



06 February 2020

Dear Councillor

You are invited to attend a meeting of the Policy & Resources Committee to be held in
The Chamber, Magherafelt at Mid Ulster District Council, Ballyronan Road,
MAGHERAFELT, BT45 6EN on Thursday, 06 February 2020 at 19:00 to transact the
business noted below.

Yours faithfully

Anthony Tohill
Chief Executive

AGENDA

OPEN BUSINESS

1. Apologies
2. 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.
3. Chair's Business
4. Deputation - Land & Property Services Non Domestic Rate Valuation

Matters for Decision

- | | | |
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| 5. | Corporate Plan 2020-2024: Consultation Outcome | 3 - 32 |
| 6. | Request to Illuminate Council Property – February 2020 | 33 - 34 |
| 7. | Policy (draft) on Consultation | 35 - 74 |
| 8. | LG Staff Commission - Equality & Diversity Framework | 75 - 92 |
| 9. | Mid Ulster District Council Health & Safety Policy | 93 - 136 |

Matters for Information

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| 10 | Minutes of Policy and Resources Committee held on 9 January 2020 | 137 - 142 |
| 11 | Notification of Consultations from NILGA | 143 - 146 |
| 12 | Corporate Performance Improvements: 9 Months Update 2019-20 | 147 - 198 |

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

13. 2020/21 Insurances
14. Rate Estimates 2020/21
15. Treasury Management Report
16. Capital Programme 2020 – 2024
17. Contract for the Collection and Processing of Mixed Dry Recyclates (Blue Bin Contract)
18. Land Acquisitions and Disposal
19. Finance System (Totalmobile) Contract Renewal
20. Mobile Network Choice for Contract 2020-2022
21. Full Fibre Project

Matters for Information

22. Confidential Minutes of Policy and Resources Committee held on 9 January 2020
23. Staff Matters for Information
24. Planning System Replacement Update
25. Finance Report for 9 Months ended 31 December 2019
26. Contracts and DAC

Report on	Corporate Plan 2020-2024: Consultation Outcome
Date of Meeting	Thursday 6 February 2020
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 details of the outcome of the public consultation on the Council's draft Corporate Plan 2020-2024.
2.0	Background
2.1	The Council's first Corporate Plan (2015-2019) came to the end of its natural lifespan in March 2019 and work has been on-going to prepare a new plan for the period 2020-2024.
2.2	The draft plan issued for a period of consultation (Monday 11 November 2019 - Friday 10 January 2020).
2.3	Response to the consultation was low with 7 external respondents, 2 individual internal respondents and 5 internal service teams (estimated to be upwards of 50 staff members in total).
3.0	Main Report
3.1	A detailed analysis of consultees' comments is provided in the outcome report at Appendix 1.
3.2	Proposed changes to the draft plan are outlined in a series of 6 recommendations: <ul style="list-style-type: none"> • The Council's vision is considered robust and should be retained • The Council's 6 stated values should be retained, with 1 amendment to the wording of 'excellence' to reflect the Council's accountability for its resources. • Given broad agreement, the 5 stated themes should be retained. • Stated priorities should be retained, with suggested amendments to 6 as detailed in the main report. • The final plan's narrative should refer to or reflect certain issues raised by respondents. • Corporate commitments should be retained, with a minor change to the wording of one.

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: To be assessed as part of the final Corporate Plan development.
	Rural Needs Implications: To be assessed as part of the final Corporate Plan development.
5.0	Recommendation(s)
5.1	That the Policy and Resources Committee considers the outcome of the public consultation and the 6 associated recommendations.
6.0	Documents Attached & References
6.1	Draft Corporate Plan (2020 – 2024) Consultation Report.

Draft Corporate Plan 2020 – 2024 Consultation Report

Summary

- The draft Corporate Plan (2020-2024) issued for a period of 9 weeks' public consultation from Monday 11 November 2019 to Friday 10 January 2020.
- Potential external consultees were contacted directly via the Council's standard consultee list, with requests to both the economic development and community development sections to draw the consultation to their contacts' attention. Standard public notice and news releases were issued, together with social media posts to direct people to the relevant web page for further information and to access a link to an online survey.
- Internally, Heads of Service were provided with guidance and key questions to ask when considering the draft Plan with their teams and staff were informed of the opportunity to respond via the staff newsletter, team brief and intranet.
- Externally 7 responses were received via the online survey and internally 5 service teams (representing upwards of 50 individuals) and 2 individuals responded.
- The detail of consultees' comments is provided in the pages with follow, together responses to comments and recommendations for amendments and additions.

Recommendations

Recommendations are reflected in the body of the main report below. However, for ease of reference, a summary of recommendations is provided here.

1. 'At the heart of our community' should be retained as the Council's vision.
2. The Council's 6 values should be agreed with an amendment to the definition of 'excellent' to reflect the Council's accountability for how resources are allocated.
3. The 5 strategic themes should be carried forward to the final plan.
4. The identified priorities should be retained, with changes as detailed in the table below.

Leadership	
<p>L1</p> <p>We will use our influence to shape and facilitate:</p> <ul style="list-style-type: none"> • the delivery of strategic infrastructure schemes including the road transportation network (including bypasses for both Cookstown and Dungannon) • the drainage and sewerage network • our energy and broadband connectivity • the future development of health provision • the direction of wider policy impacting on economic growth. 	<p><i>Recommendation: retain strategic priority with addition of housing and education to those areas of work which the Council will seek to use its influence to shape and facilitate.</i></p>
Service Delivery	
<p>SD3</p> <p>We will enhance our financial performance and strength, identifying opportunities to increase income and reduce deficits, as well as to leverage external funding.</p>	<p><i>Recommendation: retain strategic priority and as per the 'Excellence' value above, include accountability for resources.</i></p>

Communities	
<p>C0 Mental health should be specifically mentioned, given the growing importance of the issue.</p> <p>There should be some focus on Health and Mental Health with community planning partners.</p>	<p><i>Recommendation: retain strategic priority and include the specific issue of mental health under Leadership L1 above as an area where the Council seeks to use its influence to influence and shape health provision.</i></p>
<p>C1 We will open up and sustain accessible pathways to participation in leisure and outdoor recreation activities which enhance health and well-being by providing high quality, accessible facilities in local communities and through programmes tailored to community need and delivered by a skilled, flexible and motivated staff.</p>	<p><i>Recommendation: retain strategic priority and given repetition in another strategic priority (SD2), delete 'and delivered by a skilled, flexible and motivated staff'.</i></p>
<p>C5 We will promote and protect regional minority languages and culture.</p>	<p><i>Recommendation: replace this strategic priority (which continues to be a specific action in the Community Plan) to reflect the broader commitment to 'develop, promote and sustain the arts in Mid Ulster' (also a commitment in the Community Plan).</i></p>
<p>C6 We will continue, through our community development programmes, financial assistance schemes and our partnership-working, to support local communities and to build capacity in the community and voluntary sector.</p>	<p><i>Recommendation: retain strategic priority and remove 'financial assistance schemes' to replace with 'grant aid'.</i></p>

5. The final plan's narrative should reflect issues raised via the consultation as identified below.
 - under the Service Delivery theme, the Council's statutory functions should be visible in the plan's text and an 'Asset Management Plan' and what it encompasses should be clearly explained.
 - In the Economic theme, a description of the breadth of the Council's work in this area should be included, highlighting issues such as the importance of sustaining our town centres as economic hubs, the importance of employment opportunities for young people.
 - In the Environment theme, the role of street cleansing should also feature in text.
 - While the Communities theme does not include a specific reference to older people and an ageing population, the final plan should include an area profile and issues of demographics will be captured there.
 - Comments across themes on sustainability suggest the final plan narrative should reflect the issues raised around sustainability more cohesively.
6. The Council's Corporate Commitments should be retained as stated with one amendment to the wording of 'Work in partnership across the public, private, community and voluntary sector to achieve shared objectives' which should change to read 'work collaboratively across the...'

Vision

Respondents were asked to consider if the Council's vision represented its ethos.

Vision Statement	Comments	Response/ Recommendation
At The Heart Of Our Community	<p>Internal responses showed agreement with the retention of the existing vision.</p> <p>Externally 1 respondent disagreed with the vision statement:</p> <p><i>Mid Ulster District Council's ambitious Draft Corporate Plan is welcomed however it would be remiss if the Protestant Unionist Loyalist (PUL) community in Mid Ulster did not make their views known and recorded. We note the vision to 'be at the heart of the community'. In recent years the PUL Community has felt that Mid Ulster District Council has not only rejected them but quite definitely excluded them of all opportunities and directed the majority of resources to the Catholic Nationalist Republican community. This given the use of terms such as equality and respect are colourful terms on paper however if they do not translate to meaningful outputs they are nothing only words on a page.</i></p> <p>2 other respondents commented as follows:</p> <p><i>The vision is ambitious yet achievable for the Council in the Mid Ulster area.</i></p> <p><i>It does however in the growth section for the Seamus Heaney centre it is being run as a ongoing concern and must be appraised in terms of the value it is adding to rate payers due to subventions of rate payer money.</i></p>	<p>Referenced under ECON6</p> <p>Recommendation: retain the existing vision.</p>

Values

The draft Plan reconsidered the Council's 6 existing values (customer-focussed, innovative, quality-driven, team-focussed, professional and trustworthy). The draft Plan proposed that some were retained, while others were broadened and re-defined, and others replaced to better reflect how we feel we operate as an organisation.

Respondents were asked to consider if the Council's values are the right ones to guide its work and behaviour.

All internal and external respondents stated they agreed with the values.

Values: General Comments

There were 2 general comments on values from external respondents as follows

1. *The Protestant Unionist Loyalist Community welcome the values set out in the Mid Ulster District Council's ambitious Draft Corporate Plan however we once again stress the translation of these to the Protestant Unionist Loyalist Community. We strongly believe your values does not translate to practices within council. The terms of Trustworthy, Respect and Inclusive and great goals and aspirations however the PUL community can provide strong case studies to show this is not the case. To value ones contribution and to champion a cause of equality requires respect and tolerance shown to all communities not just that of the domineering Nationalist/Republican council representatives.*
2. *The values are correct though through actions it must be proven.*

Values: Specific Comments On Individual Values

Proposed Values	What does this mean?	Comments	Response/Action
Citizen and Customer-focussed	<i>Designing and delivering our services in response to and around the needs of our citizens and customers and within our resources.</i>	<ol style="list-style-type: none"> 1. Citizen element of this value is important. However, would like to see greater recognition for services which work with internal customers. 2. Often we are driven by KPIs, rather than customer needs. 3. I am not sure if the 'customer' focussed is necessary as citizens are all customers irrespective of whether they engage in the local community or wider societal activities. 	<ol style="list-style-type: none"> 1. Staff recognition forms part of strategic priority SD2. 2. This perception supports the need for this value and for the organisation to 'live' this value. 3. While citizens of Mid Ulster can all be considered customers, the Council would also have customers beyond local residents (e.g. visitors to the district) and also uses the term internally (i.e. internal customers) <p><i>Recommendation: retain value.</i></p>
Innovative	<i>New and better ways of doing what we do.</i>	<ol style="list-style-type: none"> 1. We may lack innovation. 2. Is 'Innovative' the correct word? Should it not be 'Adaptive'? 	<ol style="list-style-type: none"> 1. The formalisation of an innovation agenda has begun and this is referenced in Strategic Priority SD1. 2. We believe innovative is defined differently to 'adaptive' which implies more flexibility or fluidity in ways of

			<p>working, rather than seeking new and better ways.</p> <p><i>Recommendation: retain value.</i></p>
Excellence	<p><i>Striving to excel in every aspect of our work, delivering the best, value for money services.</i></p>	<ol style="list-style-type: none"> 1. Excellence could be considered to be a product of all our values working together. 2. Restrictive access to training policy/process does not fit well here. 3. There is no reference to money, how we spend it or are accountable for it. 4. From an architectural perspective there is agreement with the proposed value of “excellence” and that we should deliver the best value for money service. <p>However, it is important that value is placed on design. This is particularly pertinent</p>	<ol style="list-style-type: none"> 1. This is true. However, the Council believes that stating that we strive to achieve excellence as standard is an important value to articulate clearly. 2. The development of a skilled workforce forms part of strategic priority SD2. 3. A financial element can be added to this value’s definition: ‘...<i>being accountable for and delivering the best, value for money services</i>’. See also response to SD0 and SD3. 4. The value of excellence in design in this context can be reflected in ECON5 which articulates the Council’s priority around the planned delivery of its capital investment programme.

		<p>given the extent of investment into development proposals and the wide ranging nature of these schemes from village regeneration to large scale opportunities sites.</p> <p>As a point of reference, this year Norwich City Council's social housing scheme with almost 100 highly energy efficient homes – 'Goldsmith Street' was awarded the prestigious RIBA Stirling Prize and the Neave Brown award for housing.</p> <p>Tom Foggin, RIBA East Regional Chairman: "The combined win of the RIBA Stirling Prize 2019 and inaugural Neave Brown Award reflects the new benchmark that Goldsmith Street has set for housing across the UK. The project is an exemplar of what can be achieved when a well-</p>	
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		informed and committed client takes a long term view of sustainability and placemaking, which I hope will inform housing design and procurement across the Eastern region.”	<i>Recommendation: retain value with addition to definition to reflect accountability.</i>
Trustworthy	<i>Working for our communities in a spirit of friendliness and openness by delivering fair, transparent, equitable and ethical services to all customers.</i>	1. The word ‘honesty’ is missing.	1. Honesty is considered to be implicit in the trustworthiness. <i>Recommendation: retain value</i>
Respect	<i>Treating each other, our customers and our stakeholders in the same considerate way that we wish to be treated ourselves.</i>	1. Should the word be ‘respectful’? 2. In the definition, refer to the fact that respect is earned.	1. Respect is considered a better way to reflect the two-way nature of the relationships between the Council, its customers and stakeholders. 2. This is implicit in the definition. <i>Recommendation: retain value</i>
Inclusive	<i>Creating a culture which values, supports and celebrates diversity to the</i>	1. Can the definition include the word ‘belonging’?	1. See below.

	<i>benefit of the organisation and the people we serve.</i>	2. The definition talks about diversity, keep the focus on being inclusive rather than diverse.	2. Diversity and Inclusion are often used interchangeably and while they are different ' <i>Diversity is the 'what'; inclusion is the 'how'. Inclusion is a measure of culture that enables diversity to thrive</i> ' the current definition places the creation of the inclusive culture to the fore. <i>Recommendation: retain value</i>
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Corporate Commitments & Strategic Themes

The draft Plan set out a series of corporate commitments, together with 5 proposed themes around which the Council proposed to build its strategic focus.

Respondents were asked if they:

- agreed with the overall strategic direction and whether the themes under which priorities had been groups were appropriate for Mid Ulster.
- felt that the themes under which priorities have been grouped are appropriate/right for Mid Ulster.
- felt that the strategic priorities identified under each themes were the right ones.
- felt that there were any strategic priorities which should not be included
- felt there were any strategic priorities which were missing.

Strategic Direction: General Comments

All respondents agreed with the Council's overall strategic direction, with 2 general comments as follows:

Volunteer Now believes that the direction is clear and achievable and would encourage the Council to consider the impact of volunteer involvement in all areas.

The Protestant Unionist Loyalist Community welcome the strategic direction set out in the document and in particular 'promote equality and good relations'. We would question what this means and how the council suggest they will meet this strategic objective. Giving the sincerity of this document if it passes all stages of consultation and council approval, then the Protestant Unionist Loyalist community will be waiting and watching intently to the effort and balance of these outputs within communities.

Themes: General Comments

Of the 7 online respondents, 1 did not agree that the themes under which priorities were grouped were correct.

Specific comment on specific themes is captured in the tables below.

One general comment was made as follows:

The priorities seem to be reflective of the needs of the local community and the role of the Council.

Strategic Priorities Are The Right Ones: General Comments

Of the 7 online respondents, 1 did not agree that the strategic priorities were the right ones.

Specific comment on individual strategic priorities is captured in the tables below.

Strategic Priorities Which Should Not Be Included: General Comments

Of the 7 online respondents, 1 stated that there were priorities which should not be included. No comment on which ones was provided.

Specific comment on individual strategic priorities is captured in the tables below.

Strategic Priorities Which Are Missing: General Comments

Of the 7 online respondents, 4 stated that there were priorities which were missing and 3 did not believe any priorities were missing.

Specific comment on individual strategic priorities is captured in the tables below.

One general comment was made as follows:

The Protestant Unionist Loyalist community awaits Mid Ulster District Council's practical response to the ambitious strategic priorities set out within the plan and how the Protestant Unionist Loyalist community will benefit and prosper from these outcomes. We do not feel any are missing.

Theme 1: Leadership

Reference	Theme/Priority	Comment	Action
L0	Leadership	<ol style="list-style-type: none"> 1. Theme does not make sense – leadership is a principle. 2. Volunteer Now would also like to see the Council taking leadership in the development of a Volunteer Policy and the integration of good practice in volunteer management. Volunteer Now believes that through taking a leadership role in this area the Council can be a positive role model for other public and statutory bodies in the area as well as further afield. Volunteer Now would be happy to support 	<ol style="list-style-type: none"> 1. Showing leadership can be considered to be a principle or value. In this sense, the concept is of an organisation which is leading the development of itself and its district via its lobbying and influencing role. The distinction can be highlighted in the final Plan narrative. 2. Volunteering is a specific action in the Community Plan (Theme 5: Vibrant and Safe Communities 'Support the community and voluntary sector to build capacity and promote volunteering opportunities' with an associated measure based on the level of volunteering). <p>Specific volunteering policy commitments are likely to</p>

		the development of the policy and practice.	arise as part of that broader process.
L1	<p>We will use our influence to shape and facilitate:</p> <ul style="list-style-type: none"> the delivery of strategic infrastructure schemes including the road transportation network (including bypasses for both Cookstown and Dungannon) the drainage and sewerage network our energy and broadband connectivity the future development of health provision the direction of wider policy impacting on economic growth. 	<ol style="list-style-type: none"> Broadband is economic driven, sewerage is environmental infrastructure, housing should be included in Communities theme and health should be in Communities theme. The Council's role in shaping and influencing education is not referenced while other significant areas are, such as health and infrastructure. Broadband activity is seen as very important. 	<ol style="list-style-type: none"> Consider addition of housing to areas of work where the Council seeks to have influence and shape policy. Consider addition of education to areas of work where the Council seeks to have influence and shape policy. Included as part of strategic priority L1. <p><i>Recommendation: retain strategic priority with addition of housing and education to those areas of work which the Council will seek to use its influence to shape and facilitate.</i></p>
L2	We will continue to progress towards the adoption of our Local Development Plan 2030 and delivery against the plan objectives.		

L3	We will work collectively to meet the identified needs and priorities of our citizens and to connect the people of Mid Ulster.		
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Theme 2: Service Delivery

Reference	Theme/Priority	Comment	Response/Action
SD0	Service Delivery	<ol style="list-style-type: none"> 1. Theme does not make sense – service delivery is a principle. 2. This theme provides an opportunity to reflect how we use our resources accountably (as per comment under Values above). 3. Our statutory functions are not obvious in the plan. Difficult to see where some of the statutory functions fit under the priorities. 	<ol style="list-style-type: none"> 1. Expansion of the theme name or clearer descriptor may help to explain why this is a theme, rather than a principle or value. 2. Financial accountability has been suggested as an addition to the 'Excellence' value and to SD3 below. 3. Statutory functions can be made more visible in the narrative of the final Plan.
SD1	We will improve services for our citizens through the development and delivery of an innovation agenda.	<ol style="list-style-type: none"> 1. Is this focussed on customers? Would like to see this for staff also e.g. increased options in home/ flexible working arrangements which will help efficiency. 	<ol style="list-style-type: none"> 1. While the innovation agenda is at early stage development, it will include how we can innovate in our internal processes and policies which involves staff

			and which ultimately benefits our service delivery for customers.
SD2	We will invest in our people to create a customer-focussed, purposeful, skilled, high performing, engaged, healthy and safe work-force.	<ol style="list-style-type: none"> 1. There is no detail in the priorities about how our 'human assets' are professionally developed to sustain and foster high performing service delivery. 2. However, would like to see greater recognition for services which work with internal customers. 	<ol style="list-style-type: none"> 1. The commitment in this priority is to ensure there is a skilled workforce. Details of how this can/should be delivered will flow from subsequent implementation work. 2. Referred from Values section, recognising staff is part of the Council's approach to investing in its people.
SD3	We will enhance our financial performance and strength, identifying opportunities to increase income and reduce deficits, as well as to leverage external funding.	<ol style="list-style-type: none"> 1. See comment under SD0 above and comment under 'Excellence' value. 	<ol style="list-style-type: none"> 1. The concept of accountability can be woven into this priority. <p><i>Recommendation: retain strategic priority and as per the 'Excellence' value above, include accountability for resources.</i></p>
SD4	We will develop and implement an Asset Management Plan for the Council and, with our partners, work to develop a public sector-	<ol style="list-style-type: none"> 1. (a) An Asset Management Plan requires explanation to ensure this priority is properly understood. 	<ol style="list-style-type: none"> 1. Include definition of an Asset Management Plan in narrative to aid understanding.

	wide Asset Management Plan for Mid Ulster.	(b) Will everyone in the organisation understand what is meant by an Asset Management Plan? Is it all Council assets, will the expectation in an estate context be different across services and how will it be implemented?	
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Theme 3: Economy

Reference	Theme/Priority	Comment	Action
ECON0	Economy	1. There is no reference to assisting/sustaining the economic hubs/drivers of our district i.e the main towns. We have always highlighted our towns are the main economic hubs and if they are not performing well our hinterlands will suffer. If they are performing well they have a multiplier effect across the district.	1. While these are not specifically referenced, the significance of our town centres as economic hubs remains central to the Council's economic development plans and approach. It is articulated in the Mid Ulster Community Plan (Theme1: Economic Growth 'Create a competitive advantage for our principal towns, complimenting a 'Town Centre First' principle') and is also a key tenet of the Council's new draft Local Development Plan (L2).

			It is also implicit in ECON2 and can be added to final plan narrative.
ECON1	We will develop and deliver the Mid, South and West Regional Economic Strategy in collaboration with our partner Councils (Armagh City, Banbridge and Craigavon Borough Council and Fermanagh and Omagh District Council).		
ECON2	We will continue to build on our work to generate business diversification, innovation and expansion and increase employment opportunities.	1. Needs to focus on employment opportunities for young people.	1. This can be reflected in the final Plan narrative.
ECON3	We will continue to support the work of our partners, including the Mid Ulster Skills Forum, to address employability and skills to ensure the existing and future needs of our region's business base are met.		
ECON4	We will continue to identify opportunity sites for development proposals and to deliver against existing plans for other key strategic sites (including Ann		

	Street, Dungannon and the former Maghera High School site).		
ECON5	We will have a prioritised, sustainably resourced programme of capital investment supporting the enhancement of facilities for local people and contributing to the regeneration of our district.	1. If led by the Council, this programme needs supported with revenue resources to ensure it is actually sustainable and can realise the Council's vision.	1. The Council recognises this and has reflected its importance in the wording of ECON5: 'sustainably resourced'.
ECON6	We will work to deliver tourism investment and employment concentrating on Mid Ulster's 3 identified tourism strands.	<p>1. Seamus Heaney HomePlace is included here but should, from the wider perspective of culture and arts be reflected in the 'Communities' theme.</p> <p>2. It does however in the growth section for the Seamus Heaney centre it is being run as a ongoing concern and must be appraised in terms of the value it is adding to rate payers due to subventions of rate payer money.</p> <p>3. Growth within the private sector for tourism, despite a new strategy, private sector are being forced to follow themes that are not generating income.</p>	<p>1. Response under C5</p> <p>2. All Council leisure, arts and cultural facilities require a subvention.</p> <p>3. The Council's tourism strategy (to 2021) was created with considerable input from and consultation with the local industry. Currently under review, any disparity between its aims and the industry's income</p>

			generating approach should be identified as a result.
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Theme 4: Environment

Reference	Theme/Priority	Comment	Action
ENV0	Environment	<p>1. (a) While sustainability is a corporate commitment, it merits inclusion under this theme with a specific project or plan attached to it.</p> <p>(b) In relation to sustainability, under Theme 3: Environment we outline our commitment to mitigate against the impacts of climate change by taking steps to reduce our carbon emissions. Again I just wanted to reiterate the importance of sustainability in relation to development, from the very basics of using passive solar design. I acknowledge that we note 'design and deliver our services more sustainably' has been listed at the outset but would question whether, given the current concerns in relation to climate, if</p>	<p>1. The final Plan narrative will reflect the issues raised around sustainability more cohesively.</p>

		<p>sustainability should feature more heavily and if the theme should revert to the former title: Sustaining our environment?</p> <p>2. Environment and Communities should be higher up.</p>	<p>2. The themes aren't ranked in any order of importance.</p>
ENV1	We will continue to reduce our dependency on landfill through waste reduction and increased recycling and recovery.		
ENV2	We will continue to promote and protect our environment through our environmental and anti-littering programmes of education, awareness-raising and enforcement.	<p>1. Add street cleansing.</p>	<p>1. Street cleansing as a function will be reflected in the final Plan narrative.</p>
ENV3	We will increase the protection of, access to and development of our heritage assets, both natural and man-made, including our strategic visitor sites.	<p>1. Biodiversity and natural green spaces should be included.</p>	<p>1. While natural green spaces are implied by the general descriptor, they are also referenced specifically in C3, where biodiversity should also be reflected by implication in the term 'sustainable development'.</p>

ENV4	We will work to mitigate against the impacts of climate change by taking steps to reduce our carbon emissions as an organisation.	<ol style="list-style-type: none"> 1. Taking steps to reduce carbon emissions is important. It can be achieved through investment decisions in fleet with alternative fuel vehicles, use of technology to reduce carbon footprint of the Council's grey fleet travelling within the Council estate, more consideration of whole life energy choices, 'spend to save' energy initiatives, smarter water consumption and re-use. How is it going to be implemented and by whom? 2. The Mid Ulster Council could aim to plant more trees in the area - creating woodland corridors for wildlife. There are a lot of areas that could be redevelopment and indigenous woodland could be planted.(Belfast City council plan to plant 1million trees) MUC should do the same. 	<ol style="list-style-type: none"> 1. This priority has emerged as a result of the increased global action on climate change and is a new area of focus for the organisation. An implementation plan, together with responsibilities, will be developed when the final plan is agreed. 2. Tree-planting is anticipated to form part of the Council's mitigation work.
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Theme 5: Communities

Reference	Theme/Priority	Comment	Action
C0	Communities	<ol style="list-style-type: none"> 1. Safety should be mentioned in one of this theme's priorities. 2. (a) Social inclusion and social connectivity e.g. around creating spaces and places for people to connect is missing. (b) Social inclusion, social cohesion and social connectivity are a priority. The stronger the emphasis we place on digital connectivity, the greater the onus on us to ensure the balance with social connectivity. 3. (a) Mental health should be specifically mentioned, given the growing importance of the issue. (b) There should be some focus on Health and Mental Health with community planning partners. 	<ol style="list-style-type: none"> 1. This is encapsulated in the Community Plan theme 'Vibrant and Safe Communities' and is reflected in associated actions. 2. Social inclusion and connectivity are considered as implicit in work across this theme e.g. C1, C3. 3. The specific issue of mental health can be included under Leadership theme (L1).

		<p>4. (a) Older people and Mid Ulster's aging population are not referenced and we should be preparing for this changing demographic and reflecting it in the new Corporate Plan.</p> <p>(b) Focus more on ageing population and disadvantaged groups.</p> <p>5. Volunteer Now believes that the inclusion of a volunteering priority could add a positive dimension into the Strategy. Volunteering is well recognised to improve the mental health and emotional wellbeing of those who participate; it develops skills pertinent to employability and an individuals own personal development; it creates a sense of community, inclusion and ownership and enables initiatives in all areas including the environment and service delivery both of which are included in the overall plan. Volunteer Now would be happy to discuss our thoughts further.</p>	<p>4. The final Plan will include an area profile and issues of demographics will be captured there.</p> <p>5. See comments under LO above.</p> <p><i>Recommendation: retain strategic priority and include the specific issue of mental health under Leadership L1 above as an area where the Council seeks to use its influence to influence and shape health provision.</i></p>
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C1	We will open up and sustain accessible pathways to participation in leisure and outdoor recreation activities which enhance health and well-being by providing high quality, accessible facilities in local communities and through programmes tailored to community need and delivered by a skilled, flexible and motivated staff.	1. Motivated staff should not be included specifically here, as all staff should be motivated.	1. Well-motivated staff are included in 'Service Delivery' theme and given this theme is focused on communities, this does not need to be repeated. <i>Recommendation: retain strategic priority with deletion of 'and delivered by a skilled, flexible and motivated staff'.</i>
C2	We will continue to support the sustainable development of our parks, forests and green spaces, together with access to outdoor assets, including walking and cycling trails, and water recreation.	1. Revenue resourcing for upkeep of outdoor assets is critical in this theme and managing community expectations of the Council's drive to create sustainable community programmes. 2. Although there is reference to sustainable in the context of the sustainable development of our parks etc, there perhaps could be more emphasis on sustainability across the Plan in a wider sense.	1. Revenue resourcing has been identified above as significant (ECON5) for capital development. Here specifically, the sustainable development of assets will not be possible without appropriate revenue tails being built into projects. 2. See ENV0.
C3	We will, along with our community planning partners, work to address		

	poverty and deprivation across the Mid Ulster region.		
C4	We will support and promote respect for diversity and the integration of our minority communities.	<p>1. (a) The Protestant Unionist Loyalist community recognise in particular the use of the term 'minority communities' when talking about the promotion of diversity and protection of culture. Given the demographics within Mid Ulster District Council, the Council officials and Councillors will note that the Protestant Unionist Loyalist communities are indeed in the minority. Therefore we await the ideas as to how you wish to help the Protestant Unionist Loyalist communities promote its rich heritage traditions and cultures displayed for hundreds of years across the Mid Ulster area.</p> <p>(b) Mid Ulster District Council has clearly set out their ambition to ensure local communities feel safe, and have their diversity respected and prosper equitably within the area. The Protestant Unionist Loyalist community feel very isolated, marginalised and disregarded throughout the Mid Ulster District area. The</p>	<p>1. Our commitments to equality of opportunity and good relations and our on-going community development and good relations programmes seek to address these issues.</p>

		ambitious language used is creative and we await to see how these identified priorities are addressed within and throughout the Protestant Unionist Loyalist Community.	
C5	We will promote and protect regional minority languages and culture.	1. As per comments under Economy, the wider and valuable role which culture and arts services have, should be reflected in this theme.	<p>1. This priority can be broadened to reflect the Community Plan commitment to 'develop, promote and sustain the arts in Mid Ulster'.</p> <p>Recommendation: replace this strategic priority (which continues to be part of the Community Plan) to reflect the broader commitment to 'develop, promote and sustain the arts in Mid Ulster'.</p>
C6	We will continue, through our community development programmes, financial assistance schemes and our partnership-working, to support local communities and to build capacity in the community and voluntary sector.	1. Given the level of community support via grants, they should be more visible in this priority rather than summarised under the term 'financial assistance'.	<p>1. Priority wording can be amended to include reference to grant aid.</p> <p>Recommendation: retain strategic priority and remove 'financial assistance schemes' to replace with 'grant aid'.</p>

Corporate Commitments

The draft Plan also contained a series of ‘corporate commitments’ which work across and weave through each theme. Some respondents also commented on these as detailed in the table below.

Corporate Commitment	Comment	Action
Address rurality	None	Retain.
Promote equality of opportunity and good relations	None	Retain.
Continuously improve our services	None	Retain.
Design and deliver our services sustainably	1. See various comments on sustainability (Excellence Value, ENV0, ENV3, ENV4, C2, C3).	Retain.
Work in partnership across the public, private, community and voluntary sector to achieve shared objectives.	1. This definition would be strengthened with a re-focus on collaboration/collaborative working.	Retain, with amendment: replace ‘work in partnership’ with ‘work collaboratively’.

General Comments

The final plan should include a profile of the Mid Ulster District and details of the Council’s expenditure.

Internally, some services have responded to suggest they struggle to see where they ‘fit’. This appears to be with statutory services in particular, as well as those which may be support services working across the organisation.

The plan should include more emphasis on our internal communications to ensure we are working and communicating across departments and not in isolation.

The plan is very ‘Community Plan’ focussed in terms of some priorities which are likely to be delivered by others, albeit the Council role most likely lobbying through influencing and shaping (road transportation, drainage and sewerage under Leadership).

Ursula Mezza
24 January 2020

Report on	Request to Illuminate Council Property – February 2020
Date of Meeting	Thursday 6 th February 2020
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 a request from the Marie Curie Dungannon Fundraising Group to highlight the start of its flagship campaign the Great Daffodil Appeal by lighting up/illuminating the Burnavon, Cookstown, Ranfurly House, Dungannon and the Bridewell, Magherafelt on Friday 28 th February to 1 st March 2020 (inclusive).
2.0	Background
2.1	The Community Fundraiser from the Dungannon Fundraising Group of Marie Curie has contacted the council requesting that it consider lighting up its buildings to mark the start of Marie Curie's Great Daffodil Appeal on the evenings of Friday 28 th February, Saturday 29 th February and Sunday 1 st March 2020.
2.2	The Great Daffodil Appeal is Marie Curie's flagship Campaign and runs from mid-February to mid-April each year with thousands of volunteers helping to receive donations through the sale of their little daffodils badges/pins. The Dungannon Fundraising Group will be holding their Daffodil Collection this year on Saturday 29 th February.
2.3	The Council has a policy in place on Illuminating/Lighting Up Council properties and requires that Policy & Resources Committee consider requests.
3.0	Main Report
3.1	Request: <ul style="list-style-type: none"> To light up/illuminate the designated properties (Ranfurly House & Visitor Centre, Dungannon; the Burnavon Arts & Cultural Centre, Cookstown and the Bridewell, Magherafelt) yellow on the evenings of Friday 28th February, Saturday 29th February and Sunday 1st March to mark the commencement of Marie Curie's 2020 Great Daffodil Appeal

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 approves the request to light up/illuminate the designated properties (Ranfurly House & Visitor Centre, Dungannon; the Burnavon Arts & Cultural Centre, Cookstown and the Bridewell, Magherafelt) yellow on the evenings of Friday 28th February, Saturday 29th February and Sunday 1st March to mark the commencement of Marie Curie's 2020 Great Daffodil Appeal
6.0	Documents Attached & References
	Not applicable

Report on	Policy (draft) on Consultation
Date of Meeting	Thursday 6 th February 2020
Reporting Officer	P Moffett, Head of Democratic Services
Contact Officer	M McSorley, Corporate Policy & Equality Officer

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

1.0	Purpose of Report
1.1	The purpose of the report is to seek approval from elected members on the draft consultation policy
2.0	Background
2.1	The council undertakes and provides a plethora of services through its many services delivered across the district.
2.2.	The Council, as a public service provider, strives to ensure that the services it provides are both responsive and indeed delivered in such a way that the needs of its customers are fulfilled. To inform the delivery of its services and functions the Council will on occasion consult with local people and groups about its policies and services to improve the Council's services and ensure that they meet the varied needs.
2.3	The Council is committed to undertaking consultation to assist it in the development of its policies, plans and strategies, when required. A Consultation Policy outlining the principles it will follow in undertaking consultation to seek the views of its service users has been developed for the consideration and approval of Committee.
3.0	Main Report
3.1	<p>A draft consultation policy is attached as Appendix A to this report. The policy provides council officers with a direction on undertaking and approaching consultation, setting out the minimum principles for effective consultation as recommended by the Executive Office of the Northern Ireland Assembly and the Cabinet Office. The policy objectives, as detailed within 3.2 of the policy, centre on:</p> <ul style="list-style-type: none"> communicating Council's strategic commitment to appropriate and effective consultation

3.2	<ul style="list-style-type: none"> • providing guidance to staff to help them undertake appropriate and inclusive consultation that maximizes feedback and improves decision making • ensuring consistency of approach across Council functions and adoption of best practice <p>A detailed guidance document will complement the policy as a point of reference for council officers to help them consider the appropriateness for and how they should approach the organisation of consultations, if deemed required.</p>
4.0	Other Considerations
4.1	Financial, Human Resources & Risk Implications
	Financial: arrangements being delivered within existing resource
	Human: arrangements being delivered within existing resource
	Risk Management: none directly identified with the outworking of this policy
4.2	<u>Screening & Impact Statements</u>
	Equality & Good Relations Implications: Screening has been undertaken and it has been screened out for the need for an equality impact assessment
	Rural Needs Implications: A rural needs assessment has been undertaken and consideration given to consultative approaches being applicable and suitable for rural areas
5.0	Recommendation(s)
5.1	It is recommended that the committee approved the draft Consultation Policy for Mid Ulster District Council, detailed as part of this report.
6.0	Documents Attached & References
	<p>Appendix A - Consultation Policy (draft)</p> <p>Appendix B – Equality Screening & Rural Needs Assessment</p>

Policy on Consultation (draft)

Document Control			
Policy Owner	Head of Democratic Services		
Policy Author	Corporate Policy and Equality Officer (CPEO)		
Version	1.0 (draft)		
Consultation	Senior Management Team	Yes / No	
	Trade Unions	Yes / No	
Equality Screened by	CPEO	Date	
Equality Impact Assessment	No	Date	
Good Relations	N/A		
Approved By	Policy & Resources Committee	Date	
Adopted By	Council	Date	
Review Date	March 2021	By Whom	CPEO
Circulation	Staff		
Document Linkages	Equality Scheme Disability Action Plan Customer Service Policy Accessible Communications Policy Rural Needs Impact Assessment guidance		

1.0 POLICY SUMMARY

- 1.1 This policy describes Mid Ulster District Council's commitment to undertaking consultation as appropriate to assist it in the development of policy and how. The document is supported with practical guidance for staff who may be required to undertake consultations.

2.0 INTRODUCTION

- 2.1 The Council, as a public service provider, strives to ensure that the services it provides are both responsive and indeed delivered in such a way that the needs of its customers fulfilled. To inform the delivery of its services and functions the Council will on occasion consult with local people and groups about its policies and services to improve the Council's services and ensure that they meet the varied needs of customers. The Council will consider when it is appropriate to consult with different audiences, including individual residents, partner organisations and other authorities. Some of the most common opportunities for consultation arise with the periodic review of an existing service, or the introduction of a new policy or service, and also during the normal day to day contact with customers. Guidance on the type and appropriateness of varying types of consultation will be developed to assist council officers in considering and undertaking same.

- 2.2 In the interests of developing how we do business and in continually improving how the Council does things consultation may be undertaken across a number of council functions to for example ascertain a view on how customers may be affected by their policies and services. The need to ascertain the views of customers through consultation is important to the council which will also go some way to assisting it in meeting its legislative duties. Some duties, amongst others, where consultative arrangements will assist include.

- **Equality and Good Relations:** A key pillar of the Section 75 statutory equality and good relations duties on public authorities is the requirement to consult with service users and others likely to be affected by policies and decisions, and to involve them in the policy development and decision making process. The councils' commitment to consultation is set out in its Equality Scheme.
- **Disability Duties** – Section 49A of the Disability Discrimination Act 1995 (as amended) requires the council to have regard to the need to promote positive attitudes towards disabled people and to encourage the participation of disabled people in public life.
- **Rural Needs** - Rural Needs Act (NI) 2016 places a duty on council to have due regard to rural needs when developing, adopting, implementing or revising policies, strategies and plans, and when designing and delivering public services.

A policy on consultation is not only necessary to fulfil its duties across various aspects of its activities but will contribute to business planning and improved service delivery.

3.0 POLICY AIM & OBJECTIVES

3.1 Policy Aim:

The aim of this policy is to ensure that Mid Ulster District Council carries out effective and appropriate consultation that enables the public, or sections of the public, to have a say in how we design and deliver services that impact on them.

3.2 Policy Objectives:

- To communicate Council's strategic commitment to appropriate and effective consultation
- To provide guidance to staff to help them undertake appropriate and inclusive consultation that maximizes feedback and improves decision making
- To ensure consistency of approach across Council functions and adoption of best practice.

4.0 POLICY SCOPE

- 4.1 This policy relates to all consultation, irrespective of scale, where the views of service users or potential service users should be sought to inform and influence the development of a policy/plan/project or decision-making.

Consultation may vary in scope and scale according to the significance of the policy/plan/project or decision consulted on, with the expectation that larger scale public consultation exercises will be required for projects of a strategic nature or which involve significant budgets. All new or revised/updated policies/plans, will be considered for the need for some level of consultation – internal, external or both.

5.0 LINKAGE TO CORPORATE PLAN

- 5.1 This policy contributes to the delivery of all four Corporate Themes but has a particular focus on "Delivering for our People".

6.0 Key principles for effective consultation

- We will ensure that a commitment to consult as appropriate and necessary is built into work plans for policy/project development and implementation.
- We will set out clearly what we are consulting on, why we are consulting and what we will do with the information or feedback that results.
- We will be clear on who we need to consult and plan effectively to ensure that our consultation is targeted appropriately, accessible, user-friendly and inclusive.
- We will allow an appropriate timescale for responses and take factors that may affect response rates into account. For equality-related public consultations, the suggested timescale is 12 weeks, though this may be shortened in exceptional circumstances when this timescale is not feasible. Smaller scale, targeted consultation will not need this length of time.
- We will also ensure that consultees are made aware of how their input has been considered and ensure that information gained from consultation is shared across departments and functions as appropriate to inform future work.
- We will ensure that staff who carry out consultations comply with data protection legislation.
- We will monitor who is responding to our consultations so that we can be sure we are getting feedback from a cross-section of the population or the targets of the exercise.
- We will always consider if we should try to consult with individuals as well as representative groups, recognising that not all individuals belong to groups or feel they reflect their specific experience.

In drawing up our principles, the council has sought to ensure consistency with practice and those of The Cabinet Office Consultation principles 2018

6.0 ROLES AND RESPONSIBILITIES

- 6.1 The role of managers in relation to this policy is to demonstrate leadership by ensuring that consultation considered as part of work/project plans and to ensure that staff comply with the policy and associated guidance, as developed.

Heads of Service and Directors should consider and satisfy themselves that adequate consultation has been undertaken with appropriate evidence is available before any policy or plan is finalised.

Managers should also ensure that information or evidence from consultation is made available and shared across teams and departments for others to use and learn from as appropriate.

- 6.2 All staff should familiarise themselves with the policy and any guidance developed. Advice on its application should be sought from the Corporate Policy and Equality Officer and others as appropriate.

7.0 IMPACT ASSESSMENTS

7.1 Equality Screening & Impact Assessment

- 7.1. The policy has been subjected to equality screening in accordance with the council's screening process. The outcome was that the policy has been screened out without mitigation as no adverse impacts have been identified. This means that it will not be subject to an equality impact assessment at this time.

However, consultation exercises will be monitored and account taken of any feedback from stakeholders about the extent or quality of Council consultation. If monitoring suggests potential adverse impacts that are not currently obvious, or that Council's approach to consultation is not effective, this will be looked at again.

7.2 Rural Needs Impact Assessment

The policy has been subjected to a rural needs impact assessment. The outcome of this assessment is that people in rural areas should not be disadvantaged as a result of this policy. It aims to benefit all service users/potential service users through appropriate and effective consultation which considers how best to include the needs of all those being consulted.

However, it is recognised that a range of consultation methods will be required to ensure that people in rural areas are not disadvantaged and can participate in Council consultations. For example, people in rural areas will find it more difficult to attend consultation events that may require them to travel a distance. Certain categories of rural dwellers may be further disadvantaged because of a lack of access to transport, caring responsibilities, for example women, older people, disabled people or young people.

If consultation is limited to online methods, people in rural areas who do not have Broadband or mobile coverage may be disadvantaged.

7.4 Staff & Financial Resources

Departments or teams which carry out consultation will need to assess the level of resourcing required to meet their statutory duties as outlined in Section 2, and build this into work plans and budgets.

There is no direct cost to the Democratic Services in implementing this policy although there will be staff resourcing required in terms of advice on its implementation.

8.0 SUPPORT AND ADVICE

- 8.1 Advice and guidance on the implementation of this policy should be sought from the Corporate Policy & Equality Officer. At departmental level, staff should seek advice from their relevant Head of Service or Director.

9.0 COMMUNICATION

- 9.1 The Corporate Policy & Equality Officer/Democratic Services is responsible for the communication.

10.0 MONITORING & REVIEW ARRANGEMENTS

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

Introduction

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

Section 1 – Policy scoping

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

Section 2 – Screening questions

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

Section 3 – Screening decision

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

Section 4 – Monitoring

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

Section 5 – Approval and authorisation

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

Appendix A Screening Process

Section 1 Policy Scoping & Information

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

1. Policy Name		
Draft Policy on Consultation		
2. Is this an existing, revised or a new policy?		
New policy		
3. What is it trying to achieve? (aims/outcomes)		
<p>The aim of this policy is to ensure that MUDC carries out effective and appropriate consultation that enables the public, or sections of the public, to have a say in how we design and deliver services that impact on them, and that will ultimately lead to improved services.</p> <p>Objectives:</p> <ul style="list-style-type: none"> • To communicate Council's strategic commitment to appropriate and effective consultation as required by Section 75 of the NI Act and our Equality Scheme • To provide guidance to staff to help them undertake appropriate and inclusive consultation that maximises feedback and improves decision making • To ensure consistency of approach across Council functions and adoption of best practice. 		
4. Are there any Section 75 categories which might be expected to benefit from the intended policy?	Yes	X
	No	
<p>All Section 75 categories are intended to benefit from appropriate consultation as this will give people an opportunity to influence policies and decisions about services that affect their daily lives.</p>		
6. Who initiated or wrote the policy?		
Corporate Policy & Equality Officer – Democratic Services		
7. Who owns and who implements the policy?		

Democratic Services owns the policy but all Directorates are responsible for implementation within their respective functions.

Implementation factors

		Yes	No
Are there any factors which could contribute to/detract from intended aim/outcome of the policy?		Yes	
• If yes, are they financial?		X	
• If yes, are they legislative?		X	
• If yes, Please specify	<p>Financial: large scale public consultation exercises are time consuming and can be expensive so must be resourced in terms of staff and budget.</p> <p>Legislative: Council must comply with the commitments in our approved Equality Scheme. A failure to comply with our Scheme could lead to a complaint by a member of the public or an investigation by the Equality Commission.</p> <p>In carrying out consultations, Council must comply with the Data Protection Act 2018 and the EU General Data Protection Regulation (GDPR).</p>		
• Other, Please specify	<p>Consultation, even on a small scale, can be time consuming and labour intensive. On occasion, an urgent deadline may mean that recommended good practice is compromised.</p> <p>It can be difficult to identify all relevant potential consultees for any given project and consultee lists must be checked and updated regularly.</p>		

Stakeholders

The internal and external (actual or potential) that the policy will impact on

	Yes	No
Staff	X	
Service users/potential service users	X	
Other public sector organisations	X	
Voluntary/community/ trade unions	X	

Other, please specify	
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Other policies with a bearing on this policy

Policies	Owners
Equality Scheme 2015-2020 Disability Action Plan Accessible Communications Policy Customer Service Policy	Democratic Services Democratic Services DS/Marketing & Comms Marketing & Comms

Available evidence

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

In developing this policy, we looked at a range of information sources and guidance material:

- Cabinet Office Consultation Principles 2018
- Guidance on consultation in relation to Section 75 produced by the Equality Commission, including guidance on consulting with children & young people
- Local Government Guidance on consultation
- Examples of previous MUDC consultations & feedback from participants
- Guidance on consultation produced by other public bodies (including local government organisations in N Ireland and beyond)
- Information on data protection legislation
- Current consultee list
- Effectiveness of S75 consultation report
- Mid Ulster District demographic information from 2011 Census – see below
- Equality Commission research reports, Key inequalities policy papers, advisory and good practice publications

We also spoke to some key stakeholders – Mid Ulster Disability Forum, Rural Community Network, NI Rural Women's Network

Section 75 category	Details of evidence/information		
Religious belief	63.77% of the Mid Ulster district population were brought up in the Catholic religion and 33.46% belong or were brought up in a Protestant and Other Christian (including Christian related) religion. Other religions comprised 690 (0.5%) and None 3,153 (2.28%) of the population (Source: 2011 Census).		
	Religion or Religion brought up in	No.	%

	<table><tr><td>Catholic</td><td>88,375</td><td>63.77</td></tr><tr><td>Protestant and Other Christian (including Christian related)</td><td>46,372</td><td>33.46</td></tr><tr><td>Other religions</td><td>690</td><td>0.5</td></tr><tr><td>None</td><td>3,153</td><td>2.28</td></tr><tr><td>Total</td><td>138,590</td><td>100</td></tr></table>	Catholic	88,375	63.77	Protestant and Other Christian (including Christian related)	46,372	33.46	Other religions	690	0.5	None	3,153	2.28	Total	138,590	100																									
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Total	138,590	100																																							
	<p>The Council's Good Relations team have ongoing contact with an area based Churches Forum which can be contacted for further guidance about consultation. See consultee list.</p>																																								
Political opinion	<p>Political party representation can be used as an approximate barometer of political opinion of people within Mid Ulster council area. The table below shows the results from the May 2019 local government/council elections - percentage 1st preference vote share for each political party and current representation (seats) on Council. (Source: Electoral Office):</p> <table><tr><th>Party</th><th>Votes</th><th>Percentage</th><th>Council Seats</th></tr><tr><td>SF</td><td>23,553</td><td>39.8%</td><td>17</td></tr><tr><td>DUP</td><td>13,700</td><td>23.2%</td><td>9</td></tr><tr><td>SDLP</td><td>8,512</td><td>14.4%</td><td>5</td></tr><tr><td>UUP</td><td>8,021</td><td>13.6%</td><td>6</td></tr><tr><td>Independent</td><td>3,422</td><td>5.8%</td><td>2</td></tr><tr><td>Aontu*</td><td>846</td><td>1.4%</td><td>1</td></tr><tr><td>Alliance</td><td>729</td><td>1.2%</td><td></td></tr><tr><td>TUV</td><td>230</td><td>0.4%</td><td></td></tr><tr><td>Workers' Party</td><td>95</td><td>0.2%</td><td></td></tr></table> <p>*A councillor who was elected as a representative of the SDLP resigned from that party and aligned with Aontu shortly after the 2019 local government elections</p> <p>The Good Relations team has ongoing contact with single-identity and cross-community groups in the local area who can be contacted for further advice on consultation. The corporate policy and equality officer can also provide advice. See consultee list.</p>	Party	Votes	Percentage	Council Seats	SF	23,553	39.8%	17	DUP	13,700	23.2%	9	SDLP	8,512	14.4%	5	UUP	8,021	13.6%	6	Independent	3,422	5.8%	2	Aontu*	846	1.4%	1	Alliance	729	1.2%		TUV	230	0.4%		Workers' Party	95	0.2%	
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Workers' Party	95	0.2%																																							
Racial group	<p>According to the 2011 Census the overwhelming majority of the population 136,485 (98.48%) were classified as 'white'. Within this total will be migrant communities, such as Polish, Lithuanian and so forth. Statistics indicate that the number of people in Mid Ulster Local Government District (LGD) born outside Northern Ireland is:</p> <table><tr><th>Place of Birth</th><th>No.</th></tr><tr><td>Great Britain</td><td>4,053</td></tr><tr><td>Republic of Ireland</td><td>2,250</td></tr><tr><td>EU Countries (Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Slovakia and Slovenia)</td><td>6,795</td></tr><tr><td>Other</td><td>2,280</td></tr></table> <p>The minority ethnic language profile within the area can serve as a possible indicator of the Black & Minority Ethnic (BME) community profile within the district. The composition of language groups in Mid Ulster LGD area is also noted from the 2011 census by NISRA as:</p>	Place of Birth	No.	Great Britain	4,053	Republic of Ireland	2,250	EU Countries (Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Slovakia and Slovenia)	6,795	Other	2,280																														
Place of Birth	No.																																								
Great Britain	4,053																																								
Republic of Ireland	2,250																																								
EU Countries (Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Slovakia and Slovenia)	6,795																																								
Other	2,280																																								

	<table><tr><th>Main Languages of residents in Mid Ulster Council area</th><th>No.</th></tr><tr><td>English</td><td>125,715</td></tr><tr><td>Polish</td><td>2,008</td></tr><tr><td>Lithuanian</td><td>2,039</td></tr><tr><td>Portuguese (spoken by people from East Timor)</td><td>903</td></tr><tr><td>Irish (Gaelic)</td><td>404</td></tr><tr><td>Slovak</td><td>477</td></tr><tr><td>Russian</td><td>297</td></tr><tr><td>Latvia</td><td>261</td></tr><tr><td>Hungarian</td><td>117</td></tr><tr><td>Chinese</td><td>64</td></tr><tr><td>Tagalog/Filipino</td><td>38</td></tr><tr><td>Malaysian</td><td>33</td></tr><tr><td>Other</td><td>922</td></tr></table>	Main Languages of residents in Mid Ulster Council area	No.	English	125,715	Polish	2,008	Lithuanian	2,039	Portuguese (spoken by people from East Timor)	903	Irish (Gaelic)	404	Slovak	477	Russian	297	Latvia	261	Hungarian	117	Chinese	64	Tagalog/Filipino	38	Malaysian	33	Other	922
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<p>MUDC council area has a small number of Syrian refugees who have come through the Vulnerable Persons Resettlement Programme who speak Arabic.</p>																													
<p>The District is home to small settlements of Irish Travellers and attracts various visiting Traveller families on an ongoing basis.</p>																													
<p>There are several BME support groups in the MUDC area which can be contacted for further advice on consulting with local BME citizens – see consultee list.</p>																													
<p>It is accepted that it is particularly difficult to ensure that BME citizens engage with public consultation exercises as they face additional barriers to information and participation if they have language barriers.</p>																													
Age	<p>The age profile of Mid Ulster Local Government District area as at 2015 (Source, NISRA)</p>																												
	<table><tr><th></th><th>Mid Ulster</th><th>Northern Ireland</th></tr><tr><td>Total Population</td><td>144,002</td><td>1,851,621</td></tr><tr><td></td><td></td><td></td></tr><tr><td>0-15 years</td><td>33,123</td><td>385,200</td></tr><tr><td>16-39 years</td><td>47,646</td><td>583,116</td></tr><tr><td>40-64 years</td><td>43,621</td><td>591,481</td></tr><tr><td>65+ years</td><td>19,612</td><td>291,824</td></tr><tr><td></td><td></td><td></td></tr><tr><td>Population Change % (2005-2015)</td><td>15.3%</td><td>7.2%</td></tr></table>			Mid Ulster	Northern Ireland	Total Population	144,002	1,851,621				0-15 years	33,123	385,200	16-39 years	47,646	583,116	40-64 years	43,621	591,481	65+ years	19,612	291,824				Population Change % (2005-2015)	15.3%	7.2%
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<p>The Agewell Partnership is represented on the Mid Ulster Disability Forum which is supported by MUDC community development department. For other groups, see consultee list.</p>																													

Marital status	The below table sets out the marital status profile for Mid Ulster District Council area as extracted from results of the 2011 Census							
		Mid Ulster		Northern Ireland				
		No.	%	No	%			
	Single (never married or never registered a same sex civil partnership) (Aged 16+)	38,353	35.97	517,393	36.14			
	Married (Aged 16+)	54,192	50.82	680,831	47.56			
	In a registered same sex civil partnership (Aged 16+)	62	0.06	1,243	0.09			
	Separated (but is still legally married or still legally in a same sex civil partnership) (Aged 16+)	3,369	3.16	56,911	3.98			
	Divorced or formerly in a same sex civil partnership which is now legally dissolved (Aged 16+)	4,139	3.88	78,074	5.45			
	Widowed or surviving partner from a same sex civil partnership (Aged 16+)	6,523	6.12	97,088	6.78			
Sexual orientation	No specific statistics are available from the 2011 government census for this category. However, Office for National Statistics (ONS) statistics, based on Integrated Household survey for 2017, estimate 4.2% as being Lesbian, Gay or Bisexual. Due to the nature of ‘disclosure’ in this area, and the fact that 6.8% in the ONS 2017 survey do not identify as heterosexual, umbrella organisations suggest that the figure may be closer to 10%.							
	Region	Heterosexual / Straight	Gay/ Lesbian	Bisexual	Gay/ Lesbian/ Bisexual	Other	Don't know /refuse	No response
	England	92.54%	1.10%	0.51%	1.61%	0.33%	4.07%	1.45%
	Wales	93.93%	1.04%	0.48%	1.52%	0.45%	2.99%	1.11%
	Scotland	94.65%	0.82%	0.33%	1.14%	0.26%	2.59%	1.37%
	N Ireland	93.00%	0.64%	0.96%	1.60%	0.26%	3.98%	1.17%
	Total	92.80%	1.06%	0.51%	1.57%	0.32%	3.89%	1.42%
	Research conducted by the HM Treasury suggests that between 5%-7% of the UK population identify as gay, lesbian, bisexual or ‘trans’ (transsexual, transgender and transvestite) (LGBT). Some surveys have found that almost 50% of young people identified as ‘other than heterosexual’. It is reasonable to assume that MUDC will have a % of citizens who are LGB, although research and feedback from support groups (eg, The Rainbow Project, Cara-Friend and HereNI) suggests that LGB and T people experience significant difficulties living in rural areas and some may move to densely populated towns and cities where they can be more anonymous.							

	<p>There are three main regional LGB&T support groups in Northern Ireland, two of which have a presence in MUDC area. These groups can be contacted for specific guidance in relation to consulting with LGB&T people, including young people.</p> <p>The Rainbow Project has produced research reports on the experiences of LGB&T people in Northern Ireland including the particular experiences of LGB&T people in rural areas.</p>																				
Men & women generally	<p>The gender profile of Mid Ulster LGD is detailed as:</p> <table><tr><th></th><th colspan="2">Mid Ulster</th><th colspan="2">Northern Ireland</th></tr><tr><th></th><th>No.</th><th>%</th><th>No.</th><th>%</th></tr><tr><td>Male</td><td>69,362</td><td>50.05</td><td>887,323</td><td>49.00</td></tr><tr><td>Female</td><td>69,228</td><td>49.95</td><td>923,540</td><td>51.00</td></tr></table> <p>There are well established Women’s Groups in Mid Ulster district – First Steps Women’s Centre in Dungannon, Cookstown & District Women’s Group and Magherafelt Women’s Group. There are also numerous smaller groups in villages and rural areas. The NI Rural Women’s Network is based in the district (Dungannon) and has a regional remit for rural issues that impact on women specifically. There are business and professional women’s organisations such as Women in Business and Business & Professional Women. Some churches have women’s committees.</p> <p>There is no umbrella organisation in the area representing men’s interests but there is the Men’s Project which is regional and a number of areas, including Pomeroy, Cookstown & Ballinascreen, have Men’s Shed initiatives. Organisations such as Rotary Clubs still attract mainly men and can be perceived to be men’s clubs.</p> <p>Northern Ireland has an increasingly visible minority population who identify as trans or non-binary. Numbers are difficult to assess but an increasing number of young people are referred to the Gender Identity Clinic each year and many employers and service providers are finding themselves dealing with trans people who have found it easier to ‘come out’ in recent years. It is reasonable to assume that MUDC area will have at least some citizens who identify as Trans. There is no local Trans support group but regional groups such as SAILNI, GenderJam and Focus: the Identity Trust operate across Northern Ireland and much information and support is provided online and via social media channels. The Government Equalities office and Cabinet Office has carried out surveys on the needs and experiences of LGB and Trans people and the Cabinet Office has produced good practice guidance on supporting Trans employees at work. The Department of Education has published surveys which explore the experiences of young LGB and T people in schools in Northern Ireland. The Education Authority has produced guidelines for dealing with transgender pupils in schools (Oct 2019).</p>		Mid Ulster		Northern Ireland			No.	%	No.	%	Male	69,362	50.05	887,323	49.00	Female	69,228	49.95	923,540	51.00
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	No.	%	No.	%																	
Male	69,362	50.05	887,323	49.00																	
Female	69,228	49.95	923,540	51.00																	
Disability	<p>According to the 2011 NISRA census statistics, 19.39% of people in the MUDC area declared a long-term health problem or disability that limited their day-to-day activities while 80.61% stated their general health was either good or very good</p>																				

		Mid Ulster		Northern Ireland	
		No.	%	No.	%
	Disability / long term health	26,870	19.39	374,646	20.69
	No disability / long term health problem	111,720	80.61	1,436,217	79.31
	In Northern Ireland the profile of persons with a disability has been reported by Disability Action as:				
	<ul style="list-style-type: none">• More than 1 in 5 or 21% of the population have a disability• 1 in 7 people have some form of hearing loss• Approximately 5,000 persons use sign language - British Sign Language and/or Irish Sign Language• There are 57,000 blind persons or persons with significant impairment• 52,000 persons with learning difficulties.				
	MUDC supports the Mid Ulster Disability Forum, which includes individuals who are disabled and representatives of a range of disability support organisations. The Forum can be used as a first point of contact for consulting on disability-related issues and can signpost to others as necessary. There are many individual charities and support groups for different kinds of health conditions and disabilities. Some of these have a regional remit and have a local office in the district but others are locally based only.				
	The regional umbrella body Disability Action has produced research reports on a wide range of issues that affect disabled people.				
Dependants	Persons with dependants may have personal responsibility for the care of a child (or children), a person with a disability, and/ or a dependent older person. The table below provides a summary with respect to Mid Ulster LGD.				
		Mid Ulster		Northern Ireland	
		No.	%	No.	%
	Households with dependent children	18,626	38.99	238,094	33.86
	Lone parent households with dependents	3,485	7.30	63,921	9.09
People providing unpaid care	12,821	10.69	231,980	11.82	
	Of the households in Mid Ulster Local Government District with dependent children, they can be summarised as;				
	<ul style="list-style-type: none">• 7,407 families in households have 1 dependent child• 6,394 families in households with two dependent children• 5,014 families in households with three dependent children				
	There are 37,306 dependent children within families.				
	For details of support groups for carers, see consultee list. The main carers' support organisation in N Ireland, Carers' NI, has a regional remit.				

	The MU Disability Forum includes members who can represent the interests of carers of disabled dependants. Age support organisations and women's groups are also useful consultees for carer-related issues.
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Needs, experiences and priorities

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

Section 75 category	Details of needs/experiences/priorities
Religious belief	<p>While all categories should be consulted about Council policies and projects, it may be necessary to make specific efforts to engage with people from a Protestant community background. Research shows that they tend to be less supportive of equality legislation generally. While it is relatively easy to obtain views from groups which represent different religions and the main churches, it is less easy to reach individuals and those who are not affiliated to a particular organised religion. Minority religions who may not have English as a first language may face double disadvantage and pose a particular challenge when it comes to inclusive consultation.</p> <p>If organising public consultation events, location is important to ensure that different religious communities will feel comfortable to attend.</p>
Political opinion	<p>Past experience suggests that some people from a Unionist community background feel that their views are not taken into account fully as MUDC is a nationalist controlled council. This means that additional efforts may be required to encourage feedback and participation in consultations. As above, location is an important consideration when organising consultation events.</p>
Racial group	<p>While it is relatively easy to make contact with BME support groups, many of these groups are voluntary or do not have adequate resources to enable them to engage with public bodies. Also, not every BME resident is part of, or represented by, a group. It is a challenge to reach BME people in the district as individuals, with language skills being a particular barrier. Those who are newly arrived in the district will face difficulties in learning about and accessing Council services that most residents take for granted. Information about consultations may need to be translated and interpreters made available for consultation events.</p>

	Some newcomer residents may be reticent about engaging with public authorities, even when those authorities exist to provide services or help them.
Age	<p>MUDC has an ageing population. Some older people can be hard to reach so effort may be needed to ensure that a range of consultation methods are used to meet their needs. For example, if social media is used to publicise a consultation, older people may be less likely to pick it up. Information needs to be understandable, particularly if the consultation is on something that affects older people specifically.</p> <p>Children and young people require specific targeting, especially on matters that directly impact them. This requires information to be user-friendly and understandable and response methods to reflect how children/young people like to communicate.</p>
Marital status	There is no information to suggest that this specific policy will have a significantly differential impact according to marital status. However, those who organise consultation events need to be aware that those who are single parents may have more limited opportunity to attend consultation events.
Sexual orientation	All consultations need to consider whether there is a potential hidden impact on people who identify as lesbian, gay or bisexual. LGB people need to know that their views are encouraged and welcome but they may not always want to publicise their identity. Consideration should therefore be given to opportunities for providing feedback and views anonymously.
Men and women generally	<p>Women are still under-represented on Councils and on most decision-making bodies. This may lead to a lack of focus in policy making on the issues that affect women disproportionately. Research suggests that women and men may prioritise different things when it comes to public services/expenditure so it is important that both perspectives are considered when making decisions about how resources are allocated and services delivered.</p> <p>The different situations of male and female need to be taken into account when running consultation events. For example, men may be less likely to be able to attend during the day and women who are parents or carers may face difficulties attending events in the evenings. Males and females may be inclined to take an interest in different issues which can lead to unrepresentative responses from consultation. Care needs to be taken to ensure balance in any feedback obtained. Trans people may not wish to identify publicly as Trans although they</p>

	<p>may be keen to convey wishes or needs so mechanisms to protect their identity may be required.</p> <p>Any analysis of who responded to Council consultations?</p>
Disability	<p>People with disabilities can face barriers not experienced by non-disabled people including finding out about consultations and in accessing the methods used to consult. A range of consultation methods and response options is necessary to ensure that disabled people are genuinely able to participate and give their views. Council needs to be aware that disabled people are not one homogeneous group and their needs may be very different, depending on the particular disability. Many disabled people will not be able to access consultations independently so will depend on carers or professionals to represent their views and interests.</p>
Dependants	<p>As above, people with caring responsibilities, for children, disabled family members or older people, tend to have little time to respond to consultations, even when it is about things that matter to them. Providing a range of options for responses/feedback will help ensure they can participate. Keeping consultation questionnaires brief and user-friendly can increase response rates. People who are carers may not be able to attend consultation events due to their caring responsibilities and consideration needs to be given to how to reach them in other ways.</p>

Section 2 – Screening Questions

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

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

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

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

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

In favour of a 'major' impact

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

In favour of 'minor' impact

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

In favour of none

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

Screening questions

1. What is the likely impact on equality of opportunity for those affected by this policy, for each of the Section 75 equality categories (minor/ major/ none)

Section 75 category	Details of policy impact	Level of impact? minor/major/none
Religious belief	Provided consultation exercises are inclusive, all religious beliefs (and those with none) should be catered for. The policy will allow staff to undertake flexible, targeted consultation with specific groups if there is evidence that they have a particular need, are under-represented or likely to be more impacted in relation to the issue/project being consulted on. The policy will also encourage consultation where there is no or limited information/evidence.	Minor - positive
Political opinion	As above, all political opinions and none should be catered for in consultation exercises. The policy will allow for flexible and targeted consultation if it is necessary for an under-represented or unengaged group.	Minor - positive
Racial group	Consultation should ensure that the needs of different BME communities are taken into account.	Minor - positive
Age	Appropriate consultation should ensure that the needs of people of different ages are taken into account.	Minor - positive
Marital status	There is no evidence that this policy will impact differently according to marital status.	None anticipated
Sexual orientation	Appropriate consultation has the potential to impact if the issue being consulted on is particularly relevant. Over time, more information should become available about emerging issues for LGB people	Minor - positive
Men and women generally	Good consultation that recognises that policies can impact very differently on men and women have the potential to identify gaps and issues for both sexes. Considering the particular needs of people who identify as Trans or other	Minor - positive

	will help ensure that this small minority feel more included.	
Disability	The lives of people who are disabled can be transformed when their particular needs are identified and addressed in policy making. These needs can only be identified through appropriate consultation. Small changes to policies and practices can have far reaching benefits for disabled people and their families/carers.	Significant - positive
Dependants	Good consultation can help identify areas where policies or practices impact negatively on carers.	Minor - positive

2. Are there opportunities to better promote equality of opportunity for people within Section 75 equality categories? (Yes/ No)

Section 75 category	If Yes , provide details	If No , provide reasons
Religious belief	The language used in consultation documents can be explicit about the need/benefit for balanced feedback from people of different religions. Council can take specific steps to identify groups who may be unengaged or disengaged.	
Political opinion	As above. Consultation, even if it is about a potentially contentious issue, can provide a vehicle for constructive discussion and debate.	
Racial group	Consulting minority ethnic communities can help promote inclusion and a feeling of being valued. Consultation exercises can provide useful opportunities to explain and promote council facilities	

	or services and encourage take-up or participation.	
Age	Responding to feedback from people of different ages should ensure that services are delivered in a way that meets the needs of different age groups.	
Marital status	No obvious evidence of how a policy on consultation can better promote equality.	
Sexual orientation	Targeting people who are lesbian, gay or bisexual through consultation sends out a clear message that Council is interested in ensuring equality of opportunity.	
Men and women generally	Consulting throughout the policy development process will ensure that issues that may not be obvious to Council staff are brought to the fore. Many policies and practices impact differently on men and women and this will only be identified through feedback from consultation.	
Disability	Council supports the Mid Ulster Disability Forum and uses the Forum as a first point of contact for consulting with disabled people. There is evidence that involving the Forum at an early stage in projects and policy development pays dividends. While the Forum is an important consultee, however, it is important that Council takes steps to consult with individual disabled people as no one group can speak on behalf of all disabled people or represent all disabilities.	

Dependants	Consulting on the needs of people with dependants will ensure that their needs and issues are taken into account.	
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3. Are there opportunities without prejudice, to the equality of opportunity duty, to better promote good relations between Section 75 equality categories, through tackling prejudice and/ or promoting understanding? (Yes/ No)

	No	
	Yes	x

If yes, please detail the opportunities below:

Officers have determined 'yes' but have also determined that it is not considered necessary to refer this policy to the Good Relations Working Group as it applies to all Section 75 categories and is not specific to good relations. In summary opportunities for explanatory purposes extend to:

- Consultation exercises can include messages of inclusion and be explicit in addressing issues of under-representation or contention. [similar to welcoming statements used in recruitment for jobs, etc]
- Providing opportunities for constructive dialogue and debate can help promote good relations.
- Groups who are currently unengaged or disengaged may respond more positively if they know that their views are being valued and taken into account.
- Depending on the issue/project etc that is being consulted on, Council may be able to run a consultation event that itself will promote good relations by bringing people together on an issue that is of mutual interest. Likewise, by publicising the outcome of consultation, Council can highlight areas of agreement as opposed to disagreement.

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

Additional Considerations - Multiple identity

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

ethnic people; disabled women; young Protestant men; and young lesbians, gay and bisexual people).

Good quality consultation should lead to the identification of multiple identity impacts and feedback which can be shared and taken account of and inform other work/policies.

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

Section 3 – Screening Decision

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

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

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

This screening analysis has identified some ways in which all Section 75 categories will benefit from quality consultation and no adverse impacts have been identified.

It is therefore not considered necessary to do an equality impact assessment on the policy at this time. However, it will be kept under review and if evidence arises that there are differential impacts or it is not working effectively, a further assessment can be made.

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

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

Mitigation

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

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

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

N/A

Timetabling and prioritising N/A

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

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

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

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

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

Yes	
No	

Section 5 – Monitoring

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

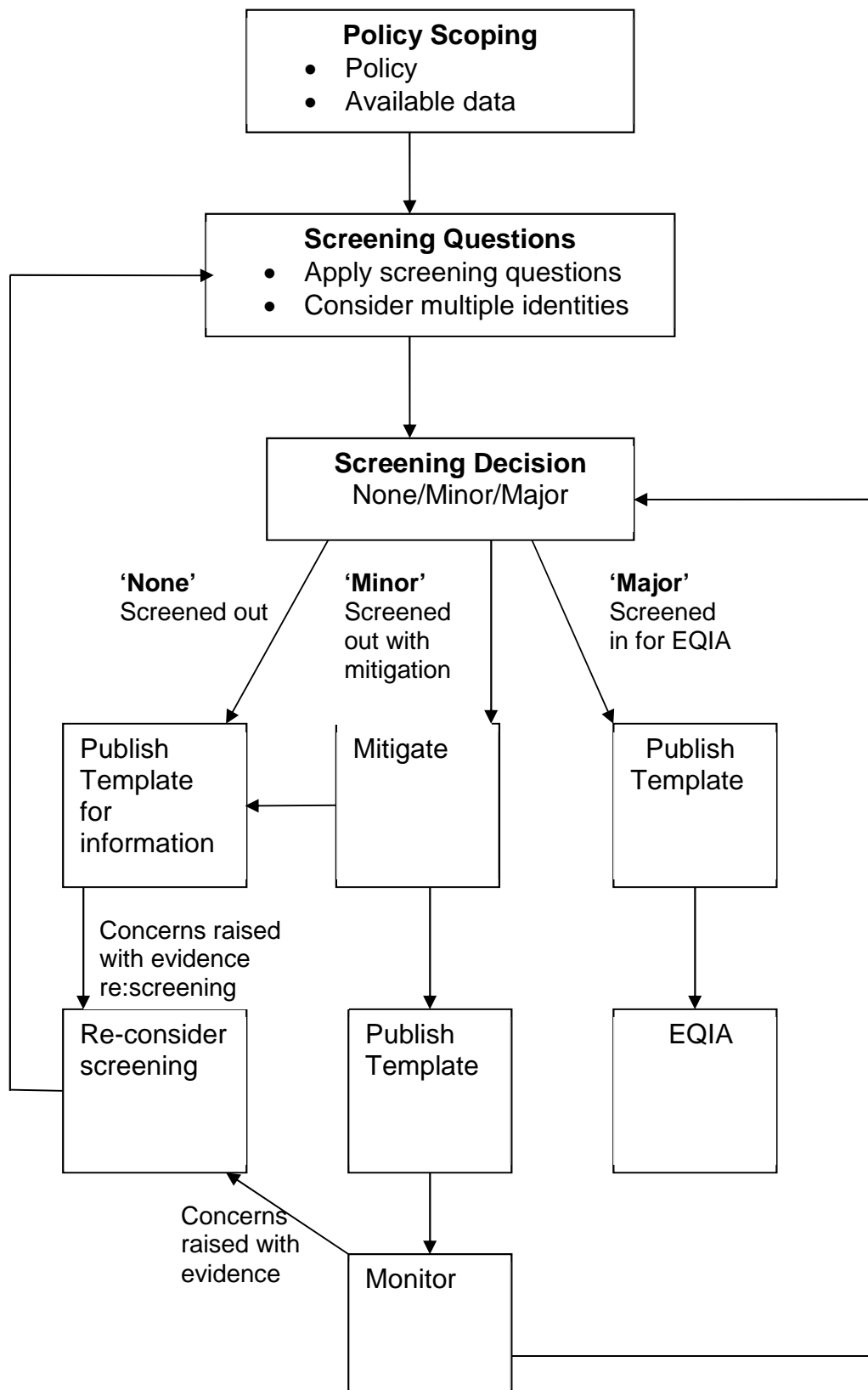
The council's corporate policy and equality officer will work towards monitoring, where practicable, of Council consultation exercises and provide guidance to ensure that appropriate, measured and quality consultation is undertaken. Council guidance will require that each consultation exercise is evaluated and lessons learned. Departments will be asked to share feedback from monitoring so that it can be used by others to inform their policy development and service delivery.

Consideration will be given to how best to communicate the outcome of consultation exercises with consultees and encourage feedback on the process.

Section 6 – Approval and authorisation

Screened by:	Position/ Job Title	Date
Mary McSorley	Corporate Policy & Equality Officer	20/9/2019
Approved by:	Position/ Job Title	Date
Philip Moffett	Head of Democratic Services	24/01/2019

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



Rural Needs Impact Assessment (RNIA)

SECTION 1 - Defining the activity subject to Section 1(1) of the Rural Needs Act (NI) 2016

1A. Name of Public Authority.

Mid Ulster District Council

1B. Please provide a short title which describes the activity being undertaken by the Public Authority that is subject to Section 1(1) of the Rural Needs Act (NI) 2016.

Developing a new policy and guidance on consultation.

The policy is in response to an audit recommendation that guidance is provided to staff who are required to consult with service users and affected individuals when they are developing policies or making decisions.

1C. Please indicate which category the activity specified in Section 1B above relates to.

Developing a	Policy <input checked="" type="checkbox"/>	Strategy <input type="checkbox"/>	Plan <input type="checkbox"/>
Adopting a	Policy <input type="checkbox"/>	Strategy <input type="checkbox"/>	Plan <input type="checkbox"/>
Implementing a	Policy <input type="checkbox"/>	Strategy <input type="checkbox"/>	Plan <input type="checkbox"/>
Revising a	Policy <input type="checkbox"/>	Strategy <input type="checkbox"/>	Plan <input type="checkbox"/>
Designing a Public Service	<input type="checkbox"/>		
Delivering a Public Service	<input type="checkbox"/>		

1D. Please provide the official title (if any) of the Policy, Strategy, Plan or Public Service document or initiative relating to the category indicated in Section 1C above.

Policy and Guidance on Consultation

1E. Please provide details of the aims and/or objectives of the Policy, Strategy, Plan or Public Service.

The aim of this policy is to ensure that MUDC carries out effective and appropriate consultation that enables the public, or sections of the public, to have a say in how we design and deliver services that impact on them.

1F. What definition of 'rural' is the Public Authority using in respect of the Policy, Strategy, Plan or Public Service?

Population Settlements of less than 5,000 (Default definition).

☒

Other Definition (Provide details and the rationale below).

☐

A definition of 'rural' is not applicable.

☐

Details of alternative definition of 'rural' used.

N/A

Rationale for using alternative definition of 'rural'.

N/A

Reasons why a definition of 'rural' is not applicable.

N/A

SECTION 2 - Understanding the impact of the Policy, Strategy, Plan or Public Service

2A. Is the Policy, Strategy, Plan or Public Service likely to impact on people in rural areas?

Yes ☒ No ☐ If the response is **NO** GO TO Section **2E**.

2B. Please explain how the Policy, Strategy, Plan or Public Service is likely to impact on people in rural areas.

Council's policy on consultation applies to everyone in the MUDC District which is a predominantly rural community. Using the DAERA definition of "rural" as settlements with a population of less than 5,000 and open countryside, the majority of ratepayers (70%) live in rural areas. Only four settlements in the District are classed as small towns, with a population of more than 5,000 (Census 2011) – Dungannon, Cookstown, Magherafelt and Coalisland.

The policy is intended to better meet the needs of all those who will be targeted for consultation and should impact positively on people in rural areas as well as other hard to reach groups.

2C. If the Policy, Strategy, Plan or Public Service is likely to impact on people in rural areas differently from people in urban areas, please explain how it is likely to impact on people in rural areas differently.

Council recognises that people who live in rural areas may not find it as easy as town dwellers to access information about consultations or to attend consultation events. The policy requires staff to consider the needs of hard to reach groups when carrying out consultations and to employ a range of communication methods to ensure that all categories are reached. For example, if only online methods are used, some rural dwellers who do not have access to Broadband or good download speeds will be at a disadvantage. If consultation events are only held in central town locations, rural residents may find it more difficult to participate.

2D. Please indicate which of the following rural policy areas the Policy, Strategy, Plan or Public Service is likely to primarily impact on.

Rural Businesses	<input type="checkbox"/>
Rural Tourism	<input type="checkbox"/>
Rural Housing	<input type="checkbox"/>
Jobs or Employment in Rural Areas	<input type="checkbox"/>
Education or Training in Rural Areas	<input type="checkbox"/>
Broadband or Mobile Communications in Rural Areas	<input type="checkbox"/>
Transport Services or Infrastructure in Rural Areas	<input type="checkbox"/>
Health or Social Care Services in Rural Areas	<input type="checkbox"/>
Poverty in Rural Areas	<input type="checkbox"/>
Deprivation in Rural Areas	<input type="checkbox"/>
Rural Crime or Community Safety	<input type="checkbox"/>
Rural Development	<input type="checkbox"/>
Agri-Environment	<input type="checkbox"/>
Other (Please state)	<input type="text" value="Access to Council services for rural dwellers"/>

If the response to Section 2A was YES GO TO Section 3A.

2E. Please explain why the Policy, Strategy, Plan or Public Service is NOT likely to impact on people in rural areas.

SECTION 3 - Identifying the Social and Economic Needs of Persons in Rural Areas

3A. Has the Public Authority taken steps to identify the social and economic needs of people in rural areas that are relevant to the Policy, Strategy, Plan or Public Service?

Yes ☒ No ☐ If the response is **NO** GO TO Section **3E**.

3B. Please indicate which of the following methods or information sources were used by the Public Authority to identify the social and economic needs of people in rural areas.

Consultation with Rural Stakeholders	<input checked="" type="checkbox"/>	Published Statistics	<input checked="" type="checkbox"/>
Consultation with Other Organisations	<input type="checkbox"/>	Research Papers	<input checked="" type="checkbox"/>
Surveys or Questionnaires	<input type="checkbox"/>	Other Publications	<input type="checkbox"/>
Other Methods or Information Sources (include details in Question 3C below).			<input type="checkbox"/>

3C. Please provide details of the methods and information sources used to identify the social and economic needs of people in rural areas including relevant dates, names of organisations, titles of publications, website references, details of surveys or consultations undertaken etc.

Meeting with Rural Community Network – July 2019

RCN website – www.ruralcommunitynetwork.org - research reports and policy papers

Meeting with NI Rural Women's Network (NIRWN) – August 2019

NIRWN website – www.nirwn.org - policy papers and research, eg, Rural Voices report (March 2018)

Council publications and reports, for example, Rural Needs Impact Assessment of Local Development Plan 2030 – Draft Plan Strategy (Feb 2019)

Audit of Inequalities

NISRA population statistics and NINIS data

3D. Please provide details of the social and economic needs of people in rural areas which have been identified by the Public Authority?

Mid Ulster Council is a predominantly rural district with only 4 settlements having more than 5,000 residents. The main needs identified are:

Issues re proximity to key services (eg, Council offices, health, education, banking, retail, leisure)

Access to transport, especially for older people, disabled people, women and young people
Journey times to key towns – the District covers a wide geographic area

Access to Broadband and mobile signal; and, where available, poorer download speeds

Access to jobs within a reasonable travelling distance

Access to childcare to support people who want to work or set up a business – particular issue for women. Inadequate provision in rural areas, high cost of childcare and services not flexible to meet the needs of people who have to work outside standard 9-5, Mon-Fri pattern.

Support for business and enterprise

Affordable housing in rural areas, eg, near relatives or where people have grown up

Particular issues for farm families, re income

Rural poverty – evidence that there is more poverty in rural areas, including fuel poverty

Social isolation is an issue for many people in rural areas – can be worse for older people, those who live on their own, women, carers, those with disabilities and people on low incomes.

If the response to Section 3A was YES GO TO Section 4A.

3E. Please explain why no steps were taken by the Public Authority to identify the social and economic needs of people in rural areas?

N/A

SECTION 4 - Considering the Social and Economic Needs of Persons in Rural Areas

4A. Please provide details of the issues considered in relation to the social and economic needs of people in rural areas.

When considering consultation, MUDC staff must take into account how people in more rural areas will access information and respond. This requires consideration of communication methods and location and timing of consultation events.

For example, if a consultation requires attendance at an event, this will present more challenge to those who live in rural areas. The challenge will be compounded for certain groups such as women, older people, young people, disabled people, those who are socially and economically disadvantaged or isolated, and those who do not have access to independent means of transport. Alternative ways to encourage participation and feedback will include running events in rural areas, getting local community groups to engage in their area, etc.

Council's Consultation policy and guidance will recommend a varied range of consultation techniques to ensure that barriers are addressed.

Consultation guidance will suggest that staff should not rely solely on online communication which may pose problems for people in rural areas who do not have Broadband, good download speed, mobile signal, etc.

Even within areas that are defined as 'rural' because of location and population density, there will be very different needs and experiences which must be identified and taken into account. A policy may have a very different impact in two villages or small towns which, although of a similar size, have a different demographic.

SECTION 5 - Influencing the Policy, Strategy, Plan or Public Service

5A. Has the development, adoption, implementation or revising of the Policy, Strategy or Plan, or the design or delivery of the Public Service, been influenced by the rural needs identified?

Yes ☒ No ☐ If the response is **NO** GO TO Section **5C**.

5B. Please explain how the development, adoption, implementation or revising of the Policy, Strategy or Plan, or the design or delivery of the Public Service, has been influenced by the rural needs identified.

The need to facilitate participation of people in rural communities has been taken into account in the Council's consultation policy and guidance which will be communicated to all staff.

The guidance prompts staff to consider how they run their consultations to ensure that they are accessible to, and inclusive of, people in rural areas.

The consultation guidance that is linked to the policy also requires staff to monitor and report on the outcome of consultation exercises so that they know whether responses are representative of the wider community, including those in more rural areas.

If the response to Section **5A** was **YES** GO TO Section **6A**.

5C. Please explain why the development, adoption, implementation or revising of the Policy, Strategy or Plan, or the design or the delivery of the Public Service, has NOT been influenced by the rural needs identified.

N/A

SECTION 6 - Documenting and Recording

6A. Please tick below to confirm that the RNIA Template will be retained by the Public Authority and relevant information on the Section 1 activity compiled in accordance with paragraph 6.7 of the guidance.

I confirm that the RNIA Template will be retained and relevant information compiled.

☒

Rural Needs Impact Assessment undertaken by:	Mary McSorley
Position/Grade:	Corporate Policy & Equality Officer
Division/Branch	Democratic Services
Signature:	
Date:	20 September 2019
Rural Needs Impact Assessment approved by:	Philip Moffett
Position/Grade:	Head of Service
Division/Branch:	Democratic Services, Chief Executive's Office
Signature:	
Date:	24 January 2019

Report on	Publication of Strategy and Action Plan 2019 to 2021 by Equality & Diversity in Local Councils
Date of Meeting	Thursday 6 th February, 2020
Reporting Officer	P Moffett, Head of Democratic Services
Contact Officer	M 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 provide members with a copy of the Equality & Diversity in Local Councils strategy and action plan 2019-2021 and consider endorsement of the associated Equality and Diversity Framework.
2.0	Background
2.1	The Local Government Staff Commission facilitates the <i>Equality & Diversity in Local Councils</i> Initiative established in 2011 and reconstituted 2015 at the point of local government reform. The purpose of initiative and group which oversees it is to prioritise and influence equality, good relations and diversity projects across the local government sector.
2.2	<p>The group, which oversees the initiative, has now developed and agreed a strategy and action plan to support its activities over the period 2019-2021. The strategy is attached as appendix A to this report and has been compiled to assist it in delivering its objectives of:</p> <ul style="list-style-type: none"> • Developing the overall strategic direction for equality, good relations and diversity initiatives in local government • determining priorities and setting objectives • monitoring progress and reporting to the Local Government Staff Commission and Solace on a regular basis
2.3	The group, is currently chaired by Chief Executive of Mid & East Antrim Borough Council and made up of representatives from the Local Government Staff Commission, Disability Action, Elected Member Diversity Champions, Community Relations Council, NIPSA, Equality Commission, PPMA, Equality Officer Statutory Duty Network, DemocraShe Equality Coalition, NILGA and Good Relations Officers. Further information can be accessed from the Local Government Staff Commission at:

	http://www.lgsc.org.uk/new-initiatives/equality-and-diversity/
3.0	Main Report
3.1	<p>The group has also developed an <i>Equality & Diversity Framework</i> and is asking that councils consider endorsing as a statement of intent and approach on ensuring equality and diversity. The framework is made up of the following principles:</p> <p>Principle 1: Ensuring we work in a non-discriminatory environment, promote equality, and model best practice in equality and good relations</p> <p>Principle 2: Ensuring all our decisions are based on evidence to assess the likely impact of a policy on the promotion of equality of opportunity and good relations</p> <p>Principle 3: Providing access to services, facilities and information</p> <p>Principle 4: Recruiting and employing people fairly</p> <p>Principle 5: Responding to and learning from complaints and incidents in a positive and pro-active way</p>
3.2	The group overseeing the initiative has asked that the council consider endorsing the Equality & Diversity Framework as detailed at Appendix B.
4.0	Other Considerations
4.1	Financial, Human Resources & Risk Implications
	Financial: activity will be undertaken within existing resource as part of ongoing service provision
	Human: activity will be undertaken by existing staffing resource
	Risk Management: endorsement would assist in delivery of equality statutory duty
4.2	Screening & Impact Assessments
	Equality & Good Relations Implications: not applicable no screening required
	Rural Needs Implications: not applicable no assessment required
5.0	Recommendation(s)
5.1	That the committee reviews the Equality & Diversity in Local Councils Strategy and Action Plan 2019-2021 and considers endorsing the Equality and Diversity Framework

6.0	Documents Attached & References
	Appendix A: Strategy & Action Plan 2019-2021 Appendix B: Equality & Diversity Framework



Equality & Diversity
in Local Councils

Equality and Diversity Group

Strategy and Action Plan

2019 - 2021

September 2019

1. Background

The purpose of the Equality & Diversity Group is to prioritise and influence equality, good relations and diversity initiatives across local government. The Group attempts to bring together the equality, good relations and diversity practices across the sector and in so doing, seeks to integrate the priorities of the Group with the ongoing work of individual councils.

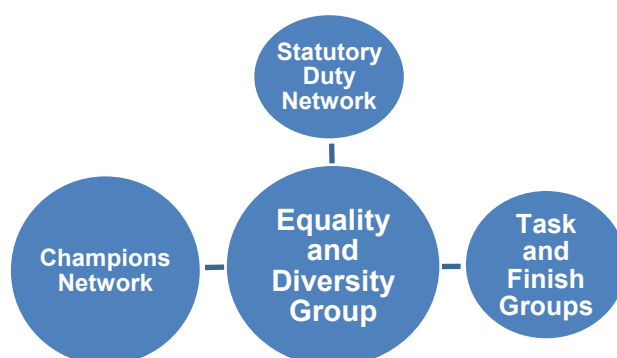
The Group has responsibility for:

- the development of the overall strategic direction for equality, good relations and diversity initiatives in local government
- determining priorities and setting objectives
- monitoring progress and reporting to the Local Government Staff Commission and Solace on a regular basis

The Group was first constituted in 2011 and was re-constituted in 2015 in the light of the reform of local government. A new Chair, who is the Chief Executive of one of the 11 councils, was appointed by Solace in 2019.

A key feature of the work of the Equality and Diversity Group is the Diversity Champions' Network which is made up of the elected member(s) and officer(s) Champions in each council. The role of the Diversity Champion is to champion equality, good relations and diversity in individual councils and, where appropriate, to act as first point of contact for enquiries and provide advice, guidance and support on equality, good relations and diversity issues within the organisation. The Network provides a forum of support and networking for the Diversity Champions and meets quarterly to provide training and development opportunities for the Champions.

Sub groups such as the Statutory Duty Network continue to meet, together with specific task and finish groups which will be established as required.



2. Membership

The membership of the Equality and Diversity Working Group is drawn from stakeholder bodies across the local government sector and includes Chief Executives, Diversity Champions, Equality Officers Good Relations Officers and HR Officers in councils, trade union officers and Staff Commission members, as well as representatives from external stakeholder groups.

The current membership comprises:

Chair (Solace)	Anne Donaghy, Chief Executive, Mid and East Antrim BC
LGSC	Lindsay Boal, Commission Member Monica Burns, Commission Member Willie Francey, Commission Member Bernie Kelly, Commission Member Helen Hall, Director of Corporate Services
Disability Action	TBC
Diversity Champions	Cllr Michael Goodman, Antrim and Newtownabbey BC Cllr Cáthal Mallaghan, Mid Ulster DC
Community Relations Council	Jacqueline Irwin, Chief Executive
Equality Commission for NI	Patrice Hardy, Equality Manager Kevin Oakes, Equality Officer
NIPSA	Geraldine Alexander, Assistant Secretary
PPMA NI	Susan McCague, HR Officer, Newry, Mourne and Down DC
Statutory Duty Network	Mary Hanna, Policy & Diversity Officer, Armagh City, Banbridge & Craigavon BC
DemocraShe	Bronagh Hinds
Equality Coalition	Robyn Scott
NILGA	Diane Anderson
Good Relations Officers	Lynsey Gray, GR Officer, Lisburn & Castlereagh CC

The work of the Group is supported by Commission officers, and they also provide a secretariat service at meetings.

There may be occasions whenever additional support may be required by the Group and this support may be provided through task and finish groups. Membership of these groups may include other council officers and elected members, other statutory agencies and partners.

3. Purpose of the Strategy and Action Plan

This document has been developed to guide the work of the Equality and Diversity Group in the longer term, and to focus on the action plan for 2019 - 2021. It was developed following consultation with members of the Equality and Diversity Group, the groups which the members represent, and other stakeholders.

In focussing on these activities, continuing to work with our stakeholders and responding to their needs, the Equality and Diversity Group aims to support and assist councils to ensure equality of opportunity and good relations as an Employer, a Service Provider and a Civic Leader.

This will be done by working in partnership with councils:

- to address equality, good relations and diversity issues
- to ensure continuity of the ongoing equality, good relations and diversity activities
- to support cross-sectoral initiatives
- to involve and inform external stakeholders
- to pilot new equality, good relations and diversity initiatives
- to provide training and development initiatives
- to showcase best practice

4. Reporting Mechanisms

Progress on meeting the activities detailed in the action plan will be:

- reported to members of the Equality and Diversity Group at their meetings
- a copy of the minutes of the Equality and Diversity Group meetings will be included on the Staff Commission meeting agendas for information
- a copy of the minutes of the Equality and Diversity Group meetings will be included on the Solace meeting agendas for information
- periodic reports will be sent to councils through the Local Government Staff Commission E-zine, including updates from external stakeholders
- members will report back to, and seek feedback from, the stakeholder group they represent:
 - Solace
 - LGSC
 - PPMA NI
 - Statutory Duty Network
 - Diversity Champions' Network
 - Disability Action

- Community Relations Council
- ECNI
- NIPSA
- Equality Coalition
- Nilga
- Good Relations Officers

5. Equality and Diversity Framework

This strategy and action plan supports the Equality and Diversity Framework which details each Council's:

- statement of intent
- compliance with equality, good relations and diversity obligations

The Framework covers everyone who uses council services, facilities and accesses information.

6. Outcomes/Outputs

Our priorities include actions to help achieve the Draft Programme for Government 2016 – 2021 targets including:

Outcome 3: We have a more equal society

Outcome 6: We have more people working in better jobs

Outcome 8: We care for others and help those in need

Outcome 9: We are a shared, welcoming and confident society that respects diversity

The Strategy and Action Plan will result in the following benefits for the local government sector:

- officers and members will be well informed on equality, good relations and diversity issues
- councils seek to be representative of the communities which they serve
- local government will be recognised for best practice in equality, good relations and diversity
- officers and members will be supported and developed through a coaching and mentoring network

- external stakeholders will have a mechanism to share their views and information with councils
- councils will benefit from cross-sectoral working and initiatives
- councils will be able to demonstrate to their citizens that they are committed to equality, good relations and diversity in the development of policy and the delivery of services to the whole community which they serve

Strategy and Action Plan 2019 - 2021	
Key Strategic Objective: By working with our stakeholders and responding to their needs, we aim to support and assist councils to ensure equality of opportunity and good relations as an Employer, a Service Provider and a Civic Leader	
Equality and Diversity Group Develop partnerships with other equality groups and networks Review the membership of the Group to include other equality groups and networks Revise the Equality and Diversity Framework and relaunch it at an event for Councils Establish sub-groups: <ul style="list-style-type: none"> to develop a strategy on Section 75, equality and good relations data including council statistics, NISRA, community planning and ECNI to identify training required to improve the mainstreaming of the statutory Section 75 equality and good relations duties and statutory Disability Duties 	Ongoing August 19 and ongoing Sept 19 Oct 19 Jan 20
Diversity Champions Review the role of Diversity Champion and provide guidance on how the role should be carried out and how it should link with senior leaders in the council Provide regular training events, for example on the role of Diversity Champions, ethics, dealing with uncomfortable issues/contentious areas	Oct 19 Ongoing – 2 per year
Leadership Work in partnership with the ECNI to promote the implementation of the ECNI 'S75 Demonstrating Effective Leadership Guidance' in councils. Provide a seminar on civic leadership for Diversity Champions and Equality Officers	Sept 19 Feb 20

<p>Partnership Working</p> <p>Build links with the Solace Disability Champion, PPMA, Statutory Duty Network and ECNI and develop ways to work in partnership, for example:</p> <ul style="list-style-type: none"> • Disability employability initiatives and targets • Ensure best practice in reasonable adjustment policies • Work with the ECNI to implement the Mental Health Charter across local government • Work with the ECNI to implement the Every Customer Counts initiative across local government • Set up a Regional Health and Well-Being Group 	<p>Sept 19</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Oct 19</p>
<p>Good Practice Examples</p> <p>Develop a mechanism to share best practice examples (including S75 ad DAP) between councils and the wider public sector.</p> <p>Hold an annual seminar to showcase best practice examples</p> <p>Work in partnership with Nilga to include an equality, good relations and diversity award category in the Local Government Awards in Feb 2021</p>	<p>Ongoing</p> <p>24 Sept 19 and annually</p> <p>2020/21</p>
<p>Consultation</p> <p>Develop a mechanism to facilitate consultation events across councils, as required.</p>	<p>Feb 2020</p>



Equality & Diversity
in Local Councils

(Insert Name) Council Equality and Diversity Framework

This Framework details the Council's statement of intent and approach to ensure equality and diversity

Context

Councils are required to comply with anti-discrimination legislation and Section 75 of the NI Act 1998 (the Act). Section 75 requires public authorities, in carrying out their functions relating to Northern Ireland, to have due regard to the need to promote equality of opportunity and regard to the desirability of promoting good relations across a range of categories outlined in the Act.

This Framework is designed to assist councils to meet their equality and diversity obligations and to demonstrate their compliance with them.

The Framework covers everyone who uses the Council's services, our facilities and accesses our information, including:

- Customers of the Council
- Members of the Public
- Partners and Other Stakeholders
- Contractors who deliver services on behalf of the Council
- Council Elected Members
- Council Employees
- Trade Unions
- Voluntary and Community Sector
- Business Sector
- Other Public Sector Bodies

In order to assist with the implementation of this Framework the Council has appointed a Councillor and Officer to **champion** equality and diversity across the Council by driving positive actions and acting as a contact point for issues relating to this equality and diversity framework.

THE PRINCIPLES OF THE FRAMEWORK

Principle 1: Ensuring we work in a non-discriminatory environment, promote equality, and model best practice in equality and good relations

It is everyone's responsibility to:

- Treat everyone equally and with dignity and respect
- Think about how our actions affect others
- Help people change for the better through example by challenging unacceptable behaviour or language
- Be knowledgeable by taking personal responsibility for training around equality and diversity and good relations (mandatory training for all Elected Members, Council staff and managers is in place)

Relevant Policies, Procedures and Guidance:

NI Code of Local Government Conduct, Code of Conduct for Local Government Employees, (*Chartermark, Customer Service Standards, etc*)

Principle 2: Ensuring all our decisions are based on evidence to assess the likely impact of a policy on the promotion of equality of opportunity and good relations

We will:

- Ensure that all policies, projects and programmes of work are screened and, where appropriate, impact assessed
- Publish all screening outcomes including any mitigation or alternative policies considered
- Involve the customers of the council, trade unions, business sector and voluntary and community sector on an on-going basis to assist us in the review and development of existing and new policies

Relevant Policies, Procedures and Guidance:

Equality Scheme, Disability Action Plan, Progress Reports, Screening Reports

Principle 3: Providing access to services, facilities and information

We will take steps to improve access to services, facilities and information and be open about what we can and cannot do:

We will:

- Involve customers and stakeholders in the design, prioritisation and review of services
- Monitor and review services regularly to identify any under-representation or discrimination
- Make sure information is accessible using Plain English and other accessibility standards
- Provide alternative formats, translations and interpreters when needed
- Make sure buildings are accessible and welcoming to all
- Make sure meetings and events are easy to access

Relevant Policies, Procedures and Guidance: Equality Scheme, Disability Action Plan, Translation and Interpretation Policy, Good Relations Strategy, (*Chartermark, Customer Service Standards, etc*)

Principle 4: Recruiting and employing people fairly

The Council will make sure that we provide equality of opportunity to all in employment.

We will:

- Use non-discriminatory job criteria
- Take positive action to ensure a diverse workforce
- Apply fair selection procedures
- Monitor and review employment practice
- Make reasonable adjustments
- Support staff through appropriate networks

Relevant Policies, Procedures and Guidance: Code of Procedures on Recruitment and Selection, Local Government Competency Framework, Staff Handbook, Welcoming Statement

Principle 5: Responding to and learning from complaints and incidents in a positive and pro-active way

Everyone has the right to complain about discrimination and harassment in good faith, without being victimised at any time.

We will:

- Handle complaints and grievances properly
- Resolve matters positively
- Respond to incidents of prejudice or hate crime

Relevant Policies, Procedures and Guidance: Complaints Policy and Procedure, Grievance Procedure, NI Code of Local Government Conduct, Code of Conduct for Local Government Employees (*Chartermark, Customer Service Standards etc*)

MONITORING

The Council will monitor and evaluate the effectiveness of this Framework and will engage with Councillors, employees and the trade unions regarding any proposed changes to policies or practices.

Signed: _____

Council Mayor/Chair

Council Chief Executive

Date:



Equality & Diversity in Local Councils

Mr A Tohill
Chief Executive
Mid Ulster District Council

Dear Anthony

Strategy and Action Plan 2019 – 2021 and Equality and Diversity Framework

Please find attached for your information, a copy of:

- The Equality Strategy and Action Plan 2019 – 2021
- the Equality and Diversity Framework

These documents were formally launched at an Equality and Diversity Seminar which was held in the Castle Tower School in Ballymena on 24th September 2019.

The Strategy and Action Plan sets out a workplan for the Equality and Diversity Group over the next 3 years. It was developed following a stakeholder event in February and a consultation process with all councils, the NI Housing Executive and external stakeholders.

The Equality and Diversity Framework is designed to assist councils to meet their equality and diversity obligations and to demonstrate their compliance to them by endorsing 5 Principles:

- Principle 1: Ensuring we work in a non-discriminatory environment, promote equality, and model best practice in equality and good relations.
- Principle 2: Ensuring all our decisions are based on evidence to assess the likely impact of a policy on the promotion of equality of opportunity and good relations.
- Principle 3: Providing access to services, facilities and information.
- Principle 4: Recruiting and employing people fairly.
- Principle 5: Responding to and learning from complaints and incidents in a positive and pro-active way.

I would now seek your co-operation in having the Equality and Diversity Framework endorsed by your Council.

Thank you for your attention to this matter.

Yours sincerely

A handwritten signature in black ink, reading "Anne Donaghy". The signature is written in a cursive style with a large, stylized 'D'.

Anne Donaghy
Chair
Equality and Diversity Group

Report on	Mid Ulster District Council Health & Safety Policy
Date of Meeting	6 th February 2020
Reporting Officer	Rory Donnelly, Health and Safety Manager

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

1.0	Purpose of Report
1.1	To inform the Committee of minor revisions to Mid Ulster District Council's current Health and Safety Policy.
2.0	Background
2.1	The Health and Safety policy sets out the Council's general approach and commitment for managing health and safety.
2.2	It is a legal requirement under the Health and Safety at Work (Northern Ireland) Order 1978 that the Council has in place a documented Health and Safety Policy.
2.3	The existing Health and Safety Policy is due for review in February 2020
3.0	Main Report
3.1	Council has committed to work towards achieving the occupational health and safety (OH&S) management system, ISO 45001:2018 standard. This standard provides a framework for the Council to manage risks and opportunities to help prevent work-related injury and ill health.
3.2	The existing Health and Safety Policy has been revised in line with the requirements of BS ISO 45001:2018.
3.3	An external certification audit is being arranged to be carried out in March 2020. It is essential therefore, in order to achieve the accreditation that the Council has in place an up to date Policy that has been reviewed and is in line with the requirements of the standard.
4.0	Other Considerations
4.1	Financial, Human Resources & Risk Implications
	Financial: N/a
	Human: N/a

	Risk Management: The Mid Ulster District Council Health and Safety Policy sets out how the Council protects the wellbeing and reduces risk to employees, contractors and the general public.
4.2	Screening & Impact Assessments
	Equality & Good Relations Implications: N/a
	Rural Needs Implications: N/a
5.0	Recommendation(s)
5.1	Members to consider this report and approve the adoption of the attached Mid Ulster District Council Health and Safety Policy.
6.0	Documents Attached & References
6.1	Appendix 1 – Mid Ulster District Council's Health and Safety Policy dated February 2020.
6.2	Appendix 2 – Equality and Good Relations Screening Report for Mid Ulster District Council's Health and Safety Policy dated February 2020.
6.3	Appendix 3 – Rural Needs Impact Assessment for Mid Ulster District Council's Health and Safety Policy dated February 2020.



Health and Safety Policy

Document Control			
Policy Owner	Corporate Health and Safety Manager		
Policy Author	Rory Donnelly		
Version	V3.0		
Consultation	Senior Management Team	Yes	
	Trade Unions	Yes	
Equality Screened by	R. Donnelly	Date	28.01.20
Equality Impact Assessment		Date	
Rural Impact Assessment	R. Donnelly	Date	28.01.20
Approved By	SMT	Date	
Adopted By	Council	Date	
Review Date	January 2021	By Whom	H&S Manager
Circulation	MUDC Staff	By Whom	H&S Manager
Version Number	Review Date	By Whom	Amendments
Version 1.0	February 2015	R Hall / E Girvan	Nil
Version 2.0	October 2016	R Hall / E Girvan	Reflective of OHSAS 18001
Version 3.0	February 2020	R Donnelly	Reflective of ISO 45001

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Appendices	Description	Page Number
A	Terms of Reference Health and Safety Committee	14

1.0 INTRODUCTION

- 1.1 The health and safety policy is the starting point for the process of managing health and safety successfully across all the diverse range of services that Mid Ulster District Council delivers to the public.
- 1.2 Under the Health and Safety at Work (Northern Ireland) Order 1978 Mid Ulster District Council must take action to ensure that its activities do not harm the health or safety of its employees or anybody else and prepare a written statement saying how they will achieve this, keep it up to date and bring the latest version to the attention of all employees.
- 1.3 Mid Ulster District Council has prepared a written statement of its health and safety policy, signed by the Chief Executive and will ensure that this is brought to the attention of its employees.
- 1.4 This policy will be supported by procedural documents where the complexity of the issue makes it necessary.
- 1.5 This policy has been designed to meet legal requirements which Mid Ulster District Council recognises as the minimum standard to be achieved, and to provide the foundation for achieving continuous improvement in Health and Safety performance.

2.0 POLICY AIMS AND OBJECTIVES

- 2.1 The aims of this policy are to:
 - Demonstrate that Mid Ulster District Council is committed to addressing its health and safety obligations.
 - Provide and maintain a safe working environment for employees and the wider community in which they interact.
 - Provide a framework for health and safety management at all levels which adopts and supports best practice.
 - Comply with, and where practicable exceed, the requirements and targets set by existing health and safety legislation.

3.0 POLICY SCOPE

- 3.1 The scope of the policy extends to all those employed by Mid Ulster District Council, and to those contractors and public under our management or control.

4.0 POLICY STATEMENT:

4.1 Health and Safety Policy Statement

The Council recognises the inherent need to apply structured risk assessments, management and control procedures to address potential health and safety hazards arising from its day to day work activities.

Mid Ulster District Council is committed to ensuring, so far as is reasonably practicable, the health, safety and welfare of all its employees and of any others who may be affected by Council undertakings in accordance with best practice. To fulfil this commitment, Council will:

- Provide safe and healthy working conditions to prevent work related injuries and ill health to employees, contractors and members of the public, so far as is reasonably practicable, through:
 - Arrangements for the safe use, handling, storage and transport of articles, materials and substances.
 - Safe plant, equipment and systems of work.
 - Information, instruction, training and supervision as is necessary.
 - A work environment that is safe, without risks to health, with facilities and arrangements that are adequate for the welfare of those persons using the premises.
- Prioritise Health and Safety as a key objective within all departments and services
- Comply with all legislation and other regulatory standards that apply within Council
- Eliminate hazards and reduce occupational health & safety risks that arise from work activities, so far as reasonable practicable
- Continually seek to improve Health and Safety performance across all departments
- Ensure that employees have sufficient knowledge, skills and capability to safely carry out their duties.
- Encourage employees to take responsibility for their own individual health and safety performance
- Appoint competent health and safety personnel to assist management in implementing the Health and Safety Policy.
- Keep this Policy and its arrangements for implementation under review and where necessary, revise to ensure it remains appropriate to the Council.

Council commits to providing human, physical and financial resources and suitable information to achieve the requirements of this policy.

Council will establish and maintain a Health and Safety committee to actively encourage consultation between management, trade union safety representatives and other employees to assist in the implementation of the Health and Safety Policy and management system where accredited.

This policy will be communicated to all employees across Council and made available to all interested parties upon request

4.2 Health and Safety Organisation

Whilst overall responsibility for health and safety rests with the Chief Executive, the Nominated Director has overall responsibility for formulating and revising the Health and Safety Policy. This policy is reviewed annually. The Chief Executive and the Nominated Director will be supported in achieving their responsibilities by the Corporate Health and Safety Team.

4.3 Health and Safety Arrangements

This health and safety policy statement is supplemented by specific responsibilities, policies, procedures and training courses as are required to address the practical implementation of these policy commitments in the various workplaces and work activities.

All relevant documents will be held within the Health, Safety and Wellbeing folder which is available through the Council's intranet. The documents will be revised as and when required, with any such revisions being communicated to affected staff.

Chief Executive _____ Date _____

Council Chair _____ Date _____

5.0 LINKAGE TO CORPORATE PLAN

- 5.1 This Health and Safety Policy is consistent with Mid Ulster District Councils corporate priorities. It contributes to the performance theme of service delivery and provides the framework and system to facilitate the safe delivery of services.

6.0 ROLES AND RESPONSIBILITIES

6.1 Elected Members

Mid Ulster District Council Elected Members have a collective responsibility to provide leadership and direction and for ensuring that health and safety arrangements are effective and managed appropriately.

The goal of effective management of health and safety is more easily achieved where Elected Members understand the risks, the systems in place for managing those risks and an appreciation of the causes of failure.

Elected Members will:

- Ensure that adequate consideration is given to health and safety implications when making Council decisions.
- Allocate sufficient resources to enable the Health and Safety Policy to be implemented in full and discharge the Council's health and safety responsibilities.
- Monitor the overall performance of the Council's health and safety management system.
- Through the Policy and Resources Committee make recommendations as appropriate to Council as regards fulfilling health and safety objectives.

6.2 Chief Executive

The Chief Executive is at the top of the organisational structure and has overall executive responsibility for the health and safety at work of Mid Ulster Council employees, contractors, visitors and members of the public.

The Chief Executive is directly responsible to Council. In relation to health and safety he will:

- Endorse the Mid Ulster District Council health and safety policy statement.
- Support elected members in meeting their health and safety responsibilities.
- Report to the Council on the effectiveness of the policy and the health and safety management system.
- Ensure that there is an effective policy and management system for the management of health, safety and welfare within the Council.

- Demonstrate active and strong leadership in creating a positive health and safety culture.
- Appoint a Director with strategic responsibility for health and safety to be specifically responsible for the implementation and monitoring of health, safety and welfare matters.
- Appoint a competent person or persons to advise the Council on health, safety and welfare matters.
- Ensure that responsibilities are clearly defined, properly assigned and correctly discharged at all levels.
- Ensure that suitable resources are made available to meet the requirements of the policy as far as is reasonably practicable.
- Ensure that there are objective targets set for the improvement of health, safety and welfare.
- Ensure that the health and safety policy is reviewed periodically and updated where necessary.

6.3 Nominated Director

The nominated Director will have strategic responsibility for:

- Co-ordinating the Councils activities with regards to health and safety.
- Taking a leadership role to ensure full compliance with statutory requirements, so far as is reasonably practicable.
- Advising the Council on the requirements and application of resources to achieve compliance with the policy.

6.4 Directors

Directors will take the initiative in promoting and monitoring the health and safety of all persons liable to be affected by activities under their control and in establishing within their Department a culture of safe working practice. They are responsible for ensuring that sufficient risk assessments are carried out and ensuring that suitable measures are identified and implemented to manage and control risks.

They will:

- Demonstrate a high personal standard of health and safety.
- Ensure that the Council Health and Safety Policy and management systems are implemented, and staff under their control, are fully aware of their responsibilities as regards the health and safety of all Council employees and others who may be affected by the Councils operations.
- Ensure that there is a system in place to ensure all levels of employees are competent to perform their duties and have received adequate and suitable training in health and safety management and safe working practices.
- Ensure that appropriate arrangements are in place for the communication of health and safety issues to all employees, contractors and visitors.
- Ensure Departmental annual health and safety objectives and targets are set and regularly reviewed.

- Co-operate with health and safety investigations, monitoring and auditing.
- Ensure adequate resources and finances are available to achieve the health and safety standards required of the Council Health, and Safety Policy and procedures.
- Liaise with the Corporate Health and Safety Officer on health, safety and welfare matters.

6.5 Heads of Service

Heads of Service will ensure:

- They set a personal example by following any instructions and rules and by wearing the correct PPE.
- Staff under their control are aware of and follow health, safety and welfare procedures and instructions
- Staff under their control have been briefed on their health, safety and welfare responsibilities
- Suitable and sufficient risk assessments have been carried out and any control measures resulting from the assessments are implemented
- All work, including visits to sites, is adequately planned and controlled and appropriate information and instruction is provided to staff prior to commencing work
- Staff are provided with appropriate PPE and safety equipment for the project
- Specific health and safety training needs are identified and appropriate training provided
- Adequate and responsible supervision is provided to reflect the degree of risk with special attention paid to vulnerable members of staff
- All incidents are reported and investigated according to the incident and accident reporting and investigation procedure and any resulting actions to prevent recurrence are carried out.
- Where contractors are employed that their health and safety performance is assessed prior to selection and subsequently monitored and reviewed.
- They are fully aware of the Health and Safety Policy and the procedures which are relevant to their area of responsibility and know the requirements of health and safety legislation relevant to the activities under their control.
- They liaise with the Corporate Health and Safety Officer on health, safety and welfare matters.

6.6 Line Managers/Supervisors

All Line Managers/Supervisors are responsible for the implementation of the Health and Safety Policy in their area of control. Line Managers/Supervisors will ensure:

- They keep up to-date with the Health and Safety Policy and procedures relevant industry best practice, legislation and guidance relevant to their area of activity.
- They set a personal example by following any instructions and rules and by wearing the correct PPE
- Staff under their control are aware of and understand relevant procedures and instructions
- All relevant health and safety information is communicated effectively to their staff and contractors under their control.
- Health and safety training and development needs of staff are identified and appropriate training provided.
- Risk assessments are carried out in their area of control and identified control measures recorded.
- Employees' health and safety wellbeing performance is monitored and action taken when standards fall below acceptable
- All incidents are reported and investigated according to the Council incident and accident reporting and investigation procedure and resulting actions to prevent recurrence are carried out
- They liaise with the Corporate Health and Safety Officer on health, safety and welfare matters within their area of responsibility

6.7 Facility Managers

Facility Managers who are responsible for Council building premises have specific responsibilities as regard health and safety. Facilities Managers duties will include the following:

- Ensuring premises general risk assessments are in place and reviewed on at least an annual basis.
- Ensuring health and safety information is communicated effectively with those who use the premises
- Ensuring that control, monitoring and inspections regimes exist as regards asbestos, legionella, fire, electricity, hazardous substances, lifting equipment, gas
- Ensuring adequate First Aid arrangements are in place.
- Ensuring that all new staff are provided with a local induction, informing them of emergency evacuation arrangements and that adequate welfare facilities are provided.
- Ensuring adequate arrangements are in place for contractor and visitor sign in/out and supervision of contractors and visitors whilst on premises
- The reporting and investigation of accidents or incidents involving injury or damage to determine the causes and take appropriate action.

6.8 All Staff

Everybody has responsibility for their own health and safety and that of others who may be affected by their acts or omissions. In addition employees may be given specific health, safety and wellbeing related roles or responsibilities. These may be detailed in other Council related policies or job descriptions. Failure to comply or to co-operate with any health and safety measures required by the Council may lead to disciplinary action being taken.

All employees are responsible for:

- Looking after their own work-related health, safety and wellbeing and the safety of others affected by their work activities.
- Treating each employee with dignity and respect as an individual
- Co-operating with the Council by following safe working practices and carrying out their health, safety and wellbeing responsibilities as detailed in this and other Council related policies and procedures
- Using correctly any work equipment provided in accordance with the instruction and training received
- Not misusing or interfering with anything provided in the interest of health and safety
- Taking reasonable care of any personal protective equipment (PPE) provided and reporting any faults immediately
- Reporting any incidents promptly to line manager
- Seeking advice if they do not feel competent to carry out their responsibilities
- Accepting opportunities for occupational health review or counselling when recommended.

6.9 Corporate Health and Safety Officer

The Corporate Health and Safety Officer is the nominated competent person to provide health and safety assistance as required by Regulation 7 of The Management of Health and Safety at Work Regulations (Northern Ireland) 2000 and will:

- Advise the Chief Executive, Directors and others on health and safety matters.
- Co-ordinate the implementation and maintenance of the health and safety management systems used by Mid Ulster District Council.
- Develop and keep under review Council-wide health and safety policies and advise Safety Representatives on the development of health and safety procedures.
- Keep up to date with legislation and other requirements and advise Council personnel on the requirements in order to ensure full compliance.
- Support the Council's governance processes by advising on the Council's health and safety risk profile, establishing systems for the monitoring and review of health and safety performance and delivering a programme of health and safety audits.

- Provide advice on health and safety competence and capability, and organisational training and development needs.
- Provide regular updates on the performance of the health and safety management system.
- Develop and maintain health and safety communications on new developments, performance, and incident reports.
- Develop an effective system for reporting, investigation and corrective action for all incidents and work related ill health cases and monitor its implementation.
- Liaise with the regulatory authorities and other external interested parties.
- Act to promote a positive health and safety culture.

6.10 Safety Representatives

Safety Representatives appointed under the Safety Representatives and Safety Committees Regulations (Northern Ireland) 1979 or the Health and Safety (Consultation with Employee Regulations) 1996, amongst other things, have the following range of functions:

- Investigation of accidents, complaints by an employee, hazards etc. and the examination of the causes of accidents at the work place.
- Making representation to the employer on the above investigations, and on general matters affecting the health and safety of employees they represent.
- Inspecting the workplace as regards health, safety and welfare issues.
- Representing employees at discussions with inspectors of the Health and Safety Executive Northern Ireland and receiving such information from such inspectors.
- Attending safety committee meetings and assisting in developing effective health and safety communication to all employees.
- Making representations to the employers.
- Carrying out inspections of the workplace.

6.11 Health and Safety Committee

The Health and Safety Committee is a consultative committee responsible for promoting a healthy and safe working environment for all employees of the Council making recommendations to senior management for the protection of any person from risk to health or safety arising from activities carried out by the Mid Ulster District Council.

The Committee will:

- Advise and assist the Council and its Management team with the formulation of effective health and safety arrangements to enable the Council to comply with legislation and to enable all employees to be represented on matters involving health and safety at work.
- Assist with the development of health, safety and wellbeing policies and procedures.

- Review health, safety and wellbeing performance and make recommendations for improvement to management.

(N.B. the terms of reference of the Corporate Health and Safety Committee are attached as Appendix A)

7.0 PROCEDURE AND IMPLEMENTATION

7.1 The Health and Safety policy is supported and supplemented by a suite of specific procedures, guidance notes and codes of practice. These will be developed and published on the Mid Ulster District Council Intranet and made available to all employees.

Procedures will include:

- Accident Reporting and Investigation Procedure
- General Risk Assessment Procedure
- Control of Substances Hazardous to Health (COSHH) Procedure
- Display Screen Equipment Procedure
- Safer Manual Handling Procedure
- Dangerous Substance and Explosive Atmospheres Procedure
- Electricity at Work Procedure
- Working at Heights Procedure
- The Management of Asbestos Procedure
- The Management of Contractors Procedure
- Fire Procedure
- Legionella

7.2 Forms supporting this policy and associated procedures will be developed and published on the Corporate Health and Safety Mid Ulster District Council Intranet and made available to all staff.

8.0 IMPACT ASSESSMENT

8.1 This policy has been “screened out” for equality impact assessment.

8.2 Mid Ulster District Council has a statutory duty to comply with health and safety legislation and is required to do as much as is reasonably practicable to protect the health and safety of its own employees and anyone else who could be affected by its activities. It is essential that sufficient financial investment and resources are made available to achieve compliance with the law.

9.0 SUPPORT AND ADVICE

9.1 Support and advice on this policy can be obtained from the Corporate Health and Safety Officer.

10.0 COMMUNICATION

- 10.1 A master electronic controlled copy of this policy will be kept up-to-date on the website.
- 10.2 The signed policy statement will be displayed on notice boards across Council facilities.

11.0 MONITORING AND REVIEW ARRANGEMENTS

- 11.1 The Health and Safety policy will be reviewed annually thereafter.
- 11.2 The Health and Safety Committee will, with the co-operation of the relevant Directors review the programme of safety audits conducted by the Corporate Health and Safety Officer on a regular basis. Audits will assess whether the policy and procedures have been implemented effectively.
- 11.3 The Corporate Health and Safety Officer shall ensure that issues that arise from such audits are recorded and management informed. The nominated Director will review audit reports and ensure compliance with recommended actions.

APPENDIX A:

HEALTH AND SAFETY COMMITTEE TERMS OF REFERENCE:

1.0 Purpose

The purpose of the Health and Safety Committee is to assist the Chief Executive in the discharge of his health and safety responsibilities.

2.0 Responsibilities

The Committee is a consultative committee with responsibility for promoting a healthy and safe working environment for all employees of the Council making recommendations to senior management of Mid Ulster District Council.

The Committee will deliver but not be limited by the following responsibilities:

- Advise and assist the Council and its Management team with the formulation of effective health and safety arrangements to enable the Council to comply with legislation and to enable all employees to be represented on matters involving health and safety at work.
- Assist with the development of health and safety policies and procedures.
- Review health and safety performance against targets and make recommendations for improvement to management.
- Review all reportable accidents and Incidents making recommendations to prevent recurrence.

3.0 Composition:

Chair:	Nominated Director
Secretariat:	Through Nominated Director
Members	Director of Public Health and Infrastructure Director of Organisational Development Director of Business and Communities Director of Arts and Leisure Director of Environment and Property Corporate Health and Safety Officer 2 x Safety Reps from Recognised Trade Unions

4.0 Frequency of Meetings

The Committee will normally meet quarterly.



Equality & Good Relations Screening Report

Introduction

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

Section 1 – Policy scoping

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

Section 2 – Screening questions

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

Section 3 – Screening decision

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

Section 4 – Monitoring

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

Section 5 – Approval and authorisation

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

Appendix A

Screening Process

Section 1 Policy Scoping & Information

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

1. Policy Name		
Mid Ulster District Council Health and Safety Policy		
2. Is this an existing, revised or a new policy?		
This is a revised policy to take account of requirements ISO45001.		
3. What is it trying to achieve? (aims/outcomes)		
The aim of this policy is to outline the Council's commitment to compliance with statutory health and safety at work legislation and the Council has arrangements in place to ensure this occurs consistently across the council structure and organisation.		
4. Are there any Section 75 categories which might be expected to benefit from the intended policy?	Yes	
	No	
None directly anticipated.		
6. Who initiated or wrote the policy?		
Rory Donnelly, Corporate Health and Safety Manager		
7. Who owns and who implements the policy?		
Body Corporate (Mid Ulster District Council) as advised by the Chief Executive and delegated through the Council structure.		

Implementation factors

		Yes	No
Are there any factors which could contribute to/ detract from intended aim/ outcome of the policy?		Yes	
• If yes, are they financial?		x	
• If yes, are they legislative?			No
• If yes, Please specify	Financial: if insufficient funds are not made available by the Council Legislative: not applicable		
• Other, Please specify			

Stakeholders

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

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

Others policies with a bearing on this policy

Policies	Owners
Corporate Risk Policy	Director of Finance & IT

Available evidence

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

Section 75 category	Details of evidence/information																																				
Religious belief	<p>63.77% of the population were brought up in the Catholic religion and 33.46% belong or were brought up in a Protestant and Other Christian (including Christian related) religion. Other religions comprised 690 (0.5%) and None 3,153 (2.28%) of the population (Source: 2011 Census).</p> <table><tr><th>Religion or Religion brought up in</th><th>No.</th><th>%</th></tr><tr><td>Catholic</td><td>88,375</td><td>63.77</td></tr><tr><td>Protestant and Other Christian (including Christian related)</td><td>46,372</td><td>33.46</td></tr><tr><td>Other religions</td><td>690</td><td>0.5</td></tr><tr><td>None</td><td>3,153</td><td>2.28</td></tr><tr><td>Total</td><td>138,590</td><td>100</td></tr></table>	Religion or Religion brought up in	No.	%	Catholic	88,375	63.77	Protestant and Other Christian (including Christian related)	46,372	33.46	Other religions	690	0.5	None	3,153	2.28	Total	138,590	100																		
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None	3,153	2.28																																			
Total	138,590	100																																			
Political opinion	<p>Political party representation can be used as an approximate barometer of political opinion of people within Mid Ulster council area. The most recent local government/ council election in 2014 the percentage 1st preference vote share for each of the political party/ independents is detailed bellowed along with representation (seats) on Council (Source: NISRA):</p> <table><tr><th>Party</th><th>Votes</th><th>Percentage</th><th>Council Seats</th></tr><tr><td>SF</td><td>22,587</td><td>41.0%</td><td>18</td></tr><tr><td>DUP</td><td>9,723</td><td>17.6%</td><td>8</td></tr><tr><td>UUP</td><td>9,573</td><td>17.4%</td><td>7</td></tr><tr><td>SDLP</td><td>7,600</td><td>13.8%</td><td>6</td></tr><tr><td>Independent</td><td>2,689</td><td>4.9%</td><td>1</td></tr><tr><td>TUV</td><td>2,380</td><td>4.3%</td><td>0</td></tr><tr><td>Alliance</td><td>250</td><td>0.6%</td><td>0</td></tr><tr><td>UKIP</td><td>195</td><td>0.4%</td><td>0</td></tr></table>	Party	Votes	Percentage	Council Seats	SF	22,587	41.0%	18	DUP	9,723	17.6%	8	UUP	9,573	17.4%	7	SDLP	7,600	13.8%	6	Independent	2,689	4.9%	1	TUV	2,380	4.3%	0	Alliance	250	0.6%	0	UKIP	195	0.4%	0
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UKIP	195	0.4%	0																																		
Racial group	<p>According to the 2011 Census the overwhelming majority of the population 136,485 (98.48%) were classified as ‘white’. Within this total will be migrant communities, such as Polish, Lithuanian and so forth. Statistics indicate that the number of people in Mid Ulster Local Government District (LGD) born outside Northern Ireland is:</p> <table><tr><th>Place of Birth</th><th>No.</th></tr><tr><td>Great Britain</td><td>4,053</td></tr><tr><td>Republic of Ireland</td><td>2,250</td></tr><tr><td>EU Countries (Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Slovakia and Slovenia)</td><td>6,795</td></tr><tr><td>Other</td><td>2,280</td></tr></table>	Place of Birth	No.	Great Britain	4,053	Republic of Ireland	2,250	EU Countries (Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Slovakia and Slovenia)	6,795	Other	2,280																										
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	<p>The minority ethnic language profile within the area can serve as a possible indicator of the Black & Minority Ethnic (BME) community profile within the district. The composition of language groups in Mid Ulster LGD area is also noted from the 2011 census by NISRA as:</p> <table><tr><th>Main Languages of residents in Mid Ulster Council area</th><th>No.</th></tr><tr><td>English</td><td>125,715</td></tr><tr><td>Polish</td><td>2,008</td></tr><tr><td>Lithuanian</td><td>2,039</td></tr><tr><td>Portuguese</td><td>903</td></tr><tr><td>Irish (Gaelic)</td><td>404</td></tr><tr><td>Slovak</td><td>477</td></tr><tr><td>Russian</td><td>297</td></tr><tr><td>Latvia</td><td>261</td></tr><tr><td>Hungarian</td><td>117</td></tr><tr><td>Chinese</td><td>64</td></tr><tr><td>Tagalog/Filipino</td><td>38</td></tr><tr><td>Malaysian</td><td>33</td></tr><tr><td>Other</td><td>922</td></tr></table>	Main Languages of residents in Mid Ulster Council area	No.	English	125,715	Polish	2,008	Lithuanian	2,039	Portuguese	903	Irish (Gaelic)	404	Slovak	477	Russian	297	Latvia	261	Hungarian	117	Chinese	64	Tagalog/Filipino	38	Malaysian	33	Other	922
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Other	922																												
Age	<p>The age profile of Mid Ulster Local Government District area as at 2015 (Source, NISRA)</p> <table><tr><th></th><th>Mid Ulster</th><th>Northern Ireland</th></tr><tr><td>Total Population</td><td>144,002</td><td>1,851,621</td></tr><tr><td></td><td></td><td></td></tr><tr><td>0-15 years</td><td>33,123</td><td>385,200</td></tr><tr><td>16-39 years</td><td>47,646</td><td>583,116</td></tr><tr><td>40-64 years</td><td>43,621</td><td>591,481</td></tr><tr><td>65+ years</td><td>19,612</td><td>291,824</td></tr><tr><td></td><td></td><td></td></tr><tr><td>Population Change % (2005-2015)</td><td>15.3%</td><td>7.2%</td></tr></table>		Mid Ulster	Northern Ireland	Total Population	144,002	1,851,621				0-15 years	33,123	385,200	16-39 years	47,646	583,116	40-64 years	43,621	591,481	65+ years	19,612	291,824				Population Change % (2005-2015)	15.3%	7.2%	
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Population Change % (2005-2015)	15.3%	7.2%																											

Marital status	The below table sets out the marital status profile for Mid Ulster District Council area as extracted from results of the 2011 Census																																																					
		Mid Ulster		Northern Ireland																																																		
		No.	%	No	%																																																	
	Single (never married or never registered a same sex civil partnership) (Aged 16+)	38,353	35.97	517,393	36.14																																																	
	Married (Aged 16+)	54,192	50.82	680,831	47.56																																																	
	In a registered same sex civil partnership (Aged 16+)	62	0.06	1,243	0.09																																																	
	Separated (but is still legally married or still legally in a same sex civil partnership) (Aged 16+)	3,369	3.16	56,911	3.98																																																	
	Divorced or formerly in a same sex civil partnership which is now legally dissolved (Aged 16+)	4,139	3.88	78,074	5.45																																																	
	Widowed or surviving partner from a same sex civil partnership (Aged 16+)	6,523	6.12	97,088	6.78																																																	
Sexual orientation	No specific statistics are available from the 2011 government census for this Category and there are therefore no official statistics available in relation to persons of different sexual orientation. However, the Integrated Household Survey would include between 3% and 4% would be either gay, lesbian and/or bisexual. However, due to the nature of 'disclosure' in this area, umbrella organisations often state that the figure may be closer to 10%.																																																					
	<table><tr><td>Region</td><td>Heterosexual / Straight</td><td>Gay/ Lesbian</td><td>Bisexual</td><td>Gay/ Lesbian/ Bisexual</td><td>Other</td><td>Don't know /refuse</td><td>No response</td></tr><tr><td>England</td><td>92.54%</td><td>1.10%</td><td>0.51%</td><td>1.61%</td><td>0.33%</td><td>4.07%</td><td>1.45%</td></tr><tr><td>Wales</td><td>93.93%</td><td>1.04%</td><td>0.48%</td><td>1.52%</td><td>0.45%</td><td>2.99%</td><td>1.11%</td></tr><tr><td>Scotland</td><td>94.65%</td><td>0.82%</td><td>0.33%</td><td>1.14%</td><td>0.26%</td><td>2.59%</td><td>1.37%</td></tr><tr><td>N Ireland</td><td>93.00%</td><td>0.64%</td><td>0.96%</td><td>1.60%</td><td>0.26%</td><td>3.98%</td><td>1.17%</td></tr><tr><td>Total</td><td>92.80%</td><td>1.06%</td><td>0.51%</td><td>1.57%</td><td>0.32%</td><td>3.89%</td><td>1.42%</td></tr></table>							Region	Heterosexual / Straight	Gay/ Lesbian	Bisexual	Gay/ Lesbian/ Bisexual	Other	Don't know /refuse	No response	England	92.54%	1.10%	0.51%	1.61%	0.33%	4.07%	1.45%	Wales	93.93%	1.04%	0.48%	1.52%	0.45%	2.99%	1.11%	Scotland	94.65%	0.82%	0.33%	1.14%	0.26%	2.59%	1.37%	N Ireland	93.00%	0.64%	0.96%	1.60%	0.26%	3.98%	1.17%	Total	92.80%	1.06%	0.51%	1.57%	0.32%	3.89%
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Research also conducted by the HM Treasury shows that between 5%-7% of the UK population identify themselves as gay, lesbian, bisexual or 'trans' (transsexual, transgendered and transvestite) (LGBT).																																																						

Men & women generally	<p>The gender profile of Mid Ulster LGD is detailed as;</p> <table><tr><th></th><th colspan="2">Mid Ulster</th><th colspan="2">Northern Ireland</th></tr><tr><th></th><th>No.</th><th>%</th><th>No.</th><th>%</th></tr><tr><td>Male</td><td>69,362</td><td>50.05</td><td>887,323</td><td>49.00</td></tr><tr><td>Female</td><td>69,228</td><td>49.95</td><td>923,540</td><td>51.00</td></tr></table>		Mid Ulster		Northern Ireland			No.	%	No.	%	Male	69,362	50.05	887,323	49.00	Female	69,228	49.95	923,540	51.00					
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	No.	%	No.	%																						
Male	69,362	50.05	887,323	49.00																						
Female	69,228	49.95	923,540	51.00																						
Disability	<p>According to the 2011 NISRA census statistics 19.39% of people had a long-term health problem or disability that limited their day-to-day activities whilst 80.43% of people within the district stated their general health was either good or very good</p> <table><tr><th></th><th colspan="2">Mid Ulster</th><th colspan="2">Northern Ireland</th></tr><tr><th></th><th>No.</th><th>%</th><th>No.</th><th>%</th></tr><tr><td>Disability / long term health</td><td>26,870</td><td>19.39</td><td>374,646</td><td>20.69</td></tr><tr><td>No disability / long term health problem</td><td>111,720</td><td>80.61</td><td>1,436,217</td><td>79.31</td></tr></table> <p>In Northern Ireland the profile of persons with a disability has been reported by Disability Action as;</p> <ul style="list-style-type: none">• More than 1 in 5 or 21% of the population have a disability• 1 in 7 people have some form of hearing loss• 5,000 persons use sign language - British Sign Language and/or Irish Sign Language• There are 57,000 blind persons or persons with significant impairment• 52,000 persons with learning difficulties		Mid Ulster		Northern Ireland			No.	%	No.	%	Disability / long term health	26,870	19.39	374,646	20.69	No disability / long term health problem	111,720	80.61	1,436,217	79.31					
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Dependants	<p>Persons with dependents may be people who have personal responsibility for the care of a child (or children), a person with a disability, and/ or a dependent older person. The below table provides a summary with respect Mid Ulster LGD.</p> <table><tr><th></th><th colspan="2">Mid Ulster</th><th colspan="2">Northern Ireland</th></tr><tr><th></th><th>No.</th><th>%</th><th>No.</th><th>%</th></tr><tr><td>Households with dependent children</td><td>18,626</td><td>38.99</td><td>238,094</td><td>33.86</td></tr><tr><td>Lone parent households with dependents</td><td>3,485</td><td>7.30</td><td>63,921</td><td>9.09</td></tr><tr><td>People providing unpaid care</td><td>12,821</td><td>10.69</td><td>231,980</td><td>11.82</td></tr></table> <p>Of the households in Mid Ulster Local Government District with dependent children, they can be summarised as;</p> <ul style="list-style-type: none">• 7,407 families in households have 1 dependent child• 6,394 families in households with two dependent children• 5,014 families in households with three dependent children <p>There are 37,306 dependent children within families.</p>		Mid Ulster		Northern Ireland			No.	%	No.	%	Households with dependent children	18,626	38.99	238,094	33.86	Lone parent households with dependents	3,485	7.30	63,921	9.09	People providing unpaid care	12,821	10.69	231,980	11.82
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Needs, experiences and priorities

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

Section 75 category	Details of needs/experiences/priorities
Religious belief	None identified
Political opinion	None identified
Racial group	some staff and public who do not have English as a first language may need to have information provided in other languages
Age	None identified
Marital status	None identified
Sexual orientation	None identified
Men and women generally	None identified
Disability	None identified
Dependants	None identified

Section 2 – Screening Questions

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

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

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

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

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

In favour of a 'major' impact

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

In favour of 'minor' impact

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

In favour of none

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

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

Screening questions

1. What is the likely impact on equality of opportunity for those affected by this policy, for each of the Section 75 equality categories (minor/ major/ none)		
Section 75 category	Details of policy impact	Level of impact? minor/major/none
Religious Belief	The policy is intended to benefit everyone regardless of equality category. No differential impact identified for those of different religious belief	None
Political opinion	The policy is intended to benefit everyone regardless of equality category. No differential impact identified for those of different political opinion	None
Racial group	The policy is intended to benefit everyone regardless of equality category. However those who do not have English as a first language may need additional support to understand the policy and implement associated procedures	Minor
Age	The policy is intended to benefit people of all ages.	Minor
Marital status	None identified	None
Sexual orientation	None identified	None
Men & women generally	None identified	None
Disability	The policy is intended to benefit everyone regardless of equality category	Minor

Dependants	None identified	None
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2. Are there opportunities to better promote equality of opportunity for people within Section 75 equality categories? (Yes/ No)

Section 75 category	If Yes , provide details	If No , provide reasons
Religious belief		No, the policy defines specific organisational roles and responsibilities which are underpinned by a set of procedures
Political opinion		No, the policy defines specific organisational roles and responsibilities which are underpinned by a set of procedures
Racial group	Whilst the policy defines specific organisational roles and responsibilities which are underpinned by a set of procedures steps will be taken to ensure that staff and members of the public who do not have English as a first language understand any health and safety instructions/signs/procedures to ensure that they comply with and benefit from the policy	
Age		No, the policy defines specific organisational roles and responsibilities which are underpinned by a set of procedures
Marital status		No, the policy defines specific organisational roles and responsibilities which are

		underpinned by a set of procedures
Sexual orientation		No, the policy defines specific organisational roles and responsibilities which are underpinned by a set of procedures
Men and women generally		No, the policy defines specific organisational roles and responsibilities which are underpinned by a set of procedures
Disability		No, the policy defines specific organisational roles and responsibilities which are underpinned by a set of procedures
Dependants		No, the policy defines specific organisational roles and responsibilities which are underpinned by a set of procedures

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

	No	x
	Yes	
If yes, please detail the opportunities below:		
There is nothing to suggest that the policy implementation will adversely impact upon good relations.		

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

Additional Considerations - Multiple identity

Generally speaking, people can fall into more than one Section 75 category. Taking this into consideration, are there any potential impacts of the policy/decision on people with multiple identities? (<i>For example; disabled minority ethnic people; disabled women; young Protestant men; and young lesbians, gay and bisexual people</i>).
No, due specifically to the legislative nature of this policy
Provide details of data on the impact of the policy on people with multiple identities. Specify relevant Section 75 categories concerned.
Refer to above.

Section 3 – Screening Decision

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

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

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

No EQIA is necessary as only minor impacts have been identified and these will be mitigated by the steps identified below. The Council as an employer accepts its legal responsibilities to employees and others affected under the Health and Safety at Work Order (NI) as amended.

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

The policy and associate procedures can be made available in different languages or formats if required. Communication and training/support for staff will take account of the needs identified above

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

Not applicable

Mitigation

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

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

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

Additional training/support for staff who do not have English as a first language or who have for example a learning disability will be considered. This will include additional briefings, easy read versions, alternative formats or translated material as required. Staff needs will be identified and addressed through corporate and team induction and ongoing supervision.

For the public/visitors to premises, signage and instructions will be easy to recognise and understand. Training and procedures will be implemented as appropriate so that staff can identify and deal with the additional needs of groups.

--

Timetabling and prioritising

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

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

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

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

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

Yes	
No	

Section 5 – Monitoring

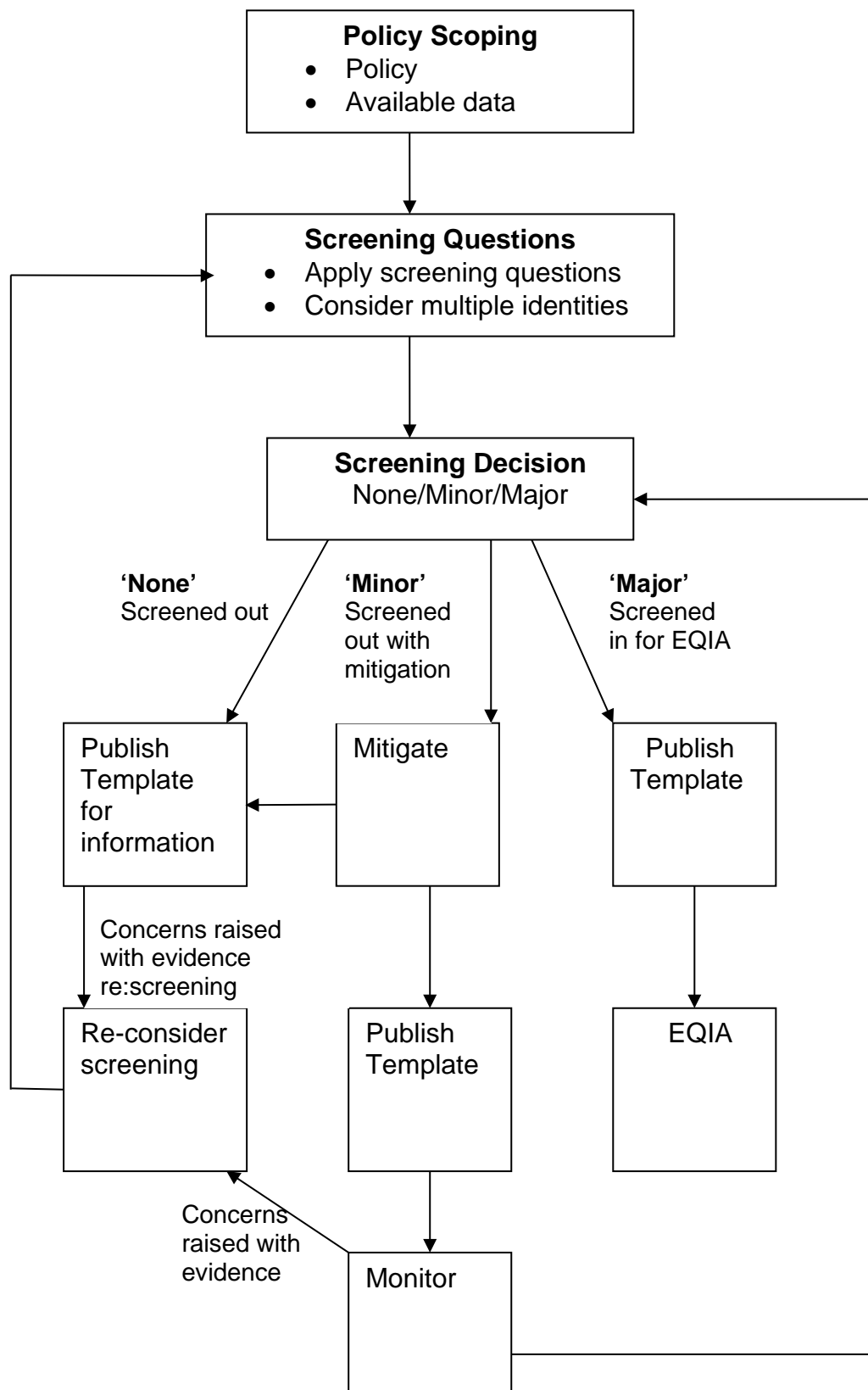
Effective monitoring will help identify any future adverse impact arising from the policy which may lead the Council to conduct an equality impact assessment, as well as help with future planning and policy development. Please detail proposed monitoring arrangements below:

It is intended to review the policy every 24 months with a view to legislative changes being incorporated.

Section 6 – Approval and authorisation

Screened by:	Position/ Job Title	Date
Rory Donnelly	Corporate Health and Safety Manager	28-01-20
Approved by:	Position/ Job Title	Date
Mark Kelso	Director, Public Health & Infrastructure	28-01-20

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



Rural Needs Impact Assessment (RNIA)

SECTION 1 - Defining the activity subject to Section 1(1) of the Rural Needs Act (NI) 2016

1A. Name of Public Authority.

Mid Ulster District Council

1B. Please provide a short title which describes the activity being undertaken by the Public Authority that is subject to Section 1(1) of the Rural Needs Act (NI) 2016.

Council has committed towards achieving the occupational health and safety (OH&S) management standard ISO45001:2018 Standard. This Standard provides a framework for the Council to manage risks and opportunities to help prevent work related injury and ill health. The existing Health and Safety Policy (2016) has been revised in line with the requirements of BS ISO 45001:2018

1C. Please indicate which category the activity specified in Section 1B above relates to.

Developing a	Policy <input type="checkbox"/>	Strategy <input type="checkbox"/>	Plan <input type="checkbox"/>
Adopting a	Policy <input type="checkbox"/>	Strategy <input type="checkbox"/>	Plan <input type="checkbox"/>
Implementing a	Policy <input type="checkbox"/>	Strategy <input type="checkbox"/>	Plan <input type="checkbox"/>
Revising a	Policy <input checked="" type="checkbox"/>	Strategy <input type="checkbox"/>	Plan <input type="checkbox"/>
Designing a Public Service	<input type="checkbox"/>		
Delivering a Public Service	<input type="checkbox"/>		

1D. Please provide the official title (if any) of the Policy, Strategy, Plan or Public Service document or initiative relating to the category indicated in Section 1C above.

Health and Safety Policy Revised February 2020

1E. Please provide details of the aims and/or objectives of the Policy, Strategy, Plan or Public Service.

The aim of this policy is to outline the Council's commitment to compliance with statutory health and safety at work legislation and the Council has arrangements in place to ensure this occurs consistently across the Council Structure and organisation.

1F. What definition of 'rural' is the Public Authority using in respect of the Policy, Strategy, Plan or Public Service?

Population Settlements of less than 5,000 (Default definition).

☒

Other Definition (Provide details and the rationale below).

☐

A definition of 'rural' is not applicable.

☐

Details of alternative definition of 'rural' used.

Rationale for using alternative definition of 'rural'.

Reasons why a definition of 'rural' is not applicable.

SECTION 2 - Understanding the impact of the Policy, Strategy, Plan or Public Service

2A. Is the Policy, Strategy, Plan or Public Service likely to impact on people in rural areas?

Yes ☒ No ☐ If the response is **NO** GO TO Section **2E**.

2B. Please explain how the Policy, Strategy, Plan or Public Service is likely to impact on people in rural areas.

This policy will potentially impact on all staff, service users and the public across the district, regardless of whether they are rural or urban. There is no differential impact anticipated.

2C. If the Policy, Strategy, Plan or Public Service is likely to impact on people in rural areas differently from people in urban areas, please explain how it is likely to impact on people in rural areas differently.

No differential impact anticipated.

2D. Please indicate which of the following rural policy areas the Policy, Strategy, Plan or Public Service is likely to primarily impact on.

Rural Businesses	<input type="checkbox"/>
Rural Tourism	<input type="checkbox"/>
Rural Housing	<input type="checkbox"/>
Jobs or Employment in Rural Areas	<input type="checkbox"/>
Education or Training in Rural Areas	<input type="checkbox"/>
Broadband or Mobile Communications in Rural Areas	<input type="checkbox"/>
Transport Services or Infrastructure in Rural Areas	<input type="checkbox"/>
Health or Social Care Services in Rural Areas	<input type="checkbox"/>
Poverty in Rural Areas	<input type="checkbox"/>
Deprivation in Rural Areas	<input type="checkbox"/>
Rural Crime or Community Safety	<input type="checkbox"/>
Rural Development	<input type="checkbox"/>
Agri-Environment	<input type="checkbox"/>
Other (Please state)	<input type="text" value="Delivery of Council services"/>

If the response to Section 2A was YES GO TO Section 3A.

2E. Please explain why the Policy, Strategy, Plan or Public Service is NOT likely to impact on people in rural areas.

SECTION 3 - Identifying the Social and Economic Needs of Persons in Rural Areas

3A. Has the Public Authority taken steps to identify the social and economic needs of people in rural areas that are relevant to the Policy, Strategy, Plan or Public Service?

Yes ☒ No ☐ If the response is **NO** GO TO Section **3E**.

3B. Please indicate which of the following methods or information sources were used by the Public Authority to identify the social and economic needs of people in rural areas.

Consultation with Rural Stakeholders	<input type="checkbox"/>	Published Statistics	<input type="checkbox"/>
Consultation with Other Organisations	<input type="checkbox"/>	Research Papers	<input type="checkbox"/>
Surveys or Questionnaires	<input type="checkbox"/>	Other Publications	<input type="checkbox"/>
Other Methods or Information Sources (include details in Question 3C below).			<input checked="" type="checkbox"/>

3C. Please provide details of the methods and information sources used to identify the social and economic needs of people in rural areas including relevant dates, names of organisations, titles of publications, website references, details of surveys or consultations undertaken etc.

The council officer with responsibility for advising on rural needs was consulted. She has knowledge of rural needs issues and regularly consults with organisations such as the Rural Community Network and the NI Rural Women's Network. As no specific rural needs have been identified in relation to this policy, it was not considered necessary to carry out any detailed research or consultation.

3D. Please provide details of the social and economic needs of people in rural areas which have been identified by the Public Authority?

Mid Ulster Council is a predominantly rural district with only 4 settlements having more than 5,000 residents. The main needs identified are:

- Issues re proximity to key services (e.g., Council offices, health, education, banking, retail, leisure)
- Access to transport, especially for older people, disabled people, women and young people
- Journey times to key towns – the District covers a wide geographic area
- Access to Broadband and mobile signal; and, where available, poorer download speeds
- Access to jobs within a reasonable travelling distance
- Access to childcare to support people who want to work or set up a business – particular issue for women. Inadequate provision in rural areas, high cost of childcare and services not flexible to meet the needs of people who have to work outside standard 9-5, Mon-Fri pattern
- Support for business and enterprise
- Affordable housing in rural areas, e.g., near relatives or where people have grown up
- Particular issues for farm families, re income
- Rural poverty – evidence that there is more poverty in rural areas, including fuel poverty
- Social isolation is an issue for many people in rural areas – can be worse for older people, those who live on their own, women, carers, those with disabilities and people on low incomes.

If the response to Section 3A was YES GO TO Section 4A.

3E. Please explain why no steps were taken by the Public Authority to identify the social and economic needs of people in rural areas?

SECTION 4 - Considering the Social and Economic Needs of Persons in Rural Areas

4A. Please provide details of the issues considered in relation to the social and economic needs of people in rural areas.

All the above were considered but it was felt that they have no bearing on the Health & Safety Policy which applies to all staff, service users and the public regardless of where they live or work and also applies to all Council premises in both urban and rural locations.

SECTION 5 - Influencing the Policy, Strategy, Plan or Public Service

5A. Has the development, adoption, implementation or revising of the Policy, Strategy or Plan, or the design or delivery of the Public Service, been influenced by the rural needs identified?

Yes ☐ No ☒ If the response is **NO** GO TO Section **5C**.

5B. Please explain how the development, adoption, implementation or revising of the Policy, Strategy or Plan, or the design or delivery of the Public Service, has been influenced by the rural needs identified.

If the response to Section **5A** was **YES** GO TO Section **6A**.

5C. Please explain why the development, adoption, implementation or revising of the Policy, Strategy or Plan, or the design or the delivery of the Public Service, has NOT been influenced by the rural needs identified.

The Policy defines specific organisational roles and responsibilities which are underpinned by a set of procedures.

On consideration, it was felt that this particular policy had no relevance to rural needs. The policy applies to all staff and service users, regardless of location, and no specific rural impact has been identified.

SECTION 6 - Documenting and Recording

6A. Please tick below to confirm that the RNIA Template will be retained by the Public Authority and relevant information on the Section 1 activity compiled in accordance with paragraph 6.7 of the guidance.

I confirm that the RNIA Template will be retained and relevant information compiled.

☒

Rural Needs Impact Assessment undertaken by:	Rory Donnelly
Position/Grade:	Corporate Health and Safety Manager
Division/Branch	
Signature:	Rory Donnelly
Date:	27/1/2020
Rural Needs Impact Assessment approved by:	Mark Kelso
Position/Grade:	Director of Public Health and Infrastructure
Division/Branch:	
Signature:	Mark Kelso
Date:	27/01/2020

Minutes of Meeting of Policy and Resources Committee of Mid Ulster District Council held on Thursday 9 January 2020 in the Council Offices, Burn Road, Cookstown

Members Present

Councillor Molloy, Chair

Councillors Ashton, Buchanan, Colvin, Doris, Elattar, Forde, Gildernew, Hughes, McFlynn, S McGuigan, McKinney, McLean, S McPeake, Molloy, Quinn, Totten

Officers in Attendance

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

The meeting commenced at 7.02 pm.

PR001/20 Apologies

Councillor McLean.

PR002/20 Declaration of Interest

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

Councillors McFlynn, McKinney, McPeake and Molloy declared an interest in Agenda Item 15 – Update on appointment process of Independent Members to Mid Ulster PCSP.

PR003/20 Chair's Business

The Chair, Councillor Molloy welcomed Members and Officers to the first Policy and Resources meeting of 2020 and wished all a Happy New Year.

Councillor McKinney stated that on 13 January the law would change with regard to marriage equality and asked if Council had made any provision for those of faith who did not want to conduct same sex marriage ceremonies.

The Director of Organisational Development stated that guidance had been issued in relation to this from NIO at the beginning of the week which stated that the regulations do not provide religious protection for registrars in Northern Ireland not to carry out same-sex marriages and it would be discriminatory if someone did not want to perform such duties.

Councillor McKinney asked if there was an opportunity to react and respond to this guidance.

The Director of Organisational Development stated that Council would have to follow the guidance directed to it.

Councillor Colvin stated that the law change would not only effect Christians but those of other faiths as well and it was his understanding that there were some protections in the UK. The Councillor felt that the advice being given to Council was dismissive.

The Director of Organisational Development confirmed that there was no protection for registrars in the UK.

The Chair, Councillor Molloy suggested that Members be provided with the guidance in written form.

Councillor McKinney stated that it appeared that there was no protection for people with faith.

The Director of Organisational Development stated that the guidance stated that those acting for a public authority (an employee) should not be able to discriminate on the matter.

Councillor McKinney stated that for those who have been employed in post for years this change in legislation would alter the terms of their contract.

The Director of Organisational Development confirmed that this change in duties does not alter a contract of employment.

Councillor McPeake felt that to deviate from the guidance which had been issued would leave Council in a dangerous position. The Councillor also felt that the guidance being provided offered protection for staff.

The Director of Organisational Development stated that civil partnerships had been in place from 2005 and that there had been no issues or complaints raised from staff in relation to these ceremonies.

Councillor McKinney stated that staff are concerned of the consequences of raising a concern and that those of faith are being persecuted. The Councillor stated that staff do not have the option to opt in or out and asked if an employee would have to leave their job if they refused to conduct a ceremony.

The Director of Organisational Development stated that the situation had not arisen to date.

Councillor McKinney asked if all staff had been involved in civil partnership ceremonies.

The Director of Organisational Development stated that as far as she was aware all staff had performed civil partnerships.

Councillor Quinn stated that it appeared that civil partnerships had been conducted for a number of years without issue. The Councillor referred to legislation being drawn up and ongoing consultations.

The Director of Organisational Development stated that the guidance does not provide for exceptions.

Councillor McKinney stated that no Churches will be expected to conduct these ceremonies and he did not know why individuals could not be offered an exemption.

Matters for Decision

PR004/20 Revised Mid Ulster District Council Media Protocol

The Head of Marketing and Communications presented previously circulated report which outlined proposed revisions to the Council's Media Protocol.

In response to question from Councillor S McGuigan the Head of Marketing and Communications advised that Committee Chairs will act as official spokespersons and that it will only be on a very rare occasion that an officer will be required to undertake an interview.

Proposed by Councillor Doris
Seconded by Councillor S McPeake and

Resolved That it be recommended to Council to adopt the revised Media Protocol for Council as set out at appendix to report.

PR005/20 Working Group on Outside Bodies – Report of Meeting held on Thursday 5 December 2019

The Chief Executive presented previously circulated report which provided report of the Working Group on Council Representation on Outside Bodies held on 5 December 2019.

The Chief Executive advised that the group will meet again and that a final report with recommendations will be brought forward in due course.

Councillor S McPeake felt it was important for Council to be able to nominate to A5/N2 Cross Border Group.

In response to question from Councillor McKinney the Chief Executive stated that Members would be advised of the date for the next meeting of the working group.

Proposed by Councillor S McPeake
Seconded by Councillor Gildernew and

Resolved That it be recommended to Council to approve the report of the Working Group on Council Representation on Outside Bodies held on Thursday 5 December 2019.

PR006/20 Response to Consultation on the Disability Action Plan of The Executive Office (TEO)

Members considered previously circulated report which provided draft response to the Executive Office consultation on its Disability Action Plan 2020-2025.

Proposed by Councillor S McGuigan
Seconded by Councillor S McPeake and

Resolved That it be recommended to Council to approve for submission the draft response on The Executive Office Draft Disability Action Plan as set out at Appendix A to report.

PR007/20 Members Services

The Chair, Councillor Molloy referred to corporate branding and suggested that Council look at providing a branded umbrella.

The Chief Executive stated that there were some branded umbrellas in stock and that Democratic Services would make contact with Members to ascertain who wanted one.

Matters for Information

PR008/20 Minutes of Policy and Resources Committee held on Thursday 5 December 2019

Members noted Minutes of Policy and Resources Committee held on Thursday 5 December 2019.

PR009/20 Performance Improvement – Local Government Auditor’s Audit and Assessment (Section 95) Report 2019-20

Members noted previously circulated report which provided update on the key findings of the Local Government Auditor’s Audit and Assessment Report 2019-20.

Local Government (NI) Act 2014 – Confidential Business

Proposed by Councillor S McGuigan
Seconded by Councillor Totten 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 PR010/20 to PR024/20.

Matters for Decision

- PR010/20 Verbal Briefing from the Director of Environment and Property on the Council's Contract for the Processing of Mixed Dry Recyclates
- PR011/20 Aughnacloy Changing Rooms Relocation – Capital Project
- PR012/20 Legal Matter for Decision
- PR013/20 Staff Recruitment, Dark Sky Park and Observatory
- PR014/20 Pay, Grading and Harmonisation Review within Leisure Services
- PR015/20 Update on Appointment Process of Independent Members to Mid Ulster PCSP
- PR016/20 IT system contract extensions for Public Health and Email/Archival Systems
- PR017/20 Former High School Site, Maghera
- PR018/20 2020/21 Rates Estimates

Matters for Information

- PR019/20 Confidential Minutes of Policy and Resources Committee held on Thursday 5 December 2019
- PR020/20 Staff Matters for Information
- PR021/20 Managing Attendance
- PR022/20 Contracts and DAC
- PR023/20 Financial Report for 8 months ended 30 November 2019
- PR024/20 Building Control Staff Location

PR025/20 Duration of Meeting

The meeting was called for 7pm and concluded at 8.33 pm.

Chair _____

Date _____

Report on	Notification of Consultations from NILGA
Date of Meeting	Thursday 6 th February, 2020
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 provide committee members with correspondence from the President and Chief Executive of the Northern Ireland Local Government Association (NILGA), Cllr Francis Burton and Derek McCallan.
2.0	Background
2.1	<p>NILGA has corresponded with the Council to provide a pre-consultation notification of its intention to consult on a 3 strategic consultation, the focus being on;</p> <ul style="list-style-type: none"> • Council Led reform • £3.5 billion Shared Prosperity Fund • Shared Services
3.0	Main Report
3.1	The correspondence provides notification of its intention to consult on the aforementioned strategic consultations and that council offers corporate comment when received. The first consultation, is scheduled to be focused on <i>Council Led Reform</i> .
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 members note receipt of correspondence from the Northern Ireland Local Government Association providing notification of its intention to undertake Strategic Consultations with its member Councils.
6.0	Documents Attached & References
	Appendix A: Correspondence from President and Chief Executive of NILGA

Mr Anthony Tohill, Chief Executive
Cllr Martin Kearney, Chair
Mid Ulster District Council
Council Offices
Circular Road
DUNGANNON
BT71 6DT

23rd January 2020

Dear Cllr Kearney and Anthony,

Pre – Consultation Notice

NILGA Strategic Consultations with Member Councils – Council Led Reform, £3.5 billion Shared Prosperity Fund for Northern Ireland, Shared Services.

As you are well aware, the fiscal challenges facing councils in Northern Ireland require collective, sector wide work as well as vigilance and forward planning in each council. So, too, does the ambition of local government to be a growing public sector and civic leader for the communities we serve.

NILGA, your 11-council owned policy, investment and development body, is keen during the financial year 2020/2021 to develop in partnership 3 specific strands of council led actions which will help to maintain and improve our public services, keep rates at prudent levels, apply new investment channels for capital developments and adopt a transformative approach to shared services across councils driven by what each and every council in local government here wants and needs to be sustainable.

Working within the Association's Policy & Learning Networks – supported by senior officers and elected members from right across the councils – an evidence and action-based approach has already been designed, with practical work plans - and a timetable for roll out - approved.

From Mid Ulster District Council's perspective, we ask that council offers corporate comment on each of the planned consultations across the 11 councils on the above matters, upon receipt of which NILGA will co-ordinate and apply the findings with each council and Solace, putting policy & practice during 2020/2021 into place.

Please look out for the sequence of 3 consultations, starting with Council Led Reform in late January 2020.

Without doubt each of the Policy actions ensuing will fulfil our collective wish to deliver high quality services at affordable costs to ratepayers, this year and throughout the electoral term.

Please convey this pre-notice (which I have copied to your NILGA Executive members) to the most appropriate Standing Committee of your council.

Northern Ireland Local Government Association

Bradford Court, Upper Galwally, Castlereagh, BT8 6RB

Tel: 028 9079 8972 email: office@nilga.org web: www.nilga.org twitter: @NI_LGA

With renewed thanks for your co-operation and partnership.

Yours sincerely,

Handwritten signature of Frances Burton in blue ink.

Cllr Frances Burton
President

Handwritten signature of Derek McCallan in blue ink.

Mr Derek McCallan
Chief Executive

Report on	Performance Improvement Update: Nine Month (Q1-Q3) 2019-20
Date of Meeting	Thursday 6 th February 2020
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	The report provides members with monitoring information on the review of performance against council's seven statutory and three corporate performance improvement indicators and standards, along with an overview of the Corporate Health Indicators for the first nine months of 2019/20. The report also provides a performance progress summary against the Council's four corporate improvement objectives and their associated project plans. The indicators and standards, the 4 improvement projects and corporate health indicators are contained within our Performance Improvement Plan for 2019/20.
2.0	Background
2.1	<p>Council Discharging Duties under the Local Government Act (NI) 2014</p> <p>Part 12 of the Local Government Act (NI) 2014 sets a General Duty of Improvement in that, "<i>a Council must make arrangements to secure continuous improvement in the exercise of its functions</i>". The legislation confirms that a Council must consult upon and publish an annual forward looking Performance Improvement Plan by 30th June each year, setting out how it aims to make arrangements to secure improvements in the "<i>exercise of its functions</i>".</p>
2.2.	The Council's four improvement objectives for 2019-20 were agreed by Council in February 2019. Each improvement objective is aligned with an improvement project and associated activities/measures. Each project is under the direction of senior responsible officer (Director). To date in year there are 38 improvement activities. This report offers details of our nine month progress, Quarter One (Q1) to Quarter Three (Q3) in delivering the Improvement Objectives in our 2029-20 Improvement Plan.
2.3	The Improvement Projects/associated activities included in the Performance Improvement Plan for 2019/20 are:

	<p>1) To assist in the Growth of the Economy by increasing the number of visitors to our district - <i>currently 10 improvement activities/measures</i></p> <p>2) To improve the average processing time of Local Planning applications – <i>currently 7 improvement activities.</i></p> <p>3) To improve the accessibility of our services by increasing the number available online – <i>currently 11 improvement activities</i></p> <p>4) To support people to adopt healthier lifestyles by increasing the usage of Council Recreational Facilities – <i>currently 10 improvement activities</i></p>
2.4	<p>Progress on the Council’s four corporate improvement projects 2019-2020 are found in Appendix One (Corporate Improvement Projects 2019/20 Nine Month Progress Update Q1-Q3)</p>
	<p>Statutory & Corporate Performance Improvement Indicators/Standards</p>
2.5	<p>Local Government (Performance Indicators and Standards) Order (NI) 2015 specified performance indicators and standards for Mid Ulster District Council on Economic Development, Planning and Waste Management (there are currently seven statutory indicators/standards). Statutory indicators and standards/targets have been set by the former Department of the Environment (now Department for Communities), on which to report annually, as part of the performance improvement arrangements for district councils, (hereafter referred to as statutory “set for us” performance measures). The aim of the performance measures is to promote the improvement of service delivery for the functions specified.</p>
2.6	<p>Council has identified three self-imposed performance improvement indicators and standards (continued from 2018/19) and hereafter referred to as “self-imposed” performance measures. These form an integral part of our Performance Improvement Plan for 2019/20. Taken together all ten measures (statutory and self-imposed indicators) feed into the Corporate Performance “Health” Indicators/Measures (of which there are 28 in total – see 2.7). All of the performance indicators, statutory, self-imposed and organisational health indicators, are considered as forming part of our day-to-day business and act as a barometer of how the Council is improving Corporately. The Performance Progress of the statutory and set by us indicators/standards is outlined in Appendix Two (refer to Mid Ulster District Council Performance Improvement Plan 2019 to 2020 Statutory & Corporate Performance Improvement Indicators - Nine Month Progress Report 2019/20).</p>
	<p>Reporting on the Councils Corporate Health Indicators</p>
2.7	<p>The committee at its meeting of October 2017 considered a suite of “<i>Corporate Health Indicators</i>”. Reporting on the Corporate health indicators provides a barometer of how the council is doing across its services; Indicators are</p>

	<p>effectively a ‘performance dashboard’, providing a summary of how the Council is doing across 8 key areas:</p> <ul style="list-style-type: none"> • Economy • Waste management • Council facilities • Better responses • Resident satisfaction • Staffing • Engaged workforce • Finance <p>Appendix Three, Corporate Health Indicators Q1 to Q3 (2019- 2020)</p>
3.0	Main Report
	<p>Monitoring & Reporting on the Statutory & Self-Imposed Performance Indicators and Standards</p>
3.1	<p>The Performance Improvement Plan 2019 to 2020 - Statutory and Corporate Improvement Indicator Report for the first nine months of 2019/20, gives an overview of progress in relation to managing and monitoring Mid Ulster Council’s Corporate Improvement Performance Indicators (refer to Appendix Two). Some of the data which form the statutory “set for us” indicators are reliant on third party information being supplied to Council services and are classed as management data as opposed to ‘audited’ data.</p>
3.2	<p>Management of Council’s 10 Statutory and Self-Imposed Indicators is a key mechanism within the Council’s Performance & Improvement Framework. Updates on:</p> <ul style="list-style-type: none"> • Performance against target, assessment, action plan, & comparative trend analysis (over time) • Reporting & management accountabilities • Target Direction; more is better, less is better etc. (refer to measures i.e. numbers/percentages) • Performance trend, which utilises symbols to show whether there is improvement, no change or a fail /or change in a performance indicator compared to the last period • Results against targets are assessed using a red, amber, green (RAG reporting) status; this shows whether performance is on or exceeds target (green), whether it is close to target (amber), or failing (red), blue signifies the action is completed, and the colour purple indicates that information is not yet available • Links to the corporate plan • Activity of all 10 Performance Improvement PI’s, at Senior management Team, will be closely monitored, as part of the overall information to ensure Council reacts appropriately to changing levels of demand/performance

3.3	<p>An overview of 10 the Corporate Performance Improvement Indicators at end of Q1 to Q3 2019/20:</p> <p>Quarter One</p> <ul style="list-style-type: none"> a) 7 indicators are reported as Green – on target b) 2 indicators are close to target - Amber c) 1 indicator is red in that they are falling short of the pre-defined standard d) 0 indicators are currently awaiting data to be supplied (in the main supplied by government departments) – purple <p>Quarter Two</p> <ul style="list-style-type: none"> a) 7 indicators are reported as Green – on target b) 1 indicator is close to target – Amber c) 2 indicator is red in that they are falling short of the pre-defined standard d) 0 indicators are currently awaiting data to be supplied (in the main supplied by government departments) – purple <p>Quarter Three</p> <ul style="list-style-type: none"> a) 2 indicators are reported as Green – on target b) 0 indicators are close to target - Amber c) 2 indicators are red in that they are falling short of the pre-defined standard d) 6 indicators are currently awaiting data to be supplied (in the main supplied by government departments) - purple
	<p>Monitoring and Reporting the Corporate Improvement Plan Projects</p>
3.4	<p>The activities/measures are outlined in Appendix One. Monitoring of the Corporate Improvement Plan is made through the quarterly reporting of services' operational improvement objectives, contained within the annual service improvement plans (SIPS).</p>
3.5	<p>The SIPS are part of Council's approach to ensuring/mitigating action to manage, maintain and improve performance or to re-prioritise work in consultation with management, staff and members.</p>
3.6	<p>The Corporate Improvement Projects Q1 to Q3 - 2019/20 Nine Month report is divided into four sections. Each section concentrates on reporting the progress against each improvement objective and related project outline. The reporting format explains how each activity or measure in the project has progressed (commentary section), highlights the delivery dates, expected outcomes (the difference it will make); as well as the current quarter's status (through RAG reporting).</p>

Summary of Corporate Improvement Projects (CIP's) Nine Month Progress

3.7 Outlined below is a summary of the Corporate Improvement Plan Projects' activity for Q1 to Q3 2019/20. Council is currently monitoring 38 improvement actions/measures throughout across the four Improvement Project Plans (CIPS) during 2019/20. To date in Q3 there are:

- a) **28** actions are **on target**
- b) **8** actions are **trending away** from target
- c) **2** actions have been **completed**
- d) **0** actions have **missed** their target
- e) **0** actions/measures are **awaiting data**.
- f) **0** actions **not due to have started**

Evaluation on Nine-Month Progress of the Four Improvement Projects 2019/20

3.8 To provide an assessment on progress of the improvement plan and an informed judgement, the following assessments have been made, based on information made available from services see Table 1.

3.9 Improvement objectives assessed as "Excellent" or "Good" are not a cause for concern. Areas assessed as "acceptable" will require a watching brief, while areas evaluated as improvement required require attention. Evaluation is made using the following:

Table 1: Evaluation Descriptors

Status	Evaluated as	Explanation
Green	Excellent	All actions and measures are on track
Amber	Good	Actions and Measures are mostly on track, several are falling marginally short of planned targets
Orange	Acceptable	Some actions and measures have deviated from plan and some are falling short of planned targets
Red	Improvement required	Actions and measures are mostly falling short of planned targets

Table 2. - Evaluation of progress Q1 to Q3 2019/20 on Improvement Objectives

	Q1 Apr-Jun	Q2 Jul-Sept	Q3 Oct- Dec
Improvement Project	Overall Evaluation for Improvement Project One		
1) CIP 1 - To assist in the growth of the local economy by increasing the number of visitors to our district.	Excellent	Excellent	Good
Improvement Project	Overall Evaluation for Improvement Project Two		
2) CIP 2 – To improve the average processing time of Local Planning Applications	Acceptable	Good	Good
Improvement Project	Overall Evaluation for Improvement Project Three		
3) CIP 3 – To improve the accessibility of our services by increasing the number available online	Excellent	Good	Good
Improvement Project	Overall Evaluation for Improvement Project Four		
4) CIP 4 – To support people to adopt healthier lifestyles by increasing the usage of Council recreational facilities.	Excellent	Excellent	Excellent

4.0 Other Considerations

4.1 Financial, Human Resources & Risk Implications

Financial: N/A

Human: N/A

Risk Management: The data quality contained in the Nine Month Performance Improvement Progress Report is provisional, as unaudited data and is characterised as management information. All in-year results may be subject to later revision.

4.2 Screening & Impact Statements

Equality & Good Relations Implications: N/A

	Rural Needs Implications: N/A
5.0	Recommendation(s)
5.1	Members scrutinise the performance achieved, and assess progress and performance against the standards/targets and provide commentary as necessary. Members identify and explore any areas of underperformance or concern.
6.0	Documents Attached & References
	<p>Appendix 1: Corporate Improvement Projects 2019/20 - Nine Month Progress Update (Q1 to Q3)</p> <p>Appendix 2: Mid Ulster District Council Statutory & Corporate Performance Improvement Indicators (Nine-Month Progress Report 2019/20)</p> <p>Appendix 3: Corporate Health Indicators Q1 to Q3 2019 to 2020</p>

Corporate Improvement Projects

2019-20

Quarter One to Quarter Three
Nine Month Progress Update

Mid Ulster District Council's Corporate Improvement Projects for 2019 - 2020

Project One (A Mc Creesh): ***To assist the growth of the local economy by increasing the number of visitors to our district*** –Links to *Economic Growth & **Sustaining Our Economy

Project Two (A Cassells): ***To improve the average processing time of Local Planning applications.*** –Links to *Economic Growth & **Delivering for Our People

Project Three (JJ Tohill): ***To improve the accessibility of our services by increasing the number available online*** - Links to *Health & Wellbeing & **Delivering for Our People

Project Four (AM Campbell): ***To support people to adopt healthier lifestyles by increasing the usage of Council recreational facilities*** – Links to *Health and **Wellbeing & Delivering for Our People

Key: Improvement Activity Status Colours and Descriptors

Green	Signifies everything is on track in terms of activity, deliverables, scope, budget, & timeframe. Performance is moving in the right direction.
Amber	Signifies performance is moving away from target, some items may need corrective action, are still within tolerance.
Red:	Signifies there is a problem shift in the wrong direction, which may require a response from senior management.
Grey:	Not due to have started
Blue	Signifies PI, target, outcome achieved/completed
Purple:	Information not available

**Community Plan Theme*

***Mid Ulster District Council Corporate Plan Theme*

CIP ONE - To Assist the Growth of the Local Economy by Increasing the Number of Visitors to the District – 10 Activities

What are we going to do?	Timescale	Outcomes - What difference will it make?	Status				Comments
			Q1	Q2	Q3	Q4	
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.					(1) Develop the project Dark Skies Observatory & exhibition as part of the Council project team by March 2020:-Project on schedule and will formally opened to the public on 2nd April 2020. (2) Appoint design team for Phase 2 of Dark Skies outdoor proposition - June 2019 Project on schedule. (3) To develop a project plan to ensure delivery of Dark Skies propositions by 2020:- All elements of project are on schedule. (4) Identify and develop marketing communication plan by Sept 2019 -Brand development to be agreed by Council January 2020. Marketing & Communications plan under development, ready early Q4 (5) New building in situ March 2020 (Phase 1):- On schedule, formal launch April 2nd 2020 (6) Outdoor Projection Experience in place by August 2020 (Phase 2) On scheduled to be completed add in date of September 2020
2. All Council Visitor Information Centre's (VIC's) maintain Tourism Northern Ireland's (TNI) four-star	March 2020	Our visitor information					(1) Update meeting has taken place with the manager of SHHP and TNI. With a few amendments and alterations the VIC service

What are we going to do?	Timescale	Outcomes - What difference will it make?	Status				Comments
			Q1	Q2	Q3	Q4	
attraction grade (minimum standard) and achieve an improved positive rating from mystery shopper exercises (target 95%).		teams and centres offer an excellent, welcoming and informed service for visitors					will be operational from mid-January. (2) Awaiting Mystery Shopper Results from TNI.
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.					(1) Capital works underway at all site locations. Delay incurred with works at Long Point Locations pending clarifications being provided to landowner re: Right of Way. (2) Tandem are further developing interpretive plans agreed at Board meetings and are developing the copy and copyright requirements for information panels and for the development of the trails App. Incorporating the name "Open Ground" into the interpretation being developed. (3) Contractor currently on site at Eel Fisheries Toome Location with adjustments to be made at Moyola River walkway. Boardwalk and carpark works at Long Point Wood to recommence in January 2020. (4) Legal Agreements being progressed by MUDC Legal Services.

What are we going to do?	Timescale	Outcomes - What difference will it make?	Status				Comments
			Q1	Q2	Q3	Q4	
Improve & Increase visitor experience 5. To deliver quality Hallmark Corporate events across the District and maintain the attendance figures achieved in 2018 to 2019.	Annual	Hallmark events raise the profile of the area, bringing economic benefits to the district.					<p>Cumulative number of event attendance figures to Q3 end: 101,265.</p> <p>Events need to be continually growing and developing to meet the needs of our customers. Our event programme was enhanced in year with the development on a new town centre event in Coalisland, The Coalisland Summer Bash.</p> <p>The Busking Festival, Music on the Hill and Play in the Park did not take place this year, whilst our other events were enhanced from the previous year. Our events last year attracted an audience of 101,165, which exceed the 5% increase over the two years.</p> <p>We have compiled an event of year review, which will be presented to SMT. Looking at theming our corporate events, to ensure we know the objectives of their delivery.</p> <p>It is important to note that events taking place at Council Facilities are at capacity, based on Fire Risk Assessments carried out.</p>

What are we going to do?	Timescale	Outcomes - What difference will it make?	Status				Comments
			Q1	Q2	Q3	Q4	
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)	March 2020	Promote local trades on a regional and international stage and improve local knowledge in tourism sales promotion.					<p>(1a) 6 travel trade shows attended: GB Coach Ops, 13/9 (12 Operator appointments), World Travel Market 3/10 (47 appointments), ITOA 12/11 (40 appointments), TIL Team, 19/11 (40 TIL staff attended, elevator pitch on SHHP & Davagh DS), Dutch Operators Dinner, 21/11 (200 Dutch Market reps attended), TIL Marketing Plans launch, 6/12 (350 attendees).</p> <p>(1b) 1 Moloney & Kelly Leisure Team Fam, 9 participants (Bakehouse & Glenshane), 1 group of 38 from Contiki at Glenshane Country Farm (82 group tour series confirmed, commencing immediately to October) 2 Tour Groups enquiry from Excursions Ireland SHHP for 2020.</p> <p>(2) Linked In Workshop with 11 trade attending, focus on professional profile and B2B linkages.</p>
7. Provision of continued support and engagement of the Tourism and							(1) TDG has been reviewed and a call for new members completed. First full meeting of new group 20/11/19 in Ranfurly House,

What are we going to do?	Timescale	Outcomes - What difference will it make?	Status				Comments
			Q1	Q2	Q3	Q4	
Development Group (TDG) and four tourism clusters of; Seamus Heaney, Heritage, Outdoor Hubs/ Events and Hotels.	Bi-monthly						Dungannon with 22 people in attendance. New Chair and Vice Chair elected. Cluster meetings continuing on schedule. (2) 3 x business engagement programmes completed up to Dec 19. Spec for tourism mentor programme issued.
8. Increase commercial tour operator's bookings to Council attractions: Seamus Heaney HomePlace (SHHP), The Hill of the O'Neill (HOTON) and U.S Grants	March 2020						<p>(1) Baseline figures for April 2018 - March 2019; SHHP: 10 Tour operators, 396 tickets, Revenue £2,495; HOTON: 3 Tour operators, 100 tickets, Revenue figure unavailable; US Grants: 1324 visitors this quarter, breakdown of these figures unavailable at present.</p> <p>(2) 124 operators targeted at various trade events in this period.</p> <p>(3) One meeting on the 14 Nov, meeting with A&C reps re WTM follow-up in SHHP.</p> <p>(4) Tracking spreadsheet amended by MMR and shared similar one with HOTON JR. Tracking spread sheet completed by SHHP, given to HOTON currently being completed.</p> <p>(5) Monitoring ongoing - SHHP, awaiting data, HOTON 0 to report this quarter, US Grants, 0 this quarter.</p>

What are we going to do?	Timescale	Outcomes - What difference will it make?	Status				Comments
			Q1	Q2	Q3	Q4	
							(6) Monitoring ongoing. It will be reported on end of quarter 4. (7) Agreed to collate no of operators, individual tickets sold and admission revenue. This information will be reported on end of quarter 4.
9. Phase 2 upgrading of U.S. Grants to achieve 4/5 star grading by June 2020	June 2020	Creation of high quality memorable experience to include redevelopment and improvement of product to wider audience					(1) Certification for the site will take place in January 2020. (2) Awaiting Tourism NI to carry out assessment. (3) The LAG and Mid Council are putting the final stages to the marketing and promotion of the ITA trails which will include all the relevant US sites in the district, including US Grants. (4) Total visitors to the site 4007 at the end of Q3, however during Q3 bookings have been secured through Cara Group for 2020.
10. Achieve a 4 and 5 star visitor attraction grading (Phase 1) for Seamus Heaney HomePlace), Burnavon, Ranfurly House & Hill & of the O'Neill (HOTON &	March 2020						(1) Tourism Northern Ireland (TNI) initially scored HOTON& RH 3 stars due to pre visit i.e. website and brown signage within the town centre. Burnavon website is currently being developed as an action within the Culture & Arts service improvement plan.

What are we going to do?	Timescale	Outcomes - What difference will it make?	Status				Comments
			Q1	Q2	Q3	Q4	
RH) (as designated by Tourism Northern Ireland) by 2020							<p>HOTON&RH will be updated in 2020-2021. Application will only be made following upgrade of website. (2) Burnavon achieved 4 star grading. A number of facility service improvements have been undertaken. However, to complete all additional recommendations additional funding will be required from Mid Ulster District Council. Approx. costs will be £15,000 for Burnavon. A proposed investment paper has been presented to Director of B&C for consideration. (3) SHHP has incorporated sound proofing measures to be installed as part of the Open Ground project, with funding through DEARA due to be in place by end of March 2019. Once this is in place an application will be submitted again to TNI for visitor grading, though SHHP has received indication from TNI that this whole grading process is under review. This will be explored in full before the application is submitted to ensure interventions meet with all requirements.</p>

CIP TWO - To improve the average processing time of Local Planning Applications - 7 Activities

What are we going to do?	Timescale	Outcomes - What difference will it make?	Status				Comments
			Q1	Q2	Q3	Q4	
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.					As agreed under the new internal group meeting arrangements 3 dedicated HPTO officer group meetings have taken place in Q3. ACTIONS: (1) On target
2. To develop 2 agreed Protocols for consultation with Council Environmental Health Officers and the Department of Infrastructure (Roads)	June 2019	Speedier decisions on local planning applications by less unnecessary consultations being issued to help improve determination times.					COMPLETED: Protocol agreed with Environmental Health in April Q1 and protocol with DFI Roads has been agreed as of July 2019.
3. To review the Planning Committees scheme of delegation by July 2019	July 2019	Speedier decisions on local					The review of the Council's delegation of powers between the full Council and Planning Committee was completed

What are we going to do?	Timescale	Outcomes - What difference will it make?	Status				Comments
			Q1	Q2	Q3	Q4	
and implement the revised scheme by August 2019.	August 2019	planning applications					<p>during this quarter</p> <p>ACTIONS:</p> <p>(1)The Scheme of delegation to the Planning Manager is currently subject to review and is expected to be completed for member agreement in the next quarter.</p> <p>We request and amendment to the activity dates as follows - activity (1 and 2) completed March 31st 2020 activity (4) End Q1 2020/21.</p>
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					<p>Professional Development Plans in place for all staff and System of record keeping in place and d training delivered on development plan and EIA Habitats to professional staff. Actions:</p> <p>(1) To agree members training day</p> <p>(2) Role out prioritised training in Q4.</p> <p>We request and amendment to the activity dates as follows - activity (2) completed March 31st 2020 activity (3) Initiate roll out End Q1 2020/21</p>

What are we going to do?	Timescale	Outcomes - What difference will it make?	Status				Comments
			Q1	Q2	Q3	Q4	
		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 2020	Reduce the number of applications presently held awaiting further information.					Workshop not anticipated to be required until Late Autumn / winter Q4 Root cause paper not yet agreed ACTIONS: (1) Agree Root cause paper and progress workshop materials to be agreed by Q4 We request and amendment to the activity dates as follows - activity (1,2,3,5) completed March 31st 2020 activity (4) Deliver 1 workshop End Q1 2020/21
6. To re-locate the Dungannon Planning team to the Dungannon Office site	April 2019	More localised accessibility for agents/public					Dungannon Team now in place and all agreed actions are completed
7. *To retain a list of temporary staff to fill vacancies resulting from maternity and long term absence	Ongoing	Speedier decisions on local planning applications					Remains as maintained. 2 Temporary PTO planning assistants anticipated now in Post. Acting Senior Officer competition held 11th Oct and acting HPTO Competition completed Dec

What are we going to do?	Timescale	Outcomes - What difference will it make?	Status				Comments
			Q1	Q2	Q3	Q4	
							2019. ACTIONS: (1) Continue to maintain complement

CIP Three – To Improve the Accessibility of Our Services by Increasing the Number Available Online – 11 Activities

What are we going to do?	Timescale	Outcomes - What difference will it make?	Status				Comments
			Q1	Q2	Q3	Q4	
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					Online transactions for the third quarter were 575 licences. This is a total of 78 more than the third quarter for last year. The percentage of online transactions for the first three quarters of this financial year are 35.1% compared with an annual percentage of 31% last year.
2. Increase the utilisation levels of online services for Building Notices and Regularisation Applications to a target of 45% (of total notices and applications) by March 2020.	March 2020	Availability of Building Control services on 24/7 basis.					The performance of the online portal for the submission of Building Notices and Regularisation Applications is currently at 58% which is above the target set for 2019/20
3. Complete business case/bid regarding the Implementation of an online facility to submit service requests for	March 2020	Reduced administration for back office					Rather than business case an opportunity to migrate to an updated Tascomi system has become available which is with the director for approval.

What are we going to do?	Timescale	Outcomes - What difference will it make?	Status				Comments
			Q1	Q2	Q3	Q4	
Environmental Health (EH) Complaints and EH Registrations		systems and processes.					Department considering whether a request to extend the project end date will be requested early Q4
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					<p>(i) Appoint interpretation design team (30 June 2019) - COMPLETED</p> <p>(ii) Agree scope and functionality (30 Sep 2019) - COMPLETED</p> <p>(iii) App developed (29 Feb 2020) - Tandem design currently engaging with website. Developers to progress integration of the trails. Offering into the SHHP website and as part of the stand-alone totem to be located at front of building (24 hour access). Seamus Heaney Project (app) on target and as per agreed timescale</p>
5. Recommendation to Council in relation to Planning Portal acquisition	March 2020	Make a formal recommendation to Council in					1. To assist Planning Project Team with collaborative specification and procurement as required: - Ongoing - Further 2 suppliers engaged with meeting & demonstrations.

What are we going to do?	Timescale	Outcomes - What difference will it make?	Status				Comments
			Q1	Q2	Q3	Q4	
		relation to the replacement of the Planning Portal.					<p>Department procurement still ongoing with Negotiation and final bids with commercials w/c 3rd Feb 2020.</p> <p>2. To evaluate alternative other systems and options available to Mid Ulster: - Procurement for comparison for Mid Ulster started but paused until dept. collaborative procurement complete.</p> <p>3. Lead officers to report to Council on the preferred option following final business case preparation, optional appraisal and Departmental procurement: - Recommendation to Council likely be April 2020 - therefore extensions requested.</p>
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					<p>1. Agreed project plan in place- complete. 2. Architects participating in pilot confirmed - complete. 3. Initial specification agreed - complete. 4. Pilot Portal opened for participating Architects to test – complete. 5. There are ongoing discussions with Tascomi</p>

What are we going to do?	Timescale	Outcomes - What difference will it make?	Status				Comments
			Q1	Q2	Q3	Q4	
		submission of full plan applications.					with regards to the development of the Portal for the submission of full plan applications. Following discussions with Tascomi, additional issues were raised in relation to costs. A further meeting has been arranged with Tascomi on 28th January. Amended end date of project moved to Dec 20 - agreed at CIP3 Meeting held on 3-12-19
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					1. Establish baseline activity at each leisure facility- completed. 2. Scope project requirements and statement of works – completed. 3. Agree project plan – completed. 4. Procure System – completed. 5. Deploy and complete User Acceptance Testing- UAT is currently underway - January 2020. 6. Staff Training to be completed February 2020 on completion of UAT. 7. Marketing strategy planned for March on completion of points 5&6.

What are we going to do?	Timescale	Outcomes - What difference will it make?	Status				Comments
			Q1	Q2	Q3	Q4	
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.					<p>1 & 2 Mid Ulster Town and Village Spruce Up Scheme: - As highlighted in previous quarter it was not deemed feasible due to the volume of information which was required for uploading to develop an online application process.</p> <p>3. A draft template has been developed and reviewed by Economic Development staff. Early indications from website provider state that it is feasible but will have a cost associated for the elements required to ensure it is user friendly. Awaiting costs which will then be reviewed and decision taken. Under the Digital First Programme an online application form has been developed by the appointed consultant through google forms. To date all applications received have been online totalling 41 (November to January 2020). Under Rural Business Development Grant Scheme (DEARAs) applicants were able to apply online- 73</p>

What are we going to do?	Timescale	Outcomes - What difference will it make?	Status				Comments
			Q1	Q2	Q3	Q4	
							<p>applications were received, 41 through online submission.</p> <p>In order to achieve online applications for two Economic Development Programmes through the functionality of Mid Ulster District Council website delivery target has been amended to reflect such to June 2020.</p>
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					<p>1. Not in a position to use Google analytics to establish baseline information on performance of former Burnavon site. Other sources of data capture will be used on order to identify levels of customer engagement in website prior to introduction of new website in order to determine baseline in absence of Google analytics. 2. All required meetings to develop</p>

What are we going to do?	Timescale	Outcomes - What difference will it make?	Status				Comments
			Q1	Q2	Q3	Q4	
		information for Council					wireframes for Ranfurly has now taken place. 3. Design and development of new website for Burnavon near completion. Training on backend system is to be provided to Burnavon staff on 31st January 2020. A test period of approximately 10 days will commence shortly with an aim to the site going live first week of February to coincide with 20th Anniversary of official opening of Burnavon. Appropriate PR will be actioned. 4. Burnavon Website to be tested in January 2020 - (extension of launch brought to CIP3 meeting on 03-12-19) Website for HOTO&RH will commence in 2020 /2021 as planned subject to budget availability.
							1. Undertake digital review of current position – completed.

What are we going to do?	Timescale	Outcomes - What difference will it make?	Status				Comments
			Q1	Q2	Q3	Q4	
10. Develop a “Digital by design Framework” for Mid Ulster Council	March 2020	A more digitally enabled, customer-facing organisation.					<p>2. Complete desk research to inform strategy - completed.</p> <p>3. Drafting of strategy has now begun.</p> <p>4. Note previous comments regarding action plan development which will now require external support. Overall strategy should, however, be agreed by end March 2020.</p>
11. Develop and provide a Digital Dark Skies (Sperrins) Experience	August 2020	Utilise new and emerging technologies to enhance the visitor experience					<p>1. Phase 1 and Phase 2 of the Dark Skies project is underway. Phase 1 will be completed and open 2 April 2020 along with Phase 2 (Outdoor digital projection) will be completed Aug 2020.</p> <p>2. All funder’s timelines have been achieved to date. Landfill Tax Funding claimed.</p> <p>3. Branding and Visitor Plan are currently under development.</p>

What are we going to do?	Timescale	Outcomes - What difference will it make?	Status				Comments
			Q1	Q2	Q3	Q4	
							<p>Branding approved by Council (OM) and Visitor Plan completed Dec 2019.</p> <p>4. Tour Operator proposition completed when Brand becomes public Feb 2020.</p> <p>5. On schedule to establish Dark Skies Cluster by March 2020</p>

CIP Four - To Support People to Adopt Healthier Lifestyles by Increasing Usage of Council Recreational Facilities -10 activities

What are we going to do?	Timescale	Outcomes - What difference will it make?	Status				Comments
			Q1	Q2	Q3	Q4	
<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:</p> <p>III. MUSA</p>	March 2020	Production of high quality, responsive indoor and outdoor leisure facilities.					<p>(1) Programme of work established. Projects at various stages. (a) Gortgonis economic appraisal being revised. Planning permission sought and ITT documents being prepared. (b) Refurbishment 2019 at Dungannon LC complete. (c) Funding application submitted for development of MUSA and we are through to the final stage.</p>
<p>2. *Leisure facility usage to maintain 2019/20 target of 1,500,000 users (due to closure of Dungannon LC for six months):</p> <ul style="list-style-type: none"> Develop facility activity programmes/promotions. 		Maintain participation and healthier lifestyles by more people being aware of recreational facilities/programmes					<p>(1) Data of facility numbers has been compiled on an ongoing basis. Usage trends for Year to date statistics from Oct - Dec 2019 provides an overall total usage of 939,162 (Leisure data only), which is an increase of 8% with Q3 of the previous year (2018-19). These figures excluded DLC. (2) New programmes being developed as part of the leisure review process to increase hours of classes to 35hrs per</p>

What are we going to do?	Timescale	Outcomes - What difference will it make?	Status				Comments
			Q1	Q2	Q3	Q4	
							<p>week.</p> <p>(3) The number of mystery visits - Parks 1 per annum, Leisure 2 per annum. Result of first mystery visit is an overall average of 78% 2nd round of mystery visits for leisure to be held in Jan 2020.</p> <p>(4) Series of meetings have been held with Health Trusts and partnership arrangements being discussed. Mid Ulster Recreation & Active Lifestyle Plan cross -partner working group established. Ongoing programme of work through Community Planning and Leisure Operations. Action Plan to be developed by March 2020.</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.	March 2020	Improved customer satisfaction by delivering efficient 24/7 online services					<p>(1) Summer schemes and programmes able to be booked on line.</p> <p>(2) App for booking classes at facilities currently in final stages of user testing. 2nd generation wristbands procured by STA.</p>
4. Implement the Leisure Marketing Framework and associated centre plans for	March 2020	Increased participation and healthier lifestyles by					Implemented

What are we going to do?	Timescale	Outcomes - What difference will it make?	Status				Comments
			Q1	Q2	Q3	Q4	
Leisure facilities, programmes and events.		more people being aware of recreational facilities and programmes.					
5. Delivery of Parks Key Capital Improvement Programmes to include: I. Railway Park II. Portglenone Blueway III. Play Parks IV Parks	March 2020	Improved quality outdoor recreational facilities in Mid Ulster.					(1) ICT team appointed for Railway Park. Concept designs have been prepared. ICT team appointed for Portglenone Blueway Phase 2. (2) Parks and Play parks strategy approved - Programme of actions will develop from. RDP village projects implementation ongoing.
6. Implement Parks Marketing Framework and associated action plans	March 2020	Increased participation and healthier lifestyles by more people being aware of outdoor recreational facilities and programmes.					Implemented

What are we going to do?	Timescale	Outcomes - What difference will it make?	Status				Comments
			Q1	Q2	Q3	Q4	
7. Agree and commence implementation of Parks, Play and Outdoor recreation Plans; <ul style="list-style-type: none"> Parks & Play Outdoor Recreation 	March 2020	Improved quality and accessible recreational facilities in Mid Ulster.					(1) Development Committee has requested further consultation with DEA Councillors in January 2020. Strategies in draft format. (2) Action plans pending strategy approval
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.					(1) Data of facility numbers has been compiled on an ongoing basis. Usage trends for Year to date statistics from Oct - Dec 2019 provides an overall usage of 620,184 (not all data received at submission date). This is an increase of 8% comparable to last year at Q3. Mystery Visit statistics compiled following recent visit in August 19 provides an average of 83%. (2) New events and programmes have been delivered e.g. Play near me, Forest School proving to be very successful. Other events successfully delivered i.e. Lumerina. Ongoing programme of work with Community Planning and Park Operations. Number

What are we going to do?	Timescale	Outcomes - What difference will it make?	Status				Comments
			Q1	Q2	Q3	Q4	
							events planned for 2019-20 - 100+% increase from last year.
9. Milestone: Review and align Membership packages for Leisure facilities.	April 2020	Increased participation and healthier lifestyles by greater numbers attending leisure facilities. Improved health and wellbeing for children and adults					Baseline audit has been completed and benchmarking undertaken with other Councils. Membership proposals have been approved by Council. Plans are being made for implementation.
10. Replace and enhance leisure equipment at four facilities.	March 2020	Improved quality indoor leisure facilities in Mid Ulster					Spinning bikes and class programme equipment has been implemented and is operational. CLC gym refurbishment is complete. DLC gym refurbishment is complete and will be operational following DLC opening 31 January 2020. MLC procurement of gym equipment has commenced. GLC in initial design stages.

**This originally appeared in the CIP 2019/20 Plan as One milestone with two activities (included "Introduce aligned memberships for leisure facilities") and has now been split into two separate activities for reporting purposes.*

Mid Ulster District Council

Performance Improvement Plan 2019 to 2020

Statutory & Corporate Performance
Improvement Indicators

Q1 to Q3 - Nine Month Progress Report

2019 – 2020

Performance Improvement Plan 2019 to 2020 - Statutory & Corporate Performance Indicators

Statutory Indicators – Set for Us

Statutory indicators and standards/targets have been set by the former Department of the Environment (now Department for Communities) as part of the performance improvement arrangements for district councils, there are currently seven in total. Performance measures have been specified for the functions of economic development, planning and waste management. The aim of the performance measures is to promote the improvement of service delivery for the functions specified.

Corporate Performance Indicators – Set by Us

During 2016/17, Council, in the absence of an agreed region wide performance management framework, decided to concentrate on ensuring the data quality of three of its proposed “set by us” or “self-imposed” performance indicators, standards/targets, with the aim of improving service delivery, across the three indicators; namely:

1. **Prompt Payments** - (Prompt payments speed up cash flow from the public sector to its suppliers, particularly SME's),
2. **Freedom of Information Requests (FOI) Responded to within 20 days**, (Council meets its statutory obligations, customer requests are met within specified timeframes and citizens can get information in a timely manner through a transparent process), and
3. **Percentage lost time rate of sickness absence** – (shows the percentage of total time available that has been lost due to any type of absence during a certain time period. The indicator is based on full time equivalent (FTE) employees - useful as a general measure of the significance of sickness absence levels for an organisation).

Data quality is a central part of the Council's operational business and performance management. Performance measures including Absence information, Freedom of Information Requests, and Prompt Payments information is used every day across the Council to help inform management decisions, plan services, benchmark performance and cost, and inform target setting.

Table 1.0 – Status Symbols and Interpretation Descriptors for Statutory and Corporate Performance Improvement Indicators




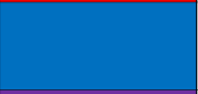

Progress Status for Measures		
Colour	Symbol	Interpretation Descriptor
Green		Signifies everything is on track in terms of activity, deliverables, scope, budget and timeframe. Performance is moving in the right direction or target/outcome achieved.
Amber		Action: - Signifies Performance is trending away from target, that some particular items may need to be referred for advice /or assistance with the view to taking corrective action. Measure: - Trending away from target within % tolerance.
Red		Signifies there is a problem/shift in the wrong direction, which may require a response from senior management.
Blue		Signifies PI, Target, Outcome Achieved / Completed.
Purple		Information not available, or in development

Table 2.0 – Performance Trend




Performance Compared to Another Time Period - Trend previous quarter	
	Performance has improved
	Performance has worsened
	Performance has remained the same

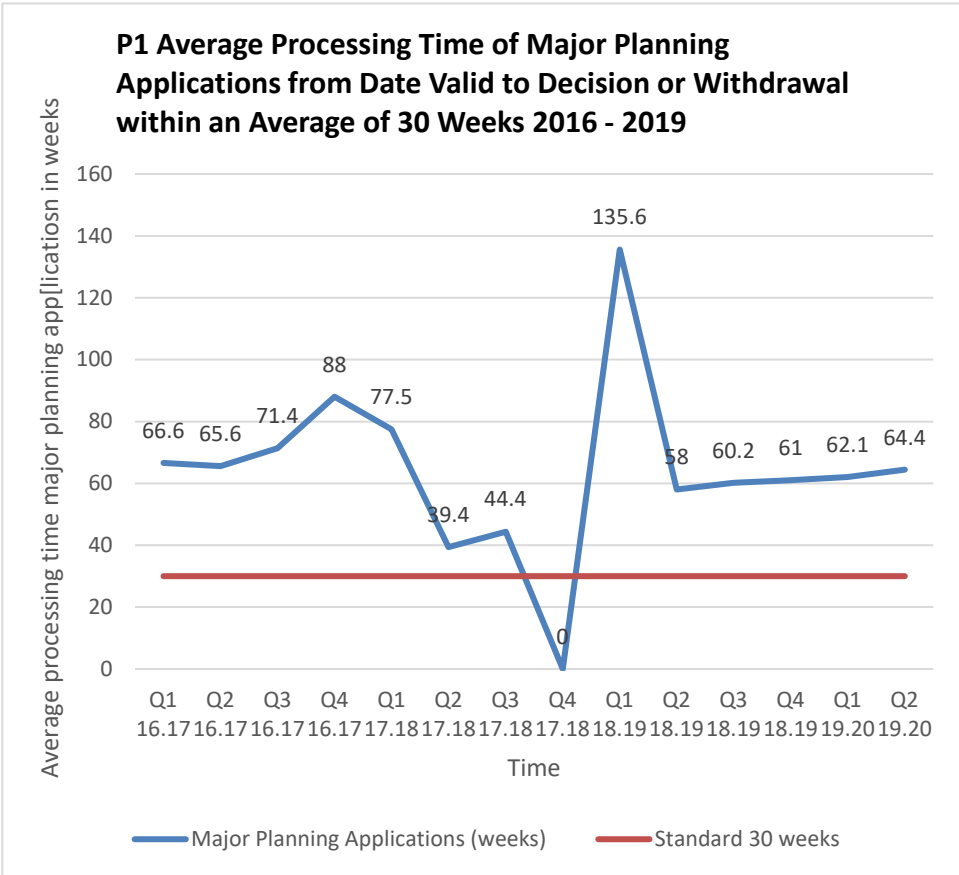
Table 3.0 – Target Direction

Target Direction	
More is better	A bigger value for this measure is best
Less is better	A smaller value for this measure is best

STATUTORY INDICATOR & STANDARD Ref. No. : ED1 - MORE IS BETTER

ED1: The number of jobs promoted through business start-up activity from 1 st April 2016 to 31 st December 2019.		Oct-Dec 2019 Actual (Quarter Three)	Standard to be Met	Trend on Previous Quarter	Status
<div> <div>ED1- The No. of Jobs Promoted Through Business Start Up 2016 - 2019</div> </div>		41	210 jobs p.a	↓	RED
		July-Sept 2019 Actual (Quarter Two)	Standard to be Met	Trend on Previous Quarter	Status
		45	210 jobs p.a.	↓	AMBER
		Apr-June 2019 Actual (Quarter One)	Standard to be Met	Trend on Previous Quarter	Status
		52	210 jobs p.a	↓	AMBER
<p>Analysis: MORE IS BETTER Q3 Business Plans delivered figure is lower than for the same period in 2018/19 (92 vs 68) resulting in fewer jobs promoted (56 vs 42). DfE/Invest NI require Councils to use the lower conversion rate (Plans - Jobs) of 0.6147 (not RSI rate 0.75762). This performance level is much lower than Q3 of 2018/19 & indeed previous Qs 1&2 of 2019/20. If this performance level does not improve significantly, requiring the delivery of 116 Plans in 3 months, the Statutory target for 2019/20 will not be achieved. Currently Mid Ulster is 1 of 4 Council areas where there is a 'gap' between the NIBSUP 'Programme Target' and 'Statutory target'. Council officers have been meeting with reps. of the 3 delivery partners to monitor delivery and explore opportunities for driving enquiries. Council also delivered the first ever Mid Ulster Business Showcase on 19/11/19 in the Burnavon Theatre to promote the Programme to budding new starts, & raise the profile of entrepreneurship in Mid Ulster, in partnership with the 3 local delivery agencies. At least 342 Plans are needed to be delivered by Mid Ulster agencies to ensure Statutory 'Jobs promoted' target is achieved by March 2020. Qs 1, 2 & 3 figure of 226 accounts for only 66% towards this (i.e. should be closer to 75%). Comparison with last year, same reporting period; performance has improved from Q1 & Q2 from 2018/19, however, this needs to be not only maintained but increased slightly to achieve the statutory target.</p> <p>Action Plan: As the local delivery agents are converting Initial Assessment Meetings (IAMs) to Business Plans at a very high rate (87%), the only way of increasing numbers is to drive enquiries. The regional TV campaign has resumed which usually results in increased numbers in January. However, regionally, inquiries recorded were down in Dec 2019 by 37% from November. Council Officers' next meeting with the 3 delivery partners is on 20 January 2020 to explore how to address this issue.</p>					
<p>Lead Officer: Adrian Mc Creesh - Director Business & Communities - Purpose of PI: The number of jobs promoted through business start-up activity (Business start-up means the delivery of completed client led business plans under the Department of the Economy Regional Start Initiative or its successor Programmes).</p>					

STATUTORY INDICATOR & STANDARD Ref. No. : P1 - LESS IS BETTER

P1: Major applications processed from date valid to decision or withdrawn within an average of 30 weeks - from 1 st April 2016 to 31 st December 2019		Oct - Dec 2019 Actual (Quarter Three)	Standard to be Met	Trend on Previous Quarter	Status																																													
<div><p>P1 Average Processing Time of Major Planning Applications from Date Valid to Decision or Withdrawal within an Average of 30 Weeks 2016 - 2019</p><table><caption>P1 Average Processing Time Data (Weeks)</caption><thead><tr><th>Quarter</th><th>Year</th><th>Average Processing Time (Weeks)</th></tr></thead><tbody><tr><td>Q1</td><td>16.17</td><td>66.6</td></tr><tr><td>Q2</td><td>16.17</td><td>65.6</td></tr><tr><td>Q3</td><td>16.17</td><td>71.4</td></tr><tr><td>Q4</td><td>16.17</td><td>88</td></tr><tr><td>Q1</td><td>17.18</td><td>77.5</td></tr><tr><td>Q2</td><td>17.18</td><td>39.4</td></tr><tr><td>Q3</td><td>17.18</td><td>44.4</td></tr><tr><td>Q4</td><td>17.18</td><td>0</td></tr><tr><td>Q1</td><td>18.19</td><td>135.6</td></tr><tr><td>Q2</td><td>18.19</td><td>58</td></tr><tr><td>Q3</td><td>18.19</td><td>60.2</td></tr><tr><td>Q4</td><td>18.19</td><td>61</td></tr><tr><td>Q1</td><td>19.20</td><td>62.1</td></tr><tr><td>Q2</td><td>19.20</td><td>64.4</td></tr></tbody></table></div>		Quarter	Year	Average Processing Time (Weeks)	Q1	16.17	66.6	Q2	16.17	65.6	Q3	16.17	71.4	Q4	16.17	88	Q1	17.18	77.5	Q2	17.18	39.4	Q3	17.18	44.4	Q4	17.18	0	Q1	18.19	135.6	Q2	18.19	58	Q3	18.19	60.2	Q4	18.19	61	Q1	19.20	62.1	Q2	19.20	64.4	Awaiting data	30 weeks	NA	PURPLE
		Quarter	Year	Average Processing Time (Weeks)																																														
		Q1	16.17	66.6																																														
		Q2	16.17	65.6																																														
		Q3	16.17	71.4																																														
Q4	16.17	88																																																
Q1	17.18	77.5																																																
Q2	17.18	39.4																																																
Q3	17.18	44.4																																																
Q4	17.18	0																																																
Q1	18.19	135.6																																																
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July-Sept 2019 Actual (Quarter Two)	Standard to be Met	Trend on Previous Quarter	Status																																															
64.4 weeks	30 weeks	↓	RED																																															
Apr-June 2019 Actual (Quarter One)	Standard to be Met	Trend on Previous Quarter	Status																																															
62.1 weeks	30 weeks	↓	RED																																															
Analysis: LESS IS BETTER Again a figure of 64.4 weeks reflects a performance which has slowly crept downwards since Q2 of 18-19. Performance remains fairly static with no major downwards trend of concern given the nature and complexity of Major applications Comparison with last year same reporting period: performance has slowly crept downwards since Q2 of best performance figure of 52 weeks in 2018-19.																																																		
Action Plan: We continue to run the focussed Major applications with Planning Manager chairing / Continue to promote use of Pre App Discussions / chase outstanding consultation responses / abide by final deadlines for agents to submit plans etc. .																																																		
Lead Officer: Dr. Chris Boomer - Planning - Purpose of PI: Planning Department deals with MAJOR Planning applications faster - [An application in the category of major development within the meaning of Planning (Development Management Regulations (NI) 2015(a)].																																																		

STATUTORY INDICATOR & STANDARD Ref. No. : P2 - LESS IS

P2: Average processing time of Local Planning Applications from date valid to decision or withdrawn within an average of 15 weeks from 01/04/16 - 31/12/19		Oct - Dec 2019 Actual (Quarter Three)	Standard to be Met	Trend on Previous Quarter	Status
<p>P2 Average Processing Time of Local Planning Applications from Date Valid to Decision or Withdrawal within an Average of 15 Weeks 2016 - 2019</p> <p>Average processing time major planning applications in weeks</p> <p>Time</p> <p>Processing Time Local Planning Applications Standard 15 weeks</p>		Awaiting Data	15 weeks	NA	PURPLE
		July-Sept 2019 Actual (Quarter Two)	Standard to be Met	Trend on Previous Quarter	Status
		12.8 weeks	15 weeks	↓	GREEN
		Apr-June 2019 Actual (Quarter One)	Standard to be Met	Trend on Previous Quarter	Status
		12.6 weeks	15 weeks	✓	GREEN
<p>Analysis: LESS IS BETTER A further strong performance on local applications with a figure of 12.8 weeks to determine 50%. What does this mean? : That internal procedures, staff compliments and best practice is achieving better performance. Comparison with last year same reporting period: last year's figure of 16.8 is well improved upon. Current trend suggests that we will meet our 15 weeks target for this reporting year.</p>					
<p>Action Plan: Maintain management.</p>					
<p>Lead Officer: Dr. Chris Boomer - Planning -Purpose of PI. Planning Department deal with LOCAL Planning applications faster - Local applications means an application in the category of local development within the meaning of the (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).</p>					

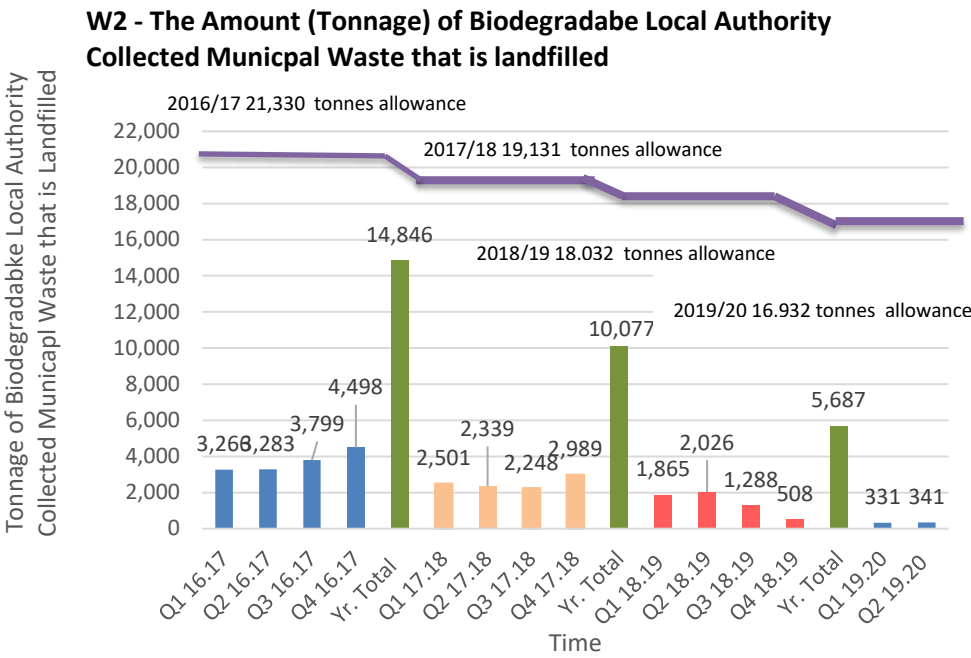
STATUTORY INDICATOR & STANDARD Ref. No. : P3 - MORE IS BETTER

P3: The percentage of planning enforcement cases processed within 39 weeks from 1 st April 2016 to 31 st December 2019.		Oct-Dec 2019 Actual (Quarter Three)	Standard to be Met	Trend on Previous Quarter	Status
<p>P3 - The Percentage of Planning Enforcement Cases Processed Within 39 Weeks 2016 - 2019.</p> <p>% Enforcement Cases Processed within 39 weeks</p> <p>Time</p> <p>Q1 16.17 Q2 16.17 Q3 16.17 Q4 16.17 Q1 17.18 Q2 17.18 Q3 17.18 Q4 17.18 Q1 18.19 Q2 18.19 Q3 18.19 Q4 18.19 Q1 19.20 Q2 19.20</p> <p>81.6% 76.0% 75.4% 86.4% 84.1% 87.5% 83.0% 74.1% 75.8% 62.2% 75.5% 82.3% 80.6% 86.8%</p> <p>— % of Planning Enforcement Cases Processed</p> <p>— Standard within 39 weeks</p>		Awaiting Data	70%	NA	PURPLE
		July-Sept 2019 Actual (Quarter Two)	Standard to be Met	Trend on Previous Quarter	Status
		86.8%	70%	✓	GREEN
		Apr-June 2019 Actual (Quarter One)	Standard to be Met	Trend on Previous Quarter	Status
		80.60 %	70%	↓	GREEN
<p>Analysis: MORE IS BETTER</p> <p>The validated figure for Q2 is 86.8% which is well above the 70% target and is up on the earlier Q1. The figure is also significantly up on the same quarter last year. This is a positive trend which will hopefully continue over the course of the year. The validated figure for the year to date is 86.8%. This means that the cases being brought to target conclusion are being done so in a reduced period of time. This trend continues to improve the level and efficiency of service provided. The 70% target continues to be met. Comparison with last year same reporting period? : The figure is significantly up on the same quarter for the 2018-19 period.</p>					
<p>Action Plan:</p> <p>Maintain management</p>					
<p>Lead Officer: Dr. Chris Boomer - Planning -Purpose of PI: Planning Department bring more enforcement cases to target conclusion within 39 weeks. Enforcement cases are investigations into alleged breaches of planning control under Part 5 of the Planning Act (NI) 2011 (or under any orders or regulations made under the Act.</p>					

STATUTORY INDICATOR & STANDARD Ref. No.: W1 - MORE IS BETTER

W1: The Percentage of household waste collected by District Councils that is sent for recycling (including waste prepared for reuse) from 1 st April 2016 to 31 st December 2019.		Oct - Dec 2019 Actual (Quarter Three)	Standard to be Met	Trend on Previous Quarter	Status																														
<div><p>W1 - The Percentage of Household Waste Collected by District Councils That is Sent for Recycling</p><table><thead><tr><th>Time</th><th>% Recycling Rate</th></tr></thead><tbody><tr><td>Q1 16.17</td><td>55.34%</td></tr><tr><td>Q2 16.17</td><td>55.14%</td></tr><tr><td>Q3 16.17</td><td>50.01%</td></tr><tr><td>Q4 16.17</td><td>45.19%</td></tr><tr><td>Q1 17.18</td><td>58.32%</td></tr><tr><td>Q2 17.18</td><td>56.70%</td></tr><tr><td>Q3 17.18</td><td>54.58%</td></tr><tr><td>Q4 17.18</td><td>47.15%</td></tr><tr><td>Q1 18.19</td><td>59.73%</td></tr><tr><td>Q2 18.19</td><td>56.38%</td></tr><tr><td>Q3 18.19</td><td>56.26%</td></tr><tr><td>Q4 18.19</td><td>50.82%</td></tr><tr><td>Q1 19.20</td><td>63.25%</td></tr><tr><td>Q2 19.20</td><td>62.47%</td></tr></tbody></table></div>		Time	% Recycling Rate	Q1 16.17	55.34%	Q2 16.17	55.14%	Q3 16.17	50.01%	Q4 16.17	45.19%	Q1 17.18	58.32%	Q2 17.18	56.70%	Q3 17.18	54.58%	Q4 17.18	47.15%	Q1 18.19	59.73%	Q2 18.19	56.38%	Q3 18.19	56.26%	Q4 18.19	50.82%	Q1 19.20	63.25%	Q2 19.20	62.47%	Awaiting data	NILAS Scheme 50% by 2020	NA	PURPLE
		Time	% Recycling Rate																																
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July-Sept 2019 Actual (Quarter Two)	Standard to be Met	Trend on Previous Quarter	Status																																
12,189 tonnes	NILAS Scheme 50% by 2020	↓	GREEN																																
Apr-June 2019 Actual (Quarter One)	Standard to be Met	Trend on Previous Quarter	Status																																
11, 803tonnes	NILAS Scheme 50% by 2020	✓	GREEN																																
<p>Analysis: MORE IS BETTER</p> <p>62.47% or 12,189 tonnes recycled. Cumulative position of 62.85% or 23,992 tonnes. First time quarter two household recycling rate over 60%. Highest recycling rate in Northern Ireland for the quarter.</p> <p>Comparison with last year, same reporting period: Rate has increased by 6.09 percentage points compared to same quarter in 2019/19</p>																																			
<p>Action Plan:</p> <p>Maintain Management.</p>																																			
<p>Lead Officer : Andrew Cassells Director - Environment & Property -</p> <p>Purpose of Pl. : Meet Statutory Targets – Households 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)</p>																																			

STATUTORY INDICATOR & STANDARD Ref. No. : W2 - LESS IS BETTER

W2: The amount (tonnage) of Biodegradable Local Authority Collected Municipal Waste that is landfilled from 1 st April 2016 to 31 st December 2019	Oct - Dec 2019 Actual (Quarter Three)	Allowance 2019/20	Trend on Previous Quarter	Status
<p>W2 - The Amount (Tonnage) of Biodegradable Local Authority Collected Municipal Waste that is landfilled</p> 	Awaiting Data	16, 932 tonnes	NA	PURPLE
	July-Sept 2019 Actual (Quarter Two)	Allowance 2019/20	Trend on Previous Quarter	Status
	341 tonnes	16, 932 tonnes	✓	GREEN
	Apr - June- 2019 Actual (Quarter One)	Allowance 2018/19	Trend on Previous Quarter	Status
	331 tonnes	16, 932 tonnes	✓	GREEN
<p>Analysis: LESS IS BETTER 341 tonnes or 2.01% of 2019/20 allocation. Cumulative position of 3.97% or 672 tonnes. Lowest ever quarter two utilisation of NILAS allowance. Lowest utilisation of all eleven Councils during quarter two. Comparison with last year, same reporting period: Amount landfilled has decreased by 1,685 tonnes or 9.22 percentage points compared to same quarter in 2018/19</p> <p>Action Plan: Maintain Management.</p>				
<p>Lead Officer : Andrew Cassells - Director Environment & Property - Purpose of PI: Meet Statutory Targets -Local Authority collected Municipal Waste as defined in section 21 of the Waste Emissions Trading Act 2003 (c)</p>				

STATUTORY INDICATOR & STANDARD Ref. No.: W3 - LESS IS BETTER

W3: The amount (tonnage) of Local Authority Collected Municipal Waste Arisings from 1 st April 2016 to 31 st December 2019.		Oct - Dec 2019 Actual (Quarter Three)	Standard to be Met	Trend on Previous Quarter	Status																														
<div><h3>W3 - The amount (tonnage) of Local Authority Collected Municipal Waste Arisings</h3><table><caption>W3 - The amount (tonnage) of Local Authority Collected Municipal Waste Arisings</caption><thead><tr><th>Time</th><th>Tonnage</th></tr></thead><tbody><tr><td>Q1 16.17</td><td>21,749</td></tr><tr><td>Q2 16.17</td><td>22,555</td></tr><tr><td>Q3 16.17</td><td>19,002</td></tr><tr><td>Q4 16.17</td><td>19,527</td></tr><tr><td>Q1 17.18</td><td>21,370</td></tr><tr><td>Q2 17.18</td><td>22,179</td></tr><tr><td>Q3 17.18</td><td>18,678</td></tr><tr><td>Q4 17.18</td><td>17,765</td></tr><tr><td>Q1 18.19</td><td>21,781</td></tr><tr><td>Q2 18.19</td><td>20,876</td></tr><tr><td>Q3 18.19</td><td>17,982</td></tr><tr><td>Q4 18.19</td><td>18,019</td></tr><tr><td>Q1 19.20</td><td>21,024</td></tr><tr><td>Q2 19.20</td><td>22,023</td></tr></tbody></table></div>		Time	Tonnage	Q1 16.17	21,749	Q2 16.17	22,555	Q3 16.17	19,002	Q4 16.17	19,527	Q1 17.18	21,370	Q2 17.18	22,179	Q3 17.18	18,678	Q4 17.18	17,765	Q1 18.19	21,781	Q2 18.19	20,876	Q3 18.19	17,982	Q4 18.19	18,019	Q1 19.20	21,024	Q2 19.20	22,023	Awaiting data	In line with NILAS targets	NA	PURPLE
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Apr-June 2019 Actual (Quarter One)	Standard to be Met	Trend on Previous Quarter	Status																																
21,024 tonnes	In line with NILAS targets	↓	GREEN																																
<p>Analysis: LESS IS BETTER 22,023 tonnes Cumulative position of 43,047 tonnes. Quarterly increase in municipal waste arisings. Increase mainly attributable to increase in compostable (waste collected by Council). Comparison with last year, same reporting period: 1,147 tonnes more than in same quarter in 2018/19</p>																																			
<p>Action Plan: Maintain Management.</p>																																			

Lead Officer : Andrew Cassells Director Environment & Property -Purpose of PI :.Meet Statutory Targets - Local Authority collected Municipal waste arisings is the total amount of local authority collected municipal waste which has been collected by a district Council
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CORPORATE PERFORMANCE IMPROVEMENT INDICATOR & STANDARD Ref. No.: CORP 1a - MORE IS BETTER

CORP1 (a): Prompt Payment- 90% of invoices paid within 30 day target from 1 st April 2016 to 31 st December 2019.		Oct-Dec 2019 Actual (Quarter Three)	Standard to be Met	Trend on Previous Quarter	Status																																
<div><h3>CORP1a: - 90% of Invoices Paid Within 30 days</h3><table><caption>% Invoices paid within 30 days</caption><thead><tr><th>Time</th><th>% Invoices paid within 30 days</th></tr></thead><tbody><tr><td>Q1 16.17</td><td>99%</td></tr><tr><td>Q2 16.17</td><td>99%</td></tr><tr><td>Q3 16.17</td><td>98%</td></tr><tr><td>Q4 16.17</td><td>99%</td></tr><tr><td>Q1 17.18</td><td>98%</td></tr><tr><td>Q2 17.18</td><td>97%</td></tr><tr><td>Q3 17.18</td><td>98%</td></tr><tr><td>Q4 17.18</td><td>97%</td></tr><tr><td>Q1 18.19</td><td>94%</td></tr><tr><td>Q2 18.19</td><td>93%</td></tr><tr><td>Q3 18.19</td><td>94%</td></tr><tr><td>Q4 18.19</td><td>94%</td></tr><tr><td>Q1 19.20</td><td>93%</td></tr><tr><td>Q2 19.20</td><td>93%</td></tr><tr><td>Q3 19.20</td><td>96%</td></tr></tbody></table><p>Standard 90% invoices paid within 30 dvs</p></div>		Time	% Invoices paid within 30 days	Q1 16.17	99%	Q2 16.17	99%	Q3 16.17	98%	Q4 16.17	99%	Q1 17.18	98%	Q2 17.18	97%	Q3 17.18	98%	Q4 17.18	97%	Q1 18.19	94%	Q2 18.19	93%	Q3 18.19	94%	Q4 18.19	94%	Q1 19.20	93%	Q2 19.20	93%	Q3 19.20	96%	96%	90%	✓	GREEN
		Time	% Invoices paid within 30 days																																		
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July-Sept 2019 Actual (Quarter Two)		Standard to be Met	Trend on Previous Quarter	Status																																	
93%		90%	↔	GREEN																																	
Apr-June 2019 Actual (Quarter One)		Standard to be Met	Trend on Previous Quarter	Status																																	
93%		90%	↓	GREEN																																	
Analysis: MORE IS BETTER Performance is in excess of the 90% target and is marginally down when compared with Q1 in 2018/19, (93% compared to 93%), however performance has stabilised at the current level with the last 5 quarters being in or around 93% or 94%																																					
Action Plan: Maintain management																																					
Lead Officer: JJ Tohill Director of Finance Purpose of PI: Prompt payments speed up cash flow from the public sector to its suppliers, particularly SME’s. Council recognises that late payments are a key issue for business, especially for smaller businesses as it can adversely affect their cash flow & jeopardises their ability to trade & we recognise that as a Public body we should set a strong example by paying promptly. Indicator that allows Council to have a “signal” that it has an effective prompt payment system delivery, has in place a clear framework for managing prompt payments, in order to support an environment in which ambitious businesses flourish. The Department for Communities requests information from councils at the end of each Quarter on the processing of invoices as detailed in the following circular https://www.communities-ni.gov.uk/publications/circular-lg-192016-guidance-prompt-payments																																					

CORPORATE PERFORMANCE IMPROVEMENT INDICATOR & STANDARD Ref. No. : CORP 1b - MORE IS BETTER

CORP1 (b): Prompt Payment - 80% of invoices paid within 10 day target from 1 st April 2016 to 31 st December 2019		Oct - Dec 2019 Actual (Quarter Three)	Standard to be Met	Trend on Previous Quarter	Status
<div> <p>CORP1b: 80% Invoices Paid Within 10 Days</p> <p>% Invoices paid within 10 dys.</p> <p>Standard 80% invoices paid within 10 dys</p> <p>Time</p> </div>		86%	80%	✓	GREEN
		July-Sept 2019 Actual (Quarter Two)	Standard to be Met	Trend on Previous Quarter	Status
		81%	80%	↓	GREEN
		Apr-June 2019 Actual (Quarter One)	Standard to be Met	Trend on Previous Quarter	Status
		82%	80%	↔	GREEN
<p>Analysis: MORE IS BETTER</p> <p>Performance is in excess of the 80% target and is static when compared with Q1 in 2018/19, (82% for both), however performance has stabilised at the current level with the last 5 quarters ranging from 82% to 85%</p>					
<p>Action Plan:</p> <p>Maintain management</p>					
<p>Lead Officer: JJ Tohill Director of Finance</p> <p>Purpose of PI: Prompt payments speed up cash flow from the public sector to its suppliers, particularly SME's. Council recognises that late payments are a key issue for business, especially for smaller businesses as it can adversely affect their cash flow & jeopardises their ability to trade & we recognise that as a Public body we should set a strong example by paying promptly. Indicator that allows Council to have a "signal" that it has an effective prompt payment system delivery, has in place a clear framework for managing prompt payments, in order to support an environment in which ambitious businesses flourish. The Department for Communities requests information from councils at the end of each Quarter on the processing of invoices as detailed in the following circular https://www.communities-ni.gov.uk/publications/circular-lg-192016-guidance-prompt-payments</p>					

CORPORATE PERFORMANCE IMPROVEMENT INDICATOR & STANDARD Ref. No. : CORP 2 - MORE IS BETTER

CORP2: 90% Freedom Of Information requests responded to within 20 days from 1 st April 2016 to 31 st December 2019.	Oct - Dec 2019 Actual (Quarter Three)	Standard to be Met	Trend on Previous Quarter	Status																																
<div><p>90% of FOI Requests Responded to Within 20 Days</p><table><caption>% FOI requests responded to within 20 days</caption><thead><tr><th>Quarter</th><th>% FOI requests</th></tr></thead><tbody><tr><td>Q1 16.17</td><td>74%</td></tr><tr><td>Q2 16.17</td><td>83%</td></tr><tr><td>Q3 16.17</td><td>90%</td></tr><tr><td>Q4 16.17</td><td>85%</td></tr><tr><td>Q1 17.18</td><td>86%</td></tr><tr><td>Q2 17.18</td><td>78%</td></tr><tr><td>Q3 17.18</td><td>84%</td></tr><tr><td>Q4 17.18</td><td>82%</td></tr><tr><td>Q1 18.19</td><td>83%</td></tr><tr><td>Q2 18.19</td><td>80%</td></tr><tr><td>Q3 18.19</td><td>95%</td></tr><tr><td>Q4 18.19</td><td>85%</td></tr><tr><td>Q1 19.20</td><td>89%</td></tr><tr><td>Q2 19.20</td><td>85%</td></tr><tr><td>Q3 19.20</td><td>88%</td></tr></tbody></table><p>— Target 90% response rate</p></div>	Quarter	% FOI requests	Q1 16.17	74%	Q2 16.17	83%	Q3 16.17	90%	Q4 16.17	85%	Q1 17.18	86%	Q2 17.18	78%	Q3 17.18	84%	Q4 17.18	82%	Q1 18.19	83%	Q2 18.19	80%	Q3 18.19	95%	Q4 18.19	85%	Q1 19.20	89%	Q2 19.20	85%	Q3 19.20	88%	88%	90%	✓	RED
	Quarter	% FOI requests																																		
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July-Sept 2019 Actual (Quarter Two)	Standard to be Met	Trend on Previous Quarter	Status																																	
85%	90%	↓	RED																																	
Apr-June 2019 Actual (Quarter One)	Standard to be Met	Trend on Previous Quarter	Status																																	
89%	90%	✓	AMBER																																	
<p>Analysis: MORE IS BETTER. Requests being received and processed remain at a high level though the cumulative figure of requests being received appears to have levelled from previous years. However, the number being received remains high. At this point in the year it is anticipated that just less than the number received in 2018-19 will be received. % attainment of requests responded to within 20 days has gone up by 3 percentage points from Q2, though is 2 percentage points below the 90% target set for processing requests within 20 days. Attainment is slightly below target, albeit it should be noted that it is a stretching target which the council has sought to attain and continue to come close. Annual attainment has never gone below 83%. The current at Q3 attainment is based on 304 requests having been responded to within 20 days Comparison with last year same reporting period: percentage attainment is 7% points down on the same period in 2018-19. Although there appears to be no obvious factors for this, the council is still on course to attain the target of 90% in 2019-20.</p>																																				
<p>Action Plan: Cont. reporting to SMT/management on a 1/4ly basis. The reports provides for the no. of cases received in year & where they have been assigned to in the org.; compliance and non-compliance by service; service area % success rates & success trend by quarter. Requests continue to be processed within the 365 CRM domain. Directors & HoS have full visibility and can set up their own service area FOI performance dashboard. Business Support Managers have a co-ordinating role in retrieving responses for requests assigned to Services within their Dept.</p>																																				
<p>Lead Officer : Philip Moffett Head of Democratic Services</p> <p>Purpose of PI: The measure is needed to ensure that Council meets its statutory obligations and that customer requests are met within a specified timeframes. Citizens can get information in a timely manner through a transparent process.</p>																																				

CORPORATE PERFORMANCE IMPROVEMENT INDICATOR & STANDARD Ref. No. : CORP 3 - LESS IS BETTER

CORP3: Lost time Rate Absence of 5% or less from 01/04/16-30/09/19	Oct-Dec 2019 Actual (Quarter Three)	Standard to be Met	Trend on Previous Quarter	Status
<div data-bbox="91 328 871 1126"> <p>% Lost Time Rate Sickness Absence =></p> <p>Standard =>5%</p> </div>	4.72%	= >5% p.a.	↓	GREEN
	July-Sept 2019 Actual (Quarter Two)	Standard to be Met	Trend on Previous Quarter	Status
	3.92%	= >5% p.a.	✓	GREEN
	Apr-June 2019 Actual (Quarter One)	Standard to be Met	Trend on Previous Quarter	Status
	4.03%	= >5% p.a.	✓	GREEN
<p>Analysis: LESS IS BETTER.</p> <p>The current cumulative percent loss rate for Q3 is 4.22%,. The total number of days lost due to sickness during this period is 2258.5 and is 246 less days lost compared to 2504.5days for the same period in 18/19. Stress & Mental Health related absences continue to remain the number one reason for absence within MUDC. It accounts for 28% YTD sickness absence and has increased by 4% compared to 24% in 18/19. Both personal and work related incidents have contributed to the increase. We have just implemented both a bereavement and carers policy in support of employee personal circumstances, work related incidents are addressed accordingly. "Stomach, Liver, Kidney" and "Infections" continue to account for the majority of short-term absences, accounting for approx. 10.5% each and remain consistent with 18/19. The most notable difference is the reduction of Musculo-skeletal related absence from 9.13% to 5.58% in 19/20, this reduction is due to the encouragement to seek support via Westfield and offering immediate access to Occupational Health. We have also facilitated numerous amended/lighter duties for those with Musculo-skeletal related absences, allowing them to return to work sooner without exacerbating their condition</p>				
<p>Action Plan:</p> <p>Maintain management</p>				

Lead Officer: M Canavan Director Org. Development - Purpose of PI: Lost Time Rate (LTR) shows the % of total time available that has been lost due to sickness absence during a certain time period. The indicator is based on full time equivalent (FTE) employees, useful as a general measure of the significance of sickness absence levels for an organisation.

Mid Ulster District Council: Corporate Health Indicators

QUARTER THREE 2019/20

Measures	Target/Standard 2018-2019	Annual Outturn 2018-19	Reporting (Calculating) Officer	Responsible Lead Service	QUARTER ONE 2019/20 (Total Q1)	QUARTER TWO 2019/20 (Cumulative total Q1 and Q2)	QUARTER THREE 2019/20 (Cumulative total Q1 + Q2 & Q3)	QUARTER FOUR 2019/20 (Cumulative Q1+ Q2+ Q3 & Q4)	Commentary (Explain why there is a non provision for Q3. How are you going to bring any remedial actions back on track to include information now required? Use SMART framework for commentary.)
1.0 Economy									
1.1 No. of jobs promoted	210	204	Director, Business & Communities	Economic Development	52	97	138		This is currently unvalidated management information
1.2 Average processing time for local planning applications (weeks)	15 weeks	16.9	Planning Manager	Planning: Development Management	12.6	12.8	12.6		
1.3 Average processing time for major planning applications (weeks)	30 weeks	64.7	Planning Manager	Planning: Development Management	62.1	64.4	69.7		
1.4 % building regulations applications determined to target	90%	90%	Director, Public Health & Infrastructure	Building Control	90%	89%	91%		
2.0 Waste Management									
2.1 % of household waste going to landfill	35%	16.31%	Director, Environment & Property	Environmental Services	3.44%	3.64%	Not Available		
2.2 % of household waste recycled	50%	55.98%	Director, Environment & Property	Environmental Services	63.25%	62.46%	Not Available		
3.0 Council Facilities									
3.1 Visitors to arts/cultural venues	120,247	120,247	Director, Business & Communities	Arts & Culture	31,189	52,945	109,017		HOS and facility management currently reviewing how statistics are recorded at SHHP, Burnavon, Ranfurly, Bredwell
3.2 Users of leisure and recreation facilities	2,230,312	2,230,312	Director, Leisure & Outdoor Recreation	Leisure	578,140	1,147,554	1,559,346		
3.3 Visitors to council offices	Not Available	Not Available	Director, Organisational Development	Human Resources	10,692	21,557	32,259		
3.4 No. of RIDDOR Incidents		11	Director, Public Health & Infrastructure	Health & Safety	2	5	7		
4.0 Better Responses									
4.1 FoI requests responded to within target	90%	86%	Head, Democratic Services	Democratic Services	89%	88%	88%		
4.2 Complaints dealt with within target	90%		Head, Democratic Services	Chief Executive's Office	100%	81.82%	85.71%		
4.3 Correspondence responded to within target	90%		Head, Democratic Services	Chief Executive's Office	90.09%	87.44%	86.42%		
4.4 No. of online transactions	<16,655	16,655	Director, Finance	ICT	4,287	9,208	13,675		
5.0 Resident Satisfaction									
5.1 % of residents content with our services	80%		Head, Marketing & Communications	Marketing & Communications	Not yet resourced	Not yet resourced	Not yet resourced		
5.2 % of residents agree that council keeps them informed	80%		Head, Marketing & Communications	Marketing & Communications	Not yet resourced	Not yet resourced	Not yet resourced		
5.3 % of residents agree that council listens and acts on concerns	80%		Head, Marketing & Communications	Marketing & Communications	Not yet resourced	Not yet resourced	Not yet resourced		
5.4 No. of organisations receiving Grant Aid		800	Director, Business & Communities	Community Development	521	597	631		
6.0 Staffing									
6.1 Number of Staff (FTEs) on payroll		713.3	Director, Organisational Development	Human Resources	717.19	715.76	706.59		
6.2 Number of Casual Staff employed in past 12 months		70	Director, Organisational Development	Human Resources	2	26	30		
6.3 % Attendance	95%	95%	Director, Organisational Development	Human Resources	95.97%	96.08%	95.78%		
6.4 % Overtime	2.5%	1.66%	Director, Finance	Finance	1.79%	1.65%	1.50%		
7.0 Engaged Workforce									
7.1 % of workforce satisfied with current job	80%	60.95.%	Head, Marketing & Communications	Marketing & Communications	60.95.%	60.95.%	60.95.%		Figures relate to 2017
7.2 % of workforce who take pride in working for Mid Ulster District Council	80%	79.48.%	Head, Marketing & Communications	Marketing & Communications	79.48.%	79.48.%	79.48.%		Figures relate to 2017
7.3 % of workforce who understand council's priorities and how they contribute to them	80%	69.91.%	Head, Marketing & Communications	Marketing & Communications	69.91.%	69.91.%	69.91.%		Figures relate to 2017
8.0 Finances									
8.1 Loans Outstanding		6,746,933	Director, Finance	Finance	6,746,933	6,433,600	6,433,600		
8.2 Cash Reserves	£10m	13,029,169	Director, Finance	Finance	14,110,947	14,085,376	12,708,969		
8.3 Invoices paid within 30 Days	90%	94%	Director, Finance	Finance	93%	93%	94%		

