

# **ARDS AND NORTH DOWN BOROUGH COUNCIL**

29 April 2021

Dear Sir/Madam

You are hereby invited to attend a meeting of the Ards and North Down Borough Corporate Committee which will be held remotely via Zoom on **Thursday 6<sup>th</sup> May 2021 commencing at 7 pm.**

Yours faithfully

Stephen Reid  
Chief Executive  
Ards and North Down Borough Council

## **A G E N D A**

1. Apologies
2. Declarations of Interest
3. The Rural Needs Act (NI) 2016 (Report attached)
4. Adult Safeguarding Champion Position Report 2020-2021 (Report attached)
5. Request to light up Council buildings for Remembrance Day for Victims of Terrorism annually on 11<sup>th</sup> March (Report attached)
6. Any other notified business

### **ITEMS 7 - 8 \*\*\*IN CONFIDENCE\*\*\***

7. Vesting Order 60-64 William Street, Newtownards (Report attached)
8. Use of the Kingsland Tennis Courts and Pitch & Putt area by Ballyholme Yacht Club (Report to follow)

### **MEMBERSHIP OF CORPORATE SERVICES COMMITTEE (16 Members)**

Alderman Keery	Councillor Dunlop
Alderman Gibson (Vice-Chairman)	Councillor Egan
Alderman Girvan	Councillor Greer
Alderman Irvine	Councillor Gilmour
Alderman McIlveen	Councillor Mathison
Councillor Blaney	Councillor McKimm

Councillor Chambers (Chairman)	Councillor T Smith
Councillor Cooper	Councillor P Smith

**ITEM 3****Ards and North Down Borough Council**

Report Classification	Unclassified
Council/Committee	Corporate Services Committee
Date of Meeting	06 May 2021
Responsible Director	Director of Organisational Development and Administration
Responsible Head of Service	Head of Administration
Date of Report	02 April 2021
File Reference	RA 2
Legislation	The Rural Needs Act (NI) 2016
Section 75 Compliant	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> If other, please add comment below:
Subject	The Rural Needs Act (NI) 2016 Monitoring Return for the period 1 April 2020 - 31 March 2021
Attachments	Annual Report and Accounts 2020 - 2021 Completed Template of policies screened 1 April 2020 - 31 March 2021

The revised guidance provided by the Department of Agriculture, Environment and Rural Affairs (DAERA) in April 2018 aimed to provide clarity on the statutory duties imposed on public authorities and help ensure they fulfil their statutory duties. Following this review, the Council officers revised their screening form. The Rural Needs Act requires each public authority to prepare an annual report and complete a template in relation to each policy, strategy and plan which has been developed, adopted, implemented or revised during the reporting period.

The template requires the Description of the activity undertaken by the public authority which is subject to Section 1(1) of the Rural Needs Act (NI) 2016; the

rural policy area(s) which the activity relates to; and how the public authority has had due regard to rural needs when developing, adopting, implementing or revising the policy, strategy or plan or when designing or delivering the public service

This report has the completed template appended that includes the required information from Public Authorities under Section 3(1)(a) of the Rural Needs Act (NI) 2016 and comments on the completed screening documents for the period from 1 April 2020 until 31 March 2021.

The Council ensures each Council policy screened for Section 75 compliance simultaneously is screened to ensure it considers the Councils duties and responsibilities of the Rural Needs Act (NI) 2016.

### **RECOMMENDATION**

It is recommended that this report and its contents are noted, and the attachment forwarded to DAERA as requested.

## The Rural Needs Act (Northern Ireland) 2016

### Annual Report and Accounts 2020 - 2021

The Rural Needs Act (Northern Ireland) 2016 (the Act) came into operation for Government Departments and District Councils on 1 June 2017. The Act requires policy makers and public authorities to have due regard to rural needs when developing and implementing policies and when designing and delivering public services.

In order to fulfil its obligations under Section 1 of the Act, twenty-seven Rural Needs Screenings have been completed across the Council Directorates from 1 April 2020 for the year 2020/2021. Ards and North Down Borough Council will list these screenings within the Rural Needs Annual Monitoring Reports 2020/2021.

Ards and North Down Borough Council has a range of responsibilities in relation to ensuring the rural communities within the Borough are included in accessing the range of council facilities and services including:

- the range of grant awards;
- access to the range of Community Development programmes;
- access to community facilities, household recycling centres, sport and leisure facilities and activities, as well as tourism centres and events;
- access to schemes and activities for children and young people across the Borough during school holidays;
- interventions such as business clinics and workshops now being delivered online and open to all, due to Covid -19 restrictions, and which are promoted through ezines and relevant groups;
- the opportunity to meet with business mentors locally to address business development needs in line with Health and Safety guidelines;
- provision of transport for rurally located individuals to enable attendance at our annual jobs fair;
- the Northern Ireland Rural Development Programme Rural Business Investment Scheme which is designed to create jobs and provide investment support to create and develop micro and small enterprises, including farm diversification and private tourism business in rural areas (this scheme is in the stages of delivery and is now closed);
- the Northern Ireland Rural Development Programme Village Renewal Scheme that provides financial support for the drafting of integrated village

plans, and renewal of rural villages through prioritises outlined in existing village plans. (This scheme is in the stages of delivery and is now closed);

- the Northern Broadband Scheme is focused on small broadband infrastructure scheme did not progress but there are other schemes now available, with consideration in plans to optimise full fibre connectivity across the borough as part of the Full Fibre NI programme and Project Stratum which will deliver full fibre broadband access to rural communities and will pass approx. 3684 premises across Ards and North Down. Further discussions will take place with the relevant bodies to address the remaining hard to reach rural areas without access;
- the Northern Ireland Rural Development Programme Rural Basic Services Scheme to support capital investment which will provide access to basic services or improvement to social infrastructure (including activities to reduce social isolation and/or poverty). To improve the welfare and access to basic services of those living in rural areas and which are an integral part of and in line with the Council Community Plan and emerging priorities. (This scheme is in the stages of delivery and is now closed) and;
- In 2019/2020 the Council administered the Rural Business Capital Grant Programme on behalf of the Department of Agriculture, Environment and Rural Affairs. The scheme is funded under DAERA's Tackling Rural Poverty and Social Isolation Programme (TRPSI), which aims to assist in tackling poverty and social isolation within deprived rural areas. The scheme supported businesses in rural areas with a capital grant capped at £4,999 (£45K total) to enhance their sustainability and growth prospects by March 2020, at a match funding rate of 50% from DAERA and 50% from participating businesses.

Services were maintained during the period of this report to ensure all Covid-19 regulations and guidelines were fulfilled. These affected rural areas and additional support was provided where this was possible.



## Appendix 2 - Template for Information to be Compiled

### Information to be compiled by Public Authorities under Section 3(1)(a) of the Rural Needs Act (NI) 2016.

(To be completed and included in public authorities' own annual reports and submitted to DAERA for inclusion in the Rural Needs Annual Monitoring Report).

Name of Public Authority:

Reporting Period: April 20  to March 20

The following information should be compiled in respect of each policy, strategy and plan which has been developed, adopted, implemented or revised and each public service which has been designed or delivered by the public authority during the reporting period.

Description of the activity undertaken by the public authority which is subject to section 1(1) of the Rural Needs Act (NI) 2016 <sup>1</sup> .	The rural policy area(s) which the activity relates to <sup>2</sup> .	Describe how the public authority has had due regard to rural needs when developing, adopting, implementing or revising the policy, strategy or plan or when designing or delivering the public service <sup>3</sup> .
Community Support Hub	Cross-cutting	A multi-agency approach has been utilised in the development of this policy, to ensure all identified rural needs are addressed. The range of needs of all the residents of the Borough have been considered throughout the development of this policy. This policy will enable all residents of the Borough to access the Community Hub services from their own home, and this will mitigate the social and economic needs of those living in a rural location.
Ards and North Down Borough Council Employee Furlough Arrangements	Internal	This internal policy is delivered based on the employee's tasks or place of work. It has ensured that where rural service may be retained within the Local and Regional Guidance and with safety paramount these facilities and services have been retained or

		delivered in a manner that is suitable and appropriate for all employees working in or living in rural areas. Furlough arrangements have been considered equitably and appropriately with service delivery as the main assurance for residents, ratepayers and employees.
Rent Rebate Scheme for Covid -19 Due Diligence Scheme	Rural business	These arrangements will impact on potentially all who have a rental or license arrangement with Ards and North Down Borough Council no matter where the facility is located.
Amendment of Standing Orders to enable remote attendance at Council meetings	Broadband & Mobile Communications	Prior to implementing the meetings and holding the first remote meeting, Business Technology officers have worked with all Members and officers in rural areas as required to ensure they have the necessary technology and connectivity in place to access and participate in the meetings. Consideration of rural needs has also meant that provision has been made for anyone who remains concerned with regard to connectivity to attend Council offices and participate remotely in the meeting from that venue.
Request to locate a RUC plaque in Ards Arts Centre to mark the centenary of the forming of the RUC	Other - raise awareness and acknowledge role of RUC	The area of Newtownards is appropriate for an event such as this with the Royal British Legion facility in the town as wreath laying may take place there and Newtownards is a central area for all to visit and participate if eligible which good public transport, car parking and facilities for attendees.
Proposed Portaferry Visitor Information Provision 2021 – Portaferry VIC lease expires 31 March 2021	Rural Tourism	The relocation of this service satisfies the need to keep residents, ratepayers and visitors in the borough. It encourages them from the large towns and on to the rural routes as part of the tourism plan in rural areas and supports creative craft providers in the area. Also, for those going to or coming from Newry Mourne and Down Council area they have the facility to get year-round tourism provision. This will include information on the Ards Peninsula as well as other rural tourism sites and experiences etc. as this will also be housed in the proposed location to promote rural and benefit the economy.
Covid 19 Workplace Advice	Internal	The policy is based on central and Local Government advice in relation to the restrictions across the Borough. The policy takes into consideration the needs of those residing or providing services in rural

		areas.
ANDBC Books of Condolence	Internal	Although this policy is to provide clarity in when a book of condolence may be opened the policy does take into consideration the needs of those in rural areas who may not otherwise be in a position to visit the location of the books during the period in which they are open for signing. Access to online books will assist those individuals.
Budget review September 2020 – March 20	Internal	This policy is based on delivering Council services cognisant of the needs of all residents in the Borough, to businesses as well as delivering to those visiting the Borough, whilst ensuring the restrictions from local and central government are adhered to.
ANDBC Voluntary Severance Scheme	Internal	This is a policy that is available to all employees and will be affected where the criteria of service provision across the Borough will not be adversely affected.
ANDBC Compulsory Redundancy Scheme	Internal	This is a policy that will be applied to all employees across the Council. The policy applies where the post is no longer in place or the service will not be provided then the individual will be made redundant. Rural and non-rural service provision will be reviewed as part of this policy.
Interim Home Working Arrangements	Cross-cutting	All employees will be affected dependent on their tasks and responsibilities as outlined by central and local government advice. It outlines the support for each employee in their circumstances.
Interim Part-time Study Policy (Covid-19)	Internal	This policy will be enacted based on the employee's duties irrespective of where they are carried out.
Covid Community Recovery Plan	Cross-cutting	This policy considers and addresses the needs of those in rural areas – including those living and those providing services. The Plan will identify different needs through working with individuals and statutory, community and voluntary organisations. The issues will be particularly around, but not solely about isolation and loneliness and include transport, broadband, local facilities of shops, community centres and other services. They will address the needs of all ages and those working and those not working.
Trial alteration to household bin collection in 4 collections which correlates to 5%of domestic	Other – Statutory Duty and	The trial period ensures all household collection services in any area of the borough including all rural areas will be provided with a service that meets their

household	Sustainability Policy delivery	needs including taking positive action to provide bins appropriate for larger households, those with medical or clinical need or other needs as identified within the policy.
ANDBC events for 100 <sup>th</sup> Anniversary of Northern Ireland	Education and training	Where the events are appropriate to be supported in the area due to size of area, access etc, or to those involved they will be delivered in a range of rural areas of the Borough. These may include tree planting or talks on events 100 years ago.
Ards and North Down Innovation Hub Outline Business Case	Cross cutting	The Business case does consider the location of the hub in or near rural areas as well as the needs of those living, working or hoping to develop a business in a rural area of the Borough. All relevant requirements will be considered throughout the planning and development stages.
Borough Events Strategic Direction 2020 - 2025	Cross cutting	The Plan seeks to ensure events and support for those providing events will be provided where the conditions including theme, infrastructure, relevance to the area is suitable.
Cemeteries Pricing Policy 2021 - 2022	Internal	This is an inflationary uplift across all cemeteries within the Borough.
Ards and North Down In-House Leisure Pricing Policy 2021 – 2022	Internal	This is an inflationary uplift across all relevant leisure provision within the Borough.
Bicentenary of Donaghadee Harbour	Cross cutting	Although Donaghadee is not a rural area of the Borough this event will take place in the area and raise the profile of the history that is on the boundary of rural areas. This event will encourage attendance from local areas who would not otherwise perhaps attend events in larger areas.
2021/22 Arts and Tourism Events Transition Plan	Cross cutting	This plan is developed based on themes identified in the Borough Events Strategic Direction. They include: 'Sea, Coast and Maritime', 'Food and Drink', 'Creative Industry', 'Arts and Crafts', 'Live Music', 'Heritage and Ecology'. Many themes have a relevance to rural areas within the Borough. All the event planning will ensure the needs of rural dwellers will be considered to ensure their access to attendance and relevant events are supported in their area.
Tourism Events Grant Scheme 21/22	Rural Tourism	The Tourism Events Grant Scheme contains themes identified in the Borough Events Strategic Direction. These themes are often relevant to rural areas within

		<p>the Borough. Access for attendees to large scale events in non-rural areas will be considered and where public transport is limited, services to assist access will be reviewed and implemented as required.</p> <p>Access to and egress from areas that are more rural, and events are held will be considered in the planning to ensure attendees may attend by public or private transport and routes are open for all users in the area.</p>
ERDF Digital Project Application Proposal to aid COVID-19 Recovery	Rural Business	This funding is to enable business transformation of any business within the criteria irrespective of where it is located or with whom it does business.
Ards and North Down Borough Council Roadmap to Sustainability 2021-2028	Cross cutting	<p>This Roadmap has been developed to formalise the Council's commitment to becoming more sustainable. The Council, through its implementation of other key strategies and partnerships such as The Big Plan and ongoing initiatives to improve waste management practices within the Borough, has been steadily improving its sustainability performance.</p> <p>This Roadmap is for the period 2021 to 2028 and will be updated periodically, with the accompanying Action Plan reviewed and updated on an annual basis.</p> <p>This roadmap and subsequent annual action plans will impact positively on all ratepayers, residents of the Borough and businesses as the roadmap gives direction for all services to achieve the objectives of sustainability irrespective of the location within the Borough.</p>
Policy and procedures for exhibition selection at Ards Arts Centre	Cross cutting	The Arts bring employment for individuals particularly in the visual art and craft sectors and other creative industries. The Borough has a high concentration of artists and makers choosing to live and work in rural areas as they find inspiration in the natural beauty of the Borough and Strangford Lough. It is important for as broad a range of individuals of all ages to engage in the arts as it brings social interaction, expression of their talents, inspires creativity and has a proven positive impact on wellbeing. These identified needs have been considered as an integral part of this policy.
Future Cemetery Provision Project Brief	Other –Rural employment and provision of burial	This Future Cemetery Provision Project Brief explores the needs of the Borough and Council areas that border with the ANDBC boundary to provide suitable

	space in rural areas	burial space for the next 30 to 50 years for the burial of both coffins and ashes. The location of these sites considers the needs of those in rural areas both in the provision of the space as well as the connectivity to sites across the Borough.
--	----------------------	---

## NOTES

1. This information should normally be contained in section 1B of the RNIA Template completed in respect of the activity.
2. This information should normally be contained in section 2D of the RNIA Template completed in respect of the activity.
3. The information contained in sections 3D, 4A & 5B of the RNIA Template should be considered when completing this section.

**ITEM 4****Ards and North Down Borough Council**

Report Classification	Unclassified
Council/Committee	Corporate Services Committee
Date of Meeting	06 May 2021
Responsible Director	Director of Organisational Development and Administration
Responsible Head of Service	Head of Administration
Date of Report	01 April 2021
File Reference	SG 18
Legislation	Adult Safeguarding: Prevention and Protection in Partnership July 2015
Section 75 Compliant	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> If other, please add comment below:
Subject	Adult Safeguarding Champion Position Report 2020 - 2021
Attachments	Adult Safeguarding Champion Position Report 2020 - 2021

Adult Safeguarding: Prevention and Protection in Partnership (July 2015) established new roles and responsibilities for implementation of adult safeguarding across all sectors.

The regional policy also saw the establishment of an Adult Safeguarding Champion (ASC). An ASC is required if an organisation have staff or volunteers who are subject to any level of vetting under the Safeguarding Vulnerable Groups (Northern Ireland) Order 2007.

The Council nominated the Compliance Officer (Equality and Safeguarding) as the Adult Safeguarding Champion.

The role of ASC is to ensure that, at a minimum, the organisation safeguards adults at risk by:

- recognising that adult harm is wrong and should not be tolerated;
  - being aware of the signs of harm from abuse, exploitation and neglect.
  - reducing opportunities for harm from abuse, exploitation and neglect to occur;
- and
- knowing how and when to report safeguarding concerns to Health and Social Care Trusts or the PSNI.

The key responsibilities of the ASC are:

1. To provide information, support and advice for staff and/or volunteers on adult safeguarding within the organisation.
2. To ensure that the organisation's adult safeguarding policy is disseminated, and support implemented throughout the organisation.
3. To advise the organisation regarding adult safeguarding training needs.
4. To provide advice to staff or volunteers who have concerns about the signs of harm and ensure a report is made to the Trust or PSNI where there is a safeguarding concern.
5. To support staff to ensure any actions take account of what the adult wishes to achieve – this should not prevent information about risks of serious harm being passed to the relevant HSC Trust Adult Protection Gateway Service for assessment and decision making.
6. To establish contact with the HSC Trust Designated Adult Protection Officer (DAPO), PSNI and other agencies as appropriate.
7. To ensure accurate and up to date records are maintained detailing all decisions made, the reasons for those decisions and any actions taken.
8. To compile and analyse records of reported concerns to determine whether a number of low-level concerns are accumulating to become more significant. These records must be available on request for inspection.

In addition, the ASC is required to complete an annual Adult Safeguarding Champion Position Report to meet the governance requirements set out in the Policy. It is also recommended that core information from the Position Report is included in any organisational annual reports or updates.

Position Reports are to be made available for any external audit purposes, for example any audits undertaken by the Local Adult Safeguarding Partnership, and to demonstrate compliance with policies. The Position Report is central in demonstrating that the Council is complying with the requirements of the regional adult safeguarding policy.

Attached is the third Adult Safeguarding Champion Position Report for Ards and North Down Borough Council. The Officers at Bangor Aurora Aquatics and Leisure Complex have no reported incidents in this period. This is considered to be the result of the limited services provided at their Council operated facilities.

### **RECOMMENDATION**

It is recommended that this report and its contents are noted.

# ADULT SAFEGUARDING CHAMPION POSITION REPORT

1	<b>Name of organisation:</b>	Ards and North Down Borough Council
2	<b>Type of services/facility delivered to adults:</b>	<p>Many of the activities have been reduced or changed in structure or delivery mechanism throughout this year due to the Covid-19 restrictions across society.</p> <p>The Council provides the following range of services:</p> <ul style="list-style-type: none"> <li>• Community Services offered through in-house provision.</li> <li>• Provision of community, sport and leisure and arts facilities for booking by a broad range of users when restrictions allow for bookings.</li> <li>• Visits to the home of residents across the Borough in relation to a range of reported concerns including animal welfare, neglect, neighbour disputes, noise complaints, hoarding, anti-social behaviour, etc.</li> <li>• Visits to homes for inspection from a range of services including Building Control; Planning; Affordable Warmth/Grants; Home Safety; and inspection of houses in multiple occupancy.</li> <li>• Provision by in house and external providers of a range of sport and leisure activities at various locations across the Borough. Some services are managed in house and those managed by external providers have responsibility for safeguarding in their service delivery.</li> <li>• Meeting individuals within the community as officers carry out a range of functions including licensing of dogs and community safety.</li> <li>• Public consultations on a breadth of issues.</li> </ul>

		<ul style="list-style-type: none"><li>• Council officers attend a range of community and voluntary groups to make presentations on the range of services offered and encourage engagement on a breadth of services including education on recycling to the range of sport and leisure activities and how to engage cognisant of their particular needs.</li><li>• Attendance at local community hub meetings where concerns of and/or raised by community members are being discussed.</li><li>• Grant enquiries in relation to any of the Council grant programmes.</li><li>• Issuing of penalties and arranging payment of fines.</li><li>• Providing education at a range of community and council events.</li><li>• Provision of tourism events.</li><li>• Collection of waste from homes and businesses, street cleansing services. Delivery of bins and recycling receptacles to new and established homes.</li><li>• Arrangements for licensing of services and keeping of Bye Laws.</li><li>• Provision of open spaces and parks that are not manned but serviced by Council employees.</li><li>• Provision of cemeteries.</li><li>• Attendance of Council officers at community meetings.</li><li>• Registration of births, deaths and marriages which is a sensitive time in individuals lives.</li><li>• Delivery and support to Community Development programmes.</li></ul> <p>From March 2020 many of the Council services that are customer facing have been removed or reduced in frequency and are delivered in new and evolving manners to address the changes and restrictions from central and local government for the safety of all.</p>
--	--	---

		<p>The introduction of telephone contact has enabled the Council to engage with more individuals than they would in previous situations but also at the times of crisis to hear the stories and concerns on their lives.</p> <p>On-line meetings have engaged a wider audience in some circumstances as individuals who have access to online meetings do not have to travel, particularly for evening meetings or appreciate the reduced time with no travel required.</p>
3	<b>Name of Adult Safeguarding Champion:</b>	Shirley Poxon
4	<b>Position in organisation:</b>	Compliance Officer (Equality and Safeguarding)
5	<b>Reporting period covered:</b>	1 April 2020 – 31 March 2021
6	<b>Confirmation that the organisation has an adult safeguarding policy in place. Detail the most recent review date.</b>	February 2020 Safeguarding children, young people and adults who may be vulnerable policy
<b>Declaration (to be signed by the ASC)</b>		
I confirm that the information contained in this report is accurate;		
Name.....Shirley Poxon..... Designation .....Adult safeguarding Champion.....		
Date.....1 April 2021.....		

<p>Outline the reporting structure within the organisation/service.</p>	<p>The Council has appointed two named designated officers responsible for safeguarding children, young people and adults who may be vulnerable. The lead officer is the Compliance Officer (Equality and Safeguarding). The roles and responsibilities of the designated officer can be found in Appendix 3 of the Safeguarding children, young people and adults who may be vulnerable policy.</p> <p><b>Heads of Service</b> must ensure all their relevant employees of any grade and volunteers are subject to appropriate Access NI checks, these are agreed within the legislation and arranged before employment through the Human Resources Section. Volunteers Access NI checks are arranged through the Community Directorate.</p> <p><b>Line Managers</b> are responsible for ensuring their employees undertake appropriate training in advance of commencing their duties and relevant to their responsibilities. They also have responsibility coordinated through the Human Resources Training Section to ensure all employees receive appropriate training for their duties and responsibilities and this is maintained up to date.</p> <p><b>HR and OD</b> are responsible for ensuring the recruitment procedures for posts with direct access to children and young people or adults who may be vulnerable are in line with the Council's policy and that appropriate training is provided across the Council. They are also responsible for arranging training programmes that meet the internal and external requirements of employees and elected members.</p> <p><b>All employees</b> are responsible for carrying out their duties in a manner that safeguards children, young people and adults who may be vulnerable in line with this policy. They must also act in a way that protects them from wrongful allegations of abuse and bring matters of concern about the safety of children, young people and adults who may be vulnerable to the attention of the designated officer.</p> <p><b>Elected Members</b> have a responsibility when carrying out their duties to safeguard children, young people and adults who may be vulnerable and report any concerns to the Designated Officer.</p> <p><b>Where an individual, whilst engaged with Council</b> in any post whilst working with children and young people or adults who may be vulnerable, acquire a</p>
---	---

	<p>criminal record, the individual must inform their Line Manager. This is a condition of employment.</p> <p>The Council has nine <b>Nominated Safeguarding Officers</b> located across the borough in a range of facilities. This ensures trained individuals are in located in the main Council buildings and available outside normal working hours for employees and members of the public to have access to a trained officer about any safeguarding concerns they may have. Their responsibility is to ensure all enquiries and reports are correctly recorded and reported and must liaise with a Designated Officer in relation to each report.</p> <p><b>Aurora Aquatic and Leisure Complex</b> is managed and delivered by Serco Leisure Operating Ltd and overseen by Northern Community Leisure Trust. They have their own safeguarding policy and designated officers.</p> <p>The Council oversees and takes positive actions through the <b>Safeguarding Steering Group</b>. This Working Group has representation from across all Council Sections and enables good practice to be shared, concerns highlighted and addressed and ensures a consistent approach to safeguarding across the Council.</p> <p><b>All employees and elected members</b> are made aware it is their responsibility to report any safeguarding concerns to the Designated Officer or their Line Manager for appropriate recording and potential for reporting.</p>
<p>Has the ASC delegated adult safeguarding responsibilities to other staff/volunteers? If yes, please detail arrangements.</p>	<p>Line Managers and Nominated Safeguarding Officers are responsible for ensuring accurate and timely reports are made to the Designated Officers. This ensures appropriate action is taken in a timely manner. Should immediate action be required, or if a Designated Officer is not immediately available Line Managers and/or Nominated Safeguarding Officers will be required to make the referral to the relevant agency and follow up with the reports to the Designated Officer.</p>
<p>Overview of adult safeguarding activity in the reporting period to include prevention, protection and partnership activity where appropriate (note 1)</p>	<p>Training for employees and Elected Members: Ards and North Down Borough Council ceased all but health and safety training in April 2020 as there was to be a concentration on the response of all Council services to the pandemic. This included the establishment of the Community Hub to ensure all individuals in need of food registered and received the</p>

appropriate food for their needs. There also was a telephone befriending service set up operated and managed by Council employees.

Employees were redeployed as appropriate based on their current responsibilities, their status of employment or furloughed and volunteering for these support roles. No formal training was given to these employees and some Line Managers provided emotional and practical support to individuals who were involved in addressing some difficult situations.

The Community Hub which was supported by a number of statutory, community and voluntary partners shared the responsibility in supporting and referring safeguarding concerns dependent on the issues, to whom it was referred and by whom they were referred.

Awareness training on safeguarding for two employees who were appointed Tobacco Control Officers was delivered on Thursday 21 January 2021.

Mental Health Champions received a training and open forum on Tuesday 10 November 2020 when they received a presentation from the PIPS Charity (Public Initiative for Prevention of Suicide and Self Harm) and a short reminder of the value of self-care, particularly at this time.

ANDBC Safeguarding Steering Group Ards and North Down Borough Council Safeguarding Steering Group: The relevant Council officers representing the range of Council services met once during this year in September 2020 and have a meeting arranged for April 2021. At the meeting they addressed concerns that had arisen from March 2020 and in particular some of the situation's council officers involved in the community support work had encountered. They also shared good practice and concerns identified in some Council services, particularly with the changing nature and changing arrangements across the council services, particularly for those who are vulnerable and lonely and depended on the events provided by the Council Sections and the social interaction these provided. No presentation was arranged for this meeting as the issues and concerns of the council officers were considered appropriate for the agenda.

The Community Planning Partners from the statutory, community and voluntary sectors are working collaboratively to address loneliness, social isolation and neglect that has been a growing concern from before and exacerbated by the pandemic situation. The Age Friendly Alliance is also contributing to this work.

The Council as a partner on the Dementia Friendly Partnership also works with a breadth of agencies to ensure services are available and suitable for users and potential users. The Council has delivered a number of initiatives for those with dementia and their carers including art workshops, keep fit, Real Lives Event and were planning on delivering a drama in May 2020.

Reports are submitted to the Corporate Services Committee of the Council to inform of them of relevant work undertaken on behalf of the Council and Council responsibilities. Relevant information is also included in the four Section 75 Quarterly Report to Corporate Services Committee of the Council per annum.

LASP: The Designated Officer attends these regional meetings in the South Eastern Trust area. The building of relationships and the opportunity to share good practice and learn from the range of organisations is important both for the officer and to ensure the Council at all times operates under best practice. The Designated Officer was asked to be part of a subgroup to develop information leaflets for members of the public to inform them of relevant contacts for any concerns they may have.

Policing and Community Safety Partnership was restricted to the actions it could take over the period of this report. In relation to the subject of the report the following initiatives were delivered: Funding and support for a range of projects delivered through tenders and Service Level Agreement's dealing with Anti-Social Behaviour, Training in Awareness of Domestic Violence to a breadth of practitioners and organisations, Anti Burglary Schemes, Street Patrols, Road Safety. The Domestic Violence programme worked with MAP (Men's Advisory Project), Carafriend and Rainbow Trust.

	<p>PCSP also worked on a range of programmes to reduce antisocial behaviour in areas of the Council leisure facilities to highlight to those causing this nuisance the need to stop this activity and raise awareness of the fears it causes to other users of these areas including older people.</p> <p>Although PCSP did give advice where appropriate they were unable to provide information stands as no external events took place. The use of social media platforms was well received and included information on awareness of the range of scams.</p> <p>Support and advice were given to officers across the Council on concerns they have identified in their employment responsibilities and outside work.</p> <p>It Takes Allsorts Annual Staff Training Event which was online included a talk and presentation on the needs of those with dementia and their carers. They also informed those present of the range of support available as well as how to recognise early stages of this condition. A number of attendees requested advice following the presentation whilst some signed up for the seminars for carers support.</p> <p>The Mayor provided a video to demonstrate his and the councils support to all carers particularly in these very difficult times. The Council would normally support a carers event, but this had to be cancelled in June 2020.</p>
<p>Outline of key challenges and achievements in relation to adult safeguarding in the reporting period to include prevention, protection and partnership activity where appropriate.</p>	<p>Number of mental health concerns identified by council employees in carrying out their duties. These are identified in the community, many by telephone as services face to face were reduced but still some were identified by Council officers working in a range of facilities and providing services across the Borough.</p> <p>Frustration for officers when the cases they refer do not meet the threshold for Gateway referral or when an individual will withdraw consent for a referral to the appropriate agency.</p>

Concerns for an individual's safety when they threaten to take their life either on the phone, in person and referring on where appropriate and possible.

On many occasions there is limited information available about the individual in the situation our employees become involved in. We seldom have details of previous history, GP or Key Worker. Also, it can be difficult to gain permission to report as individuals tend to off load to Council employees (particularly as they are on the other end of the phone and would not otherwise recognise them). This is because often the voice is known to not be judgemental and the individuals do not want to have their situation referred on or ask to have it referred but do not provide details necessary.

Council officers work with PSNI, Social Services, other local councils, charities and other statutory, community and voluntary bodies relevant to each situation. A relationship continues to be built with the PSNI and a number of customer facing sections and individual officers to support individuals and employees in situations including when they feel threatened.

Mindwise and other support agencies engagement may be an option in cases of animal welfare and loneliness.

Relationship building with individuals and local networks to assist in referrals and support networks including for reporting concerns of domestic and sexual violence. The Council works to be a Safe Place for those that require the facility for their own safety.

A Mental Health Charter has been agreed by the Council for employees and is based on the ECNI Mental Health Charter. This provides support for employees and signposts to organisations. It is delivered through an action plan that is regularly monitored. Mental Health First Aiders are trained from across the Council, and they provide support to colleagues through the role of mental health

	<p>champions. Training is refreshed to ensure officers are skilled to support and signpost individuals as appropriate.</p> <p>Employee health and wellbeing have a programme to support employees and have information that is made available to individuals outside the Council. This is based on the Take 5 model and applied as appropriate to the event.</p>
<p>Detail how the organisation/service intends to ensure compliance with regional and organisational policy in the coming year.</p>	<p>Feedback from LASP and other regional forums.</p> <p>Trainings through dissemination of information to employees and Elected Members in trainings, Committee and Council reporting procedure, It Takes Allsorts annual employee and community event and at the Safeguarding Steering Group.</p> <p>Safeguarding Nominated Officers within the Council to expand their role through annual training to provide knowledgeable officers/colleagues for officers to report concerns to, thus raising the profile of the need to safeguard adults who may be vulnerable.</p> <p>The Lead Designated Officer was appointed through a Council Report to be the Councils Adult Safeguarding Champion.</p> <p>Enhance the role of Mental Health First Aiders to enable them to provide sign posting to individuals they come in contact within their Council officer role and outside work as well as to colleagues.</p> <p>Appointed Person identified and agreed as Lead Designated Officer.</p> <p>Quarterly Reports to Committee and Council that identify Adult Safeguarding concerns to ensure relevant issues are kept on the agenda and awareness of these is encouraged.</p> <p>Deliver roll out across the Council of review of safeguarding training to ensure all employees attend at least every three years.</p>

**Safeguarding Champion Position Report**

Reporting Period from.....1 April 2020.....to.....31 March 2021.....

This should be completed by all organisations **excluding HSC Trusts and PSNI**. Record data for the reporting period, made to the Trust in which the facility/service/service user is located.

		Belfast HSC	South Eastern HSC	Southern HSC	Western HSC	Northern HSC	Other (note 2)
1.1	Number of adult safeguarding concerns raised in the reporting period (note 3)		5				
1.2	Number of adult safeguarding concerns screened out in the reporting period (note 4)		3				
1.3	Number of adult safeguarding concerns <b>not</b> referred to HSC Trusts (note 5)						
1.4	Number of referrals made to HSC Trusts (note 6)		2				

<b>Adult Safeguarding Training (note 7)</b>	Level 1 Induction and basic awareness	Level 2 Awareness raising, recognising and responding	Level 3 Managers and ASCs
---	--	--	------------------------------

1.5	Have all relevant staff and volunteers been trained in adult safeguarding in the reporting period. If no, please provide detail.	Due to the pandemic and the Councils response and role, all training was postponed.		Adult Safeguarding Champion and Appointed Person Refresher February 2021
-----	---	---	--	--

1.6	Comment on how the data is being used by the organisation/service (note 8)	<p>This data demonstrates to the Council the role of the ASC and the remit across the Council to ensure adults who may be vulnerable when accessing our facilities or services require support of officers where applicable.</p> <p>The data demonstrates in this reporting period that a number of the cases that officers identified were referred directly to other agencies including GP and key workers where these were detailed during a conversation with an individual. No cases were reported to Aurora management during this period, and this is attributed to the length of closure for the services and premises.</p> <p>The data also demonstrates that as many in this age group were shielding for a significant period there was less contact with council officers and there was also a significant reduction in activities and events for these individuals and groups to attend.</p> <p>It demonstrates the number of referrals made and the need to ensure all Elected Members and officers are trained to identify where a safeguarding concern needs to be brought to the attention of the Designated Officer, even if only for awareness raising or to discuss the issues.</p> <p>The need for as much information to be collated by officers in making the report to ensure where a referral is considered necessary/appropriate that this will be made based on all available facts of the situation.</p> <p>The need to ensure that during training the request that officers have as much information as possible to provide Designated/Nominated Officers when making referrals is emphasised. This will enable a true record to be made based on available information to assist social services, PSNI, an individual's key worker or the GP to determine if the threshold has been reached in each situation.</p>		
-----	--	---	--	--

	<p>The value of monitoring and follow up of reported instances by officers where a referral may not have been originally made. This is important where a second referral is made, or query raised without the originator knowing of the previous incident(s).</p> <p>To develop training programmes delivered across the council to enable all employees and Elected Members to receive training that is timely and relevant to their duties and responsibilities and ensure awareness training is up to date and relevant. This is vital to address as soon as possible to ensure all employees are reminded of their responsibilities.</p> <p>There were no clear patterns identified as the range of Council services are broad and individual officers are engaged in a breadth of circumstances, but generally for a limited period.</p> <p>The change in situation this year has been noted as there has been less face-to-face contact with individuals in all services and we worked with partners in delivering some services and therefore referrals were made through the partner agencies.</p> <p>The need to support officers in making referrals and to manage some of the issues they identify that are out working to which they become aware or involved.</p> <p>When individuals have pet's, and the connection is or may be broken issues may be identified and officers require to be aware of support mechanisms in these circumstances.</p> <p>The need to be able to try to evaluate where neighbours or members of the community may have sincere concerns, or cause distress or may appear to be exploiting individuals by making reports and the effect these reports have on individual's mental health and vulnerability.</p> <p>Support from Community Hubs, PSNI and charities and Community Advice Centres have been used to signpost individuals where a referral is not appropriate or where information is not made available.</p> <p>The report allows for potential patterns of safeguarding concerns to be identified, possible explanations for emerging trends and patterns, changes to</p>
--	--

		<p>practices or procedures that have resulted from learning from safeguarding activity. To encourage reports to have all relevant information to assist in making a referral to the appropriate agency.</p>
--	--	---

### Guidance Notes

Field	Note		
	1	Overview of adult safeguarding activity in the reporting period to include prevention, protection and partnership activity where appropriate.	A summary of adult safeguarding actions which prevented or protected adults from harm- conferences attended, forums established/attended, reports disseminated, learning achieved etc
	2	Other	Outside the jurisdiction of Northern Ireland
	3	Number of adult safeguarding concerns raised in the reporting period	This is where a concern has been raised that an adult has been subjected to some form of abuse, neglect or exploitation.
	4	Number of adult safeguarding concerns screened out in the reporting period	Not meeting the definitions or thresholds, not safeguarding concerns
	5	Number of adult safeguarding concerns <b>not</b> referred to HSC Trusts	Received an alternative safeguarding response
	6	Number of referrals made to HSC Trusts	These are referrals that meet the definition of an adult at risk of harm and in need of protection as detailed in the Regional Adult Safeguarding Prevention and Protection in Partnership policy (July 2015)
	7	Adult Safeguarding Training	Details of Level 1,2 and 3 Adult Safeguarding training is available in The Northern Ireland Adult Safeguarding

			Partnership Training Strategy (2016). This is available at <a href="http://www.hscboard.hscni.net/niasp/">http://www.hscboard.hscni.net/niasp/</a>
	8	Comment on how the data is being used by the organisation/service	Analysis of patterns of safeguarding concerns, possible explanations for emerging trends and patterns, changes to practices or procedures that have resulted from learning from safeguarding activity. Comment on how adult safeguarding concerns not reported to HSC Trusts were managed.

**ITEM 5****Ards and North Down Borough Council**

Report Classification	Unclassified
Council/Committee	Corporate Services
Date of Meeting	06 May 2021
Responsible Director	Director of Organisational Development and Administration
Responsible Head of Service	Head of Administration
Date of Report	14 April 2021
File Reference	LP37
Legislation	
Section 75 Compliant	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Not Applicable <input type="checkbox"/>
Subject	Request to light up Council buildings for Remembrance Day for Victims of Terrorism annually on 11 <sup>th</sup> March
Attachments	

The Council has received a request from Councillor Cooper to light up Council Buildings on Remembrance Day for Victims of Terrorism annually on 11<sup>th</sup> March.

Further information relating this request:

*“Established to commemorate the Madrid bombings of 11<sup>th</sup> March 2004, the annual Remembrance Day is devoted to remembering all those who lost their lives or loved ones to terror, irrespective of whether those terrorist attacks took place inside the EU or beyond its borders.”*

**RECOMMENDATION**

It is recommended that the Council accedes to the request and that this is added to the annual lighting up schedule.