

## ARDS AND NORTH DOWN BOROUGH COUNCIL SECTION 75 SCREENING REPORT

1 JULY 2020 to 30 SEPTEMBER 2020

### OUTCOME OF SCREENED POLICIES

Policy Number	Policy	Description and aim of policy	Screening Outcome
E 202	Ards and North Down Borough Council Parks and Cemeteries "In Bloom" Funding Policy	<p>Ards and North Down Borough Council makes budget provision for the allocation of funding to community groups in order to assist with floral displays in the towns and villages throughout the borough to assist with the council's commitment to the Ulster In Bloom competition. Funding availability will be subject to budget approval on an annual basis. Council wish to encourage a collaborative approach by groups. Where there are more than one group applying in a town or village, consideration may only be given to one project. The policy is applied in line with the Council's Grants Policy. The allocation for funding is intended to supplement floral display and amenity area maintenance currently carried out by the Councils Parks and Cemeteries section. This may be in the form of hanging baskets, planters, flower beds etc. on council, NIHE, Roads Service property, or privately owned non-domestic areas in public view.</p> <p>The maximum limit for floral funding is £1,000 per annum per group. Funding will be allocated with 80% advance payment, with the further 20% paid upon the receipt of invoices.</p> <p>The purpose of this policy is to set out the guidelines and criteria for 'In Bloom' funding applications and how the funding should be utilised. An advert requesting applications will be published in the local press and other media in the spring of each year that funding is available.</p>	Screened out
E 206	Ards and North Down Borough Council	On 11th May 2020 37 Agency Workers were furloughed at 80% of their pay until, initially, 31 July 2020 although they may be called back early (subject to a minimum furlough period of 3 weeks).	Screened out

	Employee Furlough Arrangements	<p>From 18th May 2020 the Council agreed that a range of employees will be furloughed at 100% of their average pay until, initially, 31 July 2020 although they may be called back early with 24-hour notice (subject to a minimum furlough period of 3 weeks). Those in the NILGOSC pension scheme will have their pension contribution topped up to normal contribution level. This will be formally communicated to those employees being put on furlough from across the Council services by their Line Manager and in writing by the Human Resources Section by 18th May.</p> <p>The conditions of furlough were communicated to all employees and included annual leave would be taken from their annual entitlement pro rata to their working hours and some employees would be furloughed on a rostered system – determined by their duties.</p> <p>Due to the current situation there are employees of the Council who have no duties and as such it has been considered appropriate to introduce a furlough scheme to ensure as many employees as possible have tasks suitable to their skills and experience. This action also acknowledges the Council has no significant income and therefore it is best practice to reduce costs at this time. The furlough costs are covered through arrangements of 80% of salary costs until 31 July 2020 by central and local government in the Coronavirus arrangements. The situation is to be under continual review and decisions will be based on regional and local advice as well as how the council will be able to comply with regulations, best practice and local risk assessments.</p> <p>The employees selected for furlough is based on the needs of the service, and includes if the individual is self-isolating and/or unable to perform their duties from home, if their work place was closed and no suitable alternative employment available.</p>	
E 210	Proposed Portaferry Visitor Information	Portaferry Visitor Information Centre (VIC) is housed in The Stables, Castle Street, Portaferry – this building is owned and leased from Portaferry Regeneration Limited. The lease was for a 25 year period and expires 31 March 2021.	Screened out

	Provision 2021 – Portaferry VIC lease expires 31 March 2021	<p>Therefore, it is necessary to examine the long-term location in Portaferry from 2021, post-2020 season and examine the options where visitor servicing will be available in the town, whilst considering various factors including but not limited to service provision and associated costs.</p> <p>The aim of this exercise is to</p> <ul style="list-style-type: none"> <li>• explore the options whilst considering: the location; opening hours available; information that will be offered; and by which means (face to face or electronic) the overall service provision will be made whilst considering the cost implications.</li> <li>• ensure the future provision should not permit customer service standards to decline from the current provision and</li> <li>• ensure that post end of lease in September 2020 a plan has been identified and agreed for the future provision of visitor information in Portaferry.</li> </ul>	
E 211	Workplace Advice: Covid - 19	This policy is to give employees and Elected Members advice in relation to the arrangements being put in place to ensure the health and safety of all users of Council offices and common areas and to explain the responsibilities of individuals and the Council towards these individuals.	Screened out
E 212	Ards and North Down Borough Council Books of Condolence	<p>This policy provides an agreed open and transparent procedure for officers and Elected Members to follow when a request for the Council to open a book of condolence is requested. It is supported with criteria to moderate comments from online books that do not meet the standards as agreed by the Council in relation to comments in these circumstances. All online comments are uploaded twice daily to enable moderating of comments to be carried out.</p> <p>Within this policy the Council reserves the right to remove comments, without notification, which:</p> <ul style="list-style-type: none"> <li>• bully, harass or intimidate any individual or organisation</li> <li>• are unlawful, libellous, defamatory, abusive, threatening, harmful, obscene, profane, sexually oriented or racially offensive</li> <li>• infringe or violate someone else's rights</li> </ul>	Screened out

		<ul style="list-style-type: none"><li>• violate the law</li><li>• discuss on-going legal proceedings</li><li>• are spam</li><li>• advertise products or services</li><li>• are irrelevant or off-topic</li><li>• are disruptive</li><li>• are repetitive.</li></ul> <p>Ards and North Down Borough Council will also remove or ban any user who:</p> <ul style="list-style-type: none"><li>• continues to post comments such as those listed above</li><li>• encourages others to post such comments</li><li>• has an offensive username.</li></ul>	
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