



07 July 2022

Dear Councillor

You are invited to attend a meeting of the Policy & Resources Committee to be held in The Chamber, Dungannon and by virtual means Council Offices, Circular Road, Dungannon, BT71 6DT on Thursday, 07 July 2022 at 19:00 to transact the business noted below.

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

Yours faithfully

Adrian McCreesh
Chief Executive

AGENDA

OPEN BUSINESS

1. Notice of Recording
This meeting will be webcast for live and subsequent broadcast on the Council's You Tube site [Live Broadcast Link](#)
2. Apologies
3. Declarations of Interest
Members should declare any financial and non-financial interests they have in the items of business for consideration, identifying the relevant agenda item and the nature of their interest.
4. Chair's Business

Matters for Decision

- | | | |
|----|--|-------|
| 5. | Request to Illuminate Council Properties | 3 - 4 |
| 6. | Member Services | |

Matters for Information

- | | | |
|---|--|---------|
| 7 | Policy & Resources Committee minutes of meeting 9 June 2022 | 5 - 10 |
| 8 | Annual Council Equality Progress Return for Equality Commission for NI | 11 - 40 |

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

Matters for Decision

10. Council Organisational Restructuring
11. Digital Transformation Strategy
12. Staffing Matters for Decision
13. Leisure Services VAT Update
14. Council Insurances
15. Contract Price Increases
16. Staffing Matters - Apprenticeship Opportunity
17. Property Update Report

Matters for Information

18. Policy and Resources Committee Confidential minutes of meeting held on 9 June 2022
19. Staffing Matters for Information
20. Local Government Northern Ireland Mapping Agreement (NIMA)
21. Planning System Update June 2022 & Demonstration

Report on	Request to Illuminate Council Property – June 2022
Date of Meeting	Thursday 7 July 2022
Reporting Officer	P Moffett, Assistant Director Org. Development Strategy & Performance
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	<p>To consider requests received to illuminate and light up the Council's three designated properties to raise awareness for the following:</p> <ul style="list-style-type: none"> • Relate NI – Relationships Week <p>Details on request received are set out below.</p>
2.0	Background
2.1	The Council has a policy and procedural arrangements in place to facilitate the illuminating/lighting-up of its designated properties from requests made by charitable organisations for charitable causes. The designated properties are the Bridewell, the Burnavon and Ranfurly.
2.2	The policy confirms that requests are considered by the Council's Policy and Resources Committee. Should the scheduling of the committee not permit requests being considered within the timeframes for determination, they can be presented to monthly Council.
3.0	Main Report
3.1	<p>The Council has received correspondence from organisations as detailed below requesting that consideration be given to lighting up our three designated council properties. Requests for consideration and recommendation by Committee:</p> <ul style="list-style-type: none"> • Sunday 4 September 2022, Relationships Week: Blue and Orange <p>The policy scope extends to requests made by charitable organisations for the promotion of its charitable cause on a given date or set of dates.</p>

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: Council policy and procedural arrangements have been referred to.
	Rural Needs Implications: Not applicable
5.0	Recommendation(s)
5.1	That the Committee considers making recommendation to light up the designated properties on the dates specified to mark: <ul style="list-style-type: none"> Sunday 4 September 2022, Relationships Week: Blue and Orange
6.0	Documents Attached & References
	Not Applicable

Minutes of Meeting of Policy and Resources Committee of Mid Ulster District Council held on Thursday 9th June 2022 in the Council Offices, Ballyronan Road, Magherafelt and by Virtual Means

Members Present

Councillor S McAleer, Chair

Councillors Ashton*, Buchanan, Cuddy, Doris*, Elattar*, Forde, Gildernew*, Kearney, S McGuigan*, McKinney, S McPeake, McLean, Molloy and Totten*

Officers in Attendance

Mrs Canavan, Strategic Director of Organisation Development, Strategy and Performance
Mrs Campbell, Strategic Director of Environment
Mr Kelso, Director of Public Health & Infrastructure
Mr Tohill, Strategic Director of Corporate Service and Finance
Mrs Dyson, Head of Human Resources**
Ms Mezza, Head of Marketing and Communications**
Mr Moffett, Assistant Director of Organisational Development, Strategy and Performance
Mr McCreesh, Chief Executive**
Ms McNally, Assistant Director of Finance, Legal, Governance and Transformation**
Mr O'Hagan, Head of ICT
Mrs Forde, Member Support Manager

* Denotes members present in remote attendance

** Denotes Officers present by remote means

*** Denotes others present by remote means

The meeting commenced at 7.01pm

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

PR111/22 Notice of Recording

This meeting will be webcast for live and subsequent broadcast on the Council's YouTube site.

PR112/22 Apologies

Councillor Forde

PR113/22 Declarations of Interest

The Chair, Councillor McAleer reminded Members of their responsibility with regard to declarations of interest.

PR114/22 Chairs Business

The Chair, Councillor S McAleer advised Members that she had agreed an additional report be considered and invited the AD: ODP to present report on Corporate Performance Improvement Plan (PIP plan) 2022 to 2023.

The Assistant Director: ODSP drew attention to the previously circulated report and sought approval for the Council's Corporate Performance Improvement (PIP Year 2) Plan 2022-2023.

Councillor McKinney drew attention to environmental impact and sought clarity as to what different had been done from last year and asked what the Council's action plan was regarding same.

In response the AD: ODSP advised that within the report there was key activities outline and drew particular attention to recycling rates and the boost in carbon reductions associated with recycling and EE omissions. He also drew attention to the greater use of Council infrastructure highlighting the recycling of laptops and pcs which have been distributed in the community. In conclusion he highlighted the focus on air quality and council programmes such as biodiversity and affordable warmth to educate on improved efficiencies.

Councillor McKinney highlighted that he had read that Aberdeen Council had 75% fuel free fleet using alternatives to fossil fuels but currently it did not appear that Mid Ulster was taking the first steps. In response the AD: ODSP said there was planned activity to review vehicle fleet.

The SD: Environment said a recent recommendation had been brought through Environment Committee to work with Sustainability NI and consultations would take place on best practice. She highlighted that work was being undertaken but emphasised that it was better to research and ascertain what best practice was before embarking on what could be a wrong approach. The SD: Environment mentioned projects in relation to flooding, wind power and use of hydrogen. She also advised that practical steps were already taking place with staff for example online meetings reducing mileage costs and less impact on the environment. She concluded there was much work in progress and more would come.

Councillor Cuddy stated that Council should be able to measure improvements and demonstrate same and have projects to build momentum on rather than just a report. He expressed disappointment on the use of consultants.

Councillor McLean said it was important to take cognisance of what the SD: Environment had said that research was required before taking a strategic move as quick gains don't always pay off. He said he was conscious of use of consultants but Council was a large organisation which needed to be cost effective. He said Council had recently purchased vehicles and their value needed to be taking into

consideration in fleet replacement. He concluded that whilst Council should be proactive it also needed to be cautious factoring implications of each stage.

Councillor Molloy referred to the FASTER project The FASTER Project is a joint initiative by partners in Scotland, Ireland and Northern Ireland to support the overarching ambition to transition to low carbon transport systems. He highlighted in particular projects for electric vehicle charging points, which there was a dearth of across Mid Ulster. He said Council should not reinvent existing projects and proposed that the FASTER project be invited to present to relevant committee.

Proposed by Councillor Molloy
Seconded by Councillor McKinney and

Resolved That it be recommended to Council to invite FASTER project to make a presentation regarding transition to low carbon transport systems.

Proposed by Councillor Gildernew
Seconded by Councillor McLean and

Resolved That it be recommended to Council to approve the Council's Corporate Performance Improvement (PIP Year 2) Plan 2022-2023.

Matters for Decision

PR115/22 Request(s) to Illuminate Council Property – June 2022

The Assistant Director: ODSP presented previously circulated report which considered requests to illuminate/light up the Council's three designated properties to raise awareness of and mark;

- Monday 10 October 2022 – Baby Loss Awareness Week the colour to be blue and pink.

In response to Councillor McLean's query in providing all of the colours requested in requests the AD: ODSP said that various colours are achieved by the use of filters.

Councillor S McPeake referred to previous discussions about media and promotion of the worthy causes brought forward.

In response the AD: ODSP said that it is reliant on facilities providing the photographs of the buildings when lit. The Head of Communications stated that each event is released on social media and there is a dedicated web page detailing each occasion a building is lit up and the charity it is supporting.

Proposed by Councillor Buchanan
Seconded by Councillor Kearney and

Resolved That it be recommended to Council to illuminate the three designated Council properties as follows –

- Monday 10th October 2022 – Baby Loss Awareness Week

PR116/22 Member Services

None

Matters for Information

PR117/22 Minutes of Policy and Resources Committee held on Wednesday 4th May 2022

Members noted Minutes of Policy and Resources Committee held on 4 May 2022.

PR118/22 Somme Association: 2022-2023 Membership Subscription

Members noted the content of the report.

PR119/22 Full Fibre Project Update

Members noted the content of the report.

PR120/22 Chief Executive's – Departmental Service Plan 2022-2023

Members noted the content of the report.

Local Government (NI) Act 2014 – Confidential Business

The live stream ended at 7.20pm

Proposed by Councillor Buchanan
Seconded by Councillor Molloy and

Resolved In accordance with Section 42, Part 1 of Schedule 6 of the Local Government Act (NI) 2014 that Members of the public be asked to withdraw from the meeting whilst Member consider items PR121/22 to PR131/22.

Matters for Decision

- PR121/22 Staffing Matters for Decision
- PR122/22 ICT Contracts Extensions
- PR123/22 Financial Update Report – 12 months to 31 March 2022
- PR124/22 AVC Pension – Salary Sacrifice/Shared Cost AVC
- PR125/22 Capital Framework 2020 -2024/25
- PR126/22 Dungannon – Property Update
- PR127/22 Lease: Feeney's Lane, Dungannon

Matters for Information

PR128/22 Policy and Resources Committee Confidential minutes
held on Wednesday 4 May 2022

PR129/22 Staffing matters for Information

PR130/22 Industrial Relations Update

PR131/22 Contracts and DAC

PR131/22 Duration of Meeting

The meeting commenced at 7 pm and concluded at 8.03 pm

Chair _____

Date _____

Annex A – Introductory Remarks from the Chairperson

Good evening and welcome to the Council's [Policy & Resources/Environment/Development] Committee in the Chamber, [Dungannon/Magherafelt] and virtually.

I specifically welcome the public watching us through the Live Broadcast. The Live Broadcast will run for the period of our Open Business but will end just before we move into Confidential Business. I let you know before this happens.

Just some housekeeping before we commence. Can I remind you:-

- If you have joined the meeting remotely please keep your audio on mute unless invited to speak and then turn it off when finished speaking
- Keep your video on at all times, unless you have bandwidth or internet connection issues, where you are advised to try turning your video off
- If you wish to speak please raise your hand in the meeting or on screen and keep raised until observed by an Officer or myself
- Should we need to take a vote this evening I will ask each member to confirm whether they are for or against the proposal or abstaining
- When invited to speak please introduce yourself by name to the meeting
- For any member attending remotely, if you declare an interest in an item, please turn off your video and keep your audio on mute for the duration of the item
- If referring to a specific report please reference the report, page or slide being referred to
- Lastly, I remind the public and press that taking photographs of proceedings or using any means to enable anyone not present to see or hear proceedings, or making a simultaneous oral report of the proceedings are not permitted

Thank you and we will now move to the first item on the agenda - apologies and then roll call of all other Members in attendance.

Report on	Annual Progress Return to the Equality Commission for 2021/2022
Date of Meeting	Thursday 7 th July 2021
Reporting Officer	Marissa Canavan, Strategic Director: Org. Development, Strategy and Performance Philip Moffett, Assistant Director
Contact Officer	Ann McAleer, Corporate Policy and Equality 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 consider Mid Ulster District Council's Annual Progress Report for the period 2020-21 on meeting the statutory equality and good relations duties as detailed within Section 75(1) and 75(2) of the N Ireland Act 1998.
2.0	Background
2.1	Mid Ulster District Council is bound by Section 75 of the N Ireland Act 1998. Section 75(1) requires that the council gives due regard to the need to promote equality of opportunity between groupings/categories as detailed within the Act and Section 75(2) requires that regard be given to the desirability of promoting good relations between persons of different religious belief, political opinion or racial group.
2.2	The council's overarching document and framework around which it fulfils its statutory duties is its Equality Scheme. The Annual Progress Report (2021-2022) sets out to what extent the Council has demonstrated fulfilment of its statutory duties to promote equality and good relations through its Equality Scheme.
2.3	The Equality Commission has requested that a progress report be made and published on Council's website by end of August each year reporting on the previous year/period.
3.0	Main Report
3.1	The Annual Progress Report for the period 2021-22 is attached as Appendix A. It reports on aspects of the council's Equality Scheme and how it has been implemented over the period, together with providing information on various activities being undertaken across departments which have contributed towards meeting our Equality Duties.

3.2	The Annual Progress Report for the reporting period 2021-22 is required to be submitted to the Equality Commission by 31 st August.
4.0	Other Considerations
4.1	Financial, Human Resources & Risk Implications
	Financial: N/A
	Human: N/A
	Risk Management: N/A
4.2	Screening & Impact Assessments
	Equality & Good Relations Implications: N/A
	Rural Needs Implications: An RNIA would not be appropriate or proportional.
5.0	Recommendation(s)
5.1	That Council approves the Annual Progress Report (2021-22) on the implementation and activity surrounding its Equality and Good Relations statutory duties.
6.0	Documents Attached & References
6.1	Appendix A: Mid Ulster District Council Annual Progress Report (2021-22) <ul style="list-style-type: none"> • Appendix 1 - Mid Ulster Sports Arena Programme • Appendix 2 - Carers Programme

Mid Ulster District Council



Public Authority Statutory Equality and Good Relations Duties Annual Progress Report

Contact:

<ul style="list-style-type: none"> Section 75 of the NI Act 1998 and Equality Scheme 	Name:	Ann McAleer
	Telephone:	03000 132 132
	Email:	ann.mcaleer@midulstercouncil.org
<ul style="list-style-type: none"> Section 49A of the Disability Discrimination Act 1995 and Disability Action Plan 	As above	<input checked="" type="checkbox"/> (double click to open)
	Name:	
	Telephone:	
	Email:	

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

<https://www.midulstercouncil.org/equality>

Signature:

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

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

This report reflects progress made between April 2021 and March 2022

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

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

- 1** In 2021-22, please provide **examples** of key policy/service delivery developments made by the public authority in this reporting period to better promote equality of opportunity and good relations; and the outcomes and improvements achieved.

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

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

Equality Scheme & Equality Action Plan:

- Council continues to implement its Equality Scheme which directly influences policies, practices and service delivery. Policy screening completed during the reporting period are available on www.midulstercouncil.org/equality
- During the reporting period the Organisational Development Department have continued to introduce new policies and amend existing policies. This includes the development and introduction of a Menopause Support Policy and amending the Flexible Working Policy to include a Term Time option for additional flexible working.
- An Autism Awareness Workshop was held in October 2021. The workshop was facilitated by Council's Chairman and was attended by elected members and relevant officers. The workshop included input from the NHSCT and Autism Support Groups from throughout the District.
- A Tourette's Syndrome briefing session for elected members was held in January 2022. The session was delivered by Magherafelt based Empower Programme. The session included participation and feedback from a family who have a family member diagnosed with the condition.
- 3 meetings of the Good Relations Working Group was held between September 2021 and March 2022. These meetings were held in line with Equality Scheme requirements (two meetings were standard and one dealt with a screening referral). An independent facilitator attended all the meetings.

Policy & Service Delivery:

- Council continues to encourage the use of JAM (Just A Minute) Cards at Council facilities. Additional training for new staff is planned for during 2022/23.
- The Burnavon Theatre in Cookstown concluded the relevant training to be awarded the Autism Impact Award in March 2022.
- The Bridewell, Magherafelt and OM Dark Skies as well as members of the events team commenced training for the Autism Impact Award.

- Numerous Council sites were visited provided with and accessibility audits and the associated advice and guidance. These visits are conducted by a members of MUDC staff who has successfully completed About Access Accessibility Audit training. These audits were also contributed to by an accessibility trained member of the Mid Ulster District Disability Forum.
- Council buildings were lit up on numerous occasions during 2021/22 to mark numerous events e.g. Black History Month, Action for Brain Injury, NI Walk for Children Day, Childhood Cancer Awareness, Word Diabetes Day
- The **Get Out Get Active project** delivered the following activities during this period:
 - Better Connected over 50s fitness Online – 8 participants
 - Disney Dance Online – 20 participants
 - Family Fitness Online – 10 participants
 - Happy Mondays (Adult Learning disability club) – 6 participants
 - Volunteer Centre Exercise Fitness – 30 participants
 - Autism activity programme – 24 participants
 - Wheelie Active (Physical Disability Club for kids) – 6 participants
 - Boccia Club – 3 participants
 - Niamh Louise Mental Health Group – 6 participants
 - Fit 4 U Summer Walking Groups – 20 participants
 - Chatty Walks – 10 participants
 - Inclusive Cycle Programme – 10 participants
 - GOGA Wellbeing Club (Online 12 week school programme) 5000 participants
- MUDC held a meeting with local Cancer charities in order to provide an informed and District specific response to the Department of Health's Consultation on the Cancer Strategy for Northern Ireland 2021-2031. The response was submitted for inclusion in the consultation in October 2021.
- MUDC continues to attend NIHE and Education Authority Joint Forums on Equality.
- MUDC contributed to the Department of Justice's consultation and evidence gathering process in relation to the Review of Hate Crime Legislation in NI.
- Mid Ulster District Council's **Age Friendly Co-ordinator** has continued the development of an Age Friendly Strategy for the District during this reporting period. Support was also provided via the following initiatives:
 - The Age Friendly co-ordinator continues to work alongside Mid Ulster Loneliness Network, Mid Ulster Disability Forum, Mid Ulster Seniors Network and Mid Ulster Age Well. Links have also been created with Linking Generations NI, SHSCT and NHSCT to promote and embed Age Friendly.
 - The Age Friendly Co-ordinator, along with Arts Care identified 2 groups in the Mid Ulster area who expressed an interest in running visual art and dance workshops. The workshops lasted between 4-8 weeks with approx. 30 older people taking part. The groups were run by trained facilitators who were able to meet safely face to face with the groups to deliver the creative sessions.
 - Along with Mid Ulster Loneliness Network the AF co-ordinator was able to provide funding opportunities for the members of the network. 6 applications taken to voting at a network meeting on 23rd Nov 2021. All were awarded funding by the loneliness network members voting process. Applications

included bespoke Christmas cards for members, community intergenerational project and digital work.

- Work has been carried out with NHSCT to develop preventative fall sessions/event in the Northern Trust area.
- Mid Ulster District Council's Arts Projects also delivered the following initiatives:
 - **Connecting Carers Project**- This project targeted full time carers of adults or children with disabilities, offering a pottery course and the opportunity to increase IT skills so participants could continue to engage with other attendees when the project ended. Appendix 1 contains promotional material.
 - **INTO Film, film festival** was held in November 2021. It targeted local primary school children. This project is designed to make younger children more aware of the film industry and to encourage them to go to the cinema with their families to enjoy a film on the big screen.
 - Saturday Workshops were also provided. These sessions are targeted towards facilitating activities for children and their parents/guardians/carers.

Training:

- Employers for Disability NI provided training sessions on Autism Awareness (30 Attendees).
- Mencap provided Disability Awareness training to 20 Leisure Centre staff in June 2021.
- Dignity At Work Training was provided to 25 members of staff.
- Senior Management Team members and other senior members of staff received Disability Awareness Training (facilitated by Disability Action) in March 2022. 15 members of staff were in attendance.
- The Corporate Policy and Equality Officer attended an Unconscious Bias Webinar delivered by ECNI in April 2021.
- LGBTQI Awareness Training delivered in partnership with the NH&SCT was delivered for 2 members of staff and 2 elected members in August 2021.
- Equality Monitoring training was provided to 9 members of staff in November 2021, while Equality Screening Training was provided to 11 members of staff in November 2021.
- 12 Members of staff attended Dementia Awareness Training in June 2021.

- 2 Please provide **examples** of outcomes and/or the impact of **equality action plans/** measures in 2021-22 (*or append the plan with progress/examples identified*).

Theme 1: Accessibility of Council Services, Facilities and Events

Action 1b Increased accessibility at Council facilities for parents and carers

During this reporting period one of Mid Ulster District's popular rural recreational sites, Ballyronan Marina, opened an accessible playground that includes wheelchair accessible and sensory play equipment. The Council has also provided a Changing Places facility on-site as well as an upgraded accessible toilet and baby changing facilities. This site also consists of a flat, firm and even surfaced accessible walkway with resting points which includes a Viewing platform over Lough Neagh. The site will also offer on-water glamping pod facilities which are suitable for families. One of the glamping pods has been adapted to accommodate wheelchair users and is fully accessible.

In addition to this project, during this 21/22 period; 1,036 children and young people and 104 teachers/school staff took part in educational activities at the Council's Hill of The O'Neill & Ranfurly House in Dungannon. These sessions included children of various ethnic backgrounds/origins and the sessions are adapted for children of various ages and children with neurodiversity and/or SEN. An example of this is the Forest Schools programme which is facilitated by the Northern Ireland Forest Schools Association. Clogher Valley Sure Start took part and the session was tailored to younger children's need by using a level/flat part of the Hill of The O'Neill Park and tailored the outdoor activities so that pre-school children were able to participate and to learn.

Action 1d Elected Member Training

In October 2021 a Special Development Committee meeting was held in order to provide an opportunity for groups and organisations to provide elected members with information about their groups and organisations. This included an information session on Tourette's Syndrome and a presentation from Mid Ulster Pride group on the organisation's short term and long terms goals for their work within the District.

Theme 2: Corporate Practices

Action 2c Develop Procedural Arrangements for Translation and Interpretation

The Council's provision of verbal telephone translation (via Language Line) was extended to include the Council's Arts Facilities and Leisure Centres. Sign Video for sign language users was also provided throughout 2021/22 and had a contact extension for use across 2022/23.

Theme 4: Partnership Working

Action 4a Explore partnership working opportunities that place a focus on Health and Wellbeing of S75 groups

The following Age Friendly Projects have been delivered in partnership with Mid Ulster Loneliness Network and a local Men's Shed:

Chatty Benches

- Following on from interest and the success of the first chatty bench a further 5 chatty benches have been identified in other popular areas throughout the Mid Ulster District Council estate. This brings the total number of chatty benches in the dDistrict to 8. The other areas include Ballysaggart Lough Dungannon, Iniscarn Forest Desertmartin, Portglenone Riverside Walk, Ballyronan Marina and The Roundlake, Fivemiletown. Mid Ulster Loneliness Network with the support of Mid Ulster District council are working together to install further benches in new locations in 2022/23 and have approached local men sheds to help with the construction of the benches.

Kindness PostBox

- The Age Friendly Co-ordinator, together with members of the Mid Ulster Loneliness Network steering group and a local men shed group worked together to deliver the "kindness postbox" to a local primary school and a nursing home in the Mid Ulster area. The intergenerational initiative took place before Christmas 2021, the kids from the primary school created letters and words of kindness for the residents of the nursing home to help tackle loneliness identified in older people. A further primary school and 2 nursing homes have taken part in the project.

Action 4a: Explore partnership working opportunities that place a focus on Good Relations

A BME Inclusion Project was delivered in partnership with STEP (South Tyrone Empowerment Project). The project consisted of supporting the BME community in attaining rights based equality in areas such as employment, housing and health and further support to ensure access support to services on an equal basis. 79 individuals were supported by the project. The projects' Pre evaluation showed that less than 20% of individuals contacting STEP felt included in the provision of public information while the post evaluation analysis showed that over 50% felt included and supported as part of the community, and by the community.

- 3** Has the **application of the Equality Scheme** commitments resulted in any **changes** to policy, practice, procedures and/or service delivery areas during the 2021-22 reporting period? *(tick one box only)*

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

Please provide any details and examples:

The application of the Equality Scheme has led to an increased focus on the accessibility of Mid Ulster Council services, events and facilities. This is reflected in the physical changes that have been implemented to accommodate increased accessibility during the 2021/22 timeframe.

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

Please provide any details and examples:

Practically, Council services, events and facilities have been improved are by investment in accessibility projects. The projects are the outworking's of accessibility visits requested across Council services. These visits produce accessibility feedback for the service or facility to aim to improve the areas for improvement highlighted in the accessibility audit. Specific projects that have come to fruition during the 2021/22 period are detailed in 3b.

Mid Ulster District Council have also launched the **Youth Voice Project** with the aim of having the group's members represent the voices of young people across Mid Ulster. The group is made up of young people aged 16 – 21 years old who live in the district. This two year programme is managed by the Council in Partnership with the Education Authority Youth Service. The project aims to provide young people with the opportunity to; engage with key decision makers, have their say on local issues, be a representative voice for young people in their area and to be involved and pro-actively engaged with local decision making processes.

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

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

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

- ☐ As a result of analysis from monitoring the impact *(please give details)*:
- ☒ As a result of changes to access to information and services *(please specify and give details)*:

During the period of 2021/22 the Council continued its delivery of improved access to services via the projects and investment set out below:

- Burnavon (Cookstown)- £13,000 invested in improvement of the Hearing Loop System and the purchase of accessible equipment
- Greenvale Leisure Centre-£30,000 invested in the purchase of a Pool Pod Access System
- Bridewell (Magherafelt)- £10,500 invested in power assisted doors and a Hearing Loop System
- Surface Upgrade Beach Walk Dungannon Park-£29,350 invested in an upgrade to the path infrastructure
- Fairhill Play Area- £14,982 invested in a wheelchair swing
- 7 Leisure Centre Sites-£5,000 invested in hearing loop system
- 4 Leisure Centre Sites- £76,000 invested in power assisted doors
- Parks (various locations)- £4,700 invested in 10 accessible picnic tables

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

N/A

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

Arrangements for assessing compliance (Model Equality Scheme Chapter 2)

- 4 Were the Section 75 statutory duties integrated within job descriptions during the 2021-22 reporting period? *(tick one box only)*

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

PART A

☐ Not applicable

Please provide any details and examples:

Section 75 statutory duties are integrated into job descriptions throughout all departments.

5 Were the Section 75 statutory duties integrated within performance plans during the 2021-22 reporting period? *(tick one box only)*

☒ Yes, organisation wide

☐ Yes, some departments/jobs

☐ No, this is not an Equality Scheme commitment

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

☐ Not applicable

Please provide any details and examples:

Section 75 statutory duties are integrated within Mid Ulster District Council's Directorate Plans which manage performance.

6 In the 2021-22 reporting period were **objectives/ targets/ performance measures** relating to the Section 75 statutory duties **integrated** into corporate plans, strategic planning and/or operational business plans? *(tick all that apply)*

☐ Yes, through the work to prepare or develop the new corporate plan

☐ Yes, through organisation wide annual business planning

☐ Yes, in some departments/jobs

☐ No, these are already mainstreamed through the organisation's ongoing corporate plan

☒ No, the organisation's planning cycle does not coincide with this 2021-22 report

☐ Not applicable

Please provide any details and examples:

N/A

Equality action plans/measures

7 Within the 2021-22 reporting period, please indicate the **number** of:

Actions completed:

1

Actions ongoing:

11

Actions to commence:

2

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

Theme 1: Accessibility of Council Services, Facilities and Events

Action 1b Increased Accessibility at Council Facilities for Parents and Carers

The following parent/carers specific sessions have been delivered during 21/22:

- Post-natal Pilates for mums
- Post-natal Pilates for mums and babies
- Post-natal Yoga
- Post-natal yoga mum and babies
- Buggy fit

Action 1d Elected Members Training (to achieve improved awareness and informed decision making)

Elected members have received specific training and information sessions in relation to Dementia Awareness, Autism Awareness, LGBTQI+ and Tourette's Syndrome.

8 Please give details of changes or amendments made to the equality action plan/measures during the 2021-22 reporting period (*points not identified in an appended plan*):

No amendments were made to the equality action plan/measures during this reporting period.

9 In reviewing progress on the equality action plan/action measures during the 2021-22 reporting period, the following have been identified: (*tick all that apply*)

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

Arrangements for consulting (Model Equality Scheme Chapter 3)

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

☒ All the time ☐ Sometimes ☐ Never

- 11** Please provide any **details and examples of good practice** in consultation during the 2021-22 reporting period, on matters relevant (e.g. the development of a policy that has been screened in) to the need to promote equality of opportunity and/or the desirability of promoting good relations:

An example of good practice of consultation during 2021/22 was the consultation on Mid Ulster District Council Pitches Strategy 2021. Pitches include all outdoor pitches, including all natural turf, synthetic pitches and multi-games use areas for football, Gaelic games, hockey and rugby.

The consultation on the strategy aimed to help the Council to establish and balance the needs of the rural Mid Ulster region, improve its current sports services and build sustainable services. The overall focus was to support the betterment and benefits offered to our citizens and to link with our Community Plan by encouraging active lifestyles, helping to reduce the incidence of a range of life-limiting diseases and improving health and well-being outcomes for people living in Mid Ulster.

The overall aim of the process was the final strategy would allow for a cross-service approach to the use of pitches and recreational space which involves Leisure and Outdoor Recreation, Health & Wellbeing, Community and Good Relations services working collaboratively to achieve shared objectives and building positive relations.

As part of the consultation 3 focus groups were held as well as an online questionnaire that had been designed to make completion straightforward and the majority of the questions are one click or drop-down menus.

- 12** In the 2021-22 reporting period, given the consultation methods offered, which consultation methods were **most frequently used by consultees**: *(tick all that apply)*

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

PART A

- ☒ Internet discussions
- ☐ Telephone consultations
- ☐ Other *(please specify)*:

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

- 13** Were any awareness-raising activities for consultees undertaken, on the commitments in the Equality Scheme, during the 2021-22 reporting period? *(tick one box only)*

☐ Yes ☒ No ☐ Not applicable

Please provide any details and examples:

- 14** Was the consultation list reviewed during the 2021-22 reporting period? *(tick one box only)*

☒ Yes ☐ No ☐ Not applicable – no commitment to review

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

<https://www.midulstercouncil.org/your-council/equality>

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

9

- 16** Please provide the **number of assessments** that were consulted upon during 2021-22:

1	Policy consultations conducted with screening assessment presented.
0	Policy consultations conducted with an equality impact assessment (EQIA) presented.
0	Consultations for an EQIA alone.

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

During the development of the Menopause Support Policy consultation was carried out with the relevant Trade Unions regarding the type of support that members of staff should expect to be included the policy and how the policy could be practically implemented. Consultation also took place with the ECNI in relation to relevant and appropriate reasonable adjustments and the treatment of sickness absence that may occur as a result of staff members experiencing severe health implications from menopause.

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

☐ Yes ☒ No concerns were raised ☐ No ☐ Not applicable

Please provide any details and examples:

N/A

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

- 19** Following decisions on a policy, were the results of any EQIAs published during the 2021-22 reporting period? *(tick one box only)*

☐ Yes ☒ No ☐ Not applicable

Please provide any details and examples:

No EQIAs were carried out during this period.

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

- 20** From the Equality Scheme monitoring arrangements, was there an audit of existing information systems during the 2021-22 reporting period? *(tick one box only)*

☐ Yes ☐ No, already taken place
☒ No, scheduled to take place at a later date ☐ Not applicable

Please provide any details:

Gaps in monitoring information still exist. This will be addressed during 2022/23 as an action in the Equality Action Plan.

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

☐ Yes ☒ No ☐ Not applicable

Please provide any details and examples:

- 22** Please provide any details or examples of where the monitoring of policies, during the 2021-22 reporting period, has shown changes to differential/adverse impacts previously assessed:

No differential/adverse impacts have been identified via monitoring during 21/22.

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

The Dual Language Signage Policy was routinely reviewed during the 21/22 period. Monitoring of the policy identified that over 90% of the translations applications were for Irish Language. Good Relations implications resulting from this was identified in the monitoring of the policy. In line with the Council's Equality Scheme the policy was referred to Council's Corporate Good Relations Working Group.

Staff Training (Model Equality Scheme Chapter 5)

- 24** Please report on the activities from the training plan/programme (section 5.4 of the Model Equality Scheme) undertaken during 2021-22, and the extent to which they met the training objectives in the Equality Scheme.

The development of an online training module was finalised during 2021/22. This module will provide a foundation level of knowledge to all staff levels. The training includes specific examples in relation to the provision of Goods, Facilities and Services. The online training will be completed by staff members between April-Dec 22.

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

MUDC passed a motion passed in 2021 to ensure that Council explored the best ways to support people in District who have autism and their families and carers. The following training has been delivered since then in order to equip staff with the appropriate level of knowledge:

- Employers for Disability provided Autism Awareness Training for 30 staff across two sessions
- Council's Corporate Policy & Equality Officer completed a CACHE Level 2 Autism Awareness Course via Empower
- The Burnavon has achieved an Autism Impact Award
- Parks, OM Dark Skies and The Bridewell have all recently completed Autism Impact Award training and should be in receipt of their Autism Impact Award before the end of the summer.

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

- 26** Please list **any examples** of where monitoring during 2021-22, across all functions, has resulted in action and improvement in relation **to access to information and services**:

It has been identified via monitoring that in recent years that there has been a low level of language translation of Council information in recent years. This has been highlighted and further awareness raising of the requirement of translations of Council communications has led to an increased in the number of pieces of correspondence that have been translated during 2021/22.

Complaints (Model Equality Scheme Chapter 8)

- 27** How many complaints **in relation to the Equality Scheme** have been received during 2021-22?

Insert number here:

0

Please provide any details of each complaint raised and outcome:

Section 3: Looking Forward

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

The Equality Scheme is due for review in 2026.

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

Mid Ulster District Council's Policy on Consultation is due for review in 2022. Therefore a focus in the next reporting period will be consultation which will include the consultation arrangements set out in the Equality Scheme.

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

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

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

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

5

Fully achieved

7

Partially achieved

0

Not achieved

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

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

Level	Public Life Action Measures	Outputs ⁱ	Outcomes / Impact ⁱⁱ
National ⁱⁱⁱ			
Regional ^{iv}	Mid Ulster Sports Arena Disability Hub	Access activities provided to young people across the region who have a disability.	Tailored inclusive activities. See Appendix 2 for examples of activities delivered during 2021/22.
Local ^v	The Council has maintained partnership working with Mid Ulster Disability Forum and other disability support services in the District	During the reporting period presentations have been made to the group in relation to capital build projects in Pomeroy and Maghera.	Under the direction on the Council, the Forum's feedback and suggestions have been taken on board by the design and delivery teams appointed to deliver the projects. Where possible these suggestions have been incorporated into the final. In the small number

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			of instances when this is not possible a rationale is provided and a compromise is reached.
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2(b) What **training action measures** were achieved in this reporting period?

	Training Action Measures	Outputs	Outcome / Impact
1	Awareness Raising Sessions	<p>The following training/awareness raising sessions we delivered for staff during 2021/22:</p> <p>Mencap provided Disability Awareness training to 20 Leisure Centre staff in June 2021</p> <p>In-house Equality and Diversity Training was provided to 11 Leisure Centre staff in April 2021</p>	These sessions covered various topics/types and aspects relating to disability. The overall impact from the sessions was to increase awareness of disability and the associated reasonable adjustments.
2	Equality Screening Training Delivered Annually	Equality Monitoring Training was delivered in November 2021	Equality Screening Training was provided to 11 members of staff in order to increase understanding of when and how equality screening is carried out. This training was complemented by Equality Monitoring training which was provided to 9 members of staff in November 2021.

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3	Employers for Disability- Various Awareness Raising	Employers for Disability provided 2 Autism Awareness Raising sessions	Employers for Disability provided 2 Autism Awareness Raising sessions to 30 staff. These sessions allowed for Q&As and provided guidance regarding the best way to support colleagues who have autism and explained how and why working practices may need to be amended.
4	Senior Management Team- Disability Awareness Session Delivered Annually	Disability Awareness Training (facilitated by Disability Action) was delivered to SMT in March 2022.	15 members of staff were in attendance from various departments. The impact from the session was enhanced understanding of how Council services need to have a good understanding of the Council's statutory responsibilities in order to deliver a quality service for everyone.
5	Awareness Training for Elected Members	<p>10 Members of staff attended Dementia Awareness Training in June 2021.</p> <p>6 Members attended a Suicide Awareness Workshop.</p> <p>Members hosted an Autism Awareness Workshop. This session was contributed to by support groups from the District.</p>	These sessions provided increased awareness of the topics covered. They have also contributed to follow up actions and outcomes

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

	Communications Action Measures	Outputs	Outcome / Impact
1	Improved accessibility of Council's website	The Council's website continues to adhere to the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.	A number of inaccessible documents have been replaced/removed from Council's website and replaced with document with accessible formatting.
2	Social Media Channels Raising Awareness of Disabilities	The Council's Social Media platforms have been used to highlight various events and awareness dates relating to a range of disabilities and conditions.	The social media posts raised awareness of the disabilities and conditions and the organisations and charities who provide support people impacted upon by these disabilities and conditions.
3	Develop and implement effective means of communication for people who have hearing loss	Access to Sign Video has been added to Council's website for service users who use ISL and BSL. Additional Hearing Loop systems have been installed in council buildings.	Better access to Council services for people who are sign language users or who have hearing loss.

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

	Encourage others Action Measures	Outputs	Outcome / Impact
1	Illumination of Council buildings	Council buildings were illuminated numerous times through the year in order to raise awareness of various types of disabilities and the organisations who support them.	Illuminating Council facilities raises awareness in relation to various types of disabilities and encourages other to do likewise. It also recognises the impact particular disabilities have on residents of the District.
2	Provide Flexible work placements/taster placements for individuals with disabilities with a view to preparing them for paid employment.	Flexible opportunities for people with a disability.	The Covid 19 pandemic depleted the demand for these placements during 21/22. However a for the participants who did avail of the opportunity they were provided with the practical work experience in the area of Council services where they may be able to pursue paid employment in the future.

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

	Action Measures fully implemented (other than Training and specific public life measures)	Outputs	Outcomes / Impact
1	Appointment of a Disability Champion and Officer and Elected Member level	Both Officer and Elected Member roles fulfilled.	Increased promotion of disability duties and related issues both internal and external to the Council.
2			

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

	Action Measures partly achieved	Milestones/ Outputs	Outcomes/Impacts	Reasons not fully achieved
1	Any new/substantially renovated play areas meet the highest possible standards of accessibility.	Improved accessible play facilities.	Improved services for children and young people who have a disability and their siblings/friends.	This is an ongoing activity that will be delivered as part of the Public Parks and Play Five Year Strategic Plan 2020 – 2025.
2	‘Changing Places’ facilities included in capital build projects (where a need is established).	Increased accessibility at Council facilities.	Council visitor destinations and leisure venues made accessible.	6 Changing Places have been completed to date, 4 have been registered with a further 2 registrations pending.
3	Ensure accessibility details for buildings and events are available on Council’s website.	Increased awareness of the accessibility of various Council venues and services.	Having accessibility information prior to attending an event or visiting a Council facilities	This is an ongoing activity and will be rolled out as events take place and

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				buildings are subject to improvements.
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4. Please outline what action measures **have not been achieved** and the reasons why. N/A

	Action Measures not met	Reasons
1		
2		

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

(a) Qualitative

Elected members are informed annually of the progress made in relation to the implementation of the Equality Action Plan and Disability Action Plan.

(b) Quantitative

The details of the equality screenings outcomes are recorded and are circulated three times per year (as per Equality Scheme commitments).

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

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

No revisions have been made to the Disability Action Plan during this period.

If yes please outline below: N/A

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

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

N/A

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- ⁱ **Outputs** – defined as act of producing, amount of something produced over a period, processes undertaken to implement the action measure e.g. Undertook 10 training sessions with 100 people at customer service level.
- ⁱⁱ **Outcome / Impact** – what specifically and tangibly has changed in making progress towards the duties? What impact can directly be attributed to taking this action? Indicate the results of undertaking this action e.g. Evaluation indicating a tangible shift in attitudes before and after training.
- ⁱⁱⁱ **National** : Situations where people can influence policy at a high impact level e.g. Public Appointments
- ^{iv} **Regional**: Situations where people can influence policy decision making at a middle impact level
- ^v **Local** : Situations where people can influence policy decision making at lower impact level e.g. one off consultations, local fora.



MID-ULSTER SPORTS ARENA



Starting W/C 7th February 2022

10 Week Programme

Monday
5-6pm

DCD (Development Coordination Disorder)
A multi-sport club focusing on facilitating primary school aged children with Dyspraxia/DCD to do things at their own pace, and for parents to get information and support.

Saturday
9-10am

Autism Club
A multi-activity club focusing on facilitating primary school aged children with Autism to do things at their own pace, and for parents to get information and support.

Monday
6-7pm

Disability Hub 1
A multi activity club focusing on facilitating children and adults with disabilities to participate in various activities.

Saturday
10 - 11am

Disability Hub 2
A multi activity club focusing on facilitating children and adults with disabilities to participate in various activities.





HILL of THE O'NEILL
& RANFURLY HOUSE
ARTS & VISITOR CENTRE

Appendix 2

Project Connecting Carers



Mid Ulster District Council in partnership with the Northern Health and Social Care Trust Loneliness Networks are offering a FREE programme to Full Time Carers of older people/disabled adults.

This is a unique opportunity to take part in a creative relaxing pottery activity and while doing so connect with other carers, building new friendships in a relaxing creative environment.

4 Week Course:

Tuesday 8th /15th /22nd February /Tuesday 1st March 2022.

10.30am to 12.45pm

Booking is available online @ hilloftheoneill.com or call:

028 8772 8600



Comhairle Ceantair
Lár Uladh
Mid Ulster
District Council

Report on	Organisational Development, Strategy & Performance Service Plan 2022/2023 year
Date of Meeting	7 July 2022
Reporting Officer	Marissa Canavan, Strategic Director of Organisational Development, Strategy & Performance
Contact Officer	Marissa Canavan, Strategic Director of Organisational Development, Strategy & Performance

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 elected members of the Service Plan for Organisational Development, Strategy & Performance Directorate for 2022/2023 year.
2.0	Background
2.1	The Service Plan outlines the purpose and functions of the Organisational Development, Strategy & Performance Directorate. The plan provides an overview of the performance of the Directorate during 2021/2022 year and confirms the service work plan for the Directorate in 2022/2023 year.
3.0	Main Report
3.1	<p>This Service Plan ensures that services are planned in accordance with the Council's Corporate Plan's noted values and themes for the period 2020-2024. The Service Plan takes into account the proposed corporate performance improvement objectives for the period 2021-2023.</p> <p>The key priorities for Organisational Development, Strategy & Performance for 22/23 year are included in Section 2.3 of the Service Plan, which include (i) various measures to support life- long learning, (ii) consulting on and implementing phase 2 of organisational restructure, (iii) implementation of revised Code of Conduct for local government employees, (iv) development, implementation and review of various policies and procedures (v) optimising the use of Core HR system for service delivery purposes and (vi) implementation of Council's community plan.</p>
4.0	Other Considerations
	Financial, Human Resources & Risk Implications
4.1	<p>Financial:</p> <p>The relevant indicative budget for 2022/2023 year is £2.4 M approximately.</p>

4.2	Human: Teams of staff within the Organisational Development, Strategy & Performance Directorate will deliver the Service Work Plan.
4.3	Risk Management: Section 2.5 of this Service plan illustrates some of the risks and mitigating activity associated with the Organisational Development service plan in 2022/2023 year.
5.0	Screening & Impact Assessments
	Equality & Good Relations Implications: The Council's Equality Scheme will influence the implementation of this service plan.
	Rural Needs Implications: n/a
6.0	Recommendation(s)
	n/a
7.0	Documents Attached & References
	Organisational Development, Strategy & Performance Service Plan 2022/2023 year.



Comhairle Ceantair
Lár Uladh
Mid Ulster
District Council

Organisational Development, Strategy & Performance

*Consulted with Staff: May -June 2022
Discussed & Signed off by Director: 29 June 2022*

DIRECTORATE SERVICE

PLAN - 2022 / 2023

CONTENT

SECTION	TITLE
	Foreword
1.0	OVERALL PURPOSE & SCOPE OF THE DIRECTORATE
1.1	Purpose and scope of the Directorate
1.2	Responsibilities
1.3	Customers & Stakeholders
1.4	Performance Overview in 2021/22
2.0	IMPROVING OUR SERVICES AND MANAGING PERFORMANCE - 2022/23
2.1	Budget - 2022/23
2.2	Staffing Complement Department – 2022/23
2.3	Service Plan – 2022/ 23
2.4	Service Improvement
2.5	Risk Management of Directorate
3.0	OUR STATUTORY CONSIDERATIONS
3.1	Equality Duty
3.2	Rural Needs Duty

1.0 OVERALL PURPOSE AND SCOPE OF THE DEPARTMENT

1.1 Purpose and Scope of the Directorate

Organisational Development is the planned, comprehensive and systematic process aimed at improving the overall effectiveness of the organisation with an emphasis on organisational behaviour, human resource development and organisational change.

1.2 Responsibilities

- **Organisational Development** –Improve organisational effectiveness while adhering to the organisation’s culture and values. Maximize employees’ potential and help them amplify their contributions in furtherance of the organisation’s success.
- **Human Resources** - Human Resources manages the efficient organisation and running of various employment functions including employee resourcing, employee relations, equal opportunities, employee health and well-being. HR supports the organisation to comply with relevant employment legislation, HR best practice, provides professional advice on employment matters to staff and managers, and contributes to the development, implementation and review of relevant human resources policies, procedures in conjunction with recognised trade unions, staff and key stakeholders.
- **Corporate Learning & Development** – Supports the delivery of a range of organisational and learning and development activities for all Elected Members, Directors, Assistant Directors, Heads of Service, Managers and Staff. Supports a schedule of HR policy and procedure development to ensure policies and procedures are fit for purpose.
- **Registration** - The Registrar registers births, deaths and marriages, and performs marriages and civil partnerships in the Mid Ulster District
- **Business Support and Customer Services and Facility Services** - are responsible providing administrative support to ensure efficient operation of Council services/ offices as well as providing face-to-face customer service advice at various offices/centres throughout the District, and responding to customer enquiries. Facility Services are responsible for ensuring that buildings are clean and maintained for customers and staff use.
- **Community Planning** – Co-ordination of the community planning process for our district, working collaboratively with a wide range of partners and residents including representatives from statutory, *business, education, health, community and voluntary sectors*.
- **Committee Services** – facilitation and management of council and committee meetings of Council to include the development of agendas, compilation of meeting

packs, providing the summons to councillors and minute taking and follow up activity on decisions resolved

- **Equality, Disability and Good Relations** - in ensuring that the Council meets its Equality Scheme and providing support in ensuring services are delivered in line with obligations under Section 75 (1) and (2) of the Northern Ireland Act 1998
- **Rural Needs** - providing assistance across Council on the rural needs statutory duty under the Rural Needs Act (NI) 2016 to consider rural needs in the development of new policies, plans or strategies and in any service design/delivery decisions.
- **Performance Management & Improvement** – developing and embedding arrangements to support continuous improvement in the delivery of services, by embedding a culture which encourages and champions improvement in everything the Council does to meets its Performance Improvement obligations under the Local Government Act (NI) 2014. Introduction of an improvement framework, which supports council’s strategic planning through reporting, validating performance data and on-going monitoring. Developing performance and improvement frameworks/tools, challenging and championing improvement, supporting the production of strategic planning documents, monitoring and reporting,
- **Processing Civic Recognition Requests from Elected Representatives** – receiving, processing and making recommendation to council on requests made for civic recognition.
- **Member Services** – in providing support to councillors as required, progression and attainment of the Elected Member Development Charter
- **Corporate Policy** – providing support and advice on the formulation of policies and corporate policy development across the Council.
- **Information Requests** – coordinating the receipt and response to Freedom of Information (Fol) made under the Freedom of Information Act 2000

1.3 Customers & Stakeholders

Customers & Stakeholders
<ul style="list-style-type: none"> • Internal – Staff, Departments, Elected Members, SMT and Local Trade Union Representatives
<ul style="list-style-type: none"> • External – Job Applicants, Regional Trade Union Representatives, LGSC, Training Providers, OH Providers/ Doctors, Equality Commission, Access NI, NILGA, NJCLGS, Schools and Colleges, Labour Relations Agency, Health & Safety Executive, Central Government Departments, Media, other local authorities, recruitment agencies and software suppliers.

<ul style="list-style-type: none"> • Senior Management and Heads of Service
<ul style="list-style-type: none"> • Members of public requesting information held by Council, committee recommendations and council decisions
<ul style="list-style-type: none"> • Government Departments, agencies and bodies which include; <ul style="list-style-type: none"> ○ Equality Commission for NI ○ NI Audit Office ○ Public Records Office for Northern Ireland (PRONI) ○ Information Commissioner's Office (ICO) ○ A wide cross section of the public and customers of the Council, as required. ○ Outside Bodies with Councillor representation from Mid Ulster District Council ○ Government Departments, specifically the Department for Agriculture, Environment & Rural Affairs on the Rural Needs duty under the 2017 Act.

1.4 Performance Overview in 2021/22 (Retrospective Review)

2021/2022 Performance Response/ Overview (What we achieved- Measured Activities)	End of Year Progress Status: Activity was - Completed /Commenced/ Other
<ul style="list-style-type: none"> • Phase1 (Employee Module) – Core HR implementation of integrated employee/payroll/time& attendance & expenses computing system in 2021/2022 yr. expand to show the extent of work involved by the team e.g. • Significant number of training sessions delivered by the HR officer and administrative team over a number of months to managers/supervisors and staff, re payroll, time and attendance, attendance management and most recently Expenses module etc. • Developing, implementing and sharing training manuals for users and creating Operating Procedures for internal use by HR staff • HR has undertaken managing the input of approximately 500 weekly timesheets, and liaising with managers and supervisors on an ongoing basis to ensure accuracy and timely input, as well as managing the input process for monthly staff records. 	Completed
<ul style="list-style-type: none"> • Provide Covid 19 Recovery Support to various Directorates – appropriate staff learning and development to support the re-opening of Council services, including arrangements for temporary staff re-deployment, implementation of a range of measures to support employee health and financial well-being. • Review and development of a range of human resources policies and procedures in 2021/2022 yr. to support the implementation of the Organisational Review and further development of e-learning modules for staff. – expand to show the extend of work involved by the team e.g. • Regular meetings with the relevant bodies regarding Asymptomatic Testing – introduced Lateral Flow Tests available for staff onsite 	Completed

<ul style="list-style-type: none"> Developed and progressed regular updates to managers and staff regarding ongoing changes in covid regulations, and reported the statistics, e.g. self-isolation, covid-19 cases etc. to relevant bodies, as required. 	
<ul style="list-style-type: none"> Phase 1 Organisational Review commissioned and new organisational structure implemented including Strategic Director, Service Director, and Assistant Director and Heads of Service posts. Overseen the consultation process with the affected staff and trade unions Recruitment process for Assistant Directors, Deputy Chief Executive, and vacant Strategic Director post, which included assessment centre and interviews. 	<i>Completed</i>

2.0 IMPROVING OUR SERVICES AND MANAGING PERFORMANCE - 2022/23

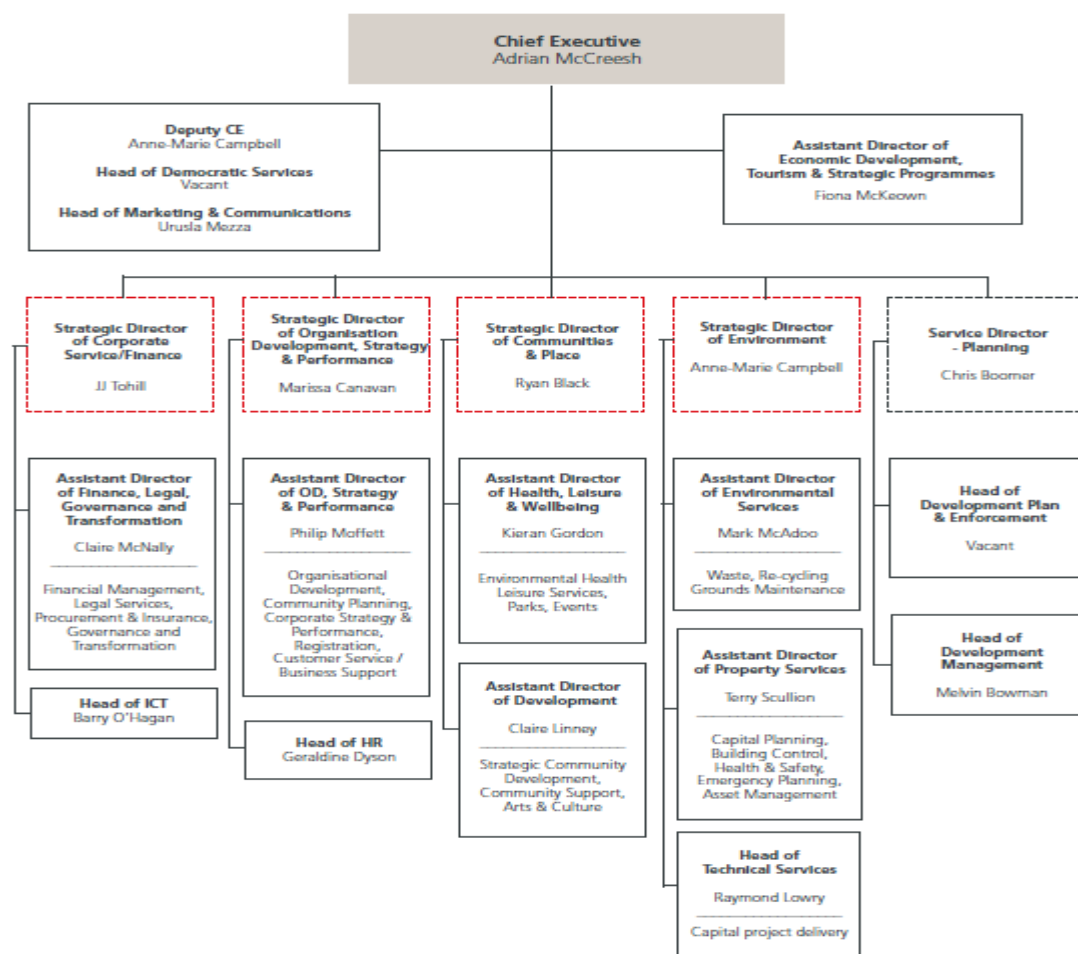
The following tables confirm the resources, financial and people, which the Department has access to throughout 2022-23 to deliver its actions, activities and core business.

2.1 Budget 2022/23 yr. (indicative figures – subject to final confirmation from Finance)

Budget Headings (Expenditure)	£
Registration	174,619
Killymeal Road Offices	20,818
OD – Business Support – Customer Services	157,653
OD – Business Support – Facilities	182,543
OD- Strategy & Performance	397,561
OD – Business Support – Administration	1,097,692
Human Resources	554,088
Democratic Services	1,331,579
Gross Budget	
Income	(182,000)
Net Budget for 2022-23 (exc tbc figures)	£3,734,553

2.2 Directorate Services - Council Structure - 2022/23

Services Work Plan 2022/2023 – 12 May 2022



Staffing	No. of Staff@ 12.05.22
Strategic Director	1
Assistant Director	1
Head of Service	1
Managers	3
Officers	11
Business Support Managers	5
Registrar	1
Deputy Registrar	2
Business Support Administrators	35
Customer Services/Admin Assistants	7
Facilities Staff	5
Total	72

2.3 Service Work Plan - 2022/23

This plan confirms the core activities and actions, which will form your Department (by Services) or Departmental Service Work Plan for 2022-23. This is a high-level capture of the Department and the Service activities/measures as well as some improvement undertakings, which the services will focus on throughout 2022-2023. The Plan links to the Council's new 2020-2024 Corporate Plan priorities, Annual Corporate Improvement Plan Objectives, Statutory Indicators, Corporate Health Indicators and Mid Ulster Sustainable Community Plan themes & outcomes (aligned to the Programme for Government):

SERVICES WORK PLAN 2022/23

Service Name: – Learning & Development/ HR					
Link to Community Plan Theme:			Align to Corporate Plan Theme		
CMP 3.1 Education & Skills - Our People are better qualified & more skilled Education & Skills			Service Delivery: 2.2 We will invest in our people to create a customer-focused, purposeful, skilled, high performing, engaged, healthy and safe work space.		
Service Objective (What do we want to achieve?):	What are the key 'Business as Usual' activities we will deliver (actions):	By When (Date?)	Service Name /Lead Officers(s)	What difference will it make? (Outcomes/outputs)	How Will we Know? (Measures)
1. <ul style="list-style-type: none"> Support staff to obtain relevant industry recognised qualifications at QF level 2 and above over a 3- year period (2022-2025) Support a culture of lifelong learning including digital education for Council's workforce in tandem with Council's Digital Transformation Strategy (under development) Invest in continuous learning and development to enable Council's workforce to upskill or re-skill for staff development, staff recruitment, retention and talent management purposes. 	Delivery of Quarterly Learning and Development Programme	31/03/23	Corporate Learning & Development/ HR	<p>Utilisation of various technical, creative, communication, organisational, information sharing, problem solving, digital and leadership skills will contribute to improved services for customers.</p> <p>Support the implementation of Skills Strategy NI launched in 2022. – Strategic Goal 2 –i.e. Increase the proportion of the working age population with qualifications at level 2 and above.</p> <p>Attract and retain skilled and engaged staff in Council's workforce.</p>	<ul style="list-style-type: none"> Report on number of Skilled Staff retained for a minimum 2-year period post-qualification. Further expansion of current Apprenticeship Programme into key functional work areas identified in workforce planning. Increase the proportion of Council's workforce with

					<p>qualifications at level 2 and above in relevant subject area in 2022-2025 period and include data in annual report to P&R Committee.</p> <ul style="list-style-type: none"> • Development of Apprenticeship Policy with necessary resources required to support implementation
2. Complete phase 2 – Organisational Restructure associated with relevant business case report including	<p>Continued delivery of key HR Services</p> <p>Various Policies and Procedures in place to support phase 2 Organisational Restructure.</p>	31.03.23	OD/HR/ Corporate Learning & Dev	Reference to business case's objectives in respect of organisational re-structuring with respect to posts at level 4-5	Measures for reporting on improved organisational performance, capability in 2023/2024 yr.-to be developed.
3. Ensure that all Council staff receive appropriate training on the content of Revised Employee Code of Conduct in 2022/2023 yr., in accordance with Part 4 of Council's Constitution -update in 2022/2023 yr.	Revised Code of Conduct has been placed on Staff Intranet and associated e-mail circulated to staff in April 2021.	31.03.23	Corporate Learning & Development/HR	Implementation of Revised Employee Code of Conduct via staff e-learning course.	<p>Report of Staff Attendance at relevant Training info sessions in 2022/2023 yr.</p> <p>On-line Conflict of Interest documentation completed by all staff within 1 month of training completion and thereafter conflict of</p>

					<p>interest documentation updated within 1 month of any material relevant change(s) occurring.</p> <p>Documentation needs to be completed for new staff/ staff moving jobs within MUDC.</p>
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Service Name: Services Work Plan 2022/2023 HR/Learning & Development					
Link to Community Plan Theme:		Align to Corporate Plan Theme			
CMP 1.2 Economic Growth - We have more people working in a diverse economy		Environment: 4.4 We will work to mitigate against impacts of climate change by taking steps to reduce our carbon emissions as an organisation.			
Service Objective (What do we want to achieve?):	What are the key 'Business as Usual' activities we will deliver (actions):	By When (Date?)	Service Name /Lead Officers(s)	What difference will it make? (Outcomes/outputs)	How Will we Know? (Measures)
4.Development and Implementation of agile Hybrid Working Procedure in 2022 to support (a)Council's Equal Opportunities Policy (b) Flexible Working Arrangements Policy (c) Council's planned Climate Action Strategy & Continuous Improvement Objectives (d) Alignment with DFE/ OECD (2020) High Performance Working Practices indicators – Flexibility. (e) Council's rural needs duties in respect of employment for people living in rural areas. (f) Council's Section 75 responsibilities – job applicants and employees. (g) Future recruitment and retention of staff.	Continuing delivery of all of Council's services. Continuing development and review of a range of HR Policies and Procedures to meet the needs of Council in a changing macro environment Recruitment, Selection & Retention Policy – in accordance with updated LGSC Code of Procedures on Recruitment & Selection. Secondment & Acting Up Policy - new Bereavement Management Policy – review (following new legislation April 2022 – parental bereavement leave. Employee Relations Policy Capability Policy	31.10.22 31.03.23 31.03.23 31.10.22 31.03.23	HR/ Corporate Learning & Development	<ul style="list-style-type: none"> Reduce carbon emissions in the environment due to employee commuting to work/ attending training and contribute to Council's measures to mitigate against the impacts of global climate change. Increase access to job opportunities for suitably qualified job applicants including (job applicants with disabilities, caring responsibilities, younger and older job applicants) with opportunity for enhanced flexible working and increased job autonomy. Improve work/life balance of employees and reduce 	<ul style="list-style-type: none"> Collate yearly data on estimated reduction in carbon emissions/ air quality improvement by employees working on a hybrid basis in 2023/2024 year in conjunction with EH. Collate yearly data on job applicants in respect of Section 75 categories including people with a disability, women, people with dependents and those without and age diversity in 2023 yr. Collate annual data on employee absenteeism

	<p>Leave Policy – new (enabling regulations expected to be made in 2022 – safe leave in respect of issues connected with domestic abuse)</p> <p>Attendance Management Policy Review: (Also Council’s Employee Health Plan and Occupational Health both need procured in 2022/2023 yr.)</p>	<p>31.03.23</p> <p>31.03.23</p> <p>31.03.23</p>		<p>the number of ill health lost due to stress</p> <ul style="list-style-type: none"> • Review content of draft Hybrid Working Procedure following consultation with staff, Trade Unions and SMT in Q1/Q2 2022 • Improve employee financial well-being; by reducing employee commuting costs. 	<p>including number of days lost due to sickness absence and number of days lost due to stress in 2023/2024 yr. thereafter.</p> <ul style="list-style-type: none"> • Collate annual data on number of e-learning courses attended by staff in 2023/2024 and collate annual estimate of carbon emissions reduction.
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Service Name: Services Work Plan 2022/2023 HR					
Link to Community Plan Theme:		Align to Corporate Plan Theme			
CMP 3.3 Education & Skills - We are more entrepreneurial, innovative & creative		Service Delivery: 2.1 We will improve services for our citizens through the development and delivery of an innovation agenda			
Service Objective (What do we want to achieve?):	What are the key 'Business as Usual' activities we will deliver (actions):	By When (Date?)	Service Name /Lead Officers(s)	What difference will it make? (Outcomes/outputs)	How Will we Know? (Measures)
5. (a) Optimise the use of Core HR's employee, expenses, learning and development modules' capabilities. Utilise Core insight and Makodata reporting facilities to generate informative management reports to assist decision-making. Develop project plan in respect of recruitment & selection module	To continue to implement and manage phase 1 (employee module) of Core HR integrated employee/payroll/time and attendance and expenses computing system. Review Core HR operating procedures during 2022/2023 yr.	30.09.22	HR/ Bus. Transformation	Managers will be able to produce and utilise their individual customised management reports for their teams including following relevant training.	Number of Managers producing and utilising their team reports in 2022/2023 yr. to assist decision-making.
		31.12.22	HR/ Bus. Transformation	Integration of recruitment & selection with employee, learning and development modules.	Recruitment & Selection Project plan developed in 2022/2023 yr.
(b) Implement Learning & Development Module of Core HR – enabling staff and managers to register on-line for courses		30.06.22	Learning & Development / Bus. Transformation	Staff and managers, following relevant training will be able to register for training courses on-line using Core HR – Learning & Development module.	Annual report produced of number of courses booked on-line using Core HR – Learning & Development module in 2022/2023 year

6. Undertake a feasibility study to establish the viability of gradually moving from weekly to fortnightly to monthly pay for relevant employees. Feasibility Study to be undertaken in conjunction with key stakeholders including weekly paid staff, trade unions, Finance and Environmental Services, Property Services, Leisure & Outdoor Recreation Services, Access UK & T1 System.	To continue to implement weekly and monthly pay arrangements in 2022.	31.12.22	HR/ Business Transformation	Evaluate the resources required to process effectively payroll information each week. Potential to reduce processing time and resources currently required to process employee pay on a weekly basis	Feasibility Study Completed Collate feedback received from key stakeholders and review outcomes of feasibility study.
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Service Name: Democratic Services (Performance Improvement)					
Link to Community Plan Theme:			Align to Corporate Plan Theme		
CMP 4.2 Health & Wellbeing - We have better availability to the right service, in the right place at the right time.			Leadership: 1.3 We will work collectively to meet the identified needs and priorities of our citizens & connect the people of Mid Ulster		
Service Objective (What do we want to achieve?):	What are the key 'Business as Usual' activities we will deliver (actions):	By When (Date?)	Service Name /Lead Officers(s)	What difference will it make? (Outcomes/outputs)	How Will we Know? (Measures)
Lead and develop for Council: 1) Corporate Performance Improvement Plan (PIP) 2022 - 2023: (forward looking) 2) Annual Performance Assessment Plan 2021-2022 - (retrospective)	<ul style="list-style-type: none"> Lead, co-ordinate and develop 2022-2023 Performance Improvement Plan Lead, co-ordinate and develop Annual Assessment Plan 2021 to 2022 	30/06/22 30/09/22	<ul style="list-style-type: none"> Democratic Services Performance & Quality Officer 	Demonstrate Council's Duty to Improve through utilisation of Council's Performance Management and Improvement Framework	30/06/22 30/09/22
Liaise with Senior Management team to identify proposed corporate improvement objectives (CIO's) for 2023/24 – 2024/25	<ul style="list-style-type: none"> Analyse and research documentation on potential improvement areas for Council Develop framework for senior management to identify potential improvement areas/themes/activities Develop and shape facilitated CIO Workshop for senior management to participate in Develop paper of draft objectives & aligned 	15/11/22 15/11/22 15/11/22 30/01/23	<ul style="list-style-type: none"> Democratic Services Performance & Quality Officer 	Demonstrate Council's Duty to Improve through utilisation of Council's Performance Management and Improvement Framework	15/11/22 15/11/22 15/11/22 30/01/23

	consultation for committee, approval by Council.				
Liaise with Northern Ireland Audit Office (NIAO) regarding Performance Audit 2022 to 2023 (Section 95 NIAO Performance Report)	<ul style="list-style-type: none"> • Complete and populate NIAO assessment template • Collate and disseminate all Council performance /improvement required • Act as key liaison officer between NIAO and Council colleagues during audit 	30/09/22 31/10/22 31/11/22	<ul style="list-style-type: none"> • Democratic Services • Performance & Quality Officer 	Demonstrate Council's Duty to Improve through utilisation of Council's Performance Management and Improvement Framework	30/09/22 31/10/22 31/11/22
Develop, collate, monitor and report quarterly performance progress/status reports to Policy and Resources Committee, to include PIP, benchmarking Stat PI's and Corporate KPI's & time series performance/improvement	<ul style="list-style-type: none"> • Develop, prepare, monitor quarterly performance /improvement reports 	Quarterly	<ul style="list-style-type: none"> • Democratic Services • Performance & Quality Officer 	Demonstrate Council's Duty to Improve through utilisation of Council's Performance Management and Improvement Framework	Quarterly Reports

Service Name: Policy, Equality and Rural Needs - Democratic Services					
Link to Community Plan Theme: Vibrant and Safe Communities			Align to Corporate Plan Theme: Leadership		
CMP 5.2 Vibrant & Safe Communities - We have a greater value and respect for diversity			Leadership: 1.3 We will work collectively to meet the identified needs and priorities of our citizens & connect the people of Mid Ulster		
Service Objective (What do we want to achieve?):	What are the key 'Business as Usual' activities we will deliver (actions):	By When (Date?)	Service Name /Lead Officers(s)	What difference will it make? (Outcomes/outputs)	How Will we Know? (Measures)
Delivery of Equality Scheme Commitments of the Mid Ulster District Council Equality Scheme	<ul style="list-style-type: none"> Delivery of the associated Equality and Disability Action Plans 	31/3/2022	Ann McAleer	<ul style="list-style-type: none"> Statutory requirements are met and action plan commitments are achieved. 	Annual Progress Report submitted to Equality Commission NI
Delivery of Rural Needs Action Plan under the Rural Needs Act (NI) 2016	<ul style="list-style-type: none"> Completions of Rural Needs Impact Assessments and communication with Rural Consultee list. 	31/3/2022	Ann McAleer	<ul style="list-style-type: none"> Statutory requirements are met and action plan commitments are achieved. 	Annual Progress Report submitted to Department for Agriculture, Environment and Rural Affairs (DAERA)

Service Name: Committee and Member Services - Democratic Services					
Link to Community Plan Theme:		Align to Corporate Plan Theme			
CMP 3.1 Education & Skills - Our People are better qualified & more skilled		Leadership: 1.3 We will work collectively to meet the identified needs and priorities of our citizens & connect the people of Mid Ulster			
Service Objective (What do we want to achieve?):	What are the key 'Business as Usual' activities we will deliver (actions):	By When (Date?)	Service Name /Lead Officers(s)	What difference will it make? (Outcomes/outputs)	How Will we Know? (Measures)
Retain Elected Member Development Charter Status	<ul style="list-style-type: none"> Elected Member Development Training Programme continues to equip Members to deliver in their roles; Resume meetings of EMDWG; Update Members on Individual Personal development plans. 	31/01/23	<ul style="list-style-type: none"> Assistant Director Organisational Development Member Support Officer 	Members will be engaged in developing and participating in relevant and effective training programmes.	<ul style="list-style-type: none"> Retain Charter Status Move towards Charter Plus Meeting Reports be taken to subsequent Policy & Resources Committee
To expand the use of the Committee Management Information System (CMIS) in line with Council digital approach	<ul style="list-style-type: none"> To continue to use and further deploy CMIS initiate services uploading committee reports with the aim of one further service uploading reports; initiate comprehensive use of minute function to produce action sheets 	31/12/22	<ul style="list-style-type: none"> Assistant Director Organisational Development Member Support Officer 	<ul style="list-style-type: none"> Time Efficiencies Eliminate margin for error. 	<ul style="list-style-type: none"> Service uploading committee reports at source Minutes/action sheets/declaration of interest register produced on CMIS

To move towards full digitalisation of Member expenses submission and processing	<ul style="list-style-type: none"> To continue to progress verifying Members Expenses via Core HR System 	31/12/22	<ul style="list-style-type: none"> Assistant Director Organisational Development Member Support Officer 	<ul style="list-style-type: none"> Reduce potential risk for error in processing Time Efficiencies 	All Members submitting the majority of expense claims through Core HR expenses solution
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Service Name: Community Planning - Organisational Development, Strategy and Performance					
Link to Community Plan Theme:		Align to Corporate Plan Theme			
Choose an item. <i>All four Mid Ulster Community Plan 2017-2027 Themes – Economic Growth and Infrastructure, Education and Skills, Health and Wellbeing, Vibrant and Safe Communities</i>		Choose an item. <i>Leadership 1.1-1.3, Economy 3.1-3.6, Environment 4.1-4.4, Communities 5.1-5.5</i>			
Service Objective (What do we want to achieve?):	What are the key 'Business as Usual' activities we will deliver (actions):	By When (Date?)	Service Name /Lead Officers(s)	What difference will it make? (Outcomes/outputs)	How Will we Know? (Measures)
Implementation of the Mid Ulster 10 Year Community Plan 2017-2027	Continue to facilitate and manage the Community Planning process through four thematic working groups tasked with the delivery of the Community Plan's actions – Economic Growth and Infrastructure, Education and Skills, Health and Wellbeing and Vibrant and Safe Communities	31/03/2023 (Lifetime of the Plan 2017 – 27)	Community Planning P Moffett M Totten C O'Neill	<ul style="list-style-type: none"> 8 working group meetings per year (2 per theme) and additional focused action delivery working groups to take forward each action as required. Thematic actions are aligned to 15 PfG outcomes and overall Community Plan vision that Mid Ulster is a welcoming place where our people are content, healthy and safe; educated and skilled; where our economy is thriving; our environment and heritage are sustained; and where our public services excel 	<p>Number of thematic working group meetings held and focused action delivery working groups established and delivering.</p> <p>No. and % of thematic actions commenced, underway, delivered</p>

Monitoring and evaluation of the Mid Ulster 10 Year Community Plan 2017-2027	Monitoring and evaluation of the Community Plan actions and outcomes	31/03/2023 (Lifetime of the Plan 2017 – 27)	Community Planning P Moffett M Totten C O'Neill	<ul style="list-style-type: none"> Community Plan actions are being delivered and are addressing they key strategic priority needs identified Completion of outcome based monitoring for actions Performance Statement produced and published every two years 	No. and % of community planning actions positively impacting on the key strategic priorities in line with agreed targets/indicators
Monitoring, review and evaluation of the Mid Ulster 10 Year Community Plan 2017-2027	Continue to implement governance and reporting structures to enable oversight of the delivery of the Community Plan by the Strategic Board	31/03/2023 (Lifetime of the Plan 2017 – 27)	Community Planning P Moffett M Totten C O'Neill	<ul style="list-style-type: none"> Two meetings held per year to oversee progress in the delivery of the 10 Year Mid Ulster Community Plan 2017-27 	No. of meetings held % of Strategic Board partners satisfied with governance and reporting structures
Promote and encourage community participation in the delivery of the Mid Ulster 10 Year Community Plan 2017-2027	Continued engagement and exchange of views/information with the community through meetings with the Community and Voluntary Sector Strategic Forum	31/03/2023 Ongoing (Lifetime of the Plan 2017 – 27)	Community Planning P Moffett M Totten C O'Neill	<ul style="list-style-type: none"> Community participation in the community planning process ensuring the views and needs of the community are at the centre of implementation and delivery. 	No. of engagements with CVS Forum % of groups who feel they are engaged in the process.

2.4 Service Improvements for 2022 to 2023

What Service Development/Improvement will we undertake in 2022/2023? (Actions):	By When (Date?)	Service Name/ Lead Officers(s)	What difference will it make? (Outcomes/outputs)	How Will we Know? (Measures)
To continue to use and further deploy the CMIS system to include use of updated Attendance Function, which will allow Council, Members, Officers and Public to view and attain attendance reports in relation to statutory meeting attendance to ensure targets are met.	30 Sept 2022	Assistant Director Organisational Development Member Support Officer	<ul style="list-style-type: none"> • Improved Communication • Increased transparency • Officers alerted to breeches in 6-month attendance rule • Members may monitor personal attendance records 	<ul style="list-style-type: none"> • Deployment of two aspects/modules on CMIS
Develop an Induction Programme for Members to include a Toolkit Resource	May 2023	Assistant Director Organisational Development Member Support Officer	<ul style="list-style-type: none"> • Improve Democratic Accountability • Improve newly Elected Members understanding of the role of Council 	<ul style="list-style-type: none"> • Programme in Place by April 2023 for new Council term
Develop Training Programme for Members in first quarter of new Council term to include training for example in Standing Orders, Code of Conduct – for new Council term	May 2023	Assistant Director Organisational Development	<ul style="list-style-type: none"> • Improve democratic accountability and performance at meetings 	<ul style="list-style-type: none"> • Improved time efficiency and performance at meetings

		Member Support Officer		
A Community Planning Strategic Board partner review of the current 10 year Community Plan reflecting on current priorities; taking stock of where the Partnership is now and achievements to date; agreement on, confirmation and commitment to key strategic priorities for the next two years and how partners will work together organisationally through a community planning approach to deliver on those priorities.	21 st June 22	Community Planning P Moffett M Totten C O'Neill	<ul style="list-style-type: none"> Reaffirmed commitment to the Community Plan and community planning approach. Identification of and commitment to delivering on the key priorities that impact on the overall wellbeing of the citizens of Mid Ulster 	<ul style="list-style-type: none"> No of partners committed to delivery of the Mid Ulster Community Plan No. of key strategic priorities identified
Following the Strategic Board partner review, a review of the current Community Plan thematic actions to review progress, priorities and agree action delivery for the next two years.	Dec 22	Community Planning P Moffett M Totten C O'Neill	<ul style="list-style-type: none"> Identification of and commitment to focus on actions that address key priorities impacting the overall wellbeing of the citizens 	<ul style="list-style-type: none"> No. of actions identified and agreed that positively impact on the delivery of key priorities

2.5 RISK MANAGEMENT OF DEPARTMENT/SERVICES

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

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

This table illustrates the risks identified to deliver the Department's/Services business as outlined in service plan for 2022-23.

Risk Ref Number	Description of Risk	Risk Rating	Mitigation Activity
1.	<i>Failure to meet sickness absence lost time rate target of 5% set by MUDC previously</i>	8	<i>Regular monitoring on monthly basis to ensure management compliance. Expected increase in seasonal flu in Autumn/Winter 2022. Reduce risk by offering staff flu vaccines in Autumn 2022 in conjunction with Occupational Health.</i>
2.	<i>Failure to invest in and protect effective information systems and processes within budget/time</i>	8	<i>Formal control of user access to systems</i>
3.			
4.			
5.			
6.			
7.			
8.			

Rating	Descriptor
16 - 25	Extreme Risk (immediate action required)
10 - 15	High Risk (urgent action required)
7 - 9	Moderate Risk (action required)
1 – 6	Low Risk (keep under review)

3.0 OUR STATUTORY CONSIDERATIONS

In carrying out our responsibilities, the Service is cognisant of the statutory duties placed upon the council in the delivery of its services. Whilst the Service operates, under various obligations it is however mindful of the changing context in which it operates and endeavours to mainstream the equality and rural needs duties in the design and delivery of our functions.

3.1 EQUALITY DUTY

The council and by consequence our Service is committed to contributing towards its part in working towards fulfilling obligations under Section 75 of the Northern Ireland Act 1998 to ensure adequate time, staff and resources to fulfil our duties.

The Service will also work towards adherence to the council's Equality Scheme ensuring equality duties, together with promoting positive attitudes towards persons with a disability and the participation of people with a disability in public life when carrying out our functions.

3.2 RURAL NEEDS DUTY

The Service will be mindful of the rural needs of its customers when carrying out its functions and subsequent responsibilities, particularly in developing any new policies, plans or strategies throughout the year. In line with the Rural Needs Act (NI) 2016 we will give due regard to rurality in terms of needs in carrying out the activities within our Service.

