

**From the Permanent Secretary
Noel Lavery**



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

www.daera-ni.gov.uk

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Upper Newtownards Road
Ballymiscaw
Belfast BT4 3SB
Tel: 028 905 24608

Email: noel.lavery@daera-ni.gov.uk
and janet.white@daera-ni.gov.uk

Appendix A

**FROM: Noel Lavery
15 February 2018**

TO: DAERA Stakeholders

(via e-mail)

DAERA RELOCATION TO BALLYKELLY – ENGAGEMENT WITH KEY STAKEHOLDERS

As you may be aware, the Department of Agriculture, Environment and Rural Affairs (DAERA) relocation programme set out a series of four projects that aimed to relocate posts to various different rural areas:

- the headquarters of Fisheries Division relocated to Downpatrick in June 2015;
- the headquarters of Forest Service relocated to Fermanagh in September 2015; and
- (although now part of the new Department for Infrastructure), the headquarters of Rivers Agency relocated to Loughry College in Cookstown in October 2016.

The final project in the programme is the relocation of, initially, over 300 DAERA posts to Ballykelly. This move was designed to help stimulate the local economy through increased local spending, provision of high quality and high value public sector jobs and jobs associated with the construction of, and the ongoing servicing of new buildings.

We plan to undertake this relocation in stages and the initial move will see approximately 240 posts relocate to Ballykelly in March and April 2018. For your information, I have attached at Annex A, a list of the key functional areas moving in this first phase. At this stage, we plan to relocate at least 80 more posts by 2021 and we will continue to update the contact details on our DAERA website to reflect the changes.

Relocation has provided the Department with an ideal opportunity to modernise its communication channels. Our new accommodation in Ballykelly has been fitted with high

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standard facilities which will improve the efficiency of the interactions between us and all our business partners.

For many of you, the movement of these posts to Ballykelly will not affect your business interactions, as the email addresses of your contacts will remain unchanged. We will, however, have to issue staff in Ballykelly with new direct line telephone numbers and Branches have been instructed to ensure that their contacts are informed of the new numbers, as and when, they are allocated. Be assured, however, that you will still be able to use the current telephone numbers during the cross over period.

Please note that postal address of the new building in Ballykelly is:

Ballykelly House
111 Ballykelly Road
Drummond
Ballykelly
Limavady
BT49 9H

If you have any specific queries on how the relocation of these posts to Ballykelly will affect you in your interactions with the Department, please do not hesitate to contact any member of staff you currently work with and they will be more than happy to provide you with further information. Alternatively, further information on relocation can be obtained by addressing your questions to the Ballykelly Relocation Team at BallykellyRelocation@daera-ni.gov.uk.



NOEL LAVERY
Permanent Secretary

If you have a hearing difficulty you can contact the Department via Text Relay. Dial 18001 + number.



LIST OF DAERA FUNCTIONS MOVING TO BALLYKELLY

FOOD & FARMING

EU Area Based Schemes - Operational Policy Branch
Science Advisory and Research Policy branches
AFBI Sponsor Branch

VETERINARY SERVICE & ANIMAL HEALTH

Office of the Chief Veterinary Officer for Northern Ireland including Deputy Chief
Veterinary Officers and Director of Animal Health and Welfare Policy
Animal Disease Control and Trade Policy Branch
Animal Health Strategy, TSEs and Production Diseases
EU Transition and Legislation Branch
Contingency Planning for Epizootic Diseases
Veterinary Information and Communications
Standards & Compliance Branch
IRM and Cross Compliance Branch
Export Certification and Import Controls Branch

CENTRAL SERVICE & RURAL AFFAIRS

Permanent Secretary's Office (split across DAERA's three headquarters buildings)
Office of the Group Head Corporate Services and Rural Affairs Group
Corporate Services Director's Office
Rural Affairs Corporate Services – Finance and Policy teams
Equality, Diversity and Public Appointments Branch
European Services & Brexit Transition Branch
Finance Director's Office
Finance Division – providing a range of financial work
Internal Communications Team

ENVIRONMENT, MARINE & FISHERIES

Carrier Bag Levy Team
Northern Conservation Team

Please note if you are unable to reach your usual contact, the DAERA Helpline numbers can be found at:

<https://www.daera-ni.gov.uk/contacts/daera-helpline-numbers>

Received
20 FEB 2018
Chief Executive



Foreign & Commonwealth Office

King Charles Street
London
SW1A 2AH

Minister of State

Anthony Tohill
Mid Ulster District Council
Cookstown Office
Burn Road
Cookstown
BT80 8DT

09 February 2018

Dear Anthony Tohill,

Commonwealth Heads of Government Meeting 2018

As Minister for the Commonwealth, I wanted to inform you about preparations for April's Commonwealth Heads of Government Meeting and detail some of the ways in which you and your local areas can engage with this national event.

April promises to be an exciting celebration of the modern Commonwealth. It will start with two weeks of Commonwealth Games on Australia's Gold Coast, followed by summit week here in the UK and celebrations marking Her Majesty's 92nd birthday on Saturday 21 April. We will be welcoming national leaders, business people, civil society representatives and, perhaps most importantly, young people from every corner of the Commonwealth to our country for the summit.

This will be one of the largest gatherings of national leaders that the UK has ever hosted. However, the Commonwealth is much more than a collection of Member States. We believe the Commonwealth's greatest strength lies in the many organisations and people who work together across our borders. These connections are often organised by the more than 80 organisations which are officially accredited to the Commonwealth and the vibrant diaspora communities that exist across it, not least in your local communities.

I understand that some of your local authorities hold a flag flying ceremony on Commonwealth Day, which this year takes place on 12 March, to celebrate the Commonwealth. This is a great initiative and way in which to build a national sense of celebration and I would encourage you to do the same this year, as it will add to the national momentum as we look towards hosting the Commonwealth Heads of Government Meeting.

We are delighted to be partnering with the Eden Project - founders of the *Big Lunch* initiative - who this month will launch the **Commonwealth Big Lunches**. Our aim is to bring together millions of people from across the Commonwealth to share food and celebrate their Commonwealth connections. The lunches will run from Commonwealth Day on 12 March until

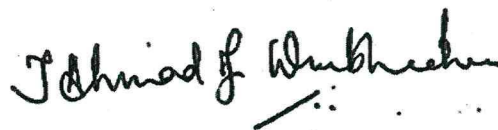
22 April 2018. Our aim is to see lunches held across the Commonwealth, especially all areas of the UK. We would encourage you to bring your community together at a Commonwealth Big Lunch to celebrate our diversity and all that we have in common. Please do advise my office of your plans.

I hope you will join us in celebrating the Commonwealth and working with diaspora communities, through hosting a Commonwealth Big Lunch; supporting the summit via our website, www.chogm2018.org.uk and by using our Twitter handle, [@commonwealth2018](https://twitter.com/commonwealth2018), and Facebook details, [commonwealth2018](https://www.facebook.com/commonwealth2018), to share your Commonwealth story. This is a great way for Local Governments to involve their communities in the celebrations leading up to the summit and will also be an opportunity to promote the role of Local Governments and diaspora communities within the UK. Enclosed are some guidelines which have more information on how to support us and how we can help you promote your public Commonwealth events.

The Department for Education has worked with the British Council and the Commonwealth Secretariat to create an education pack designed to further pupils' understanding of the Commonwealth, including its structure, principles and the great people from its history. I would be most grateful if you could highlight this resource to schools in your areas. This pack can be downloaded online from <https://www.gov.uk/government/news/department-for-education-launches-commonwealth-education-pack>.

Furthermore we are working with cultural institutions across the UK to promote their Commonwealth connections. Many museums and galleries contain objects from across the Commonwealth and run talks, tours or family activities based around these collections; we are keen to promote these on our website and can provide 'proud to support' branding if that would be of interest. Do please encourage your local cultural institutions to get in touch with us so we can promote their work. If you know of a local museum or gallery with Commonwealth activity do ask them to email us at getinvolved@chogm2018.org.uk with the details.

April will be a moment for the UK to demonstrate its openness and the strength of its partnerships with some of our oldest and close friends. I look forward to being informed of your plans to ensure April is a truly extraordinary occasion.



LORD (TARIQ) AHMAD OF WIMBLEDON
Minister of State for the Commonwealth and the UN
Prime Minister's Special Representative for Preventing Sexual Violence in Conflict

Guidelines for support: Social media and campaigns

◆ The Commonwealth Heads of Government Meeting

The Commonwealth is an organisation with deep roots and profound strengths. The Commonwealth's uniqueness lies in its human networks. These people-to-people links define the organisation and we need to recognise and nurture them.

From 16-20 April 2018, the UK will host the Commonwealth Heads of Government Meeting in London and Windsor. With the theme of '**Towards a Common Future**', leaders will work to address common challenges, and focus on delivering:

- **A more prosperous future:** boosting intra-Commonwealth trade and investment and maximising the opportunities offered by the 'Commonwealth Advantage'
- **A more secure future:** increasing cooperation across security challenges including global terrorism, organised crime and cyber attacks
- **A more sustainable future:** building the resilience of small and vulnerable states to deal with the effects of climate change and other global crises
- **A fairer future:** promoting democracy, fundamental freedoms and good governance across the Commonwealth

We want a Commonwealth with a strong and vibrant future built on deep partnerships that embrace its unique and diverse membership.

◆ Campaigns calendar and key dates



We want to engage with the 2.4 billion citizens across the Commonwealth and make them part of our public engagement programme. We are putting together an exciting agenda of public activity that will run until the end of summit week in April:

- November: we launched our social media channels and started the #ourCommonwealth campaign on Twitter and Facebook
- From Commonwealth Day on 12 March until the end of summit week (22 April), people will be hosting Commonwealth Big Lunches across the Commonwealth
- April: we will be celebrating the Games and cheering Commonwealth athletes before supporting the summit

In January, we will launch our Get Involved page on the summit website where you can find more local events and activities taking place in the UK and across the Commonwealth until the end of summit week.



◆ How to promote our social media channels

By promoting our activity, you can help us expand our reach and contribute to the success of the summit.

Please share, like and follow our website, Facebook and Twitter accounts.

Website: <http://www.chogm2018.org.uk>

Facebook page: <http://www.facebook.com/Commonwealth2018>

Twitter handle: [@Commonwealth18](https://twitter.com/Commonwealth18)

We would like you to support our social media channels and engage with our campaigns by:

- tweeting or liking our posts
- sharing our content on your social media channels

Please use the hashtag #ourCommonwealth in any online posts you may publish.

Some drafted posts or tweets suggestions below, but please feel free to adapt them to your organisation style or to write your own posts:

- with the link to our Facebook page

"Towards a common future. The UK will focus on prosperity, security, fairness & sustainability at #CHOGM2018. Join the conversation on #ourCommonwealth <https://www.facebook.com/Commonwealth2018>".

"52 member countries. 2.4 billion citizens. Towards a common future. Join the conversation. <http://bit.ly/ourCommonwealth> #ourCommonwealth"

- with the link to our website

"Learn about #OurCommonwealth www.chogm2018.org.uk"

"London will host the next #Commonwealth Heads of Government Meeting (CHOGM) in April 2018. Find out more: www.chogm2018.org.uk"

CHOGM London 2018 @Commonwealth18 · Nov 1
London will host the next #Commonwealth Heads of Government Meeting (CHOGM) in April 2018. Find out more: [chogm2018.org.uk](http://www.chogm2018.org.uk)

UK in India
6 November at 08:45 · €

Like Page

Young leaders across #ourCommonwealth are working towards a common future. Have your say & join the conversation <http://bit.ly/ourCommonwealth>



We would like you to ask your contacts to share with us **their Commonwealth stories**: do they have a unique link to the Commonwealth? Do they have a positive Commonwealth-linked story to tell? We are looking to feature stories from individuals, diaspora groups, teams, businesses and partnerships on our social media channels as part of our #ourCommonwealth campaign.

If you are aware of anyone who would like to share these, please email: CommonwealthSummitMedia@cabinetoffice.gov.uk



Cabinet Office

◆ How to get involved with our campaigns

• The Commonwealth Big Lunches

The Commonwealth Big Lunches, in partnership with the Eden Project, will take place across the 52 Commonwealth countries. Launched on Commonwealth Day (12 March), we will encourage people to host lunches until the end of the summit week (22 April). People are invited to come together to share Commonwealth food with their sports clubs, community groups, schools, youth organisations, businesses, friends and families.

The lunch is an opportunity for your organisation to get together with its contacts, partners and network to discuss policies, causes or issues that matter to you.

We would like to ask you to host a lunch and encourage your contacts, stakeholders and network to also host one. The lunch is scalable: for example this could be a party in a garden, a street gathering, business meeting, roundtable, school lunch or something larger which looks to bring different communities together, from a couple of people to hundreds.

If your lunch is open to the public, please email getinvolved@chogm2018.org.uk and we will advertise it on our website. When hosting a lunch, we would ask you to encourage people to attend a lunch and to share pictures with us on social media using the hashtag #CommonwealthBigLunch.

In January we will launch a digital lunch pack with fun and educational Commonwealth facts, guidance and recipes from Commonwealth chefs. You can register your interest to pre-order a free pack and find more information by visiting www.commonwealthbiglunches.com – but we would suggest you start planning now.

• Commonwealth Day

The 52 countries of the Commonwealth will come together to celebrate Commonwealth Day on 12 March 2018. This will mark the final run-up to the summit. Local communities celebrate Commonwealth day through a number of different means such as events in schools. This could be an appropriate moment for you to host a Commonwealth Big Lunch.

◆ Our newsletter

We share a monthly newsletter with our partners and stakeholders. It contains updates from the Commonwealth Summit Unit, upcoming events and milestones, ways to get involved in the summit and information about our social media channels.

If you are aware of any partner organisation, stakeholder or group who would be interested in receiving the newsletter, please email alishah.shariff@cabinetoffice.gov.uk

◆ We want to support what you do

We would like to ask you to theme events or activities organised by your organisation or network with a Commonwealth link.

Please share any event or activity with a Commonwealth link taking place near you. Whether a Commonwealth Big Lunch, a Commonwealth-themed exhibition, community event, performance, or any activity with an interesting Commonwealth connection - we will help spread the word.

We will provide our 'proud to support' logo to organisers. If this is open to the public, we can promote this activity online on our social media channels and on our 'how to get involved' page on the summit website. This page, launching in January, will gather information about activities



and events with a Commonwealth link taking place across the Commonwealth. We want to involve people all over the UK and the Commonwealth; featuring your activity would help showcase the work of your organisation or partners, and help you to reach new audiences.

◆ Key contacts

If you are running or aware of any Commonwealth-themed activity happening near you, please email getinvolved@chogm2018.org.uk

If you have any queries regarding the #OurCommonwealth campaign, please email CommonwealthSummitMedia@cabinetoffice.gov.uk

If you are aware of any organisation who would be interested in receiving our newsletter please email alishah.shariff@cabinetoffice.gov.uk

For any other information, please contact the emails below:

Tricia Croasdell – Director of Communications tricia.croasdell2@cabinetoffice.gov.uk

- Digital and website

Steve Vaughan – Head of Digital steve.vaughan@cabinetoffice.gov.uk

- Commonwealth Big Lunches, Commonwealth Day and public engagement

Mel Rouse – Head of Campaigns mel.rouse@cabinetoffice.gov.uk

- Press and media

Yvette Hodgson – Head of Media yvette.hodgson@cabinetoffice.gov.uk



Your Ref Democratic Services

Our Ref

Date 19 February 2018

Email democraticservices@fermanaghomagham.com



Fermanagh & Omagh
District Council
Comhairle Ceantair
Fhear Manach agus na hÓmaí

Brendan Hegarty
Chief Executive

Mr Anthony Tohill
Mid Ulster Council
Dungannon Office
Circular Road
Dungannon BT71 6DT

Appendix C

Dear ~~Mr Tohill~~, *Anthony*

RE: Motion on Gambling

At a recent meeting of Fermanagh and Omagh District Council, Members unanimously approved the following Motion: -

“Fermanagh and Omagh District Council, notes the damage gambling can do to both individuals and families;

1. Requests that Fermanagh and Omagh District Council writes to all the registered Political Party Leaders in the North and South of Ireland as well as registered Political Party Leaders in England, Scotland and Wales asking for their support and commitment in banning all Gambling adverts from Television, Print Media and Social Media.

2. Requests that Fermanagh and Omagh District Council invites the 10 other Councils to support this motion by also writing to all the Party Leaders asking that gambling adverts are banned from Television, Print Media and Social Media.”

In discussing this motion, Members commented on: -

- the devastating impact gambling addiction can have on a person's mental health which in some cases has contributed to the high levels of suicide;
- the general impact of gambling addiction particularly on young people; and
- the ripple effect of such an addiction on a person's family and professional life.

The Council has asked that I write to you to seek your support for this Motion by taking the action requested as outlined above at point 2.

I hope you will look favourably on the Council's request and we look forward to receiving your response in due course.

Yours sincerely

Brendan Hegarty
Chief Executive

David Sterling
Head of the Civil Service
Room FD.34, Stormont Castle
Stormont Estate, Belfast
BT4 3TT, Northern Ireland
Tel: 028 9037 8133
E-mail: hocs@executiveoffice-ni.gov.uk

Councillor Kim Ashton
Chair of Mid Ulster District Council

Our ref: COR31/2018

By email

Kim.ashton@midulstercouncil.org

23 February 2018

Dear Councillor Ashton

Thank you for your letter of 28th January 2018, on behalf of Mid Ulster District Council and that council's resolution to support a motion on the continuing need for and retention of the Rates Support Grant. I note you have also written to my Permanent Secretary colleagues in the Department of Finance and Department for Communities, and I am responding on their behalf.

The overall level of Rates Support Grant that will be available in the next financial year, 2018/19, can only be considered in the context of the wider budgetary position affecting not only the Department for Communities but the wider Northern Ireland budget and funding positions.

I am aware that councils have been advised of the possibility of a range of grant reduction levels that may apply to the next financial year, including the amount of the Rates Support Grant. Once final budget allocations have been made for the Northern Ireland Departments for 2018/19, the allocation of funds to each Department will then be considered by each Department to reflect priorities and statutory obligations.

Yours sincerely



DAVID STERLING
Head of the Northern Ireland Civil Service



To All Chief Executives

21st February 2018

By Email

RE: ARTS COUNCIL MEETING REQUEST WITH SOLACE NI

Dear Chief Executive,

The February SOLACE NI meeting considered a letter from the Arts Council of Northern Ireland (see attached) which sought support from SOLACE NI in meeting with the Head of the Northern Ireland Civil Service to:-

1. Update him on successful collaborative programmes carried out with Local Authorities and the achievements of the Challenge Fund; and
2. To probe the possibility of NICS providing additional support to aid further development in this area.

After consideration, the meeting decided that I as Chair should write to you all to suggest that you may wish to take the matter to a relevant committee within your own Council for consideration.

I hope this is of some assistance.

Yours sincerely

Dr. Theresa Donaldson
Chair SOLACE NI

FROM THE PERMANENT SECRETARY
Nick Perry CB

Appendix F

Rm B5.10, Castle Buildings
Stormont Estate
BELFAST BT4 3SG
Tel: 028 9052 2992
email: nick.perry@justice-ni.x.gsi.gov.uk

28 February 2018

APPOINTMENT OF INDEPENDENT MEMBERS TO THE NORTHERN IRELAND POLICING BOARD

Under Part III of Schedule 1 to the Police (Northern Ireland) Act 2000, the Minister of Justice is responsible for the appointment of nine independent members to the Northern Ireland Policing Board (the Board). The current terms of appointment of three such members will expire in June this year, the other six in June next year.

In preparation for a Minister taking up post, I intend to launch an appointment competition on 12 April so as to establish a pool of suitable candidates from which a future Minister may make a final selection for the appointment of new members. In line with the approach departments are taking in respect of similar public appointments processes, I am commencing this competition now with a view to putting an incoming Minister in a position to make appointments as future vacancies arise.

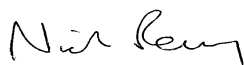
Paragraph 8(2) of Schedule 1 requires consultation with the First Minister and deputy First Minister, district councils, and such other bodies as are considered appropriate before making any appointment of independent members to the Board. In the absence of any Executive Ministers, I am inviting comments from The Executive Office: a view from Ministers would be welcome as soon as circumstances permit.

This competition will be administered in accordance with the Code of Practice for Ministerial Public Appointments in Northern Ireland, published by the Commissioner for Public Appointments NI. In seeking to appoint nine independent members to the Board, I am committed to the principles of public appointments based on merit, with independent assessment, openness and transparency of process.

Should you have any queries or views regarding any aspect of the reconstitution process please let me know or, alternatively, contact Ruth Zubin, the competition co-ordinator, by e-mail at ruth.zubin@justice-ni.x.gsi.gov.uk.

I should be grateful if responses could be provided by Friday 23 March 2018.

Yours sincerely



N P PERRY