



06 April 2023

Dear Councillor

You are invited to attend a meeting of the Policy & Resources Committee to be held The Chamber, Dungannon and by virtual means Council Offices, Circular Road, Dungannon, BT71 6DT on Thursday, 06 April 2023 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. | Amendment to Council Scheme of Delegation for Senior Officers – Appendix C Delegated Authority on Planning Matters | 3 - 10 |
| 6. | Review of Learning & Development Policy | 11 - 32 |
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| 9. | Requests to Illuminate Council Properties | 93 - 96 |
| 10. | Arrangements for Annual Meeting of Council – June 2023 | 97 - 100 |

11. Council and Committee Governance Arrangements 2023-2027 101 - 114
12. Member Services

Matters for Information

13. Minutes of Policy and Resources Committee held on 9 March 2023 115 - 122
14. Rural Needs Annual Progress Return to DEARA (2022/23) 123 - 128
15. Mid Ulster Community Planning: Progress Update 129 - 134

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. Staff Matters for Decision

Matters for Information

17. Confidential Minutes of Policy and Resources Committee held on 9 March 2023
18. Summary briefing on employee relations relating to NJC pay negotiations in 2023/2024 year for local government staff within the scope of NJCLGS
19. Staff Matters for Information
20. Treasury Management
21. Financial Report for 11 Months ended 28 February 2023

Report on	Amendment to Council Scheme of Delegation for Senior Officers – Appendix C Delegated Authority on Planning Matters
Date of Meeting	6 th April 2023
Reporting Officer	Claire McNally, Assistant Director Corporate Services & Finance
Contact Officer	Claire McNally, Assistant Director Corporate Services & Finance

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

1.0	Purpose of Report
1.1	To update and seek members' approval on amendments to the council's Scheme of Delegation for Senior Officers in relation to Planning Matters only.
2.0	Background
2.1	The Council agreed a new organisational structure in July 2021 which resulted in a series of changes to the then council structure.
2.2	An updated Scheme of Delegation was brought to Policy and Resources Committee for consideration, arising from the restructuring and this amended Scheme was approved in December 2021.
2.3	As is good practice, the Council's Scheme of Delegation is reviewed regularly and a number of further amendments are now being proposed in relation to Planning matters only at this juncture.
2.4	A wider review of the Scheme of Delegation is ongoing and a further report on the remaining aspects of the Scheme is to follow in due course.
3.0	Main Report
3.1	As part of the review of the Appendix C of the Scheme of Delegation, the Service Director of Planning engaged with members via Planning Committee in relation to the proposed changes to the planning functions.
3.2	The proposed changes in relation to local development applications (Part B) were also forwarded to Dfl Planning for approval as required under legislation. Dfl has approved the revised Scheme in so far as it relates to changes to local development applications, which is their only remit under the regulations.
3.3	In summary, the amendments to the delegated planning functions (i.e., Appendix C only to the Scheme of Delegation) are:-

	<ul style="list-style-type: none"> • Part B – local development applications submitted by a councillor or close relative are no longer delegated, they must go to Planning Committee; • Planning consents, certificates, orders, enforcement etc. – this has been subjected to significant change to better define what is delegated to the Service Director to ensure there is no ambiguity when exercising these functions; • There is also authority allowing the Service Director to agree specific changes to the Local Development Plan within specified parameters as outlined in the Scheme included at Appendix A to this Report.
4.0	Other Considerations
4.1	Financial, Human Resources & Risk Implications
	Financial: not applicable
	Human: not applicable
	<p>Risk Management: Agreement to the amendments will ensure the appropriate delegated authority is in place with clarity surrounding same regarding planning decisions. This will improve the governance arrangements and decision making ability with increased clarity on delegated functions to the Service Director and ensure a seamless delivery of council services.</p>
4.2	Screening & Impact Assessments
	Equality & Good Relations Implications: not applicable
	Rural Needs Implications: not applicable
5.0	Recommendation(s)
5.1	Members recommend to Council that the amended Appendix C to the Scheme of Delegation for Senior Officers included at Appendix A to this report is approved and takes effect on 28 th April 2023.
6.0	Documents Attached & References
	Appendix A – Scheme of Delegation for Senior Officers (Appendix C only)

- **APPENDIX C DELEGATED AUTHORITY ON PLANNING MATTERS**

Scheme of Delegation of Planning Applications

The Scheme of Delegation for planning applications was agreed by Mid Ulster District Council at its meeting of [Thursday 20th April 2023] following approval by the Department for Infrastructure on 7 October 2022. The approval is in accordance with Section 31 of The Planning Act (NI) 2011.

The revised Scheme of Delegation takes effect from [28th April 2023].

Part A – Mandatory applications for determination by the Planning Committee:

Statutory requirements require that certain types of application must be determined by the planning committee and these cannot therefore be delegated to officers:

- Applications which fall within the Major category of development;
- An application for planning permission where the application is made by the council or an elected member of the council, and
- The application relates to land in which the council has an interest/estate.

Part B – Delegated Applications:

The appointed person within the Council is the Service Director of Planning

To determine all local development applications with the exception of:

- Applications which are significant departures from the Development Plan or planning policy and which are recommended for approval.
- Applications submitted by the Chief Executive, Directors, planning staff, or their close relatives (parents, partners, siblings, and children).
- Applications submitted by an elected member or their close relative (parents, partners, siblings and children).
- Applications attracting valid planning objection including those from a statutory consultee, where the officer's recommendation is to approve.
- Any application referred to the Planning Committee by a Council Member, subject to a valid planning reason being provided by the Member for the deferral.
- All refusals of planning permission.
- Applications where the Service Director of Planning considers that the proposal merits consideration by the Committee, for example an application subject to an Enforcement Notice where the recommendation is to refuse permission.
- Applications where a legal agreement is required.

Part C – Publicity:

On adoption of this scheme of delegation the council made a copy

- available on the councils website at www.midulstercouncil.org

- available at Mid Ulster Council Offices
Magherafelt Office
50 Ballyronan Road
Magherafelt
BT45 6EN

An advert was placed in the local press.

Scheme of Delegation of planning consents, certificates, tree preservation orders, enforcement of planning control and other determinations

As well as determining planning applications, the Council will also have to administer the enforcement of planning and the processing of other planning consents, orders etc. The Scheme of Delegation for Senior Officers in relation to planning consents, certificates, orders, enforcement and other determinations was agreed by Mid Ulster District Council at its meeting of [*Thursday 20th April 2023*]. The Scheme of Delegation takes effect from [*Friday 28th April 2023*] and is in accordance with Section 7 (4) (b) of the Local Government (Northern Ireland) Act 2014.

Delegated planning consents, certificates, orders and other decisions:

The following matters are delegated to the Service Director:

- The investigation of complaints of breach of planning control including the decision to not take enforcement action and/or to close an enforcement case or investigation and/or to withdraw or vary an enforcement notice;
- In exceptional circumstances, such as; immediate risk to human health; environmental harm etc., issue an Enforcement Notice or Stop Notice, subject to the Planning Committee being informed at the next available opportunity.
- The service of a Breach of Condition Notice, Submission Notice or planning contravention notices
- To instruct the Council's Legal representative to make an application to the Courts for Injunctions, subject to the Chair and Vice Chair of the Planning Committee being informed.
- Application to the Magistrates Court for a warrant to enter land and/or buildings in accordance with the powers provided in the Planning Act (Northern Ireland) 2011.
- Determination of any application for a Certificate of Lawful Development.
- Determination of any application for Listed Building Consent.
- Determination of any application for Conservation Area Consent.
- Determination of any application for Advertisement Consent or variations of same.
- Determination of any application for carrying out works to trees.
- Determination of any Hazardous Substance Consent.
- Applications for Non Material Changes.
- Determination of applications for Certificates of Alternative Development Value.
- Determination of applications for Urgent Crown Development and Crown Listed Building Consent.

- Determination of a Correction Notice.
- Discharge of Planning Conditions.
- Registering Notices and Charges in the Statutory Charges Register.
- To make determinations under Section 46 (Power to Decline).
- To make determinations under Section 48 (Power to decline).
- Determination of the type of planning appeal and amendments to Council's case during the course of the appeal, subject to consultation with the Chair of the Planning Committee as deemed appropriate by the Head of Development Management.
- Negotiating Section 76 Planning Agreements including developer contributions on planning applications prior to a final decision being taken by the Planning Committee.
- The preparation of evidence on behalf of Council and defending planning decisions at Planning Appeals, Independent Examinations and other Hearings.
- Engage freely with the Planning Appeals Commission at the Independent Examination pre-hearing stage.
- To provide additional information or to request same, where the Commissioner deems this necessary.
- Agree minor, typographical or factual changes or modifications to the Local Development Plan documents.
- Agree changes to the justification and amplification text, for example to provide greater clarity on a particular policy.
- Agree changes to a particular policy or proposal in the draft Local Development Plan document suggested by the Commissioner, where that change would not fundamentally alter the thrust of that policy / proposal, or the change is necessary to make the policy / proposal sound, with no substantive implications for other aspects of the Plan or overall objectives of the policy.
- Responding to minor consultations on planning matters on behalf of the Council, which do not fall within the remit of the Planning Committee.
- In respect of the Planning (Environmental Impact Assessment) Regulations (Northern Ireland) 2012 or any successor legislation, to:-
 - Issue screening opinions determining whether developments fall within Schedule (1) and (2);
 - Issue scoping opinions as to the information to be provided in any statement, and undertake appropriate consultations and notifications;
 - Determine whether an application should be accompanied by an Environmental Statement.
- In respect of the Planning (Management of Waste from Extractive Industries) Regulations (Northern Ireland 2015 or any successor, to consider and approve a waste management plan
- Instruct the Council's Legal representative in relation to any legal action on planning matters, provided the Committee is informed.

The applications for listed building consent, conservation area consent and advertisement consent are delegated with the exception of the following which require determination by the Planning Committee:

- The application is made by the council or an elected member of the council.
- The application relates to land in which the council has an interest.
- The application is submitted by the Chief Executive, Director, planning staff, or close relatives (parents, partners, siblings, and children)
- The application has attracted valid planning objection including those from a statutory consultee, where the officer's recommendation is to approve.
- The application is recommended for refusal.
- Where the Service Director of Planning considers that the proposal merits consideration by the Committee.

The Planning Committee reserves the right to request a report for information purposes on any of these delegated matters.

Report on	Review of Learning & Development Policy
Date of Meeting	6 th April 2023
Reporting Officer	Marissa Canavan, Strategic Director of Organisational Development
Contact Officer	Marissa Canavan, Strategic Director of Organisational Development

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

1.0	Purpose of Report
1.1	To seek Members approval of the noted revisions to Mid Ulster District Council's Learning & Development Policy.
2.0	Background The purpose of this policy is to: -ensure all employees are equipped with the necessary skills, knowledge and behaviour required to undertake their job competently thereby maintaining and strengthening the professionalism and effectiveness of Mid Ulster District Council.
3.0	Main Report The Learning & Development Policy covers vocational, academic and professional courses, training courses, training to assist in professional/career development, workshops, seminars and conferences which lead to the development of the employee concerned for the mutual benefit of the employee and Mid Ulster District Council. Revisions have been made to the policy re: job title changes as per new organisational structure. Revision of 'protected equality grounds' as per revised Equal Opportunities Policy. Inclusion of paragraph on 'Union Learning Representatives' re: working with recognised trade unions to promote & support lifelong learning and develop and maintain a learning culture within the Council. Reference to 'Electronic' Learning & Council's new Core HR/L&D computerised system. Reference to revised 'Personal Contribution & Support process.' Inclusion of new LD4 form re: undertaking to repay financial assistance for post-entry further education courses if an employee fails to remain in service and employment of the Council (or a recognised employer by local government for continuous employment service purposes) for a period of at least two years following the date on which the qualification being sought is obtained (providing there is a post available for him/her requiring the qualification which he/she has secured). This form has been introduced as per Internal Audit recommendation.

4.0	Other Considerations
	Financial, Human Resources & Risk Implications
4.1	Human Resources: - To inform employees of criteria, procedures and types of applicable training courses open to them and develop a culture of continued learning and development amongst all employees.
4.2	Financial: - To ensure adequate budget is in place to cover all types of training & that all managers and staff are adequately trained in procedures and are aware of the financial penalties re: non-attendance at short courses and responsibility to repay financial assistance for post-entry courses leading to qualifications if an employee fails to remain in service and employment of the Council (or a recognised employer by local government for continuous employment service purposes) for a period of at least two years following the date on which the qualification being sought is obtained (providing there is a post available for him/her requiring the qualification which he/she has secured).
4.3	Risk Management: A more robust policy may result in recruiting and retaining a more engaged workforce where a learning culture is valued and embraced by everyone. This should improve staff morale and hence overall individual, team and organisation performance. The revised LD 4 form should help mitigate against Council having to pay large fees for staff member who may not finish course or leave the organisation prior to completing etc.
4.4	Screening & Impact Assessments
	Equality & Good Relations Implications: N/A
	Rural Needs Implications: N/A
5.0	Recommendation(s)
	Members are asked to approve the revised Learning & Development Policy.
6.0	Documents Attached & References
	Mid Ulster District Council's Learning & Development Policy



Comhairle Ceantair
Lár Uladh
Mid Ulster
 District Council

LEARNING & DEVELOPMENT POLICY

Document Control			
Policy / Procedure Owner (name, role & section)	Sinead McAleer, Corporate Learning & Development Manager, Organisational Department, Mid Ulster DC		
Policy/ Procedure Author (name, role & section)	Sinead McAleer, Corporate Learning & Development Manager, Organisational Department, Mid Ulster DC		
Version	v1.1		
Consultation	Senior Management Team	Yes	
	Trade Unions	Yes	
Equality Screened by	Yes/No	Date	
Equality Impact Assessment	No	Date	
Rural Needs Assessment	Yes or No or N/A		
Approved By	Policy & Resources Committee	Date	
Adopted By	Council	Date	
Review Date		By Whom	
Circulation	Mid Ulster DC staff		
Document Linkages -	Probation Policy Induction Procedures Conference & Seminar Attendance Policy Personal Contribution & Support Process Equal Opportunities Policy Travel & Subsistence Policy		

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1.0 INTRODUCTION

The main purpose of the Learning & Development Policy is to enhance the skills, knowledge and attitudes of staff in order to improve the efficiency and effectiveness of employees and Mid Ulster District Council as a corporate organisation.

2.0 CONTEXT

This policy covers vocational, academic and professional courses, training courses, training to assist in professional/career development, workshops, seminars and conferences which lead to the development of the employee concerned for the mutual benefit of the employee and Mid Ulster District Council.

This policy provides staff with: -

- (a) Procedures to follow on how to avail of learning and development opportunities
- (b) Information on support given by Council
- (c) Types of learning and development opportunities available to employees

Whilst responsibility for the implementation and co-ordination of this policy rests with staff within Organisational Development, primary responsibility for staff learning and development rests with Line Managers, Heads of Service, Assistant Directors and Directors who should encourage personal development of their staff in line with core competences of the posts under their responsibility.

3.0. AIMS & OBJECTIVES

The aim of this policy is to:- ensure all employees are equipped with the necessary skills, knowledge and behaviour required to undertake their job competently thereby maintaining and strengthening the professionalism and effectiveness of Mid Ulster District Council.

Building on this overarching aim, this policy has been developed to achieve a number of key objectives. To:-

- Develop a culture of continued learning and development amongst employees to support innovation.
- Attract staff to Mid Ulster District Council and retain staff
- Increase commitment, understanding and ownership of self-development
- Encourage utilisation of a varied range of development methods particularly those which encourage more on-the-job/work based activities.
- Inform employees of the criteria, procedures and types of applicable training courses open to them.
- Ensure opportunities are communicated to all eligible employees regardless of the following protected equality grounds:- gender reassignment, racial group, religious or

philosophical belief, age, sex, disability, political opinion, marital or civil partnership status, sexual orientation, pregnancy or maternity

4. SCOPE OF POLICY

Mid Ulster District Council recognises that the provision of equal learning and development opportunities in the workplace is not only good management practice, it also makes sound business sense. The Council's learning and development policy will help all employees who work regular hours to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency and effectiveness of the organisation.

5.0 GENERAL PRINCIPLES

5.1 Types of Training

For the purposes of this policy there are four types of training which employees may avail of:-

- Type A** Vocational, Academic & Professional leading to recognised qualifications
- Type B** Training specific to job performance
- Type C** Training to assist career development/change
- Type D** Workshops/Seminars/Conferences

5.2 Eligibility

All members of staff who are employed to work regular hours are eligible to apply to receive support to any training which can be categorised as Type A-D above.

Employees may seek to undertake a course of part-time study provided they have completed their 6 month probationary period, or at the discretion of the relevant Director/Assistant Director/Head of Service should the period of service be less. For the purposes of this policy part-time study includes day release, evening classes, correspondence courses, Open University courses and 'E' learning courses.

Those who do not work regular hours (casual employees) are not eligible to seek assistance to undertake a course of study. They must however undertake specific training to permit them to perform their duties as specified in their contract, or as identified by the relevant Director/Assistant Director/Head of Service.

New employees currently enrolled on a course of study may be eligible to receive support from Council should the relevant Director/ Assistant Director/Head of Service deem it commensurate to job performance and relevant to the post being taken up. In this case the 6 month probationary rule will not apply. In some instances it may be a condition of the job that a course of study is pursued and approval may be given by the Senior Management Team.

No employee will be permitted to receive assistance from Council to undertake more than one course of part-time study at a time. Employees must complete one course of study before commencing another.

5.3 Procedure for making request & support given – Type A Training

All employees deemed eligible to apply to undertake part-time study must make a written application to their Director/Assistant Director/Head of Service using the LD 1 form set out in Appendix 1:“Application to Undertake & Receive Support for Type A Training” Part-time study to include day release, evening classes, correspondence courses, Open University and distance learning courses is governed by the following guidelines: (A) Selection Criteria and (B) Support Given.

A) Selection Criteria

The relevant Director/Assistant Director/Head of Service will take the following selection criteria into account when determining on whether or not to grant a request:

- (i) There is a legislative requirement – this will take priority over other selection criteria.
- (ii) Course/ training is relevant to employee’s current role and career prospects. Support will be given on the basis of the likelihood that the employee will successfully complete the course.
- (iii) Benefit to job undertaken by employee and Council is clearly demonstrated.
- (iv) Financial resources are available from departmental/ Council training budget in year sought to undertake course/ training.
- (v) Time required to be absent from normal place of business does not adversely impact upon service delivery.
- (vi) The number and type of courses/ training previously undertaken by employee.
- (vii) Whether or not the employee is currently undertaking a course of part-time study.
- (viii) Employee has demonstrated value for money in undertaking course/ training.
- (ix) Competing demands for resources within Departmental/ Council training budget from other employees.

The relevant Director/ Head of Service will take account of the above selection criteria when considering requests for “Application to Undertake & Receive Support for Training”.

Directors will forward requests on LD 1 form to the Corporate Learning & Development Manager who will forward to Executive Officer to Chief Executive for tabling at the meeting of the Senior Management Team. The Executive Officer to the Chief Executive will inform the Corporate Learning & Development Manager of the outcome of decisions at the Senior Management Team meeting. The Corporate Learning & Development Manager will liaise with

Directors and process approvals or take note of applications which have been declined as part of monitoring process.

B) Support Given

Financial Support in the form of reimbursement of expenses will be given to an employee where their application to undertake and receive support for a course/ training has been granted. Financial support will include:

- Payment of full salary
- Course fees at 100%
- Registration fees at 100%
- Exemption fees at 100%
- Examination fees at 100%
- Cost of study texts, books and equipment at 75% up to a maximum of £100 per course of study. Students are encouraged to avail of library resources.
- Travelling expenses paid at the Public Transport Rate as adopted by Council.
- Other expenditure incurred by the employee may be approved by the Director/Assistant Director/Head of Service as a result of their attendance at a course/ training.

It is the responsibility of the employee to produce receipts as proof of payment to enable the reimbursement of expenses.

Study & Examination Leave will be extended to an employee where their application to undertake and receive support for training has been granted. Eligible leave will include the following:

Day Release shall be given on a whole or part day basis for employees to attend an approved course/ training. Whilst exact times and days will be agreed through discussion with the relevant Director/Assistant Director/Head of Service leave should not be greater than one day per week throughout the period of the course/ training. Instances may arise when work must take priority over attendance on an approved course/ training. Where classes extend or take place in the evening, time off in lieu or overtime payments will not be given.

Examination Leave shall be given as one half day for each examination being undertaken.

Study Leave shall be given as one full day for each examination being undertaken up to a maximum of 5 in any 12 month period.

Special Leave may be granted for attendance at residentials and/ or study visits where this constitutes a course requirement. The employee should request special leave from the relevant Director/Assistant Director/Head of Service as soon as it is known it will be required detailing the specific times and dates.

All support given as detailed above should be read in conjunction with the next section, Conditions of Assistance & Support Given, as provision of any support granted by Council will be on the basis of these conditions.

C) Conditions of Assistance & Support Given

The granting of permission to embark upon a course and subsequent assistance and support will be kept under review by the relevant Director/ Head of Service. Particular reference will be given to the following:-

1. Where an employee, without good reason, fails to sit an examination within a reasonable period or fails to show satisfactory progress in their studies or discontinues their course, support granted under this policy may be withdrawn and may require the refunding of such proportion of the financial assistance granted as the Council may determine in the particular case.
2. The continuance of facilities under this policy for a succeeding stage of study shall be granted only if the Council is satisfied either that the employee has passed the appropriate examination or has otherwise made satisfactory progress in their studies. Should an employee fail an examination, resits must be undertaken in their own time and expense. Where a resit arises due to exceptional circumstances, for example due to illness, then each case will be considered on its individual merits.
3. It is the employee's responsibility to notify the relevant Director/Assistant Director/Head of Service of all examination results upon which approval to continue a course will be influenced. The Council reserves the right to monitor performance and if this is deemed to be unsatisfactory assistance may be withdrawn.
4. Where facilities are granted under this scheme to enable an Officer to acquire a recognised qualification and the Officer leaves the employment of the Council before completing the whole or a defined part of the qualification, the Council shall be entitled to claim repayment of all the fees unless the employee is taking up employment within another local authority, (e.g. Council, N.I.H.E, Education & Library Board for N.I or body recognised by Council for continuous employment service purposes).
5. Where facilities are granted under this scheme to enable an Officer to acquire a recognised qualification, the Council shall make it a condition to undertake to remain in the service of the Council for a period of at least two years from the date on which the qualification is obtained (providing there is a post available for him/her requiring the qualification which he/she has secured). Where the Officer who has been granted facilities under this scheme fails to honour his/her obligation as a result of obtaining a post outside the local government service, the Council shall be entitled to claim repayment of all fees. Cases will be evaluated individually by the Senior Management Team.
6. Where repayment of financial assistance is required, this shall not include salary paid in respect of time spent at approved courses of study. See Appendix 4 – LD 4 form 'Undertaking to repay Financial Assistance' which should be completed by all employees seeking assistance.
7. Day Release must be regarded in every way as a day at work and for this reason absence must be reported to the relevant Director/ Line Manager in accordance with normal procedures for reporting absence at work. As evidence of attendance may be sought by the relevant Director/Assistant Director/Head of Service employees should keep a record of attendance and produce any reports requested when required.

8. Time spent at a course will equally contribute to time spent away from the employee's normal place of business during normal working hours. Flexi leave, time off in lieu or overtime payments will not be given where the course starts before or goes beyond the employee's normal working hours.

5.4 Procedure for Making a Request & Support Given: Type B, C & D Training

All members of staff who are employed to work regular hours are eligible to make a request to their Head of Service/Assistant Director/Director to access training and to attend short external courses including LGTG courses, workshops/seminars and conferences specific to job performance.

All staff should make their request on LD 2 Form to their Director/Assistant Director/Head of Service as set out in Appendix 2 to allow an informed determination on whether or not to permit attendance. The relevant Director/Assistant Director/Head of Service will assess the relevance and suitability of the training, workshop, seminar or conference to the employee reflecting on the selection criteria referred to above, who will in-turn forward to the Corporate Learning & Development Manager who will forward to the Executive Officer to Chief Executive for approval at the Senior Management team meeting. Following approval at the Senior Management Team meeting, the Executive Officer to Chief Executive will inform the Corporate Learning & Development Manager, Organisational Development who will liaise with Directors/Assistant Directors/Heads of Service.re: forms and secure booking and monitor all staff requests for learning and development including those which have been declined.

The Chief Executive and/ or relevant Head of Service/Assistant Director/Director is authorised to nominate and instruct staff to attend training courses, workshops, seminars and conferences as deemed appropriate. For those granted permission to participate in a training course, workshop, seminar or conference, or have been instructed to do so, support given comes in the form of finance and leave.

(i) Cost of attendance will be paid at 100%

(ii) Travelling expenses incurred will be paid at the normal business mileage rate as adopted by Council, provided it does not exceed the employee's annual entitlement.

(iii) Subsistence incurred will be paid at levels agreed by Council.

(i) Time away will equally contribute to time spent at the normal place of business during normal working hours. Flexi leave, time off in lieu or overtime payments will not be given where the training course, seminar or conference starts before or goes beyond the employee's normal working hours.

Employees accessing learning and development and attending workshops, seminars and conferences are doing so on behalf of Council and as such the relevant Director/ Assistant Director/Head of Service may request evidence of attendance and production of reports as necessary.

5.5 Evaluation of Training Courses

In order to demonstrate value for money, employees must complete form LD 3 Evaluation Form (Appendix 3) and return to the Corporate Learning & Development Manager, Organisational Development on completion of courses. This assists with monitoring i.e., verifying that the member of staff actually attended the course and provides valuable feedback to LGTG and to other employees who may wish to attend similar courses in the future re: value of courses.

6.0 ROLES & RESPONSIBILITIES

The following provides an overview of the responsibilities of employees and Heads of Service/Assistant Directors/Directors to ensure the effective operation of this policy.

6.1 Employees' Responsibilities

Where an employee identifies Type A, B, C or D training one of the following should be undertaken:

i) **Type A Training** – complete LD1 form entitled “Application Receive Support for Training” as documented in Appendix 1, copies of which may be obtained on Council’s intranet and from Corporate Learning & Development Manager, Organisational Development. This should be submitted through the relevant Head of Service/Assistant Director/Director who will forward to the Corporate Learning & Development Manager who will send through for approval to the Senior Management Team meeting.

(ii) **Type B, C & D Training** – complete LD 2 form entitled ‘External Course/Conference/Seminar/LGTG Course Booking Form’ as documented in Appendix 2, copies of which may be obtained on Council’s intranet and from Corporate Learning & Development Manager, Organisational Development. This form should be submitted to the relevant Head of Service/Assistant Director/Director outlining all the appropriate details to allow him/her to make an informed decision on whether or not to permit attendance who will in-turn forward to the Corporate Learning & Development Manager to send through to the Senior Management Team meeting for final approval. ~~LGTG courses do not require SMT approval.~~

It is the employee’s responsibility to submit form allowing sufficient time for a determination to be reached on whether or not to grant permission to participate well in advance of the course commencement date.

It is the employee’s responsibility to inform their Director/Assistant Director/Head of Service at the earliest opportunity of any circumstances which may arise leading to their non-participation on a course.

It is the responsibility of the employee to abide by all the conditions of assistance and support given, detailed above, as a result of being granted permission to access the training and development opportunity.

On completion of the course, it is the employee's responsibility to fill out the evaluation form – LD 3 form at Appendix 3 and return to the Corporate Learning & Development Manager, Organisational Development within one week of attendance at course.

Employees who directly receive certificates of attendance from course providers should forward copy of same to the Corporate Learning & Development Manager to update training records.

It is up to employees to review and evaluate their own personal development and to complete their Preview/Review forms in advance of bi-annual meetings with their managers. Employees should avail of development opportunities to increase their personal effectiveness and identify future learning and development needs which will help them achieve objectives set out in the business planning process.

6.2 Directors/Assistant Directors/Heads of Service/Managers:

It is the responsibility of Directors/Assistant Directors/Heads of Service/Managers to review all requests made to them from employees to undertake training either through Type A training (Appendix 1 form):- "Application to Undertake & Receive Support for Training" or Type B, C or D (Appendix 2 form); 'External Course Booking Form' or in writing and communicate decisions back to employees concerned.

Once approved by the Senior Management Team, all forms must be forwarded to the Corporate Learning & Development Manager, Organisational Development to secure booking place. All requests to undertake training, whether fully endorsed or not by the Director/Assistant Director/Head of Service and Chief Executive, should be forwarded to the Corporate Learning & Development Manager for monitoring purposes.

It is the responsibility of Directors/Assistant Directors/Heads of Service/Managers to monitor progress in their training and development and compliance with the conditions of assistance with particular regard to: attendance; satisfactory progress; examination results and course completion. Where Directors/Assistant Directors/Heads of Service/Managers are not satisfied, appropriate action commensurate to the problems identified should be taken.

In the case of attendance at all types of training and development it is the responsibility of Directors/Assistant Directors/Heads of Service/Managers to monitor attendance. Employees who do not attend, and do not have a legitimate excuse for their absence will be unofficially absent from work and disciplinary action should be considered.

Directors/Assistant Directors/Heads of Service/Managers are directly accountable for the ongoing learning and development of their staff. Learning and development needs should be identified during localised induction, the probationary period (first 6 months) and during the personal contribution & support process.

6.3 Organisational Development, Strategy & Performance Directorate:-

The Organisational Development, Strategy & Performance Directorate has the role of implementing the learning and development policy and providing assistance to Directors/Assistant Directors/Heads of Service/Managers in identifying and meeting staff learning and development needs.

In addition to producing an annual Corporate Training Plan, the Corporate Learning & Development Manager will co-ordinate all learning and development opportunities on behalf of employees that may arise out of localised induction or the Personal Contribution & Support process.

Advice, information and coaching may also be provided to employees on an individual basis.

At the end of each financial year, the Corporate Learning & Development Manager will review expenditure on learning and development for each department to assist in the preparation of budgets and business planning process for the following year.

6.4 Senior Management Team:-

All requests for Type A & B, C & D training will be brought to the meeting of the Senior Management Team for approval.

LD 1 forms (type A training) and LD 2 forms (type B, C & D) training will be forwarded by Directors to the Corporate Learning & Development Manager who will compile list and forward to Executive Officer to Chief Executive for inclusion on agenda for the Senior Management Team meeting.

Where request is for attendance at conferences/seminars, information will be forwarded to the Member Services Manager, Democratic Services to include in monthly Council report (even if no charge incurred).

Once courses/conferences have been approved by the Senior Management Team or Council, information will be forwarded to the Corporate Learning & Development Manager by the Director of Organisational Development, Strategy & Performance, or by relevant Officer in Democratic Services with regard to conferences/seminars. In the case of non-approval, explanation will be provided on the LD 1&2 forms & the Director will inform the staff member and return form to the Corporate Learning & Development Manager.

6.5 Union Learning Representatives

The Council is committed to working with the recognised trade unions to promote and support lifelong learning that underpins organisational and individual development, including equity of access to learning in all its forms. The Council will seek to work alongside Union Learning Representatives from each of the recognised unions in a bid to develop and maintain a learning culture within the Council.

7 OTHER FORMS OF LEARNING & DEVELOPMENT

Mid Ulster District Council perceives Learning and development as a planned and continuous process encompassing a wide range of activities not just off-the-job training courses. Such activities may include:- job shadowing, on-the-job (peer to peer), sharing of experiences (e.g., at team meetings), project work, secondments, working groups, 'e' learning, mentoring and coaching (this list is not exhaustive).

Coaching is about performing to your maximum potential through the assistance of someone who will challenge, stimulate and guide your development. Coaching is a valuable competency for all managers. The Corporate Learning & Development Manager is a qualified Coach and is contactable on Ext. 24304 if you wish to avail of coaching.

8. IN-HOUSE COURSES

A number of in-house courses will be organised by the Organisational Development, Strategy & Performance directorate on an annual basis and included in Council's Corporate Training Plan which is issued 3 times per year and will be posted on Core HR, notice boards & Council's intranet and circulated to all staff. Such courses include:- Corporate Induction, mandatory, statutory and personal development training such as:- Health & Safety Training, Child Protection Training, Equality Training, Policy Briefings for Managers, Interviewee skills etc.

Directors/Assistant Directors/Heads of Service/Managers through the Personal Contribution & Support process should also identify individual and departmental needs and feed this information back to the Corporate Learning & Development Manager who will aim to address these needs through the Council's Corporate Training Plan or other sources.

9. ATTENDANCE AT TRAINING COURSES

Once an employee signs up for a course and a place has been allocated, it is essential that he/she attends. If unable to attend, a minimum of 48 hours' notice must be given to the Corporate Learning & Development Manager or Admin Support who will cancel the place on CoreHR otherwise the place will continue to be charged to that particular section/department. If unable to attend, where possible, the manager should make a substitution. If unable to make a substitution and prior notice has not been given as above, the particular section/department will be charged.

The Corporate Learning & Development Manager will then produce a report from CoreHR re: non-attendance by staff at training and a charge will be imposed as per the total number of places missed by each directorate on a quarterly basis.

All employees should ensure that they arrive at training on time. Any employee more than 10 minutes late will not be issued with a certificate.

10. EQUALITY

The Council will review the uptake of Learning & Development opportunities on an annual basis and will include relevant information in its Article 55 Review report.

11. REVIEW OF POLICY

The Organisational Development, Strategy & Performance directorate will review this policy on a regular basis in light of any changes in statutory legislation/operational experience that prevents full implementation of the policy as intended.

DRAFT



APPENDIX 1 - LD 1 FORM

This application must be completed by the applicant and submitted to the relevant Director/Assistant Director/Head of Service for approval.
(please also note LD4 form re: Undertaking to repay financial assistance).

Name	Click here to enter text.	Department	Click here to enter text.
-------------	---------------------------	-------------------	---------------------------

Course of Study	Click here to enter text.
------------------------	---------------------------

Duration & Mode of Study	Click here to enter text.
Location (if applicable)	

Cost of Study - Per Year: Please specify if external funding is available from 3 rd party?	Click here to enter text.	Total	Click here to enter text.
---	---------------------------	--------------	---------------------------

Demonstrate how this course will <u>benefit your job performance and the Council</u>^:
Click here to enter text.

Demonstrate how this course <u>provides value for money</u>^:
Click here to enter text.

Signed: Click here to enter text.

Date: add date.

Recommendation to Director (from Assistant Director/ Head of Service/ Line Manager)

I Click here to enter text. ****Choose an item. that the Council supports the above employee to undertake the above course of study.**

If not recommending, please state reason:

Click here to enter text.

Signed: Click here to enter text.

Date: add date.

**** Select as appropriate**

Recommendation to Chief Executive (from Director)

I Click here to enter text. ****Choose an item. that the Council supports the above employee to undertake the above course of study.**

If not recommending, please state reason:

Click here to enter text.

Signed: Click here to enter text.

Date: add date.

****Select as appropriate**

Endorsement by Chief Executive

I Click here to enter text. ****Choose an item. with the request that the Council supports the above employee to undertake the above course of study.**

Signed: Click here to enter text.

Date: add date.

****Select as appropriate**

*** Demonstrate how this course will benefit your job performance and the Council – please provide information on how your attendance and participation will improve your ability to undertake your duties and attain higher results.**

****Demonstrate how this course provides value for money – please provide information on how for example the chosen training/ trainer is competitive in price, closest available to Council, has a reputation for success, the time involved in attendance vs buying in services and/or alternative training and has minimal disruption to your core duties & service provided.**

Please note once this form has been endorsed by the Chief Executive following Senior Management Team meeting, the Director will notify the applicant of the decision outcome and return this form to the Corporate Learning & Development Manager, Organisational Development who will co-ordinate course booking.

Appendix 2 LD2 Form

External Course/Workshop/Seminar/Conference Course Booking Form

SECTION A: Staff Member Details			
Name:	Click here to enter text.		
Position	Click here to enter text.		
Department	Click here to enter text.	Service	Click here to enter text.

SECTION B: Course/Workshop/Seminar/Conference Details			
Any specific access requirements:		Click here to enter text.	
Any specific dietary requirements:		Click here to enter text.	
Course /workshop title:		Click here to enter text.	
Provider	Click here to enter text.		
Date	Click here to enter a date.	Location	Click here to enter text.
Couse fee:(include accreditation and materials)			Click here to enter text.

SECTION C: Pre-Evaluation (to be completed in conjunction with Line Manager)	
Anticipated benefits to the individual:	Click here to enter text.
Anticipated benefits to service:	Click here to enter text.
For Organisational Development Use only:-	
Appropriate procurement documentation completed	<input type="checkbox"/> Yes
Purchase Order No:	

Signed _____ Signed _____
Employee **Director**

If not approved, please state reason:-

Click here to enter text.

Please forward to the Corporate Learning & Development Manager to book an employee's place
sinead.mcaleer@midulstercouncil.org



Appendix 3 - LD 3 Evaluation Form

Name:	Click here to enter text.
Course /workshop title:	Click here to enter text.
Date of workshop/course....	Click here to enter a date.
Instructions: For questions 1-7, please use the following rating scale:	
1=strongly disagree	10=strongly agree
<ul style="list-style-type: none"> Please circle the number which indicates how much you agree with each statement. Please provide comments to explain your rating. 	

Rating										
<i>Strongly disagree</i>					<i>Strongly agree</i>					
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	6 <input type="checkbox"/>	7 <input type="checkbox"/>	8 <input type="checkbox"/>	9 <input type="checkbox"/>	10 <input type="checkbox"/>	1. I understood the learning objectives.
Comments:Click here to enter text.										
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	6 <input type="checkbox"/>	7 <input type="checkbox"/>	8 <input type="checkbox"/>	9 <input type="checkbox"/>	10 <input type="checkbox"/>	2. I found the course materials easy to follow.
Comments:Click here to enter text.										
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	6 <input type="checkbox"/>	7 <input type="checkbox"/>	8 <input type="checkbox"/>	9 <input type="checkbox"/>	10 <input type="checkbox"/>	3. I will be able to immediately apply what I have learned.
Comments:Click here to enter text.										
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	6 <input type="checkbox"/>	7 <input type="checkbox"/>	8 <input type="checkbox"/>	9 <input type="checkbox"/>	10 <input type="checkbox"/>	4. My learning was enhanced by the knowledge of the trainer/facilitator.
Comments:Click here to enter text.										
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	6 <input type="checkbox"/>	7 <input type="checkbox"/>	8 <input type="checkbox"/>	9 <input type="checkbox"/>	10 <input type="checkbox"/>	5. It was easy for me to get involved during the session.
Comments:Click here to enter text.										
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	6 <input type="checkbox"/>	7 <input type="checkbox"/>	8 <input type="checkbox"/>	9 <input type="checkbox"/>	10 <input type="checkbox"/>	6. I was given ample opportunity to get answers to my questions.
Comments:Click here to enter text.										
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	6 <input type="checkbox"/>	7 <input type="checkbox"/>	8 <input type="checkbox"/>	9 <input type="checkbox"/>	10 <input type="checkbox"/>	7. I found the room comfortable.
Comments:Click here to enter text.										

P.T.O.

Questions 8-11 are not applicable for all courses. Objectives will be set by trainer in advance of the course. Please move to Q12 if your trainer has not set these objectives

For questions 8-11, please use the following rating scale:

1	2	3	4	5
None or very low level			Very High Level	

- Please circle the appropriate rating before the training and now (after the training).
- Please provide comments to explain your ratings.

Before the training		After the training
1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>	8. Insert behavioural objective 1 Click here to enter text.	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
Comments:		
1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>	9. Insert behavioural objective 2 Click here to enter text.	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
Comments:		
1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>	10. Insert behavioural objective 3 Click here to enter text.	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
Comments:		
1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>	11. Insert behavioural objective 4 Click here to enter text.	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
Comments: Click here to enter text.		
12. How can this training be improved? Click here to enter text.		
13. Please share any additional comments you may have. Click here to enter text.		

LEARNING & DEVELOPMENT POLICY – to be read in conjunction with LD1 Form

TO: MID ULSTER DISTRICT COUNCIL (hereafter referred to as “the Council”)

I hereby apply for approval to attend the course detailed below, and for financial assistance in accordance with Mid Ulster District Council's Learning & Development Policy. I acknowledge that any such approval and financial assistance which are granted, are subject to all conditions specified in the Learning & Development Policy including those specified below:-

I hereby undertake to:-(**a**) attend and satisfactorily complete the said course; (**b**) remain in the service & employment of the Council (or an employer recognised by local government for continuous employment service purposes) for a period of at least two years following the date on which the qualification being sought is obtained, (providing there is a post available for me requiring the qualification which I have secured) or (**c**) should I fail to remain in the service and employment of the Council (or an employer recognised by local government for continuous employment service purposes) for a period of at least two years following the date on which the qualification being sought is obtained **I undertake to repay to Mid Ulster District Council immediately the sum representing the whole financial assistance which has been granted to me or such proportion thereof as the Council may, in its absolute discretion, determine and hereby authorise the Council to deduct such sum from any monies due from the Council to me including without prejudice to the foregoing generality, any wages or salary payable to myself.**

Full Name

Post

Address

Department

Service:-

Course of Study

Commenced
Course

Organising Body

ESTIMATED COSTS

Course Fees

£

Examination and registration fees	£

Books	£

Travel	£

Other (e.g., study visit/residential)	£

Estimated Total	£
	=====
	=====

Signature of Applicant _____ **Date** _____

Signature of Director _____ **Date** _____

DRAFT

Report on	Revision of CCTV, Internet acceptable use and ICT Security Policies
Date of Meeting	April 2023
Reporting Officer	Barry O'Hagan
Contact Officer	same

Is this report restricted for confidential business? If 'Yes', confirm below the exempt information category relied upon	Yes	<input type="checkbox"/>
	No	<input checked="" type="checkbox"/>

1.0	Purpose of Report
1.1	To seek approval for the three revised polices mainly CCTV , Internet Use and ICT Security Policies
2.0	Background
2.1	As part of the Policy framework Council is governed by a set of corporate policies that are required to be reviewed regularly and updated accordingly. Internal audit has highlighted the need for Council to regularly maintain and review the ICT policies as part of the internal controls to help manage and maintain information security.
3.0	Main Report
3.1	<p>CCTV Policy CCTV Policy revision of reflects current Information Commissioners' Office (ICO) guidance & Data protection (DP) legislation. In summary, the following amendments have been made to the existing policy. The restructuring of Council is reflecting within the roles and responsibilities . There have been changes to and clarification on the roles and responsibilities to operate, maintain and access cctv systems across our estate. In general the policy has a reduced number of appendices and forms.</p> <p>Internet Policy The revised policy incorporate some legislative references, updates and guidance from the NCSC (National Cyber Security Centre), multi factor authentication controls and systems , restructuring etc...</p> <p>As part of the digital strategy we have committed to review and simplify the internal controls around internet access for users in the new financial year whilst maintaining a strong security stance to protect the Council. This revision reflects our commitment to supporting the infrastructural workstreams under the digital strategy and modifying the internet service to reflect the ever changing and challenging demands from the organisation, our users and addressing the challenges of protecting the organisation from the threats presented whilst providing a service that reflects the needs of our business users.</p>

	<p>ICT Security Policy</p> <p>The revised policy incorporates consideration of new legislative updates and guidance from the NCSC (National Cyber Security Centre). The policy seeks to amend and clarify the roles and responsibilities reflecting new structures as well as addressing hybrid home working, authentication and various technical control systems are expressly included.</p> <p>Council has consulted with SMT and unions before presenting the revisions to Council for adoption.</p> <p>Council has completed rural needs assessment and Equality And Good relation screening exercise and determined the policy does not require an EQUIA or any further assessment.</p>
4.0	Other Considerations
4.1	<p>Financial, Human Resources & Risk Implications</p> <p>Financial: There will be no significant additional financial pressures caused by the revision of the policies presented for adoption.</p> <p>Human: Council, has undertaken a program of training staff on security awareness . The revised policies will be circulated to all staff and published on the intranet. Unions have been consulted with in relation to the revisions earlier this year with no significant points raised.</p> <p>Risk Management: ICT currently reviews its risk register and corporate risks that are directly related to the policies contained . Breaches of any of these policies present a real and significant risk to the organisation in terms of reputational and financial losses in the event of personal and information data/systems being compromised to the Council. These risks are currently reflected in our risk registers. Many of the risks remain stubbornly high given the potential for a breach regards of the controls and measures implemented. The revised policies are part of the best practice in terms of governance and controls that are recommended.</p>
4.2	<p>Screening & Impact Assessments</p> <p>Equality & Good Relations Implications: An equality and good relations impact assessment has been completed and approved by the Director of Finance. The outcome of the screening has screened this policy out.</p> <p>Rural Needs Implications: The policy has been subjected to a rural needs impact assessment and this policy has considered the assessment during the policy revision . No significant impacts have been identified.</p>

5.0	Recommendation(s)
5.1	Council approve the adoption and revision of the updated policies.
6.0	Documents Attached & References
	Appendix 1:CCTV Policy Appendix 2:ICT Security Policy Appendix 3:Internet Use Policy

Document Control			
Policy Owner	Barry O'Hagan		
Policy Author	Barry O'Hagan		
Version	2.0		
Consultation	Senior Management Team	Yes	
	Trade Unions	Yes	
Equality Screened by	screening in progress	Date	28/03/2023
Equality Impact Assessment	Not Applicable	Date	N/A
Rural Screened	Screening completed	Date	29/03/2023
Approved By	Previously Policy & Resources (PR 159/17)	Date	
Adopted By		Date	
Review Date	October 2022	By Whom	BOH
Circulation	Councillors, Staff, External CCTV companies		
Document Linkages	Data Protection Policy. ICO Data Privacy Impact Assessment Disciplinary Policy Code of Conduct for Local Government Employees		

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1.0 INTRODUCTION

This policy sets out how Mid Ulster District Council uses closed-circuit television (CCTV) in the operation of its functions. It is designed to ensure that personal data consisting of the images of people captured by CCTV systems (data subjects) is processed fairly in terms of the Council's obligations as a data controller under the Data Protection Act 2018, the Local Government Act (Northern Ireland) 2014, the Regulation of Investigatory Powers Act 2000 and in terms of article 8 of the European Convention on Human Rights. The policy is also designed to comply with the CCTV Code of practice issued by the Information Commissioner's Office in 2014 and should be read alongside Mid Ulster District Council's Data Protection Policy.

Mid Ulster District Council uses CCTV cameras in Council premises including offices, leisure and community centres, amenity sites, other outdoor venues and public spaces including some town centres .

The cameras are used to record, store and process images of staff and service users. The CCTV system consists of:

- Fixed exterior and interior cameras situated on Council property and vehicles, which continually record activities;
- Public space cameras including Town centre Camera's
- Temporary public space cameras, which are used from time to time to monitor indiscriminate littering and dog fouling occurrences;
- Body worn video cameras, which are activated from time to time by Council enforcement staff operating in public areas;

2.0 POLICY AIM & OBJECTIVES

2.1 **Policy Aim:** To ensure Council manages our CCTV systems in accordance with all relevant regulations and Council policies. The policy governs the use of the systems, including the storage, disposal and access to images and the storage of information.

2.2 **Policy Objectives:**

The policy aims through the use and deployment of CCTV to achieve the following:

- To prevent, detect, investigate, and report crime and to assist with the apprehension and prosecution of offenders;
- To discourage anti-social behaviour including dog fouling and littering;
- To enhance the safety and well-being of staff and the public using Council premises, services, and town centres;
- To assist with investigation and processing of insurance claims, investigations and the overall management and supervision of Council buildings, premises, and events;
- To assist with the preparation for and conduct of disciplinary investigations and hearings including those involving alleged or suspected criminal activity and/or breaches of Council policies in relation to the health, safety or wellbeing of employees, subcontractors, and the public generally;

3.0 POLICY SCOPE

This policy applies to all Council departments and to the services they provide.

Definitions

CCTV or closed-circuit television is the use of video cameras to transmit a video and/or audio signal to a specific place on a limited set of monitors. CCTV may or may not be recorded.

Data controller is the person who (either alone or jointly or in common with other persons) determines the purposes for which and the way any personal data (including CCTV images) is to be processed.

CCTV manager is the person who is responsible to the relevant Service Officer (e.g., facility manager) for the day-to-day management and use of CCTV systems in their service.

4.0 LINKAGE TO CORPORATE PLAN

- 4.1 Referring to Mid Ulster District Council's Corporate Plan 2020-24, this policy contributes toward the delivery of Corporate Theme 4: Environment.

5.0 OPERATIONAL CONSIDERATIONS & IMPLEMENTATION

Privacy Notice and System Usage

Images obtained from CCTV systems are normally automatically overwritten at intervals ranging from 14 to 31 days, dependent on the type

of equipment and capacity in use at each location, unless they are needed for investigation purposes and subsequent disciplinary hearing /appeals. It is necessary to hold images for this duration due to the time lapse between an incident/accident taking place and notification of this being received by the Council. Where recorded images are needed for investigation purposes, they will be held for the minimum period necessary to carry out the investigation/disciplinary/appeal processes and will be destroyed following this (see Retention of Images below).

Viewing of live images on monitors should be restricted to designated individuals who are authorised to view them, for example to monitor congestion for health and safety purposes. Control units for the display of CCTV images should therefore be situated in restricted areas where they are not visible to members of the public unless the monitors display scenes which are in plain sight of the public.

All processing of CCTV images shall be conducted in accordance with this policy and, in particular, processing of personal information shall be in compliance with the requirements of the [Data Protection Act 2018](#), the [Data Sharing Code of Practice](#) and [Video surveillance \(including guidance for organisations using CCTV\)](#) issued by the Information Commissioner's Office. Where images are obtained of persons committing acts of an illegal nature and/or acts which breach any Council byelaws, rules or regulations, these images may be used as evidence in the prosecution of the offence.

Images collected by CCTV systems may, subject to the requirements of this policy and the Data Protection Act 2018 and the Data Sharing Code of Practice, may be shared with other organisations or individuals for the purposes of law enforcement, investigation of incidents/civil claims, or to comply with subject access requests.

The Data Protection Act 2018 provides individuals with the right of access to personal data that the Council holds about them, including CCTV images. This right can be exercised by making a subject access request (see section on Access and Disclosure below) to the Data Controller for the service.

Signs must be displayed to identify all areas subject to CCTV surveillance and the signs should be clearly visible and legible. The signs must indicate the purpose for which cameras are installed and the contact details for Mid Ulster District Council as the organisation responsible for the CCTV system.

Cameras must be sited in such a way that they only monitor locations intended to be covered. They will not be used to look into private property.

Concealed cameras may be deployed where the organisation suspect the law is being broken or in strict accordance with the provisions of or the Regulation of Investigatory Powers Act 2000 (RIPA 2000). In exceptional circumstances where it is not practicable to secure the appropriate authorisation as required by RIPA 2000 prior to deployment such as where there is reasonable cause to suspect that illegal activities, or serious breaches of Council policy pertaining to health and safety are taking place or about to take place, deployment may occur but on the strict provision that the appropriate authorisation is obtained and recorded without delay.

The authorised officer for the purposes of RIPA 2000 is the Chief Executive or, in his absence, the Deputy Chief Executive. The authorised officer now has to make a RIPA application to a District Judge, via the Magistrate Court, before covert techniques can be used.

5.2 Approval and Documentation

All CCTV installations require mandatory screening to ensure that the processing of personal data in this way is justified. The Information Commissioner's Office Guidance on screening is contained in [Appendix 1: DPIA Screen Checklist](#) ICO Oct 2022.

Screening will be signed off by Assistant Director/ Heads of Service/Lead Officers (e.g., facility manager). Where screening identifies the need for a Privacy Impact Assessment to be undertaken, it will be the responsibility of the appropriate Assistant Director/ Heads of Service/Lead Officers to ensure that this is completed using the template and guidance issued by the Information Commissioner's Office contained in [Appendix 2](#).

Notwithstanding the use of concealed cameras, Privacy Impact Screening / Assessments are required to be in place and documented for all CCTV installations throughout the Council. Where no existing Privacy Impact Screening/ Assessments are in place, these must be carried out using the questions / template issued by the Information Commissioners Office contained in Appendices 1 & [2](#).

Following this, existing Privacy Impact Assessments will be reviewed every 2 years (or sooner if there is a material change in circumstances) to establish whether the continued use of CCTV is justified.

Privacy Impact Screenings and where necessary Assessments must be carried out for all proposed new installations of CCTV.

When a Privacy Impact Assessment has been signed off by the Assistant Director/ Heads of Service/Lead Officers(e.g., facility manager), reviewed by the Director and approved by the relevant Council Committee, the Head of Service/Lead Officer should forward it to the officer with responsibility for ensuring that Council complies with its responsibility as a Data Controller, along with details of the relevant CCTV scheme.

A central register [Appendix 3](#) will be maintained listing the locations where CCTV cameras are sited and the purposes for which the systems have been installed. Any new installations of CCTV or revised locations, including body worn or temporary cameras, should be notified to the officer with responsibility for ensuring that Council complies with its responsibility as a Data Controller so that the appropriate records can be updated. Each part of the CCTV system must fully comply with the provisions of this policy.

Requests from individuals and statutory bodies such as law enforcement agencies to view CCTV images should be considered in accordance with the provisions of this policy, the Data Protection Act 2018, the Regulation of Investigatory Powers Act 2000, article 8 of the European Convention on Human Rights, the CCTV Code of practice issued by the Information Commissioner's Office in 2014 and Mid Ulster District Council's Data Protection Policy.

Both the requests for access and the decisions in relation to the requests must be recorded. Individuals authorised to view images must formally confirm by personal signature that they undertake to abide by the requirements of this policy.

Formal records must also be kept of CCTV images released (see Processing Images below).

5.3 Maintenance of Cameras and Equipment

Each Head of Service/facility manager, in conjunction with Council's Property Services department, is responsible for ensuring that adequate maintenance arrangements are in place for the CCTV equipment deployed in their service area.

Each manager should ensure that the equipment is protected against vandalism, remains in good working order, and is repaired promptly when damaged. This is essential to ensure that images required for evidential purposes are of sufficient quality.

Maintenance/repair logs should be kept and completed when maintenance work is carried out on any Council CCTV equipment. All maintenance contractors' visits will be by prior arrangement.

5.4 Processing Images

It is important that access to and disclosure of images is restricted and carefully controlled, not only to safeguard the rights of individuals but also to ensure that evidence is not compromised should the images be required for evidential purposes.

Directors, Heads of Service and Lead Officers must ensure that:

- access is restricted to those staff who need to have access to recorded images for the purpose(s) for which the system was installed and where appropriate, external statutory agencies;
- images are viewed by authorised staff in a secure and confidential location;
- downloaded and saved images from body worn video or temporary cameras are only viewed in the event of an incident having taken place which needs to be investigated - if no such incidents have taken place the images should be deleted after 31 days;
- those authorised to view images are issued with a copy of this policy and required to personally sign a declaration that they fully understand their obligations to adhere to its conditions;
- the Duty Officer in charge of Council premises may authorise requests by PSNI officers to view CCTV images at monitoring stations;
- if recorded images are released, a record will be maintained at each location to record this by the facility manager. The logs should include a description of the images, the purpose for which they were released and the secure location where they are stored. Two copies of each incident should be made, one for retention by the Council and one for the requesting person/organisation.

5.5 Access and Disclosure

Mid Ulster District Council's Data Protection Policy includes arrangements for access to CCTV images. As the operator of the CCTV system, Mid Ulster District Council may provide access and disclosure in accordance with the provisions of the Data Protection Act under a Subject Access request, an overriding legal obligation such as a court order, and in certain situations, in response to a Freedom of Information requests.

5.6 Requests from Individuals for Disclosure of CCTV Images

Under the Data Protection Act 2018 an individual has the right of access to personal data held in relation to them which includes CCTV images. In this case they can make a subject access request to view the data and to be provided with a copy of the images. This must be provided within 1 month of the Council receiving a request. In these circumstances a judgment must be made as to whether disclosure of the images will impede crime prevention and detection. If this is the case, the information held about the requester is exempt from disclosure.

If information requested also contains images of any third party, a judgment should be made as to whether providing these images would involve an unfair intrusion into the third party's privacy or cause unwarranted harm or distress. If this is not the case, the images may be released; however, where this is not the case, it may be necessary to disguise or blur images of the third party to protect their privacy. If it is considered necessary to anonymise footage of third parties, this will be carried out on behalf of the Council by a sub-contracted processor who will guarantee security of images and compliance with Council's policy. Subject access requests from individuals should be made using the standard form :Appendix 5.

Where an individual requests CCTV images of themselves under the Freedom of Information Act 2000 (FOI), this information is exempt from the Act and the request should be treated as a data protection subject access request. If the images requested under the FOI are those of other people, they can only be disclosed if this does not breach the data protection principles. If individuals could be identified from the CCTV images, the images are personal information about them and it is unlikely that this information can be disclosed, as it may be unfair processing in contravention of the Data Protection Act.

5.7 Requests from Outside Bodies for Disclosure of CCTV Images

Requests for the disclosure of images may come from the Police Service of Northern Ireland (or other agencies such as the Department for Work and Pensions - Benefit Fraud Section). If not disclosing the information requested would be likely to prejudice any attempt by the police to prevent crime or catch a suspect, the information may be released. Requests for disclosure of images from the PSNI should be made using [Appendix 4:PSNI Form](#) .

Where the Council decides to disclose personal data to external agencies, this will be done in compliance with the Data Protection Act 2018 and the Data Sharing Code of Practice issued by the Information Commissioner's Office. Where a request for recorded images is received from solicitors, they must sign an undertaking that they will adhere to the Code of Practice and destroy the images/footages once no longer required in any legal proceedings.

5.8 Disclosure Records

Records of each decision made about the disclosure or non-disclosure of personal information and the reasons for the decision must be maintained by the Data Controller named under the council's data protection registration.

All staff queries or issues concerning CCTV should be directed to the Data Controller. Staff who receive subject access requests from the public should provide the person making the request with the relevant [form \(appendix 5\)](#) and direct them to the Data Controller for the Council.

All subject access requests will be dealt with by the Data Controller in consultation with the appropriate Director, Head of Service and local CCTV manager.

5.9 Duties of Staff Who Have Access to CCTV Systems

All staff with access to the Council's CCTV systems must keep personal data secure and not disclose it to anyone without the approval of the Council. Under S170 of the Data Protection Act 2018 there is an offence, which is defined as:

It is an offence for a person knowingly or recklessly—

(a) to obtain or disclose personal data without the consent of the controller,

It is essential Staff operating the Council's CCTV systems have read and understand both the CCTV and the Data protection policy.

5.10 Retention of Images

The CCTV system operates in such a way that information recorded is automatically overwritten after intervals ranging from 14 to 31 days (dependent on the type of equipment in use at each location).

If images need to be retained for any of the other reasons set out above they will be retained on a secure suitable media device and this will be recorded and kept only for as long as required.

Recorded images for use by Mid Ulster District Council will be kept for the minimum period necessary, i.e., until closure in the event of an investigation/disciplinary/appeal processes, in accordance with the Council's Retention and Disposal Schedule and then destroyed or erased.

6.0 ROLES AND RESPONSIBILITIES

The overall responsibility for implementing Council's Data Protection Code of Practice as it relates to CCTV rests with the Chief Executive.

Each Director is responsible for managing the Council's CCTV network within their own facilities/areas. Heads of Service/lead officer (e.g. facility managers) act as the Data Controller for their service and are responsible for carrying out Privacy Impact Assessments on the use of CCTV in their services.

The Council's Data Controller is responsible for the management of centralised CCTV records, for providing advice and support as required and for liaising with the Information Commissioner's Office when required.

Responsibility for the day-to-day management and use of authorised CCTV systems is delegated to appropriately designated local facility managers in conjunction with the responsible Director, Assistant Director, Head of Service or Lead Officer.

Staff who are authorised to have access to the CCTV system are required at all times to comply with the Council policy and procedures governing its use.

Staff who are not authorised to use the CCTV system must not attempt to access or view images or system records.

7.0 IMPACT ASSESSMENTS

7.1 Equality Screening

7.1.1 The policy shall be subjected to equality screening in accordance with the council's screening process.

7.1.2 Rural Needs Impact Assessment

The Policy shall be subjected to rural equality screening in accordance with Councils procedures and Rural Needs Act (NI) 2016.

7.2 Staff & Financial Resources

7.2.1 No issues have been identified which would significantly impact on the council's resources and delivery of its business as a result of this policy being implemented.

8.0 SUPPORT AND ADVICE

8.1 Advice and guidance on the implementation of this should be sought from the Head of IT or the Councillor Solicitor.

9.0 COMMUNICATION

9.1 All staff will have access to this policy published on the intranet and a hard copy on request from their manager.

10.0 MONITORING & REVIEW ARRANGEMENTS

10.1 Implementation of this policy will be monitored and a formal review undertaken 48 months from its effective date or earlier in the event of legislative changes.

Privacy impact assessments will be reviewed in conjunction with the policy review to establish whether the continued use of CCTV is still justified and proportionate.

1 Appendix one

DPIA screening checklist

- We consider carrying out a DPIA in any major project involving the use of personal data.**

- We consider whether to do a DPIA if we plan to carry out any other:**
 - evaluation or scoring;**
 - automated decision-making with significant effects;**
 - systematic monitoring;**
 - processing of sensitive data or data of a highly personal nature;**
 - processing on a large scale;**
 - processing of data concerning vulnerable data subjects;**
 - innovative technological or organisational solutions;**
 - processing that involves preventing data subjects from exercising a right or using a service or contract.**

- We always carry out a DPIA if we plan to:**
 - use systematic and extensive profiling or automated decision-making to make significant decisions about people;**
 - process special-category data or criminal-offence data on a large scale;**
 - systematically monitor a publicly accessible place on a large scale;**
 - use innovative technology in combination with any of the criteria in the European guidelines;**
 - use profiling, automated decision-making, or special category data to help make decisions on someone's access to a service, opportunity, or benefit;**
 - carry out profiling on a large scale;**
 - process biometric or genetic data in combination with any of the criteria in the European guidelines;**
 - combine, compare, or match data from multiple sources;**

- process personal data without providing a privacy notice directly to the individual in combination with any of the criteria in the European guidelines;
- process personal data in a way that involves tracking individuals' online or offline location or behaviour, in combination with any of the criteria in the European guidelines;
- process children's personal data for profiling or automated decision-making or for marketing purposes, or offer online services directly to them;
- process personal data that could result in a risk of physical harm in the event of a security breach.
- We carry out a new DPIA if there is a change to the nature, scope, context, or purposes of our processing.
- If we decide not to carry out a DPIA, we document our reasons.

Appendix two



ICO_DPIA_Template
V4 (1).docx



ICO_DPIA_guidance
_V3_FINAL_PDF.pdf

DRAFT

Appendix 3

Current list of All premises with Camera Installed (as Oct 2022)

Location	Purpose
Cookstown Council Office (15 cameras)	See Section 2.2 Policy
Magheraglass LFS (7 cameras)	See Section 2.2 Policy
Moneymore Recreation Centre and Moneymore Recycling Centre (14 cameras)	See Section 2.2 Policy
Cookstown Leisure Centre (47 cameras)	See Section 2.2 Policy
Ballyronan Marina (14 cameras)	See Section 2.2 Policy
Burnavon Theatre (11 cameras)	See Section 2.2 Policy
Cookstown Recycling Centre (16 cameras)	See Section 2.2 Policy
Tullyvar Landfill site (10 cameras)	See Section 2.2 Policy
Technical Service Depot Dungannon (12cameras)	See Section 2.2 Policy
Dungannon Leisure Centre (16 cameras)	See Section 2.2 Policy
Coalisland Civil Amenities (8 cameras)	See Section 2.2 Policy
Drumcoo Civil Amenities (15 cameras)	See Section 2.2 Policy
Ranfurlly House (12 cameras)	See Section 2.2 Policy
Dungannon Council Offices (16 cameras)	See Section 2.2 Policy
Maghera Leisure Centre (18 cameras)	See Section 2.2 Policy
Killymeal Road (6 Cameras)	See Section 2.2 Policy
Bridewell (7 cameras)	See Section 2.2 Policy
Magherafelt Council Office (2 cameras)	See Section 2.2 Policy
Seamus Heaney Home Place (21 cameras)	See Section 2.2 Policy
Meadowbank (24 cameras)	See Section 2.2 Policy
Greenvale Leisure Centre (51 cameras)	See Section 2.2 Policy
Tobermore Civil Amenity (2 cameras)	See Section 2.2 Policy
Draperstown Civil Amenity (2 cameras)	See Section 2.2 Policy
Magherafelt Civil Amenity (4 cameras)	See Section 2.2 Policy
Maghera Civil Amenity (2 cameras)	See Section 2.2 Policy
Castledawson Civil Amenity (2 cameras)	See Section 2.2 Policy
Ballymacomb Landfill (4 cameras) currently out action)	See Section 2.2 Policy
Magherafelt Council Depot (17 cameras)	See Section 2.2 Policy
Mid Ulster Sports Arena (16 cameras)	See Section 2.2 Policy
Fairhill Bowling Green and Toilet (2 cameras)	See Section 2.2 Policy
Cookstown Town centre	To enhance the safety and well-being of staff and the public using Council premises, services, and town centres;
Dungannon Town centre	
Magherafelt Town centre	
Draperstown	

Appendix 4:

PSNI CCTV Request Form

Mid Ulster District Council
CCTV System

PSNI CCTV Request for Data from Mid Ulster District Council

THIS FORM IS TO BE USED WHEN PSNI OFFICERS OR OTHER STATUTORY AGENCIES ARE APPLYING FOR DATA FROM THE CCTV SYSTEM

The completed form should be forwarded to:

**Public CCTV :PCSP Manager Mr Michael McCrory,
(michael.mcrory@midulstercouncil.org)**

Internal CCTV: Barry O’Hagan, the Data Controller for Mid Ulster District Council
)at the Dungannon Office, 15 Circular Road, Dungannon, BT71 6DT. Tel: 03000 132 132, **Email: ict@midulstercouncil.org**

DETAILS OF THE OFFICER INVESTIGATING:

Name -	Organisation - PSNI
Rank & Number (if applicable) -	Station/Office -
Tel -	Signature -
	Date -

Applications made under Section 29 of the Data Protection Act 1998

What information are you requesting? (Please specify date, time, and location)

Details of the person(s)/incident(s) you are investigating Name(s) (if known), description(s), vehicle(s) etc.

INTERNAL USE ONLY

Request Approved/Denied by:

Name: _____ Position: _____

Date: _____

Appendix 5 Standard CCTV Request Form

THIS FORM IS TO BE USED WHEN INDIVIDUALS ARE APPLYING FOR DATA FROM MID ULSTER DISTRICT COUNCIL'S CCTV SYSTEM

Section 1 About Yourself	
The information requested below is to help the Council (a) satisfy itself as to your identity and (b) find any data held about you. PLEASE USE BLOCK LETTERS	
Title:	First Name(s): Surname/Family name:
Your Current Home Address (to which we Will reply)	
	Post Code
Day Time telephone number~: (In case we need to contact you)	Mobile
	Landline
Email (preferred method of contact)	
Section 2 Proof of Identity	

To help establish your identity you must show us **one** official document showing your name and current address and provide a recent, full-face photograph of yourself e.g. Passport, Driving License.

Failure to provide this proof of identity may delay your application

Section 3 To Help Us Find the Information

If the information you have requested refers to a specific incident or offence, please complete this section.

Please complete a separate box in respect of different categories/incidents/involvement. Continue on a separate sheet if necessary.

Were you?: Please tick box(s) ✓

A person reporting an offence or incident	<input type="checkbox"/>
A witness to an offence or incident	<input type="checkbox"/>
A victim of an offence	<input type="checkbox"/>
A person accused or convicted of an offence.	<input type="checkbox"/>
Other - please explain briefly	
.....	
.....	

Date(s) of Incident (s)	time(s) of incident(s)
Place where incident Happened	
Brief details of Incident	
Declaration (to be signed by the applicant)	
The information that I have supplied in this application is correct and I am the person to whom it relates	
Signed by Date	
Warning - a person who impersonates or attempts to impersonate another may be guilty of an offence	

<p>Before returning this form please check:</p> <ul style="list-style-type: none"> • Have you completed ALL sections of this form? • Have you brought/enclosed ONE official document showing your name and current address and provided ONE recent photograph? • Have you signed and dated the form?

OFFICIAL USE ONLY	
Please complete ALL of this section	
Application checked and legible ?	Date Application Received
Identification documents checked?	Fee Paid
Details of documents (see page 2)	Method of Payment
Receipt No	
Documents Returned	
Member of Staff completing this Section:	
Signature	Date

ICT Security Policy

Document Control			
Policy Owner	Head of IT		
Policy Authors	Barry O'Hagan		
Version	V2.0		
Consultation	Senior Management Team Heads of Service Trade Unions	December 2022 Yes yes	
Equality Screened by	Yes	Date	30/03/2023
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1.0 INTRODUCTION

This policy describes the controls and processes put in place to maintain the confidentiality, integrity and availability of the technological system and thereby the information stored and processed on Council IT infrastructure.

The information stored within Council systems are increasingly valuable corporate asset and it is therefore essential that it is protected against known and emerging threats.

The provision of services must not be jeopardised by any breach, loss or unavailability of our information systems.

Compliance is mandatory

2.0 POLICY AIM & OBJECTIVES

2.1 **Policy Aim:** This policy aims to preserve the confidentiality, integrity and availability of our information.

They can be defined as follows:

Confidentiality: access to data and information shall be confined to those authorised to have access to it.

Integrity: information shall be accurate and complete. All systems, assets and networks will operate correctly and to specification

Availability: information shall be available and delivered to the right person at the time it is required.

The objectives of this policy are:

- To protect the organisation's business technological assets and information and any client or customer information within its custody or safekeeping by safeguarding its confidentiality, integrity and availability.
- To establish safeguards to protect the organisation's information resources from theft, abuse, misuse and any form of damage.
- To establish responsibility and accountability for Information Security in the organisation.
- Maintain the integrity of the data.
- Prevent unintended or deliberate consequences to the stability of Council's computer network.
- Avoid contravention of any legislation, policies or good practice requirements.
- Build confidence and Council in the data that is being shared between systems.
- Maintain high standards of care in ensuring the security of sensitive information.

- Prohibit the disclosure of information as may be necessary by law.
- To encourage management and staff to maintain an appropriate level of awareness, knowledge and skill to allow them to minimise the occurrence and severity of Information Security incidents.
-
- To ensure that the organisation can continue to provide activities in the event of significant Information Security incidents.
-
- To provide suitable coverage of International Standards ISO 17799 and BS 7799.

3.0 POLICY SCOPE

This policy applies to all areas of information technology and information management including:

This list is not exhaustive and will continue to reflect emerging technologies as they become available.	
Personal computers, laptops and computer	Mobile phone devices, cameras and internet or network enabled devices
Server, printers and all network devices	Software systems hosted and provisioned locally
All telecommunications ,Telephones and data networks	All devices and media containing data including storage devices, cards and devices containing same

The policy applies to all Councillors, staff and volunteers of the Council, contractual third parties and agents of the Council who have access and are authorised to access Councils IT systems.

4.0 LINKAGE TO CORPORATE PLAN

- 4.1 Referring to Mid Ulster District Council's Corporate Plan 2020-24, this policy contributes toward the delivery of Corporate Theme 4: Environment..

Controls that underpin this policy

- **Technical Security Controls**
- **Culture and Awareness**
- **Risk Management**
- **Personnel Security**
- **Physical Security**
- **Security Incident Management**
- **Information Security Controls**
- **Governance Controls**
- **Personnel Security**

Legislation and Standards

Users of Council ICT systems must comply with current legislation regarding the use and retention of information and use of computer systems. These include, but are not limited to:

- The Data Protection Act 2018
- The Copyright, Designs and Patents Act 1988
- The Computer Misuse Act 1990
- Human rights Act 1998
- Freedom of Information Act 2000
- Regulation of Investigatory Powers Act 2007
- ISO 27001:Information Security Management
- Criminal Justice Act 2008
- Common Law of Confidentiality
- Digital Economy Act 2010
- Malicious Communications Act 1988
- Human Rights Act 1998
- Regulation of Investigatory Powers Act (RIPA) 2000
- Privacy and Electronic Communications Regulations 2003

5.0 PROCEDURE & IMPLEMENTATION

The Council will use the series of control measures to reduce risk of information loss of confidentiality, availability or its integrity. Those controls include technical controls, staff awareness and training, rules, policies, standard operating procedures and practices in line with good practice and standards such as ISO 27001.

5.1 Security of Assets

Security Control of Assets

Each IT asset, (hardware, software, application or data) shall have a named custodian who shall be responsible for the information security of that asset.

Access Controls

Only authorised personnel who have a justified and approved business need shall be given access to restricted areas containing information systems or stored data.

User Access Controls

Access to information shall be restricted to authorised users who have a bona-fide business need to access the information.

Computer Access Control

Access to computer facilities shall be restricted to authorised users who have business need to use the facilities.

Application Access Control

Access to data, system and software shall be controlled and restricted to those authorised users who have a legitimate business need e.g. systems or database administrators, ICT technical staff and third-party support companies and their representatives.

Authorisation to use an application shall depend on the availability of a licence from the supplier. The system owners of each system will regularly conduct access reviews.

Equipment Security

To minimise loss of, or damage to, all assets, equipment shall be physically protected from threats and environmental hazards.

Computer and Network Procedures

Management of computers and networks shall be controlled through standard documented procedures that have been authorised by the Head of IT . No devices will be connected to the Council network without prior authorisation from IT.

Information Risk Assessment

ICT security risk assessments will be managed and reviewed in line with the corporate risk procedures.

Information security incident, events and weaknesses

All information security events and suspected weaknesses are to be reported to the Head of IT.

Council will monitor Security Incident and Event logs generated by systems through services and systems as resources allow.(typically through security information & event management (SIEM) systems.

As far as resources allow all information security events shall be investigated to establish their cause and impacts with a view to detecting indicators of compromise, breaches and security incident and avoiding similar events in the future, taking automatic controlling actions and playbooks to prevent spread and employ Security Operation Centre (soc) specialists and services to manage same.

Protection from Malicious Software

The organisation shall use technical countermeasures and management procedures to protect itself against the threat of malicious software. All staff shall be expected to co-operate fully with these measures. Users shall not install software on the organisation's equipment by ICT. Users breaching this requirement may be subject to disciplinary action.

Removable Media and USB Storage Devices

Removable media of all types that contain software or data from external sources, or that have been used on external equipment, must follow the policy and guidance as laid out in the [USB and Removable media policy](#) before they may be used on the Council's systems. Such media must be fully encrypted and virus checked before being used on the organisation's equipment by ICT. Users breaching this requirement may be subject to disciplinary action.

Monitoring System Access and Use

An audit trail of system access and data use by staff (where available) shall be maintained and reviewed on a regular basis. Council reserves the right to monitor activity and investigate potential breaches of policy, security incident and alerts. Council may monitor and record communications (including telephone communications) for the following reasons:

- Establishing the existence of facts
- Investigating or detecting unauthorised use of the system
- Preventing or detecting crime
- Ascertaining or demonstrating standards which are achieved or ought to be achieved by persons using the system (quality control and training)
- In the interests of national security
- Ascertaining compliance with regulatory or self-regulatory practices or procedures
- Ensuring the effective operation of the system.

Any monitoring will be undertaken in accordance with the above act and the Human Rights Act.

Accreditation of Information Systems

The Council shall ensure that all new information systems, applications and networks include a disaster and recovery plan and are approved by the Head of IT before they commence operation.

System Change Control

Changes to information systems, applications or networks shall be reviewed and approved through internal ICT procedures.

Intellectual Property Rights & Licensing

The organisation shall ensure that all information products are properly licensed and approved by the IT service. Users shall not install software on the organisation's property without permission from the IT Service. Users breaching this requirement may be subject to disciplinary action.

Business Continuity and Disaster Recovery Plans

The organisation shall ensure that business impact assessment, business continuity and disaster recovery plans are produced for all mission critical information, applications, systems and networks.

Reporting

The Head of IT shall keep the Council informed of the information security status of the organisation by means of regular reports and updates.

5.2 User Account Management

Role of IT Services

The creation, suspension and deletion of user accounts are the responsibility of the Head of Service after approval by Human Resources.

User accounts must not be requested by the individual user but can be requested their supervisor. A copy of these requests will be retained for audit purposes.

All user accounts should be clearly identifiable by the user's roles and responsibilities.

Accounts will be allocated the least privilege access required for the job/Function.

IT service will maintain a list of all staff that have been granted access rights and permission to the system it manages.

Suppliers and support companies must have their own user accounts setup, the Councils password management policy will apply to all accounts.

System-level Passwords

All system-level passwords (e.g., root enabled, Administrator, application administration accounts, etc.) must be changed in line with policy whenever a change in Administrators occurs and for protected stored with the encrypted secured platform where necessary.

User-accounts that have system-level privileges granted through group memberships or programs must have a unique password from all other accounts held by that user.

IT must maintain a list of all staff that has been granted Administrator rights to systems.

Account Housekeeping

Authorised System Manager and Heads of Service should periodically check that all user accounts are still in use. If an account has not been accessed for 28 days then the account may be suspended until either HR or the user's departmental head has been contacted.

Password / Pin Resets

Where a user forget their passwords, a password reset requests will be submitted to IT and issued a new then the Application System Manager may issue a new password but should record the event upon the IT Helpdesk system.

Compromised Accounts

If an account or password is suspected to have been compromised, report the incident to the ICT Service Desk who will in turn suspend and disable the account and report to the Head of Service.

Password / Pin Security

The login password must meet the complexity requirements as specified. These will adjust as per NCSC recommendations and best practice security recommendations.

Passwords must not be written down or inserted into email messages or other forms of electronic communication.

All passwords must be changed after the initial login.

On systems that support this feature Password changes should be unique from previous passwords and be configured to lock out after four unsuccessful attempts.

Role of Supervisor / Manager / Heads of Service

All supervisors / managers are responsible for informing the IT Service Desk and the relevant Application System Manager(s) of the following:-

- New Starters – start date and role.

- Leavers – leaving date.

- Long term sickness – date off work

- Maternity leave – date leave commences.

- Movements – whereby doing so the user needs differing system access

All such dates should be known before (they occur) due and the supervisor / manager should make every effort to advise the ICT Service Desk / Application System Manager in advance of the date.

Role of IT Service Desk

The IT Service Desk manages user accounts for Active Directory services.

The creation, suspension and deletion of these user accounts is the responsibility of the IT Service.

User accounts must not be requested by the individual user but can be requested via their supervisor, manager or human resources.

The IT Service will retain these requests for audit purposes.

All user accounts should be clearly identifiable by the user's roles and responsibilities.

Role of Human Resources

This department will notify IT of all leavers/changers/new starts including employment agency staff within the Council.

5.3 Reporting of Security Incidents

All suspected or confirmed incidents, breaches or compromises of ICT systems must be reported to a member of the ICT team as soon as possible by any means.

Full details of the incident will be captured on the incident form and notes in Appendix 2 &3.

Please use the mobile numbers available on the helpdesk intranet to contact the ICT Team outside of normal hours.

5.4 Laptops and Portable Devices

Hardware and Software

The IT Service provides all hardware and software which is compatible with Councils systems.

All appropriate hardware and software is procured and installed by the IT Service and users must not install additional hardware or software.

Staff with non-Council IT service provided portable devices are not allowed to connect them to the Councils data Network without prior approval by the ICT service helpdesk.

Unauthorised software downloaded from the Internet must not be loaded onto systems managed and supported by the ICT Service.

Software obtained illegally must not be loaded on a portable device.

Upon termination of employment or contract, the user is required to return all Council owned properties before leaving the Council.

The user will exercise care in using and housing Council owned equipment.

The IT Service may recall laptops and portables devices at any time to audit and update them.

Protection of Portable Hardware

The user is responsible for safeguarding of the portable device hardware. In this case, it means:

- When not in use, portable devices should be kept in a secure location.
- While in transit, portable devices should be in a suitable carrying case and should be kept out of view.
- Portable device security is **always your responsibility**.
- Do **not** leave the portable device unattended in a public place e.g. car park.
- Do **not** keep password details in the same location as the portable device.
- Avoid leaving the portable device within sight of ground floor windows/inside cars/within easy access.

Virus Control

The portable device has an Anti-Virus and other security software package installed by Council's IT Service.

These systems are installed to prevent an attack from malicious software and to prevent loss of data and corruption of programs/files on the relevant devices. Any users must not alter the configuration of this package.

The anti-virus system's database of virus definitions **must** be updated on a regular basis, each day if possible. This means connecting the portable device to the network/internet for the virus updates to be applied.

Losses and Confidentiality/Security Breaches

Incidents that constitute a loss of hardware or data, which could potentially lead to a breach of confidentiality, are to be reported as soon as possible directly to the IT Service Desk (using the Councils Incident Reporting form to complete the detail).

Where there is a potential for breach in staff or personal data confidentiality, a copy of the Incident Form (see appendix 2) should also be sent to the Director of Corporate & Finance.

Security of Data

Confidential data must only be held on portable devices supplied by the Council where possible which have an appropriate level of encryption implemented.

Each portable device must be suitable encrypted to minimise the loss of any Council Data.

If work is being conducted in public places, meeting rooms and other unprotected areas care should be taken to avoid the unauthorised access to or disclosure of the information stored and processed by the portable device.

Care should be taken by the staff using the portable device to minimise the risk of unauthorised persons overlooking the screen.

Confidentiality Policies apply equally to information whether in the office or at home. Failure to maintain confidentiality may result in a disciplinary action.

Data backup solution is provided centrally on the Councils data network and not on each portable device. **It is the user's responsibility to ensure that their data is stored to the data network, for backup purposes.**

The use of the portable device and the data on it must not be shared with family members.

Accounting/Audit and Legislation

The software and information held on portable devices are subject to the same audit procedures as the Council's desktop computer systems. This also covers information and data stored on removable media e.g. memory sticks, CDs, DVDs.

Users of portable devices must comply with current legislation regarding the use and retention of information and use of computer systems. These include, but are not limited to:

- The Data Protection Act 1998
- Access to Health Records Act 1990
- The Copyright, Designs and Patents Act 1988
- The Computer Misuse Act 1990

5.5 Internet Access

Internet access is covered by a separate policy within Council published on the Intranet covering the various aspects of internet usage including.

- Personal Use of the Internet
- Acceptable Use of the Internet
- Online Data storage and transfer Websites
- Internet Content Filtering
- Internet Monitoring

Staff should refer to this policy for more information on the proper use of the internet.

5.6 Disposal of Equipment

Due to the increasing dependence on electronic storage systems and the use of disposable media, data disclosure has become a major risk in the operation and decommissioning of media.

Hard Disk Destruction

IT will physically destroy disk drives using a specialist secure disposal service or wipe using NCSC accredited solutions.

CD-ROM/DVD/Solid State Devices (SSD) Destruction

IT will dispose of redundant or damaged CD-ROM /DVD/SSD through the waste service within the Council.

Data Removal and Destruction Management

IT will maintain a secure method of managing the process of data destruction ensuring that all media requiring cleaning or destruction is correctly organised and properly audited.

5.7 Desktop Computer Systems

Hardware and Software

The Council's IT Service provides hardware and software which is compatible with other Council systems.

All appropriate hardware and software is procured and installed by Council IT services. Users must not install additional hardware or software.

Staff with systems that are not provided by IT Service, are not permitted to connect them to the Council data networks.

Software downloaded from the Internet must not be loaded onto systems unless prior authorisation has been given by IT Service.

Software obtained illegally must not be loaded onto any desktop systems within the Council.

Upon termination of employment or contract, the user is required to return all Council owned properties as soon as possible.

The user is required to exercise care in using and housing Council owned equipment.

The IT Service may recall desktop systems at any time to audit their use.

Security of Data

Confidential data must only be installed on desktop systems which have been supplied by the IT Service and have an appropriate level of access security and/or encryption implemented.

If work is being carried out in public places, meeting rooms and other unprotected areas, care should be taken to avoid unauthorised access to or disclosure of the information stored and processed by Council systems.

Care should be taken by the staff using the desktop system to minimise the risk of unauthorised persons overlooking the PC Monitor.

The desktop system has an Anti-Virus software package installed by Council ICT Service.

Losses and Confidentiality/Security Breaches

Incidents that constitute a loss of hardware or data, which could potentially lead to a breach of personal or sensitive data. A suspected loss or breach must be reported directly to the ICT Service using the Councils Helpdesk.

Where there is a potential for breach in staff confidentiality, a copy of the Incident Form Appendix 3 (should also be sent to the Director of Finance).

Accounting/Audit

Users will make their systems available at any time for any audit by the Council.

5.8 Asset Management

Assets Recorded – Hardware

The following hardware items are recorded within the Council ICT Service:

- File Servers
- Network Devices
- Desktop PCs
- Laptops & Tablets
- Monitors (be it part of a Desktop PC Package or separately issued monitor)
- Printers
- Peripherals
- External CD / DVD Burners
- Docking Stations

Assets Recorded - Desktop Software

Software products generally require a license purchased before installation on to the user's desktop system.

All purchased software must be recorded and their usage monitored.

System Software

A System Asset Register is maintained by the IT service.

Asset Tags

All hardware assets must retain an asset tag as a means of identification within the IT asset database(s).

5.9 Anti-Virus, Malware and Ransomware

All desktop or portable systems which connect to Council's infrastructure or with access to the Internet must have anti-virus software installed where possible.

Desktop Systems

Due to the increasing capabilities of desktop machines and their growing exposure to the Internet, host based anti-virus software must be deployed as a bare minimum.

Typical features will include logging and scan various systems that will be centrally logged and reviewed for indicators of compromise to systems. include:

- **Ransomware ,Malware and Spyware**

Due to the many possible methods of infection by ransomware, malware and spyware, an effective anti-malware strategy requires equally varied levels of protection. Many of the most popular malware applications collect information which may be valuable to retailers, such as browsing habits or the popularity of certain products. These more minor behaviours can often mask more sinister activities such as password collection or sensitive document disclosure.

Users must not attempt to disable or circumvent any of the features within the anti-virus software

Any virus detection must be reported to ICT via the helpdesk and incident report form in Appendix 3.

Remote Access and Virtual Private network (VPN) gateway Systems

VPN and remote access system includes technologies and hardware that allow remote access to the Council network for remote working.

Due to their exposure, they are particularly vulnerable to attack and, if not correctly protected, can act as the initial infection point of a network.

The software installed on these will requires Multi Factor Authentication (MFA) to secure access.

The gateway system must use different software to that used elsewhere within the Council's infrastructure. Due to the complex nature of attacks, which may spread through the use of email or network vulnerabilities, the gateway must be able to automatically protect the network when it recognises malicious activity.

This heuristic, or behaviour-based defence, allows the software to automatically block suspected traffic through automatic detection of new viruses or outbreaks.

File Servers and Anti-Virus Exceptions

Apart from dedicated servers (e.g. gateway and email systems), there are often cases in which an anti-virus solution is desirable but due to possible impacts to availability and performance prior consideration is necessary.

On Access scanning or memory resident detection mechanisms may adversely affect high volume servers that demand high availability.

While enterprise class anti-virus solutions can go some way to alleviating these concerns there will always be areas unable to support anti-virus, either through incompatibility with appropriate class software or performance impacts.

In such cases it is often useful to run scheduled scans as frequently as possible during time periods when resource demand is low. If the system will not support this, scheduled maintenance periods will be necessary to perform comprehensive and complete systems scans.

6.0 POLICY COMPLIANCE

Potential breaches of this policy will be investigated and the user may be subject to Mid Ulster District Council's or other relevant disciplinary procedure.

If it is believed that a criminal offence has been committed Council will contact the police and provide the relevant information to assist in the investigation/prosecution of the alleged offender(s).

7.0 ROLES AND RESPONSIBILITIES

7.1 **Council and Chief Executive:** will assume executive authority regarding the implementation of the Policy and delegation through the Director of Finance and the Senior Management Team.

Assistant Directors, Heads of Service and SMT

- Ensure that all staff receive information about this Policy and be part of any local induction where appropriate.
- Ensure that all staff affected understand their responsibility in relation to complying with this policy.

7.3 **Heads of IT** must ensure:

- The implementation of this policy, procedures and controls underpinning it.
- **IT Service** will maintain controls and processes to enforce and monitor within the policy definitions and scope

7.4 **All staff and authorised third parties** are obliged to adhere to this policy

8.0 IMPACT ASSESSMENTS

8.1 Rural Impact Assessment, Equality & Good relations Screening

The policy has been Equality Screened and has been 'screen out' for an EQIA. A Rural Needs Impact Assessment has also been completed.

8.2 Staff & Financial Resources

No issues have been identified which will impact on the delivery of Council business as a result of this policy being implemented.

9.0 SUPPORT, ADVICE AND COMMUNICATION

9.1 Advice and guidance on the implementation of this policy should be sought from the IT Service.

9.2 Information Awareness relating to Information security and IT policies shall be included in the staff induction process. An ongoing awareness programme shall be established and maintained in order to ensure that staff as appropriate receive refresher and update training.

9.3 This policy will be communicated internally using a range of appropriate internal communication methods including intranet, inductions, and team meetings.

9.4 All Elected Members and Directors shall be provided with a copy of this policy. Senior Management Team will make arrangements to ensure it is communicated with their relevant staff.

10.0 MONITORING & REVIEW ARRANGEMENTS

10.1 Implementation of this policy will be routinely monitored and a formal review undertaken 36 months from its effective date.

Appendix 1: Password Guidance

Password Protection Standards

Do not use the same password for Council accounts and for other non-community access (e.g. home internet and email account passwords should not be the same as the one you use at work).

All passwords are to be treated as confidential information.

Below is a list of “don’ts”:

- Do not reveal a password over the phone to ANYONE
- Do not reveal a password in an email message
- Do not talk about details of your passwords in front of others
- Use multifactor Authentication
- Do not hint at the format of a password (e.g. “my family name”)
- Do not reveal a password on questionnaires or security forms
- Do not share a password used at the Council with family members
- Do not reveal a password to co-workers while on holiday
- Do not use the “Remember password” feature of applications
- Do not write passwords down and store them anywhere in the office

If anyone demands your password, refer them to this document or have them call the ICT Service desk.

Compromised Accounts & Passwords:

If an account or password is suspected to have been compromised, **report the incident to the ICT Service Desk straightaway**. The incident will be recorded by the ICT Security Service. Such passwords must be changed immediately.

The ICT Service can at any time suspend a user’s access if it is believed they are sharing account details with others.

Unattended Equipment and Clear Screen:

Users must ensure that they protect the network from unauthorised access. Users must log off the network when they have finished working.

Users must ensure that any equipment logged on to the network be protected if they leave it unattended, even for a brief time.

If a PC is left unattended for a brief time the user will be required to re-input their password to reactivate the session in line best practice.

Appendix 2 Reporting of Security Incidents

What is an Information Security incident?

An information security incident is an event which may compromise the confidentiality, existence, accuracy or availability of stored information. Normally, these incidents violate the Council's policy or Government Laws and involve data or a computer resource owned or operated by the Council. Computer resources owned by the Council include, but are not limited to the following:

- Email accounts, User IDs and passwords issued by the Council for use on the Council applications/systems.
- Hardware and software licensed or leased by the Council.
- Network resources, including network devices and IP addresses owned by the Council.

- In general, an Information Security Incident is any event that results in or could have resulted in:
 - Disclosure of confidential information to an unauthorised person.
 - The integrity of the system or data being compromised
 - Financial loss as a result of using IT system to perpetuate the incident.
 - Disruption of information processing systems.
 - Inappropriate use of the Councils ICT systems such as email and Internet activity.

What should I do if I encounter a computer security incident?

Gather as much information as you can and make sure you include the collected details on the [Incident Reporting Form](#) or via the ICT Helpdesk.

Details should include:

- Date, time and type of incident
- Names of known persons involved in the incident
- IDs or identifying information of persons/machines involved in the incident
- Print outs/copies of any supporting documentation regarding the incident, including headers and logs.

NOTE: Do not delete or destroy any supporting documentation that may be needed as evidence, for example, an email containing harassing content.

To whom should I report computer security incidents?

The ICT Service is the crucial point of contact for all computer security incidents at the Council. All computer and network security incidents should be reported to one of the following, as appropriate:

- Head of ICT and in their absence a member of the ICT team.
- The ICT Service Desk or .ict.helpdesk@midulstercouncil.org
- You must also fill in the Councils Incident form available on the helpdesk
- Your immediate Supervisor

Some examples of information security incidents

Examples of activities which constitute information security incidents include, but are not limited to:

Password is compromised	You discover that someone else has access to your account using your password, or others are misusing passwords. Obtaining, possessing, using, or attempting to use someone else's password regardless of how the password was obtained (e.g. password sharing).
Unauthorised Access	Accessing, or attempting to access, another individual's data or information without proper authorization Unauthorised access to data or files
Computer Virus infection /Virus Infection on a device	You find your computer running unwanted ransomware, strange warning pop-ups, software, behaving uncharacteristically and the computer
Hacking attempt	Usually, systems disable accounts where the wrong password was entered many times. If your account was disabled because someone else was attempting to access it then a security incident has occurred.
Misuse of Email and Internet	Inappropriate use on the Councils Email and Internet services, this may include: Accessing inappropriate or unauthorised (inappropriate) than web sites Excessive personal use Using Email to harass staff or to disclose information. Transmitting of sensitive or person identifiable information in unencrypted form
Unauthorised People Using or Attempting to Use IT Equipment	This particularly applies to areas where sensitive data is processed. Only authorised and appropriately trained individuals should have access to ICT systems containing sensitive data of the Council. Also this could involve using the Council's resources for unauthorised purposes (e.g. using personal computers connected to the Council network to set up web servers for illegal, commercial or profit-making purposes).
Computer Files Missing	Self-explanatory
Theft/Loss of IT Equipment	A theft or loss is an information security incident if it means that information is lost or made available to others.
Unexplained Changes to System Data / Configuration	Any unexplained change to system data

IT Security Incident Reporting Form

Instructions: This form is to be completed as soon as possible following the detection or reporting of an Information Technology (IT) security incident. All items completed should be based on information that is currently available. This form may be updated and modified if necessary.

1. Contact Information for this Incident	
Name:	
Title:	
Work Phone:	
Mobile Phone:	
Email address:	
2. Incident Description.	
Provide a brief description:	
3. Impact / Potential Impact Check all of the following that apply to this incident.	
<input type="checkbox"/> Loss / Compromise of Data <input type="checkbox"/> Damage to Systems <input type="checkbox"/> System Downtime <input type="checkbox"/> Financial Loss	<input type="checkbox"/> Other Organisations' Systems Affected <input type="checkbox"/> Damage to the Integrity or Delivery of Critical Goods, Services or Information <input type="checkbox"/> Violation of legislation / regulation <input type="checkbox"/> Unknown at this time
Provide a brief description of the impact:	

Provide a brief description of data that was compromised:	
5. Who Else Has Been Notified?	
Provide Person and Title:	
6. What Steps Have Been Taken So Far? Check all of the following that apply to this incident.	
<input type="checkbox"/> No action taken	<input type="checkbox"/> Restored backup from tape
<input type="checkbox"/> System Disconnected from network	<input type="checkbox"/> Log files examined (saved & secured)
<input type="checkbox"/> Updated virus definitions & scanned system	<input type="checkbox"/> Other – please describe:
Provide a brief description:	
7. Incident Details	
Date and Time the Incident was discovered:	
Has the incident been resolved?	
Physical location of affected system(s):	
Number of sites affected by the incident:	
Approximate number of systems affected by the incident:	
Approximate number of users affected by the incident:	
Please provide any additional information that you feel is important but has not been provided elsewhere on this form.	

Please submit this completed form to: Head of ICT

Barry.ohagan@midulstercouncil.org

&

<mailto:ict@midulstercouncil.org>

Internet Use Policy

Document Control			
Policy Owner	Head of IT, Barry O'Hagan		
Policy Author	Head of IT, Barry O'Hagan		
Version	2.0		
Consultation	Senior Management Team	Yes	
	Trade Unions	Yes	
Equality Screened by	Yes	Date	
Equality Impact Assessment	N/A	Date	
Good Relations	Yes		
Approved By	(Policy & Resources)	Date	
Adopted By	Council	Date	
Review Date		By Whom	
Circulation	Councillors, Staff, Intranet		
Document & legislation Linkages and	Mobile Phone Policy Email and Instant Messaging Policy The Privacy and Electronic Communications Regulations (PECR) Data Protection Policy ICT Security Policy Social Media Policy CCTV Policy Disciplinary Policy Code of Conduct for Local Government Employees		

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1.0 INTRODUCTION

Mid Ulster District Council provides internet access for work related purposes including accessing applications, information, to facilitate research and to conduct business.

However, it is recognised that the use of the internet does have associated risks so it is important that users do not misuse the internet facility and comply with the latest guidance, relevant legislation so to avoid the main risks which when used incorrectly could :

- Damage to reputation of Council as a result of misuse of the internet on Council provided devices.
- The interruption or contamination of Council information system's confidentiality, integrity and availability as a result of the introduction of viruses, ransomware and/or loss of personal data.

This policy outlines your responsibilities as a user and tells you how the internet facility provided by Council should be used.

2.0 POLICY AIM & OBJECTIVES

2.1 **Policy Aim:** This policy establishes a framework for the use of the Internet within the Council

2.2 **Policy Objectives:**

- To ensure that users understand how to conduct themselves legally, honestly and appropriately while using the internet safely.
- To protect Council and its users from legal action as a result of misuse of the internet
- To promote safe use of the internet for work related purposes.
- To establish the responsibilities of users whilst using the Council internet facility
- To help mitigate the informational security risks associated with internet use and establish good governance.

3.0 POLICY SCOPE

3.1 This policy applies to **all users** of Council provided internet-enabled devices and networks.

3.2 All users are expected to comply with this policy at all times when using the Council internet facility or when using any Council owned internet-enabled devices.

3.3 This policy does not include guidance on the acceptable use of Social Media, this can be found separately in Council's Social Media Policy which is available on the intranet.

4.0 LINKAGE TO CORPORATE PLAN

4.1 Referring to Mid Ulster District Council's Corporate Plan 2020-24, this policy contributes toward the delivery of Corporate Theme 4: Environment.

5.0 PROCEDURE & IMPLEMENTATION

This section outlines the framework for the use of the internet facility provided by Mid Ulster District Council

5.1 Personal Use of the Internet

- 5.1.1 The internet may be used for reasonable personal use outside of core hours i.e., when clocked out from time management , e.g., during breaks, before/after core hours provided that the use is in accordance with this policy, technical controls allow same and it does not interfere with your work, colleagues or Council.
- 5.1.2 Personal use of the internet is a privilege and not a right, this privilege may be modified or withdrawn at any time at the discretion of your line manager or by IT services to safeguard the Council.
- 5.1.3 Personal use of the internet is subject to the same conditions as for business use which includes restrictions to certain categories of website as well the monitoring and recording of activity.
- 5.1.4 No adjustments will be made to web filtering categories for personal use of the internet.

5.2 Acceptable Use of the Internet

- 5.2.1 The internet must be used in an acceptable manner to help mitigate risks associated with misuse, the internet must **not be used to do the following**:
- Create, download, upload, display or knowingly access any unsuitable material including anything that is obscene, libelous, offensive, discriminatory, defamatory, harassing, pornographic or illegal in nature.
 - Access or attempt to access any unauthorized areas, also known as 'hacking.'
 - Access personal web-based email accounts(councillors may access their personal email on non-corporate networked devices such as iPads).
 - Subscribe to or use any form of online gaming or gambling websites.
 - Subscribe to or use any form of online chat facility including chatrooms and web-based messengers besides Council Cisco Jabber, Teams and Zoom services.
 - Download, access or distribute copyright protected material where a license or permission from the copyright owner is not held to do so.
 - Publish defamatory and/or false material about the Council, members, employees or anyone else associated with the Council anywhere online.
 - Publish or distribute confidential information about the Council online including financial information, personal information or details of staff discussions.
 - Download and introduce onto the Council network any software that is knowingly malicious, unlicensed or may damage Council's systems or reputation.
 - Carrying out any activities that will breach relevant legislation including, but not limited to, the Data Protection Act 1998 or the Computer Misuse Act 1990

- Express personal views which could be misinterpreted as being those of the Council anywhere online.
- Run a personal business or carry out any commercial activities.
- Access personal social media platforms profiles

5.2.2 The above list is an example of unacceptable use but it is not exhaustive.

5.3 Online Data Storage and Application access

5.3.1 **Data must not be stored on unapproved online storage websites.** Access to online storage websites including dropbox, WeTransfer etc. is not allowed as there are security risks with using such websites. ICT will provide a suitable secure arrangement to transfer and scan inbound large files using these services if necessary to recipients.

5.3.2 Council has approved the use of Microsoft OneDrive to share data that cannot be emailed including large files.

5.3.3 OneDrive can be accessed using your network login details.

5.3.4 A guide on using OneDrive is available on the intranet and Helpdesk knowledge base.

Multifactor controls are enabled to secure trusted access to hosted applications. Multifactor authentication details ,mobile devices and tokens must only be used by those they have been allocated to and setup for.

5.4 Internet Content Filtering

5.4.1 Internet access is subject to various technical controls based on Automate intelligence learning from Firewall to control safe access. Council makes use of a content filtering system to prevent access to content or sites considered to be unacceptable for use at work and prevent security breaches.

5.4.2 If you are prevented from accessing a business-related website you should create a ticket on the ICT helpdesk with details on the website in question.

5.4.3 The content filtering system uses a list of categories to determine whether access to a website will be granted or not.

5.4.4 Each user with internet access is assigned as a member of an access group depending on business requirements, each access group is configured to allow or deny access.

5.5 Internet Monitoring

5.5.1 All internet activity is logged by the security systems in accordance with current best practice and monitored.

5.5.2 Monitoring is facilitated to ensure that the internet is being accessed in accordance with this policy and you should have no expectation of privacy regarding your internet activity.

- 5.5.3 An internet access report that provides information on the internet usage of all users will be generated each month and emailed to your supervisor.
- 5.5.4 Supervisors can request more detailed individual user reports at their own discretion from the ICT Service.

5.6 Policy Compliance

- 5.6.1 Potential breaches of this policy will be investigated and the user may be subject to Mid Ulster District Council's disciplinary procedure.
- 5.6.2 If it is believed that a criminal offence has been committed as a result of internet misuse further action may be taken to assist in the prosecution of the offender(s)

6.0 ROLES AND RESPONSIBILITIES

- 6.1 **Council and Chief Executive:** will assume executive authority with regard to the implementation of the Internet Use Policy and delegation through the Director of Finance and the Senior Management Team.
- 6.2 **ICT Service** is responsible for the following:
- Management and maintenance of all Council owned internet-enabled devices, internet connections and content filtering system.
 - Manage technical aspects of the content filtering system.
 - Provide monthly internet activity reports to SMT and Heads of Service
 - Provide individual user reports as requested.
- 6.3 **Heads of Service, Assistant Directors and SMT** must ensure:
- The implementation of this policy and procedures.
 - Ensure that all staff receive information about this Policy and be part of any local induction where appropriate.
- 6.4 **Elected Members and staff:** All elected members and staff who use Council provided internet or internet-enabled devices are obliged to adhere to this policy, process the information and use the internet in accordance with all legislation including Data Protection and Human Rights legislation.

7.0 IMPACT ASSESSMENTS

7.1 Equality & Good relations Screening & Impact

The policy has been subjected to equality screening in accordance with the Council's screening process. The outcome of the screening has screened this policy out.

7.2 Rural Needs Impact

The policy has been subjected to a rural needs impact assessment and this policy has considered the assessment during the policy development.

7.2 Staff & Financial Resources

7.2.1 No issues have been identified which will impact on the delivery of Council business as a result of this policy being implemented.

8.0 SUPPORT AND ADVICE

8.1 Advice and guidance on the implementation of this policy should be sought from the ICT Service.

9.0 COMMUNICATION

9.1 This policy will be communicated internally using a range of appropriate internal communication methods including intranet, inductions and team meetings.

9.2 All Elected Members and Directors shall be provided with a copy of this policy. Senior Management Team are to make arrangements to ensure it is communicated with their relevant staff.

9.3 This policy will also form part of the induction process for all new staff.

10.0 MONITORING & REVIEW ARRANGEMENTS

10.1 Implementation of this policy will be routinely monitored and a formal review undertaken 36 months from its effective date.

Report on	Response to Consultations
Date of Meeting	6 th April 2023
Reporting Officer	Joe McGuckin, Head of Strategic Services & Engagement
Contact Officer	Ann McAleer, Corporate Policy and Equality Officer

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

1.0	Purpose of Report
1.1	<p>The purpose of this report is to seek approval from elected members of the draft consultation responses developed on behalf of Mid Ulster District Council in response to the consultations on:</p> <ul style="list-style-type: none"> • Domestic and Sexual Abuse Strategy 2023-2030 • SHSCT Provision of Emergency General Surgery
2.0	Background
2.1	Members were informed of these consultations at the February 2023 Full Council. Members requested that consultation responses were developed on behalf of Council.
2.2.	Both the DoH and SHSCT held information events that have informed the content of both these responses.
3.0	Main Report
3.1	<p>Domestic and Sexual Abuse Strategy 2023-2030 This draft response indicates that the Council is broadly in support of the draft strategy. It includes additional points that were identified during the consultation workshop.</p>
3.2	<p>SHSCT Provision of Emergency General Surgery This draft consultation response details Council's numerous concerns regarding SHSCT's proposals to centralise Emergency Surgery within Craigavon Area Hospital.</p>

4.0	Other Considerations
4.1	Financial, Human Resources & Risk Implications
	Financial: None
	Human: None
	Risk Management:
4.2	Screening & Impact Assessments
	Equality & Good Relations Implications: External response. Screening not required.
	Rural Needs Implications: External response. Impact Assessment not proportionate.
5.0	Recommendation(s)
5.1	It is recommended that Council approve the draft responses for submission to the DoH by 21 st April and SHSCT by 2 nd May 2023.
6.0	Documents Attached & References
	Appendix A: Draft Consultation Response DoH Domestic and Sexual Abuse Strategy
	Appendix B: Draft Consultation Response SHSCT Emergency General Surgery



Comhairle Ceantair
Lár Uladh
Mid Ulster
District Council

22 March 2023

Victims Support Division

Room A4.03

Castle Buildings

Stormont Estate

Belfast

BT4 3SG

Email: DSAStrategyConsultation@justice-ni.gov.uk

Ref: Domestic and Sexual Abuse Strategy 2023-2030

Mid Ulster District Council would like to take this opportunity to put forward its views in relation to the proposals detailed in the above-mentioned consultation. Each of the four pillars identified in the consultation document are examined in turn below:

Pillar 1: Partnership

The Council welcomes the joint partnership working between the Departments of Justice and Health in relation to the development of this draft strategy. It is important that Domestic and Sexual Abuse continues to be recognised as having a cross-cutting societal impact that requires a joint approach. Co-ordinated responses underpinned by effective governance and community engagement seems to be the most proactive way to ensure that victim's/survivor's voices can be heard.

Pillar 2: Prevention

Mid Ulster District Council also welcomes that prevention of Domestic and Sexual Abuse forms a key part of the strategy. Awareness raising and challenging attitudes and behaviours can lead to much more positive outcomes for individuals who are victims or potential victims of domestic and sexual abuse and as well as being associated with improved outcomes for their loved ones. The Council also support the role given to community engagement. This will ensure that challenging behaviour can and should be addressed at the earliest opportunity and that domestic and sexual abuse should be identified and responded to as early as possible.

Pillar 3: Support

The Council supports the inclusive nature of the draft Strategy and encourages raising awareness of the fact that Domestic and Sexual Abuse victims/survivors can be of any gender, sexual orientation, age, ethnicity or religion. Consequently, the support that is offered to help victims/survivors of Domestic and Sexual Abuse to rebuild their lives needs to be inclusive. The prioritisation of support for children is also welcomed.

The Council also recognises that the workplace has a role to play in the provision of support to victims/survivors of Domestic and Sexual Abuse. While people can remove themselves from unsafe home environments, the predictability of workplace attendance and open locations can prove a vulnerability for individuals who have left unsafe home environments. The provision of training and awareness raising in relation to this aspect of support provision would be welcomed by the Council to ensure your staff feel safe and supported in the workplace. This area of support is particularly important since access to stable employment can be imperative to rebuilding financial security for victims/survivors.

Mid Ulster District Council area is vastly rural, as such the Council commends the strategy examining the contrast between Domestic and Sexual Abuse in urban and rural and recognising that support solutions employed in urban areas may not work in rural areas and that alternatives should be considered.

Overall, the support outlined in the draft strategy seems to be of a comprehensive and practical nature which the Council fully supports. Clear pathways to support are critical for victims and survivors to be able to regain confidence and rebuild their lives in the knowledge that they are safe and supported.

Pillar 4: Justice

The involvement of the Department of Justice in the development and delivery of this draft strategy is very much welcomed by the Council. To successfully address and reduce the levels of Domestic and Sexual Abuse in Northern Ireland a joint approach to tackle the causes and effect is mostly definitely required.

It is particularly important that justice takes a modern perspective in relation to what technical devices and methods that perpetrators use in relation to online abuse including; stalking, coercive control, trolling etc. The digital era has created additional

platforms and opportunities for abuse to be perpetrated. These opportunities are being taken advantage of on a significant scale. Sentencing appropriate to the impact of online abuse by the Justice system will act as a deterrent and hopefully provide confidence to victims and survivors to be able to have a digital presence without fear of negative repercussions for them.

With regard to delivering justice overall, it is imperative that individuals who are abusive are held to account and that they receive effective justices' responses that act as a deterrent to repeat offences. Without appropriate and effective justices' response to domestic and sexual abuse, victims and survivors will continue to believe that reporting instances of abuse is not worthwhile. This situation provides continued opportunity to perpetrators to continue to carry out reprehensible offences.

The Council believes that current levels of Domestic and Sexual Abuse in Northern Ireland is completely unacceptable and hopes that the finalisation and implementation of this strategy goes a long way to addressing the current extremely concerning levels of Domestic and Sexual Abuse in Northern Ireland. Overall, the Council is fully supportive of what this draft strategy aims to achieve, particularly the comprehensive preventative measures and clear pathways of support for victims and survivors of domestic and sexual abuse.

Yours sincerely

Cllr Córa Corry

Mid Ulster District Council Chair



Comhairle Ceantair
Lár Uladh
Mid Ulster
District Council

22 March 2023

Southern Health & Social Care Trust-Trust Headquarters

68 Lurgan Road

Portadown

Craigavon

BT63 5QQ

Email: consultations@southerntrust.hscni.net

Ref: Provision of Emergency General Surgery in the Southern Health & Social Care Trust

Mid Ulster District Council would like to take this opportunity to put forward its views in relation to the proposals by the Southern Health and Social Care Trust's General Surgery Team to centralise emergency general surgery to Craigavon Area Hospital (CAH). Overall, Mid Ulster District Council is extremely concerned in relation to the overall impact of the centralisation of emergency general surgery to Craigavon Area Hospital. The basis of this concern is the additional pressures that will be placed on CAH as a result of the centralisation of emergency surgical procedures and that it could eventually lead to an overall downgrade of Daisy Hill Hospital.

The Council notes that the proposed and piloted changes to Emergency General Surgery in the Southern Health & Social Care Trust seem to generally follow the principles of the Bengoa Report (2015) by fundamentally changing how services are delivered. However, crucially other recommendations within the Bengoa report, such as increased GP recruitment etc are not currently being implemented. This leads to a failure to address the knock-on needs of patients following the fundamental changes proposed. Overall, it is evident that the provision of services in one health care field (GP crisis for example) impacts significantly on the delivery of services in another, so attempting to shore up problems in service delivery by applying a sticking plaster to one service at a time will not solve the overall health care crisis we are currently facing.

In recent years staffing and bed shortages and an overflowing Emergency Department have become commonplace at CAH. While this does not relate directly to the provision of emergency general surgery on the site, simple access issues such as parking and waiting areas can become extremely overcrowded when a service becomes centralised to a site that is already nearing its overall capacity. As such the Council would recommend direct investment into waiting and parking areas to alleviate patient concerns. This is particularly important when consideration of the additional travel time that will be experienced by some patients as a result of the proposed centralisation.

The Council understands that there is an across-the-board issue with attracting staff into all areas of health provision and as such would encourage the Trust to examine long-term recruitment strategies, possibly including incentives to attract new recruits as well as retaining experienced medical staff. The Council would also seek clarity in what is being done to retain experienced staff and would recommend a review of the banding process for surgical nursing staff who unlike other areas of nursing and midwifery lack the opportunity to progress in the current pay banding system.

Furthermore, this significant change in the location of Emergency General Surgery within the Southern Trust should not be considered in isolation from what is being reduced and downgraded in other Trust areas. The proposed removal of Emergency General Surgery from the South West Acute Hospital in Enniskillen is likely also to negatively impact on residents of the Mid Ulster District Council area. Therefore, the Council would seek clarity on whether or not the proposed changes at South West Acute Hospital have been factored into CAH's capacity, given that CAH surgical serves not only the Southern Trust but parts of the Western Trust as well.

Finally, while the Council does have serious concerns in relation to the proposals set out in this consultation, the Council does welcome elements of the consultation document proposals including the tackling of elective surgery waiting lists in Daisy Hill Hospital and that Consultants will still be available to travel to Daisy Hill Hospital if required as part of contingency arrangements. It is also useful to be aware that lessons have been learned during the yearlong piloting period that was implemented in February 2022.

In conclusion, the Council is concerned that the removal of Emergency General Surgery could be the beginning of an overall downgrade of Daisy Hill Hospital. The Council would strongly advocate for this not to be the case. The Council welcomes that while regrettably it is likely that emergency surgical procedures will no longer take place in Daisy Hill Hospital, that it will remain a regional centre for elective surgery and that the Emergency Department will not be impacted upon. The Council would strongly urge the Trust to ensure that this remains the case and to also

commence an upgrade of facilities at CAH as soon as it practicable to enable the site to cope with the additional usage.

Yours sincerely

Cllr Córa Corry

Mid Ulster District Council Chair

Report on	Request(s) to Illuminate Council Property
Date of Meeting	Thursday 6 April 2023
Reporting Officer	Joseph McGuckin, Head of Strategic Services and Engagement
Contact Officer	Eileen Forde, Member Support Officer

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

1.0	Purpose of Report
1.1	<p>To consider requests received to illuminate and light up the Council's three designated properties to raise awareness for the following:</p> <ul style="list-style-type: none"> • Make A Wish Foundation Anniversary • Hope 4 ME & Fibro Northern Ireland • Shine a Light on Neurofibromatosis • Foster Care Fortnight <p>Details on request received are set out below.</p>
2.0	Background
2.1	The Council has a policy and procedural arrangements in place to facilitate the illuminating/lighting-up of its designated properties from requests made by charitable organisations for charitable causes. The designated properties are the Burnavon, Bridewell and Ranfurly House.
2.2	The policy confirms that requests are considered by the Council's Policy and Resources Committee. Should the scheduling of the committee not permit requests being considered within the timeframes for determination, they can be presented to monthly Council.
3.0	Main Report
3.1	<p>The Council has received correspondence from organisations requesting that consideration be given to lighting up our three designated council properties. Requests for consideration and recommendation by Committee:</p> <ul style="list-style-type: none"> • Make A Wish Foundation Anniversary, 29 April 2023 Blue • Hope 4 ME & Fibro Northern Ireland, International ME Awareness Day, 12 May 2023 Blue (same day as International Nurses Day both colour blue) • Nerve Tumours UK, Shine a Light on Neurofibromatosis 17 May 2023 Blue

	<ul style="list-style-type: none"> Foster Care Fortnight, 19 May 2023 Turquoise & Yellow
3.2	<p>Scope of the Council Arrangements</p> <p>The policy scope extends to requests made by charitable organisations for the promotion of its charitable cause on a given date or set of dates.</p>
3.3	<p>Period until Annual Meeting of Council</p> <p>Given that Council is now entering the pre-election period there will be no further committees until June 2023, requests will be considered in the interim by officers and recommended to the Chief Executive charged with delegated authority.</p>
4.0	<p>Other Considerations</p>
4.1	<p>Financial, Human Resources & Risk Implications</p>
	<p>Financial: Not applicable</p>
	<p>Human: Not applicable</p>
	<p>Risk Management: Not applicable</p>
4.2	<p>Screening & Impact Assessments</p>
	<p>Equality & Good Relations Implications:</p> <p>Council policy and procedural arrangements have been referred to.</p>
	<p>Rural Needs Implications:</p> <p>Not applicable</p>
5.0	<p>Recommendation(s)</p>
5.1	<p>That the Committee considers making recommendation to light up the designated properties on the dates specified to mark:</p> <ul style="list-style-type: none"> Make A Wish Foundation Anniversary, 29 April 2023 Blue Hope 4 ME & Fibro Northern Ireland, International ME Awareness Day, 12 May 2023 Blue Nerve Tumours UK, Shine a Light on Neurofibromatosis 17 May 2023 Blue Foster Care Fortnight, 19 May 2023 Turquoise & Yellow
5.2	<p>Members are asked to note that during the pre-election period requests will be considered in the interim by officers and recommended to the Chief Executive charged with delegated authority.</p>

6.0	Documents Attached & References
	None

Report on	Arrangements for Annual Meeting of Council – June 2023
Date of Meeting	Thursday 6 th April 2023
Reporting Officer	J McGuckin, Head of Strategic Services & Engagement
Contact Officer	P Moffett, Assistant Director, Org Development, Strategy and Performance

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

1.0	Purpose of Report
1.1	To update members of committee on arrangements for the annual meeting of Mid Ulster District Council following the Local Election scheduled for Thursday 18 th May 2023
2.0	Background
2.1	In each year that is not an election year the Council is required under the Local Government Act (Northern Ireland) 2014 to have an annual meeting in June. However, in a Local Election year the annual meeting must be held within 21 days from the day of the poll. Requirements on the convening of annual and subsequent meetings are set out within Council's Standing Orders - Standing Order 1 (1)-(4) and 2.
2.2.	The annual meeting will, this year, be held on Monday 5 th June at 7pm in the Chamber, Council Offices, Dungannon.
3.0	Main Report
3.1	<p>The first meeting following Local Election will transact the business of;</p> <ul style="list-style-type: none"> • Confirming positions of responsibility for the period 2023-2027 • Appointment of Positions of Responsibility for 2023-2024 (Note Party Nominating Officers will be asked to nominate for the positions) • Receiving nominations (names) of Councillors to be represented on Committees (Note: Party Nominating officers will nominate to their party positions on Committees and independent members where a position(s) is available to them) • Receiving nominations (names) of Councillors to be represented on Outside Bodies (Note Existing representation will be presented with active membership. Party nominating officers to fill all positions on outside bodies using the Mid Ulster D'hondt calculation following the result of the May election, on a rolling basis across all outside bodies - as resolved by Council in March 2020 minute reference PR061/20) • Confirming the 2023-2024 Schedule of Council & Committee Meetings

3.2	<p>Positions of Responsibility. Positions have been specified within the Local Government (NI) Act 2014 as:</p> <ul style="list-style-type: none"> • Chair of the Council • Deputy Chair of the Council • Chair of any committee of the council • Deputy Chair of any committee of the council • Member of cabinet style executive of the council (note: council does not operate executive arrangements) • External representative of the council.
3.3	<p>In reference to those bodies identified as receiving an 'external representative' of the council, as referred to above, the following have been identified and also received representation during the 2019-2023 council term;</p> <ul style="list-style-type: none"> • Housing Council for NI • Partnership Panel for NI • Reserve Forces and Cadets Association for NI • Policing & Community Safety Partnerships (PCSPs)
3.4	<p>A summons/agenda to attend the meeting will be served on every member at least 3 days before the meeting, in line with Council Standing Orders. A draft of the agenda is attached as appendix A.</p>
4.0	Other Considerations
4.1	<p>Financial, Human Resources & Risk Implications</p> <p>Financial: not applicable</p> <p>Human: not applicable</p> <p>Risk Management: not applicable</p>
4.2	<p>Screening & Impact Assessments</p> <p>Equality & Good Relations Implications: not applicable</p> <p>Rural Needs Implications: not applicable</p>
5.0	Recommendation(s)
5.1	<p>That the committee notes and considers the arrangements for the Council 2023 Annual Meeting set for Monday 5th June 2023.</p>
6.0	Documents Attached & References
	<p>Appendix A - Draft Agenda for Council Annual Meeting – June 2023</p>

Appendix A - Annual Meeting Agenda 5th June 2023

5th June 2023

Dear Councillor

You are invited to attend the Annual Meeting of Council to be held in the Council Chamber, Dungannon, Council Offices, Circular Road, Dungannon, BT71 6DT on Monday 5th June at 7pm to transact the business noted below.

Yours faithfully

Adrian McCreesh
Chief Executive

AGENDA

OPEN BUSINESS

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

Matters for Decision

4. Positions of Responsibility for period 2023-2027
5. Appointment of Positions of Responsibility for 2023-2024

Note: *Party Nominating Officers to nominate to positions for 2023-2024*

Note: *Chairperson for 2023-2024 will assume their position and conduct the rest of meeting*

6. Nomination of Councillor to Committees

- Committee - Audit
- Committee - Development
- Committee - Environment
- Committee - Planning
- Committee - Policy & Resources

Note: *Party nominating officers nominate Cllrs to their party positions on Committees.*

7. Nomination of Councillors to Outside Bodies

Note: *Existing representation will be presented with active membership and any vacancies showing which need to be filled (resulting from the election). Nominating officers need only nominate by exception (i.e. if they wish to make changes or fill vacancies for their Party)*

8. 2023-2024 Schedule of Meetings

Matters for Information

9. Standing Orders of Mid Ulster District Council

Report on	Council & Committee Governance Arrangements 2023-2027
Date of Meeting	Thursday 6 th April, 2023
Reporting Officer	J McGuckin, Head of Strategic Services & Engagement
Contact Officer	P Moffett, Assistant Director Org Development, Strategy and Performance

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

1.0	Purpose of Report
1.1	To update committee members of the existing council and committee governance arrangements and those to be applied during the new Council term 2023-2027.
2.0	Background
2.1	The committee will be familiar with the council's form of governance in considering and arriving at decisions of council to be subsequently actioned by officers. Business has been transacted through a traditional committee system, where it is initially considered by one of its committees forming part of its governance decision-making framework and then recommendations presented to full Council in the form of minutes. In some instances, delegated authority on matters has been delegated to Committees, particularly on planning and licensing arrangements.
2.2.	Sec. 19 of the Local Government Act (Northern Ireland) 2014 confirms that " <i>A Council must operate a committee system unless the council decides to operate executive arrangements or prescribed arrangements</i> ". The Council, however, may resolve to operate executive arrangements or prescribed arrangements and a decision to do so must be arrived upon by way of a qualified majority.
2.3	The traditional committee system of governance has facilitated the transaction of council business since its establishment on 1 st April 2015 and during the 'shadow' period leading to local government reform on the aforementioned date.
2.4	The traditional committee system method of decision making is summarised as; <ul style="list-style-type: none"> • A Chair and Deputy Chair being nominated under Sch. 1 of the 2014 Act (i.e. d'Hondt) as positions of responsibility • Membership being filled under Sch. 2 of the 2014 Act (i.e. Quota of Greatest Remainder) • Establishment of as many Committees as is required • Committees having as many members a determined by council • Committees being able to appoint one or more sub-committee

3.0	Main Report																		
3.1	<p>Current committees, membership and those identified for the new Council term, 2023-2027 are as detailed;</p> <table border="1"> <thead> <tr> <th>Committees</th> <th>No. of Cllrs</th> </tr> </thead> <tbody> <tr> <td>Audit</td> <td>8</td> </tr> <tr> <td>Development</td> <td>16</td> </tr> <tr> <td>Environment</td> <td>16</td> </tr> <tr> <td>Planning</td> <td>16</td> </tr> <tr> <td>Policy & Resources</td> <td>16</td> </tr> </tbody> </table>	Committees	No. of Cllrs	Audit	8	Development	16	Environment	16	Planning	16	Policy & Resources	16						
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3.2	<p>The Council's document, <i>Terms of Reference & Delegation to Committees</i>, sets out and confirms those matters referred to each committee for consideration and recommendation to Council. This is contained within the Council Constitution available from our website. The Policy & Resources Committee, in addition to the matters referred to it also considers issues that do not fall within the remit of any of the other committees.</p> <p><u>Meeting Arrangements</u></p>																		
3.3	<p>That the committee meetings to be held, as detailed (unless to avoid for example, public holidays);</p> <table border="1"> <thead> <tr> <th>Committees</th> <th>Day</th> <th>Time</th> </tr> </thead> <tbody> <tr> <td>Audit</td> <td>Tues on week prior to Council mtg.</td> <td>To be Confirmed</td> </tr> <tr> <td>Development</td> <td>2nd Thursday (monthly or bi-monthly)</td> <td>To be Confirmed</td> </tr> <tr> <td>Environment</td> <td>2nd Tuesday</td> <td>To be Confirmed</td> </tr> <tr> <td>Planning</td> <td>1st Tuesday</td> <td>To be Confirmed</td> </tr> <tr> <td>Policy & Resources</td> <td>1st Thursday</td> <td>To be Confirmed</td> </tr> </tbody> </table>	Committees	Day	Time	Audit	Tues on week prior to Council mtg.	To be Confirmed	Development	2 nd Thursday (monthly or bi-monthly)	To be Confirmed	Environment	2 nd Tuesday	To be Confirmed	Planning	1 st Tuesday	To be Confirmed	Policy & Resources	1 st Thursday	To be Confirmed
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3.4	<p>That the Council meeting is held on 4th Thursday of every month as confirmed within the Council Standing Orders. All meetings will be hybrid both in person and virtually, as the current provisions have been renewed for a further six months until 24th September 2023 and when an Assembly is operational, it is likely that the required legislation will be made permanent.</p> <p><u>Working Groups</u></p>																		
3.5	<p>During the 2019-2023 term, committees considered it necessary to establish a number of working groups of members to consider and make recommendations on a series of non-policy related and/or to help in the formulation of policy on a task and finish basis. Committees have chosen to establish working groups to progress issues through the former. Working Group membership extends to 10 members of Council from the relevant committee.</p>																		
3.6	<p>The working groups officially report to and make recommendations to the committee from which it is formed and does not have power to exercise on behalf of the council. Appendix A provides detail on the working groups established. Sec. 11 of the Local Government Act (NI) 2014 allows for establishment of one or more sub-committees, similar to that of working groups, by the relevant Committee.</p>																		

	<p>The working groups convened by committees and council and still in operation are detailed within Appendix A.</p> <p><u>Outside Bodies to Council</u></p> <p>3.7 The current outside bodies to which Council has representation are accessible on our website via the following Link to Outside bodies</p> <p><u>Pre-Election Period of Sensitivity</u></p> <p>3.8 Attached at Appendix B for members information is NILGA’s advice for the pre-election period of sensitivity which will commence on 6th April. While the status of the information is “guidance”, it is recognised as good practice and has been implemented by previous Councils.</p>
4.0	Other Considerations
4.1	Financial, Human Resources & Risk Implications
	Financial: not applicable
	Human: not applicable
	Risk Management: not applicable
4.2	Screening & Impact Assessments
	Equality & Good Relations Implications: Consideration given to these aspects in line with Local Government Act 2014 requirements.
	Rural Needs Implications: not applicable
5.0	Recommendation(s)
5.1	<p>That the committee reviews and approves the Council and Committee governance arrangements for new council term 2023-2027 agreeing:</p> <ul style="list-style-type: none"> • the operation of a traditional committee system of governance • the committee membership as outlined under 3.1
6.0	Documents Attached & References
	<p>Appendix A: Mid Ulster District Council Working Groups (current)</p> <p>Appendix B: Pre-Election Period of Sensitivity</p>

Appendix A – Representation of Council Working Groups

Working Groups			Status
Bonfire Working Group	DUP SF SF SDLP UUP	No representative Councillor Oneill Councillor B McGuigan Councillor McFlynn Councillor Cuddy	Active
Brexit Working Group	DUP DUP DUP SF SF SF SF SF SDLP UUP	Councillor McLean Councillor Robinson Councillor Cuthbertson Councillor Elattar Councillor Clarke Councillor S McGuigan Councillor S McPeake Councillor Molloy Councillor Kearney Councillor Cuddy	Active
Broadband Working Group	SF SF SF SF SF DUP DUP DUP UUP SDLP	Councillor Clarke Councillor Corry Councillor B McGuigan Councillor McNamee Councillor S McPeake Councillor Ashton Councillor Buchanan Councillor Robinson Councillor Graham Councillor S McAleer	Active
Civic Recognition Working Group	DUP DUP DUP SF SF SF SF SF SDLP UUP	Councillor Ashton Councillor Buchanan Councillor Brown Councillor Bell Councillor Doris Councillor Mallaghan Councillor McPeake D Councillor Molloy Councillor Quinn Councillor Wilson	Active
Climate Change	DUP DUP DUP SF SF SF SF SF SDLP UUP	Councillor Black Councillor Buchanan Councillor Forde Councillor D McPeake Councillor Corry Councillor McNamee Councillor Molloy Councillor S McPeake Councillor Martin Councillor Graham	Active

Community Wealth Building Working Group	DUP DUP DUP SF SF SF SF SF SDLP UUP	Councillor Brown Councillor Burton Councillor Forde Councillor S McPeake Councillor Corry Councillor B McGuigan Councillor N McAleer Councillor Bell Councillor Quinn Councillor Wilson	Active
Elected Member Development	DUP DUP DUP SF SF SF SF SF SDLP UUP	Councillor Ashton Councillor Forde Councillor Buchanan Councillor Doris Councillor Gildernew Councillor Elattar Councillor Mallaghan Councillor Bell Councillor Quinn Councillor McKinney	Active
Good Relations	DUP DUP DUP SF SF SF SF SF SDLP UUP	Councillor Ashton Councillor McLean Councillor Black Councillor Milne Councillor Corry Councillor McNamee Councillor S McPeake Councillor Doris Councillor Kearney Councillor McKinney	Active
Tourism Development Group	DUP SF SF SDLP UUP	Councillor F Burton Councillor Clarke Councillor Doris Councillor Kearney Councillor Cuddy	Active
Regional & Minority Languages Working Group	DUP DUP DUP SF SF SF SF SF SDLP UUP	Councillor Ashton Councillor Buchanan Councillor Forde Councillor Milne Councillor Cora Corry Councillor McNamee Councillor S McPeake Councillor S McGuigan Councillor Kearney Councillor Wilson	Active

Waste Recycling Centre Working Group	DUP DUP DUP SF SF SF SF SF SF SDLP UUP	Councillor Brown Councillor Buchanan Councillor Robinson Councillor Doris Councillor Mallaghan Councillor Milne Councillor B McGuigan Councillor McNamee Councillor Quinn Councillor McKinney	Active
Transformation Working Group P&R	DUP DUP DUP SF SF SF SF SF SDLP UUP	Councillor Ashton Councillor Black Councillor Brown Councillor Corry Councillor Mallaghan Councillor S McGuigan Councillor S McPeake Councillor Molloy Councillor Quinn Councillor Cuddy	Active
Travellers Working Group	DUP DUP DUP SF SF SF SF SF SDLP UUP	Councillor Ashton Councillor Brown Councillor Forde Councillor D McPeake Councillor Doris Councillor Mallaghan Councillor N McAleer Councillor O'Neill Councillor McFlynn Councillor McKinney	Active

NILGA Policy & Communication Guidance Note

Pre-election period of heightened political sensitivity

NI Local Government Elections 18th May 2023



6th April 2023

What is the 'Pre-election Period of Heightened Political Sensitivity'?

Formerly referred to as 'Purdah' this describes the period immediately before elections or referendums when restrictions on communications activity are in place.

The period of heightened sensitivity in Northern Ireland

On Thursday 18th May 2023, a Local Government election is due to be held for the 11 councils in Northern Ireland.

There is currently no legislation in Northern Ireland like the English Local Government Act 1986, formally governing publicity and council activity during the pre-election period for local government elections. Similarly, there is no directly comparable, formal Code of Practice for councils to the Code of Practice published by the English Department of Communities and Local Government in 2011.

NILGA has received several approaches for relevant advice and is keen to ensure that there is guidance to support a 'good practice' approach by councils and the wider public sector in Northern Ireland in relation to the period of sensitivity prior to the election.

The following is therefore provided, without prejudice, as informal practical advice for councillors, local government officers and partner organisations in the run up to the May 2023 election.

It is important to note that good pre-election practice suggests that activity is restricted wider than just publicity. Use of council facilities and resources; application of and adherence to the member's code of conduct, developing new policies and holding of events - including some meetings - featuring elected members should all be carefully considered during the period of heightened sensitivity.

When do we need to start considering pre-election sensitivities?

For the election in May 2023, it is recommended that council members and officers should commence a period of heightened sensitivity at the latest, by **Thursday 6th April 2023**.

This also is the date on which the Cabinet Office guidance for Civil Servants should take effect. Although the Cabinet Office guidance relates to the Civil Service, it means local government is in a period of 'heightened sensitivity'.

What does this mean in practice?

Sometimes this period is viewed as a time when external communication must shut down completely. This is not the case, and the ordinary functions of councils should continue, but some restrictions are recommended, for all councillors and council officers.

Publicity, i.e., any communication, in whatever form, addressed to the public at large or to a large section of the public; should be given particular consideration. The question should be asked; “Could a reasonable person conclude that you were spending public money to influence the outcome of the election?” In other words, publicity must pass the ‘is it reasonable and corporately robust?’ test.

When making a decision one should consider the following:

What you are strongly recommended not to do

- Produce publicity on matters which are politically controversial
- Make references to individual politicians, parties or groups in press releases
- Arrange proactive media or events involving particular or groups of candidates
- Issue photographs which include specific or groups of candidates
- Supply council photographs or other materials to councillors or political groups including council staff, unless you have verified that they will not be used for campaigning purposes
- Continue publishing / hosting third party blogs or e-communications
- Help with national political visits, as this would likely be perceived to involve using public money to support a particular candidate or party or group. These visits should be organised by political parties with no cost or resource implications for the council, including use of the council estate.

What you need to think carefully about

You should think carefully before you:

- Continue to run campaign material to support your own local (e.g. community or investment) campaigns. If the campaign is already running and is non-controversial - for example, on issues like recycling - and would be a waste of public money to cancel or postpone them, then continue. However, you should always think carefully if a campaign could be deemed likely to influence the outcome of the election. In such cases you should stop or defer them. An example might be a campaign on an issue which has been the subject of local political debate and/or disagreement (e.g. Brexit).
- Launch any new consultations. Unless it is a statutory duty, don't start any new consultations or publish report findings from consultation exercises, which could be politically utilised or ideologically sensitive.

What you can do

- Continue to discharge normal council business - including determining planning applications, even if they are controversial. **There are some caveats to this - See Appendix 1.**
- Publish factual information e.g. identifying candidate names, parties and constituencies.
- Publish factual information to counteract misleading, controversial or extreme (for example racist/sexist) information.
- Use relevant lead officers rather than members for reactive media releases in the heightened sensitivity period.
- Use a politician who is involved in an election when the council is required to respond in particular circumstances, such as the First Citizen in an emergency situation or where there is a genuine need for a member-level but corporate response to an important event beyond the council's control. Normally this would be the Mayor or Chairperson, that is, someone holding a civic / politically neutral role. If the issue is so serious, it is worth considering asking the council's party group leaders to agree to a response which would involve all of them, respecting the totality of the political makeup of the Council.
- Take advice when in doubt, from legal and compliance colleagues.

Ultimately, you must always be guided by the principle of objectivity and fairness. It is crucial that any decision you take would be seen as being fair and reasonable by the public and those standing for office.

Advertising

Paid-for advertising must comply with the Advertising Standards Authority's Advertising Codes. In general, councils should not issue any publicity which seeks to influence voters, ensure that publicity relating to policies and proposals from the UK or NI Assembly government is balanced and factually accurate and comply with laws which prohibit political advertising on television or radio.

Requests for Information

Official correspondence should be dealt with in the normal way, with responses issued as quickly as possible. There should be even-handedness in meeting specific requests for information from different political parties and their candidates, including independent political members. Caution must be exercised as information produced with complete impartiality and accepted as objective at other times, *may be* subject to greater scrutiny and publicity during the election period. Councils should continue to process all requests for information submitted under the Freedom of Information Act (FOIA) from members of the public including candidates in accordance with the FOIA.

Invitations and outside visits

The normal procedures for handling outside visits and invitations should be followed. There should be no officer involvement in party political events during the election campaign. Officers receiving invitations to outside events which may involve candidates should ensure that their attendance is necessary purely for the conduct of corporate business and attendees should avoid participation in any associated publicity activity.

Transport

Council vehicles should not be used for political party purposes.

Social Media Tips

1. It is strongly recommended that **all social media platforms** operated by staff are subject to the principles regarding heightened sensitivity.
2. When using social media, such as Twitter, Facebook, YouTube, Tiktok, Instagram, LinkedIn or Flickr, explain that as a council channel of communication you are adhering to sensitivity principles. It may be helpful to tweet a link to an explanation of heightened sensitivity for guidance.
3. Do not retweet or share **political opinion** or content posted by political parties or politicians.
4. Do not tweet, post images or share updates on matters which are **politically controversial**.
5. **Monitor your page** and delete any content which is **politically controversial**.
6. Do not stage a significant **social media-based campaign** unless it can be demonstrated that it was planned before the election was called.
7. Social media by and about the Mayor or Chairperson may be retweeted, shared, or used if it is **not of a political nature**.
8. **Disable** the ability to download images of politicians during the period of heightened sensitivity.
9. In exceptional circumstances **seek permission** from your communications, compliance and/or legal colleagues to tweet or retweet a comment by a politician or to use videos and images of a politician during the pre-election period.

10. Third party social media profiles, including business partnership profiles which the council supports, should also be governed by pre-election sensitivity principles. Council staff who update these profiles can either continue to add content in line with restrictions or hand over ALL admin to a non-council member of the partnership during this period.

Six Golden Rules

1. No publicity should be given to matters which are **politically controversial**.
2. The general presumption should be that **no references** will be made to individual politicians in press releases (except where there is a valid emergency, as described earlier).
3. Great caution should be exercised before undertaking any **significant media exercise** unless it can be demonstrated that this was included in the forward diary before the election was called.
4. **No photographs** of candidates in the election should be issued.
5. Before any request for council photographs and other materials is considered, **enquiries** should be made as to the use to which they are to be put and an appropriate restriction on use imposed if supplied.
6. The position of Mayor or Chairperson as the figurehead of the authority is different and material may be issued, providing it is not of a political nature, but it should be used proportionately and reasonably.

Frequently Asked Questions

Does this advice apply to councillors who are not running for election?

Council business continues so all sitting councillors, whether seeking election or not, should have regard for principles regarding the pre-election period of heightened sensitivity.

Can council officers get involved in campaigning in their own time?

Officers who hold politically restricted posts, or who are likely to be involved or employed in connection with the elections, should not take part in a political campaign or canvass on behalf of a political party or candidate.

Do the restrictions apply to officers who are members of a trade union?

Trade unions themselves are not required to have regard to the limitations surrounding this period, but individual officers should have regard to their council policies and principles related to periods of heightened political sensitivity.

Can council press offices still put out press releases ahead of the election?

Yes, but limitations are recommended. Official, factual press statements about council decisions for public information purposes may still be issued. However, it is advised that no publicity should deal with controversial issues or report views or proposals in a way which identifies them with individual councillors or groups of councillors.

Can a council put out a consultation, for example about changes to leisure provision, during the pre-election period?

Consultations should be considered very carefully during this time as it is a period of heightened sensitivity and should not be put out if they could be viewed as counter to the necessary principles.

Can we use the chair of a council-commissioned review, who is up for election, as spokesperson for the report?

The best approach could be to delay publication of the review until after the election. However, if there is an imperative to publish you should use another, non-political spokesperson.

Can we host a photo call for a council committee chairperson or other leading councillor to open a new council facility (such as a play park) during the pre-election period?

Generally, this is not recommended; however, if the timing of the event is unavoidable and postponing it would adversely affect local residents (for example the opening of the facility has been delayed by long-running work and postponing the opening will cause the council to lose income), you might choose to have the event hosted by a non-political spokesperson.

Do restrictions apply to council notice boards?

Councils are required to publicise details of the election and how to register to vote. Material relating to wider political issues should not be posted on official notice boards which may be seen by members of the public. It is advised that this includes publicity issued by, or on behalf of, a trade union.

Can councillors issue their own press releases or talk to the media?

Councillors are free to talk to the media and issue press releases but should not use council resources to do so and should always be mindful of the Code of Conduct.

Can councillors write letters 'for publication' to their local newspaper?

Yes, but they shouldn't use council resources (such as staff) to help them do it.

Can councillors still tweet or blog?

Councillors can continue but should not use council resources (such as council twitter accounts, email accounts, telephones etc.) to do so.

Can councillors who are up for election refer to themselves as councillors in their public statements?

A person remains as a councillor and can refer to themselves as such until such time as they retire shortly after the election.

Can candidates request to visit council establishments?

The guidance at local level may already vary by council. Generally, reasonable requests by candidates at the election to visit council establishments (including current council members in the case of their council function) should be approved in terms of diligent delivery of corporate business. Check your local arrangements - any such visits should not be supported by the council's media team or council officers.

Can candidates speak/canvas at a student union (which is a registered charity) during the pre-election?

Yes, they can; in fact, it is to be expected. Candidates standing for election can arrange to speak and canvass if these activities are neither funded nor arranged by local authorities. The fact that the union is a charity has no bearing – the guidance applies to local authorities, not to other organisations.

Can the council still publish its newsletter/magazine during the pre-election period?

Yes, if it is done in the ordinary course of business and meets all other relevant recommendations.

PRE-ELECTION SENSITIVITY AND PLANNING COMMITTEES – PLEASE SEE APPENDIX 1



**Northern Ireland Local Government Association
Bradford Court, Upper Galwally, Castlereagh, BT8 6RB**

PRE-ELECTION SENSITIVITY AND PLANNING COMMITTEES – APPENDIX 1

THE FOLLOWING ADVICE WAS PROVIDED BY THE LEGAL TEAM AT LGA, AT NILGA'S REQUEST.

There is no statutory restriction on a council's decision-making, meetings, or political debate during the pre-election period. It is "business as normal". However, given the restrictions on publicity, it may be that while the council's decision-making can carry on other factors may well limit it. Also, there will be practical issues if members are involved in elections.

Consideration must be given as to whether the matter is politically contentious creating a risk that the decision will be made on party political grounds rather than on its merits thereby making the decision challengeable.

In addition, bringing matters forward for decision during an election campaign could be seen as an attempt to gain political advantage. Council officers will need to be alert to the publicity, making sure it could not be perceived as seeking to influence public opinion in an election area or promote a candidate or group of candidates. There will be enhanced scrutiny during the pre-election period

The reference to planning is to the case:

Persimmon Homes Teesside Ltd v Lewis, R (on the application of) [2008] EWCA Civ 746 (01 July 2008)

The case considered whether the grant of a planning permission during the pre-election period involved actual or apparent bias or predetermination on the part of the planning committee. The court found that a decision made during a pre-election period does not, merely by virtue of its timing, become unlawful. All elected officials have a normal, and legitimate, political predisposition, and there is no reason (without further evidence) for concluding that during a pre-election period this is more likely to lead to a closing of minds than would otherwise be the case. (Section 25 of the Localism Act 2011 now deals with predetermination).

NB: The Localism Act 2011 is not applicable to NI, and restrictions are placed on councillors in Northern Ireland within Section 9 of the NI Local Government Code of Conduct for Councillors.

Disclaimer

The Northern Ireland Local Government Association (NILGA) endeavours to ensure that the information contained within our Website, Policies and other communications is up to date and correct. We do not, however, make any representation that the information will be accurate, current, complete, uninterrupted or error free or that any information or other material accessible from or related to NILGA is free of viruses or other harmful components. NILGA accepts no responsibility for any erroneous information placed by or on behalf of any user or any loss by any person or user resulting from such information.

Minutes of Meeting of Policy and Resources Committee of Mid Ulster District Council held on Thursday 9 March 2023 in the Council Offices, Ballyronan Road, Magherafelt and by Virtual Means

Members Present

Councillor S McAleer, Chair

Councillors Ashton*, Buchanan, Cuddy*, Doris*, Forde, Kearney*, S McGuigan*, McKinney, S McPeake, Molloy*, Quinn*, Totten*

Officers in Attendance

Mr McCreesh, Chief Executive**

Mr Black, Strategic Director of Communities & Place (SD: C&P)**

Mrs Canavan, Strategic Director of Organisation Development, Strategy and Performance (SD: ODSP)

Mrs Dyson, Head of Human Resources (HoHR)**

Mr McGuckin, Head of Strategic Services and Engagement (HoSS&E)

Ms McNally, Assistant Director of Corporate Service and Finance (AD: CS&F)**

Mr Moffett, Assistant Director of Organisation Development, Strategy and Performance (AD: ODSP)

Mr Scullion, Assistant Director of Property Services (AD:PS)

Mr Tohill, Strategic Director of Corporate Service and Finance (SD: CS&F)

Mr O'Hagan, Head of ICT (HoICT)

Miss Thompson, Committee and Member Services Officer

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

PR040/23 Notice of Recording

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

PR041/23 Apologies

Councillors Elattar, Gildernew and McLean.

PR042/23 Declarations of Interest

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

PR043/23 Chairs Business

Councillor Doris asked that officers engage with DfI Roads in relation to the planting of wildflower seeds along suitable grass verges. The Councillor referred to the Climate Change Bill to which DfI Roads committed to planting wildflower seeds and asked for an update as to how these plans are progressing. Councillor Doris also spoke in relation to the Derrylaughan and Derrytresk areas and asked that officers explore the option of planting wildflowers to assist with the biodiversity and wildlife in these areas.

The Strategic Director of Corporate Service and Finance (SD: CS&F) advised that the Strategic Director of Environment is the lead officer in relation to climate change, grass cutting and also biodiversity and wildlife and that Councillor Doris' comments would be brought to her attention.

Matters for Decision

PR044/23 Review of Equal Opportunities Policy

The Strategic Director of Organisation Development, Strategy and Performance (SD: ODSP) presented previously circulated report which sought approval for the noted revisions to Mid Ulster District Council's Equal Opportunities Policy.

Councillor Cuddy stated that Members used to receive an annual report which outlined the make up of staff etc and that it would be interesting to see this again given the changes to the local population in recent years.

The SD: ODSP advised that an employment return was submitted last week and that a report would be brought forward for Members attention on this matter in June.

Proposed by Councillor S McGuigan
Seconded by Councillor S McPeake and

Resolved That it be recommended to Council to approve the revised Equal Opportunities Policy as set out at appendix to report.

PR045/23 Response to Consultation on DoH Autism Strategy 2023-2028

The Head of Strategic Services and Engagement (HoSS&E) presented previously circulated report which sought approval for Councils draft response to the Department of Health's Autism Strategy 2023-2028 consultation.

Councillor Quinn proposed the response as outlined. Councillor Quinn referred to presentation made previously in relation autistic children bringing their own food to restaurants and asked if there is opportunity to tie this in with the Autism Strategy or if it will be carried forward separately.

The HoSS&E stated he would come back to the Councillor on the matter.

Councillor Molloy stated he attended the consultation meeting and that it had been enlightening to see some of the challenges faced by autistic children and their families. The Councillor stated he felt the response captures what was said at the meeting. Councillor Molloy stated he raised the bring your own food initiative with some groups to make them aware that the concept is being rolled out. Councillor Molloy seconded Councillor Quinn's proposal.

The Chair, Councillor S McAleer stated she welcomed the Council response.

Resolved That it be recommended to Council to approve the draft response to DoH Autism Strategy 2023-2028 as set out at appendix to report.

PR046/23 Request to Illuminate Council Properties

The Head of Strategic Services and Engagement (HoSS&E) presented previously circulated report which sought approval to illuminate and light up the Council's three designated properties to raise awareness for the following:

- Marie Curie Memory Stones of Love
- Compassionate Communities NI
- International Nurses Day
- Alzheimers Society
- Tourette's Support NI
- Mid Ulster Loneliness
- Deafblind UK
- Leukaemia & Lymphoma NI

The HoSS&E advised of an additional request which had been received since the report was published to mark World Parkinson's Day on 11 April.

Proposed by Councillor McKinney
Seconded by Councillor S McPeake and

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

- Marie Curie Memory Stones of Love - 3rd Annual Day of Reflection – 23 March 2023 - Yellow

- Compassionate Communities NI – Advance Care Planning – 3 April 2023 - Blue
- Compassionate Communities NI – Dying Matters – 8 May 2023 - Yellow
- International Nurses Day – 12 May 2023 – Blue
- Alzheimers Society – Dementia Action Week – 15 May 2023 - Blue
- Tourette’s Support NI – Tourette’s Awareness Month – 22 May 2023 – Teal
- Mid Ulster Loneliness Network – Raise Loneliness Awareness – 13 June 2023 – Blue
- Deafblind UK – Deafblind Awareness Week – 27 June 2023 – Purple & Green
- Leukaemia & Lymphoma NI – Blood Cancer Awareness Month – Red
- Spires Magherafelt Branch for Parkinson’s UK - World Parkinson’s Day – 11 April 2023 – Blue

PR047/23 Member Services

None.

Matters for Information

PR048/23 Minutes of Policy & Resources Committee held on 9 February 2023

Members noted Minutes of Policy & Resources Committee held on 9 February 2023.

PR049/23 Autism Training – Virtual Experience Bus

Members noted previously circulated report which provided update on plans for the Council to host the Autism Virtual Experience Bus on Wednesday 26th April 2023 at Cookstown Leisure Centre. This visit forms part of the bus’s week long tour of Council facilities in the NH&SCT area.

PR050/23 Local Government Staff Commission & National Association of Councillors NI - Annual Subscription 2023-24

Members noted previously circulated report which advised of correspondence received from the Local Government Staff Commission and the National Association for Councillors (NAC) on annual contributions payable for 2023-24.

Councillor S McGuigan questioned Council’s funding of the Local Government Staff Commission (LGSC) year on year and asked if Council is legally obliged to continue with its annual contribution to the Commission.

Councillor Kearney advised that NILGA recently met with the Permanent Secretary and the question had been raised as to why the LGSC had not been wound up. Councillor Kearney stated that the response from the Permanent Secretary was that

DfC was not confident it had the powers to progress the winding up of LGSC in the absence of a Minister. The Councillor stated that the winding up of LGSC seemed to be caught up in the Stormont situation in that it needs a Minister in place to progress the matter.

The Assistant Director of Organisation Development, Strategy and Performance (AD: ODSP) confirmed Councillor Kearney's comments and advised that the LGSC is to be wound up but that Council still has an obligation under the 1972 Act to pay a contribution until such times as it is wound up.

The Chief Executive stated that Members queries were valid and legitimate and that his understanding is that as soon as a Minister is in place then LGSC will be wound up. The Chief Executive stated that the LGSC plays a useful role in relation to recruitment exercises for senior staff and that they have also been working with NILGA and others in relation to cross council representation with trade unions. The Chief Executive stated that as LGSC is still in place Council is still obliged to make its contribution until such times as LGSC is formally wound up.

Councillor S McGuigan stated he accepted what had been said and the advice given but felt that this was a situation that could go on indefinitely if Stormont did not return and no one challenged the payment of the contribution.

PR051/23 Implementation of Online Registration Services Booking System

Members noted previously circulated report which provided update on the introduction of a new online booking system for the Registration service in Council.

Councillor Cuddy stated that the implementation of the online booking system for registration services is good to see and is another step in relation to transformation.

Live broadcast ended at 7.18 pm.

Local Government (NI) Act 2014 - Confidential Business

Proposed by Councillor Buchanan
Seconded by Councillor Forde 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 PR052/23 to PR065/23

Matters for Decision

PR052/23 Mobile Network Choice for Contract 2023-2025
PR053/23 Procurement Policy – Review
PR054/23 Insurances – 2023/24
PR055/23 Lands at Feeney's Lane, Dungannon
PR056/23 Staffing Matters for Decision

- PR057/23 Local Election Count Arrangements: Appointment of Count Centre Staff and Rates of Pay
- PR058/23 Thomas Street Gardens Acquisition
- PR059/23 Gortgonis Health and Wellbeing Hub – Phase 1 Enabling Works
- PR060/23 Capital Planning Governance and Capital Programme 2023-2027

Matters for Information

- PR061/23 Confidential Minutes of Policy and Resources Committee held on 9 February 2023
- PR062/23 Customer Service Alignment and Developments – For Information
- PR063/23 Staff Matters for Information
- PR064/23 Contracts and DAC Registers – Update
- PR065/23 Financial report for 10 months ended 31 January 2023

PR066/23 Duration of Meeting

The meeting was called for 7.00 pm and ended at 8.52 pm.

Chair _____

Date _____

Annex A – Introductory Remarks from the Chairperson

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

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

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

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

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

Report on	Rural Needs Annual Progress Return to DEARA (2022/23)
Date of Meeting	6 April 2023
Reporting Officer	Joe McGuckin, Head of Strategic Services and Engagement
Contact Officer	Ann McAleer, Corporate Policy and Equality Officer

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

1.0	Purpose of Report
1.1	The purpose of this report is to set out Mid Ulster District Council's Annual Progress Report to DAERA in relation to the Rural Needs Act NI (2016) for the period 2022-23.
2.0	Background
2.1	Mid Ulster District Council is bound by the Rural Needs Act NI (2016) to 'have due regard to rural needs when: <ul style="list-style-type: none"> • developing, adopting, implementing or revising policies, strategies and plans, and; • designing and delivering public services'.
2.2	Section 3 of the Rural Needs Act NI requires DAERA to publish an annual monitoring report containing the information sent to it by public authorities on how they have paid due regard to rural needs and relevant information relating to the policies/strategies/plans. This exercise is required by DAERA under its functions under the Act.
3.0	Main Report
3.1	The Annual Progress Report for the reporting period 2022-23 is required to be submitted to DAERA no later than 30 th June 2023.
3.2	Mid Ulster District Council's Annual Progress Report (2022-2023) sets out to what extent the Council has demonstrated regard to rural needs. It is included as Appendix A of this report and details how 11 Rural Needs Impact Assessment were completed for various policies/programmes/projects during this reporting period.

4.0	Other Considerations
4.1	Financial, Human Resources & Risk Implications
	Financial: N/A
	Human: N/A
	Risk Management: N/A
4.2	Screening & Impact Assessments
	Equality & Good Relations Implications: Equality screening is not required for this progress report.
	Rural Needs Implications: As detailed
5.0	Recommendation(s)
5.1	Members note and consider the Annual Progress Report (2022-23) on the implementation and activities surrounding its statutory Rural Needs Duties.
6.0	Documents Attached & References
6.1	Appendix A: Mid Ulster District Council Annual Rural Needs Progress Report (2022-23)

Appendix 2 - Template for Information to be Compiled

Information to be compiled by Public Authorities under Section 3(1)(a) of the Rural Needs Act (NI) 2016.

(To be completed and included in public authorities' own annual reports and submitted to DAERA for inclusion in the Rural Needs Annual Monitoring Report).

Name of Public Authority:

Reporting Period: April 20 to March 20

The following information should be compiled in respect of each policy, strategy and plan which has been developed, adopted, implemented or revised and each public service which has been designed or delivered by the public authority during the reporting period.

<i>Description of the activity undertaken by the public authority which is subject to section 1(1) of the Rural Needs Act (NI) 2016¹.</i>	<i>The rural policy area(s) which the activity relates to².</i>	<i>Describe how the public authority has had due regard to rural needs when developing, adopting, implementing or revising the policy, strategy or plan or when designing or delivering the public service³.</i>
Mid Ulster District Council's Digital Transformation Strategy	Broadband or Mobile Communications in Rural Areas	Mid Ulster District Council has considered rural needs in the development of the Council's Digital Transformation Strategy by recognising that within the District there are areas that do not have quality access to broadband. To address this, the Strategy commits to maintaining non-digital channel options to contact the Council. These options will afford the same quality of service as the service that is provided to customers who choose to use the digital channels.
Development of Drumcairne Forest	Rural Development	Mid Ulster District Council has considered rural needs in the development of this forest by gathering

		information via public consultation and informal user group meetings. The feedback from these sessions has influenced the final development of Drumcairne Forest. The overall outcome is that the Drumcairne area has now been provided a wider range of recreation opportunities and services will be on offer to the whole community in the surrounding area.
Development of Derrynoyd Forest	Rural Development	Mid Ulster District Council has considered rural needs in relation to the development of Derrynoyd Forest that the works will have a positive impact on the local rural area as it creates more opportunities for new and improved outdoor recreation facilities, thereby improving the health and well-being of people from all sections of the local rural area and beyond.
Redevelopment of Ballyronan Marina	Rural Tourism Rural Development	Mid Ulster District Council has considered rural needs in relation to the redevelopment of Ballyronan Marina by ensuring that people living in this rural area will have greater access to outdoor and indoor recreation opportunities. This project will also provide opportunities for recreational activities within the rural community, improving health and wellbeing, as well as opportunities for employment within this rural community.
Development of Iniscarn Forest	Rural Tourism Rural Development	Mid Ulster District Council has considered rural needs in relation to the development of Iniscarn Forest by gathering information from the local community and ensuring that the needs of the local community were met by the development project. As a result of this development, the Iniscarn area has been provided with a wider range of recreation opportunities that are accessible to the whole community.

Development of Manor Park Moneymore	Rural Tourism Rural Development	Mid Ulster District Council has considered rural needs in relation to the development of Manor Park Moneymore ensuring that the final development of this rural settlement offers a greater range of opportunities for people living in this area than what was available previously.
Development of the Beechland Park and Drive	Rural Development	Mid Ulster District Council has considered rural needs in relation to the development of Park and Drive by ensuring that people living in this rural area will have greater access to outdoor and indoor recreation opportunities. This project will also provide opportunities for recreational activities within the rural community, improving the health and wellbeing of residents and providing opportunities for employment within this rural community.
Development of Castledawson Pocket Park and Allotments	Rural Tourism Rural Development	Mid Ulster District Council has considered rural needs in relation to the development of Castledawson Pocket Park and Allotments by ensuring that the existing facilities and further enhanced with greater community and recreational activities, particularly focusing on children and young people. The development aims to provide an environment that is inclusive and that will aid the health and well-being of all who visit it and provide opportunities for social engagement and interaction with the aim of reducing isolation within this rural area.
Mid Ulster Age Friendly Strategic Plan (2023-2026)	Broadband or Mobile Communications in Rural Areas Transport Services	Mid Ulster District Council has considered rural needs in relation to the development of Mid Ulster Age Friendly Strategic Plan (2023-2026) by undertaking consultation throughout rural areas in the District. Feedback from this consultation process has been included in the strategy in order to ensure that the

	<p>or Infrastructure in Rural Areas</p> <p>Health or Social Care Services in Rural Areas</p>	<p>social and economic needs of the older people in the District are met. Overall the Strategy aims to promote physical and social environments that support healthy and active ageing and a good quality of life for older people in the Mid Ulster District council area.</p>
Pitches Strategy	Deprivation in Rural Areas	Mid Ulster District Council has considered rural needs in relation to the development of the Mid Ulster Pitches Strategy by including the provision of sports pitches across the district, including in rural areas.
Equal Opportunities Policy	<p>Jobs or Employment in Rural Areas</p> <p>Education or Training in Rural Areas</p> <p>Broadband or Mobile Communications in Rural Areas</p> <p>Transport Services or Infrastructure in Rural Areas</p>	Mid Ulster District Council has considered rural needs in relation to the development of the Mid Ulster Equal Opportunities Policy by recognising and addressing the differing experiences that some workers and applicants may face in relation to factors such as increased travel times and fuel costs.

NOTES

1. This information should normally be contained in section 1B of the RNIA Template completed in respect of the activity.
2. This information should normally be contained in section 2D of the RNIA Template completed in respect of the activity.
3. The information contained in sections 3D, 4A & 5B of the RNIA Template should be considered when completing this section.

Report on	Mid Ulster Community Planning: Progress Update
Date of Meeting	Thursday 6 April 2023
Reporting Officer	M Canavan, Director - Org Development, Strategy and Performance
Contact Officer	P Moffett, Assistant Director - Org Development, Strategy and Performance Celene O'Neill, Community and Strategic Planning Officer

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

1.0	Purpose of Report
1.1	To provide Members with an update on activity surrounding Mid Ulster Community Planning, November 2022 to March 2023.
2.0	Background
2.1	As an outworking of the 2014 Local Government (NI) Act, councils have a remit on initiating, putting arrangements in place and managing the progression of community planning within the district. Council has been actively engaged in the development and progression of Mid Ulster Community Planning through its Strategic Board and thematic based working groups since its formation following local government reform.
2.2	By way of background, Community Planning is a process involving the council and the community planning partners in: <ul style="list-style-type: none"> • Developing and identifying long-term objectives which contribute to the social, economic and environmental wellbeing of the Mid Ulster district. • Identifying long-term objectives which contribute to the achievement of sustainable development in the Mid Ulster district. • Identifying actions and functions to be exercised by council and our community planning partners to assist in meeting the established long-term objectives
2.3	Activity on community planning, since its inception following local government reform, is focused on the themes of: <ul style="list-style-type: none"> (i) Economic Growth & Infrastructure (ii) Education & Skills (iii) Health & Well-being (iv) Vibrant & Safe Communities
2.4	Further information is accessible from the council website by clicking through to https://www.midulstercouncil.org/your-council/community-planning

	<p>Community Planning Delivery</p> <p>2.5 Policy & Resources Committee has become the parent committee for reporting to and authorisation purposes, as required.</p> <p>2.6 It is the intention of officers that Members receive timely Community Planning Action Update Reports adopting a standard reporting approach to report on progress made on activities developed and delivered with the aim of bringing about the best possible outcomes for Mid Ulster's citizens.</p> <p>2.7 This reporting will be in addition to the required Community Planning Performance Statement, which is published every two years, and is due to be published in Autumn 2023.</p>
<p>3.0</p>	<p>Main Report</p>
<p>3.1</p> <p>3.2</p> <p>3.3</p>	<p>The approved Action Minutes from the Strategic Board meeting held on 21 November 2022 are attached as Appendix One, for Members' information.</p> <p>The most recent Strategic Board meeting was held on 22 February 2023 at which:</p> <ul style="list-style-type: none"> • A revised Terms of Reference were approved. • Partners considered approval of the revised Objectives and Actions, with the option to amend as relevant to their field of expertise. • Partners considered and agreed the actions they would take the lead on and drive forward. • Partners considered and discussed Mid Ulster's Top Strategic Problems from their perspective, agreeing in the first instance, to take a strategic and in-depth focus on problems faced by the health sector and through the community planning process, work together to create, develop and deliver solutions to these problems where possible. • Department for Communities representative in attendance provided an update at the Strategic Board meeting on developments around the Hardship Funding Scheme, including confirmation that Mid Ulster District Council has accepted the offer of funding to deliver the scheme before the end of this financial year. <p>It was agreed that the next Strategic Board meeting be held on 21 June 2023.</p>
<p>4.0</p>	<p>Other Considerations</p>
<p>4.1</p>	<p>Financial, Human Resources & Risk Implications</p> <p>Financial: Not applicable</p> <p>Human: Not applicable</p> <p>Risk Management: Not applicable</p>

4.2	Screening & Impact Assessments
	Equality & Good Relations Implications: None identified at this time.
	Rural Needs Implications: None identified at this time.
5.0	Recommendation(s)
5.1	That members consider, review and comment as necessary on activity surrounding community planning function of Council.
6.0	Documents Attached & References
	Appendix One: Action Minutes of Mid Ulster Community Planning Strategic Board meeting held on 21 November 2022



Strategic Board Special Meeting

21 November 2022 at 10:00am, The Studio, Burnavon Theatre, Cookstown

Action Minutes

Present: Councillor Córa Corry (Chair), Sean Beattie (Libraries NI), Sinead Collins (NIHE), Celine McCartan (SW College), Adrian McCreesh (MUDC), Paddy McEldowney (PHA), Ciaran McLaughlin (DAERA), Ethna McNamee (Invest NI), Frances Meehan (EA), Stephen Murray (PSNI), Hugh Nelson (NT), Simon Sloan (DFC), Jenny Small (NRC), Orlagh Waters (Sport NI).

In Attendance: Marissa Canavan, Ryan Black, Philip Moffett, Paul McCreedy, Rory Donnelly (MUDC), Celene O'Neill (MUDC).

Also Present: Joan McCaffrey, Ray Hall, Sandra Morton (Civil Contingencies NI)

Apologies: Anthony Carleton (DFC), Paddy Graffin (NHSCT), Martin Graham (Tourism NI), Georgina Grieve (Workspace), Daniel Healy (DFI), Colm McCafferty (SHSCT), Siobhan McCauley (NIHE), Fiona McKeown (MUDC).

AGENDA	MATTERS AGREED	ACTIONS & RESPONSIBILITY
1.0	Chair's Welcome and Introduction	
	<p>Councillor Corry welcomed everyone in attendance and recorded apologies.</p> <p>A McCreesh provided an overview of Community Planning's key functions as a Partnership that</p> <ul style="list-style-type: none"> • helps strategic partners build strong working relationships • is an effective forum for networking and information sharing • works together to support partners in mutual problem solving • scans the horizon keeping focused on future major investment projects, programmes and funding opportunities. 	No action
2.0/3.0/4.0	Food For Thought Report of the Outputs from the Strategic Board Facilitated Session held on 21 June 2022, Draft Updated Terms of Reference, Draft Action Progress Reports Template and Next Steps	
	M Canavan, P Moffett and C O'Neill provided short presentations on the above outlining the recommendations for onboarding, governance,	



	<p>communication, action delivery groups and action progress reports.</p> <p>Following partner group discussion, the Output Recommendations, Action Delivery Progress Reports and Draft Strategic Board Terms of Reference were agreed with the following amendments</p> <ul style="list-style-type: none"> • The Strategic Board should meet a minimum of twice per year • A hybrid in person/online option should be offered for all meetings • Strategic Board Members may nominate a named representative from their organisation who can deputise for them at meetings if they are unable to attend. <p>Next Steps:</p> <ul style="list-style-type: none"> • Circulate the agreed Terms of Reference with amendments to all Members. • Strategic Board members to identify Community Planning Strategic Priorities for the incoming year and some problems which Community Planning Partners can resolve through partnership working and sharing resources. 	<p>C O'Neill: Amendments to the Draft Terms of Reference to be made as agreed and circulated to Strategic Board Members</p>
5.0	Presentation on Community Resilience	
	<p>A McCreesh welcomed J McCaffrey, R Hall and S Morton from Local Government Civil Contingencies and invited them to make a presentation on Community Resilience.</p> <p>J McCaffrey provided an update to the Strategic Board members on existing Community Resilience Groups (CRGs), information on the NI Civil Contingencies Resilience Strategy and work to develop a Regional Community Risk Register for Northern Ireland.</p>	<p>No action</p>
6.0	Date of Next Meeting	
	<p>Wednesday, 22 February 2023 at 11.00am, The Tower Room, Ranfurly House and Hill of the O'Neill, Dungannon</p> <ul style="list-style-type: none"> • Option to join online will be available 	