

A

Minutes of Meeting of Policy and Resources Committee of Mid Ulster District Council held on Thursday 9 February 2017 in the Council Offices, Burn Road, Cookstown

Members Present

Councillor Gildernew, Chair

Councillors Ashton, Buchanan, Cuddy, Elattar, Forde, S McGuigan, McKinney, McLean, McPeake, Molloy, M Quinn, T Quinn and Totten

Officers in Attendance

Mr A Tohill, Chief Executive
Ms Canavan, Director of Organisational Development
Mr Cassells, Director of Environment & Property
Mr Kelso, Director of Public Health & Infrastructure
Ms Kerr, Head of Finance
Ms Mezza, Head of Marketing and Communications
Mr Moffett, Head of Democratic Services
Mr O'Hagan, Head of ICT
Mr JJ Tohill, Director of Finance
Ms Grogan, Committee Services Officer

The meeting commenced at 7.00 pm.

PR019/17 Apologies

Councillors Bateson and Mallaghan.

PR020/17 Declaration of Interest

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

PR021/17 Chair's Business

Councillor McLean referred to the removal of the flagpole at Magherafelt town centre and asked if Policy & Resources Committee was the place to raise the matter.

The Chair, Councillor Gildernew advised that it wasn't an item on the agenda so wouldn't be discussed tonight.

The Chief Executive advised that Members were free to raise issues at any point but this was at the discretion of the Chair. He suggested that possibly the best place to raise the issue was through Development Committee as this was a Good Relations issue.

Councillor McLean felt that this was a Policy issue.

The Chair, Councillor Gildernew stated as Chair of the Policy & Resources Committee the issue of the removal of the flagpole at Magherafelt would not be raised at this meeting tonight.

PR022/17 Receive and confirm minutes of the Policy and Resources Committee meeting held on Wednesday 11 January 2017

Proposed by Councillor McPeake
Seconded by Councillor Elattar and

Resolved: That the minutes of the meeting of the Policy & Resources Committee held on Wednesday 11 January 2017 (PR001/17 – PR007/17 and PR018/17) were considered and signed as accurate and correct.

Matters for Decision

PR023/17 Unadopted Roads: General Power of Competence

The Director of Environment & Property drew attention to the previously circulated report to seek approval in establishing criteria which can be used in relation to formulating a Policy which would ultimately be adopted by the Council in exercising its general Power of Competence with regards to the issue of the maintenance/upgrading of Unadopted Roads within the District.

In response to a query from Councillor McLean on clarification regarding zoning, the Director of Environment and Property advised that if there was proof that land has been occupied for over 12 years then title can be claimed, but in the incidence of land being occupied for a long period of time which never had a title this can be a difficult matter.

Councillor McLean stated that there was an obligation to identify whether Council own the lands or not.

Following discussion, it was agreed by Members to remove (*or is believed to own*) from Item 3.2 – No. 1.

Councillor Ashton referred to item 9 and enquired about the situation where there was no bond in place.

The Director of Environment & Property advised that he would be convinced that the statutory Roads Authority would be seeking that a bond would be in place before proceeding.

Councillor Ashton advised that she knew of one such incident in the Dungannon area where the Developer went bankrupt before a bond was in place.

Councillor McPeake referred to land which was in poor state of repair and not classified as a road and enquired if this could be upgraded to become a road.

The Director of Environment & Property advised that this had to be a road for vehicles to gain access to properties.

Councillor Cuddy enquired if rules weren't followed properly and someone gets granted the policy, then there would be a need for this to be applied to other credible places.

The Director of Environment & Property said that he would hope to take it to a standard where they can be adopted by TransportNI. Even though everything was a ticked criteria, there was still a need for this to be agreed by Council. He said that very few would get through.

The Chief Executive stated that in exercising the General Power of Competence, the test needed to be applied.

Councillor Cuddy said that a few people have applied and were denied and were advised that there was no policy in place.

Councillor Molloy enquired if a project needed to meet all the nine criteria outlined to pass.

The Director of Environment & Property stated that it wasn't necessary to meet all of the criteria.

Councillor Molloy felt that through the General Power of Competence funding was going to be used to cover the downfall where other agencies were involved as this wasn't the case in the old legacy council.

He said that when lands were in a no man's land there was a need to have something there where you can work with other bodies.

Councillor McLean suggested if this was to proceed then a draft policy would need to be drawn up to see where a common sense approach can be applied.

Proposed by Councillor M Quinn
Seconded by Councillor McPeake and

Resolved: That it be recommended to the Council that a draft policy be brought back to Committee for consideration.

PR024/17 Recognition Policy

The Director of Organisational Development drew attention to the previously circulated report to seek approval for a Recognition Policy for Mid Ulster District Council.

Councillor McPeake agreed that some recognition should be made to staff for their years of service but felt that the amounts suggested were a bit small.

The Director of Organisational Development advised that she investigated what other Councils did which included the presentation of watches etc, but felt that a monetary value would be of more benefit.

Councillor Ashton referred to item 2.3, 3rd sentence and suggested removing “for example”.

Proposed by Councillor Molloy
Seconded by Councillor M Quinn and

Resolved: That it be recommended to the Council that approval granted to implement the Recognition Policy for Mid Ulster District Council. Item 2.3 of the Policy sentence 3, “for example” to be removed.

PR025/17 NILGA Summary Product & Work Plan 2016-17

The Head of Democratic Services drew attention to the previously circulated report to ask Members to consider the NI Local Government Association Summary Product & Work Plan for 2017-2018.

Councillors McPeake and S McGuigan declared an interest in NILGA.

Councillor McLean enquired if NILGA’s role as a whole was value for money for the Council as in his opinion it was a lot of money to be allocating to the organisation which could be better spent elsewhere.

Proposed by Councillor M Quinn
Seconded by Councillor McKinney and

Resolved: That it be recommended to the Council that approval be granted for the 2017-18 Work Plan and subscription of £43,610 for the same period.

Councillor McLean wanted it recorded that he was against the proposal.

Matters for Information

PR026/17 Corporate Improvement Plan 2016-17 – 3rd Quarter Progress Report

The Head of Democratic Services drew attention to the previously circulated report to update Members on the Council’s progress on delivery of the Improvement Objectives set within the Corporate Improvement Plan 2016/17.

Resolved: That Members notes the content of the report on Corporate Improvement Plan 2016-17 – 3rd Quarter Progress Report.

PR027/17 Update on Equipment Provided to Members of Council

The Head of Democratic Services drew attention to the previously circulated report to update the Committee on equipment provided to members of Council.

Councillors M Quinn, S McGuigan and McPeake all advised that they didn't avail of a mobile phone device.

Councillor Ashton advised that she, Councillors Burton, Cuthbertson and Robinson all had acquired their laptops from the legacy Dungannon and South Tyrone Borough Council.

Councillor McLean enquired about the outcome of the query raised by Councillor Mallaghan at the meeting of the Policy and Resources Committee which had been held on Wednesday 11 January 2017 regarding Members mobile phones not being fit for purpose.

The Head of ICT advised that he had spoken to Councillor Mallaghan regarding the issue and that options were being investigated and that a report would be brought back to committee for consideration.

Councillor Cuddy enquired whether there had been any further development in relation to Council's previous discussions in relation to the provision of internet connection to Members.

The Director of Finance said he had researched the matter and that the outcome of his investigations to date was that Council could only pay for the cost of broadband but not telephone calls unless the telephone calls were included within a communication bundle provided by Council. He said that the "communications bundle" had not been defined by the Department and he was continuing to seek clarification in relation to this. However, he advised that it was now his interpretation that members' cost of broadband could be reimbursed by Council but not calls. In relation to the reimbursement of the costs of satellite broadband, it appeared that Council would first have to determine what a reasonable standard of provision was as costs varied widely depending on the download speeds, etc. to be provided. However, it appeared that a reasonable cost would probably lie somewhere in the region of between £50 and £100 per month. The Director of Finance advised that he intended to bring a formal paper to this meeting tonight but due to work being focussed on the Rates estimates this had unfortunately not been possible.

Councillor Ashton said that clarification was needed on the correspondence in relation to telephone costs previously issued by the National Association of Councillors (NAC) to Members.

The Director of Finance advised that it appeared that the correspondence referred to related to a letter issued by Councillor Boyle, Secretary of the NAC. Unfortunately that correspondence referred to an annex which he had yet to obtain a copy of. However, recent review of the Department's official index of local government circulars indicates that he appears to have misinterpreted the meaning of "communications bundle" to which he had referred earlier in the meeting and that the outworking of this misinterpretation was that it was probable that his previous advice to Members in relation to Council's authority to reimburse the costs of Members' telephone calls was incorrect. The Director further advised that, pending final clarification of this matter with the Department, he had not processed any claims submitted by Members on foot of his previous advice to Council which had resulted

in Council resolving to reimburse Members the cost of their telephone calls up to £30 per month. He confirmed that a full report would be submitted to the next meeting of the Committee.

Councillor Ashton thanked the officer for this report and welcomed the fact that he was prepared to acknowledge his apparent error.

Councillor Molloy also confirmed that his iPad was provided by the former Dungannon and South Tyrone Borough Council.

Resolved: That Members note the content of the report on Update on Equipment Provided to Members of Council.

Confidential Business

Proposed by Councillor Molloy
Seconded by Councillor S McGuigan

Resolved: That items PR028/17 to PR035/17 be taken as confidential business.

PR036/17 Duration of Meeting

The meeting was called for 7 pm and ended at 8.45 pm.

CHAIR _____

DATE _____

B

Subject: Discounted Staff use of Leisure Facilities

Reporting Officer: Liam Glavin, Head of Leisure

1	Purpose of Report
1.1	Members are asked to consider proposed arrangements for discounted staff use of Leisure Facilities.

2	Background
2.1	By providing employees with discounted access to sport and leisure facilities, MUDC may improve staff wellbeing and job satisfaction, as well as raise retention rates. The welfare of members and employees has a direct impact on the success of the council.

3	Key Issues
3.1	<p>Members previously agreed that staff could avail of a 50% discount on the full Facility Membership card. This allowed staff who wish to take up the offer at a cost of £15.00 per month for full membership of all following facilities: Cookstown Leisure Centre, Dungannon Leisure Centre, Greenvale Leisure Centre, Maghera Recreation Centre, Mid Ulster Sports Arena, Meadowbank Sports Arena and Moneymore Recreation Centre.</p> <p>Use of the Greenvale Leisure Centre by staff forms part of the Leisure Services Management Service Agreement. The cost to individual members and staff is £12.50 per month.</p> <p>As part of the health and wellbeing agenda currently being implemented a variety of lunch time and other exercise programmes are being delivered in some leisure venues. Staff are attending these without taking up full membership as attendance is on an adhoc basis and the membership would not represent value for money. To encourage more staff to attend these sessions, it is proposed that staff could avail of a 50% discount on the individual cost of using leisure facilities for swimming, gym, fitness or other exercise programme session (on a pay as you go basis) at the following facilities: Cookstown Leisure Centre, Dungannon Leisure Centre, Maghera Recreation Centre, Mid Ulster Sports Arena, Meadowbank Sports Arena and Moneymore Recreation Centre.</p> <p>This discount would be offered to MUDC Full time, Part time and casual staff</p>

	<p>employees. All staff who wish to avail of the discount must register and will receive a membership card. Casual staff must have worked for MUDC in the last three months. Casual's use of the discount will be reviewed on a three month basis to ensure they have worked with MUDC in the last 3 months.</p> <p>By providing employees with discounted access to sport and leisure facilities, MUDC may improve staff wellbeing and job satisfaction, as well as raise retention rates. The welfare of employees has a direct impact on the success of the council. Because of this MUDC benefits from happier, more productive members and staff.</p> <p>Staff will be informed that Inland Revenue may view this as a benefit in kind and at some point may wish to tax the benefit as such. This discount would be offered to MUDC Full time, Part time and Casual staff who have worked in the previous three months.</p>
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4	Resources
4.1	<p><u>Financial</u></p> <p>50% discount should encourage more staff to avail of exercise programmes at leisure facilities.</p>
4.2	<p><u>Human</u></p> <p>N/A</p>
4.3	<p><u>Basis for Professional/ Consultancy Support</u></p> <p>N/A</p>
4.4	<p><u>Other</u></p> <p>N/A</p>
5	Other Considerations
5.1	N/A

6	Recommendations
6.1	Members are asked to approve that staff could avail of a 50% discount on the individual cost of using leisure facilities for non-bookable facilities or activities including swimming, gym, fitness or other exercise programme session (on a pay as you go basis) at the following: Cookstown Leisure Centre, Dungannon Leisure Centre, Maghera Recreation Centre, Mid Ulster Sports Arena, Meadowbank Sports Arena and Moneymore Recreation Centre.

7	List of Documents Attached
7.1	None

C

Subject	Council & Committee Meeting Schedule: 2017-18
Reporting Officer	P Moffett, Head of Democratic Services
Contact Officer	E Forde, Member Support Officer

1	Purpose of Report
1.1	To consider and approve the Council & Committee Meeting Schedule for the period 2017-2018.

2	Background
2.1	Each year a meeting schedule is considered and set to progress the business of the Council as part of its overall decision making and governance framework. The current meeting schedule runs until end of June 2017.
2.2	A meeting schedule for the period July 2017 to June 2018 is presented as Appendix A for the committee's consideration for approval.

3	Key Issues
3.1	<p>Consideration and approval of the schedule (appendix A) will aid advance business planning for members and officers. In summary;</p> <ul style="list-style-type: none"> • All committee meetings will occur over 1 week in months of July, December, January April to accommodate public holidays • There will be a Planning Committee and Council meeting in August • There will be 5 special council meetings to accommodate briefings from statutory agencies and bodies operating in the district • There will be 5 Audit Committee meetings throughout the period • Council will meet on Mon 12th February 2018 to agree the 2018-19 District Rate • Council will meet on Mon 4th June 2018 to conduct its AGM
3.2	The current meeting schedule runs until June 2017 to coincide with the AGM.

4	Resources
4.1	<u>Financial</u> – N/A
4.2	<u>Human</u> – N/A
4.3	<u>Basis for Professional/ Consultancy Support</u> – N/A
4.4	<u>Other – N/A</u>

5	Other Considerations
5.1	Not Applicable

6	Recommendations
6.1	The committee considers and approves the Meeting Schedule for the period July 2017 to June 2018.

7	List of Documents Attached
7.1	Appendix A Meeting Schedule July 2017 to June 2018



Council & Committee Meeting Schedule June 2017 - June 2018

Proposed

MONTH	COMMITTEE	DATE	LOCATION
July	Environment	Monday 3 rd at 7 pm	Magherafelt
	Planning	Tues 4 th at 7 pm	
	Development	Wed 5 th at 7 pm	
	Policy and Resources	Thurs 6 th at 7 pm	
	Audit	Tues 25 th at 7 pm	
	Council	Thurs 27 th at 7 pm	Dungannon
August	Planning	Tues 1 st at 7 pm	Magherafelt
	Council	Thurs 24 th at 7pm	Dungannon
September	Planning	Tues 5 th at 7 pm	Magherafelt
	Policy and Resources	Thurs 7 th at 7 pm	Cookstown
	Environment	Tues 12 th at 7 pm	
	Development	Thurs 14 th at 7 pm	
	Audit	Tues 19 th at 7 pm	
	Special Council Housing	Thurs 21 st at 7 pm	Dungannon
	Council	Thurs 28 th at 7 pm	
October	Planning	Tues 3 rd at 7 pm	Magherafelt
	Policy and Resources	Thurs 5 th at 7 pm	
	Environment	Tues 10 th at 7 pm	
	Development	Thurs 12 th at 7 pm	
	Council	Thurs 26 th at 7pm	Dungannon
November	Planning	Tues 7 th at 7 pm	Magherafelt
	Policy and Resources	Thurs 9 th at 7 pm	Cookstown
	Environment	Tues 14 th at 7 pm	
	Development	Thurs 16 th at 7 pm	
	Council	Thurs 23 rd at 7 pm	Dungannon
	Special Council Health	Thurs 30 th at 7 pm	
December	Environment	Mon 4 th at 7 pm	Magherafelt
	Planning	Tues 5 th at 7 pm	
	Development	Wed 6 th at 7 pm	
	Policy and Resources	Thurs 7 th at 7 pm	
	Audit	Tues 12 th at 7 pm	
	Council	Thurs 14 th at 7 pm	Dungannon

MONTH	COMMITTEE	DATE	LOCATION
January 2018	Planning	Mon 8 th at 7 pm	Magherafelt
	Environment	Tues 9 th at 7 pm	Cookstown
	Development	Wed 10 th at 7 pm	
	Policy and Resources	Thurs 11 th at 7 pm	
	Special Council Education	Thurs 18 th at 7 pm	Dungannon
	Council	Thurs 25 th at 7 pm	
February	Planning	Tues 6 th at 7 pm	Magherafelt
	Policy and Resources	Thurs 8 th at 7 pm	Dungannon
	Special Council - Rates	Mon 12 th at 7 pm	
	Environment	Tues 13 th at 7 pm	Magherafelt
	Development	Thurs 15 th at 7 pm	Dungannon
	Council	Thurs 22 nd at 7 pm	
March	Planning	Tues 6 th at 7 pm	Magherafelt
	Policy and Resources	Thurs 8 th at 7 pm	Cookstown
	Environment	Tues 13 th at 7 pm	
	Development	Thurs 15 th at 7 pm	
	Audit	Tues 20 th at 7 pm	
	Council	Thurs 22 nd at 7 pm	Dungannon
	Special Council Economy	Thurs 29 th at 7 pm	
April	Planning	Mon 9 th at 7 pm	Magherafelt
	Environment	Tues 10 th at 7 pm	
	Development	Wed 11 th at 7 pm	
	Policy and Resources	Thurs 12 th at 7 pm	
	Council	Thurs 26 th at 7 pm	Dungannon
May	Planning	Tues 1 st at 7 pm	Magherafelt
	Policy and Resources	Thurs 3 rd at 7 pm	Cookstown
	Environment	Tues 8 th at 7 pm	
	Development	Thurs 10 th at 7 pm	
	Audit	Tues 22 nd at 7 pm	
	Council	Thurs 24 th at 7 pm	
June	AGM	Mon 4 th at 7 pm	Dungannon
	Planning	Tues 5 th at 7 pm	Magherafelt
	Policy and Resources	Thurs 7 th at 7 pm	
	Environment	Tues 12 th at 7 pm	
	Development	Thurs 14 th at 7 pm	
	Special Council Infrastructure	Thurs 21 st at 7 pm	Dungannon
	Council	Thurs 28 th at 7 pm	Dungannon

NOTES

- Council will meet on 4th Thurs of each month. December Council brought forward to second week in month
- Planning Committee will meet on 1st Tues of each month other than January and April when it will be moved to a Monday evening to accommodate holidays
- Policy & Resources Committee will meet on Thurs following 1st Tuesday of each month
Environment Committee will meet on 2nd Tuesday of each month
- Development Committee will meet on Thursday following 2nd Tuesday
- Audit Committee will meet 5 times per year on Tuesdays
- Special Council meetings when held will be on 3rd Thursday of a month with the exception of November 2017 and March 2018
- Meetings will follow aforementioned sequence except to avoid holiday periods in the case of July, December, January and April. This has resulted in the committees meeting over 4 consecutive nights.

D

Subject	Arrangements for Agendas, Minutes and Reports to Meetings
Reporting Officer	P Moffett, Head of Democratic Services
Contact Officer	E Forde, Member Support Officer

1	Purpose of Report
1.1	To set out existing and consider proposed arrangements for the bringing forward and recording confidential business at council and committee meetings.

2	Background
2.1	All council and committee meetings currently consider business in either open or confidential business with items being discussed placed under either category (i.e. open or confidential) by Committee Section based on information provided by the report authors on the Committee Report.
2.2	Consideration has been given to manage confidential business is placed on the agenda of each meeting, recorded in minutes and when confidential business is brought into open business.
2.2	<p>Summary of existing practice:</p> <ol style="list-style-type: none"> 1. Reports can be considered under open or confidential business 2. Reports only appear in confidential business where requested by the report author/council officer 3. Public facing agendas currently do not detail confidential business items 4. After open business items are concluded the meeting resolves to go into confidential business 5. Confidential business is recorded in a separate minute 6. Confidential business items and resolves do not appear in open business minutes 7. Confidential business items are only brought into open business where the committee/council resolves to do so

3	Key Issues
3.1	<p>On consideration of current practice (at 2.0 above) the following is proposed;</p> <ul style="list-style-type: none"> • Meeting Reports (template) <p>The report template will be amended to include the 7 exempt information categories from Sch. 6 of the 2014 Local Government Act. Report authors/council officers will be required to select at least one of the 7 permitted exempt information categories to confirm why the report is being taken in confidential business.</p> <ul style="list-style-type: none"> • Agendas <p>Public facing agendas to detail the matters being taken in confidential business. The agenda will also include (immediately before the list);</p> <p><i>“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”</i></p> <ul style="list-style-type: none"> • Minutes <p>When the committee/council meetings moves into confidential business the items discussed in confidential business will be listed in the open business minute (this will not include the resolve, a separate confidential minute will still be compiled).</p> <ul style="list-style-type: none"> • Minutes of previous committee meetings <p>It is noted that minutes of previous committee meetings are currently placed on the agenda of the next available meeting, although having already been approved by council. Minutes will continue to remain on committee meeting agendas and be included in meeting packs as a point of reference for members. They will however only appear for information/note with no requirement for them to be proposed, seconded and adopted.</p> <ul style="list-style-type: none"> • Confidential Items in Open Business <p>Items taken in confidential business will remain in confidential business until such times as it may be resolved by committee/council to bring it into open business. Once it is placed in confidential business as a restricted item it can only be brought out of here if it's resolved to do so.</p>

4	Resources
4.1	<u>Financial</u> – N/A
4.2	<u>Human</u> – N/A

4.3	<u>Basis for Professional/ Consultancy Support</u> – N/A
4.4	<u>Other</u> – N/A

5	Other Considerations
5.1	N/A

6	Recommendations
6.1	That the committee considers and approves the practice on processing confidential business within agendas, minutes and reports, and other related matters.

7	List of Documents Attached
7.1	Not Applicable

E

Subject	Proposed: 2017-18 & 2018-19 Improvement Objectives
Reporting Officer	P Moffett, Head of Democratic Services
Contact Officer	L Jenkins, Performance & Quality Officer

1	Purpose of Report
1.1	To present and seek approval for corporate Performance Improvement Objectives for period 2017-18 & 2018-19.

2	Background
2.1	The 2014 Local Government Act places a general duty on all Councils to “.... <i>make arrangements to secure continuous improvement...</i> ” in the exercise of its functions.
2.2	The Council throughout the year (2016-2017) has continued to develop and embed, its performance improvement regime across its services. Integral to this regime is the setting of performance Improvement Objectives. The Act and Department for Communities guidance requires the council to set itself improvement objectives for improving the exercise of its functions for each financial year.
2.3	The council set 3 objectives for 2016-17 - focused on economic growth, service delivery and the management of waste, and consideration has now been given to improvement objectives for the 2016-17 & 2017-18 period.

3	Key Issues
	Activity
3.1	Senior Management and Heads of Service have considered the performance improvement objectives for 2016-17 & 2017-18, the information from which has been considered by Senior Management. Four Performance Improvement Objectives have been developed from; (i) a reflection back on the in-year objectives and process; (ii) our new community plan; and (iii) the council corporate plan commitments.
3.2	Four improvement objectives have emerged for the two year period 2017-18 & 2018-19. This will tie in with council's requirement to report on the delivery of the Community Plan every two years at the end of the 2018-19 year.
	Proposed Improvement Objectives
3.3	The following are proposed for Member consideration:

	<ol style="list-style-type: none"> 1. To assist in the growth of the local economy by increasing the number of visitors to our district 2. To help manage our waste and environment by reducing the amount of waste going to landfill 3. To improve the accessibility of our services by increasing the number available online 4. To support people to adopt healthier lifestyles by increasing usage of council recreational facilities
3.4	<p>Appendix A to this paper sets out:</p> <p>(i) How each objective is mapped to the Mid Ulster Community Plan through its themes and outcomes; and</p> <p>(ii) The Projects - programmes of activities identified to deliver on the objectives.</p> <p>It has been determined that the proposed objectives specifically focus on council services to assist in delivering outcomes for citizens of the district.</p> <p>Consultation</p>
3.5	<p>Council is required to consult on its objectives, recommended that consultation commence following the Policy & Resources Committee and run from 10th March to 5th May. The outcome of the consultation will be reported to a future Committee.</p>

4	Resources
4.1	<u>Financial</u> - N/A
4.2	<u>Human</u> - N/A
4.3	<u>Basis for Professional/ Consultancy Support</u> - N/A
4.4	<u>Other</u> - N/A

5	Other Considerations
5.1	Not applicable

6	Recommendations
6.1	Members consider and approve Improvement Objectives for 2017-18 & 2018-19 for consultation.

7	List of Documents Attached
7.1	Appendix A: Proposed Improvement Objectives 2016-17 & 2017-18

Appendix A: Proposed Performance Improvement Objectives for period 2017-18 & 2018-19

Corporate Improvement Objective	Community Plan Theme & Outcome	Project (Programmes)
1) To assist in the growth of the local economy by increasing the number of visitors to our district	Theme 1: Economic Growth Outcome: We have more people working in a diverse economy	<ul style="list-style-type: none"> A programme of tourism activities to get more people to visit and stay in our district
2) To help manage our waste and environment by reducing the amount of waste going to landfill	Theme 2: Infrastructure Outcome: We are better connected through appropriate infrastructure	<ul style="list-style-type: none"> Programme of activities to reduce the amount of waste going to landfill
	Theme 4: Health & Well Being Outcome: We have better availability to right the service, in the right place at the right time	<ul style="list-style-type: none"> Programme of activities to sustain clean, safe and vibrant communities (clean neighbourhood)
3) To improve the accessibility of our services by increasing the number available online.	Theme 4: Health & well Being Outcome: We have better availability to the right service, in the right place at the right time	<ul style="list-style-type: none"> Implementation of a programme to e-enable customer centric services
4) To support people to adopt healthier lifestyles by increasing usage of council recreational facilities	Theme 4: Health & Well Being Outcome: We are better enabled to live longer healthier lives and more active lives	<ul style="list-style-type: none"> Activity to increase the number of people who participate in a healthier lifestyles programme

F

Subject: Removable and USB Media policy

Reporting Officer: Head of ICT

1	Purpose of Report
1.1	To consider the adoption of Removable and USB Media policy.

2	Background
2.1	<p>As part of new policy development and good Informational security control and governance the policy attached pertains to the use of devices and USB controlled memory devices and storage for Council.</p> <p>The policy sets out to</p> <ul style="list-style-type: none"> • Maintain high standards of care in ensuring the information security of Council's information. • Maintain the integrity of Data on out systems • To prevent unintended or deliberate consequences to the stability of council's computer network. <p>In summary the policy establish principles for</p> <ul style="list-style-type: none"> • Limited use of Removable and USB media/sticks • Alternative technologies to transfer and store data • Encryption controls on portable equipment • Inbound data and visitors and incident management

3	Key Issues
3.1	This policy will help establish and implement a uniform standard across the council required as part of Council's commitment in establishing an information security management system (ISMS). This policy is recommended and expected as a standard policy in compliance towards good ICT governance arrangements.

4	Resources
4.1	Financial: The cost of encrypted USB sticks will be provided for limited use across the council within the current ICT budget. Other technologies available within our current Microsoft licenses will be utilised.

4.2	<u>Human</u> All staff will receive and be required to be briefed in house on the policy. ICT technical rules will be deployed on computers to help secure systems.
4.3	<u>Basis for Professional/ Consultancy Support</u> : None
4.4	<u>Other</u>

5	Other Considerations
5.1	

6	Recommendations
6.1	To approve the policy for adoption by Council

7	List of Documents Attached
	Draft policy V 2.2

Removable and USB Media Policy

Document Control			
Policy Owner	Head of ICT		
Policy Authors	Barry O'Hagan		
Version	V 2.2		
Consultation	Senior Management Team		Yes 19 th September 16
	Heads of Service		Yes(preliminary outline guideline feedback sought on guidelines)
	Trade Unions		Yes 31 st Jan 17
Equality Screened by		Date	
Equality Impact Assessment	No	Date	
Approved By	Policy & Resources Committee	Date	
Adopted By	Council	Date	
Review Date	1 year from date of adoption	By Whom	Head of ICT
Circulation	Councillors, Staff, Intranet		
Document Linkages	Data Protection Policy Mobile Phone Policy Email and Instant Messaging Policy Internet Policy		

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1.0 INTRODUCTION

Mid Ulster District Council will ensure the controlled use of removable media to store and transfer non sensitive, personal or confidential information by users who have authorised access to our information systems and equipment for the purposes of conducting official Council business.

The features and functionality of removable media has introduced new information security risks:

- Loss of information – a memory stick, like a computer, is susceptible to data loss or failure.
- Potential breach of confidentiality – if the memory stick is lost or stolen.
- Physical loss – being so physically small the memory stick can be easily lost.
- Corruption of data - if the memory stick is not removed from a computer properly.
- Virus transmission – memory sticks can introduce viruses onto a computer network.

2.0 POLICY AIM & OBJECTIVES

2.1 Policy Aim: This policy aims to provide guidance to staff on the secure use of removable media for carrying information and data. The policy establishes the principles and working practices to be adopted by all users in order for data to be safely stored and transferred on removable media as well as highlighting the risk and alternatives to their use.

2.2 Policy Objectives:

This policy aims to ensure that the use of removable media devices is controlled in order to enable the correct data to be made available where it is required.

Maintain the integrity of the data.

Prevent unintended or deliberate consequences to the stability of Council's computer network.

Avoid contravention of any legislation, policies or good practice requirements.

Build confidence and trust in the data that is being shared between systems.

Maintain high standards of care in ensuring the security of sensitive information.

Prohibit the disclosure of information as may be necessary by law.

3.0 POLICY SCOPE

This policy applies to all Councillors, Departments and staff of the Council, contractual third parties and agents of the Council who have access to any information for or belonging to Council on removable media.

Removable media for the context of this policy include but are not restricted to the following:

Table 1: This list is not exhaustive and will continue to reflect emerging technologies as they become available.

USB flash drives	iPod and mini MP3 players
Zip Drives	Pads
Data CDs or DVDs	Laptops, Tablets & iPads
Portable Disks and storage	Digital camera and mobiles with memory cards

4.0 LINKAGE TO CORPORATE PLAN

- 4.1 Referring to Mid Ulster District Council's Corporate Plan 2015-2019, this policy contributes toward the delivery of Corporate Theme 4 *Building Unity*: Generate a culture and the conditions where innovation is encouraged and excellence is expected.

5.0 PROCEDURE & IMPLEMENTATION

The Council will utilise the following controls and guidance to reduce the risk of a breach/loss of confidentiality, availability or its integrity of its information and systems:

- Council will provide secure email system and remote secure Clouded solutions (OneDrive)
- Remote access to Council resources (e.g. Citrix/VPN/RemoteApp) for authorised users.
- Council will provide networks tools and e.g. roaming profiles and shared network drives to assist users with the transportation of data within the Council's network.
- Council will provided encrypted storage on Council provided devices and laptops.
- Council will implement technical controls to prevent use on equipment.

5.1 Access to removable media

Council will avoid the use of the physical usb based media and restrict it use to authorised staff by default . The council by default prohibits the use of removable usb media. IT service will provide a password protected encrypted media device only where a business case exists to authorised personnel as per appendix 1.

Approval to access and use removable media must be approved by the relevant Head of service and Head of IT.

Virus software must be operation and up to date on Council equipment receiving the media. The data must be scanned by the security software.

5.2 Procurement of Removable media

All removable media, associated hardware and equipment must be procured through IT. Redundant and damaged equipment will be securely disposed by IT.

5.3 Security of Data

All removable media(as per table 1) will be password protected and encrypted.

In order to minimise the physical risk, loss, theft and electrical corruption All media must be stored in an appropriately secure and safe environment (such as a locked car boot during transportation or cabinet within the office).

Only data necessary to be transferred should be saved on the removable media device.

Removable media must not be used of archiving or storing records.
Personal Identifiable Data or commercially sensitive information should not be stored on such devices unless other secure means have been exhausted with IT.

5.4 Incident management

Damaged or faulty media must not be used and reported to IT.
All users must report actual or suspected breaches that affect business data or loss of data to your line manager and Head of IT as soon as possible who will appoint an investigating officer where appropriate.
Any theft of High Value items the police must be also be notified.
The loss or theft of IT equipment and data must be reported and recorded formally via the Council IT incident record.

5.5 Third party Media and Visitors

Inbound visitors and third parties that require the transfer data (e.g. presentations) should make timely alternative arrangement prior to an event with the appropriate staff or event organiser.
Third party memory sticks cannot and must not be used on Council equipment.
Alternative arrangements such as email ,One drive and own presentation equipment are provided as suitable means to transfer files securely so that they are scanned entering our network.

Third parties with removable media should use their own device for presentation. If possible other timely arrangements should be made with meeting organisers to transfer data securely and safely to Council where it can be scanned before use

Council permit the use of Microsoft OneDrive to share data that cannot be emailed including large files. OneDrive can be accessed using your network login details. A guide on using OneDrive is available on the intranet.

5.6 Policy Compliance

- 5.6.1 Potential breaches of this policy will be investigated. Failure to adhere to this policy will be addressed by necessary disciplinary actions in accordance with the Council's Disciplinary Procedures, and relevant contractor and third party contractual clauses relating to non-conformance with the Information Security Policy and related policies.

If it is believed that a criminal offence has been committed as a result of misuse further action may be taken to assist in the prosecution of the offender(s).

6.0 ROLES AND RESPONSIBILITIES

- 6.1 **Council and Chief Executive:** will assume executive authority with regard to the implementation of the Policy and delegation through the Director of Finance and the Senior Management Team.

- 6.2 **ICT Service** will maintain a register of all memory sticks issued and administrative passwords where possible. The sticks will remain the property of Mid Ulster District council and must be returned when staff leave.
- Sticks will be provided to each service for legitimate business reasons that comply with this policy.
- 6.3 **Heads of Service and SMT** must ensure:
- The implementation of this policy and procedures.
 - Ensure that all staff receive information about this Policy, and be part of any local induction where appropriate.
 - Ensure relevant third parties are made aware of the ICT security policies and make the necessary arrangement concerning the transfer of data at events etc.
- 6.4 **Elected Members and staff:** All elected members and staff affected are required to adhere to this policy
- 7.0 IMPACT ASSESSMENTS**
- 7.1 Equality Screening & Impact**
- 7.1.1 The policy is currently in draft form and yet to be Equality Screened.
- 7.2 Staff & Financial Resources**
- 7.2.1 No issues have been identified which will impact on the delivery of Council business as a result of this policy being implemented.
- 8.0 SUPPORT AND ADVICE**
- 8.1 Advice and guidance on the implementation of this policy should be sought from the ICT Service.
- 8.2 The key messages are summarised in appendix 2.
- 9.0 COMMUNICATION**
- 9.1 This policy will be communicated internally using a range of appropriate internal communication methods including intranet, inductions, team meetings and guidance as per appendix 2.
- 9.2 All Elected Members and Directors shall be provided with a copy of this policy. Senior Management Team to make arrangements to ensure it is communicated with their relevant staff.
- 9.3 This policy will also form part of the induction process for all new staff.

10.0 MONITORING & REVIEW ARRANGEMENTS

- 10.1 Implementation of this policy will be routinely monitored and a formal review undertaken not later than 24 months from its effective adopted date.

Appendix 1

Approved Memory Sticks(256 AES encrypted)

Aegis

Datashur

Toshiba



Security Guidelines on USB removable storage devices (Guidance and Key Messages for Staff)

Scope: Includes USB pens drives, and Memory storage cards/chips used with computing devices and tablets/laptops.

Applicable to: ALL Staff

Risks and Security Concerns

The use of USB and removable storage devices presents an unacceptable risk to the organisation's information, data and systems through;

- Malware propagation
- Loss of Data through loss, theft, corruption and lack of backup
- Lack of security on unsecured devices

Operating principles

Use of removable storage media will be prohibited by default

Inbound visitors with files should make prior arrangements.

Devices will have their USB ports disabled by default in order to protect computers from inadvertent and inappropriate use of unauthorised devices.

Only authorised encrypted devices and Authorised Users will be allowed in exceptional cases.

Security will be centrally managed by ICT where possible.

Alternative secure working arrangement are provided where practical to do so.

Users briefed on same at team meetings and on intranet.

Any loss of Storage or devices is reported to Head of ICT immediately where applicable.

Controls

Centrally deployed Antivirus Solution

Active Directory policy applied to device and user objects restricting use of USB ports on computing devices.

Use of authorised Encryption Removable media by authorised Staff in exceptional cases for prescribed use, managed and controlled centrally where possible.

Mobile device management on Mobile phones and Portable devices implemented.

Secure transmission using "One Drive for Business" for the transfer of data in and out of the Council. Remote working and access to Council ICT resources will be provided for approved users via Citrix and VPN.

Training and education for Users: How to guides available on the Intranet on use of "OneDrive".

Policies in Place: Mobile phone policy in place.

On-going monitoring and Support by ICT systems. Tel 22222

G



Subject: Mobile and portable device provision

Reporting Officer: Head of ICT

1	Purpose of Report
1.1	To update Council member on mobile and portable device choice and provision. To consider and agree options for member provision.

2	Background
2.1	<p>Members were provided with a choice of Windows Lumia 640 LTE sim free phone as part of the universal hardware provision in May 2015. Approx 20 member availed of this provision. Smartphone according to research typically last on average for 22-48 months largely dependent on the cost of phone/make and the environment and manner how it is used. The current hardware provided is approaching the refresh window.</p> <p>Members additionally were provided with an iPad/ iPad 2 depending on their previous legacy councils or as a 'new member' with an iPad 2 and keyboard. IPADs will typically last 4 years.</p> <p>A number of laptops were provided by certain legacy councils that are now approaching end of life(5 years.)</p>

3	Key Issues
3.1	<p>Mobile Phone provision:</p> <p>Mobile phone choice as well as network coverage and performance are variable across the district .Members and staff have differing experiences on the Lumia smart phone provided.</p> <p>Approx. 20 members availed of the sim free phone in May 2015 with mixed feedback from members over the period. Some the typical market leaders are detailed in appendix 1 of the report.</p> <p>The list is representative of the specification and cost to council for a selection of industry sim free devices.</p> <p>A small number of members still operate a council mobile account via Vodafone or EE.</p> <p>In order to provide a suitable phone to each member's business and domestic requirements as well as personal choice it would be proposed to allow members to choose a sim free devices up to an agreed limit by council or from the currently mobile providers used by the Council.</p> <p>IPad and Mobile Computing equipment</p> <p>Members portable computing is dominated by the provision of iPads. The iPad is considered as the industry standard 'best of breed' in terms of user friendliness and reliability. The paperless minutes operate well and provide a robust business</p>

	<p>case given the substantial agendas and papers across all committees for members who avail of same.</p> <p>Appendix 2 sets out the typical options currently available on the market for mobile computing.</p> <p>The committee systems being implemented by member services is compatible with any of the options listed. The current iPad Air 2 provision would be the preferred ICT path but Council recognises different members have different requirements in respect of mobile computing balanced with occupational and technical requirements for systems within their own workspaces and the need to eliminate multiple devices.</p> <p>The provision of iPad or other devices would be based on a 4 year cycle with the equipment remaining the property of Council. At the end the term the equipment would be transferred to the member at the current economic value if desired after removal of Council licensing and security provisions.</p>
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4	Resources
4.1	<u>Financial</u> : The mobile and portable computing cost options are listed in appendix 1 &2
4.2	<u>Human</u> :
4.3	<u>Basis for Professional/ Consultancy Support</u> : Council will continue to support mobile and computing provision for members via ICT.
4.4	<u>Other</u> :




5	Other Considerations
5.1	The complexity of providing multiple range of different products and systems across the Council is challenging technically. ICT would encourage standardisation where it meets the member's needs.




6	Recommendations
6.1	<p>No.1: The Council provide one mobile computing device (IPAD and other windows based device as listed in appendix 2) up to a maximum £500 or other agreed figure per term of the Council for each member wishing to avail of same. Council would provide support, maintenance, repair and replacement of that device to members for the term of the Council i.e. every 4 years.</p> <p>No.2: The Council provide a sim free smart phone device for each member seeking a mobile every 24months up to the value of £250 or other agreed figure. Support and configuration would be provided but its replacement/loss and damage would be incurred by the member.</p> <p>No.3 The Council provide a Multi- Function printer (MFD) device for each member seeking same every 4 years up to the value of £150 or other agreed figure. Consumables to be incurred by the member. The machine will be maintain and supported within warranty</p>



7	List of Documents Attached
7.1	Appendix 1 Smart Phone Options
7.2	Appendix 2 Mobile Computing Device Options

Appendix 1: Typical Sim Free Phone options

Model	Specifications	Operating System	Sim free cost	
HTC 10	Screen: 5.2 inches Camera: 12MP rear 5MP front Battery (talk time): 27 hours More details	Android	Price: £559.99	
iPhone SE	Screen: 4 inches Camera: 12MP Battery (talk time): 14 hours Apple's smaller iPhone More details	IOS	£380	
Google's Pixel phone	Screen: 5 and 5.5 inches Camera: 12MP Battery (talk time): 26 hours Pixel and Pixel XL More details	Android	£605.99	



Moto G4	Screen: 5.5 inches Camera: 13MP Battery (talk time): N/A More details	Android	£200.99	
iPhone 7	Screen: 4.7 inches Camera: 12MP Battery (talk time): 14 hours water resistance more details	IOS	From £579	
OnePlus 3T	Screen: 5.5 inches Camera: 16MP Battery (talk time): More details	Android	Price: £399	

iPhone 7 Plus	Screen: 5.5 inches Camera: 12MP Battery (talk time): 21 hours More details		£729	
Samsung Galaxy S7 Edge	Screen: 5.5 inches Camera: 12MP Battery (talk time): 27 hours water resistance more details		£465.99	
LG5	5.3 inches Dual 16 MP (29mm, f/1.8) + 8 MP (12mm, f/2.4), 20hr Talk time More details	Android	£350.00	

Windows 650	8mp /5Mp Camera Dual sim Storage :16 GB Display 5 inches Battery :17 hrs More details	windows	£160	
Huawei P9 lite	15.2-inch Full HD display 13MP camera w Powerful 8MP front-facing camera Rear fingerprint sensor Available in 16GB More details	Android	£180.00	

Appendix 2

Model	Specification	Operating System	Cost
Apple iPad Air 2	<ul style="list-style-type: none"> •Apple iPad Air 2 Wi-Fi •Power adapter •Lightning to USB cable <p>Key Features</p> <ul style="list-style-type: none"> •9.7-inch Retina display •Touch ID fingerprint sensor •A8X chip •8MP iSight camera •FaceTime HD camera •802.11ac Wi-Fi with MIMO •Up to 10 hours of battery life More details	<p>IOS</p> 	<p>£390- 500 dependant on specification</p>
Microsoft Surface pro 4	<p>6th Gen Intel Core i5 /8GB/256GB SSD/ 12.3-inch PixelSense Display/Windows 10 Pro/Type Cover (black)</p> More details	<p>Windows 10</p> 	<p>£800-1899 dependant on specification</p>

Model	Specification	Operating System	Cost
Apple iPad Pro	Wi-Fi 256GB• 12.9-inch Retina display with anti-reflective coating (diagonal) •A9X third-generation chip with 64-bit desktop-class architecture •Touch ID fingerprint sensor •8MP iSight camera with 1080p video •FaceTime HD camera •802.11ac Wi-Fi with MIMO •4G LTE1 •Up to 10 hours of battery life2 •Four-speaker audio More details	IOS 	£700- £840 dependant of specification
laptop	Typical LATITUDE E7470 Intel Core i7-6600U (4M CACHE, 2.60 GHZ) 8GB (1X8GB) 2133MHZ DDR4 256GB SSD	Windows 	£650-900 for a business laptop dependant on specification

H

Subject	External Signage: Cookstown & Magherafelt Offices
Reporting Officer	Ursula Mezza

1	Purpose of Report
1.1	To consider new external building signage to the Council offices in Cookstown and Magherafelt.

2	Background
2.1	To date the Council has erected new external signage on the Council offices in Dungannon.
2.2	While old legacy signage has been removed from the council offices in Cookstown and Magherafelt, new signage has not yet been erected.

3	Key Issues
3.1	Proposed designs for both locations are attached. These show signs at the entrances to both offices, as well as the inclusion of the shield element of the logo at the apex of the offices in Magherafelt. This replaces the legacy Magherafelt crest which was previously there.
3.2	Working with a brick surface and an intricate logo limits the signage options at each location. Practically, attaching individual elements of the logo directly onto brick would be difficult and would result in an uneven, shaded appearance.
3.3	Placing the logo on a board allows a smooth, even finish and the proposed design involves the use of a background board in a soft colour with 5mm dibond coloured lettering, cut to shape and fixed using stand-off locators.
3.4	Further external signage for Council buildings and facilities is now under consideration as part of a larger project, and proposals will be brought back to members in due course.

4	Resources
4.1	<u>Financial</u> The expenditure is within existing budgets.
4.2	<u>Human</u> N/A
4.3	<u>Basis for Professional/ Consultancy Support</u> N/A

4.4	<u>Other</u> N/A
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5	Other Considerations
5.1	None

6	Recommendations
6.1	That the Committee considers and agrees the proposed external building signage.

7	List of Documents Attached
7.1	Signage designs.



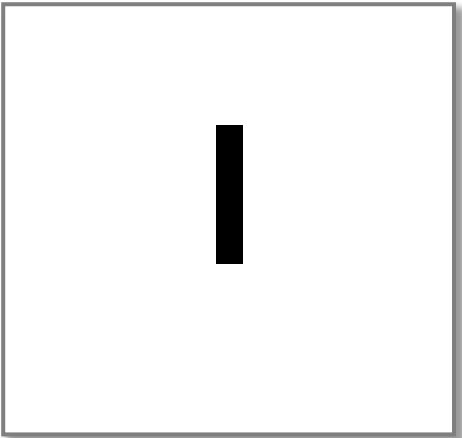
Comhairle Ceantair
Lár Uladh
Mid Ulster
District Council





Comhairle Ceantair
Lár Uladh
Mid Ulster
District Council





Subject	Mid Ulster Business Awards Sponsorship
Reporting Officer	Ursula Mezza

1	Purpose of Report
1.1	To consider the opportunity to become a principal sponsor of the Mid Ulster Business Awards.

2	Background
2.1	The Mid Ulster Mail and Tyrone Times organise the Mid Ulster Business Awards which seek to recognise the achievements of local businesses in a range of 15 categories from Best Retailer to Best Rural Business.
2.2	The Council was an associate sponsor of the 2015 Mid Ulster Business Awards and the principal sponsor in 2016.

3	Key Issues
3.1	The Council has once again been invited to be the principal sponsor for the 2017 awards at a cost of £5,500, negotiated from £6,500.
3.2	The awards remain a high profile event and the only one currently focussing exclusively on the Mid Ulster district.
3.3	As a sponsor, the Council benefits from its association with a positive event which reinforces the diversity and strength of the local economy and also presents an opportunity to demonstrate that economic growth is a key strategic priority, both in terms of the Corporate Plan and the new Community Plan.
3.4	The Council would again benefit from the associated media coverage, pre and post event, the inclusion of branding on all pre-and post-publicity material, the opportunity to be involved in the judging panel, speaking and messaging opportunities at associated award events (launch, gala dinner) and inclusion in all official photographs and post-event publicity.
3.5	The awards are scheduled to take place on Wednesday 15 November 2017 in the Glenavon Hotel, Cookstown, and on request, the organising team has agreed to hold the launch event in another location and is currently considering Ranfurly House/Hill of The O'Neill as the venue.

4	Resources
4.1	<u>Financial</u> The cost of sponsorship is £5,500 (reduced from £6.5K) which can be met from existing budgets.

4.2	<u>Human</u> N/A
4.3	<u>Basis for Professional/ Consultancy Support</u> N/A
4.4	<u>Other</u> N/A

5	Other Considerations
5.1	None

6	Recommendations
6.1	It is recommended that the Committee considers the option of becoming principal sponsor of the 2017 Mid Ulster Business Awards.

7	List of Documents Attached
7.1	None.

J

Subject	Amendment to policy on tender advertisements
Reporting Officer	Ursula Mezza

1	Purpose of Report
1.1	To consider amendments to the policy on the advertisement of tenders.

2	Background
2.1	The Council previously agreed a policy for advertising tenders which stipulated that tender advertisements should be placed in the Belfast Telegraph, except in circumstances where a tender is within EU thresholds.
2.2	This followed the practice of the 3 legacy councils.

3	Key Issues
3.1	The Council is moving to an e-tendering system from 1 April 2017 which means all tender submissions for the provision of goods and service above £30,000 will be managed via an online portal
3.2	Transfer to a new system means there is no real requirement to continue to advertise in a newspaper, unless this is a requirement of funding or other special circumstance.
3.3	Rather than cease to advertise in the Belfast Telegraph abruptly, it is proposed to continue to advertise tenders in the paper for the first 3 months of the new financial year (to 30 June 2017).
3.4	Together with e-tendering workshops in March and other planned communications activities, this approach should assist in ensuring businesses are aware of the change.
3.5	There will be no change in relation to the advertising requirements where a tender is within EU thresholds and the Council's web site will continue to be used to indicate which tenders are open.

4	Resources
4.1	<p><u>Financial</u></p> <p>The cost of tender advertising in 2016/2017 was approximately £18,000. With the new policy, this level of expenditure will no longer be incurred.</p>

4.2	<u>Human</u> N/A
4.3	<u>Basis for Professional/ Consultancy Support</u> N/A
4.4	<u>Other</u> N/A

5	Other Considerations
5.1	None

6	Recommendations
6.1	It is recommended that the Committee considers amending the tender advertising policy to remove the requirement to advertise in the Belfast Telegraph from 1 July 2017 and that newspaper advertising is only used when it is a requirement of funding or in other special circumstances.

7	List of Documents Attached
7.1	None.