Dear Sir/Madam

You are hereby invited to attend a meeting of the Corporate Services Committee of the Ards and North Down Borough Council which will be held in the Council Chamber, 2 Church Street, Newtownards on Tuesday, 15 January 2019 commencing at 7.00pm.

Tea, coffee and sandwiches will be available from 6.00pm.

Yours faithfully

Stephen Reid
Chief Executive
Ards and North Down Borough Council

AGENDA

1. Apologies
2. Declarations of Interest
4. Prudential Indicators and Treasury Management - 2018/19 In-Year Report (Report attached)
5. 100th Anniversary of Northern Ireland (Report attached)
7. Invitation from Northern Ireland Electricity Networks (Report attached)
8. Issuing of Councillor Expenses on the Website (Report attached)
9. Recording Committee Meetings (Report attached)
10. Notices of Motion
10.1. Notice of Motion submitted by Councillor Smith

This Council condemns the recent attack on paramedics that occurred in Bangor and Newtownards. These are sadly just a few of many such incidents that take place right across Northern Ireland on an all too regular basis.

Our paramedics, along with all health sector workers, deserve respect, not abuse and violence.

This Council will write to Lord Chief Justice to issue sentencing guidelines to the courts reflecting a zero tolerance attitude to attacks on our emergency services and ensuring the courts apply appropriate custodial sentences to such offenders.

We believe the courts must act firmly to ensure that our justice system not only punishes those who commits these disgraceful crimes but also acts to deter these incidents happening in the future.

10.2. Notice of Motion submitted by Councillor Robinson

That this council will not allow its estate, including its car parks, to be used to facilitate any arranged event which compromises the welfare of any animals, either domestic or wild.

10.3. Notice of Motion submitted by Councillor McAlpine

That this Council notes that Adverse Childhood Experiences (ACESs) which include abuse, neglect and experience of domestic violence can impact on the whole life of affected individuals and accordingly agrees to request that officers bring back a report on ways to develop an understanding by both Councillors and staff of the impact of Adverse Childhood Experiences (ACEs) on our residents. The report should also address how strategies, including via the Big Plan, could developed to support the families, affected by ACEs, who are using our services, thereby promoting Ards and North Down Borough Council as an ACE-informed Council.

11. Response to Notice of Motion re Financial Cuts in the Provision of Community Transport (Report attached)

12. Response to Notice of Motion re Regional Trauma Network (Report attached)

13. Response to Notice of Motion re Importance of Personal Independence Payments (Report attached)

14. Response to Notice of Motion - Providing Sanitary Products Within Local Schools Free of Charge (Report attached)

15. Response to Notice of Motion – Strangford Ferry Service (Report attached)

16. Response to Notice of Motion – Residents’ Parking Schemes (Report attached)
16a. Consultation Response to 2021 Census Output (Report attached)

ITEMS 17-27 ***IN CONFIDENCE***

17. UK Exit from the EU (Brexit) (Report attached)
18. Civil Contingencies (Report attached)
19. Request for a licence to undertake works at the old Bangor outdoor bathing pool (Report attached)
20. Request to place LPWAN base stations on Council buildings at Bregenz House Bangor, The Boathouse, Groomsport and Comber Leisure Centre (Report attached)
21. Renewal of Royal Ulster Club Battery Lease on Seaciff Road, Bangor until April 2020 (Report attached)
22. Renewal of Lease of Helens’ Bay Tennis Club Pavilion to Helens Bay Tennis Club (Report attached)
23. Renewal of Licence to Helens Bay Players for site for storage container at land adjacent to the tennis pavilion, Fort Road, Helens Bay (Report attached)
24. Request from Chunky Dunkers for permission to erect a shelter at the Slipway, Donaghadee (Report attached)
25. Request for licence to carry out seaweed harvesting at Briggs Rock, Groomsport (Report attached)
27. Report of the Corporate Project Portfolio Board Meetings held on 4 September 2018 and 15 October 2018 (Copy attached)
28. Any Other Notified Business

Circulated for Information

(a) Letter from NILGOSC advising on Local Government Pension Scheme (NI) – Consultation on rectification of the Cost Cap Floor Breach
MEMBERSHIP OF CORPORATE SERVICES COMMITTEE (14 Members)

<table>
<thead>
<tr>
<th>Alderman Carson (Vice Chairman)</th>
<th>Councillor Gilmour (Chairman)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alderman Gibson</td>
<td>Councillor Kennedy</td>
</tr>
<tr>
<td>Alderman Girvan</td>
<td>Councillor McKee</td>
</tr>
<tr>
<td>Alderman Graham</td>
<td>Councillor Muir</td>
</tr>
<tr>
<td>Alderman Keery</td>
<td>Councillor McIlveen</td>
</tr>
<tr>
<td>Councillor Brooks</td>
<td>Councillor Smart</td>
</tr>
<tr>
<td>Councillor Chambers</td>
<td>Councillor Smith</td>
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</table>
Ards and North Down Borough Council

This Budgetary Control Report covers the 8-month period 1 April to 30 November 2018 and the Revenue Budgetary Control Report by Directorate is set out on page 2.

The Council has a full surplus at the end of November of £841,237 (box A) compared with a budgeted surplus for the same period of £22,000 (box B) resulting in a favourable variance on expected surplus of £819,237 (box E).

This is analysed as:

- Net Cost of Services showing an under spend of £564,323 (2.5%) (box C); and
- Non-service income and expenditure showing a favourable variance of £254,915 (box D).

Explanations for the Finance & Performance, Organisational Development & Administration and Chief Executive Directorates and Non-Service Income and Expenditure follow on pages 4 to 6. The detailed Budgetary Control reports for the Environment, Regeneration Development and Planning and Community and Wellbeing Directorates have been reported to the appropriate Committee.
<table>
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<tr>
<th>Note</th>
<th>Year to Date Actual £</th>
<th>Year to Date Budget £</th>
<th>Variance £</th>
<th>Annual Budget £</th>
<th>Variance %</th>
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<td>100 Community &amp; Wellbeing HQ</td>
<td>98,175</td>
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<td>981,373</td>
<td>1,072,900</td>
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<td>120 Community and Culture</td>
<td>1,249,055</td>
<td>1,338,800</td>
<td>(99,745)</td>
<td>1,937,800</td>
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<td>130 Leisure and Amenities</td>
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<td>3,719,300</td>
<td>43,803</td>
<td>5,593,100</td>
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<td><strong>Totals</strong></td>
<td><strong>6,091,706</strong></td>
<td><strong>6,235,200</strong></td>
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<td><strong>9,415,100</strong></td>
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<td>96,890</td>
<td>97,600</td>
<td>(710)</td>
<td>147,900</td>
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<td>8,644,342</td>
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<td>12,608,600</td>
<td>0.1</td>
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<td>220 Assets and Property Services</td>
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<td>4,161,700</td>
<td>228,996</td>
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<td>230 Regulatory Services</td>
<td>83,891</td>
<td>121,200</td>
<td>(37,309)</td>
<td>344,400</td>
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<td><strong>13,215,819</strong></td>
<td><strong>13,032,700</strong></td>
<td><strong>183,119</strong></td>
<td><strong>19,638,300</strong></td>
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<td>300 Regen, Dev &amp; Planning HQ</td>
<td>147,310</td>
<td>154,600</td>
<td>(7,290)</td>
<td>458,600</td>
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<td>310 Regeneration</td>
<td>447,996</td>
<td>550,700</td>
<td>(102,704)</td>
<td>1,170,900</td>
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<td>320 Econ Dev &amp; Tourism</td>
<td>590,010</td>
<td>678,700</td>
<td>(88,690)</td>
<td>1,148,500</td>
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<td>330 Planning</td>
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<td>697,600</td>
<td>(31,386)</td>
<td>1,065,900</td>
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<td>1,336,969</td>
<td>1,385,900</td>
<td>(48,931)</td>
<td>2,016,700</td>
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<td><strong>Totals</strong></td>
<td><strong>3,188,500</strong></td>
<td><strong>3,467,500</strong></td>
<td><strong>(279,000)</strong></td>
<td><strong>5,860,600</strong></td>
<td><strong>8.0</strong></td>
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<td>400 Finance &amp; Performance HQ</td>
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<td>70,500</td>
<td>(68,867)</td>
<td>105,800</td>
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<td>410 Internal Audit</td>
<td>41,600</td>
<td>41,600</td>
<td>-</td>
<td>62,000</td>
<td>-</td>
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<td>420 Finance</td>
<td>859,275</td>
<td>922,400</td>
<td>(63,125)</td>
<td>1,353,500</td>
<td>6.8</td>
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<td>430 Performance &amp; Projects</td>
<td>1,537,341</td>
<td>1,549,200</td>
<td>(11,859)</td>
<td>2,350,200</td>
<td>0.8</td>
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<tr>
<td><strong>Totals</strong></td>
<td><strong>2,439,848</strong></td>
<td><strong>2,583,700</strong></td>
<td><strong>(143,852)</strong></td>
<td><strong>3,871,500</strong></td>
<td><strong>5.6</strong></td>
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<td>500 OD &amp; Admin HQ</td>
<td>120,281</td>
<td>116,600</td>
<td>3,681</td>
<td>174,300</td>
<td>3.2</td>
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<td>510 HR &amp; OD</td>
<td>630,259</td>
<td>649,100</td>
<td>(18,841)</td>
<td>968,400</td>
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<td>520 Administration &amp; Customer Svcs</td>
<td>2,074,406</td>
<td>2,197,000</td>
<td>(122,594)</td>
<td>3,401,000</td>
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<td><strong>Totals</strong></td>
<td><strong>2,824,946</strong></td>
<td><strong>2,962,700</strong></td>
<td><strong>(137,754)</strong></td>
<td><strong>4,543,700</strong></td>
<td><strong>4.6</strong></td>
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<td>600 Chief Executive</td>
<td>278,846</td>
<td>314,600</td>
<td>(35,754)</td>
<td>555,300</td>
<td>11.4</td>
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<tr>
<td>610 Community Planning</td>
<td>110,249</td>
<td>115,000</td>
<td>(4,752)</td>
<td>186,100</td>
<td>4.1</td>
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<tr>
<td>620 Corporate Communications</td>
<td>299,465</td>
<td>302,300</td>
<td>(2,835)</td>
<td>503,400</td>
<td>0.9</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>688,559</strong></td>
<td><strong>731,900</strong></td>
<td><strong>(43,341)</strong></td>
<td><strong>1,244,800</strong></td>
<td><strong>5.9</strong></td>
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<tr>
<td><strong>NET COST OF SERVICES</strong></td>
<td><strong>28,449,377</strong></td>
<td><strong>29,013,700</strong></td>
<td><strong>(564,323)</strong></td>
<td><strong>44,574,000</strong></td>
<td><strong>1.9</strong></td>
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<td>910 Capital Financing</td>
<td>3,561,600</td>
<td>3,668,100</td>
<td>(106,500)</td>
<td>3,879,800</td>
<td>2.9</td>
</tr>
<tr>
<td>920 Bank Interest</td>
<td>(56,819)</td>
<td>(39,500)</td>
<td>(17,319)</td>
<td>(54,200)</td>
<td>(43.8)</td>
</tr>
<tr>
<td>930 Year End Transactions</td>
<td>44,786</td>
<td>45,500</td>
<td>(714)</td>
<td>-</td>
<td>1.6</td>
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<tr>
<td>940 District Rates &amp; Grants</td>
<td>(32,840,181)</td>
<td>(32,709,800)</td>
<td>(130,381)</td>
<td>(48,847,900)</td>
<td>(0.4)</td>
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<tr>
<td><strong>Non Service Income and Expenditure</strong></td>
<td><strong>(29,290,615)</strong></td>
<td><strong>(29,035,700)</strong></td>
<td><strong>(254,915)</strong></td>
<td><strong>(52,781,900)</strong></td>
<td><strong>(0.9)</strong></td>
</tr>
<tr>
<td><strong>Grand Totals</strong></td>
<td><strong>A (841,237)</strong></td>
<td><strong>B (22,000)</strong></td>
<td><strong>E (819,237)</strong></td>
<td><strong>(8,207,900)</strong></td>
<td><strong>(3723.8)</strong></td>
</tr>
</tbody>
</table>
### Note

<table>
<thead>
<tr>
<th>Note</th>
<th>Income</th>
<th>Variance</th>
<th>Expenditure</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Actual</td>
<td>Budget</td>
<td>Actual</td>
<td>Budget</td>
</tr>
<tr>
<td></td>
<td>£</td>
<td>£</td>
<td>£</td>
<td>£</td>
</tr>
</tbody>
</table>

#### Community & Wellbeing

*100 Community & Wellbeing HQ*

- 98,175 £94,200 (6,025 £)

*110 Environmental Health*

- 1,330,017 £1,396,700 (6,683 £)

*120 Community and Culture*

- 1,971,245 £2,279,800 (308,555 £)

*130 Leisure and Amenities*

- 5,558,343 £5,519,500 (38,843 £)

**Totals**

- 8,957,779 £9,300,200 (342,421 £)

#### Environment

*200 Environment HQ*

- 96,890 £97,600 (710 £)

*210 Waste and Cleansing Services*

- 9,656,298 £9,727,400 (71,102 £)

*220 Assets and Property Services*

- 4,500,672 £4,258,600 (242,072 £)

*230 Regulatory Services*

- 1,642,681 £1,712,400 (69,719 £)

**Totals**

- 15,896,541 £15,796,000 (100,541 £)

#### Regen, Development & Planning

*300 Regen, Dev & Planning HQ*

- 148,143 £154,600 (6,457 £)

*310 Regeneration*

- 760,800 £702,900 (57,900 £)

*320 Econ Dev*

- 856,654 £905,500 (48,846 £)

*330 Planning*

- 1,329,859 £1,379,400 (49,541 £)

*340 Tourism*

- 1,394,669 £1,435,600 (40,931 £)

**Totals**

- 4,490,125 £4,578,000 (87,875 £)

#### Finance & Performance

*400 Finance & Performance HQ*

- 1,633 £70,500 (68,867 £)

*410 Internal Audit*

- 41,600 £41,600 (- £)

*420 Finance*

- 859,063 £922,400 (63,337 £)

*430 Performance & Projects*

- 1,539,246 £1,549,200 (9,954 £)

**Totals**

- 2,441,542 £2,583,700 (142,158 £)

#### Org Development & Administration

*500 OD & Admin HQ*

- 120,281 £116,600 (3,681 £)

*510 HR & OD*

- 649,421 £649,100 (321 £)

*520 Administration & Customer Svcs*

- 2,320,449 £2,414,500 (94,051 £)

**Totals**

- 3,090,151 £3,180,200 (90,049 £)

#### Chief Executive

*600 Chief Executive*

- 278,846 £314,600 (35,754 £)

*610 Community Planning*

- 110,249 £115,000 (4,752 £)

*620 Corporate Communications*

- 299,465 £302,300 (2,835 £)

**Totals**

- 688,559 £731,900 (43,341 £)

**NET COST OF SERVICES**

- 35,564,698 £36,170,000 (605,302 £)

**Non Service Income and Expenditure**

*910 Capital Financing*

- 3,561,600 £3,668,100 (106,500 £)

*920 Bank Interest*

- - £ - (- £)

*930 Year End Transactions*

- 44,786 £45,500 (714 £)

*940 District Rates & Grants*

- - £ - (- £)

**Non Service Income and Expenditure**

- 3,606,386 £3,713,600 (107,214 £)

**Grand Totals**

- 39,171,084 £39,883,600 (712,516 £)
Explanation of Variance

A Budgetary Control Report by Income and Expenditure by Directorate is shown on page 3 which analyses the overall favourable variance (£819,237 – box E on page 2) as expenditure (£712,516 favourable – box F) and income (£106,721 favourable – box G).

The overall Council favourable variance (£819,237 – box E) can be summarised by the following table:

<table>
<thead>
<tr>
<th>Type</th>
<th>Variance £’000</th>
<th>Comment</th>
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</thead>
<tbody>
<tr>
<td>Salary Costs</td>
<td>(588.8)</td>
<td>This is mainly due to a number of vacant posts which either are to be filled or are in the process of being filled.</td>
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<tr>
<td>Maintenance costs</td>
<td>215.4</td>
<td>Explained on Environment report</td>
</tr>
<tr>
<td>Leisure running costs</td>
<td>(137.7)</td>
<td>Explained on the Community and Wellbeing report</td>
</tr>
<tr>
<td>Rates Income</td>
<td>(156.0)</td>
<td>Based on Q3 information from LPS</td>
</tr>
<tr>
<td>Capital Financing</td>
<td>(106.5)</td>
<td>Lag in capital expenditure</td>
</tr>
<tr>
<td>Other Variances</td>
<td>(45.6)</td>
<td>Combined effect of other expenditure &amp; income</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>(819.2)</strong></td>
<td><strong>Box E</strong></td>
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</table>

Finance & Performance

Expenditure - £142.2k (5.5%) better than budget to date.

1. Finance & Performance HQ - £68.9k under budget. This is due to a vacant post which was filled in December.
2. Finance - £63.3k under budget. Payroll costs are £59.8k under budget to date due to a delay in resourcing the software implementation projects. Some of this under spend may be carried into the next financial year should this be necessary.
3. Performance & Projects - £10.0k favourable. Payroll costs are £7.6k under budget to date due to a vacant post which is now being covered by agency.

Organisational Development & Administration

Expenditure - £90.0k (2.8%) better than budget to date. This favourable variance is mainly made up of the following: -
4. Human Resources and Organisational Development - £0.3k adverse which mainly consists of: -
   a. Payroll is £33.5k favourable. One post is being covered at no cost to Council and 2 administration posts have now been filled.
   b. Recruitment costs are £22.3k adverse. Two assessment centres have been required so far this year which were not budgeted for.
   c. Corporate Training expenditure is £12.0k over budget but this is more than offset by increased income – see 7a below

5. Administration & Customer Services - £94.1k favourable which mainly consists of: -
   a. Payroll is £79.7k favourable due to vacancies within Compliance (£56.1k) and Risk Management (£33.4k) some of which are in the process of being filled.
   b. Customer Services running costs are £23.9k better than budget to date mainly due to stationary, postage and training spend being less than expected to date.

Income - £47.7k (21.9%) better than budget to date. This favourable variance is mainly made up of the following: -

6. Administration income is £28.5k better than budget to date
   a. Land and Property rent income is £17.8k higher than budget to date.
   b. Registration income is £8.5k better than budget to date.

7. HR & OD income is £19.2k better than budget to date
   a. Corporate Training income is £19.2k better than budget. Non Council staff attending Council run courses have been rebilled. In addition, there have been internal contributions from two Council services that do not expect to use their own training budgets this year to Corporate Training to help fund additional Corporate Training courses. This is, in effect, additional income to Corporate Training and offsets the adverse expenditure variance – see 4c above.

Chief Executive

Expenditure - £43.3k (5.9%) better than budget to date. This favourable variance is mainly due to payroll costs being £50.6k less than budget to date due to vacant posts in Chief Executive’s Office and Corporate Communications. Most of Corporate Communications vacant posts are being covered by agency staff.
Expenditure - £107.2k (2.9%) better than budget to date.

8. This favourable variance is mainly due to interest payable and MRP being under budget (£106.5k) as a result of a lag in capital expenditure delaying the need to borrow.

Income - £147.7k (0.3%) better than budget to date.

9. The Council has been advised by LPS that, based on Quarter 3 information, the 2018/19 rates outturn may result in a positive finalisation of £156.0k. The positive impact of three valuation cases reported in October’s report has now largely been offset by a reduction in valuation. A further significant revaluation is expected to be finalised in the coming months, which would put the Council into a clawback situation. Officers are in regular contact with LPS to monitor these forecasts.

The graph, below, illustrates the trend of previous years APP forecasts and finalisations.

In addition, the Council’s estimated Quarter 2 2018/19 De-Rating Grant finalisation is indicating a clawback of £25.7k.

RECOMMENDATION

It is recommended that the Committee notes this report.
Ards and North Down Borough Council

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<th>Unclassified</th>
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<td>Corporate Services Committee</td>
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<tr>
<td>Date of Meeting</td>
<td>15 January 2019</td>
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<tr>
<td>Responsible Director</td>
<td>Director of Finance and Performance</td>
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<td>Responsible Head of Service</td>
<td>Head of Finance</td>
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<tr>
<td>Date of Report</td>
<td>13 December 2018</td>
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<td>FIN94</td>
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<td>Legislation</td>
<td>Local Government Finance Act (NI) 2011</td>
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<td>Subject</td>
<td>Prudential Indicators &amp; Treasury Management - 2018/19 In-Year Report</td>
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Introduction

In February 2018, to comply with requirements of the Local Government Finance Act (NI) 2011, Council approved its annual Treasury Management Strategy and associated Prudential Indicators for the financial year 2018/19.

The purpose of this report is to provide Members with an in-year progress report on performance, measured against the Prudential Indicators set for the financial year 2018/19. The figures presented in this report are based on knowledge held as at 30 November 2018.

1 Capital Expenditure & Financing

The aforementioned legislation and the CIPFA Prudential Code together require the Council to set and monitor a series of Prudential Indicators (PIs) for capital expenditure and financing. These PIs should ensure that, within a clear framework, the capital investment plans of the Council are affordable, prudent and sustainable. An update on the specific PIs which were set in February 2018 is provided below.
1.1 Capital Expenditure PI

The following table summarises the current estimate of capital expenditure compared to the original estimates approved by Council:

<table>
<thead>
<tr>
<th>Indicator</th>
<th>Original £'000</th>
<th>Revised £'000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capital Expenditure PI 2018/19 (Current Year)</td>
<td>28,172</td>
<td>19,875</td>
</tr>
<tr>
<td>Capital Expenditure PI 2017/18 (Previous Year)</td>
<td>33,884</td>
<td>19,219</td>
</tr>
</tbody>
</table>

For 2018/19, the original estimate of £28.2m is the approved capital budget for the year, whilst the revised estimate of £19.9m reflects the capital expenditure that is now expected to be incurred by 31 March 2019. The reduction in the forecast of approx. £8.3m has been offset by spend of £1.9m on the Ards Blair Mayne Wellbeing & Leisure Complex, which was met by budget carried forward from the previous year. The resulting £10.2m reduction is primarily due to slippages in the following schemes:

- Greenways Schemes – £2m due to delays at design development stage and applications timetable for the DfI funding scheme;
- Donaghadee and Holywood Sports Hubs – £2m has been re-profiled to later years, schemes have not progressed as expected;
- 3G Pitches, Portavogie and Portaferry – £1.6m has been re-profiled to 2019/20 due to delays in commencement of the construction stages;
- Peace 4 Shared Spaces Projects – £1m has been re-profiled to 2019/20 due to delays in the procurement stages for these projects;
- Urban Masterplan - £1m, this scheme is still at concept stage and has been removed from the plan until the scheme has progressed further;
- Village Plan Projects – £600k has been re-profiled to 2019/20 due to delays in the design development stages for these projects;
- Ballycopeland Windmill - £500k, the financial delivery model for this scheme has changed and whilst the Council will still contribute to its development, it is no longer considered a capital scheme;
- Other – £1.5m across a number of smaller schemes (including Cairnwood, works at Bangor Marina, community trails and playparks) has been re-profiled to 2019/20 due to delays in commencement of these works.

These movements, together with other slippages from the previous year and future years into later years have resulted in a change to the total estimated capital.
expenditure and financing requirements for the three-year period from 2018/19 to 2020/21, as summarised below:

<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Capital Expenditure</td>
<td>19,875 £'000</td>
<td>12,057 £'000</td>
<td>38,373 £'000</td>
<td>70,305 £'000</td>
<td>105,639 £'000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Financed by:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Loans</td>
<td>18,858 £'000</td>
<td>7,836 £'000</td>
<td>22,912 £'000</td>
<td>49,606 £'000</td>
<td>73,283 £'000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grants</td>
<td>239 £'000</td>
<td>2,773 £'000</td>
<td>15,236 £'000</td>
<td>18,248 £'000</td>
<td>28,120 £'000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capital Receipts</td>
<td>510 £'000</td>
<td>1,368 £'000</td>
<td>195 £'000</td>
<td>2,073 £'000</td>
<td>3,426 £'000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Funds &amp; Reserves</td>
<td>268 £'000</td>
<td>80 £'000</td>
<td>30 £'000</td>
<td>378 £'000</td>
<td>810 £'000</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1.2 Capital Financing Requirement and External Borrowings

The following table summarises the position on the other key PIs resulting from changes to the Capital Expenditure PI.

<table>
<thead>
<tr>
<th>Indicator</th>
<th>Original 31/03/19</th>
<th>Revised 31/03/19</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capital Financing Requirement (CFR)</td>
<td>94,688 £'000</td>
<td>88,693 £'000</td>
</tr>
<tr>
<td>External Gross Borrowing</td>
<td>88,718 £'000</td>
<td>77,400 £'000</td>
</tr>
<tr>
<td>Gross Borrowing within CFR</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

With revised external gross borrowing of £77.4m, the Council is still forecast to remain within both the Operational Boundary and Authorised Borrowing Limit set for the year as follows:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Operational Boundary for External Debt</td>
<td>£88.7m</td>
</tr>
<tr>
<td>Authorised Borrowing Limit</td>
<td>£94.7m</td>
</tr>
</tbody>
</table>

2 Treasury Management

2.1 Debt Activity: Long-Term Borrowings

During the period from 1 April to 30 November 2018, there was a requirement to take out new borrowings of £20m following expenditure incurred on Ards and Blair Mayne Wellbeing & Leisure complex. Council took advantage of a dip in long-term interest rates to borrow from the Department of Finance. This together with loan principal
repayments of £1.4m made during the same period resulted in a level of external borrowings at 30 November 2018 of £79.0m.

The revised capital financing requirement shows that the Council could increase its level of borrowings to £88.7m by 31 March 2019 (see table 1.2 above). However, an assessment of the Council’s cashflow position forecasts that no further long-term borrowings will be required to be taken out before this time. On this basis, after further repayments on existing loans due to be made in February 2019, the forecast level of long-term borrowings at 31 March 2019 will be £77.4m.

2.2 Debt Activity: Short-Term Borrowings

During the period from 1 April to 30 November 2018, short-term borrowings of up to £6m were taken out in place of long-term borrowings in accordance with the strategy adopted in February 2018. This has enabled the Council to obtain the short-term savings on interest payments that were built into the 2018/19 budgets. As at 30 November 2018, all short-term loans have been repaid and replaced with long-term borrowings from the Department of Finance. Further short-term borrowings may be required before the end of the financial year.

2.3 Investment Activity

The objectives of the Council’s investment strategy are safeguarding the repayment of the principal and interest on its investments on time, with the investment return being a secondary objective. The current investment climate continues to be one of overriding risk consideration, particularly that of counterparty risk. In line with advice provided by treasury management consultants, officers continue to implement an operational investment strategy of placing short-term investments with approved high quality counterparties.

For the period from 1 April to 30 November 2018, Council has earned interest of £20,885 on investment deals with approved financial institutions as summarised below:

<table>
<thead>
<tr>
<th>Institution</th>
<th>Average Deposit Size</th>
<th>Average Term</th>
<th>Average Interest Rate</th>
<th>Interest Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank of Scotland</td>
<td>£1.9m</td>
<td>47 days</td>
<td>0.57%</td>
<td>£3,824</td>
</tr>
<tr>
<td>Lloyds</td>
<td>£3.0m</td>
<td>Call A/c</td>
<td>0.74%</td>
<td>£7,733</td>
</tr>
<tr>
<td>CCLA</td>
<td>£2.3m</td>
<td>Call A/c</td>
<td>0.70%</td>
<td>£3,642</td>
</tr>
<tr>
<td>Santander</td>
<td>£2.6m</td>
<td>Call A/c</td>
<td>0.26%</td>
<td>£1,129</td>
</tr>
<tr>
<td>Barclays</td>
<td>Investment Bank Account</td>
<td></td>
<td>0.50%</td>
<td>£4,557</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>£20,885</strong></td>
</tr>
</tbody>
</table>
The Council’s limit for total principal sums invested for periods longer than 364 days is £500k. As at the date of this report, the Council has not entered into any such investments.

The balance of funds held in investment accounts at 30 November 2018 was £7m.

2.3 Debt Related Treasury Activity Limits

The table below shows the position at 30 November 2018 of all debt related treasury activity limits.

<table>
<thead>
<tr>
<th>Interest rate exposures</th>
<th>Limit set for 2018/19</th>
<th>Actual at 30/11/18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quantity of debt held at variable interest rates - upper limit</td>
<td>30%</td>
<td>3%</td>
</tr>
<tr>
<td>Quantity of debt held at fixed interest rates - upper limit</td>
<td>100%</td>
<td>97%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Maturity structure of fixed interest rate borrowing</th>
<th>Lower Limit set for 2018/19</th>
<th>Upper Limit set for 2018/19</th>
<th>Actual at 30/11/18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Under 12 months</td>
<td>0%</td>
<td>15%</td>
<td>4%</td>
</tr>
<tr>
<td>12 months to 2 years</td>
<td>0%</td>
<td>15%</td>
<td>5%</td>
</tr>
<tr>
<td>2 years to 5 years</td>
<td>0%</td>
<td>20%</td>
<td>14%</td>
</tr>
<tr>
<td>5 years to 10 years</td>
<td>0%</td>
<td>30%</td>
<td>19%</td>
</tr>
<tr>
<td>10 years and above</td>
<td>30%</td>
<td>90%</td>
<td>58%</td>
</tr>
</tbody>
</table>

RECOMMENDATION

It is recommended that Council notes this report.
Ards and North Down Borough Council

<table>
<thead>
<tr>
<th>Report Classification</th>
<th>Unclassified</th>
</tr>
</thead>
<tbody>
<tr>
<td>Council/Committee</td>
<td>Corporate Services Committee</td>
</tr>
<tr>
<td>Date of Meeting</td>
<td>15 January 2019</td>
</tr>
<tr>
<td>Responsible Director</td>
<td>Director of Organisational Development and Administration</td>
</tr>
<tr>
<td>Responsible Head of Service</td>
<td>Head of Administration</td>
</tr>
<tr>
<td>Date of Report</td>
<td>18 December 2018</td>
</tr>
<tr>
<td>File Reference</td>
<td>N/A</td>
</tr>
<tr>
<td>Legislation</td>
<td>N/A</td>
</tr>
<tr>
<td>Section 75 Compliant</td>
<td>Yes ☒ No ☐ Not Applicable ☐</td>
</tr>
<tr>
<td>Subject</td>
<td>100th Anniversary of Northern Ireland</td>
</tr>
<tr>
<td>Attachments</td>
<td></td>
</tr>
</tbody>
</table>

At the Council meeting in November 2018, the following motion was agreed:

“That this Council creates a Committee to consider the manner in which Ards and North Down Borough Council will mark the 100th Anniversary of Northern Ireland in 2021 and to draw up a schedule of appropriate events etc. through which to mark Northern Ireland’s 100th Birthday.”

It is suggested that a Sub-Committee, which would report to the Corporate Services Committee, would be the most suitable vehicle to achieve the motion’s objectives, bringing together elected members, relevant officers from various Council Directorates and other stakeholders, as deemed appropriate. (This would be a similar arrangement to that adopted by the Council to deliver First World War commemorative events).

It is further suggested that four elected members be appointed to the Sub-Committee at the Council’s Annual Meeting in May 2019.

**RECOMMENDATION**

It is recommended that the Council sets up a Sub-Committee, as described above, and, at its Annual Meeting in May 2019, appoints four members to serve on it.
Ards and North Down Borough Council

<table>
<thead>
<tr>
<th>Report Classification</th>
<th>Unclassified</th>
</tr>
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<tr>
<td>Responsible Head of Service</td>
<td>Head of Administration</td>
</tr>
<tr>
<td>Date of Report</td>
<td>27 December 2018</td>
</tr>
<tr>
<td>File Reference</td>
<td>EQ 33</td>
</tr>
<tr>
<td>Section 75 Compliant</td>
<td>Yes ☒ No ☐ Other ☐</td>
</tr>
<tr>
<td>If other, please add comment below:</td>
<td></td>
</tr>
<tr>
<td>Subject</td>
<td>Quarterly Report on Equality and Good Relations (Section 75 of The N.I. Act 1998) – 31st December 2018</td>
</tr>
<tr>
<td>Attachments</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Within the Council’s Equality Scheme, a progress report must be submitted on a quarterly basis to the Council’s Corporate Services Committee. This is to ensure the Council meets its obligations as identified in Section 75 of The Northern Ireland Act 1998. This report lists the actions of Council officers to meet the statutory duties since 1 October 2018.

Consultative Panel
The external Ards and North Down Borough Council Consultative Panel on Equality and Good Relations met on Tuesday 9 October for a Challenge Workshop to scrutinise the outcome of nine Section 75, Disability and Rural Needs screening outcomes. The panel had a presentation by Leona Maginn, Principal Planner, on the preparation of the Local Development Plan. Dr John Kremer also gave an overview of anti-discrimination legislation and recent case law. This training helps panel members to be aware of their responsibilities when reviewing the outcome of the screened policies. A Team Building exercise has been arranged for the panel.
members on 14 January 2019 to integrate the newer members with the more established members and encourage members to consider the needs of all Section 75 dimensions. This exercise will be followed by a brief Challenge Workshop to look at the four outstanding screened policies from October 2018. Comments from the Internal Screening Group will be shared at the Challenge Workshop.

**Screening of Council policies**
Council officers continue to screen council policies as an integral part of the policy development process. Completed screening forms are scrutinised by council officers at the Internal Screening Panel on Section 75, Rural Needs, GDPR and Sustainability. The Internal Screening Group will meet on Tuesday 8 January 2019 to review the screened outcomes of six council draft and final policies. Comments received at this meeting on the outcome of screened council policies will be shared with the Consultative Panel at the Challenge Workshop and reported back to relevant officers responsible for the operational delivery of policies.

**Quarterly Consultations**
The Council has a requirement within the Equality Scheme to publish the outcome of screened policies quarterly. The most recent quarterly report was uploaded onto the Council’s website on Wednesday 3 October 2018. This consultation included 7 policy screening outcomes. The screening forms are also made available on the Council’s website. The next quarterly screening consultation will be circulated on Thursday 3 January 2019 and will have six policy outcomes included in it.

**Equality Action Plan**
The Compliance Officer (Equality and Safeguarding) continues to work to deliver the equality action plan measures in relation to the display of flags and the collection and display of memorabilia in and on council premises and facilities. These have been the subject of discussion with Elected Members. The Equality Action Plan has been reviewed and was the subject of a report to this Committee in November 2018. It was decided that the Equality Action Plan of 2015 – 2018 would be extended and not consulted upon as the additional actions had been identified from the outcome and comments of the Consultative Panel, Internal Screening Group, good practice reviews and comments and complaints received from a range of sources.

**BSL Sign Video**
The Compliance Officer (Equality and Safeguarding) has budgeted for the purchase of a BSL Sign Video to enable individuals who are deaf or hearing impaired to communicate with the Council in a format that is suitable for them. The usage of this technology will be monitored and reviewed.

**Arrangements for British Deaf Association**
The individuals who attended the Council meeting on Wednesday 26 September 2018 were grateful for this opportunity to be invited to listen to the debates and have translators provided. The ‘Meet your Councillor’ Event held on the evening of Wednesday 17 October 2018 was also appreciated. Those present questioned the five Elected Members on a range of Council services and asked for assistance in how to progress some requests for services the Council provides. It was agreed by all present that the follow up event would be better attended if it was held in the Marquis Hall as part of the monthly meeting of the Deaf Club. Elected Members
present accepted the invitation to meet again at the Luncheon Club. Details will be circulated when they have been confirmed.

**Disability Forum**
The Disability Forum met on Monday 15 October in the Craig Room, Town Hall, Bangor. The members in attendance appreciated the presentation from Simon Wells – AECOM on the consultation and outcomes of the strategic approach to a shared greenway network. This network will significantly increase the length of traffic free routes and encourage people to walk and cycle as a regular part of everyday life.

This was followed by a presentation from Leona Maginn—Principal Planning and Technical Officer. Leona explained how The Local Development Plan will apply regional policies at local level and inform the public, statutory authorities, developers and other interested bodies of the policy framework and land use proposals that will guide development decisions within Ards and North Down. Both presentations encouraged feedback from all attendees, some of whom have engaged in these consultations.

The attendance of the Sports Development Team from Aurora and the Sports Development Officer of Ards and North Down Borough Council enabled healthy debate on the needs of users and how these are and could be met across the Borough.

The next meeting of the Disability Forum is on Tuesday 8 January 2019 at 10.30 am when the members will be facilitated on a familiarisation visit to the Ards Blair Mayne Leisure and Wellbeing Complex. The visit will help those present to familiarise themselves with the layout, size and range of facilities. The time taken at this early stage is appreciated as those with disabilities and carers require a period to adjust to new surroundings and travel arrangements.

**Follow up of Aurora**
The follow up meetings that have been arranged with the management and Sports Development Team at Aurora Aquatics and Leisure Centre have been useful as they have identified users concerns. These have been addressed and the dialogue between users and management continues to ensure concerns are responded to. It is also planned to promote the two changing places accessible facilities in Bangor Aurora Aquatic and Leisure Complex to enable more individuals and families to use the complex and include Castle Park and the Walled Garden in their experience.

**Meetings to discuss reductions across the Borough for individuals who require access to transport services of Disability Action or Down Community Transport**
Elected Member champions and officers that arranged the event in September continue to work with service providers to encourage engagement of all Councils to assist in raising awareness of the needs of those who are socially isolated or will become more isolated with the continual reduction in community transport services. Joint working with the Community Planning Manager ensures this area of need is highlighted for ownership and action by all relevant partners. The Elected Member Champions within the Council want to ensure these continual service reductions that are making many vulnerable people more isolated and are reducing the support of
carers is highlighted. To do this they are hoping to work with the other 10 councils and use the Community Planning structures and partnerships to address some of the identified needs in all our communities.

**DisabledGo/AccessAble**
DisabledGo has rebranded to AccessAble which will provide a more up to date database of services and appeal to a broader range of users. The launch of the new guide format and app was held on Tuesday 30 October in Belfast City Hall and attended by The Mayor, Councillor Richard Smart, Alderman Ian Henry (Mental Health Champion), Councillor Noelle Robinson (Diversity Champion and Champion for Older People) and Councillor Tom Smith (Diversity Champion and Mental Health Champion.) The annual review of all premises and facilities and the addition of an annual quota will begin on Tuesday 12 February 2019. A request has been made to audit the Ards Blair Mayne Wellbeing and Leisure Complex from this date.

**Disability Action Plan**
The Compliance Officer (Equality and Safeguarding) continues to work to deliver the Disability Action Plan. This includes facilitating requests for work placements for those returning to work through skills-based programmes and ensuring Council services are accessible to meet the needs of those with a disability as well as carers. An action of the Disability Action Plan is The Disability Forum. This has been recognised as good practice giving those with a disability and carers an opportunity to share experiences and address common issues that would not otherwise be highlighted. It was at the Disability Forum that service reductions to community transport was first raised by a member, as well as the need for swimming for special Olympics in this area. The promotion of the actions in the Mental Health Charter and the work to make Ards and North Down Borough Council a Disability Friendly Borough are amongst the actions in this Plan.

**Complaints**
To date there have been no complaints recorded in relation to Section 75 or the Councils Disability Duties. However, a user at Comber Leisure Centre did comment on the inappropriateness of the hoist in the Changing Places facility. This is being addressed by replacing the hoist with a more suitable one for carers. Also, a resident of the Borough has asked us to consider raising the profile of the changing places facilities and use of the radar key across the Borough to assist residents and visitors to access these facilities and enjoy a longer day out for groups and families.

**Beach accessibility**
The Community Planning Manager and Compliance Officer (Equality and Safeguarding) met with the Groomsport Village Association on Thursday 11 October to update them on the plans to date and address queries. They provided a brief update for the local publication and have since designed and issued a consultation to engage with a range of potential users, residents and businesses in the local area. Officers from across the Council are continuing to deliver actions to improve the area and meet the standards required for this accreditation and to ensure the area may be used by the range of potential users. A survey was issued on 3 December and closed on 20 December 2018 with over 200 responses. These responses, from both residents of Groomsport and visitors to the area have been positive towards the accessible beach proposal.
ECNI Mental Health Charter
Alderman Ian Henry (Mental Health Champion), The Environmental Health Manager (Health & Wellbeing), the Head of Human Resources and the Compliance Officer (Equality and Safeguarding) attended the ECNI conference on the Mental Health Charter on 3 December 2018. The Conference stressed the need for and value of a proactive Mental Health Charter in the workplace, supported by senior management, as the largest number of sick days in the work place generally are now attributed to stress. The Mental Health Charter for Ards and North Down Borough Council provides a range of actions that encourage discussions on mental health, signposts to confidential help for individuals and offers training and methods to help employees look after their mental health. SafeTalk training was delivered to employees and Elected Members in November and another session has been arranged for January 2019. This training is to give support to employees who may come across vulnerable individuals in their daily employment or are experiencing difficulties in their personal lives.

Take Your Place – Disabled People Moving Into Public Life
Alderman Ian Henry (Mental Health Champion), Councillor Tom Smith (Diversity and Mental Health Champion) and the Compliance Officer (Equality and Safeguarding) attended the Equality Commission workshop on Thursday 13 December 2018. The event looked at the ways we can support those with a disability to become more involved in public appointments, employment and other aspects that many of us take for granted. The event focused on the value of including those with a disability in decision making as they have “lived experiences”. A document entitled ‘Nothing About Us Without Us’ (UN Convention on the Rights of Persons with Disabilities (CRPD)) Putting the needs of those with a disability” reminded attendees that 37% of households in Northern Ireland include someone with a disability.

Community Planning
The Community Planning Manager and Compliance Officer (Equality and Safeguarding) continue to work together (and with Thematic Groups and the Age Friendly Alliance) to avoid duplication of actions and initiatives being developed across the Council towards being an Age Friendly Borough and to ensure relevant partners work together. This partnership working also enables social isolation and community transport concerns to be addressed by a range of partners within the Borough and through Community Planning Officers in Northern Ireland.

Disability Friendly Borough
The Council continues to progress this initiative through the awareness training of employees to provide them with the knowledge of the JAM card and what it means to users. Training is also being delivered on Dementia Awareness with a view to Ards and North Down being recognised as a Dementia Friendly Borough by March 2019. Autism friendly training is also being arranged to address service specific issues. The number of children and young people presenting with autism is increasing and their participation in mainstream activities including Council summer schemes and sport and leisure activities is encouraged.

Dementia Friendly Accreditation and Awareness – The Real Lives Event
The Community Planning Team and The Compliance Officer (Equality and Safeguarding) supported a Real Lives event in Bangor Aurora Aquatic and Leisure Complex on Thursday 25 October 2018. At this event people living with Dementia detailed what it means to them to be living with dementia and how it has affected their everyday lives. This event had 90 attendees and identified a range of methods the Council is using and could develop to be Dementia Friendly and raise awareness of the needs of those with dementia across the Borough. The event was the dubket of a feature on Radio Ulster on 25 October and, due to its popularity with listeners, was repeated on Friday 26 October. A number of Council employees who attended are planning on including Dementia Friendly initiatives into their service delivery. These will support the Council and Borough becoming Dementia Friendly accredited.

Transgender concerns
Leisure management continues to work with TransgenderNI to receive advice and support to enable them to make individuals whom they represent feel welcome at the Leisure facilities across the Borough.

Safeguarding Steering Group
The Councils Safeguarding Steering Group met on 29 November 2018 at which employees’ responsibilities to be alert to the safeguarding needs of all service users and in relation to confidentiality and prompt reporting were highlighted. A further meeting is scheduled for 24 January 2019 at this a speaker from TransgenderNI will make a presentation.

Safeguarding
The Compliance Officer (Equality and Safeguarding) continues to attend meetings on behalf of the Council on the Local Government Staff Commission Safeguarding Network, South Eastern Trust Training and Steering Groups on Safeguarding Children and Young People as well as with the South Eastern Trust Local Area Adult Safeguarding Partnership and the Safeguarding Board NI South Eastern Panel. All concerns to the Designated Officers are recorded and appropriate action taken as necessary. At the time of writing this report there have been 12 formal safeguarding reports in relation to children and young people and 9 formal reports relating to adults who may be vulnerable.

It Takes Allsorts
It Takes Allsorts events were held on Thursday 18 October 2018 in Londonderry Pavilion, Londonderry Park, Newtownards and on Tuesday 23 October 2018 in Donaghadee Community Centre. Elected Members and employees heard from a varied range of speakers and with the higher attendance this year and positive feedback planning for next year has already commenced. the sessions were seen as good practice for other statutory organisations.

RECOMMENDATION

It is recommended that this report is noted.
A letter has been received from Northern Ireland Electricity Networks explaining their role and advertising their “hotline” number for both elected Members and for Customers.

The hotline number (0808 100 2969) is a priority line for elected representatives only. The Customer Helpline number for the general public is 03457 643 643.

The letter also invites Members to meet NIE representatives at the Distribution Service Centre in Craigavon or, alternatively, advises that an Officer could attend a Council meeting.

**RECOMMENDATION**

It is recommended that Members consider if they wish to hear a presentation from NIE at a future Corporate Services Committee meeting or arrange for a visit to the Distribution Centre in Craigavon.
Mr Stephen Reid  
10 December 2018  
Ards and North Down Borough Council  
Town Hall  
The Castle  
Bangor  
BT20 4BT  

Dear Stephen  

NIE Networks is the owner of the electricity transmission and distribution networks in Northern Ireland and is the electricity distribution network operator, serving all 870,000 customers connected to the network. A key part of our role is to operate our network of overhead lines, underground cables and substations effectively to "keep the lights on" for our customers. If your electricity goes off unexpectedly, it is our job to fix it as quickly and safely as possible and keep you updated with our progress.  

As part of our annual 'Preparing for Winter' campaign, we have issued our hotline number to all elected representatives, recognising the important role they play in passing information to the general public and supporting relief efforts. The hotline number (0808 100 2969) is a priority line for elected representatives only. Our Customer Helpline number for the general public is 03457 643 643.  

If you or your team would like any further information on our winter preparations or on the work that we are planning in your area, please let me know—we would be delighted to host you or your team at our Distribution Service Centre in Craigavon. Alternatively we would welcome the opportunity to attend a Council meeting or to visit your offices. Please contact me directly to arrange.  

Yours sincerely  

Edel Creery  

Head of Communications and Customer Engagement  
Northern Ireland Electricity Networks Limited Registered Office: 120 Malone Road, Belfast. BT9 SHT Gold Registered in N.Ireland NI 26041
Background
The following amended Notice of Motion was agreed by the Council in November 2018:

“That this Council agrees, in the spirit of openness and transparency, to publish on the Council’s website individual, approved Councillor expense claim forms on an on-going basis and back to 1 April 2015 (or a later date from which records exist if claim forms not retained back to 1 April 2015) with redaction of relevant information to ensure compliance with relevant legislative obligations.

Report
Officers have considered this proposal under a number of headings:
1. Data Protection and Freedom of Information considerations
2. The Council’s Publication Scheme
3. Previous requests for this information
4. Approved Expenditure versus claimed expenditure
5. Usefulness of Information versus Officer time/expense
1. **Data Protection and Freedom of Information considerations**

Where the personal data is about an elected member carrying out their public duties the requestor would have a stronger expectation that information would be disclosed as there is a legitimate interest in the public being able to access expense claims arising during the course of public duties. This, however, must be balanced in light of the fairness aspect of the first data protection principle.

As Expense Forms contain a variety of personal information, the activity of publishing them to the public at large falls within the scope of the General Data Protection Regulations (GDPR), Data Protection Act 2018 (DPA) and Freedom of Information Act 2000 (FOIA).

Specifically, the forms contain information relating to home addresses, car registration numbers, signatures and information on journeys. Based on the fairness test, car registration numbers and signatures would be redacted from any documentation published to the public at large, as Councillors would have a fair and reasonable expectation that this information remain private.

The expectations of Councillors on the publication of home addresses would be affected by the public availability of that information. The DPO notes that a number of Councillors have published their home addresses on the Council’s website, with a number using the Town Hall as their postal address. As such, based on the reasonable expectations of Councillors, home addresses would be expected to be redacted from the claim forms of those Councillors who have not made their home address publicly available.

2. **The Council’s Publication Scheme**

The Council has an obligation to maintain a Publication Scheme under the FOI Act 2000. The Information Commissioner’s Office has produced a Definition Document for Councils in Northern Ireland giving guidance on the kinds of information it would expect Councils to provide to meet their commitments. The guidance document provides an indicative, but not exhaustive, list. The guidance refers to "The members’ allowances scheme and the allowances paid under it to councillors each year – the total of the allowances and expenses incurred by or paid to councillors by reference to categories. These categories should be produced in line with council guidelines and will be under headings like travel, subsistence and accommodation.”

The Council already complies with this requirement in relation to publishing Members’ total annual allowances and expenses incurred.

3. **Previous Requests for this Information**

The Council has only received 1 request under the FOIA for this specific information for a limited number of Councillors in the entire period 1st April 2015 to present. It
may be worthy of note that requests for information on total costs of trips outside of Northern Ireland are received on an annual basis from local journalists and special interest groups.

Additionally, the Belfast Telegraph and local press publish total allowances/expenses claimed by each Councillor on an annual basis.

4. Usefulness of Information versus Officer time/expense

It will be necessary for Finance Officers to review each submitted expense claim form from 1st April 2015, to determine applicable exemptions.

It would be expected that, consistent with the processing of FOI requests, that the Compliance Section would also be involved in this review with data protection queries also being referred to the DP Officer for consideration.

If each Councillor submitted one claim form each month from 1st April 2015 to 1st December 2018, this would amount to approximately 1,760 claim forms. Using an approximate total review time of 3 minutes for each form plus general admin work around accessing the forms etc. this would equate to nearly 100 hours of officer time (3 weeks’ work) to complete the backdating work, plus an on-going resource of 2.5 hours per month to review the forms each month in a timely manner.

5. Approved Expenditure versus claimed expenditure

The release of approved expenditure and claimed expenditure on expense forms will be reliant on the wording of any adopted Notice of Motion.

Should the Notice relate to approved expenditure only, then, in the strictest interpretation of that Notice, it is expected that lines of journey information relating to claimed but not approved expenditure would be redacted.

**RECOMMENDATION**

It is recommended that Members consider if they wish to publish details of Members’ Expense Forms on a monthly basis on the website from 1 April 2019 onwards.

It is further recommended that it is agreed not to review records since April 2015 as this will require officers to carry out approximately 3 weeks work to produce these records.
Ards and North Down Borough Council

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<td>Subject</td>
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A Notice of Motion was considered at the Corporate Committee in December 2018. The Notice of Motion was as follows:-

“That this Council agrees to introduce the audio recording of Committee meetings, excluding items considered “in committee”. This was amended to “that officers bring back a report on the recording of Committee meetings”.

Background
The Legislation requires that all full Council meetings are audio recorded. Since April 2015, the monthly Council meeting in the Town Hall, Bangor has been recorded and uploaded to the Council website each month. This excludes items considered ‘in committee’. There has been varying degrees of interest in accessing the recording, one month, due to the controversial nature of the debate, 195 people listened to the recording. The average number of listeners however would be in the region of 30 per month and one month it was 11 listeners.
Committee meetings are currently held in the Church Street building, where a new system was installed in November 2016, at a cost of £8,350 + VAT. The system has recording capability, however this is not presently utilised.

**Matters to be considered**

Should it be agreed to introduce audio recording of Committee meetings, the Democratic Services Officer taking the minutes at the meeting would be responsible for operating the audio system. This is considered manageable with current resources.

It is suggested however, to avoid confusion, that the Committee Meeting recordings should not be uploaded to the website until the Minutes of those meetings have been ratified as the committee decisions may be subject to change or amendment. Also, it is suggested that an explanation should be attached to the Committee meeting recordings that listeners should cross reference the content with the Minutes of the relevant Council Meeting.

Research has been carried out into the practices of other Councils in Northern Ireland. There is no common practice in this area, however, the majority of Councils only upload recordings of Council Meetings and those who upload recordings of Committee meetings do so after ratification of the Minutes has taken place.

**RECOMMENDATION**

It is recommended that, in light of the above, the Council considers whether to introduce the audio recording of Committee meetings, excluding items considered “In committee”.
Ards and North Down Borough Council

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<td>NOM 65</td>
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<td>Subject</td>
<td>Response to Notice of Motion re Financial Cuts in the Provision of Community Transport</td>
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<td>Letter from Fermanagh &amp; Omagh District Council</td>
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The following Notice of Motion was agreed by the Council in August 2018:

“That this Council undertakes to write to the other ten Councils requesting support in lobbying central government in relation to financial cuts introduced since 2015 in the provision of community transport for individuals isolated due to physical and mental health needs, rural location and those who are vulnerable due to personal circumstances and identifies the urgency to deal with as these individuals are very limited in opportunities to engage with others. A request will be made to meet the Secretary of State along with service users to highlight the range of concerns. It also calls upon the officers to bring back a report detailing the current service provision and the known effect of the service reductions across the Borough.”

The attached letter of support has been received from Fermanagh & Omagh District Council.
RECOMMENDATION

It is recommended that this report is noted.
Mr Stephen Reid  
Chief Executive  
Ards and North Down Borough Council  
Townhall  
The Castle  
BANGOR  
BT20 4BT  

Dear Stephen  

Re: Motion on Financial Cuts in the Provision of Community Transport  

At the Council meeting held on 4 December 2018, Members considered your correspondence dated 8 November 2018, regarding the Motion adopted by your Council regarding financial cuts in the provision of Community Transport.  

The Council agreed to support the Motion and has made representations to the Department for Infrastructure expressing its support for the Motion.  

Yours sincerely  

Brendan Hegarty  
Chief Executive  

Chief Executive's Office  
12 DEC 2018  
RECEIVED
Ards and North Down Borough Council

The following Notice of Motion was agreed by the Corporate Services Committee in October 2018:

“That this Council undertakes to write to the Department of Health to seek to implement the Regional Trauma Network in its entirety, as agreed in the Stormont House Agreement, December 2014.”

The attached response has been received from Department of Health advising that work is already well underway to establish a new Regional Trauma Network Service based on the internationally recognised Psychological Therapies Stepped Care Model.

RECOMMENDATION

It is recommended that this report is noted.
From the Permanent Secretary and HSC Chief Executive

Mr Stephen Reid
Chief Executive
Ards and North Down Borough Council
Town hall
The Castle
Bangor
BT20 4BT

Chief Executive's Office
05 NFC 2013
RECEIVED

Castle Buildings
Upper Newtownards Road
BELFAST, BT4 3SQ

Tel: 02890520559
Fax: 02890520573

Email: richard.pengelly@health-ni.gov.uk

Our ref: RP3260
SCORR-1026-2018

Date: 30th November 2018

Dear Mr Reid

Thank you for your letter of the 9 November advising that your council has adopted the Notice of Motion ...to write to the Department of Health to seek to implement the Regional Trauma Network in its entirety as agreed in the Stormont House Agreement, Dec 2014.

I can advise that work is already well underway to establish a new Regional Trauma Network (RTN) Service based on the internationally recognised Psychological Therapies Stepped Care Model.

The proposed aims of the RTN are to:

- Comprehensively address the legacy of the conflict and address unmet mental health needs (though services would not be limited to trauma acquired in this way);
- Improve individual, family and community experience of mental health trauma care;
- Increase the overall capacity of mental health services in NI;
- Improve the psychological and social outcomes for individuals, their families and communities who have been traumatised as a result of the conflict; and
- Improve governance and accountability of trauma care provided by the HSC, and the voluntary and community sector.

A Network manager is now in post and their role is to lead on design and implementation ensuring co-production and maximum engagement with service-users, carers, VSS (Victims & Survivors Service), TEO, HSC Trusts and other service providers across the region within the statutory, community and voluntary sector.

Recruitment of therapists is also underway and a phased approach to the implementation of the RTN has been agreed.

Phase 1 (pilot phase) will commence in May 2019 utilising the VSS Case Manager pathways developed as part of PEACE IV funding for victims and survivors of the troubles/conflict.
Full implementation is currently planned for March 2021 however this will be dependent on additional funding being secured for 19/20 and beyond.

I trust this is helpful.

Yours sincerely

RICHARD PENGELLY
The following Notice of Motion was agreed by the Corporate Services Committee in October 2018:

“That this Council notes the importance of Personal Independence Payments to sustaining and maintaining the lives of many across northern Ireland: notes with concern the many issues associated with undergoing of assessments and the stress they can bring upon individuals; is concerned at the fall in figures of those receiving the benefit and the impact this was having on their lives; notes the link that exists between the drop in support provided that the ‘20m rule’ for the highest rate of PIP mobility support as highlighted by ‘PIP – a step too far’ published by MS Society; and, will write to the Minister for Work and Pensions to urgently review the 20m rule and engage with key stakeholders to find a more appropriate alternative. .”

The attached response has been received from Department for Work and Pensions advising that the Government remains committed to ensuring that the assessment
process works effectively across the spectrum of disabilities and health conditions and it regularly reviews its policies and processes.

RECOMMENDATION

It is recommended that this report is noted.
Dear Mr Reid

Thank you for your letter of 9 November to the former Secretary of State about Personal Independence Payment and the 20 metre rule. Government Ministers receive a large volume of correspondence and they are unable to reply personally on every occasion. I have been asked to respond.

The Government remains steadfast in its support for the principles of Disability Living Allowance as a non-means-tested cash benefit contributing to the extra costs incurred by disabled people. However, reform has long been overdue and the benefit had to be changed to better support disabled people to lead independent lives as they want to today. Personal Independence Payment has, therefore, been designed to take a more holistic view of a person’s condition and the impact it has on their ability to live an independent life.

There is no consensus across the health and social care community of the perfect measure of mobility, but distance is often used as it is clear and easy to understand and apply. While there is no clear evidence for one particular distance, the 20 metre distance was introduced to distinguish those whose mobility is significantly more limited than others and who face even greater barriers on a day-to-day basis - those who have the highest need.

While the 50 metre distance is used to measure mobility in other Government policies, it does not mean that it is the right distance for use in determining entitlement to the enhanced rate of the Mobility component. It is important that decisions on Personal Independence Payment criteria are based on an objective consideration of the policy intent for the benefit. The Government recognises that people who are unable to reliably walk more than 50 metres have restricted mobility and independence to a level that makes it reasonable to offer some support from the Government. This is achieved through the assessment criteria as set out in Regulations which award the standard rate to those who cannot reliably walk between 20 and 50 metres.
The Government believes the assessment criteria, including the 20 metres
distance, are the best way of identifying those whose physical mobility is most
limited and the Government has strengthened the measures around reliability as it
recognises that these are a key protection for claimants. The enhanced rate of the
Mobility component was always intended to be for those "unable" or "virtually
unable" to walk.

The Government remains committed to ensuring that the assessment process
works effectively across the spectrum of disabilities and health conditions and it
regularly reviews its policies and processes.

Yours sincerely

[Signature]

Robert Watling
Head of the Ministerial Correspondence Team
Ards and North Down Borough Council

Report Classification | Unclassified
---|---
Council/Committee | Corporate Services
Date of Meeting | 15 January 2019
Responsible Director | Director of Organisational Development and Administration
Responsible Head of Service | Head of Administration
Date of Report | 14 December 2018
File Reference | NOM 82
Legislation
Section 75 Compliant | Yes ☑ No ☐ Other ☐
If other, please add comment below:
Subject | Response to Notice of Motion - Providing Sanitary Products Within Local Schools Free of Charge
Attachments | Letter from Department of Education

The following Notice of Motion was agreed by the Council in August 2018:

“That this Council agrees to write to the Department of Education to ask that they consider providing sanitary products within local schools and colleges, free of charge, given the impact period poverty can have on the lives of girls and young women.”

The attached letter has been received from the Department of Education advising that, whilst the Department has no formal policy, they are continuing to engage with colleagues in the Department for Communities and the Department of Health but to date there is no specific intervention or planned intervention that they are aware of.

**RECOMMENDATION**

It is recommended that this report is noted.
Dear Stephen

NOTICE OF MOTION - PROVIDING SANITARY PRODUCTS WITHIN LOCAL SCHOOLS FREE OF CHARGE

Thank you for your letter of 10 December 2018.

The Department of Education has no formal policy on this issue. We are continuing to engage with colleagues in the Department for Communities (DfC) and the Department of Health (DoH) but to date there is no specific intervention or planned intervention that we are aware of in this area.

Given that this is a cross-departmental issue relevant to DE, DoH and DfC, it remains challenging to make progress on policy in relation to this issue in the absence of an NI Executive or Assembly.

Yours sincerely

DEREK BAKER
Ards and North Down Borough Council

The following Notice of Motion was agreed by the Council in August 2018:

“That this Council agrees to write to the Divisional Manager DFI Roads – Southern Division, Simon Richardson, responsible for the Strangford Ferry Service, asking for a rescheduling of their current timetable to commence at 7.15 am rather than 7.45 am to meet with the noticeable increasing needs and requirements of their regular early morning customers wishing to avail of this service.

The attached letter has been received from the Department for Infrastructure. A similar request has been made by Newry, Mourne and Down District Council so a meeting is being arranged between the Chief Executive of Newry, Mourne and Down District Council, the Divisional Manager, DfI and the Chief Executive Ards and North Down Borough Council, the outcome of which will be reported back to Corporate Services Committee.
RECOMMENDATION

It is recommended that this report is noted.
Stephen Reid
Chief Executive
Ards and North Down Borough Council

By email: stephen.reid@ardsandnorthdown.gov.uk

From the Permanent Secretary
Katrina Godfrey

Dear Stephen

STRANGFORD FERRY SERVICE

Thank you for your letter of 6 December.

I have noted the motion adopted by your council. The Department would be very happy to agree to a meeting to discuss the issues covered by the motion. I have asked Mark McPeak and Simon Richardson to liaise with your office to find a suitable date and time for a meeting along the lines proposed.

With best wishes for a successful New Year

Yours ever,

Katrina

KATRINA GODFREY
The following Notice of Motion was agreed by the Corporate Services Committee in May 2018:

“That this Council agrees to write to the Department for Infrastructure requesting they make a deputation to Council concerning Residents’ Parking Schemes, lessons learnt to date and future plans for roll out.”

The attached response has been received from the Department advising that the scheme in Belfast is a pilot following which a period of monitoring to determine success will be conducted. Therefore there would be no merit in discussing Residents’ Parking Schemes in Ards and North Down at this time.

RECOMMENDATION

It is recommended that this report is noted.
Wendy

This matter came out of a recent meeting of the Corporate Committee. The Department was invited by us in the letter attached and the Department’s response is shown below.

Please could you advise on the way forward and would it be sufficient to have the letter in the circulated for information section.

Heather

From: McConville, Vincent <Vincent.McConville@infrastructure-ni.gov.uk>
Sent: 16 July 2018 17:07
To: Loebnau, Heather <Heather.Loebnau@ardsandnorthdown.gov.uk>
Subject: Re: Deputation to Ards and North Down Borough Council

Heather,

After discussing this with line management, the current residents parking scheme in Belfast is a pilot scheme and as such it is the Departments position to carry out a period of monitoring over the next 6 to 9 months to determine the success of the scheme. The information gathered will form part of the decision making process on whether further schemes are brought forward.

With this in mind there is no benefit in discussing residents parking schemes in other areas at this time.

Please note that should a decision be made to expand residents parking, the Department will be concentrating its resources to develop schemes subject to funding, within areas of parking restraint which are identified in figure 7.3 of the Belfast Metropolitan Transport plan (BMTP) which include Bangor, Carrickfergus and Lisburn.

In the North Down area, Bangor is included in this action plan, however there are no plans for the introduction of residents parking schemes in the other area’s you refer to at this stage.

I hope this explains the Department position at this time and at a later date a representative from the Department may be in a better position to discuss residents parking.

Regards,

Vincent McConville

Network Development
DFI Roads
Rathkeltair House
Market Street
Downpatrick
BT30 6AJ

Tel: (028) 44 613724
Ext: 82724
Background

Northern Ireland Statistics and Research Agency (NISRA) are currently carrying out a consultation on the proposed design of the outputs and dissemination mechanism for the 2021 Census in Northern Ireland. The consultation closes on the 9th January 2019. The two important aspects of this consultation for the council are (1) on the dissemination of results and (2) the planned geographical output. This paper will provide details on these two options and provide a recommendation for Ards and North Down Borough Council.

1. Dissemination of Results

NISRA has plans to disseminate the results of future Census data in a much quicker and easier to use format. This will allow users to build customised tables and a quicker turnaround in in gaining up to date information regarding population age, religion, employment, disability etc.
The first results from the 2021 Census on population and household estimates are expected to be released by Summer 2022 with all other standard releases by Summer 2023.

The consultation requires feedback on the speed and format of how Census data will be provided in the future. NISRA plans to produce the results quicker by developing the methodology, however recognises that using this approach there may be variations in summed population totals (i.e. the total population in Ards and North Down may vary slightly between a table produced on age breakdown to one produced on economic activity). It is important to note that these will be small differences and the proportions or stories beneath these totals will not differ.

2. Geography

The more important issue for the Council from the consultation is around the geographical output. Historically, NISRA has published census results based on electoral boundaries in place at that time. In 2001, NISRA produced results in a small level of geography known as Census Output Areas and Super Output Areas which were used to create larger geographies such as Wards and Local Government Districts. These same geographies were used in 2011, allowing data to be compared between the two.

In 2015, following a revision of local government boundaries, a new set of Local Government Districts, District Electoral Areas and Electoral Wards were introduced. To date a number of 2001 and 2011 Census outputs have been produced using these new geographical areas. However, outputs could not be produced for the new lower level Electoral Wards due to increased risk of disclosure (small differences between electoral boundaries could result in identification of individuals and their responses).

NISRA is seeking views on the geographical dissemination for the 2021 with two options (1) To continue on the production consistent to the 2001 and 2011 Census – however, this means 2021 Census statistics will not be available for the new Electoral Wards. (2) Production of results in a new small area statistical geography. This new geography will nest within the 2015 Electoral Wards, however it will not allow comparison to previous censuses at these geographies.

While recognising that the results would not be available at the new Electoral Ward level, the importance of comparing results is important for a number of services across the council including community planning, community development projects, neighbourhood renewal, planning etc. It will also be important to consider whether the new Electoral Wards may also change within the time of the 2021 results being published to any future census.
RECOMMENDATION

It is recommended that the Council approve the attached response to the 2021 Census consultation to indicate preferences to:

(1) disseminate the results as quickly as possible, recognising that some tables will have different totals, but that proportions will remain the same and

(2) request for continuity in results based on the existing small output areas.
NISRA’s preferred method for you to respond to this consultation is online. If you wish to respond by email or paper, please download and complete the 2021 Census Outputs Strategy Consultation Questionnaire from the NISRA website (PDF or Microsoft Word version).

Please note, for your response to be included in the analysis, you must answer questions marked with a star (*) in Section 1: About you.

We would ask that you consider responding to all questions in this consultation questionnaire, rather than only those that are relevant to you, as this will help us form a more inclusive and robust strategy.

Please note that comments relating to questions in the 2021 Census should not be included in the responses to this consultation. A consultation on 2021 Census topics was undertaken and completed in 2016. If you require further information regarding 2021 Census topics please contact Census Office using the information provided below.

If you wish to respond to this consultation using a paper questionnaire, responses can be returned to the email or postal addresses cited below:

Email: 2021census.consultation@nisra.gov.uk

Post: Census Office
      Northern Ireland Statistics and Research Agency
      Colby House
      Stranmillis Court
      Belfast
      BT9 5RR
Section 1: About you

*Are you answering this questionnaire on behalf of an organisation or as an individual?

☐ Individual
☒ Organisation – please specify: Ards and North Down Borough Council

Please provide your contact details.

*Your name: Joanne Henderson

*Email address: joanne.henderson@ardsandnorthdown.gov.uk

Telephone number: 0300 013 3333 (ext 40736)

*Which of the following best describes the sector you work in?

Please select one.

☐ Central government
☐ Local government
☐ Statutory body (for example, health, education, transport, housing, etc.)
☐ Private sector
☐ Social / Academic research
☐ Market research / Data analytics
☐ Charity / Community / Voluntary
☐ Utility provider
☐ Press / Media
☐ Genealogist / Family historian
☐ Other – please specify: ________________________________

*May we contact you to discuss your response to this consultation?

This may be to follow up any specific points we need to clarify.

☒ Yes
☐ No
*May we contact you in future about the 2021 Census?

For example, to provide you with a link to the results of this consultation, to inform you of further consultations or provide updated information on the 2021 Census.

☐ Yes
☐ No

Consent

*To support transparency in our decision making process, all responses to this consultation will be made public (subject to our Moderation Policy). This will include the name of the responding organisation (if applicable). However, names of individuals will only be published if you give consent below. Please note that we will not publish your contact details.

☐ Yes, I consent to my name being published with my response
☐ No, please remove my name before publishing my response

All responses will be treated in line with the NISRA privacy notice. Please be aware that any information provided in response to this consultation could be made publicly available if requested under a Freedom of Information request.

Please read through our consultation document, which outlines our initial proposal for the 2021 Census output content and dissemination. The following questions are related to the topics discussed in the consultation document. Please provide as much detail as you can to support your answers. If you refer to a specific policy or scheme, please provide a direct reference to this.

We'll only evaluate the evidence provided in your responses. In 2015/16, Census Office conducted a consultation on the topics to be included in the 2021 Census, therefore we will be unable to accept comments related to questions asked in the 2021 Census during this consultation. However, if you require further information regarding the 2021 Census topics, please contact Census Office.

We have asked questions based on your experience with 2011 Census data. If you haven’t used 2011 Census data, we’d still be interested to hear your thoughts about your needs for 2021 Census data.

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Section 2: Background

We’d like to know which topics and geographies you used the most from the 2011 Census outputs. If you didn’t use 2011 Census results, we would still be interested to hear your views about the outputs you are interested in from the 2021 Census.

1. What are your main topics of interest?

*Tick all that apply.*

- Age
- Car or Van Availability
- Central Heating
- Country of Birth
- Ethnic Group
- Economic Activity
- General Health
- Household and Family Relationships
- Long-term health problem or disability
- Main Language
- Marital and Civil Partnership Status
- Migration
- Number of Rooms
- Occupation
- Passports Held
- Provision of Unpaid Care
- Qualifications Held
- Religion
- Sex
- Tenure and landlord
- Travel to Work or Place of Study
- Type of Accommodation
- Type of Long-Term Condition

☐ Other – please specify: ____________________________
Which geographies from the 2011 Census results did you use?

Tick all that apply.

- Assembly Area
- Education and Library Board
- Health and Social Care Trust
- Neighbourhood Renewal Area
- Nomenclature of Territorial Units for Statistics
- Small Area
- Super Output Area
- Postcode
- Settlement 2015
- Electoral Ward
- 26 Local Government Districts
- 11 Local Government Districts
- District Electoral Area 2014
- Travel to Work Area
- Grid Square
- Other – please specify: ________________________________

What did you use the 2011 Census results for?

Tick all that apply.

- Commercial purposes
- Resource allocation
- Service planning and delivery
- Policy development and monitoring
- Academic research
- Personal interest
- Other purposes – please specify: ________________________________
Section 3: Accessibility and Flexibility

Flexible Dissemination System

For 2021, NISRA are considering providing census data through a flexible dissemination system which will allow users to access data to build customised tables that meet their specific needs. This approach will facilitate a quicker turnaround of standard outputs than was seen in 2011 and will enable users to have access to data as soon as it becomes available.

The following questions assess your need to access the data this way and what impact it would have on your work. Please circle the response most relevant to you.

I would prefer earlier access to data after census day via an online flexible dissemination system rather than waiting for tables to be developed by NISRA. Please circle the response most relevant to you.

Agree

5 Being able to define my own tables is more useful to me than using predefined tables. Please circle the response most relevant to you.

Agree

6 I would find it useful to be provided with a small number of univariate tables, similar to the Key Statistics and Quick Statistics tables produced for the 2011 Census outputs, alongside those I can generate through the flexible dissemination system. Please circle the response most relevant to you.

Agree

Currently, NISRA are considering releasing 2021 Census data using the flexible dissemination system, but we’ll also aim to provide an application programming interface (API). Would an API to access 2021 Census data be useful to you?

☐ Yes
☐ No

Any other comments?
Supporting Information

Following the 2011 Census, NISRA provided a range of documentation about the information contained within the data tables, and supporting documentation, for example, about the quality of outputs and definitions used. This information provides context to the data, for example, how they were collected and the coverage of the data, publication dates, descriptions and search keywords. We want to make sure the information we provide is useful and easy for you to understand.

Which supporting information did you use in 2011?

Tick all that apply.

☑ Definitions and output classifications
☑ Methodology overview
☑ Quality assurance reports
☑ Guidance notes
☑ Comparability of 2001 and 2011
☐ Other – please specify: __________________________

Where would you expect to access supporting information?

☐ In the data tables
☑ In a link next to the data table
☐ Accessed via another part of the NISRA website

In 2011, did you read the accompanying analysis and commentary?

☑ Yes
☐ No (I didn’t need to)
☐ No (I didn’t know it was available)

What format of accompanying commentary do you find most useful?

Tick all that apply.

☑ Statistical bulletin describing key outputs
☑ Interactive data visualisations
☐ Infographics
☑ Short stories
☐ None
☐ Other – please specify: __________________________
Section 4: Timeliness of Release

We recognise the importance of the timely release of 2021 Census data. Census Office are currently considering the publication of Population and Household estimates in the first release by Summer 2022, with all other standard releases being published by Summer 2023. Census Office are also considering the coordination of release dates with the Office for National Statistics (ONS) and National Records of Scotland (NRS), where possible.

14 Are you content with the proposed release schedule?
☑ Yes
☐ No

15 If you have selected no, please explain why.

16 Any other comments?
Section 5: Public Confidence

Statistical Disclosure Control (SDC) refers to a range of methods that aim to protect individuals, households and businesses from being identified whilst minimising impact on the quality and utility of results. For the 2021 Census, NISRA is considering two strategies of SDC – targeted record swapping and cell key perturbation. The SDC methodologies will be co-ordinated across the UK Census Offices, where it is practicable to do so, as set out in the Statement of Agreement between the National Statistician and the Registrars General. For more information on these methods please refer to ‘Statistical Disclosure Control Methodology for 2021 Census’.

Targeted Record Swapping

Targeted record swapping was applied to the 2011 Census data and NISRA propose to use it again in 2021. This method involves assessing individuals or households with rare or unique characteristics and swapping those at risk of identification with a similar household from another area.

17 Do you support the use of targeted record swapping as a form of Statistical Disclosure Control?

☒ Yes
☐ No

18 If you have selected no, please explain why.

Cell Key Perturbation

NISRA are considering an additional form of SDC known as “cell key perturbation” to facilitate the development of a flexible dissemination system. This method involves making small changes to some cells in a table with low counts to add more uncertainty (noise), with the goal of protecting against disclosure, especially disclosure which occurs when one table is compared to other tables with similar information (differencing). Although adding noise disrupts the differencing process and allows for a more timely release of census data, it may lead to inconsistent table totals. However, in these instances the proportions would remain the same. This approach is consistent with the proposed SDC methods intended for use by both the ONS and NRS.

Do you support the use of cell key perturbation as an additional form of Statistical Disclosure Control?

☒ Yes
☐ No

If you have selected no, please explain why.


In 2021, would you be content with slightly inconsistent table totals in order to receive the results in a more timely manner?

☒ Yes
☐ No

If you have selected no, please explain why.


Any other comments?


Section 6: User Acceptability

UK Harmonisation and Statistics

NISRA, ONS and NRS have been working together to facilitate the harmonisation of output content, where possible. The statistical disclosure control methodology, for example, will be a major focus of harmonisation across the UK with focus given to adopting common population bases, geography, metadata and output formats.

NISRA, ONS and NRS are also considering the provision of easy and co-ordinated access to census data or statistics, through the use of an API, which would allow access to UK wide data through the flexible dissemination system provided on each organisation’s website. As such, we’re interested in establishing the value of UK-level statistics and the detail required.

Did you use UK data from the 2011 Census?

☑ Yes
☐ No

How important is being able to access and compare data for England, Scotland, Wales and Northern Ireland for your work?

☑ Important
☐ Not important
☐ Not sure

In 2021, which of the following would you be interested in?

Tick all that apply.

☑ UK statistics totals
☑ Small area statistics for different geographies across England, Scotland, Wales and Northern Ireland

How would you expect to access UK data?

☑ Access data about each UK country through a single website for example, select data about Scottish local authorities through the NISRA website
☐ Visit each UK country website to access data about that country
Ireland and Northern Ireland Harmonisation and Statistics

As has been the case for the last two censuses, NISRA will continue to work closely with the Central Statistics Office (CSO), Ireland, to ensure where possible consistency and comparability of 2021 Census Key Statistics across the island of Ireland and are considering the production of an Ireland and Northern Ireland 2021 Census report, similar to the published report on the 2011 Census3.

Did you use the Ireland and Northern Ireland joint report from the 2011 Census?

☑ Yes
☐ No

How important is it to you that you are able to access and compare data for Ireland and Northern Ireland for your work?

☑ Important
☐ Not important
☐ Not sure

Any other comments?

Historically, NISRA have published census results using geographies based on electoral boundaries in place at that time.

In 2001, NISRA released census outputs for a range of administrative and statistical geographies. This included small levels of geography known as Census Output Areas and Super Output Areas which, due to their hierarchical nature, were used to create larger geographies such as Wards and Local Government Districts.

These same geographies were used again in 2011, allowing users to directly compare data from both censuses. In 2015, following the revision of local government boundaries, a new set of Local Government Districts, District Electoral Areas and Electoral Wards were introduced. To date a number of 2001 and 2011 Census outputs have been produced using these new geographical areas. However, outputs could not be produced for the new lower level Electoral Wards due to increased risk of disclosure.

In 2021, Census Office are considering two alternative options for releasing data at different geographic levels. It should be noted that due to the risk of disclosure Census Office can only provide one of these. Annex 2 of our consultation document highlights the differences in the 2021 Census outputs which would be produced by each of the options detailed below. Please select which option you would prefer.

- Census Office are considering the production of 2021 Census statistics for the administrative and statistical geographies used in both the 2001 and 2011 Censuses. This will allow comparability of census information at consistent geographies across 2001, 2011 and 2021. However, due to the risk of disclosure, 2021 Census statistics would not be made available for the new Electoral Wards.

- An alternative option is the production of results for a new small area statistical geography. This would allow the production of 2021 Census results for a new set of statistical geographies consistent with the 2015 revision of local government boundaries. This new geography would nest within the new Electoral Wards. However, 2021 Census data would therefore not be made available for the old local government boundaries or electoral wards, therefore users would be unable to compare 2001-2011-2021 census results for these geographies.
As previously stated, NISRA will not be able to provide 2021 Census results for both options above. In deciding the overall design of 2021 Census outputs geographies, NISRA will take the following into consideration:

- Legislative requirements
- National and international obligations
- The needs of key stakeholders
- Allocation of public money
- Statistical geographies identified as the most appropriate at that time
- Efficiency in conducting the 2021 Census
- Any other factors that users believe are necessary

Please use the box below to detail any other suggestions or comments you have.

Grid Square Product

Historically, census outputs have been presented as statistical aggregates for given geographic areas, which themselves are based on local government boundaries. This can lead to difficulties when considering trends over time as these boundaries are reviewed and revised.

In order to permit the examination of trends over time for consistent spatial units, NISRA has made available grid square statistics for every census since 1971. The geographic base for these outputs is the Irish Grid, and Census statistics are produced for 100m and 1km grids. It is the intention of NISRA to continue this time series and produce a 2021 grid square product.

Did you use the 2011 Census grid square product?

☐ Yes
☒ No
Would you use a 2021 Census grid square product if it were made available?

☑ Yes
☐ No

How important is it to your work to have a 2021 Census grid square product?

☐ Important
☐ Not important
☑ Not sure

2021 Census Specialist Products

Origin and Destination Data

Origin and destination (flow) data produced following the 2011 Census shows the flows of people from one place to another. A large number of the origin and destination outputs were produced at the UK level, providing flows for usual residents within and between England, Scotland, Wales and Northern Ireland.

Did you use 2011 Census origin and destination data?

☑ Yes
☐ No

Would you use 2021 Census origin and destination data if it were made available?

☑ Yes
☐ No
Alternative Populations

In 2011, statistics were made available for three alternative populations: short-term residents, daytime population and workplace population. NISRA are currently reviewing whether these data should be produced as part of the 2021 Census outputs.

In 2011, which alternative population statistics did you use?

*Please tick all that apply.*

- [ ] Short-term residents
- [ ] Daytime population
- [ ] Workplace population
- [x] None

Would you use 2021 Census alternative population data if they were made available?

- [x] Yes
- [ ] No

Bulk Download

In 2001 and 2011 NISRA provided a facility to download all released tables through a bulk download. It is the intention of NISRA to continue the provision of this bulk download facility.

Did you use the 2011 Census bulk download facility?

- [ ] Yes
- [x] No

Would you use a 2021 Census bulk download facility if it were made available?

- [x] Yes
- [ ] No
Microdata

Microdata products are small samples of data for whole households and individuals, which include some associated census characteristics but no information that could identify a household or individual. Microdata products enable researchers to look at combinations of characteristics that are not generally available from the standard census tables, and to perform different types of analyses not possible from standard tabulations.

In 2011, NISRA produced three microdata products: microdata teaching file, secure microdata and safeguarded microdata.

43 In 2011, which microdata products did you use?

Please tick all that apply.

☐ Microdata teaching file
☒ Secure microdata
☒ Safeguarded microdata
☐ None

44 Would you use 2021 microdata if it were made available?

☒ Yes
☐ No

45 Do you have any other requirements for specialist products? If so, please list your requirements below?


Section 7: Final Comments

Do you have any final comments about the areas covered in the 2021 Census Outputs Strategy Consultation document?

THIS IS THE END OF THE QUESTIONNAIRE

Thank you for taking the time to complete this questionnaire.