**Newry, Mourne and Down District Council Section 75 Policy Screening Report**

# **Quarterly Report April – June 2022**

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| **Policy** | **Details of policy** | **Screening Outcome** |
| **New policies** | | |
| Newry, Mourne and Down District Council’s Performance Improvement Plan 2022-23 | The Performance Improvement Plan 2022-23 includes the following five objectives, all of which are clearly linked to the Community Plan and Corporate Plan 2021-23.   1. We will encourage local people to lead healthy and active lives by improving the quality of our parks and open spaces 2. We will grow the economy by supporting local businesses and creating new jobs 3. We will improve the cleanliness of our District by addressing littering, fly tipping and dog fouling incidents 4. We will build the capacity of local communities through the Financial Assistance Scheme 5. We will improve the processing times of planning applications and enforcement cases by implementing the Planning Service Improvement Programme | No EQIA considered necessary |
| Agile Working Policy | This policy provides a framework for consistent and fair practice on the issues to be considered when implementing and managing agile working arrangements.  This Policy aims to assist employees and line managers in providing a framework to assist with minimising risk and sets out the Council’s requirements for compliance and its duty of care to employees who work in a range of locations.  The Policy should be read in conjunction with the current version of the Agile Working Guide which provides additional information to support agile working arrangements.  This policy is distinct from the statutory right of some employees to make a Flexible Working request and from any other family friendly policies in existence for all employees. | No EQIA considered necessary |
| Decision calling for legal action by Council to compel compliance by Stormont with the Northern Ireland protocol | The decision relates to a Notice of Motion as follows:  *"This Council wishes to place on record it’s concern with the actions of Minister Poots relating to the withdrawal of checks required for the implementation of the Protocol and his failure to comply with an International Treaty and legal obligations negotiated by the British Government with the EU.*  *The Council further notes with concern that this is likely to impact its ability to meet the legal obligations for which it is responsible, relating to inspections at the Port.*  *This Council joins with Belfast City council in initiating legal proceedings to compel the Minister and the British Government to comply with Protocol requirements, subject to any current derogations in the grace period.”*  In the course of the initial debate on this matter at Council on 7 February 2022, it was clarified for Elected members by Belfast Legal Services that as opposed to initiating legal action, the likely course of action for Council would be to apply to be joined as a Notice party to any ongoing proceedings initiated by Belfast City Council. Although not formally amended, the discussion and debate around the issue has accepted that this would be the mode of entry into ‘legal proceedings’ for NMDDC. This still requires an application on behalf of NMDDC to be appointed as a Notice party in the action.  At the Council meeting where the decision was called-in for reconsideration the motion was amended to add the request that the decision be equality screened. | No EQIA considered necessary |
| Draft Customer Charter and Customer Standards | The draft Customer Charter sets out Council’s commitments to customer services and how they can play their part. | No EQIA considered necessary |
| Ill Health Retirement Policy | The aim of the policy is to ensure a consistent approach to managing an employee’s ill health retirement through supporting employees who are unable to continue their employment with the Council due to ill health and acknowledges that some employees who are unable to return to work due to their health, may opt to apply for ill health retirement. | No EQIA considered necessary |
| Newry City Centre Regeneration Project | Regeneration of Newry city core to increase vibrancy and footfall, place-make, widen cultural offer, improve service delivery, attract visitors and further private sector investment. | No EQIA considered necessary |
| Non-Standard Pay Provisions | This sets out the payment(s) an employee will receive for non-standard working.  Council recognises that some employees may work outside of standard working hours and appropriate pay provisions should be in place for such working arrangements.  Employees who are required to work beyond the full-time equivalent hours for the week, on a Saturday or Sunday, in the eventing or at night, or on public/statutory holidays, are entitled to receive compensation for working at these times. | No EQIA considered necessary |
| Special Leave Provisions | The aim of the policy is to provide reasonable support to employees who need time off from work due to care for a dependent, deal with a serious issue affecting their home, fulfil statutory obligations, serve on public bodies etc. This procedure details the time off, both paid and unpaid, that may be given for various purposes. These arrangements are separate from annual leave and other time off provisions contained in other Council policies and procedures. | No EQIA considered necessary |
| **Reviewed policies** | | |
| Bulky Collection Service | This policy sets out Council policy with respect to the Collection of Bulky Items from households.  Council provides a Bulky Collection Service, whereby householders may request collection of items as are too large to fit into the householder’s standard wheeled bin.  The Service is provided to remove household items but is not a 'household clearance’ service.  A charge applies for the Service, as is payable in advance. Service will be provided, normally within 10 working days and an allocated date will be agreed, in advance with the household requiring the collection. | No EQIA considered necessary |
| Complaints, Comment and Compliment Policy | The policy aims to ensure a consistent approach by all Council employees to the receipt and management of complaints, comments and compliments | No EQIA considered necessary |
| Conflict of Interest Policy and associated  Conflict of Interest Procedures | The aim of the Conflict of Interest Policy is to ensure the Council’s compliance with, and consistent application of, best practice in relation to Conflicts of Interest.  This Policy applies to:   * all staff and Elected Members of Newry, Mourne and Down District Council; * all those who work for Newry, Mourne and Down District Council (including but not limited to employees, agency staff, elected members, other public representatives, contractors, agents, consultants, servants of the Council and all third party data processors).   All parties referred to above are responsible for complying with the terms of the Conflict of Interest Policy and Procedures. | No EQIA considered necessary |
| Fleet Renewal Policy | The policy sets out the approach to reviewing Council’s fleet. | No EQIA considered necessary |
| Fleet Telemetry System Policy | The policy sets out the aim to place telemetry devices in all Council vehicles, thus affording a measure of protection and security to the staff using them, as well as protecting these vehicles which are a very expensive/valuable asset. | No EQIA considered necessary |
| Guidelines and associated procedure in relation to the offer and acceptance of gifts to Council | The guidelines and associated procedure is to ensure a consistent approach is applied to the offer and acceptance of gifts to Council. | No EQIA considered necessary |
| Interim Policy – Issue/Collection of Wheeled Bins | This policy sets out Council’s refuse collection services in relation to the following:   * Purchase of wheeled bins * Replacement of wheeled bins * Number of bins per household * Provision of assisted collections * Return for bins not collected * Collection Time * Missed Collection * Access to bin blocked * Lost/Stolen bins | No EQIA considered necessary |
| Policy and associated Procedure in relation to the Erection of Commercial / Advertising Signage on Council Land and Property by Third Parties | The policy and associated procedure is to ensure a consistent approach is applied to the processing of applications by third parties to erect commercial/advertising signage on Council Land and Property | No EQIA considered necessary |
| Newry and Mourne Museum Collections Development Policy 2022-2025 | The document sets out the collections development policy for Newry and Mourne Museum.  Newry and Mourne Museum is committed to providing a high-quality, dynamic and inclusive learning and recreational resource. As the area’s collective memory bank, the museum will collect, preserve and interpret the diverse material and cultural heritage of Newry and Mourne in order to cultivate and promote pride, understanding and enjoyment of local cultures and traditions to the present day. | No EQIA considered necessary |
| NMD Museums Loans Policy and Procedures | The document sets out the loan policy and procedures for Down County Museum and Newry and Mourne Museum, known as NMD Museums. Both Museums hold Accreditation Standards through Arts Council England.  NMD Museums borrows and lends objects for the purpose of public display and research, to:   * make its Collections available to a wide and diverse audience * promote understanding of the history and material and cultural heritage of the Newry, Mourne and Down District Council area * enhance the reputation of NMD Museums and foster relationships with other cultural institutions | No EQIA considered necessary |
| Smoke Free Policy | To comply with the Smoking (NI) Order 2006 – smoke free environment (Council facilities and vehicles). Use of Electronic cigarettes/ vapourisors is prohibited in Council premises and vehicles. | No EQIA considered necessary |