Dear Sir/Madam

You are hereby invited to attend a meeting of the Ards and North Down Borough Council which will be held in the Council Chamber, Town Hall, The Castle, Bangor on Wednesday, 30 January 2019 commencing at 7.00pm.

Yours faithfully

Stephen Reid
Chief Executive
Ards and North Down Borough Council

A G E N D A

1. Prayer
2. Apologies
3. Declarations of Interest
4. Mayor’s Business
5. Mayor and Deputy Mayor Engagements for the Month (To be tabled)
6. Minutes of Meeting of Council dated 19 December 2018 (Copy attached)
7. Minutes of Committees (Copies attached)
   7.1. Audit Committee dated 17 December 2018
   7.2. Special Planning Committee dated 18 December 2018
   7.3. Special Corporate Services Committee dated 7 January 2019
   7.4. Environment Committee dated 9 January 2019
   7.5. Regeneration and Development Committee dated 10 January 2019
   7.6. Corporate Services Committee dated 15 January 2019
   7.7. Community and Wellbeing Committee dated 16 January 2019
   7.8. Special Planning Committee dated 17 January 2019
8. Requests for Deputations
   8.1 Retail NI, Hospitality Ulster and Manufacturing NI – District rate on non-domestic properties (Copy correspondence attached)
8.2 Northern Ireland Housing Executive – Housing Investment Plan for the Ards and North Down Borough (Copy correspondence attached)
8.3 Kilcooley Community Forum Ltd – Kilcooley 3G Pitch (Copy email attached)

9. Resolutions

9.1 Support for the Irish Language Act in Northern Ireland (Copy correspondence from the Donegal County Council attached)

10. Courses/Invitations etc

10.1 Northern Ireland Agribusiness Conference 2019 – Friday 8th March, Craigavon Civic Centre (Copy correspondence attached)

11. Consultation Documents

11.1 The Consumer Council’s draft Forward Work Programme 2019-20
Closing date 31 January 2019 (Correspondence attached)
11.2 Consultation on Proposed Changes to the Family & Childcare Model on Regional Capitation Formula – Review of the Family and Childcare Formula (Report attached)

12. Request for Delegated Authority

12.1 Delegated powers request for approving award of Internal Audit Tender (Report attached)

13. All Party Group on Sustainable Development (Report attached)

14. Sealing Documents

15. Transfer of Rights of Burial

16. Notices of Motion

16.1 Notice of Motion submitted by Councillor Cathcart

That this Council expresses its concern with the decision by NI Water to pursue community houses with water charges. Community organisations struggle for funding on an annual basis, and would not be able to get funding for services such as water charges, especially backdated charges. These charges therefore put community organisations in financial hardship and put their ability to serve their community at risk. This Council therefore writes to NI Water and the Permanent Secretary at the Department for Infrastructure stating the Council's belief that community houses serve their local community and should exempt from water charges, like they are for Rates.
16.2 Notice of Motion submitted by Councillor Chambers and Alderman Henry

That this Council supports the campaign to build the United Kingdom's first national memorial, dedicated to all emergency service personnel who have served or been killed in the course of their duties; believes that such a memorial would be a fitting tribute to those past and present who have shown extraordinary bravery and selflessness by putting themselves in harm's way in order to keep us safe; recognises that the campaign has already secured widespread political support including, from the Prime Minister, her predecessors, leaders of the opposition and also has backing of both the Scottish and Welsh Governments. Therefore this Council formally places on record our support for the creation of a national monument to act as a symbol of eternal gratitude for their service.

16.3 Notice of Motion submitted by Councillor Martin and Councillor Smith

Council notes the enormous damage gambling addiction can cause in the lives of individuals, families and communities. In May 2017 the Department for Communities published a survey, which found a problem gambling prevalence rate of 2.3% in Northern Ireland, a rate over four times higher than in England. Furthermore, this council notes the move by Her Majesty’s Government to reduce stakes on Fixed Odds Betting Terminals (FOBTs), a particularly addictive form of gambling, from £100 to £2 in April 2019. The Council further notes that this decision does not apply to Northern Ireland and in the absence of an Executive and Assembly action cannot be taken to reduce the stakes on these terminals. The Council calls on betting companies operating in Northern Ireland to follow the decision of Ladbrokes to voluntarily reduce the stakes on FOBT machines in this jurisdiction in line with the rest of the UK. The Council also calls on the Department of Health to review support given to individuals suffering from gambling addiction and calls for the creation of a dedicated service to address this addiction. The Council writes to the Departments of Health and Communities to encourage them to do all in their power to support those with gambling addiction and the ascertain whether anything can be currently be done regarding FOBTs in Northern Ireland.

16.4 Notice of Motion submitted by Councillor Martin and Councillor Smith

Council notes its outstanding commitment from the previous North Down Legacy Council in 2012/13 to provide play facilities within the Ashbury, Ballycrochan, Kilmaine area. It further notes the play provision review independently commissioned by this Council clearly reported the necessity of new facilities in both the Scrabo and previously cited area. It requests that both projects now be expedited as quickly as possible. Given the current capital commitment of £100,000 to the Ashbury, Ballycrochan, Kilmaine play park project it notes that one option for the project build could require land acquisition which was unforeseen when the historic budget was allocated. To facilitate this option (if required) it therefore urgently allocates an additional £70,000 to this budget to be used, if required, for the project. This should be incorporated into the current rates setting process.
16.5. Notice of Motion submitted by Councillors Adair, Edmund and Thompson

That this Council tasks officers to bring forward a report on the provision of disabled access to Cloughhey Beach in order to ensure accessibility for all.

16.6. Notice of Motion submitted by Councillor Martin and Councillor McIlveen

Council asks Officers to bring back a report on the usefulness and availability of mobile phone apps that can be used by the general public to report dog fouling directly to Officers.

16.7 Notice of Motion submitted by Councillor Smith and Councillor Brooks

This Council brings back a report on providing a shelter or sheltered area near the slipway in Donaghadee which would provide cover for the growing numbers of open water swimmers that use the area on a daily basis. It is important that we recognise the many benefits that such activity brings to those that take part - enhancing peoples physical and mental well being. The fact is that a significant number of our residents are swimming in the waters around our coast - we as a Council should not be seeking to deter them in any way, instead we should be looking how we can assist them and in doing so encourage others to improve their lifestyles. As part of the report, the Council will engage with the community in Donaghadee to hear views and ideas on possible solutions.

16.8. Notice of Motion submitted by Councillor Woods and Councillor McKee

That this Council notes the recent IPCC report on the impacts of climate breakdown; agrees that drastic and far-reaching measures must be taken across society to try and mitigate the risks and declares a ‘Climate Emergency’. It establishes a working group to assess the impact of the activities of Ards and North Down Borough Council on greenhouse gas emissions, exploring what mitigation measures can be put in place as a matter of urgency. This would include bringing the issues of climate breakdown to the fore in the local community and businesses, as well as formulating a climate adaptation plan.

***IN CONFIDENCE***

17. Tender for Play Areas (Report to follow)

18. Kilcooley Women’s Centre request to use rooms on a fixed term agreement at the Kilcooley Community Centre (Report attached)

19. Queen’s Parade Update (Report to follow)

Circulated for Information

(i) Department for Infrastructure – A20 Portaferry Road, Newtownards – Traffic Islands (Copy correspondence attached)
### MEMBERSHIP OF ARDS AND NORTH DOWN BOROUGH COUNCIL

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ARDS AND NORTH DOWN BOROUGH COUNCIL

A meeting of the Ards and North Down Borough Council was held in the Town Hall, The Castle, Bangor on Wednesday, 19 December 2018 commencing at 7.00pm.

PRESENT:

In the Chair: The Mayor (Councillor Smart)

Aldermen: Carson Henry
             Fletcher Irvine
             Gibson Keery
             Girvan McDowell
             Graham Smith

Councillors: Adair Hunter
             Allen Kennedy
             Armstrong-Cotter Martin
             Boyle McAlpine
             Brooks McClean
             Cathcart Menagh
             Chambers Muir
             Cooper Robinson
             Cummings Smith
             Douglas Thompson
             Dunlop Walker
             Dunne Wilson
             Edmund Woods
             Gilmour

Officers: Chief Executive (S Reid), Director of Organisational Development and Administration (W Swanston), Director of Community and Wellbeing (G Bannister), Director of Finance and Performance (S Christie), Director of Environment (D Lindsay), Director of Regeneration, Development and Planning (S McCullough), Corporate Communications Manager (C Jackson), Democratic Services Manager (J Wilson) and Democratic Services Officer (P Foster)

1. PRAYER

The Mayor (Councillor Smart) welcomed everyone to the meeting and commenced the meeting by inviting the Chief Executive to read the Council prayer.

NOTED.

(Councillor Armstrong-Cotter left the meeting at this stage – 7.01pm)
2. **APOLOGIES**

Apologies were received from Councillors Ferguson and McIlveen.

**NOTED.**

3. **DECLARATIONS OF INTEREST**

The Mayor asked for any Declarations of Interest.

Councillor Dunlop declared an interest in Item 7.4. Regeneration & Development Committee.

**NOTED.**

4. **MAYOR’S BUSINESS AND**

5. **MAYOR AND DEPUTY MAYOR ENGAGEMENTS FOR THE MONTH**

(Appendix I)

PREVIOUSLY CIRCULATED: Copy of the Mayor and Deputy Mayor Engagements for the month of December 2018.

The Mayor expressed his thanks to the Deputy Mayor and those Chairs of Committees who had assisted him by attending events on his behalf throughout the month.

RESOLVED, on the proposal of Councillor Douglas, seconded by Councillor Boyle, that the information be noted.

6. **MINUTES OF COUNCIL MEETING HELD ON 28 NOVEMBER 2018**

PREVIOUSLY CIRCULATED: Copy of the above minutes.

RESOLVED, on the proposal of Councillor Adair, seconded by Councillor Robinson, that the minutes be agreed.

7. **MINUTES OF COMMITTEES**

7.1. **Planning Committee dated 6 November 2018**

PREVIOUSLY CIRCULATED: Copy of the above minutes.

RESOLVED, on the proposal of Alderman Carson, seconded by Alderman Girvan, that the minutes be adopted.
7.2. Planning Committee dated 4 December 2018

PREVIOUSLY CIRCULATED:- Copy of the above minutes.

RESOLVED, on the proposal of Alderman Carson, seconded by Alderman Girvan, that the minutes be adopted.

7.3. Environment Committee dated 5 December 2018

PREVIOUSLY CIRCULATED:- Copy of the above minutes.

Councillor Douglas proposed, seconded by Councillor Armstrong-Cotter that the minutes be adopted.

Item 3.1 Page1 NI Water – Pollution on Beaches

Councillor Chambers noted that some time ago representatives from Northern Ireland Water (NIW) had advised the Council that subject to funding, upgrade works would be carried out to Cottown Pumping Station. He stated that was to be welcomed as the Station was responsible for most of the issues at Ballyholme Beach and in particular for not meeting the required bathing water standards. This pollution he stated was the result of discharge into the Cottown River from the Station as the result of heavy rainfall. While millions of pounds had been invested in other pumping stations the improvements there would count for nothing if there remained an identifiable source of pollution existing.

Continuing Councillor Chambers advised that the Cottown River flowed through a highly populated area of East Bangor where it did pose some problems of public health on occasions. In fact he advised that over the past few days he had been contacted by a number of residents in the Groomsport/Orlock area at the Bangor Road area whose toilets, sinks and baths had been backing up and not emptying out. So in the vicinity of the Orlock Pumping Station there was major flooding taking place and indeed while visiting some of those homes earlier that day he had noted faeces and sanitary items in gardens, which he stated was unacceptable.

Councillor Chambers proposed, seconded by Councillor Brooks, that this Council writes to NI Water and stresses the fact that we regard an upgrade to the Cottown Pumping Station as vital for the bathing quality at Ballyholme Beach and for the public health of our residents and as such consider that the Cottown is given urgent priority status. Also highlighting the unacceptable situation that residents face, that residents face, which could re occur, to the water service as a matter of urgency.

(Councillor Smith left the meeting at this stage – 7.11pm)

AGREED.
Councillor Dunne referred to the proposed four day closure over the Christmas period at Holywood Recycling Centre commenting that it seemed an excessive closure during what would be a busy week with many people off work and able to avail of the service.

The Director of Environment commented that timing this year during the Festive period had been an issue with the holiday closures at Holywood combined then with the normal closure day of Thursday. Continuing he confirmed that staff had given the issue consideration but problems had been encountered securing available resources during the festive period. He added this was an unfortunate situation as a result of the timing of the festive holidays, however he advised members the HRC at Balloo, Bangor would be open on Thursday 27 December 2018 as normal.

In response Councillor Dunne acknowledged that it was a one off under the circumstances however he remained hopeful something could be done.

Following a query from Alderman Gibson, the Director of Environment reminded members that Holywood HRC was normally open on a Sunday with Thursday being its closure day.

Councillor Dunlop urged officers to be prepared for complaints as the proposed closure over the Christmas period would create issues.

Concurring with those comments, Councillor Adair added that it would only serve to heighten current fly tipping issues throughout the Borough.

**NOTED.**

**RESOLVED, on the proposal of Councillor Douglas, seconded by Councillor Armstrong-Cotter, that the minutes be adopted, subject to the above amendments.**

**7.3.1. Matter Arising**

PREVIOUSLY CIRCULATED:- Report dated 11 December 2018 detailing a matter arising from Environment Committee Item 12

Members would be aware that in Groomsport – the Groomsport Remembrance Committee (GRC) and the Groomsport Village Association (GVA) operated and officers had worked with and consulted both groups on two main issues around the War Memorial – firstly the physical structural aspects of the monument (railings, standing area and access by back steps) and, secondly, the arrangements around the Remembrance Service.

In March 2018 the letter from Mr Hay (Chairman of the GRC) and in September 2018 an email received from the War Memorial Trust (WMT) related to discussions around
railings at the War Memorial. The GRC supported railings being installed and the GVA opposed this. This was an entirely separate topic to the organisation of the Remembrance Service, but the two issues appeared to be drawn together. The subsequent decision not to install railings was one of the reasons that the GRC disbanded in the summer of 2018.

Senior Officers were of the view that bringing the WMT email to the attention of Council in October 2018 may have had a detrimental impact on the holding of the Armistice Centenary Remembrance Service, in November 2018.

If, in March 2018, the Council had been influenced by the alleged comments made by the WMT and had made a decision to install railings at the Groomsport War Memorial, then the email would have been immediately brought to Members’ attention. However, this was not the case. The Council decision not to install railings remained in place and the slight delay in bringing the WMT email to members’ attention had no material impact.

RECOMMENDED that the Council notes the further explanation as to why the email of the beginning of September 2018 from the War Memorial Trust to Council was brought to Committee in December.

Alderman Henry proposed, seconded by Councillor Martin, that the recommendation be adopted.

Councillor Chambers indicated that he had noted the minutes of the Environment Committee regarding the discussion around the remarks allegedly made by the War Memorial Trust (WMT) that were quoted in the resignation letter to Council from the Groomsport Remembrance Committee (GRC) and discussed in the public domain by the Corporate Services Committee back in April. He suggested that perhaps some members had not quite grasped the gravity and significance of the situation and the original recommendation that the Council noted the clarification received from the Trust regarding the remarks alleged to have been made by it, as communicated to Council by the GRC letter. He added that in his opinion that had missed the point as well.

Continuing Councillor Chambers referred to the officer’s report which stated that the Trust had written to Council declaring that no such statement had ever been made by them. He stated that the reality was that indeed not only had they not made the remarks attributed to them but that they had never had any contact with either the GRC or the author of the resignation letter. He suggested this was not a case of a misunderstanding or a mis-quote but would appear to have been a serious figment of someone’s imagination. The offending letter was subsequently posted on the Council’s website as part of the minutes, fully in the public domain, as fact. Indeed, he noted it still remained on public display to this week and the officers recommended solution was to simply note the clarification from the WMT. There was no mention of any action to seek explanations from the author or to remove the letter containing a clear mis-truth from public examination.

Referring to the fact that officers received the communication from the Trust in early September, Councillor Chambers noted that no attempt had been made to bring this
matter to the attention of the Council at the earliest opportunity. Just prior to this period the officers agreed to the GRC re-assuming responsibility for the Remembrance event in the village this year. This was after coming to a prior arrangement for Council and the Royal British Legion to jointly deliver the event. Again Councillor Chambers noted this decision was not immediately conveyed to the Council but had been announced on social media and in a press statement issued by Alex Easton, Chairman of the GRC. It was some time later before a report had been issued by officers to Council confirming this decision.

Continuing Councillor Chambers noted the Environment Committee had asked why the letter from the Trust had not been brought to Council sooner. At that time some speakers had also wondered why Council was even involved with this as it was a dispute between two outside organisations. In his opinion there were a number of reasons for not burying heads in the sand, the first being that a letter had been sent to Council that contained information what was now known not to be true. The letter had been published on the Council’s website and had involved a totally innocent and very reputable Royal backed charity. In his opinion this Council must take action to correct and it could not simply gloss over it or wash their hands of it. Finally there was the issue that officers sat on this situation for what was an entirely unacceptable amount of time. In fact, in his opinion this delay could well be constituted as mal-administration by the Council. Continuing he also stated that he did not accept that this matter should have been moved to the Environment Committee as it quite clearly involved administration and the letter under discussion was presented to and debated by the Corporate Services Committee. The issue he suggested was not about logistical matters but revolved entirely around a letter dealt with by Corporate Services Committee and furthermore he noted that the further report tonight had not been signed off by the Director of Environment.

The report before members now he believed was very damning in that it stated that senior officers were of the view that bringing the Trust email to the attention of Council in October 2018 may have had a detrimental impact on the holding of the Groomsport service in November. If the Council confirmed the recommendation at this stage it would be creating a very dangerous precedent and in his opinion officers should not have the luxury of deciding to withhold or delay information from elected members that they think may have a negative outcome. He questioned where discretion started and where it ended adding that surely such information could be conveyed in Committee in any case.

(Councillor Smith re-entered the meeting at this stage – 7.23pm)

Councillor Chambers proposed an amendment, seconded by Councillor Brooks that officers seek an explanation from the author of the Groomsport Remembrance Committee resignation letter as to why he attributed remarks to the War Memorial Trust that clearly they never made. Furthermore that steps are taken to remove the offending letter from the Council website and that all communications received for elected members attention is brought to Council by officers in a more timely fashion.

Councillor Chambers asked for a Recorded Vote at this stage.
Councillor Boyle commented that he had been surprised the report had been brought to the Environment Committee for noting only. He stated that while he had not been in attendance at the Groomsport Remembrance event he knew many who had been and he encouraged members to focus primarily on the ethos behind Remembrance Sunday and what it was about, the act of Remembrance. He added that he had the utmost respect of events of that nature and all those associated with them and encouraged everyone to come together in order to achieve some form of understanding.

(Councillor Gilmour left the meeting at this stage – 7.27pm)

Councillor Martin stated that he too had been present at the Environment Committee and acknowledged the issues at Groomsport had been frequently discussed and considered by members. He noted the War Memorial Service in the village had been looked after by the GRC and the Council for many years. Continuing he acknowledged the Remembrance Service held last month in Groomsport had been one of the largest ever seen and the response to it had been outstanding. He stated that Council officers were not at fault and instead in his view they had done an incredible job managing the very tense situation which had arisen in Groomsport enabling a very poignant Remembrance to be able to take place. Continuing he reiterated that in his view officers had done a great job and he wished that to be recorded. The fault he added lay elsewhere and he had been astounded by Councillor Chambers accusation that some officers were guilty of maladministration and duly asked him to confirm that was his opinion.

Councillor Chambers confirmed that was his opinion.

Councillor Martin commented on the seriousness of the accusation which had been made and in light of that asked Councillor Chambers to withdraw his comment.

At this stage Alderman Henry indicated that he too had been at the Environment Committee and was of the opinion that work carried out to date had been done so in good faith. The matter had been put to the Environment Committee for consideration to be given to the provision of railings at the War Memorial. He added that he wished to withdraw his support for any accusations against Council officers which had been subsequently made.

Councillor Smith stated that he could not support the amendment which accused officers of maladministration which in his opinion was unfair.

At this stage Alderman Keery commented that he was saddened that an event which many people attended to remember those who gave their lives for ours had been reduced to this. He stated that it was disgraceful and unbecoming to be involved in a debate of this nature. Continuing he recalled how he had attended the Groomsport Remembrance Service from 1972 and acknowledged the sterling work of all those individuals and groups who had played a part in its organisation throughout the years. He acknowledged the work Council officers had undertaken this year to ensure the success of the Remembrance Service in Groomsport adding that it had been one of the biggest parades he had ever seen in the village.
Referring to the comments made against officers and the accusation of maladministration, Councillor Walker indicated that he would be voting against the amendment put forward by Councillor Chambers.

At this stage the Chief Executive reminded members that any staffing matters should be considered ‘In Committee’. Continuing he commented that the original matter had been put to the Environment Committee as it related to proposals for railings at the War Memorial and associated maintenance work. He added there had been no motives other than that set out in the report to delay passing the piece of correspondence in question to members and indeed officers had worked hard to ensure a successful and dignified Armistice Day Centenary Remembrance event would take place.

Councillor Armstrong-Cotter noted the accusation which had been made against Council officers and suggested that given the slanderous nature of that, the Mayor should afford the member who had made it, the opportunity in an open forum to make an apology for that.

Councillor Chambers stated that he would withdraw his accusation of maladministration but would not apologise for it.

The Mayor advised that this matter would be returned to ‘In Committee’ later in the meeting.

Councillor Chambers had requested a recorded vote and on being put to the meeting, with voting 9 FOR, 18 voting AGAINST, 11 ABSTAINING and 2 ABSENT, the amendment was declared LOST.

A recorded vote resulted as follows:

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The original proposal was put to the meeting at this stage.

**RESOLVED, on the proposal of Alderman Henry, seconded by Councillor Martin, that the recommendation be adopted.**

(Aldermen Gibson & Henry left the meeting at this stage – 7.39pm)

7.4. **Regeneration and Development Committee dated 6 December 2018**

**PREVIOUSLY CIRCULATED:** Copy of the above minutes.

Alderman McDowell proposed, seconded by Councillor Adair, that the minutes be adopted.

(Alderman McDowell left the meeting at this stage – 7.41pm)

**Item 9 Page 13 – Tourism Events Programme 2019-20**

The Director of Regeneration, Development and Planning informed members that an amendment was required to those in attendance at a meeting to discuss the Holywood Switch On in August to which representatives of Holywood Shared Towns and had been invited but had not been in attendance.

(Councillors Dunne and Muir left the meeting at this stage – 7.42pm)

**NOTED.**

**Item 3.3 Page 2 - Matter Arising – Appointment of Chairman – Portaferry Steering Group**

Councillor Woods proposed an amendment, seconded by Councillor McAlpine that Councillor Boyle is appointed to the position of Chair of the Portaferry Steering Group.

(Alderman McDowell and Councillors Dunne & Muir re-entered the meeting at this stage – 7.43pm)

(Councillor Smith left the meeting at this stage – 7.43pm)

(Alderman Gibson re-entered the meeting at this stage – 7.44pm)

Councillor Woods noted there had been some discussion about this item on the evening and clear division during the meeting with the vote carried by one. She stated she would like to bring this to the floor of this meeting as she believed Councillor Boyle should assume the position.
She stated that Councillor Boyle had been a resident of Portaferry and owned a business in the town for over 30 years, therefore knowing the community and business structures extremely well. She acknowledged that he also had a personal understanding of what it was like to own and operate a business in the town as well as live there. She added that he was in a key position therefore to chair a group that was discussing the town and could be available at any time to help out with queries on the ground.

Given the support that Councillor Boyle received on the evening of the Regeneration and Development committee meeting with nearly every political and independent member at the meeting voting in favour of him, she expressed the view that to have him as Chairman was a common sense approach to this, showing the level of cross party support.

In summing up she expressed the hope that all members could support this, given there was only a few months of the current Council left, and that the Deputy Mayor had been very busy conducting those and other duties as Chairman of other groups on the Council. She suggested that it would make sense to start afresh in the new Council term with appropriate positions delegated in terms of a rotating Chairman position, properly done once it was clear which Councillors would return for another term. Councillor Boyle would be in the best placed position in order to Chair this Steering Group and she hoped members could support her proposal.

At this stage Councillor Woods asked for a Recorded Vote to be taken.

Rising as seconder, Councillor McAlpine agreed that as Councillor Boyle was the main man on the ground in Portaferry it made sense for him to be Chairman of Portaferry Steering Group.

Councillor Adair commented that he was disappointed to have the proposal on the floor as he had originally proposed Councillor Thompson for the position of Chairman of Portaferry Steering Group. He had previous experience on other Town Steering Groups and Chairmanships of a variety of Committees. Continuing he added that he was an Ards Peninsula elected member who currently held the civic position of Deputy Mayor and therefore he should be given his place. As there were only five months left of the current Ards and North Down Borough Council he felt it would be appropriate for Councillor Thompson as the best qualified person to be allowed to retain his position as Chairman. Continuing he added that he took exception to the proposer referring to Councillor Boyle as the ‘man on the ground’ in Portaferry as there were many other Ards Peninsula elected members who worked hard for all of their constituents on a daily basis.

(Councillor Smith re-entered the meeting at this stage – 7.52pm)

(Alderman Keery left the meeting at this stage – 7.53pm)

Councillor Woods had requested a recorded vote and on being put to the meeting, with 19 voting FOR, 16 voting AGAINST, 3 ABSTAINING and 2 ABSENT, the proposal was declared CARRIED.
A recorded vote resulted as follows:

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RESOLVED, on the proposal of Alderman McDowell, seconded by Councillor Adair, that the minutes be adopted, subject to the above amendments.

7.5. Corporate Services Committee dated 11 December 2018

PREVIOUSLY CIRCULATED:- Copy of the above minutes.

Councillor Gilmour proposed, seconded by Alderman Girvan, that the minutes be adopted.

Item 17 Page 26 – Motion to Purchase Land in Conlig for War Memorial at Conlig

Alderman Irvine indicated that he wished to raise this matter ‘In Committee’.

NOTED.
Councillor Boyle indicated that he wished to raise this matter ‘In Committee’.

NOTED.

RESOLVED on the proposal of Councillor Gilmour, seconded by Alderman Girvan, that the minutes be adopted subject to consideration of the above matters.

7.6. Community and Wellbeing Committee dated 12 September 2018

PREVIOUSLY CIRCULATED:- Copy of the above minutes.

Councillor Woods proposed, seconded by Councillor Douglas, that the minutes be adopted.

Item 17 – Page 26 Greenways Update

Alderman Fletcher noted the last paragraph of the item made reference to the vesting of land and he indicated that he wished to raise this matter ‘In Committee’.

NOTED.

(Alderman Carson entered the meeting at 7.56pm)

RESOLVED, on the proposal of Councillor Woods, seconded by Councillor Douglas, that the minutes be adopted subject to consideration of the above matter.

8. REQUEST FOR DEPUTATION

8.1. Retail NI – Presentation of Regeneration NI – Creating 21 Town & City Centres (Appendix II)

PREVIOUSLY CIRCULATED:- Correspondence dated 6 December 2018 from representatives of Retail NI enclosing a copy of the Regeneration NI, Creating 21 Town & City Centres, a document which had been launched at its recent regeneration conference. Retail NI was seeking an opportunity to present the document to a relevant committee within the Council.

RESOLVED, on the proposal of Alderman Irvine, seconded by Alderman Carson, that the deputation be heard by the appropriate Committee.

(Councillor Dunne left the meeting at this stage – 7.52pm)
9. RESOLUTIONS

9.1. MOTION ON SUMMER HUNGER CONSIDERED BY MID & EAST ANTRIM BOROUGH COUNCIL

PREVIOUSLY CIRCULATED: Correspondence dated 28 November 2018 from Mid & East Antrim Council in relation to the following motion:

‘That this Council declares that it will not tolerate summer hunger again and resolves to work with the statutory sector including other Northern Ireland Councils, agencies and voluntary sector to bring forth a solution before the summer holidays of 2019; we further commit to sending this resolution to each of the Northern Ireland Councils’.

There was growing concern in Northern Ireland that many children were at risk of hunger when they were not at school, during all school holidays. Research (Hunger in the holidays, Feeding Britain, December 2017) had also indicated that in poorer areas, children’s educational attainment could stagnate or even decline over the summer break.

As a Council, it was aware that organisations, agencies and Councils were looking to address those concerns and therefore would be keen to learn more about:

  a) What your Council may already be doing to tackle the issue;
  b) What learning you were able to share from your experiences to date; and
  c) Whether the Council would consider passing a motion to support this work if it had not already done so.

Councillor Adair proposed, seconded by Councillor Douglas, that the correspondence be noted.

Welcoming the Resolution, Councillor Adair acknowledged that during periods of school holidays many children were at risk of hunger and therefore needed to be supported during those periods.

RESOLVED, on the proposal of Councillor Adair, seconded by Councillor Douglas, that the Council supports the resolution.

(Councillor Martin and the Director of Finance & Performance declared an interest in the next item and left the meeting at this stage – 7.53pm)

9.2. MOTION ON COMMUNITY PHARMACY NETWORK IN NORTHERN IRELAND

PREVIOUSLY CIRCULATED: Correspondence dated 4 December 2018 from Derry City & Strabane District Council detailing that following a meeting held on 22 November 2018 the following Motion was unanimously passed:

“This Council notes that the Community Pharmacy network in NI delivers community-based healthcare services and promotes well-being, with around 123,000 people visiting a community pharmacy every day.
This Council further notes that in 2015 a report was commissioned by the Department of Health and carried out Pricewaterhouse Coopers for financial year 2011/12. That report verified that the total HSC cost of running the community pharmacy service in NI is in the region of £130 million – £136 million annually. Despite this, the community pharmacy network remains underfunded by at least £20 million per year.

This Council will write to the Secretary of State and the Permanent Secretary in the Department of Health urging that the Department; opens further discussions with the representative body Community Pharmacy NI, urgently introduces an interim rescue package; introduce changes to the payment arrangements for Chemists to address the issue of ‘dispense at a loss’; ensures sufficient funding is maintained across the network including rural areas; delivers a new community pharmacy contract as a matter of urgency.

Finally, this Council will write to the other 10 Councils across NI asking them to support the resolution”.

(Councillor Dunne re-entered the meeting at this stage – 7.58pm)

Councillor Adair proposed, seconded by Councillor Douglas that the correspondence be noted.

Welcoming the Resolution Councillor Adair recognised that for those living in rural areas Community Pharmacies provided a vital lifeline while helping to relieve pressure on already in demand General Practitioners. Therefore, he encouraged members to support the Resolution.

RESOLVED, on the proposal of Councillor Adair, seconded by Councillor Douglas, that the Council supports the resolution.

(Councillor Martin and the Director of Finance & Performance re-entered the meeting at this stage – 8.00pm)

10. CONSULTATION DOCUMENT

10.1. DEPARTMENT OF JUSTICE – STALKING – A SERIOUS CONCERN – SURVEY

PREVIOUSLY CIRCULATED:- Correspondence from the Department of Justice detailing the launch of its recent public consultation exercise: Stalking – A Serious Concern. Stalking had a serious and devastating impact upon those who had been victims of this type of offensive behaviour. The Department was keen to ensure that the law in Northern Ireland provided the best possible protection of all of those affected by stalking. Members could access the consultation and complete the survey online at: https://consultations.nidirect.gov.uk/doi-corporate-secretariat/stalking-a-serious-concern/
The closing date for responding to the consultation exercise was 21 February 2019.

RECOMMENDED that the correspondence be noted.

RESOLVED on the proposal of Alderman Graham, seconded by Councillor Adair, that the correspondence be noted.

10.2. DEPARTMENT OF JUSTICE – IMPROVING COST RECOVERY IN THE CIVIL COURTS

PREVIOUSLY CIRCULATED: Correspondence from the Northern Ireland Courts and Tribunal Service (NICTS) detailing the launch of its public consultation on proposals to improve cost recovery in the Civil Courts. Closing date for comments was no later than 5.00pm on 18 February 2019.

RECOMMENDED that the correspondence be noted.

RESOLVED on the proposal of Alderman Graham, seconded by Councillor Adair, that the correspondence be noted.

10.3. THE GILLEN REPORT (Appendix III)

PREVIOUSLY CIRCULATED: Correspondence from Sir John Gillen detailing his preliminary report into the law and procedures in serious sexual offences in Northern Ireland. Closing date for responses was 15 January 2019.

RECOMMENDED that the correspondence be noted.

RESOLVED on the proposal of Alderman Graham, seconded by Councillor Adair, that the correspondence be noted.

11. REQUEST FOR DELEGATED AUTHORITY

11.1. COASTAL COMMUNITIES FUND

PREVIOUSLY CIRCULATED: Report dated 10 December 2019 from the Director of Regeneration, Development and Planning stating that the Department of Agriculture, Environment and Rural Affairs (DAERA) had announced that Round 5 of the Coastal Communities Fund (CCF) in Northern Ireland was now open for applications until Friday 1 March 2019.

Following a CCF information event on Thursday 6 December, officers were exploring potential applications with CCF Staff. Capital projects should be at RIBA Stage 4 (Technical Design Stage), with full planning permission and a public tender process completed by this date.

However, it was important to note that only one application could be submitted to the fund per applicant, including Councils. Therefore, only a project that could realistically have all the funding pre-requisites in place by 1 March could be taken forward.
It was important that a suitable project was progressed as quickly as possible to achieve required deadline.

RECOMMENDED that the Council grants its delegated authority to the Regeneration & Development Committee in January to approve a suitable project for an application to the Coastal Communities Fund.

Councillor Adair proposed, seconded by Alderman Graham, that the recommendation be adopted.

Councillor Adair expressed his full support to approve a suitable project adding that it was vital to secure the funding for the Borough.

RESOLVED on the proposal of Councillor Adair, seconded by Alderman Graham, that the recommendation be adopted.

12. REQUEST FROM RAINBOW PROJECT TO LIGHT UP ARDS TOWN HALL – FILE REF: LP37 (Appendix IV)

PREVIOUSLY CIRCULATED: Report dated 7 December 2018 from the Director of Organisational Development and Administration stating that the attached minute from Corporate Committee in November 2018 indicated that the report concerning the request from the Rainbow Project to Light Up Ards Town Hall was deferred so that the matter could be given further consideration.

Further Information

Following the Corporate Committee, a workshop was facilitated by Dr. John Kremer for the extended Leaders’ Group and relevant Officers on 22 November 2018. The purpose of the workshop was:

- To outline Council’s statutory duties under Section 75 and Schedule 9 of the Northern Ireland Act 1998
- To describe necessary steps to conform with the Council’s Equality Scheme
- To consider the Section 75 complaints mechanism and recent investigations
- To draw on experience from across the NI local government sector in promoting good practice
- To clarify the role of Elected Members in Section 75 procedures

Feedback from members at the end of the workshop indicated that all those in attendance had found the session worthwhile and there had been some interesting debate. It was confirmed that the request needed to be dealt with in the context of the existing Lighting of Buildings Policy. There was the potential for the Council to review this Policy in the future, should it wish to do so, but this would be a separate action if chosen and could not be used to defer a decision on this specific request. It was also verified by Dr Kremer that the request was indeed one of “a potentially controversial nature” given the earlier debate at Council in September 2018.
was clarification that the November Corporate report (that had been deferred) was Section 75 compliant as it did not recommend an outcome although the outcome/decision reached by Council would also need to be equality screened in due course. It was also noted that, should this request to light a building not be agreed, this would be the only time such a request had been refused.

Dr Kremer reminded members that either decision would be a Council corporate decision with no requirement for any individual member to make an active contribution to, or engagement with, the event, should the request be agreed.

An equality screening of the two possible outcomes indicated the following:

- If the request from the Rainbow Project was agreed, this decision would be screened out because the decision would indicate that the Council wished to demonstrate support for those from the LGBT community. This outcome had given due consideration to the potential for adverse impact on some individuals in relation to their religious or political opinions. At the same time the lighting was in one location only and for one day of the year. All those factors were considered as providing adequate mitigation and therefore render it reasonable that the decision was screened out.

- If the request from the Rainbow Project was not agreed, this decision would be screened in because the decision would indicate that the Council did not agree with lighting a building as a message of support for those from the LGBT community, and the decision to decline a request would be unique and exceptional. Officers were unable to identify any appropriate mitigation for the decision to decline the request as it was not possible to reduce the number of buildings being lit nor the number of days per year this was taking place. For this reason, the decision would require an Equality Impact Assessment (EQIA).

This report had been written in full consultation with Dr. John Kremer.

RECOMMENDED that the Council considers the request from John O'Doherty, Director, Rainbow Project to have the Ards Town Hall lit up in rainbow colours to mark the Launch of Northern Ireland LGBT Awareness Week on Monday 13 May 2019 and to be marked as an annual recurring event.

At this stage the Chief Executive took the opportunity to clarify a point within the report.

On page two there was a reference to the screening process with regard to two potential decisions. The wording of the report may give the impression that the screening had been undertaken by the internal and external panels. This was not in fact the case as the screening could not take place until a decision was taken. However, following consideration by Dr Kremer, it was his opinion that a decision to approve the request would be ‘screened out’ and a decision to refuse would be ‘screened in’ for the reasons set out in the report.
Councillor Walker proposed, seconded by Councillor Douglas that this Council agrees to the request from the Director of the Rainbow Project to have Ards Town Hall lit up in rainbow colours to mark the launch of Northern Ireland LGBT Awareness Week on Monday 13 May 2019 and to be marked as an annual recurring event.

Councillor Walker noted the previous debate on the matter which had recently taken place following a similar request and felt the matter had been debated to the point of embarrassment and therefore further discussion was not required. Continuing he noted that during the past four years a total of 30 requests had been made to light Council buildings and to date none of those requests had been refused as far as he was aware. Therefore, in his opinion the Rainbow Project had the right to have their request acceded to.

At this stage Councillor Walker asked for a Recorded Vote to be taken.

The seconder, Councillor Douglas indicated that she wished reserve her right to speak.

Alderman Graham proposed an amendment, seconded by Councillor Armstrong-Cotter that this Council lights up Ards Town Hall in pink as the antibullying colour as a sign of opposition to any form of homophobia.

Alderman Graham acknowledged that all members of Council were totally opposed to any form of abuse or discrimination. During the Second World War he noted that in Nazi concentration camps the Pink Triangle badge had been used to distinguish those imprisoned because they had been identified by authorities as homosexual men. In the 1970’s it had been revived as a symbol of anti-homophobia and had since been adopted by the larger LGBT community as a popular symbol of LGBT pride and the LGBT rights movement. Continuing, Alderman Graham also stated the Rainbow Colours meant different things to different people and there were many interpretations of it. He added that no other Charity had specifically asked the Council to fly a particular flag and he hoped people would realise what angle the request had come from in this case. He added the Council was where it was in respect of its policy and he considered his amendment a compromise to stand against abuse or discrimination.

The seconder, Councillor Armstrong-Cotter, reserved her right to speak at this stage.

Councillor Smith indicated that he had no problem with the lighting up of buildings and noted the request from the Rainbow Project was to acknowledge the launch of Northern Ireland LGBT Awareness Week. He stated that he would love the Council to acknowledge the LGBT Group and its members who resided within the Borough, however he felt he was unsure which way he would vote on the matter as to accede to the request would send out a clear message to the LGBT community from the Council.

(Alderman Keery re-entered the meeting at this stage – 8.10pm)
Councillor Brooks stated that as a gay male wearing a pink shirt, he could not support the amendment as it would, in his opinion, be an insult to the LGBT community. Instead he indicated that would be supportive of the original proposal to accede to the request from the Rainbow Project.

Councillor Douglas indicated that she too could not support the amendment as in her opinion to dismiss the view of the Rainbow Project would not be appropriate.

Alderman Smith commented that as an elected member she was there to serve all regardless of who or what they were.

Expressing her full support for the Rainbow colours, Councillor Robinson acknowledged that it symbolised diversity and added that following previous debate on a similar matter she had been contacted by many to express their disappointment with the outcome on that occasion.

Councillor Muir stated he was very disappointed with the amendment stating that as written it would not be understood by those within the LGBT Community. He also expressed disappointment that the amendment put forward had not been discussed with him in advance by his DUP colleagues, adding that it was an insult to those in the LGBT community to suggest that the building was lit up in pink. He also took exception to the comparison to the use of pink triangles at Nazi concentration camps stating that it was disgusting and should be withdrawn.

At this stage Councillor Chambers indicated that he would not be supportive of the amendment unless Alderman Graham had approached the Rainbow Project to ask them if they wished to have the building lit up in pink.

Alderman Fletcher stated that he would be voting to support neither the proposal nor the amendment as in his opinion the Council should not be lighting up any building in any colour. He added that during this season of goodwill it was important to accept everyone for who they were no matter what and similarly the Council should seek to create neutral environments for all.

Referring to previous debate, Councillor Cathcart commented that he had no issue with PRIDE or the Rainbow Project as such requests would be considered in context to similar requests to light up Council buildings for events such as twelfth of July celebrations, St Patrick’s Day, Chinese New Year etc. Sympathising with the previous speaker Councillor Cathcart agreed the Council should adopt an all or nothing approach and added that he was unclear about the value of lighting up a building. He indicated his intention to abstain when the matter was put to the vote.

Councillor Kennedy expressed his contentment with the amendment as put adding that the Council should take a stand against all forms of bullying and harassment on the basis of someone’s identity. He encouraged members to step forward together under one banner to demonstrate that it was not divided. Continuing he informed members that he had discussed the proposals with a number of his friends from the LGBT community, all of whom had stated they would not have a problem with the lighting a building up in pink. Referring to comments made by Councillors Douglas and Muir, he suggested it was reflective of the Alliance Party’s stance on that matter.
Councillor Woods expressed her full support for the request by the Rainbow Project to light up the Town Hall in rainbow colours to mark the launch of the Northern Ireland LGBT Awareness week on Monday 13 May 2019. She confirmed the request was fully in line with the Council’s current lighting policy, and as such, should be positively looked at.

Councillor Martin referred to the email which the Council had received from the Rainbow Project and noted the launch of the Northern Ireland LGBT Week was part of a much wider campaign. He expressed support for the amendment as pink was the right and proper symbol for antibullying and discrimination. Continuing, Councillor Martin expressed his wish for the Council to achieve some form of agreement on the matter in order to demonstrate that it stood against homophobia.

Alderman Girvan expressed the view that members needed to be very clear about what was being debated. The request had been received from the Rainbow Project to light up Ards Town Hall in Rainbow Colours and that was what the Council should be considering, not lighting it up in an alternative colour. She added that she took issue with Councillor Kennedy’s comments about the Alliance Party and added that she would not be supporting the amendment.

Councillor Armstrong-Cotter reminded members that it was the season of goodwill and reiterated that she would happily provide assistance to anyone regardless of who they were. However, she commented that for many the Rainbow was a symbol of God’s Promise symbolising grace and mercy and therefore she would be fully supportive of the amendment to light up the Town Hall pink rather than in Rainbow Colours.

On the amendment being put to the meeting with 15 voting For, 19 voting Against and 2 Abstentions it was declared LOST.

Speaking as seconder to the substantive motion, Councillor Douglas stated that as a Councillor for a couple of years she had been disappointed and shocked by some of the discourse made during that time and particularly some of the statements which had just been made. She noted the Council had not previously dismissed or changed any other charity’s request and therefore it should not do so now. Councillor Douglas stated that the rainbow colours had not been stolen and to somehow think that some Christians did not self-identify as LGBT or vice versa would not be correct.

Therefore she stated that she was proud to be supporting the proposal made by her colleague Councillor Walker to light Ards Town Hall in rainbow colours as requested by The Rainbow Project who were specialists, provided specialist advice, support and services to people who self-identified as LGBT. In her opinion it was an act of symbolism which sent out a clear, warm and welcoming message to children, partners, parents, friends and colleagues who self-identified as LGBT, that the Council valued them and wanted them as individuals to feel safe and welcome to work, live, visit and socialise in the Borough. Councillor Douglas stated that in her opinion it was an act of unconditional positive regard to a group of people who had faced extensive discrimination and stigma. The level of mental ill health experienced by people who self-identified as LGBT, who had thoughts of life not worth living,
suicide, were disproportionately higher within this group, where many felt judged, not accepted or tolerated.

By way of summing up Councillor Douglas recalled that she had spoken on this same matter when it had been previously discussed by the Council a number of months ago. She recalled at that time she had referenced the BBC news coverage three days prior to the meeting regarding the 14-year-old girl, Lizzie Lowe who committed suicide because she did not believe that she would be accepted at her church as a gay Christian. Since her death, her church had become an inclusive church, embracing everyone, however this unfortunately was only one example and a harsh reality for all with one young life tragically ended, one life too many. Councillor Douglas noted that members now had the opportunity to demonstrate to others that the Council was warm, compassionate, respectful and tolerant. Therefore she encouraged member to send out a positive message to all people who self-identified as LGBT, that they mattered.

At this stage, Councillor Woods noted that as was stated in the original application, the Rainbow Project provided a clear and important service to those in the Ards and North Down area. It had provided counselling, healthcare advice, support, interventions and workshops as well as support for those who had been victims of hate crime and homophobic and transphobic crimes or incidents. Recent figures from the PSNI showed that in 2017/18 there were twenty incidents with homophobic motivation in the Borough and members would be aware of another incident only last weekend in the Bangor area. Therefore, the need to support the work of this charity and awareness in general under Section 75 and beyond was, in her opinion, clear.

Continuing, Councillor Woods took the opportunity to remind members that under Section 75 of the Northern Ireland Act, local authorities had a duty to actively to promote equality, not simply to act without discrimination and that required positive action. Section 75 required public authorities to have due regard for the need to promote equality of opportunity between: persons of different religious belief, political opinion, racial group, age, marital status or sexual orientation. The promotion of equality of opportunity entailed more than the elimination of discrimination and required proactive action to promote equality of opportunity and encouraged public authorities to take action to address inequality. Councillor Woods stated that public authorities needed to consider equality in all aspects of their organisation and that included how they planned and delivered a service, to policies on employing people, enforcing the law, buying services, approving budgets and regulating others. It was noted it also included within the policy for lighting up building requests which was what was being dealt with.

Councillor Woods believed there was a very easy and clear decision before the Council which was to obviously grant permission for the request from the Rainbow Project. As stated in the officer’s report on Page 2, this decision would indicate that the Council wished to demonstrate support for those from the LGBTQ community. The Rainbow Project was clearly a community and charity organisation, with a strong connection to the Borough and were celebrating a significant anniversary or occasion. Due consideration had been given and no other mitigation measures could be or needed to be implemented with the request. Therefore, Councillor Woods urged all members to support this application.
(Councillor Martin left the meeting at this stage – 8.38pm)

By way of summing up Councillor Walker thanked members for their supportive comments adding that he had chosen not to be insulting during the debate. Instead he had wished to highlight the importance of the launch of Northern Ireland LGBT Awareness Week and hoped everyone would take the opportunity to engage with the LGBT Community. He invited members to embrace the opportunity to work together and come forward to support this and engage with all members of the community.

Councillor Walker had requested a recorded vote and on being put to the meeting, with 19 voting FOR, 18 voting AGAINST, 0 ABSTAINING and 3 ABSENT, the proposal was declared CARRIED.

A recorded vote resulted as follows:

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<td>Wilson</td>
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<td>Woods</td>
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RESOLVED, on the proposal of Councillor Walker, seconded by Councillor Douglas, with 19 voting For, 18 voting Against and 3 Absent that this Council agrees to the request from the Director of the Rainbow Project to have Ards Town Hall lit up in rainbow colours to mark the launch of Northern Ireland LGBT Awareness Week on Monday 13 May 2019 and to be marked as an annual recurring event.

(Alderman Carson left the meeting at this stage – 8.45pm)
13. **SEALING DOCUMENTS**

**RESOLVED:** - (On the proposal of Alderman Graham, seconded by Councillor Martin)

**THAT** the Seal of the Council be affixed to the following documents:

- a) Transfer of Land at The Parade, Donaghadee
- b) Operation of Pickie Fun Park, Bangor
- c) Operation of Museum Café, North Down Museum
- d) Operation of Catering Facility at Ards Blair Mayne Wellbeing and Leisure Complex
- e) Operation of Treatment Rooms at Ards Blair Mayne Wellbeing and Leisure Complex
- f) Grant of Right of Burials Nos 12918-12939
- g) Conveyance from Ards and North Down Borough Council to Greta McNeill for premises to the rear of 40 Rhanbuoy Park, Craigavad, County Down

14. **TRANSFERS OF RIGHTS OF BURIAL**

There were no Transfers of Rights of Burial.

**NOTED.**

15. **NOTICES OF MOTION – FILE REF CG12172**

15.1. **Notice of Motion submitted by Councillor Smith**

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

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

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

We believe the courts must act firmly to ensure that our justice system not only punishes those who commits these disgraceful crimes but also acts to deter these incidents happening in the future.
RESOLVED, on the proposal of Councillor T Smith, seconded by Councillor Gilmour, that the Notice of Motion be referred to the Corporate Services Committee.

15.2. Notice of Motion submitted by Councillor Robinson

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

RESOLVED, on the proposal of Councillor Robinson, seconded by Councillor Menagh, that the Notice of Motion be referred to the Corporate Services Committee.

15.3. Notice of Motion submitted by Alderman Irvine

That this Council acknowledges the good work being undertaken by the SPORTS initiative (suicide prevention offering recovery through sport) and liaises with the group to ascertain what assistance the Council can provide to support and promote the service throughout the community.

RESOLVED, on the proposal of Alderman Irvine, seconded by Councillor Adair, that the Notice of Motion be referred to the Community and Wellbeing Committee.

15.4. Notice of Motion submitted by Councillor Woods and Councillor Boyle

That this Council acknowledges the good work being undertaken by the SPORTS initiative (suicide prevention offering recovery through sport) and liaises with the group to ascertain what assistance the Council can provide to support and promote the service throughout the community.

RESOLVED, on the proposal of Councillor Woods, seconded by Councillor Boyle, that the Notice of Motion be referred to the Environment Committee.

15.5. Notice of Motion submitted by Councillors McAlpine and Douglas

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

RESOLVED, on the proposal of Councillor McAlpine, seconded by Councillor Douglas, that the Notice of Motion be referred to the Corporate Services Committee.
EXCLUSION OF PUBLIC/PRESS

AGREED, on the proposal of Alderman Graham, seconded by Alderman Carson, that the public/press be excluded from the meeting for the undernoted items of confidential business.

ITEM 7.5. CORPORATE SERVICES COMMITTEE DATED 11 DECEMBER 2018

***IN CONFIDENCE***

***NOT FOR PUBLICATION***

Schedule 6 – Information relating to the financial or business affairs of any particular person (including the Council holding that information).

ITEM 7.6. COMMUNITY AND WELLBEING COMMITTEE DATED 12 DECEMBER 2018

***IN CONFIDENCE***

***NOT FOR PUBLICATION***

Schedule 6 – Information relating to the financial or business affairs of any particular person (including the Council holding that information).

16. TENDER FOR THE DELIVERY OF THE SHINE PROGRAMME – FILE REF: ED40

***IN CONFIDENCE***

***NOT FOR PUBLICATION***

Schedule 6 – Information relating to the financial or business affairs of any particular person (including the Council holding that information).

ITEM 7.3.1 MATTER ARISING

***IN CONFIDENCE***

(Councillor Chambers re-entered the meeting at this stage – 9.05pm)

***NOT FOR PUBLICATION***

Schedule 6 – Information relating to the financial or business affairs of any particular person (including the Council holding that information).
RE-ADMITTANCE OF PUBLIC/PRESS

AGREED, on the proposal of Councillor Adair, seconded by Alderman Gibson, that the public/press be re-admitted to the meeting.

Members were advised that in line with Section 47 (1) of the Local Government Act (Northern Ireland) 2014 the audio recording would now recommence.

Circulated for Information

PREVIOUSLY CIRCULATED:- Undernoted items of correspondence.

a) Northern Ireland Public Services - Ombudsman’s Report on complaints activity for 2017-18 (Copy attached)
b) Housing Executive – Sustainable Rural Communities 2017-2018 (Copy attached)
c) Letter from Fermanagh & Omagh District Council (Copy correspondence from Fermanagh & Omagh District Council attached)
d) Fermanagh & Omagh District Council – Correspondence re Financial Cuts in the Provision of Community Transport (Correspondence attached)

RESOLVED, on the proposal of Councillor Adair, seconded by Alderman Gibson, that the correspondence be noted.

TERMINATION OF MEETING

The meeting terminated at 9.10pm.
ARDS AND NORTH DOWN BOROUGH COUNCIL

A meeting of the Audit Committee was held in the Council Chamber, 2 Church Street, Newtownards on Monday, 17 December 2018 at 7.00 pm.

PRESENT:-

In the Chair: Alderman Irvine

Aldermen: Gibson
            Fletcher
            Keery

Councillors: Chambers
             Douglas
             Dunlop
             Muir

Independent
Member: Mr Sam Hagen

In Attendance: Ms Karen Beattie – NIAO
               Ms Catriona McHugh – Moore Stephens

Officers: Chief Executive (S Reid), Director of Finance and
          Performance (S Christie), Head of Performance and Projects (A
          Scott), Head of Finance (S Grieve) and Democratic Services
          Officer (H Loebnau)

1. APOLOGIES

Apologies were received from Alderman Carson and Councillor Armstrong-Cotter.

NOTED.

2. CHAIRMAN’S REMARKS

The Chairman made no remarks.

NOTED.

3. DECLARATIONS OF INTEREST

The Chairman asked for declarations of interest and Catriona McHugh declared an interest in Item 12 – Internal Audit and Corporate Governance Contract.

NOTED.
4. **MEETING WITH NI AUDIT OFFICE AND INTERNAL AUDIT SERVICE IN THE ABSENCE OF MANAGEMENT**

The Chief Executive, Director of Finance and Performance, Head of Finance, Head of Performance and Projects and Democratic Services Officer all withdrew from the meeting during the discussion of the item (7.02 pm – 7.04 pm).

5. **MATTERS ARISING FROM PREVIOUS MEETING**

(a) **Audit Committee Minutes dated 25 September 2018**  
(Appendix I)

PREVIOUSLY CIRCULATED:- Copy of the above minutes.

Ms Beattie referred to page 5 of the minutes and the bottom paragraph where it advised that an audit would be undertaken of the Council’s Performance Improvement Plan. She stated that rather than an audit it should have read self-assessment plan. The Chief Executive explained that the minutes had been ratified at a meeting of the full Council but the change would be noted in those minutes.

The Director of Finance and Improvement gave an update on Item 7 and explained that the outstanding audit recommendations were still progressing and would be completed before the end of the financial year. Referring to Item 11 and draft financial statements progress was being made with bank reconciliations.

Councillor Douglas thanked officers for organising an event at the Signal Centre for local businesses which had been well received.

**AGREED TO RECOMMEND, on the proposal of Councillor Douglas, seconded by Alderman Keery, that the minutes be noted.**

(b) **Actions Register**  
(Appendix II)

PREVIOUSLY CIRCULATED:- Report dated 12 December 2018 from the Director of Finance and Performance attaching follow up actions register. The report detailed that in line with best practice, the purpose of the report was to make the Audit Committee aware of the status of outstanding recommendations of any outstanding actions from the previous Audit Committee meetings. It was noted that 5 actions were required from previous Committee meetings, these are detailed in the appendix.

RECOMMENDED that the report be noted.

**AGREED TO RECOMMEND, on the proposal of Councillor Douglas, seconded by Alderman Keery, that the recommendation be adopted.**
6. PERFORMANCE IMPROVEMENT PLAN 2018/19 – UPDATE ON KEY ACTIONS
(Appendix III)

PREVIOUSLY CIRCULATED:- Report dated 3 December 2018 from the Director of Finance and Performance attaching Audit Committee progress update - Quarter 2 2018-19. The report detailed that the Local Government Act (Northern Ireland) 2014 Part 12 had put in place a new framework to support continuous improvement in the delivery of Council services. The Council was required each year to determine its priorities for improvement which were aligned to the Community Plan and Corporate Objectives and to publish those in the format of an Improvement Plan.

In the 2018/19 year the Council’s Performance Improvement Plan (PIP) had identified 7 improvement objectives with a corresponding 27 actions together with 7 Statutory Indicators, all of which were included in the Council's Service Plans which were monitored and reported on through each Service’s respective Standing Committee.

The following table gave an overall assessment of the status across all actions in the PIP, the detail of which could be found in the progress report.

Summary Table of Progress Against Improvement Objectives for 2018/19

<table>
<thead>
<tr>
<th>Corporate Plan Theme</th>
<th>Improvement Objective</th>
<th>Aggregated RAG Status across all actions</th>
</tr>
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<tbody>
<tr>
<td>PEOPLE</td>
<td>• We will support local communities to develop community resilience for emergency planning.</td>
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<tr>
<td></td>
<td>• We will increase recycling and divert waste from landfill</td>
<td>☑</td>
</tr>
<tr>
<td></td>
<td>• We will ensure we make the very best of the natural, cultural and environmental assets in our Borough</td>
<td>☑</td>
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<tr>
<td></td>
<td>• We will improve street cleanliness</td>
<td>☑</td>
</tr>
<tr>
<td>PLACE</td>
<td>• We will increase recycling and divert waste from landfill</td>
<td>☑</td>
</tr>
<tr>
<td></td>
<td>• We will ensure we make the very best of the natural, cultural and environmental assets in our Borough</td>
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<td></td>
<td>• We will improve street cleanliness</td>
<td>☑</td>
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<tr>
<td>PROSPERITY</td>
<td>• We will support and invest in our Borough to promote economic growth, regeneration and sustainability</td>
<td>☑</td>
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<td>PERFORMANCE</td>
<td>• We will improve customer access to services and functions provided by the Council and improve their efficiency</td>
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<td>• We will reduce staff absence levels across the Council</td>
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<td>OVERALL</td>
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RECOMMENDED that the report be noted.

Members were advised that the Progress against improvement objectives were moving forward and were all categorised as green except for one which was amber.

Customer access to services was discussed particularly the delays in introducing online reporting for environmental based issues and implementing mobile working for Environmental Health Service, the reasons being highlighted in the detailed report.
The Chief Executive stressed that a review was being undertaken to look at customer relationship management along with a business case. Work had continued on the two legacy Council systems but there was no doubt that the system could be improved.

**AGREED TO RECOMMEND, on the proposal of Councillor Douglas, seconded by Councillor Dunlop, that the recommendation be adopted.**

7. **EXTERNAL AUDIT**

(a) **Final Report to those Charged with Governance 2017/18**
(Appendix IV)

PREVIOUSLY CIRCULATED:- Copy of the above.

RECOMMENDED that the report be noted.

Ms Beattie indicated that this report was presented for noting. She had previously presented the draft in detail to the Audit Committee on the 27th September meeting and that the report had not changed.

Ms Beattie went on to advise the Committee that the Audit Office contracted out the External Audit service and that there would be a change to how services were procured with a contractor being appointed in the middle of January 2019.

**AGREED TO RECOMMEND, on the proposal of Councillor Douglas, seconded by Alderman Gibson, that the recommendation be adopted.**

(b) **Improvement Audit and Assessment**
(Appendix V)

PREVIOUSLY CIRCULATED:- Copy of the above.

RECOMMENDED that the report be noted.

Ms Beattie discussed the Section 95 of the Local Government Act.

There were two parts of work to conduct the audit. It looked at how Council had complied with legislative requirements and Department for Communities guidance and was an assessment of how Council was likely to perform. Page 3 summarised output under the legislation and it had approved the work of Ards and North Down Borough Council.

Two proposals had been made for improvement in the coming year.

- Where possible the Council should report performance over several years. The Council monitored over 300 Key Performance Indicators which provided a rich source of information, with data extending over a number of years.
• Where objectives were wide ranging or dependant on other targets being met it would be appropriate to break the objective down into smaller units and to set interim targets and milestones to measure progress.

Annex B noted the progress which had been made to date to achieve targets.

It was questioned what the committee could do to prepare for next year’s full audit. The Head of Performance and Projects suggested that the Council could look at performance improvement within a number of its planned internal audits.

Mr Hagen questioned if the Council should have an internal audit specifically on this area in next year’s audit plan.

Ms Beattie suggested that an internal audit looked at what was needed to be driven forward and should focus on information. While she did not recommend having an internal audit she thought that it could be a useful assignment.

The Director of Finance and Performance suggested that there may be a mix of both suggestions applied in order to maximise the benefit of the Internal Audit function for the Council.

Mr Hagen considered setting out assurances for the Committee to have a clear picture on how that should be done.

AGREED TO RECOMMEND, on the proposal of Alderman Keery, seconded by Councillor Douglas, that the recommendation be adopted.

(c) Final Annual Audit Letter 2017/18
(Appendix VI)

PREVIOUSLY CIRCULATED:- Copy of the above.

RECOMMENDED that the report be noted.

Ms Beattie outlined the Annual Audit letter which had been published on the website. Page 7 outlined the key statistics and Page 11 had considered other areas of audit interest including an increase in absenteeism across the Council. Page 13 looked at the outlook for the Council including consideration for Brexit arrangements, local Council elections and the City Deal. Leases would be deferred to 2021.

Referring to the Brexit arrangements Councillor Muir stressed that Northern Ireland would be particularly affected and he gave an example of the food industry of the region. The SOLACE group had considered the views of senior staff across the 11 Councils of Northern Ireland who shared many of the same concerns. The Audit Committee was advised that a report on business continuity after Brexit would be brought to the Corporate Services Committee in January and the Council’s greater responsibility going forward in relation to food and a resource from central government to provide that.
The Chairman, Alderman Irvine, referred to the Council’s increased absenteeism rate and the Head of Finance reported an increase in musculo-skeletal problems. An independent report would be brought to the Corporate Services Committee in January.

AGREED TO RECOMMEND, on the proposal of Alderman Gibson, seconded by Alderman Keery, that the recommendation be adopted.

8. **INTERNAL AUDIT**

(a) **Internal Audit Progress Report**  
(Appendix VII)

PREVIOUSLY CIRCULATED:- Copy of the above.

RECOMMENDED that the report be noted.

The Internal Audit Progress Report was on schedule to complete by Spring 2019. All recommendations to date had been accepted by management.

AGREED TO RECOMMEND, on the proposal of Councillor Dunlop, seconded by Councillor Douglas, that the recommendation be adopted.

(b) **Recently Completed Audits:**

i. **Grant Funding**  
(Appendix VIII)

PREVIOUSLY CIRCULATED:- Copy of the above audit.

RECOMMENDED that the report be noted.

The audit testing focused on grant procedures and applications in relation to the following sample of funding and made recommendations for improvement.

- PEACE IV
- Recycling Community Investment Fund (RCIF)
- Donaghadee Town Centre Heritage Initiative (THI)

Two of the findings had a Priority 2 action rating and the remainder were lower being Priority 3. The application process at Donaghadee Town Centre Heritage Initiative could be more formal. Live Here Love Here offered strict procurement guidance and the Council would move to an online system to offer consistency for all payments. It was suggested that the Council moved to the use of a checklist going forward.

Members were reminded that only Donaghadee Town Centre group had been looked at but that lessons learnt would be applied across all of the Council’s programmes.
The Head of Finance stated that the grants policy would be treated similarly to procurement rules.

**AGREED TO RECOMMEND, on the proposal of Councillor Douglas, seconded by Councillor Muir, that the recommendation be adopted.**

ii. **Building Control**  
(Appendix IX)

PREVIOUSLY CIRCULATED:- Copy of the above audit.

RECOMMENDED that the report be noted.

A review of the processes was satisfactory. Additional quality control checks would be put in place to meet statutory guidelines. Building Control would also document its procedures on a flowchart.

**AGREED TO RECOMMEND, on the proposal of Councillor Dunlop, seconded by Alderman Keery, that the recommendation be adopted.**

iii. **Staff Performance Management**  
(Appendix X)

PREVIOUSLY CIRCULATED:- Copy of the above audit.

RECOMMENDED that the report be noted.

The Pride in Performance conversations were discussed and it was noted that it had been difficult to get everyone involved and all reports completed for the deadline. The process would be reviewed and there were many recommendations related to that. Objectives should be measurable and training targets reconsidered in that light. Agreement and signing up to targets should be made by the line manager and the employee.

Another recommendation was that documentation should be stored strictly under the guidelines of the GDPR system.

Alderman Fletcher was disappointed to see that ‘satisfactory’ was the highest level of assurance that could be awarded. He considered that something that was satisfactory was not terribly good and felt it did not reflect the commitment of the Council’s staff.

Ms McHugh outlined the assurance system and explained that only three assurance levels were used and ‘satisfactory’ was the highest level. Priority levels also ranged from 1 to 3 with Priority 1 being the most significant risk for the Council.

Alderman Fletcher appreciated the explanation but thought that staff morale could be influenced if there was a different way of recording outcomes.
It was explained that the same system of providing assurances was used across all public sector bodies in Northern Ireland. The Head of Finance explained that the system had been examined previously but that the current system was deliberately kept simple to ensure that Councils were not distracted from giving attention to the more serious issues that they faced.

The Director of Finance and Performance agreed that the assurances were applied regionally and it would be difficult to influence changes.

AGREED TO RECOMMEND, on the proposal of Alderman Gibson, seconded by Councillor Douglas, that the recommendation be adopted.

iv. **Planning**  
(Appendix XI)

PREVIOUSLY CIRCULATED:- Copy of the above audit.

RECOMMENDED that the report be noted.

It was noted that there was one Priority 2 recommendation and the others were Priority 3.

It was noted that the difficulties involved in meeting the targets in the section were felt across all Councils in Northern Ireland. The targets were impacted upon by delay in submission by agents of plans and assessments requested by Planning.

AGREED TO RECOMMEND, on the proposal of Councillor Dunlop, seconded by Councillor Douglas, that the recommendation be adopted.

v. **Travel and Subsistence**  
(Appendix XII)

PREVIOUSLY CIRCULATED:- Copy of the above audit.

RECOMMENDED that the report be noted.

It was suggested that there be a single policy method for processing claims. There should be a review of essential car users and casual car users carried out and careful collection of fuel receipts. Those claims should be locked away securely under the GDPR requirements.

AGREED TO RECOMMEND, on the proposal of Alderman Keery, seconded by Councillor Dunlop, that the recommendation be adopted.

(Alderman Gibson left the meeting at 8.04 pm).

9. **CORPORATE GOVERNANCE**

(a) **Corporate Risk Register**  
(Appendix XIII)
PREVIOUSLY CIRCULATED:- Report dated 7 December 2018 from the Director of Organisational Development and Administration attaching Corporate Risk Register version 10, December 2018.

The report detailed that the Corporate Risk Register (CRR) was a live document which was amended as required to reflect new or changing risk factors. The Register had been reviewed by Heads of Service and the Corporate Management Team.

There were no substantive changes. The CRR had been updated to reflect the current status of controls with associated amendment, or adjustment, to Risk evaluations and any further actions required. Completed actions had been removed.

**Updates within Version 10, December 2018**

**CR1**  Updated to reflect the extension of the Corporate Plan to March 2020.

**CR2**  Amended to reflect that the review of Pride and Performance conversations process had been completed and the Behaviour Charter had been agreed, with training completed and guidance produced.

On review of the overall risks and controls identified, the Residual Risk had been reassessed with the impact reduced from a factor of 4 to 3 reducing the overall risk from 12 to 9.

**CR3**  The Annual Performance Improvement Plan was now in place. On consideration of all the risks and controls in place the Residual Risk had been reassessed. It had been considered that the potential likelihood of a risk of that nature occurring had been slightly underestimated given the breadth and complexity (including external factors) of this risk. The likelihood had increased from a factor of 2 to 3, increasing the overall residual risk from 6 to 9.

**CR4**  A reassessment of the Emergency Planning support services was planned following completion of the new sub-regional structures.

**CR5**  A minor amendment had been included to reflect the existence of both Internal and External Equality Screening Panels. The Integrated Tourism, Regeneration and Development policy consultation had completed; the Policy was now in place.

**CR6**  No amendments.

**CR7**  Following the introduction of the General Data Protection Regulations (GDPR) in May 2018 the need for an audit of the implementation of the requirements of those regulations had been identified.

**CR8**  No amendments.

**CR9**  One minor amendment, the action to commence work on the new Corporate Plan had been removed following the decision to extend the plan to March 2020.

**CR10**  No amendments.

**CR10(a)**  No amendments.

**CR11**  No amendments.

RECOMMENDED that the amended Corporate Risk Register be noted.
The Director of Finance and Development summarised the Risk Register.

Councillor Douglas raised concerns about CR6 and the risk to Council around Health and Safety at bonfires. She referred to four houses in the Churchill area in Bangor which had been damaged by a bonfire the previous Summer. Council owned land had also been damaged at West Winds, Newtownards and had required taxpayers money to be spent to make good that damage. She expressed concern that no penalties could be placed on people who were causing the damage.

The Chief Executive suggested that that issue could be raised at the Community and Wellbeing Committee. He was aware of the damage to homes at Churchill, Bangor where the organisers had accepted responsibility and paid for the repair to damage which had been caused.

The Chief Executive stated that the Council was taking the issue seriously but could look at where the matter sat on the Corporate Risk Register.

Councillor Muir agreed with Councillor Douglas and his concerns were two fold and focused on health and safety to the public and protection of publicly owned property. The Council’s Cultural Expressions policy was intrinsically linked to the building of bonfires which were a risk in themselves.

The Chief Executive reminded the Committee that the Cultural Expression programme funded family fun days and not the bonfires. It did not fund bonfires and merely provided multi agency guidance on how to run those to reduce risk. He considered that the matter be brought back to the Community and Wellbeing Committee.

AGREED TO RECOMMEND, on the proposal of Alderman Keery, seconded by Councillor Chambers, that the recommendation be adopted.

(b) Interim Statements of Assurance

PREVIOUSLY CIRCULATED:- Report dated 7 December 2018 from the Director of Organisational Development and Administration detailing that in accordance with the Council’s Risk Management Strategy Heads of Service were required to provide Statements of Assurance. Assurance Statements comprised 4 main sections to be completed by each Head of Service following consultation with each of their Service Units. The Statements were then signed off by Directors and served, inter alia, to assist the Chief Executive in preparing the annual Governance Statement in accordance with Government Regulations. At the time of writing not all Statements of Assurance had been received. Any significant issues arising out of the remaining statements would be reported to the March meeting of the Audit Committee.

Findings

General – Identification of Risk, Monitoring and Control measures
Services had identification principal risks with associated controls in place with other actions, taken or necessary, identified. Where appropriate, new, outstanding or in-progress actions were included within Service Plans.
Section 1 – Strategic and Operational Risk Management
The Waste and Cleansing service had identified an external risk with potential significant financial risk to the Council should the bidding process for the Residual Waste Treatment project collapse. The procurement of waste management services was undertaken by Arc21 however the outstanding issue revolved around the planning status that remained in limbo due to the current status of the NI Assembly.

Section 2 – Internal Control
Generally, there were no key issues arising to cause significant concern requiring immediate action. In the main Services had identified sources of control and actions required or in progress. Progress on Internal Audit findings was reported to the Committee separately although they were reflected in the Assurance Statements. The Finance Service had identified that both staff attendance and the absence of formal policies along with associated procedures were matters which were negatively impacting on service work load. Progress was being made with the drafting of some policies whilst legacy policies and procedures operated in the interim.

Section 3 – Governance
The Community and Culture service had highlighted the potential loss of the Citizens Advice Bureau (CAB) for Ards and North Down. The CAB was applying to Advice NI for support with the application process monitored by officers before recommending the extension of the existing contract.

A number of Direct Award contracts had been noted. Of the contracts valued between £3,000 and under £30,000 the majority had arisen due to the provider being a sole supplier without a breach of the procurement policy.

Single Tender actions (>£30k) were reported separately through a separate procurement report.

Direct Award Contracts >£3k-£30k
The following direct awards had been declared:

- **Community and Culture**
  - Beesafe (c/o AND) £10,000
  - Youth for Christ Football Cage £14,000
  - NDA Women’s Aid One Stop Shop £17,000

- **Tourism**
  - £8,000 - Earl of Pembroke Tall Ship, Gerry Brennan. Approved by Council.

- **Regeneration**
  - WiFi for Bangor and Holywood extended to March 2019. DfC funding, upon which this provision was dependent, had not yet been confirmed.

Section 4 – Miscellaneous
No issues reported.
RECOMMENDED that the report be noted.

Mr Hagen asked how many Statements of Assurance remained outstanding. It was noted that there were 8 out of 16 outstanding. They had been due at the end of November and Directorates had been reminded to complete those promptly.

AGREED TO RECOMMEND, on the proposal of Councillor Douglas, seconded by Councillor Chambers, that the recommendation be adopted.

EXCLUSION OF PUBLIC/PRESS

AGREED TO RECOMMEND, on the proposal of Alderman Keery, seconded by Councillor Muir, that the public/press be excluded during discussion of the undernoted items of confidential business.

10. SINGLE TENDER ACTIONS UPDATE (Appendix XIV)

***IN CONFIDENCE***

Schedule 6 – Information relating to the financial or business affairs of any particular person (including the Council holding that information.

11. FRAUD, WHISTLEBLOWING AND DATA-PROTECTION MATTERS

***IN CONFIDENCE***

Schedule 6 – Information relating to the financial or business affairs of any particular person (including the Council holding that information.

11.1 General Data Protection Regulation and Data Protection Act 2018

***IN CONFIDENCE***

Schedule 6 – Information relating to the financial or business affairs of any particular person (including the Council holding that information.

(Ms McHugh left the meeting at 8.15 pm)

12. INTERNAL AUDIT AND CORPORATE GOVERNANCE CONTRACT UPDATE

***IN CONFIDENCE***

Schedule 6 – Information relating to the financial or business affairs of any particular person (including the Council holding that information.
RE-ADMITTANCE OF PUBLIC/PRESS

AGREED TO RECOMMEND, on the proposal of Alderman Keery, seconded by Councillor Douglas, that the public/press be re-admitted to the meeting.

13. ANY OTHER NOTIFIED BUSINESS

There were no other items of business.

TERMINATION OF MEETING

The meeting terminated at 8.16 pm.
ARDS AND NORTH DOWN BOROUGH COUNCIL

A special meeting of the Planning Committee was held in the Council Chamber, 2 Church Street, Newtownards on Tuesday 18 December 2018 at 7.00pm.

PRESENT:

In the Chair: Councillor Cathcart

Aldermen: Keery Henry
Gibson Graham
Girvan McDowell (7.05 pm)

Councillors: Thompson
Walker

Officers: Director of Regeneration, Development and Planning (S McCullough), Head of Planning (A McCullough), Principal Planning and Technical Officer (L Maginn) and Democratic Services Officer (J Glasgow)

WELCOME

The Chairman (Councillor Cathcart) welcomed members and officers to the meeting.

1. APOLOGIES

Apologies for inability to attend were received from Alderman Carson, Alderman Fletcher and Councillor McClean.

2. DECLARATIONS OF INTEREST

The Chairman, Councillor Cathcart, sought any Declarations of Interest at this stage. No Declarations were made.

NOTED.

3. PLANNING AND PERFORMANCE MANAGEMENT REPORT QUARTER 2 2018/19
(Appendix I)

PREVIOUSLY CIRCULATED:- Report from the Director of Regeneration, Development and Planning attaching first quarter reporting 2018/19. The report detailed that Members would be aware that Council was required, under the Local Government Act 2014, to have in place arrangements to secure continuous improvement in the exercise of its functions. To fulfil that requirement Council approved the Performance Management Policy and Handbook. The Performance Management Handbook outlined the approach to Performance Planning and Management process as:
• Community Plan – published every 10-15 years
• Corporate Plan – published every 4 years (2015-2019 plan in operation)
• Performance Improvement Plan (PIP) – published annually (2018/19 plan published 30 June 2018)
• Service Plan – developed annually (approved April 2018)

The Corporate Plan 2015-19 sets out 17 objectives for the plan period based on themes of People, Place, Prosperity and Performance. The Council’s 16 Service Plans outline how each respective Service would contribute to the achievement of the Corporate objectives including, but not limited to, any relevant actions identified in the PIP.

Reporting approach

The Service Plans would be reported to relevant Committees on a quarterly basis as undernoted:

<table>
<thead>
<tr>
<th>Reference</th>
<th>Period</th>
<th>Reporting Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quarter 1 (Q1)</td>
<td>April – June</td>
<td>September</td>
</tr>
<tr>
<td>Q2</td>
<td>July – September</td>
<td>December</td>
</tr>
<tr>
<td>Q3</td>
<td>October – December</td>
<td>March</td>
</tr>
<tr>
<td>Q4</td>
<td>January - March</td>
<td>June</td>
</tr>
</tbody>
</table>

Key points to note:

• Spend against budget was currently recorded as 82.6% as a result of existing vacancies still in the process of being backfilled. The Department was also awaiting a number of invoices being submitted in relation to legal fees and arboricultural fees for work undertaken.

• Staff attendance figures could be accounted for by staff off on long term sick absences.

Key achievements:

• Further updates had been added to the Planning webpages to assist members of the public in self-service and would continue to be developed further to provide answers to frequently asked questions. Surveys were continuing as appropriate on the review of TPOs to ensure legal coverage.

Emerging issues:

• The protocol between Building Control and Planning continued to be developed further, and a fulltime planning officer was now in place to review Building Control applications to ascertain whether planning permission was required, and if in place that it reflected the details of the permission.

Action to be taken:
• Appropriate recruitment to be undertaken to ensure backfilling of vacant posts.

RECOMMENDED that the Committee notes this report.

AGREED TO RECOMMEND, on the proposal of Alderman Girvan, seconded by Alderman Keery, that the recommendation be adopted.

4. **UPDATE FROM METROPOLITAN AREA WORKING GROUP**
   **MASWG (LOCAL DEVELOPMENT PLAN)**
   (Appendices II - IV)

PREVIOUSLY CIRCULATED:- Report from the Director of Regeneration, Development and Planning attaching MASWG September 2018 minutes, Agenda December 2018 and Terms of Reference. The report detailed the undernoted:

1.0 **Background**

1.1 Members shall be aware that the Council participates in a joint working group entitled the Metropolitan Area Spatial Working Group (MASWG) linked to the preparation of LDPs comprising the planning authorities in the Metropolitan area (Belfast City Council, Antrim and Newtownabbey Borough Council, Lisburn and Castlereagh City Council, Mid and East Antrim Borough Council and Ards and North Down Borough Council). Aldermen Gibson and McDowell were nominated to serve on the working group.

2.0 **Update from meeting held December 2018**

2.1 The sixth meeting of MASWG was hosted by Antrim and Newtownabbey in Mossley Mill on 3 December 2018. Minutes from the previous meeting held in September were agreed and were attached to the report.

2.2 The meeting was also attended by the Department for Infrastructure (DfI) Strategic Planning section and Transportation and Modelling Unit; Northern Ireland Housing Executive (NIHE), Translink and Invest NI.

2.3 The agenda for 3 December 2018 meeting was attached as Item 4b. Agenda items set out below were fully discussed.

   • **Update from Councils – stages of progression**
   Councils gave round table updates and noted slippage in timetables and revisions which were forthcoming. Belfast City Council made reference to consultation complete on its Draft Plan Strategy.

   • **Update from consultees – Housing**
   NIHE hope to publish affordable housing guidance in conjunction with DfC in near future. NIHE had also commissioned research on housing market areas (based on travel to work areas rather than council boundaries). Greater Belfast housing market data about to be tendered – hope to have next summer in time for
progression of some councils to Local Policies Plans stage.

- NIHE referred to expected practice note and intention to have draft finalised before the end of this year.

**Update from consultees – Transportation**

DFI Transportation Planning and Modelling Unit provided update on the Belfast Metropolitan Transport Strategy (BMTS). The first board meeting was held in August and signed off methodology for modelling work. Detailed modelling which was expected to complete by end of year has been delayed. First draft of BMTS now expected in Quarter 2 of 2019/20 (rather than Quarter 1), with around 6 months to finalise, taking account of the public consultation.

**Preliminary Programme**

<table>
<thead>
<tr>
<th>Transport Strategy</th>
<th>Delivery date</th>
</tr>
</thead>
<tbody>
<tr>
<td>BMFTS Modelling Report</td>
<td>Q2 2019</td>
</tr>
<tr>
<td>Draft BMTS</td>
<td>Q3 2019</td>
</tr>
<tr>
<td>NWTS Modelling Report</td>
<td>Q1 2019</td>
</tr>
<tr>
<td>Draft NWTS</td>
<td>Q3 2019</td>
</tr>
<tr>
<td>Draft RSTNTP</td>
<td>Q1 2019</td>
</tr>
<tr>
<td>Draft Fermanagh &amp; Omagh LTS</td>
<td>Q3 2018</td>
</tr>
<tr>
<td>Draft Mid &amp; East Antrim LTS</td>
<td>Q4 2018</td>
</tr>
<tr>
<td>Draft Antrim &amp; Newtownabbey LTS</td>
<td>Q4 2018</td>
</tr>
<tr>
<td>Draft Lisburn &amp; Castlereagh LTS</td>
<td>Q1 2019</td>
</tr>
<tr>
<td>Draft Ards and North Down LTS</td>
<td>Q1 2019</td>
</tr>
<tr>
<td>Draft Armagh, Banbridge &amp; Craigavon LTS</td>
<td>Q3 2019</td>
</tr>
<tr>
<td>Draft Causeway Coast &amp; Glens LTS</td>
<td>Q3 2019(v)</td>
</tr>
<tr>
<td>Draft Mid Ulster LTS</td>
<td>Q4 2019(v)</td>
</tr>
<tr>
<td>Draft Newry, Mourne &amp; Down LTS</td>
<td>Q4 2019(v)</td>
</tr>
</tbody>
</table>

\(i\) Subject to the resolution of technical issues  
\(ii\) Subject to the resolution of technical issues  
\(iii\) To be commissioned Q1 2019  
\(iv\) To be commissioned Q1 2019  
\(v\) To be commissioned Q2 2019  
\(vi\) To be commissioned Q2 2019

- Update from consultees – Transportation

Local Transportation Studies – Initial draft for Ards and North Down Borough Council expected end November 2018. Detailed modelling which was expected by end of December 2018 was now expected 2019 (April). Engagement with Councils to follow.

- Translink referred to need for park and ride sites to complement the Belfast Rapid Transit in adjacent areas – cross boundaries.

- Role of Group

The role of the group was discussed in round-table fashion. Terms of reference (attached at Item 4c) may be re-visited at another date. The lack of ability of the group to make decisions was raised by some in relation to how the group would seek to achieve consensus as outlined in the ToR. DFI had questioned the ‘working together’ aspect of the group in relation to LPD development. Councils
expressed view that going beyond would give rise to governance arrangements. Councils acknowledged there was no formal duty to co-operate, however, the working group provided for discussion. Issue to be re-visited.

- **Affordable Housing**
  Issues discussed around section 76 agreements (legal agreements) on transferring land. View expressed by some Councils that a simple criteria for Affordable Housing would not be adequate.

- **Distribution of Housing Growth**
  Belfast City Council outlined that its growth strategy as published was ambitious. Referred to issues which may need resolved at Local Policies Plan stage. Various councils referred to levels of commitments as baseline position – having skewing effect on Housing Growth Indicators.

- **Timetables**
  Councils present indicated various revisions required to timetables. DFI asked to be copied in on any working revisions, similarly consultees INI and NIHE requested same.

- **Employment Land Reviews**
  Councils outlined work which had been commissioned in that matter.

- **Sprucefield Shopping Centre**
  Belfast City Council drew attention to a planning application which had recently been submitted to Lisburn and Castlereagh City Council. LCCC representatives responded that representations for this planning application were being received in normal way.

  - For Members’ information the application was being dealt with under planning reference: LA05/2018/1061/O
  - The proposal was for: Erection of new buildings for retail use (Class A1) and restaurant and hotel use (both Sui Generis). Alteration of existing vehicular access and egress arrangements. Reconfiguration of existing, and provision of new internal vehicle, pedestrian and cycle routes, Landscaping and Public Realm. Reconfiguration of public and staff car parking area, servicing arrangements and other ancillary works and operations.
Proposed Siting and Indicative Floor Plan Parameters from application

2.4 Main outcomes of the meeting
- DfI Transport Modelling Unit indicated delay to programme of Transport Plans. The governance group would receive correspondence shortly to that effect;
- Revision of timetables by Councils discussed;
- Affordable housing guidance to be issued by NIHE;
- Terms of reference - to be discussed again/revisited;
- BCC concerned with Sprucefield application.

2.5 A copy of the meeting minutes would be presented to Members once agreed.

3.0 Next meeting

3.1 A further meeting was arranged for 4 March 2019, to be hosted by Belfast City Council.

RECOMMENDED that Members note the content of this report and attachments.

The Principal Planning and Technical Officer (L Maginn) outlined the purpose of the report.

(Alderman McDowell entered the meeting – 7.05 pm)

She stated that there were two main outcomes to note, firstly, the DfI Transport Modelling Unit had advised that there would be a delay in the programme for the delivery of transport plans. Also, the Terms of Reference would be discussed again by the Group, further consideration needed to occur around the working arrangements. The Terms of Reference would be brought to the next meeting of the working group which was scheduled for 4 March 2019.

AGREED TO RECOMMEND, on the proposal of Alderman Gibson, seconded by Alderman Keery, that the recommendation be adopted.
EXCLUSION OF PUBLIC/PRESS

AGREED TO RECOMMEND, on the proposal of Alderman Keery, seconded by Alderman Graham, that the public/press be excluded during the discussion of the undernoted items of confidential business.

5. **TOWARDS PREFERRED OPTIONS PAPER**  
   (Appendices V, VI)

***IN CONFIDENCE***

***NOT FOR PUBLICATION***

Schedule 6 – Information relating to the financial or business affairs of any particular person (including the Council holding that information).

6. **PLANNING POLICY REVIEWS**  
   (Appendix VII)

***IN CONFIDENCE***

***NOT FOR PUBLICATION***

Schedule 6 – Information relating to the financial or business affairs of any particular person (including the Council holding that information).

7. **STEERING GROUP**

***IN CONFIDENCE***

***NOT FOR PUBLICATION***

Schedule 6 – Information relating to the financial or business affairs of any particular person (including the Council holding that information).

RE-ADMITTANCE OF PUBLIC/PRESS

AGREED TO RECOMMEND, on the proposal of Alderman Keery, seconded by Alderman McDowell, that the public/press be re-admitted to the meeting.

TERMINATION OF MEETING

The meeting terminated at 8.37 pm.
1. **APOLOGIES**

The Chair welcomed Members to the meeting, in particular Councillor McKee, who had recently replaced Councillor Hunter on the Environment Committee. Apologies were received from the Mayor, Councillor Smart, who was attending Council business. Apologies for lateness were received from Councillor Martin.

**NOTED.**

2. **DECLARATIONS OF INTEREST**

The Chairman, Councillor Ferguson, sought declarations of interest and none were advised.

**NOTED.**

3. **DEPUTATION**

The Director advised that the Deputation from the Department of Agriculture, Environment and Rural Affairs (DAERA) and Northern Ireland Fishery Harbours Authority (NIFHA) had been postponed. Councillor Boyle asked for an explanation of why the Deputation could not take place and the Director explained that a communique from the Chief Fisheries Officer of DAERA indicated the date had been unsuitable. Furthermore, it was highlighted that as the NIFHA was currently seeking to establish a fishing vessel dismantling facility at Portavogie, for which a planning
application had been lodged with the Council, it would be inappropriate for the Department to discuss the subject before this was determined.

Councillor Edmund was disappointed to hear that and stressed that he could not see where the conflict of interest lay since the planning application would not be discussed. He stressed that the Council had been placed in a position of potentially funding the disposal of an abandoned fishing vessel at significant cost to the ratepayer, and that the response from NIFHA was inadequate. He asked that the organisations be contacted and re-invited to make the Deputation.

AGREED, on the proposal of Councillor Edmund, seconded by Councillor Boyle, that the invitation to DAERA and NIFHA to make a Deputation to the Environment Committee be reissued so that the Council had an opportunity to make its views known.

NOTED.

4. ENVIRONMENT DIRECTORATE BUDGETARY CONTROL REPORT – NOVEMBER 2018 (FILE FIN45/40012)

PREVIOUSLY CIRCULATED: - Report dated 18 December 2018 from the Director of Environment detailing that the Environment Budgetary Control Report covered the 8-month period 1 April to 30 November 2018. The net cost of services was showing an overspend of £183,119 (1.4%).

Explanation of Variance

In addition, a Budgetary Control Report by Income and Expenditure for the Directorate was, also, shown which analysed the overall adverse variance (£183,119) by expenditure (£100,541 adverse) and income (£82,578 adverse).

ENVIRONMENT

Expenditure - £100.5k (0.6%) worse than budget to date. The adverse variance was mainly made up of the following: -

1. Waste and Cleansing Services - £71.1k favourable.
   a. A combined summary of the main waste stream variances was set out in the table below.

<table>
<thead>
<tr>
<th></th>
<th>£'000</th>
<th>Commentary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Landfill</td>
<td>74.4</td>
<td>953 tonnes more than budget though that was partially offset by the gate fee being slightly less than budget (£0.75 per tonne less).</td>
</tr>
<tr>
<td>Brown/Green bin waste</td>
<td>(91.9)</td>
<td>1,752 tonnes less than budget but gate fee was</td>
</tr>
<tr>
<td>Waste Stream</td>
<td>Tonnes</td>
<td>Notes</td>
</tr>
<tr>
<td>----------------------</td>
<td>--------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>Blue bin waste</td>
<td>42.4</td>
<td>446 tonnes less than budget but average gate fee was higher than budget (£9.58 per tonne more).</td>
</tr>
<tr>
<td>HRC waste</td>
<td>(55.8)</td>
<td>Lower tonnage than budget</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>(30.9)</td>
<td></td>
</tr>
</tbody>
</table>

Overall, the main waste stream budgets were under budget by £30.9k.

b. Payroll costs were £94.4k favourable to date. There was a significant number of posts being covered by agency staff.

c. Spend on refuse bins was £44.6k over budget to date due to a higher demand from residents for new and replacement green/brown bins.

2. Assets and Property Services - £242.1k adverse. That was explained by:

a. Property Operations were £105.2k over budget to date. That was mainly due to:
   i. Contractor costs were £120.4k over budget to date. There had been more property maintenance work carried out to date to try to address a backlog of outstanding jobs.
   ii. Payroll costs were £19.7k favourable. That was mainly due to reduced overtime costs.

b. Technical Services were £20.7k under budget to date. That was mainly due to:
   i. Payroll costs were £12.6k favourable. Two Technical Officer posts had been filled from 1 October. A vacant Plant Operative post was to be recruited.
   ii. Utility costs were £5.0k under budget to date.
   iii. Contractor costs were £3.5k under budget to date. That covered areas such as statutory compliance work, refurbishments, playgrounds, statutory upgrades and energy saving initiatives.

c. Fleet Management was £164.7k over budget to date. That was mainly due to:
   i. Payroll costs were £18.4k. There was a vacant mechanic’s post which was in the process of being filled.
   ii. Vehicle maintenance, materials, consumables and tyres costs were £98.5k over budget to date. That was partly due to significant price increases for some vehicle parts (up to 30% in some cases).
iii. Vehicle fuel, lubricants and oil were £61.6k over budget to date. Higher than expected fuel prices had contributed to that adverse variance.

iv. Other vehicle costs were £16.7k over budget to date. Vehicle tracking system costs were higher than budget to date.

3. Regulatory Services - £69.7k favourable. That was explained by:

   a. Payroll costs were £62.8k under budget year to date. There had been vacant posts in Building Control. Two had been filled with one still to be recruited. In addition, two vacant posts in Neighbourhood Environment Team were now being covered by agency.

Income - £82.6k (3.0%) worse than budget to date. The adverse variance comprised:

4. Waste & Cleansing Services - £63.2k adverse. That was mainly due to trade waste income (£65.1k) being worse than budget to date. Processes within the service were currently being reviewed with the aim of improving performance later in the year.

5. Assets and Property Services - £13.1k favourable. Harbour income (£2.4k) and wind turbine income (£10.0k) were better than budget to date.

6. Regulatory Services income - £32.4k adverse. That was mainly due to Building Control income being £30.6k behind budget to date. There had been a slowdown in both site commencements and applications particularly commercial works.

### BUDGETARY CONTROL REPORT
By Directorate and Service

<table>
<thead>
<tr>
<th>Period 8 - November 2018</th>
<th>Note</th>
<th>Year to Date Actual £</th>
<th>Year to Date Budget £</th>
<th>Variance £</th>
<th>Annual Budget £</th>
<th>Variance £</th>
<th>Variance %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Environment</td>
<td>200</td>
<td>Environment HQ</td>
<td>96,890</td>
<td>97,600</td>
<td>-(710)</td>
<td>147,900</td>
<td>0.7</td>
</tr>
<tr>
<td></td>
<td>210</td>
<td>Waste and Cleansing Services</td>
<td>8,644,342</td>
<td>8,652,200</td>
<td>-(7,858)</td>
<td>12,608,600</td>
<td>0.1</td>
</tr>
<tr>
<td></td>
<td>220</td>
<td>Assets and Property Services</td>
<td>4,390,696</td>
<td>4,161,700</td>
<td>228,996</td>
<td>6,537,400</td>
<td>5.5</td>
</tr>
<tr>
<td></td>
<td>230</td>
<td>Regulatory Services</td>
<td>83,891</td>
<td>121,200</td>
<td>(37,309)</td>
<td>344,400</td>
<td>30.8</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td></td>
<td><strong>13,215,819</strong></td>
<td><strong>13,032,700</strong></td>
<td><strong>183,119</strong></td>
<td><strong>19,638,300</strong></td>
<td><strong>1.4</strong></td>
<td></td>
</tr>
</tbody>
</table>
## BUDGETARY CONTROL REPORT
By Income and Expenditure
Period 8 - November 2018

<table>
<thead>
<tr>
<th>Note</th>
<th>Actual £</th>
<th>Expenditure Budget £</th>
<th>Variance £</th>
<th>Actual £</th>
<th>Income Budget £</th>
<th>Variance £</th>
</tr>
</thead>
<tbody>
<tr>
<td>Environment HQ</td>
<td>96,890</td>
<td>97,600</td>
<td>(710)</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>210 Waste and Cleansing Services</td>
<td>9,656,298</td>
<td>9,727,400</td>
<td>(71,102)</td>
<td>(1,011,956)</td>
<td>(1,075,200)</td>
<td>63,244</td>
</tr>
<tr>
<td>220 Assets and Property Services</td>
<td>4,500,672</td>
<td>4,258,600</td>
<td>242,072</td>
<td>(109,976)</td>
<td>(96,900)</td>
<td>(13,076)</td>
</tr>
<tr>
<td>230 Regulatory Services</td>
<td>1,642,681</td>
<td>1,712,400</td>
<td>(69,719)</td>
<td>(1,558,790)</td>
<td>(1,591,200)</td>
<td>32,410</td>
</tr>
<tr>
<td>Totals</td>
<td>15,896,541</td>
<td>15,796,000</td>
<td><strong>100,541</strong></td>
<td>(2,680,722)</td>
<td>(2,763,300)</td>
<td><strong>82,578</strong></td>
</tr>
</tbody>
</table>

RECOMMENDED that the Committee notes this report.

AGREED TO RECOMMEND, on the proposal of Councillor Douglas, seconded by Alderman Henry, that the recommendation be adopted.

5. **ASSETS AND PROPERTY SERVICES Q2 PERFORMANCE REPORT 2018/19 (FILE 43600)**
(Appendix I)

PREVIOUSLY CIRCULATED: report dated 6 December 2018 from the Director of Environment detailing that Members would be aware that Council was required, under the Local Government Act 2014, to have in place arrangements to secure continuous improvement in the exercise of its functions. To fulfil the requirement Council approved the Performance Management Policy and Handbook. The Performance Management Handbook outlined the approach to Performance Planning and Management process as:

- Community Plan – published every 10-15 years
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- Performance Improvement Plan (PIP) – published annually (2018/19 plan published 30 June 2018)
- Service Plan – developed annually (approved April 2018)

The Corporate Plan 2015-19 set out 17 objectives for the plan period based on themes of People, Place, Prosperity and Performance. The Council’s 16 Service Plans outlined how each respective Service would contribute to the achievement of the Corporate objectives including, but not limited to, any relevant actions identified in the PIP.

**Reporting approach**

The Service Plans would be reported to relevant Committees on a quarterly basis as undernoted:
Reference | Period | Reporting Month
--- | --- | ---
Quarter 1 (Q1) | April – June | September
Q2 | July – September | December
Q3 | October – December | March
Q4 | January - March | June

**Key points to note:**

- Completing maintenance jobs on time remained a problem due to other tasks such as events support being carried out by the works squad.

RECOMMENDED that the Council notes this report.

AGREED TO RECOMMEND, on the proposal of Councillor Edmund, seconded by Councillor Dunlop, that the recommendation be adopted.

6. **BUILDING CONTROL ACTIVITIES SEPTEMBER 2018 – NOVEMBER 2018 (FILE BC01/91000)**

PREVIOUSLY CIRCULATED: - Report dated 14 December 2018 from the Director of Environment detailing that the report provided information on the principal activities of the Building Control Section in relation to the enforcement of the Building Regulations.

(a) **Number of Applications Received**

![Graph showing Full Plan Applications 2018-2019](image)

<table>
<thead>
<tr>
<th></th>
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<th></th>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Notice Applications</td>
<td>142</td>
<td>149</td>
<td>165</td>
<td>164</td>
<td>210</td>
<td>220</td>
<td>221</td>
<td>209</td>
</tr>
<tr>
<td>Regularisation Applications</td>
<td>60</td>
<td>85</td>
<td>68</td>
<td>65</td>
<td>125</td>
<td>83</td>
<td>93</td>
<td>52</td>
</tr>
</tbody>
</table>
(b) **Fee Income**

![Graph showing monthly fee income from April 2018 to March 2019](image)

<table>
<thead>
<tr>
<th></th>
<th></th>
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<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total monthly fees received</strong></td>
<td>68,889</td>
<td>61,323</td>
<td>66,949</td>
<td>64,367</td>
<td>71,031</td>
<td>72,825</td>
<td>78,114</td>
<td>68,453</td>
</tr>
<tr>
<td><strong>Cumulative monthly income to date (based on invoices being paid)</strong></td>
<td>68,889</td>
<td>130,212</td>
<td>197,161</td>
<td>261,528</td>
<td>332,559</td>
<td>405,381</td>
<td>483,495</td>
<td>551,948</td>
</tr>
<tr>
<td><strong>Forecast Income to date</strong></td>
<td>82,700</td>
<td>125,300</td>
<td>200,900</td>
<td>248,400</td>
<td>317,900</td>
<td>389,900</td>
<td>460,900</td>
<td>532,400</td>
</tr>
</tbody>
</table>

(c) **Department Output**

<table>
<thead>
<tr>
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<td>Full Plans Approvals issued</td>
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<td>59</td>
<td>72</td>
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<td>Full Plans Rejections Notices issued</td>
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(d) **Inspections**

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<td>Total Inspections</td>
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<td>1188</td>
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(e) Dangerous Structures

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<td>Recommended for Legal Action</td>
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(f) Plan Assessment Turn-around times (Financial year to date)

- Domestic Plans assessed with 21 days: 52%
- Non-Domestic Plans assessed with 35 days: 60%

(g) Property Certificates

![Graph showing Monthly Property Certificate Income 2018-2019]

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<td>261</td>
<td>308</td>
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<td>Processed</td>
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RECOMMENDED that the report be noted.

AGREED TO RECOMMEND, on the proposal of Councillor Douglas, seconded by Councillor Woods, that the recommendation be adopted.
7. **BUILDING CONTROL NI PARTNERSHIP WORDING WITH LOCAL AUTHORITY BUILDING CONTROL (ENGLAND AND WALES) AND LOCAL AUTHORITY BUILDING CONTROL SCOTLAND (FILE 91000)** (Appendices II & III)

PREVIOUSLY CIRCULATED: - Report dated 20 December 2018 detailing that the report from SOLACE attached set out a proposal for partnership working between Building Control NI (a voluntary umbrella grouping of the Building Control Departments of the Eleven Local Councils in Northern Ireland), Local Authority Building Control (LABC) representing England and Wales and Local Authority Building Standards Scotland (LABSS).

The SOLACE paper highlighted that LABC and LABSS had asked the Building Control NI (BCNI) committee to consider formalising a partnership working arrangement through a framework agreement. That Framework Agreement set out arrangements for mutual practical support and the development of content, schemes and research for the betterment of the Public Service Building Standards Network in England, Northern Ireland, Scotland & Wales.

RECOMMENDED that the proposal set out by SOLACE be accepted and that the Council endorses Memorandum of Understanding detailed in the attached appendix.

Councillor Edmund asked if officers were content with the proposal and considered that this would be a positive way forward.

The Director explained that officers were content that this would provide a good structure for collaborative partnership working amongst local authority Building Control professionals across the UK.

AGREED TO RECOMMEND, on the proposal of Councillor Edmund, seconded by Councillor Dunlop, that the recommendation be adopted.

8. **APPLICATION TO REVIEW DOG CONTROL CONDITIONS (FILE 92000)** (Appendix IV)

PREVIOUSLY CIRCULATED: - Report dated 14 December 2018 from the Director of Environment detailing that the whenever an officer of the Council believed a relevant offence had been committed Control Conditions could be imposed upon dog owners to take additional control measures deemed appropriate to reduce risk of reoffending. Control conditions allowed Council to impose additional measures that were not generally required by dog control legislation.

The attached document outlined the existing arrangements together with the addition of section 9. It was proposed that that section be added to the Council procedure for considering the removal of dog control conditions upon application by the owner.
The Appendix 1 document had received endorsement by the NI Dog Advisory Group which encompassed representatives from all NI Council Dog Control Officers.

RECOMMENDED that the Council approves the Procedure for Imposing and Reviewing Dog Control Conditions Upon Appeal, to include the addition of Section 9 relating to consideration of the removal of dog control conditions upon application by the owner.

AGREED TO RECOMMEND, on the proposal of Councillor Cummings, seconded by Councillor Douglas, that the recommendation be adopted.

9. PROPOSED STREET NAMING – NEWTOWN GREEN, COMBER
(FILE FP/2018/2333/MAST and RDA612/91200)

PREVIOUSLY CIRCULATED: - Report dated 15 November 2019 from the Director of Environment detailing that a large development comprising of 43 dwellings was currently under construction on lands at 1 Newtownards Road, Comber. The developer had suggested the name Newtown Green, due to the development being opposite the Newtown Bridge and would be accessed off the Newtownards Road, which was in keeping with the general neighbourhood.

RECOMMENDED that Newtown Green be adopted and that Council accept the general name and delegate acceptance of suffixes to the Building Control department.

AGREED TO RECOMMEND, on the proposal of Councillor Cummings, seconded by Councillor Armstrong-Cotter, that the recommendation be adopted.

10. PROPOSED STREET NAMING – HARRISONS LANE, HOLYWOOD (FILE 91200)
(Appendix V)

PREVIOUSLY CIRCULATED: - Report dated 13 November 2018 from the Director of Environment detailing that Holywood Shared Town (HST) had requested that the lane serving a public car park accessed behind 34 Shore Road, Holywood, be named Harrisons Lane.

HST contacted the Council reporting that the Harrison family 'owned' most of the town until the family sold it in over 70 lots by auction in 1917. Two Harrison brothers had come to live in the big houses of Holywood, House and Mertoun Hall in the 1850s; their sons were both captains in WW1, with Henry winning the Military Cross twice, aged 47.

The Council Compliance Officer had informed that the lane was included in part of the transfer from Transport NI to Council in April 2015 (though the Council was awaiting a certificate confirming Title).
RECOMMENDED that Harrisons Lane be adopted and that Council accept the general name and delegate acceptance of suffixes to the Building Control department.

AGREED TO RECOMMEND on the proposal of Councillor Woods, seconded by Alderman Henry that the recommendation be adopted.

11. **REMOVAL OF LITTER FROM SEA BARRIERS AT EISENHOWER AND PICKIE PIERS (FILE 71012)**

PREVIOUSLY CIRCULATED: - Report dated 7 November 2018 from the Director of Environment detailing that the following report was in response to the Notice of Motion submitted by Councillor Cathcart at the October meeting and agreed by the Council:

“This Council, as part of its desire to improve the Borough’s environment, asks for an officer’s report, following appropriate health and safety assessments, on the removal of litter from inside the sea barriers along the Eisenhower and Pickie Piers at Bangor Marina.”

Officers had undertaken an initial inspection of the structures to determine the feasibility of removing litter from them. The sloping design of the structures made it extremely difficult to walk or stand on, so any attempt to remove litter would require the installation of a temporary platform and walkway, to provide employees with a stable area to work from. Secondly, the depth from the surface to the base of the structure would require operatives to kneel or lie down to reach items of litter with a standard litter picker, making it a slow and laborious task. A number of risk assessments and the development of safe working systems would be needed, in recognition of potential hazards identified including:

- Uneven ground conditions
- Adverse weather conditions
- Contact with collected materials including sharps
- Lifting
- Working environment

In view of the extent of the area (see attached photos) and the labour requirement needed, the Cleansing section could not at present undertake the task without having a significant and detrimental impact on current core street cleansing activities.

Budget costs obtained from a Contractor, for a team of four to remove all litter from the structure were estimated in the region of £15,000, allowing four – six weeks, depending on weather conditions and high tide times.

There was no budget available to engage an outside contractor to undertake the removal of the litter. The service had already had to meet the additional costs of the Public Realm deep cleaning programme and had committed to using any savings to
put in place temporary traffic management arrangements, to enable the sweeping of cycle lanes adjacent to high speed roads.

RECOMMENDED that in view of current budgetary constraints, it was recommended that the Council did not undertake the proposed litter clearance at this time.

Councillor Cathcart asked if he could propose an amendment:

In view of current budgetary constraints the Council does not undertake the proposed litter clearance at this time. However, it will be considered for funding from the Community Investment Recycling Fund in future. Assessment will also be made into ways that the Council could reduce littering at this location.

Councillor Cathcart thanked the work of officers to date and thought that the design did not help to make cleaning easy and added to the health and safety risk. He proposed that the clean-up be part of the improvements from the Community Recycling Investment Fund. The sea front at Bangor was prominent to the image of the Borough and should not be neglected.

On seconding the amendment Councillor Edmund accepted that the design of the barrier had been intended to take the power out of the sea.

Councillor Wilson agreed that there should be a regime in place to clean the area from time to time although he did not think the Community Recycling Investment Fund was an appropriate source of financing this.

AGREED TO RECOMMEND, on the proposal of Councillor Cathcart, seconded by Councillor Edmund, that in view of current budgetary constraints the Council does not undertake the proposed litter clearance at this time. However, it will be considered for funding from the Community Investment Recycling Fund in future. Assessment will also be made in to ways that the Council could reduce littering at this location.

12. UPPER COASTAL PATH, BANGOR (FILE 65141)
(Appendix )

PREVIOUSLY CIRCULATED: - Report dated 11 December 2018 from the Director of Environment detailing that in September 2018, Council agreed that officers should bring back a report in response to a Notice of Motion, presented by Councillor Cathcart and agreed by the Council.

“In line with the Council’s desire to improve our blue and greenways as part of the Integrated Tourism, Regeneration and Economic Development Strategy, this Council looks to improve the upper coastal path between Pickie Fun Park and Smelt Mill Bay. Whilst the long-term future of this area will be addressed in the Bangor Coastal Masterplan, in the long-term the Council asks for an officer’s report to consider minor words to improve the appearance and tourism potential of the area. Proposals will consider removal of trees and shrubbery to open up wonderful sea views, graffiti removal, the relocation of benches and potential new signage.”
Officers from Assets & Property and Parks Departments had since surveyed the location and would report as followed.

1. **Location**

The upper coastal path started just beyond Pickie Fun Park and followed the boundary to the rear of the houses on Princetown Road for around 300m before re-joining the Coastal Path.

The path rose to 5 or 6m above the lower coastal path and had steep banks/drops in places.

The path was narrow and not currently suited to high volumes of foot traffic.

2. **Current Condition**

The path was in fairly poor condition, with the steps being of particular cause for concern. Signs of erosion from rainwater were evident, leaving uneven surfaces and edges. (Images 1-3).

The steeper drops/banks had been protected by planted foliage, however that had become overgrown to the point where vistas were being obscured. (Images 4 &5)
3. **Proposed Works - Short Term**

- The road kerbs laid to form steps could be re-set to provide an even surface.
- Pot-holes could be filled and localised resurfacing carried out where necessary.
- Parks could carry out vegetation clearance to create vistas across the bay. That work would include sensitive clearing of vegetation while leaving existing vegetation in place to act as a protection strip to considerably elevated rock faces.
- In addition to clearance on the upper path, further clearance work could be carried out along a portion of the sea wall at the lower path. That will create additional views across the bay.
- Where vistas were created, some locations would be utilised for the installation of appropriate seating. Those locations were dependent upon the topography of the adjacent ground.
- The concrete base where the old bandstand once stood could be repurposed as a picnic area (image 6).

4. **Costs**

To make repairs to steps and surfacing would cost in the region of £10k.

An approximate cost for the vegetation clearance was £5,000.

In order to keep costs and maintenance liabilities to a minimum, officers would propose to relocate some benches (approx. 6no.) from elsewhere in the Bangor seafront area. The cost to relocate 6 benches and install bases would be approximately £2,000.

**Estimated total for works:** £17,000.

Currently no budget was in place for the financial year, however officers could build the figure into the budget estimates for 2019/20.

5. **Timescales**

The intention, assuming budget approval for next year, would be to carry out the surfacing works in April 2019 with vegetation clearance works to follow in Autumn 2019, after the bird nesting season (ending in October).

6. **Proposed Work - Longer Term**
Whilst those short-term works would improve safety and provide a more pleasing visual experience for users to enjoy the views across the bay, considerable issues remained regarding the infrastructure and path layout.

To further enhance the site with a view to increasing user levels, significant works would be required to ensure that all users could safely navigate the path and steps.

In order to take that forward, inclusion of the area in the Bangor Coastal Masterplan could be explored.
RECOMMENDED that the £17,000 be included in the 2019/20 budget for the short-term works highlighted above, and that potential for inclusion of the area within the Bangor Coastal Masterplan is explored.

Councillor Cathcart thanked the Head of Assets and Property Services for the work undertaken to date and the report showed that much could be done with small amounts of capital. The siting of picnic tables and seating for example were small things which added up to make Bangor a better visitor destination. Added to that he hoped that further, more significant improvements be made as part of the Bangor Masterplan.

Councillor Woods sought clarification on vegetation clearance and tree removal. In response the Head of Assets and Property explained that some bushes would be cleared and the trees would be topped but not removed.

The Director agreed with Councillor Cathcart that much could be achieved with relatively small sums of money particularly in improving the appearance of popular areas. He cautioned that it was by no means certain that the area in question would be included in the wider Bangor Masterplan project being funded through the City Deal, although any opportunity for this would be explored.

AGREED TO RECOMMEND on the proposal of Councillor Cathcart, seconded by Councillor Edmund, that the recommendation be adopted.
13. **EXTENSION OF ANNUAL TENDERS (FILE 77001)**

***IN CONFIDENCE***

Schedule 6 – Information relating to the financial or business affairs of any particular person (including the Council holding that information.

14. **NOTICE OF MOTION**

14.1 **Notice of Motion submitted by Councillor Woods and Councillor Boyle**

That this Council signs up to the Walker’s and Terracycle Crisp Packet Recycling Scheme and installs drop off boxes for public use in suitable Council buildings and recycling centres.

Councillor Woods asked if she could make an amendment to her Notice of Motion.

“That this Council brings back a report on how it could sign up to and promote the Walker’s and TerraCycle Crisp Packet Recycling Scheme, installing drop off boxes for public use in suitable Council buildings and recycling centres.”

Councillor Woods reflected on the efforts that had been made the previous year to publicise and highlight to manufacturers and big businesses the role and responsibility they had in connection with the pollution of seas, rivers, beaches and the countryside. Ards and North Down was playing its part in that, having agreed to lobby for change with the manufacturing and supply system.

She explained that manufacturers and suppliers made and sold items wrapped in plastic packaging and were in part responsible for contributing to the current global crisis. She referred to a number of notable campaigns against Coca-Cola with divers posing with a sign asking if the plastic bottle was ‘theirs’ in the efforts to raise awareness and stop the use of those items. Another was the return of the crisp packets to manufacturers that started late last year. A social media campaign was asking crisp manufacturers to make their packaging recyclable.

In response Walkers had announced late last year that it would offer a free national recycling scheme to stop millions of empty crisp packets ending up in landfill. Whilst that was not the final step to make crisp packets recyclable, compostable and biodegradable, it was a first step and one that was welcomed.

The basic premise was that people could deposit empty crisp packets, regardless of the brand, at hundreds of collection points or post them in a box or envelope free of charge to the recycling firm Terra Cycle. The crisp packets were cleaned and shredded to turn them into plastic pellets. Those pellets were then transformed into items such as park benches, plant pots, watering cans and cool bags.

There were currently four recycling points in Northern Ireland, two of which were in the Ards and North Down area. She believed that was disappointing on a national level but the Council was, as normal, leading the way in signing up to the scheme and promoting it throughout the Borough.
Awareness needed to be raised that crisp packets could not be recycled currently as they were made from a variety of different materials. That mix of materials made them difficult and expensive to recycle for local authorities but by signing up and promoting the Terracycle Scheme, it removed another product that frequently ended up in landfill and could be put towards something much more sustainable.

She asked the Director to bring back a report on how the scheme could be implemented further.

Members were in agreement thinking it was a tremendous way of getting more out of the landfill grey bins. Councillor Armstrong-Cotter suggested that the report could include education of children in schools.

Councillor Woods thanked Members for their support and looked forward to a report being brought back to committee.

**AGREED**, that this Council brings back a report on how it could sign up to and promote the Walker’s and TerraCycle Crisp Packet Recycling Scheme, installing drop off boxes for public use in suitable Council buildings and recycling centres.

15. **ANY OTHER NOTIFIED BUSINESS**

15.1 **Rise in the Number of Constituents Citing Dog Owners not Picking up After their Dog**

Councillor Martin apologised for his lateness and said that he had asked for the item of business to be placed on the agenda. Recently social media had highlighted an increase in dog fouling which had likely been due to dark evenings and poor weather. He had been made aware of increased dog fouling particularly around Towerview and Kilmaine Primary Schools. He asked the Head of Regulatory Services what could be done to catch repeat offending. In response Members were informed that within the Borough there were 32 major hotspots identified for dog fouling. Patrols were carried out and information from the public was always useful and acted upon. He explained new and innovative ways to detect dog fouling and ongoing public awareness campaigns.

The Director explained that the preference was for the public to provide more specific information on alleged offences/offenders through a newly created process on the Council’s website, that would then help officers target detection and enforcement resources more efficiently and effectively.

Alderman Fletcher was a user of the Comber to Belfast Greenway and explained that some areas were dirtier than others. He had noticed that some areas of dog fouling had been circled with chalk with a notice asking dog owners to take dog mess home. This week the situation had improved.

**NOTED.**
VERBAL UPDATE FROM THE DIRECTOR OF ENVIRONMENT

The Director explained that the Council had received some good news about work relating to the Recycling Community Investment Fund and invited the Head of Regulatory Services to appraise Members.

Members had been aware that just before Christmas, Seabins had been installed at Bangor Marina. Those had attracted attention across the United Kingdom and also further afield. The BBC ‘One Show’ had expressed an interest in visiting the Borough to report on the progress of the Seabins and other projects that benefitted from the Recycling Community Investment Fund. It was obvious that was a good news story for the Borough in that it highlighted the successful ramifications of our RCIF and the projects it was supporting. It was also a good way to highlight to ratepayers what had been achieved with their support on household recycling. The officer would be circulating information to Members to keep them informed should they be approached for comment when the show was aired.

The Director also explained that the Northern Ireland Science Festival had been in contact with the Council to request if it could use the Seabin for demonstration purposes at the festival. The Council’s branding would be used for that and it was also a positive way to highlight both the negative environmental damage that litter was having on the environment, and the positive work which the Council was carrying out in that regard.

Members were delighted to hear the positive news and Councillor Edmund insisted it was a credit to the leadership and direction of the Director and his Officers. He referred to other harbours in the Borough and the litter which tended to gather in the corners of those and wondered if they were suitable for the introduction of Seabins. The Head of Regulatory Services explained that bins needed to be attached to floating pontoons.

It was emphasised that the primary benefit of the Seabin project was in serving to ‘raise the profile’ of the whole marine pollution challenge, as well as providing an educational tool for our local communities (especially schools) and promoting responsible recycling and anti-littering behaviours.

NOTED.

TERMINATION OF MEETING

The meeting terminated at 7.50 pm.
ARDS AND NORTH DOWN BOROUGH COUNCIL

A meeting of the Regeneration and Development Committee was held in the Council Chamber, 2 Church Street, Newtownards on Thursday 10 January 2019 at 7.00pm.

PRESENT:

In the Chair: Councillor Woods

Aldermen: Irvine
          Smith

Councillors: Adair        Menagh
            Armstrong-Cotter Smart
            Cooper         T Smith
            Cummings      Walker
            Dunlop        Wilson
            Gilmour

In Attendance: Director of Regeneration, Development and Planning (S McCullough), Head of Regeneration (B Dorrian), Head of Economic Development (C McGill), Head of Tourism (R Richardson), Development Projects Manager (A Stobie) and Democratic Services Officer (P Foster).

1. APOLOGIES

Apologies for inability to attend were received from Alderman McDowell and Councillors Allen and Ferguson.

An apology for lateness was received from Councillor Armstrong-Cotter.

NOTED.

2. DECLARATIONS OF INTEREST

The Vice-Chairman (Councillor Woods) sought Declarations of Interest at this stage and none were made.

NOTED.

3. DEPUTATION – OPENREACH – SUPERFAST BROADBAND IN ARDS AND NORTH DOWN (Appendix I)

The Vice-Chairman advised members that as the Presentation contained some commercially sensitive information the matter would now be considered ‘In Committee’.

AGREED
4. **NOTICE OF MOTION THE PRIORY, NEWTOWNARDS (FILE TO/TD33)**

PREVIOUSLY CIRCULATED:- Report from the Director of Regeneration, Development and Planning advising that in September 2018, the Council approved ‘that this Council explores with the Historic Environment Division of the Department for Communities ways in which this Council can facilitate the opening of the Priory in Newtownards during peak tourism periods.

**Introduction**

At the south east edge of Newtownards substantial remains of a Dominican (Black) Friary founded in 1244 remain. They were the only ones of their type in Northern Ireland. Built by the Savage family the buildings had been destroyed by Sir Brian O’Neill to prevent English soldiers using them. Sir Hugh Montgomery restored the church in 1607 and added a small chapel but it had fallen into disrepair in the middle of the 18th-century.

In response to the Notice of Motion the Head of Tourism met with two officers from Historic Environment Division (HED) at the end of September to discuss various options. After discussion the HED officers agreed to investigate all relevant information. The options included:

- Delivery of a service by the National Trust such as the model operated at Scrabo Tower
- Development of a volunteer group to deliver keyholder and tour duties throughout the season
- Limited opening with free access to visitors during the peak season
- A series of pre-bookable Saturday tours (paid) during the peak season Easter – September
- A combination of bookable tours and free access opening (to maximise opening and offer combination of free and chargeable access)

The outcomes of further work undertaken by HED officers established the following.

**National Trust**

An HED officer had spoken with the Mount Stewart General Manager on 15 October 2018. The General Manager indicated that he had been involved in the early talks with HED when attempting to explore the best solution to open the Priory. He confirmed that they would not be in the position to offer a person on a volunteer capacity (as per the Scrabo model) as there would be significant work to be done on Health and Safety, risk assessments and welfare facilities, which were required to make it acceptable for volunteer arrangements for example place to be stationed with running water and a toilet. Therefore, it had been determined that this was not a financially viable model for the National Trust.
Health and Safety review of the site

HED undertook a Health and Safety review of the site on 26 October 2018 to understand if it could be opened as a ‘free flow’ site either via a key holder or volunteer group model. The Health and Safety Officer made the following recommendations:

1. The bell tower must always remain locked with no access to the public.
2. It was recommended the site must be manned if it was open for prolonged periods, due to the structures on site that could be climbed, and which visitors could potentially fall from.
3. If the site was to be manned, then welfare facilities need to be provided.
4. Large blocks on site must be removed/secured on site.
5. Consideration must be made for public with mobility issues due to the site being uneven.
6. Health and Safety signage must be placed on site.

Although the most desirable solution was to have someone stationed at the Priory. HED was not in a position to provide staff to cover for opening of the site. It should also be noted that there were no welfare facilities at the Priory and HED was not in a position to provide those facilities. HED had limited resources to apply across all of the 190 State Care Monuments. It was working to develop a prioritised programme of activity to realise further community and economic value from the monuments, engaging with district councils in this work. Based on HED prioritisation criteria, which included evaluation of the projects potential across a number of areas such as audience appeal, commercialisation and cultural/education opportunities; Newtownards Priory scored 79th in the ranked list of monuments and so was not a focus for the current phase of HED activity.

Key holder – volunteer group or business

Historic Environment Division had contacted the Tourism Unit in September 2016 to establish whether an existing Council member of staff could assist with key holder duties at the Priory. It was communicated at that time, that this was not a possible option for the Visitor Information Centre (VIC), as all members of staff were public facing and were required to remain on site. Further to this in October 2017, as an output from another HED/Council meeting, it was recommended by the Tourism service that local businesses were approached, or a local community group/historic group were approached to establish their interest in a key holder role. A series of local contacts had been provided to an HED officer to assist. It was understood an approach was made to the Funeral Home (adjacent to The Priory) by an HED officer but this initial contact had not progressed.

In more recent discussions the Head of Tourism indicated that the Tourism Service did not know of any ‘active’ interested group in becoming involved in key holder duties (as per other areas the service had worked with such as Greyabbey or Cloughey), however that was not to say, that a group could not be established or forthcoming. It was noted that the new Heritage Officer, due to begin with Council shortly, would have an outreach role and may be able to establish whether such a group exists or could be established.
Conclusion and recommended approach

Based on the feedback from National Trust, the advice from the HED Health and Safety Advisor and the fact that there was currently no known group or business identified to take on the keyholder role, the following was the recommended partnership approach to achieve visitor access to the Priory during summer 2019.

In partnership with HED, Tourism and the Arts and Heritage Service, the Council would conduct a pilot in Heritage Outreach to explore community or voluntary interest on keyholder/tour guiding at the Priory. This was to be led by the Council Heritage Officer in the incoming year. When a keyholder was identified, they would receive appropriate support training for the Tourism service and they would be approached by HED with the recommendation to open the Priory for a few hours on a specific day (potentially 2pm to 4pm on a Saturday). This would satisfy Health and Safety concerns of prolonged opening and concerns over the lack of welfare facilities.

Until such a group or keyholder was secured, a programme of planned tours would be provided for the summer 2019 season. The tours would not only be a way of making the Priory more accessible over the summer period but also to gauge the interest in the tours and access to the site. It would allow an evaluation of the tours regarding opening times, length of tour and type of tour. This would also enable analysis on any potential ‘free flow’ access.

Following on from the two successful tour days during August 2018, HED had agreed that six special access tours, underwritten by HED, would be conducted during the summer season 2019 to run from April to September, they would be ticketed with a charge (to be confirmed) and it was anticipated that those would be held on the following dates (to be confirmed):

- 13 April 2019
- 11 May 2019
- 8 June 2019
- 13 July 2019
- 10 August 2019
- 14 September 2019 (EHOD weekend tour would be free).

Each tour would be an hour long and would focus on the history of the Priory and reference its context to the town and the wider hinterland. To supplement this activity the Council Tourism service would include two further tours in its Experience Tours programme which would incorporate a short visit to the Priory. Those were ticketed tours with 25 persons per tour.

- Newtownards Historical Walking Tour - 25 July 2019 (£4 pp)
- Halloween Walking Tour - Newtownards – 24 October 2019 (£6 and £4 pp)

The Tourism service would also incorporate all Priory tour information in its promotion for the Experience Tours programme (print and website) and could provide a ticketing service for the tour tickets as required.
This agreed approach would give access for visitors throughout the peak months to the Priory and allow both organisation to evaluate that activity. Alongside that, the Council and HED would explore options to try and attain a suitable keyholder, and if successful, would establish what further actions would be required to supplement tours with ‘free flow’ access for summer seasons in the future.

RECOMMENDED that the Council notes this report.

Councillor Cummings proposed, seconded by Councillor Adair, that the recommendation be adopted.

Councillor Adair welcomed the report commenting that it was one of many great historic monuments throughout the Borough adding that it was important to preserve and protect such heritage for the next generation. He commended the officers for the work they had carried out to date adding that he looked forward to similar good news in respect of the Old Cross in Newtownards.

Concurring with those comments Councillor Smart stated that it was a great first step towards getting the building open to the public, particularly as it was a rich crown in the Borough’s heritage. He added that he would be keen to ensure that more could be made of it in the future.

Agreeing that it was fantastic news, Councillor Menagh stated that he looked forward to it opening to the public adding that he hoped it would be appropriately advertised.

The Director of Regeneration, Development and Planning informed members that the Old Market Cross, Newtownards would be fall under the remit of the Environment Committee.

AGREED TO RECOMMEND, on the proposal of Councillor Cummings, seconded by Councillor Adair, that the recommendation be adopted.

5. TOURISM EVENTS PROGRAMME 2019/20 – EASTER ACTIVITY (FILE TO/EV44)

PREVIOUSLY CIRCULATED:- Report from the Director of Regeneration, Development and Planning stating that at Regeneration Development and Planning Committee on Thursday 6 December 2018, a report on the proposed Events Programme for 2019 was presented. Council opted to support the Option 1 programme. Within Option 1 Bangor’s Easter event was proposed as a one day (Easter Monday) event. However, it was further recommended that the programme noted for Option 2 should be adopted, for this event only, for the reasons set out below (as set out at December committee):

“A full review of the event has been undertaken and consultation with the various partners including the Bangor Events Engagement Group indicates there is a strong case for changing the balance of programming across the days of the Easter Weekend. The proposal going forward is for the ‘headline aspect’ of this event to take place on Easter Saturday with a complementary but smaller scale level of programming on Easter Monday. The prime reason for doing so is to take advantage
of more retail units being open and create the opportunity to encourage more weekend visitors. Working with Tourism Development the unit would aim to create weekend experiences and target out of state visitors. Officers will also be working with local partners to create a relevant complementary programme of activity for Easter Sunday”.

Since the December committee meeting, events officers had reconfirmed with the Bangor EEG that an Easter programme centred on the Saturday rather than the Monday was their clear preference. The proposal for 2019 was to programme a family friendly event themed and marketed as ‘Bangor’s Big Easter Weekend’.

Combined with a planned underspend of £14,000 in 2018 Easter budget to cover necessary deposits for Easter the following year, there would be sufficient funds in the budget presented in Option 1 £44,500 to deliver a slightly amended Option 2 programme.

RECOMMENDED that Council approves that the 2019 Easter Weekend activity presented in Option 2 programming was delivered, with a combined budget of planned underspend in Easter 18/19 of £14,000 and a budget of £44,500 from 2019/20 budget, subject to the rates setting process.

Alderman Irvine proposed, seconded by Councillor Dunlop that the recommendation be adopted.

Welcoming the report Alderman Irvine noted the slight change which now saw the main events taking place on Easter Saturday and asked whether or not it was planned to hold any events on Easter Monday. He added that he would be keen to ensure events held would benefit the many businesses in the town.

(Councillor Armstrong-Cotter entered the meeting at this stage – 7.06pm)

The Head of Tourism confirmed that the main headline events would take place on Easter Saturday and those had been sourced via the Council’s procurement service. She added that there would be complementary events which would take place on Easter Monday along with some other events in Partnership with other agencies on Easter Sunday.

Councillor Dunlop took the opportunity to inform members that the Bangor International Choral Festival would take place on 3 April 2019 for four days and would involve 70 men from a visiting Welsh Choir. Continuing she expressed disappointment that the new Premier Inn would not be open in time for this particularly as she was aware many of the local hotels were booked out for this date.

AGREED TO RECOMMEND, on the proposal of Alderman Irvine, seconded by Councillor Dunlop, that the recommendation be adopted.
6. **COLUMBAN WAY FEASIBILITY STUDY (FILE TO/TD11)**

PREVIOUSLY CIRCULATED:- Report from the Director of Regeneration, Development and Planning detailing that the Tourism section was proposing a study in Q1/Q2 2019 on the feasibility of developing a Northern Ireland stage of the Columban Way pilgrimage route, which currently spanned seven European nations - the Republic of Ireland, France, Switzerland, Germany, Austria, Luxembourg and Italy. St Columbanus was an important cultural icon for the Borough with Bangor playing a significant role in his story.

Four Councils, Ards and North Down, Armagh, Banbridge and Craigavon, Newry, Mourne and Down and Fermanagh and Omagh all areas through which the proposed route would pass, along with Tourism Northern Ireland, had each committed an equal contribution of between £2,500 and £5,000, dependent on the final cost of the study. AND’s contribution would come from 2018/19 Tourism budgets. The Terms of Reference for the feasibility study were being developed.

It was proposed that the results of the study, in combination with international market research to be conducted by Tourism Northern Ireland (TNI), would guide the level of investment by the parties involved in the future development of the Northern Ireland stage of the route and associated tourism heritage products within each of the Council areas concerned. The complementary TNI research would examine consumer reaction to the concepts of the St Patrick’s Way and Columban Way pilgrimage trails in the Republic of Ireland, GB, USA, France and Germany.

It was anticipated that an Invitation to Quote (ITQ) for the feasibility study would be issued to consultants within the next few weeks. A further report would be brought to Council detailing the conclusion of the study and the TNI market research, estimated by the end of June 2019.

**RECOMMENDED** that Council approves a feasibility study on a Northern Ireland stage of the Columban Way, with the Council’s contribution between £2,500 - £5,000 which can be met from existing Tourism budgets.

Councillor Smart proposed, seconded by Councillor Wilson, that the recommendation be adopted.

Welcoming the recommendation Councillor Adair stated that it would encourage many visitors from Europe with an interest in Christian heritage to embark upon tours throughout the Borough.

At this stage Councillor Dunlop informed members that Bangor Ladies Choir were shortly going to Andorra for a field visit following a visit by the Green Butterflies.

The Vice-Chairman commended Alderman Girvan for her work done to date in respect of this matter.

**AGREED TO RECOMMEND,** on the proposal of Councillor Smart, seconded by Councillor Wilson, that the recommendation be adopted.
7. **WORLD MARKET TRAVEL, LONDON, 5-7 NOVEMBER 2018 – UPDATE REPORT (FILE 170871)** (Appendix II)

PREVIOUSLY CIRCULATED:- Report from the Director of Regeneration, Development and Planning detailing that the World Travel Market took place in Excel, London between 5 and 7 November 2018.

As part of Council’s Service Level Agreement with Visit Belfast, the Council had the opportunity to be part of the Visit Belfast desk on the Tourism Ireland stand.

Two officers attended two days of the Expo on the Tuesday and Wednesday. Between pre-arranged meetings and those established whilst there, the officers met with 16 in bound Travel Operators. Those ranged from the Republic of Ireland to the United Kingdom and International Operators. See Appendix for list of Operators. In addition, the officers were able to attend trade seminars.

Reaction from Operators had been positive, expressing the view that it was a new area for them to learn about. The main comment from Operators was that attending this type of event was key, for any area which wished to engage and secure business with Operators. The direct contact with officers gave the opportunity to develop relationships and to fully understand the offer available from various regions of Northern Ireland.

As a result of attending the event, one Operator had requested a familiarisation trip into the area (one day in Ards and North Down) out of a two-day visit to NI (15 and 16 December) and a number of Operators, who the officers had met, were now interested in undertaking familiarisation visits of the Borough in the New Year. Abbey Tours, one of the largest tour operators in ROI specialising in group tours and high-end tours, had invited Officers to visit their offices in Dublin to present the Borough to relevant team members in early 2019.

RECOMMENDED that the Committee notes the report.

Alderman Irvine proposed, seconded by Councillor Adair, that the recommendation be adopted.

Alderman Irvine noted the Tour Operators who had been in attendance and sought confirmation that officers would maintain contact with them, particularly those based in the Republic of Ireland.

In response the Head of Tourism stated that had been a primary benefit of attending the event as it had enabled contacts such as that to be established. Furthermore, she informed members that officers had already received requests for familiarisation trips.

Councillor Smith sought feedback on the trip which had taken place in December 2018.
The Head of Tourism confirmed that Scenic Tours had been involved in that adding that they were a high end tour operator. During their tour they had visited Mount Stewart, met with Lord & Lady Dunleath of Ballywalter Park and a visit had been scheduled on a future date to the Echlinville Distillery on the Ards Peninsula.

AGREED TO RECOMMEND, on the proposal of Alderman Irvine, seconded by Councillor Adair, that the recommendation be adopted.

8. PUBLIC ART, BANGOR PUBLIC REALM (REG 53)  
(Appendix III)

PREVIOUSLY CIRCULATED:- Report from the Director of Regeneration, Development and Planning attaching as previously reported the Bangor public realm scheme included two pieces of public art:

- Lot 1 - Christian Heritage piece - Bangor Bell located at Bangor Abbey and six satellite pieces located throughout Castle Park.
- Lot 2 - Maritime piece – The Voyager to be located at Bridge Street.

Update

Lot 1
The Bangor Bell was installed and unveiled in June 2016. The six satellite pieces had been installed in November 2018. Plaques were currently being designed and would be installed on each piece of art early 2019. Those would explain the significance of the pieces. An information leaflet would also be produced and made available from North Down Museum.

Lot 2
It was previously reported that The Voyager would be sited at Bridge Street, positioned on the footpath – please refer to Appendix. Discussions with the local traders in the proposed area had raised concerns regarding the location, due to obstruction of sea views, the use of pavement space in a prime café culture area of the town center and the difficulties this may present for servicing the premises.

The location had consequently been revised to take this into account and it was now proposed to relocate to an existing raised planter located at the corner of Bridge Street – please refer to Appendix.

This was discussed at a meeting of the Bangor Town Steering Group in October 2018. Concern was expressed that people may climb up to the art piece to take photographs, however, the Group clarified that they were content with the proposed location. Following that a letter had been issued to the traders in the area (November 2018) inviting comments on the revised location. One response had been received in favour of the proposed location. The proposed relocation of The Voyager would reduce project costs as there would be no requirement to proceed with exploration works to determine the underground services. The existing tree in the planter would be removed and an alternative site for replanting would be identified.
RECOMMENDED that the Council proceeds with the relocation of the public art sculpture as detailed above.

Councillor Dunlop proposed, seconded by Alderman Irvine, that the recommendation be adopted.

Councillor Dunlop commented that she hoped the piece of public art would remain intact.

Alderman Irvine noted the high profile nature of the proposed location commenting that he hoped it would not be subjected to vandalism, however he agreed that it was a better location than the one originally put forward and welcomed the recommendation.

AGREED TO RECOMMEND, on the proposal of Councillor Dunlop, seconded by Alderman Irvine, that the recommendation be adopted.

9. **NOTICE OF MOTION – GREY POINT FORT**

PREVIOUSLY CIRCULATED:- Report from the Director of Regeneration, Development and Planning in October 2018, the Council, by way of a Notice of Motion, asked for an update on the redevelopment of Grey Point Fort in Helens Bay, with information about funding streams, overall timescales and milestones of this project. This was an important military landmark in the Borough and was currently in need of considerable amount refurbishment. The Council also requested an informal meeting between officers, stakeholders and local military historians to update them and discuss future plans for the site.

Through funding opportunities available as part of the Northern Ireland Rural Development Programme, there was a potential for the development of a co-operation project between Grey Point and Fort Dunree. Fort Dunree was a coastal defence fortification located on the west side of Inishowen Peninsula, Ireland. Originally built as a Royal Navy position during the Napoleonic Wars, the fort was located on a rocky promontory accessed over a natural fissure. The fort was now a military museum with detailed exhibitions, many restored guns and an old military camp.

A Letter of Offer was currently in place for the pre-development phase of a co-operation project between both forts. A Project Initiation meeting had been recently held and with the appointed consultants Quarto who were due to commence the contract in early January 2019. This was an important stage in order to identify suitable capital works and to develop a cross working relationship with Grey Point Fort Amateur Radio Society, Fort Dunree, Historic Environment Division, Department for the Communities, the Ards and North Down Rural Partnership and Inishowen Development Partnership.

**Aim, objectives and key deliverables**
The overall aim of this predevelopment stage was to identify shared themes and stories to document those to enable future interpretation projects at both Grey Point
Fort and Fort Dunree. In order to develop the links between the two sites the objectives of this contract were:

- To obtain an electronic copy of the relevant files for each site from the National Archive at Kew.
- To research, collate and document stories and themes that connect the two sites.
- To collate and present images, including maps, that could be used to draw connections between the two sites.
- To produce a document that would present this research and enable future projects to draw upon those shared themes and to incorporate them into future interpretation projects at each site.

Scope of the Contract

This contract would provide research that would support funding applications for improved interpretation at Grey Point Fort and Dunree Fort. Following the completion of this pre-development phase, which was due to complete in April 2019, there was an opportunity to avail of capital funding of up to £200,000 under this co-operation scheme, subject to the available budgets. A number of funding pre-requisites were required to be place by mid-2019, so this may or may not be possible. However, the commencement and completion of the pre-development stage was an important first step for the future of the site in terms of accessing funding streams.

On Monday 19 November, over 40 people were in attendance at a pre-development engagement event, including representatives from the Local Action Group, Inishowen Partnership, DAERA, HED, the Council, Ards and North Down Rural Partnership Co-operation Subgroup. Fort Dunree volunteers and Grey Point Fort volunteers were also present. This event allowed Quarto and officers an opportunity to gain a better understanding of the Grey Point Fort site and to meet many of the volunteers informally, prior to the commence of the pre-development project in January.

Officers from Historic Environment Division of Department for the Communities, DAEDA and the Council had been working closely to bring forward a suitable co-operation project over the last year. However, once the exact details of a capital project had been agreed, other alternative funds would also be identified. It was important to note that HED had been manging the relationship with the volunteers and their involvement, as they were crucial to the development of the project.

RECOMMENDED that the Council agreed to note the above report. In addition, it was recommended that officers will present a further report on the completion of the pre-development stage and once the full capital works have been identified.

Councillor Smith proposed, seconded by Alderman Irvine, that the recommendation be adopted.

Alderman Smith expressed her surprise on reading the report and sought clarification on who owned the site at Grey Point Fort.
In response the Head of Regeneration confirmed that the Department for Communities – Historic Environment Division (HED) owned the site and the Council through the Rural Development Fund would act as a funding body.

Continuing Alderman Smith stated she was concerned Mr Robin Maisefield who had been a pivotal member of the Friends of Grey Point Fort had not been contacted in relation to the proposals. She indicated that on reading the report she had been in touch with Mr Maisefield and he had known nothing about the meeting which been convened or the work carried out to date. Continuing she stated that Mr Maisefield had been instrumental in carrying out improvements to the site including the garden and the gun and had a wealth of knowledge and information which may have been useful.

At this stage the Head of Regeneration stated that HED was working directly with the volunteers and had invited them to the workshop therefore any queries with that would be a matter for both the HED and the Volunteer Groups.

Alderman Smith asked in light of that who she could write to about the matter.

The Head of Regeneration advised that she should write to Iain Greenway at the Department and in the meantime he would also confirm that with the Council’s Rural Development Programme Manager and report back to the member in due course.

**AGREED TO RECOMMEND, on the proposal of Councillor Smith, seconded by Alderman Irvine, that the recommendation be adopted.**

10. **COASTAL COMMUNITIES FUND - APPLICATION**

(Appendix IV)

PREVIOUSLY CIRCULATED:- Report from the Director of Regeneration, Development and Planning detailing that the Department of Agriculture, Environment and Rural Affairs (DAERA) had announced that Round 5 of the Coastal Communities Fund (CCF) in Northern Ireland was now open for applications until Friday 1 March 2019. A stipulation of the Fund was that all capital projects should be at RIBA Stage 4 (Technical Design Stage), with full planning permission and a full public tender process completed by the close of the call on the 1 March 2019. Also, only one application could be received from the Council.

After considering all the projects that were at the various stages of design and the anticipated budgets required for the works, it was believed that the following project was best placed to be taken to the stage required for an application.

**Ballywalter Lime Kilns project**

Recently, AECOM completed a concept design and an implementation/benefits realisation plan for Ballywalter Lime Kilns. The design concept for the area was to make the Lime Kilns site into a highly attractive stopping point, which would include car parking, picnic and seating opportunities and provide full access to the beach. The Lime Kiln would create the central feature of the area with an attractive lookout point at the top and interpretation on its history at the base. The toilet building would
be enhanced with façade treatment and additional planting would help reduce its visual impact. As part of this process the initial design concept was consulted on and had been favourably received by the local community.

It was proposed that the Council applied to Coastal Communities Fund for the following - Projects A, B and C as attached at the appendix and the consultant had provided cost estimates as outlined below:

**Project A – Parking bay – budget capital cost - £ 22,354.00**
- New lay-by parking area – 8 no. spaces
- Existing wall to be removed
- New asphalt footpath layout
- 1 no. lamp post relocated

**Project B – Seaside Area- budget capital cost - £ 146,906.00**
- New regraded asphalt path to sea front
- New seating areas
- New paving and picnic areas
- New shrub and tree planting
- Cladding to toilet block
- Lime Kiln: New glass balustrade, seating, and resin bonded paving

**Project C – Interpretation- budget capital cost - £ 48,733.00**
- Lime Kiln: New interpretation panels to the recesses and an information panel at the lookout at the upper level
- Restoration of the Lime Kiln

Total cost of the proposals was £217,993.00 excluding VAT.

If eligible, Council would be required to match fund the proposed scheme as the maximum grant was £100,000. Therefore, based on the estimates provided, a Council contribution of circa £118,000 may be required. This was subject to a full public tender procurement, so the costs may change. It was important to also note that the proposed spend must be completed by 21 March 2021.

At present there had been no capital budget set for this project, therefore, a business case would be required which could then be considered by the Council. If the Council’s contribution could not be secured, the application could be withdrawn. It was anticipated that the costs of preparing this project to application stage would be circa £12,000 and this could be met from existing budgets. It would also be possible once the full costs were realised, following the tender process, to reduce the scope of the scheme to an acceptable budget.

**RECOMMENDED** that the Regeneration & Development Committee (delegate authority given by the Council in December 2018) approves the progression of an application to the Coastal Communities Fund for the Ballywalter Lime Kilns project.
Councillor Adair proposed, seconded by Councillor Smart, that the recommendation be adopted.

Welcoming the recommendation, the proposer, Councillor Adair, reminded members that the Borough had the largest coastline in Northern Ireland and as such this was a very worthy bid for funding for the Ballywalter Lime Kilns project. Continuing he stated that the village of Ballywalter would be transformed as a result of this project and he took the opportunity to pay tribute to the Head of Regeneration and his team for their work carried out to date and wished them well in their efforts to source further funding for the Ards Peninsula.

AGREED TO RECOMMEND, on the proposal of Councillor Adair, seconded by Councillor Smart, that the recommendation be adopted.

11. **REGENERATION AND DEVELOPMENT BUDGETARY CONTROL REPORT – NOVEMBER 2018 (FIN45)**

PREVIOUSLY CIRCULATED:- Report from the Director of Regeneration, Development and Planning attaching the Regeneration and Development Budgetary Control Report which covered the eight-month period 1 April to 30 November 2018 and was set out on page three. The net cost of the services was showing an under spend of £247,615 (8.9%).

**Explanation of Variance**

In addition, a Budgetary Control Report by Income and Expenditure for Regeneration and Development was, also, shown on page three which analysed the overall favourable variance (£247,615) by expenditure (£38,334 favourable) and income (£209,281 favourable).

**REGENRATION & DEVELOPMENT**

**Expenditure - £38.3k (1.2%) better than budget to date.** This favourable variance was mainly made up of the following: -

1. Regeneration - £57.9k adverse. This adverse variance was more than offset by a £160.6k favourable income variance (see four below) and was explained by: -

   a. Payroll £62.7k favourable due to two vacancies in Urban Development (£45.7k) which would be recruited in January. There was a vacant post in Craft Development (£27.9k).
   b. Donaghadee THI grant payments were £136.5k over budget but this was mainly offset by expected increased grant income (see 4a below).
   c. The Village Programme was £22.3k over budget but this was offset by expected increased grant income (see 4b below).
   d. There were favourable variances in running costs (excluding payroll) for Craft Development (£14.7k), Rural Development (£3.0k), Urban Development (£6.2k), Project 24 (£4.8k) and Portavogie FLAG project (£5.0k).
2. Economic Development - £48.8k favourable. This favourable variance was explained by: -
   a. Payroll costs were over budget by £8.7k to date.
   b. Economic Development projects were £33.0k under budget to date.
   c. There were a number of small underspends to date such as, Signal Centre (£2.3k), Workshops (£5.8k), Economic Development running costs (£7.8k) and Pickie Fun Park (£5.0k).
3. Tourism - £40.9k favourable. This favourable variance was explained by: -
   a. Tourism and Borough Marketing payroll costs were £21.2k under budget to date. The Borough Marketing and Food and Drink Officer posts were in the process of being filled. There were, also, small payroll favourable variances for the Council’s VIC’s (£12.4k).
   b. There were small favourable variances for a range of Tourism services such as Ards VIC (£1.3k), Bangor VIC (£2.9k), Portaferry VIC (£1.9k) and Experience Ards (£2.4k).
   c. Tourism Marketing was £13.4k under budget to date.
Income - £209.3k (51.7%) better than budget to date. This favourable variance was mainly made up of the following: -
4. Regeneration - £160.6k favourable. This was mainly due to: -
   a. Donaghadee THI grants were £126.3k favourable. The Council had paid out more grant than budget so should receive more grant funding (see 1b above).
   b. The Village Programme was expected to receive £21.8k grant income which was not budgeted (see 1c above).
5. Economic Development - £39.8k favourable. This was mainly due to Signal Centre income being better than budget to date (£32.5k).
6. Tourism - £8.0k favourable. This was mainly due to the following
   a. Tourism income was £5.9k favourable – there were small favourable variances for Bangor VIC (£1.4k) and Experience Ards (£2.4k).
   b. Events income was £2.1k better than budget to date.

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BUDGETARY CONTROL REPORT
By Directorate and Service
Period 8 - November 2018
RECOMMENDED that the Committee notes this report.

Councillor Armstrong-Cotter proposed, seconded by Councillor Adair, that the recommendation be adopted.

Welcoming the recommendation, the proposer, Councillor Armstrong-Cotter, congratulated the Director of Regeneration, Development & Planning and officers for their hard work to date in keeping within budgetary requirements.

Concurring with those sentiments, Councillor Adair stated it was always a pleasure to come to the Committee every month to hear good news such as this.

AGREED TO RECOMMEND, on the proposal of Councillor Armstrong-Cotter, seconded by Councillor Adair, that the recommendation be adopted.

EXCLUSION OF PUBLIC/PRESS

AGREED TO RECOMMEND, on the proposal of Councillor Armstrong-Cotter, seconded by Councillor Adair, that the public/press be excluded during discussion of the undernoted items of confidential business.

3. DEPUTATION – OPENREACH – SUPERFAST BROADBAND IN ARDS AND NORTH DOWN

***IN CONFIDENCE***

***NOT FOR PUBLICATION***

Schedule 6 – Information relating to the financial or business affairs of any particular person (including the Council holding that information).

(Mr Irwin and Mr Ferguson left the meeting at this stage – 7.44pm)
12. QUEENS PARADE, BANGOR

***IN CONFIDENCE***

***NOT FOR PUBLICATION***

Schedule 6 – Information relating to the financial or business affairs of any particular person (including the Council holding that information).

13. BELFAST REGION CITY DEAL

***IN CONFIDENCE***

***NOT FOR PUBLICATION***

Schedule 6 – Information relating to the financial or business affairs of any particular person (including the Council holding that information).

14. EXPLORIS – DEVELOPMENT OF NEW REPTILE ENCLOSURE (DEVP3H)(Appendix V)

***IN CONFIDENCE***

***NOT FOR PUBLICATION***

Schedule 6 – Information relating to the financial or business affairs of any particular person (including the Council holding that information).

15. FACILITIES AND WORKSPACE SUPPORT FOR BUSINESSES (FILE ED/FAC3)

***IN CONFIDENCE***

***NOT FOR PUBLICATION***

Schedule 6 – Information relating to the financial or business affairs of any particular person (including the Council holding that information).
16. **ANY OTHER NOTIFIED BUSINESS**

16.1. **Update on Pickie Fun Park**

***IN CONFIDENCE***

***NOT FOR PUBLICATION***

Schedule 6 – Information relating to the financial or business affairs of any particular person (including the Council holding that information).

**RE-ADMITTANCE OF PUBLIC/PRESS**

AGREED TO RECOMMEND, on the proposal of Councillor Dunlop, seconded by Councillor Gilmour, that the public/press be re-admitted to the meeting.

**TERMINATION OF MEETING**

The meeting terminated at 8.10pm.
ARDS AND NORTH DOWN BOROUGH COUNCIL

A meeting of the Corporate Services Committee was held in the Council Chamber, 2 Church Street, Newtownards on Tuesday, 15 January 2019 at 7.00pm.

PRESENT:

In the Chair: Councillor Gilmour

Aldermen: Carson Graham
           Gibson  Keery
           Girvan

Councillors: Chambers McIlveen
             McKee    Smith
             Muir

Officers: Director of Organisational Development & Administration (W Swanston), Director of Finance & Performance (S Christie), Head of Administration (A Martin), Head of Environmental Health, Protection & Development (M Potts) and Democratic Services Officer (P Foster)

In Attendance: Councillors Douglas, McAlpine and Robinson

1. APOLOGIES

Apologies had been received from Councillors Brooks, Kennedy and Smart (On Mayoral Business)

NOTED.

2. DECLARATIONS OF INTEREST

No declarations of interest were notified.

NOTED.

ORDER OF BUSINESS

At this stage the Chairman informed members that Item 10.2. Notice of Motion in the name of Councillor Robinson would be considered at this stage.

NOTED.
10.2. Notice of Motion submitted by Councillor Robinson

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

Councillor Robinson indicated that she wished to amend the wording of her motion as detailed below:

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

Councillor Robinson proposed, seconded by Councillor Smith, that Council officers bring back a report that this this council will not allow its estate, including its car parks, to be used to facilitate any arranged event which compromises the welfare of any animals, either domestic or wild.

Councillor Robinson spoke to her motion stating that it would be no surprise to anyone present to hear that the welfare of animals ranked very highly with her, and, indeed, with many local people in the Borough. She stated that the UK as a whole was often referred to as ‘a nation of animal lovers’ but the reality tended to contradict that. There were people for whom the welfare of animals was insignificant, even disregarded, and there were those who, even in their own Borough, persisted in carrying out activities which involved cruelty and suffering for living creatures. Councillor Robinson stated that she found that entirely unacceptable, as all animals were sentient, all felt pain and fear and all of them bled. Animals were vulnerable, and she felt that it was incumbent upon, as a Council, to ensure that it did what it could to help protect its fellow creatures.

Continuing, Councillor Robinson noted that some of the activities carried out within the Borough were illegal, such as badger-baiting, lamping, dog-fighting and some were unfortunately, still not yet banned such as hunting with hounds. Puppy-farming also still took place in some areas which, going back to the Lucy’s Law Notice of Motion, was a very inhumane money-making racket. Whether the activity was legal, as in hunting, or illegal, she believed that the Council should not in any way facilitate any cruelty, just because hunting with hounds was still legal in Northern Ireland did not make it right. She fully understood that it was not possible to hope to end all of those activities, but instead the Council, should not facilitate any of those activities by allowing its property to be used in any way for car-parking, meeting-up and so on.

In concluding, Councillor Robinson called on members for their support and asked them to help send out a clear message that the Council did condone all cruelty. She reassured members there would be no need for any big financial outlay if they were to support the motion, perhaps just a few signs if necessary, in certain places. However, she felt that the reward would be a very positive light shone upon the Council, as it would be signifying its commitment to help look after the welfare of all local animals. She sought support for the motion to help turn the tide on cruelty.
Rising as seconder, Councillor Smith indicated that he was content with the amended proposal put forward by Councillor Robinson adding that he was supportive of any initiatives which would help to alleviate the suffering of animals. He expressed the view that the various practices of pest control would also need to be taken into consideration.

Councillor McIlveen expressed the view that the motion was vague as consideration would need to be given to matters such as local bye-laws which may affect the use of Council car parks. He added that could be a more complicated process when compared to the erection of new signage. Continuing he queried whether some of the activities that were alluded to actually took place on the Council’s estate.

Rising in support of the motion, Councillor Muir noted previously the legacy North Down Borough Council had not allowed circuses to take place on its land whereas the legacy Ards Borough Council had not followed that course of action. Continuing Councillor Muir stated that fox hunts should not be permitted across any part of the Council’s Estate. He added that he was content to wait for the requested officers report which would provide further explanation on the matters which had been raised.

Alderman Graham proposed an amendment, seconded by Alderman Keery, that this Council will not allow its estate including its car parks to be used to facilitate any arranged event which contravenes the laws and regulations regarding the welfare of animals whether domestic or wild.

Alderman Graham asked whether or not the proposer would be willing to accept his amendment.

In response Councillor Robinson stated that as Fox and Stag Hunting were both still legal in Northern Ireland, she could not accept his amendment.

Alderman Graham noted the earlier comments regarding fox hunts and stated that it was highly unlikely a fox hunt would ever cross a playing field such as Londonderry Park or Ballymenoch Park. He expressed concern about how interpretations were made of what was acceptable and what was not acceptable. Alderman Graham suggested that it would be imperative to wait for the report at this stage particularly to ensure that the Council would not leave itself open to any form of legal challenge.

Councillor Smith stated that he had no issue with the amendment which had been tabled as the report which had been requested would detail what the Council could and could not do. He acknowledged that Fox Hunting with hounds was indeed still legal in Northern Ireland and therefore he too agreed that it would be important at this stage to get the report back on the matter. Councillor Smith added that he would be fully supportive of whatever could be done to prevent further unnecessary suffering to all animals.

At this stage Councillor McIlveen referred to the Council’s ability to grant fishing and fishery licences and sought clarification on whether or not that would be an issue of concern in respect of animal welfare.
Summing up on her original motion, Councillor Robinson stated that it had been brought forward for consideration by members with the intention of keeping cruelty to animals at bay. She noted that a report would have addressed the many issues which had been raised and in respect of the query raised about fisheries she was of the opinion that it would depend upon where the fishery itself was situated.

AGREED TO RECOMMEND, on the proposal of Alderman Graham, seconded by Alderman Keery, with 6 voting For and 4 voting Against, that this Council will not allow its estate including its car parks to be used to facilitate any arranged event which contravenes the laws and regulations regarding the welfare of animals whether domestic or wild.

3. **BUDGETARY CONTROL REPORT – NOVEMBER 2018 (FILE FIN45)**

PREVIOUSLY CIRCULATED: Report dated 3 January 2019 from the Director of Finance and Performance stating that the covered the 8-month period 1 April to 30 November 2018 and the Revenue Budgetary Control Report by Directorate was set out below.

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

This was analysed as:

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

Explanations for the Finance and Performance, Organisational Development and Administration and Chief Executive Directorates and Non-Service Income and Expenditure followed. The detailed Budgetary Control reports for the Environment, Regeneration Development and Planning and Community and Wellbeing Directorates had been reported to the appropriate Committee.
## BUDGETARY CONTROL REPORT
By Directorate and Service
Period 8 - November 2018

<table>
<thead>
<tr>
<th>Note</th>
<th>Year to Date Actual</th>
<th>Year to Date Budget</th>
<th>Variance</th>
<th>Annual Budget</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>£</td>
<td>£</td>
<td>£</td>
<td>£</td>
<td>%</td>
</tr>
</tbody>
</table>

### Community & Wellbeing

<table>
<thead>
<tr>
<th>100 Community &amp; Wellbeing HQ</th>
<th>98,175</th>
<th>104,200</th>
<th>(6,025)</th>
<th>160,500</th>
<th>5.8</th>
</tr>
</thead>
<tbody>
<tr>
<td>110 Environmental Health</td>
<td>981,373</td>
<td>1,072,900</td>
<td>(91,527)</td>
<td>1,723,700</td>
<td>8.5</td>
</tr>
<tr>
<td>120 Community and Culture</td>
<td>1,249,055</td>
<td>1,338,800</td>
<td>(89,745)</td>
<td>1,937,800</td>
<td>6.7</td>
</tr>
<tr>
<td>130 Leisure and Amenities</td>
<td>3,761,103</td>
<td>3,719,300</td>
<td>43,803</td>
<td>5,593,100</td>
<td>1.2</td>
</tr>
<tr>
<td>Totals</td>
<td>6,091,706</td>
<td>6,235,200</td>
<td>(143,494)</td>
<td>9,415,100</td>
<td>2.3</td>
</tr>
</tbody>
</table>

### Environment

| 200 Environment HQ            | 96,890 | 97,600 | (710) | 147,900 | 0.7 |
| 210 Waste and Cleansing Services | 8,644,342| 8,652,200| (7,858)| 12,608,600| 0.1 |
| 220 Assets and Property Services | 4,390,696| 4,161,700| 228,996| 6,537,400| 5.5 |
| 230 Regulatory Services       | 83,891 | 121,200 | (37,309)| 344,400 | 30.8 |
| Totals                        | 13,215,819| 13,032,700| 183,119| 19,638,300| 1.4 |

### Regen, Development & Planning

| 300 Regen, Dev & Planning HQ | 147,310 | 154,600 | (7,290) | 458,600 | 4.7 |
| 310 Regeneration             | 447,996 | 550,700 | (102,704)| 1,170,900| 18.6 |
| 320 Econ Dev & Tourism       | 590,010 | 678,600 | (88,690)| 1,148,500| 13.1 |
| 330 Planning                 | 666,214 | 697,600 | (31,386)| 1,065,900| 4.5 |
| 340 Tourism                  | 1,336,969| 1,385,900| (48,931)| 2,016,700| 3.5 |
| Totals                       | 3,188,500| 3,467,500| (279,000)| 5,860,600| 8.0 |

### Finance & Performance

| 400 Finance & Performance HQ | 1,633 | 70,500 | (68,867)| 105,800 | 97.7 |
| 410 Internal Audit           | 41,600 | 41,600 | - | 62,000 | - |
| 420 Finance                  | 859,275| 922,400 | (63,125)| 1,353,500| 6.8 |
| 430 Performance & Projects   | 1,537,341| 1,549,200| (11,859)| 2,350,200| 0.8 |
| Totals                       | 2,439,848| 2,583,700| (143,852)| 3,871,500| 5.6 |

### Org Development & Administration

| 500 OD & Admin HQ            | 120,281 | 116,600 | 3,681 | 174,300 | 3.2 |
| 510 HR & OD                  | 630,259| 649,100 | (18,841)| 968,400 | 2.9 |
| 520 Administration & Customer Svcs | 2,074,406| 2,197,000| (122,594)| 3,401,000| 5.6 |
| Totals                       | 2,824,946| 2,962,700| (137,754)| 4,543,700| 4.6 |

### Chief Executive

| 600 Chief Executive          | 278,846| 314,600 | (35,754)| 555,300 | 11.4 |
| 610 Community Planning       | 110,249| 115,000 | (4,752)| 180,100 | 4.1 |
| 620 Corporate Communications | 299,465| 302,300 | (2,835)| 503,400 | 0.9 |
| Totals                       | 688,559| 731,900 | (43,341)| 1,244,800| 5.9 |

### NET COST OF SERVICES

- **28,449,377**
- **29,013,700**
- **(564,323)**
- **44,574,000**
- **1.9**

### Non Service Income and Expenditure

- **910 Capital Financing**
  - 3,561,600
  - 3,668,100
  - (106,500)
  - (3,879,800)
  - 2.9
- **920 Bank Interest**
  - (56,819)
  - (39,500)
  - (17,319)
  - (54,200)
  - (43.8)
- **930 Year End Transactions**
  - 44,786
  - 45,500
  - (714)
  - -
  - 1.6
- **940 District Rates & Grants**
  - (32,840,181)
  - (32,709,800)
  - (130,381)
  - (48,847,900)
  - (0.4)

### Non Service Income and Expenditure

- **(29,290,615)**
- **(29,035,700)**
- **(52,781,900)**
- **(0.9)**

### Grand Totals

- **A (841,237)**
- **B (22,000)**
- **C (564,323)**
- **D (254,915)**
- **E (819,237)**
- **F (8,207,900)**
- **(3723.8)**

5
<table>
<thead>
<tr>
<th>Note</th>
<th>Expenditure</th>
<th>Variance</th>
<th>Income</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Actual £</td>
<td>Budget £</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Community & Wellbeing
- **100 Community & Wellbeing HQ**: 98,175 / 104,200 (6,025)
- **110 Environmental Health**: 1,330,017 / 1,396,700 (66,683)
- **120 Community and Culture**: 1,971,245 / 2,279,800 (308,555)
- **130 Leisure and Amenities**: 5,558,343 / 5,519,500 (38,843)

**Totals**: 8,957,779 / 9,300,200 (342,421)

### Environment
- **200 Environment HQ**: 96,890 / 97,600 (710)
- **210 Waste and Cleansing Services**: 9,656,298 / 9,727,400 (71,102)
- **220 Assets and Property Services**: 1,642,681 / 1,712,400 (69,719)

**Totals**: 15,896,541 / 15,796,000 (100,541)

### Regen, Development & Planning
- **300 Regen, Dev & Planning HQ**: 148,143 / 154,600 (6,457)
- **310 Regeneration**: 760,800 / 702,900 (57,900)
- **320 Econ Dev**: 856,543 / 865,563 (9,020)

**Totals**: 4,490,125 / 4,578,000 (100,541)

### Finance & Performance
- **400 Finance & Performance HQ**: 1,633 / 70,500 (68,867)
- **410 Internal Audit**: 41,600 / 41,600 -
- **420 Finance**: 859,063 / 922,400 (63,337)

**Totals**: 2,441,542 / 2,583,700 (100,448)

### Org Development & Administration
- **500 OD & Admin HQ**: 120,281 / 116,600 (3,681)
- **510 HR & OD**: 649,421 / 649,100 (321)
- **520 Administration & Customer Svs**: 2,320,449 / 2,414,500 (94,051)

**Totals**: 3,090,151 / 3,180,200 (90,049)

### Chief Executive
- **600 Chief Executive**: 278,846 / 314,600 (35,754)
- **610 Community Planning**: 110,249 / 115,000 (4,752)
- **620 Corporate Communications**: 299,465 / 302,300 (2,835)

**Totals**: 688,559 / 731,900 (43,441)

**NET COST OF SERVICES**: 35,564,698 / 36,170,000 (605,302)

### Non Service Income and Expenditure
- **910 Capital Financing**: 3,561,600 / 3,668,100 (106,500)
- **920 Bank Interest**: - -
- **930 Year End Transactions**: 44,786 / 45,500 (714)
- **940 District Rates & Grants**: - -

**Non Service Income and Expenditure**: 3,606,386 / 3,713,600 (107,214)

**Grand Totals**: 39,171,084 / 39,883,600 (712,516)
Explanation of Variance

A Budgetary Control Report by Income and Expenditure by Directorate was shown below which analysed the overall favourable variance (£819,237 – box E) as expenditure (£712,516 favourable – box F) and income (£106,721 favourable – box G).

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

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

FINANCE AND PERFORMANCE

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

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

ORGANISATIONAL DEVELOPMENT AND ADMINISTRATION

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

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

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

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

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

CHIEF EXECUTIVE

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

NON-SERVICE INCOME AND EXPENDITURE

Expenditure - £107.2k (2.9%) better than budget to date.

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

Income - £147.7k (0.3%) better than budget to date.
9. The Council had been advised by LPS that, based on Quarter 3 information, the 2018/19 rates outturn may result in a positive finalisation of £156.0k. The positive impact of three valuation cases reported in October’s report had now largely been offset by a reduction in valuation. A further significant revaluation was expected to be finalised in the coming months, which would put the Council into a clawback situation. Officers were in regular contact with LPS to monitor these forecasts. The graph, below, illustrated the trend of previous years APP forecasts and finalisations.

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

RECOMMENDED that the report be noted.

Alderman Gibson proposed, seconded by Alderman Carson, that the recommendation be adopted.

The Director of Finance and Performance referred members to Section 9 of the report which detailed overall Income and advised that the Land and Property Services Income (LPS) positive impact reported in October may now be largely offset by a reduction in valuation of a number of Council assets. He added that could have an impact on the overall surplus amount.

Councillor Muir referred to page 5 of the report which detailed expenditure within the Chief Executive’s remit and noted most of the Corporate Communications vacant posts were currently filled by agency staff. He sought clarification on whether or not that was reflective of the Council’s current vacancy control issues.
In response the Director of Organisational Development and Administration informed members that those vacant posts in Corporate Communications were currently out to trawl with a view to filling them. She added that the vacancies had arisen due to secondments and maternity leave, and the process to fill them would involve Internal Trawl, an 11 Council Trawl followed by External Trawl.

AGREED TO RECOMMEND, on the proposal of Alderman Gibson, seconded by Alderman Carson, that the recommendation be adopted.

4. PRUDENTIAL INDICATORS AND TREASURY MANAGEMENT – 2018/19 IN-YEAR REPORT (FILE FIN94)

PREVIOUSLY CIRCULATED: Report dated 13 December 2018 from the Director of Finance and Performance providing an update on the above.

Introduction

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

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

1 Capital Expenditure and Financing

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

1.1 Capital Expenditure PI

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

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

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

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

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

<table>
<thead>
<tr>
<th>Revised</th>
<th>Original</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2018/19</td>
</tr>
<tr>
<td></td>
<td>£'000</td>
</tr>
<tr>
<td>Capital Expenditure</td>
<td>19,875</td>
</tr>
<tr>
<td>Financed by:</td>
<td></td>
</tr>
<tr>
<td>Loans</td>
<td>18,858</td>
</tr>
<tr>
<td>Grants</td>
<td>239</td>
</tr>
<tr>
<td>Capital Receipts</td>
<td>510</td>
</tr>
<tr>
<td>Funds &amp; Reserves</td>
<td>268</td>
</tr>
</tbody>
</table>
1.2 Capital Financing Requirement and External Borrowings

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

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

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

- Operational Boundary for External Debt: £88.7m
- Authorised Borrowing Limit: £94.7m

2 Treasury Management

2.1 Debt Activity: Long-Term Borrowings

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

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

2.2 Debt Activity: Short-Term Borrowings

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

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

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

<table>
<thead>
<tr>
<th></th>
<th>Average Deposit Size</th>
<th>Average Term</th>
<th>Average Interest Rate</th>
<th>Interest Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank of Scotland</td>
<td>£1.9m</td>
<td>47 days</td>
<td>0.57%</td>
<td>£3,824</td>
</tr>
<tr>
<td>Lloyds</td>
<td>£3.0m</td>
<td>Call A/c</td>
<td>0.74%</td>
<td>£7,733</td>
</tr>
<tr>
<td>CCLA</td>
<td>£2.3m</td>
<td>Call A/c</td>
<td>0.70%</td>
<td>£3,642</td>
</tr>
<tr>
<td>Santander</td>
<td>£2.6m</td>
<td>Call A/c</td>
<td>0.26%</td>
<td>£1,129</td>
</tr>
<tr>
<td>Barclays</td>
<td>Investment Bank Account</td>
<td></td>
<td>0.50%</td>
<td>£4,557</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>£20,885</strong></td>
</tr>
</tbody>
</table>

The Council’s limit for total principal sums invested for periods longer than 364 days was £500k. As at the date of this report, the Council had not entered into any such investments.

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

2.3 Debt Related Treasury Activity Limits

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

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

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

RECOMMENDED that the report be noted.

AGREED TO RECOMMEND, on the proposal of Alderman Graham, seconded by Councillor McIlveen, that the recommendation be adopted.

5. **100TH ANNIVERSARY OF NORTHERN IRELAND**

PREVIOUSLY CIRCULATED: Report dated 18 December 2018 from the Director of Organisational Development and Administration stating that at the Council meeting in November 2018, the following motion had been agreed:

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

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

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

RECOMMENDED that the Council sets up a Sub-Committee, as described above, and, at its Annual Meeting in May 2019, appoints four members to serve on it.

AGREED TO RECOMMEND, on the proposal of Councillor McIlveen, seconded by Alderman Keery, that the recommendation be adopted.


PREVIOUSLY CIRCULATED: Report dated 27 December 2018 from the Director of Organisational Development and Administration stating that within the Council’s Equality Scheme, a progress report had to be submitted on a quarterly basis to the
Council's Corporate Services Committee. This was to ensure the Council met its obligations as identified in Section 75 of The Northern Ireland Act 1998. This report listed the actions of Council officers to meet the statutory duties since 1 October 2018.

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

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

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

Equality Action Plan
The Compliance Officer (Equality and Safeguarding) continued to work to deliver the equality action plan measures in relation to the display of flags and the collection and display of memorabilia in and on council premises and facilities. Those had been the subject of discussion with Elected Members. The Equality Action Plan had been reviewed and was the subject of a report to this Committee in November 2018. It had been decided that the Equality Action Plan of 2015 – 2018 would be extended and not consulted upon as the additional actions had been identified from the outcome and comments of the Consultative Panel, Internal Screening Group, good practice reviews and comments and complaints received from a range of sources.
BSL Sign Video
The Compliance Officer (Equality and Safeguarding) had budgeted for the purchase of a BSL Sign Video to enable individuals who were deaf or hearing impaired to communicate with the Council in a format that was suitable for them. The usage of that technology would be monitored and reviewed.

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

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

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

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

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

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

**Meetings to discuss reductions across the Borough for individuals who required access to transport services of Disability Action or Down Community Transport**

Elected Member champions and officers that had arranged the event in September continued to work with service providers to encourage engagement of all Councils to assist in raising awareness of the needs of those who were socially isolated or would become more isolated with the continual reduction in community transport services. Joint working with the Community Planning Manager ensured this area of need was highlighted for ownership and action by all relevant partners. The Elected Member Champions within the Council wanted to ensure those continual service reductions that were making many vulnerable people more isolated and were reducing the support of carers was highlighted. To do that they were hoping to work with the other 10 councils and use the Community Planning structures and partnerships to address some of the identified needs in all communities.

**DisabledGo/AccessAble**

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

**Disability Action Plan**

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

**Complaints**

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

**Beach accessibility**
The Community Planning Manager and Compliance Officer (Equality and Safeguarding) had met with the Groomsport Village Association on Thursday 11 October to update them on the plans to date and address queries. They had provided a brief update for the local publication and had since designed and issued a consultation to engage with a range of potential users, residents and businesses in the local area. Officers from across the Council were continuing to deliver actions to improve the area and meet the standards required for this accreditation and to ensure the area may be used by the range of potential users. A survey had been issued on 3 December and had closed on 20 December 2018 with over 200 responses. Those responses, from both residents of Groomsport and visitors to the area had been positive towards the accessible beach proposal.

**ECNI Mental Health Charter**
Alderman Ian Henry (Mental Health Champion), The Environmental Health Manager (Health and Wellbeing), the Head of Human Resources and the Compliance Officer (Equality and Safeguarding) had attended the ECNI conference on the Mental Health Charter on 3 December 2018. The Conference had stressed the need for and value of a proactive Mental Health Charter in the workplace, supported by senior management, as the largest number of sick days in the workplace generally were now attributed to stress. The Mental Health Charter for Ards and North Down Borough Council provided a range of actions that encouraged discussions on mental health, signposts to confidential help for individuals and offered training and methods to help employees look after their mental health. SafeTalk training had been delivered to employees and Elected Members in November and another session had been arranged for January 2019. That training was to give support to employees who may come across vulnerable individuals in their daily employment or were experiencing difficulties in their personal lives.

**Take Your Place – Disabled People Moving into Public Life**
Alderman Ian Henry (Mental Health Champion), Councillor Tom Smith (Diversity and Mental Health Champion) and the Compliance Officer (Equality and Safeguarding) had attended the Equality Commission workshop on Thursday 13 December 2018. The event had looked at the ways they could support those with a disability to become more involved in public appointments, employment and other aspects that many of them took for granted. The event had focused on the value of including those with a disability in decision making as they had “lived experiences”. A document entitled ‘Nothing About Us Without Us’ (UN Convention on the Rights of Persons with Disabilities (CRPD)) Putting the needs of those with a disability” had reminded attendees that 37% of households in Northern Ireland included someone with a disability.
Community Planning
The Community Planning Manager and Compliance Officer (Equality and Safeguarding) continued to work together (and with Thematic Groups and the Age Friendly Alliance) to avoid duplication of actions and initiatives being developed across the Council towards being an Age Friendly Borough and to ensure relevant partners worked together. That partnership working also enabled social isolation and community transport concerns to be addressed by a range of partners within the Borough and through Community Planning Officers in Northern Ireland.

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

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

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

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

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

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

RECOMMENDED that the report be noted.

Councillor Smith proposed, seconded by Councillor McIlveen, that the recommendation be adopted.

The proposer, Councillor Smith indicated he wished to put his thanks on record to the Council’s Compliance Officer (Equality & Safeguarding) and Community Planning Manager for their work done to date in respect of the Disability Forum and the British Deaf Association. Continuing he referred to the Council meeting which had taken place in September 2018 at which signers from the British Deaf Association had been in attendance and noted the positive feedback which had been received. He also welcomed the many initiatives currently underway which were making the Council more accessible to all.

Noting the positive nature of the report, Councillor McIlveen also acknowledged the recent moves being made by the Council to become Dementia Friendly accredited as well as new signage installed for Disabled Parking spaces in car parks throughout the Borough.

AGREED TO RECOMMEND, on the proposal of Councillor Smith, seconded by Councillor McIlveen, that the recommendation be adopted.

7. **INVITATION FROM NORTHERN IRELAND ELECTRICITY NETWORKS**
   (Appendix I)

PREVIOUSLY CIRCULATED: Report dated 20 December 2018 from the Director of Organisational Development and Administration station that a letter had been received from Northern Ireland Electricity Networks explaining their role and advertising their “hotline” number for both elected Members and for Customers.

The hotline number (0808 100 2969) was a priority line for elected representatives only. The Customer Helpline number for the general public was 03457 643 643.
The letter also invited Members to meet NIE representatives at the Distribution Service Centre in Craigavon or, alternatively, advised that an Officer could attend a Council meeting.

RECOMMENDED that that Members consider if they wish to hear a presentation from NIE at a future Corporate Services Committee meeting or arrange for a visit to the Distribution Centre in Craigavon.

Alderman Girvan proposed, seconded by Alderman Graham, that NIE representatives be invited to attend a future meeting of the Committee.

The proposer, Alderman Girvan sought confirmation that if members wished they could visit the Distribution Service Centre in Craigavon. She added that she had previously visited the facility and had found it to be very worthwhile and interesting to learn how operations were undertaken in the event of an emergency.

Alderman Graham also sought clarification on this matter.

In response the Director of Organisational Development and Administration confirmed that any member who wished could visit the facility at Craigavon and contact the team at Democratic Services to arrange.

AGREED TO RECOMMEND, on the proposal of Alderman Girvan, seconded by Alderman Graham, that the recommendation be adopted.

8. **ISSUING OF COUNCILLOR EXPENSES ON THE WEBSITE (FILE NOM)**

PREVIOUSLY CIRCULATED: Report dated 14 December 2018 from the Director of Organisational Development and Administration providing an update on the above.

**Background**

The following amended Notice of Motion had been agreed by the Council in November 2018:-

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

**Report**

Officers had considered the proposal under a number of headings:-

1. Data Protection and Freedom of Information considerations
2. The Council’s Publication Scheme
3. Previous requests for this information
4. Approved Expenditure versus claimed expenditure
5. Usefulness of Information versus Officer time/expense

1. Data Protection and Freedom of Information considerations

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

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

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

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

2. The Council’s Publication Scheme

The Council had an obligation to maintain a Publication Scheme under the FOI Act 2000. The Information Commissioner’s Office had produced a Definition Document for Councils in Northern Ireland giving guidance on the kinds of information it would expect Councils to provide to meet their commitments. The guidance document provided an indicative, but not exhaustive, list. The guidance referred to:-

“The members’ allowances scheme and the allowances paid under it to councillors each year – the total of the allowances and expenses incurred by or paid to councillors by reference to categories. These categories should be produced in line with council guidelines and will be under headings like travel, subsistence and accommodation.”

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

3. Previous Requests for this Information

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

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

4. Usefulness of Information versus Officer time/expense

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

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

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

5. Approved Expenditure versus claimed expenditure

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

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

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

FURTHER RECOMMENDED that it be agreed not to review records since April 2015 as this would require officers to carry out approximately 3 weeks work to produce those records.

Councillor Muir proposed, seconded by Alderman Girvan, that this Council agrees in the spirit of openness and transparency, to publish on the Council’s website individual, approved Councillor expense claim forms on a monthly basis from 1 April 2019 with redaction of relevant information to ensure compliance with relevant legislative obligations.

Councillor Muir stated that based upon the evidence contained within the report he was content to make his proposal which would enable the Council to move forward in the spirit of openness and transparency.
Alderman Graham queried how this would better the current arrangements which saw the annual publication of Councillors’ expenses. He noted the proposal would involve extra work for officers with information redacted from the expense forms prior to publication and the drafting of a new monthly expenses template.

Councillor Mclveen expressed the view that the monthly publication of Councillors’ expenses was unnecessary and over the top and he struggled to understand the rationale behind the proposal, particularly given the annual publication of Councillors’ expenses.

Councillor Smith also queried the purpose behind the proposal particularly as it would create additional work for staff.

Councillor Muir stated that the monthly publication of members’ expenses would provide the public with a greater understanding of how the annual expenses report was compiled. He added that the public currently could request this information under Freedom of Information legislation and in the interests of openness and transparency it was not something members should have any concern about.

On being put to the meeting with 3 voting For and 7 voting Against, the proposal was declared LOST.

NOTED.

(Alderman Gibson left the meeting at this stage – 7.28pm)

9. RECORDING COMMITTEE MEETINGS (FILE NOM)

PREVIOUSLY CIRCULATED: Report dated 12 December 2018 from the Director of Organisational Development and Administration stating that a Notice of Motion had been considered at the Corporate Services Committee in December 2018. The Notice of Motion was as follows:-

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

Background
The Legislation required that all full Council meetings were audio recorded. Since April 2015, the monthly Council meeting in the Town Hall, Bangor had been recorded and uploaded to the Council website each month. This excluded items considered ‘in committee’. There had been varying degrees of interest in accessing the recording; one month, due to the controversial nature of the debate, 195 people had listened to the recording. The average number of listeners however would be in the region of 30 per month and one month it had been 11 listeners.

Committee meetings were currently held in the Church Street building, where a new system had been installed in November 2016, at a cost of £8,350 + VAT. The system had recording capability however this was not presently utilised.
Matters to be considered

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

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

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

RECOMMENDED that, in light of the above, the Council considers whether to introduce the audio recording of Committee meetings, excluding items considered “In committee”.

Councillor Muir proposed, seconded by Alderman Girvan, that this Council agrees to introduce the audio recording of Committee meetings excluding items considered ‘In Committee’ with recordings uploaded after ratification of the minutes has taken place.

The proposer, Councillor Muir, stated that his proposal was for Committee minutes to be uploaded following ratification by full Council in the interests of openness and transparency. He stated that members of the public should be able to have access to an audio recording of Committee meetings and he encouraged members to embrace the ethos of transparency, adding that it was not something to be fearful of.

Rising as seconder, Alderman Girvan noted the equipment was already in place to enable the recordings to take place and added that many members of the public were currently unaware that they could attend Committee meetings and listen to the emotive and passionate debates which often took place. Therefore, she stated she would be keen for the Council to make the general public aware of this to encourage greater involvement of the general public in local politics.

Councillor McIlveen noted the report highlighted the possible confusion which may arise if the recordings of Committees were uploaded prior to ratification at the relevant Council meeting, where Committee decisions could be overturned. Continuing he commented that currently the Council’s website, in his opinion, was not easy to use and could create further confusion for members of the public. He also noted the low number of times the existing Council meeting recordings had been listened to and given the potential for causing confusion to members of the
public with uploading recordings of Committee meetings he indicated that he could not support the proposal.

Expressing his support for the proposal, Councillor Smith acknowledged the lengthy debates which frequently took place during Committee meetings which currently were only reflected in the minutes of those meetings. The audio recording of Committee meetings was in his opinion the way forward and would enable members of the general public to ascertain the opinions of their local political representatives.

Alderman Graham acknowledged that members would not say anything at a meeting which they would not stand over. He added that the proposal would in his view create additional unnecessary work for staff and instead he was content with the traditional method of recording debates at Committee meetings by way of documented minutes which were then ratified each month at the full Council meeting. To record all Committee meetings was in his opinion going overboard and nothing more than a politically motivated proposal to facilitate game playing.

In summing up Councillor Muir stated that, while appreciative of the additional work this could cause, it was to be welcomed in the spirit of openness and transparency, which in his opinion was a good thing. He added that members of the public should be able to listen to audio recordings of Committee meetings and members should have nothing to fear from that.

On being put to the meeting with 4 voting For and 5 voting Against, the proposal was declared LOST.

NOTED.

10. **NOTICES OF MOTION**

10.1. **Notice of Motion submitted by Councillor Smith**

Councillor Smith proposed that this Council condemns the recent attack on paramedics that occurred in Bangor and Newtownards. These are sadly just a few of many such incidents that have taken place right across Northern Ireland on an all too regular basis. Our paramedics, along with all health sector workers, deserve respect, not abuse and violence.

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

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

As there was no seconder for the motion the proposal fell.

NOTED.
10.3. **Notice of Motion submitted by Councillor McAlpine**

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

Councillor McAlpine informed members that ACEs ranged from experiences that directly harmed a child (such as suffering physical, verbal or sexual abuse, and physical or emotional neglect) to those that affected the environment in which a child grew up (including parental separation, domestic violence, mental illness, alcohol abuse, drug use or incarceration). Research also suggested incidents in the first 1,000 days of a person’s life had a big impact, while there were other critical periods when a person’s development could be strongly affected, such as early adolescence.

Continuing Councillor McAlpine referred to a 2015 ACE study undertaken in Wales which had concluded that a child experiencing four or more ACEs compared to a child experiencing none was:

- 4 times more likely to be a high-risk drinker
- 6 times more likely to smoke tobacco or E-cigs
- 11 times more likely to have smoked cannabis
- 16 times more likely to have used crack cocaine or heroin
- 20 times more likely to have been incarcerated in their life

It was noted the Welsh study also stated that individuals progressed more rapidly to develop diseases such as diabetes, cancer, cardiovascular disease and mental illness. As well as Health Outcomes being poorer for those with a number of MACEs, Educational Outcomes may also be poor for those who have adverse Childhood Experiences as the Scottish Alliance for Children’s Rights, State of Children’s Rights in Scotland, November 2016.

‘Trauma in childhood can lead to reduced educational attainment, mental and physical health problems and difficulties in adult relationships, which in turn were highlighted as key factors in producing negative financial outcomes. Children who had experienced abuse and trauma would perform more poorly at school than their peers. A child living with fear and helplessness from experiences outside school could not focus or learn to the same standard as other children. Issues at home which may affect a child’s learning in school include alcohol or substance misuse, poverty, mental or physical ill-health, and children’s caring responsibilities. Those additional challenges could make arriving at school well-rested, fed, dressed and able to concentrate particularly difficult.’

By way of considering what could be done about this, Councillor McAlpine acknowledged that her Council colleague, Councillor Peter Martin had recently
published a paper on this important subject, called ‘Hope for Every Child’. Councillor Martin and others had pointed out that Northern Ireland was lagging behind other areas of the UK, particularly Scotland and Wales in dealing with ACEs.

Continuing Councillor McAlpine stated that her Notice of Motion called for a report to improve both staff and Councillors knowledge of ACEs to enable Ards and North Down to become an ACE-informed Council. It would also be important for those volunteers working with the Summer Schemes to be ACE-aware and it would be helpful for those delivering the Peace 4 programme too. She noted in the Ards and North Down Big Plan, there were five outcomes, at least two of which could be related directly to the area of ACEs.

Outcome 1
All people in Ards and North Down fulfil their lifelong potential

To be measured by the:
Gap between % of non-free school meal entitlement school leavers and % FSME school leavers achieving level 2 or above (In English and Maths)
Percentage of babies born at low birth weight
Number of further education regulated enrolments by age

Outcome 2
All people in Ards and North Down enjoy good health and wellbeing

To be measured by the:
Number of anti-depressant drug items dispensed per head of registered population
Number of admissions to hospital per 100,000 for drugs or alcohol related causes
Number of preventable deaths per 100,000 population
Gap in life expectancy between most and least deprived areas

At this stage Councillor McAlpine reported that at a recent presentation by the Health and Social Care Board it was stated that the “Cost to the public sector of late intervention in Northern Ireland was estimated at £536 million per year. This was equivalent to £288 for every Northern Ireland resident, or £1,166 per child”.

In summing up Councillor McAlpine asked members to support her motion so that the Council could become more ACE- informed in the Ards and North Down Borough and help young people reach their true potential and mitigate the effects of ACEs on those who had already been affected.

(Alderman Girvan left the meeting at this stage – 7.45pm)

Thanking the Chairman, Councillor Douglas rose at this stage as seconder stating that as someone who had worked for over 20 years alongside individuals and families, supporting them in the aftermath of trauma, she was happy to support the proposal.

Continuing Councillor Douglas acknowledged this mounting evidence had seen a more focused shift left in social policy, by adopting a more preventative approach to health and well-being in trying to tackle ACEs, rather than merely intervening to treat
and respond to them and the impact which had been felt. Councillor Douglas expressed the view that labelling a person as having two or five ACEs was a rather crude way to measure trauma, for one bereavement or incident of abuse may have a lifelong impact on one person, whilst for another it may have less of an impact.

Councillor Douglas suggested that becoming an ACE informed Council offered benefits for all including:

- In that, by raising greater awareness of ACEs the Council would become more understanding as a Borough of those individuals who had to live with adversity and need support.
- As a Council, staff would be even more able to understand and respond to individuals, families and communities in a way which supported them fully.
- As elected members and Council staff everyone could look to plan, enhance and deliver a variety of services which sought to develop stronger relationships, so citizens were more likely to reach out for support, whilst also delivering services which were not only accessible to the local population, but which would also meet their needs.

By way of summing up Councillor Douglas acknowledged that locally, the Council had already established some programmes and initiatives which she considered were ACE-informed, such as: The Personal Resilience course. By delivering awareness sessions for all staff and elected members, she hoped the Council could build upon this foundation, and ensure all of its citizens felt part of the Borough and had the chance to meet their full potential, as set out in the Community Plan.

Councillor Douglas urged members to support the motion.

Councillor McIlveen proposed an amendment, seconded by Alderman Graham, that the Council notes that Multiple Adverse Childhood Experiences (MACEs) can negatively affect the emotional, physical and social growth of children from pre-birth onwards. It recognises the effect of toxic stress on mothers and that this stress can be passed on to unborn children in the womb causing in some instances Attention Deficit Hypoactivity (ADHD) according to clinical experts in this field. It requests that Council officers liaise with the Children’s and Young People Strategic Partnership to ensure all appropriate Council frontline staff are made ‘Trauma Informed’. It further recognises the Outcomes 1&2 of the Big Plan and requests a report on how Council can meet these indicators by supporting families and children who have been affected by ACE’s.

The proposer, Councillor McIlveen, thanked the Alliance Party for bringing forward the motion particularly as his party colleague, Councillor Peter Martin had previously published a document in November 2018 on this very matter. He added that this 57-page document had been the first of its kind to be published in Northern Ireland and was entitled “Hope for Every Child”. Continuing Councillor McIlveen expressed some disappointment that the members of the Alliance Party had not considered discussing their motion with Councillor Martin prior to bringing it to Committee for consideration. He stated that from the Council’s point of view it would have been more appropriate to have been able to put forward a more unified response on this
matter. In summing up Councillor McIlveen commented that he and his DUP colleagues believed that this was the right thing to do.

Rising as seconder Alderman Graham noted that there was general consensus for this amongst the majority of the political parties which would enable early intervention in respect of this issue. Continuing he acknowledged all of the comments which had been made to date and noted that while looking at a variety of case studies particularly in those cases were sex offenders who previously had been abused as children. He added that he had agreed with most of the sentiments of the original motion.

In summing up Councillor McAlpine commented that in bringing forward her motion she had hoped to be able to do something positive for those who had suffered and therefore she was surprised that it appeared to have been turned into a political matter. Speaking from personal experience she stated that she along with some of her family had experience of ACEs and their impacts and therefore it was her hope that people with similar experiences could lead a better life. Continuing Councillor McAlpine commented that she would be keen to ensure her motion went through as it was in its current format adding that it would be important to ensure staff were made ACE aware and appropriately informed. She added that she had been taken aback by some of the comments which had been made particularly as it had never been her intention to use the issue to make political points. Rather she reiterated that she had brought it forward on a personal basis as she felt it would provide betterment for all and therefore, she encouraged members to support and await the outcome of the report.

AGREED TO RECOMMEND, on the proposal of Councillor McIlveen, seconded by Alderman Graham, with 7 voting For and 2 Abstaining, that the Council notes that Multiple Adverse Childhood Experiences (MACEs) can negatively affect the emotional, physical and social growth of children from pre-birth onwards. It recognises the effect of toxic stress on mothers and that this stress can be passed on to unborn children in the womb causing in some instances Attention Deficit Hypoactivity (ADHD) according to clinical experts in this field. It requests that Council officers liaise with the Children and Young People’s Strategic Partnership to ensure all appropriate Council frontline staff are made ‘Trauma Informed’. It further recognises the Outcomes 1&2 of the Big Plan and requests a report and on how Council can meet these indicators by supporting families and children who have been affected ACE’s.

11. RESPONSE TO NOTICE OF MOTION RE: FINANCIAL CUTS IN THE PROVISION OF COMMUNITY TRANSPORT (FILE NOM 65) (Appendix II)

PREVIOUSLY CIRCULATED: Report dated 14 December 2018 from the Director of Organisational Development and Administration and attaching letter of support received from Fermanagh and Omagh District Council. The report stated that the following Notice of Motion had been agreed by the Council in August 2018:

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

RECOMMENDED that the report be noted.

Councillor Smith proposed, seconded by Alderman Graham, that the recommendation be adopted.

The proposer, Councillor Smith, welcomed the report commenting that the cuts would have a detrimental effect on many disabled people throughout Northern Ireland particularly as they had been ongoing for four years. Continuing he noted that after 6.00pm each night Community Transport ceased and that was an important issue which had been highlighted by the Disability Forum.

AGREED TO RECOMMEND, on the proposal of Councillor Smith, seconded by Alderman Graham, that the recommendation be adopted.

12. RESPONSE TO NOTICE OF MOTION RE: REGIONAL TRAUMA NETWORK (FILE NOM 70) (Appendix III)

PREVIOUSLY CIRCULATED: Report dated 12 December 2018 from the Director of Organisational Development and Administration and attaching a letter from the Department of Health. The report stated that the following Notice of Motion had been agreed by the Corporate Services Committee in October 2018:-

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

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

RECOMMENDED that the report be noted.

Councillor McIlveen proposed, seconded by Alderman Keery, that the recommendation be adopted.

Councillor Muir stated that his colleague had raised this matter previously and therefore the contents of the report were to be welcomed.

AGREED TO RECOMMEND, on the proposal of Councillor McIlveen, seconded by Alderman Keery, that the recommendation be adopted.
13.  **RESPONSE TO NOTICE OF MOTION RE: IMPORTANCE OF PERSONAL INDEPENDENCE PAYMENTS (FILE NOM 71)**  
(Appendix IV)

PREVIOUSLY CIRCULATED: Report dated 19 December 2018 from the Director of Organisational Development and Administration and attaching letter from the Department for Work and Pensions. The report stated that the following Notice of Motion had been agreed by the Corporate Services Committee in October 2018:-

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

A response had been received from the Department for Work and Pensions advising that the Government remained committed to ensuring that the assessment process worked effectively across the spectrum of disabilities and health conditions and it regularly reviewed its policies and processes.

RECOMMENDED that the report be noted.

Alderman Carson proposed, seconded by Councillor Muir, that the recommendation be adopted.

Councillor Muir commented that the response in his opinion was predictable and the Council needed to take a stand on this matter.

AGREE TO RECOMMEND, on the proposal of Alderman Carson, seconded by Councillor Muir, that the recommendation be adopted.

14.  **RESPONSE TO NOTICE OF MOTION RE: PROVIDING SANITARY PRODUCTS WITHIN LOCAL SCHOOLS FREE OF CHARGE (FILE NOM 82)**  
(Appendix V)

PREVIOUSLY CIRCULATED: Report dated 14 December 2018 from the Director of Organisational Development and Administration and attaching letter from the Department of Education. The report stated that the following Notice of Motion had been agreed by the Council in August 2018:-

“That this Council agrees to write to the Department of Education to ask that they consider providing sanitary products within local schools and colleges, free of charge, given the impact period poverty can have on the lives of girls and young women.”
A letter had been received from the Department of Education advising that, whilst the Department had no formal policy, it was continuing to engage with colleagues in the Department for Communities and the Department of Health but to date there was no specific intervention or planned intervention that they were aware of.

RECOMMENDED that the report be noted.

Councillor Muir proposed, seconded by Alderman Keery, that the recommendation be adopted.

Councillor Muir recalled that his colleague Councillor Douglas had brought forward this motion and therefore he welcomed the response which had been received. Continuing he noted that subsequently a Red Box project had been introduced in many schools throughout the Borough.

AGREED TO RECOMMEND, on the proposal of Councillor Muir, seconded by Alderman Keery, that the recommendation be adopted.

15. RESPONSE TO NOTICE OF MOTION RE: STRANGFORD FERRY SERVICES (FILE NOM 79)  
(Appendix VI)

PREVIOUSLY CIRCULATED: Report dated 14 December 2018 from the Director of Organisational Development and Administration and attaching letter from the Department for Infrastructure. The report stated that the following Notice of Motion had agreed by the Council in August 2018:-

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

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

RECOMMENDED that the report be noted.

Alderman Carson proposed, seconded by Councillor Chambers, that the recommendation be adopted.

Alderman Carson welcomed the meeting which had been proposed in the correspondence response.

AGREED TO RECOMMEND, on the proposal of Alderman Carson, seconded by Councillor Chambers, that the recommendation be adopted.
16. **RESPONSE TO NOTICE OF MOTION RE: RESIDENTS’ PARKING SCHEMES (FILE NOM 56)**

(Appendix VII)

PREVIOUSLY CIRCULATED: Report dated 12 December 2018 from the Director of Organisational Development and Administration and attaching email from the Department for Infrastructure. The report stated that the following Notice of Motion had been agreed by the Corporate Services Committee in May 2018:

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

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

RECOMMENDED that the report be noted.

Councillor Muir proposed, seconded by Alderman Carson, that the recommendation be adopted.

Councillor Muir noted the recommendation to note the report and expressed disappointment at the Department’s refusal to accept the invite to present to the Council on the Residents’ Parking Schemes in Ards and North Down.

Councillor McIlveen acknowledged Councillor Muir’s disappointment in respect of the response however he was aware that there could be a number of issues for residents in respect of certain elements of the Scheme. Continuing he stated that to date members were unaware of the success or otherwise of the Pilot Scheme which had been undertaken.

At this stage Councillor Muir suggested that the Council wrote back to the Department expressing its disappointment and asks it to reconsider the Council’s invitation.

Councillor Muir proposed an amendment, seconded by Alderman Carson, that the Council writes back to the Department expressing its disappointment and asks it to reconsider the Council’s invitation.

Councillor Smith noted the attached correspondence was dated 16 July 2018 which detailed the Pilot Scheme which would be monitored for a period of six to nine months from July 2018. Therefore, he agreed that in light of that the Council should write back to the Department seeking the outcome of that Pilot Scheme by way of a deputation to the Committee.
AGREED TO RECOMMEND, on the proposal of Councillor Muir, seconded by Alderman Carson, that the Council writes back to the Department expressing its disappointment and asks it to reconsider the Council’s invitation.

16A. CONSULTATION RESPONSE TO 2021 CENSUS OUTPUT
(Appendix VIII)


Background

Northern Ireland Statistics and Research Agency (NISRA) was currently carrying out a consultation on the proposed design of the outputs and dissemination mechanism for the 2021 Census in Northern Ireland. The consultation closed on 9 January 2019. The two important aspects of that consultation for the Council were (1) on the dissemination of results and (2) the planned geographical output. This paper would provide details on those two options and provide a recommendation for Ards and North Down Borough Council.

1. Dissemination of Results

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

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

2. Geography

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

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

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

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

RECOMMENDED that the Council approves the attached response to the 2021 Census consultation to indicate preferences to:-

It is recommended that

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

(2) request for continuity in results based on the existing small output areas.

Councillor Muir proposed, seconded by Councillor McIlveen, that the recommendation be adopted.

The Director of Organisational Development and Administration informed members that while the closing date for responses had been 9 January 2019, responses would be accepted up to the end of January 2019.

AGREED TO RECOMMEND, on the proposal of Councillor Muir, seconded by Councillor McIlveen, that the recommendation be adopted.

**EXCLUSION OF PUBLIC/PRESS**

AGREED TO RECOMMEND, on the proposal of Councillor McIlveen, seconded by Alderman Keery, that the public/press be excluded during the discussion of the undernoted items of confidential business.
17. **UK EXIT FROM THE EU (BREXIT)**

***IN CONFIDENCE***

NOT FOR PUBLICATION

Schedule 6 – Information relating to the financial or business affairs of any particular person.

18. **NEW LOCAL GOVERNMENT RESOURCING MODEL FOR THE CIVIL CONTINGENCIES FUNCTION**

(Appendix IX)

***IN CONFIDENCE***

NOT FOR PUBLICATION

Schedule 6 – Information relating to the financial or business affairs of any particular person.

19. **REQUEST FOR A LICENCE TO UNDERTAKE WORKS AT THE OLD BANGOR OUTDOOR BATHING POOL (FILE LP338)**

***IN CONFIDENCE***

NOT FOR PUBLICATION

Schedule 6 – Information relating to the financial or business affairs of any particular person.

20. **REQUEST TO PLACE LPWAN BASE STATIONS ON COUNCIL BUILDINGS AT BREGENZ HOUSE, BANGOR, THE BOATHOUSE, GROOMSPORT AND COMBER LEISURE CENTRE (FILE LP373)**

(Appendix X)

***LEGAL IN CONFIDENCE***

NOT FOR PUBLICATION

Schedule 6 – Information relating to the financial or business affairs of any particular person.

21. **RENEWAL OF ROYAL ULSTER CLUB BATTERY LEASE ON SEA CLIFF ROAD, BANGOR UNTIL APRIL 2020 (FILE LP340)**

(Appendix XI)

***IN CONFIDENCE***
NOT FOR PUBLICATION

Schedule 6 – Information relating to the financial or business affairs of any particular person.

22. **RENEWAL OF LEASE OF HELEN’S BAY TENNIS CLUB PAVILION TO HELEN’S BAY TENNIS CLUB (FILE LP318)**
(Appendix XII)

***LEGAL IN CONFIDENCE***

NOT FOR PUBLICATION

Schedule 6 – Information relating to the financial or business affairs of any particular person.

23. **RENEWAL OF LICENCE TO HELEN’S BAY PLAYERS FOR SITE FOR STORAGE CONTAINER AT LAND ADJACENT TO THE TENNIS PAVILION, FORT ROAD, HELEN’S BAY (FILE LP318)**
(Appendix XIII)

***LEGAL IN CONFIDENCE***

NOT FOR PUBLICATION

Schedule 6 – Information relating to the financial or business affairs of any particular person.

24. **ITEM WITHDRAWN**

25. **REQUEST FROM PENINSULA KELP COMPANY TO ACCESS COUNCIL LAND TO CARRY OUT SEAWEED HARVESTING AT BRIGGS ROCK, GROOMSPORT (FILE LP374)**
(Appendix XIV)

***LEGAL IN CONFIDENCE***

NOT FOR PUBLICATION

Schedule 6 – Information relating to the financial or business affairs of any particular person.

26. **CORPORATE HEALTH AND SAFETY MANAGEMENT SYSTEMS – SECTION 3.08: DRUGS AND ALCOHOL POLICY (FILE HS 6)**
***IN CONFIDENCE***

NOT FOR PUBLICATION

Schedule 6 – Information relating to the financial or business affairs of any particular person.

27. REPORT OF THE CORPORATE PROJECT PORTFOLIO BOARD MEETINGS HELD ON 4 SEPTEMBER 2018 AND 15 OCTOBER 2018 (FILE PCU14) (Appendix XV)

***COMMERCIAL IN CONFIDENCE***

NOT FOR PUBLICATION

Schedule 6 – Information relating to the financial or business affairs of any particular person.

28. PARTIAL USE OF ARDS LEISURE CENTRE AFTER CLOSURE (FILE: LP344)

***IN CONFIDENCE***

NOT FOR PUBLICATION

Schedule 6 – Information relating to the financial or business affairs of any particular person.

READMITTANCE OF PUBLIC/PRESS

AGREED TO RECOMMEND, on the proposal of Alderman Graham, seconded by Alderman Keery, that the public/press be re-admitted to the meeting.

Circulated for Information

(a) Letter from NILGOSC advising on Local Government Pension Scheme (NI) – Consultation on rectification of the Cost Cap Floor Breach

The Director of Finance and Performance provided members with a brief synopsis of the letter advising that there could be additional tax implications for members and officers alike.

AGREED TO RECOMMEND, on the proposal of Alderman Graham, seconded by Alderman Gibson, that the correspondence be noted.

TERMINATION OF MEETING

The meeting terminated at 8.30pm.
ARDS AND NORTH DOWN BOROUGH COUNCIL

A meeting of the Community and Wellbeing Committee was held in the Council Chamber, 2 Church Street, Newtownards on Wednesday, 16 January 2019 at 7.00pm.

PRESENT:

In the Chair: Councillor Woods

Aldermen: Irvine
Smith

Councillors: Adair Martin
Boyle McAlpine
Brooks Menagh
Chambers Muir
Cooper Smart
Dunne Thompson
Edmund

Officers: Director of Community and Wellbeing (G Bannister), Head of Community and Culture (J Nixey), Leisure Manager (A Johnson) and Democratic Services Officer (H Loebnau).

1. APOLOGIES

The Chairman welcomed Members to the meeting and made particular mention to those in the public gallery. Apologies were noted from Councillor Kennedy.

2. DECLARATIONS OF INTEREST

Alderman Irvine and Councillor Chambers declared an interest in Item 3.1 – Deputation SERCO NCLT. Alderman Irvine stated that he intended to stay in the meeting for the discussion but would not participate in any way.

NOTED.

3. DEPUTATIONS

3.1 SERCO NCLT
(Appendix I)

Mr Gordon Pennock was introduced from Serco along with Mr John Young, Chairman of the Northern Community and Leisure Trust. The Chair informed Members that any contractual issues would be taken In Confidence. Gordon explained that he would be highlighting progress which had been made and the positive outcomes over the past 3 years. John would provide a strategy update before future opportunities would be discussed.
Highlights – Participation (2016-2018)

Increases in Patronage – the NCLT reported a 32% increase attracting over 1,100,00 visits to the facilities in 2018. More people becoming more active made it necessary to grow activities.

Active Ageing – 14 classes with 450 participants per week. That programme had grown from nothing in the past three years.

Disability Programme – 7 classes with 80 participants last year.

The Aurora facility had been recognised and now held awards from UK Active, Awards 2018 Regional Winner and Quest. Additionally, it had been included in the top six UK fitness leadership and whole customer experience awards. The Queens facility in Holywood had also undergone a two-day assessment and was recognised as very good.

Over the past year a warrior assault course had been introduced at the Aurora facility and the Council had given its support to that. Assault courses had been recognised as one of the fastest growing sports globally. Over 1,000 people had attended, and it was hoped to have 2 event dates in 2019.

Strategy Update

Purpose - More people, More Active, More Often
Vision – to increase community participation to 1.5M visits per year by 2022.
Mission – to provide the widest possible range of opportunities for community participation in physical activity contributing to the Council’s community plan.

Future Opportunities

- Supporting more schools in accessing the facility during off peak times – eg. introduction of gymnastics programme
- Providing more activities for an ageing population
- Developing a role as strategic partner of the Council in delivering key elements of the Community Plan
- Linking with local practice managers, care homes and community hubs to increase awareness of the health-related initiatives offered
- Introducing a Weight Management Club
- Building strategy partnerships eg with SERC on employability and social inclusion
- Improving car parking at Queen’s Leisure Complex, Holywood
- Developing environmental responsibility
- Enhancing community engagement

The Chair gave thanks for the presentation and invited Members to ask questions.

Councillor Douglas raised life memberships which had been sold to people who were led to assume that there would be no further increases to their contract. Recently those people had been informed that there would now be an increase. She thought that a potential breach of contract and she asked Mr Pennock when was a price for
life not a price for life. In response Mr Pennock explained that when the memberships were introduced, they had an agreement that the price would remain the same for the life of the membership. In February 2016 a decision was made to remove that for new customers. The cost base had been increasing and it was considered that the fees needed to be reviewed annually. That had been a difficult decision for Serco and a large number of members were being affected by that.

Councillor Martin thought that Aurora was a very good facility and he and his family used it frequently. He raised queries in connection with monitoring and cleanliness. He recognised that a busy facility could not stay pristine all day but wondered about the recording and monitoring of cleanliness. He also wondered if Serco had taken legal advice on the “Price for Life” before making changes on the part of one side to the agreement.

Mr Pennock was only available to speak about cleanliness out of committee but he explained that was monitored hourly through a paper system in each area. The process was probably not as robust as it could be and paperless systems were being introduced. The business was looking for opportunities to improve and was constantly reviewing its services.

Councillor Dunne was pleased to hear that Serco was improving its offering and planning for the future. He asked about the cricket facility at Seapark, Holywood and was concerned about the changes to charging in that place. He thought that there was a discrepancy between the facilities in Cloughhey and Holywood and wondered why the same price was charged for different standards of courts.

Mr Young was very aware of that issue and thought that it was in no one’s interest to drive a sport out of existence with price increases. Mr Pennock stated that it was Council’s policy to have consistent pricing across the Borough.

Alderman Smith spoke of price increases at the Sportsplex facility when clearly the track was in poor condition. Members were informed that there had been a problem with a contractor which had let Council down. It was hoped that that problem would be addressed before the commencement of the athletic season with a new contractor.

**SUSPENSION OF STANDING ORDERS**

Proposed by Councillor Muir, seconded by Councillor Martin, that standing orders be suspended to allow further discussion on the item.

Councillor Muir thanked the Director for the advice stating that some people had questions which it was important to answer. Councillor Muir stated that the interaction was important and he felt that engagement between the Council, Serco and NCLT should be scheduled on an ongoing basis.

Referring to the assault course the Councillor explained that trees had been marked and that had taken a while to fade. He said he was also concerned about the price rises at Bangor Sportsplex for a facility that was in poor condition. He queried why that had not been discussed through engagement with the Council.
Mr Pennock believed that there was a misunderstanding when it came to setting prices and it was his view that the Council should always have the final decision when that matter was up for consideration. He had not been made aware of the markings on trees but would ensure that it did not happen in the future.

Councillor Smart was encouraged to see that there was a vision for the inclusion of older people in the service provision. Social isolation was an area of interest to him and he felt these services could contribute to reducing that. He explained that in his role as Mayor he had met a group of older people in Holywood who had been using the Queens facility and through a hike in prices they had had to move to a local community centre. Mr Pennock explained that he was aware of the group and it had been well subsidised for a long period of time and everyone needed to be treated similarly. It had not been the intention of Serco to lose the business of that group and the opportunity for engagement existed.

Councillor Menagh stressed that it was important to keep pricing consistent across the Borough.

**EXCLUSION OF PUBLIC/PRESS**

AGREED TO RECOMMEND, on the proposal of Alderman Smith, seconded by Councillor Douglas, that the public/press be excluded from the meeting during the remainder of the item for in confidence questions.

***IN CONFIDENCE***

Schedule 6 – Information relating to the financial or business affairs of any particular person (including the Council holding that information).

**REINSTATEMENT OF STANDING ORDERS AND READMITTANCE OF PUBLIC AND PRESS**

Proposed by Councillor Muir, seconded by Alderman Smith that Standing Orders be reinstated and that the public and press be readmitted.

4. **COMMUNITY & WELLBEING CONTROL REPORT NOVEMBER 2018**

PREVIOUSLY CIRCULATED:- report from the Director of Community and Wellbeing detailing that the Community & Wellbeing Budgetary Control Report covered the 8-month period 1 April 2018 to 30 November 2018 and was set out. The net cost of services was showing an under spend of £143,494 (2.3%).

**Explanation of Variance**

A Budgetary Control Report by Income and Expenditure for the Directorate analysed the overall favourable variance (£143,494) by expenditure (£342,421 favourable) and income (£198,927 adverse). However, if the net nil distorting effect
on income and expenditure of Peace IV grants was removed then the variance for expenditure was £104,639 favourable and income £38,855 favourable.

COMMUNITY & WELLBEING

Expenditure - £342.4k (3.7%) better than budget to date. The favourable variance was mainly made up of the following:

1. Environmental Health - £66.7k favourable. That was mainly due to:
   a. Payroll was £50.4k favourable mainly due to vacant posts which were being recruited.
   b. Spend on NI Home Safety Database was £17.4k adverse as it wasn't budgeted for but that was offset by a favourable income variance.
   c. Home Safety was currently £7.0k under budget but it was expected that the budget would be fully spent by the end of the financial year.
   d. There were underspends to date on mileage (£10.6k) and training (£4.2k).

2. Community & Culture - £308.6k favourable (£70.8k favourable after allowing for the net nil distorting effect on income and expenditure of Peace IV grants).
   a. Payroll £59.7k favourable mainly due to an underspend in Community Development (£40.0k). The Manager’s post was filled in September but the Coordinator post was still vacant.
   b. Peace IV grant payments re £237.8k under budget to date due to a delay in the project starting (SEUPB delayed approvals) but that was offset by a similar adverse variance on income.
   c. Community Development Summer Schemes and Council Run Clubs were £20.4k under budget to date.
   d. The Bonfire Programme was £33.2k over budget mainly due to increased site clearance costs.
   e. There were small underspends to date on Volunteer Support (£5.9k), and Neighbourhood Renewal (£6.1k).

3. Leisure & Amenities - £38.8k adverse.
   a. Payroll was £197.8k adverse but that included severance payments made to former Ards Leisure Centre café staff totalling £100.8k. There were overspends to date on Ards LC (£75.3k) and Comber LC (£26.4k) due to allocation of staff. That was to be addressed by transformation and transition to the new centre. There were, also, overspends to date on Londonderry Park (£27.3k) and Parks & Cemeteries (£15.9k). All of those overspends were partially offset by favourable variances in Community Halls/Centres (£15.3k), Leisure Admin (£23.8k – 1 vacant post), Countryside Management (£13.5k – 1 vacant post) and Outdoor Recreations (£11.0k – 1 vacant post).
b. Ards LC (£66.4k), Comber LC (£10.6k), Portaferry SC (£8.5k) and Londonderry Park (£14.9k) running costs (excluding payroll) were £100.4k under budget to date. That helped to offset the adverse payroll and income variances.

c. Ards Half Marathon was underspent by £17.7k as the event was not held this year.

d. Parks & Cemeteries running costs (excluding payroll) were £50.8k over budget to date. That was mainly due to increased spend on equipment and tools and plant and equipment maintenance.

e. Community Halls/Centres running costs (excluding payroll) were £23.2k under budget to date.

f. There were a number of small favourable variances to date for other Leisure services such as Sports Pavilions (£14.2k), Sports & Football Development (£8.8k), Queen’s Hall (£9.7k) and Bangor 10k Road Race (£14.5k).

**Income - £198.9k (6.5%) worse than budget to date.** The adverse variance was mainly made up of the following: -

4. Environmental Health - £24.8k better than budget.

   a. NI Home Safety Database income was £17.4k favourable as that was budgeted for. That offset the adverse expenditure variance.

   b. Food Safety grant income was £8.5k better than budget to date.

5. Community and Culture - £218.8k adverse (£19.0k favourable after allowing for the net nil distorting effect on income and expenditure of Peace IV grants).

   a. Peace IV grant income was £237.8k adverse but that was offset by a similar favourable variance on project spend.

   b. Good Relations grant income (£4.2k) and Bonfire Programme income (£6.1k) was £10.3k better than budget to date.

   c. Arts Centre income was £6.9k better than budget to date.

6. Leisure & Amenities - £5.0k adverse.

   a. Income at Ards LC (£31.0k adverse), Comber LC (£16.5k favourable), Portaferry Sports Centre (£1.0k favourable) and Londonderry Park (£4.3k adverse) was £17.8k behind budget to date.

   b. Queens Hall income was £10.8k better than budget to date.
BUDGETARY CONTROL REPORT
By Directorate and Service

Period 8 - November 2018

<table>
<thead>
<tr>
<th>Note</th>
<th>Community &amp; Wellbeing</th>
<th>Environmental Health</th>
<th>Community and Culture</th>
<th>Leisure and Amenities</th>
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BUDGETARY CONTROL REPORT
By Income and Expenditure

Period 8 - November 2018

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</tr>
</tbody>
</table>

RECOMMENDED that the Committee notes this report.

AGREED TO RECOMMEND, on the proposal of Councillor Boyle, seconded by Alderman Irvine, that the recommendation be adopted.

5. SREBRENICA COMMEMORATION 2019

PREVIOUSLY CIRCULATED:- Report from the Director of Community and Wellbeing detailing that in October 2018 Council agreed the following Notice of Motion:

The Council notes that 2018 marked the twenty-third anniversary of the Srebrenica genocide in Bosnia and Herzegovina, which saw over 8,000 Muslim men and boys killed in a matter of days; notes that in 2009 the European Parliament passed a resolution that 11th July should be recognised as the day of commemoration of the
Srebrenica genocide all over the EU; and in 2015 urged the development of educational and cultural programmes that promoted an understanding of the causes of such atrocities and raised awareness about the need to nurture peace and to promote human rights and inter-faith tolerance. All Northern Ireland political parties had supported the work of Remembering Srebrenica in that regard; applauded the work of those involved in the pursuit of justice for the victims and their surviving relatives, including the International Commission of Missing People (ICMP) and the Mothers of Srebrenica, whose courage and humility in the face of unthinkable horror was an inspiration to us all; commended the work of the charity, Remembering Srebrenica, in raising awareness of this tragic and preventable genocide and working in communities across the UK and Ireland to help them learn the lessons of Srebrenica; and brings back a report on possible events or activities to commemorate the anniversary and build understanding.

As part of the Council’s Good Relations Annual Action Plan (2018-2019) agreed by The Executive Office, £4,000 had been approved to commemorate the following genocides:

- Bosnia (Srebrenica)
- Cambodia
- Darfur
- Rowanda
- The Nazi Persecution
- The Holocaust

In Autumn each year the Good Relations team invited all post primary schools within the Borough and all community groups registered with the Community Development team to participate in the commemoration event and a booklet “Life Stories” had been produced for participants telling the real-life stories of survivors of each of the genocides.

This year the theme of the annual event was “Torn from Home” and participants were invited to research any of the listed genocides and produce for example art work, crafts or literature around the annual theme.

The activities were supported by the Holocaust Memorial Day Trust and as such the Council event was normally held on the 27 January, however during the current year the commemoration would be held in the Chamber, Town Hall, Bangor on 29 January 2019. Further details could be found on the Holocaust Memorial Day Trust website:

https://www.hmd.org.uk/learn-about-the-holocaust-and-genocides/

In addition, the Good Relations team was producing six pop ups, to provide background information on each of the genocides which would be used as part of an exhibition. The exhibition would be displayed in the Curve Gallery at the Bangor Library between 22 January and 3 February 2019, along with the art work produced by the participating groups and communities. The exhibition would be opened by the Mayor on 22 January 2019 and Members had been invited to attend.
RECOMMENDED that the Council notes the report.

Councillor Douglas thanked officers for bringing the report and hoped that remembrance would take place annually. Councillor Adair shared that view and welcomed the report stressing that all acts of genocide should be remembered.

AGREED TO RECOMMEND, on the proposal of Councillor Douglas, seconded by Councillor Adair, that the recommendation be adopted.

6. CROSS COMMUNITY SCHOOL VISIT TO FRANCE AND BELGIUM 2019 (GREL346)

PREVIOUSLY CIRCULATED:- Report from the Director of Community and Wellbeing detailing that as part of the Good Relations Action Plan 2018/2019 children and teachers from St Finian’s Primary School and Westwinds Primary School would be travelling on a cross community educational programme visiting the battlefields in Belgium and France to increase their understanding of shared history. The project would promote an understanding of the sacrifices made by men from all sections of the community during WWI.

Officers had engaged with primary 7 pupils at West Winds Primary School (EA) and primary 7 pupils at St Finnans Primary School, Newtownards (CCMS). The schools were different from those who participated in the project last year.

44 young people, 6 teachers, 1 carer and 1 ANDBC Good Relations Officer would travel together, along with a guide. The total cost to include travel and accommodation was £18,900. The cost of the project could be met from the Good Relations budget and the project was included in the Good Relations Action Plan and had received approval from the Executive Office, to proceed in the current financial year. Members would be aware that 75% of the funding for the Action Plan and associated initiatives was provided from the Executive Office with 25% being met by the Good Relations budget of Ards and North Down Borough Council.

Prior to the visit children from both schools would have talks in school about WWI followed by a visit to the Somme Centre, Newtownards. The project would involve visits between 19th March 2019 to 22nd March 2019 to sites of the 36th, 16th and 10th Divisions while also visiting the Canadian trenches and tunnels. It would give the children the opportunity to visit cemeteries, museums and battle remains.

On their return it was proposed that the participants would hold an assembly in each school to share the knowledge they had gained from the programme. Invites would be extended to the parents of the children who attended. The information would be presented to parents, staff and pupils from both schools.

Although Good Relations was not directly responsible for shared education, the visit and learning gained from the project would improve attitudes between children from different backgrounds as they moved into post primary education. The Education Minister had launched a similar programme for year 10 post primary schools and it
was believed that introducing the children to the programme at an earlier age would assist in helping Northern Ireland and the Peace process move forward.

It was proposed that the Council’s Good Relation Officer (GRO), Mrs Donna Mackey, attended but would not be responsible for the children. Should Donna be unable to attend Mrs Nicola Dorrian would travel in her place. That would enable the attending officer to monitor and evaluate the project. It would also enable the officer to build relationships with the schools in order to develop further cross community work.

**Outcomes:**

The joint project would deliver the following outcomes and linked to the TBUC Children and Young People strategy:

- An increase in the percentage of participants who have a greater understanding of shared history.
- An increase in the percentage of attendees who have a greater understanding of shared history.
- Two schools engaged in a joint cross community project.

**RECOMMENDED** that Council approves that:

1. The project detailed above at a total cost of £18,900,
2. The Council’s Good Relations Officer, Donna Mackey, be permitted to attend the cross community educational visit,
3. Any subsistence incurred by the Good Relations Officer during travel and during the visit be reimbursed on production of the relevant receipts.
4. That any additional hours incurred during the visit be reimbursed to the Good Relations Officer as toil or overtime.

Councillor Edmund welcomed the initiative being brought forward again and expressed that a huge amount of positive experiences were achieved through the exploration of shared history. Councillor Adair agreed recognising that two schools on the Peninsula had benefitted last year and he hoped that the opportunities would be extended to young people in other parts of the Borough. He remarked that the late Dr Ian Adamson had been supportive of such initiatives and would be pleased to see it continue in to the future.

Councillor Menagh praised the work which had been done in the West Winds area of Newtownards. He said that the Good Relations section of Council had worked hard in the area and good publicity was now coming from that.

Councillor Cooper insisted that cross community work and the building of bridges was part of developing society’s shared future. Many people had given their lives to secure freedom from tyranny and he believed that the programme should be compulsory throughout Northern Ireland.

In response to a question from Councillor McAlpine about how schools were selected it was noted that was done on a cross community basis with different schools participating each year where there was seen to be a need to address local
issues. The programme was done sensitively so that the children were not traumatised by the atrocities of war.

Alderman Smith and Councillor Thompson shared their support of the programme and Councillor Muir encouraged the inclusion of Integrated Schools.

AGREED TO RECOMMEND, on the proposal of Councillor Edmund, seconded by Councillor Adair, that the recommendation be adopted.

7. **WILL BE TAKEN IN CONFIDENCE – PROPOSED PLAYPARK ASHBURY BALLYCROCHAN AND UPDATE ON SCRABO PLAYPARK (FILE CDV40)**

ITEM WAS TAKEN IN CONFIDENCE

8. **GOOD RELATIONS ADDITIONAL FUNDING (FILE GREL252)**

PREVIOUSLY CIRCULATED:- Report from the Director of Community and Wellbeing detailing that Members would be aware that funding for the Council’s Good Relations Programme was provided by The Executive Office (75%) and match funded by the Council (25%). The award was made based on an assessment of an annual Action Plan which reflected the needs and priorities of the Borough, detailed in the Council’s approved Good Relations Strategy (2015-2018).

The total cost of delivering the annual Action Plan for 2018-2019 was £247,200 with £185,400 requested from The Executive Office (TEO). In June 2018 TEO awarded the Council £170,053.31, which was £15,346.69 less than requested.

In the Autumn 2018, the Executive Office (TEO) advised the Good Relations team that additional funding had become available and invited a further application. An application was submitted for salaries and programme costs totaling £30,000 for:

- £22,000 for a series of diversity programmes.
- £3,000 for a cross community radio programme with young people in Portaferry and Portavogie.
- £5,000 for salaries and mileage (reduced in initial application)

TEO had awarded an additional £22,500, subject to the Council match funding the amount by £7,500.

RECOMMENDED that the Council notes the report.

AGREED TO RECOMMEND, on the proposal of Councillor Douglas, seconded by Councillor Menagh, that the recommendation be adopted.

9. **AMY CARMICHAEL MEMORIAL GARDEN**

PREVIOUSLY CIRCULATED:- Report from the Director of Community and Wellbeing detailing that following an agreed Notice of Motion requesting Council
considered the development of a memorial garden in Millisle in memory of Amy Carmichael, the following was reported for consideration.

Amy Beatrice Carmichael was born in Millisle in 1867 and was renowned for committing her life to Christian missionary work from the age of 22. Following work in Sri Lanka and Japan, she began her most significant work of service in Bangalore India and set up the Dohnavuur Fellowship to minister primarily to the Hindu temple children, most of whom were girls and who were subject through customs and culture to what amounted to forced prostitution. Her acts of kindness to the children eventually received acceptance in the region and local families began to adopt the children to provide them with a loving and supportive family environment.

In response to the Notice of Motion, Officers met with representatives from Millisle and Ballycopeland Presbyterian Church to discuss proposals. The project outline was that a bench and planters be placed on a paved area to form a memorial seating area on the church grounds with public access provided. The initial estimated cost of the project was £5,000.

The Church had received £2,000 of funding from Live Here Love Here and intended that was to be used to cover the cost of a bench and two planters. The additional costs would be attributed to materials and labour.

The representatives requested that, under licence, Council agree to carry out the works on a portion of ground on the church property, develop the paved area and install the bench and planters, at a cost of £3,000 to Council.

It was pointed out that given the area was not on Council property, even under licence, it would not be possible for Council to carry out the work. To do so would have public and employee liability implications and may set a precedent for other organisations to submit requests for similar projects. Additionally, Members were informed that there was currently no budget allocation for such works.

In further discussions regarding the project, it was suggested that the project may be reduced to be delivered within a lower budget and that Council officers advise on the technical elements of the project. The revised estimate had subsequently been received by the church and it was reduced to £4,000.

In order to deliver the project, it was recommended that the Church apply for further funding through the Council led “In Bloom” funding (up to £1,000), avail of the £2,000 offer through Live Here Love Here, and that Council signpost the Church to additional channels of external funding to achieve the desired budget.

RECOMMENDED that the Council agree to supporting the project through Officer guidance, consideration of an “In Bloom” funding application from the Church, and signpost the Church to additional external funding to supplement the further opportunity available through Live Here Love Here.

The Director informed Members of a discussion he had with colleagues in Environment who were looking to see if funds could be found in the current financial year from a slippage fund to progress the project.
Members rose in turn to show support for a memorial garden to mark the life of Amy Carmichael. Councillor Thompson warmly welcomed the tribute to a remarkable woman who had been born in Millisle. Councillor Adair agreed that Amy had been a wonderful Christian lady who had devoted her life to God and the Indian children she had gone to serve. It was important that there was an area to mark her life and a place for people to visit. Councillor Menagh and Councillor Martin also showed their support for the initiative. Councillor Edmund added that there was also a permanent memorial to Amy in India in the area where she had lived.

AGREED TO RECOMMEND, on the proposal of Councillor Thompson, seconded by Councillor Adair, that the recommendation be adopted.

10. **ARDS AND NORTH DOWN SPORTS FORUM GRANTS (SD109)**
(Previous Circulated: Appendix II)

PREVIOUSLY CIRCULATED:- Report from the Director of Community and Wellbeing detailing that Members would be aware that on the 26th 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 that purpose.

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

During December 2018, the Forum received a total of 15 grant applications; 11 of which were for Travel and Accommodation, 1 of which was for Equipment and there were 3 Gold Card Applications.

A total of 0 of the applications failed to meet the specified criteria.

For information, the annual budget and spend to date on grant categories was as followed:

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<th>December 2018</th>
<th>Annual Budget</th>
<th>Funding Awarded December 2018</th>
<th>Remaining Budget</th>
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<tr>
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<td>Discretionary</td>
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<td>£880</td>
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Gold Cards Issued during the period December 2018 is 3

* The proposed remaining budget for Travel & Accommodation of -£1548.37 was based on a proposed award of £1,260 with withdrawn costs of £360 as listed. The
proposed remaining budget for Equipment of £1083.45 was based on a proposed award of £1000.

It should be noted that there was now an overspend in the equipment, travel, accommodation and events funding elements of the grant scheme but so far that had been covered from an underspend in other elements.

That was clear evidence that the local sporting community was now availing of the Council’s scheme in a much more successful manner after a significant programme of promotion and education by the Sport Development Unit. Following a review of the remaining funds and having considered the applications from the same period last year it was anticipated that the fund would be overspent by up to £5,000. It was proposed to transfer the £5,000 of underspend from the Sport Development capital grants budget into that budget heading to ensure the local sporting communities applications could be met without affecting overall budget requirements. The capital grants scheme was now closed therefore there would be no impact on the scheme if the proposed decision was approved.

RECOMMENDED that the 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.

It was also recommended that any applications which meet the guidelines for the remainder of the year be honoured and that funds be reallocated from the underspend from the Councils capital grant scheme.

Councillor Menagh was encouraged to note the uptake of grants and Councillor Thompson pointed out that they were vital and appreciated by the citizens of the Borough who benefitted from them. He looked forward to the Sports Awards in the new Ards Blair Mayne Wellbeing and Leisure Complex.

AGREED TO RECOMMEND, on the proposal of Councillor Menagh, seconded by Councillor Douglas, that the recommendation be adopted.

11. \underline{NOTICES OF MOTION}

11.1 \underline{Notice of Motion submitted by Alderman Irvine}

That this Council acknowledges the good work being undertaken by the SPORTS Initiative (Suicide Prevention Offering Recovery Through Sport) and liaises with the group to ascertain what assistance the Council can provide to support and promote the service throughout the community.

Proposed by Alderman Irvine, seconded by Councillor Adair.

Alderman Irvine explained that SPORTS was a grass roots initiative started by TJ Young, Manager of 1st Bangor Football Club. The initiative had come about following his interaction with a young player who had approached him seeking help for mental health problems and had not been able to receive support from family, friends or
medical professionals. A need was recognised and a group set up SPORT - Suicide, Prevention, Offering, Recovery Through Sport.

It was recognised that there had long been a stigma attached to mental health difficulties particularly for men who had a tendency to bottle things up. There were many triggers that could lead to a deterioration in a person’s mental health including debt, loss of a loved one or a past trauma among others. SPORT was currently working in partnership with Christians Against Poverty and the Thriving Life Church.

The group had been working right across the Borough with clubs from a range of sports and had an active social media presence and had recently given a talk to the Down Area Football League and he knew they were interested and the work was growing from further afield. He explained that the group planned to launch a promotional booklet at Londonderry Park, Newtownards on Thursday 7th February. The goal was to implement a mental health policy in every sporting club in the Borough and the appointment of a designated person who people could turn to if they were experiencing difficulties.

During the recent month of December the group had become aware of 5 families across the Borough who had been impacted by the loss of loved ones due to mental health issues. More people in Northern Ireland had died by taking their own lives since the signing of the Good Friday Agreement than from the violence which had taken place during the Troubles. The number of deaths attributed to suicide in Northern Ireland had increased by 18.5% since 2004.

A Samaritans report found that the number of men taking their own lives in Northern Ireland per 100,000 of the population had increased by 82% from 1985 to 2015. The vision of SPORT was to create an environment where local sports clubs along with mental health experts worked collaboratively to raise awareness and understanding of mental health issues and provide early support to aid a successful recovery by promoting the benefits of participation in sport and physical activities.

There was a cost in the delivery of such a programme and Alderman Irvine hoped that the Council could support the group by assisting it to source funding which would greatly enhance its work.

Councillor Adair had pleasure in seconding the Motion repeating that mental health issues were on the rise and Council should do anything it could to assist those who were working to help. Many people were suffering and he supported the work of SPORT which he considered to be a wonderful organisation.

Councillor Menagh agreed to support the work and stated that poor mental health could affect anyone of any age or background and he was encouraged to see sporting groups take action in giving support.

Councillor Cooper reported that this was a cause close to his heart and the figures showing an increase in mental health problems in the population was worrying. He was aware of the excellent work Councillors Menagh and Smart were undertaking along with Mike Nesbitt in the Newtownards area and hoped that improvements would soon be seen since human life was so precious. He reported that he had
brought forward Council’s Mental Health Charter to the Community and Wellbeing Committee and would be there to support the organisation on 7th February.

Councillor Douglas commended Alderman Irvine on his Motion which was critical to Council and was in the Community Plan. She also recognised the proven benefits of participation in sport to improve a person’s mental health.

Councillor Smart rose to support the Motion and recognised that charities and statutory groups were working to improve the situation and a little help from Council could make all the difference. Mental health conditions were pressing on society and needed society’s full attention.

Alderman Irvine thanked Members for their support to address the issue.

EXCLUSION OF PUBLIC/PRESS

AGREED TO RECOMMEND, on the proposal of Councillor Dunne, seconded by Councillor Douglas, that the public/press be excluded from the meeting during the undernoted items of confidential business.

12. **KILCOOLEY 3G PITCH (FILE CDV30B)**
    (Appendix III)

***IN CONFIDENCE***

Schedule 6 – Information relating to the financial or business affairs of any particular person (including the Council holding that information.

13. **WARD PARK UPDATE (PCU6)**
    (Appendix IV)

***IN CONFIDENCE***

Schedule 6 – Information relating to the financial or business affairs of any particular person (including the Council holding that information.

14. **KILLAIRE LANE PLAYPARK (FILECW77)**

***IN CONFIDENCE***

Schedule 6 – Information relating to the financial or business affairs of any particular person (including the Council holding that information.

15. **PROPOSED PLAYPARK ASHURY BALLYCROCHAN AND UPDATE ON SCRABO PLAYPARK (FILE CDV40)**
    (Appendix V)

***IN CONFIDENCE***
Schedule 6 – Information relating to the financial or business affairs of any particular person (including the Council holding that information.

16. **ANY OTHER NOTIFIED BUSINESS**

There were no items of business.

**TERMINATION OF MEETING**

The meeting terminated at 9.21 pm.
ARDS AND NORTH DOWN BOROUGH COUNCIL

A special meeting of the Planning Committee was held in the Council Chamber, 2 Church Street, Newtownards on Thursday, 17 January 2019 at 7.00pm.

PRESENT:

In the Chair: Councillor Cathcart

Aldermen: Carson Henry
           Gibson Keery
           Girvan McDowell
           Graham

Councillors: Dunne Thompson
             McKee Walker
             Mcllveen

Officers: Director of Regeneration, Development and Planning (S McCullough), Head of Planning (A McCullough), Principal Planning and Technical Officer (L Maginn) and Democratic Services Officer (J Glasgow)

WELCOME

The Chairman (Councillor Cathcart) welcomed Councillor McKee to the Planning Committee.

1. APOLOGIES

Apologies for inability to attend were received from Alderman Fletcher and Councillor McClean.

NOTED.

2. DECLARATIONS OF INTEREST

The Chairman, Councillor Cathcart, sought any Declarations of Interest at this stage.

No Declarations were made.

NOTED.

3. BUDGET REPORT – APRIL TO NOVEMBER 2018 (FILE REF FIN45)

PREVIOUSLY CIRCULATED:- Report dated 18 December 2018 from the Director of Regeneration Development and Planning stating that the Planning Budgetary Control Report covered the eight-month period 1 April to 30 November 2018 and
was set out in the report. The net cost of the service was showing an under spend of £31,386 (4.5%)

**Explanation of Variance**

A Budgetary Control Report by Income and Expenditure for Planning was, also, shown which analysed the overall favourable variance (£31,386) by expenditure (£49,541 favourable) and income (£18,155 adverse).

**Planning**

**Expenditure - £49.5k (3.6%) better than budget to date.** This favourable variance was mainly made up of the following:

- a. Payroll £79.8k favourable due to vacancies. A vacant HPTO post had recently been successfully recruited and would be filled from January 2019, alongside two permanent administration posts.
- b. Legal costs were £55.7k over budget to date. This had been as a result of ongoing complex enforcement cases which had required specialist legal advice, including counsel representation at appeal hearings and court.
- c. There were underspends to date on other expenditure lines such as tree services (£7.0k - which expected to be spent by end of financial year) and mileage (£8.8k).

**Income - £18.2k (2.7%) worse than budget to date.** Planning application income was £18.2k lower than budget for the year to date. It was anticipated that planning application income would pick up in the new year.

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<tr>
<th>BUDGETARY CONTROL REPORT By Directorate and Service</th>
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<td>Note</td>
<td>Year to Date Actual £</td>
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<td>666,214</td>
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<td>Totals</td>
<td>666,214</td>
<td>697,600</td>
<td>(31,386)</td>
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RECOMMENDED that the Committee notes this report.

AGREE TO RECOMMEND, on the proposal of Alderman Girvan, seconded by Alderman Graham, that the recommendation be adopted.

4. NOTIFICATION OF LISTING OF FOOTBRIDGE
   (Appendix I)

PREVIOUSLY CIRCULATED:- Report dated 20 December 2018 from the Director of Regeneration, Development and Planning attaching letter from DfC with location map and copy of second survey report. The report detailed that the Department for Communities, Historic Environment Division, had written to the Council to advise that it was presently considering the listing of a footbridge at 12 Drumreagh Road, Ballygowan.

DfC welcomed any comments of the Council by 22 January, a period of six weeks from notification.

The evaluation within the report stated that the bridge was a rare surviving example of a rubble stone footbridge, likely to date from the early settlement and tenancy of lands belonging to Florida Manor. It was considered to have survived over at least two, possibly three, centuries, but had been subject to inappropriate repairs in recent years, and as it was believed to be the only known example of its type in Northern Ireland, it was of national interest.

The effect of listing would ensure that any future works would be subject to approval of DfC via an application to the Planning Department for listed building consent.

RECOMMENDED that members note the content of the report and attachments and approve officers to respond to DfC recording the Council’s support for listing.

The Head of Planning spoke to the report highlighting that the Department for Communities, Historic Environment Division sought a response by 22 January 2019. A letter, map and survey had been appended to the report for Members information.

Proposed by Alderman Girvan, seconded by Alderman Gibson, that the recommendation be adopted.
Alderman Girvan asked if the footbridge was accessible and was it in use. The Head of Planning was unsure if it was used.

Alderman Gibson was unsure of the exact location of the footbridge and recalled another bridge in the Ballygowan area that was listed.

The Chairman noted that the footbridge was situated on private farm land.

Alderman Girvan asked if there were any plans to repair or restore the footbridge. In response the Head of Planning stated that the request for listing would give future protection to the structure whereby any proposals to alter/repair would require listed building consent.

Alderman Gibson asked if the landowner was aware of the proposal for listing and would the onus be on the landowner to upgrade the footbridge to a certain standard. The Head of Planning stated that the application for listing was being made by the DfC and the landowner would be advised. There would be no onus on the landowner to carry out works.

Alderman Gibson asked if the bridge could be allowed to fade away into disrepair. The Head of Planning referred to a previous example of a listed building whereby it was highlighted then that there was no grant to assist in maintaining upkeep of listed buildings. The Head of Planning stated that there was the potential to look at such structures as part of the Local Development Plan on how the Borough’s built heritage was maintained.

Alderman Graham described the footbridge as quaint and expressed his disappointment that the bridge could be left to fall into disrepair. He questioned if the bridge got into a dangerous state of repair, would the landowner be liable for any compensation claims for personal injury if that was to occur. He noted that it would take a lot of money to make the footbridge safe if it started to crumble. Alderman Graham was dubious about agreeing to the request and highlighted the need to think about the wellbeing of the ratepayers. He was of the view that the Department could be heavy handed in cases similar to this and mentioned Stewards Place as an example. Alderman Graham suggested an amendment that the Council responds asking if financial support could be provided to the landowner.

The Head of Planning explained that the Council had been consulted on the application to list the structure as the footbridge lay within the Borough. The application lay with the DfC and there was no financial assistance available to develop or repair the footbridge.

Alderman Graham withdrew his amendment as following the response from the Head of Planning that was meaningless. He stated that he would be voting against the recommendation.

The proposal was put to the meeting and declared carried with 11 voting FOR, 2 AGAINST, 0 ABSTENTIONS and 2 ABSENT.
AGREED, that the recommendation be adopted.

5. **INVITATION AND AGENDA FOR THE JANUARY FULL NILGA MEETING** (Appendix II)

PREVIOUSLY CIRCULATED:- Correspondence dated 19 December 2018 from NILGA attaching an invitation and agenda for the January Full NILGA meeting which was being organised in conjunction with the Northern Ireland Federation of Housing Associations. The event was scheduled to take place on 29 January 2019 at Mossley Mill, Newtownabbey.

Proposed by Alderman Carson, seconded by Councillor McIlveen, that the information be noted.

The Chairman advised that the event was open to all Members and those who wished to attend could register.

AGREED, that the information be noted.

6. **REQUEST FOR DELEGATION OF POWERS REGARDING NOTICE OF OPINION** (Appendix III, IV, V)

PREVIOUSLY CIRCULATED:- Report dated 10 January 2019 from the Director of Regeneration, Development and Planning attaching letter from Gravis Planning, Previous letter from Agent May 17 and Previous report to Planning Committee May 19. The report provided the undernoted detail:

Planning Ref: LA04/2017/0878/F:
Proposal: Erection of 480MW Combined Cycle Gas Turbine (CCGT) Power Station comprised of turbine hall/heat recovery steam generator building with 50m exhaust stack, air cooled condenser, 2 storey administration building, 2 storey workshop building, gas insulated substation, gas compressor station, gas pressure reduction station, associated water and fuel tanks and other associated infrastructure and ancillary development including provision of site access and road works to facilitate extension to pedestrian footways and delineation of a right hand turn lane. Construction of new Above Ground Installation (AGI) at Kinnegar Army Barracks and new underground pipeline along Airport Road West, Esplanade Road with option of also following Heron/Moscow Road and which will connect the Power Station Site to the existing gas transmission infrastructure at Kinnegar Barracks. (Further Environmental Information and revised drawing.)

Location: Planning application site includes the power generation station site located on lands approx. 65m SE of 101 101a 101B and 103 Airport Road West Belfast Harbour Estate Belfast and also the route of the underground gas pipeline (UGP) connection from...
Members would recall that the Council had received a letter from the planning agent for the above planning application in May 2017 to inform that the proposal had been submitted to the Department for Infrastructure (DfI), as it had been classed as a regional significant project and sought any comments that the Council wished to make to be forwarded to DfI accordingly.

The details were discussed at the Planning Committee meeting of 13 June 2017 and accordingly comments were submitted as requested by Members.

The planning agent had recently written to the Chief Executive, copied to the Head of Planning, advising that it understood the Department was nearing a decision.

As part of the decision-making process, DfI would consult Ards and North Down Borough Council with a Notice of Opinion and would ask the Council to respond, within a set timeframe, (normally 28 days), stating whether it accepted the Notice of Opinion or sought a hearing before the Planning Appeals Commission.

The project faced a number of deadlines, not least the need to obtain planning permission in sufficient time to be able to enter the 2019 T-4 Capacity Auction, in early March 2019, which would necessitate a planning decision no later than Friday 22 February 2019.

The agent had advised that it was hopeful that DfI Planning would consult with Ards and North Down Borough Council with the Notice of Opinion within the next week or two. In order to give the application the best chance of meeting the 22 February deadline, it had requested that the Council made the necessary preparations so that upon receipt of the consultation from DfI, the Council could form an opinion and provide a response without delay.

Given that the Council previously indicated general support for the proposal, this report sought delegated powers for the Head of Planning to respond to the Notice of Opinion stating that Ards and North Down Borough Council would not be seeking a hearing before the Planning Appeals Commission, if the Opinion was for Approval.

RECOMMENDED that members note the content of this report and that the Council confers delegated powers to the Head of Planning to respond to the forthcoming Notice of Opinion on the Belfast Gas Powered Power Station as outlined.

The Head of Planning spoke to the report and recalled that the details of the proposal had been discussed by the Planning Committee in June 2017 and at that time Alderman Graham had expressed concerns in respect of the height of chimney and that had been relayed. A notice of opinion would be issued by the DfI as the proposal was a regional significant development. The Council would have 28 days to respond to the notice, stating whether it accepted the notice of opinion or sought a
hearing before the Planning Appeals Commission. The applicant had set out the
timeframe and any issues that Members had previously raised would be dealt by the
DfI. The Head of Planning requested that delegated powers be awarded to herself to
respond to the Notice of Opinion.

Alderman Carson questioned how much of the development sat within the Ards and
North Down Borough. The Head of Planning advised that the south west corner of
the land sat within the Borough at Kinnegar Army Barracks which included a small
area of above ground plant installation.

The Chairman questioned what occurred in an instance where a planning application
was submitted for an area which straddled two Council boundaries. The Head of
Planning stated that it would be determined by whichever Council contained the
bigger portion of the proposal. In terms of Kinnegar Barracks that was currently land
owned by MOD.

Alderman Keery questioned if the MOD had indicated that they would be vacating
the site. To his knowledge that was to occur and also he recalled discussion that the
Council would have interest in the site.

Given the nature of the question that had been asked the Director suggested going
into Committee.

**EXCLUSION OF PUBLIC/PRESS**

AGREED TO RECOMMEND, on the proposal of Councillor McIlveen, seconded
by Alderman Carson, that the public/press be excluded during discussion of
the undernoted item of confidential business.

***IN CONFIDENCE***

***NOT FOR PUBLICATION***

Schedule 6 – Information relating to the financial or business affairs of any particular
person (including the Council holding that information).

**RE-ADMITTANCE OF PUBLIC/PRESS**

AGREED TO RECOMMEND, on the proposal of Councillor McIlveen, seconded
by Alderman Keery, that the public/press be re-admitted to the meeting.

In respect of the response, Alderman Graham wondered if the height of the exhaust
stack would cause issues. Also, he wondered about the impact of the proposal on
the nearby airport however noted there may be another body which addressed the
issues in connection with the airport.

AGREED TO RECOMMEND, on the proposal of Councillor McIlveen, seconded
by Councillor Thompson, that the recommendation be adopted.
EXCLUSION OF PUBLIC/PRESS

AGREED TO RECOMMEND, on the proposal of Alderman Gibson, seconded by Councillor Dunne, that the public/press be excluded during discussion of the undernoted items of confidential business.

7. ITEM WITHDRAWN

8. DRAFT PREFERRED OPTION PAPER – UPDATED TEXT
   (Appendix VI)

***IN CONFIDENCE***

***NOT FOR PUBLICATION***

Schedule 6 – Information relating to the financial or business affairs of any particular person (including the Council holding that information).

9. UPDATE ON EQIA SCREENING OF LDP PREFERRED OPTIONS PAPER (Appendix VII)

***IN CONFIDENCE***

***NOT FOR PUBLICATION***

Schedule 6 – Information relating to the financial or business affairs of any particular person (including the Council holding that information).

RE-ADMITTANCE OF PUBLIC/PRESS

AGREED TO RECOMMEND, on the proposal of Alderman Gibson, seconded by Councillor Dunne, that the public/press be re-admitted to the meeting.

TERMINATION OF MEETING

The meeting terminated at 7.27 pm.
Stephen Reid  
Chief Executive  
Ards & North Down Borough Council  
Town Hall  
The Castle  
Bangor  
BT20 4BT  

17 December 2018  

Dear Stephen,

As we approach a new financial year, Retail NI, Hospitality Ulster and Manufacturing NI asks that the Council freezes or considers reducing the district rate on non-domestic properties.

Our members are experiencing huge uncertainty with Brexit, along with slow economic growth and the rising costs of running their businesses. The last thing they need is an increase in their business rates. We are urging all Councils to consider our call and not to add to the financial burden of our members.

The recent UK Budget gave independent retailers and hospitality businesses in England a third off their rate bills. Their counterparts in Northern Ireland got nothing.

Rates reform is absolutely critical to the future of the economy. Please find enclosed a copy of the ‘New Deal for Northern Ireland’, which our three organisations jointly launched recently. In this document we call for a radical reduction in business rates to support our town and city centres and to ensure small business owners can reinvest more of their own money into growing their businesses and employing more staff.

Our three organisations recognise that our eleven Councils are key players in economic development and we want to strengthen our relationship with you going forward. We would be delighted to meet with your Councillors to discuss our concerns in greater detail. Please contact Lisa McMaster at lisa@retailni.com to arrange a suitable date.

We look forward to hearing from you.

Yours sincerely,

Glyn Roberts  
Retail NI CEO

Stephen Kelly  
Manufacturing NI CEO

Colin Neill  
Hospitality Ulster CEO
Hi Pauline

The Housing Executive are planning the schedule of dates for this years' Housing Investment Plans for the Council areas for the Housing Executive to come and present the Housing Investment Plan for your area.

You indicated **10th September 2019 at 7 pm** would be available, subject to the Council approval.

I look forward to hearing from you.

Kind regards

Kelly

Kelly Cameron | Senior Administrative Officer | Secretariat | T: 028 95982752 | Ext: 82752

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Data Protection: To find out how we use your personal information and your individual rights you can view the full version of the Privacy Notice on our website [www.nihe.gov.uk/privacy_notice](http://www.nihe.gov.uk/privacy_notice)

----------------------------- IMPORTANT MESSAGE -----------------------------

The contents of this email from the Northern Ireland Housing Executive do not represent the expressed view of the Housing Executive unless that is clearly stated. It is intended only for the person(s) to whom it is addressed and is confidential. The Housing Executive does not accept any liability whatsoever for its contents (including attachments), usage or onward transmission. It may also be legally privileged and subject to internal monitoring.

----------------------------- IMPORTANT MESSAGE -----------------------------
Hi Jan

Further to your recent conversation with Pete Wray, I would like to ask Council’s permission to conduct a brief presentation / clarification session regarding the 3G pitch proposals at your earliest opportunity.

Thank you

Kindest regards

Desy Clayton

Community Development Manager

Kilcooley Community Forum Ltd
17th December, 2018

To All Local Authorities

Re: Support for the Irish Language Act in Northern Ireland

A Chara,

The members of Donegal County at their recent meeting resolved to adopt the following resolution:-

“Molaim go dtugann Comhairle Chontae Dhún na nGall tacaíocht do na héilimh ón phobal fá choinne Acht Gaeilge sna Sé Chontae agus, má éiríonn leis an rún, go scaipfear an t-eolas sin ar na páirtithe polaitiochta uilig sna Sé Chontae agus ar na Comhairlí Contae agus Cathrach uilig fríd an tír”.

“I propose that Donegal County Council support the demands from the public for an Irish Language Act in the Six Counties and if the motion is carried, that this information is circulated to all the political parties in the Six Counties and to all the City and County Councils throughout the country”.

They asked that it be forwarded to you for your attention and consideration.

Yours faithfully

Joe Peoples
Meetings Administrator
Northern Ireland Agribusiness Conference 2019
Beyond Brexit

Friday 8th March 2019 • Craigavon Civic Centre, Co. Armagh

Hosted by
Armagh City Banbridge & Craigavon Borough Council
Food Heartland

Supported by

www.agendaNi.com/events
Beyond Brexit

The agendaNl Northern Ireland Agribusiness Conference 2019 has been specifically scheduled to provide those with a strong interest in the future prospects for farming in Northern Ireland with a unique opportunity to gauge the prospects for the sector moving forward.

A panel of high-profile speakers and respected industry analysts has been gathered to provide their views on the challenges and opportunities that will confront the industry in the post-Brexit era.

Agriculture will be the sector of Northern Ireland’s economy most impacted by Brexit. Currently between 70% and 80% of the annual income generated by farmers in this part of the world is generated courtesy of the Single Farm Payment through the EU Common Agricultural Policy (CAP). Once we leave the EU, the CAP will have no bearing on farmers in Northern Ireland. What will replace the CAP and how well will this new support system be funded?

This is only a very small part of the conundrum that will confront agriculture in Northern Ireland as it looks to the future. How will the future budget be shared out among the various regions of the UK? Northern Ireland will have to fight its corner, particularly against the likes of Scotland, when it comes to securing finance.

The recent UK Agriculture Bill focuses on improving soil and water quality, enhancing biodiversity and putting conservation measures front and centre. Will these principles resonate with farmers in Northern Ireland?

Agriculture in Northern Ireland will also be at the heart of the trade dimension to Brexit. Currently over one billion litres of milk are sent south for processing each year. Add to this the millions of livestock crossing the border each year. How will Brexit impact on these trading practices that have a direct bearing on agribusiness?

Join us for what promises to be a tremendously insightful event as agriculture in Northern Ireland shapes up to go ‘Beyond Brexit’.

Exhibition opportunities

There are a number of available exhibition opportunities at this conference. This event is an excellent way for organisations to raise their profile with a key audience of senior decision-makers from across the agri-food sector in Northern Ireland. There are a limited number of high quality exhibition opportunities which will be of interest to companies and organisations with products or services they wish to promote to this key audience.

For further information on how your organisation can benefit, contact Claire Speers on +44 (0) 28 9261 9933 or email claire.speers@agendani.com

Key discussion topics

- Brexit and future agricultural policy
- Rural proofing Northern Ireland
- Research and development
- The Food Heartland
- Challenges facing the dairy industry
- Farm quality assurance
- Agriculture, environment and conservation

Food Heartland Forum

Armagh City, Banbridge and Craigavon Borough Council has identified the agri-food sector as one of its priority growth sectors and has established The Food Heartland Forum – a network of people from all parts of the sector who work together to drive the sector forward. The Forum is developing the sector by highlighting the importance of food and drink competitions and awards, as well as encouraging innovation and entrepreneurship within the agri-food industry throughout the borough.

Exhibition floorplan

[Exhibition floorplan image]
Conference programme

0830 Registration and morning coffee

0900 Conference chair: Richard Halleron, Agricultural Journalist

Welcome from the Lord Mayor of Armagh City, Banbridge and Craigavon Borough Councillor Julie Flaherty and Eoin Donnelly, Agribusiness Manager, First Trust Bank

Overview: Agriculture and food in Northern Ireland
Richard Halleron, Agricultural Journalist

The farming perspective from Scotland
Scott Walker, Chief Executive, NFU Scotland

Rural proofing Northern Ireland
Professor Sally Shortall, Duke of Northumberland Chair of Rural Economy, Newcastle University

The Food Heartland of Northern Ireland: Promoting the local agri-food sector
Roger Wilson, Chief Executive, Armagh City, Banbridge and Craigavon Borough Council

Brexit: Potential challenges for agricultural governance across the UK
Dr Mary Dobbs, Agricultural Law Lecturer, Queen’s University Belfast

Questions & answers / Panel discussion

1115 Coffee / networking break

1145 Research and development: Looking to the future
Dr Elizabeth Magowan, Director of Sustainable Agri-Food Sciences Division Agri-Food and Biosciences Institute

Farm quality assurance in Northern Ireland
Ian Stevenson, Chief Executive, Livestock and Meat Commission Northern Ireland

Future opportunities for the dairy industry
Nick Whelan, Chief Executive, Dale Farm

Agriculture: The environment and conservation
John Martin, Nature Matters NI

Questions & answers / Panel discussion

1300 Conference lunch, exhibition viewing and networking

1400 Panel discussion: How do we survive as an all-island food industry after Brexit?

Declan Billington, Chief Executive, John Thompson & Son Ltd
Conall Donnelly, Director, Northern Ireland Meat Exporters Association
Angus Wilson, CEO, Wilson’s Country
Mike Johnston, Chief Executive, Dairy Council for Northern Ireland
Speaker TBC

1530 Conference close
I wish to:

☐ Reserve ____ places at the Agribusiness Conference
Delegate fee £210 + VAT @ 20% = £252

☐ Receive details of exhibition opportunities at the conference

Delegate details
Name (Mr/Mrs/Miss/Ms/Dr): ____________________________
Job title: ____________________________
Organisation: ____________________________
Address: __________________________________________
_________________________________________ Post code: __________
Telephone: ____________________________
Email: ____________________________

Payment options
☐ I enclose a cheque for £__________________________
  Payable to ‘BNI Business Services’
☐ Please invoice me
☐ Please debit my Visa / Mastercard

Card number
__________________________ __________________________

Name of card holder ____________________________

Signature ____________________________

Expiry date ____________________________

Security code ____________________________

(Please provide card billing address if different from company address)

Cancellations / substitutions
For those unable to attend, a substitute participant may be sent at any time for no additional charge. Alternatively for cancellations received in writing, by fax or email, the following charges will apply:

- More than 14 days before the conference: 25% fee
- Less than 14 days before the conference: 100% fee
- Failure to attend: 100% fee

Acknowledgement of registration
Confirmation of registration will be sent to all delegates. Joining instructions will be sent out following receipt of registration details. If you have not received your acknowledgement within 48 hours, please contact us at registration@agendaNi.com to confirm your booking.

You can unsubscribe from receiving information at any time. Please let us know by emailing info@agendaNi.com or phoning 028 9261 9933.

Who should attend?
This conference should be attended by key stakeholders from across the agriculture and food industries, and wider economic sectors in Northern Ireland. This will include:

- Government departments and agencies
- Representative groups in agriculture and food
- Agricultural producers
- Food processing companies
- Economic policy-makers
- Legal and financial advisors
- Consultants advising agri-food industry
- Agricultural and food science educators
- Local government officers and councillors
- NGOs and community organisations
- Rural interest groups
- Academics and researchers

Benefits of attending
Delegates attending the conference will:

- Discuss the impact of Brexit on the farming industry
- Meet with fellow industry professionals
- Understand the challenges & opportunities facing the local agri-food industry
- Gain an in-depth understanding of the strategies for the long-term growth in agri-food
- Get an overview of global agricultural and food security issues

How to register

🏠 Online
www.agendaNi.com/events

✉️ By email
registration@agendaNi.com

📞 By telephone
+44 (0)28 9261 9933
Dear Stakeholder,

I am pleased to announce that we have opened our public consultation on our draft Forward Work Programme 2019-20.

The draft Forward Work Programme 2019-20 lists the activities that we propose to do during that financial year. It can be found at:

http://www.consumercouncil.org.uk/policy-research/publications/consumer-council-draft-forward-work-programme-201920

We would particularly welcome views on:

- Whether we have identified the right projects/strategic goals;
- Any objections to our proposed projects/strategic goals; and
- Any other comments that you may have.

To aid this consultation process, we have set up a SurveyMonkey questionnaire by which you can log your response:

Draft Forward Work Programme 2019-2020: https://www.surveymonkey.co.uk/r/ConsumerCouncilFWP201920

Or you can provide written responses to Siobhan Rafferty: siobhan.rafferty@consumercouncil.org.uk

We would be grateful if we could receive comments by 31 January 2019.
We intend to hold a meeting during the consultation period, on 23 January 2019 at 2pm, at our offices. This will provide an opportunity to discuss the draft Forward Work Programme. Please let Siobhan know before 19 January 2019 if you wish to attend.

Thank you,

John French
Chief Executive

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Ards and North Down Borough Council

<table>
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<td>30 January 2019</td>
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<td>Responsible Director</td>
<td>Chief Executive</td>
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<td>Responsible Head of Service</td>
<td>Community Planning Manager</td>
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<td>Subject</td>
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<td>Attachments</td>
<td>Review of the Family and Childcare Formula - consultation and completed response document</td>
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The Health and Social Care Board (HSCB) is currently consulting on the proposed changes to the Family & Childcare Model of the Regional Capitation Formula. They have asked us to consider the proposed changes in the context of our responsibility for community planning.

The HSCB is responsible for the Regional Capitation formula used as the benchmark in resource allocation to Local Commissioning Groups (LCG). Each programme of care has a formula which calculates the relative need for resources across locality areas, taking account of differences in age, gender and socio-economic factors. Two further adjustments are then undertaken to reflect the unavoidable cost differences associated with rurality and economies of scale. All elements are combined to provide an overall weighted capitation share for each locality.

The capitation formula is also used to inform the most equitable split of available resources for HSCB and Department of Health (DoH) across Local Commissioning Group area.
The elements of the formula are reviewed and updated periodically. A new formula for Family & Childcare has been developed. The proposed formula examines relative not absolute need for resources. When any element of the formula is reviewed, it does not result in additional resources being identified to that programme but informs a fairer distribution of the available resources to LCG.

The Capitation Formula Review Group have overseen the work undertaken in all areas of this review. It has also been collaboratively peer reviewed by an academic expert in this field from the University of Manchester.

RECOMMENDATION

It is recommended that the attached response from Ards and North Down Borough Council is submitted to the Health and Social Care Board.
Consultation on the proposed changes to the Northern Ireland Regional Capitation Formula

Review of the Family & Childcare Formula – Consultation & Response Document

December 2018
**Accessibility Statement**

Any request for the document in another format will be considered.

Any request for the document in another language will be considered.

**Cantonese**

該文件的任何要求用另外一種語言表述，我們也會予以考慮

**Hungarian**

Figyelembe kell venni bármely, a dokumentum más nyelven történő biztosítására vonatkozó kérelmet.

**Latvian**

Tiks izskatīti visi pieprasījumi iesniegt dokumentu citās valodās

**Lithuanian**

Bus atsižvelgta į visus prašymus pateikti dokumentą kita kalba

**Mandarin**

任何要求以其他语言提供该文件的请求都将予以考虑

**Polish**

Prośby o udostępnienie niniejszego dokumentu w innych wersjach językowych zostaną rozpatrzone.

**Portuguese**

Será tido em consideração qualquer pedido do documento noutro idioma

**Romanian**

Va fi luată în considerare orice solicitare privind furnizarea documentului în altă limbă

**Russian**

Любой запрос о предоставлении документа на другом языке будет принят к рассмотрению

**Slovak**

Zvážime každú žiadosť o poskytnutie dokumentu v inom jazyku

**Tetum**

Hahusuk ruma atu dokumentu ida-ne’e bele disponível mós iha lian seluk sei hetan konsiderasaun.
Email Contact: capitationformula@hscni.net

Written: Consultation on Proposed Changes to Northern Ireland Weighted Capitation Formula
Finance Directorate
Health and Social Care Board
12-22 Linenhall Street
BELFAST
BT2 8BS

Telephone 0300 555 0115
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*Appendix 1*

*Freedom of Information Act 2000 – Confidentiality of Consultations*
A – Consultation Summary Document

1 CAPITATION FORMULA OVERVIEW

**Introduction**

1.1 This report is a summary of the Family & Childcare capitation formula review. It is not a technical discussion paper. Those wishing a fuller analysis should refer to the document titled “Proposed Changes to the Northern Ireland Weighted Capitation Formula – Review of the formula for Family & Childcare”.

1.2 The Capitation Formula has been used to inform Health & Social Care resource allocation to localities since 1994. The Health & Social Care Board are responsible for the maintenance and development of the Formula.

1.3 Health and Social Care services are commissioned across five Local Commissioning Group (LCG) areas. Each Local Commissioning Groups’ fair share of available resources is determined by the formula, based primarily on its population size which is then adjusted for age/gender mix and the additional needs profile of the population.

1.4 The formula update and maintenance is carried out by the Capitation Formula Review Group (CFRG). CFRG is a multidisciplinary group with representatives from the Department of Health (DoH), the Health and Social Care Board (HSCB) and the Public Health Agency (PHA).

1.5 Demands for health and social care are greater than the resources available. Therefore, the formula cannot guarantee that all health and social care needs are met. This helps measure whether funding is being applied equitable across populations.

**The Current Formula**

1.6 The primary purpose of the formula is provide fair shares which can be used to inform resource allocation and equity assessments. The HSCB carries out regular equity
reviews comparing planned / actual expenditure by LCG with fair shares. The Capitation Formula can also provide a direction of travel for strategic investment decisions.

1.7 The formula is based on a Programme of Care (PoC) approach. There are nine PoCs as listed below:

- PoC 1 – Acute Services
- PoC 2 – Maternity & Child Health
- PoC 3 – Family & Childcare
- PoC 4 – Older People
- PoC 5 – Mental Health
- PoC 6 – Learning Disability
- PoC 7 – Physical Disability
- PoC 8 – Health Promotion
- PoC 9 – Primary Health & Adult Community

1.8 Each PoC has an associated formula which comprises of three elements:

- Relevant Population – The client group on which the PoC is based;
- Age/ Gender weighting – Compensating for the effects of Age/Gender structure on the Health and Social Care needs of a population;
- Additional Needs Weighting – Differential needs for services are likely to be due to socio economic factors e.g. deprivation. The relevant factors are chosen for each PoC.

1.9 The PoC formulae are consolidated. Two adjustments are then undertaken;

- Rurality – The additional cost of providing services in urban/rural areas
- Economies of Scale adjustment – The scale effect of hospital and community infrastructure.

1.10 The resulting formula establishes the LCG fair share of available resources based on relative, not absolute, need. Further information on the population and need index information for each PoC can be found in Appendix 3 of the report ‘Proposed Changes to the Northern Ireland Weighted Capitation Formula’.
Work Programme

1.11 Since its inception in 1994, in addition to annual updates of demographic and financial information, CFRG has carried out periodic reviews of individual elements of the formula. Such a review takes a number of years and involves a detailed data collection process and complex technical statistical analysis. The Family & Childcare Programme of Care has now been updated with work on Learning Disability and Acute Services ongoing.

1.12 This report is a summary of the Family & Childcare formula review. It is not designed to be a technical discussion and those wishing a fuller analysis should refer to the document titled “Proposed Changes to the Northern Ireland Weighted Capitation Formula – Review of Family & Childcare Model”.

1.13 There were a number of objectives to updating the current formula for Family & Childcare including:

- the provision of a formula which was more reflective of the current service model
- a formula based on more up to date activity and cost data
- a formula which took account of current statistical modelling techniques.

1.14 It was recognised from the outset that achieving these objectives would be extremely challenging given the significant data collection exercise required. Nevertheless, Directors of Social Care supported the prioritisation of this work given the anticipated value of an improved and updated formula.

1.15 The formula review has recommended a new set of needs variables. The Family & Childcare Advisory Group, with representation from each of the 5 HSC Trusts and a collaborative peer reviewer have overseen the process from the outset. However, a limited consultation will still take place with Health and Social Care Trusts (HSCTs) and the Family & Childcare Community & Voluntary sector. The consultation will also be available on the HSCB website to ensure any other interested parties are given an opportunity to respond to the proposed changes.
2 The Review of the Family & Childcare Formula

Family & Childcare Overview

2.1 Approximately 6% of joint HSCB/PHA resources are spent on the Family & Childcare programme of care. A review of the Family & Childcare model was prioritised in the Sixth Capitation Report. The current formula was produced for the Fourth Report (2004) with needs variables taken from 2001 population census. The utilisation data was extracted from SOSCAR on two dates in 2002 with an uncosted statistical model selected as the best statistical fit. Updates for population changes have been carried out on an annual basis.

2.2 The Family & Childcare formula is concerned with activity and resources relating to the provision of Social Services support for families and/or children including adoption, fostering, family centres and social work support for families and children in need.

2.3 The Family & Childcare service model has changed since 2002, with the aim to support the child and family in a home environment and less reliance on institutional care. This was recognised in the Sixth Capitation report with a recommendation made to update the formula needs variables.

Methodology to update Formula

2.4 As with all other capitation formula reviews, data collected on the use of services (after adjusting for policy, supply, age and gender effects), was taken as a proxy for need. Through statistical regression analysis, the variation in the utilisation of services was studied across Super Output Areas (SOAs) to determine which needs variables best explained the differences in the levels of need which were being observed.

2.5 There were a number of steps involved in the formula review:

- Activity Data Scoping
- Activity Data Collection & Quality Assurance
CONSULTATION RESPONSE DOCUMENT

- Activity Data Costing
- Collection of Potential Needs Drivers and creation Access Related Variables
- Statistical Modelling
- Selection of Preferred Option

2.6 A Family & Childcare Advisory Group was established to support the review of the formula. The Group membership consisted of Service Professionals, Information and Finance representatives from each of the HSC Trusts as well as the HSCB.

**Activity Data Scoping**
2.7 The Advisory group carried out a scoping exercise to examine the potential to collect a dataset for the Family & Childcare review. Activity data would be required at person level covering the health & care number, date of birth, gender and home postcode for each time the person accessed a service.

2.8 A subset of the full range of services reported under the Family & Childcare programme of care was agreed as the basis for the review. This decision was based on the ability to capture the data at the necessary person level of detail, the materiality of spend and the consistent availability across Trusts.

2.9 A key objective was to capture activity data relating a minimum of 70% of the PoC spend in line with a Department of Health requirement, and this was achieved.

2.10 Extensive discussion took place within the Advisory and Technical group on whether Sure Start data should be included in the formula review. This service is not funded by Health and is targeted at areas of high deprivation. Agreement was reached that the data would be collected, and model options developed with and without Sure Start activity, with the ‘best fit’ option chosen.

**Activity Data Collection**
2.11 To reduce the manual burden on Trusts, data queries were written to extract the majority activity for social work and residential facilities from a central database. Test downloads were carried out and quality assured by the Trusts before a final download and quality assurance exercise was undertaken.
2.12 A manual exercise was required by two of the Trusts for a small element of social work activity.

2.13 The electronically downloaded and manually collected activity data was consolidated in one dataset. This contained 149,915 rows of activity across a range of service areas, the detail of which is can be accessed in the full report.

**Data Costing**

2.14 A costing methodology was developed using an approach agreed with Trust Finance representatives from the Advisory Group. Two separate cost bases were created for each service and applied to the activity data:

- Northern Ireland average costs
- Trust actual costs.

Regression analysis was undertaken on both cost bases to ensure that variations in historic spend patterns had no impact on LCG fair shares.

2.15 From the consolidated dataset with costs applied, relative population average costs for each gender and age band were calculated as shown in Figure 1:

*Figure 1: Age cost curve for Family & Childcare using NI average costs*

2.16 The current model age cost curve stopped at age 19 with the new model, as seen in Figure 1, extending to much older ages. This is more reflective of the Family & Childcare service as practitioners on the ground engage with adults as well as children.
Collection of Potential Needs Drivers and creation of Access Related Variables

2.17 A process to identify variables which explain the variation in additional needs to the expected level, as well as the impact the supply of a service has on the volume utilised, was carried out at Super Output Areas. These variables fall into three types:

- Socio Economic Variables – needs variables
- Supply variables
- Policy – Geography dummy variables

2.18 In an effort to reduce the time taken to produce models, the variables were correlated with each other, identifying a number of highly significant correlations. Of these correlated variables, those which best displayed the strongest correlation with the variation in service utilisation were kept in the dataset.

Statistical Modelling

2.19 Statistical regression analysis of the dataset took place with a number of model options produced:

- Current Model: Replication of the current model with variables selected to be as close as possible to those on which current model based.
- Informed Model Approach: A model developed using variables identified by the Family & Childcare Advisory Group as best explaining the need for Family & Childcare services.
- Full set of Needs Variables Approach: Statistical modelling approach based on modelling a large selection of all available variables from sources such as the 2011 census, NISRA and the Northern Ireland index of Deprivation.
- Guided Model approach: Modelling full set of need variables with iterations considered at each stage of the process.

2.20 A collaborative Peer Review of the model development was undertaken by an academic expert in this field from the University of Manchester.

---

1 William Whittaker, Research Fellow in Health Economics, University of Manchester
2.21 Each of the modelled options represents an improvement on the current model for Family & Childcare. The utilisation data is more up to date with coverage from all Trust areas. The reliance on uncosted client data was a limitation of the current model and this has been replaced by a fully costed dataset.

**Selection of Preferred Option**

2.22 In determining the preferred model, consideration of the model results against statistical criteria was carried out i.e. adjusted R$^2$ - how well the model explains the need, the standardised estimate score which measures how much each of the variable impact on the result and P score which sets the statistical significance of that variable within the formula. Other factors to consider were the number of variables in the model, with a target range of 4-7 and professional input - whether the results reflected their expectations on the drivers for need.

2.23 Based on these criteria, the Guided Model based on Northern Ireland average costs with Sure Start included, was then identified as the preferred and recommended model.

2.24 Table 1 sets outs the needs variables included in the preferred model:

<table>
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<tr>
<th>Needs Variable</th>
<th>Standardized Estimate</th>
<th>P</th>
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<tr>
<td>Crime Sub-Domain (Rank)</td>
<td>-0.24389</td>
<td>&lt;.0001</td>
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<tr>
<td>Education, Skills and Training Domain Rank (where 1 is most deprived)</td>
<td>-0.27799</td>
<td>&lt;.0001</td>
</tr>
<tr>
<td>Rate of Job Seekers Allowance</td>
<td>0.17262</td>
<td>&lt;.0001</td>
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<tr>
<td>Rented from: Private landlord or letting agency (%)</td>
<td>0.10333</td>
<td>0.0002</td>
</tr>
<tr>
<td>Proportion of pupils attending Special Schools or who are attending post-primary schools with Special Education Needs Stages 3-5 (%)</td>
<td>0.12895</td>
<td>&lt;.0001</td>
</tr>
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</table>

2.25 The adjusted R$^2$ score was 55% which is in the acceptable range for this type of modelling work. The P score for each of the variables was less than 0.05 indicating
their statistical significance. Where the standardised estimate score is a negative, a score of 1 of shows the highest level of deprivation.

**Shortfall – Unmet Need Test**

2.26 The final model testing stage, specified for inclusion in CFRG model development, was the test for unmet need on the preferred option. This test looks for changes in the pattern of predicted need in the most deprived areas.

2.27 This test showed that there was a much stronger relationship between the needs indices and deprivation in the dataset when the Sure Start activity was included. This test showed a significant increase in the needs index in the most deprived areas when the Sure Start activity was included. This can be taken to indicate that the model is not “falling off” in the deprived areas and is directing more resources towards the most deprived areas.
3 CONCLUSION

3.1 This review of the Family & Childcare formula has provided a comprehensive dataset covering more than 70% of expenditure areas. Detailed quality assurance and review of the data by the multidisciplinary Advisory Group ensured the dataset finalised by CFRG was sufficiently robust to inform an updated capitation formula more reflective of the current pattern of service delivery.

3.2 A number of model options were developed through statistical regression analysis. Consideration and testing for the impact of Sure Start activity and costs, as well as Northern Ireland average cost base as opposed to a Trust cost, on the model fit was carried out.

3.3 In determining the preferred model, consideration of the statistical results against a number of statistical criteria took place. Professional input was also considered – whether the needs variables reflects professional expectation on the pattern and drivers for need of services. A shortfall test for unmet need was carried out as a final stage.

3.4 This resulted in the ‘Guided Model, with Northern Ireland average costs and Sure Start included’ being identified as the preferred and recommended model for the Family & Childcare element of the Capitation formula. The proposed formula now meets the 3 key objectives of

- the provision of a formula which is more reflective of the current service model
- a formula based on up to date activity and cost data
- a formula taking account of current statistical modelling techniques

3.5 This has been approved by HSCB Senior Management Team.

3.6 We now seek your views on the inclusion of the ‘Guided Model, with Northern Ireland average costs and Sure Start included’ in the 2019/20 Regional Capitation Formula.
GLOSSARY OF TERMS

Additional Needs Weighting - Two populations of the same size and structure can have a different need for services due to a differing underlying morbidity i.e. such as that caused by deprivation levels. A statistical model is used to calculate this additional needs weighting which is then combined with an age/gender weighting to produce a single composite weighted population share.

Adjusted $R^2$ - This is a modification of the $R^2$ test and is again used to determine the quality of a fit of a model (See $R^2$ in this Annex). The addition within the adjusted $R^2$ is that it takes into account the number of variables included with the model, when evaluating the quality of the fit.

Capitation Formula Review Group (CFRG) - The CFRG is a multi-disciplinary group drawn from both the Department of Health Social Services and Public Safety (DHSSPS) and Health and Social Care Board (HSCB) which has been tasked with responsibility for the Northern Ireland Weighted Capitation Formula.

Commissioners – A term used to describe organisations or groups who have been given responsibility for the commissioning of Health and Social Care. Commissioning involves identifying local Health and Social Care needs, making agreements with service providers to deliver services, and monitoring outcomes.

Confidence Intervals - Confidence intervals can be used to indicate the reliability of an estimate. Instead of estimating a parameter by a single value, a confidence interval gives an estimated range of values which is likely to include a known population parameter (an interval of 90% has been used as this was the standard level used in English work). The smaller the interval is the more reliable the estimate will be. This provides a means of assessing how accurate an area’s allocation will be.

Differential Need - Different populations may have a different need for Health and Social Care services, due to need-related factors. This can be caused by factors including deprivation and travelling times in rural areas.

Economies / Diseconomies of Scale - Costs for organisations change as they increase or decrease in size. Although there are additional costs for larger operations, scale benefits in productivity occur as efficiency increases forcing unit costs down. Similarly smaller organisations can have higher costs associated with their operations as their costs of production are spread across a lower output.

Fair Share - The aim of the regional allocation formula is to determine each commissioner’s fair share of the available resources that are available. This is based upon population size, age/gender and additional needs profile of that population.

Health and Social Services Board - Organisation responsible for commissioning Health and Social Care services for the resident population.

HRG – Health Resource Grouper - Standard groupings of clinically similar treatments which use common levels of healthcare resource. They enable comparison within and between different organisations and provide an opportunity to benchmark treatments and services to support trend analysis over time.

Local Commissioning Groups – committees of the regional Health and Social Care Board and are comprised of GPs, professional Health and Social Care staff and community and elected representatives. Their role is to help the Board arrange or commission Health and Social Care services at local level.

Mid-Year Estimates (MYEs) - These are estimates of the size, age and sex of the population of Northern Ireland. The MYE has an integral role in ensuring that the Department’s Capitation Formula is reflective of the most up to date estimate of the population base.

Northern Ireland Statistics and Research Agency (NISRA) - The official statistics organisation in Northern Ireland, which provides a considerable amount of the information used in the Capitation Formula. This includes Census figures, data on births and deaths, and information relating to demographic trends.

Regression analysis – This is a method used to identify which independent variables best explain the observed variation of the dependent variable. This process of regression analysis determines which factors are the most significant, and which combinations best explain the variation of the dependent variable. This approach statistically determines which factors are important which should be disregarded, and establishes how these factors influence and interact with each other.

- **Dependent Variable**: This is the main factor to be explained or predicted – i.e. the variation from the expected utilisation
- **Independent Variables**: These are the factors which may have an impact on the dependent variable e.g. census data, social security benefit uptake

Rurality - This term is a measure of the rural nature of an area. Using this term allows a correction to be made to account for any extra costs incurred in delivering services to that area

R² - The coefficient of determination, this is a statistic which can be used to determine the quality of the fit of a model to the data being modelled. Where a value of R²=1 indicates that the fit is perfect.

Standardised Mortality Rate (SMR) – The standardised mortality rate is used to compare the mortality of a particular sub-group of the population relative to a standard, adjusting for differences in population age structures. It is calculated by applying the age-sex specific rates from the standard population to the sub-group to obtain the “expected” number of deaths and comparing the actual number of deaths in the latter with the expected number.
Super Output Areas (SOAs) – Northern Ireland is split into 890 of these. Each of these areas has population sizes of between 1,300 and 2,800. They were described by NISRA for the 2001 census and are used in statistical analysis on a wide range of government and academic studies.

Unmet Need - This is a concept that there may be an under-utilisation of services in certain areas which can lead to underfunding issues for the areas in question. This is a key idea in resource allocation and of prime importance when targeting resources at those who need them most.

Variables – Within this modelling a variable is a measurable characteristic or feature that will vary from one SOA to the next, allowing the differences between each to be studied.

Weighted Capitation Formula - The formula used to calculate the fair share of resources for each of the Health and Social Care commissioners within Northern Ireland. This is based on population size, the age gender profile of that population the additional needs profile and other factors such as the Rurality of the area.
B - Responding to this Consultation

The purpose of this document is to consider the proposed changes to the Northern Ireland weighted Capitation Formula. This consultation process offers an opportunity for all stakeholders to consider and comment on the proposed changes. You can respond to this consultation by e-mail or letter.

Before you submit your response, please read Appendix 1 about the effect of the Freedom of Information Act 2000 on the confidentiality of responses to public consultation exercises. If you require the documents in another format or language please use the contact details below.

Responses should be sent to:

E-mail: capitationformula@hscni.net

Written:  
Consultation on proposed changes to Northern Ireland Weighted Capitation Formula  
Finance Directorate  
Health and Social Care Board  
12-22 Linenhall Street  
Belfast  
BT2 8BS  

Telephone: 0300 555 0115

Responses must be received no later than 5.00pm on Friday 15th February 2019.
CONSULTATION RESPONSE DOCUMENT

C - YOUR VIEWS - THE CONSULTATION RESPONSE QUESTIONNAIRE

The questionnaire can be completed by an individual, health or social care professional, stakeholder or member of the public; or it can be completed on behalf of a group or organisation.

Please tell us if you are responding on your own behalf or for an organisation by placing a tick in the appropriate box:

I am responding:

- As an individual
- As a health and social care professional
- On behalf of an organisation

(Please tick one option)

<table>
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<tr>
<th>Name:</th>
<th>Patricia Mackey</th>
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<tbody>
<tr>
<td>Job Title:</td>
<td>Community Planning Manager</td>
</tr>
<tr>
<td>Organisation:</td>
<td>Ards and North Down Borough Council</td>
</tr>
<tr>
<td>Address:</td>
<td>Town Hall, The Castle, Bangor, BT20 4BT</td>
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<tr>
<td>Telephone:</td>
<td>0300 013 3333</td>
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<td>Fax:</td>
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</tr>
<tr>
<td>E-mail:</td>
<td><a href="mailto:Patricia.mackey@ardsandnorthdown.gov.uk">Patricia.mackey@ardsandnorthdown.gov.uk</a></td>
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</tbody>
</table>

May we contact you should clarification be required on your response?

Yes ✓ or No [ ] (please tick a box)
1. There are differences in the level of need for Family & Childcare services across Local Commissioning Groups. Should the Capitation Formula be adjusted for this difference?

Yes ☑️  No ☐  Unsure ☐

Please comment below:

The Big Plan for Ards and North Down (aka the Community Plan) is being implemented using an outcomes framework where data and evidence should be prioritised when designing services and allocating resources. Equity of services should be promoted over equality to ensure that people most in need have the support they require to maintain their wellbeing.

We would support the capitation formula being adjusted to ensure that those most in need of the services receive them.

2. The Family & Childcare Formula has been revised with more recent activity data than contained in the current model (based on data from 2004). Do you think it is important to update the formula for changes in the profile of Family & Childcare services in Northern Ireland?

Yes ☑️  No ☐  Unsure ☐

Please comment below:

It is important that the data used to make decisions and allocate resources is as up to date as possible. It is also important that the model used to is accurate in terms of the services available.
3. The different age cost profiles of Family & Childcare service users are shown in Figure 1, page 9. Should the Family & Childcare formula be adjusted for the different costs of providing services to different ages?

Yes ☐ No ☐ Unsure ✓

Please comment below:

While we accept that resources are finite and that demand for services outweighs the resources available, cost should be used as the sole reason why a service is provided or not. Need (and potential outcomes) should be the primary factor within the model for determining support.

4. Table 1, page 11, sets out the variables which drive the need for Family & Childcare services, for example rented from Private landlord or letting agency. Should an adjustment be carried out to crude population for these additional needs variables?

Yes ☐ No ☐ Unsure ✓

Please comment below:
5. The Acute and Learning Disability Formulae are being reviewed at present. Are there any areas of priority you would like to see taken forward in the Capitation work programme in the future?

Yes [ ] No [✓]  

Please comment below:


6. Are there any other comments you would wish to make?

Yes [ ] No [✓]  

Please comment below:


Equality implications

This policy has been screened for equality implications as required by Section 75 of the Northern Ireland Act 1998 and for compliance with human rights and disability legislation.

Documentation to evidence the screening has been produced and is publicly available [http://www.hscboard.hscni.net/get-involved/consultations/](http://www.hscboard.hscni.net/get-involved/consultations/)

Please let us know if you are satisfied with the content of the screening exercise and if all relevant equality issues have been identified. If not we would be interested in your reasons for this.

Yes ☑ No

Comments:

1. Do you have any suggestions on how the proposals could better promote equality of opportunity, human rights or goods relations? If yes, please provide details.

Yes ☐ No ☑

Comments:
Responses must be received no later than 5.00pm on Friday 15th February 2019.

Responses can be emailed to: capitulationformula@hscni.net

Thank you for your comments.
Freedom of Information Act 2000 – confidentiality of consultations

The Health and Social Care Board will publish a summary of responses following completion of the consultation process. Your response, and all other responses to the consultation, may be disclosed on request. The Health and Social Care Board can only refuse to disclose information in exceptional circumstances. Before you submit your response, please read the paragraphs below on the confidentiality of consultations and they will give you guidance on the legal position about any information given by you in response to this consultation.

The Freedom of Information Act gives the public a right of access to any information held by a public authority, namely, the Health and Social Care Board in this case. This right of access to information includes information provided in response to a consultation. The Health and Social Care Board cannot automatically consider as confidential information supplied to it in response to a consultation. However, it does have the responsibility to decide whether any information provided by you in response to this consultation, including information about your identity should be made public or be treated as confidential.

This means that information provided by you in response to the consultation is unlikely to be treated as confidential, except in very particular circumstances. The Lord Chancellor’s Code of Practice on the Freedom of Information Act provides that:

- the Health and Social care Board should only accept information from third parties in confidence if it is necessary to obtain that information in connection with the exercise of any of the Health and Social care Board functions and it would not otherwise be provided;
- the Health and Social Care Board should not agree to hold information received from third parties “in confidence” which is not confidential in nature;
- acceptance by the Health and Social Care Board of confidentiality provisions must be for good reasons, capable of being justified to the Information Commissioner.

For further information about confidentiality of responses please contact the Information Commissioner’s Office (or see web site at: http://www.informationcommissioner.gov.uk/).
ITEM 13

Ards and North Down Borough Council

<table>
<thead>
<tr>
<th>Report Classification</th>
<th>Unclassified</th>
</tr>
</thead>
<tbody>
<tr>
<td>Council/Committee</td>
<td>Council</td>
</tr>
<tr>
<td>Date of Meeting</td>
<td>30 January 2019</td>
</tr>
<tr>
<td>Responsible Director</td>
<td>Director of Organisational Development and Administration</td>
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<tr>
<td>Responsible Head of Service</td>
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<tr>
<td>Date of Report</td>
<td>08 January 2019</td>
</tr>
<tr>
<td>File Reference</td>
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<td>Legislation</td>
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<td>Section 75 Compliant</td>
<td>Yes ☒ No ☐ Not Applicable ☐</td>
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<tr>
<td>Subject</td>
<td>All Party Group on Sustainable Development</td>
</tr>
<tr>
<td>Attachments</td>
<td>Letter from Sustainable NI</td>
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<tr>
<td></td>
<td>Global Goals Local Action Report</td>
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</table>

A letter has been received from Mr Andrew Cassells, Chair, Sustainable NI, proposing that an All Party Group on Sustainable Development should be formed across the 11 councils. This group would be an Elected Members ‘Champion’ Group for Sustainable Development.

It is anticipated that the group would meet on a quarterly basis with the first meeting expected to be in March 2019. Date, time and location be to be agreed.

Mr Cassells is requesting that 2 Elected Members from Ards and North Down Borough Council are nominated to sit on this new group.

**RECOMMENDATION**

It is recommended that 2 Members are nominated to sit on the All Party Group on Sustainable Development
Councillor Richard Smart
Mayor’s office
Ards and North Down Borough Council
Town Hall
The Castle
Bangor
BT20 4BT

19 December 2018

Dear Mr Mayor

Development of an All Party Group on Sustainable Development

Sustainable NI, Nilga and Institution of Civil Engineers recently organised an event entitled Global Goals, Local Action (23 November 2018, Coffee Cure, Bangor), hosted by Ards and North Down Borough Council. The event was to raise awareness of the 17 international Sustainable Development Goals and how they are being, and could be, implemented at a local level.

The event included a range of speakers covering topics such as Sustainable Tourism, Planning and Resilience, Sustainable Food and Responsible Business. A copy of the report summarising the event has been included with this letter and the presentations are available via the Sustainable NI website – under SD Forum (registration is required).

This event was developed in association with Nilga and was therefore designed for Elected Members. We had 21 members from across Northern Ireland in attendance. However, the event was not solely for members and other council officers and public sector representatives attended along with the private sector.

A further aim of the event is to develop an All Party Group on Sustainable Development. This group would be an Elected Members ‘Champion’ Group for Sustainable Development.

I would expect this group to meet on a quarterly basis with the first meeting expected to meet in March 2019. Date, time and location be to be agreed.
This first meeting will be chaired by Mr Andrew Cassells, Chair, Sustainable NI.

I am writing to request for 2 Elected Member volunteers from your council area to sit on this new group. I would ask that these members have a keen interest for Sustainable Development and that perhaps they attended the event on Friday 23 November 2018 (although this is not essential).

I appreciate that elections are pending in May and we may need new volunteers following this but I feel that it is more worthwhile to progress things for now.

If you would like any additional information or to discuss further please contact Emma Adair emma@sustainableni.org.

Sincerely,

Andrew Cassells
Chair, Sustainable NI

Cc Chief Executive
Moderator: Dr Cara Augustenborg

Speakers:
Andrew Cassells, Chair, Sustainable NI
Councillor Eddie Thompson, Deputy Mayor Ards & North Down Borough Council
David Lindsay, Director of Environment, Ards & North Down Borough Council
Michael Ewing, Coordinator of the Irish Environmental Network - Keynote
Dr Susann Power, Ulster University – Sustainable Tourism
Pete Gray, Arup/ICE - Planning & Resilience
Gillian McKee, BITCNI – Responsible Business
Alan McVicker, Strategic Investment Board/Circular Economy Steering Group – Resource Management
Tom Andrews, Sustainable Food Cities – Sustainable Food
Colin Jess, Social Enterprise NI – Responsible Procurement

All presentations will be available via Sustainable NI website (www.sustainableni.org) – under SD Forum, Resources. If you do not have log in details please contact emma@sustainableni.org,
**Background to the SDGs**

The Sustainable Development Goals (SDGs) are a call for action by all countries – poor, rich and middle-income – to promote prosperity while protecting the planet. They recognize that ending poverty must go hand-in-hand with strategies that build economic growth and address a range of social needs including education, health, social protection, and job opportunities, while tackling climate change and environmental protection.

On 1 January 2016, the 17 Sustainable Development Goals (SDGs) of the 2030 Agenda for Sustainable Development — adopted by world leaders in September 2015 at an historic UN Summit — officially came into force. Over the next fifteen years, with these new Goals that universally apply to all, countries will mobilize efforts to end all forms of poverty, fight inequalities and tackle climate change, while ensuring that no one is left behind.

The SDGs build on the success of the Millennium Development Goals (MDGs) and aim to go further to end all forms of poverty.

Audience breakdown

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<th>Category</th>
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<tr>
<td>Local Authority</td>
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<td>Officers</td>
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<tr>
<td>Other Public Sector</td>
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<td>Private Sector</td>
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<td>Education</td>
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</tr>
<tr>
<td>Other/unknown</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>61</strong></td>
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</tbody>
</table>

Summary of Presentations

All presentations will be available via Sustainable NI website ([www.sustainableni.org](http://www.sustainableni.org)) – under SD Forum, Resources. If you do not have log in details please contact emma@sustainableni.org

The following report summarises these presentations, questions & answers and table discussions.

**Welcomes**

Dr Cara Augustenborg welcomed attendees to the event.

‘An honour to facilitate this event’.

#LocationActionNI
Andrews Cassells, Chair, Sustainable NI introduced Sustainable NI. One of the aims of the event was to develop an All Party Group on Sustainable Development comprising of elected members from all 11 councils to be Sustainable Development ‘Champions’.

Councillor Eddie Thompson, Deputy Mayor of Ards and North Down Borough Council welcomed attendees to the iconic venue, Coffee Cure and to Ards and North Down Borough Council region. He highlighted the importance of looking at the power Council’s have and how they can be used to make local changes which will influence the wider sustainability agenda.

David Lindsay, Director of Environment, Ards & North Down Borough Council introduced the audience to the on-going work on sustainability at Ards and North Down Borough Council.
Summary:

- Sustainable Development must begin with strategic intent
- Ards and North Down Borough Council have a comprehensive recycling service forming part of the Sustainable Waste Resource Strategy
- Sustainable procurement – tackling single use plastics and lobbying local organisations
- Sustainable Business – aim to be best in class. The Council already has the Environmental Management System ISO14001 & is an active participant in the Arena Benchmarking Survey
- Sustainable Lifestyles – expansion of greenways, ‘refill’ scheme, expansion of electric car charging network
- Empowering local communities – Live Here Love Here fund, Best Kept Awards
- Council members in Ards and North Down Borough Council are enthusiastic advocates of Sustainable Development

Michael Ewing, Coordinator of the Irish Environmental Network, Keynote speaker.

- Emphasised the need for Local government to adopt the UN Sustainable Development Goals
- Introduced the Coalition 2030 initiative.
- Human Society is entirely reliant on the natural environment and on its present course is destined to destroy the ecosystems on which it relies for its existence.
- Highlighted the aspiration to migrate to a circular economy
- Sustainable Development Goals – cross cutting objectives, integrated, inter-related and ‘leave no-one behind’
• For SDGs to be a success – look to partnership processes, working together, look at wellbeing, and integrate SDGs in local development plans and council work in a holistic way.
• The 5P’s – Planet, People, Prosperity, Peace & Partnership.

• Example – SDG 11 Sustainable Cities & Communities
  - protecting natural heritage
  - effects of water related disasters
  - waste collection

• What kind of world are we leaving for our children?
Showcasing local, practical action on the Sustainable Development Goals

Dr Susann Power, Ulster University – Sustainable Tourism

- Sustainable tourism serves as a means for wider sustainable development
- Creating a balance – unspoilt nature, economic health, subjective well being
- Talk to the people living in the tourist destination.
- Stakeholder participation
- Avoid eco-tokenism
- Vital to monitor and mitigate
- The Burren & Cliffs of Moher UNESCO Global Geopark – local businesses come together and share best practice

Pete Grey, Arup/ICE – Planning & Resilience

- Engineering is vital to SDGs
- Sustainable Development was already in Planning legislation but goals need to be established in local priorities in order to ensure they are taken forward
- Example – Welsh Water
• Example CLIMATE – Derry City and Strabane District Council
  http://www.derrystrabane.com/Subsites/CLIMATE
• Arup are mapping the goals within their projects portfolio.
• ‘Living with Water’ project, Belfast City Council – protect from flooding, enhance the environment, facilitate city growth

Gillian McKee, Business in the Community – Responsible Business

• Business are a critical partner for achieving the SDGs
• SDGs are an opportunity for business led solutions, connect business strategies, offer a framework to shape and communicate their strategies and to stabilise societies and markets
• Top 5 Goals to business – Decent Work & Economic Growth; Climate Action; Industry, Innovation & Infrastructure; Quality Education; Good Health & Well-being
• Example: Danske Bank – Quality Education (SDG4); to make people and businesses financially confident and secure by supporting entrepreneurs; Decent Work & Economic Growth (SDG8); Climate Action (SDG13) by aiming for Zero Net Carbon Economy
• Example: Adams – produces a Carbon Neutral Beer by supporting Responsible Production & Consumption (SDG12) by using local barley and Climate Action (SDG13) by reducing the need for pesticides
• Act together!

Alan McVicker, Strategic Investment Board, Circular Economy Steering Group – Resource Management

• 2010 – started thinking and talking about the Circular Economy
• 2014/15 amount of recycling overtook amount landfilled
• Must maintain value within a product, value is lost through recycling
• Traditional import materials and export waste – use some of the waste we produce
  Example: Industrial Symbiosis matches the waste of one organisation with the raw material of another
• Embedding Sustainability into Communities
  Example: LIVE Smart – Causeway Coast & Glens Borough Council
• The Circular Economy, SDGs and Programme for Government/Community Planning can be mapped together
Tom Andrews, Sustainable Food Cities – Sustainable Food

- Solving food and poverty does contribute to Sustainable Development
- Have to work at council level on food
- Lowest paid jobs are in the food industry
- Stopping food waste could feed 3 billion people per year
- Example: Sustainable Fish Cities Durham – a collective pledge by universities, restaurants, schools, hospitals and councils to only serve sustainably sourced fish
- Example: Sugar Smart – 1207 organisational pledges to reduce sugar
- Mapping and tackling food poverty & diet related ill health
Colin Jess, Social Enterprise NI – Sustainable Procurement

- Social Value maximised what the public pound gets back
- Social Value is not just about financial transactions. It includes health, happiness, well-being, inclusion and empowerment
- Consider Social Value in Procurement
- Should be legislation for Social Value, eg The Public Services (Social Value) Act 2012 (England & Wales) – a Social Value Bill
- Example: Salford

<table>
<thead>
<tr>
<th>Environmental Wellbeing</th>
<th>Economic Wellbeing</th>
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<tbody>
<tr>
<td>• Improving energy efficiency – reducing overall energy use and making sustainable energy choices</td>
<td>• Reducing worklessness</td>
</tr>
<tr>
<td>• Improving living conditions and housing</td>
<td>• Workforce resilience – keeping people in work</td>
</tr>
<tr>
<td>• Reducing waste and emissions</td>
<td>• Quality local employment e.g. living wage</td>
</tr>
<tr>
<td>• Increasing recycling and reuse of resources</td>
<td>• Economic and social growth – creating a better place for business to grow facilitating good links between with local business</td>
</tr>
<tr>
<td>• Use of sustainable products</td>
<td>• Reducing poverty and increasing living standards</td>
</tr>
<tr>
<td>• Ethical purchasing e.g. Fairtrade products</td>
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</tr>
<tr>
<td>• Improving the place – public spaces and parks</td>
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</table>

<table>
<thead>
<tr>
<th>Community Empowerment</th>
<th>Social Wellbeing</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Increased resilience and peoples ability to help themselves</td>
<td>• Increasing opportunities for volunteering</td>
</tr>
<tr>
<td>• Reducing dependence on public services</td>
<td>• Increased ownership and involvement of service users, wider community including work with C&amp;V and SE</td>
</tr>
<tr>
<td>• Improving personal aspirations – education, employment, living standards, social interactions</td>
<td>• Making services accessible and reach those most in need</td>
</tr>
<tr>
<td>• Increasing positive role models</td>
<td>• Reducing crime and disorder</td>
</tr>
<tr>
<td>• Reducing health inequalities – closing the health gap in deprived areas</td>
<td>• Improving family life</td>
</tr>
<tr>
<td>• Supporting equalities and cohesion</td>
<td></td>
</tr>
</tbody>
</table>

- Example: Belfast City Council – Leisure Transformation Programme incorporated a number of social value clauses including employing the unemployed/economically inactive and supply chain opportunities
- Meet the buyer events and encourage young entrepreneurs
- Fund resources for social projects
Summary of Q&A

Question: We are not doing enough so what else can we do? How do we move from Green Wash to Green Action?

Answers:
- Keep up the challenge on businesses
- Open and honest conversations
- Look at shareholder value – are businesses actually doing good?
- It’s not always about maximisation of profits but should be about optimisation
- Young people look more to the environmental & social issues so changes are coming – these are our future investors and shareholders
- Business can be a force for positive change
- Needs a cultural mind-shift
- Key to influence business is to work with educational services
- Personal influence – look at your pension funds – are they being invested in something sustainable?
- Look at Procurement Contracts & Strategies
- Needs to be embedded in legislation

Question: Should we be having a ‘knee-jerk’ reaction to banning plastics? Removing the plastics to make it easier to recycle?

Answer:
- 60% of plastics in the environment come from textiles and car tyres
- need to rethink plastics
- carbon ramifications on other materials for packaging

Question: How do we make tourism sustainable when by its nature it is not sustainable?

Answer:
- Need to change the language about sustainable tourism
- It should be about moral tourism
- more emphasis making transportation more efficient – efficient air and sea travel

Question: North/South similarities or differences?

Answer:
- opportunity for learning between the north and the south
- There is an SDG stakeholder forum in Ireland
- Lower Councillor participation in the south
- Shift in Ireland within the past 6-9 months within the media on sustainability
- There are some good cross border projects on going
- Cross border opportunity on food would be good
Table Discussions

Questions – How can individuals and organisations engage with the Sustainable Development Goals?

Table 1

- Links to Programme for Government
- Housing – right to live in a safe place
- Health & Well-being
  - Muddy boots – schools growing, health & nutrition, Eco-schools
  - Churches & youth groups
- NI Housing Executive – Community Asset Transfer, eg Peas Park, Belfast - £1.5m invested in Social
- NILGA – Education on Community Planning and equitable society

Table 2

- Geothermal – high capital cost/low running costs
- PV Panels – long payback period, linked to water heater
- Make renewable energy more affordable
- Higher building efficiency
- Link building efficiency to Building standards and planning approval
- Are the public aware of the fuel sources used to generate heat/electricity
- Transport system (EV’s)
  - Education – location of charging points, battery life, range anxiety
  - Whole life costs – damage to the environment
  - Power source to charge battery – is it renewable?
  - Public transport – accessibility & convenience
  - Cars – mind set, younger generation do not use cars, alternative transport options?

**Table 3**

- Real Living Wage – should be mandatory.
- Public Service wage freezes have an impact on in-work poverty
- Leadership to local economy – public sector should lead the way, private sector will follow. Social economy sector must also address
- Upskilling – smarter ways to do things, pathways to progress, opportunities to develop and grow
- Education is key – Goal 4
- Move away from zero hours contracts
- Social enterprises are bad at this. At odds with ethos.
- Agency workers – conditions not always as good as for directly employed workers
- Put a ‘local’ aspect on social clauses
- Put an economic value on volunteering
- Economic and social value being monitored on Antrim & Newtownabbey Borough Council
- Small/start-up businesses should be mentored by larger, established businesses
• Effective urban planning
• Create jobs and prosperity without straining land resources – how can this be mitigated?
• Issues – congestion, access to services, housing, infrastructure, pollution – how can this be mitigated?
• Impact of changing society and demographics, eg Aging population, Brexit, reduced investment
• What do we want to influence?
  - Community Planning - partnerships – covers all SD goals
  - Media (need positive champions)
  - Community Influence – partnership and grassroots around an issue
    - need to frame the debate around an issue they can own
    - Cultural shift – co-production and behavioural shift
    - Citizens Assembly – NI Voluntary/pilot
• Sustainable Development as a concept needs to be tangible
• How is national policy translated into local action? eg Well-being of Future Generations (Wales) Act 2015 (essentially Sustainable Development goals)
• Local Development Plan – LDP is key to developing sustainable cities
• Don’t always need to start with objective but we can push issues towards Sustainable Development goals
• Shareholders – the right letters to the right people
  • avoid investing in Fossil Fuels
  • disinvest/reinvest (Smartifications)
  • NI could be a leading example by supporting investment into the right shareholders
• Social enterprises – support these
  • remanufacture items (electrical items)
  • support circular economy
  • social local enterprises supports young people
  • target young people for employment, develop their skills
  • identify economic benefits – employment, affordable items
  • difficulty with space for expansion – options for satellite sites and council support
  • Social co-operatives
• Adaption
  • Councils’ responsibility to adapting and protecting communities and people and creating sustainable resilient societies, eg SUDs (Sustainable Urban Drainage Systems)
  • Implement sustainable & resilient measures
  • Find a way to report on adaptation & implementation – how can councils monitor and report progress, how can councils identify risks and vulnerabilities
  • Develop and encourage use of clean energy to reduce carbon emissions across councils & sectors within councils
Chief Executive
Ards & North Down Borough Council
Town Hall
The Castle
Bangor
BT20 4BT

Telephone: (028) 4461 8141
Date: 18th Dec 2018
Being Dealt With By: V. McConville
Direct Line: (028) 4461 8724

A20 Portaferry Road, Newtownards – Traffic islands

I can confirm that the Department plan to introduce traffic management measures, including pedestrian refuge islands with dropper kerbs, tactile paving and central hatching road markings as shown on the drawing provided.

These measures will provide safe crossing points for pedestrians and the central hatching is used to reduce the width of the carriageway which will help to reduce vehicular speeds and improve overall road safety along the A20 Portaferry Road, Newtownards.

The scheme has been designed after considering the layout, characteristics of the site and vehicular speeds and in accordance with the Departments policy guidelines.

Following our legislation process, there will also be double yellow lines constructed along the edge of the carriageway at the refuge island nearest the Texaco garage to prevent parking.

I enclose a plan of the above proposals for your information and should clarification be required on any specific points, please do not hesitate to contact me on 028 44 618724.

Yours sincerely,

Vincent McConville
Network Development
Chief Executive
Ards & North Down Borough Council
Town Hall
The Castle
Bangor
BT20 4BT

Telephone: (028) 4461 8141
Date: 18th Dec 2018
Being Dealt With By: V. McConville
Direct Line: (028) 4461 8724

A2 Millisle Road, Donaghadee – Traffic islands

I can confirm that the Department plan to introduce traffic management measures, including pedestrian refuge islands with dropper kerbs, tactile paving and central hatching road markings as shown on the drawing provided.

These measures will provide a safe crossing point for pedestrians and the central hatching is used to reduce the width of the carriageway which will help to reduce vehicular speeds and improve overall road safety along the A2 Millisle Road in Donaghadee.

The scheme has been designed after considering the layout, characteristics of the site and vehicular speeds and in accordance with the Departments policy guidelines.

I enclose a plan of the above proposals for your information and should clarification be required on any specific points, please do not hesitate to contact me on 028 44 618724.

Yours sincerely,

Vincent McConville
Network Development
Dr Janet Gray MBE (seated centred) Guest of Honour at the Trust’s Personal Achievement Awards along with (back left) Uel Mackin, Mayor of Lisburn & Castlereagh City Council, Howard Thornton, Chairman of Fermanagh & Omagh District Council, Richard Smart, Mayor of Ards and North Down Borough Council, Paul Michael, Chairman of Antrim & Newtownabbey Borough Council, Oskana McMahon, Deputy Chair of Newry, Mourne & Down District Council, Julie Flaherty, Lord Mayor of Armagh City, Banbridge & Craigavon Borough Council. (read all about the Awards on pages 2 - 7)
The Trust’s Annual Personal Achievement Awards Ceremony was held recently in the Lagan Valley Island Conference Centre in Lisburn. Awards went to ten children, seven adults and eighteen carers. This Award Ceremony is always a very enjoyable day both for the recipients and the members of the Trust.

The Ceremony commenced with the Banbridge Accordion Orchestra playing a selection of tunes as the guests were arriving. The Orchestra has become a real feature of the ceremony, having played at this annual event for the past few years. Philip Beattie the Trust’s Chairman, then welcomed all and said how delighted the Trust were to have the newly elected Mayor of Lisburn and Castlereagh City Council, Councillor Uel Mackin with us and also Dr Janet Gray, MBE, the well-known blind world water ski champion.

The Mayor said how pleased he was to welcome the William Keown Trust to the city of Lisburn on what he said was a very important day for all concerned. He went on to pay tribute to the work of the Trust and what they had achieved over many years by highlighting and promoting the dignity of people with disabilities.

Dr Janet Gray presented the Awards and then gave a short talk on her life. She told of how she lost her sight at the age of twenty-one and through sheer determination she regained her confidence and went on to take up skiing and become the world champion blind skier, not only once but on three occasions. However, in 2004, she said after being involved in a horrific skiing accident she had to retire from taking part in water skiing championships but to-day she is a Councillor serving on the Lisburn and Castlereagh City Council, something she said she loves doing.

Philip Beattie replied by saying that he was sure that Janet would be a real inspiration to all present.

The ceremony concluded with Robert Barfoot, a Trust Director, proposing a comprehensive vote of thanks, after which Philip Beattie invited all present to remain for the delicious buffet which had been provided by the in-house catering staff of the Lagan Valley Island Centre.

Another truly memorable day in the life of The William Keown Trust.
Personal Achievement Awards - 2018

Children of Courage
Ellen Brady
Emily Clayton
Harry Fleck
Charlotte Hopkin
Thea Langton
Daniel Magill
Karl Reddick
Harvey Skinner
Kran Slaven
Tristan Stewart

Newry
Bangor
Ballymena
Moneymore
Belfast
Dundonald
Lisburn
Belfast
Omagh
Strabane

Adult Achiever
Ryan Bogues
Margaret Mary Burch
Daryll Galloghy
Grant Gunn
Annette Bamber

Downpatrick
Newcastle
Bessbrook
Enniskillen
Newtownabbey

Christopher McCollum Memorial Cup
Ciara Tumilty
Florence Gilmore
Newry
Newcastle

Carers
Karen Armstrong
Debbie Brady
Nuala Brady
Sam Burch
Eilis Campbell
Joan Gardner
Viona Gray
Pamela Gunn
James Hopkin
Trevor Jackson
Jane Johnston
Mr Magill & Ms Tara Mills
Mr & Mrs Reddick
Valeria Robinson
Liz Trimble
Mrs Skinner
Arlene Parkinson
Tommy McCracken

Carryduff
Newry
Newry
Newcastle
Belfast
Dunmurry
Dromara
Enniskillen
Moneymore
Portadown
Lisburn
Dundonald
Lisburn
Portadown
Portadown
Belfast
Newtownabbey
Banbridge
Personal Achievement Awards - 2018
Recipients of Certificate

Emily Clayton
Harvey Skinner
Charlotte Hopkin
Daniel Magill
Karl Reddick
Ryan Bogues

P Duggan Plant Hire
Mini Diggers, Hydraulic
Hose Repairs
STIHL Saws, Vibrating Rollers,
& Kango Hammers
65 Wateresk Road
Maghera, Castlewellan
BT31 9EZ
Tel: 028 4372 2030
Mobile: 07801 562013
Email: hireman@hotmail.com

Picture Framing

J Corbett
35 Thornhill Banbridge
BT32 4LT
Tel: 028 4062 3614

Pleased to be identified with William Keown Trust for all their framing needs

Silverbirch Hotel
5 Gortin Road
Omagh
Tel: 028 8224 2520
Fax: 028 8224 9061
Email: info@silverbirchhotel.com

Highlighting the achievement and promoting the dignity of people with disabilities
Personal Achievement Awards - 2018
Recipients of Certificate

Daryll Gallogly
Debbie Brady
Elis Campbell
Jane Johnston
Viona Cray
Trevor Jackson
Mr & Mrs Reddick
Mr Magill & Ms Tara Mills
Valerie Robinson and Liz Trimble
Personal Achievement Awards - 2018
Recipients of Certificate

Mrs Skinner
Florence Gilmore
Nuala Brady

Groves Chemist
165 - 167 Main Street
DUNDRUM
&
37 Castle Street
KILLOUGH
Tel: 028 4375 1326 (Dundrum)
Tel: 028 4484 2915 (Killough)
www.groveschemists.com

Aaron Blinds
Edward Street
Newry BT35 6AN
Tel: 028 3026 5848

CES Quarry Products Ltd
Quarry
124 Crossgar Road
SAINTFIELD
County Down, Northern Ireland
BT24 7JQ
Telephone: 028 9751 9494
Fax: 028 9751 9750
Email: sales@cesquarryproducts.com
Personal Achievement Awards - 2018
Recipients of Shields & Cups

Thea Langton with the James Docherty Shield
Tristan Stewart with the C F Stevenson Cup
Harry Fleck, with the Ironside Cup

Ellen Brady, with the Haldene Butler Cup
Joan Gardner, with the Carer’s Cup
James Hopkin with the Junior Carer’s Cup

Annette Bamber, with the RUC Cup
Ciara Tumilty, with the Christopher McCollum Cup

Highlighting the achievement and promoting the dignity of people with disabilities
Witnessing Advancement Within Our Society

Years ago children with disabilities were usually hidden away and their names never mentioned. When William Keown Trust became aware, at first hand, of people with disabilities the general consensus was that they were mentally handicapped as well and so couldn’t be educated. Gradually this taboo has been receding and is now no longer the case. As people with disabilities began to take their place in society it was found that neither the built nor open environment was suitable for many of them.

Many homes had steps up to their doors. Very often doors were too narrow to allow access for a wheelchair, bathroom and toilet facilities were on a first floor level, many disabled people having to be carried up and down stairs. No transport was available for taking such children to and from school, some were taken on the back of tractors. As people with disabilities began to get out and about, it was noticed that most doors had knob handles and a person with a disability found great difficulty in opening this sort of handle. How difficult it is to hold a door open with one hand and try to push yourself in a wheelchair through with the other hand. Having got yourself outside you would find that, in the country especially, the backyard would have cobbled stones or even mud and try pushing a wheelchair over cobbled stones or through mud. In towns you would find that you probably opened the door onto the footpath. If you lived near a shop you usually found that there was merchandise on the footpath, leaving little room to pass. Wanting to cross the street, posed another hazard, how to get off the footpath because of the height of the kerb. In most cases there would have been no traffic lights or pedestrian crossings and if you were blind all these obstacles presented that much more of a problem. It wasn’t until 1981, the International Year of the Disabled, (IYDP) that people began to take note and see the need for change. The Trust’s founder, the late Bill Keown spent his life highlighting the need for change and progress for the well-being of people with disabilities. Many seminars were held highlighting these needs, one was entitled ‘Lifetime Homes’ where homes being built should have a ramp at the front door, door handles instead of door knobs, electric sockets and light switches at waist level, a space left under wash-hand basins and sinks to accommodate a wheelchair, a downstairs toilet large enough to accommodate a wheelchair. In the case of public buildings, they were to have designated car parking space as close to the main entrance as possible, together with easy access to the building and a uni-sex disabled toilet. How often, has a husband not been able to accompany his wife to the toilet or vice versa because there was no uni-sex toilet. Thankfully all this is now changing. Many children are no longer being ostracised by having to attend special schools which took them away from their siblings. Over the years more and more legislation has been coming to the fore.

The introduction in 1993 of low floor public buses and kneeling buses were the first step in making transport easier for people with disabilities, this has now been followed up with ramps and in some cases lifts with a designated space on buses for wheelchairs. Train stations now also provide ramps for wheelchairs accessing trains and special arrangements for parking a wheelchair on a train. Ferries have also made adjustments to their ships to accommodate wheelchair users, including specious toilet accommodation and tables high enough to allow someone in a wheelchair to get their legs under the table. Sadly our airlines seem to have a long way to go to making access more acceptable. Airports are busy places but a little more attention needs to be given to a wheelchair passenger boarding an aircraft or waiting to be taken off, some have had to wait up to an hour before they could be taken off. However, things are slowly improving.

The needs of people with disabilities have also come to the notice of leisure and sporting organisations. Leisure Centres are now catering for the disabled person, by providing the necessary equipment for accessing a swimming pool or using a gym. It is great to see people in wheelchairs enjoying games in the same way as the able-bodied person.

All in all over the past thirty or so years, there have been vast changes for those with a disability but don’t let us get complacent, lets keep up the fight which the late Bill Keown started and make all buildings, trains, boats, aeroplanes, and facilities accessible for all within our community.

The late Bill Keown
Down Memory Lane and the many changes the Trust have witnessed over the years

Members of the Trust on an Access Award visit to The Danske Bank in London Bridge

(1980) Stuart McIvor, OBE, Chair of the Trust, as guest of honour for dinner

Trust Party, Adjacent to the O'Reilly Tavern, on an Access visit

Directors and Committee members of Trust at a 50th anniversary event

The Launch of the Trust's Architectural Book, 'Closing the Gap'

The Wigtown Arts Council Orchestra entertaining the guests at an awards ceremony

Olive Fulton (the Trust's Treasurer) presents a cheque for £10,000 to the Trust to Professor David Beverland, Musgrave Park Hospital for research into hip and knee replacement

Della Delaney, a former Secretary to the Trust, receives a retirement present from the Trust's Deputy President, Trevor Taylor

Olive Fulton, Treasurer of the Trust, presents a cheque to Robert Kindest, Secretary of the Trust, on the 50th anniversary of the Trust

Natalie and Trevor: A good example of how people with disabilities can have access to building

A Council Lord Mayor together with the Trust's President, Deputy President and Directors at an Awards ceremony

Portstewart Play Park, a good example of how things have advanced over the past forty years

A dentist's chair which can accommodate a wheelchair
Lesson for Life

Learn to make the most of life
Don’t by-pass a happy day
Time will never give you back
The chances you swept away.

Leave no tender word unspoken.
Show love while there’s still time,
The mill can never hope to grind
With water that has flowed away.

The Directors and staff of the William Keown Trust wish to send congratulations to Bethany Firth on her tremendous success at the recent World Para Swimming European Championships in Dublin.

Bethany is a former recipient of a Personal Achievement award from William Keown Trust.

Keep it up Bethany the Trust are right behind you!
For the Younger Readers

Find the value of the ?’s

Obituary

The Directors and staff of The William Keown Trust wish to convey their sincere sympathy to Mike and Sandra McCotter, Rathfriland, on the death of their five year old daughter Molly. Molly received a Children of Courage Award from the Trust in June 2014.

We sympathise with any others who have lost loved ones over the past year and to let all know that our prayers and thoughts are with you at this very sad time.
Praise for the Council !!!!!!!!

The William Keown Trust whose aim it is ‘to highlight the achievements and promote the dignity of people with disabilities’ have noted with interest the decision of Newry, Mourne and Down District Council to upgrade play parks in their Council area in order to make them accessible to children with disabilities.

This is the type of response the Trust has been seeking to champion for the past 40 years.

Might we recommend that all Councils pay a visit to the Diversity Play Park in Portstewart to see what can be achieved in catering for children with disabilities?

Beth Keown
Interim Chief Executive
The William Keown Trust

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FLAT SPACES

Flat Spaces Ltd • 88 London Road • Holybourne • Hampshire GU34 4EL
Tel: (0044) 01420 88755 • Email: tom@flatspaces.co.uk • Website www.flatspaces.co.uk
Flat Spaces Foundation – Charity Number 1,159,903

Gold Winner at the Beautiful South Awards 2017; FLAT SPACES is a new and unique three bedroom self-catering bungalow with 4 star and Access Exceptionale accreditation. Developed by Thalidomide Mouth and Foot artist, Tom Yencell, this property in Hampshire (ten more planned throughout UK), is for those with severe physical disabilities, their families and carers, and has been extremely well received, with many guests on their second and third visits. We offer ceiling and floor hoists; two profiling electric beds, clos-o-mat toilet, rise and fall surfaces in the bathroom/wet room; kitchen and dining, together with a shower chair and trolley.

Exceptional space throughout all the rooms will easily accommodate two or more large wheelchairs at any one time.

Sleeps 6- 8; from £600 for three nights to £1575 for one week, depending on the season.
www.flatspaces.co.uk

For further information contact Glynis Watts.
Glynis@flatspaces.co.uk 07747 628 333
Filed as Post 8.1.19 SA

Dear Sir/Madam

We’re planning to make some changes to our Network.

For further information please visit our Consultation Hub via the link below:

Consultation Hub - Moat Street BT21 0ED

Customer information materials will also be available in branch.

Yours faithfully

Audra Mirjah-Clarke
Post Office Ltd

Post Office Limited is committed to protecting your privacy. Information about how we do this can be found on our website at postoffice.co.uk/privacy

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"Post Office Limited is committed to protecting your privacy. Information about how we do this can be found on our website at www.postoffice.co.uk/privacy"
Moat Street BT21 0ED - 443704

Closes 5 Feb 2019
Opened 8 Jan 2019

Contact
comments@postoffice.co.uk (mailto:comments@postoffice.co.uk)

Overview

Important information about Moat Street Post Office, Eurospar, 104 Moat Street, Donaghadee, BT21 0ED.

Please note the adjacent dates relate to the notification period for this branch. Please refer to the information letter below for further details including the date the branch will be opening.

Please see information letter below for more details.

Related

https://www.postofficeviews.co.uk/national-consultation-team/moat-street-bt21-0ed-4... 08/01/2019
Moat Street BT21 0ED - Information Letter
320.2 kB (PDF document)

297.4 kB (PDF document)


Accessibility (https://www.postofficeviews.co.uk/accessibility_policy/)
Terms of Use (https://www.postofficeviews.co.uk/terms_and_conditions/)
Cookies (https://www.postofficeviews.co.uk/cookie_policy/)
Privacy (https://www.postofficeviews.co.uk/privacy_policy/)
Help / Feedback (https://www.postofficeviews.co.uk/support/)

Citizen Space (http://www.citizenspace.com) from Delib (http://www.delib.net)
Dear Customer

At the Post Office we are continually looking to refresh our network and ensure we meet our customer needs. We are therefore pleased to let you know that we are planning to open a new Post Office in your area in Eurospar, 104 Moat Street, Donaghadee, BT21 0ED on Monday 4 February 2019 at 13:00.

The service will be one of our local style branches with a low-screened, open-plan Post Office service point carefully integrated into the retail counter. Customers will be able to carry out a wide range of Post Office transactions alongside retail purchases. The new service will offer long opening hours, with the Post Office opening hours in line with the retail business.

Details of the opening hours and the key products and services that will be available are provided overleaf. Please feel free to share this information with others who may be interested to hear about the new service. If there are any unforeseen changes which mean these dates change, posters will be displayed in store to let customers know.

We’re carrying out this notification in line with our Principles of Community Engagement. A copy is available at the end of this letter.

We hope that you and the local community will support the Post Office network in your area.

Yours faithfully

Daniel Rooney
Daniel Rooney
Multiples Account Executive

How to contact us:

comments@postoffice.co.uk
postofficeviews.co.uk
FREEPOST Your Comments

To get this information in a different format, for example, in larger print, audio or braille call 03452 66 01 15 or Textphone 03457 22 33 55.
<table>
<thead>
<tr>
<th>Post Office opening times &amp; services available</th>
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<tr>
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**Mail**
- First & Second Class mail
- Stamps, stamp books (1st class 6 & 12 only, 2nd class 12 only)
- Special stamps (Christmas issue only) & postage labels
- Signed For
- Special Delivery
- Home shopping returns
- Inland small, medium & large parcels
- Express & contract parcels
- British Forces Mail (BFPO)
- International letters & postcards (inc. signed for & Airsure)
- International parcels up to 2kg & printed papers up to 5kg
- Articles for the blind (inland & international)
- Royal Mail redirection service
- Local Collect
- Drop & Go

**Withdrawals, deposits and payments**
- Post Office Card Account
- Personal & Business Banking cash withdrawals, deposits & balance enquiries using a card. Also enveloped cheque deposits and barcoded deposit slips.
- Postal orders
- Moneygram

**Bill payments**
- Automated bill payments (card or barcoded)
- Key recharging

**Travel**
- Pre-order travel money
- Travel insurance referral

**Mobile Top-ups & E vouchers**

**Cheques are NOT accepted as a method of payment**

For information about product availability call 03457 223344. For details of maximum value of transactions, please speak to the operator. Customers can also shop online at www.postoffice.co.uk
Principles of Community Engagement on changes to the Post Office network

We are committed to engaging and supporting our customers and their representatives as we make changes to the Post Office network. The following Principles will be adopted when communicating about changes to your local Post Office branch.

We will **Notify** - where we are informing customers of changes around:

- Opening hours
- Temporary closure\(^1\) / temporary service interruption
- Re-opening of a temporarily closed branch in the same site
- Opening a new branch unrelated to a previous closure
- Location used by a Mobile Post Office within a community

We will display a poster in branch (or nearby if appropriate) to notify customers of the above changes, providing four weeks' notice. Where four weeks' notice is not possible, we will provide notice as soon as we are able to. For temporary closures we will include details of the nearest alternative Post Offices and our customer helpline/textphone.

We will **Engage** - where we are seeking feedback on a decision that has been made on:

- Re-opening of a temporarily closed branch in a new location (where the branch has been closed for more than three months)
- Franchising of a Directly Managed branch in its existing site

While the decision to proceed will have already been made, we will welcome suggestions about specific aspects of the change such as access arrangements and the internal layout. We will provide four weeks' notice or, where extenuating circumstances prevent this, we will provide as much notice as possible.

During this period we will display a poster in branch and provide information online. We will contact locally elected representatives\(^2\), the Consumer Advocacy Bodies and selected charities\(^3\), providing clear information on any changes to services or access arrangements at the branch. We will ask locally elected representatives to share information with other key community outlets (such as notice boards, local charities, magazines, GP surgeries etc.). We will publish the outcome of the engagement online and in branch, providing a summary of key issues raised with a clear response to each and any changes made to our original plans.

We will **Consult** - where we are seeking feedback on proposals prior to a decision being made on:

- Permanent closure of a Post Office branch\(^4\)
- Permanent relocation of a Post Office branch (including the franchising of a Directly Managed branch to a new site)

We will carry out a six-week\(^5\) local public consultation, informing customers, locally elected representatives, Consumer Advocacy Bodies and selected charities of the proposal. This information will also be made available online and for a Directly Managed branch a press release will be issued to local media. We will ask locally elected representatives to share information with other key community outlets (such as notice boards, local charities, magazines, GP surgeries etc.).
The consultation will ask specific questions on areas where we would like feedback on access to Post Office services and will confirm when the change will happen if the decision is made to proceed. We will provide clear information on any changes to services as well as access to and into the new branch.

We welcome all feedback with the following factors being taken into account in making our decision, which we expect to make within four weeks of the close of consultation:

- Customer access to, into and inside the new or alternative branch/branches with particular regard to vulnerable consumers
- Any local community issues which could be affected by or affect the proposal

At the end of the consultation process we will write to locally elected representatives, Consumer Advocacy Bodies and respondents to the consultation (where practical) to confirm our decision and provide a summary of key issues raised with a clear response to each. This information will be made available online and in branch (where possible).

_These Principles have been agreed with Citizens Advice, Citizens Advice Scotland and the General Consumer Council for Northern Ireland; the independent statutory consumer watchdogs._

_What to do if you feel these Principles haven’t been followed:_

Please get in touch so we can investigate your complaint. We’ll explain in our reply whether we believe we have followed our Principles of Community Engagement and will provide you with the contact details for the relevant consumer watchdog (Citizens Advice, Citizens Advice Scotland or the Consumer Council for Northern Ireland) if you’re not satisfied with our response. The watchdog will independently assess whether we have followed the Principles of Community Engagement process (rather than the decision itself) and recommend any actions with respect to the complaint.

**postofficeviews.co.uk**  
**comments@postoffice.co.uk**  
**FREEPOST Your Comments**  
**Call:** 03452 66 01 15  
**Textphone:** 03457 22 33 55

1We will provide an update to locally elected representatives if the status of the temporarily closed branch has not changed after 12 months.

2Locally elected representatives include but are not restricted to the Member of Parliament, Scottish Parliament, Welsh Assembly, or Northern Ireland Assembly, Local Authority Chief Executive, Ward Councillors, Parish or Community Council.

3Selected charities are local Citizens Advice, Age UK, Northern Ireland’s Disability Action and Northern Ireland’s Rural Community Network. All parties referred to in 2 and 3 above are encouraged to share all information with local groups and organisations who they believe have an active interest in changes to their local Post Office.

4There may be a small number of cases where due to circumstances outside our control we have no option other than to permanently close a branch in a particular location. In these cases the consultation will seek feedback on alternative Post Office service provision in the area.

5If the consultation includes more than four weeks in July in Scotland and Northern Ireland or more than four weeks in August in England and Wales we will extend the period by one calendar week. We will not start any local public consultation during the two-week period which includes the Christmas and New Year bank holidays.
Modernising the network

Under our Network Transformation programme, we have modernised more than 7,650 branches up and down the country over the last six years, with more still in the pipeline.

This has been a huge success, but it is far from the end of the story for our network.

Why are you opening more branches?

The competitive landscape in the high street is changing and we must adapt and develop our network to meet the needs of our customers, both consumers and business. We need to offer convenient access to Post Offices when and where our customers want them in a competitive market place.

We’ve come a long way in the last few years – modernising more than 7,650 branches across the country – offering 200,000 extra opening hours and franchising many of our directly managed Post Offices to give customers bright modern branches in a vibrant local business. But there’s more we need to do to make sure we can meet changing customer needs.

Over the last few years we have been opening small branches in areas where there wasn’t previously a Post Office, especially urban areas, so that we can offer customers convenient access and longer opening hours. We know that customers want convenient access for everyday transactions like post, bill payments and withdrawing cash.

What is a local Post Office branch?

Like most high street retailers, we have had to develop a more flexible approach to how we provide services to our customers. In local branches, instead of a separate Post Office counter area, customers access Post Office services at a low-screened, open-plan, modern serving point that’s part of the retail counter. Local branches offer a wide range of Post Office products and services, often over longer opening hours and sometimes seven days a week, so customers can access their Post Office when it’s convenient.

I’m interested in running a Post Office. How do I apply?

For more information or to search for business opportunities in your area, please visit our website runapostoffice.co.uk

I want more information about mail products and services

Royal Mail is responsible for all postal matters including the collection and delivery of mail and the location of post boxes. For more information, please visit royalmail.com
Why are you franchising Directly Managed branches?

Franchising Directly Managed branches is a successful approach to continue to offer Post Office services in communities in a more sustainable way – partnering with a retailer to offer a Post Office combined with a shop brings the benefits of shared footfall and overheads.

Franchising forms part of the continuing modernisation of our network, to achieve commercial sustainability, and will help us to provide services that will meet customer needs and safeguard future service provision, now and for the long-term. The most effective way to secure the long term viability of Post Office services is through a carefully selected retail partner. The vast majority of our 11,500 Post Office branches, large and small, are successfully operated in this way with retail partners and we believe this is the best approach to keeping Post Offices in main shopping locations and at the heart of communities where they play an important role in local economies.

Alongside modernising our branch network, we’re continuing to develop our services to remain relevant for customers. As well as traditional post and other services, today’s Post Office network provides for the collection or return of online shopping, offers a ‘click and collect’ service for foreign currency available from over 3,500 branches and day-to-day banking for the majority of customers of UK banks - 99 per cent of UK personal banking customers and 75 per cent of business customers can now carry out day-to-day banking at any of our branches.

How will it affect me?

In most cases the branch will continue to offer the same wide range of products and services as currently and will still be operated by friendly, trained staff, often over extended opening hours. There will be a consultation or engagement period first to seek your views on things like accessibility and opening hours.

Why is my branch closed and how can I find out what’s happening?

Sometimes unplanned changes happen to the Post Office network which are outside of our control. For example the postmaster might resign or there might be a building problem such as flooding. Where this is the case we’ll try to let you know as soon as possible by displaying posters locally and further information will be available on our Consultation Hub. You can also find details of other branches in the area by visiting our website at postoffice.co.uk/branch-finder

If a branch closes we will work closely with the Postmaster to resolve any issues to enable us to restore a service as quickly as possible. Where this isn’t possible or if the operator can no longer run the branch we’ll seek to identify a new Postmaster in the local area and will advertise the opportunity on our website runapostoffice.co.uk. If you know of any retail partners who may be interested in a vacancy, please do share the link with them. As soon as we have a suitable plan in place for the area we’ll let our customers and their representatives know and will ask for feedback on our plans.

How will I know if there are changes planned for my branch?

If there are any changes planned to the branch you use, information posters will be displayed in the branch. If we’re carrying out a public consultation, customer leaflets will also be available in branch, which you can take home, explaining more about the changes. You can also search by branch name, code or postcode on our Consultation Hub to find out more. This will provide an information letter with full details of the change and when it’s going to happen.
How will you take my views into account before making any changes?

We want to know what you think and as we plan changes, we will ask for your views on key areas. If we are proposing to move your branch to new premises, we will carry out a six-week local public consultation before we make a final decision on the new location. During that time, you can let us know what you think about our plans. At the end of consultation, all feedback will be carefully considered before we make a final decision on the proposed move. More information on how we communicate change is available in our “Principles of Community Engagement” available on our Consultation Hub or at: postoffice.co.uk/modernising-post-office

What factors do you consider before making the decision to proceed with any changes?

Post Office Ltd welcomes all feedback but the key factors taken into account in coming to a decision are customer access to, into and inside the proposed new or alternative branches, with particular regard to vulnerable customers. We will also consider any local community issues affected by the proposal.

People often raise common issues such as car parking, traffic and road conditions. Naturally we will consider carefully any impact the changes may have on these local issues.

How do I find out about the decisions you have made?

We will keep you informed by displaying posters in the branch to support you through any changes. Details will also be published on our Consultation Hub under closed consultations. If you have taken part in a local public consultation and registered your views electronically, you will also be sent a link to our Consultation Hub when the final decision is announced. If you have written to us, we will write to you to let you know our final plans.

What do I do if I think you haven’t following the Principles of Community Engagement?

If you think we haven’t followed the “Principles of Community Engagement” please get in touch so we can investigate your complaint. We’ll explain in our reply whether we believe we have followed our Principles of Community Engagement and will provide you with the contact details for the relevant consumer watchdog (Citizens Advice, Citizens Advice Scotland or the Consumer Council for Northern Ireland) if you’re not satisfied with our response. The watchdog will independently assess whether we have followed the Principles of Community Engagement process (rather than the decision itself) and recommend any actions with respect to the complaint.