



05 October 2017

Dear Councillor

You are invited to attend a meeting of the Policy & Resources to be held in The Chamber, Magherafelt at Mid Ulster District Council, Ballyronan Road, MAGHERAFELT, BT45 6EN on Thursday, 05 October 2017 at 19:00 to transact the business noted below.

Yours faithfully

Anthony Tohill  
Chief Executive

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## AGENDA

### OPEN BUSINESS

1. Apologies
2. Declarations of Interest
3. Chair's Business

### Matters for Decision

- |    |                                                         |         |
|----|---------------------------------------------------------|---------|
| 4. | Staff Engagement Survey                                 | 3 - 6   |
| 5. | Corporate Health Indicators                             | 7 - 10  |
| 6. | External Signage: Boundary Gateway & Leisure Facilities | 11 - 20 |
| 7. | Maintenance of Unadopted Roads Policy                   | 21 - 54 |

### Matters for Information

- |    |                                                                    |         |
|----|--------------------------------------------------------------------|---------|
| 8  | Minutes of Policy and Resources Committee held on 7 September 2017 | 55 - 60 |
| 9  | Planning System Replacement                                        | 61 - 64 |
| 10 | Annual Progress Report on 2016/17 Corporate Improvement Plan       | 65 - 68 |
| 11 | Member Services                                                    |         |

**Items restricted in accordance with Section 42, Part 1 of Schedule 6 of the Local Government Act (NI) 2014. The public will be asked to withdraw from the meeting at this point.**

### Matters for Information

12. Confidential Minutes of Policy and Resources Committee held on 7 September 2017

13. Staffing Matters for Information
14. Managing Attendance Report - 1 April to 31 August 2017
15. Contracts and DAC
16. Financial Report for 5 months ended 31 August 2017

Matters for Decision

17. Leisure Services Information Management Systems
18. Rate Support Grant Judicial Review Update
19. Staffing Matters for Decision
20. Award of Occupational Health Service

<b>Report on</b>	Staff Engagement Survey
<b>Reporting Officer</b>	Ursula Mezza
<b>Contact Officer</b>	Ursula Mezza

<b>Is this report restricted for confidential business?</b>	Yes	
If 'Yes', confirm below the exempt information category relied upon	No	x

<b>1.0</b>	<b>Purpose of Report</b>
1.1	The report details the proposals to undertake a staff engagement survey.
<b>2.0</b>	<b>Background</b>
2.1	In April 2015, Mid Ulster District Council was formed from the merger of three councils and the transfer of a function and staff from central government.
2.2	In the intervening period, the Council has focussed efforts on building a sense of unity among employees (in line with its Corporate Plan themes and priorities), and having completed two years as a new organisation, it is now appropriate to undertake a staff engagement survey.
<b>3.0</b>	<b>Main Report</b>
3.1	The proposed survey is intended to provide a picture of how staff view the organisation and their role in it and will provide a baseline for the development of an action plan as well as a baseline against which future results can be benchmarked.
3.2	<p>The survey is not a satisfaction survey or an opportunity for complaint and unconstructive comment, but rather a means for the Council to:</p> <ul style="list-style-type: none"> <li>• Assess how staff view the organisation and their part in it.</li> <li>• Assess how well we communicate with our staff.</li> <li>• Assess how well staff feel they are able to feedback their views.</li> <li>• Assess how valued they feel as employees.</li> <li>• Identify areas for change</li> </ul>
3.3	The survey is structured to reflect 9 core questions which are recommended by Investors in People (IiP) and use a Likert Scale (which measures attitudes and behaviours using answer choices that range from one extreme to another).
3.4	Employees will be encouraged to complete the survey online, with hard copies made available to those staff who do not have access to the intranet or email.

<b>4.0</b>	<b>Other Considerations</b>
<b>4.1</b>	<b><u>Financial &amp; Human Resources Implications</u></b>  Financial: N/A  Human: N/A
<b>4.2</b>	<b><u>Equality and Good Relations Implications</u></b>  N/A
<b>4.3</b>	<b><u>Risk Management Implications</u></b>  None
<b>5.0</b>	<b>Recommendation(s)</b>
5.1	That the Committee approves the staff engagement survey.
<b>6.0</b>	<b>Documents Attached &amp; References</b>
	Draft Staff Engagement Survey

**Staff Engagement Survey  
September 2017**

**Which Department do you work for?**

Business & Communities  
Chief Executive's  
Environment & Property  
Finance  
Leisure & Outdoor Recreation  
Organisational Development  
Public Health & Infrastructure

Please answer each question on a scale of 1 to 7 (where 1 is I strongly disagree/I agree very little and 7 is I strongly agree/I agree very much)

**Council**

1. I understand the Council's priorities and how I contribute to them.
2. The Council's success is reliant on all of us achieving our individual objectives.
3. The Council believes it is important that we all learn and develop our capability.
4. I understand the Council's values.
5. I share the same values as the Council.
6. I take pride in working for the Council.

**Team & Manager**

7. My manager leads by example and demonstrates how I should behave.
8. My manager gives me clear guidance and advice about my performance.
9. We are always seeking new ways to improve.
10. I receive regular staff newsletters and team briefs.
11. I attend regular team meetings.
12. I am given the chance to voice my own opinions and make suggestions about how my service is delivered and I am listened to.

**Individual**

13. I am content with my current job
14. My work is interesting and uses my skills and capabilities.
15. I feel empowered to make decisions and act on them.
16. I have an opportunity to improve myself and my performance.

17. I am treated fairly and in the same way as my colleagues in similar roles.

18. I feel appreciated for the work I do.

<b>Report on</b>	Corporate Health Indicators
<b>Reporting Officer</b>	Ursula Mezza
<b>Contact Officer</b>	Ursula Mezza

<b>Is this report restricted for confidential business?</b>	Yes	
If 'Yes', confirm below the exempt information category relied upon	No	x

<b>1.0</b>	<b>Purpose of Report</b>
1.1	The report considers the introduction of Corporate Health Indicators for the Council.
<b>2.0</b>	<b>Background</b>
2.1	The Council recently undertook a review of its Corporate Plan 2015-2019 and agreed a revised version of the Plan which reflects continuing and new priorities to 2019 and alignment to the Mid Ulster Community Plan.
2.2	A set of Corporate Health Indicators which complement the revised plan, and link to the 4 Corporate Improvement Objectives are now proposed.
<b>3.0</b>	<b>Main Report</b>
3.1	Corporate Health Indicators are effectively a 'performance dashboard', providing a summary of how the Council is doing across 8 key areas: <ul style="list-style-type: none"> <li>• Economy</li> <li>• Waste management</li> <li>• Council facilities</li> <li>• Better responses</li> <li>• Resident satisfaction</li> <li>• Staffing</li> <li>• Engaged workforce</li> <li>• Finance</li> </ul>
3.2	Each of the above has a series of associated indicators with a specified target. Where no target is given, a performance baseline will be established from which targets will ensue.
3.3	Some of the indicators already exist as a result of statutory requirements, some follow best practice and others reflect the Council's own priorities.
3.4	Performance against the indicators will be reported internally to elected Members.
<b>4.0</b>	<b>Other Considerations</b>
<b>4.1</b>	<b><u>Financial &amp; Human Resources Implications</u></b>

	Financial: N/A Human: N/A
<b>4.2</b>	<u><b>Equality and Good Relations Implications</b></u> N/A
<b>4.3</b>	<u><b>Risk Management Implications</b></u> None
<b>5.0</b>	<b>Recommendation(s)</b>
5.1	That the Committee approves the draft Corporate Health Indicators.
<b>6.0</b>	<b>Documents Attached &amp; References</b>
	Draft Corporate Health Indicators.



## **Mid Ulster District Council – Corporate Health Indications**

	<b>Target</b>
1. Economy	
a. No of jobs promoted	210
b. Average processing time local planning applications	15 weeks
c. Average processing time major planning applications	30 weeks
d. % building regulations applications determined to target	90%
2. Waste Management	
a. % of waste going to landfill	35%
b. % of waste recycled	50%
3. Council Facilities	
a. Visitors to arts/cultural venues	
b. Users of leisure and recreation facilities	
c. Visitors to council offices	
d. No of RIDDOR incidents	
4. Better responses	
a. FOI requests responded to within target	90%
b. Complaints dealt with within targets	90%
c. Correspondence responded to within target	90%
d. No of online transactions	
5. Resident Satisfaction	
a. % of residents content with our services	80%
b. % of residents agree that council keeps them informed	80%
c. % residents agree that council listens and acts on concerns	80%
d. No of organisations receiving grant aid	
6. Staffing	
a. Number of staff (FTEs) on payroll	
b. Number of casual staff employed in past 12 months	
c. % Attendance	95%
d. % Overtime	2.5%
7. Engaged Workforce	
a. % of workforce satisfied with current job	80%
b. % of workforce who take pride in working for MUDC	80%
c. % of workforce who understand council's priorities and how they contribute to them	80%

## 8. Finances

- a. Loans outstanding
- b. Cash Reserves £10m
- c. Invoices paid within 30 days 90%

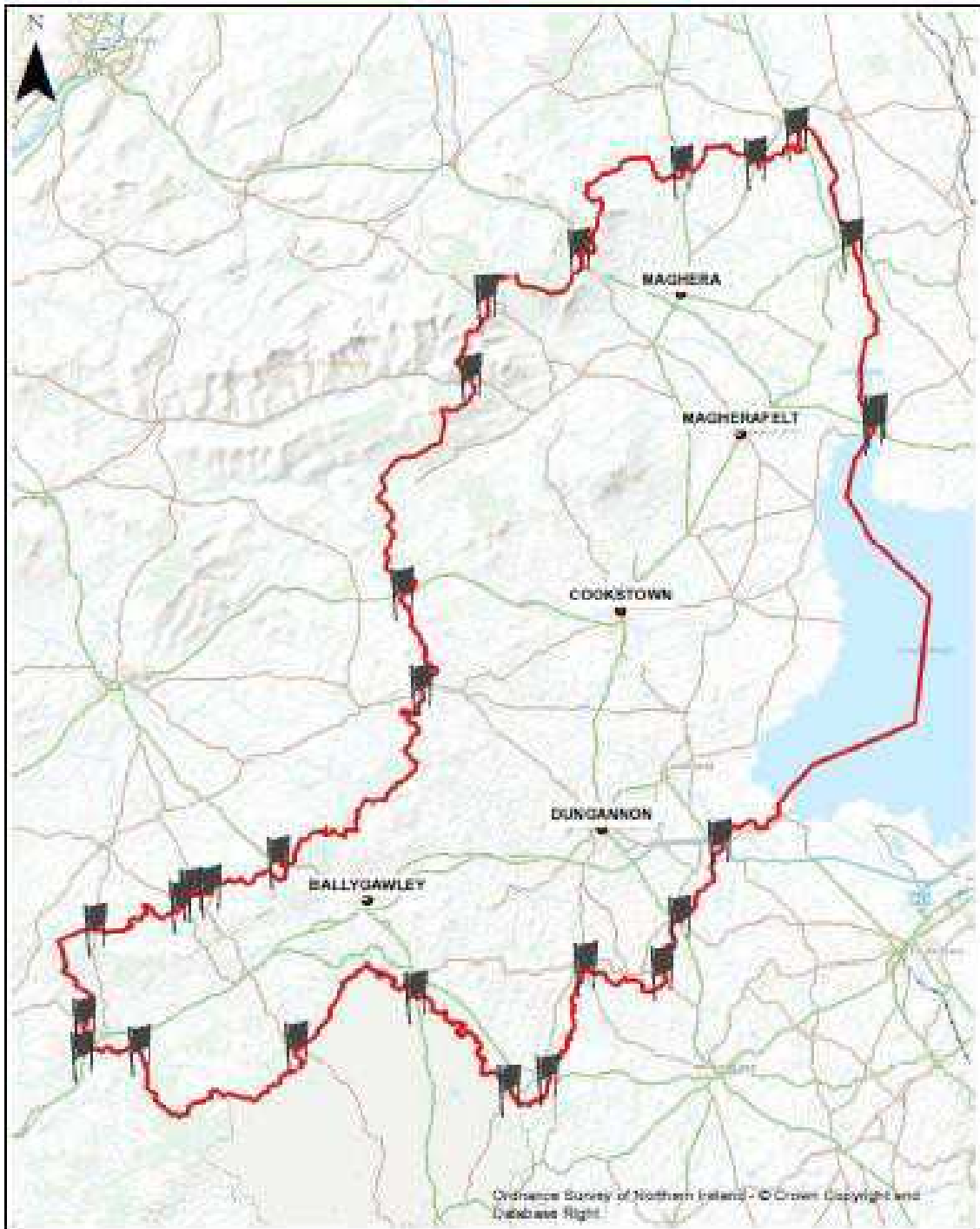
<b>Report on</b>	External Signage: Boundary Gateway & Leisure Facilities
<b>Reporting Officer</b>	Ursula Mezza
<b>Contact Officer</b>	Ursula Mezza

<b>Is this report restricted for confidential business?</b>	Yes	
If 'Yes', confirm below the exempt information category relied upon	No	x

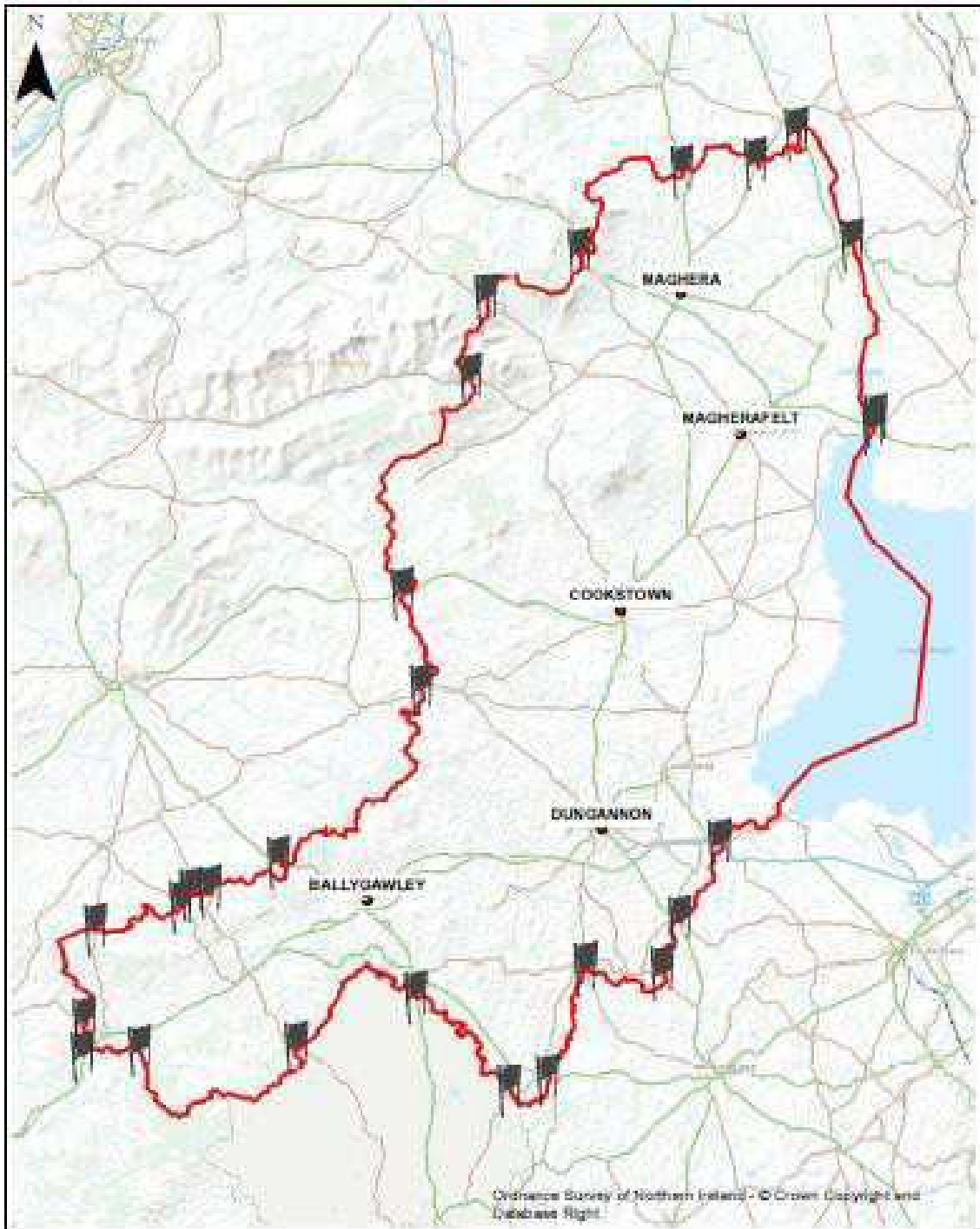
<b>1.0</b>	<b>Purpose of Report</b>
1.1	The report shows draft designs for external signs proposed for Mid Ulster boundary or 'Gateway' signs and for the Council's main leisure facilities, as part of the Council's brand implementation process.
<b>2.0</b>	<b>Background</b>
2.1	Brand implementation to date has focussed on main council office buildings and vehicle livery.
2.2	The next phase of the implementation will focus on external signage across 2017-2018 and 2018-2019.
<b>3.0</b>	<b>Main Report</b>
3.1	There are an identified 24 boundary signage points in the Mid Ulster District, 12 Class A road locations and 12 Class B entry locations. The locations are listed in appendix 1 together with a map.
3.2	The draft design for gateway signage at each location is also at Appendix 1. The design follows a standardised approach, featuring the Council's logo and text stating 'welcome to Mid Ulster'.
3.3	The Council agreed a new identity system for its leisure facilities in June 2017 which has since been rolled out across print and digital platforms. At that time, a basic design for external signage was produced and this has now been updated to show the information which it is proposed to include on each sign.
3.4	The leisure facility designs show a totem style. This is subject to formal site survey.
3.5	In line with Guiding Principle 7 (Visibility of Irish) of the Council's Irish Language Policy, the proposed signage designs are in dual language.
3.6	If agreed, the designs will pass to the Council's technical teams for specification, procurement and installation.
3.7	The implementation will begin with boundary signage and is likely to take 8-10 weeks to procure and install. The leisure signage is likely to require planning permission and will follow boundary signage.

3.8	Draft designs for other key facility signage and for recycling and waste facilities will follow.
<b>4.0</b>	<b>Other Considerations</b>
<b>4.1</b>	<p><b><u>Financial &amp; Human Resources Implications</u></b></p> <p>Financial: The cost of boundary signage is estimated to be in the region of £24K. The cost of replacement signage at leisure facilities is estimated to be £16K.</p> <p>Human: N/A</p>
<b>4.2</b>	<p><b><u>Equality and Good Relations Implications</u></b></p> <p>N/A</p>
<b>4.3</b>	<p><b><u>Risk Management Implications</u></b></p> <p>None</p>
<b>5.0</b>	<b>Recommendation(s)</b>
5.1	That the Committee considers the draft designs for approval.
<b>6.0</b>	<b>Documents Attached &amp; References</b>
	District boundary locations and draft signage designs.

## Distict Signage Locations



## Distict Signage Locations





Comhairle Ceantair  
**Lár Uladh**  
**Mid Ulster**  
District Council

Fáilte go  
**Lár Uladh**

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Welcome to  
**Mid Ulster**

Fáilte go  
**Lár Uladh**

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Welcome to  
**Mid Ulster**



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**Lár Uladh**  
**Mid Ulster**  
District Council



# Ionad Fóillíochta **Dhún Geanainn**

## **Dungannon** Leisure Centre

### **Uaireanta oscailte / Opening hours**

Luan / Monday	9am - 5pm
Máirt / Tuesday	9am - 5pm
Céadaoin / Wednesday	9am - 5pm
Déardaoin / Thursday	9am - 5pm
Aoine / Friday	9am - 5pm
Satharn / Saturday	9am - 5pm
Domhnach / Sunday	9am - 5pm

Guthán / Telephone  
**028 8772 0370**

**[www.midulstercouncil.org](http://www.midulstercouncil.org)**



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# Ionad Fóillíochta na **Coirre Críochai**

## **Cookstown** Leisure Centre

### **Uaireanta oscailte / Opening hours**

Luan / Monday	9am - 5pm
Máirt / Tuesday	9am - 5pm
Céadaoin / Wednesday	9am - 5pm
Déardaoin / Thursday	9am - 5pm
Aoine / Friday	9am - 5pm
Satharn / Saturday	9am - 5pm
Domhnach / Sunday	9am - 5pm

Guthán / Telephone  
**Call 028 8676 3853**

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# Ionad Spóirt **Bhrúach na Cluaine**

## **Meadowbank** Sports Arena

### **Uaireanta oscailte / Opening hours**

Luan / Monday	9am - 5pm
Máirt / Tuesday	9am - 5pm
Céadaoin / Wednesday	9am - 5pm
Déardaoin / Thursday	9am - 5pm
Aoine / Friday	9am - 5pm
Satharn / Saturday	9am - 5pm
Domhnach / Sunday	9am - 5pm

Guthán / Telephone  
**Call 028 7939 7117**

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# Ionad Fóillíochta **Mhachaire Rátha**

## **Maghera** Leisure Centre

### **Uaireanta oscailte / Opening hours**

Luan / Monday	9am - 5pm
Máirt / Tuesday	9am - 5pm
Céadaoin / Wednesday	9am - 5pm
Déardaoin / Thursday	9am - 5pm
Aoine / Friday	9am - 5pm
Satharn / Saturday	9am - 5pm
Domhnach / Sunday	9am - 5pm

Guthán / Telephone  
**Call 028 7954 7400**

**[www.midulstercouncil.org](http://www.midulstercouncil.org)**



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# Ionad Spóirt **Lár Uladh**

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## **Mid Ulster** Sports Arena

### **Uaireanta oscailte / Opening hours**

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Luan / Monday	9am - 5pm
Máirt / Tuesday	9am - 5pm
Céadaoin / Wednesday	9am - 5pm
Déardaoin / Thursday	9am - 5pm
Aoine / Friday	9am - 5pm
Satharn / Saturday	9am - 5pm
Domhnach / Sunday	9am - 5pm

**Guthán / Telephone:**  
Call 028 8676 7135  
[www.midulstercouncil.org](http://www.midulstercouncil.org)



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District Council

<b>Report on</b>	Maintenance of Unadopted Roads Policy
<b>Reporting Officer</b>	Andrew Cassells, Director of Environment & Property
<b>Contact Officer</b>	Andrew Cassells, Director of Environment & Property

<b>Is this report restricted for confidential business?</b>	Yes	
If 'Yes', confirm below the exempt information category relied upon	No	X

<b>1.0</b>	<b>Purpose of Report</b>
1.1	To consider the adoption of a Policy in relation to the Maintenance of Unadopted Roads
<b>2.0</b>	<b>Background</b>
2.1	Members will recall that the Council has exercised its General Power of Competence in relation to instigating repairs to the roads infrastructure at Curran Terrace, Dungannon.
2.2	Members will also recall that a report was presented to the Policy & Resources Committee at its meeting of 9 February 2017 which considered the criteria which could be included within a Policy on the Maintenance of such Unadopted Roads.
2.3	As previously reported a number of requests have been received in relation to maintenance issues relating to roads which have not been adopted by the statutory roads authority, Transport Northern Ireland (TNI). In the absence of a Policy it has not been possible to assess these requests as no criterion has currently been agreed by Council.
<b>3.0</b>	<b>Main Report</b>
3.1	Section 79 of the Local Government Act (Northern Ireland) 2014 which deals with the application of the General Power of Competency for local authorities in Northern Ireland.
3.2	<p>In order to establish reasonable grounds for the Council to exercise its General Power of Competence in relation to the maintenance of unadopted roads the Council is required to consider issues such as; resource use and utilisation; financial implications; anticipated specific benefits; risk mitigation; statutory duties and strategic objectives alignment; effective and economic roll out; any public law duties; and any other relevant considerations.</p> <p>In determining whether an application for the Council to undertake maintenance works on an unadopted road under the General Power of Competence a number of criteria must be met as set out at Section 5 of the attached Policy (Appendix 1).</p> <p>These criteria are as set out below:</p> <p><i>The Council will only consider any application to exercise the General Power of Competence with respect to the repair, reconstruction or preparation for adoption of unadopted roads where the following criteria are satisfied:</i></p>

	<p>a) <i>The Council owns the land on which the road is constructed or previously had responsibility for the road in question prior to Local Government Re-organisation in 1972</i></p> <p>Or</p> <p>b) <i>The subject road was not transferred to nor adopted by the statutory 'Roads Authority' at the relevant time of transfer of local government functions for example under the 1972 Local Government Act.</i></p> <p>Or</p> <p>c) <i>Properties adjacent to and accessed from the subject road were built by the Council or its predecessors.</i></p> <p>Or</p> <p>d) <i>The situation appears to have arisen in light of an anomaly</i></p> <p>And</p> <p>e) <i>All options (to establish ownership and/or maintenance liabilities) with other relevant statutory bodies have been exhausted.</i></p> <p>f) <i>The subject road is in a state of disrepair to the extent that it is difficult to safely drive a vehicle on it and/or is a safety hazard.</i></p> <p>g) <i>An exceptional case must be proven and other statutory bodies and adjacent owners not in a position to carry out works.</i></p> <p><i>Land that is privately owned and/or where a developer is involved and/or where there is or should be a road bond/insurance in place, would not be eligible under this Policy.</i></p>
<b>4.0</b>	<b>Other Considerations</b>
<b>4.1</b>	<p><b>Financial &amp; Human Resources Implications</b></p> <p>Financial: None at this juncture although should any requests comply with the criterion as set out in the Policy then there exists the potential for requests to Council to approve expenditure in relation to such successful requests.</p> <p>Human: Officer time in the implementation of the Policy.</p>
<b>4.2</b>	<p><b>Equality and Good Relations Implications</b></p> <p>Equality and Good Relations Screening has been carried out (see attached Screening Document at Appendix 2).</p> <p>A Rural Impact Assessment (RIA) has been carried out in line with the legislative guidance (see attached RIA at Appendix 3).</p>

<b>4.3</b>	<b>Risk Management Implications</b>  The adoption of a Policy in respect of the 'Maintenance of Unadopted Roads' which sets out the criterion against which any requests are to be measured assists in mitigating the risks associated with Council considering such requests on an ad hoc or case by case basis in the absence of such a Policy.
<b>5.0</b>	<b>Recommendation(s)</b>
5.1	Members are requested to approve the Maintenance of Unadopted Roads Policy for adoption by the Council
<b>6.0</b>	<b>Documents Attached &amp; References</b>
6.1 6.2 6.3	Maintenance of Unadopted Roads Policy Equality and Good Relations Screening Document Rural Impact Assessment Document





## ‘Draft’ Maintenance of Unadopted Roads Policy

Document Control			
Policy Owner	Andrew Cassells, Director of Environment & Property		
Policy Author	Andrew Cassells, Director of Environment & Property		
Version	V1 (5/9/17)		
Consultation	Senior Management Team	Yes	
	Trade Unions	No	
Equality & Good Relations Screened	Yes	Date	5/9/17
Equality Impact Assessment	No	Date	5/9/17
Rural Needs Assessment	Yes		5/9/17
Approved By	Policy & Resources Committee	Date	5/10/17
Adopted By	Council	Date	26/10/17
Review Date	October 2019	By Whom	A Cassells
Circulation	SMT, Council Web Site		

<b>Document Linkages</b>	Corporate Plan, Community Plan

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## **1.0 INTRODUCTION**

- 1.1 Mid Ulster District Council has received a number of requests in relation to the maintenance and/or repair of unadopted roads and has approved the repair of one stretch of road at Curran Terrace in Dungannon. This Policy is intended to provide a framework of criteria against which such requests can be assessed in order to provide the Council with a consistent approach in dealing with such requests.
- 1.2 Whilst it is recognised that each request will contain a number of unique elements it is important that in exercising the Council's General Power of Competency it is seen to do so in a fair and equitable manner, in line with its Corporate Objectives and giving consideration to the utilisation of Council Resources.

## **2.0 POLICY AIM & OBJECTIVES**

- 2.1 **Policy Aim:** To provide a structured approach to dealing with requests for the maintenance and repair of unadopted roads.
- 2.2 **Policy Objectives:**
- To ensure that the Council has a consistent approach in exercising its General Power of Competence with respect to processing requests for the maintenance and repair of unadopted roads within the Mid Ulster District Council area

## **3.0 POLICY SCOPE**

- 3.1 This policy relates specifically to defining an approach with associated objective criteria which will enable the Council to determine whether it wishes to exercise its power under the General Power of Competency in relation to the maintenance, repair and potential adoption of 'private' roads.

## **4.0 LINKAGE TO CORPORATE PLAN**

- 4.1 Referring to Mid Ulster District Council's Corporate Plan 2015-2019, this policy contributes toward the delivery of Corporate Theme "Delivering for Our People".

## **5.0 CONSIDERING REQUESTS**

5.1 The Council will only consider any application to exercise the General Power of Competence with respect to the repair, reconstruction or preparation for adoption of unadopted roads where the following criteria are satisfied:

- a) The Council owns the land on which the road is constructed or previously had responsibility for the road in question prior to Local Government Re-organisation in 1972

Or

- b) The subject road was not transferred to nor adopted by the statutory 'Roads Authority' at the relevant time of transfer of local government functions for example under the 1972 Local Government Act.

Or

- c) Properties adjacent to and accessed from the subject road were built by the Council or its predecessors.

Or

- d) The situation appears to have arisen in light of an anomaly

And

- e) All options (to establish ownership and/or maintenance liabilities) with other relevant statutory bodies have been exhausted.

- f) The subject road is in a state of disrepair to the extent that it is difficult to safely drive a vehicle on it and/or is a safety hazard.

- g) An exceptional case must be proven and other statutory bodies and adjacent owners not in a position to carry out works.

5.2 Land that is privately owned and/or where a developer is involved and/or where there is or should be a road bond/insurance in place, would not be eligible under this Policy.

5.2 As any decision to carry out works would be a discretion under the General Power of Competence, therefore, consideration must be given to issues such as; resource use and utilisation; financial implications; anticipated specific benefits; risk mitigation; statutory duties and strategic objectives alignment;

effective and economic roll out; any public law duties; and any other relevant considerations. Due consideration will need to be given to Section 79 of the Local Government Act (Northern Ireland) 2014 which deals with the application of the General Power of Competency for local authorities in Northern Ireland.

- 5.3 Requests shall be reported to and considered by the Environment Committee, in the first instance solely for the purpose of considering the validity of the request and subsequent recommendation brought to the monthly Council meeting.
- 5.4 Once a case has been determined and approved for the Council to exercise its General Power of Competency a report will be submitted to the Policy & Resources Committee for consideration of inclusion within the Council's Capital Program when the factors listed at 5.2 above will be considered.
- 5.5 The Council shall only approve requests where they both satisfy the criteria set out in this Policy and which have been considered as 'affordable' within the resources of the Council. Note: the affordability test may vary depending on the demands on the Council at the time of the request.

## **6.0 ROLES AND RESPONSIBILITIES**

- 6.1 All requests shall initially be presented to the Environment Committee by the appropriate council officer for consideration and recommendation to the next available Council meeting to make a decision.

## **7.0 IMPACT ASSESSMENTS**

### **7.1 Equality Screening & Impact**

- 7.1.1 The Policy has been subjected to equality screening in accordance with the council's screening process.
- 7.1.2 The Policy has been subjected to a Rural Impact Assessment (RIA) in line with the legislative guidance.

### **7.2 Staff & Financial Resources**

- 7.2.1 In the main it is anticipated that any successful requests would be funded through the Council's Capital Program as so determined from time to time by the Council.

- 7.2.2 Officer time will be required to process request, carry out the necessary investigations and prepare the necessary Committee Reports. It is anticipated that a considerable level of input would be required from the Council's Solicitor.

## **8.0 SUPPORT AND ADVICE**

- 8.1 Advice and guidance on the implementation of this should be sought from the Director, relevant Head of Services and Council Solicitor.

## **9.0 COMMUNICATION**

- 9.1 The Environment & Property Directorate is responsible for the communication and delivery of this Policy.

## **10.0 MONITORING & REVIEW ARRANGEMENTS**

- 10.1 Implementation of this policy will be monitored and a formal review undertaken 24 months from its effective date.

### Introduction

Mid Ulster District Council has a statutory duty to screen its policies, procedures, practices/decisions. This Policy Screening Form and Report assists Council Departments to consider the likely equality and good relations impacts of the aforementioned, if any, placed upon our ratepayers, citizens, service users, staff and visitors to the district.

### Section 1 – Policy scoping

This asks the Policy Author to provide details on the policy, procedure, practice and/or decision being screened and what available evidence you have gathered to help make an assessment of the likely impact on equality of opportunity and good relations. Reference to policy within this document refers to either of the aforementioned (policy, procedure, practice, and/ or decision).

### Section 2 – Screening questions

This asks about the extent of the likely impact of the policy on groups of people within each of the Section 75 categories. Details of the groups consulted and the level of assessment of the likely impact. This includes consideration of multiple identity and issues.

### Section 3 – Screening decision

This guides the Council to reach a screening decision as to whether or not there is a need to carry out an equality impact assessment (EQIA), or introduce measures to mitigate the likely impact, or the introduction of an alternative policy to better promote equality of opportunity.

### Section 4 – Monitoring

This provides guidance to the Council on monitoring for adverse impact and broader monitoring.

### Section 5 – Approval and authorisation

This verifies the Council's approval of a screening decision by a senior manager responsible for the policy.

### Appendix A      Screening Process

## Section 1 Policy Scoping & Information

The first stage of the screening process involves scoping the policy under consideration which sets the context and confirms the aims and objectives for the policy being screened. Scoping the policy helps to identify constraints as well as opportunities and will help the policy author to work through the screening process on a step by step basis.

<b>1. Policy Name</b>		
Maintenance of Unadopted Roads Policy		
<b>2. Is this an existing, revised or a new policy?</b>		
This is a new policy		
<b>3. What is it trying to achieve? (aims/outcomes)</b>		
To ensure that the Council has a consistent approach in exercising its General Power of Competence with respect to processing requests for the maintenance and repair of unadopted roads within the Mid Ulster District Council area.		
<b>4. Are there any Section 75 categories which might be expected to benefit from the intended policy?</b>	Yes	
	No	✓
If so, please explain		
N/A		
<b>6. Who initiated or wrote the policy?</b>		
This policy was initiated by the Council through the Policy and Resources Committee and drafted by the Director of Environment & Property.		
<b>7. Who owns and who implements the policy?</b>		
The Director of Environment & Property owns the policy and will oversee its implementation		

### Implementation factors

	Yes	No
Are there any factors which could contribute to/ detract from intended aim/ outcome of the policy?	✓	
• If yes, are they financial?	✓	
• If yes, are they legislative?	✓	
• If yes, Please specify	<b>Financial:</b> Implementation of the Policy may well be limited by the Capital Resources available to the Council at any given point in time.	



	<b>Legislative:</b> Section 79 of the Local Government Act (Northern Ireland) 2014 which deals with the application of the General Power of Competency for local authorities in Northern Ireland.
• Other, Please specify	

### Stakeholders

The internal and external (actual or potential) that the policy will be impacted upon

	Yes	No
Staff	✓	
Service Users	✓	
Other public sector organisations	✓	
Voluntary/community/ trade unions		
Other, please specify		

### Others policies with a bearing on this policy

Policies	Owners

## Available evidence

Information and available evidence (qualitative and quantitative) gathered to inform the policy under each of the Section 75 groups as identified within the Northern Ireland Act 1998.

Section 75 category	Details of evidence/information																																				
Religious belief	<p>63.77% of the population were brought up in the Catholic religion and 33.46% belong or were brought up in a Protestant and Other Christian (including Christian related) religion. Other religions comprised 690 (0.5%) and None 3,153 (2.28%) of the population (Source: 2011 Census).</p> <table><tr><th>Religion or Religion brought up in</th><th>No.</th><th>%</th></tr><tr><td>Catholic</td><td>88,375</td><td>63.77</td></tr><tr><td>Protestant and Other Christian (including Christian related)</td><td>46,372</td><td>33.46</td></tr><tr><td>Other religions</td><td>690</td><td>0.5</td></tr><tr><td>None</td><td>3,153</td><td>2.28</td></tr><tr><td><b>Total</b></td><td><b>138,590</b></td><td><b>100</b></td></tr></table>	Religion or Religion brought up in	No.	%	Catholic	88,375	63.77	Protestant and Other Christian (including Christian related)	46,372	33.46	Other religions	690	0.5	None	3,153	2.28	<b>Total</b>	<b>138,590</b>	<b>100</b>																		
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Political opinion	<p>Political party representation can be used as an approximate barometer of political opinion of people within Mid Ulster council area. The most recent local government/ council election in 2014 the percentage 1<sup>st</sup> preference vote share for each of the political party/ independents is detailed bellowed along with representation (seats) on Council (Source: NISRA):</p> <table><tr><th>Party</th><th>Votes</th><th>Percentage</th><th>Council Seats</th></tr><tr><td>SF</td><td>22,587</td><td>41.0%</td><td>18</td></tr><tr><td>DUP</td><td>9,723</td><td>17.6%</td><td>8</td></tr><tr><td>UUP</td><td>9,573</td><td>17.4%</td><td>7</td></tr><tr><td>SDLP</td><td>7,600</td><td>13.8%</td><td>6</td></tr><tr><td>Independent</td><td>2,689</td><td>4.9%</td><td>1</td></tr><tr><td>TUV</td><td>2,380</td><td>4.3%</td><td>0</td></tr><tr><td>Alliance</td><td>250</td><td>0.6%</td><td>0</td></tr><tr><td>UKIP</td><td>195</td><td>0.4%</td><td>0</td></tr></table>	Party	Votes	Percentage	Council Seats	SF	22,587	41.0%	18	DUP	9,723	17.6%	8	UUP	9,573	17.4%	7	SDLP	7,600	13.8%	6	Independent	2,689	4.9%	1	TUV	2,380	4.3%	0	Alliance	250	0.6%	0	UKIP	195	0.4%	0
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Racial group	<p>According to the 2011 Census the overwhelming majority of the population 136,485 (98.48%) were classified as 'white'. Within this total will be migrant communities, such as Polish, Lithuanian and so forth. Statistics indicate that the number of people in Mid Ulster Local Government District (LGD) born outside Northern Ireland is:</p> <table><tr><th>Place of Birth</th><th>No.</th></tr><tr><td>Great Britain</td><td>4,053</td></tr><tr><td>Republic of Ireland</td><td>2,250</td></tr><tr><td>EU Countries (Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Slovakia and Slovenia)</td><td>6,795</td></tr><tr><td>Other</td><td>2,280</td></tr></table>	Place of Birth	No.	Great Britain	4,053	Republic of Ireland	2,250	EU Countries (Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Slovakia and Slovenia)	6,795	Other	2,280																										
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	<p>The minority ethnic language profile within the area can serve as a possible indicator of the Black &amp; Minority Ethnic (BME) community profile within the district. The composition of language groups in Mid Ulster LGD area is also noted from the 2011 census by NISRA as:</p> <table border="1"> <thead> <tr> <th colspan="2">Main Languages of residents in Mid Ulster Council area</th><th>No.</th></tr> </thead> <tbody> <tr><td>English</td><td></td><td>125,715</td></tr> <tr><td>Polish</td><td></td><td>2,008</td></tr> <tr><td>Lithuanian</td><td></td><td>2,039</td></tr> <tr><td>Portuguese</td><td></td><td>903</td></tr> <tr><td>Irish (Gaelic)</td><td></td><td>404</td></tr> <tr><td>Slovak</td><td></td><td>477</td></tr> <tr><td>Russian</td><td></td><td>297</td></tr> <tr><td>Latvia</td><td></td><td>261</td></tr> <tr><td>Hungarian</td><td></td><td>117</td></tr> <tr><td>Chinese</td><td></td><td>64</td></tr> <tr><td>Tagalog/Filipino</td><td></td><td>38</td></tr> <tr><td>Malaysian</td><td></td><td>33</td></tr> <tr><td>Other</td><td></td><td>922</td></tr> </tbody> </table>		Main Languages of residents in Mid Ulster Council area		No.	English		125,715	Polish		2,008	Lithuanian		2,039	Portuguese		903	Irish (Gaelic)		404	Slovak		477	Russian		297	Latvia		261	Hungarian		117	Chinese		64	Tagalog/Filipino		38	Malaysian		33	Other		922
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Sexual orientation	<p>No specific statistics are available from the 2011 government census for this Category and there are therefore no official statistics available in relation to persons of different sexual orientation. However, the Integrated Household Survey would include between 3% and 4% would be either gay, lesbian and/or bisexual. However, due to the nature of 'disclosure' in this area, umbrella organisations often state that the figure may be closer to 10%.</p> <table><tr><th>Region</th><th>Heterosexual / Straight</th><th>Gay/ Lesbian</th><th>Bisexual</th><th>Gay/ Lesbian/ Bisexual</th><th>Other</th><th>Don't know /refuse</th><th>No response</th></tr><tr><td>England</td><td>92.54%</td><td>1.10%</td><td>0.51%</td><td>1.61%</td><td>0.33%</td><td>4.07%</td><td>1.45%</td></tr><tr><td>Wales</td><td>93.93%</td><td>1.04%</td><td>0.48%</td><td>1.52%</td><td>0.45%</td><td>2.99%</td><td>1.11%</td></tr><tr><td>Scotland</td><td>94.65%</td><td>0.82%</td><td>0.33%</td><td>1.14%</td><td>0.26%</td><td>2.59%</td><td>1.37%</td></tr><tr><td>N Ireland</td><td>93.00%</td><td>0.64%</td><td>0.96%</td><td>1.60%</td><td>0.26%</td><td>3.98%</td><td>1.17%</td></tr><tr><td>Total</td><td>92.80%</td><td>1.06%</td><td>0.51%</td><td>1.57%</td><td>0.32%</td><td>3.89%</td><td>1.42%</td></tr></table> <p>Research also conducted by the HM Treasury shows that between 5%-7% of the UK population identify themselves as gay, lesbian, bisexual or 'trans' (transsexual, transgendered and transvestite) (LGBT).</p>	Region	Heterosexual / Straight	Gay/ Lesbian	Bisexual	Gay/ Lesbian/ Bisexual	Other	Don't know /refuse	No response	England	92.54%	1.10%	0.51%	1.61%	0.33%	4.07%	1.45%	Wales	93.93%	1.04%	0.48%	1.52%	0.45%	2.99%	1.11%	Scotland	94.65%	0.82%	0.33%	1.14%	0.26%	2.59%	1.37%	N Ireland	93.00%	0.64%	0.96%	1.60%	0.26%	3.98%	1.17%	Total	92.80%	1.06%	0.51%	1.57%	0.32%	3.89%	1.42%
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Disability	<p>According to the 2011 NISRA census statistics 19.39% of people had a long-term health problem or disability that limited their day-to-day activities whilst 80.43% of people within the district stated their general health was either good or very good</p> <table><tr><th></th><th colspan="2">Mid Ulster</th><th colspan="2">Northern Ireland</th></tr><tr><th></th><th>No.</th><th>%</th><th>No.</th><th>%</th></tr><tr><td>Disability / long term health</td><td>26,870</td><td>19.39</td><td>374,646</td><td>20.69</td></tr><tr><td>No disability / long term health problem</td><td>111,720</td><td>80.61</td><td>1,436,217</td><td>79.31</td></tr></table> <p>In Northern Ireland the profile of persons with a disability has been reported by Disability Action as;</p> <ul style="list-style-type: none"><li>• More than 1 in 5 or 21% of the population have a disability</li><li>• 1 in 7 people have some form of hearing loss</li><li>• 5,000 persons use sign language - British Sign Language and/or Irish Sign Language</li><li>• There are 57,000 blind persons or persons with significant impairment</li><li>• 52,000 persons with learning difficulties</li></ul>		Mid Ulster		Northern Ireland			No.	%	No.	%	Disability / long term health	26,870	19.39	374,646	20.69	No disability / long term health problem	111,720	80.61	1,436,217	79.31					
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Dependants	<p>Persons with dependents may be people who have personal responsibility for the care of a child (or children), a person with a disability, and/ or a dependent older person. The below table provides a summary with respect Mid Ulster LGD.</p> <table><tr><th></th><th colspan="2">Mid Ulster</th><th colspan="2">Northern Ireland</th></tr><tr><th></th><th>No.</th><th>%</th><th>No.</th><th>%</th></tr><tr><td>Households with dependent children</td><td>18,626</td><td>38.99</td><td>238,094</td><td>33.86</td></tr><tr><td>Lone parent households with dependents</td><td>3,485</td><td>7.30</td><td>63,921</td><td>9.09</td></tr><tr><td>People providing unpaid care</td><td>12,821</td><td>10.69</td><td>231,980</td><td>11.82</td></tr></table> <p>Of the households in Mid Ulster Local Government District with dependent children, they can be summarised as;</p> <ul style="list-style-type: none"><li>• 7,407 families in households have 1 dependent child</li><li>• 6,394 families in households with two dependent children</li><li>• 5,014 families in households with three dependent children</li></ul> <p>There are 37,306 dependent children within families.</p>		Mid Ulster		Northern Ireland			No.	%	No.	%	Households with dependent children	18,626	38.99	238,094	33.86	Lone parent households with dependents	3,485	7.30	63,921	9.09	People providing unpaid care	12,821	10.69	231,980	11.82
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## Needs, experiences and priorities

Taking into account the information referred to above, what are the different needs, experiences and priorities of each of the following categories, in relation to the particular policy/decision? Specify details for each of the Section 75 categories

Section 75 category	Details of needs/experiences/priorities
Religious belief	None expected
Political opinion	None expected
Racial group	None expected
Age	None expected
Marital status	None expected
Sexual orientation	None expected
Men and women generally	None expected
Disability	None expected
Dependants	None expected

## Section 2 – Screening Questions

In making a decision as to carry out an Equality Impact Assessment (EQIA), the Council should consider its answers to the questions 1- 3 detailed below.

If the Council's conclusion is **none** in respect of all of the Section 75 equality of opportunity categories, then the Council may decide to screen the policy out. If a policy is 'screened out' as having no relevance to equality of opportunity, the Council should give details of the reasons for the decision taken.

If the Council's conclusion is **major** in respect of one or more of the Section 75 equality of opportunity, then consideration should be given to subjecting the policy to the equality impact assessment procedure.

If the Council's conclusion is **minor** in respect of one or more of the Section 75 equality categories, then consideration should still be given to proceeding with an equality impact assessment, or to:

- measures to mitigate the adverse impact; or
- the introduction of an alternative policy to better promote equality of opportunity.

#### **In favour of a 'major' impact**

- a) The policy is significant in terms of its strategic importance;
- b) Potential equality impacts are unknown, because, for example, there is insufficient data upon which to make an assessment or because they are complex, and it would be appropriate to conduct an equality impact assessment in order to better assess them;
- c) Potential equality impacts are likely to be adverse or are likely to be experienced disproportionately by groups of people including those who are marginalised or disadvantaged;
- d) Further assessment offers a valuable way to examine the evidence and develop recommendations in respect of a policy about which there are concerns amongst affected individuals and representative groups, for example in respect of multiple identities;
- e) The policy is likely to be challenged by way of judicial review;
- f) The policy is significant in terms of expenditure.

#### **In favour of 'minor' impact**

- a) The policy is not unlawfully discriminatory and any residual potential impacts on people are judged to be negligible;
- b) The policy, or certain proposals within it, are potentially unlawfully discriminatory, but this possibility can readily and easily be eliminated by making appropriate changes to the policy or by adopting appropriate mitigating measures;
- c) Any asymmetrical equality impacts caused by the policy are intentional because they are specifically designed to promote equality of opportunity for particular groups of disadvantaged people;
- d) By amending the policy there are better opportunities to better promote equality of opportunity.

#### **In favour of none**

- a) The policy has no relevance to equality of opportunity.

- b) The policy is purely technical in nature and will have no bearing in terms of its likely impact on equality of opportunity for people within the equality categories.

## Screening questions

<b>1. What is the likely impact on equality of opportunity for those affected by this policy, for each of the Section 75 equality categories (minor/ major/ none)</b>		
Section 75 category	Details of policy impact	Level of impact? minor/major/none
Religious belief	No adverse impacts anticipated	None expected
Political opinion	No adverse impacts anticipated	None expected
Racial group	No adverse impacts anticipated	None expected
Age	No adverse impacts anticipated	None expected
Marital status	No adverse impacts anticipated	None expected
Sexual orientation	No adverse impacts anticipated	None expected
Men and women generally	No adverse impacts anticipated	None expected
Disability	No adverse impacts anticipated	None expected
Dependants	No adverse impacts anticipated	None expected



<b>2. Are there opportunities to better promote equality of opportunity for people within Section 75 equality categories? (Yes/ No)</b>		
<b>Section 75 category</b>	<b>If Yes, provide details</b>	<b>If No, provide reasons</b>
Religious belief		We do not believe there are opportunities to better promote equality of opportunity in this regard.
Political opinion		We do not believe there are opportunities to better promote equality of opportunity in this regard.
Racial group		We do not believe there are opportunities to better promote equality of opportunity in this regard.
Age		We do not believe there are opportunities to better promote equality of opportunity in this regard.
Marital status		We do not believe there are opportunities to better promote equality of opportunity in this regard.
Sexual orientation		We do not believe there are opportunities to better promote equality of opportunity in this regard.
Men and women generally		We do not believe there are opportunities to better promote equality of opportunity in this regard.
Disability		We do not believe there are opportunities to better

		promote equality of opportunity in this regard.
Dependants		We do not believe there are opportunities to better promote equality of opportunity in this regard.

**3. Are there opportunities without prejudice, to the equality of opportunity duty, to better promote good relations between Section 75 equality categories, through tackling prejudice and/ or promoting understanding? (Yes/ No)**

	No	✓
	Yes	
If yes, please detail the opportunities below:		

If yes is concluded to Question 3, then the policy will be referred to the Council's Good Relations Working Group for consideration. The Group will consider the potential opportunities and assess if and how the overall impact of a decision/policy can better promote good relations.

### **Additional Considerations - Multiple identity**

Generally speaking, people can fall into more than one Section 75 category. Taking this into consideration, are there any potential impacts of the policy/decision on people with multiple identities? *(For example; disabled minority ethnic people; disabled women; young Protestant men; and young lesbians, gay and bisexual people).*

None

Provide details of data on the impact of the policy on people with multiple identities. Specify relevant Section 75 categories concerned.

None

### Section 3 – Screening Decision

In light of answers provided to the questions within Section 3 select one of the following with regards the policy:

		Select One
1	Shall not be subject to an EQIA - <i>with no mitigating measures required</i>	✓
2	Shall not be subject to an EQIA - <i>mitigating measures/ alternative policies introduced</i>	
3	Shall be subject to an EQIA	

If 1 or 2 above (i.e. not to be subject to an EQIA) please provide details of reasons why.

It is considered that this policy will have no adverse impact.

If 2 above (i.e. not to subject to an EQIA) in what ways can adverse impacts attaching to the policy be mitigated or an alternative policy be introduced.

N/A

If 3 above (i.e. shall be subject to an EQIA), please provide details of the reasons.

N/A

### Mitigation

When it is concluded that the likely impact is 'minor' and an equality impact assessment is not to be conducted, you may consider mitigation to lessen the severity of any equality impact, or the introduction of an alternative policy to better promote equality of opportunity.

Can the policy/decision be amended or changed or an alternative policy introduced to better promote equality of opportunity?

If so, give the **reasons** to support your decision, together with the proposed changes/amendments or alternative policy:

## Timetabling and prioritising

If the policy has been screened in for equality impact assessment, please answer the below to determine its priority for timetabling the equality impact assessment.

- On a scale of 1-3 (1 being lowest priority and 3 being highest), assess the policy in terms of its priority for equality impact assessment.

Priority criterion	Rating (1-3)
Effect on equality of opportunity	N/A
Social need	N/A
Effect on people's daily lives	N/A
Relevance to a Council's functions	N/A

Note: The Total Rating Score should be used to prioritise the policy in rank order with other policies screened in for equality impact assessment. This list of priorities will assist the Council in timetabling. Details of the Council's Equality Impact Assessment Timetable should be included in the Screening Reports.

- Is the policy affected by timetables established by other relevant public authorities?


Yes	✓
No	

## Section 5 – Monitoring

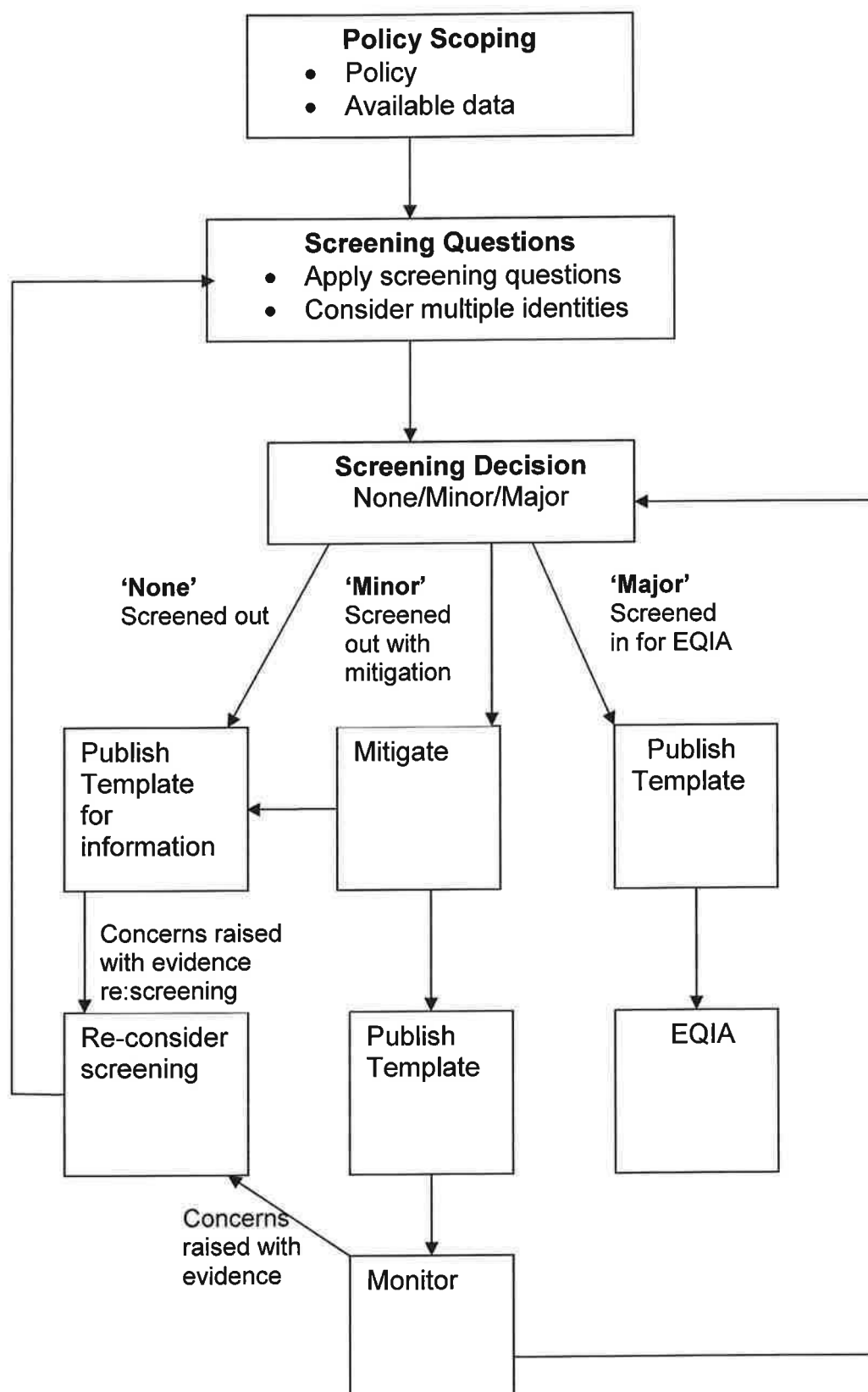
Effective monitoring will help identify any future adverse impact arising from the policy which may lead the Council to conduct an equality impact assessment, as well as help with future planning and policy development. Please detail proposed monitoring arrangements below:

This policy will be reviewed 24 months after its date of approval.

## Section 6 – Approval and authorisation

Screened by:	Position/ Job Title	Date
<b>Andrew Cassells</b>  <b>Ann McAleer</b>	Director of Environment & Property  Corporate Policy & Equality Officer	5 September 2017
Approved by:	Position/ Job Title	Date
 <b>Andrew Cassells</b>	Director of Environment & Property	5 September 2017

**Note:** A copy of the Screening Template, for each policy screened should be 'signed off' and approved by a senior manager responsible for the policy; made easily accessible on the council website as soon as possible following completion and be available on request.







## **Rural Needs Impact Assessment Template**

### ***Maintenance of Unadopted Roads Policy***

#### **Step 1: Define the Issue**

Key questions to consider:

- *What are the objectives of the strategy, policy plan or service?*
- *What impact do you intend it to have in rural areas?*
- *How is 'rural' defined for the purposes of this policy/strategy/service/plan?*
- *What would constitute a fair rural outcome in this case?*

*What are the objectives of the Policy?*

The objective of the Policy is to ensure that the Council can demonstrate a consistent approach in determining to use its General Power of Competence in relation to requests for the repair and maintenance of unadopted Roads within its District.

*What impact do you intend it to have in rural areas?*

The Policy does not make any distinction between Rural and Urban areas and would therefore be applied equitably in either scenario. The Policy has been developed in response to requests, the initiation of which the Council has no control over; i.e. its application will be 'demand driven' and as such is not restrictive in terms of its applicability in a Rural setting.

*How is 'rural' defined for the purposes of this policy?*

'Rural' as set out within Department for Environment, Agriculture & Rural Affairs guidance relating to the Rural Needs Act, as being settlements of less than 5,000 residents.

*What would constitute a fair rural outcome in this case?*

That the outcome of the application of the Policy to any request received by the Council is no different simply because of where the request emanated from.

## Step 2: Understand the situation

### Key questions to consider

*What is the current situation in rural areas?*

*What evidence (statistics, data, research, stakeholder advice) do you have about the position in rural areas?*

*If the relevant evidence is not available, can this be sourced?*

*Do you have access to the views of rural stakeholders about the likely impact of the policy?*

*Are there existing design features or mitigations already in place to take account of rural needs?*

*What is the current situation in rural areas?*

The Council has not openly sought requests from rural (or urban) areas therefore the extent of the issue is currently unquantifiable.

*What evidence (statistics, data, research, stakeholder advice) do you have about the position in rural areas?*

Save for the requests received to date none at this stage; it is not a subject which has been the focus of any known statistics or data.

*If the relevant evidence is not available, can this be sourced?*

As this is a 'responsive' Policy the Council can only act on requests received; there are no plans to seek requests.

*Do you have access to the views of rural stakeholders about the likely impact of the policy?*

As it is difficult to know who the stakeholders may be no views are available; however a positive outcome from a request following the application of the Policy would be seen to enhance the infrastructure of the area concerned.

*Are there existing design features or mitigations already in place to take account of rural needs?*

Transport NI as the Statutory Roads Authority are responsible for the maintenance of all adopted Roads whilst unadopted Roads are generally the responsibility of the provider and/or landowner.

### **Step 3:      Develop and appraise options**

Key questions to consider

*Are there barriers to delivery in rural areas?*  
*If so, how can these be overcome or mitigated?*  
*Will it cost more to deliver in rural areas?*  
*What steps can be taken to achieve fair rural outcomes?*

*Are there barriers to delivery in rural areas?*

No: the principle limitation of the application of the Policy will be in terms of the Council agreeing to utilise Council resources in exercising its General Power of Competence

*If so, how can these be overcome or mitigated?*

These restrictions can be mitigated to an extent by the Council rigorously applying the Policy;

*Will it cost more to deliver in rural areas?*

No

*What steps can be taken to achieve fair rural outcomes?*

As previously stated the Policy does not differentiate between Rural and Urban applications

#### **Step 4: Prepare for Delivery**

Key questions to consider

*Do the necessary delivery mechanisms exist in rural areas?*  
*Have you considered alternative delivery mechanisms?*  
*What action has been taken to ensure fair rural outcomes?*  
*Is there flexibility for local delivery bodies to find local solutions?*  
*Are different solutions required in different areas?*

*Do the necessary delivery mechanisms exist in rural areas?*

Yes

*Have you considered alternative delivery mechanisms?*

Delivery Mechanisms are limited as actually delivery of a successful outcome following a request will be subject to the Councils Procurement Policy.

*What action has been taken to ensure fair rural outcomes?*

No differentiation between Urban & Rural requests has been made nor is it intended; the outcomes, will, as per the Policy be consistent across the whole Council District.

*Is there flexibility for local delivery bodies to find local solutions?*

Yes

*Are different solutions required in different areas?*

No

## Step 5: Implementation & Monitoring

Key questions to consider

*Have you set any rural specific indicators or targets to monitor?*

*How will the outcomes be measured in rural areas?*

*Are there any statistics or data that you will collect to monitor rural needs and impacts?*

*Have you set any rural specific indicators or targets to monitor?*

Given the definition of Rural associated with this Policy monitoring can be conducted on the basis of the location of any such requests and whether they are successful or not; however each case will no doubt contain unique elements which may make comparison on this basis difficult.

*How will the outcomes be measured in rural areas?*

Number of requests received, number of requests which proceed based on compliance with the criteria set out in the Policy and the decision by Council to process such requests.

*Are there any statistics or data that you will collect to monitor rural needs and impacts?*

As above.

## Step 6: Evaluation & Review

### Key questions to consider

*What processes are in place to evaluate and review the implementation of the policy, strategy, plan or service?*

*Have rural needs been factored into the evaluation process?*

*How will lessons learned in relation to rural outcomes be used to inform future policy making and delivery?*

*What processes are in place to evaluate and review the implementation of the policy?*

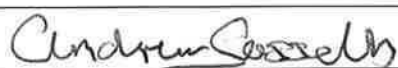
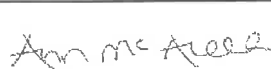
The Policy is to be reviewed every two years.


*Have rural needs been factored into the evaluation process?*

Rural needs will be considered

*How will lessons learned in relation to rural outcomes be used to inform future policy making and delivery?*

Given that the Policy has yet to be applied to any requests it is difficult to know what specific rural issues would arise, however, any that do will be considered.

<b>Rural Needs Impact Assessment undertaken by</b>	Andrew Cassells
<b>Position:</b>	Director of Environment & Property
<b>Signature:</b>	
<b>Date completed:</b>	5 September 2017
<b>Rural Needs Impact Assessment undertaken by</b>	Ann McAleer
<b>Position:</b>	Corporate Policy and Equality Officer
<b>Signature:</b>	
<b>Date completed:</b>	5 September 2017

<b>Rural Needs Impact Assessment approved by:</b>	Andrew Cassells 
<b>Position:</b>	Director of Environment & Property
<b>Signature:</b>	
<b>Date approved:</b>	5 September 2017

**Minutes of Meeting of Policy and Resources Committee of Mid Ulster District Council held on Thursday 7 September 2017 in the Council Offices, Burn Road, Cookstown**

**Members Present**

Councillor Molloy, Chair

Councillors Ashton, Buchanan, Cuddy, Doris, Elattar, Forde, Gildernew, Kearney, S McGuigan, McKinney, McLean, McPeake, M Quinn, Totten

**Officers in Attendance**

Mr A Tohill, Chief Executive  
Mr Cassells, Director of Environment and Property  
Mrs Dyson, Head of HR  
Mr Kelso, Director of Public Health and Infrastructure  
Mrs Kerr, Head of Finance  
Mr Moffett, Head of Democratic Services  
Mr O'Hagan, Head of ICT  
Mr JJ Tohill, Director of Finance  
Miss Thompson, Committee Services Officer

The meeting commenced at 7.01 pm.

**PR154/17 Apologies**

Councillor Bateson and Director of Organisational Development.

**PR155/17 Declaration of Interest**

The Chair reminded members of their responsibility with regard to declarations of interest.

**PR156/17 Chair's Business**

The Chair acknowledged the recent death of staff member, Mr Gerry McIntosh who was a Monitoring Officer within Environment and Property Division and conveyed the condolences of the Committee to his family.

**Matters for Decision**

**PR157/17 Corporate Plan 2017-2019**

The Chief Executive presented previously circulated report which provided details on the outcome of the review of Council's Corporate Plan 2015-2019.

Proposed by Councillor McPeake  
Seconded by Councillor M Quinn and

**Resolved** That it be recommended to Council to approve the draft Council Corporate Plan 2017-2019.

**PR158/17 ICT Security Policy**

The Head of ICT presented previously circulated report which sought the approval of an ICT Security Policy for Mid Ulster District Council.

Councillor S McGuigan asked if having more people involved in ICT security makes data and systems more or less secure.

The Head of ICT advised that having security controls and good practices in place as part of this policy helps to mitigate risk.

In response to Councillor Cuddy's question the Head of ICT advised that legacy Councils did have similar policies in place but that it was important for Mid Ulster Council to have one policy going forward.

In response to Councillor Kearney's question the Head of ICT advised that Members would be invited to awareness sessions on ICT policy.

Proposed by Councillor McLean  
Seconded by Councillor Buchanan and

**Resolved** That it be recommended to Council to approve the adoption of ICT Security Policy for Mid Ulster District Council.

**PR159/17 CCTV Policy**

The Head of ICT presented previously circulated report which sought the approval of a CCTV Policy for Mid Ulster District Council.

Councillor Ashton sought clarification on the different timeframes stated within the policy.

The Head of ICT advised that there was a statutory requirement for Council to provide a subject access response such as CCTV images within 40 days. The policy sets out the typical image retention period for footage at 31 days depending on the age and capacity of the equipment installed at each site.

Councillor Ashton asked how Council could respond as there may be some instances when a request is made to view data but images have been deleted.

The Head of ICT advised that Council is under no statutory obligation to keep images for longer than 31 days and that the Council would respond that the data is not held if images had been overwritten.

The Chief Executive advised that when requests are received in a timely fashion then they should be responded to appropriately.



Councillor Gildernew advised of previous instances in Dungannon town centre, one of which was a murder, and that there were never any CCTV images that could be used.

In response to Councillor S McGuigan the Head of ICT advised that systems used would enhance public safety in town centres and help to protect council assets. The Head of ICT advised that resources were not available to provide cover for every inch and that invariably coverage can be missed. The Head of ICT also referred to new CCTV tender being deployed.

Councillor S McGuigan referred to area of anti social behaviour in legacy Dungannon Council and advised that images were unable to be viewed as a camera covering the area had not been in operation for 3 years but that Council had still been paying maintenance on the camera.

Councillor Cuddy asked if individuals can request to view CCTV images or if it is only the Police that can view these images. The Councillor asked if it was known that shop lifters were operating in an area if CCTV images can be accessed quickly. Councillor Cuddy asked if this policy was similar to that of other Councils.

The Head of ICT advised that CCTV policies across the other 10 Councils are broadly similar, he stated that both individuals and Police can request to view CCTV images and that this would be dealt with within ICO guidelines. The Head of ICT advised that if it is brought to attention that shop lifters are operating in an area then tracking may possibly take place dependent on the town centre installations managed by the PCSP Manager.

Proposed by Councillor M Quinn  
Seconded by Councillor Kearney and

**Resolved** That it be recommended to Council to approve the adoption of CCTV Policy for Mid Ulster District Council.

#### **PR160/17 Non-Smoking and Non-Vaping Policy**

The Head of Democratic Services presented previously circulated report which sought the approval of a Non-Smoking and Non-Vaping Policy.

Proposed by Councillor McLean  
Seconded the Councillor McKinney and

**Resolved** That it be recommended to Council to approve the adoption of Non-Smoking and Non-Vaping Policy for Mid Ulster District Council.

## **Matters for Information**

### **PR161/17 Minutes of Policy and Resources Committee held on Thursday 6 July 2017**

Members noted minutes of Policy and Resources Committee held on Thursday 6 July 2017.

### **PR162/17 Interpretation Services at Receptions**

Members noted previously circulated report which provided update on the provision of interpretation services requirements at receptions at Council facilities and civic buildings.

### **PR163/17 Member Services**

No issues.

## **Local Government (NI) Act 2014 - Confidential Business**

Proposed by Councillor M Quinn  
Seconded by Councillor S McGuigan and

**Resolved** In accordance with Section 42, Part 1 of Schedule 6 of the Local Government Act (NI) 2014 that Members of the public be asked to withdraw from the meeting whilst Members consider items PR164/17 to PR172/17.

### **Matters for Decision**

PR164/17 Off Street Car Parking: Debt Write Off  
PR165/17 Capital Programme – Resource Allocation  
PR166/17 Contracts and DAC  
PR167/17 Financial report for four months ended 31 July 2017  
PR168/17 Review of Draft Financial Statements for 2016/17  
PR169/17 Disciplinary Procedure for Mid Ulster District Council  
PR170/17 Staffing Matters

### **Matters for Information**

PR171/17 Confidential Minutes of Policy and Resources Committee held on Thursday 6 July 2017  
PR172/17 Staffing Matters

### **PR173/17 Duration of Meeting**

The meeting was called for 7 pm and ended at 8.13 pm.

CHAIR \_\_\_\_\_

DATE \_\_\_\_\_



<b>Report on</b>	Planning System Replacement
<b>Reporting Officer</b>	Barry O'Hagan
<b>Contact Officer</b>	Barry O'Hagan

<b>Is this report restricted for confidential business?</b>	Yes	
If 'Yes', confirm below the exempt information category relied upon	No	x

<b>1.0</b>	<b>Purpose of Report</b>
1.1	To inform Council on the progress to date regarding the replacement of the Planning Portal system.
<b>2.0</b>	<b>Background</b>
2.1	<p><b>Need for a new planning IT system</b></p> <p>The NI Planning Portal (NIPP) system is used by the 11 councils, the Department and the Regional Property Certificate Unit to process planning applications and consents, enforcement cases, property certificates, tree preservation orders etc. The system is used by the public, council staff, the Departmental, planning agents, solicitors and consultees.</p> <p>During 2015/16 the NIPP handled:</p> <ul style="list-style-type: none"> <li>· Over 12,000 planning applications including 145 major development and 6 regionally significant development applications;</li> <li>· Over 11,000 planning applications decisions;</li> <li>· Almost 3,000 enforcement cases (opened); and</li> <li>· Issued over 42,000 consultations including statutory, non statutory and advice &amp; guidance.</li> </ul> <p>There are almost 9,500 registered users in Public Access.</p> <p>The NIPP was developed over ten years ago when the Department was the single planning authority. While the system is still operational it is reaching the end of its operational life and no longer meets all of the needs of users. The contract for the maintenance and support of the system ends in March 2019.</p>
<b>3.0</b>	<b>Main Report</b>
3.1	<p><b>Plan and progress for identifying a new planning IT system.</b></p> <p>The Department and local government colleagues have been working together to identify the way forward for any new planning IT system. This work is being taken forward in stages: initially with a Discovery exercise, to identify the key requirements of any new planning IT system, followed by the development of a business case to identify the preferred option for a new planning IT system.</p> <p>The Discovery exercise was taken forward by consultants Deloitte over the summer. This has involved engagement with a wide range of stakeholders with over 30 workshops attended by over 170 people from the local government, central</p>

	<p>government and other organizations. This work has been very positive and there was widespread agreement on the key functions of any new planning IT system. The proposed main functions of a new planning IT system could be used by the Department and local government are.</p> <ul style="list-style-type: none"> <li>· Ability to accept on-line applications in order to move towards a paperless process</li> <li>· Ability to accept on-line payments</li> <li>· Ability to manage and monitor large volume of planning applications</li> <li>· Notifications and alerts for application updates for all users of the system</li> <li>· A consistent mapping service with easy to select mapping layers with each Authority having the ability to manage their own default filters</li> <li>· A search function that will allow users' to search the system across several different search criteria, and enable each Authority to create and save their own standard searches.</li> <li>· Ability for each Authority to manage, customize and maintain their own templates, and library of conditions and refusal reasons.</li> <li>· Ability for each Authority to produce their own core reports including Key Performance Indicator reports</li> </ul> <p>The Discovery phase also identified four business solutions</p> <ul style="list-style-type: none"> <li>· One shared IT system that is collectively managed / controlled</li> <li>· One shared IT system that is collectively managed / controlled but with local control for specific functions</li> <li>· One shared public facing IT system with back-office IT system for each Department and local council</li> <li>· Twelve standalone IT systems — one for each Department and local council</li> </ul> <p>While there are advantages and disadvantages for each business solution, the outcome from Discovery is that option two best meets the functional and accessibility needs of key stakeholders.</p> <p>These outcomes from Discovery will be used to inform the development of a Business Case. The Department and local government have recently appointed PA Consulting to undertake this work and a draft business case will be ready later in the autumn. This will provide an impartial view of the available options, taking into consideration costs, timeframes, governance &amp; funding arrangements, and will identify the preferred option going forward for a new planning IT system.</p>
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	<ul style="list-style-type: none"> <li>Local Government and the Department will consider the draft business case in approximately November 2017.</li> <li>Develop final business case (to reflect feedback from Local Government and the Department).</li> </ul>
<b>4.0</b>	<b>Other Considerations</b>
<b>4.1</b>	<p><b><u>Financial &amp; Human Resources Implications</u></b></p> <p>Financial: Each Council and the Department have contributed to the Discovery and formulation of the business case. The council will contribute £12,000 towards a detailed discovery and the formulation into the business case as Mid Ulster's contribution for the work undertaken by Deloitte and PA Consulting.</p> <p>Human: Discovery has required subject matter expertise across Planning resources to contribute to the discovery works shops and formulating the requirements of the new system. Mid Ulster had fulfilled its obligation to the contribution with the grateful commitment from the Planning Manager.</p>
<b>4.2</b>	<p><b><u>Equality and Good Relations Implications</u></b></p> <p>No applicable</p>
<b>4.3</b>	<p><b><u>Risk Management Implications</u></b></p> <p>The planning portal Governance Board continues to have representation from the Planning manager and Head of IT system. The project and its risk to normal planning operations will continue to be monitored closely for its progress and implementation of a new system. It is likely that any significant new system that requires substantial software development and testing will require the extension of the existing contracts to maintain the current planning portal contract that expires in March 2017.</p>
<b>5.0</b>	<b>Recommendation(s)</b>
5.1	That the committee notes the update on the replacement of the Planning Portal System as required.
<b>6.0</b>	<b>Documents Attached &amp; References</b>
	None





<b>Report on</b>	Annual Progress Report on 2016/17 Corporate Improvement Plan
<b>Reporting Officer</b>	P Moffett, Head of Democratic Services
<b>Contact Officer</b>	L Jenkins, Performance & Quality Officer

<b>Is this report restricted for confidential business?</b>	Yes	
If 'Yes', confirm below the exempt information category relied upon	No	X

<b>1.0</b>	<b>Purpose of Report</b>
1.1	To inform members on progress made towards delivery of the 2016/17 Corporate Improvement Plan
<b>2.0</b>	<b>Background</b>
2.1	<p><b><u>Council Discharging Duties under the Local Government Act (NI) 2014</u></b></p> <p>Under the Local Government Act (NI) 2014, Council has a duty to make arrangements to secure continuous improvement and to account for it. This report offers details of our progress in delivering the Improvement Objective and activities described in Corporate Improvement Plan 2016/17.</p> <p>In line with Council's statutory duty to make arrangements to secure continuous improvement in the exercise of its functions, we are required to publish two documents each year, the first is the forward looking improvement plan by the end of June, setting out our improvement priorities/objectives for the financial year ahead and the second is an annual report to reflect back on the performance of that plan, to be published by the 30<sup>th</sup> of September. The report is intended to comply with any requirements and provide an assessment of our performance on outcomes for citizens.</p> <p>From 2017/18 we are now further required to:</p> <ol style="list-style-type: none"> <li>1. Compare against Council's previous year's performance</li> <li>2. So far as is practicable, to compare our Performance against other Councils in the exercise of the same or similar functions</li> </ol>
2.2	<p><b><u>Choosing and Consulting On our Improvement Objectives for 2016/17</u></b></p> <p>The Council's Policy and Resources Committee oversaw the process by setting a timeline for developing the 2016-17 Improvement Objectives to ensure publication of its improvement plan as soon as reasonably practicable, in line with Department of the Environment Guidance. A consultation on the proposed objectives, with associated activities for the 12 month period from April 2016 was held from the 12<sup>th</sup> February to 11<sup>th</sup> March 2016.</p> <p>There was significant endorsement for the three proposed improvement objectives, together with additional commentary provided, the council then developed its 2016-17 Corporate Improvement Plan around them. The outcome of the consultation and</p>

	<p>report on the final improvement objectives and indicators were considered at the Council's April Policy &amp; Resources Committee and confirmed by Council. Our Services areas subsequently undertook the final development of their Service Improvement Plans containing, actions, measures and projects (53 in total).</p> <p>The Improvement Objectives for 2016/17 were:</p> <ol style="list-style-type: none"> <li>1. Consolidating and Improving the Delivery of Services</li> <li>2. Improving Our Management of Waste</li> <li>3. Promote &amp; Assist in the Growth of the Economy</li> </ol>
<b>3.0</b>	<b>Main Report</b>
3.1	<p><b><u>Annual Performance Report 2016/17.</u></b></p> <p>The Annual Report 2016/17 has been prepared and is set out as Appendix One to this paper. In summary, it covers:</p> <ul style="list-style-type: none"> <li>• Highlights for 2016-17, <b>Section 1</b></li> <li>• Choosing and Consulting on Our Improvement Objectives, <b>Section 2</b></li> <li>• Activity undertaken during 2016-17 to achieve the Council Improvement Objectives, <b>Section 3</b></li> <li>• Statutory performance indicators and standards and benchmarking with other Councils where relevant, and Self-Imposed indicators , <b>Section 4</b></li> <li>• Overall Assessment for 2016-17, <b>Section 5</b></li> </ul> <p>The report provides a self- assessment of how Council has performed and delivered against our commitments, priorities and measures. Our work is scrutinised by the Northern Ireland Audit Office to ensure that we use public money effectively to deliver benefits to our communities.</p> <p>It should be noted that, in respect of the requirement to compare performance with that of other councils, the Local Government Auditor has stated in her report dated 5 July 2017 on the audits of local councils performed up to 31 March 2017 that, <i>"due to the absence of an agreed framework, councils will only be in a position to compare their statutory performance indicators and standards. I consider until an agreed framework is in place to support non-statutory indicators and standards, this requirement will be very difficult to achieve"</i></p> <p>We have ensured that this annual report on presents a picture of performance for the year. The following table is a summary:</p>

	<b>Achievement</b>	<b>Explanation</b>	<b>No</b>	<b>%</b>
	Fully Achieved	All actions and measures were achieved	44	83%
	Substantially Achieved	Actions and measures were mostly achieved, one or two falling marginally short of planned targets	5	9%
	Partially Achieved	Some actions and measures were achieved	1	2%
	Not Achieved	Actions and measures were not achieved as planned	3	6%
	<p>All improvement work streams and activities which contributed towards the fulfilment of the council's 3 Improvement Objectives for 2016/17 have seen the majority (92%) being "Fully Achieved/Substantially Achieved" compared to 82% of improvement work streams/activities against last year's one improvement objective for 2015/16. Six out of the seven statutory performance indicators/standards were fully achieved</p>			
<b>4.0</b>	<b>Other Considerations</b>			
<b>4.1</b>	<b><u>Financial &amp; Human Resources Implications</u></b>  Financial: NA  Human: NA			
<b>4.2</b>	<b><u>Equality and Good Relations Implications</u></b>  NA			
<b>4.3</b>	<b><u>Risk Management Implications</u></b>  NA			
<b>5.0</b>	<b>Recommendation(s)</b>			
5.1	To note, review and comment as necessary on the Corporate Improvement Plan 2016 – 2017 Annual Report			
<b>6.0</b>	<b>Documents Attached &amp; References</b>			
6.1	Appendix One – Annual Report Corporate Improvement Plan 2016-2017.			

