



06 June 2019

Dear Councillor

You are invited to attend a meeting of the Policy & Resources Committee to be held in
The Chamber, Cookstown at Mid Ulster District Council, Council Offices,
COOKSTOWN, BT80 8DT on Thursday, 06 June 2019 at 19:00 to transact the
business noted below.

Yours faithfully

Anthony Tohill
Chief Executive

AGENDA

OPEN BUSINESS

1. Apologies
2. Chair's Business
3. Declarations of Interest
Members should declare any financial and non-financial interests they have in the items of business for consideration, identifying the relevant agenda item and the nature of their interest.

Matters for Decision

- | | | |
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| 4. | Performance Improvement Plan 2019 - 2020 | 3 - 38 |
| 5. | Progress Returns - Equality Commission and Dept. Agriculture, Environment & Rural Affairs 2018-19 | 39 - 106 |
| 6. | Council Meetings: August | 107 - 108 |
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| 8. | Lease and Licence of Lands situated at Glenone Wood, Portglenone from DAERA/Forest Service | 113 - 166 |
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Matters for Information

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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

17. Staffing Matters for Decision
18. Financial Report for 12 Months to 31.03.19

Matters for Information

19. Confidential Minutes of Policy and Resources Committee held on 4 April 2019
20. Update on Structure Changes
21. Staff Matters for Information
22. Managing Attendance

Report on	Council Annual Corporate Improvement Plan 2019 - 2020
Date of Meeting	Thurs 6 th June 2019
Reporting Officer	Phillip Moffett, Head of Democratic Services
Contact Officer	Lisa Jenkins, Performance and Quality 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 consider for approval council's Corporate Performance Improvement Plan for the period 2019 to 2020.
2.0	Background
2.1	<p>The Local Government Act 2014 (the Act) and subsequent DfC guidance requires that Council sets itself improvement objectives to improve the exercise of its functions for each financial year. This part of the Act places a General Duty on the Council to, "...<i>make arrangements to secure continuous improvement</i>".</p> <p>The Committee at its February 2019 meeting approved the then proposed 4 Corporate Improvement Objectives for 2019 to 2020, rationale and associated links to the community and corporate plan. The objectives were agreed as:</p> <ul style="list-style-type: none"> • To assist in the growth of the local economy by increasing the number of visitors to our district. • To improve the average processing time of Local Planning applications. • To improve the accessibility of our services by increasing the number available online • To support people to adopt healthier lifestyles by increasing the usage of council recreational facilities.
3.0	Main Report
3.1	<p><u>2019-2020 Performance Improvement Plan</u></p> <p>DfC Guidance requires Council to publish its Corporate Improvement Plan as soon as practicable after the start of the financial year. The draft 2019-2020 plan complete with details on how Council will deliver on its four objectives is attached as Appendix A to this paper. The draft plan contains actions, measures and targets, demonstrates linkages to the Mid Ulster Community Plan and the Council's Corporate Plan.</p> <p>In summary, the draft improvement plan encompasses the Council's performance improvement arrangements in place. Each improvement objective has a project delivery</p>

	<p>plan, overseen by a member of the senior management team, documenting clear milestones, activities, resources and associated risk mitigation. Each project plan identifies who the Council will work in partnership for each objective to be successful to deliver outcomes for citizens.</p> <p>In addition to the improvement project delivery plans, the draft improvement plan also states how council will annually manage and report on performance against :</p> <ul style="list-style-type: none"> • A set of performance measures (statutory indicators and standards) as set by the Northern Ireland Assembly • A number of corporate performance indicators
4.0	Other Considerations
4.1	Financial, Human Resources & Risk Implications
	<p><i>Financial:</i> Implementation of the Improvement Plan 2019-2020 will be subject to assessment by the NI Audit Office and reported on at end of financial year 2020- 2021. The Audit Office will also undertake a “forward looking assessment” to ascertain if Council arrangements in place for 2019-2020 are sufficiently robust to meet the General Duty to secure continuous improvement in the exercise of its functions.</p>
	Human: Not applicable
	<p><i>Risk Management:</i> The Improvement Plan (2019-20) has had risk exercises undertaken against each of the four improvement objectives and their aligned project plans (which will deliver on the outcomes matched against the 4 corporate improvement objectives).</p> <p>Details of a risk management approach are contained within the Improvement Plan; with the outlying risks identified, inclusion of the associated mitigation activity and risk rating</p>
4.2	Screening & Impact Assessments
	Equality & Good Relations Implications: not applicable
	Rural Needs Implications: not applicable
5.0	Recommendation(s)
5.1	That Committee reviews and adopts the Corporate Performance Improvement Plan for 2019-2020.
6.0	Documents Attached & References
	Appendix A: Mid Ulster DC Corporate Performance Improvement Plan 2019-2020

Mid Ulster District Council

Corporate Performance Improvement Plan

2019 - 2020

May 2019

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Foreword

At the start of each financial year, as a Council, we are required to publish a forward facing improvement plan setting out short-term improvement objectives for the financial year ahead (the document is referred to as the Council's Annual Corporate Improvement Plan). This plan sits within a hierarchy of plans and strategies that provide focus and direction on the Council's delivery of services. To ensure we concentrate our efforts on the right things and show our commitment to improving the areas that matter most to Mid Ulster Citizens, our annual improvement plan and objectives are aligned directly with the Council's Corporate Plan and with the Ten Year District Community Plan.

The Council is uniquely placed to bring its own services together with the work of other agencies, communities, families and individuals for the benefit of the people of the District. We recognise that at times we will have to make significant changes in the way we think and operate in order to meet significant challenges ahead for our communities, not least the increasing demands made on many of our services, against a background of shrinking budgets. Realising our vision will depend on all of us having a shared understanding of our corporate priorities and statutory obligations as well as our individual roles and responsibilities in their achievement. The Performance Improvement Plan does not cover everything that we do. It focuses on a combination of issues that matter most to people, the priorities set as part of the District's Community Plan with our partners, and the unique challenges facing the District.

We have made great strides in Council's first electoral term in understanding our performance and in ensuring that Officers and Elected Members work together to improve our performance. We are aware, that by consulting with our citizens this helps us to focus on what really matters to the people of the Mid Ulster District. Last year, the Council set itself four Improvement objectives and this year members and officers have again chosen to focus on four areas, three improvement objectives progressed in 2018/19 have been taken forward into 2019/20. Considerable effort will be made in these four areas, in order to secure step change in impact, which should be visible by March 2020 i.e. how we will meet these priorities and how we will measure the difference we will make.

1 INTRODUCTION

The improvement plan is the means by which this Council can be held to account for its' performance and service delivery in accordance with the priorities set out by the Council. In the plan, we have set out this Council's intentions for our services, and include details, of how we will do the work. It allows people in the area to see clearly how we intend to make further improvements to our services.

We will publish an annual report describing the progress we have made against the priorities set out in this plan. We want communities to feel supported, have a say in what is provided for them locally and feel that they play a key role in local service delivery.

2.0 DEVELOPING OUR IMPROVEMENT PLAN OBJECTIVES

2.1 Setting Our Improvement Objectives

The Council's Policy and Resources Committee oversaw the development of the 2019 - 2020 Performance Improvement Plan to ensure the plan's publication as soon as practicable following the 1st April 2019, in line with Department for Communities guidance.

The process of developing the Council's improvement objectives involved engagement between Senior Management, Heads of Service and the Performance Team. This engagement identified potential areas for improvement across the council from which 4 proposed improvement objectives were identified for consideration and approved by elected members as a focus for continuous improvement.

To lead the delivery of our improvement objectives council has established project teams to drive the objectives forward; under the direction of a Senior Responsible Officer (SRO) from the senior management team, appointed by the Chief Executive. The proposed improvement objectives, rationale and associated links to the Community and Corporate Plan were considered and approved by elected members at their February 2019 Policy & Resources committee meeting for public consultation.

The outcome of the consultation undertaken throughout February to March 2019, and report on the final improvement objectives were considered by Senior Management, and subsequently considered by elected members for approval at their June Policy & Resources Committee before being considered by council.

At the end of the 2018/19 financial year, the assigned Senior Responsible Officers of three out of the four performance improvement projects undertook reviews of the projects and their progress. The SRO's also undertook a revision and update of any new objectives and associated activity/measures in order to "refresh" the projects commitment to performance improvement and to ensure continued relevance. The review of the projects, along with other statutory and corporate indicators will be reported by the 30th of September 2019 in Council's Annual Report, where we will look at the performance over the previous financial year

2.2 Consultation

Consultation undertaken on our proposed improvement objectives, rationale for their inclusion and associated activities for the period of the plan, was undertaken from the 8th of February 2019 to the 15th of March 2019. Our consultation involved a survey made available for completion and submission online and by post to the council. To ensure maximum engagement, the process was promoted through a variety of communication channels including; council social media outlets, internal staff meetings, the council website and local press releases. Fifty-five responses were received in relation to the consultation.

2.3 What the Consultation told us

- 98% of respondents agreed with Objective 1: *To assist in the growth of the local economy by increasing the number of visitors to our district.*
- 94.55% of respondents agreed with Objective 2: *To improve the average processing time of Local Planning.*
- 94.54% of respondents agreed with Objective 3: *To improve the accessibility of our services by increasing the number available online.*
- 96.36% of respondents agreed with Objective 4: *To support people to adopt healthier lifestyles by increasing the usage of Council recreational facilities.*

With such significant support for the four proposed improvement objectives, together with additional commentary provided, the council has developed its 2019-2020 Improvement Plan around them. When reviewed, respondent commentary did not warrant the removal, amendment to or addition to the objectives proposed. Additional commentary and views provided is informing our wider improvement activity across services.

3.0 OUR IMPROVEMENT OBJECTIVES 2019-2020

3.1 Our Improvement Objectives 2019 to 2020:

1. To assist in the growth of the local economy by increasing the number of visitors to our district.
2. To improve the average processing time of Local Planning Applications.
3. To improve the accessibility of our services by increasing the number available online.
4. To support people to adopt healthier lifestyles by increasing the usage of Council recreational facilities.

3.2 Duty to Improve

Part 12 of the Local Government (Act) 2014 requires Councils to “*make arrangements to secure continuous improvement*” in the exercise of our functions (section 84). Council is also required to set improvement objectives for services and secure arrangements for achieving them each year (section 85). We are also required to publish an annual improvement plan

Statutory guidance defines improvement as “... *more than just quantifiable gains in service output or efficiency, or the internal effectiveness of the organisation. Improvement for Council’s should mean activities that enhances the sustainable quality of life and environment for ratepayers and communities*”.

Each corporate improvement objective has been developed to focus improvement on at least one of the seven improvement aspects detailed in S84(2) of Local Government (NI) Act 2014:

- Strategic Effectiveness
- Service Availability
- Sustainability
- Service Quality
- Fairness
- Efficiency
- Innovation

In addition, guidance determines that improvement objectives should be:

- Legitimate – making a contribution to at least one (or probably more than one) of the seven aspects of improvement
- Clear – setting out the visible improvement that citizens can expect
- Robust – with defined terms of success (whether qualitative or quantitative)
- Deliverable – with established links to individual service programmes and budgets
- Demonstrable - capable of being supported by objective (but not necessarily measured or quantitative) evidence.

3.3 Community Plan, Corporate Plan and Council’s Performance Management Framework

The Local Government (Act) 2014 has changed the way we plan, and encouraged us to look much more to the future. Reducing budgets, increasing demands and higher public expectations means that we must change our approach to delivering and improving public services. Public services need to think more about the long-term, work better with people and communities, look to prevent problems before they arise, and take a more joined up approach

We need to look at balancing short-term needs (which is reflected in the improvement objectives contained in this current plan) with our responsibilities to think about some of the big challenges facing our district in the future (as outlined on the Mid Ulster District’s Ten Year Community Plan). We are working with other public services; the private and voluntary sector on the delivery of the local community plan. This includes well-being outcomes that provide a focus for the public sector as part of the Community planning for the area; these are related but separate from the objectives detailed in this report that focuses specifically on the Council.

The Corporate Plan is a key component of the Council's Integrated Performance Management Framework. The framework consists of a hierarchical set of inter-related plans, which deal with the organisation's delivery of services. The "peak" plan is the District's Ten Year Community Plan, which encapsulates the communities' vision and long-term aspirations. Sitting beneath the Community Plan is the Corporate Plan. The Corporate Plan is the point where the Council responds to the Community Plan's objectives that are within its area of responsibility; therefore, if the Community Plan is seen as the Community's aspirational document, the Corporate Plan is the Council's policy response to what residents and ratepayers desire to see happen in their community.

The Corporate Plan is designed as a fixed term plan to align with the council's electoral cycle. Each newly elected Council is responsible for preparing a new corporate Plan setting out what they want to achieve during the electoral term

3.4 Improvement, Corporate Values, Service and Individual Planning

Whilst this plan focuses specifically on Corporate Improvement Objectives, we are still seeking to bring about improvement in other areas. Planned improvements in our day-to-day work are set in our service plans. Service delivery plans translate corporate objectives into service targets and operational activity, aligning with finance, workforce and risk issues.

Individual plans (staff appraisals) translate service or group delivery plan objectives into practical measures and targets for all members of staff within the Council. This ensures that all our employees understand their contribution and accountability towards meeting the Council's values, priorities and vision.

We are committed to delivering our improvement objectives within the context of our adopted Corporate Values; this is at the core of what we do and guides how we deliver our service by being:

- **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 service to all customers.
- **Quality Driven:** delivering the best services we can, making the best use of the resources we have.
- **Team-focused:** Working together to deliver the best results possible for Mid Ulster.
- **Innovative:** New and better ways of doing things.
- **Customer-focused:** designing and delivering our services in response to and around the needs of our customers and within our resources.

3.5 Statutory Indicators

In addition to the Council's improvement objectives and associated actions used to measure our performance, the Northern Ireland Assembly has set a series of performance measures (indicators and standards) which the council will report on annually. Where relevant, the council's improvement objectives incorporate statutory performance standards and indicators for Economic Development, Planning and Waste Management. The statutory performance indicators and standards are set out as Appendix 1 to our plan.

For the last three years, the arrangements for managing, improving and tracking Council's performance in relation to set statutory indicators has been progressed through our service plans, which are developed on an annual basis and endorsed by Council. Quarterly reviews and update reports relating to Council's statutory indicator performance, are collated and forwarded to our Senior Management Team, respective committees and Council. Unless otherwise highlighted in this plan, statutory performance indicators are managed at a directorate performance management level.

3.6 Corporate Indicators

The Council has developed a suite of Corporate Indicators during 2017/18, which are now being measured across the Council. This suite of corporate level indicators are set out in Appendix Two to our plan and performance status and performance updates are reported to Senior Management and Council on a regular basis. Progress made against the corporate performance indicators are reported in Council's Annual report (a retrospective assessment report of performance in the previous financial year).

The council is engaged with the Department for Communities, along with other local authorities to inform the development of a benchmarking framework for local government. This will focus on areas where the greatest overall benefit, in terms of delivering outcomes, can be achieved.

4.0 DELIVERY & SCRUTINY OF OUR IMPROVEMENT OBJECTIVES

The council to inform how it delivers effective services to its communities uses a series of processes and policies. This helps the council to plan, govern and drive service delivery. The following section provides information on the key processes and activities, which we utilise to strengthen improvement.

4.1 Managing and Reporting Improvement.

The Council's service improvement planning process establishes clear links between the District Community Plan, Corporate Plan priorities, the corporate level Improvement Objectives, Project Plans and Service Plans. It ensures everyone working for the Council is able to see how their work contributes to the work of the organisation.

Each Improvement Objective has a project delivery plan, overseen by a member of the senior management team, documenting clear milestones, activities, resources and associated risk mitigation. Each plan also identifies with whom the council will work in partnership with for each objective, thus ensuring the successful delivery of outcomes for citizens (visible improvements).

The improvement project delivery plans are regularly reported to Senior Management and Council, along with statutory performance indicators and the suite of corporate performance indicators.

Service Plans are in place across Council, setting out key programmes of work being progressed throughout the year along with resources required to deliver on the identified actions. Services regularly monitor their plans and where they are involved in one or other of the improvement objectives, within this improvement plan, the Service will report this through to the senior management team and council's Policy & Resources Committee on progress to date.

Elected members have an important role in monitoring how well the Council is achieving its improvement objectives. They are prepared to challenge officers on service improvement performance to ensure that the priorities are delivered and that the needs of the local community are met.

A mid-year report (April to September 2019) on progress against this year's Improvement Plan objectives and how we have performed against the statutory performance indicators and standards for Economic Development, Planning and Waste, as well as progress against corporate measures will be presented to Council's Policy & Resources committee.

By 30th September 2019, the council will publish a self-assessment report setting out how we have performed against the Improvement Plan for 2018-19 and where possible, the Council will benchmark indicators against the performance other Councils.

4.2 Audit, Inspection and Regulation

The council is inspected by the Northern Ireland Audit Office (NIAO) to challenge and examine its performance and effectiveness, through an audit and assessment.

In November 2018, post an audit and assessment of Council, the Local Government Auditor (LGA) certified the improvement and assessment for the Council with a standard, unqualified opinion. As a result of the NIAO audit, the LGA believes that the Council has discharged its duties in connection with (1) improvement planning and (2) publication of improvement information in accordance with section 92 of the Local Government (NI) Act 2014 and has acted in accordance with the Department of Communities' guidance sufficiently.

LGA made no recommendations under section 95(2) of the Act and were not minded to carry out a special inspection under section 95 (2) of the Act.

5.0 IMPROVEMENT OBJECTIVES

Improvement Objective 1

5.1 *To assist in the growth of the local economy by increasing the number of visitors to our district*

“Always good to get more visitors to the area, this will bring more revenue for local businesses and keep people in jobs”

(Resident; Mid Ulster Councils Corporate Improvement Objectives Survey; March 2019)

Link to Programme for Government Outcomes: *We prosper through a strong, competitive, regionally balanced economy.*

Link to District Community Plan Theme and Outcomes: *Economic Growth*
We have more people working in a diverse economy

Link to Corporate Plan Theme: *Sustaining our Environment*
Realising tourism potential of Mid Ulster, being clear upon the opportunities and targeting resources.

Performance Improvement Aspects which this improvement objective aims to deliver against
Strategic Effectiveness, Service Quality, Service Availability, Efficiency, Innovation

Lead Officer: *Director, Business & Communities.*

Why have we chosen this Improvement Objective?

Tourism is a major engine for job creation and a driving force for economic growth and development, as highlighted by recent figures. There has been a steady growth in overall tourism in Northern Ireland from 2011¹. In the year ended March 2018, visitors spent £939 in the local economy², with 70% coming from external visitors, making tourism worth £662m as an export business. Overall tourism represents 5.4% of total jobs (supporting 1 in every 18 jobs), across Northern Ireland. The Programme for Government has set one of its outcomes as wanting Northern Ireland to “...create a place where people want to live and work, to visit and invest”, and one of its indicators is to, “Improve Northern Ireland’s attractiveness as a destination”.

Tourism is recognised as an economic driver, to stimulate growth by the Council, to deliver jobs and investment. We want to increase the number of the 3,000 plus local tourism and tourism related jobs in the district³. Opportunities for tourism growth lie in building on existing and new tourism propositions into a single tourism product or destination by capitalising on Mid Ulster’s central position in Northern Ireland, within an hour’s drive of the Causeway Coast, North West, Fermanagh Lakes, Belfast and many

cross border destinations. Mid Ulster has scope to grow within the tourism marketplace; it is a developing destination and as such has not yet fulfilled its potential.

We will work with our partners and others to promote Mid Ulster as a successful tourist destination. We want to assist with establishing good communication and collaborative relationships between stakeholders with an interest in sites, facilities, hospitality, skills development, quality standards, attractions and marketing. We want to ensure a welcoming and clean public realm, including public toilets, street furniture, signage etc.; all that is necessary to facilitate the quality of the visitor experience. We will work to seek improvements in skills development and coordinated approaches to vocational education and training, enhancing the sectors image and service quality. The challenge is to bring together Mid Ulster's tourism assets and attributes, support the dispersal of visitor spend and investment across the area and provide an offering for visitors to visit and stay in our district.

¹ Northern Ireland Statistics and Research Agency. Northern Ireland Annual Tourism Statistics 2017. <https://www.nisra.gov.uk/sites/nisra.gov.uk/files/publications/Annual-Tourism-Statistics-Publication-2017%20.pdf>

² Department for the Economy. Tourism Performance for the year ended 31march 2018. <https://www.economy-ni.gov.uk/topics/tourism>

³ Northern Ireland Statistics and Research Agency. NI Local Government District tourism Statistics 2017. <https://www.nisra.gov.uk/sites/nisra.gov.uk/files/publications/Local-Government-District-Publication-2017.pdf>

What have we done so far?

- In 2018/19, tourism continued to develop and grow in the region, with Seamus Heaney HomePlace established on the tourism map and the commencement of the new Dark Skies Observatory in Davagh plus exciting further phases in the development proposed. This project is complemented by an exciting ongoing events programmed across the district including a celebration of the Summer Solstice as part of the Hidden Heritage tours, food events including the Cookstown Continental Market, which continues to grow and flourish and support of local events including Clogher Valley Show.
- The Mid Ulster industry representative Tourism Development Group and associated clusters continue to plan and deliver on the Mid Ulster Tourism Action Plan, with these groups benefitting from Invest NI Collaborative Growth and Tourism NI facilitation and support in 2018/19. The Council has appointed staffing resource to manage thematic clusters of; Seamus Heaney, Heritage, Outdoor Hubs/ Events and an additional Hotel cluster has been established.
- Tourism promotions, both consumer and industry facing continue to be a key aspect of delivery; for example during 2018/19 staff and 6 industry representatives working with Tourism Ireland support, attended World Travel Market, London to promote the region and our tourism businesses.
- Seamus Heaney HomePlace successfully opened on 30th September 2016 and a full staff complement is in place, now into year 3, it is achieving projected numbers. In the year ending March 2019, more than 40,231 people had visited Seamus Heaney HomePlace. The centre was promoted by Council staff at 13 consumer and trade shows at domestic and international level, attracting various world tour operators to visit HomePlace.
- Council has improved on the methods/processes of recording visitor numbers into existing Visitor Information Centres (VIC's), facilities, arts, and cultural facilities.
- In 2018 to 2019 Council successfully delivered 18 Hallmark events such as; the Continental Markets, Summer Events, Halloween, Christmas events and the Hidden Heritage Programme, attracting over 95,100 visitors, showing a growth of 6.6% over a 2 year period.

- Council launched the Mid Ulster Tourism Strategy in March 2017, generating attendance of 100 tourism businesses and attracting high profile national and regional press coverage.
- Bellaghy achieved World Host Village Destination status and ten Council staff and 10 people from the district have attained Open College Network (OCN) Level two award in “Tour guide skills” and a total of 107 staff in local trades have achieved “World Host Ambassador Award” training.
- The Council’s Visitor Information Centre (VIC) have enjoyed high ratings as part of Tourism NI’s mystery shopping rating scheme. In 2018/19, an average score of 93.5% was achieved across the three existing VIC’s in Mid Ulster.
- Council is also collating Attendance statistics at events delivered through Culture & Arts service offering
- Council keeps under regular review visitor and usage numbers to attractions.

Actions - What are we going to do?

What are we going to do?	Timescale	Outcomes - What difference will it make?
Visitor Information and Interaction		
1. Develop the Dark Skies (Davagh Forest Visitor Experience to include a visitor centre in situ and supporting outdoor facilities by August 2020.	March 2020 August 2020	Provide a Regional Visitor experience within Mid Ulster, increasing the profile of the area on an international platform.
2. All Council Visitor Information Centre’s (VIC’s) maintain Tourism Northern Ireland’s (TNI) four-star attraction grade (minimum standard) and achieve an improved positive rating from mystery shopper exercises (target 95%).	March 2020	Our visitor information teams and centres offer an excellent, welcoming and informed service for visitors.
3. Design, deliver and launch the Seamus Heaney Home Ground Trails project.	March 2020	Enhanced complementary outdoor visitor experience for people visiting the Seamus Heaney HomePlace in Bellaghy.
4. Adopt a “Digital First” approach to Tourism delivery, marketing and promotion by: <ul style="list-style-type: none"> • reconfiguring an interactive tourism 		Provide enhanced visitor information with APP’s, web sites, and improved local digital

<p>presence on main Council web-site,</p> <ul style="list-style-type: none"> • undertaking a digital skills/knowledge gap analysis for local trades and deliver a bespoke learning and development programme and • seek additional funding of £116K for innovative digital Visitor/Tourist experiences and solutions e.g. APP development 	<p>June 2019</p> <p>March 2020</p> <p>December 2019</p>	<p>skills base that helps the user to get more from their visit.</p>
<p>Improve & Increase visitor experience</p> <p>5. To deliver quality Hallmark Corporate events across the District and maintain the attendance figures achieved in 2018 to 2019 of 95,100.</p> <p>6. Undertake and participate in a series of travel/trade/industry shows/familiarisation visits and deliver development workshops to upskill Council and local trades in niche tourism sales promotion(i.e. business to business and business to customer sales promotion)</p> <p>7. Provision of continued support and engagement of the Tourism and Development Group and four tourism clusters of; Seamus Heaney, Heritage, Outdoor Hubs/ Events and Hotels.</p> <p>8. Increase commercial tour operator's bookings to Council attractions: Seamus Heaney HomePlace, The Hill of the O'Neill and U.S Grants</p>	<p>Annual</p> <p>March 2020</p> <p>Bi-monthly</p> <p>March 2020</p>	<p>Hallmark events raise the profile of the area, bringing economic benefits to the district.</p> <p>Promote local trades on a regional and international stage and improve local knowledge in tourism sales promotion.</p> <p>Creating stronger partnerships as a strategic tool for tourism development.</p> <p>Increase in income at Council attractions</p>

How will we know?

- Number of visitors who participate in and access Council tourist, cultural facilities and natural attractions.

- Attract 95,000 visitors to Council Hallmark events throughout 2019/20.
- Number of new visitor experiences launched.
- Number of Operators and Centre's accredited under recognized quality schemes
- Increased visitor satisfaction
- Increased visitor spend
- Number of reports and plans developed
- Number of Tourism Development Group and Cluster Meetings
- Number of visitor attraction upgrades
- Number of trades/ staff upskilled
- Number of Commercial Tour Operator bookings at 3 Council attractions

Visible improvement residents, businesses or visitors expect to see

Delivering a destination wide focus on excellent customer care, intelligent quality information, enhanced product development and improved access at our Visitor Information Centres. Engaging with our tourism partners and local traders through participation opportunities in trade and industry shows/events and availing them of acquiring accredited quality schemes and training, thereby placing tourism as an economic driver, by attracting investment, visitor numbers and tourism spend into the Mid Ulster economy.

Partnerships: Who do we need to work with?

Tourism NI, Tourism Ireland, Department for Communities (DfC) -Historic Environment Division, NISRA, National Trust, Transport NI, Sport NI, Sperrins Gateway Partnership, Ancient Heart of Ulster, Lough Neagh Partnership, Tourism Development Group, DAERA, Councillors, Strategic Arts Partners, Mid Ulster residents and visitors, schools, colleges, universities, Arts Culture & Heritage groups, local traders, and local authorities

What risks do we need to manage?

Risk	Mitigation Activity	Risk rating
Failure to reach Milestones identified within timeframes	Regular internal meetings and delivery team structures with identified project leads to ensure timely achievement of milestones identified	Low
Failure to secure adequate resources to deliver proposed activity	Ensure all activity is adequately resourced and secured observing the appropriate internal protocols and procurement processes	Moderate

Improvement Objective 2

5.2 To improve the average processing time of Local Planning applications.

“Planning applications can be daunting enough and you want everything to run as smoothly as possible especially around turnaround times as you have to look ahead to get trades booked in advance etc.”.

(Resident; Mid Ulster Councils Corporate Improvement Objectives Survey, March 2019)

Link to Programme for Government Outcomes: *We prosper through a strong, competitive, regionally balanced economy.*

Link to Community Plan Theme and Outcomes: *Economic Growth - We prosper in a stronger more competitive economy.*

Link to Corporate Plan Theme: *Delivering for Our People - Delivery of quality and timely planning decisions.*

Performance Improvement Aspects, which this improvement objective aims to deliver against: *Strategic Effectiveness, Service Quality, Service Availability, Fairness, Sustainability, Efficiency, Innovation.*

Lead Officer: Planning Manager.

Why have we chosen this Improvement Objective?

We want to make the process of applying for planning permission better, thereby making our residents' lives easier. The outcome of a planning application has the potential to influence the applicant hugely. People unable to make the changes they want to their home will sometimes move altogether. If you can get it right for the one-time, householder applicant, who simply wants to build a new room, then you can get it right for everyone. We recognise that sometimes it is ostensibly minor improvements that can make a difference to people's lives. There are some big, complicated planning applications made each year, but there are many more household applications. Each one may be small, but if we can make a difference with such a high volume, we can have a huge impact.

The number of Local planning applications received in Northern Ireland during 2017/18 was 12,770 representing a decrease of 1.0% in 2016/17¹. Across Councils, Belfast City (1,788), Newry Mourne & Down (1,562) and Mid Ulster (1,397) received the highest number of local applications during 2017/18². These Councils also received the highest number of applications the previous year. Mid Ulster Council was below the regional average for all councils of 15.2 weeks average processing time for local planning applications during 2017/18. During 2017/18, Belfast City Council (1,779), Newry Mourne and Down Council (1,779) and Mid Ulster District Council (1,189) issued the most local decisions across the 11 Local Authorities. This in part reflected by the high volumes received in these Councils. During 2017/18, the average processing time to bring local applications to decisions or withdrawal was 15.2 weeks, across all the councils, an improvement of 1.0 week on the average time taken in 2016/17.

In 2017/18, Mid Ulster (14.4 weeks) along with four other Councils; Mid-East Antrim (9.6), Antrim and Newtownabbey (12.1) Fermanagh and Omagh (12.4), and Armagh City Banbridge and Craigavon (14.0) were within the 15-week statutory target. The shortest processing time taken by Mid-East Antrim (9.6 weeks) , with Lisburn and Castlereagh having the longest processing times (21.6 weeks) and Causeway Coast and Glens (20.4 weeks). Performance at 14.4 weeks has been the same for Mid Ulster Council for the past two years, with this in mind we want to improve the average processing time for applicants.

¹ Local applications means an application in the category of local development within the meaning of the Planning (development Management) Regulations (NI) 2015, and any other applications for approval or consent under the Planning Act (NI) 2011 (or any orders or regulations made under the Act

² Northern Ireland Statistics & Research Agency. NI Planning Statistics 2017/18 Annual Statistical Bulletin. <https://www.infrastructure-ni.gov.uk/system/files/publications/infrastructure/planning-statistics-2017-18-bulletin.pdf> for further information).

What have we done so far?

As of latest available unvalidated Department figures for March 2019, the Councils performance on the determination of local application is 16.9 weeks, therefore missing the 50% within 15-week target. So far, we have introduced measures as of January 2019 to greater focus the monthly internal group meetings to target Higher Professional and Technical Officer Grade and Technical Officer Grade/Planning Assistant (HPTO / PTO) staff. Team Leads chair a PTO group and the Head of Development Management chairs a HPTO group meeting.

Planning Development Management, teams have been re-structured from; previously there were three teams, into two teams consisting of; Magherafelt/ Cookstown and Dungannon/Torrent/ Clogher Valley. This has reduced the risk of smaller teams being vulnerable to staff absence. An audit of the Consultation process has been carried out with findings already started to be implemented, including a need to reduce unnecessary consultation with Statutory and Non-Statutory bodies. A draft Protocol has been agreed in March 2019 with our Council colleagues in Environmental Health. A meeting has taken place with agents / architects in February 2019, to reinforce the need for applicants to be submitted with the correct information and to warn that applications will be determined if additional information sought is not received in a timely manner.

Actions - What are we going to do?

What are we going to do?	Timescale	Outcomes - What difference will it make?
1. The implementation of a revised Higher Professional and Technical Officer Grade (HPTO) / Planning Assistant (PTO) monthly group meeting arrangements.	Ongoing	Speedier decisions on local applications through regular focused team briefs/meetings.
2. To develop 2 agreed Protocols for consultation with Council Environmental Health Officers and	June 2019	Speedier decisions on local planning applications by less unnecessary consultations being

the Department of Infrastructure (Roads)		issued to help improve determination times.
3. To review the Planning Committees scheme of delegation by July 2019 and implement the revised scheme by August 2019.	July 2019 August 2019	Speedier decisions on local planning applications
4. To undertake a Training needs analysis, develop and deliver an agreed learning and development plan for staff and members roll out end of June 2019	March 2020	Enhances members skills/knowledge on planning decisions to allow quicker decision-making and smoother operation of planning committee and keeps up-to-date staffs' continuous professional development
5. To undertake a root cause analysis of poor quality submission by agents, deliver two workshops to target agents/architects to ensure they endeavour to take a "right first time" approach in order to reduce the number of applications on hold by improving the quality of information supplied.	September 2019 November 2019 February 2019	Reduce the number of applications presently held awaiting further information.
6. To re-locate the Dungannon Planning team to the Dungannon Office site	April 2019	More localised accessibility for agents/public.

How will we know?

Measure	Comparative Performance 2016/2017	Comparative Performance 2015/2016	Current Performance 2018/19	Target for 19/20
How Much Did We do? (number)				
Average processing time for local planning applications (weeks)	17.2 weeks	14.4 weeks	**16.9 weeks	15 weeks

- Average processing time for local planning applications (weeks).
- Decrease in the number of invalid applications received.
- Review of Scheme of Delegation completed and endorsed by Council.
- The number of agreed protocols developed for consultation.
- The percentage of 2019/20 Planning Department's training plan delivered for staff and members.
- The numbers of agents who attend facilitated information sessions.
- Members of Planning team successfully re-located to the Dungannon Office site.

****unvalidated figure**

Visible improvement residents, businesses or visitors expect to see

Increase in the speed of decisions made regarding local planning applications alongside improved consultee response times. Improved accessibility for agents and members of the public by opening at a Dungannon site offering greater local access. Under a revised scheme of delegation, this will allow more applications to be issued. Improved quality of applications submitted by agents.

Partnerships: Who do we need to work with?

Statutory and non-statutory agencies (such as the Department of Infrastructure), neighbouring Councils, agents, members of the public, and Council colleagues.

What risks do we need to manage?

RISK	Mitigation Activity	Risk rating
No planning committee held in May 2019	Aim to bring all these cases to June 2019 Committee	Medium
Failure to retain a full staffing complement – staff absence	Retain the 'staff pool' and if required interchange staff.	Medium
Delays in consultation responses from consultees	Implement and follow agreed protocols on consultation with Environmental Health and Department of Infrastructure (DfI) Roads	Medium
A significant increase in planning applications	Monitor application numbers and officer case loads	Low

5.3 To improve the accessibility of our services by increasing the number available online

“I agree that more Council services should have on line facilities, however, I also believe that the Council shouldn’t push users online by concealing offline contact details or limiting access to offline support. If a large number of users are choosing offline routes, then the Council needs to find out why and take informed action to change how they access the services.”

(Resident; Mid Ulster Councils Corporate Improvement Objectives Survey, March 2019)

Link to Programme for Government Outcomes: We have high quality public services.

Link to Community Plan Theme: *Health and Wellbeing*

We have better availability to the right service, in the right place at the right time.

Link to Corporate Plan Theme: *Delivering for Our People*

Increase Access to services and customer experiences across the district.

Performance Improvement Aspects, which this improvement objective aims to deliver against
Strategic Effectiveness, Service Quality, Service Availability, Fairness, Efficiency, Innovation

Lead Officer: Director, Finance

Why have we chosen this Improvement Objective?

The internet has transformed almost every aspect of private, public and work life. It is changing the way workplaces communicate, creating new industries and helping to improve public services and transparency. The Internet (or world wide web, which celebrated its 30th anniversary in March 2019), provides the public with the ability to conduct business at their convenience and at their own pace, without the need to travel to a Council office or wait to meet with one of our staff. In addition to being convenient, increased use of online services benefits the public and the Council by reducing the average time our employees spend processing forms, payments, applications, claims etc., freeing them to handle workloads that are more complicated. Online services are vital to good public service.

Over the last few years, we implemented several new, secure and easy-to-use online services, which allow us to handle applications, bookings, and payments better. Our goal is to continue increasing the variety of online services, we offer, including the ability to apply, pay for and book a range of services, and access information instantly. We are committed to making our online services secure and easy to use.

Developing online services for a population with a variety of experiences and comfort levels with technology presents a unique challenge. We solicit stakeholder input using a variety of methods prior to developing our services. Focus groups/discussions are common tools we use to engage our external stakeholders. We also consult with our employees when developing online services. Once we implement new online services, we continue to engage the public by soliciting their feedback using various methodologies. We will continue to provide appropriate support for those who interact with our services in non-digital ways such as face-to-face, written correspondence or by telephone.

What have we done so far?

- Customers can now pay their invoices online, reducing the need for making payments by post or in person. Payments can be made using a debit/visa card offering customers the convenience of a 24/7 online convenience.
- Implementation of online facility to pre-pay and account manage commercial waste disposal at the main recycling centres at Cookstown, Drumcoo and Magherafelt goes live in June 2019.
- The volume of “channel shift” to online dog licence applications has also increased from figures in 2016 to 2017 of 1,319 online dog licence applications to 1,768 in 2017 to 2018. We have exceeded our target of a 2.5% increase in issuing of online dog licences (namely a target of 1,812) set for the 2018/19 financial year by achieving 2,363 successful online applications in year.
- Online food registration has been implemented and tested and is now operational for food businesses
- Our Leisure services now offer the following on-line booking services:. Maghera Leisure Centre - continues to offer gymnastics for on line registration with over 90% of the participants availing of this service in the last enrolment. Plans to include Kirsty Dance and bookings for new 3G pitch. Greenvale – majority of bookings referred to on line registration for specific classes and courses e.g. Yoga, Pilates, and Spinning. Dungannon – continue to offer swimming lessons as well as 5-a-side and squash. Cookstown – swimming lessons, squash and 5-a-side. Meadowbank Sports Arena has offered on line registration for its latest couch to 5K programme and is progressing online bookings for 5-a-side. Online demand for swimming registration has declined as participants now transfer into the next set of lessons without the need to rebook; this is as a result of the new Swimming Programme and is viewed as a positive by customers.
- The creation of an operational online service to commission and pay for bulky household collections is now live.

Actions - What are we going to do?

What are we going to do?	Timescale	Outcomes - What difference will it make?
1. Increase the utilisation of existing online dog licence applications to 35% of total applications by March 2020	March 2020	Enhanced availability of applying and paying for a dog licence on 24/7 basis.
2. Increase the utilisation levels of online services for Building Notices and Regularisation Applications to a target	March 2020	Availability of Building Control services on 24/7 basis.

of 45% (of total notices and applications) by March 2020.		
3. Complete business case/bid regarding the Implementation of an online facility to submit service requests for Environmental Health (EH) Complaints and EH Registrations	March 2020	Reduced administration for back office systems and processes.
4. Provision of a digital Heaney Experience Outdoor “APP” by the 31 st of March 2021.	March 2021.	Enhance the visitor experience to the Seamus Heaney HomePlace.
5. Recommendation to Council in relation to Planning Portal acquisition	March 2020	Make a formal recommendation to Council in relation to the replacement of the Planning Portal.
6. To set up a pilot project for the provision of an online portal for the submission of full building control applications	June 2020	24/7 availability to architects/agents for the submission of full plan applications.
7. An APP (XN) and Leisure Hub that allows members and non-members to book, manage and cancel activities, classes and courses at Council’s seven main leisure facilities by March 2020	March 2020	Enhance user experiences
8. Research the viability and cost effectiveness of an online application process for Economic Development Grant Aid Programme	March 2020	Users can apply online 24/7 for Economic Development schemes as they become available.
9. Development of new website for the Hill of the O’Neill & Ranfurly Arts Visitor Centre, and the Burnavon Theatre, Cookstown	December 2020	Providing customers with up-to-date product information and improved data and statistical analytic information for Council.
10. Develop a “Digital by design Framework” for Mid Ulster Council	March 2020	A more digitally enabled, customer-facing organisation.
11. Develop and provide a Digital Dark Skies (Sperrins) Experience		Utilise new and emerging technologies to enhance the visitor experience

How will we know?

- *Percentage progress against “Online accessible services project plan” by March 2020*
- No. of Additional Online Council Services; such as report it, pay for it, book it and request it online
- No. of customers completing transactions online
- No. of electronic orders issued
- No. of invoice payments received
- % increase in online Dog Licensing and Building Control Regularisation applications
- No. of tenders advertised online
- No. of apps available.
- No. of digital projects completed
- No. of new websites developed.
- No. of Portals developed and Portal preferred options reports developed.

Visible improvement residents, businesses or visitors expect to see

Providing the platforms to support online applications is a must for us as an organisation, as our customers increasingly expect “always on services”. Residents, visitors and businesses will have access to a greater range of consistent and user-friendly online services, which will increase accessibility and availability 24/7, utilising a self-service approach to pay, report, book and request services. This will let members of the public interact with our services using the Internet at their convenience, even when we are closed.

Partnerships: Who do we need to work with?

Staff from various service areas across Council, web designers (depending on functional capability of existing website), Citizens, Statutory/voluntary/community groups/bodies to ensure online functionality satisfies their requirements

What risks do we need to manage?

RISK	Mitigation Activity	Risk rating
Failure to reach key milestones by agreed timeframes	<p>Lead Officer appointed to:</p> <ul style="list-style-type: none">• Assume responsibility for delivery of each milestone.• Selection of appropriate team to deliver milestone.• Report back regularly to Senior Responsible Officer. <p>Senior Responsible Officer to:</p> <ul style="list-style-type: none">• Attend bi-monthly meetings and escalate areas of	Low

	uncertainty to appropriate authority where required.	
Failure to secure adequate resources (human and financial) to deliver in year milestones	Senior Responsible Officer to: <ul style="list-style-type: none"> • Ensure that resource implications are identified and fully explained to relevant authority (Chief Executive and Senior Management Team) prior to Rate estimates being finalised in February 2020 	Low

Improvement Objective 4

5.4 To support people to adopt healthier lifestyles by increasing usage of Council Recreational facilities

"A healthy lifestyle will help people live longer, feel good about themselves and keep people away from G.P's so the more that we can offer them and get involved the better for everyone "

(Resident; Mid Ulster Councils Corporate Improvement Objectives Survey, March 2019).

Link to Programme for Government Outcomes: *We enjoy long, healthy, active lives.*

Link to Community Plan Theme: *Health & Wellbeing*

We are better enabled to live longer healthier more active lives.

Link to Corporate Plan Theme: *Delivering for Our People*

High quality responsive indoor and outdoor recreational services with increased customer numbers and satisfaction.

Performance Improvement Aspects this improvement objective aims to deliver against?

Strategic Effectiveness, Service Quality, Service Availability, Fairness, Efficiency, Innovation

Lead Officer: *Director, Leisure & Outdoor Recreation*

Why have we chosen this Improvement Objective?

People in the UK are around 20% less active now than in the 1960's ¹. If current trends continue, we will be 35% less active by 2030. We are the first generation to need to make a conscious decision to build physical activity into our daily lives. Fewer of us have manual jobs. Technology dominates at home and at work, the two places where we spend most of our time. Societal changes have designed physical activity out of our lives and an increase in car usage has meant a 25% reduction in travel by foot or bicycle. Council wants to help people to adopt and continue to develop healthy lifestyles. We have chosen this objective based on what our local communities have told us, whilst taking into account our identified health inequalities within the district, accessibility opportunities and participation rates.

Locally, core wellbeing levels are below Northern Ireland averages, and while 80% of the population rate their health as good (Northern Ireland wide those rating their health stands at 79.5%), approximately 20% of the population have life limiting illnesses. In absolute terms, long-term health issues continue to exert pressure on communities, affect overall health outcomes within communities and create challenges for the delivery of public services (i.e. the significant burden of chronic disease in health and social services). Sedentary behaviour is a risk factor for poor health, with just over 25% of adults in Northern Ireland lead a sedentary lifestyle by sitting

for extending periods ². Within our district, obesity rates in children and adults are increasing, coupled with it being an area with the highest proportion of deaths due to circulatory diseases, points us towards a need to increase participation in local health and well-being programmes.

Promoting active healthier lifestyles for Mid Ulster residents, can help address the important challenges facing us locally today. Increasing physical activity and promoting active lifestyles have the potential to improve the physical and mental health of Mid Ulster residents. Being active can help us live longer and feel better, improve our mood, help improve our sleep and even reduce the risk of conditions like diabetes and coronary heart disease. Even small changes can make a big difference to health and make people feel better.

¹ Public Health. Gov.UK. *Health matters: getting every adult active every day.*

<https://www.gov.uk/government/publications/health-matters-getting-every-adult-active-every-day/health-matters-getting-every-adult-active-every-day>

² Western health and Social Care Trust. *Physical Activity.*

<http://www.westerntrust.hscni.net/livewell/3189.html>

What have we done so far?

- Greater numbers have attended Council's Sports Development Programmes during 2018/19, with 44,492 participants, an increase of over 10,000 from the previous year.
- Mid Ulster Council has continued to work with our Community Planning Partners, the Public Health Agency (PHA) and two health trusts (Northern and Southern Health and Social Care Trusts) to continue to roll out the 'Make a Change' programmes, which work with local unemployed people to help improve their physical activity, nutrition, mental health and wellbeing. The programme in 2018 to 2019 saw an increase in participant numbers over the previous year with 658 people engaged in the Make a Change Programme significantly more than the target of 200. In addition, 111 personal development plans were developed.
- Leisure facility usage has been compiled (by facility and per programme). However due to a number of facility closures for refurbishment or planned refurbishment it has been difficult to determine a trend data from comparison of the data from the previous year. Overall usage rates in Council's main Leisure Centres (Cookstown, Greenvale, Moneymore, Dungannon, Mid Ulster Sports Arena, Maghera, and Meadowbank) during 2018 to 2019 have been maintained at 1.5million.
- Council conducted Mystery Shopping visits twice in six Leisure facilities during 2018 to 2019. The mystery shopping visits gauge customer satisfaction and experience by looking at Council staffs' product knowledge, the availability of goods and services, compliance to standards/procedures, staffs' behaviour and passion for the job. The average ratings across all sites remained the same from last year's ratings scores, with a mean score of 83% in 2018 to 2019.

- Council has introduced new programmes into both Leisure and Parks. These include the Mid Ulster Swim Academy, 'Shred It' programme and Park Run in Dungannon Park.
- Much of the modern emphasis in sport and leisure businesses is on the customer. Satisfying customers is at the centre of notions of service quality. For both Leisure and Park, we have completed and agreed our marketing plans to assess the needs and wants of potential customers. We have analysed the internal organisational and external market environments; segments within the market; re-positioned many of our Leisure and Parks product in the market through bespoke Marketing Action plans for our centres, in order to secure an appropriate relationship with our customers. We have also undertaken a non- user survey for our leisure facilities which has identified areas we need to address.
- Key Leisure Capital development project proposals have been moved forward during the year, with the contract team appointed to undertake remedial works to Dungannon Leisure Centre (commences May 2019). Improvement works at Maghera Leisure Centre and Moneymore Recreation Centre have been completed. An outline business case has been drafted for the future development of Dungannon Leisure Centre.
- Key Parks Capital development project proposals have been moved forward during the year. Play parks throughout the District are being re-furbished as part of the Rural Development Programme. A number of Outdoor Recreation project developments including, Knockmany Forest, Brantry Forest, Washingbay and Portglenone Blueway have either been constructed or are procured and are nearing completion on site.
- During the year we implemented the XN leisure IT operating system in all Council operated Leisure Centres. This allowed us to install and improve online booking capability for centre classes and programmes. All leisure centres are now using one operating system. Council is currently an early implementer for a new 'APP' being developed by XN, which will significantly enhance online capability. On line, transactions have increased from 397 in Q1 to 1,461 in Q3.

Actions - What are we going to do?

What are we going to do?	Timescale	What difference will it make?
<p>1. Implement a programme of work for key capital schemes to include:</p> <p>I. Gortgonis II. Dungannon Leisure centre (b) Develop the proposals and implementation programme to include: III. MUSA</p>	March 2020	Production of high quality, responsive indoor and outdoor leisure facilities.
<p>2. Leisure facility usage to maintain 2019/20 target of 1,5000,000 users (due to closure of Dungannon LC for six months):</p> <ul style="list-style-type: none"> • Develop facility activity programmes/promotions. • Introduce aligned memberships for leisure facilities 	March 2020	Maintain participation and healthier lifestyles by more people being aware of recreational facilities/programmes.
<p>3. Improve the accessibility of online services, implementation of an APP to facilitate online booking and improvements to the Leisure section of the website.</p>	March 2020	Improved customer satisfaction by delivering efficient 24/7 online services
<p>4. Implement the Leisure Marketing Framework and associated centre plans for Leisure facilities, programmes and events.</p>	March 2020	Increased participation and healthier lifestyles by more people being aware of recreational facilities and programmes.
<p>5. Delivery of Parks Key Capital Improvement Programmes to include:</p> <p>I. Railway Park II. Portglenone Blueway III. Play Parks IV. Parks</p>	March 2020	Improved quality outdoor recreational facilities in Mid Ulster.
<p>6. Implement Parks Marketing Framework and associated action plans</p>	March 2020	Increased participation and healthier lifestyles by more people being aware of outdoor recreational facilities and programmes.

What are we going to do?	Timescale	What difference will it make?
7. Agree and commence implementation of Parks, Play and Outdoor recreation Plans; <ul style="list-style-type: none"> • Parks & Play • Outdoor Recreation 	March 2020 March 2020	Improved quality and accessible recreational facilities in Mid Ulster.
8. Planned Outdoor Recreation, Events and Programmes to increase target set for 2019 to 2020 of 756,979 users.	March 2020	Increased participation and healthier lifestyles by more people being aware of recreational facilities and programmes delivered through Mid Ulster Council's Parks Service.
9. Replace and enhance leisure equipment at four facilities.	March 2020	Improved quality indoor leisure facilities in Mid Ulster.

How will we know?

- Number of participants within the "Make a change" programme and number of personal development plans developed.
- Number of community groups engaged to raise awareness of increasing physical activity
- Number of participants within Sports Development Programmes
- Number of Sports development programmes
- Usage figures of current facilities
- % increase satisfaction rate from Mystery Shopping exercises
- Number of compiled programmes and events both external and internal
- Number of online transactions
- 3 associated Capital Project Designs developed
- 4 associated Capital Project Designs implemented

Visible improvement residents, businesses or visitors expect to see

An increased and improved leisure, sport facilities provision, through improved planning for enhanced capital projects. Improved quantity and quality of programmes delivered consistently across Mid Ulster. Increased customer awareness of health, fitness and wellbeing programmes designed around our communities, targeting specific health inequalities and growing knowledge of the benefits and how to increase physical activity and improve wellbeing. An increase in the number of participant experiences, in sport, leisure and active living. Continued collaboration with a host of stakeholders and improved working relationships and plans with our Community Planning Partners in the wider Health and Wellbeing communities. Formation of partnerships with charities e.g. Macmillan Cancer, to target and support residents to remain active thereby improving their health.

Partnerships: Who do we need to work with?

Community groups, General Public, Sports Governing bodies, Sports groups and organisations, Health Trusts, Charities, Internal Council staff (e.g. Capital projects team, Marketing & Communications team, Finance), External consultancy teams, other council improvement projects groups (on-line accessibility & facilities).

What risks do we need to manage?

RISK	Mitigation Activity	Risk rating
Increased competition from private sector	Strategic marketing plans developed and implemented. Ongoing monitoring of performance and competition by management teams	Moderate
Resource availability & usage – staff, funding and infrastructure	Ensure the resource implications are identified and explained to Chief Executive and Senior Management team, prior to rates estimates being finalised. Provide rationale and business case to support allocation of capital and revenue costs. Ensure staff are appropriately trained and skills kept up to date.	Moderate

Contacting Us

As always, your feedback is important to us and as such, Council is committed to improving its services and welcomes your comments or suggestions at any time of the year. If you, have any comments, feedback, would like any further information or would like a copy of this plan in an alternative format please contact:

Democratic Services Team
Council Offices
Circular Road
Dungannon BT71 6DT

Telephone: 03000 132132

Email: info@midulstercouncil.org

Appendix One – Statutory Performance Indicators and Standards

Local Government (Performance Indicators and Standards) Order (NI) 2015 has specified performance indicators and standards for Mid Ulster District Council on Economic Development, Planning and Waste Management. Improvement in relation to the statutory measure as and indicators is managed through our service plans and reported to Council on a regular basis.

Reference	Statutory Indicator	Standard to be Met (annually)
ED1	The number of jobs promoted through business start-up activity. [Business start –up activity means the delivery of completed client led business plans under the Department of the Economy’s Regional Start initiative or its successor programmes]	210
P1	The average processing time of major planning applications. [An application in the category of major development within the meaning of the Planning (Development Management) Regulations (NI) 2015 (a)]	Major applications processed from date valid to decision or withdrawn within an average of 30 weeks
P2	The average processing time of local planning applications. [An application in the category of local development within the meaning of the Planning (Development Management) Regulations (NI) 2015, and other applications for approval or consent under the Planning act (NI) 2011 or any Regulations made under the Act]	Local applications processed from date valid to decision or withdrawn within an average of 15 weeks.
P3	The percentage of planning enforcement cases processed within 39 weeks. [Enforcement cases are investigations into alleged breaches of planning control under Part 5 of the Planning act (NI) 2011 or any regulations made under the Act].	70% of all enforcement cases are progressed to target conclusion within 39 weeks of receipt of complaint.
W1	The percentage of household waste collected by district councils that is sent for recycling (including waste prepared for reuse) [Household waste is as defined in Article 2 of the Waste and Contaminated Land (NI) Order 1997(a) and the Controlled Waste and Duty of Care Regulations (NI) 2013(b)]	Set Annually by the Department for Agriculture, Environment and Rural Affairs (DAERA)

Reference	Statutory Indicator	Standard to be Met (annually)
W2	<p>The amount (tonnage) of biodegradable Local Authority Collected Municipal Waste that is landfilled.</p> <p>[Local Authority collected municipal waste is as defined in section 21 of the Waste and Emissions Trading Act 2003(c)]</p>	Set annually by DAERA
W3	<p>The amount (tonnage) of Local Authority Collected Municipal Waste arisings</p> <p>(Local Authority collected municipal waste arisings is the total amount of the local authority collected municipal waste which has been collected by a district council]</p>	Set annually by DAERA

Appendix Two - Mid Ulster Council's Corporate Health Indicators

Measure	Target/Standard 2019 - 2020	Responsible Lead Service
1.0 Economy		
1.1 Number of jobs promoted	210	Economic Development
1.2 Average processing time for local planning applications	15 weeks	Planning: Development Management
1.3 Average processing time for major planning applications	30 weeks	Planning: Development Management
1.4 % Building Regulations Applications determined to target	90%	Building Control
2.0 Waste Management		
2.1 Percentage (%) of waste going to landfill	35%	Environmental Services
2.2 Percentage (%) of waste recycled	50%	Environmental Services
3.0 Council Facilities		
3.1 Visitors to Arts/Cultural venues	120, 000	Arts & Culture
3.2 Users of Leisure and recreation facilities	1.5 million	Leisure
3.3 Visitors to Council Offices	NA	Human Resources
3.4 Number of RIDDOR incidents	NA	Health & Safety
4.0 Better Responses		
4.1 Freedom of Information (Fol) requests responded to within target	90%	Democratic Services
4.2 Complaints dealt with within target	90%	Chief Executive's Office
4.3 Correspondence responded to within target	90%	Human Resources
4.4 Number of online transactions	Baseline year	ICT
5.0 Resident Satisfaction		
5.1 Percentage (%) of Residents content with our services	80%	Marketing & Communications
5.2 Percentage (%) of residents agree that Council keeps them informed	80%	Marketing & Communications
5.3 Percentage of Residents agree that Council listens and acts on concerns	80%	Marketing & Communications
5.4 Number of organisations receiving Grant Aid		Community Development
6.0 Staffing		
6.1 Number of Staff (FTE's) on payroll	NA	Human Resources
6.2 Number of Casual Staff employed in the past 12 months	NA	Human Resources
6.3 Percentage (%) Attendance	95%	Human Resources
6.4 Percentage (%) Overtime	2.5%	Finance
7.0 Engaged Workforce		
7.1 Percentage of staff satisfied with their current job	80%	Marketing and Communications
7.2 Percentage (%) of workforce who take pride in working for Mid Ulster District Council	80%	Marketing & Communications
7.3 Percentage of workforce who understand Council's priorities and how they contribute to them	80%	Marketing & Communications
8.0 Finances		
8.1 Loans Outstanding		Finance
8.2 Cash Reserves	£10 m	Finance
8.3 Invoices paid within 30 days	90%	Finance

Report on	Progress Returns: Equality Commission and Dept. of Agriculture, Environment & Rural Affairs 2018-2019
Date of Meeting	6 June 2019
Reporting Officer	Philip Moffett, Head of Democratic Services
Contact Officer	Mary McSorley, Corporate Policy and 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 consider Mid Ulster District Council's Annual Progress Reports for the period 2018-19 on meeting the statutory equality and good relations duties as detailed within Section 75(1) and 75(2) of the Northern Ireland Act 1998 and the Rural Needs Act NI (2016).
2.0	Background
2.1	The Council is bound by Section 75 of the Northern Ireland Act 1998. Section 75(1) requires that the council gives due regard to the need to promote equality of opportunity between groupings/categories as detailed within the Act and Section 75(2) requires that regard be given to the desirability of promoting good relations between persons of different religious belief, political opinion or racial group.
2.2	The council's overarching document around which it fulfils its statutory duties is its Equality Scheme. The Annual Progress Report, attached, sets out to what extent the Council has demonstrated fulfilment of its statutory duties to promote equality and good relations through its Equality Scheme.
2.3	The Equality Commission have requested that a progress report be made and published on Council's website.
2.4	Mid Ulster District Council is also bound by the Rural Needs Act NI (2016) to ' <i>have due regard</i> ' to rural needs when: <ul style="list-style-type: none"> • developing, adopting, implementing or revising policies, strategies and plans, and; • designing and delivering public services'.
2.5	Section 3 of the Rural Needs Act NI requires DAERA to publish an annual monitoring report containing the information sent to it by public authorities on how they have paid due regard to rural needs and information of the exercise by DAERA of its functions under the Act. It must lay a copy of this report before the Northern Ireland Assembly.
2.6	Section 3 of the Act also requires the Minister of Agriculture, Environment and Rural Affairs, on or after the day on which the report is laid, to " <i>make a statement to the Assembly about the content of the report.</i> "

3.0	Main Report
3.1	The Annual Progress Report for the Equality Commission for the period 2018-19 is attached as Appendix A. It reports on aspects of the council's Equality Scheme and how it has been implemented over the period.
3.2	The Annual Progress Report for the reporting period 2018-19 must be submitted to the Equality Commission by 31st August each year.
3.3	The Council's Annual Rural Needs Progress Report (2018-19) sets out to what extent the Council has demonstrated regard to rural needs. It is included as Appendix B of this report.
4.0	Other Considerations
4.1	Financial, Human Resources & Risk Implications
	Financial: N/A
	Human: N/A
	Risk Management: N/A
4.2	Screening & Impact Assessments
	Equality & Good Relations Implications: N/A
	Rural Needs Implications: N/A
5.0	Recommendation(s)
5.1	That Council considers approval of the Annual Progress Reports (2018-19) on the implementation and activities surrounding its Equality and Good Relations and Rural Needs statutory duties.
6.0	Documents Attached & References
	Appendix A: Mid Ulster District Council Annual Equality Progress Report (2018-19) Appendix B: Mid Ulster District Council Annual Rural Needs Progress Report (2018-19)



Comhairle Ceantair
Lár Uladh
Mid Ulster
District Council

Public Authority Statutory Equality and Good Relations Duties Annual Progress Report 2018-19

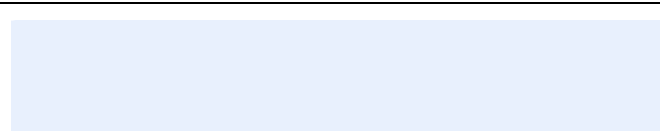
Contact:

<ul style="list-style-type: none"> Section 75 of the NI Act 1998 and Equality Scheme 	Name: Philip Moffett Telephone: 03000 132 132 Email: Philip.moffett@midulstercouncil.org
<ul style="list-style-type: none"> Section 49A of the Disability Discrimination Act 1995 and Disability Action Plan 	As above <input checked="" type="checkbox"/> (double click to open) Name: Telephone: Email:

Documents published relating to our Equality Scheme can be found at:

www.midulstercouncil.org/equality

Signature:



This report has been prepared using a template circulated by the Equality Commission.

It presents our progress in fulfilling our statutory equality and good relations duties, and implementing Equality Scheme commitments and Disability Action Plans.

This report reflects progress made between April 2018 and March 2019

PART A – Section 75 of the Northern Ireland Act 1998 and Equality Scheme

Section 1: Equality and good relations outcomes, impacts and good practice

- 1** In 2018-19, please provide **examples** of key policy/service delivery developments made by the public authority in this reporting period to better promote equality of opportunity and good relations; and the outcomes and improvements achieved.

Please relate these to the implementation of your statutory equality and good relations duties and Equality Scheme where appropriate.

With specific reference to key policy/service delivery developments made, activities which have been undertaken in the context of Mid Ulster District Council making arrangements to meet its statutory equality and good relations duties include:

Equality Scheme & Equality Action Plan:

- Council continues to implement its Equality Scheme which directly influences policies, practices and service delivery. Policy screening reports were issued in June 2018, September 2018 and January 2019. These reports are available on www.midulstercouncil.org/equality
- An Equality Action Plan (adopted by Council in September 2017) continues to be delivered. This plan will be in place until 2020. The plan includes 4 themes (Accessibility, Corporate Practices, Participation Levels and Partnership Working). Each theme has a number of outcomes for delivery. During the reporting period a number of action measures within the Equality Action Plan were completed. For details see question 2 below.
- Council's Disability Action Plan also continues to be delivered. It is also in place until 2020.
- Mid Ulster Disability Forum continues to act as Council's primary consultee in relation to the implementation of Council's Disability Action Plan. The Corporate Policy and Equality Officer attends monthly meetings of the Mid Ulster Disability Forum. Secretariat support is also provided by Council. This provides an opportunity to liaise directly with people with disabilities and with people who represent groups of people with specific disabilities. This includes Shopmobility, RNIB, Sure Start, Education Authority, Social Services, Age NI, Mid Ulster Volunteer Centre, Barnardo's, Action on Hearing Loss and Health Trust representatives.
- In May 2018 Council's Equality Consultee List was updated in line with GDPR regulations. This required contacts whose email address was not a matter of public information to 'Opt in' to be included on the list and provide consent for being contacted.

Policy & Service Delivery:

- Council became a Just A Minute (JAM) Friendly organisation in June 2018. The aim of the initiative is to support customers and service users who may have a hidden disability and require additional time/support to access Council services.
- As per Council's Disability Action Plan, an Accessible Communications Policy was developed and approved by Council in January 2019. The purpose of the policy is to meet the needs of customers and service users who have additional communication needs such as easy read, increased font size, etc.
- In the April 2018 edition of Council's corporate magazine, which is distributed Council-wide, the services of Age Well were promoted. Specifically the article signposted people who require a 'handy man' service or would like to enrol in the Good Morning telephone service.
- A quiet hour was introduced as part of the continental market event, held in May 2018. This was to accommodate/encourage people who wanted to attend the event but who may have felt unable to do so during because of the crowds and noise level.
- An Easy Read version of Council's Community Plan was developed.
- Running sessions were targeted towards 'Mothers and Others'.
- During 2018/19 period Mid Ulster District Council continued to deliver the Disability Hub project. The project is based at the Mid Ulster Sports Arena site in Cookstown and provides a range of sports equipment including wheelchairs, inclusive bikes and inclusive sports equipment to enable children and adults with disabilities to participate in at least 14 different sports and activities, including Wheelchair Sports, Sensory Sports (partially-sighted football etc), Boccia and Inclusive Cycling. **Annex C** contains the Memorandum of Understanding between Sport NI and Mid Ulster District Council in relation to this initiative.
- Language Line telephone interpretation service for customers who do not speak English continues to be operational at the three civic receptions and the leisure centre receptions. To date it has been used for various languages.
- The Mid Ulster Disability Forum's Access Mid Ulster website continues to be hosted on the equality section of Council's website.
- Council's Community Development section has provided support for funding applications for a range of organisations including; Disability, Seniors and Women.
- Council has continued to support the Oil stamp scheme.
- Ongoing good relations activity across the Council area in partnership with the community and voluntary sector.

- Ranfurly House Arts & Visitor Centre - 11 outreach groups participated in a variety of arts projects throughout the 2018/19 period.
- Council's Everybody Active Programme targets women and girls, people with a disability and people living in areas of high social need. The programme has a dedicated officer and offers and courses and programmes of activity in different areas, from Boccia Club, Wheelie Active Club (for children aged 4-12 years with a physical disability), multi-sport holiday camps, dodgeball and buggy fit. The programme recognises that, 'for some of us, it's more difficult to find opportunities to be active and activities that we can participate in'.
- As well as raising the visibility of disability sport and increasing interest among the whole community, the initiative primarily aims to increase the number of people with disabilities who live active and healthy lifestyles through sport and active recreation.
- During the 2018/19 year, the following groups were supported:
 - Special Schools Programme x 2 (Kilronan M'felt and Sperrinview Dungannon) All year programme (60 participants)
 - Magherafelt Marvel Special Olympics Club x 2 (15-20 participants)
 - Inspire Health and Wellbeing programme Dungannon (Mental Health) x 2 (15-20 participants)
 - Mid Ulster Boccia Club Cookstown x 2 (6-8 participants)
 - Fit 4 U Programme Dungannon (Learning and Physical Disability) x 2 (20-30 participants)
 - DCD Multi- Skills Clubs (Dungannon and Magherafelt) x 2 (12-20 participants)
 - Primary Schools Programmes (for schools with autism/units) x 2 (15-40 participants) 4-8 schools across Mid Ulster
 - Adult Centre Programmes (Cookstown and Magherafelt) x 2 (12-30 participants)
 - Kids Active Autism Club (MUSA) x 3 (6-12 participants)
 - Summer Programmes-
 - Adults Disability Friday Club (18+) - MUSA x 1 (20-30 participants)
 - Kids Disability Friday Club (5-11yrs) - MUSA x 1 (8-12 participants)
 - Kids Disability Summer Camp (5-11yrs - Meadowbank x 1 (4-5 participants)
 - Teen Disability Summer Camp (13-19yrs) - Dungannon LC x 1 (2-3 participants)
 - Willowbank Dungannon x 2 (8-12 participants)
 - Superstars Club Cookstown x 2 (15-30 participants)
 - Junior Paralympic Club (MUSA) all year (5-8 participants)
 - Inclusive Cycling Club (MUSA) Monthly (5-10 participants)
 - RNIB (Cookstown) Nordic Walking and Outdoor Bowling x 2 (5-10 participants)
 - Mindwise Gym programme (mental health) x 2 (5-12 participants)

- Disability Hub Fun Day (June) x 1 (20-30 participants)
- Northern Trust Health Programme (Learning Disability) x 2 (12-18 participants)
- Parkinson's UK x 2 (15-20 participants)
- Southern Trust Health Programme (Learning Disability) x 2 (12-18 participants)
- Arthritis Care (Cookstown and Magherafelt) x 1 (12-20 participants)
- Chest Heart and Stroke (Dungannon) x 1 (6-12 participants)
- Niamh Louise (Mental Health) x 1 (3-6 participants)
- Lymphoedema Society x 1 (12 participants)
- Parkanaur College Dungannon (learning disability) (15 participants)
- Cedar Foundation Dungannon (4 participants)
- Inclusive Gym Programme Dungannon (learning disability) (6 participants)

Training:

- Equality Screening training was provided to staff in January 2019. It was attended by 10 members of staff, including 4 Heads of Service.
- The Corporate Policy & Equality Officer delivered 6 equality training sessions between September 2018 and February 2019. The sessions were attended by 95 members of staff in total.
- John Kremer delivered 2 equality training sessions in November 2018 and a further 2 in February 2019. These sessions were delivered to staff at managerial level. The sessions were attended by 34 members of staff in total.
- 43 staff received Just A Minute online training in relation to Mid Ulster District Council becoming a Just A Minute (JAM) Friendly organisation.
- 8 Elected Members were provided with Equality and Good Relations Training on 13 November 2018.
- Online training is currently being developed via 'Learning pool' so that staff who require a basic knowledge of Equality and Good Relations are able to access online training. This training will be further developed and implemented in 2019/20.
- The Corporate Policy & Equality Officer attended Disability Awareness Training, delivered by the Equality Commission in October 2018.
- In May 2018 Parkinson's UK provided Set Dancing training for 8 members of Council staff. The training was provided to enable members of staff to be able to teach people with Parkinson's disease to Set Dance. This initiative was supported by evidence that has indicated Set dancing can be very beneficial to the health of people who have Parkinson's Disease.

- 2 Please provide **examples** of outcomes and/or the impact of **equality action plans/** measures in 2018-19 (*or append the plan with progress/examples identified*).

Mid Ulster District Council's Equality Action Plan is attached as **Annex A**. Examples of the outcomes/impact of current status of the measures are set out below:

Theme 1: Accessibility

Action 1a - The Corporate Policy & Equality Officer, Community Development Officer and Home Safety Officer provided presentations to a meeting with Mid Ulster Seniors Network in September 2018. The focus was to provide clarity to the groups specific of Council's Equality Action Plan and DAP on when and how Council services could be accessed.

Action 1b - 40 members of frontline staff received online training in relation to the implementation of Council becoming a Just A Minute (JAM) Friendly organisation.

Action 1c - The Corporate Policy & Equality Officer delivered 5 equality training sessions between September 18 and February 19. The sessions were attended by 85 members of staff in total. John Kremer delivered 2 equality training sessions in November 2018 and March 2019. These sessions were delivered to staff at managerial level. The sessions were attended by 37 members of staff in total.

Theme 2: Corporate Practices

Action 2b - An Accessible Communications Policy was adopted by Council in January 2019. A copy of the policy as well as the associated screening is available on request. Mid Ulster District Council also introduced the use of the Just A Minute Initiative (JAM Card) in June 2018. The initiative supports people with hidden disabilities and additional communication needs to access Council services.

Action 2c - A Draft Translation and Interpretation Policy (procedural arrangements for translation and interpretation) has been developed.

Theme 3: Participation Levels

Action 3e - Members of staff were signposted to The Empower Programme in September 2018. The Programme supports parents of children who have autism, dyslexia and dyspraxia. In February 2019 staff were signposted to Mid Ulster Dementia Support Group.

Theme 4: Partnership Working

Action 4a - Partnership working with the Mid Ulster Disability Forum contributed to the 5 Year Strategic Plan for the Forum. The finalised plan is attached as **Appendix D**.

Action 4b - A recognition event was held for international students from Hong Kong who were studying in the District at CAFRE College. The event was hosted by Council's Chairman.

- 3** Has the **application of the Equality Scheme** commitments resulted in any **changes** to policy, practice, procedures and/or service delivery areas during the 2018-19 reporting period? *(tick one box only)*

☒ Yes ☐ No (go to Q.4) ☐ Not applicable (go to Q.4)

Please provide any details and examples:

Equality screening - Staff have been regularly reminded of the duty to equality screen all new and revised policies, plans and strategies and to ensure that this is clearly documented when presenting policies and plans for Council approval. Commitments made by Council in this period that demonstrate commitment to the Equality Scheme include plans for capital build projects in Knockmany Forest (Augher) and Davagh Forest (Kildress). These projects are due for completion in 2019 and both have incorporated Changing Places facilities within them. They will be the first Changing Places facilities to be located in Mid Ulster and are strategically located off two main routes within Mid Ulster, ie, Enniskillen to Dungannon and Omagh to Cookstown.

Consultation and involvement of key stakeholders - Another example of the implementation of the Equality Scheme is that in 2018/19 Mid Ulster Disability Forum (MUDF) have continued to be involved at an early stage of the planning of Council's public realm schemes. This practice was developed and commenced in 2017/18 in order to ensure that equality of opportunity continues to be integrated into the planning process at the earliest possible opportunity. Most recently a member of the group took part in a 'walk through' in Maghera in Dec 2018 in order to point out aspects of the development that could be amended in order to make the town more accessible and pointed out practical issues to the capital development team who facilitated the process. 81 children and young people were also consulted with directly as part of this public realm planning process. A Town Centre Forum has also been established and facilitated by Council. Part of the Town Centre Forum's role is to ensure representation of S75 groups in the planning and delivery of the public realm project.

- 3a** With regard to the change(s) made to policies, practices or procedures and/or service delivery areas, what **difference was made, or will be made, for individuals**, i.e. the impact on those according to Section 75 category?

Please provide any details and examples:

Public realm projects – as a result of consultation with the Mid Ulster Disability Forum, the Forum is now a key stakeholder for current and planned schemes and will be invited to participate in planning, design and product selection. This should ensure that the schemes better identify and meet the different needs of people with disabilities. Forum representatives appreciate being consulted and having their input taken on board.

In January 2019 Mid Ulster District Council approved a draft Accessible Communications Policy. This policy directly impacts on how Council communicates with people who have additional communication needs or for whom English is not their first language.

Council worked with Action on Hearing Loss to carry out an audit of a number of Council facilities. This identified areas/locations where Council provision for service users with hearing loss could be improved. A report was produced that informed the relevant heads of service who have responsibility for Council buildings. This resulted in funding being sought and awarded to provide an infra-red loop system at Ranfurly House in Dungannon (similar systems were already available in Seamus Heaney Homeplace and the Burnavon, Cookstown). Further funding will be sought for other improvements in 2019/20.

3b What aspect of the Equality Scheme prompted or led to the change(s)? *(tick all that apply)*



As a result of the organisation's screening of a policy *(please give details):*

During 2018/19, 22 plans/policies and strategies were equality screened. Mitigating measures were introduced in relation to a number of policies as a result of screening, for example:

- Specific liaison/outreach with groups negatively affected.
- Monitoring to ensure equal implementation of the policy
- Specific communication issues including signage with appropriate colour contrast etc



As a result of what was identified through the EQIA and consultation exercise *(please give details):*



As a result of analysis from monitoring the impact *(please give details):*



As a result of changes to access to information and services *(please specify and give details):*



Other *(please specify and give details):*

Section 2: Progress on Equality Scheme commitments and action plans/measures

Arrangements for assessing compliance (Model Equality Scheme Chapter 2)

- 4 Were the Section 75 statutory duties integrated within job descriptions during the 2018-19 reporting period? *(tick one box only)*

- ☒ Yes, organisation wide
- ☐ Yes, some departments/jobs
- ☐ No, this is not an Equality Scheme commitment
- ☐ No, this is scheduled for later in the Equality Scheme, or has already been done
- ☐ Not applicable

Please provide any details and examples:

- 5 Were the Section 75 statutory duties integrated within performance plans during the 2018-19 reporting period? *(tick one box only)*

- X ☐ Yes, organisation wide
- ☐ Yes, some departments/jobs
- ☐ No, this is not an Equality Scheme commitment
- ☐ No, this is scheduled for later in the Equality Scheme, or has already been done
- ☐ Not applicable

Please provide any details and examples:

Section 75 duties have been integrated in Council's 2018-19 Corporate Improvement Plan and referenced in Service Improvement Plan templates.

In the 2018-19 reporting period were **objectives/ targets/ performance measures** relating to the Section 75 statutory duties **integrated** into corporate plans, strategic planning and/or operational business plans? *(tick all that apply)*

- ☐ Yes, through the work to prepare or develop the new corporate plan
- ☐ Yes, through organisation wide annual business planning

PART A

- ☐ Yes, in some departments/jobs
- ☒ No, these are already mainstreamed through the organisation's ongoing corporate plan
- ☐ No, the organisation's planning cycle does not coincide with this 2018-19 report
- ☐ Not applicable

Please provide any details and examples:

N/A

Equality action plans/measures

7 Within the 2018-19 reporting period, please indicate the **number** of:

Actions completed:

3

Actions ongoing:

11

Actions to commence:

1

Please provide any details and examples (*in addition to question 2*):

Action 4a: Council is working in partnership with Disability Sport NI to deliver the 'District Council Disability Sports Hub' project. The project includes the provision of a disability sports hub focused on putting in place the equipment and services to increase the number of people with disabilities involved in sport and active recreation.

Action 2b: Mid Ulster District Council adopted an Accessible Communications Policy in January 2019. This was in order to fulfil Action 2b of the Equality Action Plan which required the development of a policy that related to communicating with disabled people, older people, young people and people of different racial groupings. This policy was communicated directly to the Business Support Officers from each Directorate as well as being communicated to all staff. It is also included in the Policy Directory and will be presented at a Policy Briefing for later in 2019.

8 Please give details of changes or amendments made to the equality action plan/measures during the 2018-19 reporting period (*points not identified in an appended plan*):

The Equality Action Plan was developed during the 2017/18 period. A 14 week public consultation was held in relation to the development of the Action Plan. The Equality Action Plan was not subject to any changes in 2018/19 period.

- 9 In reviewing progress on the equality action plan/action measures during the 2018-19 reporting period, the following have been identified: *(tick all that apply)*

- ☒ Continuing action(s), to progress the next stage addressing the known inequality
- ☐ Action(s) to address the known inequality in a different way
- ☐ Action(s) to address newly identified inequalities/recently prioritised inequalities
- ☐ Measures to address a prioritised inequality have been completed

Arrangements for consulting (Model Equality Scheme Chapter 3)

- 10 Following the initial notification of consultations, a targeted approach was taken – and consultation with those for whom the issue was of particular relevance: *(tick one box only)*

- ☒ All the time ☐ Sometimes ☐ Never

- 11 Please provide any **details and examples of good practice** in consultation during the 2018-19 reporting period, on matters relevant (e.g. the development of a policy that has been screened in) to the need to promote equality of opportunity and/or the desirability of promoting good relations:

Pre-consultation prior to public consultation - Good practice was carried out in relation to pre-consultations held in relation to the development of proposed changes to leisure centres in the District. Council's Leisure Transformation Manager attended meetings with members of the Mid Ulster Disability Forum and Lobbying Activism Research Group to ascertain if any negative impact would be anticipated to leisure centre users who have a disability. These meetings were organised prior to the public consultation in order to ensure that the changes to be publically consulted upon were informed by their views.

Consultation with RNIB on new leisure centre signage - Good practice was also displayed in relation to the development of the new Leisure Signage that was rolled out throughout centres in the District in March 2019. RNIB were consulted with directly in relation to the format and font included in the signage, particularly the colour contrasts used in the signage.

- 12 In the 2018-19 reporting period, given the consultation methods offered, which consultation methods were **most frequently used by consultees**: *(tick all that apply)*

- ☒ Face to face meetings
- ☒ Focus groups

- ☒ Written documents with the opportunity to comment in writing
- ☐ Questionnaires
- ☐ Information/notification by email with an opportunity to opt in/out of the consultation
- ☐ Internet discussions
- ☐ Telephone consultations
- ☐ Other (*please specify*):

Please provide any details or examples of the uptake of these methods of consultation in relation to the consultees' membership of particular Section 75 categories:

Public Realm projects for Coalisland and Maghera adopted a public consultation method which included providing opportunities for members of the Mid Ulster Disability Forum to take part in 'walk through' exercises. These exercises provided a practical way for people within the Section 75 categories to be included in the process from the beginning.

- 13** Were any awareness-raising activities for consultees undertaken, on the commitments in the Equality Scheme, during the 2018-19 reporting period? (*tick one box only*)

☒ Yes ☐ No ☐ Not applicable

Please provide any details and examples:

Ongoing promotion of the commitments in the Equality Scheme through contact with stakeholders. The review of the consultee list provided an opportunity to remind those on the list of the purpose of consultation.

- 14** Was the consultation list reviewed during the 2018-19 reporting period? (*tick one box only*)

☒ Yes ☐ No ☐ Not applicable – no commitment to review

The consultation list was updated in line with Council's GDPR Policy in May 2018. All those on the consultee list were contacted in May 2018. This was to ensure that they were clear why they are included on the list and to gain their permission to be retained as part of the list if their contact details were not a matter of public information.

Arrangements for assessing and consulting on the likely impact of policies (Model Equality Scheme Chapter 4)

www.midulstercouncil.org/Council/Equality

PART A

- 15** Please provide the **number** of policies screened during the year (*as recorded in screening reports*):

22

- 16** Please provide the **number of assessments** that were consulted upon during 2018-19:

3	Policy consultations conducted with screening assessment presented.
0	Policy consultations conducted with an equality impact assessment (EQIA) presented.
0	Consultations for an EQIA alone.

- 17** Please provide details of the **main consultations** conducted on an assessment (as described above) or other matters relevant to the Section 75 duties:

Public consultations carried out during the 18/19 year included the following:

- Draft Policy on the Management of Bonfires on Council Land
- Proposed Review of Leisure Centre Opening Hours
- The Redevelopment of Maghera High School Site
- Mid Ulster Local Development Plan Strategy 2030 (Feb 19 - April 19)
- Gortgonis Leisure Proposal of Application of Notice Consultation

- 18** Were any screening decisions (or equivalent initial assessments of relevance) reviewed following concerns raised by consultees? (*tick one box only*)

☐ Yes
 ☐ No concerns were raised
 ☒ No
 ☐ Not applicable

Please provide any details and examples:

Arrangements for publishing the results of assessments (Model Equality Scheme Chapter 4)

- 19** Following decisions on a policy, were the results of any EQIAs published during the 2018-19 reporting period? (*tick one box only*)

☐ Yes
 ☒ No
 ☐ Not applicable

Please provide any details and examples:

No EQIAs conducted in period under review.

Arrangements for monitoring and publishing the results of monitoring (Model Equality Scheme Chapter 4)

- 20** From the Equality Scheme monitoring arrangements, was there an audit of existing information systems during the 2018-19 reporting period? *(tick one box only)*

<input type="checkbox"/> Yes	<input type="checkbox"/> No, already taken place
<input checked="" type="checkbox"/> No, scheduled to take place at a later date	<input type="checkbox"/> Not applicable

Please provide any details:

A template was produced to collate monitoring information in 2018-19.

- 21** In analysing monitoring information gathered, was any action taken to change/review any policies? *(tick one box only)*

<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not applicable
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Please provide any details and examples:

As part of the review of the Dual Language Street Signage Policy, it was identified that requests had focused on one language. As such the revised policy was amended to include Council's Accessible Communications statement as well as being amended to contain confirmation that applications could be accepted in language other than English (when the applicant does not have English as their first language).

- 22** Please provide any details or examples of where the monitoring of policies, during the 2018-19 reporting period, has shown changes to differential/adverse impacts previously assessed:

Public consultation feedback was sought in relation to the Draft Bonfire Management Policy. The feedback was presented in November 2018 and it included evidence to suggest that the implementation of the draft policy would have a negative impact on good relations in the District. As a result the policy was significantly amended to become the Policy for Community/Public Events on Council Land which was passed by Council in March 2019.

- 23** Please provide any details or examples of monitoring that has contributed to the availability of equality and good relations information/data for service delivery planning or policy development:

In March 2019 members of staff were asked for their views as part of the review of the Irish Language Policy. Feedback could be provided via email and on the staff intranet. So far no responses have been received. The officers involved have stated they will continue to monitor the impact of the Irish Language policy as they build our bilingual services throughout the 19/20 financial year, particularly with regard to bilingual signage at our public facilities.

Staff Training (Model Equality Scheme Chapter 5)

- 24** Please report on the activities from the training plan/programme (section 5.4 of the Model Equality Scheme) undertaken during 2018-19, and the extent to which they met the training objectives in the Equality Scheme.
- Equality Screening training was provided to staff in January 2018. It was attended by 10 members of staff, including 4 Heads of Service.
 - The Corporate Policy & Equality Officer delivered 5 equality training sessions between September 18 and February 19. The sessions were attended by 95 members of staff in total.
 - John Kremer delivered 2 equality training sessions in November 2018 and a further 2 in February 2019. These sessions were delivered to staff at managerial level. The sessions were attended by 34 members of staff in total.
 - 43 staff received Just A Minute online training in relation to Mid Ulster District Council becoming a Just A Minute (JAM) Friendly organisation.
 - 8 Elected Members were provided with Equality and Good Relations Training on 13 November 2018.
 - Online training is currently being developed via 'Learning Pool' so that staff who require a basic knowledge of Equality and Good Relations are able to access online training. This will be further developed in 19/20.
 - The Corporate Policy & Equality Officer attended Disability Awareness Training, delivered by the Equality Commission in October 2018.
 - In May 2018 Parkinson's UK provided Set Dancing training for 8 members of Council staff. The training was provided to enable members of staff to be able to teach people with Parkinson's disease to Set Dance. This initiative was supported by evidence that has indicated Set dancing can be very beneficial to the health of people who have Parkinson's Disease.
- 25** Please provide any examples of relevant training shown to have worked well, in that participants have achieved the necessary skills and knowledge to achieve the stated objectives:

Evaluations for Equality and Diversity Training sessions and screening training revealed that the participants thought the training was interesting, practical, clear and useful. They valued the discussion on practical examples and specific case law.

Public Access to Information and Services (Model Equality Scheme Chapter 6)

- 26** Please list **any examples** of where monitoring during 2018-19, across all functions, has resulted in action and improvement in relation **to access to information and services**:

Additional monitoring feedback will be sought from staff in relation to the Irish Language Policy. The outcome of the monitoring will be included in the review of the Irish Language Policy which will be carried out in the 2019/20 period.

Complaints (Model Equality Scheme Chapter 8)

- 27** How many complaints **in relation to the Equality Scheme** have been received during 2018-19?

Insert number here:

0

Please provide any details of each complaint raised and outcome:

N/A

Section 3: Looking Forward

- 28** Please indicate when the Equality Scheme is due for review:

2020

- 29** Are there areas of the Equality Scheme arrangements (screening/consultation/training) your organisation anticipates will be focused upon in the next reporting period? *(please provide details)*

The focus of the Equality Scheme arrangements for 2019/20 will be developing monitoring arrangements. Also, a focus will be placed on the learning from implementation of the Equality Scheme between 2015 and 2020 that will influence the revised/updated Equality Scheme that will be implemented post 2020.

- 30** In relation to the advice and services that the Commission offers, what **equality and good relations priorities** are anticipated over the next (2019-20) reporting period? *(please tick any that apply)*

PART A

- ☒ Employment
- ☒ Goods, facilities and services
- ☒ Legislative changes
- ☒ Organisational changes/ new functions
- ☐ Nothing specific, more of the same
- ☐ Other (please state):

PART B - Section 49A of the Disability Discrimination Act 1995 (as amended) and Disability Action Plans

1. Number of action measures for this **reporting period** that have been:

7

Fully achieved

5

Partially achieved

1

Not achieved

2. Please outline below details on all actions that have been fully achieved in the reporting period

2 (a) Please highlight what **public life measures** have been achieved to encourage disabled people to participate in public life at National, Regional and Local levels:

Level	Public Life Action Measures	Outputs ⁱ	Outcomes / Impact ⁱⁱ
National ⁱⁱⁱ			
Regional ^{iv}			
Local ^v	The Chair of Mid Ulster Disability Forum who is a wheelchair user continues as a member of PCSP. She is also a member of the three local town forums.	First-hand experiences and priorities of people with a disability are championed.	Times and locations of meetings have been made flexible in order to meet the needs of people with various disabilities.

PART B

2(b) What **training action measures** were achieved in this reporting period?

	Training Action Measures	Outputs	Outcome / Impact
1	Disability and Equality Awareness Training was provided for staff at Council locations throughout the District. This resulted in 95 members of staff receiving the training.	Increased knowledge and awareness for staff.	Increased awareness of disability and equality legislation and the development of a greater understanding of the issues relating to service users. Reflected in equality screening of policies and in practice when dealing with customers.
2	43 staff received Just A Minute online training.	Commencement of the rolling out of an improved customer service process for accessing Council's facilities and services.	Improved accessibility of Council services. Staff more aware and confident to anticipate and meet disabled customers' needs.
3	Equality Screening training was provided to staff Council in January 2019. This resulted in 14 members of staff receiving the training.	Increased awareness of disability legislation and the need for mitigation and monitoring.	Staff more confident in carrying out screening. More comprehensive Equality Screenings.

PART B

2(c) What Positive attitudes **action measures** in the area of **Communications** were achieved in this reporting period?

	Communications Action Measures	Outputs	Outcome / Impact
1	Development and implementation of the Accessible Communications Policy	The aim of the policy is to ensure that Council information is presented in an accessible way, and where appropriate in a range of formats and languages which are tailored to the needs of the intended audience.	Improved communication with service users but making our communication methods more accessible.
2	An Easy Read version of the Community Plan was developed.	A more accessible version of the Community Plan is now available.	People with additional communication needs are able to access Mid Ulster Community Plan which provides details of interagency working throughout the District over the decade.

2 (d) What action measures were achieved to '**encourage others**' to promote the two duties:

	Encourage others Action Measures	Outputs	Outcome / Impact
1	Civic Honours have been provided in recognition of the achievement of people with disabilities.	Honours were provided to Special Olympics winners. Team Aspie who support children with autism were also recognised for their work.	Civic receptions celebrate the achievements of people within the District and as a result raises awareness of disability and highlights the achievements of people who have a disability.

PART B

2 (e) Please outline **any additional action measures** that were fully achieved other than those listed in the tables above:

	Action Measures fully implemented (other than Training and specific public life measures)	Outputs	Outcomes / Impact
1	Superstars, Cookstown; a local social enterprise for young people with additional learning needs were supported by Council to develop a Health and Safety Policy.	Council's Environmental Health Officers provided support to develop good practice and guidance.	Capacity building for the social enterprise as well as ensuring that they are compliant with Council guidelines.
2	The Corporate Policy and Equality Officer met with the Disability Arts Group in March 2019.	This meeting was at the request of the group to be able to get a better understanding of Council's Disability Action Plan and its outputs.	Increased awareness of Council's Disability Action Plan and the group were encouraged to engage in the planning process to develop the plan post 2020.

3. Please outline what action measures have been **partly achieved** as follows:

	Action Measures partly achieved	Milestones/Outputs	Outcomes/Impacts	Reasons not fully achieved
1	Integrate our disability duties into new Policies.	Amended policies in place.	Improvement of mitigating measures, identified via the equality screening process.	This is an ongoing activity.
2	Working towards the BS: 8300:2009 +a1:2010.	Principles of disability access to be adhered to.	Council buildings and facilities which are equitability.	This is an ongoing activity.

PART B

3	Continue to assess and improve accessibility of website and other communication materials.	Improved accessibility of Council materials/publications.	Improved communication with service users.	This is an ongoing activity.
4	Provide up to 6 work placements per year for individuals with disabilities. These placements should last approximately 10 weeks.	Opportunities provided for people with a disability.	Ten work placements were provided during the 18/19 year across a range of departments. Placements provided participants with practical skills development in a number of service areas including administration, leisure, culture and planning.	Duration of placements varied according to the needs of the person undertaking the placement as well as the needs of the service. They ranged from 3 days to several days a week for up to 9 months.
5	Any new/substantially renovated play areas meet the highest possible standards of accessibility.	Improved opportunities to use accessible play areas.	Improved services for service users who have a disability.	This is an ongoing activity. The Public Parks and Play Strategy is being delivered on an ongoing basis up until 2020. A planned audit of park facilities has been delayed until 2019-20.

4. Please outline what action measures **have not been achieved** and the reasons why.

	Action Measures not met	Reasons
1	Training on universal accessibility auditing	Difficultly sourcing training in Northern Ireland. Reviewing this measure and considering alternatives, eg, using Equality Commission Every Customer Counts advisory materials and accessibility checklists.

PART B

5. What **monitoring tools** have been put in place to evaluate the degree to which actions have been effective / develop new opportunities for action?

(a) Qualitative

A quarterly report is submitted to SMT in order to inform the members of progress in relation to the Equality Action Plan & Disability Action Plan.

(b) Quantitative

The number of equality screenings carried out each quarter is recorded and reported on three times per year.

6. As a result of monitoring progress against actions has your organisation either:

- made any **revisions** to your plan during the reporting period or
- taken any **additional steps** to meet the disability duties which were **not outlined in your original** disability action plan / any other changes?

Please select

If yes please outline below: No changes or revisions were made to the plan during this reporting period.

	Revised/Additional Action Measures	Performance Indicator	Timescale
1			
2			
3			

7. Do you intend to make any further **revisions to your plan** in light of your organisation's annual review of the plan? If so, please outline proposed changes?

The current plan (**Annex B**) was reviewed in 2017 and was subject to a public consultation. The plan will be further reviewed in 2020 in line with the timeframe for the review of the delivery of the Equality Scheme.

We are considering a minor change to the action measure around Work Placements to better reflect the flexibility required for placements.

We are reviewing the feasibility of maintaining Action measure 9 – Training provided on universal accessibility auditing, given the difficulty in sourcing such training to date.

Annex A: Equality Action Plan

Annex B: Disability Action Plan

Annex C: Memorandum of Understanding for Mid Ulster Disability Hub

Annex D: Mid Ulster Disability Forum Strategy

ⁱ **Outputs** – defined as act of producing, amount of something produced over a period, processes undertaken to implement the action measure e.g. Undertook 10 training sessions with 100 people at customer service level.

ⁱⁱ **Outcome / Impact** – what specifically and tangibly has changed in making progress towards the duties? What impact can directly be attributed to taking this action? Indicate the results of undertaking this action e.g. Evaluation indicating a tangible shift in attitudes before and after training.

ⁱⁱⁱ **National** : Situations where people can influence policy at a high impact level e.g. Public Appointments

^{iv} **Regional**: Situations where people can influence policy decision making at a middle impact level

^v **Local** : Situations where people can influence policy decision making at lower impact level e.g. one off consultations, local fora.

Equality Action Plan 2015-2020

www.midulstercouncil.org

Mid Ulster District Council



Comhairle Ceantair
Lár Uladh
Mid Ulster
District Council



Mid Ulster District Council

Council Equality Action Plan (2015-2020)

- 1. Introduction**
- 2. The Community Plan- A 10 Year Action Plan for Mid Ulster**
- 3. Corporate Vision and Values**
- 4. Purpose**
- 5. Action Plan**
- 6. Review and Evaluation**
- 7. Conclusion**

1. Introduction

Mid Ulster District Council is required to comply with Section 75 of the Northern Ireland Act 1998 (the Act). The act relates specifically to two statutory duties set out below:

In carrying out our functions relating to Northern Ireland we are required to have due regard to the need to promote equality of opportunity between:

- Persons of different religious belief, political opinion, racial group, age, marital status or sexual orientation
- Men and women generally
- Persons with a disability and persons without
- Persons with dependants and persons without

In addition, without prejudice to the obligations above, in carrying out our functions in relation to Northern Ireland we are required to have regard to the desirability of promoting good relations between persons of different religious belief, political opinion or racial group.

2. The Community Plan - A 10 Year Action Plan for Mid Ulster

The Community Plan has identified the following themes and associated outcomes:

- **Economic Growth**
 - We prosper in a stronger and competitive economy
 - We have more people working in a diverse economy
 - Our towns and villages are vibrant and competitive
- **Infrastructure**
 - We are better connected through appropriate infrastructure
 - We increasingly value our environment and enhance it for our children
 - We enjoy increased access to affordable quality housing
- **Education and Skills**
 - Our people are better qualified and more skilled
 - We give our children and young people the best chance in life
 - We are more entrepreneurial, innovative and creative
- **Health & Wellbeing**
 - We are better enabled to live longer healthier and more active lives
 - We have availability to the right service, in the right place at the right time
 - We care more for those most vulnerable and in need
- **Vibrant & Safe Communities**
 - We are a safer community
 - We have a greater value and respect for diversity
 - We have fewer people living in poverty and fewer areas of disadvantage

The **vision** set out in the Community Plan is:

‘Mid Ulster...a welcoming place where our people are content, healthy and safe; educated and skilled; where our economy is thriving; our environment and heritage are sustained; and where our public service excel’.

3. Corporate Vision and Values

Mid Ulster District Council have also agreed a Corporate Plan 2015-2019. The plan sets out Council's priorities for the four year period it covers.

Council's **Vision** is:

‘Mid Ulster District Council aspires to be at the heart of our community’

This vision is underpinned by the following **values**:

- **Professional**-consistently striving to exceed our 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.

The Corporate Plan has identified four themes:

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

These guiding principles are the cornerstones of our action plans, policies and strategies.

The Corporate Plan also commits to embedding a, *‘culture of continuous improvement which ensures the effective, efficient and sustained delivery of Council services to the people of the Mid Ulster district’*.

In order to achieve these successful outcomes it is clear that a partnership approach is required. This partnership approach can, in the most part, be delivered through the work being implemented as a result of the Community Plan.

4. Purpose

This Equality Action Plan (2015-2020) contributes to Mid Ulster District Council’s compliance with Section 75 of the Northern Ireland Act 1998. The Equality Action plan (‘The Plan’) outlines how Council will address the key inequalities identified within our District. The Plan has been informed by an Audit of Inequalities carried out in 2015/16. Themes identified for inclusion in The Plan from the Audit of Inequalities included the following:

- Accessibility
- Corporate practices
- Participation levels
- Partnership working

Council is working to implement its Equality Scheme and to ensure that there are equitable opportunities provided as a direct result of its implementation. This draft Equality Action Plan is designed to support Council to meet its equality requirements and the full implementation of Council’s Equality Scheme.

5. Action Plan

The table below sets out how the four themes identified by the Audit of Inequalities and how Council will deliver to address each area. Each theme can be addressed in an item by item basis by what the desired of each action will be, how performance will be monitored and who has responsibility for its implementation. A timeframe for its implementation is also included:

Action No.	Theme 1: Accessibility	Key Inequalities	<ul style="list-style-type: none"> Residents from ethnic minority backgrounds feel perceived inaccessibility to local democracy Older people feel they cannot access Council facilities 		
		Desired Outcome	Performance Indicator	Responsibility	Timeframe
1a	Increased accessibility of Council services available online and in other requested formats while incorporating of multi-channel communication tools	Improved accessibility of Council services	Level of increase of online transactions	Chief Executive and Directors	2017-2020
1b	Staff Training	Improved awareness. Reduce number of complaints	No. of staff provided with awareness training	Chief Executive and Directors	2017/2018 and ongoing thereafter
1c	Awareness Sessions regarding the specific needs of s75 groups	Improved awareness and informed decision making	No. of sessions held and No. of participants	Chief Executive and Directors	2017/2018 and ongoing thereafter

1d	Hold Civic Open days involving Elected Members (linked to action 4b)	Create an opportunity for people to feel involved	No of events provided and No of attendees	Chief Executive and Directors	2018
Action No.	Theme 2: Corporate Practices	Key Inequality	<ul style="list-style-type: none"> There are opportunities within corporate practices to mainstream improve inequalities 		
		Desired Outcome	Performance Indicator	Responsibility	Timeframe
2a	Any gaps in monitoring information identified	More robust monitoring arrangements	Monitoring reports examined/reviewed on an annual basis	Chief Executive and Directors	2018
2b	Development of a policy in relation to communicating with disabled people, older people, younger people and different racial groups	Increase in requests for alternative communication methods	Policy developed and approved by Council for implementation	Corporate Policy & Equality Officer/ Head of Marketing and Communication	2018
2c	Develop procedural arrangements for translation and interpretation	Clear guidance in relation to translation & interpretive requirements	Procedures developed and approved by Council for implementation	Corporate Policy & Equality Officer	2018
2d	Mainstreaming equality of opportunity and Good Relations through	Improved systems and procedures	No. of Screening Documents completed and examples of	Chief Executive and Directors	2017 and ongoing thereafter

	business planning and policy development		mainstreaming developed		
Action No.	Theme 3: Participation Levels	Key Inequality	• There are barriers to Participation for carers		
		Desired Outcome	Performance Indicator	Responsibility	Timeframe
3a	Explore the timing of events/courses	Create Equality of Opportunity for carers/ working people	Samples taken of the timing of various events/guidance developed	Heads of Service	2017
3b	Location of activities	Creates Equality of Opportunity for located across the District	Samples taken of the timing of various events/ guidance developed	Heads of Service	2018
3c	Provision of child inclusive activities for parents/carers	Creates Equality opportunity for carers to participate	No. events provided No. of attendees	Head of Leisure	2017/18 on a pilot basis
3d	Increased employment opportunities	Opportunity to equality develop skills set	No of carers employed by Council	Director of Organisational Development	2017 and ongoing thereafter
3e	Provide information and signposting to staff who	Increased support for staff who have a caring responsibility	Types of information provided and frequency of the	Corporate Policy & Equality Officer	2017 and ongoing thereafter

	have caring responsibilities		information being provided		
Action No.	Theme 4: Partnership Working	Key Inequalities:	<ul style="list-style-type: none"> • Partnership working between Council and Community & Voluntary support organisations • Council being more proactive by creating linkages and networking opportunities for the Community & Voluntary sector 		
		Desired Outcome	Performance Indicator	Responsibility	Timeframe
4a	Explore partnership working opportunities	Increased opportunities for partnership working between Council and relevant C&V organisations	No. of joint partnership projects being delivered	Heads of Service	2017-2020
4b	Provide opportunities for residents, customers and visitors to engage directly with Elected Members. Include outreach sessions with Elected Members and Officers.	Create opportunities for people to get involved	No. of events and opportunities provided No. of attendees	Heads of Service	2018

6. Review and Evaluation

This action plan will be reviewed on an annual basis and progress will be monitored and reported upon within Council's annual submission to the Equality Commission.

7. Conclusion

The implementation of this action plan will support the overall implementation of the Equality Scheme and Disability Action Plan and the mainstreaming of equality throughout the organisation. This plan will be re-examined as priorities emerge following the commencement of the implementation of our community plan.

Contacting Us

Council is committed to improving its services and welcomes your comments or suggestions at any time of the year. If you, have any comments, feedback, would like any further information or would like a copy of this action plan in an alternative format please contact:

Corporate Policy & Equality Officer
Council Offices
Circular Road
Dungannon BT71 6DT

Call: 03000 132 132
Email: info@midulstercouncil.org

Equality Action Plan

www.midulstercouncil.org/equality

Disability Action Plan 2015-2020

www.midulstercouncil.org

Mid Ulster District Council



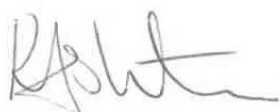
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Foreword


Welcome to the mid-term review of the Mid Ulster District Council Disability Action Plan (the Plan) for 2017 – 2020. The Plan sets out Council's commitment to the promotion of equality of opportunity for all people with disabilities who live in, work in or visit our district.

As a Council, we have a duty via The Disability Discrimination Act to pay due regard to the need to; promote positive attitudes towards disabled people and encourage the participation by disabled people in public life. These are collectively referred to as 'the disability duties'. This plan sets out how Mid Ulster District Council intends to fulfil its statutory obligations to a high standard.

Chair of Council and Chief Executive, we would like to express our full commitment to the objectives set out in the Plan. We will fully support our employees towards the successful implementation and promotion of Council's disability duties.



Councillor Kim Ashton
Chair



Anthony Tohill
Chief Executive

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1. Introduction

1.1 Section 49A of the Disability Discrimination Act 1995 (as amended by the) Disability Discrimination (NI) Order 2006 requires the Council, in carrying out its functions, to have due regard to the need:

- to promote positive attitudes towards disabled people; and
- to encourage participation by disabled people in public life.

These are collectively referred to as ‘the disability duties’.

1.2 Under Section 49B of the DDA 1995, Mid Ulster District Council is also required to submit to the Equality Commission a Disability Action Plan showing how it proposes to fulfil these duties in relation to its functions.

1.3 The Council is committed to the fulfilment of its disability duties in all parts of its organisation and has set out how it intends to do so in this Plan.

2. The Purpose of the Disability Action Plan

2.1 The purpose of this Plan is to set out how Mid Ulster District Council in relation to the delivery of its functions.

3. The Council – its role and functions

3.1 The roles and functions of Local Government in Northern Ireland are provided by the Local Government Act (NI) 1972, the Local Government Act (NI) 2014 and other Miscellaneous Acts and Regulations.

3.2 As a result of Local Government Reform, the Council has been given a wide range of transferring functions including functions relating to planning, roads, regeneration and community development, economic development and local tourism. Council now also has a leading role the Community Planning implementation process. The Council will facilitate and coordinate a joined up approach to the delivery of key projects and services which will address and improve local issues and challenges identified via the Community Planning development process.

3.3 The Council performs four principal roles within its local area and district:

- Direct service provision in response to community needs and legislative requirements – setting priorities for the area and for the Council and being accountable for the choices made.
- A development role as enabler/facilitator on economic and community development initiatives enabling and empowering local people; setting out the vision for local strategies in partnership with other agencies.
- A representative role on boards such as health and education – championing the district.
- A consultative role on issues such as water, roads and housing, by providing a challenge to the performance of all of the delivery agencies in the district.

3.4 In the performance of the above roles the Council will carry out functions in the following areas:

- Refuse Collection and Disposal
- Recycling and Waste Management
- Civic Amenity Provision
- Grounds Maintenance
- Street Cleansing
- Cemeteries
- Public Conveniences
- Food Safety
- Health & Safety
- Environmental Protection
- Environmental Improvement
- Estates Management Building Design and Maintenance
- Building Control
- Inspection/Regulation of New Construction
- Dog Control
- Enforcement Byelaws Litter etc.
- Licensing
- Sports and Leisure Services
- Sports and Recreational facilities
- Parks, Open Spaces, Playgrounds
- Community facilities

- Arts, Heritage and Cultural Facilities
- Registration of Births, Deaths and Marriages
- Spatial Planning & Regeneration
- Community Planning
- Off Street Car Parking

The Council also has a role in:

- Economic Development
- Community Development
- Community Safety
- Sports Development
- Tourism

3.5 To enable the Council to provide the above services and perform its other functions, the Council must levy an annual rate and has the power to:

- acquire and dispose of land
- borrow money
- employ staff
- procure goods and services

3.6 To support and implement the above statutory functions and provision of services and facilities, the Council will adopt a wide range of policies.

4. Public life positions over which the Council has responsibility

4.1 A key aspect of the disability duties is to encourage participation by disabled people in public life.

4.2 The Review Report on the Effectiveness of the Disability Duties (Equality Commission for Northern Ireland, December 2009) identified a misunderstanding among public authorities regarding the definition of the public life with some authorities defining public life positions as public appointments. The Commission's guide makes it clear that the definition of public life is wider than this and includes:

- participation in focus groups or working groups
- participation in community group or fora

- local partnerships

4.3 Mid Ulster District Council does not have a responsibility for the membership of many such groups. However, Council is committed to ensuring that disabled people have the choice to be fully participative in groups/organisations that it has a responsibility for.

4.4 Council will also encourage other bodies such as community associations and user groups to take more positive steps towards including people with a disability and take accounts of their views.

5. The Council's commitment to the effective implementation of the disability action plan

5.1 Mid Ulster District Council is committed to implementing effectively the disability duties and this Disability Action Plan. In order to do so Council will put appropriate internal arrangements in place in order to ensure that the disability duties are complied with and this Disability Action Plan is effectively implemented.

5.2 We will ensure the effective communication of the Plan to employees and provide all necessary training and guidance for employees and elected members on the disability duties and the implementation of the Plan.

5.3 Overall responsibility for determining policy on how this will be achieved lies with the Elected Members, and day to day responsibility for carrying out the policy with the Chief Executive. As part of its corporate planning process, the Council will set objectives and targets relating to the disability duties. These will be reflected at all levels of planning within the Council including individual staff objectives.

5.4 A formal report of progress on meeting the objectives relating to the disability duties will be included in the Council's annual report to the Equality Commission for Northern Ireland.

6. Internal Arrangements

- 6.1** The Council consists of 40 Elected Representatives, elected for four years periods meeting monthly at full Council. The Council has selected a traditional committee structure as its form of decision making.
- 6.2** The Council organises its business through 5 statutory committees that meet on a monthly basis and each of the Committees consists of 16 members. This is with the exception of the Audit Committee which has 8 members.
- 6.3** The Council also has the power to establish working groups.
- 6.4** The list below sets out current committees:
- Planning
 - Development
 - Environment
 - Policy and Resources
 - Audit
- 6.5** The Full Council meeting meets in full session on the last Thursday of every month when it receives and decides on reports and recommendations from the various committees.
- 6.6** The work of the Council operates under the leadership of the Chief Executive. The Chief Executive is responsible for giving the strategic direction and advice to the Council and oversees the preparatory work to ensure it is ready to deliver its services.
- 6.7** The Chief Executive will have the overall responsibility for the implementation of the Disability Duties and the Action Plan.
- 6.8** The point of contact for those seeking further information on the Action Plan is the Corporate Policy and Equality Officer (see page 2 for contact details) who will take specific responsibility for co-ordinating the day to day requirements for the delivery of the Action plan.

7. Effective Engagement and Consultation

- 7.1** Mid Ulster District Council is committed to engaging effectively with disabled people in the drafting, implementation, monitoring and review of this Plan.
- 7.2** The Council is committed to carrying out consultation in a meaningful manner in the development of its disability duties. In doing so the Council is keen to bring about change with and for people with disabilities and will therefore be focussing on the issue of involvement and participation in preparing and reviewing its Plan.
- 7.3** The Council's consultation process will be designed to ensure that people with disabilities are consulted at as early a stage as possible so that they can assist and inform the development of the Plan.
- 7.4** The Council will make every effort to remove any potential barriers to proper consultation by ensuring accessibility of documents in appropriate formats and in a timely fashion. Information will be made available on request in alternative formats. It will also be important to establish with people with a disability, the basis for dialogue and engagement during the life of the Plan. A variety of methods of discussion will be used such as meetings, one to one discussions, telephone and text phone discussions. Consideration will also be given to how best to communicate information to young people with a disability, as well as considering additional dimensions such as ethnicity, age, gender, sexual orientation and religious belief.
- 7.5** The Council believes it is important that people with disabilities are involved in the implementation, monitoring and review of the Plan. The Council will seek views and comments on the specific actions when they are developed and will consider amending them or including additional ones following the comments received.

8. Annual Report and Review

- 8.1** The Council will prepare report annually on the implementation of its Plan. The report will be included as part of the Council's annual report to the Equality Commission on the implementation of our equality scheme.
- 8.2** A copy of the full annual report and further reviews will be made available on the Council's website.

9. Action Measures

- 9.1** The Council continues to complete a number of actions which help promote positive attitudes towards disabled people and encourage their participation in public life. These action measures include committing to:

Action Measure 1: Equality proof' our Community Plan

Action Measure 2: Integrate Disability duties into new policies

Action Measure 3: Council will work towards the BS:8300:2009 +A1:2010 in its buildings and facilities, subject to practical implementation

Action Measure 4: Prepare an annual report on progress on meeting the Disability Action Plan and publish this on its website

Action measure 5: Keep in contact with disability support services/groups within the District in order to gauge their views and opinions. Focussed consultation and engagement with people with disabilities will be carried out in order to understand their needs and requirements

Action measure 6: Any new/substantially renovated play areas meet the highest possible standards

Action measure 7: Appoint a Disability Champion at officer and elected member level to progress the disability duties

Action measure 8: Provide up to 6 work placements per year for individuals with disabilities

Action measure 9: Training on universal accessibility auditing

Action measure 10: Develop, deliver and implement a programme of awareness training for Council Officers

Action measure 11: Develop, deliver and implement a programme of awareness training for Elected Member

Action measure 12: Develop and implement and a set of Accessible Information Protocols

Action measure 13: Continue to assess and improve accessibility of website and other communications materials

- 9.2** The table below sets out the measures that Council intends to undertake to take in order to promote positive attitudes towards disabled people and encourage the participation:

Action measure 1: ‘Equality proof’ our Community Plan		
Responsibility	Performance	Timeframe
Senior Management Team & Head of Community Development	Better promotion of equality and services for people with a disability	2017-2020 (will be continued for the duration of the community plan)
Action measure 2: Integrate our Disability duties into new policies		
Responsibility	Performance	Timeframe
All Policy Authors	All new and revised policies screened for impact on disability duties	Ongoing
Action measure 3: Work towards the BS:8300:2009 +A1:2010 in its buildings and facilities, subject to practical implementation		
Responsibility	Performance	Timeframe
Senior Management Team Head of Property Services	Issues which may affect people with a disability will be sorted out at the earliest possible juncture	Ongoing

Action measure 4: Report annually on the progress of the Disability Action Plan and publish this on Council's website		
Responsibility	Performance	Timeframe
Corporate Policy & Equality Officer	Annual progress report completed and forwarded to the Equality Commission. Increased awareness of Employee's responsibility towards Council's compliance and achievements in relation to disability duties	Annually
Action measure 5: Maintain/continue Council involvement with Mid Ulster Disability Forum and other with disability support services/ groups within the District in order to gauge their views and opinions. Focussed consultation and engagement with people with disabilities will be carried out in order to understand their needs and requirements		
Responsibility	Performance	Timeframe
Corporate Policy & Equality Officer	Improved engagement with the disability sector	Ongoing
Action measure 6: Any new/substantially renovated play areas meet the highest possible standards of accessibility		
Responsibility	Performance	Timeframe
Head of Leisure Head of Parks Head of Technical Services	Better services for people with a disability	When required
Action measure 7: Appoint a Disability Champion at officer and elected member level to progress the disability duties		
Responsibility	Performance	Timeframe
Head of Democratic Services Corporate Policy & Equality Officer	Disability champions appointed to promote disability issues both internal and external to Council	Complete
Action measure 8: Provide up to 6 work placements per year for individuals with disabilities. These placements should last approximately 10 weeks each		

Responsibility	Performance	Timeframe
Director of Organisational Development Corporate Learning & Development Manager	Opportunity provided for people with a disability	Ongoing
Action measure 9: Training provided on universal accessibility auditing		
Responsibility	Performance	Timeframe
Director of Organisational Development Corporate Learning & Development Manager	Corporate Policy & Equality Officer will be skilled to advise	Training being sourced for 2017/18
Action measure 10: Develop, deliver and implement a programme of awareness training for Council Officers including members of the Senior Management Team		
Responsibility	Performance	Timeframe
Corporate Policy & Equality Officer/Heads of Service	Increased awareness of disability legislation and understanding of the issues relating to the service users	Training being sourced for 2017/18
Action measure 11: Develop, deliver and implement a programme of awareness training for Elected Members		
Responsibility	Performance	Timeframe
Head of Democratic Services Corporate Policy & Equality Officer	Increased awareness of disability legislation and understanding of the issues relating to the service users	Training being sourced for 2017/18
Action measure 12: Develop and implement a set of Accessible Information Protocols for Corporate Communications		
Responsibility	Performance	Timeframe
Head of Marketing & Communications Corporate Policy & Equality Officer	Improved accessibility of Council materials/publications	2018

Action measure 13: Continue to assess and improve accessibility of website and other communications materials		
Responsibility	Performance	Timeframe
Head of Marketing & Communications Head of ICT Corporate Policy & Equality Officer	Improved accessibility of Council online information and services	Ongoing

10. How the disability action plan will be published

10.1 Following submission to the Equality Commission for Northern Ireland, this Plan will be available by contacting:

Ann McAleer
Corporate Policy & Equality Officer
Mid Ulster District Council
Dungannon Office
Circular Road
Dungannon BT71 6DT

Tel: 03000 132 132

E: ann.mcaleer@midulstercouncil.org

10.2 The availability of the Disability Action Plan will be advertised in the press and can be accessed on Council's website:

www.midulstercouncil.org/equality

10.3 The Council will, through our on-going work with people with disabilities and people with learning disabilities, find appropriate ways of communicating the Plan. The Plan will be produced in clear print and plain language, and will be available in alternative formats on request.

10.4 The contents of the Disability Action Plan will be highlighted through press releases, advertisements, Council literature and by meeting directly with disability organisations, representative groups and individuals.

10.5 In addition, a summary Plan as well as a full version of the Plan will be available on the intranet or in alternative formats upon request.

Contacting Us

This Disability Action Plan can be obtained from the Council in alternative formats, including large print, Braille, easy read, audio alternative format and/or language. It can also be downloaded from the Council's website at: www.midulstercouncil.org. If you would like a copy in an alternative format, please contact:

Corporate Policy & Equality Officer
Council Offices
Circular Road
Dungannon
BT71 6DT

Call: 03000 132 132
Email: info@midulstercouncil.org

**A Memorandum of Understanding between
Disability Sport NI and Mid Ulster District Council with respect to the
Active Living No Limits 2021 'District Council Disability Sports Hub' Project 2017-2019**

The '**District Council Disability Sports Hub**' Project is a new initiative between Disability Sport NI, Unit F, Curlew Pavilion, Portside Business Park, 189 Airport Road West, Belfast BT3 9ED and Mid Ulster District Council, Cookstown Office, Burn Road, Cookstown, BT80 8DT which will see the development of a disability sports hub in the area, focused on putting in place the equipment and services required to increase the number of people with disabilities involved in sport and active recreation in the area.

This Memorandum of Understanding outlines the agreement between Disability Sport NI and the Council with respect to the development, promotion and delivery of the project for the period from April 2017 – March 2019. Under the terms of this agreement, we agree to implement the following:

Equipment: Disability Sport NI will provide an inclusive sports equipment package, funded by the Department for Communities, as described in Appendix 1.

The equipment will be the property of the Council, however Disability Sport NI reserves the right to reclaim ownership of the equipment if it is deemed the equipment is not being used for its intended purpose. In the event that Disability Sport NI proposes to reclaim ownership of the equipment, the Council shall be contacted regarding the issues and afforded a reasonable period of time in order to correct same. The Council will provide secure storage and ensure that the equipment is insured and maintained.

Disability Sport NI will deliver the equipment to the following 'Disability Sports Hub' site and satellite sites as specified by the Council:

Disability Sports Hub Site: Mid-Ulster Sports Arena (Generic Sports Wheelchairs, Adapted Cycles, Boccia and Sensory Equipment)

Satellite Sites: Meadowbank Sports Arena (Racing/Track Wheelchairs)

District Council Liaison Officer: The Council will appoint the following member of staff to manage the project, in partnership with Disability Sport NI's Community Sport Manager.

Name: Eunan Murray

Development Plan 2017-2019: The Council will develop and implement a two-year project development plan agreed between Disability Sport NI and the Council as outlined in Appendix 2.

Training: The Council will fund a hub training programme at a cost of £1,900, which will cover training for up to 16 council staff and volunteers. The 2 day training programme will be delivered by Disability Sport NI and will be designed to train staff and volunteers in the appropriate use of the disability sports hub equipment.

Promotion: The Council and Disability Sport NI will jointly promote the use of the hub and related activities through all digital media channels and through local and national news media.

Monitoring & Evaluation: The Council and Disability Sport NI will work in partnership to record the number of people to benefit from the disability sports hub project.

Dates: This agreement will commence on 1st April 2017 and end on 31st March 2019.

This Agreement may only be modified via the mutual consent of both parties in writing.

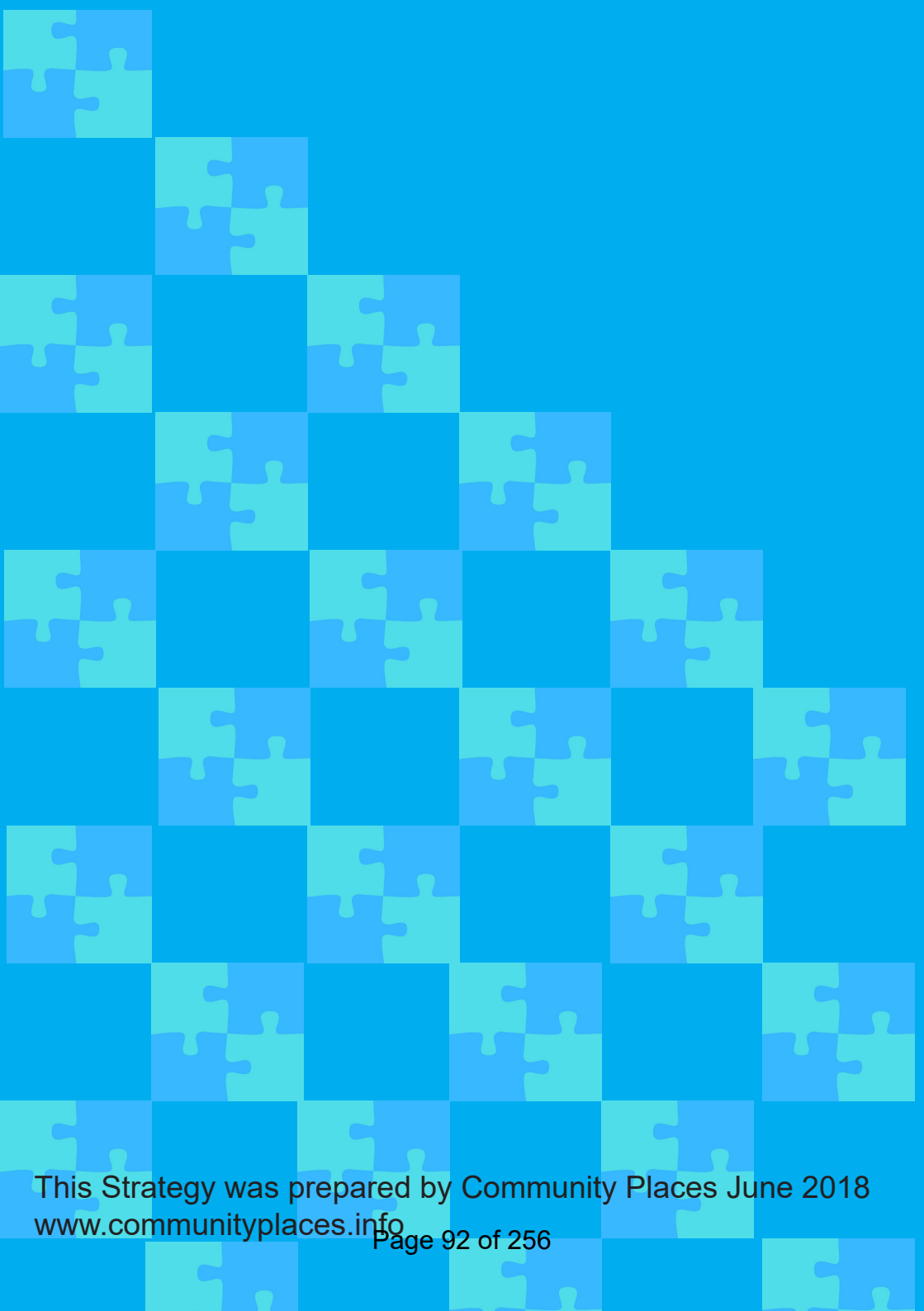
Signed: _____
On behalf of Disability Sport NI
Name: Kevin O'Neill
Position: CEO
Date: 17.8.17

Signed: _____
On behalf of Mid Ulster District Council
Name: _____
Position: _____
Date: _____

Mid Ulster Disability Forum

Our Strategy

2018 - 2022



Welcome from our Chair

I am pleased to introduce the Strategic Plan for Mid Ulster Disability Forum 2018-2022. Much hard work was devoted to this by all members of the Forum and was facilitated by Dr Louise O’Kane from Community Places. We are therefore very proud with the end product which will guide our work for the next number of years. This strategy sets out our outcomes – the difference we want to make for people with disabilities and their carers. We hope that it will help us to continue to strengthen our partnership working; encourage others to get involved; and promote the work and achievements of the Forum. The strategy has been developed taking into account equality considerations, good relations, social inclusion and rural proofing. Ursula Marshall, Chair MUDF.



Voice

Passion

Working
Partnership

About the Forum

The Forum includes representatives from a range of organisations and groups who are working towards the inclusion of people with disabilities and their carers. Our work is informed by regional and local priorities as set out in the draft Programme for Government Framework 2016-21; relevant Departmental plans and strategies, and the ‘Our Community Plan – 10 Year Plan for Mid Ulster’ with its aim of “people, communities and organisations coming together to improve local well-being and quality of life” (p.4). We cover the entire Mid Ulster Council area and adopt a pan disability approach to our work.

Our Mission

The Forum is established to promote the benefit of people with disabilities and their carers in Mid Ulster District Council area by:

Our Aims

Providing a forum and voice for those with disabilities and their carers to highlight local priority needs.

Providing opportunities for those with disabilities to engage and socially integrate within the community.

Consulting with local statutory, community and voluntary agencies to help address social isolation, discrimination and improve access to services for people with disabilities.

Our Work



Representing Needs and Lobbying

Members represent and lobby for the needs of those affected by disability through a range of panels including: Town Centre Forums; Housing Forum; Policing and Community Safety Partnership and Community Planning Partnership to name a few. The Forum is also the named Equality Consultee for Mid Ulster District Council.



Awareness Raising and Sharing Information

The Forum meet on a monthly basis to promote the inclusion of disabled people in the area. Through its work it raises awareness of the needs of those affected by disability and signposts to and shares information and good practice.



Project Delivery

Examples of recent project delivery include: Access Mid Ulster Website; Youth Included Project and the Provision of Specialist Equipment to promote social inclusion.

Access Mid Ulster

The www.accessmidulster.com website provides access information on shops, leisure and commercial buildings in the main towns in Mid Ulster. This is an ongoing project which promotes accessible social and community infrastructure.



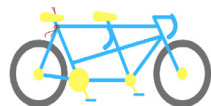
Cookstown Youth Included Project

In partnership with the Education Authority Youth Service we developed the Youth Included Project for those aged 11-19 years. The project works with younger people with special educational needs or disabilities and their non-disabled peers to build self-esteem and confidence through fun leisure and educational opportunities. Activities encourage the development of individual skills, understanding and inclusion between peers.



Provision of Specialist Equipment

To promote social inclusion we previously supported projects which provided specialist equipment e.g. iPads, tandem bicycles, and video cameras to children and young people with disabilities, voluntary and community groups, parents and non-disabled peers.



Our Outcomes - The difference we are working to achieve

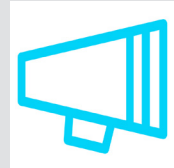
Outcome 1 - The needs and issues of those affected by disability within the Mid Ulster Area are highlighted and addressed at a local level and beyond.

Outcome 2 - District wide awareness of disability issues and strong connections with decision makers.

Outcome 3 - Children and adults with disabilities will be less isolated and have access to more inclusive social opportunities.

Our Way of Working With Others

We understand and value the need to work together with others. Only with the combined interventions and efforts of a range of organisations and groups working smarter together can we improve the lives of disabled people and their carers across the locality.



Why Get Involved?

Have a stronger and more effective voice.



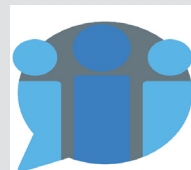
Highlight issues and connect with decision-makers.

Get peer support and mentoring.



Network and meet other people working or volunteering to improve disability issues.

Share information and good practice.



Signpost and referrals to other support services.

Get Involved - If you would like to further the inclusion of those affected by disability why not come along to our monthly Forum meetings. Each meeting focuses on a particular theme or issue and will keep you up to date and informed.

To find out more or to volunteer with us please contact:

Mid Ulster Disability Forum
Gortalowry House
94 Church Street
Cookstown
BT80 8HX

028 8676 4714
accessmidulster.com/about-us/
midulsterdisabilityforum@hotmail.com

Thanks to the following organisations who contributed to the development of this strategy: Action on Hearing Loss; Age NI Mid Ulster Seniors Network; G-old Community Partnership Surestart; Magherafelt Children's Disability Team; Mid Ulster Age Well; Mid Ulster District Council; Northern Health and Social Care Trust; Royal National Institute of Blind People; Shopmobility; Willowbank; and the Youth Service Education Authority.



Annex A - Template for Information to be Compiled

APPENDIX B

Information to be compiled by Public Authorities under Section 3(1)(a) of the Rural Needs Act (NI) 2016.

(To be completed and included in public authorities' own annual reports and submitted to DAERA for inclusion in the Rural Needs Annual Monitoring Report).

Name of Public Authority:

Reporting Period: April 20 to March 20

The following information should be compiled in respect of each policy, strategy and plan which has been developed, adopted, implemented or revised and each public service which has been designed or delivered by the public authority during the reporting period.

<i>Description of the activity undertaken by the public authority which is subject to section 1(1) of the Rural Needs Act (NI) 2016¹.</i>	<i>The rural policy area(s) which the activity relates to².</i>	<i>Describe how the public authority has had due regard to rural needs when developing, adopting, implementing or revising the policy, strategy or plan or when designing or delivering the public service³.</i>
1. Draft Bonfire Management Policy	<ul style="list-style-type: none">Community Safety	This draft policy focused on health and safety and legislative requirements, as well as considering social and economic needs of people in rural areas. The health and safety and legislative requirements were also considered.
2. Community Events on Council Land	<ul style="list-style-type: none">Community Safety	The need for safe, well managed community and public events has been identified throughout the District. While rural needs have been considered as part of the process, the policy does not place specific focus on either rural or urban areas within the District.
3. Mid Ulster District Council	<ul style="list-style-type: none">Rural Businesses	The development of the Mid Ulster Community Plan

Community Plan	<ul style="list-style-type: none"> • Rural Tourism • Rural Housing • Jobs or Employment in Rural Areas • Education or Training in Rural Areas • Broadband or Mobile Communications in Rural Areas • Transport Services or Infrastructure in Rural Areas • Health or Social Care Services in Rural Areas • Poverty in Rural Areas • Deprivation in Rural Areas • Rural Crime or Community Safety • Rural development 	<p>has taken account of the needs of people in rural areas within the district particularly in terms of how services could and should be delivered ensuring that those most vulnerable have access to services at a local level and where high quality services can be maintained.</p>
4. Mid Ulster Local Development Plan 2030 (Draft Plan Strategy)	<ul style="list-style-type: none"> • Rural Business • Rural Tourism • Rural Housing • Jobs or employment in rural area • Education or training in rural areas • Broadband or mobile communication in rural areas • Transport services or infrastructure in rural areas • Poverty in rural areas • Deprivation in rural areas • Rural crime or community safety • Rural development • Agri Environment • Other - Vulnerable landscapes, minerals and renewable energy 	<p>The aims, objectives and operational subject planning policies of the draft strategy will encourage sustainable growth across the rural area in an effort to sustain rural communities and resist economic and social decline.</p> <p>In order to continue to facilitate a sustainable level of rural housing, the Draft Plan Strategy has made provision for housing development to be acceptable within rural settlements subject to normal planning considerations and has also included additional provision for rural housing including the allowance of dwellings for carers, fishermen and dwellings in a non-farm cluster as well as carrying through the existing provisions for dwellings for farmers and for replacement dwellings, all subject to meeting the relevant policy tests and criteria.</p>

5. General Data Protection Register Policy	N/A	This policy was developed as part of a legislative requirement. All stakeholders, including rural stakeholders were considered during the development of the policy.
6. Re-development of Gortgonis Leisure Facility	<ul style="list-style-type: none"> • Health or Social Care Services in Rural Areas • Education or Training in Rural Areas • Rural Businesses 	<p>To inform this redevelopment project, information was gathered through public consultation, informal user group meetings and the completed submitted questionnaires would be used in the final facility design. Information discussed and suggested at meetings by different parties has been noted and inputted into the new design. Some particular issues addressed include:</p> <ul style="list-style-type: none"> • Within this area there is no facility like the one that has been planned for Gortgonis Leisure facility, therefore offering the area a greater opportunity to participate and enjoy the activities and services that will be provided. • A wider range of activities and services will be on offer to sections of the community. • A marketing campaign will be used to reach all sections of the urban and rural Community including advertising, leaflet drops, social media etc to make everyone aware of what is on offer. • The re-developed facility will be an important part of the area and a facility which the local community can be proud of.
7. Maghera High School Site	<ul style="list-style-type: none"> • Jobs or Employment in Rural Areas • Rural Businesses 	The redevelopment of the Former Maghera High School Site has been designed to address the needs identified during the public consultation for the Local Economic Development Strategy and Community planning process. The scheme has been co-developed based on the key findings and

		<p>emerging priorities of the Mid Ulster Community Plan to date, with particular reference to the Economic Growth theme and the Local Economic Development Strategy “Our Plan for Growth”.</p> <p>This scheme will contribute to job creation and investment in the area through:</p> <ul style="list-style-type: none"> • Encouraging better and more diverse use of an existing vacant site. • Building a stronger and more competitive economy. • More people employed in a rural area. • More vibrant rural economy. • Supporting local economic regeneration. • Attracting investment to the region • Acting as a catalyst to develop key opportunity sites across Mid Ulster
8. Cemetery Management & Memorial Safety	N/A	<p>The policy is being introduced in order to make cemeteries and old burial grounds under the management of Mid Ulster District Council safe places to work in and for the public to visit. The sites are based throughout the District, including in rural areas. This policy will be implemented equally at all active cemeteries regardless of location.</p>
9. Moneymore Recreation Centre	<ul style="list-style-type: none"> • Rural Businesses • Health or Social Care Services in Rural Areas • Education or Training in Rural Areas 	<p>In relation to this project, questionnaires were completed, submitted and held on file & inputted into the new design. Feedback included:</p> <ul style="list-style-type: none"> • Information discussed & suggested at the meetings by different parties have been inputted into the new design. • Within this Rural area there is no facility like the one that has been refurbished, therefore offering the rural area a great opportunity to participate

		<p>and to enjoy the services we will be providing.</p> <ul style="list-style-type: none"> • A wider range of activities and Services will be on offer to all the parts of the community. • We will be vying to reach all sections of the Rural Community through advertising, leaflet drops, social media etc to make sure everyone is aware of the programmes, classes, schemes & services we will have on offer. • The new upgraded facility will be an important part of the rural area and a facility which the local community can be proud of.
10. Dual Language and Street Signage	<ul style="list-style-type: none"> • Rural Housing 	<p>Surveys completed in relation to the policy identified there is a social need to facilitate a process that accommodates requests from residents to have their street sign displayed in their chosen language as well as in English. No other specific social or economic need in rural areas was identified.</p>
11. Street Naming and Numbering Policy	<ul style="list-style-type: none"> • Rural Businesses • Rural Housing • Broadband or Mobile Communications in Rural Areas • Health or Social Care Services in Rural Areas • Rural Crime or Community Safety 	<p>Rural businesses and rural residents must have an identifiable postal address for their premises for ease in receiving deliveries and services which may assist with economic needs.</p> <p>However, this is a positive benefit which would have a similar effect for urban businesses and urban residents, therefore no relevant difference in relation to economic needs.</p>
12. Villages Programme	<ul style="list-style-type: none"> • Rural Development 	<p>The Village Renewal Scheme has been designed to address the needs identified during the public consultation period and to fully integrate with the Community planning process.</p> <p>The scheme has been co-developed based on the key findings and emerging priorities of the</p>

		<p>Mid Ulster Community Plan to date, with particular reference to the rural development theme and priorities within this. This scheme will contribute to building strong, inclusive and sustainable rural communities by supporting the following key issues through two-tiered strategic investment in settlement areas. This will include:</p> <ul style="list-style-type: none"> • Encouraging better and more diverse use of existing resources/property including vacant buildings • Encouraging the retention and development of essential services within the village • Supporting the development/upkeep of the natural and built heritage features • The development of safe walking routes/paths to support healthier lifestyles and link communities • Recreational and leisure facilities including provision of play or outdoor spaces • Physical/environmental improvements to encourage greater footfall/use of the village • Streetscape or environmental works building on the uniqueness and distinctiveness of each village • Build on the unique assets of each village as an economic and regeneration driver / develop niche villages e.g. based on tourism or a reputation for particular business strengths • Development of affordable accommodation in villages
13. Winter Maintenance Policy	<p>Page 103 of 256</p> <ul style="list-style-type: none"> • Infrastructure in Rural Areas 	<p>Due to the higher level of footfall in the 3 main towns of Cookstown, Dungannon and Magherafelt,</p>

		<p>facilities in these urban areas would be treated (if required) before progressing to the 2 other identified towns of Maghera & Coalisland. Maghera is the only rural town included in the Plan as it is an identified settlement with significant footfall and has a broad range of public facilities and services. This plan is implemented in line with the financial resources available.</p>
14. PEACE IV Capital Project	<ul style="list-style-type: none"> • Health and Wellbeing • Deprivation in Rural Areas • Community Safety • Rural Development 	<p>Mid Ulster District Council has considered the need for providing and investing in shared quality open spaces in our rural villages. Six have been identified across Mid Ulster. This is part of a wider programme of investment in all our 50 villages through Council PEACE and Rural Development funding. All rural villages are receiving investment between £40,000 and £250,000 through co-design with local communities and as part of community planning and local participation.</p>
15. Outdoor Recreation Strategy	<ul style="list-style-type: none"> • Rural Development 	<p>Information gathered through public consultation included the following:</p> <ul style="list-style-type: none"> • Initial user group meeting and the completed questionnaires has influenced the final strategy. • Information discussed and suggested at consultations have all been noted and inputted into the final consultation. • The strategy will provide a greater range of opportunities for people living in the rural area. • Within the strategy a wider range of outdoor recreation opportunities will be provided for the community

		<ul style="list-style-type: none"> Information discussed & suggested at the meetings by different groups have been noted & inputted into the final strategy
16. Parks and Play Strategy	<ul style="list-style-type: none"> Rural Development 	<p>Information/comments gathered in the consultation process have influenced the final strategy. This includes:</p> <ul style="list-style-type: none"> Surveys completed via SurveyMonkey have been used to input into the final strategy. Information gathered through public consultation. Informal user group meeting, via email, telephone, etc. Questionnaires have been held on file and used in the final strategy. Information discussed and suggested at consultations has been noted and inputted into the final strategy. The strategy will offer a greater range of opportunities for people living in the rural area. Within the strategy a wider range of outdoor recreation opportunities and services will be on offer to sections of the community.
17. Villages Spruce Up Scheme	<ul style="list-style-type: none"> Rural Businesses 	<p>The scheme will contribute to building strong, inclusive and sustainable rural communities by supporting the following:</p> <ul style="list-style-type: none"> Encourage better and more efficient use of existing commercial properties including vacant properties Encourage retention and development of essential services within villages Support the development/upkeep of the

		natural and built heritage features <ul style="list-style-type: none"> • Improvements to external and/or internal of commercial properties • Improve the aesthetics of the villages • Encourage rural businesses to invest in their properties
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NOTES

1. This information should normally be contained in section 1B of the RNIA Template completed in respect of the activity.
2. This information should normally be contained in section 2D of the RNIA Template completed in respect of the activity.
3. The information contained in sections 3D, 4A & 5B of the RNIA Template should be considered when completing this section.

Report on	Council Meetings: August
Date of Meeting	Thurs 6 th June 2019
Reporting Officer	P Moffett, Head of Democratic Services
Contact Officer	P Moffett, Head of Democratic Services

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 continuing business need to convene full Council in August each year to transact business.
2.0	Background
2.1	The Council at its first meeting held on Monday 20 th May 2019 approved a schedule of meetings for the period 2019-2020, commencing June. The schedule was, however approved subject to Policy & Resources Committee providing consideration to the business need for a meeting in August in each year, going forward.
2.2	The Council, during its 2015-2019 term, held Council meetings in July and August opting not to go into a summer recess, with only a Planning Committee being convened on the first week of the month. The other committees Policy & Resources, Development and Environment do not meet in August.
3.0	Main Report
3.1	Although Mid Ulster Council during its first term resolved not to take a summer recess for council meetings, it was agreed that the continued business need of this practice be reconsidered.
3.2	The legacy councils of Cookstown, Dungannon & South Tyrone and Magherafelt traditionally took a one month recess in either July or August, where no council meetings were held.
3.3	Throughout the 2015-2019 term of the council, business transacted in August was limited to receiving (i) minutes of Planning Committee; (ii) routine monthly reports brought before council; and (iii) any other business as identified. On a review of the business transacted it has been identified that routine monthly reports and the other business as identified, as referred, was not essential business and could wait until the September round of committees and/or September council for it to be considered.
3.4	Additionally, Planning Committee has delegated authority on development management matters (planning application determinations) and, as such, minutes of this meeting held on first Tuesday of the month do not require adoption by Council before action can be taken on planning applications determined. August Planning Committee minutes can therefore be brought to September Council for their adoption.

4.0	Other Considerations
4.1	Financial, Human Resources & Risk Implications
	Financial: not applicable
	Human: not applicable
	Risk Management: not applicable
4.2	Screening & Impact Assessments
	Equality & Good Relations Implications: not applicable
	Rural Needs Implications: not applicable
5.0	Recommendation(s)
5.1	That the council does not convene a meeting in the month of August and should consider going into a summer recess following the Planning Committee meeting held on the first Tuesday of that month.
6.0	Documents Attached & References
	None

Report on	Establishment of Cllr Working Group: Outside Bodies
Date of Meeting	Thurs 6 th June 2019
Reporting Officer	P Moffett, Head of Democratic Services
Contact Officer	P Moffett, Head of Democratic Services

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 and make arrangements for the establishment/convening of a Working Group of Councillors to review Council representation on a series of 'outside bodies' and forums established from within the Council.								
2.0	Background								
2.1	The council has Councillor representation on a series of 'outside bodies' and forums established from within the council across the Mid Ulster district. Party Nominating Officers at the council's annual meeting of Monday 20 th May 2019 confirmed outside body representation.								
2.2	It was further agreed, at the council's annual meeting, that now the Council was in its second term, an opportunity should be taken to corporately review council representation on the series of outside bodies it sends representation to.								
3.0	Main Report								
3.1	The council provides councillor representation to 45 plus outside bodies and forums established from within the council, details for which and the organisations are accessible from the website at https://mid-ulster.cmis-ni.org/midulster/OutsideBodies.aspx								
3.2	<p>Membership - proposed that the Working Group be made up of 5 Councillors drawn from the Policy & Resources Committee, with representation determined on a basis of the council's d'Hondt calculation following the 2019 local election. Membership would therefore be on the basis of the following, with Party substitutes from the Committee should any of the nominated members be unable to attend:</p> <table border="1"> <tr> <td>SF</td><td>2 Cllrs</td></tr> <tr> <td>DUP</td><td>1 Cllr</td></tr> <tr> <td>SDLP</td><td>1 Cllr</td></tr> <tr> <td>UUP</td><td>1 Cllr</td></tr> </table>	SF	2 Cllrs	DUP	1 Cllr	SDLP	1 Cllr	UUP	1 Cllr
SF	2 Cllrs								
DUP	1 Cllr								
SDLP	1 Cllr								
UUP	1 Cllr								
3.3	Consideration may be given to convening a working group of 10 members.								

3.4	<p>Working Group Remit - proposed that the scope and remit of the Working Group extend to:</p> <ul style="list-style-type: none"> • Confirming the purpose of the outside body to which Council has representation • Reviewing the need to have representatives on it • Confirming the required role for councillors on each of the bodies • Confirming the status of the councillors on the bodies (i.e. as directors or other) • Identifying if bodies still require council representation • An assessment on the continuing need for representation • An assessment on the continuing need for those bodies and forums established by Council • Any other matter as determined by Policy & Resources Committee
3.5	A terms of reference encompassing the purpose and remit of the working group as set out in 3.3 above shall be developed and presented to the first meeting of the group. The Working Group will be facilitated, and led from within the Chief Executive's Section.
4.0	Other Considerations
4.1	Financial, Human Resources & Risk Implications
	Financial: not applicable
	Human: not applicable
	Risk Management: not applicable
4.2	Screening & Impact Assessments
	Equality & Good Relations Implications: not applicable
	Rural Needs Implications: not applicable
5.0	Recommendation(s)
5.1	That the committee recommends to Council that a Working Group of Councillors drawn from the Policy & Resources committee be convened to review Council representation on outside bodies.
6.0	Documents Attached & References
	Appendix A – List of Outside Bodies Receiving Council Representation

Appendix A: List of Outside Bodies Receiving Council Representation

A

Agewell Partnership, Magherafelt

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B

Burnavon Arts & Cultural Centre, Cookstown

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C

Caledon Regeneration Partnership
CDM Community Transport and Out & About
Coalisland and District Development Association
Coalisland and Dungannon Neighbourhood Renewal Partnership
Coalisland Town Centre Forum
Community Organisations of South Tyrone and Areas
Cookstown and District Town Twinning Committee
Cookstown Town Centre Forum

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D

Drainage Council
Dungannon Enterprise Centre
Dungannon Regeneration Partnership

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F

Flavour of Tyrone

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I

ICBAN

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L

Local Government Forum: Northern Commissioning Group, HSCB
Lough Neagh Partnership Board

M

[Maghera Town Centre Forum](#)
[Magherafelt Town Centre Forum](#)
[Mid Ulster Community Plan](#)
[Mid Ulster Policing & Community Safety Partnership](#)
[Mid Ulster Rural Development Local Action Group](#)

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N

[National Association of Councillors \(NI\)](#)
[NI Housing Council](#)
[NI Local Government Association \(NILGA\)](#)
[NI Local Government Association \(NILGA\) Regional Elected Member Development Group](#)
[NI Local Government Association \(NILGA\): Member Network - Community Planning](#)
[NI Local Government Association \(NILGA\): Member Network - Planning](#)
[Northern Ireland Amenity Council](#)
[Northern Ireland Local Government Traveller Partnership](#)

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P

[Partnership Panel for NI](#)
[PEACE Partnership](#)

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R

[Reserve & Cadets Association for NI](#)

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S

[Shopmobility Mid Ulster](#)
[Somme Association \(Somme Advisory Council\)](#)
[South Tyrone Hospital Community Forum](#)
[Southern Child Care Partnership](#)
[Sustainable Communities & Demographics Working Group of the Northern Ireland Strategic Migration Partnership](#)

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T

[The Heart of Ancient Ulster Landscape Partnership Scheme \(THoAULP\)](#)
[The Honourable The Irish Society: Advisory Committee](#)
[Tullyvar Joint Committee](#)

W

[William Carleton Summer School](#)
[Workspace, Draperstown](#)

Report on	Lease and Licence of Lands situated at Glenone Wood, Portglenone from DAERA/Forest Service
Date of Meeting	6 th June 2019
Reporting Officer	Claire McNally, Council Solicitor
Contact Officer	Nigel Hill

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 seek Members' approval to enter into the lease and licence with DAERA/Forest Service ("FS") in relation to lands situated at Glenone Wood, Portglenone ("the Lands").
2.0	Background
2.1	The Council and DAERA/FS aim to work together in relation to the provision of recreational facilities within forestry lands as a platform to create social recreational tourism and economic benefits for the Council area. To this extent, a Memorandum of Understanding ("MoU") between the parties was approved by Council on 30 th June 2016 in order to determine the scope, limits and practical workings of the collaborative partnership between the Council and DAERA/FS in this regard.
2.2	The Council has entered into 20 year Licenses which are site specific with DAERA/FS in order to manage the recreational use of a number of forests within the district. Some of the proposed projects and development opportunities within a number of the forests, have led to DAERA/FS requiring that the Council enter into Lease and Licence Agreements.
2.3	The importance of the forests in providing doorstep opportunities for the local community and consequently the direct benefits that this brings in terms of improvements in health and well-being, social capital and protection of the resource cannot be underestimated. It is essential that moving forward local communities are 'bought in' to the future development of the forests in their area and many of these proposals have been captured through the community planning process and are referenced in the draft Mid Ulster District Council Outdoor Recreation Strategy.
2.4	The proposed future development of the Lands at Glenone Wood include; the provision of new signage at Glenone Wood and Coarse Angling Facility; the

	creation of an excellent visitor welcome, information and directional way marking; the development of a looped multi-use trail suitable for walkers, family cyclists and users with limited mobility within the Lands. In relation to the latter, this would focus on upgrading the existing trail within the forest and along the riverside path. Current developments to upgrade and increase the number of fishing stands at the Lands and a public path for walkers and cyclists, linking Glenone Wood to Bann Bridge along the river bank have already been initiated by the Council.
2.5	Approval in principle was obtained from Council in February 2019 for the establishment of Lease and Licence Agreements with DAERA/FS in respect of the Lands, with an understanding that the agreements and rental amount would come back through this Committee.
3.0	Main Report
3.1	Prior to any planned development proposed for the Lands, the Council will be required to enter into Lease and Licence Agreements with DAERA/FS for specific parcels of land that are subject of said opportunities.
3.2	The Lease is included at Appendix 1 and comprises of similar terms as other DAERA/FS leases of a similar nature, including the following:- <ul style="list-style-type: none"> • Term of 20 years; • Rental value of £500 per annum – confirmed by LPS to be in line with market rental value; • 5 yearly rent reviews linked to market rent (upwards only).
3.3	The Licence is included at Appendix 2.
4.0	Other Considerations
4.1	Financial, Human Resources & Risk Implications
	Financial: The Council will be responsible for costs to include: the annual rent; providing and maintaining land boundaries; insurance; and the inspection/examination of trees and subsequent costs of remedial works as required.
	Human: Officers' time in completing the Project and ongoing maintenance.
	Risk Management: N/A
4.2	Screening & Impact Assessments
	Equality & Good Relations Implications: N/A

	Rural Needs Implications: N/A
5.0	Recommendation(s)
5.1	<p>That Members approve that:-</p> <ul style="list-style-type: none"> i. The Council enters in to the 20 year Lease Agreement with DAERA/FS in respect of Lands situated at Glenone Wood on the terms enclosed, with the annual rental amount of £500 per annum; and ii. The Council enters into a Licence with DAERA/FS in respect of Lands situated at Glenone Wood on the terms enclosed.
6.0	Documents Attached & References
6.1	<p>Appendix 1 – Glenone Wood 20 year Lease and Lease Map</p> <p>Appendix 2 – Glenone Wood 20 year Licence and Licence Maps</p>

Dated this day of 2019

**THE DEPARTMENT OF AGRICULTURE
ENVIRONMENT AND RURAL AFFAIRS**

AND

MID ULSTER DISTRICT COUNCIL

20 YEAR LEASE GLENONE WOOD

**THE SOLICITOR
DEPARTMENT OF FINANCE & PERSONNEL
DEPARTMENTAL SOLICITOR'S OFFICE
3RD FLOOR CENTRE HOUSE
79 CHICHESTER STREET
BELFAST**

LAND REGISTRY

FOLIO NO 16167 COUNTY LONDONDERRY

**REGISTERED OWNER: DEPARTMENT OF AGRICULTURE AND RURAL
DEVELOPMENT**

THIS LEASE dated the day of 2019 and made between THE DEPARTMENT OF AGRICULTURE ENVIRONMENT AND RURAL AFFAIRS of Dundonald House, Upper Newtownards Road, Belfast (hereinafter called “the Lessor” which expression shall where the context so admits include its successors in title) of the one part and MID ULSTER DISTRICT COUNCIL of Burn Road Cookstown BT80 8DT (hereinafter called “the Lessee” which expression shall where the context so admits include its successors and permitted assigns) of the other part

WITNESSETH as follows:-

1. By virtue of the provisions of the Departments Act (NI) 2016 and the Departments (Transfer and Assignment of Functions) Order (NI) 2016 the Lessor is the successor in title to the above named Registered Owner in respect of the lands comprised in Folio No 16167 County Londonderry
2. In consideration of the rent and covenants hereinafter reserved and contained the Lessor hereby demises unto the Lessee ALL THAT the lands described in the First Schedule hereto (hereinafter referred to as “the demised premises” which said lands are part of the lands comprised in the aforesaid Folio) TOGETHER WITH the benefit of the easements rights and privileges set forth in the Second Schedule hereto (“the Rights”) EXCEPTING AND RESERVING unto the Lessor and all other persons authorised by the Lessor the Exceptions and Reservations contained in the Third Schedule hereto

TO HOLD the same together with the Rights and excepting and reserving as aforesaid unto the Lessee for a term (hereinafter called "the term") of twenty years from 1st May 2019

YIELDING AND PAYING therefore unto the Lessor yearly in advance on the anniversary of the date of commencement of these presents without any deduction the yearly rent of £500 subject to clause 3(25) hereof the first payment to be made within one month from the date of commencement of these presents and in respect each successive period of five years of the said term such a rent not being less than the rent payable for the immediately preceding period of 5 years as shall be agreed in accordance with the provisions for review set out in the Fourth Schedule hereto such revised yearly rent to be paid annually in advance in the same manner as the initial rent hereby reserved

3. The Lessee to the intent that the obligations may continue throughout the term hereby covenants with the Lessor as follows that is to say:-

- (1) To pay the reserved rent
- (2) To maintain and keep the demised premises including all structures and buildings erected thereon and the fixtures and fittings therein in good and substantial repair and condition and to replace where necessary at the Lessee's sole cost the structures and buildings on the demised premises the conducting media serving the demised premises and fixtures and fittings therein ensuring that the demised premises are at all times kept secure the Lessee to be responsible for the provision of any security measures required in respect of same
- (3) Not to use the demised premises for any purpose other than for the development operation management and maintenance of a public recreation facility at Glenone

Wood with associated car parking, visitor vehicular access, buildings, trees and woodland area, toilets and trails and associated recreation facilities including fishing stands on the River Bann as well as related utilities and services which permitted use shall include the promotion of recreation activities on the demised premises and specific events promoted by the Lessee from time to time

- (4) (a) To pay and to indemnify the Lessor against all rates taxes duties charges assessments impositions and outgoings whatsoever of an annual or recurring nature whether parliamentary parochial local or of any other description which are now or may at any time hereafter be taxed assessed charged or imposed upon or payable in respect of the demised premises or on the owner or occupier in respect thereof except only such as the owner of the leasehold reversion is by law bound to pay notwithstanding any contract to the contrary
- (b) VAT (or any tax of a similar nature which may be substituted for it or levied in addition to it) will be chargeable in respect of any payment made by the Lessee under any of the terms of or in connection with the lease or in respect of any payment made by the Lessor where the Lessee agrees in this lease to reimburse the Lessor for such payment
- (5) From the date of this Lease to comply with all Legislation where 'Legislation' means any statute or order in council or any order, instrument, rule or regulation made under them, or any notice or order issued by a government department, the Northern Ireland Assembly, the legislative making institutions of the European Union, minister, Secretary of State for Northern Ireland or local public regulatory or other authority for the time being in force in relation to the demised premises and permitted access route including all relevant requirements regarding health and safety and environmental matters including the provision and maintenance of

fire prevention and fire-fighting equipment (within the buildings and elsewhere on the demised premises) and do and execute or cause to be done and executed all such works acts deed matters and things as under or by virtue thereof are or shall be properly directed or necessary to be done or executed upon or in respect of the demised premises and permitted access route or any part thereof whether by the owner Lessor Lessee or occupier and at all times to keep the Lessor indemnified against all claims demands and liability in respect thereof

- (6) At the expiration or sooner determination of the term quietly to yield up unto the Lessor the demised premises together with any improvements made thereto in such state and condition as shall in all respects be consistent with the full and due performance by the Lessee of the covenants herein contained including the observance by the Lessee of the repair obligation herein contained at clause 3(2) above
- (7) (a) To regularly and without prejudice to the generality of the foregoing following extreme weather conditions such as flooding and storms using professionally competent personnel inspect the condition of trees that have the potential to impact on the Lessee's use of the demised premises and permitted access route such inspection to include an assessment of the scale of the risk and timing of remedial measures and the Lessee acknowledges that it has entered into this Lease solely on the basis of having completed an examination of tree safety prior to the date of this Lease and after considering the terms of this Lease and not in reliance upon any representations whether written or implied made by or on behalf of the Lessor
- (b) To carry out any remedial works assessed as necessary as a result of such inspection or examination such remedial works to be carried out by the Lessee

at the Lessee's sole cost with the prior consent of the Lessor (such consent not to be unreasonably withheld or delayed) provided that the Lessee may take immediate steps, without the Lessor's consent, to clear fallen trees and debris from the demised premises and permitted access route in the case of any emergency or health and safety situation where such debris is not of a scale associated with a Force Majeure incident in which case clause 7 hereof shall apply

- (c) In situations where the Lessee perceives that there may be an immediate health and safety risk from hazardous trees the Lessee should take appropriate actions e.g. suspend public access in that particular area and carry out any necessary remedial works at the Lessee's sole cost
- (8) (a) To manage the woodland and trees within the demised premises in line with both parties' statutory obligations including the Lessor's statutory obligations under the Forestry Act (Northern Ireland) 2010
- (b) to maintain a woodland management plan approved by the Lessor in the form attached hereto in Annex 2 ("the Woodland Management Plan"). If demanded the Lessee will pay the Lessor the value of timber felled and sold from the demised premises.
- (c) to ensure that any landscaping on the demised premises is in keeping with the surrounding woodland environment and all requisite statutory consents
- (9) To permit the Lessor or its agents or such workmen as may be authorised by him at all convenient hours in the daytime on reasonable notice to enter into and upon the demised premises and every part thereof to examine the state of repair and condition of the demised premises and within three months or sooner if requisite after notice in writing to the Lessee of all defects and wants or reparation that are

the responsibility of the Lessee in accordance with clause 3(2) above found on such examination shall have been given or left at the demised premises to repair and make good the same according to such notice and the covenants in that behalf hereinbefore contained and in case the Lessee shall make default in so doing it shall be lawful for the workmen or others to be employed by the Lessor to enter upon the demised premises and repair and restore the same and to pay the Lessor the cost of so doing and all expenses incurred by the Lessor within 28 days of written demand

- (10) To pay to the Lessor all reasonable costs charges and expenses which may be incurred by the Lessor in abating any nuisance connected with the Lessee's use of the demised premises and executing all such works as may be necessary for abating nuisance on the demised premises in obedience to a notice served by a local or public authority
- (11) To pay to the Lessor all reasonable and proper costs charges and expenses (including reasonable legal costs and fees payable to a surveyor) which may be incurred by the Lessor in or in contemplation of any proceedings under Section 14 of the Conveyancing Act 1881
- (12) The Lessee must ensure that any operatives employed by it or by any contractor or sub contractor employed by it to carryout works including the removal or pruning of trees, and application of herbicides, and pesticides, to the demised premises and permitted access route and environs hold the appropriate and necessary qualifications required to carry out such works
- (13) The Lessee shall not remove any trees from the demised premises and permitted access route and environs without the prior written consent of the Lessor (not to be unreasonably withheld or delayed) excepting those trees identified in the

agreed Woodland Management Plan as per Clause 3(8)(b) or those requiring removal for health and safety reasons as per Clause 3(7)(b)

- (14) (a) Not without the consent in writing of the Lessor first obtained nor except in accordance with plans and specifications previously submitted in duplicate to and approved by the Lessor (but so that such written consent and approval of plans and specifications shall not be unreasonably withheld or delayed) nor except to the reasonable satisfaction of the Lessor nor without obtaining and complying with all necessary statutory consents to make any alteration to the demised premises including for the avoidance of doubt the removal of any existing buildings the erection of any new or additional buildings or structures on the demised premises and the renovation of any existing buildings unless for the purpose of making good any defect therein required by the Lessor nor to do or suffer in or upon the demised premises any wilful or voluntary waste or spoil. **PROVIDED ALWAYS** that it may be a condition of any consent required under the provisions of this clause that the Lessee shall pay the costs and expenses reasonably incurred by the Lessor in relation to the granting of such consent
- (b) Without prejudice to the generality of clause 3(14)(a) not to make any alterations or additions to any electrical installations on the demised premises without the prior consent of the Lessor (not to be unreasonably withheld or delayed) and to carry out any such works for which consent is granted in accordance with the terms and conditions of the Institute of Electrical Engineers (or such equivalent body as the case might be during the term of the Lease) and all Northern Ireland Electricity Regulations (or such equivalent body as the case might be during the term of the Lease)

- (15) Not at any time to use the demised premises or any part thereof or permit or suffer the same to be used for any illegal or immoral purpose
- (16) To take account of other activities on the Lessor's lands adjoining the demised premises ("the adjoining lands") including such rights as shooting, fishing and public access and to communicate and inform all servants agents licensees and invitees of the Lessee or any person on or at demised premises and permitted access route with the Lessee's actual or implied authority of such forestry and recreational activities and to plan operate manage and maintain the health and safety management of demised premises and permitted access route in accordance therewith
- (17) (a) To effect and maintain employer's liability and public liability insurance for a minimum sum of £10,000,000 (ten million pounds) or as otherwise revised by the Lessor in relation to any one occurrence with a reputable UK insurance company and to furnish to the Lessor when requested evidence of the existence of such policy together with copies of all renewal notices or endorsements affecting same
- (b) To insure any buildings on the demised premises in their full reinstatement value with a reputable UK based insurance company against the usual insured risks to include loss or damage by fire, lightning, explosion (including that of boilers and heating apparatus but other than by reason of terrorist activity) aircraft (other than hostile aircraft) and other aerial devices and articles dropped therefrom, heave and subsidence, land slip, earthquake, storm, tempest, bursting or overflowing of water tanks, apparatus or pipes, flood, impact by road vehicles malicious damage and (if available at reasonable

economic premium) riot, civil commotion together with any other reasonably foreseeable risks ("Insured Risks")

- (c) In the event of the buildings on the demised premises being destroyed or damaged by an Insured Risk or an event giving rise to a claim for compensation under the Criminal Damage (Northern Ireland) Order 1977 ("1977 Order"), then save to the extent that the insurance proceeds or compensation monies are irrecoverable due to a negligent act default or omission of the Lessor its servants or agents in relation to its exercise of rights reserved to the Lessor over the demised premises or its activities on adjoining lands then the Lessee shall apply for and use all reasonable endeavours to obtain all planning permissions building regulations consents and other consents and licences required to enable the Lessee to repair and reinstate the buildings on the demised premises ("the Permissions") as soon as possible and shall apply all insurance and compensation money received in repairing and reinstating the buildings on the demised premises as soon as the Permissions have been received or immediately where no Permissions are required making up any deficiency in such insurance and compensation out of its own monies and to carry out the works of repair reinstatement or replacement in a good and workmanlike manner in accordance with good building practice and using good quality materials and in accordance with all necessary statutory consents and the requirements of statute any statutory orders and regulations made under or deriving validity from them and codes of practice of local authorities and competent authorities affecting such reinstatement works, bye-laws, any local Act, the Fire Officer and any applicable supranational legislation or directions and the requirement of any

relevant British standards institution standards and codes of practice applicable at the time that such reinstatement is commenced

(d) The Lessee need not reinstate any buildings agreed for removal with the Lessor under Clause 3(14)(a) or under Clause 3(17)(c) as appropriate while prevented by any of the following:

(i) failure by the Lessee to obtain the Permissions despite using all reasonable endeavours;

(ii) the grant of any of the Permissions subject to a lawful condition with which it would be unreasonable to expect the Lessee to comply with or the planning or highway authority's insistence that as a pre-condition to obtaining any of the Permissions the Lessee must enter into an agreement with the planning or highway authority that would contain a term with which it would be unreasonable to expect the Lessee to comply;

(iii) some defect in the site upon which the reinstatement is to take place so that it could not be undertaken or undertaken only at excessive cost which is unreasonable in the circumstances;

(iv) war act of God government action strike lock-out or any other similar circumstances beyond the control of the Lessor or the Lessee

(e) If the buildings or any erections on the demised premises shall suffer total or substantial damage or destruction by an Insured Risk or an event giving rise to a claim for compensation under the 1977 Order the Lessee shall use all reasonable endeavours to repair and reinstate the buildings or any erections on the demised premises within a period of 24 months from the date of such damage or destruction provided that if clause 3(17)(d) applies or the substantial damage or destruction is caused by a risk which is not an Insured

Risk and for which compensation monies under the 1977 Order are not payable or the insurance proceeds or compensation monies are irrecoverable due to a negligent act default or omission of the Lessor it's servants or agents in relation to its exercise of rights reserved to the Lessor over the demised premises or its activities on adjoining lands then the Lessee or the Lessor shall subject to the Lessee first removing all damaged or destroyed buildings from the demised premises (but such removal shall not require the removal of foundations or services laid beneath the ground which will be made safe by the Lessee) become entitled at any time thereafter to determine this Lease on giving the other party not less than four weeks prior written notice and on the expiration of such notice the term will immediately cease and determine but without prejudice to any rights or remedies that may have accrued to either party against the other in respect of any breach of covenant or other term of this Lease

- (18) (a) To the extent permitted by law the Lessor shall not be responsible for any damage or injury to any person or persons or property on the demised premises and permitted access route occasioned by fire storm tempest flooding lightning explosion or any other cause attributable to any defect or want of repair and the Lessee will effectually indemnify and keep indemnified the Lessor with respect to all or any such damage or injury
- (b) To keep the Lessor fully indemnified from and against all actions, proceedings, claims, demands, losses, costs, expenses, damages and liability arising directly or indirectly from:
- (i) breach by the Lessee of any of the provisions of this Lease or

- (ii) the use of the demised premises and any access thereto during the term hereof by the Lessee or any person on the demised premises and any access thereto with its actual or implied authority or
 - (iii) any act, neglect or default by the Lessee or any person on the demised premises and any access thereto with its actual or implied authority
- (19) To be responsible at all times during the term of the Lease for implementing any health and safety measures required in respect of the demised premises and the rights granted in relation thereto including the use of the access thereto and to comply with all health and safety regulations and legislation
- (20) To provide during the term of this Lease an annual report to the Lessor containing evidence of the inspection of the demised premises and the permitted access route to ensure compliance with all relevant Health and Safety requirements along with details of any maintenance, repair and replacement carried out to equipment installed thereon and the demised premises in general and information regarding any visitor surveys carried out by the Lessee thereon and within three months or sooner if requisite after notice in writing to the Lessee of all defects and wants or reparation found on receipt of such a report shall have been given or left at the demised premises to make good the same according to such notice and the covenants in that behalf hereinbefore contained and in case the Lessee shall make default in so doing it shall be lawful for the workmen or others to be employed by the Lessor to enter upon the demised premises to make good and to pay the Lessor the cost of so doing and all expenses incurred by the Lessor within 28 days of written demand
- (21) To permit the Lessor or his agents or workmen and the lessees and occupiers of any adjoining or neighbouring property now or at any time hereafter belonging to

the Lessor at all convenient hours in the daytime on reasonable notice being given to enter upon the demised premises for matters associated with the Lessor's statutory duties

- (22) Not to affix erect attach or exhibit or permit or suffer so to be upon any part of the demised premises and permitted access route any placard poster or notice other than appropriate signage relating to the purposes referred to in clause 3(3) and of a style compatible with the Lessor's forestry objectives and overall forestry environment
- (23) Generally not to do or permit or suffer to be done upon or in connection with the demised premises and permitted access route anything which shall be or tend to be a nuisance or cause of damage to the Lessor or to any adjoining or neighbouring property of the Lessor, owner or occupier thereof
- (24) To assume all responsibilities relating to the collection and removal of litter, including dog foul, from the demised premises, and to provide adequate litter receptacles on the demised premises throughout the term of this lease.
- (25) Save for occasional event licences not to assign or sub-let or part with or share possession of all or any part of the demised premises without the prior written consent of the Lessor (not to be unreasonably withheld or delayed) and in the event of the Lessee approaching the Lessor for its consent to create a licence or sublease permitting some other party to use the demised premises or any part thereof the parties hereby agree that the Lessor shall in such circumstances be entitled to part of any consideration payable to the Lessee as a result of any tender procurement competition such portion of said consideration to be assessed by Land and Property Services or its equivalent at the relevant point in time and in the absence of a tender procurement competition the parties agree to take advice

from Land and Property Services on the value of the use of the asset and the apportionment of value to the Lessor and Lessee

(26) Not to mortgage or charge the demised premises

(27) To comply with The Forestry Land Byelaws (NI) 2013 and any other bye-laws for the time being in force during the term of this Lease

(28) To observe all biosecurity measures for Glenone Wood, which the Lessor makes from time to time, provided the Lessee or its appointed representative receives written notification of same

(29) To be responsible for the management and maintenance of the permitted vehicular access infrastructure on a user basis

4. The Lessor hereby covenants with the Lessee as follows:-

(1) That the Lessee paying the said yearly rent hereby reserved and observing and performing the covenants conditions and agreements hereinbefore contained on the Lessee's part to be observed and performed shall and may quietly enjoy the demised premises during the term without any interruption by the Lessor

5. **PROVIDED ALWAYS AND IT IS HEREBY AGREED** that these presents are made upon the following express conditions:

(1) If the said rent or any part thereof shall be unpaid for twenty-one days after any of the days hereinbefore appointed for payment thereof whether the same shall have been lawfully demanded or not or if any covenant on the Lessee's part therein contained shall not be performed or observed and the Lessee having been notified in writing by the Lessor of the breach does not remedy the breach within a period of 3 calendar months from the date of the notice or such other longer or shorter

period of time that the circumstances require and as shall be agreed by the Lessor or if the Lessee shall be wound up then and in any of the said cases and thenceforth it shall be lawful for the Lessor or any person or persons duly authorised by the Lessor in that behalf into or upon the demised premises or any part thereof in the name of the whole to re-enter and the same to repossess and enjoy as if these presents had not been made without prejudice to any right of action or remedy of the Lessor in respect of any antecedent breach of any of the covenants by the Lessee herein contained

- (2) That nothing in these presents shall operate or prevent the Lessor from dealing with its adjoining or adjacent premises as it may desire or from erecting or suffering to be erected on such adjoining or adjacent premises any building whatsoever whether such building shall or shall not affect the demised premises
- (3) The Lessee may not determine this Lease before 1st May 2029. After the Lessee may determine this Lease on the sole ground that it is no longer in its statutory interest to continue to operate the permitted user on the demised premises on condition that:
 - (a) the Lessee gives the Lessor not less than 12 months' prior written notice of the date of determination
 - (b) the Lessee gives clear evidence to the Lessor that the Lessee has completed all due process relating to the funding for the demised premises and that it has considered all competing priorities in the relevant area before deciding that it is no longer in the public interest to continue to use the demised premises
 - (c) the Lessee 9 months prior to the date of determination of the Lease publishes fully and communicates to the public the Lessee's decision to terminate public use of the demised premises in such manner as the Lessor reasonably requires

- (d) the Lessee at the date of the determination observes all the obligations contained in this Lease (including without prejudice to the generality of the foregoing clause 2(6) regarding reinstatement of the Lands)
- (e) on the date of determination in accordance with this clause the Lease shall terminate immediately but without prejudice to any rights or remedies which may have accrued to either party hereto
- (4) For the purposes of interpretation the masculine shall include the feminine and vice versa and the singular shall include the plural and vice versa and if more than one Lessee they shall hold as joint Lessees and be jointly and severally liable under the covenants herein contained
6. Nothing herein contained shall by implication of law or otherwise operate to confer on the Lessee any easement right or privilege whatsoever over or against any adjoining or other property belonging to the Lessor (whether forming part of the property aforesaid or not) which might restrict or prejudicially affect the future rebuilding alteration or development of such adjoining or other property nor shall the Lessee be entitled to compensation for any damage or disturbance caused by or suffered through any such rebuilding alteration or development
7. The parties hereto acknowledge and agree that this Lease will not restrict the core functions or activities of the Lessor or Lessee or require the Lessor or Lessee to take any action which would be beyond its statutory powers or in breach of government or local government policy or of government or local government accounting procedures

FIRST SCHEDULE

DEMISED PREMISES

ALL THAT AND THOSE the portions of the hereditaments and premises forming part of Glenone Wood shown hatched red on the map attached hereto (Annex 1)

SECOND SCHEDULE

(Easements Rights and Privileges)

1. Full and free right and liberty at any time hereafter at convenient times and following service on the Lessor of reasonable prior written notice (except in the case of emergency) to enter upon any adjoining and neighbouring property of the Lessor to view the state of condition of and to execute any necessary works and repairs to the demised premises which would not otherwise be reasonably practicable subject to the Lessee making good all damage and disturbance thereby caused to the reasonable satisfaction of the Lessor
2. Full and free right and liberty to manage replace in the same location and maintain utility services that serve the demised premises together in connection therewith making good all damage and disturbance thereby caused to the reasonable satisfaction of the Lessor in so far as is applicable to the services now laid the free passage of water, soil, electricity and any other connected utility service from the demised premises through all channels drains and sewers existing upon or under (either in whole or in part) the adjoining lands or neighbouring lands or buildings owned by the Lessor on the date of this Lease
3. Full right and liberty for the Lessee and all persons authorised by the Lessee in common with the Lessor to pass and repass at all times and for all purposes with or without

vehicles over and along the roadway shown coloured brown on the said map attached hereto (“the permitted access route”) (Annex 1)

THIRD SCHEDULE

(Exceptions and Reservations)

1. The right to enter on to the demised premises for all purposes to enable the Lessor to carry out its own business provided always that if the Lessor causes any damage to the demised premises (including the contents of any building on the demised premises) it shall repair same at its own expense or at its option may pay reasonable compensation for such damage
2. The right at any time to alter or add to any adjoining or neighbouring premises notwithstanding the effect same will have on the demised premises
3. The right to withdraw permission to enjoy access to the demised premises where it is expedient in view of the Lessor observing its wider government obligations (for as long as the Lessor remains a government department or other body with statutory responsibility for exercising the forestry function currently exercised by the Lessor) provided always that the Lessor shall except in the case of emergency give notice to the Lessee at least 48 hours before such closure and shall post notices on the demised premises giving reasons for such closure
4. All sporting and mineral rights (if any) pertaining to the demised premises
5. Full right and liberty for the Lessor its servants agents and licensees at all times and for all purposes (but in the case of buildings situate on the demised premises only upon giving reasonable prior notice) to have access to the demised premises to ensure that the Lessee is performing its obligations under the Lease or to enable the Lessor to deal with any emergency situation (e.g. a fire or storm) in relation to the Lessor’s adjoining lands

6. The free passage of water and soil from any adjoining or neighbouring lands or buildings now or formerly the property of the Lessor through all channels drains and sewers upon or under the demised premises

FOURTH SCHEDULE

(Rent Review)

1. The yearly rent hereby reserved may be reviewed on 1st May 2024 and thereafter on the 1st May in the Fifth year of each subsequent quinquennial period of the term at the option of the Lessor by the service of not less than 6 months notice in writing on the Lessee of intention to review the rent with effect from 1st May ("the Review Date") in the review year
2. If agreement between the parties as to the amount of the reviewed rent is not reached at least 2 months before the Review Date the reviewed rent shall be such sum as is certified in writing by a valuer from Land and Property Services (or such body as Land and Property Services are known at the relevant time in the Lease) as the fair market rent of the demised premises
3. The following matters shall be disregarded by the valuer in his assessment of the fair market rent:
 - (a) The value of any improvements or additions to the demised premises made by the Lessee
 - (b) The effect on the rent of the fact that the Lessees are in occupation of the Premises
4. The amount of the reviewed rent shall be paid by the Lessee with the effect from the Review Date notwithstanding the amount has not been agreed or certified on or before that date

5. The costs of any valuer appointed under this Schedule shall be borne by both parties hereto in equal shares

IN WITNESS whereof the parties hereto have hereunto set their respective Official and Common Seals the day and year first herein written

The Official Seal of)
THE DEPARTMENT OF)
AGRICULTURE ENVIRONMENT)
AND RURAL AFFAIRS)
hereunto affixed)
is authenticated by:-)
)
)
)
)
)
)
)
)
)
)

THE OFFICIAL SEAL
of MID ULSTER
DISTRICT COUNCIL was
hereunto affixed in the presence of

in the presence of:-

Authorised Signatory

Number in the Sealing Register

ANNEX 1

MAP

ANNEX 1


LEASE

**PORTGLENONE FOREST
GLENONE WOOD**

**Leased area to
Mid Ulster District Council**

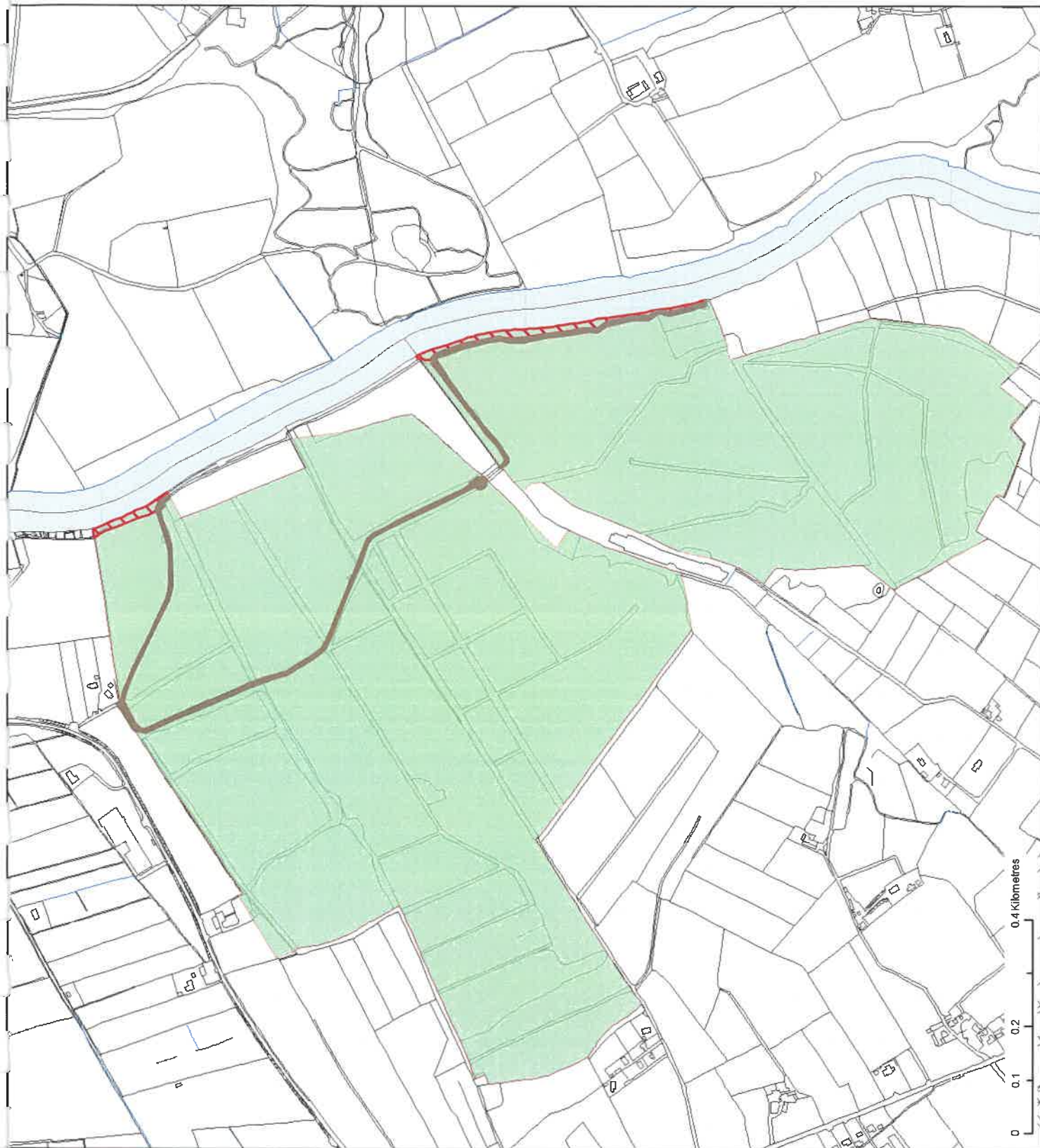
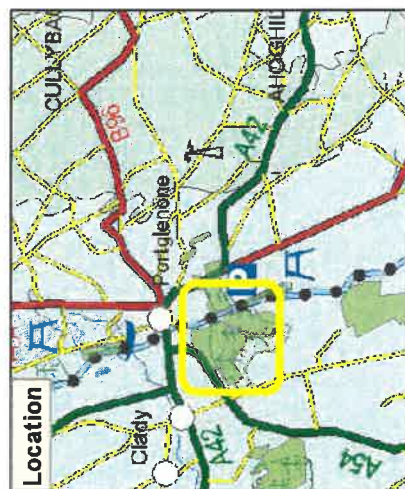


— Permitted vehicular access

 Leased recreation area

 Glenone Wood,
Portglenone Forest

Prepared: 11/01/2018



ANNEX 2

WOODLAND MANAGEMENT PLAN

Dated

day of

2019

THE DEPARTMENT OF AGRICULTURE ENVIRONMENT AND RURAL AFFAIRS (1)

AND

MID ULSTER DISTRICT COUNCIL

20 YEAR LICENCE AT GLENONE WOOD

**THE SOLICITOR
DEPARTMENT OF FINANCE
DEPARTMENTAL SOLICITOR'S OFFICE
3rd Floor
Centre House
Chichester Street
BELFAST
BT1 4JE**

LICENCE AGREEMENT made the

2019

PARTICULARS

1.1

the LICENSOR

THE DEPARTMENT OF AGRICULTURE
ENVIRONMENT AND RURAL AFFAIRS of
Dundonald House Upper Newtownards Road
Ballymiscaw Belfast BT4 3SB.

1.2

the LICENSEE

MID ULSTER DISTRICT COUNCIL of Burn
Road Cookstown BT80 8DT

1.3

the LANDS

ALL THAT the Lands within Glenone Wood
including the trails which are more particularly
shown on Map A attached hereto thereon
coloured blue and dashed blue ("the Trails") and
associated recreational facilities WHICH Lands
are in their entirety shown coloured green and
outlined in red on Map A attached hereto
TOGETHER with the rights set out in the First
Schedule

1.4

the LICENCE PERIOD

a period of 20 years from 1 May 2019

1.5

LICENCE FEE

5 pence per annum (if demanded). The Licensee will be required to pay a separate fee for the use of the Lands by any commercial service providers such use and terms to be agreed in advance between the Licensor and Licensee

1.6

LEGISLATION

means any statute or order in council or any order, instrument, rule or regulation made under them, or any notice or order issued by a government department, the Northern Ireland Assembly, the legislative making institutions of the European Union, minister, Secretary of State for Northern Ireland or local public regulatory or other authority

1.7

PAYMENT DATE

means 1 May in every year

1.8

PERMITTED USE

For the development operation, management and maintenance of the Trails and associated recreational facilities within the Lands including the development operation management and maintenance of major or significant recreation

events which have the potential to make a wider impact on Glenone Wood previously approved in writing by the Licensor (such approval not to be unreasonably withheld or delayed)

1.9

PERMITTED ACCESS

means the permitted vehicular access indicated by a brown line on Map B attached

2. **DEFINITIONS AND INTERPRETATION**

- 2.1 For all purposes of this agreement the terms defined in clause 1 and in this clause have the meanings specified
- 2.2 “the Licence” means the Licence granted by this agreement
- 2.3 Words importing one gender shall be construed as importing any other gender
- 2.4 Words importing the singular shall be construed as importing the plural and vice versa
- 2.5 Where the Licensor or the Licensee comprises more than one person the obligations and liabilities of that party under this agreement shall be joint and several obligations and liabilities of those persons
- 2.6 The clause headings do not form part of this agreement and shall not be taken into account in its construction or interpretation
- 2.7 reference to a piece of legislation, unless stated otherwise, includes all prior and subsequent enactments, amendments and modifications relating to that piece of legislation and any subordinate legislation made under it

3. **LICENCE**

In consideration of the Licence Fee and of the covenants and conditions to be observed and performed on the part of the Licensee hereinafter contained the Licensor hereby grants to the Licensee the right to use the Lands for the Permitted Use for the Licence Period

4. LICENCE FEE

4.1 The Licensee shall pay the Licence Fee in advance (if demanded) without deduction on the Payment Date

4.2 Neither the payment of nor any demand for any Licence Fee nor the fact that the amount of the Licence Fee is calculated by reference to a period shall create or cause the Licence to become a tenancy

5. LAND OWNERSHIP/STATUTORY FUNCTIONS

For the avoidance of doubt the parties acknowledge and agree that there will be no change in land ownership in respect of this agreement, nor will the Licence restrict the core functions or activities of the Licensor nor require the Licensor or the Licensee to take any action which would be beyond its statutory powers or in breach of government or local government policy or government or local government accounting procedures

6. SURVEY OF THE LANDS AND REPRESENTATIONS

The Licensee acknowledges that the Licensor has afforded it and its professional advisers the opportunity to inspect and survey the Lands and that it has entered into this Licence Agreement solely on the basis of such inspection and survey and the terms hereof and not in reliance upon any representations made by or on behalf of the

Licensor save for any written replies given by the Licensor's solicitors in writing to any written enquiries before Licence by the Licensee's solicitors. On request the Licensor will provide available information as deemed necessary by the Licensee in relation to undertaking any management maintenance and repair work

7. THE LICENSEE'S OBLIGATIONS

The Licensee agrees with the Licensor

7.1 Licence Fee

To pay the Licence Fee (if demanded) in accordance with clause 4.1

7.2 Operation management and maintenance

7.2.1 To operate manage and maintain and otherwise keep in good repair at the Licensee's sole cost the Trails and associated recreational facilities within the Lands

7.2.2 To carry out and complete any repair maintenance replacement or reinstatement works in a good and workmanlike manner using good quality materials observing clause 7.21 of this Licence without interfering with the Licensor's statutory functions and activities

7.2.3 If such works as are required in order to comply with Clause 7.2.1 cannot be carried out without interfering with the Licensor's statutory functions and activities the Licensee shall notify the Licensor and to provide details of the required works and agree with the Licensor the time and manner in which they shall be carried out and completed

7.2.4 The Licensee shall comply with clause 7.22 (not to cause nuisance or damage) in relation to all aspects of the Permitted Use including this

Clause 7.2 and the Licensee shall take all necessary measures and precautions to avoid any such danger nuisance or damage

7.2.5 The Licensee shall observe clause 7.9 (health and safety) in respect of all aspects of the Permitted Use including this clause 7.2

7.2.6 To inspect and monitor the Lands and to remove any unauthorised structures or trails associated with the Permitted Use and to bear the sole cost thereof

7.2.7 To operate manage and be the employing and paying authority for employees contractors and agents working on the Lands in relation to the Permitted Use

7.3 Consent for alteration of Trails and associated recreational facilities

7.3.1 Not without the consent in writing of the Licensor first obtained nor except in accordance with plans and specifications first submitted in duplicate to and approved by the Licensor (but so that such approval of the plans shall also not be unreasonably withheld or delayed) nor except to a standard of completion of work that is to the reasonable satisfaction of the Licensor to upgrade or to materially change the Trails (save for the purposes of ongoing maintenance or making good any defect therein) and associated recreational facilities and if the Licensor so consents to any such upgrade or material change then the Licensee shall be solely responsible for all costs in relation thereto and for all subsequent operational management and maintenance and repair thereof

7.3.2 The Licensor's consent, if given, in accordance with clause 7.3.1 above shall be in the form of a letter detailing such conditions as the Licensor

necessarily requires and will not be given until the Licensee signs a duplicate copy of the letter and returns it to the Licensor by way of agreement

7.4 Plant vehicles and equipment

Not to leave any plant vehicle and equipment on the Lands outside the times agreed by the Licensor

7.5 Permitted Use

Not to use the Lands for any purpose other than for the Permitted Use

7.6 Erection of Way Markers

To erect way markers for the purpose of the Permitted Use subject to prior approval of same by the Licensor such way markers to be compatible with the Licensor's forestry objectives and the overall forest environment in locations approved by the Licensor (such approval not to be unreasonably withheld or delayed) and thereafter to maintain same in good repair and condition and clearly visible to members of the public

7.7 Erection of Interpretation Panels

To erect interpretation panels for the purpose of the Permitted Use at locations as per work specifications subject to prior approval of same by the Licensor such interpretation panels to be compatible with the Licensor's forestry objectives and the overall forest environment at locations approved by the Licensor (such approval not to be unreasonably withheld or delayed) and to ensure that such panels contain such relevant information as may be agreed upon by the parties from time to time (such agreement not to be unreasonably withheld or delayed) and thereafter to maintain same in good repair and condition and if necessary to

erect signs indicating that any of the said items are available for use by members of the public

7.8 Erection of Signs

To erect and maintain other signs (not covered by clauses 7.6 and 7.7) on the Lands in connection with the Permitted Use the number of such signs and the wording of such signs and the locations for same to be first approved in writing by the Licensor and to be compatible with the Licensor's forestry objectives and the overall forest environment

7.9 Health and Safety

To plan operate manage and maintain the health and safety management of Permitted Use including regular associated safety checks and remedial action required for the Trails and associated recreational facilities including the car park and recreation events together with all other public liability issues associated with the Permitted Use

7.10 Statutory Requirements

To comply with all Legislation for the time being in force in relation to the Permitted Use of the Lands (including without prejudice to the generality of the foregoing all obligations or requirements in relation to planning environmental and health and safety matters) and do and execute or cause to be done and executed all such works acts deed matters and things as under or by virtue thereof are or shall be properly directed or necessary to be done or executed upon or in respect of the Lands or permitted access or any part thereof in relation to such Permitted Use and at all times to keep the Licensor indemnified against all claims demands and liability in respect thereof

7.11 Reinstatement of the Lands

At the expiration or sooner determination of the Licence Period to yield up the Lands unto the Licensor together with any improvements thereto in such state of condition as shall in all respects be consistent with a full and due performance by the Licensee of the obligations and conditions herein contained and if the Licensor so requires then to reinstate the Lands to their original condition prior to carrying out any works or to such condition as is to the reasonable satisfaction of the Licensor and in the event of the Licensor requesting the Licensee to reinstate the Lands then the Licensee shall effect such works within a reasonable period of time (such period to be not in excess of 3 months notwithstanding that the Licence Period shall have expired or otherwise determined) failing which the Licensor shall be entitled to effect such reinstatement works and to pay to the Licensor the cost of so doing and all expenses incurred by the Lessor within 28 days of written demand PROVIDED ALWAYS that the Licensee shall not be required to reinstate at the expiry of the Licence Period if the parties to this Licence have agreed the terms of a new licence agreement for the Permitted Use by the Licensee of the Trails on the Lands for a further licence period

7.12 Permitted Use and Vehicular Access

7.12.1 Not without the Licensor's prior written consent (such consent not to be unreasonably withheld or delayed) to permit any person to use the Trails and associated recreational facilities other than for walking, cycling, horse riding, orienteering or any other recreational use approved of by the Licensor PROVIDED ALWAYS that access by vehicles driven by employees of the Licensee its agents or contractors having a formal arrangement with the Licensee and previously approved by the Licensor who are carrying out operation,

management, maintenance and repair work in connection with the Permitted Use allowed for in this Licence shall not be deemed to be a breach of this covenant

7.12.2 Not to access the Lands with vehicles other than along the Permitted Access attached hereto and not to access this route with heavy goods vehicles plant and machinery without first securing the prior permission of the Lessor

7.13 Competence Requirements for those working on the Lands

The Licensee must ensure that any operatives employed by it or by any contractor or sub contractor employed by it to carry out works e.g. felling of trees removal of encroaching vegetation application of herbicides and pesticides etc to the Lands, meet all statutory obligations including training and competency requirements and in addition hold the appropriate and necessary competency certificates required to carry out such works

7.14 Inspection of Trees

7.14.1 To regularly and without prejudice to the generality of the foregoing following extreme weather conditions such as flooding and storms inspect the condition of the trees within the Lands that have the potential to impact on the Permitted Use such inspection to include an assessment of the scale of the risk and timing of remedial measures; and

7.14.2 to carry out any remedial works assessed as necessary by the Licensee such remedial works to be carried out by the Licensee at the Licensee's sole cost with the consent of the Licensor such consent not to be unreasonably withheld or delayed provided that the Licensee may take immediate steps, without the Licensor's consent, to clear fallen trees and debris from the Trails and associated recreational facilities including the car park and recreation events in the case of any emergency health and

safety situation where such debris is not of a scale associated with a Force Majeure incident in which case clause 10.7 hereof shall apply.

7.14.3 In situations where the Licensee perceives that there may be an immediate health and safety risk from hazardous trees the Licensee should take appropriate actions e.g. suspend the Permitted Use in that particular location and seek the Licensor's permission to carry out remedial works or to divert the trail at the Licensee's sole cost

7.15 Diversion of Trails and Associated Recreational Facilities

Prior to a planned forestry activity or following an unplanned event such as extreme weather including storm and flooding the Licensee should seek the Licensor's permission to take immediate appropriate action e.g. to divert the trail and seek the Licensor's permission to carry out remedial works at the Licensee's sole cost such permission not to be unreasonably refused or delayed where such diversion or remedial works will not interfere with or prevent the Licensor from carrying out its statutory function

7.16 Operation of the Permitted Use with other forestry and recreational activities

To operate the Permitted Use under this Licence taking account of other forestry and recreational activities at the Lands including such rights as shooting, fishing and public access and to communicate and inform all servants agents licensees and invitees of the Licensee or any person on or at Lands with the Licensee's actual or implied authority that the Lands are subject to such rights and to other forestry and recreational activities permitted by the Licensor and to plan operate manage and maintain the health and safety management of Permitted Use in accordance therewith

7.17 Security Arrangements

7.17.1 To observe all security arrangements for the use of the Lands, which the Licensors make from time to time, provided the Licensee or its appointed representative receives notification of same

7.17.2 To agree appropriate security measures including the operation and management of the security gates with the Licensors

7.18 Biosecurity

To observe all biosecurity measures for the Lands, which the Licensors make from time to time, provided the Licensee or its appointed representative receives written notification of same

7.19 Insurance

To effect and maintain employers liability and public liability insurance for a minimum sum of £10 million (or as otherwise revised by the Licensors) in relation to any one occurrence in respect of the Permitted Use with a reputable UK insurance company

7.20 Indemnity

To keep the Licensors fully indemnified from and against all actions, proceedings, claims, demands, losses, costs, expenses, damages, and liability arising directly or indirectly from:

7.20.1 breach by the Licensee its servants agents licensees and invitees or any person on or at Lands with its actual or implied authority of any of the provisions of this Agreement

7.20.2 the use of the Lands by the Licensee its servants agents licensees and invitees or any person on or at Lands with its actual or implied authority and

7.20.3 any act neglect or default by the Licensee its servants agents licensees and invitees or any person on or at Lands with its actual or implied authority

7.21 Licensor's use of the Lands

The Licensee shall not create or permit any restriction to the use of the Land by the Licensor its agents contractors and others authorised by the Licensor in connection with its forestry function

7.22 No nuisance or damage

Not to do or permit or suffer to be done upon or in connection with the Lands anything which shall be or tend to be a danger or a nuisance or cause of damage to the Licensor members of the public generally or to any other authorised user of the Lands the Lands or any part thereof

7.23 NO assignment

Not to assign or purport to assign this Licence except that the Licensee with the prior written consent of the Licensor (such consent not to be unreasonably withheld or delayed) may assign this Licence to a statutory successor established to undertake the obligations of the Licensee.

7.24 NO mortgages or charges

Not to mortgage or charge this Agreement

7.25 Root systems

Not to damage the tree root systems and underground structures (if any) within the Lands

7.26 Forestry Bye-Laws

To comply with The Forestry Land Byelaws (NI) 2013 and any other bye-laws for the time being in force during the term of this Licence

7.27 Litter

To assume all responsibilities relating to the collection and removal of litter including dog foul from the Trails and associated recreational facilities including the car park and recreation events

7.28 Production of Information

To make available for inspection at the Licensor's request in respect of the following:

- 7.28.1 such evidence as the Licensor reasonably requires to satisfy itself that the Licensee's obligations in this Licence are being complied with;
- 7.28.2 all information that the Licensor reasonably requires from time to time to comply with the Licensor's statutory functions;
- 7.28.3 all maintenance and repair records in respect of the Permitted Use including without prejudice to the generality of the foregoing all records of inspections and works carried out under clauses 7.14 (tree inspection) and 10.7 hereof;
- 7.28.4 all health and safety records including the Licensee's health and safety management plan and operation thereof and all records of inspections actions and works carried out under clauses 7.14 (tree inspection) and 10.7
- 7.28.5 evidence that the insurance policy required under clause 7.19 hereof is in place

7.29 Reporting Arrangements

The Licensee shall comply with any formal monitoring arrangements agreed by both parties and will provide a report to the Licensor by 30 September annually (or such other date as the parties may agree) on outcomes achieved as a result of this

Licence. The report will be prepared in a format to be agreed by both parties and may be made public in whole or part.

7.30 MANAGEMENT AND MAINTENANCE OF RECREATION EVENTS

7.30.1 To seek the prior written approval of the Licensor to all major or significant recreational events which have the potential to make a wider impact on the Lands which the Licensee proposes to hold on the Lands (such approval not to be unreasonably withheld or delayed) ; and

7.30.2 To prepare manage maintain and carry out reinstatement works to the satisfaction of the Licensor in relation to all of those events previously approved in writing by the Licensor and to bear the sole cost thereof

8. **YIELDING UP BY LICENSEE**

On the determination of this Licence quietly to yield up unto the Licensor or its successors and assigns the Lands in such condition as shall be in accordance with the obligations in clause 7.11

9. **DETERMINATION OF LICENCE**

9.1 Upon notice, the Licensee will take immediate action to remedy any substantive breaches of this licence.

9.2 This Licence may be terminated at any time by the Licensor by notice in writing served by the Licensor on the Licensee if the Licensee having been previously notified in writing by the Licensor does not remedy any substantive breach of any terms of this Licence within a period of 4 calendar months or such other period of time that the circumstances require.

- 9.3 Without prejudice to clause 9.2 hereof if there is a breach of the terms of this Agreement to carry out operations in on under or over the Lands the Licensor may if the Licensee has not commenced same within one month and continuously and diligently complete those operations to the satisfaction of the Licensor enter the Lands and carry out the operations and recover from the Licensee the cost of so doing and all expenses reasonably incurred by it in doing so within 28 days of written demand
- 9.4 The Licensee may determine this Licence on the sole ground that it is no longer in the public interest to continue to operate the Trails and associated recreational facilities including the car park on condition that:
- 9.4.1 the Licensee must give the Licensor not less than 12 months' prior written notice of the date of determination;
- 9.4.2 the Licensee must clearly evidence and demonstrate to the Licensor that the Licensee has completed all due process relating to the funding for the Permitted Use and that it has considered all competing priorities in the Council area before deciding that it is no longer in the public interest to continue the Permitted Use;
- 9.4.3 the Licensee 9 months prior to the date of determination of the Licence fully communicate to the public the Licensee's decision to terminate public use of the Trails and associated recreation facilities in such manner as the Licensor reasonably requires; and
- 9.4.3 at the date of the determination observes all the conditions contained in this Licence (including without prejudice to the generality of the foregoing clause 7.11 reinstatement of the Lands

then on expiry of the notice the Licence shall terminate immediately but without prejudice to any rights or remedies which may have accrued to either party to this Licence.

10. **AND IT IS ALSO AGREED** between the parties hereto as follows:-

- 10.1 On any termination of the Licence hereby granted the Licensee shall not require nor shall the Licensor be under any obligation to make or pay any compensation to the Licensee in respect of any disturbance or loss occasioned to the Licensee or for any reason
- 10.2 The Licensor shall not be responsible to the Licensee or the Licensee's servants or agents or other persons on the Lands or calling upon the Licensee for any accident happening or injury suffered or damage to or loss of any chattel or property sustained on the Lands unless same is caused by the act neglect or default of the Licensor
- 10.3 The Licensor does not give any undertaking or warranty express or implied that the Lands are suitable for the purpose of the Licensee's use thereof
- 10.4 Any notice to be given or served hereunder upon the Licensee shall be sufficiently given or served if it is sent by registered post or recorded delivery service addressed to the Licensee at its last known place of business and shall if posted be deemed to have been received on the day following the date of such posting
- 10.5 Nothing herein contained shall in any way render the Licensor responsible for the security, safekeeping, insurance, storage or preservation of any of the Licensee's goods, products or merchandise or other property left on the Lands at any time and all such items shall during the currency of this Agreement be at the Licensee's sole risk

10.6 Nothing herein contained shall by implication of law or otherwise operate to confer on the Licensee any easement right or privilege whatsoever over or against any adjoining or other property belonging to the Licensor (whether forming part of the Lands aforesaid or not) which might restrict or prejudicially affect the Licensor's future use of the Lands nor shall the Licensee be entitled to compensation for any damage or disturbance caused by or suffered through any such rebuilding alteration or development and the Licensor through its operational plans will make all reasonable endeavours to minimise any impacts to the Trails and associated recreational facilities and recreation events

10.7. Where "Force Majeure" occurs e.g. trees blowing over the Lands or flooding of the Lands thereto the Licensor will take action to secure access in order to protect interest in value of the timber and to protect the Lands and roads infrastructure from further damage. Harvesting of any storm-damaged material will be at a time suitable for the Licensor taking account of the needs of the Licensor's customers for the timber and the amount of similar salvage work required elsewhere within the Forest Estate in Northern Ireland. If the Licensee wishes to keep the Trails and associated recreational facilities including the car park and recreation events open it may do so at its own risk but will bear sole responsibility for management of road closures, diversions and any other signage and any remedial works to the Trails and recreational facilities including the car park and recreation events which may be necessary to facilitate the provision of the Permitted Use during such unforeseen events and will compensate the Licensor for the timber value cut by it as determined by the Licensor's existing contracts for material of that type at the time the Licensee elects to work on the trees PROVIDED ALWAYS THAT compensation will not be payable by the Licensee provided that the trees are cut

to a specification agreed by the Licensor. The Licensor will not accept any responsibility for keeping the Lands open due to this or any other cause outside its control

10.8 The agreement of the parties to mutually consult and if possible agree all initiatives and other matters pertaining to this Licence but if at any time hereafter a dispute, doubt or question shall arise between the parties concerning the construction, meaning or effect of this Licence or any provision herein contained or the respective rights or liabilities hereunder then every such dispute, doubt or question shall at the request of either party hereto be referred to a single arbitrator to be agreed upon by the parties or in default of such agreement to be appointed by the Chairman upon the application of either party for the time being of the Northern Ireland Branch of the Royal Institution of Chartered Surveyors in accordance with the Arbitration Act 1996 or any statutory modification or reenactment thereof for the time being in force and the costs of any such reference shall be borne equally by the parties hereto

10.9 The Licensor reserves the right to vary the extent of the Lands if during the period of the Licence Agreement the Licensor requires part of the Lands back for its exclusive use or to grant a Licence or Lease to a third party and the Licensee agrees to enter into a variation agreement in order to document such variation.

11. NO TENANCY

This Agreement constitutes a Licence and confers no tenancy upon the Licensee and possession of the Lands is retained by the Licensor subject however to the rights created by this Licence

12. JURISDICTION

All aspects of this agreement fall under the jurisdiction of the Northern Ireland courts and law

13. **FREEDOM OF INFORMATION**

The activities of both parties in relation to the operation of the Licence may be subject to requests for information under the Freedom of Information Act. Each party should assist the other with any such requests.

FIRST SCHEDULE

(Rights)

Full and free right and liberty at convenient times for the Licensee and its employees servants agents and appointed contractors with or without appropriate vehicles equipment and machinery to enter upon any part of the Lands in accordance with the terms of this Licence to observe and perform the Licensee's obligations under this Licence.



FOREST SERVICE



Department of
**Agriculture, Environment
and Rural Affairs**

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MAP A

LICENCE

PORTLENONE FOREST GLENONE WOOD

Licence to
Mid Ulster District Council



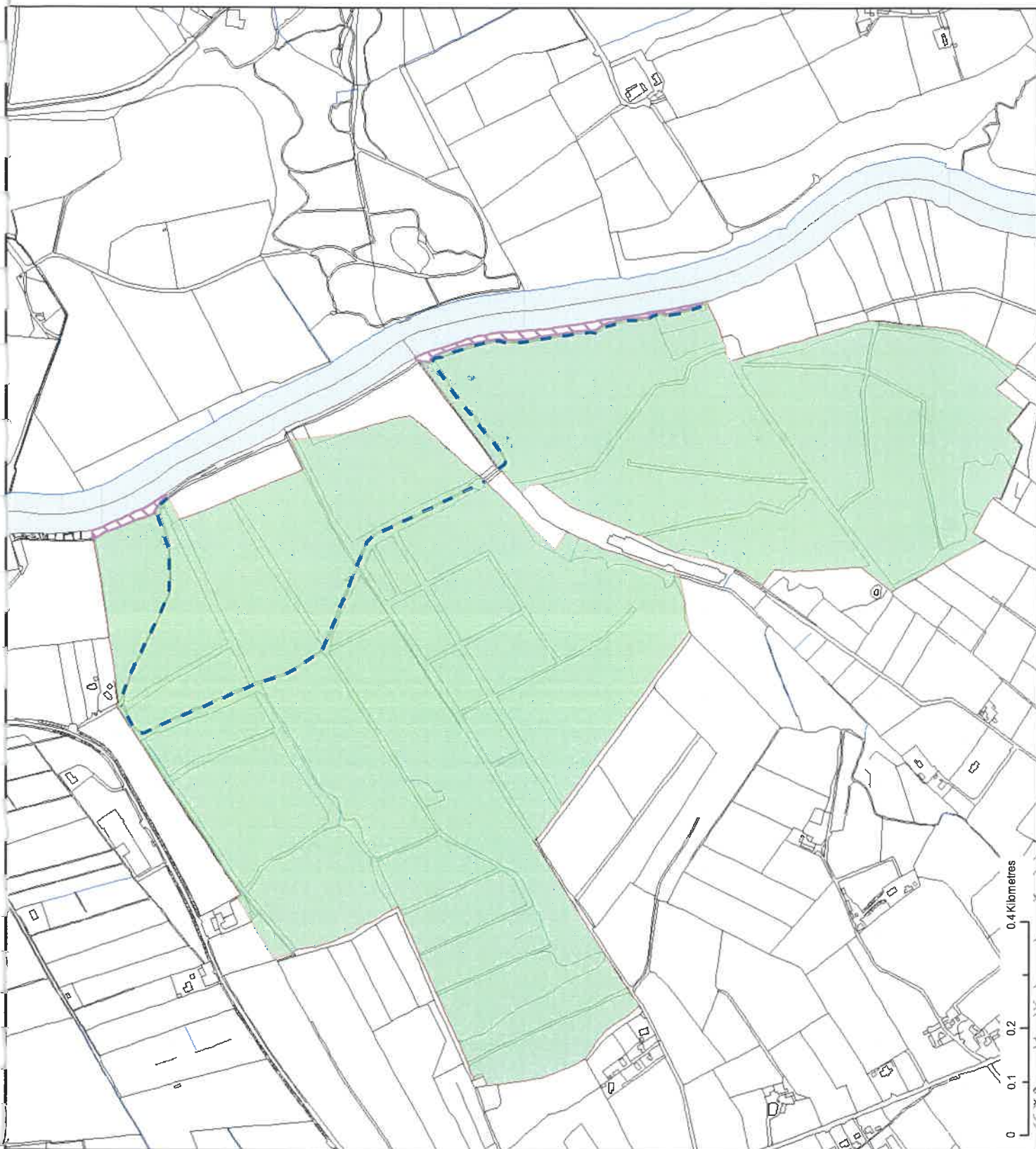
— Trail (Existing forest road)

▨ Leased recreation area

■ Glenone Wood,

Portlenone Forest

Prepared: 10/10/2018



MAP B

LICENCE

**PORTGLENONE FOREST
GLENONE WOOD**

**Licence to
Mid Ulster District Council**

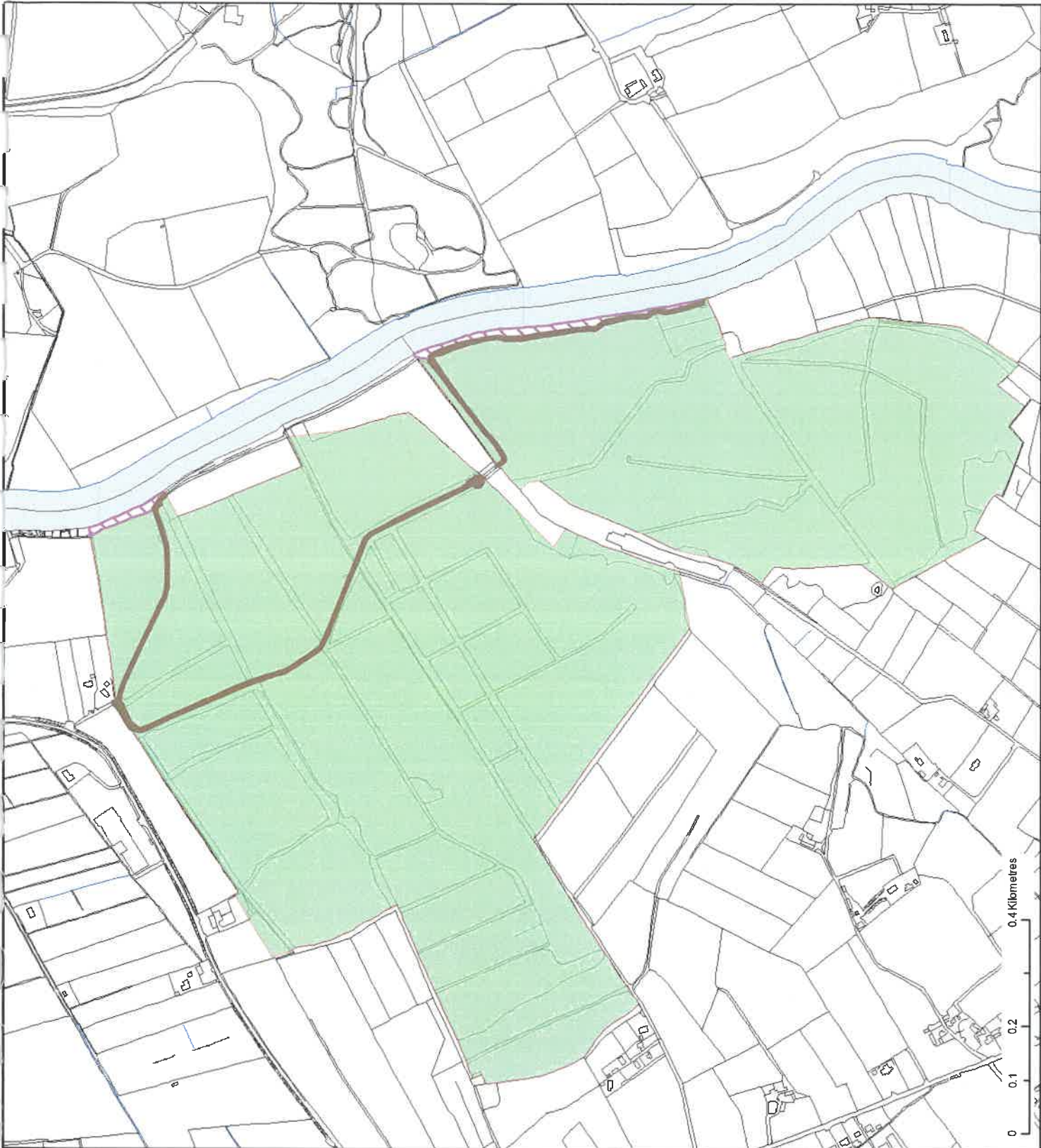
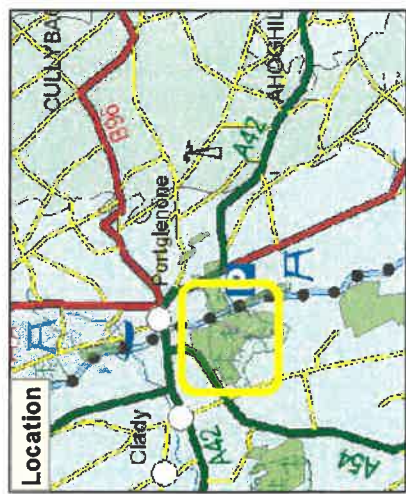


Permitted vehicular access

Leased recreation area

Glenone Wood,
Portglenone Forest

Prepared: 10/10/2018



SIGNED on behalf of the Department and by the Licensee the day and year first herein written.

SIGNED on behalf of the Department of Agriculture and Rural Development

Signed by:-

Authorised Officer

In the presence of:-

Witness

Both of Dundonald House, Upper Newtownards Road, Ballymiscaw, Belfast BT4 3SB

SIGNED on behalf of Mid Ulster District Council

Signed by:-

Authorised Officer

In the presence of:-

Witness

Both of Burn Road Cookstown BT80 8DT

Report on	Making Tax Digital
Date of Meeting	6 June 2019
Reporting Officer	Director of Finance
Contact Officer	Director of Finance

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 in relation to HMRC's Making Tax Digital Initiative
2.0	Background
2.1	Members may be aware that since 1 April 2019 HMRC has required VAT registered businesses within certain business sectors to comply with the new Making Tax Digital regime.
2.2	District councils, although originally scheduled to comply from 1 April 2019, were rescheduled to comply from 1 October 2019.
3.0	Main Report
3.1	As well as showing that the tax regime is moving with the times, HMRC envisage that Making Tax Digital (MTD) will have a positive impact on the tax gap, i.e. the difference between the amount that HMRC believe should be payable and the amount that they actually receive from taxpayers, as it should remove the mistakes that arise when VAT figures are wrongly entered because of manual intervention in the return submission process.
3.2	According to HMRC, VAT errors and mistakes by taxpayers account for around £3 billion of the tax gap (this is about a third of the total for taxpayer errors/mistakes) and HMRC consider that most of these are likely to be made by smaller businesses. Therefore, MTD will apply from the outset to all VAT registered businesses that are over the threshold, and not to just the larger ones first. The threshold has been set at £85,000 per annum.
3.3	Making Tax Digital involves two things: <ul style="list-style-type: none"> 1. Maintaining digital records in digitally linked functional compatible software that can create a VAT return from the digital records and which can

	connect to HMRC systems via an Application Programming Interface (API); and
	2. Submitting the VAT returns from that functional compatible software rather than, as present, via the online portal.
3.4	The officers understand that VAT is only the beginning in HMRC's MTD Strategy. We anticipate that what is being asked of businesses under MTD will evolve over time in line with wider trends in Europe and across the world, with corporation tax and income tax expected soon.
3.5	The MTD timeline requires that district councils will submit their VAT Returns from functionally compatible software for all VAT Return periods ending after 1 October 2019. The second requirement to maintain digital records becomes operative 12 months later.
3.6	Achieving the first milestone of submitting VAT Returns via functionally compatible software can be achieved at little cost to Council as there are a range of accredited (by HMRC) providers who can provide API enabled software that will satisfy HMRC's requirements.
3.7	The officers recommend that Council procure an accredited product from PriceWaterhouse Coopers (PWC) at an approximate cost of £90 per annum.
3.8	Failure to submit VAT Returns in the requisite way would expose Council to fines, which have yet to be communicated to the officers.
3.9	It is not yet clear whether the PWC (or equivalent software) will be required post the implementation of the recently procured Financial Management Information System (FMIS). The officers have been advised that the new system will be MTD compliant but are awaiting confirmation of the functionality when implemented. However, as the cost of the PWC solution is a negligible amount, the officers are relaxed about the potential for the PWC product to be required post system implementation.
3.10	The issue of ensuring that Council maintains digital records is, however, more complex. Effectively this means that once financial data is processed/captured it should not be rekeyed. All eleven district councils will experience challenges in ensuring that their financial 'feeder' systems, e.g. XN Leisure at leisure facilities and Ticket Solve at The Burnavon, etc. are electronically linked to their FMIS.
3.11	Although the officers are satisfied that the new FMIS will be capable of integrating with the various feeder systems, they believe that it may prove difficult to get the feeder systems to generate the necessary electronic file to enable integration to take place. This issue continues to be advanced as part of the implementation of the new FMIS.

4.0	Other Considerations
4.1	Financial, Human Resources & Risk Implications
	<p>Financial:</p> <p>Approx. £90 per annum will avoid VAT fines and ensure that Council's VAT repayments are not delated due to failure to comply with HMRC's MTD Strategy</p>
	<p>Human:</p> <p>N/A</p>
	<p>Risk Management:</p> <p>N/A</p>
4.2	Screening & Impact Assessments
	<p>Equality & Good Relations Implications:</p> <p>N/A</p>
	<p>Rural Needs Implications:</p> <p>N/A</p>
5.0	Recommendation(s)
5.1	That Members note the above and authorise the officers to address the first requirement of Making Tax Digital by procuring the HMRC accredited PWC product (or other equivalent product in the unlikely event that PWC withdraw their product from the market).
6.0	Documents Attached & References
	N/A

Minutes of Meeting of Policy and Resources Committee of Mid Ulster District Council held on Thursday 4 April 2019 in the Council Offices, Burn Road, Cookstown

Members Present

Councillor McKinney, Chair

Councillors Ashton, Buchanan, Cuddy, Doris, Elattar, Gildernew, Kearney, S McGuigan, McLean, S McPeake, Molloy, M Quinn (7.02 pm)

Officers in Attendance

Mr A Tohill, Chief Executive
Mr Browne, Head of Tourism
Mrs Campbell, Director of Leisure and Outdoor Recreation
Mrs Canavan, Director of Organisational Development
Mr Cassells, Director of Environment and Property
Mr Hall, Head of Parks
Mr Kelso, Director of Public Health and Infrastructure
Mr Lowry, Head of Technical Services
Ms McNally, Council Solicitor
Ms Mezza, Head of Marketing and Communications
Mr O'Hagan, Head of IT
Mr Scullion, Head of Property Services
Mr JJ Tohill, Director of Finance
Miss Thompson, Democratic Services Officer

The meeting commenced at 7.00 pm.

The Chair, Councillor McKinney stated this was the last Policy and Resources meeting of the Council term and thanked the Chief Executive and Officers for the presentation of papers and guidance and Members for their attendance and participation. The Chair wished everyone well for the future.

PR065/19 Apologies

Councillors Forde, D McPeake and Totten.

PR066/19 Declaration of Interest

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

Councillors Kearney and S McPeake declared an interest in agenda item 4 – Path and Angling Stands at Glenone and Newferry as they both sat on a working group for same.

PR067/19 Chair's Business

None.

Councillor M Quinn entered the meeting at 7.02 pm.

Matters for Decision

PR068/19 Path and Angling Stands at Glenone and Newferry

The Head of Parks presented previously circulated report which sought approval to allocate capital budget resources in relation to the development of public path access and extension of public angling amenity at Glenone to Newferry.

Councillor McLean stated that a potential saving of £40k was significant and asked how this could be achieved.

The Head of Parks advised that savings could be made on some of the furniture, ie. seating, for the scheme. Further savings could also be achieved by reducing the number of laybys and deferring some of the access works.

Councillor McLean again stated that £40k savings was considerable however he felt that if £315,883 was what was required the project should not be shortchanged now and there then being a need to spend additional monies further down the line and asked officers to take this into consideration.

Councillor Kearney stated that this was a great project and also a great opportunity, the Councillor stated he appreciated Councillor McLean's comments and also spoke of the potential for Council to work with Mid and East Antrim Council as they were also benefitting from the work being done.

Councillor S McGuigan proposed the recommendation on the basis that the project is completed to as good a standard as possible.

Councillor McLean seconded Councillor S McGuigan's proposal.

Resolved That it be recommended to Council to allocate £315,883 funding from the 2019-20 Council Capital Programme Fund for the development of public path access and extension of public angling amenity at Glenone to Newferry. This figure does not include 10% contingency or professional fees. Works to be completed to as good a standard as possible.

The Director of Leisure and Outdoor Recreation and the Head of Parks left the meeting at 7.08 pm.

PR069/19 Davagh Forest Outdoor Experience (Phase II) DAERA funding applications

The Head of Tourism presented previously circulated report which sought permission to release an additional £16,855 from Council's Capital Fund to support the development of the Davagh Forest Outdoor Experience Phase II Project.

Proposed by Councillor S McPeake
Seconded by Councillor Doris and

Resolved That it be recommended to Council to release £16,855 from Council Capital Programme Fund for Davagh Forest Outdoor Experience Phase II Scheme.

The Head of Tourism left the meeting at 7.11 pm.

PR070/19 Consultation findings on proposed Corporate Improvement Objectives for period 2019-2020

The Chief Executive presented previously circulated report which provided update on the findings and outcome of the consultation undertaken on the proposed performance improvement objectives for 2019-2020.

Councillor Cuddy asked if there were clear and independent ways of measuring the progress of achieving the proposed Corporate Improvement Objectives.

The Chief Executive stated that there would be a rigorous regime of monitoring of the objectives put in place and that the objectives would also be subject to external audit.

Councillor Cuddy asked how increasing the number of visitors to the District would be measured.

The Chief Executive advised that Council relies on the tourism industry providing figures in relation to number of visitors to the District.

In response to Councillor S McGuigan's comments the Chief Executive stated that the feedback provided a resounding endorsement of the proposed objectives and that officers would take into consideration the additional comments made going forward.

Councillor S McGuigan referred to one of the comments made in relation to having a leisure centre membership which can be used at all leisure centres.

The Chief Executive stated that this was something officers have been working on for some time and will continue to work on and will be brought through the leisure services review.

Proposed by Councillor Cuddy
Seconded by Councillor Gildernew and

Resolved That it be recommended to Council to approve the following Corporate Improvement Objectives for 2019-2020 –

1. To assist in the growth of the local economy by increasing the number of visitors to our district.
2. To improve the average processing time for Local Planning Applications.

3. To improve the accessibility of our services by increasing the number available online.
4. To support people to adopt healthier lifestyles by increasing the usage of Council recreational facilities.

PR071/19 Elected Member Development Working Group Update

The Chief Executive presented previously circulated report which considered the report of a meeting of the Elected Member Development Working Group held on 28 February 2019.

Proposed by Councillor Cuddy
Seconded by Councillor S McGuigan and

Resolved That it be recommended to Council to approve the recommendations for Induction and future training made by the Elected Member Development Steering Group as follows -

- Directors to deliver one hour session as undernoted prior to each of the committees in June outlining the terms of reference of the committee

Committee	Training Date
Policy & Resources	6 June 2019
Environment Committee	11 June 2019
Development Committee	13 June 2019

- Planning Training for Members to be scheduled for 2pm on Friday 24 May 2019
- Drop in Clinics to be organised at each site to accommodate Receipt of Councillor Induction pack, signing of relevant documentation ie Declaration of Councillor, finance forms confirmation of details for website.
- Standing Order Training as previous to be delivered early in the new Council term.
- Declaration of Interest training, to include declaring interests with regard to planning matters.
- Code of Conduct training to be organised early in new Council term.
- Avail of awareness training opportunities with offered by the NI Strategic Migration Partnership

Matters for Information

PR072/19 Minutes of Policy and Resources Committee held on Thursday 7 March 2019

Members noted Minutes of Policy and Resources Committee held on Thursday 7 March 2019.

PR073/19 Arrangements for Annual Meeting of Council – May 2019

The Chief Executive presented previously circulated report which advised on arrangements for the Annual Meeting of Mid Ulster District Council following the Local Election scheduled for 2 May.

Members noted the content of the report.

Councillor M Quinn referred to list of representation on outside bodies as appended to report and highlighted that he was not a member of Maghera Town Centre Forum.

PR074/19 Council & Committee Governance Arrangements 2019-2023

Members noted previously circulated report which advised of existing Council and Committee governance arrangements and those to be applied during the new Council term 2019-2023.

PR075/19 Mid Ulster District Council's First Term 2015-2019: Review Report

The Head of Marketing and Communications presented previously circulated report which documented the achievements of the Council in its first four year term.

Members noted the content of the report.

The Chair, Councillor McKinney asked if it was felt that Council was moving in the right direction and in spending money if this was going to the right places/people.

The Chief Executive stated that the first four years had seen fantastic achievements for Council and that everyone should be proud of what has been done over the term and what is planned to be done in the years ahead.

The Chair, Councillor McKinney asked how the review report would be delivered to the public.

The Head of Marketing and Communications advised that the document would be published and also put on the Council website. The officer also advised that highlights from the document would be included in the Insight residents magazine and on social media.

PR076/19 Data Protection Legislative Update for Members

The Head of IT presented previously circulated report which advised on recent legislative changes to Personal Data Protection Legislation.

Members noted the content of the report.

Councillor S McGuigan referred to commentary within report which advised that those with CCTV on their premises are not exempt from the Data Protection registration fee.

The Head of IT stated that any business which has CCTV is not exempt and should continue to pay the Data Protection registration fee.

Local Government (NI) Act 2014 – Confidential Business

Proposed by Councillor Cuddy
Seconded by Councillor S McGuigan and

Resolved In accordance with Section 42, Part 1 of Schedule 6 of the Local Government Act (NI) 2014 that Members of the public be asked to withdraw from the meeting whilst Members consider items PR077/19 to PR091/19.

Matters for Decision

PR077/19	NetworkNI Connection (PSSN) Contract Migration
PR078/19	Davagh Dark Skies Connectivity Solution Tender
PR079/19	Appointment and Rates of Pay for Election Staff
PR080/19	Request for consent to undertake additional employment outside of hours of duty
PR081/19	Staff Matters for Decision
PR082/19	Fleet Safety Policy
PR083/19	Council Estate Capital Refurbishment Funding
PR084/19	Land Acquisitions and Disposals
PR085/19	Dungannon Leisure Centre – Renovation/Refurbishment
PR086/19	Increased ICT fees – Dungannon Leisure Centre Refurbishment
PR087/19	Members Allowances Update

Matters for Information

PR088/19	Confidential Minutes of Policy and Resources Committee held on Thursday 7 March 2019
PR089/19	Contracts and DAC
PR090/19	Financial Report for 11 months ended 28 February 2019
PR091/19	Staff Matters for Information

PR092/19 Duration of Meeting

The commenced at 7pm and concluded at 8.05 pm.

Chair _____

Date _____

Report on	Corporate Health Indicators: 2018-19 (cumulative year-end)
Date of Meeting	Thursday 6 th June 2019
Reporting Officer	P Moffett, Head of Democratic Services
Contact Officer	L Jenkins, Performance & Quality 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 provide members with an update on the measurement of the council’s Corporate Health Indicators for the period 2018-19.											
2.0	Background											
2.1	The committee at its meeting of October 2017 (business item PR 178/17 refers) considered a suite of Corporate Health Indictors for reporting on to elected members. Reporting on the corporate health indicators provide a barometer of how the council is doing across its services.											
2.2.	Council at its November 2017 meeting approved the corporate health indicators.											
3.0	Main Report											
3.1	<p>The suite of corporate health indicators act as a ‘performance dashboard’ and were carried over for use in the 2018-19 period and referred to until such times as they are reviewed. Appendix A provides a year-end (2018-2019) position for the indicators within the areas of using the figures available as of 31st March 2019:</p> <table><tr><td>Economy</td><td>Waste Management</td><td>Council Facilities</td></tr><tr><td>Better Responses</td><td>Staffing</td><td>Engaged Workforce</td></tr><tr><td>Finances</td><td></td><td></td></tr></table>			Economy	Waste Management	Council Facilities	Better Responses	Staffing	Engaged Workforce	Finances		
Economy	Waste Management	Council Facilities										
Better Responses	Staffing	Engaged Workforce										
Finances												
3.2	We are continuing to put arrangements in place to collate data on a small number of other corporate health indicators. These focus on the areas of Better Responses, Resident Satisfaction and our Council Facilities.											
4.0	Other Considerations											
4.1	Financial, Human Resources & Risk Implications											
	Financial: N/A											
	Human: N/A											
	Risk Management: N/A											

4.2	<u>Screening & Impact Statements</u>
	Equality & Good Relations Implications: N/A
	Rural Needs Implications: N/A
5.0	Recommendation(s)
5.1	That members review and comment as necessary on the Corporate Health Indicators measurement for the 2018-19 period
6.0	Documents Attached & References
	Appendix 1: Corporate Health Indicators 2018-19 Report



Corporate Health Indicators

Statistics available at **March 2019**

Mid Ulster District Council

Economy



204

No of jobs promoted



16.9

Weeks

Average processing time local planning applications



64.7

Weeks

Average processing time major planning applications



90%

% building regulations applications determined to target

Waste Management



14.48%

of waste going to landfill



56.26%

of waste recycled

Council Facilities



Visitors to Arts & Cultural Venues

120,247



Users of leisure & recreational facilities

2,230,312



11

No. of RIDDOR incidents

Better Responses



86%

FOI requests responded to within target



91%

Complaints dealt with within target



5,552

No of online transactions

Staffing



713.13

Number of staff (FTEs) on payroll



70

Number of casual staff employed in past 12 months



95.24%

Attendance



1.66%

Overtime

Engaged Workforce



60.95%

of workforce satisfied with current job



79.48%

of workforce who take pride in working for the Council



69.91%

of workforce who understand council's priorities and how they contribute to them

Finances



£6,746,933

Loans outstanding



£13M

Cash reserves



94%

Invoices paid within 30 days



800

Number of organisations receiving grant aid

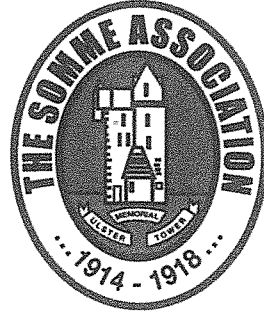
Report on	Somme Association: 2019-2020 Subscription
Date of Meeting	Thursday 6 th June 2019
Reporting Officer	Philip Moffett, Head of Democratic Services
Contact Officer	Philip Moffett, Head of Democratic Services

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 the committee on correspondence received from the Somme Association on annual membership contributions payable for period 2018-2019
2.0	Background
2.1	The Council is a currently member of the Somme Association to which it has elected member representation. The current representatives are Cllr Derek McKinney and Cllr Wesley Brown , details of which are confirmed on the council website under Outside Bodies.
3.0	Main Report
3.1	The council has received an invoice for payment to the Somme Association for the period 2019-20. Provision for the subscription has been made within 2019-2020 budgets (Democratic Services).
4.0	Other Considerations
4.1	Financial, Human Resources & Risk Implications
	Financial: Somme Association - £1,200 (£1,000 + VAT).
	Human: not applicable
	Risk Management: not applicable
4.2	Screening & Impact Assessments
	Equality & Good Relations Implications: not applicable
	Rural Needs Implications: not applicable

5.0	Recommendation(s)
5.1	That the committee notes request for payment from the Somme Association for the 2019-20 yearly subscription, arising from its membership.
6.0	Documents Attached & References
	Appendix A - Correspondence from Director, The Somme Association

THE SOMME ASSOCIATION



Vice-President
The Viscount Brookeborough, DL

Chairman
Mr Alan McFarland

Director
Mrs Carol Walker, MBE

233 Bangor Road
Newtownards
BT23 7PH

Telephone 028 91823202

Facsimile 028 91823214

Website: www.sommeassociation.com

Email: sommeassociation@btconnect.com

Face Book: The Somme Association

Honorary President:
H.R.H The Duke of Gloucester, KG, GCVO

Mid Ulster District Council

05 APR 2019

RECEIVED
(Dungannon Office)

3rd April 2019

Mr Anthony Tohill
Chief Executive
Mid Ulster District Council
Circular Road
Dungannon
BT71 6DT

Dear Mr Tohill

Re: 'Friends of the Somme' yearly subscription 2019/20

I am writing to inform you that your council's yearly subscription to the Somme Association is now due. This year's fee, in line with the previous year, is as follows: £1,000.00 plus VAT of £200.00 making a total of £1,200.00. Please find invoice enclosed which contains our bank details for BACS payments.

The subscription relates to the financial year ending 31 March 2020, but note that due to the continuing budgetary pressures that we are facing, we are writing to you a little sooner than we usually would. The Officers of the Somme Association wish me to thank your Council for its continued support over this very busy centenary period and sincerely hope that it will continue to support our work at the Somme Museum and the Ulster Memorial Tower, France.

If you have any questions you would like answered, please do not hesitate to contact me.

Yours faithfully

Carol Walker MBE
Director
Enc.

Report on	Marketing & Communications Update
Date of Meeting	6 June 2019
Reporting Officer	Ursula Mezza
Contact Officer	Ursula Mezza

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	The report provides an update on key areas of recent marketing and communications activity.
2.0	Background
2.1	The Marketing & Communications service works corporately as well as across departments and services, to develop and deliver effective external and internal marketing and communications activity which supports the Council's vision, values and strategic direction.
3.0	Main Report
3.1	The update report records core activity levels and key areas of recent work undertaken by the Marketing and Communications service and covers the period February to April 2019.
3.2	A significant area of work in the period under consideration included media relations undertaken with regard to the Greenvale Hotel tragedy.
3.3	Election planning and preparation was a core focus and PR for village renewal capital projects was also priority, with press and digital coverage delivered for 8 schemes.
3.4	With the beginning of event season, substantial resources have been allocated to marketing and communications campaign development and delivery which to date has included April's 'Wild Adventure Weekend' and the new Parks events calendar.
3.5	Intensive work on the new web site has continued with a go-live date of the end of June 2019.

3.6	Also of note is the 3 rd place success of the Mid Ulster 'Recycling Heroes' campaign in the NI Public Sector Communications award and that the campaign has been shortlisted for the National Recycling Awards.
4.0	Other Considerations
4.1	Financial, Human Resources & Risk Implications
	Financial: N/A
	Human: N/A
	Risk Management: N/A
4.2	Screening & Impact Assessments
	Equality & Good Relations Implications: N/A
	Rural Needs Implications: N/A
5.0	Recommendation(s)
5.1	That the Committee notes the report.
6.0	Documents Attached & References
	Marketing & Communications Update

SMT June 2019

Marketing & Communications Update

Summary

This update relates to the 3 month period from February 2019 to April 2019.

- Media relations work following the Greenvale Hotel tragedy was significant across both March and April, accounting for 41 of a total 114 media enquiries received.
- Media enquiries in March and April were at the highest levels to date.
- Election planning and preparation was a core focus in the period.
- PR for village renewal capital projects was a priority, with press and digital coverage delivered for 8 schemes.
- 'Event season' has begun with substantial resources allocated to marketing and communications campaign development and delivery. The concept for April's 'Wild Adventure Weekend' was well-received and the weekend itself a success in terms of reach, engagement and business feedback.
- Intensive work on the new web site has continued with a go-live date of June 2019.
- The Mid Ulster 'Recycling Heroes' campaign has been shortlisted for the National Recycling Awards.

Major Incident

Managing media relations in response to the Greenvale Hotel major incident was a significant element of the service's work in March and April.

Activity has spanned 3 phases to date, beginning with the initial crisis response in the first days following the tragedy, moving to public information provision in the support and (initial) recovery phase, and the third element relating to the Council's consideration of the Hotel's entertainment licence.

Election 2019

Marketing and Communications was responsible for the planning and delivery of admissions, information and media management at the election count.

Recycling Campaign: Awards

The Mid Ulster Recycling Heroes campaign was placed 3rd in the external campaigns category of the first ever NI Public Sector Communications awards in March.

This was one of the most competitive categories and valued recognition from the communications' profession.

The campaign has also been shortlisted in the National Recycling Awards 'Campaign of the Year' category, with a final presentation to be delivered on 27 June 2019 to a judging panel in advance of that evening's awards ceremony.

Event Marketing & Promotion

Wild Adventure Weekend

The Wild Adventure Weekend (13 – 14 April), an event created by tourism's Outdoor Recreation and Events cluster, was directly supported by the service.

The initiative aimed to kick start the tourism season and contribute to the development of outdoor adventure and activity product in Mid Ulster. The service developed and delivered an integrated campaign in the weeks leading up to the event.

Evaluation demonstrated high levels of reach (over 84,000 people via 3 Facebook pages) and engagement (over 4,000 people reacted to posts), with feedback from businesses extremely positive. Jungle NI, for example, called the weekend a 'big hit', identifying major positive change in visitors from RoI over the weekend.

Parks

As an outcome of the new Parks Marketing Strategy, a new campaign concept was developed and is now at delivery stage for 16 parks 'play near me' and 'summer sounds' events which take place across the summer months.

While a full evaluation will be undertaken on completion, initial evidence suggests that the re-shaped events with their focus on the local is proving popular, with higher than normal engagement and high participation rates.

FIPSeD European Coarse Angling Championship

As well as ongoing support for the Portglenone Blueway and associated capital projects, marketing and communications is contributing to the 25th FIPSeD European Coarse Angling Championships (24 – 30 June) including via public relations, event organisation, promotion and press liaison.

Davagh Dark Skies

As the newest flagship visitor attraction now under development, the service is giving increasing focus to the project.

A pre-opening calendar of potential promotional activity has been developed, while the core 'Question and Answer' document has also been drafted and remains live until project completion.

Brand development will begin in early June and the formal marketing strategy is now in development, informed by an initial customer mapping and persona development workshop with members of the project team.

The next significant element of work is web development and the identification of a ticketing solution.

Dungannon LC

Marketing and Communications is supporting the capital works project now underway at Dungannon Leisure Centre with a tailored communications plan.

Covering both internal and external communications aspects, the plan is being delivered around 3 distinct phases:

1. Pre-renovation - key communications milestones e.g arrangements for staff and customers; award of contract.
2. During renovation – key communications milestones e.g. closure; contractor on site.
3. Post-renovation – key communications milestones e.g. preparation of centre for reopening; official launch.

Digital Development

On completion of design work and content structure for the Council's new web site, the project reached technical build stage and content population is now underway.

Development of fresh content, which reflects the new look and, crucially, the navigability of the site in mobile responsive mode, has been intensive work, as has the editing of existing content to suit the new site.

The new site is scheduled to go-live at the end of June 2019,

Beyond the web site development work, Marketing and Communications has also brought its expertise in on-line booking and customer journeys to the cross-service team (IT and Leisure), involved in the delivery of a new consumer-facing online booking system.

The service continues to champion a 'digital first' approach'.

General Communications Support

Communications support continues to be provided across departments and services and encompassing a wide range of projects and issues.

In the period under consideration, the villages programme was notable in this regard, with 8 schemes profiled in local press and online and the draft Local Development Plan launch and consultation also featured prominently in the service's work plan.

Core Service Activity Levels

News releases issued in November and December 2018 and January 2019.

Note: news releases are not an end in themselves and are often simply the core script. Further creative content and messaging evolves to suit different audiences and translates into activity across channels.

	No issued	Breakdown by service area:
Feb 19	20	Economic Development 3; Chair 2; Parks 2; Planning 2; Community Development 2; Village Renewal 2; Council General 2; Leisure 1; Tourism 1; Arts 1; Environmental Health 1.
March 19	26	Village Renewal 6; Economic Development 4; Arts 3; Chair 2; Greenvale Hotel 2; Leisure 2; Community Development 2; Tourism 2; Policy 1; Sustainability 1; Environmental Health 1.
April 19	3	Environmental Health 2; Leisure 1.

Media Enquiries

The volume of media enquiries .

	No received	No answered in 4hrs	Fastest response time	Slowest response time	Top Topic(s)	Top Source(s)
Feb 19	37	21	Immediate	3days, 7hrs, 3mins	Rates (6); Advice Services (5)	Tyrone Courier (15); Dungannon Herald (9)
March 19	57	42	Immediate	30days 40mins	Greenvale Hotel Tragedy (22); Seamus Heaney HomePlace (10)	Irish News (10); BBC (9); Dungannon Herald (7)
April 19	57	51	Immediate	35hrs 12mins	Greenvale Hotel Tragedy (19); Election (10)	Irish News (26); Dungannon Herald (6)

Service Priorities (June – September 2019)

- Marketing planning and delivery, including out of hours social media coverage, for corporate events:
 - Continental Market (1-2 June 2019)
 - Tafelta Festival (21-22 June 2019)
 - Lumarina (16 – 17 August 2019)
 - Walled Garden (24 August 2019)
- Delivery of a digitally-focussed campaign for the leisure summer programme in July and August.
- Finalisation of the action plan associated with the Leisure Marketing Strategy and move to implementation.
- Agreement and subsequent implementation of campaigns to tackle disability parking bays misuse at council facilities and to promote the GP referral scheme.
- Completion of Davagh Dark Skies marketing strategy and on-going development support (brand, web development).
- Content, design and edit of summer issue of residents' magazine, Insight, (to be delivered w/c 5 August 2019).

Ursula Mezza
24 May 2019

Report on	Marketing & Communications Service Improvement Plan 2019-2020
Date of Meeting	6 June 2019
Reporting Officer	Ursula Mezza
Contact Officer	Ursula Mezza

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 draft Service Improvement Plan for the Marketing & Communications Service for the 2019-2020 year.
2.0	Background
2.1	In line with corporate performance improvement requirements and to ensure that every service contributes to performance improvement, every service produces an annual individual improvement plan.
3.0	Main Report
3.1	The Improvement Plan for 2019-2020 sets out key priorities for the service in the year ahead, including increased numbers of annual marketing and communications plan for key services, and the further advancement of the service's 'digital first' agenda.
3.2	How the service will support two of the Council's performance improvement objectives (2017-2019) is also detailed, with the development of new evidence-based strategies and tactical plans for leisure and outdoor recreation and a new waste campaign to reduce reliance on landfill.
4.0	Other Considerations
4.1	Financial, Human Resources & Risk Implications
	Financial: N/A
	Human: N/A
	Risk Management: The revisions assist in the mitigation of risk associated with non-compliance with the new GDP Regulation.

4.2	Screening & Impact Assessments
	Equality & Good Relations Implications: N/A
	Rural Needs Implications: N/A
5.0	Recommendation(s)
5.1	That the Committee accepts the 2019-2020 Service Improvement Plan for Marketing & Communications.
6.0	Documents Attached & References
	Service Improvement Plan 2019-2020.



Comhairle Ceantair
Lár Uladh
Mid Ulster
District Council

*Marketing & Communications
Service
Chief Executive's Office*

SERVICE PLAN - 2019 / 20

Date

Consulted within staff team

12/02/2019

Discussed & signed off by Director

/ / 2019

CONTENT

SECTION	TITLE	PAGE NUMBER
1.0	OVERALL PURPOSE & SCOPE OF THE SERVICE	
1.1	Purpose and scope of the service	
1.2	Responsibilities	
1.3	Customers & Stakeholders	
1.4	Performance Overview in 2019/20	
2.0	SERVICE WORK PLAN - 2019/20	
2.1	Budget - 2019/12	
2.2	Staffing Complement – 2019/20	
2.3	Service Work Plan – 2019/ 20	
3.0	IMPROVING OUR SERVICE AND MANAGING PERFORMANCE - 2019/20	
3.1	Council's Improvement Objectives and Associated Programs - 2019/20	
3.2	Service Contribution to the Corporate Improvement Objectives	
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1.0 OVERALL PURPOSE AND SCOPE OF THE SERVICE

1.1 Purpose and Scope of the Service

Working strategically, as well as across departments and services, the service develops and delivers effective external and internal marketing and communications activity which supports the Council's vision, values and strategic direction.

1.2 Responsibilities

The Marketing and Communications service is responsible for:

- The development, coordination and delivery of external marketing and communications activity, working with different council services and functions to contribute to the achievement of their objectives through positioning, messaging and planned, targeted promotional activity across a range of platforms.
- The development of systems and activities to support effective internal communications, in conjunction with the Organisational Development Department.
- The management of proactive and reactive media relations, including acting as the first point of contact for all media enquiries, advising on appropriate responses, identifying potential issues and monitoring impact.
- The provision of an internal graphic design service which ensures the Council's branding is properly applied.
- The development and content management of digital platforms (web and social media).
- The provision of communications support to elected members, specifically the Chair, Deputy Chair and Committee Chairs.

1.3 Customers & Stakeholders

Customers & Stakeholders
• Elected Members
• SMT & Heads of Service
• Council staff
• Mid Ulster District Residents
• Media
• Local community groups, traders groups, businesses and visitors.

1.4 Performance Overview in 2018/19

The following table provides a progress summary and the impact made by last years' Service Plan (2018-2019). It also details key successes, a summary of the end of year progress, remaining challenges for the Service and how it made a difference.

2018/19 Performance Overview

- In 2018-2019, the service continued to contribute directly to all 4 of the Council's Corporate Improvement Objectives. However, of particular note was the implementation of an integrated, omni-channel recycling campaign 'Mid Ulster Recycling Heroes' which began in September 2018 and continued to year-end.
- Formal evaluation of the campaign was undertaken with key results below:
 - Media coverage secured resulted in a Mean Advertising Value Equivalent of £25,073.10.
 - 170 social media posts (Facebook and Twitter combined) had a reach of 293,809, engagement of 36,877 and video views of 3,747.
 - 3,140 page views of the recycling hero page web page which became the most visited page on the Council's web site in October and November 2018 overtaking the leisure pages for the first time.
 - Over 1,700 people have taken the online quiz.
 - Almost 420 recycling stories have been submitted.

In the first 3 months of the campaign (October – December 2018), analysis of recycling rates and waste composition when compared with the previous quarter (July – September 2018) showed:

- 1% reduction in contamination rate of blue bin material
 - a 130 tonne increase in blue bin tonnage with;
 - a 540 tonne reduction in domestic household collected black bin waste
 - a specific increase in the dry recycling rate (i.e. material in blue bins) of 4.22%
 - an overall increase in our household recycling rate from quarter 2 to quarter 3 – the first occasion when this has ever happened.
- Supporting CIO4, and also the on-going leisure review process, has been the development of a new Leisure Marketing Strategy and a new Parks Marketing Strategy. Both strategies use empirical data, industry evidence and customer insight to recommend a series of marketing objectives which focus on building market share and enhancing customer experience.
- The service's digital first approach has been further embedded in 2018-2019, reducing print requirements, encouraging internal clients to consider digital before traditional methods and actively demonstrating how the use of digital tactics, principally video, can make significant impacts on reach, engagement and reputation.
 - Digital communications is now integrated into every aspect of the service's work, particularly in support of event marketing and campaign implementation.
 - The year also saw significant work towards the development of new web site for the Council. Significant emphasis has been placed on the look and navigability of the site in mobile responsive mode, as close to 70% of people accessing the site do so from a mobile device.

<ul style="list-style-type: none"> Web review workshops have been held with a number of services including, arts, tourism, parks, leisure and economic development, focussing on web content reflecting the customer needs rather than departmental or service structures, while digital skills development has been ongoing via a training sessions and workshops. 	
<ul style="list-style-type: none"> A new Marketing & Communications Strategy 2018-2010 was also developed and agreed during the year. This strategy introduces a new dimension to the service's work, aiming to convey the sense, ethos and ambition of the Council using a series of corporate narratives to tell the Council's 'big story'. It also confirms commitment to the adoption and use of an evidence-based, customer-focussed approach to marketing and communications which demonstrates excellence and value for money. 	
<ul style="list-style-type: none"> Formal evaluation continues to take place for campaign and event work, demonstrating successes and where the service added value, as well as identifying areas for improvement. 	
<ul style="list-style-type: none"> Media relations continues to be an extremely busy element of the service's core work and in 2018-2019 the service responded to 391 media enquiries. This aspect of the service is also highly rated by journalists for speed and quality of responses. Progress continues to be made in terms of identifying and greater anticipation and planning for potentially negative issues has aided the control of stories from the outset. 	
2018/19 Performance Overview	End of Year Progress Status: Completed/Commenced/Other
<ul style="list-style-type: none"> To develop and deliver annual marketing action plans for key services. 	Completed.
<ul style="list-style-type: none"> To embed a digital first approach to customer engagement and communication. 	Work has been on-going throughout the year and substantial progress made. The 2019-2020 objective to develop a digital strategy will see this approach formalised corporately.
<ul style="list-style-type: none"> To lead the development of appropriate marketing and communications strategies for leisure and outdoor recreation. 	Completed with on-going implementation.
<ul style="list-style-type: none"> To support Environmental Services to reduce the amount of waste going to landfill through the development and delivery of an integrated communications campaign for 2018-2019. 	Completed.

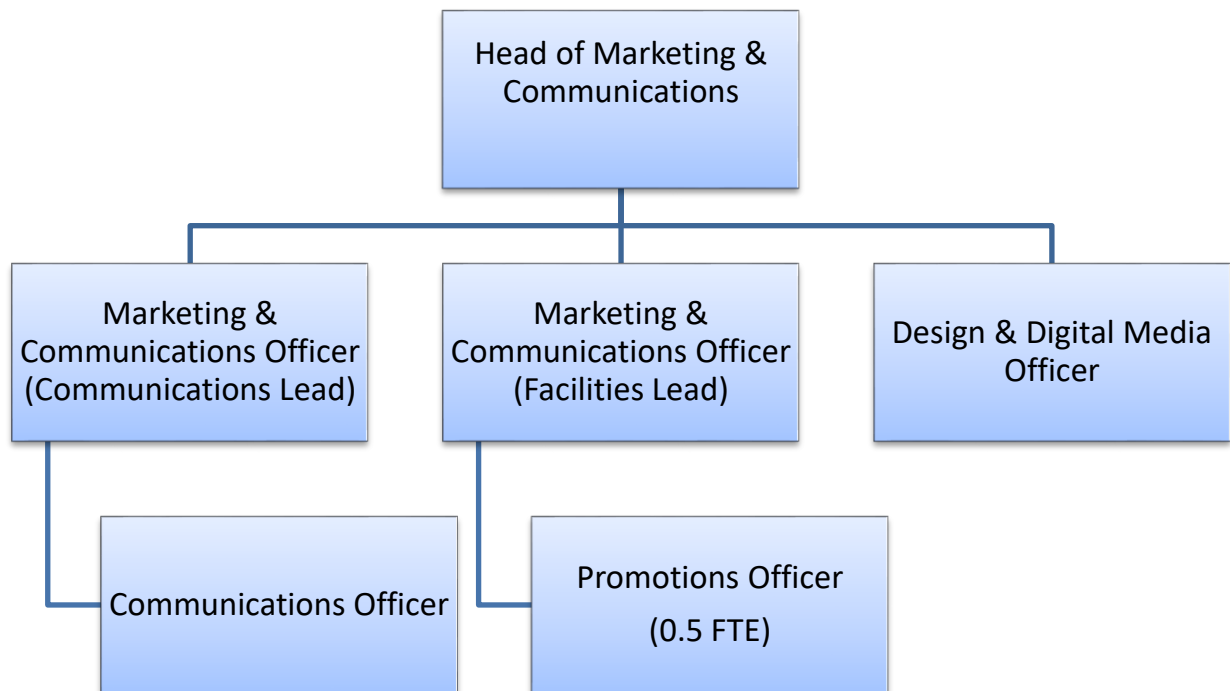
2.0 SERVICE WORKPLAN 2019/20

The following tables confirm the resources, financial and people, which the Service has access to throughout 2019-20 to deliver its actions, activities and core business.

2.1 Budget 2019/20

Service Budget Headings	£
Salaries	234,739
Printing	35,000
Advertising	21,000
Promotional Materials	22,000
Licences	3,200
Fees	5,000
Miscellaneous (postage, mileage, training)	5,949
Gross Budget	326,888
Income	0
Net Budget for 2019-20	326,888

2.2 Staffing Complement - 2019/20



Staffing	No. of Staff
Head of Service	1
Managers	2
Officers	2.5
Remaining Team	0
Total	5.5

2.3 Service Work Plan – 2019 - 2020

Link to Community Plan Theme:	Corporate Plan Theme						
<i>CMP 3.3 Education & Skills - We are more entrepreneurial,</i>	<i>CRP 1.1 Delivering for Our People - High performing services focused on customer and value for money</i>						
Service Objective	How Will we measure the impact of our work (PI's)	Where are we now? (Baseline data)	What do we want to achieve? (Targets)	How Will we get there?			
				Key Actions	Dates	Owners	Outcome
To develop and deliver annual marketing and communications action plans for key service areas.	No of plans developed, delivered and evaluated.	In 2018-2019, plans were formally in place for: <ul style="list-style-type: none"> Environmental Services (recycling) Leisure Strategic Events Parks 	In 2019-2020, the service will develop additional actions for: <ul style="list-style-type: none"> Economic Development Capital Projects 	<ul style="list-style-type: none"> Timely meetings with relevant services. Plan development and agreement. Plan implementation as per agreed timescales. Plan monitoring, evaluation and review. 	On-going from April 2019.	M&C Team	We will have cohesive, integrated marketing and communications plans, aligned to new corporate narratives and making a demonstrable contribution to the achievement of corporate priorities.

Link to Community Plan Theme:	Corporate Plan Theme						
<i>CMP 2.2 Infrastructure - We increasingly value our environment &</i>	<i>CRP 3.6 Sustaining our Environment - Reducing our dependency on landfill by increasing recycling, reusing and recovering energy from Council collected waste</i>						
Service Objective	How Will we measure the impact of our work (PI's)	Where are we now? (Baseline data)	What do we want to achieve? (Targets)	How Will we get there?			
				Key Actions	Dates	Owners	Outcome
To support Environmental Services to reduce the amount of waste going to landfill through the development and delivery of a recycling campaign for 2019-2020.	Recycling Rate Reduction in waste going to landfill Waste composition analysis Digital engagement	2018-2019 campaign developed and delivered with key results: <ul style="list-style-type: none"> - 1% reduction in contamination rate of blue bin material - a 130 tonne increase in blue bin tonnage - a 540 tonne reduction in domestic household collected black bin waste - increase in the dry recycling rate of 4.22%. 	Achievement of targets associated with new recycling campaign plan.	<ul style="list-style-type: none"> • 2019-2020 campaign concept and plan developed and agreed. • Plan delivery. • Plan monitoring, evaluation and review. 	By end July 2019. Ongoing from Sept 2019. By end March 2020.	MMcN M&C Team MMcN	We will have contributed to a reduction in waste going to landfill and to a more sustainable environment.

3.0 IMPROVING OUR SERVICE AND MANAGING PERFORMANCE

3.1 Annual Improvement Objectives and Associated Programs

The Council has set a number of annual improvement objectives and associated programs (projects and activities) for 2019/20, which aim to bring about improvement. The improvement objectives and key improvement programs, set out Council's contribution to the sustainable Community Plan for the District; against which we can monitor and report progress.

Each Council department provides resources to assist with the improvement activities contained within each improvement project (individual service improvement contribution activity linked to corporate improvement programs can be found in 3.2 of the service plan). The annual improvement objectives also align to the Council's main corporate planning document, which contains the council's strategic direction and main priorities.

The Council will focus on the following improvement objectives for 2019 to 2020:

- 1. To assist the growth of the local economy by increasing the number of visitors to our district.*
- 2. To improve the average processing time of Local Planning Applications (New).*
- 3. To improve the accessibility of our services by increasing the number available online.*
- 4. To support people to adopt healthier lifestyles by increasing usage of Council Recreational Facilities.*

We utilise outcome based accountability methodology to manage our performance. This tells us the impact our services are having on communities. Further detailed information relating to Council's improvement objectives, associated activities, outcome indicators, projects and targets is available at www.midulstercouncil.org/Council/Performance (*Mid Ulster Council's Improvement Plan 2019- 2020*) or by contacting the Democratic Services Team on 03000 132132.

4.0 Equality

The council is committed to fulfilling its obligations under Section 75 of the Northern Ireland Act 1998. This commitment is demonstrated by allocating the appropriate time, people and resources to fulfil our equality duties. The Equality Scheme commits us to implementing our duties effectively and in a timely way alongside implementing this Service Plan. Without impacting upon our obligations, when

carrying out our equality duties we will also take into account the desirability of promoting good relations between people of different religious belief, political opinion or racial group. We are also required to take into account the need to promote positive attitudes towards people with a disability and encourage the participation of people with a disability in public life. Mid Ulster District Council are committed to fulfilling our disability duties and we set out how we intend to do this in our disability action plan.

3.2 Service Contribution to the Corporate Improvement Objectives/Projects

Link to Community Plan Theme:		Corporate Plan Theme						
CMP 2.1 Infrastructure - We are better connected through appropriate infrastructure		CRP 1.2 Delivering for Our People - Increase Access to services and customer experiences across the district						
Improvement Plan Objective	Service Objective	How Will we measure the impact of our work (PI's)	Where are we now? (Baseline data)	What do we want to achieve? (Targets)	How Will we get there?			
					Key Actions	Dates	Owners	Outcome
3.0 To improve the accessibility of our services by increasing the number available online	To develop a medium-term 'digital by design' strategy.	Strategy developed and agreed.	No formal digital strategy in place.	Agreed strategy with action plan for implementation .	<ul style="list-style-type: none"> Undertake digital review of current position. Complete desk research to inform strategy. Develop draft strategy. Agree strategy and timetable for delivery of associated action plan. 	By end Aug 2019 By end Aug 2019 By end Jan 2020 By end March 2020	UM KK	We will have a more digitally-enabled, consumer-facing organisation with a more digitally-enabled population.

Link to Community Plan Theme:		Corporate Plan Theme						
CMP 1.1 Economic Growth - We prosper in a stronger & more competitive economy		CRP 2.5 Creating Growth - Completion of the Seamus Heaney Centre and development of a comprehensive strategy to optimise the tourism potential of Mid Ulster						
Improvement Plan Objective	Service Objective	How Will we measure the impact of our work (PI's)	Where are we now? (Baseline data)	What do we want to achieve? (Targets)	How Will we get there?			
					Key Actions	Dates	Owners	Outcome
1.0 To assist in the growth of the local economy by increasing the number of visitors to our district	To develop and deliver a marketing and communication strategy and action plan for the new Davagh Dark Sky Observatory & Visitor Centre.	Marketing strategy and plan developed, agreed and implemented.	No formal marketing and communications plan in place.	Targets to be agreed as part of strategy and plan development.	<ul style="list-style-type: none"> Draft Marketing Strategy developed. Brand development completed. Web site development completed. Development of PR and social media content calendar for on-going communications and awareness-raising Development and delivery of official opening marketing & communications plan 	End April 2019 August 2019 End Dec 2019 On-going On-going	UM M&C Team	We will have successfully positioned the new facility and associated outdoor recreation and tourism offerings as a flagship visitor attractions in the Sperrins.

Link to Community Plan Theme:		Corporate Plan Theme						
CMP 4.1 Health & Wellbeing - We are better enabled to live longer healthier & more active lives		CRP 1.3 Delivering for Our People - High quality, responsive indoor and outdoor recreational services with increased customer numbers and satisfaction						
Improvement Plan Objective	Service Objective	How Will we measure the impact of our work (PI's)	Where are we now? (Baseline data)	What do we want to achieve? (Targets)	How Will we get there?			
					Key Actions	Dates	Owners	Outcome
4.0 To support people to adopt healthier lifestyles by increasing usage of Council Recreational facilities.	To implement Leisure Marketing Strategy and Parks and Outdoor Recreation Marketing Strategy and associated actions for each.	Delivery of strategy will be measured against agreed Objectives and associated KPIs detailed within the documents	Leisure Marketing Strategy and Parks Marketing Strategy 2018 – 21 have been developed	Each Strategy has Marketing Objectives and targets are detailed within each strategy for each objective.	<ul style="list-style-type: none"> Delivery of action plan for Leisure Marketing Strategy including: <ul style="list-style-type: none"> Refine customer contact across customer journey Implementation of a marketing automation programme across web site and social media channel Develop and implement digital marketing strategy and action plan Delivery of action plan for Parks and Outdoor Recreation Marketing Strategy including: <ul style="list-style-type: none"> Implementation of project and event campaign plans Implementation of a Play Near By campaign to focus on Play provision Develop and implement digital marketing strategy and action plan	Ongoing throughout the year (individual action plans are set on a quarterly basis)	UM KK	<p>We will have successfully positioned Leisure Services as a trusted authority and provider of high quality, high satisfaction opportunities for all in the Mid Ulster District.</p> <p>Our Parks and Outdoor Recreation Service will be recognised as offering access, good value and convenience for its residents, businesses and visitors who seek quality parks and outdoor recreation experiences in order to lead a healthy lifestyle.</p>

3.3 RISK MANAGEMENT OF SERVICE

The purpose of risk management is to manage the barriers which prevents the Council from achieving its objectives. This section of the service plan includes space for the Service to input their key risks (in summary form), which have been identified during the business planning process. The Council uses risk management to maximize opportunities and minimize risks. This improves its ability to deliver priorities and improve outcomes. This is why the Council deems it important to link business planning and risk management. Risk Management aims to:

- Help the Council achieve its overall aims and objectives
- Manage the significant risks the Council faces to an acceptable level
- Assist with the decision making process
- Implement the most effective measures to avoid, reduce and control those risks
- Balance risk with opportunity
- Manage risk and internal controls in the most effective way.

This table illustrates the risks identified to deliver the Services business in 2019-20.

Risk Ref Number	Description of Risk	Risk Rating	Mitigation Activity
MC01	Misuse or inconsistent use of the Council's branding	6	Use of brand identity as per guidelines is now embedded. Branding continues to be consistently applied and the service remains vigilant with regard to maintenance of standards.
MC02	Impact on output of small team through members of staff leaving the service or as a result of sickness absence.	9	Monitoring of sickness absence and application of attendance policy continues. Staff team remains stable and there are no anticipated staffing issues.
MC03	Inadequate management and planning of media relations issues.	8	Media relations service continues to be delivered and media monitored. The service continues to work pro-actively with departments on a project by project or issue by issue basis to pre-empt and/or manage potentially difficult media issues.
MC04	Budget pressure leading to reduced communications activity.	9	Monitoring of existing marketing & communications budget is on-going.
MC05	Ineffective internal communications leading to misinformed, demotivated staff.	12	Work is ongoing to improve internal communications. The service is installing new branded staff notice boards and the use of new animated videos for key policy areas is under development.
MC06	Delay or difficulty in converging legacy web and social media sites.	12	Monitoring and review work is continuous.

			A new web site is under development and web workshops have now been held with leisure, economic development, tourism, parks and the Burnavon.
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Rating	Descriptor
16 - 25	Extreme Risk (immediate action required)
10 - 15	High Risk (urgent action required)
7 - 9	Moderate Risk (action required)
1 – 6	Low Risk (keep under review)

Report on	Legal Services Service Improvement Plan
Date of Meeting	Thursday 6 June 2019
Reporting Officer	Claire McNally, Council Solicitor
Contact Officer	Claire McNally, Council Solicitor

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 and note the contents of the draft Service Improvement Plan for Legal Services for 2019-2020.
2.0	Background
2.1	In line with corporate performance improvement requirements and to ensure that every service contributes to performance improvement, every service produces an annual individual improvement plan.
3.0	Main Report
3.1	The Legal Services Improvement Plan for 2019-2020 sets out key priorities for the service in the year ahead and builds on the work undertaken during the 2018-2019 year.
3.2	The key Service Objective is to help improve knowledge, capacity and confidence of the Council in relation to legal issues with a focus on ensuring planning decisions and prosecutions are progressed as soundly as possible, which in turn should help encourage increased public confidence in Council's decision making in these areas.
4.0	Other Considerations
4.1	Financial, Human Resources & Risk Implications
	Financial: N/A
	Human: N/A
	Risk Management: N/A

4.2	Screening & Impact Assessments
	Equality & Good Relations Implications: N/A
	Rural Needs Implications: N/A
5.0	Recommendation(s)
5.1	That the Committee notes the content of the 2019/20 Service Improvement Plan for Legal Services.
6.0	Documents Attached & References
6.1	Legal Services Service Improvement Plan 2019-2020



Comhairle Ceantair
Lár Uladh
Mid Ulster
District Council

Legal Services Chief Executive's Department

SERVICE PLAN - 2019 / 20

Date

Consulted within staff team

28/05/2019

Discussed & signed off by Director

/ / 2019

CONTENT

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1.2	Responsibilities	
1.3	Customers & Stakeholders	
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2.0	SERVICE WORK PLAN - 2019/20	
2.1	Budget - 2019/12	
2.2	Staffing Complement – 2019/20	
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3.0	IMPROVING OUR SERVICE AND MANAGING PERFORMANCE - 2019/20	
3.1	Council’s Improvement Objectives and Associated Programs - 2019/20	
3.2	Service Contribution to the Corporate Improvement Objectives	
3.3	Risk Management of Service	
4.0	EQUALITY	

1.0 OVERALL PURPOSE AND SCOPE OF THE SERVICE

1.1 Purpose and Scope of the Service

The service is responsible for the management and the provision of a comprehensive legal advice and support service to the Council across the Council's wide range of functions and responsibilities. The aim of the service is to provide high quality, proactive and timely advice to the Council in order to assist it operating within the wider legal landscape.

1.2 Responsibilities

The service is specifically responsible for the following:

- The provision of proactive, accurate and timely professional legal advice on matters relating to the functions and the exercise of the powers and duties of the Council;
- The drafting and settling of legal documentation;
- The provision of training and information on legal and quasi legal matters to officers and Elected Members as required;
- The instigation and defence of claims, actions, applications and other legal proceedings, including representation, as required on behalf of the Council;

To liaise with other legal professionals, the courts, government departments, statutory bodies and other organisations in relation to legal matters pertaining to the Council.

1.3 Customers & Stakeholders

Customers & Stakeholders
• The Council; officers and Elected Members
• Other members of the legal profession, including solicitors and barristers
• The judiciary and court officials
• Individuals residing in and businesses and organisations operating within the district
• Other government departments and agencies
• Other councils, statutory bodies

1.4 Performance Overview in 2018/19

The following table provides a progress summary and the impact made by last years' Service Plan (2018-2019). It also details key successes, a summary of the end of year progress, remaining challenges for the Service and how it made a difference.

2018/19 Performance Overview	End of Year Progress Status:
<ul style="list-style-type: none"> • External Legal Services Contract has recently been awarded and it is hoped that this will provide better access to specialised and timely legal advice and be more cost effective 	Completed
<ul style="list-style-type: none"> • Internal Engagement Series is ongoing to ascertain how legal services can better serve the Council with improvements being implemented where possible 	Commenced and ongoing
<ul style="list-style-type: none"> • An ongoing challenge for the service stems from the very nature of the work involved, i.e., the unpredictability of workflow, work type and caseload, making it difficult to accurately budget and allocate resources. 	Kept under review

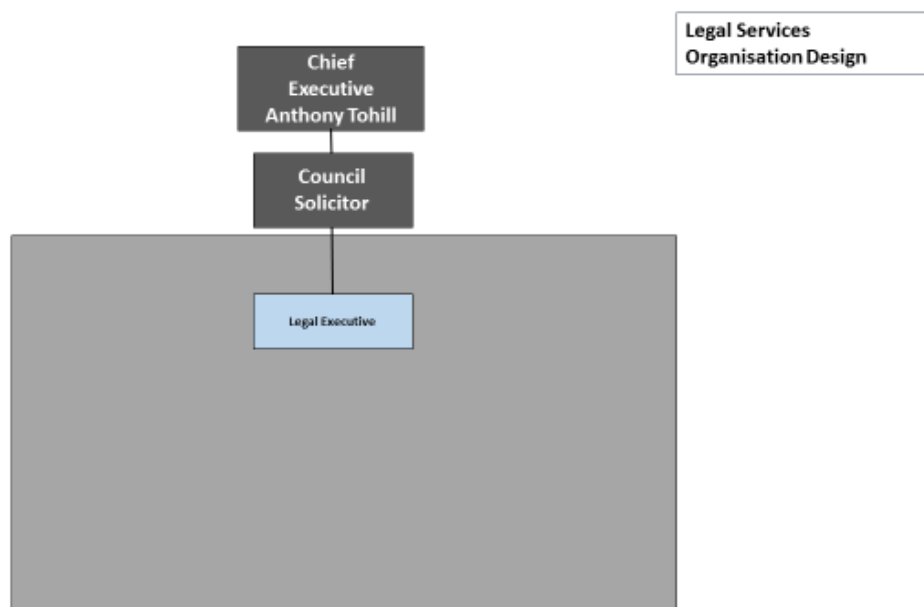
2.0 SERVICE WORKPLAN 2019/20

The following tables confirm the resources, financial and people, which the Service has access to throughout 2019-20 to deliver its actions, activities and core business.

2.1 Budget 2019/20

Service Budget Headings	£
Legal Fees & Subscriptions	129,497
Salaries and mileage	103,550
Gross Budget	
Income	
Net Budget for 2019-20	240,812

2.2 Staffing Complement - 2019/20



Staffing	No. of Staff
Head of Service	1
Managers	
Officers	1
Remaining Team	
Total	2

2.3 Service Work Plan - 2019/20

This plan confirms the core activities and actions, which will form your Service Work Plan for 2019-20. This should be a high-level capture of the Service activities and work which it will focus on throughout 2019-20. The Plan links to the Council's 2015-2020 Corporate Plan priorities (the Corporate Plan 2015/19 priorities were extended for another year to include 2019 to 2020), Annual Corporate Improvement Plan Objectives, Corporate Indicators and Mid Ulster Sustainable Community Plan themes & outcomes:

SERVICE WORK PLAN

Link to Community Plan Theme:	Corporate Plan Theme						
<i>CMP 3.1 Education & Skills - Our People are better qualified & more skilled</i>	<i>CRP 1.6 Delivering for Our People - Integration of a culture of service improvement as the key to service delivery.</i>						
Service Objective	How Will we measure the impact of our work (PI's)	Where are we now? (Baseline data)	What do we want to achieve? (Targets)	How Will we get there?			
				Key Actions	Dates	Owners	Outcome
Increase staff awareness and knowledge in two key areas of challenge for legal services and the Council; (i) Planning; and (ii) Prosecutions, by March 2020.	Standard of case officer reports; and number of successful JR challenges. Standard of prosecution file/evidence.	Standard of reporting is high; and one successful planning judicial review the past two years; Standard of prosecution file/evidence is high; and prosecution success rate at court is c.95%	Very high/Excellent Standard; and not increase the number of successful challenges pa; Very high/excellent standard; and increase prosecution success rate to 100%	<ul style="list-style-type: none"> Organise training on legal issues in both areas for staff; Service areas to implement recommendations and changes; Review implementation of changes; Consider if further/follow up training needed; Consider if other avenues to explore; Consider if additional training needed for members 	Sept 2019 Nov 2019 Feb 2020 Feb 2020 Feb 2020 Mar 2020	C McNally Service areas C McNally C McNally & Service areas	To help improve knowledge, capacity and confidence of the Council in relation to legal issues to ensure Planning decisions and Prosecutions are progressed as soundly as possible, which in turn should help encourage increased public confidence in Council's decision making.

3.0 IMPROVING OUR SERVICE AND MANAGING PERFORMANCE

3.1 Annual Improvement Objectives and Associated Programs

The Council has set a number of annual improvement objectives and associated programs (projects and activities) for 2019/20, which aim to bring about improvement. The improvement objectives and key improvement programs, set out Council's contribution to the sustainable Community Plan for the District; against which we can monitor and report progress.

Each Council department provides resources to assist with the improvement activities contained within each improvement project (individual service improvement contribution activity linked to corporate improvement programs can be found in 3.2 of the service plan). The annual improvement objectives also align to the Council's main corporate planning document, which contains the council's strategic direction and main priorities.

The Council will focus on the following improvement objectives for 2019 to 2020:

- 1. To assist the growth of the local economy by increasing the number of visitors to our district.*
- 2. To improve the average processing time of Local Planning Applications (New).*
- 3. To improve the accessibility of our services by increasing the number available online.*
- 4. To support people to adopt healthier lifestyles by increasing usage of Council Recreational Facilities.*

We utilise outcome based accountability methodology to manage our performance. This tells us the impact our services are having on communities. Further detailed information relating to Council's improvement objectives, associated activities, outcome indicators, projects and targets is available at www.midulstercouncil.org/Council/Performance (Mid Ulster Council's Improvement Plan 2019- 2020) or by contacting the Democratic Services Team on 03000 132132.

4.0 Equality

The council is committed to fulfilling its obligations under Section 75 of the Northern Ireland Act 1998. This commitment is demonstrated by allocating the appropriate time, people and resources to fulfil our equality duties. The Equality Scheme commits us to implementing our duties effectively and in a timely way alongside implementing this Service Plan. Without impacting upon our obligations, when carrying out our equality duties we will also take into account the desirability of promoting good relations between people of different religious belief, political opinion or racial group. We are also required to take into account the need to

promote positive attitudes towards people with a disability and encourage the participation of people with a disability in public life. Mid Ulster District Council are committed to fulfilling our disability duties and we set out how we intend to do this in our disability action plan.

3.2 Service Contribution to the Corporate Improvement Objectives/Projects

Link to Community Plan Theme:		Corporate Plan Theme						
Choose an item.		Choose an item.						
Improvement Plan Objective	Service Objective	How Will we measure the impact of our work (PI's)	Where are we now? (Baseline data)	What do we want to achieve? (Targets)	How Will we get there?			
					Key Actions	Dates	Owners	Outcome
Choose an item.								

3.3 RISK MANAGEMENT OF SERVICE

The purpose of risk management is to manage the barriers which prevents the Council from achieving its objectives. This section of the service plan includes space for the Service to input their key risks (in summary form), which have been identified during the business planning process. The Council uses risk management to maximize opportunities and minimize risks. This improves its ability to deliver priorities and improve outcomes. This is why the Council deems it important to link business planning and risk management. Risk Management aims to:

- Help the Council achieve its overall aims and objectives
- Manage the significant risks the Council faces to an acceptable level
- Assist with the decision making process
- Implement the most effective measures to avoid, reduce and control those risks
- Balance risk with opportunity
- Manage risk and internal controls in the most effective way.

This table illustrates the risks identified to deliver the Services business in 2019-20.

Risk Ref Number	Description of Risk	Risk Rating	Mitigation Activity
1.	<i>Potential breach of Information Security</i>	6	<i>Ensure Policies and security measures being followed within legal services; Keep staff and members training requirements under review with DPO</i>
2.	<i>Potential increase in challenges against the Council</i>	6	<i>Identify training needs on legal issues and organise appropriate training where relevant; Regular meetings with Directorates; Provision of prompt legal advice; Use complaints system as a means of continuous improvement.</i>

Rating	Descriptor
16 - 25	Extreme Risk (immediate action required)
10 - 15	High Risk (urgent action required)
7 - 9	Moderate Risk (action required)
1 – 6	Low Risk (keep under review)

Report on	Service Improvement Plan - Finance
Date of Meeting	6 June 2019
Reporting Officer	Head of Finance
Contact Officer	Head of Finance

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 provide Members with an update in relation to the Finance Department Service Improvement Plan for 2019/20.
2.0	Background
2.1	The attached Service Improvement Plan (SIP) shows how the service provided by the Finance Department will contribute to Council's corporate objectives during 2019/20.
2.2	A Finance department SIP was also in place for 2018/19 and a section of the attached SIP details the performance overview for that year.
2.3	The SIP also includes a work plan and action plan for 2019/20 outlining the various actions to be taken by the Department over the current year.
3.0	Main Report
3.1	There are a number of actions and outcomes set out within the attached SIP which will be reported on over the course of 2019/20.
3.2	The SIP also includes details of risks relevant to the Finance Department and details of the mitigation measures in place to control these in the most appropriate way.
4.0	Other Considerations
4.1	Financial, Human Resources & Risk Implications
	Financial: All matters, except for non-recurrent costs such as the capital costs of the replacement of the financial accounting system, the short-term additional costs of legacy (current but being replaced) financial accounting system maintenance and

	<p>support and unavoidable yet to be determined short term additional costs (such as data migration consultancy costs and potential staff backfilling/temporary augmentation if essential) necessary to maintain BAU during system implementation, have been provided for within 2019/20 revenue budgets.</p> <p>In the medium to longer term, although the recurrent costs associated with the replacement finance application have been included within 2019/20 revenue budgets, depending on the future development of the new technology being adopted and the potential for Council to benefit from the adoption of yet to be developed functionality, there may be potential for occasional modest one-off capital requirement and modest additional revenue provision on a recurrent basis. Potential costs will be reported to Members as and when officers identify relevant cost-effective opportunities.</p>
	<p>Human: Officer time to specify Council requirements in relation to the financial accounting application and ultimately to implement it the new system will potentially be a significant distraction for one or more staff members away from their regular duties. This will be planned for and managed appropriately.</p>
	<p>Risk Management: Although replacement of the financial accounting application offers the potential of great benefits to Council, it is an important project, which could present significant challenges and risks to Council in terms of 'business as usual' and ultimately obtaining the best system at an affordable price within a reasonable and controlled timescale. This will be planned for and managed appropriately.</p>
4.2	Screening & Impact Assessments
	Equality & Good Relations Implications: N/A
	Rural Needs Implications: N/A
5.0	Recommendation(s)
5.1	That Members note the contents of the report and recommend to Council that the attached Service Improvement Plan be adopted by Council.
6.0	Documents Attached & References
6.1	Finance Department Service Improvement Plan 2019/20



Comhairle Ceantair
Lár Uladh
Mid Ulster
District Council

Finance and Procurement Department

SERVICE PLAN - 2019 / 20

Date

Consulted within staff team

24/05/2019

Discussed & signed off by Director

31/05/2019

CONTENT

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3.0	IMPROVING OUR SERVICE AND MANAGING PERFORMANCE - 2019/20	
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1.0 OVERALL PURPOSE AND SCOPE OF THE SERVICE

1.1. Purpose and Scope of the Service

The Finance department includes the following service areas:-

- Budget setting
- Financial reporting
- Management reporting
- Cash and bank management
- Supplier processing
- Payroll processing
- Income collection
- Treasury management
- Procurement
- Insurance

The finance section has been rationalised to one site in Cookstown with the procurement section remaining in Dungannon.

1.2 Responsibilities

The section is specifically responsible for the following functions:

The department is responsible for:

- Budget setting and ensuring that Council has access to sufficient finance to deliver its services and achieve its objectives
- Financial reporting –this includes preparation and submission of annual financial statements and all other legislative reporting requirements
- Facilitating effective budgetary control by delivering meaningful, accurate and timely reporting of financial performance against budget
- Operation of an efficient and effective banking service and associated treasury management
- Operation of an efficient, effective and timely supplier processing service, which is compliant with Council's policies, procedures and other relevant standards, whether set by Council or other legitimate authority.
- Operating an efficient, effective and timely payroll service, which is compliant with all statutory requirements and Council policy
- Securing all major sources of income, e.g. rate income, rate support grant, de-rating grant
- Facilitating efficient, effective and compliant procurement of goods and services
- Ensuring that Council is adequately insured against all reasonable and foreseeable risks in accordance with statutory requirements and Council's risk appetite

1.3 Customers & Stakeholders

Customers & Stakeholders
<ul style="list-style-type: none"> Those we provide payroll services to – Employees, councillors and independents
<ul style="list-style-type: none"> Those we pay for goods and services - Suppliers
<ul style="list-style-type: none"> Those we make grants and contributions to – Recipients of financial support from Council
<ul style="list-style-type: none"> Those we report to internally – Councillors, Senior Management Team, Heads of Service, etc.
<ul style="list-style-type: none"> Those we report to/communicate with externally – LG Audit, DfC, HMRC, NILGOSC, funding bodies, public etc.
<ul style="list-style-type: none"> Those we collaborate with – other councils

1.4 Performance Overview in 2018/19

The following table provides a progress summary and the impact made by last years' Service Plan (2018-2019). It also details key successes, a summary of the end of year progress, remaining challenges for the Service and how it made a difference.

2018/19 Performance Overview	End of Year Progress Status: Completed/Commenced/Other
<ul style="list-style-type: none"> Multi-disciplinary team established and populated with all team members appointed and demonstrating capability and experience of working across all transactional functional areas 	<ul style="list-style-type: none"> Completed
<ul style="list-style-type: none"> Documented MUDC standing financial instructions and financial operating procedures in place 	<ul style="list-style-type: none"> Commenced Project was delayed due to need to comply with HR procedures associated with relocation to Cookstown Office and staff restructuring A considerable amount of work has been undertaken regarding documenting procedures. Procedures have been documented for the three agreed priority areas of creditors, weekly payroll and income and bank and have been operational from 1 March 2019.

	<ul style="list-style-type: none"> It has not been possible to complete work on drafting STI's by 31 March 2019. This action has been subsumed within the design and implementation of the new Financial Management Information system, which Council authorised the procurement of in December 2018
<ul style="list-style-type: none"> Weekly payrolls merged and operational 	Completed
<ul style="list-style-type: none"> Budget setting – improvement in process to ensure Rate struck and budgets agreed by prescribed date and with improved engagement with budget holders, SMT and Members throughout the process 	Completed
<ul style="list-style-type: none"> New reports and enquiries developed and existing reports reviewed 	Completed
<ul style="list-style-type: none"> Advancement of process to specify and make recommendation to Council to procure financial accounting application 	Completed
<ul style="list-style-type: none"> Procurement – review of policies, guidance and templates to ensure aligned with e-ordering 	<ul style="list-style-type: none"> This has not been able to be progressed due to: <ul style="list-style-type: none"> increased workload in this area (number of procurement exercises increasing from 61 to 99 year on year); training/ support required to be provided to staff generally following roll-out of e-ordering since 1 April 2018; and increased number of funded projects with BREXIT related deadline for procurement, which necessitates focus on procurement exercises as opposed to review and update of documentation.
<ul style="list-style-type: none"> Retender banking service and cash collection service 	Completed
<ul style="list-style-type: none"> Tender property valuation service 	<ul style="list-style-type: none"> Procured via ESPO framework Unable to tender until Department for Communities

	concludes its discussions with the NIAO in relation to the specification of the service to be tendered
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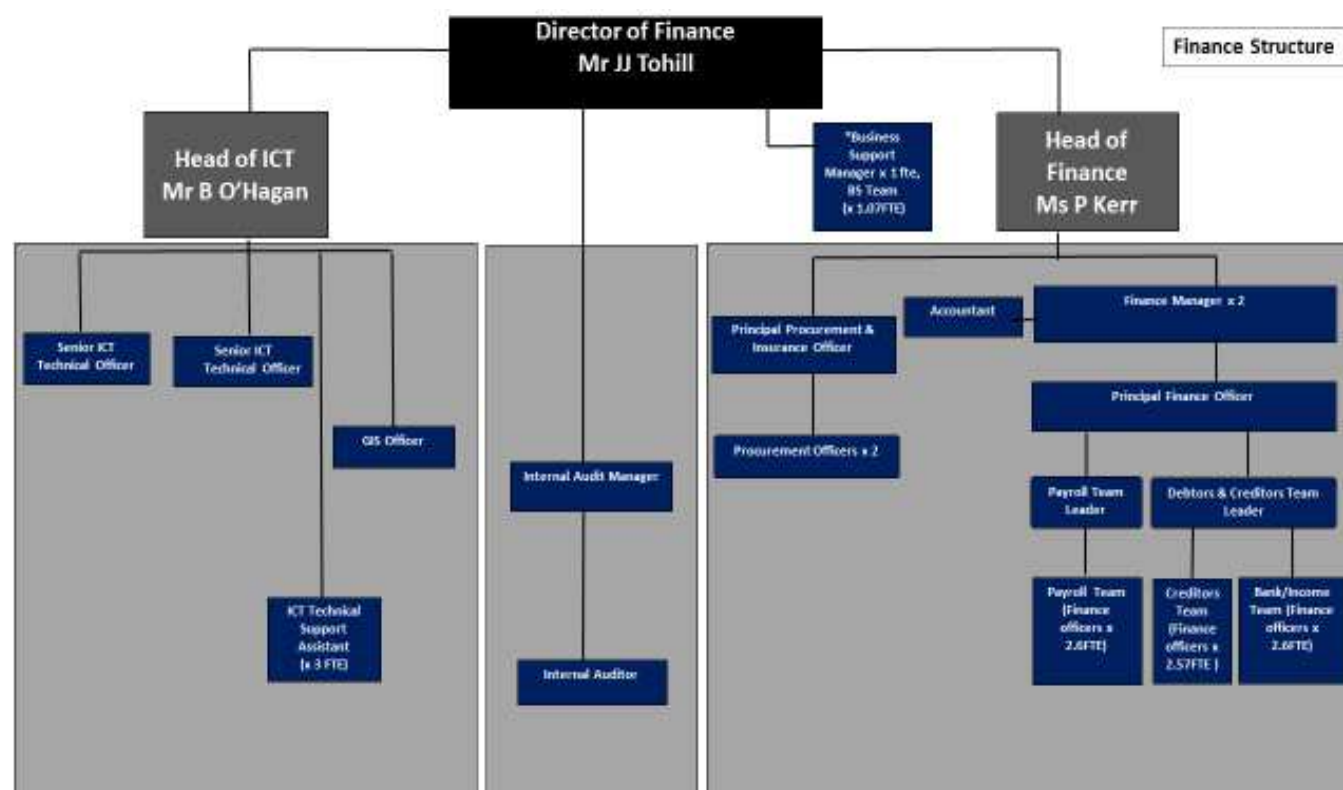
2.0 SERVICE WORKPLAN 2019/20

The following tables confirm the resources, financial and people, which the Service has access to throughout 2019-20 to deliver its actions, activities and core business.

2.1 Budget 2019/20

Service Budget Headings	£
Staffing costs	669,501
Insurance	751,905
Other	84,870
Interest payable	301,833
Minimum Revenue Provision and capital financing	4,637,700
Gross Budget	6,445,809
Income	0
Net Budget for 2019-20	6,445,809

2.2 Staffing Complement - 2019/20



Staffing	No. of Staff
Head of Service	1
Managers	2
Officers	7
Remaining Team	7.46
Total	17.46

SERVICE WORK PLAN

Link to Community Plan Theme:	Corporate Plan Theme						
Choose an item.	Choose an item.						
Service Objective	How Will we measure the impact of our work (PI's)	Where are we now? (Baseline data)	What do we want to achieve? (Targets)	How Will we get there?			
				Key Actions	Dates	Owners	Outcome
Council's new financial system – Technology One - Successfully delivered within agreed timescales	Key Milestone & governance issue – appropriate plans in place	Draft plan and Strategy and Quality plan presented	Agreed planning documentation	<p>*Note all dates are per draft project plan</p> <ul style="list-style-type: none"> Project plan and Strategy and Quality plan agreed 	*	Council project Board	Both plans approved by project board
	How system configured is key to future operation	At beginning of workshops no detailed knowledge of system functionality	Understand system flexibility and configuration options	<ul style="list-style-type: none"> Solution verification workshops 	12/03/19 to 05/06/19	Council project team	Workshops attended by relevant staff
	Key Milestone – design sign off	Draft System Design Documents (SDD's) - presented	SDD's formally approved	<ul style="list-style-type: none"> Solution verification documentation agreed 	August 2019	Council Project Board	Design agreed by project board

SERVICE WORK PLAN

Link to Community Plan Theme:	Corporate Plan Theme						
Choose an item.	Choose an item.						
Service Objective	How Will we measure the impact of our work (PI's)	Where are we now? (Baseline data)	What do we want to achieve? (Targets)	How Will we get there?			
				Key Actions	Dates	Owners	Outcome
Councils new financial system – Technology One - Successfully delivered within agreed timescales	Ensuring proper project governance in place	New project	Problems identified early, and appropriate corrective action taken	<p>* Note all dates are per draft project plan</p> <ul style="list-style-type: none"> Weekly Project Management catch up call in place Board Meetings taking place every 3 weeks 	*	Council project manager	Weekly catch up calls taking place
	Key data sets transferred from old system to new	Support required to extract data from old system	Key data sets migrated to new system	<ul style="list-style-type: none"> Data Migration 	Every 3 weeks from the 05/04/19	Project Board Director	Calendar of meetings in place
					Ongoing for duration of project	Council project manager	Data successfully migrated

SERVICE WORK PLAN

Link to Community Plan Theme:	Corporate Plan Theme						
<i>CMP 1.1 Economic Growth - We prosper in a stronger & more competitive economy</i>	<i>CRP 1.1 Delivering for Our People - High performing services focused on customer and value for money</i>						
Service Objective	How Will we measure the impact of our work (PI's)	Where are we now? (Baseline data)	What do we want to achieve? (Targets)	How Will we get there?			
				Key Actions	Dates	Owners	Outcome
Council's new financial system – Technology One - Successfully delivered within agreed timescales	By having a robust testing plan in place with key milestones re moving through the cycles	New system so no base-line knowledge or experience of Technology One – cycle 1 and 2 will be followed by further training by Tech One	Successful completion of 3 cycles of testing giving assurance to the Council that the system is sufficiently robust to “go live”	<p>* Note all dates are per draft project plan</p> <ul style="list-style-type: none"> Detailed resourced testing plan agreed User acceptance testing - cycle 1 lasting 4 weeks User acceptance testing - cycle 2 lasting 3 weeks User acceptance testing - cycle 2 lasting 3 weeks 	<p>*</p> <p>August 2019</p> <p>November 2019</p> <p>January 2020</p> <p>February 2020</p>	<p>Project Board</p> <p>Council Project manager</p> <p>Council Project manager</p> <p>Council Project manager</p>	<p>Testing plan approved</p> <p>Testing cycle 1 completed</p> <p>Testing cycle 2 completed</p> <p>Testing cycle 3 complete</p>

SERVICE WORK PLAN

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Service Objective	How Will we measure the impact of our work (PI's)	Where are we now? (Baseline data)	What do we want to achieve? (Targets)	How Will we get there?			
				Key Actions	Dates	Owners	Outcome
Councils new financial system – Technology One - Successfully delivered within agreed timescales	Identified key users have received appropriate training	New system so no base-line knowledge or experience of Technology One	Key users trained to extent that they can train others to facilitate testing plan	<p>* Note all dates are per draft project plan</p> <ul style="list-style-type: none"> Key User training – this will be provided by Tech One, but these users will need to train others to facilitate testing 	September /October 2019	Council Project Manager	Key user training completed
	System configured in accordance with agreed SDD's	Test environment created with limited configuration	System configured to Council specification, permissions and workflows	<ul style="list-style-type: none"> System configuration – as the system provides great flexibility and can be configured in lots of different ways it means everything has to be configured to suit. 	September /October 2019	Council Project Manager	System configuration completed

SERVICE WORK PLAN

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Service Objective	How Will we measure the impact of our work (PI's)	Where are we now? (Baseline data)	What do we want to achieve? (Targets)	How Will we get there?			
				Key Actions	Dates	Owners	Outcome
Councils new financial system – Technology One - Successfully delivered within agreed timescales	Successful implementation of these 3 milestones will mean that Council's Technology One finance system fully operational	In project planning / verification phase	We want to achieve the "go live" date	* Note all dates are per draft project plan	*		
				• Cut over plan agreed and implemented	16/03/19	Council project manager	Cut over date met
				• Go live date	31/03/20	Project board	Go live date achieved
				• Handover to technical support and end user training	15/05/19	Project board	All major issues resolved, and handover agreed

SERVICE WORK PLAN

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Service Objective	How Will we measure the impact of our work (PI's)	Where are we now? (Baseline data)	What do we want to achieve? (Targets)	How Will we get there?			
				Key Actions	Dates	Owners	Outcome
To provide an effective and efficient finance function for all Councils stakeholders by adhering to finance's schedule of work within agreed timelines	Statutory obligations are being adhered to.	All statutory deadlines have currently been met.	To continue to meet all statutory deadlines in relation to financial reporting and taxation	• Draft Financial Statements for the year ended 31 March 2019 filed with the department	30 June 2019	Head of Finance	Signed accounts with the department by timeline
				• Financial Statements for the year ended 30 September approved by Council and published	30 September 2019	Head of Finance	Approved accounts published by timeline
				• Whole of government accounts, Treasury return, VAT, CIS and all other statutory	Various	Finance Managers	Completed and submitted by timelines

				returns completed and submitted			
		SERVICE WORK PLAN					
Link to Community Plan Theme:	Corporate Plan Theme						
CMP 1.1 Economic Growth - We prosper in a stronger & more competitive	CRP 1.1 Delivering for Our People - High performing services focused on customer and value for money						
Service Objective	How Will we measure the impact of our work (PI's)	Where are we now? (Baseline data)	What do we want to achieve? (Targets)	How Will we get there?			
				Key Actions	Dates	Owners	Outcome
To provide an effective and efficient finance function for all Councils stakeholders by adhering to finance's schedule of work within agreed timelines	Rates struck, and budgets agreed by prescribed date and with improved engagement with stakeholders throughout the process	Rates struck, and budgets agreed by the prescribed dates – reporting and profiling are areas for improvement	Early presentation of accurate budgetary information for consideration by SMT and members	• Process and timetable agreed for 2020/21	31/08/19	Head/Director of Finance	Agreed timeline with SMART objectives
				• Accurate and prompt adjustment of draft budget to incorporate additional information and potential alternative delivery methods and timely reporting to same to SMT and members	Ongoing	Director of Finance	Greater opportunity for officers/members to consider issues and options in relation to 2020/21 budget

				<ul style="list-style-type: none"> Budget struck by 15/02/20 	15/02/20	Director of Finance	Budget struck by 15/02/20
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SERVICE WORK PLAN
SERVICE WORK PLAN

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<i>CMP 1.1 Economic Growth - We prosper in a stronger & more competitive economy</i>	<i>CRP 1.1 Delivering for Our People - High performing services focused on customer and value for money</i>						
Service Objective	How Will we measure the impact of our work (PI's)	Where are we now? (Baseline data)	What do we want to achieve? (Targets)	How Will we get there?			
				Key Actions	Dates	Owners	Outcome
To provide an effective and efficient finance function for all Councils stakeholders by adhering to finance's	Internal management reporting deadlines are being adhered to	Some internal reporting deadlines are being missed	We want to meet all internal reporting targets	<ul style="list-style-type: none"> Monthly Financial Report to SMT 	Per Financial reporting timetable	Finance Managers	Agreed timetable adhered to
				<ul style="list-style-type: none"> Monthly Financial Report to P & R committee 	Per committee	Head of Finance	Agreed timetable adhered to

schedule of work within agreed timelines				<ul style="list-style-type: none"> Monthly Over-time and payroll reports 	meeting schedule Monthly to SMT	Finance managers	Provided monthly to SMT
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SERVICE WORK PLAN

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<i>CMP 1.1 Economic Growth - We prosper in a stronger & more competitive economy</i>	<i>CRP 1.1 Delivering for Our People - High performing services focused on customer and value for money</i>						
Service Objective	How Will we measure the impact of our work (PI's)	Where are we now? (Baseline data)	What do we want to achieve? (Targets)	How Will we get there?			
				Key Actions	Dates	Owners	Outcome
To provide an effective and efficient finance function for all Councils stakeholders by adhering to finance's schedule of work within agreed timelines	Creditor and payroll payment runs being made to agreed timetable	Invoices going through manual clearing is increasing the payment time for some suppliers	We want to meet all internal payment targets	• Agreed timetable for creditor and payroll payments	Ongoing	Team Leaders	Timetable agreed
				• Creditor and payroll payments being made within agreed timescales	Per timetable	Team Leaders/ Team members	Agreed timetable adhered to
				• Creditors control reconciled	Monthly	Team Leaders	Completed and approved by team leaders

SERVICE WORK PLAN

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Service Objective	How Will we measure the impact of our work (PI's)	Where are we now? (Baseline data)	What do we want to achieve? (Targets)	How Will we get there?			
				Key Actions	Dates	Owners	Outcome
To provide an effective and efficient finance function for all Councils stakeholders by adhering to finance's schedule of work within agreed timelines	Receipting, invoicing and reconciliations being carried out to agreed timetable	From Oct 18 bank accounts have been reconciled in 10 working days – debtors and creditors reconciliations timelines have not always been met	To maintain the bank reconciliation KPI of 10 working days and have both creditors and debtors reconciliation carried out monthly	• Receipting of income and monthly invoice runs	Per monthly cut off schedule	Team members	Cut off schedule adhered to
				• Debtor account reconciled	Monthly	Team Leaders	Completed and approved by team leaders
				• Bank accounts reconciled	10 working days	Finance managers	All bank accounts reconciled and approved by finance managers

SERVICE WORK PLAN

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Service Objective	How Will we measure the impact of our work (PI's)	Where are we now? (Baseline data)	What do we want to achieve? (Targets)	How Will we get there?			
				Key Actions	Dates	Owners	Outcome
To provide an effective and efficient procurement function for all Councils stakeholders by adhering to procurement's schedule of work within agreed timelines	The number of procurement exercises carried out by the procurement department	Number of procurement exercises carried were:- 2017/18 = 61 2018/19 = 99	We want to process Council's procurement exercises within agreed timescales	<ul style="list-style-type: none"> Tender opportunity returns from department to be collated for Director of Finance to report to SMT 	June 2019	Procurement officers	Agreed schedule of tenders with SMT prioritisation
				<ul style="list-style-type: none"> To progress the compliant procurement exercises per the tender opportunity schedule and in accordance with SMT prioritisation 	Ongoing	Principal procurement and insurance officer	Procurement exercises carried out in accordance with the schedule

SERVICE WORK PLAN

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Service Objective	How Will we measure the impact of our work (PI's)	Where are we now? (Baseline data)	What do we want to achieve? (Targets)	How Will we get there?			
				Key Actions	Dates	Owners	Outcome
To provide an effective and efficient procurement function for all Councils stakeholders by adhering to procurement's schedule of work within agreed timelines	The contract and DAC register are part of the governance arrangements in relation to the Councils Procurement policies	Monthly reporting has been in place in 2018/19	We want to work with directorates to improve quality of the information	• Contract register updated to Director / Head of Service shared folder monthly	Monthly	Principal procurement and insurance officer	Monthly update provided
				• Contracts register reported monthly to P & R committee	Per committee meeting schedule	Head of Finance	Agreed timetable adhered to
				• DAC register reported monthly to P & R committee	Per committee meeting schedule	Head of Finance	Agreed timetable adhered to

SERVICE WORK PLAN

<p><i>CMP 1.1 Economic Growth - We prosper in a stronger & more competitive</i></p>	<p><i>CRP 1.1 Delivering for Our People - High performing services focused on customer and value for money</i></p>						
Service Objective	How Will we measure the impact of our work (PI's)	Where are we now? (Baseline data)	What do we want to achieve? (Targets)	How Will we get there?			
				Key Actions	Dates	Owners	Outcome
<p>To ensure that the appropriate level of insurances are in place and provide advice and guidance to Councils stakeholders in relation to insurance matters</p>	<p>Governance issue – that Council is adequately insured against all reasonable and foreseeable risks</p>	<p>Some uninsured losses but arising from legacy claims</p>	<p>Do not want to be exposed to uninsured claims</p>	<ul style="list-style-type: none"> To provide the Director of Finance with the relevant renewal information To bring Insurance renewal report to P & R committee 	<p>As per contract with current brokers</p> <p>Per committee meeting schedule</p>	<p>Principal procurement and insurance officer</p> <p>Director of Finance</p>	<p>Annual renewal information provided</p> <p>Agreed timetable adhered to</p>

3.0 IMPROVING OUR SERVICE AND MANAGING PERFORMANCE

3.1 Annual Improvement Objectives and Associated Programs

The Council has set a number of annual improvement objectives and associated programs (projects and activities) for 2019/20, which aim to bring about improvement. The improvement objectives and key improvement programs, set out Council's contribution to the sustainable Community Plan for the District; against which we can monitor and report progress.

Each Council department provides resources to assist with the improvement activities contained within each improvement project (individual service improvement contribution activity linked to corporate improvement programs can be found in 3.2 of the service plan). The annual improvement objectives also align to the Council's main corporate planning document, which contains the council's strategic direction and main priorities.

The Council will focus on the following improvement objectives for 2019 to 2020:

- 1. To assist the growth of the local economy by increasing the number of visitors to our district.*
- 2. To improve the average processing time of Local Planning Applications (New).*
- 3. To improve the accessibility of our services by increasing the number available online.*
- 4. To support people to adopt healthier lifestyles by increasing usage of Council Recreational Facilities.*

We utilise outcome based accountability methodology to manage our performance. This tells us the impact our services are having on communities. Further detailed information relating to Council's improvement objectives, associated activities, outcome indicators, projects and targets is available at www.midulstercouncil.org/Council/Performance (Mid Ulster Council's Improvement Plan 2019- 2020) or by contacting the Democratic Services Team on 03000 132132.

4.0 Equality

The council is committed to fulfilling its obligations under Section 75 of the Northern Ireland Act 1998. This commitment is demonstrated by allocating the appropriate time, people and resources to fulfil our equality duties. The Equality Scheme commits us to implementing our duties effectively and in a timely way alongside implementing this Service Plan. Without impacting upon our obligations, when carrying out our equality duties we will also take into account the desirability of promoting good relations between people of different religious belief, political opinion or racial group. We are also required to take into account the need to

promote positive attitudes towards people with a disability and encourage the participation of people with a disability in public life. Mid Ulster District Council are committed to fulfilling our disability duties and we set out how we intend to do this in our disability action plan.

3.2 Service Contribution to the Corporate Improvement Objectives/Projects

Link to Community Plan Theme:		Corporate Plan Theme						
<i>CMP 4.2 Health & Wellbeing - We have better availability to the right service, in the right place at the right time.</i>		<i>CRP 1.2 Delivering for Our People - Increase Access to services and customer experiences across the district</i>						
Improvement Plan Objective	Service Objective	How Will we measure the impact of our work (PI's)	Where are we now? (Baseline data)	What do we want to achieve? (Targets)	How Will we get there?			
					Key Actions	Dates	Owners	Outcome
3.0 To improve the accessibility of our services by increasing the number available online	To continue to lead and facilitate Council's advancement of CIP 3	Progress towards CIP 3 targets and milestones	See CIP 3 baseline (2019/20)	See CIP 3 milestones and targets (2019/20)	<ul style="list-style-type: none"> See CIP 3 milestones and targets (2018/19) 	Ongoing	JJ Tohill	Improved accessibility of services by increased number available online

3.3 RISK MANAGEMENT OF SERVICE

The purpose of risk management is to manage the barriers which prevents the Council from achieving its objectives. This section of the service plan includes space for the Service to input their key risks (in summary form), which have been identified during the business planning process. The Council uses risk management to maximize opportunities and minimize risks. This improves its ability to deliver priorities and improve outcomes. This is why the Council deems it important to link business planning and risk management. Risk Management aims to:

- Help the Council achieve its overall aims and objectives
- Manage the significant risks the Council faces to an acceptable level
- Assist with the decision-making process
- Implement the most effective measures to avoid, reduce and control those risks
- Balance risk with opportunity
- Manage risk and internal controls in the most effective way.

This table illustrates the risks identified to deliver the Services business in 2019-20.

Risk Ref Number	Description of Risk	Risk Rating	Mitigation Activity
1.	Technology One Finance Project – failure to deliver within budget, timescales and scope due to scheduling, budgetary, resource, technical and data risk factors	16	<p>Ongoing project management to include monitoring against progress in attaining project objectives while maintaining BAU</p> <p>Meeting between the 2 relevant directors to discuss resource implications and potential solutions/compromises to ensure that HR/Payroll project does not derail Technology One Finance project</p> <p>Project board meeting every 3 weeks</p> <p>Bid for non-recurring resources as necessary to maintain BAU</p>
2.	Staff resourcing difficulties – may not be sufficient staff with technical procurement exercise to resources the level of tenders	12	<p>Ongoing monitoring of workload and projected workload together with potential for unforeseen and uncontrollable delays elsewhere (i.e. not in Procurement section) in procurement related activity</p> <p>Tender opportunity schedule being prepared to inform SMT and assist, where necessary, with prioritisation of Procurement section effort</p>

			Bid for non-recurring resources as necessary to maintain BAU with particular emphasis on ensuring that funding is not lost to Council
3.	Potential for uninsured losses	9	Early identification of potential uninsured losses Consideration of potential to insure uninsured activities cost effectively Legal advice commissioned as appropriate Where appropriate, financial provision made as soon as practicable
4.	Treasury management – investments may be at risk due to bank failure	8	Treasury management policy updated to reflect best practice in relation to minimisation of risk based on principles of security, liquidity and yield
5.	Central government fails to set budget	8	Monitor situation and lobby central government as appropriate in absence of NI Assembly
6.	Inadequate cover – employers liability	5	Discuss with insurance broker, obtain affordable excess layer cover to satisfy Council's risk appetite
7.	Landfill site provision – discount factor financial provision	6	Take appropriate professional advice as necessary re valuation and ensure compliance with accounting and technical standards

8.	Procurement policy not being followed	9	New financial system has a newly released 'sourcing module' which offers significant opportunity to improve controls, notably in relation to decentralised procurement (< £30,000)
9.	Rates support grant	6	Continue to monitor potential for Department and/or 'losing' (reference outcome of Court of Appeal decision re calculation of distributable amounts between eligible councils) councils and, where appropriate, make necessary submissions and/or interventions
10.	Legacy financial procedures	9	Work on documenting priority procedures has been completed Documentation of remaining procedures subsumed within implementation of new finance system
11.	Fraud, bribery and theft	8	Continue to monitor and evaluate internal control environment to ensure that it remains effective for the prevention of fraud, bribery and theft Continue to be alert to the possibility of whistleblowers

Rating	Descriptor
16 - 25	Extreme Risk (immediate action required)
10 - 15	High Risk (urgent action required)
7 - 9	Moderate Risk (action required)
1 – 6	Low Risk (keep under review)