



04 February 2021

Dear Councillor

You are invited to attend a meeting of the Policy & Resources Committee to be held in

The Chamber, Dungannon and by virtual means Council Offices, Circular Road, Dungannon, BT71 6DT on Thursday, 04 February 2021 at 19:00 to transact the business noted below.

In accordance with the spirit of the recent COVID restriction, Members are strongly encouraged to join virtually as the preferred option. Should you need to attend in person then provision will be made at the Council Offices, Dungannon. Please notify Democratic Services in advance if this is the case.

A link to join the meeting through the Council's remote meeting platform will follow.

Yours faithfully

Adrian McCreesh
Chief Executive

AGENDA

OPEN BUSINESS

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

Matters for Decision

- | | | |
|----|--|---------|
| 4. | Localised Induction Procedures & Probationary Policy for Mid Ulster District Council | 3 - 34 |
| 5. | Request(s) to Illuminate Council Property - February 2021 | 35 - 36 |
| 6. | Sperrins Sculpture Trail Update | 37 - 40 |
| 7. | Member Services | |

Matters for Information

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| 8 | Minutes of Policy and Resources Committee held on 13 January 2021 | 41 - 50 |
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- 9 Performance Improvement: Nine Month Update (Q1-Q3) 51 - 72
2020-2021

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

- 10. Staff Matters for Decision
- 11. Rate Estimates 2021/22

Matters for Information

- 12. Confidential Minutes of Policy & Resources Committee Meeting held on 13 January 2021
- 13. Managing Attendance
- 14. Staff Matters for Information
- 15. Staff Issues - Furlough
- 16. Contracts and DAC
- 17. Financial Report for 9 months ended 31 December 2020

Report on	Localised Induction Procedures & Probationary Policy for Mid Ulster District Council
Date of Meeting	4 th February 2021
Reporting Officer	Marissa Canavan, Director of Organisational Development
Contact Officer	Marissa Canavan, Director of Organisational Development

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

1.0	Purpose of Report
1.1	To seek Members approval of new standardised procedures re: Localised Induction & new Probationary Policy developed for Mid Ulster District Council.
2.0	Background
	The purpose of these Localised Induction Procedures and Probationary Policy is to provide a standardised approach across Council for inducing new employees and carrying out reviews during their initial six month probationary period.
3.0	Main Report
	<p>These Localised Induction procedures apply to all new staff, employees transferring or being temporarily re-deployed from other departments and employees returning from a period of absence (e.g. secondment, career break, maternity leave, long-term ill health) to ensure they receive an induction programme appropriate to their needs.</p> <p>The Probationary policy applies to all new employees of the Council and existing employees who have been appointed to a new job within Mid Ulster District Council. It is designed to ensure prompt, reasonable and consistent treatment of all employees.</p>
4.0	Other Considerations
	Financial, Human Resources & Risk Implications
4.1	Human:- to ensure new employees settle in quickly & are provided with appropriate information and training in a timely manner & with consistent approach
	Financial:- CIPD research shows that with an effective induction process, employees are likely to engage better and there is less attrition.

4.2	Risk Management: More robust procedures/policy may result in more engaged workforce who perform better with improved health & safety & wellbeing (less sickness, accidents, incidents etc).
4.4	Screening & Impact Assessments
	Equality & Good Relations Implications: N/A
	Rural Needs Implications: N/A
5.0	Recommendation(s)
	Members are asked to approve the Localised Induction Procedures & Probationary Policy for Mid Ulster District Council.
6.0	Documents Attached & References
	Localised Induction Procedures for Mid Ulster District Council Probationary Policy for Mid Ulster District Council



LOCALISED INDUCTION PROCEDURES

Document Control			
Policy / Procedure Owner (name, role & section)	Sinead McAleer, Corporate Learning & Development Manager, Organisational Development Department, Mid Ulster DC		
Policy/ Procedure Author (name, role & section)	Sinead McAleer, Corporate Learning & Development Manager, Organisational Development Department, Mid Ulster DC		
Version	v1.6		
Consultation	Senior Management Team Trade Unions Labour Relations Agency	Yes Yes Yes	
Equality Screened by	Sinead McAleer	Date	8/12/20
Equality Impact Assessment	Yes / No	Date	
Approved By	Policy & Resources Committee	Date	
Adopted By	Council	Date	
Review Date		By Whom	
Circulation	Mid Ulster DC staff		
Document Linkages	Probationary Policy Learning & Development Policy Corporate Induction Procedures A Guide to Performance Management – Mid Ulster District Council Personal Development Plan Local Government Competency Framework Code of Conduct for Local Government Employees		

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1.0 INTRODUCTION

The main purpose of these procedures is to ensure that all new staff, employees transferring or being temporarily re-deployed from other departments and employees returning from a period of absence (e.g. secondment, career break, maternity leave, long-term ill health) receive an induction programme which will be appropriate to their needs and welcome them into Mid Ulster District Council, their department and team.

2.0 CONTEXT

An effective induction process will seek to support new employees to become fully integrated into the Council as quickly and as easily as possible.

It is essential in raising awareness of important information about the organisation with employees and providing them with guidance to help them settle into their job.

Localised Induction will ensure the effective integration of staff into or across the Council thus having the following benefits:-

- Enables new employees to be welcomed, to settle into the Council quickly and become productive and efficient members of staff within a short period.
- Ensures new employees feel valued, are motivated and this motivation is reinforced.
- Assists in reducing staff turnover, lateness, absenteeism and poor performance generally.
- Ensures all employees operate in a safe working environment
- Maintains a record for the new employee's file.

Local induction is carried out by the line manager and is mandatory.

The Manager should avoid giving too much information on the first day, however it is important that vital information is emphasised and depending on the nature of the job, induction is paced to provide information over a few days/weeks.

3.0 AIMS & OBJECTIVES

The aim of these procedures is to ensure that all new staff, employees transferring or being temporarily re-deployed from other departments and employees returning from a period of absence receive an induction programme appropriate to their needs.

4.0 SCOPE OF PROCEDURES

Mid Ulster District Council aims to provide localised induction for all new staff, employees transferring, employees returning from a period of absence; (e.g. career break, maternity leave or being temporarily redeployed from other departments and, long-term ill health) and so ensure that they are provided with effective support so that they can fully meet the requirements of the post.

5.0 GENERAL PRINCIPLES

Mid Ulster District Council is committed to continually improving the quality of its services. If the Council is to operate as efficiently and effectively as possible then the people who deliver those services are fundamental to its success and the Council must ensure that they are fully equipped not only to meet but surpass customer expectations.

These procedures outline the broad principles that will govern Council's approach to the Induction of staff and supports Council's Learning & Development policy. It provides guidance for managers to ensure that new staff are provided with effective support to ensure they can fully meet the requirements of the post. Effective induction will:-

- Include a systematic assessment of initial learning & development needs
- Ensures induction takes place in a systematic and planned way
- Operates on the basis of quality and good management practice
- Enhances Council's reputation as a good employer

It is recognised that where staff are provided with an appropriate and well planned induction programme staff are:-

- More highly motivated
- Become more effective quickly
- More likely to form an attachment with Mid Ulster District Council
- Benefit from reduced levels of stress
- Healthier & there are reduced accidents

6.0 RESPONSIBILITIES

Chief Executive:-

The Chief Executive has ultimate responsibility for ensuring compliance with these procedures. Day to day responsibility for the implementation of these procedures is however, delegated down to Directors/Heads of Service/individual managers who are held accountable for ensuring that the requirements set out in these procedures are fully implemented.

Directors/Heads of Service/Managers:-

Induction at this level should be carefully structured and should aim to put a new member of staff at ease. When planning induction, the new staff member's immediate line manager/supervisor should take into account the following:-

- Making arrangements to welcome the new member of staff and introduce to colleagues
- Ensuring that immediate and long term practical needs relating to the new member of staff are identified and arranged where possible before arrival
- Clarifying roles and expectations

- Familiarising him/her with specific aims, practices, ethos of the Council and department
- Arranging for 'buddy' (experienced colleague) to help staff member settle in and adjust to new working environment (he/she will provide tour of the building and any relevant work sites and staff facilities, answer questions, offer practical advice). See Appendix 3 for inserting name of buddy.

Immediate managers should:-

- Conduct regular, constructive reviews of performance during the staff members' induction and probation period
- Refer to the job description and in conjunction with the new member of staff identify any learning and development needs; (see **Appendix 4** Learning & Development Plan)
- Support and encourage staff to meet identified needs, in liaison, as necessary with Mid Ulster District Council's Corporate Learning & Development Manager.

Induction Forms (Appendices 1-5)

To assist managers/supervisors in the preparation, delivery and evaluation of the new member of staff's local induction, an **Induction Checklist** has been designed (see **Appendix 1**). This checklist needs to be explained to the new member of staff and completed by the immediate manager/supervisor within the employee's first week of commencement, although some items may be delegated to colleagues helping the new member of staff to settle in.

Staff are encouraged to read Council policies either on staff intranet or in the lever arch folder in each location and sign off on **Appendix 2** verifying they have fully read and understood the policies/procedures and the Line Manager also signs off confirming that they have met and discussed the policies & procedures with the employee & any outstanding issues/actions are documented.

Both Appendix 1 & 2 forms are returned to the Human Resources Department, Organisational Development Directorate.

Appendix 1 should be returned within the first week and Appendix 2 within 4 weeks of commencement.

New members of staff should be provided with a timeframe for completion of induction, whom they will meet and when. **Appendix 3 (Induction Plan)** is designed to assist Line Managers with planning activities for staff who may be responsible for people management within various sites, e.g. tour of buildings, short talks with colleagues, shadowing other employees, meeting HR/Finance staff and visiting other sites as appropriate.

Appendix 4 (Learning & Development Plan) is a useful tool for assisting line managers to identify any learning & development needs. These may vary depending on the post and may include:- shadowing a colleague, demonstration of a task, provision of guidance notes to be read etc. The plan should be agreed and completed with the individual inductee and their manager/supervisor, this ensures

the new inductee understands their learning and development needs and how these can be met by the organisation.

Managers should re-visit induction checklists as part of the probationary review and any outstanding development needs discussed. Appendix 4 should be emailed to the Corporate Learning & Development Manager, Organisational Development Directorate to highlight any identified learning & development needs.

Appendix 5 is designed to assist managers in identifying which mandatory, statutory training etc. new staff need to do. This may be used in conjunction with the Corporate Learning & Development Schedule to book staff on in-house courses at: - training@midulstercouncil.org

Organisational Development Directorate:-

Human Resources staff within the Organisational Development Directorate will assist managers in the following:-

- Ensuring that rules associated with these procedures are clearly understood by Managers
- Providing training where necessary to Heads of Service/Managers
- Ensuring any development needs identified by managers and communicated to H.R. in the Learning & Development Plan (**Appendix 4**) are addressed during the probationary period
- Ensuring Policies/Procedures have been signed off as read (Section G) & Signature Returns forms (**Appendices 1 & 2**) are received in the Human Resources Department and conducting audit checks and follow up of any non-compliance with Managers/Directors.

7.0 CORPORATE INDUCTION

A Corporate Induction Programme will take place once every quarter or as the need arises; (depending on the number of new employees). Every new inductee will attend the next available Corporate Induction.

The Corporate Induction programme will provide information on:-

- Overview of Local Government
- Overview of Mid Ulster District Council
- Council's Employee Code of Conduct
- Council's Corporate Plan & Vision & Values
- Council Structure, Policies, Services & Decision-making processes
- Council pay, pension scheme, union recognition etc.
- Terms & Conditions of Employment including: Hours of Work, Overtime, Holidays, Sickness Absence, Pay & Notifications etc.
- Health and Safety Overview- Council Duty and Employee Duty
- Health and Safety Policy
- Accident & Incident Reporting
- Fire Evacuation and First Aid Arrangements
- Corporate Learning & Development Schedule

8.0 REVIEW OF PROCEDURES

These procedures will be reviewed regularly by the Council and, if necessary, revised in light of any changes in statutory legislation and/or operational experience that prevents full implementation of procedures as intended.

DRAFT

APPENDIX 1 – INDUCTION PROGRAMME CHECKLIST (To be completed in Week 1)

NAME:- _____ COMMENCEMENT DATE:- _____

JOB ROLE:- _____

Induction Topic	✓ Specify date/time completed	Actions or Comments Outstanding issues to be completed by end of week 1
<p>A. MID ULSTER DISTRICT COUNCIL:-</p> <p>Introduction to Corporate Plan/Department Business Plan, Corporate Values, Management structure explained. Overview of departments, role of Councillors etc.</p> <p>(see staff intranet)</p>		
<p>B. DEPARTMENTAL/SECTION INDUCTION:-</p> <p>Individual's job description, duties, role, aims of department, standards & priorities, personal development opportunities, team structure & how relates to other departments, reporting & writing Committee reports, attendance at meetings & frequency of Committee/Council etc. Risk Management, Confidentiality, Data Protection, Customer Service Standards, Communication – e mail, intranet, newsletters, Initial Learning & Development Plan, Training & Development support – where to get advice</p>		

Induction Topic	✓ Specify date/time completed	Actions or Comments Outstanding issues to be completed by end of week 1
<p>C. WORK ENVIRONMENT – basic facilities & arrangements</p> <p>Meeting colleagues, guided walk through of building/s, location of toilets, car parking, flexi/timeware system explained, tea/coffee/lunch breaks & facilities, location of notice boards & purpose, use of petty cash & expenses, local housekeeping, stationery & other supplies, Overtime/TOIL, Travel & Subsistence, Probationary Period, Uniforms, name badges, whistle, mobile phone; (if applicable), Environmental Management – recycling/photocopying etc.</p>		
<p>D. JOB SPECIFIC REQUIREMENT:</p> <p>Location, policy & instruction in use & care of office equipment e.g. PC, laptop, telephone, I Pad etc. Line Managers to list as appropriate to their department/directorate.</p>		
<p>E. FINANCE & HUMAN RESOURCES:-</p> <p>Bank Details/ P45 provided to Finance, Explanation provided of how & when paid, main terms & conditions received, travel claim form explained, procedure for booking leave explained/entitlement for current year, Flexi Leave/TOIL if applicable, Policy & Procedure for reporting sickness absence explained:- who to inform -self-certification/medical certificate, Occupational Health/Employee Healthcare Scheme explained & leaflet provided, Pension form completed & returned to Finance, Work/Life Balance explained.</p>		

F. HEALTH & SAFETY	<div>✓</div> Specify date/time completed		Actions or Comments Outstanding issues to be completed by end of week 1
1. General Health and Safety Duties – Have you:	YES	NO	
Shown the Council's Health and Safety Policy and described the safety culture?			
Stated Council's competence and training requirements for general, site- and job-specific H&S and how they will be delivered?			
Shown the H&S Law poster and Employers Liability Insurance Certificate & where to find H&S information?			
Provided a Guided walkthrough of buildings showing all Health & Safety aspects where employee will be working?			
2. Have you informed the starter of the following site arrangements:	YES	NO	
Action to be taken in the event of a fire or other emergency including the location of the fire assembly point?			
The provision of first aid support?			
Welfare facilities including toilets, rest rooms, drinking water, etc.?			
Smoking or vaping rules?			
Accident / Incident reporting procedures including near misses?			
Hazard reporting - including how to report?			

Maintaining good housekeeping standards?		
Areas of the site where access is restricted or only available to authorised staff, for example, hazardous areas (asbestos etc)?		
3. Job-specific Health and Safety Requirements – For the new starter's job role, have you discussed:	YES	NO
The work activities of the job?		
Supervision and appraisal arrangements including any probationary period?		
Training and competence requirements of the role?		
Work equipment to be used and restrictions or safety measures in place?		
How the H&S effects of computer use are managed (DSE USERS ONLY)?		
The authorisation levels for tasks or use of equipment?		
Work at height activities of the role and risk assessment contents?		
Manual handling activities of the role and risk assessment contents?		
Any hazardous substances, the risks and the measures to be observed to protect health?		
Driving at work and use of company vehicles?		
Personal Protective Equipment (PPE) requirements for the role and completed a record of PPE issued?		
Communication of risk assessments and TBT relevant to the job?		

Appendix 1 – Verification of above Localised Induction checklist having been completed:-

Signed: _____ (Employee Name) _____ (Name in Capitals) Date: _____

I have made the employee aware of the location (staff intranet/hard copy folder) of Council policies/procedures & dates/times have been agreed to discuss these with the employee.

Signed :- _____ (Line Manager) Date:- _____

When completed, please 'e' mail to the Human Resources department, Organisational Development Directorate:-

human.resources@midulstercouncil.org by end of week 1 of employee's commencement date.

NAME:- _____ COMMENCEMENT DATE:- _____

JOB ROLE: - _____

APPENDIX 2 - Policies & Procedures-to be completed within 4 weeks	✓ Tick Completed	Actions or Comments Outstanding issues to be completed by end of week 4
POLICIES & PROCEDURES (SEE INTRANET or A4 FOLDER IN EACH LOCATION)		
1. Employee Code of Conduct		
2. Child Protection		
3. Adult Safeguarding		
4. Health & Safety		
5. Accident Reporting		
6. Counter Fraud		
7. Procurement		
8. Data Protection		
9. Customer Service		
10. Equal Opportunities		
11. Whistleblowing		
12. Flexible Working Hours		
13. Attendance Management		
14. Social Media		
15. Grievance Procedure		
16. Disciplinary Procedure		
17. Dignity at Work		

APPENDIX 2 - Policies & Procedures-to be completed within 4 weeks	✓ Tick Completed	Actions or Comments Outstanding issues to be completed by end of week 4
18. Management of Bereavement		
19. Travel & Subsistence		

I have read & understood the above policies/procedures.

Signed:_____ (Employee Name) _____(Name in Capitals) Date:_____

I have met & discussed the above policies/procedures with the employee on the following times & dates (please add dates/times as required):-

Date:_____ **Time:-**_____ **Policies:-**_____

Date:_____ **Time:-**_____ **Policies:-**_____

Date:_____ **Time:-**_____ **Policies:-**_____

Date:_____ **Time:-**_____ **Policies:-**_____

Date:_____ **Time:-**_____ **Policies:-**_____

Signed:-_____ (Line Manager) Date:_____

When completed, please 'e' mail to the Human Resources department, H.R, Organisational Development Directorate:-

human.resources@midulstercouncil.org by the end of week 4 of employee's commencement date.

APPENDIX 3:- INDUCTION PLAN

Week Beginning: _____



Name of Inductee: _____ Name of Buddy: _____ Name of Supervisor: _____

	Monday	Tuesday	Wednesday	Thursday	Friday
AM <ul style="list-style-type: none">• Times• Activity• Location• With Whom					
Notes & Actions					
LUNCH					
<ul style="list-style-type: none">• Times• Activity• Location• With Whom					
Notes & Actions					

APPENDIX 4 – LEARNING & DEVELOPMENT PLAN

EMPLOYEE:- _____ POST: _____ DEPARTMENT/SERVICE AREA:- _____

LEARNING & DEVELOPMENT NEEDS			
Specific to Post (e.g. legislation, problem solving, communication, team work, commercial acumen, leadership, local government competency framework etc.)			
I.T./Computer:-			
Customer Service:-			
Admin/Clerical:-			
Technical:-			
People Management:- (new staff with responsibility for staff)			
Agreed Action – to meet inductee's needs	By whom:-	Target for Completion	Review Date

Signatures :- _____ (Line Manager) _____ (Inductee) _____ (Date)

Please 'e' mail to Corporate L&D Manager:- sinead.mcaleer@midulstercouncil.org H.R, Organisational Development Department to highlight any identified training needs.

APPENDIX 5 – GUIDANCE ON MANDATORY/STATUTORY & PERSONAL DEVELOPMENT TRAINING

Training Course	Frequency	Mandatory/Statutory/Optional
Localised Induction (conducted by Line Managers)	1 off unless change job within Council	Mandatory for all staff
Corporate Induction – includes Health & Safety Awareness & overview of policies & procedures including Code of Conduct	1 off unless off long term sick, career break etc.	Mandatory for all staff
Fire Awareness	Every 3 years	Statutory for all staff
Fire Warden	Every 3 years	Statutory for appointed staff – adequate cover as per location (Leisure staff do FW as opposed to FA)
First Aid at Work – Designated Persons Emergency First Aid at Work – 1 day	Every 3 years	Statutory for certain appointed staff – adequate cover per location Statutory for certain staff –e.g. lone workers, outdoor dealing with public
Equality Training – Level 2 for Staff Level 3 for Managers	Every 3 years	Mandatory for all staff & managers
Code of Conduct & Equality & Diversity E-Learning	One off unless changes	Mandatory for all staff
Data Protection Awareness – E Learning	One off	Mandatory
GDPR for Managers & certain staff	One off unless reviewed	Mandatory
Cyber Security Awareness – E Learning	One off unless reviewed	Mandatory
Customer Service	Once with shorter refresher course – 3yrs	Mandatory for front facing staff (all Leisure to do)
Manual Handling	Every 3 years	Statutory for staff in more manual posts
Office Ergonomics	Every 3 years	Statutory for office based staff
Standing Orders Training	One off unless changes	Mandatory for staff who require knowledge of
COSHH	Every 3 years	Statutory

Policy Briefings	As new policies are agreed or revised policies	Mandatory for Managers/supervisors/HOS (who will disseminate info to staff at team mtgs)
Dignity at Work	One off unless changes in policy/procedure	Mandatory for managers and staff
IOSH Managing Safely	First course 3 days – refreshed after 3 years – 1 day refresher course	Statutory for managers/supervisors
Conflict Resolution and Personal Safety / Lone Working	Every 3 years	Statutory for staff who interface with public re: enforcing legislation etc or work alone
Accident Reporting & Investigating for Supervisors/Managers	1 off unless changes in system/reporting procedure	Mandatory for managers/supervisors
Child Protection Lv 1 – 'E' Learning Lv 2 – Staff Regulated posts Lv 3 – Managers of Staff in regulated posts	Every 3 years	Mandatory as part of Induction Mandatory for staff in regulated posts- Lv 2 Mandatory for Managers of staff in regulated posts – Lv 3
Adult Safeguarding Lv 1 'E' Learning Lv 2 – Managers of staff in regulated posts	Every 3 years	Mandatory as part of Induction – Lv 1 Mandatory for Managers of staff in regulated posts – Lv 2
Defibrillator Training	Every 2 years	Adequate staff to be trained in each location re: where Defibrillators are positioned



PROBATIONARY POLICY

Document Control			
Policy / Procedure Owner (name, role & section)	Sinead McAleer, Corporate Learning & Development Manager Organisational Development Department		
Policy/ Procedure Author (name, role & section)	Sinead McAleer, Corporate Learning & Development Manager Organisational Development Department		
Version	v1.12		
Consultation	Senior Management Team	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	L.R.A.	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	Trade Unions	Yes <input type="checkbox"/> <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Equality Screened by	Sinead McAleer	Date	08/12/2020
Equality Impact Assessment	Yes <input type="checkbox"/> No <input type="checkbox"/>	Date	
Approved By	Policy & Resources Committee	Date	
Adopted By	Council	Date	
Review Date		By Whom	
Circulation	Mid Ulster DC staff		
Document Linkages	Localised Induction Procedures Corporate Induction Procedures Learning & Development Policy Statement of Terms & Conditions of Employment Equal Opportunities Policy Grievance Procedure Disciplinary Procedure Dignity at Work Policy Corporate Plan Data Handling Policy Managing Attendance Policy & Procedures A Guide to Performance Management in MUDC Code of Conduct for Local Government Employees		

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2. Scope	
3. Principles	
4. Process and Procedure	

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Appendix 3	

1.0 POLICY STATEMENT

- 1.1 This policy covers Mid Ulster District Council's practice on probationary periods for all employees.
- 1.2 Managers and employees are required to familiarise themselves with the policy to ensure that they are aware of the expected standards of performance and conduct. These need to be achieved in accordance with Council's six corporate values of customer focus, respect, excellence, trustworthiness, innovation and inclusiveness.

2.0 SCOPE

- 2.1 This policy and procedure applies to all employees of the Council. It is designed to ensure prompt, reasonable and consistent treatment for all employees.

3.0 PRINCIPLES

- 3.1 All Mid Ulster District Council's employees are required to complete satisfactorily a probationary period.
- 3.2 The initial probation period will be agreed in accordance with the expected duration of the job role, and this information will be included in the letter of offer and subsequent Statement of Terms and Conditions of Employment. As a guide, if a contract of employment is for a period of less than 6 months, the probationary review period will be a maximum of 3 months.

There will be occasions when fixed term contracts are extended, and it may be necessary to extend a probationary period accordingly. This information will be included in extension letters.

- 3.3 The probation period includes existing employees who have been appointed to a new job within Mid Ulster District Council. This excludes employees appointed to a post following a job matching exercise where the change to the post is deemed to be unchanged/minimally altered (i.e. 60% of the job or more remains unchanged) as part of the matching process in relation to the Procedure for Filling posts in the new Council structure. Where an existing employee moves to a post with a different job description (e.g. following the completion of a recruitment and selection exercise) this probationary policy and accompanying procedure will apply.
- 3.4 The probation policy is intended to help new employees demonstrate their suitability for the post and to provide a period for the employees to "settle in".
- 3.5 The probation period should be a constructive process that assists managers to determine whether the employee is suitable for their new post. It provides a framework that enables managers to assess the performance of new employees, and

to provide any necessary support if needed. It also provides a structured communication framework to enable an employee to raise queries, request training/support etc. on a timely basis.

- 3.6 The Council is an equal opportunities employer and manager will ensure that operation of the probationary procedure is fair and consistent, making sure that decisions are objectively taken and are non-discriminatory. Managers will receive appropriate training in the operation of Council's Probationary Policy and accompanying Procedures. An employee with a disability may require reasonable adjustments to be made. A meeting will be held with employee, line manager and HR representative to discuss possible reasonable adjustments. The employee can be accompanied to this meeting by a work colleague or trade union representative. The employee will be provided with a minimum of 5 working days' notice of such a meeting. Where an employee's representative is unable to attend a probationary review meeting or an appeal hearing, one alternative date will be arranged within 10 working days. Should the employee or the representative be unable to attend the rescheduled probationary review meeting or appeal hearing, the probationary review meeting or appeal hearing will be held in their absence, in this situation written submissions may be made by an employee and/or the employee's representative.
- 3.7 Managers should note that a failure to manage properly the probationary period for employees as required under this policy and procedure may result in disciplinary action being taken.

4.0 PROCESS AND PROCEDURE

- 4.1 Mid Ulster District Council's probation policy will work alongside the induction process with relevant support and guidance provided throughout the probationary period. For further information on Induction refer to the Council's Intranet:-
<http://intranet.midulstercouncil.org>
- 4.2 All employees must attend the Corporate Induction within 6 months of their appointment and complete mandatory learning and development within their probationary period. All employees must complete localised induction with their line manager within their first week of employment, managers must forward copy of completed Localised Induction to the Learning & Development Manager within 2 weeks of the employee's commencement date – see Council intranet:- Human Resources/Recruitment/ Localised Induction procedures (Sections 1, 2 & 4 to be completed & returned).
- 4.3 Through one to one meetings and performance reviews managers will assess the employee's knowledge and skills in the new role, and provide support and guidance throughout their probationary period to enable them to reach the required job standards.
- 4.4 Managers should keep a record of all one to one meetings and should use the probationary period review form as a checklist to review the standards of performance of their employees and do so in accordance with Council's Data Handling policy. (See Appendix A).

5.0 PROBATION REVIEW MEETINGS

- 5.1 Probation review meetings will need to be carried out when the employee has completed periods of one, three and six months employment; (in the case of shorter fixed term contracts, e.g. duration of less than 6 months, these will have a maximum of a 3 month probationary period). Regular review meetings will be held to ensure the probation process is still completed. It is recognised that some of these review meetings may need to be held virtually, as some employees are working remotely, due to circumstances associated with Covid 19.
- 5.2 During the employee's probation period, the manager will provide continuous encouragement, support and guidance, to enable the employee to reach their agreed objectives and performance targets.
- 5.3 The manager is expected to carry out monthly one to one meetings throughout the employee's probation period. These meetings are an important part of the probation process as it provides both the manager and the employee with the opportunity to meet regularly to discuss the employee's work performance achievements and areas for development.
- 5.4 The employee has the right to be accompanied by a trade union representative or a work colleague at probationary review meetings. The manager must give the employee a minimum of 5 working days' notice of the requirement to attend a review meeting.

6.0 PROBATION REVIEW MEETING – ONE MONTH

- 6.1 A review meeting will be held when an employee has been employed in their new post after a period of one month. The manager will arrange a "One Month" Probationary Review meeting with the employee. The employee will be reminded they can be accompanied to the meeting by a trade union representative or a work colleague.
- 6.2 The review meeting should be held between the manager and employee. The manager should discuss the following during the review meeting with the employee by way of a two-way conversation:
- Confirm that local induction template has been completed, review 1-month work plan, develop work plan for months 2-3, including the setting of realistic goals and necessary resources required for the work plan to be achieved.
 - The requirements of the role, based on Job & Technical competencies, as applicable
 - The required standards of performance, conduct, attendance.
 - The work and learning objectives to be achieved during the probationary period.
 - The desired outcomes, e.g. customer service, delivery of service
 - Recognise the employee's achievements/strengths during 1st month.
 - How performance will be assessed and monitored.
 - When the employee will know whether they have successfully completed their probation period.
 - Provide the employee with the opportunity to note their comments on 1 month probation review form

Employees should be advised at the meeting whether they have met or not met the required standards during this period of probation.

6.3 A Probationary Period Review form will need to be completed during this meeting and signed by both the manager and the employee. If an employee has successfully met the required standards during this period of probation, this will be recorded on the Probation Review form.

6.4 If the manager establishes that the employee has not satisfactorily met the required standards a discussion with the employee should be held to:

- Identify the relevant issue(s) & reasons for not meeting required standards
- Identify what improvements are required, and expected timescales
- Discuss with the employee what support can be put in place e.g. coaching, a work buddy and learning and development.
- Explain to the employee that his/her work is below required standard in specific work area/s, discuss all options to improve & explain if work standard does not improve, this may result in termination of employment

The manager should advise the employee that improvement is required and that they will continue to receive support, learning, development and guidance where necessary throughout their probationary period.

If following the assessment, the manager believes that the employee will be unable to reach the required standards at the early stages of the probationary period and they believe that further training & development will be unable to help, they should seek advice from Human Resources to determine whether the employee's contract can be terminated prior to the completion of their full probationary period.

6.5 If the employee has not satisfactorily met the required standards, the outcome of the review meeting will be confirmed in writing by the manager within five working days of this meeting. The manager should use the appropriate template letter relating to the outcome of the meeting.

6.6 The manager must send a record of the completed probationary review form to H.R. and to the employee and update the appropriate electronic record system. Data records should be retained in accordance with the Council's Data Handling Policy.

7.0 Probation Review Meeting – Three Months

7.1 A review meeting will be held when an employee has been employed in their new post after a period of three months. The manager will arrange a "Three Month" Probationary Review meeting with the employee. The employee will be reminded they can be accompanied to the meeting by a trade union representative or a work colleague.

7.2 The review meeting should be held between the manager and employee. The manager should discuss the following during the review meeting with the employee by way of a two-way conversation:

- Confirm that the employee has completed both local and corporate induction and review 3-month work plan, develop work plan for months 4-6 including the setting of realistic goals and necessary resources required for the work plan to be achieved.
 - The requirements of the role
 - The required standards of performance, conduct and attendance.
 - The work and learning objectives to be achieved during the probationary period
 - The desired outcomes
 - Timescales
 - Recognise the employee's achievements/ strengths during the first 3 months.
 - How performance will be assessed and monitored.
 - When the employee will know whether they have successfully completed their probation period.
 - Date employee will know when they have successfully completed probation period
 - Provide the employee with the opportunity to note their comments on 3 month probation review form
 - Date for the Final Review Meeting.

Employees should be advised at the meeting whether they have met the required standards during this period of probation.

7.3 During the probationary review meeting, a Probationary Period Review form will be completed and signed by both the manager and the employee. If the employee has successfully met the required standards, this will be recorded on the Probation Review form.

7.4 If the manager establishes that the employee has not satisfactorily met the required standards in specific work area/s a discussion should be held between the manager and the employee to:

- Identify the relevant issues & reasons for not meeting required standards
- Identify what improvements are required, and expected timeframes.
- Discuss with the employee what support can be given in regards to coaching and learning and development.
- Advise the employee that failure to improve to meet the required standards in specific work area/s may result in termination of employment

The manager should advise the employee that improvement is required and that they will continue to receive support, learning, development and guidance where necessary throughout their probationary period.

7.5 If the employee has not met the required standards, the outcome of the review meeting will be confirmed in writing by the manager within five working days of this

meeting. The manager should use the appropriate template letter relating to the outcome of the meeting.

- 7.6 The manager must send a record of the completed probationary review form to H.R. and to the employee and update the appropriate electronic record system within 5 working days. Data records should be retained in accordance with the Council's Data Handling Policy.

8.0 Probation Final Review Meeting – Six Months

- 8.1 The final review meeting must be held when an employee is reaching the end of their "Six Month" probationary period. The manager will arrange a "Final Review" meeting with the employee.
- 8.2 The employee should be notified that they may be accompanied by a T.U. representative or work colleague at the meeting.
- 8.3 The manager should discuss with the employee whether the employee has met the required standards of the post during the probation period and review the overall completion of the work plan for the 6-month period.
- 8.4 A Probationary Period Review form will need to be completed during the meeting and signed by both the manager and the employee, with the employee provided with the opportunity to note any comments on the Review Form.
- 8.5 There are three possible outcomes relating to the Final Review meeting:
- Satisfactory Completion of Probationary Period
 - Extension to Probationary Period
 - Recommended Termination of Employment – Unsuccessful Probationary Period (see point 11)

9.0 Satisfactory Completion of Probation Period.

- 9.1 The manager will inform the employee that they have satisfactorily met the required standards to complete their probationary period.
- 9.2 The outcome of the final review meeting will be confirmed in writing by the manager within five working days of this meeting, using the appropriate template letter.
- 9.3 The manager must send copies of letters relating to the employee's final review meeting and completed Probationary Period form to the HR Department and update appropriate electronic systems within 5 working days. Data records should be retained in accordance with the Council's Data Handling Policy.
- 9.4 Upon successful completion of the six month probationary period, the manager must ensure that as a minimum, annual performance 1 to 1 virtual review meetings are completed, to ensure that employee's performance continues to be satisfactory; managed, that individual targets are set and met and contribute towards the Council

achieving its objectives as set out in the Department's Annual Workplan & Council's Corporate Plan.

10.0 Extension to Probationary Period

- 10.1 In some borderline cases, where a manager identifies that there has been some improvement in the employee's performance, but it has still fallen short of the agreed improvement timescale, a decision will be made on whether to offer an extension to the probationary period up to a further three months (but not beyond), in the hope that a further period will enable the employee to reach the required standard.
- 10.2 The manager should consult with HR prior to offering an extension to the probationary period. Any decision made to extend the probationary period will be at the discretion of the employee's manager.
- 10.3 Where the probationary period is to be extended the manager will explain to the employee and document the reasons for the extension at the final review meeting, agree an action plan and continue to have regular monthly reviews with them detailing the additional support that will be given throughout the review process to enable them to reach the required standard.
- 10.4 A Probationary Period Review form will need to be completed during the meeting and signed off by both the manager and the employee, with the employee invited to note their comments on the probationary review form. The employee must be advised if they fail to improve to the required standards during the extension period, their employment may be terminated.
- 10.5 The outcome of the final review meeting will be confirmed in writing by the manager to the employee and H.R. within five working days of this meeting. The manager should use the appropriate template letter relating to the outcome of the meeting and notify the employee of the reason for the decision in writing.
- 10.6 The manager must send copies of letters relating to the employee's review meeting and the completed Probationary Review form to the HR Department, and update the appropriate electronic system.

11.0 Unsuccessful Probation Period – Recommended Termination of Employment

- 11.1 The manager will discuss with the employee their performance against the agreed objectives that have been set at the previous review meetings together with the learning & development and support that has been provided through the probationary period.
- 11.2 A probationary review form will need to be completed during the meeting and signed off by the manager and the employee, with employee invited to note their comments on the probationary review form.

- 11.3 Where the employee's work performance has remained unsatisfactory and it is considered that further development or support would not lead to them reaching the required standard, the manager will recommend that the employment be terminated.
- 11.4 The outcome of the review meeting will be confirmed in writing by the manager within 5 working days of this meeting. The manager should use the appropriate template letter relating to the outcome of the meeting and confirm the reason for the decision.
- 11.5 The Council will follow the statutory dismissal procedure if terminating a contract of employment during or at the end of a probationary period.

12.0 Roles and Responsibilities of Employees

- 12.1 During the probationary period the employee must demonstrate the standards expected by the Council for performance, conduct, timekeeping, notification of sickness absence and general attendance and attendance at relevant training. Agreed written objectives must be met within the specified timescales. It is the employee's responsibility to inform their manager at the earliest opportunity if they are experiencing any difficulties.

13.0 Roles and Responsibilities of Managers

- 13.1 To explain the expected standard of performance including the completion of localised induction during the first week of employment and manage the probation period and ensuring that review dates are set and that the employee receives regular feedback on performance.
- 13.2 Mid Ulster District Council recognises that there will be other workers (e.g. agency workers, casual, seconded staff) working alongside Council employees however, the Council will endeavor to ensure that a fair and consistent process is afforded to them by offering robust induction training and providing regular review meetings to ensure they are meeting appropriate standards. Managers will be required to communicate with H.R. if standards are not being met.
- 13.3 Advise Human Resources if the intention is to offer an extension to an employees' probationary period, prior to the review meeting taking place.
- 13.4 Issue the employee with the relevant invite (a minimum of 5 working days' notice must be given – see point 5.4) and outcome letters relating to the review meetings, and completion of probationary period review forms at each meeting, ensuring form is signed off by both the manager and the employee.
- 13.5 Electronically send all letters and the Probationary Period Review forms securely to the HR Department, and update appropriate electronic system.
- 13.6 Ensure appropriate learning and development is provided within the timescales of the probationary period.
- 13.7 Understand that employees have certain statutory employment rights from day one of their employment (as per point 18.2).

14.0 Roles and Responsibilities of Human Resources

- 14.1 Provide training, support and guidance to managers and employees on the implementation of this policy.
- 14.2 Ensure the policy is communicated, reviewed and updated in line with best practice, employment legislation and relevant case law.
- 14.3 Provide appropriate support to managers.

15.0 Role of Trade Union

- 15.1 Employees have the right to be accompanied by a work colleague or T.U. representative at review meetings. Such requests will be accommodated where possible (see point 5.4).
- 15.2 Any review and revisions of this policy will be undertaken by Human Resources and consultation will take place with the Council's recognised Trade Unions.

16.0 Monitoring and Review

- 16.1 This procedure will be reviewed every two years by Council and, if necessary, revised in consultation with recognised Trade unions in light of changing employment legislation and relevant case law and best practice.

17.0 Equality Screening & Impact

- 17.1 This policy has been subject to equality screening in accordance with the Council's screening process. This policy has been screened out.

18.0 Legal Issues

- 18.1 An employee has certain statutory employment rights from day one of employment in respect of e.g. health & safety, whistleblowing, equality, trade union membership/non-membership and data protection.
- 18.2 Employees with a minimum of one year's recognised continuous employment service appointed to a Council post (with a different job description) who subsequently does not successfully meet the required standards of the new post, shall be dealt with under Council's Disciplinary Procedure or Capability Procedure (as appropriate). An employee will be notified of the right to be accompanied to probationary review meetings, dismissal appeal hearing by a T.U. representative or work colleague. An employee has the right of appeal in respect to a decision to dismiss.
- 18.4 An appeal against a decision to dismiss must be made in writing by the employee (with less than one year's recognised continuous employment service) to the Chief Executive (or nominee) within 10 working days of the decision to dismiss. The appellant is required to set out the grounds of the appeal in writing e.g. the procedure applied, the facts on which the decision was made and/or the decision made. The

appellant will be provided with a minimum of 5 working days' notice of an appeal hearing and advised of the right to be accompanied to an appeal hearing by a work colleague or a trade union representative. The appeal hearing is final and there is no further right of appeal. The employee will be notified in writing of the outcome of the appeal hearing within 5 working days of the appeal hearing by the Chief Executive or nominee. Written notes of the appeal hearing will be retained by HR Representative attending the appeal hearing and a copy provided to the employee.

APPENDIX XX

Timeline Flowchart – steps, deadlines & process outlined

DRAFT

Report on	Request(s) to Illuminate Council Property – February 2021
Date of Meeting	Thursday 4 th February 2021
Reporting Officer	P Moffett, Head of Democratic Services
Contact Officer	P Moffett, Head of Democratic Services

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

1.0	Purpose of Report
1.1	To consider request received to illuminate/light up the Council's three designated properties to raise awareness and mark; <ul style="list-style-type: none"> National Heart Month (NI Chest Heart & Stroke)
1.2	Details on request received are set out below.
2.0	Background
2.1	The Council has a policy and procedural arrangements in place to facilitate the illuminating/lighting-up of its designated properties from requests made by charitable organisations for charitable causes. The designated properties are the Bridewell, the Burnavon and Ranfurly.
2.2	The policy requires that, requests be considered by the Council's Policy & Resources Committee. The policy is currently under review though existing arrangements remain until this has been completed.
3.0	Main Report
3.1	Requests and Recommendation: <ol style="list-style-type: none"> To illuminate the designated properties the week commencing Monday 15th February to Sunday 21st February for National Heart Month – the colour red.
3.2	On a review of the request, it has been determined that it is within scope of the current policy to facilitate this request.
4.0	Other Considerations
4.1	Financial, Human Resources & Risk Implications
	Financial: Not applicable
	Human: Not applicable
	Risk Management: Not applicable

4.2	Screening & Impact Assessments
	Equality & Good Relations Implications: Not applicable
	Rural Needs Implications: Not applicable
5.0	Recommendation(s)
5.1	That the Committee consider the request from NI Chest Heart & Stroke to light-up the Council designated properties red to mark National Heart Month for the period commencing Monday 15 th February to Sunday 21 st February.
6.0	Documents Attached & References
	Not applicable

Report on	Sperrins Sculpture Trail Update
Date of Meeting	4 th February 2021
Reporting Officer	Michael Browne, Head of Tourism
Contact Officer	Michael Browne, Head of Tourism

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

1.0	Purpose of Report
1.1	The purpose of this report is to provide members with an update on progress in relation to the Sperrins Sculpture Trail project. The report seeks approval to accept a Letter of Offer from DAERA through its Rural Tourism Scheme for funding towards Phase 2 of the Sculpture Trail project, i.e. capital delivery, together with approval of the Council's financial contribution.
2.0	Background
2.1	The Sperrins Sculpture Trail project is a joint tourism initiative developed by Derry City and Strabane District Council (DCSDC) acting as the lead partner, Fermanagh & Omagh District Council (FODC) and Mid Ulster District Council (MUDC). It has been identified as a key flagship project and economic driver to deliver upon the strategic aims articulated by each of the three partner councils.
2.2	A number of sites were considered within the Sperrins AONB and the entrance of Davagh Forest was selected as the preferred site for the sculpture location within the Mid Ulster district with other sites having been ruled out under an options appraisal process. The other two installations will be located at the summit of Mullaghcarn (Fermanagh & Omagh District Council) and the former Sperrins Heritage Centre (Derry City and Strabane District Council)
3.0	Main Report

3.1	The Sperrins Sculpture Trail project incorporates two phases; Phase 1 relating to the technical study and project competition, while Phase 2 relates to the capital delivery element of the project. Derry City and Strabane District Council acted as lead partner. In respect of Phase 1 which will now be completed with the identification and appointment of a preferred artist team.
3.2	The appointment of the team is subject to the Letters of Offer for funding being accepted by each of the three partner Councils. Both DCSDC and F&O have confirmed their acceptance alongside their respective match funding.
3.3	Members will be aware that approval was granted in September 2018 to develop and make application to the Department for Agriculture, Environment and Rural Affairs' (DAERA) Rural Tourism Scheme (RTS) for a maximum potential grant of £500k with a potential 25% match funding from the Council for the Sperrins Sculpture Trail project.
4.0	Other Considerations
4.1	Financial, Human Resources & Risk Implications
	<p>Financial:</p> <p>The total price of the successful tender is £1,774,581.30 which is within the initial Global Cost Plan estimated for the project. The total cost of Mid Ulster District Council's element of the overall project is £581,987.33, comprised of funding of £426,702.99 (75% DAERA's Rural Tourism Scheme) and a Council contribution of £142,234.34 (25%) over the next two financial years and an additional £13,050 for professional fees, which can be met from within existing Tourism and Culture & Arts budgets this financial year.</p>
	<p>Human:</p> <p>The required support will be included within the work plans from the Tourism development & Arts and Cultural development Officer Teams.</p>
	<p>Risk Management:</p> <p>All potential risks associated with the project have been identified by the Project Board and are discussed as a standing agenda item at monthly project Board meetings</p>
4.2	Screening & Impact Assessments
	Equality & Good Relations Implications:

	Both Tourism services and Culture & Arts services are delivered by the respective officer teams to be fully inclusive, and are designed to encourage wide participation from all sections of the community and promoting and supporting good relations between all sections of the community within Mid Ulster
	<p>Rural Needs Implications:</p> <p>A key aspect of the proposed Sperrins Sculpture Trail Project addresses Rural needs issues and enhances the unspoilt and rural nature of the Sperrins AONB region as one that has significant potential to increase visitor numbers to this region.</p>
5.0	Recommendation(s)
5.1	<p>That the committee notes the report and, subject to the Development Committee adopting the recommendations at its next meet on 11/2/2021, recommends that the Council:</p> <p>(1) Authorise the release of the match funding required, being £142,234.34 (25% of the tender cost of the Mid Ulster District Council element of the project) to be expended between the 2020/21 and 2021/22 financial years in accordance with the progression of the project works, the funds having been previously included within the Council's Capital Programme.</p> <p>(2) Authorise the officers to fund the relevant professional fees amounting to £13,050 from the Tourism & Culture and Arts 2020/21 budgets.</p> <p>(3) Instructs its officers to review the current capital budget and implement such steps as are necessary to ensure that all capital costs associated with capital projects, including legal and other associated costs, are properly incurred and funded from the relevant capital project budget.</p>
6.0	Documents Attached & References

Minutes of Meeting of Policy and Resources Committee of Mid Ulster District Council held on Wednesday 13 January 2021 in the Council Offices, Ballyronan Road, Magherafelt and by Virtual Means

Members Present

Councillor Quinn, Chair

Councillors Ashton*, Buchanan*, Cuddy*, Doris*, Elattar*, Forde*, Hughes*, McFlynn, S McGuigan*, McKinney, McLean*, S McPeake*, Molloy*, Totten*

Officers in Attendance

Mr McCreesh, Acting Chief Executive
Mrs Canavan**, Director of Organisational Development
Mr Cassells**, Director of Environment and Property
Mr Kelso**, Director of Public Health and Infrastructure
Mr Hill, Head of Parks*
Mr Lowry**, Head of Technical Services
Ms Mezza**, Head of Marketing
Mr Moffett**, Head of Democratic Services
Mr O'Hagan, Head of ICT
Mr JJ Tohill, Director of Finance
Mrs Grogan, Democratic Services Officer

* Denotes members present in remote attendance

** Denotes Officers present by remote means

*** Denotes Others present by remote means

The meeting commenced at 7.03 pm.

The Chair, Councillor Quinn welcomed everyone to the meeting and those watching the meeting through the Live Broadcast. Councillor Quinn in introducing the meeting detailed the operational arrangements for transacting the business of the committee in the chamber and by virtual means, by referring to Annex A to this minute.

PR001/21 Apologies

Councillor Gildernew.

The Chair passed condolences to Councillor Cuddy on the recent passing of his mother and offered his sympathy on behalf his party and this committee.

PR002/21 Declarations of Interest

None.

PR003/21 Chair's Business

None.

Matters for Decision

PR004/21 Ballyronan Wood – DAERA: Environmental Challenge Fund 2020/2021

The Head of Parks presented previously circulated report and sought approval for Match Funding for offer from the Department of Agriculture, Environmental and Rural Affairs: Environment Challenge Competition 2020/21, successful application for the redevelopment of Ballyronan Wood and approve the allocation of match funding for the proposed project.

Councillor McFlynn welcomed this news and said it was a brilliant scheme which would bring huge investment to the Ballyronan area and would be happy to propose the recommendation.

She advised that she had been contacted by someone regarding surface water which comes of the Shore Road down into the woods and was her original thinking that it was the water from the Lough which was making the ground damp, but now it has come to light that this could be drainage coming of the Shore Road and asked if Council could investigate this and drain it if need be.

Councillor Elattar said that she would be happy to second the report.

Councillor Cuddy thanked the Chair and members for their expression of sympathy.

He said if 50% funding was received for a project then it was well worth doing, but the project had already started and enquired was it brought to this committee tonight to get the other £40k from the Capital funds and felt that this was the only reason it was in front of members tonight.

The Head of Parks confirmed that this project hadn't commenced yet but was on the same site but a different project and separate application. He confirmed that work had not started yet at Ballyronan Wood.

Councillor Cuddy agreed that it was a good project especially when it was going to get 50% funding.

The Director of Finance advised that Ballyronan Wood was never part of the contract award which was currently in situ with our contractors on site, but this was a separate piece of land adjacent to that particular piece of land and a separate procurement associated with it.

Councillor McLean said that he would like to be associated with supporting it as it was a good project but sought two issues for clarity.

Firstly, with all the issues relating to COVID and budgets naturally tighter than previous years and not far away from striking the rate for another year and sought clarification from the Finance Officer or Chief Executive on how this would sit within the Capital Budget process.

Secondly, can this scheme be run in tandem with the one already started on site.

The Director of Finance in relation to the financial aspects and its relationship to the budget stated that this particular Capital project was not anticipated to have any ongoing recurrent revenue costs associated with it, so would have no great impact on this year's rate setting process. Members would be aware there's a significant Capital fund set aside for opportunities like this and also fund the larger schemes that are already scheduled. The amount of money involved £81K although quite substantial from an individual's prospective was relative material to an Officer's context.

In relation to the second part the Director of Finance advised that there was a contractor on site which was working and in regard to the current COVID arrangements, operation on site was feasible as it was an adjacent site and in an ideal world when we would go through a procurement exercise the same contractor if they were successful would already be in situ and this would make it an efficient project but cannot clarify this at present.

He advised that COVID wasn't impacting on the job at the moment and on that basis it wasn't anticipated on this particular project, but with all things COVID related this could be subject to change.

Councillor McKinney welcomed this project coming forward as previously Ballyronan and Traad had been on the news for all the wrong reasons for the last few years and was good to see this moving forward. He enquired what the future service charge would be and asked if there would be an additional maintenance charge over the years and what the estimate was likely to be.

The Director of Finance advised plans for a multi-use 1km trail which would require some ongoing maintenance in terms of inspection and whilst it would be foolish of him to say that any inspection and any maintenance works on top of costs would have a level of additionality would be perceived to be immaterial in the rate setting. He advised that he had not been issued with definitive costing figures in relation to the issue and would anticipate that this would be picked up as an additionality within our inspection and maintenance regimes.

Proposed by Councillor McFlynn
Seconded by Councillor Elattar and

Resolved That it be recommended to Council to approve the allocation of match funding £40,500 to the Ballyronan Wood redevelopment from Council's Capital Programme budget allocations as part of the Councils Outdoor Recreation Five Year Strategic Plan.

PR005/21 Response (draft) on Consultation for a Bill of Rights for NI

The Head of Democratic Services presented previously circulated report and sought input from Members on the Draft Consultation response developed in response to the Consultation on the Creation of a Bill of Rights for Northern Ireland and to seek their comment and approval.

Proposed by Councillor S McPeake
Seconded by Councillor McFlynn and

Resolved That it be recommended to Council to approve the draft response to the NI Assembly's Ad-hoc Committee consultation on a Bill of Rights for Northern Ireland.

PR006/21 Policy on Room Hire – Draft

The Head of Democratic Services presented previously circulated report to consider further the Council's current general Policy on Room Hire, with specific reference to a revised draft version following previous committee discussions.

The Chair said that this matter had now been before committee a number of times.

Councillor Ashton advised that she would have a slight concern under 5.3.3 if something was deemed by the Chief Executive to be controversial that it would be referred to the Chair of the Committee and obviously as it was regarding political events, perhaps it should go to the Party Leaders forum as Chairs of the Committees were made up of political parties and may be seen as possibly being swayed.

The Chair said this could be taken on board.

The Head of Democratic Services said that in regard to item 5.3.3, this was in the previously policy that we were currently working under and something that came out of the Council's Scheme of Delegation and advised if there were any diversions from that, then the Scheme of Delegation would need to be looked at.

Councillor Cuddy said they had looked at this from a party point of view and didn't see an awful lot wrong with the current policy. He felt that this Council was moving into a minefield and was important to keep our Council as neutral as possible. He said that irrespective of events being in the room things can be shared in social media very quickly leaving ourselves wide open to be challenged. He said that his party was not happy about the poppies being taken away but they were aware that it had to be done to show neutrality in the Council so people can come along and use the facilities and know that there would be no pressure. He felt the Council should carry on with the policy that we have currently because if a new policy was approved that it could cause major concerns.

The Chair said that outside the main political parties there were other political groupings pushing different political causes and asked if they fell under this policy or would they be treated differently.

The Head of Democratic Officer advised members that it would be his understanding that this would fall under this particular policy, however if there were any organisations deemed to be proscribed organisations then they would need to be looked at as it wouldn't be appropriate that they could hire any of the rooms or buildings to those types of organisations. He referred to 5.3.2. and brought members attention to sentence "*all political parties and independent representative irrespective if they have representation on Mid Ulster Council*" and this would be extended to Independent members. In

concluding he stated that this does extend to others, but not to those organisations which were deemed to be proscribed organisations.

Councillor Molloy thanked the Head of Democratic Services for drawing up the draft proposals but referred to an issue which perplexed him slightly on item 5.3.2 (v) that political party campaigning is accepted and asked why else would a party hire a room or an event if it was not for party political campaigning as that was what they do. He referred to Councillor Cuddy's comment regarding Council facilities being open to everyone and asked if there was an equality issue there as it could be seen if a party has a certain political point of view that the room shouldn't be used for discussing those activities or promoting a point of view. He said that it would be deemed as a private event so any other grouping can come along and hire a facility but if you were a political party or particular persuasion you couldn't.

The Head of Democratic Services confirmed that this matter was placed in the previous report which was brought to December committee and it was agreed that it be taken away and work up the wording and include them in the draft policy, so basically this was now in the hands of the committee on the final wording and inclusion with those elements included. In referring to Councillor Molloy's point about what happens within the room to mitigate on any concerns which people may have was addressed in point 5.3. of the draft *"that all banners, posters, leaflets or any other paraphernalia forming part of the event by displayed and made available within the room only under the hire within the facility"* and said that if it was for political party or election campaigning, it shouldn't be seen in any of the hallways or facilities as mitigated under point 3 of the policy.

Councillor Molloy said that after reading through the report he would propose the recommendation.

Councillor McFlynn seconded the recommendation.

Councillor McKinney said that he would not be happy at all with the circumstances and referred to Councillor Molloy's comments about being impartial to someone's point of view to use Council buildings. We all share a Chamber and could assure that Councillor Molloy's point of view and his would differ and this was acceptable, but more to do with the point of our actions that takes place within these rooms and told members that the committee had just approved the Bill of Rights which talked about fairness, equality and respect. He said that there would be some activities which now would take place, proposed and passed from some political organisations, no matter what party they belong to, whether a party inside the Council or a party outside the Council where absolutely no respect would be shown to this Council. In relation to fairness, some of the activities which would take place in these rooms and perhaps actions to take part wouldn't be very fair to individuals living in our Council area. In relation to flags, banners, emblems etc., these had to be carried into Council buildings and displayed and didn't believe that anyone here should be so naïve to believe for one minute that the decorations used for the rooms from whatever party they were from would stay within the rooms and how many times have people seen what goes on behind closed doors. He agreed with Councillor Cuddy's comment regarding social media with things being sent into the public domain before you get out of the building, whether it be chanting songs or singing things that are offensive, this is not fair and offensive to other peoples' way of life and an equality issue.

He said that it really saddened him to see this Council in 2021 taking a step back in time with members talking about the past conflicts, troubles amongst other things and now we want to bring organisations into buildings and pretend to ourselves that this would be carried out behind closed doors and asked if this was the best way forward for Mid Ulster Council in 2021. He felt it was unacceptable for this Council in 2021 to allow organisations to display their emblems or trophies all over the area which wouldn't be fair and disrespectful to our citizens and saddened him to say this was the way things were going forward and disappointing to see that there was a system in place which was working and no incidents in his term in Council and believed that this could soon change.

Councillor McLean said that he listened carefully to all the various comments made for and against the issue and stated that this proposal had come from Councillor Molloy and his party and asked what their rational and their reasons for changing the policy, it could be seen as a detrimental step back or it could be seen as a leap forward in the sense that it was going to be properly used and not abused. He stated that those within the Unionist community do not have the numbers to oppose any change but would comment and state what he had always stated in the past, the proof of the pudding was the trustworthiness and honorability of it would be the use or the abuse in the eating and said if this was rubber stamped tonight and ratified in Council the outworking's of it would have to be closely monitored and if it was abused then it would be highlighted.

The Chair stated that he could understand some of the comments made tonight but would concur with Councillor McLean's last comment that we will have to wait and see what transpires from it. He said that he does have confidence in Council staff to monitor this policy and does have belief in political parties not to abuse that trust and the proof of the pudding would be in the eating and as we go forward with this policy would like to think that all political parties regardless of who they were to not abuse the policy and cause controversy.

Councillor Molloy agreed with Councillor McLean's comment about it being a step forward as it opened it up for political parties, whether it's Sinn Féin or any other political party he would not have issue for them having access to council facilities the same as any other general member of the public or grouping within the district. This will make available a number of further venues where there is already under provision. We have seen cultural events in a number of our facilities over the years with no issues relating to flags, banners and emblems displayed and he had no issue with that as it was open to everyone.

Councillor S McPeake concurred with everything that Councillor Molloy stated. He referred to Councillor McKinney's remarks looking at very much on the negative side and very much wrong. He said what was being asked for was equality for political parties as politics had got very bad press in recent years both locally, across the water and elsewhere and for us to see we were different or not worthy to avail of Council buildings says a lot and a huge negativity. He agreed with Councillor McLean that time would tell and could assure the committee that there were no hidden agendas other than to bring a bit of equality to the table as political system across the world had been downgraded and a lot of negativity around it that the existing policy perplexes that and this was only putting right what should be within a mature society.

Councillor McLean said as a point of clarity, that this would either be seen as a step back or a step forward but didn't say it would be a positive step forward. On the basis of how it would play out it would be a step forward if it was well used and not abused, but if abused it would definitely be a step back. He said that it was all about bringing clarity and wasn't saying that it was right or wrong at the minute as the proof of the pudding would be in the eating and as Unionists they don't have the numbers to stop this proposal.

Councillor McKinney advised that he would not be supporting this recommendation and asked for a recorded vote.

He referred to remarks from two previous Sinn Féin members and wanted to clarify that he didn't make reference to any political party and felt that this was a facilitation for Sinn Féin as how he sees it as there was no other party as keen to see the changes and was aware that SDLP had voted in favour of it. He felt that these organisations are struggling to find places to meet and felt that this may be a way forward for them, but he would still stand firm and acknowledges that Councillor S McPeake's thoughts on him being wrong, but felt that bringing this type of activity into Council buildings was a no way neutral and no way respect of equality and not a way forward for our Council.

The Chair called for a recorded vote to go with the recommendation as outlined in the report:

- 9 For (Doris, Elattar, Hughes, McFlynn, S McGuigan, S McPeake, Molloy, Quinn and Totten)
- 6 Against (Ashton, Buchanan, Cuddy, Forde, McKinney, McLean)

Resolved That it be recommended to Council to approve the revised Policy on Room Hire, subject to amendments agreed at committee.

PR007/21 Member Audio Device Management for Remote Working

The Head of ICT presented previously circulated report to advise Members on the provision of Audio Device Management for Remote Working.

The Chair commended the ICT department on doing a fantastic job during these unprecedented times relating to the pandemic to get all members set up with adequate ICT facilities. He referred to announcement from Fibrus and hoped that IT facilities would get better over the coming years.

Councillor McLean said that he would like to concur with the report in front of members tonight as it was very well detailed and set out and also takes the cognizance of the evolving situation and would be happy to propose the recommendation. He agreed very firmly that Microsoft teams was a good platform as they had invested a lot of finance in better technology in the last number of months as a result of a lot of people averting to Teams as a process and seemed to be an easier process which much of the private sector had elapsed onto it and was working well. Councils were no different to any other business or manufacturing company as they all had to adopt and make the changes and

could assure members that no-one in that field was going out spending a six-figure sum to adopt their IT and was just a learning curve and continue to work at. He suggested to proceed on the basis of the proposal that those who need headsets get them and if training was required by some people, then funding be put into that and bring it forward on that basis.

Councillor McKinney wanted to thank the Head of ICT and his team for all the hard work that they carry out as the usage of laptops was now the age we were all living in. He said that he would have no problem with what was being proposed tonight but enquired who was paying for it as he would have thought that the headsets etc. should have been coming out of members supply.

The Head of ICT advised that ICT would purchase the resources for members but the cost (approx. £30 to £40) would be deducted from the digital allowance of £250 for each member if that was agreeable.

Councillor Ashton seconded the proposal and enquired if in-house training was available.

The Head of ICT advised that to his knowledge Organisational Development team and Learning & Development Manager had procured these sessions through a third party provider locally in the Dungannon area who would provide training remotely and could do it much better and more proficiently than the ICT team.

Proposed by Councillor McLean
Seconded by Councillor Ashton and

Resolved That it be recommended to Council that it note the contents of the report and authorise the expenditure where necessary (see below) to provide Members with:

- (1) Suitable headsets and mobile devices – expenditure to be funded from previously agreed Council contribution towards cost of Members' IT devices and Member contribution as necessary; and
- (2) Additional training commissioned by the Organisational Development directorate for Members to increase skills necessary for proficient use of communications technologies and equipment associated with video conferencing deployed by the Council – expenditure to be funded where necessary from reserves (estimated cost maximum £700).

PR008/21 Member Services

No issues.

Matters for Information

PR009/21 Minutes of Policy and Resources Committee held on 3 December 2020

Members noted Policy and Resources Committee Minutes of Meeting held on 3 December 2020.

PR010/21 Marketing & Communications Update

Members noted update on key areas of recent Marketing & Communications activity.

Live broadcast ended at 7.55 pm.

Local Government (NI) Act 2014 – Confidential Business

Proposed by Councillor McFlynn
Seconded by Councillor McKinney 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 Member consider items PR011/21 to PR023/21.

Matters for Decision

- PR011/21 Staffing Matters – On Call Cemetery Cover for Weekends and Bank Holidays
- PR012/21 Staff Matters for Decision
- PR013/21 DfI Active Travel Projects – Covid-19 Recovery Revitalisation Programme
- PR014/21 Peace IV Shared Space
- PR015/21 Land Acquisitions & Disposals
- PR016/21 Full Fibre NI
- PR017/21 Tender Report – Software Licensing Agreement
- PR018/21 2021/22 Rate Estimates
- PR019/21 Consultation Response on Proposed NILGOSC Pensions Reform

Matters for Information

- PR020/21 Confidential Minutes of Policy and Resources Committee held on 3 December 2020
- PR021/21 Staff Matters for Information
- PR022/21 Contracts and DAC
- PR023/21 Financial Report for 8 months ended 30 November 2020

PR024/21 Duration of Meeting

The meeting commenced at 7 pm and concluded at 9.50 pm.

Chair _____

Date _____

Report on	Performance Improvement: Nine Month Update (Q1-Q3) 2020-2021
Date of Meeting	Thursday 4th February 2021
Reporting Officer	P Moffett, Head of Democratic Services
Contact Officer	L Jenkins, Performance & Quality Officer

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

1.0	Purpose of Report
1.1	The report provides members with monitoring information on the review of performance against our seven statutory and three corporate performance improvement indicators and standards, along with an overview of the Corporate Health Indicators for the first nine months of 2020/21.
2.0	Background
	Statutory & Corporate Performance Indicators /Standards.
2.1	The Local Government (Performance Indicators and Standards Order (Northern Ireland) 2015), statutory performance indicators and standards have been set as part of the performance improvement arrangements for district councils. Performance measures have been specified for the functions of: Economic development, Planning and Waste management, on which to report annually, as part of the performance improvement arrangements for district councils, (hereafter referred to as statutory "set for us" performance measures). The aim of the performance measures is to promote the improvement of service delivery for the functions specified.
2.2.	Council has identified three self-imposed performance improvement indicators and standards (continued from 2018/19) referred to as "self-imposed" performance measures. These form an integral part of our Performance Improvement arrangements (under Part 12 of the Local Government (NI) Act 2014). Taken together all ten measures (statutory and self-imposed indicators) feed into the Corporate Performance "Health" Indicators/Measures (of which there are 28 in total – refer to 2.5 below). All of the performance indicators, statutory, self-imposed and organisational health indicators are considered as forming part of our day-to-day business and act as a barometer of how the Council is improving Corporately.
2.3	The Performance Progress of the statutory (set for us) and self-imposed (set by us) indicators/standards are outlined in Appendix One.

2.4	<p>Reporting on the Councils Corporate “Health Indicators”</p> <p>The committee previously considered and agreed a suite of “<i>Corporate Health Indicators</i>” for reporting on to members. Reporting on the Corporate health indicators provides a barometer of how the council is doing across its services; Indicators are effectively a ‘performance dashboard’, providing a summary of how the Council is doing across 8 key areas:</p> <ul style="list-style-type: none"> • Economy • Waste management • Council facilities • Better responses • Resident satisfaction • Staffing • Engaged workforce • Finance
2.5	Refer to Appendices 2 and 3 below.
3.0	Main Report
3.1	<p>Monitoring & Reporting on the Statutory & Self-Imposed Performance Indicators and Standards.</p> <p>The Statutory and Corporate Improvement Indicator Report for the first nine months of 2020/21, gives an overview of progress in relation to managing and monitoring Mid Ulster Council's Corporate Improvement Performance Indicators (Appendix One). Some of the data which form the statutory “set for us” indicators are reliant on third party information being supplied to Council services and are classed as management data as opposed to ‘audited’ data.</p>
3.2	<p>The management of Council's 10 Statutory and Self-Imposed Indicators is a key mechanism within the Council's Performance & Improvement Framework. Information relating to the 10 indicators will be updated and provide:</p> <ul style="list-style-type: none"> • Performance against target, assessment, action plan, & comparative trend analysis (over time) • Reporting & management accountabilities. • Target Direction; more is better, less is better etc. (refer to measures i.e. numbers/percentages). • Performance trend, which utilises symbols to show whether there is improvement, no change or fail, or change in a performance indicator compared to the last period. • Results against targets are assessed using a red, amber, green (RAG reporting) status; this shows whether performance is on or exceeds target (green), whether it is close to target (amber), or failing (red), and the colour purple indicates that information is not yet available. • Links to the corporate plan • Activity of all 10 Performance Improvement Indicators are closely monitored by senior management

3.3	<p>An overview of 10 Corporate Performance Improvement Indicators at end of Q1 to Q3 2020/21 are outlined below:</p> <p>Quarter One</p> <ul style="list-style-type: none"> a) 8 indicators are reported as on target - Green b) 0 indicators are close to target – Amber c) 2 indicators are falling short of the pre-defined standard - Red d) 0 indicators awaiting data to be supplied (in the main supplied by government departments) - purple <p>Quarter Two</p> <ul style="list-style-type: none"> a) 7 indicators are reported as on target - Green b) 1 indicator is close to target - Amber c) 2 indicators are falling short of the pre-defined standard - Red d) 0 indicators awaiting data to be supplied (in the main supplied by government departments) - purple <p>Quarter Three</p> <ul style="list-style-type: none"> a) 3 indicators are reported as on target - Green b) 2 indicators are close to target - Amber c) 2 indicators are falling short of the pre-defined standard - Red d) 3 indicators awaiting data to be supplied (in the main supplied by government departments) - purple
4.0	Other Considerations
4.1	<p>Financial, Human Resources & Risk Implications</p> <p>Financial: N/A</p> <p>Human: N/A</p> <p>Risk Management: The data quality contained in the Nine Month Progress Report is provisional, as unaudited “data” and is characterised as management information. All in-year results may be subject to later revision.</p>
4.2	<p><u>Screening & Impact Statements</u></p> <p>Equality & Good Relations Implications: N/A</p> <p>Rural Needs Implications: N/A</p>
5.0	Recommendation(s)

5.1	Members review the performance achieved, and assess progress and performance against the standards/targets and provide commentary as necessary. Members identify and explore any areas of concern as required.
6.0	Documents Attached & References
	<p>Appendix One: Mid Ulster Council Statutory & Corporate Performance Improvement Indicators (Nine-Month Progress Report 2020-21)</p> <p>Appendix Two: Corporate Health Indicators Q1 to Q3 (2020-21)</p> <p>Appendix Three: Corporate Health Indicators Infographics Q1 to Q3 (2020-21)</p>

Mid Ulster District Council

Statutory & Corporate Performance

Improvement Indicators

Q1 to Q3 - Nine Month Progress Report

2020 – 2021

Performance Measures 2020 to 2021 - Statutory & Corporate Performance Indicators

Statutory Indicators – Set for Us

Under the Local Government (Performance Indicators and Standards Order (Northern Ireland) 2015), statutory performance indicators and standards have been set as part of the performance improvement arrangements for district councils (i.e. set for us). Performance measures have been specified for the functions of: Economic development, Planning and Waste management.

The aim of the performance measures is to promote the improvement of service delivery. The information is currently collated by the Department for the Economy, Department for Infrastructure and DAERA (Department for Agriculture, Environment and Rural Affairs) respectively and published on their websites. Once released to Council, this information is published for citizens and other stakeholders to assess Council's performance in these areas. Until validated by the Departments aforementioned, data will remain as management information.

Corporate Performance Indicators – Set by Us

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

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

Benchmarking With Other Councils

Currently Prompt Payments and the Average Days Lost per Annum due to sickness absence, in days are utilised by the Department for Communities, on an annual basis (from 2017/18 onwards), in order to benchmark with other Councils. The two measures had been introduced, while awaiting the development of an overarching regional benchmark framework. This year, data relating to Average Days Lost p.a. (due to sickness absence), was not supplied by the Department. Benchmark data appears where the information is available in this report and is contained in Council's Annual Performance Assessment Report. Where other local Council's benchmark data are available (annual), the data is included in the report. Data quality is a central part of the Council's operational business and performance management. Performance measures including Absence information, Freedom of Information Requests, and Prompt Payments information is used every day across the Council to help inform management decisions, plan services, benchmark performance and cost, and inform target setting.

Rag Status, Target Direction and Performance Trend – Colours, Symbols and Descriptors.

Table One – RAG Status and Descriptors

Status – Evaluated As	Explanation
GREEN	Met or exceeded target
AMBER	Missed target narrowly
RED	Missed Target Significantly
PURPLE	Information not available

Table Two – Target Direction

Target Direction	Descriptor
More Is Better	A bigger value for this measure is best
Less Is Better	A smaller value for this measure is best

Table Three - Performance Trend

Direction of Travel		
The direction of travel shows if performance has improved, declined, or been maintained relative to previous quarter.		
Performance Improved	Performance Remained Same	Performance Declined
↑	↔	↓

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

ED1: The number of jobs promoted through business start-up activity from 1 st April 2016 to 31 st December 2020.					Oct -Dec 2020 Actual (Quarter Three)		Standard to be Met	Trend on Previous Quarter	Status																																																
<div><h3>ED1- The No. of Jobs Promoted Through Business Start Up 2016 - 2021</h3><table border="1"><caption>ED1- The No. of Jobs Promoted Through Business Start Up 2016 - 2021</caption><thead><tr><th>Period</th><th>Jobs Promoted</th></tr></thead><tbody><tr><td>Q1 16.17</td><td>69</td></tr><tr><td>Q2 16.17</td><td>71</td></tr><tr><td>Q3 16.17</td><td>70</td></tr><tr><td>Q4 16.17</td><td>46</td></tr><tr><td>Yr End 16.17</td><td>256</td></tr><tr><td>Q1 17.18</td><td>68</td></tr><tr><td>Q2 17.18</td><td>62</td></tr><tr><td>Q3 17.18</td><td>44</td></tr><tr><td>Q4 17.18</td><td>49</td></tr><tr><td>Yr. End 17.18</td><td>223</td></tr><tr><td>Q1 18.19</td><td>38</td></tr><tr><td>Q2 18.19</td><td>41</td></tr><tr><td>Q3 18.19</td><td>56</td></tr><tr><td>Q4 18.19</td><td>68</td></tr><tr><td>Yr. End 18.19</td><td>204</td></tr><tr><td>Q1 19.20</td><td>52</td></tr><tr><td>Q2 19.20</td><td>45</td></tr><tr><td>Q3 19.20</td><td>41</td></tr><tr><td>Q4 19.20</td><td>47</td></tr><tr><td>Yr. End 19.20</td><td>185</td></tr><tr><td>Q1 20.21</td><td>21</td></tr><tr><td>Q2 20.21</td><td>30</td></tr><tr><td>Q3 20.21</td><td>30</td></tr></tbody></table></div>					Period	Jobs Promoted	Q1 16.17	69	Q2 16.17	71	Q3 16.17	70	Q4 16.17	46	Yr End 16.17	256	Q1 17.18	68	Q2 17.18	62	Q3 17.18	44	Q4 17.18	49	Yr. End 17.18	223	Q1 18.19	38	Q2 18.19	41	Q3 18.19	56	Q4 18.19	68	Yr. End 18.19	204	Q1 19.20	52	Q2 19.20	45	Q3 19.20	41	Q4 19.20	47	Yr. End 19.20	185	Q1 20.21	21	Q2 20.21	30	Q3 20.21	30	30		210 jobs p.a.	↔	RED
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21		210 jobs p.a	↓	RED																																																					
Analysis: MORE IS BETTER. Business Plans delivered figure is much lower than for the same period in 2019/20 (84 vs 49) resulting in significantly lower jobs (52 vs 30). DfE / Invest NI require Councils to use the lower conversion rate (Plans - Jobs) of 0.6147 (not RSI rate 0.75762). This performance level is significantly lower than Q3 in 2019/20 and if present performance levels persist, neither the Statutory Target nor the reduced Stat Target will be achieved for 2020/2021. Comparison with last year, same reporting period: Performance significantly lower from Q1 in 2019/20; on a par with Qs 1 and 2 of this year. At least 342 Plans were needed to be delivered by Mid Ulster agencies to ensure Statutory 'Jobs promoted' target is achieved by March 2021. Qs1-3 figures account for only 82 of the 210 jobs (39%) of this (or 52% of the proposed new target of 153 jobs).																																																									
Action Plan: The Covid-19 pandemic lockdown occurred just prior to the start of the financial/statutory yr. & has significantly impacted on client no. & consequently, Plans delivered. The Contract Management Team (L&CCC) have been liaising regularly with the Contractor (ENI) since April; following approval from funders, ENI have moved to 'virtual' delivery until July; number of LEA staff were furloughed from April-June 2020. Regional marketing (led by Derry & Strabane Council) was strong and supported by a number of local council initiatives (promotion of success stories and Mid Ulster Ent Week 2020) to drive inquiries. While Mid Ulster's figures are low, the conversion rate from Initial Meeting to Plans is one of the highest, regionally.																																																									
Comparator (annual)	2016/17	2017/18	2018/19	2019/20																																																					
NI Council Average	208	159	164	157																																																					
Lead Officer: Adrian Mc Creesh - Director Business & Communities. Purpose of Performance Indicator (PI): The number of jobs promoted through business start-up activity (Business start-up means the delivery of completed client led business plans under the Department of the Economy Regional Start Initiative or its successor Programmes).																																																									

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

P1: Major applications processed from date valid to decision or withdrawn within an average of 30 weeks - from 1 st April 2016 to 31 st December 2020					Oct - Dec 2020 Actual (Quarter Three)	Standard to be Met	Trend on Previous Quarter	Status																																																												
<div><p>P1 Average Processing Time of Major Planning Applications from Date Valid to Decision or Withdrawal within an Average of 30 Weeks 2016 - 2021</p><table border="1"><thead><tr><th>Time</th><th>Actual</th><th>Standard</th></tr></thead><tbody><tr><td>Q1 16.17</td><td>66.6</td><td>30</td></tr><tr><td>Q2 16.17</td><td>65.6</td><td>30</td></tr><tr><td>Q3 16.17</td><td>71.4</td><td>30</td></tr><tr><td>Q4 16.17</td><td>88</td><td>30</td></tr><tr><td>Q1 17.18</td><td>77.5</td><td>30</td></tr><tr><td>Q2 17.18</td><td>39.4</td><td>30</td></tr><tr><td>Q3 17.18</td><td>44.4</td><td>30</td></tr><tr><td>Q4 17.18</td><td>0</td><td>30</td></tr><tr><td>Q1 18.19</td><td>135.6</td><td>30</td></tr><tr><td>Q2 18.19</td><td>58</td><td>30</td></tr><tr><td>Q3 18.19</td><td>60.2</td><td>30</td></tr><tr><td>Q4 18.19</td><td>61</td><td>30</td></tr><tr><td>Q1 19.20</td><td>62.1</td><td>30</td></tr><tr><td>Q2 19.20</td><td>64.4</td><td>30</td></tr><tr><td>Q3 19.20</td><td>66.8</td><td>30</td></tr><tr><td>Q4 19.20</td><td>73.1</td><td>30</td></tr><tr><td>Q1 20.21</td><td>137</td><td>30</td></tr><tr><td>Q2 20.21</td><td>86.4</td><td>30</td></tr><tr><td>Q3 20.21</td><td>74.1</td><td>30</td></tr></tbody></table></div>					Time	Actual	Standard	Q1 16.17	66.6	30	Q2 16.17	65.6	30	Q3 16.17	71.4	30	Q4 16.17	88	30	Q1 17.18	77.5	30	Q2 17.18	39.4	30	Q3 17.18	44.4	30	Q4 17.18	0	30	Q1 18.19	135.6	30	Q2 18.19	58	30	Q3 18.19	60.2	30	Q4 18.19	61	30	Q1 19.20	62.1	30	Q2 19.20	64.4	30	Q3 19.20	66.8	30	Q4 19.20	73.1	30	Q1 20.21	137	30	Q2 20.21	86.4	30	Q3 20.21	74.1	30	74.1 weeks	30 weeks	↑	RED
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Q4 18.19	61	30																																																																		
Q1 19.20	62.1	30																																																																		
Q2 19.20	64.4	30																																																																		
Q3 19.20	66.8	30																																																																		
Q4 19.20	73.1	30																																																																		
Q1 20.21	137	30																																																																		
Q2 20.21	86.4	30																																																																		
Q3 20.21	74.1	30																																																																		
July-Sept 2020 Actual (Quarter Two)	Standard to be Met	Trend on Previous Quarter	Status																																																																	
86.4 weeks	30 weeks	↑	RED																																																																	
Apr-June 2020 Actual (Quarter One)	Standard to be Met	Trend on Previous Quarter	Status																																																																	
137 weeks	30 weeks	↓	RED																																																																	
					Analysis: LESS IS BETTER An unvalidated improvement on Major applications processing times from Q2. Comparison with last year same reporting period: 6 weeks longer processing times for this year's Q3																																																															
Comparator (annual)	2016/17	2017/18	2018/19	2019/20	Action Plan: That progress continues on the determination of more complex planning applications despite Major application team absence and Covid working restrictions.																																																															
NI Council Average	68.6 weeks	50.2 weeks	59 weeks	52.8 weeks																																																																
Lead Officer: Dr. Chris Boomer – Planning. Purpose of PI: Planning Department deals with MAJOR Planning applications faster - [An application in the category of major development within the meaning of Planning (Development Management Regulations (NI) 2015(a))].																																																																				

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

P2: Average processing time of Local Planning Applications from date valid to decision or withdrawn within an average of 15 weeks from 01/04/16 - 31/12/20					Oct - Dec 2020 Actual (Quarter Three)	Standard to be Met	Trend on Previous Quarter	Status																																																												
<div><p>P2 Average Processing Time of Local Planning Applications from Date Valid to Decision or Withdrawal within an Average of 15 Weeks 2016 - 2021</p><table border="1"><thead><tr><th>Time</th><th>Actual</th><th>Standard</th></tr></thead><tbody><tr><td>Q1 16/17</td><td>14.7</td><td>15</td></tr><tr><td>Q2 16/17</td><td>14.6</td><td>15</td></tr><tr><td>Q3 16/17</td><td>14.8</td><td>15</td></tr><tr><td>Q4 16/17</td><td>13.8</td><td>15</td></tr><tr><td>Q1 17/18</td><td>13.2</td><td>15</td></tr><tr><td>Q2 17/18</td><td>14.2</td><td>15</td></tr><tr><td>Q3 17/18</td><td>13.8</td><td>15</td></tr><tr><td>Q4 17/18</td><td>18.2</td><td>15</td></tr><tr><td>Q1 18/19</td><td>18.1</td><td>15</td></tr><tr><td>Q2 18/19</td><td>16.8</td><td>15</td></tr><tr><td>Q3 18/19</td><td>18.2</td><td>15</td></tr><tr><td>Q4 18/19</td><td>14</td><td>15</td></tr><tr><td>Q1 19/20</td><td>12.6</td><td>15</td></tr><tr><td>Q2 19/20</td><td>12.8</td><td>15</td></tr><tr><td>Q3 19/20</td><td>12.6</td><td>15</td></tr><tr><td>Q4 19/20</td><td>12.5</td><td>15</td></tr><tr><td>Q1 20/21</td><td>12.6</td><td>15</td></tr><tr><td>Q2 20/21</td><td>15.6</td><td>15</td></tr><tr><td>Q3 20/21</td><td>15.8</td><td>15</td></tr></tbody></table></div>					Time	Actual	Standard	Q1 16/17	14.7	15	Q2 16/17	14.6	15	Q3 16/17	14.8	15	Q4 16/17	13.8	15	Q1 17/18	13.2	15	Q2 17/18	14.2	15	Q3 17/18	13.8	15	Q4 17/18	18.2	15	Q1 18/19	18.1	15	Q2 18/19	16.8	15	Q3 18/19	18.2	15	Q4 18/19	14	15	Q1 19/20	12.6	15	Q2 19/20	12.8	15	Q3 19/20	12.6	15	Q4 19/20	12.5	15	Q1 20/21	12.6	15	Q2 20/21	15.6	15	Q3 20/21	15.8	15	15.8 weeks	15 weeks	↓	AMBER
					Time	Actual	Standard																																																													
					Q1 16/17	14.7	15																																																													
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					July-Sept 2020 Actual (Quarter Two)	Standard to be Met	Trend on Previous Quarter	Status																																																												
					15.6 weeks	15 weeks	↓	AMBER																																																												
					Apr-June 2020 Actual (Quarter One)	Standard to be Met	Trend on Previous Quarter	Status																																																												
					12.6 weeks	15 weeks	↓	GREEN																																																												
					Analysis: LESS IS BETTER Unvalidated Q3 performance again shows performance on local applications has slipped outside 15-week target. However, Mid-Ulster remains one of the highest Council areas for applications being received. Comparison with last year same reporting period: Q3 of 2020 shows 3 weeks slower processing time when compared to 2019.																																																															
					Action Plan: What does this mean: that despite application numbers continuing to remain reasonably steady in light of current Covid pandemic that attention needs to be given to avoiding a backlog and leading to longer local applications processing times.																																																															
Comparator (annual)	2016/17	2017/18	2018/19	2019/20																																																																
NI Council Average	16.2 weeks	15.2 weeks	14.8 weeks	14 weeks																																																																
Lead Officer: Dr. Chris Boomer – Planning. Purpose of PI. Planning Department deal with LOCAL Planning applications faster - Local applications means an application in the category of local development within the meaning of the (Development Management) Regulations (NI) 2015, and any other applications for approval or consent under the Planning Act (NI) 2011 (or any orders or regulations made under the Act).																																																																				

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

P3: The percentage of planning enforcement cases processed within 39 weeks from 1st April 2016 to 31st December 2020.					Oct - Dec 2020 Actual (Quarter Three)	Standard to be Met	Trend on Previous Quarter	Status																																								
<div><h3>P3 - The Percentage of Planning Enforcement Cases Processed Within 39 Weeks 2016 - 2021.</h3><table><tr><th>Time</th><th>Actual (%)</th></tr><tr><td>Q1 16.17</td><td>81.6%</td></tr><tr><td>Q2 16.17</td><td>76.0%</td></tr><tr><td>Q3 16.17</td><td>75.4%</td></tr><tr><td>Q4 16.17</td><td>86.4%</td></tr><tr><td>Q1 17.18</td><td>84.1%</td></tr><tr><td>Q2 17.18</td><td>87.5%</td></tr><tr><td>Q3 17.18</td><td>83.0%</td></tr><tr><td>Q4 17.18</td><td>74.1%</td></tr><tr><td>Q1 18.19</td><td>75.8%</td></tr><tr><td>Q2 18.19</td><td>62.2%</td></tr><tr><td>Q3 18.19</td><td>75.5%</td></tr><tr><td>Q4 18.19</td><td>82.3%</td></tr><tr><td>Q1 19.20</td><td>80.6%</td></tr><tr><td>Q2 19.20</td><td>86.8%</td></tr><tr><td>Q3 19.20</td><td>94.2%</td></tr><tr><td>Q4 19.20</td><td>97.1%</td></tr><tr><td>Q1 20.21</td><td>100.0%</td></tr><tr><td>Q2 20.21</td><td>87.9%</td></tr><tr><td>Q3 20.21</td><td>89.0%</td></tr></table></div>					Time	Actual (%)	Q1 16.17	81.6%	Q2 16.17	76.0%	Q3 16.17	75.4%	Q4 16.17	86.4%	Q1 17.18	84.1%	Q2 17.18	87.5%	Q3 17.18	83.0%	Q4 17.18	74.1%	Q1 18.19	75.8%	Q2 18.19	62.2%	Q3 18.19	75.5%	Q4 18.19	82.3%	Q1 19.20	80.6%	Q2 19.20	86.8%	Q3 19.20	94.2%	Q4 19.20	97.1%	Q1 20.21	100.0%	Q2 20.21	87.9%	Q3 20.21	89.0%	89%	70%	↑	GREEN
					Time	Actual (%)																																										
					Q1 16.17	81.6%																																										
					Q2 16.17	76.0%																																										
					Q3 16.17	75.4%																																										
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Q3 20.21	89.0%																																															
					July-Sept 2020 Actual (Quarter Two)	Standard to be Met	Trend on Previous Quarter	Status																																								
					87.9 %	70%	↓	GREEN																																								
					Apr-June 2020 Actual (Quarter One)	Standard to be Met	Trend on Previous Quarter	Status																																								
					100%	70%	↑	GREEN																																								
					Analysis: MORE IS BETTER																																											
					Performance in relation to enforcement remains consistent and within target What does this mean?: slight drop in performance it is suspected reflects the processing of some of the more complex cases not able to be progressed in Q1.																																											
					Comparison with last year same reporting period?: Six weeks slower performance but no immediate issues requiring to be addressed.																																											
					Action Plan:																																											
					Maintain Management																																											
Comparator (annual)	2016/17	2017/18	2018/19	2019/20																																												
NI Council Average	80.7%	77%	81%	81.4%																																												
Lead Officer: Dr. Chris Boomer – Planning. Purpose of PI: Planning Department bring more enforcement cases to target conclusion within 39 weeks. Enforcement cases are investigations into alleged breaches of planning control under Part 5 of the Planning Act (NI) 2011 (or under any orders or regulations made under the Act.																																																

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

W1: The % of household waste collected by District Councils that is sent for recycling (including waste prepared for reuse) from 1 st April 2016 to 31 st December 2020.					Oct -Dec 2020 Actual (Quarter Three)	Standard to be Met	Trend on Previous Quarter	Status																																						
<div><h3>W1 - The Percentage of Household Waste Collected by District Councils That is Sent for Recycling</h3><table border="1"><thead><tr><th>Time</th><th>% Recycling Rate</th></tr></thead><tbody><tr><td>Q1 16-17</td><td>55.34%</td></tr><tr><td>Q2 16-17</td><td>55.14%</td></tr><tr><td>Q3 16-17</td><td>50.01%</td></tr><tr><td>Q4 16-17</td><td>45.19%</td></tr><tr><td>Q1 17-18</td><td>58.32%</td></tr><tr><td>Q2 17-18</td><td>56.70%</td></tr><tr><td>Q3 17-18</td><td>54.58%</td></tr><tr><td>Q4 17-18</td><td>47.15%</td></tr><tr><td>Q1 18-19</td><td>59.73%</td></tr><tr><td>Q2 18-19</td><td>56.38%</td></tr><tr><td>Q3 18-19</td><td>56.26%</td></tr><tr><td>Q4 18-19</td><td>50.82%</td></tr><tr><td>Q1 19-20</td><td>63.25%</td></tr><tr><td>Q2 19-20</td><td>62.47%</td></tr><tr><td>Q3 19-20</td><td>58.52%</td></tr><tr><td>Q4 19-20</td><td>50.79%</td></tr><tr><td>Q1 20-21</td><td>60.68%</td></tr><tr><td>Q2 20-21</td><td>62.27%</td></tr></tbody></table></div>					Time	% Recycling Rate	Q1 16-17	55.34%	Q2 16-17	55.14%	Q3 16-17	50.01%	Q4 16-17	45.19%	Q1 17-18	58.32%	Q2 17-18	56.70%	Q3 17-18	54.58%	Q4 17-18	47.15%	Q1 18-19	59.73%	Q2 18-19	56.38%	Q3 18-19	56.26%	Q4 18-19	50.82%	Q1 19-20	63.25%	Q2 19-20	62.47%	Q3 19-20	58.52%	Q4 19-20	50.79%	Q1 20-21	60.68%	Q2 20-21	62.27%	Not Available	NILAS Scheme to Dec 2020	NA	PURPLE
					Time	% Recycling Rate																																								
					Q1 16-17	55.34%																																								
					Q2 16-17	55.14%																																								
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Q4 19-20	50.79%																																													
Q1 20-21	60.68%																																													
Q2 20-21	62.27%																																													
July-Sept 2020 Actual (Quarter Two)	Standard to be Met	Trend on Previous Quarter	Status																																											
62.27% (13,473 tonnes)	NILAS Scheme to Dec 2020	↑	GREEN																																											
Apr-June 2020 Actual (Quarter One)	Standard to be Met	Trend on Previous Quarter	Status																																											
60.68% (11,000 tonnes recycled)	NILAS Scheme to Dec 2020	↑	GREEN																																											
<p>Analysis: MORE IS BETTER</p> <p>Recycling rate stabilised despite impact of Covid19.</p> <p>Some Recycling Centres closed for part of the quarter (Q2)</p> <p>Comparison with last year - same reporting period. Rate decreased by 0.2% percentage points compared to same quarter in 2019/20 however actual amount increased by 1,284 tonnes</p>																																														
Comparator (annual)	2016/17	2017/18	2018/19	2019/20	<p>Action Plan:</p> <p>Maintain management</p>																																									
NI Council Average	*44.4%	48.1%	50%																																											
<p>Lead Officer: Andrew Cassells Director - Environment & Property. Purpose of PI. : Meet Statutory Targets – Households Waste is as defined in Article 2 of the Waste and Contaminated Land (NI) Order 1997 (a) and the Controlled Waste and Duty of Care Regulations (NI) 2013 (b) - Household Waste is as defined in Article 2 of the Waste and Contaminated Land (NI) Order 1997 (a) and the Controlled Waste and Duty of Care Regulations (NI) 2013 (b) -</p>																																														

* Annual Report from Department of Agriculture, Environment and Rural Affairs.

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

W2: The amount (tonnage) of Biodegradable Local Authority Collected Municipal Waste that is landfilled from 1 st April 2016 to 31 st December 2020					Oct - Dec 2020 Actual (Quarter Three)	Allowance 2020/21	Trend on Previous Quarter	Status															
<div>W2 - The Amount (Tonnage) of Biodegradable Local Authority Collected Municipal Waste that is landfilled</div> <table><thead><tr><th>Period</th><th>Tonnage</th><th>Allowance</th></tr></thead><tbody><tr><td>2016/17</td><td>21,330</td><td>21,330</td></tr><tr><td>2017/18</td><td>19,131</td><td>19,131</td></tr><tr><td>2018/19</td><td>18,032</td><td>18,032</td></tr><tr><td>2019/20</td><td>16,932</td><td>16,932</td></tr></tbody></table>					Period	Tonnage	Allowance	2016/17	21,330	21,330	2017/18	19,131	19,131	2018/19	18,032	18,032	2019/20	16,932	16,932	Not available	No set target 2020/21	NA	PURLE
					Period	Tonnage	Allowance																
					2016/17	21,330	21,330																
					2017/18	19,131	19,131																
					2018/19	18,032	18,032																
2019/20	16,932	16,932																					
July-Sept 2020 Actual (Quarter Two)	Allowance 2020/21	Trend on Previous Quarter	Status																				
342 tonnes	No set target 2020/21	↓	GREEN																				
Apr – June 2020 Actual (Quarter One)	Allowance 2020/21	Trend on Previous Quarter	Status																				
296 tonnes	No set target 2020/21	↑	GREEN																				
					Analysis: LESS IS BETTER No NILAS scheme/target in 2020/21 Comparison with last year, same reporting period: Same amount as landfilled in same quarter in 2019/20																		
					Action Plan: Maintain Management																		
Comparator (annual)	2016/17	2017/18	2018/19	2019/20																			
NI Council Average	*18,580 tonnes	15,572 tonnes	13,938 tonnes																				
Lead Officer: Andrew Cassells - Director Environment & Property. Purpose of PI: Meet Statutory Targets -Local Authority collected Municipal Waste as defined in section 21 of the Waste Emissions Trading Act 2003 (c)																							

*Annual Report from Department of Agriculture, Environment and Rural Affairs.

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

W3: The amount (tonnage) of Local Authority Collected Municipal Waste Arisings from 1 st April 2016 to 31 st December 2020.					Oct - Dec 2020 Actual (Quarter Three)	Standard to be Met	Trend on Previous Quarter	Status																																						
<div><h3>W3 - The amount (tonnage) of Local Authority Collected Municipal Waste Arisings</h3><table border="1"><thead><tr><th>Quarter</th><th>Tonnage</th></tr></thead><tbody><tr><td>Q1 16/17</td><td>21,749</td></tr><tr><td>Q2 16/17</td><td>22,555</td></tr><tr><td>Q3 16/17</td><td>19,002</td></tr><tr><td>Q4 16/17</td><td>19,527</td></tr><tr><td>Q1 17/18</td><td>21,370</td></tr><tr><td>Q2 17/18</td><td>22,179</td></tr><tr><td>Q3 17/18</td><td>18,678</td></tr><tr><td>Q4 17/18</td><td>17,765</td></tr><tr><td>Q1 18/19</td><td>21,781</td></tr><tr><td>Q2 18/19</td><td>20,876</td></tr><tr><td>Q3 18/19</td><td>17,982</td></tr><tr><td>Q4 18/19</td><td>18,019</td></tr><tr><td>Q1 19/20</td><td>21,024</td></tr><tr><td>Q2 19/20</td><td>22,023</td></tr><tr><td>Q3 19/20</td><td>18,488</td></tr><tr><td>Q4 19/20</td><td>18,109</td></tr><tr><td>Q1 20/21</td><td>19,724</td></tr><tr><td>Q2 20/21</td><td>24,621</td></tr></tbody></table></div>					Quarter	Tonnage	Q1 16/17	21,749	Q2 16/17	22,555	Q3 16/17	19,002	Q4 16/17	19,527	Q1 17/18	21,370	Q2 17/18	22,179	Q3 17/18	18,678	Q4 17/18	17,765	Q1 18/19	21,781	Q2 18/19	20,876	Q3 18/19	17,982	Q4 18/19	18,019	Q1 19/20	21,024	Q2 19/20	22,023	Q3 19/20	18,488	Q4 19/20	18,109	Q1 20/21	19,724	Q2 20/21	24,621	Not available	NA	NA	PURPLE
					Quarter	Tonnage																																								
					Q1 16/17	21,749																																								
					Q2 16/17	22,555																																								
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Q2 20/21	24,621																																													
					July-Sept 2020 Actual (Quarter Two)	Standard to be Met	Trend on Previous Quarter	Status																																						
					24,621 tonnes	NA	↑	GREEN																																						
					Apr-June 2020 Actual (Quarter One)	Standard to be Met	Trend on Previous Quarter	Status																																						
					19,724 tonnes	NA	↓	GREEN																																						
					Analysis: LESS IS BETTER More waste collected overall due to Covid19 More waste collected at the kerbside due to Covid19 e.g. stay at home message Comparison with last year, same reporting period: 2,598 tonnes more municipal waste collected compared to same quarter in 2019/20																																									
Comparator (annual)	2016/17	2017/18	2018/19	2019/20	Action Plan: Maintain Management																																									
NI Council Average	*89,636 tonnes	88,892 tonnes	90,021 tonnes																																											
Lead Officer: Andrew Cassells Director Environment & Property. Purpose of PI :Meet Statutory Targets - Local Authority collected Municipal waste arisings is the total amount of local authority collected municipal waste which has been collected by a district Council																																														

*Annual Report from Department of Agriculture, Environment and Rural Affairs.

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

CORP1 (a): Prompt Payment- 90% of invoices paid within 30 day target from 1 st April 2016 to 31 st December 2020.					Oct Dec 2020 Actual (Quarter Three)	Standard to be Met	Trend on Previous Quarter	Status
<div><p>CORP1a: - 90% of Invoices Paid Within 30 days</p><p>% Invoices paid within 30 days</p><p>Time</p><p>Standard 90% invoices paid within 30 days</p></div>					94%	90%	↓	GREEN
					July-Sept 2020 Actual (Quarter Two)	Standard to be Met	Trend on Previous Quarter	Status
					95%	90%	↑	GREEN
					Apr-June 2020 Actual (Quarter One)	Standard to be Met	Trend on Previous Quarter	Status
					94%	90%	↓	GREEN
					Analysis: MORE IS BETTER An outturn of 80% has been achieved in Q3, which means that the target has been exceeded. Comparison with last year same reporting period: The outturn is 1% down on the same quarter last year			
					Action Plan: Maintain Management			
Comparator (annual)	2016/17	2017/18	2018/19	2019/20				
NI Council Average	84%	82%	86%	86%				
Lead Officer: JJ Tohill Director of Finance. Purpose of PI: Prompt payments speed up cash flow from the public sector to its suppliers, particularly SME’s. Council recognises that late payments are a key issue for business, especially for smaller businesses as it can adversely affect their cash flow & jeopardises their ability to trade & we recognise that as a Public body we should set a strong example by paying promptly. Indicator that allows Council to have a “signal” that it has an effective prompt payment system delivery, has in place a clear framework for managing prompt payments, in order to support an environment in which ambitious businesses flourish. The Department for Communities requests information from councils at the end of each Quarter on the processing of invoices as detailed in the following circular https://www.communities-ni.gov.uk/publications/circular-lg-192016-guidance-prompt-payments								

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

CORP1 (b): Prompt Payment - 80% of invoices paid within 10 day target from 1 st April 2016 to 31 st December 2020					Oct - Dec 2020 Actual (Quarter Three)	Standard to be Met	Trend on Previous Quarter	Status																																								
<div><h3>CORP1b: 80% Invoices Paid Within 10 Days</h3><table><caption>Chart Data: % Invoices paid within 10 dys.</caption><thead><tr><th>Time</th><th>% Invoices paid within 10 dys.</th></tr></thead><tbody><tr><td>Q1 16/17</td><td>84%</td></tr><tr><td>Q2 16/17</td><td>80%</td></tr><tr><td>Q3 16/17</td><td>87%</td></tr><tr><td>Q4 16/17</td><td>87%</td></tr><tr><td>Q1 17/18</td><td>83%</td></tr><tr><td>Q2 17/18</td><td>84%</td></tr><tr><td>Q3 17/18</td><td>87%</td></tr><tr><td>Q4 17/18</td><td>84%</td></tr><tr><td>Q1 18/19</td><td>82%</td></tr><tr><td>Q2 18/19</td><td>85%</td></tr><tr><td>Q3 18/19</td><td>83%</td></tr><tr><td>Q4 18/19</td><td>82%</td></tr><tr><td>Q1 19/20</td><td>82%</td></tr><tr><td>Q2 19/20</td><td>81%</td></tr><tr><td>Q3 19/20</td><td>85%</td></tr><tr><td>Q4 19/20</td><td>85%</td></tr><tr><td>Q1 20/21</td><td>81%</td></tr><tr><td>Q2 20/21</td><td>80%</td></tr><tr><td>Q3 20/21</td><td>80%</td></tr></tbody></table><p>Standard 80% invoices paid within 10</p></div>					Time	% Invoices paid within 10 dys.	Q1 16/17	84%	Q2 16/17	80%	Q3 16/17	87%	Q4 16/17	87%	Q1 17/18	83%	Q2 17/18	84%	Q3 17/18	87%	Q4 17/18	84%	Q1 18/19	82%	Q2 18/19	85%	Q3 18/19	83%	Q4 18/19	82%	Q1 19/20	82%	Q2 19/20	81%	Q3 19/20	85%	Q4 19/20	85%	Q1 20/21	81%	Q2 20/21	80%	Q3 20/21	80%	80%	80%	↔	GREEN
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					Analysis: MORE IS BETTER An outturn of 80% has been achieved for Q3 which means that the target has been met Comparison with last year same reporting period: The outturn is 5% down on the same quarter last year																																											
					Action Plan: Maintain management																																											
Comparator (annual)	2016/17	2017/18	2018/19	2019/20																																												
NI Council Average	46%	47%	52%	58%																																												
Lead Officer: JJ Tohill Director of Finance Purpose of PI: Prompt payments speed up cash flow from the public sector to its suppliers, particularly SME’s. Council recognises that late payments are a key issue for business, especially for smaller businesses as it can adversely affect their cash flow & jeopardises their ability to trade & we recognise that as a Public body we should set a strong example by paying promptly. Indicator that allows Council to have a “signal” that it has an effective prompt payment system delivery, has in place a clear framework for managing prompt payments, in order to support an environment in which ambitious businesses flourish. The Department for Communities requests information from councils at the end of each Quarter on the processing of invoices as detailed in the following circular https://www.communities-ni.gov.uk/publications/circular-lg-192016-guidance-prompt-payments																																																

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

CORP2: 90% Freedom Of Information requests responded to within 20 days from 1 st April 2016 to 31 st December 2020.					Oct -Dec 2020 Actual (Quarter Three)	Standard to be Met	Trend on Previous Quarter	Status																																								
<div><p>90% of FOI Requests Responded to Within 20 Days 2016/17 to 2020/21</p><table><caption>FOI Response Data (2016/17 to 2020/21)</caption><thead><tr><th>Quarter</th><th>% FOI requests</th></tr></thead><tbody><tr><td>Q1 16.17</td><td>74%</td></tr><tr><td>Q2 16.17</td><td>93%</td></tr><tr><td>Q3 16.17</td><td>90%</td></tr><tr><td>Q4 16.17</td><td>85%</td></tr><tr><td>Q1 17.18</td><td>86%</td></tr><tr><td>Q2 17.18</td><td>78%</td></tr><tr><td>Q3 17.18</td><td>84%</td></tr><tr><td>Q4 17.18</td><td>82%</td></tr><tr><td>Q1 18.19</td><td>83%</td></tr><tr><td>Q2 18.19</td><td>80%</td></tr><tr><td>Q3 18.19</td><td>95%</td></tr><tr><td>Q4 18.19</td><td>85%</td></tr><tr><td>Q1 19.20</td><td>89%</td></tr><tr><td>Q2 19.20</td><td>85%</td></tr><tr><td>Q3 19.20</td><td>88%</td></tr><tr><td>Q4 19.20</td><td>90%</td></tr><tr><td>Q1 20.21</td><td>93%</td></tr><tr><td>Q2 20.21</td><td>92%</td></tr><tr><td>Q3 20.21</td><td>88%</td></tr></tbody></table></div>					Quarter	% FOI requests	Q1 16.17	74%	Q2 16.17	93%	Q3 16.17	90%	Q4 16.17	85%	Q1 17.18	86%	Q2 17.18	78%	Q3 17.18	84%	Q4 17.18	82%	Q1 18.19	83%	Q2 18.19	80%	Q3 18.19	95%	Q4 18.19	85%	Q1 19.20	89%	Q2 19.20	85%	Q3 19.20	88%	Q4 19.20	90%	Q1 20.21	93%	Q2 20.21	92%	Q3 20.21	88%	88%	90%	↓	AMBER
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					July-Sept 2020 Actual (Quarter Two)	Standard to be Met	Trend on Previous Quarter	Status																																								
					92 %	90%	↓	GREEN																																								
					Apr-June 2020 Actual (Quarter One)	Standard to be Met	Trend on Previous Quarter	Status																																								
					93 %	90%	↑	GREEN																																								
					Analysis: MORE IS BETTER. By end of Dec. 2020, Council had processed 304 requests making it on target to receiving and processing the same number of requests as that received in 2019-20 . This is, despite the Council operating within the backdrop of COVID and the delivery of essential services only for much of the period from April to July 2020. Attainment of responses within 20 days remains high with 267 requests responded within 20 days, 37 requests to date have not been responded to within 20 days, although all of these have now received a response. Over this period, 88% of all requests have been responded to within 20 days. Attainment is 2 % points below the 90% attainment standard but is a significant achievement across services particularly in the context of COVID-19. There have been challenges in attaining 88% of requests being responded to, in In Comparison with last year same reporting period. The attainment is down by 1% point on the same period last year with in an around the same number of requests processed during the same period with 319 requests process by Dec 19 compared to 304 in Dec 2020.																																											
Comparator (annual)	2016/17	2017/18	2018/19	2019/20	Action Plan: Maintain Management.																																											
NI Council Average	*Not available	Not available	Not available	Not available																																												
Lead Officer : Philip Moffett Head of Democratic Services																																																
Purpose of PI: The measure is needed to ensure that Council meets its statutory obligations and that customer requests are met within a specified timeframes. Citizens can get information in a timely manner through a transparent process.																																																

**FOI statistics in N Ireland Councils- data is not currently available – awaiting regional framework*

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

CORP3a: Lost time Rate Absence of 5% or less from 01/04/16-31/12/20					Oct -Dec 2020 Actual (Quarter Three)	Standard to be Met	Trend on Previous Quarter	Status
<div><h3>Mid Ulster % Lost Time Rate Sickness Absence => 5% p.a.</h3><p>Standard => 5% p.a.</p></div>					4.20%	= >5% p.a.	↓	GREEN
					July-Sept 2020 Actual (Quarter Two)	Standard to be Met	Trend on Previous Quarter	Status
					3.64 %	= >5% p.a.	↓	GREEN
					Apr-June 2020 Actual (Quarter One)	Standard to be Met	Trend on Previous Quarter	Status
					2.75 %	= >5% p.a.	↑	GREEN
					<p>Analysis: LESS IS BETTER.</p> <p>The total number of days lost due to sickness during this period was 2,144 days which is 114.5 less days lost than the same period in 19/20 (2,258.5 days/4.72%). As explained in Q1 and Q2, the Covid-19 Global Pandemic has impacted on sickness absence levels in varying ways, considering that a number of staff were furloughed due to facility closures. It is likely however that the pandemic has impacted on mental health figures within the Council, which has seen a slight increase from Q2 and from the same period last year. Stress, depression, mental health and fatigued symptoms continue to account for the highest % reason for sickness which this quarter was 33.15% (appx. 678 days), compared to last year's 28%. Eligible staff are able to avail of 5 days paid carers leave to help deal with pressure associated with the pandemic allowing them time to put appropriate measures in place, this additional support helped to reduce the potential stress related absences caused by the pandemic. Absence due to infections reduced from 12.3% in Q3 2019/2020 to 6.98% this quarter, this may have been contributable to 111 employees receiving the Flu Vaccine on 6 October, as well as a number of employees who were reimbursed, as they were unable to attend on the day and received the vaccine at their local pharmacy.</p>			
Comparator (annual)	2016/17	2017/18	2018/19	2019/20	Action Plan: Maintain management			
NI Council Average	% data not available regionally	% data not available regionally	% data not available regionally	% data not available regionally				
Lead Officer: M Canavan Director Org. Development - Purpose of PI: Lost Time Rate (LTR) shows the % of total time available that has been lost due to sickness absence during a certain time period. The indicator is based on full time equivalent (FTE) employees, useful as a general measure of the significance of sickness absence levels for an organisation.								

*% LTR Sickness Absence in N Ireland Councils data is not currently available – awaiting regional framework

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

CORP3b: Average Number of Working Days Lost per employee (Sickness Absence – Annual) 01/04/15- 31/12/20					Oct - Dec 2020 Actual (Quarter Three)	Standard to be Met	Trend on Previous Year	Status												
<div><p>Mid Ulster Council Average Number of Working Days Lost Per Employee p.a.</p><table><thead><tr><th>Year</th><th>2015/16</th><th>2016/17</th><th>2017/18</th><th>2018/19</th><th>2019/20</th></tr></thead><tbody><tr><td>Days Lost</td><td>12.5</td><td>15.8</td><td>12.5</td><td>13.0</td><td>11.5</td></tr></tbody></table></div>					Year	2015/16	2016/17	2017/18	2018/19	2019/20	Days Lost	12.5	15.8	12.5	13.0	11.5	2.91 days	=> 13 days p.a	↓	GREEN
					Year	2015/16	2016/17	2017/18	2018/19	2019/20										
					Days Lost	12.5	15.8	12.5	13.0	11.5										
										July-Sept 2020 Actual (Quarter Two)	Standard to be Met	Trend on Previous Year	Status							
										2.51 days	=> 13 days p.a	↓	GREEN							
					Apr-June 2020 Actual (Quarter One)	Standard to be Met	Trend on Previous Year	Status												
					1.82 days	=> 13 days p.a	↑	GREEN												
<p>Analysis: LESS IS BETTER.</p> <p>The increase in the average number of days lost due to sickness per FTE from 2.51 to 2.91 days is likely due to the increase in absence from 3.64% in Q2 to 4.20% this quarter, reasons for which are detailed above.</p> <p>It is important to note that this quarter (2.91 days) is still a reduction from the same period last year, which was 3.47 days lost per FTE and considering there has been a global pandemic this year this is still a notable achievement.</p>																				
Comparator (annual)	2016/17	2017/18	2018/19	2019/20	Action Plan: As above															
NI Council Average	14.9 days	14.9 days	13.9 days	*Not Yet available																
Lead Officer: M Canavan Director Organisational Development - Purpose of PI: Lost Time Rate (LTR) shows the average number of days lost per employee due to sickness absence p.a. The indicator is based on full time equivalent (FTE) employees, useful as a general measure of the significance of sickness absence levels for an organisation and as a benchmark measure to contrast with other organisations.																				

**Supplied by Northern Ireland Audit Office's 'Annual Local Government Auditor's Report'.*

APPENDIX TWO

Mid Ulster District Council: Corporate Health Indicators				QUARTER THREE 2020/21						
Measures	Target/Standard 2020-2021	Annual Outturn 2018-19	Annual Outturn 2019-20*	Reporting (Calculating) Officer	Responsible Lead Service	QUARTER ONE 2020/21 (Total Q1)	QUARTER TWO 2020/21 (Cumulative total Q1 and Q2)	QUARTER THREE 2020/21 (Cumulative total Q1 + Q2 & Q3)	QUARTER FOUR 2020/21 (Cumulative Q1+ Q2+ Q3 & Q4)	Commentary (Explain why there is a non provision for Q2 How are you going to bring any remedial actions back on track to include information now required? Use SMART framework for commentary)
1.0 Economy										
1.1	No. of jobs promoted	**210	204	185	Director, Business & Communities	Economic Development	21	51	83	
1.2	Average processing time for local planning applications (weeks)	15 weeks	16.9 weeks	12.5 weeks	Planning Manager	Planning: Development Management	14	15.6	*15.8	Q3 stats as yet unvalidated.
1.3	Average processing time for major planning applications (weeks)	30 weeks	64.7 weeks	73.2 weeks	Planning Manager	Planning: Development Management	137	86.4	*74.1	Q3 stats as yet unvalidated
1.4	% building regulations applications determined to target	90%	90%	91%	Director, Public Health & Infrastructure	Building Control	96%	95%	95%	
2.0 Waste Management										
2.1	% of household waste going to landfill		16.31%		Director, Environment & Property	Environmental Services	3.20%	3.15%	Not available	
2.2	% of household waste recycled		55.98%		Director, Environment & Property	Environmental Services	62.59%	63.30%	Not Available	
3.0 Council Facilities										
3.1	Visitors to arts/cultural venues		120,247	135,939	Director, Business & Communities	Arts & Culture	0	6,231	7,208	
3.2	Users of leisure and recreation facilities	2,230,312	2,230,312	2,071,748	Director, Leisure & Outdoor Recreation	Leisure	163,948	420,631	799,790	
3.3	Visitors to council offices		Not Available	40,294	Director, Organisational Development	Human Resources	0	3,325	6,370	
3.4	No. of RIDDOR incidents		11	14	Director, Public Health & Infrastructure	Health & Safety	2	2	5	
4.0 Better Responses										
4.1	Fol requests responded to within target	90%	86%	88%	Head, Democratic Services	Democratic Services	93%	92%	89%	
4.2	Complaints dealt with within target	90%	Not Available	89.47%	Head, Democratic Services	Chief Executive's Office	83.33%	91.66%	86.96%	
4.3	Correspondence responded to within target	90%	Not Available	85.75%	Head, Democratic Services	Chief Executive's Office	82.35%	82.05%	80.59%	
4.4	No. of online transactions	<17,022	16,655	17,022	Director, Finance	ICT	893	11,795	15,594	
5.0 Resident Satisfaction										
5.1	% of residents content with our services	80%	Not Available	Not Available	Head, Marketing & Communications	Marketing & Communications	Not Available	Not Available	Not Available	
5.2	% of residents agree that council keeps them informed	80%	Not Available	Not Available	Head, Marketing & Communications	Marketing & Communications	Not Available	Not Available	Not Available	
5.3	% of residents agree that council listens and acts on concerns	80%	Not Available	Not Available	Head, Marketing & Communications	Marketing & Communications	Not Available	Not Available	Not Available	
5.4	No. of organisations receiving Grant Aid		800	860	Director, Business & Communities	Community Development	368	374	396	
6.0 Staffing										
6.1	Number of Staff (FTEs) on payroll		713.3	706.82	Director, Organisational Development	Human Resources	734.97	732.39	733.86	
6.2	Number of Casual Staff employed in past 12 months		70	31	Director, Organisational Development	Human Resources	0	0	14	
6.3	% Attendance	95%	95%	95.69%	Director, Organisational Development	Human Resources	97.25%	96.68%	97.16%	
6.4	% Overtime	2.5%	1.66.%	1.32%	Director, Finance	Finance	0.74%	0.76%	0.70%	
7.0 Engaged Workforce:										
7.1	% of workforce satisfied with current job	80%	60.95.%	65.34%	Head, Marketing & Communications	Marketing & Communications	***65.34%	***65.34%	***65.34%	
7.2	% of workforce who take pride in working for Mid Ulster District Council	80%	79.48.%	84.07%	Head, Marketing & Communications	Marketing & Communications	***84.07%	***84.07%	***84.07%	
7.3	% of workforce who understand council's priorities and how they contribute to them	80%	69.91.%	78.13%	Head, Marketing & Communications	Marketing & Communications	***78.13%	***78.13%	***78.13%	
8.0 Finances										
8.1	Loans Outstanding		6,746,933	6,114,748	Director, Finance	Finance	6,114,748	5,790,201	5,790,201	
8.2	Cash Reserves	£10m	13,029,169	11,791,888	Director, Finance	Finance	15,475,674	16,223,512	17,630,687.28	
8.3	Invoices paid within 30 Days	90%	94%	94%	Director, Finance	Finance	94%	95%	94%	
	*some data awaiting validation reports from Executive Departments					***Figures relate to 2019/20 survey				
	** Currently under review by Department - subject to change in statute/guidance arising from Capaxo recommendations									
	The above data is management information and may be subject to change post validation exercises									



Corporate Health Indicators

Statistics available ending **December 2020**

Mid Ulster District Council

Economy



81

No of jobs promoted



15.8

Weeks

Average processing time local planning applications



74.1

Weeks

Average processing time major planning applications



95%

% building regulations applications determined to target

Waste Management



3.15%

Reduction of waste going to landfill



63.30%

of waste recycled

Council Facilities



Visitors to Arts & Cultural Venues

7,208



Users of leisure & recreational facilities

799,790



5

No. of RIDDOR incidents



6,370

Visitors to Council Offices

Better Responses



89%

FOI requests responded to within target



87%

Complaints dealt with within target



No of online transactions

15,594



Correspondence responded to within target

81%

Staffing



733.86

Number of staff (FTEs) on payroll



14

Number of casual staff employed in past 12 months



97%

Attendance



0.70%

Overtime

Engaged Workforce



65.34%

of workforce satisfied with current job



84.07%

of workforce who take pride in working for the Council



78.13%

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

Finances



£5,790,201

Loans outstanding



17,630,687

Cash reserves



94%

Invoices paid within 30 days



396

Number of organisations receiving grant aid

