

A

Minutes of Meeting of Policy and Resources Committee of Mid Ulster District Council held on Wednesday 11 January 2017 in the Council Offices, Ballyronan Road, Magherafelt

Members Present

Councillor Gildernew, Chair

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

Officers in Attendance

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

The meeting commenced at 7.00 pm.

PR001/17 Apologies

Councillor McLean

PR002/17 Declaration of Interest

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

PR003/17 Chair's Business

None.

PR004/17 Receive and confirm minutes of the Policy and Resources Committee meeting held on Thursday 8 December 2016

Proposed by Councillor Molloy
Seconded by Councillor McGuigan and

Resolved: That the minutes of the meeting of the Policy & Resources Committee held on Thursday 8 December 2016 (PR219/16 – PR229/16 and PR242/16) were considered and signed as accurate and correct.

Matters for Decision

PR004/17 Transfer of Lands at Old English Road, Dungannon

The Council Solicitor drew attention to the previously circulated report to seek members' approval to progress the transfer of lands at Old Eglish Road, Dungannon to owners of Cottagequinn Lodge ("the Transferees") for the purposes of rectification of boundaries.

In reply to Councillor Mallaghan's query about when the land was first purchased, the Council Solicitor advised that she would bring back the relevant information to the next committee meeting.

Proposed by Councillor Cuddy
Seconded by Councillor Buchanan and

Resolved: That it be recommended to the Council to approve the transfer of lands to the Transferees relating to lands at Old Eglish Road, Dungannon for boundary rectification purposes be progressed to conclusion.

Matters for Information

PR005/17 Statutory Performance Indicators & Standards Six Month Update

The Head of Democratic Services drew attention to the previously circulated report to provide Members with monitoring information at the end of Quarters 1 and 2 (April-Sept) for review of performance against the council's 7 Statutory Performance Indicators and Standards.

Resolved: That Members note the contents of the report on Statutory Performance Indicators & Standards Six Month Update.

PR006/17 NI Audit Office – Audit & Assessment Report 2016-17

The Head of Democratic Services drew attention to the previously circulated report to, provide Members with the report from the Local Government Auditor on how the Auditor believes the Council has discharged its duties in relation to, (i) improvement planning; (ii) publication of improvement information; (iii) extent to which the council has acted in accordance with Department Guidance; and (iv) whether the Council is likely to meet the required arrangements to secure continuous improvement.

The Head of Democratic Services referred to the report consisting of the outcome of the Local Government Auditor's Improvement Audit and Improvement Assessment in 2016-17

Resolved: That members note the contents of the report on NI Audit Office – Audit and Assessment Report 2016-17.

The Chief Executive provided members with a verbal update on concerns being raised around the performance management regime from across the local government sector which were referenced at the recent preparatory meeting of the next Partnership Panel meeting. He added that he was working towards positioning the council as a high performing council but advised that Local Government Auditor expectations on what the performance improvement regime entailed appeared to be different to that of local

government. The Chief Executive added that contact was being made with the Local Government Auditor to discuss future expectations to ensure meaningful arrangements are put in place they are fully understood by both parties.

Councillor McPeake advised that he was aware of this some months ago and that he felt that there wasn't enough involvement with local government to set realistic targets and performance arrangements. He enquired if it was felt that there was much involvement from the Local Government Auditor to help local government reach the set targets.

The Chief Executive advised that there was minimal involvement with local government and the arrangements were replicated from the Welsh performance improvement model. He continued to say that what may be acceptable to Welsh Local Government may not be acceptable locally but he would be making the best possible efforts to obtain positive outcomes for the council from any processes embarked upon.

Councillor Bateson said the situation in Wales may be viewed there as being more of a benefit to its citizens but locally it may be viewed by central government as an opportunity for a cost cutting. He enquired if there was any way of finding out if the Welsh people were benefitting compared to the people of Mid Ulster with regard to arrangements bringing about efficiencies.

The Chief Executive said that he was not aware of the Welsh auditing arrangements but this could be explored. He stated it was about having the best system for citizens but this was difficult when local arrangements required objectives to be set over shorter periods of time.

The Director of Public Health and Infrastructure entered the meeting at 19.11 pm.

PR007/17 Member Services

Councillor Mallaghan raised concern about members' mobile phones stating that they were unsuitable for the purpose as they did not appear to work well, particularly with council social media outlets and asked if consideration could be given to investigating supply of a different device.

Councillor Forde advised that she would like to see what all members had received to date and asked that this information be made available to all.

Councillor Ashton enquired as to what had been agreed on broadband and telephony costs.

The Director of Finance said that November Council meeting resolved that provision for broadband and mobile telephony costs would increase from £15 to £30 for each item per Member. He added and referred to Departmental guidance permitting payments. Telephony and broadband costs calculated up to £720 per member per annum plus any additional costs for those who are unable to obtain broadband connection through a basic telephone line.

Councillor Ashton advised that she had received a letter from National Association of Councillors advising of different information and asked that an email be forwarded to Members outlining their entitlement to save any confusion.

Councillor McPeake indicated that he recalled the Department making a decision to let the councils pay appropriate costs and enquired if this had changed.

The Director of Finance advised that he had received correspondence guidance dated 10 October and that the correspondence that the Council were working on is of a later date but indicated that he would explore this and full clarification provided to members.

Resolved: That clarification be issued to Members on their broadband and telephony costs entitlement.

Confidential Business

Proposed by Councillor S McPeake
Seconded by Councillor T Quinn and

Resolved: That items PR008/17 to PR017/17 be taken as confidential business.

PR018/17 Duration of Meeting

The meeting was called for 7 pm and ended at 9.51 pm.

CHAIR _____

DATE _____

B

Subject:	Unadopted Roads: General Power of Competence
Date:	9 February 2017
Reporting Officer:	Andrew Cassells, Director of Environment & Property
Contact Officers:	Andrew Cassells, Director of Environment & Property Claire McNally, Council Solicitor

1	Purpose of Report
	To seek the approval of Members 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.

2	Background
2.1	Members will be aware from earlier reports presented to the Committee, by both the Council Solicitor and the Director of Environment & Property that there have been a number of requests received from residents living on unadopted or private roads for the Council to exercise its General Power of Competence to bring such up to an adoptable standard.
2.2	Specifically, the Members will be familiar with the circumstances surrounding Curran Terrace and the Resolution made by this Committee at its meeting on 3 November 2016, and as subsequently approved by Council, in this regard: <ul style="list-style-type: none"> ➤ “Exercise its General Power of Competence to resolve access road issues at Curran Terrace. Works to be carried should bring the road up to an adoptable standard. ➤ Work towards putting Council Policy in place to deal with any other requests re roads.” <p>This report, therefore, commences the process of Policy development as requested.</p>

3	Key Issues
3.1	In order to establish a Policy with regards to how and in what circumstances the Council should exercise its General Power of Competence it is important that a set of objective criteria be established against which each request can be assessed or measured in order for the Council to demonstrate that it has taken an objective and equitable approach to dealing with such requests.

<p>3.2</p>	<p>As a consequence a series of criteria has been developed, in conjunction with the Council Solicitor, for the consideration of Members. The draft criteria developed to date, which could be included within the draft Policy are as listed below;</p> <ol style="list-style-type: none"> 1. Where the Council owns (or is believed to own) and/or had responsibility for the road in question. 2. The subject road was not transferred to nor adopted by the Roads Authority at the relevant time of transfer of local government functions for example under the 1972 Local Government Act. 3. Properties adjacent to and accessed from the subject road were built by the Council or its predecessors. 4. The situation appears to have arisen in light of an anomaly. 5. All options (to establish ownership and/or maintenance liabilities) with other relevant statutory bodies have been exhausted. 6. The subject road is in a state of disrepair to the extent that it is difficult to safely drive a vehicle on it and/or is a safety hazard. 7. An exceptional case must be proven and other statutory bodies and adjacent owners not in a position to carry out works. 8. As any decision to carry out works would be a discretion under the General Power of Competence, therefore, consideration must be given to issues such as; resource use and utilisation; financial implications; anticipated specific benefits; risk mitigation; statutory duties and strategic objectives alignment; effective and economic roll out; any public law duties; and any other relevant considerations. 9. Land that is privately owned and/or where a developer is involved and/or where there is or should be a road bond/insurance in place, would not be eligible under this Policy.
<p>3.3</p>	<p>The rationale for the inclusion of the above criteria includes the fact that if the Council were to agree too wide a policy then it would have the potential to open the 'floodgates' and be unable to deal with or satisfy all requests.</p> <p>Potentially there wouldn't be the budget/resources to bring all roads up to an adoptable standard and as a consequence divert resources away from delivering on the key elements of the Council's Corporate Plan.</p> <p>Essentially, therefore, the Council should seek to focus on the delivery of its core functions and not effectively take on what could be considered the functions of other statutory agencies.</p>

4	Resources
4.1	<p><u>Financial</u></p> <p>None at this juncture.</p>
4.2	<p><u>Human</u></p> <p>Officer time in the development of a suitable Policy in relation to the treatment of requests in relation to unadopted roads.</p>
4.3	<p><u>Basis for Professional/ Consultancy Support</u></p> <p>None at this Juncture</p>
4.4	<p><u>Other</u></p> <p>None at this juncture</p>

5	Other Considerations
5.1	None at this Juncture

6	Recommendations
6.1	That Members consider the Criteria as detailed at Section 3.2 of this report and recommend to Council that a draft Policy on the treatment of Unadopted Roads requests be developed based on the Criteria and brought to a future meeting of the Committee for consideration in due course.

7	List of Documents Attached
7.1	None

C

Subject	Recognition Policy
Date	9 February 2017
Reporting Officer	Marissa Canavan, Director of Organisational Development

1	Purpose of Report
1.1	To seek members approval for a Recognition Policy for Mid Ulster District Council.

2	Background
2.1	The policy will be applicable to staff who are retiring / leaving the Council after 10+ years' continuous service. The policy is intended to ensure that any such presentations are made to ensure equity of treatment with regard to recognition and reward for all staff.

3	Key Issues
3.1	N/A

4	Resource Implications
4.1	<u>Financial</u> – Associated costs include: - Gift voucher to a value of £50 for 10-20 years' service - Gift voucher to a value of £100 for 20+ years' service
4.2	<u>Human resources</u> – N/A
4.3	<u>Assets and other implications</u> – N/A

5	Other Considerations
5.1	N/A

6	Recommendations
6.1	Members are asked to approve the Recognition Policy for Mid Ulster District Council.

7	List of Documents Attached
7.1	Recognition Policy



APPRECIATION & RECOGNITION OF RETIREMENT/LEAVING OF STAFF POLICY

Document Control			
Policy / Procedure Owner (name, role & section)	Sinead McAleer, Corporate Learning & Development Manager, Organisational Department, Mid Ulster DC		
Policy/ Procedure Author (name, role & section)	Sinead McAleer, Corporate Learning & Development Manager, Organisational Department, Mid Ulster DC		
Version	v1.0		
Consultation	Senior Management Team	Yes / No	
	Trade Unions	Yes / No	
Equality Screened by		Date	
Equality Impact Assessment	Yes / No	Date	
Approved By	Policy & Resources Committee	Date	
Adopted By	Council	Date	
Review Date	February 2018	By Whom	
Circulation	Mid Ulster District Council staff		
Document Linkages			

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1.0 INTRODUCTION

As an employer, Mid Ulster District Council is committed to valuing its employees for their contribution to the Council and therefore recognising their retirement / leaving the service.

2.0 CONTEXT

2.1 Retirement (including ill health retirement) and Leaving the Service:-

The policy is applicable to staff who are retiring / leaving the Council after 10+ years' continuous service. The policy is intended to ensure that any such presentations are made to ensure equity of treatment with regard to recognition and reward for all staff. The policy outlines the process for the acknowledgement and recognition of employees for their contributions to the Council.

2.2 Recognition

Recognition of retirement / leaving the Council after 10 + years' service will be marked by presentation of a card and flowers for female members of staff and a card and flowers for spouse/partner of male members of staff, along with the following:-

Gift voucher to value of £50 (from place of employee's choice)	10-20 Years
Gift voucher to value of £100 (from place of employee's choice)	20+Years

There will also be the provision of:-

- a) Refreshments to be organised by department from within which staff member is retiring/leaving
- b) Photograph of the presentation

The Council will be represented by the relevant Departmental Director and Line Manager(s) and Marketing/Communications representative. The Guest of Honour will have the opportunity to nominate one guest, e.g. partner or colleague to attend the event. The final guest list will be at the discretion of the Departmental Director.

2.3 Administration

Human Resources will confirm names of those retiring to the relevant Director. It will be a departmental responsibility to ensure arrangements are in place to recognise and acknowledge the employee leaving, as outlined in 2.2, for example, advise the Chair's Office & Marketing/Communications team of the date of the presentation so that advance arrangements can be put in place. This is to ensure that no member of staff leaving who has completed the above years' service is missed.

3 Review of Policy

To be undertaken 12 months after implementation.

D

Subject NILGA Summary Product & Work Plan 2016-17

Reporting Officer P Moffett, Head of Democratic Services

1	Purpose of Report
1.1	To receive and consider the NI Local Government Association Summary Product & Work Plan for 2017-2018.

2	Background
2.1	NILGA has corresponded with the council setting out its Product & Work Plan for 2017-18 it proposes to undertake on behalf of the local government sector. Correspondence also sets out the annual subscription for 2017-18 as an investment from council to assist in the delivery of the Work Plan.
2.2	Mid Ulster Council is an existing member of NILGA with council representatives being Cllrs McPeake, Burton, McGuigan, Glasgow and Kearney.

3	Key Issues
3.1	<p>The Association is seeking approval of its Work Plan and subscription for 2017-2018. The Work Plan confirms proposed activity as:</p> <ol style="list-style-type: none"> 1. Support around Legislation, Investment & Transfer of Functions 2. Statutory Representation and Co-ordination (with central government) 3. National and Regional Policy, Lobbying, Guidance and Publications 4. Provision of Regional and Sub regional Events, Awareness and Annual Conference 5. Support with progression of Elected Member Development Charter 6. Support with International & European Policy, Investment and Representation 7. Regional Communication Bulletins, an Information Portal and Member Liaison 8. Strategic and Regional Working Groups Co-ordination 9. Northern Ireland council research and development 10. General back office support to elected members and membership councils

3.2	The Association's subscription for 2017-2018 membership is set at £43,610. This is a 1% increase 2016-17 to facilitate national pay implementation.
3.3	As part of the Subscription NILGA will maintain the existing link with the NJC (National Joint Council) as part of the national pay machinery but will not take part in any industrial relations activity pending an independent review around this area of work. This activity forms part of the annual subscription.

4	Resources
4.1	<u>Financial</u>
4.1.1	The subscription sought for 2017-18 is £43,610 (a 1% increase on 2016-17). Provision has been made within 2017-18 budgets for the NILGA subscription.
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 committee considers for approval the 2017-18 Work Plan and subscription of £43,610 for the same period.

7	List of Documents Attached
7.1	Appendix A Correspondence and NILGA Work Plan 2017-18

Mr A Tohill
Chief Executive
Mid Ulster District Council
Council Offices
Circular Road
DUNGANNON
BT71 6DT

9th January 2017

Dear Anthony

I have pleasure in enclosing NILGA's Summary Product & Work Plan for 2017/18, together with the associated investment subscription.

2017/18 will be a major year for local government in Northern Ireland, and our collective resolve will be needed to sustain and develop councils as key public service providers and place shaper.

The Work Plan regionally (all councils) and specifically aims to meet the requirements of Mid Ulster District Council, but is also designed to adapt to the wider political and fiscal environment we, you and the other 10 councils are operating within regionally, nationally and trans-nationally.

It draws on service requests and feedback from Mid Ulster members and officers together with your fellow member councils, the impact of which has been very constructive and substantial during 2016/17.

Members of the Association, including NILGA President, Councillor Sean McPeake along with Executive colleagues Councillor Frances Burton, Councillor Sean McGuigan, Councillor Mark Glasgow and Councillor Martin Kearney, are valued members who participate fully in the direction and work of NILGA, following the Association's major review and our modernisation.

Of equal importance has been the direct involvement of individual members and officers across the 11 councils in terms of developing the core product requirements from NILGA during this electoral period.

Northern Ireland Local Government Association

Bradford Court, Upper Galwally, Castlereagh, BT8 6RB

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In 2017/18, all of our work will result in critical improvements for councils:

- DEMOCRACY - Ensure an All Party initiative is established to develop and resource Local Government in NI now and beyond the new electoral period from May 2019;
- FINANCES - Ensure the development of a New Burdens Framework for NI, to fully resource and indemnify councils for any material transferred function or additional responsibility;
- DEVELOPMENT - Ensure the delivery of a new, regionally co-ordinated, locally delivered elected member training and awareness programme, gaining expertise and resources externally;
- KNOWLEDGE - Develop new Code of Conduct, Partnership Panel, Policy Guidance and Evidence provision within the new Programme for Government's delivery period and ethos.

NILGA will continue to develop its very strong relationship at corporate level Mid Ulster District Council, including, I trust, the aspiration of your council to gain the Charter Plus award and taking advantage of new investment opportunities for the local economy.

We will also seek to use and promote venues across the council area for member and officer awareness events on matters as important, yet diverse, as the Code of Conduct, new economic investment opportunities, Rates, Waste, Planning and the emerging Programme for Government.

NILGA has and will continue to explicitly demonstrate high levels of performance and value for money, despite the modest size of the Association's resources and team. We draw on a much wider team across these islands, due to our credibility and network which has demonstrably impacted on Mid Ulster District Council this year.

NILGA looks forward to continuing to engage in an overall strategic set of outcomes for and with you and to realising some of your corporate and member development aspirations, promoting your successes and championing the sustainability of the wider local government sector in Northern Ireland.

Acceptance of the attached Work Plan and Investment for 2017/18 is requested by 28th February 2017, and I really look forward to working with you, your members and officers in 2017/18.

Yours sincerely



Derek McCallan
Chief Executive
Enc.

All Council NILGA, Product & Work Plan 2017/18

1. Legislation, Investment & Transfers of Functions:

NILGA, working with all 11 councils and the wider 450 local authority Local Government Group, will commission and present a **New Burdens Framework** to the NI Executive, designed to adapt the Local Government Act NI (2015) and to fully resource and indemnify councils for all transfers of functions including Regeneration.

NILGA will advocate and with evidence present proposals on Rates Reform to embed a more localised investment and asset management role for all councils in Northern Ireland.

Following the passing of the Cities and Local Government Devolution Act 2016 in England / Wales, NILGA will enable an **All Party, Central – Local Government Group on Reform, Decentralisation and Devolution** to strengthen the role and sustainability of councils and enhance the democratic, efficient work of local government in Northern Ireland.

2. Statutory Representation and Co-ordination

NILGA will provide a full Secretariat Service for the 11 member Councils to ensure an effective, productive Partnership Panel for Local Government, in tandem with the Department for Communities and all NI Executive Ministers / Departments.

NILGA will ensure effective, productive representation drawing on members and officers from the 11 councils, on key Monitoring & Investment mechanisms including the Committee of the Regions, Interreg V, the NI Rural Development Programme, Jobs and Growth, Ministerial Planning Group, Waste Management Co-ordination Group and the Future Skills Group.

3. National and Regional Policy, Lobbying, Guidance, Publications, Representation:

NILGA will provide essential Policy Guidance and submit evidence spanning all NI Executive Departments, Westminster, all island bodies and within EU Referendum Outcome mechanisms, to **protect, advocate and sustain** local councils in Northern Ireland. Policy Guidance will include the development of working groups drawn from **the Committee for the Executive Office** (TEO) and the **Committee for Communities** (DfC).

The Association will co-ordinate NI local government's input in National strategic work of the Local Government Group UK and Ireland wide, drawing down investment and collating best practice for NI councils on matters including member development, enterprise and job development, coastal erosion, infrastructure and community planning. This work will include the **National Pay Spine Review** and National Pay Consultations and a NI Councils co-ordinated response.



NILGA will run a **Planning Refresher Series** of awareness events, produce contemporary, user friendly **Planning Guidance**, and ensure that revisions to the **Councillor Code of Conduct** are (i) fully understood within all councils, (ii) fully tested through scenario training & awareness events and (iii) do not disadvantage councils or councillors in NI comparative to neighbouring jurisdictions.

4. Regional and Sub Regional Events, Awareness, Flagship Annual Conference:

NILGA will co-ordinate 20 key events in 2017/18 on Planning, Community Planning, New Burdens, the Economic, Social, Investment Strategies and Rates Consultations, applying the General Power of Competence, induction on new parts of the Code of Conduct, New Burdens policies to better resource and protect councils in NI, and the roles of local authorities in the new Programme for Government.

These bespoke events will be free to the 11 member councils.

NILGA's **Annual Flagship Conference** will take place on Thursday 12th October 2017, in La Mon Hotel and Country Club, Castlereagh Hills. The Conference this year will launch the **"Excellence in Local Government"** Awards Evening, which will recognise across the 11 councils those members, staff, businesses and community bodies providing exemplary public service in NI. **The Flagship Conference and Excellence Evening will have an allocation of 4 NILGA Council Guest Passes per local authority, allocated by the First Citizen.**

5. Elected Member Development including Charter / Charter Plus:

NILGA will co-ordinate and support the effective delivery of the accredited **National Charter** and **National Charter Plus Awards** for Elected Member development by NI's 11 councils.

In partnership with councils and the NAC, NILGA will drive a **Regional Member Development Programme for 2017 – 2019**, to enable regionally co-ordinated and procured, locally delivered, added value, cost effective, member learning toolkit.

NILGA in partnership will deliver a **Councillor Development Network** co-ordinated by its all Council elected member steering group, producing capacity building, learning and e-learning events, products and publications.

NILGA will retain the procurement benefits for NI councils of membership of the National Association of Regional Employers (NARE) and input councils' requirements to NARE on work force, member development and related issues.

6. International & European Policy, Investment, Representation:

NILGA will bid for Northern Ireland's councils to be showcased through hosting the 53 nation **Commonwealth Local Government Forum 2019 International Conference**.

NILGA will deliver the **European Entrepreneurial Region Programme** of work, directly with participating councils' economy and investment teams, Catalyst Inc, Young Enterprise, University of Ulster Business School, Belfast Met, Queens University, Invest NI, Department



of the Economy, Colleges NI, Federation of Small Businesses NI and Enterprise Northern Ireland.

NILGA will co-ordinate input into the EU's Committee of the Regions, all relevant Monitoring Committees (e.g. Peace IV, SEUPB), and related bodies.

7. Regional Communication, Bulletins, Information Portal, Member Liaison:

NILGA will launch a new, interactive, modern media platform, with improved website, social media and information library links for all member councils and our strategic partners.

It will produce 10 NILGA Member Council Bulletins, related Press Releases, provide presentations to councils, group leaders and SOLACE as required, attend Party Conferences, represent councils best interests in national and regional media and ensure through and effective local community and Council promotion within Ulster in Bloom 2017/18.

8. Strategic, Regional Working Groups:

NILGA will enable a minimum of 16 task and finish sessions during 2017/18 for all councils, of NILGA Action Groups for Planning, Community Planning, Economic Development, Interreg, Growth & Jobs, Regional Improvement, Audit & Risk, Rural Development and Waste. These will be convened in partnership with councils, SOLACE and government departments, including Department of Finance, Department of Economy, Department for Communities, Department of Agriculture, Environment and Rural Affairs.

These will have specific work plans tailored exclusively to councils' requirements and can be further shaped to assist the emerging Programme for Government, modernisation and shared services agendas.

9. NI Council Important Research and Development:

Work on Council required initiatives such as Devolution, New Financial Models, Coastal Erosion, Economic Policy, Un-adopted Roads, developing a Programme for Local Government, Local Democracy, Place Shaping, Commissioning, new Programme for Government outcomes, and additionally **as required by councils**.

10. Corporate Planning & Performance Management:

NILGA will provide a new Corporate Plan for the period June 2017 – May 2019, to succeed the present Plan and in accordance with member councils needs, at its 2017 AGM, together with performance measurement and management aligned to this.

11. Back Office:

Support for member & council liaison, Full Members and Executive Meetings, Personnel, Finance and Office Management, Ulster in Bloom and Audit Committee.

Mid Ulster District Council

Mid Ulster District Council Subscription* to enable investment in the above for 2017/18 is £43,610 (excluding VAT), which equates to 2016/17 plus 1% to accommodate National Pay implementation. An invoice will be sent to your Council on 1st April 2017.

NB: NILGA will maintain the link with National Pay machinery (NJC) but will not engage in workforce or industrial relations work pending outcomes of the independent review of such matters. Maintaining this link is part of the above costs, but the investment to Local Government Employers to benefit from wider policy, negotiation and fiscal work performed by the LGE (about £3,900 per Council) is billed separately as agreed with SOLACE.

* Mid Ulster District Council along with Antrim & Newtownabbey, Causeway Coast & Glens, Fermanagh & Omagh, Lisburn & Castlereagh and Mid & East Antrim, is a Band C Council, which is a Council with a population below 145,000.



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E

Subject	Corporate Improvement Plan 2016-17 – 3rd Quarter Progress Report
Reporting Officer	P Moffett, Head of Democratic Services
Contact Officer	L Jenkins, Performance & Quality Officer

1	Purpose of Report
1.1	To update members on the Council's progress on delivery of the Improvement Objectives set within the Corporate Improvement Plan 2016/17.

2	Background
2.1	Corporate Improvement Plan 2016/17, Improvement Objectives & Activities
2.1.1	The Local Government (NI) Act 2014 and Department Guidance requires the Council to sets itself improvement objectives to improve the exercise of its functions for each financial year. This Act places a General Duty on the Council to make arrangements to secure continuous improvement and publish a forward facing Corporate Improvement Plan setting its improvement objectives which it will use to improve how it will deliver services and arrangements to achieve them.
2.1.2	The following improvement objectives were approved for 2016-17: <ul style="list-style-type: none"> • Consolidating & Improving the Delivery of Services. • Improving Our Management of Waste • Promote & Assist in the Growth of the Economy
2.1.3	Service areas subsequently developed their service improvement plans containing actions, measures and projects that would drive the improvement objectives forward in 2016/17. The Council's three Corporate Improvement objectives have ten linked performance improvement areas, with 53 associated key actions/measures linked to each.
2.1.4	The performance improvement areas, which appear within the Council's three improvement objectives, are <p>Objective: Consolidating & Improving the Delivery of Services:</p> <ol style="list-style-type: none"> 1) Maintain & Enhance our Service Standards 2) Supporting Representation of Our Citizens 3) Developing Medium to Long-Term Strategies for Our Communities 4) E-enabling Our Services 5) Strengthening Our Business Processes <p>Objective: Improving Our Management of Waste:</p> <ol style="list-style-type: none"> 6) Ensuring Compliance with Regulatory Standards 7) Develop Innovative Practices to Meet Waste Needs <p>Objective: Promote & Assist in the Growth of the Economy:</p> <ol style="list-style-type: none"> 8) Establishing long-term economic prospects for Mid Ulster

	<p>9) Strengthening Business & Employment Opportunities in the District 10) Maximising our Tourist & Visitor Potential</p> <p>This report summarises progress on delivering the actions in the Improvement Plan and measures and activities that support those actions in the third quarter, attached as Appendix 1.</p>
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3	Key Issues
3.1	Monitoring and reporting the Corporate Improvement Plan
3.1.1	Under the Council's three improvement objectives, 53 priority actions/measures have been identified (Appendix 1), in which measureable improvement should be demonstrated in 2016/17. Monitoring of the Corporate Improvement Plan is made through the quarterly reporting of services' operational improvement objectives, contained within the annual service improvement plans (SIPS). The SIPS are part of Council's approach to ensuring/mitigating action to manage, maintain and improve performance or to re-prioritise work in consultation with management, staff and members.
3.2	Corporate Improvement Plan Progress Report
3.2.1	The Corporate Improvement Plan Third Quarter report is divided into three sections. Each section concentrates on reporting the progress against each improvement objective. The reporting format is that of "plan on a page", which details examples of what services have been doing for the quarter; in relation to improving the performance areas, how much and how well services have done (quantity and quality), the rationale for wanting to improve, as well as simple graphical representations, of the status (RAG status), of each of the 53 improvement actions/measures spanning the three improvement objectives.
3.3	Corporate Improvement Plan Activity Quarter Three
3.3.1	A summary of the Corporate Improvement Plan activity for Q3 is outlined below. The number of actions being monitored for improvement in year is currently 53. <ul style="list-style-type: none"> a) 26 actions on target b) 14 actions trending away from target c) 6 actions completed d) 2 actions missed their target e) 5 actions awaiting data from government depts. f) No additional improvement actions have been added in the quarter
3.4.	Progress on Improvement Objectives
	To provide an assessment on progress of the improvement plan and an informed judgement, the following assessments have been made based on information made available from services. Those improvement objectives assessed as "Excellent" or "Good" are not a cause for concern. Areas assessed as "acceptable" require a watching brief. Evaluation is made using the following:

(Some performance areas may be awaiting information as supplied by government depts, therefore assessments are based on evidence in hand and/or left blank intentionally and are denoted by **)

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

3.4.1

Evaluation of progress in Q3.

	Q1 Apr – Jun	Q2 Jul - Aug	Q3 Sept - Dec
1) Maintain & Enhance our Service Standards	Acceptable	Acceptable	Acceptable
2) Supporting Representation of Our Citizens	Excellent	Excellent	Excellent
3) Developing Medium to Long-Term Strategies for Our Communities	Excellent	Excellent	Good
4) E-enabling Our Services	Excellent	Good	Acceptable
5) Strengthening Our Business Processes	Excellent	Excellent	Acceptable
OVERALL for Improvement Objective One: <i>Consolidating & Improving the Delivery of Services</i>	Good	Good	Acceptable
6) Ensuring Compliance with Regulatory Standards	Excellent	Good	**
7) Develop Innovative Practices to Meet Waste Needs	Excellent	Excellent	Good
OVERALL for Improvement Objective Two: <i>Improving Our Management of Waste</i>	Excellent	Excellent	Good
8) Establishing long-term economic prospects for Mid Ulster	Acceptable	Acceptable	Acceptable
9) Strengthening Business & Employment Opportunities in the District	Excellent	Excellent	Excellent
10) Maximising our Tourist & Visitor Potential	Good	Good	Excellent

	OVERALL for Improvement Objective Three: <i>Promote & Assist in the Growth of the Economy</i>	Good	Good	Good	
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4	Resources
4.1	Financial N/A
4.2	Human 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	Data quality included in the Progress Report (Appendix 1) is provisional as “unaudited data” and categorised as management information, in-year results may be subject to later revision.

6	Recommendations
6.1	That the committee notes progress made during the third quarter of 2016/17 and provide any commentary as necessary on key actions and measures against the three improvement objectives.

7	List of Documents Attached
7.1	Appendix 1: Corporate Improvement Plan Progress Report - Third Quarter

**Mid Ulster District Council
Corporate Improvement Plan
Progress Report
2016 – 2017 Third Quarter**

Contents

		Page
1.0	SECTION ONE: Improvement Objective One: Consolidating & Improving Our Services	3
2.0	SECTION TWO: Improvement Objective Two: Improving Our Management of Waste	4
3.0	SECTION THREE: Improvement Objective Three: Promote & Assist in the Growth of the Economy	5

Colour & Descriptors for Service Improvement Objectives 2016/17 – Status Improvement Progress		
Colour	Symbol	Interpretation Descriptor
Green		Signifies everything is on track in terms of activity, deliverables, scope, budget and timeframe. Performance is moving in the right direction or target/outcome achieved.
Amber		Signifies Performance is trending away from target, that some particular items may need to be referred for advice /or assistance with the view to taking corrective action.
Red		Signifies there is a problem/shift in the wrong direction that may require an immediate response from senior management team.
Blue		Signifies PI, Target, Outcome Achieved / Completed.
Purple		Not reported/no information received or not available.

Improvement Objective One: Consolidating & Improving the Delivery of Services; Focus on customer need, value for money, service improvement reviews, standardising services and providing quality customer service – improvement over 5 performance areas, through 32 actions.

What have we been doing this quarter?

- Elected member steering group established, induction evening held & bi-monthly meetings to progress elected member development charter to commence January.
- PEACE plan agreed, formal letter of offer to be received & further information as per conditions to be provided to commence on ground in January.
- On-line applications for grants for Community financial assistance has seen a grant online provider procured ready to go out to call end of February.
- Equality, environmental, rural & biodiversity screening, all agreed for “screening out” in the Community plan, 18 consultations (public & focus groups) scheduled for Feb.
- Consultants appointed to progress 5 year Arts & Cultural strategy.
- In relation to Mid Ulster Council scoped food premises transferring to mandatory food hygiene rating scheme 100% have now transferred.
- E-ordering implementation missed milestone target dates & e-tendering some milestones have slipped however plan to go live with procurement exercise over 30K in March & Financial management procedures for Building Control some actions have slipped however view to being fully operational by 31/03/17.
- Disaster recovery plan and business continuity plan completed for Council.
- Availability of public consultation dates has pushed the development of a Parks, and a Countryside Recreation strategies behind schedule by 3 to 4 weeks respectively.
- Planning Enforcement Strategy review agreed.
- Officers still awaiting on finalised version of options appraisal for future management of Greenvale Leisure Centre, when completed members updated & MUDC Leisure Facility strategy completed in draft.
- Local Development Plan public meetings/exhibitions concluded.
- To date 52,175 tourist enquires dealt with in year.

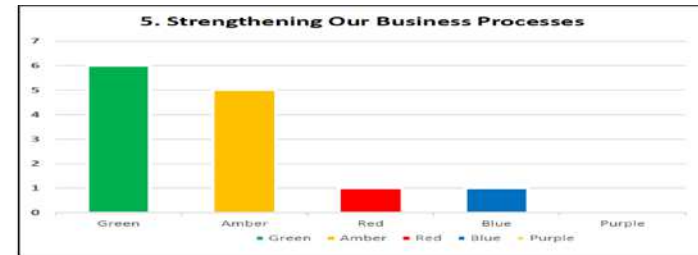
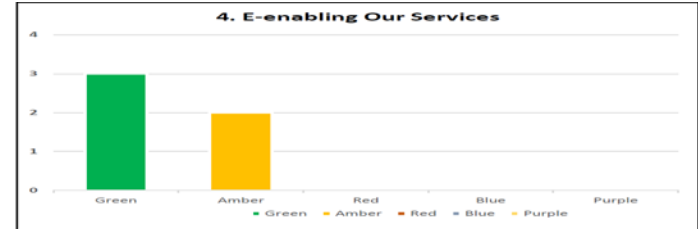
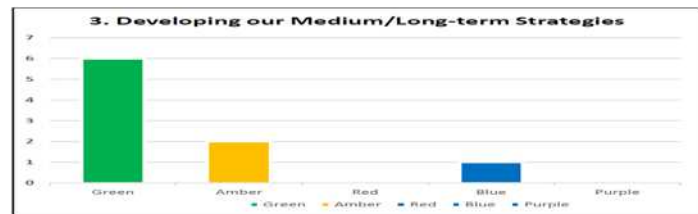
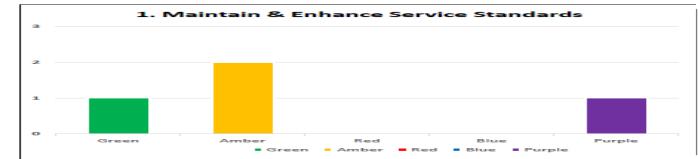
How much and how well have we done?

- 90% of all “included” Food Hygiene Rating Scheme inspections completed within 28 working days (target 80%).
- **During Q2, 77% of all planning enforcement cases to target conclusion within 39 weeks of receipt of complaint (target 70%) was achieved stats from Dept. stats not yet available Q3.
- 89% response of all domestic applications within 21 days (target 90%)
- 83% of FOI requests responded to within 20 days (target 90%), seen in contextual benchmarking terms of an increase in volume of requests received during the same period in 2015/16 by 35%
- Cumulatively, 1,429 businesses signed up to MUDC Online Business Directory (increase 306 since last quarter)
- 100% of Environmental Health staff have now received their regulatory and information management systems (RIAMS), staff can utilise remote access to RIAMS

Why are we doing this - what’s the story?

1. **Maintain and Enhance Our Service Standards** Service standards are important to help us clarify expectations of all our customers.
2. **Supporting Representation for Citizens.** The Council will strive to provide the best possible support service to their Councillors to help them meet the challenges.
3. **Developing Our Medium to Long Term Strategies** We need to plan the future, strategies will assist the Council to set priorities, demonstrate ambition and help to ensure the appropriate use of limited resources.
4. **E-enabling Our Services:** - With more and more of us going on-line to shop, buy and seek information the Council will aim to develop services that allow access to information and services at times and ways that are convenient to our customers.
5. **Strengthening Our Business Processes** ;MUDC wants to develop its business to improve the performance and quality of how its services are delivered

How are we doing?



Improvement Objective Two: Improving our Management of Waste; Adopt sustainable alternatives to treat, process and recover energy, improve our recycling rates and continue to divert waste from landfill - improvement over two performance areas, through 7 actions.

What have we been doing this quarter?

(*Northern Ireland Landfill Allowance Scheme figures reported retrospectively due to receipt of information from department)

- Reported in Q2 *55.14 % of household waste was recycled or 11,279 tonnes. Cumulative position at end of Q2 was 55.25% or 21,610 tonnes.
- Reported in Q2 *3,283 tonnes (16.23 % of allowance) of Biodegradable Local authority Municipal waste sent to landfill, with a cumulative position of 32.27% or 6,549 tonnes.
- Reported in Q2 6,695 tonnes or 32.7% of Local Authority Collected Municipal Waste Arising's -- with a cumulative position of 33.9% or 13,264 tonnes.
- A planning application has been submitted on the 9th December to oversee design of new waste transfer station at Drumcoo.
- A further project meeting was held in October in relation to progressing the refuse collection route optimisation project within the former Magherafelt catchment area.
- Some slippage in delivery of the development of a review and pilot of a sustainability framework, during Q3 structured meetings have been held with relevant departments to bring document to draft stage by end of Q4.

How much and how well have we done?

- **The % of Household Waste Recycled – Council awaiting data information NIEA due Q3
- **The amount Tonnage of BLACMW sent to landfill - Council awaiting data information NIEA due Q3
- ** The amount (Tonnage) of Local Authority Collected Municipal Waste Arising's - Council awaiting data information NIEA due Q3

Why are we doing this - what's the story?

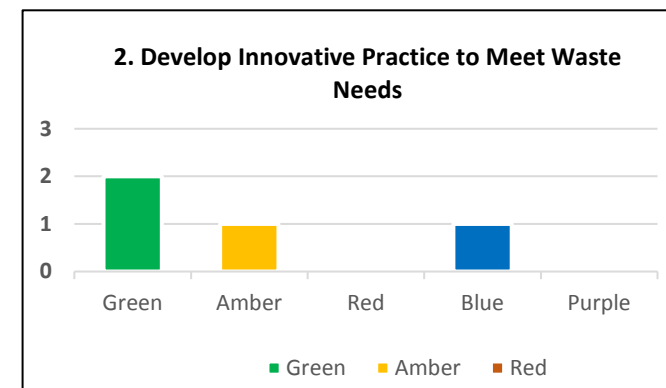
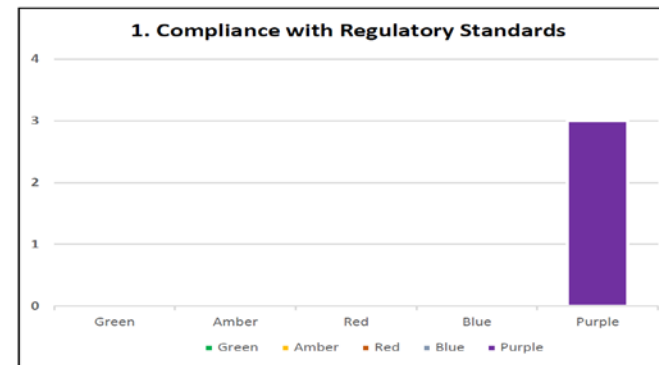
1. Compliance with Regulatory Standards

The Council's waste collection services works within the context of the need to divert waste from landfill to meet various EU, UK and Northern Ireland regulations. The management of domestic and business waste presents many challenges to the Council but it will work to not only ensure it meets its obligations but also go beyond to ensure it becomes a leader in managing its waste.

2. Develop Innovative Practices to Meet Waste Needs

Our district's residents are the cornerstones of a successful approach to waste management through their participation and willingness to protect the environment. The Council will design and tailor local practices to the needs of communities.

How are we doing?



SECTION THREE

Improvement Objective Three: Promote and Assist in the Growth of the Economy; Encourage and facilitate economic growth, employability opportunities, regeneration of our towns and villages and be a destination for tourism, culture and leisure activities – improvement over 3 performance areas, 14 actions.

What have we been doing this quarter?

- Seven marketing action plans (MAPS) have been completed for Leisure services facilities, along with social media training delivery for leisure services staff.
- Council was able to secure a Broadband Satellite pilot scheme, staff met with Avonline (who install second generation satellites across England in hard to reach areas) and three Mid Ulster businesses identified to take up offer in pilot scheme.
- Shop improvement scheme has supported 32 businesses by end of December.
- By end of Q3, 13 “Town Centre” events have been undertaken since April 2016.
- Committee paper developed for presentation in January, which outlines progress made in the development of a 3 year Clean Neighbourhood Programme.
- Car Park Strategy completion date moved to 31/12/17.
- To date 31 businesses have signed up to the tourism Industry forum 9target had been 30 sign ups by 31/03/17), with projections of approximately 40 business sign ups to forum by end of Q4.
- Second tourism business to business networking event held in October at Seamus Heaney HomePlace.
- Interviews completed for mechanic apprenticeships, 1 Dunagannon & 1 in Magherafelt depots – both start apprenticeship positions in January 2017.
- Of 16/17 Capital projects noted for completion in year: 7 or 44% completed, 3 or 19% on track, risk overrun 5 or 31%, projects cancelled/changed 1 or 6%, projects added to programme 5 (25%).
- Evaluation of following Economic Development programmes underway; Business Development, Tenders, Online programme and Social Enterprise, which supported 60 businesses & 14 social enterprises

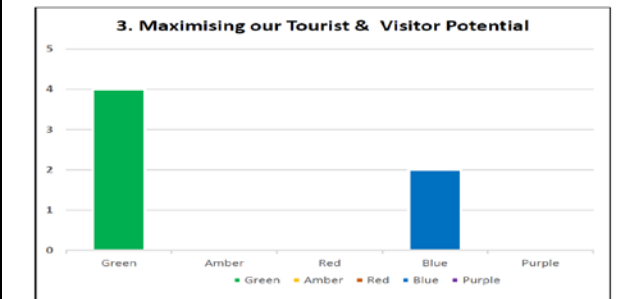
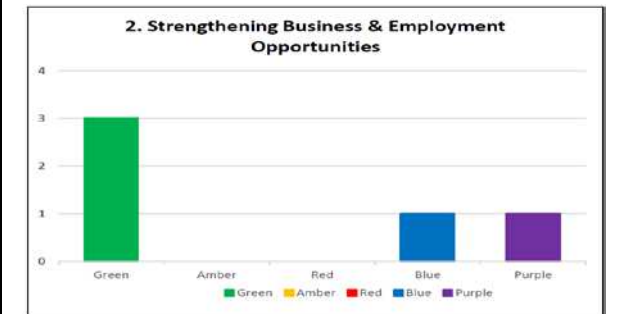
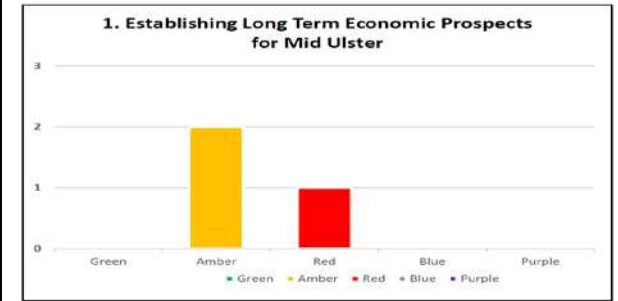
How much and how well have we done?

- **210 jobs have been promoted through the delivery of business start-up support in Mid Ulster (278 business plans) – This means target has been achieved by end of Q3 with Q4 left, 92 business plans and 70 jobs were developed & created in this quarter. .
- ** Non validated figures for Q3: 71.4 weeks as average processing time of major applications processed from date valid to decision or withdrawn (target average of 30 weeks)..
- ** Non validated figures for Q3 : 14.8 weeks as average processing time of local applications processed from date valid to decision or withdrawn (target 15 weeks)

Why are we doing this - what’s the story?

- 1. Establishing long-term economic prospects for Mid- Ulster**
Economic development builds the capacity of our district to improve its economic future and quality of life for all. The Council wishes to promote the towns and villages of Mid Ulster as places to shop, visit, invest and live and has a series of initiatives to ensure the district sustains the momentum of developments in recent years.
- 2. Strengthening Business & Employment Opportunities**
A driver for economic growth is the availability of a highly skilled workforce. The Council will work to address skills required in the areas key sectors, while ensuring that those not in employment or training have the opportunity and support they require to find a job or apprenticeship. We will enhance advice and support to new and existing businesses as potential investors to ensure Mid Ulster District is open for business.
- 3. Maximising our Tourist and Visitor Potential**
The district’s tourism product comprises history, heritage, cultural venues, events, visitor attractions and a natural environment providing for a range of outdoor activities and recreation. Council will continue to support the tourism sector through relationship building and work to ensure visitor information services have a strong presence to provide information on attractions, accommodation, events and the surrounding area.

How are we doing?



F

Subject	Update on Equipment Provided to Members of Council
Reporting Officer	P Moffett, Head of Democratic Services
Contact Officer	E Forde, Member Support Officer

1	Purpose of Report
1.1	To update the committee on equipment provided to members of council.

2	Background
2.1	Discussion took place at January Policy & Resources Committee on the provision of equipment to members - minute reference PR 007/17 (Member Services) refers.
2.2	A report has been prepared to provide committee with an update on the equipment provided to members of council, details of which are provided as appendix A.

3	Key Issues
3.1	An overview of equipment provided to members is attached as appendix A, (updated as of 31 st January 2017) and includes; <ul style="list-style-type: none"> • Laptop • iPad • Mobile Phone Device • Printer • Coat (PPE) • 2017 Pocket Diary
3.2	Laptops were provided by the legacy councils - Cookstown, Dungannon & South Tyrone and Magherafelt.
3.3	It was previously agreed that council would source replacement printer cartridges for those who had a Printer supplied by the council. It should be noted that where this is the case, the costs are being met by the member.

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	That the committee considers and notes the report on equipment provided to members of council.

7	List of Documents Attached
7.1	Appendix A: Equipment Provided to Members of Council

Appendix A: Equipment provided to Members of Mid Ulster District Council (updated 31st Jan 2017)

Councillor	Laptop	iPad	Mobile Phone Device	Printer	Coat (PPE)	2017 Pocket Diary
Ashton, Kim	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>
Bateson, Peter		<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>
Bell, Gavin		<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>
Buchanan, Wilbert	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Burton, Francis	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>
Clarke, Sean	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Cuddy, Walter	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>
Cuthbertson, Clement		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>
Doris, Niamh		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Elatter, Catherine		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Forde, Ann		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Gildernew, Phelim	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Gillespie, Mickey	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Glasgow, Mark		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Kearney, Martin		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
McAler, Sharon		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
McEldowney, Kate		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
McFlynn, Christine	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
McGinley, Ronan		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
McGuigan, Brian		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
McGuigan, Sean	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
McKinney, Derek		<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>
McLean, Paul		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
McNamee, John	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
McPeake, Sean		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Mallaghan, Cathal	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Molloy, Dominic	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Monteith, Barry	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Mullen, Denise		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Mulligan, Robert	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>
O'Neill, Caoimhe		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
O'Neill, Joe	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Quinn, Malachy		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Quinn, Tony		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Reid, Kenneth	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Robinson, Wills	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Shiels, George		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Shiels, James		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Totten, Darren		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Wilson, Trevor	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>