



11 January 2024

Dear Councillor

You are invited to attend a meeting of the Policy & Resources Committee to be held in The Chamber, Cookstown and by virtual means at Burn Road, Cookstown BT80 8DT on Thursday, 11 January 2024 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
5. Deputation: Integrated Education Fund - Future Schools Project

Matters for Decision

- | | | |
|----|--|---------|
| 6. | Report of Elected member Development Working Group | 3 - 22 |
| 7. | Request to Illuminate Council Properties | 23 - 24 |
| 8. | Member Services | |

Matters for Information

- | | | |
|----|---|---------|
| 9. | Minutes of Policy and Resources Committee held on 7 December 2023 | 25 - 30 |
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Items restricted in accordance with Section 42, Part 1 of Schedule 6 of the Local Government Act (NI) 2014. The public will be asked to withdraw from the meeting at this point.

Matters for Decision

10. Staffing Matters for Decision
11. Land and Property Matters
12. Lumfords Glen – RIBA Stage 3
13. 2024/25 Insurances Update
14. Financial Management System – Technology One
15. Members Allowances Update
16. Provision of An Employee Assistance Programme and Healthcare Cash Plan

Matters for Information

17. Confidential Minutes of Policy and Resources Committee held on 7 December 2023
18. Staff Matters for Information
19. 2024/25 Rate estimates update
20. Financial report for 8 months ended 30 November 2023
21. Contracts and DAC Registers - Update

Report on	Elected Member Development Working Group
Date of Meeting	11 January 2024
Reporting Officer	Joseph McGuckin, Head of Strategic Services & Engagement
Contact Officer	Eileen Forde, Committee & Member Services Manager

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 receive and consider the report of a meeting of the Elected Member Development Working Group held on 8 December 2023.
2.0	Background
2.1	The Council through the Elected Member Development Steering Group has now attained Level 1 Charter Status for Elected Member Development and completed a successful Review process.
2.2	The steering group Terms of Reference confirms that the business of the Working Group be reported through Policy & Resources Committee.
3.0	Main Report
3.1	<p>The Report of the most recent meeting of the Elected Member Development Steering Group is attached, as Appendix A to this report for consideration and approval. The following issues have resulted from discussion at the December meeting:</p> <ul style="list-style-type: none"> • Continue to retain Charter Status and explore Charter Plus officer and Member commitment. • Personal Development Plans be progressed. • Code of Conduct Training be progressed. • Terms of Reference.
4.0	Other Considerations
4.1	Financial, Human Resources & Risk Implications
	Financial: not applicable at this point
	Human: Not applicable

	Risk Management: Not applicable
4.2	Screening & Impact Assessments
	Equality & Good Relations Implications: Not applicable
	Rural Needs Implications: Not applicable
5.0	Recommendation(s)
5.1	<p>The committee consider and approves the report and recommendations of the Elected Member Development Steering Group meeting, and actions contained, held on 8 December 2023 to include:</p> <ul style="list-style-type: none"> • Issue of Personal Development Plans. • Code of Conduct Training be progressed. • Terms of Reference of Working Group
6.0	Documents Attached & References
6.1	Appendix A: Report of Elected Member Development Steering Group



**Report of Elected Member Development Steering Group
7 December 2023**

Report of Elected Member Development Steering Group of Mid Ulster District Council held on 7 December 2023 at 5.00pm

Attendees **Members:** Councillors Black*, J Buchanan*, Corry, Groogan*, Johnston*, Mallaghan*, McLernon
Officers: J McGuckin, HoSSE E Forde, Committee & Member Services Manager, S McAleer Corporate L&D Manager
In Attendance: Fiona Douglas, NILGA

AGENDA	MATTERS AGREED	ACTIONS & RESPONSIBILITY
1.0	Apologies	
	None	
2.0	Deputation: Charter & Charter Plus	
	<p>NILGA representative Fiona Douglas gave an overview of the requirements for Charter and Charter Plus. (see appendix 1)</p> <p>NOTED: Northern Ireland Local Government Association now complete the Charter Assessments and Reviews. To read on what all is involved see Charter for Councillor Development NILGA .</p>	
3.0	Nomination of Chair	

	<p>Proposed by Councillor Mallaghan Seconded by Councillor McLernon</p> <p>AGREED That Councillor Corry chair the Working Group</p>	
4.0	Update to Terms of Reference	
	AGREED: Terms of Reference of EMDWG as per appendix 2	HoSSE & CMSM
5.0	Training Needs Analysis	
	<p>AGREED:</p> <ul style="list-style-type: none"> (i) That in order to progress in line with Charter & Charter Plus the Personal Development Plans be issued to Members in January 2024 and a subsequent training timetable is progressed. (ii) That Code of Conduct training be progressed. (iii) Consideration be given to basic ICT skills training, visual awareness, Effective Questioning, Lone Working and where there is availability staff training be offered to Members when appropriate, competing for public appointments application and interview training. 	CMSM CLDM
6.0	Report of Elected Member Development Working Group 19 October 2023	
	NOTED: Members noted the Report of Elected Member Development Working Group 19 October 2023	
7.0	Training Needs Analysis	

8.0		
<i>Meeting concluded at 17.43 pm</i>		

Councillor Development Charter and Charter Plus



Fiona Douglas
NILGA / Regional
Development Lead



NILGA – What We Do



Councillor Guide 2023

Information and resources to support you in your role as a councillor in Northern Ireland's Local Authorities





- Nationally accredited standard
- Shows council clear commitment to developing and supporting its elected members
- Council has a strategic approach to councillor development
- Learning and development is effective in building councillors skills and knowledge.



- Optional Higher Level
- Provides further challenges for councils that have already been awarded the Charter and want to further improve their member development and support arrangements.
- This can be demonstrated through a project undertaken to demonstrate community impact because of councillor learning and development or a more general approach.

1. Clear commitment to councillor development and support

- Highest level of commitment and a holistic approach filtering benefits more widely.
- Budget reviewed , set and prioritised at a corporate level with input from EMDWG.
- Analysis - equality of access is monitored, reviewed and actioned.
- Democratic participation

2. Council has a Strategic Approach to Councillor Development

- Successful and impactful Personal Development Plans (PDPs) for councillors.
- Councillors have a clear understanding of their roles and responsibilities development and support arrangements.
- Learning and development for councillors supports council's objectives.

3. L&D is Effective in building councillors' skills and knowledge

- Deeper intel of the impact of learning and development
- Helps prioritise, horizon scan and deliver the 'next level' of member development.
- Strengthened place-based focus by sharing development opportunities.
- Evaluation draws out the impacts to the community through feedback from local partners.

Are you ready



- Is council highly committed to supporting member development and can you evidence this?
- Do you have a member development strategy designed and led by councillors (from all parties and independent members)?
- Do you address the personal development needs of individual councillors (PDPs)?
- Is your approach place based and community focussed.
- Do you rigorously evaluate all learning and use this to inform improvements in your approach?

How do you get there



- Commitment at both political and senior management levels
- Register to the online Member Charter Tool
- Complete pre-assessment and verification visit
- Outcomes and completion of report
- Confirmation of award

Complete Pre-assessment and Verification Visit



- The visit will last for most of the day
- During the visit the assessment team will want to speak to:
 - Mayor/ Deputy Mayor
 - Chief Executive
 - Chair/ Councillors of the Council's Member Training Group
 - Officer(s) responsible for Councillor Learning and Development
 - Community / Partnership Representatives
 - PDP Group (Councillors)
 - Representatives from all the main political parties
 - The interviews are timetabled in 20-45 minutes slots. The interviews can be conducted individually or in small groups based on your request.

The assessors will deliberate and determine on the day of assessment:

- Successful attainment against the Councillor Development Charter Plus Standard or
- Constructively advise deferring awarding status and suggest a plan of action to meet the Charter Plus Standards.
- NILGA will subsequently provide a report to your council detailing the assessment outcomes
- Once awarded, a Celebration Event in your council takes place to affirm the councils' achievements.

Thank you

www.nilga.org

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Elected Member Development Charter Steering Group

Terms of Reference

The Elected Member Steering Group has been established to progress the following:

- Achievement of Elected Member Development Charter, and make regular progress reports to the Policy and Resources Committee.
- Responsible for Member Development and to develop a policy and the amount of entitlement for development of each Member over the Council term.

Objectives of the Steering Group

1. To establish priorities for the Learning and Development of Members, linked to the Council's Corporate Plan.
2. To maintain and encourage commitment to the continuous learning and development of all Members and acknowledge the pivotal role which Member Learning and Development plays in the effective operation of Council business.
3. To ensure that Member Learning and Development is Member led.
4. To ensure and promote accessibility for all Members to Learning and Development opportunities.
5. To approve the annual and subsequent amendments to the Elected Member Continuous Professional Development Strategy and Implementation Plan.
6. To assess and approve the application of the Member Learning and Development Policy.
7. To review the effectiveness of Member Learning and Development to identify positive impact.
8. To provide updates to Council and raise pertinent issues on learning and development matters.
9. To strive for best practice and be a leading Council in the area of Member Learning and Development.
10. To ensure effective utilisation of available budget.
11. To demonstrate continuous improvement.

Frequency of meetings

The Group will meet a minimum of four times per year.

Membership

Councillors Bell (SF), Carney (SF), Corry (SF), Groogan (SF), Mallaghan (SF), McLernon (SF), Johnston (SDLP), F Burton (DUP), Black (DUP), J Buchanan(DUP)

Quorum

The Group will be quorate when at least 3 of the Elected Members are present.

Support to the Group

Attending the meetings and supporting the group will be:-
Head of Strategic Services & Engagement, Committee and Member Services Manager and Corporate Learning and Development Manager.

Location of Meetings

The meetings will be held when possible at 5.30 pm in the evening in Cookstown with Hybrid option.

Reporting

Notes from the Elected Member Development Group will be reported to the Policy and Resources Committee.

Deliverables

- Elected Member Continuous Professional Development
- Elected Member Development Policy
- Elected Member Personal Development Plan
- Elected Member Learning and Development Needs Analysis

December 2024

Report on	Request(s) to Illuminate Council Property
Date of Meeting	11 January 2024
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"> NI Chest Heart and Stroke: National Heart Month 1 February 2024 Colour: Red
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"> NI Chest Heart and Stroke: National Heart Month 1 February 2024 Colour: Red
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>

4.0	Other Considerations
4.1	Financial, Human Resources & Risk Implications
	Financial: Not applicable
	Human: Not applicable
	Risk Management: Not applicable
4.2	Screening & Impact Assessments
	Equality & Good Relations Implications: Council policy and procedural arrangements have been referred to.
	Rural Needs Implications: Not applicable
5.0	Recommendation(s)
5.1	That the Committee considers making recommendation to light up the designated properties on the dates specified to mark: <ul style="list-style-type: none"> • NI Chest Heart and Stroke: National Heart Month 1 February 2024 Colour: Red
6.0	Documents Attached & References
	None

Minutes of Meeting of Policy and Resources Committee of Mid Ulster District Council held on Thursday 7 December 2023 in the Council Offices, Burn Road, Cookstown and by Virtual Means

Members Present

Councillor Corry, Chair

Councillors Bell*, Brown, F Burton*, J Burton*, Cahoon, Gildernew*, Johnston*, McFlynn*, McLean*, McLernon, S McPeake*, Molloy*, Wilson

Officers in Attendance

Mr McCreesh, Chief Executive**
Mrs Canavan, Strategic Director of Organisation Development, Strategy and Performance (SD: ODSP)
Ms Dyson, Head of Human Resources (HoHR)**
Mr McGuckin, Head of Strategic Services and Engagement (HoSS&E)
Mr Moffett, Assistant Director of Organisation Development, Strategy and Performance (AD: ODSP)
Mr O'Hagan, Head of IT (HoIT)
Mr Scullion, Assistant Director of Property Services (AD: PS)**
Mr Tohill, Strategic Director of Corporate Services & Finance (SD: CS&F)
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 Corry welcomed everyone to the meeting and those watching the meeting through the Live Broadcast. Councillor Corry 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.

PR201/23 Notice of Recording

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

PR202/23 Apologies

Councillor McAleer.

PR203/23 Declarations of Interest

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

PR204/23 Chairs Business

None.

PR205/23 Deputation – Parent Alienation

The Chair, Councillor Corry advised that the representative was unable to attend tonight's meeting and that the presentation would be rescheduled.

Matters for Decision

PR206/23 Requests 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:

- Samaritans: Winter Solstice: Longest Day: 21 December 2023
- British Porphyria Association: Rare Disease Day 29 February 2024

Proposed by Councillor Brown
Seconded by Councillor Cahoon and

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

- Samaritans: Winter Solstice: Longest Day: 21 December 2023
Colour: Green
- British Porphyria Association: Rare Disease Day 29 February 2024
Colour: Purple

PR207/23 Member Services

No issues.

Matters for Information

PR208/23 Minutes of Policy and Resources Committee held on 9 November 2023

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

PR209/23 Performance Improvement Six Month Progress Update (Q1 to Q2 – 2023/24)

Members noted previously circulated report which provided monitoring information on the review of Council's performance against the seven statutory and three corporate performance improvement indicators and standards, along with an overview of the Corporate Health Indicators for the first six months of 2023/24. The report also provided a performance progress summary against the Council's four corporate improvement objectives and their associated project plans (known as CIP plans).

Councillor Gildernew referred to NI Council averages for FOI requests responded to within 20 days and stated that there are no figures since 2016 and asked if there was a reason for this.

The Head of Strategic Services and Engagement (HoSS&E) advised that the figures recorded in the report are the response times to FOI requests made to Mid Ulster Council and that this Council would not have the detail of similar figures for other Councils.

Councillor Wilson asked if a report listing all FOI questions sent in to Council can be generated.

The Assistant Director of Organisation Development, Strategy and Performance (AD: ODSP) stated that there is some guidance from the ICO outlining that public authorities should keep a disclosure log of all FOI requests submitted to them and that this is maintained within the Council's CRM. The AD: ODSP stated that whilst Council's disclosure log is not published it can be provided upon request.

Councillor S McPeake stated it may be daunting to see the red status against the planning performance but felt that a lot of the reasoning behind it comes down to getting the planning portal up and running. The Councillor stated that a lot of resources went into the planning portal which is now the envy of other Councils and it was good to see average processing times were coming back on track but felt that the figures deserved some explanation tonight.

PR210/23 Mid Ulster Community Planning: Progress Update and Performance Statement 2021-2023

Members noted previously circulated report which provided an update on activity surrounding Mid Ulster Community Planning from October to December 2023 and including the Mid Ulster Community Planning Performance Statement 2021-2023.

Councillor Molloy stated it was good to see the ongoing activity in relation to Community Planning and felt there is some fantastic work which comes out of it. The Councillor referred to a Dungannon Place Shaping document put forward some years ago but which was never adopted due to one of the partners not signing off on it and asked officers to follow up on this.

Councillor Gildernew referred to the social prescribing service which is working well in the Northern Trust area and asked if there is any opportunity to bring this service to the Southern Trust area as well.

The Assistant Director of Organisation Development, Strategy and Performance (AD: ODSP) stated that the Place Shaping Strategy currently sits within the Communities and Place Directorate but that officers would follow up on it as part of the wider Community Planning framework. In relation to the social prescribing service the AD: ODSP stated that officers would follow up with the Southern Trust Strategic Partner and update Members.

Councillor Wilson stated that there is nothing within the Community Plan in relation to arts and culture and felt that as there is an objective to ensure that Mid Ulster is safe, encourages respect for diversity and values community spirit that arts and culture should be included within the plan.

Live broadcast ended at 7.11 pm.

Local Government (NI) Act 2014 - Confidential Business

Proposed by Councillor McLernon
Seconded by Councillor Brown 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 PR211/23 to PR220/23.

Matters for Decision

PR211/23 Land and Property Matters
PR212/23 Staffing Matters for Decision
PR213/23 Structure: Planning Department
PR214/23 Procurement of Valuation Services

Matters for Information

PR215/23 Confidential Minutes of Policy & Resources Committee held on 9 November 2023
PR216/23 HR Summary Update Report for the period from 1 April 2023 to 30 September 2023
PR217/23 Staffing Matters for Information
PR218/23 2024/25 Rate Estimates
PR219/23 Financial Report for 7 Months ended 31 October 2023
PR220/23 Contract and DAC Registers

PR221/23 Duration of Meeting

The meeting was called for 7.00 pm and ended at 7.35 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.

