



14 June 2022

Dear Councillor

You are invited to attend a meeting of the Environment Committee to be held in The Chamber, Magherafelt and by virtual means Council Offices, Ballyronan Road, Magherafelt, BT45 6EN on Tuesday, 14 June 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. | Bus Shelters Update  | 3 - 22  |
| 6. | Dfl Roads Proposal to MUDC - parking and waiting restrictions in Coalisland                            | 23 - 26 |
| 7. | Dfl Roads Proposal to MUDC - reposition proposed disabled persons' parking bay at Tullywiggan Cottages | 27 - 30 |
| 8. | Street Naming and Property Numbering   | 31 - 48 |

### Matters for Information

- |   |  |         |
|---|--|---------|
| 9 | Minutes of Environment Committee held on Tuesday 10 May 2022 | 49 - 58 |
|---|--|---------|

10	Building Control Workload	59 - 64
11	Dual Language Signage Requests	65 - 70
12	Entertainment Licensing Applications	71 - 84
13	Update on Refuse Collection Route Optimisation Project	85 - 94
14	Updated Covid 19 Guidance - Funerals	95 - 120
15	Environment Directorate Department Plan 2022/23	121 - 176

**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

16. Contract for Hire of Heavy Plan at Council Waste Facilities
17. Biowaste Contract - Temporary Surcharges
18. Award of ICT for Dungannon Park Lake and Ballysaggart Lough Reservoirs

Matters for Information

19. Confidential Minutes of Environment Committee held on Tuesday 10 May 2022
20. Capital Framework - ICT Contracts Update
21. Capital Framework - IST Contracts Update
22. Capital Projects - Scoping Contracts Update
23. Off-Street Car Parking Update 2021-2022

<b>Report on</b>	Bus Shelters Update
<b>Date of Meeting</b>	14 <sup>th</sup> June 2022
<b>Reporting Officer</b>	Raymond Lowry

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

<b>1.0</b>	<b>Purpose of Report</b>
1.1	To update Members on the current bus shelter status.
<b>2.0</b>	<b>Background</b>
2.1	Council is empowered under the Local Government Miscellaneous Provisions (NI) Order 1985, with the consent of the department to erect and maintain on any road within the district of the council, shelters for the protection from the weather or persons waiting to enter public service vehicles. Bus shelters are erected following local representations. They are provided, particularly for those who have to use public services who may have to stand out in the inclement weather.
2.2.	Following the bus shelter collaborative workshop held in March 2020, the bus shelter process was discussed and agreed at the Council meeting held on the 27 <sup>th</sup> March 2020. Members are advised in a monthly report of progress made on the various applications that have been lodged with the department.
2.3	Due to the Covid-19 pandemic progress has been delayed with unavailability of staff and priority of workloads within the various departments involved in dealing with the shelter installation. MUDC / DfI Roads have met (through "Microsoft Teams") to discuss a selection of these projects and will continue to carry out similar meetings to progress shelter applications.
2.4	Members to note current Procedural guide approved by Council March 2021. ( see appendix 1 )
<b>3.0</b>	<b>Main Report</b>

3.1

The following information headings will be covered:

- New applications received in the past month (see 3.2)
- Progress on stages 2-4 application process (see 3.3)
- Request for Council to move from stage 5 (see 3.4)
- Progress update on stages 6-9 (see 3.5)
- Neighbour Notification summary and detailed analysis (see 3.6)
- Projects recommended for approval (3.7)
- Projects recommended for withdrawal (see 3.8)
- Shelters passed to Property Services for installation (3.9)
- Progress update on stages 10-11 (see 3.10)
- Update on statutory response times in relation to agreement on time related responses for application (see 3.11)
- Other issues (see 3.12)

3.2

**New Applications received in the past month** – 0Nr new application received in the past month.

3.3

**Progress on stages 2-4 of the application process** – see table in Appendix 1.

3.4

**Requests for Council to move from stage 5 of the application process** – 1Nr, Killeshill road, Ballygawley.

3.5

**Progress update on stages 6-9** – the applications below have been discussed with a view to getting approval:

3.6

**Summary of Neighbour Notifications**

- Millix Road, Ballygawley.

On ratification of Councils position on shelter Technical Services will notify in writing all nearest neighbours originally surveyed.

- **Millix Road, Ballygawley** (see Table 4 Appendix 1 – reference 12) Neighbour notification completed.

<b>Shelter Location</b>	<b>Millix Road, Ballygawley</b>
Bus Shelter Requested	12/11/2021
Date Request Validated	12/11/2021
Survey Issued	11/05/2022
Survey Returned By	25/05/2022
Survey Letters Issued (No.)	1
Survey Letters Returned	1
Replies in Favour	1
Replies not in Favour	0
No response	0
Valid Returns	1
Percentage that have objections	0%

In accordance with the Bus Shelter Procedural guide, at least 51% of the addresses surveyed must have no objections to the shelter. NOTE; for the purposes of assessment where 51% (rounded to the nearest whole number ) of property addresses that respond indicate that they are not in favour of the erection of a shelter, then the results of the survey will be forwarded to the Environment Committee for information confirming that the shelter will not be approved or erected. The bus shelter at **Millix Road, Ballygawley is recommended to be installed.**

3.7 **Projects noted below are recommended for approval** – 1 Nr application currently being recommended for approval.

- **Millix road, Ballygawley**

3.8 **Projects noted below are recommended for withdrawal** – 0 Nr applications are being recommended for withdrawal.

3.9 Members to Note the following shelters as listed in Table 3 have been passed over to

Property Services for installation and these are currently being programmed for installation within their current workload. Further discussions ongoing with Technical services to confirm / clarify installation requirements

**Table 3**

Shelter Location	Current Status	Date programmed by Property Services for installation	Shelter type to be installed
Washingbay Road, Moor Road, Clonoe	Approved	Q1	Glazed
Reenaderry road, Washingbay	Approved	Q1	Metal

3.10 **Progress update on stages 10-11** – 1nr shelters installed since date of last meeting, Main Street, Bellaghy

3.11 **Progress on response times** – Agreed response times within 30 days with statutory agencies.

Statutory Agencies	Number requests sent	Reply <30 Days	Reply >30 Days
Translink	2	1	1
Education Authority	1	1	0
DfI Roads	0	0	0
NIHE	1	1	1

**Translink,  
Responses Outstanding**

1. Brough Road, Castledawson
2. The Square, Moy

**Education Authority,  
Responses Outstanding**

1. The Square, Moy

**NIHE**

3.12	<p><b>Responses Outstanding</b></p> <ol style="list-style-type: none"> <li>1. Land purchase request, St Colmans Park, Moortown. Awaiting LPS valuation.</li> <li>2. Derryfubble Road confirmed NIHE owned. Check to see if zoned by NIHE for Development</li> </ol> <ul style="list-style-type: none"> <li>• <b>Interagency Meeting;</b> Statutory update meeting held 10 May 2022, with DFI Roads EA, NIHE and Translink, to discuss new Bus shelter locations, response times and issues as listed below;</li> </ul>
3.13	<p><b>Issues raised at the Environment Committee- 10 May 2022;</b></p> <p><b>1. Redundant Shelters;</b> Translink and EA are prepared to offer assistance to identify redundant shelters in conjunction with MUDC staff that are no longer in use, within the Mid Ulster Council area. Technical services- Property Services to advise on delivery process for this to be actioned – scheduled to commence Q3 2022-24</p> <p><b>2. Route alterations;</b> Agreed that any alterations to routes to be notified to MUDC in advance of any planned route changes. Agreed with Translink and EA.</p> <p><b>3. Accelerated progress;</b> Stated at the meeting that Council required outstanding shelters to be progressed over the summer months to ensure that progress can be achieved in getting shelters installed prior to the new school term. All parties in agreement to assist.</p> <p><b>Other issues:</b> None to report.</p>

4.0	<b>Other Considerations</b>
4.1	<p><b>Financial, Human Resources &amp; Risk Implications</b></p> <p>Financial: Within budget for Technical Services and Property services to action provision / installation costs within their budget.</p> <p>Risk Management: Non-delivery will have adverse impact of users of public transport.</p>
4.2	<p><b>Screening &amp; Impact Assessments</b></p> <p>Equality &amp; Good Relations Implications: N/a</p> <p>Rural Needs Implications: N/a</p>
5.0	<b>Recommendation(s)</b>

<p>5.1</p> <p>5.2</p> <p>5.3</p>	<p>Members to note the content of the report on the progress made on bus shelters within the district and grant approval to progress thus shelters listed under 5.3 below.</p> <ul style="list-style-type: none"> <li>• <b>Those listed in 3.4</b> - 1Nr applications to move from stage 5 of the application process, Killeshill Road, Ballygawley.</li> <li>• <b>Those listed in 3.7</b> – 1nr application to move to approval to install stage Millix Road, Ballygawley</li> </ul>
<p><b>6.0</b></p>	<p><b>Documents Attached &amp; References</b></p>
<p>6.1</p> <p>6.2</p>	<p>Appendix 1 – March 2021 - Procedural guide</p> <p>Appendix 2 – Progress table with comments</p>



# Procedural Guide on the Provision of Bus Shelters



## 1.0 Bus Shelters – Mid Ulster District Council

Council is empowered under the Local Government Miscellaneous Provisions (NI) Order 1985, with the consent of the Department for Infrastructure (DfI) to erect and maintain on any road within the district of the council, shelters for the protection from the weather or persons waiting to enter public service vehicles. Bus shelters are erected following local representations. They are provided, particularly for those who have to use public services who may have to stand out in the inclement weather.

### 1.1 PROCEDURAL STATEMENT

Council will erect a bus shelter where there is shown to be a need, providing the location does not present a safety or nuisance problem and adequate funding is available. Relocation of bus shelters should only take place as a result of either road alignment or the bus companies relocating their bus stops. All other cases of relocation should be resisted as long as there is an identified need for the shelter. Any relocation as a result of retail business / property owner request will only be considered if an alternative suitable location (distance restrictions will be considered) can be accommodated AND the retail business / property owner covers all associated costs for relocated shelter.

If there is any reported anti-social behaviour over a 12 month period at the location of a new/existing shelter the shelter location will be reviewed by Council with an option to remove the shelter and make good the existing surfaces.

### 1.2 CRITERIA FOR THE ERECTION OF A BUS SHELTER

1. Usage must be a minimum of 6 passengers over a period of a day and applications will be considered on a first come, first served basis, with Translink NI / Education Authority confirming this information. Less than 6 passengers will only be considered by a Council/DEA approval process.
2. The location must be at a recognised bus stop.
3. Following validation, the Council will canvass, by post, all property addresses within 50m frontage to the bus stop (25m either side) on the erection of the shelter, including the type of shelter.
4. At least 51% of the addresses surveyed must have no objections to the shelter.

NOTE - for the purposes of assessment where 51% (rounded to the nearest whole number) of property addresses that respond indicate that they are not in favour of the erection of a shelter, then the results of the survey will be forwarded to the Environment Committee for information confirming that the shelter will not be approved or erected.)

## Appendix 1

5. There should be no Department for Infrastructure Roads objections on traffic grounds.
6. There must be sufficient budgetary provision available to provide the bus shelter.
7. All Survey results that do not meet the essential criteria to be reported to Council for consideration.
8. Once refused a request may not be considered for a further 12 month period from the original decision by Council.
9. Form TS/BSRF/01 to be completed and signed off by Head of Service.
10. Bus Shelter request to be approved by Environment Committee.

### 1.3 DESIGN OF BUS SHELTER

The Council endeavour to provide good quality, comfortable bus shelters purchased through the Procurement Department. Where appropriate they will endeavour to have bus shelters erected free of charge, other than services by Adshel.

1. All shelters within 30mph speed limits will have shelter in accordance with **Example A**, (as below).
2. All shelters outside 30mph speed limits will have shelter in accordance with **Example B**, (as below).

Council will consider in conservation areas the erection of shelters above this standard, but the cost of such shelters excluding erection and servicing costs shall not exceed £3000.00.



**Example A**, within 30mph speed limits, Glazed shelter.



**Example B**, outside 30mph speed limits, painted metal shelter.

## 1.4 REPLACEMENT OF BUS SHELTERS

Any defective shelters that require replacement as part of their life span to be replaced using location criteria and shelter design Examples A or B as noted above as part of the maintenance of the Council Estate .

## 1.5 PROVISION OF BUS SHELTERS – PROCESS

**Stage 1:** Send application form to person requesting Erection of Shelter.

**Stage 2:** Acknowledge receipt of request (in writing) – standard letter sent.

**Stage 3:** Carry out preliminary visit to investigate suitability of site.

**Stage 4:** Contact Translink / SELB / Private approved Coach Companies to confirm viability of erecting bus shelter i.e. recognised "Bus Stop", number and age of children, bus routes etc. 1<sup>st</sup> organisation to respond with numbers meeting the criteria i.e. 6 or more then proceed to next stage.

**Note** – shelters only provided at locations where it is confirmed a minimum of six people await / board buses.

Organisational Name	Contact Name	Contact Number	

**Stage 5:** Report to Environment Committee to seek Council approval/instruction.

**Stage 6:** Identify landowner e.g. Housing Executive, local farmer, etc. and obtain their written consent for erection of bus shelter and consult with adjoining properties (contact local Councillor and arrange site meeting if necessary). Elected members to be notified by email when letters are to be issued to neighbours for information purposes.

**Stage 7:** Send letters (with location maps) for approval/comments to DfI (Roads) / Water Service, PSNI, BT and NIE (arrange follow-up site meetings if necessary).

**Stage 8:** Sign and return DFI (Roads), Article 66, Consent/Schedule at least six days prior to erection of bus shelter.

**Stage 9:** Erect bus shelter – Example A or Example B (see 1.3).

**Stage 10:** Send request to GIS officer to have new asset plotted, and add to shelter register which is to be forwarded to Procurement Department, for insurance cover. Information to include erection/ maintenance/ ownership/ risk assessments / inspection regime / legal agreements between Council and the relevant landowners.

**Stage 11:** Report back to Council.

Date

Our Ref: MUDC/TS/BS/

The Occupier

Address 1

Address 2

Postcode

Dear Sir/Madam,

**Re: Application for Provision of Bus Shelter at [Enter Location]**

Mid Ulster District Council have received an application to erect a bus shelter at the above location and as noted in attached map (see Appendix 1).

The Council's Procedural Guide on the Provision of Bus Shelters outlines that validated applications are subject to neighbour notification. Those who meet the following criteria are eligible to register their preference on this matter:

- All property addresses within 50m frontage to the bus stop (25m either side) on the erection of the shelter, including the type of shelter

Our records indicate that this address is within 50m criteria and therefore subject to neighbour notification.

If approved Council would install Bus Shelter type **[Enter Bus Shelter Example A or B]** as detailed in Appendix 2.

On completion of this survey Council will provide a determination on this request on the basis of the majority preference as submitted. For approval to be considered, at least 51% (majority) of respondents must be in favour of the proposal.

Please read carefully the statements on the survey form attached. Tick your preferred option in the appropriate box, print your name and address and sign the document. The completed survey form(s) should be returned to this office by either:

- a. returning in Self Addressed Envelope provided, or
- b. emailing to [Technicalservices@midulstercouncil.org](mailto:Technicalservices@midulstercouncil.org)

Forms received after **[Enter Day and Date]** will not be considered.

Thank you for your time completing this survey.

If you have any queries on the above, please contact ( Officer Name ) in the Cookstown Office by email at ( ,,,,,,, ) or by telephone on 03000 132 132 Ext: 24400.

Yours faithfully,

A handwritten signature in blue ink, appearing to read 'Raymond Lowry', enclosed in a thin black rectangular border.

Raymond Lowry  
**Head of Technical Services**

Encs.

**Cc DEA Councillors**



## PROVISION OF BUS SHELTER – SURVEY FORM

1. **I HAVE NO OBJECTIONS** to have a Bus Shelter erected at **[Enter Location]**

2. **I DO NOT WISH** to have a Bus Shelter erected at **[Enter Location]**

If you have ticked this box please give reason for objection

Reason for Objection:

Name: \_\_\_\_\_  
(CAPITALS)

Address: \_\_\_\_\_

Signature: \_\_\_\_\_

The Results of this survey will be available to view on the MUDC website [www.midulstercouncil.org](http://www.midulstercouncil.org) under Council Meetings but should you wish to receive written correspondence detailing the outcome of the survey please tick this box.

### **Data Protection**

In accordance with Data Protection Legislation, Mid Ulster District Council has a duty to protect any data we hold. The information you provide on this survey form will be used for the purposes of processing your survey and will not be shared to any third party unless law or regulation compels such a disclosure. Information will be retained in accordance with the Council's Retention and Disposal Policy.

## Appendix 1

**[Insert Map of proposed Bus Shelter location]**

## Appendix 2

### BUS SHELTER TYPE

See below Example A - within 30mph speed limits, glazed shelter.



See below Example B - outside 30mph speed limits, painted metal shelter.





Table 1 – Applications awaiting formal application to be submitted (1nr)				
No	Location	Stage	Status / Comment	Progress status
1	Thatch Inn, Hillhead Road	0	Presented to Translink for comment	Exact location for shelter to be determined with DFI Roads, in relation to A6 new road alignment. <b>DFI roads / Translink to confirm if shelter falls under their remit to install rather than MUDC.</b>
Table 2 – New applications received since last Committee (0nr)				
0	N/A	0		<b>No new applications from last Committee</b>
Table 3 – STAGES 2-4, (8nr)				
1	Derryvale, Coalisland	3	Proposed location has been declined by Translink. Alternative sites being sought.	Site visit held, 08 February with DFI roads and Translink to agree site. Alternative location has been identified, Landowner to be identified as adjacent to existing field access. DFI roads to confirm.
2	Brough Road, Castledawson (Private Application) - 2018/001	3	Application Form returned .	User numbers requested by Translink/EA . Translink Have reported 4nr passengers, <b>Reminder to be sent to Translink for user numbers, EA do not use this route. Reminder issued</b>
3	Tirkane Road, Maghera	2	Application Form returned .	Site visit held, identified site for shelter. User numbers to be revisited and updated by Translink.
4	Annaghmore Rd, Clonoe	3	New application	<b>DFI Roads to visit site w/c 06/06/2022, to assess proposed location</b>
5	Cloverhill, Moy	3	Application received	<b>Passenger numbers requests sent to Translink and Education Authority confirmed, Translink are reviewing pick up locations and this potentially will be moved into Moy village. During discussions at the statutory meeting 12/05/2022, Translink advised that this will be confirmed when known at the next available stakeholder meeting.</b>
6	The Mills, Coalisland	4	Application received	<b>DFI Roads site visit 19 may 2022, proposed location too close to a bend for safe access. New location proposed, Translink to be consulted for suitability.</b>
7	The Square, Moy Village	4	Application form received	<b>User number requests sent to Translink and EA. Awaiting confirmation</b>
8	Derryfubble road, Benburb	3	<b>Determine viability with NIHE</b>	<b>Site visit held 19 May 2022 with DFI Roads, preferred location identified. landowner identified as NIHE. NIHE checking on status of land if zoned for Development.</b>
Table 4 – STAGES 5-8, (15 NR)				
No	Location	Stage	Status / Comment	Progress status

1	Tullyhogue Village	6	Residents declined original location as will promote anti-social behaviour. Limited options for alternative sites that suit bus pick-ups.	New site identified within village. Travel directions and pick up numbers confirmed with EA and Translink still to respond. Reminder sent. Discussed at recent Statutory meeting, site visit to be arranged to review proposed locations with DFI Roads, w/c 06/06/2022
2	St Colmans Park, Moortown	6	Met applicant on site 9 October 2020, site agreed.	NIHE confirmed that they are the registered owner. Letter sent from applicant to Minister for comment on the requirement by NIHE to sell/ lease grounds. Nearest neighbour returned 27 October 2021, no responses received. NIHE waiting for LPS valuation.
3	Glendavagh Road, Crilly, Aughnacloy - 2016/013	6	Application Form filled in during meeting with Cllr Burton	Site visit held with DFI roads. Site identified, subject to landowner agreement. Translink confirmed 0nr users, EA confirmed 6nr users. Site visit to be confirmed with EA and DFI roads for site location, w/c 06/06/2022.
4	Church street , Cookstown	6	Site meeting held with applicant, user number requests issued to Translink and EA	User numbers requested from Translink and EA. Translink responded to say they lift 20nr passengers. EA confirmed 10nr users. Site estate agent for adjacent vacant site to be consulted on shelter location. Reminders sent. Site meeting 08 April confirmed site for shelter subject to approval.
5	Kinrush Road/Battery Road Junction, Moortown	6	Original site limited space, alternative site to be confirmed.	Original location deemed not acceptable although alternative location has now been identified and progress to install shelter to programmed. TS programmed to discuss with DFI roads at next meeting and progress to instruct to install shelter.
6	Kingsisland Primary School	6	Final confirmation from primary school required to progress.	Meeting to be held with school on exact location of shelter, location drawing circulated to school and church for final approval for shelter location. Meeting held with Primary school. A Planning application has been lodged to extend the school. (On hold subject to Planning decision)
7	Magheracastle Road / Mountjoy Road, Brocagh	6	Pending withdrawal notification from applicant as proposed site on wrong side of the road for pick-up.	Report at next Council Site meeting held 3 August, site agreed, requests sent to Translink and EA for number confirmation. Reminders sent to both parties awaiting responses
8	Goland Road/ Armaghlughey Road, Ballygawley - 2016/015	6	Site and user numbers confirmed .	Translink users confirmed, 10nr. Location to be agreed with DFI roads./ Translink. Site visit planned for w/c 06/06/2022
9	Coagh Rd, Stewartstown	6	New application	Translink confirmed they do not pick-up at this location. EA confirmed 8nr passengers. Nearest Neighbour returned, recommended to move to installation stage
10	Hillead, Stewartstown	6	Site visit 24 January 2022, application form completed	Passenger numbers confirmed by Translink, 20 plus children. Nearest Neighbour returned, recommended to move to installation stage
11	William Street/Beatrice Villas, Bellaghy	6	Site visit 20 January 2022, application form completed	Passenger numbers confirmed by Translink, 30nr children. Nearest Neighbour returned, recommended to move to installation stage

12	119 Millix Road, Ballygawley	5	Application received, site agreed	Application form received, Translink confirmed not one of their routes, EA confirmed 8-10 users, DFI to site visit 19/05/2022 location approved. Nearest Neighbour returned, recommended to move to installation stage
13	Garrison Road, Curran	6	Site visit 28 January 2022	Passenger numbers confirmed by Translink and EA, 6nr. Nearest Neighbour returned, recommended to move to installation stage.
14	Eglis View, Ballinderry	5	Application pending Statutory authorities meeting	Following recent DEA meeting, 09/08/2021. New location agreed with DFI roads/Translink. DFI roads reviewed footpath provision and confirmed qualifies under Active travel scheme. DFI Roads to confirm Active Travel input. Nearest Neighbour issued 24/05/2022.
15	Killeshill- A29 Ballygawley Road	5	Application received	Translink do not use this stop, DFI visited the site 19 May 2022 and approved location. EA user numbers confirmed as 8nr.

Table 5 – STAGE 9, (2NR),

No	Location	Stage	Status / Comment	Progress status
1	Clonoe Crossroads	9	Relocation of existing shelter as too close to junction. Land search in progress to find alternative suitable site.	Shelter to be installed by end of March 2022, awaiting shelter delivery from supplier
2	Reenaderry Rd, Reenaderry	9	New application	User numbers confirmed by Translink, 16nr users. DFI roads confirmed suitability, landowner consultation required, for exact location. Nearest neighbour returned, approved.

Table 6 – Stage 10-11 - Bus Shelters Installed (16nr)

No	Location	Stage	Status / Comment	Progress status
1	143 Omagh road, Ballygawley	10	Existing Bus stop/layby, report to committee required	Installed.
2	Millview/Dunnamore Road, Dunnamore	10	Location agreed, site, DFI Roads compliant for new location.	Installed.

3	Kildrum Estate, Galbally	10	New shelter provision at entrance to housing development.	Installed.
4	Thornhill Road, Pomeroy	10	Location opposite community Hall	Installed.
5	Killeenan Road/Camlough Road/ Loughdoo Road	10	Proposal to locate shelter in Kildress GAC.	Installed.
6	Glebe Court, Castlecaulfield	10	Relocation of existing shelter, land ownership to be confirmed for new site.	Installed.
7	Culnady Village	10	Site approved in centre of village, located on DFI Roads lands.	Installed.
8	Stewartstown	10	Translink to provide Clear Channel shelter at this location. Available budget for Translink causing delay.	Installed.
9	Credit Union, Moygashel	10	Location agreed with MUDC, Translink and Cllr Cuthbertson on 28-02-2020	Installed.
10	Cappagh Village	10	Existing shelter in dangerous location, no footpath. Community request to have children lifted in the village. Limited turning space for buses in village.	Installed.
11	Whitebridge, Ballygawley	10	New request for shelter	Installed.
12	Annaghboe Road/ Washingbay Road Junction, Clonoe - 2017/006	10	Siting of new shelter on Washingbay Road.	Installed.
13	Killeen, Lisaclare Road	10	Translink provided alternative pick-up avoiding dangerous road crossing to Coole Road. New pick-up on Lisaclare Road	Installed.

14	Brackaville, Four Seasons Bar, Coalisland	10	New location agreed with DFI roads and Translink	Installed.
15	Drummullan village	10	Replacement shelter with narrow sides to aid access	Installed.
16	Main Street, Bellaghy	10	New shelter provision at entrance to SHHP.	Installed.

Table 7 – Applications to be Withdrawn/ Re- visited (7Nr)

No	Location	Stage	Status / Comment	Progress status
1	Coole Road	Revisit application	Re-open application	Discussion with DfI Roads to be held in light of new agreed process principals. Report at next Council Meeting
2	Main Street, Benburb	6	Review Application	Following recent DEA meeting 06/08/2021, Objection status still evident in current position – recommendation – seek statutory comments on the proposed slightly adjusted position. Discussed at Statutory meeting 13/12/2021, DFI Roads to visit to review proposed location w/c 31st January 2022
3	Innishrush Village	6	Application pending Statutory authorities meeting	Following recent DEA meeting 19/08/2021, Objection status still evident in current position – recommendation – seek statutory comments on the proposed slightly adjusted position. <b>Alternative site to be reviewed by DFI Roads/Translink w/c 06/06/2022</b>
4	Bellaghy, Overends layby	6	Withdraw Application	Following recent DEA meeting 11/08/2021, agreed to withdraw the current application
5	Meenagh Park, Coalisland	6	Withdraw Application	Application to be withdrawn by applicant
6	Knockloughrim Village	9	Landowner unknown for proposed site. Further investigations underway to determine landowner.	Parks department have agreed location within their site. Nearest neighbour consultation returned, did meet required criteria to proceed. Approved, passed to Property Services 27/08/2021 for installation. Translink confirmed change of bus route with pick-up moved to the centre of village, discussed at statutory agencies meeting 13/12/2021. New shelter is not to be installed.
7	Jordan Engineering, Benburb	4	Meeting organised with Cllr Burton on site to agree location. Not agreed	Shelter application withdrawn by applicant, unable to find suitable location for shelter



<b>Report on</b>	Dfl Roads Proposal to Mid Ulster District Council - parking and waiting restrictions in Coalisland
<b>Date of Meeting</b>	14 <sup>th</sup> June 2022
<b>Reporting Officer</b>	Terry Scullion, Assistant Director Property Services
<b>Contact Officer</b>	Terry Scullion, Assistant Director Property Services

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

<b>1.0</b>	<b>Purpose of Report</b>
1.1	To seek the agreement of Members in relation to a proposal from Dfl Roads to introduce parking and waiting restrictions in Coalisland.
<b>2.0</b>	<b>Background</b>
2.1	Dfl Roads is proposing to introduce parking and waiting restrictions in Coalisland following the public realm scheme in the area.
<b>3.0</b>	<b>Main Report</b>
3.1	<p>The following outlines the proposal to be brought to the attention of the Environment Committee:</p> <p><b>PROPOSED INTRODUCTION OF PARKING AND WAITING RESTRICTIONS - COALISLAND</b></p> <p>Correspondence was received from Dfl Roads dated 17 May 2022 proposing to introduce parking and waiting restrictions in Coalisland following the public realm scheme in the area.</p> <p>Consultation letter and location maps of aforementioned proposal are attached as appendices to this report.</p>
<b>4.0</b>	<b>Other Considerations</b>
<b>4.1</b>	<b>Financial, Human Resources &amp; Risk Implications</b>
	Financial: None
	Human: Officer time in drafting reports
	Risk Management: The introduction of the aforementioned proposal at these locations will assist in the management of road safety issues.

<b>4.2</b>	<b>Screening &amp; Impact Assessments</b>
	Equality & Good Relations Implications: The introduction of the aforementioned proposal at these locations will assist Dfl in the discharge of their statutory duty.
	Rural Needs Implications: The rural needs assessment would be conducted by Dfl Roads.
<b>5.0</b>	<b>Recommendation(s)</b>
5.1	That the Environment Committee endorses the proposal submitted by Dfl Roads.
<b>6.0</b>	<b>Documents Attached &amp; References</b>
6.1	Appendix 1 – Letter from Dfl Roads dated 17 May 2022; Proposed Introduction of parking and waiting restrictions in Coalisland.
6.2	Appendix 2– Map – Coalisland.





Department for

**Infrastructure**

An Roinn

**Bonneagair**

[www.infrastructure-ni.gov.uk](http://www.infrastructure-ni.gov.uk)

## Network Development

Chief Executive  
Mid Ulster District Council  
Ballyronan  
Magherafelt  
BT45 6EN

County Hall  
Drumragh Avenue  
Omagh

Tel: 028 8225 4085

17 May 2022

Dear Mr McCreesh

### **PROPOSED INTRODUCTION OF PARKING AND WAITING RESTRICTIONS - COALISLAND**

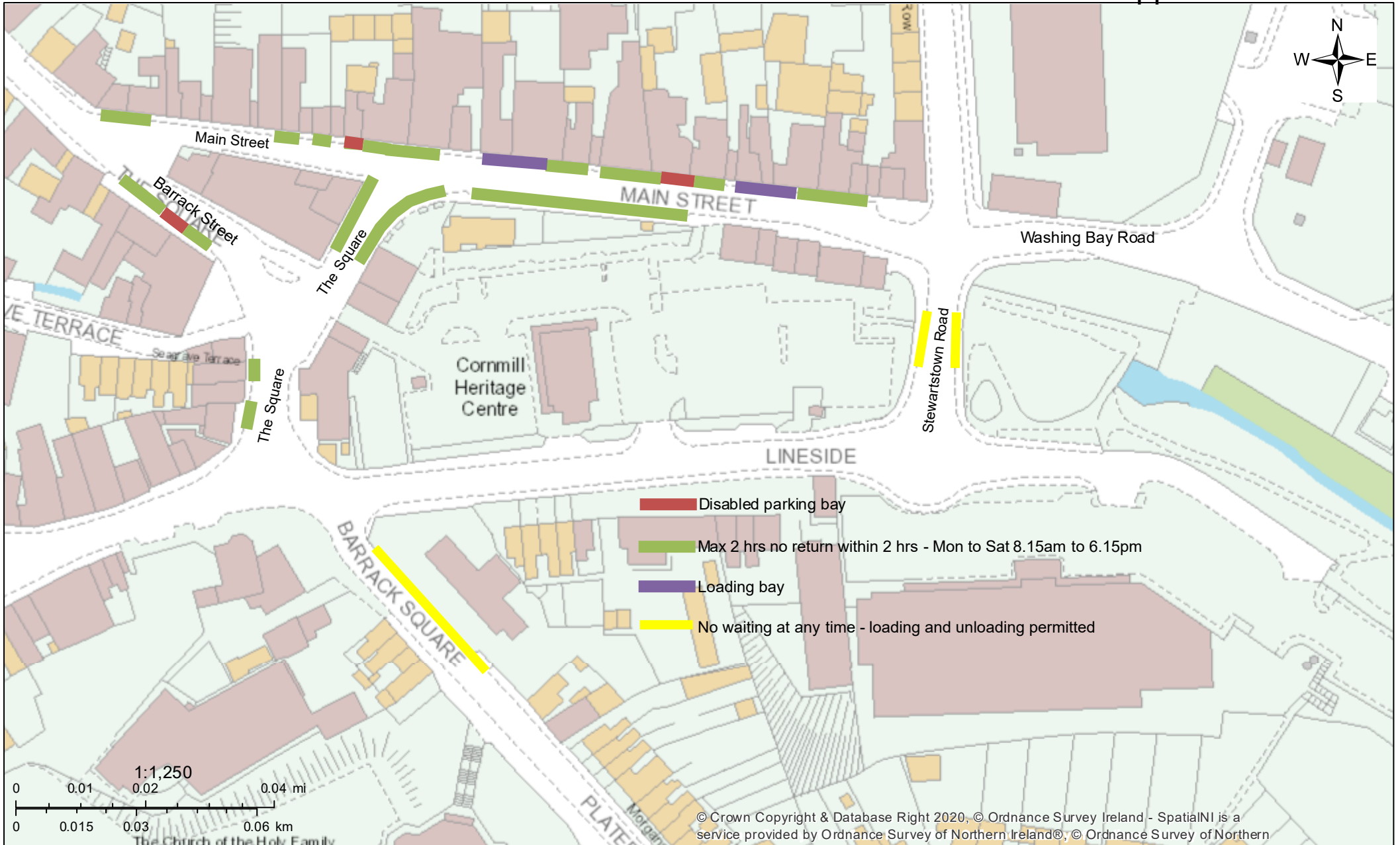
DfI Roads is proposing to introduce parking and waiting restrictions in Coalisland as shown on the enclosed map, following the public realm scheme in the area.

Please bring this matter to the attention of your council.

Yours sincerely

Mrs Hazel Burton  
Network Development Section

Enc



11/05/2022, 14:00:10

<b>Report on</b>	DfI Roads Proposal to Mid Ulster District Council - reposition proposed disabled persons' parking bay at Tullywiggan Cottages
<b>Date of Meeting</b>	14 <sup>th</sup> June 2022
<b>Reporting Officer</b>	Terry Scullion, Assistant Director Property Services
<b>Contact Officer</b>	Terry Scullion, Assistant Director Property Services

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

<b>1.0</b>	<b>Purpose of Report</b>
1.1	To seek the agreement of Members in relation to a proposal from DfI Roads to reposition the proposed disabled persons' parking bay at Tullywiggan Cottages on Tullywiggan Road, Cookstown.
<b>2.0</b>	<b>Background</b>
2.1	DfI Roads is proposing to reposition the proposed disabled persons' parking bay at Tullywiggan Cottages on Tullywiggan Road, Cookstown.
<b>3.0</b>	<b>Main Report</b>
3.1	<p>The following outlines the proposal to be brought to the attention of the Environment Committee:</p> <p><b>PROPOSED PROVISION OF A DISABLED PERSONS' PARKING BAY AT TULLYWIGGAN ROAD, COOKSTOWN</b></p> <p>Correspondence was received from DfI Roads dated 20 May 2022 advising that following representation from residents DfI Roads have agreed to reposition the proposed disabled persons' parking bay at Tullywiggan Cottages on Tullywiggan Road, Cookstown to the location shown on the attached map (see Appendix 2). DfI Roads previously wrote to Council on 14 December 2021 proposing to provide a disabled persons' parking bay at Tullywiggan Cottages. The proposal was agreed at the January 2022 Environment Committee meeting.</p> <p>Consultation letter and location map of aforementioned proposal are attached as appendices to this report.</p>
<b>4.0</b>	<b>Other Considerations</b>
4.1	<b>Financial, Human Resources &amp; Risk Implications</b>
	Financial: None

	Human: Officer time in drafting reports
	Risk Management: The introduction of the aforementioned proposal at these locations will assist in the management of road safety issues.
<b>4.2</b>	<b>Screening &amp; Impact Assessments</b>
	Equality & Good Relations Implications: The introduction of the aforementioned proposal at these locations will assist Dfl in the discharge of their statutory duty.
	Rural Needs Implications: The rural needs assessment would be conducted by Dfl Roads.
<b>5.0</b>	<b>Recommendation(s)</b>
5.1	That the Environment Committee endorses the proposal submitted by Dfl Roads.
<b>6.0</b>	<b>Documents Attached &amp; References</b>
6.1	Appendix 1 – Letter from Dfl Roads dated 20 May 2022; reposition proposed disabled persons’ parking bay at Tullywiggan Cottages.
6.2	Appendix 2– Map – proposed disabled persons’ parking bay at Tullywiggan Cottages on Tullywiggan Road, Cookstown.



Department for

**Infrastructure**

An Roinn

**Bonneagair**

[www.infrastructure-ni.gov.uk](http://www.infrastructure-ni.gov.uk)

Adrian McCreesh  
Chief Executive  
Mid Ulster District Council  
Ballyronan  
Magherafelt  
BT45 6EN

Roads  
Network Development  
Western Division  
County Hall  
Drumragh Avenue  
OMAGH

Tel: 028 8225 4085

20 May 2022

Dear Mr McCreesh

**PROPOSED PROVISION OF A DISABLED PERSONS' PARKING BAY AT  
TULLYWIGGAN ROAD, COOKSTOWN**

I wish to advise you that following representation from residents it has been agreed to reposition the proposed disabled persons' parking bay at Tullywiggan Cottages on Tullywiggan Road, Cookstown to the location shown on the attached map. I previously wrote to you regarding this proposal on 20 December 2021.

Please bring this matter to the attention of your council.

Yours sincerely

Mrs Hazel Burton  
Network Development Section

Enc



© Crown Copyright & Database Right 2020, © Ordnance Survey Ireland - SpatialNI is a service provided by Ordnance Survey of Northern Ireland®, © Ordnance Survey of Northern

28/03/2022, 13:46:53

<b>Report on</b>	Street Naming and Property Numbering
<b>Date of Meeting</b>	14 <sup>th</sup> June 2022
<b>Reporting Officer</b>	Terry Scullion, Assistant Director Property Services
<b>Contact Officer</b>	P J Fox, Principal Building Control Officer

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

<b>1.0</b>	<b>Purpose of Report</b>
1.1	For Members to consider the naming of new streets within residential Housing Developments within Mid Ulster District Council.
<b>2.0</b>	<b>Background</b>
2.1	<p>In accordance with the Local Government (Miscellaneous Provisions) NI Order 1995 – Article 11 the Council is tasked with the responsibility of approving Street Naming and Numbering of buildings erected thereon.</p> <p>The Policy for Street Naming and Numbering, as adopted (see Appendix 1) forms the basis for considering proposals for the street naming of new developments.</p>
<b>3.0</b>	<b>Main Report</b>
3.1	<p>The Building Control Department has received a request for the naming of a street within a proposed residential development as follows:</p> <p><b><u>Site off Fairlea Heights, Moneymore</u></b></p> <p>An application has been submitted by Hayes Fuels for the naming of a new street within a residential development off Fairlea Heights, Moneymore.</p> <p>The options submitted are as noted below:</p> <ol style="list-style-type: none"> <li><b>1. Fairlea Manor</b></li> <li><b>2. Fairlea Mews</b></li> <li><b>3. Fairlea Park</b></li> </ol> <p>As the options submitted are linked to the locality in each case, it is considered that each option demonstrates compliance with the policy as adopted.</p>

<b>4.0</b>	<b>Other Considerations</b>
<b>4.1</b>	<b>Financial, Human Resources &amp; Risk Implications</b>
	Financial: None
	Human: None
	Risk Management: None
<b>4.2</b>	<b>Screening &amp; Impact Assessments</b>
	Equality & Good Relations Implications: None
	Rural Needs Implications: No
<b>5.0</b>	<b>Recommendation(s)</b>
5.1	<p>It is recommended that consideration is given to the approval one option within the following proposals for the Street Naming of a street within a new residential development within Mid Ulster.</p> <p><b><u>Site off Fairlea Heights, Moneymore</u></b></p> <p style="text-align: center;"> <b>Either    Fairlea Manor</b>  <b>Or        Fairlea Mews</b>  <b>Or        Fairlea Park</b> </p>
<b>6.0</b>	<b>Documents Attached &amp; References</b>
6.1	Appendix 1 - Policy for Street Naming and Numbering
6.2	Appendix 2 - Pro-forma containing street naming proposals, location map and site layout plan for new street off Fairlea Heights, Moneymore



## Policy on Street Naming and Numbering

Document Control			
<b>Policy Owner</b>	Director of Public Health & Infrastructure		
<b>Policy Author</b>	Director of Public Health & Infrastructure		
<b>Version</b>	Version 2		
<b>Consultation</b>	Senior Management Team	Yes / No	
	Trade Unions	Yes / No	
<b>Equality Screened by</b>	Principal Building Control Officer	<b>Date</b>	27/04/21
<b>Equality Impact Assessment</b>	N/A	<b>Date</b>	
<b>Good Relations</b>	N/A		
<b>Approved By</b>	Environment Committee	<b>Date</b>	11/05/21
<b>Adopted By</b>	Council	<b>Date</b>	27/05/21
<b>Review Date</b>		<b>By Whom</b>	
<b>Circulation</b>	Councillors, Staff		
<b>Document Linkages</b>			

## Contents Page

Paragraph	Description	Page Number
1.0	Introduction	
2.0	Policy Aim & Objectives	
3.0	Policy Scope	
4.0	Linkage to Corporate Plan	
5.0	Naming of new Streets	
6.0	Renaming Existing Streets	
7.0	Roles & Responsibilities	
8.0	Impact Assessments <ul style="list-style-type: none"> <li>• Equality Screening &amp; Rural Needs Impact</li> <li>• Staff &amp; Financial Resources</li> </ul>	
9.0	Support & Advice	
10.0	Communication	
11.0	Monitoring & Review Arrangements	

Appendices	Description	Page Number
A	Article 11 of the Local Government (Miscellaneous Provisions) (NI) Order 1995	
B	Naming of New Streets and Housing Developments: <i>Procedure</i>	
C	Renaming Existing Streets: <i>Procedures</i>	

## 1.0 INTRODUCTION

1.1 Mid Ulster District Council resolved that a policy and associated procedures be developed to guide the Council in accordance with the provisions of Article 11 of the Local Government (Miscellaneous Provisions) (Northern Ireland) Order 1995("the 1995 Order"), referenced in Appendix A to this policy, on;

- (i) Naming of New Streets and Housing Developments;
- (ii) Renaming and Re-numbering existing streets

## 2.0 Policy Aim & Objectives

2.1 **Policy Aim:** To ensure the naming of New Streets and Housing Developments is delivered in a fair, equitable and consistent manner.

### 2.2 Policy Objectives:

- To facilitate Mid Ulster District Council in meeting its statutory obligations with regard to local government Street Naming requirements
- To confirm the mechanism and process by which Mid Ulster District Council will name new streets and housing developments
- To provide residents with a process whereby they may request the renaming of their street
- To ensure street names are reflective of localities within which they are being proposed and engagement of all affected residents of streets where requests have been received to rename

## 3.0 Policy Scope and Legislative Framework

3.1 This policy relates specifically to the naming of New Streets/ Housing Developments and processing requests for the erection of nameplates expressing the name of the street in a language other than English. The statutory basis for this policy is contained within Article 11 of the 1995 Order.

- 3.2 This legislation empowers Council to authorise the naming of streets within its respective District. The 1995 Order provides for street naming, street numbering and the provision of street signs. It also provides the Council with a discretionary power to erect dual language street signs or second nameplates in a language other than English via Section 1a and 1b. A copy of the relevant statute is included in Appendix A.

### **Interpretation and Definitions**

- 3.3 For purposes of this Policy the following interpretation/ definitions apply as set out within the 1995 Order:

- Nameplate - defined as a means of 'signifying a name in writing'
- Street - defined as 'any road, square, court, alley, passage or lane'.

### **4.0 Linkage to Corporate Plan**

- 4.1 Referring to Mid Ulster District Council's Corporate Plan 2015-2019, this policy contributes toward the delivery of Corporate Theme 1 *Delivering for Our People*.

### **5.0 Naming of New Streets**

- 5.1 Proposals for new Street names linked to traditional place names will be favorably considered and that if such a place name is traditionally in a language other than English, that name may also be considered as the name by which that place may be known. The procedure that will apply in relation to proposal under this [policy] is contained in Appendix [B]. Building names are not controlled by statute and do not form part of this Policy.

#### **5.2 Criteria - General**

To maintain the heritage and identity of the area administered by Mid Ulster District Council in naming a new Street and/ or Housing Development the following criteria shall be adhered to. The name chosen shall;

1. Reflect the local townland name, or a local geographical/ topographical, social or historical feature.
2. The name shall not use the townland name within which the street and/ or the housing development is situated. The townland name shall still form part of the postal address.

3. The name should not mark any historical or political event or any individual or family, living or deceased.
4. The prefix of the name can only be the same as an existing Street or Road name prefix in the locality if it is accessed from that street or road.
5. To avoid confusion over addresses the name should not sound similar to an existing Street or Road name in that District Electoral Area.
6. The erected nameplate shall express the name in English; and may express that name in any other language other than English in accordance with Article 11 of the 1995 Order.
7. Although not prescriptive or exhaustive the running order/hierarchy for Street naming should follow an easily understood pattern, for example:
  - Road–Street–Avenue–Mews–Drive–Lane–Close–Alley

## **6.0 Renaming and Renumbering Existing Streets**

6.1 Provision shall be made for the renaming and renumbering of existing Streets within the Mid Ulster District Council area, where instances as noted in 7.2 below require that that this be undertaken to maintain a consistent approach to street naming. The 1995 Order empowers Council to authorise Street names within the area they administer. The procedure that will apply in relation to a proposal under this policy is contained in Appendix C.

### **6.2 Criteria - General**

The renaming or renumbering of an existing street shall normally only be considered;

- To remove similar or the same street name in the immediate locality
- Where a street name has been 'lost'
- To correct an incorrectly spelt name
- If emergency services have reported problems in identifying and locating the street
- If postal services or other statutory agencies has reported problems in identifying and locating the street
- Where a request has been received by the Council and signed by not less than 50% of the occupiers of a street to which a change is being sought. This would be based on 1 occupier per premises on the relevant street

## **7.0 Roles and Responsibilities**

7.1 **Director of Public Health and Infrastructure:** shall have responsibility for implementation of this policy by Mid Ulster District Council, through the Building Control Service.

7.2 **Building Control Service:** shall be responsible for implementing arrangements to administer; (i) requests to name New Streets and Housing Developments and (ii) requests to rename existing Streets.

## **8.0 Impact Assessments**

### **8.1.1 Equality Screening & Impact**

8.1.1 This policy has been subject to equality screening in accordance with the Council's equality scheme screening process. It has been 'screened out' for an Equality Impact Assessment.

## **8.2 Rural Needs Impact**

8.2.1 This policy has been subjected to a rural needs impact assessment and thus can demonstrate regard to rural needs when delivering this public service.

## **8.3 Staff & Financial Resources**

8.3.1 No issues have been identified which will impact on the delivery of Council business as a result of this policy being implemented. Valid requests for determination will be brought to attention of Committee.

## **9.0 Support and Advice**

9.1 Advice and guidance on the implementation of this should be sought from the Head of Building Control

## **10.0 Communication**

10.1 The Building Control Service within the Public Health & Infrastructure Department of Council is responsible for the communication, delivery and adherence to this policy

## **11.0 Monitoring and Review Arrangements**

11.1 Implementation of this policy will be routinely monitored and a formal review undertaken 4 years from its effective commencement date.

**Appendix A**  
**Article 11, Local Government (Miscellaneous Provisions) (Northern Ireland) Order 1995**

*Street names and numbering of buildings*

**Powers of councils in relation to street names and numbering of buildings**

11.—(1) A council may erect at or near each end, corner or entrance of any street in its district a nameplate showing the name of the street; and a nameplate erected under this paragraph—

- (a) shall express the name of the street in English; and
- (b) may express that name in any other language

(2) A council may, immediately adjacent to a nameplate erected under paragraph (1) which expresses the name of a street in English only, erect a second nameplate expressing the name of the street in a language other than English.

(3) Neither this Article nor anything done by a council thereunder authorises or requires the use of the name of a street expressed in a language other than English as, or as part of—

- (a) the address of any person; or
- (b) the description of any land; for

the purposes of any statutory provision.

(4) In deciding whether and, if so, how to exercise its powers under paragraph (1)(b) or (2) in relation to any street, a council shall have regard to any views on the matter expressed by the occupiers of premises in that street.

(5) Any person who—

- (a) obscures, pulls down or defaces any nameplate erected under paragraph (1) or (2);
- (b) erects in any street any nameplate showing as the name of the street a name different from that in any nameplate erected in the street under paragraph (1) or (2); or
- (c) erects in any street any nameplate purporting to show the name of the street, without the authorisation of the council for the district in which the street is situated,

shall be guilty of an offence and liable on summary conviction to a fine not exceeding level 2 on the standard scale.

(6) Where a council has exercised its powers under paragraph (1) in relation to any street, the occupier of each house or other building in that street shall ensure that that house or building is at all times marked with such number as the council may approve for the purposes of this Article.

(7) Where a person fails to comply with paragraph (6) the council may serve on him a notice requiring him to comply with that paragraph within 7 days from the date of service of the notice.

(8) A person who fails to comply with a notice served on him under paragraph (7) shall be guilty of an offence and liable on summary conviction to a fine not exceeding level 2 on the standard scale.

(9) Where a person fails to comply with a notice served on him under paragraph (7) in respect of any house or other building, the council may itself do anything which he has failed to do and may recover from that person summarily as a civil debt any expenses thereby reasonably incurred by it.



(10) In this Article—  
“nameplate” includes any means of signifying a name in writing; “street” includes any road, square, court, alley, passage or lane.

(11) The power of a council to erect a nameplate under paragraph (1) or (2) includes power—

- (a) to erect it on any building or in such other manner as the council thinks fit; and
- (b) to cause it to be erected by any person authorised in that behalf by the council.

(12) The following statutory provisions shall cease to have effect, namely—

- (a) sections 64 and 65 of the Towns Improvement Clauses Act 1847<sup>F6</sup>;
- (b) in section 38 of the Towns Improvement (Ireland) Act 1854<sup>F7</sup> the words “naming the streets and numbering the houses and also so much thereof as relates to”;
- (c) section 21 of the Public Health Acts Amendment Act 1907<sup>F8</sup>;
- (d) section 19 of the Public Health and Local Government (Miscellaneous Provisions) Act (Northern Ireland) 1949<sup>F9</sup>; and
- (e) so much of any local Act as relates to the naming of streets or the numbering of houses or buildings;

## **Appendix B**

### **Naming of New Streets and Housing Developments: *Procedure***

1. Developers should submit an application for a new Street/ Development naming to the Council's Building Control service within the Public Health and Infrastructure Department ("the Department") before any promotional activity on the sale of properties commences.
2. The applicant should recommend at least 2 but no more than 3 names per street for consideration, outlining how they consider the proposed names comply with the criteria referred to within Section 5.2 above. To ensure compliance, applicants should consider contacting local historical/community groups where available, which may be beneficial on receiving advice on names which would be relevant for proposed names of a new road/street in the locality.
3. If the Department determines that the name(s) does not conform to the criteria within 5.2 of this Policy, the developer/applicant will be informed of this and asked to submit an alternative name(s) and/or written representations as to why they disagree. When the Council receives an alternative name(s) and the Council Officer deems that it meets the criteria then it will be recommended to the Council's Environment Committee for consideration.
4. If the developer/applicant is not in agreement with the Department's evaluation they can make written representations which will be considered at the next available meeting of the Environment Committee.
5. The developer/ applicant will be informed of the approved name following approval of the Environment Committee minutes at the next available Council meeting of Mid Ulster District Council
6. Should the Committee not accept any of the presented options the applicant/ developer will be informed of the Council's decision
7. If following the non-acceptance of a proposed name the applicant/ developer does not resubmit an alternative name to the Council within 8 weeks of the date of the decision letter, the Council may identify a name and notify the applicant/ developer of their intention to approve that name. The Council shall allow four weeks to elapse from the date of the notification of the name before presenting it to the next available Environment Committee
8. If a street name has been approved by the Council it shall not be considered for change within 6 months from the date of approval, unless in accordance with the Council's Standing Orders.
9. Names shall be shown on nameplates which will include the townland where relevant and erected in line with current Guidance.
10. New buildings will be allocated numbers consecutively with odd numbers to the right hand side and even numbers to the left hand side.



## **Appendix C**

### **Renaming Existing Street Name: Procedures**

This procedure provides guidelines for the procedure for renaming of existing street/road names which the 1995 Order empowers councils to authorise. The following procedure for canvassing the views of occupiers and the criteria to be applied in deciding whether to rename a street with an alternative in English shall be:

1. Upon receipt of a petition, signed by not less than 50% of the householders (based on one resident per household over the age of 18) of the street/road (“a Petition”) the Council will consider a survey of the street/road in relation to the desired name change and reason for same.
2. The proposed name must meet the criteria set down in this policy for the naming of New Streets, as detailed within 5.2 of this policy.
3. If the Department considers the new name meets the criteria, approval to undertake the survey will be sought from the Environment Committee.
4. The Council will survey, by post, to the occupier(s) of each of the properties listed on the Electoral Register and one survey per established business as appears on the Non-Domestic Valuation List of that street/road or the part of a street/road affected at that time; seeking their views on the request to change the name. The survey shall be carried out by the Council’s Building Control service.
5. Residents of the existing street being surveyed to be made aware at time of survey of issues which will arise if the street is successfully renamed.
6. Replies will be by way of a supplied self-addressed envelope and must be returned by the date specified in the correspondence giving notification of the survey and reason for same . Only replies received from registered occupiers by that date will be considered
7. The outcome of the survey will be presented to the Environment Committee and only where all occupiers (100 %) in the affected street agree with the proposed name change, will a recommendation be presented to approve the change.
8. Where a request is not approved any further request will not be considered until the expiry of a 12 month period from the date of the Environment Committee meeting where the outcome of the survey was considered.
9. Where a Petition to have an existing street renamed is not approved then the occupiers will be notified of this.

10. Where a new nameplate is erected. The decision to remove an existing nameplate will be made by Property Services, where deemed necessary to do so.
11. Historical nameplates may remain in place where they are fitted to an existing wall (or dwelling), where they will not affect directional issues. This shall be at the discretion of Property Services.
12. Where the Department receives a request from the emergency services, mail delivery services or other statutory bodies who have difficulty locating the street to rename it. They shall inform residents as noted above and consider to survey and rename the street upon the agreement of all households on that street. Such requests shall be notified to and approval sought from Environment Committee and outcome of survey reported to same.

**MID ULSTER DISTRICT COUNCIL**

**New Street Name Proposals**



Comhairle Ceantair  
**Lár Uladh**  
**Mid Ulster**  
District Council

Applicants Name & Address: **ALASTAIR HAYES**  
**HAYES FUELS, 146 POMEROY ROAD, DUNGANNON BT10 2TY**

Description: **ERECTION OF DWELLING**  
**AT: 2, OFF FAIRLEA HEIGHTS, MONEYMORE**

Ref: **F/2022/0572** **OUR REF 15-105 JM/AA**

	Proposed Street Name	Linkage to Locality	Reason for Choice
Option 1	FAIRLEA MANOR	WITHIN DEVELOPMENT LIMIT AND LOCATED ADJACENT TO FAIRLEA HEIGHTS + FAIRLEA CLOSE	DEVELOPMENT IS ACCESSED OFF FAIRLEA HEIGHTS. RETENTION OF THE "FAIRLEA" IDENTITY FOR THE NEW DEVELOPMENT
Option 2	FAIRLEA MEWS	DITTO	DITTO
Option 3	FAIRLEA PARK	DITTO	DITTO

\* Please avoid the use of apostrophes, hyphens, full stops and commas.

Please note that street naming proposals should be in accordance with Mid Ulster Council Policy (Attached)

Signed Alastair Hayes

Dated 13/11/22

**NOTES:**

Do not scale from this drawing - use written dimensions only.  
 This drawing should be read in conjunction with all relevant corresponding Structural, M&E, Roads and Landscape Consultant's drawings and documentation.  
 All dimensions and levels to be checked on site prior to ordering / fabrication of materials or commencement of work.

Copyright Reserved - this drawing is not to be used for a purpose other than that for which it has been issued by McAdam Stewart Architects. Nor is it to be copied or reproduced in any manner without written consent.

**BUILDING CONTROL ISSUE**  
**FOR INFORMATION PURPOSES ONLY**  
**NOT FOR CONSTRUCTION**

REV:	DATE:	BY:	DESCRIPTION:



Mid Ulster District Council  
 Building Control Department  
 (Cuckstown Office)  
**28 MAR 2022**

Project Title: <b>housing development at fairlea heights, magherafelt road, moneymore</b>	
Drawing Title: <b>LOCATION MAP - BC SITE 1</b>	
Project No: <b>15-105</b>	Drawing No: <b>B-02</b>
Scale: <b>1:2500 @ A4</b>	Date: <b>24 MARCH 2022</b>
Rev: <b>m</b>	Checked by: <b>---</b>
Drawn by: <b>---</b>	

Benbridge Enterprise Centre  
 Scarva Road, Banbridge  
 Co. Down BT32 3QD  
 tel. (028) 4062 3444  
 fax (028) 4062 3411  
 e-mail: [architects@mcadamstewart.com](mailto:architects@mcadamstewart.com)  
 website: [www.mcadamstewart.com](http://www.mcadamstewart.com)

**McAdam Stewart**  
 ARCHITECTS



**BUILDING CONTROL ISSUE**  
FOR INFORMATION PURPOSES ONLY  
NOT FOR CONSTRUCTION

Mid Ulster District Council  
F.2022.0572  
28 MAR 2022  
Building Control Department  
(Cookstown Office)

**NOTES:**  
Do not scale from this drawing - use written dimensions only  
This drawing should be read in conjunction with all relevant corresponding Structural, MBE, Roads and Landscape Consultant's drawings and documentation.  
All dimensions and levels to be checked on site prior to ordering / fabrication of materials or commencement of work.  
Copyright Reserved - this drawing is not to be used for a purpose other than that for which it has been issued by McAdam Stewart Architects. Nor is it to be copied or reproduced in any manner without written consent.

Drawing Title: **housing development at fairlea heights, magherafelt road, moneymore**

Drawing Title: PROPOSED SITE LAYOUT - BC SITE 1		Revision:	
Project No: <b>15-105</b>	Drawing No: <b>F-01</b>	-	
Scale: 1:500 @ A3	Date: 23 MARCH 2022	Drawn by:	Checked by:
REV: DATE: BY: DESCRIPTION:			

Banbridge Enterprise Centre  
Scarva Road, Banbridge  
Co. Down BT32 30D  
Tel: (028) 4181 1000  
Fax: (028) 4082 3411  
e-mail: [info@mcadamstewart.com](mailto:info@mcadamstewart.com)  
website: [www.mcadamstewart.com](http://www.mcadamstewart.com)

**McAdam Stewart**  
ARCHITECTS



**Minutes of Meeting of Environment Committee of Mid Ulster District Council held on Tuesday 10 May 2022 in Council Offices, Circular Road, Dungannon and by virtual means**

**Members Present**

Councillor Brown

Councillors Buchanan, Burton, Cuthbertson, Glasgow, Graham\*, Kearney, N McAleer, S McAleer\*, B McGuigan, S McGuigan, McNamee, Milne\*, O'Neill\*(7.08pm), Totten\*, Wilson

**Officers in Attendance**

Mrs Campbell, Strategic Director of Environment  
Mr Currie, Principal Building Control Officer\*\*  
Mr Lowry, Head of Technical Services\*\*  
Mr McAdoo, Assistant Director of Environmental Services\*\*  
Mr Scullion, Assistant Director of Property Services\*\*  
Mrs Forde, Member Support Officer

\* Denotes members and members of the public present in remote attendance

\*\* Denotes Officers present by remote means

\*\*\* Denotes others present by remote means

The meeting commenced at 7.00 pm

*The Chair, Councillor Brown welcomed everyone to the meeting and those watching the meeting through the Live Broadcast. Councillor Brown 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.*

**E115/22 Notice of Recording**

Members noted that the meeting would be webcast for live and subsequent broadcast on the Council's You Tube site.

**E116/22 Apologies**

None.

**E117/22 Declarations of Interest**

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

*Councillor Cuthbertson declared an interest in agenda item 21 Grass Cutting/Maintenance Contracts*

Councillor Kearney declared an interest on behalf of Councillor M Quinn in relation to agenda item 16 Entertainment Licensing – member of Derrytresk GAC

Councillor Kearney declared an interest in relation to agenda item 16 Entertainment Licensing – member of Bann Valley Community Group event listed in St Oliver Plunkett Hall.

## **E118/22 Chair's Business**

The Chair, Councillor Brown thanked the Director of Public Health and Infrastructure, the Strategic Director of Environment, the Democratic Services team, the deputy Chair Councillor McNamee and fellow committee members for their support during his year in the role.

## **Matters for Decision**

### **E119/22 DfI Roads Proposal to Mid Ulster District Council - No Waiting, Main Street Bellaghy**

The Assistant Director of Property Services presented previously circulated report which sought agreement in relation to introducing a stretch of no waiting at any time, loading and unloading permitted on Main Street, Bellaghy.

Proposed by Councillor B McGuigan  
Seconded by Councillor S McGuigan and

**Resolved** That it be recommended to Council to endorse the proposal submitted by Department for Infrastructure Roads in relation to introducing a stretch of no waiting at any time, loading and unloading permitted on Main Street, Bellaghy.

### **E120/22 DfI Roads Proposal to Mid Ulster District Council - No Waiting, Ballymagowan Road, Clogher**

The Assistant Director of Property Services presented previously circulated report which sought agreement in relation to introducing no waiting at any time, loading and unloading permitted on Ballymagowan Road, Clogher.

Councillor Burton said she was aware that the no waiting proposed may impact on traffic going to/from the mart. She stated that it was her hope that DfI had engaged with others in the area and whilst health and safety must be paramount a common sense approach was required.

Proposed by Councillor B McGuigan  
Seconded by Councillor S McGuigan and

**Resolved** That it be recommended to Council to endorse the proposal submitted by Department for Infrastructure Roads in relation to introducing no waiting at any time, loading and unloading permitted on Ballymagowan Road, Clogher.

**E121/22 Dfi Roads Proposal to Mid Ulster District Council - Additional Ecar Charging Bay – St Patrick’s Street, Draperstown**

The Assistant Director of Property Services presented previously circulated report which sought agreement in relation to introducing a second e-car charging bay at the charging bay on St Patrick’s Street, Draperstown.

Proposed by Councillor B McGuigan  
Seconded by Councillor S McGuigan and

**Resolved** That it be recommended to Council to endorse the proposal submitted by Department for Infrastructure Roads in relation to introducing a second e-car charging bay at the charging bay on St Patrick’s Street, Draperstown.

**E122/22 Draft Consultation Response DFI Water, Flooding and Sustainable Drainage**

The Assistant Director of Property Services presented previously circulated report which set out draft consultation response developed on behalf of Mid Ulster District Council in response to the Consultation on Water, Flooding and Sustainable Drainage- Improving How We Manage Water.

Proposed by Councillor McNamee  
Seconded by Councillor N McAleer and

**Resolved** That it be recommended to Council to approve the draft response set out at Appendix A of the report for submission.

**E123/22 Street Renaming**

The Assistant Director of Property Services presented previously circulated report which advised of requests for the Renaming and Renumbering of an existing street, and to seek approval to undertake the surveys of all applicable residents on the street/road in question.

Proposed by Councillor McNamee  
Seconded by Councillor S McGuigan and

**Resolved** That it be recommended to Council to proceed with the Street Renaming survey of the Stewartstown Road (branch road), Coalisland, to all occupiers of each property as listed on the Electoral Register of the road, in accordance with the Policy for Street Naming and Numbering.

## **E124/22 Council Estate Capital Property Repairs/Maintenance 2022/23**

The Assistant Director of Property Services presented previously circulated report which provided update on Capital funded refurbishment and upgrade of Council assets across the Council Estate during the 2021/22 financial year, and to seek approval for high level plans for 2022/23.

Councillor S McAleer said she had been approached by a local historian regarding the maintenance of an area named McCarron's Lane but locally known as Carron's Lane which in the past had been maintained by Council. He said that in 1973 amalgamation of Councils Clogher Council had passed this to Dungannon District Council. Councillor S McAleer said that the area was a well-used shortcut and the withdrawal of maintenance was yet another area in which Clogher people feel they are losing out.

In response the AD: Property Services said he would look at the area and revert directly to the Member.

Councillor Wilson drew attention to the planned works detailed in the appendix to the report and said it would appear Cookstown had been better maintained in the past as Dungannon and Magherafelt buildings was where the majority of the money was to be spent.

Councillor Glasgow drew attention to appendix two of the report regarding the estimated cost of £55k for carpark resurfacing. He said he would be surprised if the estimated amount would be suffice.

In response the AD: Property Services said the figures were estimated and had not yet been market tested, he also highlighted that the planned works was not a full grade resurfacing.

Councillor Glasgow sought clarity as to when the estimates had been made as the price of tar rises every 30 days and in reality the price could triple.

In response the AD: Property Services said that the estimates had been made at the end of April but the report did caveat that they were to be market tested. He also emphasised that the purpose of the report was approval for high level concepts to be agreed and work would commence within parameters.

Councillor Cuthbertson acknowledged the need to maintain security at the Oaks Road, depot but cautioned the wisdom of spending other than what was essential when Council was actively pursuing to find an alternative.

Proposed by Councillor S McAleer

4 – Environment Committee (10.05.22)

Seconded by Councillor S McGuigan and

**Resolved** That it be recommended to Council to note the content of the report on the Capital funded property repair and maintenance works carried out in 2021/22, and to approve high level capital funded refurbishment plans proposed for 2022/23 to the value of £500,000 (excl VAT).

### **E125/22 Bus Shelters Update**

The Head of Technical Services presented previously circulated report which provided update on current bus shelter status.

The Chair, Councillor Brown referred to a query he had raised previously regarding the proposed bus shelter in Bellaghy and asked if it was within policy for contact to be made with local businesses regarding location.

In response the Head of Technical Services said it was currently not within the remit of the policy to do so.

Councillor Cuthbertson said the current method of progressing bus shelters was working well but drawing attention to the one for Millix Road he said the update was similar last month that is, awaiting DfI site visit. Councillor Cuthbertson said that many of the bus shelters were needed for September for schools commencing and given that it is May these needed to be progressed as soon as possible.

The Head of Technical Services said he would raise this as a priority at the forthcoming Interagency meeting.

In response to Councillor N McAleer's query regarding bus shelter at Moortown the Head of Technical Services referred to correspondence received from NIHE and said a small portion of land had been identified, legal matters was being progressed and further detail would be forthcoming.

Councillor Burton concurred with Councillor Cuthbertson regarding the need for rapid progress in order to have bus shelters in situ for September. She also advised that often parents complain about the state of bus shelters for example grass growing through them.

Councillor Wilson said there was a number of bus shelters throughout the district that were no longer in use and were dilapidated. He said he understood staff were under pressure but asked if a survey could be conducted to take stock of existing bus shelters and their current state.

The Chair, Councillor Brown sought clarity as to whether Council had an existing register.

In response the Head of Technical Services advised that it was to be raised at forthcoming Interagency meeting as to the validity of existing shelters. With regard to the register the AD: Property Services advised an annual survey is conducted,

that grounds maintenance carry out maintenance across the summer period and there is a list of bus shelters which need to be renewed/refurbished.

The Chair, Councillor Brown requested that following full assessment of bus shelters that findings be brought to a future meeting.

Councillor Oneill spoke of the bus shelter agreed for Clonoe cross roads and said a wall had been built and surely it would have been more practicable to erect the bus shelter first.

The Head of Technical Services said he would investigate and revert back to the Member.

Councillor Glasgow referring to disused bus shelters stated that the Education Authority continually change bus routes in rural areas then another application was submitted for a further shelter. He said that the funding was coming from Council budgets and a firm message needed to be sent out to bring this to cessation.

The Head of Technical Services said he would raise the matter at the Interagency meeting.

Councillor S McAleer stated that she had requested bus routes to be changed as during the course of time users moved on and it was necessary to relocate.

The Chair, Councillor Brown said Members should await the aforementioned report.

Proposed by Councillor N McAleer  
Seconded by Councillor and S McAleer

**Resolved** That it be recommended to Council to

- (i) Process application received for Derryfubble Road, Benburb; and
- (ii) progress bus shelters listed below to installation stage –
  - Coagh Road, Stewartstown
  - Beatrice Villas, Bellaghy
  - Garrison Road, Curran
  - Hillhead Road, Stewartstown
- (iii) Report to be brought to future meeting regarding bus shelter maintenance to include renewals/refurbishment/removals.

### **Matters for Information**

**E126/22 Environment Committee minutes of meeting held on 4 April 2022**

Members noted minutes of Environment Committee held on 4 April 2022.

**E127/22 Building Control Workload**

Members noted previously circulated report which provided update on the workload analysis for Building Control.

#### **E128/22 Dual Language Signage Surveys**

Members noted previously circulated report which advised on the result of surveys undertaken on all applicable residents on the streets/roads in response to Dual Language Signage Nameplate requests.

#### **E129/22 Dual Language Signage Requests**

Members noted previously circulated report which advised of requests for Dual Language Signage from residents on the streets/roads in question.

#### **E130/22 Entertainment Licensing Applications**

Members noted previously circulated report which provided update on Entertainment Licensing applications across Mid Ulster District Council.

#### **E131/22 The Licensing and Registration of Clubs (Amendment) Act (Northern Ireland) 2021 - Phases 3, 4 & 5**

Members noted previously circulated presented previously circulated report which advised on further changes and the effective dates of Phases 3, 4 and 5 to the liquor licencing laws in Northern Ireland by virtue of the Licensing and Registration of Clubs (Amendment) Act (NI) 2021, some of which will have implications for Entertainment Licensing.

#### **E132/22 Northern Ireland Local Authority Collected Municipal Waste Management (LACMW) Report for October to December 2021**

Members noted previously circulated report which provided update on Council's performance in relation to recycling and landfill diversion targets as outlined in the NIEA Northern Ireland Local Authority Waste Management Statistics Report for Quarter 3 of 2021/22 from October to December.

#### **E133/22 Biodiversity – All-Ireland Pollinator Plan**

Members noted previously circulated report which advised that Mid Ulster District Council has been accepted as a partner of the All-Ireland Pollinator Plan and outlines the necessity for, and provides what actions will be undertaken for our pollinators.

*Live broadcast ended at 7.26 pm.*

*Councillor Cuthbertson left the meeting*

## Local Government (NI) Act 2014 - Confidential Business

Proposed by Councillor McNamee  
Seconded by Councillor S McGuigan and

**Resolved** In accordance with Section 42, Part 1 of Schedule 6 of the Local Government Act (NI) 2014 that Members of the public be asked to withdraw from the meeting whilst Members consider items E134/22 to

### **Matters for Decision**

- E134/22 Residual Waste Management Contracts
- E135/22 Grass Cutting/Maintenance Contracts
- E136/22 Installation of Memorial Bench on Council Property
- E137/22 Climate Change and Sustainable Development Strategy

### **Matters for Information**

- E138/22 Environment Committee Confidential Minutes of meeting held on 4 April 2022
- E139/22 Council Electricity Supplier Renewal
- E140/22 Improvement works at Forthill and Polepatrick Cemeteries
- E141/22 Capital Projects – Scoping Contracts Update
- E142/22 Capital Framework – ICT Contracts Update
- E143/22 Capital Framework – IST Contracts Update

### **E144/22 Duration of Meeting**

The meeting was called for 7.00 pm and ended at 8.00 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.



<b>Report on</b>	Building Control Workload
<b>Date of Meeting</b>	14 <sup>th</sup> June 2022
<b>Reporting Officer</b>	Terry Scullion, Assistant Director Property Services
<b>Contact Officer</b>	P J Fox, Principal Building Control Officer

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

<b>1.0</b>	<b>Purpose of Report</b>		
1.1	To provide Members with an update on the workload analysis for Building Control across Mid-Ulster District Council.		
<b>2.0</b>	<b>Background</b>		
2.1	<p>Building Control applications are received in three different forms:-</p> <p>a Full Applications - submitted with detailed working drawings.</p> <p>b Building Notices - minor work not usually requiring detailed plans, e.g. provision of insulation to roof space, etc.</p> <p>c Regularisation Applications – where work has been carried out without an approval, an application must be submitted for retrospective approval.</p>		
<b>3.0</b>	<b>Main Report</b>		
3.1	<b>Workload Analysis</b>	<b>May 2022</b>	<b>Accumulative 2022/23</b>
	Total number of Applications	<b>188</b>	<b>304</b>
	Full plans applications received	<b>79</b>	<b>113</b>
	Building Notices applications received	<b>100</b>	<b>174</b>
	Regularisation applications received	<b>9</b>	<b>17</b>

	Estimated value of works submitted	<b>£14,046,437</b>	<b>£23,198,876</b>
	Number of inspections carried out by Building Control Officers	<b>626</b>	<b>1057</b>
	Commencements	<b>151</b>	<b>262</b>
	Domestic Dwellings	<b>53</b>	<b>75</b>
	Domestic alterations and Extensions	<b>85</b>	<b>158</b>
	Non-Domestic work	<b>13</b>	<b>29</b>
	Completions	<b>119</b>	<b>206</b>
	Domestic Dwellings	<b>42</b>	<b>64</b>
	Domestic alterations and Extensions	<b>64</b>	<b>118</b>
	Non-Domestic work	<b>13</b>	<b>24</b>
	Property Certificates Received	<b>208</b>	<b>338</b>
3.2	As previously indicated, the Building Control Department have continued to provide a full service to the Public as required during the Covid-19 Pandemic.		
3.3	It should be noted from the Workload Analysis in 3.1, that the full range of applications are being received and administered in accordance with our procedures and performance criteria.		
3.4	It can also be noted that the demand for the service has increased over the past number of months and Building Regulation applications submitted are now at pre pandemic levels		
<b>4.0</b>	<b>Other Considerations</b>		
<b>4.1</b>	<b>Financial, Human Resources &amp; Risk Implications</b>		
	Financial: Within Current Resources		
	Human: Within Current Resources		

	Risk Management: None
<b>4.2</b>	<b>Screening &amp; Impact Assessments</b>
	Equality & Good Relations Implications: None
	Rural Needs Implications: None
<b>5.0</b>	<b>Recommendation(s)</b>
5.1	Members are requested to note the content of this report.
<b>6.0</b>	<b>Documents Attached &amp; References</b>
6.1	Appendix 1 – List of significant applications received by the Building Control Service



**Significant Developments May 2022**

<b>Applicant</b>	<b>Location of Development</b>	<b>Details of Development</b>	<b>Estimated value of development</b>
Alskea Contracts	Opposite Lisnamonaghan Meadows, Castlecaulfield, Dungannon.	Erection of 29 Dwellings (Average Floor area 135m <sup>2</sup> ) B.C. fee - £6,212.23	£2,669,316
Sandale Developments Ltd	Off Oaks Road, Dungannon.	Erection of 29 Dwellings (Average Floor area 92m <sup>2</sup> ) B.C. fee - £6,212.23	£1,658,562
W. Drennan	Unit I, 24 Lisgoran Lane, Upperlands, Maghera.	Erection of Industrial Units (Floor area 4903m <sup>2</sup> ) B.C. fee - £5,300	£972,000
Mid Ulster District Council	54 Tandergree Road, Pomeroy.	Erection of Multi use Building (Floor area 756m <sup>2</sup> ) B.C. fee - £4,950	£901,908
Magherafelt & District No. 3 Credit Union	26 Church Street, Magherafelt.	Erection of Credit Unit (Floor area 573m <sup>2</sup> ) B.C. fee - £3,540	£619,986





<b>Report on</b>	Dual Language Signage Requests
<b>Date of Meeting</b>	14th June 2022
<b>Reporting Officer</b>	Terry Scullion, Assistant Director Property Services
<b>Contact Officer</b>	Colm Currie, Principal Building Officer

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

<b>1.0</b>	<b>Purpose of Report</b>
1.1	To advise Members of requests for Dual Language Signage from residents on the streets/roads in question.
<b>2.0</b>	<b>Background</b>
2.1	In accordance with the Local Government (Miscellaneous Provisions) NI Order 1995 – Article 11 the Council is tasked with the responsibility to erect dual language signs or second nameplates, adjacent to the nameplate in English.
2.2	The Policy for Dual Language Nameplate Signage as adopted forms the basis for considering requests expressing the name in a language other than English, to both existing and new streets.
2.3	In accordance with the Policy as adopted, the Environment Committee will be informed of requests which have been validated and are proceeding to survey.
<b>3.0</b>	<b>Main Report</b>
3.1	The Building Control Service within the Public Health and Infrastructure Directorate have received valid letters signed by occupiers of the street in each case requesting signage to be erected in a second language being “Irish” in each case adjacent to the nameplate in English as follows:-  <ol style="list-style-type: none"> <li>1. Rainey View, Magherafelt</li> <li>2. Rugby Court, Magherafelt</li> <li>3. Foxfield Park, Magherafelt</li> </ol>
3.2	The occupiers signing the requests in each case have been confirmed as residents of their particular street which has been evidenced by their listing on the current Electoral Register as required in accordance with the Policy as adopted, see letters of request attached in Appendix 1-4.

3.3	It should also be noted that the Electoral Office are still only permitting access to members of the public including Officers of the Council for 60 minutes per visit. In addition, the time required to gain the necessary information has increased considerably due to the number of individuals that have been recently added to the Electoral Register.
<b>4.0</b>	<b>Other Considerations</b>
<b>4.1</b>	<b>Financial, Human Resources &amp; Risk Implications</b>
	Financial: Within Current Resources
	Human: Within Current Resources
	Risk Management: None
<b>4.2</b>	<b>Screening &amp; Impact Assessments</b>
	Equality & Good Relations Implications: None
	Rural Needs Implications: None
<b>5.0</b>	<b>Recommendation(s)</b>
5.1	That Members note the content of this report.
<b>6.0</b>	<b>Documents Attached &amp; References</b>
6.1	Appendix 1 – Letter received from a resident of Rainey View, Magherafelt
6.2	Appendix 2 – Letter received from a resident of Rugby Court, Magherafelt
6.3	Appendix 3 – Letter received from a resident of Foxfield Park, Magherafelt

Appendix 1 – Letter received from a resident of Rainey View, Magherafelt

Rainey View  
Magherafelt

Terry Scullion  
Mid Ulster District Council  
50 Ballyronan Road  
MAGHERAFELT  
BT45 6EN



RE: Bilingual Street sign

Dear Sir,

I would like to request that my Street be surveyed by Mid Ulster District Council to allow it to be named in Irish and English.

Yours sincerely

Appendix 2 - Letter received from a resident of Fairfield Park, Magherafelt

Foxfield Park  
Magherafelt

Terry Scullion  
Mid Ulster District Council  
50 Ballyronan Road  
MAGHERAFELT  
BT45 6EN

RE: Bilingual Street sign

Dear Sir,

I would like to request that my Street be surveyed by Mid Ulster District Council to allow it to be named in Irish and English.

Yours sincerely

Mid Ulster District Council  
10 MAY 2022  
Building Control Department  
(M-)

Appendix 3 – Letter received from a resident of Rugby Court, Magherafelt

Rugby Court

Magherafelt

Terry Scullion

Mid Ulster District Council

50 Ballyronan Road

MAGHERAFELT

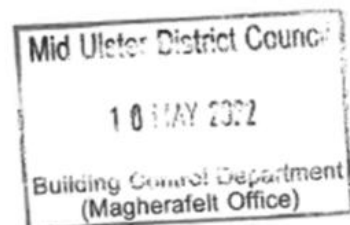
BT45 6EN

RE: Bilingual Street sign

Dear Sir,

I would like to request that my Street be surveyed by Mid Ulster District Council to allow it to be named in Irish and English.

Yours sincerely





<b>Report on</b>	Entertainment Licensing Applications
<b>Date of Meeting</b>	14 <sup>th</sup> June 2022
<b>Reporting Officer</b>	Terry Scullion, Assistant Director of Property Services
<b>Contact Officer</b>	Colm Currie, Principal Building Officer

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

<b>1.0</b>	<b>Purpose of Report</b>
1.1	To update Members on Entertainment Licensing applications across Mid Ulster District Council.
<b>2.0</b>	<b>Background</b>
2.1	The Council has responsibility for licensing places of entertainment in accordance with The Local Government (Miscellaneous Provisions) (NI) Order 1985. Entertainment Licensing applications are received on a continued basis across the District. Statutory consultations are carried out with PSNI and NIFRS for each Entertainment Licence application (grant or renewal) submitted.
<b>3.0</b>	<b>Main Report</b>
3.1	<p>As previously agreed a list of applications for all grant/renewal of Entertainment Licences in Mid Ulster District Council is attached (see Appendix 1). The number of applications received on a monthly basis will vary depending on the date of expiry of the current licence.</p> <p>Each application is accompanied by the following documentation:</p> <ol style="list-style-type: none"> <li>1 A current Fire Risk Assessment detailing the following: <ol style="list-style-type: none"> <li>(a) means of escape from premises</li> <li>(b) management responsibilities for day to day safety aspects</li> <li>(c) details of review on an annual basis</li> </ol> <p>The fire risk assessment submitted is audited by the inspecting officer.</p> </li> <li>2 Electrical certification is required for the following: <ol style="list-style-type: none"> <li>(a) General electrical installation</li> <li>(b) Emergency lighting system</li> <li>(c) Fire alarm system</li> </ol> </li> </ol>

	<p>3 Details of current public liability insurance for premises</p> <p>4 Copy of public advertisement in local press</p>
3.2	Following the application for the Grant/Renewal of an Entertainment Licence being submitted and validated, an inspection is carried out to ensure that the premises are in compliance with all relevant guidance and legislation.
3.3	<p>Areas which would be inspected are as follows:</p> <ol style="list-style-type: none"> <li>1. Means of escape from the venue i.e. Final Exit Doors and Easy Opening Devices are satisfactory and escape routes are free from obstruction etc.</li> <li>2. All floor, wall, and ceiling coverings are in compliance and in good condition</li> <li>3. All firefighting equipment are correctly positioned and serviced as required</li> <li>4. The general condition of the premises is satisfactory</li> <li>5. All management documentation is in place</li> </ol>
3.4	Entertainment licensing applications have continued to be processed where possible including statutory consultations with external Bodies as required by legislation.
3.5	Licences have been issued where inspections had been completed and all points requiring attention have been addressed.
3.6	Inspection of venues have continued where possible to do so and specifically where issues in relation to the current Covid-19 Guidance can be achieved.
3.7	From 26 January 2022 some Covid-19 restrictions had been lifted which included the reopening of nightclubs and these premises are permitted to operate up to their maximum occupancy numbers.
<b>4.0</b>	<b>Other Considerations</b>
<b>4.1</b>	<b>Financial, Human Resources &amp; Risk Implications</b>
	Financial: Within Current Resources
	Human: Within Current Resources
	Risk Management: Within Current Resources
<b>4.2</b>	<b>Screening &amp; Impact Assessments</b>
	Equality & Good Relations Implications: None



	Rural Needs Implications: None
<b>5.0</b>	<b>Recommendation(s)</b>
5.1	Members are requested to note the content of this report.
<b>6.0</b>	<b>Documents Attached &amp; References</b>
6.1	Appendix 1 – Schedule of applications received for the Grant/Renewal of Entertainment Licences.
6.2	Appendix 2 – Schedule of Entertainment Licence applications which have been granted/renewed.



**Appendix 1 – Schedule of applications received for the Grant/Renewal of Entertainment Licences April 2022**

<b>Name of Applicant</b>	<b>Name of Premises</b>	<b>Address of Premises</b>	<b>Type of Licence</b>	<b>Days and Hours proposed</b>	<b>Max Number of Patrons</b>
P Nugent	Pearse Park	36 Lurgylea Road, Dungannon	14 Specified Days		
M Scott	Gaugers Inn	99 Shore Road, Magherafelt	14 Specified Days	Saturday 4 June 2022 From: 16.30 To 00.30  Saturday 9 July 2022 From: 17.00 To: 00.00  Saturday 6 August 2022 From: 16.00 To: 00.00	500
C O'Neill	Clonoe Commumnity Centre Main Hall	93 Washingbay Road, Coalisland	14 Unspecified Days	Monday To Friday From: 06.00 To: 23.00  Saturday to Sunday From: 06.00 To: 18.00	510

<b>Name of Applicant</b>	<b>Name of Premises</b>	<b>Address of Premises</b>	<b>Type of Licence</b>	<b>Days and Hours proposed</b>	<b>Max Number of Patrons</b>
C O'Neill	Clonoe O'Rahilly's Social Club	93 Washingbay Road, Coalisland	Annual	Monday To Friday From: 16.00 To: 01.00  Saturday To Sunday From: 12.00 To: 02.00	135
1 Oak Leisure	The Cherry Tree	21-23 Molesworth Street, Cookstown	Annual	Monday To Sunday From: 12.00 To: 02.00	780
R Huey	Kildress Parish Hall	6a Wellbrook Road, Cookstown	14 Unspecified Days	Monday To Friday From: 12.00 To: 01.00  Saturday From: 12.00 To: 00.00	126
B McNiece	Tomney's Bar Courtyard	9 The Square, Moy	Annual	Monday to Saturday From: 11.30 To: 01.00  Sunday From: 12.30 To: 00.00	245

Name of Applicant	Name of Premises	Address of Premises	Type of Licence	Days and Hours proposed	Max Number of Patrons
B McNiece	Tomney's Bar	9-10 The Square, Moy	Annual	Monday To Saturday From: 11.30 To: 01.00  Sunday From: 12.30 To: 00.00	110
P Hagan	Hagans Bar	39 Irish Street, Dungannon			500

Office Use Only:  
From: 27<sup>th</sup> April 2022  
To: 27<sup>th</sup> May 2022

**Appendix 2 – Schedule of Entertainment Licence applications which have been Granted/Renewed/Varied in June 2022**

<b>Name of Applicant</b>	<b>Name of Premises</b>	<b>Address of Premises</b>	<b>Type Of Licence</b>	<b>Days and Hours Granted</b>
B Mulligan	Mulligans Bar	19 Moneyneany Road, Draperstown	Annual	Monday - Saturday From 11.30 To 01.00  Sunday From 12.30 To 01.00
C McNally	The Hogan Stand	32A Moneyneany Road, Draperstown	Annual	Monday - Saturday From: 11.00 To 01.00  Sunday From 12.30 To 00.00
M Gribbin	Moyola Park Golf Club	15 Curran Road, Castledawson	Annual	Monday - Sunday From 10.00 To 23.00

Name of Applicant	Name of Premises	Address of Premises	Type Of Licence	Days and Hours Granted
M T Molloy	The Oak Leaf Restaurant	31 Glenshane Road, Maghera	Annual	Monday - Thursday From 12.00 To 00.00  Friday - Sunday From 12.00 To 01.00
C McAleer	McAleers Bar	39-41 Main Street, Augher	Annual	Monday - Saturday From 11.30 To 01.00  Sunday From 11.30 To 00.00
P Quinn	The Marquee @ The Old Rectory	38 Trewmount Road, Dungannon	Annual	Monday - Thursday From 13.00 To 00.00  Friday - Saturday From 13.00 To 01.00  Sunday From 13.00 To 00.00

Name of Applicant	Name of Premises	Address of Premises	Type Of Licence	Days and Hours Granted
J Faloon	Dungannon Swifts Football Club	Far Circular Road, Dungannon	Annual	<p>Monday - Tuesday From 19.00 To 23.00</p> <p>Wednesday - Thursday From 16.00 To 23.00</p> <p>Friday - Saturday From 12.00 To 01.00</p> <p>Sunday From 12.00 To 22.00</p>
D Williamson	Fivemiletown Royal British Legion	302 Killymoon Road, Cookstown	Annual	<p>Monday - Thursday From 13.00 To 00.00</p> <p>Friday - Saturday From 13.00 To 00.00</p> <p>Sunday From 19.00 To 23.00</p>



<b>Name of Applicant</b>	<b>Name of Premises</b>	<b>Address of Premises</b>	<b>Type Of Licence</b>	<b>Days and Hours Granted</b>
G Booth	Railway Bar	67 Union Street, Coosktown	Annual	Monday - Sunday From 11.00 To 02.00
M Devlin	The Marina Centre	135A Shore Road, Magherafelt	Annual	Monday - Sunday From 09.00 To 01.30
M Quinn	Derrytresk GAC	100 Annaghmore Road, Coalisland	Annual	Monday - Saturday From 15.00 To 02.00  Sunday From 15.00 To 00.00
S Doherty	Fallaghloon AOH Community Hall	189 Glen Road, Maghera	Annual	Monday - Sunday From 09.00 To 01.00

Name of Applicant	Name of Premises	Address of Premises	Type Of Licence	Days and Hours Granted
P Quinn	The Old Rectory	38 Trewmount Road, Dungannon	Annual	Monday - Saturday From 11.30 To 01.00  Sunday From 11.30 To 00.00
G Gildernew	The Brantry Bard Cultural Centre	65 Carrycastle Road, Dungannon	Any 14 unspecified days	Monday - Wednesday From 09.00 To 23.00  Thursday From 09.00 To 23.30  Friday From 09.00 To 02.00  Saturday From 09.00 To 02.30  Sunday From 09.00 To 00.00

Name of Applicant	Name of Premises	Address of Premises	Type Of Licence	Days and Hours Granted
F O'Donnell	Galbally Community Centre	40 Lurgylea Road, Dungannon	Any 14 unspecified days	Monday - Thursday From 18.30 To 22.30  Friday From 18.30 To 00.30  Saturday From 18.30 To 01.00  Sunday From 20.00 To 22.30
The Rector & Select Vestry	Woods Parish Hall	64 Carralooan Road, Magherafelt	Any 14 unspecified days	Monday - Friday From 09.00 To 01.30  Saturday From 09.00 To 00.00



<b>Report on</b>	Update on refuse collection route optimisation project
<b>Date of Meeting</b>	14 <sup>th</sup> June 2022
<b>Reporting Officer</b>	Mark McAdoo, Assistant Director, Environmental Services
<b>Contact Officer</b>	David Richardson, Assistant Cleansing Operations Manager

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

<b>1.0</b>	<b>Purpose of Report</b>
1.1	To update members on route optimisation and changes to the refuse collection service.
<b>2.0</b>	<b>Background</b>
2.1	As members will be aware Environmental Services is involved in an ongoing programme of route optimisation and changes to refuse collection service delivery across the district.
2.2	This transformative programme primarily involves the roll-out from the north to south of the district of one-armed collection vehicles (OAVs) to empty bins on rural roads. These currently operate in the legacy Magherafelt and Cookstown areas. Following delivery of additional OAVs further expansion of this type of collection is taking place in rural areas, including their introduction in the legacy Dungannon area, over the forthcoming weeks.
<b>3.0</b>	<b>Main Report</b>
3.1	The roll out of OAV collections in the Dungannon area for rural households will coincide with the introduction of a 32 tonne RCV, the first in the Mid Ulster District Council fleet. This lorry will service urban properties adjacent to the rural areas where OAVs will be introduced and due to their increased capacity compared to the standard 26 tonne RCV's will result in fewer trips to the waste transfer station and more bins collected per load.
3.2	In summary during the coming weeks we will be implementing changes to the collection of bins from around 8,000 households located mainly across the legacy Dungannon area.
3.3	The changes will be split roughly 50:50 between approximately 4,000 households in urban areas (which will be serviced by our new 32 tonne RCV for black and blue bin collection alongside a 26 tonne RCV for brown bins) and approximately 4000 houses located in rural areas (which will have all their bins collected by OAV for the first time).
3.4	The households affected are located primarily around the Clogher Valley (5,200) Pomeroy / Castlecaulfield (1,400) and Stewartstown / Clonoe (1,400) areas. Maps showing those to be collected by 32 tonne and 26 tonne OAV are included at appendix 1.
3.5	The changes to collections are scheduled to take place during week commencing 20 <sup>th</sup> June and residents will be informed directly with a letter delivered to their homes detailing

	<p>the changes to their collection arrangements. For those areas moving to OAV collections, the letter explains in text and with images how to present bins for collection by a one-armed vehicle and also includes a link to our website where they can view a video online:</p> <p>The video is available at <a href="http://www.midulstercouncil.org/onearmedvehicle">www.midulstercouncil.org/onearmedvehicle</a></p>
3.5	<p>We have aimed to minimise disruption to collection sequences / days etc. where possible however many residents will have a change of day or change to the week on which their brown bin is collected. Fortunately for the greater proportion of households affected by this latest phase the roll out of new collections will actually simplify their arrangements as approximately 5,000 houses in the Clogher Valley which currently present their brown bin on a different day from their black and blue bins will move to a common collection day. In the other areas sequences for brown bins and day changes will be kept to a minimum.</p>
3.6	<p>For areas moving to OAV collections, as well as a letter delivered directly to their homes informing them of the change to the method of collection, those residents will also receive a special bin label attached to their bin stating how to correctly present it for collection. All households affected by these changes will receive a collection calendar showing the switch in their brown bin collection week. Given the biggest change is to a relatively small number of residents, broad, untargeted communication (e.g. via social media) is likely to be counter-productive and direct communication as described is the preferred option.</p>
3.7	<p>Also several areas within the towns of Dungannon and Coalisland will also move to a new collection route however there will be no day change nor change of week for these collections and these changes are simply an internal re-organisation amongst the remaining crews however residents may notice that their bins are collected earlier or later in the day than currently. Therefore communications (labels) will also be issued to these households to remind them that their bins must be presented no later than 7:30am.</p>
3.8	<p>These changes will also allow a second operative to be allocated to these routes due to the higher number of bins being collected which was a key aim of the overall project.</p>
3.9	<p>It should be noted the proposed implementation dates outlined are subject to change particularly in light of potential future industrial action involving refuse collection staff.</p>
<b>4.0</b>	<b>Other Considerations</b>
<b>4.1</b>	<b>Financial, Human Resources &amp; Risk Implications</b>
	<p><b>Financial:</b>  This latest phase of route optimization, which is on a similar scale to that implemented previously, will not lead to a reduction in vehicles or a resultant saving in maintenance and fuel costs. However OAV collections can be more efficient than that by standard refuse collection vehicles (if bins are presently correctly by residents as requested) and it is hoped this efficiency will enable the growing number of households in the district to be serviced without an increase in budget i.e. doing more with the same level of resource.</p>
	<p><b>Human:</b>  It is important to highlight that there are no staff savings associated with the OAV roll out because the single loaders previously utilized on vehicles on rural routes are being redeployed to standard refuse collection vehicles on built up/urban routes where previously only one loader was deployed but where two are now required due to the continued increase in new houses/additional developments i.e. a rebalancing of resource.</p>

	<p>Risk Management: It is vital to reinforce the primary purpose of OAVs is the health and safety of operatives who will no longer be exposed to the hazard of collecting bins on busy rural roads.</p>
<b>4.2</b>	<b>Screening &amp; Impact Assessments</b>
	<p>Equality &amp; Good Relations Implications: None</p>
	<p>Rural Needs Implications: OAV collections are only suitable/carried out on rural roads and this requires the resident to present their bins in a particular manner as described in the communications provided.</p>
<b>5.0</b>	<b>Recommendation(s)</b>
5.1	Members are asked to note the contents of this report.
<b>6.0</b>	<b>Attachment(s)</b>
6.1	Maps showing areas affected by the proposed refuse collection route optimisation
6.2	Sample letter to be issued to affected households
6.3	Sample bin label to be issued for OAV collections

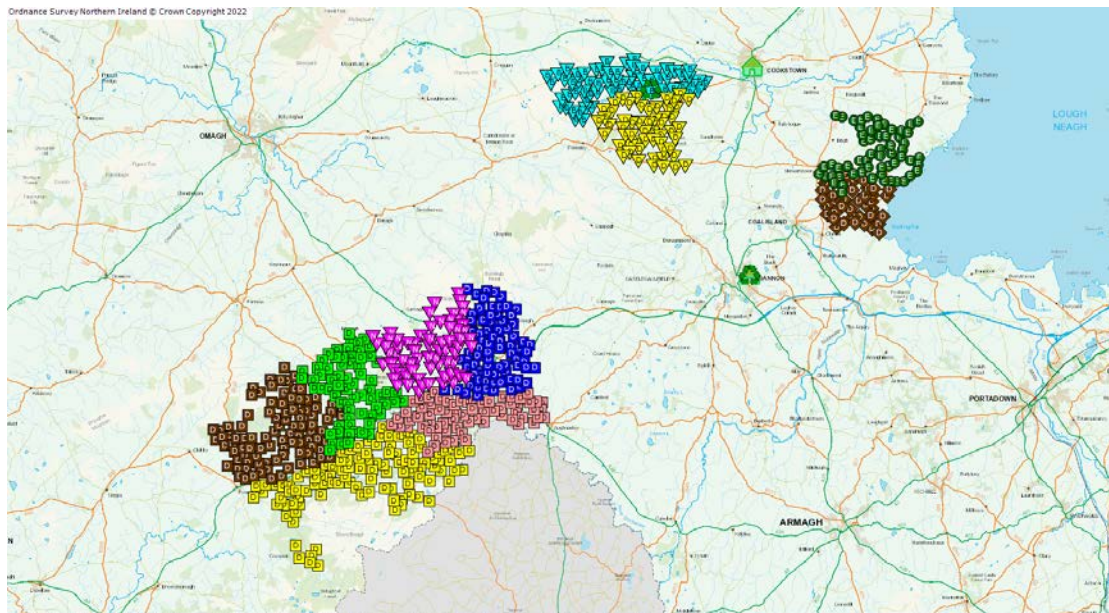




32T Routes



OAV Routes





Dear Resident

***A change to your bin collection day and to how we collect your bins.***

We are making a change to your bin collection day and to how your bins are collected from week beginning 20<sup>th</sup> June 2022.

From this week your bins will be collected on a **Tuesday** commencing with your **blue bin and brown bin** on **Tuesday 21 June**. Your **black bin** will be collected **Tuesday 28 June**, this will continue fortnightly. A calendar is enclosed which shows your bin collection sequence for June, July and August 2022.

We will also be using a new type of lorry called a 'one-armed vehicle' to empty all of your bins. This means that we need your help and assistance to present the bins for collection in a slightly different way, as detailed below and shown on the photos overleaf.

In order to help ensure that your bins can be collected as efficiently as possible:

- Make sure the handles of your bin are facing away from the road and towards your property
- Place your bin within 2.5m or 8ft of the roadside
- Make sure your bin isn't tight up against a wall, fence or hedge
- When you have 2 bins being collected on the same day, place them slightly apart (approx. 0.3m or 1ft) to give the vehicle's arm enough space to work correctly.

You can see a short video of a one-armed vehicle collection on our web site, [www.midulstercouncil.org](http://www.midulstercouncil.org)

Your assistance in setting your bins out in this way is greatly appreciated and will contribute to a smooth switch to the one-armed vehicle collection system.

Please remember also to continue to leave your bins out by 7.30am on your collection day as the time the lorry arrives at your property is likely to change.

If you have any queries or questions, please don't hesitate to get in touch with us on 03000 132 132, E: [environmentalservices@midulstercouncil.org](mailto:environmentalservices@midulstercouncil.org).

Yours sincerely

A handwritten signature in black ink, appearing to read 'D Richardson', is placed over a light grey rectangular background.

David Richardson  
Assistant Cleansing Operations Manager

## Setting Your Bin Out Correctly For Collection By Our One Armed Vehicle

Watch our video at [www.midulstercouncil.org/onearmedvehicle](http://www.midulstercouncil.org/onearmedvehicle)



















Make sure the handles of your bin are facing away from the road and towards your property and that your bin isn't tight up against a wall, fence or hedge.

Make sure your bin is within 2.5m or 8ft of the roadside.



If you have 2 bins being collected on the same day, place them slightly apart (approx. 0.3m or 1ft) to give the vehicle's arm enough space to work correctly.

June	July	August
	Tues 5 <sup>th</sup>  	Tues 2 <sup>nd</sup>  
	Sat 9 <sup>th</sup> instead of Tue 12 <sup>th</sup> 	Tues 9 <sup>th</sup> 
Tues 21 <sup>st</sup>  	Tues 19 <sup>th</sup>  	Tues 16 <sup>th</sup>  
Tues 28 <sup>th</sup> 	Tues 26 <sup>th</sup> 	Tues 23 <sup>rd</sup> 
		Tues 30 <sup>th</sup>  

## Appendix 3

**This side must  
face the road.**

**Please remember  
to leave your bin  
out by 7.30am  
on collection day.**



Comhairle Ceantair  
**Lár Uladh**  
**Mid Ulster**  
District Council



<b>Report on</b>	Updated Covid19 Guidance for Handling the Infection Risks when Caring for the Deceased and Managing Funerals
<b>Date of Meeting</b>	14 <sup>th</sup> June 2022
<b>Reporting Officer</b>	Mark McAdoo, Assistant Director, Environmental Services
<b>Contact Officer</b>	Eunan Murray, Grounds and Cemeteries Manager

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

<b>1.0</b>	<b>Purpose of Report</b>
1.1	To update members on the latest guidance from the Department of Health on the Handling of Infection Risks when Caring for the Deceased and Managing Funerals.
<b>2.0</b>	<b>Background</b>
2.1	Members will recall the temporary measures that were previously put in place to protect the public and staff during the process of managing burials and cemetery operations in response to the Covid19 pandemic in accordance with government guidance (as per addendum to Cemetery Rules and Regulations – copy attached).
2.2	As restrictions have eased the protection measures in place have gradually been removed/relaxed to the point where only the 2 metre social distancing rule remained
<b>3.0</b>	<b>Main Report</b>
3.1	On the 26 <sup>th</sup> May correspondence was received from the Department of Health Chief Medical Officer advising of a change to the guidance for handling the infection risks when caring for the deceased and managing funerals (copy attached at appendix).
3.2	This change relates to the removal of the recommendation to maintain a 2 metre social distance between households at funeral services, committals and within funeral homes.
3.3	The related guidance has now been updated to reflect this change which came into effect on Friday 27 May (a full copy of the amended guidance is attached).
3.4	The guidance is primarily designed to assist Funeral Directors in Northern Ireland in the management of a funeral, and any related gatherings, following a death from any cause during the Covid19 pandemic

3.5	The updated guidance has been circulated to Council Cemetery staff and Funeral Directors who operate in the area.
<b>4.0</b>	<b>Other Considerations</b>
<b>4.1</b>	<b>Financial, Human Resources &amp; Risk Implications</b>
	Financial: N/A
	Human: N/A
	Risk Management: The guidance is based on the current Covid19 situation and remains under review. It will be updated, as required, should circumstances change again in the future.
<b>4.2</b>	<b>Screening &amp; Impact Assessments</b>
	Equality & Good Relations Implications: N/A
	Rural Needs Implications: N/A
<b>5.0</b>	<b>Recommendation(s)</b>
5.1	Members are requested to note the content of this report and updated guidance.
<b>6.0</b>	<b>Documents Attached &amp; References</b>
6.1	Appendix 1 – Previous Covid19 Addendum to Cemetery Rules and Regulations
6.2	Appendix 2 – Correspondence from Chief Medical Officer dated 26 <sup>th</sup> May 2022
6.3	Appendix 3 – Updated DoH Guidance for handling the infection risks when caring for the deceased and managing funerals.



## **Addendum 2.**

### **COVID-19 Pandemic**

The COVID-19 pandemic has had a fundamental impact on our daily lives and, sadly, will also impact on how we traditionally arrange burials in our cemeteries.

Funeral directors, faith-based organisations and local councils will all face challenges conducting funeral services and burials in the current circumstances. To assist, we have produced guidance which we hope will be helpful to you and to bereaved families in the coming weeks and months.

### **Graves**

- Where a family plot exists and it is operationally possible, burials may continue in these graves.
- Where a new grave is needed, families may purchase single plots in our cemeteries. As a temporary measure, the purchase of double plots has been suspended.

### **Attendance at burials**

- Given the current advice on social distancing and restrictions on gatherings, we are advising that only immediate family should attend a burial and attendance will be limited to 30 people.
- Those attending should adhere to social distancing advice and remain 2 metres or 6 feet apart, and remain behind the 5 metre cordon which will be placed around the grave.
- Physical interactions including shaking hands and hugging should be avoided.
- All mourner displaying symptoms of COVID19 disease should not attend a funeral as they pose a risk to others.
- Mourners who are self-isolating for 14 days (due to someone in their household being unwell with symptoms of COVID19, or on the advice of the Contact Tracing system) should be facilitated to attend the funeral in person, should they wish to do so. They should not attend if they have any symptoms of COVID19, even if very mild; only attend outdoor elements of a funeral; advise the funeral directors and other mourners that they are self-isolating; at all times maintain strict 2m distancing; and use their own transport to the funeral.
- If the family wish to live stream the burial, they may do so provided the funeral director and pastoral/faith representative is in agreement with this. Council staff should not be filmed without seeking their permission.

- We ask that burial services are limited to 15 minutes and respectfully request that those attending leave the cemetery immediately after the committal.

### **Cemetery staff and cemetery operations**

- Local arrangements may be in place to control access to the cemetery for committals and monumental sculptors/stone masons. Following the committal, funeral directors/families may be asked to leave the cemetery if it is not open to the public at that time.
- Staff will place notices in the cemetery to direct those attending the burial to the grave plot.
- Our cemetery staff will prepare the grave as normal and remain at a distance during the burial service.
- It is recommended that coffin 'lifts' should not take place unless pallbearers all reside in the same house. Funeral directors should bring the coffin to the grave on a trolley or where this is not possible it should be carried at waist height using slings or another secure mechanism where necessary (if the funeral director is unable to do this, this should be communicated to the burial authority in advance so that assistance can be provided)
- Lowering of the coffin will continue based on existing local practice in each cemetery. However, this should be agreed in advance with us.
- Staff will wear Personal Protective Equipment (PPE) as appropriate, including facemasks and gloves. We ask funeral directors to wear PPE also as appropriate, but always when lowering the coffin.
- Slings used to lower the coffin will be disinfected after each burial.

### **Further Changes**

Burial arrangements and this guidance may change in response to the evolving situation.

**From the Chief Medical Officer**  
Prof Sir Michael McBride



**BY EMAIL**

Chief Executives, HSC Trusts  
SOLACE NI (for dissemination to all Local Council Chief Executives)  
Joan McCaffrey, Local Government Regional Officer  
National Association of Funeral Directors (NI Federation)  
Society of Allied Independent Funeral Directors  
British Institute of Funeral Directors  
Irish Association of Funeral Directors  
British Institute of Embalmers  
Irish Council of Churches

Castle Buildings  
Stormont Estate  
BELFAST  
BT4 3SQ

Tel: 028 90 52 0563

Email:

[michael.mcbride@health-ni.gov.uk](mailto:michael.mcbride@health-ni.gov.uk)

Our Ref: HE1/22/92754

Date: 26 May 2022

Dear Colleagues

**COVID-19 – GUIDANCE FOR HANDLING THE INFECTION RISKS WHEN CARING FOR THE DECEASED AND MANAGING FUNERALS**

I wrote to you on Monday 23 May advising of an upcoming change to the guidance for handling the infection risks when caring for the deceased and managing funerals. This change relates to the removal of the recommendation to maintain a 2m social distance between households at funeral services, committals and within funeral homes.

The attached guidance has now been updated to reflect these changes and comes into effect on Friday 27 May.

I would like to take this opportunity to thank you for your efforts and assistance during the COVID-19 pandemic and ask that you adhere to the advice and guidance which can be found on the DoH and PHA websites at [https://www.health-ni.gov.uk/sites/default/files/publications/health/doh-guidance-for-handling-the-deceased-and-managing-funerals-version-20\\_0.pdf](https://www.health-ni.gov.uk/sites/default/files/publications/health/doh-guidance-for-handling-the-deceased-and-managing-funerals-version-20_0.pdf) (health-ni.gov.uk) and <https://www.publichealth.hscni.net/covid-19-coronavirus/guidance-professionals-and-organisations#guidance-for-funeral-directors-on-managing-infection-risks-when-handling-the-deceased>

I would ask that this information is cascaded to all relevant stakeholders as a matter of urgency.

Yours sincerely

A handwritten signature in black ink, appearing to read "Michael McBride". The signature is fluid and cursive, with the first name "Michael" written in a larger, more prominent script than the last name "McBride".

**PROF SIR MICHAEL McBRIDE**  
**Chief Medical Officer**

Enc

## **COVID-19 Pandemic**

Guidance for handling the infection risks when caring for the deceased and managing funerals.

Department of Health (Northern Ireland)

Version 20.0

Date issued: 26 May 2022

## Table of Contents

Key principles .....	3
Status of this guidance and refreshing it.....	4
Background.....	4
COVID-19 infection risk from deceased individuals.....	4
Defining the status of COVID-19 infectivity.....	6
Collecting a body from hospital or community settings.....	7
Removal of Medical Implants.....	11
Personal Possessions.....	11
Cremation.....	12
Supporting the family.....	13
Preparing the body.....	13
Viewing remains in a funeral home.....	14
Remains being taken home and viewing in a private dwelling.....	15
Funeral services and committals.....	16
Attending funeral services and committals.....	17
List of resources used for this guidance.....	19
Guidance for care of deceased .....	20

## Key principles

This guidance is primarily designed to assist Funeral Directors in Northern Ireland in the management of a funeral, and any related gatherings, following a death from any cause during the COVID-19 pandemic. It applies with effect from 27 May 2022.

This guidance has been developed to ensure that,

- The remains of the deceased and the bereaved family are treated with sensitivity, dignity and respect.
- The differing cultural practices and rites of passage observed in Northern Ireland are respected and adhered to as closely as circumstances permit, with safety being paramount.
- There is a balance between the needs of the bereaved to mourn while minimising the spread of SARS-CoV-2 infection.
- People who work in the management of the deceased are protected from infection.
- Funeral Directors' work as efficiently as possible, bearing in mind the difficult tasks of transporting and caring for the deceased they undertake; a process that needs to be performed efficiently to ensure timely patient discharge/removal i.e. patient flows.
- Funeral Directors' work is crucial in the management of family expectations around funeral arrangements, bereavement and the grieving process; it will be especially difficult during this pandemic.

## Status of this guidance and refreshing it

- 1.0 This guidance is based on the current COVID-19 situation and remains under review. It will be updated, as required, should circumstances change again in the future.

## Background

- 2.0 In January 2020, COVID-19 was classified in the UK as a 'high consequence infectious disease' (HCID). This was an interim recommendation in recognition of the evolving situation, and the limited data available, and it was agreed to keep the HCID status under review. Infection control guidance to protect staff from this new threat was agreed across all four UK nations. It reflected the then current WHO guidance, and was consistent with the latest evidence from systematic reviews.
- 3.0 In March 2020, when more was understood about the behaviour of the virus and its clinical outcomes, the four nations agreed that COVID-19 should no longer be classified as a HCID. As a result of this and a review of the latest evidence regarding what infection control guidance was required, the guidance was updated to reclassify it as Hazard Group<sup>1</sup> HG3, despite information regarding prophylaxis or treatment not yet being available.

## COVID-19 infection risk from deceased individuals

- 4.0 The transmission of COVID-19 is thought to occur mainly through respiratory particles (**droplet** and **aerosol**) generated by breathing, speaking, coughing and sneezing, and through **contact** with contaminated surfaces. Transmission risk is highest where people are in close proximity (particularly within 2 metres) and/or in poorly ventilated indoor spaces, particularly if individuals are in the same room together for an extended period of time. These features govern the key

---

<sup>1</sup> Classification of biological agents: HG 3: Can cause severe human disease and may be a serious hazard to employees; it may spread to the community, but effective prophylaxis or treatment is usually available



transmission based precautions that apply to protect Funeral Directors, families and mourners.

- 5.0 Airborne particles (**aerosols**) can contain infectious agents. These can be produced by certain medical and patient care activities - Aerosol Generating Procedures (AGPs). During AGPs there is an increased risk of aerosol spread of infectious agents irrespective of the mode of transmission (contact, droplet, or airborne), and airborne precautions must be implemented when performing AGPs, especially in all cases where there could be **a continuing risk of transmitting COVID-19 infection**.

#### *Deceased individuals*

- 6.0 Funeral Directors should be aware that current evidence indicates that there is a small risk of COVID-19 infection from deceased individuals.<sup>2</sup>
- 7.0 It is possible that the act of moving a recently deceased individual might be sufficient to expel a very small amount of air and viral droplets from the lungs and thereby present a minor risk of transmission. Placing a cloth or mask over the mouth of the deceased when moving them can help prevent the release of droplets from the respiratory tract.
- 8.0 Those handling bodies should also be aware that there is likely to be a continuing risk of infection from body fluids and tissues where COVID-19 infection is confirmed or suspected, through either a clinical diagnosis or laboratory confirmation. Also, current evidence indicates that the SARS-CoV2 virus can be present for up to 72 hours on some types of environmental surfaces.
- 9.0 Funeral Directors should also be aware that residual hazard of infection may arise from direct contact with contaminated material, such as soiled clothing or bedding from the deceased **and** the surrounding environment.

---

<sup>2</sup> [Handling the deceased with suspected or confirmed COVID-19](#)

10.0 As a result, the usual principles of Standard Infection Control Precautions (SICPs) and Transmission-Based Precautions (TBPs) as set out in the HSE guidance: '[Managing infection risks when handling the deceased](#)' apply for bodies which are a continuing risk of transmitting COVID-19 infection.

#### *Defining the status of COVID-19 infectivity*

11.0 As we are still in a period of widespread community transmission of coronavirus (COVID-19), it is important that funeral professionals and mortuary staff are aware of the infectious status of any deceased body. It is critical therefore that such personnel, who might handle the deceased, are fully informed<sup>3,4</sup> if the deceased currently presents an infectious hazard. This is so that, when performing their duties, they chose methods to protect themselves, families and others from serious harm or risk of death due to spreading coronavirus infection.

#### Continuing risk of transmitting COVID-19 infection

12.0 Features that should suggest a **continuing risk of transmitting COVID-19 infection** to funeral personnel, families and others include the following,

- if less than 10 days have elapsed since the onset of COVID-19 symptoms or a positive COVID-19 test; or
- if COVID-19 is, or has been, present in the previous 10 days; or
- the deceased was being cared for on a dedicated COVID-19 hospital ward or ward area at the time of death, even if COVID-19 is not mentioned on the MCCD;
- a risk assessment from, for example, healthcare staff, family, and first responders (such as the police) that,

---

<sup>3</sup> General Medical Council – Confidentiality - Disclosing information after a patient has died.  
<https://www.gmc-uk.org/ethical-guidance/ethical-guidance-for-doctors/confidentiality/managing-and-protecting-personal-information#paragraph-134>

<sup>4</sup> HSE Guidance - Managing infection risks when handling the deceased  
<https://www.hse.gov.uk/pubns/books/hsg283.htm>

- the deceased was displaying COVID-19 symptoms<sup>5</sup>;
- a COVID-19 test result is awaited;
- other members of a household are showing COVID-19 symptoms;
- COVID-19 infection is known to be currently present in the home or community setting, or has been present during the past 10 days.

#### Negligible risk of transmitting COVID-19 infection

13.0 There is a negligible risk of transmitting COVID-19 infection when none of the features described in paragraph 12 exist, the cause of death is known and it can be clearly attributed to a cause **other** than COVID-19, for example,

- when the death was sudden and in known circumstances e.g. trauma, suicide; or
- due to a known complication of another disease e.g. cancer.

14.0 Even when the medical certificate of cause of death (MCCD) includes COVID-19 in either Part 1 or Part 2, the risk of the deceased body being infectious is negligible,

- if more than 10 days have elapsed since the onset of COVID-19 symptoms or a positive COVID-19 test, or
- if more than 10 days have passed since COVID-19 was present; and
- the patient had shown signs of clinical improvement (with at least some respiratory recovery) and an absence of fever prior to death.

### **Collecting a body from hospital or community settings**

#### *In a hospital setting*

15.0 When notified of a death in a hospital setting, Funeral Directors **should risk assess** the current status of COVID-19 infection. They should seek information from the ward (medical or nursing) staff and/or mortuary staff whether the deceased's body is still considered to be COVID-19 infectious. If the ward staff consider that a deceased body is **no longer an infection risk**, for example because,

---

<sup>5</sup> [People with symptoms of a respiratory infection including COVID-19](#)

- more than 10 days have elapsed since the onset of symptoms or since admission to hospital; or
- there have been more than 10 days of negative COVID-19 testing; and
- the patient had shown signs of clinical improvement (with at least some respiratory recovery) and an absence of fever prior to death.

the Funeral Director can **assume the deceased's body is no longer infectious**. This information will help to dictate the future management of the funeral process(es) and disposal.

16.0 If there is a **continuing risk of transmitting COVID-19 infection** the body must be placed in a body bag. Funeral Directors are recommended to wear, **as a minimum**, the following Personal Protective Equipment (PPE), disposable gloves, a disposable apron and a fluid-resistant (type IIR) surgical face mask. If there is an anticipated/likely risk of contamination with splashes, droplets of blood or body fluids, they should also wear disposable eye protection (which can be achieved by use of a surgical mask with integrated visor, full face shield/visor, or polycarbonate safety glasses or equivalent).

17.0 Funeral Directors should undertake their own risk assessment to determine if PPE needs to be worn to collect the deceased from the hospital mortuary. This risk assessment should include discussion with the mortuary staff. If PPE is required, it should include, as a minimum, disposable gloves, a disposable apron and a fluid-resistant (type IIR) surgical face mask. If there is an anticipated/likely risk of contamination with splashes, droplets of blood or body fluids, disposable eye protection should also be worn.

#### *In a Community setting*

18.0 Funeral Directors that manage the deceased in the community should have access, as a minimum, to the following PPE, disposable gloves, a disposable apron and a fluid-resistant (type IIR) surgical face mask. If there is an anticipated/likely risk of contamination with splashes, droplets of blood or body fluids, they should also wear disposable eye protection.

- 19.0 This level of PPE will be required when removing the deceased from a private residence, care home or similar setting where COVID-19 infection may be present. It is particularly important if the Funeral Director has reason to presume, or if it has been confirmed, that the deceased was infectious at the time of death.
- 20.0 In situations where Funeral Directors move between different settings e.g. sequential care home removals, they should consider wearing disposable long-sleeved water-resistant gowns. Each removal should be considered a single event (session) and therefore all used PPE should be exchanged for new PPE after each event. This will ensure they do not transmit infection from one setting to another and will also protect their normal clothing. This is especially if they know or suspect any particular dwelling, its environment and/or its inhabitants (alive or dead) are infected.
- 21.0 Where there is no confirmation that the death was COVID-19 related, it is still possible that COVID-19 infection may be present in the household, care home or similar setting. Funeral Directors should undertake their own risk assessment to determine if PPE, as set out at paragraphs 16 - 20, needs to be worn.
- 22.0 This risk assessment should include obtaining relevant information from families, healthcare staff, and first responders (such as the police) as to the circumstances before death. It is recommended that Funeral Directors attempt to establish:
- If the deceased was displaying any COVID-19 symptoms<sup>6</sup>;
  - If a COVID-19 test has been carried out;
  - Whether a COVID-19 test result is known;
  - If other members of a household are showing COVID-19 symptoms;
  - If COVID-19 infection is known to be currently present in the setting or has been present during the past 10 days;

---

<sup>6</sup> [People with symptoms of a respiratory infection including COVID-19](#)

- The cause of death, if the certifying doctor has completed the MCCD at the time of removal.

23.0 It is critical that Funeral Directors are informed if the deceased presents an infection hazard, and guidance<sup>7</sup> issued to healthcare staff in nursing and residential homes confirms this important point.

24.0 Following a risk assessment, where it is still not possible to **clearly** determine if the deceased was infectious at the time of death, Funeral Directors should exercise caution and wear, as a minimum, the following PPE: disposable gloves, a disposable apron (or disposable long-sleeved water-resistant gown, as detailed in paragraph 18) and a fluid-resistant (type IIR) surgical face mask. If there is an anticipated/likely risk of contamination with splashes, droplets of blood or body fluids, they should also wear disposable eye protection.

25.0 It is recommended that a body bag is used for **all** community deaths in order to prevent leakage during transportation and to help maintain the dignity of the deceased.

26.0 Funeral Directors will seek to affect removal of the individual as soon as practical.

27.0 There is no requirement to inform the Coroner of a COVID-19 death unless it is required for another reason as per normal circumstances.

---

<sup>7</sup> GUIDANCE ON DEATH CERTIFICATION DURING THE COVID-19 PANDEMIC  
<https://www.health-ni.gov.uk/sites/default/files/publications/health/HSS%28MD%29-28-2020.pdf>  
COVID-19: GUIDANCE FOR NURSING AND RESIDENTIAL CARE HOMES IN NORTHERN IRELAND  
<https://www.health-ni.gov.uk/publications/covid-19-guidance-nursing-and-residential-care-homes-northern-ireland>

## Removal of Medical Implants

- 28.0 Where the deceased has a medical implant device<sup>8</sup>, cremation is not permitted until the device is removed. Where the deceased has a medical device that requires removal prior to cremation this should be done using PPE as detailed in [Table 1](#). Where there is a continuing risk of transmission of the COVID-19 infection (see paragraph 12), such a removal will require agreement with the Funeral Director and must be performed as an AGP, being an invasive procedure.
- 29.0 When carrying out such a procedure on an individual with possible or confirmed COVID-19, the PPE equipment to be worn is a long sleeved water-resistant disposable gown, gloves, disposable eye protection and a fit tested FFP3 respirator type mask. If FFP3 respirators are not available, face fit tested FFP2 and N95 respirators (filtering at least 94% and 95% of airborne particles respectively) may be used. In the absence of such a fitted mask, removal of implant devices should not be performed and cremation cannot proceed.

## Personal Possessions

- 30.0 If there is a continuing risk of transmitting COVID-19 infection and in order to spare families any additional distress, consideration must be given to jewellery, religious articles, mementoes and keepsakes. If it is the wish of the deceased and/or family that these items remain on the body, then that can happen. If it is the deceased's and/or the families wish to retain such items, then they should be removed at the time of care immediately after death, and prior to insertion into a body bag. These items will need to undergo appropriate decontamination processes before being returned to the family, unless their composition precludes decontamination. In this case, if these items must be retained by the family, they should be warned of the risks, the items placed in a sealed container which should remain closed for at least 7 days.

---

<sup>8</sup> Medical implants include pacemakers, defibrillators, intramedullary nails or similar devices and certain medical treatments. See Annex B of <https://www.gov.uk/government/publications/funeral-directors-guidance-on-cremation-regulations-and-forms>

- 31.0 The Department of Health (2013) guidance [Environment and sustainability. Health Technical Memorandum. 07-01: Safe management of healthcare waste](#) in conjunction with the HSE guidance '[Managing infection risks when handling the deceased](#)' provides details of the disposal of clinical waste.

## **Cremation**

- 32.0 Funeral Directors are reminded that in order for cremation to be permitted a medical practitioner must complete "Form B". In order to do so, they must comply with the statutory requirement to "see and identify" the deceased before completing the form.
- 33.0 There may be situations where the deceased is placed in a body bag before the medical practitioner has been able to see and identify them. In such situations it is permissible for the medical practitioner and the Funeral Director to use "video consultation" to enable Form B to be completed. Such video consultation is permitted via Zoom, AccuRx, Skype, WhatsApp or similar secure means of conducting a video call.
- 34.0 Where this may be necessary, the medical practitioner and Funeral Director must be in agreement with this practical solution. Should either party not agree to the video consultation, it may not be possible to have Form B completed and hence it would be necessary to consider burial.
- 35.0 If agreement is reached, the body bag will have to be opened for the medical practitioner to see and identify the deceased. Funeral Directors should ensure that they wear appropriate PPE whilst conducting this task. This will include, as a minimum, disposable gloves, a disposable apron and a fluid-resistant (type IIR) surgical face mask. If there is an anticipated/likely risk of contamination with splashes, droplets of blood or body fluids, they should also wear disposable eye protection (which can be achieved by use of a surgical mask with integrated visor, full face shield/visor, or polycarbonate safety glasses or equivalent).



36.0 The video consultation must be carried out in “real time” allowing the medical practitioner to see and identify the deceased. The Funeral Director is not permitted to “record” the deceased and send a video file to the medical practitioner and a photograph is not acceptable.

### **Supporting the family**

37.0 It is recognised that in normal circumstances, family and friends of the deceased may wish to view the body and pay their last respects before burial or cremation takes place. This is an important part of the grieving process for many who may not have been able to visit the deceased before they died.

38.0 Due to the current pandemic, some of the traditional rituals and practices are unable to be continued and this may have an impact on the bereaved. Bereavement support and advice for those experiencing grief during the pandemic can be found [here](#).

39.0 For all deaths (COVID-19 and non-COVID-19), Funeral Directors should ensure that there is a single point of contact with the family and it is **recommended that funeral arrangements are made by telephone and NOT in person** at the Funeral Director’s premises or the family home.

### **Preparing the body**

40.0 **Hygienic treatment and embalming is permitted, including for those who have died with a continuing risk of transmitting COVID-19 infection** (see paragraph 12.0). Embalming should not take place until the Funeral Director is satisfied that the cause of death is known.

41.0 The processes involved (injection of solution into body cavities, including thoracic, under pressure) can be regarded as [invasive](#)<sup>9</sup> and so are regarded as an Aerosol

---

<sup>9</sup> [TBPs Guidance for care of deceased during COVID-19 pandemic](#). RC Pathology. 19<sup>th</sup> March 2020

Generating Procedure, with their inherit risk of airborne transmission. Such procedures should be overseen or undertaken by an appropriately trained funeral director or embalmer<sup>10</sup>, and subject to their agreement and discretion.

42.0 Where the funeral director or embalmer agrees to perform hygienic treatment or embalming, it should be carried out in accordance with the usual principles of Standard Infection Control Precautions (SICPs) and Transmission-Based Precautions (TBPs) as set out in the HSE guidance: '[Managing infection risks when handling the deceased](#)' and should include using higher infection prevention and control interventions.

43.0 The required PPE (as for all AGPs, as set out for invasive procedures in Table 1) is a fit tested FFP3 respirator mask, long-sleeved water-resistant disposable gown, gloves and disposable eye protection. A fit tested FFP2 or N95 respirator (filtering at least 94% and 95% of airborne particles respectively) may be used if a FFP3 respirator is not available.

### Viewing remains in a funeral home

44.0 If the deceased **died with a continuing risk of transmitting COVID-19 infection (see paragraph 12.0), it is strongly recommended that any viewing should only take place in a funeral home.** Such viewings are subject to the agreement and discretion of the funeral director following their own risk assessment.

45.0 Where viewing takes place in a funeral home, **it is recommended** that:

- viewing should be by appointment, with appointment times arranged by telephone;
- viewing appointments should be discreetly supervised by Funeral Director staff;

---

<sup>10</sup> <http://coshh-tool.hse.gov.uk/assets/live/SR10.pdf>  
<https://www.hpsc.ie/a-z/lifestages/modi/File,14302,en.pdf> page 21  
<https://www.cremation.org.uk/content/files/BIE%20Guidance%20to%20Embalmers%20COVID-19.pdf>

- the numbers attending any viewing are considered by the Funeral Director;
- good ventilation of the funeral premises, especially of the viewing room(s), should be ensured e.g. by opening windows and doors where possible, or other means to increase the air room ventilation (air extraction/rotation) to minimise airborne transmission risk;
- viewers wear a face covering inside the funeral home premises;
- viewers **should not** touch the body, the coffin or surrounding surfaces if the deceased was infectious at the time of death;
- Funeral Director staff must ensure that all hard surfaces are cleaned before and after the viewing;
- hand hygiene by all those in attendance should be carried out both before and after a viewing.

46.0 Individuals who have had a positive COVID-19 result, those who are COVID-19 symptomatic or awaiting a COVID-19 test result, **should not** visit a funeral home to view the remains of the deceased.

47.0 Those clinically extremely vulnerable should carefully consider whether they can attend safely.

48.0 The use of appropriate PPE for Funeral Director staff, such as wearing disposable gloves and a face mask within a viewing area, can be considered by those staff supervising the viewing in order to further mitigate infection risk from multiple exposure to staff from visitors.

### **Remains being taken home and viewing in a private dwelling**

49.0 **If the deceased died with a continuing risk of transmitting COVID-19 infection (see paragraph 12.0) it is strongly recommended that the remains are not taken home.**

50.0 Where it is clear that **there is a negligible risk of transmitting COVID-19 infection** (see paragraphs 13.0 – 14.0), remains can be taken home. **It is recommended** that when returning the remains, Funeral Director staff should ask all those present to vacate the dwelling and should wear a face covering and gloves in order to reduce the possible risk of further transmission of infection between the staff and the family.

51.0 To facilitate viewings within the home, and to limit the risk of transmission of infection for those visiting, it is **recommended** that:

- there is good ventilation of the room where the viewing is being held, e.g. by opening windows and doors where possible, to minimise airborne transmission risk;
- the viewing room should be on the ground floor;
- viewers **should** wear a face covering when inside;
- viewers **should not** touch the body, the coffin or surrounding surfaces;
- all those viewing the body, should carry out good hand hygiene both before and after the viewing;
- all hard surfaces should be cleaned as appropriate;

52.0 Individuals who have had a positive COVID-19 result, those who are COVID-19 symptomatic or awaiting a COVID-19 test result, **should not** visit a private dwelling to view the remains of the deceased. Those clinically extremely vulnerable should carefully consider whether they can attend safely.

### **Funeral Services and committals**

53.0 **If the deceased died with a continuing risk of transmitting COVID-19 infection** (see paragraph 12.0) **it is strongly recommended that the remains are not taken home and that a funeral service should not be held in a private dwelling.**

54.0 There are no legal limits on the number of people who can attend a funeral service or committal. Those attending, arranging or operating such events should consider

that it may be more difficult to manage the risk of spreading COVID-19 if space is crowded.

55.0 It is **recommended** that venue operators carry out a risk assessment to determine the number of people that can be safely accommodated within the venue and consider mitigations such as fresh air ventilation and use of face coverings as appropriate, particularly to protect those at increased risk.

56.0 Funeral Directors should communicate with the family when making the arrangements to ensure they are aware of the numbers permitted to attend and any associated measures in place to reduce the risk of infection, contamination or transmission.

57.0 **It is recommended that face coverings are worn for funeral services held indoors.**

58.0 **All funeral venues (including places of worship and funeral homes) should ensure that doors remain open throughout the funeral service to allow adequate ventilation.**

59.0 Where possible, **funeral services should be streamed online** for the benefit of those not able to attend the service.

### **Attending funeral services and committals**

60.0 Anyone wishing to attend a funeral service or committal should take a Lateral Flow Device Test before attending. If **positive**, they **should not attend**.

61.0 **It is recommended** that;

- face coverings are worn for funeral services indoors;
- those attending should practice good hand hygiene; and
- physical interactions including shaking hands and hugging are avoided.

- 62.0 Limousines may be used to transport mourners and windows should remain open when the vehicle is occupied.
- 63.0 Any mourner who has **tested positive for COVID-19, or who is displaying symptoms of COVID-19** disease **should not** attend a funeral or committal as they pose a significant risk to others.
- 64.0 It is **strongly recommended** that **anyone who is self-isolating should not attend a funeral but rather do so remotely where this is possible**, to reduce the risk of transmission to other mourners.
- 65.0 However, if after careful consideration of the risk, they choose to attend in person, they may do so as long as they do not have any symptoms of COVID-19, even if mild, but should:
- advise the Funeral Directors and other mourners that they are self-isolating;
  - at all times, maintain a 2m social distance;
  - wear a face covering;
  - use their own transport to the funeral; and
  - return immediately to the place they are self-isolating.
- 66.0 People who are **clinically extremely vulnerable should attend a funeral remotely, where this is possible. If they do choose to attend in person**, other mourners should be advised that a clinically extremely vulnerable person(s) is attending, to be respectful of the need to avoid close contact at any point, and to maintain appropriate distance at all times. The clinically extremely vulnerable person should wear a face covering, use their own transport and keep social interactions low.
- 67.0 Coffin lifts are permitted. It is **recommended** that pallbearers wear a face covering, particularly when the coffin lift is indoors.

## List of resources used for this guidance

- i. [Managing infection risks when handling the deceased](#). Health and Safety Executive (HSE) guidance: 2018.
- ii. [Handling the deceased with suspected or confirmed COVID-19](#) Health and Safety Executive.
- iii. [Living safely with respiratory infections, including COVID-19](#). UK Health Security Agency guidance.
- iv. <https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control/covid-19-guidance-for-maintaining-services-within-health-and-care-settings-infection-prevention-and-control-recommendations> PHA (Northern Ireland) guidance. 14<sup>th</sup> April 2022.
- v. [People with symptoms of a respiratory infection including COVID-19](#). UK Health Security Agency guidance.
- vi. [COVID-19 bereavement resources](#). Public Health Agency guidance.
- vii. [Transmission-based precautions Guidance for care of deceased during COVID-19 pandemic](#). RC Pathologists, 19 March 2020.
- viii. [opac-retrieve-file.pl \(koha-ptfs.co.uk\)](#) Public Health England Rapid Review July 2021

Table 1

Guidance for care of deceased during COVID-19 pandemic

	<b>Non-Autopsy procedures including:</b> <ul style="list-style-type: none"> <li>• Admission of deceased</li> <li>• Booking-in of deceased</li> <li>• Preparation for viewing</li> <li>• Release of deceased</li> </ul>	<b>Aerosol generating procedure***</b> <ul style="list-style-type: none"> <li>• other invasive procedures</li> </ul>
<b>Disposable gloves</b>	Yes	Yes
<b>Disposable plastic apron</b>	Yes	Yes
<b>Disposable gown</b>	No	Yes
<b>Fluid-resistant (type IIR) surgical mask</b>	Yes	No
<b>Fit tested FFP3 respirator mask****</b>	No	Yes
<b>Eye protection**</b>	Risk assess* need for eye protection	Yes

\*Risk assess: If a Funeral Director is at risk of coming into contact with splashes, droplets of blood or body fluids, then eye protection is also recommended.

\*\*Eye protection can be achieved by use of a surgical mask with integrated visor, full face shield/visor, or polycarbonate safety glasses or equivalent.

\*\*\* Note: what constitutes an AGP in the context of Funeral Directors is currently undergoing a review.

\*\*\*\* If FFP3 masks are not available, FFP2 and N95 respirators may be used as long as the wearer has passed a face fit test.



<b>Report on</b>	Environment Directorate Departmental Plan 2022/23
<b>Date of Meeting</b>	14 <sup>th</sup> June 2022
<b>Reporting Officer</b>	Anne-Marie Campbell, Strategic Director Environment
<b>Contact Officer</b>	Anne-Marie Campbell, Strategic Director Environment

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

<b>1.0</b>	<b>Purpose of Report</b>
1.1	To inform Members of the content of the annual Departmental Plan for the Environment Directorate for the period 2022/23.
<b>2.0</b>	<b>Background</b>
2.1	A Departmental Plan has been prepared for the Environment Directorate for 2022/23 which will contribute towards the Council's Corporate Objectives.
<b>3.0</b>	<b>Main Report</b>
3.1	The Environment Directorate is responsible for the following function areas across Mid-Ulster District Council: <ul style="list-style-type: none"> <li>• Environmental Services</li> <li>• Property Services</li> <li>• Technical Services</li> </ul>
3.2	A detailed breakdown of these services is included in the Departmental Plan (see Appendix 1).
3.3	The Departmental Plan for 2022/23 includes the following areas: <ul style="list-style-type: none"> <li>• Purpose, scope and responsibilities of the services;</li> <li>• Customers and stakeholders;</li> <li>• Overview of performance 2022/23;</li> <li>• Staffing compliment</li> <li>• Services work plan for 2022/23;</li> <li>• Service Improvements for 2022/23;</li> <li>• Risks for the Directorate.</li> </ul>
<b>4.0</b>	<b>Other Considerations</b>
4.1	<b>Financial, Human Resources &amp; Risk Implications</b>

	Financial: Within current resources.
	Human: Within current resources.
	Risk Management: As identified.
4.2	<b>Screening &amp; Impact Assessments</b>
	Equality & Good Relations Implications: None
	Rural Needs Implications: None
<b>5.0</b>	<b>Recommendation(s)</b>
<b>5.1</b>	Members are asked to note the contents of this report and the Environment Directorate Departmental Plan for 2022/23.
<b>6.0</b>	<b>Documents Attached &amp; References</b>
<b>6.1</b>	Appendix 1 – Departmental Plan for Environment Directorate.



Comhairle Ceantair  
**Lár Uladh**  
**Mid Ulster**  
District Council

# ***ENVIRONMENT DIRECTORATE***

## **DEPARTMENTAL SERVICE PLAN - 2022 / 2023**

# CONTENT

SECTION	TITLE	PAGE NUMBER
	<b>Foreword</b>	
<b>1.0</b>	<b>OVERALL PURPOSE &amp; SCOPE OF THE DEPARTMENT</b>	
1.1	Purpose and scope of the department	
1.2	Responsibilities	
1.3	Customers & Stakeholders	
1.4	Performance Overview in 2021/22	
<b>2.0</b>	<b>IMPROVING OUR SERVICES AND MANAGING PERFORMANCE - 2022/23</b>	
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 Department	
<b>3.0</b>	<b>OUR STATUTORY CONSIDERATIONS</b>	
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 Department**

The Environment Directorate and is responsible for contributing to the improvement of the local environment through the provision of all waste management, cleansing and grounds maintenance services. The Directorate is also responsible for Building and Assets, Building Control, Corporate Health and Safety/Emergency Planning, Off Street Car Park Management and Capital Planning, including Strategic Asset Management. The Directorate is also responsible for delivery of the Capital Programme for the Council.

### **1.2 Responsibilities**

The Environment Directorate is specifically responsible for the following services:

- Refuse and Recycling kerbside collections (domestic and commercial)
- Provision of Recycling Centres
- Waste Transfer Facilities
- Landfill Site Management/Aftercare
- Delivery of waste related capital projects
- Waste recycling, treatment and processing
- Bulky waste collections
- Removal of fly tipping and abandoned vehicles
- Street and road cleansing
- Environmental Education and Awareness
- Grounds maintenance
- Provision of Cemeteries
- Building maintenance and repair services of Council properties
- Compliance activities to ensure works and services enable Council to meet statutory and regulatory requirements in relation to its Building and Assets
- Management, maintenance, replacement and disposal of the Council's fleet
- Management, development and performance monitoring of Council's Off Street Car Parks
- Front end service delivery of key amenities including Public Toilets
- Assessment of Building Control plans and assessment of building works in progress to ensure as is reasonably practicable, Building Regulations are not contravened.
- The administration of Property Certificates, Street Naming and Property Numbering for all new streets, The Dual Language Signage Policy.
- The inspection of Dangerous Structures in accordance with "The Public Health Acts Amendment Act 1907 – Section 30
- The enforcement of The Energy Performance of Buildings Regulations to ensure the production of Energy Performance Certificates, Display Energy Certificates and Air Conditioning Certificates.

- The Licensing of Places of Entertainment, Premises for the storage of Petroleum, Cinemas, Venues for Civil Marriages and Civil Partnerships in accordance with the relevant legislation.
- Corporate Health and Safety/Emergency Planning
- Capital Construction Delivery
- Bus Shelters & Signage
- Sustainability & Biodiversity

### **1.3 Customers & Stakeholders**

- Council (Officers, Elected Members, SMT)
- Funding Bodies (e.g. DAERA, DfC, EA, SEUPB, LCF, Sport NI, SIF, MSW, LUF)
- Members of the General Public / ratepayers
- External Agencies, including Central Government and District Council Working Groups (e.g. DfI Roads, NIW, NIE, BT, NIEA, LPS, SGN, PSNI, NIHE, HSE, PHA, Mid Ulster Disability Forum, Sport NI, NI Council Waste Forum, NI Technical Advisors Group, NI Council Grounds and Parks Forum, NILGA, NI amenity Council, Fairtrade Foundations, Energy Managers Forum, TAG NI, Logistics UK, ROSCPG, LASAN, BCNI, Licensing Forum etc.)
- Accreditation Bodies e.g. OHSAS 45001)
- Trade Union representatives
- Community Groups, residents associations, schools etc.
- Environmental NGO's (e.g. The Conservation Volunteers, Sustainable NI, NIEL, Woodlands Trust, Groundwork NI, Ulster Wildlife, RSPB, BTO, BRT)
- Local Businesses, commercial/trade customers, service providers, ICT Consultants / Contractors, Architects, Agents, Engineers, Solicitors, Estate Agents etc.

#### 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
1. To manage recovery of service delivery following disruption by Covid19 pandemic	Completed
2. To recycle/compost at least 59% of our household waste	Completed
3. To restrict the amount of household waste landfilled to no more than 4% of the total	Completed
4. To deliver a contract for the extension of Magherafelt Recycling Centre (£1.7m)	Commenced (work started Feb 2022)
5. To undertake a major tree planting scheme at Tullyvar landfill site	Completed
6. To achieve environmental regulatory compliance for Coalisland Recycling Centre	Delayed (due to site leasing issues)
7. To obtain ISO45001 H&S accreditation for Drumcoo Waste Transfer Station/HWRC	Completed
8. To review and revise the Council's statutory Waste Management Plan (WMP)	Delayed (due to issues with DAERA)
9. To work with SIB as lead Council on economic appraisal for Strategic Waste Management arrangements for N Ireland	Completed
10. To award new medium term contracts for recycling and waste management services	Completed
11. To undertake capital works to provide increased burial capacity and car parking at Forthill and Polepatrick cemeteries (£300k)	Completed
12. 90% of all domestic applications were responded to by BC within 21 days	Completed – 630 domestic full plan applications or 91.5%
13. 90% of all non-domestic applications were responded to by BC within 35 days	Completed – 157 non-domestic full plan applications or 93%

14. 90% of all amended plans submitted were responded to by BC within 14 days	Completed - 1010 set of amended plans were submitted or 93%
15. Increase Building Notice and Regularisation online Applications to 50%	Completed - 59% were submitted online
16. Increase Property Certificate applications received online to 50%	Completed - 84% of Property Certificate Applications were submitted online
17. Development of online facility for the submission of full plan applications upto 60m <sup>2</sup>	Completed
18. Research the application and introduce a trial of alternative fuelled Vehicles/Diverse Plant into Council's Fleet	Commenced and ongoing - orders placed for two electric vehicles and subsequently cancelled by supplier. New procurement approach agreed by P&R Committee.
19. Implement a GPS Mobile asset Tracking and Garage Management System	Commenced – procured and implementation scheduled for 22/23
20. Continued Implementation of Community led Public Convenience Provision (Year 2 of 3)	Commenced – APC agreements terminated and removed. Community options being explored
21. Completion of Council's Estate Strategy	Commenced - Progress delayed due to Covid 19, but in house Asset Management Strategy underway



22. Review of procedural guides for delivery of Capital Projects, reviewed in line with Service Improvement Workshop.	Commenced
23. Capital Project Delivery as outlined in the Capital Programme 2020-2024.	22 Projects completed at £10m. ICT / survey ancillary costs circa £900k for these projects
24. Develop and renew Biodiversity Action Plan and increase awareness of Biodiversity throughout the district.	Commenced, 19 public awareness/training events. Partnerships continue to be developed with other organisations (BTO, NIEA, BC, AIPP, CEDaR, etc.) to promote and deliver on-line training to encourage people in Mid Ulster take positive biodiversity action.
25. Council to obtain Fairtrade District Status.	Completed. Fairtrade application was made and full certification accreditation was achieved to enable Council obtain Fairtrade District Status.

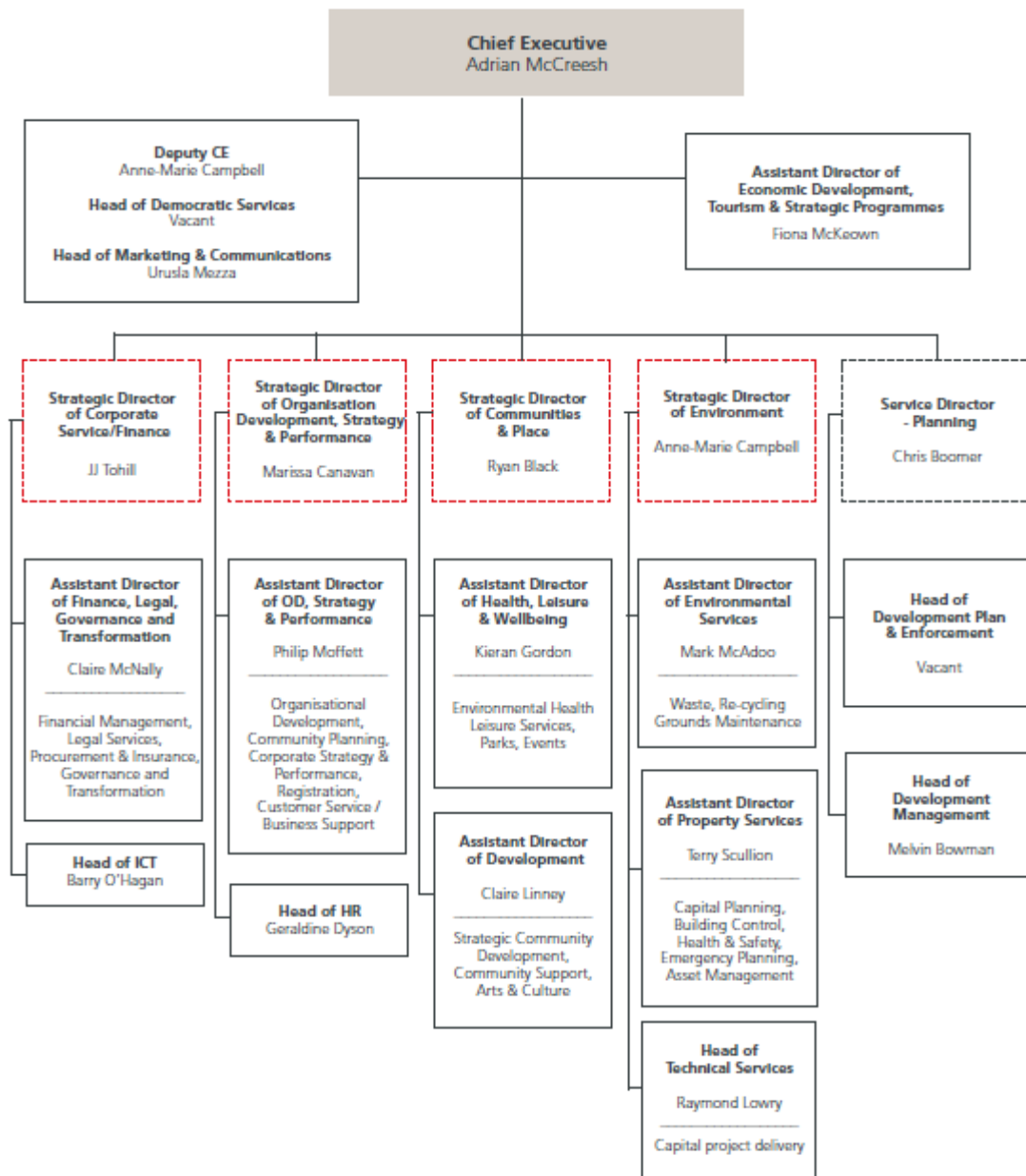
## 2.0 IMPROVING OUR SERVICES AND MANAGING PERFORMANCE - 2022/23

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

<b>Budget Headings</b>	<b>£</b>
Environmental Services	15, 593,147
Property Services	5,834,966
Technical Services	330,126
Strategic Director	369,041
Gross Budget	22,127,280
Income	(1,972,968)
Net Budget for 2022-23	20,154,312

## 2.2 Departmental Services - Council Structure - 2022/23



Staffing	No. of Staff
Assistant Director	2
Head of Service	1
Managers	9
Officers	30
Remaining Team	293
<b>Total</b>	<b>335</b>
<i>(Excludes Seasonal &amp; Casual employees)</i>	
<i>(Excludes Business Support who will be included in OD Plan)</i>	

### **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: Environment					
Link to Community Plan Theme:			Align to Corporate Plan Theme		
<i>CMP 4.2 Health &amp; Wellbeing - We have better availability to the right service, in the right place at the right time.</i>			<i>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.</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)
<b>1. To implement new structure for Environment Department</b>	<ul style="list-style-type: none"> <li>Develop and implement new structure for Environmental Services which fully integrates additional functions of Grounds Maintenance, Cemeteries and Sustainability</li> </ul>	31/03/23	<b>Mark McAdoo, Terry Scullion, Raymond Lowry</b>	<ul style="list-style-type: none"> <li>More efficient and joined up service delivery model</li> </ul>	<ul style="list-style-type: none"> <li>New structure in place and all posts filled to supervisor level.</li> </ul>

Service Name: Environmental Services					
Link to Community Plan Theme:			Align to Corporate Plan Theme		
CMP 2.2 Infrastructure - We increasingly value our environment & enhance it for our children			Environment: 4.1 We will continue to reduce our dependency on landfill through waste reduction and increased recycling and recovery.		
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)
<b>2. To recycle/compost at least 60% of household waste collected during the year</b>	<ul style="list-style-type: none"> <li>Ongoing collections of kerbside residual, dry recyclable and compostable waste every fortnight (on alternate weeks).</li> <li>Procurement of waste recycling and processing contracts</li> <li>Operation of network of Recycling Centres/Transfer Stations</li> <li>Delivery of Recycling Environmental Education Programme</li> </ul>	31/03/23	<b>Mark McAdoo/ Karl McGowan</b>	<ul style="list-style-type: none"> <li>At least 43,000 tonnes of household waste recycled or composted</li> <li>No more than 3,000 tonnes of household waste sent to landfill</li> </ul>	<ul style="list-style-type: none"> <li>Quarterly returns (WasteDataFlow)</li> <li>Quarterly/annual waste statistics NIEA reports</li> </ul>

Service Name: Environmental Services					
Link to Community Plan Theme:			Align to Corporate Plan Theme		
<i>CMP 2.2 Infrastructure - We increasingly value our environment &amp; enhance it for our children</i>			<i>Environment: 4.4 We will work to mitigate against impacts of climate change by taking steps to reduce our carbon emissions as an organisation.</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)
<b>3. To prepare a Sustainability Development and Climate Change Strategy for Council</b>	<ul style="list-style-type: none"> <li>• Prepare Sustainable Development and Climate Change Strategy in conjunction with Sustainable NI</li> <li>• Progress the NI Climate Adaptation Planning Cycle working in conjunction with Climate NI</li> <li>• Secure funding from LHLH Climate Challenge Fund</li> </ul>	31/03/23	<b>Karl McGowan</b>	<ul style="list-style-type: none"> <li>• Baseline established of existing Council carbon footprint and actions identified for future reductions in Co2 emissions</li> </ul>	<ul style="list-style-type: none"> <li>• Sustainable Development and Climate Change Strategy approved</li> <li>• Stage 3 of NI Climate Adaptation Planning Cycle achieved</li> <li>• Climate Challenge Funding secured</li> </ul>

Service Name: Environmental Services					
Link to Community Plan Theme:			Align to Corporate Plan Theme		
CMP 2.2 Infrastructure - We increasingly value our environment & enhance it for our children			Environment: 4.1 We will continue to reduce our dependency on landfill through waste reduction and increased recycling and recovery.		
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)
<b>4. To complete contract for the extension/refurb of Magherafelt HWRC &amp; Transfer Station</b>	<ul style="list-style-type: none"> <li>• Agree revised programme of works with contractor to complete extension and refurbishment of Magherafelt Recycling Centre and Waste Transfer Station</li> <li>• Implement phasing of works so as to minimise facility closure</li> <li>• Put in place temporary arrangements for site users</li> <li>• Manage delivery of project in conjunction with ICT team</li> <li>• Claim capital funding (£945k) from DAERA</li> </ul>	31/10/22	<b>Mark McAdoo</b>	<ul style="list-style-type: none"> <li>• Modern/split level enhanced facility</li> <li>• Improved traffic management</li> <li>• Better waste segregation on site</li> <li>• Improved levels of recycling/composting</li> <li>• Increased customer satisfaction</li> </ul>	<ul style="list-style-type: none"> <li>• HSENI and NIEA inspections/reports</li> <li>• Capital project delivery with time and budget</li> <li>• Capital funding claimed for over 50% cost of work</li> <li>• Customer feedback</li> </ul>



Service Name: Environmental Services					
Link to Community Plan Theme:			Align to Corporate Plan Theme		
CMP 2.2 Infrastructure - We increasingly value our environment & enhance it for our children			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)
<b>5. To achieve environmental regulatory compliance for Coalisland Recycling Centre</b>	<ul style="list-style-type: none"> <li>• Agree new site lease to permit works to proceed</li> <li>• Undertake new procurement exercise for appointment of contractor to install interceptor and complete works</li> <li>• Obtain P&amp;R approval for release of reserves and Environment Committee approval to award contract</li> <li>• Contractor to complete site work (facility closed for duration)</li> <li>• Submit application for new discharge consent to NIEA WMU</li> </ul>	31/03/23	<b>Karl McGowan / David Richardson</b>	<ul style="list-style-type: none"> <li>• No pollution from site</li> <li>• Improved site infrastructure e.g. repairs to surfacing</li> <li>• Compliance with regulatory consents</li> </ul>	<ul style="list-style-type: none"> <li>• Monitoring results from Water Management Unit</li> <li>• Inspection reports from NIEA Waste Licensing</li> </ul>

Service Name: Environmental Services					
Link to Community Plan Theme:			Align to Corporate Plan Theme		
<i>CMP 4.2 Health &amp; Wellbeing - We have better availability to the right service, in the right place at the right time.</i>			<i>Service Delivery: 2.1 We will improve services for our citizens through the development and delivery of an innovation agenda</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)
<b>6. To undertake further roll-out/phase of Refuse Collection Route Optimisation Project</b>	<ul style="list-style-type: none"> <li>Conduct further phase of route optimisation project</li> <li>Introduce collections by One Armed Vehicles (OAVs) to approximately 4000 households in Dungannon area</li> <li>Introduce collections by 32 tonne Refuse Vehicle to approximately 4000 households in Clogher Valley</li> </ul>	31/10/23	<b>David Richardson / Aaron Hoey</b>	<ul style="list-style-type: none"> <li>Improved health and safety on rural routes serviced by OAV</li> <li>Improved efficiency on routes collected by 32 tonne RCV</li> <li>Improved/simplified communications with affected householders</li> </ul>	<ul style="list-style-type: none"> <li>Reduction in number of accidents on rural routes</li> <li>Reduced return journeys to waste transfer station</li> <li>Number of complaints received from residents</li> </ul>

Service Name: Environmental Services					
Link to Community Plan Theme:			Align to Corporate Plan Theme		
CMP 5.1 Vibrant & safe Communities - We are a safer Community			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)
<b>7. To obtain ISO45001 for Cookstown and Moneymore HWRCs and Forthill Cemetery</b>	<ul style="list-style-type: none"> <li>Facilitates site visits/audits by external surveillance auditor</li> <li>Address any non-conformances and implement corrective actions identified during external audit process</li> </ul>	31/03/23	<b>Tony Law / Eunan Murray</b>	<ul style="list-style-type: none"> <li>Improved safety facilities on site</li> <li>Reduction in site accidents/incidents</li> <li>Enhanced reputation as exemplar facilities</li> </ul>	<ul style="list-style-type: none"> <li>Site accreditation</li> <li>Receipt of certification</li> </ul>

Service Name: Environmental Services					
Link to Community Plan Theme:			Align to Corporate Plan Theme		
<i>CMP 4.2 Health &amp; Wellbeing - We have better availability to the right service, in the right place at the right time.</i>			<i>Service Delivery: 2.1 We will improve services for our citizens through the development and delivery of an innovation agenda</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)
<b>8. To review and revise the Council's statutory Waste Management Plan (WMP)</b>	<ul style="list-style-type: none"> <li>Complete review of existing WMP in conjunction with WRAP/DAERA</li> <li>Procure external support to complete addendum to existing WMP in conjunction with partner Councils</li> <li>Undertake public consultation exercise if deemed necessary</li> </ul>	31/03/23	<b>Mark McAdoo / Karl McGowan</b>	<ul style="list-style-type: none"> <li>Compliance with the requirements of the Circular Economy Package (CEP) targets</li> <li>Compliance with requirements of Waste and Contaminated Land Order (NI) 1997</li> </ul>	<ul style="list-style-type: none"> <li>Existing WMP reviewed</li> <li>New WMP determined by DAERA</li> </ul>

Service Name: Environmental Services					
Link to Community Plan Theme:			Align to Corporate Plan Theme		
<i>CMP 4.2 Health &amp; Wellbeing - We have better availability to the right service, in the right place at the right time.</i>			<i>Service Delivery: 2.1 We will improve services for our citizens through the development and delivery of an innovation agenda</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)
<b>9. To progress project for joint Council Materials Sorting and Recycling Facility (MSRF)</b>	<ul style="list-style-type: none"> <li>Complete addendum to existing Full Business Case (FBC) to consider inclusion of seventh Council in the project (Lisburn City and Castlereagh Council)</li> <li>Commission an external review to consider potential implications of recent changes in the waste market and forthcoming legislation on the project feasibility</li> <li>Engage project management support from Strategic Investment Board (SIB) as considered necessary</li> </ul>	31/03/23	Mark McAdoo	<ul style="list-style-type: none"> <li>Greater collaboration on waste management work across N Ireland</li> <li>Enhanced regional co-operation on key waste management project</li> <li>Ability to deal with market uncertainty</li> <li>Increased transparency</li> <li>Sufficient long term capacity for recyclates</li> </ul>	<ul style="list-style-type: none"> <li>Addendum completed for Full Business Case</li> <li>External/review report completed</li> <li>Interim arrangements in place to progress project to pre-contract stage</li> </ul>

Service Name: Environmental Services					
Link to Community Plan Theme:			Align to Corporate Plan Theme		
<i>CMP 4.2 Health &amp; Wellbeing - We have better availability to the right service, in the right place at the right time.</i>			<i>Communities: 5.2 We will continue to support the sustainable development of our parks, forests &amp; green spaces, together with access to outdoor assets, including walking cycling trails &amp; water recreation.</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)
<b>10. To undertake health and safety enhancements / improvements at Council cemeteries</b>	<ul style="list-style-type: none"> <li>Undertake infrastructure improvements at Coolhill to include the removal of the overgrown perimeter trees that are at risk of falling and the levelling out of grass undulating areas</li> <li>Investigate installation of CCTV at the Council's three main cemeteries at: Polepatrick Forthill Cottagequinn</li> <li>Promote and enhance Memorial safety with ongoing programme of inspections and repairs where necessary.</li> </ul>	31/03/23	<b>Eunan Murray</b>	<ul style="list-style-type: none"> <li>Minimise the risk of damage and injury to the public and staff on site from fallen branches/trees and headstones</li> <li>Safe memorial space for cemetery visitors and workers. Deterrence of antisocial behaviour and instances of theft at graves.</li> </ul>	<ul style="list-style-type: none"> <li>Number of dangerous trees and headstones removed or repaired</li> <li>Number of CCTV cameras installed at the sites</li> <li>Reduction in reported number of thefts and anti-social behaviour</li> </ul>

Service Name: Property Services: Building Control & Licensing					
Link to Community Plan Theme:			Align to Corporate Plan Theme		
<i>CMP 1.1 Economic Growth - We prosper in a stronger &amp; more competitive economy</i>			<i>Service Delivery: 2.1 We will improve services for our citizens through the development and delivery of an innovation agenda</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)
<b>11. Realisation of Building Control Service Standards</b>	<ul style="list-style-type: none"> <li>• Ensure decisions are issued in respect of domestic applications within 21 days for 90% of applications</li> <li>• Each application is allocated to an officer on validation of application with deadline detailed</li> <li>• Daily monitoring of domestic applications by senior BC staff to ensure deadlines are met</li> </ul>	31/03/2023	<b>PJ Fox, Colm Currie</b>	<ul style="list-style-type: none"> <li>• A high standard has been set for customers to have decisions issued in respect of domestic applications within 21 days</li> </ul>	<ul style="list-style-type: none"> <li>• Decisions issued in respect of domestic applications within 21 days of validation for 90% of applications</li> </ul>

<p><b>11. Realisation of Building Control Service Standards (contd.)</b></p>	<ul style="list-style-type: none"> <li>To ensure decisions are issued in respect of non-domestic applications within 35 days for 90% of applications</li> <li>Each application is allocated to an officer on validation of application with deadline detailed</li> <li>Daily monitoring of non-domestic applications by senior BC staff to ensure deadlines are met</li> </ul>	<p>31/03/2023</p>	<p><b>PJ Fox, Colm Currie</b></p>	<ul style="list-style-type: none"> <li>A high standard has been set for customers to have decisions issued in respect of non-domestic applications within 35 days</li> </ul>	<ul style="list-style-type: none"> <li>Decisions issued in respect of non-domestic applications within 35 days of validation for 90% of applications</li> </ul>
<p><b>11. Realisation of Building Control Service Standards (contd.)</b></p>	<ul style="list-style-type: none"> <li>To ensure decisions are issued in respect of amended applications within 14 days for 90% of applications</li> <li>Each application is allocated to an officer on validation of application with deadline detailed</li> <li>Daily monitoring of amended applications by senior BC staff to ensure deadlines are met</li> </ul>	<p>31/03/2023</p>	<p><b>PJ Fox, Colm Currie</b></p>	<ul style="list-style-type: none"> <li>A high standard has been set for customers to have decisions issued in respect of amended applications within 14 days</li> </ul>	<ul style="list-style-type: none"> <li>Decisions issued in respect of amended applications within 14 days of receipt for 90% of applications</li> </ul>



<p><b>11. Realisation of Building Control Service Standards (contd.)</b></p>	<ul style="list-style-type: none"> <li>To ensure that all new addresses are registered and activated on the LPS Pointer Addressing Database</li> <li>Each new dwelling to be registered and allocated an address at validation stage</li> <li>Street nameplate signage for new developments to be erected following occupation of dwellings</li> </ul>	<p>31/03/2023</p>	<p><b>PJ Fox, Colm Currie, and SBCO's</b></p>	<ul style="list-style-type: none"> <li>Each new property being erected and subsequently occupied will be registered on the Pointer Addressing Database</li> </ul>	<ul style="list-style-type: none"> <li>Each property will be allocated a "Unique Property Reference Number" by LPS following the verified submission of an application to Building Control.</li> <li>Street nameplates to be erected on new streets following occupation of properties on that street.</li> </ul>
<p><b>11. Realisation of Building Control Service Standards (contd.)</b></p>	<ul style="list-style-type: none"> <li>Undertake a review of the current suite of Procedural Documents used to administrate the way we provide our Services and make updates to reflect: <ul style="list-style-type: none"> <li>Our improved online capabilities</li> <li>Additional legislative requirements</li> <li>Departmental structural changes.</li> </ul> </li> </ul>	<p>31/03/2023</p>	<p><b>PJ Fox, Colm Currie, and Rodney Gillis</b></p>	<p>Internal &amp; External stakeholders will experience:</p> <ul style="list-style-type: none"> <li>an up-to-date Building Control and Licensing Service,</li> <li>aligned services across the district as a whole,</li> <li>Consistency in approach in how services are delivered.</li> </ul>	<ul style="list-style-type: none"> <li>Completion of a suite of up-to-date Procedural Documents ready for implementation by the Building Control &amp; Licensing services</li> </ul>

<p><b>11. Realisation of Building Control Service Standards (contd.)</b></p>	<ul style="list-style-type: none"> <li>• A validation check will be completed on 75% of submitted Building Control applications within 5 working days of receipt: <ul style="list-style-type: none"> <li>• Manage administrative team and resources to achieve targets</li> <li>• Provide additional staff training where required</li> <li>• Amend/update procedures to improve efficiencies</li> </ul> </li> </ul>	<p>31/03/2023</p>	<p><b>PJ Fox, Colm Currie, and SBCO's</b></p>	<ul style="list-style-type: none"> <li>• Agents will have applications processed promptly and efficiently.</li> </ul>	<ul style="list-style-type: none"> <li>• Tascomi reporting functions will be used demonstrate numbers of applications validated within set target from date received</li> </ul>
<p><b>11. Realisation of Building Control Service Standards (contd.)</b></p>	<ul style="list-style-type: none"> <li>• Review our current online presence and make updates to align it with our Building Control Service objectives and related Procedural Documents, and Council's Draft Digital Strategy to reflect: <ul style="list-style-type: none"> <li>• The services we provide</li> <li>• Our online capabilities</li> </ul> </li> </ul>	<p>31/03/2023</p>	<p><b>PBCO's</b></p>	<ul style="list-style-type: none"> <li>• Stakeholders will have increased online access to MU Building Control Service.</li> </ul>	<ul style="list-style-type: none"> <li>• A functional online presence assessable to all our stakeholders.</li> </ul>

Service Name: Property Services: Building Control & Licensing					
Link to Community Plan Theme:			Align to Corporate Plan Theme		
<i>CMP 4.2 Health &amp; Wellbeing - We have better availability to the right service, in the right place at the right time.</i>			<i>Service Delivery: 2.1 We will improve services for our citizens through the development and delivery of an innovation agenda</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)
<b>12. Increased on line Building Control service delivery</b>	<ul style="list-style-type: none"> <li>• Increase Building Notice and Regularisation online Applications to 65%</li> <li>• Raise awareness of online facility with companies which make multiple applications</li> <li>• Encourage applicants to make applications online</li> <li>• Ensure all online applications are validated daily</li> </ul>	31/03/2023	<b>PJ Fox Colm Currie</b>	<ul style="list-style-type: none"> <li>• Customers can avail of online facilities thereby have access to services 24/7.</li> </ul>	<ul style="list-style-type: none"> <li>• Number of applications received from the online portal for Building Notices and Regularisation Certificates.</li> </ul>

<p><b>12. Increased on line Building Control service delivery (contd).</b></p>	<ul style="list-style-type: none"> <li>• Increase Property Certificate applications received online to 75%.</li> <li>• Continually raise awareness of online facility with Solicitors</li> <li>• Actively encourage non-participating Solicitors to utilise the online portal.</li> <li>• Staff to prioritise online applications to highlight the benefits of the online portal.</li> </ul>	<p>31/03/2023</p>	<p><b>PJ Fox Colm Currie</b></p>	<ul style="list-style-type: none"> <li>• Customers can avail of online facilities thereby have access to services 24/7.</li> <li>• More efficient service for online applications.</li> </ul>	<ul style="list-style-type: none"> <li>• Number of applications received from the online portal property certificate applications.</li> </ul>
<p><b>12. Increased on line Building Control service delivery (contd).</b></p>	<ul style="list-style-type: none"> <li>• Further develop and promote the existing online facility to extend to the submission of Full Plan Applications for all domestic properties.</li> <li>• Liaise with Tascomi regarding provision of online facility on Council Direct</li> <li>• Develop and finalise procedural documentation for Officers on implementation of online facility</li> <li>• Accept the applications for domestic properties only (except speculative development) with the view to developing the Online Service</li> </ul>	<p>31/03/2023</p>	<p><b>PJ Fox, Colm Currie, and SBCO's</b></p>	<ul style="list-style-type: none"> <li>• Customers can avail of online facilities thereby have access to services 24/7.</li> <li>• Submission of plans online will lead to a digital service being available.</li> </ul>	<ul style="list-style-type: none"> <li>• Availability of online portal for submission of full plan applications by Architects / Agents.</li> </ul>

<p><b>12. Increased on line Building Control service delivery (contd).</b></p>	<ul style="list-style-type: none"> <li>• Undertake further digitisation of BC files</li> <li>• Access to all files available to all Officers remotely</li> <li>• Long term preservation of records</li> <li>• Easy retrieval of digitised information</li> </ul>	<p>31/03/2023</p>	<p><b>PJ Fox, Colm Currie, and SBCO's</b></p>	<ul style="list-style-type: none"> <li>• Potentially can reduce carbon footprint of the Building Control Department as file information is available to others digitally in lieu of hard copy and officers do not require to travel to main offices to access the relevant information.</li> <li>• Can assist to alleviate current pressures on storage space in Building Control offices</li> <li>• File records can be accessed digitally, therefore can be accessed remotely, thereby easy retrieval of information</li> </ul>	<ul style="list-style-type: none"> <li>• All officers have access to mobile IT equipment and can connect via remotely. Therefore access to this information is available without visiting main offices and continuation of work practices (i.e. site inspections) remain undisrupted</li> <li>• Use of paper/ printing should be reduced, therefore effectively reducing ongoing departmental costs if a further digitised project is carried out.</li> </ul>
--	--	-------------------	---	---	---

Service Name: Property Services: Building Control & Licensing					
Link to Community Plan Theme:			Align to Corporate Plan Theme		
CMP 2.2 Infrastructure - We increasingly value our environment & enhance it for our children			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)
<b>13. Realisation of Building Control Energy performance compliance</b>	<ul style="list-style-type: none"> <li>Enforcement of Energy Performance of Buildings Regulations.</li> <li>Inspection of premises for compliance</li> <li>Provide additional information to estate agents</li> <li>Enforcement in relation to non-compliant estate agents and premises</li> <li>All new Buildings to have an EPC in place where applicable</li> </ul>	31/03/2023	<b>PJ Fox, Colm Currie and SBCO's</b>	<ul style="list-style-type: none"> <li>Increase in EPB Legislation compliance from Estate Agents in accordance with the agreed Procedural Document</li> </ul>	<ul style="list-style-type: none"> <li>Monitoring and enforcement will show that there will be a measured reduction in the number of non-compliant estate agents due to the risk of receiving a Penalty Charge Notice</li> </ul>

Service Name: Property Services: Corporate H&S and Emergency planning					
Link to Community Plan Theme:		Align to Corporate Plan Theme			
<i>CMP 3.1 Education &amp; Skills - Our People are better qualified &amp; more skilled</i>		<i>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.</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)
<b>14. Provision of workplaces in compliance with Legislation, and embedding a Health and Safety Culture</b>	<ul style="list-style-type: none"> <li>Officers in the Corporate Health and Safety Service will Audit and Inspect 30 Council facilities on the basis of risk and produce Corrective Action Plans for these.</li> </ul>	31/03/2023	<b>Rory Donnelly</b>	<ul style="list-style-type: none"> <li>The Health and Safety inspection will be arranged in conjunction with the Service Manager to identify and assess the risks in the workplace and the management of controls to ensure that so far as is reasonably practicable work spaces are safe</li> </ul>	<ul style="list-style-type: none"> <li>Details as to the numbers of inspections undertaken will be provided monthly to Councils Senior Management Team and quarterly to Councils Health and Safety Committee</li> </ul>
<b>14. Provision of workplaces in compliance with Legislation, and embedding a Health and Safety Culture (contd).</b>	<ul style="list-style-type: none"> <li>Officers in the Corporate Health and Safety Service will undertake 20 revisits to Council facilities to assess compliance with the recommendations made in these Corrective Action Plans</li> </ul>	31/03/2023	<b>Rory Donnelly</b>	<ul style="list-style-type: none"> <li>Upon completion of the Corrective action report a revisit to the facility will be undertaken to ensure recommendations have been completed and so far as is reasonably practicable work spaces are safe</li> </ul>	<ul style="list-style-type: none"> <li>Details as to the number of inspections undertaken will be provided monthly to Councils Senior Management Team and quarterly to Councils Health and Safety Committee</li> </ul>

<p><b>14. Provision of workplaces in compliance with Legislation, and embedding a Health and Safety Culture (contd).</b></p>	<ul style="list-style-type: none"> <li>Officers in the Corporate Health and Safety Section will review and update 4 Corporate Health and Safety Procedures and ensure that these refreshed procedures are updated and consulted upon</li> </ul>	<p>31/03/2023</p>	<p><b>Rory Donnelly</b></p>	<ul style="list-style-type: none"> <li>The review and consultation of these procedures will enhance and ensure the safe delivery of services, that are accessible and customer focused</li> </ul>	<ul style="list-style-type: none"> <li>Consultation on procedures will be consulted upon with Heads of Service, Councils Senior Management Team and the Health and Safety committee. When agreed the revised procedure will be uploaded to the Councils Health and Safety intranet site</li> </ul>
--	---	-------------------	-----------------------------	---	--



Service Name: Property Services :Building & assets					
Link to Community Plan Theme:			Align to Corporate Plan Theme		
CMP 2.2 Infrastructure - We increasingly value our environment & enhance it for our children			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)
<b>15. Research the application and introduce a trial of alternative fuelled Vehicles/Diverse Plant into Council's Fleet</b>	Deliver 2022 to 2023 Replacement Fossil Fuel Capital Programme (Plan 2019-2023): <ul style="list-style-type: none"> <li>• Purchase replacement of fossil fuel derived vehicles/diverse plant (fleet items) on an annual basis Schedule replacement vehicles/diverse plant based on age and application.</li> <li>• Conduct regular benchmarking exercises with other companies/organisations in "next" practice green vehicle replacement programmes/ diverse plant /green technologies in order to reduce emissions (both GHG emissions and air pollutants) from vehicles used in</li> <li>• Draw up annual procurement schedule</li> </ul>	31/03/23	<b>Paddy Conlon, Billy Withers and the Fleet Officer</b>	<ul style="list-style-type: none"> <li>• Minimise environmental impact and carbon footprint of Council's own activities</li> </ul>	<ul style="list-style-type: none"> <li>• Number of fleet items replaced against annual plan</li> <li>• Asset/disposal register updated</li> <li>• Staff learning and development in completed</li> <li>• Annual Review Fossil Fuel Programme completed</li> </ul>

	<p>(review green fleet criteria – whole life cost modelling)– include scope, requirements, budgets etc.</p> <ul style="list-style-type: none"> <li>• Maintain asset/disposal register (e.g. auction items etc.) as per policy/protocol</li> <li>• Staff learning and development familiarisation programme/guidance materials in place for new fleet items</li> <li>• Review and revise Capital programme plan</li> </ul>				
<p><b>15. Research the application and introduce a trial of alternative fuelled Vehicles/Diverse Plant into Council’s Fleet (contd).</b></p>	<p>Conduct audit and develop baseline Fossil fuel Usage Baseline Report on Fleet/diverse plant:</p> <ul style="list-style-type: none"> <li>• Monitor the impact of the reduction of fossil fuelled (e.g. Diesel and Petrol powered) on Council operational vehicles/diverse plant</li> <li>• Consumption and usage of fossil fuel can be measured using fuel consumption reports and expenditure –</li> <li>• Monthly monitoring reports produced</li> </ul>	31/03/23	<p><b>Paddy Conlon, Billy Withers and the Fleet Officer</b></p>	<ul style="list-style-type: none"> <li>• Recognition Council’s carbon footprint through fossil fuel usage.</li> </ul>	<ul style="list-style-type: none"> <li>• Audit complete and Baseline Report produced.</li> </ul>

<p><b>15. Research the application and introduce a trial of alternative fuelled Vehicles/Diverse Plant into Council's Fleet (contd).</b></p>	<ul style="list-style-type: none"> <li>• Purchasing up to two alternative fuel vehicles/diverse plant in year, and annually over the remaining years of the replacement programme.</li> <li>• Benchmark (time series) fuel usage reports</li> <li>• This is subject to continued affordability post COVID-19, and easement of government public procurement exercises at this time.</li> </ul>	<p>31/03/23</p>	<p><b>Paddy Conlon, Billy Withers and the Fleet Officer</b></p>	<ul style="list-style-type: none"> <li>• Reduction in the Councils carbon foot print through less fuel usage.</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum of Two vehicles to be purchased</li> <li>• Production of time series annual Fuel Usage Reports</li> </ul>
--	--	-----------------	---	--	--

Service Name: Property Services :Building & assets					
Link to Community Plan Theme:			Align to Corporate Plan Theme		
<i>CMP 2.1 Infrastructure - We are better connected through appropriate infrastructure</i>			<i>Environment: 4.4 We will work to mitigate against impacts of climate change by taking steps to reduce our carbon emissions as an organisation.</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)
<b>16. Implement a GPS Mobile asset Tracking and Garage Management System</b>	<ul style="list-style-type: none"> <li>Maintain current Masternaut GPS tracking system available in legacy Cookstown vehicles/diverse plant.</li> </ul>	Annually	<b>Paddy Conlon, Billy Withers and the Fleet Officer</b>	<ul style="list-style-type: none"> <li>Partial tracking &amp; monitoring of the fleet</li> </ul>	<ul style="list-style-type: none"> <li>Cookstown Vehicles/diverse plant are GPS tracking reports</li> </ul>
<b>16. Implement a GPS Mobile asset Tracking and Garage Management System (contd).</b>	<ul style="list-style-type: none"> <li>Maintain current Supatrak system is present in some Refuse Collection vehicles and is used for operational management of the fleet on a day to day basis.</li> </ul>	Annually	<b>Paddy Conlon, Billy Withers and the Fleet Officer</b>	<ul style="list-style-type: none"> <li>This enables tracking and monitoring of the fleet in part only.</li> </ul>	<ul style="list-style-type: none"> <li>Partial tracking fleet report</li> </ul>
<b>16. Implement a GPS Mobile asset Tracking and Garage Management System (contd).</b>	<ul style="list-style-type: none"> <li>Maintain current management of the garage and its operations utilising manual and a paper based system in order to maintain compliance.</li> </ul>	31/08/22	<b>Paddy Conlon, Billy Withers and the Fleet Officer</b>	<ul style="list-style-type: none"> <li>Regulatory compliance</li> </ul>	<ul style="list-style-type: none"> <li>Regular paper based productivity reports.</li> </ul>

<p><b>16. Implement a GPS Mobile asset Tracking and Garage Management System (contd).</b></p>	<ul style="list-style-type: none"> <li>• Implement the new GPS fleet tracking system with garage software to ensure all assets are tracked and maintained as per Council’s Fleet Operator Licence.</li> <li>• Conduct research, benchmark best practice.</li> <li>• Undertake current process mapping exercises for current GPS tracking and Garage paper based systems – understand the “as is” (current) versus the “to be” (future) requirements.</li> <li>• Prepare procurement schedule.</li> <li>• Develop associated implementation plan for new GPS tracking system.</li> <li>• Develop associated implementation project plan for Garage software system.</li> <li>• Develop associated learning and development and communication plans for staff regarding new software systems.</li> <li>• Run, test and pilot systems</li> <li>• The introduction of asset tracking and garage software will enable real time fleet analytics on fleet compliance and maintenance.</li> </ul>	<p>31/08/22</p>	<p><b>Billy Withers and the Fleet Officer</b></p>	<ul style="list-style-type: none"> <li>• This GPS system will enable real time fleet analytics and performance reporting</li> <li>• Efficient, real time and compliant electronic garage performance management system.</li> </ul>	<ul style="list-style-type: none"> <li>• Two project plans in place</li> <li>• Learning and Development / guidance materials in place and completed</li> <li>• GPS and Electronic Garage maintenance systems go live.</li> </ul>
---	--	-----------------	---	--	--

Service Name: Property Services :Building & assets					
Link to Community Plan Theme:		Align to Corporate Plan Theme			
<i>CMP 4.2 Health &amp; Wellbeing - We have better availability to the right service, in the right place at the right time.</i>		<i>Service Delivery: 2.1 We will improve services for our citizens through the development and delivery of an innovation agenda</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)
<b>17. Continued Implementation of Community led Public Convenience Provision (Year 2 of 3)</b>	<ul style="list-style-type: none"> <li>Implementation of phased plan to provide Community led toilet provision. Will be promoted and implemented via the Building and Assets team in conjunction with Community and Development Services.</li> </ul>	31/03/23	<b>Paddy Conlon &amp; Cormac McGinley</b>	<ul style="list-style-type: none"> <li>Public conveniences provision will be delivered or provided by the community.</li> </ul>	<ul style="list-style-type: none"> <li>Reduction in the number of Council owned public toilets.</li> </ul>

Service Name: Property Services :Building & assets					
Link to Community Plan Theme:			Align to Corporate Plan Theme		
CMP 2.1 Infrastructure - We are better connected through appropriate infrastructure			Service Delivery: 2.4 We will develop & implement an Asset Management Plan for the Council and, with our partners, work to develop a public sector-wide Asset Management Plan for 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)
<b>18. Completion of Council's Asset Management Strategy</b>	Update and conclude Council's Estates Strategy and Asset Management Plan: <ul style="list-style-type: none"> <li>An agreed time bound strategic plan with indicative costs and that considers affordability challenges to effectively manage and maintain Council's assets, now and in the future.</li> </ul>	31/10/22	<b>T Scullion</b>	<ul style="list-style-type: none"> <li>Council roadmap on how to utilise, acquire and dispose of Council assets</li> </ul>	<ul style="list-style-type: none"> <li>Completed Council's Estates Strategy in place</li> </ul>
<b>18. Completion of Council's Asset Management Strategy (contd).</b>	Property services continue to maintain Council's estate based on limited budget provision, and future budget uncertainty to ensure buildings, facilities and spaces are fit for use by staff and the general public by: <ul style="list-style-type: none"> <li>Keeping up to date maintenance log (maintained) on the Alcumus computerised maintenance management system that will enable monitoring of year on year maintenance calls.</li> </ul>	31/03/23	<b>Paddy Conlon, Cormac McGinley &amp; Eamon McDonnell</b>	<ul style="list-style-type: none"> <li>A safe and compliant estate is achieved</li> </ul>	<ul style="list-style-type: none"> <li>Up-to-date Monthly Alcumus reports available</li> <li>% of maintenance activities achieved against log and within budget</li> </ul>

<p><b>18. Completion of Council's Asset Management Strategy (contd).</b></p>	<ul style="list-style-type: none"> <li>Property Services are to review and procure a computerised maintenance system management system as the current Alcumcus system is coming to the end of its contract. This will require Property Services to develop a specification and meet the needs of the council and other stake holder within the organisation whilst meeting legislative responsibilities.</li> </ul>	<p>31/01/23</p>	<p><b>Paddy Conlon, Cormac McGinley &amp; Eamon McDonnell</b></p>	<ul style="list-style-type: none"> <li>A full systematic approach will be obtained for inspections and maintenance requests.</li> </ul>	<ul style="list-style-type: none"> <li>Implementation of the software based on the outcome of the procurement process.</li> </ul>
<p><b>18. Completion of Council's Asset Management Strategy (contd).</b></p>	<ul style="list-style-type: none"> <li>Maintain management of the council's asset register in relation to leased and rented properties in conjunction with legal services and other departments to ensure the council's property rental income is adequately managed, including acquisitions and disposals subject to affordability.</li> <li>Monitoring inspection regime in place and disseminated to all relevant staff members.</li> <li>Legal services and other Client services to ensure that assets are recorded and inspected on a structured basis to ensure good governance.</li> </ul>	<p>31/12/22</p>	<p><b>T Scullion</b></p>	<ul style="list-style-type: none"> <li>Full rental asset property rental income achieved and full inspections completed</li> </ul>	<ul style="list-style-type: none"> <li>100% of asset property rental monitoring inspection regime completed.</li> </ul>



<p><b>18. Completion of Council's Asset Management Strategy (contd).</b></p>	<ul style="list-style-type: none"> <li>• Develop a structured methodology to ensure asset maintenance undertaken is adequately resourced to achieve specific standards.</li> <li>• A matrix for the allocation of maintenance resources will ensure budget matches the maintenance standard required for the property or asset type and frequency</li> <li>• Cognisance of maintenance investment required to maintain schemes funded through Council's Capital Programme is recognised, captured and recorded</li> </ul>	<p>31/03/23</p>	<p><b>Paddy Conlon, Cormac McGinley &amp; Eamon McDonnell</b></p>	<ul style="list-style-type: none"> <li>• Maintenance resources will be allocated to council assets that are going to be required in the long term, and investment reduced on assets that are not</li> </ul>	<ul style="list-style-type: none"> <li>• Structured asset management standardisation matrices in place</li> <li>• Investment plans for short, medium and long term assets identified and plans in place</li> </ul>
--	---	-----------------	---	---	--

Service Name: Technical Services					
Link to Community Plan Theme:			Align to Corporate Plan Theme		
CMP 5.1 Vibrant & safe Communities - We are a safer Community			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)
<b>19. Deliver of capital projects in line with the capital framework, funder's deadlines, all on programme and budget.</b>	<ul style="list-style-type: none"> <li>Define / review / establish process for Project Management of Capital Projects whilst keeping track of government guidelines on social distancing during and post COVID 19 pandemic / Brexit / Protocol / Ukraine Conflict etc.</li> </ul>	31/03/23	<b>Johnny McNeill, Mark Leavey, Raymond Lowry</b>	<ul style="list-style-type: none"> <li>Improved IT access to ensure projects can continue to progress through the various RIBA stages 0-4</li> </ul>	<ul style="list-style-type: none"> <li>Programme delays will be evident if projects are not progressed.</li> </ul>
<b>20. Deliver a Biodiversity service for MUDC.</b>	<ul style="list-style-type: none"> <li>Define / review / establish process for Biodiversity delivery</li> </ul>	31/03/23	<b>Mark Edgar, Raymond Lowry</b>	<ul style="list-style-type: none"> <li>Due to Covid, projects requiring volunteer involvement are being undertaken with restricted participation, with all Government and Council guidelines being adhered to. Continue to examine ways to progress/promote biodiversity during these times of restrictions.</li> </ul>	<ul style="list-style-type: none"> <li>Progress activity to be recorded and presented to council for information purposes on a quarterly basis.</li> </ul>

<p><b>21. Deliver a Bus Shelters service for MUDC.</b></p>	<ul style="list-style-type: none"> <li>Define / review / establish process for Bus Shelter delivery</li> </ul>	<p>31/03/23</p>	<p><b>Johnny McNeill, (TS Officers)</b></p>	<ul style="list-style-type: none"> <li>By progression of this function the full implementation of the Bus Shelters can be delivered within the district</li> </ul>	<ul style="list-style-type: none"> <li>Report to Council on monthly basis will record progress made.</li> </ul>
<p><b>22. Deliver a facilities signage service for MUDC.</b></p>	<ul style="list-style-type: none"> <li>Continue signage delivery for facilities in accordance signage programme.</li> </ul>	<p>31/03/23</p>	<p><b>Johnny McNeill, Raymond Lowry</b></p>	<ul style="list-style-type: none"> <li>By progression of this function the full implementation of the dual language signage will be rolled out to all facility venues.</li> </ul>	<ul style="list-style-type: none"> <li>Report to Council on quarterly basis will record progress made.</li> </ul>

Service Name: Technical Services					
Link to Community Plan Theme:			Align to Corporate Plan Theme		
CMP 2.2 Infrastructure - We increasingly value our environment & enhance it for our children			Economy: 3.5 We will have a prioritised, sustainably resourced programme of capital investment supporting the enhancement of facilities for local people & contributing to the regeneration of the district.		
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)
<b>23. Delivery of the capital programme in accordance with projected timelines.</b>	<ul style="list-style-type: none"> <li>Corporate Improvement Objective 4 - We will contribute to the ongoing regeneration of our district by delivering a capital investment programme, enhancing facilities and opportunities for local people</li> <li>CIP01, CIP02 and CIP03 to be managed by Head of Technical Services</li> </ul>	31/03/23	<b>Raymond Lowry</b>	<ul style="list-style-type: none"> <li>Contribute to the ongoing regeneration of our district</li> </ul>	<ul style="list-style-type: none"> <li>Regular reports to the working group / SRO will be presented to chart progress against proposed targets.</li> </ul>
<b>23. Delivery of the capital programme in accordance with projected timelines (contd.)</b>	<ul style="list-style-type: none"> <li>Completion of 21 number projects noted in Capital Programme delivery 2020-2024 to be delivered as approved by Council For Directorate of Communities and place with a value circa £3.39m and commencement of a further 6 projects with a value of circa £9.6m</li> <li>Completion of 1 project noted in Capital Programme delivery 2020-2024 with a value circa £1.5m.</li> </ul>	31/03/23	<b>Johnny McNeill, Mark Leavey, Raymond Lowry</b>	<ul style="list-style-type: none"> <li>Completed schemes will have enhanced visitor experience with new/ refurbished facility upgrades. Upgrades will ensure facilities meet the public demand</li> </ul>	<ul style="list-style-type: none"> <li>Schemes will be completed and open to the public to use. Project costs will be presented to the Environment Committee on monthly basis</li> </ul>

Service Name: Technical Services					
Link to Community Plan Theme:			Align to Corporate Plan Theme		
CMP 2.2 Infrastructure - We increasingly value our environment & enhance it for our children			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)
<b>24. Sustainability of Capital Projects / Assets</b>	<ul style="list-style-type: none"> <li>Corporate Improvement Objective 1</li> <li>Milestone: introduce and pilot sustainability assessment for capital projects</li> </ul> Key Actions: <ol style="list-style-type: none"> <li>work with Sustainable NI to review and adapt draft sustainability screening tool</li> <li>carry out sustainability assessment in the early stages of a number of capital projects</li> </ol>	31/03/23	<b>Raymond Lowry</b>	<ul style="list-style-type: none"> <li>Council considers environmental and climate change impact of their capital projects and seeks to reduce any negative impact found.</li> </ul> <p>Council can increasingly demonstrate that sustainable development and climate change considerations are being integrated in their decision making process around capital projects</p>	<ul style="list-style-type: none"> <li>Regular reports to the working group / SRO will be presented to chart progress against proposed targets.</li> </ul>

## 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 complete contract works for the extension and refurbishment of Magherafelt Recycling Centre and Waste Transfer Station	31/10/22	Mark McAdoo	Modern/split level enhanced facility. Improved traffic management. Better waste segregation on site. Improved levels of recycling/composting Increased customer satisfaction.	HSENI and NIEA inspections/reports. Capital project delivery with time and budget.
To undertake improvement works at Coalisland Recycling Centre	31/03/23	Karl McGowan / David Richardson	No site pollution. Improved site infrastructure e.g. new compactors. Improved site security e.g. CCTV. Compliance with regulatory consents.	Monitoring results from Water Management Unit. Inspection reports from NIEA Waste Licensing.
To undertake further roll-out/phase of Refuse Collection Route Optimisation Project	31/07/22	David Richardson / Aaron Hoey	Improved health and safety on rural routes serviced by OAV. Improved efficiency on routes collected by 32 tonne RCV. Improved/simplified communications with affected householders.	Reduction in number of accidents on rural routes. Reduced return journeys to waste transfer station. Number of complaints received from residents.

Increased on-line Building Control service delivery associated with applications across the three offices	31/03/23	PJ Fox & Colm Currie	Processes and procedures implemented to meet customer needs in a modern day business environment	An increased number of on line applications transacted across the services, recorded per office.
Greenvale Leisure Centre, Seamus Heaney Home Place, Magherafelt Wood and Metal work sites and Drumcoo Waste Transfer and Recycling centre will be externally appraised for continued accreditation to ISO45001	31/03/23	Rory Donnelly	Achievement of the standard will demonstrate evidence of good health and Safety Management and compliance with the law and deliver worker protection	These Sites will have re-attained the ISO45001 Accreditation
Work will be undertaken with Ballyronan Marina, Cookstown Recycling centre, Moneymore recycling centre, Forthill cemetery and Dungannon Leisure centre in anticipation of external accreditation to the ISO45001 standard	31/03/23	Rory Donnelly	Processes and procedures will be developed and implemented to allow these facilities to attain accreditation	A procurement exercise will have been completed to allow these 5 Council facilities to progress to external accreditation and achievement to the standard
Continue to promote use of virtual platforms for teams meeting in lieu of face to face office environment meetings. – Ongoing process in line with technology available.	31/03/23	R Lowry J McNeill M Leavey	Reduce time spent travelling to meetings and reduction in mileage expenditure	Review annually and report monthly to council through the Env Committee
Review IT software options for Capital project delivery from inception to completion.	31/03/23	R Lowry J McNeill M Leavey	To improve time management and efficiency of tech services resources	Review every 6 months
Look to establish Capital Working Group with other similar Councils	31/03/23	R Lowry J McNeill M Leavey	Continued Professional development with officers	Update report on progress of meetings to be forwarded to Directorate.
Review Audit in Q4 2021-22 and implement recommendations where appropriate	31/03/23	R Lowry J McNeill M Leavey Elaine McGeown	Continue satisfactory assurance on Capital Delivery	All recommendations on Audit have been reviewed with Internal Audit Officer and signed off.

Review and streamline Capital Data Information recording	30/09/22	J McNeill M Leavey Elaine McGeown	Efficiency in Administration work	All systems reviewed and established – Internal department review in Q4 by HoS
Establish framework for ICT support services i.e M&E, QS, Structural, Topo Surveys	31/03/23	J McNeill M Leavey	Streamline Procurement process and Capital Delivery	Framework completed and implemented



## **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.	Risk of disruption to frontline service delivery due to industrial action	9	Prioritisation of service delivery during strike periods e.g. black/blue bin collections instead of brown bins.  Engagement with trade unions at local/regional level
2.	Withdrawal of or disruption to service contracts due to inflationary pressures in relation to fuel and energy costs	9	Engagement with service providers to agree payment of temporary surcharges (subject to evidence).  Lobbying for central government funding/support
3.	Failure to meet statutory waste management targets	6	Statutory quarterly reporting of recycling and landfill diversion performance to NIEA via the online Waste Data Flow system (confirms statutory recycling and landfill diversion targets have been achieved).  Network of Recycling Centres (11 No.) and Waste Transfer Stations (3 No.) in operation across district  Annual Recycling and Environmental Education Programme delivered across local schools, community groups etc. including themed campaigns.
4.	Environmental pollution incident as a result of managing three landfill sites e.g. from leachate, landfill gas etc.	6	Environmental monitoring contract and pollution insurance cover in place.  Technically competent staff on site

			Landfill gas collection systems in place at all three sites (for flaring and/or production of electricity)  Progressive capping/closure of landfill sites
5.	Fraud, bribery or theft	6	Monitoring of online CCTV at facilities and on vehicle cameras systems as required. Pre-payment system at three main Recycling Centres to reduced receipt/handling of cash at relevant sites.
6.	Failure to deliver waste related capital projects on time and within budget	6	Utilisation of suitably qualified and experienced consultants to assist with project delivery  Regular risk reduction meetings held on site
7.	Inadequate Health and Safety systems and processes in place leading to injury to employee or member of the public.	6	Health and Safety risk assessments in place for all activities including refuse route risk assessments  Range of statutory and other health and safety training provided for all operatives and drivers
8.	Legal/procurement challenge in relation to the award of a major contract	6	Undertake regular procurement training/briefings  Access legal advice and guidance in a timely manner
9.	Compliance and Risk in terms of statutory asset compliance and energy management	8	Statutory compliance planned through Alcumus Maintenance management system and development of maintenance plan
10.	Potential failure to manage and exploit assets by failure to utilise asset or poorly maintain	8	Computerised asset management and maintenance information system continuing to be populated

11.	Procurement of Services, Contracts, consumables, and stock items to aid alignment of third party providers in compliance with procurement policy and governance	9	Service work plan developed and being actioned in conjunction with Procurement and Finance teams
12.	Fleet Management, compliance with MUDC's Operator's licence and Transport Management Undertaking	9	Transport Manager appointed and trainee Supervisors undergoing on the job training, mentoring and support
13.	Sufficient revenue and capital budget provision to maintain an growing estate and maintain demands of Council's Capital Programme, in environment of rising costs	8	Annual budget pressures identified, and provisional capital commitment for large estate maintenance requirements. Organisation restructure ongoing.
14.	Delivery and consistent implementation of Policies & Procedures across Mid Ulster Council	6	Monitoring of Policies being carried out on a regular basis by Principal Officers
15.	Failure to respond appropriately to emergencies for example COVID 19 Pandemic, floods, fire.	8	Continue to develop relationships with multi-agency partners to deal with the emergency situations through active interaction and liaison with the Southern Emergency Preparedness Group
16.	Covid -19 / Brexit / Protocol	9	Legal advice NEC Contract guidance
17.	Management of Contracts	9	Pre-cost estimates to be obtained and verified at RIBA stages in the contract(s) CE/ EW register developed within Contract File All Capital Projects exceeding £30k have NEC / JCT / formal contract clauses built in to ITT tender documents (4) Heads of Service regularly updated as to project status and invited to regular progress meeting. (2) Consistent approach to retention of data and recording of information across officer level exists.
18.	Failing to protect environment.	9	(1) Officer appointed with responsibility.

			(2) Procedures developed to ensure accurate measuring of results. (3) Manage within existing budgetary controls.
19.	Failing to meet legal frameworks requirements as regards payments	6	(1) Policies and procedures are in place within existing councils to meet legal frameworks requirements. Ensure adequate payment clause is inserted in all contract documents and this is included in all associated meetings ( i.e. technical/Board Agenda )
20.	MUDC02. Delivery of Capital Project Schemes.	8	Business Case prepared and approved. Capital Project monthly review spread-sheet being developed for reporting on monthly basis to Senior Management team which will improve governance arrangements Expertise in-house and sourced externally. Framework developed for Departmental response times to enable projects to move freely and without delay. Procurement expertise in-house & policies/procedures in place. Regular monitoring meetings occurring. Regular reporting to SMT/Council/ stakeholders.
21.	Fraud, theft or bribery occurring within Technical Services	6	Essential staff have been trained in CPD procurement requirements Monitoring of invoices being submitted and verification from Contractors / Designers for fees owed to be carried out by HOS. Draft invoices for consideration issued to Project Officer/HoS/BS Manager. Process to have adequate evaluation carried out by suitably trained Council Staff who

			are regular trained on Council / CPD guidelines and appropriate time allocated to carry out the process. New process for authorisation of payments has been introduced since 1st April 2018. Agreed with Finance department and Director PH&I
22.	Staff resources	12	Full staff resource required to undertake the Capital Programme proposed.

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.

