
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1.0	Purpose and Background
1.1	<p><u>Background</u></p> <p>Council established a Task and Finish Board for Castlewellan Forest Park in 2016. The remit of the Board was to identify funding to develop Castlewellan Forest Park promoting its natural and built heritage.</p> <p>S, P & R approved the appointment of a Project Board for a number of large complex strategic projects including Castlewellan Forest Park in 2019.</p> <p>These Governance structure amendments are required as the project is moving into the delivery phase of a capital and revenue project.</p>
2.0	Key issues
2.1	<p>Castlewellan Forest Park Task and Finish Board currently governs NLHF project including the Integrated Design Team.</p> <p>The remit and membership of the board evolved to meet the needs of the project with annual reviews.</p> <p>Membership of the Task and Finish Board currently includes elected members, representatives from Forest Service, Mourne Heritage Trust, Castlewellan Futures and Council Officers.</p> <p>The Task and Finish Board structures will change to a Regeneration Stakeholder Forum that will govern the delivery of the activity plan of the NLHF project and engagement with the Arboretum Advisory Group that will be established to advise on the restoration and the landscape.</p>

	The Project Board will oversee the workings of the Integrated Design Team and will report to Council via SPR.
3.0	Recommendations
3.1	<ul style="list-style-type: none"> To approve the Terms of Reference, structure and membership of Project Board To approve the Terms of Reference, structure and membership of Castlewellan Forest Park – Regeneration Stakeholder Forum
4.0	Resource implications
4.1	NA – no additional financial implications as a result of this decision
5.0	Due regard to equality of opportunity and regard to good relations (complete the relevant sections)
5.1	<p><i>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</i></p> <p>It is not anticipated the proposal will have an adverse impact upon equality of opportunity or good relations <input checked="" type="checkbox"/></p>
5.2	<p><i>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</i></p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>The policy (strategy, policy initiative or practice and / or decision) has been equality screened <input type="checkbox"/></p> <p>The policy (strategy, policy initiative or practice and / or decision) will be subject to equality screening prior to implementation <input type="checkbox"/></p>
5.3	<p><i>Proposal initiating consultation</i></p> <p>Consultation will seek the views of those directly affected by the proposal, address barriers for particular Section 75 equality categories to participate and allow adequate time for groups to consult amongst themselves <input type="checkbox"/></p> <p>Consultation period will be 12 weeks <input type="checkbox"/></p> <p>Consultation period will be less than 12 weeks (rationale to be provided) <input type="checkbox"/></p> <p><i>Rationale:</i></p>

6.0	Due regard to Rural Needs (please tick all that apply)
6.1	<p>Proposal relates to developing, adopting, implementing or revising a policy / strategy / plan / designing and/or delivering a public service</p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>Rural Needs Impact Assessment completed <input type="checkbox"/></p> <p>If no, please complete the following:</p> <p>The policy / strategy / plan / public service is not influenced by rural needs <input checked="" type="checkbox"/></p>
7.0	Appendices
	<p>Appendix 1 - Castlewellan Forest Park Project Board Terms of Reference</p> <p>Appendix 2 - Castlewellan Forest Park Regeneration Stakeholder Forum Terms of Reference</p>
8.0	Background Documents
	Castlewellan Historic Demesne Project Governance Structure – August 2021



Castlewellan Forest Park – Project Board ToR

Council is in receipt of funding from NLHF to deliver “Re-rooting our past in the future: Castlewellan Historic Demesne”. The project comprises of heritage restoration, construction, educational and volunteering.

1. Purpose and principles

The CFP Project Board is the governance body of the NLHF project accountable to the Strategic, Policy and Resource Committee. The Board has an advisory and challenge function in support of the Senior Responsible Owner (SRO).

The CFP Project Board will adopt best practice project and programme management principles, work to an agreed programme plan and progress reporting schedule.

CFP Project Board members will provide resource and specific commitment to support the Director of Enterprise, Regeneration and Tourism to deliver the outline deliverables as highlighted in the Project.

The Council expects that all members of the Project Board will ensure that they:

- Understand the project, the plan, requirements and monitor progress against the plan
- They act proactively to ensure affective delivery of the plan, by acting on those factors that affect the successful delivery of the plan
- Ensure an effective relationship, and good communication, with all partners and stakeholders involved in this plan
- Be aware of the broader perspectives and how it affects the projects
- Be committed to the success of the project

All members will

- Work based on equality of opportunity for all
- Transparency, openness in taking the project forward
- Regular attendance at meetings
- Act as advocates for the project, engaging with internal and external stakeholders

2. Membership:

Role	Name
Programme Chair	To be elected
Elected member	Cllr Willie Clarke
Elected member	Cllr Roisin Howell
Elected member	Cllr Laura Devlin
Elected member	Cllr Hugh Gallagher
Elected member	Cllr Alan Lewis
Elected member	Cllr Glyn Hanna
Elected member	Cllr Andrew McMurray
Programme SRO	Conor Mallon, Director ERT
Board Member (Finance)	Gerard Byrne
Board Member (Construction)	Caolain Boyd
Board Member (Facilities)	Kevin Scullion
Board Member (Regeneration)	Jonathan McGilly
<i>Project Sponsor</i>	
Board Member (Tourism)	Andrew Patterson
Senior Stakeholders (NLHF)	Angela Lavin

If a topic or issue arises, and the board feels the topic is outside the expertise of the members the board will seek the advice of external experts.

It is recognised that board membership may grow as the project progresses.

Project Roles and Responsibilities:

Project Chair

The chair will champion the Project at the Strategic Policy and Resources Committee. It is the responsibility of the chair to ensure that the project objectives are aligned with the Strategic Policy and Resources Committee's expectations and that board members act collegiately in the realisation of the project benefits.

Project SRO

Accountable for the project; responsible for the continuing viability of the business case and its delivery, ensuring appropriate project mandates, approvals and governance, ensuring permission to proceed where decisions are outside project scope and Board authority, decision-maker. The single individual with overall responsibility for ensuring that the project meets its objectives and delivers the projected benefits.

Board Member

(Elected Members, Finance, Construction, Facilities, Regeneration and Tourism) – has a strategic interest in the project, a responsibility for

investment decision-making, champions the project at Committee level to ensure buy-in, provides clear contextual direction for the project and enables the delivery of the project objectives.

Senior Stakeholders

Provides external perspective to the programme and departmental insight into issues under discussion. Advises on potential or actual impacts on and interactions with other related projects and initiatives, including communications. Does not champion the interests of an individual department or organisation.

PMO

Responsible for managing and distributing programme documentation, including version control.

3. Reporting Arrangements:

Reports of the work of CFP Project Board will be presented to the Strategic, Policy and Resources Committee and recommendations for approval included, as and when required.

4. Confidentially:

All board members are advised that information discussed in closed meetings should always be treated as confidential.

All board members are further reminded to store any information securely and remain mindful that the Council at times requires a "safe space" to develop ideas, debate live issues and reach decisions away from external interference or scrutiny. This information has been provided to you in your role as a Member to the CFP Project Board, the information is privileged and strictly not for disclosure to any third party at this time.

As the Project progresses it may be appropriate for Board membership to change to reflect the stage the Project has reached.

5. Deputies:

It is expected that all Board members attend the THR Project Board meeting. Where this is not possible (e.g. through annual leave, sickness or other circumstances) an appropriate representative should be asked to attend. They should be empowered to make decisions at the meeting.

6. Quorum:

For decision making the Chair, Project SRO, Director of Corporate Services and at least 2 Board Members should be in attendance.

7. Frequency of Meetings:

Project Board meetings will initially be scheduled to take place every month until Project closure, however may vary at the discretion of the Chair. As the Project develops it may be necessary to hold frequent meetings.

8. Reporting Arrangements:

A monthly highlight/dashboard report from the SRO will be distributed via email with Board papers to the Project Board by the PMO. A Pre-board meeting/ briefing between the Chair and SRO will take place to highlight key meeting issues. The Chair may invite or delegate his role at these meetings to the Board Member responsible for Assurance.

9. Secretariat:

Project Board Secretariat will be provided by the PMO.

10. Agenda and papers:

The agenda and all papers will be distributed by email to Board members by the PMO. The actions to be taken will be recorded in the Project Board's minutes which will be circulated to all Board members.

The Chair is responsible for ensuring that the minutes of meetings produced by the PMO accurately record the decisions taken, and, where appropriate, that the views of individual Board members have been considered. Minutes will be formally approved at the subsequent meeting (or by email where this would be more than one month later).

All Project Board agenda items must be forwarded to the PMO by Close of Business five (5) working days prior to the next scheduled meeting. Project Board papers will be subject to quality review before being issued to the Board.

The Project Board agenda, with attached meeting papers will be distributed at least three (3) working days prior to the next scheduled meeting.

Draft Agenda for the monthly Project Board meeting

1. Introduction
2. Apologies
3. Agree Minutes of Previous Meeting
4. Review Action Points
5. Project Highlight/ Dashboard Report
6. Review of Risks and Issues
7. Consider any Project Board papers
 - Regeneration Stakeholder Forum
8. AOB
9. Dates of Next Meeting

Any AOB items need to be with the PMO by Close of Business five (5) working days prior to the next scheduled meeting along with any relevant documentation or clarification. In exceptional circumstances, previously unadvised AOB items may be allowed at the Chair's discretion.

11. Castlewellan Forest Park – Regeneration Stakeholder Forum

The overarching aim of the NLHF project is restore the historic landscape of Castlewellan Forest Park, to create positive and lasting change for people and communities, now and for the future.

The Stakeholder Forum will oversee elements of project delivery ensuring that the NLHF outcomes are achieved.

Membership will comprise of Forest Service (land owners), Mourne Heritage Trust, Castlewellan Futures, specialist interest groups and Council staff.

April 2022



Castlewellan Forest Park – Regeneration Stakeholder Forum

Council is in receipt of funding from NLHF to deliver “Re-rooting our past in the future: Castlewellan Historic Demesne”. The project comprises of heritage restoration, construction, educational and volunteering.

The overarching aim of the NLHF project is restore the historic landscape of Castlewellan Forest Park to create positive and lasting change for people and communities, now and for the future.

1. Core aims

The Regeneration Stakeholder Forum will oversee elements of project delivery ensuring that the following outcomes will be achieved:

- A wider range of people will be involved in heritage
- Heritage will be in better condition
- Heritage will be identified and better explained
- People will have developed skills
- People will have learnt about heritage, leading to change in ideas and actions
- People will have greater wellbeing
- The local area will be a better place to live, work or visit
- The local economy will be boosted

Membership will comprise of Forest Service (land owners), Mourne Heritage Trust, Castlewellan Futures, specialist interest groups, and Council staff.

The Council expects that all members of the Forum will ensure that they:

- Ensure an effective relationship, and good communication, with all partners and stakeholders involved in the project

- Be aware of the broader perspectives and how it affects the project
- Be committed to the success of the project
- Support Council staff in the delivery of the project

All members will

- Work based on equality of opportunity for all
- Transparency, openness in taking the project forward
- Regular attendance at meetings
- Act as advocates for the project

1. Membership:

Role	Name
Chair	
Chair of CFP Programme Board	
Forest Service	
Mourne Heritage Trust	
Castlewellan Futures	
Specialist user groups	
Council Staff	

2. Reporting Arrangements:

Reports of the work of Forum will be presented to the CFP Project Board for consideration as and when required.

3. Confidentially:

All members are advised that information discussed should always be treated as confidential.

All members are further reminded to store any information securely and remain mindful that the Council at times requires a "safe space" to develop ideas, debate live issues and reach decisions away from external interference or scrutiny. Information discussed in the Forum is privileged and strictly not for disclosure to any third party at this time.

As the Project progresses it may be appropriate for Forum membership to change to reflect the stage the Project has reached.

4. Deputies:

It is expected that all Forum members attend the meeting. Where this is not possible (e.g. through annual leave, sickness or other circumstances) an appropriate representative should be asked to attend.

5. Quorum:

For a meeting to be recorded the Chair, Chair of Project Board and at least 2 Forum Members should be in attendance.

6. Frequency of Meetings:

Meetings will initially be scheduled to take place bi-monthly until Project closure, however may vary at the discretion of the Chair. As the Project develops it may be necessary to hold frequent meetings.

7. Secretariat:

Regeneration Stakeholder Forum Secretariat will be provided by the Project Officer.

8. Agenda and papers:

The agenda and all papers will be distributed by email to Forum members by the Project Officer. The actions to be taken will be recorded in the format of an action report.

The Chair is responsible for ensuring that the meeting is accurately recorded in an action report.

The agenda with attached meeting papers will be distributed at least three (3) working days prior to the next scheduled meeting.

Draft Agenda for the bi-monthly Regeneration Stakeholder Forum

1. Introduction
2. Apologies
3. Agree record of Previous Meeting
4. Project update
5. AOB
6. Dates of Next Meeting

Any AOB items need to be with the Project Officer by Close of Business five (5) working days prior to the next scheduled meeting along with any relevant documentation or clarification. In exceptional circumstances, previously unadvised AOB items may be allowed at the Chair's discretion.

April 2022



Castlewellan Historic Demesne Project Governance Structure – June 2021

The project will be delivered by the Newry Mourne and Down District Council. The Council does not own the land, but is currently in discussion with the owners, DAERA, Forest Service, and will enter a lease for the key areas for recreation. The areas designated as commercial forest will remain and be managed by the Forest Service. Public access to footpaths and mountain park trails will remain as per the current arrangements, as the trails are under license to the Council.

The Council has within its functions the development promotion of heritage, culture and enterprise in the district. The Council actively promotes the development of heritage and tourism to benefit the local communities and economy.

Procurement and Contract Management

The Council will follow best practice in procurement and contract management throughout the delivery of this project. Contract management and control procedures will be conducted in accordance with Department of Finance and Personnel Central Procurement Guidance Note 01/12 (Contract Management Procedures and Principles).

General Principle for Membership of Boards, and Groups

The Council expects that all members of the Project Board, Integrated Design Steering Group and Inter Departmental Group will ensure that they:

- Understand the project, the plan, requirements and monitor progress against the plan
- They act proactively to ensure effective delivery of the plan, by acting on those factors that affect the successful delivery of the plan
- Ensure an effective relationship, and good communication, with all partners and stakeholders involved in this plan
- Be aware of the broader perspectives and how it affects the projects
- Be committed to the success of the project

All members will

- Work based on equality of opportunity for all
- Transparency, openness in taking the project forward
- Regular attendance at meetings
- Act as advocates for the project, engaging with internal and external stakeholders

1. Task and Finish Project Board

At the Economic, Regeneration and Tourism Committee on 14th December 2015 the Task and Finish Board was created with membership of elected members. At a Task and Finish meeting in May 2016 it was agreed to invite a representative from Mourne Heritage Trust and Castlewellan Futures to join the Board.

As per the terms of reference of the Task and Finish Board, the Chair of the board will be elected from among the board's members and will rotate on an annual basis.

The Castlewellan Forest Park Task and Finish Project Board is tasked with developing a vision, identifying projects, prioritising and delivering same in respect of the Council's funding bids to the National Lottery Heritage Fund and DAERA.

The main responsibilities of the Project Board are:

- Oversee the strategic implementation and delivery of the Project
- Maintain the Vision of the Project and the benefits to People and the Community
- Review the programme and ensure that the delivery requirements are being actioned, managed and met
- Review the budget to ensure that spending is managed within budget
- Approve significant cost variation within designated limits, and refereeing any or making recommendations to the ERT
- Provide advice as needed to the Project Development Officer
- Receive and consider recommendations from the Integrated Design Team and Council Officers
- Ensure good communication between all parties
- Review the Project Risk Register and ensure that all high-level risks are assessed, mitigated and managed
- Ensure the meeting is minuted and decisions recorded, and actions noted and follow up

Membership

Membership of the board are comprised of seven councillors and individuals/ representatives of organisations relevant to the project. Members are selected based upon their knowledge and/or expertise in a given subject matter and/or their relevance to this project.

If a topic or issue arises, and the board feels the topic is outside the expertise of the members the board will seek the advice of external experts.

It is recognised that board membership may grow as the project progresses.

Board membership will increase by way of phased approach in line with project development requirements.

Councillors:

- Cllr W Clarke
- Cllr L Devlin
- Cllr H Gallagher
- Cllr G Hanna

- Cllr R Howell
- Cllr A Lewis
- Cllr A McMurray

Currently the "other" members are as follows;

- Dr Sally Montgomery – Castlewellan Futures
- Martin Carey- Mourne Heritage Trust
- Angela Lavin – National Lottery Heritage Fund
- Malachi Martin – Monitor National Lottery Heritage Fund

Currently the "observers" are as follows;

- John Joe Cassidy - Forest Service NI
- TBC - Forest Service NI

Council Officials:

- Colin Quinn, Assistant Director, Estates and Project Management
- Anna Magee, Capital Projects Manager, Estates and Project Management
- Jonathan McGilly, Assistant Director, Enterprise, Employment & Regeneration
- Aveen McVeigh, Project Development Officer
- Andrew Patterson, Assistant Director, Tourism, Culture and Events
- Michelle Boyle, Head of Product Development and Visitor Experience
- Kevin Scullion, Assistant Director, Facilities Management and Maintenance
- Aidan Mallon, Head of Maintenance
- Jonathan Ellis, Grounds Maintenance Manager

Reporting Arrangements:

Reports of the work of this Task and Finish Project Board will be presented to the Economic, Regeneration and Tourism Committee with recommendations for approval included, as and when required.

Confidentially:

All board members are advised that information discussed in closed meetings should always be treated as confidential.

All board members are further reminded to store any information securely and remain mindful that the Council at times requires a "safe space" to develop ideas, debate live issues and reach decisions away from external interference or scrutiny. This information has been provided to you in your role as a Member to the Project Task and Finish Board, the information is privileged and strictly not for disclosure to any third party at this time.

Agenda/Papers

Meetings will take place after the Integrated Design Steering Group meetings. Agenda and papers will be issued seven days prior to the meeting by the Project Development Officer. The Project Board will have the following standard items on the Agenda, however items will

move on and off the agenda as the project moves from technical design, through to procurement and project implementation.

- Apologies
- Report from the previous meeting
- Actions and Matters Arising
- Project Manager's Report (NLHF Project) including:
 - a. Programme – progress against programme
 - b. RIBA Workstage update
 - c. Change Control Register
 - d. Risk Register inc. Early Warnings
 - e. Financial Report
 - f. Procurement
- Project Manager's Report (DAERA project) including:
 - a. Programme
 - b. Cost Control
 - c. Risk Register inc. Early Warnings
 - d. Change Control

- Lease agreement
- Finance – NLHF & DAERA projects
- Approvals or Recommendations required
- Date and Time of the next meeting

2. Project Integrated Design Steering Group Meetings

This group exists to review, monitor and make recommendations to the Task and Finish Project Board in respect of contractual and technical aspects of the project in order to ensure successful delivery of the project.

The Integrated Design Steering Group will

- oversee the day to day management of the capital project
- maintain an operational focus
- prepare, develop and operate a risk register, issues log and mitigate higher level risks to the Task and Finish Board
- review and maintain the programme
- review and maintain the budget ensuring any signification variations are sent to the Task and Finish board for recommendation to ERT.
- bring forward reports and recommendations for ratification by the Task and Finish Board
- bring forward design variations to the Task and Finish Board
- ensure compliance with NHLF grant conditions
- ensure compliance with HED/HM aspects of the project
- develop a methodology, and deliver public consultation / stakeholder consultations re elements of the project
- provide a conduit to the interdepartmental project team
- Meetings are to be held on a monthly basis at a minimum, this will be kept under review.

Chaired by: Colin Quinn, Assistant Director of Estates and Project Management

Membership:

Council Officials:

- Colin Quinn, Assistant Director, Estates and Project Management
- Anna Magee, Capital Projects Manager, Estates and Project Management
- Jonathan McGilly, Assistant Director, Enterprise, Employment & Regeneration
- Aveen McVeigh, Project Development Officer
- Andrew Patterson, Assistant Director, Tourism, Culture and Events
- Michelle Boyle, Head of Product Development and Visitor Experience
- Kevin Scullion, Assistant Director, Facilities Management and Maintenance
- Aidan Mallon, Head of Maintenance
- Jonathan Ellis, Grounds Maintenance Manager

Additional Council officers will be required to attend as and when required e.g. IT, Sustainability etc.

The National Lottery Heritage Fund:

- Angela Lavin
- Malachy Martin – TBC

Multi-Disciplinary Team:

- Darren Price, Associate Director – Project Management, TetraTech
- Beth Wilson, Project Manager, TetraTech
- Paul McMahon, D-ON Architects

As and when required:

- M&E
- Landscape architect
- Quantity Surveyor

Action Report: Project Development Officer

Agenda/Papers

Meetings will take place before the Task and Finish Board meetings so that any approvals etc required can be made in a timely manner. Agenda and papers will be sent out seven days prior to the meeting by the Project Development Officer. The Steering Group will have the following standard items on the Agenda

1. Welcome and Apologies
2. Minutes
3. Project Manager's Report (NLHF Project) including:
 - a. Programme – progress against programme
 - b. RIBA Workstage update

- c. Change Control Register
- d. Risk Register
- e. Financial Report
- f. Procurement

Project Manager's Report (DAERA project) including:

- a. Programme
- b. Cost Control
- c. Risk Register inc. Early Warnings
- d. Change Control

4. Themed discipline workshop if required.

- 5. Lease
- 6. Consultations
- 7. Financial Reporting
- 8. Any Other Business
- 9. Date of Next Meeting

3. Inter-Departmental Team

Purpose

The purpose of this team is to ensure close integration of interdepartmental responsibilities to maximise the potential of Castlewellan Forest Park to act as a major heritage and recreational led tourism facility. The group will also:

- Work closely with the Council's Task and Finish Board and other stakeholders
- Work closely with the Integrated Design Steering Group and attend meetings and workshops as and when required.
- To ensure that technical design, specifications, tenders, works, records, consultations, documents and reports are developed and delivered in line with procurement and NLHF guidance.
- Ensure the smooth transition of the operation of Castlewellan Forest Park from Forest Service NI to NMDDC which includes:
 - the development of the Lease of the agreed areas from Forest Service;
 - a clear understanding on how the Council will manage the Park; Integration with Council policies on Parking, Caravanning etc;
 - Implementation Plan, with associated roles and responsibilities and how the smooth transition from Forest Service to the Council will take place;
 - Business Plan – to ensure effective cost control;
 - Marketing Plan to maximise the tourism potential including linking with the GEO Park proposals;
- Create, monitor and update an internal issues tracker to track progress of issues/risks

Membership

- Colin Quinn, Assistant Director, Estates and Project Management
- Anna Magee, Capital Projects Manager, Estates and Project Management
- Jonathan McGilly, Assistant Director, Enterprise, Employment & Regeneration
- Aveen McVeigh, Project Development Officer
- Andrew Patterson, Assistant Director, Tourism, Culture and Events
- Michelle Boyle, Head of Product Development and Visitor Experience
- Kevin Scullion, Assistant Director, Facilities Management and Maintenance
- Aidan Mallon, Head of Maintenance
- Jonathan Ellis, Grounds Maintenance Manager

It is agreed that officers from Legal/IT/Sustainability will be invited to attend meetings as and when required. Officers include:

- Fearghal O'Connor, Head of Legal Administration (acting)
- Gavin Ringland, IT Manager
- Daphne Ferguson, IT Officer
- Sheena McEldowney, Head of Sustainability

Standing Agenda Items – Items can be added depending on work streams and decisions required.

1. Welcome and Apologies
2. Review of Action report from previous meeting and actions
3. Review and update of issues log
 - DAERA
 - NLHF
 - Lease
 - Personnel
 - Contracts
4. Decisions required by Integrated Design Steering Group
5. Any Other Business
6. Date of Next Meeting

Report to:	Strategy, Policy and Resources Committee
Date of Meeting:	14 April 2022
Subject:	Ukraine Assistance Centre
Reporting Officer (Including Job Title):	Michael Lipsett, Director of Active & Healthy Communities
Contact Officer (Including Job Title):	Justyna McCabe, Programme Coordinator

For decision		x	For noting only	
1.0	Purpose and Background			
1.1	<p>Councils have been asked to establish a number of Ukraine Assistance Centres to support the integration of Ukrainian evacuees. The first four of these are to be opened in Belfast, Newry, Craigavon and Ballymena w/c 11th April.</p> <p>The Assistance Centre will be a key element of the integration of refugees and will host a number of key public services, e.g. health, social care, housing. Staff will be available to listen to the needs of those attending and provide advice on how they might be met, either in the centre or by way of further engagement with the appropriate public service.</p> <p>The Ukrainian Crisis response is coordinated by the Strategic Planning Group led by the Executive Office and Operational Planning Group led by the Department of Finance. The Council is represented on both groups.</p>			
2.0	Key issues			
2.1	<ul style="list-style-type: none">Newry Leisure Centre has been selected as a suitable venue based on accessibility, parking and internet access and will be open every Tuesday 9.30 am – 4 pm.The following agencies are expected to be present: Health and Social Care Trust, Education Authority, NI Housing Executive, Jobs and Benefits, Immigration/Legal Advice and The Red Cross. Their attendance is coordinated centrally by the Operational Planning Group. Interpreters and Council’s Ethnic Minority Support Officer will be present on site.SMT agreed to activate the Council’s Emergency Plan in response to the Ukrainian Crisis effective from 7 April 2022 and the Department for Communities has been notified. Council Safety Health and Emergency Planning Manager is assisting with the response.There may also be a requirement to establish a suitable venue based on accessibility, parking and internet access in the Downpatrick area and the Ballymote centre which is currently set up as a Covid Test Centre is a good location			

	and its current configuration is ideal for hosting the key public services. It is therefore recommended that the Ballymote Centre be offered as a suitable venue in the Downpatrick area and remains closed until a final decision is made.
3.0	Recommendations
3.1	<ul style="list-style-type: none"> • To note the contents of this report and agree to: • The continued use of the Newry Leisure Centre as a Ukrainian Assistance Centre. • That the Ballymote Centre be offered as a suitable venue for a Ukraine Assistance Centre in the Downpatrick area and remains closed until a final decision is made.
4.0	Resource implications
4.1	The Executive Office is expected to cover the costs of the planning, set up, establishment, management and resourcing of the Ukraine Assistance Centres.
5.0	Due regard to equality of opportunity and regard to good relations (complete the relevant sections)
5.1	<p><i>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</i></p> <p>It is not anticipated the proposal will have an adverse impact upon equality of opportunity or good relations <input checked="" type="checkbox"/></p>
5.2	<p><i>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</i></p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>The policy (strategy, policy initiative or practice and / or decision) has been equality screened <input type="checkbox"/></p> <p>The policy (strategy, policy initiative or practice and / or decision) will be subject to equality screening prior to implementation <input type="checkbox"/></p>
5.3	<p><i>Proposal initiating consultation</i></p> <p>Consultation will seek the views of those directly affected by the proposal, address barriers for particular Section 75 equality categories to participate and allow adequate time for groups to consult amongst themselves <input type="checkbox"/></p> <p>Consultation period will be 12 weeks <input type="checkbox"/></p> <p>Consultation period will be less than 12 weeks (rationale to be provided) <input type="checkbox"/></p>

	<i>Rationale:</i>
6.0	Due regard to Rural Needs (please tick all that apply)
6.1	<p>Proposal relates to developing, adopting, implementing or revising a policy / strategy / plan / designing and/or delivering a public service</p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>Rural Needs Impact Assessment completed <input type="checkbox"/></p>
7.0	Appendices
	None
8.0	Background Documents
	None

Report to:	Strategy, Policy & Resources Committee
Date of Meeting:	14 April 2022
Subject:	Allocation of Special Responsibility Allowances
Reporting Officer (Including Job Title):	Mrs D Carville, Deputy Chief Executive
Contact Officer (Including Job Title):	Miss S Taggart, Democratic Services Manager

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

For decision	<input checked="" type="checkbox"/>	For noting only	<input type="checkbox"/>
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1.0	Purpose and Background:
1.1	To choose a way forward with regard to the allocation of outstanding Special Responsibility Allowances.
2.0	Key issues:
2.1	Discussions took place at January SPR Committee Meeting regarding allocation of SRAs and it was agreed to bring the issue back to the Party Reps forum for further discussion. The matter was discussed at March Party Reps Forum and it was agreed to set out options regarding the allocation of SRAs.
2.2	<p>The Department's guidance states the following in respect of SRAs:</p> <ul style="list-style-type: none"> • Subject to a total maximum rate determined by size of Council population • Subject to maximum individual SRA Councillor payment of 1/5th of Council maximum SRA amount • Restricted to 50% of Councillors in Council i.e. no more than 21 of the Councillors in Newry, Mourne & Down can receive the payment in any given year. • Restricted to one SRA per Councillor • SRAs should only be paid to those Councillors who have significant additional responsibilities, over and above the generally accepted duties of a Councillor. • In circumstances where a Councillor is suspended from carrying out the duties of a Councillor in accordance with section 59(5) of the Local Government Act (NI) 2014, the part of the SRA payable to the Councillor in respect of the period for which the Councillor is suspended should be withheld.
2.3	<p>In 2015/16, 50% of the unallocated SRAs were paid to the Chair of the Planning Committee, with the other 50% divided among the remaining positions that receive SRA payments. This was the same position taken in 2017 and 2018.</p> <p>In 2019, this decision was changed, and it was agreed that any outstanding SRAs be allocated among the other positions which receive SRA payments. This arrangement is what is currently in place with regard to allocation of SRAs.</p>
2.3	There are now 2 outstanding SRA allowances i.e. SDLP Party Representative & DUP Party Representative Allowances to be reallocated

3.0	Recommendations:
3.1	<p>It is recommended that Members choose from one of the following options with regard to allocation of outstanding Special Responsibility Allowances:</p> <p>Option 1: To retain the current position of allocating any outstanding SRAs among those positions that receive SRA payments. The position can be monitored by Parties during preparations for the AGM to try to ensure that there are no overlaps in SRA allocation.</p> <p>Option 2: To allocate 50% of the unallocated SRAs to the Chair of the Planning Committee, with the remaining 50% being divided among the rest of the Members of the Planning Committee to recognise the extra workload.</p> <p>Option 3: To allocate 50% of the unallocated SRAs to the Chair of the Planning Committee, with the remaining 50% being divided among the remaining positions which receive SRA payments.</p> <p>Option 4: To combine the 2 outstanding SRA allocations to make 200%, give 50% to the Chair of the Planning Committee, with the remaining 150% being divided among the remaining positions which receive SRA payments to recognise the extra workload that is involved in being the Chair of the Planning Committee while not exceeding the SRA threshold for one person.</p>
4.0	Resource implications
4.1	None as there is no increase in the overall amount of money being used for payment of SRAs.
5.0	Due regard to equality of opportunity and regard to good relations (complete the relevant sections)
5.1	<p><i>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</i></p> <p>It is not anticipated the proposal will have an adverse impact upon equality of opportunity or good relations <input checked="" type="checkbox"/></p>
5.2	<p><i>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</i></p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>The policy (strategy, policy initiative or practice and / or decision) has been equality screened <input type="checkbox"/></p> <p>The policy (strategy, policy initiative or practice and / or decision) will be subject to equality screening prior to implementation <input type="checkbox"/></p>

5.3	<p>Proposal initiating consultation</p> <p>Consultation will seek the views of those directly affected by the proposal, address barriers for particular Section 75 equality categories to participate and allow adequate time for groups to consult amongst themselves <input type="checkbox"/></p> <p>Consultation period will be 12 weeks <input type="checkbox"/></p> <p>Consultation period will be less than 12 weeks (rationale to be provided) <input type="checkbox"/></p> <p><i>Rationale:</i></p>
6.0	<p>Due regard to Rural Needs (please tick all that apply)</p>
6.1	<p>Proposal relates to developing, adopting, implementing or revising a policy / strategy / plan / designing and/or delivering a public service</p> <p>Yes <input 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>Appendices</p>
8.0	<p>Background Documents</p>