Comhairle Ceantair
Lár Uladh
Mid Ulster
District Council

1 September 2017

Dear Councillor

You are invited to attend a meeting of the Policy and Resources Committee to be held in Cookstown offices on Thursday 7 September 2017 at 7pm to transact the business noted below.

Yours faithfully

Anthony Tohill
Chief Executive

AGENDA

OPEN BUSINESS

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

Matters for Decision

4. Corporate Plan 2017-2019 **(A)**
5. ICT Security Policy **(B)**
6. CCTV Policy **(C)**
7. Non-Smoking and Non-Vaping Policy **(D)**

Matters for Information

8. Minutes of Policy and Resources Committee held on Thursday 6 July 2017 **(E)**
9. Interpretation Services at Receptions **(F)**
10. Member Services

CONFIDENTIAL BUSINESS

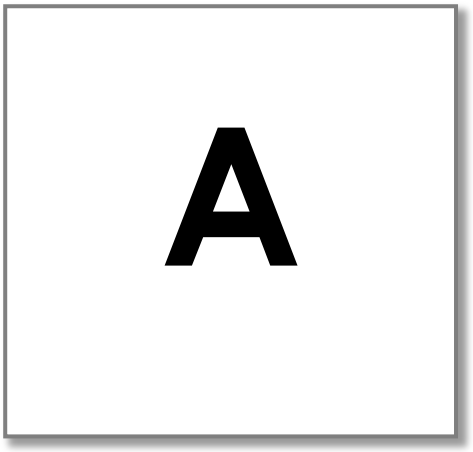
Items Restricted in accordance with Section 42, Part 1 of Schedule 6 of the Local Government Act (NI) 2014. The public will be asked to withdraw from the meeting at this point

Matters for Decision

11. Off Street Car Parking: Debt Write Off **(G)**
12. Capital Programme – Resource Allocation **(H)**
13. Contracts and DAC **(I)**
14. Financial report for 4 Months ended 31 July 2017 **(J)**
15. Review of 2016/17 Financial Statements **(K)**
16. Disciplinary Procedure for Mid Ulster District Council **(L)**
17. Staffing Matters **(M)**

Matters for Information

18. Confidential Minutes of Policy and Resources Committee held on Thursday 6 July 2017 **(N)**
19. Staffing Matters **(O)**


A

Report on	Corporate Plan 2017-2019
Reporting Officer	Ursula Mezza
Contact Officer	Ursula Mezza

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

1.0	**Purpose of Report**
1.1	The report details the outcome of the review of the Council's Corporate Plan 2015-2019.
2.0	**Background**
2.1	The Council undertook to review its Corporate Plan 2015-2017 at its mid-point, recognising that the context in which local government functions would change over time and that the flexibility to be able to adjust and revise its direction was essential.
2.2	A review was conducted which considered in particular how the existing Corporate Plan themes align with those of the new Mid Ulster Community Plan, and which also assessed existing and new priorities for the Council.
2.3	An elected members' workshop to inform the review of the Corporate Plan was held on Tuesday 27 June 2017.
3.0	**Main Report**
3.1	The review involved: • consideration of the Council's existing vision and values • an analysis of how the 4 existing Corporate Plan themes aligned with the 5 themes which form the framework for the Mid Ulster Community Plan • the identification of the Council's key achievements since 2015 • the identification of continuing priorities for the 2017-2018 period, together with new priorities for the final 2 years of the plan's lifespan.
3.2	The review concluded that the existing vision (to be 'at the heart of our community' and 6 values (to be professional, trustworthy, innovative, quality-driven, customer-focussed and team-driven) continued to be appropriate and should, therefore, remain unchanged.
3.3	The attached draft report details the alignment, achievements and the 2017-2019 priorities theme by theme.
4.0	**Other Considerations**
4.1	**<u>Financial & Human Resources Implications</u>** Financial: N/A Human: N/A

4.2	**<u>Equality and Good Relations Implications</u>** The report will be subject to normal screening processes.
4.3	**<u>Risk Management Implications</u>** None
5.0	**Recommendation(s)**
5.1	That the Committee approves the draft Corporate Plan 2017-2019.
6.0	**Documents Attached & References**
	Draft Corporate Plan 2017-2019

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Lár Uladh
Mid Ulster
District Council

Draft Corporate Plan 2017-2019

Introduction

In its Corporate Plan 2017-2019, the Council undertook to review the plan at its mid-point, recognising that the context in which local government functions will change over time and that the flexibility to be able to adjust and revise its direction is essential.

The Corporate Plan was the first to be developed by the newly formed Mid Ulster District Council, effective from 1 April 2015, and represented the priorities of a new organisation with additional powers, notably in taking responsibility for the delivery of Planning and off street car parks, and also the new power of Community Planning.

The Corporate Plan themes agreed were:

- Delivering For Our People
- Creating Growth
- Sustaining Our Environment
- Building Unity

Two years after the formation of the Council, a Mid Ulster Community Plan is now in place (www.midulstercouncil.org/communityplan).

This 10 year plan formally brings together over 40 different organisations to work collectively to improve the lives of local people, setting out a vision for the region across 5 themes:

- Economic Growth
- Infrastructure
- Education and Skills
- Health and Wellbeing
- Vibrant and Safe Communities

Each theme identifies outcomes which reflect the needs and priorities of Mid Ulster, encompassing everything from a growing economy and healthy people to a sustainable environment and a skilled, educated population.

In this context, the existing Corporate Plan has been reviewed and an updated version has been developed which identifies:

- how the existing Corporate Plan themes align with those of the Mid Ulster Community Plan
- the Council's achievements to date
- continuing and new priorities.

Vision and Values
While acknowledging that the organisation's strategic direction may change depending on both internal and external factors, the Council's vision and its core values remain at the centre of everything which the Council does.

Our vision and values, therefore, remain unchanged.

We aspire to be
At the heart of our community.

The values which continue to guide our work are:

Professional: consistently striving to exceed the expectations of our customers by knowing what to do, how to do it, when to do it and why we do it.

Trustworthy: working for our communities in a spirit of friendliness and openness by delivering fair, transparent, equitable and ethical services to all customers.

Quality Driven: delivering the best services we can, making the best use of the resources we have.

Team-focussed: working together to deliver the best results possible for Mid Ulster.

Innovative: new and better ways of doing what we do.

Customer-focussed: designing and delivering our services in response to and around the needs of our customers and within our resources.

Our Corporate Themes & Priorities

The four themes which have provided the framework through which the Council delivers its priorities have remained unchanged.

- Delivering for our People
- Creating Growth
- Sustaining our Environment
- Building Unity

However, how they align with the new Mid Ulster Community Plan themes is identified in our review, together with our key achievements to date and our new priorities in each theme area.

Theme 1: Delivering For Our People

'Delivering For Our People' remains at the heart of the Council's work, whether through the provision of our direct services or through our work to influence the plans and service delivery of other organisations in the best interests of Mid Ulster and its people.

With its emphasis on the provision of accessible, high quality and high performing services, this theme aligns with Community Plan theme 3 (Education and Skills) and theme 4 (Health and Wellbeing).

Key Achievements 2015 – 2017

- The Mid Ulster Planning Service is among the highest performing of the 11 new Councils.
- The Council has minimised its rates increase, holding rises to 1.94% in 2016-2017 and 1.46% in 2017-2018.
- The Council has reviewed and implemented revised grant support mechanisms for sports and other community organisations.'
- The Council has been proactive in implementing measures to improve the health and well-being of employees.

Key Priorities 2017 – 2019

- Provide high performing services focussed on customer need and value for money.
- Continue delivery of quality and timely planning decisions.
- Improve accessibility of our services by increasing the number available online.
- Support people to adopt healthier lifestyles by increasing the usage of leisure and recreational facilities.
- Progress a new 'Ageing Well' initiative.
- Better understand and prepare for the potential impacts and opportunities of leaving the EU on the Mid Ulster region.

Theme 2: Economic Growth

Creating the conditions for economic growth has been a strategic priority for Mid Ulster since its inception, from working to ensure business and employment opportunities and support for rural communities to regeneration of our towns and villages and optimising Mid Ulster's tourism potential.

There is very clear alignment with Community Plan theme 1 (Economic Growth) and as well as a natural linkage with outcomes identified in Community Plan theme 2 (Infrastructure) and theme 3 (Education and Skills).

Key Achievements 2015 – 2017

- Mid Ulster was one of the first councils to publish its Economic Development Strategy in October 2015.
- The new arts and literary centre, Seamus Heaney HomePlace, opened in September 2016.
- The Local Development Plan reached its first milestone with the publication of a comprehensive Preferred Options Paper in late 2016.
- A new Tourism Strategy to 2021 was launched in March 2017.
- The Mid Ulster Community Plan was agreed with statutory partners and published in May 2017.
- Three multi-million pound public realm schemes have been successfully delivered in Cookstown, Dungannon and Magherafelt.
- More than 100 town centre properties benefited from a £450K shop improvement scheme.
- A rolling capital investment programme has been developed.

Key Priorities 2017 – 2019

- Progress through the next stages of the new Local Development Plan for Mid Ulster.
- Continue to implement the Economic Development Strategy and Tourism Strategy, including
  - an enhanced business start-up programme
  - the development and implementation of broadband and mobile phone connectivity solutions across Mid Ulster
  - maximising tourism investment and employment, concentrating on Mid Ulster's strategic tourism themes of Seamus Heaney, Activity and Heritage.
  - assisting in the growth of the local economy by increasing the number of visitors to Mid Ulster
- Implement of the Council's agreed capital programme
- Develop an Asset Management Plan.
- Establish a Mid Ulster Skills Forum.

Theme 3: Sustaining Our Environment

This theme recognises the importance of protecting, preserving and enhancing the environment, and the Council's role as a custodian of the region.

These commitments are mirrored in Community Plan theme 2 (Infrastructure), which focuses on increased environmental sustainability, increased protection and access to natural and built heritage and increased household waste recycling.

Key Achievements 2015 – 2017

- Mid Ulster remains at the top of the recycling table, consistently recycling 50% of its waste each quarter.
- The Council's new Tourism Strategy identifies the potential of the natural environment in Mid Ulster and sets out a plan to balance the need to protect the landscape with opportunities to increase visitor access.
- Ballyronan Marina retained its Blue Flag status and both Dungannon Park and Maghera Walled Garden were awarded Green Flags.

Key Priorities 2017 – 2019

- Further improve in the management of our waste and environment by reducing the amount of waste going to landfill.
- Continue to manage environmental considerations as part of both the planning approval and enforcement systems.
- Implement strand 3 'Outdoor Activities' of the Tourism Strategy 2017 – 2021.
- Agree and implement new Parks and Outdoor Recreation strategies.
- Lobby for the development of the strategic road network, including bypasses for towns and villages on strategic routes.

Theme 4: Building Unity

The Council's fourth and final Corporate Plan theme focuses on creating unity both internally - among the staff of 3 former councils and others who joined the new Council from central government - and externally among residents in the new district.

While 2 years have seen substantial progress in managing the change process, there remains a requirement to focus on 'Building Unity'.

This is particularly true in light of the newly agreed Mid Ulster Community Plan and the Council's decision to bring the management of Greenvale Leisure Centre in-house after a 5 year period of management by a private sector operator.

While this theme focuses heavily on the Council's internal business requirements, processes and systems, there are nonetheless synergies with Community Plan themes. The Council's commitment to ensuring the efficiency of its processes and a motivated, well-trained staff relates directly to Theme 3 (Education and Skills).

Similarly, work through the Council's community development, arts and culture, and leisure services makes significant contributions to the creation of engaged, vibrant and communities in support of Community Plan theme 5 (Vibrant and Safe Communities.

Key Achievements 2015 – 2017

- Smooth transition from legacy councils to new organisation with no disruption to service provision.
- Introduction and implementation of a new organisational structure.
- Completion of a review of operations, policy, procedures and systems of work of the Environment and Property Department.
- Mid Ulster became a Living Wage Foundation employer.
- The new Mid Ulster Community Plan was agreed and over a two year period included several substantial consultation and engagement exercises with local people, as well as community planning partners.
- New Mid Ulster District Council branding was agreed.
- Policies which supported the promotion and protection of Regional Minority Languages were agreed.
- The Council's Equality Scheme was approved and its Good Relations programme introduced.
- A performance management framework is now embedded in the organisation.

Key Priorities 2017 - 2019

- Ensure effective operation of newly established Community Planning Thematic Working Groups.
- Continue to be proactive in the development of a health and well-being plan for Council employees.
- Continue to invest in employees' training and learning opportunities.
- Ensure successful transition of Greenvale Leisure Centre staff to the Council.

- Undertake a review of leisure service operations.
- Agree and implement a new Arts and Cultural Strategy for Mid Ulster, contributing to the development, promotion and sustainability of the arts.
- Implement the Regional and Minority Language Action Plans.
- Implement the Peace IV programme.
- Deliver the rural development programme.

Beyond 2019

In 2019, Mid Ulster Council will have completed its first 4 years of operation and local government elections will take place. The new Mid Ulster Community Plan will have been in existence for 2 years and the outworkings of the first short-term action plans will be beginning to impact positively on the lives of local people.

To coincide with a new term of office, the Council will embark on the development of a new Corporate Plan, including formal consultation on its structure and content, to ensure the strategic direction of the organisation from 2019 to 2023.

B

Report on	ICT Security Policy
Reporting Officer	Barry O'Hagan
Contact Officer	Barry O'Hagan

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

1.0	**Purpose of Report**
1.1	To consider the adoption of a ICT security Policy for Mid Ulster District Council.
2.0	**Background**
2.1	As part of new policy development and good Informational security controls the proposed new policy aims to establishes strong governance and security controls around the use of ICT systems in Mid Ulster District Council.
3.0	**Main Report**
3.1	The security of ICT systems continues to present a high risk. As part of the ongoing risk assessment the policy attached sets out to • To protect the organisation's business information and any client or customer information within its custody or safekeeping by safeguarding its confidentiality, integrity and availability. • To establish safeguards to protect the organisation's information resources from theft, abuse, misuse and any form of damage. • To establish responsibility and accountability for Information Security in the organisation. • Maintain the integrity of the data. • Prevent unintended or deliberate consequences to the stability of Council's computer network. • Avoid contravention of any legislation, policies or good practice requirements. • Build confidence and Council in the data that is being shared between systems.

	• Maintain high standards of care in ensuring the security of sensitive information. • Prohibit the disclosure of information as may be necessary by law. • To encourage management and staff to maintain an appropriate level of awareness, knowledge and skill to allow them to minimise the occurrence and severity of Information Security incidents. • To ensure that the organisation is able to continue to provide activities in the event of significant Information Security incidents. • To provide suitable coverage of International Standards ISO 17799 and BS 7799.
4.0	**Other Considerations**
4.1	**<u>Financial & Human Resources Implications</u>** Financial: A cyber security awareness programme for all users will be deployed across the council at a cost of approx. £10k to reinforce the policy and awareness of the risk to our systems Human: This policy applies to all Staff and Users of our ICT systems
4.2	**<u>Equality and Good Relations Implications</u>** Equality and Good Relations screening has been carried out. See attached screening document. A Rural Impact assessment has been carried out in line with legislative guidance. See attached
4.3	**<u>Risk Management Implications</u>** A new updated ICT security is an Internal Audit recommendation and the Corporate Risk register control identifies the policy as a key control in managing Information Security risks against Council assets.
5.0	**Recommendation(s)**
5.1	To approve the policy for adoption by Council
6.0	**Documents Attached & References**
	ICT Security Policy (v 1.2) ICT Equality and Good Relation Screening Document ICT Rural Impact Assessment

ICT Security Policy

Document Control			
Policy Owner	Head of ICT		
Policy Authors	Barry O'Hagan		
Version	v1.2		
Consultation	Senior Management Team 20th March 2017 Heads of Service Yes Trade Unions yes Complete 8th August 2017o		
Equality Screened by	Yes	**Date**	10/5/2017
Equality Impact Assessment	No	**Date**	n/a
Approved By	Policy & Resources Committee	**Date**	
Adopted By	Council	**Date**	
Rural Needs Assessment	Pending	**Date**	
Review Date	1 year from date of adoption	**By Whom**	Head of ICT
Circulation	Councillors, Staff, Intranet		
Document Linkages	Information Security &IT Governance Policy Data Protection Policy Mobile Phone Policy Email and Instant Messaging Policy Internet Usage Policy Removable Media Policy Disciplinary policy		

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1.0 INTRODUCTION

This policy describes the controls and processes put in place to maintain the confidentiality, integrity and availability of information stored and processed on Council IT infrastructure.
The information stored within Council systems are increasingly valuable corporate asset and it is therefore essential that it is protected against known and emerging threats.

The provision of services must not be jeopardised by any breach, loss or unavailability of our information systems.

Compliance is mandatory

2.0 POLICY AIM & OBJECTIVES

2.1 **Policy Aim**: This policy aims to preserve the confidentiality, integrity and availability of our information.

They can be defined as follows:

Confidentiality: access to data and information shall be confined to those authorised to have access to it.

Integrity: information shall be accurate and complete. All systems, assets and networks will operate correctly and to specification

Availability: information shall be available and delivered to the right person at the time it is required.

The objectives of this policy are:

- To protect the organisation's business information and any client or customer information within its custody or safekeeping by safeguarding its confidentiality, integrity and availability.

- To establish safeguards to protect the organisation's information resources from theft, abuse, misuse and any form of damage.

- To establish responsibility and accountability for Information Security in the organisation.

- Maintain the integrity of the data.

- Prevent unintended or deliberate consequences to the stability of Council's computer network.

- Avoid contravention of any legislation, policies or good practice requirements.

- Build confidence and Council in the data that is being shared between systems.

- Maintain high standards of care in ensuring the security of sensitive information.

- Prohibit the disclosure of information as may be necessary by law.
-
- To encourage management and staff to maintain an appropriate level of awareness, knowledge and skill to allow them to minimise the occurrence and severity of Information Security incidents.
-
- To ensure that the organisation is able to continue to provide activities in the event of significant Information Security incidents.
-
- To provide suitable coverage of International Standards ISO 17799 and BS 7799.

3.0 POLICY SCOPE

This policy applies to all areas of information technology and information management including:

This list is not exhaustive and will continue to reflect emerging technologies as they become available.	
Personal computers, laptops and computer	Mobile phone devices, cameras and internet or network enabled devices
Server, printers and all network devices	Software systems hosted and provisioned locally
All telecommunications ,Telephones and data networks	All devices and media containing data including storage devices, cards and devices containing same

The policy applies to all Councillors, staff and volunteers of the Council, contractual third parties and agents of the Council who have access and are authorised to access Councils IT systems.

4.0 LINKAGE TO CORPORATE PLAN

4.1 Referring to Mid Ulster District Council's Corporate Plan 2015-2019, this policy contributes towards Corporate Theme 4 *Building Unity:* Generate a culture and the conditions where innovation is encourage and excellence is expected.

Controls that underpin this policy

Anti-virus, Malware and Ransomware Controls (see section 5.9)
Anti-virus and Scanning package are installed to prevent attacks from malicious software and to prevent loss of data and corruption of programs/files on Council systems.
Council users must not alter the configuration of this package in any way that will compromise information security.

Password and Pin security Controls (**see appendix 1**: Password Protection Standards)

Legislation and Standards
Users of Council ICT systems must comply with current legislation regarding the use and retention of information and use of computer systems. These include, but are not limited to:

- The Data Protection Act 1998
- The Copyright, Designs and Patents Act 1988
- The Computer Misuse Act 1990
- Human rights Act 1998
- Freedom of Information Act
- Regulation of Investigatory Powers Act 2007
- ISO 27001:iformation Security Management
- Criminal Justice Act 2008
- Common Law of Confidentiality

5.0 PROCEDURE & IMPLEMENTATION

The Council will utilise the series of control measures to reduce risk of information loss of confidentiality, availability or its integrity. Those controls include technical controls, staff awareness and training, rules, policies, standard operating procedures and practices in line with good practice and standards such as ISO 27001.

5.1 Security of Assets

Security Control of Assets

Each IT asset, (hardware, software, application or data) shall have a named custodian who shall be responsible for the information security of that asset.

Access Controls

Only authorised personnel who have a justified and approved business need shall be given access to restricted areas containing information systems or stored data.

User Access Controls

Access to information shall be restricted to authorised users who have a bona-fide business need to access the information.

Computer Access Control

Access to computer facilities shall be restricted to authorised users who have business need to use the facilities.

Application Access Control

Access to data, system utilities and program software shall be controlled and restricted to those authorised users who have a legitimate business need e.g. systems or database administrators, ICT technical staff and third party support companies and their representatives.

Authorisation to use an application shall depend on the availability of a licence from the supplier.

Equipment Security

In order to minimise loss of, or damage to, all assets, equipment shall be physically protected from threats and environmental hazards.

Computer and Network Procedures

Management of computers and networks shall be controlled through standard documented procedures that have been authorised by the head of IT

Information Risk Assessment

Information and ICT security risk assessments will be managed in line the corporate risk procedures.

Information security events and weaknesses

All information security events and suspected weaknesses are to be reported to the Head of IT.

All information security events shall be investigated to establish their cause and impacts with a view to avoiding similar events.

Protection from Malicious Software

The organisation shall use software countermeasures and management procedures to protect itself against the threat of malicious software. All staff shall be expected to co-operate fully with this policy. Users shall not install software on the organisation's equipment by ICT. Users breaching this requirement may be subject to disciplinary action

Removable Media and USB Storage Devices

Removable media of all types that contain software or data from external sources, or that have been used on external equipment, must follow the policy and guidance as

laid out in the USB and Removable media policy before they may be used on the Council's systems. Such media must will be fully encrypted and virus checked before being used on the organisation's equipment by ICT. Users breaching this requirement may be subject to disciplinary action.

Monitoring System Access and Use

An audit trail of system access and data use by staff (where available) shall be maintained and reviewed on a regular basis. Council reserves the right to monitor activity and investigate where it where a potential breach of policy may have occurred. The Regulation of Investigatory Powers Act (2000) permits monitoring and recording of employees' electronic communications (including telephone communications) for the following reasons:

- Establishing the existence of facts
- Investigating or detecting unauthorised use of the system
- Preventing or detecting crime
- Ascertaining or demonstrating standards which are achieved or ought to be achieved by persons using the system (quality control and training)
- In the interests of national security
- Ascertaining compliance with regulatory or self-regulatory practices or procedures
- Ensuring the effective operation of the system.

Any monitoring will be undertaken in accordance with the above act and the Human Rights Act.

Accreditation of Information Systems

The organisation shall ensure that all new information systems, applications and networks include a disaster and recovery plan and are approved by the Head of IT before they commence operation.

System Change Control

Changes to information systems, applications or networks shall be reviewed and approved through internal ICT procedures.

Intellectual Property Rights & Licensing

The organisation shall ensure that all information products are properly licensed and approved by the IT service. Users shall not install software on the organisation's property without permission from the IT Service. Users breaching this requirement may be subject to disciplinary action.

Business Continuity and Disaster Recovery Plans

The organisation shall ensure that business impact assessment, business continuity and disaster recovery plans are produced for all mission critical information, applications, systems and networks.

Reporting

The Head of IT shall keep the Council informed of the information security status of the organisation by means of regular reports and updates.

5.2 User Account Management

Role of ICT Services

The creation, suspension and deletion of user accounts are the responsibility of the Head of Service after approval by the relevant Head of Service or member of SMT.

User accounts must not be requested by the individual user but can be requested their supervisor. A copy of these requests will be retained for audit purposes.

All user accounts should be clearly identifiable by the user's roles and responsibilities.

Only those accounts which are required to write data to the information system shall have that function. All other users will have a read only function.

IT service will maintain a list of all staff that have been granted access rights and permission to the system it manages.

Suppliers and support companies must have their own user accounts setup, the Councils password management policy will apply to all accounts.

System-level Passwords

All system-level passwords (e.g., root enabled, Administrator, application administration accounts, etc.) must be changed in line with policy whenever a change in Administrators occurs and for protected stored with the encrypted secured platform where necessary.

User-accounts that have system-level privileges granted through group memberships or programs must have a unique password from all other accounts held by that user.

IT must maintain a list of all staff that has been granted Administrator rights to systems.

Account Housekeeping

Authorised System Manager and Heads of Service should periodically check that all user accounts are still in use. If an account has not been accessed for 28 days then the account may be suspended until either HR or the user's departmental head has been contacted.

Password / Pin Resets

Where a user forget their passwords, a password reset requests will be submitted to ICT and issued a new then the Application System Manager may issue a new password but should record the event upon the IT Helpdesk system.

Compromised Accounts
If an account or password is suspected to have been compromised, report the incident to the ICT Service Desk who will in turn suspend and disable the account and report to the Head of Service.

Password / Pin Security

A password must be at least eight characters long and not relate to the user's name or system account.

Passwords must not be written down or inserted into email messages or other forms of electronic communication.

All passwords must be changed after the initial login.

On systems that support this feature Password changes should be unique from previous passwords and be configured to lock out after four unsuccessful attempts.

Role of Supervisor / Manager / Heads of Service

All supervisors / managers are responsible for informing the ICT Service Desk and the relevant Application System Manager(s) of the following:-

New Starters – start date and role
Leavers – leaving date
Long term sickness – date off work
Maternity leave – date leave commences
Movements – where by doing so the user needs differing system access

All such dates should be known before (they occur) due and the supervisor / manager should make every effort to advise the ICT Service Desk / Application System Manager in advance of the date.

Role of ICT Service

The ICT Service Desk manages user accounts for Active Directory services.

The creation, suspension and deletion of these user accounts is the responsibility of the ICT Service.

User accounts must not be requested by the individual user but can be requested their supervisor or manager.

The ICT Service will retain these requests for audit purposes.
All user accounts should be clearly identifiable by the user's roles and responsibilities.

Role of Human Resources

This department will create a weekly report of leavers/changers/new starts including employment agency staff within the Council.

5.4 Laptops and Portable Devices

Hardware and Software

The ICT Service provides all hardware and software which is compatible with Councils systems.

All appropriate hardware and software is procured and installed by the ICT Service and users must not install additional hardware or software.

Staff with non-Council ICT service provided portable devices are not allowed to connect them to the Councils data Network without prior approval by the ICT service helpdesk

Unauthorised software downloaded from the Internet must not be loaded onto systems managed and supported by the ICT Service.

Software obtained illegally must not be loaded on a portable device.

Upon termination of employment or contract, the user is required to return all Council owned properties as soon as possible.

The user will exercise care in using and housing Council owned equipment.

The ICT Service may recall laptops and portables devices at any time to audit and update them.

Protection of Portable Hardware

The user is responsible for safeguarding of the portable device hardware. In this case, it means:

- When not in use, portable devices should be kept in a locked drawer or secure location.
- While in transit, portable devices should be in a suitable carrying case and should be kept out of view wherever possible.
- Portable device security is **your** responsibility at all times.
- Do **not** leave the portable device unattended in a public place e.g. car park.
- Do **not** keep password details in the same location as the portable device.
- Avoid leaving the portable device within sight of ground floor windows/inside cars/within easy access.

Virus Control

The portable device has an Anti-Virus software package installed by Council's ICT Service.

This package is installed to prevent an attack from malicious software and to prevent loss of data and corruption of programs/files on the relevant devices. Any users must not alter the configuration of this package.

The anti-virus system's database of virus definitions **must** be updated on a regular basis, each day if possible. This means connecting the portable device to the network for the virus updates to be applied.

Losses and Confidentiality/Security Breaches

Incidents that constitute a loss of hardware or data, which could potentially lead to a breach of confidentiality, are to be reported directly to the ICT Service Desk using the Councils Incident Reporting form.

Where there is a potential for breach in staff or personal data confidentiality, a copy of the Incident Form should also be sent to the Director of Finance.

Security of Data

Confidential data must only be held on portable devices supplied by the Council where possible which have an appropriate level of encryption implemented.

Each portable device must be suitable encrypted to minimise the loss of any Council Data.

If work is being carried out in public places, meeting rooms and other unprotected areas care should be taken to avoid the unauthorised access to or disclosure of the information stored and processed by the portable device.

Care should be taken by the staff using the portable device to minimise the risk of unauthorised persons overlooking the screen.

Confidentiality Policies apply equally to information whether in the office or at home. Failure to maintain confidentiality may result in a disciplinary action.

Data backup solution is provided centrally on the Councils data network and not on each portable device. **It is the user's responsibility to ensure that their data is stored to the data network, for backup purposes.**

The use of the portable device and the data on it must not be shared with family members.

Accounting/Audit and Legislation

The software and information held on portable devices are subject to the same audit procedures as the Council's desktop computer systems. This also covers information and data stored on removable media e.g. memory sticks, CDs, DVDs.

Users of portable devices must comply with current legislation regarding the use and retention of information and use of computer systems. These include, but are not limited to:

- The Data Protection Act 1998
- Access to Health Records Act 1990
- The Copyright, Designs and Patents Act 1988
- The Computer Misuse Act 1990

5.5 Internet Access

Internet access is covered by a separate policy within Council published on the Intranet covering the various aspects of internet usage including

- Personal Use of the Internet
- Acceptable Use of the Internet
- Online Data storage and transfer Websites
- Internet Content Filtering
- Internet Monitoring

Staff should refer to this policy for more information on the proper use of the internet.

5.6 Disposal of Equipment

Due to the increasing dependence on electronic storage systems and the use of disposable media, data disclosure has become a major risk in the operation and decommissioning of media.

Hard Disk Destruction

ICT will physically destroy disk drives using a specialist secure disposal service.

CD-ROM/DVD/Solid State Devices (SSD) Destruction

ICT will dispose of redundant or damaged CD-ROM /DVD/SSD through the waste service within the Council.

Data Removal and Destruction Management

ICT will maintain an effective method of managing the process of data destruction ensuring that all media requiring cleaning or destruction is correctly organised and properly audited.

5.7 Desktop Computer Systems

Hardware and Software

The Council's ICT Service provides hardware and software which is compatible with other Council systems.

All appropriate hardware and software is procured and installed by Council ICT services. Users must not install additional hardware or software.

Staff with systems that are not provided by ICT Service, are not permitted to connect them to the Council data networks.

Software downloaded from the Internet must not be loaded onto systems unless prior authorisation has been given by ICT Service.

Software obtained illegally must not be loaded onto any desktop systems within the Council.
Upon termination of employment or contract, the user is required to return all Council owned properties as soon as possible.

The user is required to exercise care in using and housing Council owned equipment.

The ICT Service may recall desktop systems at any time to audit their use.

Security of Data

Confidential data must only be installed on desktop systems which have been supplied by the ICT Service and have an appropriate level of access security and/or encryption implemented.

If work is being carried out in public places, meeting rooms and other unprotected areas, care should be taken to avoid unauthorised access to or disclosure of the information stored and processed by Council systems.

Care should be taken by the staff using the desktop system to minimise the risk of unauthorised persons overlooking the PC Monitor.

The desktop system has an Anti-Virus software package installed by Council ICT Service.

Losses and Confidentiality/Security Breaches

Incidents that constitute a loss of hardware or data, which could potentially lead to a breach of personal or sensitive data. A suspected loss or breach must be reported directly to the ICT Service using the Councils Helpdesk.

Where there is a potential for breach in staff confidentiality, a copy of the Incident Form Appendix 3 (should also be sent to the Director of Finance.

Accounting/Audit

Users will make their systems available at any time for any audit by the Council.

5.8 Asset Management

Assets Recorded – Hardware

The following hardware items are recorded within the Council ICT Service:

- File Servers
- Network Devices
- Desktop PCs
- Laptops & Tablets
- Monitors (be it part of a Desktop PC Package or separately issued monitor)
- Printers
- Peripherals
- External CD / DVD Burners
- Docking Stations

Assets Recorded - Desktop Software

Software products generally need to have a license purchased before installation on to the user's desktop system.

Versions of Microsoft Office and Microsoft Operating systems are covered by a Microsoft Agreement but licence usage must always be checked with the ICT Service Desk.

All purchased software must also be recorded in the asset database to show who purchased the license, serial code of the software, cost, budget code and which PC the software installed on.

System Software

A System Asset Register is maintained by the ICT service.

Asset Tags

All hardware assets must retain an asset tag; this asset tag serves as the key identifier within the ICT asset database(s).

5.9 Anti-Virus, Malware and Ransomware

All desktop or portable systems which connect to Council's infrastructure or with access to the Internet must have anti-virus software installed where possible.

Desktop Systems

Due to the increasing capabilities of desktop machines and their growing exposure to the Internet, host based anti-virus software must be deployed as a bare minimum.

Typical features should include:

- On Access (Memory Resident) scanning.
- On Demand (Scheduled) scanning.
- Automatic updating of definitions and engine.
- Integration with email and messaging services.
- Logging of all relevant events.
- Restriction of software settings to authorised personnel only.
- Memory resident scanning provides protection for users from external threats such as malicious sites on the Internet. To provide additional functionality, some websites may download certain files such as Java Applets or ActiveX objects to the users' computer. These objects may contain malicious code which then infects the computer. On access scanning allows the anti-virus product to block this malicious code before it runs.
- Software settings should include daily updates distributed from a centrally provided mechanism: this ensures critical updates will install as soon as available.
- It must not be possible for users to disable any of the features within the anti-virus software
- **Ransomware ,Malware and Spyware**

  Due to the many possible methods of infection by ransomware, malware and spyware, an effective anti-malware strategy requires equally varied levels of protection. Many of the most popular malware applications collect information which may be valuable to retailers, such as browsing habits or the popularity of certain products. These more minor behaviours can often mask more sinister activities such as password collection or sensitive document disclosure.
-

Any virus detection must be reported to ICT via the incident report form in Appendix 3.

Portable Systems

Portable devices include laptop, iPad and tablets and other mobile computing devices capable of connecting to the network

These will require an automatic check when they access the network and will update as appropriate. Remote access solutions may provide additional mechanisms, to ensure that the standards for protection are in place, before allowing full access to the network.

Portable devices should be regarded the same as a desktop system for virus configuration.
It should not be possible for users to disable any of the features within the anti-virus software.

Gateway Systems

Gateway system includes technologies and hardware that allow remote access to the Council network

Due to their exposure, gateway systems are particularly vulnerable to attack and, if not correctly protected, can act as the initial infection point of a network.

The software installed on gateway devices should have all the features of the software deployed on desktop machines but should also include server specific features such as:

- Inbound and Outbound traffic monitoring.
- Large Traffic Volume Protection.
- Heuristic detection mechanisms to capture viruses 'in the wild'.

The gateway system must use different software to that used elsewhere within the Council's infrastructure. Due to the complex nature of attacks, which may spread through the use of email or network vulnerabilities, the gateway must be able to automatically protect the network when it recognises malicious activity.

This heuristic, or behaviour based defence, allows the software to automatically block suspected traffic through automatic detection of new viruses or outbreaks.

File Servers and Anti-Virus Exceptions

Apart from dedicated servers (e.g. gateway and email systems), there are often cases in which an anti-virus solution is desirable but due to possible impacts to availability and performance prior consideration is necessary.

On Access scanning or memory resident detection mechanisms may adversely affect high volume servers that demand high availability.

While enterprise class anti-virus solutions can go some way to alleviating these concerns there will always be areas unable to support anti-virus, either through incompatibility with appropriate class software or performance impacts.

In such cases it is often useful to run scheduled scans as frequently as possible during time periods when resource demand is low. If the system will not support this, scheduled maintenance periods will be necessary to perform comprehensive and complete systems scans.

6.0 POLICY COMPLIANCE

Potential breaches of this policy will be investigated and the user may be subject to Mid Ulster District Council's or other relevant disciplinary procedure.

If it is believed that a criminal offence has been committed Council will contact the police and provide the relevant information to assist in the investigation/prosecution of the alleged offender(s).

7.0 ROLES AND RESPONSIBILITIES

7.1 **Council and Chief Executive:** will assume executive authority with regard to the implementation of the Policy and delegation through the Director of Finance and the Senior Management Team.

7.2 **ICT Service** will maintain controls and processes to enforce and monitor within the policy definitions and scope.

7.3 **Heads of ICT** must ensure:

- The implementation of this policy, procedures and controls underpinning it.

Heads of Service and SMT

- Ensure that all staff receive information about this Policy, and be part of any local induction where appropriate.
- Ensure that all staff affected understand their responsibility in relation to complying with this policy.

7.4 **All staff and authorised third parties** are obliged to adhere to this policy

8.0 IMPACT ASSESSMENTS

8.1 Equality Screening & Impact

The policy is currently in draft form and yet to be Equality Screened.

8.2 Staff & Financial Resources

No issues have been identified which will impact on the delivery of Council business as a result of this policy being implemented.

9.0 SUPPORT, ADVICE AND COMMUNICATION

9.1 Advice and guidance on the implementation of this policy should be sought from the ICT Service.

9.2 Information Awareness relating to Information security and IT policies shall be included in the staff induction process. An ongoing awareness programme shall be

established and maintained in order to ensure that staff as appropriate receive refresher and update training.

9.3 This policy will be communicated internally using a range of appropriate internal communication methods including intranet, inductions, and team meetings.

9.4 All Elected Members and Directors shall be provided with a copy of this policy. Senior Management Team to make arrangements to ensure it is communicated with their relevant staff.

10.0 MONITORING & REVIEW ARRANGEMENTS

10.1 Implementation of this policy will be routinely monitored and a formal review undertaken 12 months from its effective date.

Appendix 1: Password Protection Standards

Password Protection Standards

Do not use the same password for Council accounts and for other non-community access (e.g. home internet and email account passwords should not be the same as the one you use at work).

All passwords are to be treated as confidential information.
Below is a list of “don’ts”:

- Don’t reveal a password over the phone to ANYONE
- Don’t reveal a password in an email message
- Don’t talk about details of your passwords in front of others
- Don’t hint at the format of a password (e.g. “my family name”)
- Don’t reveal a password on questionnaires or security forms
- Don’t share a password used at the Council with family members
- Don’t reveal a password to co-workers while on holiday
- Don’t use the “Remember password” feature of applications
- Don’t write passwords down and store them anywhere in the office

If anyone demands your password, refer them to this document or have them call the ICT Service desk.

Compromised Accounts & Passwords:

If an account or password is suspected to have been compromised, report the incident to the ICT Service Desk straightaway. The incident will be recorded by the ICT Security Service. Such passwords must be changed immediately.

The ICT Service can at any time suspend a user’s access if it is believed they are sharing account details with others.

Unattended Equipment and Clear Screen:

Users must ensure that they protect the network from unauthorised access. Users must log off the network when they have finished working.

Users must ensure that any equipment logged on to the network be protected if they leave it unattended, even for a short time.

If a PC is left unattended for a short time the user will be required to re-input their password to reactivate the session in line best practice.

Appendix 2 Reporting of Security Incidents

What is an Information Security incident?

An information security incident is an event which may compromise the confidentiality, existence, accuracy or availability of stored information. Normally, these incidents violate the Council's policy or Government Laws and involve data or a computer resource owned or operated by the Council. Computer resources owned by the Council include, but are not limited to the following:

- Email accounts, User IDs and passwords issued by the Council for use on the Council applications/systems.
- Hardware and software licensed or leased by the Council.
- Network resources, including network devices and IP addresses owned by the Council.

- In general, an Information Security Incident is any event that results in or could have resulted in:
- Disclosure of confidential information to an unauthorised person.
- The integrity of the system or data being compromised
- Financial loss as a result of using IT system to perpetuate the incident.
- Disruption of information processing systems.
- Inappropriate use of the Councils ICT systems such as email and Internet activity.

What should I do if I encounter a computer security incident?

Gather as much information as you can and make sure you include the collected details on the Incident Reporting Form or via the ICT Helpdesk.

Details should include:

- Date, time and type of incident
- Names of known persons involved in the incident
- IDs or identifying information of persons/machines involved in the incident
- Print outs/copies of any supporting documentation regarding the incident, including headers and logs.

NOTE: Do not delete or destroy any supporting documentation that may be needed as evidence, for example, an email containing harassing content.

Who should I report computer security incidents to?

The ICT Service is the central point of contact for all computer security incidents at the Council. All computer and network security incidents should be reported to one of the following, as appropriate:

- Head of ICT and in their absence a member of the ICT team.
- The ICT Service Desk or .ict.helpdesk@midulstercouncil.org
- You must also fill in the Councils Incident form available on the helpdesk
- Your immediate Supervisor

Some examples of information security incidents

Examples of activities which constitute information security incidents include, but are not limited to:

Password is compromised	You discover that someone else has access to your account using your password, or others are misusing passwords. Obtaining, possessing, using, or attempting to use someone else's password regardless of how the password was obtained (e.g. password sharing).
Unauthorised Access	Accessing, or attempting to access, another individual's data or information without proper authorization Unauthorised access to data or files
Computer Virus infection /Virus Infection on a device	You find your computer running unwanted ransomware, strange warning pop-ups, software, behaving uncharacteristically and the computer
Hacking attempt	Usually, systems disable accounts where the wrong password was entered many times. If your account was disabled because someone else was attempting to access it then a security incident has occurred.
Misuse of Email and Internet	Inappropriate use on the Councils Email and Internet services, this may include: Accessing inappropriate or unauthorised inappropriate) than web sites Excessive personal use Using Email to harass staff or to disclose information. Transmitting of sensitive or person identifiable information in unencrypted form
Unauthorised People Using or Attempting to Use IT Equipment	This particularly applies to areas where sensitive data is processed. Only authorised and appropriately trained individuals should have access to ICT systems containing sensitive data of the Council. Also this could involve using the Council's resources for unauthorised purposes (e.g. using personal computers connected to the Council network to set up web servers for illegal, commercial or profit-making purposes).
Computer Files Missing	Self-explanatory
Theft/Loss of IT Equipment	A theft or loss is an information security incident if it means that information is lost or made available to others.
Unexplained Changes to System Data / Configuration	Any unexplained change to system data

Appendix 3

IT Security Incident Reporting Form

Instructions: This form is to be completed as soon as possible following the detection or reporting of an Information Technology (IT) security incident. All items completed should be based on information that is currently available. This form may be updated and modified if necessary.

1. Contact Information for this Incident	
Name:	
Title:	
Work Phone:	
Mobile Phone:	
Email address:	

2. Incident Description.

Provide a brief description:

3. Impact / Potential Impact Check all of the following that apply to this incident.

☐ Loss / Compromise of Data	☐ Other Organisations' Systems Affected
☐ Damage to Systems	☐ Damage to the Integrity or Delivery of Critical Goods, Services or Information
☐ System Downtime	☐ Violation of legislation / regulation
☐ Financial Loss	☐ Unknown at this time

Provide a brief description of the impact:

Provide a brief description of data that was compromised:
5. Who Else Has Been Notified?
Provide Person and Title:
6. What Steps Have Been Taken So Far? Check all of the following that apply to this incident.

☐ No action taken ☐ System Disconnected from network ☐ Updated virus definitions & scanned system	☐ Restored backup from tape ☐ Log files examined (saved & secured) ☐ Other – please describe:

Provide a brief description:
7. Incident Details

Date and Time the Incident was discovered:	
Has the incident been resolved?	
Physical location of affected system(s):	
Number of sites affected by the incident:	
Approximate number of systems affected by the incident:	
Approximate number of users affected by the incident:	
Please provide any additional information that you feel is important but has not been provided elsewhere on this form.	

Please submit this completed form to: Head of ICT

Barry.ohagan@midulstercouncil.org

Comhairle Ceantair
Lár Uladh
Mid Ulster
District Council

Equality & Good Relations Screening Report

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.

1. Policy Name

ICT Security

2. Is this an existing, revised or a new policy?

New Policy

3. What is it trying to achieve? (aims/outcomes)

- To protect the organisation's business information and any client or customer information within its custody or safekeeping by safeguarding its confidentiality, integrity and availability.
- To establish safeguards to protect the organisation's information resources from theft, abuse, misuse and any form of damage.
- To establish responsibility and accountability for Information Security in the organisation.
- Maintain the integrity of the data.
- Prevent unintended or deliberate consequences to the stability of Council's computer network.
- Avoid contravention of any legislation, policies or good practice requirements.
- Build confidence and Council in the data that is being shared between systems.

4. Are there any Section 75 categories which might be expected to benefit from the intended policy?	Yes	
	No	No

If so, please explain

6. Who initiated or wrote the policy?
Barry O'Hagan
7. Who owns and who implements the policy?
Barry O'Hagan

Implementation factors

		Yes	No
Are there any factors which could contribute to/ detract from intended aim/ outcome of the policy?		No	
• If yes, are they financial?			No
• If yes, are they legislative?			No
• If yes, Please specify	***Financial:*** ***Legislative:***		
• Other, Please specify			

Stakeholders

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

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

Others policies with a bearing on this policy

Policies	Owners
Information Security &IT Governance Policy	Barry O'Hagan
Data Protection Policy	Barry O'Hagan
Mobile Phone Policy	Barry O'Hagan
Email and Instant Messaging Policy	Barry O'Hagan
Internet Usage Policy	Barry O'Hagan
Removable Media Policy	Barry O'Hagan
Disciplinary policy	Human Resources

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.

<table>
<tr><th>Section 75 category</th><th>Details of evidence/information</th></tr>
<tr><td>Religious belief</td><td>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).
<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>Total</td><td>138,590</td><td>100</td></tr>
</table></td></tr>
<tr><td>Political opinion</td><td>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 1st preference vote share for each of the political party/ independents is detailed bellowed along with representation (seats) on Council (Source: NISRA):
<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></td></tr>
<tr><td>Racial group</td><td>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:
<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>
</table></td></tr>
</table>

Other	2,280

The minority ethnic language profile within the area can serve as a possible indicator of the Black & 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:

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

Age

The age profile of Mid Ulster Local Government District area as at 2015 (Source, NISRA)

	Mid Ulster	Northern Ireland
Total Population	144,002	1,851,621
0-15 years	33,123	385,200
16-39 years	47,646	583,116
40-64 years	43,621	591,481
65+ years	19,612	291,824
Population Change % (2005-2015)	15.3%	7.2%

Marital status

The below table sets out the martial status profile for Mid Ulster District Council area as extracted from results of the 2011 Census

	Mid Ulster		Northern Ireland	
	No.	%	No	%
Single (never married or never registered a same sex civil partnership) (Aged 16+)	38,353	35.97	517,393	36.14
Married (Aged 16+)	54,192	50.82	680,831	47.56
In a registered same sex civil partnership (Aged 16+)	62	0.06	1,243	0.09
Separated (but is still legally married or still legally in a same sex civil partnership) (Aged 16+)	3,369	3.16	56,911	3.98
Divorced or formerly in a same sex civil partnership which is now legally dissolved (Aged 16+)	4,139	3.88	78,074	5.45
Widowed or surviving partner from a same sex civil partnership (Aged 16+)	6,523	6.12	97,088	6.78

Sexual orientation

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%.

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%

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).

Men & women generally

The gender profile of Mid Ulster LGD is detailed as;

	Mid Ulster		Northern Ireland	
	No.	%	No.	%
Male	69,362	50.05	887,323	49.00
Female	69,228	49.95	923,540	51.00

Disability

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

	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

In Northern Ireland the profile of persons with a disability has been reported by Disability Action as;

- More than 1 in 5 or 21% of the population have a disability
- 1 in 7 people have some form of hearing loss
- 5,000 persons use sign language - British Sign Language and/or Irish Sign Language
- There are 57,000 blind persons or persons with significant impairment
- 52,000 persons with learning difficulties

Dependants

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.

	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

Of the households in Mid Ulster Local Government District with dependent children, they can be summarised as;

- 7,407 families in households have 1 dependent child
- 6,394 families in households with two dependent children
- 5,014 families in households with three dependent children

There are 37,306 dependent children within families.

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**
Political opinion	**None**
Racial group	**None**
Age	**None**
Marital status	**None**
Sexual orientation	**None**
Men and women generally	**None**
Disability	**None**
Dependants	**None**

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

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)		
Section 75 category	Details of policy impact	Level of impact? minor/major/none
Religious belief	None	**None**
Political opinion	None	**None**
Racial group	None	**None**
Age	None	**None**
Marital status	None	**None**
Sexual orientation	None	**None**
Men and women generally	None	**None**
Disability	None	**None**
Dependants	None	**None**

2. Are there opportunities to better promote equality of opportunity for people within Section 75 equality categories? (Yes/ No)		
Section 75 category	If **Yes,** provide details	If **No,** provide reasons
Religious belief	No	**Policy is not relevent**
Political opinion	No	**Policy is not relevent**
Racial group	No	**Policy is not relevent**
Age	No	**Policy is not relevent**
Marital status	No	**Policy is not relevent**
Sexual orientation	No	**Policy is not relevent**
Men and women generally	No	**Policy is not relevent**
Disability	No	**Policy is not relevent**
Dependants	No	**Policy is not relevent**

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	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).*
No
Provide details of data on the impact of the policy on people with multiple identities. Specify relevant Section 75 categories concerned.
Not Applicable

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 - *with no mitigating measures required*	✓
2	Shall not be subject to an EQIA - *mitigating measures/ alternative policies introduced*	
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.

Policy is an internal ICT policy with little or no impact to the affected groups as defined within the screening under section 75.

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.
Not applicable

If 3 above (i.e. shall be subject to an EQIA), please provide details of the reasons.
Not Applicable

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: The policy has no impact on the groups defined.

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	**N/A**

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:

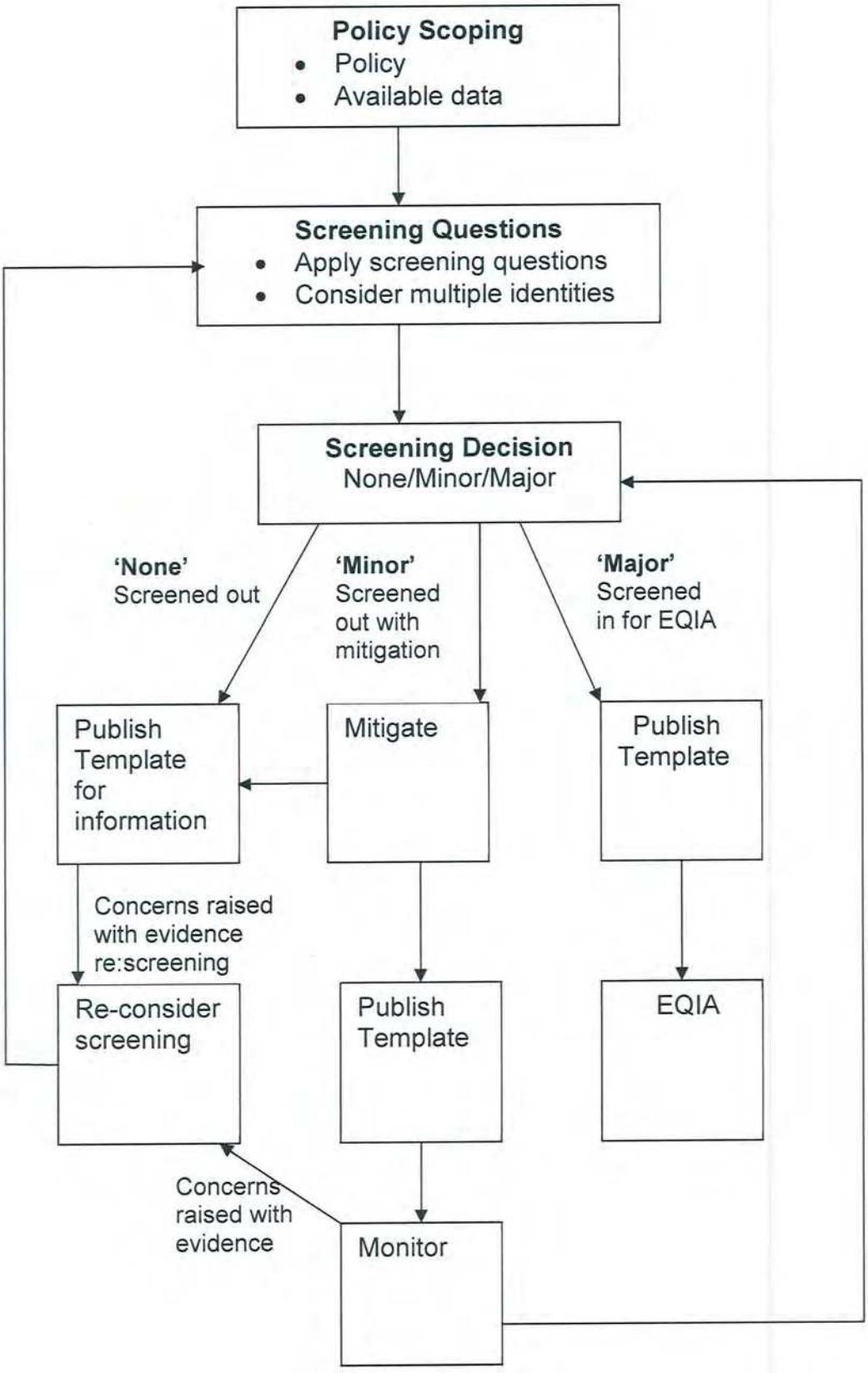
The policy will be review be reviewed within 24 months from the effective date.

Section 6 – Approval and authorisation

Screened by:	Position/ Job Title	Date
Barry O'Hagan	Head of ICT	12th April 2017
Approved by:	**Position/ Job Title**	**Date**
X		10/5/2017

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.

Appendix A **Mid Ulster District Council Screening Process**



Rural Needs Impact Assessment Template

Strategy, Policy, Plan or Service: ICT Security Policy

Directorate: Finance

Owner: Barry O'Hagan, Head of ICT

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?*

The objectives of the ICT Security Policy are as follows:

- To protect the organisation's business information and any client or customer information within its custody or safekeeping by safeguarding its confidentiality, integrity and availability.
- To establish safeguards to protect the organisation's information resources from theft, abuse, misuse and any form of damage.
- To establish responsibility and accountability for Information Security in the organisation.
- Maintain the integrity of the data.
- Prevent unintended or deliberate consequences to the stability of Council's computer network.
- Avoid contravention of any legislation, policies or good practice requirements.
- Build confidence and Council in the data that is being shared between systems.

This policy is an internal policy and as such does not have an impact on rural areas. The policy does not reference rural areas nor is any specific outcome anticipated for rural areas.

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?

This is an internal ICT Security Policy. It is not anticipated that it will impact rural dwellers/stakeholders.

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?

This is an internal ICT Security Policy. It is not anticipated that it will impact rural dwellers/stakeholders.

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?

This is an internal ICT Security Policy. It is not anticipated that it will impact rural dwellers/stakeholders.

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?

This is an internal ICT Security Policy. It is not anticipated that it will impact rural dwellers/stakeholders. Therefore there is no relevant impacts to monitor.

Step 6: Evaluation & Review

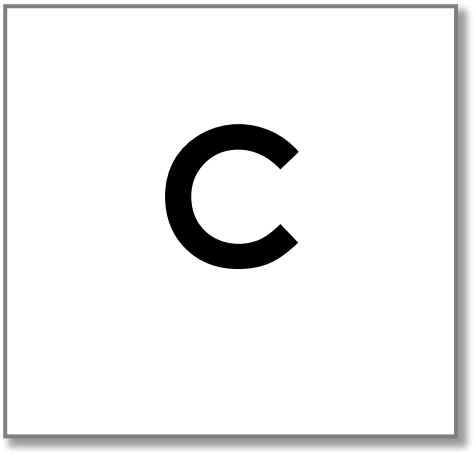
Key questions to consider

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?

This policy will be reviewed 24 months from the date of adoption. At this stage the policy will be amended if it is required.

Rural Needs Impact Assessment undertaken by	**Ann McAleer**
Position:	**Corporate Policy & Equality Officer**
Signature:	Ann Mc Aleer
Date completed:	**30/8/17**

Rural Needs Impact Assessment approved by:	
Position:	DIRECTOR
Signature:	
Date approved:	30/8/2017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Report on	CCTV Policy
Reporting Officer	Barry O'Hagan
Contact Officer	Barry O'Hagan

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

1.0	**Purpose of Report**
1.1	To consider the adoption of CCTV Policy for Mid Ulster District Council.
2.0	**Background**
2.1	As part of new policy development and good Informational security controls around data protection and in line with the Information Commissioners Office the proposed new policy aims to establishes strong governance and operational controls around the use of CCTV systems in Mid Ulster District Council.
3.0	**Main Report**
3.1	The policy aims through the use and deployment of CCTV to achieve the following: • To prevent, detect, investigate and report crime and to assist with the apprehension and prosecution of offenders; • To discourage anti-social behaviour including dog fouling and littering; • To assist with investigation and processing of insurance claims, investigations and the overall management and supervision of Council buildings, premises and events; • To assist with the preparation for and conduct of disciplinary investigations and hearings including those involving alleged or suspected criminal activity and/or breaches of Council policies in relation to the health, safety or wellbeing of employees, subcontractors and the public generally; • To enhance the safety and well-being of staff and the public using Council premises, services and town centres;
4.0	**Other Considerations**
4.1	**<u>Financial & Human Resources Implications</u>** The policy has no significant additional financial impact on Council resources.

	Human: This policy applies to all Staff and Users of our CCTV systems. Each Business facility will be required to monitor, safeguard and manage each CCTV installations in accordance with the policy.
4.2	**<u>Equality and Good Relations Implications</u>** Equality and Good Relations screening has been carried out. See attached screening document. A Rural impact assessment has been carried carried out.(see attached)
4.3	**<u>Risk Management Implications</u>** A single CCTV policy will standardise the operational security and management of the existing CCTV systems throughout council assets.
5.0	**Recommendation(s)**
5.1	To approve the policy for adoption by Council
6.0	**Documents Attached & References**
	CCTV Policy CCTV Equality and Good Relation Screening Document CCTV Rural Impact Assessment

CCTV Policy

Document Control			
Policy Owner	Barry O'Hagan		
Policy Author	Barry O'Hagan		
Version	2.0		
Consultation	Senior Management Team Yes 15th May 2017 Trade Unions Yes 8th August 2017		
Equality Screened by	Yes	**Date**	30/08/17
Equality Impact Assessment	Yes	**Date**	N/A
Good Relations	Yes	**Date**	30/08/17
Rural Screened	yes	**Date**	30/08/17
Approved By	Policy & Resources	**Date**	
Adopted By	Council	**Date**	
Review Date	30/08/2019	**By Whom**	BOH
Circulation	Councillors, Staff, External CCTV companies		
Document Linkages	*Data Protection Policy*		

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1.0 INTRODUCTION

This policy sets out how Mid Ulster District Council uses closed-circuit television (CCTV) in the operation of its functions. It is designed to ensure that personal data consisting of the images of people captured by CCTV systems (data subjects) is processed fairly in terms of the Council's obligations as a data controller under the Data Protection Act 1998, the Local Government Act (Northern Ireland) 2014, the Regulation of Investigatory Powers Act 2000 and in terms of article 8 of the European Convention on Human Rights. The policy is also designed to comply with the CCTV Code of practice issued by the Information Commissioner's Office in 2014 and should be read alongside Mid Ulster District Council's Data Protection Policy.

Mid Ulster District Council uses CCTV cameras in Council premises including offices, leisure and community centres, amenity sites, other outdoor venues and public spaces including some town centres .

The cameras are used to record, store and process images of staff and service users. The CCTV system consists of:

- Fixed exterior and interior cameras situated on Council property and vehicles, which continually record activities;
- Public space cameras including Town centre Camera's
- Temporary public space cameras, which are used from time to time to monitor indiscriminate littering and dog fouling occurrences;
- Body worn video cameras, which are activated from time to time by Council enforcement staff operating in public areas;

2.0 POLICY AIM & OBJECTIVES

2.1 **Policy Aim**: To ensure Council manages our CCTV systems in accordance with all relevant regulations and Council policies. The conditions apply to the use of the systems, including the storage, disposal and access to images and the storage of information.

2.2 **Policy Objectives:**

The policy aims through the use and deployment of CCTV to achieve the following:

- To prevent, detect, investigate and report crime and to assist with the apprehension and prosecution of offenders;
- To discourage anti-social behaviour including dog fouling and littering;

- To assist with investigation and processing of insurance claims, investigations and the overall management and supervision of Council buildings, premises and events;
- To assist with the preparation for and conduct of disciplinary investigations and hearings including those involving alleged or suspected criminal activity and/or breaches of Council policies in relation to the health, safety or wellbeing of employees, subcontractors and the public generally;
- To enhance the safety and well-being of staff and the public using Council premises, services and town centres;

3.0 POLICY SCOPE

This policy applies to all Council departments and to the services they provide.

Definitions

CCTV or closed circuit television is the use of video cameras to transmit a video and/or audio signal to a specific place on a limited set of monitors. CCTV may or may not be recorded.

Data controller is the person who (either alone or jointly or in common with other persons) determines the purposes for which and the manner in which any personal data (including CCTV images) is to be processed.

CCTV manager is the person who is responsible to the relevant Head of Service/Lead Officer (e.g. facility manager) for the day-to-day management and use of CCTV systems in their service.

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 OPERATIONAL CONSIDERATIONS & IMPLEMENTATION

Privacy Notice and System Usage

Images obtained from CCTV systems are normally automatically overwritten at intervals ranging from 14 to 31 days, dependent on the type of equipment and capacity in use at each location, unless they are needed for investigation purposes and subsequent disciplinary hearing /appeals. It is necessary to hold images for this

duration due to the time lapse between an incident/accident taking place and notification of this being received by the Council. Where recorded images are needed for investigation purposes they will be held for the minimum period necessary to carry out the investigation/disciplinary/appeal processes and will be destroyed following this (see Retention of Images below).

Viewing of live images on monitors should be restricted to designated individuals who are authorised to view them, for example to monitor congestion for health and safety purposes. Control units for the display of CCTV images should therefore be situated in restricted areas where they are not visible to members of the public, unless the monitors display scenes which are in plain sight of the public.

All processing of CCTV images shall be conducted in accordance with this policy and, in particular, processing of personal information shall be in compliance with the requirements of the Data Protection Act 1998 and the Data Sharing Code of Practice issued by the Information Commissioner's Office. Where images are obtained of persons committing acts of an illegal nature and/or acts which breach any Council byelaws, rules or regulations, these images may be used as evidence in the prosecution of the offence.

Images collected by CCTV systems may, subject to the requirements of this policy and the Data Protection Act 1998 and the Data Sharing Code of Practice, be shared with other organisations or individuals for the purposes of law enforcement, investigation of incidents/civil claims, or to comply with subject access requests.

The Data Protection Act 1998 provides individuals with the right of access to personal data that the Council holds about them, including CCTV images. This right can be exercised by making a subject access request (see section on Access and Disclosure below) to the Data Controller for the service.

Signs must be displayed to identify all areas subject to CCTV surveillance and the signs should be clearly visible and legible. The signs must indicate the purpose for which cameras are installed and the contact details for Mid Ulster District Council as the organisation responsible for the CCTV system.

Cameras must be sited in such a way that they only monitor locations intended to be covered. They will not be used to look into private property.

Concealed cameras will only be deployed in strict accordance with the provisions of the Regulation of Investigatory Powers Act 2000 (RIPA 2000). In exceptional circumstances where it is not practicable to secure the appropriate authorisation as required by RIPA 2000 prior to deployment such as where there is reasonable cause to suspect that illegal activities, or serious breaches of Council policy pertaining to health and safety are taking place or about to take place, deployment may occur but on the strict proviso that the appropriate authorisation is obtained and recorded without delay.

The authorised officer for the purposes of RIPA 2000 is the Chief Executive or, in his absence, the Deputy Chief Executive.

5.2 Approval and Documentation

All CCTV installations require mandatory screening to ensure that the processing of personal data in this way is justified. The Information Commissioner's Office Guidance on screening is contained in Appendix 1.

Screening will be signed off by Heads of Service/Lead Officers (e.g. facility manager). Where screening identifies the need for a Privacy Impact Assessment to be undertaken, it will be the responsibility of the appropriate Head of Service/Lead Officer to ensure that this is completed using the template issued by the Information Commissioner's Office contained in Appendix 2.

Notwithstanding the use of concealed cameras, Privacy Impact Screening / Assessments are required to be in place and documented for all CCTV installations throughout the Council. Where no existing Privacy Impact Screening/ Assessments are in place, these must be carried out using the questions / template issued by the Information Commissioners Office contained in Appendices 1 & 2. Following this, existing Privacy Impact Assessments will be reviewed annually (or sooner if there is a material change in circumstances) to establish whether the continued use of CCTV is justified.

Privacy Impact Screenings and where necessary Assessments must be carried out for all proposed new installations of CCTV.

When a Privacy Impact Assessment has been signed off by the Head of Service/Lead Officer(e.g. facility manager), reviewed by the Director and approved by the relevant Council Committee, the Head of Service/Lead Officer should forward it to the officer with responsibility for ensuring that Council complies with its responsibility as a Data Controller, along with details of the relevant CCTV scheme.

A central register (appendix 4) will be maintained listing the locations where CCTV cameras are sited and the purposes for which the systems have been installed. Any new installations of CCTV or revised locations, including body worn or temporary cameras, should be notified to the officer with responsibility for ensuring that Council complies with its responsibility as a Data Controller so that the appropriate records can be updated. Each part of the CCTV system must fully comply with the provisions of this policy.

Requests from individuals and statutory bodies such as law enforcement agencies to view CCTV images should be considered in accordance with the provisions of this policy, the Data Protection Act 1998, the Regulation of Investigatory Powers Act 2000, article 8 of the European Convention on Human Rights, the CCTV Code of practice issued by the Information Commissioner's Office in 2014 and Mid Ulster District Council's Data Protection Policy.

Both the requests for access and the decisions in relation to the requests must be recorded. System repairs and/or re-siting of cameras must be recorded on CCTV Form 1 (Appendix 5). Individuals authorised to view images must formally confirm by personal signature that they undertake to abide by the requirements of this policy (CCTV Form 2: Appendix 6).

Formal records must also be kept of CCTV images released (see Processing Images below).

5.3 Maintenance of Cameras and Equipment

Each Head of Service/facility manager, in conjunction with Council's Property Services department, is responsible for ensuring that adequate maintenance arrangements are in place for the CCTV equipment deployed in their service area.

Each manager should ensure that the equipment is protected against vandalism, remains in good working order and is repaired promptly when damaged. This is essential to ensure that images required for evidential purposes are of sufficient quality.

Maintenance logs should be kept and completed when maintenance work is carried out on any Council CCTV equipment (CCTV Form 1). All maintenance contractors' visits will be by prior arrangement.

5.4 Processing Images

It is important that access to and disclosure of images is restricted and carefully controlled, not only to safeguard the rights of individuals but also to ensure that evidence is not compromised should the images be required for evidential purposes.

Directors, Heads of Service and Lead Officers must ensure that:

- access is restricted to those staff who need to have access to recorded images for the purpose(s) for which the system was installed and where appropriate, external statutory agencies;
- images are viewed by authorised staff in a secure and confidential location;
- downloaded and saved images from body worn video or temporary cameras are only viewed in the event of an incident having taken place which needs to be investigated - if no such incidents have taken place the images should be deleted after 31 days;
- those authorised to view images are issued with a copy of this policy and required to personally sign a declaration that they fully understand their obligations to adhere to its conditions;
- in emergency/out of office hours situations the Duty Officer in charge of Council premises may authorise requests by PSNI officers to view CCTV images at monitoring stations;
- if recorded images are released, a CCTV log (CCTV Form 3 in **Appendix 7**) is maintained at each location to record this by the facility manager. The logs should include a description of the images, the purpose for which they were released and the secure location where they are stored. Two copies of each incident should be made, one for retention by the Council and one for the requesting person/organisation.

5.5 Access and Disclosure

Mid Ulster District Council's Data Protection Policy includes arrangements for access to CCTV images. As the operator of the CCTV system, Mid Ulster District Council may provide access and disclosure in accordance with the provisions of the Data Protection Act under a Subject Access request, an overriding legal obligation such as a court order, and in certain situations, in response to a Freedom of Information requests.

5.6 Requests from Individuals for Disclosure of CCTV Images

Under the Data Protection Act 1998 an individual has the right of access to personal data held in relation to them which includes CCTV images. In this case they can make a subject access request to view the data and to be provided with a copy of the images. This must be provided within 40 calendar days of the Council receiving a request. In these circumstances a judgment must be made as to whether disclosure of the images will impede crime prevention and detection. If this is the case, the information held about the requester is exempt from disclosure.

If information requested also contains images of any third party, a judgment should be made as to whether providing these images would involve an unfair intrusion into the third party's privacy or cause unwarranted harm or distress. If this is not the case, the images may be released; however where this is not the case, it may be necessary to disguise or blur images of the third party to protect their privacy. If it is considered necessary to anonymise footage of third parties, this will be carried out on behalf of the Council by a sub-contracted processor who will guarantee security of images and compliance with Council's policy. Subject access requests from individuals should be made using the Standard CCTV Request Form Appendix 9. There is a fee of £10 payable on application in each case regardless of whether the images are released or not.

Where an individual requests CCTV images of themselves under the Freedom of Information Act (FOI), this information is exempt from the Act and the request should be treated as a data protection subject access request. If the images requested under the FOI are those of other people, they can only be disclosed if this does not breach the data protection principles. If individuals could be identified from the CCTV images, the images are personal information about them and it is unlikely that this information can be disclosed, as it may be unfair processing in contravention of the Data Protection Act.

5.7 Requests from Outside Bodies for Disclosure of CCTV Images

Requests for the disclosure of images may come from the Police Service of Northern Ireland (or other agencies such as the Department for Work and Pensions - Benefit Fraud Section). If not disclosing the information requested would be likely to prejudice any attempt by the police to prevent crime or catch a suspect, the information may be released. Requests for disclosure of images from the PSNI should be made using PSNI CCTV Form : Appendix 8 or using the PSNI's Personal Data Request form.

Where the Council decides to disclose personal data to external agencies, this will be done in compliance with the Data Protection Act 1998 and the Data Sharing Code of Practice issued by the Information Commissioner's Office. Where a request for recorded images is received from solicitors, they must sign an undertaking that they will adhere to this Code of Practice and destroy the images/footages once no longer required in any legal proceedings.

5.8 Disclosure Records

Records of each decision made about the disclosure or non-disclosure of personal information and the reasons for the decision must be maintained by the Data Controller named under the council's data protection registration.

All staff queries or issues concerning CCTV should be directed to the Data Controller for their service. Staff who receive subject access requests from the public should provide the person making the request with the relevant form (appendix 9) and direct them to the Data Controller for the Council.

All subject access requests will be dealt with by the Data Controller in consultation with the appropriate Director, Head of Service and local CCTV manager.

5.9 Duties of Staff Who Have Access to CCTV Systems

All staff with access to the Council's CCTV systems must keep personal data secure and not disclose it to anyone without the approval of the Council. Under Section 55 of the Data Protection Act 1998 there is an offence, which is defined as:

'*A person must not knowingly or recklessly, without the consent of the data controller, obtain or disclose personal data or the information contained in personal data, or procure the disclosure to another person of the information contained in the personal data.*'

Staff operating the Council's CCTV systems are required to sign CCTV Compliance Form 2 to document their agreement to conform with this policy.

5.10 Retention of Images

The CCTV system operates in such a way that information recorded is automatically overwritten after intervals ranging from 14 to 31 days (dependent on the type of equipment in use at each location).

If images need to be retained for any of the other reasons set out above they will be retained on a suitable media device and this will be recorded on a CCTV log (see Processing Images above).

Recorded images for use by Mid Ulster District Council will be kept for the minimum period necessary, i.e. until closure in the event of an investigation/disciplinary/appeal processes, in accordance with the Council's Retention and Disposal Schedule and then destroyed or erased. This should be recorded on the relevant CCTV log (see Processing Images above).

Where a law enforcement body is investigating a crime, images may need to be retained for longer. At the conclusion of a prosecution the images will be retained by the relevant agency until the end of a custodial sentence or for six months following a non-custodial sentence.

6.0 ROLES AND RESPONSIBILITIES

The overall responsibility for implementing Council's Data Protection Code of Practice as it relates to CCTV rests with the Chief Executive.

Each Director is responsible for managing the Council's CCTV network within their own particular facilities/areas. Heads of Service/lead officer (e.g. facility managers) act as the Data Controller for their service and are responsible for carrying out Privacy Impact Assessments on the use of CCTV in their services.

The Council's Data Controller is responsible for the management of centralised CCTV records, for providing advice and support as required and for liaising with the Information Commissioner's Office when required.

Responsibility for the day-to-day management and use of authorised CCTV systems is delegated to appropriately designated local CCTV managers in conjunction with the responsible Director, Head of Service or Lead Officer.

Staff who are authorised to have access to the CCTV system are required at all times to comply with the Council policy and procedures governing its use.

Staff who are not authorised to use the CCTV system must not attempt to access or view images or system records.

7.0 IMPACT ASSESSMENTS

7.1 Equality Screening & Impact

7.1.1 The policy shall be subjected to equality screening in accordance with the council's screening process.

7.1.2 Rural Needs Screening

The Policy shall be subjected to rural equality screening in accordance with Councils procedures and Rural Needs Act (NI) 2016.

7.2 Staff & Financial Resources

7.2.1 No issues have been identified which would significantly impact on the council's resources and delivery of its business as a result of this policy being implemented.

8.0 SUPPORT AND ADVICE

8.1 Advice and guidance on the implementation of this should be sought from the Head of IT or the Councillor Solicitor.

9.0 COMMUNICATION

9.1 All staff will have access to this policy published on the intranet and a hard copy on request from their manager.

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 or earlier in the event of legislative changes. Privacy impact assessments will be reviewed in conjunction with the policy review to establish whether the continued use of CCTV is still justified and proportionate.

1 Appendix one

2 Privacy impact assessment screening questions

These questions are intended to help you decide whether a PIA is necessary. Answering 'yes' to any of these questions is an indication that a PIA would be a useful exercise. You can expand on your answers as the project develops if you need to.

You can adapt these questions to develop a screening method that fits more closely with the types of project you are likely to assess.

Will the project involve the collection of new information about individuals?

Will the project compel individuals to provide information about themselves?

Will information about individuals be disclosed to organisations or people who have not previously had routine access to the information?

Are you using information about individuals for a purpose it is not currently used for, or in a way it is not currently used?

Does the project involve you using new technology that might be perceived as being privacy intrusive? For example, the use of biometrics or facial recognition.

Will the project result in you making decisions or taking action against individuals in ways that can have a significant impact on them?

Is the information about individuals of a kind particularly likely to raise privacy concerns or expectations? For example, health records, criminal records or other information that people would consider to be private.

Will the project require you to contact individuals in ways that they may find intrusive?

3 Appendix two

4 Privacy impact assessment template

This template is an example of how you can record the PIA process and results. You can start to fill in details from the beginning of the project, after the screening questions have identified the need for a PIA. The template follows the process that is used in this code of practice. You can adapt the process and this template to produce something that allows your organisation to conduct effective PIAs integrated with your project management processes.

Step one: Identify the need for a PIA

Explain what the project aims to achieve, what the benefits will be to the organisation, to individuals and to other parties.

You may find it helpful to link to other relevant documents related to the project, for example a project proposal.

Also summarise why the need for a PIA was identified (this can draw on your answers to the screening questions).

Step two: Describe the information flows

You should describe the collection, use and deletion of personal data here and it may also be useful to refer to a flow diagram or another way of explaining data flows. You should also say how many individuals are likely to be affected by the project.

Consultation requirements

Explain what practical steps you will take to ensure that you identify and address privacy risks. Who should be consulted internally and externally? How will you carry out the consultation? You should link this to the relevant stages of your project management process.

You can use consultation at any stage of the PIA process.

Step three: Identify the privacy and related risks

Identify the key privacy risks and the associated compliance and corporate risks. Larger-scale PIAs might record this information on a more formal risk register.

Appendix three can be used to help you identify the DPA related compliance risks.

Privacy issue	Risk to individuals	Compliance risk	Associated organisation / corporate risk

Step four: Identify privacy solutions

Describe the actions you could take to reduce the risks, and any future steps which would be necessary (eg the production of new guidance or future security testing for systems).

Risk	**Solution(s)**	**Result:** is the risk eliminated, reduced, or accepted?	**Evaluation:** is the final impact on individuals after implementing each solution a justified, compliant and proportionate response to the aims of the project?

Step five: Sign off and record the PIA outcomes

Who has approved the privacy risks involved in the project? What solutions need to be implemented?

Risk	Approved solution	Approved by

Step six: Integrate the PIA outcomes back into the project plan

Who is responsible for integrating the PIA outcomes back into the project plan and updating any project management paperwork? Who is responsible for implementing the solutions that have been approved? Who is the contact for any privacy concerns that may arise in the future?

Action to be taken	Date for completion of actions	Responsibility for action

Contact point for future privacy concerns

CCTV Forms 1-7

Appendix 4

Current list of All premises with Camera Installed (as of 15th August 2017)

Location	Purpose
Cookstown Council Office (15 cameras)	See Section 2.2 Policy
Magheraglass LFS (7 cameras)	See Section 2.2 Policy
Moneymore Recreation Centre and Moneymore Recycling Centre (14 cameras)	See Section 2.2 Policy
Cookstown Leisure Centre (47 cameras)	See Section 2.2 Policy
Ballyronan Marina (14 cameras)	See Section 2.2 Policy
Burnavon Theatre (11 cameras)	See Section 2.2 Policy
Cookstown Recycling Centre (16 cameras)	See Section 2.2 Policy
Tullyvar Landfill site (10 cameras)	See Section 2.2 Policy
Technical Service Depot Dungannon (12cameras)	See Section 2.2 Policy
Dungannon Leisure Centre (16 cameras)	See Section 2.2 Policy
Coalisland Civil Amenities (8 cameras)	See Section 2.2 Policy
Drumcoo Civil Amenities (15 cameras)	See Section 2.2 Policy
Ranfurly House (12 cameras)	See Section 2.2 Policy
Killymaddy (0 in operation)	See Section 2.2 Policy
Maghera Leisure Centre (18 cameras)	See Section 2.2 Policy
Bridewell (7 cameras)	See Section 2.2 Policy
Magherafelt Council Office (2 cameras)	See Section 2.2 Policy
Seamus Heaney Home Place (21 cameras)	See Section 2.2 Policy
Meadowbank (24 cameras)	See Section 2.2 Policy
Greenvale Leisure Centre (51 cameras)	See Section 2.2 Policy
Tobermore Civil Amenity (2 cameras)	See Section 2.2 Policy
Draperstown Civil Amenity (2 cameras)	See Section 2.2 Policy
Magherafelt Civil Amenity (4 cameras)	See Section 2.2 Policy
Maghera Civil Amenity (2 cameras)	See Section 2.2 Policy
Castledawson Civil Amenity (2 cameras)	See Section 2.2 Policy
Ballymacomb Landfill (4 cameras) currently out action)	See Section 2.2 Policy
Magherafelt Council Depot (17 cameras)	See Section 2.2 Policy
Mid Ulster Sports Arena (16 cameras)	See Section 2.2 Policy
Fairhill Bowling Green and Toilet (2 cameras)	See Section 2.2 Policy
Cookstown Town centre (Installation in progress)	See Section 2.2 Policy
Dungannon Town centre	To enhance the safety and well-being of staff and the public using Council premises, services and town centres;
Magherafelt Town centre	
Draperstown	

Appendix 5

CCTV Form 1 - Record of CCTV System Maintenance

Maintenance log (to used to record site maintenance)

Site	Camera Location	Reason for Maintenance	Work Carried Out and By Whom	Date

Appendix 6:

CCTV Form 2

CCTV Form 2 - Declaration of Compliance

I ..... acknowledge receipt of and agree to abide by the Code of Practice in relation to the operation and maintenance of CCTV equipment adopted by Mid Ulster District council on .....

Signed..... Dated.....

A copy of this declaration will be kept by the Data Controller, Mid Ulster District council

(Head of IT)

Appendix 7

CCTV Form 3 - Record Of CCTV Images Released

Date & Time Of Incident	Description	Reason For Copying and Requester Details	Date Copied & By Whom	Storage Location	Date Erased & By Whom

Appendix 8: PSNI CCTV Request Form

Mid Ulster District Council
CCTV System

PSNI CCTV Request for Data from Mid Ulster District Council

THIS FORM IS TO BE USED WHEN PSNI OFFICERS OR OTHER STATUTORY AGENCIES ARE APPLYING FOR DATA FROM THE CCTV SYSTEM

The completed form should be forwarded to Barry O'Hagan, the Data Controller for Mid Ulster District Council at the Dungannon Office, 15 Circular Road, Dungannon, BT71 6DT. Tel: 03000 132 132, **Email: ict@midulstercouncil.org**

NOTE: Information requested is provided to you at the discretion of Mid Ulster District Council.

DETAILS OF THE OFFICER INVESTIGATING:

Name -		Organisation - PSNI
Rank & Number (if applicable) -		Station/Office -
Tel -	Signature -	Date -

Applications made under Section 29 of the Data Protection Act 1998

What information are you requesting? (Please specify date, time and location)

Details of the person(s)/incident(s) you are investigating: Name(s) (if known), description(s), vehicle(s) etc

INTERNAL USE ONLY

Request Approved/Denied by:

Name: _____ Position: _____

Date: _____ **PRIVATE AND CONFIDENTIAL**

Appendix 9: Standard CCTV Request Form

THIS FORM IS TO BE USED WHEN INDIVIDUALS ARE APPLYING FOR DATA FROM MID ULSTER DISTRICT COUNCIL'S CCTV SYSTEM

Section 1 **About Yourself** The information requested below is to help the Council (a) satisfy itself as to your identity and (b) find any data held about you. PLEASE USE BLOCK LETTERS		
Title:	First Name(s):	Surname/Family name:

Your Current Home Address (to which we Will reply)	
	Post Code
Day Time telephone number~: (in case we need to contact you)	Mobile
	Landline
Email (preferred method of contact)	

Section 2 Proof of Identity

To help establish your identity you must show us **one** official document showing your name and current address and provide a recent, full face photograph of yourself e.g Passport, Driving License.
Failure to provide this proof of identity may delay your application

Section 3 To Help Us Find the Information

If the information you have requested refers to a specific incident or offence, please complete this section.

Please complete a separate box in respect of different categories/incidents/involvement. Continue on a separate sheet if necessary.

Were you?: Please tick box(s) ✓

A person reporting an offence or incident	
A witness to an offence or incident	
A victim of an offence	
A person accused or convicted of an offence	

Other - please explain briefly

Date(s) of Incident (s)	**time(s) of incident(s)**
Place where incident Happened	
Brief details of Incident	

Declaration (to be signed by the applicant)
The information that I have supplied in this application is correct and I am the person to whom it relates

Signed by ..... Date .....

Warning - a person who impersonates or attempts to impersonate another may be guilty of an offence

Before returning this form please check:

- **Have you completed ALL sections of this form?**
- **Have you brought/enclosed ONE official document showing your name and current address and provided ONE recent photograph?**
- **Have you signed and dated the form?**

Have you enclosed the fee of £10.00 (ten pounds)

OFFICIAL USE ONLY
Please complete ALL of this section

Application checked and legible? Date Application Received

Identification documents checked? Fee Paid

Details of documents (see page 2) Method of Payment

Receipt No

Documents Returned

Member of Staff completing this Section:

Signature Date

Comhairle Ceantair
Lár Uladh
Mid Ulster
District Council

Equality & Good Relations Screening Report

CCTV.

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.

1. Policy Name		
CCTV		
2. Is this an existing, revised or a new policy?		
New Policy		
3. What is it trying to achieve? (aims/outcomes)		
• To prevent, detect, investigate and report crime and to assist with the apprehension and prosecution of offenders; • To discourage anti-social behaviour including dog fouling and littering; • To assist with investigation and processing of insurance claims, investigations and the overall management and supervision of Council buildings, premises and events; • To assist with the preparation for and conduct of disciplinary investigations and hearings including those involving alleged or suspected criminal activity and/or breaches of Council policies in relation to the health, safety or wellbeing of employees, subcontractors and the public generally; • To enhance the safety and well-being of staff and the public using Council premises, services and town centres;		
4. Are there any Section 75 categories which might be expected to benefit from the intended policy?	Yes	
	No	No
If so, please explain		
6. Who initiated or wrote the policy?		
Barry O'Hagan: Head of IT		

7. Who owns and who implements the policy?
Barry O'Hagan: Head of IT

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?	Yes	No
• If yes, are they legislative?	Yes	No
• If yes, Please specify	***Financial:*** Each CCTV requires resources to purchase install and maintain. Public Space(e.g. town centre) systems are typically monitored on a regular basis incurring finite resources. ***Legislative:*** Data Protection Act	
• Other, Please specify	N/A	

Stakeholders

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

	Yes	No
Staff	Yes	
Service Users	Yes	
Other public sector organisations	Yes	
Voluntary/community/ trade unions	Yes	
Other, please specify	Public in Town centres	

Others policies with a bearing on this policy

Policies	Owners
Data protection Policy	Barry O'Hagan

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.

<table>
<tr><th>Section 75 category</th><th>Details of evidence/information</th></tr>
<tr><td>Religious belief</td><td>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).
<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>Total</td><td>138,590</td><td>100</td></tr>
</table></td></tr>
<tr><td>Political opinion</td><td>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 1st preference vote share for each of the political party/ independents is detailed bellowed along with representation (seats) on Council (Source: NISRA):
<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></td></tr>
<tr><td>Racial group</td><td>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:
<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>
</table></td></tr>
</table>

Other	2,280

The minority ethnic language profile within the area can serve as a possible indicator of the Black & 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:

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

Age

The age profile of Mid Ulster Local Government District area as at 2015 (Source, NISRA)

	Mid Ulster	Northern Ireland
Total Population	144,002	1,851,621
0-15 years	33,123	385,200
16-39 years	47,646	583,116
40-64 years	43,621	591,481
65+ years	19,612	291,824
Population Change % (2005-2015)	15.3%	7.2%

Marital status

The below table sets out the martial status profile for Mid Ulster District Council area as extracted from results of the 2011 Census

	Mid Ulster		Northern Ireland	
	No.	%	No	%
Single (never married or never registered a same sex civil partnership) (Aged 16+)	38,353	35.97	517,393	36.14
Married (Aged 16+)	54,192	50.82	680,831	47.56
In a registered same sex civil partnership (Aged 16+)	62	0.06	1,243	0.09
Separated (but is still legally married or still legally in a same sex civil partnership) (Aged 16+)	3,369	3.16	56,911	3.98
Divorced or formerly in a same sex civil partnership which is now legally dissolved (Aged 16+)	4,139	3.88	78,074	5.45
Widowed or surviving partner from a same sex civil partnership (Aged 16+)	6,523	6.12	97,088	6.78

Sexual orientation

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%.

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%

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).

Men & women generally

The gender profile of Mid Ulster LGD is detailed as;

	Mid Ulster		Northern Ireland	
	No.	%	No.	%
Male	69,362	50.05	887,323	49.00
Female	69,228	49.95	923,540	51.00

Disability

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

	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

In Northern Ireland the profile of persons with a disability has been reported by Disability Action as;

- More than 1 in 5 or 21% of the population have a disability
- 1 in 7 people have some form of hearing loss
- 5,000 persons use sign language - British Sign Language and/or Irish Sign Language
- There are 57,000 blind persons or persons with significant impairment
- 52,000 persons with learning difficulties

Dependants

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.

	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

Of the households in Mid Ulster Local Government District with dependent children, they can be summarised as;

- 7,407 families in households have 1 dependent child
- 6,394 families in households with two dependent children
- 5,014 families in households with three dependent children

There are 37,306 dependent children within families.

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**
Political opinion	**None**
Racial group	**None**
Age	**None**
Marital status	**None**
Sexual orientation	**None**
Men and women generally	**None**
Disability	**None**
Dependants	**None**

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

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)		
Section 75 category	Details of policy impact	Level of impact? minor/major/none
Religious belief	**None**	**None**
Political opinion	**None**	**None**
Racial group	**None**	**None**
Age	**None**	**None**
Marital status	**None**	**None**
Sexual orientation	**None**	**None**
Men and women generally	**None**	**None**
Disability	**None**	**None**
Dependants	**None**	**None**

2. Are there opportunities to better promote equality of opportunity for people within Section 75 equality categories? (Yes/ No)		
Section 75 category	If **Yes,** provide details	If **No,** provide reasons
Religious belief	No	**Policy is not relevent**
Political opinion	No	**Policy is not relevent**
Racial group	No	**Policy is not relevent**
Age	No	**Policy is not relevent**
Marital status	No	**Policy is not relevent**
Sexual orientation	No	**Policy is not relevent**
Men and women generally	No	**Policy is not relevent**
Disability	No	**Policy is not relevent**
Dependants	No	**Policy is not relevent**

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	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).*
No
Provide details of data on the impact of the policy on people with multiple identities. Specify relevant Section 75 categories concerned.
Not Applicable

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 - *with no mitigating measures required*	✓
2	Shall not be subject to an EQIA - *mitigating measures/ alternative policies introduced*	

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.
Not Applicable

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.
Not Applicable

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

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: The Policy has no impact on the groups affected.

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	1
Social need	1
Effect on people's daily lives	1
Relevance to a Council's functions	1

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	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:

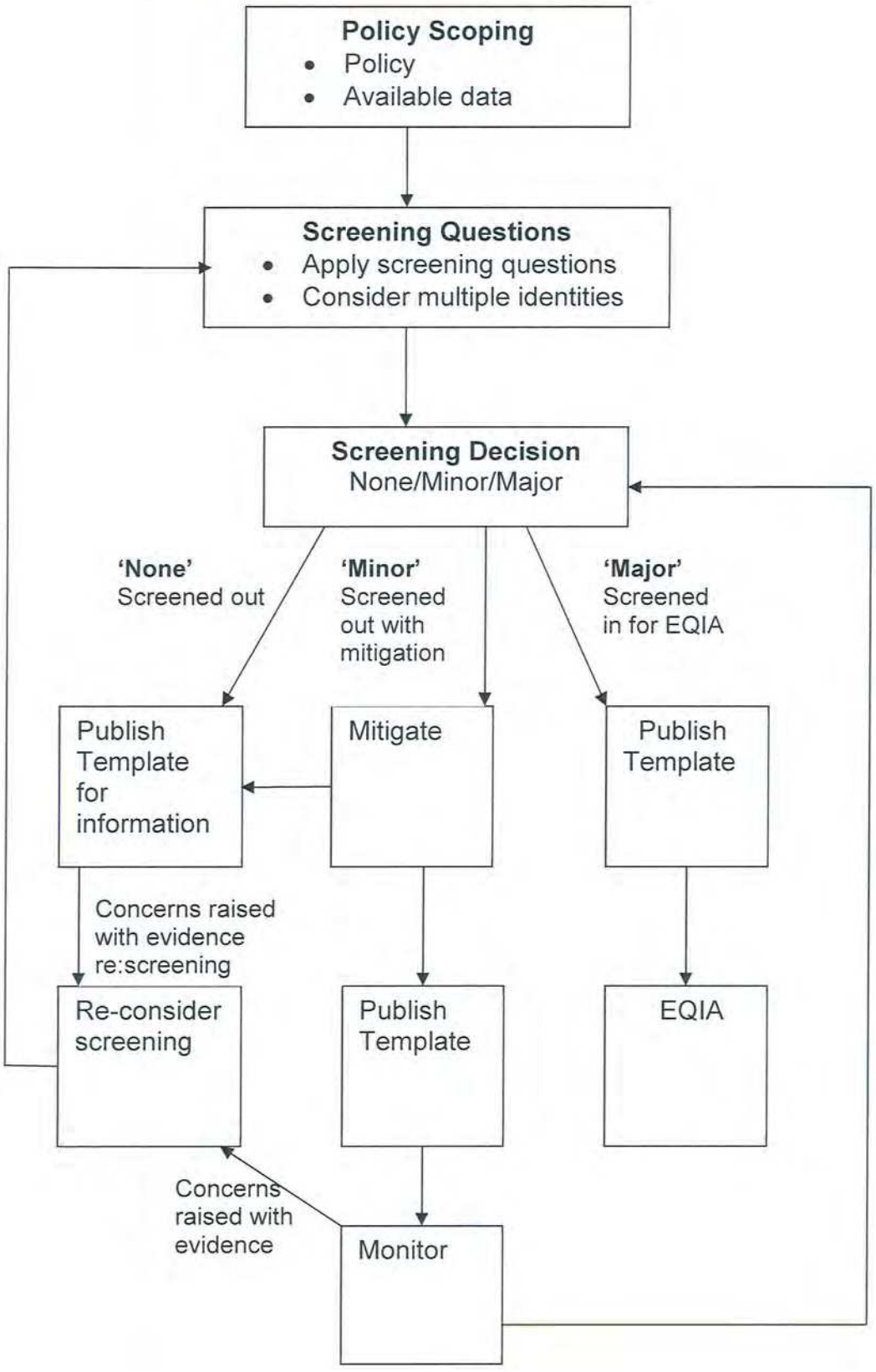
The policy will be reviewed within 24 months from the effective date.

Section 6 – Approval and authorisation

Screened by:	Position/ Job Title	Date
Barry O'Hagan	Head of IT	29th Aug 2017
Barry O Hagan		29/8/2017
Approved by:	**Position/ Job Title**	**Date**
	DIRECTOR	30/8/2017

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.

Appendix A Mid Ulster District Council Screening Process



Rural Needs Impact Assessment Template

Strategy, Policy, Plan or Service: CCTV Policy

Directorate: Finance

Owner: Barry O'Hagan, Head of ICT

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?*

The objectives of the CCTV Policy are as follows:

- To prevent, detect, investigate and report crime and to assist with the apprehension and prosecution of offenders;
- To discourage anti-social behaviour including dog fouling and littering;
- To assist with investigation and processing of insurance claims, investigations and the overall management and supervision of Council buildings, premises and events;
- To assist with the preparation for and conduct of disciplinary investigations and hearings including those involving alleged or suspected criminal activity and/or breaches of Council policies in relation to the health, safety or wellbeing of employees, subcontractors and the public generally;
- To enhance the safety and well-being of staff and the public using Council premises, services and town centres

The objectives above are applicable to both rural and urban areas thus providing a fair rural outcome.

As per Council's/DEARA's definition rural is defined as settlements of less than 5,000 people.

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?

Mid Ulster District Council uses CCTV cameras in Council premises including offices, leisure and community centres, amenity sites, other outdoor venues, council vehicles and public spaces including some town centres. These locations are in rural venues/areas as well as urban areas. Appendix 4 of the policy provides a full list of Council facilities that have CCTV operational on the site.

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?

CCTV has been erected in at Council facilities and sites. The facilities and sites are located at both rural and urban locations throughout the District. As such urban and rural outcomes should be similar. Costs will be similar within an urban or rural deployments and no mitigation is thought necessary to achieve the objectives of the policy. Additional installations will be based on evidence of need and a privacy impact assessment in line with ICO guidance (see Appendix 1 of the policy).

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?

The aim of Council CCTV installation is set out in Step 1. The need for CCTV will be defined by Council together with other statutory agencies. Alternatives to the installation of CCTV will be considered within control measures for achieving the objectives as set out in Step 1. In order to ensure fair rural outcomes across the District the Council will recognise the needs of all of its citizens subject to the demand and the available resources within Council and other potential funding sources. A potential alternative may include the use of mobile CCTV equipment that be deployed in areas where there is a need due to address sporadic community safety issues.

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?

Council's Corporate Improvement Objectives includes the following:

- To assist in the growth of the local economy by increasing the number of visitors to the district

The information made available from the CCTV will support the implementation and achievement of corporate improvement objectives.

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?

This policy will be reviewed 24 months from adoption. Each installation will be subject to a Privacy Impact Assessment review every 24months as well. Any required amendments will be carried out at this stage. Each review will assess any evidence and potential amendments against rural needs in line with legislation.

Rural Needs Impact Assessment undertaken by	**Ann McAleer &Barry O'Hagan**
Position:	**Head of ICT &CP&Equality Officer**
Signature:	Ann McAleer Barry O'Hagan
Date completed:	**30/8/17**

Rural Needs Impact Assessment approved by:	
Position:	DIRECTOR
Signature:	
Date approved:	30/8/2017

D

Report on	Draft Non-Smoking and Non-Vaping Policy
Reporting Officer	Philip Moffett, Head of Democratic Services
Contact Officer	Ann McAleer, Corporate Policy & Equality Officer

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

1.0	**Purpose of Report**
1.1	To inform members of the draft Non Smoking Non Vaping Policy and seek their approval.
2.0	**Background**
2.1	The Smoking (Northern Ireland) Order 2006 is the guiding legislation that require Council to maintain a non-smoking environment within enclosed Council facilities. However there is currently no specific legislation that prohibits vaping using E-cigarettes.
3.0	**Main Report**
3.1	This policy has been developed as a result of requests to use e-cigarettes in Council facilities. Currently there is no specific policy or legislation which prevents vaping using E-cigarettes in enclosed spaces.
3.2	EU guidance provided in relation to e-cigarettes is set out in section 5 of the draft policy.
4.0	**Other Considerations**
4.1	**<u>Financial & Human Resources Implications</u>** Financial: N/A Human: N/A
4.2	**<u>Equality and Good Relations Implications</u>** This policy has been equality screened in line with Council's Equality Scheme. The policy has been 'screened out'
4.3	**<u>Risk Management Implications</u>** N/A

5.0	**Recommendation(s)**
5.1	It is recommended that the members approve the draft Non Smoking Non Vaping Policy.
6.0	**Documents Attached & References**
6.1	Appendix A-Draft Non-Smoking and Non-Vaping Policy Appendix B- Equality Screening Document

Draft Non-Smoking and Non-Vaping Policy

Document Control			
Policy Owner	Philip Moffett, Head of Democratic Services		
Policy Author	Ann McAleer, Corporate Policy & Equality Officer		
Version	V 1.0		
Consultation	Senior Management Team Yes Trade Unions No		
Equality Screened by	Yes by CP&EO	**Date**	Aug 17
Equality Impact Assessment	No	**Date**	
Good Relations	No		
Approved By	Policy & Resources Committee	**Date**	
Adopted By	Council	**Date**	
Review Date	September 2019	**By Whom**	
Circulation	Members and Staff		
Document Linkages	Room Hire Policy		

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5.0	Considerations of (Insert Appropraite Detail)	4
6.0	Roles & Responsibilities	5
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1.0 INTRODUCTION

1.1 The right to have a smoke free environment within premises is contained in the Smoking (Northern Ireland) Order 2006. Mid Ulster District Council recognises its duties to ensure this is the case in relation to its civic, leisure and cultural facilities under this Order.

2.0 POLICY AIM & OBJECTIVES

2.1 **Policy Aim**: To protect customers, visitors and employees from exposure to second-hand smoke and to comply with the Smoking (Northern Ireland) Order 2006 which has been enforced by District Councils from 30th April 2007.

2.2 **Policy Objectives:**

- To establish a clear policy on a providing a non-smoking and non-vaping environment inside Council facilities

- To provide guidance to all managers and premises supervisors to ensure a smoke free and vaping free environment is maintained

3.0 POLICY SCOPE

3.1 This policy relates specifically to all “enclosed” or “substantially enclosed” sections of Council buildings, including civic, leisure and cultural venues.

3.2 The use of electronic (e) cigarettes was not covered in the current UK legislation as they did not exist at the time. EU guidance provided in relation to (e) cigarettes is set out in section 5.2. This policy affords e-cigarettes the same restrictions as tobacco, for the following reasons:

- the safety of e-cigarettes has not been significantly demonstrated as the chemicals used have not been fully disclosed and there is no adequate data on their emissions;

- there is a lack of peer-reviewed evidence on their value in helping smokers cut down or stop;

- concerns that e-cigarettes might reinforce the smoking habit as they are designed to closely mimic smoking actions

- Public Health Agency Northern Ireland urges caution when using e-cigarettes, issuing the following guidance is “Don’t Smoke. Don’t Vape”

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 3, *Sustaining our Environment.*

5.0 SMOKING RESTRICTIONS

5.1 The Smoking (Northern Ireland) Order 2006 requires that smoking be prohibited in all "enclosed" or "substantially enclosed" premises, public areas. Premises are "enclosed" if they have a ceiling or roof and except for doors, windows and passageways they are – wholly enclosed, either permanently or temporarily. Premises are "substantially enclosed" if they have a ceiling or roof but there is an opening or an aggregated area of openings in the walls which is less than half of the area of the walls, including other structures that serve the purpose of walls and constitute the perimeter of the premises. In determining the area of opening or an aggregate area of the openings, no account is taken of openings in which there are doors, windows or other fittings that can be opened or shut.

5.2 The Tobacco Products Directive provided by the EU Parliament came into effect for member states in May 2017. The Directive states that as e-cigarettes are a relatively new product for which evidence is only starting to emerge. As such the long-term impact of vaping and passive vaping is unknown. As such Mid Ulster District Council will follow the guidance issued by Public Health Agency NI until further guidance or clarity is available in relation to vaping.

5.3 Smoking will not be permitted at/in; the entrance/exits to and from buildings, locations where other statutory restrictions apply e.g. fuel storage, gas storage and areas where smoking could constitute a serious fire risk.

5.4 Mid Ulster Council is keen is to ensure that smokers and vapers realise the full impact of this policy and in particular that observance of the policy is an important health and safety rule. Single breaches which do not indicate a clear intention to ignore the policy will, in the first instance, be regarded as a minor incident which will be dealt with informally. Recurrence will be regarded as a clear breach of policy and could lead to the smoker being asked to leave the premises.

6.0 ROLES AND RESPONSIBILITIES

6.1 The management, staff, visitors and customers within each facility all have roles and responsibilities in relation to the implementation of this policy. Specific roles and responsibilities are set out below:

Management

- To display 'No Smoking' as required by the legislation and 'No Vaping' Signs
- To investigate complaints regarding employees, customers and visitors smoking
- To ensure that customer and visitors do not smoke or vap in smoke/vap free vap free) places

Staff

- To ensure that they or others do not interfere with no smoking signs
- To comply with this Policy
- To ensure customers and visitors do not smoke in smoke-free places
- To report and appropriately deal with incidents of smoking in Council facilities

7.0 SUPPORT FOR SMOKERS

7.1 It is hoped that by having non- smoking and non-vaping facilities policy in place Council will encourage individuals to consider giving up smoking. In order to support those individuals who wish to stop smoking, advice is available through a range of information channels.

7.2 Support measures available to the public include the following:

- Public Health Agency want2stop website – http://www.want2stop.info/

- Support and advise from your GP or Pharmacist

8.0 IMPACT ASSESSMENTS

8.1 Equality Screening & Rural Impact Assessment

8.1.1 The policy has been subject to equality screening in accordance with the council's screening process. The draft policy has been 'screened out'.

8.2 **Staff & Financial Resources**

8.2.1 No issues have been identified which would significantly impact on the councils resources and delivery of its business as a result of this policy being implemented.

9.0 SUPPORT AND ADVICE

9.1 Advice and guidance on the implementation on this policy should be sought from the Director and/or Head of Service relating to whichever service area the policy is being implemented.

10.0 COMMUNICATION

10.1 The Head of Democratic Services is responsible for the communication of this policy.

11.0 MONITORING & REVIEW ARRANGEMENTS

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

Comhairle Ceantair Lár Uladh Mid Ulster District Council

Equality & Good Relations Screening Report

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.

1. Policy Name		
Draft Non Smoking and Non Vaping Policy		
2. Is this an existing, revised or a new policy?		
This is a new policy.		
3. What is it trying to achieve? (aims/outcomes)		
The policy aims to provide guidance in relation to ensuring that council facilities are non smoking and non vaping environments.		
4. Are there any Section 75 categories which might be expected to benefit from the intended policy?	Yes	
	No	x
If so, please explain		
6. Who initiated or wrote the policy?		
Corporate Policy & Equality Officer is the Policy Author		
7. Who owns and who implements the policy?		
Head of Democratic Service is the Policy Owner		

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?			x
• If yes, are they legislative?		x	
• If yes, Please specify	***Financial:*** ***Legislative: Smoking legislation and Guidance***		
• Other, Please specify			

Stakeholders

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

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

Others policies with a bearing on this policy

Policies	Owners
N/A	

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.

<table>
<tr><th>Section 75 category</th><th>Details of evidence/information</th></tr>
<tr><td>Religious belief</td><td>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).

<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>Total</td><td>138,590</td><td>100</td></tr>
</table>
</td></tr>
<tr><td>Political opinion</td><td>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 1st preference vote share for each of the political party/ independents is detailed bellowed along with representation (seats) on Council (Source: NISRA):

<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>
</td></tr>
<tr><td>Racial group</td><td>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:

<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>
</table>
</td></tr>
</table>

Other	2,280

The minority ethnic language profile within the area can serve as a possible indicator of the Black & 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:

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

Age

The age profile of Mid Ulster Local Government District area as at 2015 (Source, NISRA)

	Mid Ulster	Northern Ireland
Total Population	144,002	1,851,621
0-15 years	33,123	385,200
16-39 years	47,646	583,116
40-64 years	43,621	591,481
65+ years	19,612	291,824
Population Change % (2005-2015)	15.3%	7.2%

Marital status

The below table sets out the martial status profile for Mid Ulster District Council area as extracted from results of the 2011 Census

	Mid Ulster		Northern Ireland	
	No.	%	No	%
Single (never married or never registered a same sex civil partnership) (Aged 16+)	38,353	35.97	517,393	36.14
Married (Aged 16+)	54,192	50.82	680,831	47.56
In a registered same sex civil partnership (Aged 16+)	62	0.06	1,243	0.09
Separated (but is still legally married or still legally in a same sex civil partnership) (Aged 16+)	3,369	3.16	56,911	3.98
Divorced or formerly in a same sex civil partnership which is now legally dissolved (Aged 16+)	4,139	3.88	78,074	5.45
Widowed or surviving partner from a same sex civil partnership (Aged 16+)	6,523	6.12	97,088	6.78

Sexual orientation

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%.

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%

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).

Men & women generally

The gender profile of Mid Ulster LGD is detailed as;

	Mid Ulster		Northern Ireland	
	No.	**%**	**No.**	**%**
Male	69,362	50.05	887,323	49.00
Female	69,228	49.95	923,540	51.00

Disability

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

	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

In Northern Ireland the profile of persons with a disability has been reported by Disability Action as;

- More than 1 in 5 or 21% of the population have a disability
- 1 in 7 people have some form of hearing loss
- 5,000 persons use sign language - British Sign Language and/or Irish Sign Language
- There are 57,000 blind persons or persons with significant impairment
- 52,000 persons with learning difficulties

Dependants

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.

	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

Of the households in Mid Ulster Local Government District with dependent children, they can be summarised as;

- 7,407 families in households have 1 dependent child
- 6,394 families in households with two dependent children
- 5,014 families in households with three dependent children

There are 37,306 dependent children within families.

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	**No adverse impacts anticipated.**
Political opinion	**No adverse impacts anticipated.**
Racial group	**No adverse impacts anticipated.**
Age	**No adverse impacts anticipated.**
Marital status	**No adverse impacts anticipated.**
Sexual orientation	**No adverse impacts anticipated.**
Men and women generally	**No adverse impacts anticipated.**
Disability	**No adverse impacts anticipated.**
Dependants	**No adverse impacts anticipated.**

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

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)		
Section 75 category	Details of policy impact	Level of impact? minor/major/nor
Religious belief	**None anticipated.**	**None**
Political opinion	**None anticipated.**	**None**
Racial group	**None anticipated.**	**None**
Age	**None anticipated.**	**None**
Marital status	**None anticipated.**	**None**
Sexual orientation	**None anticipated.**	**None**
Men and women generally	**None anticipated.**	**None**
Disability	**None anticipated.**	**None**
Dependants	**None anticipated.**	**None**

2. Are there opportunities to better promote equality of opportunity for people within Section 75 equality categories? (Yes/ No)		
Section 75 category	If **Yes,** provide details	If **No,** provide reasons
Religious belief	**No**	**Policy is not specifically relevant to S75 categories**
Political opinion	**No**	**Policy is not specifically relevant to S75 categories**
Racial group	**No**	**Policy is not specifically relevant to S75 categories**
Age	**No**	**Policy is not specifically relevant to S75 categories**
Marital status	**No**	**Policy is not specifically relevant to S75 categories**
Sexual orientation	**No**	**Policy is not specifically relevant to S75 categories**
Men and women generally	**No**	**Policy is not specifically relevant to S75 categories**
Disability	**No**	**Policy is not specifically relevant to S75 categories**
Dependants	**No**	**Policy is not specifically relevant to S75 categories**

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.
N/A

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 - *with no mitigating measures required*	X
2	Shall not be subject to an EQIA - *mitigating measures/ alternative policies introduced*	
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.

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.

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

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: N/A

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	
Social need	
Effect on people's daily lives	
Relevance to a Council's functions	

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:

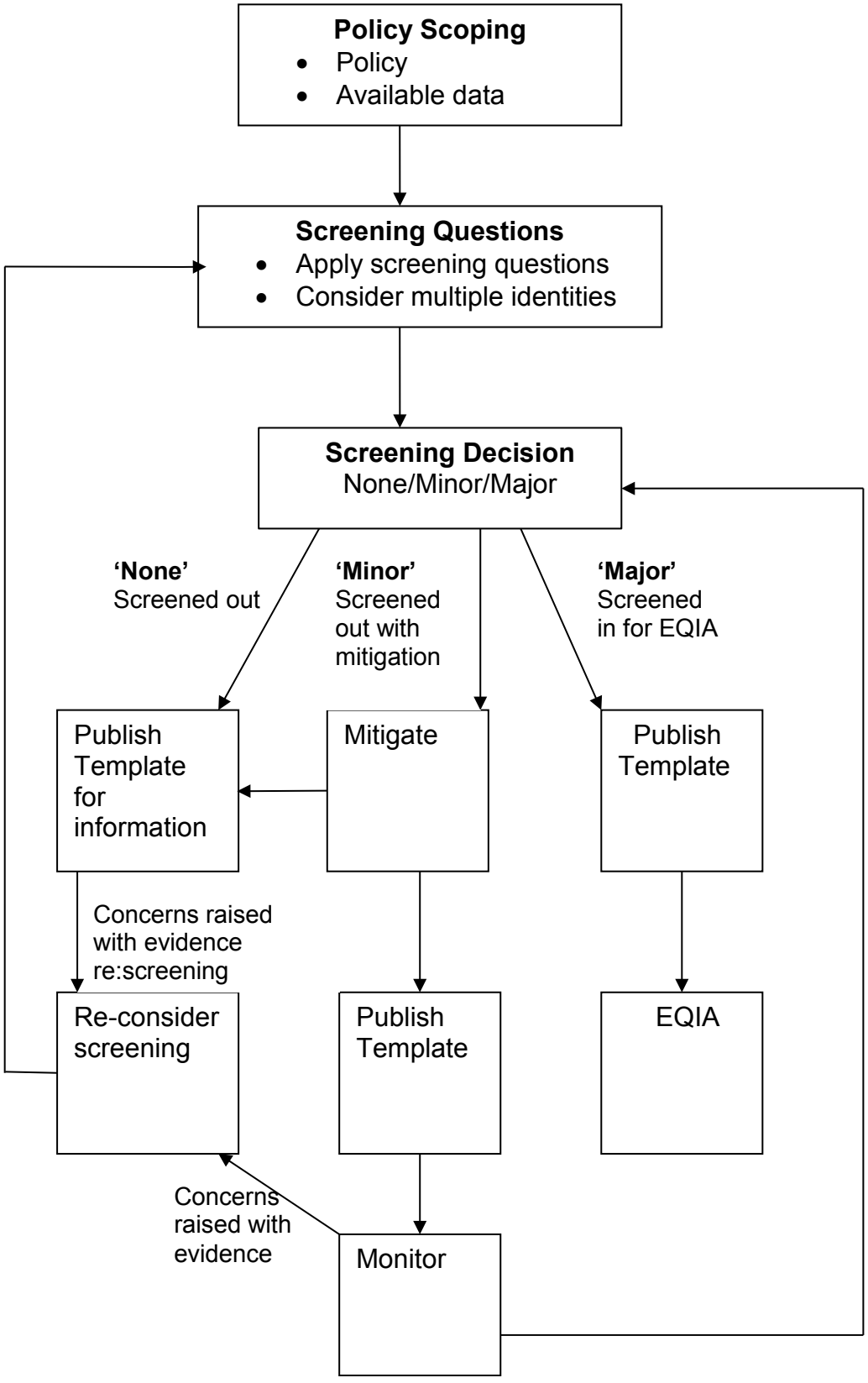
This policy will be reviewed 24months from the date of adoption (September 19)

Section 6 – Approval and authorisation

Screened by:	Position/ Job Title	Date
Ann McAleer	Corporate Policy & Equality Officer	8/8/17
Approved by:	**Position/ Job Title**	**Date**
Philip Moffett	Head of Service	30/08/17

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.

Appendix A **Mid Ulster District Council Screening Process**



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Minutes of Meeting of Policy and Resources Committee of Mid Ulster District Council held on Thursday 6 July 2017 in the Council Offices, Ballyronan Road, Magherafelt

Members Present	Councillor Molloy, Chair Councillors Ashton, Bateson, Buchanan, Cuddy, Doris (7.02 pm) Elattar, Forde, Gildernew, Kearney, S McGuigan, McKinney, McLean, McPeake, M Quinn and Totten
Officers in Attendance	Mr Cassells, Director of Environment and Property Ms Campbell, Director of Leisure and Outdoor Recreation Ms Canavan, Director of Organisational Development Mr Kelso, Director of Public Health and Infrastructure Ms Kerr, Head of Finance Mr McCreesh, Director of Business and Communities Mr O'Hagan, Head of ICT Mr JJ Tohill, Director of Finance Ms Grogan, Committee Services Officer
Others in Attendance:	Councillors T Quinn and Wilson

The meeting commenced at 7.00 pm.

PR127/17 Apologies

None.

PR128/17 Declaration of Interest

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

PR129/17 Chair's Business

The Chair thanked Councillor Buchanan for Chairing the last meeting and to his own party for the nomination to Chair this committee.

Matters for Decision

PR130/17 Request to lease a soccer pitch on the Moneymore Recreation Centre site by Henry Joy McCracken, GAC, Moneymore

The Director of Leisure and Outdoor Recreation drew attention to the previously circulated report to inform Members of the request by Henry Joy McCracken, GAC, Moneymore (Moneymore GAC) to lease a grass soccer pitch at Moneymore Recreation Centre and to seek direction on how to progress this request.

Councillor Doris entered the committee at 7.02 pm.

Proposed by Councillor Kearney
Seconded by Councillor Gildernew and

Resolved: That it be recommended to the Council that approval be granted to Officers carrying out investigatory work as outlined and report to full Council.

PR131/17 Expressions of Interest to lease soccer pitches and a Pavilion at Beechway, Cookstown

The Director of Leisure and Outdoor Recreation drew attention to the previously circulated report to inform Members of the outcome of the Expression of Interest exercise for Sports Clubs to lease Beechway Football pitches and Pavilion.

Proposed by Councillor Buchanan
Seconded by Councillor Cuddy and

Resolved: That it be recommended to the Council that agreement be given to Cookstown Youth FC (CYFC) being offered the opportunity to lease Beechway football pitches and pavilion and that officers proceed to negotiate a suitable Lease before returning the agreement to Council for ratification.

PR132/17 Rainey Street Public Toilet Replacement

The Director of Environment and Property drew attention to the previously circulated report to seek approval for funding from Council's Capital Programme for the replacement of the Public Toilets at Rainey Street, Magherafelt.

Councillor McLean enquired if the people entering the toilets were screened from the public.

The Director of Environment and Property advised that the public would still be walking into the toilets from the street but could put up a vanity wall if required.

Councillor Bateson said that a screen would be a simple thing to install and wouldn't prove expensive.

In response to Councillor Cuddy's query regarding the running costs, the Head of Property Services advised that there would be no additional running costs, as these would be the same as what they are now.

Proposed by Councillor McPeake
Seconded by Councillor Bateson and

Resolved: That it be recommended to the Council that approval be given to closing the existing facility and secure the funding as detailed under the Capital Programme to progress a replacement toilet for Magherafelt Town Centre.

Matters for Information

PR133/17 Minutes of Policy and Resources Committee held on Thursday 7 June 2017

Members noted minutes of Policy and Resources Committee held on Thursday 7 June 2017.

PR134/17 Rural Needs (NI) Act 2016 & Definition of Rural

The Director of Finance drew attention to the previously circulated report to update Members on requirements resulting from introduction of the Rural Needs Act (NI) 2016 and how Council Departments will practically implement the associated rural impact assessments.

Councillor Cuddy enquired about the population of the five main towns within Mid Ulster.

The Director of Business and Communities advised that Cookstown, Dungannon and Magherafelt all exceed 5,000 as does Coalisland so these would be classed as urban and Maghera's population would be under 5,000 so would be classed as rural.

Policy & Resources Committee June 2017, (Minute Ref: PR109 refers) resolved that:

> *'it be recommended to the Council that approval be granted for the implementation of the suggested rural proofing mechanism as it relates to Mid Ulster District Council. It is further recommended that the Department for Agriculture, Environment and Rural Affairs definition of rural (settlements of less than 5,000 residents) be noted and adopted by this Council as a definition for rural settlements in undertaking rural proofing, subject to the definition used by Mid Ulster Local Action Group being checked and cross referenced'.*

Resolved: That it be recommended to the Council to adopt the default definition for '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. Consideration will however continue to be given to the funding and investment scenarios when implementing the required rural proofing arrangements.

PR135/17 Rate Support Grant

Members noted the previously circulated report to provide Members with an update in relation to the quantum of Rate Support Grant (RSG) to be received in 2017/18 from the Department for Communities (DfC) formerly Department of Environment (DoE).

Councillor Ashton said it would be beneficial to request a meeting with Officials who make the decisions.

The Director of Finance advised that he would take this on board.

PR136/17 Member Services

No issues.

Local Government (NI) Act 2014 – Confidential Business

Proposed by Councillor McGuigan
Seconded by Councillor Cuddy 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 PR137/17 to PR152/17.

Matters for Decision

PR137/17	Lands at Lime Kiln Lane, Cookstown
PR138/17	Lands at Railway Yard, Cookstown
PR139/17	Engineering Centre of Excellence
PR140/17	Greenvale Leisure Centre Management Information System
PR141/17	Capital Programme – Resource Allocation
PR142/17	Earls Project – Lease of land at Railway Park, Dungannon - STEP Building
PR143/17	Employers Liability Claim
PR144/17	Rate Support Grant Judicial Review Update
PR145/17	Collective NI District Council Leisure Services VAT Claim Update
PR146/17	Grievance Procedure for Mid Ulster District Council
PR147/17	Staffing Matters

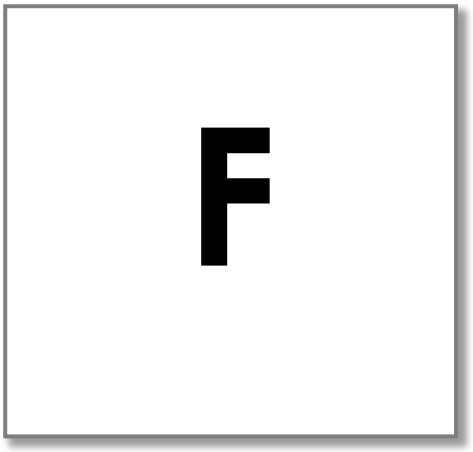
Matters for Information

PR148/17	Confidential Minutes of Policy and Resources Committee held on Wednesday 7 June 2017
PR149/17	Sickness Absence Update for the period 1 April 2017 – 31 May 2017
PR150/17	Staffing Matters
PR151/17	Contracts and DAC
PR152/17	Financial Update

PR153/17 Duration of Meeting

The meeting was called for 7 pm and ended at 8.25 pm.

CHAIR _____ DATE _____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Report on	Interpretation Services at Receptions
Reporting Officer	Philip Moffett, Head of Democratic Services
Contact Officer	Ann McAleer, Corporate Policy & Equality Officer

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

1.0	**Purpose of Report**
1.1	To update members on the provision of Interpretive Services requirements at receptions at Council facilitates and civic buildings.
2.0	**Background**
2.1	Section 75 of the NI Act (1998) requires public authorities to make provision for language interpretation for service users, particularly at their first points of contact into the organisation. It is recognised good practice to have interpretation provision in place for as many languages as possible within easy access. This facility also allows non English speakers to gain access to services/information. This is similar to providing council documentation in requested languages.
2.2	The Equality Commission provides the following guidance, '*Public authorities must also have regard for the desirability of promoting good relations between persons of different religious belief, political opinion or racial group. The Commission emphasises that the good relations duty embraces and extends beyond the religious / political dimension of 'community relations*'. Consideration of the needs and interests of all minority ethnic groups is therefore important in this context.
2.3	Telephone interpretative services are commonplace amongst local authorities and other statutory agencies to facilitate access to services for people who cannot speak English. Statistics set out below, recently published by NI Strategic Migration Partnership and sourced from the 2011 Census. The figures gives an indication of the numbers of non-English speakers who are residents in the District: • Of the 139,903 people resident in Mid Ulster district, 9,065 were born outside the UK or Ireland. This represents 6.4% of the population, above the N Ireland average of 4.5% • In Mid Ulster district 7,159 residents aged 3+ speak a language other than English or Irish as their main language. Of those whose main language is not English or Irish, 36% cannot speak English, or cannot speak it well • The languages recorded as being spoken within the District are:

Lithuanian	Polish	Portuguese
Slovak	Irish (Gaelic)	Russian
Latvian	Hungarian	Chinese
Tagalog/Filipino	Malayalam	

	The above demonstrates the range of languages spoken in the District.
3.0	**Main Report**
3.1	It was identified that there was no provision for telephone interpretative services at receptions of our civic buildings and other facilities. Reception staff were reliant on a number of methods and ways to communicate with persons who could not communicate in English or had limited spoken English.
3.2	Reception staff at the 3 civic office sites had indicated that the service most frequently required by non-English speakers was Registration. While this information is anecdotal, the birth rate statistics reported that in 2015 20% of all babies registered in Mid Ulster District were registered as being born to mothers who were themselves born outside the UK. This is second highest rate in Northern Ireland behind Belfast City Council. The breakdown of the births to mothers born outside the UK and Ireland is as follows; 74 in Cookstown, 261 in Dungannon and 97 in Magherafelt.
3.3	A telephone interpretative service called Language Line Solutions has been engaged which will be primarily available to our reception staff at our civic offices and leisure facilities. This service was previously used by Dungannon & South Tyrone legacy council for a period before transition. To formally recommence use of the service account details need to be updated to reflect the new Council.
3.4	The Language Line process works via dialling a given telephone number, inputting a unique pin code for Mid Ulster Council and then selecting the required language. The service is portable and can be used by lone workers and staff based off-site using mobile phones, if required. The service provides interpretation of 200 languages 24 hours a day, 365 days per year.
4.0	**Other Considerations**
4.1	**<u>Financial & Human Resources Implications</u>** Financial: There is no set up fee. Associated charges are on a per use basis charged at £1 per minute and billed by the second, a reduction from £1.45 per minute, when previously used by a legacy council. Council will therefore only pay for what it uses. Human: Staff training time
4.2	**<u>Equality and Good Relations Implications</u>** Council has committed to providing 'Access to interpreting/translation services' in its current Equality Scheme (2015-2020). The provision of this service is in line with the implementation of our scheme.
4.3	**<u>Risk Management Implications</u>** N/A

5.0	**Recommendation(s)**
5.1	That the committee notes the update on the use of Language Line for interpretation requirements, as required.
6.0	**Documents Attached & References**
6.1	N/A