

# **ARDS AND NORTH DOWN BOROUGH COUNCIL**

October 2018

Dear Sir/Madam

You are hereby invited to attend a meeting of the Community and Wellbeing Committee of the Ards and North Down Borough Council which will be held in the **Council Chamber, 2 Church Street, Newtownards** on **Wednesday 10 October 2018** commencing at **7.00 pm**.

**Tea, coffee and sandwiches will be available from 7.00 pm.**

Yours faithfully

Stephen Reid  
Chief Executive  
Ards and North Down Borough Council

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

1. Apologies
2. Declarations of Interest
3. Deputation
  - 3.1. Tiny Life
4. Budgetary Control Report – August 2018 (Report attached)
5. Q1 Performance Report EHP&D (Withdrawn) and C&C (Report attached)
6. Peace IV Minutes (Copy attached)
7. Food Poverty Working Group (Report attached)
8. Elected Member Grants Working Group (Report attached)
9. Cultural Expressions Programme Evaluation (Report attached)
10. Arts Project Grants (Report attached)
11. Heritage Grants (Report attached)
12. Arts and Heritage Panel Minutes June 2018 (Copy attached)

13. Community Development Summer Schemes 2018 (Report attached)
14. Arts and Heritage Annual Summary (Report attached)
15. Ards and North Down Sports Forum Grants (Report attached)
16. Memorial Garden – Update (Report attached)
17. Quarter 1 Report Community Centre Percentage Usage (Report attached)
18. Ballycrochan Linear Park – Green Flag Status (Report attached)
19. Ballymacormick Plantation Open Space (Report attached)
20. Environmental Health Protection & Development Annual Summary (Report attached)
21. Notice of Motion on the Waving of Child Burial Fees (Report attached)
22. Donaghadee Memory Tree (Report attached)
23. Notices of Motion
- 23.1 Notice of Motion submitted by Councillor McIlveen (Deferred from September meeting)

That this Council erects appropriate signage at Movilla cemetery, in consultation with the family of Blair Mayne, to indicate the location of the final resting place of Lieutenant-Colonel Blair Mayne.

- 23.2 Notice of Motion submitted by Councillor Chambers

I respectfully request Officers to prepare a report on the need for a playpark facility in the Towerview area with a view to including it within the existing strategy going forward.

- 23.3 Notice of Motion submitted by Councillor Muir, Woods, Girvan, Robinson, Walker and Wilson

That this Council notes the Fieldwork Report from Phase 1 – Building Capacity in Communities in Transition (Kilcooley & Rathgill), commits to the message that “Paramilitaries Have No Place” and requests that Officers bring back a report in relation to the recommendations made including, but not limited to, development of clear protocols for engaging with paramilitary groups and individuals.

**\*\*\*IN CONFIDENCE\*\*\***

24. Kilcooley Women’s Centre – ICON Centre (Report attached)
25. Northern Community Leisure Trust Q1 Report (Report attached)

26. Northern Community Leisure Trust Pricing Increase (Report attached)
27. Aurora Facilities Issues Update (Report attached)
28. Locking and Opening of Council areas – Tender (Report attached)
29. Tender for Provision of Sports Equipment for the Ards Blair Mayne Wellbeing and Leisure Complex (Report attached)
30. Ards Blair Mayne Wellbeing and Leisure Complex Additional Pricing (Report attached)
31. Future Use of Current Ards Leisure Centre from January 2018 (Report attached)
32. Any Other Notified Business

**MEMBERSHIP OF COMMUNITY AND WELLBEING COMMITTEE (18 MEMBERS)**

Alderman Irvine	Councillor Edmund
Alderman Smith	Councillor Kennedy
Councillor Adair	Councillor Martin
Councillor Boyle (Vice Chairman)	Councillor McAlpine
Councillor Brooks	Councillor Menagh
Councillor Chambers	Councillor Muir
Councillor Cooper	Councillor Smart
Councillor Douglas	Councillor Thompson
Councillor Dunne	Councillor Woods (Chairman)

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

Report Classification	Unclassified
Council/Committee	Community & Wellbeing
Date of Meeting	10 October 2018
Responsible Director	Director of Community and Wellbeing
Responsible Head of Service	Head of Finance
Date of Report	24 September 2018
File Reference	FIN45
Legislation	Section 5 Local Government Finance Act (NI) 2011
Section 75 Compliant	Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable <input checked="" type="checkbox"/>
Subject	Community & Wellbeing Budgetary Control Report – August 2018
Attachments	None

This Community & Wellbeing Budgetary Control Report covers the 5-month period 1 April 2018 to 31 August 2018 and is set out on page 3. The net cost of services is showing an under spend of £42,417 (1.1%).

**Explanation of Variance**

A Budgetary Control Report by Income and Expenditure for the Directorate is shown on page 4 which analyses the overall favourable variance (£42,417) by expenditure (£218,856 favourable) and income (£176,439 adverse). However, if the net nil distorting effect on income and expenditure of Peace IV grants is removed then the variance for expenditure is £56,023 favourable and income £13,606 adverse.

**Community & Wellbeing**

**Expenditure - £218.9k (3.8%) better than budget to date.** This favourable variance is mainly made up of the following: -

1. Environmental Health - £20.6k favourable. This is mainly due to: -
  - a. Payroll is £16.9k favourable mainly due to vacant posts which are being recruited.
  - b. Spend on NI Home Safety Database is £14.5k adverse as it wasn't budgeted for but this is offset by a favourable income variance – see 4a below.
  - c. There are small underspends to date on mileage (£9.1k) and sample analysis (£4.5k).
2. Community & Culture - £174.3k favourable (£11.5k favourable after allowing for the net nil distorting effect on income and expenditure of Peace IV grants).
  - a. Payroll £26.0k favourable mainly due to an underspend in Community Development (£26.9k). The vacant Manager and Coordinator posts were filled in September.
  - b. Peace 4 grant payments are £162.8k under budget to date due to a delay in the project starting (SEUPB delayed approvals) but this is offset by a similar adverse variance on income – see 5a below.
3. Leisure & Amenities - £23.5k favourable.
  - a. Payroll is £36.5k adverse. There are overspends to date on Ards LC (£34.7k) and Comber LC (£11.8k) due to allocation of staff. This is to be addressed by transformation and transition to the new centre. There are, also, overspends on Londonderry Park (£16.9k) and Parks & Cemeteries (£12.3k). All of these overspends are partially offset by favourable variances in Community Halls/Centres (£9.3k), Leisure Admin (£15.4k – 1 vacant post), Countryside Management (£8.4k – 1 vacant post) and Outdoor Recreations (£6.9k – 1 vacant post).
  - b. Ards LC (£39.5k), Comber LC (£8.6k), Portaferry SC (£5.5k) and Londonderry Park (£11.8k) running costs (excluding payroll) are £65.4k under budget to date. This helps to offset the adverse income variance (see 6a below).
  - c. Ards Half Marathon is underspent by £12.6k as the event was not held this year.
  - d. Parks & Cemeteries running costs (excluding payroll) are £43.4k over budget to date. This is mainly due to Cemeteries running costs which are showing an adverse variance of £36.6k.
  - e. Community Halls/Centres running costs (excluding payroll) are £8.3k under budget to date.
  - f. There are a number of small favourable variances to date for other Leisure services such as Sports Pavilions £6.4k and Sports & Football Development £6.2k.

**Income - £176.4k (9.4%) worse than budget to date.** This adverse variance is mainly made up of the following: -

4. Environmental Health - £21.3k better than budget.
  - a. NI Home Safety Database income is £14.5k favourable as this was budgeted for. This offsets the adverse expenditure variance – see 1b above.
  - b. Food Safety grant income is £4.8k better than budget to date.
5. Community and Culture - **£144.9k** adverse (£17.9k favourable after allowing for the net nil distorting effect on income and expenditure of Peace IV grants).
  - a. Peace 4 grant income is **£162.8k** adverse but this is offset by a similar favourable variance on project spend – see 2b above.
  - b. Good Relations grant income (£10.7k) and Bonfire Programme income (£6.1k) are £16.8k better than budget to date.
6. Leisure & Amenities - **£52.8k** adverse.
  - a. Income at Ards LC (**£38.9k** adverse), Comber LC (**£3.8k** adverse), Portaferry Sports Centre (£1.2k favourable) and Londonderry Park (**£4.7k** adverse) is **£46.2k** behind budget to date.
  - b. There are small adverse variances for Football Development income (**£2.6k**) and Queens Hall income (**£3.7k**).

<b>BUDGETARY CONTROL REPORT</b>						
<b>By Directorate and Service</b>						
<b>Period 5 - August 2018</b>						
Note	Year to Date Actual £	Year to Date Budget £	Variance £	Annual Budget £	Variance %	
<b>Community &amp; Wellbeing</b>						
100 Community & Wellbeing HQ	61,697	62,200	(503)	160,500	0.8	
110 Environmental Health	576,630	618,500	(41,870)	1,723,700	6.8	
120 Community and Culture	839,155	868,500	(29,345)	1,937,800	3.4	
130 Leisure and Amenities	2,326,201	2,296,900	29,301	5,677,400	1.3	
<b>Totals</b>	<b>3,803,683</b>	<b>3,846,100</b>	<b>(42,417)</b>	<b>9,499,400</b>	<b>1.1</b>	

Unclassified

BUDGETARY CONTROL REPORT							
By Income and Expenditure							
Period 5 - August 2018							
Note	Actual £	Expenditure Budget £	Variance	Actual	Income Budget	Variance £	
<b>Community &amp; Wellbeing</b>							
100 Community & Wellbeing HQ	61,697	62,200	(503)	-	-	-	
110 Environmental Health	809,817	830,400	(20,583)	(233,187)	(211,900)	(21,287)	
120 Community and Culture	1,256,731	1,431,000	(174,269)	(417,576)	(562,500)	144,924	
130 Leisure and Amenities	3,369,699	3,393,200	(23,501)	(1,043,498)	(1,096,300)	52,802	
<b>Totals</b>	<b>5,497,944</b>	<b>5,716,800</b>	<b>(218,856)</b>	<b>(1,694,261)</b>	<b>(1,870,700)</b>	<b>176,439</b>	

**RECOMMENDATION**

It is recommended that the Committee notes this report.

**ARDS and NORTH DOWN BOROUGH COUNCIL  
PEACE IV PARTNERSHIP  
Thursday 9 August 2018**

A meeting of the Ards and North Down Borough Council PEACE IV Partnership was held in the Ballywalter Village Hall, Ballywalter at 4:00pm.

Present:

In the Chair: Councillor Eddie Thompson

Elected Members:

Alderman Angus Carson  
Alderman Robert Gibson  
Alderman Wesley Irvine  
Alderman Bill Keery  
Alderman Alan McDowell  
Councillor Richard Smart  
Councillor Gavin Walker  
Councillor Roberta Dunlop

Statutory Agencies

Inspector Ricky Murray in place of Chief Inspector Rosie Thompson - Police Service of NI  
Caroline Woods - Education Authority

Social Partners

Sheila Bailie – Voluntary Sector  
Janette McNulty - Trade Union  
Katy Radford – BME  
Alison Blayney – Women’s groups  
Pete Wray – Young People (Vice Chair)

Officers in Attendance

Mrs Jan Nixey (Head of Community & Culture)  
Mrs Nicola Dorrian (Externally Funded Programmes Manager)  
Mrs Gillian McCready (PEACE IV Officer)  
Mrs Linda Bradshaw (PEACE IV Finance Officer)  
Mr Jonathan Bell (Administrator)

**1. WELCOME FROM THE CHAIR**

The Chair, Councillor Thompson thanked everyone for attending. In particular, he welcomed Inspector Ricky Murray attending in place of Chief Inspector Rosie Thompson.

**NOTED.**

## **2. APOLOGIES**

Apologies for inability to attend were received from Owen Brady, Kelvin Doherty, Roger Duncan, Sandra Henderson, Dorothy Beattie, Ralston Perera, Leigh Nelson and the Director of Community and Wellbeing.

**NOTED.**

## **3. DECLARATIONS OF INTEREST**

The Chairman, Councillor Thompson invited any declarations of interest on the agenda. He also reminded members that the annual submissions of declarations of interest for the Partnership were due. He advised that the Secretariat would be appreciative if members would complete the supplied forms before exiting the meeting.

Alderman McDowell advised that elected members had signed a Council Declaration of Interest form which was on the Council website and that this should suffice for elected members. Unaware of this, the Finance Officer agreed to follow this up and print copies for the PEACE IV files for audit purposes and completeness of records.

Pete Wray declared a conflict of interest in Item 11 - Report on Appointment of Tenders.

### **Alison Blayney entered 16:11 –**

Alison declared a conflict of interest in Item 11 – Report of Appointment of Tenders.

**NOTED.**

## **4. MINUTES OF PEACE IV PARTNERSHIP MEETING HELD ON THURSDAY 24<sup>TH</sup> MAY 2018 AND MATTERS ARISING**

PREVIOUSLY CIRCULATED: Minutes of PEACE IV Partnership meeting held on Thursday 24<sup>th</sup> May 2018

Alderman McDowell advised that he was not recorded as being in attendance on minutes.

**RECOMMENDED:** The PEACE IV Partnership agree the minutes of meeting held on 24<sup>th</sup> May 2018

Alderman Carson proposed, and Councillor Dunlop seconded.

**AGREED.**

## **5. MINUTES OF FINANCE AND MONITORING SUB GROUP HELD ON TUESDAY 31<sup>ST</sup> JULY 2018**

TABLED: Minutes of Finance and Monitoring Sub group held on Tuesday 31<sup>st</sup> July 2018

Janette McNulty requested a revision to the minutes regarding the language used to describe her concern over programmes.

**RECOMMENDED:** The PEACE IV Partnership agree the minutes of meeting held on 31<sup>st</sup> July 2018.

Alderman Keery proposed, Councillor Smart seconded.

**AGREED.**

## **6. REPORT ON PEACE IV DELIVERY AGENT PROGRESS**

PREVIOUSLY CIRCULATED: Report on the PEACE IV Delivery Agent Progress

Shelia Bailie queried whether the cross-community targets within programmes included the same participants over the various courses. The PEACE IV Officer confirmed that while participants could be involved in multiple courses, they could only be recorded once.

**RECOMMENDED:** The PEACE IV Partnership noted the report on Delivery Agent Progress.

Alderman Irvine proposed, and Alderman Gibson seconded.

**NOTED.**

## **7. VERBAL UPDATE FROM PEACE IV CHAMPIONS**

Vice Chair, Pete Wray champion for CYP1 gave members an update on this programme which is being delivered by the Northern Ireland Youth Forum.

He stated while sessions were positive, he was greatly concerned over both recruitment and numbers in identified areas not reaching the targets. Unlike other programmes, CYP1 required recruitment of participants to work together over a longer period of time. He expressed concern that while recruitment was still ongoing, time lost already in recruiting potential participants could never be regained.

The PEACE IV Officer stated that CYP1 had achieved 40% of its targets, was working across 10 of the 15 Target areas, with all monitoring received supporting progress to date. She stated the programme had established 4 Youth forums and 2 residential days had taken place over the summer period to date.

Pete Wray further expressed concern again over the numbers recruited and reiterated the time lost to those who would be recruited in the coming weeks. The Head of Community and Culture assured members that the Delivery Agent was aware of participants being required to complete the 26 hours of contact through the lifetime of project and that those participants recruited at a later time would also be required to achieve the same number of contact hours.

Alderman Gibson champion for the BPR4f programme which is being delivered by the Institute for Conflict Research gave members a brief update of his involvement and attendance to the programmes events to date.

A brief discussion on the legacy Peace III programme took place and it was noted that work carried out through the Peace IV programmes should be built upon and maintained after the termination of the programme in 2020.

Councillor Walker, champion for the BPR4a programme, being delivered by Terra Nova advised that the programme seemed to be progressing well, however he was concerned with the strict 70/30 ratio for the cross-community target. Janette McNulty also raised her concerns in this regard and was of the opinion that SEUPB should be challenged in this regard as was the case in previous scenarios during the delivery of the PEACE III programme. The PEACE IV Officer advised that the original targets were set at 60/40 and the Secretariat had already requested an exceptional case status to reflect a closer reflection of the demographics of the boroughs 70/30 ratio.

The Chair, Councillor Thompson advised that the Secretariat would continue to monitor and report back.

Alison Blayney champion for the BPR4e programme being delivered by the Nerve Centre advised members that the recruitment for this programme was underway with direct delivery planned for October 2018. The delivery agent was working with the Museum and had recruited 12 participants, four of which were from the BME community. Alison advised members that the Nerve Centre were engaging with the Councils Community Development team to promote the project within the BME community and are promoting the project through the press.

Shelia Bailie champion for the CYP4 programme being delivered by Todds Leap stated there was little to update on this programme. However, she made reference to the Summer Scheme Fun day on 10<sup>th</sup> August 2018 whereby the cross-community element fed well into the CYP4 and CYP5 targets.

The Chair, Councillor Thompson informed members he attended this Fun Day event and was pleased with the work going on with the children. The Mayor, Councillor Smart stated he was impressed with the input from Todds Leap's into the Fun Day and was impressed how the project had added value to the Councils Summer Scheme programme.

Shelia Bailie made reference to the groundwork was delivered through the PEACE III Programme and was encouraged that peace building was being sustained. Janette McNulty suggested connecting with 'Volunteer Now' who have a good database, which might aid in recruitment for other programmes.

**NOTED.**

## **8. UPDATE REPORT ON PEACE IV PROGRAMME**

PREVIOUSLY CIRCULATED: Update report on PEACE IV Programme

The PEACE IV Officer gave members a brief update on the overall progress of the PEACE IV programmes.

Since the date of last meeting on 24<sup>th</sup> May 2018, Officers have continued to work with the Delivery Agents on the PEACE IV programme.

### **Children and Young People**

Out of 19 programmes, 5 relate to Children and Young People. 3 are actively delivering and monthly monitoring is taking place. This is reported to the finance and monitoring sub group for consideration. In addition, a meeting takes place, at least once a quarter with each delivery agent to discuss progress, delivery and any issues. The CYP1 programme is progressing despite initial delays but regular meetings are scheduled to closely monitor the programme and the PEACE Champions are actively involved. The CYP2 Youth Shelters Programme will be rolled out in 2019 and the CYP4 Active Diversity and Good Relations programme is progressing very well and expected to conclude with all targets being achieved towards the end of 2018. CYP5 has experienced some initial delays but this is because the same delivery agents as CYP4 is delivering this programme. However, given the success of CYP4 to date, they will be using the same coaches to deliver the programme to the CYP5 participants. Finally, a letter of offer is due for the rebid of the CYP6 Children and Young People World Faiths Programme with a value of £150,121.

Members will be aware that there was an interim target outlined in the Output Indicator Guidance for each partnership to engage with at least 242 young people as part of the CYP programme by the end of 2018. It should be noted that ANDBC PEACE IV Partnership were able to report to SEUPB in June 2018 that 294 young people had been engaged in the programme up to 31<sup>st</sup> May 2018.

### **Shared Spaces and Services**

For the 4 shared spaces and services projects, Council has employed the services of AECOM, a design and build contractor who are currently working on the outline designs for planning approval. The contractor will be undertaking additional community consultation as part of the planning application process. However, discussions including site visits have been carried out on each of the shared spaces sites with key personnel including: planning officers, capital projects, lands and property, AECOM and The National Trust. Further consultation has been requested from a number of community groups in Portaferry, specifically to inform plans for Nugent's Wood. A meeting has been arranged for 9<sup>th</sup> August 2018. It is expected that work on the sites will commence in early 2019.

Shelia Bailie commented on being uninformed of a Shared Spaces and Services meeting that took place on the morning of 9<sup>th</sup> August 2018. She raised concerns that relevant PEACE IV Champions were not kept up to date with meetings between the Secretariat and the Delivery agents. The Chair Councillor Thompson stated her comments were recognised, and Secretariat would strive to ensure members were kept informed in the future.

### **Building Positive Relations**

With regard to the 10 Building Positive Relations programmes, Delivery Agents have been appointed for 6 and delivery has commenced.

BPR1 is working closely with officers in terms of reporting and encouraging new participants for the Personal Development and Training Programme.

BPR3 Connecting Communities Programme is still in its infancy and 2 meetings have taken place with the Delivery Agent to discussion engagement and programme design.

BPR4e Celebration of Our Minority Communities Programme have reached out to the BME community and discussion regarding engagement and programme design have also taken place with the Delivery Agent.

BPR4a delivery for the Intercultural Theatre Programme is progressing well with sessions taking place in August and active engagement taking place across the TSN areas.

BPR4c Genealogy and Storytelling Project has also held a number of sessions but are experiencing issues with recruitment from the CNR community across the Borough.

BPR4f Community Based Arts Programme are experiencing similar issues with participants to ensure they achieve the 70/30 breakdown required for all programme activity.

Work is ongoing from the secretariat, PEACE IV Champions and the Finance & Monitoring committee with all Delivery Agents to assist in the promotion of their programmes and in the encouragement of all participants from the entire community.

Regarding the 4 remaining programmes, a tender exercise took place in June 2018 to recruit delivery agents for 3 of the programmes. This is dealt with further under Item 11 on the agenda. Finally, a letter of offer is due for the rebid for the BPR5 Celebration Cultural Diversity Programme with a value of £ 18,210.

The PEACE IV Finance Officer gave a brief update on the finances of the programme stating that the Council had received full reimbursement (£63,302.09) for the Period 9 claim on 27 June 2018. The Period 10 claim which amount to £92,347.55 had been submitted and no issues have been identified. This claim was £13,058.08 under budget due to the non-payment at present of some invoices which were submitted with incomplete paperwork by the Delivery Agents. Further processing of this claim has been temporary suspended by SEUPB due to the eMS system not being able to process the rebid modifications and claims at the same time. The rebid processing is now considered a priority in order to move forward to the procurement stage and the appointment of Delivery Agents with the further processing of the claim at a later stage.

An internal audit was conducted by Moore Stephens on 16 and 17 July. No significant issues were reported however, details of the final written report will be available in due course.

**RECOMMENDED:** It is recommended that the PEACE IV Partnership notes this report.

Proposed by Alderman Keery and seconded by Councillor Dunlop.

**NOTED.**

## **9. REPORT ON DELIVERY AGENT TRAINING EVENT**

PREVIOUSLY CIRCULATED: Report on Delivery Agent training event

Within the ANDBC PEACE IV programme there are 15 programmes that are managed by external delivery agents. Delivery of over half of the programmes have commenced and the Secretariat monitors progress on a monthly basis. Meetings are held regularly to discuss any issues or queries. A training and networking day for all delivery agents is scheduled to take place on Thursday 6<sup>th</sup> September 2018 in Donaghadee Community Centre. The event will include a series of short presentations ie; equality, data protection, FOI, sustainable development, finance and communications followed by question and answer sessions, similar to that delivered to Members in June 2017. There will also be an opportunity for delivery agents to ask questions of the secretariat such as monitoring and recording

information. A light lunch is planned between 1 – 2pm and Partnership Members are invited to attend the lunch and stay for the afternoon networking session where the Delivery Agents will showcase their programmes to all the Partnership members. The event will conclude at 3pm, following which the PEACE IV Partnership meeting will take place.

**RECOMMENDED:** That the PEACE IV Partnership agrees to:

1. Host a Delivery Agent training and networking event on Thursday 6<sup>th</sup> September 2018 in Donaghadee Community Centre as detailed in the report, and
2. The scheduled PEACE IV Partnership meeting for Tuesday 6<sup>th</sup> September taking place at 3pm in Donaghadee Community Centre following the training and networking event.

Proposed by Alderman Carson and seconded by Alderman Keery.

**AGREED.**

## **10. REPORT ON REVIEW OF RISK REGISTER**

PREVIOUSLY CIRCULATED: Report on review of risk register

Members were given time to supply any feedback or queries regarding risk register.

**RECOMMENDED:** It is recommended that the PEACE IV Partnership agrees the attached Risk Register and Mitigation Strategy.

Proposed by Alderman Gibson and seconded by Alderman Keery.

**AGREED.**

## **11. REPORT ON APPOINTMENT OF TENDERS**

TABLED: Report on Appointment of Tenders

**16:49 - Alderman Wesley Irvine, Pete Wray and Alison Blayney declared conflict of interests and excused themselves**

As previously agreed by the PEACE IV Partnership a tendering opportunity for various PEACE IV Programmes was advertised in the Belfast Telegraph, on the Council website, and on the eTendersNI and eTendersIreland website on 6<sup>th</sup> July 2018 with the closing date of 9<sup>th</sup> July 2018.

**Tenders for the delivery of the following PEACE IV Programmes for Ards and North Down Borough Council:**

- Open Dialogue Programme
- Musical Traditions Programme
- Cross Border Intercultural Puppetry

A requirement of the specifications was that all contracts must be completed by 30 September 2020.

A total of only one tender was received. There were no late tenders received.

To ensure a best value approach to the tender, the contract award is based on a combination of quality and price criteria and therefore the most economically advantageous tenders were selected.

To achieve this, the evaluation criteria as advertised are set out below: -

**EVALUATION CRITERIA**

**Stage 1 - Selection Criteria - Pass/Fail**

- |   |             |
|---|-------------|
| — Minimum Standards of Professional Ability | (Pass/Fail) |
| — Insurance Requirements                    | (Pass/Fail) |
| — Health and Safety                         | (Pass/Fail) |
| — Economic and Financial standing           | (Pass/Fail) |

**Stage 2- Award Criteria - 100%**

- Methodology, approach and plan (50%)
- Knowledge and understanding of the brief (30%)
- Cost (20%)

An evaluation panel was convened on the 18<sup>th</sup> July 2018 to evaluate the proposals.

The evaluation panel consisted of the Head of Community and Culture, the PEACE IV Finance Officer, and the Good Relations Officer. The Councils Procurement Officer was also in attendance.

Following the evaluation of the one submission for the Open Dialogue Programme, the panel deemed the submission met the specification and requirements of Council, indicating the best value for money offer in terms of the evaluation criteria, and it therefore recommended for Contract award.

No submissions were received in relation to the Musical Traditions Programme nor the Cross Border Intercultural Theatre Programme and the panel agreed that Officers would commence discussions with SEUPB to consider options for a way

forward. In tandem with this process, the Councils procurement section had invited feedback from those organisations who had viewed the tender documents on line but had not submitted a tender. Feedback was received confirming there was interest but insufficient time to complete the necessary documents.

Following discussions with SEUPB it was agreed that the market would be tested again for potential applicants. Furthermore, that no changes would be made to the tender documents, other than procurements timetable, allowing at least 5 weeks from opening to closing, thus giving potential applicants and any previous interested applicants additional time to complete. The two tenders were publicly advertised on Monday 6<sup>th</sup> August 2018.

SEUPB have also indicated that the procurement of the contract may be subject to full verification during programme implementation.

It is a requirement of the Programme that SEUPB approve the recommendations of the tender evaluation panel prior to full AND PEACE IV Partnership approval. However, due to holiday commitments SEUPB have not been unable to sign off their approval in advance of today's meeting. Therefore, the recommendations of the evaluation panel are subject to Partnership approval followed by SEUPB approval. SEUPB's determination is expected week commencing Monday 13<sup>th</sup> August 2018.

**17:05 Katy Radford entered the meeting and then excused herself due to a potential conflict of interest**

Alderman Keery queried where NI Alternatives was based. The Head of Community and Culture stated their regional office was based in Belfast and the organisation had local offices in Kilcooley.

Councillor Dunlop raised a question on whether Choral singing was included within the Musical Traditions programme. The PEACE IV Officer stated the criteria only allowed for bands and musicians.

Shelia Bailie spoke briefly about the evaluation process and raised a query on whether an external observer could be permitted on the panel. This would be useful to give insight into the process.

Alison Blayney stated from her experience that the Council's Procurement department had been very proactive advising tender applicants were allowable under the tender process.

Janette McNulty stated that social partners within the PEACE III programme played a key role in the appointment and furthermore expressed concern that the Cross Border Intercultural Puppetry Programme was limited to a niche market.

The Mayor, Councillor Smart raised a query regarding the transfer of funds from unsuccessfully tendered programmes to others.

In response to the queries raised by members, the Head of Community and Culture stated that it was not possible to transfer money from one theme to another. She went on to speak briefly about the procurement process policy, advising that SEUPB required the Council as lead partner to follow its approved Procurement Policy. The Policy requires the evaluation of tenders to be carried out by Officers and approved by the Council. In this case, approved by the Peace IV Partnership with delegated powers to manage the Peace IV Programme. whereby the same processes as that used by Council were applied to the assessment of the PEACE IV tenders. No observers or Elected members sit evaluation panels, to ensure there are no potential conflict of interest.

A brief discussion on the reasons for the remaining 2 programmes failing to attract tender submissions took place. The Head of Community and Culture assured members that the Secretariat had followed all possibly avenues with regard to the advertising of the tenders and went on to explain that although the overall value of the Puppetry tender had increased to attract further interest/tender submissions and achieve the desired outcomes, this still resulted in no tenders being received.

Discussion ensued regarding the engagement of key facilitators by delivery agents to deliver parts of the programmes. The PEACE IV Finance Officer stating that a Delivery Agent could engage the services or partner with facilitators to deliver elements of their programmes.

Janette McNulty asked if the Secretariat could get this message out when going back out to tender the remaining programmes.

### **RECOMMENDATION**

It is recommended that the PEACE IV Partnership awards the following contract (subject to SEUPB approval) for the delivery of the Open Dialogue Programme.

<b>A Connecting Communities Programme</b>		
<b>Company</b>	<b>Score</b>	<b>Ranking</b>
NI Alternatives	78%	1

Alison Blayney proposed and seconded by Councillor Walker.

**AGREED**

## **12. UPCOMING EVENTS AND PRESS RELEASES**

PREVIOUSLY CIRCULATED: Copy of upcoming events and press releases

Members were asked to note the relevant information.

## **13. ANY OTHER BUSINESS**

Alison Blayney informed members that her organisation Kilcooley Women's Centre had applied to the Regional PEACE IV Capital programme and welcomed members support.

Shelia Bailie informed members that Radius Housing planned to roll out Dementia training, open to members and organisations. The Chair, Councillor Thompson stated he had attended such a course and found it very worthwhile.

## **14. DATE OF NEXT MEETING**

The next meeting is scheduled to take place on Thursday 6<sup>th</sup> September 2018, Donaghadee Community Centre at 3pm.

The Chair thanked everyone for attending.

Meeting terminated at 5:17pm.

**ITEM 7****Ards and North Down Borough Council**

Report Classification	Unclassified
Council/Committee	Community and Wellbeing
Date of Meeting	10 October 2018
Responsible Director	Director of Community and Wellbeing
Responsible Head of Service	Head of Community and Culture
Date of Report	26 September 2018
File Reference	CW115
Legislation	Recreation and Youth Services Order (NI) 1986
Section 75 Compliant	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> If other, please add comment below:
Subject	Food Poverty Working Group
Attachments	None

In November 2017 following a Notice of Motion, officers were tasked to bring back a report on what options are available to Council to further support food banks. Furthermore, Council should establish a working group, coordinated by Council, but involving statutory agencies, community and voluntary groups, to examine the causes of food poverty within the Borough with a view to producing a strategy to eliminate or substantially reduce food poverty”.

Upon investigation officers found that a multi-agency working group was already in existence, facilitated by Ards Community Network. Representation on the group included; Barnardos, Ards and North Down Citizens Advice Bureau, County Down Community Network, North Down Community Network, Ards and North Down Street Pastors, Bangor Food Banks (7 churches), South East Health and Social Care Trust, Children’s and Young Peoples Strategic Partnership, Northern Ireland Housing Executive and Council (including Community Planning representation).

Whilst the working group have no formal terms of reference, the group has recently expanded its remit from fuel poverty to address general issues of poverty, including food poverty. The group have also expanded its membership to include the YMCA, the Simon Community and Councillor Rachel Woods.

The last meeting of the working group was held on 12 September 2018 and matters discussed included update on various projects including, a school uniform project, family support hubs referrals, a food, fuel and finance toolkit and a strategic presentation on poverty, which is currently being collated. The final presentation may be presented to Council early in the new year.

It was also reported that emerging trends show an increase of 13% in the current financial year for food distribution. An action plan is also being developed to scope initiatives which are already being carried out by a range of organisations to address poverty issues throughout the borough. The group are also developing a survey to measure family support, finance and food poverty of families in the Ards and North Down area.

### **RECOMMENDATION**

It is recommended that Council continues to participate in in the multiagency poverty working group reporting back to Council on a regular basis.

**ITEM 8****Ards and North Down Borough Council**

Report Classification	Unclassified
Council/Committee	Community and Wellbeing
Date of Meeting	10 October 2018
Responsible Director	Director of Community and Wellbeing
Responsible Head of Service	Head of Community and Culture
Date of Report	26 September 2018
File Reference	CDV35B
Legislation	Recreation and Youth Services Order (NI) 1986
Section 75 Compliant	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> If other, please add comment below:
Subject	Elected Member Grants Working Group
Attachments	Terms of Reference

In May 2017 following an amendment to the Community Development (CD) Grants Assessment Report, Members agreed that an Elected Members Grants Working Group be established. The purpose of the working group is to review the current Community Development application process in line within the Councils Grants Policy and Department of Communities terms and conditions (who part fund the scheme) and to investigate possible Council or other support for community run halls/houses.

The following Members were nominated to the group: Councillor Douglas, Alderman Irvine, Alderman Smith, Councillor Smith and Councillor Thompson. The first meeting of the group was held on 29 August 2018 at which Councillor Thompson was elected as Chair. At the meeting a terms of reference was agreed, to include the purpose and scope of the group.

Members were provided with an overview of the Council Grants Policy, a report on running costs options, the community development grant application form and criteria and a report detailing additional areas of support for community halls/houses and current Council support for community volunteers.

Following discussion, a number of actions were agreed, including:

1. Northern Ireland Housing Executive to be invited to the next meeting of the group to ascertain what support they can provide for community houses/halls
2. To carry out an audit of the current community halls/houses to include opening hours and services provided
3. Add a link to the CD grants YouTube video in the grant criteria
4. Amend the CD application form to include section to ascertain what other grant funding has been applied for or secured
5. Require applicants to include their most recent audited accounts along with their application form
6. Meet with the three Community Network to ascertain possible options for collective procurement to drive down costs.

A further meeting of the group will be convened once all of the requested information has been collated and Members will be updated in due course.

### **RECOMMENDATION**

It is recommended that Council notes this report.

**ITEM 9****Ards and North Down Borough Council**

Report Classification	Unclassified
Council/Committee	Community and Wellbeing
Date of Meeting	10 October 2018
Responsible Director	Director of Community and Wellbeing
Responsible Head of Service	Head of Community and Culture
Date of Report	26 September 2018
File Reference	GREL 352
Legislation	Local Government Act (NI) 2014
Section 75 Compliant	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> If other, please add comment below:
Subject	Cultural Expressions Programme Evaluation (2018-2019)
Attachments	Cultural Expressions Agreement 2018-2019 Annex - Sites in Programme and Awards

**Background**

The Council's Cultural Expression (CE) programme supports inclusive local events and festivals that enable communities and groups to celebrate their culture and identity through grant aid. 75% of this financial support is provided through the Executive Office and 25% is provided by Council. When bonfires are associated with these local events and festivals, Council support is available where communities agree to core conditions and local agreements which aim to lessen the negative social and environmental impact of community bonfires.

All festivals approved by Council were attended by the Council's Good Relations Officer (GRO). Associated bonfires were monitored against the core conditions by the GRO over an eight-week period beginning on the agreed collection date of 13th May 2018 and ending on 11th July 2018. Not all bonfires collected from 13th May 2018, some collected before the agreed date.

## **Community Engagement**

In April 2018 officers consulted with community representatives on minor amendments to the 2018 CE programme, including the date of the agreement, collection date and details on road closure requirements.

At the meeting bonfire representatives, proposed a number of significant changes to the programme. The requested changes arose as a result of discussions in Mid Ulster Council regarding possible permits for bonfires and the perceived eradication of the bonfire tradition. At the meeting the majority of groups indicated they would withdraw from the Cultural Expression programme, if their proposed changes were not adopted by the Council.

Officers met to discuss the proposed changes, which were deemed inconsistent with the overall aims and objectives of the Cultural Expressions programme and this was communicated to the community representatives.

Further discussion with individual representatives and groups resulted in 32 sites re-engaging with the CE programme, 30 in July and 2 in October 2018. The sites and awards (subject to final verification) are attached at annex 1. The West Winds was the only group to disengage in the programme.

## **Monitoring**

The GRO monitored all bonfires supported and those not supported by Council (15 “pop-up” bonfires) on a regular basis in the lead up to and on 11th July 2017. Some bonfires exceeded the recommended size and gave cause for concern. The Good Relations team hosted weekly meetings with statutory agencies, including the PSNI, NIHE and NIFRS to assess any concerns or perceived risks in order to minimise potential damage to people and property.

In 2018 a total of 9 sites in ANDBC selected the alternative options to traditional bonfires e.g. willow burners or gas beacons/ fireworks. This was an increase of 1 from 2017. Bloomfield estate in Bangor opted to trial a willow beacon after community consultation and it is hoped this will continue in 2019.

Local events and festivals supported by Council were monitored by officers on the day and evaluated with the applicants after the event.

Some bonfires in the borough caused more concern than others for various reasons. Bonfires that did cause concern for all statutory agencies included:

- Millisle – this bonfire was relocated to sandy ground bordering the Council car park in Millisle following a consideration of options put forward by bonfire representatives. The site was not well received by some residents in the area due to its proximity to housing and by local bonfire attendees as it was deemed to be too far out of town. The GRO spent considerable time individually consulting with those residents. There was some concern expressed that the bonfire could collapse onto the footpath or road and fire authority advice was sought specifically. It has been agreed locally that consultation will take place with bonfire representatives and the local community to find a more suitable arrangement for 2019.

- Castle Gardens – This site caused concern because of the size and proximity to surrounding houses and businesses. NIFRS were called to the site as the bonfire fell, when lit, into an adjacent garden. No extensive damage or injury caused.
- Churchill Park – This site was bigger than previous years despite removal of material and assurances that it would be reduced in size further. The bonfire caused radiated heat damage to 4 houses in the area.
- Balligan Gardens – This bonfire caused concern due to its size, proximity to the dual carriageway and the reels incorporated in the bonfire. The bonfire builders collapsed the bonfire as it was deemed unstable and it was rebuilt safely before the 11<sup>th</sup> night.
- Glen estate – Raised concerns due to its size and proximity to houses. No damage was caused
- Portavogie – A number of tyres were placed on the bonfire on 10<sup>th</sup> July. The community group asked Council to remove the tyres, however following assessment it was deemed unsafe to do so because of tension in the area.
- Weavers Grange/ Circular Road – This bonfire was initially established by a group from Weavers Grange/ Clanmill. The site was on NIHE land beside an 11,000-volt electricity substation. The initial bonfire was removed by NIHE and the site was closely monitored by PSNI, NIHE and ANDBC. However, a second bonfire was established on the same site by the same group on 7<sup>th</sup> July. It was deemed unsafe to remove the bonfire at this late stage due to heightened tension in the area. The substation was screened off and cooled by the NIFRS on the 11<sup>th</sup> night and no damage was caused to it.

Fifteen last minute bonfires (“pop up” bonfires) were erected close to the 11<sup>th</sup> night. It is understood that these bonfires may have been in response to the Bloomfield and Cluan Place bonfire scenarios in Belfast.

An interdepartmental emergency plan was developed by a range of Council staff and with statutory agencies in order to address any concerns that could have arisen on the 11th night from bonfires. It was not necessary to enact this plan. The PSNI dealt with a number of incidents in the Newtownards and Bangor areas.

### **Lessons Learnt**

Following 11th July 2018, statutory representatives met to review lessons learnt from the Cultural Expressions programme and to inform improvements for 2019.

It was agreed collectively agreed that:

- Collaborative working between the agencies worked well and should continue to be built upon for 2019. All statutory agencies agreed that whilst there was concerns with some bonfires, engagement in the CE Agreement continued to reduce negative incidents that previously occurred during bonfire season.

- It was noted that fly tipping and illegal dumping increased dramatically in 2018.
- PSNI reported no major bonfire related incidents at sites in the Cultural Expressions programme on 11th July however there were a number of incidents that occurred across the borough that the PSNI did not consider to be bonfire related.
- NIHE continue to offer boarding to houses in proximity to bonfires on their land. The cost of this intervention was reduced this year however damage had been caused to 4 properties at Churchill Park and 1 in Ava Street, Bangor. NIHE provided a financial contribution towards the cost of the cultural expression programme in 2018.
- NIFRS suggested that Council reviews the Cultural Expression Agreement to deal with situations where bonfire builders ignore safety advice from NIFRS about the size of the bonfires, following consultation with stakeholders.
- NIFRS attended bonfires at Churchill Park, Castle Gardens and Weavers Grange. They were also called to Clandeboye Way, Balloo Road and the Glen Estate but no action was required at these locations on 11<sup>th</sup> July. It was noted that some bonfires were being built up to the perimeter of designated footprints ignoring the designated safety zone and a number of bonfires were larger than previous years.
- In general attendance at Community Festivals appeared down on previous years, although it is difficult to get actual attendance numbers as officers only spend approximately 15 mins at each festival and each festival runs for 3-4 hours.
- The PSNI advised that there were no reports of anti-social behaviour at any of the festivals
- Officers observed a good community vibe at the festivals, with good community engagement, where culture was being celebrated positively
- All statutory agencies agreed that although there are still some concerns especially around the size of some bonfires the programme it is much improved than in previous years.
- Comber remains a traditional bonfire free zone.

### **Complaints**

- ANDBC reported an 27% increase in complaints in 2018 against bonfires in the programme with new complaints totalling 65 in comparison to 51 in 2017. Bonfires in the programme that received most complaints were Millisle (14) mainly due to location, Churchill Park (9) mainly due to the size of the bonfire, Ballywalter Beach (9) mainly due to footpath obstruction.

- There was a 67% reduction in the number of complaints made to Council about flags with a total of 3 in comparison to 9 in 2017.
- There was a 50% increase in complaints recorded about bonfires not in the programme totalling 21 in comparison to 14 in 2017. The majority of complaints were received about: Weavers Grange (14) and Valentines Playing fields (4), where bonfires were erected at the last minute. It should be noted that complaints are still much lower than in 2015 when there was a total of 173 recorded about bonfires and 24 about flags.

Possible reasons for an increase in complaints:

- Activities in other Council districts and perceived erosion of culture
- Activities in Portadown with the early lighting of the Portadown bonfire
- In some instances, an increase in the size of bonfires (height and footprint)
- New groups within the Borough
- New bonfire locations
- Increased fly tipping and illegal dumping

### Cost of the Programme

Over the last few years officers have attempted to collate the actual cost of the 11<sup>th</sup> night celebrations to include set up costs, clearance (before and after the 11<sup>th</sup> night) and reinstatement costs of those celebrations on Council land.

Members should note that the Council is responsible for the above costs on its own land, and also incurs the costs on land which is privately owned. NIHE is responsible for clearance on land which they own.

Costs of bonfires in programme	Amount
Set up	7,789.40
Clearance (before 11 <sup>th</sup> night)	1,461.09
Clearance (post 11 <sup>th</sup> night)	5,120.36
Barriers hire, delivery and return	4,555.34
<b>Total</b>	<b>18,926.19</b>

Costs of bonfires not in programme	Amount
Clearance (before 11 <sup>th</sup> night)	7,492.79
Clearance (post 11 <sup>th</sup> night)	1,954.14
Reinstatement	1,656.30
Barriers hire, delivery and return	72.93
<b>Total</b>	<b>11,176.16</b>

Grants awarded for community festivals	72,500.00 (2,300 and 1,200 awards)
<b>Total</b>	<b>72,500.00</b>

Waste Disposal	10,146.60
<b>Total</b>	<b>10,146.60</b>

Unclassified

Beacons	45,000
Total	45,000
Overall Total (as of 29.9.18)	157,748.95 *
Less grant from Executive Office	(60,000.00)
Less funding from NIHE	(20,000.00)
Therefore estimated net cost to Council for 2018	77,748.95

\*Westwind's – Did not engage with the programme this year but had an individual cost to Council of £9,367.70 for barriers and clearance. Re-instatement after the bonfire is estimated at £20,000. These costs have not been included in the above table.

Over the next few months' officers will review the information collated through the above monitoring and evaluation process to identify possible improvements to the core conditions and local agreements of the programme to ensure that Council can support the celebration of community culture in a safe and respectful manner. Officers will also be meeting with key influencers and community representatives to consult upon the core conditions, in an effort to improve the programme further for 2019.

### **RECOMMENDATION**

It is recommended that Council notes this report.

**ITEM 10****Ards and North Down Borough Council**

Report Classification	Unclassified
Council/Committee	Community and Wellbeing
Date of Meeting	10 October 2018
Responsible Director	Director of Community and Wellbeing
Responsible Head of Service	Head of Community and Culture
Date of Report	26 September 2018
File Reference	ART 05/R3/18
Legislation	Recreation and Youth Services Order (NI) 1986
Section 75 Compliant	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> If other, please add comment below:
Subject	Arts Project Grants
Attachments	None

A third round of Arts Projects Grants for 2018-2019 opened for application in August 2018, with a deadline of the 20<sup>th</sup> Sept 2018. The grants were advertised in the press, on the Councils web site and groups were targeted by email.

An assessment panel met on Monday 24<sup>th</sup> September 2018 to assess the eleven applications received by the closing date. The applications were assessed by Cllr Douglas and the Community Arts Development Officer, Amy McKelvey.

A maximum of £1,000 could be applied for per application and the total budget available for Arts Project Grants for the financial year 2018-2019 is £14,100. In rounds one and two £9,950 was awarded leaving a remaining budget of £4,150

The total amount of money requested by the 11 applications was £10,193.5. Table 1 below provides a summary of the applications and the recommended awards.

**Table 1. Summary of Applications and Panel Recommendations**

<b>Name of Organisation</b>	<b>Requested Amount</b>	<b>Project</b>	<b>Project Score</b>	<b>Amount Rec</b>
Portaferry Regeneration Ltd	£1,000	Pottery Workshop programme	65	£0
BEAT Carnival	£1,000	Samba Drumming Workshops	79	£800
Portaferry and Strangford Trust	£1,000	Community Xmas Tree Trail	69	£0
Green Woodwork Club	£1,000	Woodworking Masterclass programme	69	£0
Include Youth	£705	Print Workshops by Arts Creative	77	£500
Painting for Pleasure	£500	Art Facilitators for weekly painting group	62	£0
The Cedar Foundation	£1,000	Print Workshops at Seacourt Print Workshop	81	£800
Ballyphilip Youth Club	£997.50	Mosaic Project	64	£0
Fibromyalgia	£1,000	Colour and Glass	80	£800
Positive Futures	£1,000	Creative workshop programme	74	£450
ND Community Network, Community Hub	£991	Printing workshops with International Women's Group	79	£800
<b>Total</b>	<b>£10,193.5</b>			<b>£4,150</b>

There was significantly more demand for funding than available budget. A pass mark of 70 was agreed and all projects that achieved higher than 70 are being recommended for funding as detailed above. Applicants were scored on merit against set criteria.

### **RECOMMENDATION**

It is recommended that Council approves the five successful applications and awards detailed in table 1 above totaling £4,150 for the Council's Arts Project Grants 2018-2019.

**ITEM 11****Ards and North Down Borough Council**

Report Classification	Unclassified
Council/Committee	Community and Wellbeing
Date of Meeting	10 October 2018
Responsible Director	Director of Community and Wellbeing
Responsible Head of Service	Head of Community and Culture
Date of Report	26 September 2018
File Reference	HER 01/R1 18
Legislation	Recreation and Youth Services Order (NI) 1986
Section 75 Compliant	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> If other, please add comment below:
Subject	Heritage Grants
Attachments	None

The first ever Heritage Grants for 2018-2019 opened for application in August 2018 with a deadline of the 21 September 2018. The grants were advertised in the press, on the Councils web site and heritage groups were targeted by email/

An assessment panel met on Monday 24 September 2018 to score the four applications received by the closing date. The panel comprised of the following members of the Arts and Heritage Advisory Panel:

- Phillipa Martin
- Robin Masefield
- Verity Peet

The panel was facilitated by: Heather McGuicken, Museum Manager

A maximum of £500 could be applied for, per application and the total budget available for Heritage Grants for the financial year 2018-2019 is £5,000.

The total amount of money requested by the 4 applicants was £2,000. Table 1 below provides a summary of the applications and the recommended awards. The applications were scored in line with the Councils grants policy.

**Table 1. Summary of Applications and Panel Recommendations**

<b>Name of Organisation</b>	<b>Requested</b>	<b>Project</b>	<b>Score</b>	<b>Amount</b>
Ballywalter & District Historical Society	£500	Yearly Journal exploring history of the local area	61	£500
Portaferry and Strangford Trust	£500	Three speakers and marketing brochure	70	£500
Portavogie Culture & Heritage Society	£500	Publication of booklet of local heritage	52	£500
Hollywood District University of the Third Age History Group	£500	Publication of Hollywood notables over history	73	£500

All four applications were successful, and the total amount recommended for award is £2,000.

As this is the first ever heritage grant scheme offered by the Council and the total budget of £5,000 was not fully allocated, therefore it is recommended that the scheme is reopened in October for heritage projects taking place between December 18-March 19 with additional targeted marketing to encourage groups to apply.

### **RECOMMENDATION**

It is recommended that Council approves the four successful applications and awards detailed in table 1 above totaling £2,000 and a second call for funding is advertised as detailed in this report.



## **Ards and North Down Borough Council Arts and Heritage Advisory Panel**

**Minutes** of the Meeting of Ards and North Down Borough Council Arts and Heritage Advisory Panel held on Monday 4 June 2018 at 6.30pm in the Boardroom, Ards Arts Centre, Conway Square, Newtownards.

**Minutes Secretary:** Ms Lauren Dawson (Administration Assistant)

**Chairperson:** Ms Emily Crawford (Arts and Heritage Manager – AHM)

**Present:**

- Ald. Robert Gibson
- Ald. Marion Smyth
- Cllr Colin Kennedy
- Mr Kenneth Irvine
- Ms Philippa Martin
- Ms Catherine Charley
- Mr Matthew Malcolm
- Mr Michael Geddis
- Mr Robin Masefield
- Ms Debbie McCann

**In attendance:**

- Ms Heather McGuicken (Museum Manager - MM)
- Ms Patricia Hamilton (Arts Officer – AO)
- Ms Amy McKelvey (Community Arts Development Officer - CADO)

**1. Apologies:**

- Ms Jan Nixey (Head of Community and Culture – HCC)
- Cllr Lorna McAlpine
- Cllr Noelle Robinson
- Ms Marianne Kennerley
- Mr Lee Boyd
- Ms Sally Houston
- Dr Verity Peet

In the absence of the Chair and Vice Chair, Emily Crawford (AHM) was appointed to chair the meeting.

### **2. Minutes of Meeting held on 9 April 2018:**

Ald Robert Gibson proposed that the Minutes be approved as a correct record. This was seconded by Ms Philippa Martin and agreed unanimously.

### **3. Heritage Grants:**

Draft Heritage Project Grant Application Grant enclosed with Panel Papers as Appendix. MM requested feedback from panel. Ms Philippa Martin requested that the definition of 'heritage' is more defined, perhaps as defined by Heritage Lottery Fund, and that all areas of heritage are covered for funding. AHM advised that other areas of 'heritage' are covered with grants

available (for example; built and natural heritage) under other departments of the Council. As a limited budget of £5,000 per year is available for the heritage grants, preference for funding is for projects that are not currently funded by other Council departments and we will monitor the need for funding over the first year of the grant and adapt as necessary. AHM advised that a meeting can be set up within the next 2 weeks for panel members to finalise the paperwork before the grant is released in August.

#### **4. Updated North Down Museum Documentation Procedure Manual:**

Draft Updated North Down Museum Documentation Procedure Manual enclosed with Panel Papers as Appendix. MM advised that the policy had been updated to include retention details of personal information from donations. Details will now be kept on file on a permanent basis in line with Museum accreditation requirements, so the policy has been updated to make this clear.

#### **5. Brief Update on Ards International Guitar Festival:**

A report was tabled by AHM. AHM advised that the Guitar Festival Committee had not yet met for an event de-brief. Highlights from this year's festival included a Classical concert by Craig Ogden. For the first time, the classical event was held at the Queen's Hall which was a great success and the acoustics of the hall were very suited to the classical performances. The 4 of Us were awarded the Lifetime Achievement Award and we had great publicity from them as they shared their news of the award.

Catherine Charley congratulated the team on another successful festival and thanked them for their hard work.

#### **6. Update on Activity North Down Museum:**

A report was tabled by MM. MM advised that North Down Museum would be closed next week due to essential electrical work. MM highlighted recent events and exhibitions including the successful 'Cinderella's Shoes' exhibition by the Year 7 students of Bangor Central Integrated Primary School. MM advised that the museum has decided to bring more exhibitions into the café space in order to share more interesting stories.

Due to bad weather over Easter, several Tourism events were moved into the museum and visitor figures benefitted greatly with 1,049 visitors attending.

MM briefly updated the panel on an upcoming event with Adam Turkington in October as part of the European Year of Cultural Heritage. This event will be for over 18's and will be something different in a museum setting.

#### **7. Update on Arts Activity:**

A report was tabled by AHM. Highlights included the recent exhibition 'What Fell From the Mountain' by Charlie Scott. Three school visits (total of 90 children) were programmed to visit the exhibition and take part in a workshop lead by Shauna McGowan for the children to create their own artworks inspired by the concepts and techniques in Charlie's work. These visits were very successful and well received by the children, so similar visits can be programmed for the future. AHM highlighted a number of recent sold out events. Creative Classes attendance was good considering the summer term is always quieter with the holiday period.

AHM advised that staff are currently working on the autumn programme and liaising with the designers for a redesign of the covers of the Arts and Heritage Guide. AO advised the panel that earlier that day the Ulster Orchestra had announced that they will not be offering a Christmas Touring concert this year which is disappointing as it was one of the highlights of the events programme.

## **8. Update on Community Arts Programme and Puppet Festival:**

A report was tabled by CADO. CADO highlighted the recent Arts Grants Celebration evening which was a very successful event. Audience numbers were disappointing, but as this was the first year of this event and people perhaps did not know what to expect, numbers will hopefully increase in future years. Michael Geddis commented that it was a very fitting event.

AHM notified panel that they will soon receive invitations to attend the launch of the 'Next Generation' student exhibition in July.

AHM advised panel of the recent Puppet Festival. Explained that this year was a very different festival with the merge with the Events Team and a much larger budget from Events. A 'Big Top' tent was erected in Conway Square which attracted more visitors who had not heard about the festival. The weather was also very warm and dry so attendance figures were high. Feedback from visitors was very positive and a meeting will be held soon with the Events Team for a de-brief.

## **9. Update on Arts Grants:**

A report on Arts Project Grants was tabled by CADO. In round one £5,550 was awarded leaving a remaining budget of £8,550 for a second round of funding.

## **10. Update on Aspects Literary Festival 2018:**

AO gave a verbal update. Programming is currently underway with an aim to launch the programme late July/early August. The festival this year will run the entire month of September with a different theme programmed for each weekend. Children's activities will take place at the end of the month as early September is a struggle for children's activities due to schools starting back.

## **11. Any Other Business:**

Philippa Martin enquired if Creative Peninsula would be taking place this year in the absence of a Craft Development Manager. AHM advised that the event would be taking place as usual and would be led by the Arts Team. The programme is currently with the designers and will be launching at the end of June. There is a slight restructure in that events will happen throughout August, instead of 10 days which has been the case in previous years. A new event has been added this year with the Late Night Bus Tour which will visit different artists studios across North Down to see demonstrations of artists at work while enjoying some refreshments at each stop. The exhibition will launch at Ards Arts Centre on Wednesday 1 August and all panel members will receive an invitation soon.

AHM advised the panel that the Integrated Arts and Heritage Development Strategy (IAHDS) was approved at Council in March. Currently waiting on the Executive Summary to create the public document. There will be an event in August to launch the Strategy and the panel will receive an invitation, as well as stakeholders and those who attended the consultations.

Robin Masefield requested that the IAHDS is always listed as an item on the agenda. AHM agreed that the IAHDS would feature in future agendas once implemented. AHM advised that we are waiting on the final step internally from the Heads of Service to start implementing the Strategy as staff need to prioritise the internal structure on what is feasible to commence this year.

AHM advised that the new EU Legislation on GDPR has now come into effect. All those on the Arts Emailing List have been contacted (before 25 May 2018 deadline) to advise them of the new regulations and ask them to 're-subscribe' if they wish to continue receiving Arts News Updates by email. Staff are currently liaising with the Information Compliance Officer to confirm if it is required for those on the Arts and Heritage postal mailing list to 'opt in' as well.

Michael Geddis expressed great concern over the Craft Development Manager's post remaining vacant for over a year and the impact this has had on Creative Peninsula and local craft makers.

Debbie McCann reiterated this and expressed the need for Economic Development to recognise the impact of craft events, such as Creative Peninsula, on tourism. She noted how other crafters and artists in other Council areas are envious of the Creative Peninsula and the support offered in our borough.

Ald Robert Gibson commented that we should be proud of the unique craft development on our borough and that it has always had a high profile.

AO suggested that the panel could write a letter to Economic Development expressing concerns over the Craft Development Managers post remaining vacant for over a year.

Michael Geddis volunteered to write the letter on behalf of the panel, and Debbie McCann volunteered to assist.

AHM reassured the panel that the Arts Team will continue to deliver the Creative Peninsula event rather than lose it, however a budget would need to be allocated and support given from other departments to grow and improve the event.

AO advised the panel that the ForM Sculpture Exhibition has now opened in Bangor Castle Walled Garden and requested the panel to visit the exhibition and vote for their top 3 favourite sculptures for the prizes to be awarded to artists at the end of the exhibition. Voting forms will be emailed to all panel members.

**Date of Next Meeting:** Monday 3 September 2018 at 6.30pm, AGM, Ards Arts Centre

As there was no further business the meeting closed at 8.00pm

**ITEM 13****Ards and North Down Borough Council**

Report Classification	Unclassified
Council/Committee	Community and Wellbeing
Date of Meeting	10 October 2018
Responsible Director	Director of Community and Wellbeing
Responsible Head of Service	Head of Community and Culture
Date of Report	25 September 2018
File Reference	CDV34B
Legislation	Recreation and Youth Services (NI) Order 1986
Section 75 Compliant	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> If other, please add comment below:
Subject	Community Development Summer Schemes 2018 Report
Attachments	Summer Schemes Evaluation 2018

The Community Development Section has prepared a 2018 Summer Schemes report to give an overview of activities carried out on the schemes and the number of participants who benefitted from the schemes.

2018 proved to be a ground-breaking year, with increased partnership working, and the provision of 4 Community led summer schemes and 5 Council led schemes.

The 2018 Summer Schemes Report offers an overview of all the schemes that took place and highlights the key successes and challenges faced during 2018.

**RECOMMENDATION**

It is recommended that Council notes the 2018 Community Development Summer Schemes report.

**ITEM 14****Ards and North Down Borough Council**

Report Classification	Unclassified
Council/Committee	Community and Wellbeing
Date of Meeting	10 October 2018
Responsible Director	Director of Community and Wellbeing
Responsible Head of Service	Head of Community and Culture
Date of Report	26 September 2018
File Reference	ART/MUS 03
Legislation	Recreation and Youth Services Order (NI) 1986
Section 75 Compliant	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> If other, please add comment below:
Subject	Arts and Heritage Annual Summary
Attachments	Arts and Heritage Annual Summary 2017/2018 Appendix 1 Arts Service Statistics Appendix 2 Heritage Service Statistics Appendix 3 Arts and Heritage Panel Membership 2017/2018

The Arts and Heritage unit has prepared an Annual Summary for 2017/18 to demonstrate the activity of the unit in the last financial year.

2017/18 proved to be an eventful year with an extensive programme of arts and heritage-based events, exhibitions, festivals, education and community outreach activity taking place across the expanded Borough.

The Arts and Heritage Annual Summary 2017/18 offers an overview of all the activity that took place and highlights key successes throughout the year. Statistical evidence can be found at Appendices 1 and 2 relating to the Arts Department and Heritage Department respectively. Membership of the Arts and Heritage panel can be found at Appendix 3.

**RECOMMENDATION**

It is recommended that Council notes the Arts and Heritage Annual Summary 2017/18

**ITEM 15****Ards and North Down Borough Council**

Report Classification	Unclassified
Council/Committee	Community and Wellbeing
Date of Meeting	10 October 2018
Responsible Director	Director of Community and Wellbeing
Responsible Head of Service	Head of Leisure and Amenities
Date of Report	25 September 2018
File Reference	SD109
Legislation	Recreation and Youth services Order (1986)
Section 75 Compliant	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> If other, please add comment below:
Subject	Ards and North Down Sports Forum Grants
Attachments	Appendix1-Sports Forum Applications for Noting and Approving September 2018 Appendix 2 - Unsuccessful Sports Forum Grants September 2018

Members will be aware that on the 26<sup>th</sup> August 2015 Council delegated authority to the Ards and North Down Sports Forum Borough, in order to allow it to administer sports grants funding on behalf of the Council. £25,000 had been allocated within the 2018/2019 revenue budget for this purpose.

The Council further authorised the Forum under delegated powers to award grants of up to £250. Grants above £250 still require Council approval. In addition, the Council requested that regular updates are reported to members.

During September 2018, the Forum received a total of 28 grant applications; 22 of which were for Travel and Accommodation, 3 of which were for Coaching and we also had 3 Gold Card Applications. A summary of the applications is detailed in the attached Appendix 1 September 2018.

## Unclassified

A total of **3** of the applications failed to meet the specified criteria. The reasons for the unsuccessful applications are detailed on the attached Appendix 2, Unsuccessful Sports Forum Grants September 2018.

For information, the annual budget and spend to date on grant categories is as follows:

September 2018	Annual Budget	Funding Awarded September 2018	Remaining Budget
Travel and Accommodation*	£12,000	£1,946.80	<b>£2,551.03</b>
Coaching*	£2,500	£600	<b>£741.25</b>
Equipment *	£5,000	£0	<b>£474.15</b>
Events*	£3,000	£0	<b>-£1,442.45</b>
Seeding	£500	£0	<b>£250</b>
Anniversary	£1,000	£0	<b>£1,000</b>
Discretionary	£1,000	£0	<b>£880</b>
Gold Cards Issued during the period September 2018 is 3			

\* The proposed remaining budget for Travel & Accommodation of **£2,551.03** is based on a proposed award of £1,946.80 with withdrawn costs of £390 as listed in Appendix 1(A). The proposed remaining budget for Equipment of **£474.15** is based on withdrawn costs of £1000 as listed in Appendix 1(B). The proposed remaining budget for Coaching of **£741.25** is based on a proposed award of £600 as listed in Appendix 1(C). The proposed remaining budget for Events of **-£1,442.45** is based on reclaimed costs of £507.55 as listed in Appendix 1(D).

### RECOMMENDATION

It is recommended that Council approves the attached applications for financial assistance for sporting purposes valued at above £250, and that the applications approved by the forum (valued at below £250) are noted.

**ITEM 16****Ards and North Down Borough Council**

Report Classification	Unclassified
Council/Committee	Community and Wellbeing
Date of Meeting	10 October 2018
Responsible Director	Director of Community and Wellbeing
Responsible Head of Service	Head of Leisure and Amenities
Date of Report	19 September 2018
File Reference	PCA 71
Legislation	Burial Ground Regulations (NI) 1992
Section 75 Compliant	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> If other, please add comment below:
Subject	Memorial Garden - Update
Attachments	None

Following a Notice of Motion requesting Council considers the development of a memorial garden or Arboretum to facilitate residents to plant a memorial tree in memory of a loved one or loved ones, the following is provided by way of an update.

Members are advised that Officers are currently developing a project brief to review the provision of cemeteries across the Borough and have appointed AECOM as the lead consultant.

The brief, while initially intended to review and provide an options appraisal on the issue of burial space, will be extended to consider the following elements of cemetery provision: -

- Capacity of current facilities and options for future provision
- Alternative Cemetery layout potential
- Memorial tree provision
- Disposal of Cremated Remains
- Policy on advanced purchase of burial rights
- Creation of Memorial Garden or Arboretum

- Cost analysis within the options appraisal

It is proposed that the review will be by way of a two-tier approach. Tier 1 will consider an options appraisal on Cemetery Provision including the above elements, while Tier 2 will consider a more detailed report on options determined at Tier 1.

An initial meeting was held on 21 September 2018 to confirm the detailed content for the Tier 1 brief after which Officers will work with the Consultant with regard to the options development. The estimated timescale for completion of Tier 1 is March 2019.

A further report will be brought before Members of the outcome of the review together with options and costing of same.

### **RECOMMENDATION**

It is recommended that Council agree to include the issue of the Memorial Garden or Arboretum into the overall Review of Cemetery Provision.

**ITEM 17****Ards and North Down Borough Council**

Report Classification	Unclassified
Council/Committee	Community and Wellbeing
Date of Meeting	10 October 2018
Responsible Director	Director of Community and Wellbeing
Responsible Head of Service	Head of Leisure and Amenities
Date of Report	17 September 2018
File Reference	CW66
Legislation	N/A
Section 75 Compliant	Yes <input type="checkbox"/> No <input type="checkbox"/> Other <input checked="" type="checkbox"/> If other, please add comment below: Not Applicable
Subject	Quarter 1 Report Community Centre percentage usage
Attachments	Percentage total utilisation figures April - June 2018

It was previously agreed that a report producing percentage utilisation of Community Centres be presented to Council on a quarterly basis. This report covers the period from April to June 2018.

Members will note that percentage usage has increased from the same quarter in 2017 by 5.5 per cent, equating to 260 extra hours booked across the nineteen centres. This followed a focus on promoting the centres through a variety of mediums and some maintenance work being done to the aesthetics of a few of the more “worn” centres.

Community Halls and Community Development will be delivering a series of “Open Days” in some of our Community Centres showing what Council Services we have to offer. The first being held in Portaferry Market House on 27<sup>th</sup> September.

Members should also be aware that some community groups have reported to community centre staff that they may not make as many bookings as they did previously which will have a negative impact on some of their Centre bookings. It is anticipated the percentage usage is likely to be affected over the coming quarters

Unclassified

despite the best efforts of the team to promote the facilities to the local community. It is hoped these open days will generate interest and offset the decrease caused by funding cuts to local community initiatives

### **RECOMMENDATION**

It is recommended that Council notes this report.

**ITEM 18****Ards and North Down Borough Council**

Report Classification	Unclassified
Council/Committee	Community and Wellbeing
Date of Meeting	10 October 2018
Responsible Director	Director of Community and Wellbeing
Responsible Head of Service	Head of Leisure and Amenities
Date of Report	26 September 2018
File Reference	PCA 70
Legislation	Wildlife and Natural Environment Act (Northern Ireland) 2011
Section 75 Compliant	Yes <input type="checkbox"/> No <input type="checkbox"/> Other <input checked="" type="checkbox"/> If other, please add comment below: Not Applicable
Subject	Ballycrochan Linear Park - Green Flag Status
Attachments	None

Following a Notice of Motion tabled at Council in April requesting a report on the steps needed for Ballycrochan Linear Park, Bangor to be considered for Green Flag status, the following outlines the necessary actions.

The Green Flag Award Scheme encourages high environmental performance and good management. Parks and green spaces are judged against following eight key criteria: -

- Welcoming Place
- Healthy, Safe and Secure
- Clean and Well Maintained
- Sustainability
- Conservation and Heritage
- Community Involvement
- Marketing
- Overall Management

The judging criteria also considers the fact that each park/green space will offer different kinds of facilities and will be managed and developed taking account of varying opportunities and constraints. Innovation and the way facilities offered are tailored to the needs of the community is also be taken into consideration.

The accreditation of sites for Green Flag is a performance measurement element within the Parks and Cemeteries Service Plan and in going forward, it is intended that additional sites will be assessed in the future to broaden the scope of Green Flag within Ards and North Down.

Currently, there are four sites holding the accreditation. These are Castle Park and Walled Garden, Ballymenoch Park, Londonderry Park, and Kiltonga Nature Reserve. The cost of a Green Flag application is £650 per site.

In the case of Ballycrochan Linear Park, the current status would be considered appropriate in meeting certain elements of the judging criteria including the newly introduced Rewilding initiative and wildflower meadow developed within the site.

To bring the site to the point of meeting the full range of criteria elements, there needs to be significantly increased community involvement and marketing in the form of volunteering and promotion. To this end, it is intended to develop links with the local community to increase both community buy in and voluntary sector involvement with the site. In doing this, the marketing and promotion of the site will also increase. Both these measures will increase the potential of Ballycrochan Linear Park being considered for Green Flag accreditation.

## **RECOMMENDATION**

It is recommended that Council approve Officers develop the community involvement and marketing elements in relation to Ballycrochan Linear Park with a view to making an application to Green Flag for the 2019 award period.

**ITEM 19****Ards and North Down Borough Council**

Report Classification	Unclassified
Council/Committee	Community and Wellbeing
Date of Meeting	10 October 2018
Responsible Director	Director of Community and Wellbeing
Responsible Head of Service	Head of Leisure and Amenities
Date of Report	19 September 2018
File Reference	PCA 69
Legislation	Wildlife and Natural Environment Act (Northern Ireland) 2011
Section 75 Compliant	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> If other, please add comment below:
Subject	Ballymacormick Plantation Open Space
Attachments	None

The Ballymacormick Plantation is a Council owned open space consisting of natural woodland tucked away between modern housing in Bangor. It is an area enjoyed by dog walkers, other individuals and families.

Council have maintained the site for many years and in the past have installed a path to improve access and improved the site drainage.

Over the years at the site there has been limited remedial works carried out site and as a result the path is pitted and the trees need some attention. There has also been an invasion of a type of wild garlic and a lot of the native plant species have been driven out.

Its location is as follows



A small group of local residents believed it would be possible to rejuvenate the Plantation and started working toward getting some community involvement to help out with the work. The objective was to keep the Plantation as a piece of wild woodland but to clear away some of the lower tree growth and to tackle some of the invasive wild garlic and re-introduce native species such as bluebells.

The group contacted Council Officers to discuss how best to formulate a partnership arrangement for the betterment of the site.

A new community group, the Friends of Ballymacormick Plantation (FBP), was formed at a public meeting on Friday 18<sup>th</sup> May 2018. The group is purely concerned with helping the Council in the work that needs to be done in the Plantation.

The group recognise that the Plantation is Council property and all plans and actions will be agreed in advance with Council Officers.

It is proposed that a 3-year plan will be devised in a partnership between the Council and FBP. FBP will organise work parties from the community and will apply for funding from appropriate streams such as Live Here Love Here. Funding will be applied to the purchase of new trees and seeds for re-introducing native wild flowers.

The Council Biodiversity budget will also be utilised to assist in developing the project.

All activities carried out by the group will be directed by Council Officers and as a result can be covered under Council public liability insurance.

The partnership will assist Council in promoting and embedding further initiatives in relation to the Rewilding Parks Policy and it is also envisaged that the site would be a good resource for the local primary school to bring pupils into the plantation for lessons on the environment.

In order to promote and provide interpretation for the site, some information boards about the history of the area and about the trees, plants and the birds that can be seen in the plantation will be placed at key locations within the site.

### **RECOMMENDATION**

It is recommended that Council agree to the partnership approach between Council and Friends of Ballymacormick Plantation to develop projects which will enhance the site.

**ITEM 20****Ards and North Down Borough Council**

Report Classification	Unclassified
Council/Committee	Community and Wellbeing
Date of Meeting	10 October 2018
Responsible Director	Director of Community and Wellbeing
Responsible Head of Service	Head of Environmental Health Protection and Development.
Date of Report	21 September 2018
File Reference	CW45
Legislation	Various
Section 75 Compliant	Yes <input type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> If other, please add comment below:
Subject	Environmental Health Protection & Development Activity Report
Attachments	None

The role of the Environmental Health Protection and Development Department is to ensure a better quality of life for all. From the protection perspective we seek compliance with Food, Public Health, Pollution, Health and Safety at Work, Consumer Safety and Housing legislation and standards, to protect the public from physical, chemical and biological agents, or conditions that may cause harm or ill health. This report, whilst not exhaustive, describes a large portion of the work of the department.

The department supports the Take Five Steps to Wellbeing principles. We seek to develop public health and wellbeing both within the organisation and externally. We are currently involved with initiatives to enhance the lives of the fuel poor, the safety of young and old in the home, mental health issues, allergens and obesity.

During the 2017-18 year we received additional funding from the Public Health Agency to employ an Age Friendly Co-ordinator in partnership with Lisburn and Castlereagh City Council and we have sought to work toward making Ards and North Down an Age Friendly borough to reflect our aging population.

Most of these wellbeing initiatives are delivered in partnership with others and we continue to seek ways to develop the health and wellbeing of the public.

The range of statutory and non-statutory functions delivered on behalf of the Council are as follows:-

- Food (full range of functions) including food manufacturing and fisheries.
- Health and Safety at Work
- Consumer Protection. (safety of consumer goods)
- EH protection (Pollution Control)
- Planning Consultations
- Industrial pollution prevention and control.
- Local Air Quality
- Public Health (nuisance)
- Housing (Private Tenancies Order)
- Pest Control
- Internal Council Wellbeing / Health initiatives
- External Wellbeing initiatives i.e. World Mental Health Day, Integrated Care Partnerships (ICPs), Age Friendly alliance.
- Tobacco Control shared service (with Lisburn & Castlereagh CC and the Down portion of Newry, Mourne and Down)
- Home Safety shared service (with Lisburn & Castlereagh CC and the Down portion of Newry, Mourne and Down)
- Affordable Warmth.

The workload of the department is split between **requests for service, planned inspection and wellbeing intervention activities.**

## Service Requests

Service requests relate to individual's requests for assistance for example in relation to pest control, or when the activities of one party cause an adverse effect on another for example in relation to environmental health nuisances and pollution control.

### The number of service requests by category 2017-18.

Department Function	Number of Requests
Pest Control	909
General Environmental Health	821
Pollution Control	472
Food Hygiene and Standards	197
Private Tenancies Complaints (Private rented property)	168
Health and Safety	44
Consumer Protection (safety of consumer goods)	15
Tobacco Control	5
Licensing	10
<b>Total</b>	<b>2641</b>

In addition to the above, 132 applications were made under the Private Tenancies Order to have homes inspected against the fitness standard.

A total of 198 statutory notices were issued under the Clean Neighbourhoods and Environment Act (Northern Ireland) 2011, to secure environmental improvements and abatement of nuisances.

In order to meet the needs of the public we endeavour to respond as quickly as possible to service requests. Our performance indicator in this regard is to respond to >90% of service requests within two working days. For the year 2017/18 we achieved this for 92% of service requests.

### Planning Consultation.

Officers responded to 333 consultations from the planning department on planning matters that could potentially affect public or environmental health.

### Planned Inspection and Proactive visits to commercial premises.

There are currently 3665 open commercial premises on the Environmental Health database. During the year 1423 (just over 1/3) of these premises were visited to assess compliance with legislation, to educate business operators on new legislation and requirements and to obtain samples.

In order to reduce the burden on business many of these visits were carried out concurrently with officers assessing a range of legislative compliance - for example food hygiene, food standards and tobacco control might have been addressed at one visit. In addition, all businesses and premises are risk assessed to ensure that those which might present the greatest potential risk to public health are visited most frequently.

Some of the premises might have received a number of visits over the period. This happens for a number of reasons such as; where food premises have sought assistance in compliance with requirements relating to allergens or improving a Food Hygiene Rating; to obtain samples for chemical and bacteriological analysis to assess food safety, compositional standards and labelling; and in cases of continued non-compliance with requirements that have a potential impact on public health.

Table of Compliance Activities V's number of premises visited.

<b>Row Labels</b>	<b>Compliance Activities Recorded</b>	<b>Number of Premises Visited</b>
Health and Safety	679	453
Food Hygiene	1095	672
Tobacco Control	1078	746
Food Standards	648	407
Licensing	20	20
Consumer Protection	33	31
Industrial Pollution	23	23
<b>Total</b>	<b>3576</b>	<b>2352</b>

These visits generated 1786 letters that contained warnings about breaches of legislation. 1103 advice only letters were sent, and 42 statutory notices were served.

It should be noted that Tobacco Control functions are carried out as a shared service with Lisburn & Castlereagh CC and the Down portion of Newry, Mourne and Down but the figures provided are for ANDBC only.

## **Food and Consumer Protection Narrative**

### **Food Control**

During the year the Northern Ireland Food Managers Group (NIFMG), which has representation from all 11 Councils, developed a province wide strategy to help food businesses achieve compliance with the legal requirements in relation to allergens. The Food Control team implemented the strategy and carried out 81 advisory visits in addition to those normally carried out as part of the inspection programme. It is anticipated that this will result in increased compliance levels when the businesses are next subject to a full programmed inspection.

In addition to the routine inspection of food premises and the reactive work in dealing with complaints and notification of food poisoning incidents, a food sampling programme was undertaken. Food sampling is an essential and effective tool in ensuring that consumers are provided with safe food and the information to enable them to make informed choices about food purchases. During the year, 602 samples of food were sent for microbiological testing and 191 samples were sent for chemical analysis. This is also a particularly important service for food producers in our area as it helps them quality assure their produce for sale outside the area.

Initiatives were undertaken this year to enhance support and advice to local businesses as follows:

- As part of the promotion of the Calorie Wise award, a workshop for the operators of local catering businesses was organised in November. As the audience represented a wide selection of businesses, the services of a Chinese interpreter were employed to assist in delivery of the information
- Asian caterers – following on from the support given to Chinese caterers in previous years, interpreters assisted in facilitating two information seminars for Asian caterers on the identification of allergens in their menus and advice on compliance with the Food Information Regulations.

### **Consumer Protection**

The section provides a support and advisory service to local manufacturers, suppliers and distributors of non-food consumer products in respect of their safety. Local businesses have received advice regarding safety of a diverse range of consumer goods including oven gloves, wax candles, toys, crafts and electrical goods. The scope of this work has increased significantly over recent years following the introduction of The Construction Products Safety Regulations. This extends our work into the manufacture of all construction products. Although some training and expertise has been gained in this area, officers will continue to require additional training to enable them to carry out inspections and advisory visits to local businesses for this function. Work in establishing a database of manufacturers and first-time suppliers continues and it is anticipated that all such premises will be visited over the next twelve to eighteen months.

## **Health and Safety, Noise and Petroleum Narrative**

### **Health and Safety**

A total number of 2461 premises were registered for health and safety on 31 March 2018, and 628 visits were completed during the year. The breakdown of these visits is as follows;

310	Inspections
230	Revisits
60	Visits to investigate accidents
12	Visits in response to requests for advice
13	Visits in response to complaints about premises or work activities
3	Other visits

In addition to visits to assess compliance with general Health and Safety legislation, a number of these visits were in relation to specific Initiatives that the Service participated in, either due to an assessment of local needs or as part of the work plan agreed by the Northern Ireland Local Authority Health and Safety Liaison Group (HSLG) which is a partnership with the Health and Safety Executive Northern Ireland (HSENI).

20 Improvement Notices were served in relation to serious contraventions or continuing non-compliance, and 4 Prohibition Notices were issued in respect of issues presenting a serious risk to health or safety.

2 prosecutions were completed during the period;

- On the 15 December 2017, Ballywhiskin Caravan Park were fined £200 for failing to comply with an Improvement Notice served under the Health and Safety at Work (N) Order 1978, requiring that an Electrical certificate be provided to demonstrate that the electrical installation on the site was maintained in a safe condition.
- On 16 March 2018 PCO Davis trading as Rainbow International were fined a total of £1250 for breaches of the Health and Safety at Work (NI) Order and the Management of Health and Safety at Work Regulations (NI) 2000. This case was taken following an accident where an employee fell when accessing racking and injured their knee. On investigation it was found that the employer had no health and safety policy and failed to carry out adequate risk assessments or provide adequate health and safety training. There was evidence of unsafe systems of work in relation to manual handling and working at heights.

### **Caravan Site Licensing.**

Since RPA the Health and Safety team has been responsible for this function; involving an annual assessment visit to each of the 26 Caravan Sites located throughout the Borough, and revisits as necessary. Officers also complete a Health and Safety inspection of sites where this is due. During licensing visits in the previous reporting period officers identified a number of longstanding contraventions, relating to combustible fences, insufficient spacing and lack of provision of emergency phones.

The department took a graduated approach in addressing these issues which resulted in instigation of legal proceedings in relation to two sites in December 2017.

### **Petroleum Licensing.**

This is another area of enforcement which was transferred to the Health and Safety Team post RPA. Two Health and Safety Officers attended topic specific training in the previous reporting period and have continued to build on the knowledge acquired to attain the expertise required for this licensing function.

During this period 41 inspections and 10 revisits were completed of filling stations located within the borough in order to ensure that licences were issued in a timely manner. Health and Safety Inspections of the premises have been completed in a single combined visit where appropriate.

### **Health and safety information for Churches.**

The Environmental Health Department launched a health and safety guidance booklet specific to churches and places of worship in March 2018. The booklet aimed to increase awareness of safety in churches and to provide a practical approach to compliance with health and safety provisions. A self-assessment checklist was also provided to the premises to highlight the key requirements needed to comply with main legal requirements. A list of the churches and places of worship within the district was compiled and 115 churches and places of worship received the relevant health and safety guidance. The overall response of this proactive approach to enforcement was very positive as a number of churches contacted the department for a PDF version of the booklet so that they could conduct training exercises with their employees/volunteers. A number of church elders also appointed a health and safety officer in the church as a result of this intervention.

### **Information for private swimming pools re; Shallow water blackout.**

In response to a recent drowning incident in a public swimming pool, the Environmental Health Department sent a letter and associated guidance/signage to the private swimming pools within the District to highlight the issues around underwater swimming and hyperventilation. 8 premises within the district were provided with information on Shallow water blackout, hyperventilation and breath holding. Guidance from the Royal Life Saving Society UK was sent to the relevant premises. Signage was also provided to be displayed around the pool to highlight the matter to all service users. Employers were requested to adequately assess the risks to staff, customers and others in regard to drowning.

### **Sunbed Test Purchase Exercises**

A test purchase exercise to assess compliance with the Sunbed Act (Northern Ireland) 2011 has not been conducted between April 2017 and March 2018. The previous test purchases exercise took place in March 2017 and the next is planned for October

2018 which falls outside this reporting period. These exercises assess the control measures and procedures local business have implemented to prevent persons under 18 years old from using sunbeds. All the sunbed premises within the district receive an advisory visit to date in preparation for the test purchase exercises.

### **Firework Licence Applications.**

20 Firework Licence applications were assessed by officers for displays held within the Borough. 1 application was refused as it was submitted on the day of the proposed display, not allowing officers adequate time to assess the application. Officers are warranted by the Department of Justice Firearms and Explosives Branch (FEB) and provide comments and where necessary additional conditions to the FEB, who in turn issue Licences for fireworks display if officers are content that it is safe to do so. Officers also inspected premises where Fireworks or flares are stored, and which are registered under the Manufacture and Storage of Explosives Regulations.

### **Pollution Control – Noise**

518 Complaints about noise were investigated during the year. This includes 314 received by the dog enforcement team.

### **Clean Neighbourhoods and Environment Act (NI) 2011 – S.65 Noise Abatement Notices.**

8 Noise Abatement Notices were served in total during the year, with the details as follows;

5 Notices were served in relation to dog barking

- 1 Notice was served in relation to noise from Barking Dogs at Thornleigh Gardens, Bangor. There was one complainant. The Notice required the dog owner to take all necessary steps to prevent the dog kept at their property from barking so as to prevent noise nuisance affecting nearby residents. The complainant believed there to be a breach of the Notice, however, monitoring did not substantiate this.
- 1 Notice was served in relation to dog barking at Coppice Way Newtownards. There was one complainant. The Notice required the named person to take all necessary steps to prevent the dog kept at their property from barking so as to prevent noise nuisance affecting nearby residents.
- 1 Notice was served in relation to dog barking at Bangor Road, Newtownards. There was one complainant. The Notice required the dog owner to take all necessary steps to prevent the dog kept at their property from barking so as to prevent noise nuisance affecting nearby residents. The complainant believed there to be breach of notice, monitoring showed that there was little improvement in the level of barking, however, conversations recorded prevented further action being taken.

- 1 Notice was served in relation to dog barking at Chester Park, Bangor. There were two complainants. The noise monitoring equipment was installed in one complainant's home. The notice was served in respect to this complainant. The Notice required the dog owner to take all necessary steps to prevent the dog kept at their property from barking so as to prevent noise nuisance affecting nearby residents. The complainants believed there to be breach of Notice and monitoring substantiated this.
- 1 Notice was served in relation to dog barking, howling and whining at Rostrevor Drive, Bangor. There was one complainant. The Notice required the named person as the owner of the premises on which the nuisance arises to abate the nuisance and prohibit its recurrence.

#### 2 Notices were served in relation to party type noise

- 1 Notice was served in relation to party type noise at Beatrice Road, Bangor. There were two complainants, the noise monitoring equipment was installed in one complainant's home. Due to the complainant not wishing to be singled out on the notice due to safety concerns, the notice was worded as nuisance to 'residents in the vicinity of'. The Notice required the named persons, 4 in total, to take all necessary steps to prevent loud music and party type noise so as to prevent noise nuisance affecting nearby residents.
- 1 Notice was served in relation to music and party type noise at Brook Lane, Bangor. There was one complainant. The Notice required the named person to take all necessary steps to prevent loud music and party type noise so as to prevent noise nuisance affecting nearby residents.

#### Other

- 1 Notice was served in relation to an alarm sounding at Holborn Lane, Bangor. The notice requires the nuisance to be abated within 20 minutes of it arising.

### **Clean Neighbourhoods and Environment Act (NI) 2011 – S.65 Summary Proceedings for Noise Nuisance.**

Chester Bark, Bangor- dog barking. Legal proceedings were instituted in February 2018, which falls within the year April 2017 to March 2018, however, the case was not concluded until August 2018.

## **Public Health and Housing Narrative**

### **Service Requests**

Much of the work of the Public Health and Housing service unit relates to service requests from residents. For the year 2017/2018, Officers responded to 1933 service requests relating to pest control, housing/drainage issues and neighbourhood nuisance (excluding noise).

The most common types of service request relate to pest control, with rodent and flying insect complaints being received in the greatest numbers. We provide an investigation and advice service, which ensures that the root cause of pest problems can be properly identified, and effective solutions can be made. Support is also provided to Officers carrying out the food hygiene function, when assistance is required in relation to pest control matters.

Other types of service requests received included neighbourhood complaints in relation to housing defects, malodour, smoke, and problems with drainage/flooding.

### **Private Rented Housing**

Regulation of the private rented housing sector is carried out by this service unit, primarily through the enforcement of the Private Tenancies (Northern Ireland) Order 2006 and ancillary regulations. Officers inspect rented properties to ensure they are fit for habitation, free from disrepair and that they are not in a condition that is prejudicial to health. During 2017/2018, the service unit issued 124 Certificates of Fitness, while 8 properties were found to be unfit and Notices of Refusal were served on the landlords.

Housing officers also worked to ensure that landlords are complying with tenancy deposit and landlord registration requirements. A number of fixed penalties were issued against landlords/agents who failed to comply with the tenancy deposit legislation. The legislation is likely to be reviewed with the aim of correcting current weaknesses in its wording; this will aid regulation but will likely increase demand for our services. Housing officers also proactively search for properties which may require a Certificate of Fitness to ensure that residents in the private rented sector are living in acceptable housing.

### **Air Quality**

This is a shared service with Lisburn and Castlereagh City Council. Local air quality is monitored at 16 sites in the borough, with annual reports being submitted to DAERA as required by legislation. A successful grant application was made during 2015/2016, which has secured £19k per year of external funding towards providing the service until March 2019.

Monitoring is also undertaken in relation to radiation levels in the borough, via sampling of foodstuffs and a permanent monitoring station in Portavogie. There were no incidents of concern during 2017/2018.

### **Notices Issued and Prosecutions**

190 notices were served using the Clean Neighbourhoods and Environment Act (NI) 2011, following service requests or housing standards inspections. Two fixed penalty notices were issued in relation to landlord registration, and one in relation to tenancy deposits.

## **Wellbeing Narrative**

### **Affordable Warmth.**

Low Income Households that cannot afford to heat their home are at much greater risk of respiratory and other illnesses, poor mental health and accidental injury. The impact can be poor educational attainment, increased illness, exacerbation of existing health conditions (such as arthritis and rheumatism) and limited dietary choices.

The Affordable Warmth Scheme has been designed to target support at those households which need to spend 25% or more of their income on heating and lighting their home. It is open to both owner occupiers and tenants from the private rented sector with a household income of less than £20,000. Full grant is available to owner occupiers and landlords make a 50% contribution towards the cost of the energy efficiency improvement work.

Northern Ireland is the first region to adopt a targeted area-based approach on this scale. It differs significantly from previous schemes in that it actively identifies vulnerable people in the poorest housing and draws on the local knowledge of Councils and the Housing Executive grants experience to ensure that those who would potentially benefit most are targeted. By comparison, previous initiatives, such as the Warm Homes Scheme, worked on an application basis where the person seeking the support approached the funder.

To develop the targeted approach, the Department of Social Development worked with the University of Ulster to identify the households most at risk of fuel poverty. The list initially provided to this area included approximately 4,500 addresses with a further 1,600 addresses given during 2016/17 and over 3,300 new addresses provided during 2017/18.

In 2017/18 the Ards and North Down area statistics are as follows: -

Visits	Over 2600
Letters	Over 1300
Referrals to NIHE	405
Approved Works	396
Value of Approved Works	£1.3 million

There were 364 homes improved during 2017/18 with 799 measures completed. The management of this Scheme remains challenging due to decreasing annual budgets and changing targets, mainly due to the inability of Department of Communities (DfC) to secure a five-year business case in the absence of an assembly. The concerns of Members and Officers are regularly raised both at meetings and in writing.

## **Tobacco Control**

The Tobacco Control function is currently operated as a shared service by Ards and North Down Borough Council on behalf of ourselves, Lisburn and Castlereagh CC and the Down portion of Newry, Mourne and Down DC.

The service is tasked with ensuring compliance with the smoke free legislation (no smoking in enclosed public places, public transport and certain work vehicles; provision of compliant smoking shelters and appropriate signage). It is also responsible for communicating the newer retail legislation pertaining to display of tobacco products and enforcing under age sales restrictions. Encouraging businesses to embrace a wider smoke free policy beyond the legal requirements and signposting to smoking cessation services forms a part of the work.

A total of 3,913 inspections were carried out across the 3 council areas to ensure compliance with the Smoking (NI) Order in 2017/18 (781 of which were in Ards and North Down).

As part of the inspections, the Tobacco Control Officers focused on carrying out visits to tobacco retailers to advise and check on compliance with the registration requirements of the Tobacco Retailers Act (NI) 2014. They also carried out a survey of smoking shelters in licensed premises and inspections to premises with work vehicles.

Over 181 written warnings were issued for failing to display no smoking signage in premises, 4 written warnings and 1 fixed penalty for smoking in smoke free premises, 35 written warnings for failure to prevent smoking and 103 written warnings for failing to display no smoking signs in vehicles. This represents a total of 324 actions, of which 40 (12%) were issued in Ards and North Down. This shows that the continued approach of education and enforcement is resulting in a high compliance rate in this area as the number of unannounced visits remains roughly the same each year.

Underage sales activity continues to be an important part of the Tobacco Control Officers work with over 569 premises (262 in Ards and North Down) visited across the 3 areas to promote compliance with age of sale legislation, Actual test purchase exercises carried out in 175 premises (72 in Ards and North Down). Sales were made in 38 of these premises with 12 of these being made in Ards and North Down. Work to prevent underage sales remains a priority going forward.

The Tobacco Control Officers also noted a number of non-compliances in relation to smoking in smoke free vehicles, and as a result 13 fixed penalty notices were issued for smoking in work vehicles (4 in Ards and North Down).

## **Home Safety**

The reduction of accidental deaths and injury in the home is a non-statutory function of great importance, as every week, two people or more die in Northern Ireland as a

result of an accident in the home, and more accidents occur in the home than on the roads and in the workplace combined.

As well as awareness raising activities, the Council provides a Home Safety Check Scheme to target those most at risk of a home accident – babies and children under five, people over 65 and other vulnerable groups at greater risk (e.g. mental, physical or sensory impairment, economic deprivation, etc.)

The scheme is currently operated as a shared service by Ards and North Down Borough Council on behalf of ourselves, Lisburn and Castlereagh CC and the Down portion of Newry, Mourne and Down DC and target visits are agreed with Public Health Agency (PHA) who co-fund the service. A total of 1,326 home safety checks were carried out in Ards and North Down, Lisburn and Castlereagh and Down areas during 2017/18. 529 of these were in Ards and North Down (351 Older Persons & 178 under 5s).

After carrying out a needs assessment, Home Safety Officers provided over 9,128 pieces of equipment during these Home Safety Checks (over 2,995 in Ards and North Down). The types of equipment provided, such as stair gates, cupboard locks, helping hands and touch lamps, are known to reduce the risk of accidental injury. The annual monitoring survey found 74% Older Persons using the equipment found it to be “very useful” with a further 23% rating it as “useful”. For those with children under 5, with 91% rated the equipment as “very useful” and 9% found it “useful”.

Home Safety Officers also link with other agencies to ensure a more holistic approach to the needs of the client. They made a total of 375 onward referrals (237 of which were from Ards and North Down).

Agency	Number of Onward Referrals during 17/18
NIFRS	50
OT	116
Local Council	48
Age NI	17
Health Professionals	8
PSNI	4
NIHE	23
Safe & Well	52
Other	57
Total	375

As part of the “awareness raising” activities, Home Safety Officers also carried out/participated in a total of 32 talks, 14 events and 19 summer schemes (of which 18 talks, 3 events and 9 summer schemes were in Ards and North Down with a reach of approximately 1,200 people, including older people, parents and child-minders, vulnerable adults and schoolchildren).

## Unclassified

A Facebook campaign was launched in Ards and North Down with a series of posts about home accident prevention over the Christmas period. These messages were followed with #saferChristmas and there was good social media interest.

Over 180 Older People took part in a series of strength and balance classes organised over 3 weeks for CHS group and a 6-week course for AGENDA. Over 250 families were given information on preventing burns and scalds at three family events across the Borough. Blind cord safety and the dangers of lithium batteries, nappy sacks, etc were also highlighted.

A further 1816 pupils from 48 schools were given access to the new RADAR centre for an interactive safety experience (formerly BeeSafe) and at the registration of 1517 births in the Council area, parents were provided with home safety information including blind cord safety and cleats.

### **RECOMMENDATION**

It is recommended that Council note the following report.

**ITEM 21****Ards and North Down Borough Council**

Report Classification	Unclassified
Council/Committee	Community and Wellbeing
Date of Meeting	10 October 2018
Responsible Director	Director of Community and Wellbeing
Responsible Head of Service	Head of Leisure & Amenities
Date of Report	17 September 2018
File Reference	PCA 57
Legislation	Burial Regulations (NI) 1980
Section 75 Compliant	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> If other, please add comment below:
Subject	Notice of Motion on the Waving of Child Burial Fees
Attachments	Letter from Department for Communities

Members will be aware that as part of the above notice of motion, Council also requested that a letter was sent to the Department for Communities asking the Department to consider introducing legislation that would set up a children's funeral support fund.

Members will note from the response received that there are currently no plans for such a fund, but that the permanent secretary will ensure that such a request is brought to the attention of the relevant minister when one is available.

**RECOMMENDATION**

It is recommended that Council notes the attached response from the Department for Communities.

**ITEM 22****Ards and North Down Borough Council**

Report Classification	Unclassified
Council/Committee	Community and Wellbeing
Date of Meeting	10 October 2018
Responsible Director	Director of Community and Wellbeing
Responsible Head of Service	Head of Leisure & Amenities
Date of Report	27 September 2018
File Reference	CW 120
Legislation	Wildlife and Natural Environment Act (Northern Ireland) 2011
Section 75 Compliant	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> If other, please add comment below:
Subject	Donaghadee Memory Tree
Attachments	None

The Council has received a request from the “Helping turn Donaghadee Pink” interest group to facilitate the planting of a memory tree in Council owned green space in the town.

The group represents local residents who have lost loved ones and friends to cancer over the years. The purpose of the request is to provide a focus for remembrance, by adding leaves representing those who have been lost to the root hole in the ground and planting the tree on top. The composted nutrients from the leaves would then naturally be drawn into the live tree as it grows. A small plaque may also be erected. No other memorabilia would be added to the branches of the tree thereafter.

The grouped have asked that the Council green space at the junction of Moat Street and East Street is used for this purpose shown below. The Councils Parks department will advise on the most appropriate location within the site to ensure compatibility with already existing trees and other features, and on the most appropriate tree to use. The group is currently fundraising to purchase a tree.

By the group funding the tree this will also enhance its sense of connection to the memorial but also ensures that the Council does not set a precedent for providing memorial trees on request in advance of its review of cemetery provision which will include this aspect and recommend policy with regard to the matter.

The group have requested that arrangements are made to allow the planting to take place on Sunday 18<sup>th</sup> November.



### **RECOMMENDATION**

It is recommended that the Council agrees to the request to facilitate the planting of a memory tree as detailed in this report.