

## Working Group Report

### Illumination of Council Properties

Report of Illumination of Council Properties Working Group meeting of Mid Ulster Council held on Wednesday 16<sup>th</sup> September 2020 in Chamber, Dungannon at 6pm

**Attendees**    **Members:** Councillors Brown\*, McLean\*, Cuthbertson, Quinn, McKinney, Molloy, O'Neill, McNamee (\*denotes virtual attendance)  
**Officers:** Head Democratic Services (P Moffett), Head Culture & Arts (T McCance), Corporate Policy & Equality Officer (A McAleer)

**Apologies**    Councillor Mallaghan

AGENDA	MATTERS AGREED	RESPONSIBILITY
1.0	<b>Apologies &amp; Appointment of Working Group of Chair</b>	
	It was <b>AGREED</b> that Councillor Molloy assume the role of Working Group Chair	
2.0	<b>Draft Working Group Terms of Reference &amp; Scope of Activity</b>	
	Members considered and <b>AGREED</b> previously circulated Working Group Terms of Reference	
3.0	<b>Review and Consideration of Issues</b>	
	<p>Members considered the previously circulated <i>Issues &amp; Consideration Paper</i>. The following issues were <b>NOTED</b> for further consideration and the way forward:</p> <ul style="list-style-type: none"> <li>• That the existing policy should broadly remain but where a request does not meet the existing requirements (i.e. be from a charitable organisation and for a charitable cause) then it be referred to Party Leaders for consideration/approval. Where there is not unanimous agreement then it be deferred to Council for determination</li> <li>• Clarity sought on definition of Party Leaders</li> </ul>	

	<ul style="list-style-type: none"> <li>• Consideration be given to properties in Maghera and Coalisland (Cornmill, Coalisland was referenced) lighting up outside the 'main' towns. The town centre public art in Magherafelt was referred to as having the ability to be illuminated with varying colours.</li> <li>• Calendar of agreed specific dates similar to approach taken by Parliament Buildings was referenced with dates pre-approved on an annual basis</li> <li>• That illumination of buildings too frequently would de-value the efforts and opportunity offered by the Council. It was considered that that local causes/charities/organisations which impact on Mid Ulster and its residents directly should be supported and prioritised to illuminate properties</li> <li>• Approval process can take 4-6 weeks to get a request approved through Committee and Council</li> <li>• That Burnavon Arts &amp; Cultural Centre and Ranfurly House does not have the infrastructure in place that allows the facilities to illuminate/light up the buildings instantaneously without the use of gels and filters being placed on the lights of the exterior of buildings</li> </ul> <p>The following was <b>AGREED</b></p> <ul style="list-style-type: none"> <li>• Should requests meet the scope of the policy, arrangements should then be made to illuminate/light up the properties. Reports be brought to committee for information the following month(s) on the light ups which have taken place</li> <li>• That a scoping exercise be undertaken to identify estimated costs of lighting up each building. This should include the estimated installation costs for each building which do not have the infrastructure to instantaneously light up buildings without the use of gels and filters being placed over the lights on the exterior buildings</li> <li>• Buildings in Council ownership outside the three 'main' towns be explored as options for being illuminated</li> <li>• That a mechanism be explored on prioritising requests made from charities/organisations which impact locally in the district and which have an affinity/connection with the district</li> <li>• That the best methods for communicating illumination dates via social media or other be identified and reviewed</li> </ul>	Council Officers
	Meeting ended at 6.50pm	



## Meeting Report of Civic Recognition Working Group Tuesday 25 August 2020 at 6pm

Report of Civic Recognition Working Group of meeting held on 25 August 2020 at 6pm in the Council Offices, Dungannon and by virtual means

**Attendees** **Members:** Councillors Ashton\*, Brown, Buchanan, Doris, Mallaghan, D McPeake\*, Molloy, Quinn, Wilson (\*Denotes virtual attendance)

**Officers:** P Moffett (Head of Democratic Services), E Forde (Member Support Officer)

**Apologies** Cllr Bell, J Hobson (Executive Officer)

AGENDA	MATTERS AGREED	ACTIONS & RESPONSIBILITY
<b>1.0</b>	<b>Appointment of Working Group (WG) Chair</b>	
	<p>Councillor Wilson proposed that Councillor Mallaghan assume the role of Chair</p> <p>It was AGREED that the Working Group Chair: Councillor Mallaghan</p> <p>Two Members attending virtually had trouble in hearing activity/business in the meeting. It was NOTED that both Members had Party representation 'in the room' and left the meeting at 6.05pm</p>	Head of DS
<b>2.0</b>	<b>Consideration of the draft Working Group Terms of Reference and Scope of Activity</b>	
	<p>The Head of Democratic Services referred Members to the previously scheduled Terms of Reference and proposed scope of activity for the WG, with specific reference to its 5 no. areas of scope</p> <p>Members AGREED the Terms of Reference as presented</p> <p>The Head of DS referred Members also to the content of the Issues and Consideration as previously circulated, to inform discussion and context.</p>	Head of DS
<b>3.0</b>	<b>Issues for Discussion and Next Steps</b>	

	<p>Members discussed the following with respect the provision of current and future 'civic recognition':</p> <ul style="list-style-type: none"> <li>• Members discussed and expressed the view that the current methodology for civic recognition and acknowledged it had become repetitive and frequency of events had diminished value</li> <li>• Noted that the criteria for receiving a reception/recognition was while previously reviewed and 'tightened' to help maintain value in it, recipients still plentiful</li> <li>• Members expressed view that this was an opportunity to review how receptions and recognition etc. is provided going forward and this should be done now that there is time to do it even with national, all Ireland or international win being required</li> <li>• In context of COVID-19 Members and Officers noted that some Councils had/were hosting online ceremonies but this was not considered a favourable option on a longer-term basis</li> <li>• On discussion, members referred to various options for further consideration and AGREED that these be captured in a single document. These have been captured below (appendix A), though summarised as - up to 3 awards (themed) ceremonies per year to capture the bulk of the current recognition type requests coming through; letters issued from the Chair for general recognition/well done congratulations on achievement and approved by the Chair; Chairs and Deputy Chair Receptions encompassing general requests for receptions, if requested and; something/an annual civic event to capture the achievements of young people i.e. 25yrs and under</li> </ul> <p><b>Reporting and Approval Process for Recognition</b></p> <ul style="list-style-type: none"> <li>• Was AGREED that any approvals for civic recognition/receptions should be taken through as confidential business if the process is to continue with bringing requests to council as at present</li> </ul> <p><b>Data to Date</b></p> <ul style="list-style-type: none"> <li>• Was AGREED an analysis on current data be carried out to ascertain how recipients to date would slot into the different aspects above and give an understanding of the broad types of recipients</li> </ul>	<p>Council Officers</p> <p>Council Officers</p> <p>Council Officers</p>
4	<b>Date of Next Meeting</b>	
	Was AGREED that the next meeting take place on Thursday 17 September 2020 at 6pm in Dungannon	
<b>Meeting concluded at 7.00pm</b>		

Report of Civic Recognition Working Group of meeting held on 17 September 2020 at 6pm in the Council Offices, Dungannon and by virtual means

**Attendees**    **Members:** Councillors Brown\*, Buchanan, Doris, Mallaghan, Molloy, Quinn, Wilson (\*Denotes virtual attendance)  
**Officers:**    P Moffett (Head of Democratic Services), E Forde (Member Support Officer), J Hobson (Executive Officer)

**Apologies**    None

AGENDA	MATTERS AGREED	ACTIONS & RESPONSIBILITY
1.0	<b>Report of Civic Recognition Working Group 25 August 2020</b>	
	<p>The Chair, Councillor Mallaghan drew attention to the Report of the meeting held on 25<sup>th</sup> August</p> <p>The Report was <b>AGREED</b></p>	
2.0	<b>Overview of Existing Arrangements compared to Proposals</b>	
	<p>The Chair drew attention to the synopsis of the discussion of the last working group meeting</p> <p>Head of Democratic Services referred Members to section 3 <i>Issues for Discussion and Next Steps and the Options for Consideration</i> and sought direction as to how Members wished to progress bringing the focus to criteria. Members discussed suggestions for criteria highlighting that:</p> <ul style="list-style-type: none"> <li>• Criteria should include that a nominee must have qualified for the competition</li> <li>• If public nominations are to be sought, criteria be advertised</li> <li>• Awards should be granted for the 'best of the best' not at every level of competition</li> <li>• Noted that some competitions end at Northern Ireland/Provincial level for example NI League sports</li> <li>• Whilst robust criteria is required the overall process should not be so prescriptive as to eliminate exceptional achievements eg sports club winning a competition for the first time in a significant number of years. The process could require that these be considered by Council</li> </ul>	

	<ul style="list-style-type: none"> <li>• <b>AGREED</b> that a panel should assess criteria and be made up of Members, guided by officers with expertise sought as and when required i.e. from Sports representatives</li> <li>• <b>AGREED</b> that qualifying nominees would receive a letter commending achievement</li> </ul> <p>Head of Democratic Services drew Member attention to the synopsis of civic recognition to date. The members reviewed the number by theme noting, those which could be classified as exceptional</p> <p><b>Logistics:</b></p> <p>Members discussed logistics for awards ceremonies and it was noted:</p> <ul style="list-style-type: none"> <li>• Events should be smart dress (not 'black tie'), though should look at it on a case by case</li> <li>• Budgetary arrangements for civic recognition had been reduce within the current year (2020-21) in light of COVID-19</li> <li>• <b>AGREED</b> that when revised arrangements are approved, the required budget would be set by Members and reviewed following first year.</li> <li>• Members discussed and expressed view that nominees would receive certificate/small award and overall winner an award which could be for example a perpetual gift thUs eliminating need for sponsorship</li> <li>• Consideration given to invitee list given capacity at Council properties (i.e. Ranfurly, HomePlace, Burnavon and the inclusion of 40 members</li> <li>• <b>AGREED</b> that all awards evenings be held in council property</li> </ul>	
<b>3.0</b>	<b>Next Steps</b>	
	<p><b>AGREED:</b> For next meeting giving cognisance to the foregoing draft criteria be drawn up for:</p> <ul style="list-style-type: none"> <li>• Each of the listed categories Arts, Industry, Sport and Community; and</li> <li>• Civic Honour (Civic Receptions)</li> </ul>	Council Officers
<b>4</b>	<b>Date of Next Meeting</b>	
	AGREED that officers take time to consider the direction from Members and convene with substantive proposals (to include criteria) on way forward with 4–6 weeks	
<b>Meeting concluded at 6.45 pm</b>		

Report of Elected Member Development Steering Group of Mid Ulster District Council held on 29 September 2020 at 6pm in Council Offices, Dungannon

**Attendees**    **Members:** Councillors Buchanan, Burton (in place of Ashton), Doris, Elattar, Kearney (in place of Quinn)

**Officers:** E Forde, Member Support Officer, S McAleer, Corporate L&D Manager

**Apologies**    Cllrs Ashton, Bell, Forde, Gildernew, Mallaghan, McKinney and Quinn

AGENDA	MATTERS AGREED	ACTIONS & RESPONSIBILITY
<b>1.0</b>	<b>Appointment of Chair</b>	
	In absence of the Chair it was AGREED that Cllr Doris assume the role. Cllr Doris took the Chair	
<b>2.0</b>	<b>Progress Report</b>	
	<b>Members Noted:</b> <ul style="list-style-type: none"> <li>Members noted training opportunity updates</li> <li>Emphasis was placed on Members availing of all training opportunities especially NILGA regional training opportunities as attendance impacts the level of future funding to be drawn down.</li> <li>Members expressed interest in enrolling for the NILGA Leadership Training – Member Support Officer to follow up.</li> <li>Update to be forwarded re Members ICT and training allowances;</li> <li>Training Analysis: Concern expressed that though 60% required to retain Charter Status had been attained more Members had not participated.</li> <li>Due to impact of COVID 19 pandemic that the Charter Review be postponed until early 2021</li> </ul>	Member Support Officer
<b>3.0</b>	<b>Elected Member Development Training Plan &amp; Personal Development Plans</b>	
	<b>Members Agreed:</b> <ul style="list-style-type: none"> <li>EMDWG Members to actively encourage fellow Members to attend training</li> <li>Training Programme until 2023 noting that it was fluid and could be amended to suit changing needs as and when required; (Appendix A)</li> </ul>	EMDWG Members Member Support Officer

	<ul style="list-style-type: none"> <li>• Personal Development Plans to be issued to those Members who had completed analysis with a copy of the proposed programme.</li> <li>• That it be noted training participation may increase if two sessions were run back to back.</li> <li>• Training programme to include Code of Conduct and Social Media training and Onboard training to be brought forward if possible.</li> <li>• Links to be provided to Members for MyCMIS resource site re In-house training Road Closures and Training Byelaws.</li> <li>• Members to be afforded the opportunity to view the NILGA Condensed Planning Programme 2020 training delivered virtually on 18 August 2020.</li> <li>• Training opportunities outlined through reports to be forwarded to all Members.</li> <li>• That it be explored if annual conference, training and seminar budget could be accumulated for the term of the Council thus allowing more efficient utilisation of the budget.</li> </ul>	<p>Corporate L&amp;D Manager</p> <p>Head of Democratic Services</p>
<b>4.0</b>	<b>E Learning</b>	
	<p><b>Members Participated:</b></p> <ul style="list-style-type: none"> <li>• Members present participated in E Learning demonstration and complimented the training programmes this would allow them to access.</li> </ul> <p><b>Members Agreed:</b></p> <ul style="list-style-type: none"> <li>• EMDWG Members to actively encourage fellow Members to avail of E Learning</li> <li>• Details of Log on to be forwarded to Members</li> </ul>	<p>Corporate L&amp;D Manager</p>
<b>7.0</b>	<b>Any Other Business</b>	
	<p><b>Members Agreed</b></p> <ul style="list-style-type: none"> <li>• To explore issue of PPE high visibility vests for Members attending site meetings; explore purchase of umbrellas (small red/white)</li> <li>• To explore Team Building Day for Members to commence perhaps with inter DEA visits.</li> </ul>	<p>Member Support Officer</p> <p>Head of Democratic Services</p>
<b>Meeting concluded at 7.35 pm</b>		