Lisburn & Castlereagh City Council

Civic Headquarters
Lagan Valley Island
Lisburn BT27 4RL

Tel: 028 9244 7300
www.lisburncastlereagh.gov.uk

October 30th, 2026

Chairperson: Alderman S Skillen

Vice-Chairperson: Councillor N Parker

Aldermen: J Baird, M Gregg

Councillors: J Bamford, D Bassett, S Burns, P Catney, A Givan, A Gowan, G Hynds, B Magee, C McCready, M McKeever, R McLernon

Ex Officio:

The Right Worshipful the Mayor, Councillor B Higginson

Deputy Mayor, Alderman A McIntyre

Notice Of Meeting

A meeting of the Environment and Sustainability Committee will be held on **Wednesday, 4th November 2026** at **6:00 pm** for the transaction of the undernoted Agenda.

Hot Buffet will be available in Lighters from 5.15pm for Committee Members.

David Burns
Chief Executive

Agenda

1.0 Apologies

2.0 Declaration of Interests

(i) conflict of interest on any matter before the meeting (Members to confirm the specific item)
(ii) pecuniary or non-pecuniary interest (Member to complete disclosure of interest form)

Attachment: Disclosure of Interests form Sept 24.pdf ***Page 1***

3.0 Report by the Head of Service (Building Control and Sustainability)

3.1 Street Naming Proposal - Outside of Officers Delegated Authority

For Decision

Attachment: 3.1 BC - Claris Street Naming Proposal Report.pdf ***Page 3***

Attachment: 3.1 Appendix 1 BC - Proposed Development Layout.pdf ***Page 5***

Attachment: 3.1 Appendix 2 BC - Proposed Naming Phase.pdf ***Page 6***

Attachment: 3.1 Appendix 3 BC - Street Naming Policy Extract.pdf ***Page 7***

3.2 Consultation - Dangerous Structures Fees Regulations 2027

For Decision

Attachment: 3.2 BC - Dangerous Structures Fees Regs 2027.pdf ***Page 8***

Attachment: 3.2 Appendix 4BC - Draft LCCC response to RIA for Dangerous Structures Fees.pdf ***Page 12***

4.0 Report by the Head of Service (Environmental Health, Risk and Emergency Planning)

4.1 Consultation - Revision of Guidance for Reducing the Risk of Vulnerable Groups Contracting Listeriosis

For Decision

Attachment: Item 4.1EH - CONSULTATION - Revision of guidance for reducing the risk of vulnerable groups contracting Listeriosis.pdf ***Page 14***

Attachment: Appendix 1EH - Consultation Response.pdf ***Page 16***

4.2 Home Safety - Service Level Agreement

For Decision

Attachment: Item 4.2 EH - REPORT - Home Safety SLA Council Contribution 2027-2028.pdf ***Page 18***

Attachment: Item 4.2 - Appendix 2 EH - SLA Home Safety v7.pdf ***Page 21***

Attachment: Item 4.2 EH - Appendix 3 EH - HS SLA Equality Screening OCT 2026.pdf ***Page 39***

Attachment: Item 4.2 EH - Appendix 4 EH - HS SLA Rural Needs Impact Assessment OCT 2026.pdf ***Page 48***

4.3 Safeguarding Workplace Charter

For Decision

Attachment: Item 4.3 EH - REPORT - Safeguarding Workplace Charter.pdf ***Page 57***

Attachment: Item 4.3 EH - Appendix 5 EH - WPC Brochure March 2026 (1).pdf ***Page 60***

4.4 Consultation - Proposed Changes to Safety and Street Works and Road Works - A Code of Practice

For Decision

Attachment: Item 4.4 EH - CONSULTATION - Proposed Changes to Safety at Street Works and Road Works - A Code of Practice.pdf ***Page 68***

5.0 Confidential Report from the Director of Environmental Services

5.1 Environmental Services Pricing Schedule 2027/2028

For Decision

Attachment: Item 1 Confidential - ESC Pricing Schedule 2027&2028.pdf ***Not included***

Attachment: Appendix 1 Confidential - 2027-2028 ES Charges Schedule.pdf ***Not included***

6.0 Confidential Report from the Head of Service (Waste and Operational Services)

6.1 Procurement of New Replacement Vans and Hydraulic Loading Shovel

For Decision

Attachment: Item 2 Confidential - Fleet replacements Nov 2026.pdf ***Not included***

Attachment: Appendix 2 Confidential - Business Case Replacement Vans - WOS September 2026.pdf ***Not included***

Attachment: Appendix 3 Confidential -Business Case Env Health Vans September ***Not included***

Attachment: Appendix 4 Confidential - Business Case Parks Vans Fleet Replacement (003).pdf ***Not included***

Attachment: Appendix 5 Confidential - Hydraulic Loading Shovel - Proforma - September 2026.pdf ***Not included***

7.0 Confidential Report from the Head of Service (Environmental Health, Risk and Emergency Planning)

7.1 NIHMO – Update Report

For Decision

Attachment: Item 3 Confidential - NIHMO Update Report.pdf ***Page 74***

Attachment: Appendix 6 Confidential - Report on status of HMO Register and Online Consultation Register.pdf ***Page 76***

8.0 Any Other Business

LISBURN & CASTLEREAGH CITY COUNCIL

MEMBERS DISCLOSURE OF INTERESTS

1. **Pecuniary Interests**

The Northern Ireland Local Government Code of Conduct for Councillors under Section 6 requires you to declare at the relevant meeting any pecuniary interest that you may have in any matter coming before any meeting of your Council.

Pecuniary (or financial) interests are those where the decision to be taken could financially benefit or financially disadvantage either you or a member of your close family. A member of your close family is defined as at least your spouse, live-in partner, parent, child, brother, sister and the spouses of any of these. Members may wish to be more prudent by extending that list to include grandparents, uncles, aunts, nephews, nieces or even close friends.

This information will be recorded in a Statutory Register. On such matters **you must not speak or vote**. Subject to the provisions of Sections 6.5 to 6.11 of the Code, if such a matter is to be discussed by your Council, **you must withdraw from the meeting whilst that matter is being discussed.**

2. **Private or Personal Non-Pecuniary Interests**

In addition you must also declare any significant private or personal non-pecuniary interest in a matter arising at a Council meeting (please see also Sections 5.2 and 5.6 and 5.8 of the Code).

Significant private or personal non-pecuniary (membership) interests are those which do not financially benefit or financially disadvantage you or a member of your close family directly, but nonetheless, so significant that could be considered as being likely to influence your decision.

Subject to the provisions of Sections 6.5 to 6.11 of the Code, you must declare this interest as soon as it becomes apparent and **you must withdraw from any Council meeting (including committee or sub-committee meetings) when this matter is being discussed**.

In respect of each of these, please complete the form below as necessary.

Pecuniary Interests

Meeting (Council or Committee - please specify and name):

_____

Date of Meeting: _____

Item(s) in which you must declare an interest (please specify item number from report):

_____

Nature of Pecuniary Interest:

Private or Personal Non-Pecuniary Interests

Meeting (Council or Committee - please specify and name):

_____

Date of Meeting: _____

Item(s) in which you must declare an interest (please specify item number from report):

_____

Nature of Private or Personal Non-Pecuniary Interest:

Name: Address:

Signed:	Date:

If you have any queries please contact David Burns, Chief Executive, Lisburn & Castlereagh City Council

Lisburn & Castlereagh City Council

Committee:	Environment & Sustainability Committee
Date:	4 November 2026
Report from:	Head of Service – Building Control & Sustainability

Item for:	Decision
Subject:	Street Naming Proposal – Outside of Officers Delegated Authority

1.0 **Background and Key Issues**

1.1 Fraser Partners Ltd, Unit 2, Belmont Office Park, 232-240 Belmont Road, Belfast has proposed naming for a development of 66 dwellings off the Ballymaconaghy Road, Castlereagh.

1.2 This development is a continuation of the adjacent and existing Mount Ober development, whose naming was previously agreed by delegated authority in line with the council's Street Naming policy, therefore:

- 22 dwellings will be numbered as a continuation of the existing **Mount Ober Drive**, which is a spine road that runs through the developments.
- 9 dwellings will be numbered as **Mount Ober Close**, as they are accessed off Mount Ober Drive, and
- 22 dwellings will be numbered as **Mount Ober Walk**, as they are also accessed off Mount Ober Drive.

1.3 The developer has proposed naming for the additional 13 dwellings of this phase as:

- CLARIS DRIVE (1st Preference)
- CLARIS PARK (2nd Preference)

1.4 The development layouts are attached in **Appendices 1-2 BC** for Members information.

1.5 The proposed naming of 'Claris' does not fall within officers delegated authority as set out by the Terms of Reference for this committee.

1.6 The council's Street Naming policy indicates that naming proposals should preferably have a geographical, historical or topographical link to the area. The policy also states that it wishes to discourage the use of names which bear no relation to the area. The relevant extract from the approved council policy has been attached under **Appendix 3BC**

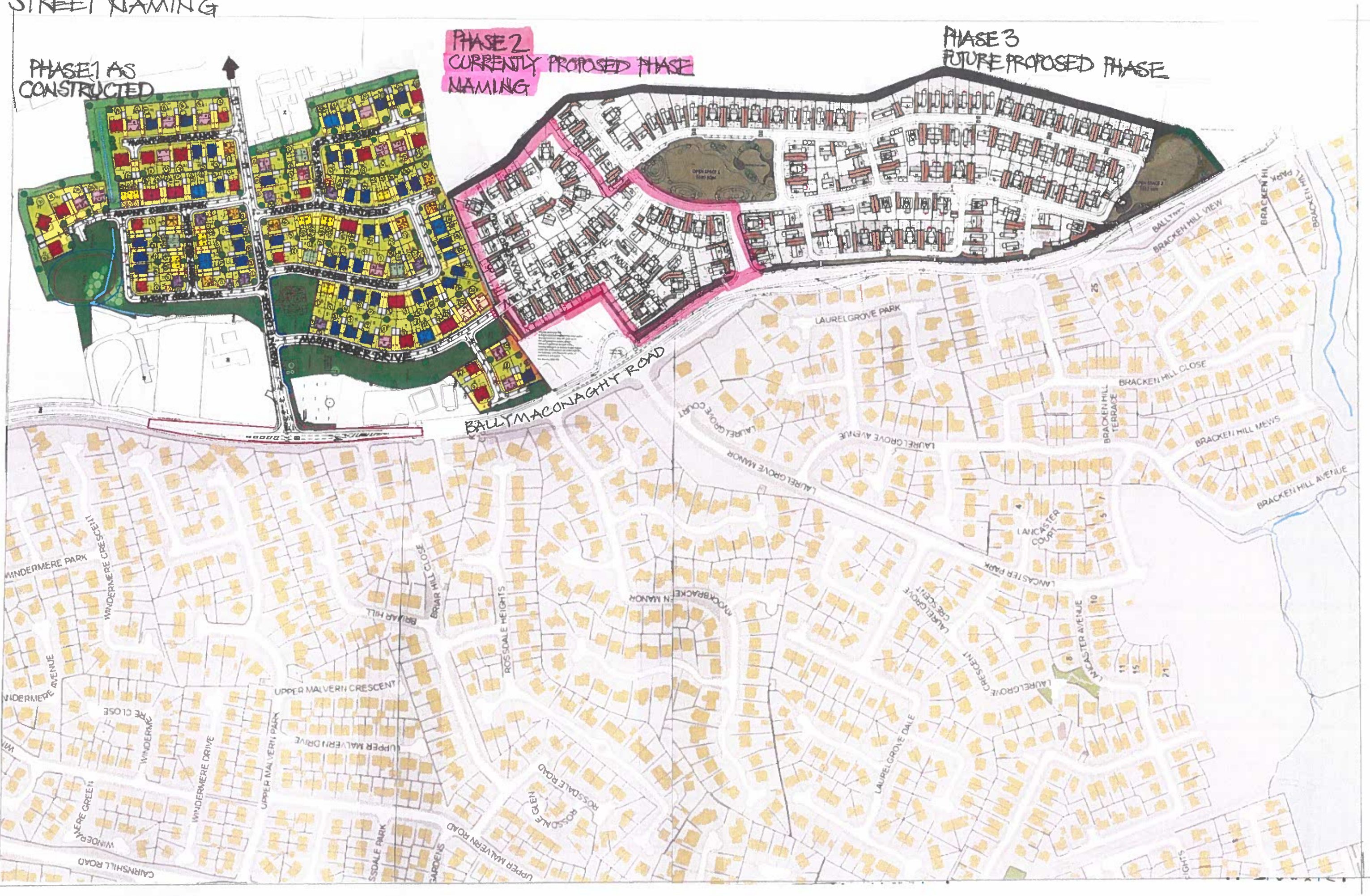
1.7 Information supplied by the applicant in support of the naming application is below:

1.8 'Claris has been carefully selected to reflect the defining characteristics and design philosophy of the development. The name derives from the Latin 'Clarus,' meaning bright, clear or light. These qualities reflect the architectural principles with a strong emphasis on natural light, generous glazing, open-plan living and thoughtful designed spaces. 'Claris' also chimes with the sun rising over the hills of Knockbracken offering a bright, sustainable, community sanctuary on the outskirts of the city.'

1.9	The Building Control and Sustainability Unit received 2 objections to the proposed name from the Elected Members of the relevant District Electoral Area, one of which suggested an alternative name of Lisnabreeny, in keeping with the nearby rath or ring fort that has a historic reference to the site locality.	
1.10	The committee should be aware that whichever name is agreed, it is likely to be progressed into the next phase of development.	
2.0	**Recommendation** **I**t is recommended that: • committee considers the proposed street name Claris Drive or • considers the alternative proposal of Lisnabreeny Drive, for approval, for this housing development off the Ballymaconaghy Road, Castlereagh.	
3.0	**Finance and Resource Implications** Revenue budget has been provided with the 2024-25 estimates for Street Nameplates	
4.0	**Equality/Good Relations and Rural Needs Impact Assessments**	
4.1	Has an equality and good relations screening been carried out?	Yes
4.2	Brief summary of the key issues identified and proposed mitigating actions **or** rationale why the screening was not carried out With regard to the Section 75 statutory duties (of the 1998 NI Act) this item has been subject to screening and "screened out" by way of application of the (previously screened) Councils Street Naming & Numbering Policy, in order to follow due process.	
4.3	Has a Rural Needs Impact Assessment (RNIA) been completed?	Yes
4.4	Brief summary of the key issues identified and proposed mitigating actions **or** rationale why the screening was not carried out. The Councils Street Naming and Numbering Policy, as screened, is universally applicable to the creation of both urban and rural street names throughout the Council area. There is no differentiation between rural and urbanised considerations for this process and decision impact.	

Appendices:	Appendix 1 BC – Proposed Development Layout (all phases) Appendix 2 BC – Proposed Naming Phase Appendix 3 BC – Extract from Street Naming Policy

HOUSING DEVELOPMENT OFF BALLYMACONAGHY ROAD STREET NAMING



Back to Agenda

Agenda 3.1 / 3.1 Appendix 1 BC - Proposed Development Layout.pdf


* CURRENT PHASE OF DEVELOPMENT STREET NAMING PROPOSAL IN HIGHLIGHT
N
TO BE NAMED IN FUTURE PHASE
OPEN SPACE 1
3858 SQM
play area
1217 SQM
*TO BE NAMED
TO BE NAMED *
* CONFIRM IF THESE ROADS ARE TO BE EXTENDED IN FUTURE PHASED DEVELOPMENT.
MOUNT OBER WALK
MOUNT OBER DRIVE
MOUNT OBER CLOSE
EXISTING
MOUNT OBER DRIVE
BALLYMACONAGHY ROAD
*MOUNT OBER DRIVE TO BE CONTINUED WITH BRANCH ROADS MOUNT OBER LANE & CLOSE AGREED BY COUNCIL
Site plan 1:500
FP / 2026 / 1778
CONSTRUCTION
Formative ARCHITECTS
RESIDENTIAL DEVELOPMENT
BALLYMACONAGHY ROAD
SITE LAYOUT PLAN
FRASER PARTNERS LTD
AUG 2024
1:500
22-023
22-023-BC03
H

Appendix 3 BC

Extract from the LCCC Street Naming & Numbering Policy

3.0 New Property Procedure

3.1 On making an application for Building Regulations approval, the Service will advise applicants or agents acting upon their behalf whenever their application or development also requires an application to approve a name and numbering schedule. This is particularly relevant for large multi-unit developments (Domestic or Non-Domestic) to avoid the preparation and distribution of promotional literature which includes names that may not have been approved and may not be acceptable. Consultation for the naming and numbering of new developments will only be necessary with the applicant or their agent, as there will be no other person(s) with a legal responsibility for the dwelling(s) at the time when the street naming application is made.

3.2 The applicant or agent acting on their behalf is asked to provide a number of alternative name proposals for a new development which should not duplicate or give rise to confusion with any other names in the locality. Considerable favour will be given by Elected Members to proposed names which reflect our Heritage or can provide a social, historical, geographical or topographical link to the characteristics of the area.

3.3 The Council wishes to discourage the use of names which bear no relation to the area and which are suggested simply on the basis of imagined social distinction. While there may sometimes be a reason to introduce unusual or exotic names, the presumption will be against such use unless the developer can make a valid case for so doing.

The Family name or names of owners or former owners of land should not be considered in inclusion in the development name.

Use of Townland names is to be welcomed in the naming proposal.

Lisburn & Castlereagh City Council

Committee:	Environment & Sustainability Committee
Date:	4 November 2026
Report from:	Head of Service – Building Control & Sustainability

Item for:	Decision
Subject:	Consultation – Dangerous Structures (Fees) Regulations (NI) 2027, Draft Regulatory Impact Assessment

Background

1.0 The Department of Agriculture, Environment and Rural Affairs (DAERA) is consulting on Dangerous Structures (Fees) Regulations (NI) 2027: Draft Regulatory Impact Assessment. The link to consultation is: Dangerous Structures (Fees) Regulations (NI) 2027: Draft Regulatory Impact Assessment - NI Direct - Citizen Space

1.1 Building Control Northern Ireland was not initially aware of the release of the consultation which opened on 18 September, and the closing date falls outside governance arrangements for approval before the submission date of 13 November. As such, the committee is asked to approve the draft response for submission before the closing date and advise the department that it is subject to council approval on 24 November 2026.

1.2 The Dangerous Structure (Fees) Regulations (NI) 2027 are to be made under powers contained within the Dilapidation Act (Northern Ireland) 2027 and are intended to establish a statutory framework for charging fees in respect of administrative and investigative works required to determine if a dangerous structure exists.

1.3 It is an up-front fee where councils would be able to charge for the initial investigatory works such as the costs of surveys etc. Under the current Dangerous Structures legislation, this fee mechanism does not exist.

1.4 The proposed fees regulations will provide a distinct power to charge prescribed fees for surveys, inspections and monitoring carried out before any remedial works, including where an interested person complies with a notice and the council does not undertake the works itself.

1.5 By contrast, the Dilapidation Act's cost-recovery powers allow a council to recover its reasonable expenses only where it has carried out remedial or emergency works.

1.6 The intention of the enabling Act for these regulations, the Dilapidation Act (Northern Ireland) 2027, is to provide councils with enhanced powers to address neglected, dilapidated and dangerous buildings and sites, helping to protect public safety, improve local environments and reduce the impact of dereliction on communities.

1.7 However, the council has previously expressed significant concerns regarding the lack of a funding support from central government to accompany the provisions. There is provision in the Act for councils to carry out works in default, thus leaving liability for recovery of costs with the council. If cost recovery must be pursued through the courts,

this could be a lengthy and costly process, and it is unlikely the council would recoup all costs associated with such remedial action.

1.8 This consultation seeks views on whether the proposed fee charging regime represents an appropriate and proportionate approach to supporting implementation of the dangerous structures provisions contained within the proposed Dilapidation Act.

1.9 **Key Issues**

1.10 The Draft RIA considers three policy options:

Option 1 - Do Nothing. No fee-charging powers would be introduced, and councils would continue to absorb the costs associated with dangerous structures investigations, surveys, inspections and monitoring activities. These costs would continue to be borne by ratepayers.

Option 2 - Non-Statutory Guidance. DAERA would provide guidance to councils on managing costs through existing arrangements. This would not establish a statutory mechanism for cost recovery and may result in inconsistent implementation across council areas.

Option 3 - Dangerous Structures Fees Regulations. The proposed Regulations would establish a statutory fee framework enabling councils to recover costs associated with surveys, inspections and monitoring activities undertaken in connection with dangerous structures investigations. DAERA considers this to be the preferred option. The Regulations are intended to promote consistency across Northern Ireland, improve cost recovery and reduce the financial burden on ratepayers.

1.11 Dangerous structures investigations can require specialist professional input, including structural engineering surveys, inspections and ongoing monitoring. These activities can incur significant costs, particularly where structures present complex technical issues or public safety concerns. The proposed fee charging framework would support recovery of these costs from those with an interest in the property rather than placing the financial burden upon ratepayers.

1.12 The potential benefits of a regional fee framework, include:

- Improved cost recovery for councils
- Greater consistency across Northern Ireland
- Increased transparency for property owners
- Enhanced support for the effective implementation of dangerous structures legislation
- Reduced financial pressure on local government budgets

1.13 However, several practical considerations have been identified. The council supports in principle the introduction of Regulations which ensure that the reasonable costs of dangerous structures investigations are borne by those with an interest in the property rather than by ratepayers. However, it is recommended that the council does not support the fee mechanism currently proposed that requires councils to meet the full cost of surveys, specialist advice, inspections and monitoring in advance, offset by a one-off fee charge based on floor area of the building, that may or may not be proportionate.

1.14	It is therefore considered that the Regulations should provide a more effective basis for setting a fee payment for the initial works in surveying and issuing of dangerous structures notices. The fee structure should reflect the complexity and actual cost of individual cases, and the RIA should fully account for councils' administrative costs, including fee calculation, invoicing, record management, debt recovery and disputes. In effect council should have the means of recovering actual costs.	
1.15	In summary, the council supports in principle the introduction of the Dangerous Structures (Fees) Regulations and agrees that reasonable costs should fall on those with an interest in the property rather than on ratepayers.	
1.16	A copy of the proposed response is provided in **Appendix 4BC** for consideration and approval.	
2.0	**Recommendation** It is recommended that the committee: • agrees the draft response to DAERA consultation on Dangerous Structures (Fees) Regulations (NI) 2027, Draft Regulatory Impact Assessment. DAERA is to be advised, upon submission by the required deadline, that it is subject to council approval on 24 November 2026.	
3.0	**Finance and Resource Implications** If implemented, the proposed fee regime should improve recovery of dangerous structures investigation costs and reduce the burden on ratepayers. However, the council may incur additional administrative and operational costs, and the overall financial impact cannot be quantified until the final Regulations, fee levels and supporting guidance are available.	
4.0	**Equality/Good Relations and Rural Needs Impact Assessments**	
4.1	Has an equality and good relations screening been carried out?	No
4.2	Brief summary of the key issues identified and proposed mitigating actions **or** rationale why the screening was not carried out **Third Party Consultation**	
4.3	Has a Rural Needs Impact Assessment (RNIA) been completed?	No
4.4	Brief summary of the key issues identified and proposed mitigating actions **or** rationale why the screening was not carried out. **Third Party Consultation**	

Appendices:	**Appendix 4BC – Proposed Draft Response to DAERA RIA DS Fees 2027**

Draft Lisburn & Castlereagh City Council response to the Consultation on the Draft Regulatory Impact Assessment for Dangerous Structures (Fees) Regulations (Northern Ireland)

Please provide any comments, observations or suggestions you might have in relation to the draft RIA.

LCCC supports the principle that those with an interest in a dangerous structure should bear the reasonable costs associated with surveys, inspections and monitoring rather than those costs falling on council ratepayers. The Council also recognises the potential benefits of a regional fee framework, including greater consistency, transparency and improved cost recovery.

However, LCCC cannot support the fee mechanism as currently proposed. The draft Regulations would require councils to meet the full cost of surveys, specialist advice, inspections and monitoring in advance, with no certainty as to whether or when those costs would be recovered. This places the cash-flow burden, non-payment risk and debt recovery responsibility on local government and ultimately on ratepayers.

The Council considers that the Regulations should provide a more effective mechanism for securing payment or alternatively be supported by appropriate central government funding or underwriting arrangements, so that councils are not required to subsidise the scheme pending recovery of costs.

The Council makes the following comments for consideration:

1 **Need for Cost Recovery**

- Dangerous structures investigations can require specialist structural engineering advice, surveys and ongoing monitoring, often at significant cost. Without a fair and equitable fee mechanism that recovers these upfront costs, councils may incur substantial expenditure even where the owner ultimately complies with a notice and undertakes the necessary works.

2 **Banded Fee Structure** (based on floor area of building)

- While a banded fee structure provides certainty and transparency of a fixed fee, it is unlikely to accurately reflect the costs incurred in every case. Some small structures may require complex investigations, whilst larger structures may require relatively limited input.
- Consideration should be given to whether the proposed fee bands will achieve an appropriate level and equity of cost recovery across all types of cases. The fee structure should reflect the actual complexity and cost of individual cases rather than relying solely on fixed fee bands.

3 **Administrative Burden on Councils**

- The RIA should acknowledge that councils will incur additional administrative costs associated with calculating fees, invoicing, debt recovery, record management and responding to disputes regarding charges.
- While these costs are expected to be manageable, they are likely to be greater than implied in the current assessment.

4 Consistency Across Councils

- LCCC would suggest regional guidance on application and procedure to accompany the Regulations that promotes a consistent approach to inspections, monitoring, fee application and recovery. This would help ensure that similar cases are treated consistently across all district council areas.

5 Evidence Base

- The numerical assumptions used throughout the RIA regarding likely case numbers and costs should be clearly identified as illustrative examples unless supporting data is available.
- As the prescribed fees within the Dangerous Structures (Fees) Regulations (NI) 2027 are yet to be agreed and consultation is ongoing with council officers, it is hard to understand the accuracy of the Regulatory Impact Assessment, particularly in respect of Option 3.

6 Impact on Property Owners

- While the proposed fees will impose an additional cost on property owners, the fees are associated with circumstances where council intervention is considered necessary in the interests of public safety.
- The principle that the owner, rather than the wider ratepayer, should bear reasonable investigation costs is considered appropriate provided the fees remain proportionate, equitable and transparent.

7 Rural Impact

- The RIA should recognise that the costs associated with dangerous structures investigations may vary significantly between urban and rural locations.
- In rural areas, structures can be more remote and may require longer travel times, multiple site visits, specialist access equipment, or additional monitoring arrangements.
- The availability of suitably qualified structural engineers and other specialists may also be more limited in rural locations, potentially resulting in higher investigation costs.
- Consideration should therefore be given to whether the proposed fee structure adequately reflects the additional costs that may be incurred in rural areas whilst maintaining fairness and consistency across all council districts.

In summary, LCCC welcomes the introduction of Dangerous Structures (Fees) Regulations in principle, that support councils in administering the impending Dilapidations Act, it believes the proposed fee recovery model requires significant revision before it can be supported. Without a more robust payment mechanism or appropriate financial support arrangements, councils remain exposed to substantial financial and administrative risks in delivering this statutory public safety function.

Lisburn & Castlereagh City Council

Committee:	Environment & Sustainability
Date:	4 November 2026
Report from:	Head of Service - Environmental Health, Risk and Emergency Planning

Item for:	Decision
Subject:	Consultation: Revision of guidance for reducing the risk of vulnerable groups contracting listeriosis

1.0 **Background and Key Issues**

1.1 The Environmental Health, Risk and Emergency Planning Service Unit is responsible for the enforcement of Food Safety legislation and its Regulations.

1.2 The Food Standards Agency's (FSA) reducing the risk of vulnerable groups contracting listeriosis guidance provides information on how to comply with regulatory requirements. The purpose of the guidance is to improve and maintain food hygiene standards and reduce the likelihood of listeriosis in health and social care settings. It also includes recommended best practices to support and reinforce regulatory requirements and applies UK wide.

1.3 The guidance has been updated based on findings derived from the '*Survey of health and social care setting food businesses on implementation of the FSA listeriosis guidance'* and feedback from Local Authorities and District Councils.

1.4 The consultation seeks views on amendments to the guidance and asks councils for their opinion on whether we agree the revised guidance delivers the improvements outlined.

1.5 Key proposals include:

- updates to legislative references;
- clarification of legal obligations for food businesses operating within health and social care settings;
- information on the registration of food businesses operating within care settings;
- the provision of information on incidents within care settings;
- updates to the Listeria 'risky foods' list;
- provision of best practice information;
- inclusion of an additional resource list.

1.6 The updates intend to improve clarity and strengthen understanding of how best practice should be applied in health and social care settings to reduce the risk of vulnerable groups contracting listeriosis.

1.7 The draft consultation response (attached as **Appendix 1 EH**) has been developed collaboratively on behalf of the NI Food Managers Group which represents all 11 Northern Ireland councils.

1.8 LCCC is the enforcing authority for food safety in the two local hospitals and residential healthcare settings. Further included is Knockbracken Foods which supplies over 60,000 meals per week across hospital sites within the Belfast Health & Social Care Trust. Officers welcome the additional sections and clarification provided within the updated guidance for businesses.

2.0	**Recommendation** It is recommended that the committee: • approves the draft consultation response, thereby enabling the council to respond before the closing date of 16 December 2026.	
3.0	**Finance and Resource Implications** It is unknown at this stage whether financial support will be provided to support Councils.	
4.0	**Equality/Good Relations and Rural Needs Impact Assessments**	
4.1	Has an equality and good relations screening been carried out?	No
4.2	Brief summary of the key issues identified and proposed mitigating actions **or** rationale why the screening was not carried out. Consultation response	
4.3	Has a Rural Needs Impact Assessment (RNIA) been completed?	No
4.4	Brief summary of the key issues identified and proposed mitigating actions **or** rationale why the screening was not carried out. Consultation response	

Appendices:	**Appendix 1 EH**	Consultation Response: Revision of guidance for reducing the risk of vulnerable groups contracting listeriosis.

Consultation on revision of Reducing the risk of vulnerable groups contracting Listeriosis

Your information will only be used for this purpose and not shared

This form will record your name, please fill your name:

1. Please state whether you are responding as a private individual or on behalf of an organisation/company:

   Lisburn & Castlereagh City Council

2. Please provide your name and position (if applicable):

   Maeve Carey, Environmental Health Officer

3. Please provide your contact email address:

   maeve.carey@lisburncastlereagh.gov.uk

4. Does the guidance provide sufficient information to aid compliance with the law?

   Yes
   No

5. Please state why:

   Lisburn & Castlereagh City Council believes the guidance provides sufficient detail for general healthcare settings and appropriately signposts larger organisations with more complex operations to relevant supplementary resources.

6. Is the best practice advice in the guidance clearly distinguished from legal requirements?

   Yes
   No

7. Please state why:

   N/A

8. Is the guidance clear and easy to follow?

   Yes
   No

9. Please state why:

   N/A

10. Is our assessment of the impact of the updates is sufficient? (As detailed on the consultation template)

    Yes
    No

11. Please state why:

    N/A

12. Additional comments to add:

    It is suggested that a section could be included outlining the action to take should L. monocytogenes be detected in a production area either through an affected food product, identified via a withdrawal or recall or via environmental contamination. This section could reference the plan that a business should have in place as per their FSMS.

Lisburn & Castlereagh City Council

Committee:	Environment & Sustainability
Date:	4 November 2026
Report from:	Head of Service - Environmental Health, Risk and Emergency Planning Service Unit

Item for:	Decision
Subject:	Home Safety: Service Level Agreement and Council Contribution for 2027/2028

1.0 **Background and Key Issues**

1.1 The Environmental Health, Risk and Emergency Planning Service Unit currently deliver a Home Safety Service including a Home Safety Check Scheme across the council area, with priority given to homes with children under 5 yrs, older people over 65 yrs and other vulnerable groups known to be at greatest risk of a home accident.

1.2 The service is funded in a partnership between the Public Health Agency (PHA) (Southeastern Region), Ards and North Down Borough Council (ANDBC), Lisburn and Castlereagh City Council (with PHA Belfast funding for the relevant Castlereagh areas) and Newry, Mourne and Down District Council (NMDDC), referred to as the "designated council areas". The PHA's contribution each year match funds the councils' contributions.

1.3 A Service Level Agreement (SLA) is in place to inform the operation of the Home Safety Service with regard to the Home Safety Check Scheme and covering:

- the assessment and provision of suitable equipment known to reduce the risk of home accidents;
- the co-ordination and management of the scheme include linking to other service providers and support networks; associated awareness raising and promotional activities;
- collection of data and production of relevant reports;
- provision and management of such staff as may be required to deliver the function on behalf of the relevant councils; and
- support to the existing Home Accident Prevention (HAP) groups.

1.4 The provision of a shared service model is considered best practice by PHA and something that it is keen to see replicated across Northern Ireland. The advantages of this model include:

- Management of Service - to ensure compliance with good practice standards, meeting agreed PHA targets, monitoring and reviewing service delivery;
- Provision of a Home Safety Co-ordinator providing expert knowledge, advice and assistance; and lead officer for the supervision and delivery of the service;
- Representation on Home Accident Prevention Strategic Implementation Group and all three sub-groups to provide enhanced regional support and additional resource for councils;
- Provision of training for new and experienced staff members and ongoing support particularly after difficult and challenging calls;

- Completion of monitoring forms and statistical returns to PHA;
- Ability to bid for and secure additional funding to a higher level based on economies of scale.
- Arranging cover when staff absent, or additional cover to help reduce waiting lists for home safety visits;
- Provision of awareness raising talks in each area, linking into various groups and building relationships with other professionals (health visitors, pharmacies, podiatrists, opticians, falls team, NIFRS, etc); and
- Tendering and ordering of equipment.

* All management costs are covered by ANDBC.

1.5 Below is a breakdown of visits carried out throughout the Lisburn & Castlereagh City Council area during the 2025/2026 financial year.

	Q1	Q2	Q3	Q4	Total
Older Persons	38	50	30	50	168
Under 5s	36	33	28	37	134
				TOTAL VISITS	**302**

1.6 In 2025/2026, 168 older persons households and 134 Under 5s households benefitted from the Home Safety Scheme with visits being carried out and any identified equipment within the scope of the scheme provided. Monitoring of effectiveness of the scheme has shown that 93% of households felt less likely to have an accident as a result of their Home Safety visit and 92% (over 65s) and 74% (under 5s) of equipment supplied was being used.

Financial Contribution

1.7 The current contributions from councils are not meeting the total costs of councils' share of the service.

1.8 ANDBC has requested a review of the SLA and the updated (Version 7) is attached for Members' attention (see **Appendix 2**). ANDBC has requested an increase of £2,000 in Lisburn & Castlereagh City Council's contribution for 2027/2028.

1.9 It is anticipated, and will be shown in future SLA's, that there will be an increase by a similar amount each year until councils' contribution reflects the true cost of the service taking into account the PHA contribution.

2.0 **Recommendation**

It is recommended that the committee:

1. Agree to increase the contribution by the council from £36,000 to £38,000 for the provision of the Home Safety Service for 2027/2028; and
2. Grant approval for the attached Service Level Agreement to be signed on behalf of the council.

3.0 **Finance and Resource Implications**

	Increase of £2K to be included in the 2027/2028 Estimates for the provision of the Home Safety Service.	
4.0	**Equality/Good Relations and Rural Needs Impact Assessments**	
4.1	Has an equality and good relations screening been carried out?	Yes
4.2	Brief summary of the key issues identified and proposed mitigating actions **or** rationale why the screening was not carried out	
4.3	Has a Rural Needs Impact Assessment (RNIA) been completed?	Yes
4.4	Summary of the key issues identified and proposed mitigating actions **or** rationale why the screening was not carried out.	

Appendices:	**Appendix 2 –** Home Safety Service Level Agreement Version 7 **Appendix 3 –** Equality/Good Relations Screening Assessment **Appendix 4 –** Rural Needs Impact Assessment

Service Level Agreement for Home Safety

In relation to the provision of Home Safety Check Scheme, Co-ordination & Promotion, Data Collection and support to Home Accident Prevention (HAP) groups across Ards and North Down Borough Council, Lisburn and Castlereagh City Council and the Down area of Newry, Mourne and Down District Council.

Service provided by Ards and North Down Borough Council.

Effective from 1 April 2015

Version 7

06 October 2026

Contents

Service Summary..... 3

Duration of the SLA..... 5

Management of the SLA..... 5

Charging and Payment Details..... 7

Miscellaneous..... 8

Formal Commitment..... 8

Appendix 1: Information Sharing Agreement..... 9

Service Summary.

This service level agreement is in relation to the provision of the function of Home Safety with regard to the operation of a Home Safety Check Scheme targeting those most at risk of home accidents; the assessment and provision of suitable equipment known to reduce the risk of home accidents; the co-ordination and management of the scheme including linking to other service providers and support networks; associated awareness raising and promotional activities; collection of data and production of relevant reports; provision and management of such staff as may be required to deliver the function on behalf of the relevant councils; and support to the existing Home Accident Prevention (HAP) groups.

The service is funded in partnership between the PHA and Ards and North Down Borough Council, Lisburn and Castlereagh City Council and the original Down District Council area of the new Newry, Mourne and Down District Council, thereafter referred to as the “designated council areas”.

The service consists of the following, and is largely determined by the requirements of the Public Health Agency (PHA) Service Level Agreement, which is a separate document:-

- Employ a Home Safety Co-ordinator (HSC) to manage the Home Safety Check Scheme, including Home Safety Officers and equipment, to ensure compliance with good practice standards; meeting agreed PHA targets; monitoring and reviewing service delivery, and raising deviations with the Acting Environmental Health Manager (Health & Wellbeing) in a timely fashion to enable appropriate corrective action to be implemented if required.

- Employ on an annual basis Home Safety Officers (HSOs), currently four (2.5 FTE) in line with available funding, to undertake the Home Safety Checks across the designated council areas, and assist the HSC with awareness raising/promotional activities.

- Recruit and train additional temporary Home Safety Officers as may be required to deliver additional targets as a result of increased funding (eg MARA project, Enhancements from Older People or Children’s funding streams, etc).

- Deliver a Home Safety Check Scheme across the designated council areas with priority given to homes with children under 5 yrs, older people over 65 yrs and other vulnerable groups known to be at greatest risk of a home accident, to meet targets agreed with PHA.

- Make onward referrals to Northern Ireland Fire and Rescue Service (NIFRS), GP, Occupational Therapy, Health Professional, Councils, Age NI, PSNI, Affordable Warmth, etc to meet PHA targets.

- Provide home safety equipment known to reduce the risk of accidents in the home, based on a needs assessment in the homes visited.
- Participate in the Northern Ireland Home Safety Check Scheme Database to provide statistical record of work undertaken, highlighting areas of greatest concern and redirecting resources as appropriate to try to reduce the number of accidental injuries/deaths caused by this area.
- Liaise with Health Professionals, Community Groups and other relevant organisations/individuals to raise awareness of the Home Safety Check Scheme and generate referrals of relevant persons.
- Redirect resources as required to reduce waiting lists in a timely manner across the designated council areas.
- Negotiate and claim funding from PHA, DAERA and other bodies to secure funding for a core Home Safety Service and actively seeking enhancements, underspends and other opportunities to extend and enhance the service.
- Provide support to local Home Accident Prevention (HAP) groups through the HSC undertaking chair/secretary/lead roles as required to stimulate and enhance the work of HAP through securing funding, developing annual action plans, organising campaigns and sharing information; and ensuring that the work of the HAP groups is consistent, effective and efficient across the designated council areas.
- Provide reports to PHA, Heads of Service, and Elected Members as required to report on the work undertaken and increase awareness of the evidence base for undertaking home accident prevention activities.
- Undertake such activities and interventions to increase awareness of the key home accident prevention messages, encouraging environmental and behavioural changes to reduce the risk of accidental injuries in the home.
- Provide Systems Administrator support to the Northern Ireland Home Safety Database; actively seeking funding to maintain the database; provide technical support and reports to home safety check schemes across Northern Ireland; and provide detailed reports for the designated council areas for the purposes of PHA SLAs, Council reports, media campaigns, etc.
- Represent the designated council areas on the Northern Ireland Home Accident Prevention Strategy Subgroups to ensure that a consistent, efficient and effective approach to home safety is undertaken across Northern Ireland, sharing good practice, and information which will enhance and improve service delivery. Please note, this does not exclude the designated councils from sending representatives to Groups as and when required.
- Participate in relevant training as required.
- Abide by all health and safety conditions applied to the work by Ards and North Down Borough Council, Lisburn and Castlereagh City Council and

Newry, Mourne and Down District Council when working in the relevant designated council areas.

Note that all data collected by the individual councils for the purposes of this shared service arrangement shall be subject to the data sharing agreement, contained in Appendix 1.

Duration of the SLA.

- It is proposed that the SLA will run from 01/04/2015
- Changes to the service or the SLA can be made at any time by agreement of the Councils and PHA.
- The SLA will be reviewed annually to assess if the services are to be continued at which time the dates above can be reviewed.
- This SLA will remain valid until superseded by a revised and agreed SLA between both Councils.
- If either party wishes to terminate the SLA this will normally require **Six Months' Notice** unless earlier termination is agreed by all parties.

Management of the SLA.

The following is an outline of how the service is to be controlled and managed.

Service Provider: - Ards and North Borough Council

Represented By: - Gareth Kinnear, Head of Environmental Health & Regulatory Services 0300 013 3333 ext 40226

Officer managing the service: - Vivienne Boyd, Acting Environmental Health Manager (Health and Wellbeing) 0300 013 3333 ext 40307

Customer: - Lisburn and Castlereagh City Council

Represented By: - Richard Harvey, Head of Environmental Health.

Customer: - Newry, Mourne and Down Borough Council

Represented By: - Sinead Trainor, Assistant Director/Head of Environmental Health.

- Service will be provided on a 2:2:1 ratio to Ards and North Down Borough Council : Lisburn and Castlereagh City Council : and Newry, Mourne and Down District Council to account for the fact that the area only covers the original Down District Council area.

- All relevant staff will be employed by Ards and North Down Borough Council (the employer council) on a permanent/seconded/fixed term contract basis as determined under TUPE in order to maintain continuity of service delivery. Any future liabilities arising from the employment of staff shall be shared on a 2:2:1 ration as determined above.

- Staff will be subject to the terms and conditions of the employer council for the duration of their contract, including working hours, holiday entitlements, work patterns, health and safety requirements, etc unless these are less favourable to the employee than their original contracts, in which case TUPE shall apply.

- The employer council shall ensure that all staff are suitably trained and equipped to undertake their duties.

- The service will be delivered in the first instance to meet the priorities and targets determined jointly with the PHA, and thereafter dependant on local need.

- A part-time Home Safety Officer will be based in the Downpatrick office and a FTE Home Safety Officer will be placed in each of the other two council offices. The host councils shall provide this office accommodation without charge to the employer council as there is currently no external funding available to meet these costs.

- While based in the host council, the Officer shall report to a designated manager based in the same location, clock in and out using the host council's time accounting system, if determined by the host council, and shall adhere to the same protocols as the host council.

- Any concerns regarding the conduct/performance of an Officer may be raised informally by the designated manager in the first instance and then escalated to the line manager as required. In the case of a Home Safety Officer, this shall be to the Home Safety Co-ordinator; and in the case of the Home Safety Co-ordinator, this shall be to the Acting Environmental Health Manager (Health & Wellbeing). Any HR issues that arise will be dealt with by the relevant designated council e.g. job description/training issues will be dealt with Ards & North Down and disciplinary matters will be dealt with by the Employer Council.

- In Lisburn and Castlereagh City Council area the designated managers will be Donal McLaughlin and in Newry, Mourne and Down, the designated manager will be James Campbell.
- It is the responsibility of the Head of Environmental Health in each of the Councils to notify of any changes to the designated manager.
- Disputes about level of service will be resolved by discussion between the Officer managing the service and the three representatives of Ards and North Borough Council, Lisburn and Castlereagh City Council and Newry, Mourne and Down District Council named above.

Charging and Payment Details.

- The Acting Environmental Health Manager (Health & Wellbeing), Ards and North Down Borough Council, will negotiate the service level agreement and core funding with the PHA on an annual basis to provide the home safety service across the designated council areas.
- The Council contribution to the service will be provided in the same 2:2:1 ratio as service delivery with Ards and North Down Borough Council contributing £36k: Lisburn and Castlereagh City Council contributing £36k: and Newry, Mourne and Down District Council contributing £18k to account for the fact that the area only covers the original Down District Council area.
- Ards and North Down Borough Council will invoice Lisburn and Castlereagh City Council for a total of £36k and similarly Newry, Mourne and Down District Council for a total of £18k annually. These figures will be reviewed in line with cost of living and salary costs annually in advance of budget setting.
- From the PHA funding and Council contributions, (herein after referred to as “the budget”) Ards and North Down Borough Council will employ the Home Safety Co-ordinator and sufficient home safety staff (minimum 1.5 FTE) to meet the PHA agreed contract. With agreement, staff may be seconded from client councils for this purpose.
- All salaries and add-on costs for staff including Essential User Lump sum allowance and mileage will be paid by Ards and North Down Borough Council from the budget to the employer council.

Miscellaneous.

All Home Safety Staff will comply with all Ards and North Down Borough Council, Lisburn and Castlereagh City Council and Newry, Mourne and Down Health and Safety requirements as relevant when working in that area and attend training and instruction for the same as required.

Formal Commitment

On behalf of Ards & North Down Borough Council

Signature:  Position: Head of Service

Name (Print) Gareth Kinnear Date: 06/10/2026

On behalf of Lisburn & Castlereagh City Council

Signature: Position:

Name (Print) Date:

On behalf of Newry, Mourne & Down District Council

Signature: Position:

Name (Print) Date:

Appendix 1

INFORMATION SHARING AGREEMENT

ARDS AND NORTH DOWN BOROUGH COUNCIL

&

Lisburn and Castlereagh City Council

&

Newry, Mourne and Down District Council

April 2015

Table of Contents

1. Introduction 3
2. Purpose 5
3. Description of Information 5
4. Compliance with the Law 5
5. Data Handling and Management 6
6. Personal Data – Power to Disclose 6
7. Retention and Destruction of Data 7
8. Data Quality 7
9. Audit 7
10. Security 7
11. Staff Awareness 7
12. Data Breach 8
13. Complaints regarding information sharing 8
14. Designated Officials 8
15. Signatories 9
16. Indemnity 9
17. Governing Law & Jurisdiction 9
18. Severance and Unenforceability 9
19. Termination 9

1.1 INTRODUCTION

This agreement dated the **01/04/2015** is made between

1) **Ards and North Down Borough Council** (having its principal office at City Hall, The Castle, Bangor, BT20 4BT and

2) **Lisburn and Castlereagh City Council** having its principal office at Lagan Valley Island, Lisburn, Co Antrim, BT27 4RL

3) **Newry, Mourne and Down District Council** having its principal office at Downshire Civic Centre, Ardglass Road, BT30 6GQ

1.2 This agreement will come into effect on the above date and shall be reviewed annually.

1.3 Nothing in this agreement shall be considered as creating a partnership or joint venture or fiduciary relationship between the Parties, nor any contract of employment, or a relationship of principal and agent between any of the Parties set out at 1.0.

1.4 Neither Party to this agreement shall hold itself out as being authorised to enter any contract on behalf of the other Party or in any way bind the other Party to the performance, variation, release or discharge of any obligation otherwise than in circumstances expressly or implicitly permitted by this agreement.

1.5 In this agreement and schedules the words and expressions shown here under shall have the following meaning and interpretation:

Data: Any information which:

is being processed by means of equipment operating automatically in response to instructions given for that purpose;

is recorded with the intention that it should be processed by such equipment;

is recorded as part of a relevant filling system;

does not fall within paragraph (a), (b) or (c) but forms part of an accessible record as defined by section 7(3) of the Data Protection Act 2018; or

is recorded information held by a public authority and does not fall within any of paragraphs (a) to (d).

Controller: The natural or legal person, public authority, agency or other body which, alone or jointly with others, determines the purposes and means of the processing of personal data.

Processor: Means a natural or legal person, public authority, agency or other body, which processes personal data on behalf of the controller;

Data Subject: An individual who is the subject of personal data.

Personal Data: any information relating to an identified or identifiable natural person ("data subject)

Natural Person: One who can be identified, directly or indirectly, in particular by reference to an identifier such as:

a) a name;
b) an identification number;
c) location data;
d) an online identifier or to one or more factors specific to:
    i. the physical;
    ii. physiological;
    iii. genetic;
    iv. mental;
    v. economic;
    vi. cultural or social identity of that natural person.

Processing Any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as

a) collection;
b) recording;
c) organisation;
d) structuring;
e) storage;
f) adaptation or alteration;
g) retrieval;
h) consultation;
i) use;
j) disclosure by transmission;
k) dissemination or otherwise making available;
l) alignment or combination;
m) restriction;
n) erasure or destruction.

Special category

a) racial or ethnic origin;
b) political opinions;
c) religious or philosophical beliefs; or
d) trade union membership; and the processing of
e) genetic data;
f) biometric data for the purpose of uniquely identifying a natural personal;
g) data concerning health; or

h) data concerning a natural person's sex life; or
i) sexual orientation

Disclosing Party The Party disclosing Data to the other Party.

Receiving Party The Party to whom Data is disclosed.

2.0 PURPOSE

2.1 The purpose of the Home Safety Check Scheme is to provide guidance and support to those most at risk of home accidents.

2.2 Sharing such information will assist the Parties to carry out home assessments and link to other service providers and support networks as necessary.

3.0 DESCRIPTION OF INFORMATION

3.1 Information which may be shared under this agreement may consist of:

Name
Address
Telephone number
Contact details
Age category
No of dependants
Sensitive data such as date of birth and health information

3.2 Information detailed in section 3.1 is hereinafter referred to as the 'relevant information'

4.0 COMPLIANCE WITH THE LAW

4.1 The Parties shall comply with all relevant legal obligations, including those imposed under the UK General Data Protection Regulation, Data Protection Act 2018, the European Convention on Human Rights 1950 insofar as same has been incorporated into domestic law by the Human Rights Act 1998 (in particular the obligations imposed by Article 8); the obligations imposed by the Freedom of Information Act 2000, the obligations imposed by the Environmental Information Regulations 2004 and obligations based on the common law duty of confidentiality insofar as they apply to the information being exchanged under the terms of this agreement.

4.2 Each Party must have its own information governance protocols and guidelines and these should be adhered to for the purpose of information being shared under this agreement

4.3 If the Controller receives a subject access request, or information rights request it will be that party's responsibility to process that request.

4.4 If the processor receives a subject access request, or information rights request, it will notify the controller no later than within two working days of

the receipt of that request. A determination of processing responsibility will be determined between the parties on the receipt of such a request. No response will be issued by the Processor without Controller review of the same.

4.5 A response to an information rights request must be issued by the receiving party within 30 Calendar days of receipt or in line with provisions for extensions of the deadline.

4.6 Each Party agrees to notify the other within two working days of receipt of a request under the Data Protection Act 2018, Freedom of Information 2000 or the Environmental Information Regulations 2004 which impacts the other Party to allow each Party to comply with its own statutory obligations.

5.0 DATA HANDLING AND MANAGEMENT

5.1 **The Parties agree not to share personal and special category data by email or over the internet unless secure or encrypted mechanisms are used.**

5.2 Facsimile delivery of personal and special category data is not acceptable as a secure means of transmission and should not be used.

5.3 The Parties will keep detailed records of any and all information shared under this agreement and the Parties will ensure that those records are created, registered, stored, retained and disposed of in an efficient manner consistent with legislative requirements, good practice and consistent with the objective of this agreement.

5.4 The Parties will only disclose proportionate and relevant information necessary to meet the purpose of this agreement.

5.5 Each Party will ensure that the relevant information is accurate, up to date and is maintained to this standard.

5.6 Parties are required to review what constitutes relevant information on a case by case basis using professional judgment. Managerial or legal advice should be sought where necessary.

5.7 Information will only be used by the receiving Party for the purpose for which it was requested and will not be shared with any third Party without the express prior written consent of the disclosing Party unless the said disclosure is prescribed by law.

5.8 All Parties must hold the relevant information provided by the other Party in the strictest confidence.

5.9 This agreement expressly prohibits the use of any information shared under this agreement by a sub-contracting organisation or Processor without the knowledge and agreement of the disclosing party.

6. PERSONAL DATA – POWER TO DISCLOSE

6.1 This agreement is intended for use where the disclosure is necessary for the expedient conclusion of the agreed purpose stated at paragraph 2.1 and 2.2 above.

6.2 This agreement does not impose a legal duty to disclose information in any particular case nor does it provide the legal power to demand disclosure.

6.3 Each Party is responsible for its own information and therefore must be sure that they have the power to disclose the relevant information in each particular case.

6.4 Each Party must consider the following prior to sharing information:
(a) The Right to confidentiality and the public interest in upholding this right;
(b) Proportionate response;
(c) Respective risks to those affected;
(d) Passing need;
(e) Need to know of other agencies; and
(f) Public Interest in disclosure.

7.0 RETENTION AND DESTRUCTION OF DATA

7.1 The relevant information will be retained by the Party to whom it is disclosed until such times as it is no longer required for the specified purpose and processing. It will then be disposed of in an agreed manner or returned to the disclosing Party.

8.0 DATA QUALITY

Information discovered to be inaccurate or inadequate for the specified purpose will be brought to the notice of the other Party. The disclosing Party will be responsible for correcting it or taking such necessary steps to ensure compliance with all relevant legislation.

9. AUDIT

Each Party reserves the right to undertake an audit of the implementation of this agreement and to request such information, and access to premises, from partner organisations as may be necessary to satisfy itself of the full implementation of this agreement and compliance with all relevant statutory instruments.

10. SECURITY

10.1 Each Party is responsible for ensuring that it has appropriate security arrangements in place to protect the relevant information.

10.2 Each Party will ensure that adequate steps are taken to prevent –
(a) accidental or deliberate destruction of the information;
(b) accidental or deliberate modification of the information;
(c) deliberate and unauthorised unavailability of the information;
(d) unauthorised access to information or to any computer system containing the information; and
(e) misuse of the information contained in the data.

11. STAFF AWARENESS

The Parties to this agreement will ensure that all relevant staff (including volunteers or contractors who may be working with the shared information) receive appropriate training to ensure they are aware of and comply with their responsibilities in relation to:
(a) this agreement;
(b) each Party's statutory obligations; and
(c) the duty of confidentiality.

12. DATA BREACH

12.1 All parties will follow their own internal policies for dealing with any breach or potential breach.

12.2 Where a breach or potential breach affects the disclosing Party's data, the Designated Official (as set out in paragraph 14) of the disclosing Party should be informed of the breach or potential breach, within one working day of realising a breach or potential breach has occurred.

12.3 The Parties agree to keep each other updated as to steps taken, severity of any breach, any litigation arising from the said breach and any contact with or from the Information Commissioners Office.

12.4 The Party responsible for the breach may be accountable and ultimately subject to any potential enforcement action recommended by the Information Commissioners Office or other litigation arising from any loss or damage sustained as a result of any breach.

13. COMPLAINTS REGARDING INFORMATION SHARING

13.1 Where a complaint is received relating to the procedures within this agreement, the complaint will be brought to the attention of the other Party within two working days of receipt whereafter a meeting will be contravened to discuss how the complaint should be addressed.

13.2 Where a complaint is received relating to a Party and not the actual sharing of information, the complaint should be dealt with by the Party against whom the complaint is made and dealt with accordance with that Party's complaints procedure.

14. DESIGNATED OFFICIALS

Each signatory to this agreement has identified a designated official within their organisation to assume operational responsibility for compliance.

	Lisburn and Castlereagh City Council
	Newry Mourne and Down District Council
Gareth Kinnear	**Ards and North Down Borough Council**

15. SIGNATORIES

The names of signatories authorised by each Party are listed below:–

Name	Position	Organisation	Signature	Date
		Lisburn and Castlereagh City Council		
		Newry, Mourne and Down District Council		
Gareth Kinnear	Head of Service	Ards and North Down Borough Council		06/10/2026

16**. INDEMNITY**

16.1 The Parties will consider the need to indemnify each other against any actions, claims, demands, liabilities, damages, losses, costs, charges and expenses howsoever arising out of any breach of this agreement, non-performance or non-compliance save that the disclosing Party shall in no circumstances be liable to the receiving Party for any actions, claims, demands, liabilities, damages, losses costs, charges and expenses that the receiving Party may suffer or incur in connection with, or arising from, any use of or reliance on the relevant information or from the disclosing Party's delay or failure to respond to a request under this agreement.

16.2 Use of relevant information supplied under this agreement is entirely at each Party's own risk and the receiving Party shall make its own decisions based on the relevant information received.

17. **GOVERNING LAW & JURISDICTION**

The terms of this agreement shall be governed by and construed in all respects in accordance with the laws of Northern Ireland and the Parties agree to submit to the exclusive jurisdiction of the Northern Ireland Courts as regards any claim or matter arising in respect thereof.

18. **SEVERANCE AND UNENFORCEABILITY**

18.1 If any provision, or part thereof, of this agreement shall be, or is found by any authority or court of competent jurisdiction to be, invalid or unenforceable, such invalidity or unenforceability shall not affect the other provisions, or part thereof of this agreement, all of which shall remain in full force and effect.

18.2 If any invalid, unenforceable or illegal provision, or part thereof, would be valid, enforceable or legal if some part were deleted, the provision, or part thereof will apply with whatever modification is necessary to give effect to the intention of the Parties a appears from the terms of this agreement.

19. TERMINATION

Either Party can terminate their participation in this agreement by providing the other Party with six months written notice.

Lisburn & Castlereagh City Council

Section 75 Equality and Good Relations Screening template (Oct 2022)

Part 1. Information about the activity/policy/project being screened

Name of the activity/policy/project

Home Safety -Service Level Agreement

Is this activity/policy/project – an existing one, a revised one, a new one?

Review of the existing SLA and Council Monetary Contributions

What are the intended aims/outcomes the activity/policy/project is trying to achieve?

To review and maintain the Service Level Agreement between the Public Health Agency (PHA), Ards and North Down Borough Council and Lisburn and Castlereagh City Council, including the associated financial contributions, to support the continued delivery of the Home Safety Scheme.

The scheme aims to reduce the risk of accidents in the home by providing home safety advice and support to eligible residents.

Who is the activity/policy/project targeted at and who will benefit? Are there any expected benefits for specific Section 75 categories/groups from this activity/policy/project? If so, please explain.

The scheme targets children under five, people aged 65 and over, and other individuals identified as at risk who may benefit from a home safety visit.
The intended beneficiaries are eligible residents who receive home safety advice and support to help reduce the risk of accidents in the home. The extent to which the activity benefits different Section 75 groups will depend on the eligibility criteria, how the service is promoted and delivered, and whether any barriers to accessing the service exist.

Who initiated or developed the activity/policy/project?

PHA

Who owns and who implements the activity/policy/project?
PHA, Ards and North Down Borough Council & Lisburn & Castlereagh City Council.

Are there any factors which could contribute to/detract from the intended aim/outcome of the activity/policy/project?

No

If yes, give brief details of any significant factors.

N/A

Who are the internal and external stakeholders (actual or potential) that the activity/policy/project will impact upon? Delete if not applicable

Any member of the public who is over 65, under 5 or is deemed to be vulnerable and who has requested a Home Safety visit.

Other policies/strategies/plans with a bearing on this activity/policy/project

Name of policy/strategy/plan	Who owns or implements?
Home Accident Prevention Strategy	DOH

Available evidence

What evidence/information (qualitative and quantitative) have you gathered or considered to inform this activity/policy? Specify details for each Section 75 category.

Section 75 Category	Details of evidence/information
Religious Belief	While evidence is not held by LCCC, consideration has been given to: The number of Home Safety visits undertaken. Feedback from service users, staff and partner organisations. Most up to date NISRA population data from Census 2021 (Published on 22 May 2022). **Lisburn and Castlereagh Census Data**
Political Opinion	
Racial Group	
Age	
Marital Status	
Sexual Orientation	
Men & Women Generally	
Disability	
People with and without Dependants	

Needs, experiences and priorities

Taking into account the information referred to above, what are the different needs, experiences and priorities of each of the following categories, in relation to the particular activity/policy/decision? Specify details for each of the Section 75 categories

Section 75 Category	Details of needs/experiences/priorities
Religious Belief Political Opinion	No specific needs, experiences or priorities have been identified in relation to this activity.
Racial Group	Some residents may require translated information, interpretation or culturally appropriate communication
Age	Children under five and older people may have different home safety risks and require advice appropriate to their circumstances.
Marital Status Sexual Orientation Men & Women Generally	No specific needs, experiences or priorities have been identified in relation to this activity.
Disability	Some people may need accessible information, communication adjustments or consideration of mobility, sensory or cognitive needs when receiving a home visit.
People with and without Dependants	Households with dependants, particularly young children, may have specific home safety needs relating to the age and circumstances of those they care for. People without dependants may also benefit from home safety advice and support, depending on their individual circumstances and eligibility for the scheme.

Part 2. Screening questions

1 What is the likely impact on equality of opportunity for those affected by this activity/policy, for each of the Section 75 equality categories?

Section 75 Category	**Details of likely impact – will it be positive or negative? If none anticipated, say none**	**Level of impact - major or minor*** - see guidance below
Religious Belief Political Opinion	None	N/A
Racial Group	Positive - Eligible residents across racial groups may benefit from the scheme. Consideration should be given to whether information, referrals and service delivery are accessible to people from different ethnic backgrounds, including those who may require language support.	Minor
Age	Positive - the scheme specifically targets children under five and people aged 65 and over. It is intended to provide a positive benefit to eligible residents in these	Minor

	groups through home safety advice and support. The extent of the impact should be assessed in light of available information on delivery and uptake.	
Marital Status	None	N/A
Sexual Orientation		
Men & Women Generally		
Disability	The scheme may benefit disabled people who are eligible for and able to access the service. Consideration should be given to any accessibility or communication requirements and whether reasonable adjustments are available.	Minor
People with and without Dependants	The scheme may have a positive impact on people with dependants, for example households with young children, through the provision of home safety advice and support. People without dependants who meet the scheme's eligibility criteria may also benefit.	Minor

* See Appendix 1 for details.

2(a) Are there opportunities to better promote equality of opportunity for people within the Section 75 equality categories?

Section 75 Category	**IF Yes, provide details**	**If No, provide details**
Religious Belief		Opportunities to further promote equality will be considered in the context of the scheme's eligibility criteria, referral arrangements and service delivery. Potential opportunities may include improving awareness of the scheme among eligible residents, ensuring that information is accessible, and considering any communication or accessibility requirements that may affect access to home safety visits.
Political Opinion		
Racial Group		
Age		
Marital Status		
Sexual Orientation		
Men & Women Generally		
Disability		
People with and without Dependants		

		The service area should confirm whether these opportunities are already addressed through existing arrangements and whether any further improvements are appropriate.

Equality Action Plan 2021-2025

Does the activity/policy/project being screened relate to an action in the Equality Action Plan 2021-2025?

No

2(b) DDA Disability Duties (see Disability Action Plan 2021-2025)

Does this policy/activity present opportunities to contribute to the actions in our Disability Action Plan:

- **to promote positive attitudes towards disabled people?**
- **to encourage the participation of disabled people in public life?**

No

3. To what extent is the activity/policy/project likely to impact on good relations between people of different religious belief, political opinion or racial group?

Good Relations Category	**Details of likely impact. Will it be positive or negative?** [if no specific impact identified, say none]	**Level of impact – minor/major***
Religious Belief Political Opinion Racial Group	None anticipated. The activity is not expected to have a specific impact on good relations between people of different religious beliefs, political opinions or racial groups.	N/A

*See Appendix 1 for details.

4. Are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group?

Good Relations Category	**IF Yes, provide details**	**If No, provide details**
Religious Belief		No specific opportunities to better promote good relations have been
Political Opinion		
Racial Group		

		identified in relation to this activity.

Multiple identity

No specific data on the impact of the scheme on people with multiple identities has been identified. Available service-user information and feedback should be considered, where possible, to identify any barriers or differing needs experienced by people with intersecting characteristics.

Part 3. Screening decision/outcome

Equality and good relations screening is used to identify whether there is a need to carry out a **full equality impact assessment** on a proposed policy or project.

There are 3 possible outcomes:

1) **Screen out** - no need for a full equality impact assessment and no mitigations required because no relevance to equality, no negative impacts identified or only very minor positive impacts for all groups. This may be the case for a purely technical policy for example.
2) **Screen out with mitigation** - no need for a full equality impact assessment but some minor potential impacts or opportunities to better promote equality and/or good relations identified, so mitigations appropriate. Much of our activity will probably fall into this category.
3) **Screen in for full equality impact assessment** – potential for significant and/or potentially negative impact identified for one or more groups so proposal requires a more detailed impact assessment. [See Equality Commission guidance on justifying a screening decision.]

Choose only one of these and provide reasons for your decision and ensure evidence is noted/referenced for any decision reached.

Screening Decision/Outcome	**Reasons/Evidence**
Option 1 **Screen out** – no equality impact assessment and no mitigation required [go to Monitoring section]	The activity involves a review of the existing Service Level Agreement and Council financial contributions and is not expected to change the current arrangements for delivering the Home Safety Scheme. On this basis, the activity is provisionally screened out, as no significant adverse equality impacts have been identified at this stage.
Option 2 **Screen out with mitigation** – some potential impacts identified but they can be addressed with appropriate	

mitigation or some opportunities to better promote equality and/or good relations identified [complete mitigation section below]	
Option 3 **Screen in** for a full Equality Impact Assessment (EQIA) [If option 3, complete timetabling and prioritising section below]	

Mitigation (Only relevant to Option 2)

Can the activity/policy/project plan be amended or an alternative activity/policy introduced to better promote equality of opportunity and/or good relations?

If so, give the **reasons** to support your decision, together with the proposed changes/amendments or alternative activity/policy and ensure the mitigations are included in a revised/updated policy or plan.

Timetabling and prioritising for full EQIA (only relevant to Option 3) [if no equality impact assessment is to be carried out, can say Not applicable and go to Section 4 Monitoring.]

If the activity/policy has been **'screened in'** for full equality impact assessment, give details of any factors to be considered and the next steps for progressing the EQIA, including a proposed timetable.

Is the activity/policy affected by timetables established by other relevant public authorities? Yes/No. If yes, please provide details.

Part 4. Monitoring

Two elements to monitoring:

1) **Monitoring the activity generally as part of normal review and evaluation or service improvement**
2) **Monitoring by equality category.**

Public authorities should consider the guidance contained in the Commission's Monitoring Guidance for Use by Public Authorities (July 2007).

Effective monitoring will help a public authority identify any future adverse impact arising from the activity/policy which may lead the public authority to conduct an equality impact assessment, as well as help with future planning and activity/policy development.

What will be monitored and how? What specific equality monitoring will be done? Who will undertake and sign-off the monitoring of this activity/policy and on what frequency? Please give details:

The delivery of the Home Safety Scheme will continue to be monitored through the Council's existing service review arrangements and liaison with the partner organisations. Where information is available, this may include monitoring service uptake, referrals and feedback to help identify any barriers to accessing the scheme or any differences in the needs and experiences of eligible residents. The screening will be reviewed if changes to the SLA or service delivery arrangements, or new evidence, indicate that further equality assessment may be required.

Part 5 - Approval and authorisation

	Position/Job Title	**Date**
Screened by: Áine McCabe	Lead EHO (Acting)	8/10/2026
Reviewed by: Annie Wilson	Equality Officer	15/10/2026
Approved by: Richard Harvey	Head of Service EHREP	15/10/2026

Note: On completion of the screening exercise, a copy of the completed Screening Report should be:

- approved and 'signed off' by a senior manager responsible for the activity/policy
- included with Committee reports, as appropriate
- sent to the Equality Officer for the quarterly screening report to consultees, internal reporting and publishing on the LCCC website
- shared with relevant colleagues
- made available to the public on request.

Evidence and documents referenced in the screening report should also be available if requested.

Appendix 1 – Equality Commission guidance on equality impact

*Major impact:

a) The policy/project is significant in terms of its strategic importance;
b) Potential equality matters are unknown, because, for example, there is insufficient data upon which to make an assessment or because they are complex, and it would be appropriate to conduct an equality impact assessment in order to better assess them;
c) Potential equality and/or good relations impacts are likely to be adverse or are likely to be experienced disproportionately by groups of people including those who are marginalised or disadvantaged;
d) Further assessment offers a valuable way to examine the evidence and develop recommendations in respect of a policy about which there are concerns amongst affected individuals and representative groups, for example in respect of multiple identities;
e) The policy is likely to be challenged by way of judicial review;

f) The policy is significant in terms of expenditure.

Minor impact

a) The policy is not unlawfully discriminatory and any residual potential impacts on people are judged to be negligible;
b) The policy, or certain proposals within it, are potentially unlawfully discriminatory, but this possibility can readily and easily be eliminated by making appropriate changes to the policy or by adopting appropriate mitigating measures;
c) Any asymmetrical equality impacts caused by the policy are intentional because they are specifically designed to promote equality of opportunity for particular groups of disadvantaged people;
d) By amending the policy there are better opportunities to better promote equality of opportunity and/or good relations.

No impact (none)

a) The policy has no relevance to equality of opportunity or good relations;
b) The policy is purely technical in nature and will have no bearing in terms of its likely impact on equality of opportunity or good relations for people within the equality and good relations categories.

Appendix 1 - Rural Needs Impact Assessment (RNIA) Template

SECTION 1 - Defining the activity subject to Section 1(1) of the Rural Needs Act (NI) 2016

1A. Name of Public Authority.

Lisburn & Castlereagh City Council

1B. Please provide a short title which describes the activity being undertaken by the Public Authority that is subject to Section 1(1) of the Rural Needs Act (NI) 2016.

ESC report on Home Safety Service Level Agreement 2026

1C. Please indicate which category the activity specified in Section 1B above relates to.

Developing a	Policy		Strategy		Plan	
Adopting a	Policy		Strategy		Plan	
Implementing a	Policy		Strategy	X	Plan	
Revising a	Policy		Strategy		Plan	X
Designing a Public Service						
Delivering a Public Service						

1D. Please provide the official title (if any) of the Policy, Strategy, Plan or Public Service document or initiative relating to the category indicated in Section 1C above.

Home Safety -Service Level Agreement and Council Contribution

1E. Please provide details of the aims and/or objectives of the Policy, Strategy, Plan or Public Service.

Reduce Accidents in the home to over 65s and Under 5 years and those deemed to be vulnerable

1F. What definition of 'rural' is the Public Authority using in respect of the Policy, Strategy, Plan or Public Service?

Population Settlements of less than 5,000 (Default definition).	
Other Definition (Provide details and the rationale below).	
A definition of 'rural' is not applicable.	X

Details of alternative definition of 'rural' used.

Rationale for using alternative definition of 'rural'.

Reasons why a definition of 'rural' is not applicable.

SECTION 2 - Understanding the impact of the Policy, Strategy, Plan or Public Service

2A. Is the Policy, Strategy, Plan or Public Service likely to impact on people in rural areas?

Yes [ ] No [X] If the response is **NO** GO TO Section **2E**.

2B. Please explain how the Policy, Strategy, Plan or Public Service is likely to impact on people in rural areas.

2C. If the Policy, Strategy, Plan or Public Service is likely to impact on people in rural areas *differently* from people in urban areas, please explain how it is likely to impact on people in rural areas differently.

2D. Please indicate which of the following rural policy areas the Policy, Strategy, Plan or Public Service is likely to primarily impact on.

Rural Businesses	
Rural Tourism	
Rural Housing	
Jobs or Employment in Rural Areas	
Education or Training in Rural Areas	
Broadband or Mobile Communications in Rural Areas	
Transport Services or Infrastructure in Rural Areas	
Health or Social Care Services in Rural Areas	X
Poverty in Rural Areas	
Deprivation in Rural Areas	
Rural Crime or Community Safety	
Rural Development	
Agri-Environment	
Other (Please state)	

If the response to Section 2A was YES GO TO Section 3A.

2E. Please explain why the Policy, Strategy, Plan or Public Service is NOT likely to impact on people in rural areas.

Those living in rural areas are entitled to receive or be referred for a HSC

SECTION 3 - Identifying the Social and Economic Needs of Persons in Rural Areas

3A. Has the Public Authority taken steps to identify the social and economic needs of people in rural areas that are relevant to the Policy, Strategy, Plan or Public Service?

Yes [ ] No [X] If the response is **NO** GO TO Section **3E**.

3B. Please indicate which of the following methods or information sources were used by the Public Authority to identify the social and economic needs of people in rural areas.

Consultation with Rural Stakeholders	[ ]	Published Statistics	[ ]
Consultation with Other Organisations	[ ]	Research Papers	[ ]
Surveys or Questionnaires	[ ]	Other Publications	[ ]
Other Methods or Information Sources (include details in Question 3C below).			[ ]

3C. Please provide details of the methods and information sources used to identify the social and economic needs of people in rural areas including relevant dates, names of organisations, titles of publications, website references, details of surveys or consultations undertaken etc.

3D. Please provide details of the social and economic needs of people in rural areas which have been identified by the Public Authority?

If the response to Section 3A was YES GO TO Section 4A.

3E. Please explain why no steps were taken by the Public Authority to identify the social and economic needs of people in rural areas?

The HSC check scheme is applicable across the whole of the Lisburn & Castlereagh City Council area

SECTION 4 - Considering the Social and Economic Needs of Persons in Rural Areas

4A. Please provide details of the issues considered in relation to the social and economic needs of people in rural areas.

N/A

SECTION 5 - Influencing the Policy, Strategy, Plan or Public Service

5A. Has the development, adoption, implementation or revising of the Policy, Strategy or Plan, or the design or delivery of the Public Service, been influenced by the rural needs identified?

Yes [X] **No** [ ] **If the response is NO GO TO Section 5C.**

5B. Please explain how the development, adoption, implementation or revising of the Policy, Strategy or Plan, or the design or delivery of the Public Service, has been influenced by the rural needs identified.

All areas of the Lisburn & Castlereagh City Council area are entitled to receive a HSC.

If the response to Section 5A was YES GO TO Section 6A.

5C. Please explain why the development, adoption, implementation or revising of the Policy, Strategy or Plan, or the design or the delivery of the Public Service, has NOT been influenced by the rural needs identified.

SECTION 6 - Documenting and Recording

6A. Please tick below to confirm that the RNIA Template will be retained by the Public Authority and relevant information on the Section 1 activity compiled in accordance with paragraph 6.7 of the guidance.

I confirm that the RNIA Template will be retained and relevant information compiled. X

Rural Needs Impact Assessment undertaken by:	Áine McCabe
Position/Grade:	Lead EHO
Division/Branch	
Signature:	Áine McCabe
Date:	8 October 2026
Rural Needs Impact Assessment approved by:	Richard Harvey
Position/Grade:	Head of Service: **Environmental Health, Risk and Emergency Planning Service Unit**
Division/Branch:	
Signature:	Richard Harvey
Date:	15 October 2026

Lisburn & Castlereagh City Council

Meeting:	Environment & Sustainability
Date:	4 November 2026
Report from:	Head of Service – Environmental Health, Risk and Emergency Planning

Item for:	Decision
Subject:	Safeguarding - Workplace Charter

1.0 **Background**

1.1 The purpose of this report is to advise the committee of the proposal to transition to the new Workplace Charter model for supporting employees affected by domestic abuse following the cessation of the current ONUS scheme.

1.2 Lisburn & Castlereagh City Council has been a long-standing participant in the ONUS programme and currently holds Platinum status. The ONUS accreditation has provided assurance that employees experiencing domestic abuse are supported appropriately through trained staff, policies, awareness raising and designated Trusted Colleagues.

1.3 To maintain Platinum status, organisations were required to provide:

- Awareness training for frontline staff.
- Additional domestic abuse training for line managers.
- Trusted Colleague training to support both victims and managers.
- Annual review and compliance requirements. The Council has continued to invest significant officer time and resources in maintaining this accreditation and has successfully retained its recognition as both a Platinum Member and a Safe City.

1.4 **Development of the Workplace Charter**

Safeguarding and HR Officers have been engaging with Women's Aid who are implementing a new Workplace Charter programme and received information regarding its framework, associated support materials and implementation costs. Correspondence received by the council indicated that the Workplace Charter offers an alternative approach to supporting employees affected by domestic abuse replacing ONUS which is no longer operational.

1.5 The Workplace Charter is designed to:

- Support organisations in recognising and responding to domestic abuse.
- Provide a clear organisational commitment and framework.
- Assist managers in responding appropriately to disclosures.
- Promote workplaces as safe environments where employees can seek support.
- Embed domestic abuse awareness within wider workplace wellbeing arrangements.

1.6 **Assessment**

1.7 Many of the principles underpinning the Workplace Charter align with existing council safeguarding, wellbeing and employee support arrangements.

1.8 The proposed transition would:

- Maintain the council's commitment to supporting employees affected by domestic abuse providing formal accreditation and recognition.
- Standardise training and governance requirements demonstrating organisational commitment to staff welfare.
- Ensure continuous access to guidance, resources and good practice in relation to domestic abuse in the workplace.

The council would continue to:

- Operate domestic abuse policies and procedures.
- Promote safe reporting and support mechanisms.
- Deliver appropriate staff and management training.
- Maintain a network of trained support personnel.

1.9 **Risks**

1.10 The principal risk is the loss of the recognised ONUS Platinum accreditation and associated branding. This can be mitigated through:

- Formal adoption of the Workplace Charter.
- Communication of the council's continued commitment to addressing domestic abuse.
- Continued delivery of domestic abuse awareness training.
- Retention of safeguarding governance arrangements through the Safeguarding Working Group.

1.11 **Full Workplace Charter Implementation**

1.12 If the decision is made to proceed with full Workplace Charter implementation (based on 1,058 permanent staff):

Component	Calculation	Quantity	Cost
Permanent Staff Total	From Employee Numbers	1,058	-
Staff Requiring Training (80%)	80% of permanent staff	847	-
Empowering People Sessions	25 staff per session @ £450	34	£15,300
Champions Training Sessions	40 champions @ £750/session	2	£1,500
Accreditation Fee (251+ staff)	One-time fee	1	£2,750
		TOTAL IMPLEMENTATION COST	**£19,550**

1.13 **3-Year Renewal Fee:** £1,000.

Note: A volume discount may be available for the 34 Empowering People sessions, as published pricing only covers up to 16 sessions. This will be discussed with the provider.

1.14 It should be noted that the current ONUS accreditation is funded within the annual budgetary provision to the value of £10,500 every 3 years and that the transfer to the

	Workplace Charter is £19,550 every 3 years, resulting in an increased financial provision of £3,000 per annum.	
1.15	The Equality and Diversity Working Group on behalf of the Local Government Staff Commission has approved £1,000 to support the work of this council in its efforts to End Violence Against Women and Girls and an application for £5,000 has been approved by the PCSP on a similar basis. These amounts will offset the additional contribution required from council to transition to the Workplace Charter Programme.	
2.0	**Recommendations** It is recommended that the committee: 1. note the proposal to bring the council's ONUS Platinum membership to an orderly conclusion. 2. approve the council's transition to the Workplace Charter programme. **3.** support the continued delivery of domestic abuse awareness, safeguarding and employee support initiatives through existing council arrangements.	
3.0	**Finance and Resource Implications** Specific resource implications and any subscription costs associated with the Workplace Charter have been estimated at £19,550 over 3 years. Funding of £6,000 has been confirmed which will contribute to the overall costs of the Workplace Charter programme.	
4.0	**Equality/Good Relations and Rural Needs Impact Assessments**	
4.1	Has an equality and good relations screening been carried out?	No
4.2	Brief summary of the key issues identified and proposed mitigating actions **or** rationale why the screening was not carried out Not required – review of existing policies and strategy with no material change to service delivery.	
4.3	Has a Rural Needs Impact Assessment (RNIA) been completed?	No
4.4	Brief summary of the key issues identified and proposed mitigating actions **or** rationale why the screening was not carried out. Not required – review of existing policies and strategy only.	

Appendices:	**Appendix 5 EH** – Workplace Charter

WORKPLACE CHARTER

ON DOMESTIC ABUSE

Empowering workplaces to recognise and respond to domestic abuse

workplacecharter.org

Why do we need a Workplace Charter?

A Workplace Charter on Domestic Abuse is needed because domestic abuse doesn't stop at home - it directly affects employees, workplaces and organisations.



A charter provides a clear, shared commitment and framework for responding effectively and responsibly.

Key reasons include:

Domestic abuse impacts work performance and safety

Employees experiencing abuse may face:

- Reduced concentration, productivity and attendance
- Increased stress, anxiety and health issues
- Safety risks at work (e.g. abusive partners stalking or harassing them at the workplace)

A charter helps employers recognise these risks and respond appropriately.

Workplaces are often a safe point of contact

For many experiencing domestic abuse, work may be the only place where they have regular contact with others outside the home.

A CHARTER:

- Encourages supportive conversations
- Helps managers know how to respond without causing harm
- Makes it safer for employees to seek help

Clear guidance reduces harm and inconsistency

Without a formal charter:

- Managers may not know what to do or say
- Responses can be inconsistent, unsafe or dismissive
- Those experiencing domestic abuse may fear negative consequences for disclosure

A charter sets out clear principles, roles and actions so support is fair and predictable.

Legal and ethical responsibilities employers have duties around:

- Health and safety
- Equality and non-discrimination
- Safeguarding and duty of care

A workplace charter helps organisations meet these responsibilities and reduce legal and reputational risk.

Promotes a culture of respect and zero tolerance

A charter sends a strong message that:

- Domestic abuse is not tolerated
- Those experiencing domestic abuse will be believed and supported
- Perpetrator behaviour will be addressed

This contributes to a healthier, more inclusive workplace culture.

Supports early intervention and prevention

Early support can:

- Reduce escalation of abuse
- Help employees access specialist services sooner
- Lower long-term costs related to absence, turnover and burnout

A charter emphasises prevention, not just crisis response.

Aligns organisations with best practice and social responsibility

Adopting a Workplace Charter:

- Demonstrates leadership and corporate social responsibility
- Aligns with national strategies and human rights principles
- Shows commitment to employee wellbeing beyond minimum compliance

In summary:

A Workplace Charter on Domestic Abuse is necessary to protect employee safety, provide consistent and compassionate support, fulfil legal and ethical obligations, and create a workplace culture where abuse is recognised, addressed and not ignored.

What does the Workplace Charter deliver?

Assessment

A dedicated site visit to review the organisation's existing policies, procedures and practices in relation to domestic abuse.

This assessment:

- Identifies strengths, gaps and risks
- Reviews HR processes, safeguarding arrangements and reporting mechanisms
- Provides tailored recommendations to meet charter standards

Policy

Provision and sharing of a fully compliant Domestic Abuse Policy template, including:

- Clear definitions of domestic abuse
- A statement on Ending Violence Against Women and Girls (EVAWG)
- Roles and responsibilities of managers, HR and staff
- Confidentiality, disclosure and support pathways
- Expectations regarding perpetrator behaviour and misuse of workplace resources

This ensures consistency, legal compliance and clarity across the organisation.

Training Module for 'Workplace Champions'

A 3-hour in-depth training session for senior managers and staff representatives, equipping them to act as informed and confident points of contact.

The training covers:

- Domestic Abuse Policy content and implementation
- Appropriate HR responses to disclosures
- Legal responsibilities and employer duties
- Risk assessment and escalation procedures
- Safeguarding frameworks, including APP1 and UNOCINI
- Safety planning for employees experiencing abuse

This builds internal capacity and leadership on the issue.

Training Module for All Employees – 'Empowering People'

An awareness-raising training module designed to support the wider workforce, covering:

- What domestic abuse is and how it can affect anyone
- Recognising signs and indicators of abuse
- How to respond safely and supportively to colleagues
- How and where to seek help within the organisation
- Promoting a culture of respect, safety and zero tolerance

This empowers employees with knowledge while reducing stigma and fear around disclosure.

Formal Award of Charter Mark

Organisations that meet the required standards receive a formal Charter Mark, which:

- Publicly demonstrates commitment to employee wellbeing and safety
- Signals zero tolerance of domestic abuse
- Enhances organisational reputation and credibility

Audit Every 3 Years

A three-yearly audit ensures:

- Ongoing compliance with charter standards
- Policies and practices remain up to date
- Continuous improvement and accountability

In summary:

The Workplace Charter delivers:
assessment, policy, training, recognition and accountability

Embedding a sustainable, informed and compassionate response to domestic abuse across the organisation.

1. ASSESSMENT

A dedicated site visit to assess existing policies and procedures in relation to domestic abuse

2. POLICY

Sharing of a fully-compliant Domestic Abuse Policy template, to include a statement on Ending Violence Women and Girls (EVAWG)

3. TRAINING MODULE FOR 'WORKPLACE CHAMPIONS'

A 3-hour training session for senior managers and staff representatives, comprising:

- Policy content
- HR response
- Legal response
- Risk Assessment
- Safeguarding (APP1 and UNOCINI)
- Safety Planning

4. TRAINING MODULE FOR ALL EMPLOYEES – 'EMPOWERING PEOPLE'

- What is Domestic Abuse
- Recognising Signs of Abuse
- How to Respond Safely
- How to Seek Help
- Promoting Culture of Respect

5. FORMAL AWARD OF CHARTER MARK

6. AUDIT

Every 3 years











WORKPLACE CHARTER
ON DOMESTIC ABUSE

Empowering people to recognise and respond safely to disclosures.

Creating a culture of respect, safety and zero tolerance.

Register your organisation today

T: 028 25 632136
E: hello@workplacecharter.org

workplacecharter.org

Registered with The Charity Commission for Northern Ireland NIC105905. Company limited by guarantee NI054434.

Lisburn & Castlereagh City Council

Committee:	Environment & Sustainability
Date:	4 November 2026
Report from:	Head of Service - Environmental Health, Risk and Emergency Planning

Item for:	Decision
Subject:	Consultation: Proposed Changes to Safety at Street Works and Road Works: A Code of Practice

1.0 **Background and Key Issues**

1.1 The Department for Transport Safety at Street Works and Road Works Code of Practice explains the principles that should be followed when signing, lighting and guarding works on and in streets and roads. The Code applies to works executed on or in all streets and roads, except motorways and dual carriageways, with a speed limit of 50 mph or more.

1.2 While primarily aimed at road authorities and utility undertakers, the Code of Practice is relevant to council operations and contracted activities that may impact the public highway. This includes grounds maintenance, roadside works, emergency response activities and event-related activities etc. where appropriate measures are required to ensure the safety of road users, pedestrians and workers.

1.3 The Department for Transport (DfT), in collaboration with the Department for Infrastructure (DfI), is seeking views on proposed updates to Safety at Street Works and Road Works: A Code of Practice which can be found in the link https://www.infrastructure-ni.gov.uk/sites/default/files/2026-09/safety-at-street-works-and-road-works-a-code-of-practice.pdf.

1.4 This report seeks delegated authority to the December meeting of this committee to consider and approve the council's draft response. It is due for submission by 14 December which is out with the governance arrangements for this committee.

2.0 **Recommendation**

It is recommended that committee:

- agrees delegated authority to the December committee meeting to consider and approve the council's response to the aforementioned consultation which is due for submission by the 14 December 2026.

3.0 **Finance and Resource Implications**

N/A

4.0 **Equality/Good Relations and Rural Needs Impact Assessments**

4.1	Has an equality and good relations screening been carried out?	No

4.2	Brief summary of the key issues identified and proposed mitigating actions **or** rationale why the screening was not carried out. Consultation response	
4.3	Has a Rural Needs Impact Assessment (RNIA) been completed?	No
4.4	Brief summary of the key issues identified and proposed mitigating actions **or** rationale why the screening was not carried out. Consultation response	

Appendices:	

Lisburn & Castlereagh City Council

Committee:	Environment & Sustainability
Date:	4 November 2026
Report from:	Head of Service - Environmental Health, Risk and Emergency Planning

CONFIDENTIAL REPORT

Reason why the report is confidential:	Local Government Act (NI) 2014 Schedule 6 – Access to Information: Exemption information – Information which is likely to reveal the identify of an individual.
When will the report become available:	N/A
When will a redacted report become available:	N/A
The report will never become available:	Report will not be released

Item for:	Decision
Subject:	Houses in Multiple Occupancy Update Report

1.0 **Background**

1.1 This report provides an update on the current suspension of the NIHMO Service's;

1. online facility which provides the public with access to specific entries from the HMO register; and
2. the online HMO licence application consultation register

Key Issues

1.2 The report attached at **Appendix 6 Confidential** provides a comprehensive update on the background information that led to the suspension of the two facilities outlined above from the HMO website from June 2026.

1.3 In September 2026, this position was reviewed with consultation meetings having taken place with statutory agencies including the Home Office, NI Housing Executive, Belfast City Council, PSNI and the Department for Communities.

1.4 Further in September, an update paper on the current suspension of the NIHMO Services was presented to SOLACE NI who agreed:

1. Public access to the online facility containing entries from the HMO register is not reinstated at this time but shall be reviewed annually, and

2. The HMO application online consultation register is reinstated on the 1 December 2026

1.5 An evaluation of the arguments for and against publishing the entries from the HMO register have been considered in reaching a decision as to whether the register should be

	reinstated at this time. These included concerns in respect of the security position associated with the publication of HMO accommodation addresses.	
1.6	The position proposed for adoption are linked to the following: 1. the attacks on HMO accommodation including sustained periods of civil unrest/rioting during which HMO tenants were forced to flee from their homes recent disorder and; 2. the significance and sensitivity of the information, including a list of HMOs being linked by police to anti-immigrant attacks; 3. reported attacks on business and other property owned by HMO owners/managers; 4. reported personal safety warning to an HMO owner/manager by the PSNI	
2.0	**Recommendation** It is recommended that the committee agrees: • public access to the online facility containing entries from the HMO register is not reinstated at this time but shall be reviewed annually; • the HMO application online consultation register is reinstated on the 1 December 2026 including the opportunity for applicants to make specific requests to be exempted from this requirement.	
3.0	**Finance and Resource Implications** None	
4.0	**Equality/Good Relations and Rural Needs Impact Assessments**	
4.1	Has an equality and good relations screening been carried out?	NO
4.2	Brief summary of the key issues identified and proposed mitigating actions **or** rationale why the screening was not carried out	
4.3	Has a Rural Needs Impact Assessment (RNIA) been completed?	NO
4.4	Brief summary of the key issues identified and proposed mitigating actions **or** rationale why the screening was not carried out.	

Appendices:	Appendix 6 confidential– Report on status of HMO Register and Online Consultation Register

Report on status of HMO Register and Online Consultation Register

Prior to the transfer of the HMO function, the Housing Executive maintained a publicly available register of registered HMOs to allow tenants to make an informed decision that the accommodation they were considering renting was safe, good quality and well managed. This was welcomed by many landlords as an opportunity to promote their registered HMOs with the register being seen as providing a commercial advantage over rogue unregistered landlords.

When this function and the new licensing scheme was transferred to councils in April 2019, this approach was continued and via the NIHMO website, allowed access to the same, limited information, typically available in the public domain ie property address, permitted occupancy and start and expiry dates. The following table details the number of licensed HMOs in each council area on 30 September 2026.

Table 1

Row Labels	Count by Council Area	Permitted Occupancy
Antrim and Newtownabbey	15	70
Ards and North Down	13	81
Armagh City Banbridge and Craigavon	59	331
Belfast	3020	13186
Causeway Coast and Glens	214	933
Derry City and Strabane	261	1247
Fermanagh and Omagh	5	20
Lisburn and Castlereagh	8	45
Mid and East Antrim	13	82
Mid Ulster	21	152
Newry Mourne and Down	18	96
Grand Total	**3647**	**16243**

Key Issues

Following unrest in areas of Northern Ireland in June 2026, a number of people were made homeless after their properties were attacked by rioters. NIHMO officers took precautionary measures at this time by removing from its website the publicly available registers from the HMO register as well as the online consultation register.

The aim of this report is to seek the views of members on whether these facilities should be reinstated to the NIHMO website.

HMO Register

The introduction of the Houses in Multiple Occupation Act (Northern Ireland) 2016 ("2016 Act") aimed to ensure the effective oversight and regulation of HMO accommodation for the benefit of the public at large. In particular, section 62 of the 2016 Act requires councils to keep an HMO register containing details of each application for an HMO licence, the decision made on the application and subsequent progress of the licence.

The HMO register is required to contain the following information:

i. the name of the applicant;
ii. the address of the living accommodation in question;
iii. the name of any managing agent specified in the application;
iv. the date on which the application was made;
v. the name of the licence holder;
vi. the number of persons authorised to occupy the HMO (as specified in the licence under section 7(3)(c));
vii. any conditions included in the licence;
viii. any variation, revocation or surrender of the licence under section 22, 23 or 27;
ix. any revocation order or disqualification order made

An entry in the register is to be available to any person who appears to the council:

(a) to have an interest or prospective interest in the HMO,
(b) to be a resident of the HMO, or
(c) to be otherwise sufficiently concerned with the information contained in the entry.

Online Consultation Register

The Houses in Multiple Occupation (Notice of Application) Regulations (Northern Ireland) 2019 ("2019 Regulations") make provision about the procedural requirements relating to an application for an HMO licence, particularly the requirements for notice of the making of an application for an HMO licence.

An applicant is required to publish notice of the application in a newspaper circulating in the locality of the HMO and the applicant must supply a copy of that advert to the council.

The newspaper advert must contain the following information;

a) the name of the applicant;
b) the address of the HMO to which the notice relates;
c) the proposed occupancy level;
d) the council district in which the HMO is situated and to which the licence application will be submitted; and
e) the notice of a right to make representations about the application.

Regulation 4 of the 2019 Regulation requires the council to publish notice of the application on its website, to allow any person wishing to make representations, the opportunity to do so, within 28 days of the application being published online.

Regulation 5 states that *"the council may exclude an applicant from the requirement to publish notice of an application if it is satisfied that publishing such a notice would be likely to jeopardise the safety or welfare of any persons or the security of any premises."*

The online consultation register currently remains suspended although individual applicants continue to publish notice of their applications in newspapers circulating in the locality of the HMO.

Representations received

Home Office

On the 10 June 2026, the Home Office and representatives of Mears Housing (the appointed Home Office asylum accommodation provider) contacted the NIHMO Service requesting that it suspend access to the abovementioned entries of the HMO register and granted exemption from the requirement to publish notice of its applications on the grounds that the information was being used to target migrant and asylum seeker accommodation. Mears believed that a failure to do so would be likely to jeopardise the safety or welfare of the occupants/HMO owners and managers or the security of the HMO accommodation.

LANI and various individual HMO owners and Managing Agents

The Landlords Association for Northern Ireland ("LANI") and individual HMO owners and Managing Agents contacted the NIHMO Service following what they described as the recent targeting of HMO properties following publication of a list of HMO addresses (which they termed a '*hit list'*) from the NIHMO Service website.

They stated that HMO properties *"have been identified and circulated online in a manner that has encouraged hostility towards occupants. This has caused serious alarm and required police involvement."* The NIHMO Service has also been contacted by a number of tenants expressing concern regarding their personal safety.

The NIHMO Service has been made aware of an attack on the offices of an HMO manager and the issuing of personal safety advice / warning to an HMO owner / manager by the PSNI. Additionally, the NIHMO Service is aware of protests outside the offices of known HMO Managing Agents and several council offices in relation to HMOs.

Those owners and managers have requested that these online entries from the HMO register are not reinstated and if the council takes the decision to reinstate them, they have requested that their particular properties are exempted. The NIHMO Service would estimate that those HMO owners, managers or those represented by LANI who have contacted us, would represent over 50% of the total HMO stock in Northern Ireland.

Planning Act (NI) 2011

Separate to any provision under the 2016 Act, section 242 of the Planning Act (NI) 2011 requires councils to keep a register containing information in relation to the processing and determination of planning applications made to the authority. Section 242(3) of the 2011 Act requires that this register must be available for inspection by the public.

The proposals contained in this paper would not affect any council's responsibility to hold and maintain a register as required by the 2011 Act. It should be noted that some information relating to Houses of Multiple Occupation may still therefore be in the public domain. This matter is being considered separately.

The Society of Local Authority Chief Executives and Senior Managers in Northern Ireland (SOLACE NI)

On the 4 September 2026 an update paper on the current suspension of the NIHMO Services online facility which provides the public with access to specific entries from the HMO register; and the online HMO licence application consultation register was presented to SOLACE NI.

SOLACE NI agreed that:

1. Public access to the online facility containing entries from the HMO register is not reinstated at this time but shall be reviewed annually, and

2. The HMO application online consultation register is reinstated on the 1 December 2026

Consultation with Statutory Agencies

The Department of Justice facilitated a meeting between the Home Office, NI Housing Executive, Belfast City Council, PSNI and the Department for Communities on the 29 September 2026 to discuss concerns around the publication of HMO accommodation addresses and associated security considerations.

There was a recognition from some of the partner agencies that the online publicly available entries from the HMO register were shared on social media and may have been a contributing factor during the June 2026 disturbances.

Evaluation of the issues

In determining the arguments for and against, councils must balance their statutory obligations as well as the clear legislative intention to improve standards, promote transparency and secure the effective regulation of Houses in Multiple Occupation (HMOs) against the rights and concerns of licence holders and other relevant persons.

1. Should the NIHMO Unit re-instate access to the previously available online entries of the HMO Register?

The arguments in favour of re-instating access are:

- that it would promote accountability and transparency in relation to the Council's HMO licensing functions pursuant to the Houses in Multiple Occupation Act (Northern Ireland) 2016;
- that it enables debate on the concentration of HMO accommodation in specific localities,

- that it would allow tenants to check the licence status of any potential accommodation that they are considering renting;
- access to these entries helps hold rogue landlords accountable;

The arguments in favour of maintaining the suspension are:

- the attacks on HMO accommodation including sustained periods of civil unrest / rioting during which HMO tenants were forced to flee from their homes;
- the significance and sensitivity of the information, including a list of HMOs being linked by police to anti-immigrant attacks;
- the information relates to the accommodation of individuals, or groups of individuals where disclosure could lead to them being threatened or harassed (e.g. asylum seekers, ex-offenders);
- the information could provide intelligence allowing known individuals to be targeted;
- attacks on business and other property owned by HMO owners / managers;
- personal safety warning to an HMO owner / manager by the PSNI;
- requests from HMO owners, managers and tenants to have details of their HMO accommodation excluded from the NIHMO Service's website as disclosure is likely to jeopardise (a) the safety or welfare of any person, or (b) the security of any premises; and
- the reputational damage to the council if the online entries were used by nefarious actors to target HMO accommodation and / or HMO tenants, owners or managers which resulted in their safety or welfare being compromised or properties being damaged or destroyed.

2. Should the NIHMO Unit reinstate the online application consultation register?

The arguments in favour of re-instating the online application consultation register are:

- that it would promote accountability and transparency in relation to the Council's HMO licensing functions pursuant to the Houses in Multiple Occupation Act (Northern Ireland) 2016;
- that it would allow for more informed debate on HMO licensing;
- that it enables debate on the concentration of HMO accommodation in specific localities,
- that the publication of the register helps hold rogue landlords accountable;
- the council's mandatory statutory obligations pursuant to Regulation 4 of the 2019 Regulations which requires councils to publish notice of HMO licence applications on its website, to allow the public to make representations in relation to a licence application.
- Pursuant to Regulation 5 of the Houses in Multiple Occupation Act (Northern Ireland) 2016 the council can consider specific requests to exclude an applicant from the requirement to publish notice of an application on the grounds that publishing such a notice would be likely to jeopardise the safety or welfare of any persons or the security of any premises.

The arguments in favour of maintaining the suspension are –

- the attacks on HMO accommodation including sustained periods of civil unrest / rioting during which HMO tenants were forced to flee from their homes;
- the significance and sensitivity of the information, including a list of HMOs being linked by police to anti-immigrant attacks;
- the information relates to the accommodation of individuals, or groups of individuals where disclosure could lead to them being threatened or harassed (e.g. asylum seekers, ex-offenders);
- the information could provide intelligence allowing known individuals to be targeted;
- attacks on business and other property owned by HMO owners / managers;
- personal safety warning to an HMO owner / manager by the PSNI;
- requests from HMO owners, managers and tenants to have details of their HMO accommodation excluded from the NIHMO Service's website as disclosure is likely to jeopardise (a) the safety or welfare of any person, or (b) the security of any premises.
- the reputational damage to the council if the online consultation register was used by nefarious actors to target HMO accommodation and / or HMO tenants, owners or managers which resulted in their safety or welfare being compromised or properties being damaged or destroyed.

Recommendation

It is recommended that the public access to the online facility containing entries from the HMO register is not reinstated at this time but shall be reviewed annually**.** Officers attributed strong weight to following matters in making this recommendation:

1. the attacks on HMO accommodation including sustained periods of civil unrest/rioting during which HMO tenants were forced to flee from their homes recent disorder and;
2. the significance and sensitivity of the information, including a list of HMOs being linked by police to anti-immigrant attacks;
3. reported attacks on business and other property owned by HMO owners/managers;
4. reported personal safety warning to an HMO owner/manager by the PSNI

The HMO application online consultation register is reinstated on the 1 December 2026, having particular regard to the significant weight that must be attributed to Councils' statutory obligations under The Houses in Multiple Occupation (Notice of Application) Regulations (Northern Ireland) 2019 ("2019 Regulations") and the opportunity for applicants to make specific requests to be exempted from the requirements of same