



Policy on Illuminating Council Properties

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1.0 INTRODUCTION

- 1.1 Mid Ulster District Council wishes to maximise the use of and access to its properties across the district. The council estate extends to its civic offices, arts, cultural and recreational facilities and other properties from which a plethora of services are provided and accessible from.
- 1.2 The council in wishing to act as an advocate for charitable causes will illuminate the exterior of some of its properties in its chosen colour(s), where such requests are made, considered and approved by the council.

2.0 POLICY AIM & OBJECTIVES

2.1 **Policy Aim:** To ensure opportunities are available for charitable organisations to promote their particular cause through illuminating Council properties across Mid Ulster district, and that requests are processed in a fair and consistent manner.

2.2 Policy Objectives:

- To encourage the promotion of charitable causes across the district
- To maximise the use of council properties by charitable organisations to promote their cause
- To increase awareness of the charity, its work and messages
- To ensure charitable organisations have access to a documented process for making requests to have properties illuminated to promote their given cause
- To ensure the council is ably equipped to respond to requests made to illuminate council properties and initiate arrangements in a timely fashion

3.0 POLICY SCOPE

3.1 This policy relates specifically to requests made by charitable organisations to illuminate one or more of its properties for the promotion of its cause on a given date or set of dates of significance to the respective charities. The policy does not extend to considering requests to mark and commemorate occasions and calendared anniversary dates. It relates to requests from charitable organisations only.

3.2 It extends only to properties in the ownership of the council and not those used by the council through the rental agreements. The council shall make available a single property within each of the principal towns Cookstown, Dungannon and Magherafelt which are deemed to be in a location drawing significant footfall and traffic for maximum viewing to promote charitable causes through the illumination. The Policy extends to the illumination of:

- Burnavon Arts & Cultural Centre, Burn Road, Cookstown;
- Bridewell Church Street, Magherafelt; and
- Ranfurly House Arts & Visitor Centre, Market Square, Dungannon.

4.0 LINKAGE TO CORPORATE PLAN

4.1 Referring to Mid Ulster District Council's Corporate Plan 2015-2019, this policy contributes toward the delivery of Corporate Theme 4, *Building Unity*.

5.0 CONSIDERING REQUESTS TO ILLUMINATE COUNCIL PROPERTIES

5.1 The Council shall consider all requests from charitable organisations to illuminate one or all of the designated council properties as referenced in 3.2 above.

5.2 Requests shall be reported to and considered by the Policy and Resources Committee and subsequent recommendation brought to the monthly Council meeting. Should the scheduling of the Policy and Resource Committee not permit requests being made within required timeframes to reach a decision the request shall be presented to the monthly Council meeting.

5.3 Council shall not permit the illumination of council properties, other than those referenced in 3.3 above, namely:

- Burnavon Arts & Cultural Centre, Burn Road, Cookstown;
- Bridewell Church Street, Magherafelt; and
- Ranfurly House Arts & Visitor Centre, Market Square, Dungannon

5.4 The Council shall only approve requests where there is no or a nominal cost to arrange for the undertaking and maintenance of the requested illumination to the exterior of the above listed properties.

- 5.5 Approved requests shall be permitted to have the properties illuminated for their respective charitable causes for a period no longer than one calendar week, where required

6.0 ROLES AND RESPONSIBILITIES

- 6.1 All requests shall be presented to the Policy and Resources Committee by the appropriate council officer for consideration and recommendation to the next available council meeting to make a decision on requests to illuminate council properties.

7.0 IMPACT ASSESSMENTS

7.1 Equality Screening & Impact

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

7.2 Staff & Financial Resources

- 7.2.1 No issues have been identified which would significantly impact on the councils 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 Chief Executive's Office and Democratic Services.

9.0 COMMUNICATION

- 9.1 Democratic Services is responsible for the communication and delivery of this policy.

10.0 MONITORING & REVIEW ARRANGEMENTS

- 10.1 Implementation of this policy will be monitored and a formal review undertaken 24 months from its effective date.