



04 October 2018

Dear Councillor

You are invited to attend a meeting of the Policy & Resources Committee to be held in
The Chamber, Cookstown at Mid Ulster District Council, Council Offices,
COOKSTOWN, BT80 8DT on Thursday, 04 October 2018 at 19:00 to transact the
business noted below.

Yours faithfully

Anthony Tohill
Chief Executive

AGENDA

OPEN BUSINESS

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

Matters for Decision

- | | | |
|----|---|---------|
| 4. | Cyclical Replacement Plan for Leisure Fitness Equipment | 3 - 4 |
| 5. | Davagh Dark Skies Project | 5 - 8 |
| 6. | Strategic Business Case for the proposed development of Railway Park | 9 - 12 |
| 7. | Beechland Park, Clady – Proposed Transfer to Northern Ireland Housing Executive of Lands for Community Development Scheme | 13 - 18 |
| 8. | Request to Illuminate Council Property | 19 - 22 |
| 9. | Elected Member Development Working Group | 23 - 26 |

Matters for Information

- | | | |
|----|---|---------|
| 10 | Minutes of Policy & Resources Committee held on Thursday 6 September 2018 | 27 - 30 |
| 11 | Somme Association - 2018-19 Subscription | 31 - 34 |
| 12 | Corporate Health Indicators: 2017-18 | 35 - 38 |
| 13 | Marketing & Communications Activity Update | 39 - 46 |

Items restricted in accordance with Section 42, Part 1 of Schedule 6 of the Local Government Act (NI) 2014. The public will be asked to withdraw from the meeting at this point.

Matters for Decision

14. Transfer of Council owned lands situated at Coagh Road, Stewartstown
15. Staffing Matters for Decision
16. Employee Healthcare Provision
17. Procurement of an Integrated HR/Payroll/Expenses and Time & Attendance IT System
18. Procurement of Valuation Services

Matters for Information

19. Minutes of Confidential Business of Policy & Resources Committee held on Thursday 6 September 2018
20. Contracts and DAC
21. Financial Report for 5 months to 31 August 2018
22. Managing Attendance
23. Staffing Matters for Information

Report on	Cyclical Replacement Plan for Leisure Fitness Equipment
Date of Meeting	4 October 2018
Reporting Officer	Oliver McShane
Contact Officer	Oliver McShane

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 approval on recommendations for a Cyclical Replacement Plan for Leisure Fitness Equipment.																														
2.0	Background																														
2.1	MUDC currently have Fitness Facilities in the following sites across the District Cookstown Leisure Centre, Dungannon Leisure Centre, Greenvale Leisure Centre, Maghera Leisure Centre and Gortgonis. In addition, we provide Strength and Conditioning Facilities at Mid Ulster Sports Arena and Meadowbank Sports Arena.																														
2.2	All the equipment is owned by Council and is of varying ages as per the table below. This equipment is currently maintained under a separate contract.																														
	<table><tr><td>Centre</td><td>DLC</td><td>CLC</td><td>GLC</td><td>MLC</td><td>Gortgonis</td></tr><tr><td>Age</td><td>2008</td><td>2011</td><td>2012</td><td>2003/2015</td><td>1994</td></tr><tr><td>Cardio</td><td>25</td><td>34</td><td>45</td><td>29 (2015)</td><td>15</td></tr><tr><td>Resistance</td><td>18</td><td>20</td><td>24</td><td>24 (2003)</td><td>15</td></tr><tr><td>Spin Bikes</td><td>20</td><td>25</td><td>50</td><td>32 (2003)</td><td>0</td></tr></table>	Centre	DLC	CLC	GLC	MLC	Gortgonis	Age	2008	2011	2012	2003/2015	1994	Cardio	25	34	45	29 (2015)	15	Resistance	18	20	24	24 (2003)	15	Spin Bikes	20	25	50	32 (2003)	0
Centre	DLC	CLC	GLC	MLC	Gortgonis																										
Age	2008	2011	2012	2003/2015	1994																										
Cardio	25	34	45	29 (2015)	15																										
Resistance	18	20	24	24 (2003)	15																										
Spin Bikes	20	25	50	32 (2003)	0																										
2.3	Note - MUSA equipment is 10 years old and is in good condition. Meadowbank Sports Arena requires improvement to the Gym area and would accommodate any existing good quality equipment deemed to be surplus to requirements from other facilities.																														
2.4	Current industry guidelines suggest that Cardio equipment has a lifespan of 15 years with replacement recommended at 5 years. Resistance machines tend to last longer and have a 20 year lifespan with replacement at 7 years. It is also recommended that regular redecorating and moving of equipment takes place to refresh the gym areas.																														
3.0	Main Report																														
3.1	The Fitness Suites at each of our key facilities play a vital role in generating income through memberships and ensuring customer satisfaction levels remain high. Research suggests that the 2 most important aspects of this are “having a friendly well motivated work force”																														

	and “plenty of good quality equipment”. We currently deliver a wide range of additional opportunities such as personal training, boot camps, Shred It programmes etc. In addition, we are working on co-ordinated fitness challenges across all our sites. Key to the success of these is the availability of high quality, modern fitness equipment in all leisure facilities.
3.2	However, it is recognised that in order to ensure we continue to deliver a high quality leisure experience there is a need to implement a cyclical fitness equipment replacement plan.
3.3	Greenvale Leisure Centre, which is our most modern centre, generated £713,334 income for 2017/2018 from its memberships through the gym and classes. Its equipment is currently 6 years old and will require replacement in a few years. Spinning is by far the most popular fitness class delivered across all our facilities. However, the quality of the bikes is deteriorating with some being over 15 years old.
3.4	Increasingly leisure centres are competing with private gyms that may have more up to date equipment than Council operate facilities. To retain and increase customers, it is essential that the fitness equipment is operational and kept up to date as trends in the leisure sector change.
4.0	Other Considerations
4.1	Financial, Human Resources & Risk Implications
	Financial: A 7 year cycle of equipment replacement would cost £300,000 per annum on an ongoing basis.
	Human: N/A
	Risk Management: N/A
4.2	Screening & Impact Assessments
	Equality & Good Relations Implications: N/A
	Rural Needs Implications: N/A
5.0	Recommendation(s)
5.1	<p>Development Committee recommend that Council develop and implement a cyclical replacement plan for all leisure facilities equipment that would see its replacement on a 7 year cycle. This would support the leisure transformation agenda by ensuring Council facilities and equipment are modern and of sufficient quality. It is proposed that spinning bikes would all be replaced initially, due to the demand for the programmes and the age of the current spin bikes.</p> <p>Development Committee request the release of £300,000 per annum to undertake this Cyclical Fitness Equipment Replacement Plan and that a phased approach be adopted in line with MUDC Procurement guidelines.</p>
6.0	Documents Attached & References
6.1	None.

Report on	Davagh Dark Skies Project
Reporting Officer	Director of Leisure & Outdoor Recreation
Contact Officer	Nigel Hill

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

1.0	Purpose of Report
1.1	To inform members of increased project costs and seek endorsement to present proposal to Council's Policy and Resources Committee
2.0	Background
2.1	On October 2015 the Council's Development Committee took the decision to scope out a potential new tourist attraction for the district at Davagh Forest adding to the existing mountain bike trails, utilising the potential of the site and the uniqueness of both the built and natural heritage.
2.2	On November 2015 the Council appointed Outdoor Recreation and Cogent to work up a business plan and an economic appraisal which had to be prepared and submitted with the application to DAERA.
2.3	In March 2016 the ICT tender was awarded to Teague & Sally, Cookstown for the new visitor hub building, which will be located in Davagh Forest to facilitate an application to Rural Development Programme Tourism Measure.
2.4	The Mid Ulster Davagh Forest Dark Skies project team submitted the round one application along with Economic Appraisal and Business Plan to the DAERA Rural Tourism funding programme for £500k.
2.5	At the October 2017 meeting of the Council's Development Committee permission was granted to seek additional of £245k from the Landfill Tax Fund for additional funds for the interpretation offering inside the building to ensure that the visitor would enjoy a fully immersive visitor experience. Later that month the Council received notification that the application had been successful.
2.6	On 25 th July 2017 notification was received from DAERA announcing that the Rural Tourism scheme open call for full applications will be made on 14 th August, with a closing date of 27 th October 2017 which was extended to February 2018. An application was submitted to the DAERA on the 14 th December 2017
2.7	Planning permission was granted for the project at the November 2017 meeting of the planning committee.

2.8	At the January 2018 Development Committee permission was granted to seek additional funding from DAERA's Rural Tourism Programme for an outdoor element of the project.
2.9	Initially Council was lead to believe that the funding application process would open before the summer of 2016. Due to internal issues DAERA delayed the opening date for the Rural Tourism Programme until the summer of 2018. This delay would have a knock on effect on the progression of the project with the selected contractor withdrawing his original tendered price due to inflation. This would result in a project review and renewed procurement process.
2.10	Tandem Consultancy advised the project team that the allocated Dark Skies exhibition area within the original building design would prove to be restrictive and would likely inhibit the capacity to offer a quality experience worth an admission fee to visitors. This was acknowledged and a redesign of the interior space was carried-out. The alterations have subsequently lead to increased projected costs that have been set out in table 1.
2.11	Traffic management infrastructure has been factored into the current project with the introduction of automated barriers with the capability to collect revenue from visitors to the Davagh Centre and the mountain bike trails. These costs are included in table 1.
2.12	Davagh Skies revised project cost projections were presented and approved at Development Committee on 13 th September 2018. Full Council ratification 27 th September 2018.
3.0	Main Report
3.1	<p>Proposed alternative construction scheme designs have been provided by ICT team Teague & Sally to show new layouts accommodating increased exhibition space and internal lay-out within the same footprint for the building. Amendments that have had an impact on projected budget include;</p> <ul style="list-style-type: none"> • Larger exhibition space • Grab & Go food area has been introduced to cater for visitor attraction numbers • Floor area has been increased by reducing external canopy area and omitting bike store from the main build scheme proposals. • Multi-purpose room has been added i.e. meeting/community space
3.2	Additional adjustments to the original budget figure require to be factored into the revised budget projection and are listed in table 1 which exclude ICT fees and statutory costs.
3.3	Increased ICT fees are anticipated to cover reworking and issue of ITT documentation and will be presented as a compensation event in accordance with original ICT submission.
3.4	<p>Additional costs to amendment original Economic Appraisal associated with DAERA funding will be incurred in order to renew EA submission.</p> <p>As stated before, the contractors cost increase sought 6% additional and industry standards would suggest that 6-10% increase from last year's costs would be true reflection on where the construction industry is at the moment.</p>
3.5	Table 1 Indicative cost increase for project delivery excludes ICT fees and statutory costs

3.6	Construction tender amount- lowest tender received	£ 750,000	
	Revised Cost Projection		
	Potential Additional uplift in Costs (10%) due to inflation	£ 75,000	
	Changes to internal layout to accommodate Tandem layout and provision of "Grab & Go" refreshment facility	£ 30,000	
	Additional floor space created, ICT fit out and layout changes	£ 89,169	
	Average tenders reviewed and consideration required to allow for average adjustment	£ 35,000	
	Traffic Management Infrastructure	£ 30,000	
	Revised Construction Cost	Sub Total	£1,009,169
	(Professional fees/Preliminaries/Optimum Basis included)		
	Internal Interpretative Fit-Out (Tandem)	Sub Total	£ 245,000
	Revised Project Costs	Total	£1,254,169
	Table 2 Funding Streams Analysis		
3.6	DEARA Funding	£ 500,000	
	Landfill Community Funding	£ 250,000	
	MUDC funding Projection – Original Scheme	£ 245,000	
	MUDC additional funding Request	£ 259,169	
	Revised Funding Stream	Total	£1,009,169
3.6	MUDC Total Funding Contribution – Revised Scheme	£ 504,169	
4.0	Other Considerations		
4.1	<u>Financial & Human Resources Implications</u>		
	Financial: Revised project Construction costs are projected as £1,009, 169 from an initial figure of £750,000. The Council's contribution to original funding package will have to increase by £259,169 based on revised projections (Table 2 Funding Stream Analysis).		
	Human: Current staff structure sufficient to manage the project.		
4.2	<u>Equality and Good Relations Implications</u>		
	N/A		
4.3	<u>Risk Management Implications</u>		
	The project will be managed in accordance with MUDC policies and procedures		

5.0	Recommendation(s)
5.1	<p>The Development Committee recommends to the Committee that approval is given to progress Davagh Project based on revised construction costs of £1,009,169 (increase of £259,169) and additional Council contribution of £259,169 (Total MUDC contribution £504,169).</p> <p>Revised Total Project Cost £1,254,169</p>
6.0	Documents Attached & References
6.1	N/A

Report on	Strategic Business Case for the proposed development of Railway Park
Reporting Officer	Director Leisure & Outdoor Recreation
Contact Officer	Nigel Hill

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 for progressing the proposed developments at Railway Park to the next stage as outlined in the strategic business case.
2.0	Background
2.1	<p>In 2014, Mid Ulster Council submitted a funding application to the funding programme, Space and Place for the purchase and development of 6.5 acres of derelict land adjacent to Railway Park, Dungannon as a community greenspace. Although the application was unsuccessful, the Council nevertheless purchased the land and initiated further consultation with the local community, on developing the whole of Railway Park (20 acres) as a welcoming place for recreation and leisure.</p> <p>Since then, draft design concepts of the proposed development for the Park were produced, detailed design was completed for a pump track and further consultation taken place with the local community the District Electoral Area (DEA) Councillors and the Police Service for Northern Ireland (PSNI). With the potential to submit a funding application to the Heritage Lottery Fund (Parks for People Programme), in February 2018, the Council commissioned this study to further develop the proposals by reviewing all previous work undertaken in the area related to Railway Park as below and to consult further with those stakeholders who had been omitted from previous consultation.</p> <ul style="list-style-type: none"> - Council's Space and Place Business Plan (2014), - Macro design of pump track – Railway Park (Arron Cartwright, 2015) - Designing out crime – Railway Park (PSNI, 2017) - Draft design concepts – Railway Park (Herron Architects, 2017)
2.2	Railway Park Strategic Business Case proposals were presented and approved at Development Committee on 4 th July 2018. Full Council ratification 26th July 2018.
3.0	Main Report
3.1	In November 2017, Mid Ulster Council commissioned Outdoor Recreation NI to undertake a Strategic Outline Business Case for the proposed development of Railway Park, Dungannon.
3.2	<p><u>RAILWAY PARK</u></p> <p>Development proposal for Railway Park provided three indicative cost options</p>

	<p>Option 1 at £0 (do nothing) Option 2 £944,500 Option 3 £555,800 (bare minimum).</p>
3.3	<p>Railway Park could be turned into a quality, shared and accessible green/open space. It would open the site to new members of the community, increasing cross community cohesion and increased social inclusion. Ideally, the full project would be delivered in one phase, but with limited external funding available, phasing the project is considered a more realistic proposition moving forward. If a phased approach is taken, it must be of sufficient scope and scale to make an obvious impact on the ground. Consequently, consideration should be given to delivering the western section phase of Railway Park initially, followed by the eastern section and finally the central area.</p> <p>Delivery of the phases would be subject to funding and securing additional external funding support.</p>
3.4	<p>The next stage of the development programme is to seek the appointment of suitable qualified and experienced Integrated Consultancy Team (ICT) to develop detailed design options for the complete Railway Park Project. Create detailed specifications and all associated tender documentation for agreed phases of the Railway Park development proposal.</p> <p>The projected timeline is as follows:</p> <ul style="list-style-type: none"> • PQQ ICT Team – short list of operators to be invited to submit tender – December 2018 • ITT and appoint ICT team – March 2019 • Design period – April – July 2019 • PQQ IST Team - short list of operators to be invited to submit tender – May 2019 • Award Contract – October 2019 <p>Note: 3-4 Months added to the programme if the works involve anything outside the permitted development and thus is considered a major development which will require following the planning process.</p>
4.0	Other Considerations
4.1	<p><u>Financial & Human Resources Implications</u></p> <p>Financial: Costs attributed to the appointment of an Integrated Consultancy Team (ICT) to manage the Railway Park project through agreed phases, to appropriate RIBA Stages with agreed stage breaks subject to funding.</p> <p>Human: Existing staff resources sufficient to coordinate initial project development objectives.</p>
4.2	<p><u>Equality and Good Relations Implications</u></p> <p>Procedures as per Council policy</p>
4.3	<p><u>Risk Management Implications</u></p> <p>Procurement, audit and risk procedures as per Council policies</p>

5.0	Recommendation(s)
5.1	The Development Committee recommends to the Committee that approval is given for the appointment of a suitably qualified and experienced Integrated Consultancy Team (ICT) to develop detailed design options for the complete Railway Park Project. Create detailed specifications and prepare all associated tender documentation for agreed phases of the Railway Park development proposal.
5.2	The Development Committee recommends to the Committee that approval is given to allocate phase one capital budget of £431,500 as projected under option 2 of Railway Park (Western Section) Strategic Business case.
6.0	Documents Attached & References
6.1	N/A

Report on	Beechland Park, Clady – Proposed Transfer to Northern Ireland Housing Executive of Lands for Community Development Scheme
Date of Meeting	Thursday 4 th October 2018
Reporting Officer	Claire McNally, Council Solicitor
Contact Officer	Nigel Hill, Head of Parks

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 update Members in relation to a proposed Community Development Scheme at Beechland Park, Clady ("the Scheme"); and
1.2	To seeks Members' agreement in principle to transfer lands at Beechland Park, Clady to Northern Ireland Housing Executive ("NIHE") in order to progress the Scheme.
2.0	Background
2.1	The Council owns an area of green space within Beechland Park, Clady (refer to Appendix 1). This is a parcel of land in the Beechland area surrounded by houses, which is currently undeveloped and sections are being used for unofficial car parking for residents of Beechland Park. Discussions have identified the open space area as potentially surplus to requirements and therefore could be considered as potentially available for an alternative development proposal.
3.0	Main Report
3.1	There is an opportunity to link in with NIHE's Community Development Scheme in order to create a local resource for the community, addressing current issues associated to car parking and recreational greenspace.
3.2	This is likely to require the Council entering into discussions with NIHE regarding the possibility of a transfer of land at Beechland Park, Clady to enable the site to be set aside as a community area.
3.3	The Council has no current plans to develop this section of land. It is currently maintained by the Council's Property Services. The Council had previously considered disposal of the lands to the former Department of Rural Development (DRD) for the extension of private car parking at Beechland but this was not progressed due to budget constraints.
3.4	An interest has been expressed in having the land transferred to NIHE to enable it to be planted and maintained as part of their Community Development Scheme. Examples of such schemes previously progressed are included at Appendices 2 and 3 of this report

	for information purposes. If the transfer progresses, NIHE would meet with the local community to draw up plans for what they would like to see in the area. All works would be undertaken by NIHE and maintained by them at no financial cost to the community or the Council.
4.0	Other Considerations
4.1	Financial, Human Resources & Risk Implications
	Financial: The Council would be responsible for legal costs and Land and Property Services valuation fees.
	Human: Officer time within existing staff.
	Risk Management: Investigations to be carried out in respect of issues such as disposal of surplus lands, LPS valuation, extent of ownership boundary etc. with a further report to be brought back to Members. Project will be managed in compliance with Council policies and normal operating procedures.
4.2	Screening & Impact Assessments
	Equality & Good Relations Implications: N/A
	Rural Needs Implications: N/A
5.0	Recommendation(s)
5.1	That Members provide agreement in principle to transfer lands at Beechland Park, Clady to NIHE; That Members agree to the engagement with Land & Property Services to seek a valuation; and That Members approve that negotiations with NIHE are progressed in relation to the proposed transfer.
6.0	Documents Attached & References
6.1	Appendix 1 - Map showing approximate extent of site; Appendix 2 – Before & after photographs of a similar scheme in Castlecaulfield; and Appendix 3 – Before & after photographs of a similar scheme in Donaghmore.

Beechland Park Clady



Comhairle Ceantair
Lár Uladh
Mid Ulster
District Council

This material is based upon Crown Copyright and is reproduced with the permission of Land & Property Services under delegated authority from the Controller of Her Majestys Stationary Office © Crowncopyright and database rights.

Author: Nicky Doris
Date: 03/02/2017
Dept: ICT
Authority License No: CS & LA 156





Report on	Request to Illuminate Council Property – Oct 2018
Date of Meeting	Thursday 4 th October 2018
Reporting Officer	P Moffett, Head of Democratic Services
Contact Officer	P Moffett, Head of Democratic Services

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

1.0	Purpose of Report
1.1	To consider a request from Diabetes UK (Northern Ireland) to light up/illuminate the building blue to mark World Diabetes Day on Wednesday 14 th November 2018.
2.0	Background
2.1	A representative from the Northern Ireland branch of Diabetes UK has corresponded with the council requesting that its' buildings go blue as part of the 'go blue' campaign on Wednesday 14 th November to mark World Diabetes Day.
2.2	They have requested that the Council support it by lighting up its buildings blue as part of its World Diabetes Day 2018. Diabetes UK research indicates that 100,000 people are living with the condition in Northern Ireland.
2.3	The Council has a policy in place on Illuminating/Lighting Up Council properties and requires that Policy & Resources Committee consider requests.
3.0	Main Report
3.1	Request: <ul style="list-style-type: none"> To light up/illuminate designated properties (Ranfurly House & Centre, Dungannon; Burnavon Arts & Cultural Centre, Cookstown and; Bridewell, Magherafelt) purple on Wednesday 14th November for World Diabetes Day as part of the 'go blue' campaign
3.2	No other requests have been approved for this date. However, it has been previously approved that designated buildings be illuminated on Thurs 15 th November to mark World Pancreatic Cancer Day.
4.0	Other Considerations
4.1	Financial, Human Resources & Risk Implications
	Financial: Not applicable
	Human: Not applicable

	Risk Management: Not applicable
4.2	Screening & Impact Assessments
	Equality & Good Relations Implications: Not applicable
	Rural Needs Implications: Not applicable
5.0	Recommendation(s)
5.1	That the Committee approves the request to light up Ranfurly House & Visitor Centre, Dungannon; Burnavon Arts & Cultural Centre, Cookstown and; Bridewell, Magherafelt purple on Wednesday 14 th November for World Diabetes Day.
6.0	Documents Attached & References
	Appendix A – Letter from Diabetes UK, Northern Ireland

17th September 2018

Dear Chief Executive

World Diabetes Day - 14th November 2018

Diabetes UK Northern Ireland
Bridgewood House
Newforge Business Park
Newforge Lane
Belfast BT9 5NW

Tel 028 9066 6646

Email n.ireland@diabetes.org.uk

Website www.diabetes.org.uk

On Wednesday 14th November 2018 Diabetes UK Northern Ireland would like to invite you to mark 'World Diabetes Day' by helping us raise awareness of the condition in your local area.

Local councils across Northern Ireland have long supported Diabetes UK Northern Ireland's call to 'go blue' ranging from staff members wearing blue clothing to Council buildings being lit up in blue lighting.

This year we are hoping for even more local buildings to 'go blue' and more Council staff to get involved as this is a great way to raise awareness in the local area. Raising awareness about diabetes is hugely important as there are now over 100,000 people living with the condition in Northern Ireland.

So if your council buildings would be able facilitate blue lighting on the day that would be a fantastic way of supporting the 'go blue' campaign and we would welcome any of your staff to get involved in the fundraising activities as well. If your staff would be happy to 'go blue' then we can provide sponsorship forms and further information about diabetes.

There are various ways to take part in World Diabetes Day. Below are a number of ideas that you could possibly do, however please feel free to be creative and do your own thing!

- Go Blue clothing for staff on Wednesday 14th November (ties, scarves, tops, socks)
- Go Blue coffee morning
- Blue hair/wigs or make up
- Light up buildings blue

It would be great if you could let us know if you will be participating in World Diabetes Day so we can include you in our social media activity. Your support is very much appreciated.

Kind regards

Arlene Creighton
Volunteer Development Manager

Report on	Elected Member Development Working Group
Date of Meeting	Thurs 4 th October 2018
Reporting Officer	Philip Moffett, Head of Democratic Services
Contact Officer	Eileen Forde, Member Support Officer

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

1.0	Purpose of Report
1.1	To receive and consider the report of a meeting of the Elected Member Development Working Group held on Wednesday 12 September ay 2018.
2.0	Background
2.1	The Council previously resolved to establish an Elected Member Development Steering Group to provide direction on member development needs and work towards the attainment of the Elected Member Development Charter.
2.2	The steering group Terms of Reference confirms that the business of the Working Group be reported through Policy & Resources Committee.
3.0	Main Report
3.1	The Report of the most recent meeting of the Elected Member Development Steering Group is attached as Appendix A for consideration and approval. The following issues have resulted from discussion at meeting May meeting:
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	The committee considers and approve the report of the Elected Member Development Steering Group meeting held on Wednesday 12 September 2018
6.0	Documents Attached & References
6.1	Appendix A: Report of Elected Member Development Steering Group (12-09-18)

Report of Elected Member Development Steering Group of Mid Ulster DC held on *12 September 2018* at 6.30pm in Council Offices, Cookstown

Attendees **Members:** Councillor Gildernew
 Officers: S McAleer Corporate L&D Manager, P Moffett, Head of Democratic Services
 Apologies Councillors McKinney and Doris

AGENDA	MATTERS AGREED	ACTIONS & RESPONSIBILITY
1.0	Report of Previous Meeting	
1.1	21st February 2018: the meeting noted the record of the meeting and action points arising from the meeting held on 21 st February	Head, Democratic Services
1.2	16th May 2018: the meeting noted the record of the meeting and action points arising from the meeting held on 16 th May in Council offices, Cookstown. It was NOTED that a draft paper had been prepared by the Member Support Officer to go to a future Policy & Resources Committee, recommending the introduction of arrangements to transfer allocations be introduced.	
2.0	Progress Report	
2.1	Progress activity: Attention was drawn to learning and development activity since the last meeting and the engagement/involvement of members. Discussion took place on participation rates.	Member Support Officer Head, Democratic Services
2.2	Quarterly learning & development Schedule: It was AGREED that the Learning & Development Schedule be circulated to all members. In reference to the use of the Committee Management Information system (CMIS) it was AGREED that a pictorial reference document of the symbols/icons within MyCMIS be compiled and used alongside one to one training with Cllrs on the use committee mgt. system. Also be circulated to all members/users	
2.3	Mental Health & Well Being and First Aid: It was NOTED that training opportunities were being developed for council staff on mental health and well-being and these could be extended to Cllrs within future quarterly schedules.	Corporate L&D Manager

3.0	Elected Member Charter Assessment	
3.1	RAG Status project Plan: The status of the noted criteria within the Charter Assessment Project Plan was NOTED and referenced.	
3.2	Assessment of EM Charter: It was NOTED that the assessment would take place on Tues 2 nd Oct. Participants and those to be involved in the assessment were discussed and it was agreed that be invited to attend/participate.	Member Support Officer Head, Democratic Services
3.3	Briefing Note: The previously circulated briefing note on council's involvement in the Elected Member Development Charter was referenced and it was AGREED that it be circulated to participants the week before the assessment timetabled for Tues 2 nd October.	Member Support Officer Head, Democratic Services
<i>Meeting concluded at 7.20 pm</i>		

Minutes of Meeting of Policy and Resources Committee of Mid Ulster District Council held on Thursday 6 September 2018 in the Council Offices, Ballyronan Road, Magherafelt

Members Present

Councillor McKinney, Chair

Councillors Cuddy, Doris, Forde, Gildernew, Kearney, S McGuigan, McLean, Molloy, M Quinn, Totten

Officers in Attendance

Mr A Tohill, Chief Executive
Mr Cassells, Director of Environment & Property
Mrs Canavan, Director of Organisational Development
Mrs Kerr, Head of Finance
Mr McAdoo, Head of Environmental Services
Ms McNally, Council Solicitor
Mr Moffett, Head of Democratic Services
Mr O'Hagan, Head of ICT
Mr Scullion, Head of Property Services
Mr JJ Tohill, Director of Finance
Mrs Grogan, Democratic Services Officer

The meeting commenced at 7.00 pm.

PR174/18 Apologies

Councillor Ashton, Bateson, Buchanan, Elattar, McPeake.

PR175/18 Declaration of Interest

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

PR176/18 Chair's Business

None.

Matters for Decision

PR177/18 New Data Protection Policy Adoption

The Head of ICT drew attention to the previously circulated report to seek approval for the adoption policy of a new Data Protection Policy.

Councillor Cuddy enquired if this was the same scenario for the rest of the 10 Councils.

The Head of ICT said that the policies are not the same they would generally reflect the same legislative assurance and controls for all Councils.

Proposed by Councillor Gildernew
Seconded by Councillor S McGuigan and

Resolved: That it be recommended to Council to adopt the Data Protection Policy.

PR178/18 Property Services – Report for Permission to Commence Consultation on the Draft Council Fleet Safety Policy

The Head of Property Services drew attention to the previously circulated report to seek approval to proceed with consultation of a new Fleet Safety Policy developed for Mid Ulster District Council.

Proposed by Councillor McLean
Seconded by Councillor Cuddy and

Resolved: That it be recommended to the Council to approve the Draft Policy and proceed with internal consultation.

In response to a query, the Head of Property Services advised that the Unions would be involved in the process.

The Head of Property Services left the meeting at 7.08 pm.

PR179/18 Response to NILGA Report – Devolution in Northern Ireland

The Head of Democratic Services drew attention to the previously circulated report and advised that the Northern Ireland Local Government Association (NILGA) had circulated a report to all Councils entitled *Devolution within Northern Ireland* seeking commentary on its contents, general proposals and direction and asked that consideration be given to the report.

Councillor Molloy said that taking on some responsibility would be a good thing for issues like infrastructure etc. but that funding would need to come with the responsibility to make sure it was done right.

Councillor Kearney advised that he attended a joint meeting NILGA, SOLACE and National Association of Councillors yesterday in Derry where discussions were continuing to take place to try and build bridges and bring things forward. He said that these meetings were very productive and useful.

Councillor McKinney stated that he would have concerns regarding this, as there was a feeling that no funding will come forward, resulting in roads becoming in a dilapidated state of repair.

Proposed by Councillor McKearney
Seconded by Councillor S McGuigan and

Resolved: That it be recommended to the Council to approve the draft response to the NILGA report on Devolution within Northern Ireland.

The Chair advised that Data Handling Policy, Policy on Recruitment of Ex-Offenders, Dignity at Work Policy would be taken in Matters for Decision rather than for Information.

PR180/18 Data Handling Policy, Policy on Recruitment of Ex-Offenders, Dignity at Work Policy

The Director of Organisational Development drew attention to the previously circulated report and sought approval for:

- Data Handling Policy
- Policy on Recruitment of Ex-Offenders
- Dignity at Work Policy

Proposed by Councillor Cuddy
Seconded by Councillor S McGuigan and

Resolved: That it be recommended to the Council to approve following policies:

- Data Handling Policy
- Policy on Recruitment of Ex-Offenders
- Dignity at Work Policy

Councillor Cuddy said that there was now a lot of policies being brought forward and enquired as to how and when Officers decide when they have to be updated and reviewed.

The Director of Organisational Development advised there is usually little changes to be made, but at the moment, there were some Mid Ulster policies which need to be continuously developed and reviewed and brought back to committee for approval.

Matters for Information

PR181/18 Minutes of Policy and Resources Committee held on Thursday 6 September 2018

Members noted Minutes of Policy and Resources Committee held on Thursday 6 September 2018.

PR182/18 Annual Report and Self-Assessment on the Performance Improvement Plan 2017/18

Members noted report on Annual Report and Self-Assessment on the Performance Improvement Plan 2017/18.

The Chief Executive advised that this was a very detailed report and a lot of Officer time and investment put into developing it. He said that it shows this Council's dedication which is also subject to Auditor approval and would be confident that Officers were carrying out their intended commitments which they set out to do.

Councillor Cuddy said that it was getting the balance right and would be interested to see evidence which didn't depend on facts and figures.

The Chief Executive advised that the Auditor was very thorough and liked to see evidence on what was behind the scenes like minutes etc. He said that there was now a new Local Government Auditor in place and she had advised that she would be looking for a balance.

Local Government (NI) Act 2014 – Confidential Business

Proposed by Councillor Molloy

Seconded by Councillor Cuddy and

Resolved: In accordance with Section 42, Part 1 of Schedule 6 of the Local Government Act (NI) 2014 that Members of the public be asked to withdraw from the meeting whilst Members consider items PR183/18 to PR194/18.

Matters for Decision

- PR183/18 Staffing Issues for Decision
- PR184/18 Business Support Team Project Update
- PR185/18 Recycling Centres – Capital Expenditure Request
- PR186/18 Lease of Lands situated at the rear of Clogher Primary School from the Select Vestry Committee
- PR187/18 PEACE IV Shared Space Regional Project (“Connecting Pomeroy”) – Legal Agreements
- PR188/18 Tascomi Inflationary Price Index
- PR189/18 Local Government Northern Ireland Mapping Agreement (NIMA)
- PR190/18 Review of 2017/18 Financial Statements

Matters for Information

- PR191/18 Confidential Minutes of Policy and Resources Committee held on Thursday 5 July 2018
- PR192/18 Financial Report for 4 months ended 31 July 2018
- PR193/18 Contracts and DAC
- PR194/18 Staffing Matters for Information

PR195/18 Duration of Meeting

The commenced at 7pm and concluded at 8.10 pm.

Chair _____

Date _____

Report on	Somme Association – 2018-19 Subscription
Date of Meeting	Thursday 4 th October
Reporting Officer	Philip Moffett, Head of Democratic Services
Contact Officer	Philip 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 update the committee on correspondence received from the Somme Association on annual membership contributions payable for period 2018-2019
2.0	Background
2.1	<p>The Council is a currently member of the Somme Association to which it has elected member representation. The current representatives are Cllr Mulligan and Cllr J Shiels, details of which are confirmed on the council website at:</p> <p>https://mid-ulster.cmis-ni.org/midulster/OutsideBodies/tabid/69/ctl/ViewCMIS_OutsideBody/mid/395/id/17/Default.aspx</p>
3.0	Main Report
3.1	The council has received an invoice for payment to the Somme Association for the period 2018-19. Provision for the subscription has been made within 2018-2019 budgets (Democratic Services).
4.0	Other Considerations
4.1	Financial, Human Resources & Risk Implications
	Financial: Somme Association - £1,200 (£1,000 + VAT).
	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 notes request for payment from the Somme Association for the 2018-19 yearly subscription.
6.0	Documents Attached & References
	Appendix A - Correspondence from Director, The Somme Association

THE SOMME ASSOCIATION

Vice-President
The Viscount Brookeborough, DL
Dr SIG Adamson, OBE

Chairman
Mr Alan McFarland

Director
Mrs Carol Walker, MBE

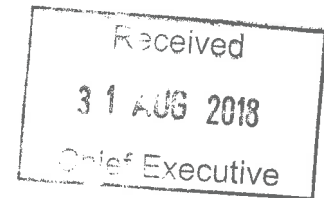


Honorary President:
H.R.H The Duke of Gloucester, KG, GCVO

233 Bangor Road
Newtownards
BT23 7PH

Telephone 028 91823202
Facsimile 028 91823214

Website: www.sommeassociation.com
Email: sommeassociation@btconnect.com
Face Book: The Somme Association



29th August 2018

Mr Anthony Tohill
Chief Executive
Mid Ulster District Council
Circular Road
Dungannon
BT71 6DT

Dear Mr Tohill


Re: 'Friends of the Somme' yearly subscription 2018/19

I am writing to inform you that your council's yearly subscription to the Somme Association is now due. This year's fee following consultation with Council representatives on our Somme Advisory Committee, is as follows: £1,000.00 plus VAT of £200.00 making a total of £1,200.00. Please find invoice enclosed which contains our bank details for BACS payments.

The Officers of the Somme Association wish me to thank your Council for its support over this very busy centenary year and sincerely hope that it will continue to support our work at the Somme Museum and the Ulster Memorial Tower, France.

If you have any questions you would like answered, please do not hesitate to contact me.

Yours faithfully


Carol Walker MBE
Director
Enc.

Report on	Corporate Health Indicators: 2017-18 (cumulative year-end)
Reporting Officer	A Tohill, Chief Executive
Contact Officer	P Moffett, Head of Democratic Services

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

1.0	Purpose of Report											
1.1	To provide members with an update on the measurement of the council’s Corporate Health Indicators for the period 2017-18.											
2.0	Background											
2.1	The committee at its meeting of October 2017 (business item PR 178/17 refers) considered a suite of Corporate Health Indictors for reporting on to elected members. Reporting on the corporate health indicators provide a barometer of how the council is doing across its services.											
2.2.	Council at its November 2017 meeting approved the corporate health indicators.											
3.0	Main Report											
3.1	The suite of corporate health indicators act as a ‘performance dashboard’ and have been set for the 2017-18 period and until such times as they are reviewed. Appendix A provides a year-end (2017-2018) position for the indicators within the areas of: <table border="1"><tr><td>Economy</td><td>Waste Management</td><td>Council Facilities</td></tr><tr><td>Better Responses</td><td>Staffing</td><td>Engaged Workforce</td></tr><tr><td>Finances</td><td></td><td></td></tr></table>			Economy	Waste Management	Council Facilities	Better Responses	Staffing	Engaged Workforce	Finances		
Economy	Waste Management	Council Facilities										
Better Responses	Staffing	Engaged Workforce										
Finances												
3.2	We are continuing to put arrangements in place to collate data on a small number of other corporate health indicators. These focus on the areas of Better Responses, Resident Satisfaction and our Council Facilities.											
4.0	Other Considerations											
4.1	<u>Financial & Human Resources Implications</u> Financial: not applicable Human: not applicable											
4.2	<u>Equality and Good Relations Implications</u> not applicable											

4.3	<u>Risk Management Implications</u> not applicable
5.0	Recommendation(s)
5.1	That members review and comment as necessary on the Corporate Health Indicators measurement for the 2017-18 period
6.0	Documents Attached & References
	Appendix 1: Corporate Health Indicators 2017-18 Report



Corporate Health Indicators: 2017-18

Mid Ulster District Council

Economy



223

No of jobs promoted



14.4

Weeks

Average processing time local planning applications



44.4

Weeks

Average processing time major planning applications



94%

% building regulations applications determined to target

Waste Management



28.10%

of waste going to landfill



54.40%

of waste recycled

Council Facilities



Visitors to Arts & Cultural Venues

348,010



Users of leisure & recreational facilities

1,960,099



9

No. of RIDDOR incidents

Better Responses



83%

FOI requests responded to within target



9,899

No of online transactions

Staffing



707

Number of staff (FTEs) on payroll



361

Number of casual staff employed in past 12 months



95.29%

Attendance



2.04%

Overtime

Engaged Workforce



60.95%

of workforce satisfied with current job



79.48%

of workforce who take pride in working for the Council



69.91%

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

Finances



£7,381,213

Loans outstanding



£8M

Cash reserves



98%

Invoices paid within 30 days



603

Number of organisations receiving grant aid

Report on	Marketing & Communications Activity Update
Reporting Officer	Ursula Mezza
Contact Officer	Ursula Mezza

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

1.0	Purpose of Report
1.1	The report provides an update on key areas of recent marketing and communications activity.
2.0	Background
2.1	The Marketing & Communications service works corporately as well as across departments and services, to develop and deliver effective external and internal marketing and communications activity which supports the Council's vision, values and strategic direction.
3.0	Main Report
3.1	The appendix records core activity levels and key areas of recent and pending work undertaken by the Marketing and Communications service.
3.2	Community Planning support, substantial support given to summer events and planned for Halloween events, are featured.
3.3	Details of the new 2018-2019 recycling campaign 'are you a recycling hero?' which launched on 24 September to coincide with this year's recycle week are also included.
4.0	Other Considerations
4.1	<u>Financial & Human Resources Implications</u> Financial: N/A Human: N/A
4.2	<u>Equality and Good Relations Implications</u> N/A
4.3	<u>Risk Management Implications</u> None

5.0	Recommendation(s)
5.1	That the Committee notes the content of the report.
6.0	Documents Attached & References
	Marketing & Communications Update

Marketing & Communications Update

Community Planning

Lead Partners Communication Meeting

The first meeting of communications staff from lead community planning partners took place on 18 September.

There was broad representation from partners, encompassing DfI, DfC, EA, Libraries NI, NHSCT, SHSCT, NI Water, South West College, Northern Regional College, Workspace and CWSAN.

Three questions were considered:

- The extent to which community planning is a part of each organisation's corporate and business/service planning agenda
- Whether the approach positioned in the Engagement and Communications Strategy was appropriate (i.e. that the lead agency on any project also leads communications, forming a task and finish group of other partners as required)
- How the immediate community planning priorities should be managed (i.e. Community Planning Convention, Mid Ulster Skills Forum Skills Report launch, Ageing Well project).

While the extent to which community planning is an integral part of each organisation's corporate agenda varied, there was consensus that a communications group had a role to play in ensuring a more cohesive approach.

There was clear agreement that the people who are benefitting tangibly from community planning outcomes should be placed at the heart of any communications activity.

There was also some discussion around how any narrative might be developed, along with potential community planning-specific platforms, bearing in mind the resource implications and the need to manage community expectations around community planning.

A series of actions will now be progressed, which in the short term will focus on the delivery of communications plans for the launch of the Mid Ulster Skills Forum and the Community Planning Convention.

Mid Ulster Skills Forum Skills Report & Action Plan

The communications approach and messaging for the launch of the report and action plan (15 October 2018) has been developed by marketing and communications and agreed.

This is the first major piece of work to emerge from the Mid Ulster Skills Forum and while it may relate specifically to the Mid Ulster region, the issues under discussion have relevance NI-wide.

This means positioning the launch as an event with regional i.e. NI significance, as well as showcasing the fact that the Forum is the first of its kind in NI and the first to produce a comprehensive analysis of the 'skills landscape'.

The approach to communications will focus on achieving:

- media buy-in from regional, business-focussed broadcast and print channels
- endorsement from Forum members across sectors, but primarily from the business world itself and relevant sectoral bodies.

Community Planning Convention

The Convention is the next significant large-scale engagement event with the community and voluntary sector, as well as with a range of other stakeholders, including businesses.

A final format for the event with confirmed speakers has been received and the development of a communications plan will now take place, with an emphasis as outlined previously, on creating a true sense of partnership by ensuring partner organisations have aligned messages and generate content on their owned channels.

Recycling 2018-2019 Campaign Plan 'Are You A Recycling Hero?'

The new 'hero or zero' recycling campaign was launched on 24 September 2018 to coincide with this year's Recycle Week.

The campaign focuses on reinforcing existing positive behaviour among recyclers, while encouraging behaviour change in those who recycle less, not at all, or incorrectly. This approach is endorsed via the research results and guidance received via WRAP.

The 'hero' concept itself is rooted in the idea of telling Mid Ulster's recycling story, not from the Council's perspective, but from our residents'. And every story has a hero. So who are the recycling heroes in Mid Ulster?

This campaign changes the traditional recycling narrative to engage with local people at a range of levels, using a specially devised online quiz for participants to test whether they are a recycling hero or a recycling zero; tapping into the on-going popularity of superheroes with children and young people by using superheroes like Batman and Spiderman and our own Mid Ulster heroes Eco-Eddie and Eco-Edwina; taking the message practically to the local community via a partnership with Tesco in the 3 main towns; refreshing the recycling education programme's theme to reflect the hero story and online interaction; re-framing routine recycling-related activities to reflect the hero story.

Ultimately, over an extended period of time, we have the opportunity to gather a wealth of material which tells the recycling story in Mid Ulster and to use it to engender civic responsibility and pride when it comes to recycling (e.g. recycling hero awards).

The campaign is structured to be omni-channel i.e. where every channel we use is seamlessly connected visually, verbally and virtually. This will ensure that whether we are working across our web site and social media sites, print, out of home or in direct marketing, our positioning and messaging is clear and consistent.

It is also in line with our 'digital first' agenda, creating online content through the quiz (directing traffic to our website, helping to establish digital metrics for evaluative purposes), asking people to contribute their stories through social media and seeking to increase the use of video in our campaign work.

This is also the first time where we intend to use targeted cinema advertising in a campaign, subject to budget.

Some example artwork is attached to illustrate the applied concept.

The objective is to contribute to the reduction of recyclable material (specifically paper, card, plastics and glass) in black bins by 5% in 2018-2019.

Leisure & Outdoor Recreation

A leisure customer insight paper was presented to the leisure team at the beginning of August, documenting research evidence into customer behaviours as they relate to leisure and analysing and interpreting available information from our own sources.

As well as identifying data gaps and opportunities, the work delivered an initial assessment of each leisure facility's product portfolio which has subsequently been explored in more detail at specific meetings and informed by further research on industry trends.

To help inform the future development and shape of the leisure offering to residents, marketing and communications has developed a non-user market research proposal, undertaken the procurement and a project initiation meeting with the successful market research company took place on 26 September.

Support has also been provided on specific campaign development and delivery to promote programmes, e.g., the NIFSA Forest School and the Green Flag People's Choice campaign, the leisure autumn and swimming programmes, the teenfit initiative in Dungannon and memberships in Greenvale.

Events

Planning and delivering pre-event promotional activity across channels, during-event social media coverage and post-event press and social coverage is a substantial area of marketing and communications support service.

The summer event programme has now been completed:

- Cookstown Continental Market: Saturday 2 & Sunday 3 June
- Tafelta: Saturday 11 & Sunday 12 August
- Lumarina: Friday 17 & Saturday 18 August
- Picnic in the Park: Bank Holiday Monday 27 August
- Peter's Trails & Tales: Saturday 8 September

Individual evaluations of each event have been undertaken and a summer events review meeting is to be held on Monday 1 October to allow greater engagement and timely discussion which can inform decisions and activities for 2019.

The marketing plan for Halloween events has been completed by the marketing and communications service and is at implementation stage.

The events are:

- Friday 26 October: Hill of The O'Neill and Ranfurly House, Dungannon
- Saturday 27 October: Mid Ulster Sports Arena, Cookstown
- Wednesday 31 October: Maghera Leisure Centre and St.Patrick's Playing Fields, Maghera
- Wednesday 31 October: Coalisland

Core Service Activity Levels

News releases issued in July and August 2018.

Note: news releases are not an end in themselves and are often simply the core script. Further creative content and messaging evolves to suit different audiences and translates into activity across channels.

	No issued	Breakdown by service area:
July 18	12	Chair/Deputy Chair 3; Parks 2; Events 2; Econ Dev 2; Planning 1; Environmental Services 1
Aug 18	16	Events 5; Econ Dev 3; Culture & Arts 2; PCSP 2; Environmental Services 1; Environmental Health 1; Tourism 1; Bonfire Consultation 1

Media Enquiries

The volume of media enquiries in July came close to the highest levels to date (May 2018 at 49) and the service performed well in terms of response timeliness, particularly given the holiday period.

	No received	No answered in 4hrs	Fastest response time	Slowest response time	Top Topic(s)	Top Source(s)
July 18	45	39	4mins	6 days 4hrs 33mins	Travellers' Issues (12); Bonfires (7)	Irish News (13); Tyrone Courier (7); Mid Ulster Mail (6)
Aug 18	27	20	Immediate	15hrs 8mins	Aughnacloy spillage (6); Planning (3)	Tyrone Courier (7); Dungannon Herald (6); BBC (4)

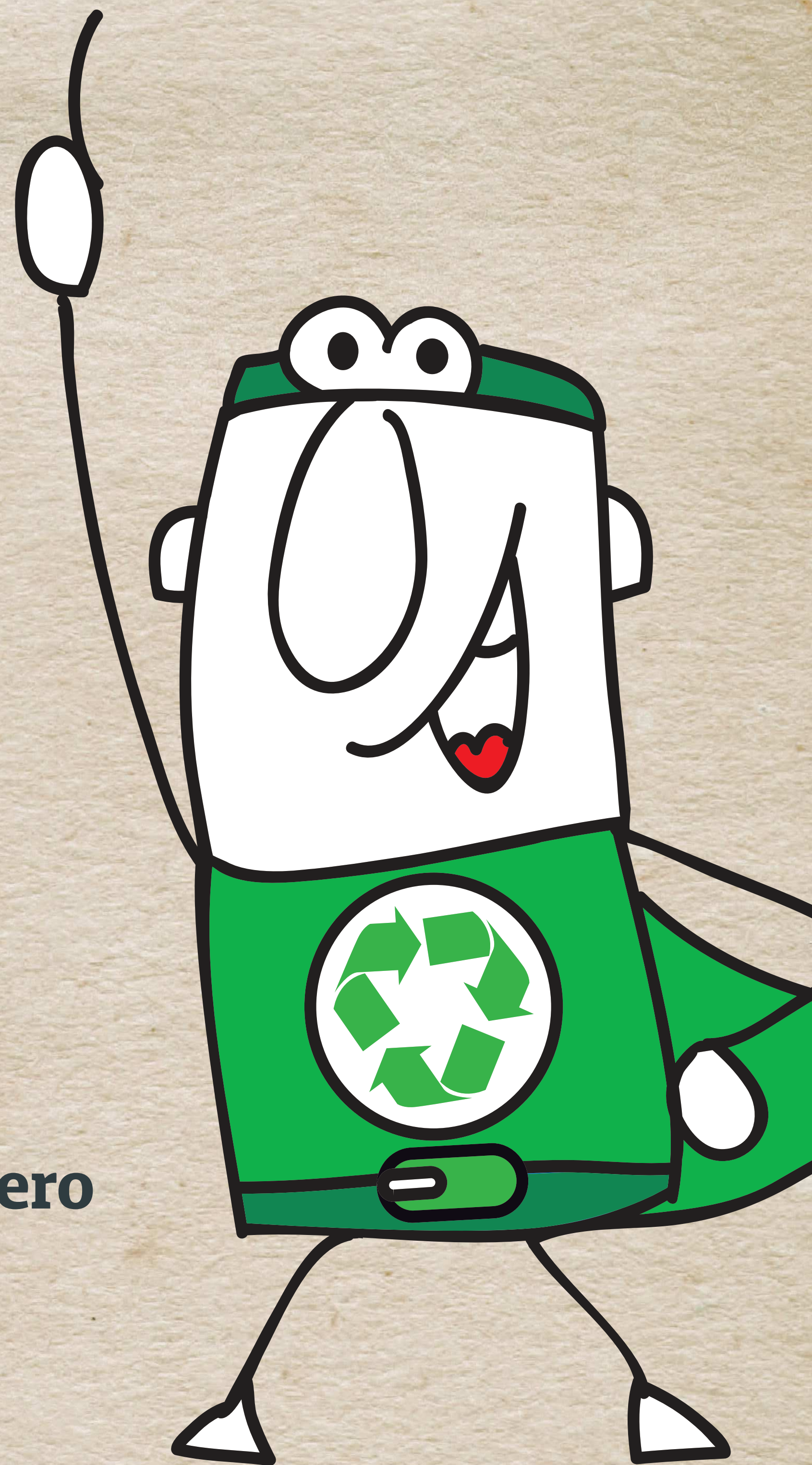
Zero or Hero?

Are you a Recycling Hero?

Take our
online quiz
and find out!

#RecyclingHero

www.midulstercouncil.org/recyclinghero



Comhairle Ceantair
Lár Uladh
Mid Ulster
District Council

Zero or Hero?

Are you a Recycling Hero?

Take our online quiz and find out!

#RecyclingHero
www.midulstercouncil.org/recyclinghero

