

## NEWRY MOURNE AND DOWN DISTRICT COUNCIL

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### **Minutes of Strategy Policy & Resources Committee Meeting held on Thursday 11 March 2021 at 6.00pm via Microsoft Teams (Hybrid)**

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**In the Chair:** Councillor G Sharvin

**In Attendance:**

Councillor P Brown	Councillor P Byrne
Councillor H Gallagher	Councillor O Hanlon
Councillor R Howell	Councillor A Lewis
Councillor H McKee	Councillor O Magennis
Councillor D Murphy	Councillor B Ó Muirí
Councillor M Savage	Councillor W Walker

**Also in attendance:** Councillor G Stokes Councillor J Tinnelly

**Officials in Attendance:** Mrs M Ward, Chief Executive  
Mrs D Carville, Director of Corporate Services  
Mr M Lipsett, Director of Active & Healthy Communities  
Mr C Mallon, Director of Enterprise, Regeneration & Tourism  
Mrs C Miskelly, Assistant Director Corporates Services, HR & Safeguarding  
Mr E Devlin, Assistant Director Health & Wellbeing (Administration)  
Mrs A Robb, Assistant Director Corporate Services  
Mr C Quinn, Assistant Director of Estates & Capital Projects  
Mr F O'Connor, Legal Advisor  
Mrs E Cosgrove, Head of Compliance  
Mrs K Bingham, Head of Performance & Improvement  
Mrs K McNiff, Safety, Health & Emergency Planning (SHEP) Manager  
Mrs C Hanvey, Personal Assistant  
Miss S Taggart, Democratic Services Manager  
Ms L O'Hare, Democratic Services Officer

**SPR/37/2021: APOLOGIES AND CHAIRPERSON'S REMARKS**

Apologies were received from Councillor Doran.

**SPR/38/2021: DECLARATIONS OF INTEREST**

The Chief Executive declared an interest in Item 14 – Request to carry over leave – M Ward

**SPR/39/2021: ACTION SHEET ARISING FROM STRATEGY, POLICY AND RESOURCES COMMITTEE MEETINGS HELD ON THURSDAY 11 FEBRUARY 2021**

Read: Action Sheet of the Strategy, Policy and Resources Committee Meeting held on Thursday 11 February 2021. **(Copy circulated)**

## **SPR/003/2021 – Letter to Health Minister Mr Swann and contact with PHA**

Mrs Carville provided an update to members regarding the PHA using Council facilities in relation to Covid testing and vaccinations and in response to a query, confirmed there had been no indicated timeframe as to how long Down Leisure Centre would be used to host the current testing site.

**Agreed:** **On the proposal of Councillor Gallagher, seconded by Councillor Savage, it was agreed that the action sheet from the Strategy, Policy and Resources Committee Meetings held on 11 February 2021, be approved**

Councillor Howell joined the meeting at this point – 18.07pm

## **CORPORATE SERVICES**

**SPR/40/2021: DRAFT PERFORMANCE IMPROVEMENT OBJECTIVES 2021-22.**

**Read:** Report dated 11 March 2021 from Mrs K Bingham, Head of Performance & Improvement, regarding Draft Performance Improvement Objectives 2021-22 **(Copy circulated)**

In response to a query raised by the Chairperson, Mrs Bingham confirmed that the consultation was usually for 12 weeks however, it was hoped that the comprehensive engagement programme would help compensate for the lesser timescale proposed of 8 weeks. The public notice would be advertised in the local newspapers and Mrs Bingham would work closely with marketing to ensure there was an even spread across the district.

In response to a query, she advised that Delamont currently did not operate the official visitor counter system installed as per other parks ie Slieve Gullion and Kilbroney, however going forward it was planned to install one of these in Delamont.

**Agreed:** **It was agreed on the proposal of Councillor Ó Muirí, seconded by Councillor Savage, that Council agree to the following recommendations:**

- **The five draft performance improvement objectives 2021-22, as outlined in Appendix 1.**
- **The proposed approach and timetable for publishing the Performance Improvement Plan 2021-22, by 30 June 2021, as outlined in Appendix 2.**

## **FOR NOTING**

**SPR/41/2021: MINUTES OF NEWRY CITY REGENERATION PROGRAMME BOARD MEETING HELD ON 2 MARCH 2021**

**Read:** Minutes of Newry City Regeneration Programme Board Meeting – 02.03.2021. **(Copy circulated)**

Councillor Savage proposed that as part of the work of the Programme Board they investigate any private schemes going through Planning, particularly those that have top of the range grade-A office accommodation as part of their scheme and ensure that they encompass those

schemes as part of the overall thinking of the regeneration of Newry and town centres such as Downpatrick. This was seconded by Councillor Gallagher.

Councillor Byrne declared an interest on any recommendations coming back to the Programme Board as he was a member.

**Agreed:** On the proposal of Councillor Savage, seconded by Councillor Gallagher, it was agreed that as part of the work of the Programme Board they investigate any private schemes going through Planning, particularly those that have top of the range grade-A office accommodation as part of their scheme and ensure that they encompass those schemes as part of the overall thinking of the regeneration of Newry and town centres such as Downpatrick.

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

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

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

**SPR/42/2021: DRAFT HEALTH AND SAFETY POLICY**

**Read:** Report dated 11 March 2021 from Mr K McNiff, Safety, Health & Emergency Planning (SHEP) Manager, regarding Draft Health and Safety Policy. **(Copy circulated)**

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

**Agreed:** On the proposal of Councillor Gallagher, seconded by Councillor Howell, it was agreed to approve the final draft of the Health & Safety Policy.

**SPR/43/2021: PROGRESS REPORT – INFORMATION STRATEGY WORKING GROUP**

**Read:** Report dated 11 March 2021 from Mrs E Cosgrove, Head of Compliance regarding, Progress Report – Information Strategy Working Group **(Copy circulated)**

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

**Agreed:** On the proposal of Councillor Ó Muirí, seconded by Councillor Magennis, it was agreed to endorse the following actions.

- That the Council adopts the following seven principles around information.
    - Information is a valued asset
    - Information is managed
    - Information is fit for purpose
    - Information is standardised and linkable
    - Information is reused
    - Information is published where appropriate
    - Citizens and businesses can access information about themselves.
- And
- Corporately we prioritise a ‘digital first’ approach to Council records.

**SPR/44/2021:** **TERMS AND CONDITIONS STAFF WORKING AT WARRENPOINT PORT**

**Read:** Report dated 11 March 2021 from Mr E Devlin, Assistant Director Health & Wellbeing (Administration), regarding Terms and Conditions staff working at Warrenpoint Port. **(Copy circulated)**

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

**Agreed:** On the proposal of Councillor Byrne, seconded by Councillor Gallagher it was agreed to approve the proposed set of Terms and conditions and agreed that they should be backdated to 1 January 2021, with officer’s to engage with the Trade Union ahead of Council meeting.

**SPR/45/2021:** **PLANNING ADVISORY CONSULTANT**

**Read:** Report dated 11 March 2021 from Mr C Mallon, Director of Enterprise, Regeneration & Tourism, regarding Planning Advisory Consultant **(Copy circulated)**

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

**Agreed:** On the proposal of Councillor Walker, seconded by Councillor Murphy, it was agreed to approve the extension of the Planning Advisory Consultant commission for a further 24 weeks at the estimated costs outlined in the officer’s report.

**SPR/46/2021: CAREER BREAK SCHEME**

**Read:** Report dated 11 March 2021 from Mr P Preen, HR Policy and Projects Manager, regarding Career Break Scheme. **(Copy circulated)**

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

**Agreed:** **On the proposal of Councillor Howell, seconded by Councillor Magennis, it was agreed to approve the introduction of the attached Career Break scheme with effect from 1 April 2021**

**SPR/47/2021: PROFESSIONAL FEES FOR OFFICERS**

**Read:** Report dated 11 March 2021 from Mr P Preen, HR Policy and Projects Manager, regarding Professional Fees for Officers. **(Copy circulated)**

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

**Agreed:** **On the proposal of Councillor Sharvin, seconded by Councillor Howell, it was agreed to approve the introduction of the Payment of Professional Fees Policy for Officers with effect from 1 April 2021.**

**SPR/48/2021: LOCAL GOVERNMENT STAFF COMMISSION – DISSOLUTION FUNDING & CONTINUING OPERATIONS 2021/2022**

**Read:** Report dated 11 March 2021 from Mrs D Carville, Director of Corporate Services, regarding Local Government Staff Commission. **(Copy circulated)**

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

**Agreed:** **On the proposal of Councillor Sharvin, seconded by Councillor Hanlon, it was agreed to approve the payment of requested sum from the Local Government Staff Commission as detailed in the officer's report and write to the Commission to highlight concerns at the increased of payment sum and dissolving timing frame.**

**SPR/49/2021: TERMS AND CONDITIONS UPDATE**

**Read:** Report dated 11 March 2021 from Mr M Lipsett, Director of Active & Healthy Communities, regarding Terms & Condition Update. **(Copy circulated)**

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

**Agreed:** On the proposal of Councillor Byrne, seconded by Councillor Savage it was agreed to note the request submitted by the JTUS and Management side position at 2.8, and proceed with Option 3, at the costs outlined in the officer's report to allow a detailed work plan to be established and brought back to a further Committee meeting for consideration.

**Councillor Lewis left the meeting at 19.30pm**

**Having previously declared an interest the Chief Executive left the meeting at this point – 19.35pm**

**SPR/50/2021: REQUEST TO CARRY OVER LEAVE – M WARD (VERBAL)**

Verbal update provided by Mrs D Carville, Director of Corporate Services, regarding request for Annual Leave carry over for the Chief Executive

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

**Agreed:** Agreed on the proposal of Councillor Byrne, seconded by Councillor Savage, to approve the request by M Ward to carry over annual leave.

**The Chief Executive returned to the meeting at this point – 19.37pm**

#### **FOR NOTING**

**SPR/51/2021: WIDE AREA NETWORK (WAN) CONTRACT SETTLEMENT**

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

**Noted:** It was agreed to note the content of the report.

**SPR/52/2021: STRATEGIC FINANCE WORKING GROUP ACTION SHEET – 18 FEBRUARY 2021**

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

**Agreed:** It was agreed to note the Action Sheet of The Strategic Finance Working Group – 18 February 2021

**There being no further business, the Meeting concluded at 19.42pm.**

**Signed: Councillor Gareth Sharvin**  
**Chairperson**

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