

ARDS AND NORTH DOWN BOROUGH COUNCIL SECTION 75 SCREENING REPORT

OCTOBER 2016 to DECEMBER 2016

OUTCOME OF SCREENED POLICIES

| Policy Number | Policy | Description and aim of policy | Screening Outcome |
|---------------|--|---|-------------------|
| E 85 | Draft Volunteer Policy | Ards and North Down Borough Council are developing a Volunteer Policy to celebrate and recognise the contribution of volunteers to the Council and to life in the local community. It will ensure where the council involves volunteers it is done in line with good practice. Volunteering will enable a culture within the council and wider community which embraces, supports and values volunteers and their contribution to service delivery. This policy will embed good volunteering practice and contribute to a consistent approach across the council. | Screened out |
| E 87 | Registration of births, deaths, marriages and civil partnerships – Introduction of an appointment system | The Council currently operates a Registration Service from the Town Hall, Bangor and the Council Offices, Newtownards. Both offices register births, deaths, marriages and civil partnerships during defined opening hours on a queuing basis. The GRO, which governs how registration services are provided by Councils and funds service delivery, has been encouraging Council's to introduce appointment systems. It is proposed to pilot an appointment-only system at the Council Offices, Church Street, Newtownards for a period of six months, | Screened out |

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| | | <p>commencing on 1 December 2016; after which the practice will be reviewed. A walk-in service will continue to be provided at the Town Hall, Bangor for this period and an efficiency and customer satisfaction comparison will take place to determine the optimal model for future service delivery.</p> <p>The proposed change to service delivery will be promoted through a range of direct and indirect communication methods including advertising through a number of mediums regularly used by the Council.</p> | |
| E 88 | Release of Chinese lanterns and balloons | <p>This policy is in response to an agreed notice of motion. The release of Chinese lanterns and balloons is normally in response to a celebration, to publicise an event and/or organisation or as a charity scheme. Concerns relating to their release have been raised that provides evidence that indicates releases can cause injury to wildlife and farmed animals, has led to crops being set alight, mistaken reports of distress flares being reported to the Coastguard and concerns on the impact on flights, particularly around airports and airdromes. At present there is no legal prohibition on the release of lanterns and balloons.</p> <p>The Council will ban the release of Chinese lanterns/sky lanterns and balloons where requests are made to use Council land.</p> | Screened out |
| E 89 | ANDBC Planning Section Statement of Community Involvement | <p>The purpose of this Statement of Community Involvement is to set out how the council shall engage with the community and key stakeholders in the delivery of planning functions.</p> <p>The Council's planning powers include:</p> <ul style="list-style-type: none"> • preparation of a Local Development Plan which shall set out what the Council area should look like and how land should be used and developed in the future; • receiving and making decisions on the majority of planning applications for the Borough; and • investigation of alleged breaches of planning control and determining what enforcement action should be taken. <p>The Statement of Community Involvement states how and when the</p> | Screened out |

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| | | community will be invited to participate in the different stages of both Local Development Plan formulation and the determination of planning applications, in planning enforcement and other planning matters. | |
| E 90 | Draft Behaviour Charter for Employees | This policy is a charter for all employees of Ards and North Down Borough Council that demonstrates the Council's preferred approach and attitudes to work and will enable all employees, elected members and service users to have clarity on the standards of behaviour that should be deployed by employees in their day to day work and to ensure the Council meets its service obligations in line with the its vision and values. | Screened out |
| E 91 | Annual Civic Awards - 2017 | <p>The Council launched its Civic Awards scheme in 2016 with six categories. The Council agreed to review the Civic Awards Scheme after one year. During this time the Council has received feedback from a range of sources. The council wants to review the categories in light of the comments received.</p> <p>To continue with the Civic Awards for Borough residents and ensure the comments on the categories are reflected in the categories for the year 2017 the changes include:-</p> <p>Removal of the "Woman of the Year" award from the list of categories and separating awards for Service to the Arts, Culture and Heritage and for Service to the Environment.</p> <p>Thus the six categories will be:</p> <ul style="list-style-type: none"> • Service to the Arts • Service to the Environment • Service in the Field of Voluntary Community Work • Humanitarian Services • Young Person of the Year <p>Mayor's Special Award (This Award was not and will not be open to nominations).</p> <p>Advertising and scoring will be as in year one of the awards.</p> | Screened out |
| E 92 | Review of Data Protection Act | The Data Protection Act (DPA) 1998 regulates the way in which all personal data is held, processed and destroyed by the Council. | Screened out |

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| | | <p>In January 2016 a Data Protection Audit recommended a number of actions be implemented to ensure on-going statutory compliance with the DPA 1998.</p> <p>In response to those recommendations the Council's Data Protection Policy has been reviewed and updated to include the procedure for reporting data security breaches, how the Council will deal with requests from Elected Members, MPs and MLAs for third party personal information, sharing of information with partners, as well as updated Fair Processing and Privacy Notices.</p> <p>It also includes a Data Protection Action Plan intended to drive continuous improvement and maintain compliance across the Council.</p> <p>These safeguarding measures protect the Council from allegations of maladministration and protect Elected Members who may be seeking information about and on behalf of their constituents.</p> | |
| E 93 | Criteria for Civic Receptions | <p>This policy ensures an open and transparent policy is in place that will provide clarity to the council as to the individuals and/or organisations that will be awarded the invitation to a civic reception. A civic reception is considered the highest accolade the Council can bestow on charities and organisations. As such it is deserving of being guided by a transparent policy. It should be considered a significant honour for the recipient(s) and will be hosted on a limited basis to maintain the prestigious nature of such events.</p> <p>Civic Receptions result from a Member's Notice of Motion or correspondence from an organisation and an officer's report to Council. Civic receptions are hosted by the Mayor and all Elected Members and the Corporate Leadership Team are invited to attend. MP's and MLAs are normally invited.</p> <p>As there is a fixed budget for hosting such events, it is considered necessary to set out guidelines as to when a request for a civic reception should be recommended for approval.</p> <p>The assessment criterion against which each request will be assessed are as follows :</p> | Screened out |

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| | | <p>1. Exceptional Service To the Borough/Local Community and a Significant Anniversary or</p> <p>2. A Very Significant or Unique Achievement</p> <p>The style of meal, refreshments and total number and role of guests will be agreed with the Mayor. The policy details the procedure for dealing with requests to ensure transparency and consistency.</p> | |
| E 94 | Containers for sandbags – Ards Peninsula | <p>The Council is committed to creating a self-help culture around Emergency Planning in local communities throughout the Borough and, through its multi-agency partnership working, keen to ensure that those areas identified most at risk of flooding (on the Ards peninsula) are equipped to access sandbags when needed. It is the responsibility of Rivers Agency to supply sandbags.</p> <p>The Council and Rivers Agency want to identify two suitable sites for the location of suitable containers to store the sandbags. One is at the Car Park, the Harbour, Ballywalter. Officers are currently trying to identify a suitable site in Cloughey.</p> <p>Access to the contents of the containers holding the sandbags will be via a combination lock. This combination will be held by a limited number of community representatives, to be identified in due course, and by relevant Council employees.</p> | Screened out with positive action in policy development process recommended. |