



07 June 2018

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, 07 June 2018 at 19:00 to transact the  
business noted below.

Yours faithfully

Anthony Tohill  
Chief Executive

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## AGENDA

### OPEN BUSINESS

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

### Matters for Decision

- |     |   |           |
|-----|---|-----------|
| 4.  | Democratic Services - Service Improvement Plan 2018-19  | 3 - 18    |
| 5.  | Council Performance Improvement Objectives Consultation and Annual Improvement Plan 2018-19               | 19 - 66   |
| 6.  | Progress Returns - Equality Commission and Department of Agriculture, Environment & Rural Affairs 2017/18 | 67 - 120  |
| 7.  | Elected Member Development Working Group  | 121 - 124 |
| 8.  | Earls Project – Permissive Pathway Agreements with NIHE for Dunlea Vale and Altmore Drive, Dungannon      | 125 - 146 |
| 9.  | Village Renewal Scheme: Rural Development Programme 2014-2020 – Suite of Legal Documents                  | 147 - 166 |
| 10. | Review of Photographic Policy   | 167 - 178 |

### Matters for Information

- |    |   |           |
|----|---|-----------|
| 11 | Minutes of Policy and Resources Committee held on Thursday 3 May 2018 | 179 - 188 |
| 12 | Marketing & Communications Activity Update                            | 189 - 210 |
| 13 | Members Services  |           |

**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

14. Asbestos Management and Removal on Council Property
15. Energy Efficiency Improvement Scheme
16. Legionella Risk Management Remedial Works
17. Lands at Desertcreat
18. Peace IV Shared Space Project - Moy Riverside Walkway Agreement
19. Staffing Matters for Decision
20. IT MPLS Network Extension Options
21. GDPR Registration Update
22. Financial Report for 12 months ended 31 March 2018

Matters for Information

23. Confidential Minutes of Policy and Resources Committee held on Thursday 3 May 2018
24. Staffing Matters for Information
25. Update on Finance Structure
26. Business Support Team Project
27. GDPR Compliance and Progress Update
28. Contracts and DAC

<b>Report on</b>	Democratic Services: 2018-19 Service Improvement Plan
<b>Date of Meeting</b>	7 June 2018
<b>Reporting Officer</b>	Philip Moffett, Head of Democratic Services
<b>Contact Officer</b>	Philip Moffett, Head of Democratic Services

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

<b>1.0</b>	<b>Purpose of Report</b>
1.1	To receive and consider 2018-19 Service Plan for Democratic Services.
<b>2.0</b>	<b>Background</b>
2.1	Part 12 of the 2014 Local Government Act places a general duty on the Council to secure continuous improvement in the exercise of its functions. In working towards this across Council's suite of services this paper provides the Improvement Plan for Democratic Services. This plan contributes towards the Council's improvement framework.
2.2	Service Plans have been set across all Council services for 2018-19, Democratic Services included.
<b>3.0</b>	<b>Main Report</b>
3.1	This plan sets out the overall purpose and scope of the service to include an overview of 2017-18 performance to provide a look back on activity during the previous period.
3.1.1	The Plan also confirms budgetary arrangements and staffing complement in place within the service at the commencement of the 2018-19 period. The Service Plan does not detail everything Democratic Services will do in 2017-18 but it does set;
3.1.2	1. A Service Work Plan of core activity/projects which will be the focus of attention for during the period. The focus of activity within the service area work plan is performance improvement; policy development; councillor learning/development and Freedom of Information requests.
<b>4.0</b>	<b>Other Considerations</b>
<b>4.1</b>	<b>Financial, Human Resources &amp; Risk Implications</b>
	Financial: Not Applicable
	Human: Not applicable
	Risk Management: Not applicable

4.2	<b>Screening &amp; Impact Assessments</b>
	Equality & Good Relations Implications: Not applicable
	Rural Needs Implications: Not applicable
5.0	<b>Recommendation(s)</b>
5.1	That the committee considers and agrees Democratic Services 2018-19 Service Improvement Plan.
6.0	<b>Documents Attached &amp; References</b>
6.1	Appendix A: Democratic Services: 2018-19 Service Improvement Plan



## ***Democratic Services Chief Executive Section***

# **SERVICE PLAN - 2018 / 19**

	Date
Consulted within staff team	/ / 2018
Discussed & signed off by Director	/ / 2018

# CONTENT

SECTION	TITLE	PAGE NUMBER
<b>1.0</b>	<b>OVERALL PURPOSE &amp; SCOPE OF THE SERVICE</b>	<b>2</b>
1.1	Purpose and scope of the service	2
1.2	Responsibilities	2
1.3	Customers & Stakeholders	3
1.4	Performance Overview in 2017/18	3
<b>2.0</b>	<b>SERVICE WORK PLAN - 2018/19</b>	<b>4</b>
2.1	Budget - 2018/19	4
2.2	Staffing Complement – 2018/19	4
2.3	Service Work Plan – 2018/ 19	4
<b>3.0</b>	<b>IMPROVING OUR SERVICE AND MANAGING PERFORMANCE - 2018/19</b>	<b>11</b>
3.1	Council's Improvement Objectives and Associated Programs - 2018/19	<b>11</b>
3.2	Service Contribution to the Corporate Improvement Objectives	<b>11</b>
3.3	Risk Management of Service	<b>12</b>

## 1.0 OVERALL PURPOSE AND SCOPE OF THE SERVICE

### 1.1 Purpose and Scope of the Service

Reporting to the Chief Executive, Democratic Services delivers a range of services which have a reach and impact across all Council services, and form an integral part of the Council's governance framework. The Service provides back office support to the wider Council, and facilitates the delivery of its committee system and provision of support to its elected representatives (councillors) across its 7 District Electoral Areas.

### 1.2 Responsibilities

The Service is specifically responsible for and charged with delivering the following functions:

- **Committee Services** – facilitation and management of council and committee meetings of Council to include the development of agendas, compilation of meeting packs, providing the summons to councillors and minute taking and follow up activity on decisions resolved
- **Equality, Disability and Good Relations** - in ensuring that the Council meets its Equality Scheme and providing support in ensuring services are delivered in line with obligations under Section 75 (1) and (2) of the Northern Ireland Act 1998
- **Performance Management & Improvement** – developing and embedding arrangements to support continuous improvement in the delivery of services, by embedding a culture which encourages and champions improvement in everything the Council does to meets its Performance Improvement obligations under the Local Government Act (NI) 2014. Introduction of an improvement framework which supports council's strategic planning through reporting, validating performance data and on-going monitoring.
- **Processing Civic Recognition Requests from Elected Representatives** – receiving, processing and making recommendation to council on requests made for civic recognition.
- **Member Services** – in providing support to councillors as required and progression of the Elected Member Development Charter
- **Corporate Policy** – providing support and advice on the formulation of policies and corporate policy development across the Council
- **Information Requests** – coordinating the receipt and response to Freedom of Information (Fol) made under the Freedom of Information Act 2000

### 1.3 Customers & Stakeholders

Customers & Stakeholders
<ul style="list-style-type: none"> <li>• Councillors and elected representatives</li> <li>• Senior Management and Heads of Service</li> <li>• Members of public requesting information held by Council, committee recommendations and council decisions.</li> <li>• Government Departments, agencies and bodies which include; <ul style="list-style-type: none"> <li>○ Equality Commission for NI</li> <li>○ NI Audit Office</li> <li>○ Public Records Office for Northern Ireland (PRONI)</li> <li>○ Information Commissioner's Office (ICO)</li> <li>○ Outside Bodies with Councillor representation from Mid Ulster District Council</li> </ul> </li> </ul>

### 1.4 Performance Overview in 2017/18

The following table provides a progress summary and the impact made by last years' Service Plan (2017-2018). It also details key successes, remaining challenges for the Service and how it made a difference.

2017-18 Work Plan Actions	Progress Status end of 2017-18
Introduction and roll out Information Requests module on the Customer Relationship Management system to manage Information Requests	<b>Completed:</b> The service initiated the use of the Customer Relationship Management System to manage and process Freedom of Information (FOI) requests in September 2017. 83% of all FOI requests received in 2017-18 responded to within 20 days (415 requests were received)
Implementation of Committee Management Information System (CMIS) to administer council and committee meetings and act as a repository of information on councillors and corporate documents	<b>Completed:</b> The Service undertook developmental and set up activity between May and August 2017 and commenced using CMIS in September 2017
Corporate Improvement Plan compiled and approved by council	<b>Completed:</b> The Improvement Plan for period 2017-18 and 2018-19 was approved and published by 30 <sup>th</sup> June 2017
Introduction of Rural Proofing under the Rural Needs Act (NI) 2016	<b>Completed:</b> Provided learning/training opportunities for relevant staff and councillors throughout January 2018. Reporting template presented to council/committee meetings now incorporates Rural Needs



Development of Consultation Response guidance	<b>Completed:</b> Process for considering and processing consultation documents finalised and issued to staff in October 2017
Development and Implementation of a Policy Development Framework along with associated 'tool box talk' training for relevant staff	<b>Completed</b> Policy Development Framework corporate guidance compiled and issued to relevant staff, accessible on our intranet from November 2017
Development a Performance Improvement Policy	<b>Commenced:</b> Draft policy has been developed in line with NI Audit Office recommendation and scheduled to be finalised in 2018-19
Development of Equality Action Plan	<b>Completed:</b> An Equality Action Plan was developed, consulted on and finalised in December 2017
Review of Disability Action Plan	<b>Completed:</b> Plan was reviewed, revised, consulted on and finalised in December 2017
Targeted Good Relations and Equality training programme provided for staff and Elected Members	<b>Completed:</b> Training was organised and offered to all Councillors in May 2017. An equality focused tiered learning programme will be rolled out across Council from Autumn 2018
To attain the Elected Member Development Charter	<b>Commenced:</b> A training needs survey undertaken and assessed leading to the delivery of 3 quarterly learning programmes for members throughout 2017-18. Assessment for Elected Member Development Charter status is scheduled to take place in September 2018

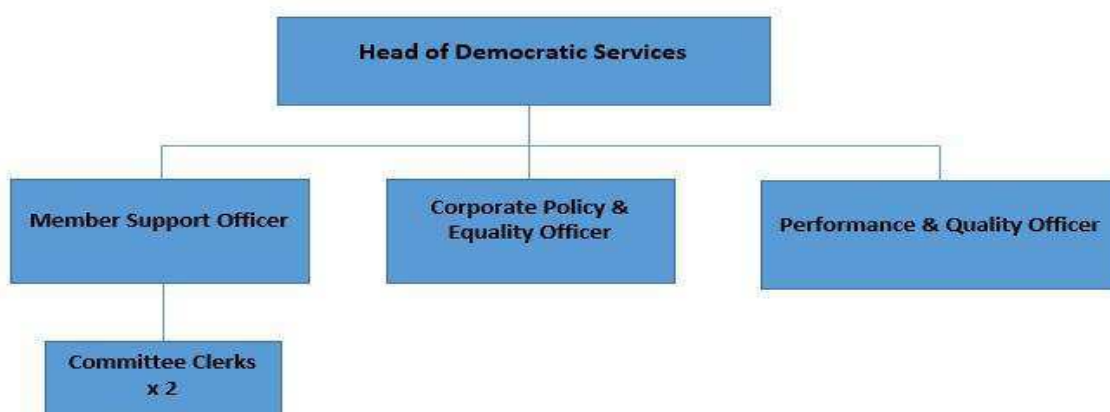
## 2.0 SERVICE WORKPLAN 2018/19

The following tables confirm the resources, financial and people, which the Service has access to throughout 2018-19 to deliver its actions, activities and core business.

### 2.1 Budget 2018/19

Service Budget Headings	£
Contributions to Member Bodies & Performance Audit Fees	133,200
Members Allowances	911,750
Corporate & Democratic Support	261,828
Town Twinning	10,000
Gross Budget	1,316,778
Income	0
Net Budget for 2018-19	1,316,778

## 2.2 Staffing Complement - 2018/19



Staffing	No. of Staff
Head of Service	1
Managers	-
Officers	5
Remaining Team	-
<b>Total</b>	<b>6</b>

## 2.3 Service Work Plan - 2018/19

This plan confirms the core activities and actions which will form your Service Work Plan for 2018-19. This should be a high level capture of the Service activities and work which it will focus on throughout 2018-19. The Plan links to the Council's 2015-2019 Corporate Plan priorities, Annual Corporate Improvement Plan Objectives, Corporate Indicators and Mid Ulster Community Plan themes & outcomes:

Link to Community Plan Theme:	Corporate Plan Theme						
<i>CMP 3.3 Education &amp; Skills - We are more entrepreneurial,</i>	<i>CRP 1.1 Delivering for Our People - High performing services focused on customer and value for money</i>						
Service Objective	How Will we measure the impact of our work (PI's)	Where are we now? (Baseline data)	What do we want to achieve? (Targets)	How Will we get there?			
				Key Actions	Dates	Owners	Outcome
To improve awareness and accessibility of council policies to council staff by implementing activities by Sept 2018	A departmental directory/handbook of council policies is developed and made accessible to all staff	Policies currently being maintained centrally and across departments/services. Whilst policies are being uploaded to council intranet easier accessibility is still required to search for and retrieve and identify the relevant policy.	Compiled and in place by Sept 2018	<ul style="list-style-type: none"> <li>Identify existing council policies, their review dates, their owners and make record of same</li> </ul>	June 2018	CPEO	Council officers have greater accessibility to council policies, being able to retrieve the correct policy and on who to contact for further details on their application and implementation
				<ul style="list-style-type: none"> <li>Upload each to council intranet by thematic area</li> </ul>	July 2018	CPEO	
				<ul style="list-style-type: none"> <li>Develop an advisory directory/handbook of all council policies containing a summary (purpose) of each policy, the policy owner, when it is due for review and a hyper-link to its location on the intranet (with input from Policy Authors/Owners)</li> </ul>	July 2018	CPEO	
				<ul style="list-style-type: none"> <li>Upload directory/handbook to the intranet</li> </ul>	Aug 2018	CPEO	
				<ul style="list-style-type: none"> <li>Develop an advise note and communicate to relevant staff</li> </ul>	Sept 2018	CPEO	

Link to Community Plan Theme:	Corporate Plan Theme						
<i>CMP 3.3 Education &amp; Skills - We are more entrepreneurial, innovative &amp; creative</i>	<i>CRP 1.1 Delivering for Our People - High performing services focused on customer and value for money</i>						
Service Objective	How Will we measure the impact of our work (PI's)	Where are we now? (Baseline data)	What do we want to achieve? (Targets)	How Will we get there?			
				Key Actions	Dates	Owners	Outcome
Increase the number of Freedom of Information requests responded to within 20 days by 31 <sup>st</sup> March 2019 from that of 2017-18 attainment	% of Freedom of Information requests responded to within 20 days	83% of 415 Freedom of Information requests were responded to within 20 days in 2016-17	90% of all Freedom of Information requests responded to within 20 days	<ul style="list-style-type: none"> <li>Continue to use and further employ the functionality of the Council's Customer Relationship Management (CRM) system</li> <li>Development and generation of quarterly reports from CRM by Service on requests nearing non-compliance and not succeeded within timeframes</li> <li>Deployment of email alerts from CRM for requests requiring a response/nearing 20 day threshold</li> <li>Development of concise briefing document on processing Freedom of Information requests from corporate to department to service level and escalating back to corporate. Briefings to Business Support Managers/Officers</li> </ul>	throughout 2018-19  throughout 2018-19  Throughout 2018-19  Oct 2018	H.DS	% of Freedom of Information requests responded to within 20 days has increased from 83%

Link to Community Plan Theme:	Corporate Plan Theme						
<i>CMP 4.2 Health &amp; Wellbeing - We have better availability to the right service, in the right place at the right time.</i>	<i>CRP 4.3 Building Unity - Implement an organisational strategy for a modern workplace</i>						
Service Objective	How Will we measure the impact of our work (PI's)	Where are we now? (Baseline data)	What do we want to achieve? (Targets)	How Will we get there?			
				Key Actions	Dates	Owners	Outcome
To improve Council's performance management data and information management/reporting and ensure compliance with legislation by developing an option appraisal paper for the introduction of an interactive performance management software system by Nov 2018	Interactive performance management software options appraisal paper developed	Performance not centrally collected or stored and not easily retrievable. As a result, staff are required to draft excel updates, which then require further development by the Performance Team to produce a combined analytical/narrative based report. This is resource intensive and in its current form, does not meet business needs.	Developed by November 2018	<ul style="list-style-type: none"> <li>Undertake scoping exercise to include performance data mgt. requirements across Council (review processes utilised and legislative requirements in relation to:</li> </ul> <ol style="list-style-type: none"> <li>The Local Government Act (NI) 2014. In addition to its performance management responsibilities, Part 12 of the Act places a general duty on local govt. a general duty for performance improvement. This includes a duty to collect information relating to performance, referring specifically, but not exclusively, to performance objectives and indicators</li> <li>In respect of community planning the Council will wish to facilitate central collection and storage of performance information to demonstrate progress in relation to actions, measures and indicators. This will necessitate the provision of secure access to identified external partners so that they can input data directly to the software system.</li> </ol> <ul style="list-style-type: none"> <li>Undertake benchmarking exercise with other statutory/private organisations performance managements systems</li> </ul>	July July  Aug   Sep   Oct  Nov	PQO PQO  PQO   PQO   PQO	The Performance Management Software System would allow Council to performance manage all of its key strategic and operational level plans from one source and thereby inform key decision making. It would replace the current paper based system ensuring greater accountability and compliance

				<ul style="list-style-type: none"> <li>Prepare gap analysis for paper (scope/function/performance requirements identified)</li> </ul>			
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Link to Community Plan Theme:	Corporate Plan Theme						
<i>CMP 5.2 Vibrant &amp; Safe Communities - We have a greater value and respect for diversity</i>	<i>CRP 4.1 Building Unity - Councillors and staff fully engaged on council business throughout the district</i>						
Service Objective	How Will we measure the impact of our work (PI's)	Where are we now? (Baseline data)	What do we want to achieve? (Targets)	How Will we get there?			
				Key Actions	Dates	Owners	Outcome
To increase Councillors knowledge of their role within the council decision making (committee) process structures by developing a comprehensive Induction Programme for all members by March 2019	The induction programme developed and in place for implementation after the 2019 Local Election	Training and learning opportunities have been provided to Members but there is no 'formal induction' Programme in place	Completed by March 2019	<ul style="list-style-type: none"> <li>Identify key elements that members need to be informed of to include; (i) procedural issues; and (ii) knowledge based issues about the council</li> <li>Develop a member directory of Council Departments and Services complete with key contacts (Directors and Heads of Services) and other key services</li> <li>Develop an induction programme to be rolled out from mid to late May 2019, complete with itinerary for each session</li> </ul>	Aug 18   Oct 18   Feb 18	MSO   MSO	Councillors fully; informed of council procedural matters allowing them to facilitate them in their role; equipped with knowledge on the workings of the council, its departments and services.

Key to officer abbreviations	
H.DS	Head of Democratic Services
CPEO	Corporate Policy & Equality Officer
PQO	Performance & Quality Officer
MSO	Member Support Officer

### **3.0 IMPROVING OUR SERVICE AND MANAGING PERFORMANCE**

#### **3.1 Annual Improvement Objectives and Associated Programs**

The Council has set a number of annual improvement objectives and associated programs (projects and activities) for 2018/19 which aim to bring about improvement. The improvement objectives and key improvement programs, set out Council's contribution to the sustainable Community Plan for the District; against which we can monitor and report progress.

Each Council department provides resources to assist with the improvement activities contained within each improvement project (individual service improvement contribution activity linked to corporate improvement programs can be found in 3.2 of the service plan). The annual improvement objectives also align to the Council's main corporate planning document (Corporate Plan 2015 - 2019), which contains the council's strategic direction and main priorities.

The Council will focus on the following improvement objectives for 2018 to 2019:

- (i) To assist in the growth of the local economy by increasing the number of visitors to our district.
- (ii) To help manage our waste and environment by reducing the amount of waste going to landfill.
- (iii) To improve the accessibility of our services by increasing the number available online.
- (iv) To support people to adopt healthier lifestyles by increasing usage of Council Recreational facilities

We utilise outcome based accountability methodology to manage our performance. This tells us the impact our services are having on communities. Further detailed information relating to Council's improvement objectives, associated activities, outcome indicators, projects and targets is available at [www.midulstercouncil.org/Council/Performance](http://www.midulstercouncil.org/Council/Performance) (*Mid Ulster Council's Improvement Plan 2017/18 – 2018/19*) or by contacting the Democratic Services Team on 03000 132132.

#### **3.2 Service Contribution to the Corporate Improvement Objectives/Projects**

None identified by Democratic Services in 2018-19, however, contribution will be made as and when required.

### 3.3 RISK MANAGEMENT OF SERVICE

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

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

This table illustrates the risks identified to deliver the Services business in 2018-19.

Risk Ref Number	Description of Risk	Risk Rating	Mitigation Activity
1.	Failing to meet statutory obligations, extending to failure to comply with (i) Sec. 75(1) and 75(2) of the Northern Ireland Act 1998; (ii) Freedom of Information Act 2000; (iii) Disability Discrimination Act 1995 and Disability Discrimination Order 2006; (iv) Part 12 of the Local Government Act (Northern Ireland) 2014 on performance improvement	<b>4 (Low)</b>	Equality Scheme approved by Equality Commission in November 2016 and being applied; Customer Relationship Management system being utilised to ensure compliance under Freedom of Information Act 2000; Equality and Disability Action Plans in place; Annual Progress Returns being made to Equality Commission; business planning and Improvement Plans in place
2.	Failure to meet performance improvement obligations and general duty to make arrangements to secure continuous improvements from Part 12 of the Local Government Act (NI) 2014	<b>7 (moderate)</b>	External Audits undertaken by NI Audit Office and no statutory formal recommendations made to date with unqualified audit reports provided on all occasions; Improvement objectives assigned to Senior Responsible



			Officers (Directors) with programmes of work ongoing and continuing into 2018-19; improvement arrangements incorporating NI Audit Office areas for improvement as identified.
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Rating	Descriptor
16 - 25	Extreme Risk (immediate action required)
10 - 15	High Risk (urgent action required)
7 - 9	Moderate Risk (action required)
1 – 6	Low Risk (keep under review)



<b>Report on</b>	Council Performance Improvement Objectives Consultation and Annual Improvement Plan 2018-19
<b>Date of Meeting</b>	Thurs 7 <sup>th</sup> June 2018
<b>Reporting Officer</b>	Philip Moffett, Head of Democratic Services
<b>Contact Officer</b>	Lisa Jenkins, Performance and Quality Officer

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

<b>1.0</b>	<b>Purpose of Report</b>
1.1	To update the committee on the findings and outcome of the consultation undertaken on councils proposed performance improvement objectives 2018 to 2019.
1.2	To consider for approval council's Corporate Performance Improvement Plan for the period 2018 to 2019.
<b>2.0</b>	<b>Background</b>
2.1	The Local Government Act 2014 (the Act) and subsequent DfC guidance requires that Council in deciding how to discharge its duty under section 84 and 85 I must consult (section 87). The Act requires the council to engage and consult citizens in deciding how to fulfil the general duty to make arrangements to secure continuous improvement.
2.2	The Act and subsequent DfC guidance, also requires that the Council sets itself improvement objectives to improve the exercise of its functions for each financial year. This part of the Act places a General Duty on the Council to, "... <i>make arrangements to secure continuous improvement</i> ".
2.3	<p>The Committee at its March 2017 meeting approved the then proposed 4 Corporate Improvement Objectives for two years from 2017-18 to 2018-19, rationale and associated links to the community and corporate plan, a review at the end of 2017-18 of each of the improvement objectives and associated improvement activity was agreed. The objectives were agreed as:</p> <ul style="list-style-type: none"> <li>• To assist in the growth of the local economy by increasing the number of visitors to our district.</li> <li>• To help manage our waste and environment by reducing the amount of waste going to landfill</li> <li>• To improve the accessibility of our services by increasing the number available online</li> <li>• To support people to adopt healthier lifestyles by increasing the usage of council recreational facilities.</li> </ul>

3.0	<b>Main Report</b>
3.1	<p data-bbox="229 253 411 286"><b><u>Consultation</u></b></p> <p data-bbox="229 320 1418 521">Consultation was undertaken on the continuation of the improvement objectives throughout 2018-19. The period of consultation commenced on 9<sup>th</sup> March ending on 27<sup>th</sup> April 2018. The process involved a survey made available for completion and submission online and by post to the council. To ensure maximum engagement the process was communicated through a variety of channels including social media outlets, internal staff meetings, the council website and press releases, 48 responses were received.</p> <p data-bbox="229 555 1342 589">A report on the outcome of the consultation is appended as Appendix A. In summary;</p> <ul data-bbox="277 622 1418 1025" style="list-style-type: none"> <li>• 92% of respondents agreed with objective one: - <i>To assist in the growth of the local economy by increasing the number of visitors to our district</i></li> <li>• 92% of respondents agreed with objective two: - <i>To help manage our waste and environment by reducing the amount of waste going to landfill</i></li> <li>• 90% of respondents agreed with objective three:- <i>To improve the accessibility of our services by increasing the number available online</i></li> <li>• 96% of respondents agreed with objective four: - <i>To support people to adopt healthier lifestyles by increasing the usage of Council recreational facilities</i></li> </ul> <p data-bbox="229 1104 1418 1305">With such significant endorsement of the four proposed improvement objectives, together with additional commentary provided, the council has developed its 2018-19 Corporate Performance Improvement Plan around them. When reviewed, the respondent's commentary did not warrant the removal, amendment to or addition to the objectives proposed. The additional commentary and views provided will be used to inform our wider improvement activity across the services.</p> <p data-bbox="229 1373 823 1406"><b><u>2018-2019 Performance Improvement Plan</u></b></p> <p data-bbox="229 1440 1418 1608">DfC Guidance requires Council to publish its Corporate Improvement Plan as soon as practicable after the start of the financial year. The draft 2018-2019 plan complete with details on how Council will deliver on its four objectives is attached as Appendix B to this paper. The draft plan contains actions, measures and targets, demonstrates linkages to the Mid Ulster Community Plan and the Council's Corporate Plan.</p> <p data-bbox="229 1641 1418 1843">In summary, the draft improvement plan encompasses the Council's performance improvement arrangements in place. Each improvement objective has a project delivery plan, overseen by a member of the senior management team, documenting clear milestones, activities, resources and associated risk mitigation. Each project plan identifies who the Council will work in partnership for each objective to be successful to deliver outcomes for citizens.</p> <p data-bbox="229 1877 1342 1944">In addition to the improvement project delivery plans, the draft improvement plan also states how council will annually manage and report on performance against :</p> <ul data-bbox="277 1977 1337 2045" style="list-style-type: none"> <li>• A set of performance measures (statutory indicators and standards) as set by the Northern Ireland Assembly</li> </ul>

	<ul style="list-style-type: none"> <li>• A number of corporate performance indicators</li> </ul>
<b>4.0</b>	<b>Other Considerations</b>
<b>4.1</b>	<b>Financial, Human Resources &amp; Risk Implications</b>
	<p>Financial:</p> <p>Implementation of the Improvement Plan 2018-2019 will be subject to assessment by the NI Audit Office and reported on at end of financial year 2018- 2019. The Audit Office will also undertake a “forward looking assessment” to ascertain if Council arrangements in place for 2018-2019 are sufficiently robust to meet the General Duty to secure continuous improvement in the exercise of its functions.</p>
	<p>Human: none identified</p>
	<p>Risk Management:</p> <p>The Corporate Improvement Plan (2018-19) has had risk exercises undertaken against each of the four improvement objectives and their aligned project plans (which will deliver on the outcomes matched against the 4 corporate improvement objectives).</p> <p>Details of a risk management approach are contained within the Improvement Plan; with the outlying risks identified, inclusion of the associated mitigation activity and risk rating</p>
<b>4.2</b>	<b>Screening &amp; Impact Assessments</b>
	<p>Equality &amp; Good Relations Implications:</p>
	<p>Rural Needs Implications:</p>
<b>5.0</b>	<b>Recommendation(s)</b>
5.1	That Committee consider the outcome of the Corporate Performance Improvement Objectives 2018 -2019 consultation, and reviews and adopts the Corporate Performance Improvement Plan for 2018-2019
<b>6.0</b>	<b>Documents Attached &amp; References</b>
6.1	Appendix A: Consultation Feedback Report: Corporate Improvement Objectives 2018-19
6.2	Appendix B: Mid Ulster DC Corporate Performance Improvement Plan 2018-19



**Outworking's from Consultation  
on  
Mid Ulster District Council  
Performance Improvement Objectives  
2018-19**

**May 2018**

Performance & Quality Officer  
Tel: 03000 132 132  
Ext 24307

## Summary

As required under Section 84 of the Local Government (NI) Act 2014 (hereafter referred to as 'The Act'), the Council is placed under a general duty to make arrangements to secure continuous improvement in the exercise of its functions. Part 12 of the Act sets out a series of provisions which the Council should be mindful of in "making arrangements to secure continuous improvement", under section 85, the Council is to identify and set itself corporate level performance Improvement Objective(s) for improving the exercise of its functions and to have arrangements in place to achieve these objectives. Under section 87 of the Act, the Council is also required to consult on our improvement objectives.

This year the consultation exercise ran from the 9<sup>th</sup> March 2018 to the 27<sup>th</sup> April 2018 and focused on our proposed objectives (with associated activities) for 2018 -19. Under each improvement objective the Council asked whether respondents agreed with the objective or disagreed with the objective. Respondents were also asked to provide any related commentary they had regarding the proposed improvement objectives.

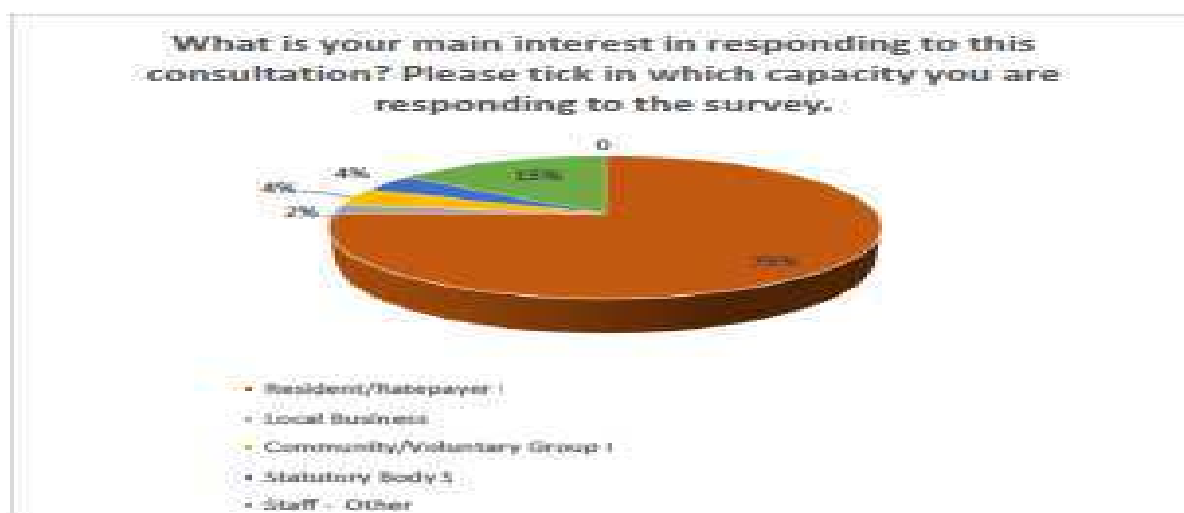
The consultation survey also asked respondents to outline any improvements the council should consider in the future. The final question asked respondents to provide any further comments relating to the draft Improvement objectives

The consultation exercise was promoted via a variety of communication channels including social media, internal staff meetings, our Council website, e-mail and press releases in local newspapers. In total there **were 48 responses**.

## QUESTION 1

**What is your main interest in responding to this consultation?**

Capacity in which responding to survey	Numbers (completed)
Citizen/Ratepayer	36
Local Business	1
Community /Voluntary Group	2
Statutory Sector	2
Other	7 (all staff)





## QUESTION 2

Do you agree that the proposed Performance Improvement Objectives are appropriate for our district?

Number of Responses AGREED	43	92 %
Number of Responses DISAGREED	3	6 %
Number of responses skipped question	1	2 %

### Improvement Objective One

1. To assist in the growth of the local economy by increasing the number of visitors to our district.

#### *Why we are doing it?*

Tourism has been recognised as an economic driver by the Council. Enhancing the role of tourism as an economic activity will require local agencies, stakeholders and residents to understand its' potential to sustain and increase the 3,000 plus tourism and tourism related jobs in the district. The industry currently helps to sustain local facilities such as outdoor visitor attractions, arts centres, cafes and restaurants and assists businesses to realise tourism as a year round sector. Opportunities for tourism growth lie in building on existing and new tourism propositions into a single tourism product or destination by capitalising on Mid Ulster's central position in Northern Ireland, within an hour's drive of the Causeway Coast, North West, Fermanagh Lakes, Belfast and many cross border destinations. The council realises that tourism destinations only succeed when public and private sectors work together and commits which will require a new approach to partnership working and building on previous successes.

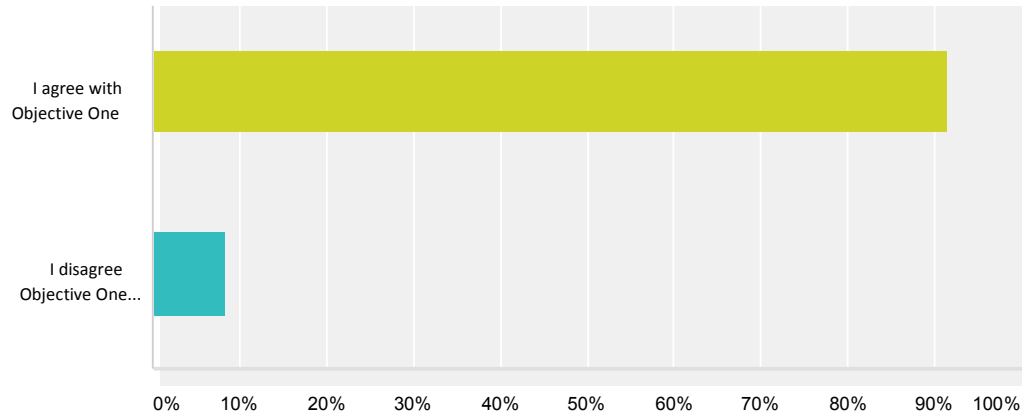
Mid Ulster has scope to grow within the tourism marketplace. A variety of statistics are used to provide a picture of tourism. These include passenger ad household surveys which measure the number of overnight trips and associated expenditure; occupancy surveys of local hotels and commercial accommodation and the visitor attraction survey. During 2015, there were 0.2 million overnight trips to Mid Ulster (3% of Northern Ireland total, resulting in £22 million expenditure (3% Northern Ireland total). In 2016, there were 0.2 million trips, 0.7 million nights and spend of £30 million. In essence, Mid Ulster is a developing destination and as such has not yet fulfilled its potential. The challenge is to bring together Mid Ulster's tourism assets and attributes, support the dispersal of visitor spend and investment across the area and provide an offering for visitors to visit and stay in our district.

<b>Comments:</b> - There were 8 responses in total	
<b>Hard copy</b>	
	NONE
<b>Electronic</b>	
# 04	I think more can be done by the Council to boost the economy than merely bringing in visitors. Local businesses and the third sector can benefit from strategic support to increase productivity and employment.
# 07	I think more creativity would be welcomed to incentivise people to town centres such as Dungannon that aren't solely seasonally based, whether that be anything from antique fairs to regular food markets to showcasing local products and services
# 10	Mid Ulster region does not have a strong enough Tourism offering on which to base this objective on. Focus on attracting employers offering full time jobs, not seasonal minimum wage jobs.
# 15	I think this is extremely important for everyone who lives locally as tourism has seen an exponential increase, if we can tap into new and expanding tourist markets then the trickle effect will help us all. Can local traders also be minded of dog friendly venues and accommodation they are thin on the ground!!
# 23	Question is how to ensure visitors to the District visit and spend in local businesses
# 35	We should be concentrating on domestic visitors/district resident user for our facilities to generate income and a higher service delivery. Concentrate on local spend also.
# 38	I think expenditure should be proportionate to the facilities we have in Mid Ulster i.e. national advertising campaigns can be a waste of money as some facilities will only draw people from a relatively local area. Making Mid Ulster's own residents aware of what is available locally could be more cost effective
# 42	The promotion of local tourism activities, amenities and facilities is a key economic driver for the District. However, such strategic policies must be sustainable in the long term. All MUDC adopted strategies should clearly link into and complement each other – particularly with regard to service delivery at local Tourism locations both established and proposed. The existing Tourism strategy should complement and be tied into the Local Development Plan Strategic Planning Policy; the Community Plan vision and objectives and our Economic Strategy – all documents must link up in terms of Policy aims, visions and objectives abut importantly they must be deliverable on the ground therefore funding from any source must be clearly linked to these strategies so that projects to implement and deliver for people are realistic and sustainable – focus on basic infrastructure delivery in our towns, villages and small settlements.

## Improvement Objective One:

One: To assist in the growth of the local economy by increasing the number of visitors to our district.

Answered: 47 Skipped: 1



## Improvement Objective Two:

2. To help manage our waste and environment by reducing the amount of waste going to landfill?

Number of Responses AGREED	44	92 %
Number of Responses DISAGREED	4	8 %

### ***Why we are doing it***

Landfill is the disposal of waste which cannot be reused, recycled or recovered, into or onto land and forms the lowest aspect of the European Waste framework Directive's waste hierarchy. The landfilling of waste, especially biodegradable waste, can cause environmental damage by polluting the environment and producing greenhouse gases, hence contributing to climate change. We want to move towards a 'zero waste economy' but this doesn't mean that no waste will exist, but rather a society where resources are valued, financially and environmentally. It means we reduce, reuse and recycle all we can, and throw things away only as a last resort. The UK and other EU countries have agreed to reduce the amount of biodegradable municipal waste going to landfill to prevent as far as possible any damage to the environment caused by landfilling.

The European Union's Landfill Directive aims to reduce the amount of waste being sent to landfill by finding ways to recover value from waste and developing sustainable management practices. Disposal to landfill is the least preferred option in the waste hierarchy and should only be used as a last resort after re-use, recycling and recovery options, as an escalating scale of taxation on materials being sent to landfill has made this an increasingly expensive option. This is a poor use of resources and costs our businesses and household's money. We generate tonnes of waste every year in Northern Ireland and all councils are set targets for the amount of waste that goes to landfill and these are lowered every year. The proportion of Northern Ireland's total Local Authority Collected (LAC) municipal waste collected by each council broadly reflects the population within the councils. Mid Ulster reported one of the largest increases of their LAC municipal waste arisings compared with last year, increasing 6.6%. Mid Ulster had the highest recycling rate at 51.6%, an increase of 1.9 percentage points on 2015/16. Whilst the energy recovery rate remained similar between 2015/16 and 2016/17. Waste performance remains challenging for all of the eleven Councils

**Comments:** - There were 7 responses in total

#### **Hard Copy**

NONE

#### **Electronic**

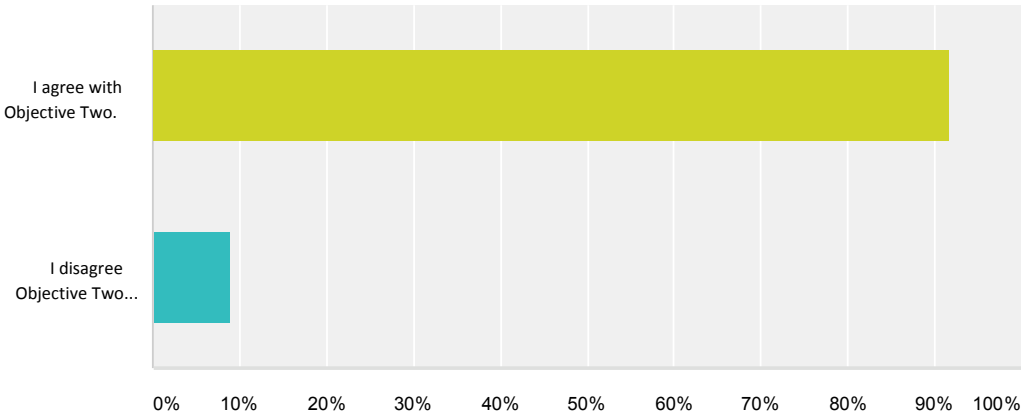
# 04	Reduction of waste going to landfill is important, but so is littering, notably in rural areas where it is a risk to wildlife and livestock, I would like to see a more aggressive anti-litter campaign. I would also like to see continued support for renewable energy schemes such as solar and wind energy
# 15	Can Council combine forces with other agencies to lobby food producers and supermarkets regarding their packing?
# 20	This should be more of a service objective as opposed to a Council Improvement objective

# 35	Key Council lead on improvement of environment. However, more needs to be done to educate local schools and children. While there is a programme on-going it is inadequate.
# 38	There needs to be more action taken on reducing littering and on collecting it from rural roads in particular. There is little or no enforcement action. There is a need to increase the public's ability to recycle when in towns, public buildings and council facilities e.g. parks, play parks, leisure centres, arts centres, council offices etc. – there needs to be recycling bins alongside general waste/litter bins so that the recycling message is being reinforced throughout the Borough and to move people away from thinking it is OK to put recyclable items in general waste. There should also be more direct mailing to households to ensure everyone is receiving recycling information through their letterbox.
# 41	Totally agree that waste and environment should be managed. However, they should be treated as two separate issues with separate indicators. The Wildlife and Natural Environment Act (NI) 2011 places a statutory duty on all public bodies with regard to biodiversity. This duty extends beyond current legislative requirements for protected sites and species and requires all public bodies to further biodiversity. This cannot be measured by reducing the amount going to landfill. To further the conservation of our environment, wider measures must be considered, including an indicator on protected sites in favourable condition and under favourable management would be a step in the right direction. However, it should be noted that a measurement of the area of designated sites is not wholly appropriate as throughout Mid Ulster, many designated sites are in an unfavourable condition. It should also be noted that designated sites only cover a small percentage of Mid Ulster and while indicators relating to designated sites can be valuable, unfortunately they cannot be used as an assessment on the condition of natural environments that occur outside these designated areas. Indicators could be included which would give a wider picture on the state of our environment. There are a number of species surveys (birds, butterflies, plants) undertaken with standardised methodology, enabling results to be comparable through location and time. These would be a useful addition to indicators to measure the state of the natural environment. For Mid Ulster Council to fulfil environmental obligations, and to be seen to be taking our natural environment as a valuable asset, appropriate indicators must be in place to enable appropriate objectives to be measured.
# 42	Waste management is a key issue for the Council but it is only one strand of the wider environmental requirements and responsibilities that the Council has in terms of legal context. The environment has several other strands such as natural Landscape, Designations, Biodiversity; the Historic Environment, protected and designated sites, monuments and landscapes, archaeological sites, listed buildings and structures. The Council should consider investing in a joint up approach to protecting, conserving and enhancing Mid Ulster's environment including landscapes whether urban or rural, natural or manmade. Therefore an additional Improvement Objective should be cross-directorate communication and co-operation in terms of natural, heritage assets for the benefit of the local community, health and wellbeing – that is sustainable in essence – a Mid Ulster Heritage Strategy

**Improvement Objective Two:**

To help manage our waste and environment by reducing the amount of waste going to landfill.

Answered: 41    Skipped: 0



## Improvement Objective Three

### 3. To improve the accessibility of our services by increasing the number available online

Number of Responses AGREED	43	90 %
Number of Responses DISAGREED	5	10 %

#### **Why we are doing it?**

The greater expectations of residents, visitors and businesses in being able to access our services online means we must deliver our services in ways and at times which meet their needs. Based on the growing use of mobile technologies with smartphones now replacing computers for internet use with 65% of all adults using them to go online (Ofcom: Adults media Use and Attitudes Report 2016), increased internet usage with nine in ten adults stating they use the internet on any device in any location and digitisation of services, the council recognises the need to apply technologies to make local services more customer-centric and efficient - where our customers can electronically interact with our services at any time of the day. The council recognises that increasing on-line services improves accessibility, customer journeys and can reduce costs to the ratepayer. It is also important to understand as a Council how new technologies can also help us anticipate customer needs, tailor services to best serve customers and ultimately improve the efficiency of our staff to work effectively for our customers. Our customers, communities and businesses want to experience the Council as an organisation that provides a single seamless journey from initial enquiry right through to the required support. We want to increase the range of on-line transactions, simplify our processes and engage with our customers, whilst providing appropriate support for those who interact with our services in non-digital ways such as face-to-face, written correspondence or by telephone

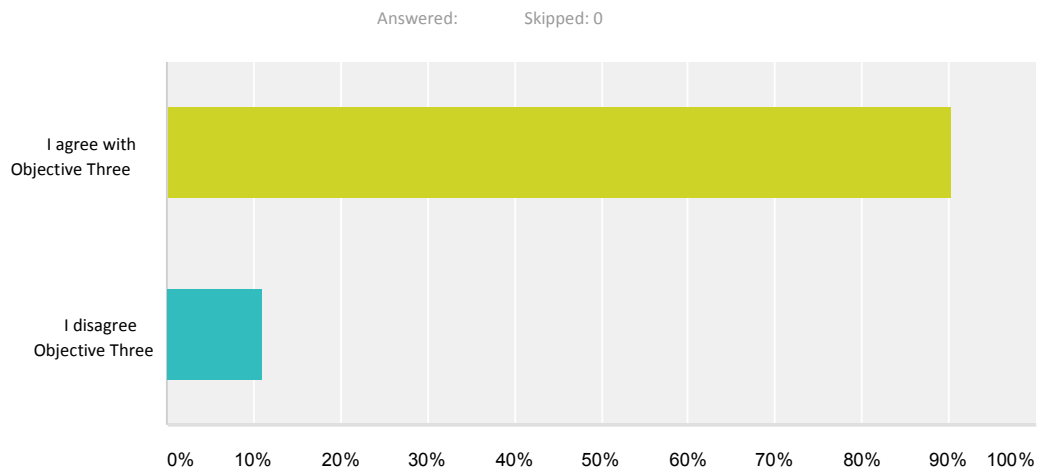
**Comments:** - There were 8 responses in total

<b>Hard Copy</b>	
	NONE
<b>Electronic</b>	
# 10	Current website is poorly laid out and not focused on provision of online services
# 12	Increasing availability on-line should not shut/close down the possibility of them available for those who are not "on-line" savvy to access services.
# 15	The Council web site doesn't have an area for reporting issues on line and you have to trawl through long lists to find anything it could be more user friendly
# 23	It's more a no Council should be mindful of aging population in District, poor telecommunications, lack of access to technology – for some online services is a hindrance rather than an improvement.
# 32	I live in old Dungannon area and cannot check my bin collection day on the website as this service is only available in Cookstown and Magherafelt areas.
# 35	Only certain services should be available on line. It is important that Council maintain a strong front line service with staff. Mid Ulster has a high % of mature citizen who do not wish to avail of services online.

# 38	Council needs to move with the times and is very much behind in this – buying a household bin, paying for bulky collections, paying for commercial bins and trade waste collections etc. this should all be available online.
# 42	It is vital that there are staff resources to carry out face to face events for all citizens – not everyone has a smart phone or internet access or a reliable one – people like to speak to people and all communications should be multifunctional options for post, office meetings, open frank communication is needed – not a focus on ICT – also Directors and Heads of Service need to listen to local staff officers who work on the ground with people – they know what the needs are and where they are.

### Improvement Objective Three:

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





## Improvement Objective Four

### 4. To support people to adopt healthier lifestyles by increasing usage of Council recreational facilities

Number of Responses AGREED	46	96 %
Number of Responses DISAGREED	2	4 %

#### ***Why we are doing it?***

The important role that sport and physical activity plays and the availability of accessible, high quality sport and leisure programmes is recognised as enhancing the quality of life, health and well-being of our district's citizens. It is a key to helping the council to build strong and safe communities with active and healthy people. Participation is a major contributor to personal health and wellbeing with the potential to develop personal lifelong physical and social skills. Locally, core wellbeing levels are below Northern Ireland averages and while 80% of the population rate their health as good (Northern Ireland wide those rating their health stands at 79.5%), approximately 20% of the population have life limiting illnesses, in absolute terms long term health issues continue to exert pressure on communities, affect overall health outcomes within communities and create challenges for the delivery of public services. Within our district obesity rates in children and adults are increasing coupled with it being an area with the highest proportion of deaths due to circulatory diseases, points us towards a need to increase participation in local health and well-being programmes. Council wants to help people to adopt and continue to develop healthy lifestyles. We have chosen this objective based on what our local communities have told us, whilst taking into account our identified health inequalities within the district, accessibility opportunities and participation rates

**Comments:** - There were 8 responses in total

#### **Hard Copy**

NONE

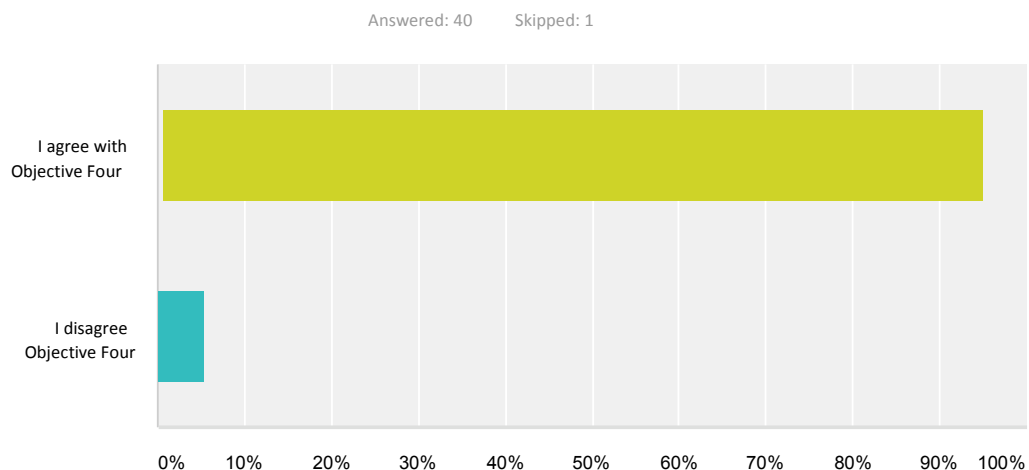
#### **Electronic**

# 04	The Council facilities are a mere drop in the ocean compared with the total facilities in the Council district. Why not come up with a scheme to promote healthier lifestyles in conjunction with all health and fitness facilities from gyms to sport clubs to physios to walking groups, to schools to supermarkets, night-time economy...to only promote use of council facilities looks like money grabbing.
# 15	So important especially for our local ageing population.
# 16	Could develop programmes to promote healthier lifestyles that would encourage citizens who a present would not use council recreational sites e.g. short 12 week beginner courses in various disciplines.
# 20	Again, I think this would be more appropriate as a service Improvement objective and not an overall Council Performance objective.

# 35	Yes the Council should have a responsibility for provision of health and wellbeing. This should be supported through the services of leisure centres, sport centre, art centres and programmes. However the community support funding given to groups should be monitored and programmes delivered by Councils must demonstrate value for money, to many services throwing money at programmes with little or no return. Council events are also a key however there are way too many and the levels of funding needs to be shared out across the district.
# 38	I do not see this as a council function, rather something that should be tackled by central government/health promotion agency/health trusts. Yes Council should continue to provide recreational facilities that are well used and cost effective and to promote the facilities available but more from a perspective of being financially efficient, rather than trying to tackle a social issue that it is not well suited to address.
#39	Really important to retain our local leisure centres, especially swimming pools where most of our children are taught at a reasonable rate how to swim.
# 42	Positive promotion of existing recreational , leisure and outdoor facilities and activities is needed – however the issue of accessibility and connectivity needs addressed focusing in people first strategy i.e. walkable neighbourhoods, estates', pedestrian and cycle networks linking residential estate to schools and places of education – safe routes to school identified via the Local a Development Plan and the Community Plan and the Village Plans; funding sources to support this, identifying and implementing greenways using river corridors, historic infrastructure old railway lines, canals – make existing facilities and amenities more accessible and connected for people and focus on linkages between what we already have.

### Improvement Objective 4:

To support people to adopt healthier lifestyles by increasing usage of council recreational facilities.



### QUESTION 3.

Please outline any improvements that you feel could be made by Mid Ulster Council in the future

<b>Comments:</b> - There were 19 responses	
<b>Hard Copy</b>	
	NONE
<b>Electronic</b>	
#01	Litter a big problem. Planning takes a long time to go through
#02	Bellaghy Park is so underdeveloped and dated especially with the tourists that are visiting the Seamus Heaney HomePlace the park is an embarrassment along with Newferry so much more could be done also.
#04	Councillors need to engage with residents on the doorstep at times other than while canvassing for election, people need to feel heard they need to feel that they are valued enough for someone to ask their opinions. Perhaps consult people at the supermarket using suggestion boxes.
#06	More green public spaces
#08	Need more links with community groups
#12	Litter picking on some of our main road routes within the area
#13	Upgrade to play park at Dungannon Park, much better playparks in other towns and for such a brilliant park as Dungannon Park, the Play park really needs improved
#14	Improved access to transport in the rural community
#15	Signage at some of the offices is confusing as not all your services are in one building
#16	In promoting tourism, increase awareness to local people of what is available within the district. Upgrade and utilise sites to encourage staycations, such as Fivemiletown Round Lake. Anti-social behaviour needs to be tackled to encourage campers/caravanners back
#17	Better Leisure Centre – new site would be preferred space for outdoor activities (4G pitches and tennis courts etc.)
#28	To increase usage of Council recreational facilities I would suggest a fee that would cover a number of facilities. For example if there are young children at a birthday party/sports club training session in Meadowbank but a parent has a membership in the Greenvale Leisure Centre that parent has to spend extra money to avail of the fitness facility at Meadowbank. I would suggest various tiered options that would cover a number of different leisure facilities in the council are. I would also suggest a discounted family rate for members of staff, some of whom are not highly paid but take pride in the job they do for the Council and would then be encouraged to use the leisure facilities as a family. This would be most welcome amongst all members of staff.
#31	Better accessibility to leisure services on Sundays (earlier openings) and Bank holidays

#32	Making services such as a bin checker available to entire mid ulster area
#38	Reducing the cost of recycling bins for householders – the cost of recycling bins is a barrier to increasing recycling. More community events throughout the district to promote Council services to the average resident – so many people have no idea what the Council does for Mid Ulster save collect litter and empty bins. It would be good to see Council management/chief executive consult directly with the residents they aim to serve
#40	Improve mobile phone/broadband/Wi fi coverage
#42	* Heritage Strategy for the Historic Environment linking Heritage-led Tourism, Regeneration, Economic Development, Re-use of existing historic fabric within villages and small settlements which is vacant and underutilised ; consider supporting the setup of local heritage trusts / social organisations and the theory of community shares and asset transfer; link funding to projects at a strategic level – Mid Ulster Council should be the lead in terms of collaboration and cooperation in terms of Central Government Funding Streams for Regeneration both Urban and Rural – to deliver local projects at local level for local people – particularly in our villages and small settlements. Enable and promote self-sufficiency of local communities through community ownership of trading enterprise – “the Plunkett Foundation”, Architectural Heritage Fund – local officers in NI – link funding to policy to places and communities
# 44	More recycling within Council facilities
# 45	More engagement with schools to encourage our young people to live healthier lifestyle and contribute more to our environment

## QUESTION 4

**Please use the following space to provide any further comments relating to the draft Corporate Improvement objectives**

<b>Comments:</b> - There were 4 responses	
<b>Hard Copy</b>	
#	NONE
<b>Electronic</b>	
# 02	I would like to see value for money regarding my rates and extortionate amount of money for very little service.
# 07	More information at schools regarding waste/recycling/reusing
# 38	It is good to see Council providing a means of gathering public opinion on the objectives they are aiming to meet.
# 42	Improve communication, cooperation and shared objectives between departments/directorates – share and combine resources and knowledge to deliver public services and sustainable economic development for the people, local community and health and wellbeing.

# **Mid Ulster District Council**

## **Corporate Performance Improvement Plan**

**2017-18 and 2018-2019**

**Year Two**

# Contents

	<b>Page</b>
<b>Foreword</b>	3
<b>1.0 Introduction</b>	4
<b>2.0 Developing Our Improvement Plan Objectives</b>	4
2.1 Setting Our Improvement Objectives	
2.2 Consultation	5
2.3 What the Consultation told us	5
<b>3.0 Our Improvement Objectives for 2017- 18 and 2018-2019</b>	5
3.1 Our Improvement Objectives 2017/18 to 2018/19	5
3.2 Improvement Aspects and Further Guidance	6
3.3 Community Plan	6
3.4 Statutory Indicators	6
3.5 Corporate Indicators	7
3.6 Equality	7
<b>4.0 Delivery &amp; Scrutiny of Our Improvement Objectives</b>	7
4.1 Service Planning, Managing Risk and Improvement Reporting	7
4.2 Audit, Inspection and Regulation	8
<b>5.0 Improvement Objectives</b>	9
5.1 To assist in the growth of the local economy by increasing the number of visitors to the district	9
5.2 To help manage our waste and environment by reducing the amount of waste going to landfill	15
5.3 To improve the accessibility of our services by increasing the number available online	19
5.4 To support people to adopt healthier lifestyles by increasing usage of council recreational facilities	22
<b>Appendices</b>	
Appendix One – Statutory Performance Indicators and Standards	30
Appendix Two – Corporate Indicators	31

## **Foreword**

This is the updated Performance Improvement Plan which sets out our aims and priorities for 2018 – 2019, how we will meet those priorities and how we will measure the difference we make. Our Performance Improvement Plan sits within a hierarchy of plans and strategies to provide focus and direction on the council's delivery of services. This plan is reviewed annually and this is the 2018 update.

The Performance Improvement Plan does not cover everything that we do. It focuses on a combination of issues that matter most to people, the priorities set as part of the District's Community Plan with our partners, and the unique challenges facing the District.

We are grateful for the continued support and input from our workforce, trade unions, partners and community organisations. The many responses we received to our consultation with service users and the wider communities have certainly helped shape our decisions and without this level of engagement, we are in no doubt that our task would have been more difficult.

We will publish an annual report describing the progress we've made against the priorities set out in this plan. We want communities to feel supported, have a say in what is provided for them locally and feel that they play a key role in local service delivery. In an era of continued budgetary pressures, growing demand and increased expectations it is important we are clear about what we want to achieve now and in the future.

## **1 INTRODUCTION**

This improvement plan is Mid Ulster District Council's response to delivering on its duty under the Local Government (NI) Act 2014 (the Act) to secure continuous improvement. Every year the council prepares and publishes a Performance Improvement Plan setting out its arrangements for underpinning continuous improvement through a set of improvement objectives for improving how it carries out its functions. This plan spans a two year time frame with actions, measures and targets reviewed in March 2018 and provides an overview of year two plan.

The plan is supported by service plans (which demonstrate planned improvements in our day-to-day activities) and corporate project plans, where we are seeking to bring about improvement across the council. The council will judge its success by monitoring progress against the activities, outcome indicators, projects and targets contained within this improvement plan, which will help us measure the difference made to local people.

## **2.0 DEVELOPING OUR IMPROVEMENT PLAN OBJECTIVES**

### **2.1 Setting Our Improvement Objectives**

The Council's Policy and Resources Committee oversaw the development of the 2017-18 & 2018-19 Performance Improvement Plan to ensure the plan's publication as soon as practicable following the 1<sup>st</sup> April 2017, in line with Department for Communities guidance.

The process of developing the Council's improvement objectives involved engagement between Senior Management and Heads of Service culminating in a workshop in February 2017. This engagement identified 19 potential areas for improvement across the council from which 4 proposed improvement objectives were identified for consideration and approved by elected members as a focus for continuous improvement.

To lead the delivery of our improvement objectives council established project teams to drive the objectives forward; under the direction of a Senior Responsible Officer from senior management team, appointed by the Chief Executive. The proposed improvement objectives, rationale and associated links to the Community and Corporate Plan were considered and approved by elected members at their March 2017 Policy & Resources committee meeting for public consultation.

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

At the end of the 2017/18 financial year the Senior Responsible Officers of the four performance improvement projects, undertook reviews of the projects and their progress; whilst also undertaking a revision and updating any new objectives and associated activity/measures in order to "refresh" the projects commitment to performance improvement and to ensure continued relevance. The review of the projects, along with other statutory and corporate



indicators will be reported by the 30<sup>th</sup> of September in Council's Annual Report, where we will look at the performance over the previous financial year

## **2.2 Consultation**

Consultation undertaken on our proposed improvement objectives, rationale for their inclusion and associated activities for the period of the plan, was undertaken from the 9<sup>th</sup> of March to the 27<sup>th</sup> of April 2018. Our consultation involved a survey made available for completion and submission online and by post to the council. To ensure maximum engagement, the process was promoted through a variety of communication channels including; council social media outlets, internal staff meetings, the council website and local press releases. 48 responses were received in relation to the consultation.

## **2.3 What the Consultation told us**

- 92% of respondents agreed with Objective 1: *To assist in the growth of the local economy by increasing the number of visitors to our district*
- 92% of respondents agreed with Objective 2: *To help manage our waste and environment by reducing the amount of waste going to landfill*
- 90% of respondents agreed with Objective 3: *To improve the accessibility of our services by increasing the number available online*
- 96% of respondents agreed with Objective 4: *To support people to adopt healthier lifestyles by increasing the usage of Council recreational facilities*

With such significant support for the four proposed improvement objectives, together with additional commentary provided, the council has developed its 2018-19 Improvement Plan around them. When reviewed, respondent commentary did not warrant the removal, amendment to or addition to the objectives proposed. Additional commentary and views provided is informing our wider improvement activity across services.

## **3.0 OUR IMPROVEMENT OBJECTIVES 2018-2019**

### **3.1 Our Improvement Objectives 2017-18 and 2018-19:**

1. To assist in the growth of the local economy by increasing the number of visitors to our district
2. To help manage our waste and environment by reducing the amount of waste going to landfill
3. To improve the accessibility of our services by increasing the number available online

4. To support people to adopt healthier lifestyles by increasing the usage of Council recreational facilities

### **3.2 Improvement Aspects and Further Guidance**

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

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

In addition, guidance determines that improvement objectives should be:

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

### **3.3 Community Plan**

The improvement objectives have been developed to align with the district's Community Plan and our Corporate Plan (2015-2019), whilst being influenced by regional strategies and areas identified by council services which are a focus for improvement throughout 2017-18 and 2018-19. The Community Plan aims to improve the wellbeing of the Mid Ulster district. An engagement with communities, partners and other stakeholders was undertaken on the development of the new Community Plan framework at a district level and through local forums. This engagement process has led to the development of 5 themes and 15 associated outcomes within the District's Community Plan.

### **3.4 Statutory Indicators**

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

For the last two years, the arrangements for managing, improving and tracking Council's performance in relation to set statutory indicators has been progressed through our service plans, which are developed on an annual basis and endorsed by Council. Quarterly reviews and update reports relating to Council's statutory indicator performance are collated and forwarded

to our Senior Management Team and respective committees and Council. Unless otherwise highlighted in this plan, statutory performance indicators are managed at a directorate performance management level.

### **3.5 Corporate Indicators**

The Council has developed a suite of Corporate Indicators during 2017 to 2018 and are now being measured across the Council. This suite of corporate level indicators are set out in Appendix Two to our plan and performance status and updates are reported to Senior Management and Council on a regular basis. Progress made against the corporate performance indicators will be reported in Council's Annual report.

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

### **3.6 Equality**

The council is committed to fulfilling its obligations under Section 75 of the Northern Ireland Act 1998. This commitment is demonstrated by allocating the appropriate time, people and resources to fulfil our equality duties. The Equality Scheme commits us to implementing our duties effectively and in a timely way alongside implementing this Improvement Plan. Without impacting upon our obligations, when carrying out our equality duties we will also take into account the desirability of promoting good relations between people of different religious belief, political opinion or racial group. We are also required to take into account the need to promote positive attitudes towards people with a disability and encourage the participation of people with a disability in public life. Mid Ulster District Council are committed to fulfilling our disability duties and we set out how we intend to do this in our disability action plan.

## **4.0 DELIVERY & SCRUTINY OF OUR IMPROVEMENT OBJECTIVES**

A series of processes and policies are used by the council to inform how it delivers effective services to its communities. This helps the council to plan, govern and drive service delivery. The following provides information on these key processes and some activities which we have been involved in strengthen them.

### **4.1 Service Planning, Managing Risk and Improvement Reporting**

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

Each Improvement Objective has a project delivery plan, overseen by a member of senior management team, documenting clear milestones, activities, resources and associated risk mitigation. Each plan also identifies who the council will work in partnership with for each

objective, thus ensuring the successful delivery of outcomes for citizens (visible improvements). The improvement project delivery plans will be regularly reported to Senior Management and Council, along with statutory performance indicators and the suite of corporate indicators.

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

A mid-year report (April to September 2018) on progress against this year's Improvement Plan objectives and how we have performed against the statutory performance indicators and standards for Economic Development, Planning and Waste, as well as progress against corporate measures will be presented to Council's Policy & Resources committee.

By 30<sup>th</sup> September 2018, the council will publish a self-assessment report setting out how we have performed against the Improvement Plan for 2017-18 and where possible, the Council will benchmark indicators against the performance other Councils.

#### **4.2 Audit, Inspection and Regulation**

The council is inspected by the Northern Ireland Audit Office to challenge and examine its performance and effectiveness.

The Local Government Auditor (LGA) in November 2017, confirmed, following an audit and assessment of council's performance improvement responsibilities, that it had discharged its duties in connection with (1) improvement planning and (2) publication of improvement information in accordance with section 92 of the Local Government (NI) Act 2014 and has acted in accordance with the Department of Communities' guidance sufficiently.

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

## 5.0 IMPROVEMENT OBJECTIVES

### Improvement Objective 1

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

*"I think this is extremely important for everyone who lives locally as tourism has seen such an exponential increase, if we can tap into new and expanding tourist markets then the trickle effect will help us all".*

(Resident; Mid Ulster Councils Corporate Improvement Objectives Survey; May 2018)

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

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

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

**Lead Officer:** *Director, Business & Communities.*

#### **Why have we chosen this Improvement Objective?**

The economy of the District is at the heart of our thinking. A strong, vibrant, enterprising economy will provide quality jobs for our young people, create and nurture local companies and attract leading businesses to Mid Ulster. We all know that Mid Ulster provides a natural attraction for thousands of visitors every year. Tourism has been recognised as an economic driver by the Council. We need to build on our considerable strengths and make it a place to live, work and visit.

Enhancing the role of tourism as an economic activity will require local agencies, stakeholders and residents to understand its' potential to sustain and increase the 3,000 plus tourism and tourism related jobs in the district. The industry currently helps to sustain local facilities such as outdoor visitor attractions, arts centres, cafes and restaurants and assists businesses to realise tourism as a year round sector. Opportunities for tourism growth lie in building on existing and new tourism propositions into a single tourism product or destination by capitalising on Mid Ulster's central position in Northern Ireland, within an hour's drive of the Causeway Coast, North West, Fermanagh Lakes, Belfast and many cross border destinations. The council realises that

tourism destinations only succeed when public and private sectors work together and commits which will require a new approach to partnership working and building on previous successes.

In 2016 the number of trips to the district stood at 0.2 million, with 0.7 million nights and a visitor spend of £30 million. In essence, Mid Ulster is a developing destination and as such has not yet fulfilled its potential. The challenge Council, relevant stakeholders and our Community Planning Partners face is to bring together Mid Ulster's tourism assets and attributes, supporting the dispersal of visitor spend and investment across the area and providing an offering for visitors to visit and stay in our district.

### **What have we done so far?**

- The Council has successfully applied and secured £500K in the Department of Agriculture, Environment and Rural Affairs (DAERA) and £250K from Landfill Communities Fund for a "Dark Skies Observatory and Visitor Centre" at Davagh Forest. The £1 million pound project demonstrates the Council's commitment to optimising the tourism product for Mid Ulster and builds on the national and international success of the launch of the Seamus Heaney HomePlace.
- During 2017/18 Council Visitor Information Centres achieved an average 90% rating score from the mystery shoppers visits.
- Two Council staff members have successfully attained World Host qualifications and are now licensed, this has seen the delivery of World Host training for the local Tourism Trades, with 5 local businesses and ten trade staff within the Clogher Valley attending learning and development sessions.
- A local tourism trade hub has been completed and went live and training sessions have been delivered for local tourism businesses. The hub offers useful material on how to grow and promote your business and a forum for discussion with other like-minded people. With easy to navigate tabs separating all the material provided into sections, the website is designed to help quickly locate all the information site visitors need. Queries are dealt with by simply using the Ask an Expert or Contact Us tabs and help will be at hand. An up-to-date business directory that can be searched by business type or name is another handy tool.
- Carleton Trail (a waymarked walk of just under 30 miles for driving, walking, cycling) has been upgraded and launched alongside a self-guiding virtual app for the trail.
- Twenty Council Corporate events attracting audience figures of 93, 793 were undertaken over the last twelve months; an increase in audience attendance of 3.9% over the previous year's figures.
- The number of local tourism trades staff upskilled in 2017/18 was in excess of 60 and included workshops and training programmes as varied as Promoting Tour Packaging, Promoting Sales and Enhancing Communications, Promotion through Attendance at Trade/Consumer Exhibitions/Shows and ten businesses signed up for a IT Skills and Social Media Mentor Programme.
- Staff and trades within the district attended 5 consumer shows during the year. Local trades were able to avail of space and the marketing/promotional "bounce" from Council's promotional stands at the consumer show events, which ranged from

attending Holiday World (in both Belfast and Dublin), Garden Show Ireland (in Antrim), Balmoral Show, Clogher Valley Show and the Bloom Show in Dublin. In total 33 trades promoted their products services through the exhibition/promotional space.

## Actions - What are we going to do?

What are we going to do?	Timescale	What difference will it make?
<b>Visitor Information and Interaction</b>		
1. Develop Corporate Visitor Information Centre (VIC) action plan in order to improve the quality and quantity of VIC's in the district.	March 2019	Enhance and extend visitor information centre offering.
2. All Council VIC's to obtain Tourism Northern Ireland's Minimum standard and achieve 90% positive rating from mystery shopper surveys	March 2019	Centres achieve industry excellence standard and improves their mystery shopper scores.
3. As part of 5 year strategy achieve " <i>World Host Destination Status</i> " for two areas within the District: (i) Clogher Valley by 2021 (ii) Review Cookstown/Coalisland by 2019 and prioritise one destination.	March 2021	Introduce a destination wide focus on quality and service delivery
	March 2019	
4. Mid Ulster to adopt a "Digital First" approach to Tourism delivery, marketing & promotion through implementation of digital content channels and a tourism portal	March 2019	Industry leading utilisation of digital and content channels
<b>Improve &amp; Increase visitor experience</b>		
5. Baseline current Council's Heritage, Culture & Arts facilities, Visitor Attractions, Tourism Related Facilities and their associated product in relation to current visitor experience and journey.	October 2018	Increased understanding of customer experiences, customer journeys and customer offerings.

6. Develop a plan to improve the visitor experience at Council's Heritage, Culture & Arts facilities, Visitor Attractions and Tourism Related Facilities.	October 2018	Focused and innovative tourism facilities and products.
7. Lead the Heritage Lottery Fund £3 million " <i>Heart of Ancient Ulster</i> " Project Phase One.	November 2018	Development of Landscape Community Plan to include new and evolving products, services
8. Complete the Phase 2 upgrading of " <i>US Grants</i> " to achieve 4/5 star Tourism NI grading and increase visitors by 2,000 by 2019	March 2019	Creation of high quality memorable experience to include redevelopment and improvement of product to wider audience.
9. Deliver 20 Corporate Strategic events across the district per annum and increase attendance figures by 5% by 2019.	Annually March 2019	Attract and grow hallmark events, raising the profile of the area and bringing economic benefits to the district.
10. Undertake a series of travel industry shows and familiarisation visits to upskill trade staff in sales promotion	Annually March 2019	Enhance brand promotion, product visibility and upskill local tourism trade on a world stage.
11. Support & engage the Tourism Development Group and established 5 tourism cluster groups	Bi-monthly	Places tourism as an economic driver in the Mid Ulster Economy by creating stronger partnerships.
12. Achieve as a minimum 4 and 5 star visitor attraction grading's for <i>Seamus Heaney HomePlace, Burnavon, Ranfurly House &amp; Hill of the O'Neill</i> (As designated by Tourism NI) by 2020.	March 2019	Attainment of excellence standard ratings scheme recognised by the tourism industry
13. Establishment of an inter service Working Group between Arts, Culture and Tourism teams and establish joint working priorities/schedule of work	June 18	To establish synergy of working practice and communications within Councils Culture & Arts and Tourism Services
14. Establish a single Arts, Culture and Heritage Advisory Group for the Mid Ulster Region	March 2019	Assists in the Growth of the Arts, Culture and Heritage sector by promoting participation and supporting networking.



## How will we know?

- Number of visitors who participate in and access Council tourist, cultural facilities and natural attractions.
- Increased visitation numbers due to Corporate events by 5% to 2019
- Number of new visitor experiences launched.
- Number of Operators and Centre's accredited under recognized quality schemes
- Increased visitor satisfaction
- Increased visitor spend
- Number of reports and plans developed
- Number of Tourism Development Group Meetings
- Number of visitor attraction upgrades
- Number of trade staff upskilled

## Visible improvement residents, businesses or visitors expect to see

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

## Partnerships: Who do we need to work with?

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

## What risks do we need to manage?

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

## Improvement Objective 2

### 5.2 To help manage our waste and environment by reducing the amount of waste going to landfill

*“Reduction in waste going to landfill is important, but so is littering, notably in rural areas where it is a risk to wildlife and livestock. I would like to see a more aggressive litter campaign”.*

(Resident; Mid Ulster Councils Corporate Improvement Objectives Survey, May 2018)

**Link to Community Plan Theme:** *Infrastructure*

*We are better connected through appropriate infrastructure*

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

*High performing services focused on customer and value for money*

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

**Lead Officer:** *Director, Environment & Property*

### Why have we chosen this Improvement Objective?

The UK has agreed to reduce the amount of biodegradable municipal waste going to landfill to prevent as far as possible any damage to the environment caused by landfilling. Legislation aims to reduce the amount of waste being sent to landfill by finding ways to recover value from waste and developing sustainable management practices. Disposal to landfill is the least preferred option in the waste hierarchy and is only be used as a last resort after re-use, recycling and recovery options, as an escalating scale of taxation on materials being sent to landfill has made this an increasingly expensive option. We generate tonnes of waste every year and all councils are set targets for the amount of waste that goes to landfill and these are lowered every year. During 2016/17 the Council only used 73.09% of its NI Landfill Allowance Scheme allowance (14,509 tonnes) of biodegradable local authority collected municipal waste permitted to be landfilled, placing it 4<sup>th</sup> in overall performance out of 11 Councils. It will be challenging but the Council wants to further reduce this amount.

### What have we done so far?

We currently have data for the amount of household waste landfilled for Mid Ulster District Council for the period April 2015 to December 2017. In 2015/16 the Council landfilled 38.01% of all its household waste. For the 2016/17 fiscal year the corresponding figure was 36.13%. In the calendar year 2017 the Council landfilled 29.88% of its waste. Whilst this may appear to be a 8.13% reduction in the amount of waste going to landfill this must be set against an overall

increase in the total amount of household waste collected in excess of 4,000 tonnes or 5.8%% against a reduction in the tonnage landfilled of 4,500 tonnes (16.83%). Essentially, against a background of waste growth the Council is basically running to stand still. Clearly the closure of Magheraglass Landfill Site contributed significantly to this achievement.

## **Actions - What are we going to do?**

<b>What are we going to do?</b>	<b>Timescale</b>	<b>What difference will it make?</b>
<p>1. Recycle/compost at least 52% of household waste by:</p> <p>Processing additional residual waste by diverting waste from landfill and extracting more recyclates</p> <p>Diverting residual waste to other waste streams</p>	March 2019	Recycling is more sustainable than landfill. The overall cost of recycling is lower than landfill and creates greater economic benefits
2. Restrict the amount of Household Waste landfilled as a percentage of total amount to no more than 30% (25,000 tonnes)	March 2019	Demonstrates the Councils commitment to Sustainable Development and the Circular Economy
3. Ensure that our Northern Ireland Landfill Allowance Scheme (NILAS) annual allocation of 18,032 tonnes is not exceeded.	March 2019	Demonstrates the Councils commitment to Sustainable Development and the Circular Economy
4. To complete capital/project works necessary for the final closure and capping of Magheraglass Landfill Site.	Complete Capping by October 2018	Demonstrates the Councils commitment to environmental regeneration, Sustainable Development and the Circular Economy
5. Mothball Tullyvar Landfill Site in conjunction with Fermanagh & Omagh District Council	October 2018	Demonstrates the Councils commitment to environmental regeneration, Sustainable Development and the Circular Economy
6. Complete construction of the Waste Transfer Station at Drumcoo Recycling Centre, Dungannon in preparation for the Closure of Tullyvar Landfill Site	August 2018	Demonstrates the Councils commitment to a more sustainable waste collection service by reducing vehicle mileage and by bulking waste close to its source
7. To deliver the annual Recycling Awareness Communication Plans to local schools and communities	March 2019	More awareness of schools and communities to the environmental and economic benefits of landfill diversion and recycling

## How will we know?

Measure	Comparative Performance 2016/2017	Comparative Performance 2015/2016	Current Performance 2017	Target for 18/19
<b>How Much Did We do? (number)</b>				
Tonnes of Household Waste Landfilled	26,514.04 t	26,745.19 t	22,244.89 tonnes	22,015.22 tonnes (based on 2016/2017 total)
<b>How Well did we do It? (%)</b>				
% of Household Waste Landfilled	36.13%	38.01%	29.88%	30%

## Visible improvement residents, businesses or visitors expect to see

A high media profile in relation to recycling, composting and food waste segregation and collection. Delivery of recycling and waste awareness sessions within local schools and communities. A completed Waste Transfer station at Drumcoo. A reduction in the wider environmental impacts of landfill particularly in the proximity of Magheraglass and Tullyvar landfill sites (Tullyvar closure).

## Partnerships: Who do we need to work with?

Other Councils, Private sector waste management companies and Northern Ireland Environment Agency, schools, and local communities.

## What risks do we need to manage?

RISK	Mitigation Activity	Risk rating
Failure to meet statutory landfill diversion and household waste recycling targets	(1) Contracts in place for treatment of residual waste arising and processing of recyclable material across Council area (2) Network of Recycling Centres in operation across Mid Ulster (3) Environmental Education Programme delivered across local schools, community groups etc.	Low

	<p>(1) Reporting of landfill diversion and recycling performance via Waste Dataflow system</p> <p>(2) Extension of bio-waste kerbside collections, improvements to Recycling Centres to increase recycling materials being collected.</p> <p>(3) Implementation of Recycling Environmental Education Awareness Communications Plan</p>	
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## Improvement Objective 3:

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

*“Only certain services should be available on line. It is important that council maintain a strong front line service with staff. Mid Ulster has a high percentage of mature citizens who do not wish to avail of services online.”*

(Resident; Mid Ulster Councils Corporate Improvement Objectives Survey, May 2018)

**Link to Community Plan Theme:** *Health and Wellbeing*

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

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

*Increase Access to services and customer experiences across the district.*

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

**Lead Officer:** Director, Finance

#### Why have we chosen this Improvement Objective?

Our customers, communities and businesses want to experience the Council which provides a single seamless journey from initial enquiry right through to the required support. The council wants to increase the range of on-line transactions, simplify our processes and engage with our customers, whilst providing appropriate support for those who interact with our services in non-digital ways such as face-to-face, written correspondence or by telephone. We will not leave anyone behind, however, over time, the success of better designed digital services will allow Council to reduce the scale and profile of less convenient, less effective and less efficient contact methods

#### What have we done so far?

- Report on the Analysis/Examination of good/next practice of online services developed
- Review and assessment of Council’s online service provision undertaken and proposals for improved user interface, securing digital efficiencies and additional digital online service provision paper in place.
- Online facility to pre-pay commercial waste at the main recycling centres – procured, installed and due to be fully implemented by the end of summer 2018.
- The numbers of customers utilising the online dog licensing portal has increased by just under 40% in year.

- The numbers of customers successfully utilising the new online Building Notices and Regularisation Applications has seen just under 15% of applicants use the new portal
- A new “Council Direct” online service was launched where members of the public can now request Building Control Inspections.
- An ‘E- orders’ automation module now in place and Council has commenced issuing electronic orders to suppliers.
- Greenvale Leisure Centre’s smooth transition back into council in the month of September ensured that online leisure service bookings were still available.
- A local tourism trade hub has been completed and went live and training sessions have been delivered for local tourism businesses. The hub offers useful material on how to grow and promote your business and a forum for discussion with other like-minded people. With easy to navigate tabs separating all the material provided into sections the website is designed to help quickly locate all the information site visitors need. Queries are dealt with by simply using the Ask an Expert or Contact Us tabs and help will be at hand. An up to date business directory that can be searched by business type or name is another handy tool.
- Carleton Trail (a waymarked walk of just under 30 miles for driving, walking, cycling) has been upgraded and launched alongside a self- guiding virtual app for the trail.
- All our Council £30K plus Tenders are now advertised online on e-TendersNI
- Council’s ‘Binovation App’ has been extended to enable citizens to report dog fouling, graffiti and litter directly to Environmental Services

## **Actions - What are we going to do?**

<b>What are we going to do?</b>	<b>Timescale</b>	<b>What difference will it make?</b>
1. Create operational online service to commission and pay for Bulky Household Collections	March 2019	Ease of customer service bookings
2. Implement an online facility to pay invoices	June 2018	Mid Ulster Website operating a payment interface for the customer
3. Implement an online facility to submit service requests for Environmental Health (EH) Complaints and EH Registrations	March 2019	Reduced administration for back office systems and processes.
4. Consistent presentation of online services	June 2018	Consistently presented online services which are easily found,

		user friendly and responsive to mobile devices.
5. Increase online leisure activity bookings across facilities.	September 2018	Consistent online leisure facility offering
6. To continue working with other councils on a new Planning portal and to provide key staff to the project as required, Portal proposed implementation 2020	April 2020	Progress made on new planning portal
7. Provision of Digital Heaney Experience (formerly Trails)	December 2018	The addition of an engaging digital experience for tourism industry, visitors and citizens across mid ulster
8. Provide work placement opportunities online	September 2018	Consistent and online advertisement of work placement opportunities
9. Create a new Economic Development Portal online presence for businesses	March 2019	Improved accessibility to all Council's Economic Development online services
10. An annual increase of 2.5 % p.a of no. of online dog licences issued and Building and Regularisation Applications	March 2019	Increase utilisation of current online facilities for Dog Licensing/Building Notices and Regularisation Applications.
11. To develop a Council-wide "Digital First" customer engagement and communication plan	January 2019	A more digitally-enabled, consumer facing organisation with a more digitally engaged population

## How will we know?

- *Percentage progress against "Online accessible services project plan" by March 2019*
- No. of Additional Online Council Services; such as report it, pay for it, book it and request it online
- No. of customers completing transactions online
- No. of electronic orders issued
- No. of invoice payments received
- % increase in online Dog Licensing and Building Control Regularisation applications
- No. of work placements advertised online
- No. of tenders advertised online



- No. of apps available.
- No. of digital projects completed
- No. of Portals developed

## Visible improvement residents, businesses or visitors expect to see

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

## Partnerships: Who do we need to work with?

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

## What risks do we need to manage?

RISK	Mitigation Activity	Risk rating
Failure to reach key milestones by agreed timeframes	<p>Lead Officer appointed to:</p> <ul style="list-style-type: none"> <li>• Assume responsibility for delivery of each milestone.</li> <li>• Selection of appropriate team to deliver milestone.</li> <li>• Report back regularly to Senior Responsible Officer.</li> </ul> <p>Senior Responsible Officer to:</p> <ul style="list-style-type: none"> <li>• Attend bi-monthly meetings and escalate areas of uncertainty to appropriate authority where required.</li> </ul>	Low
Failure to secure adequate resources (human and financial) to deliver in year milestones	<p>Senior Responsible Officer to:</p> <ul style="list-style-type: none"> <li>• Ensure that resource implications are identified and fully explained to relevant authority (Chief Executive and Senior Management Team) prior to Rate estimates being finalised in February 2018</li> </ul>	Low

## Improvement Objective 4

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

*“Could develop programmes to promote healthier lifestyles that would encourage citizens who at present would not use Council recreational sites e.g. short 12 week beginner courses in various disciplines.”*

(Resident; Mid Ulster Councils Corporate Improvement Objectives Survey, May 2018)

**Link to Community Plan Theme:** *Health & Wellbeing*

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

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

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

**Performance Improvement Aspects this improvement objective aims to deliver against?**

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

**Lead Officer:** *Director, Leisure & Outdoor Recreation*

#### Why have we chosen this Improvement Objective?

The important role that sport and physical activity plays and the availability of accessible, high quality sport and leisure programmes is recognised as enhancing the quality of life, health and well-being of our district's citizens. It is key to helping the council build strong and safe communities with active and healthy people. Participation is a major contributor to personal health and wellbeing with the potential to develop personal lifelong physical and social skills.

Locally, core wellbeing levels are below Northern Ireland averages and while 80% of the population rate their health as good (Northern Ireland wide those rating their health as good stands at 79.5%), approximately 20% of the population have life limiting illnesses, in absolute terms long term health issues continue to exert pressure on communities, affect overall health outcomes and create challenges for the public services. Within our district obesity rates in children and adults are increasing coupled with it being an area with the highest proportion of deaths due to circulatory diseases, pointing us towards a need to increase participation in local health and well-being programmes. Council wants to help people to adopt and continue to develop healthy lifestyles and is a pillar within the district's Community Plan We have chosen this objective based on what our local communities have told us, whilst taking into account our identified health inequalities within the district, accessibility opportunities and participation rates.

## What have we done so far?

- A baseline of current health and well-being programmes has been completed by Council. Greater numbers have attended Council's Nine Sports Development Programmes during 2017/18, with 30,032 participants, as opposed to 17,200 during 2016 to 2017.
- Mid Ulster Council has continued to work with our Community Planning Partners, the Public Health Agency (PHA) and two health trusts (Northern and Southern Health and Social Care Trusts) to continue to roll out the 'Make a Change' programmes, which work with local unemployed people to help improve their physical activity, nutrition, mental health and wellbeing. The programme in 2017 to 2018 saw an increase in participant numbers over the previous year and new programmes are in place for 2018 to 2019.
- Audits of Leisure and Parks facility usage have been compiled (by facility and per programme), with trend data now available. Overall usage rates in Council's five Leisure Centres (Cookstown, Dungannon, Mid Ulster Sports Arena, Maghera, and Meadowbank) during 2017 to 2018 saw an increase in overall rates of 6%.
- Greenvale Leisure Centre reverted to the Council on 10 September 2017, in what has been described as a 'smooth transition', with close to 90 staff transferring across to the Council after the handover. The in year figures for overall usage for Greenvale Leisure Centre were 162,901 during 2017 to 2018.
- Council conducted Mystery Shopping visits in nine Leisure and Parks facilities during 2017 to 2018. The mystery shopping visits gauge customer satisfaction and experience by looking at Council staffs' product knowledge, the availability of goods and services, compliance to standards/procedures, staffs' behaviour and passion for the job! The average ratings across all sites has increased by 7% from last year's ratings scores, with a median score of 83% in 2017 to 2018. Customer Surveys have also been developed for Council leisure and parks facilities
- Much of the modern emphasis in sport and leisure businesses is on the customer. Satisfying customers is at the centre of notions of service quality. Council has reviewed its Leisure and Parks marketing approaches as a process of identifying customer needs, wants and wishes, and how these could be satisfied. Council's Sport and Leisure services and facilities depend on satisfied customers. Marketing involves creating appropriate goods and services and matching them to market requirements. Therefore, far from being just about selling, marketing is from the beginning an integral part of Council's revised approach to business process. We reviewed and developed our marketing plans to assess the needs and wants of potential customers; analysed the internal organisational and external market environments; segments within the market; re-positioned many of our Leisure and Parks product in the market through bespoke Marketing Action plans for our centres, in order to secure an appropriate relationship with our customers.
- Key Capital development project proposals have been moved forward during the year, with components of Gortgonis Centre under development, remedial works being undertaken to Dungannon Leisure Centre and a business case prepared for the re-

development of Railway Park in Dungannon. Play parks throughout the District are being re-furbished as part of the Rural Development Programme.

## Actions - What are we going to do?

What are we going to do?	Timescale	What difference will it make?
1. Development of proposals to implement a programme of work for key capital schemes to include:  I. Gortgonis II. Dungannon Leisure centre III. Moneymore Recreation Centre IV. Maghera Leisure Centre	March 2019	Production of high quality, responsive indoor and outdoor leisure facilities.
2. Audit of Leisure facility usage to achieve 2018/19 target of 1,6000,000 users: – <ul style="list-style-type: none"> <li>• Develop facility activity programmes/promotions.</li> <li>• Implement customer surveys for users &amp; non-users.</li> </ul>	March 2019	Increased participation and healthier lifestyles by more people being aware of recreational facilities/programmes.
3. Improve the accessibility of online services, with increased and improved booking availability online.	March 2019	Improved customer satisfaction by delivering efficient 24/7 online services
4. Review of the Leisure Marketing Framework and associated centre plans for Leisure facilities, programmes and events.	March 2019	Increased participation and healthier lifestyles by more people being aware of recreational facilities and programmes.
5. Delivery of Key Capital Improvement Programmes to include: I. Railway Park II. Play Parks III. Parks	March 2019	Improved quality outdoor recreational facilities in Mid Ulster.
6. Develop appropriate Parks Marketing Framework and associated action plans	Oct 2018	Increased participation and healthier lifestyles by more people being aware of outdoor recreational facilities and programmes.

8. Revision of Parks, Play and Outdoor recreation Plans; <ul style="list-style-type: none"> <li>• Parks &amp; Play</li> <li>• Outdoor Recreation</li> </ul>	May 2018 June 2018	Improved quality and accessible recreational facilities in Mid Ulster.
9. Audit of Planned Outdoor Recreation, Events and Programmes to increase target set for 2018 to 2019 of 616,660 users.	March 2019	Increased participation and healthier lifestyles by more people being aware of recreational facilities and programmes delivered through Mid Ulster Council's Parks Service.

### How will we know?

- Number of participants within the "Make a change" programme.
- Number of community groups engaged to raise awareness of increasing physical activity
- Number of participants within Sports Development Programmes
- Number of Sports development programmes
- Usage figures of current facilities
- % increase satisfaction rate from Mystery Shopping exercises
- Number of compiled programmes and events both external and internal
- Production of an up to date Marketing Plans by April 2019.
- 7 associated Capital Project Designs developed

### Visible improvement residents, businesses or visitors expect to see

An increased and improved leisure, sport facilities provision, through improved planning for enhanced capital projects. Increased customer awareness of health, fitness and wellbeing programmes designed around our communities, targeting specific health inequalities and growing knowledge of how to increase physical activity and improve wellbeing. An increase in the number of participant experiences, in sport, leisure and healthy living. Continued collaboration with a host of stakeholders and improved working relationships and plans with our Community Planning Partners in the wider Health and Wellbeing communities.

### Partnerships: Who do we need to work with?

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

## What risks do we need to manage?

RISK	Mitigation Activity	Risk rating
Increased competition from private sector	Strategic marketing plans developed and implemented. Sales and Marketing Officer appointed. Ongoing monitoring of performance and competition by management teams	Moderate
Resource availability & usage – staff, funding and infrastructure	Ensure the resource implications are identified and explained to Chief Executive and senior management team prior to rates estimates being finalized. Provide rationale and business case to support allocation of capital and revenue costs.	Moderate

## Contacting Us

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

Democratic Services Team  
Council Offices  
Circular Road  
Dungannon BT71 6DT

Telephone: 03000 132132

Email: [info@midulstercouncil.org](mailto:info@midulstercouncil.org)

## Appendix One – Statutory Performance Indicators and Standards

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

Reference	Statutory Indicator	Standard to be Met (annually)
ED1	The number of jobs promoted through business start-up activity. (Business start –up activity means the delivery of completed client led business plans under the Department of the Economy’s Regional Start initiative or its successor programmes)	210
P1	The average processing time of major planning applications. (An application in the category of major development within the meaning of the Planning Development Management ) regulations (NI) 2015 (a))	Major applications processed from date valid to decision or withdrawn within an average of 30 weeks
P2	The average processing time of local planning applications. (An application in the category of local development within the meaning of the Planning (Development Management) Regulations (NI) 2015, and other applications for approval or consent under the Planning act (NI) 2011 or any Regulations made under the Act	Local applications processed from date valid to decision or withdrawn within an average of 15 weeks.
P3	The percentage of planning enforcement cases processed within 39 weeks. (Enforcement cases are investigations into alleged breaches of planning control under Part 5 of the Planning act (NI) 2011 or any regulations made under the Act).	70% of all enforcement cases are progressed to target conclusion within 39 weeks of receipt of complaint.
W1	The percentage of household waste collected by district councils that is sent for recycling (including waste prepared for reuse)	50% by 2020
W2	The amount (tonnage) of biodegradable Local Authority Collected Municipal Waste that is landfilled.	NI Landfill Allowance Scheme (19,131 tonnes in 2017/2018 and 18,032 tonnes in 2018/2019)
W3	The amount (tonnage) of Local Authority Collected Municipal Waste arisings (The total amount of waste collected)	Actual Tonnage 73,384.06 2016/2017 70,357.48 2015/2016



## Appendix Two - Mid Ulster Council's Corporate Health Indicators

Measure	Target/Standard 2017 - 2018	Responsible Lead Service
<b>1.0 Economy</b>		
1.1 Number of jobs promoted	210	Economic Development
1.2 Average processing time for local planning applications	15 weeks	Planning: Development Management
1.3 Average processing time for major planning applications	30 weeks	Planning: Development Management
1.4 % Building Regulations Applications determined to target	90%	Building Control
<b>2.0 Waste Management</b>		
2.1 Percentage (%) of waste going to landfill	35%	Environmental Services
2.2 Percentage (%) of waste recycled	50%	Environmental Services
<b>3.0 Council Facilities</b>		
3.1 Visitors to Arts/Cultural venues	Baseline year	Arts & Culture
3.2 Users of Leisure and recreation facilities	Baseline year	Leisure
3.3 Visitors to Council Offices	Baseline year	Human Resources
3.4 Number of RIDDOR incidents	Baseline year	Health & Safety
<b>4.0 Better Responses</b>		
4.1 Freedom of Information (Fol) requests responded to within target	90%	Democratic Services
4.2 Complaints dealt with within target	90%	Chief Executive's Office
4.3 Correspondence responded within target	90%	Human Resources
4.4 Number of online transactions	Baseline year	ICT
<b>5.0 Resident Satisfaction</b>		
5.1 Percentage (%) of Residents content with our services	80%	Marketing & Communications
5.2 Percentage (%) of residents agree that Council keeps them informed	80%	Marketing & Communications
5.3 Percentage of Residents agree that Council listens and acts on concerns	80%	Marketing & Communications
5.4 No. of organisations receiving Grant Aid	Baseline Year	Community Development
<b>6.0 Staffing</b>		
6.1 Number of Staff (FTE's) on payroll	Baseline Year	Human Resources
6.2 Number of Casual Staff employed in the past 12 months	Baseline Year	Human Resources
6.3 Percentage (%) Attendance	95%	Human Resources
6.4 Percentage (%) Overtime	2.5%	Finance

## 7.0 Engaged Workforce

7.1 % of staff satisfied with their current job	80%	Marketing and Communications
7.2 % of workforce who take pride in working for Mid Ulster District Council	80%	Marketing & Communications
7.3 % of workforce who understand Council's priorities and how they contribute to them	80%	Marketing & Communications

## 8.0 Finances

8.1 Loans Outstanding	Baseline year	Finance
8.2 Cash Reserves	£10 m	Finance
8.3 Invoices paid within 30 days	90%	Finance

<b>Report on</b>	Progress Returns: Equality Commission and Dept. of Agriculture, Environment & Rural Affairs 2017-2018
<b>Date of Meeting</b>	7 June 2018
<b>Reporting Officer</b>	Philip Moffett, Head of Democratic Services
<b>Contact Officer</b>	Ann McAleer, Corporate Policy and Equality Officer

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

<b>1.0</b>	<b>Purpose of Report</b>
1.1	To consider Mid Ulster District Council's Annual Progress Reports for the period 2017-18 on meeting the statutory equality and good relations duties as detailed within Section 75(1) and 75(2) of the N Ireland Act 1998 and the Rural Needs Act NI (2016).
<b>2.0</b>	<b>Background</b>
2.1	Mid Ulster District Council is bound by Section 75 of the N Ireland Act 1998. Section 75(1) requires that the council gives due regard to the need to promote equality of opportunity between groupings/categories as detailed within the Act and Section 75(2) requires that regard be given to the desirability of promoting good relations between persons of different religious belief, political opinion or racial group.
2.2	The council's overarching document around which it fulfils its statutory duties is its Equality Scheme. The Annual Progress Report, attached, sets out to what extent the Council has demonstrated fulfilment of its statutory duties to promote equality and good relations through its Equality Scheme.
2.3	The Equality Commission have requested that a progress report be made and published on Council's website.
2.4	Mid Ulster District Council is also bound by the Rural Needs Act NI (2016) to ' <i>have due regard</i> ' to rural needs when: <ul style="list-style-type: none"> <li>• developing, adopting, implementing or revising policies, strategies and plans, and;</li> <li>• designing and delivering public services'.</li> </ul>
2.5	Section 3 of the Rural Needs Act NI requires DAERA to publish an annual monitoring report containing the information sent to it by public authorities on how they have paid due regard to rural needs and information of the exercise by DAERA of its functions under the Act. It must lay a copy of this report before the Assembly.
2.6	Section 3 of the Act also requires the Minister of Agriculture, Environment and Rural Affairs, on or after the day on which the report is laid to " <i>make a statement to the Assembly about the content of the report.</i> "

<b>3.0</b>	<b>Main Report</b>
3.1	The Annual Progress Report for the Equality Commission for the period 2017-18 is attached as Appendix A. It reports on aspects of the council's Equality Scheme and how it has been implemented over the period.
3.2	The Annual Progress Report for the reporting period 2017-18 must be submitted to the Equality Commission by 31st August each year.
3.3	The Council's Annual Progress Report (2017-18) sets out to what extent the Council has demonstrated regard to rural needs. It is included as Appendix B of this report.
<b>4.0</b>	<b>Other Considerations</b>
<b>4.1</b>	<b>Financial, Human Resources &amp; Risk Implications</b>
	Financial: N/A
	Human: N/A
	Risk Management: N/A
<b>4.2</b>	<b>Screening &amp; Impact Assessments</b>
	Equality & Good Relations Implications: N/A
	Rural Needs Implications: N/A
<b>5.0</b>	<b>Recommendation(s)</b>
5.1	That Council considers approval of the Annual Progress Reports (2017-18) on the implementation and activities surrounding its Equality and Good Relations and Rural Needs statutory duties.
<b>6.0</b>	<b>Documents Attached &amp; References</b>
	Appendix A: Mid Ulster District Council Annual Equality Progress Report (2017-18) Appendix B: Mid Ulster District Council Annual Rural Needs Progress Report (2017-18)

## **Mid Ulster District Council**



Comhairle Ceantair  
**Lár Uladh**  
**Mid Ulster**  
District Council

### **Public Authority Statutory Equality and Good Relations Duties**

#### **Annual Progress Report 2017-18**

**Contact:**

• Section 75 of the NI Act 1998 and Equality Scheme	Name:	Ann McAleer, Corporate Policy & Equality Officer
	Telephone:	03000 132 132
	Email:	ann.mcaleer@midulstercouncil.org
• Section 49A of the Disability Discrimination Act 1995 and Disability Action Plan	As above	<input checked="" type="checkbox"/>
	Name:	
	Telephone:	
	Email:	

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

[www.midulstercouncil.org/equality](http://www.midulstercouncil.org/equality)

**Signature:**

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

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

**This report reflects progress made between April 2017 and March 2018**

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

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

- 1** In 2017-18, please provide **examples** of key policy/service delivery developments made by the public authority in this reporting period to better promote equality of opportunity and good relations; and the outcomes and improvements achieved.

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

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

#### **Equality Scheme & Equality Action Plan:**

- Council continues to implement its Equality Scheme which directly influences policies, practices and service delivery. Policy screening reports were issued in April 2017, September 2017 and December 2017. These reports are available on [www.midulstercouncil.org/equality](http://www.midulstercouncil.org/equality)
- An Equality Action plan was developed, externally consulted upon and subsequently adopted by Council in September 2017. This plan will be in place until 2020. The plan was based upon an Audit of Inequalities carried out in 2014. The plan includes 4 themes (1. Accessibility, Corporate Practices, Participation Level and Partnership Working). Each theme has a number of outcomes for delivery. During the reporting period a number of action measures within the Equality Action Plan were completed. For details see question 2 below.
- In June 2017 a revised and updated Disability Action Plan was issued for a 14 week consultation. One consultee requested hard copies of the plan. Follow up e-mails and telephone calls were made upon request to a number of other consultees.
- Council's Equality Consultee List was updated in October 2017
- Mid Ulster Disability Forum is now named as Council's primary consultee in relation to the implementation of Council's Disability Action Plan. The Corporate Policy and Equality Officer attends monthly meetings of the Mid Ulster Disability Forum. Secretariat support is also provided by Council. This provides an opportunity to liaise directly with people with disabilities and with people who represent groups of people with specific disabilities. This includes shop mobility, RNIB, Sure start, Education Authority and Health Trust representatives.

**Policy & Service Delivery:**

- Council's Everybody Active Programme targets women and girls, people with a disability and people living in areas of high social need. The programme has a dedicated officer offers and courses and programmes of activity in different areas, from Boccia Club, Wheelie Active Club (for children aged 4-12 years with a physical disability), multi-sport holiday camps, dodgeball and buggy fit. The programme recognises that, 'for some of us, it's more difficult to find opportunities to be active and activities that we can participate in'. During the 17/18 period 170 people with a disability were also supported via Everybody Active small grants programme.
- Language Line telephone interpretation service for customers who do not speak English is now operational at the three civic receptions and the leisure centre receptions.
- The Mid Ulster Disability Forum's Access Mid Ulster website is now hosted on the equality section of Council's website.
- Community Development has provided support for funding applications for a range of organisations including; Disability, Seniors and Women.
- Council has continued to support the Oil stamp scheme.
- Ongoing good relations activity across the Council area in partnership with the community and voluntary sector.
- Ranfurly House Arts & Visitor Centre 11 outreach groups participated in a variety of arts projects throughout the 17/18 period. The Members/trustees (representatives from groups) hold their meetings in Ranfurly House Arts & Visitor Centre in Dungannon four times throughout the year. Each group is offered an eight week arts project of their choice, if they wish they can run with two, four week projects as opposed to one eight week project. Members/trustees agree on arts projects for their groups, the project is delivered at their centre, it is evaluated and feedback on how projects were received by their participants is shared at management meetings. This information allows other members to make informed decisions in regard to the suitability of the various art forms for their group. Activities have included dance, storytelling, pottery and candle making.
- Council is represented on the Day Opportunities Multi-Agency Forum.
- 'Autism Hour' was held throughout all Council facilities from 10am-11am on Monday (2nd October). Actions required include the following:
  - Significantly reducing or turning off background music. PA announcements were only made when necessary
  - Switching off, reducing or dimming lights
  - Staff were briefed and made aware of practical ways of accommodating customers with Autism

**Training:**

- Disability Awareness Training was provided for staff and elected members at Council locations throughout the District. This resulted in 40 members of staff and 5 elected members receiving the training.
- Council's Senior Management Team also received Disability Awareness Training (provided by Employers for Disability NI) in November 2017.
- Equality Screening training was provided to staff at two separate Council locations in September 2017 and October 2017.
- 10 staff received Just A Minute training. 44 more staff will receive online training with a view to the training being rolled out Council wide during the 2018/19 period.
- Council in partnership with the Southern Health Trust, the Public Health Agency and provided two Dementia Awareness Skills Workshop in May 2017. The workshops were open to any members of the public who have contact with people with dementia. The session was an opportunity for businesses, services providers, community organisations, carers and individuals who would like to broaden their knowledge about dementia, to help improve how services can be delivered for people and their carers living with Dementia locally.
- Elected Members were provided with Good Relations Training on 18 May 2018. This training was provided by the Equality Commission in partnership with NILGA.



- 2 Please provide **examples** of outcomes and/or the impact of **equality action plans/** measures in 2017-18 (*or append the plan with progress/examples identified*).

Mid Ulster District Council's Equality Action Plan is attached as Appendix A. The current status of the measures are set out below:

Action 3a: Everybody Active sample and it demonstrated varying times and locations (indoor and outdoor) and seasonal activities.

Action 3b: Locations throughout the District have been utilised for events and programmes. This will be further examined in 2018.

Action 3c: Examples include buggy-fit where carers can exercise and bring along a child in their care. 105 carers attended these sessions with children in their care during the 17/18 period. Family Fun Night Swim is another activity where parents/guardians and the children can enjoy activities together.

Action 3d: This information currently unavailable.

Action 3e: Examples of this include:

- As part of Dementia Awareness Week in April 2017 Council staff were provided with a Factsheet on Dementia and Details on Supporting a Person with Dementia. Details of the dementia awareness helpline were also provided to staff.
- In December 2017 staff were informed of a new Education Authority initiative for young people with disabilities based in the Dungannon area.
- Carers Trust information was also circulated to staff in February 2018 regarding where and how support could be sought from the Health Trust.

Action 4a: Partnership working for 2018 is linked to Council's involvement in the Mid Ulster Disability Forum.

Action 4b: This action is now to be carried out in 2019 following local government elections-Options are being assessed for the best way to provide opportunities for residents, visitors and customers with elected members.

- 3** Has the **application of the Equality Scheme** commitments resulted in any **changes** to policy, practice, procedures and/or service delivery areas during the 2017-18 reporting period? *(tick one box only)*

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

Please provide any details and examples:

One example of a change to policy, practice, procedures and/or service delivery areas is the processes involved in relation to consultation in relation to Public Realm Scheme implementation. As a result of lessons learned from previous similar projects the decision was taken to involve the Mid Ulster Disability Forum (MUDF) at an early stage in order to ensure that equality of opportunity was integrated into the planning process at the earliest possible opportunity. The group took part in a 'walk through' in the town to point out aspects of the development that could be amended in order to make the town more accessible and pointed out practical issues to the capital development team who facilitated the process.

Changes to practices in bin collection have also been made (upon request) in order to make the service more accessible. A sign language interpreter was also used at a civic recognition event in order to provide equality of opportunity for attendees who required sign language interpretation.

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

Please provide any details and examples:

With regard to the public realm, consultation with members of the MUDF provided feedback to suggest that they found this exercise in relation to the public realm development really useful and informative and that they found it beneficial to point out potential issues directly to the team delivering the project. This process of direct consultation with people with various disabilities in relation to capital developments is something that Council hopes to replicate on new projects going forward. From the viewpoint of Council it is invaluable to receive relevant information on what differences can be made that will benefit individuals who will be direct users.

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

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

During 2017/18 23 plan/policies and strategies were screened of these 23 required mitigating measures which included provision of alternative formats, addressing language barriers and providing pictorial signage.

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

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

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

☐ Other *(please specify and give details):*

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

**Arrangements for assessing compliance (Model Equality Scheme Chapter 2)**

**4** Were the Section 75 statutory duties integrated within job descriptions during the 2017-18 reporting period? *(tick one box only)*

☒ Yes, organisation wide

☐ Yes, some departments/jobs

☐ No, this is not an Equality Scheme commitment

☐ No, this is scheduled for later in the Equality Scheme, or has already been done

☐ Not applicable

Please provide any details and examples:

These have been integrated in line with all employees being bound by all Council policies, procedures, statutory duties and local government competency framework.

- 5 Were the Section 75 statutory duties integrated within performance plans during the 2017-18 reporting period? *(tick one box only)*

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

Please provide any details and examples:

N/A for 2017/18, however Council's Performance Team are working towards inclusion of Section 75 statutory duties for the 2018/19 Corporate Improvement Plan.

In the 2017-18 reporting period were **objectives/ targets/ performance measures** relating to the Section 75 statutory duties **integrated** into corporate plans, strategic planning and/or operational business plans? *(tick all that apply)*

- ☐ Yes, through the work to prepare or develop the new corporate plan
- ☐ Yes, through organisation wide annual business planning
- ☐ Yes, in some departments/jobs
- ☒ No, these are already mainstreamed through the organisation's ongoing corporate plan
- ☐ No, the organisation's planning cycle does not coincide with this 2017-18 report
- ☐ Not applicable

Please provide any details and examples:

Council's Corporate Plan received a midterm review during the 2017/18 period. The mainstreaming of Section 75 statutory duties was unaffected.

### Equality action plans/measures

- 7** Within the 2017-18 reporting period, please indicate the **number** of:

Actions  
completed:

2

Actions ongoing:

11

Actions to  
commence:

2

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

One example relates to Action 1c which sits under the theme of accessibility in the Equality Action Plan. The action is titled, 'Awareness sessions regarding the specific needs of S75 groups'. This process commenced during the 2017/18 process with Council's commitment to roll out the Just A Minute (JAM) initiative within Council facilities.

Another example relates Action 3e of the Equality Action Plan- This action fits under the area of participation of carers. Staff have been provided with signposting information (via email) in relation to where they can access support for either themselves or members of their family who may act as an unpaid or voluntary carers for family members, neighbours or friends.

- 8** Please give details of changes or amendments made to the equality action plan/measures during the 2017-18 reporting period (*points not identified in an appended plan*):

The Equality Action was developed during the 2017/18 period. A 14 week public consultation was held in relation to the development of the Action Plan. The finalised Equality Action Plan is attached as Appendix A.

- 9** In reviewing progress on the equality action plan/action measures during the 2017-18 reporting period, the following have been identified: (*tick all that apply*)

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

- ☐ Measures to address a prioritised inequality have been completed

**Arrangements for consulting (Model Equality Scheme Chapter 3)**

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

☒ All the time ☐ Sometimes ☐ Never

- 11** Please provide any **details and examples of good practice** in consultation during the 2017-17 reporting period, on matters relevant (e.g. the development of a policy that has been screened in) to the need to promote equality of opportunity and/or the desirability of promoting good relations:

Good practice was carried out in relation to the public consultation held in relation to the development of the Equality Action Plan and the reviewed Disability Action Plans. The process was publically advertised, information was available on Council's website and consultation events were held in varying locations and at various times of day.

Good practice was also displayed in relation to the development of the new Gateway Signage that was rolled out throughout the District in December 2017. RNIB were consulted with directly in relation to the format and font included in the signage. The feedback was taken on board and the sample signage was amended to reflect the suggestions provided.

- 12** In the 2017-18 reporting period, given the consultation methods offered, which consultation methods were **most frequently used by consultees**: *(tick all that apply)*

- ☒ Face to face meetings
- ☒ Focus groups
- ☒ Written documents with the opportunity to comment in writing
- ☐ Questionnaires
- ☐ Information/notification by email with an opportunity to opt in/out of the consultation
- ☐ Internet discussions

PART A

☐ Telephone consultations

☐ Other (*please specify*):

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

Council's Corporate Policy & Equality Officer met with the Dungannon based Lobbying Activism Research Group (upon their request) as a focus group session. The aim was to consult the group in relation to implementing Council's Equality Duties and provide them with answers to their queries in relation to specific issues. The members raised issue in relation to consultation techniques, leisure development in Dungannon, bin collections and Our Community Plan. The Corporate Policy & Equality Officer also met with Loup Women's Group in April 2017 (upon their request) to advise them of what Council does/implements to accommodate/support S75 groups.

- 13** Were any awareness-raising activities for consultees undertaken, on the commitments in the Equality Scheme, during the 2017-18 reporting period? (*tick one box only*)

☒ Yes

☐ No

☐ Not applicable

Please provide any details and examples:

Equality Consultees were notified that the Equality Action Plan and Revised Disability Action Plan was approved in October 2017. Awareness-raising activities were also included as part of internal and external functions such as the Equality Officer's attendance at meetings and generally championing the disability duties.

- 14** Was the consultation list reviewed during the 2017-18 reporting period? (*tick one box only*)

☒ Yes

☐ No

☐ Not applicable – no commitment to review

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

Information on council's statutory duty arrangements can be found at:-

[www.midulstercouncil.org/Council/Equality](http://www.midulstercouncil.org/Council/Equality)

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

23
----

- 16** Please provide the **number of assessments** that were consulted upon during 2017-18:

0	Policy consultations conducted with <b>screening</b> assessment presented.
0	Policy consultations conducted <b>with an equality impact assessment</b> (EQIA) presented.
0	Consultations for an <b>EQIA</b> alone.

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

N/A Council did not undertake any assessments during 17/18.

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

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

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

- 19** Following decisions on a policy, were the results of any EQIAs published during the 2017-18 reporting period? (*tick one box only*)



☐ Yes☐ No☐ Not applicable

Please provide any details and examples:

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

**20** From the Equality Scheme monitoring arrangements, was there an audit of existing information systems during the 2017-18 reporting period? *(tick one box only)*

☐ Yes☐ No, already taken place

☐ No, scheduled to take place at a later date

☐ Not applicable

Please provide any details:

An audit of Councils monitoring procedures is scheduled to take place in June 2018 and be presented to Council's Senior Management Team in September 2018.

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

☒ Yes☐ No☐ Not applicable

Please provide any details and examples:

A review of the service users of registration services in the Dungannon Office for weddings prompted a decision was taken to provide information signage applicable to weddings in various languages. This was in response to a high percentage of the service users not having English as a first language. This signage has provided improved ease of use of Council services for weddings for people who do not have English as their first language.

**22** Please provide any details or examples of where the monitoring of policies, during the 2017-18 reporting period, has shown changes to differential/adverse impacts previously assessed:

No information is currently available. Following the audit (as referenced in the response to No. 20) methods of collection will be put in place following SMT approval.

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

Increased monitoring identified and recommended via screening has led to an improvement of service improvement in relation to policy implementation and revision.

#### **Staff Training (Model Equality Scheme Chapter 5)**

- 24** Please report on the activities from the training plan/programme (section 5.4 of the Model Equality Scheme) undertaken during 2017-18, and the extent to which they met the training objectives in the Equality Scheme.

- Disability Awareness Training was provided for staff and elected members at Council locations throughout the District. This resulted in 40 members of staff and 5 elected members receiving the training
- Council's Senior Management Team also received Disability Awareness Training in November 2017
- Equality Screening training was provided to staff at two separate Council locations in September 2017 and October 2017.
- 10 staff received Just A Minute training. 45 more staff will receive online training with a view to the training being rolled out Council wide during the 2018/19 period.
- Council in partnership with the Southern Health Trust, the Public Health Agency and provided two Dementia Awareness Skills Workshop in May 2017 These workshops are open to anyone who may comes into contact with people with dementia. This is an opportunity for businesses, services providers, community organisations, carers and individuals who would like to broaden their knowledge about dementia, to help improve how services can be delivered for people and their carers living with Dementia locally.
- Elected Members were provided with Good Relations Training on 18 May 2018. This training was provided by the Equality Commission in partnership with NILGA.

While the training set out above has met some of the commitments made in Section 5.4 of the Equality Scheme the development and implementation of an equality training plan

will be delivered during the remaining period of the current equality scheme i.e. 2018-2020.

- 25** Please provide any examples of relevant training shown to have worked well, in that participants have achieved the necessary skills and knowledge to achieve the stated objectives:

Equality Screening training was provided to staff at two separate Council locations in September 2017 and October 2017. This training has equipped staff with the confidence and awareness to complete equality screening. The benefits of the training were reflected in the evaluations sheets completed by the participants and were also reflected in increase in the number of equality screenings.

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

- 26** Please list **any examples** of where monitoring during 2017-18, across all functions, has resulted in action and improvement in relation **to access to information and services**:

The Equality Action Plan influenced the Equality Action Plan to address accessibility of services as an area of improvement for Council. Language Line telephone interpretation service for customers who do not speak English is now available to become operational at the three civic receptions and the leisure centre receptions.

### **Complaints (Model Equality Scheme Chapter 8)**

- 27** How many complaints **in relation to the Equality Scheme** have been received during 2017-18?

Insert number here:

0

Please provide any details of each complaint raised and outcome:

N/A

### **Section 3: Looking Forward**

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

2020

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

The focus of the Equality Scheme arrangements for 2018/19 year will be implementing additional monitoring and the development of an equality training programme.

- 30** In relation to the advice and services that the Commission offers, what **equality and good relations priorities** are anticipated over the next (2017-18) reporting period? *(please tick any that apply)*

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

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

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

**5**

Fully achieved

**6**

Partially achieved

**2**

Not achieved

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

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

Level	Public Life Action Measures	Outputs <sup>i</sup>	Outcomes / Impact <sup>ii</sup>
National <sup>iii</sup>			
Regional <sup>iv</sup>			
Local <sup>v</sup>	The Chair of Mid Ulster Disability Forum who is a wheel chair user was appointed as the Vice-Chair of the PCSP. She is also a member of the Mid Ulster Disability Forum.	First hand experiences and priorities of people with a disability are championed as part	Times and locations of meetings have been made flexible in order to meet the needs of people with various disabilities.

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

	Training Action Measures	Outputs	Outcome / Impact
1	Disability Awareness Training was provided for staff and elected members at Council locations throughout the District. This resulted in 35 members of staff and 4 elected members receiving the training	Increased knowledge and awareness for staff and elected members.	Increased awareness of disability legislation and the development of a greater understanding of the issues relating to service users.
2	Council's Senior Management Team also received Disability Awareness Training in November 2017	Increased knowledge and awareness for Council's management, particularly in relation to reasonable adjustments.	Demonstration of Council's commitment to the implementation of our Equality Scheme and Disability Action Plan.
3	Equality Screening training was provided to staff at two separate Council locations in September 2017 and October 2017. This resulted in 22 (including 7 Heads of Service)	Increased awareness of disability legislation and the need for mitigation and monitoring.	Increased number of Equality Screenings being carried out. Amended process has been put in place for Public Realm developments.

PART B

	members of staff receiving the training.		
4	10 staff received Just A Minute training. 45 more staff will receive online training with a view to the training being rolled out Council wide during the 2018/19 period.	Commencement of the rolling out an improved customers service process for access Council's facilities and services.	Improved accessibility of Council services.

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

	Communications Action Measures	Outputs	Outcome / Impact
1	Implementation of Language Line	Improved access to services for people whose first language is not English.	Improved customer services and communication arrangements.
2	Development of a draft Translation and Interpretation Policy	A clear process for how council services can be made accessible for people who require translation and/or interpretation.	It is intended that publications and events will be accessible people regardless of their disability.

PART B

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

	Encourage others Action Measures	Outputs	Outcome / Impact
1	Providing the honour of a Civic Reception to people with disabilities	Two recipients of Civic Receptions had disabilities.	Civic receptions celebrate the achievements of people within the District and as a result raises awareness of disability in sport.
2			

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

	Action Measures fully implemented (other than Training and specific public life measures)	Outputs	Outcomes / Impact
1	Condensed Disability Action Plan- a condensed version of the revised Disability Action Plan was provided to members of staff and made available on the intranet	Increased awareness of Council's Disability Action Plan amongst staff from all departments.	Effective joined up working to deliver on Equality Scheme Commitments.
2			



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

	Action Measures partly achieved	Milestonesvi / Outputs	Outcomes/Impacts	Reasons not fully achieved
1	Integrate our disability duties into new Policies	Amended policies in place	Improvement of mitigating measure, identified via the equality screening process.	This is an ongoing activity.
2	Working towards the BS: 8300:2009 +a1:2010	Principles of disability access to be adhered to.	Council buildings and facilities which are equitability.	This is an ongoing activity.
3	'Equality Proof' our Community Plan	Screening completed.	Better promotion of equality and services for people with a disability.	This screening will be completed by May 2018.
4	Develop and implement a set of accessible information protocols for Corporate Communications	Policy Adopted.	Protocols implemented.	Will be completed during the 2017/18 period.
5	Continue to assess and improve accessibility of website and other communication materials	Improved accessibility of Council materials/publications.	Improved communication with service users.	This is an ongoing activity.
6.	Provide up to 6 work placements per year for individuals with disabilities. These placements should last approximately 10weeks.	Opportunities provided for people with a disability.	6 placements were provided during 17/18. The placements ranged from the following periods: <ul style="list-style-type: none"> <li>Ongoing once per week from 2013</li> </ul>	Placements were provided on the basis of the length of time that was suitable to the needs of the person undertaking the placement as well as the associated needs of the service.

PART B

			<ul style="list-style-type: none"> <li>• Ongoing once per week from 2015</li> <li>• 1x 13 weeks (July to Oct)</li> <li>• 1x1 week</li> <li>• 1x 4 weeks</li> <li>• 1x 13 weeks</li> </ul>	
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4. Please outline what action measures **have not been achieved** and the reasons why.

	Action Measures not met	Reasons
1	Any new/substantially renovated play areas meet the highest possible	Information not available.
2	Training provided on accessibility on universal accessibility auditing	Difficultly sourcing the training within Northern Ireland.

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

(a) Qualitative

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

(b) Quantitative

The number of equality screenings carried out each quarter is recorded.

PART B

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

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

Please select

If yes please outline below:

The Disability Action Plan was revised during the reporting period. The plan was revised in order to allocate timescales, performance indicators and responsibility. The revision also reflected the changes that occurred in the transition from the legacy Councils into Mid Ulster District Council, including the approval of Council's Equality Scheme and the development of an Equality Action Plan. The revisions streamlined some of the original action, bringing similar actions together. The revision made were subject to public consultation.

	Revised/Additional Action Measures	Performance Indicator	Timescale
1			
2			
3			
4			
5			

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

No the current plan was revised via public consultation in 2017. There are currently no plans for any further amendments.

- 
- <sup>i</sup> **Outputs** – defined as act of producing, amount of something produced over a period, processes undertaken to implement the action measure e.g. Undertook 10 training sessions with 100 people at customer service level.
- <sup>ii</sup> **Outcome / Impact** – what specifically and tangibly has changed in making progress towards the duties? What impact can directly be attributed to taking this action? Indicate the results of undertaking this action e.g. Evaluation indicating a tangible shift in attitudes before and after training.
- <sup>iii</sup> **National** : Situations where people can influence policy at a high impact level e.g. Public Appointments
- <sup>iv</sup> **Regional**: Situations where people can influence policy decision making at a middle impact level
- <sup>v</sup> **Local** : Situations where people can influence policy decision making at lower impact level e.g. one off consultations, local fora.
- <sup>vi</sup> **Milestones** – Please outline what part progress has been made towards the particular measures; even if full output or outcomes/ impact have not been achieved.

**Annex A-** Equality Action Plan

**Annex B-** Disability Action Plan

# Equality Action Plan 2015-2020

[www.midulstercouncil.org](http://www.midulstercouncil.org)

**Mid Ulster District Council**



Comhairle Ceantair  
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**Mid Ulster**  
District Council



## **Mid Ulster District Council**

### **Council Equality Action Plan (2015-2020)**

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

#### **1. Introduction**

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

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

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

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

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

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

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

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

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

## 3. Corporate Vision and Values

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

Council's **Vision** is:

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

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

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

- **Trustworthy**-working for our communities in a spirit of friendliness and openness by delivering fair, transparent, equitable and ethical services to all customers
- **Quality Driven**-delivering the best services we can, making the best use of the resources we have
- **Team-focussed**- Working together to deliver the best results possible for Mid Ulster
- **Innovative**- New and better ways of doing what we do
- **Customer-focussed**-designing and delivering our services in response to and around the needs of our customers and within our resources.

**The Corporate Plan has identified four themes:**

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

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

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

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

## **4. Purpose**

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

- Accessibility
- Corporate practices
- Participation levels
- Partnership working

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



## 5. Action Plan

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

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

1d	Hold Civic Open days involving Elected Members (linked to action 4b)	Create an opportunity for people to feel involved	No of events provided and No of attendees	Chief Executive and Directors	2018
Action No.	Theme 2: Corporate Practices	Key Inequality	• There are opportunities within corporate practices to mainstream improve inequalities		
		Desired Outcome	Performance Indicator	Responsibility	Timeframe
2a	Any gaps in monitoring information identified	More robust monitoring arrangements	Monitoring reports examined/reviewed on an annual basis	Chief Executive and Directors	2018
2b	Development of a policy in relation to communicating with disabled people, older people, younger people and different racial groups	Increase in requests for alternative communication methods	Policy developed and approved by Council for implementation	Corporate Policy & Equality Officer/ Head of Marketing and Communication	2018
2c	Develop procedural arrangements for translation and interpretation	Clear guidance in relation to translation & interpretive requirements	Procedures developed and approved by Council for implementation	Corporate Policy & Equality Officer	2018
2d	Mainstreaming equality of opportunity and Good Relations through	Improved systems and procedures	No. of Screening Documents completed and examples of	Chief Executive and Directors	2017 and ongoing thereafter

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

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

## **6. Review and Evaluation**

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

## **7. Conclusion**

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

## Contacting Us

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

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

**Call: 03000 132 132**  
**Email: [info@midulstercouncil.org](mailto:info@midulstercouncil.org)**

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### **Equality Action Plan**

[www.midulstercouncil.org/equality](http://www.midulstercouncil.org/equality)

# Disability Action Plan 2015-2020

[www.midulstercouncil.org](http://www.midulstercouncil.org)

**Mid Ulster District Council**



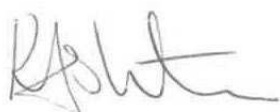
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## Foreword

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

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

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



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Councillor Kim Ashton  
Chair



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Anthony Tohill  
Chief Executive



	<b>Contents</b>	<b>Page</b>
<b>1</b>	<b>Foreword</b>	3
	Introduction	5
<b>2</b>	Purpose of the Disability Action Plan	5
<b>3</b>	The Council –its role and functions	5-7
<b>4</b>	Public Life Positions over which the Council has responsibility	7-8
<b>5</b>	Commitment to effective implementation of the disability action plan	8
<b>6</b>	Internal Arrangements	9
<b>7</b>	Effective engagement and consultation	10
<b>8</b>	Annual Report and Review	11
<b>9</b>	Action Measures	11-15
<b>10</b>	How the Disability Action Plan will be Published	15

## **1. Introduction**

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

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

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

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

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

## **2. The Purpose of the Disability Action Plan**

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

## **3. The Council – its role and functions**

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

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

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

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

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

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

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

The Council also has a role in:

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

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

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

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

#### **4. Public life positions over which the Council has responsibility**

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

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

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

- local partnerships

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

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

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

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

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

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

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

## **6. Internal Arrangements**

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

## **7. Effective Engagement and Consultation**

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

## **8. Annual Report and Review**

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

## **9. Action Measures**

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

**Action Measure 1:** Equality proof' our Community Plan

**Action Measure 2:** Integrate Disability duties into new policies

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

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

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

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

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



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

**Action measure 9:** Training on universal accessibility auditing

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

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

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

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

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

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

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

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

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

## **10. How the disability action plan will be published**

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

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

**Tel: 03000 132 132**

**E: [ann.mcaleer@midulstercouncil.org](mailto:ann.mcaleer@midulstercouncil.org)**

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

**[www.midulstercouncil.org/equality](http://www.midulstercouncil.org/equality)**

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

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

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

## Contacting Us

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

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

**Call: 03000 132 132**  
**Email: [info@midulstercouncil.org](mailto:info@midulstercouncil.org)**

## Annual Monitoring Return Template: 2017-18

*(To be completed and included in relevant public authorities' own annual reports and submitted to DAERA for inclusion in annual report on Rural Needs Act to be laid before the Assembly)*

**Name of Public Authority: Mid Ulster District Council**

**Reporting Period: June17- March 18**

**1. Describe how your organisation has had due regard to rural needs when  
a. developing, adopting, implementing or revising policies, strategies and plans:**

Following the introduction of the Rural Needs Act (NI), Mid Ulster District Council provided training sessions for both staff and elected members.

Council also formally adopted the definition of rural as settlements (areas) of 5,000 residents or less. Consideration will however continue to be given to the funding and investment scenarios when implementing the required 'rural needs' arrangements. As such there are 4 settlements within the District that as classed as urban

Due regard for rural areas has been demonstrated in the following policies, strategies and plans:

- Community Plan
- Corporate Plan
- Corporate Improvement Plan
- Air Quality Action Plan
- Public Realm Schemes
- Village Renewals

## **b. designing and delivering services:**

During the 2017/18 period, Mid Ulster District Council hosted public consultations in relation to the development of the Community Plan. The five themes identified within the Community Plan place an emphasis on:

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

The community plan provides a long-term strategic direction for Mid Ulster District Council. In relation to designing and delivering services for Mid Ulster, the plan recognises that two thirds of the Mid Ulster District Council residents living in rural areas (approx. 91,500 people). As such the implementation of the Community Plan is likely to have a positive impact by supporting initiatives and recognising themes and activities that will contribute to a balanced growth and development across the council area, promoting community cohesion and safety, tackling disadvantage and poverty; supporting regeneration (including rural regeneration) and aiding sustainability and well-being. The plan focuses on people, communities and organisations coming together (from both a rural and urban setting) to improve local well-being and quality of life, and making sure that all plans, strategies, priorities and programmes integrate at all levels. For example the plan identifies the poor broadband and mobile phone coverage within the district's rural areas, recognises the significant role that manufacturing, construction and agriculture play within the area, along with the lack of public transport and the reliance on the road network. The plan not only recognises the role of the larger towns but also the role of the area's smaller towns and villages and how these will support many of the rural dwellers and workers within the area. The plan recognises equity across the district acknowledging the differing circumstances in rural areas, communities and groupings in terms of the issues that each may experience.

Community planning also places a strong emphasis on the role of many of the district's smaller towns and villages with an innovative approach taken to local village planning that sees many actions (identified by local rural communities) fulfilling and meeting the needs of local residents and businesses.

**2. Please provide a list of policies, strategies, plans and/or services for which your organisation has completed a rural needs impact assessment or has otherwise taken rural needs into account:**

The following policies had a Rural Needs Impact Assessment in relation during the June 2017-March18:

- ICT Policy
- CCTV Policy
- Maintenance of Un-adopted Roads\*
- Air Quality Action Plan

\*Developed with the backdrop of the *General Power of Competence*



<b>Report on</b>	Elected Member Development Working Group
<b>Date of Meeting</b>	7 June 2018
<b>Reporting Officer</b>	Philip Moffett, Head of Democratic Services
<b>Contact Officer</b>	Eileen Forde, Member Support Officer

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

<b>1.0</b>	<b>Purpose of Report</b>
1.1	To receive and consider the report of a meeting of the Elected Member Development Working Group held on Wednesday 16 May 2017.
<b>2.0</b>	<b>Background</b>
2.1	The Council previously resolved to establish an Elected Member Development Steering Group to provide direction on member development needs and work towards the attainment of the Elected Member Development Charter.
2.2	The steering group Terms of Reference confirms that the business of the Working Group be reported through Policy & Resources Committee.
<b>3.0</b>	<b>Main Report</b>
3.1	The Report of the most recent meeting of the Elected Member Development Steering Group is attached as Appendix A for consideration and approval. The following issues have resulted from discussion at meeting May meeting:
3.1.1	<b>Charter Status Assessment:</b> This assessment was scheduled for Thursday 24 May 2018 but was agreed to postpone the assessment date until September 2018 to ensure availability of required participants.
3.1.2	<b>Individual Conference/Seminar/Training Budget</b> Members discussed possibility of transferring of individual conference/seminar/ training budget between party Members to permit those who have time to avail of training opportunities to do so and then share learning with party colleagues.
<b>4.0</b>	<b>Other Considerations</b>
<b>4.1</b>	<b>Financial, Human Resources &amp; Risk Implications</b>
	Financial: Not Applicable
	Human: Not applicable

	Risk Management: Not applicable
<b>4.2</b>	<b>Screening &amp; Impact Assessments</b>
	Equality & Good Relations Implications: Not applicable
	Rural Needs Implications: Not applicable
<b>5.0</b>	<b>Recommendation(s)</b>
5.1	<p>The committee:</p> <ul style="list-style-type: none"> <li>(i) Considers and approve the report of the Elected Member Development Steering Group meeting held on Wednesday 16 May 2018.</li> <li>(ii) Notes the postponement of Charter Assessment until September 2018.</li> <li>(iii) Consider recommendation of Elected Member Development Steering Group to bring a paper to Policy &amp; Resources to explore the scope for Conference, Seminar Training Policy allowing member allocations being transferred between party Members.</li> </ul>
<b>6.0</b>	<b>Documents Attached &amp; References</b>
6.1	Appendix A: Report of Elected Member Development Steering Group

Report of Elected Member Development Steering Group of Mid Ulster DC held on *16 May 2018* at 6.30pm in Council Offices, Cookstown

<b>Attendees</b>	<b>Members:</b>	Councillors McKinney, Gildernew, Doris
	<b>Officers:</b>	E Forde, Member Support Officer, S McAleer Corporate L&D Manager, P Moffett, Head of Democratic Serv.
	<b>Apologies</b>	Councillor Ashton, M Quinn

AGENDA	MATTERS AGREED	ACTIONS & RESPONSIBILITY
1.0	Evaluation Report	
	<p><b>Members Noted:</b></p> <ul style="list-style-type: none"> <li>The evaluation report commenting on the undernoted:               <ul style="list-style-type: none"> <li>Success of in-house training sessions delivered by staff prior to committee meetings;</li> <li>Benefits of training with staff on courses delivered by outside trainers for example, Speaking &amp; Presenting with confidence and opportunities for Members to engage with staff across the organisation</li> </ul> </li> </ul> <p><b>Outstanding Training identified in Training Needs Assessment</b></p> <ul style="list-style-type: none"> <li>Members discussed the outstanding training not incorporated into current L&amp;D Schedule</li> <li>Rather than in-house training requirements for Processing Information: Efficient Reading &amp; Note Taking; Communicating, Listening &amp; Assertiveness; Influencing &amp; Negotiation Skills; to be availed of through LGTG/NILGA opportunities for those Members wishing to participate in training.</li> <li>Using social media, using Council ICT equipment to be programmed in Sept-March 2018/19</li> <li>Following GDPR session Members noted a paper was to be brought to P&amp;R committee to progress issue of reimbursement of fees. Suggested that a short GDPR update session for approx. 20 minutes take place on a council meeting night when all Members would be free to attend.</li> </ul>	<p>S McAleer Corporate L&amp;D Manager &amp; E Forde, Member Support Officer</p>          <p>S McAleer Corporate L&amp;D Manager E Forde, Member Support Officer</p>

	<b>Going Forward</b> <ul style="list-style-type: none"> <li>• Ask party leaders to identify one member to attend specific training courses e.g. Handling the Media that knowledge gained can be shared within parties</li> <li>• Induction Programme, after the 2019 Local Election, suggested training sessions for new members of committees for example 2hrs programme with relevant Directors</li> <li>• Training for new members emphasised especially for example the NILGA Planning Programme</li> <li>• Mentoring/programme of new Members suggested with party/officer support</li> </ul>	Working Group Members
<b>2.0</b>	<b>Charter Status Assessment</b>	
	<b>Members Agreed:</b> <ul style="list-style-type: none"> <li>• To postpone the assessment date until September 2018 to ensure availability of key participants</li> <li>• Members agreed the RAG Status Project Plan on progress to date</li> <li>• Briefing note and requirements for Charter Assessment noted.</li> </ul>	E Forde, Member Support Officer
<b>3.0</b>	<b>Any other Business</b>	
	<b>Members Agreed:</b> <ul style="list-style-type: none"> <li>• <b>Budget:</b> Members spoke of individual conference/seminar and training allocation of £750 and the possibility of a 'transfer arrangement' of budget between party Members. Members agreed that a paper should be progressed through Policy and Resources investigating the possibility of review of policy to permit transfer arrangement aforementioned.</li> <li>• <b>Date &amp; Time of June meeting:</b> Members agreed that meeting scheduled for Wednesday 13 June 2018 at 6.30pm is brought forward to 5pm and moved to Dungannon to accommodate those Members attending a later meeting in Dungannon.</li> </ul>	P Moffett, Head of Democratic Services,  E Forde, Member Support Officer
<b>Meeting concluded at 7.15 pm</b>		

<b>Report on</b>	Earls Project – Permissive Pathway Agreements with NIHE for Dunlea Vale and Altmore Drive, Dungannon
<b>Date of Meeting</b>	7 <sup>th</sup> June 2018
<b>Reporting Officer</b>	Claire McNally, Council Solicitor
<b>Contact Officer</b>	Claire McNally

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

<b>1.0</b>	<b>Purpose of Report</b>
1.1	To update Members on the terms of the transaction regarding land situated at Dunlea Vale, Dungannon and to seek Members' approval in relation to entering into a Permissive Path Agreement with NIHE in respect of this land.
1.2	To seek Members' approval in relation to entering into a Permissive Path Agreement with NIHE in respect of land at Altmore Drive, Dungannon.
<b>2.0</b>	<b>Background</b>
2.1	The Earls Project ("the Project") which is a European Pease III Funded Project was initiated by the former Dungannon & South Tyrone Borough Council and commenced in late 2014.
2.2	In July 2015 the Council resolved that officers progress with the transfers and other agreements in relation to various pieces of land for the pathway that was one element of the Earls Project.
2.3	In taking progressing and finalising the legal agreements for the various elements of this Project a number of land transactions that had been previously approved by Council have now been revised.
<b>3.0</b>	<b>Main Report</b>
3.1	When progressing the pathway elements of the Project, it transpired that:- <ul style="list-style-type: none"> <li>(i) One owner, Northern Ireland Housing Executive ("NIHE"), for a section of pathway situated at Altmore Drive, Dungannon had not been identified when Council approval was initially obtained in July 2015;</li> <li>(ii) In relation to a section of pathway situated at Dunlea Vale, Dungannon, owned by NIHE, Council approval had previously been provided to purchase the section of this pathway. However, NIHE has since confirmed that section should progress by way of a Permissive Pathway Agreement ("PPA") rather than a sale or lease;</li> </ul>
3.2	The details for both of these PPAs with NIHE above are summarised in Table 1 below.
3.3	NIHE land situated at Altmore Drive is outlined in yellow on the map attached to section 6 of this report titled Appendix A.

3.4	Discussions have taken place with NIHE in respect of this land and they are agreeable to entering into a Permissive Path Agreement on similar terms as that of lands at Dunlea Vale. A copy of both Agreements is attached at section 6 of this report below.																
3.5	NIHE has obtained LPS valuation in relation to both of these transactions.																
	<b>Table 1</b> <table><tr><th colspan="4">Permissive Pathway Agreements</th></tr><tr><th>Land Owner</th><th>Location</th><th>Valuation</th><th>Duration</th></tr><tr><td>NIHE</td><td>Dunlea Vale, Dungannon</td><td>£2 nominal</td><td>15 years</td></tr><tr><td>NIHE</td><td>Altmore Drive, Dungannon</td><td>£2 nominal</td><td>15 years</td></tr></table>	Permissive Pathway Agreements				Land Owner	Location	Valuation	Duration	NIHE	Dunlea Vale, Dungannon	£2 nominal	15 years	NIHE	Altmore Drive, Dungannon	£2 nominal	15 years
Permissive Pathway Agreements																	
Land Owner	Location	Valuation	Duration														
NIHE	Dunlea Vale, Dungannon	£2 nominal	15 years														
NIHE	Altmore Drive, Dungannon	£2 nominal	15 years														
4.0	<b>Other Considerations</b>																
4.1	<b>Financial, Human Resources &amp; Risk Implications</b> <table><tr><td>Financial: The Council will be responsible for the payment of LPS fees; and its own legal fees.</td></tr><tr><td>Human: Officer time in completing the matter.</td></tr><tr><td>Risk Management: N/A</td></tr></table>	Financial: The Council will be responsible for the payment of LPS fees; and its own legal fees.	Human: Officer time in completing the matter.	Risk Management: N/A													
Financial: The Council will be responsible for the payment of LPS fees; and its own legal fees.																	
Human: Officer time in completing the matter.																	
Risk Management: N/A																	
4.2	<b>Screening &amp; Impact Assessments</b> <table><tr><td>Equality &amp; Good Relations Implications: N/A</td></tr><tr><td>Rural Needs Implications: N/A</td></tr></table>	Equality & Good Relations Implications: N/A	Rural Needs Implications: N/A														
Equality & Good Relations Implications: N/A																	
Rural Needs Implications: N/A																	
5.0	<b>Recommendation(s)</b>																
5.1	That Members approve that the Council enters into the Permissive Pathway Agreements with NIHE for lands situated at Altmore Drive and Dunlea Vale, Dungannon on the terms set out in Appendix A and Appendix B below respectively.																
6.0	<b>Documents Attached &amp; References</b>																
6.1	Appendix A –Permissive Pathway Agreement between NIHE and Mid Ulster District Council relating to a section of land situated at Altmore Drive, Dungannon.  Appendix B – Permissive Pathway Agreement between NIHE and Mid Ulster District Council relating to a section of land situated at Dunlea Vale, Dungannon.																



Comhairle Ceantair  
**Lár Uladh**  
**Mid Ulster**  
District Council

**Dated**

**2015**

## **Permissive Path Agreement**

**relating to**

**Land at Altmore Drive, Dungannon**

**Earls Linear Walkway**

**THIS AGREEMENT** is made on the date set out in the Particulars

**BETWEEN**

- (1) **The Landowner - Northern Ireland Housing Executive**  
("The Grantor")
- (2) **The Council – Mid Ulster District Council**  
("The Council")

**IT IS AGREED** as follows:

**The Particulars**

- 1 The details in the Particulars apply to and are part of this Agreement.

**The Grant**

- 2 In consideration of a premium of £2 nominal and the covenants given by the Council in Clause 8 below the Grantor grants to the Council and its servants and agents the following rights:
- 2.1 To use and allow the public to use the permissive path as more particularly delineated on the map or plan attached hereto and thereon coloured yellow for the permitted purposes subject to the following limitations:
- All dogs must be kept on leads along the length of the pathway;
  - The path is not to be used for vehicles (with the exception of Council maintenance);
  - The path is not be used as a bridle path.
- 2.2 To enter on the permissive path and the land either side for a distance of 1 metre for the purposes of clearing undergrowth and maintaining the permissive path.
- 2.3 To execute the works described in the Schedule hereto.
- 2.4 To enter on the permissive path and do work which is necessary to comply with 7.2 below where the Grantor has failed to do so.

**Duration**

- 3 The rights will subsist throughout the term beginning on October 2015 unless this Agreement is terminated in accordance with 4.2 or 4.3 below.

**Termination**

- 4.1 The Agreement will terminate automatically on the expiration of the term.
- 4.2 The Grantor may terminate this Agreement at any time on or after the completion of the fifteenth year of the term by giving six month's prior notice



in writing and at the expiration of a valid notice this Agreement shall absolutely determine without prejudice to the rights and liabilities of either party against the other for any antecedent breach of covenant.

- 4.3 The Agreement will terminate where there is a breach of covenant by the Grantor or the Council which is not remedied within 21 days after the service by one party of written notice on the other specifying the breach and the steps which are necessary to remedy the same but without prejudice to the rights and liabilities of either party against the other for any antecedent breach of covenant.

### **Diversion**

- 5 Either the Council or the Grantor may request that the permissive path be diverted.

### **Temporary Closure**

- 6 The Grantor may close all or part of the path under this agreement on a temporary basis for agricultural or other land management operations or events or where it is reasonable to do so for security reasons provided that the conditions set out are observed.
- 6.1 Save in an emergency prior written notice of at least two weeks is given to the Council.
- 6.2 Signs giving Notice of the intended closure and reasons for it and the date of the re-opening of the paths are posted at each end of the path where it is to be closed.
- 6.3 Such signs are removed when the path is re-opened in accordance with the date given in the Notices referred to in 6.2 above.
- 6.4 The path is not closed for more than 10 days in any year.

### **Covenants by the Grantor**

- 7 The Grantor covenants:
- 7.1 Not to dispose of the land or part of the land over which the permissive path runs without using his best endeavours to ensure that the new landowner or tenant enters into a similar agreement with the Council;
- 7.2 To keep the permissive path clear of growing crops and other obstructions and in reasonably tidy state;
- 7.3 To reimburse the Council the costs of any work undertaken by the Council where the Grantor has failed to comply with 7.2 above, reasonable notice having been given to him to do so;
- 7.4 Not to do or permit to be done anything whereby the Public Liability Insurance maintained by the Council in accordance with Clause 8.15 may become void

or voidable or whereby the insurer may refuse payment of any claim in whole or in part or whereby the rate of premium may be increased;

- 7.5 To notify the Council forthwith of any notice circumstances or events which may affect the said insurance policy or give rise to a claim thereunder;
- 7.6 To repay to the Council on demand all expenses incurred as a result of a breach of the covenants in 7.4 and 7.5 above.

### **Covenants by the Council**

- 8 The Council hereby covenants:
  - 8.1 Forthwith to execute the works described in the Schedule hereto and thereafter to maintain such works in good repair and condition;
  - 8.2 On the termination of the Agreement or permanent closure of the permissive path to remove all signs and other works which have been executed by the Council;
  - 8.3 To keep the surface of the permissive path free from all natural vegetation and to trim back vegetation growing from the sides or above the permissive path as may be required to keep the path in a suitable condition for the permitted purposes;
  - 8.4 To keep the permissive path free from litter and rubbish, and any lands impacted by rubbish from the path;
  - 8.5 To erect and maintain any gates stiles footbridges and other furniture relating to the permissive path in an appropriate condition;
  - 8.6 Not to cut or maim or injure any tree or sapling other than as provided for in 8.3 above without the previous consent in writing of the Grantor;
  - 8.7 To put up and maintain lighting, coloured waymarks of the size and colour and in such a position as may be agreed in writing with the Grantor;
  - 8.8 To erect Notices at either end of the Whole Path stating that the path is available for use by the public on a permissive basis only and stating the permitted purposes and any limitations on use which must be observed;
  - 8.9 To erect Notices warning users of the permissive path of any dangers on or near the path;
  - 8.10 To take all reasonable steps to ensure that dogs are kept on a lead where this is specified in the Particulars as a limitation on use;
  - 8.11 Not to assign or part with possession or control of any of the rights hereby granted;
  - 8.12 Not to do anything with the rights hereby granted which may be or become a nuisance or annoyance or cause damage to the Grantor or to the Tenants or occupiers of this property or to the owners tenants or occupiers of any adjoining property;

- 8.13 To pay proper compensation to the Grantor from and against all costs charges expenses claims and demands and damages of any description in any way arising or connected with any negligent act or default on the part of the Council or their duty or their duly authorised officers servants or agents or other persons authorised or impliedly authorised in relation to the rights hereby granted;
- 8.14 To indemnify and keep indemnified the Grantor from and against all costs charges expenses claims and demands and damages of any description in any way arising or connected with any negligent act or default on the part of the Council or their duly authorised officers servants agents or other persons authorised or impliedly authorised in relation to the rights hereby granted;
- 8.15 To ensure that the Council's Public Liability Policy covers the use by the public of the Permitted Path and to maintain such cover throughout the Term unless the policy shall be vitiated by any act of the Grantor or by anyone acting with the express or implied authority of the Grantor;
- 8.16 Each side will bear its own legal costs incurred in connection with the preparation of this Agreement.

### **Disputes**

- 9 If there shall be a dispute between the parties concerning their rights and obligations under the terms of this Agreement the parties may refer the dispute for determination by an independent expert appointed in accordance with the sub clauses set out below:
- 9.1 After such a dispute has arisen the parties may agree in writing to refer the dispute to an independent expert appointed by them both whose decision shall be final and binding upon them;
- 9.2 The procedure to be adopted by the independent expert shall be determined by him but shall provide an opportunity for the parties to state their case orally or in writing as the independent expert may direct;
- 9.3 The independent expert shall have the discretion to award the costs of the appointment failing which the costs shall be borne equally by the parties;
- 9.4 In the event of the parties failing to agree to refer the dispute to an independent expert or on the person to be appointed within one month of the dispute arising either party may apply to the Environment and Heritage Service of the Department of the Environment for Northern Ireland for the appointment of an expert to determine the dispute.

### **No Deemed Dedication**

- 10 For the avoidance of doubt it is hereby declared that nothing herein contained shall amount to or be construed as a permanent grant demise or dedication of or agreement for a public right of way.

## **THE SCHEDULE**

### **Works which the Council has agreed to undertake**

1. Undertake development of the pathway; construction of path surface and drainage, fencing, lighting, signage, access points onto the path, access points for the Grantor.
2. Carry out maintenance and repair to the path.
3. Keep path free from litter to the required standard of Category Zone 11 under the Code of Practice which refers to Canal Towpaths and Embankments to which the public have a right of access.

**SIGNED** by the Grantor \_\_\_\_\_  
in the presence of: \_\_\_\_\_

**SIGNED** on behalf of the Council \_\_\_\_\_  
in the presence of: \_\_\_\_\_

**DATE** \_\_\_\_\_

## **PERMISSIVE PATH AGREEMENT**

### **PARTICULARS**

**The Date:** October 2015

**The Landowner:** Northern Ireland Housing Executive

**The Tenant:** None

**The District Council:** Mid Ulster District Council

**The Permissive Path:** Land at Altmore, Dungannon (EARLs Linear Path, Dungannon)

**Width:** Approximately 2.0 metres

**The Whole Path:** Coloured yellow on the attached plan

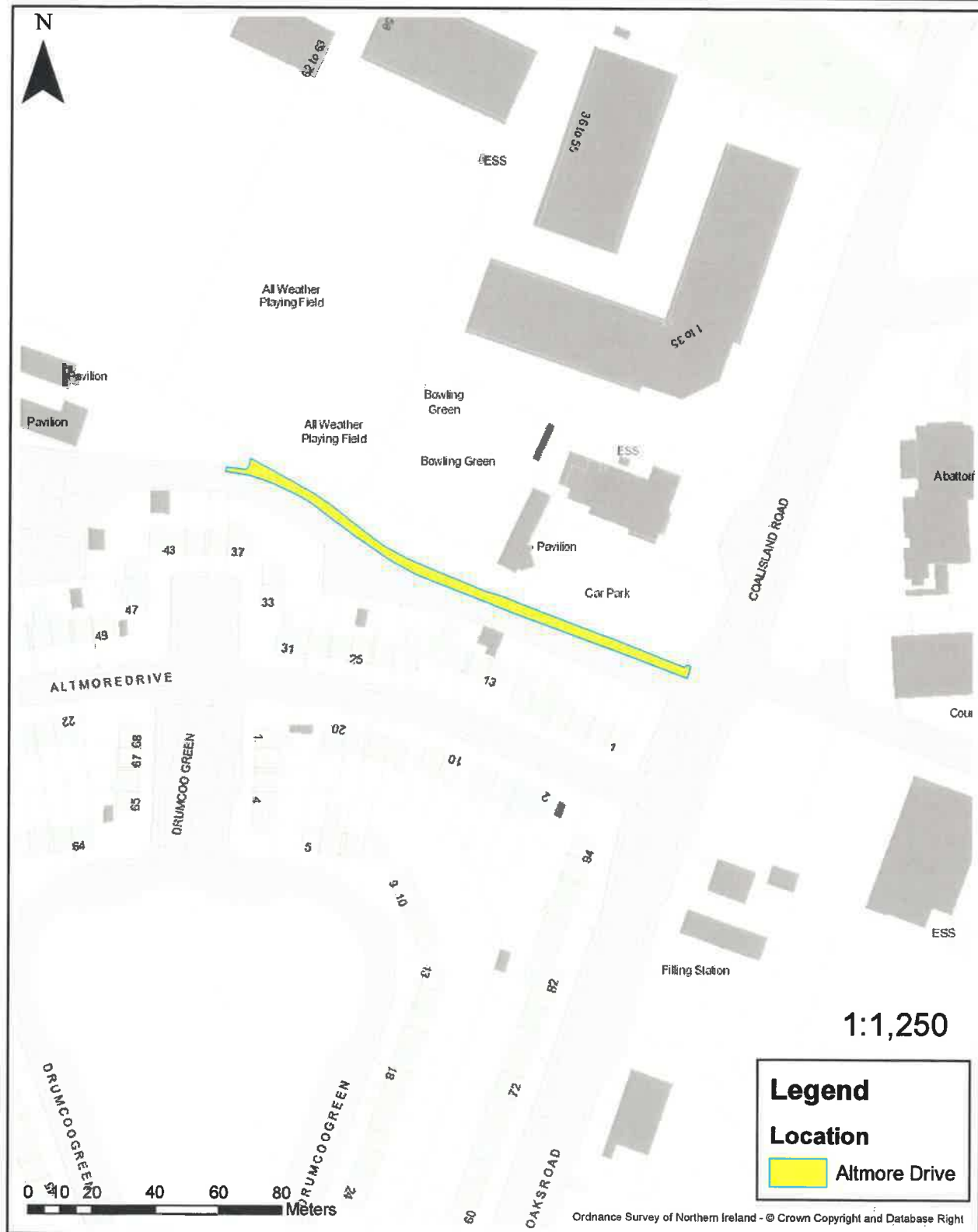
**Permitted Purposes:** Walking and Cycling

**Limitations on Use:** All dogs to be kept on leads, not to be used as a bridle path or for vehicular activity

**The Term:** 15 years – October 2015 to October 2030

**Payment:** £2 nominal

## Permissive Path Agreement with NIHE re Altmore Drive



Comhairle Ceantair  
**Lár Uladh**  
**Mid Ulster**  
District Council

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Author: Nicky Doris  
Date: 23/11/2016  
Dept: Information Services  
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Comhairle Ceantair  
**Lár Uladh**  
**Mid Ulster**  
District Council

**Dated**

**2015**

## **Permissive Path Agreement**

**relating to**

**Land at Dunlea Vale, Dungannon**

**Earls Linear Walkway**

**THIS AGREEMENT** is made on the date set out in the Particulars

**BETWEEN**

- (1) **The Landowner - Northern Ireland Housing Executive**  
("The Grantor")
- (2) **The Council – Mid Ulster District Council**  
("The Council")

**IT IS AGREED** as follows:

**The Particulars**

- 1 The details in the Particulars apply to and are part of this Agreement.

**The Grant**

- 2 In consideration of a premium of £2 nominal and the covenants given by the Council in Clause 8 below the Grantor grants to the Council and its servants and agents the following rights:
  - 2.1 To use and allow the public to use the permissive path as more particularly delineated on the map or plan attached hereto and thereon coloured yellow for the permitted purposes subject to the following limitations:
    - All dogs must be kept on leads along the length of the pathway;
    - The path is not to be used for vehicles (with the exception of Council maintenance);
    - The path is not be used as a bridle path.
  - 2.2 To enter on the permissive path and the land either side for a distance of 1 metre for the purposes of clearing undergrowth and maintaining the permissive path.
  - 2.3 To execute the works described in the Schedule hereto.
  - 2.4 To enter on the permissive path and do work which is necessary to comply with 7.2 below where the Grantor has failed to do so.

**Duration**

- 3 The rights will subsist throughout the term beginning October 2015 unless this Agreement is terminated in accordance with 4.2 or 4.3 below.

**Termination**

- 4.1 The Agreement will terminate automatically on the expiration of the term.
- 4.2 The Grantor may terminate this Agreement at any time on or after the completion of the fifteenth year of the term by giving six month's prior notice

in writing and at the expiration of a valid notice this Agreement shall absolutely determine without prejudice to the rights and liabilities of either party against the other for any antecedent breach of covenant.

- 4.3 The Agreement will terminate where there is a breach of covenant by the Grantor or the Council which is not remedied within 21 days after the service by one party of written notice on the other specifying the breach and the steps which are necessary to remedy the same but without prejudice to the rights and liabilities of either party against the other for any antecedent breach of covenant.

### **Diversion**

- 5 Either the Council or the Grantor may request that the permissive path be diverted.

### **Temporary Closure**

- 6 The Grantor may close all or part of the path under this agreement on a temporary basis for agricultural or other land management operations or events or where it is reasonable to do so for security reasons provided that the conditions set out are observed.
- 6.1 Save in an emergency prior written notice of at least two weeks is given to the Council.
- 6.2 Signs giving Notice of the intended closure and reasons for it and the date of the re-opening of the paths are posted at each end of the path where it is to be closed.
- 6.3 Such signs are removed when the path is re-opened in accordance with the date given in the Notices referred to in 6.2 above.
- 6.4 The path is not closed for more than 10 days in any year.

### **Covenants by the Grantor**

- 7 The Grantor covenants:
- 7.1 Not to dispose of the land or part of the land over which the permissive path runs without using his best endeavours to ensure that the new landowner or tenant enters into a similar agreement with the Council;
- 7.2 To keep the permissive path clear of growing crops and other obstructions and in reasonably tidy state;
- 7.3 To reimburse the Council the costs of any work undertaken by the Council where the Grantor has failed to comply with 7.2 above, reasonable notice having been given to him to do so;
- 7.4 Not to do or permit to be done anything whereby the Public Liability Insurance maintained by the Council in accordance with Clause 8.15 may become void

or voidable or whereby the insurer may refuse payment of any claim in whole or in part or whereby the rate of premium may be increased;

7.5 To notify the Council forthwith of any notice circumstances or events which may affect the said insurance policy or give rise to a claim thereunder;

7.6 To repay to the Council on demand all expenses incurred as a result of a breach of the covenants in 7.4 and 7.5 above.

### **Covenants by the Council**

8 The Council hereby covenants:

8.1 Forthwith to execute the works described in the Schedule hereto and thereafter to maintain such works in good repair and condition;

8.2 On the termination of the Agreement or permanent closure of the permissive path to remove all signs and other works which have been executed by the Council;

8.3 To keep the surface of the permissive path free from all natural vegetation and to trim back vegetation growing from the sides or above the permissive path as may be required to keep the path in a suitable condition for the permitted purposes;

8.4 To keep the permissive path free from litter and rubbish, and any lands impacted by rubbish from the path;

8.5 To erect and maintain any gates stiles footbridges and other furniture relating to the permissive path in an appropriate condition;

8.6 Not to cut or maim or injure any tree or sapling other than as provided for in 8.3 above without the previous consent in writing of the Grantor;

8.7 To put up and maintain lighting, coloured waymarks of the size and colour and in such a position as may be agreed in writing with the Grantor;

8.8 To erect Notices at either end of the Whole Path stating that the path is available for use by the public on a permissive basis only and stating the permitted purposes and any limitations on use which must be observed;

8.9 To erect Notices warning users of the permissive path of any dangers on or near the path;

8.10 To take all reasonable steps to ensure that dogs are kept on a lead where this is specified in the Particulars as a limitation on use;

8.11 Not to assign or part with possession or control of any of the rights hereby granted;

8.12 Not to do anything with the rights hereby granted which may be or become a nuisance or annoyance or cause damage to the Grantor or to the Tenants or occupiers of this property or to the owners tenants or occupiers of any adjoining property;

- 8.13 To pay proper compensation to the Grantor from and against all costs charges expenses claims and demands and damages of any description in any way arising or connected with any negligent act or default on the part of the Council or their duty or their duly authorised officers servants or agents or other persons authorised or impliedly authorised in relation to the rights hereby granted;
- 8.14 To indemnify and keep indemnified the Grantor from and against all costs charges expenses claims and demands and damages of any description in any way arising or connected with any negligent act or default on the part of the Council or their duly authorised officers servants agents or other persons authorised or impliedly authorised in relation to the rights hereby granted;
- 8.15 To ensure that the Council's Public Liability Policy covers the use by the public of the Permitted Path and to maintain such cover throughout the Term unless the policy shall be vitiated by any act of the Grantor or by anyone acting with the express or implied authority of the Grantor;
- 8.16 Each side will bear its own legal costs incurred in connection with the preparation of this Agreement.

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- 9.3 The independent expert shall have the discretion to award the costs of the appointment failing which the costs shall be borne equally by the parties;
- 9.4 In the event of the parties failing to agree to refer the dispute to an independent expert or on the person to be appointed within one month of the dispute arising either party may apply to the Environment and Heritage Service of the Department of the Environment for Northern Ireland for the appointment of an expert to determine the dispute.

### **No Deemed Dedication**

- 10 For the avoidance of doubt it is hereby declared that nothing herein contained shall amount to or be construed as a permanent grant demise or dedication of or agreement for a public right of way.

## **THE SCHEDULE**

### **Works which the Council has agreed to undertake**

1. Undertake development of the pathway; construction of path surface and drainage, fencing, lighting, signage, access points onto the path, access points for the Grantor.
2. Carry out maintenance and repair to the path.
3. Keep path free from litter to the required standard of Category Zone 11 under the Code of Practice which refers to Canal Towpaths and Embankments to which the public have a right of access.

**SIGNED** by the Grantor \_\_\_\_\_

in the presence of: \_\_\_\_\_

**SIGNED** on behalf of the Council \_\_\_\_\_

in the presence of: \_\_\_\_\_

DATE \_\_\_\_\_

## **PERMISSIVE PATH AGREEMENT**

### **PARTICULARS**

**The Date:** October 2015

**The Landowner:** Northern Ireland Housing Executive

**The Tenant:** None

**The District Council:** Mid Ulster District Council

**The Permissive Path:** Dunlea Vale, Dungannon (EARLs Linear Path, Dungannon)

**Width:** Approximately 2.2 metres

**The Whole Path:** Coloured yellow on the attached plan

**Permitted Purposes:** Walking and Cycling

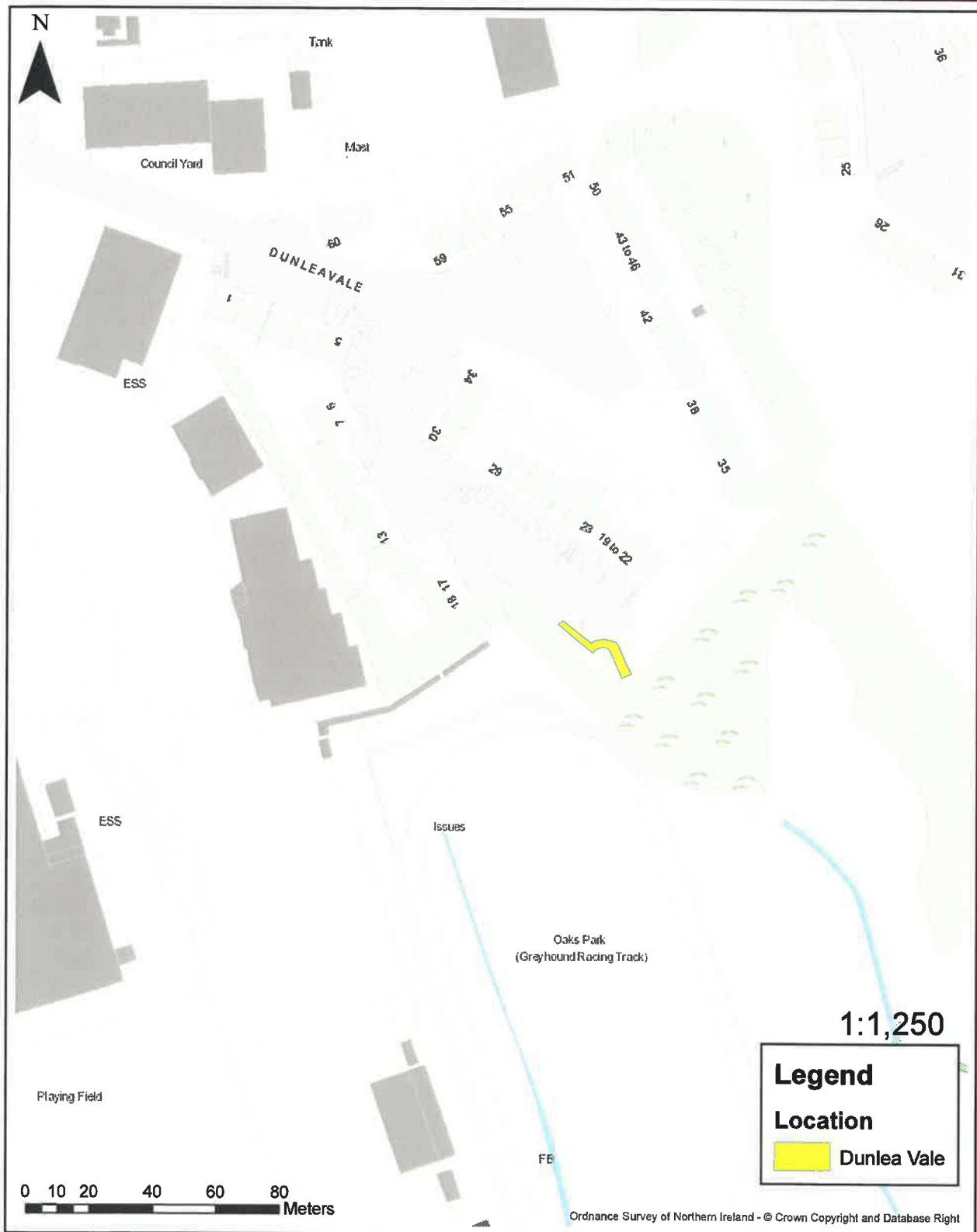
**Limitations on Use:** All dogs to be kept on leads, not to be used as a bridle path or for vehicular activity

**The Term:** 15 years – October 2015 to October 2030

**Payment:** £2 nominal



## Permissive Path Agreement with NIHE re Dunlea Vale



Comhairle Ceantair  
**Lár Uladh**  
**Mid Ulster**  
District Council

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Author: Nicky Doris

Date: 23/11/2016

Dept: Information Services

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<b>Report on</b>	Village Renewal Scheme: Rural Development Programme 2014-2020 – Suite of Legal Documents
<b>Date of Meeting</b>	7 <sup>th</sup> June 2018
<b>Reporting Officer</b>	Claire McNally, Council Solicitor
<b>Contact Officer</b>	Claire McNally

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

<b>1.0</b>	<b>Purpose of Report</b>
1.1	To seek Member's approval in respect of the draft legal documents required to progress the Village Renewal Scheme.
<b>2.0</b>	<b>Background</b>
2.1	Mid Ulster District Council is leading on the Village Renewal Scheme included within the Rural Development Programme 2014 -2020 ("the Programme").
2.2	The Department of Agriculture, Environment and Rural Affairs ("DAERA") has allocated a budget of £2.15 million in grant aid to the Village Renewal Scheme for the implementation of strategic and minor works within agreed villages. In April 2016, the Council resolved that Council contributes match funding of 25% (£716,000), to compliment the funding from DAERA, which is administered via the Local Action Group ("LAG").
2.3	The reports, updates, approvals etc. in respect of the villages and works are taken through Development Committee. In summary, the current position is that six villages have been selected for major works with a further 31 villages having been selected for minor works. A further six villages have been identified for minor works should extra funding become available from the Programme.
2.4	All actions supported under both major and minor works are identified through an integrated village plan recognised by Council. Council makes applications to the LAG for the Village Renewal Scheme and the Council then leads on development and delivery.
<b>3.0</b>	<b>Main Report</b>
3.1	<p>In terms of the documentation for the implementation of the proposed strategic and minor works under the Village Renewal Scheme, it is standard procedure that the following suite of legal documents are in place with the relevant Project Partners, prior to the commencement of any works. This is required to protect the Council's interests and to comply with the funder's requirements:-</p> <p>(i) Project Confirmation Form – This form will be used in respect of Council owned lands only and will include a copy of the relevant design concept. This form will require the signature of two Community Representatives in acceptance of the design concept subject to funding and procurement</p>

	<p>processes. A copy of the Project Confirmation Form template is attached at Appendix A;</p> <p>(ii) Project Agreement – This Agreement is between the Council and the Project Partner (landowner). This Agreement essentially sets out the specification of that particular project to include terms and conditions, responsibilities of each party and special conditions. A copy of the Project Agreement template is attached at Appendix B.</p> <p>(iii) Licence for Works Agreement – This will accompany the Project Agreement above in clause 3.1(ii) and is essentially a licence for major alterations or works. This is a licence from the Landowner to the Council that gives consent for the Council to carry out the works on the landowner's property. This Agreement will more likely be used for those projects that comprise of major alterations or works. A copy of the Licence for Works Agreement template is attached at Appendix C;</p> <p>(iv) Consent of Owner to Village Renewal Works – This form will also accompany the Project Agreement and is consent to carry out the more minor works in respect of lands owned by third parties. This form will more likely be used for those projects that comprise of more minor works. A copy of the Consent of Owner to Village Renewals Works template is attached at Appendix D.</p>
3.2	Whilst the details of the individual project, works, third party etc. will obviously differ according to each site, the suite of legal documents attached at Appendices A-D will form the basis for each project that is part of the Programme. Therefore, Members are being asked to approve these documents in principle to ensure efficiencies going forward in respect of individual applications being made to the LAG. Members are also being asked the delegate authority to the Director of Business and Communities to sign the legal agreements on behalf of the Council.
3.3	In respect of other sites within the Programme where a lease is required (mainly play parks), these would come through council individually for approval and sealing.
<b>4.0</b>	<b>Other Considerations</b>
<b>4.1</b>	<b>Financial, Human Resources &amp; Risk Implications</b>
	Financial: Council's legal fees.
	Human: N/A
	Risk Management: N/A
<b>4.2</b>	<b>Screening &amp; Impact Assessments</b>
	Equality & Good Relations Implications: N/A
	Rural Needs Implications: N/A
<b>5.0</b>	<b>Recommendation(s)</b>
5.1	That Members approve the suite of legal documents attached at Appendix A-D of this report, to allow for them to be completed for each individual village/project.
5.2	That Members delegate authority to the Director of Business and Communities to sign the documents attached at Appendix A-D on behalf of the Council.

<b>6.0</b>	<b>Documents Attached &amp; References</b>
6.1	Appendix A – Village Renewal Scheme - Project Confirmation Form Appendix B – Village Renewal Scheme - Project Agreement Appendix C – Village Renewal Scheme - Licence for Works Agreement Appendix D – Village Renewal Scheme - Consent of Owner to Village Renewal Works.





Comhairle Ceantair  
**Lár Uladh**  
**Mid Ulster**  
District Council

Mid Ulster District Council are leading the Village Renewal Scheme including the Local Action Group interim strategy under the Rural Development Programme 2014-2020.

From your Village Plan, the (XXX e.g. Upgrade of Village Playpark) has been identified as your priority project.

Following Consultation, the attached design concept had been developed.

### **Confirmation**

On behalf of \_\_\_\_\_ (Name of Village), \_\_\_\_\_  
(Community Name), agreed to design concept attached.

#### **Witnessed by Signature 1**

I \_\_\_\_\_ (please print name) accept the design concept attached and understand this is subject to funding and procurement processes.

Signature: - \_\_\_\_\_ Date: - \_\_\_\_\_

#### **Witnessed by Signature 2**

I \_\_\_\_\_ (please print name) accept the design concept attached and understand this is subject to funding and procurement processes.

Signature: - \_\_\_\_\_ Date: - \_\_\_\_\_

## Mid Ulster District Council Village Renewal Scheme

### Project Agreement (“the Agreement”)

THIS AGREEMENT is made the (INSERT DATE) of the (INSERT MONTH) 2017

#### BETWEEN:

- 1) Mid Ulster District Council c/o Magherafelt Offices, 50 Ballyronan Road, Magherafelt, BT45 6EN (“the Council”) of the one part; and
- 2) (INSERT NAME AND ADDRESS/REGISTERED OFFICE/COMPANY NO. ETC). (“The Project Partner”) of the other part.

#### BACKGROUND

- A. Mid Ulster District Council (MUDC) has secured funding from Mid Ulster Rural Development Partnership through the NI Rural Development Programme (2014 – 2020) managed by DEARA – Department for Agriculture, Environment and Rural Affairs to implement village renewal enhancement works at (INSERT LOCATION/ADDRESS ONCE AGREED)
- B. After community consultation, it has been agreed that MUDC will carry out the Project on behalf of (INSERT NAME OF PROJECT PARTNER) with responsibility for the day to day management and co-ordination of the Project being MUDC.
- C. The Project (Part of the Project) is to be implemented on Lands in the ownership of the Project Partner, and the Project Partner has agreed to same. Once the Project has completed, it shall remain in the ownership of the Project Partner

#### 1 Definitions and Interpretations

In this agreement the following words and phrases shall have the following meanings:-

- 1.1.1 MURDP means Mid Ulster Rural Development Partnership which is the Local Action Group for the Council area;
- 1.1.2 The Contractor means the company that is specified as “Contractor” within Schedule One
- 1.1.3 DAERA means the Department for Agriculture, Environment and Rural Affairs;
- 1.1.4 The General Terms and Conditions means those terms and conditions that are incorporated in to the Letter of Offer as amended in Schedule Two so that they apply to this Agreement and the Project;
- 1.1.5 The Letter of Offer means the letter and all its enclosures from MURDP to MUDC dated (INSERT) which forms a legally binding contract between MURDP and MUDC and sets out the terms of the Scheme Funding;
- 1.1.6 Permitted Use means to use the property, asset, building, materials, works etc. as funded under the Project for the benefit of the wider local community and in



particular the Section 75 groups, in accordance with the aims and objectives of the Application for at least the Term of this Agreement.

- 1.1.7 Scheme Funding means the monies received from the NI Rural Development Programme (2014 -2020) that will be used to contribute towards the delivery of the Project;
  - 1.1.8 The Project means the village renewal and enhancement works as described in Schedule One;
  - 1.1.9 The Project Officer means the person appointed by MUDC who will be responsible for the day to day management and delivery of the Project;
- The Special Conditions means those Conditions as detailed in Schedule Three.

In this Agreement:

- 1.2.1 Use of the singular includes the plural and vice versa and use of any gender includes all genders;
- 1.2.2 A reference to the rules, codes, standard terms and conditions of a designated agency or of a self-regulating organisation shall be construed as referring to those rules, codes or standards as amended and in force from time to time;
- 1.2.3 Any reference to a “person” includes a body corporate, natural person, firm, partnership, company, corporation, association, organisation, government, state, foundation and trust (in each case whether or not having separate legal personality);
- 1.2.4 The clause headings are for convenience only and shall not affect the construction of this Agreement;
- 1.2.5 Reference to the Agreement or any other document are to the Agreement or that document as amended from time to time in accordance with the Agreement;
- 1.2.6 Nothing in this Agreement shall exclude or limit either party’s liability for fraud or death or personal injury resulting from that party’s negligence or any other liability to the extent that such liability cannot be excluded by law.

## **2 Purpose**

MUDC and (PARTNER) have appointed the Contractor to carry out the Project on behalf of MUDC, and MUDC shall be the employer in the Contract with the Contractor. MUDC and (PARTNER) have jointly agreed for MUDC to implement the Project on the Partner’s lands at (INSERT ADDRESS).

## **3 Term**

- 3.1 This agreement shall commence on (INSERT DATE) and will remain in force for a period of 7 years from the date of the Letter of Offer.

## **4 Responsibility of the Parties**

The Project’s success depends on the co-operation and shared purpose of all parties to this agreement and their commitment to planning and implementing this Project.

The General Terms and Conditions set out the respective responsibilities that both parties to this Agreement must adhere to.

Failure of the Project Partner to comply with its responsibilities under this Agreement, will give rise to a right for MUDC to terminate this Agreement immediately if it is a material or repeated breach, or by providing 4 weeks' notice for any other breach.

## **5 Responsibilities of Project Partner**

### **5.1 Insurance and Liability (as per schedule 2)**

The Project Partner shall maintain such insurance policies in the Project Partner's own name from the date of the Letter of Offer, **until 7 years** (10 years for projects for which a legal charge has been executed) following the date of the final payment to the project as are necessary to cover all possible liabilities to MUDC, Local Action Group, DAERA and the European Commission arising under the Letter of Offer and the Terms and Conditions of Grant Aid, to the extent that such insurances are reasonably available on the insurance market. The need for insurance cover should be fully justified and fully recorded. A copy of all insurance policies relating to the project should be made available to the Local Action Group and DAERA, on request.

### **5.2 Without prejudice to the Project Partner's liability to indemnify the Local Action Group and DAERA, MUDC shall either maintain or procure, such public and employer's liability insurances as are necessary to cover the liability of the Local Action Group or (as the case may be) its staff, DAERA, its staff and agents, and the European Commission, its staff and agents in respect of:**

- personal injury or death arising out of, or in the course of, or caused by the carrying out by MUDC of any Works required under the Project not due to any act or neglect of the Local Action Group, DAERA or the Commission or any person for whom they are responsible; and
- injury or damage to property, real or personal, arising out of, or in the course of or caused by the carrying out of any Works required under the Project and caused by the negligence, omission or default of MUDC.

### **5.3 To comply with the Special Conditions;**

### **5.4 Not to do anything in breach of the Letter of Offer**

5.4 The Project Partner shall provide MUDC with appropriate Licence agreements to allow the construction of the Project

5.5 Not to assign, let, transfer or otherwise part with all or any part of the lands, buildings, assets etc. that form part of the Project or that materially affect the Project and the completion of same for the duration of this Agreement;

**[5.6 Adopt the works on Completion of the Project – RE: TNI]**

## **6 Responsibilities of the Council**

Notwithstanding the generality of Clause 4, the Council is required to:-

## **7 Project Works, Cost & Payment Procedure**

7.1 MUDC will oversee and be responsible for all Project works and payments to the Contractor.

7.2 MUDC will be the Employer of the Contractor and therefore, will have sole responsibility for providing the Contractor with instructions, agreeing any activity in relation to the Project, signing off on any payments, certification etc. .

7.3 MUDC will liaise with the Project Partner in relation to any proposed material changes to the agreed specification or Project works. For the avoidance of doubt, MUDC will have to ultimate decision maker power in relation to any actual or proposed changes to the Project.

## **8 General**

- 8.1 This agreement set forth the entire agreement between the parties with respect to the subject matter covered by it and supersedes and replaces all prior communications, drafts, agreements, representations, warranties, stipulations and undertakings of whatsoever nature, whether written or oral, between the parties relating thereto.
- 8.2 Each party shall bear its own costs in relation to the negotiation of this agreement.
- 8.3 Except as may be required by law or in relation to information which is publicly available (other than by reason or any wrongful disclosure of it or with the prior consent of the other) no party to this agreement shall make any announcement concerning, or otherwise disclose or divulge any information, concerning the terms of this agreement.
- 8.4 No variation of any provision of this agreement shall be effective unless it is in writing, refers specifically to this agreement and is duly executed by or on behalf of each party.
- 8.5 MUDC shall be entitled to take possession of assets which have been purchased or constructed with Scheme Funding, or which are used, in breach of any of the terms of these terms and conditions of this Agreement or the Scheme Funding. Without limiting any of its rights under these Conditions the Project Partner agrees that MUDC or its agent shall be entitled to enter upon any land, building or premises owned, occupied or under the control of the Project Partner where such assets are located for the purpose of effecting repossession.
- 8.6 The Project partner shall not during the economic life of the asset, dispose of any interest in any such assets wholly or partly purchased or constructed with any part of the Scheme Funding (other than an interest the disposal of which is permitted or contemplated under the provisions of the Funding Contract), unless they shall have obtained the prior written approval of MUDC.
- 8.7. If any assets wholly or partially purchased or constructed with any part of the Scheme Funding are disposed of during their economic life MUDC shall at its option either be entitled to require the Project partner to immediately pay to it such proportion of the proceeds of disposal as it may reasonably require, or to set off the amount due against any further payments of Funding for the Project. The economic life of the Asset is 10 years for Fixed Assets, unless otherwise agreed in writing by MUDC. In this context, Fixed Assets include land, property, buildings. For all other assets the economic life is in each of the following circumstances 2 years after (a) the period up to the date of last payment of Funding, or (b) the achievement of the last of the targets specified in the Project; or (c) 5 years from date of the Funding Contract whichever is the later.
- 8.8 Any facilities constructed as part of the Project must reasonably be made available for use of the General Public, at time and in such manner as shall be agreed between MUDC and the Project Partner, and public access shall not be limited in any way

having regard to those matters set out in S75 of the Northern Ireland Act 1998.

- 8.9** Any facilities constructed as part of the Project must reasonably monitor usage to demonstrate impact.

**9 Notices**

All notices to be given under this agreement shall be in writing and shall either be delivered personally or sent by first class and shall be deemed duly served:

- 9.1 In the case of a notice delivered personally, at the time of delivery;
- 9.2 In the case of a notice sent inland by first class prepaid post, 2 clear business days after the date of dispatch;
- 9.3 Each notice shall be addressed to the address of the party concerned set out in this agreement or to such other address as that party shall have previously notified to the sender.

**10 Assignment and Sub-Contracting**

This agreement is personal to the parties to this agreement and no party shall not be entitled to assign any of its rights and obligations under this agreement without the prior written consent of the other parties.

**11 Third parties rights**

A person who is not a party to this agreement has no rights under the Contracts (Rights of Third Parties) Act 1999 to enforce any terms of this agreement.

**12 Relationship of parties**

Each of the parties hereto is independent and nothing contained in this agreement shall be construed to imply that there is any relationship between the parties of partnership or in principal and agent or of employer and employee and accordingly neither of the parties shall have any right or authority to act on behalf of the other nor to bind the other by contract or otherwise, unless expressly permitted by the terms of this agreement. Each party shall make it clear in its dealings with third parties that it has not authority to contractually bind the other party.

**13 Governing Law**

This agreement shall be governed by and construed in accordance with Northern Ireland Law and the parties hereby submit to the exclusive jurisdiction of the Northern Ireland Courts.

SIGNED by: \_\_\_\_\_  
 Authorised Signatory (Position Held)  
 Mid Ulster District Council

SIGNED by: \_\_\_\_\_  
 Authorised Signatory (Position Held)  
 [INSERT PROJECT PARTNER'S NAME]

**SCHEDULE ONE**

**The Project**

[INSERT DETAILS OF INDIVIDUAL PROJECT]

**SCHEDULE TWO**

**The General Terms and Conditions**

**SCHEDULE THREE**

**The Special Conditions**







Dated \_\_\_\_\_ 2017

## **Licence for Works Agreement**

relating to

\_\_\_\_\_

**THIS AGREEMENT** is made on the date set out in the Particulars

**BETWEEN**

(1) **The Landowner -**

("The Licensor")

(2) **The Council – Mid Ulster District Council**

("The Licensee")

- a) The Licensor is the freehold owner of certain lands situated between \_\_\_\_\_ (hereinafter called "the Licensor's Lands")
- b) The Licensor has agreed to permit the Licensee its servants and agents, subject as hereinafter contained, to enter upon the Licensor's lands for the period from **XXXX** until **XXX** ("the Licence Period") to construct a **XXX**, in accordance with a letter from the Planning Service dated **XXX** ("the Works").

**NOW IT IS HEREBY AGREED** as follows:-

- 1) The Licensor hereby licenses and permits the Licensee its employees and agents licence to enter and remain on the Licensor's Lands to facilitate the Works and for no other purpose whatsoever for the Licence Period and upon the terms hereinafter appearing.
- 2) This Licence shall be deemed to have commenced on the date hereof and shall continue for the License Period unless revoked or earlier determined as hereinafter provided.
- 3) The Licensee shall be responsible for ensuring that all necessary planning or other requisite statutory approvals, licenses, permissions or consents in relation to the Works on the Licensor's Lands are obtained and shall act in accordance with the terms thereof and in compliance with the provisions of all applicable law and shall fully indemnify the Licensor in respect of all claims arising whether directly or indirectly from the Works.

- 4) The Licensee shall be liable absolutely for all security arrangements as may be necessary to secure the Licensor's Lands and all equipment, plant and materials stored or placed thereon.
- 5) The Licensee agrees and undertakes with the Licensor not to do or cause or permit to be done any act or thing in or, upon the Licensor's Lands which may be or become a nuisance, annoyance, inconvenience or danger or cause damage or annoyance to the Licensor or other persons or which may infringe any statutory Rule, Order or Regulation for the time being in force.
- 6) The Licensee shall be liable for and shall indemnify and keep the Licensor indemnified from and against all liability, loss, claims or proceedings for accidents, damage or injury which may occur or be brought against or, incurred by the Licensor arising out of the Licensees use of the Licensor's Lands and for which the Licensee is legally liable, provided that the Licensees liability under this Agreement shall not exceed the sum of Fifteen Million Pounds (£15,000,000.00).
- 7) Providing advance written notice is given the Licensee shall permit the Licensor, its agents or servants or any other person authorized by the Licensor from time to time to enter upon and inspect the Licensor's Lands for the purpose of ascertaining whether all or any of the provisions of this Licence are being faithfully kept observed and performed.
- 8) The Licensee will procure that its contractor will effect and keep in force during the License Period a Public Liability Indemnity insurance policy with a good and solvent Insurance Office in the sum of Ten Million pounds (£10,000,000) minimum for any one claim or accident and will make the policy or a suitable extract from same available to the Licensor for inspection on demand.
- 9) The Licensee shall pay all rates, taxes or other impositions which may be levied against the Licensor's Lands whilst being used by the Licensee.

10) This Licence is for the exclusive benefit of the Licensee for the Works and the Licensee shall not be permitted to transfer, assign, sub-let or part with possession of all or any part of the Licensor's Lands which are the subject of this Agreement and this Licence is not capable of assignment or transfer to any other party.

11) Any notice requiring to be served hereunder shall be sufficiently served if sent by Recorded Delivery post at the address shown at the head of this agreement.

**SIGNED** by the Licensor \_\_\_\_\_

in the presence of: \_\_\_\_\_

**SIGNED** on behalf of the Licensee \_\_\_\_\_

in the presence of: \_\_\_\_\_

DATE \_\_\_\_\_



## MID ULSTER DISTRICT COUNCIL

### Rural Villages Project 2017 - 2019

#### CONSENT OF OWNER TO VILLAGE RENEWAL WORKS

##### Name & Address

.....  
..... ("the Owner(s)")

##### Site Address

.....Lands within the area outlined red on the attached map (showing portfolio number from actual deeds) and located at

.....  
..... ("the Site")

I/we the Owner(s) of part of the lands within the Site mentioned above hereby give Mid Ulster District Council ("the Council") or its agents permission to enter on to the lands and to carry out the Works as described below on the Site.

##### 1. Description of works

.....  
.....  
..... ("the Works")

2. I/we hereby agree that on completion of the Works, the responsibility of the said Works on the Site will lie with the Council. For the avoidance of doubt, the Council will not accept any responsibility or liability in respect of any other, further or additional works, repairs etc. that may be carried out on the Site now or in the future, which are not done or authorised by the Council.

Signed: ..... Witnessed: .....  
.....  
The Owner(s)

Date: ..... Date: .....

Two copies of this form are enclosed, one is to be retained by you and one to be returned to:- Catherine Fox, Mid Ulster District Council, Dungannon Office, Circular Road, Dungannon BT71 6DT

<b>Report on</b>	Revised Photographic Policy
<b>Date of Meeting</b>	7 June 2018
<b>Reporting Officer</b>	Ursula Mezza
<b>Contact Officer</b>	Ursula Mezza

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

<b>1.0</b>	<b>Purpose of Report</b>
1.1	The report outlines changes to the Council's Photographic Policy to reflect the requirements of the General Data Protection Regulation (GDPR).
<b>2.0</b>	<b>Background</b>
2.1	The new GDPR came into effect on 25 May 2018, repealing the existing Data Protection Act and bringing considerable legislative change which places more stringent requirements on organisations, particularly in terms of proving their compliance with the data protection principles.
2.2	As part of the preparation for the introduction of GDPR, the photographic policy has been reviewed and revised.
<b>3.0</b>	<b>Main Report</b>
3.1	Images of individuals and groups can be considered as personal data and must, therefore, be processed in line with the principles GDPR and on the basis of consent (that is, that the individual has given clear consent for their personal data to be processed for a specific purpose).
3.2	This means that, while it was considered good practice to obtain consent in the past, it was not a requirement. The revised policy strengthens the requirement for consent in all cases, with the exception of large public events.
3.3	In the case of large public events where it is not practicable to obtain consent, the Council will process data on the basis of legitimate interest (the processing is necessary for the Council's legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the individual's personal data which overrides those legitimate interests.) However, special measures will also be put in place to ensure event attendees are aware in advance and during an event that images will be recorded.
3.4	Images containing personal data taken prior to 25 May 2018 and for which the Council does not hold written consent forms will be processed on the basis of legitimate interest.

3.5	The revised policy is appended to the report, with additions and changes marked in red.
<b>4.0</b>	<b>Other Considerations</b>
<b>4.1</b>	<b>Financial, Human Resources &amp; Risk Implications</b>
	Financial: N/A
	Human: Obtaining consent where it is required, particularly at large events, may impact on staff resources.
	Risk Management: The revisions assist in the mitigation of risk associated with non-compliance with the new GDP Regulation.
<b>4.2</b>	<b>Screening &amp; Impact Assessments</b>
	Equality & Good Relations Implications: the revised policy has been equality screened and screened out.
	Rural Needs Implications: N/A
<b>5.0</b>	<b>Recommendation(s)</b>
5.1	That the Committee accepts the revised Photographic Policy.
<b>6.0</b>	<b>Documents Attached &amp; References</b>
	Photographic Policy





Comhairle Ceantair  
**Lár Uladh**  
**Mid Ulster**  
District Council

# Photographic Policy

Document Control			
Policy Owner	Ursula Mezza Head of Marketing & Communications		
Policy Author	Ursula Mezza Head of Marketing & Communications		
Version	2.0		
Consultation	Senior Management Team	Yes	
	Trade Unions	No	
Equality Screened by	Ursula Mezza	Date	29/5/18
Equality Impact Assessment	No	Date	
Good Relations	No or N/A		
Approved By	Policy & Resources Committee	Date	Sept 2015
Adopted By	Council	Date	Sept 2015
Review Date	May 2018	By Whom	UM
Circulation	Councillors, Staff & External Photographers		
Document Linkages	Child Protection Policy Vulnerable Adults Policy Retention & Disposal Policy		

## Contents

Paragraph	Description	Page Number
1.0	Policy Summary	4
2.0	Intoduction	4
3.0	Policy Aims & Objectives	4
4.0	Policy Scope	4
5.0	Linkage to Corporate Plan	5
6.0	Roles and Responsibilities	5
7.0	Procedure and Implementation	5
8.0	Impact Assessment <ul style="list-style-type: none"><li>○ Equality Screening &amp; Impact</li><li>○ Rural Needs Impact Assessment</li><li>○ General Data Protection Regulation (GDPR) Implications</li><li>○ Staff and Financial Resources</li></ul>	9
9.0	Support and Advice	9
10.0	Communication	10
11.0	Monitoring and Review Arrangements	10
	Appendix 1	

## **1.0 Policy Summary**

This policy sets out how photography, including still, video and electronic photographic images, is used by the Council and guides members of staff and third party providers of photographic services on consent requirements for data processing purposes.

## **2.0 Introduction**

Photography is used routinely by the Council to record activities and events and for use as part of its marketing activity.

Taking and using images of people, particularly children, is a sensitive area and a photographic policy provides a framework through which Council staff should operate and provides guidance on the taking, and appropriate use of, images of people.

## **3.0 Policy Aims & Objectives**

The Photographic Policy aims to:

- ensure the Council takes and uses images of people appropriately and with the necessary safeguards in place.

The policy objectives are to:

- ensure staff understand the sensitivities of taking and using a person's image
- ensure the Council has the necessary permissions to take and use a person's image.

## **4.0 Policy Scope**

The policy applies to the taking of still, video and electronic photographic images including images captured by mobile devices.

The policy is applicable to all employees, but is of particular relevance to:

- employees involved in the day to day running of a Council facility where people, particularly children, are present
- employees who organise activities and events where members of the public, including children, will be present
- employees who wish to use or commission photographs for use in printed, on-line and filmed material or for any marketing purpose.

**The policy applies to any agent of the Council who records and/or processes images on its behalf.**

The policy is, in part, also applicable to others photographing people, particularly children, in Council facilities or at Council events (e.g. parents, press).

The policy also applies to employees whose images are taken and used by the Council for promotional purposes.

The policy does not apply to employees whose images must be taken and used for identification purposes.

## **5.0 Linkage to Corporate Plan**

The development of a photographic policy is in line with the Council's commitment to design and deliver services around its people, as stated under the 'Delivering for our People' theme in the Corporate Plan 2015 – 2016.

## **6.0 Roles and Responsibilities**

- Elected members will endorse the policy, its implementation and procedures.
- The Senior Management Team will demonstrate its commitment to the policy by ensuring their Heads of Service and through them, the wider staff, implement the policy.
- Heads of Service will ensure the implementation of the policy and its procedures.
- The Marketing and Communications Service will support the dissemination of the policy and retain photographic permissions.
- All staff will adhere to the policy.

## **7.0 Procedure and Implementation**

The policy is subject to the following procedures:

### **7.1 Processing and retention of images**

Images of individuals and groups can be considered as personal data.

Images of people will, therefore, be processed in line with the principles of the General Data Protection Regulation (GDPR) and on the basis of consent (the individual has given clear consent for their personal data to be processed for a specific purpose).

The exception is large public events, where the Council will process data on the basis of legitimate interest (the processing is necessary for the Council's legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the individual's personal data which overrides those legitimate interests.) However, special measures will be put in place to ensure event attendees are aware in advance and during an event that images will be recorded.

Images containing personal data taken prior to 25 May 2018 (the date on which the General Data Protection Regulation is applicable) and for which the Council does not hold written consent forms will be processed on the basis of legitimate interest (the processing is necessary for the Council's legitimate interests or the legitimate

interests of a third party unless there is a good reason to protect the individual's personal data which overrides those legitimate interests.)

All images should be retained in accordance with the Council's Retention and Disposal Policy.

Where copies of photographs are requested by third parties (individuals or organisations), they will only be supplied in cases where the image features that individual or organisation.

## **7.2 Areas where photography is prohibited**

The use of photographic equipment is not permitted, without prior permission, in the following areas:

- Any leisure centre
- Any changing area
- Any toilet area
- Theatre, auditoria or performance space
- Any other area identified and agreed by a relevant Head of Service.

## **7.3 Facilities/Events Where Photographs May Be Taken**

### **7.31 Third Party Hire of Council Facilities for Private Functions**

Where a Council facility is hired by a club, organisation or individual for a private function, such as a wedding, the Photographic Policy does not apply. Where any third party hire involves children and where children may be photographed, it is the responsibility of the hirer to obtain appropriate parental consent.

### **7.32 Swimming Pools**

For promotional purposes and in special circumstances, photography will be allowed in swimming pool areas **with prior permission from the facility manager**. Where this is as part of a third party hire of the pool, it is the responsibility of the hirer to ensure they have obtained the consent for any person to appear in a photograph.

Where the Council is taking and using images at or in a swimming pool, the normal consent procedures will apply.

### **7.33 Invitations to Council events**

In cases where invitations are extended to specific groups and individuals to attend Council events, such as award ceremonies, presentations and civic receptions (that is, where the guests are known in advance), and where photography will take place, attendees will be asked to provide their consent to be photographed either in advance of attendance or at the event itself.

Only those attendees who have given consent will be photographed.

### **7.34 Productions, shows and performances**

Images of audiences may be recorded at Council-organised productions, shows and performances in exceptional circumstances and within defined controls.

In such circumstances, individuals are unlikely to be identifiable e.g. images are taken from the back of an auditorium or individuals are not in focus.

However, where individuals attending the event may be identifiable, audiences should be informed in advance and in writing that images may be recorded at the time of booking tickets, or, if this is not possible, as soon as practicable thereafter.

Artists and performers at any and all events will be asked to provide consent to their image being used at the time of booking.

### **7.35 Public Events**

At large public events where significant numbers of people are expected to attend and where images of crowds are taken, it is not practicable to obtain consent.

In advance of the public event, the Council will state clearly on printed and on-line promotional materials that images may be recorded by stating:

*Mid Ulster District Council and its agents will take photographs and video at this event for promotional purposes only. Images may be used in printed material, including newspapers, magazines and brochures, and online, including on websites and social media channels. For further information visit [www.midulstercouncil.org/privacy](http://www.midulstercouncil.org/privacy).*

At public events, signage will be erected prominently to inform attendees that images will be recorded by stating:

*Mid Ulster District Council and its agents will take photographs and video at this event for promotional purposes only. Images may be used in printed material and online.*

*Our photographers will seek your consent before taking your photograph as an individual or as part of a small group. When taking images of large groups or crowds, where it is not possible to gain consent, we ask you to make yourself known to our photographers if you do not wish your image to be recorded.*

*[www.midulstercouncil.org/privacy](http://www.midulstercouncil.org/privacy).*

Where images of individuals or small groups are being taken at large public events, consent will be obtained in the normal manner.

## **7.4 Obtaining Permission**

### **7.41 Adults**

Where images are to be taken of adults, permission must be obtained and the appropriate permission form completed.

## 7.42 Children

Article 8 of GDPR states that data controllers must obtain the consent of a parent or guardian when processing the personal data of a child under the age of 16 and that they also must make 'reasonable efforts' to verify that a parent or guardian has provided the appropriate consent.

Images of children may only be taken and used with the written consent of a parent or guardian. Should permission not be granted or written consent not received, the relevant Council employee must make every effort to ensure the child in question is not photographed and this must be done with discretion and sensitivity.

A teacher or group leader cannot give consent for a child to be photographed. This means that the person in charge of any school or group attending a Council facility, event or activity where images may be recorded, must sign a form to confirm that parental consent has already been received.

Should it be likely that images will be taken at a Council facility, event or activity, the facility manager or event organiser should make those attending aware at an early stage. This will ensure sufficient time for permission to be obtained and those children who should not be photographed to be made known to relevant staff.

All booking forms for children's events where images may be recorded, should incorporate **consent** into the booking form.

## 7.5 Unauthorised Photography Of Children

Any member of staff at a Council facility, event or activity who observes what they believe to be unauthorised or inappropriate photographing of a child or children should approach the person concerned and establish if the person has obtained the necessary permission.

If not, and if it is appropriate and/or feasible to do so, permission may be arranged at that point.

If, however, it is not appropriate, the employee should advise the person of the Council's policy and ask them politely to stop taking images. If the person is unwilling to co-operate, the employee should ask them to leave the area and then make contact with the facility manager or event organiser as soon as possible. The incident should be recorded

An employee should never enter into a confrontational situation and always remember their personal safety.

Children will often photograph other children. This is usually innocent or, at worst, a prank. Nonetheless, in these situations, staff should make every effort to discourage the children from using photographic equipment. Including information on literature for activities and events to inform children and parents that the use of cameras, including mobile devices, is not permitted during the event or activity, will help to prevent the situation arising.

## 7.6 Good Practice



Even when photography of children is appropriate and the necessary permissions have been obtained, it is good practice to:

- Follow any commitment made on the consent form.
- Ensure children are appropriately dressed.
- Use photographs that represent the diversity of the young people participating.
- Not use images that are likely to cause distress, upset or embarrassment or illustrate a sensitive or negative issue.
- Use the image in its intended context.
- Always be vigilant when someone is using a camera, video or mobile device.
- Regularly review images and delete unwanted material.
- Report any concerns relating to any inappropriate or intrusive photography to the manager of the facility/service or the Designated Child Protection Officer
- Keep copies of all consent/permission forms and review in line with the retention of images procedures.

## **8.0 Impact Assessment**

### **8.0 Equality Screening & Impact**

8.1. The policy has been subjected to equality screening in accordance with the council's screening process. The policy was screened out.

### **8.2 Rural Needs Impact**

The policy does not have any rural impacts.

### **8.3 General Data Protection Regulation (GDPR) Implications**

This policy is compliant with Council's GDPR requirements.

### **8.4 Staff & Financial Resources**

Implementation of the policy may have an impact on resources required at large public events.

## **9.0 Support and Advice**

For further information about the policy, please contact the Marketing and Communications Service.

## **10.0 Communication**

The policy will be communicated internally using a range of appropriate internal communication methods.

The policy will also form part of the induction process for all new staff.

## **11.0 Monitoring and Review Arrangements**

The effectiveness of the policy will be monitored using feedback from those staff involved in its implementation, the number of photographs taken and permissions received.

Formal review, with any appropriate recommendations for change, will take place every 2 years or more frequently if required.

**Minutes of Meeting of Policy and Resources Committee of Mid Ulster District Council held on Thursday 3 May 2018 in the Council Offices, Burn Road, Cookstown**

**Members Present**

Councillor Molloy, Chair

Councillors Ashton, Bateson, Buchanan, Cuddy, Doris, Forde, Gildernew, S McGuigan, McKinney, McPeake, M Quinn, Totten

**Officers in Attendance**

Mr A Tohill, Chief Executive  
Mrs Canavan, Director of Organisational Development  
Mr Kelso, Director of Public Health & Infrastructure (7.08 pm)  
Mrs Kerr, Head of Finance  
Ms Mezza, Head of Marketing and Communications  
Mr Moffett, Head of Democratic Services  
Mrs McNally, Council Solicitor  
Mr JJ Tohill, Director of Finance  
Mrs Grogan, Democratic Services Officer

The meeting commenced at 7 pm.

**PR094/18 Apologies**

Councillors Elattar, Kearney and McLean

**PR095/18 Declaration of Interest**

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

**PR096/18 Chair's Business**

The Chair, Councillor Molloy said that this would be the last meeting before the AGM and wanted to thank his party for nominating him to Chair the Policy and Resources Committee. He said that he wanted to also thank the Deputy Chair, Councillor Buchanan along with officers and support staff for all their assistance throughout his term.

**Matters for Decision**

**PR097/18 Council and Committee Meeting Schedule 2018-2019**

The Chair, Councillor Molloy drew attention to the previously circulated report to seek approval for the Council and Committee Meeting schedule for the period 2018-19.

Proposed by Councillor Buchanan  
Seconded by Councillor Doris and

**Resolved:** That it be recommended it the Council to approve the Meeting Schedule for the period July 2018 to April 2019.

**PR098/18 Request to Illuminate Council Property – May 2018**

The Head of Democratic Services drew attention to the previously circulated report and asked members to consider a request from NF (Neurofibromatosis) to light up Council buildings to mark World Neurofibromatosis Awareness Day on Thursday 17<sup>th</sup> May. The request had been submitted to illuminate the Burnavon Arts & Cultural Centre and Ranfurly House Arts & Visitor Centre.

Proposed by Councillor S McGuigan  
Seconded by Councillor Cuddy and

**Resolved:** That it be recommended to the Council that approval be given to the request to light up the Burnavon and Ranfurly Arts & Visitor Centres on Thursday 17<sup>th</sup> May to mark World Neurofibromatosis Day.

**PR099/18 Retention and Disposal Schedule Planning Section Update**

The Head of Democratic Services drew attention to the previously circulated report to seek approval for proposed amendments in respect of the Planning Service's section within Council's overall Retention and Disposal Schedule.

Proposed by Councillor S McGuigan  
Seconded by Councillor McPeake and

**Resolved:** That it be recommended to the Council to approve the amendments to the planning section of the Retention and Disposal Schedule, the amendments when formally agreed by PRONI, will be laid before the relevant Minister and NI Assembly.

**PR100/18 Policy on Room Hire – Proposed Amendment**

The Head of Democratic Services drew attention to the previously circulated report to ask for consideration for an amendment to the Council's Policy on Room Hire, with specific reference to the categories of hirers who should be levied a hire charge for hiring Council facilities.

*The Director of Public Health and Infrastructure entered the meeting at 7.08 pm.*

Councillor Ashton said that it was her understanding that elected members shouldn't be charged a fee for the use of Council rooms and it was always the case in Dungannon Council that the Leisure Centre Staff would lock up the Offices when members vacated that buildings before 10 pm. She enquired if any elected member has been charged.

The Head of Democratic Services advised that this issue had arisen when an elected member booked a room and the Policy and was applied with regard to hire charges.

The Chief Executive advised that in line with the Policy charges had been requested from one service area to another within the Council and this should not be the case if it is for progressing Council business and to date no-one has been charged.

Councillor Cuddy advised that his party had used facilities and had been charged and had no problem with it and asked if what was being presented was going to be the policy going forward.

Councillor Molloy said what was being presented was that facilities could be used by elected members dealing with Council business without being charged.

Proposed by Councillor McPeake  
Seconded by Councillor Doris and

**Resolved:** That it be recommended to the Council to adopt the amendment to the policy to not charge elected members for hiring a room in a council facility, when a room in one of the civic offices is sought but not available.

#### **PR101/18 GDPR Policy Changes**

The Head of Marketing and Communications drew attention to the previously circulated report to outline changes to 2 policies to reflect the requirements of the General Data Protection Regulation (GDPR).

Councillor S McGuigan referred to the GDPR training which took place before this meeting tonight and said that he was confused as the meeting raised more questions than answers and that challenges needed addressed as the month prior it was indicated that 8 out of the 11 Councils were reimbursing members and that this should be taken into consideration for this Council.

Proposed by Councillor S McGuigan

That consideration needed to be given to reimbursement of payment to elected members and clarification on issues before a decision can be made.

The Chief Executive advised that a report could be brought to this committee on concerns raised.

Proposed by Councillor S McGuigan  
Seconded by Councillor Bateson and

**Resolved:** That it be recommended to the Council to accept the GDPR additions to each policy and a report be brought back to committee on the payment of the Data Protection Registration fees for members.

## **PR102/18    Marketing & Communications Service Improvement Plan 2018-2019**

The Head of Marketing and Communications drew attention to the previously circulated report to ask members to consider the draft Service Improvement Plan for the Marketing & Communications Service for the 2018-2019 year.

Proposed by Councillor Gildernew  
Seconded by Councillor Doris and

**Resolved:** That it be recommended to the Council to accept the 2018-2019 Service Improvement Plan for Marketing & Communications.

## **PR103/18    External Signage – Arts & Cultural Facilities**

The Head of Marketing and Communications drew attention to the previously circulated report to asked members to consider draft designs for new external signage at the Council's three arts and culture venues: The Burnavon, Ranfurly House & Hill of The O'Neill and Seamus Heaney HomePlace.

Councillor Ashton advised that her party would be proposing not to proceed with the recommendation and enquired if the Heaney family agreed to the proposal at the HomePlace.

Proposed by Councillor Ashton  
Seconded by Councillor Forde

Not to accept the Officer recommendation

Proposed by Councillor S McGuigan  
Seconded by Councillor Gildernew

To accept the Officer recommendation.

The Head of Marketing and Communications advised that the Head of Culture and Arts and the Manager of Seamus Heaney HomePlace had been consulted and no concerns had been raised.

In response to a query the Head of Marketing and Communications advised that there was presently no existing external signage at the 3 buildings which identified them as Mid Ulster District Council facilities.

The Chair put the two proposals to the vote:

Councillor Ashton's proposal not to accept the recommendation:

For	5
Against	8

Councillor S McGuigan's proposal to accept the recommendation:

For	8
Against	5

Councillor S McGuigan's proposal was carried to accept the Officer recommendation.

In response to Councillor McKinney's query about planning permission, the Chief Executive advised that this would likely fall within permitted development which wouldn't require planning permission.

**Resolved:** That it be recommended to the Council to accept the Arts & Cultural facility external designs.

### **PR104/18 Earls Project – Purchase of Lands at Killymerron Park, Dungannon**

The Council Solicitor drew attention to the previously circulated report to:

- 1) Update members on the terms of transfer of lands at Killymerron Park, Dungannon
- 2) Seek members' approval to progress the purchase of Lands at Killymerron Park, Dungannon

Councillor Cuddy stated that it was a very good facility, which was widely used by all communities and would be happy to propose for the lands to be transferred, as it was a good news story.

Councillor Ashton said that during the time of Dungannon Council, there was resistance from the NIHE regarding the MUGA at Killymerron Park and that it was her understanding that the lands were only to be leased and not purchased.

The Council Solicitor said that she wasn't aware of discussions during the Dungannon term, but that it was her understanding that this would have been eventually an outright purchase and in the terms of size, location and boundaries, the red line was as per the conveyance that she took through Council in December 2016 and was essentially the lands on which the MUGA is located.

Councillor Gildernew advised that it would be helpful to have a map in the future so that members could have the opportunity to identify the area before the meeting.

The Council Solicitor advised that the transfer of this site, with the red line already identified, had gone through Council in July 2015 and then subsequently in December 2016. This report did not seek to amend any red lines or boundaries but was really to regularise the anomalies identified, mainly in relation to the identity of the transferor and the purchase price.

Proposed by Councillor Cuddy  
Seconded by Councillor Gildernew and

**Resolved:** That it be recommended to the Council to note the amended terms in Table 1 and to approve that the Council progresses the purchase of Lands at Killymerron Park, Dungannon through to completion.

**PR105/18 Service Improvement Plan 2018-2019 for Legal Services**

The Council Solicitor drew attention to the previously circulated report to seek members' approval in respect of the Service Improvement Plan 2018-19 for Legal Services.

Proposed by Councillor Buchanan  
Seconded by Councillor S McGuigan and

**Resolved:** That it be recommended to the Council to approve the Service Improvement Plan for Legal Services.

**PR106/18 Organisational Development Service Plan 2018-2019**

The Director of Organisational Development drew attention to the previously circulated report to seek members' approval of the Service Plan for Organisational Development Department 2018-2019.

In response to Councillor Cuddy, the Director of Organisational Development advised that the performance update from last year was included in the plan.

Councillor Ashton referred to the new data protection and enquired if there was adequate resources to cope with the workload within departments to deal with suppliers, customers and the community.

The Chief Executive said that there was a reliance on the main existing resources for GDPR but that this was welcomed by departments and service management i.e asset registers etc. He said that the ICT Manager would be leading up the efforts of the Council and an action plan would be developed with the Council Solicitor being on hand to provide expertise on staff training. He said that moving forward it was anticipated that the Council would be ready to be GDPR compliant by 25 May 2018 and although there would be an added pressure on staff resources, it was something that all departments are aware of coming into existence.

Proposed by Councillor S McGuigan  
Seconded by Councillor McKinney and

**Resolved:** That it be recommended to the Council to approve the Organisational Development Service Plan for 2018-2019.

**PR107/18 ICT Service Plan for 2018-2019**

The Director of Finance drew attention to the previously circulated report to seek members' approval of the Service Plan for ICT Department for the 2018-2019.

Proposed by Councillor M Quinn  
Seconded by Councillor S McGuigan and



**Resolved:** That it be recommended to the Council to approve the ICT Service Plan for 2018-2019.

**PR108/18 Mid Ulster Bonfires - Resources**

The Director of Public Health & Infrastructure drew attention to the previously circulated report to update members' on the Bonfire Management Programme and to seek financial resource for its implementation.

Councillor Forde enquired why the clean-up costs totalled within the region of £18,000 last year and this year £50,000 was being sought.

The Director of Public Health & Infrastructure said that the relevant Officer was of the opinion that a more structured approach to resourcing should be made and proposed that a suitable provision of £50,000 be sought for such eventualities in respect of cleaning up the sites.

In response to Councillor Buchanan, the Director of Public Health & Infrastructure advised that the £50,000 would be one year only, but that going forward a budget allocation would be brought in for management programmes.

Proposed by Councillor McPeake  
Seconded by Councillor Gildernew

To accept the Officer recommendation to put an allocation aside as there was a requirement for resourcing and outworking policy.

Councillor Cuddy said that he sits on the Bonfire Working Group but was not aware of this figure being presented tonight and said that it was sad to see this money being put aside for this, as this was like an invitation to bonfire builders into doing this. He said that it would be more productive to look at supporting small groups and if we continue in the direction we are going, then there may be a requirement for more funding being needed. He said that he was disappointed to see nothing positive coming out of the Bonfire Working Group as people only wanted to celebrate their culture and felt that the Council should be bringing communities together and this was not the case.

Proposed by Councillor Ashton  
Seconded by Councillor Forde

Not to accept the Officer recommendation.

Councillor Ashton said that her party would not be supporting the proposal and was concerned to see the cost rising from £18,000 to £50,000 and enquired whether it was the intention of the Council to go around every site to do a clean-up.

The Director of Public Health & Infrastructure advised that the costs included £25,000 for Site Management Costs and £25,000 for Contingency in case the situation arises where there was a risk to property or life and this had to be taken on board in the event of such possibilities.

In response to Councillor Ashton's query on suggested £10,000 for clear up of bonfires, the Director of Public Health & Infrastructure advised that this was a matter for the Council to provide clarity on.

Councillor Gildernew said that he was disappointed in his Unionist colleagues and said that previously in the Dungannon Council where concern was raised about bonfires being a risk, it was agreed that a beacon be used. He said that Sinn Féin were not here to ruin anybody's celebrations and that he would be the last to deny anyone their right to a bonfire, but that there was an issue of public safety here and that there was a need for the Council to be sensible and do the proper thing due to the safety aspect of things.

Councillor S McGuigan said it looked as if people were trying to make a negative out of a positive as this was funding being put away for such eventualities and that we are here to try to make things safer for the public on Council owned property and to say that £50,000 funding would be for the worst-case scenario.

Councillor Cuddy said that he understood where Councillor Gildernew and Councillor S McGuigan were coming from but stated that there were no issues in the past regarding the 6 bonfires in the area. He said that the forms for the Bonfire permits were huge and difficult to complete and now asking for £50,000 to remove debris of a site is a lot to ask and that elected Unionists in the area would need to find a favourable solution to try and move forward before bigger and uglier bonfires are created. He said that only two bonfires really give rise for concern, with the remaining four being trouble-free and this could result in local people becoming irate and it would be more practical to work together with the community in controlling the bonfires.

Councillor McKinney enquired if it was an Officer or the Chief Executive who issued their authority to do this. He said that there needs to be clarity if only one area or all areas are included and felt that this was too short of a timeframe to expect something to be sorted so quick. He said no-one likes heavy-handedness and that Sinn Féin are coming in about heavy-handedness.

The Director of Public Health & Infrastructure advised that a report is being presented to the Environment Committee setting out a Draft Policy for Guidance and advice for Bonfire Building and whatever comes onto Council Property, with a 12 week consultation and trial process over next number of months. He said that this was an opportunity for the Council to reflect on any issues raised and create a balanced approach.

The Chair said that there was an opportunity for the community to apply for community grants for festivals etc and that there was a process in place for this and was confident that Officers would be there to help communities in filling in the forms.

Councillor S McGuigan agreed that there was assistance for people filling in an application form and doesn't want this to stop.

Councillor Cuddy said that people weren't requesting any funding from groups as their only wish was to build a bonfire to celebrate their culture without filling out any forms. He said that it was unfair to push policies and constitutions onto these people as this was an ongoing event every year and felt that Mid Ulster District Council shouldn't be getting involved in these issues as this could result in bad press for the Council and more expensive as the summer goes on.

Councillor Gildernew said that bonfires sometimes encourages others from outside the area to come onto Council property and that we should be coming together as a Council to show leadership and a favourable way forward.

Councillor McPeake said that what the Council were asking for was to protect their property and if a community group were doing this, it wouldn't be permitted. He said that we have heard about liability around data protection and that was nothing compared to this, as it would only take a short timeframe to cause a disaster. He said that all bonfires were included and not just the 12<sup>th</sup> July bonfires and that the issue of hate crimes about tweets and effigies should not be tolerated and good relations demonstrated.

Councillor Cuddy said that he would like information brought to the next meeting on previous year costings for each of the six bonfires in the Mid Ulster area.

The Chair put the two proposals to the vote.

Councillor McPeake's proposal to accept the Officer recommendation:

For	8
Against	5

Councillor Ashton's proposal to reject the Officer recommendation:

For	5
Against	8

Councillor McPeake's proposal was carried.

Proposed by Councillor McPeake  
Seconded by Councillor S McGuigan

**Resolved:** That it be recommended to the Council to agree to the allocation of £50,000 for the Mid Ulster Bonfire Management Programme.

### **Matters for Information**

#### **PR109/18 Minutes of Policy and Resources Committee held on Thursday 12 April 2018**

Members noted minutes of Policy and Resources Committee held on Thursday 12 April 2018.

#### **PR110/18 Non-Domestic Property Revaluation 2020**

Members noted previously circulated report on Non-Domestic Property Revaluation 2020.

#### **PR111/18 Member Services**

No issues.

## **Local Government (NI) Act 2014 – Confidential Business**

Proposed by Councillor S McGuigan  
Seconded by Councillor Gildernew 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 PR112/18 to PR119/18.

### **Matters for Decision**

PR112/18 Staffing Matters for Decision  
PR113/18 Staffing Matters for Decision – NJCLGS Pay Award  
PR114/18 Overtime Policy for Mid Ulster District Council  
PR115/18 Gortgonis Update Report

### **Matters for Information**

PR116/18 Confidential Minutes of Policy and Resources Committee held on Thursday 12 April 2018  
PR117/18 Staffing Matters for Information  
PR118/18 Contracts and DAC  
PR119/18 Financial Report Timetable

### **PR120/18 Duration of Meeting**

Meeting was called for 7pm and ended at 8.15 pm.

CHAIR \_\_\_\_\_

DATE \_\_\_\_\_

<b>Report on</b>	Marketing & Communications Activity Update
<b>Reporting Officer</b>	Ursula Mezza
<b>Contact Officer</b>	Ursula Mezza

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

<b>1.0</b>	<b>Purpose of Report</b>
1.1	The report provides an update on key areas of recent marketing and communications activity.
<b>2.0</b>	<b>Background</b>
2.1	The Marketing & Communications service works corporately as well as across departments and services, to develop and deliver effective external and internal marketing and communications activity which supports the Council's vision, values and strategic direction.
<b>3.0</b>	<b>Main Report</b>
3.1	The appendix to the report records core activity levels and key areas of recent work undertaken by the Marketing and Communications service.
3.2	Evaluation of events and campaigns which have received substantial support from the service are featured, including for International Women's Day, the World Butchers' Challenge and the Hong Kong Trade mission.
3.3	A comprehensive evaluation of the 2017-2018 recycling campaign evaluation is also included, highlighting how the service's work has contributed to the 4.5% increase in composting and food recycling.
3.4	On-going work on strategic projects, internal communications and core activity levels are also detailed.
<b>4.0</b>	<b>Other Considerations</b>
<b>4.1</b>	<b><u>Financial &amp; Human Resources Implications</u></b>  Financial: N/A  Human: N/A
<b>4.2</b>	<b><u>Equality and Good Relations Implications</u></b>  N/A

<b>4.3</b>	<b><u>Risk Management Implications</u></b>  None
<b>5.0</b>	<b>Recommendation(s)</b>
5.1	That the Committee notes the content of the report.
<b>6.0</b>	<b>Documents Attached &amp; References</b>
	Marketing & Communications Update

## Marketing & Communications Update March & April 2018

### Service Marketing

#### Events

Evaluation of the International Women's Day events held in March has been completed, with a summary provided below.

#### Summary Press Activity

	No of articles	Titles	Mean Advertising Value Equivalent
Pre-event	6	Derry Post (6 February) Dungannon Herald (8 February) Tyrone Courier (14 February) Tyrone Times (20 February) Mid Ulster Mail (22 February) Derry Post (27 February)	£7,562.73
Post event	3	Derry Post full page (13 March) Tyrone Courier full page (14 March) Dungannon Herald full page (15 March)	£9,338.28

#### Summary Social Media Activity

Given locations of events, social promotion focused primarily on Discover Dungannon, Hill of The O'Neill and Ranfurly House and Visit Magherafelt pages.

Facebook: Hill of The O'Neill and Ranfurly House page (posts, video, and photo album)	Pre-event	During-event	Post-event
No of posts	3	10	2
Reach	2,056	19,400	1,773
Video Views	115	2,644	N/A
Engagement	105	2,613	658

Facebook: Discover Dungannon	Pre-event	During-event	Post-event
No of posts	4	10	1
Reach	9,300	9870	1,700
Video Views	730	2,892	N/A
Engagement	2,745	901	551

<b>Facebook: Visit Magherafelt</b>	<b>Pre-event</b>	<b>During-event</b>	<b>Post-event</b>
No of posts	7	10	1
Reach	14,643	10,183	2,400
Video Views	3,681	983	N/A
Engagement	1,019	728	695

**For event in Dungannon:**

<b>Twitter (@Mid_UlsterDC)</b>	<b>Pre-event</b>	<b>During-event</b>	<b>Post-event</b>
Tweets	4	10	1
Impressions	12,024	7,419	1,176
Engagement	546	298	66
Views	1355	762	N/A

**For Magherafelt event:**

<b>Twitter (@Mid_UlsterDC)</b>	<b>Pre-event</b>	<b>During-event</b>	<b>Post-event</b>
Tweets	4	10	1
Impressions	12,024	9,502	1,239
Engagement	546	277	76
Views	1355	614	N/A

**Economic Development**

The Marketing and Communications service provided significant support to 2 priority events in March and April – the World Butchers Challenge (15-16 March) Hong Kong agri-food trade visit over two days (17-18 April), which included pre, during and post event activities.

*World Butchers Challenge*

The World Butchers Challenge included a day-long study tour to Mid Ulster, with widespread social media coverage from the international delegation's visits to local butchers and a showcase/networking event at CAFRE.

<b>Twitter: @MidUlster_DC</b>	
Tweets	20
Overall Event Lifetime Impressions	26,492
Overall Event Lifetime Engagement	913

The coverage of the study tour earned the highest number of impressions of all activity on @MidUlster\_DC in March.

<b>Facebook: Visit Cookstown</b>	
Post	16
Reach	39,632
Engagement	6,382
Video Views*	9,812



\*Videos of MacMahon Butchers and Lowe's Butchers achieved views of 5,171 and 2,471 respectively.

### *Hong Kong Trade Delegation*

Extensive social media coverage took place before, during and after the two day visit, with Twitter as the primary tool for the target audience. This started on Wednesday with coverage of the arrival and initial company visits and the evening networking dinner, continued on Thursday with coverage of the second day's programme of company visits and the afternoon's Meet The Buyer event at CAFRE Loughry Campus, and finished with round-up coverage the following Friday morning.

<b>Twitter: @MidUlster_DC</b>	
Tweets	20
Overall Event Lifetime Impressions	29,158
Overall Event Lifetime Engagement	1,218

The coverage of the Hong Kong visit earned the highest amount of impressions of all activity on @MidUlster\_DC in April.

Press coverage, including a substantial piece in the News Letter, had a Mean Advertising Value Equivalent of £11,756.29.

### *Cookstown Continental Market*

The first of this year's strategic events, the continental market takes place over the first weekend in June and the associated marketing action plan has been at implementation stage since April.

Work is on-going to complete advance promotion of the event and the marketing and communications team will be delivering live social media coverage across the 2 days.

### **Recycling Campaign Evaluation 2017-2018**

The full 2017-2018 recycling campaign evaluation is included as an appendix to this report.

In the last year the Mid Ulster household composting and food recycling rate has increased from 27.95% to 32.6%, which represents an overall increase of over 4.5% - the highest in Northern Ireland.

Our overall recycling rate also continues to climb and is currently sitting at 54.6% (the highest in Northern Ireland), already exceeding the 50% national target and an increase of 4.4% from the same quarter last year.

### **2018-2019 Campaign Plan**

In the 2018-2019 year, the campaign is being developed using NI-wide recycling segmentation information generated via WRAP, as well as specific Mid Ulster Waste Composition analysis.

The service will also be taking cognisance of the NI Recycle Now Communications Plan 2018-2021 which is due for release by the end of May.

## Leisure & Outdoor Recreation

### General

The service continues to work to support the delivery of existing programmes, but also as part of the leisure improvement objective working group.

- Customer surveys for all leisure facilities will go live w/c 21 May 2018.
- The summer what's on guide, a substantial piece of copy and design work, is now complete to first draft stage with a final sign-off date of end May.
- A leisure customer insight paper which will be the bedrock of the new marketing strategy will be complete by the end of May and a sponsorship briefing paper has been submitted as part of the Income Generation Working Group's considerations.
- A new draft Parks marketing strategy will be complete by the end of June.
- An integrated marketing plan for the health and well-being programmes delivered by leisure and environmental health is now also being developed following receipt of programme information for 2018-2019.
- Social media training continues with facilities, with specific content developed for delivery by facilities (e.g. Park Run, Mental Health Awareness Week). Direct out-of-hours support for 3 recent swimming pool closure incidents has also been provided.

### Core Service Activity Levels

*News releases issued in March and April.*

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

	No issued	Breakdown by service area:
<b>March 18</b>	18	Economic Development 5; Arts & Culture 4; Environment & Property 3; Environmental Health 3; Tourism 1; Corporate 1; Fair Trade 1
<b>April 18</b>	19	Environment & property 4; Culture & Arts 4; Tourism 2; Environmental Health 2; Economic Development 2; Leisure 1; Chair's Business 1; Corporate 1; Good Relations 1; Capital Projects 1

## Media Enquiries

	No received	No answered in 4hrs	Fastest response time	Slowest response time	Top Topic(s)	Top Source(s)
<b>March 18</b>	33	25	Immediate	11hrs 57mins	Bonfires (8)	Tyrone Courier (11), Dungannon Herald (7), Irish News (5)
<b>April 18</b>	34	24	5mins	21hrs 47mins	Bonfires (10); Travellers (4)	Irish News (9), Dungannon Herald (7), Tyrone Courier (6)

## Corporate

### Internal communications

- Team brief to be issued w/c 21 May 2018.
- Next staff news letter to be issued in June.
- Quotations are also being sought to create animated 'explainer' videos as a means of changing the approach to engaging with all staff but specifically those working outside of main offices and addressing their understanding of key policy areas (GDPR, Social Media, Litter and Environmental reporting).

The first 3 videos will run as pilots and evaluation will help to determine if the approach should be adopted to improve staff engagement.

### Insight: Residents' Magazine

The residents' magazine was distributed w/c 23 April 2018, with content supporting corporate and service priorities, as well as improvement objectives.

Anecdotal feedback continues to suggest the magazine is received positively e.g. in this issue, the Makers' Market piece generated social media posting and additional makers expressing an interest in becoming involved in the craft development programme.

### Social Media: Weekly News Round-Up

A new 'Mid Ulster news' round-up video is now being produced weekly for the Council's social media channels.

The video runs to approximately 40secs each time and highlights our news content with the most significance or interest from the previous week.

## **Strategic Projects**

*Village Renewal and Capital Projects* – a timetable of promotional activity has been developed to profile the village renewal projects completed at 31 March 2018 and is now being rolled out. A further timetable will follow to manage timely promotion of the remaining projects as they complete.

*Coalisland Public Realm* – a formal communications plan is to be created following submission of economic appraisal to DfC and in preparation for the project's progress to the next stage.

*Maghera High School site* – a draft communications paper has been developed, setting out the context, messaging and Q&As for the project in anticipation of moving to PAN stage.

*Dungannon Leisure Development* – the existing communications plan will be revised when the new draft timeline is complete.

## Appendix 1

### Recycling campaign 2017 evaluation

Reducing the amount of waste going to landfill and increasing recycling in the brown and blue bins is a strategic priority for the Council. For this reason, a targeted communications campaign was devised to help Environmental Services deliver vital recycling messages to the residents of Mid Ulster. The budget was extremely limited and only covered photography so promotion focused solely on press and social media.

The campaign ran from March – December 2017 with 14 key activities taking place all promoting the Council's commitment to tackling waste and recycling in the district. These were:

- 1) Recycling packs to every home in the district
- 2) Eco-Speak schools competition- 'Our Fight Against Food Waste'
- 3) Bin-ovation tablet giveaway
- 4) Compost Awareness Week
- 5) New bin lorry messaging promoting food waste recycling
- 6) Closure of Magheraglass Landfill site
- 7) Highest recycling rate for year April 2016 – March 2017
- 8) E-waste recycling week- recycle and win a tablet or laptop
- 9) Recycling Week 2017 and highest recycling rate for first quarter of 2017 / 2018 + campaign on social media
- 10) Halloween social media campaign
- 11) European Week for Waste Reduction
- 12) Eco-school success in Mid Ulster
- 13) Report it function on Bin-ovation
- 14) Christmas recycling and highest yearly recycling rate release and campaign on social media.

To help determine whether this campaign and promotion was effective, I have carried out an evaluation of each point including how it was picked up by the local press and the interaction it got on social media.

- 1) Recycling packs to every home in the district encouraging food waste in the brown bin (March – April 2017)

The aim of this promotion was to launch our brown bin and food waste campaign to our residents following the introduction of new food waste regulations. We introduced the campaign by delivering recycling packs free to every house in the district containing bin stickers and a free roll of compostable caddy liners. We also offered free kitchen caddies and brown bins to any residents who didn't have one which proved extremely successful.

### Summary Design Activity

	Artwork Produced	Quantity
Flyer to residents	Flyer for pack designed	1

Bin stickers	3 bin stickers for packs designed	3
Web	Website Banner MUDC site	1
	Graphics for Facebook	1

A launch picture was arranged with the Chair of the Council to accompany the promotion in the press and on social media.

### Summary Press Activity

No of articles	Titles
1	The Democrat, Mid Ulster Observer, Dungannon Observer, County Derry Post, Tyrone Herald, Mid Ulster mail, Mid Ulster Mail South Derry

Radio interview with Q Radio was also arranged with the Chair, Councillor Trevor Wilson to promote the recycling packs and the food waste in the brown bin message.

### Summary Social Media Activity

Facebook	Visit Cookstown	Visit Magherafelt	Discover Dungannon	Total
No of posts	2	2	2	
Reach	1,743	3,046	1,785	6,574
Video Views	N/A	N/A	N/A	N/A
Engagement	97	143	92	332

Twitter (Mid Ulster)	
Tweets	2
Impressions	1,763
Engagement	25

### 2) Eco-Speak schools competition- 'Our Fight Against Food Waste' (April – May 2017)

The aim of this promotion was not only to promote the annual Eco-Speak schools competition but to tie it into our ongoing food waste campaign as the theme for the 2017 event was 'The Fight Against Food Waste'. This got young people thinking and talking about food waste and what they can do to reduce this and help the environment.

### Summary Design Activity

	Artwork Produced	Quantity
Promotional material	Registration form for schools	1
Graphics	Eco-Eddie graphics updated	1

Photography was arranged to cover the event, a speech was written for the Chair of the Environment Committee (who was opening the event) emphasising the Council's commitment to tackling food waste, and a member of the Marketing and Communications team sat on the judging panel.

### Summary Press Activity

No of articles	Titles
1	The Mid Ulster Mail, Mid Ulster Mail South Derry edition, Tyrone Courier

### Summary Social Media Activity

Facebook	Visit Cookstown	Visit Magherafelt	Discover Dungannon	Total
No of posts	2	1	1	
Reach	3,900	619	646	5,165
Video Views	N/A	N/A	N/A	N/A
Engagement	803	61	45	909

Twitter (Mid Ulster)	
Tweets	2
Impressions	3,686
Engagement	102

### 3) Bin-ovation tablet giveaway (April – May 2017)

This promotion was carried in the April edition of the resident's magazine and on social media only as it was running alongside the Eco-Speak and Compost Awareness Week promotion. Boosted with a £50 promoted post, split across the 3 Facebook pages.

The aim of the competition was to promote the free bin-ovation app and increase downloads of it while at the same time tying it into the Council's overarching recycling campaign. This created 203 new users for the app in the month-long period of the competition.

### Summary Design Activity

	Artwork Produced	Quantity
Promotional material	Page in Residents magazine designed	1

Winner pic was arranged with the Chair of the Council, Councillor Trevor Wilson for use on social media.

### Summary Press Activity

No of articles	Titles
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N/A	N/A
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### Summary Social Media Activity

Facebook	Visit Cookstown	Visit Magherafelt	Discover Dungannon	Total
No of posts	2	2	2	2
Reach	9,200	7,736	8,000	24,936
Video Views	N/A	N/A	N/A	N/A
Engagement	670	433	227	1,330

Twitter (Mid Ulster)	
Tweets	2
Impressions	1,732
Engagement	26

#### 4) Compost Awareness week – free compost giveaway (May 2017)

The aim of this promotion was to raise the profile of Compost Awareness Week but more importantly to tie it into our overall brown bin and food waste campaign by highlighting that the free compost up-for-grabs all came from recycled food waste in Mid Ulster.

### Summary Design Activity

	Artwork Produced	Quantity
N/A	N/A	

A launch picture was arranged with the Chair of the Environment Committee to accompany the promotion in the press and on social media.

### Summary Press Activity

No of articles	Titles
1	Mid Ulster Mail, The Mid Ulster Mail South Derry edition, County Derry Post, Tyrone Times, Tyrone Courier

A radio interview with Q Radio was also arranged with the Chair of the Environment Committee, Councillor Clement Cuthbertson to promote the compost giveaway.

### Summary Social Media Activity

Facebook	Visit Cookstown	Visit Magherafelt	Discover Dungannon	Total



No of posts	3	3	4	10
Reach	20, 040	11,698	12,016	43,754
Video Views	N/A	N/A	N/A	N/A
Engagement	341	169	117	627

<b>Twitter (Mid Ulster)</b>	
Tweets	4
Impressions	4,391
Engagement	264

#### 5) New bin lorry messaging promoting food waste recycling (May 2017)

The aim of this promotional activity was to highlight and profile the new bin lorry messaging which would encourage residents to dispose of food waste correctly in the brown bin and not the black. The new panels made our message visible and out there for everyone to see and the graphics also illustrate the benefits of recycling our food waste properly and the difference this makes to the environment which is what we want to relay and instil in residents' minds.

#### Summary Design Activity

	<b>Artwork Produced</b>	<b>Quantity</b>
Graphics	Panels for bin lorries designed	4

A launch picture was arranged with the Chair of the Environment Committee to accompany the promotion in the press and on social media.

#### Summary Press Activity

<b>No of articles</b>	<b>Titles</b>
1	Mid Ulster Mail, The Mid Ulster Mail South Derry edition, County Derry Post, Tyrone Courier

#### Summary Social Media Activity

<b>Facebook</b>	<b>Visit Cookstown</b>	<b>Visit Magherafelt</b>	<b>Discover Dungannon</b>	<b>Total</b>
No of posts	1	1	1	3
Reach	2,055	1,414	2,768	6,237
Video Views	N/A	N/A	N/A	N/A
Engagement	225	183	370	778

<b>Twitter (Mid Ulster)</b>	
Tweets	1
Impressions	1,583

Engagement	63
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#### 6) Closure of Magheraglass Landfill site (May 2017)

The aim of this promotion was not only to highlight the site's closure after exactly 20 years in operation but to tie it into our brown bin messaging about the importance of recycling properly in the brown bin to reduce the reliance on such landfill sites.

#### Summary Design Activity

	Artwork Produced	Quantity
N/A	N/A	N/A

A launch picture was arranged with the Chair of the Council to accompany the promotion in the press and on social media.

#### Summary Press Activity

No of articles	Titles
1	Mid Ulster Mail, Mid Ulster Mail South Derry edition

N.B May was an incredibly busy month for recycling promotion plus due to the location only relevant to people in the Cookstown area.

#### Summary Social Media Activity

Facebook	Visit Cookstown	Visit Magherafelt	Discover Dungannon	Total
No of posts	1	N/A	N/A	1
Reach	2,900	N/A	N/A	2,900
Video Views	N/A	N/A	N/A	N/A
Engagement	575	N/A	N/A	575

Twitter (Mid Ulster)	
Tweets	1
Impressions	711
Engagement	28

#### 7) Highest recycling rate for first quarter

The aim of this promotion was to highlight the Council's successful recycling rate- the highest of all 11 Councils. This gave us the opportunity to thank residents for all their recycling effort and allowed us to reiterate our recycling messages and that they were making a difference.

### Summary Design Activity

	Artwork Produced	Quantity
N/A	N/A	N/A

### Summary Press Activity

No of articles	Titles
1	Mid Ulster Mail, The Mid Ulster Mail South Derry edition, Tyrone Times, Tyrone Courier

A launch picture was arranged with the Chair of the Environment Committee to accompany the promotion in the press and on social media.

### Summary Social Media Activity

Facebook	Visit Cookstown	Visit Magherafelt	Discover Dungannon	Total
No of posts	1	1	1	3
Reach	2,300	3,700	1,100	7,100
Video Views	N/A	N/A	N/A	N/A
Engagement	59	388	39	486

Twitter (Mid Ulster)	
Tweets	1
Impressions	2,073
Engagement	62

### 8) E-waste recycling week- recycle and win a tablet or laptop (June 2017)

The aim of this promotion was to not only promote recycling in the black, blue and brown bins at home but to also highlight recycling at our recycling centres. The competition provided us with the perfect opportunity to promote this as it involved recycling old electrical equipment at any participating recycling centres discouraging residents from disposing of such items incorrectly in the black bin.

### Summary Design Activity

	Artwork Produced	Quantity
N/A	N/A	N/A

### Summary Press Activity

No of articles	Titles
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2	Mid Ulster Mail, The Mid Ulster Mail South Derry edition, Tyrone Times, Tyrone Courier
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A launch picture was arranged with the Chair of the Environment Committee to accompany the promotion in the press and on social media.

Radio interview with Q Radio arranged with the Chair of the Environment Committee, Councillor Ronan McGinley to promote the 'recycle and win' message.

### Summary Social Media Activity

Facebook	Visit Cookstown	Visit Magherafelt	Discover Dungannon	Total
No of posts	4	5	4	13
Reach	18,700	15,823	12,881	47,404
Video Views	N/A	N/A	N/A	N/A
Engagement	1,337	1,360	853	3,550

N.B. Boosted promotion with a £50 promoted post, split across the 3 Facebook pages.

Twitter (Mid Ulster)	
Tweets	4
Impressions	8,149
Engagement	186

### 9) Recycling Week 2017 and highest yearly recycling rate + campaign on social media (September 2017)

We wanted to do something original to promote Recycling Week 2017 so we decided on a digital first approach and ran a campaign of videos on Facebook and Twitter to promote our recycling messages to residents. Focused primarily on social media for this campaign. This worked really well and resulted in a lot of interaction with residents directly where we could answer their recycling queries. The views on the videos were extremely impressive.

### Graphic Design requirements

	Artwork Produced	Quantity
Video work	Videos edited and pieced together	4

A launch picture was arranged with the Chair of the Environment Committee to accompany the promotion in the press and on social media.

A lot of time and effort was spent visiting video subjects, recording footage and editing the videos to get the finished product.

### Summary Press Activity

No of articles	Titles
1	Tyrone Herald

### Summary Social Media Activity

Facebook	Visit Cookstown	Visit Magherafelt	Discover Dungannon	Total
No of posts	6	6	6	18
Reach	18,089	8,097	21, 685	47,871
Video Views	4,076	1,931	5,826	11,833
Engagement	889	545	1,964	3,398

Twitter (Mid Ulster)	
Tweets	6
Impressions	13,058
Engagement	249
Views	301

### 10)Halloween social media campaign (October 2017)

We again decided on a digital first approach for our Halloween recycling messaging. This consisted of a campaign on Facebook and Twitter offering tailored recycling advice to residents for over the Halloween period.

### Summary Design Activity

	Artwork Produced	Quantity
N/A	N/A	N/A

### Summary Press Activity

No of articles	Titles
N/A	N/A

Extensive research was done to source the resources (videos and GIFs from Wrap's website) and then all posts were scheduled on Facebook and posted in real-time on Twitter over the Halloween period.

### Summary Social Media Activity

Facebook	Visit Cookstown	Visit Magherafelt	Discover Dungannon	Total
No of posts	4	4	4	12
Reach	3,588	3,297	2,841	9,726

Video Views	N/A	N/A	N/A	N/A
Engagement	50	81	47	178

<b>Twitter (Mid Ulster)</b>	
Tweets	4
Impressions	3,797
Engagement	87

#### 11)European Week for Waste Reduction (November 2017)

The aim of this promotional activity was to encourage residents to make a pledge to 'Give It a New Life' and upcycle old materials during European Week for Waste Reduction which would reduce waste at home and at work.

#### Summary Design Activity

	<b>Artwork Produced</b>	<b>Quantity</b>
N/A	N/A	N/A

A launch picture was arranged with the Chair of the Environment Committee to accompany the promotion in the press and on social media.

#### Summary Press Activity

<b>No of articles</b>	<b>Titles</b>
1	Tyrone Times, County Derry Post, Tyrone Courier

A radio interview with Q Radio was also arranged with the Chair of the Environment Committee, Councillor Ronan McGinley to promote the 'Give It a New Life' recycling message.

#### Summary Social Media Activity

<b>Facebook</b>	<b>Visit Cookstown</b>	<b>Visit Magherafelt</b>	<b>Discover Dungannon</b>	<b>Total</b>
No of posts	2	2	2	6
Reach	1,887	2,226	1,798	5,911
Video Views	N/A	N/A	N/A	N/A
Engagement	51	101	36	188

<b>Twitter (Mid Ulster)</b>	
Tweets	2
Impressions	3,704
Engagement	56

## 12)Eco-school success in Mid Ulster (November 2017)

The aim of this promotional activity was to highlight the Council's ongoing commitment to recycling including in schools- which is validated by the fact that we have the highest percentage of Green Flag Eco-Schools of all 11 councils.

### Summary Design Activity

	Artwork Produced	Quantity
N/A	N/A	N/A

A launch picture was arranged with the Chair of the Environment Committee to accompany the promotion in the press and on social media.

### Summary Press Activity

No of articles	Titles
1	Mid Ulster Mail, The Mid Ulster Mail South Derry edition, Tyrone Courier, Tyrone Times, Dungannon Herald

### Summary Social Media Activity

Facebook	Visit Cookstown	Visit Magherafelt	Discover Dungannon	Total
No of posts	1	1	1	3
Reach	1,300	2,700	950	4,950
Video Views	N/A	N/A	N/A	N/A
Engagement	54	311	24	389

Twitter (Mid Ulster)	
Tweets	1
Impressions	2,278
Engagement	100

## 13)Report it function on Bin-ovation (November 2017)

The aim of this promotion was to raise the profile of the Bin-ovation app and highlight the new 'report it' function as well as create new users for the app while tying it into the Council's ongoing recycling and waste messaging. As a result of the promotion 27 reports have been submitted to the app.

### Summary Design Activity

	Artwork Produced	Quantity
N/A	N/A	N/A

Launch picture was arranged with the Chair of the Environment Committee to highlight the promotion and accompany press and social coverage.

### Summary Press Activity

No of articles	Titles
1	County Derry Post, Dungannon Herald

N.B. The promotion for this activity was issued the same week as the Eco-Schools success piece so coverage in press was split between the two. Should have been spaced out more.

### Summary Social Media Activity

Facebook	Visit Cookstown	Visit Magherafelt	Discover Dungannon	Total
No of posts	1	1	1	3
Reach	1,000	1,400	2,100	4,500
Video Views	N/A	N/A	N/A	N/A
Engagement	54	81	129	240

Twitter (Mid Ulster)	
Tweets	1
Impressions	1, 803
Engagement	44

14) Christmas recycling and highest yearly recycling rate release and campaign on social media (December 2017)

The aim of this promotional activity was to assist Environmental Services in communicating its main Christmas recycling messages- food waste in the brown bin and where to dispose properly of other items common at Christmas i.e. wrapping paper, cards, packing etc. Also highlighting that again Mid Ulster was top of the recycling table for the year 2016-2017. To make this more effective, in addition to issuing a news release to the press, we ran a campaign on Facebook and Twitter over the festive period offering tailored recycling advice to residents which proved successful and had impressive interaction on both channels.

### Summary Design Activity

	Artwork Produced	Quantity
N/A	N/A	N/A

A launch picture was arranged with the Chair of the Environment Committee to highlight Christmas recycling and to accompany the promotion in the press and on social media.



Extensive research was done to source the resources (videos and GIFs from Wrap's website) and then all posts were scheduled on Facebook and posted in real-time on Twitter over the Christmas period.

### Summary Press Activity

No of articles	Titles
1	Mid Ulster Mail, The Mid Ulster Mail South Derry edition, County Derry Post, Tyrone Times, Dungannon Herald

### Summary Social Media Activity

Facebook	Visit Cookstown	Visit Magherafelt	Discover Dungannon	Total
No of posts	7	7	7	21
Reach	11,005	7,952	7,305	26,262
Video Views	1,691	1,390	1,301	4,382
Engagement	326	250	233	809

Twitter (Mid Ulster)	
Tweets	7
Impressions	17,833
Engagement	223
Views	636

