

Policy title: Policy on naming Council facilities



Policy Control

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Title of Policy:	Policy on naming Council facilities
Version:	3
Directorate / Departmental ownership:	Corporate Services / Legal & People / Corporate Policy
Officer responsible:	Josephine Kelly, Director of Corporate Services
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Review date:	14 April 2029
Equality screening and Rural Needs Impact Assessment completed by:	Suzanne Rice, Corporate Policy & Equality Officer
Equality screening and Rural Needs Impact Assessment date:	14 April 2025
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1. Title

Policy on naming Council facilities.

2. Statement

Council approves this policy and any associated procedure in relation to naming of facilities and how to manage requests regarding re-naming. The policy also addresses requests regarding park benches and plaques.

3. Aim

Assigning a name can be a powerful and permanent identity for a public space and facility, and Council must demonstrate strong civic leadership as a public authority when naming Council facilities. The aim of this policy is to provide the framework for a consistent approach to decision-making in relation to this.

4. Scope

- 4.1. The policy will apply to:
 - Council owned property only.
 - Naming of facilities, buildings and rooms.
 - Naming of new facilities.
 - Requests to re-name facilities, buildings and rooms.
 - Requests regarding park benches and plaques.
- 4.2. Council will not accept requests to memorialise a deceased person (or family).
- 4.3. Council will consider naming of facilities:
 - To recognise a specific unique geographic location.
- 4.4. The principles of the process are as follows:
 - Specific criteria
 - Application form
 - Assessment
 - Consultation (if required)
 - Decision-making
 - Appeal mechanism

5. Related Policies

External policy context:

There are a number of relevant policy frameworks in place in Northern Ireland which relate to, and inform, the issue of (re)naming facilities including:

- Section 75 of the NI Act 1998.
- Equality Commission for Northern Ireland advice on Good Relations in Local Councils.
- Equality Commission for Northern Ireland Guidance on Promoting a good and harmonious working environment.

Internal policy context:

Within Council there are relevant policy strands which relate to or inform the issue of (re)naming facilities including:

- Equality Scheme re: Section 75 of the NI Act 1998
- Good Relations Action Plan (Section 75 (2))
- Naming, Postal numbering and Erection of Nameplates Policy and Procedures. This policy and associated procedures outline guidance on new development names, new names for existing roads and dual language street signage.

6. Department and Officer responsible

Directorate / Department	Corporate Services / Corporate Planning & Policy
Officer(s) responsible for developing the policy	Josephine Kelly, Director of Corporate Services Colin Moffett, Head of Corporate Policy Suzanne Rice, Corporate Policy & Equality Officer

7. Policy approval process

Meeting	Date
CMT	15 September 2020
SMT	7 October 2020
Councillors' Equality & Good Relations Reference Group	23 October 2020
Strategy, Policy and Resources Committee	12 November 2020
Monthly Council Meeting	7 December 2020

8. 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).

9. Procedures and arrangements for monitoring the implementation and impact of the policy

Implementation, guided as per the scope of the policy outlined in section 4, is set out within the Guidelines and Associated Procedure document.

The Council's Corporate Policy Section will monitor and review the implementation of the policy, guidelines and associated procedure, and maintain a list of requests and outcomes.

10. Equality Screening

The policy has been equality screened and is not required to be subject to an equality impact assessment (with no mitigating measures required).

11. Rural Needs Impact Assessment

Due regard to rural needs has been considered and a rural needs impact assessment has been completed.